

**SSM e-Info Easy Guideline Series**

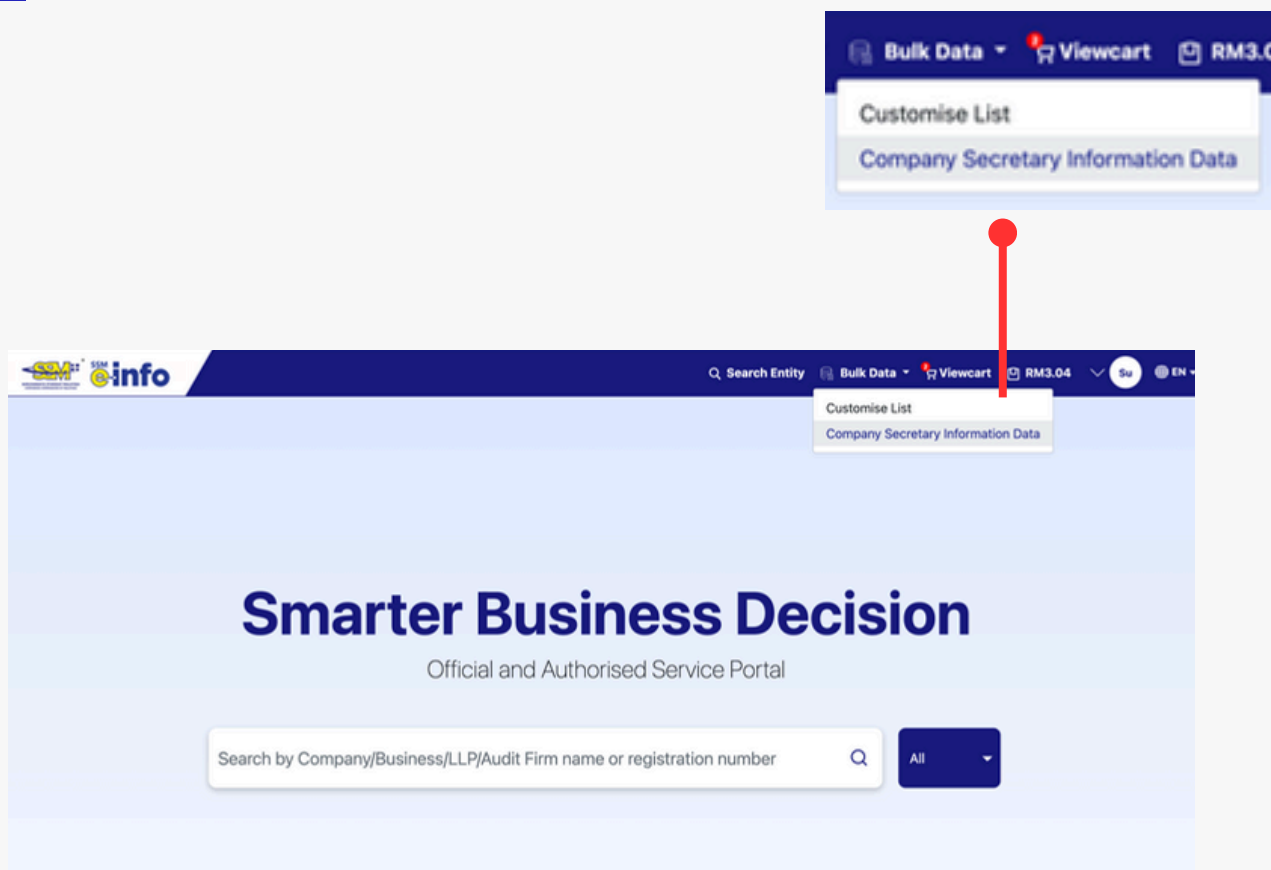
# **Purchasing Electronic Company Secretary Information Data (ECSID)**

