

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

**USER MANUAL**

**GSP / CEPT / AICO MODULE**

**TRADE FACILITATION INFORMATION SYSTEM (TFIS)**

**MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY**

**Prepared By**



**MITI**

OKT 2008  
Version 2.1

## **A. INTRODUCTION**

### **A.1 OVERVIEW**

The Generalized System of Preferences (GSP) was negotiated under the auspices of UNCTAD (United Nations Conference on Trade and Development).

The objectives of the GSP programme are:-

- to increase the export earnings of preference-receiving countries.
- to promote their industrialization and
- to accelerate their rate of economic growth

The Common Effective Preferential Tariff (CEPT) Scheme is a cooperative arrangement among ASEAN Member States that would reduce intra-regional tariffs and remove non-tariff barriers over a 10-year period commencing 1 January 1993. The goal of the Scheme is to reduce tariffs on all manufactured goods to 0-5% by the year 2002 for the original six member states, Malaysia, Singapore, Brunei, Thailand, Philippines and Indonesia.

The new members of ASEAN, namely Vietnam, Lao PDR, Myanmar and Cambodia have been given the same 10 year flexibility to reduce tariffs from the time of their membership of ASEAN.

#### **A.1.1 WHAT IS GSP, CEPT AND AICO**

GSP / CEPT / AICO System is a system that provides this function to users:-

- Supports the trade facilitation activities with an online web-based application system
- Enable online registration and application to MITI applications.
- Ensure fast and easy notification of approved application as approval automatically triggers sending of e-mail.
- Enable online enquiry of application status

#### **A.1.2 OBJECTIVE**

The objectives of GSP / CEPT / AICO 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

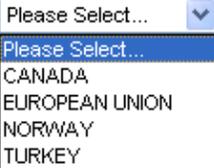
The benefits that user can get from GSP / CEPT / AICO System is:-

- To allow applicant 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.

