

The Federal Agriculture Marketing Authority (FAMA)

FAMA Quota User Manual

Trader Module

Version 1.0

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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	Login	To log in to the Permit application
Logout	Logout	To log out of the Permit application
Edit Profile	Edit Profile	To edit profile
Help	Help	To view quick guide
Search	Search Text Box	To search for a particular application or item in a list
[search]	Search	To search for a particular list
Show	Show	To show filtered search result
Apply	Apply	To apply import/export permit
Submit	Submit	To submit permit application
Add	Add	To add an item to a list or a new application
Attach	Attach	To upload a file as attachment
Remove	Remove	To remove an item from a list
Сору	Сору	Copy an application from the View Transaction screen
Reset	Reset	To undo changes
Cancel	Cancel	To exit / return
Close	Close	To close pop-up window
Save	Save	To save changes made
Back	Back	To return to previous page
/ 🗸	Checkbox	To tick \checkmark 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
V	Calendar	To view calendar
5 💌 / Select 💟	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
September 💌	Month dropdown list box	To navigate and select a particular month
2010 💌	Year dropdown list box	To navigate and select a particular year
View	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 or epermit.dagangnet.com.

To login, please follow the steps below:

Step 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

🏉 ePermit - Wind	ows Internet Explorer				- • ×
<u> - </u>	http://epermit.dagangnet.com		Enter Address		- ۹
🗶 🍕 Convert	▼ Select				
Favorites	🏉 ePermit	· ·	🔊 • 🖃 🖶 •	Page	Tools 🕶 🕡 👻

- ▶ 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

Bare are areas heb ab areas		
🥖 ePermit - Windows Internet Explorer		
+ttp://epermit.dagangnet.com	🛛 🔛 🔶 🗙 🕒 Bing	Turn-off Pop-up Blocker
🗶 🍓 Convert 🔻 🔂 Select		
Favorites 🖉 ePermit	Diagnose Connect Reopen Last Brows	sing Session
	Pop-up Blocker	Turn On Pop-up Blocker
	Manage Add-ons	Pop-up Blocker Settings
	Work Offline	

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



- 1 Enter Username and Password.
- 2 Click on the checkbox **I 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

										100	Powered by D	agang I
der								Muha	mmad Zaiñ	Edit Profile	User Manu	ai Lo
	-						-			_	Thursday, 2	9 March
Trader	Vi	ew Permits										
* Permits							5 .	Search		Filter Status		- 22
Archived Permits						Advance	d Searci	h				
ePermit - eDeclare Integration									V (dd/M	w/yyyyy)		
Payment Instruction		By Application Date To						То V (dd/MM/уууу)				
-		By Approval Date						From V (dd/MM/yyyy)				
								To V (dd/MM/yyyy)				
				OCA.								
							T INOT C					Chai
												30107
							_		_	Apr	ly Copy	Delet
	NO.	Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.	Recipient	Trader Reference No.	Payment Sta	tus
	1	FAM1412012000012	Import	29/03/2012 10:12:11	21/02/2012 12:42:51	Draft		EAM141102000012012	FAMI41		NA NA	
	3	FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected b	v OGA	171111110000042012	FAM141		NA	
	4	EAM1412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved	by OGA	FAM141103000032012	FAM141		NA	
	100		Immont	21/02/2012 11-54/22	31/02/2012 12:01:01			E	FAMILI			





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 PERMIT System Logout Button · Search Filter Status ed Search By Application Date From V (dd/MM/yyyy) V (dd/MM/yyyy) V (dd/MM/yyyy) V (dd/MM/yyyy) By Permit Type By OGA Filter OGA Show Apply Copy Delete FAM141 FAM1412012000012 Import 29/03/2012 10:12:11 Draft NA 21/03/2012 12:45:52 21/03/2012 12:47:51 Approved by OGA FAM14110300 FAM1412012000008 Import 042012 FAM141 NA FAM1412012000007 Import 21/03/2012 12:33:39 21/03/2012 12:41:11 Rejected by OGA FAM141 NA EAM1412012000006 Import 21/03/2012 12:17:13 21/03/2012 12:22:59 Approved by OGA FAM141103000032012 FAM141 NA FAM1412012000005 Import 21/03/2012 11:54:22 21/03/2012 12:01:01 Approved by OGA FAM141103000022012 FAM141 NA Page 1 • [>]

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

C	PERMIT System					Powered by Dagang
					Muhammad Zaifullah	Edit Profile User Manual L
rader						1
						Monday, 23 Apr
D Trader	Edit Profile				Edit Profile Button	
* Permits	Personal Information				Edit Profile Batton	
* Transhipment Permits	First Name*	Muhammad				_
* Archived Permits	Other Name*	Zaifullah	1			
 ePermit - eDeclare Integration 	Email	fama@fama.gov.my				
* Payment Instruction	Contact Information					
	Address	17304 Jalan Persi Baru Selayang, 68 Selangor.	aran 1, Bandar 100 Batu Caves,	-		
	Postal Code	68100				
	City					
	State					
	Country	Malaysia	•			
	Office Phone	603-61262020				
	Home Phone					
	Mahile Phone					
	From Far	602 61292660				
	Authentication Information	003-01383030				
	User Name*	citra-user				
	Password*					
	Confirm Password*					
			Subm	8		
			3001			

- 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



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

Figure 1.9 Reconfirm your password



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

0	PERI	MIT System			Powered by Dagang Net
			Muha	mmad Zaifullah Edit Profile	User Manual Logout
Trader					
	1				Thursday, 29 March 2012
D Trader	User	Manual	and the second second	User Manual	5.04
* Permits * Transhipment Permits	1.	BAHAGIAN PERKHIDMATAN FARMASI	Download		June
 Archived Permits ePermit - eDeclare 	2.	FAMA	Download		
Integration ⁹ Payment instruction	з.	JABATAN PERKHIDMATAN VETERINAR	Trader Donline Payment Donline Payment Donline	J P V Manual New Features	
	4.	JABATAN PERIKANAN MALAYSIA	Download		
	5.	JABATAN PERTANIAN (PESTICIDE BOARD)	Download		
	6.	JABATAN PERTANIAN - KUARANTIN	Download		
	7.	KAWAL SELIA PADI & BERAS	Download		
	8.	LEMBAGA PENAPISAN FILEM	Download		
	9.	LEMBAGA PERINDUSTRIAN NENAS	Download		
	10.	PERHILITAN	Download		
	11.	SARAWAK TIMBER INDUSTRY DEV. CORP.	Download		
	12.	SIRIM BERHAD	Download		
	13.	SIRIM CERTIFICATE OF APPROVAL	Download		
	_				

- 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

										Thursda	ry, 29 March
1 Trader	v	iew Permits									
* Permits						5 •	Search		Filter Status		
* Transhipment Permits * Archived Permits											
 ePermit - eDeclare Integration Payment Instruction 					Ву Аррб	cation Date	From To		V (dd/MM/y V (dd/MM/y	(ציצי) ועצעין	
	By Approval Date						From Tø		V (dd/MM/y V (dd/MM/y	(עיניע ויגיניע	
					By I	ermit Type	Filter Po	ermit Type 👻			
						By OGA	Filter O	GA			
								Apply But	ton	Apply Copy	Sho Delet
	No	Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.	Recipient T	rader Reference No. Payment	Status
	1	FAM1412012000012	Import	29/03/2012 10:12:11		Draft			FAM141	NA	
	2	FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved	y OGA	FAM141103000042012	FAM141	NA	
	3	FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected b	OGA		FAM141	NA	
	4	FAM1412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:55	Approved	y OGA	FAM141103000032012	FAM141	NA	
	5	FAM1412012000005	Import	21/03/2012 11:54:22	21/03/2012 12:01:01	Approved	y OGA	FAM141103000022012	FAM141	NA	

1 Click Apply button to apply for a permit.

Step 2 Select Permit Type

Figure 2.2 Select permit type

D Trader * Permits	Select Permit Type	
 Transhipment Permits Archived Permits ePermit - eDeclare Integration Payment Instruction 		Permit Type Import Permit Export Permit Select

