



MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

PKI/DIGITAL CERTIFICATE BARCODE ONLINE APPLICATION

GENERAL USER GUIDE

January 2013

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SECTION A: INTRODUCTION

PKI/Digital Certificate online application is a facility for MIDA clients to submit applications online.

Chapter A-I Submission modes

Web Submission modes for submitting application: Barcode Online

A-I-I Barcode Online

Data is keyed in directly into the barcode online data entry form. Online data entry is only applicable for Duty Exemption applications form as below:

- 1) PC Services

Chapter A-2 System requirements

To ensure MIDA's *Web Submission* performs smoothly, your system should meet the hardware and software requirements outlined below.

A-2-1 Hardware

- Processor: Pentium III or higher
- Memory: 512MB RAM or higher
- Internet connection: Preferably broadband
- Printer

A-2-2 Software

- Microsoft Internet Explorer (IE) version 6.0 or higher
- Adobe Acrobat Reader version 6.0 or higher
- J2SE Java Runtime Environment (JRE) version 5.0
- Java Unlimited Strength Policy
- Software digital certificate or e-filing software digital certificate

Note: Our Online services only compatible with Internet Explorer. User will have problem using other internet browser (e.g. Mozilla, Chrome and Opera)

SECTION B: USER GUIDE

This user guide will walk you through the process of submitting an application by providing step-by-step instructions with illustrations to help you understand each step.

Register / Sign In

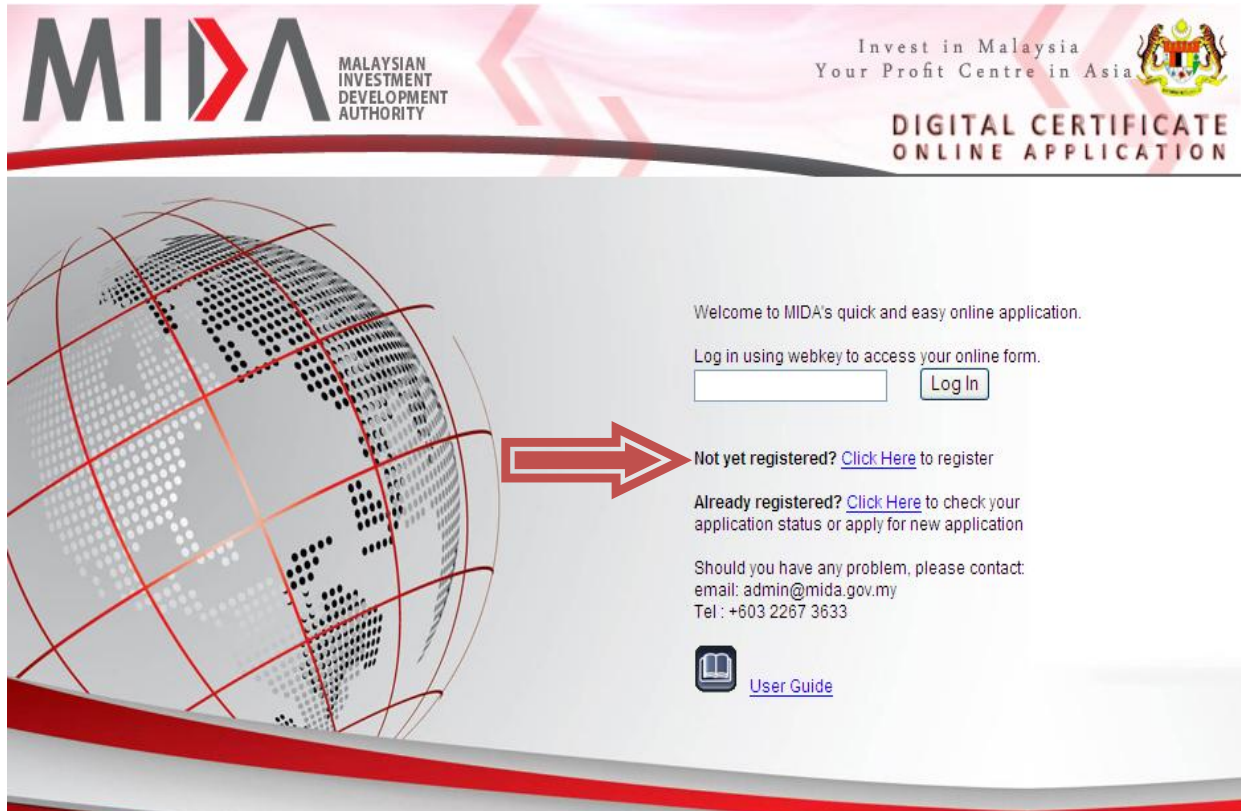
In order to submit an application, you must either register for a new web-key or sign in using an existing web-key that not yet being submitted. A web-key is a unique combination of alphanumeric characters (much like a password) which is used to identify one single application and it is auto generated by the system. No two applications will have the same web-key. Each subsequent application will require you to register for another web-key.

