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

RELODGEMENT

Version:

1.0

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1 Introduction

1.1 Purpose of Document

This manual provides step-by-step guidance for users to access and perform business processes under the Registration of Company (ROC) Relodgement module in the SSM Corporate Registry System (CRS – HT4).

This user guide covers the Relodging of Lost or Missing Document sub-module, which includes the following business processes: To Relodge Lost or Missing Document, Unable to Relodge the Lost or Missing Document and Request for Extension of Time (EOT) for the Lost or Missing Document.

1.2 Prerequisites

This section outlines the requirements that must be fulfilled before users can access and perform the business processes in this module.

- The user has been notified by Officer to perform the relodgement as required.
- The Primary Actor is registered and verified in SSM4U.
- The Primary Actor has the applicable role in CRS, such as Company Secretary, Auditor, Liquidator, Director, Business Owner, Compliance Officer or Partner.

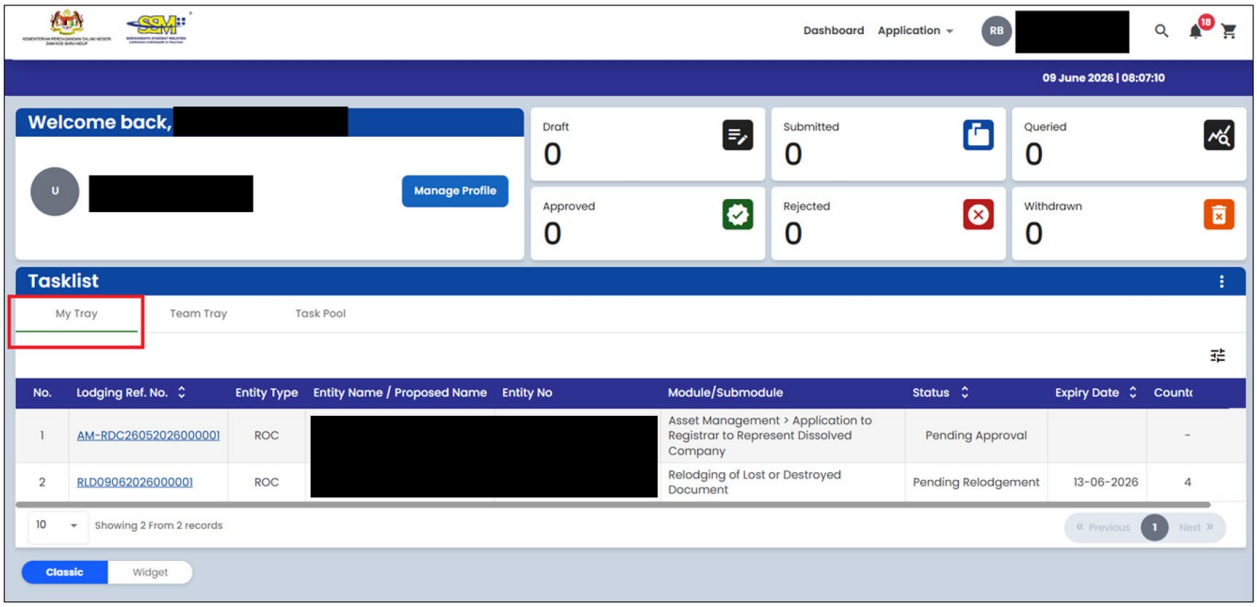
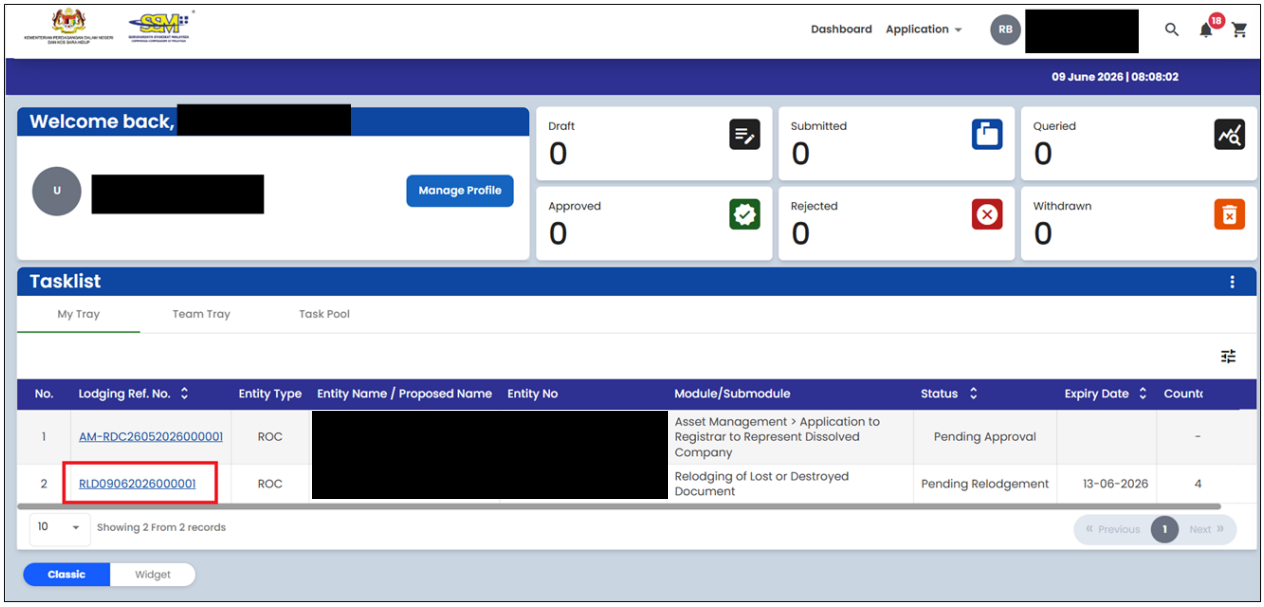
2 Module Overview

This user guide covers the following business processes:

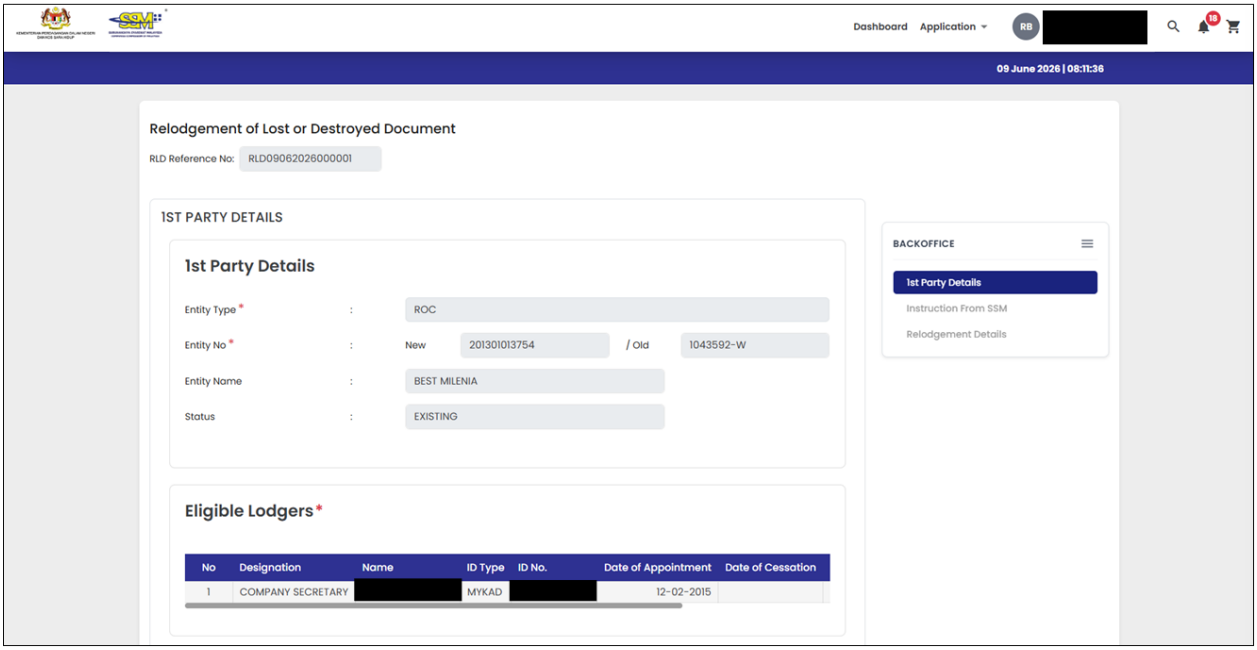
1. Relodging of Lost or Destroyed Document
   - To Relodge Lost or Missing Document
   - Unable to Relodge the Lost of Missing Document
   - Request for EOT for the Lost or Missing Document

