



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

RELODGE MENT

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.

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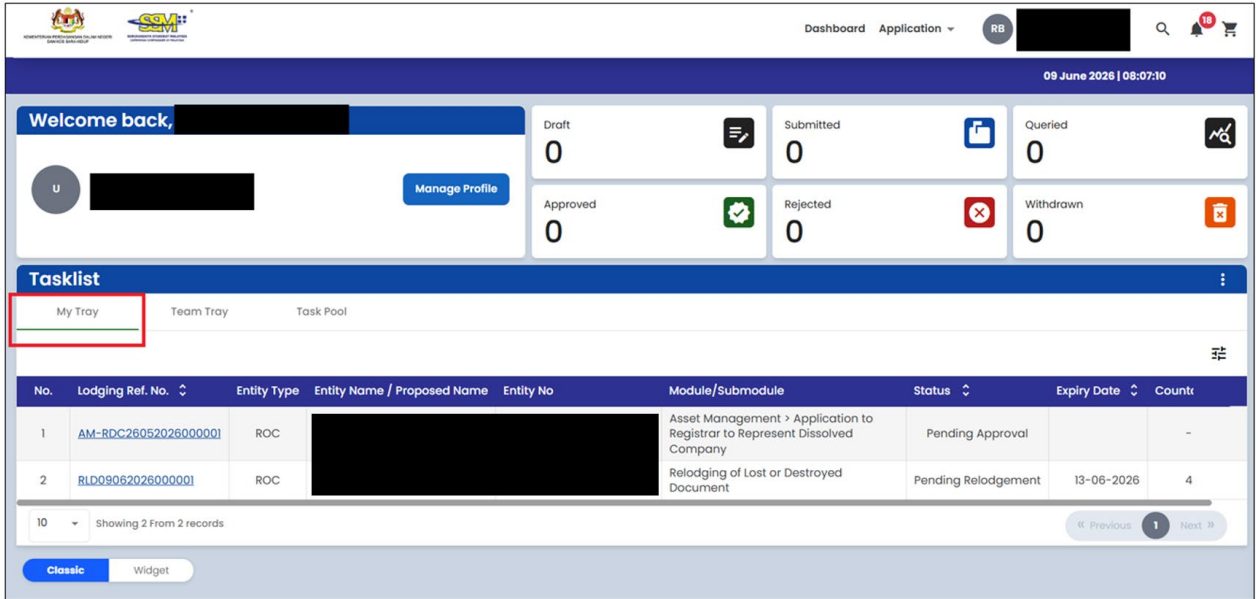
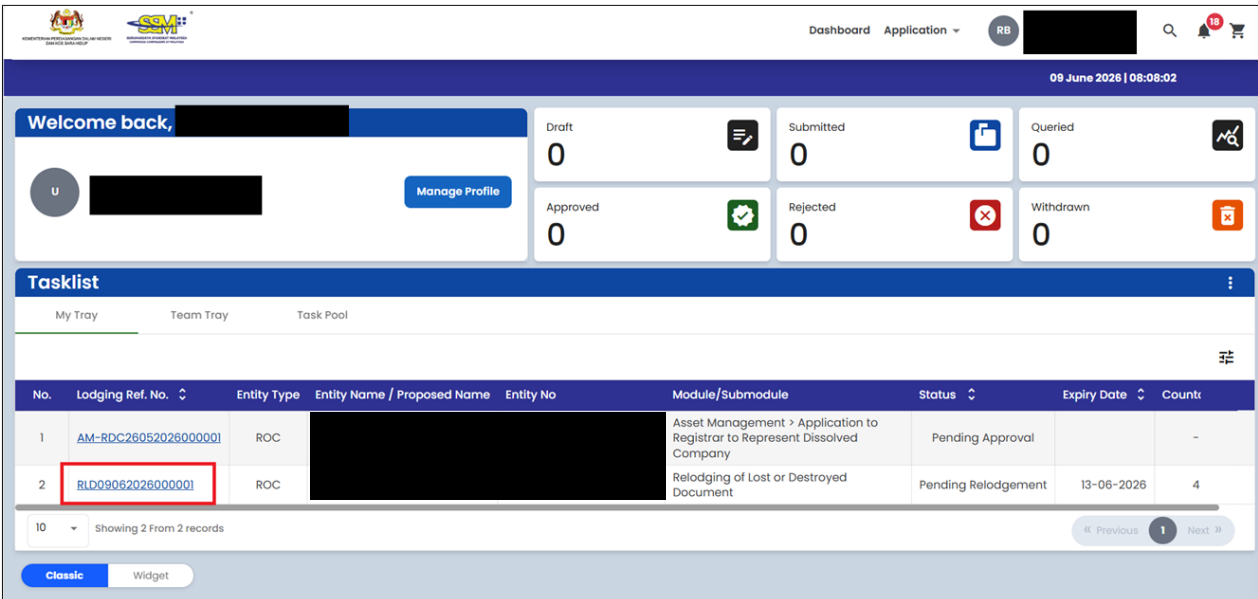
2 Module Overview

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 or 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

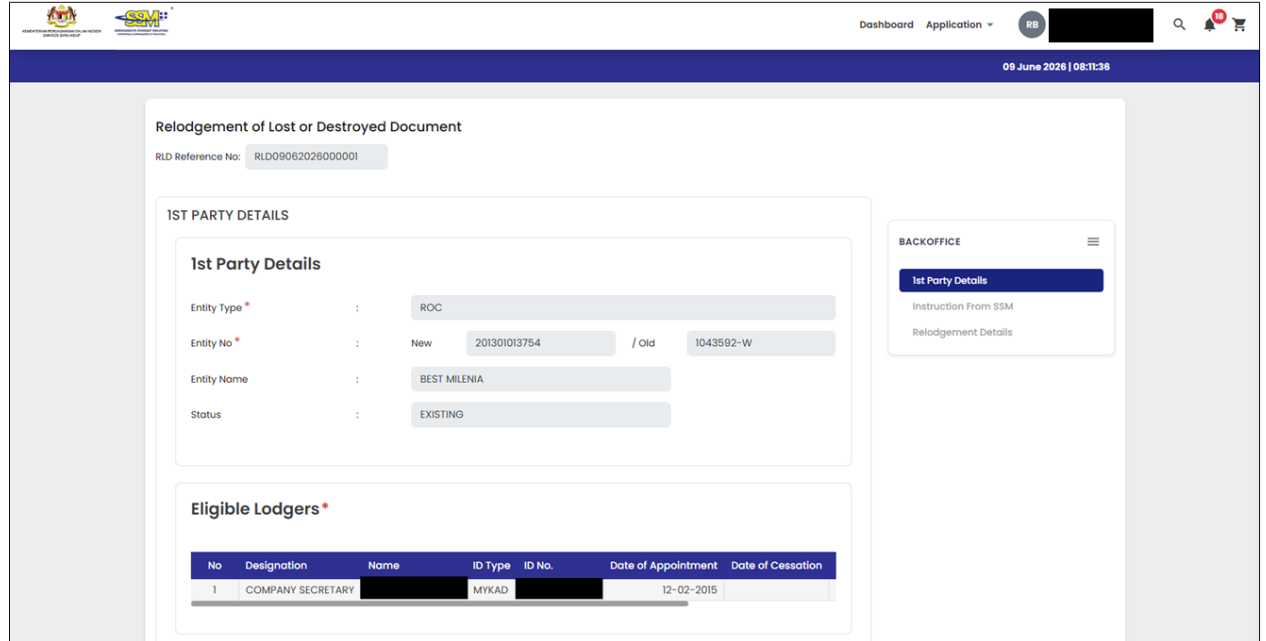
No.	Description
1	From the Dashboard, go to the Tasklist. Then, go to the My Tray. 
2	Under My Tray, find application from the officer. Then, click the Lodging Reference No. to open the application. 

No.

