

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

USER MANUAL

**NON QUOTA VEHICLES
APPROVAL PERMIT APPLICATION**

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By



MITI

Oct 2008
Version 2.1

SECTION 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



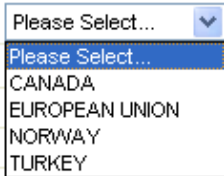


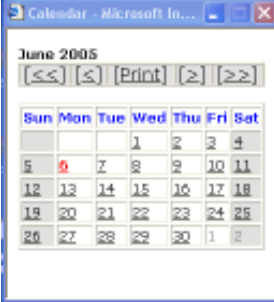
The benefits that user can get from Approval Permit Application system is:-

- 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.

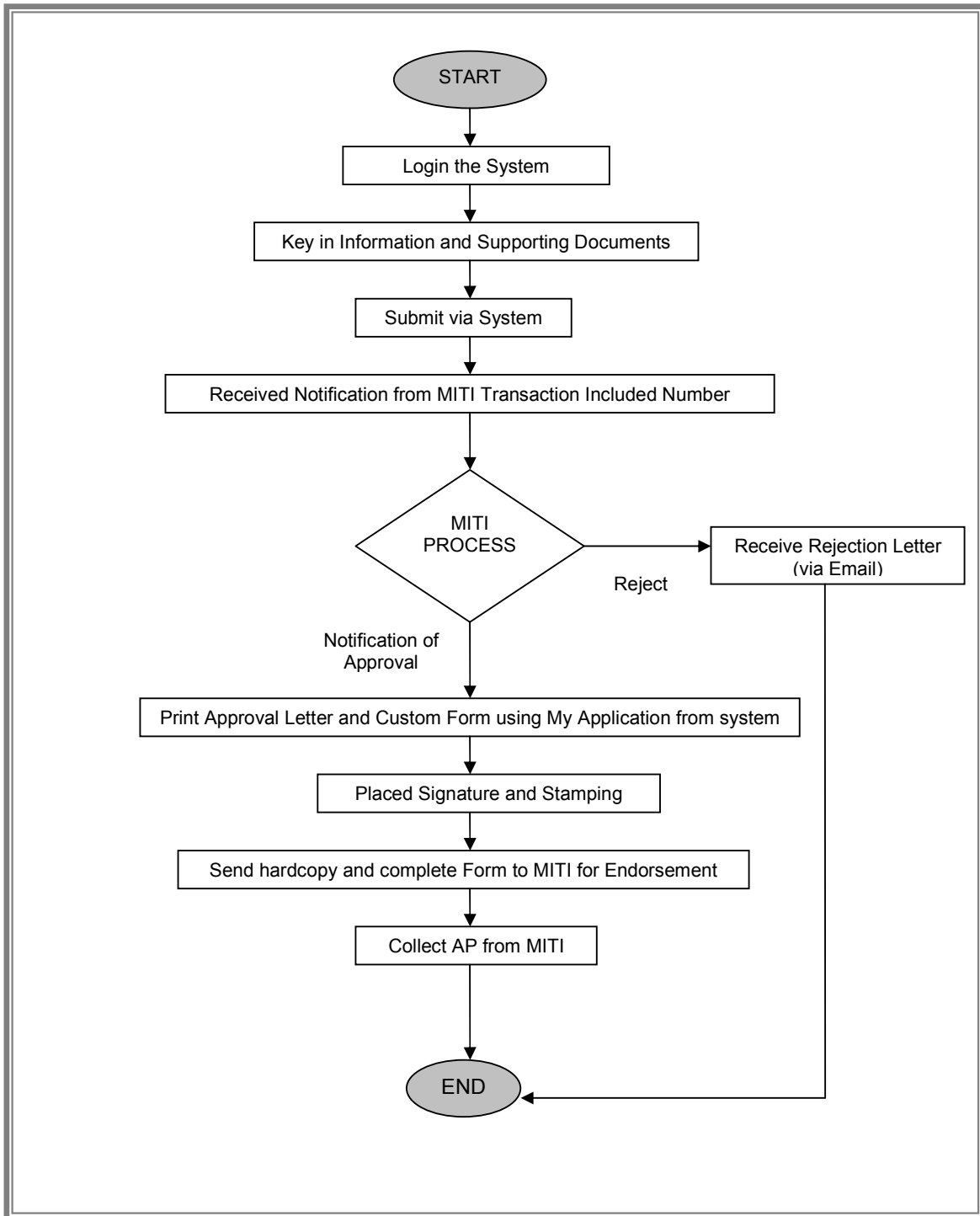
A-1-4 COMMON FIELDS AND DEFINITIONS

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 type="text"/> • Input Field with Asterisk (*) is mandatory field.
Radio Button	<ul style="list-style-type: none"> • This field requires the user either to select for enabling it

Field	Description
	<p>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.</p> <ul style="list-style-type: none"> • 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. <p>Example of usage :</p> 
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.