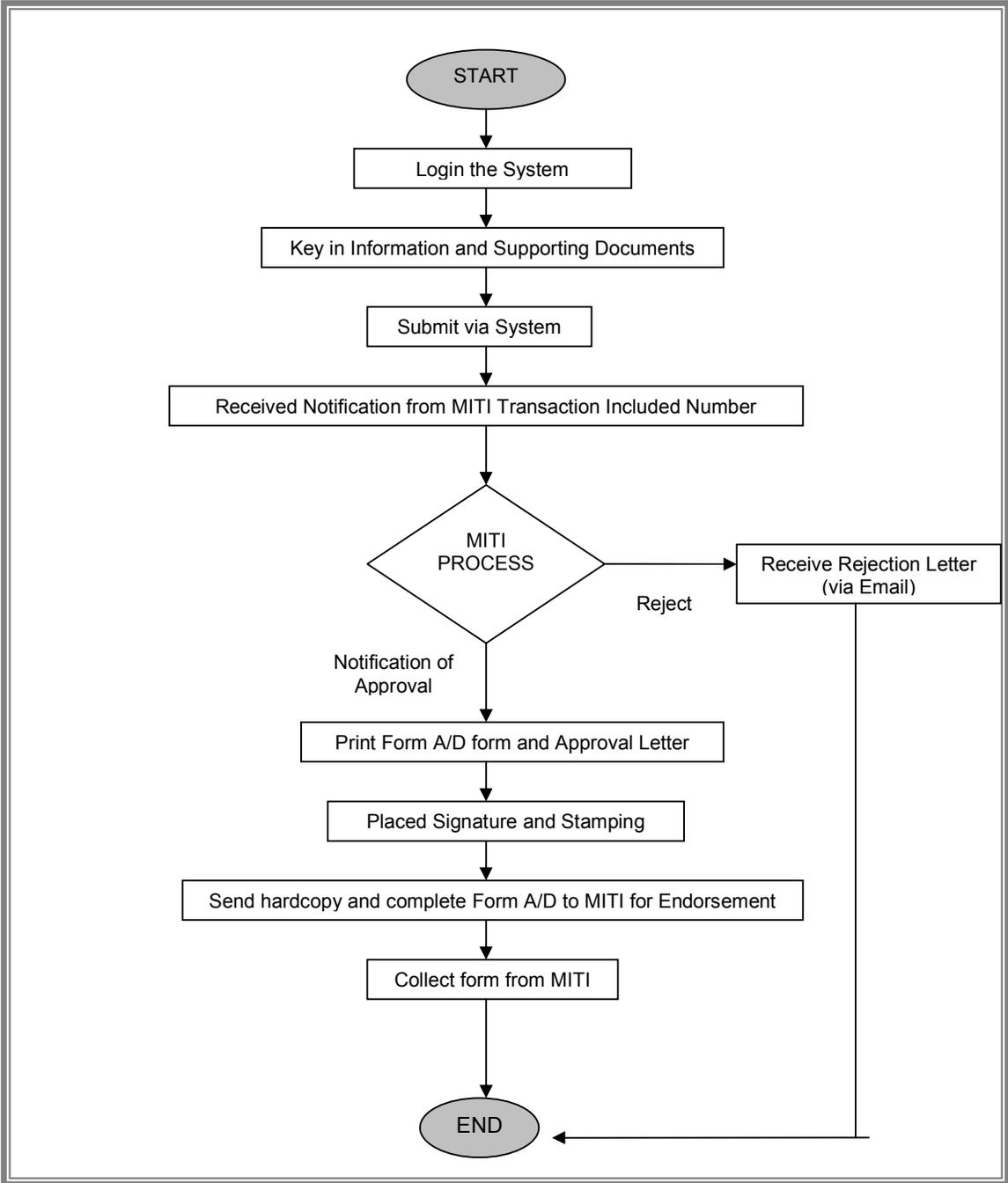
### A.1.4 COMMON FIELDS AND DEFINITIONS

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"> <li>• This Field requires the user to key in the necessary information based on its label</li> <li>• Examples of usage : Company Name : <input type="text"/></li> <li>• Input Field with Asterisk (*) is mandatory field.</li> </ul>
Radio Button	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Example of usage : </li> </ul>
Check box	<ul style="list-style-type: none"> <li>• 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.</li> <li>Example of usage : <input type="checkbox"/> I,the undersigned, certify that the goods described above are originating from Malaysia</li> </ul>
Dropdown List	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Example of usage :</li> </ul>

Field	Description
	
Hyperlink	<ul style="list-style-type: none"><li>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.</li></ul> 
Calendar	<ul style="list-style-type: none"><li>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.</li></ul> 

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\*

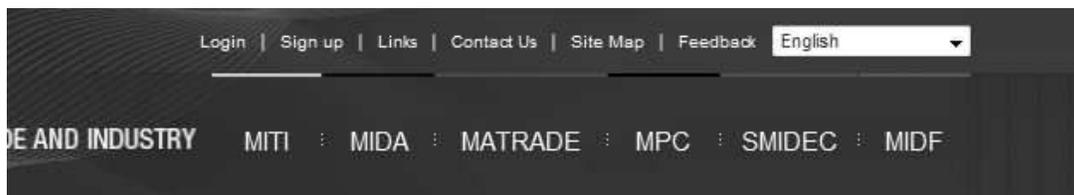
Password\*

Agency\*

[Forgot your password?](#)

Not a member yet? [Sign-up now!](#)  
[Click here to activate your account.](#)

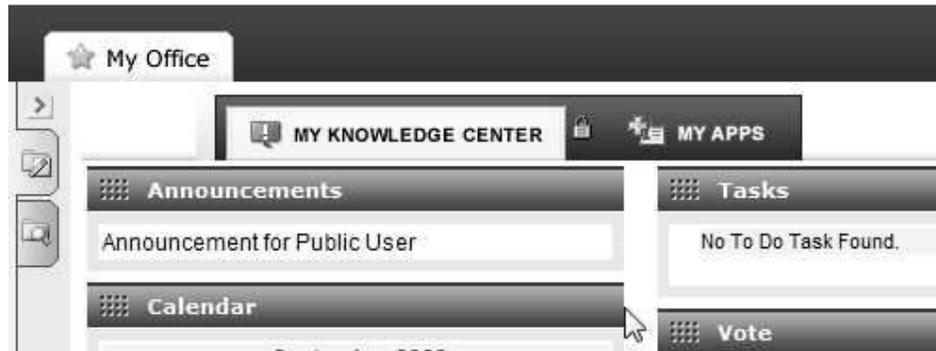
4. Once logged in, you will be redirected to a dashboard called My Office.
5. You should change your password the first time you logged in. To change password, click on My Profile.



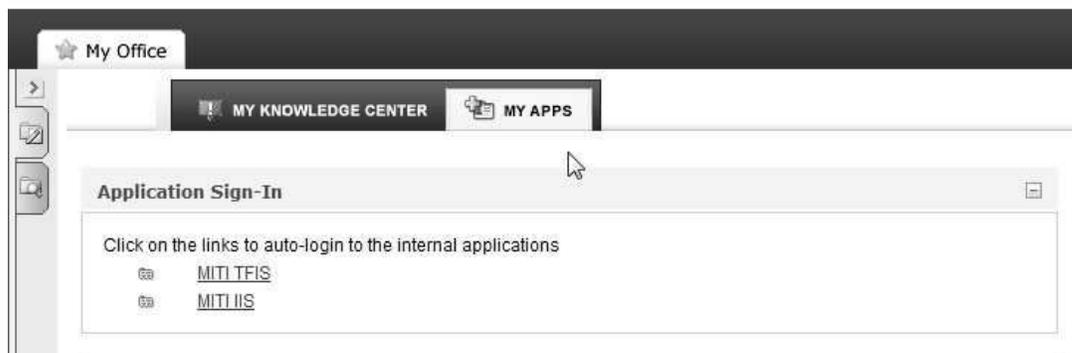
6. Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.

