SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

Judicial Management (ROC-JM)

Version 1.0

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1. Introduction

This comprehensive guide is designed to help users navigate the system and effectively utilise its features and functions. It includes step-by-step instructions, supported by illustrations to assist users in completing key tasks within the system.

The manual includes an overview of system functions, user roles, navigation and key procedures.

Users must have valid CRS access and the appropriate permissions to perform the transactions.

2. Module Overview

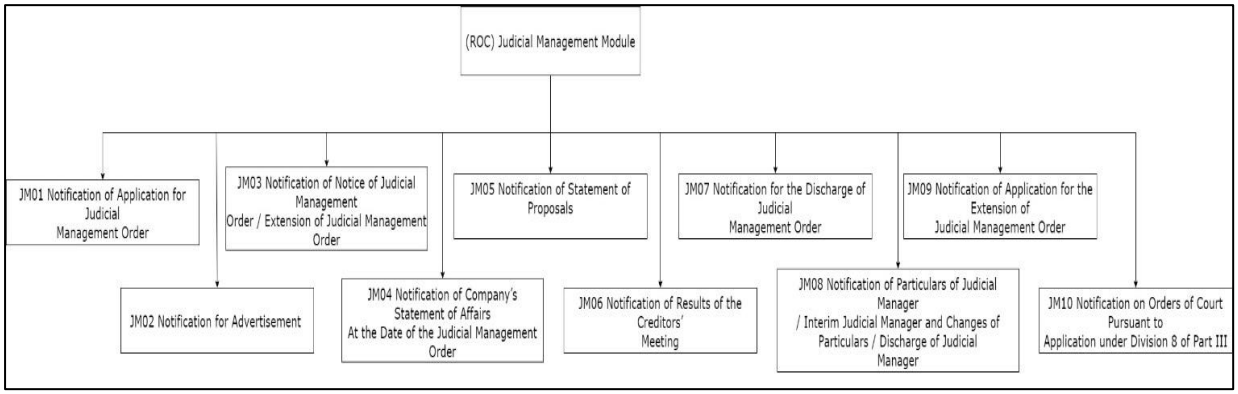


Figure 1: Functional Diagram

2.1 User Eligibility

To access the Judicial Management (CJM) module, users must meet the following requirements:

- Have a valid and active SSM4U account;
- Be verified in the system;
- Be associated with the relevant company;
- Hold a valid practising certificate (for applicable professional roles); and
- An approved liquidator authorised to act as a Judicial Manager.

2.2 Company Status Eligibility

Allowed:

- Existing; or
- Existing Under Receivership.

2.3 User Role

External users are assigned roles based on their involvement in the Judicial Management (JM) process. Each role determines the actions that a user can perform in the system.

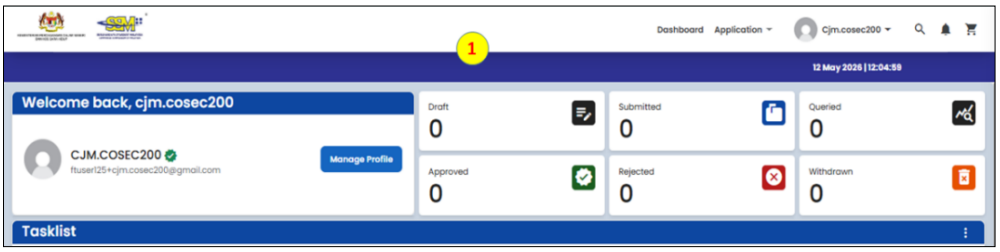
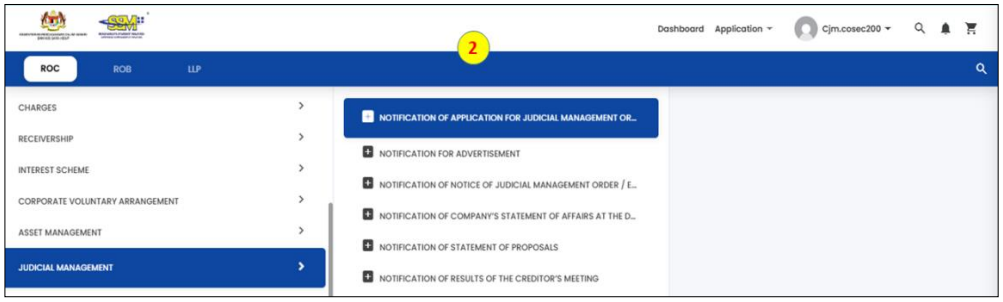
Role	User Type	Access
Director	Verified User	Maker / Checker
Company Secretary	Verified Professional User	Maker / Checker
Interim Judicial Manger/ Judicial Manager	Verified Professional User	Maker/ Checker
Liquidator	Verified Professional User	Maker / Checker
Creditor	Verified User	Maker / Checker
Maker	System Role	Draft Only (Prepares and drafts lodgement for Checker)
Checker	System Role	Submit & Pay (Reviews, submits lodgement and makes payment)

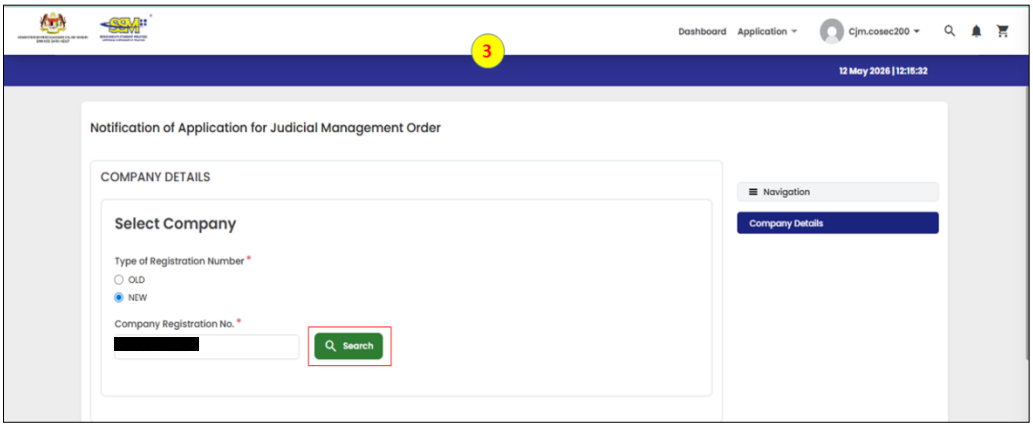
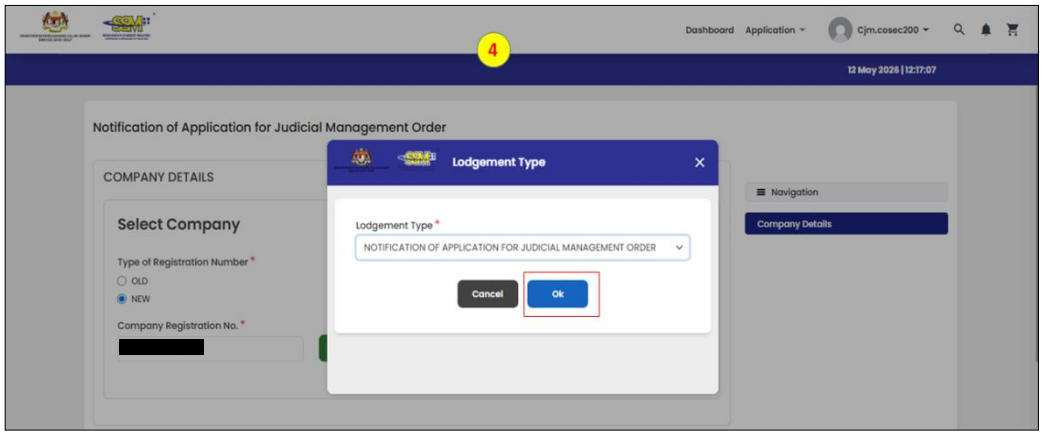
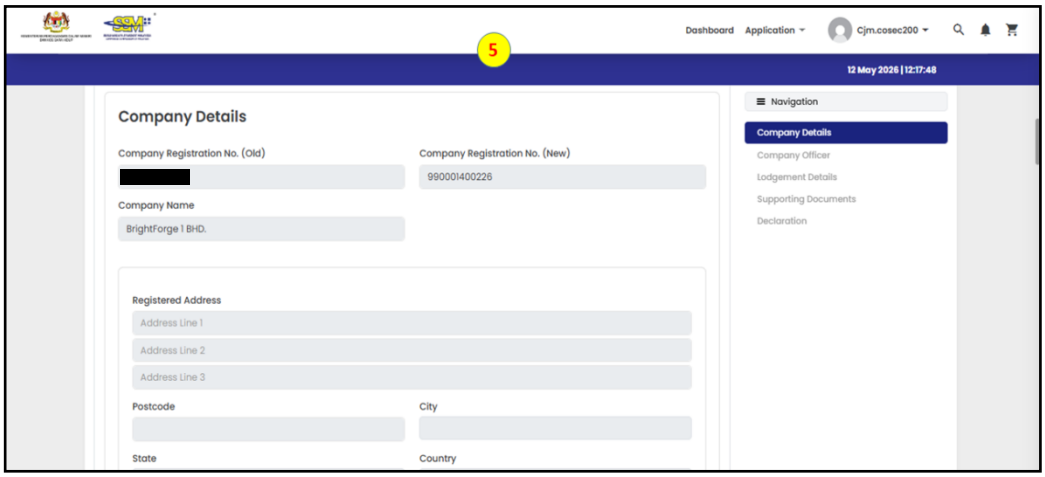
3. Notification of Application for Judicial Management Order

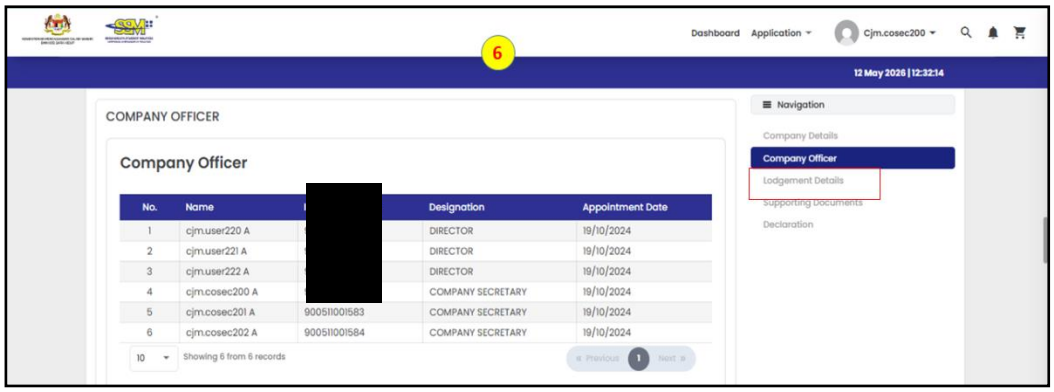
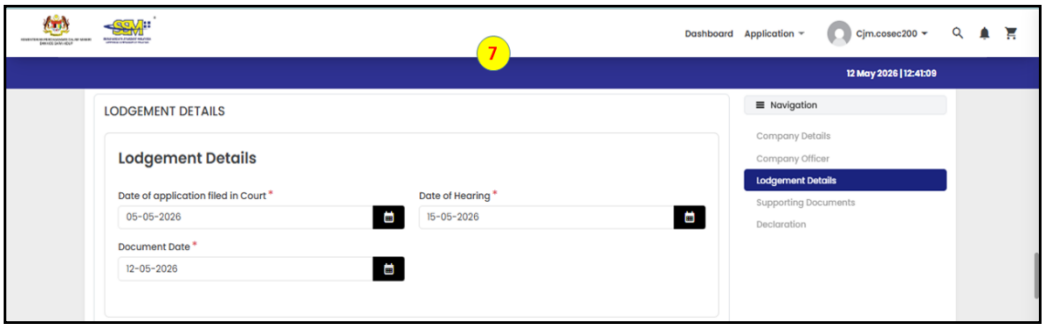
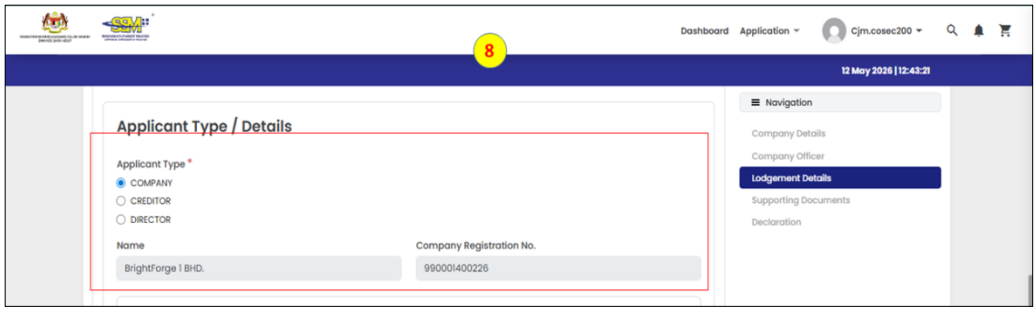
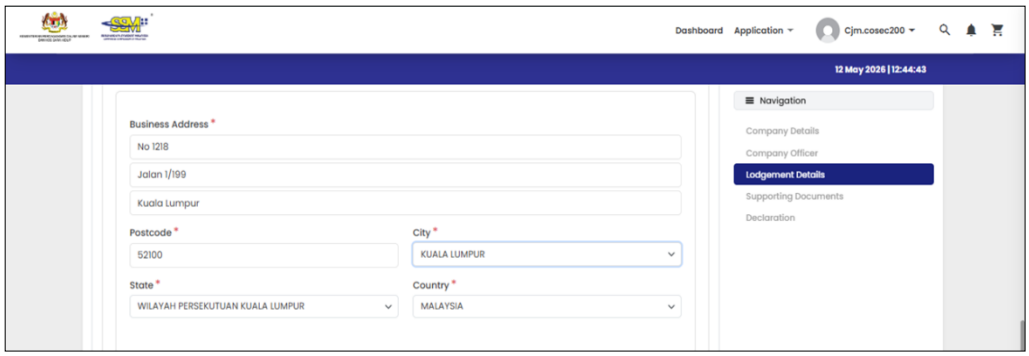
3.1 Submit Notification of Application for Judicial Management Order

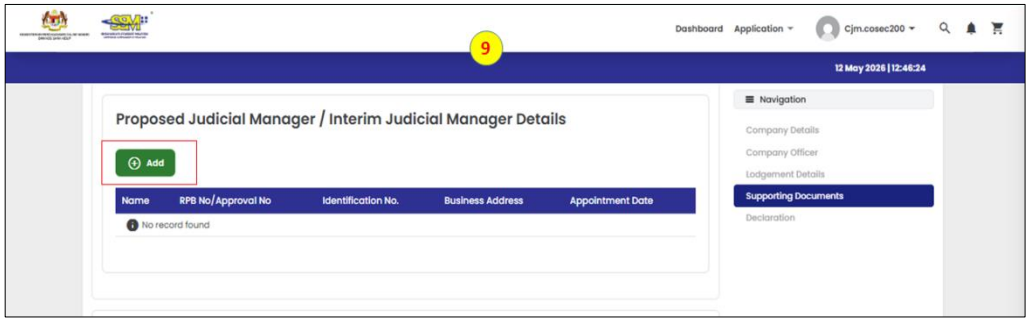
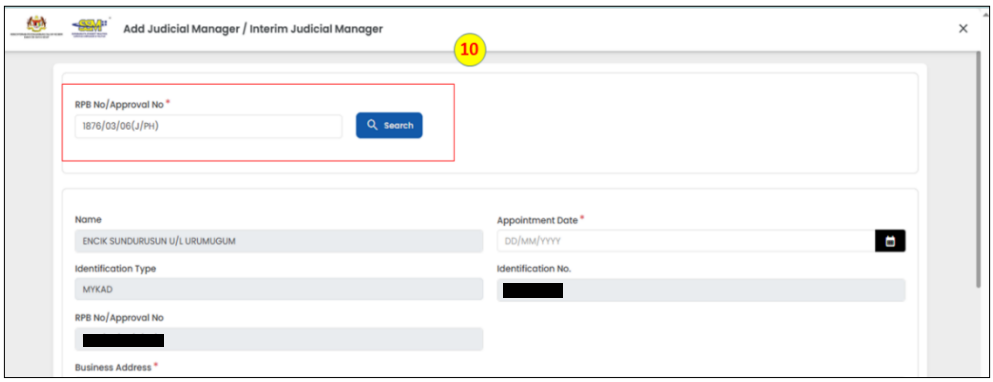
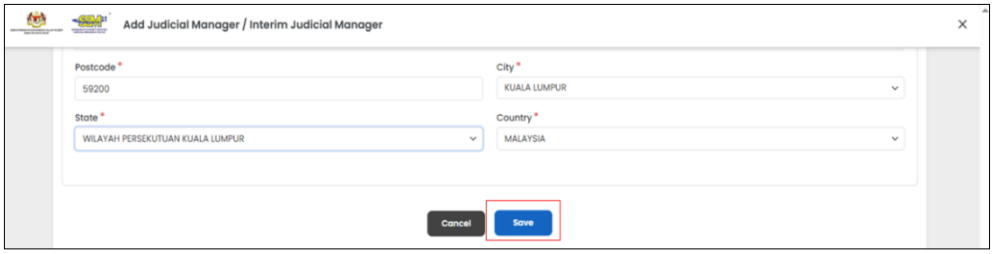
Pre-Requisites

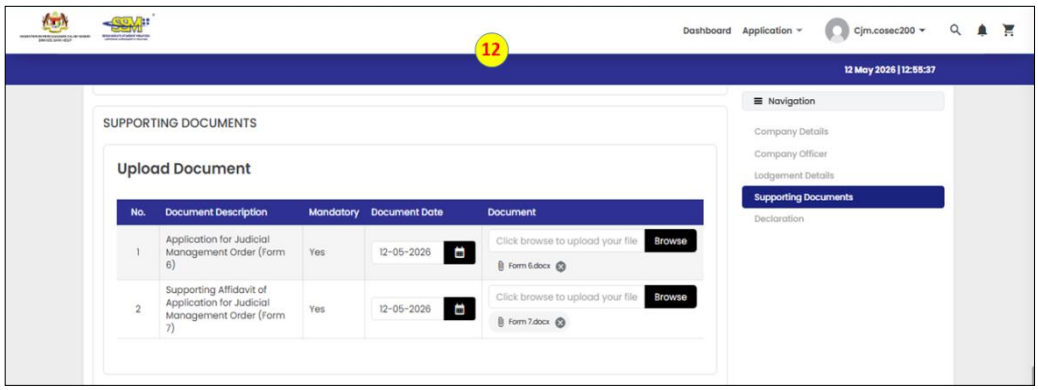
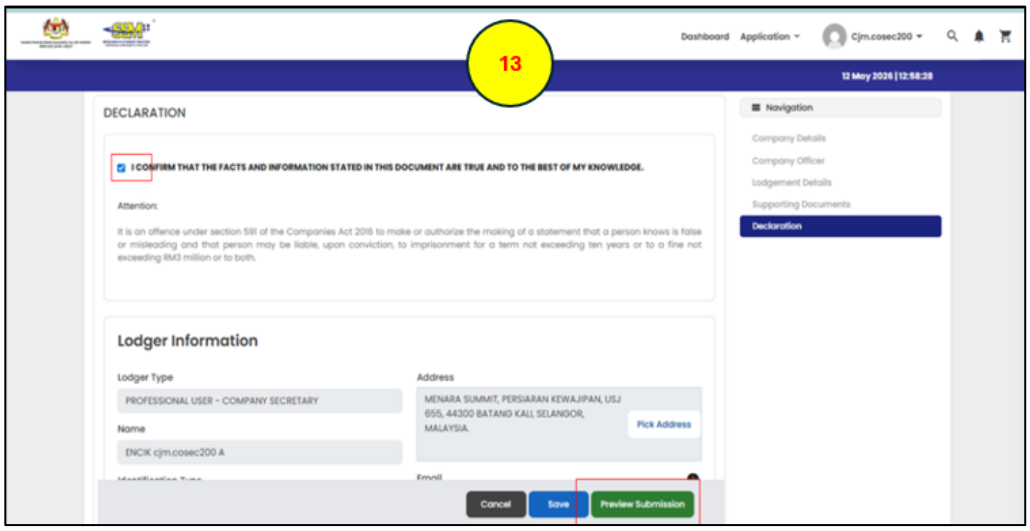
- Only Director, Creditor or Company Secretary may perform lodgement; and
- Company must of existing or existing under Receivership.

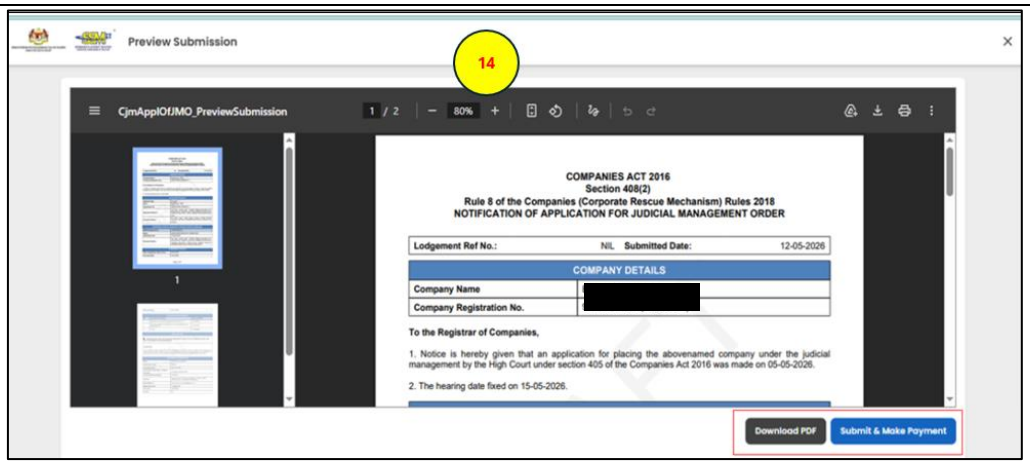
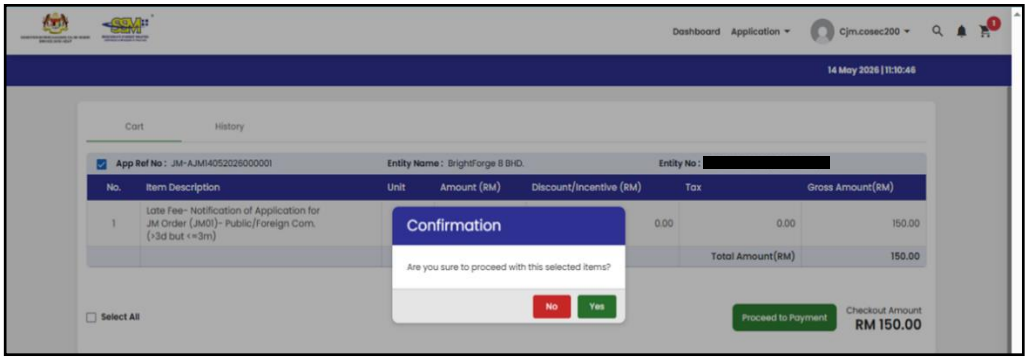
Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar. 
2	a) From the Dashboard, click **Application** and select **ROC**; b) Click **Judicial Management**; and c) Select the **relevant Module** and **Transaction Type**. 
3	Under the Company Details section: a) Select Type of Registration Number (OLD / NEW); b) Enter Company Registration No. and click Search; and c) Verify the Company Details displayed.

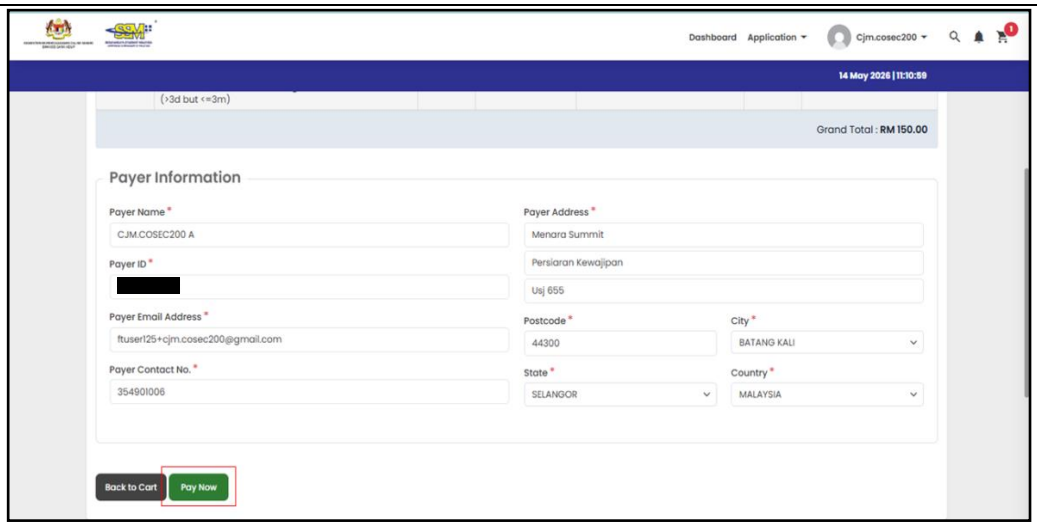
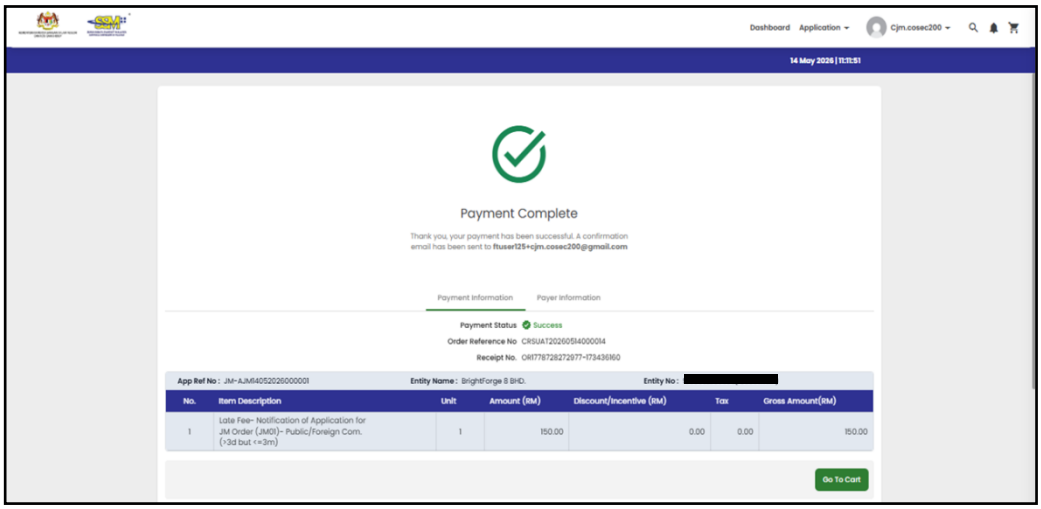
Field Num.	Description
	
4	From the select **Lodgement Type** drop-down list, select **Notification of Application for Judicial Management Order** and click **OK**. 
5	Verify the **Company Details section**. 

