



User Manual

TABLE OF CONTENTS:

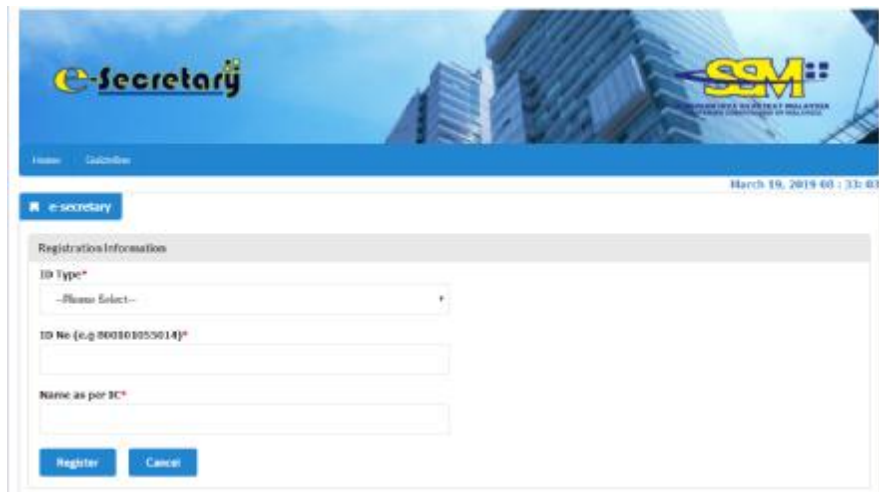
1. USER REGISTRATION	: pg 2
2. APPLICATION FOR REGISTRATION TO ACT AS A SECRETARY	: pg 5
3. APPROVAL AND ISSUANCE OF PRACTISING CERTIFICATE	: pg 10
4. VIEW AND RESUBMIT QUERY	: pg 12

USER REGISTRATION

1. Open an internet browser (Google Chrome) and navigate to URL of <https://esecretary.ssm.com.my> OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select e-secretary.
2. Existing EzBiz user can use the same ID and password to login into e-Secretary system.
3. Click “Sign Up” button at the e-secretary login homepage as screen below for new user.



4. Select NRIC at the “ID Type”.
5. Key in your NRIC Number.
6. Key in your full name as per your IC.
7. Click **Register** button.

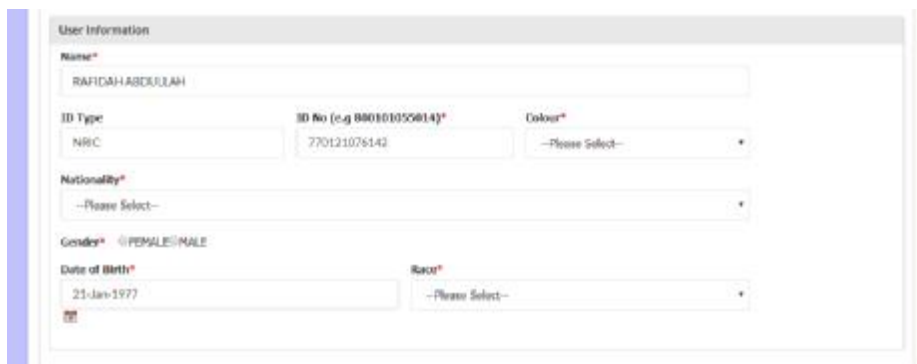


8. Fill in the “Registration Information” below. Please ensure your email address is correct since all notification will be sent via email.



The screenshot shows the 'e-Secretary' web application interface. At the top, there is a header with the 'e-Secretary' logo and a navigation bar with 'Home' and 'Guidelines' links. The main content area is titled 'Registration Information' and contains several input fields: 'Login ID*' (with a note: 'Please key in from 5 until 40 character'), 'Password*' (with a note: 'Password must contain at least one of lower case letters, upper case letters, digits and minimum 6 characters'), 'Re-Type Password*', 'Email*', and 'Re-Type Email*'. The date and time 'March 11, 2019 15:56:00' are displayed in the top right corner.

9. Proceed to “User Information” and enter the following information.



The screenshot shows the 'User Information' form. It includes the following fields: 'Name*' (filled with 'RAFIQAH ABDULLAH'), 'ID Type' (dropdown menu with 'NRIC' selected), 'ID No (e.g 880101052614)*' (filled with '770121076142'), 'Colour*' (dropdown menu with 'Please Select' selected), 'Nationality*' (dropdown menu with 'Please Select' selected), 'Gender*' (radio buttons for 'FEMALE' and 'MALE', with 'FEMALE' selected), 'Date of Birth*' (filled with '21-Jan-1977'), and 'Race*' (dropdown menu with 'Please Select' selected). There is a small 'RM' icon at the bottom left of the form.