Change Password	
Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
	<input type="button" value="Update"/> <input type="button" value="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](#)


Ministry Of International Trade And Industry

Welcome hafizza

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](http://www.miti.gov.my)

Log Out  
Change Password  
Expand | Collapse

**Main Menu**

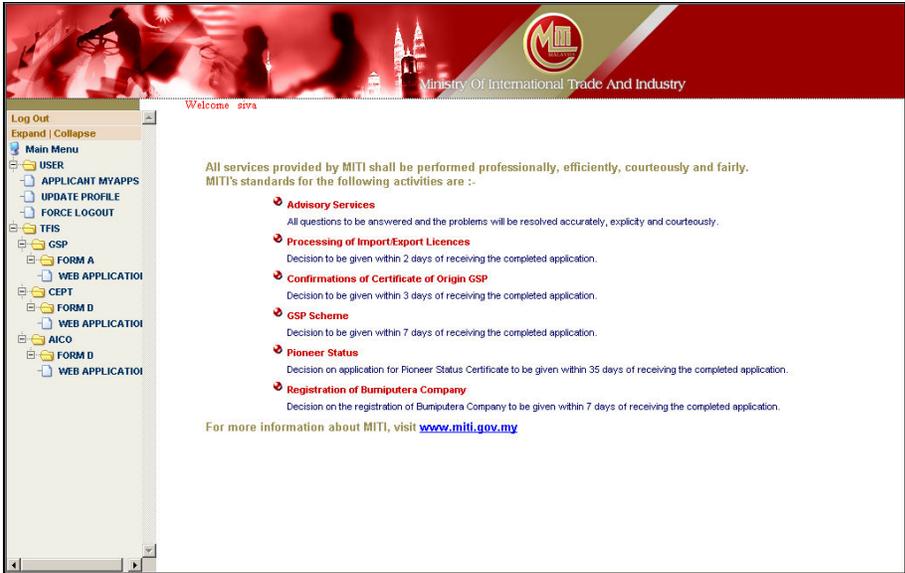
- My Application
- TFIS

## A.2 APPLY FORM A / FORM D

### 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 User's Main Page Click on <b>Expand</b> menu.</p> <p><b>Result:</b> The folder tree will be expanded.</p>  <p style="text-align: center;"><b>Figure A.2.1-1 : User's TFIS Menu Page</b></p>
<p>2.</p>	<p>Click on the <b>Web Application</b> menu below <b>Form A</b> and <b>GSP</b> folder.</p> <p><b>Result:</b> <b>Form A</b> entry page will be displayed.</p> <p><i>For CEPT / AICO, select Application menu below Form D and CEPT / AICO entry page will be displayed.</i></p> <p>(Please select the correct menu that refers to the transaction you are going to make. This manual will show the example for GSP transaction,</p>

Step	Action
	<p>Applying for Form A)</p> <div data-bbox="383 338 1372 470"><p style="text-align: center;"><b>VALIDATION TO COMPLETE EXPORT SCHEME</b></p><p style="text-align: center;"><b>PLEASE ENTER YOUR APPROVED COST ANALYSIS FOR EXPORT SCHEME</b></p><p>REFERENCE NUMBER : GSP-161429 P-00001</p><p style="color: red; font-size: small;">Note: Please make sure to select the correct Reference number</p><p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="View"/></p></div> <p style="text-align: center;"><b>Figure A.2.1-2 : Validation to Complete Export Scheme</b></p>
<p><b>3.</b></p>	<p>Select previous related approved cost analysis application number and click on <input type="button" value="OK"/> button to proceed. Click on <input type="button" value="View"/> button to view the details. <b>Result:</b> Form A application form will be displayed.</p>