Description

3

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



Relodgement of Lost or Destroyed Document

RLD Reference No: RLD0906202600001

1st PARTY DETAILS

1st Party Details

Entity Type * : ROC

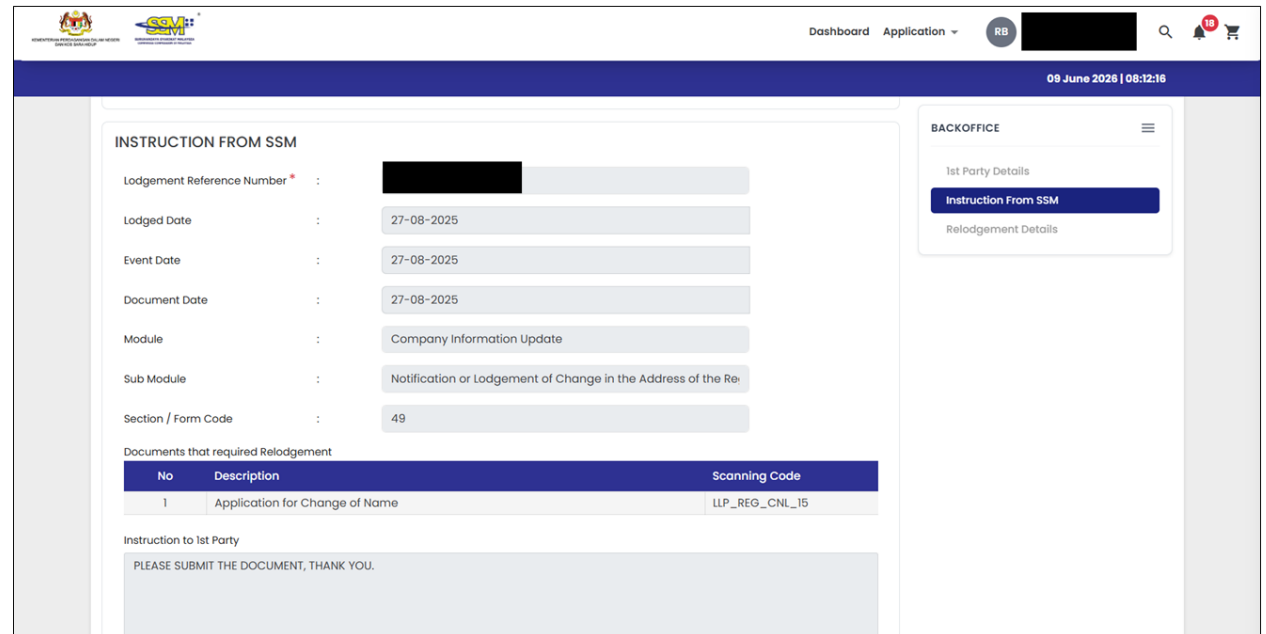
Entity No * : New 201301013754 / Old 1043592-W

Entity Name : BEST MILENIA

Status : EXISTING

Eligible Lodgers*

No	Designation	Name	ID Type	ID No.	Date of Appointment	Date of Cessation
1	COMPANY SECRETARY		MYKAD		12-02-2015	



INSTRUCTION FROM SSM

Lodgement Reference Number * :

Lodged Date : 27-08-2025

Event Date : 27-08-2025

Document Date : 27-08-2025

Module : Company Information Update

Sub Module : Notification or Lodgement of Change in the Address of the Re

Section / Form Code : 49

Documents that required Relodgement

No	Description	Scanning Code
1	Application for Change of Name	LLP_REG_CNL_15

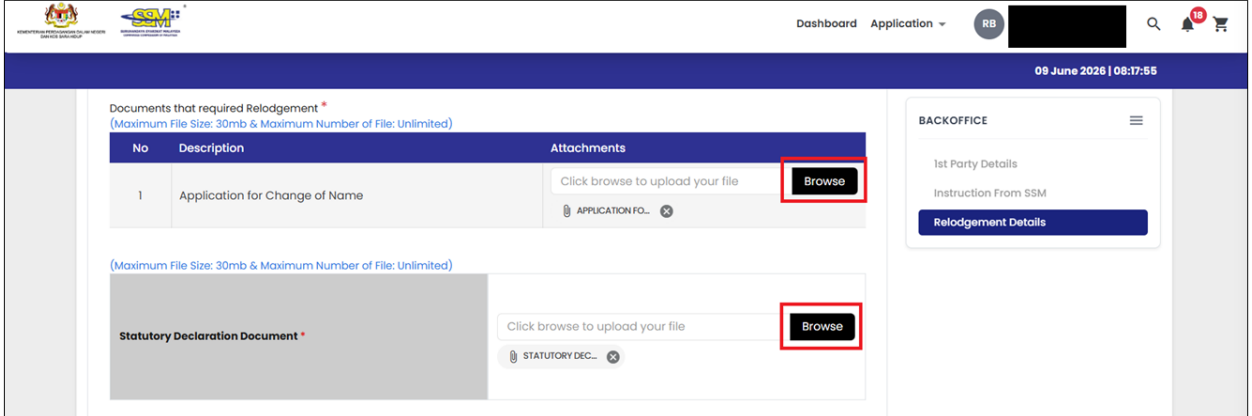
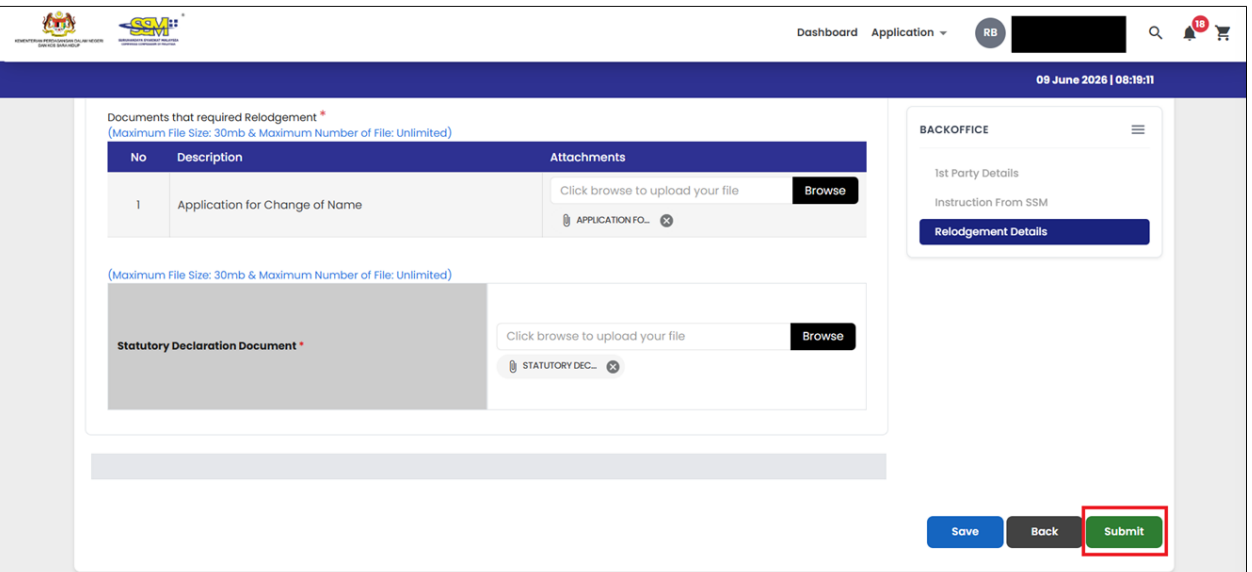
Instruction to 1st Party

PLEASE SUBMIT THE DOCUMENT, THANK YOU.

