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

USER MANUAL

AP EXPORT K2

APPROVAL PERMIT APPLICATION SYSTEM

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By

MITI

OCT 2008
Version2.1

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

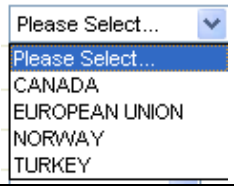
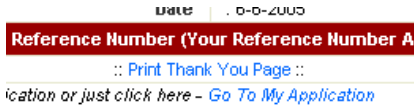
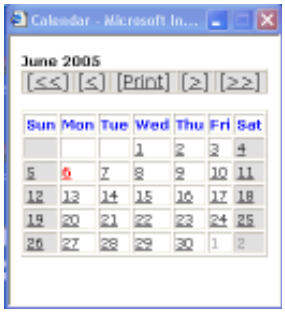
The benefits that user can get from Approval Permit Application system is:-

- 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.

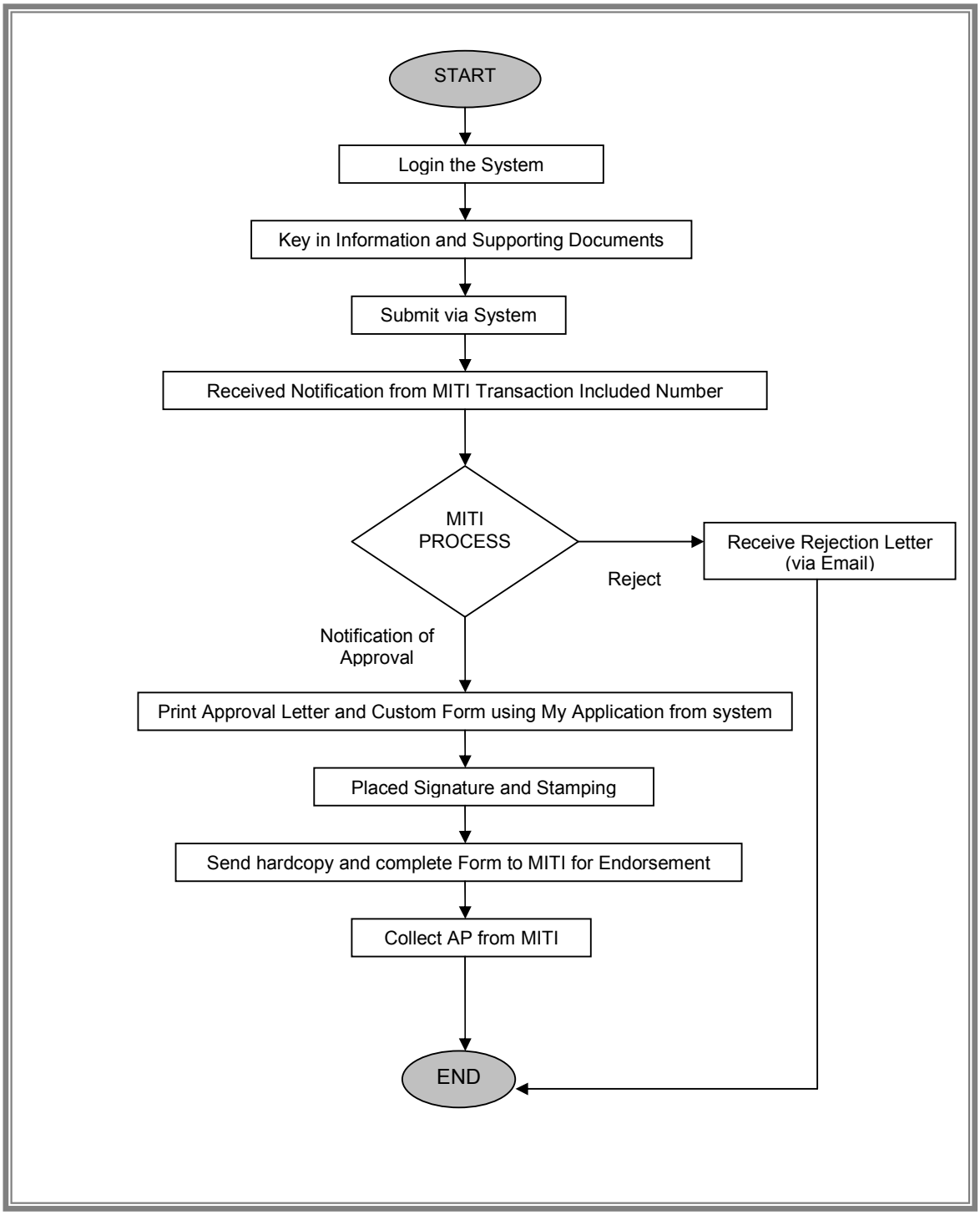
A.4 Common Fields and Definitions

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

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.

Field	Description
Radio Button	• 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	• 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 :