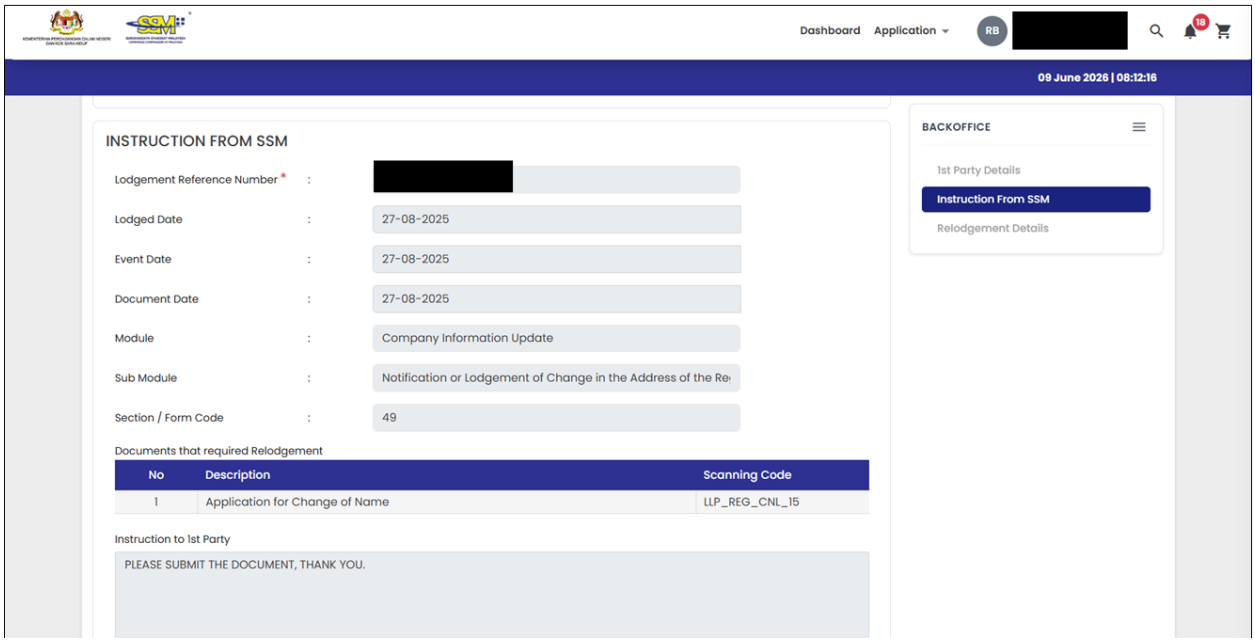
3 Relodging of Lost or Missing Document

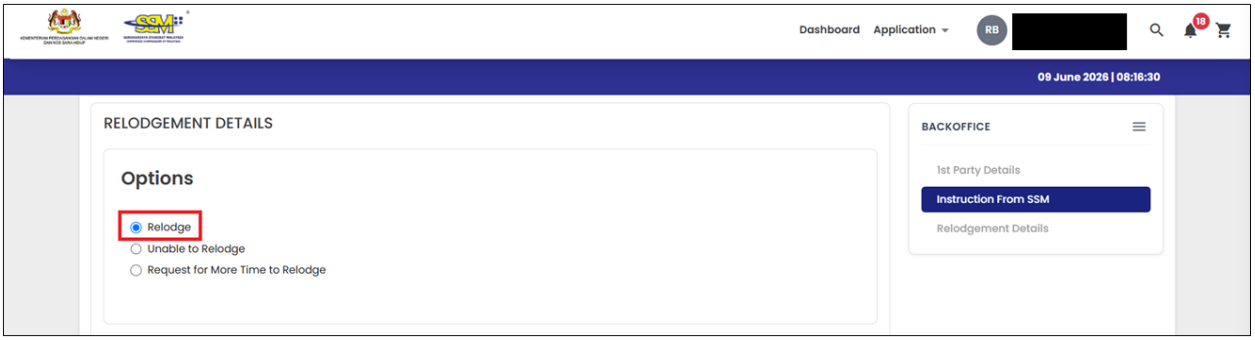
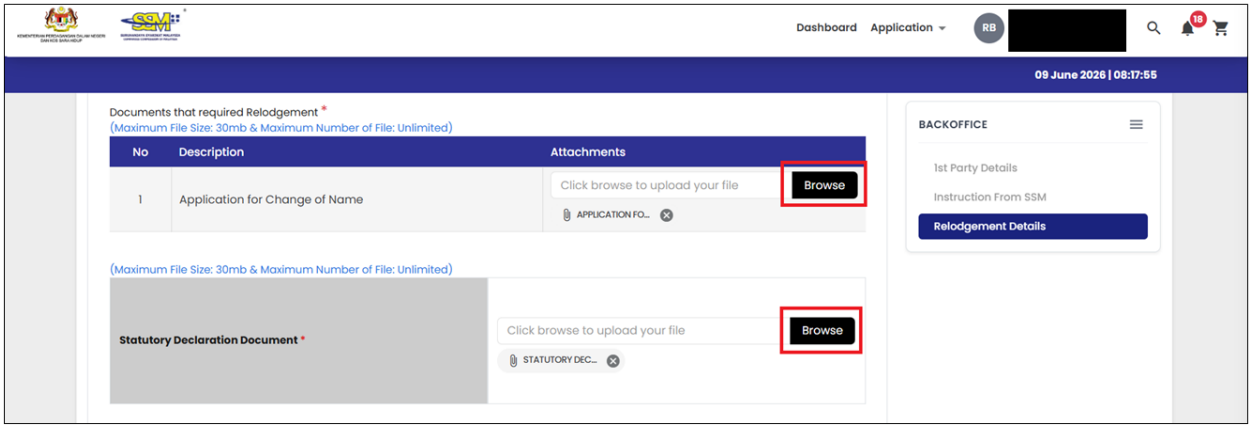
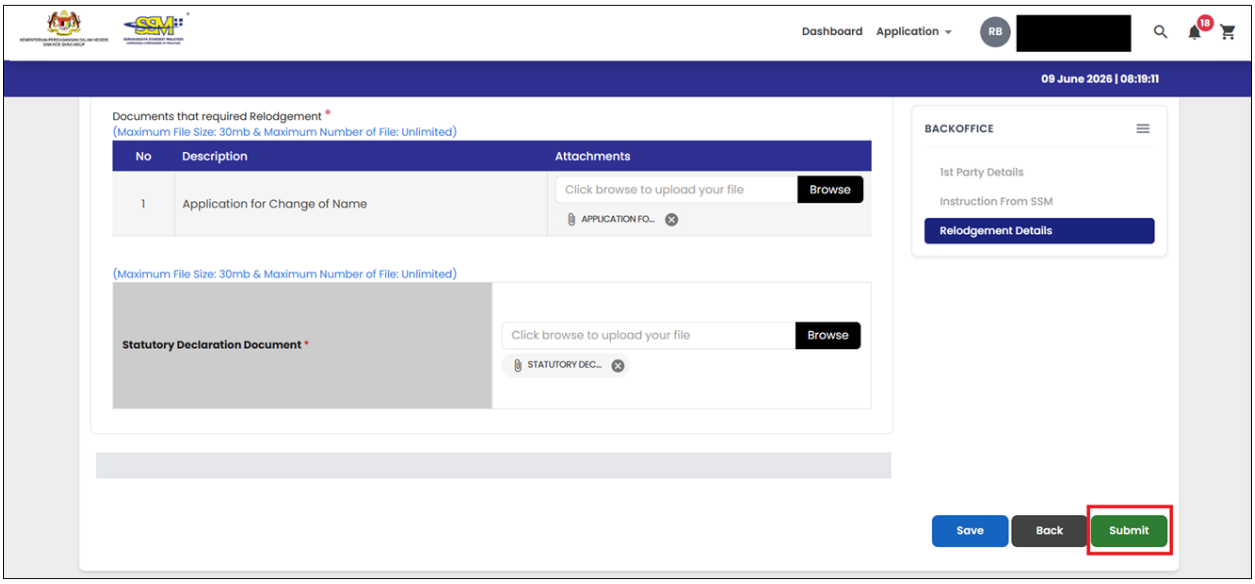
3.1 To Relodge Lost or Missing Document