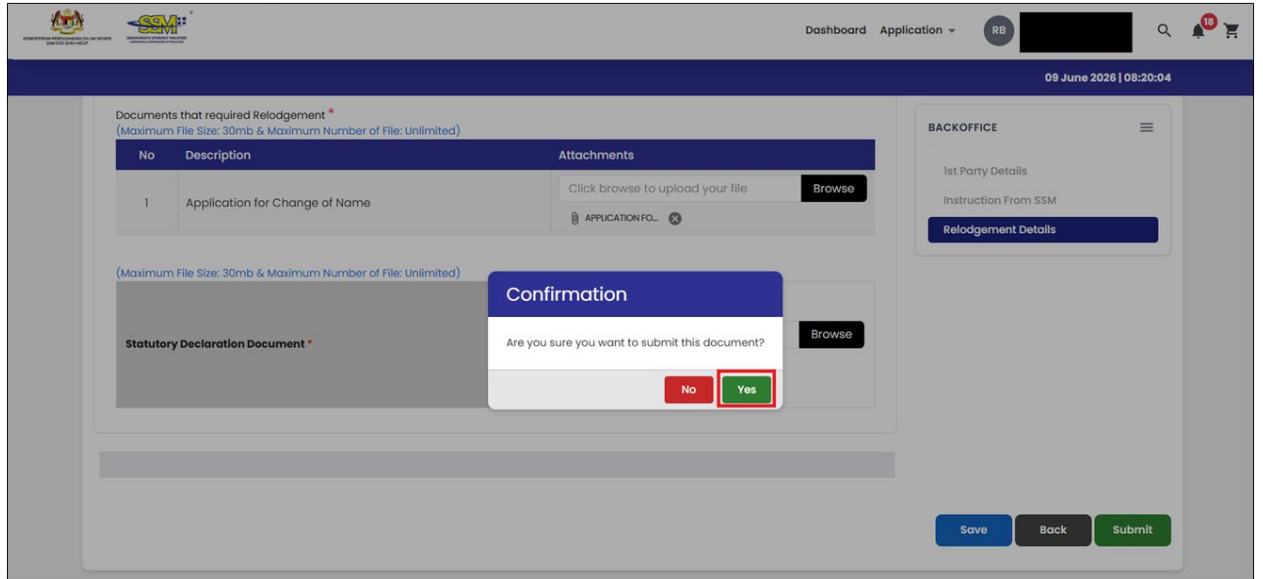


Due Date to Comply

13-06-2026

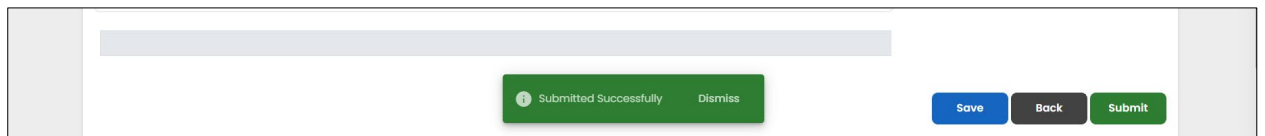
No.	Description
4	Scroll down to the Relodgement Details section and click Relodge. 
5	Click Browse to select and upload the document. 
6	Click Submit. 

7. On the **Confirmation** popup, click **Yes**.



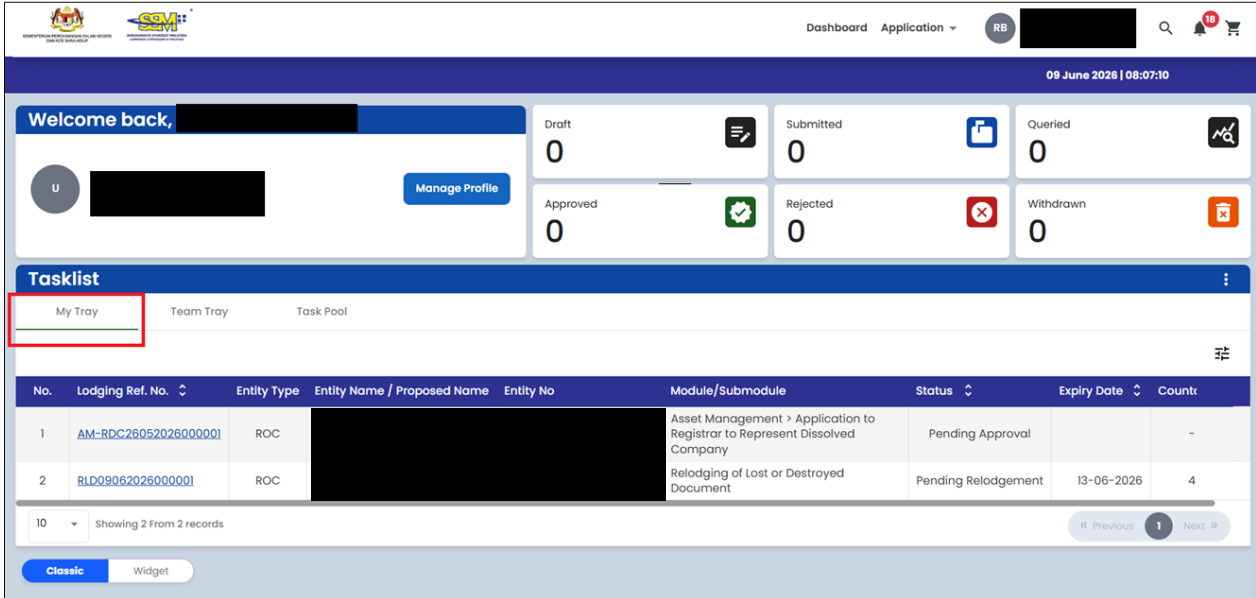
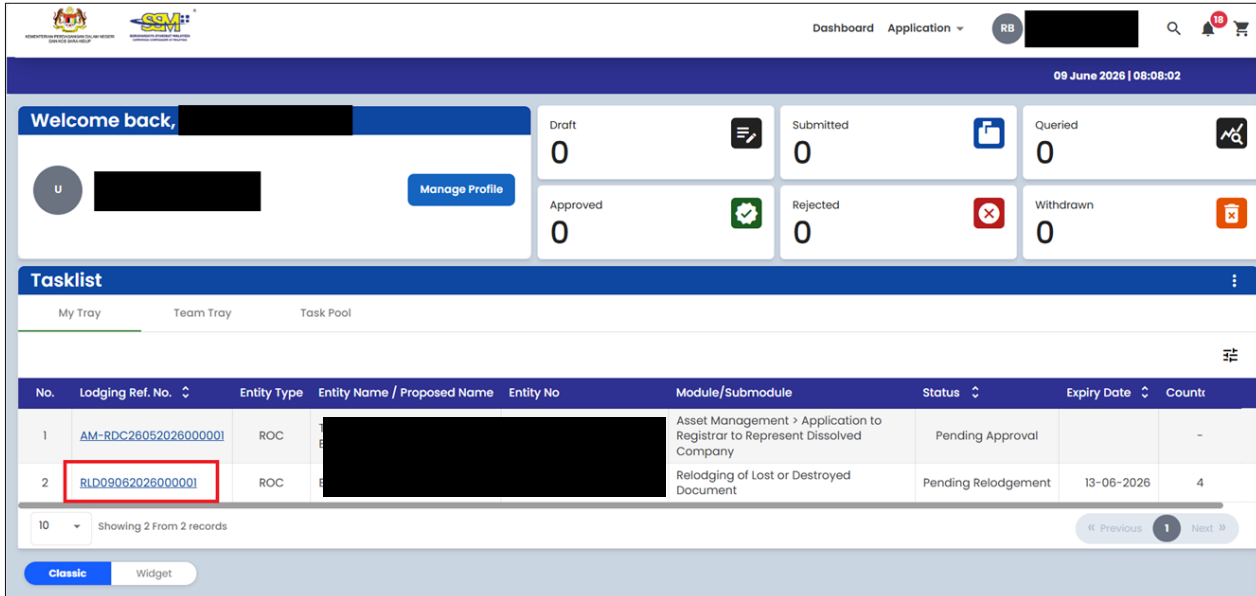
The screenshot displays the SSM application interface. At the top, there's a navigation bar with 'Dashboard' and 'Application' tabs. Below this, a table titled 'Documents that required Relodgement' lists documents for upload. A 'Confirmation' popup is overlaid on the table, asking 'Are you sure you want to submit this document?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red box. The background shows a table with columns 'No', 'Description', and 'Attachments'. The 'Description' column contains 'Application for Change of Name'. The 'Attachments' column has a 'Browse' button and a file named 'APPLICATION FO...'. A sidebar on the right contains 'BACKOFFICE' and 'Relodgement Details'.

8. Once the submission is successful, the system displays a "**Submitted Successfully**" message and redirects the user to the **Dashboard**.

