



# The Federal Agriculture Marketing Authority (FAMA)

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## FAMA Quota User Manual

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### Trader Module

Version 1.0

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Dagang Net Technologies Sdn. Bhd.

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# Table of Contents

Introduction .....	3
Conventions .....	4
1 Getting Started With ePermit.....	6
1.1 Logging In.....	6
1.2 Logging Out.....	8
1.3 Trader Profile .....	9
1.4 User Manual .....	10
2 Permit Application.....	11
2.1 Apply Import Permit .....	11
2.2 Apply Export Permit.....	24
2.3 Edit Permit Application.....	37
2.4 Copy Permit Application .....	38
2.5 Delete Permit Application .....	39
2.6 Submit Permit Application.....	40
2.7 View Permit Application .....	41
3 Advanced Search and Navigation.....	42

## Introduction

**ePermit** is a web-based value-added service provided by Dagang Net Technologies Sdn Bhd (DNT). It enables importers, exporters and appointed forwarding agents to apply for permit from Other Government Agencies (OGA) or commonly known as Permit Issuing Agencies and obtain the approval online via the internet. Approved permits from OGA will be transmitted to Sistem Maklumat Kastam (SMK) electronically for validation and cross reference purposes against Customs declaration.

**ePermit** is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading summary and product database. There are three modules assigned to different groups of users such as Importers / Exporters, Forwarding Agents and Other Government Agencies.

### **1 Trader (Importer / Exporter) Module**

Enabling importers/exporters to apply for permit online and submit their applications for approval via the Internet.

### **2 Forwarding Agent Module**

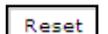
Enabling appointed forwarding agents to apply for permit online on behalf of the importers / exporters and submit their applications for approval via the Internet.

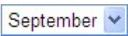
### **3 OGA Module**

Enabling OGA to investigate, verify, approve and reject the permit applications received and send the updated status of permit applications electronically via the Internet. The module also includes OGA Admin to maintain database information, to manage archive permits and to generate daily statistical reports online and offline.

In this guide, you will have a deeper understanding of **ePermit STIDC** system with step by step help. By the end of this guide, you will benefit from the system as it reduces turnaround time, easy to use, convenient and offers multi-tasking.

## Conventions

Icon / Button	Description	Function (s)
	Login	To log in to the Permit application
	Logout	To log out of the Permit application
	Edit Profile	To edit profile
	Help	To view quick guide
	Search Text Box	To search for a particular application or item in a list
	Search	To search for a particular list
	Show	To show filtered search result
	Apply	To apply import/export permit
	Submit	To submit permit application
	Add	To add an item to a list or a new application
	Attach	To upload a file as attachment
	Remove	To remove an item from a list
	Copy	Copy an application from the <i>View Transaction</i> screen
	Reset	To undo changes
	Cancel	To exit / return
	Close	To close pop-up window
	Save	To save changes made
	Back	To return to previous page
	Checkbox	To tick ✓ for selection and untick to deselect

Icon / Button	Description	Function (s)
	Previous	To go to previous page of a list
	Next	To go to next page of a list
	Calendar	To view calendar
	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
	Month dropdown list box	To navigate and select a particular month
	Year dropdown list box	To navigate and select a particular year
	View	To view details of a particular item
	Radio Button	To select item
	Ascending / Increasing	To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen
	Descending / Decreasing	To view transactions in descending/decreasing order (largest to smallest/latest to earliest) for columns in View Transactions screen

# 1 Getting Started With ePermit

## 1.1 Logging In

Before logging in, you must ensure that you have the correct username and password for Single Sign-On (SSO) at MyTradeLink.

You may login via [www.mytradelink.gov.my](http://www.mytradelink.gov.my) or [epermit.dagangnet.com](http://epermit.dagangnet.com).

To login, please follow the steps below:

### Step 1 Launch Internet Explorer Browser

Figure 1.1 Launch Internet Explorer browser



- ▶ In your PC desktop, double click the **Internet Explorer (IE)** to launch it.

### Step 2 Enter URL (Uniform Resource Locator) At Address Bar

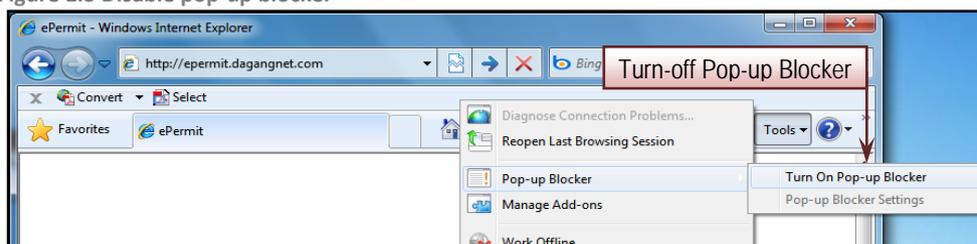
Figure 1.2 Enter epermit url at address bar



- ▶ In Internet Explorer, go to address bar.
- ▶ Enter: **http://epermit.dagangnet.com**

### Step 3 Disabling Pop-up Blocker

Figure 1.3 Disable pop-up blocker



- ▶ From the toolbar, select **Tools > Pop-up Blocker > Turn Off Pop-up Blocker** to disable the **Pop-up Blocker**.

**Step 4 Enter Username And Password**

Figure 1.4 Enter username and password

The screenshot shows a red login form with the following elements:
 

- User Name:** A text input field with a callout box labeled "Enter Username" pointing to it.
- Password:** A text input field with a callout box labeled "Enter Password" pointing to it.
- Remember Password**: A checkbox with a callout box pointing to it.
- Login**: A button with a callout box labeled "Login Button" pointing to it.

- 1 Enter **Username** and **Password**.
- 2 Click on the checkbox  **Remember Password** to disable automatic logout if there were no activity above 30 minutes.
- 3 Click on the **Login** button to access the system.
- 4 The system will display the main screen.

Figure 1.5 FAMA Quota main screen

The screenshot shows the main interface of the PERMIT System. At the top, it says "PERMIT System" and "Powered by Dagang Net". The user is identified as "Muhammad Zafullah" with options for "Edit Profile", "User Manual", and "Logout". The date is "Thursday, 29 March 2012".

The main content area is titled "View Permits" and includes a search bar with "5" items found. Below the search bar is an "Advanced Search" section with filters for:
 

- By Application Date: From [ ] To [ ] (dd/MM/yyyy)
- By Approval Date: From [ ] To [ ] (dd/MM/yyyy)
- By Permit Type: Filter Permit Type...
- By OGA: Filter OGA...

At the bottom, there is a table with the following data:

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trailer Reference No.	Payment Status
1	FAMI412012000012	Import	29/03/2012 10:12:11		Draft	FAMI41103000042012	FAMI41		NA
2	FAMI412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by OGA	FAMI41103000032012	FAMI41		NA
3	FAMI412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by OGA	FAMI41103000032012	FAMI41		NA
4	FAMI412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved by OGA	FAMI41103000022012	FAMI41		NA
5	FAMI412012000005	Import	21/03/2012 11:54:22	21/03/2012 12:01:01	Approved by OGA	FAMI41103000022012	FAMI41		NA

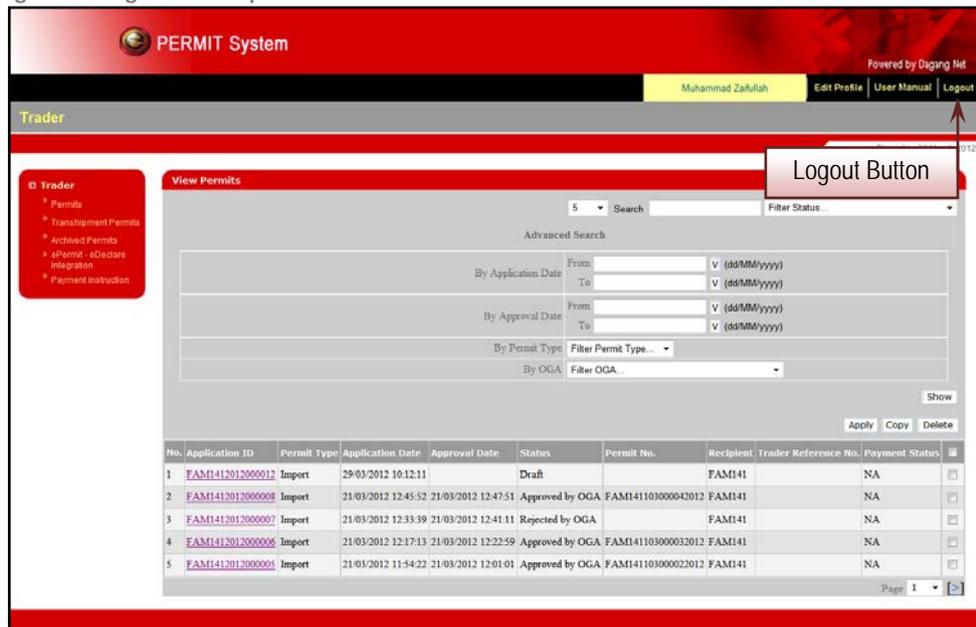
## 1.2 Logging Out

Once done with permit application, you are advised to logout from ePermit.

To logout, please follow the steps below:

### Step 1 Logging Out

Figure 1.6 Log out from epermit



- ▶ Click the **Logout** button to logout from ePermit.

### 1.3 Trader Profile

In your first successful log in, you may edit your personal information, contact information and authentication information at the Edit Profile screen.

To edit profile, please follow the steps below:

#### Step 1 Edit Profile

Figure 1.7 Edit your profile permit

The screenshot shows the 'Edit Profile' page in the PERMIT System. The page has a red header with the PERMIT System logo and 'Powered by Dagang Net'. The user's name 'Muhammad Zafullah' is displayed in the top right. The 'Edit Profile' button is highlighted with a callout box. The form contains the following fields:

- Personal Information:** First Name\* (Muhammad), Other Name\* (Zafullah), Email (fama@fama.gov.my)
- Contact Information:** Address (FAMA, Bangunan FAMA Point, Lot 17304 Jalan Persiaran 1, Bandar Baru Selayang, 68100 Batu Caves, Selangor.), Postal Code (68100), City, State, Country (Malaysia), Office Phone (603-61262020), Home Phone, Mobile Phone, Fax (603-61383650)
- Authentication Information:** User Name\* (citra-user), Password\* (masked with dots), Confirm Password\* (masked with dots)

- 1 To edit your profile, click on the **Edit Profile** button.
- 2 Enter the necessary information into the field.  
**NOTE:** Item labeled with \* are compulsory.
- 3 To change your password, enter new password in the **Password** field.

Figure 1.8 Enter your password

The image shows a close-up of the 'Password\*' input field. The password is masked with seven dots.

- 4 Enter the new password again in the **Confirm Password** field to confirm your password.

Figure 1.9 Reconfirm your password

The image shows a close-up of the 'Confirm Password\*' input field. The password is masked with seven dots.

- 5 Click on the **Submit** button to submit the profile once done.

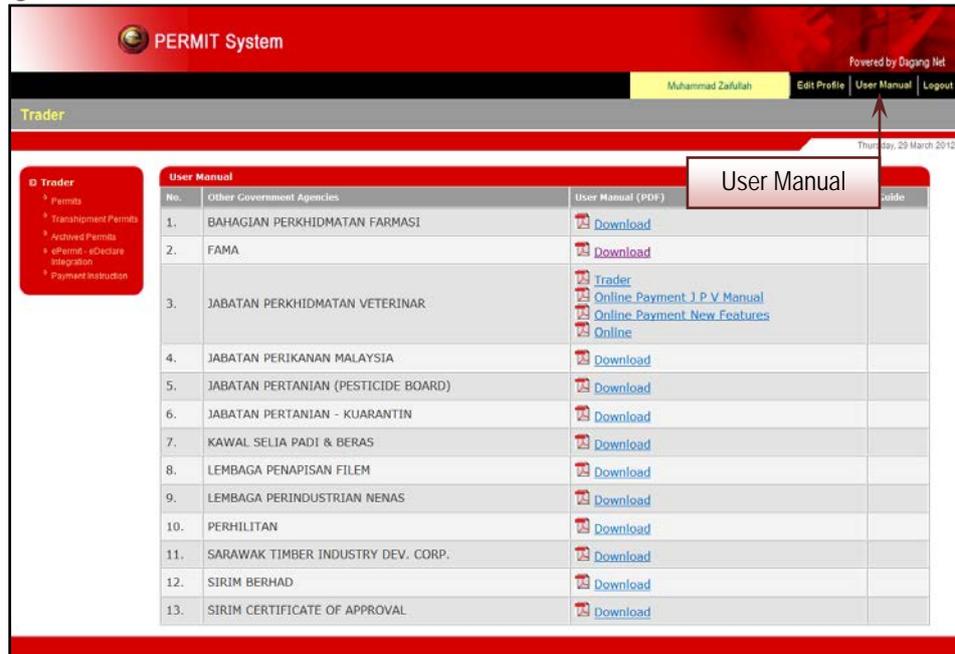
## 1.4 User Manual

You may download the Trader User Manual here.