Chapter B-1 Registering Web-key

B-1-1 How to register web-key

Company Not yet Registered

Go to <https://jpc.online.mida.gov.my>. Users are advised to use Internet Explorer browser due to compatibility issue of the system.



Note: Each application needs a web-key. Once the application is submitted to MIDA then the web-key will expired and it can be used for checking status only. For the next/new application user need to register for a new web-key.

Step	Action
1.	Click on the Not yet registered? Click Here hyperlink to register new web-key.

To register a web-key, you must first fill in the details of the application for company that is applying.

[USER MANUAL](#)

WEB KEY REGISTRATION

* Mandatory Fields

* Application Form	PC Services	Import Duty, And/Or Sales Tax Exemption On Machinery, Equipment And Materials For Selected Services Sub-Sectors
* Mode of Submission	Online	Please Select Barcode Online mode, if the number of items applied for duty exemption exceed 1,000
* Division	Tariff	
* Company Registration No.	ROC 22334-T	Registrar of Company
* Company Name	Test Company Dot Com Sdn Bhd (100 characters)	
* Address	No. 102, Jalan PJU 8/5HH, (40 characters)	
	Damansara Perdana, (40 characters)	
	Petaling Jaya, (40 characters)	
* Zipcode/Postcode	47820	
* City	Damansara (30 characters)	
* Country	Malaysia	
* State	Selangor (Applicable for Malaysia only)	
(Optional) You may login using combination of "Company Registration No." and "Password" to view application status after submitting		
* Password	*****	
* Re-enter Password	*****	

CONTACT PERSON (FOR APPLICATION)				
*Name	*Designation	*E-mail	*Tel No./Mobile No.	Fax No.
Shirley Najwa Tan	VP, Finance	test@mida.gov.my	03-2268872	03-2261111

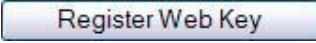
AUTHORIZED PERSON (FOR SIGNATORY)					
*Name	*ID Type	*IC/Passport Number	*Designation	*E-mail	Tel No./Mobile
Shirley Najwa Tan	Select	12345031234	VP, Finance	test@mida.gov.my	03-2261111


[Disclaimer](#)

Best viewed on IE 8 and above with the resolution setting of 1024 x 768

Note: A red asterisk (*) indicates that it is a mandatory field. If any of the mandatory fields is empty, you would not be able to register a web-key.

Step	Action
1.	Select Application Form from the drop down list.
2.	Select Mode of Submission from the drop down list.
3.	By default, Tariff Division is selected.

Step	Action
4.	Select the type of Company Registration from the drop down list.
5.	Fill in Company Registration No. in the field box.
6.	Fill in Company Name in the field box.
7.	Fill in Address in the field box.
8.	Fill in Zip code/Postcode in the field box.
9.	Fill in City in the field box.
10.	Select Country from the drop down list.
11.	Select State from the drop down list.
12.	Fill in the relevant information in the respective field for contact person detail boxes within the columns: Name, Designation, E-mail, Tel No./Mobile No. and Fax No.
13.	Fill in the relevant information in the respective field for authorized person detail boxes within the columns: Name, ID Type, IC/Passport, E-mail, Tel No./Mobile No. and Fax No.
14.	Click on the  button to register your application web-key and receive a web-key page result immediately.

Note: The  button is used to clear all data in the page.

Company Already Registered

Go to <https://jpc.online.mida.gov.my>. Users are advised to use Internet Explorer browser due to compatibility issue of the system.



Note: Each application needs a web-key. Once the application is submitted to MIDA then the web-key will expired and it can be used for checking status only. For the next/new application user need to register for a new web-key.

Step	Action
1.	Click on the Already registered? Click Here hyperlink to register new web-key.

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Invest in Malaysia
Your Profit Centre in Asia

**DIGITAL CERTIFICATE
ONLINE APPLICATION**

Welcome to MIDA's quick and easy online application.

[Login](#)


Company Registration No:

Password :

Not yet registered? [Click Here](#) to register

Login in webkey? [Back](#)

Should you have any problem, please contact:
email: admin@mida.gov.my
Tel : +603 2267 3633

 [User Guide](#)

Step	Action
1.	Select company registration type and fill in company registration number .
2.	Fill in password and click <input type="button" value="Log In"/> button.