10. Fill in “Residential Address Information”.
11. Tick “Declaration” after you have read and understood the protocol and TOC of secretary system.
12. Click  button.



The screenshot shows the 'Residential Address Information' form. It includes the following fields: 'Residential Address*' (three-line text area), 'Postcode*' (text field), 'City*' (text field), 'Country*' (dropdown menu with 'MALAYSIA' selected), 'State*' (dropdown menu with 'Please Select' selected), and 'Mobile Phone No.*' (text field). Below the form, there is a 'Declaration' section with the text: 'I/We have read and understood the [Protocol on E-Laboratory](#) and agree to the [Terms and Conditions](#) of the e-Secretary System.' At the bottom, there are 'Save' and 'Cancel' buttons.

13. Upon clicking the save button, you will see a notification message saying that an email has been sent to the email address you have registered with e-secretary.

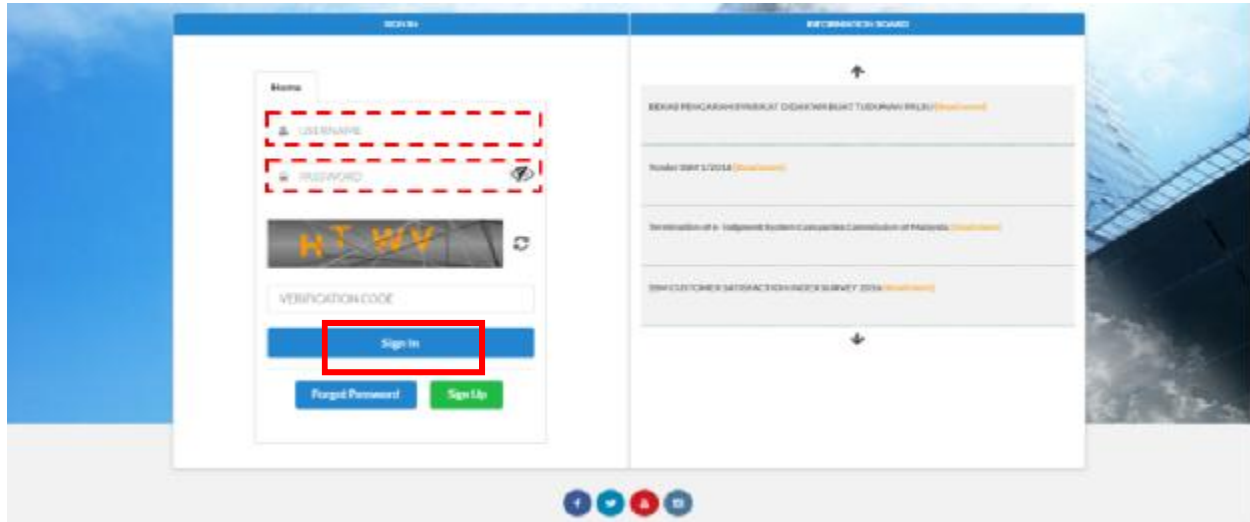


14. You will also receive email notification on your user Login ID and Reference Number.

[illegible]

APPLICATION FOR REGISTRATION TO ACT AS A SECRETARY

1. Open an Internet browser and navigate to URL of <https://esecretary.ssm.com.my> OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select esecretary.
2. Login into e-secretary system using your username and password that has been registered.
3. Key in Verification Code as stated at the screen.
4. Click “Sign In” button.



5. Select “My Secretary Services” and click “Application for Registration to Act as a Secretary”.



6. Select your relevant secretary's qualification.
7. Enter your license number or membership number based on the number indicated on the license / certificate issued.
8. Click  button.



9. Proceed to fill in mandatory information as follow.



10. In “Details of Company Secretary Office”, you are required to declare whether at the time of the application you are currently employed or practicing in secretarial services.

DETAILS OF COMPANY SECRETARY OFFICE

I am currently employed or practising in secretarial services*

YES

--Please Select--

NO

YES

--Please Select--

11. If you choose “Yes”, you are required to select information regarding your employment type whether you are:

- In house company secretary; or
- Service provider (external company secretary).