To download the Manual, please follow the steps below:

### Step 1 User Manual

Figure 1.10 Click to download user manual



- 1 To download the manual, click on the **User Manual** button.
- 2 Find any manual that you want to open and click to download.

## 2 Permit Application

The system allows you to apply, edit, copy, delete and submit:

- Import Permit
- Export Permit

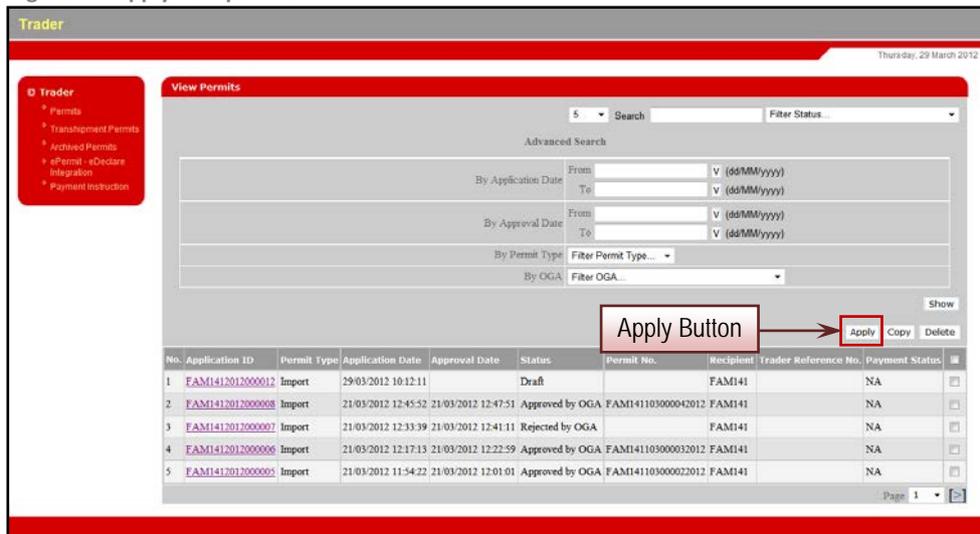
It also allows you to view an application and search for applications.

### 2.1 Apply Import Permit

To apply for an import permit, please follow the steps below:

#### Step 1 Apply Permit

Figure 2.1 Apply new permit



- 1 Click **Apply** button to apply for a permit.

#### Step 2 Select Permit Type

Figure 2.2 Select permit type



- 1 Select **Permit Type**; e.g. **Import Permit**. Click **Select** button.
- 2 **Apply Import Permit** screen appears.

Figure 2.3 Apply import permit screen

Apply Import Permit									
OGA Name	FAMA *	Branch	Kuala Lumpur *						
<b>Consignor Details</b>					<b>Consignee Details</b>				
ROC / ROB	[search]	ROC / ROB	X55220						
Company Name	*	Company Name	CITRA TERINDAH SDN BHD						
Company Address	*	Company Address	JALAN MUTIARA 2 KAWASAN PERINDUSTRIAN KUCHAI KUALA LUMPUR						
<b>Agent Details</b>					<b>Applicant Details</b>				
Agent Name	[search]	Applicant Name	*						
Agent Code		Applicant IC / Passport No.	*						
Agent Address		Applicant Designation	*						
Mode of Transport	select... *	Applicant Phone No.							
Purpose	select... *	Applicant Fax No.							
Country of Origin	[search] *	Applicant Email							
Place of Origin	[search] *	Ports / Place of Import	select... *						
Consigned From	[search] *	Location	select... *						
Customs Station	IBU PEJABAT KASTAM-H10 * [search]	Trader Reference No.							
Trader Remarks									
<b>Consignment Details</b>									
Container No. <input type="button" value="Insert Row"/>									
Ship Call No.(SCN)		BL No.							
Previous K1 registration No		Manifest No.							
Estimated Time of Departure (ETD)	dd/MM/yyyy	Invoice No.							
Estimated Time of Arrival (ETA)	dd/MM/yyyy								
<b>Quota Details</b>									
No.	Commodity Name	Quota Type	Quota Period	Effective Date	Expiry Date	Quota Allocation	Quota Pending for approval	Quota Balance	Quota Used
1	Cabbage (round)	Monthly	April 2012	20/03/2012	30/04/2012	2500	0	0	2500
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>									
<small>Note : Please complete all fields marked with asterisk* before clicking the Next button.</small>									

**3** This is a standard **Permit Application** screen for all **OGAs** (Customs Department requirement).

**NOTE:** Items labeled with **'\*'** are compulsory

**Step 3 Select OGA Name**

Figure 2.4 Select OGA Name

OGA Name	select... *
----------	-------------

**1** Click  to select **OGA Name**; e.g. **FAMA**

Figure 2.5 Sample of OGA selected

OGA Name	FAMA *
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**Step 4 Select OGA Branch**

Figure 2.6 Select OGA Branch

- 1 Click  to select **OGA Branch**; e.g. **Kuala Lumpur**

Figure 2.7 Sample of branch selected

**Step 5 Consignor Details Section**

Figure 2.8 Search your consignor details

- 1 Fill in **Exporter Details** or click  to search for **ROC/ROB** data updated in **Admin Module** previously.
- 2 **Consignor** pop-up window appears.

Figure 2.9 Select consignor hyperlink

No.	Name	Code
1	<a href="#">abc</a>	
2	<a href="#">abx</a>	

- 3 Click **Consignor Name** hyperlink.

Figure 2.10 Consignor details automatically loaded

- 4 All fields in **Consignor Details** section will be filled automatically.

**Step 6 Consignee Details Section**

Figure 2.11 Consignee details section

Consignee Details	
ROC / ROB	X55220
Company Name	CITRA TERINDAH SDN BHD
Company Address	JALAN MUTIARA 2 KAWASAN PERINDUSTRIAN KUCHAI KUALA LUMPUR

- 1 **Consignee Details** will be filled by default. It is your company details and cannot be changed.

**Step 7 Agent Details Section**

Figure 2.12 Agent Details

Agent Details	
Agent Name	<input type="text"/> <a href="#">[search]</a>
Agent Code	<input type="text"/>
Agent Address	<input type="text"/> <input type="text"/> <input type="text"/>

- 1 **Agent Details** is the **Forwarding / Shipping Agent** information details.  
**NOTE :** This section is not compulsory.

**Step 8 Applicant Details Section**

Figure 2.13 Applicant details section

Applicant Detail	
Applicant Name	<input type="text"/> <a href="#">[search]</a> <input type="text"/> * <span style="border: 1px solid black; padding: 2px;">Search applicant</span>
Applicant IC / Passport No.	<input type="text"/> *
Applicant Designation	<input type="text"/> *
Applicant Phone No.	<input type="text"/>
Applicant Fax No.	<input type="text"/>
Applicant Email	<input type="text"/>

- 1 Fill in **Applicant Details** or click [\[search\]](#) button to search for **Applicant** data updated in Admin Module previously.
- 2 **Applicant** pop-up window appears.

Figure 2.14 Applicant details

Applicant			
10		Name	Exact
Show			
No.	Name	Designation	Position
1	<a href="#">ROZANNA RAHIMI</a>	MANAGER	MANAGER
2	<a href="#">mr toh</a>	manager	
3	<a href="#">test applicant</a>	test applicant	

3 Click **Applicant Name** hyperlink.

Figure 2.15 Applicant Details automatically loaded.

Applicant Details	
Applicant Name	ROZANNA RAHIMI *
	<a href="#">[search]</a>
Applicant IC / Passport No.	820122013812 *
Applicant Designation	MANAGER *
Applicant Phone No.	0365456521
Applicant Fax No.	0365273311
Applicant Email	

4 All fields in **Applicant Details** section will be filled automatically.

**Step 9 Mode of Transport**

Figure 2.16 Select mode of transport type

Mode of Transport	select... *
-------------------	-------------

1 **Mode of Transport** refers to how the goods are being imported to Malaysia.

**NOTE:** Mode of Transport types are Maritime, Rail, Road, Air and Post.

Figure 2.17 Sample of mode of transport selection

Mode of Transport	Maritime - 1 *
-------------------	----------------

2 Click  to select **Mode of Transport**; e.g. **Maritime**.

**Step 10 Purpose of Import**

Figure 2.18 Select Purpose of Import

Purpose	select... *
---------	-------------

1 **Purpose** refers to the purpose of importing the goods to Malaysia.

**NOTE:** Types of Purpose are Private, Business, Research, Exhibition and Others

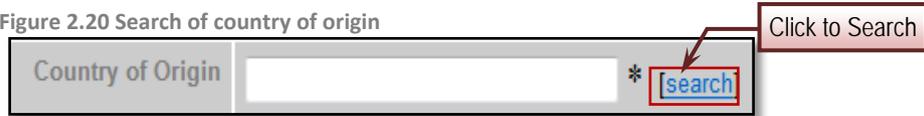
Figure 2.19 Sample of purpose selection

Purpose	Business *
---------	------------

2 Click  to select **Purpose**; e.g. **Business**.

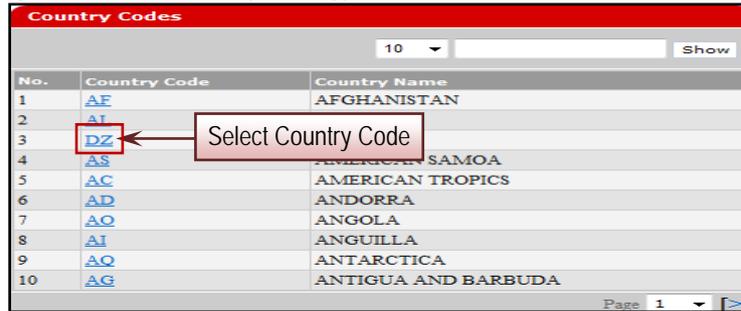
### Step 11 Country of Origin

Figure 2.20 Search of country of origin



- 1 Click [search](#) button to search for **Country of Origin**.
- 2 **Country Codes** pop-up window appears.

Figure 2.21 Select country code hyperlink



- 3 Enter **Country Name** or **Country Code** at the text box. Click [Show](#) button.
- 4 Click **Country Code** hyperlink.

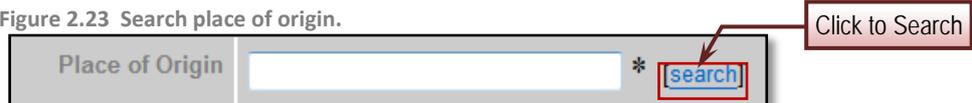
Figure 2.22 Country of origin automatically loaded.



- 5 **Country of Origin** field will be filled automatically.

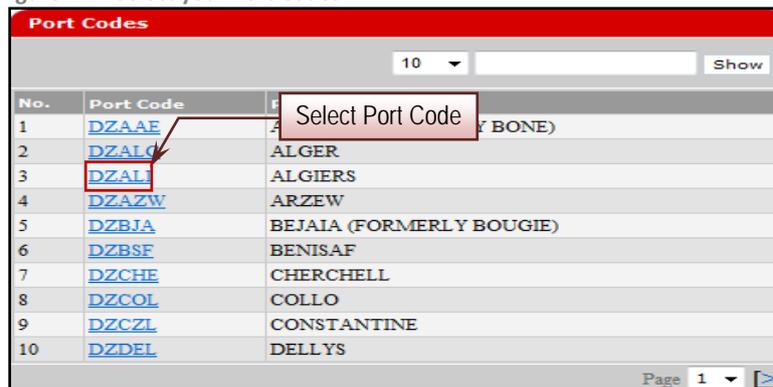
### Step 12 Place of Origin

Figure 2.23 Search place of origin.



- 1 Click [search](#) button to search for **Place of Origin**.
- 2 **Port Codes** pop-up window appears.

Figure 2.24 Select your Port Codes



- 3 Enter **Port Name** or **Port Code** at the text box. Click  button.
- 4 Click **Port Code** hyperlink

Figure 2.25 Place of origin automatically loaded

- 5 **Place of Origin** field will be filled automatically.

### Step 13 Consigned From

Figure 2.26 Search cosigned from

- 1 Click  button to search for **Consigned From**.  
**NOTE:** Consigne From refers to country of transit before consignment reaches the final destination. If there is none, then it is the same as Country of Origin.
- 2 **Country Codes** pop-up window appears.