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





	-			_					
OGA Name	FAMA			→ *	Branc	h Kuala Lu	mpur 👻	*	
	Consig	nor Details				Сог	isignee Deta	ils	
ROC / ROB		[search	ป		ROC / RO	8 X55220			
Company Name			*		Company Nam	e CITRA TE	RINDAH SDN BH	D	
Company Address			*		Company Addres	s Jalan M Kawasa Kuala Li	utiara 2 N Perindustri/ JMPUR	an Kuchai	
	Agei	nt Details				Ар	plicant Detail	s	
Agent Name			[seal	rch]	Applicant Nam	e [search]			
Agent Code				ρ	opplicant IC / Passpo No	rt	*		
Agent Address			_		Applicant Designatio	n		*	
Mode of Transport	select	• *			Applicant Phone No			_	
Purnose		*			Applicant Fax No		_		
	select	•			A P of		_		
Country of Origin			* [search]	Applicant Ema			_	
Place of Origin			* [search] 『	Ports / Place of Impo	* select			
Consigned From			* [search]	Locatio	n select *			
Customs Station	IBU PEJA * [search	BAT KASTAM-H10]			Trader Reference No).			
Trader Remarks				*					
				Consianme	nt Details				
			Co	ontainer No.	Insert Row				
Ship Call No.(S	CN)		_			BL No.			
revious K1 registration	No					lanifest No.			
imated Time of Depar	ture		V (dd/MM/yyyy)		Invoice No.			
Estimated Time of Arr	ival		V (dd/MM/vvvv)					
(E	(TA)			Ouota D	etails				
Commodity Name	Quota Tyr	e Ouota Period	Effective Date	Expiry Date	Quota Allocation	Quota Pend	ng for approval	Quota Balance	Quota II
Cabhage (round)	Monthly	April 2012	20/03/2012	30/04/2012	2500)	ing for approval	0	2500

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									
OGA Name F	AMA		*						





*

Step 4 Select OGA Branch

Figure 2.6 Select OGA Branch

Branch	select	•	*
1 Click 🔽 to selec	tt OGA Branch ; e.g	. Kuala Lu	mpur
Figure 2.7 Sample of br	anch selected		

Kuala Lumpur

Step 5 Consignor Details Section

Figure 2.8 Search your consignor details

Branch

	Consignor Details	Click to Search
ROC / ROB	[search]	
Company Name		*
Company Address		*

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

Figure 2..9 Select consignor hyperlink

Consignor		
	10 • Name • Exact •	Show
No.	Name	
1	abc Select Consignor	
2	abx	
		Page 1 💌

3 Click **Consignor Name** hyperlink.

Figure 2.10 Consignor details automatically loaded

Consignor Details				
ROC / ROB	ab1	[search]		
Company Name	abc		*	
Company Address	brunei		*	

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		[search]
Agent Code		
Agent Address		

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 Detai	-	_
Applicant Name	[search]	Search applicant	*
Applicant IC / Passport No.		*	
Applicant Designation		*	
Applicant Phone No.			
Applicant Fax No.			
Applicant Email			

- **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		
Appli	icant		
	10 🔻 Name 👻	Exact 👻	Show
No.	Name	Coloct Applicant	
1	ROZANNA RAHIMI	Select Applicatit Ager	
2	<u>mr toh</u>	manager	
3	test applicant	test applicant	
			Page 1 -

3 Click **Applicant Name** hyperlink.

Figure 2.15 Applicant Details automatically loaded.

	Applicant Det	ails		
Applicant Name	ROZANNA RAHIMI			*
	[search]			
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



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



2 Click To select Mode of Transport; e.g. Maritime.

Step 10 Purpose of Import



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



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

Figure 2.21 Select country code hyperlink

Cou	ntry Codes						
			10	-			Show
No.	Country Cod	le	Country Na	me			
1	AF		AFGHANIST	ſAN			
2	AT.	0 1 1 0					
3		Select Cou	intry Code				
4	AS		AIVILICAI	SAN	40A		
5	AC		AMERICAN	TRO	OPICS		
6	AD		ANDORRA				
7	AO		ANGOLA				
8	AI		ANGUILLA				
9	AQ		ANTARCTIC	CA			
10	AG		ANTIGUA A	ND	BARBUDA		
						Page	L - [>]

- 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.

ALGERIA - DZ * [search]	Country of Origin	ALGERIA - DZ	* [search]
-------------------------	-------------------	--------------	------------

5 Country of Origin field will be filled automatically.

Step 12 Place of Origin

Figure 2.23 Search plac	e of origin.	Click to Search
Place of Origin	* [seárch]	

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

Figure 2.24 Select your Port Codes

Port	Codes			
		10 🗸	s	how
<mark>No.</mark> 1	Port Code	Select Port Code (BONE)		
2	DZALC	ALGER		
3	DZALI	ALGIERS		
4	DZAZW	ARZEW		
5	DZBJA	BEJAIA (FORMERLY BOUGIE)		
6	DZBSF	BENISAF		
7	DZCHE	CHERCHELL		
8	DZCOL	COLLO		
9	DZCZL	CONSTANTINE		
10	DZDEL	DELLYS		
		F	Page 1	- [>]





3 Enter Port Name or Port Code at the text box. Click Show button.

4 Click **Port Code** hyperlink

Figure 2.25 Place of origin automatically loaded

Place of Origin	ALGER - DZALG	* [search]
		[<u>oodron</u>]

5 Place of Origin field will be filled automatically.

Step 13 Consigned From

Figure 2.26 Search cosig	ned from	Click to search
Consigned From	* [search]	Click to Scarch

1 Click [search] 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

Cou	ntry Codes		
		10 👻	Show
No.	Country Code	Country Name	
1	AF	AFGHANISTAN	
2			
3	Dz 🗲 Se	lect Country Code	
4	AS	I SAMOA	
5	AC	AMERICAN TROPICS	
6	AD	ANDORRA	
7	<u>A0</u>	ANGOLA	
8	AI	ANGUILLA	
9	AQ	ANTARCTICA	
10	AG	ANTIGUA AND BARBUDA	
		Page 1	- [>]

3 Click Country Code hyperlink.

Figure 2.28 Consigned from automatically loaded

Consigned From	ALGERIA - DZ	* [search]
----------------	--------------	------------

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

Step 14 Ports / Place of Import

Figure 2.29 Select	ports/ place of import	
Ports / Place of In	nport select	-
	*	

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

Ports / Place of Import BANGI, SELANGOR - MYBAI

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

Trader Remarks	urgent approval please	*
		-

2 Enter **Trader Remarks** field.

NOTE: Free remarks by you.







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

Consignment Details						
Container No. Insert Row						
728292-S	Delete Row					

- 3 Click Delete Row 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.



Step 19 Save Application And Proceed



1 Click Next to proceed or click Save to save the aplication or click Cancel

to abort.

2 Import Permit Saved message window appears.

Figure 2.37 Import permit saved alert

	Message from webpage
	Import permit saved.
	ОК
3	Click ok button to proceed to Import Item screen.





Figure 2.38 Import Item screen appear

Trader									
									Thursday, 05 April 2012
0 Trader	Impo	rt Item - FAM1412	012000012						
Permits Transhipment Permits									Add Delete
⁹ Archived Permits	No.	Description	Tariff Code	Tariff UOM	Unit Cost C.I.F (MYR)		Tariff Quantity	Total (MYR)	
 ePermit - eDeclare Integration 	-				(Grand Total	.00		.00
* Payment Instruction	Note : P	Yease ensure to use "In	ternet Explorer" (I.E) an	d disable your "Popup	Blocker" before adding items.				Page 1 •
					Back Submit to OGA				

Step 20 Add Import Item

igure	2.39 Add no	ew import it	em					
Impo	Import Item - FAM1412012000012						Item	
								dd Delete
No.	Description	Tariff Code	Tariff UOM	Unit Cost C.I.F (MYR)		Tariff Quantity	Total (MYR)	
				G	rand Total:	.00		.00
								Page 1 💌
Note : Please ensure to use "Internet Explorer" (I.E) and disable your "Popup Blocker" before adding items.								
				Back Submit to OGA				

- 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 ne	w import item screen	
Add Import Item - FA	M1412012000012	Click to Search
Tariff Code	* [search]	
Tariff Description		*
Tariff Quantity	*	
Tariff UOM	*	
Unit Cost C.I.F (MYR)	*	
Total (MYR)	*	
Quota Type / Period	[search] (If quota required)	
	Save Reset Close	

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





Figure 2.41 Tariff code & Product profile appear



Α	AHTN or Tariff and Product Profile tab
В	To show the number of records on each page
С	To filter search result by Code or Description
D	To filter search result by Contains or Exact or Start With or End With;
U	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;

Qu	iota Allocatio	n					
No.	Commodity Name	Quota Type	Quota Period	Expiry Date	Quota Allocation	Quota Pending for approval	Quota Balance
1	CABBAGE (ROUND)	Monthly	May 2012	31/05/2012	5000	2100	1500
						F	age 1 -

- **12** Quota Allocation pop up screen appear.
- 13 Click Commodity Name hyperlink to select Quota Type / Period.





