MINISTRY AND AGENCIES TRADE AND INDUSTRY INFORMATION EXCHANGE PROJECT (MATRIIX PROJECT)

USER MANUAL

AP QUOTA VEHICLES

APPROVAL PERMIT APPLICATION SYSTEM

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By



ΜΙΤΙ

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A. INTRODUCTION

A.1 Overview

Approval Permit Application System is a system that provide 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.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.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.

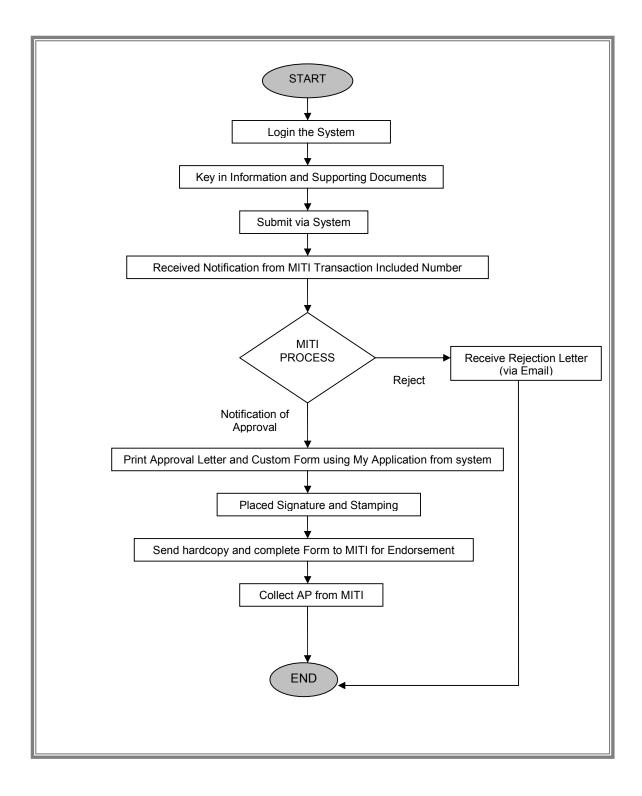
A.4 Common Fields and Definitions

Field	Description
Input Field	This Field requires the user to key in the necessary information based on its label Examples of usage : Company Name :
	 Input Field with Asterisk (*) is mandatory field.
Radio Button	• This field requires the user either to select for enabling it

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

Field	Descri	ption		
	 or deselect for disabling it. The select and deselect actions can be done by clicking on the circle. Only or radio button can be selected at one time. Example of usage : 			
	Method Of Notification	💿 Company's Email		
Check box	actions can be done by c Example of usage :	fields requires the user either it. The select and deselect clicking on the square box. s described above are orginating from Malaysia		
Dropdown List	This field requires the user displayed list. These option by clicking the arrow down b Example of usage : Please Sele CANADA EUROPEAN NORWAY TURKEY	s will be displayed in the list button.		
Hyperlink	The hyperlinks menu for the Blue color. Click on the high will automatically take action Reference Number (You :: Print Thank ication or just click here - C	based on displayed text. 0-0-2005 IR Reference Number A You Page ::		
Calendar	This Icon is use to select button, calendar will pop up the necessary date from the calendar will construct the necessary date from the calendar will be calendar where the calendar where the calendar will be calendar where the calendar where the calendar will be calendar where the calendar whe	o on screen. User can select e calendar.		

A.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.

	Login Sig	n up Links	Contact Us	Site Map Fee	edback English	*
e and industry	′ міті	MIDA	MATRAD	E MPC	SMIDEC	MIDF

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

LOGIN

User ID*	rasasayang
Password*	•••••
Agency*	Registered User 👻
	Forgot your password?
	Login

- 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.