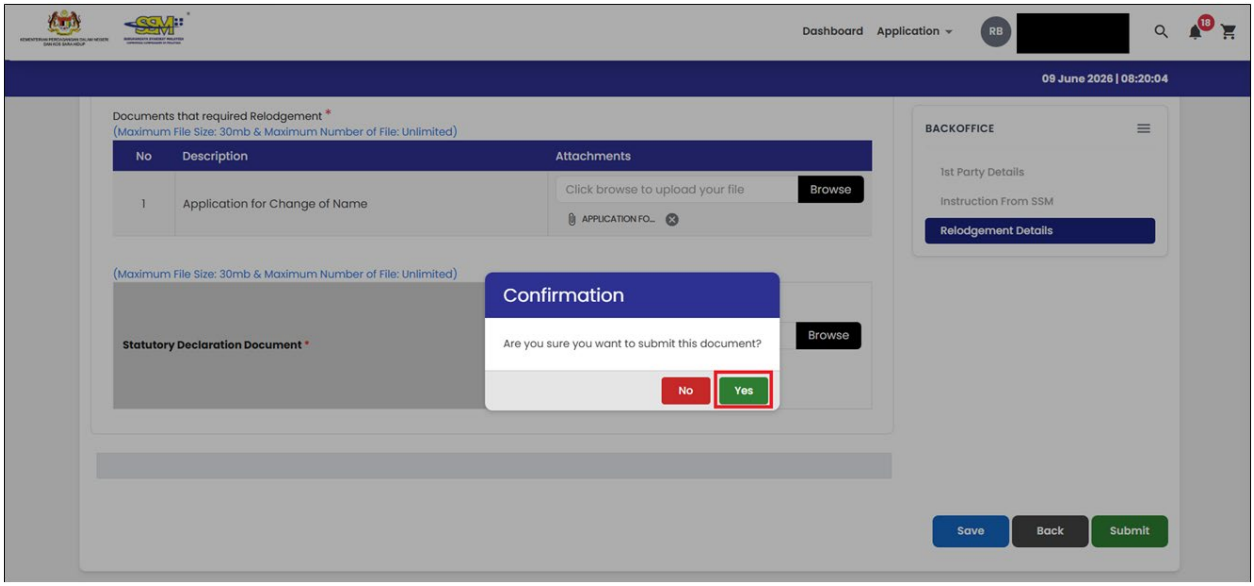
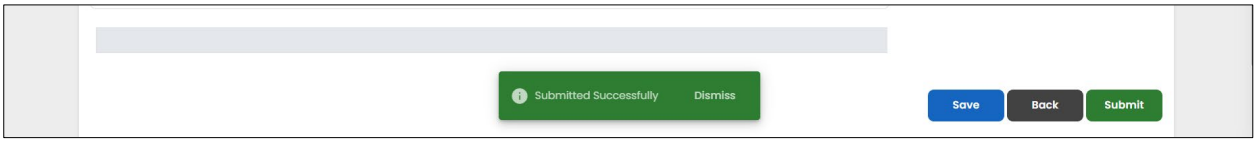
No.	Description
1	From the **Dashboard,** go to the **Tasklist**. Then, go to the **My Tray**. 
2	Under **My Tray**, find application from the officer. Then, click the **Lodging Reference No.** to open the application. 

No.	Description
3	The following fields will be automatically populated by the system. Please proceed to **Step 4**.

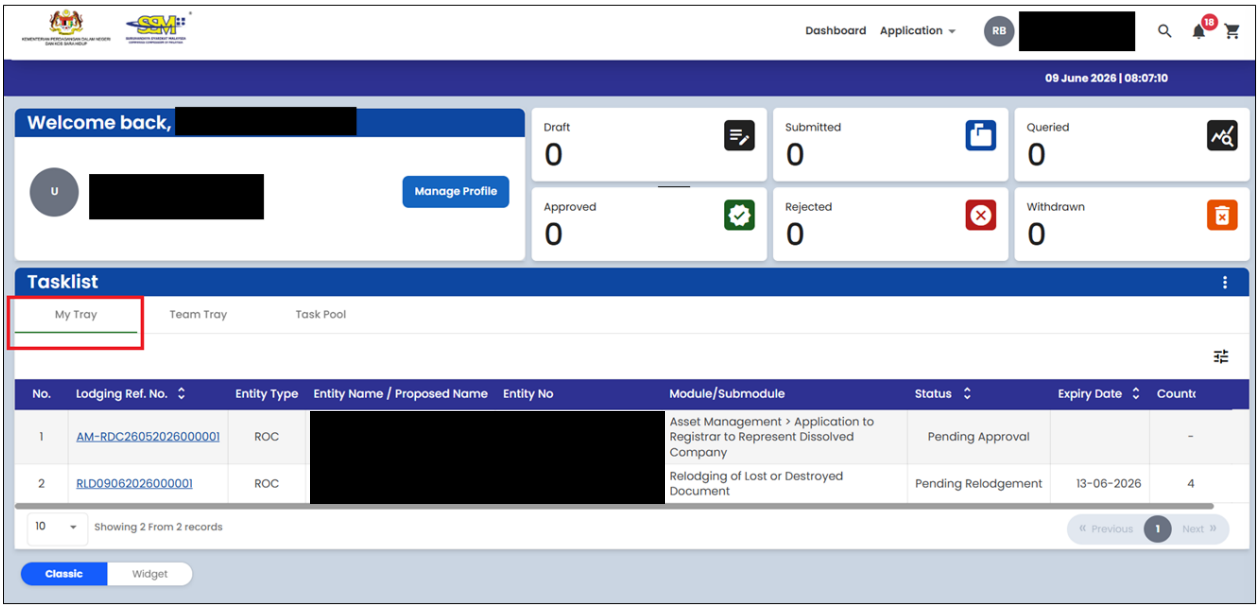
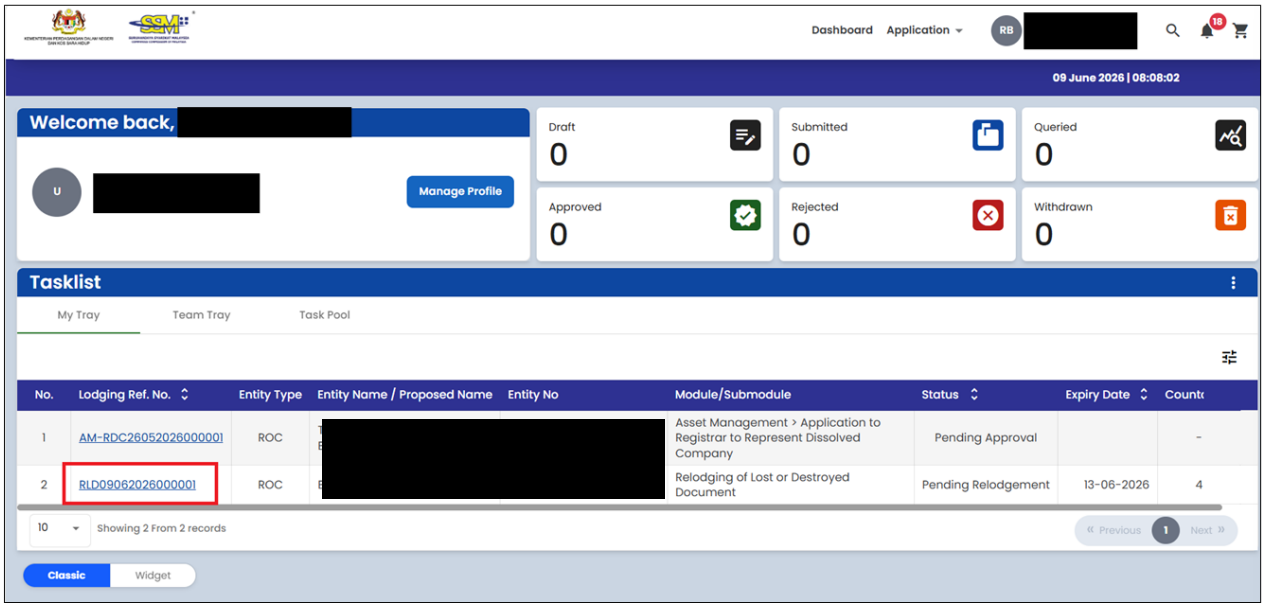




