SSM Registration Checklist

SME Academy - smeacademy.my - Every document and step for a sole prop or Sdn Bhd.

Option A: Sole Proprietorship / Partnership (Business Registration)

- [ ] Decide your business name (or use your own name as the business name).
- [ ] Check name availability via SSM's MyData / e-Lodgement portal (if using a trade name).
- [ ] Prepare a copy of your MyKad (NRIC) - all owners/partners if a partnership.
- [ ] Register via SSM EZBiz (ezbiz.ssm.com.my) or at an SSM counter.
- [ ] Pay the registration fee (RM30 if trading under your own name, RM60 if using a trade name).
- [ ] Receive your Business Registration Number and Form D (Certificate of Registration).
- [ ] Renew your registration before expiry - choose any validity period from 1 up to 5 years at registration or renewal.

Option B: Sendirian Berhad (Sdn Bhd) Incorporation

- [ ] Reserve your company name via SSM's MyData / e-Info system (valid 30 days).
- [ ] Prepare Section 14 documents: company constitution (optional under Companies Act 2016), particulars of directors/shareholders.
- [ ] Appoint at least 1 director who is ordinarily resident in Malaysia and at least 1 shareholder.
- [ ] Appoint a licensed company secretary within 30 days of incorporation.
- [ ] Submit incorporation documents (Section 14/15) via SSM's MBRS or e-Info system.
- [ ] Pay the incorporation fee - a flat RM1,000 under the Companies Act 2016 (plus a small name-search fee).
- [ ] Receive your Certificate of Incorporation (Section 17) and Company Registration Number.
- [ ] Open a corporate bank account using your Certificate of Incorporation and company documents.

After Registration - Don't Forget

- [ ] Register for income tax with LHDN (Inland Revenue Board) - e-Daftar.
- [ ] Register for SST with RMCD if your taxable turnover will exceed RM500,000/year.
- [ ] Register as an employer with EPF (KWSP), SOCSO (PERKESO) and EIS before hiring your first employee.
- [ ] Apply for any industry-specific licenses (e.g. local council business license / halal certification, if relevant).
- [ ] Set up basic bookkeeping - see the SME Academy Simple P&L Statement and Cash-Flow Tracker templates.
- [ ] Sdn Bhd only: check whether you qualify for SSM's audit exemption (small/dormant private companies meeting current turnover, asset and headcount thresholds) - if not, budget for an annual statutory audit.
- [ ] Diarise your annual renewal / annual return deadlines to avoid late penalties.

This checklist is general guidance, not legal or tax advice, and requirements can change. Confirm current fees, forms and thresholds at ssm.com.my, hasil.gov.my and mysst.customs.gov.my before relying on it.