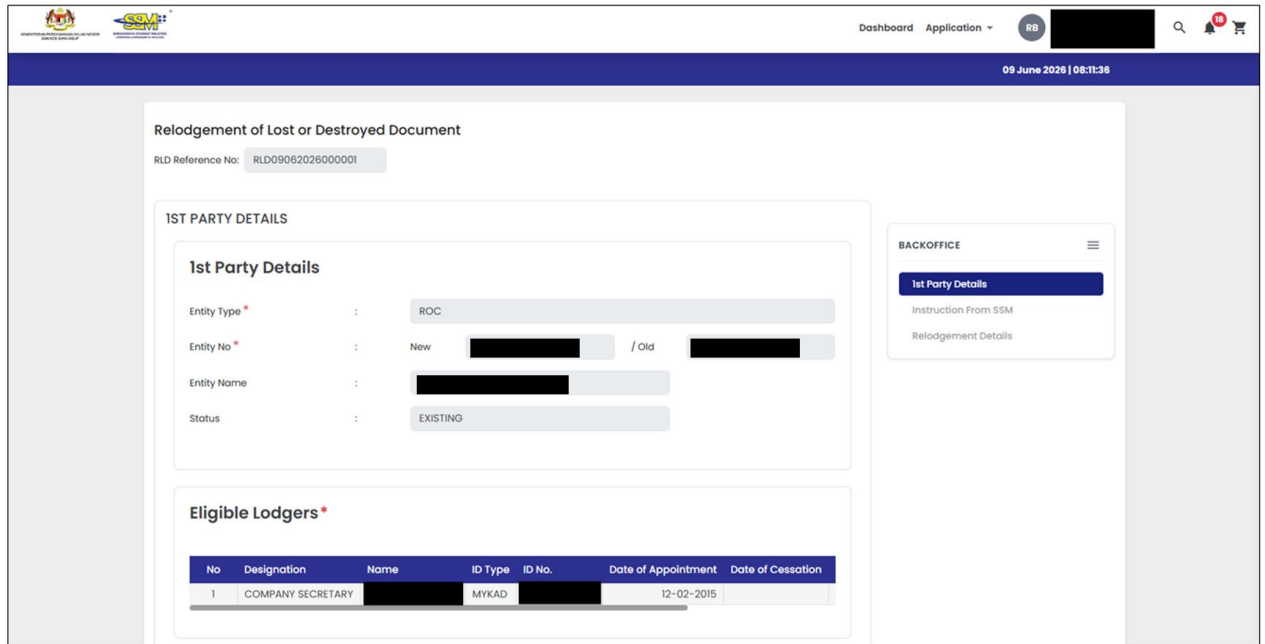


The screenshot shows the SSM application interface after a successful submission. A green message box with a checkmark icon and the text 'Submitted Successfully' is displayed. Below the message box are 'Save', 'Back', and 'Submit' buttons. The background shows the same application interface as the previous screenshot.

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.  The screenshot shows the SSM Dashboard interface. At the top, there's a header with the SSM logo and navigation links. Below the header, a 'Welcome back' message is followed by a 'Manage Profile' button. To the right, there are statistics for Draft (0), Submitted (0), Queried (0), Approved (0), Rejected (0), and Withdrawn (0). The 'Tasklist' section is active, with 'My Tray' highlighted. Below the Tasklist tabs, a table lists tasks. The first task is 'AM-RDC26052026000001' with status 'Pending Approval'. The second task is 'RLD09062026000001' with status 'Pending Relodgement' and an expiry date of '13-06-2026'. The 'My Tray' tab is highlighted with a red box.
2	Under My Tray, find application from the officer. Then, click the Lodging Reference No. to open the application.  This screenshot is identical to the one above, showing the SSM Dashboard. However, in this instance, the 'Lodging Reference No.' 'RLD09062026000001' in the second row of the Tasklist table is highlighted with a red box, indicating the next step in the process.

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



Relodgement of Lost or Destroyed Document

RLD Reference No: RLD09062028000001

1st PARTY DETAILS

Entity Type * : ROC

Entity No * : New [REDACTED] / Old [REDACTED]

Entity Name : [REDACTED]

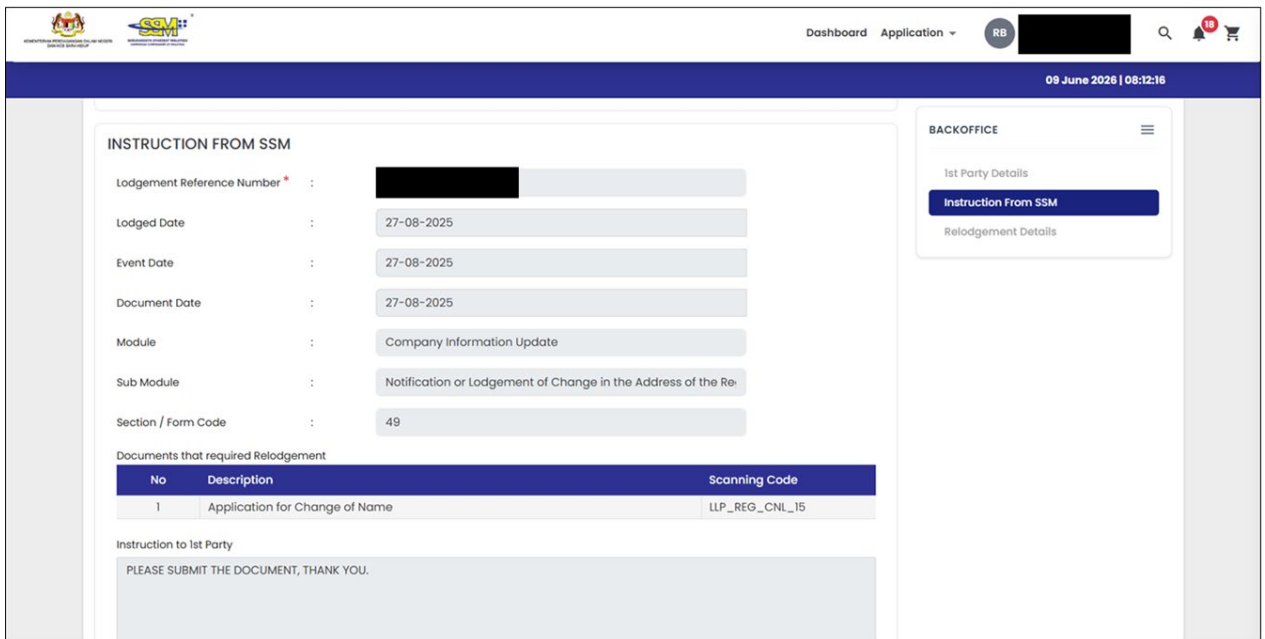
Status : EXISTING

Eligible Lodgers *

No	Designation	Name	ID Type	ID No.	Date of Appointment	Date of Cessation
1	COMPANY SECRETARY	[REDACTED]	MYKAD	[REDACTED]	12-02-2015	

BACKOFFICE

- 1st Party Details
- Instruction From SSM
- Relodgement Details



INSTRUCTION FROM SSM

Lodgement Reference Number * : [REDACTED]

Lodged Date : 27-08-2025

Event Date : 27-08-2025

Document Date : 27-08-2025

Module : Company Information Update

Sub Module : Notification or Lodgement of Change in the Address of the Re-

Section / Form Code : 49

Documents that required Relodgement

No	Description	Scanning Code
1	Application for Change of Name	LLP_REG_CNI_15

Instruction to 1st Party

PLEASE SUBMIT THE DOCUMENT, THANK YOU.