Dropdown List	• 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	• 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	• 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.5 Process Flow Diagram

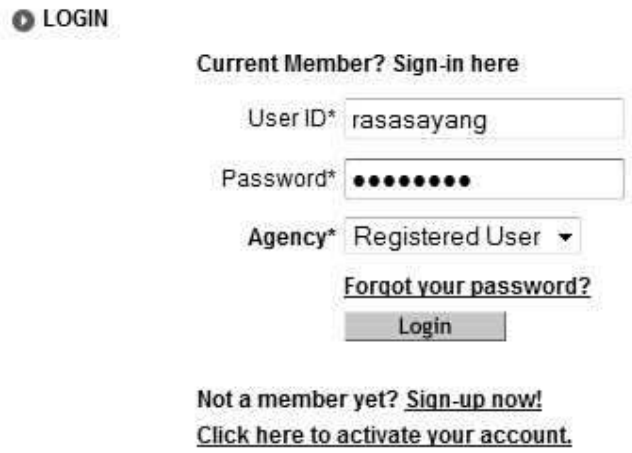


Accessing MITIIS Services

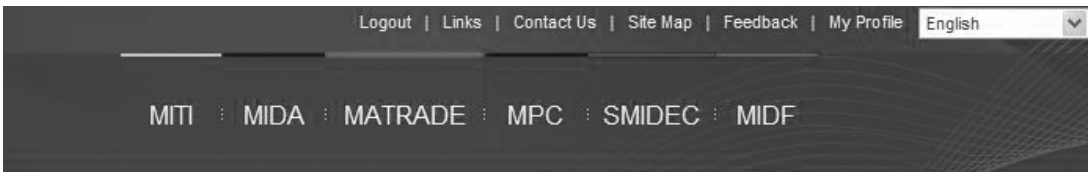
In order to access the MITIIS Services, you need to configure your browser to allow pop-up windows or remove any pop-up blocker installed.

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.



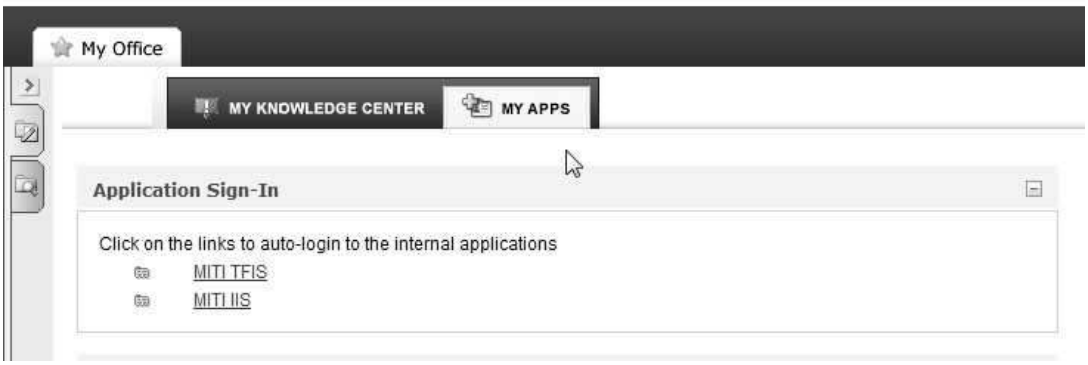
4. Once logged in, you will be redirected to a dashboard called My Office.
5. You should change your password the first time you logged in. To change password, click on My Profile.