Field Num.	Description
6	a) Verify the **Company Officer** section; and b) System will display the current Company Officer. 
7	Enter the required **Lodgement Details**. 
8	Enter the required Lodgement Details.  
9	Under the **Proposed Judicial Manager / Interim Judicial Manager**

Field Num.	Description
	Details, click **Add**. 
10	a) Enter the RPB No. / Approval No. (Liquidator Approval Number) (mandatory), click Search; b) Complete the required fields; and c) Click **Save**.  
11	Verify the **proposed name** appears in the list.

Field Num.	Description
12	a) Upload the supporting documents and enter supporting document date in the Supporting Documents section; and b) System will remind user for those mandatory field that has not filled in by user and blocks user from submitting lodgement. 
13	Tick the **Declaration checkbox**, then click **Preview Submission**. 
14	Review the information, then click **Submit & Make Payment**.

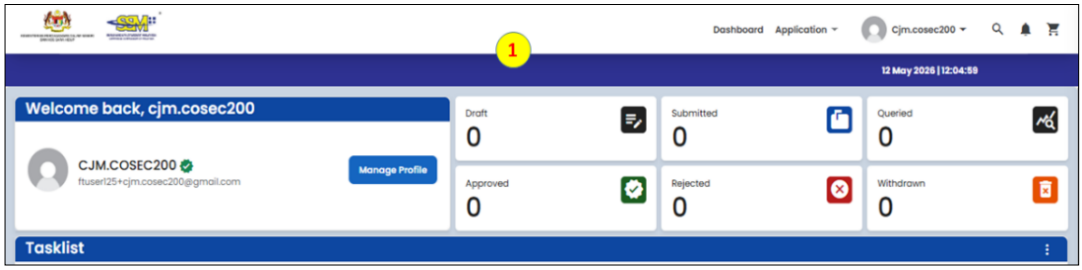
Field Num.	Description
	
15	a) Make payment as instructed & payment successful. *Note: System notifies that the payment process has been completed successfully.* b) The Payment screen will be displayed. c) Click **Yes.** 

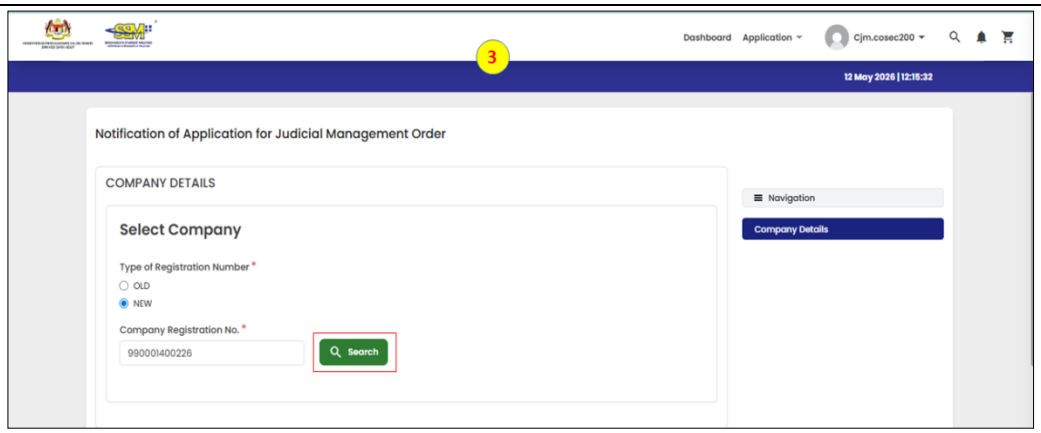
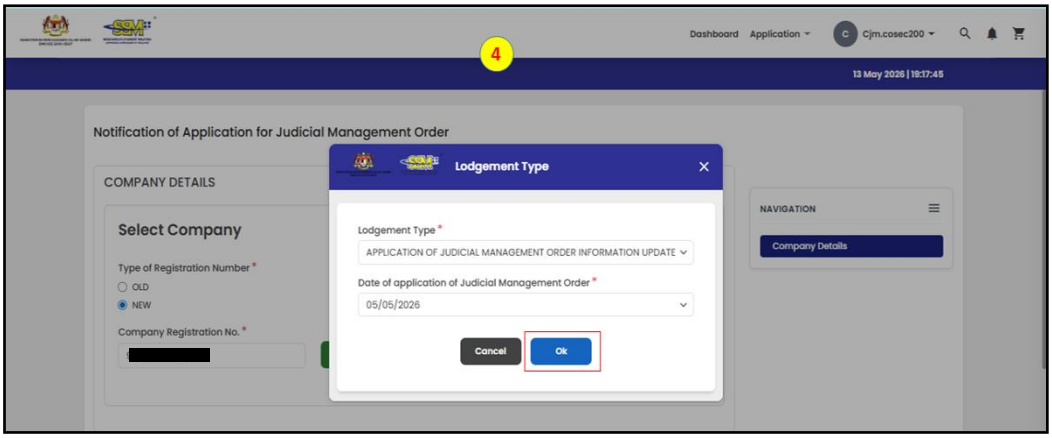
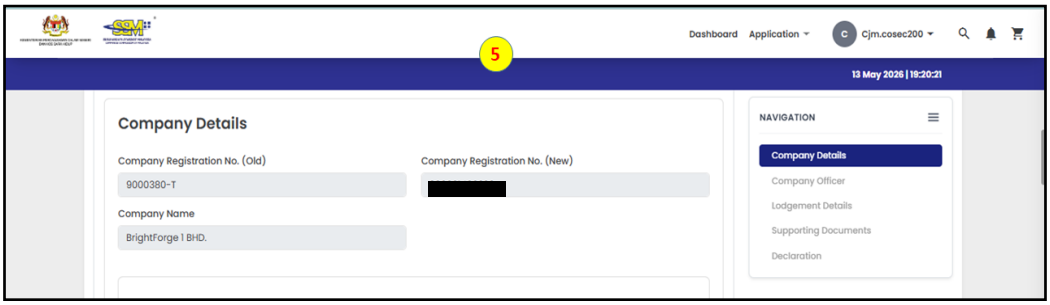
Field Num.	Description
	
16	Complete the payment. 

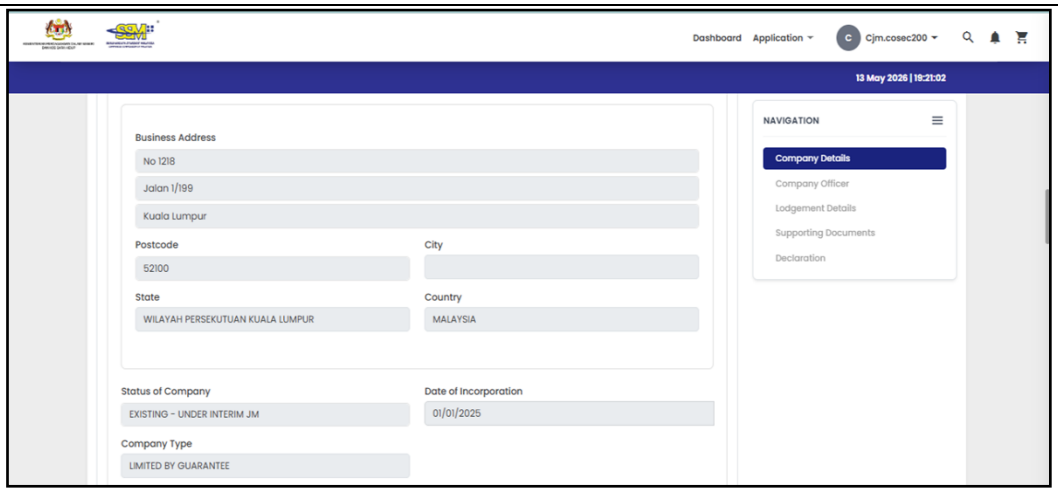
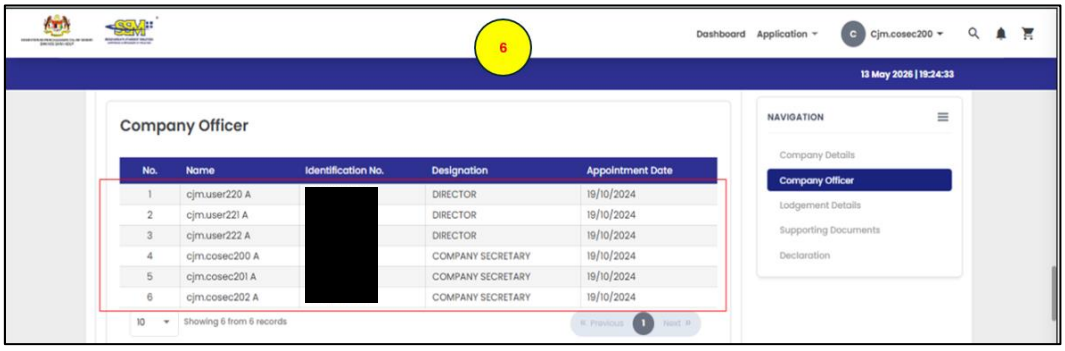
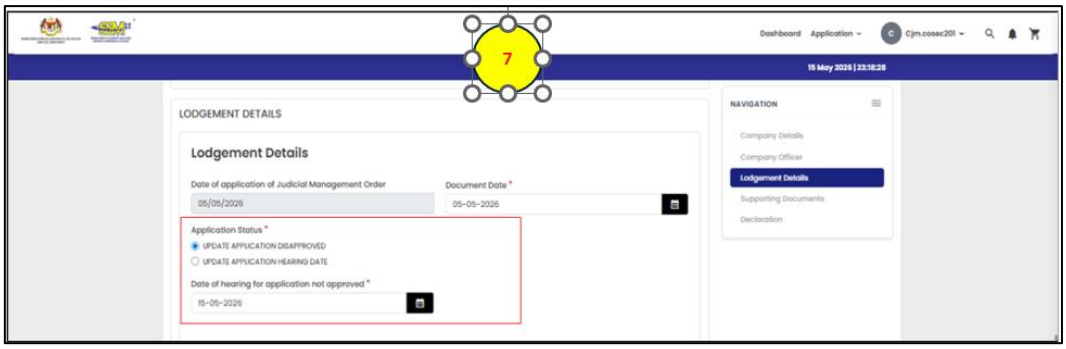
3.2 Submit Application of Judicial Management Order Information Update (Update Hearing Date/Application Disapproved)

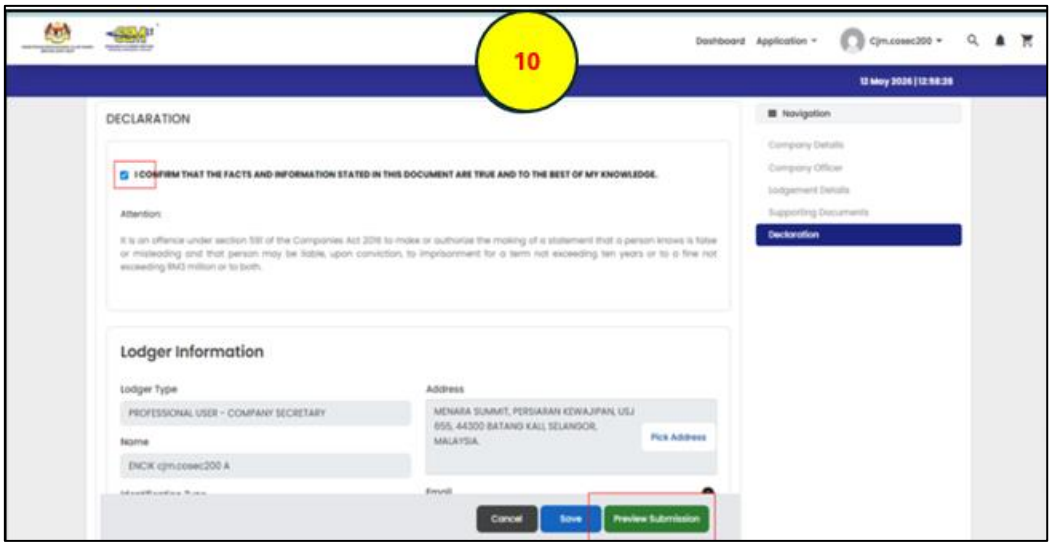
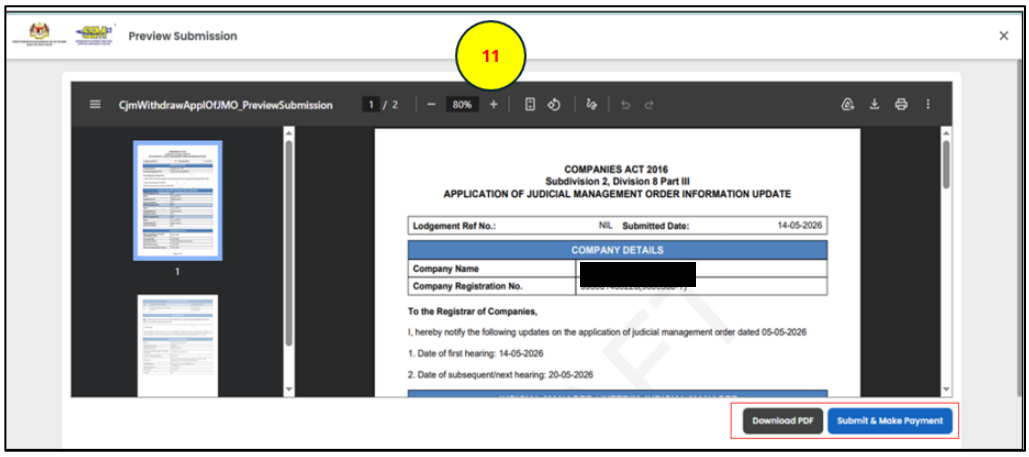
Pre-Requisites

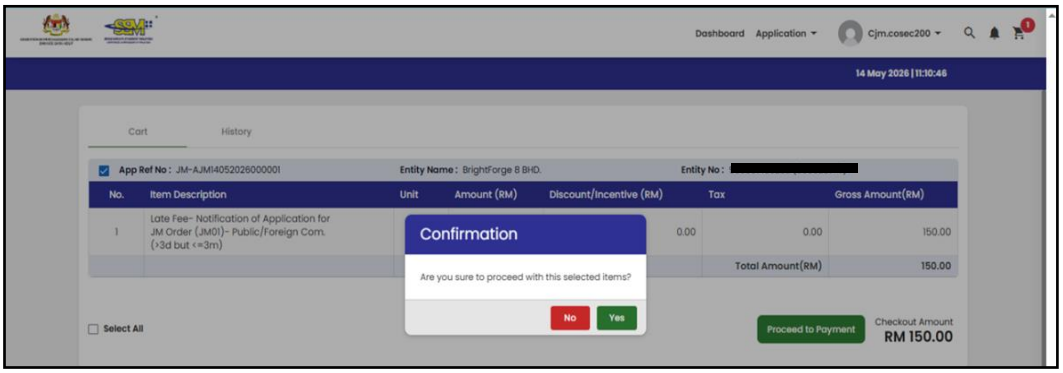
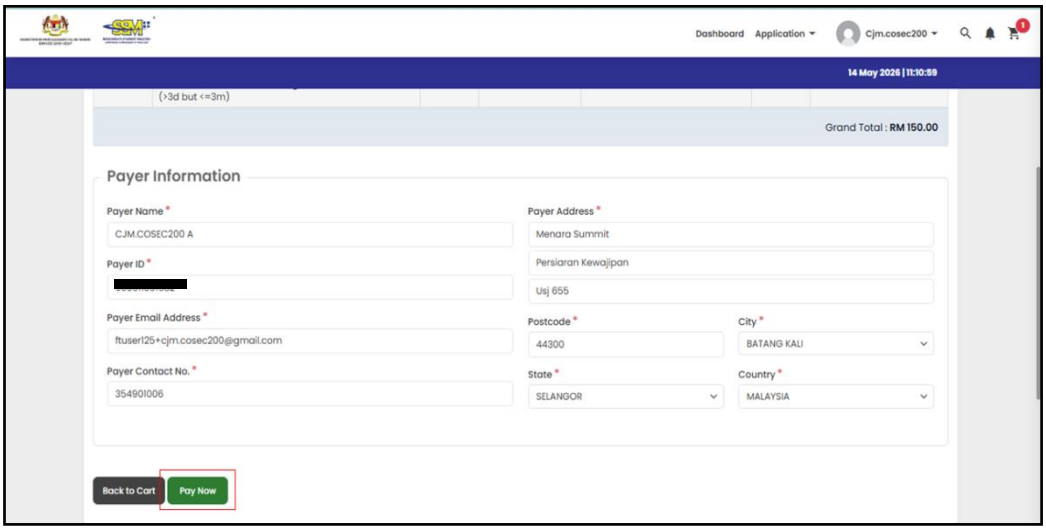
- Only Director, Interim Judicial Manager or Company Secretary may perform lodgement; and
- Status Company under Existing Under Interim JM or Existing Under Receivership (Under Interim JM).

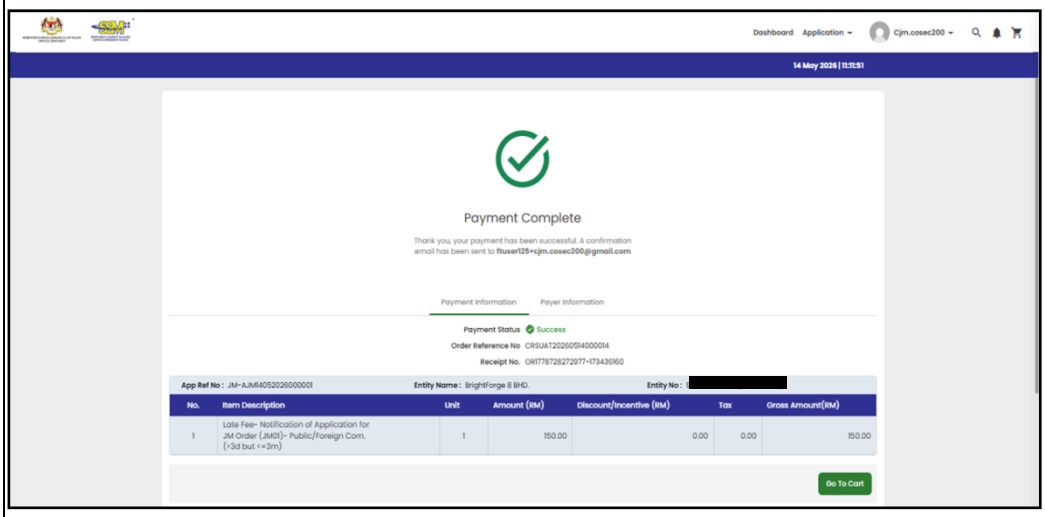
Step	Action
1	From the Dashboard, open the **Application** menu in the navigation bar. 
2	a) From the Dashboard, click **Application** and select **ROC**; b) Click **Judicial Management**; and c) Select the **relevant Module** and **Transaction Type**.
3	Under the **Company Details** section: a) Select Type of Registration Number (OLD / NEW); b) Enter Company Registration No. and click Search; and c) Verify the Company Details displayed.

Step	Action
	
4	From the Select a **Lodgement Type** drop-down list, select **Application of Judicial Management Order Information Update**. 
5	Verify the **Company Details** section. 

Step	Action
	
6	Verify the **Company Officer** section. 
7	Under **Lodgement Details**, update the required information (e.g. Update Hearing Date or Update Application Disapproved). 
8	Review all the updated information for accuracy.

Step	Action
9	a) Upload the supporting documents and enter supporting document date in the Supporting Documents section; and b) System will remind user for those mandatory field that has not filled in by user and blocks user from submitting lodgement.
10	Tick the **Declaration** checkbox, then click **Preview Submission**. 
11	Click **Download PDF**, then click **Submit & Make Payment.** 

Step	Action
12	a) Make payment as instructed & payment successful. *Note: System notifies that the payment process has been completed successfully.* b) The Payment screen will be displayed. c) Click **Yes.**  

Step	Action
13	Complete the payment. 

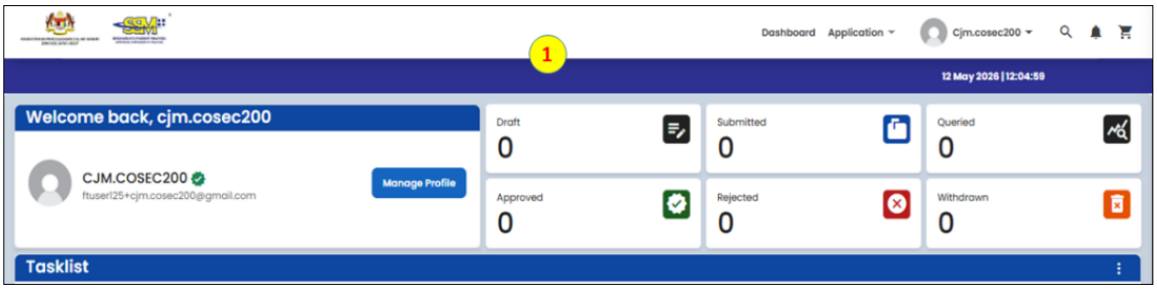
Note

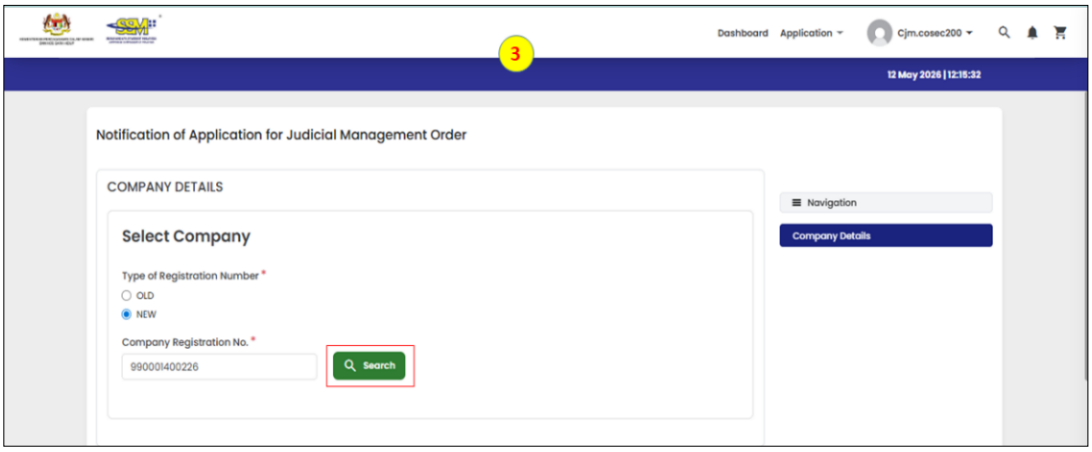
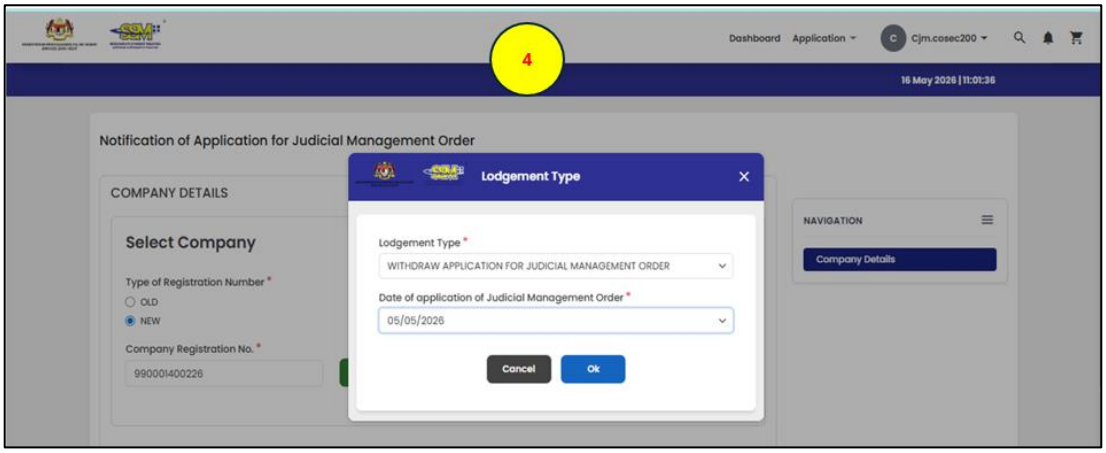
- *Ensure the Hearing Date / Disapproved Date entered is accurate before submission.*