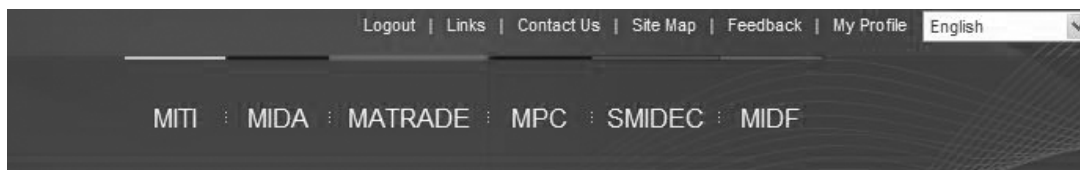
1. Go to <http://www.miti.gov.my>
2. Click on the login link to login to EKP.



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

A screenshot of the "LOGIN" form on the MITI website. The form is titled "LOGIN" with a circular icon to the left. Below the title, it says "Current Member? Sign-in here". There are three input fields: "User ID*" with the value "rasasayang", "Password*" with masked characters "●●●●●●●●", and "Agency*" with a dropdown menu set to "Registered User". Below the input fields, there is a link "Forgot your password?" and a "Login" button. At the bottom of the form, it says "Not a member yet? Sign-up now!" and "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.

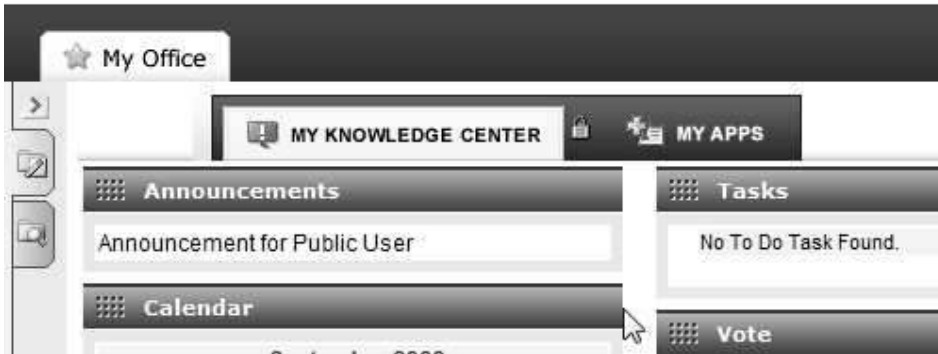


6. Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.

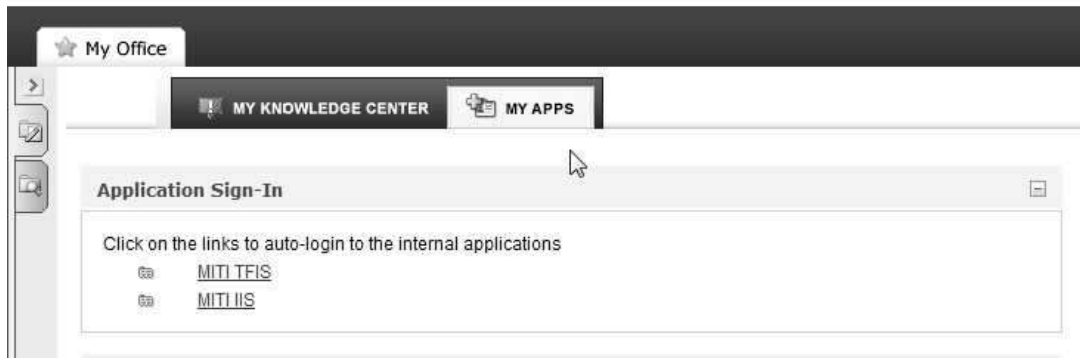
Change Password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
<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 TFIS or MITI IIS to access the respective application.