Figure 2.42 A	dd import item	automatically	/ loaded
1.8010 - 1 - 7		adeonnaeioan	100000

Add Import Item - FA	M1412012000023
Tariff Code	0704 90 110 * [search]
Tariff Description	round cabbages *
Tariff Quantity	100 *
Tariff UOM	KGM - KILOGRAM *
Unit Cost C.I.F (MYR)	100 *
Total (MYR)	100 *
Quota Type / Period	May 2012 [June (red)
	Save Reset Close

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.



Step 21 Edit or Delete Import Item

Figure 2.44 Edit your import Item

Trader							
							Monday, 23 April 2012
D Trader	Import Item - FAM14	12012000003		_	ClickTo	Delete	
* Permits * Transhipment Permits		Click Hyper	link To Ec	lit		Add	Delete
* Archived Permits	No. Precription	Taritt Code	Tariff UOM	Unit Cost C.I.F (MYR)	Tariff Quantity	Total (MYR)	
Permit - eDeclare Integration	1 round cabbages	0704.90 110	KGM	1	4000	4000	
* Payment Instruction	Note: Please ensure to use	"Internet Explorer" (I.E.) an	nd disable your "Pronu	Flocket" before action dems	Checkbox To D	elete	9.05 Page 1 ▼
		internet Experier (i.e.) a	ia alcano your i opoy	control control dataling items.			
				Back Submit to OGA			





Step 24 Submission To OGA

Figure 2.45 Submit to OGA

۲	PER	MIT System							
							14	Powered by Dag	ang Net
						Muhammad Zaifullah	Edit Profil	e User Manual	Logout
Trader									
								Monday, 23	April 2012
	Imr	ort Item - FAM1412	012000003						
Permits									
* Transhipment Permits								Add Delete	
* Archived Permits	No.	Description							
ePermit - eDeclare Integration	1	round cabbages	0704.90 110	KGM	1	4000	4000		1
Payment Instruction					Gra	nd Total	- 001	4000.00	
	Note :	Please ensure to use "Ir	itemet Explorer" (I.E) ar	nd disable your "Popuj	p Blocker" before adding items.	Submit t	0 UGA	Page 1	
					Back Submit to OGA				

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

Figure 2.46 Permit submitted alert



Step 25 Check Permit Application Status After Submission

Figure 2.47 Check permit application status

Trader			_					_	End	v 27 Arvil 201
D Trader	6	iew Permits							110	
* Permits						5 • Sea	rch	Filter Status		
* Archived Permits										
ePermit - eDeclare integration Prevent laster disc.					By Application Date	Frem	V (dd1	WWyyyy)		
Payment instruction						To	V (dd)	ww.уууу)		
					By Approval Date	To	V (dd/ V (dd/	www.yyyyyy WMVyyyyy)		
					By Permit Type	Filter Permit T	уре			
					By OGA	Filter OGA		•		
			Applic	ation Stat	us 📉					Show
								App	ly Copy	Delete
	No	Application ID	Permit Type	Application Date	Approval Date Status		Permit No. Recipient	Trader Reference No. P	nyment St	atus 🔳
	1	FAM1412012000025	Import	27/04/2012 16:01:26	Awaiting	OGA approval	FAM141	N	A	83
	2	FAM1412012000073	Import	27/04/2012 15:53:15	Awaiting	OGA approval	FAM141	N	A	
	3	FAM1412012000024	Import	27/04/2012 12:10:29	Verified I	by OGA	FAM141	N	A	
	4	FAM1412012000022	Import	27/04/2012 10:39:58	Awaiting	OGA approval	FAM141	N	A	83
	5	FAM1412012000021	Import	26/04/2012 18:05:39	Draft		FAM141	N	A	12
	1								Page	• 🖻

- 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

0	PERMIT Syste	m							P	owered by Da	gang Net
							Muhan	nmad Zaifullah	Edit Profile	User Manua	Logout
Trader											
										Thursday, 0	5 April 2012
D Trader	View Permits										
 Permits Transhiement Permits 						5 •	Search	Filts	er Status		
* Archived Permita	Advanced Search										
ePermit - eDeclare integration Payment Instruction				By Ap	oplication Date	From To		V (dd/MM/yyyy) V (dd/MM/yyyy)			
				By	Approval Date	From To		V (dd/MM/yyyy) V (dd/MM/yyyy)			
	By Permit Type Filter Permit Type •										
					By OGA	Filter O	GA .	•			
						[Click to Ap	ply	Apply	Сору Б	show welete
	No. Application ID	Permit Type	Application Date	Approval Date	Status	L	Permit No.	Recipient Trac	ler Reference P S	ayment tatus	
	1 FAM1412012000012	Import	05/04/2012 10:42:01		Awaiting OG approval	3A		FAM141	N	А	8
	2 FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by	OGA	FAM141103000042012	FAM141	N	A	
	3 FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by	OGA		FAM141	N	A	13
	4 FAM1412012000006	2000006 Import 21/03/2012 21/03/2012 Approved		Approved by	OGA	FAM141103000032012	FAM141	N	A	10	
	5 FAM1412012000005	Import	21/03/2012 11:54:22	21/03/2012 12:01:01	Approved by	OGA	FAM141103000022012	FAM141	N	A	
0									. An	Page 1	• 🖻

1 Click Apply button to apply for a permit.

Step 2 Select Permit Type

Figure 2.49 Select permit type

) Trader	Select Permit Type					
* Permits						
 Transhipment Permits Archived Permits ePermit - eDeclare Integration 		Permit Type	 Import Permit Export Permit 	< Se	elect Permit Ty	ре
* Payment Instruction			Select			

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





ly Export Permit								
OGA Name	FAMA	•	*	Branch	Kuala Lumpur		*	
	Consig	nor Details			Cons	ignee D	etails	
ROC / ROB	X55220			ROC / ROB		[se	arch]	
Company Name	CITRA TER	NINDAH SDN BHD		Company Name				*
Company Address	JALAN MU KAWASAN KUALA LU	tiara 2 I Perindustrian kuchai Mpur		Company Address				*
	Agen	t Details			Appl	icant De	etails	
Agent Name		[search]		Applicant Name				* [search]
Agent Code				Applicant IC / Passport No.			*	
Agent Address				Applicant Designation			*	
Mode of Transport	select	•		Applicant Phone No.				
Date of Export		V (dd/MM/yyyy)		Applicant Fax No.				
Country of Origin		* [search]		Applicant Email				
Country of Final Destination		* [search]		Port / Place of Export	select			-
Port of Discharge		* [search]		Via (Transhipment Cargo only)				[search]
Marks and Nos. / Container Nos.			*	Voyage No. / Flight / Conveyance				
Purpose	Of Export	select 👻	Ut	ner Details	COO Number			
Grade Certifi	cation No				K1 Form No			
Phytosanitry Certi	ficate No.			Trader	Reference No.			
Trader	Remarks.							
		S	ave	Next Cancel				

Figure 2.50 Apply export permit screen

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

Fig	Figure 2.51 Select OGA Name				
		OGA Name	select	• *	
1	1 Click dropdown to select OGA Name; e.g. FAMA				
Fig	gure 2.52 OGA Name	selected			
	OGA Name	FAMA		• *	





*

•

Step 4 Select OGA Branch

Figure 2.53 Select OGA Branch
Branch
select...

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

Figure 2.54 Branch select	ed		
Branch	Kuala Lumpur	•	*

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

	Consignee Details Click	to Search
ROC / ROB	[search]	
Company Name	*	
Company Address	*	

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

Figure 2.57 Select consignee

0					
Consign	Consignee				
	10 • Name • Exact •	Show			
No.	Name	Code			
1	Dairy Farm Australia Select Consignee				
2	Marvin Farm Services				
3	Rubicon Valley				
		Page 1 🔻			





3 Click **Consignee** hyperlink.

Figure 2.58 Consignee details automatically loaded

	Consignee Details		
ROC / ROB [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		Click to Search
Agent Name		[search]	
Agent Code			
Agent Address			

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	Click to	Search
Applicant Name		* [search]	_
Applicant IC / Passport No.	*		
Applicant Designation	*		
Applicant Phone No.			
Applicant Fax No.			
Applicant Email			

- **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	igure 2.61 Select applicant details					
Applic	Applicant					
	10 - Name - I	Exact 👻	Show			
No.	Name	Designation				
1	ROZANNA RAHIMI	Select Applicant INAGER				
2	<u>mr toh</u>	manager				
3	test applicant	test applicant				
			Page 1 -			

3 Click Applicant Name hyperlink.

Figure 2.62 Applicant details automatically loaded

	Applicant Details		
Applicant Name	ROZANNA RAHIMI		* [search]
Applicant IC / Passport No.	820122013812	*	
Applicant Designation	MANAGER	*	
Applicant Phone No.	0365456521	1	
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 transp	oort		
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		V (dd/	ММ/у	ууу)					Applic	ant
		- Pi	ck D	ate	Ved	- : Thu	201 Fri	2 Sat	- >> Sun	•]
		13					Y		1	
		14	2	3	4	5	6	7	8	
		15	9	10	11	12	13	14	15	
		16	16	17	18	19	20	21	22	
		17	23	24	25	26	27	28	29	
		18	30							
			6.	April	, 201	2		Clea	ır	