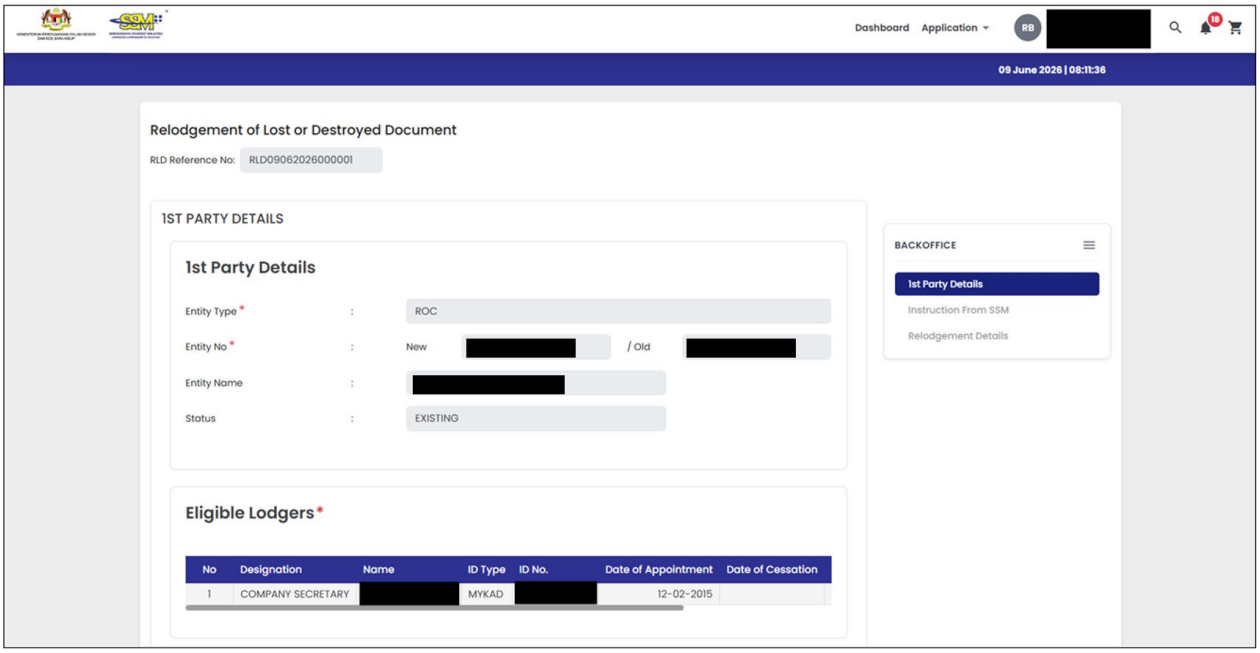
No.	Description
4	Scroll down to the **Relodgement Details** section and click **Relodge**. 
5	Click **Browse** to select and upload the document. 
6	Click **Submit**. 

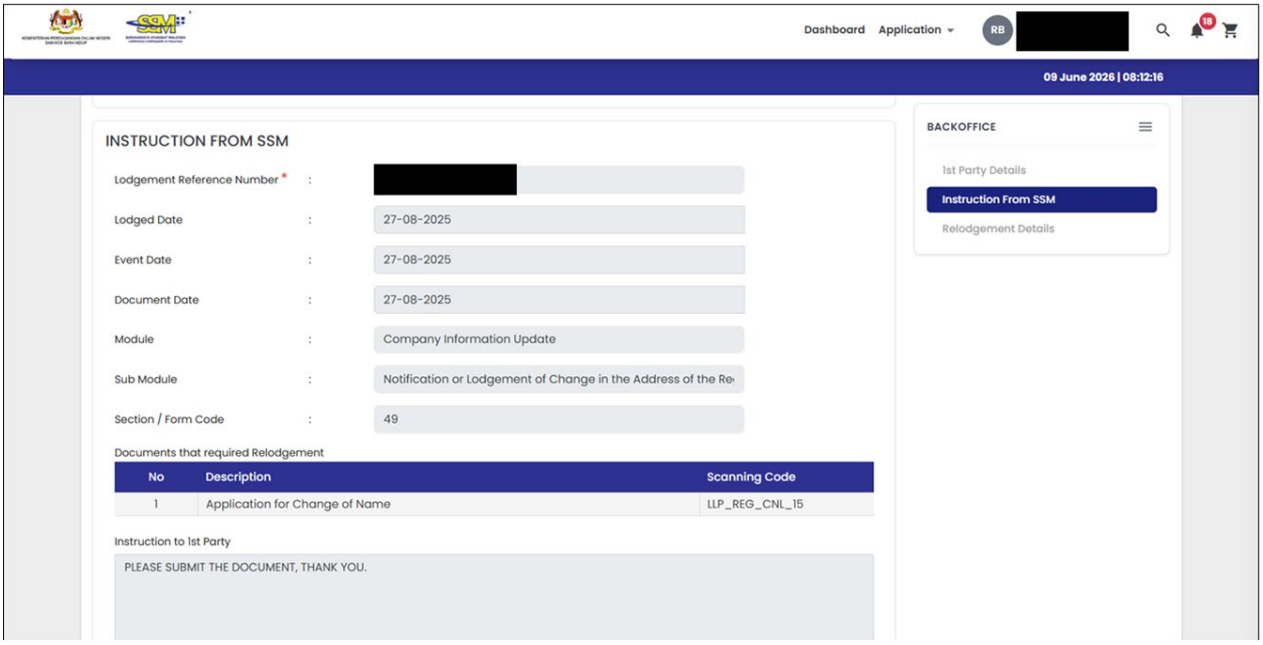
7	On the **Confirmation** popup, click **Yes**. 
8.	Once the submission is successful, the system displays a "**Submitted Successfully**" message and redirects the user to the **Dashboard**. 

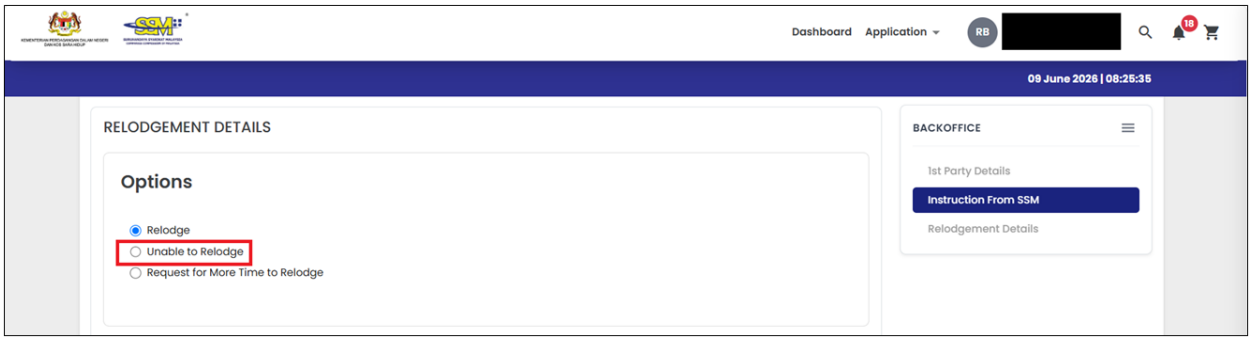
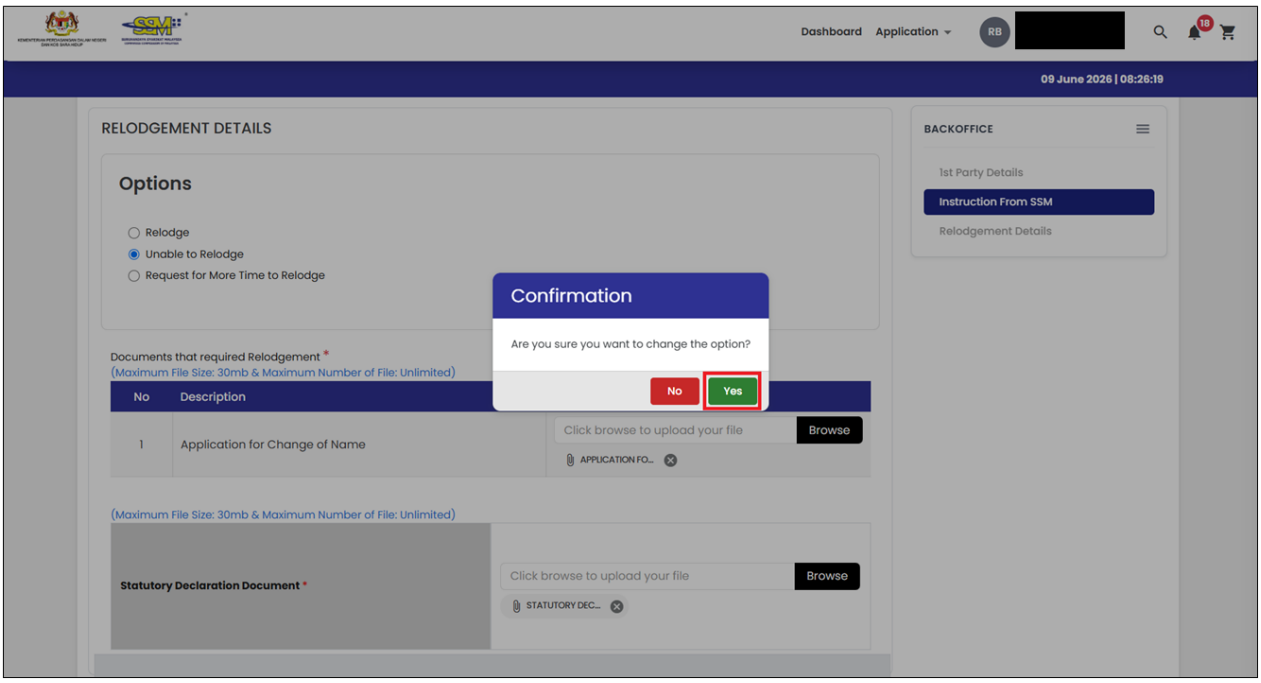
3.2 Unable to Relodge the Lost or Missing Document

No.	Description
1	From the **Dashboard,** navigate to the **Tasklist**. Then, go to the **My Tray**. 
2	Under **My Tray**, find application from the officer. Then, click the **Lodging Reference No.** to open the application. 