Figure 2.27 Select your country code

No.	Country Code	Country Name
1	<a href="#">AF</a>	AFGHANISTAN
2	<a href="#">AI</a>	
3	<b>DZ</b>	
4	<a href="#">AS</a>	SAMOA
5	<a href="#">AC</a>	AMERICAN TROPICS
6	<a href="#">AD</a>	ANDORRA
7	<a href="#">AO</a>	ANGOLA
8	<a href="#">AI</a>	ANGUILLA
9	<a href="#">AQ</a>	ANTARCTICA
10	<a href="#">AG</a>	ANTIGUA AND BARBUDA

- 3 Click **Country Code** hyperlink.

Figure 2.28 Consigned from automatically loaded

- 4 **Consigned From** field will be filled automatically.

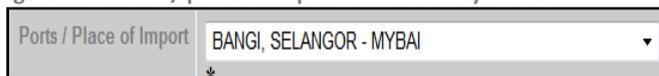
### Step 14 Ports / Place of Import

Figure 2.29 Select ports/ place of import

- 1 **Ports / Place of Import** refers to the **Entry Point**. It should tally with **Mode of Transport**.

**NOTE:** If Mode of Transport is 'Maritime', Place of Import should be a sea port.

Figure 2.30 Ports / place of import automatically loaded



- 2 Click  to select **Ports / Place of Import**; e.g. Bangi, Selangor

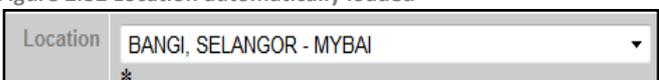
### Step 15 Location

Figure 2.31 Select your location



- 1 **Location** field refers to your office or warehouse.

Figure 2.32 Location automatically loaded



- 2 Click  to select the **Location**.

### Step 16 Customs Station

Figure 2.33 Customs Station

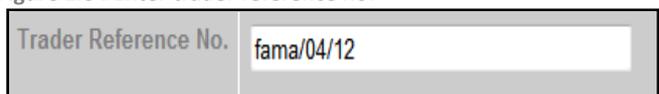


- 1 All permit applications will be registered at **Sistem Maklumat Kastam**.
- 2 This is an auto default station.

**NOTE:** Do not change to other Customs Station.

### Step 17 Trader Reference No. and Remarks Field

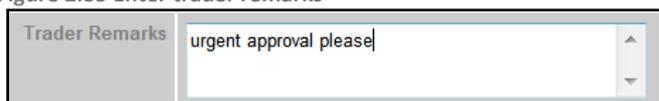
Figure 2.34 Enter trader reference no.



- 1 Enter **Trader Reference No.** field.

**NOTE:** Your reference number to represent this permit application.

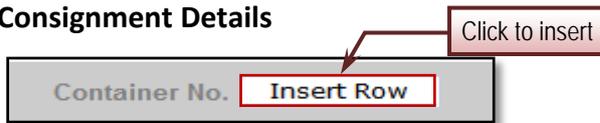
Figure 2.35 Enter trader remarks



- 2 Enter **Trader Remarks** field.

**NOTE:** Free remarks by you.

**Step 18 Consignment Details**



- 1 Click  button to add **Container No.** field.
- 2 Container No. field will appear below.

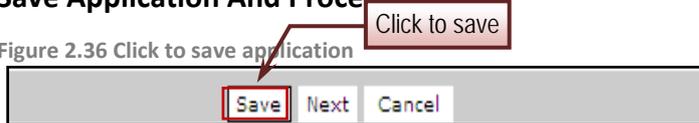


- 3 Click  button to delete Container No. field.
- 4 Enter fields of **Ship Call No.(SCN)**, **BL No.**, **Previous K1 registration No.**, **Manifest No.**, **Estimated Time of Departure (ETD)**, **Invoice No.** and **Estimated Time of Arrival (ETA)**.
- 5 Then you can see the **Quota Details** below Consignment Details.

Quota Details									
No.	Commodity Name	Quota Type	Quota Period	Effective Date	Expiry Date	Quota Allocation	Quota Pending for approval	Quota Balance	Quota Used
1	Cabbage (round)	Monthly	April 2012	20/03/2012	30/04/2012	2500	0	0	2500

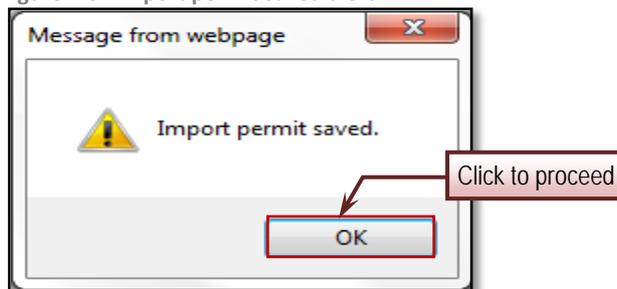
**Step 19 Save Application And Proceed**

Figure 2.36 Click to save application



- 1 Click  to proceed or click  to save the application or click  to abort.
- 2 **Import Permit Saved** message window appears.

Figure 2.37 Import permit saved alert



- 3 Click  button to proceed to **Import Item** screen.

Figure 2.38 Import Item screen appear



**Step 20 Add Import Item**

Figure 2.39 Add new import item

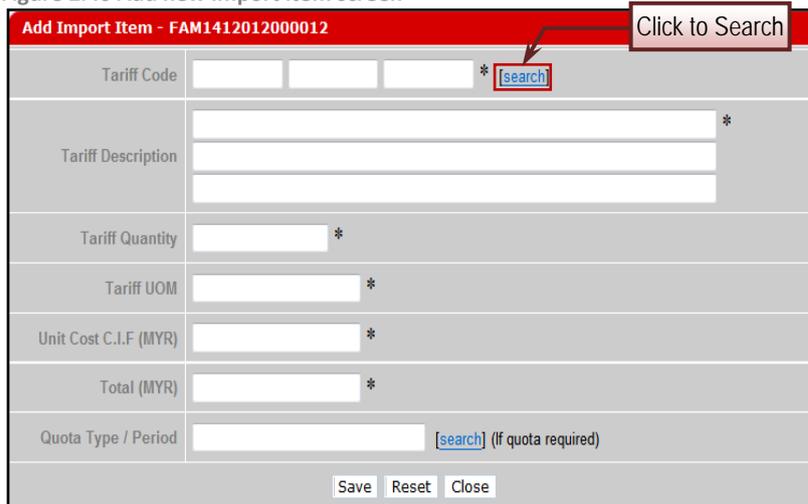


- 1 Click **Add** button to add **Import Item**.
- 2 **Add Import Item** pop-up window appears.

**NOTE:** Items labeled with '\*' are compulsory.

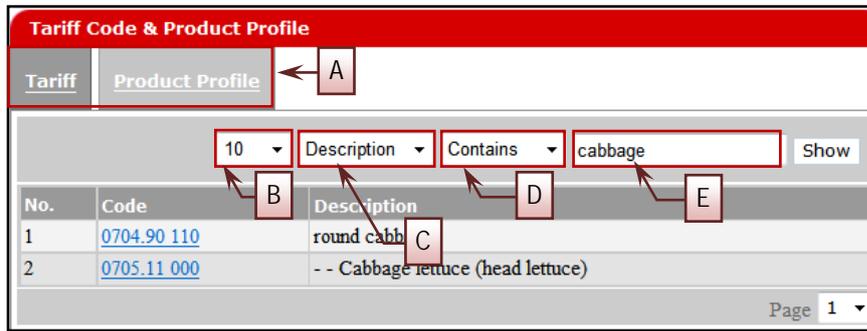
Limited for One (1) item only.

Figure 2.40 Add new import item screen



- 3 Click **search** button to search for **Tariff Code**.

Figure 2.41 Tariff code & Product profile appear



	Description
A	AHTN or Tariff and Product Profile tab
B	To show the number of records on each page
C	To filter search result by Code or Description
D	To filter search result by Contains or Exact or Start With or End With; Depended on Code or Description
E	Entry to search for an item

4 Select **Tariff** or **Product Profile** tab.

NOTE: If Country of Origin is one of ASEAN countries, AHTN tab appears, else Tariff tab will appear.

5 Select filter by **Code** or **Description**.

6 Select filter by **Contains** or **Exact** or **Start With** or **End With**.

7 Select a tariff code and click **Code** or **Product Code** hyperlink.

8 **Tariff Code**, **Tariff Description** and **Tariff UOM** field will be filled automatically.

9 Enter **Tariff Quantity**, **Tariff UOM**, **Unit Cost (CIF)** and **Total (MYR)** field.

10 Click [search](#) button to search for **Quota Type/ Period** if quota required.

11 Quota Allocation pop up screen appear as shown as below;

12 Quota Allocation pop up screen appear.

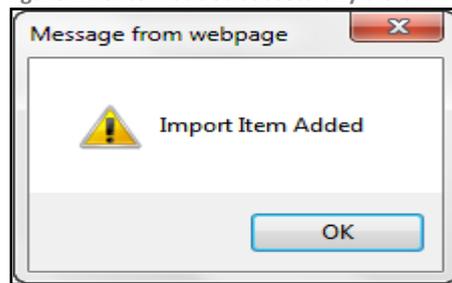
13 Click **Commodity Name** hyperlink to select **Quota Type / Period**.

Figure 2.42 Add import item automatically loaded

14 Click **Save** to save or click **Reset** to clear fields or click **Close** to exit.

15 If you click **Save** button, **Import Item Added** message window appears.

Figure 2.43 Item added successfully alert



16 Click **OK** button to proceed.

## Step 21 Edit or Delete Import Item

Figure 2.44 Edit your import Item

1 Click **Item** hyperlink to edit **Import Items** or tick  checkbox and click **Delete** button to remove **Import Items**.

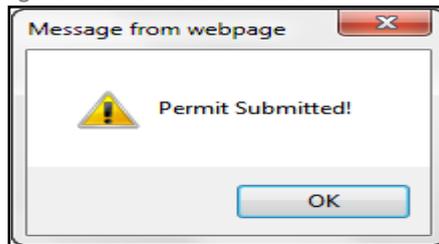
## Step 24 Submission To OGA

Figure 2.45 Submit to OGA



- 1 Click  button to submit.
- 2 **Permit Submitted** message window appears.

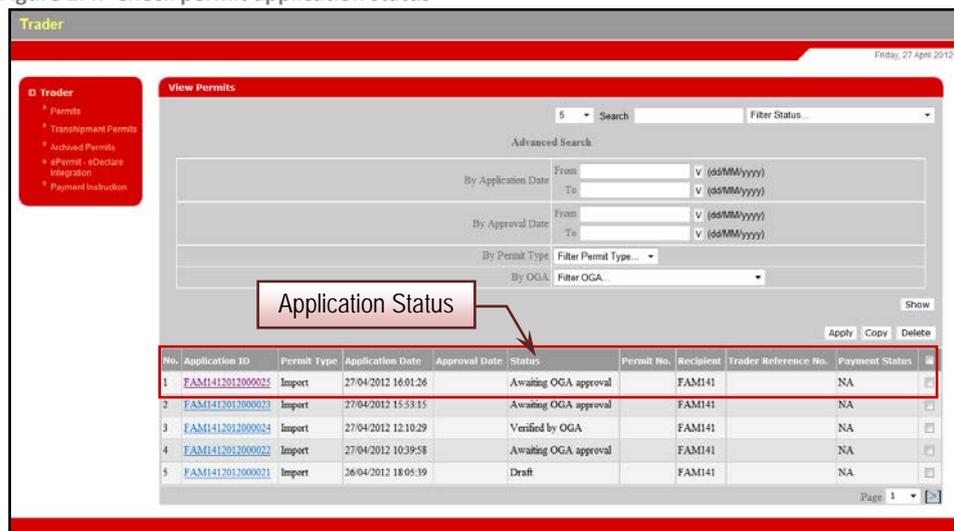
Figure 2.46 Permit submitted alert



- 3 Click  button to proceed.