Step	Action													
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Endorsed Reference Number : GSP-161423 P-00267</p> <p style="text-align: center;"><b>FORM A</b> Goods consigned from (Exporter's business name, address, country)</p> <p><b>COMPANY ADDRESS</b></p> <p>Roc No 161423P              Name ANZIAS SDN BHD              Address BLK C TKT 10 BGN FOH CHONG              JLN BRAHIM</p> <p>Postcode 89000 City PASIR PUTEH              State KELANTAN Country MALAYSIA              Tel No. (Office) 008-03-7777668 Email              Tel No. (Mobile) -- Fax No. 008-03-11123456              HsCode/AhtnCode(Malaysia) 10083013 - P1-m1              MITI Branch Ibu Pejabat Kuala Lumpur</p> <p><b>GOODS CONSIGNED TO (CONSIGNEE'S NAME, ADDRESS, COUNTRY)</b></p> <p>Notify Party              Company Registration Number              Name              Address 1              Address 2              Address 3              Postcode              City              State              Country              Telephone No.              Fax No.</p> <p><b>AGENT PROFILE (AGENT NAME, ADDRESS, COUNTRY)</b></p> <p>Company Registration Number              Name              Address 1              Address 2              Address 3              Postcode              State              City              Country MALAYSIA              Telephone No.              Fax No.</p> <p><b>MEANS OF TRANSPORT AND ROUTE (AS FAR AS KNOWN)</b></p> <p>Vessel's Name / Aircraft, etc              Port of Discharge              Export Date              Mode of Transport</p> <p><b>PRODUCT DESCRIPTION DETAILS</b></p> <p>HS Code / AHTN Code(Import Country)              Product Summary              Origin Criterion</p> <p><small>All columns (Number and kind of packages, description of goods) are mandatory.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th style="text-align: left;">Marks and Numbers of packages</th> <th colspan="2" style="text-align: center;">Number and kind of packages, description of goods</th> </tr> <tr style="background-color: #f28b82; color: white;"> <th></th> <th style="text-align: center;">Number of packages</th> <th style="text-align: center;">Kind Of Packages</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p><small>All columns (Invoice Number and Invoice Date) are mandatory.</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th style="text-align: left;">Invoice Number</th> <th style="text-align: left;">Invoice Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p><b>DECLARATION BY EXPORTER</b></p> <p><input type="checkbox"/> The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in MALAYSIA and that they comply with the origin requirements specified for those goods in the Generalized Preferential Tariff Scheme for goods exported to (Importing Country).</p> <p><b>RECORD OF CERTIFICATE OF ORIGIN</b></p> <p><b>CONTACT PERSON</b></p> <p>Name              Designation              IC No              Telephone No</p> <p><b>DECLARATION</b></p> <p>Name ABU SAMAH IC No 588656-11-3434              Designation 1234 Phone No 123              Date 27/12/2006</p> <p><input type="checkbox"/> Undertaking by Exporter to Submit the Bill of Lading / Airway Bill / Endorsed Custom Declaration Form For The Issuance of Form A Prior To Exporting Date to Submit the Bill of Lading / Airway Bill / Endorsed Custom Declaration Form K2 and The Copy of Issued Form A.</p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Preview"/> <input type="button" value="Reset"/> </p> </div>	Marks and Numbers of packages	Number and kind of packages, description of goods			Number of packages	Kind Of Packages	1	1	1	Invoice Number	Invoice Date	1	1
Marks and Numbers of packages	Number and kind of packages, description of goods													
	Number of packages	Kind Of Packages												
1	1	1												
Invoice Number	Invoice Date													
1	1													
<p><b>4</b></p>	<p>Select the related <b>HS Code / AHTN Code for Malaysia</b> and MITI Branch to process. Key in all required details in the <b>Goods Consigned To</b></p>													

Figure A.2.1-3 : Goods Consignee Form

Step	Action
	<p><b>column</b></p> <ul style="list-style-type: none"> <li>• Notify Party</li> <li>• Company registration number</li> <li>• Name</li> <li>• Address</li> <li>• Postcode</li> <li>• City</li> <li>• State</li> <li>• Country (select from drop down list)</li> <li>• Telephone No.</li> <li>• Fax No.</li> </ul> <div data-bbox="500 871 1295 1451" data-label="Form"> <p>The screenshot shows a web form titled 'FORM A' with the sub-header 'Goods consigned from (Exporter's business name, address, country)'. It is divided into two main sections: 'COMPANY ADDRESS' and 'GOODS CONSIGNED TO (CONSIGNEE'S NAME, ADDRESS, COUNTRY)'. The 'COMPANY ADDRESS' section includes fields for Roc No, Name, Address, Postcode, State, City, Country, Tel No. [Office], Tel No. [Mobile], HsCode/AhtnCode(Malaysia), and MITI Branch. The 'GOODS CONSIGNED TO' section includes fields for Notify Party, Company Registration Number, Name, Address 1, Address 2, Address 3, Postcode, City, State, Country, Telephone No., and Fax No. Fields marked with an asterisk (*) are mandatory.</p> </div> <p style="text-align: center;"><b>Figure A.2.1-4 : Goods Consignee Form</b></p> <p><b>Note:</b> All fields marked with (*) are mandatory (must be keyed in)</p>
<p><b>5</b></p>	<p>Key in the details in the <b>Agent Profile</b> (optional)</p> <ul style="list-style-type: none"> <li>• Code (Company registration number)</li> <li>• Name</li> <li>• Address</li> <li>• Postcode</li> <li>• City</li> </ul>