	Logout Links Conta	ctUs Site Map	Feedback	My Profile	English	*
MITI MIDA	MATRADE MPC	SMIDEC	MIDF			

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.

	hange Password
	Current Password
	New Password
	Confirm Password
	Committeenerg
te Cancel	

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

	W KNOWLEDGE CENTER	🔒 👘 MY APPS	8
III Annou	incements	iiii Tasl	ks
Announcen	nent for Public User	No To D)o Task Foun

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

	2	
Applica	tion Sign-In	
Click on	the links to auto-login to the internal applications	
63	MITI TFIS	
Ga	MITI IIS	

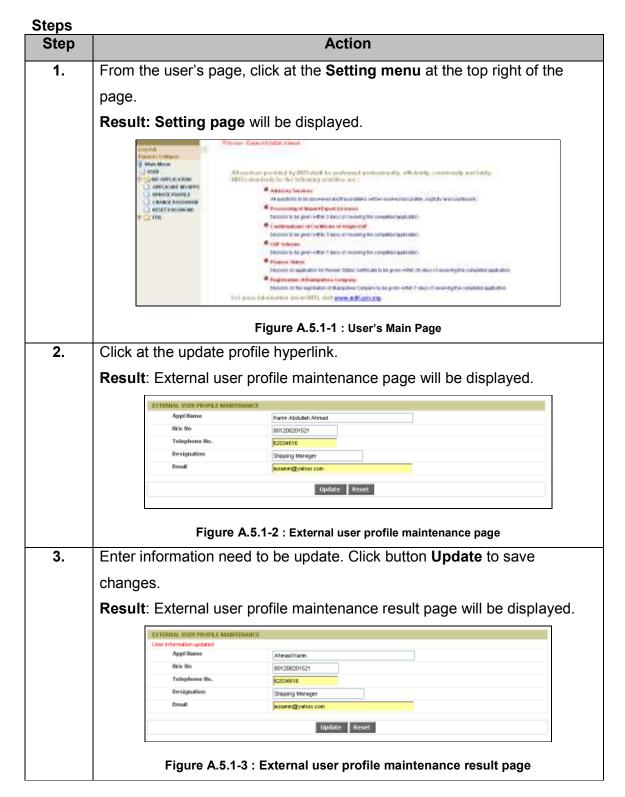
9. The process will be continued with a pop up window from MITI Internal Application.

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~	Application Si	gn-In		8
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		Pioneer Bt	atus	
		Decision on	application for Ponser Status Certificate to be given with	n 35 days of receiving the completed application.
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MITI

A.5.1 UPDATE PROFILE

Below are the step-by-step instructions for user to follow in order to update their profile.



A.6 AP IMPORT (QUOTA VEHICLES)

A.6.1 WEB APPLICATION

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

Steps		
Step		Action
1.	From main page menu cl	lick on TFIS – Import – Franchise Quota
	Vehicles or Non Franch	ise Quota Vehicles – Web Application.
	Result: The AP Import (Quota Vehicles page will be displayed.
	-	IPPROVAL PERMIT - QUOTA VEHICLE APPLICATION FORM
	APPLICATION INFO	
	Company Type Oxota Year	NON FRANCHISE
	Category Group	Please Select
	Sub Category Group	Please Select. M
	Number of JK89 to Be Process Is	Please Select M
	and the second se	
	Import Country From	Please Select
	MITI Branch Organization Type	Plenze Select
	organization type	D
		Continue Reset
		e A.6.1-1 : User's TFIS Menu Page
2.		ect from drop down list. - Select from dropdown list.
		oup– select from dropdown list. to Be Processed Is
	Import Country F	rom - select from drop down list
	MITI Branch - sele	ect from drop down list
	The Asterisk (*) represent for	mandatory field to be filled up.
	Click on Continue butte	on.
	Result: Summary Of Ap	plication form page will be displayed.
	Note: If click on	button and then pop up dialog box

Step	Action
	Insufficient Quota balance, please click on conversion form link menu.
	Result: Semakan Proses Permohonan Lesen Import Kenderaan CBU
	Oleh Pemilik Peruntukan Tahunan form page will be displayed.
	Please enter in all the data and then print the form, After that send back to
	MITI at fax no. 03 62033142. User can proceed to apply after get
	feedback from MITI Officer.
	SEMANAR PROSES PERMONOMENTESEN RECORD REPORT REPORT OF PERMONSION REPORT FOR THE REPORT OF THE REPOR
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	Crisic Tatur
	Figure A.6.1-2 : Conversion Form
	The Summary Of Application list is depending to how many Number of
	Form JK69 to be processed
	APPROVAL PERMIT - SUMMARY OF APPLICATION
	Sine Brand Model Chasis He. Engine He. 1 KERETA PENUNPADG Image: Chasis He. Image:
	2 KERETA PENUNPANG
	BARU (M) Combinue Result
	Figure A.6.1-3 : Summary of Application
	Fill in Quota Vehicles column information.
3.	Model
	Chassis number
	Engine Number

Step	Action
	The Asterisk (*) represent for mandatory field to be filled up.
	Click on Continue button.
	Result: Quota Vehicles JK-69 Information form page will be
	displayed.

