

# BRIEFING ON 'SSM E-LODGE MENT', '1-DAY INCORPORATION' AND 'MYCOID' FOR COMPANY SECRETARIES

## COURSE OVERVIEW

The Suruhanjaya Syarikat Malaysia (SSM) officially launched the e-Lodgement service since 22 January 2008. This is a service offered by SSM to enable the lodgement or filing of company and business statutory documents via the internet. With the introduction of the e-Lodgement service, SSM aims to provide faster, more efficient and user – friendly service to the public.

MyCoID is the SSM business registration number for entities involving companies, sole proprietors and partnerships. MyCoID shall replace all other identification numbers issued to businesses by different Government agencies.

## COURSE OBJECTIVES

- Learn the features, process and how to use the SSM e-Lodgement services.
- This is a platform for participants to clarify matters pertaining to SSM's e-Lodgement services and for SSM to gather feedback.
- Learn the quick in starting a business in Malaysia i.e. Incorporation of a company with SSM, procurement of post-incorporation items at SSM (such as purchase of company seal, statutory books and share certificate book).
- Learn all about MYCOID.

## LEARNING OUTCOME

By attending this briefing, participants will be able to carry out the steps and process involved in lodgement or filing of company and business statutory documents electronically.

## COURSE CONTENTS

- SSM e-Lodgement:
  - Definition of SSM e-Lodgement.
  - Features of Public Service Portal (PSP).
  - SSM e-Lodgement Process Flow.
  - System Requirements.
  - Subscription Fees and Payment Methods.
  - Subscriber's Prepaid Account (SPS).
  - Service Hours & Service Support.
  - FAQs.
- Step By Step Guide on 1-Day Incorporation process, purchase of common seal, statutory books and share certificate book.
- MYCOID.
- Questions & Answer Session.
- Practical Sessions on On-line Registration.

## Trainers

Panel of speakers from SSM.

## Target participants

Company secretaries, company secretarial assistants, company directors and those who need practical guidance on how to use SSM's e-lodgement and services.

ADMINISTRATIVE DETAILS	
Date	Event Code
06 Jan 2011	SEAP/KL/11/007
27 Jan 2011	SEAP/KL/11/013
10 Feb 2011	SEAP/KL/11/014
17 Feb 2011	SEAP/KL/11/015
03 Mar 2011	SEAP/KL/11/026
17 Mar 2011	SEAP/KL/11/035
07 Apr 2011	SEAP/KL/11/049
21 Apr 2011	SEAP/KL/11/061
05 May 2011	SEAP/KL/11/067
19 May 2011	SEAP/KL/11/073
02 Jun 2011	SEAP/KL/11/083
16 Jun 2011	SEAP/KL/11/086
07 Jul 2011	SEAP/KL/11/098
21 Jul 2011	SEAP/KL/11/105
04 Aug 2011	SEAP/KL/11/109
18 Aug 2011	SEAP/KL/11/116
15 Sep 2011	SEAP/KL/11/119
29 Sep 2011	SEAP/KL/11/122
06 Oct 2011	SEAP/KL/11/140
20 Oct 2011	SEAP/KL/11/149
03 Nov 2011	SEAP/KL/11/156
17 Nov 2011	SEAP/KL/11/163
01 Dec 2011	SEAP/KL/11/169
15 Dec 2011	SEAP/KL/11/176
Time	10am - 12.30pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	FOC
SSM CPE Points	1