

**MINISTRY AND AGENCIES TRADE AND INDUSTRY
INFORMATION EXCHANGE PROJECT
(MTRIIX PROJECT)**

USER MANUAL

HEAVY MACHINERY

APPROVAL PERMIT APPLICATION

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By



MITI

OCT 2008
Version 2.1

A. INTRODUCTION

A.1.1 OVERVIEW

Approval Permit System is a system that provides these functions to users:-

- To computerizes and further improves AP application processing efficiency
- To facilitates users in applying for AP application.
- To promote paperless environment

A.1.2 OBJECTIVE

The objectives of Approval Permit Application system are:-

- To upgrade the availability and performance of the existing system so that it will function as an information centre on international trade.
- To provide a platform that allows the sharing of information between MITI and its agencies as well as its clients.
- To improve productivity and efficiency within MITI by introducing automated workflow applications.

A.1.3 SYSTEM BENEFIT

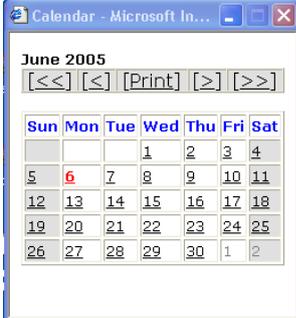
The benefits that user can get from Approval Permit Application system is:-

- To allow applicant to apply AP thru Online or Web.
- Tracking and monitoring of process and status.
- Immediate notification will be received and all the information will be kept in database for future references and easy to retrieve.

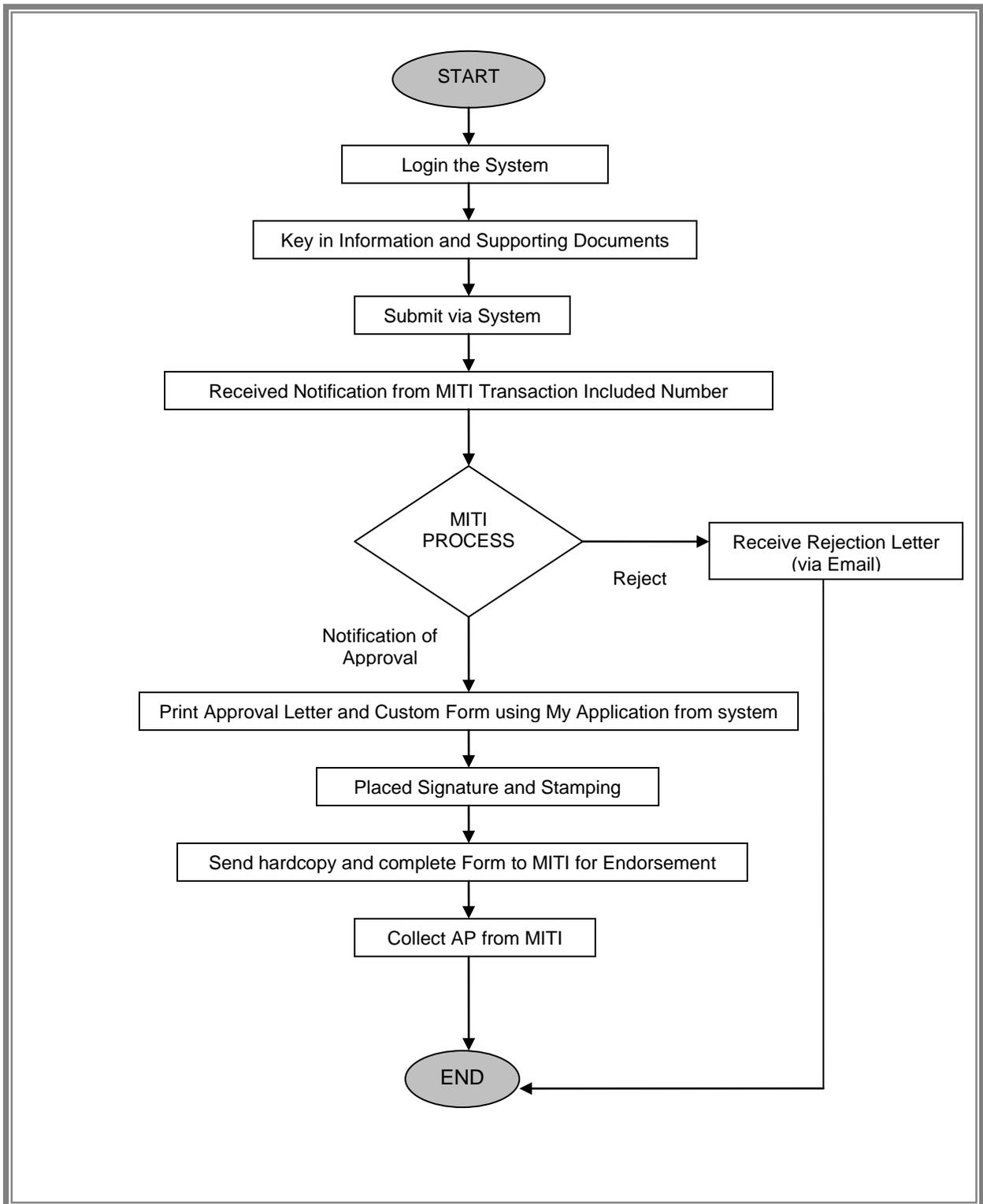
A.1.4 COMMON FIELDS AND DEFINITIONS

Some of the common fields and icons are available in the system screens as follows:

Field	Description
Input Field	<ul style="list-style-type: none"> • This Field requires the user to key in the necessary information based on its label • Examples of usage : Company Name : <input data-bbox="823 1877 1109 1921" type="text"/> • Input Field with Asterisk (*) is mandatory field.

Field	Description
Radio Button	<ul style="list-style-type: none"> This field requires the user either to select for enabling it or deselect for disabling it. The select and deselect actions can be done by clicking on the circle. Only one radio button can be selected at one time. Example of usage : 
Check box	<ul style="list-style-type: none"> Similar to radio button, this fields requires the user either to enabling it or disabling it. The select and deselect actions can be done by clicking on the square box. Example of usage : <input type="checkbox"/> I,the undersigned, certify that the goods described above are originating from Malaysia
Dropdown List	<ul style="list-style-type: none"> This field requires the user to select an option from the displayed list. These options will be displayed in the list by clicking the arrow down button. Example of usage : 
Hyperlink	<ul style="list-style-type: none"> The hyperlinks menu for the system is represented in Blue color. Click on the highlighted text and the system will automatically take action based on displayed text. 
Calendar	<ul style="list-style-type: none"> This Icon  is use to select date. If user clicks at this button, calendar will pop up on screen. User can select the necessary date from the calendar. 

A.1.5 PROCESS FLOW DIAGRAM



Accessing MITIIS Services

In order to access the MITIIS Services, you need to configure your browser to allow pop-up windows or remove any pop-up blocker installed.

