

# Cessation As Employer (Discontinue Business)

1 i) Click **My Sites**  
ii) Click **Registration**

2 i) Click **Update**  
ii) Choose **Cessation as Employer (Discontinue Business)**

3 Klik Action

4 **Change Employer Status To**  
i) Dormant - Active but no employee  
ii) Winding Up  
iii) Cancel - Cancellation of Employer code

5 i) Fill up date in **Temporary closure / No employee from \***  
ii) Save & Continue

6 i) Fill up **Employment resign date**  
ii) Save & Continue

7 i) Add Document  
ii) Upload supporting document (**BORANG 1A**)  
iii) Save & Continue

8 i) System will **Preview Employer Status Change Application**  
ii) Submit

The request for updating the employer's status has been **ACCEPTED**, and the employer will receive a notification via email

(ii) **SAVE & CONTINUE**

(ii) **SAVE & CONTINUE**

(i) **ADD DOCUMENT**

(iii) **SAVE & CONTINUE**

(ii) **SUBMIT**

OK