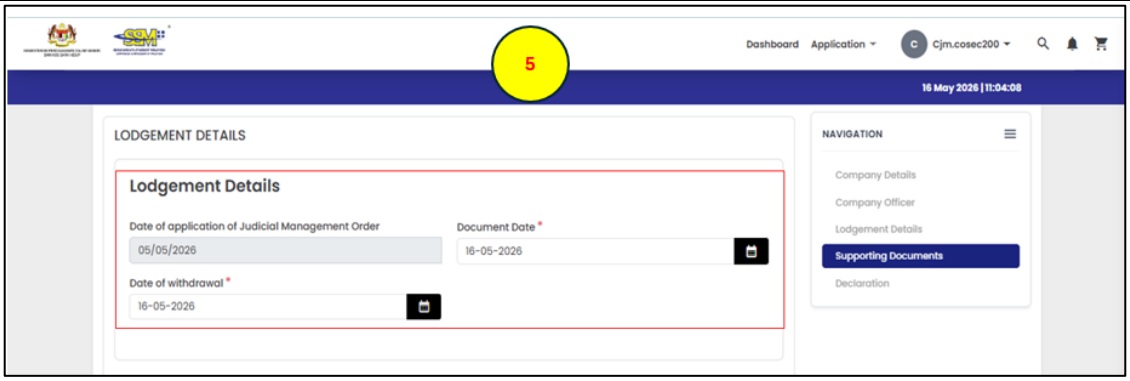
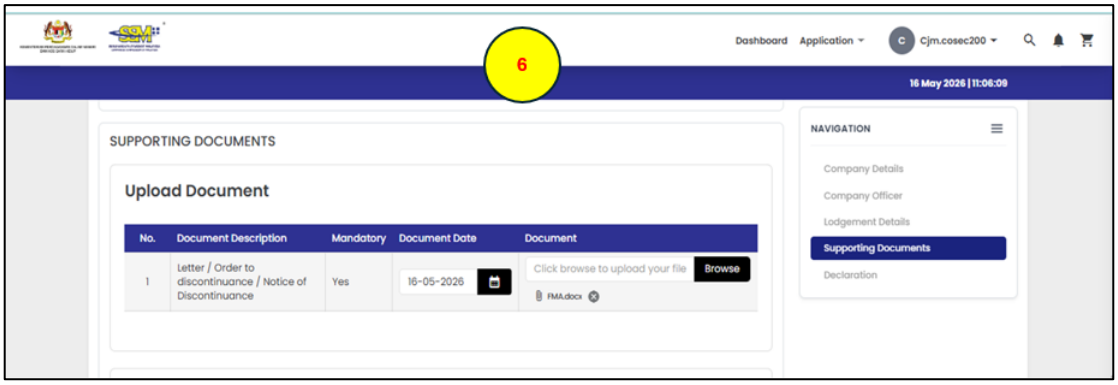
3.3 Submit Withdrawal Application of Judicial Management Order

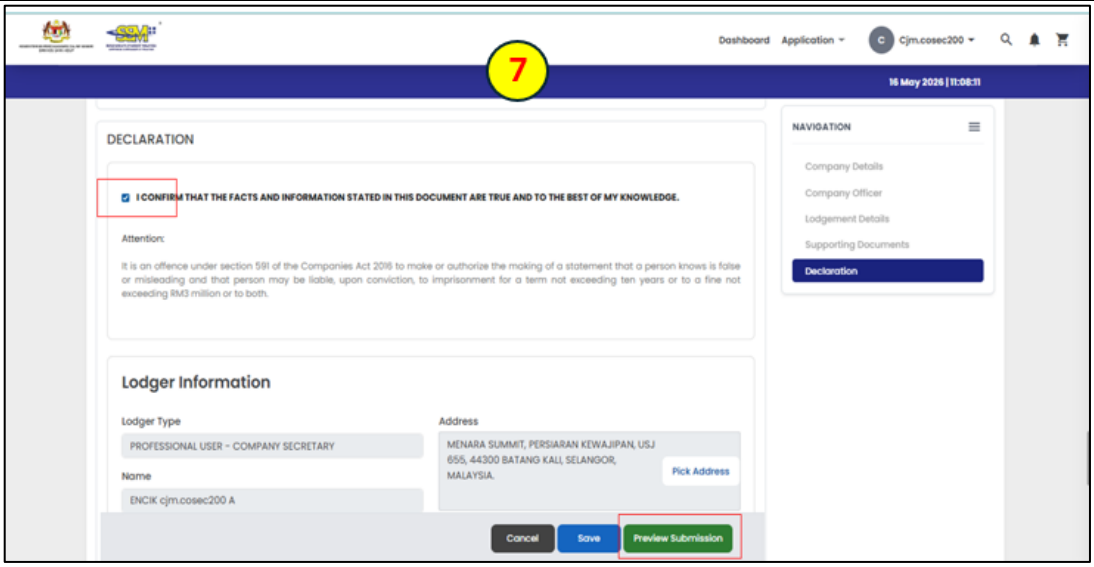
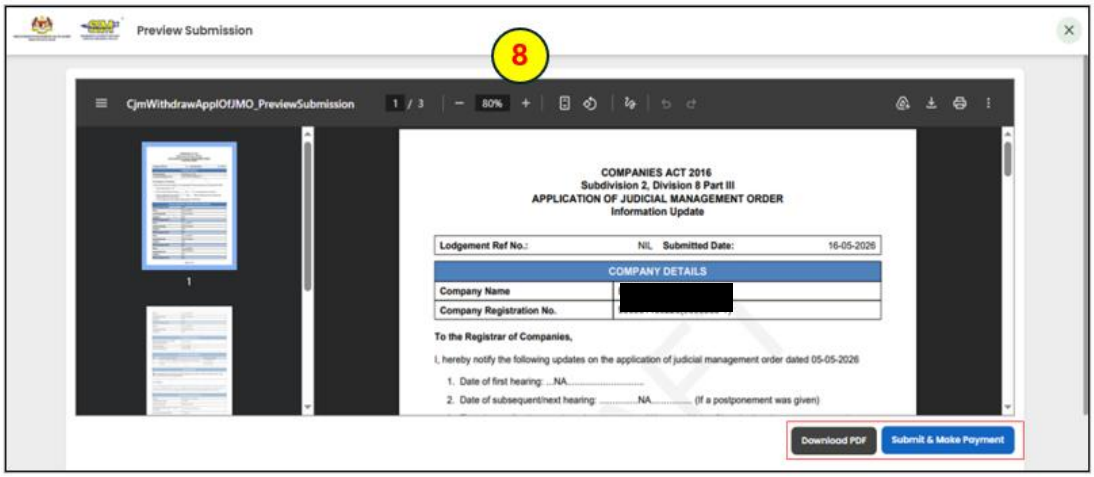
Pre-Requisites

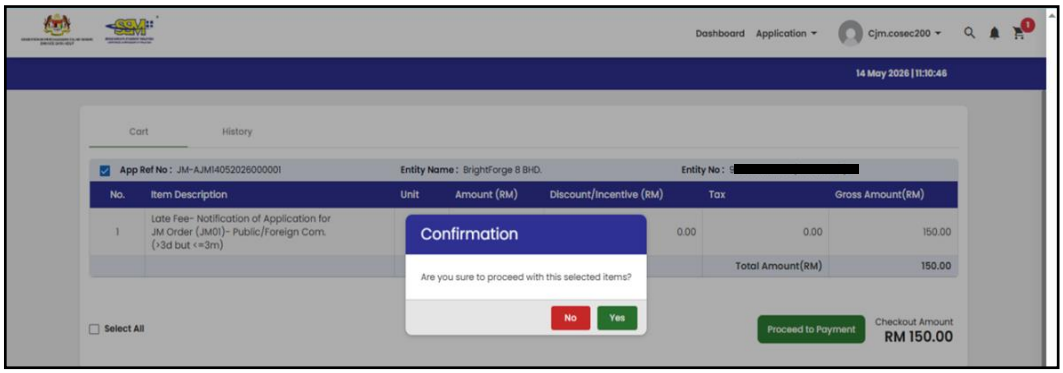
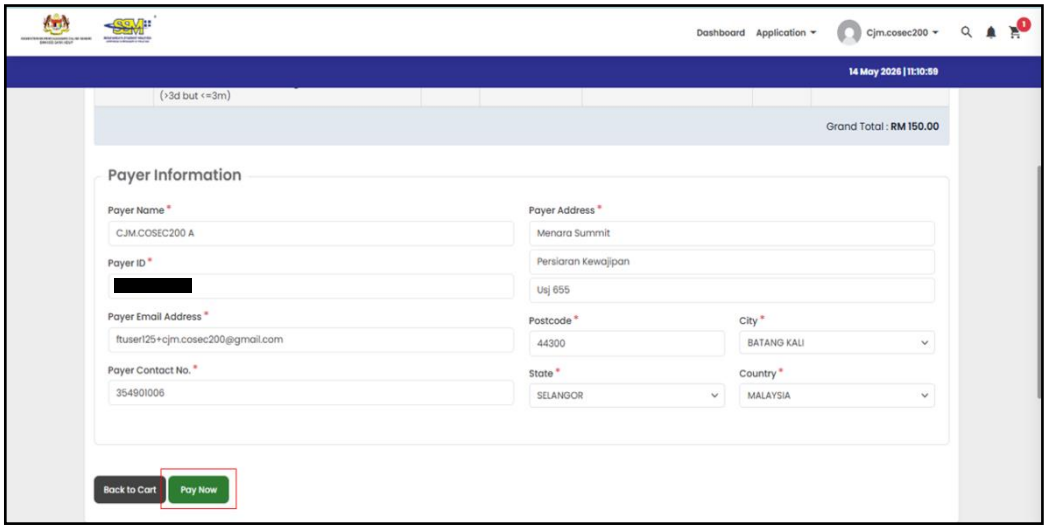
- Only Director, Interim Judicial Manager or Company Secretary may perform lodgement; and
- Status Company under Existing Under Interim JM or Existing Under Receivership (Under Interim JM)

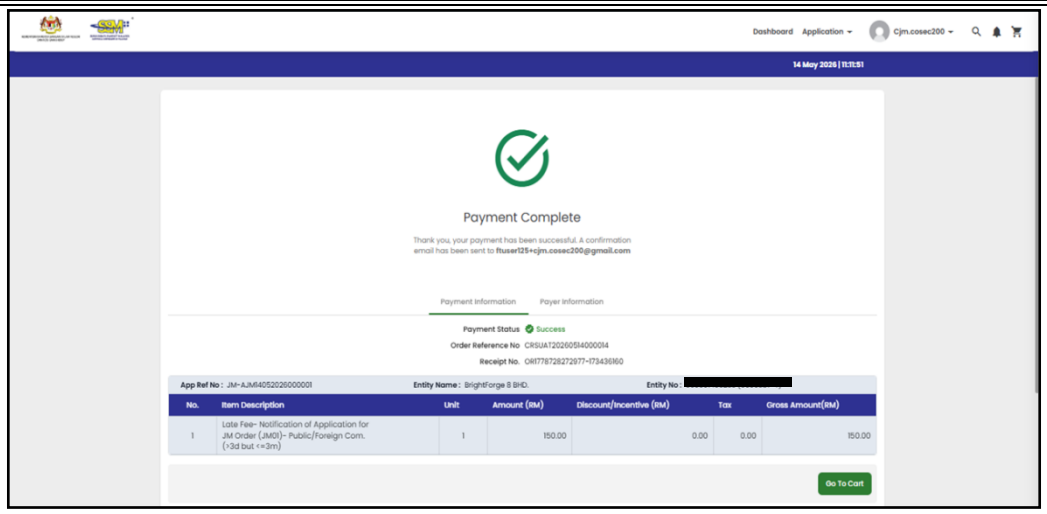
Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar. 
2	From the Dashboard, click **Application** and select **ROC**; a) Click **Judicial Management**; and b) Select the **relevant Module** and **Transaction Type**.
3	Under the **Company Details** section: a) Select Type of Registration Number (OLD / NEW); b) Enter Company Registration No. and click Search; and c) Verify the Company Details displayed.

Field Num.	Description
	
4	From the select a **Lodgement Type** drop-down list, select **Withdraw Application for Judicial Management Order.** 
5	**Lodgement Details**: Date of application of Judicial Management Order *<Auto-populate>* a. Document Date b. Date of withdrawal

Field Num.	Description
	 *Note:* *Document Date must be the same as or after the Date of Withdrawal.* *Date of Withdrawal must be the same as or after Date of Withdrawal and the Date of Application of Judicial Management Order.* *All fields are mandatory.*
6	**Supporting Documents section:** 
7	**Tick** the Declaration checkbox, then click **Preview Submission**.

Field Num.	Description
	
8	Click **Download PDF,** then click **Submit & Make Payment.** 
9	Make payment as instructed & payment successful. *Note: System notifies that the payment process has been completed successfully.* a) The Payment screen will be displayed. b) Click **Yes.**

Field Num.	Description
	   
10	Complete the payment.

Field Num.	Description
	

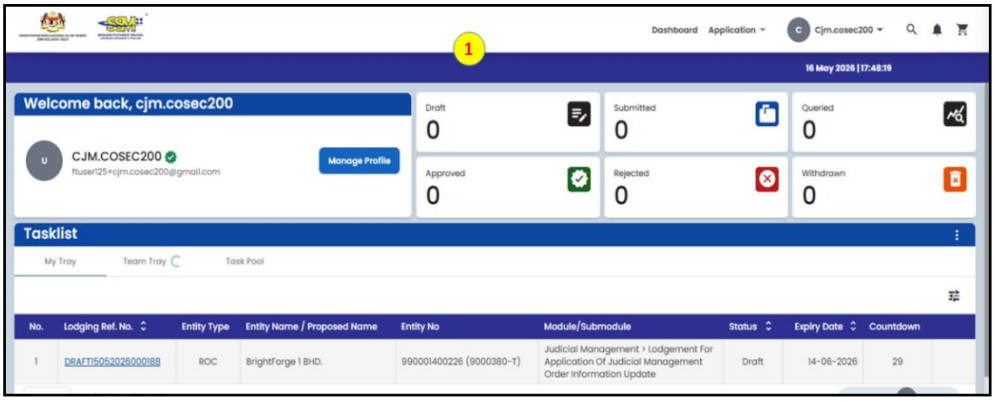
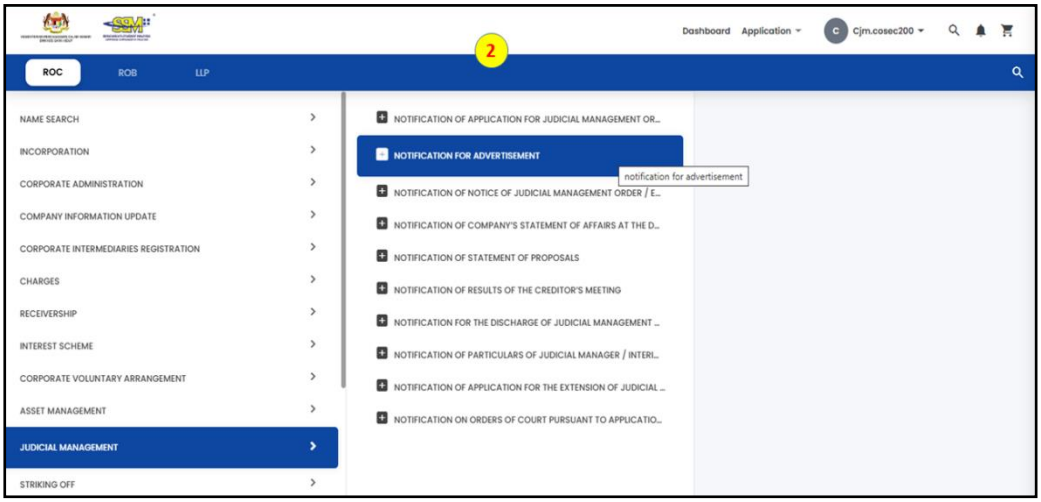
Note

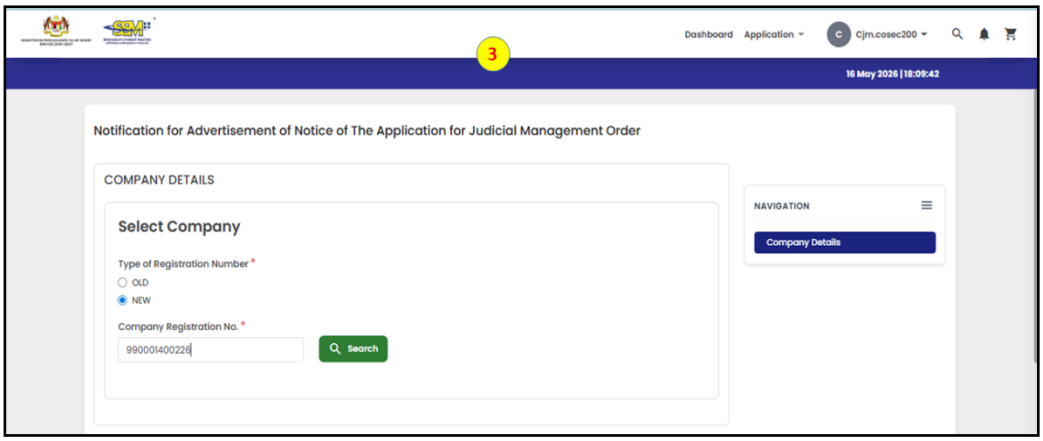
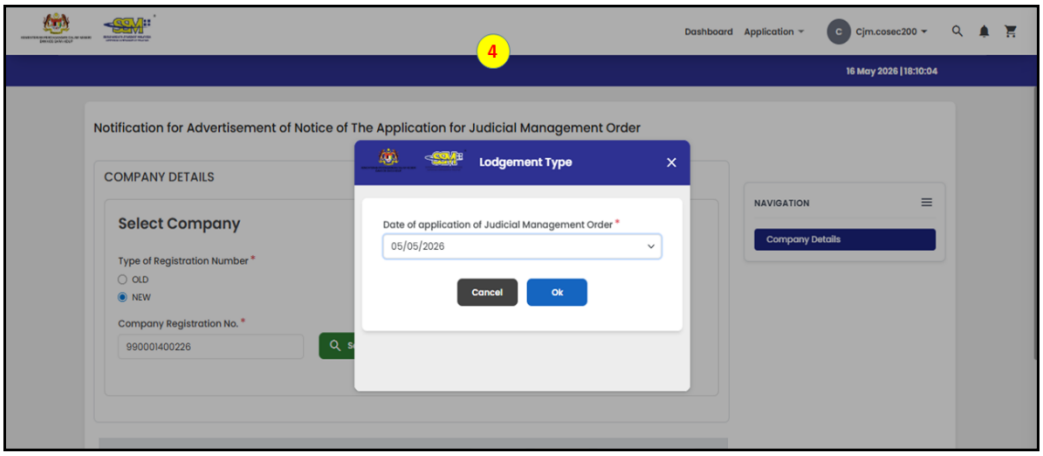
- *Ensure all details are correct before submitting the withdrawal lodgement.*

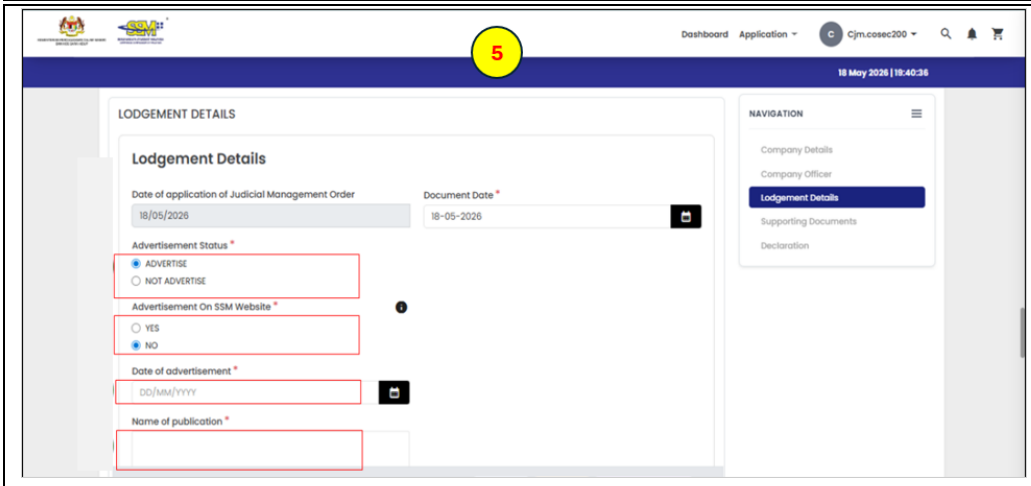
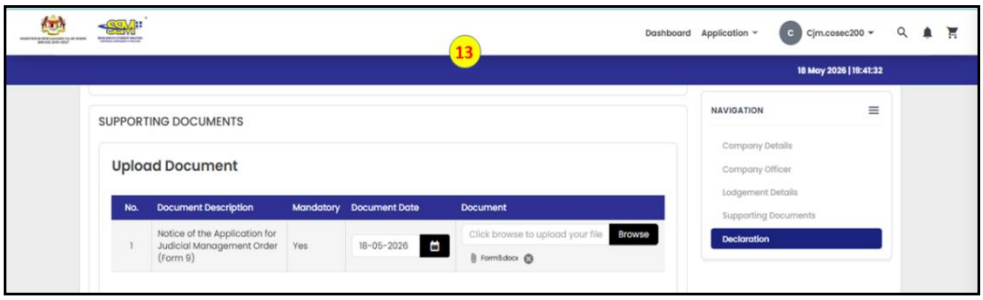
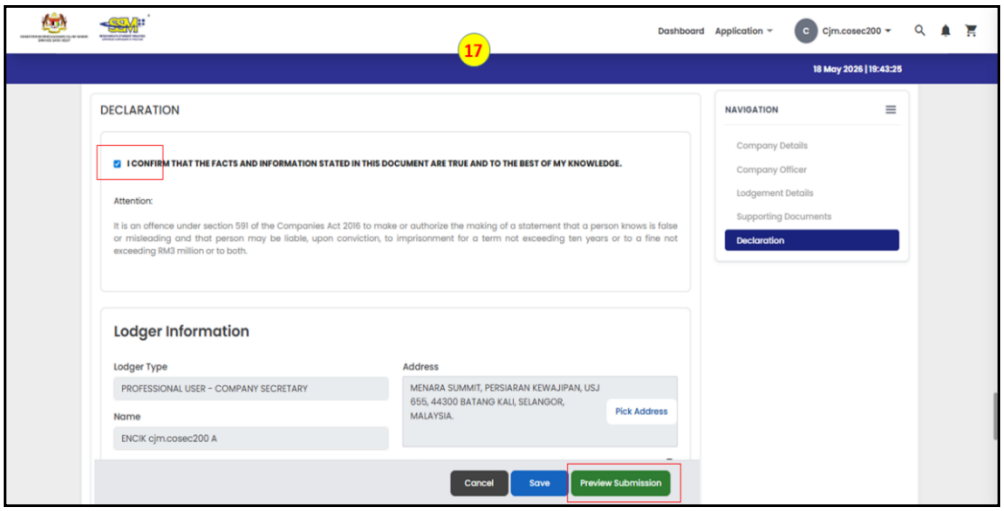
4. Notification for Advertisement of Notification

Pre-Requisites

- Only Director, Creditor, Interim Judicial Manager or Company Secretary may perform lodgement; and
- Status Company under Existing Under Interim JM or Existing Under Receivership (Under Interim JM).

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar. 
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Notification for Advertisement.** 

Field Num.	Description
3	Under **Company Details** section, search the company. 
4	On the **Date of Application of Judicial Management Order** field, select a date from the drop-down list, then click **OK.** 
5	Under the **Lodgement Details** section, select the relevant **Advertisement Option**.