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

Figure 2.66 Date of export automatically loaded

	Date of Export	06/04/2012	V (dd/MM/yyyy)
--	----------------	------------	----------------

2 Date of Export field will be filled automatically.

Step 11 Country of Origin

Figure 2.67 Search country	of origin	Click to Search
Country of Origin	* [search]	

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

Figure 2.68 Select country codes

Cour	ntry Codes	
		10 V Show
No.	Country Code	Country Name
31	BR	BRAZIL
32	<u>10</u>	DBITICH INDIAN OCEAN TERR
33	BN Select	Country Code ISSALAM
34	BG	BULGARIA
35	BF	BURKINA FASO
36	BI	BURUNDI
37	<u>KH</u>	CAMBODIA
38	<u>CM</u>	CAMEROON, UNITE REP OF
39	CA	CANADA
40	CV	CAPE VERDE
		[<] Page 4 ▼ [>]

3 Click Country Code hyplerlink.

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 count	ry of final destination		Click to Search
Country of Final Destination		* search	

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





igure 2.71 Select country codes				
Cour	ntry Codes			
		10 V Show		
No.	Country Code	Country Name		
211	<u>SR</u>	SURINAME		
212	<u>SJ</u>	SVALBARD & JAN MAYEN I.		
213	<u>SZ</u>	SWAZILAND		
214	<u>SE</u>	SWEDEN		
215	CH	SWITZERLAND		
216	<u>SY</u>	SYRIAN ARAB REPUBLIC		
217	TW	TAIWAN		
218	TJ	TAJIKISTAN		
219	TZ	TANZANIA		
220	TH Select C	Country Code p		
		[<] Page 22 ▼ [>		

3 Click **Country Code** hyperlink.

Figure 2.72 Country of final destination automatically loaded

Country of Final Destination	THAILAND - TH	*	[search]
---------------------------------	---------------	---	----------

4 Country of Final Destination field will be filled automatically.

Step 13 Port of Discharge

F	igure 2.73 click to selec	port of discharge			Click	to Search
	Port of Discharge		* [sear	ch]		

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

Figure 2.74 Select Port codes

Port	Codes							
				10 🔻			Sł	now
No.	Port Code		Port Name					
1	THBGP		BANGPAKO	NG				
2	THBKK		BANGKOK					
3	THBND							
4	THBNG	Select H	Port Code					
5	THENL		BANLAEM					
6	THBSE		BANGSU					
7	THBSP		BANGSAPH	AN				
8	THBTP		BAN TALAT	TAKU	A PA			
9	THCAO		CHAO CHO	M				
10	THCEI		CHIANG-RA	I				
						Page	1 -	- [>

3 Click Port Code hyperlink.

Figure 2.75 Port of Discha	arge automatically loaded	
Port of Discharge	BANGSU - THBSE	* [search]

4 Port of Discharge field will be filled automatically.





Step 14 Port / Place of Export

Figure 2.76 Select port/ place of export type

Port / Place of Export	select	• *

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



2 Click To select Port/Place of Export.

Step 15 Via (Transhipment Cargo Only)

Figure 2.78 Search transhipme	nt via cargo	Click to Search
Via (Transhipment Cargo only)		[search]

1 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

Via				
	10 - Code	✓ Exact ✓	Show	
No.	Code	Description		
1	BNKUB	KUALA BELAIT		
2	BNLUM	LUMUT		
3	BNMUA	MUARA		
4	BNSER	CEDIA		
5	BNTAS C	ck to select SALIRONG		
6	BOASC	ASCENSION		
7	BOCAM	CAMIRI		
8	BOCBB	COCHABAMBA		
9	BOCEP	CONCEPCION		
10	BOCIJ	COBIJA		
			Page 1 • [>]	

2 Click via Code hyperlink.

Figure 2.80 Via automatically loaded

Via (Transhipment	BOCAM CAMIDI	[coordb]
Cargo only)	BOCAWI - CAWIRI	[search]

3 Transhipment Cargo only field will be filled automatically.





Step 16 Marks and Nos. / Container Nos.

Figure 2.81 Enter Marks and Nos/ Container No.

Marks and Nos. / Container Nos.

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

Voyage No. / Flight / ML2345

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							
Grade Certification No		K1 Form No							
Phytosanitry Certificate No.		Trader Reference No.							
Trader Remarks.									

1 Please fill in the fields.

Step 20 Save Application And Proceed

Figure 2.84 Click save to proceed

	Save Next Cancel
1	Click Next to proceed or click Save to save the aplication or click Cancel
	to abort.

2 Export Permit Saved message window appears.





Figure 2.85 export permit saved



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

Figure 2.86 Export Item appear

Tuuti									Friday, 06 April
D Trader	Ехро	ort Items - FAMI	412012000013						
Permits Transhinment Permits								4	dd Delete
* Archived Permits	No.	Description	Tariff Code	Tariff UOM	Actual Unit Price (MYR)		Tariff Quantity	Total (MYR)	
 ePermit - eDeclare Integration 						Grand Total:	.00		.00
* Payment Instruction	Note :	Please ensure to us	e "Internet Explorer" ().	E) and disable your "P	opup Blocker" before adding item	s.			Page 1 -
					Back Submit to OGA				

Step 21 Add Export Item

3

igure	e 2.87 Add e	A	dd new export					
Expo	rt Items - FAM141	2012000013						
								Add Delete
No.	Description	Tariff Code	Tariff UOM	Actual Unit Price (MYR)		Tariff Quantity	Total (MYR) 🔲
					Grand Tota	ı: .00		.00
								Page 1 🝷
Note : F	Please ensure to use "Ir	nternet Explorer" (I.E) a	nd disable your "Popu	o Blocker" before adding items.				
				Back Submit to OGA	ļ			

- 1 Click Add 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

-		*								
Add Export I	Add Export Item - FAM1412012000013									
Malaysian Customs Tariff	Code No.	* [search]								
	Unit	*								
			*							
Tariff D)escription									
Quantity based on Customs Tariff Unit		*								
Unit Value FOB (MYR)		*								
Total (MYR)		*								
Package Type		select	•							
No of	f packages									
		Save Reset Close								





- 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

Tariff	Tariff Code & Product Profile								
AHTN	Product Profile	← A							
	10 ▼ Code Contains Show								
No.	Code B	Rescription							
81	0206.41 0000	Livers							
82	0206.49 0000	Othe							
83	0206.80 0000	- Other, h or chilled							
84	0206.90 0000	- Other, frozen							
85	0207.11 0000	Not cut in pieces, fresh or chilled							
86	0207.12 0000	Not cut in pieces, frozen							
87	0207.13 0000	Cuts and offal, fresh or chilled							
88	0207.14 1000	Wings							
89	0207.14 2000	Thighs							
90	0207.14 3000	Livers							
		[<] Page 9 ▼ [≥]							

	Description
Α	AHTN or Tariff and Product Profile tab
В	To show the number of records on each page
С	To filter search result by Code or Description
D	To filter search result by Contains or Exact or Start With or End With;
U	Depended on Code or Description
Ε	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

Add Exp	ort Ite	m - FAM141	2012000	013	
Malaysian Customs	Code No.	0206	90	0000	* [search]
Tariff	Unit	KGM - KILOGF	RAM		*
		- Other, froze	n		*
Desci	ription				
Quantity	based				
Customs	on	12	*		
ouotomo	Unit				
Unit Valu	ie FOB (MYR)	120		*	
Total	(MYR)	1200		*	
Package	е Туре	DOZEN - DZ			•
No of pac	kages	1			
					Save Reset Close

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



Step 22 Edit / Delete Export Item

Trader							
D Trader	Export Items - FAM14	12012000013			Click To D	elete	onday, u
 Permits Transhipment Permits Archived Permits 	No. Descript	Click H			Tariff Quantity	Add Iotal (MYR)	Delete
ePermit - eDeclare Integration Premost leatherfier	1 <u>- Other, frozen</u>	0206.90 0000	KGM	120	12	1200	
Payment instruction	Note : Please ensure to use	"Internet Explorer" (I.E).	and disable your "Pop	Tick Checkbox 7	To Delete	P:	age 1
				Back Submit to OGA			





Step 25 Submission To OGA

Figu	re 2.93 Subm	it to OGA								
Expo	Export Items - FAM1412012000013									
						Add	Delete			
No.	Description	Tariff Code	Tariff UOM	Actual Unit Price (MYR)	Tariff Quantity	Total (MYR)				
1	- Other, frozen	0206.90 0000	KGM	120	12	1200				
				Grand Total:	12.00	1200.0	D			
Note :	Note : Please ensure to use "Internet Explorer" (LE) and disable your "Popup Blocker" before adding terms.									
	Back Submit to OGA									

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

Figure 2.94 Permit Submitted alert

	Message from webpage	1
	Permit Submitted	
	ОК	
3	Click OK button to pro-	ceed.