1. Go to <http://www.miti.gov.my>
2. Click on the login link to login to EKP.



3. Fill-in your User ID and Password and select Registered User as your Agency. Click Login.

LOGIN

Current Member? [Sign-in here](#)

User ID*

Password*

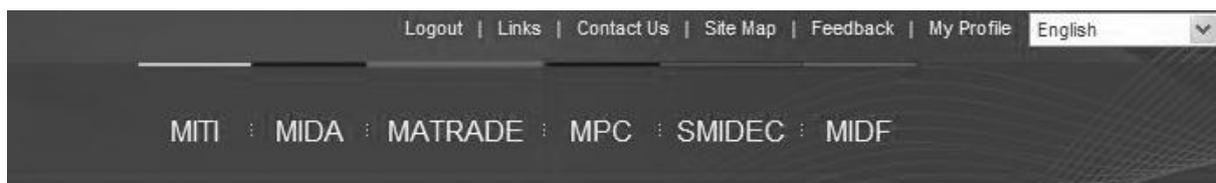
Agency*

[Forgot your password?](#)

Not a member yet? [Sign-up now!](#)

[Click here to activate your account.](#)

4. Once logged in, you will be redirected to a dashboard called My Office.
5. You should change your password the first time you logged in. To change password, click on My Profile.

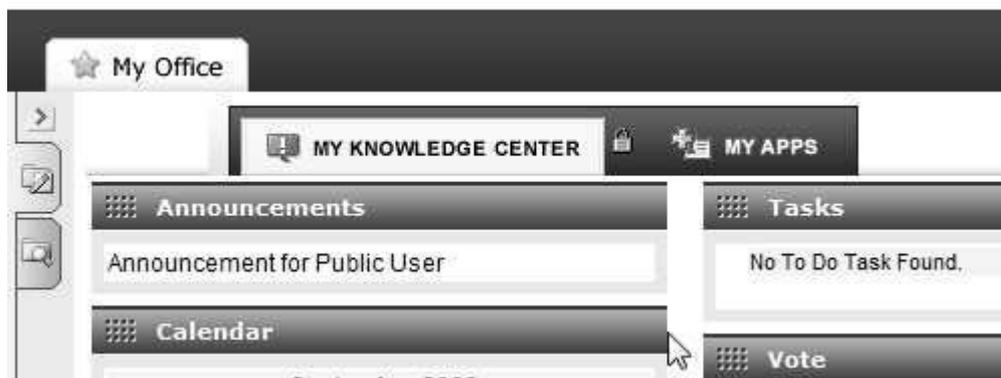


6. Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.

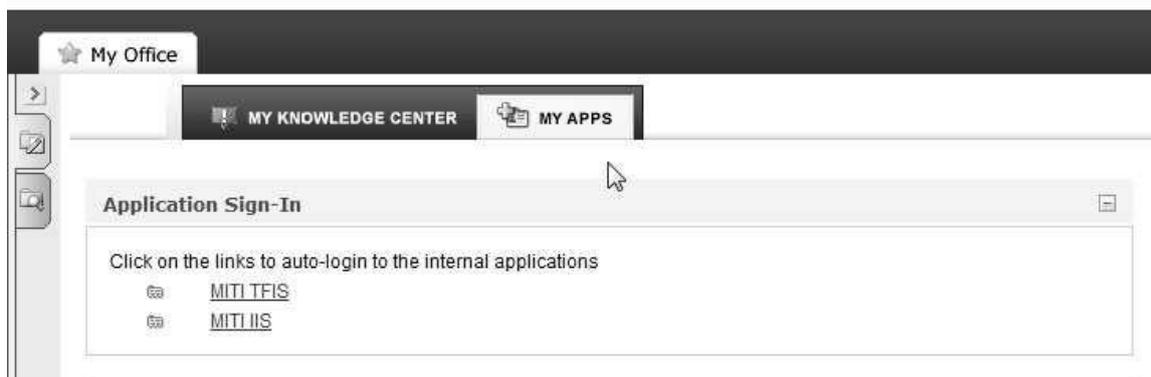


A screenshot of a 'Change Password' form. It features three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below the fields are two buttons: 'Update' and 'Cancel'.

7. In My Office dashboard, click on My Apps to access MITIIS.



8. In the Application Sign-In portlet, click on MITI IIS or MITI TFIS to access the respective application.



9. The process will be continued with a pop up window from MITI Internal Application.

My Office

MY KNOWLEDGE CENTER MY APPS

Application Sign-In

Click on the links to auto-login to the internal applications

- MITI TFIS
- MITI IIS

Welcome hafizza

Log Out
Change Password
Expand | Collapse
Main Menu
My Application
TFIS

All services provided by MITI shall be performed professionally, efficiently, courteously and fairly. MITI's standards for the following activities are :-

- Advisory Services
All questions to be answered and the problems will be resolved accurately, explicitly and courteously.
- Processing of Import/Export Licences
Decision to be given within 2 days of receiving the completed application.
- Confirmations of Certificate of Origin GSP
Decision to be given within 3 days of receiving the completed application.
- GSP Scheme
Decision to be given within 7 days of receiving the completed application.
- Pioneer Status
Decision on application for Pioneer Status Certificate to be given within 35 days of receiving the completed application.
- Registration of Bumiputera Company
Decision on the registration of Bumiputera Company to be given within 7 days of receiving the completed application.

For more information about MITI, visit www.miti.gov.my

A.2 AP IMPORT (HEAVY MACHINERY)

A.2.1 WEB APPLICATION

Below is the step-by-step instruction for user to follow in order to process **AP (Heavy Machinery)** on web application.