DETAILS OF COMPANY SECRETARY OFFICE

I am currently employed or practising in secretarial services*

YES

Employment Type*

--Please Select--

--Please Select--

IN HOUSE
SERVICE PROVIDER
--Please Select--

12. Next, you have to fill in information pertaining to the company secretary office.

Country Key (e.g. United States)	
Country Code	
Company Name (e.g. 123456)	
Phone Area (e.g. 001202000001)	
Telephone Number (e.g. 0012020111)	
Entry Name	
Office Address	
Address	
Address	
Address	
Exclude	Index
State	
Office phone number (e.g. 01223456789)	Office fax number
Office Email Address	

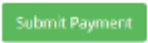
13. If you are a member of an approved body, you are required to attach documents for verification purposes. The documents should be in pdf format.
14. Click the “Declaration” checkbox after you have read and fulfill all the conditions stated.
15. Click “Submit Payment” button.

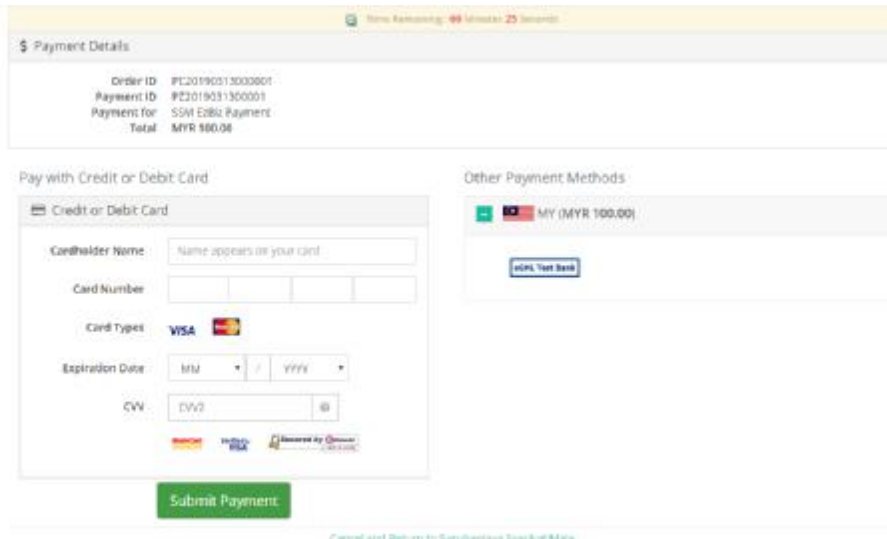
The screenshot shows a web form titled 'DETAILS OF QUALIFICATION' and 'DECLARATION'. The 'DETAILS OF QUALIFICATION' section includes fields for 'Secretary Qualification' (Malaysian Institute of Accountants (MIA)), 'Licence / Membership Number' (MIA000821), and 'DETAILS OF COMPANY SECRETARY OFFICE' (I am currently employed or practicing in secretarial services). The 'SUPPORTING DOCUMENT' section has checkboxes for 'Attach Membership Certificate', 'Attach Membership Renewal Receipt / any other proof of membership validity', and 'Attach copy of MIA C'. The 'DECLARATION' section has a checkbox for 'I as per name above do solemnly and sincerely declare that:' followed by a list of conditions. Below this is a warning about the consequences of providing false information and a 'Submit Payment' button.

16. System will redirect to payment page below and click [PAY ONLINE](#) button. Fee imposed is RM100.00.

The screenshot shows a 'Payment Page' with a table of fees. The table has columns for 'Item Description', 'Quantity', 'Amount before Tax (RM)', 'Tax (RM)', and 'Total including Tax (RM)'. The table shows a single row for 'Secretary Practising Cert (SAP234)* ADEQUATE' with a quantity of 1, an amount before tax of 100.00, a tax of 0.00, and a total including tax of 100.00. Below the table, there is a 'Name*' field with the value 'SITI HUDA MOHAMMAD', a 'MIDC No. / MyCard No. / Business Registration No.*' field with the value '300121084112', and an 'Address*' field with the value 'NO. 6, JALAN 6/9, KUALA KEDAH, 06000 KUALA KEDAH, KEDAH DARUL AMAN, MALAYSIA'. At the bottom, there is a 'PAY ONLINE' button and a 'CANCEL' button.

17. Payment can be made via Credit card and FPX (Financial Process Exchange - Online banking)

18. Click  button.



The screenshot shows a payment page with a yellow header bar. Below the header, there's a section titled "\$ Payment Details" containing the following information:

- Order ID: PT20190313000801
- Payment ID: PT20190313000001
- Payment for: SSM E880 Payment
- Total: MYR 100.00

Below this, there are two main sections: "Pay with Credit or Debit Card" and "Other Payment Methods".