BACKOFFICE

- 1st Party Details
- Instruction From SSM
- Relodgement Details



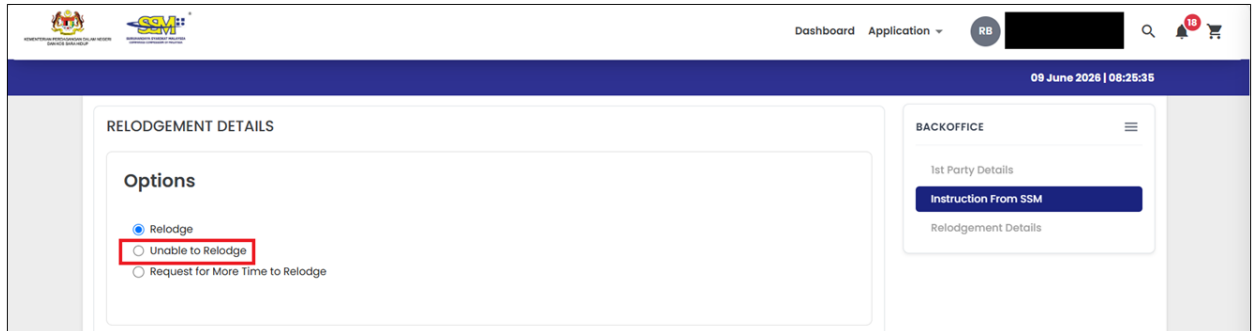
Due Date to Comply

13-06-2026

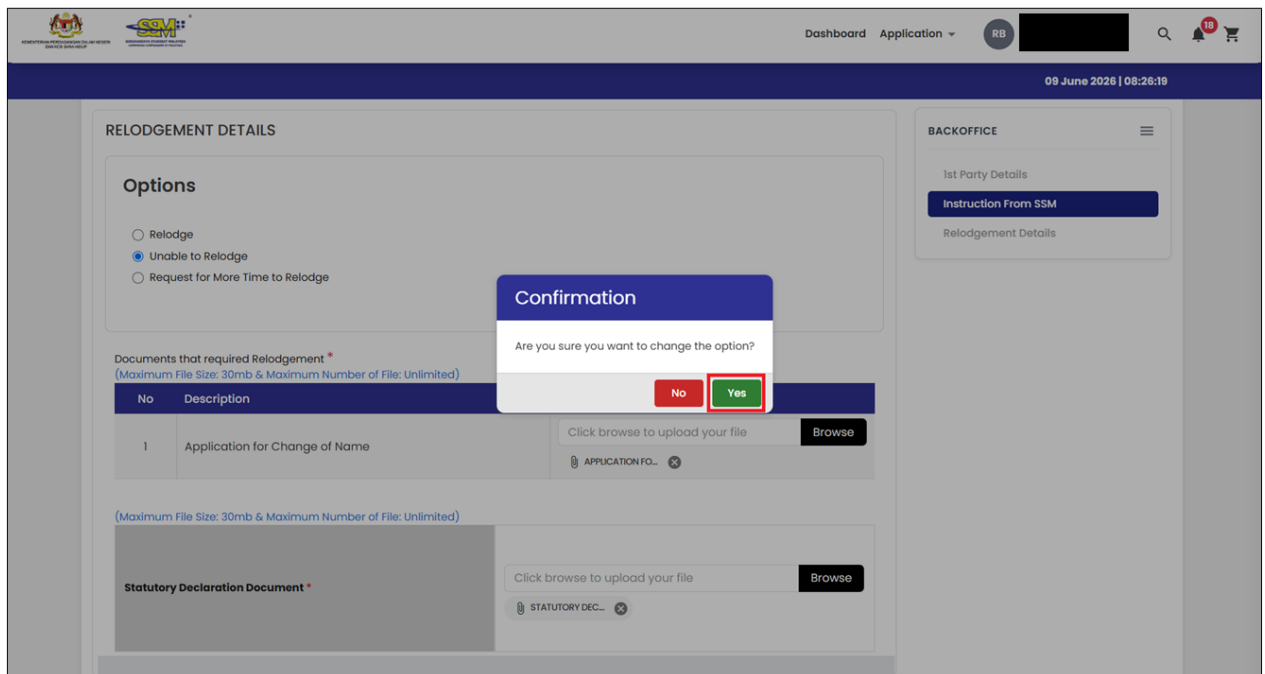
BACKOFFICE

- 1st Party Details
- Instruction From SSM
- Relodgement Details

- 4 Scroll down to the **Relodgement Details** section, and click the **Unable to Relodge**.



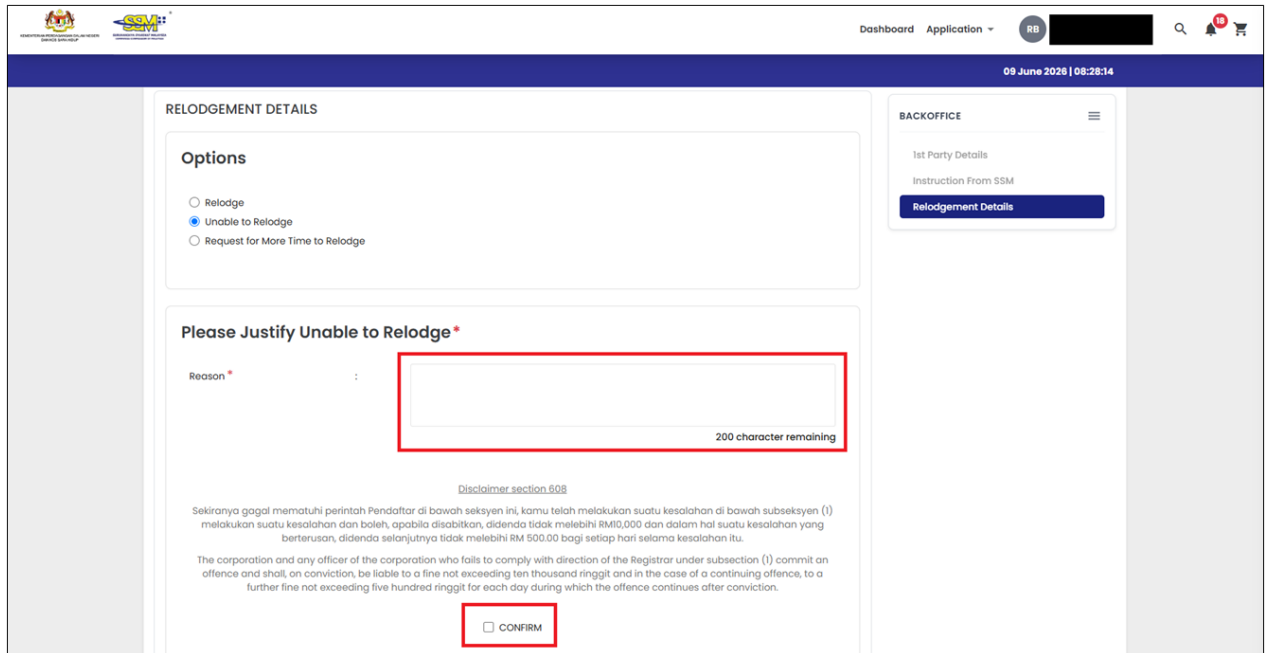
- 5 On the **Confirmation** popup, click **Yes**.



No	Description	Click browse to upload your file	Browse
1	Application for Change of Name	APPLICATION FO... Click browse to upload your file	Browse

No	Description	Click browse to upload your file	Browse
	Statutory Declaration Document *	STATUTORY DEC... Click browse to upload your file	Browse

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



Dashboard Application RB 09 June 2028 | 08:28:14

RELODGE DETAILS

Options

☐ Relodge

☒ Unable to Relodge

☐ Request for More Time to Relodge

Please Justify Unable to Relodge *

Reason * :

200 character remaining

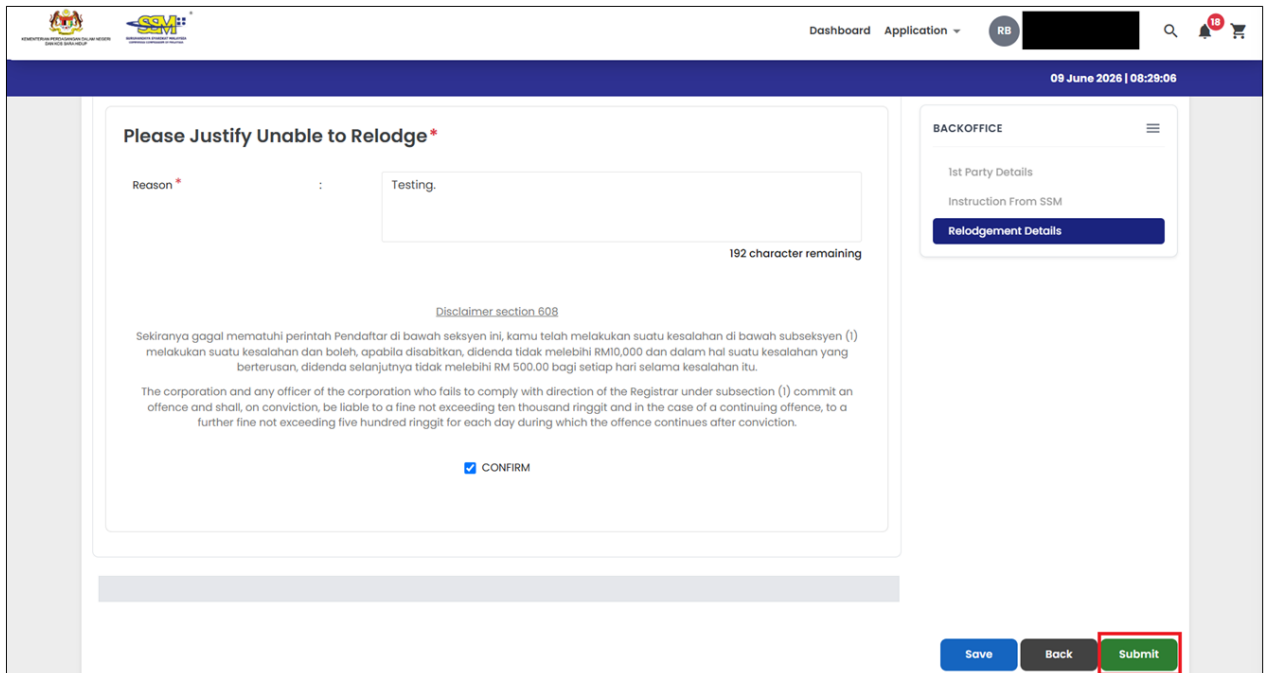
Disclaimer section 608

Sekiranya gagal mematuhi perintah Pendaftar di bawah seksyen ini, kamu telah melakukan suatu kesalahan di bawah subseksyen (1) melakukan suatu kesalahan dan boleh, apabila disabitkan, didenda tidak melebihi RM10,000 dan dalam hal suatu kesalahan yang berterusan, didenda selanjutnya tidak melebihi RM 500.00 bagi setiap hari selama kesalahan itu.