## Step 25 Check Permit Application Status After Submission

Figure 2.47 Check permit application status



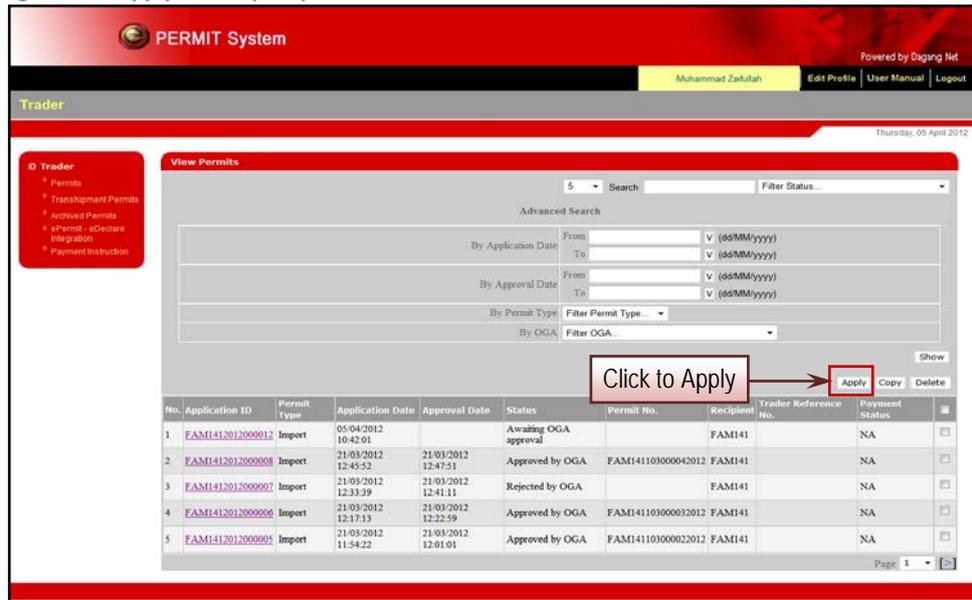
- 1 You can check **Permit Application Status** at **View Permits** screen.
- 2 Status with **Awaiting OGA Approval**.

## 2.2 Apply Export Permit

To apply for an export permit, please follow the steps below:

### Step 1 Apply Permit

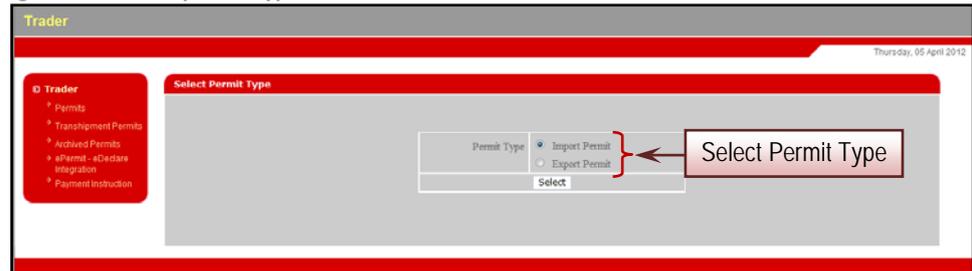
Figure 2.48 Apply new export permit



- 1 Click **Apply** button to apply for a permit.

### Step 2 Select Permit Type

Figure 2.49 Select permit type



- 1 Select **Permit Type**; e.g. **Export Permit**.
- 2 Click **Select** button.
- 3 **Apply Export Permit** screen appears.

Figure 2.50 Apply export permit screen

Apply Export Permit			
OGA Name	FAMA *	Branch	Kuala Lumpur *
<b>Consignor Details</b>		<b>Consignee Details</b>	
ROC / ROB	X55220	ROC / ROB	[search]
Company Name	CITRA TERINDAH SDN BHD	Company Name	* [input]
Company Address	JALAN MUTIARA 2 KAWASAN PERINDUSTRIAN KUCHAI KUALA LUMPUR	Company Address	* [input]
<b>Agent Details</b>		<b>Applicant Details</b>	
Agent Name	[input] [search]	Applicant Name	* [input] [search]
Agent Code	[input]	Applicant IC / Passport No.	* [input]
Agent Address	[input]	Applicant Designation	* [input]
Mode of Transport	select... *	Applicant Phone No.	[input]
Date of Export	[input] (dd/MM/yyyy)	Applicant Fax No.	[input]
Country of Origin	[input] * [search]	Applicant Email	[input]
Country of Final Destination	[input] * [search]	Port / Place of Export	select... *
Port of Discharge	[input] * [search]	Via (Transshipment Cargo only)	[input] [search]
Marks and Nos. / Container Nos.	[input]	Voyage No. / Flight / Conveyance	[input]
<b>Other Details</b>			
Purpose Of Export	select...	COO Number	[input]
Grade Certification No	[input]	K1 Form No	[input]
Phytosanitary Certificate No.	[input]	Trader Reference No.	[input]
Trader Remarks.	[input]		
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			
<small>Note : Please complete all fields marked with asterisk* before clicking the Next button.</small>			

4 This is a standard **Permit Application** screen for all **OGAs** (Customs Department requirement).

**NOTE:** Items labeled with ‘\*’ are compulsory

**Step 3 Select OGA Name**

Figure 2.51 Select OGA Name

OGA Name	select... *
----------	-------------

1 Click dropdown to select **OGA Name**; e.g. **FAMA**

Figure 2.52 OGA Name selected

OGA Name	FAMA *
----------	--------

**Step 4 Select OGA Branch**

Figure 2.53 Select OGA Branch

- 1 Click  to select **OGA Branch**; e.g. Kuala Lumpur.

Figure 2.54 Branch selected

**Step 5 Consignor Details**

Figure 2.55 Consignor details

Consignor Details	
ROC / ROB	X55220
Company Name	CITRA TERINDAH SDN BHD
Company Address	JALAN MUTIARA 2 KAWASAN PERINDUSTRIAN KUCHAI KUALA LUMPUR

- 1 **Consignor Details** will be filled by default. It is your company details and cannot be changed.

**Step 6 Consignee Details**

Figure 2.56 Search consignee details

- 1 Fill in **Importer Details** or click  to search for **ROC / ROB** data updated in Admin Module previously.
- 2 **Consignee** pop-up window appears.

Figure 2.57 Select consignee

Consignee		
10 Name Exact Show		
No.	Name	Code
1	<a href="#">Dairy Farm Australia</a>	
2	<a href="#">Marvin Farm Services</a>	
3	<a href="#">Rubicon Valley</a>	

- 3 Click **Consignee** hyperlink.

Figure 2.58 Consignee details automatically loaded

Consignee Details	
ROC / ROB	<input type="text"/> [search]
Company Name	Dairy Farm Australia *
Company Address	Locked Bag 104, Flinders Lane *
	Victoria 8009
	Australia

- 4 All fields in **Consignee Details** section will be filled automatically.

### Step 7 Agent Details Section

Figure 2.59 Search agent details

Agent Details	
Agent Name	<input type="text"/> [search] <span>Click to Search</span>
Agent Code	<input type="text"/>
Agent Address	<input type="text"/>
	<input type="text"/>

- 1 **Agent Details** is the **Forwarding/Shipping Agent** information details.

**NOTE :** This section is not compulsory.

### Step 8 Applicant Details Section

Figure 2.60 Search application details

Applicant Details	
Applicant Name	<input type="text"/> * [search] <span>Click to Search</span>
Applicant IC / Passport No.	<input type="text"/> *
Applicant Designation	<input type="text"/> *
Applicant Phone No.	<input type="text"/>
Applicant Fax No.	<input type="text"/>
Applicant Email	<input type="text"/>

- 1 Fill in **Applicant Details** or click **[search]** button to search for **Applicant** data updated in Admin Module previously.
- 2 **Applicant** pop-up window appears.

Figure 2.61 Select applicant details

Applicant		
10	Name	Exact
No.	Name	Designation
1	<a href="#">ROZANNA RAHIMI</a>	MANAGER
2	<a href="#">mr toh</a>	manager
3	<a href="#">test applicant</a>	test applicant

3 Click **Applicant Name** hyperlink.

Figure 2.62 Applicant details automatically loaded

Applicant Details	
Applicant Name	ROZANNA RAHIMI * <a href="#">[search]</a>
Applicant IC / Passport No.	820122013812 *
Applicant Designation	MANAGER *
Applicant Phone No.	0365456521
Applicant Fax No.	0365273311
Applicant Email	

4 All fields in **Applicant Details** section will be filled automatically.

### Step 9 Mode of Transport

Figure 2.63 Select mode of transport

Mode of Transport	select... *
-------------------	-------------

1 **Mode of Transport** refers to how the goods are being imported to Malaysia.

**NOTE:** Mode of Transport types are Maritime, Rail, Road, Air and Post.

Figure 2.64 Mode of transport selected

Mode of Transport	Maritime - 1 *
-------------------	----------------

2 Click  to select **Mode of Transport**; e.g. **Maritime**.

### Step 10 Date of Export

Figure 2.65 Select date

Date of Export	(dd/MM/yyyy)	Applicant
----------------	--------------	-----------

		2012		>>		
		Wed	Thu	Fri	Sat	Sun
13						1
14	2	3	4	5	<b>6</b>	7
15	9	10	11	12	13	14
16	16	17	18	19	20	21
17	23	24	25	26	27	28
18	30					

6 April, 2012 Clear

- 1 Click  dropdown to select **Date of Export**.

Figure 2.66 Date of export automatically loaded

- 2 **Date of Export** field will be filled automatically.

**Step 11 Country of Origin**

Figure 2.67 Search country of origin

- 1 Click  button to search for **Country of Origin**.
- 2 **Country Codes** pop-up window appears.

Figure 2.68 Select country codes

No.	Country Code	Country Name
31	<a href="#">BR</a>	BRAZIL
32	<a href="#">IO</a>	BRITISH INDIAN OCEAN TERR
33	<a href="#">BN</a>	BRUNEI DARUSSALAM
34	<a href="#">BG</a>	BULGARIA
35	<a href="#">BF</a>	BURKINA FASO
36	<a href="#">BI</a>	BURUNDI
37	<a href="#">KH</a>	CAMBODIA
38	<a href="#">CM</a>	CAMEROON, UNITE REP OF
39	<a href="#">CA</a>	CANADA
40	<a href="#">CV</a>	CAPE VERDE

- 3 Click **Country Code** hyperlink.

Figure 2.69 Country of origin automatically loaded

- 4 **Country of Origin** field will be filled automatically.

**Step 12 Country of Final Destination**

Figure 2.70 Search country of final destination

- 1 Click  button to search for **Country of Final Destination**.
- 2 **Country Codes** pop-up window appears as shown below.

Figure 2.71 Select country codes

No.	Country Code	Country Name
211	<a href="#">SR</a>	SURINAME
212	<a href="#">SJ</a>	SVALBARD & JAN MAYEN I.
213	<a href="#">SZ</a>	SWAZILAND
214	<a href="#">SE</a>	SWEDEN
215	<a href="#">CH</a>	SWITZERLAND
216	<a href="#">SY</a>	SYRIAN ARAB REPUBLIC
217	<a href="#">TW</a>	TAIWAN
218	<a href="#">TJ</a>	TAJKISTAN
219	<a href="#">TZ</a>	TANZANIA
220	<a href="#">TH</a>	THAILAND

- 3 Click **Country Code** hyperlink.

Figure 2.72 Country of final destination automatically loaded

Country of Final Destination: THAILAND - TH \*

- 4 **Country of Final Destination** field will be filled automatically.

**Step 13 Port of Discharge**

Figure 2.73 click to select port of discharge

Port of Discharge:  \*

- 1 Click  button to search for **Port of Discharge**.
- 2 **Port Codes** pop-up window appears.

Figure 2.74 Select Port codes

No.	Port Code	Port Name
1	<a href="#">THBGP</a>	BANGPAKONG
2	<a href="#">THBKK</a>	BANGKOK
3	<a href="#">THBND</a>	
4	<a href="#">THBNG</a>	
5	<a href="#">THBNL</a>	BANLAEM
6	<a href="#">THBSE</a>	BANGSU
7	<a href="#">THBSP</a>	BANGSAPHAN
8	<a href="#">THBTP</a>	BAN TALAT TAKUA PA
9	<a href="#">THCAO</a>	CHAO CHOM
10	<a href="#">THCEI</a>	CHIANG-RAI

- 3 Click **Port Code** hyperlink.

Figure 2.75 Port of Discharge automatically loaded

Port of Discharge: BANGSU - THBSE \*

- 4 **Port of Discharge** field will be filled automatically.

**Step 14 Port / Place of Export**

Figure 2.76 Select port/ place of export type

- 1 Port/Place of Export** refers to the place of **Exit Point** for **Export**. It should tally with **Mode of Transport**.

**NOTE:** If Mode of Transport is 'Maritime', Place of Import should be a sea port.

Figure 2.77 Port/ place of export selected

- Click to select **Port/Place of Export**.

**Step 15 Via (Transshipment Cargo Only)**

Figure 2.78 Search transshipment via cargo

- Click [search](#) to view **Via** pop-up window.