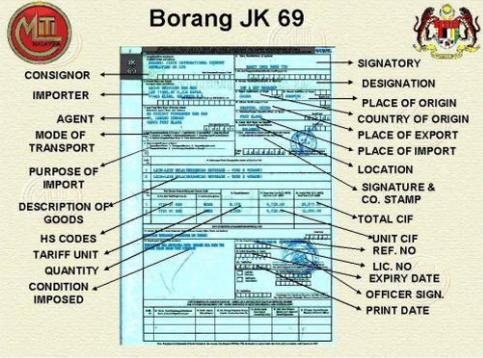
Steps

Step	Action																
<p>1.</p>	<p>From main page menu click on TFIS – AP - Import – Heavy Machinery – New Application- Web Application.</p> <p>Result: The AP Import Heavy Machinery page will be displayed.</p> <div data-bbox="384 860 1334 1120" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; font-weight: bold; font-size: small;">HEAVY MACHINERY INFORMATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Product Group</td> <td>Please Select... <input type="button" value="v"/> *</td> </tr> <tr> <td>Sub Category Group</td> <td>Please Select... <input type="button" value="v"/> *</td> </tr> <tr> <td>Number of JK69 to Be Processed</td> <td><input type="text"/></td> </tr> <tr> <td>GWV(Gross Vehicle Weight)</td> <td></td> </tr> <tr> <td>Import Country From</td> <td>Please Select... <input type="button" value="v"/> *</td> </tr> <tr> <td>MITI Branch</td> <td>Please Select... <input type="button" value="v"/> *</td> </tr> <tr> <td>Organization Type</td> <td>B</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Reset"/> </td> </tr> </table> <p style="font-size: x-small; color: red; margin-top: 5px;">Note: Please Contact MITI if the applied subcategory is not in the system.</p> </div> <p style="text-align: center; font-weight: bold;">Figure A.2.1-1 : User's TFIS Menu Page</p>	Product Group	Please Select... <input type="button" value="v"/> *	Sub Category Group	Please Select... <input type="button" value="v"/> *	Number of JK69 to Be Processed	<input type="text"/>	GWV(Gross Vehicle Weight)		Import Country From	Please Select... <input type="button" value="v"/> *	MITI Branch	Please Select... <input type="button" value="v"/> *	Organization Type	B	<input type="button" value="Continue"/> <input type="button" value="Reset"/>	
Product Group	Please Select... <input type="button" value="v"/> *																
Sub Category Group	Please Select... <input type="button" value="v"/> *																
Number of JK69 to Be Processed	<input type="text"/>																
GWV(Gross Vehicle Weight)																	
Import Country From	Please Select... <input type="button" value="v"/> *																
MITI Branch	Please Select... <input type="button" value="v"/> *																
Organization Type	B																
<input type="button" value="Continue"/> <input type="button" value="Reset"/>																	
<p>2.</p>	<p>Fill in Heavy Machinery category information</p> <ul style="list-style-type: none"> • Product Group – select from dropdown list. • Sub Category Group - Select from drop down list. • Number of JK69 to Be Processed Is • Import Country From - select from drop down list • MITI Branch - select from drop down list <p>The Asterisk (*) represent for mandatory field to be filled up.</p> <p>Click on <input type="button" value="Continue"/> button.</p> <p>Result: Heavy Machinery Common Information page will be displayed.</p> <ul style="list-style-type: none"> • Note : The Product description list is depending to how many Number of Form JK69 to be processed 																

Step	Action																							
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">HEAVY MACHINERY COMMON INFORMATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 5%;">No</th> <th style="width: 60%;">Product Description</th> <th style="width: 35%;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><input style="width: 95%;" type="text"/> *</td> <td style="text-align: center;"><input style="width: 95%;" type="text"/> 1.0000 *</td> </tr> <tr> <td style="text-align: center;">2</td> <td><input style="width: 95%;" type="text"/> *</td> <td style="text-align: center;"><input style="width: 95%;" type="text"/> 1.0000 *</td> </tr> </tbody> </table> <p style="margin: 5px 0 0 0;">PREVIOUS IMPORTED RECORD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Year</th> <th style="width: 30%;">Total Quantity (m.t)</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Grand Total</td> <td style="text-align: center;">0.0</td> </tr> </tbody> </table> <p style="margin: 5px 0 0 0;">IMPORTED RECORD FOR YEAR: 2006</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 25%;">Import License No</th> <th style="width: 20%;">Approved Date</th> <th style="width: 20%;">Imported Date</th> <th style="width: 15%;">Quantity</th> <th style="width: 20%;">Approved Quantity</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="font-size: small; color: red;">NB :The Application Can be Submitted Only After All JK's Filled</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <input style="margin-right: 10px;" type="button" value="Continue"/> <input type="button" value="Back"/> </div> <p style="text-align: center; margin-top: 10px;">Figure A.2.1-2 : Summary of Application</p> </div>	No	Product Description	Quantity	1	<input style="width: 95%;" type="text"/> *	<input style="width: 95%;" type="text"/> 1.0000 *	2	<input style="width: 95%;" type="text"/> *	<input style="width: 95%;" type="text"/> 1.0000 *	Year	Total Quantity (m.t)	Grand Total	0.0	Import License No	Approved Date	Imported Date	Quantity	Approved Quantity	NB :The Application Can be Submitted Only After All JK's Filled				
No	Product Description	Quantity																						
1	<input style="width: 95%;" type="text"/> *	<input style="width: 95%;" type="text"/> 1.0000 *																						
2	<input style="width: 95%;" type="text"/> *	<input style="width: 95%;" type="text"/> 1.0000 *																						
Year	Total Quantity (m.t)																							
Grand Total	0.0																							
Import License No	Approved Date	Imported Date	Quantity	Approved Quantity																				
NB :The Application Can be Submitted Only After All JK's Filled																								
3.	<p>Fill in Product Description column information</p> <p>Click on <input style="background-color: #808080; color: white;" type="button" value="Continue"/> button.</p> <p>Result: Heavy Machinery JK-69 Application form page will be displayed.</p>																							