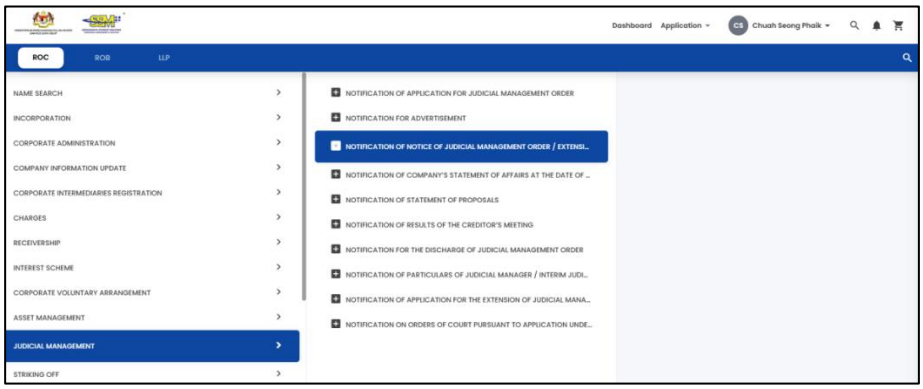
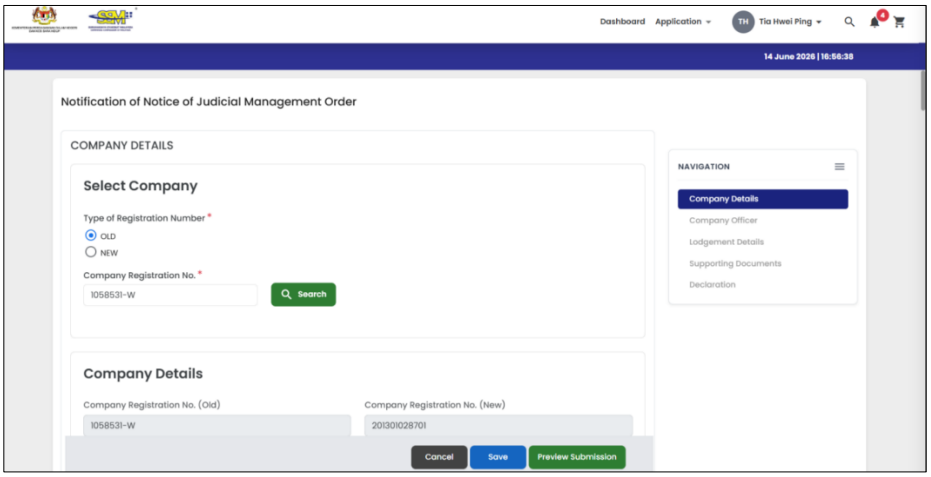
Field Num.	Description
	
6	Upload the relevant supporting documents. 
7	**Tick** the Declaration checkbox, then click **Preview Submission**. 
8	Click **Download PDF,** then click **Submit & Make Payment.**

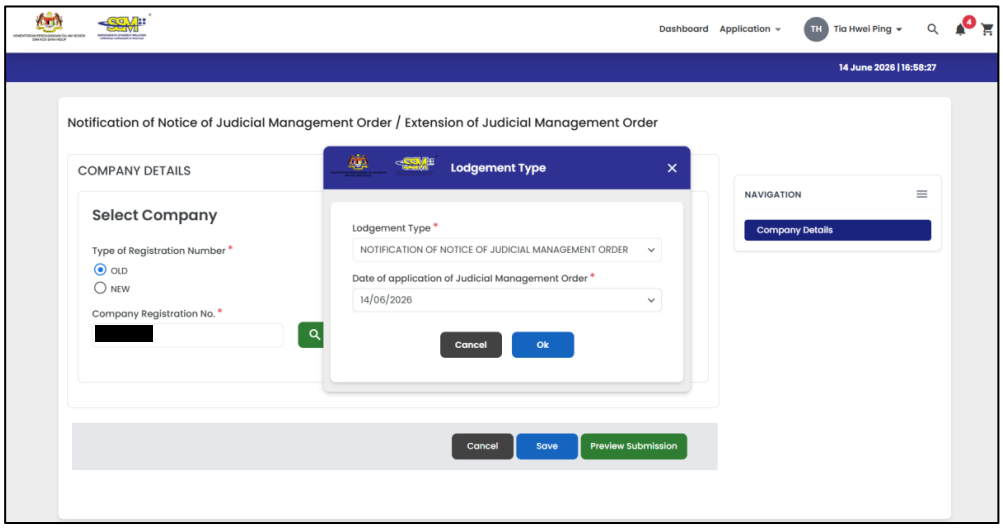
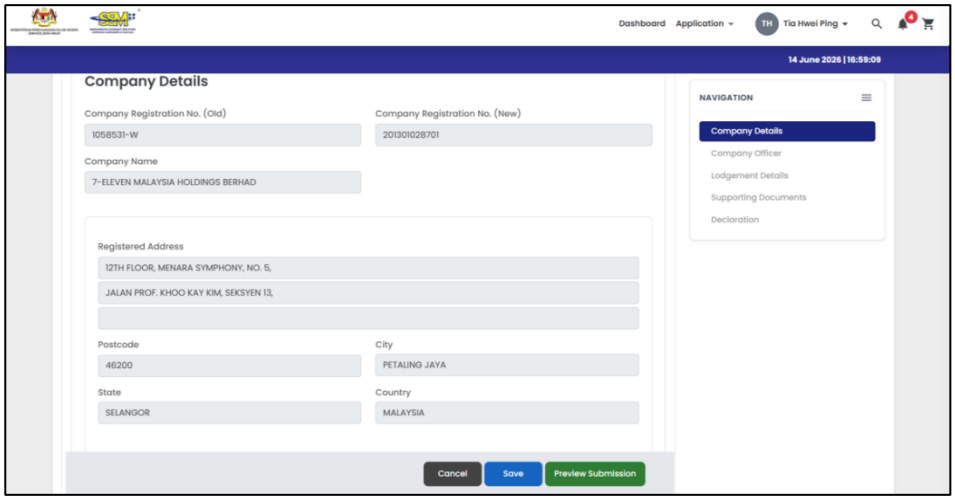
Field Num.	Description
9	a) Make payment as instructed & payment successful; b) The Payment screen will be displayed; and c) Click **Yes**.
10	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

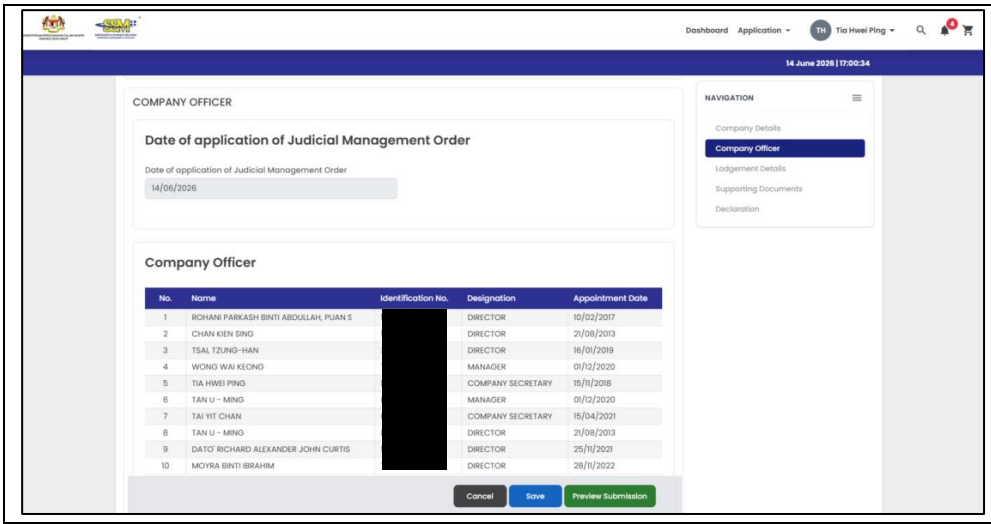
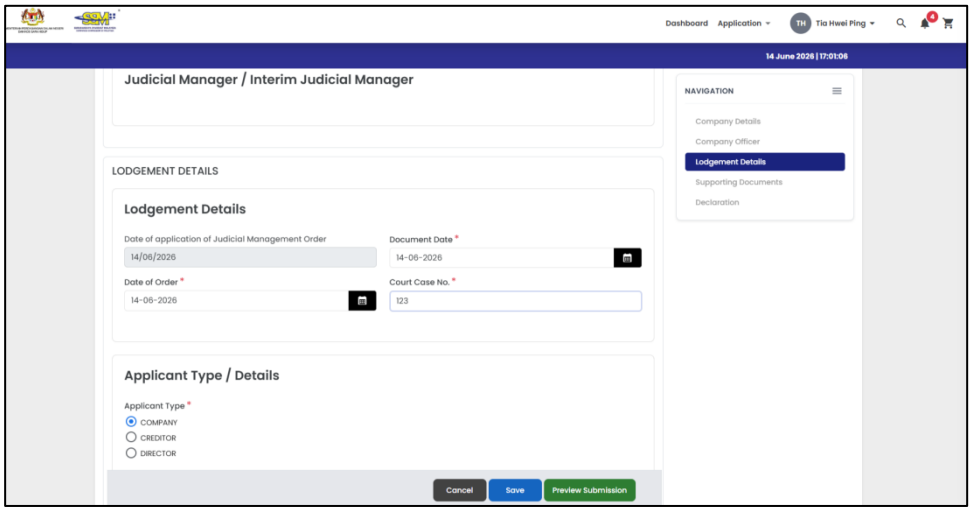
5. Notification of Judicial Management Order/ Extension of Judicial Management Order

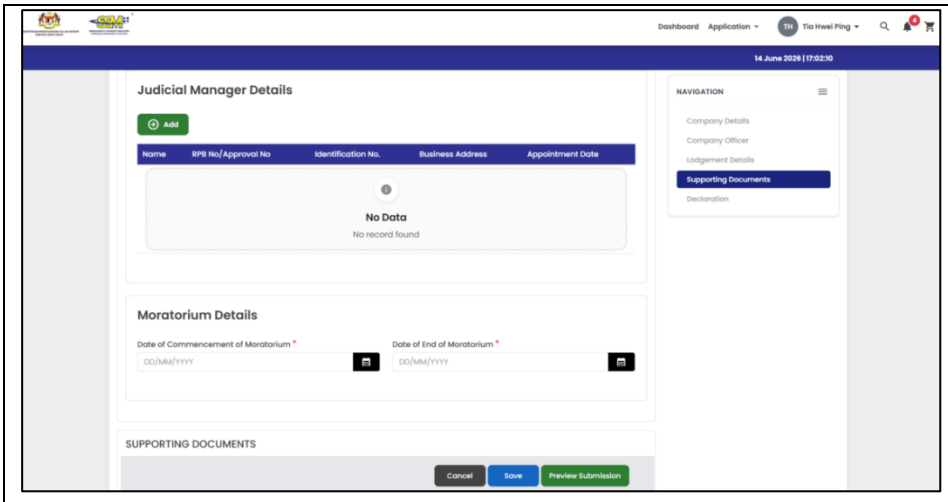
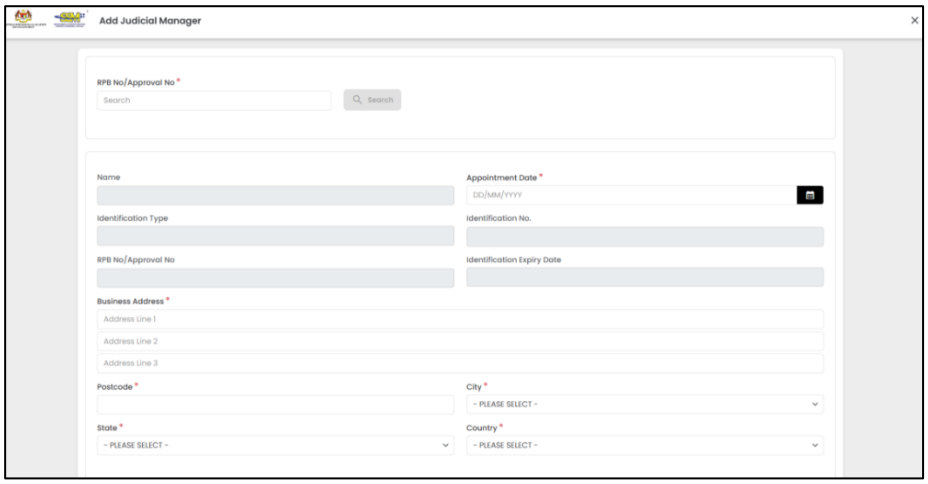
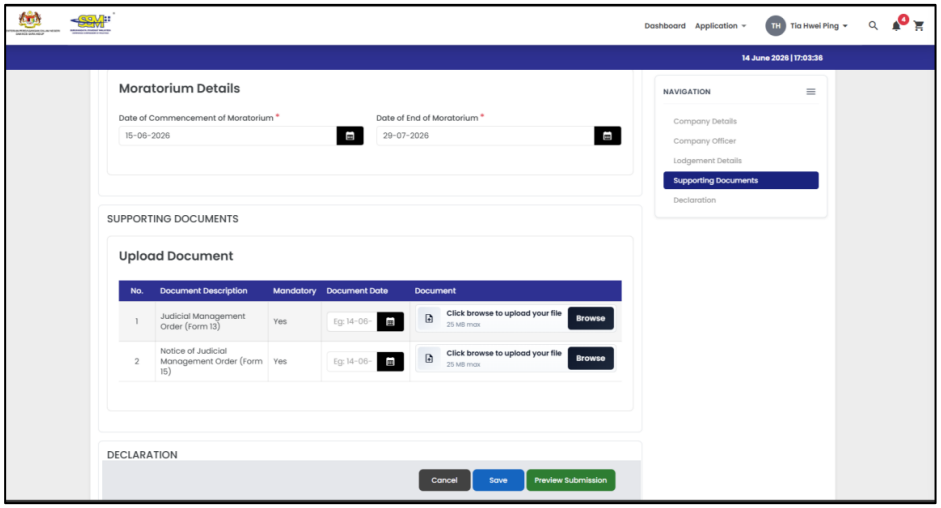
Pre-Requisites

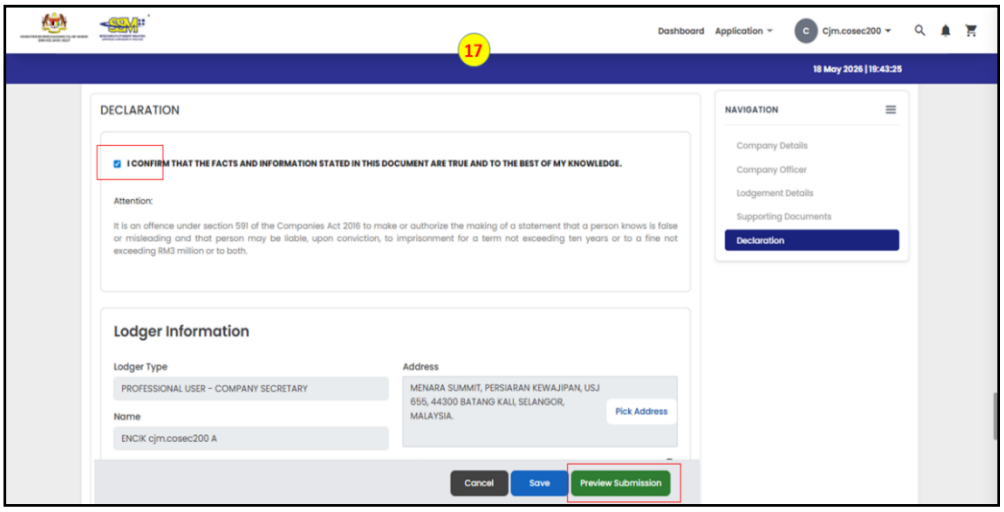
- Only Judicial Manager may perform lodgement; and
- Status Company under Existing Under Interim JM or Existing Under Receivership (Under Interim JM).

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Notification of Judicial Management Order / Extension of Judicial Management Order.** 
3	Under the **Company Details** section, search the company. 
4	Select the relevant lodgement type. a) Notification of Judicial Management Order; or b) Notification of Extension of Judicial Management Order.

Field Num.	Description
	
5	Verify the **Company Details** section. 
6	Verify the **Company Officer** section.

Field Num.	Description
	
7	Under the **Lodgement Details** section, enter the **Judicial Management Order / Extension of Judicial Management** details (e.g. Order Date, Moratorium Period or Extended Date). 
8	Under the **Judicial Manager Details**, verify and confirm the appointed Judicial Manager information. a) Enter the RPB No. / Approval No. (Liquidator Approval Number) (mandatory), click Search; b) Complete the required fields; and c) Click **Save.**

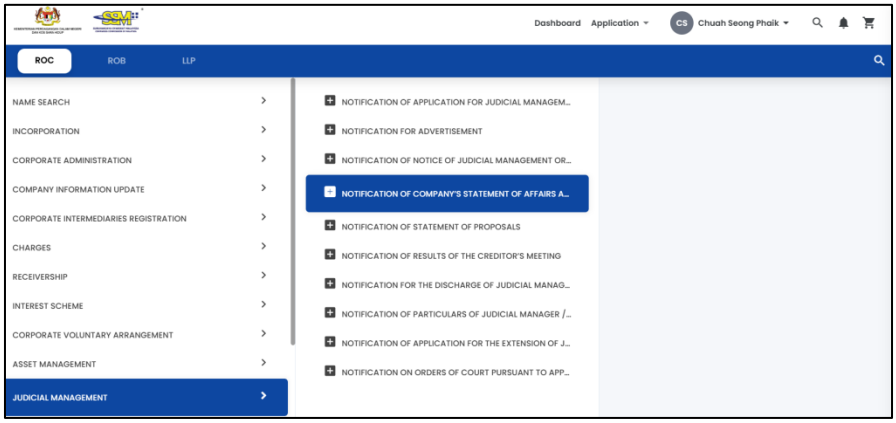
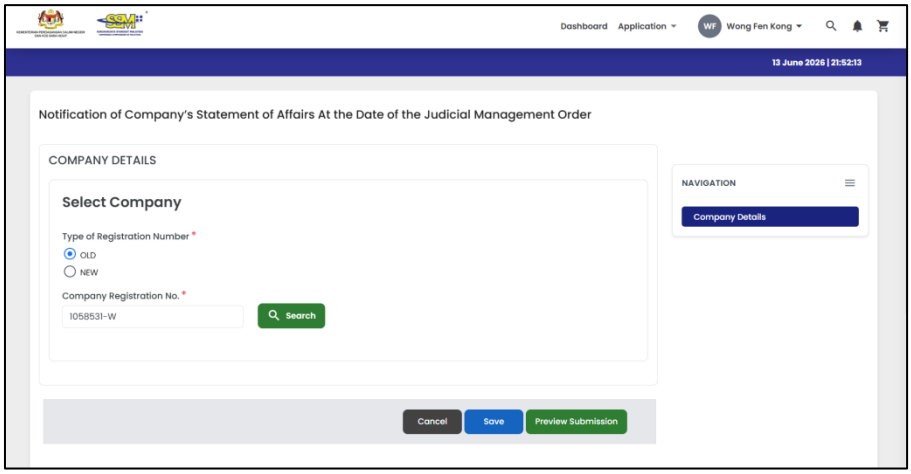
Field Num.	Description
	 
9	Please upload the required supporting documents under the **"Supporting Document"** section. 

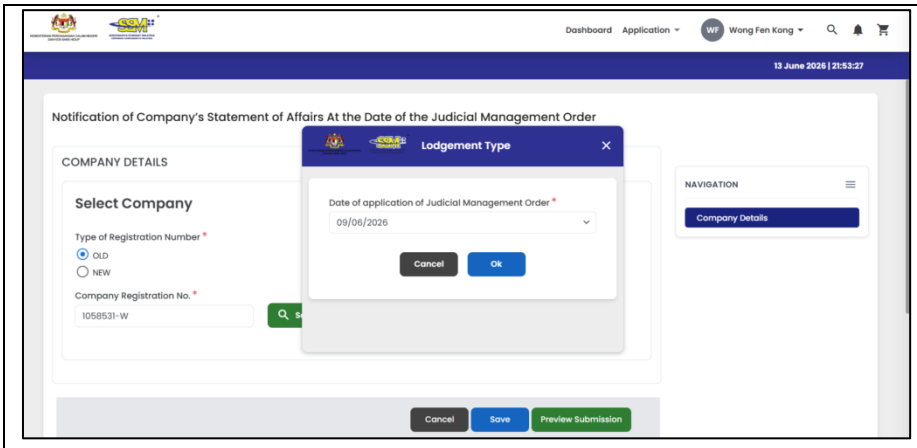
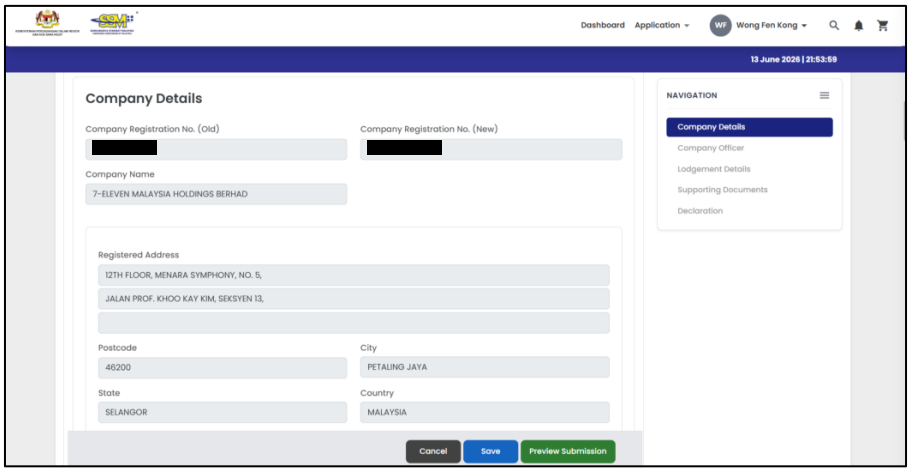
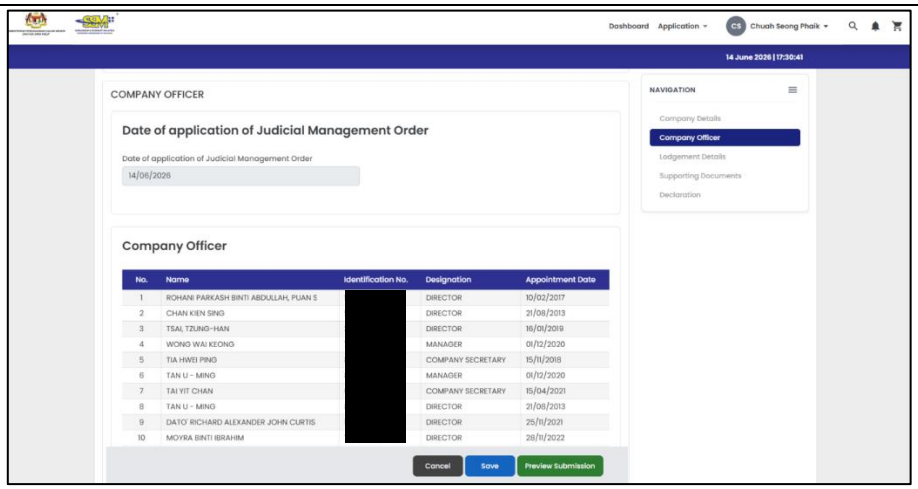
Field Num.	Description
7	**Tick** the Declaration checkbox, then click **Preview Submission**. 
8	Click **Download PDF,** then click **Submit & Make Payment.**
9	a) Make payment as instructed & payment successful; b) The Payment screen will be displayed; c) Click **Yes**.
10	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

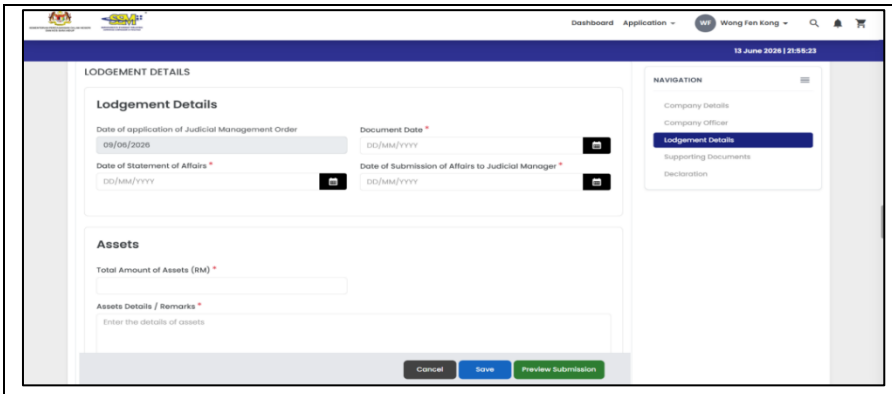
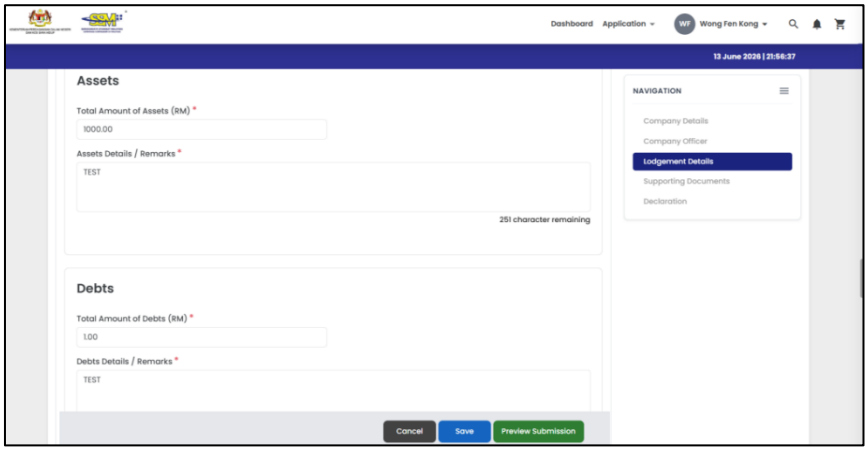
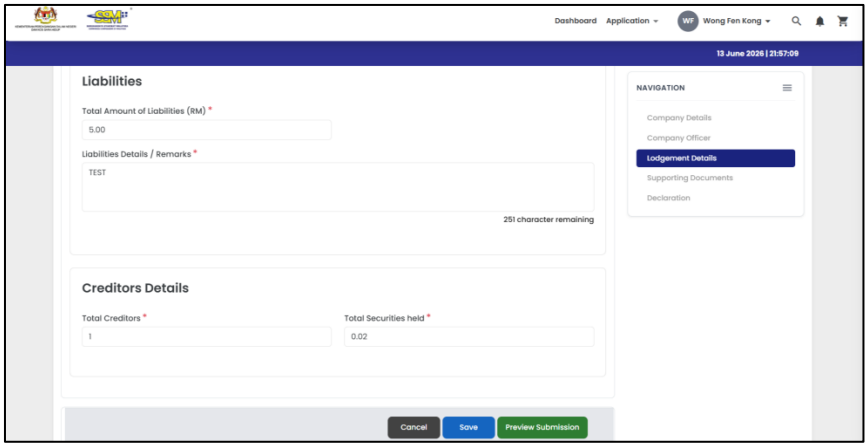
6. Notification of Company's Statement of Affairs