The "Pay with Credit or Debit Card" section includes a sub-section "Credit or Debit Card" with the following fields:

- Cardholder Name: Name appears on your card
- Card Number: [Empty field]
- Card Types: VISA [Icon]
- Expiration Date: MM / YY
- CVV: [Empty field]

Below these fields is a "Submit Payment" button. To the right, the "Other Payment Methods" section shows a "MY (MYR 100.00)" option with a "Test Bank" button.

19. System will generate official receipt on the payment made and you can print the receipt.



The screenshot shows an official receipt from SSM (Sistem Sistem Melayu). The receipt is titled "NOTA BUKTI PEMBAYARAN" and includes the following information:

- Order ID: PT20190313000801
- Payment ID: PT20190313000001
- Payment for: SSM E880 Payment
- Total: MYR 100.00

Below this, there's a section titled "DETAILS" with a table of payment details:

NO	DESCRIPTION	AMOUNT (MYR)
1	SSM E880 Payment	100.00
Total		100.00
Amount Received		100.00
Balance		0.00

At the bottom, there's a "Print" button and a footer with the text "© 2019 Sistem Sistem Melayu. All rights reserved." and "SM E880 Payment System".

20. You will also receive email notification on the payment made.

APPROVAL AND ISSUANCE OF PRACTISING CERTIFICATE

1. You will receive an email informing that your application has been approved.

Dear Sir/Madam,

This is to inform you that your application for registration to act as company secretary under section 24, of the Companies Act, 2016 has been **APPROVED**.

U.S. Name: Mr.	42411902149-88081
Practising Certificate Number	204930030018
Validity of Practising Certificate	15/March 2018 - 31/March 2020
Status	Approved
Date	15/March 2018

Please login to esecretary.ssm.com.my or download the Practising Certificate. For more information please call 03-7721 4000 or visit our at www.ssm.com.my.

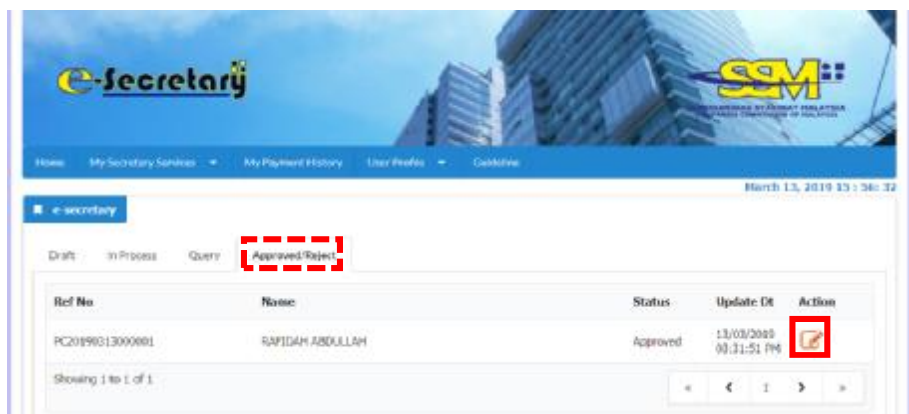
Thank you for using our services.

2. You have to login to <https://esecretary.ssm.com.my> in order to download your practising certificate OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select e-secretary.
3. Enter your username and password that has been registered.
4. Key in Verification Code as stated at the screen.
5. Click "Sign In" button.

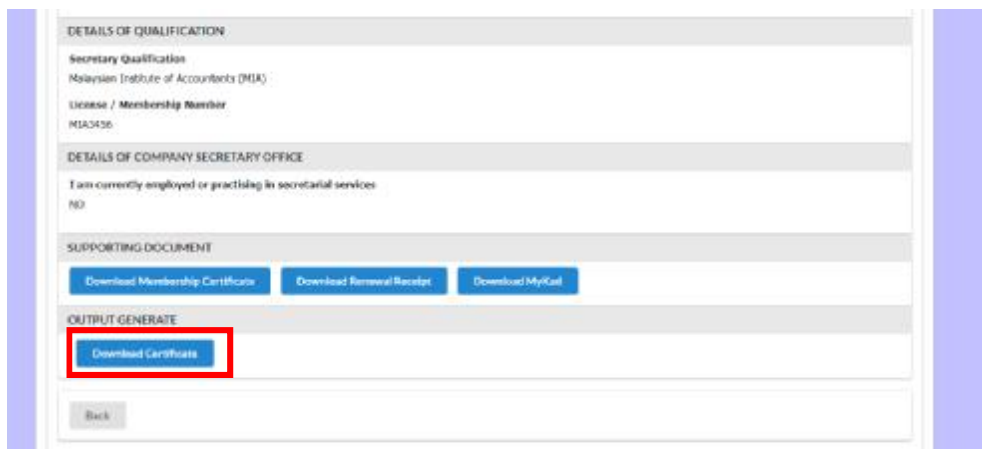
6. Select “List Of Transaction”.