Step	Action																																																																																																																																																
	<div style="border: 1px solid black; padding: 10px;"> <div style="text-align: right; font-size: small;">Form : (1) OF (2)</div> <p style="text-align: center; font-weight: bold; margin: 0;">HEAVY MACHINERY APPLICATION FORM</p> <p style="text-align: right; font-size: x-small; color: blue;">JK69 Guidelines</p> <p>APPLICATION DETAILS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Type of Import Product</td><td><input type="text" value="Please Select..."/></td></tr> <tr><td>Product description</td><td>kawa</td></tr> <tr><td>Model</td><td><input type="text"/></td></tr> <tr><td>Chassis No</td><td><input type="text"/></td></tr> <tr><td>Engine No</td><td><input type="text"/></td></tr> <tr><td>Year Manufactured</td><td>2006</td></tr> <tr><td>Your Application Will Be Process At</td><td>Ibu Pejabat Kuala Lumpur</td></tr> </table> <p style="text-align: center;"> <input type="button" value="DISPLAY FACTORY DETAILS"/> <input type="button" value="HIDE"/> </p> <p>CONSIGNEE DETAILS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Code</td><td colspan="3">2929</td></tr> <tr><td>Name</td><td colspan="3">CHAI SDN BHD</td></tr> <tr><td>Address</td><td colspan="3">LORONG API</td></tr> <tr><td> </td><td colspan="3"> </td></tr> <tr><td> </td><td colspan="3"> </td></tr> <tr><td>Postcode</td><td>10000</td><td>City</td><td>SEPANG</td></tr> <tr><td>State</td><td>SELANGOR</td><td>Country</td><td>MALAYSIA</td></tr> <tr><td>Tel No. [Office]</td><td>006-019-33332323</td><td>Email</td><td>Please Provide Email</td></tr> <tr><td>Tel No. [Mobile]</td><td>--</td><td>Fax No.</td><td>006--</td></tr> </table> <p>CONSIGNOR DETAILS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Code</td><td colspan="3"><input type="text"/></td></tr> <tr><td>Name</td><td colspan="3"><input type="text"/></td></tr> <tr><td>Address</td><td colspan="3"><input type="text"/></td></tr> <tr><td> </td><td colspan="3"> </td></tr> <tr><td> </td><td colspan="3"> </td></tr> <tr><td>Postcode</td><td><input type="text"/></td><td>City</td><td><input type="text"/></td></tr> <tr><td>Country</td><td>JAPAN</td><td>State</td><td><input type="text"/></td></tr> <tr><td>Telephone No.</td><td><input type="text"/></td><td>Fax No.</td><td><input type="text"/></td></tr> </table> <p>AUTHORIZED AGENT DETAILS (OPTIONAL)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Code</td><td colspan="3"><input type="text"/></td></tr> <tr><td>Name</td><td colspan="3"><input type="text"/></td></tr> <tr><td>Address</td><td colspan="3"><input type="text"/></td></tr> <tr><td> </td><td colspan="3"> </td></tr> <tr><td> </td><td colspan="3"> </td></tr> <tr><td>Postcode</td><td><input type="text"/></td><td>City</td><td><input type="text"/></td></tr> <tr><td>Country</td><td>MALAYSIA</td><td>State</td><td>Please Select...</td></tr> <tr><td>Telephone No.</td><td><input type="text"/></td><td>Fax No.</td><td><input type="text"/></td></tr> </table> <p>OTHERS DETAILS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Purpose of Import</td><td><input type="text" value="Please Select..."/></td><td>Place of Origin</td><td>JAPAN</td></tr> <tr><td>Country of Origin</td><td>JAPAN</td><td>Tariff Code</td><td>Please Select...</td></tr> <tr><td>Consigned From</td><td>JAPAN</td><td>Uom Code</td><td><input type="text"/></td></tr> <tr><td>Mode of Transport</td><td><input type="text" value="Please Select..."/></td><td> </td><td> </td></tr> <tr><td>Ports Description</td><td colspan="3"><input type="text" value="Please Select"/></td></tr> <tr><td>Port Code</td><td colspan="3"><input type="text"/></td></tr> </table> <p>DESCRIPTION OF GOODS</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>MALAYSIAN CUSTOMS TARIFF</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th>Quantity</th> <th>Unit Cost C.I.F (MYR)</th> <th>Total Value C.I.F (MYR)</th> </tr> </thead> <tbody> <tr> <td>1.0000</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Preview"/> <input type="button" value="Reset"/> <input type="button" value="Back"/> </p> </div>	Type of Import Product	<input type="text" value="Please Select..."/>	Product description	kawa	Model	<input type="text"/>	Chassis No	<input type="text"/>	Engine No	<input type="text"/>	Year Manufactured	2006	Your Application Will Be Process At	Ibu Pejabat Kuala Lumpur	Code	2929			Name	CHAI SDN BHD			Address	LORONG API											Postcode	10000	City	SEPANG	State	SELANGOR	Country	MALAYSIA	Tel No. [Office]	006-019-33332323	Email	Please Provide Email	Tel No. [Mobile]	--	Fax No.	006--	Code	<input type="text"/>			Name	<input type="text"/>			Address	<input type="text"/>											Postcode	<input type="text"/>	City	<input type="text"/>	Country	JAPAN	State	<input type="text"/>	Telephone No.	<input type="text"/>	Fax No.	<input type="text"/>	Code	<input type="text"/>			Name	<input type="text"/>			Address	<input type="text"/>											Postcode	<input type="text"/>	City	<input type="text"/>	Country	MALAYSIA	State	Please Select...	Telephone No.	<input type="text"/>	Fax No.	<input type="text"/>	Purpose of Import	<input type="text" value="Please Select..."/>	Place of Origin	JAPAN	Country of Origin	JAPAN	Tariff Code	Please Select...	Consigned From	JAPAN	Uom Code	<input type="text"/>	Mode of Transport	<input type="text" value="Please Select..."/>			Ports Description	<input type="text" value="Please Select"/>			Port Code	<input type="text"/>			Quantity	Unit Cost C.I.F (MYR)	Total Value C.I.F (MYR)	1.0000	<input type="text"/>	<input type="text"/>
Type of Import Product	<input type="text" value="Please Select..."/>																																																																																																																																																
Product description	kawa																																																																																																																																																
Model	<input type="text"/>																																																																																																																																																
Chassis No	<input type="text"/>																																																																																																																																																
Engine No	<input type="text"/>																																																																																																																																																
Year Manufactured	2006																																																																																																																																																
Your Application Will Be Process At	Ibu Pejabat Kuala Lumpur																																																																																																																																																
Code	2929																																																																																																																																																
Name	CHAI SDN BHD																																																																																																																																																
Address	LORONG API																																																																																																																																																
Postcode	10000	City	SEPANG																																																																																																																																														
State	SELANGOR	Country	MALAYSIA																																																																																																																																														
Tel No. [Office]	006-019-33332323	Email	Please Provide Email																																																																																																																																														
Tel No. [Mobile]	--	Fax No.	006--																																																																																																																																														
Code	<input type="text"/>																																																																																																																																																
Name	<input type="text"/>																																																																																																																																																
Address	<input type="text"/>																																																																																																																																																
Postcode	<input type="text"/>	City	<input type="text"/>																																																																																																																																														
Country	JAPAN	State	<input type="text"/>																																																																																																																																														
Telephone No.	<input type="text"/>	Fax No.	<input type="text"/>																																																																																																																																														
Code	<input type="text"/>																																																																																																																																																
Name	<input type="text"/>																																																																																																																																																
Address	<input type="text"/>																																																																																																																																																
Postcode	<input type="text"/>	City	<input type="text"/>																																																																																																																																														
Country	MALAYSIA	State	Please Select...																																																																																																																																														
Telephone No.	<input type="text"/>	Fax No.	<input type="text"/>																																																																																																																																														
Purpose of Import	<input type="text" value="Please Select..."/>	Place of Origin	JAPAN																																																																																																																																														
Country of Origin	JAPAN	Tariff Code	Please Select...																																																																																																																																														
Consigned From	JAPAN	Uom Code	<input type="text"/>																																																																																																																																														
Mode of Transport	<input type="text" value="Please Select..."/>																																																																																																																																																
Ports Description	<input type="text" value="Please Select"/>																																																																																																																																																
Port Code	<input type="text"/>																																																																																																																																																
Quantity	Unit Cost C.I.F (MYR)	Total Value C.I.F (MYR)																																																																																																																																															
1.0000	<input type="text"/>	<input type="text"/>																																																																																																																																															
4	<p>If user wants to refer JK69 form Guideline, Click JK69 Guideline link.</p> <p>Result: Form JK 69 will be displayed with instruction.</p>																																																																																																																																																