			Actio	n		
			CO BEODEST			Form: (1) OF (1)
			69 INFORMATI	ON		ACC Guidelines
APPLICATION DETAILS Category		KERETA PENJAPANG	PARIS MONTH	AMORE		
Vear		2006				
Brand Model		KERETA PENLINPANG	DARU			
Channin Ho		frgr tr-845				
Engine no						
Your Application Will Be At	J Process	ibu Pejabat Kuala Lure	pur			
		DESPLAY INCTORY D	etails			HODE
FACTORY DETAILS						
Code Name and Address		City State Cou	atry Tel (Mice] Pase H	o Date of Co	mmencement
CONSIGNEE DETAILS						
Code		49579U QAWNEN CORPORATE	ON SDN. BHD.			
Address		42,				
		JALAN BANGSAR,				
Pestcode		59200		City		VALAVAH PERSEKUTUAN KUALA LUMPUR
State		WILAYAH PERSEKUT	JAN	Country		MALAYSIA
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Step		Action
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	On Application Details	Figure A.6.1-5 : JK69 Guidelines
	If	Action
	Display Factory Details	Click on DISPLAY button
		• Result : Factory Details will be displayed on table be (If any).
	Hide	click HIDE button
		Result: Factory Details for year previous will be hidden
6.	Fill in data from Cons	signor Details
	• Code – ROC/ROB	number
	Name	
	Address	
	Postcode	
	City	
	 Country – select f State 	rom aropaown list
	StateTelephone No.	
	 Fax Number 	
		mandatory field to be filled up.

Step		Action						
7.	Fill in required	data from Authorized Agent Details						
	• Code – RO	C/ROB number						
	Name							
	Address							
	Postcode							
	• City							
	State – select from dropdown list							
	Telephone	No.						
	• Fax Number	er						
	The Asterisk (*) re	present for mandatory field to be filled up.						
8.	Fill in required	data from Others Details field.						
	Purpose of	f Import – Select from dropdown list						
	Country of	Origin - Select from dropdown list						
	Place of O	rigin - Select from dropdown list						
	Consigned	From - Select from dropdown list						
	Tariff Code	e – Select from dropdown list						
	Mode of Transport - Select from dropdown list							
	Port Description – Select from dropdown list							
9	Fill in required information from Malaysian Custom Tariff column.							
	Unit Cost C.I.F (MYR)							
	 Total Value C.I.F (MYR) - Auto 							
10.	Select button b	ellow.						
	If to	Action						
	Continue	Click on Continue button to continue the next						
	next page	page.						
		 If apply more than 1 JK, next new JK form will be 						
		displayed. Repeat the same step until the last JK.						
		 At the last JK please key in method of Notification. 						
		Mittee et Rotten Alker						
		Units and their						
		Figure A.6.1-6 : Method of notification						

Step		Action
Step	Preview details	 Key in on Declaration Field. Name IC / Passport Number Designation Telephone Number Date – Click on Calendar button Evenue: Instants: issues: issues:
	details	 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	 Click on Reset button. Result : The data that user key in will reset
	Go to previous page	Click on Back button
11.	If continue to n	ext page, Supporting Documents page will be displayed.

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	Submit Res		
Notes: Only files with exte	processing and	xis/rtlipdlippt/pss/til are allowed	
Figur	e A.6.1-8 : Supporti	ng Documents Page	
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	Packing L	ist.	
AP Non Franchise	Bill of Lad	ina	
		ing.	
Click on Browse butt	ton to browse file	located in your PC. Su	upporting
document is compulse If user wants to clear a button. Click on the check box Submit button. Result: Thank you pa	all the supporting a supporting the support of the	declaration and then c	Reset click at
If user wants to clear a button. Click on the check box	all the supporting a with red text for a	declaration and then c	Reset click at
If user wants to clear a button. Click on the check box Submit button. Result: Thank you pa	all the supporting a supporting the support of the	declaration and then c	Reset click at
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Step	Action
	here link.
	Result: Print Dialog Page will be displayed. Select printer and then click
	on print button to print.
	General Options Select Partial Select Partial Page Reserved Pa
	© Pagey: 1 Exter etites a single page number or a single page nange. For example, 512
	Pint Cancel Activ
	Figure A.6.1-10 : Thank You Page