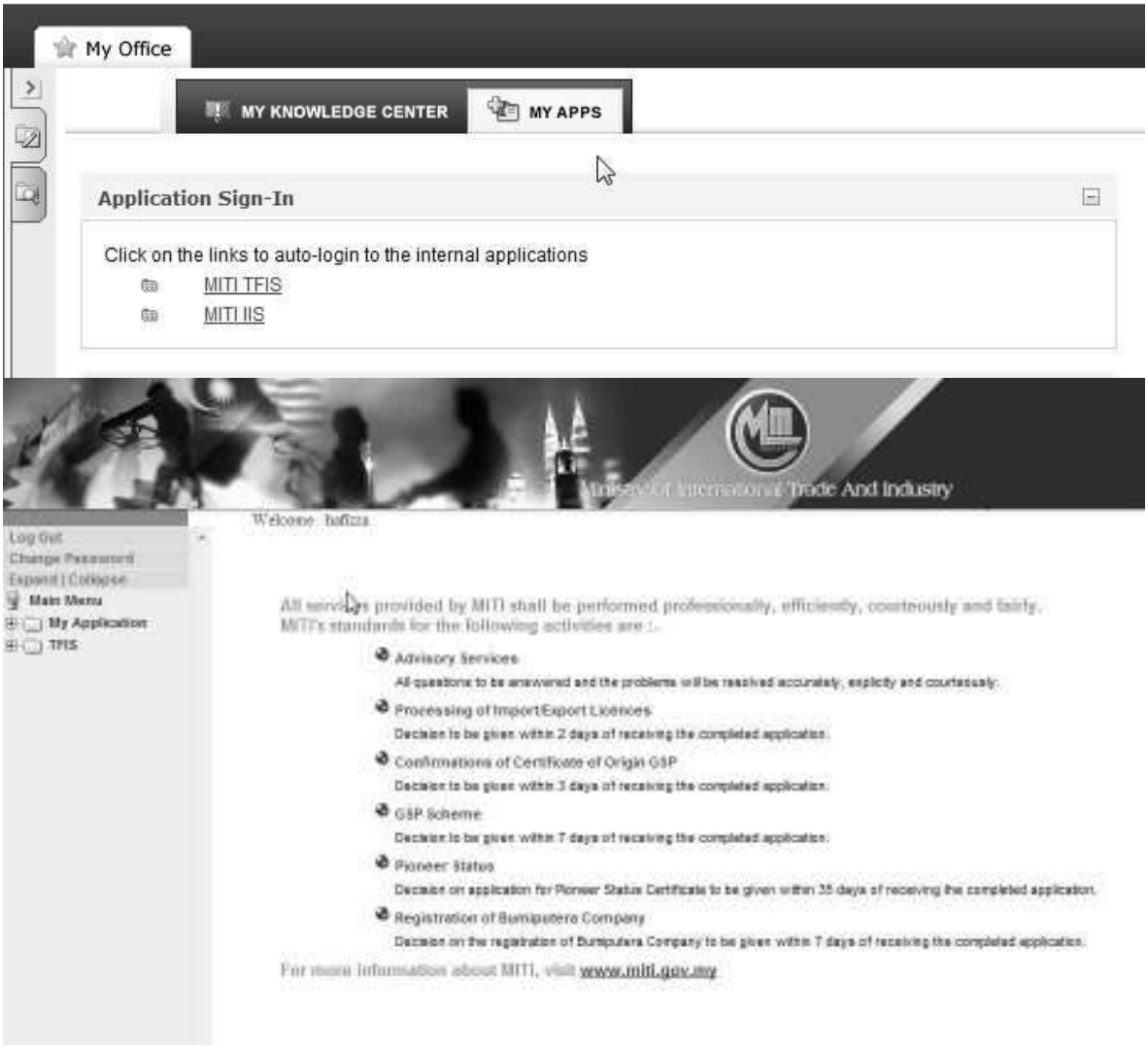
6. Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.