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

The screenshot displays the MITI Internal Application interface. At the top, there is a navigation bar with 'My Office', 'MY KNOWLEDGE CENTER', and 'MY APPS'. A pop-up window titled 'Application Sign-In' is open, containing the text 'Click on the links to auto-login to the internal applications' and two links: 'MITI TFIS' and 'MITI IIS'. Below the pop-up, a banner for 'Ministry of International Trade And Industry' is visible. The main content area features a 'Welcome' message and a list of service standards 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 sidebar on the left contains navigation options like 'Log Out', 'Change Password', 'Expand / Collapse', 'Main Menu', 'My Application', and 'TFIS'.

Application Sign-In

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

- MITI TFIS
- MITI IIS

Welcome - hafiza

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


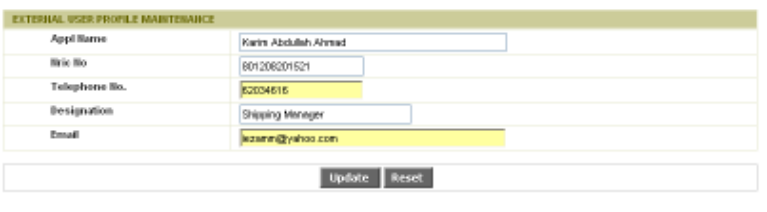
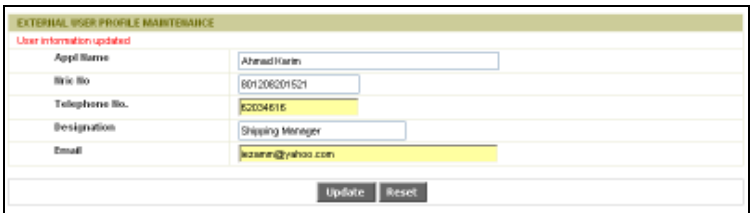
- Advisory Services
All questions to be answered and the problems will be resolved accurately, explicitly and courteously.
- Processing of Import/Export Licences
Decision to be given within 2 days of receiving the completed application.
- Confirmations of Certificate of Origin GSP
Decision to be given 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-1-6 UPDATE PROFILE

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

Steps


Step	Action
<p>1.</p>	<p>From the user’s page, click at the Setting menu at the top right of the page.</p> <p>Result: Setting page will be displayed.</p>  <p style="text-align: center;">Figure A-1-6-1 : User’s Main Page</p>
<p>2.</p>	<p>Click at the update profile hyperlink.</p> <p>Result: External user profile maintenance page will be displayed.</p>  <p style="text-align: center;">Figure A-1-6-2 : External user profile maintenance page</p>
<p>3.</p>	<p>Enter information need to be update. Click button Update to save changes.</p> <p>Result: External user profile maintenance result page will be displayed.</p>  <p style="text-align: center;">Figure A-1-6-3 : External user profile maintenance result page</p>



Chapter A-2 AP IMPORT (NON QUOTA VEHICLES)


A-2-1 WEB APPLICATION


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

Steps



Step	Action
<p>1.</p>	<p>From main page menu click on TFIS – Import – Non Quota Vehicles – Web Application.</p> <p>Result: The AP Import Non Quota Vehicles page will be displayed.</p>  <p style="text-align: center;">Figure A-2-1-1 : User's TFIS Menu Page</p>
<p>2.</p>	<p>Fill in required Non Quota Vehicles category information</p> <ul style="list-style-type: none"> • Product Group – select from dropdown list. • Sub Category Group– select from dropdown 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 Continue button.</p> <p>Result: Summary Of Application form page will be displayed.</p> <ul style="list-style-type: none"> • Note : The Summary Of Application list is depending to how many Number of Form JK69 to be processed

Step	Action
	 <p style="text-align: center;">Figure A-2-1-2 : Summary of Application</p>
3.	<ul style="list-style-type: none"> • Fill in required Non Quota Vehicles column information <ul style="list-style-type: none"> • Model • Chassis number • Engine Number <p>The Asterisk (*) represent for mandatory field to be filled up.</p> <ul style="list-style-type: none"> • Click on  button. • Result: Non Quota Vehicles JK-69 Information form page will be displayed.