Figure A.2.1-3 : Heavy Machinery Application Form

Step	Action						
	<div style="text-align: center;">  <p>Borang JK 69</p> </div> <p style="text-align: center;">Figure A.2.1-4 : JK69 Guidelines</p>						
<p>5</p>	<p>On Application Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="336 768 603 824">If</th> <th data-bbox="603 768 1398 824">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 824 603 1037"> Display Factory Details </td> <td data-bbox="603 824 1398 1037"> <ul style="list-style-type: none"> • Click on DISPLAY button • Result: Factory Details will be displayed on table be (If any). </td> </tr> <tr> <td data-bbox="336 1037 603 1249"> Hide previous Imported report </td> <td data-bbox="603 1037 1398 1249"> <ul style="list-style-type: none"> • click HIDE button • Result: Table Imported record for year previous will be hidden </td> </tr> </tbody> </table>	If	Action	Display Factory Details	<ul style="list-style-type: none"> • Click on DISPLAY button • Result: Factory Details will be displayed on table be (If any). 	Hide previous Imported report	<ul style="list-style-type: none"> • click HIDE button • Result: Table Imported record for year previous will be hidden
If	Action						
Display Factory Details	<ul style="list-style-type: none"> • Click on DISPLAY button • Result: Factory Details will be displayed on table be (If any). 						
Hide previous Imported report	<ul style="list-style-type: none"> • click HIDE button • Result: Table Imported record for year previous will be hidden 						
<p>6.</p>	<p>Fill in needed data from Application Details</p> <ul style="list-style-type: none"> • Type of Import Product – Select from dropdown list • Product Description • Model • Chassis no. • Engine No. • Year Manufactured – Select from dropdown list 						
<p>7.</p>	<p>Fill in required data from Consignor Details</p> <ul style="list-style-type: none"> • Code – ROC/ROB number • Name • Address • Postcode • City 						

Step	Action				
	<ul style="list-style-type: none"> • Country – select from drop down list • State • Telephone No. • Fax Number <p>The Asterisk (*) represent for mandatory field to be filled up.</p>				
7.	<p>Fill in required data from Authorized Agent Details (Optional)</p> <ul style="list-style-type: none"> • Code – ROC/ROB number • Name • Address • Postcode • City • State – select from drop down list • Telephone No. • Fax Number <p>The Asterisk (*) represent for mandatory field to be filled up.</p>				
8.	<p>Fill in required data from Others Details field.</p> <ul style="list-style-type: none"> • Purpose of Import – Select from dropdown list • Country of Origin - Select from dropdown list • Place of Origin - Select from dropdown list • Consigned From - Select from dropdown list • Tariff Code – Select from dropdown list • Mode of Transport - Select from dropdown list • Port Description – Select from dropdown list 				
9	<p>Fill in required information from Malaysian Custom Tariff column.</p> <ul style="list-style-type: none"> • Unit Cost C.I.F (MYR) • Total Value C.I.F (MYR) – Auto 				
10.	<p>Select button bellow.</p> <table border="1" data-bbox="336 1823 1398 2011"> <thead> <tr> <th data-bbox="336 1823 595 1881">If to</th> <th data-bbox="595 1823 1398 1881">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1881 595 2011">Continue next page</td> <td data-bbox="595 1881 1398 2011"> <ul style="list-style-type: none"> • Click on  button to continue the next page. </td> </tr> </tbody> </table>	If to	Action	Continue next page	<ul style="list-style-type: none"> • Click on  button to continue the next page.
If to	Action				
Continue next page	<ul style="list-style-type: none"> • Click on  button to continue the next page. 				

Step	Action
	<ul style="list-style-type: none"> • If Apply more than 1 JK, next JK will be displayed. Please repeat the same step until the last JK. • At the last JK please key in method of Notification and then click on Continue button • Result: Supporting Documents page will be displayed.
Preview details	<ul style="list-style-type: none"> • Click on Preview button. • Result: Page will display all the entered details. • At preview page, click on Print button to print preview page or click on Back to go to previous page.
Reset data	<ul style="list-style-type: none"> • Click on Reset button. • Result : The data that user key in will reset
Go to previous page	<ul style="list-style-type: none"> • Click on Back button

11. If continue to next page, **Supporting Documents** page will be displayed.

Figure A.2.1-5 : Supporting Documents Page

Click on **Browse...** button to browse file located in your PC. Supporting document is compulsory.

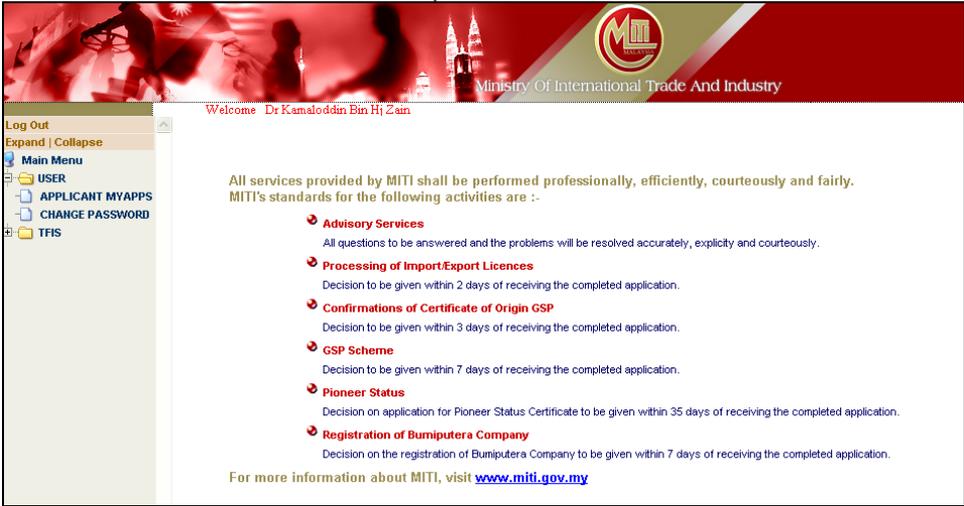
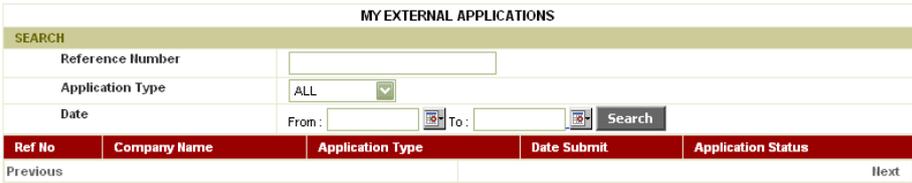
If user wants to clear all the supporting documents, click on **Reset** button the entire supporting document.