**NOTE:** You are advised to fill in if your goods go via Transshipment.

Figure 2.79 Select Via

No.	Code	Description
1	<a href="#">BNKUB</a>	KUALA BELAIT
2	<a href="#">BNLUM</a>	LUMUT
3	<a href="#">BNMUA</a>	MUARA
4	<a href="#">BNSER</a>	SERIA
5	<a href="#">BNTAS</a>	SALIRONG
6	<a href="#">BOAFC</a>	ASCENSION
7	<a href="#">BOCAM</a>	CAMIRI
8	<a href="#">BOCBB</a>	COCHABAMBA
9	<a href="#">BOCEP</a>	CONCEPCION
10	<a href="#">BOCIJ</a>	COBIJA

- Click **via Code** hyperlink.

Figure 2.80 Via automatically loaded

- Transshipment Cargo only** field will be filled automatically.

**Step 16** Marks and Nos. / Container Nos.

Figure 2.81 Enter Marks and Nos/ Container No.



- 1 Enter the **Marks and Nos. / Container Nos.**

**NOTE:** This is a free text column.

**Step 17** Voyage No. / Flight / Conveyance

Figure 2.82 Enter Coyage No. / Floght / Conveyance



- 1 Enter **Voyage No. / Flight / Conveyance.**

**NOTE:** This is a free text column.

**Step 18** Other Details Section

Figure 2.83 Other Details Section

Other Details			
Purpose Of Export	select... ▾	COO Number	<input type="text"/>
Grade Certification No	<input type="text"/>	K1 Form No	<input type="text"/>
Phytosanitary Certificate No.	<input type="text"/>	Trader Reference No.	<input type="text"/>
Trader Remarks.	<input type="text"/>		

- 1 Please fill in the fields.

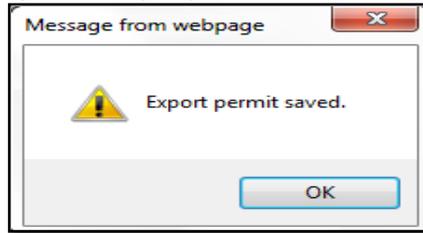
**Step 20** Save Application And Proceed

Figure 2.84 Click save to proceed



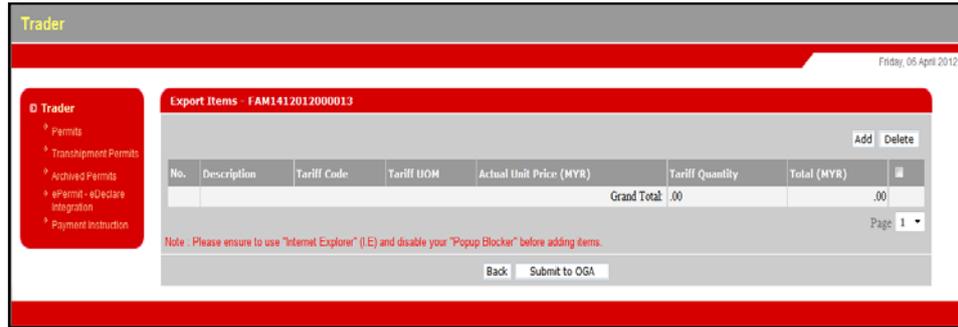
- 1 Click **Next** to proceed **or** click **Save** to save the application **or** click **Cancel** to abort.
- 2 **Export Permit Saved** message window appears.

Figure 2.85 export permit saved



- 3 Click  button to proceed to **Export Item** screen.

Figure 2.86 Export Item appear



## Step 21 Add Export Item

Figure 2.87 Add export item appear



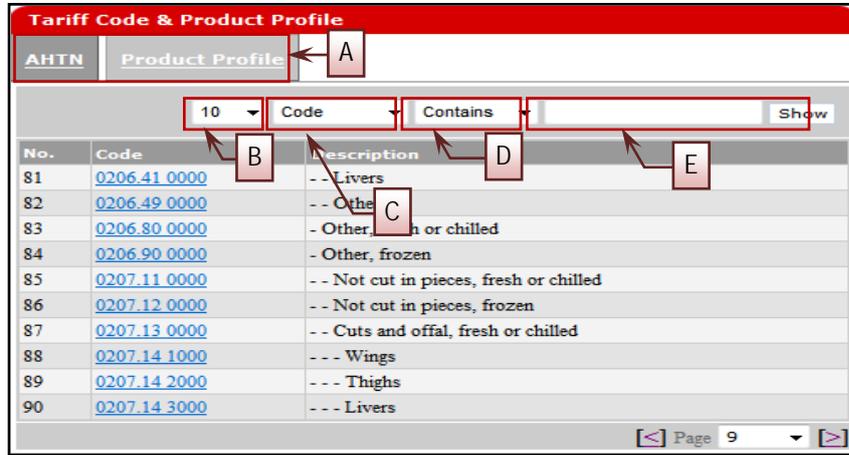
- 1 Click  button to add **Export Item**.
- 2 **Add Export Item** pop-up window appears.

**NOTE:** Items labeled with '\*' are compulsory.

Figure 2.88 Add export item screen

- 3 Select  dropdown to select Product .
- 4 Click [search](#) button to search for **Malaysian Customs Tariff Code**.
- 5 **Tariff Code & Product** profile screen appear.

Figure 2.89 Tariff code & Product Profile



	Description
A	AHTN or Tariff and Product Profile tab
B	To show the number of records on each page
C	To filter search result by Code or Description
D	To filter search result by Contains or Exact or Start With or End With; Depended on Code or Description
E	Entry to search for an item

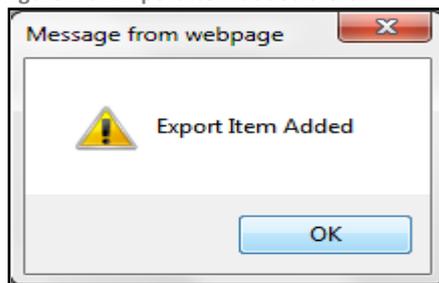
- 6 Select **Tariff** or **Product Profile** tab.  
 NOTE: If Country of Origin is one of ASEAN countries, AHTN tab appears, else Tariff tab will appear.
- 7 Select filter by **Code** or **Description**.
- 8 Select filter by **Contains** or **Exact** or **Start With** or **End With**.
- 9 Select a tariff code and click **Code** or **Product Code** hyperlink.
- 10 **Malaysian Customs Tariff (Code No. & Unit)** and **Tariff Description** field will be filled automatically.
- 11 Enter the **Quantity based on Customs Tariff Unit** field.
- 12 Enter **Unit Value FOB MYR** field
- 13 Click  dropdown to select **Package Type**.  
 NOTE: Items labeled with '\*' are compulsory.

Figure 2.90 Sample of add export item shown

14 Click **Save** to save or click **Reset** to clear fields or click **Close** to exit.

15 If you click **Save** button, **Export Item Added** message window appears.

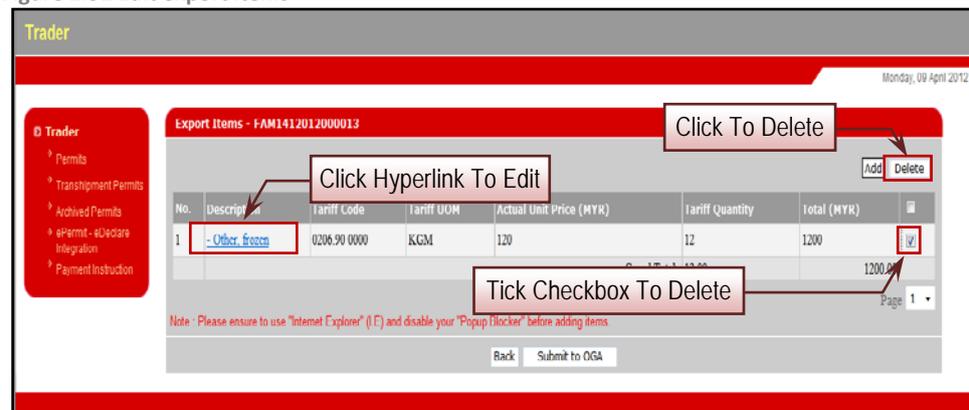
Figure 2.91 Export item added alert



16 Click **OK** button to proceed.

## Step 22 Edit / Delete Export Item

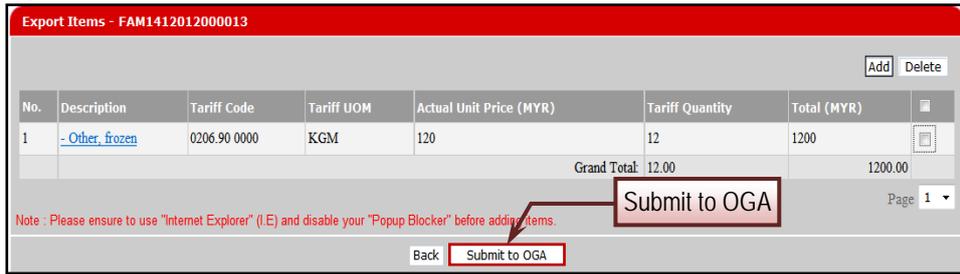
Figure 2.92 Edit export items



1 Click **Item** hyperlink to edit **Export Items** or tick  checkbox and click **Delete** button to remove **Export Items**.

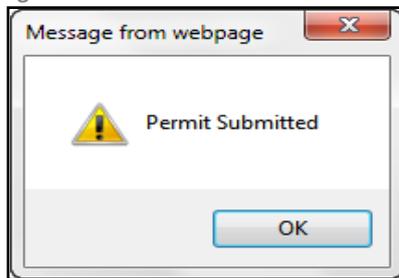
**Step 25 Submission To OGA**

Figure 2.93 Submit to OGA



- 1 Click **Submit to OGA** button to submit.
- 2 **Permit Submitted** message window appears.

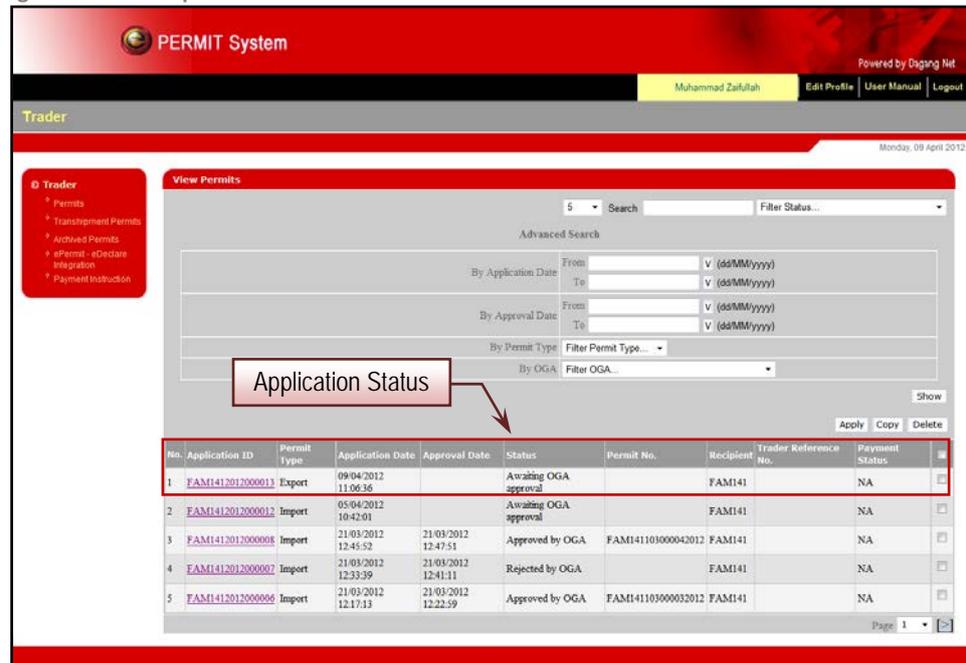
Figure 2.94 Permit Submitted alert



- 3 Click **OK** button to proceed.

**Step 26 Check Permit Application Status After Submission**

Figure 2.95 Check permit status



- 1 You can check **Permit Application Status** at **View Permits** screen.
- 2 The status is “ **Awaiting OGA Approval**”.