Step	Action
	 <p style="text-align: center;">Figure A-2-1-3 : Non quota Vehicles Application Form</p>
<p>4.</p>	<p>If user wants to refer JK69 form Guideline, Click JK69 Guideline link. Result: Form JK 69 will be displayed with instruction.</p>

Step	Action						
	 <p data-bbox="695 638 1057 667">Figure A-2-1-4 : JK69 Guidelines</p>						
<p data-bbox="289 701 321 730">5.</p>	<p data-bbox="380 701 1305 730">On Application detail , select Manufactured Year from drop down list</p> <table border="1" data-bbox="380 768 1370 1220"> <thead> <tr> <th data-bbox="380 768 675 819">If</th> <th data-bbox="675 768 1370 819">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 819 675 1020"> <p data-bbox="391 825 607 905">Display Factory Details</p> </td> <td data-bbox="675 819 1370 1020"> <ul data-bbox="686 831 1312 989" style="list-style-type: none"> • Click on DISPLAY button • Result: Factory Details will be displayed on table be (If applicable). </td> </tr> <tr> <td data-bbox="380 1020 675 1220"> <p data-bbox="391 1026 607 1106">Hide previous Imported report</p> </td> <td data-bbox="675 1020 1370 1220"> <ul data-bbox="686 1033 1256 1190" style="list-style-type: none"> • click HIDE button • Result: Table Imported record for year previous will be hidden </td> </tr> </tbody> </table>	If	Action	<p data-bbox="391 825 607 905">Display Factory Details</p>	<ul data-bbox="686 831 1312 989" style="list-style-type: none"> • Click on DISPLAY button • Result: Factory Details will be displayed on table be (If applicable). 	<p data-bbox="391 1026 607 1106">Hide previous Imported report</p>	<ul data-bbox="686 1033 1256 1190" style="list-style-type: none"> • click HIDE button • Result: Table Imported record for year previous will be hidden
If	Action						
<p data-bbox="391 825 607 905">Display Factory Details</p>	<ul data-bbox="686 831 1312 989" style="list-style-type: none"> • Click on DISPLAY button • Result: Factory Details will be displayed on table be (If applicable). 						
<p data-bbox="391 1026 607 1106">Hide previous Imported report</p>	<ul data-bbox="686 1033 1256 1190" style="list-style-type: none"> • click HIDE button • Result: Table Imported record for year previous will be hidden 						
<p data-bbox="289 1232 321 1262">6.</p>	<p data-bbox="380 1232 980 1262">Fill in required data from Consignor Details.</p> <ul data-bbox="380 1283 919 1745" style="list-style-type: none"> • Code – ROC/ROB number • Name • Address • Postcode • City • Country – select from drop down list • State • Telephone No. • Fax Number <p data-bbox="380 1766 980 1795">The Asterisk (*) represent for mandatory field to be filled up.</p>						
<p data-bbox="289 1820 321 1850">7.</p>	<p data-bbox="380 1820 1230 1850">Fill in required data from Authorized Agent Details (Optional)</p>						

Step	Action				
	<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="383 1346 1369 1854"> <thead> <tr> <th data-bbox="383 1346 621 1398">If to</th> <th data-bbox="621 1346 1369 1398">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 1398 621 1854">Continue next page</td> <td data-bbox="621 1398 1369 1854"> <ul style="list-style-type: none"> • Click on Continue button to continue the next page. • 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. </td> </tr> </tbody> </table>	If to	Action	Continue next page	<ul style="list-style-type: none"> • Click on Continue button to continue the next page. • 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.
If to	Action				
Continue next page	<ul style="list-style-type: none"> • Click on Continue button to continue the next page. • 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. 				



Step	Action	
	<p>Preview details</p>	<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.
	<p>Reset data</p>	<ul style="list-style-type: none"> Click on Reset button. Result : The data that user key in will reset
<p>11.</p>	<p>If continue to next page, Supporting Documents page will be displayed.</p>  <p style="text-align: center;">Figure A-2-1-5 : Supporting Documents Page</p> <p>Click on Browse... button to browse file located in your PC. Supporting document is compulsory.</p> <p>If user wants to clear all the supporting documents, click on Reset button the entire supporting document.</p> <p>Click on the check box with red text for declaration and then click at Submit button.</p> <p>Result: Thank you page with Application Reference Number will be displayed.</p>  <p style="text-align: center;">Figure A-2-1-6 : Thank You Page</p>	
<p>12.</p>	<p>To print the reference number, click on Print the reference Number – Click</p>	

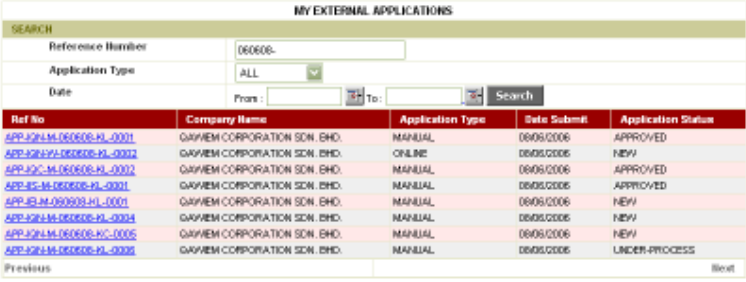

Step	Action
	here link. Result: Thank you page with Application Reference Number will be displayed.