Step	Action
	<ul style="list-style-type: none"> <li>Country (select from drop down list)</li> <li>State (select from drop down list)</li> <li>Telephone No.</li> <li>Fax No.</li> </ul>  <p style="text-align: center;"><b>Figure A.2.1-5 : Agent Profile</b></p>
<p><b>6.</b></p>	<p>Key in the details in the <b>Means of Transport and Route</b> column</p> <ul style="list-style-type: none"> <li>Vessel's Name / Aircraft, etc</li> <li>Port of Discharge</li> <li>Export Date ( click on  button to select date)</li> <li>Mode of Transport (select from drop down list)</li> </ul>  <p style="text-align: center;"><b>Figure A.2.1-6 : Tranport and route</b></p>
<p><b>7.</b></p>	<p>Key in the details in the <b>Product Description Details</b> column</p> <ul style="list-style-type: none"> <li>HS Code / AHTN Code(Import Country)</li> <li>Product Summary</li> <li>Marks and Numbers of Packages</li> <li>Number of Packages</li> <li>Kind of Packages</li> <li>Description of Goods</li> </ul> <p><small>All columns (Number and kind of packages, description of goods) are mandatory.*</small></p>  <p style="text-align: center;"><b>Figure A.2.1-7 : Mark and number of Packages</b></p>

Step	Action												
	The Asterisk (*) represent for mandatory field to be filled up.												
<p><b>8.</b></p>	<p>Key in all the details in the <b>Gross Weight</b> column</p> <ul style="list-style-type: none"> <li>• Quantity</li> <li>• Unit of Measurement (if different with displayed UOM, click others)</li> <li>• FOB Value (RM)</li> <li>• Other FOB Value</li> </ul> <div data-bbox="415 558 1338 716" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th colspan="2" style="text-align: left; padding: 2px;">GROSS WEIGHT OR OTHER QUANTITY</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Quantity *</td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Unit of Measurement</td> <td style="padding: 2px;"><input type="text"/> <input type="checkbox"/> others</td> </tr> <tr> <td colspan="2" style="padding: 2px; color: red; font-size: small;">Please Enter Both FOB Value (RM) and Other FOB Value .*</td> </tr> <tr> <td style="padding: 2px;">FOB Value (RM)</td> <td style="padding: 2px;"><input type="text"/></td> </tr> <tr> <td style="padding: 2px;">Other FOB Value</td> <td style="padding: 2px;"><input type="text"/> USD <input type="button" value="v"/></td> </tr> </tbody> </table> </div> <p style="text-align: center;"><b>Figure A.2.1-8 : Gross Weight or Other Quantity</b></p> <p>The Asterisk (*) represent for mandatory field to be filled up.</p>	GROSS WEIGHT OR OTHER QUANTITY		Quantity *	<input type="text"/>	Unit of Measurement	<input type="text"/> <input type="checkbox"/> others	Please Enter Both FOB Value (RM) and Other FOB Value .*		FOB Value (RM)	<input type="text"/>	Other FOB Value	<input type="text"/> USD <input type="button" value="v"/>
GROSS WEIGHT OR OTHER QUANTITY													
Quantity *	<input type="text"/>												
Unit of Measurement	<input type="text"/> <input type="checkbox"/> others												
Please Enter Both FOB Value (RM) and Other FOB Value .*													
FOB Value (RM)	<input type="text"/>												
Other FOB Value	<input type="text"/> USD <input type="button" value="v"/>												
<p><b>9.</b></p>	<p>Key in all the details in the <b>Number and Date</b> of Invoices column</p> <ul style="list-style-type: none"> <li>• Invoice Number</li> <li>• Invoice Date ( click on  button to select date)</li> </ul> <p>The Asterisk (*) represent for mandatory field to be filled up.</p>												
<p><b>10.</b></p>	<p>Click at the check box for declaration where the wordings are highlighted with red text in the <b>Declaration By Exporter</b> column.</p> <p>Key in all the details of <b>Contact Person in the Record of Certificate of Origin</b> column.</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Designation</li> <li>• IC No</li> <li>• Telephone No</li> </ul>												