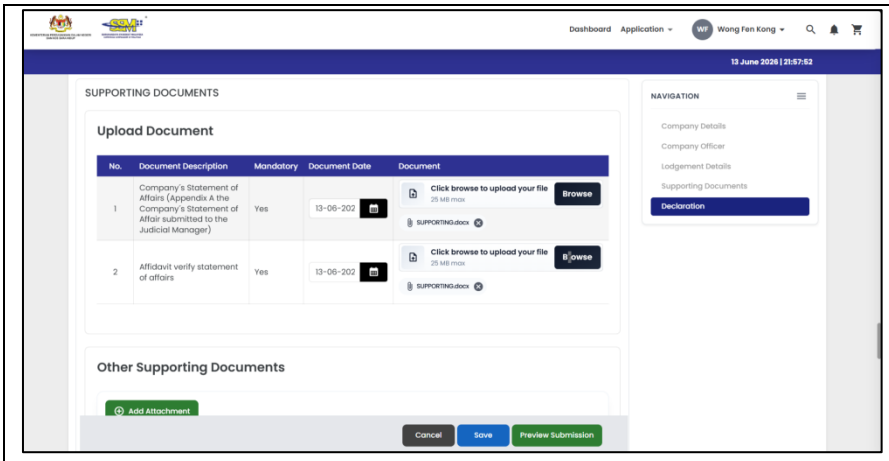
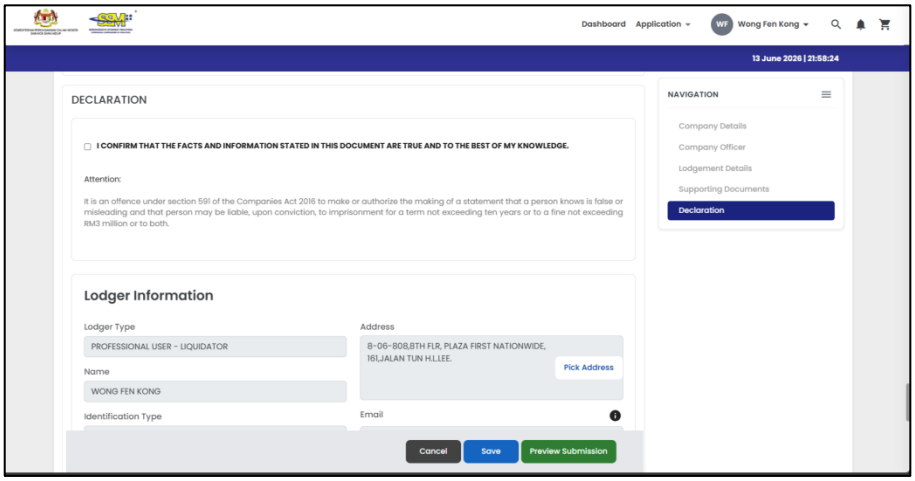
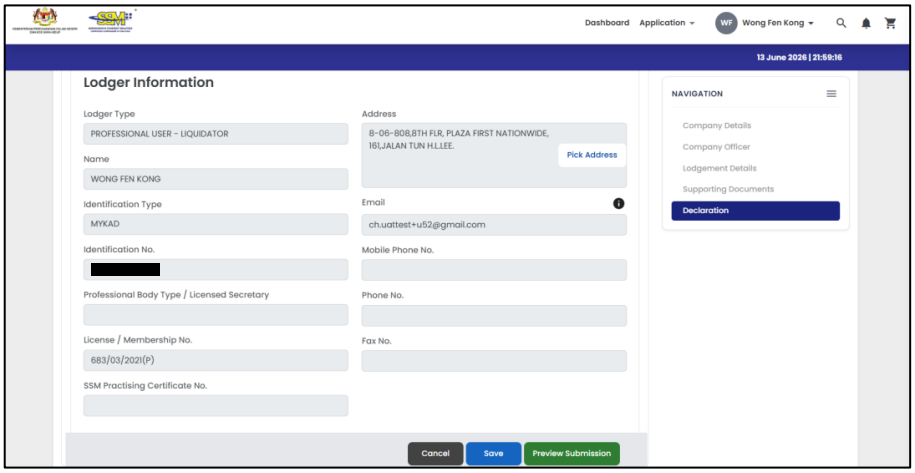
Pre-Requisites

- Only Judicial Manager may perform lodgement.
- Status Company under Existing Under JM or Existing Under Receivership (Under JM).

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Notification of Company's Statement of Affairs** (JM4). 
3	Under the **Company Details** section, search the company. 
4	a) Select the relevant application record. b) Verify Company Details and Company Officer Details.

Field Num.	Description
	 
	
5	**Lodgement Details** section: Enter the **Financial Information**, **Creditor Details** and **Statutory Relevant Dates**.

Field Num.	Description
	  
6	**Supporting Documents** section: Upload the **Statement of Affairs** and **Affidavit**.

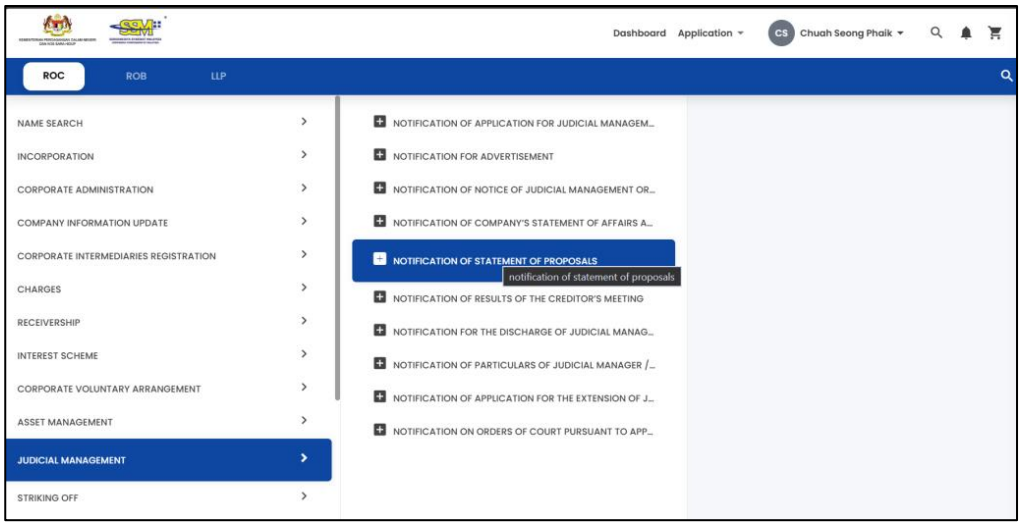
Field Num.	Description
	
7	**Declaration & Lodger Information:** a) Tick the Declaration checkbox; and b) Click Preview Submissions.  
8	Click **Download PDF**, then click **Submit & Make Payment.**

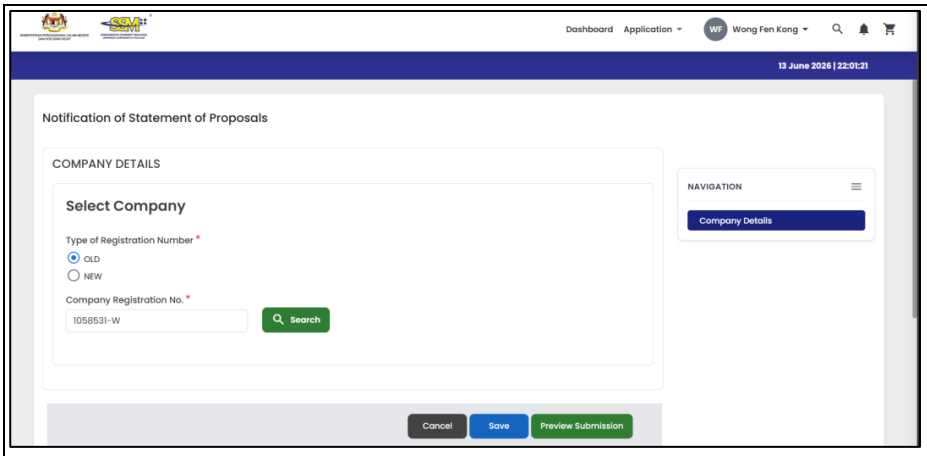
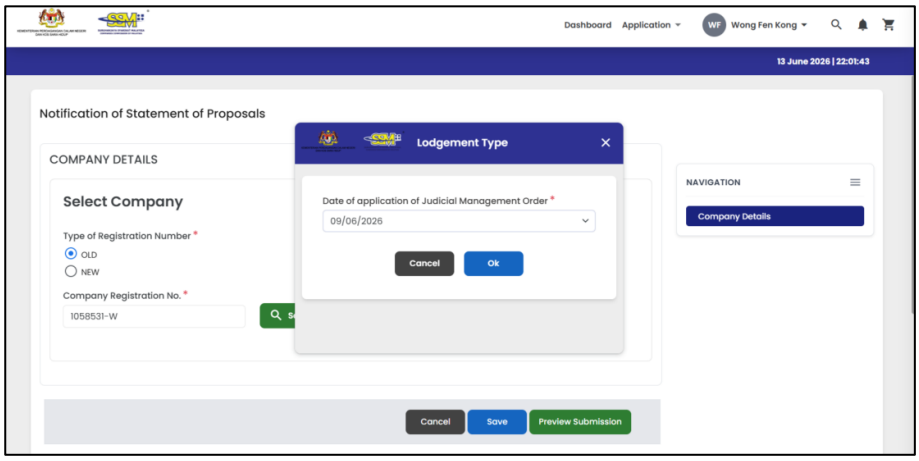
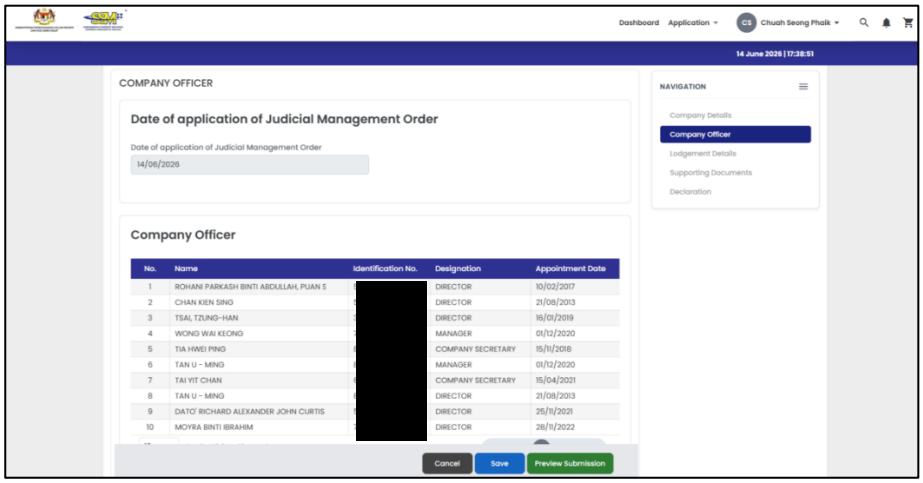
Field Num.	Description
9	a) Make payment as instructed & payment successful. b) The payment screen will be displayed. c) Click **Yes.**
10	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

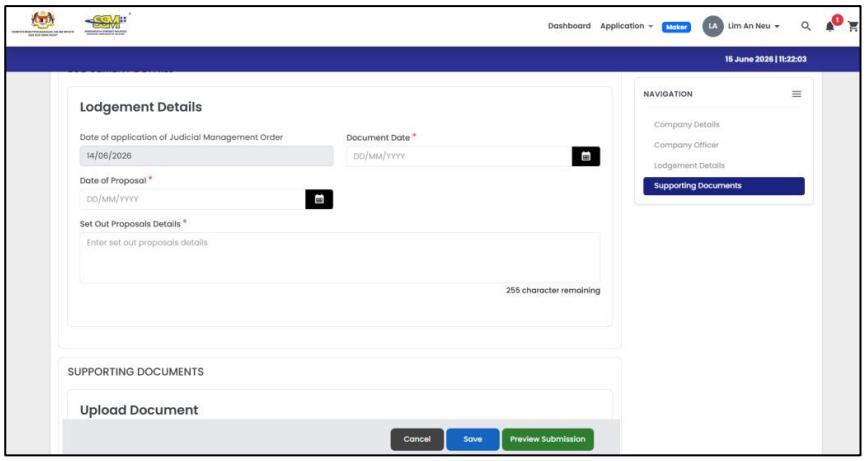
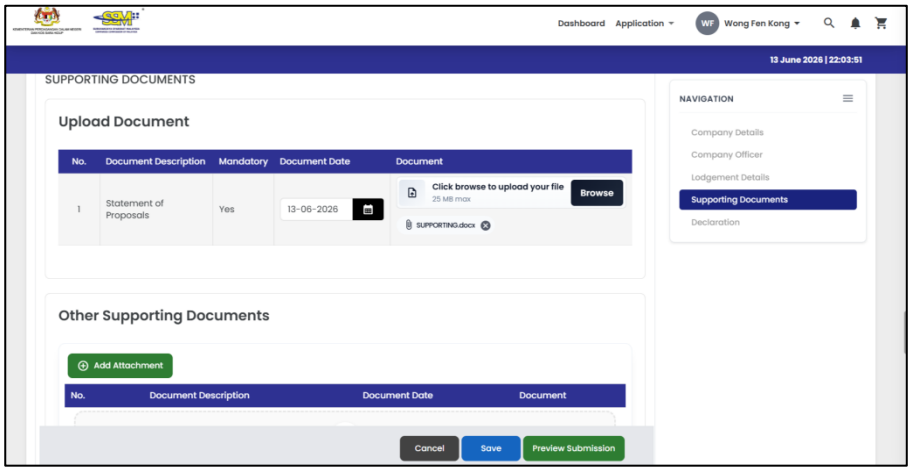
7. Notification of Statement of Proposals

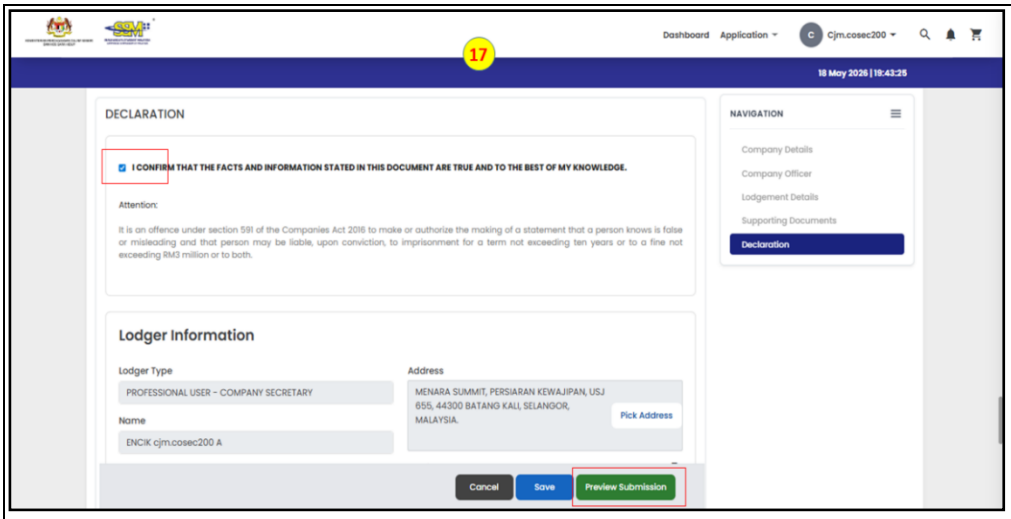
Pre-Requisites

- Only Judicial Manager may perform lodgement; and
- Status Company under Existing Under JM or Existing Under Receivership (Under JM).

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Notification of Statement of Proposals** . 
3	Under the **Company Details** section, search the company. Enter the **Company Registration Number** (old or new format) and click **Search**.

Field Num.	Description
	
4	Select the relevant **application record**. 
5	Verify the Officer Details. 

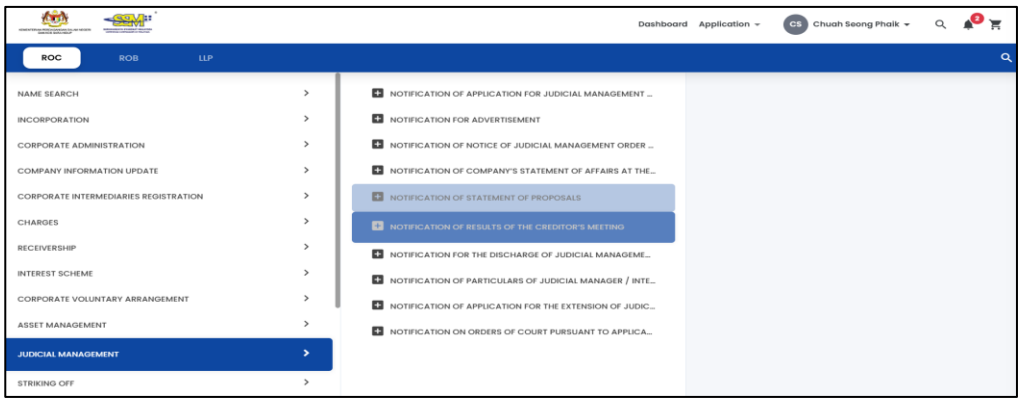
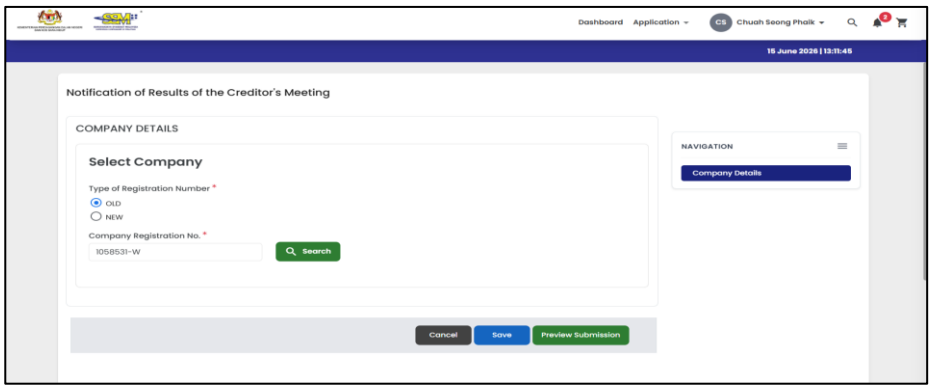
Field Num.	Description
6	Under **Proposal Details**, enter the required **Statement of Proposals information**. 
7	Upload mandatory document: • **Statement of Proposals** 
8	**Tick** on the Declaration checkbox, then click **Preview Submission**.

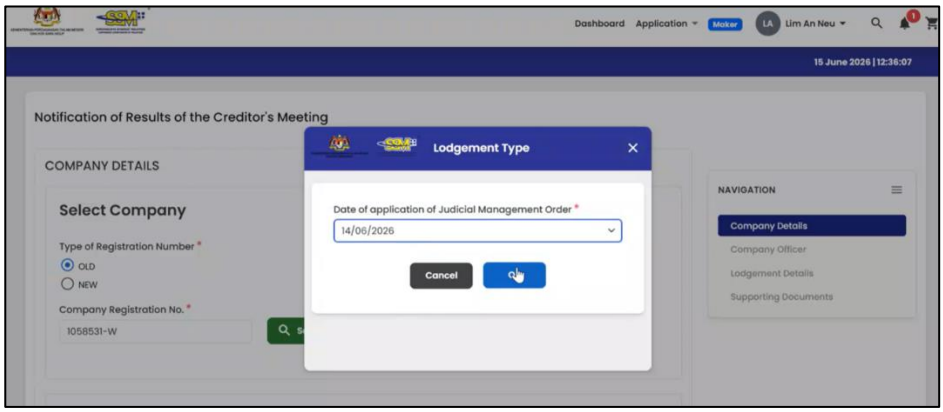
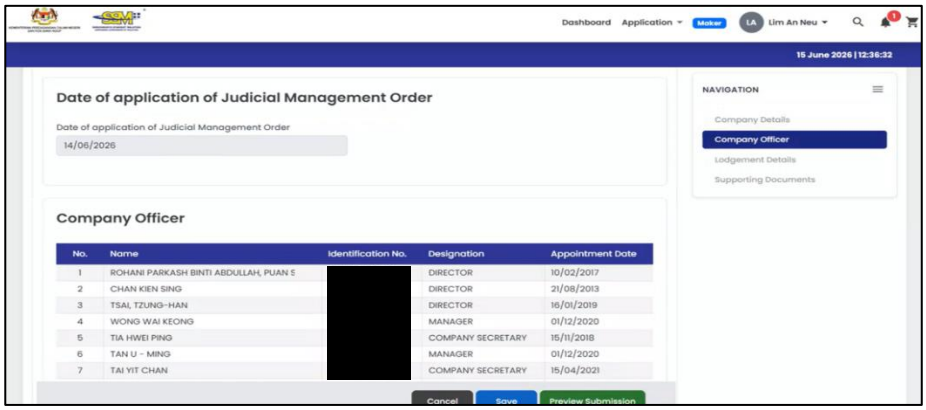
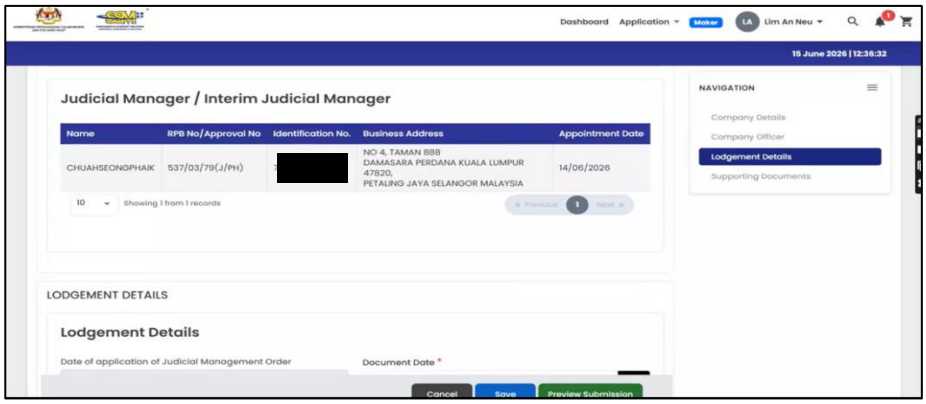
Field Num.	Description
	
9	Click **Download PDF**, then click **Submit & Make Payment.**
10	a) Make payment as instructed & payment successful. b) The Payment screen will be displayed. c) Click **Yes.**
11	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

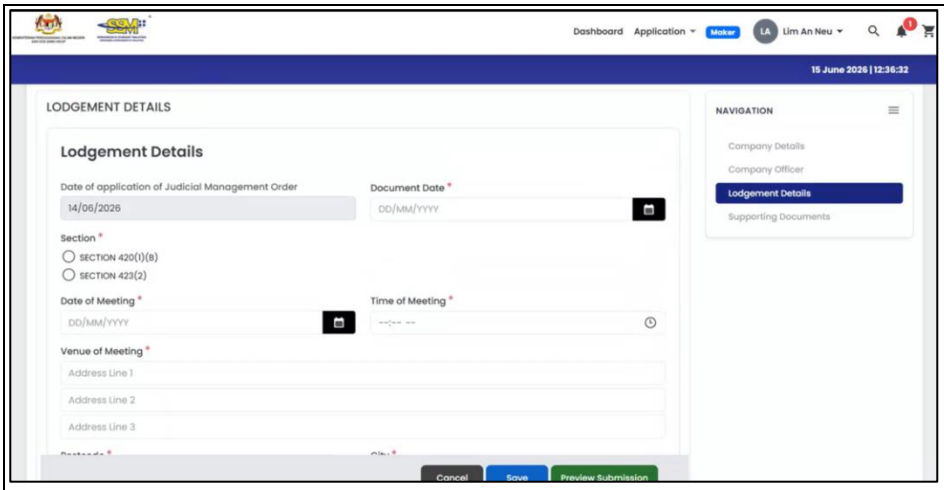
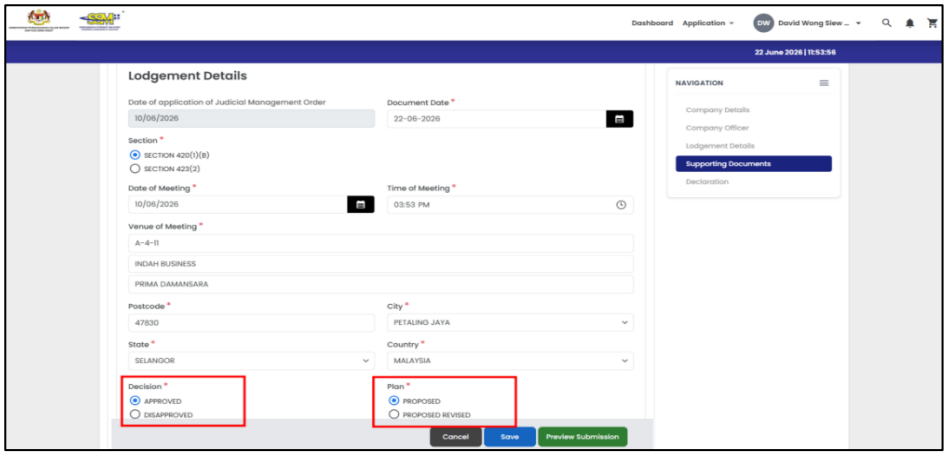
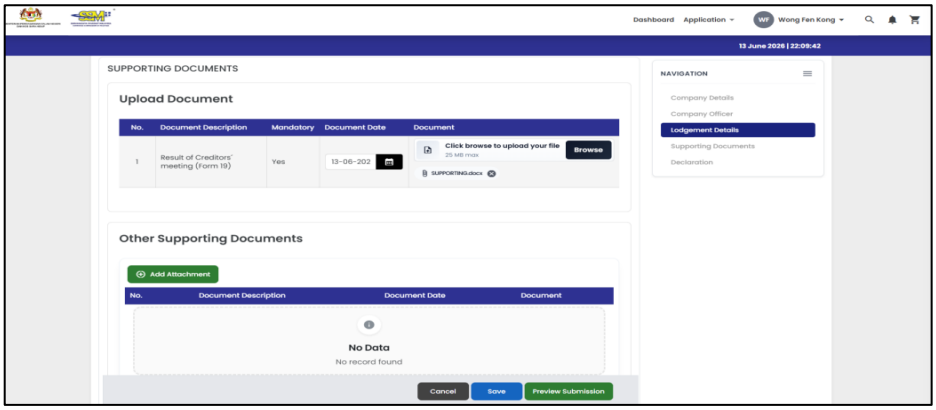
8. Notification of Results of Creditors' Meeting

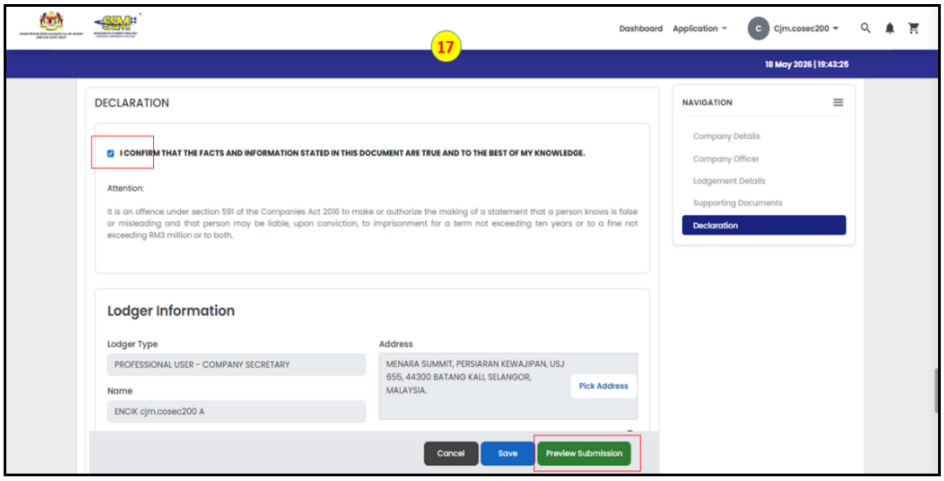
Pre-Requisites

- Only Judicial Manager may perform lodgement; and
- Status Company under Existing Under JM or Existing Under Receivership (Under JM).