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 • Date – key in date of transaction (dd/mm/yyyy format)

Step	Action														
	<p>Result: The Application that user applies will be displayed.</p>  <p>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>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="397 1178 1377 1654"> <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> <p>Result: Supporting document will be displayed.</p>														

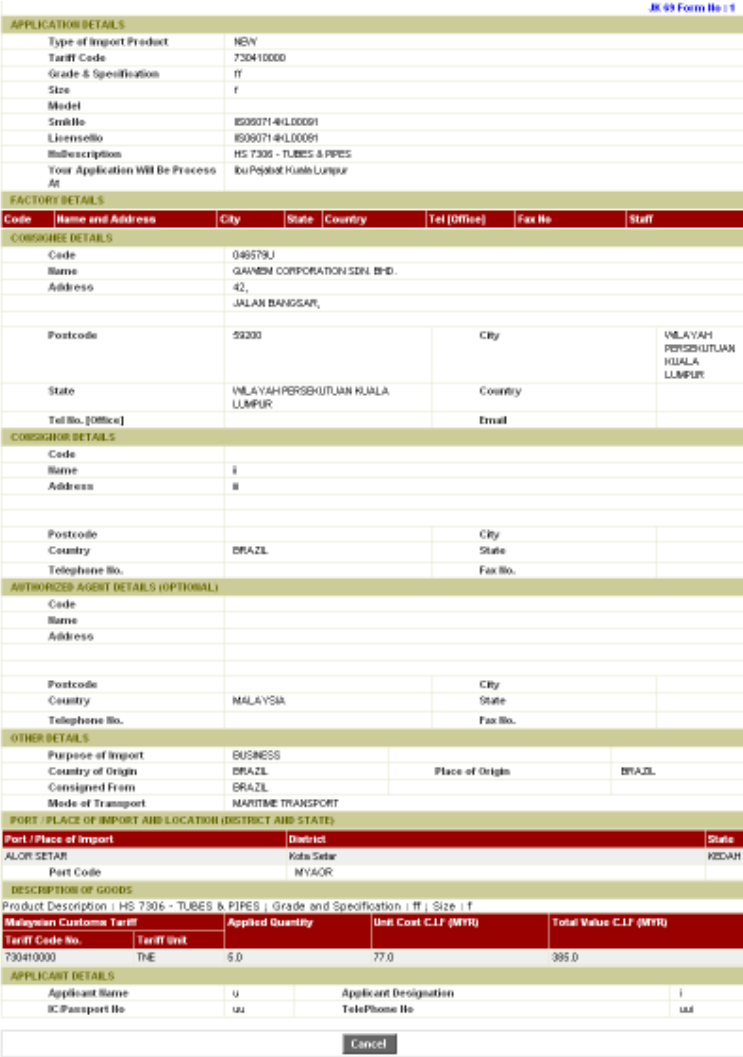
Step	Action										
<p>8.</p>	<p>If user wants to view Application Detail, click on JK No -HS Code link menu.</p> <p>Result: Application Details will be displayed.</p>  <p>The screenshot shows a web form titled 'JK69 Form No 1'. It contains the following sections and data:</p> <ul style="list-style-type: none"> APPLICATION DETAILS: Type of Import Product: NEW; Tariff Code: 730410000; Grade & Specification: IT; Size: F; Model: ; Serial No: IS09071-4(L)00091; License No: IS09071-4(L)00091; HS Description: HS 7306 - TUBES & PIPES; Your Application Will Be Process At: Ku Pejabat Kuala Lumpur. FACTORY DETAILS: Table with columns: Code, Name and Address, City, State, Country, Tel (Office), Fax No, Staff. CONSIGNEE DETAILS: Code: 046579J; Name: GUANSHI CORPORATION SDN. BHD.; Address: 42, JALAN BANGSAR, ; Postcode: 52200; City: ; State: WILAYAH PERSEKUTUAN KUALA LUMPUR; Country: ; Tel No. (Office): ; Email: ; CONSIGNOR DETAILS: Code: ; Name: ; Address: ; Postcode: ; City: ; Country: BRAZIL; State: ; Telephone No.: ; Fax No.: ; AUTHORIZED AGENT DETAILS (OPTIONAL): Code: ; Name: ; Address: ; Postcode: ; City: ; Country: MALAYSIA; State: ; Telephone No.: ; Fax No.: ; OTHER DETAILS: Purpose of Import: BUSINESS; Country of Origin: BRAZIL; Place of Origin: BRAZIL; Consigned From: BRAZIL; Mode of Transport: MARITIME TRANSPORT. PORT / PLACE OF IMPORT AND LOCATION (DISTRICT AND STATE): Port / Place of Import: ALOR SETAR; District: Kota Setar; State: KEDAH; Part Code: NVAOR. DESCRIPTION OF GOODS: Product Description: HS 7306 - TUBES & PIPES ; Grade and Specification: IT ; Size: F; Malaysian Customs Tariff: ; Applied Quantity: 5.0; Unit Cost C.I.F (MYR): 77.0; Total Value C.I.F (MYR): 395.0. Tariff Table: <table border="1"> <thead> <tr> <th>Tariff Code No.</th> <th>Tariff Unit</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>730410000</td> <td>TNE</td> <td>5.0</td> <td>77.0</td> <td>395.0</td> </tr> </tbody> </table> APPLICANT DETAILS: Applicant Name: u; Applicant Designation: ; IC/Passport No: uu; Telephone No: uu. 	Tariff Code No.	Tariff Unit	Applied Quantity	Unit Cost C.I.F (MYR)	Total Value C.I.F (MYR)	730410000	TNE	5.0	77.0	395.0
Tariff Code No.	Tariff Unit	Applied Quantity	Unit Cost C.I.F (MYR)	Total Value C.I.F (MYR)							
730410000	TNE	5.0	77.0	395.0							
<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