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
Trade And Industry
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.6 AP EXPORT

A.6.1 WEB APPLICATION

Below is the step-by-step instruction for user to follow in order to process **AP EXPORT K2** on web application**.**

Steps

Step	Action
4.	From main page menu click on **TFIS – Export K2 –Web Application.** **Result:** The AP Import **Export** page will be displayed**.** Figure A.6.1-1 : AP Export information page
5.	Enter all the applicable fields The details that should be entered are**:-** • **Permit Type -** Select from dropdown list • **Category** – Select from dropdown list. • **Sub Category** – Select from dropdown list • **Export Country** –Select from dropdown list. • **No. Of Form** • **Branch** – Select from dropdown list. • Click Continue to proceed the manual application or • Click Reset to reset all the data entered. **Result**: **K2 information** page will be displayed.

Step	Action

If	Action
K2	

Figure A.6.1-2 : AP Export Application Information Page

To Proceed with the Information :-

Application Info

Step	Action
	Enter data from Application Info**.** The details that should be entered are: • Product Description **Consignee Details Section** Enter data from Consignee **Details.** The details that should be entered are: • **Code –** ROC/ROB number • **Name** • **Address** • **Postcode** • **City** • **Country –** select from drop down list • **State** • **Telephone No.** • **Fax Number** The Asterisk (*) represent for mandatory field to be filled up. **Authorized Agent Detail Section** Enter data from **Authorized Agent Details .**The details that should be entered are **:** • **Code –** ROC/ROB number • **Name** • **Address** • **Postcode** • **City** • **State –** select from drop down list • **Telephone No.** • **Fax Number** The Asterisk (*) represent for mandatory field to be filled up. **Other Detail Section** Enter all data from **Others Details** field. The details that should

Step	Action
	be entered are : • **Mode of Transport–** Select from dropdown list • **Date Export -** Select from calendar • **No. name of Vessel / Flight / Conveyance** • **Via (Transshipment Cargo Only)** • **Port/Place of Export and Location(Districts and State) –** Select from dropdown list • **K.P.W.X No.** • **Port of Discharge** • **Country of Final Destination –** Select from dropdown list • **Special Treatment** • **Amount Received / to be Received** • **Country of Origin -** • **Tariff Code -** Select from dropdown list • **Equivalent MYR** • **Currency Code -** Select from dropdown list • **Freight MYR** • **Exchange Rate MYR** • **Payment for goods received / to be received from (Country)** Select from dropdown list • **Insurance MYR** • **Gross Wt. (kg.)** • **Marks and Nos. / Container Nos.** • **No and Type of Packages** • **Description of Goods** Enter information from **Malaysian Custom Tariff** Code column. • **Quantity** • **Actual** • **Gazette** Select button bellow.