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Notification of Results of Creditors' Meeting (JM6)**. 
3	Under the **Company Details** section, enter the **Registration Number** (Old/New) and click **Search**. 

Field Num.	Description
4	Select the relevant **application record** (Date from drop-down list). 
5	Verify the **Company Officer** section.  
6	Under **Lodgement Details** section, enter the relevant information.

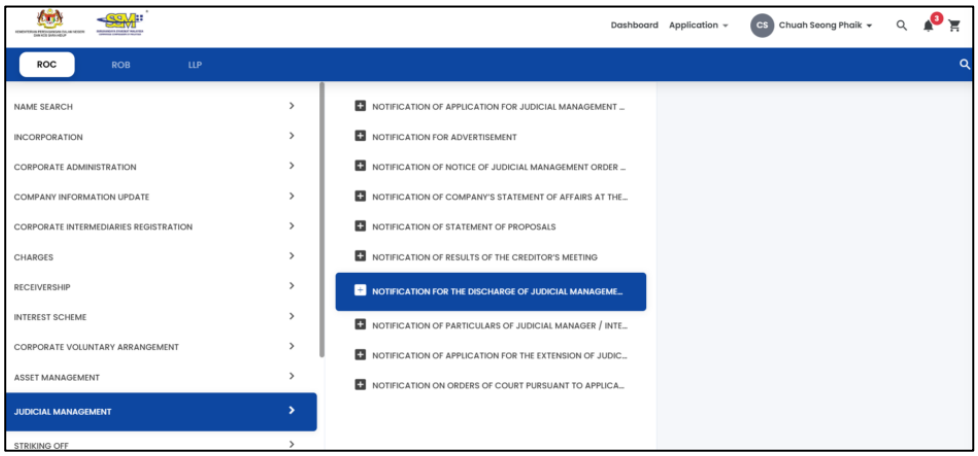
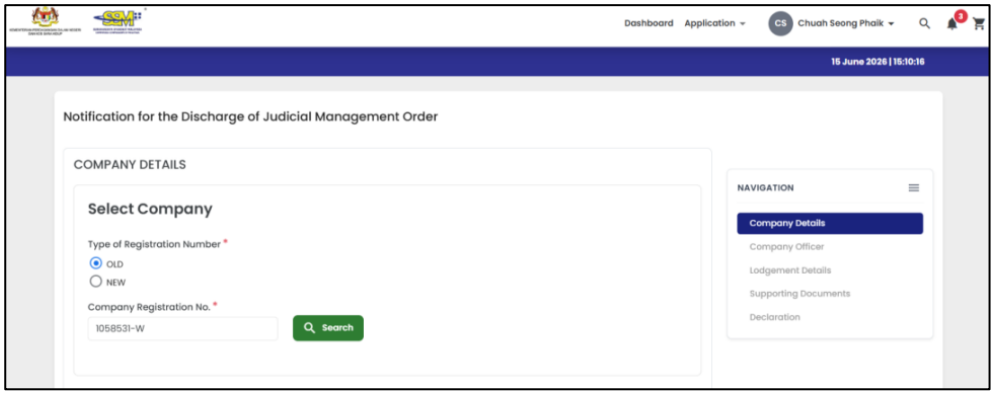
Field Num.	Description
	 
7	Please upload the required supporting documents under the **"Supporting Document"** section. 

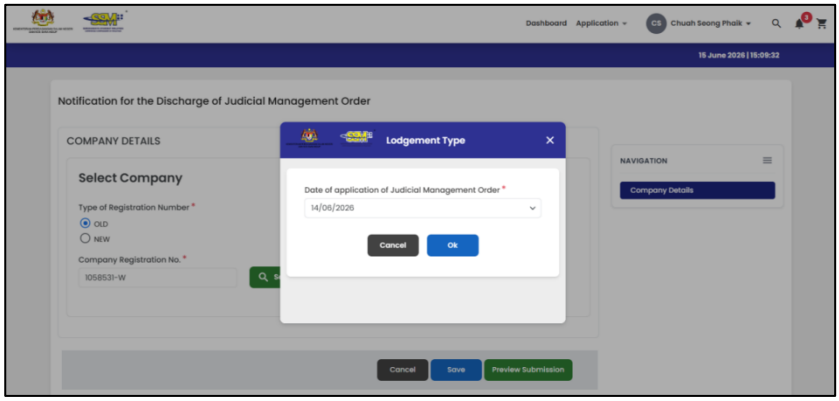
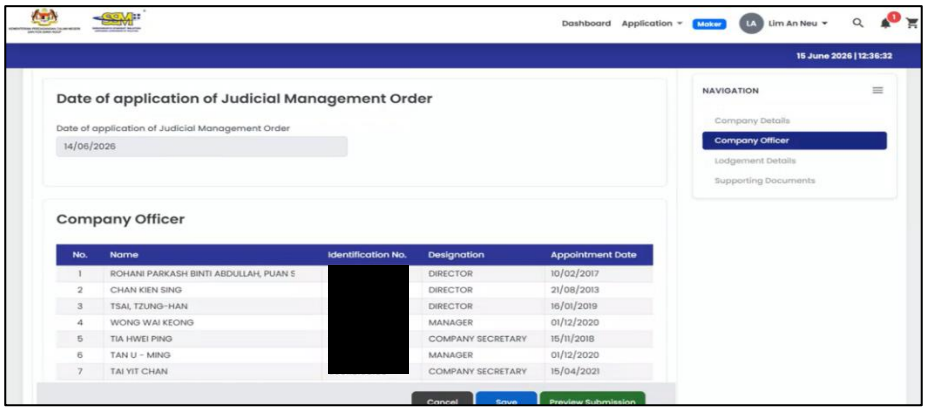
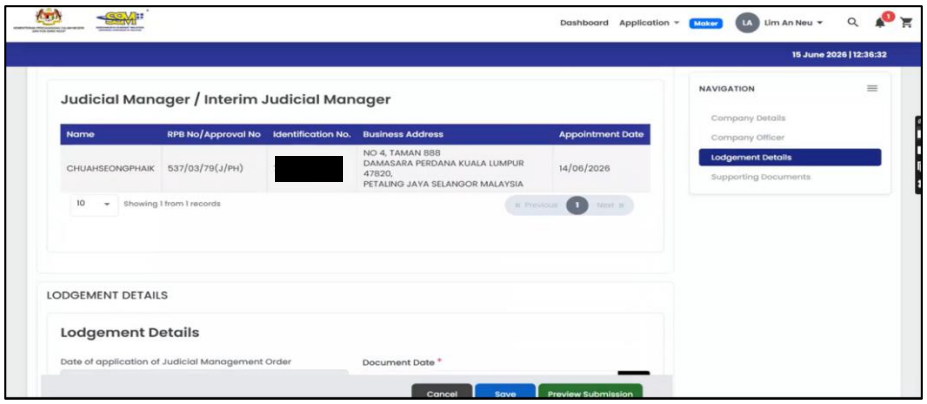
Field Num.	Description
8	**Tick** the Declaration checkbox, then click **Preview Submission**. 
9	Click **Download PDF**, then click **Submit & Make Payment.**
10	a) Make payment as instructed & payment successful. b) The Payment screen will be displayed. c) Click **Yes.**
11	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

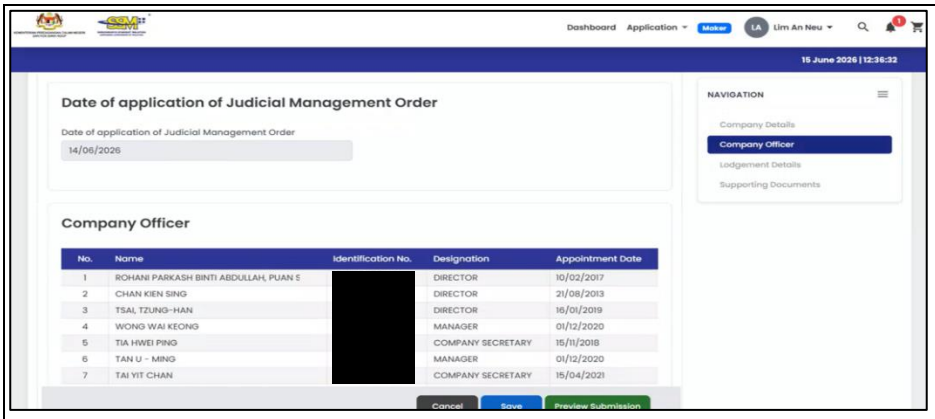
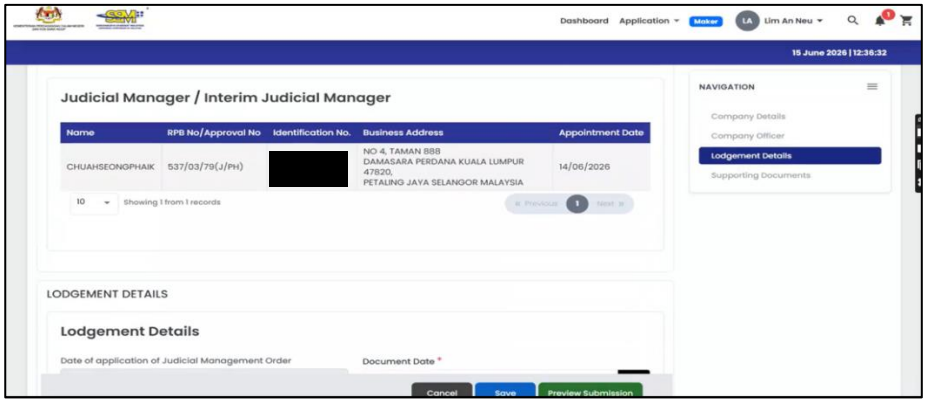
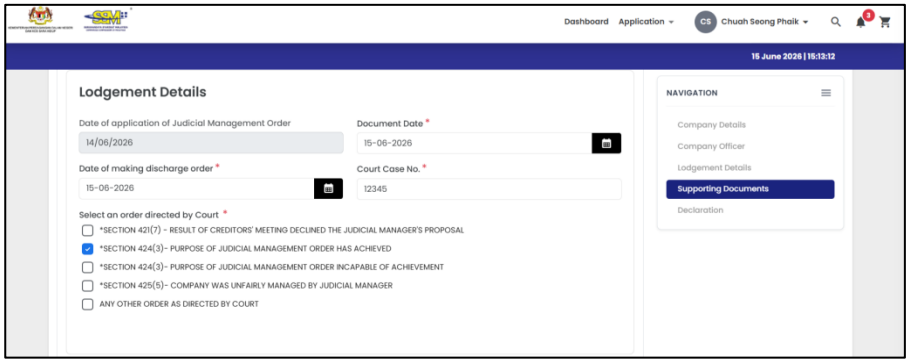
9. Notification of Discharge of Judicial Management Order

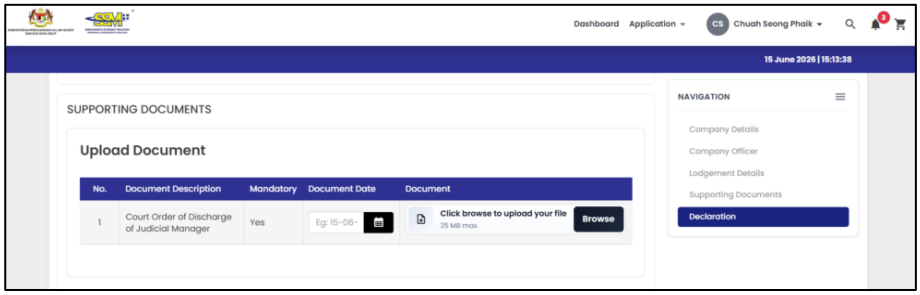
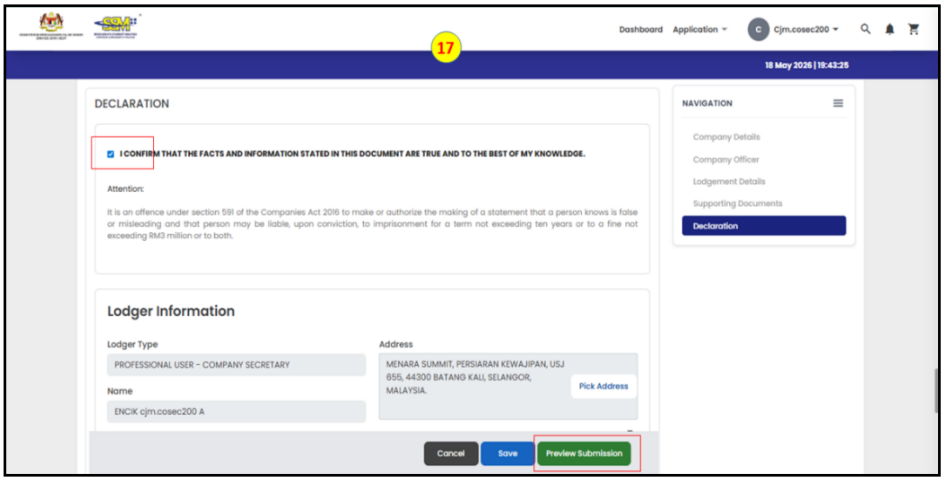
Pre-Requisites

- Only Judicial Manager may perform lodgement; and
- Status Company under Existing Under JM or Existing Under Receivership (Under JM).

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Discharge of Judicial Management Order**. 
3	Under the **Company Details** section, search the company. Enter Company Registration Number (Old/New) 
4	Select the relevant application record.

Field Num.	Description
	
5	Verify the **Company Officer** section.  
6	Verify the **Company Officer** section.

Field Num.	Description
	 
7	Under the **Discharge Details**, enter the required information (e.g. discharge date, remarks). 
8	Upload the Supporting Document (required): • **Court Order for Discharge Judicial Management Order**

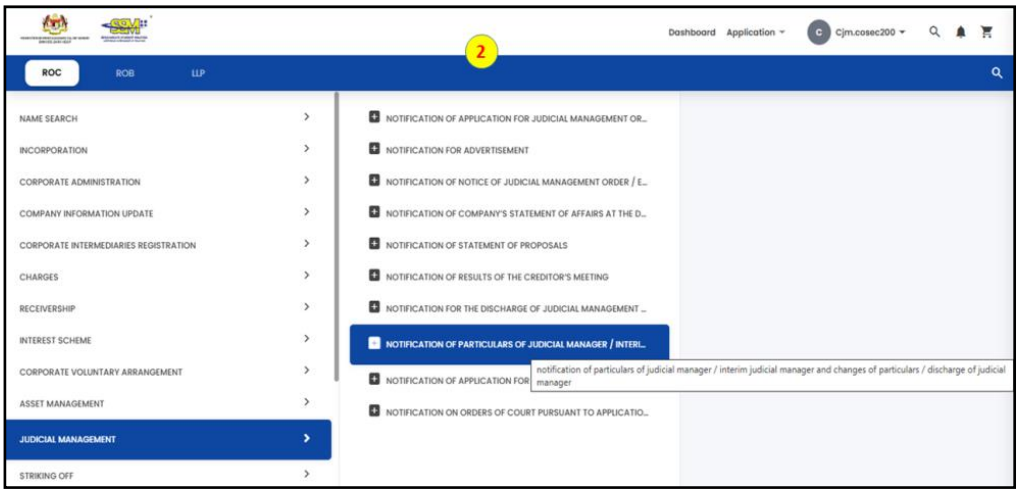
Field Num.	Description
	
9	**Tick** the Declaration checkbox, then click **Preview Submission**. 
10	Click **Download PDF**, then click **Submit & Make Payment.**
11	a) Make payment as instructed & payment successful. b) The Payment screen will be displayed. c) Click **Yes**.
12	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

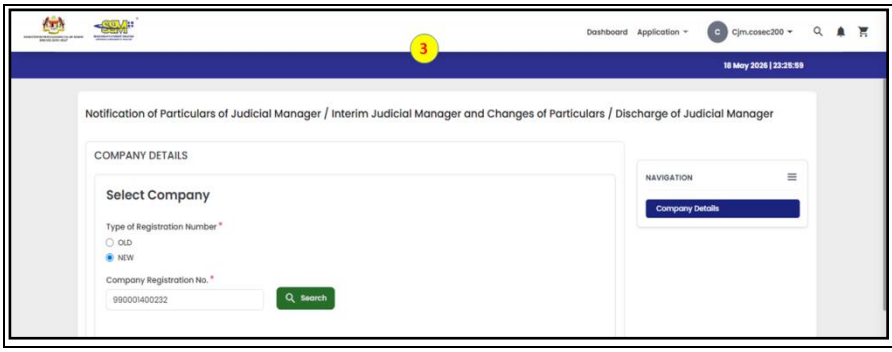
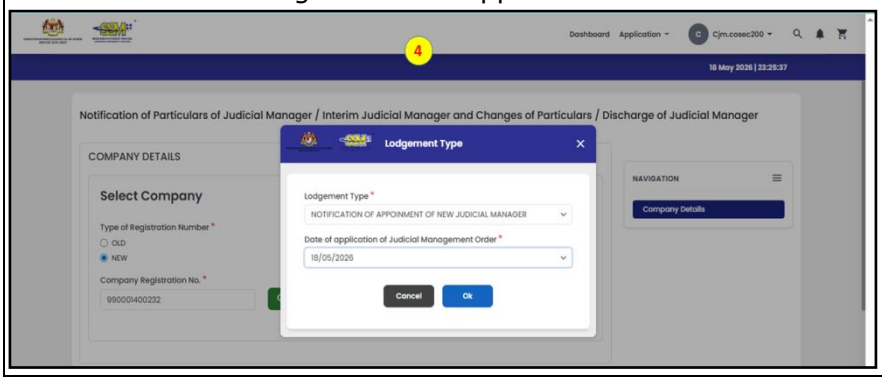
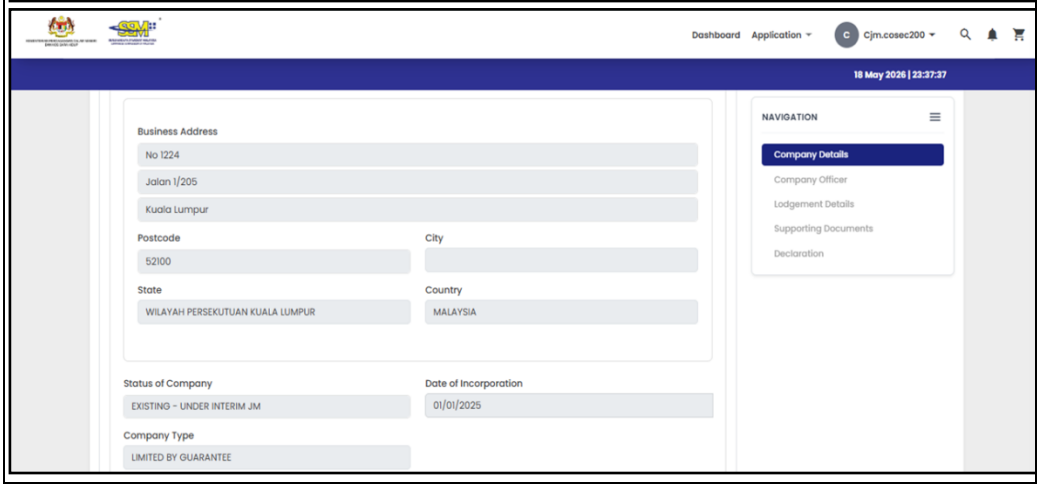
10. Notification of Particulars of Judicial Manager/ Interim Judicial Manager and Changes of Particulars/ Discharge of Judicial Manager

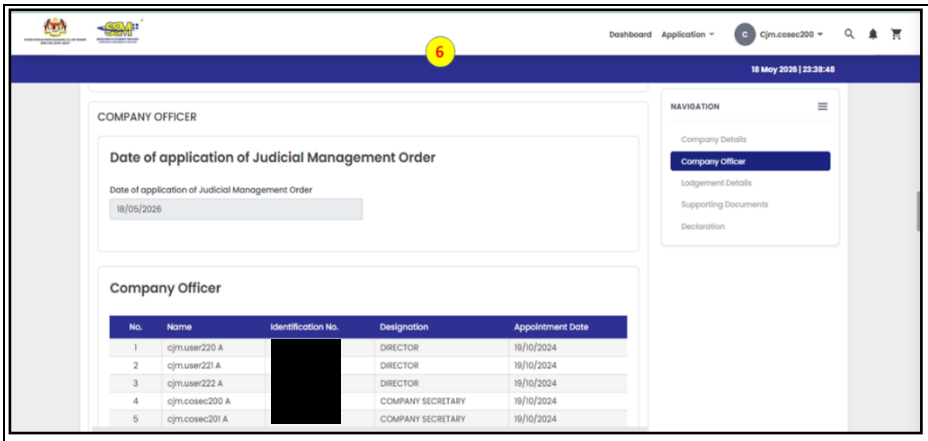
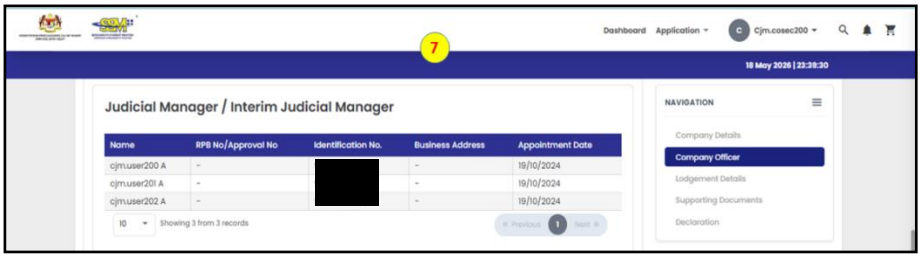
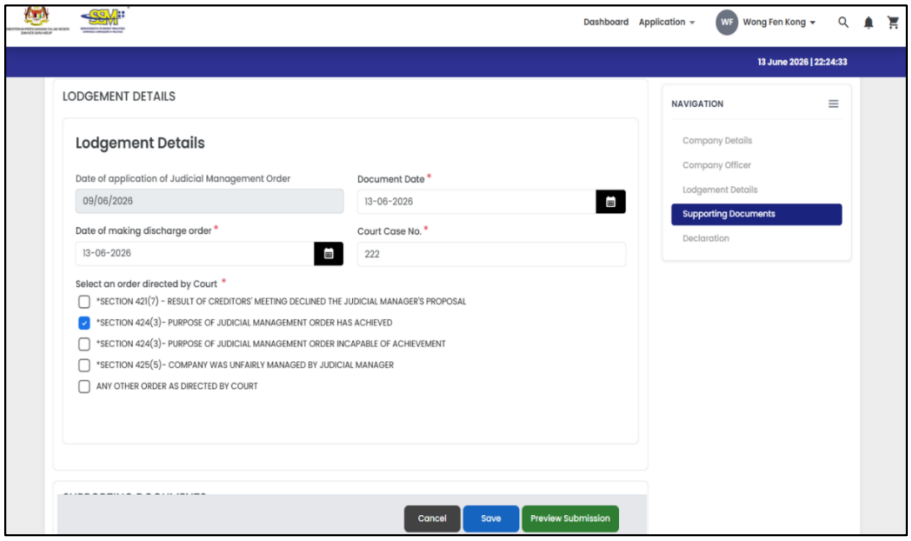
10.1 Submit Notification of Appointment New Interim Judicial Manager/ Judicial Manager