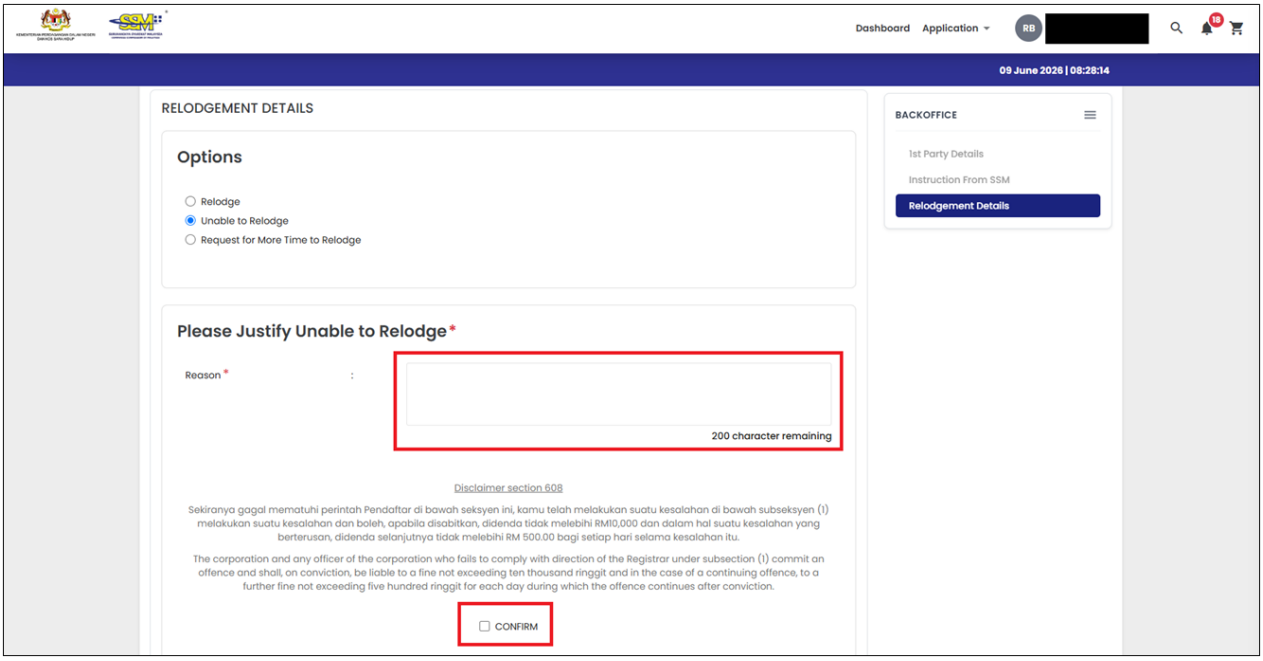
3 The following fields will be automatically populated by the system. Please proceed to **Step 4.**



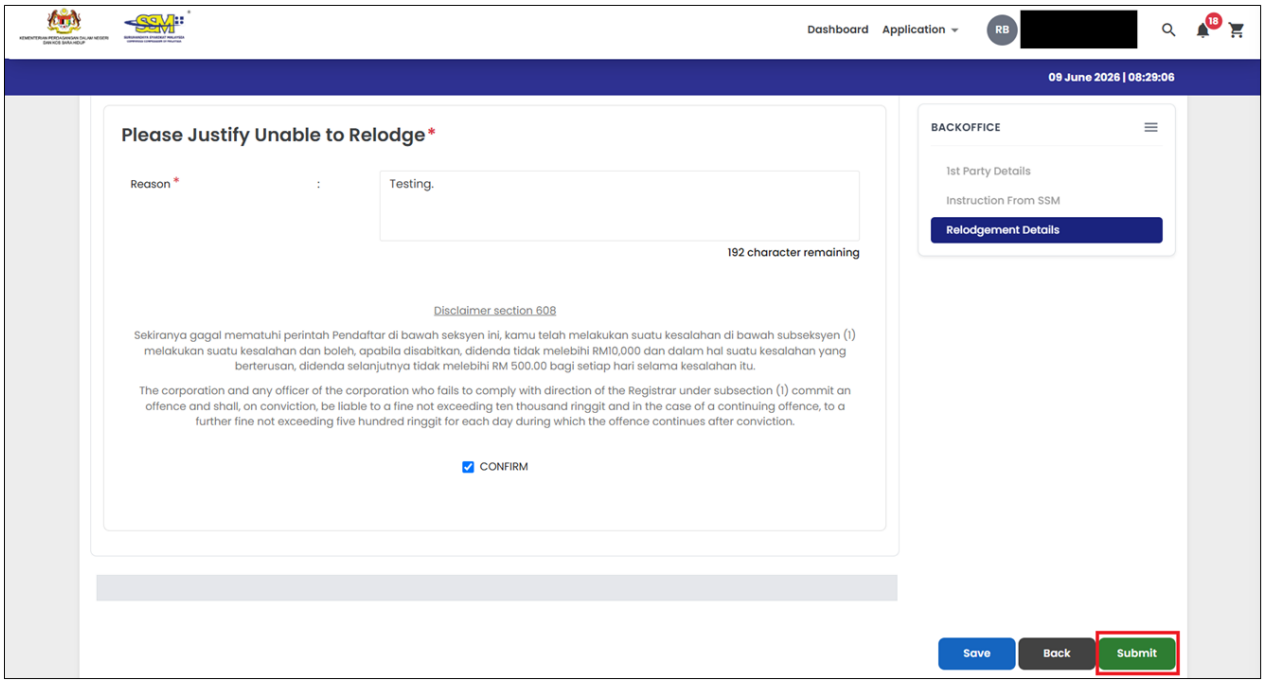


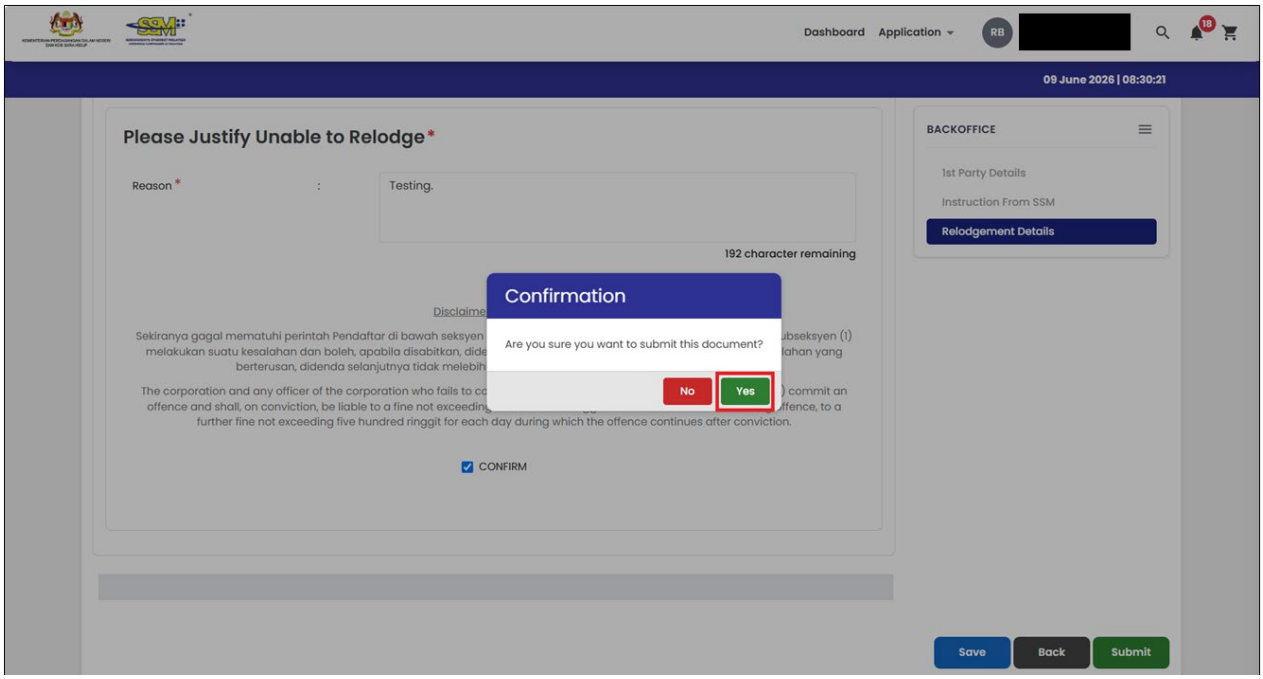
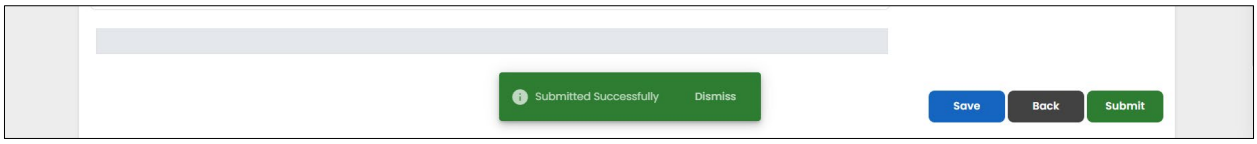
4	Scroll down to the **Relodgement Details** section, and click the **Unable to Relodge**. 
5	On the **Confirmation** popup, click **Yes**. 