7. Click “Approved/Reject” and Action button below.

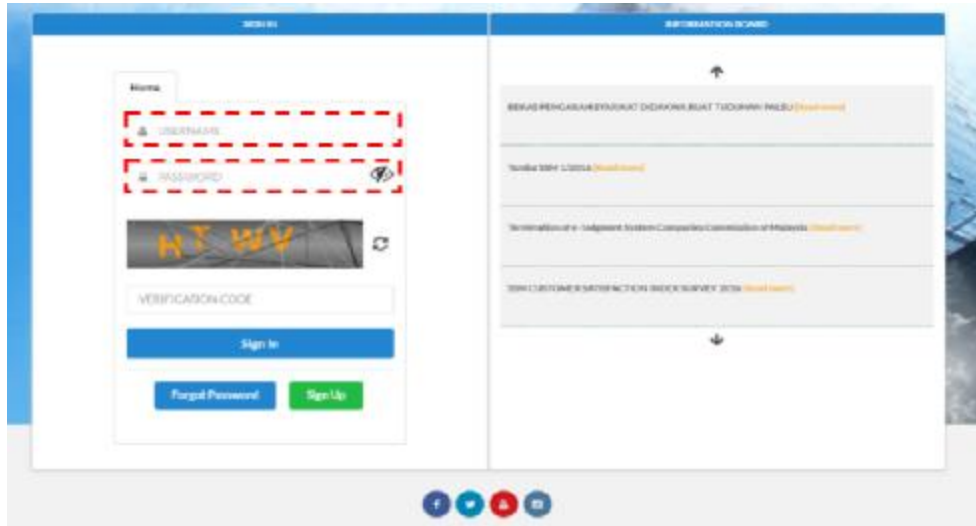


8. Scroll down and “download certificate” for the practicing certificate.



VIEW AND RESUBMIT QUERY

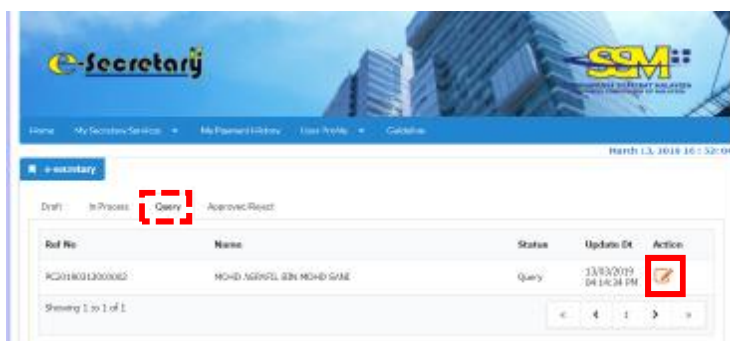
1. You will receive an email informing that your application has been queried. You have to login to <https://esecretary.ssm.com.my> in order to answer the query.
2. Enter your username and password that has been registered.
3. Key in Verification Code as stated at the screen.
4. Click "Sign In" button.



5. Select "List Of Transaction".



6. Click "Query" and Action button below.



7. Take action as stated in “Query Text” and provide feedback in the “Query Answer”.
8. Tick “Declaration” checkbox.

QUERY

Query Text
SILA LAMPERSON HIKMAD

Query Answer

DECLARATION

☐ I as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 235(2) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016;
- I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Commission of Malaysia Act 2001; and
- All information provided in this application and the documents attached is correct and true to my knowledge.

Attention :

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not less than RM3 million or to both.

9. Click  button.

DECLARATION

☐ I as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 235(2) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016;
- I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Commission of Malaysia Act 2001; and
- All information provided in this application and the documents attached is correct and true to my knowledge.

Attention :

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not less than RM3 million or to both.

[Back](#) [ReSubmit](#)