Step	Action																				
	<div style="border: 1px solid black; padding: 5px;"> <p><b>DECLARATION BY EXPORTER</b></p> <p><input type="checkbox"/> The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in MALAYSIA and that they comply with the origin requirements specified for those goods in the Generalized Preferential Tariff Scheme for goods exported to (Importing Country)</p> <hr/> <p><b>RECORD OF CERTIFICATE OF ORIGIN</b></p> <p><b>CONTACT PERSON</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name *</td> <td><input type="text"/></td> </tr> <tr> <td>Designationv *</td> <td><input type="text"/></td> </tr> <tr> <td>IC No *</td> <td><input type="text"/></td> </tr> <tr> <td>Telephone No *</td> <td><input type="text"/></td> </tr> </table> <hr/> <p><b>DECLARATION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name</td> <td style="width: 20%;">siva *</td> <td style="width: 20%;">IC No</td> <td style="width: 30%;">55555 *</td> </tr> <tr> <td>Designation</td> <td>tester *</td> <td>Phone No</td> <td>1111 *</td> </tr> <tr> <td></td> <td></td> <td>Date</td> <td>16/02/2006</td> </tr> </table> <p><input type="checkbox"/> Undertaking by Exporter to Submit the bill of Lading / Airway Bill / Endorsed Custom Declaration Form For The Issuance of Form A Prior To Exporting Date to Submit the Bill of Lading / Airway Bill / Endorsed Custom Declaration Form K2 and The Copy of Issued Form A: <input type="text"/> </p> </div> <p style="text-align: center;"><b>Figure A.2.1-9 : Declaration by Exporter</b></p>	Name *	<input type="text"/>	Designationv *	<input type="text"/>	IC No *	<input type="text"/>	Telephone No *	<input type="text"/>	Name	siva *	IC No	55555 *	Designation	tester *	Phone No	1111 *			Date	16/02/2006
Name *	<input type="text"/>																				
Designationv *	<input type="text"/>																				
IC No *	<input type="text"/>																				
Telephone No *	<input type="text"/>																				
Name	siva *	IC No	55555 *																		
Designation	tester *	Phone No	1111 *																		
		Date	16/02/2006																		

**11.** In the declaration column, click at the check box for declaration where the wordings are highlighted with red text and click on button to select calendar.

Click on **Preview** button to preview and check if all details entered are correct. Click on **Submit** button to submit application form if all details entered is correct.

**Result: Supporting Documents** page will be displayed.

**SUPPORTING DOCUMENTS BEFORE EXPORT / AFTER EXPORT**

1.BORANG K1 / BORANG K2	<input type="text"/>	<input type="button" value="Browse..."/>
2.INBOIS	<input type="text"/>	<input type="button" value="Browse..."/>
3.AIRWAY OR BOOKING SPACE / BILL OF LADING	<input type="text"/>	<input type="button" value="Browse..."/>

---

**DECLARATION**

Name :	siva	ID / Passport No.	55555
Designation :	tester	Telephone No:	1111
Date :	16/02/2006		

I certify that this declaration is true and complete.

**Figure A.2.1-10 : Supporting Document**

**12.** Click on  button to browse file located in your PC

Click on the declaration check box and click on **Submit** button to submit.

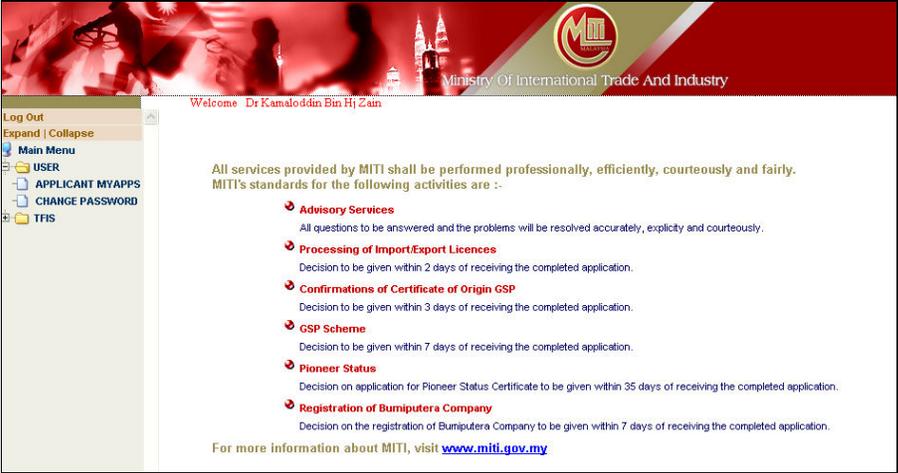
**Result: Thank you** page with **Application Reference Number** will be displayed.