The corporation and any officer of the corporation who fails to comply with direction of the Registrar under subsection (1) commit an offence and shall, on conviction, be liable to a fine not exceeding ten thousand ringgit and in the case of a continuing offence, to a further fine not exceeding five hundred ringgit for each day during which the offence continues after conviction.

☐ CONFIRM

7 Click **Submit**.



Dashboard Application RB 09 June 2028 | 08:29:06

Please Justify Unable to Relodge *

Reason * :

192 character remaining

Disclaimer section 608

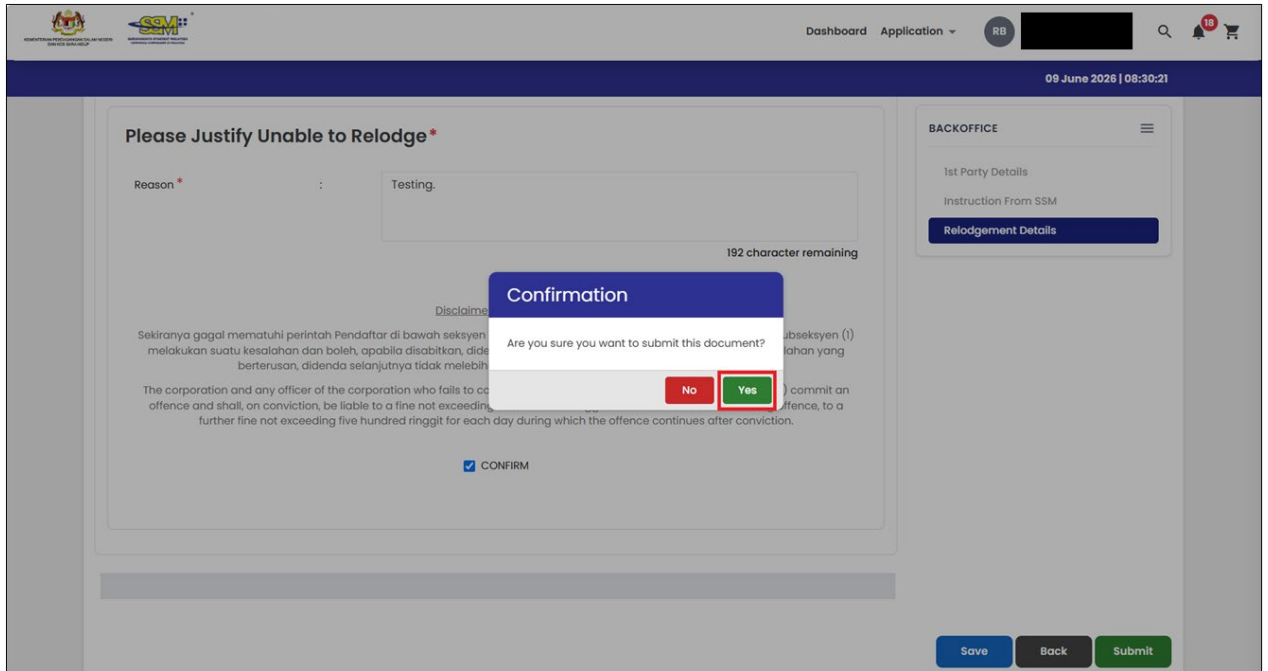
Sekiranya gagal mematuhi perintah Pendaftar di bawah seksyen ini, kamu telah melakukan suatu kesalahan di bawah subseksyen (1) melakukan suatu kesalahan dan boleh, apabila disabitkan, didenda tidak melebihi RM10,000 dan dalam hal suatu kesalahan yang berterusan, didenda selanjutnya tidak melebihi RM 500.00 bagi setiap hari selama kesalahan itu.

The corporation and any officer of the corporation who fails to comply with direction of the Registrar under subsection (1) commit an offence and shall, on conviction, be liable to a fine not exceeding ten thousand ringgit and in the case of a continuing offence, to a further fine not exceeding five hundred ringgit for each day during which the offence continues after conviction.

☒ CONFIRM

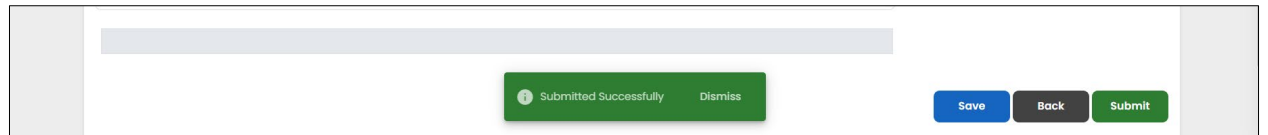
Save Back **Submit**

- 8 On the **Confirmation** popup, click **Yes**.



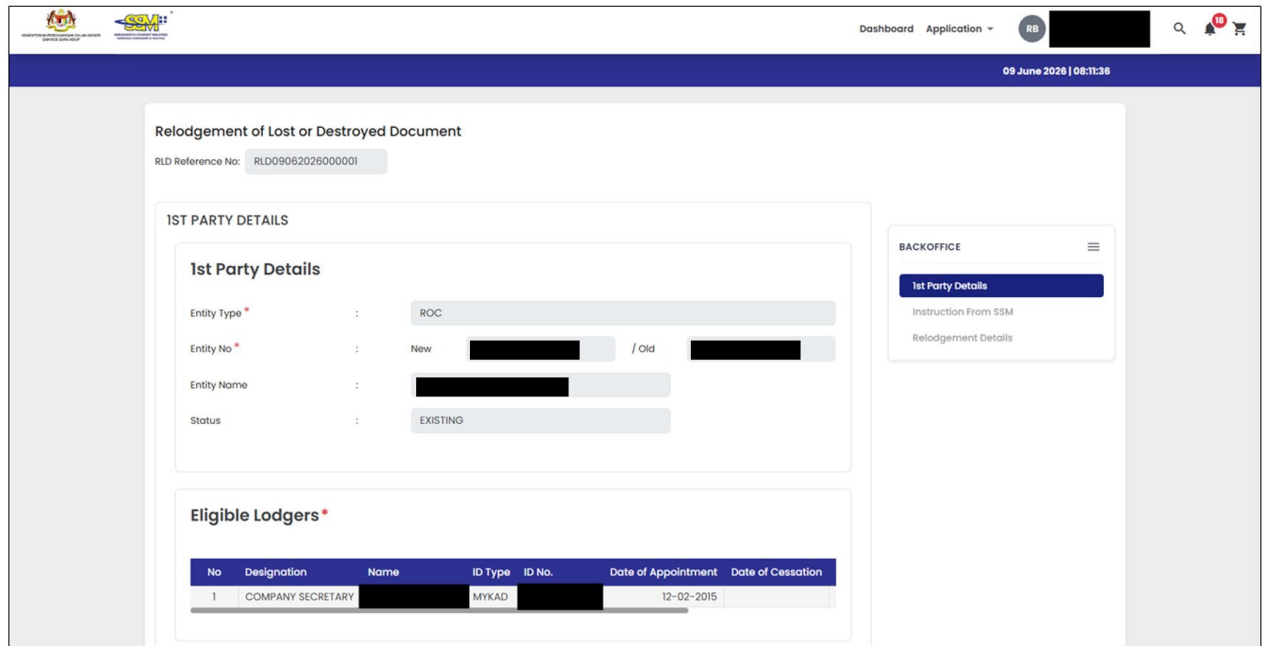
The screenshot shows the SSM portal interface. At the top, there's a navigation bar with 'Dashboard', 'Application', and a user profile 'RB'. The date and time '09 June 2026 | 08:30:21' are displayed. The main content area has a heading 'Please Justify Unable to Relodge*'. Below this, there's a form with a 'Reason*' field containing 'Testing.' and a '192 character remaining' indicator. A 'Confirmation' popup is centered over the form, asking 'Are you sure you want to submit this document?'. The popup has 'No' and 'Yes' buttons, with 'Yes' highlighted in green. Below the popup, there's a 'CONFIRM' checkbox which is checked. On the right side, there's a 'BACKOFFICE' sidebar with links for '1st Party Details', 'Instruction From SSM', and 'Relodgement Details'. At the bottom right, there are 'Save', 'Back', and 'Submit' buttons.