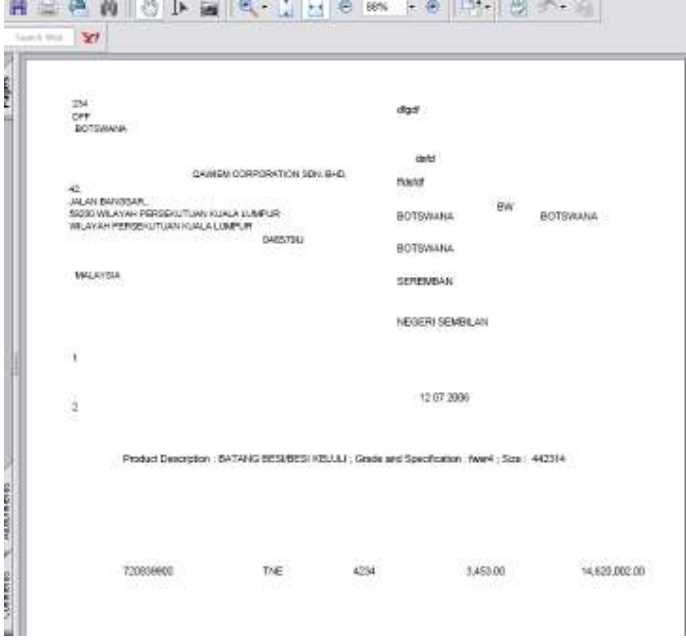
Step	Action					
	 <p>The screenshot shows a PDF document with the following content:</p> <p>234 DPP BOTSWANA</p> <p>42 DANGW CORPORATION SDN BHD JALAN BANGSAR, 50200 WILAYAH PERSEKUTUAN KUALA LUMPUR WILAYAH PERSEKUTUAN KUALA LUMPUR DARUSSU MALAYSIA</p> <p>dgpp dangw PANGIP BOTSWANA BW BOTSWANA BOTSWANA SEMBILAN NEGERI SEMBILAN</p> <p>1 2 12 07 2006</p> <p>Product Description : DATANG BESABESI KILALI ; Grade and Specification : W404 ; Size : 442314</p> <table border="1"><tr><td>72000000</td><td>TNE</td><td>4204</td><td>3,453.00</td><td>14,620,000.00</td></tr></table>	72000000	TNE	4204	3,453.00	14,620,000.00
72000000	TNE	4204	3,453.00	14,620,000.00		

Figure A-2-2-6 Data Form JK69 on PDF Format

Chapter 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

I P V 0 5 0 6 K C 0 0 0 1

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

Chapter A-4 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

Chapter A-5 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 / 62000417 / 62000432

Email

- apbpm@miti.gov.my

For more information, visit

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

Chapter 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.

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

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