Step 26 Check Permit Application Status After Submission

0	PE	RMIT Syster	m								Powered by	Dagang
der								Muham	mad Zaifullah	Edit Pro	ofile User Mar	ual L
										-	Monda	y, 09 Açı
Trader * Permis	V	ew Permits					5 •	Search	Filb	er Status		2
* Archived Permits						Advance	d Search	i i i i i i i i i i i i i i i i i i i				
 ePermit - eDeclare Integration Payment Instruction 					By Ap	plication Date	From To		v (dd/MM/yyyy) v (dd/MM/yyyy)			
					By A	Approval Date	From Tø		v (dd/MM/yyyy) v (dd/MM/yyyy)			
					В	y Permit Type	Filter Pe	ermit Type 👻				
		Ар	plica	tion Statu	IS	By OGA	Filter O	GA	·		Apply Copy	Sho
			Permit	Application Date	Approval Date	Status		Permit No.	Recipient No.	ier Reference	Payment	
	No.	Application ID		In a second second second second		a nonconstant			FAM141		NA	
	No. 1	Application ID FAM1412012000013	Export	09/04/2012 11:06:36		Awaiting OG approval	A					
	11 1 2	Application ID FAM1412012000013 FAM1412012000012	Export Import	09/04/2012 11:06:36 05/04/2012 10:42:01		Awaiting OG approval Awaiting OG approval	iA IA		FAM141		NA	
	No. 1 2 3	Application 1D FAM1412012000013 FAM1412012000012 FAM1412012000008	Export Import Import	09/04/2012 11:06:36 05/04/2012 10:42:01 21/03/2012 12:45:52	21/03/2012 12:47:51	Awaiting OG approval Awaiting OG approval Approved by	ia ia oga	FAM141103000042012	FAM141 FAM141		NA NA	
	No. 1 2 3 4	Application 1D FAM1412012000013 FAM1412012000012 FAM1412012000008 FAM1412012000007	Export Import Import Import	09/04/2012 11:06:36 05/04/2012 10:42:01 21:03/2012 12:45:52 21:03/2012 12:33:39	21/03/2012 12:47:51 21/03/2012 12:41:11	Awaking OG approval Awaking OG approval Approved by Rejected by (ia IA IOGA IOGA	FAM141103000042012	FAM141 FAM141 FAM141		NA NA NA	
	No. 1 2 3 4 5	Application ID FAMI412012000013 FAMI412012000012 FAMI412012000005 FAMI412012000007 FAMI412012000006	Export Import Import Import Import	09/04/2012 11:06:36 05/04/2012 10:42:01 21/03/2012 12:45:52 21/03/2012 12:33:39 21/03/2012 12:17:13	21/03/2012 12:47:51 22:47:51 12:41:11 21/03/2012 12:21:2012 12:22:59	Awaiting OG approval Awaiting OG approval Approved by Rejected by 0 Approved by	ia ia oga oga oga	FAM141103000042012	FAMI41 FAMI41 FAMI41 FAMI41		NA NA NA NA	

- **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

	View Permits										
nits						5.	Search		Filter Status		
ishipment Permits ived Permits					Advance	d Search					
rmit - eDeclare gration ment Instruction				By Ap	plication Date	From To		v (dd/MM/) v (dd/MM/)	(1/1/) (1/1/)		
				By /	Approval Date	From To		v (dd/MM/y v (dd/MM/y	(1999) (1999)		
				B	y Permit Type	Filter Pe	rmit Type 👻				
					By OGA	Filter OC	3A				
E	lo. Applicatio	Permit	Application Date	Cation	Status	_	Permit No.	Recipient	Trader Reference	pply Copy Payment	Delet
		Import	09/04/2012 11:09:52		Draft			FAM141	NO.	NA	
1	FAM1412012000014										_
1	FAM1412012000014	Export	09/04/2012 11:06:36		Awaiting OG approval	A		FAM141		NA	
1 2 3	FAM1412012000014 FAM1412012000013 FAM1412012000012	Export Import	09/04/2012 11:06:36 05/04/2012 10:42:01		Awaiting OG approval Awaiting OG approval	A		FAM141 FAM141		NA NA	
1 2 3 4	FAM1412012000014 FAM1412012000013 FAM1412012000012 FAM141201200008	Export Import Import	09/04/2012 11:06:36 05/04/2012 10:42:01 21/03/2012 12:45:52	21/03/2012 12:47:51	Awaiting OG approval Awaiting OG approval Approved by	A A OGA	FAM141103000042012	FAM141 FAM141 FAM141		NA NA NA	

- **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

rader	Edit Import Permit - FAM1412012000014											
Permits	OGA Name	FAMA		Branch Kuala Lumpur								
Transhipment Permits		Consignor De	etails	Consignee Details								
Archived Permits ePermit - eDeclare	ROC / ROB	ab1	[search]	ROC / ROB	X55220							
Integration Payment Instruction	Company Name	abc	*	Company Name	CITRA TERINDAH SDN BHD							
	Company Address	brunei	*	Company Address	JALAN MUTUARA 2 KAWASAN PERINDUSTRIAN KUCHAI KUALA LUMPUR							
- 1		Agent Det	ails	Applicant Details								
	Agent Name	test agent	[issarch]	Applicant Name	ROZANNA RAHM (search)							
	Agent Code	tagent		Applicant IC / Passport No.	820122013812 *							
	Agent Address	test agent		Applicant Designation	MANAGER *							

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

rader											
										Monday	(, 09 April)
© Trader	v	iew Permits									
 Permits Transhipment Permits 							5 •	Search	Filter Status		•
* Archived Permits						Advance	d Search	5			
 ePermit - eDeclare Integration 					By An	Dication Date	From		V (dd/MM/yyyy)		
* Payment Instruction					n) of	pacauon isate	To		V (dd/MM/yyyy)		
					By /	Approval Date	From		V (dd/MM/yyyy)		
					D	Decesia Trance	To		V (dd/MM/yyyy)		
					Bj	Rv OGA	Filter Pr	GA Clint	the Commu		
								CIICK		1	Chave
										-	SHOW
										Apply Copy	Delete
	No	Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.	Recipient No.	e Payment Status	
	1	FAM1412012000014	Import	09/04/2012 11:09:52		Draft			FAM141	NA	
	2	FAM1412012000013	Export	09/04/2012		Awaiting OC	3A	T	ick Checkbox	NA >	
	3	FAM1412012000012	Import	05/04/2012		Awaiting OC	3A.		FAM141	NA	13
	4	EAM1412012000008	Tenenart	21/03/2012	21/03/2012	Approval	064	EAM141103000042012	FAMIA	NA	
	-		mpott	12:45:52 21:03/2012	12:47:51 21/03/2012	rappeored by	oun	172411103000042012			-
	5	FAM1412012000007	Import	12:33:39	12:41:11	Rejected by	OGA		FAM141	NA	

- 2 Copy Import / Export Permit screen appears.

Step 2 Copy Import / Export Permit Screen

rader								
						Monday, 09 April		
D Trader	Copy Export Permit							
* Parmits	OGA Nome	FAMA	- *	Branch	Kuala Lumpur 🔹 🐐			
* Transhipment Permits		Consignor Details			Consignee Details			
Archived Permits ePermit - eDeclare integration	ROC / ROB	X55220		ROC / ROB	[search]	R		
Payment Instruction	Company Name	CITRA TERINDAH SON BHD		Company Name	Dairy Farm Australia	*		
	Company Address	Jalan Mutiara 2 Kawasan Perindustrian Kuala Lumpur	KUCHAI	Company Address	Locked Bag 104, Flinders Lane Victoria 8009 Australia	*		
		Agent Details		Applicant Details				
	Agent Name	test agent	[search]	Applicant Name	ROZANNA RAHIMI	• [search]		
	Agent Code	tagent		Applicant IC / Passport No.	820122013812 *			
	Agent Address	test agent		Applicant Designation	MANAGER *			