6 Please enter the **Reason.** Then, click **Confirm**.

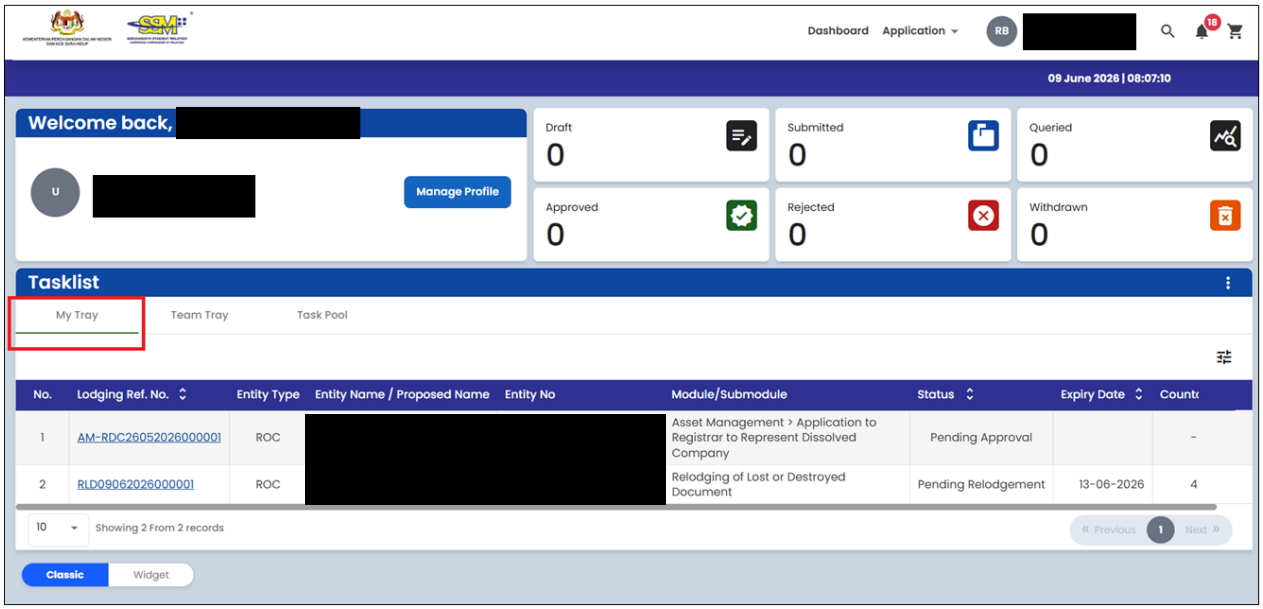
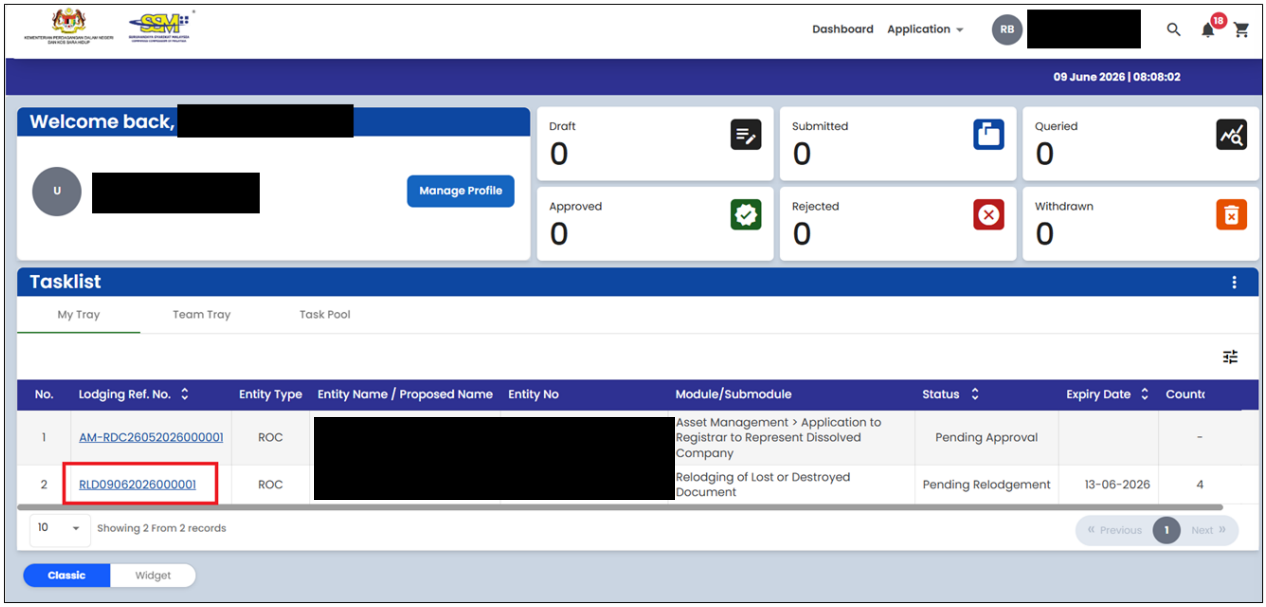