Step	Action

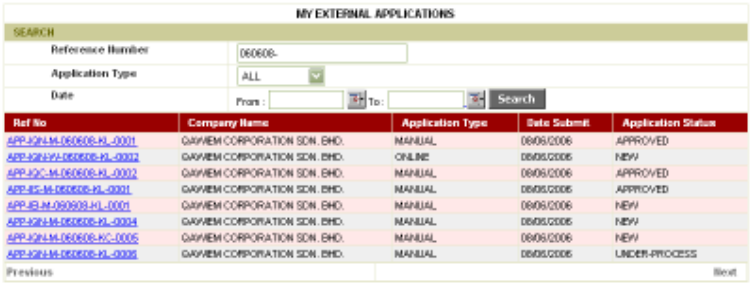
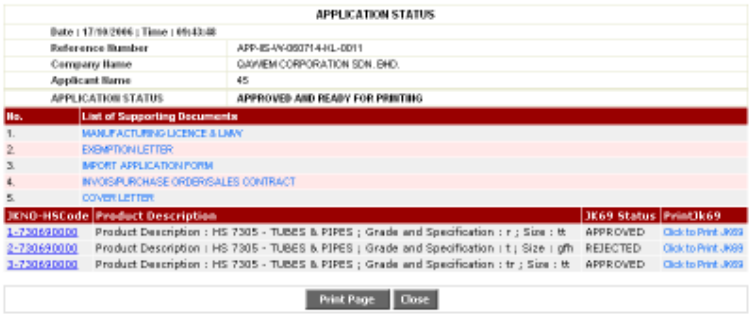
If to	Action
Continue next page	• Click on Continue button to continue the next page. • If apply more than 1 Form, next new form will be displayed. Repeat the same step until the last form. • At the last form please key in method of Notification. Figure A.6.1-3 : Method of notification • Key in on Declaration Field. The details that should be entered are ○ **Name** ○ **IC / Passport Number** ○ **Designation** ○ **Telephone Number** ○ **Date** – Click on Calendar button • Click on Continue button • **Result: Supporting Documents** page will be displayed.
Preview details	• 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.

Step	Action
	Reset data — • Click on Reset button. • **Result :** The data that user key in will reset **Go to previous page** — • Click on Back button If continue to next page, **Supporting Documents** page will be displayed. Figure A.6.1-4 : Supporting Documents Page Click on Browse... button to browse file located in your PC. If user wants to clear all the supporting documents, click on Reset button.
6	Click on the check box for declaration and then click at Submit button. **Result: Thank you** page with **Application Reference Number** will be displayed. Figure A.6.1-5 : Thank You Page