A.6.2 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
1.	From User Main page click on Expand menu.
	Result: The folder tree will be expanded.
	Ling Onit Welcome Determined for the service of the se
	CSP Scheme Decision to be given within 7 days of receiving the completed replication. Parameer Status Parameer Status Centrate Decision on application for Planeer Status Centrate to be given within 75 days of receiving the completed application. Regeneration of Burnipalarus Company Decision on the registration of Burnipalarus Company to be given within 7 days of receiving the completed application. For make Informations about 50171, violal <u>www.mitit.gov.my</u>
	Figure A.6.2-1 : User's main page
2.	Click on the Applicant Myapps menu under User folder.
	Result: My External Applications with Application Applicant previous successful transactions will be displayed.
	NY EXTERNAL APPLICATIONS
	SEARCH Reference Humber Application Type Ref No Company Name Application Type Date Front Company Name Application Type Date Submit Application Status Front Front Fro
	Figure A.6.2-2 : My Internal Applications page
3.	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:
	Reference Number – Refer Appendix A
	Application Type

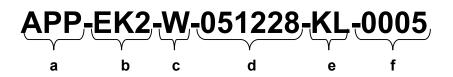
Step	Action						
	Date – key in date of transaction (dd/mm/yyyy format)						
	Result: The Application that user applies will be displayed.						
	CEARCH	MY EXTER	NAL APPLICATIONS				
	Reference Humber Application Type	060608-					
	Date Ref No		To: To: To:	Search Bate Submit	Application Status		
	6/P-324.84.060606-84.0001 APT-30474-060606-84.0002 APT-324-060606-84.0002 APT-325-060606-84.0001 APT-325-060606-84.0001 APT-324-060606-84.0001	GAWEN CORPORATION SON, BHD. GAWEN CORPORATION SON, BHD. GAWEN CORPORATION SON, BHD. GAWEN CORPORATION SON, BHD. GAWEN CORPORATION SON, BHD.	NANUAL OPEINE NANUAL NANUAL NANUAL NANUAL	06406/2006 06406/2006 06406/2006 06406/2006 06406/2006 06406/2006	APPROVED NEW APPROVED APPROVED NEW NEW		
	Figure A.	самием сояроватося все, вно. самием сояроватося все, вно.	manual manual rnal Applica	ation Res	UNDER-PROCESS		
4.	Click on the reference Result: AP Application				n details.		
			CATION STATUS		10:38:37		
	Bala 1611/2005 Officer Name APP-ION-IV-051 Roference Number APP-ION-IV-051 DD04 Applicant Name Mohil Osyvun A		Company Ha	me late Received	GAVEN COPPOPATION SDN. BHD. 15/11/2005		
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	4.870023338	APPROVED	Close	Click Here to Print			
		re A.6.2-4 : AP		-	ew.		
5.	Check at Application S	Status, The st	atus will b	е			
0.				Action	to take		
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					-		
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	New Under Process Query – Under Proce	o printing F		iew Que	-		
	New Under Process Query – Under Proce Rejected	o printing P	rint the fo	iew Que	- - ery Informatio -		
	New Under Process Query – Under Proce Rejected Approve and ready to	o printing P	rint the fo	iew Que	- - ery Informatio -		