7 Click **Submit**.

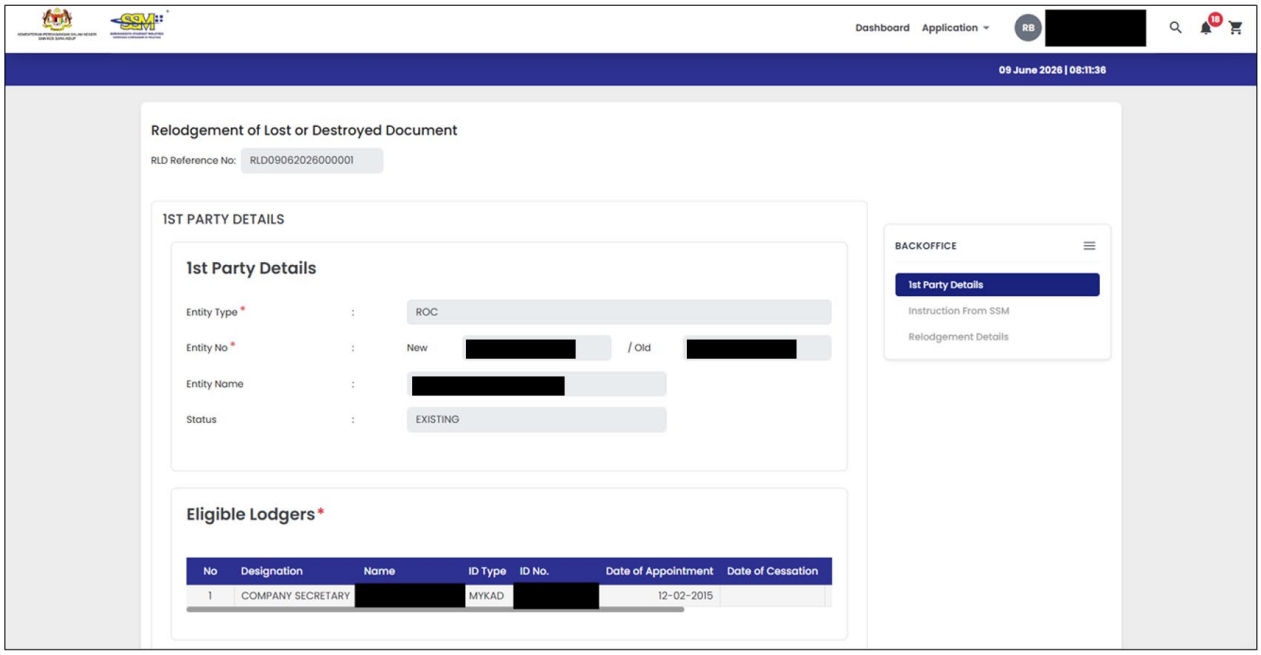


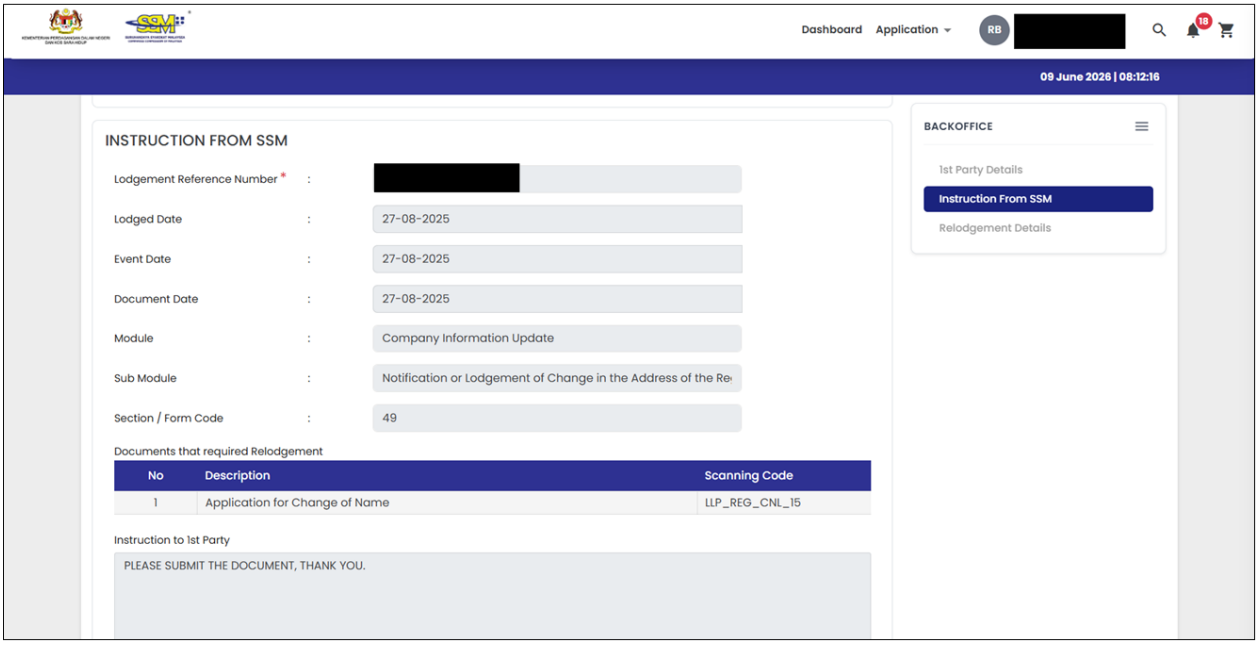
8	On the **Confirmation** popup, click **Yes**. 
9	Once the submission is successful, the system displays a "**Submitted Successfully**" message and redirects the user to the Dashboard page. 

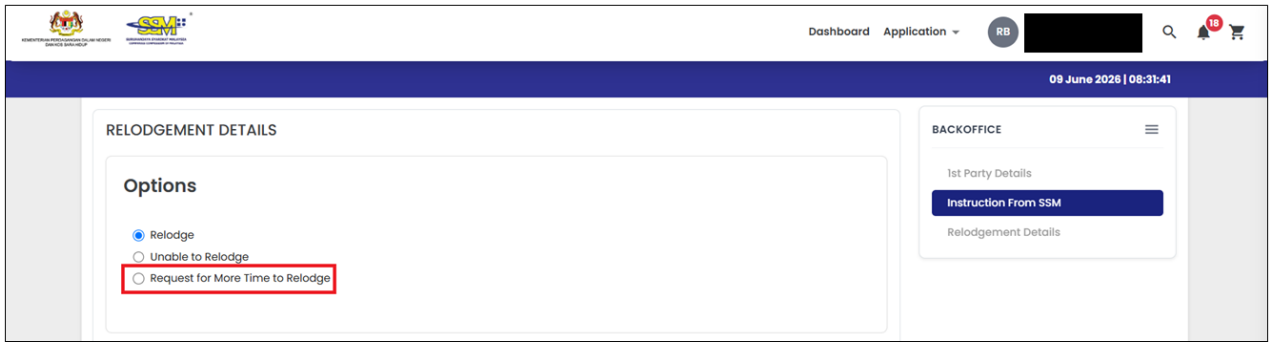
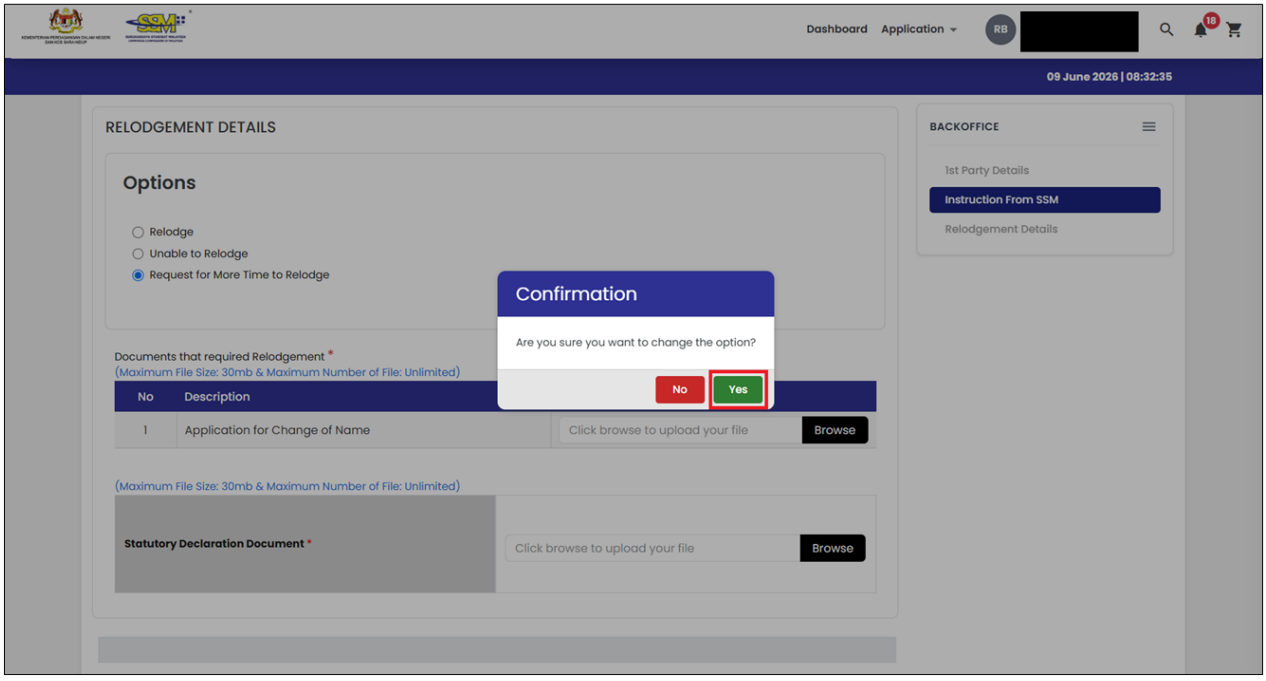
3.3 Request for EOT for the Lost or Missing Document

No.	Description
1	From the **Dashboard,** navigate to the **Tasklist**. Then, go to the **My Tray**. 
2	Under **My Tray**, find application from the officer. Then, click the **Lodging Reference No.** to open the application. 