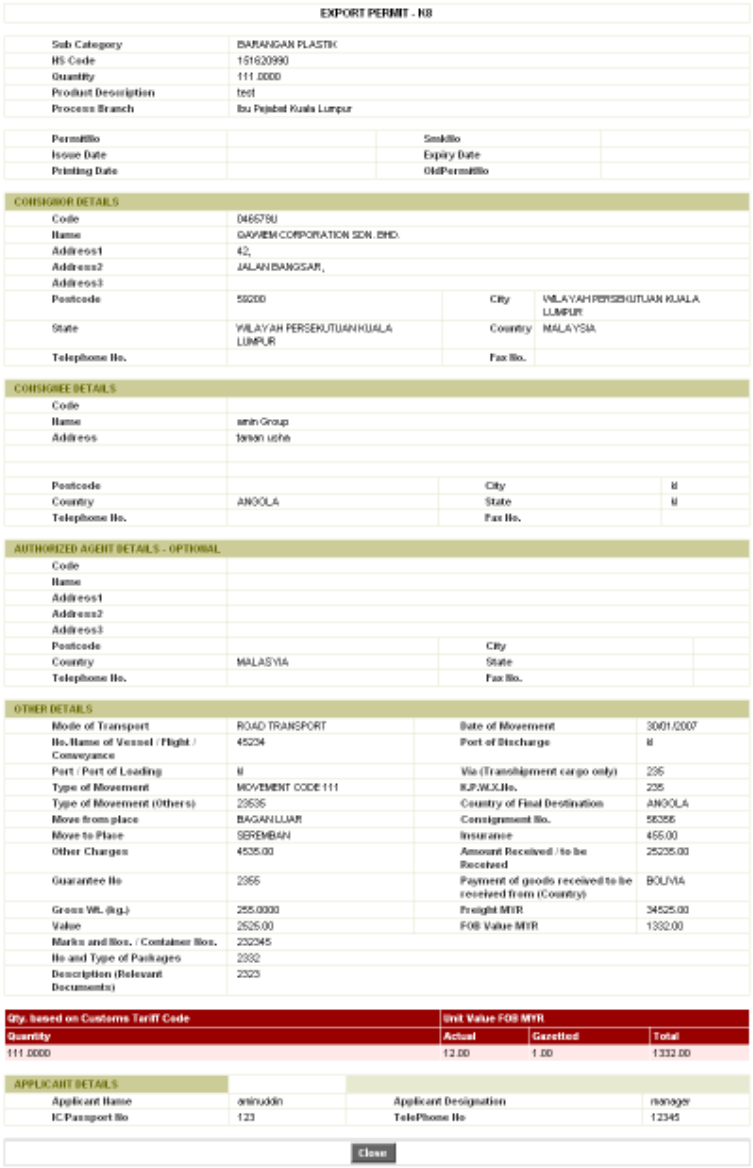
A.6.2 APPLICATION MYAPPS

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

Step	Action
1.	From **User Main page** click on **Expand** menu. **Result:** The folder tree will be expanded. **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. **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** • **Date** – key in date of transaction (dd/mm/yyyy format) **Result:** The Application that user applies will be displayed.

Step	Action
	 **Figure A.6.2-3 : My External Application Result page**
4.	Click on the **reference number** to view the application details. **Result: AP Application Preview** will be displayed.  **Figure A.6.2-4 : AP Application for preview.**
5.	Check at Application Status, The status will be
6.	If user wants to print Approval Letter, Click Print Page button. **Result:** The page will print.
7.	If user wants to view supporting document click on supporting document link menu.

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	-

Step	Action
	Result: Supporting document will be displayed.
8.	If user wants to view Application Detail, click on JK No -HS Code link menu. **Result: Application Details** will be displayed. 
9.	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.

EXPORT PERMIT - K8

Sub Category	BARANGAN PLASTIK		
HS Code	151620990		
Quantity	111.0000		
Product Description	test		
Process Branch	Ibu Pejabat Kuala Lumpur		
Permitno		Smkno	
Issue Date		Expiry Date	
Printing Date		OldPermitno	

CONSIGNOR DETAILS

Code	046678U		
Name	GAWEM CORPORATION SDN. BHD.		
Address1	42,		
Address2	JALAN BANGSAR,		
Address3			
Postcode	59200	City	WILAYAH PERSEKUTUAN KUALA LUMPUR
State	WILAYAH PERSEKUTUAN KUALA LUMPUR	Country	MALAYSIA
Telephone No.		Fax No.	

CONSIGNEE DETAILS

Code			
Name	amin Group		
Address	taman usiha		
Postcode		City	til
Country	ANGOLA	State	til
Telephone No.		Fax No.	

AUTHORIZED AGENT DETAILS - OPTIONAL

Code			
Name			
Address1			
Address2			
Address3			
Postcode		City	
Country	MALASYIA	State	
Telephone No.		Fax No.	

OTHER DETAILS

Mode of Transport	ROAD TRANSPORT	Date of Movement	30/01/2007
No./Name of Vessel / Flight / Conveyance	45234	Port of Discharge	til
Port / Port of Loading	til	Via (Transhipment cargo only)	236
Type of Movement	MOVEMENT CODE 111	KJP,WLK,No.	235
Type of Movement (Others)	23535	Country of Final Destination	ANGOLA
Move from place	BAGAN LUAR	Consignment No.	56356
Move to Place	SEREMBAN	Insurance	455.00
Other Charges	4535.00	Amount Received / to be Received	25235.00
Guarantee No	2365	Payment of goods received to be received from (Country)	BOLIVIA
Gross Wt. (kg.)	255.0000	Freight MYR	34525.00
Value	2525.00	FOB Value MYR	1332.00
Marks and Nos. / Container Nos.	232345		
No and Type of Packages	2332		
Description (Relevant Documents)	2323		