- 9 Once the submission is successful, the system displays a "**Submitted Successfully**" message and redirects the user to the Dashboard page.



The screenshot shows the SSM portal interface after a successful submission. A green message box at the bottom center displays 'Submitted Successfully' with a 'Dismiss' button. To the right of the message box, there are 'Save', 'Back', and 'Submit' buttons.

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



Relodgement of Lost or Destroyed Document

RLD Reference No: RLD09062026000001

1ST PARTY DETAILS

1st Party Details

Entity Type * : ROC

Entity No * : New [REDACTED] / Old [REDACTED]

Entity Name : [REDACTED]

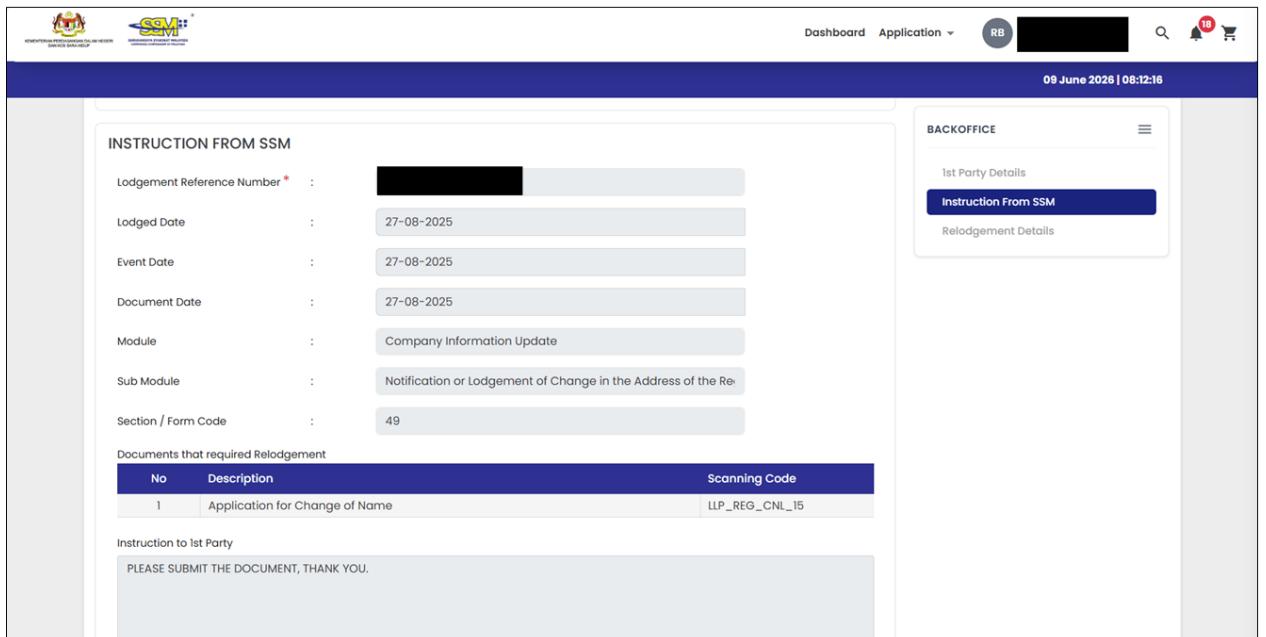
Status : EXISTING

Eligible Lodgers *

No	Designation	Name	ID Type	ID No.	Date of Appointment	Date of Cessation
1	COMPANY SECRETARY	[REDACTED]	MYKAD	[REDACTED]	12-02-2015	

BACKOFFICE

- 1st Party Details
- Instruction From SSM
- Relodgement Details



INSTRUCTION FROM SSM

Lodgement Reference Number * : [REDACTED]

Lodged Date : 27-08-2025

Event Date : 27-08-2025

Document Date : 27-08-2025

Module : Company Information Update

Sub Module : Notification or Lodgement of Change in the Address of the Re

Section / Form Code : 49

Documents that required Relodgement

No	Description	Scanning Code
1	Application for Change of Name	LLP_REG_CNL_I5

Instruction to 1st Party

PLEASE SUBMIT THE DOCUMENT, THANK YOU.