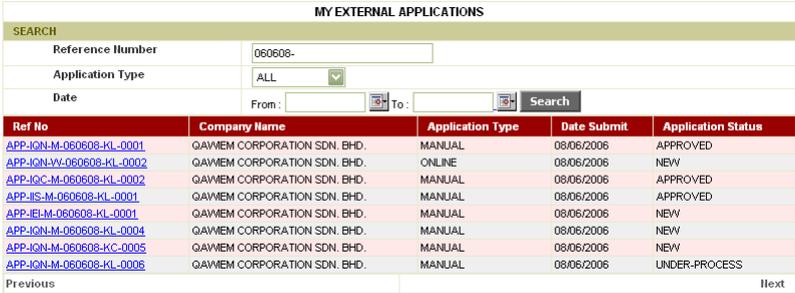
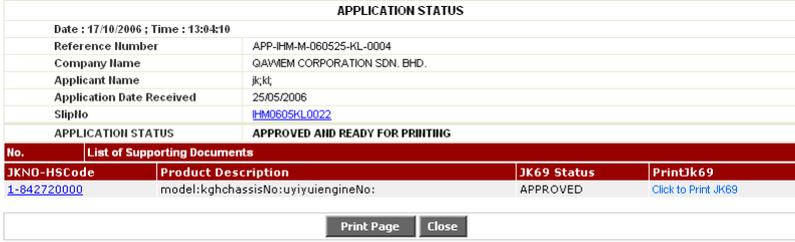
Step	Action														
	<p>Click on the check box with red text for declaration and then click at  button.</p> <p>Result: Thank you page with Application Reference Number will be displayed.</p> <div data-bbox="499 506 1232 734" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">THANK YOU</p> <p style="text-align: center;">Your Application has been sent</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th colspan="2">APPLICATION REFERENCE NUMBER</th> </tr> </thead> <tbody> <tr> <td>Company Name</td> <td>QAWEM CORPORATION SDN. BHD.</td> </tr> <tr> <td>Reference Number</td> <td>APP-IMP-VV-061002-KL-0001</td> </tr> <tr> <td>Date & Time</td> <td>02/10/2006 10:44:54</td> </tr> <tr> <td>No Of Jk69 Forms Submitted</td> <td>1</td> </tr> <tr> <td>Category</td> <td>IMPORT BIASA</td> </tr> <tr> <td>Subcategory</td> <td>8426-Kren</td> </tr> </tbody> </table> <p style="font-size: small; color: red; margin-top: 5px;">Please use the reference number for inquiry. This Notification will also be sent to you via email</p> <p style="text-align: right; font-size: small;">Print The Reference Number - Click Here</p> <p style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">IMPORTANT!</p> <p style="font-size: x-small; color: red; margin-top: 5px;">You have to print the permit by using actual form whether JK69(import) or K2 K8(export) through My Application or click here</p> </div> <p style="text-align: center; margin-top: 20px;">Figure A.2.1-6 : Thank You Page</p> <p>To print the reference number, click on Print the reference Number – <i>Click here link.</i></p>	APPLICATION REFERENCE NUMBER		Company Name	QAWEM CORPORATION SDN. BHD.	Reference Number	APP-IMP-VV-061002-KL-0001	Date & Time	02/10/2006 10:44:54	No Of Jk69 Forms Submitted	1	Category	IMPORT BIASA	Subcategory	8426-Kren
APPLICATION REFERENCE NUMBER															
Company Name	QAWEM CORPORATION SDN. BHD.														
Reference Number	APP-IMP-VV-061002-KL-0001														
Date & Time	02/10/2006 10:44:54														
No Of Jk69 Forms Submitted	1														
Category	IMPORT BIASA														
Subcategory	8426-Kren														

A.2.2 APPLICATION MYAPPS

Application **MyApps** provide facilities for applicant to allow them to monitor the status of their application submitted weather thru online or manual.

Steps

Step	Action
<p>1.</p>	<p>From User Main page click on Expand menu.</p> <p>Result: The folder tree will be expanded.</p>  <p style="text-align: center;">Figure A.2.2-1 :: User's main page</p>
<p>2.</p>	<p>Click on the Applicant Myapps menu under User folder.</p> <p>Result: My External Applications with Application Applicant previous successful transactions will be displayed.</p>  <p style="text-align: center;">Figure A.2.2-2 : My Internal Applications page</p>
<p>3.</p>	<p>To search for a specific transaction, select the type of searching in the Search By drop down list and key in the appropriate value which are:</p> <ul style="list-style-type: none"> • Reference Number – Refer Appendix A • Application Type

Step	Action														
	<ul style="list-style-type: none"> • Date – key in date of transaction (dd/mm/yyyy format) <p>Result: The Application that user applies will be displayed.</p>  <p style="text-align: center;">Figure A.2.2-3 : My External Application Result page</p>														
<p>4.</p>	<p>Click on the reference number to view the application details.</p> <p>Result: Approval Permit Application For Preview will be displayed.</p>  <p style="text-align: center;">Figure A.2.2-4 Approval Permit Application for Preview</p>														
<p>5.</p>	<p>Check at Application Status, The status will be</p> <table border="1" data-bbox="352 1312 1390 1816"> <thead> <tr> <th>Status</th> <th>Action to take</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>-</td> </tr> <tr> <td>Under Process</td> <td>-</td> </tr> <tr> <td>Query – Under Process</td> <td>Refer on 'View Query Information'</td> </tr> <tr> <td>Rejected</td> <td>-</td> </tr> <tr> <td>Approve and ready to printing</td> <td>Print the form – Click on 'click to print jk69'</td> </tr> <tr> <td>Approve and not ready to printing</td> <td>-</td> </tr> </tbody> </table>	Status	Action to take	New	-	Under Process	-	Query – Under Process	Refer on ' View Query Information '	Rejected	-	Approve and ready to printing	Print the form – Click on ' click to print jk69 '	Approve and not ready to printing	-
Status	Action to take														
New	-														
Under Process	-														
Query – Under Process	Refer on ' View Query Information '														
Rejected	-														
Approve and ready to printing	Print the form – Click on ' click to print jk69 '														
Approve and not ready to printing	-														
<p>6.</p>	<p>If user wants to print Approval Letter, Click Print Page button.</p> <p>Result: The page will print.</p>														
<p>7.</p>	<p>If user wants to view supporting document click on supporting document link menu.</p>														