1

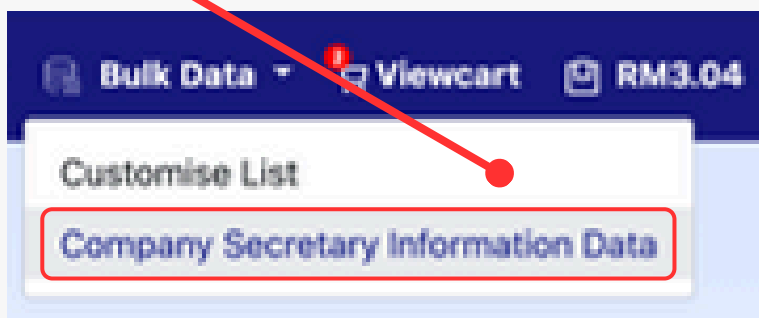
Login to your account on  
[www.ssm-einfo.my](http://www.ssm-einfo.my)

2

Click on **“More Product”** and  
select **ECSID**



or click **“Company Secretary Information Data”**  
on the box



# 3

## Select to Search by Criteria,

COMPANY SECRETARY INFORMATION DATA (CSID)

Search by Criteria

Search by SSM PC Number

STATUS OF SSM PRACTISING  
CERTIFICATE \*

ALL

SECRETARY QUALIFICATION (S)

EMPLOYMENT TYPE

☐ ALL
☐ PRACTISING

☐ SECRETARIAL SERVICE PROVIDER
☐ IN-HOUSE/INTERNAL SECRETARY
☐ NON-PRACTISING

GENDER

ALL

RACE

ALL

STATE (OFFICE ADDRESS)

TOWN (OFFICE ADDRESS)

POSTCODE (OFFICE ADDRESS)

Search

## or Search by Number

COMPANY SECRETARY INFORMATION DATA (CSID)

Search by Criteria

Search by SSM PC Number

Enter SSM PC No.

Enter SSM PC No. eg.:  
20240800XXXX,20190800XXXX

50 Remaining Company Numbers To Add.

Search

4

## Fill in the details and click **SEARCH**



**Search**

5

## Click **Add to Cart**

REFERENCE NO	Search Type	TOTAL PAGE	TOTAL COMPANY SECRETARY	Price	Total Price	Action	Delete
FOC-20250220100203270785	<a href="#">View Search Criteria</a>	1	2	RM6.00/Company	RM12.00	<a href="#">Add To Cart</a>	



**Add To Cart**

## 6

# View Cart and Make Payment

## Check Out

All	Entity Number/Name	Document Description	Language	Price (RM)	Service Fee (RM)	CTC Service Fee (RM)	Total Price (RM)	Delete
<input checked="" type="checkbox"/>	COMPANY SECRETARY INFORMATION DATA (CSID) - Search by Criteria	Electronic Company Secretary Information Data Total Page: 1 Total Company: 2	EN	5.00	1.00	0.00	12.00	
<input checked="" type="checkbox"/>	COMPANY SECRETARY INFORMATION DATA (CSID) - Search by Criteria	Document Processing Service Charge	EN	20.00	5.00	0.00	25.00	

### Payment Methods

☒ e-Account wallet 
☐ Credit/Debit Card 
☐ Online Banking

Enter Account Password

### Pricing Summary

Total Documents	2
Total (exclude SST)	RM37.00
SST @ 8% for Service Fee	RM0.56
<b>Total Amount</b>	<b>RM37.56</b>

CONTINUE TO PAYMENT

### Contact Detail

#### Full Name

Enter Your Name

#### Email

Enter Your Email

#### Phone

Enter Your Phone

#### Address

Enter Your Address

#### Country

Malaysia

#### State

Others

#### Postcode

Enter Your Postcode

CONTINUE TO PAYMENT

## 7

# Your document is now available for download



**Thank you!**

order #  
UNI-20250220095307414658

The list items purchase

[View Invoice](#)

Please make sure that you have downloaded and printed all files before logging out from the system.  
\*All documents must be downloaded within 7 days from the purchase date.

No.	Registration Number	Details	Document Type	Language	Result
1	COMPANY SECRETARY INFORMATION DATA (CSID) - Search by Criteria		Electronic Company Secretary Information Data	EN	<a href="#">Download</a>
2	COMPANY SECRETARY INFORMATION DATA (CSID) - Search by Criteria		Document Processing Service Charge	EN	



**Download**

**For assistance**  
Call 1-300-30-4636 or  
email [callcenter@ssm-einfo.my](mailto:callcenter@ssm-einfo.my)