Qty. based on Customs Tariff Code	Unit Value FOB MYR		
Quantity	Actual	Gazetted	Total
111.0000	12.00	1.00	1332.00

APPLICANT DETAILS

Applicant Name	aminuddin	Applicant Designation	manager
IC/Passport No	123	TelePhone No	12345

Close

Figure A.6.2-5 : Application Details

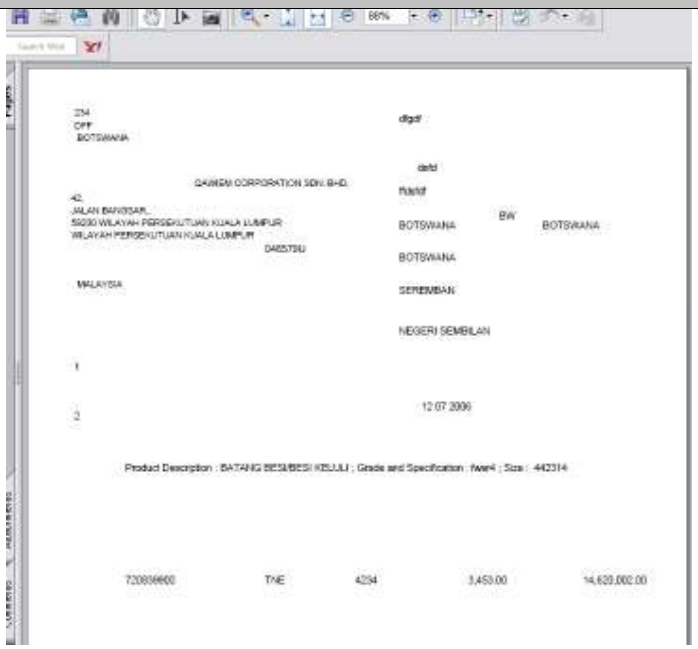
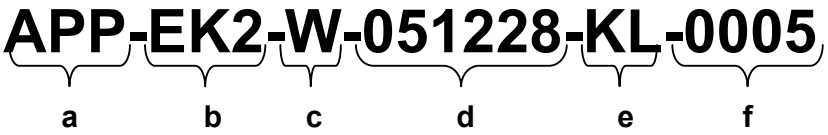
Step	Action
	

Figure A.6.2-6 Data Form JK69 on PDF Format

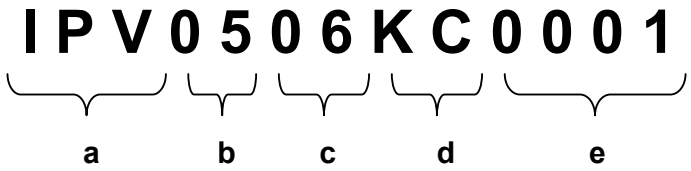
A.7 APPENDIX A

1. Reference for Transaction Number



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



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

A.9 APPENDIX C

Basic PC Requirement

- Windows XP (recommended)
- Internet connection (Broadband 512 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.

MITI	**M**inistry Of **I**nternational **T**rade And **I**ndustry
MITIIS	**M**ITI **I**ntegrated **T**rade and **I**ndustry **I**nformation **S**ystem
TFIS	**T**rade **F**acilitation **I**nformation **S**ystem
IIS	**I**ndustry **I**nformation **S**ystem
CO	**C**ertificate of **O**rigin
AP	**A**pproved **P**ermit
CA	**C**ost **A**nalysis
GSP	**G**eneralized **S**ystem of **P**references
CEPT	**C**ommon **E**ffective **P**referential **T**ariff

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EMAIL : kavita@miti.gov.my

NO	DATE	REASON	VERSION	DONE BY
1.	10/09/06	Original Release	1.0	Haizam
	11/09/06	New update	2.0	Haizam
3.	10/10/2008	New update	3.0	Kavita Sekaran