- 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

										Mond	ay; 09 Ap
rader	vi	ew Permits									
Permita							5 .	Search	Filter Status	(#1)	
Transhipment Permits Archived Permits						Advance	d Search	10			
ePermit - eDeclare Integration Payment Instruction					By Ag	plication Date	From To		v (dd/MM/yyyy) v (dd/MM/yyyy)		
					By a	Approval Date	From To		v (dd/MM/yyyy) v (dd/MM/yyyy)		
					В	Permit Type	Filter P	ermit Type •			
									Click to Dele	Apply Copy	Del
	No.	Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.	Trader Refe	rence Payment Status	
	1	FAM1412012000014	Import	09/04/2012 11:09:52		Draft		Т	ick Checkb	OX NA	≻
	2	FAM1412012000013	Export	09/04/2012 11:06:36		Awaiting OC approval	IA.		FAM141	NA	
	3	FAM1412012000012	Import	05/04/2012 10:42:01		Awaiting OG approval	iA.		FAM141	NA	
	4	FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by	OGA	FAM141103000042012	FAM141	NA	
	5	EAM1412012000007	Import	21/03/2012	21/03/2012	Rejected her	064		FAMILI	NA	

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







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

Figu	re 2.102 Subr	nit to OGA						
Ехро	rt Items - FAM14120	012000013						
							Add	Delete
No.	Description	Tariff Code	Tariff UOM	Actual Unit Price (MYR)		Tariff Quantity	Total (MYR)	
1	- Other, frozen	0206.90 0000	KGM	120		12	1200	
				G	Grand Total:	12.00	1200.00	
Note :	Please ensure to use "Inte	ernet Explorer" (I.E) and	disable your "Popup f	Blocker" before adding items.	Click	to Submit	Pag	e 1 ▼
				Back Submill to OGA				

1 Click Submit to OGA button to submit.

2 Permit Submitted message window appears.

Figure 2.103 Permit submit alert

Message fr	om webpage
	Permit Submitted
	ОК

3 Click OK 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

											Monda	rr, 09 April
D Trader	6	iew Permits										
* Permita							5 •	• Search		Filter Status		
* Transhipment Permits * Archived Permits						Advance	d Searci	h				
ePermit - eDeclare Integration			Do to Barlow P				From		v (dd/MM/	yyyy)		
* Payment Instruction					.by i	oppucation Date	То		V (dd/MM/	וענעל		
					В	Approval Date	From		v (dd/MM/	לעעע		
							Te		V (dd/MM/	איאא		
		By Permit Type Filter Permit Type •										
						By OGA	Filter C)GA				
			Se	lect Appl	ication					A	pply Copy	Show
	No	Apple ation ID	Туре	Application Da	ste Approval Date	Status		Permit No.	Recipient	Trader Reference No.	Payment Status	
	E	FAM1412012000013	Export	09/04/2012 11:06:36		Awaiting OG approval	iΛ		FAM141		NA	1
	2	FAM1412012000012	Import	05/04/2012 10:42:01		Awaiting OG approval	IA		FAM141		NA	1
	100		Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by	OGA	FAM141103000042012	FAM141		NA	1
	3	FAM1412012000008										
	3	FAM1412012000008 FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by	OGA		FAM141		NA	l

- **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

Trader	/iew Export Permit - FAM14	12012000013		
* Permits	OGA Name	FAMA	Branch	Kuala Lumpur
* Transhipment Permits	G	onsignor Details	Co	onsignee Details
* Archived Permits + ePermit - eDeclare	ROC / ROB	X55220	ROC / ROB	
Integration	Company Name	CITRA TERINDAH SDN BHD	Company Name	Dairy Farm Australia
Payment insolution	Company Address	JALAN MUTIARA 2 KAWASAN PERINDUSTRIAN KUCHAI KUALA LUMPUR	Company Address	Locked Bag 104, Flinders Lane Victoria 8009 Australia
		Agent Details	A	pplicant Details
	Agent Name	test agent	Applicant Name	ROZANNA RAHIMI
	Agent Code	tagent	Applicant IC / Passport No.	820122013812
- 1	Agent Address	test agent	Applicant Designation	MANAGER
	Mode of Transport	1 - Mantime	Applicant Phone No.	0365456521
	Date of Export	06/04/2012	Applicant Fax No.	0365273311
	Country of Origin	BN - BRUNEI DARUSSALAM	Applicant Email	
	Country of Final Destination	TH - THAILAND	Port / Place of Export	MYWKL - WANG KELIAN - PERLIS
	Port of Discharge	THESE - BANGSU	Via (Transhipment	BOCAM - CAMIRI

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

0	PEI	RMIT Syste	m				Muham	mad Zaifuli	ah Edit Profil	Powered by I	Dagang Net ual Logout
Trader							-		-	-	_
		our Dissue be			No. of S	earch Result				Filter S	Status 🧧
Trader Permits Transhipment Permits Archived Permits		Filter B	y Appl	ication Date		10 - Advanced Search	Search		Filter Status		
 ePermit - eDectare Integration Payment Instruction 		Filter	r By A	oproval Date	Ву	Application Date From To		V (dd/MM/	(vered)		
		F	ilter B	y Permit Typ		By Approval Date To To By Permit Type Filter P	ermit Type	V (dd/MM/ V (dd/MM/	10000		
				Filter By	OGA —	By OGA Filter O	GA			nte Copy	Show
	No.	Application 1D	Permit	Application Date	Approval Dat	ie Status	Permit No.	Recipien	Show Butto	n 🖳	-
	1	FAM1412012000013	Export	09/04/2012 11:06:36		Awaiting OGA approval		FAM141			123
	2	FAM1412012000012	Import	05/04/2012 10:42:01		Awaiting OGA approval		FAM141		NA	100
	3	EAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by OGA	FAM141103000042012	FAM141		NA	123
	4	FAM1412012000007	Import	21/03/2012 12.33.39	21/03/2012 12:41.11	Rejected by OGA		FAM141		NA	123
	5	FAM1412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved by OGA	FAM141103000032012	FAM141		NA	
	6	FAM1412012000005	Import	21/03/2012 11:54:22	21/03/2012 12:01:01	Approved by OGA	FAM141103000022012	FAM141		NA	123
	7	FAM1412012000004	Import	21/03/2012		Draft		FAM141	wqeqew	NA	10
	8	FAM1412012000003	Import	14/03/2012		Draft		FAMI41	waeaew	NA	(PT)
	9	FAM1412012000002	Import	14/03/2012 15:48:20	14/03/2012	Approved by OGA	FAM141103000012012	Pag	e Selection	NA	123
	10	STI1312012000014	Import	06/03/2012	06/03/2012	Approved by OGA	STI131103000012012			NA	13
					1. Contraction					Page 1	• [>]

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

							- 22				
							5 •	Search		Filter Status	
					Advances	l Search				Draft Availag DSA statement	_
				D	a Annatantina Data	From		V (dd	MMUyyyy)	Approved y OGA Payment undated	
				D.	y Apparation pare	Te		Salac	Status	Rejection by OGA	
					Er: American Data	From		Jelec	Status	Guotation Received	
					oy oppione one	To		V (dd	(MM/yyyy)	Schedule Received	
					By Permit Type	Filter Pern	nt Type	*		Awaiing OGA Re-scheduling	
					By OGA	Filter OG/	.			 Awating Testing Approved by OGA (Final) 	
										Approved with Exemptions Approved for Movement	
										Pending for Approval Ready for collection	
12	A	-			Contraction of the	_	-	4	-	Awaiting Customs Acknowledgement Acknowledged by Customs	
	FAMIAT201200013	Front type	09/04/2012 11:05:36	Approval Date	Amating OGA	Incorporal	Permit A	0.	FAMIAL	Rejected by Customs Permit Cancelled	
	FAMI412012000012	Import	05/04/2012 10:42:01		Awaiting OGA a	pproval			FAMIA	Cancellation Acknowledged by Customs Permit Extended	
	FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by O	GA	FAM1411	03000042012	FAM141	Extension Acknowledged by Customs NA	
	FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by OG.	A			FAM141	NA	
	FAM1412012000005	Import	21/03/2012 12 12 13	21/03/2012 12:22:59	Approved by O	3A	FAMIAL	03000032012	FAMIAI	NA	

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

							5 🔹	Search	Awaiting	OGA approval	•
					Advances	l Search					
				By Aj	pplication Date	From To	_	V (dd/MM/yyyy) V (dd/MM/yyyy))		
				Ву	Approval Date	From		V (dd/MMyyyy) V (dd/MMyyyy)))		
				В	y Permit Type	Filter Permit Typ	e				
		Applic	ation ID		By OGA	Filter OGA	Status	•		Apply Copy	Show
No.	Application IO	Permit Type	Application Date	Approval Date	Status		Permit No.	Recipient	Trader Reference No.	Payment Statu	1
	FAM1412012000013	Export	09/04/2012 11:06:36		Awaiting O	3A approval		FAM141		NA	10
	FAM1412012000012	Import	05/04/2012 10:42:01		Awaiting O	JA approval		FAM141		NA	
2					Amaiting Of	A approval		ST1134		NA	
2	ST11342012000001	Export	21/02/2012 10:37:57		second or						12
2 3 4	<u>STI1342012000001</u> <u>STI1312012000001</u>	Export	21/02/2012 10:37:57 17/01/2012 09:45:25		Awaiting Of	IA approval		ST1131		NA	
	<u>ST11342012000001</u> <u>ST11312012000001</u> <u>ST11312011000223</u>	Export Import Import	21/02/2012 10:37:57 17/01/2012 09:45:25 19/12/2011 15:19:24		Awaiting Of Awaiting Of	3A approval 3A approval		STI131 STI131		NA NA	