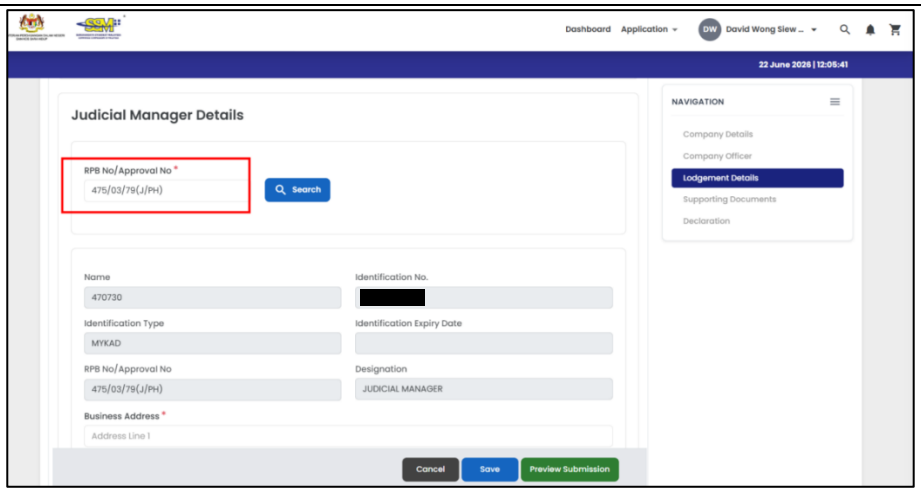
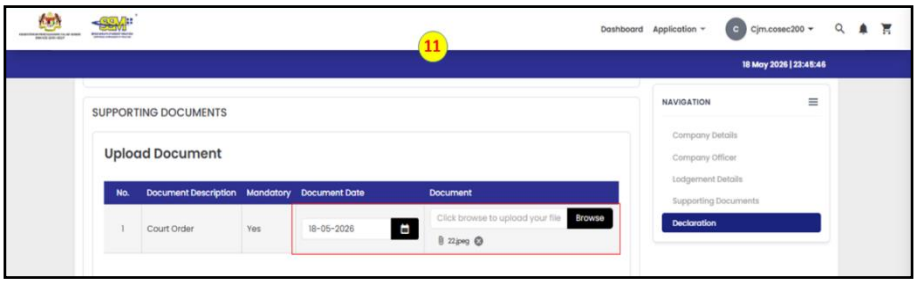
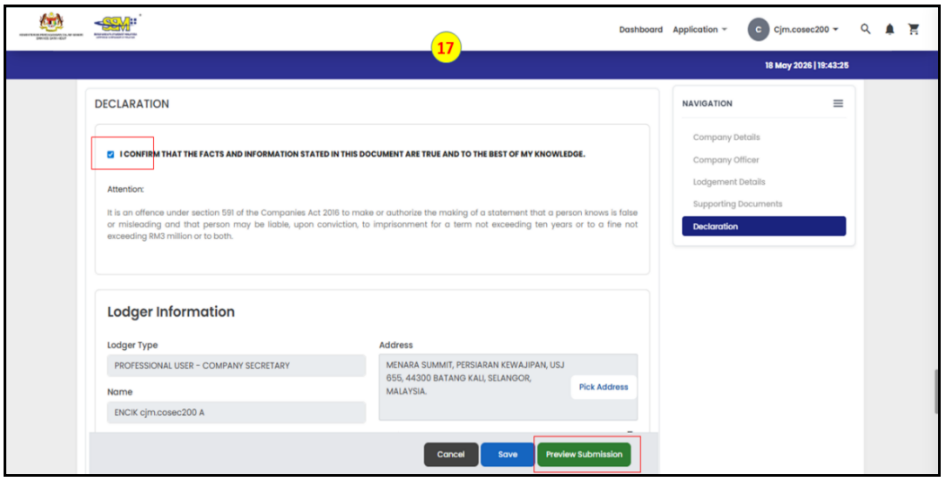
Pre-Requisites

- Only Director, Creditor or Company Secretary may perform lodgement; and
- Status Company:
  - Existing Under Interim JM or Existing Under Receivership (Under Interim JM)
  - Existing Under JM or Existing Under Receivership (Under JM)

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Notification of Particulars of Judicial Manager/ Interim Judicial Manager and Changes of Particulars/ Discharge of Judicial Manager.** 
3	**Search the company.**

Field Num.	Description
	
4	Select the related lodgement and application record. 
5	**Verify company details** section. 
6	**Verify company officer** section.

Field Num.	Description
	 
7	Complete the **Lodgement Details** section. 
8	a) Enter the RPB No. / Approval No. (Liquidator Approval Number) (mandatory), click Search; b) Complete the required fields; and c) Click **Save**.

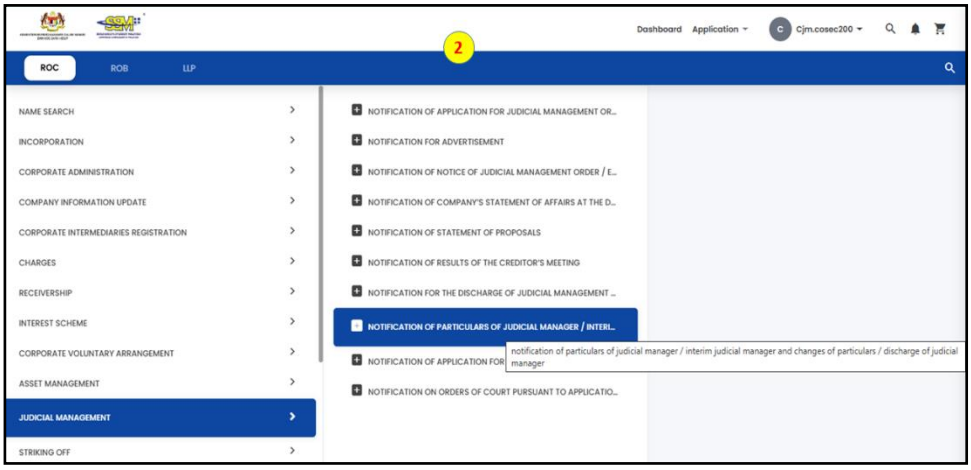
Field Num.	Description
	
9	Please upload the required supporting documents under the "Supporting Document" section. 
9	**Tick** the Declaration checkbox, then click **Preview Submission**. 
10	Click **Download PDF**, then click **Submit & Make Payment.**
11	a) Make payment as instructed & payment successful. b) The Payment screen will be displayed. c) Click **Yes**.
12	Complete the payment.

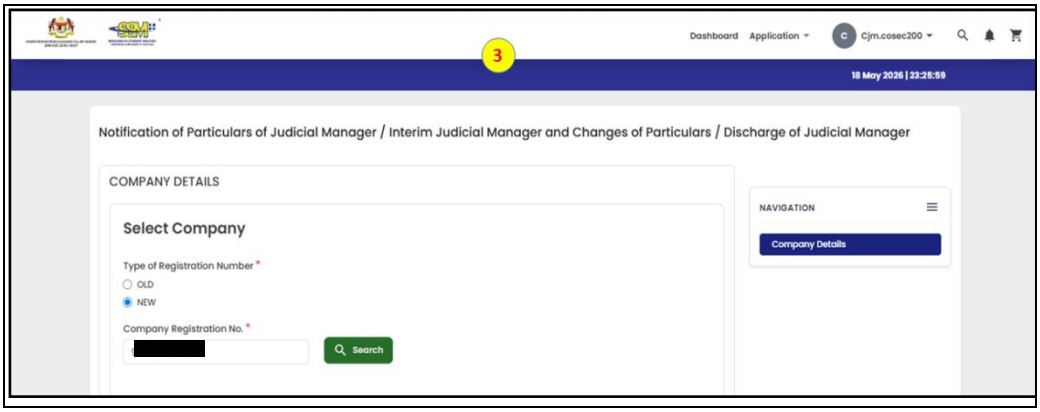
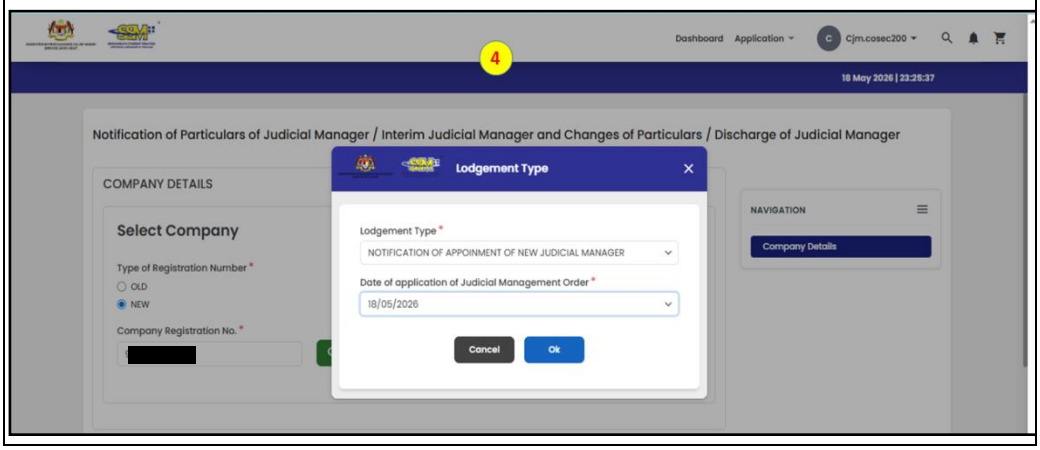
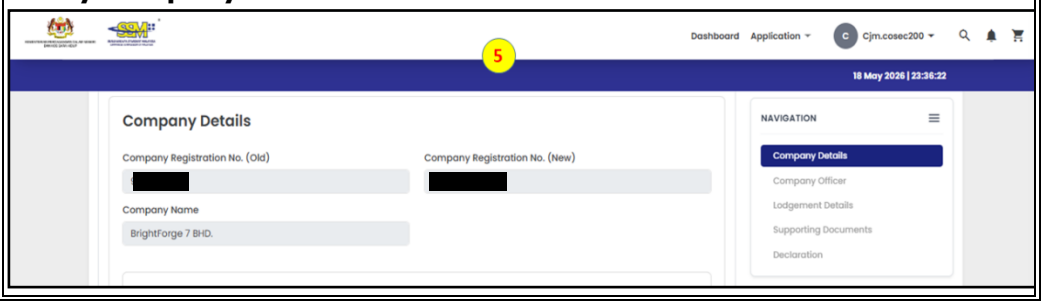
Field Num.	Description
	Note: System notifies that the payment process has been completed successfully.

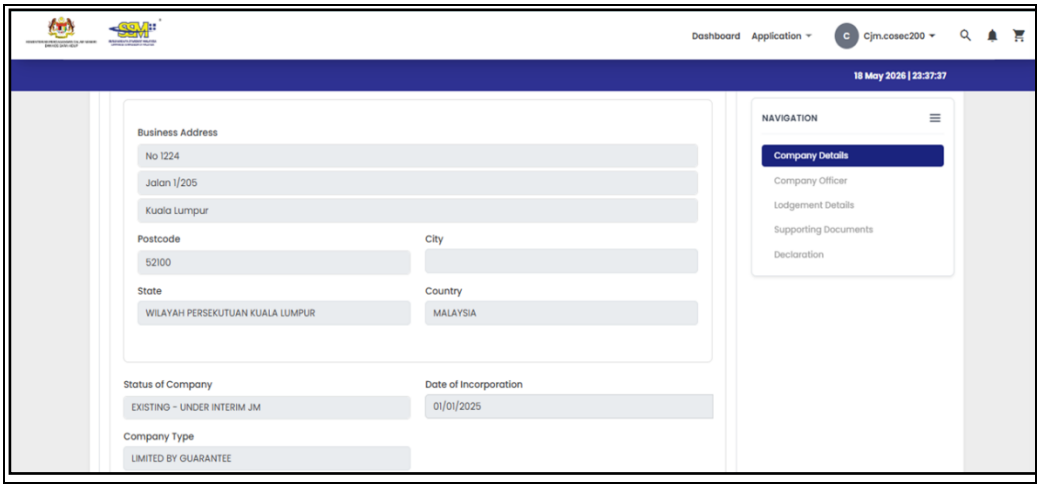
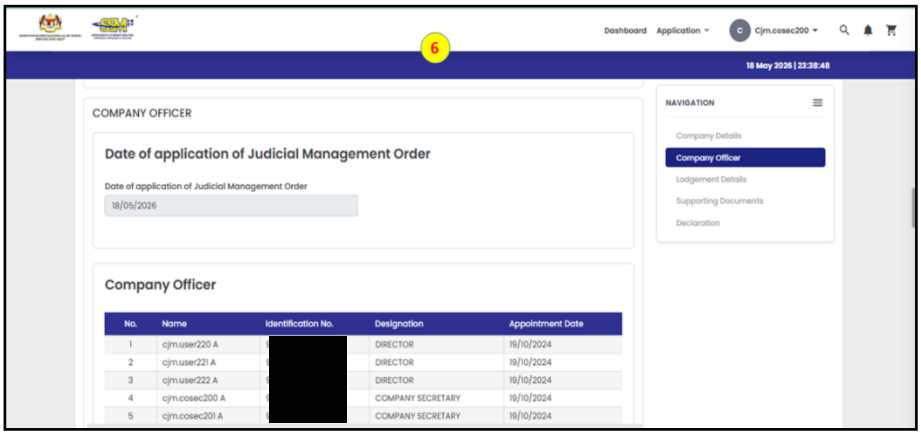
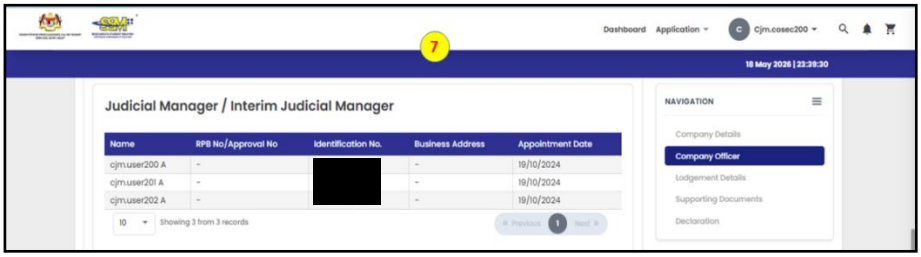
10.2 Notification of Discharge Judicial Manager

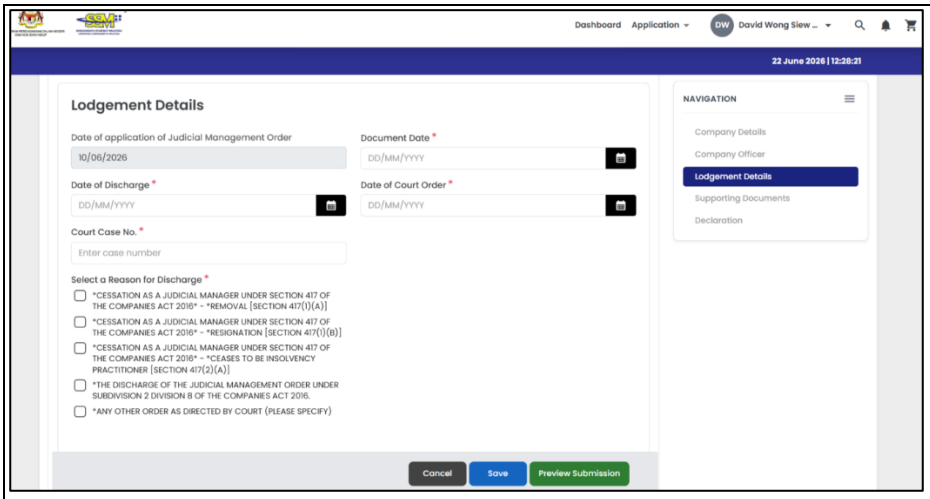
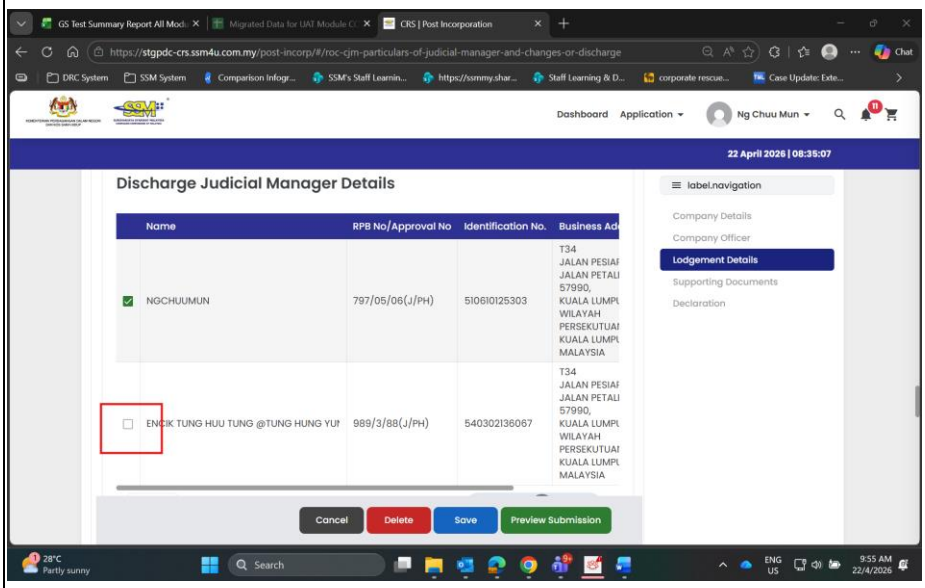
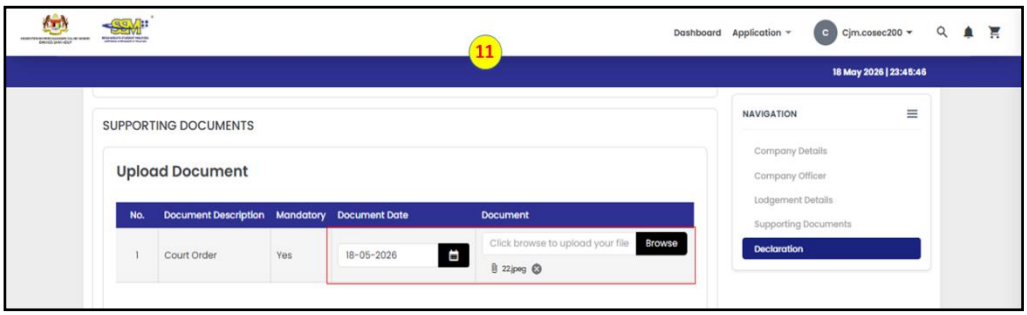
Pre-Requisites

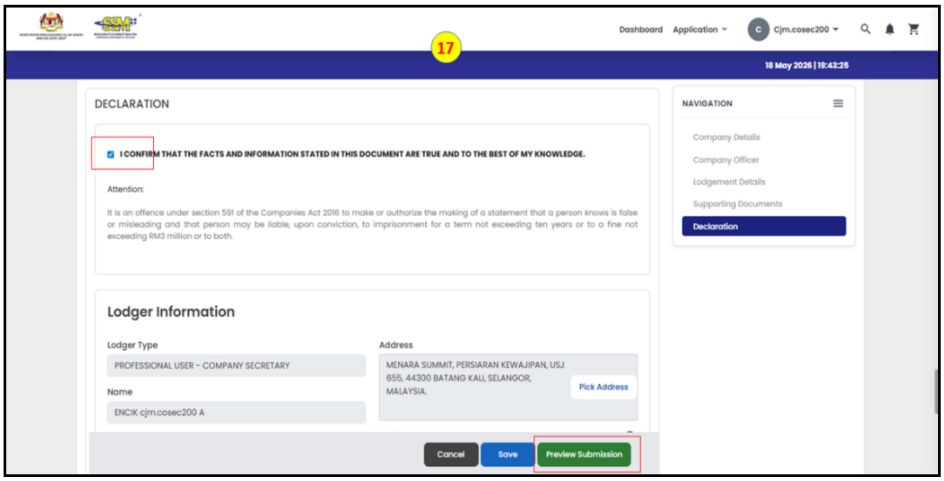
- Only Director, Creditor, Company Secretary or Judicial Manager Judicial Manager may perform lodgement; and
- Status Company:
  - Existing Under JM or Existing Under Receivership (Under JM)

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Click on **Application** -> **Register of Company (ROC)** -> **Judicial Management** -> **Notification of Particulars of Judicial Manager / Interim Judicial Manager and Changes of Particulars / Discharge of Judicial Manager.** 
3	Search company. Enter Company's Registration Number (Old/New).

Field Num.	Description
	
4	**Select Notification of Discharge Judicial Manager and application record.** 
5	**Verify company details** section. 

Field Num.	Description
	
6	**Verify company officer** section.  
7	Complete **Lodgement Details** section.

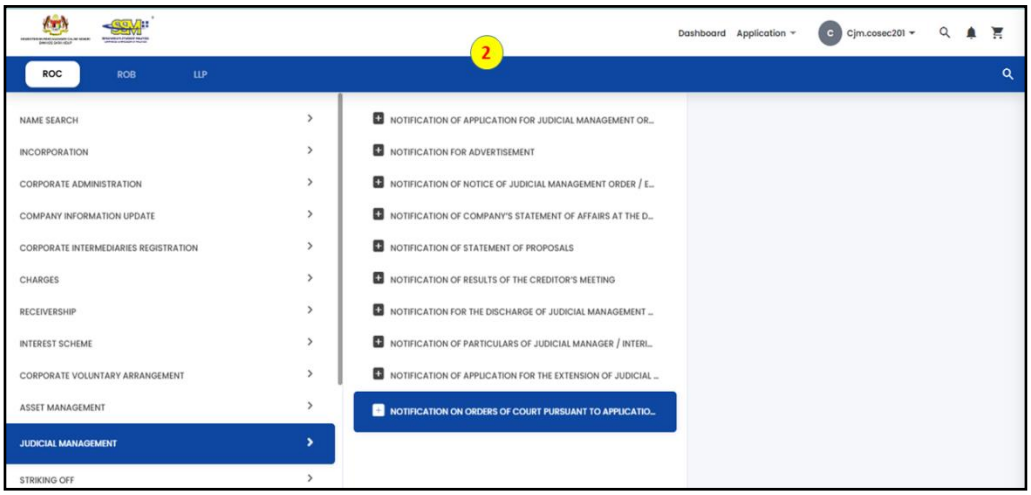
Field Num.	Description
	
8	Select Judicial Manager for Discharge. 
9	Please upload the required supporting documents under the "Supporting Document" section. 