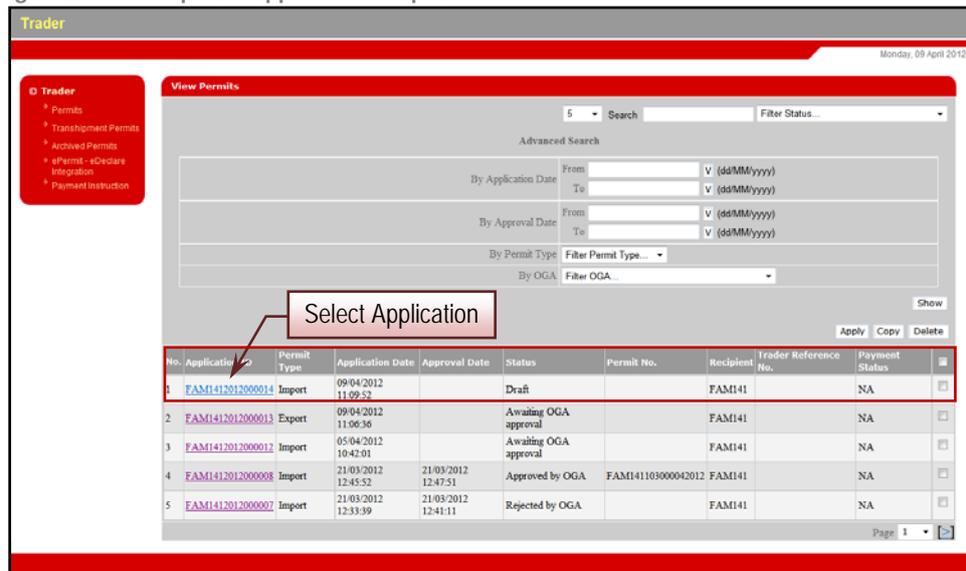
## 2.3 Edit Permit Application

You can edit import / export permit application if changes are required. You can only edit permit application with “Draft” status.

To edit an import / export permit application, please follow the steps below:

### Step 1 Select Permit Application

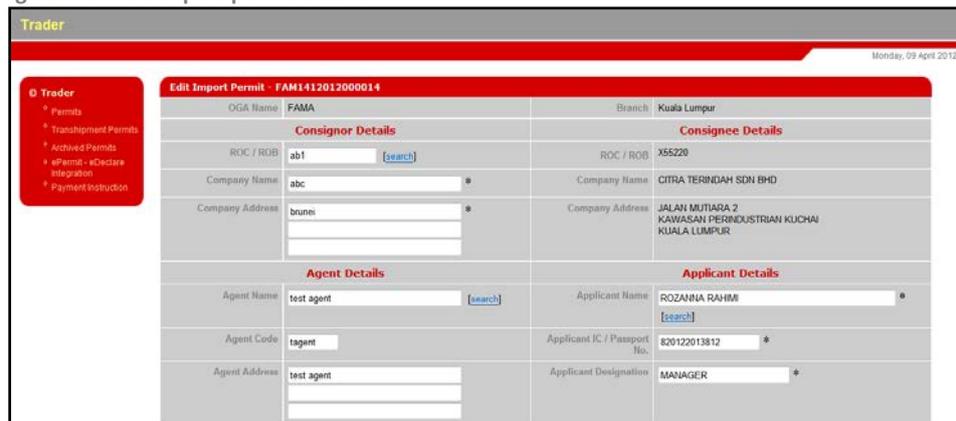
Figure 2.96 Select permit application to update



- 1 Select an application and click **Application ID** hyperlink.
- 2 **Edit Import / Export Permit** screen appears.

### Step 2 Edit Import / Export Permit Screen

Figure 2.97 Edit export permit details



- 1 Please refer to **Applying Import Permit Application** or **Applying Export Permit Application** for details.

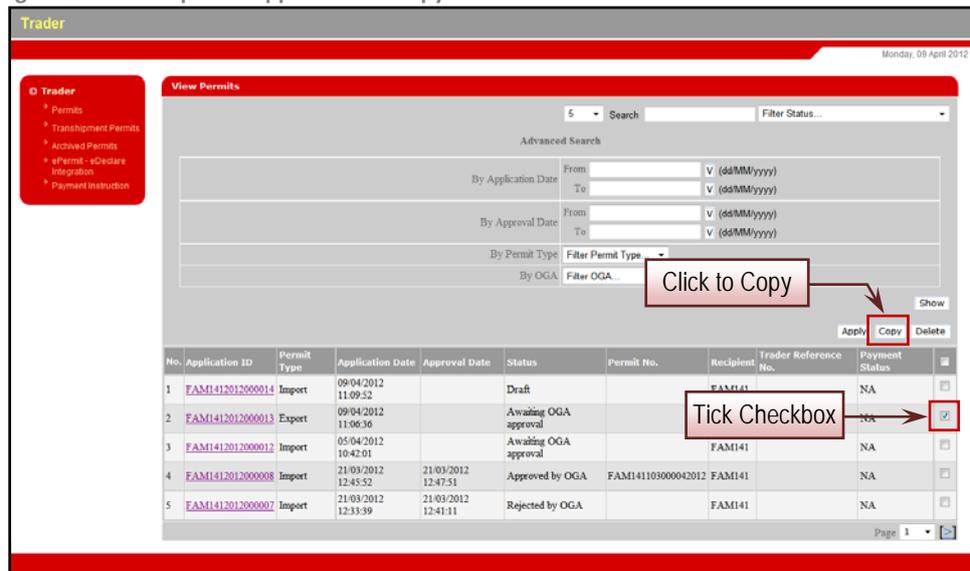
## 2.4 Copy Permit Application

For your convenience, you can copy information from previous permit application to apply for a new permit application.

To copy a permit application, please follow the steps below:

### Step 1 Select Permit Application

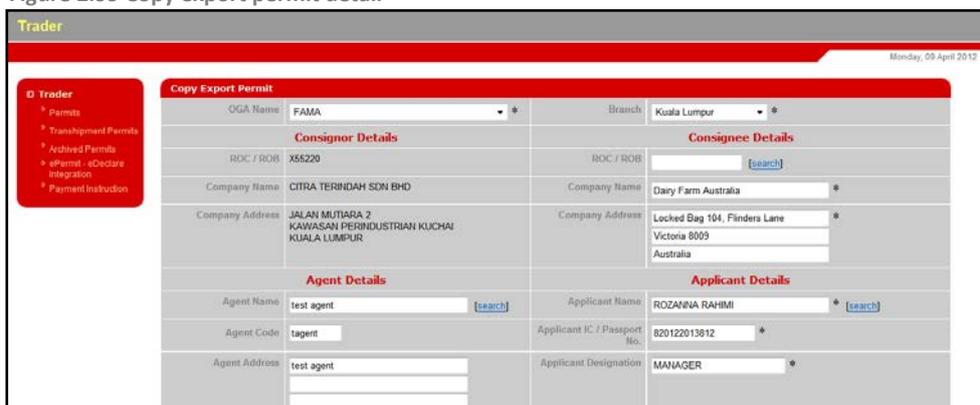
Figure 2.98 Select permit application to copy



- 1 Select a permit application and tick  the checkbox. Click **Copy** button to proceed.
- 2 **Copy Import / Export Permit** screen appears.

### Step 2 Copy Import / Export Permit Screen

Figure 2.99 Copy export permit detail



- 1 Repeat steps in **Import / Export Permit Application**.
- 2 Please refer to **Import / Export Permit Application** for details.

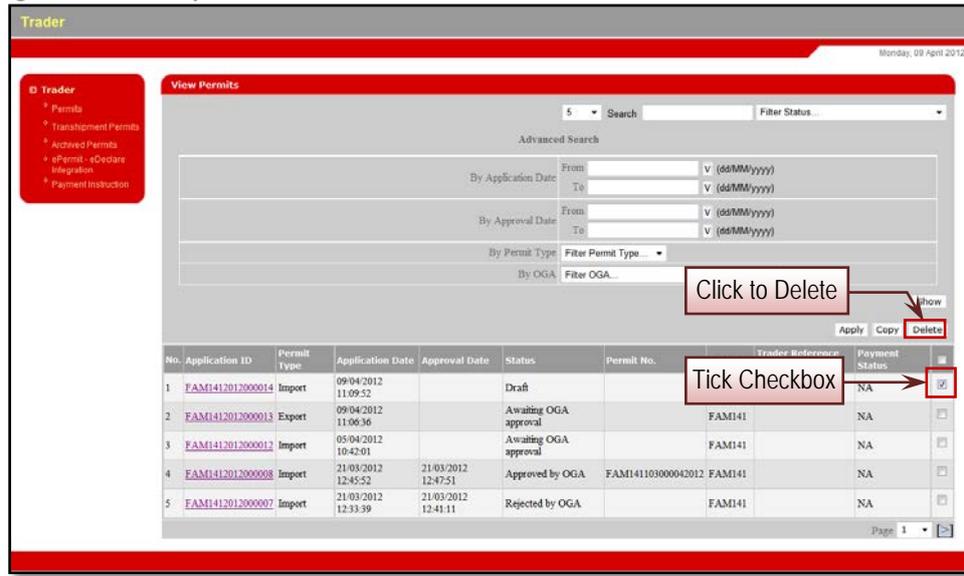
## 2.5 Delete Permit Application

You can only delete permit applications with 'Draft' status.

To delete a permit application, please follow the steps below:

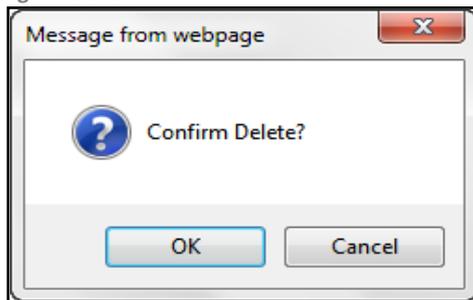
### Step 1 Select Permit Application

Figure 2.100 Select permit to delete



- 1 Select a permit application and tick  the checkbox.
- 2 Click  button to proceed.
- 3 Delete confirmation window appears to confirm deletion of the application.

Figure 2.101 Delete alert



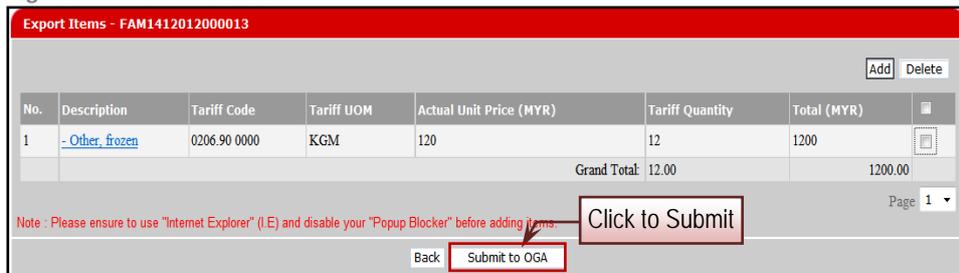
- 4 Click  to proceed or  to abort.

## 2.6 Submit Permit Application

Please refer to section 2.1 and 2.2 on apply import and export permit application. Follow the steps provided in the two sections before submitting the permit application.

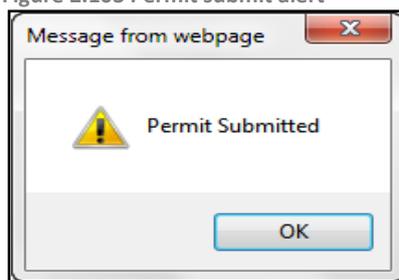
### Step 1 Submission To OGA

Figure 2.102 Submit to OGA



- 1 Click  button to submit.
- 2 **Permit Submitted** message window appears.

Figure 2.103 Permit submit alert



- 3 Click  button to proceed.

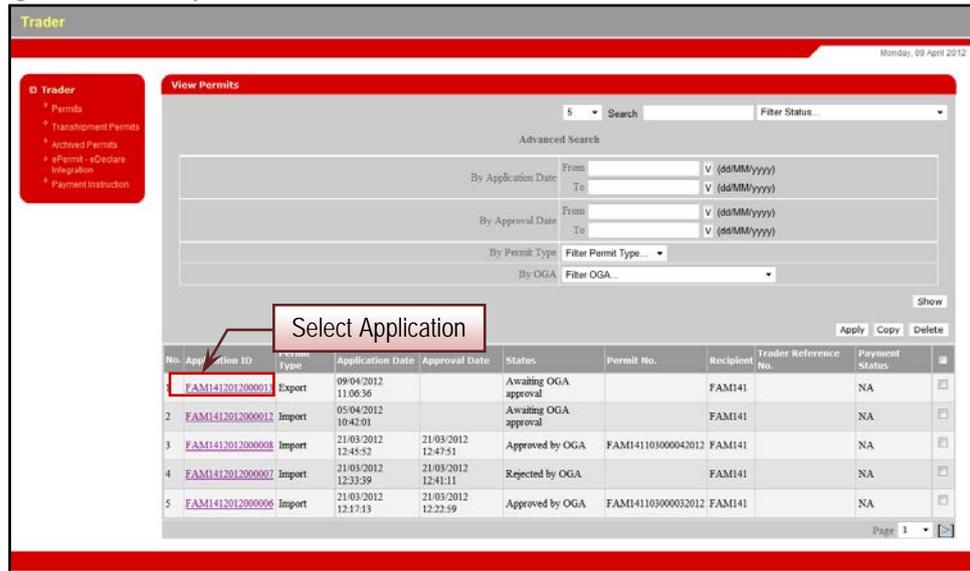
## 2.7 View Permit Application

You may view submitted permit applications.