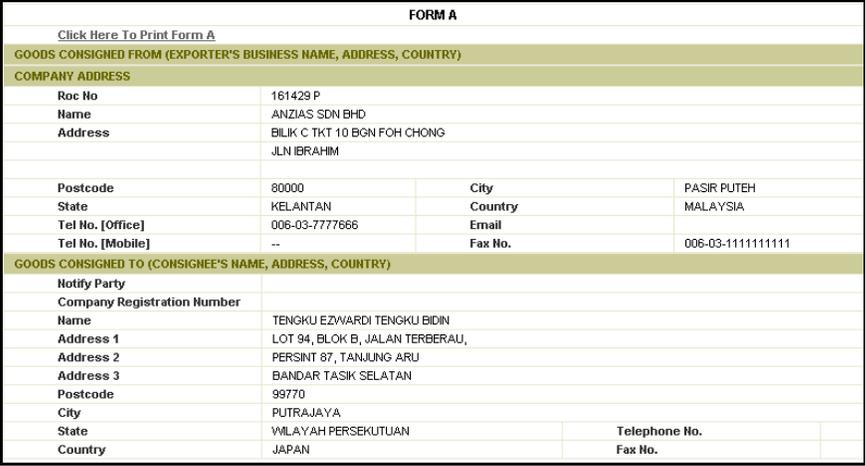
Step	Action														
	<table border="1" data-bbox="383 285 1372 453"><tr><td colspan="2" data-bbox="383 285 1372 310" style="text-align: center;"><b>THANK YOU</b></td></tr><tr><td colspan="2" data-bbox="383 310 1372 336" style="text-align: center;"><b>Your Application has been received</b></td></tr><tr><td colspan="2" data-bbox="383 336 1372 361" style="text-align: center;"><b>APPLICATION REFERENCE NUMBER</b></td></tr><tr><td data-bbox="383 361 683 386">Company Name</td><td data-bbox="683 361 1372 386">ANZIAS SDN BHD</td></tr><tr><td data-bbox="383 386 683 411">Reference Number</td><td data-bbox="683 386 1372 411">GSP-GCF-WV-060216-KL-0001</td></tr><tr><td data-bbox="383 411 683 436">Date</td><td data-bbox="683 411 1372 436">16/02/2006</td></tr><tr><td colspan="2" data-bbox="383 436 1372 453"><small>Please use the reference number for inquiry. This Notification will also be sent to you via email (if You/company provided an email)</small></td></tr></table> <p data-bbox="678 489 1073 514" style="text-align: center;"><b>Figure A.2.1-11 : Thank You Page</b></p> <p data-bbox="383 548 1372 627">To print the reference number, click on Print the reference Number – <b><i>Click here link.</i></b></p>	<b>THANK YOU</b>		<b>Your Application has been received</b>		<b>APPLICATION REFERENCE NUMBER</b>		Company Name	ANZIAS SDN BHD	Reference Number	GSP-GCF-WV-060216-KL-0001	Date	16/02/2006	<small>Please use the reference number for inquiry. This Notification will also be sent to you via email (if You/company provided an email)</small>	
<b>THANK YOU</b>															
<b>Your Application has been received</b>															
<b>APPLICATION REFERENCE NUMBER</b>															
Company Name	ANZIAS SDN BHD														
Reference Number	GSP-GCF-WV-060216-KL-0001														
Date	16/02/2006														
<small>Please use the reference number for inquiry. This Notification will also be sent to you via email (if You/company provided an email)</small>															

## 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 <b>User Main page</b> click on <b>Expand</b> menu.</p> <p><b>Result:</b> The folder tree will be expanded.</p>  <p>The screenshot shows the 'User Main page' with a navigation menu on the left. The 'Expand' menu item is highlighted, and the 'Main Menu' is expanded to show 'USER', 'APPLICANT MYAPPS', 'CHANGE PASSWORD', and 'TFIS'. The main content area displays a welcome message for 'Dr Kamaluddin Bin Hj Zain' and a list of services provided by MITI, including Advisory Services, Processing of Import/Export Licences, Confirmations of Certificate of Origin GSP, GSP Scheme, Pioneer Status, and Registration of Bumiputera Company. A link to the MITI website is provided at the bottom.</p> <p style="text-align: center;">Figure A.2.2-1 :: User's main page</p>
<p>2.</p>	<p>Click on the <b>Applicant Myapps</b> menu under <b>User</b> folder.</p> <p><b>Result:</b> <b>My External Applications</b> with <b>Application Applicant</b> previous successful transactions will be displayed.</p>  <p>The screenshot shows the 'MY EXTERNAL APPLICATIONS' page. It features a search form with fields for 'Reference Number', 'Application Type' (set to 'ALL'), and 'Date' (with 'From' and 'To' date pickers). A 'Search' button is present. Below the search form is a table with columns: 'Ref No', 'Company Name', 'Application Type', 'Date Submit', and 'Application Status'. The table shows a single row with 'Previous' and 'Next' links.</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 <b>Search By</b> drop down list and key in the appropriate value which are:</p> <ul style="list-style-type: none"> <li>• <b>Reference Number</b> – Refer Appendix A</li> <li>• <b>Application Type</b></li> </ul>

