

## **GUIDELINES FOR CHANGES IN BUSINESS PARTICULAR**

Under the Business Registration Act 1956 (ROBA 1956), changes of business particular can be registered are as follows:

1. Changes of Business Address (FORM B1)
2. Changes of Business Type (FORM B2)
3. Changes of Particulars on Branches (FORM B3)
4. Changes of Information of Owner or Partner (FORM B4)

### **Registration Procedure**

1. Complete the Registration Form.
2. Every business owner and partner must sign the completed Form.
3. Person responsible must submit the application to counter or through online via SSM e-Lodgement services in the SSM's website at [www.ssm.com.my](http://www.ssm.com.my).
4. Documents to be attached are as follows:
  - a) Photocopy of owner and/ or partner's identity card;
  - b) Original Business Registration Certificate for the change of business, type of business and branch;
  - c) Photocopy of death certificate is required for the death or deceased of the business owner or associate partner; and
  - d) Supporting document or approval letter from relevant agencies for certain type of business if required by Registrar of Business.

## ***REQUIREMENT***

1. The new partners must be Malaysian Citizens or Permanent Resident aged 18 and above.
2. Business changes must be registered within thirty (30) days from the date of the changes.
3. Only registered business that had not expired can notify the changes.
4. Changes in the nature of business must be registered in accordance with the business name.
5. Changes in the nature of business not likely to be used for unlawful purposes or any purpose prejudicial to or incompatible with the security of the Federation, Public Order or morality.

## **Registration Fee**

1. Registration of Change of Business Particular - RM20.00
2. Registration of Change of Branch address – RM5.00 for each branch
3. Business Information Print-out – RM10.00

## **General Guide**

1. Result of the application can be obtained within one (1) hour from the time payment is made.
2. Businesses that use the trade name either sole proprietorship or partnership may change its status from sole proprietorship to partnership or vice versa.
3. Any person being a person responsible for his business continues to carry on the business without submitting the changes to the registered particulars of business commits an offence under the Act and shall on conviction be liable to a fine not exceeding RM10,000 or imprisonment for a term not exceeding one (1) year or both.