Step	Action																																																																																																																																					
	<p>Result: Supporting document will be displayed.</p>																																																																																																																																					
<p>8.</p>	<p>If user wants to view Application Detail, click on JK No -HS Code link menu.</p> <p>Result: Application Details will be displayed.</p>  <p style="text-align: right; font-size: small;">JK 69 Form No : 1</p> <p>APPLICATION DETAILS</p> <table border="1"> <tr><td>Type of Import Product</td><td>NEW</td></tr> <tr><td>Tariff Code</td><td>730410000</td></tr> <tr><td>Grade & Specification</td><td>ff</td></tr> <tr><td>Size</td><td>f</td></tr> <tr><td>Model</td><td></td></tr> <tr><td>SmkIlo</td><td>IS060714KL00091</td></tr> <tr><td>Licensello</td><td>IS060714KL00091</td></tr> <tr><td>HsDescription</td><td>HS 7306 - TUBES & PIPES</td></tr> <tr><td>Your Application Will Be Process At</td><td>Ibu Pejabat Kuala Lumpur</td></tr> </table> <p>FACTORY DETAILS</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Name and Address</th> <th>City</th> <th>State</th> <th>Country</th> <th>Tel (Office)</th> <th>Fax No</th> <th>Staff</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>CONSIGNEE DETAILS</p> <table border="1"> <tr><td>Code</td><td>046579U</td></tr> <tr><td>Name</td><td>QAWEM CORPORATION SDN. BHD.</td></tr> <tr><td>Address</td><td>42, JALAN BANGSAR,</td></tr> <tr><td>Postcode</td><td>59200</td><td>City</td><td>WILAYAH PERSEKUTUAN KUALA LUMPUR</td></tr> <tr><td>State</td><td>WILAYAH PERSEKUTUAN KUALA LUMPUR</td><td>Country</td><td></td></tr> <tr><td>Tel No. [Office]</td><td></td><td>Email</td><td></td></tr> </table> <p>CONSIGNOR DETAILS</p> <table border="1"> <tr><td>Code</td><td></td></tr> <tr><td>Name</td><td>ii</td></tr> <tr><td>Address</td><td>iii</td></tr> <tr><td>Postcode</td><td></td><td>City</td><td></td></tr> <tr><td>Country</td><td>BRAZIL</td><td>State</td><td></td></tr> <tr><td>Telephone No.</td><td></td><td>Fax No.</td><td></td></tr> </table> <p>AUTHORIZED AGENT DETAILS (OPTIONAL)</p> <table border="1"> <tr><td>Code</td><td></td></tr> <tr><td>Name</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>Postcode</td><td></td><td>City</td><td></td></tr> <tr><td>Country</td><td>MALAYSIA</td><td>State</td><td></td></tr> <tr><td>Telephone No.</td><td></td><td>Fax No.</td><td></td></tr> </table> <p>OTHER DETAILS</p> <table border="1"> <tr><td>Purpose of Import</td><td>BUSINESS</td><td>Place of Origin</td><td>BRAZIL</td></tr> <tr><td>Country of Origin</td><td>BRAZIL</td><td></td><td></td></tr> <tr><td>Consigned From</td><td>BRAZIL</td><td></td><td></td></tr> <tr><td>Mode of Transport</td><td>MARITIME TRANSPORT</td><td></td><td></td></tr> </table> <p>PORT / PLACE OF IMPORT AND LOCATION (DISTRICT AND STATE)</p> <table border="1"> <thead> <tr> <th>Port / Place of Import</th> <th>District</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>ALOR SETAR</td> <td>Kota Setar</td> <td>KEDAH</td> </tr> <tr> <td>Port Code</td> <td>MYAOR</td> <td></td> </tr> </tbody> </table> <p>DESCRIPTION OF GOODS</p> <p>Product Description : HS 7306 - TUBES & PIPES ; Grade and Specification : ff ; Size : f</p> <table border="1"> <thead> <tr> <th>Malaysian Customs Tariff</th> <th>Applied Quantity</th> <th>Unit Cost C.I.F (MYR)</th> <th>Total Value C.I.F (MYR)</th> </tr> </thead> <tbody> <tr> <td>Tariff Code No. / Tariff Unit</td> <td></td> <td></td> <td></td> </tr> <tr> <td>730410000 / TNE</td> <td>5.0</td> <td>77.0</td> <td>385.0</td> </tr> </tbody> </table> <p>APPLICANT DETAILS</p> <table border="1"> <tr><td>Applicant Name</td><td>u</td><td>Applicant Designation</td><td>i</td></tr> <tr><td>IC/Passport No</td><td>uu</td><td>TelePhone No</td><td>uuu</td></tr> </table> <p style="text-align: center;">Cancel</p>	Type of Import Product	NEW	Tariff Code	730410000	Grade & Specification	ff	Size	f	Model		SmkIlo	IS060714KL00091	Licensello	IS060714KL00091	HsDescription	HS 7306 - TUBES & PIPES	Your Application Will Be Process At	Ibu Pejabat Kuala Lumpur	Code	Name and Address	City	State	Country	Tel (Office)	Fax No	Staff									Code	046579U	Name	QAWEM CORPORATION SDN. BHD.	Address	42, JALAN BANGSAR,	Postcode	59200	City	WILAYAH PERSEKUTUAN KUALA LUMPUR	State	WILAYAH PERSEKUTUAN KUALA LUMPUR	Country		Tel No. [Office]		Email		Code		Name	ii	Address	iii	Postcode		City		Country	BRAZIL	State		Telephone No.		Fax No.		Code		Name		Address		Postcode		City		Country	MALAYSIA	State		Telephone No.		Fax No.		Purpose of Import	BUSINESS	Place of Origin	BRAZIL	Country of Origin	BRAZIL			Consigned From	BRAZIL			Mode of Transport	MARITIME TRANSPORT			Port / Place of Import	District	State	ALOR SETAR	Kota Setar	KEDAH	Port Code	MYAOR		Malaysian Customs Tariff	Applied Quantity	Unit Cost C.I.F (MYR)	Total Value C.I.F (MYR)	Tariff Code No. / Tariff Unit				730410000 / TNE	5.0	77.0	385.0	Applicant Name	u	Applicant Designation	i	IC/Passport No	uu	TelePhone No	uuu
Type of Import Product	NEW																																																																																																																																					
Tariff Code	730410000																																																																																																																																					
Grade & Specification	ff																																																																																																																																					
Size	f																																																																																																																																					
Model																																																																																																																																						
SmkIlo	IS060714KL00091																																																																																																																																					
Licensello	IS060714KL00091																																																																																																																																					
HsDescription	HS 7306 - TUBES & PIPES																																																																																																																																					
Your Application Will Be Process At	Ibu Pejabat Kuala Lumpur																																																																																																																																					
Code	Name and Address	City	State	Country	Tel (Office)	Fax No	Staff																																																																																																																															
Code	046579U																																																																																																																																					
Name	QAWEM CORPORATION SDN. BHD.																																																																																																																																					
Address	42, JALAN BANGSAR,																																																																																																																																					
Postcode	59200	City	WILAYAH PERSEKUTUAN KUALA LUMPUR																																																																																																																																			
State	WILAYAH PERSEKUTUAN KUALA LUMPUR	Country																																																																																																																																				
Tel No. [Office]		Email																																																																																																																																				
Code																																																																																																																																						
Name	ii																																																																																																																																					
Address	iii																																																																																																																																					
Postcode		City																																																																																																																																				
Country	BRAZIL	State																																																																																																																																				
Telephone No.		Fax No.																																																																																																																																				
Code																																																																																																																																						
Name																																																																																																																																						
Address																																																																																																																																						
Postcode		City																																																																																																																																				
Country	MALAYSIA	State																																																																																																																																				
Telephone No.		Fax No.																																																																																																																																				
Purpose of Import	BUSINESS	Place of Origin	BRAZIL																																																																																																																																			
Country of Origin	BRAZIL																																																																																																																																					
Consigned From	BRAZIL																																																																																																																																					
Mode of Transport	MARITIME TRANSPORT																																																																																																																																					
Port / Place of Import	District	State																																																																																																																																				
ALOR SETAR	Kota Setar	KEDAH																																																																																																																																				
Port Code	MYAOR																																																																																																																																					
Malaysian Customs Tariff	Applied Quantity	Unit Cost C.I.F (MYR)	Total Value C.I.F (MYR)																																																																																																																																			
Tariff Code No. / Tariff Unit																																																																																																																																						
730410000 / TNE	5.0	77.0	385.0																																																																																																																																			
Applicant Name	u	Applicant Designation	i																																																																																																																																			
IC/Passport No	uu	TelePhone No	uuu																																																																																																																																			
<p>9.</p>	<p>If user wants to print the form JK69 click on 'click to print jk69'. Result: Data Form JK69 on PDF format will be displayed and ready to print.</p>																																																																																																																																					