7. 3.	menu.	pporting do cument wi	ll be display		rting docume						
	link menu. Result: Supporting do If user wants to view Ap menu.	cument wi	ll be display		rting docume						
3.	link menu. Result: Supporting do If user wants to view Ap menu.	cument wi	ll be display		g coocine						
3.	Result: Supporting do If user wants to view Ap menu.			ved.							
3.	If user wants to view Ap menu.			ved.							
8.	menu.	plication D	etail, click c								
				If user wants to view Application Detail, click on JK No -HS Code link							
			menu.								
	Result: Application De	tails will b	e displayed								
			e alepiayea								
	APPLICATION DETAILS				JK 68 Form No : 1						
	Type of Import Product Tariff Code	NEW 870323922									
	liodel	briw									
	Charata No	1236									
	Engine No Smklip	107141109000422005									
	Licensetto	Q030100070906KL									
	teaueDate	25/09/2008									
	HsDescription	KERETA PENUMPANG									
	Your Application Will Be Pros At	Seale Co Pagadat Ruala Lump									
	FACTORY DETAILS										
	Code Name and Address	City State Co	antry Tel (Office)	Fax No Stat	a						
	CONSIGNEE DETAILS										
	Code	040579U QAWEM CORPORATIO	I SON BHD								
	Address	42,									
		JALAN BANGSAR,									
	Postcode	59200	ca	Ŷ	WILAYAH PERSEKUTUAN KUALA						
	State	WLAYAH PERSEKUTU	N KUALA Co	untry	LUNPUR						
		LUNPUR									
	Tel No. [Office] COMSIGNOR DETAILS		En	ai a							
	Code										
	Name	pengedar dari									
	Address	jepun									
	Postcode		CI								
	Country Telephone No.	JAPAN		rte «No.							
	AUTHORIZED AGENT DETAILS (OPTIO	IAL)	T A	C 162.							
	Code										
	Name										
	Address										
	Postcode		Ci								
	Country	MALAYSIA	St								
	Telephone No. OTHER DETAILS		Fa	(110)							
	Purpose of Import	BUSINESS									
	Country of Origin	JAPAN	Place of 0	igin JAPA	AN .						
	Consigned From	JAPAN									
	Mode of Transport PORT / PLACE OF IMPORT AND LOCA	MARTINE TRANSPORT TION (DISTRICT AND STATE)									
	Port / Place of Import	District			State						
	PORT KELANG	Klang			SELANGOR						
	Port Code	INTERS									
	DESCRIPTION OF GOODS chassis no:1236model no:bmw										
	Malaysian Customs Tariff	Applied Quantity	Unit Cost C.I.F (MYR)	Total Value CJJF (II	(18)						
	Tariff Code No. Tariff Unit										
	670323922 UNT	1.0	16000.0	10000.0							
	APPLICANT DETAILS Applicant Name	DATO AHNAD	Applicant Desig	nation per	NGARAH						
	IC/Passport No	123654	TelePhone No		3854						
	Remarks										
			Cancel								
	Fi	gure A.6.2-5	: Application	Details							

Step			Α	ction			
	Result: Dat	a Form JK69 o	n PDF f	ormat	will be dis	played and	ready to
	print.						
			(I.S 1) E	10 66% +	·	0+30	
		Search that					
	ž	254 DPF BOTSHANA		dişt			
		42, JALAN BARRIDAR,	EN CORPORATION SERV.	e+D. max	PW		
		SSOSO WILAYAH PERSEKUTUAN KUALA (WILAYAH PERSEKUTUAN KUALA (WANA E	HOTSWANA	
		WELKYEL		SER	INDAN		
				NEG	ERI SEMBILAN		
		2			12 07 2006		
	8	100	RATANG DESUBESI NE	SULU ; Grade and Sp	cification fiver¥;Siza: 46	2314	
		720896608	THE	4594	3,458.00	14,629,000,00	
		Figure A.6.2	-6 Data F	orm JK6	9 on PDF F	Format	

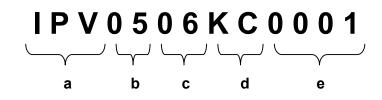
A.7 APPENDIX A

1. Reference for Transaction Number



SECTION	DESCRIPTION
а	Type of module
b	Type of transaction
С	Type of submission
d	Date of submission
е	Branch code
f	Transaction running number

2. Reference for Counter Slip Number



SECTION	DESCRIPTION
а	IPV – Code for AP
b	Year of submission
С	Month of submission
d	Branch code
е	Transaction running number

A.8 APPENDIX B

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		

PRINTER SETTING FOR OKI MICROLINE 390 FB

A.9 APPENDIX C

Basic PC Requirement

- Windows XP (recommended)
- Internet connection (Broadband 512 Kbps or higher)
- Internet browser (Internet Explorer)
- Printer (to print letter)
- 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

Feedback and Contact Information

Helpdesk

- 03-62034625
- 03-62000417
- 03-62000432

Email

apbpm@miti.gov.my

For more information, visit

http://www.miti.gov.my

A.10 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.

ΜΙΤΙ	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	Generalized System of Preferences
CEPT	Common Effective Preferential Tariff

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