(b) By Application Date

Figure 3.4	4 Select appl	ication dat	e													
View Permits																
					5 •	Sea	irch					A	wating	OGA approva	i.	
				Advanced Search												
			By Aj	pplication Data To		V (0	ddMI c	Wyyyy) V	- 2	012	•	~			
			Ву	Approval Date From Pic	k Date	w 52	Mo	n Tue	Wee	i Thu	Fri :	Sat	Sun 1			
			В	y Permit Type Filter Permit Type	98	1	2	в	4	5	6	7	8			
				By OGA Filter OGA		2	9	10	11	12	13	14	15			
						3	16	17	18	19	20	21 28	22			Show
						5	30	31				10	- I	Apply	Сору	Delete
No. Application II	D Permit Type	Application Date	Approval Date	Status	Permit No			10 Aş	ml, 20)12	C	ear		Payme	nt Status	
1 FAM14120120	00013 Export	09/04/2012 11:06:36		Awaiting OGA approval		F	AM	141	1					NA		12
2 FAM14120120	00012 Import	05/04/2012 10:42:01		Awaiting OGA approval		F	AM	141						NA		0
3 ST11342012000	001 Export	21/02/2012 10:37:57		Awaiting OGA approval		8	TI13	14						NA		13
4 <u>STT1312012000</u>	001 Import	17/01/2012 09:45:25		Awaiting OGA approval		s	TI13	1						NA		
5 STI1312011000	223 Import	19/12/2011 15:19:24		Awaiting OGA approval		8	TI13	1						NA		13
															Page	1 - [

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

Figure 3.5 Select application date

Vie	w Permits								
						5 🕶	Search	Awaiting OGA approval	•
1.00					Advanced Search				
Ī				By Ap	eplication Date To To		V (dd/MM/yyyy) V (dd/MM/yyyy)		
				By	Approval Data y Permit Type By OGA	Date	April 2012 w Mon Tue Wed Thu Fri S 33 14 2 4 5 6 1 15 9 10 11 12 13 1 16 17 18 19 20 2 7 2 2 2 5 7 2	it Sun 1 7 8 9 Apply Copy Deleter	
No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	10 J0 J0 10 April 2012	Payment Status	1
1	FAM1412012000013	Export	09:04/2012 11:06:36		Awaiting OGA approval		To April, 2012	NA	1
2	FAM1412012000012	Import	05/04/2012 10:42:01		Awaiting OGA approval		FAM141	NA	3
3	STI1342012000001	Export	21/02/2012 10:37:57		Awaiting OGA approval		STI134	NA	1
4	STI1312012000001	Import	17/01/2012 09:45:25		Awaiting OGA approval		ST1131	NA	7
5	STI1312011000223	Import	19/12/2011 15:19:24		Awaiting OGA approval		STI131	NA	1
		10000						Page 1 👻	

- 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;

Vie	w Permits										
							5 🕶	Search	Awa	aiting OGA approval	-
				19	Advanced Sear	rh					
				By Applicati	on Date To	10/01/2012 10/04/2012	-	V (dd/MM/yyyy) V (dd/MM/yyyy)			
				By Appro	val Date From To		_	V (dd/MM/yyyy) V (dd/MM/yyyy)	1		
				By Perm	it Type Fitter	Permit Type 👻					
		Applic	ation ID	Appli	ication	Date		•		Apply Cop	Show y Delete
No.	Application 10	Permit Type	Application Date	Approval Date Sta	tus	Pe	rmit No.	Recipient	Trader Reference No	o. Payment State	as 🔛
1	FAM1412012000013	Export	09/04/2012 11:06:36	Aw	aiting OGA app	proval		FAM141		NA	
2	FAM1412012000012	Import	05/04/2012 10:42:01	Aw	aiting OGA app	noval		FAM141		NA	13
3	ST11342012000001	Export	21/02/2012 10:37:57	Aw	aiting OGA app	lavoro		STI134		NA	
4	8T11312012000001	Import	17/01/2012 09:45:25	Aw	aiting OGA app	noval		STI131		NA	121
				141						10	Page 1 -

c) By Approval Date

Figure 3.4 Select approval date

Vi	ew Permits															
							5 -	Sea	arch				Filter Stat	tus		٠
					Advanced	Search										
				Bj	Application Date	From To		V (aquuni, qquuni	yyyy) yyyy)						
					By Approval Date	From To		V (adanna < Lor	yyyy) nuary	- 2	012 -	>>			
					By Permit Type By OGA	Filter Perm	ck Date	w	Mon	Tue W	ed Thu	Fri Sat	Sun			
								1 2 3	2 9 16	3 4 10 1 17 1	5 1 12 8 19	6 7 13 14 20 21	8 15 22		Apply Copy	Show Delete
No.	Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.	4	23	24 2	5 26	27 28	29	۰.	Payment Stat	us 📕
1	FAM1412012000013	Export	09/04/2012 11:06:36	1	Awasting OGA a	pproval		5	30	31			_ [NA	
2	FAM1412012000012	Import	05/04/2012 10:42:01		Awaiting OGA a	pproval		L	10) April, :	2012	Clear			NA	
3	FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by OC	1A	FAM1411030000	42012	F	AMI4I					NA	0
4	FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by OGA	i.			F	AM141					NA	E
5	FAM1412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved by OC)A	FAM1411030000	32012	F.	AM141					NA	0
	N	10	M.		1.										Page	1 • [>

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

Figure 3.5 Select application date

Vi	ew Permits																	
							5 🕶	See	arch					F	Filter	Status.		•
					Advance	d Search												
				В	y Application Date	From To		V (V ((dd/M	Miyyyy Miyyyy	n							
					By Approval Date	From 10 To	/01/2012	V (V ((991) (991)	Міуууу Міуууз	n n					_		
					By Permit Type	Filter Per	rmit Type 🔻	<	< /	\pril		•	2012	•	>>			
					By OGA	P	ick Date	w 13 14 15	Mo 2 9	an Tur 3 10	4 11	5 12	6 13	7 14	1 8 15	-	Apply Copy	Show Delete
No.	Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.	16	16	17	18	19	20	21	22	No.	Payment Stat	tus 🔛
1	FAM1412012000013	Export	09/04/2012 11:06:36		Awaiting OGA	approval		17	23	24	25	26	27	28	29		NA	E
2	FAM1412012000012	Import	05/04/2012 10:42:01		Awaiting OGA	approval		18	30	10.0							NA	
3	FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by O	ĠA	FAM141103000042			10 Aj	pni, 2	012	C	lear		2	NA	
4	FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by OG	A				FAM	141						NA	D
5	FAM1412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved by O	GΛ	FAM14110300003	2012		FAM	141						NA	E
1	1)	Ale		314	0	_	-45				_		_	_	_	_	Pag	e 1 • [>

2 Click V 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;

View Permits											
							5 •	Search	Filter St	atus	
				Advance	d Sear	ch					
			By A	Application Date	From		_	V (dammyyyy)			
					To			✓ (ddMM/yyyy)			
			Re.	v Americal Date	From	10/01/2012		V (dd/MM/yyyy)			
					To	10/04/2012		✓ (dd/MM/yyyyy)			
				By Permit Type	Filter	Permit Type					
				By OGA	Filter	OGA		-			
											Show
										Apply Copy	Delete
No. Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.		Recipient	Trader Reference N	o. Payment Stat	
1 FAM14120120000	08 Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by	OGA	FAM141103	0000420	12 FAM141		NA	0
2 FAM14120120000	07 Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by O	XGA			FAM141		NA	0
FAM14120120000	16 Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved by	OGA	FAM141103	0000320	12 FAM141		NA	10
FAM14120120000	1 Import	21/03/2012 11:54:22	21/03/2012 12:01:01	Approved by	OGA	FAM141103	00002201	12 FAM141		NA	13
5 FAM14120120000	22 Import	14/03/2012 15:48:20	14/03/2012 15:53:32	Approved by	OGA	FAM141103	0000120	12 FAM141	wqeqew	NA	10