Figure A.2.2-5 : Application Details

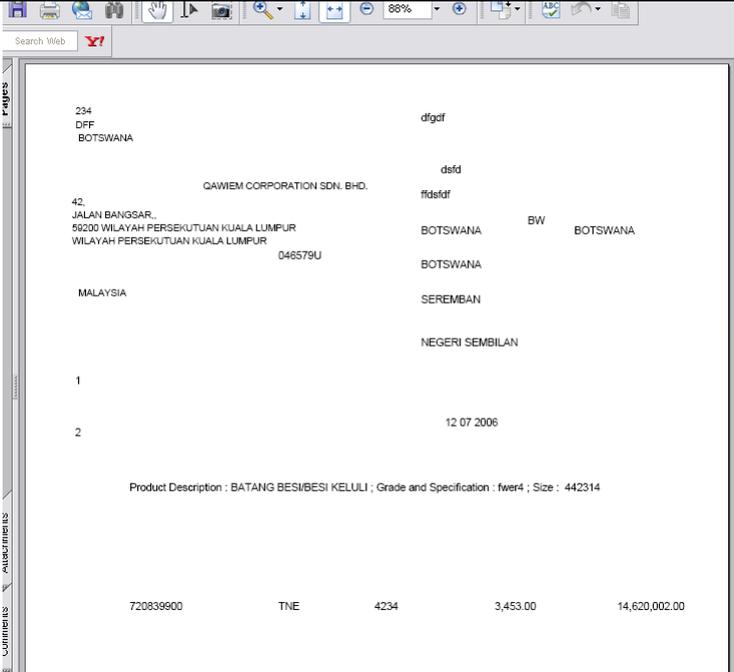
Step	Action					
	 <p>The screenshot shows a PDF document with the following content:</p> <p>234 DFF BOTSWANA</p> <p>dfgdf</p> <p>dsfd</p> <p>42 JALAN BANGSAR, 5200 WILAYAH PERSEKUTUAN KUALA LUMPUR WILAYAH PERSEKUTUAN KUALA LUMPUR 046579U</p> <p>fdsfdf</p> <p>BOTSWANA BW BOTSWANA</p> <p>BOTSWANA</p> <p>MALAYSIA</p> <p>SEREMBAN</p> <p>NEGERI SEMBILAN</p> <p>1</p> <p>2</p> <p>12 07 2006</p> <p>Product Description : BATANG BESIBESI KELULU ; Grade and Specification : fwer4 ; Size : 442314</p> <table border="1"> <tr> <td>720839900</td> <td>TNE</td> <td>4234</td> <td>3,453.00</td> <td>14,620,002.00</td> </tr> </table>	720839900	TNE	4234	3,453.00	14,620,002.00
720839900	TNE	4234	3,453.00	14,620,002.00		

Figure A.2.2-6 Data Form JK69 on PDF Format

A.3 APPENDIX A

1. Reference for Transaction Number

APP-EK2-W-051228-KL-0005

a
b
c
d
e
f

SECTION	DESCRIPTION
a	Type of module
b	Type of transaction
c	Type of submission
d	Date of submission
e	Branch code
f	Transaction running number

2. Reference for Counter Slip Number

IPV0506KC0001

a
b
c
d
e

SECTION	DESCRIPTION
a	IPV – Code for AP
b	Year of submission
c	Month of submission
d	Branch code
e	Transaction running number

A.4 APPENDIX B

BASIC REQUIREMENTS TO PROCESS APPLICATION**BASIC REQUIREMENTS TO PROCESS APPLICATION**

NO	HARDWARE	SOFTWARE	DESCRIPTIONS	BRAND
1.	Scanner	Appropriate driver and software installed	To scan supporting documents and attach to the application according to the name of document in .jpg, .tif	Any.
2.	Dot matrix printer	Appropriate driver installed	Dot matrix printer is required to print gazette forms thru Myapps menu.	Any. By default, the setting will follow OKI Microline 390 FB brand.
3.	Network	Broadband	512 Kbps (recommended)	Any
4.	PC	Windows XP	Windows XP SP2	Microsoft
6.		Adobe Acrobat Reader V.6 (at least)	To view details that will display at forms and to print	

PRINTER SETTING:

1. Page scaling must be "Fit to printer margins"
2. Paper size must follow the exact size when printing. Go to Properties when window for printing appear , set paper size according to the color:

PRINTER SETTING FOR OKI MICROLINE 390 FB

TYPE	SUB TYPE	SETTING
Font	Print Mode	Courier
Font	Pitch	15 CPI
Font	Style	Normal
Font	Size	Single
General Control	Emulation Mode	EPSON LQ
General Control	Graphics	Uni-directional
General Control	Max Receive Buffer	8K
General Control	Paper Out Override	No
General Control	Print Registration	0
General Control	Operator Panel Functions	Full Operation
General Control	Reset Inhibit	No
General Control	Print Suppress Effective	Yes
General Control	Page Width	10.6"
General Control	Wait Time	1 sec
General Control	Eject Direction	Front
Vertical Control	Line Spacing	6 LPI
Vertical Control	Skip Over Perforation	No
Vertical Control	Auto LF	No
Vertical Control	Auto CR (IBM)	No
Vertical Control	Auto Feed XT (EPSON)	Invalid
Vertical Control	Page Length	12"
Vertical Control	Sheet Page Length	11 2/3"
Symbol Sets	Character Set	Set II
Symbol Sets	Code Page	USA
Symbol Sets	Language Set	ASCII
Symbol Sets	Zero Character	Unslashed
Symbol Sets	Slashed Letter 0	No

A.4 APPENDIX C

Basic PC Requirement

- Windows XP (recommended)
- Internet connection (Broadband 512Kbps)
- Internet browser (Internet Explorer V6)
- Printer
- Scanner (to scan supporting documents).
- Adobe Reader V6 or higher.

Prerequisite to Begin Transaction

- Companies have to register with MITI to get ID number.
- Supporting documents are compulsory to attach for each applicants.
transaction type

For more information, visit

<http://www.miti.gov.my>

A.5 APPENDIX D

Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the user manual. This information may be provided by reference to the project's Glossary.

MITI	Ministry Of International Trade And Industry
MITIIS	MITI Integrated Trade and Industry Information System
TFIS	Trade Facilitation Information System
IIS	Industry Information System
CO	Certificate Of Origin
AP	Approved Permit
CA	Cost Analysis
GSP	Generalised System of Preferences
CEPT	Common Effective Preferential Tariff

CONTACT PERSON (IT)

NAME : CHE ASLINALIZA CHE AHMED
PHONE NO. : 62034625
EMAIL : aslina@miti.gov.my

NAME : SARLIZA MD ISA
PHONE NO. : 62000417
EMAIL : sarliza@miti.gov.my

NAME : KAVITA SEKARAN
PHONE NO. : 62000432
EMAIL : kavita@miti.gov.my