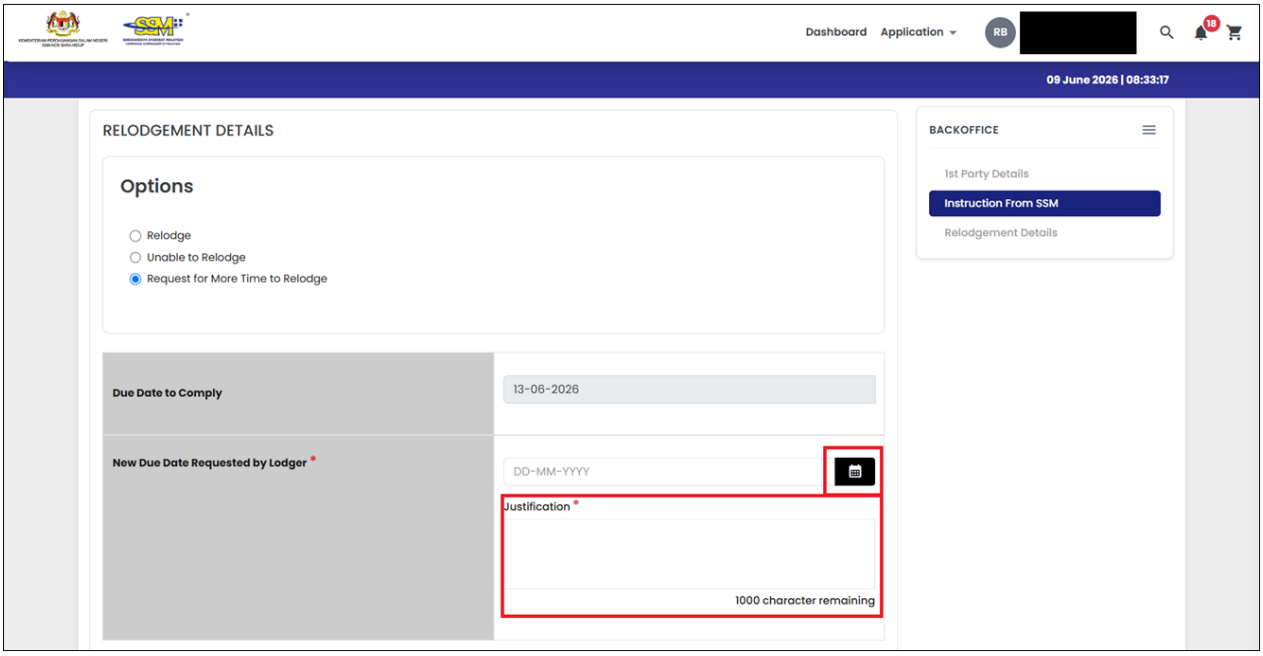
3 The following fields will be automatically populated by the system:



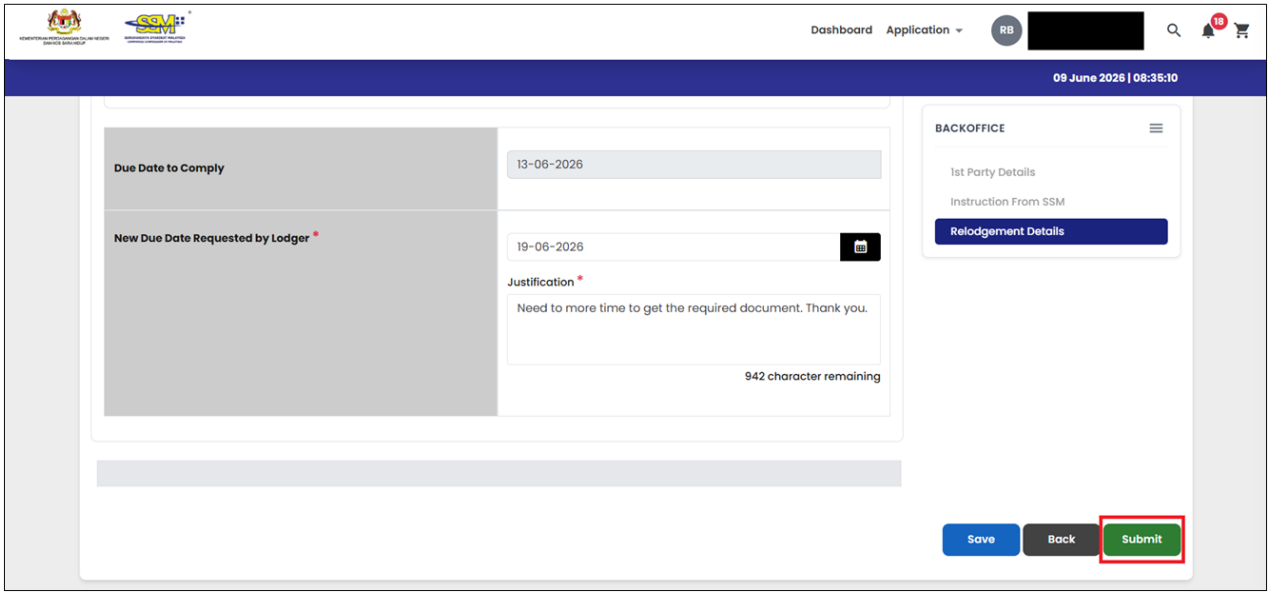


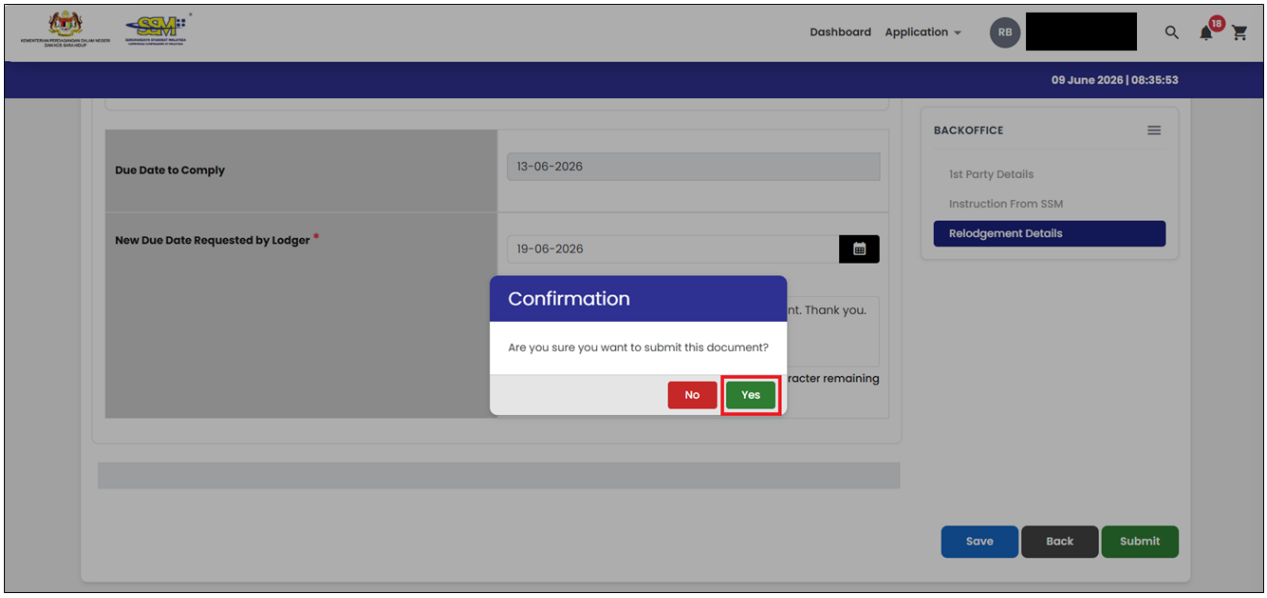
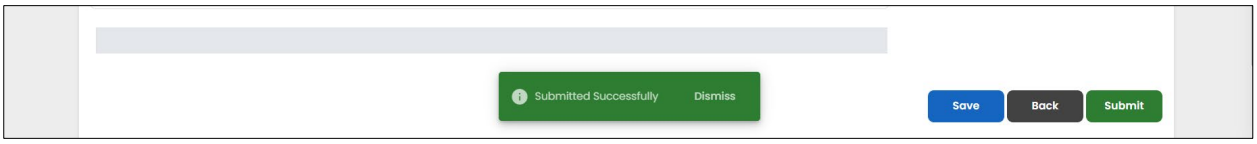
4	Scroll down to the **Relodgement Details** section and click **Request for More Time to Relodge**. 
5	On the **Confirmation** popup, click **Yes**. 

6 Please click the calendar button to select the date, and please insert the **Justification** field.



7 Click **Submit**.



8	On the **Confirmation** popup, click **Yes**. 
9	Once the submission is successful, the system displays a "**Submitted Successfully**" message and redirects the user to the Dashboard page. 

***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.*