To view archived permits, please follow the steps below:

### Step 1 View Permit Application

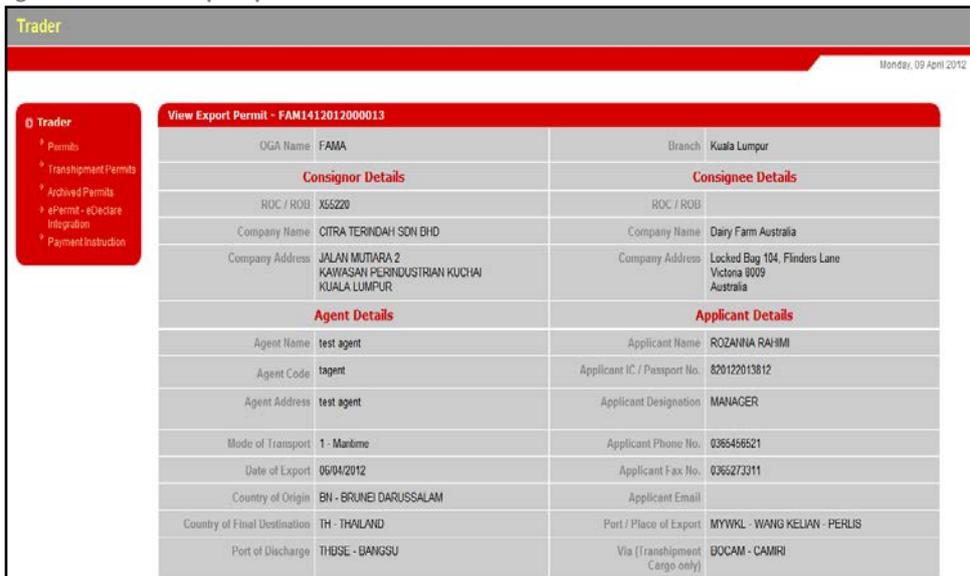
Figure 2.104 Select permit for view



- 1 Select an application and click **Application ID** hyperlink.
- 2 **View Import / Export Permit** screen appears.

**NOTE:** You can only view Import/Export Permit details.

Figure 2.105 View export permit

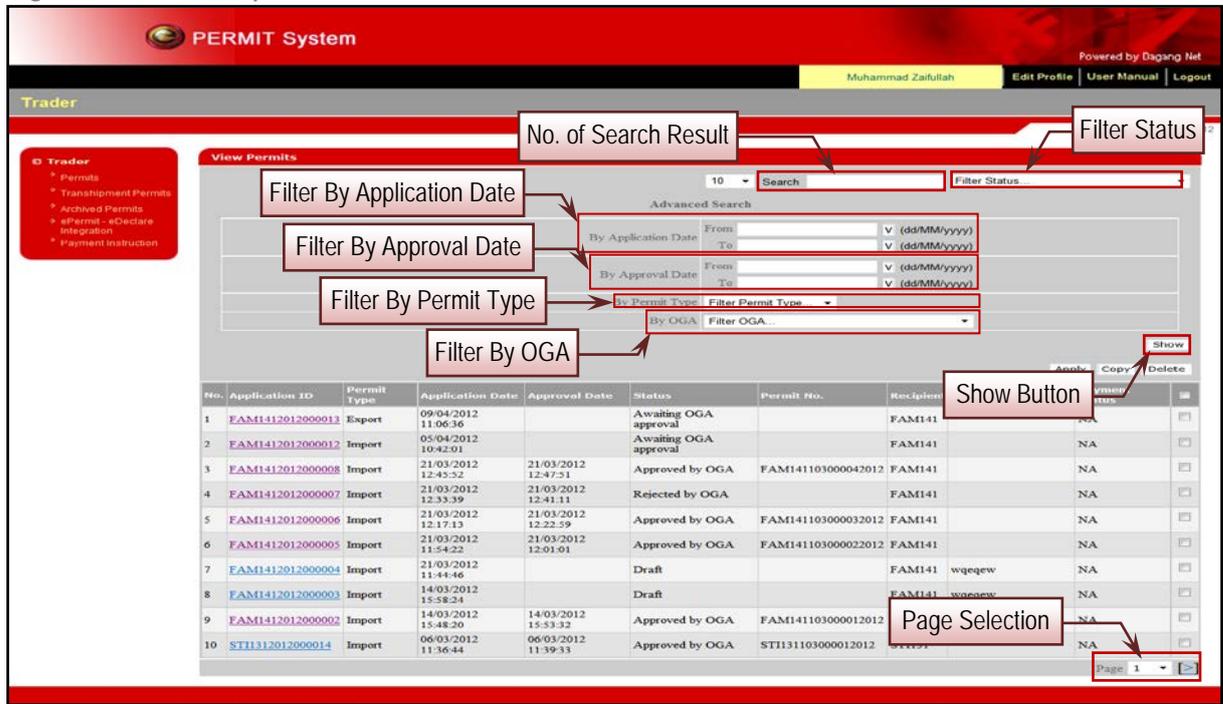


- 3 Click **Cancel** to return to **View Permits** screen.

### 3 Advanced Search and Navigation

To view permits, please follow the steps below:

Figure 3.1 FAMA Quota permit screen

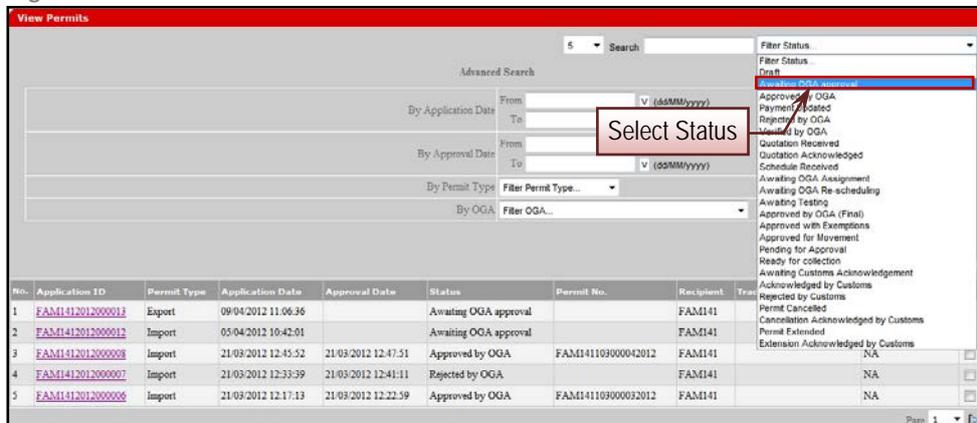


You may search for a permit application by one of the following methods;

- a) Filter Status
- b) By Application Date
- c) By Approval Date
- d) By Permit Type
- e) By OGA
- f) Column Header
- g) Page Selection

(a) Filter Status

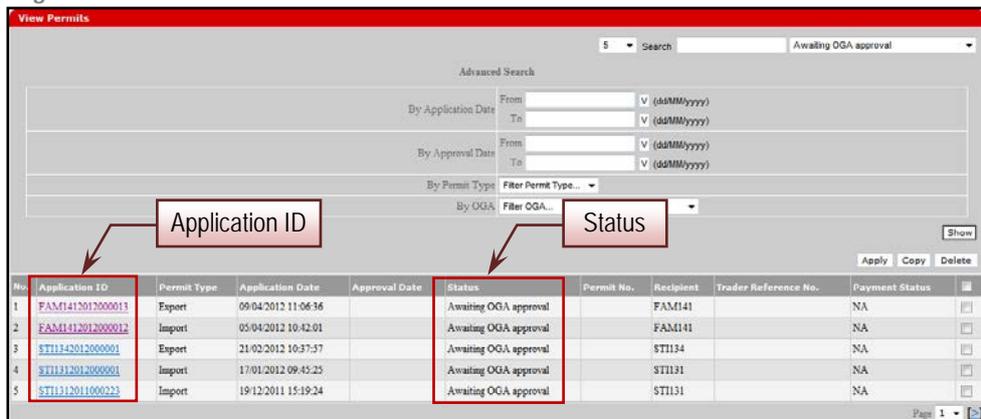
Figure 3.2 Select filter status



- 1 Click on Filter Status to view status.

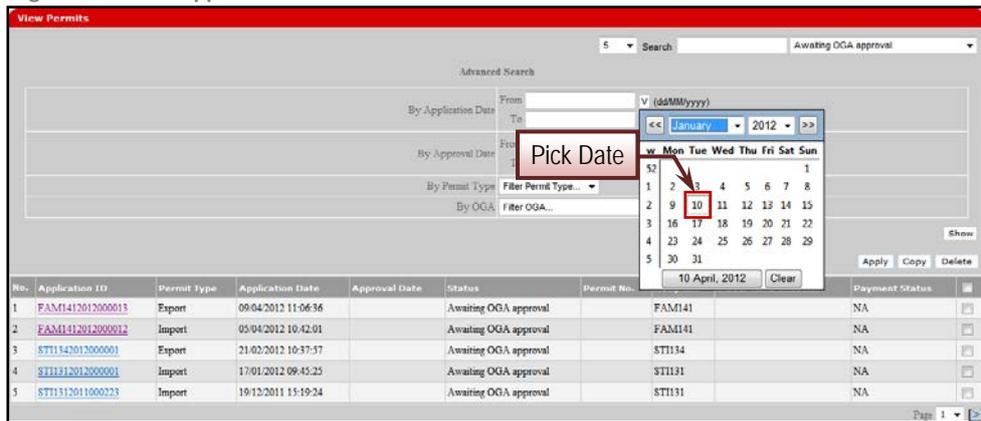
- 2 Select a status; e.g: **Awaiting OGA Approval**
- 3 Click **Show** button to view search result.

Figure 3.3 Filter status result shown as below



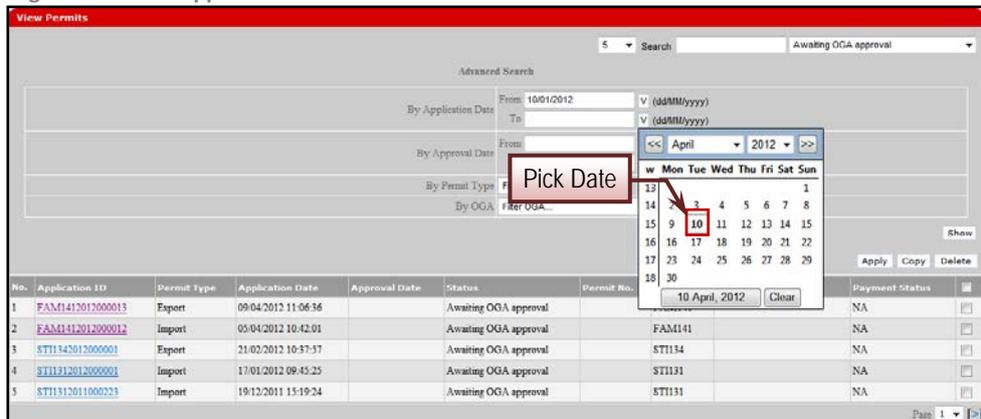
**(b) By Application Date**

Figure 3.4 Select application date



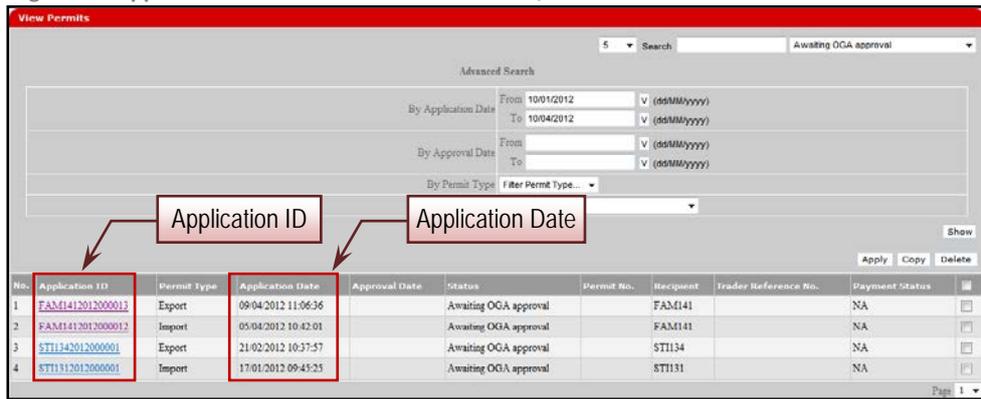
- 1 Click **v** to select "From" date; e.g: **10/01/2012**

Figure 3.5 Select application date



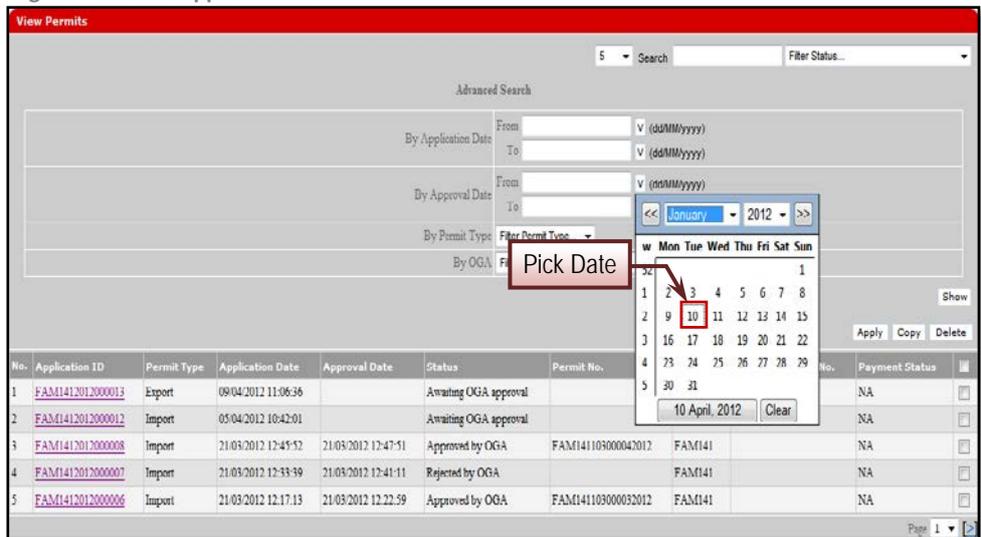
- 2 Click **v** to select "To" date; e.g: **10/04/2012**
- 3 Click **Show** button to view search result.