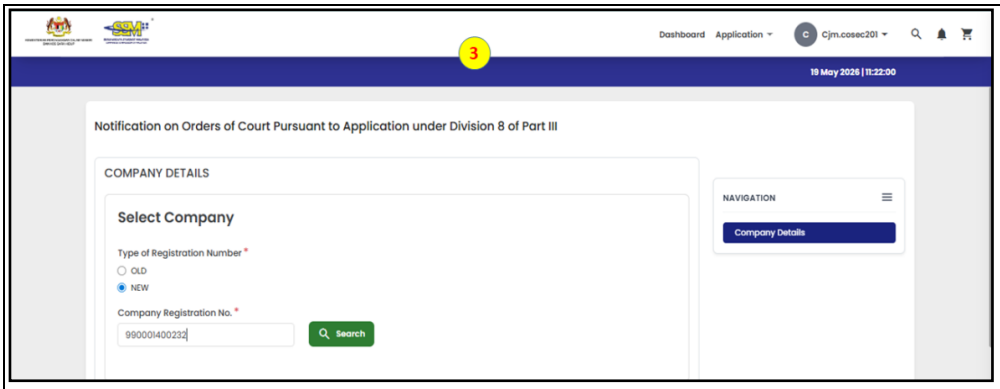
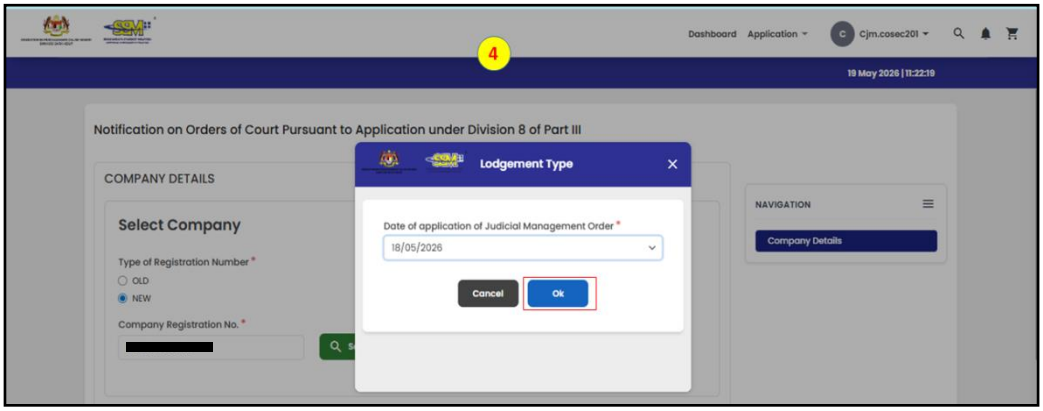
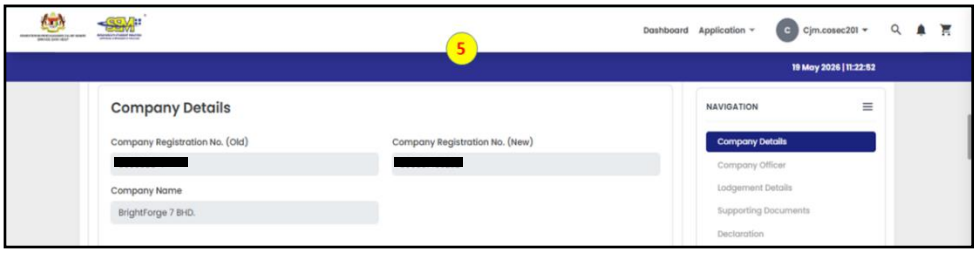
Field Num.	Description
9	**Tick** the Declaration checkbox, then click **Preview Submission**. 
10	Click **Download PDF**, then click **Submit & Make Payment.**
11	a) Make payment as instructed & payment successful. b) The Payment screen will be displayed. c) Click **Yes.**
12	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

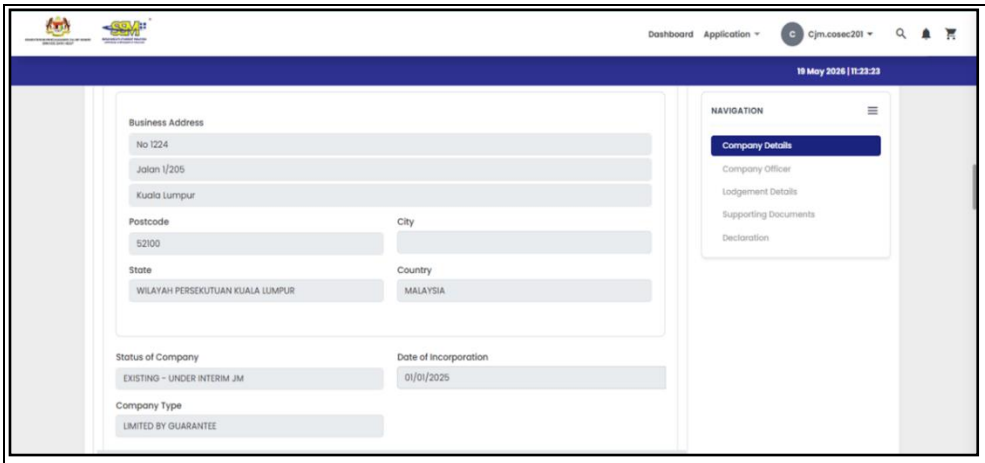
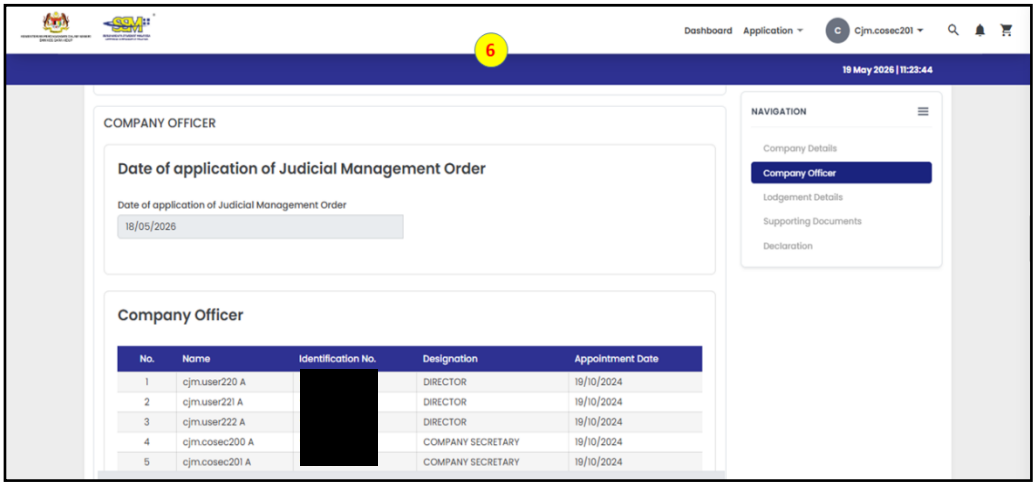
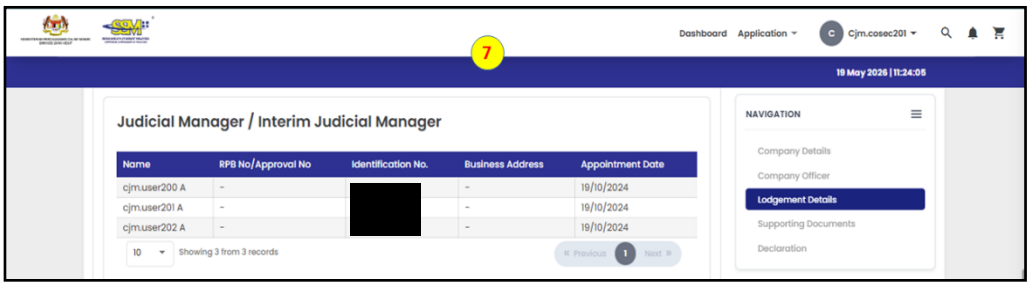
11. Notification of Application for Extension of Judicial Management Order

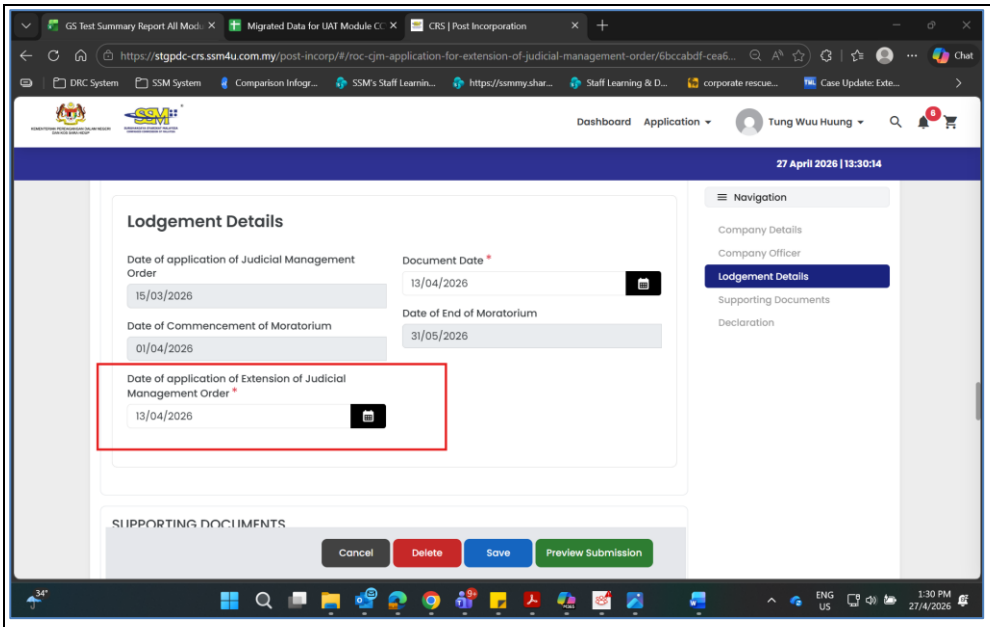
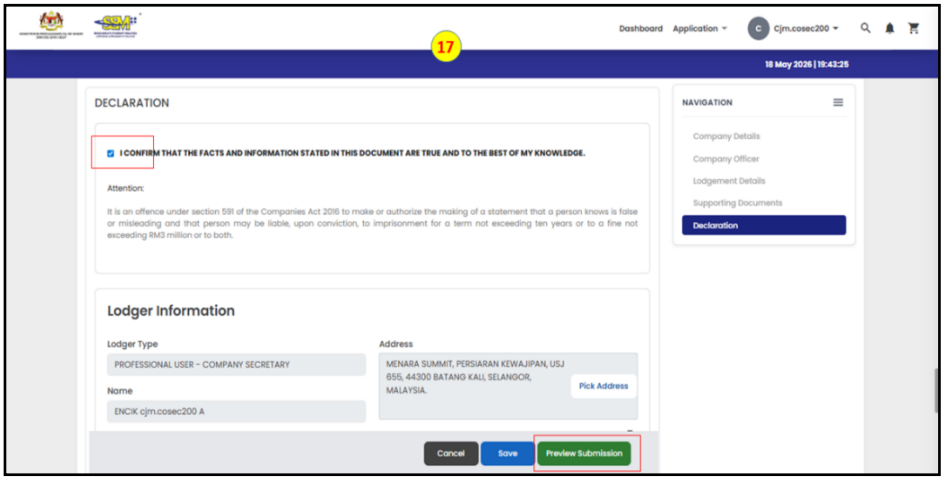
Pre-Requisites

- Only Director, Creditor, Company Secretary or Judicial Manager Judicial Manager may perform lodgement.
- Status Company;
  - Existing Under JM or Existing Under Receivership (Under JM)

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Notification of Application for Extension of Judicial Management Order** 
3	Under **Company Details** section, search the company.

Field Num.	Description
	
4	Select the relevant **application record**. 
5	Verify the **Company Details** section. 

Field Num.	Description
	
6	Verify the **Company Officer** section.  
7	Complete **Lodgement Details** section.

Field Num.	Description
	
8	Please upload the required supporting documents under the "Supporting Document" section.
9	**Tick** the Declaration checkbox, then click **Preview Submission**. 
10	Click **Download PDF**, then click **Submit & Make Payment.**
11	a) Make payment as instructed & payment successful. b) The Payment screen will be displayed. c) Click **Yes.**

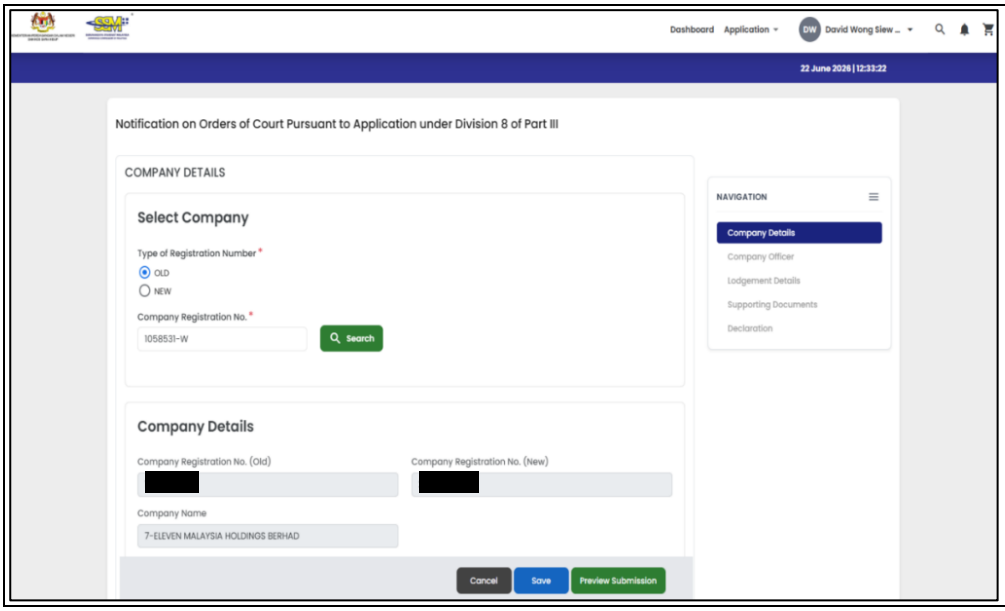
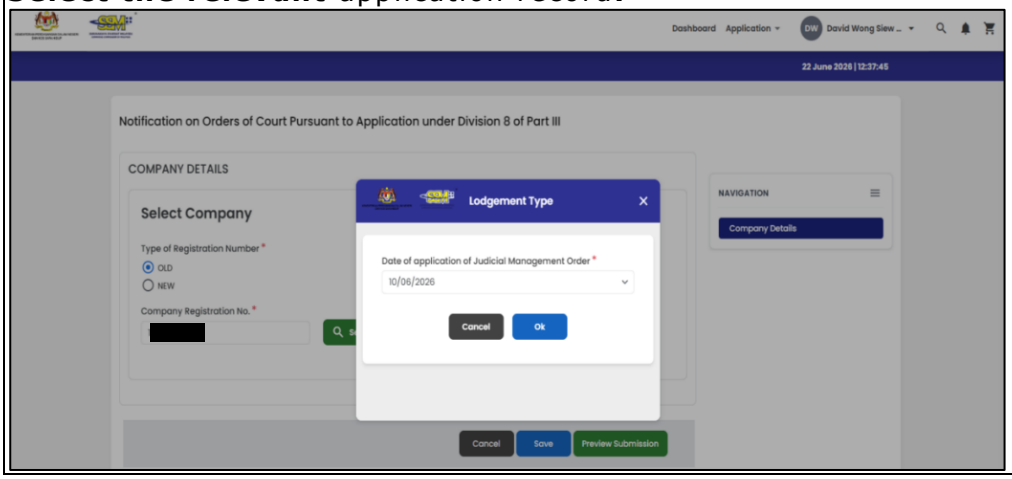
Field Num.	Description
12	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

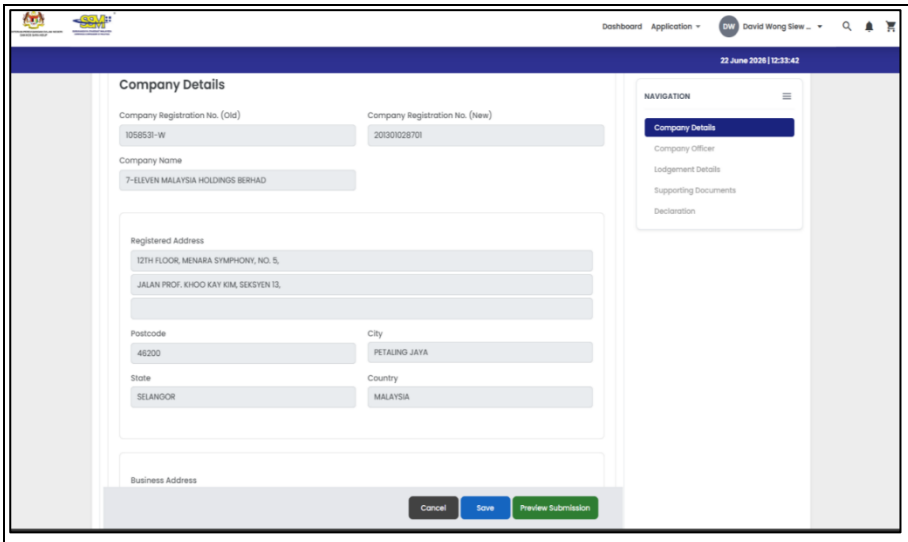
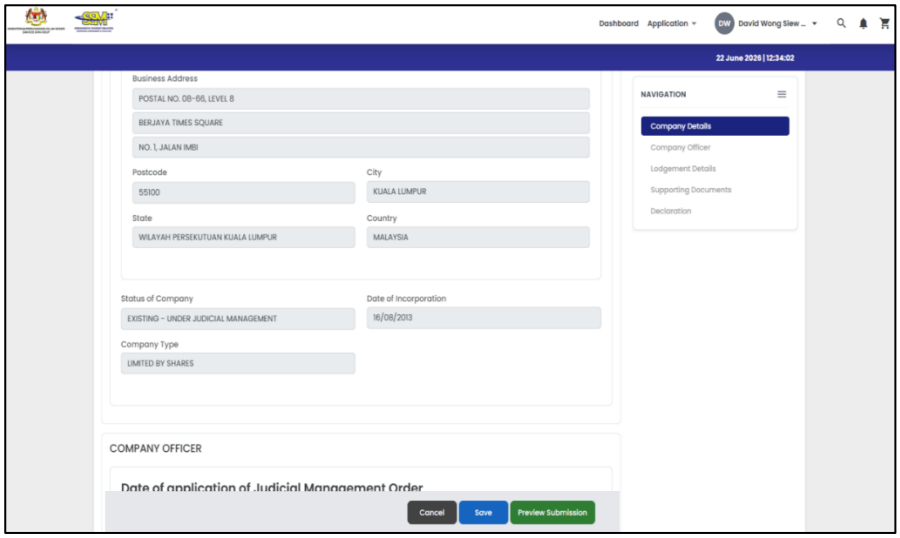
12. Notification on Orders of Court Pursuant to Application under Division 8 of Part III

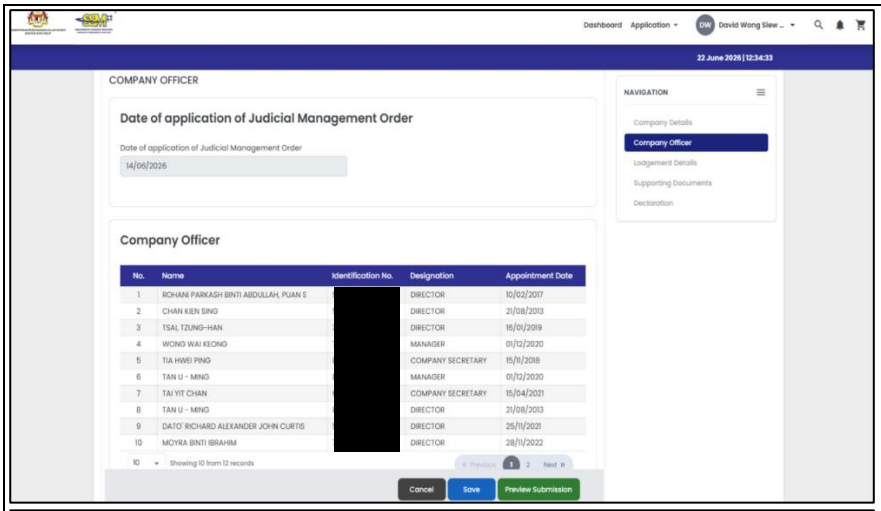
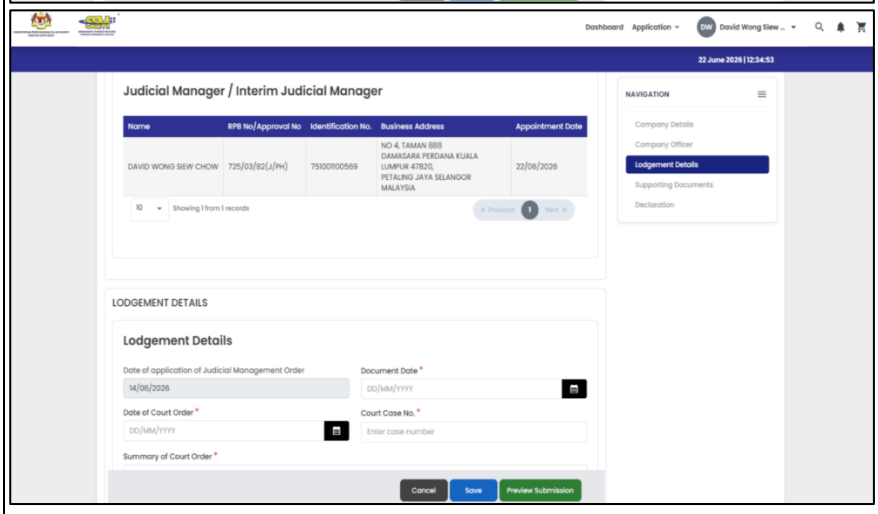
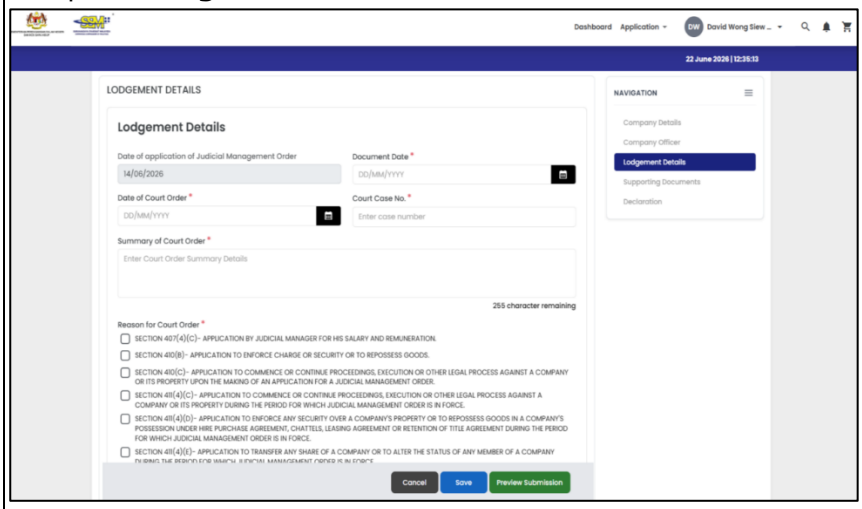
Pre-Requisites

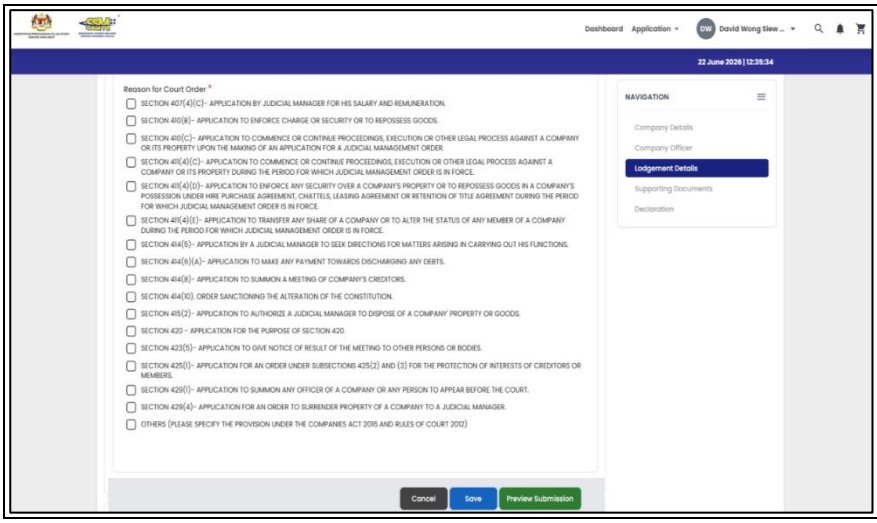
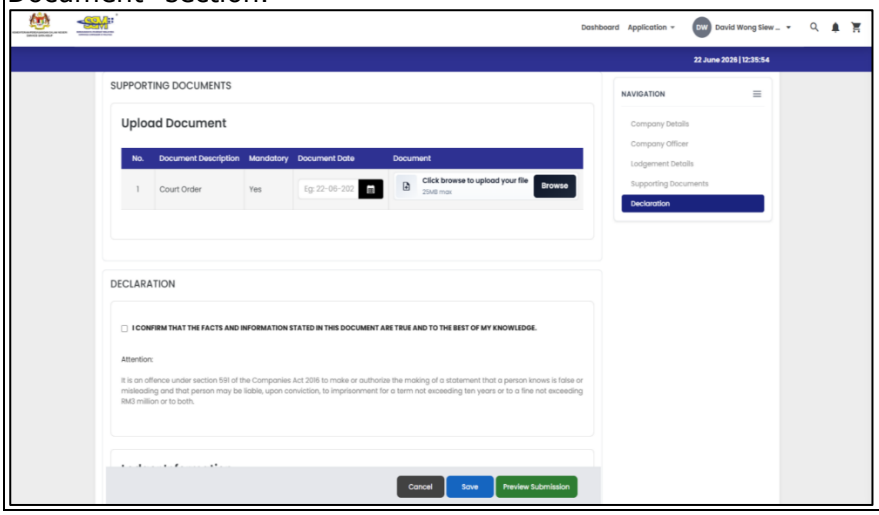
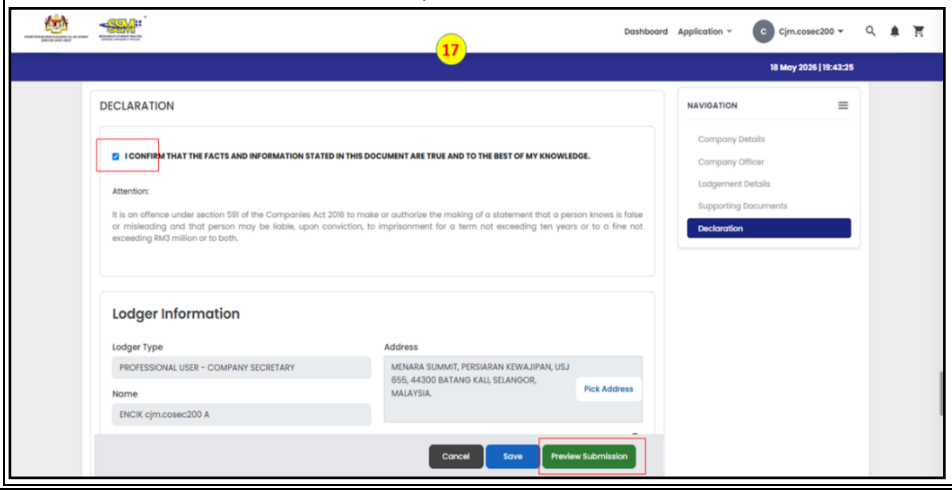
- Only Director, Creditor, Company Secretary, Interim Judicial Manager or Judicial Manager Judicial Manager may perform lodgement.
- Status Company;
  - Existing Under JM or Existing Under Receivership (Under JM)

Field Num.	Description
1	From the Dashboard, open the **Application** menu in the navigation bar.
2	Navigate to **Application** → **ROC** → **Judicial Management** → **Notification on Orders of Court Pursuant to Application under Division 8 of Part III**
3	**Under** the **Company Details** section, search the company.

Field Num.	Description
	
4	**Select the relevant** application record**.** 
5	Verify the **Company Details** section.

Field Num.	Description
	 
6	Verify the **Company Officer** section.

Field Num.	Description
	 
7	Complete **Lodgement Details** section. 

Field Num.	Description
	
8	Please upload the required supporting documents under the "Supporting Document" section. 
9	Tick the Declaration checkbox, then click Preview Submission. 

Field Num.	Description
10	Click **Download PDF**, then click **Submit & Make Payment.**
11	a) Make payment as instructed & payment successful. b) The Payment screen will be displayed. c) Click **Yes**.
12	Complete the payment. *Note: System notifies that the payment process has been completed successfully.*

***Disclaimer**: The information contained in this guide is intended to assist users in understanding the processes and procedures relating to the use of the Corporate Registry System (CRS). The Companies Commission of Malaysia (SSM) reserves the right to revise, update and/or amend the contents of this guide from time to time without prior notice. Users are advised to refer to the relevant provisions of law, circulars, guidelines, practice notes and practice directives that are currently in force. Users may refer to SSM's official website at www.ssm.com.my.*