(d) By Permit Type

	elect per	mit type							
View Permits					1 mar 1 m				
					5 • Sei	arch	Filter Status		•
				Advanced Sear	ch				
				From	v	(dd/MM/yyyy)			
			By /	tpphcation Date To	v	(dd/MM/yyyy)			
				From					
			Bj	/ Approval Date To	Sele	ect perr	nit type		
				By Permit Type Filter	Perge Type_	•			
				By OGA	Partial Type				
				Inport					Show
									-
								Apply Copy	Delete
lo. Application 1D	Permit Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status	
FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by OGA	FAM141103000042012	FAM141		NA	13
FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by OGA		FAM141		NA	0
FAM1412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved by OGA	FAM141103000032012	FAM141		NA	10
FAM1412012000005	Import	21/03/2012 11:54:22	21/03/2012 12:01:01	Approved by OGA	FAM141103000022012	FAM141		NA	0
		1100000001010.0000	14/02/0010 15:52:20	American has 000	FAX (141102000012012	FAMILA	III SAGART	NA	100
FAM1412012000002	Import	14/05/2012 15:48:20	14022012 12.22.22	rappeored by Ours	17241141102000012012	A 1 10/100 TO	ndeden	1948	

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

Figure 3.8 Filter permit type result shown as below

Vie	ew Permits										
							5 💌	Search	Filter Status.		•
					Advanced	Search					
				By	Amplication Date	From		V (dd/MM/yyyy)			
					cibbaranton roma	Τσ		V (dd/MM/yyyy)			
					u Annound Data	From		V (ddMM/yyyy)			
				8	à viblanen rens	Τo		V (ddMM/yyyy)			
					By Permit Type	Export	•				
	_	Applic	ation ID		By OGA	Filter OGA	.	•			
											Show
		<u> </u>	Permit	Type						Apply Copy	Delete
No	Application ID	Permix 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	E
2	ST11312012000013	Export	21/02/2012 10:42:57	27/02/2012 11:00:17	Rejected by OG	iA .		ST1131		NA	1
3	STI1342012000001	Export	21/02/2012 10:37:57		Awaiting OGA	approval		STI134		NA	
4	STI1312012000012	Export	17/02/2012 16:12:15		Draft			ST1131		NA	
5	STI1312011000222	Export	17/01/2012 09:41:10	28/02/2012 09:51:34	Approved by O	GA	STI131202000082	012 ST1131		NA	
										Page 1	- 🖂





(e) By OGA

iew Permits										
					5	• Search		Filter Status		
				Advance	d Search					
			Bu	Anodication Date	From	V (dd/MM/y	yyy)			
				cabburenon esare	To	V (dd/MM/y	yyy)			
				in Accessed Data	From	V (dd/MM/y	ууу)			
			05	ly rippiera sais	To	V (dd/MM/y	ууу)			
				By Permit Type	Filter Permit Type +	Selec	t OC			
				By OGA	Filter OGA	JUICE	100			
					Filter OGA BAHAGIAN PERKHIDI ATAN	FARMASI				Sho
					JABATAN PERKHIDMATAN V JABATAN PERKANAN MALA	eterinar Nysia			Apply Copy	Delete
- Application 1D	Permit Type	Application Date	Approval Date	Status	JABATAN PERTANIAN (PEST JABATAN PERTANIAN - KUA	ICIDE BOARD) RANTIN	nient.	Trader Reference No.	Payment State	
FAM141201200001	Export	09/04/2012 11:06:36		Awaiting OGA	KAWAL SELIA PADI & BERA	S	141		NA	12
STT1312012000013	Export	21/02/2012 10:42:57	27/02/2012 11:00:17	Rejected by Of	LEMBAGA PERINDUSTRIAN N	IENAS	1		NA	E
ST11342012000001	Export	21/02/2012 10:37:57		Awaiting OGA	SARAWAK TIMBER INDUSTR	Y DEV. CORP.	14		NA	Ľ
ST11312012000012	Export	17/02/2012 16:12:15		Draft	SIRIM BERHAD SIRIM CERTIFICATE OF APPR	OVAL	1		NA	E
ST11212011000222	Emort	17/01/2012 09:41:10	28/02/2012 09:51:34	Amorovad he (STATE VETERINARY AUTH.	SWAK	1		NA	10

1 Click To select OGA; e.g: FAMA

2 Click Show button to view search result.

Figure 3.10 Filter Application ID result

Vie	ew Permits												
							5	• Searc	ħ	Filter State	is .		
					Advance	l Search							
				By	Application Date	From To		V (da V (da	иммууууу) иммууууу)				
					By Approval Date	From To		V (da V (da	имшуууу) имшууууу)				
					By Permit Type	Filter Permit Type +							
					By OGA	FAMA			•				
	-	Applic	cation ID								Apply	Сору	Show Delete
No.	Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.		Recipient	Trader Reference No	. Paym	ent Statu	
1	FAM1412012000013	Esport	09/04/2012 11:06:36		Awasting OGA	ipproval			FAM141		NA		
2	FAM1412012000012	Import	05/04/2012 10 42:01		Awaiting OGA	pproval			FAM141		NA		Ē
3	FAM1412012000008	Import	21/03/2012 12:45:52	21/03/2012 12:47:51	Approved by O	GA.	FAM141103000	042012	FAM141		NA		0
4	FAM1412012000007	Import	21/03/2012 12:33:39	21/03/2012 12:41:11	Rejected by OG.	A			FAM141		NA		
5	FAM1412012000006	Import	21/03/2012 12:17:13	21/03/2012 12:22:59	Approved by O	GA .	FAM141103000	032012	FAM141		NA		11
												Page	1 - [>]





f) Column Header

Figure 3.11 Column header

Vie	w Permits												
							5	Search		Filter Status			*
					Advanced	l Search							
					By Application Date	From To		V (dd/MM) V (dd/MM)	(1000) (1000)				Ī
By Approval Date							From Ψ (6d/MM/yyyy) To Ψ (een/Mayyyy)						
					By Permit Type	Filter Permit Type							
					By OGA	FAMA	10.0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		•				
				-	Appli	cation c	late				Apply	Sh Copy Dele	ete
No.	Application ID	Pernsit Type	Application Date	Approval Dat # 💌	1 tatus		Permit No.		Recipient	Trader Reference No.	Paym	mt Status	0
1	FAM1412011000020	Import	23/06/2011 11:19:11	23/06/2011 11:13:00	Acknowledged by Cus	toms	FAM141106	000012011	FAM141		NA		ET.
2	FAM1412011000019	Import	29/06/2011 11:00:02	29/06/2011 11:02:56	Awaiting Customs Ad	knowledgement	FAM141106	000022011	FAM141	234345	NA		0
3	FAM1412011000030	Import	22/08/2011 11:08:08	22/08/2011 11:13:32	Acknowledged by Cus	toms	FAM141108	000022011	FAM141		NA		13
	FAM1412011000031	Import	29/07/2011 11:03:40	22/08/2011 12:12:35	Rejected by Customs		FAM141108	000032011	FAM141		NA		0
5	FAM1412012000002	Import	14/03/2012 15:48:20	14/03/2012 15:53:32	Approved by OGA		FAM141103	000012012	FAM141	wqeqew	NA		13
												Page 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

Fi	gure 3.12 l	Page se	lection									
Vie	w Permits											
			S	olact Num	Atrace	l Search	10 • 10 20	Search	ww)	Filter Status		
			2		By Approval Date	From	40 50 100	V (ddMM) V (ddMM) V (ddMM)	(1999) (1999) (1999)			
					By Pennit Type	Filter Permit Typ	e 🔻					
					By OGA	FAMA			•			
											Apply Cop	Show Delete
No.	Application ID	Permit Type	Application Date	Approval Date	Status		Permit No.	5	Recipient	Trader Reference No.	Payment 9	itatus 📔
1	FAM1412011000020	Import	23/06/2011 11:19:11	23/06/2011 11:23:00	Acknowledged by Cus	toms	FAM14110	5000012011	FAM141		NΛ	E
2	FAM1412011000019	Import	29/06/2011 11:00:02	29/06/2011 11:02:56	Awaiting Customs Act	knowledgement	FAM14110	5000022011	FAM141	234345	NA	
3	FAM1412011000030	Import	22/08/2011 11:08:08	22/08/2011 11:13:32	Acknowledged by Cus	toms	FAM14110	8000022011	FAM141		NA	e
4	FAM1412011000031	Import	29/07/2011 11:03:40	22/08/2011 12:12:35	Rejected by Customs		FAM14110	100003 P	ane Se		NA	
5	FAM1412012000002	Import	14/03/2012 15:48:20	14/03/2012 15:53:32	Approved by OGA		FAM14110	500001	ige o	STOCKION	NA	
											P	age 1 - [>] 1
												3 4 5

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