BACKOFFICE

- 1st Party Details
- Instruction From SSM
- Relodgement Details



Due Date to Comply

13-06-2026

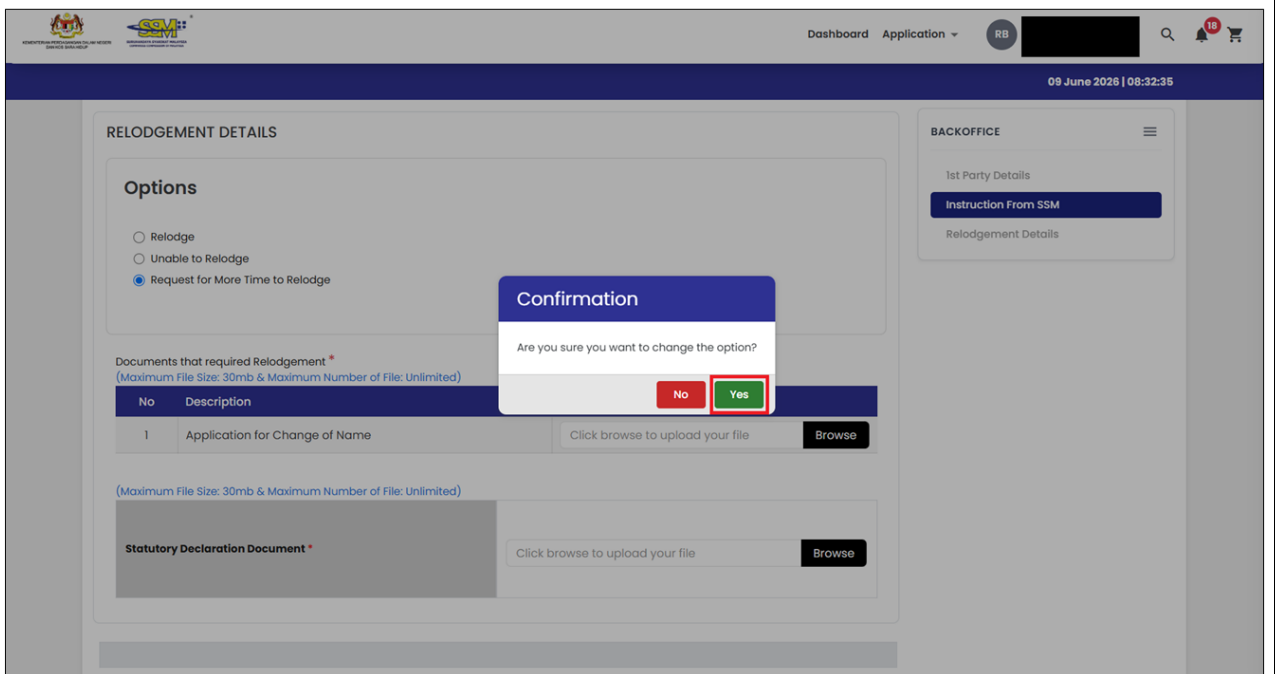
BACKOFFICE

- 1st Party Details
- Instruction From SSM
- Relodgement Details

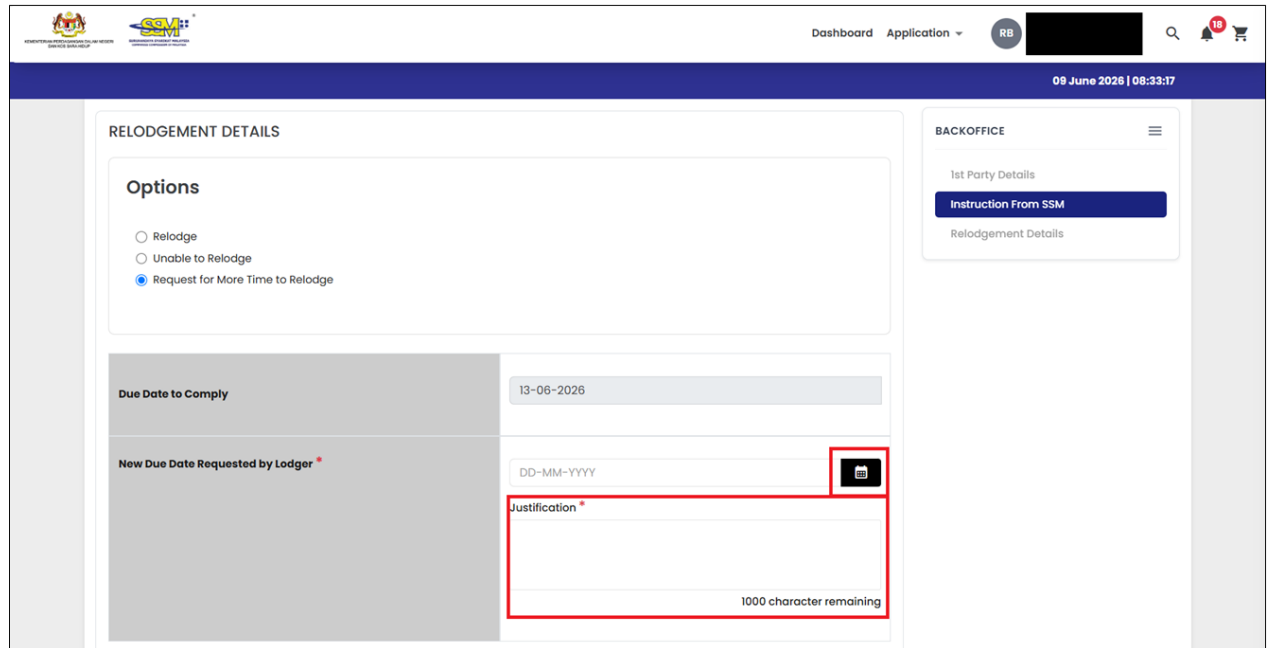
- 4 Scroll down to the **Relodgement Details** section and click **Request for More Time to Relodge**.



- 5 On the **Confirmation** popup, click **Yes**.



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



RELODGE DETAILS

Options

☐ Relodge

☐ Unable to Relodge

☒ Request for More Time to Relodge

Due Date to Comply 13-06-2026

New Due Date Requested by Lodger * DD-MM-YYYY

Justification * 1000 character remaining

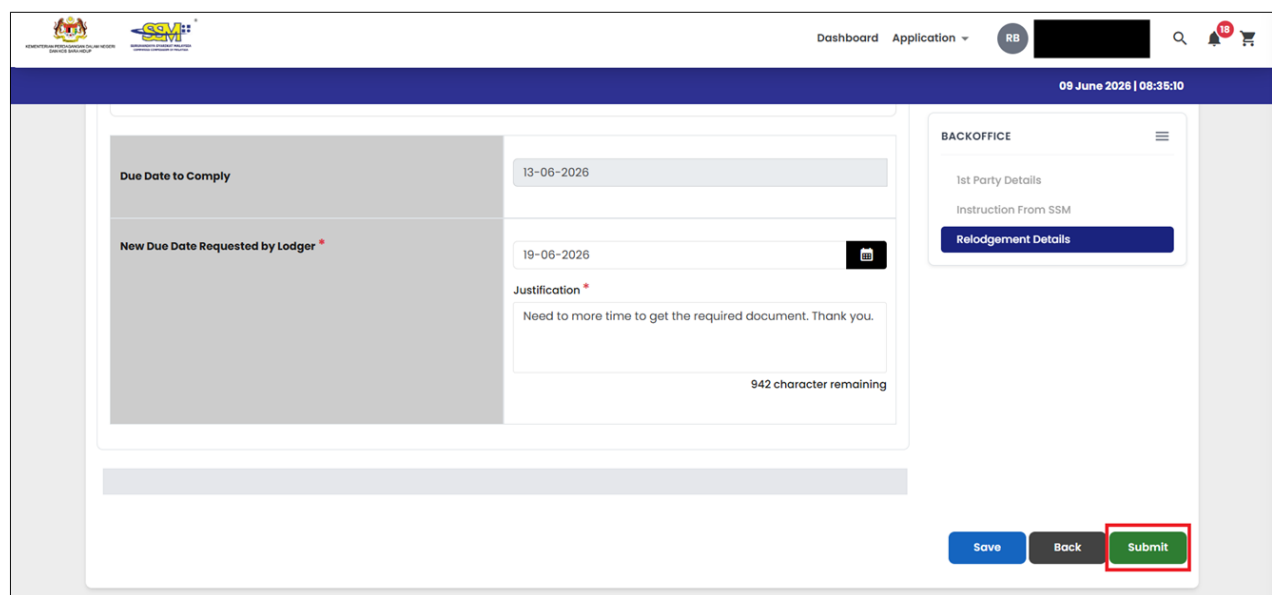
BACKOFFICE

1st Party Details

Instruction From SSM

Relodgement Details

- 7 Click **Submit**.



RELODGE DETAILS

Due Date to Comply 13-06-2026

New Due Date Requested by Lodger * 19-06-2026

Justification * Need to more time to get the required document. Thank you. 942 character remaining

BACKOFFICE

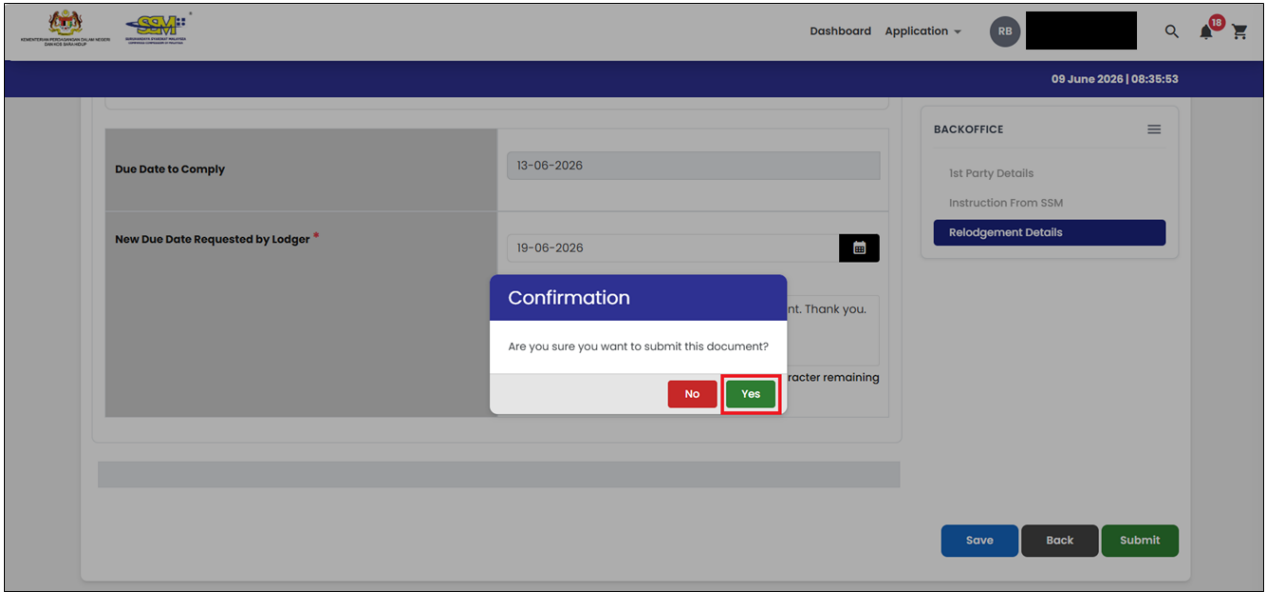
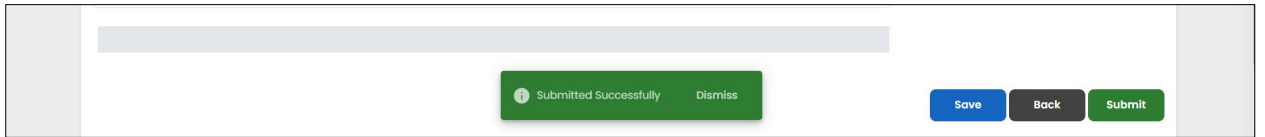
1st Party Details

Instruction From SSM

Relodgement Details

Save Back Submit

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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.