Figure 3.6 Application date result as shown as below;



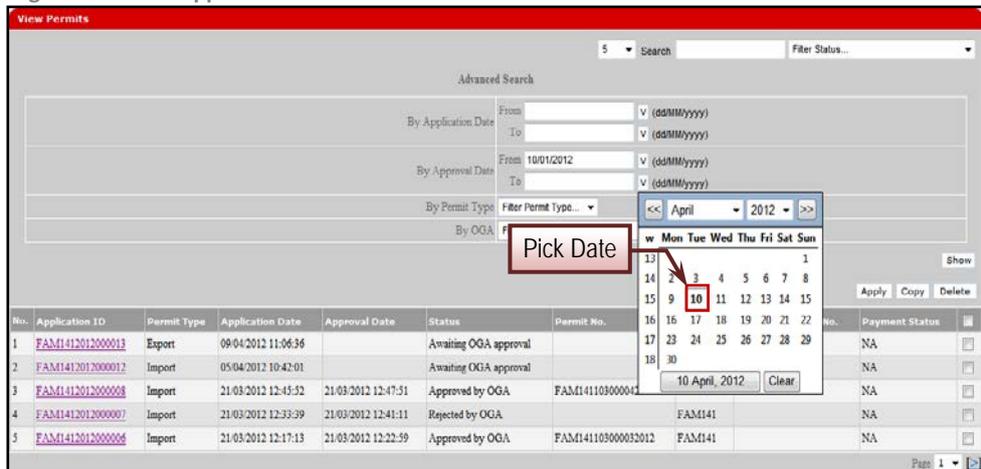
c) By Approval Date

Figure 3.4 Select approval date



1 Click  to select "From" date; e.g: 10/01/2012

Figure 3.5 Select application date



2 Click  to select "To" date; e.g: 10/04/2012

- 3 Click **Show** button to view search result.

Figure 3.6 Approval date result as shown as below;

The screenshot shows the 'View Permits' interface with the following search filters:

- By Application Date: From (empty), To (empty)
- By Approval Date: From 10/01/2012, To 10/04/2012
- By Permit Type: Filter Permit Type (dropdown)
- By OGA: Filter OGA (dropdown)

The table below shows the search results:

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status
1	FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by OGA	FAM141103000042012	FAM141		NA
2	FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by OGA	FAM141		NA	
3	FAM1412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved by OGA	FAM141103000032012	FAM141		NA
4	FAM1412012000005	Import	21/03/2012 11:54:22	21/03/2012 12:01:01	Approved by OGA	FAM141103000022012	FAM141		NA
5	FAM1412012000002	Import	14/03/2012 15:48:20	14/03/2012 15:33:32	Approved by OGA	FAM141103000012012	FAM141	wqegw	NA

(d) **By Permit Type**

Figure 3.7 Select permit type

The screenshot shows the 'View Permits' interface with the 'Permit Type' dropdown menu open. A red box highlights the 'Export' option, and a callout box with an arrow points to it with the text 'Select permit type'.

- 1 Click to select **Permit Type**; e.g: **Export**
- 2 Click **Show** button to view search result

Figure 3.8 Filter permit type result shown as below

The screenshot shows the 'View Permits' interface with the search filters:

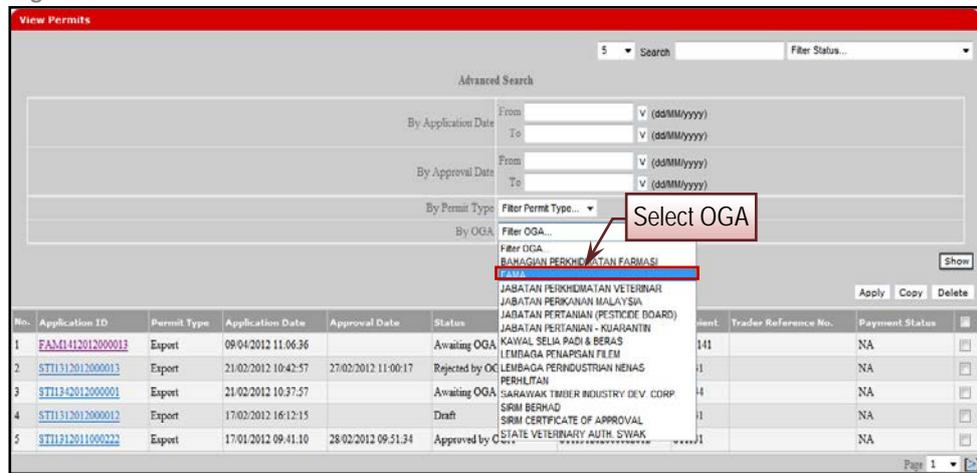
- By Permit Type: Export

The table below shows the search results for 'Export' permits:

No.	Application ID	Permit Type	Application date	Approval date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status
1	FAM1412012000013	Export	09/04/2012 11:06:36		Awaiting OGA approval	FAM141			NA
2	STI1312012000013	Export	21/02/2012 10:42:57	27/02/2012 11:00:17	Rejected by OGA	STI131			NA
3	STI1312012000001	Export	21/02/2012 10:37:37		Awaiting OGA approval	STI134			NA
4	STI1312012000012	Export	17/02/2012 16:12:15		Draft	STI131			NA
5	STI1312011000222	Export	17/01/2012 09:41:10	28/02/2012 09:31:34	Approved by OGA	STI131202000082012	STI131		NA

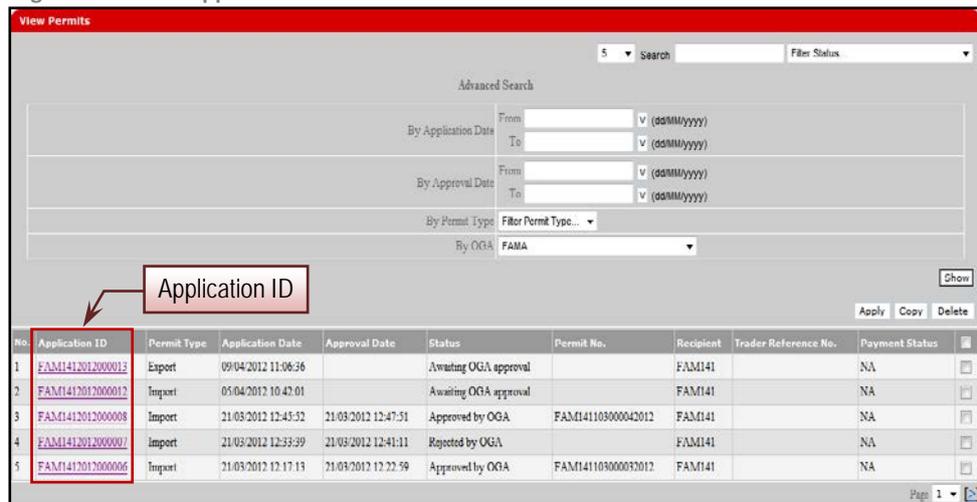
(e) By OGA

Figure 3.9 Select OGA



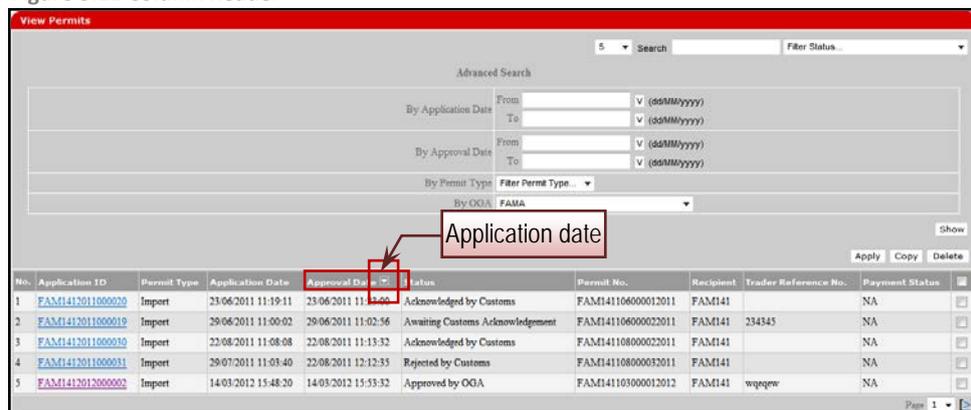
- 1 Click  to select **OGA**; e.g: **FAMA**
- 2 Click  button to view search result.

Figure 3.10 Filter Application ID result



f) Column Header

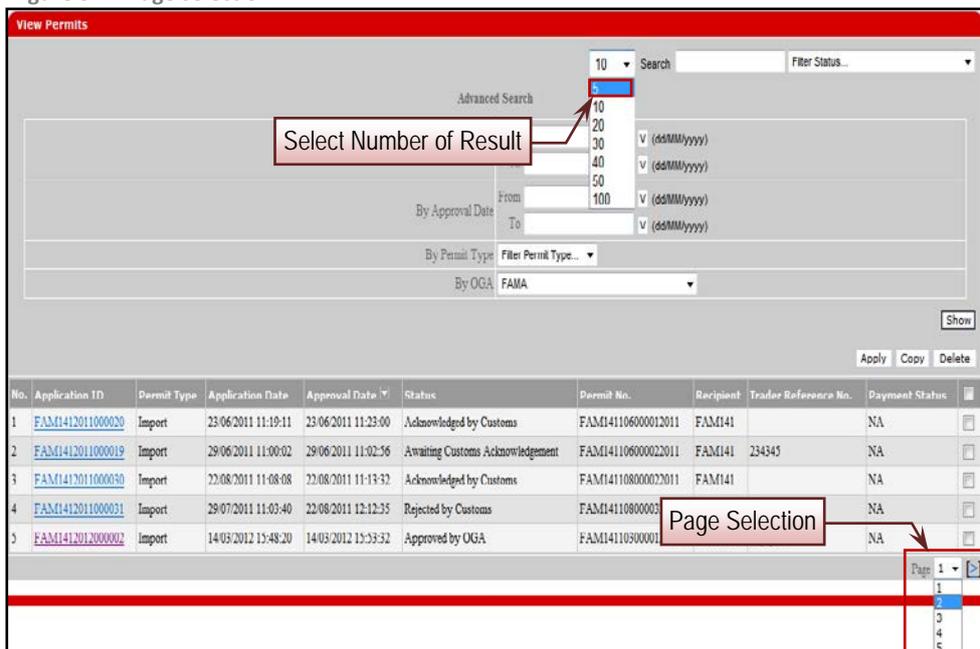
Figure 3.11 Column header



1. Click once at the header of Application Date column, the transactions will be displayed in **ascending** order; click TWICE and it will be displayed in **Descending** order as follows; the other columns work in the same manner.

g) Page Selection

Figure 3.12 Page selection



- 1 Select a number from the  drop down list box. You may choose the number of result to be shown; e.g: **10**.