Step	Action
	<ul style="list-style-type: none"> <li>• <b>Date</b> – key in date of transaction (dd/mm/yyyy format)</li> </ul> <p><b>Result:</b> The Application that user applies will be displayed.</p>  <p style="text-align: center;"><b>Figure A.2.2-3 : My External Application Result page</b></p>
<p><b>4.</b></p>	<p>Check at <b>Application Status</b>, The status will be</p> <ul style="list-style-type: none"> <li>• New</li> <li>• Under Process</li> <li>• Query</li> <li>• Rejected</li> </ul>
<p><b>5.</b></p>	<p>Click on the <b>reference number</b> to view the application details.</p> <p><b>Result:</b> Previous transaction details will be displayed.</p>  <p style="text-align: center;"><b>Figure A.2.2-4 Form A Page</b></p>
<p><b>5.</b></p>	<p>If user wants to print the form, click on “<b>Click Here To Print Form A</b>” hyper link.</p> <p><b>Result:</b> An Active-X window will be displayed and allow it to interact with</p>

<b>Step</b>	<b>Action</b>
	your PC. Data will be sending to printer attached and form will be printed.

### 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

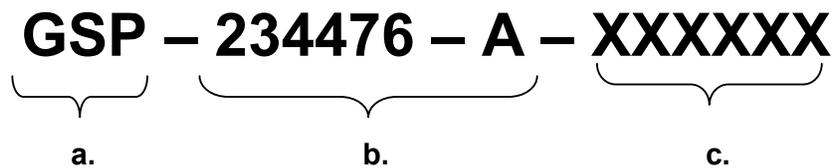
SECTION	DESCRIPTION
a	IPV – Code for AP
b	Year of submission
c	Month of submission
d	Branch code
e	Transaction running number

DESCRIPTION	APPLICATION	REFERENCE
Type of module (Section a)	Textile	TXT
	Generalize System Preference	GSP
	Common Effective Preferences Tariff	CPT
	AICO	AIC

	<b>Approved Permit</b>	<b>AP</b>
<b>Type of transaction (Section b)</b>	<b>Textile</b>	<b>TCN – Certificate of Origin New</b>
		<b>TCC – Certificate of Origin Cancellation</b>
		<b>GCN – Cost Analysis New</b>
	<b>Generalize System Preference</b>	<b>GCA – Cost Analysis Additional</b>
		<b>GCF – Form A</b>
		<b>CCN – Cost Analysis New</b>
	<b>Common Effective Preferences Tariff</b>	<b>CCA – Cost Analysis Additional</b>
		<b>CCF – Form D</b>
		<b>ACN – Cost Analysis New</b>
<b>AICO</b>	<b>ACA – Cost Analysis Additional</b>	
	<b>ACF – Form D</b>	
<b>Type of Submission (Section c)</b>	<b>ALL</b>	<b>M – Manual Submission</b>
		<b>W – Online Submission</b>
<b>Date of Submission (Section d)</b>	<b>ALL</b>	<b>Year / Month / Day (yy/mm/dd)</b>
<b>Branch code (Section e)</b>	<b>ALL</b>	<b>SW – Sarawak</b> <b>SB – Sabah</b> <b>KL – Kuala Lumpur</b> <b>PP – Pulau Pinang</b> <b>JB – Johor Bharu</b> <b>KB – Kota Bharu</b> <b>IP – Ipoh</b> <b>KN - Kuantan</b>
<b>Transaction running number (Section f)</b>	<b>ALL</b>	<b>Running from 0001 to 9999 daily</b>

**Reference for GSP / CEPT / AICO Cost Analysis Endorsement Number**



SECTION	DESCRIPTION
a	Module – GSP / CEPT / AICO
b	Company Registration Number (ROC)
c	Transaction running number (6 digits)

**A.4 APPENDIX B****BASIC REQUIREMENTS TO PROCESS APPLICATION**

<b>NO</b>	<b>HARDWARE</b>	<b>SOFTWARE</b>	<b>DESCRIPTIONS</b>	<b>BRAND</b>
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.5 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

### **Feedback and Contact Information**

#### **Helpdesk**

- 03-62034616
- 03-20212528
- 03-62064614

#### **Email**

- [tfis@miti.gov.my](mailto:tfis@miti.gov.my)

### **For more information, visit**

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

## A.6 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.

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

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