Company Name : Test Company Dot Com Sdn Bhd
Company Registration No : ROC233


**CHANGE
PASSWORD**

SIGN OUT

Application Enquiry

Apply for New Application

* Mandatory Fields

* Application Form	PC Services	Import Duty, And/Or Sales Tax Exemption On Machinery, Equipment And Materials For Selected Services Sub-Sectors
* Mode of Submission	Online	
* Division	Tariff	
* Company Registration No.	ROC233	
* Company Name	Test Company Dot Com Sdn Bhd	(100 characters)
* Address	Wisma Monorail	(40 characters)
	Damansara Perdana,	(40 characters)
		(40 characters)
* Zipcode/Postcode	5047032132	
* City	Kuala Lumpur	(30 characters)
* Country	Malaysia	
* State	Federal Territory of Kuala Lumpur	(Applicable for Malaysia only)

CONTACT PERSON (FOR APPLICATION)

*Name	*Designation	*E-mail	*Tel No./Mobile No.	Fax No.
Lim	Senior Executive, Procu	test@mida.gov.my	603-2267 9888	603-2267 9884

AUTHORIZED PERSON (FOR SIGNATORY)

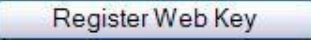
*Name	*ID Type	*IC/Pasport Number	*Designation	*E-mail	Tel No./Mobile No.
Abdul	IC	12345031234	Managing Director	test.mida@mida.gov	603-2267 9888

Register Web Key

Reset

[Disclaimer](#)

Best viewed on IE 8 and above with the resolution setting of 1024 x 768


Step	Action
1.	Click on Apply for New Application tab.
2.	Select Application Form and Mode of Submission . Other information will be automatically populated.
3.	Click on the  button to register your application web-key.

B-1-2 How to determine whether you have successfully registered

For applications using online mode, you will receive this message

“You have successfully registered. Please proceed with online data entry”.

Please note on your designated web-key as indicated in the first line under *Application Details*. Each successfully registered web-key email will be sent to contact person.


MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

DIGITAL CERTIFICATE ONLINE APPLICATION
[USER MANUAL](#) [HOME](#)

APPLICATION DETAILS
Your application have successfully registered. Please proceed with Online data entry

Web Key	A2NDHBXJST
Application Form	PCServices
Mode of Submission	Online
Processing Division	Tariff
Company Registration No.	ROC 22334-T
Company Name	Test Company Dot Com Sdn Bhd
Address	No. 102, Jalan PJU 8/5HH, Damansara Perdana, Petaling Jaya,
Zipcode/Postcode	47820
City	Damansara
Country	Malaysia
State	Selangor

CONTACT PERSON

Name	Designation	E-mail	Tel No. / Mobile No.	Fax No.
Shirley Najwa Tan	VP, Finance	test@mida.gov.my	03-2268872	03-2261111

AUTHORIZED PERSON (FOR SIGNATORY)

Name	ID Type	IC / Passport Number	Designation	E-mail	Tel No. / Mobile No.
Shirley Najwa Tan	IC Number	12345031234	VP, Finance	test@mida.gov.my	03-2261111

APPLICATION STATUS

Date of Registration :	<input type="text" value="28/12/2012"/>
Application Status :	Data Entry

Best viewed on IE 8 and above with the resolution setting of 1024 x 768

Note: Please remember the web-key designated, if user forget/lost the web-key, it can be recovered by opening the email notification sent by the system to the authorized/contact person.

If user encounters a problem for example “Content was blocked....” as shown below, please follow the following steps.



To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...

Web Key: WD4H806KSQ

Application Form: PC1

Mode of Submission: Online

Processing Division: ICT and Electrical Industries

Company Registration No.: ROC 12345-X

Company Name: Testing Company Sdn Bhd PKI

Address: Lot 123, Jalan Cheras Perpaduan, Menara YMDI South Tower, Kawasan Perindustrian Kajang Selatan

Zipcode/Postcode: 43000

City: Kajang

State: Selangor

Country: MALAYSIA

CONTACT PERSON

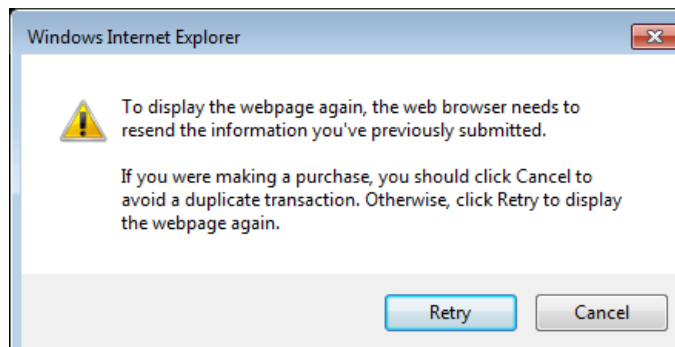
Name	Designation	E-mail	Tel / Mobile No.	Fax No.
Mohammad Radzie Hashim	Manager	mradzie@mida.gov.my	03-22673743	03-22673743
Arif Hakimi Ghazale	Executive	arifhakimi@mida.gov.my	03-22673744	03-22673744

AUTHORIZED PERSON (FOR SIGNATORY)

Name	ID Type	IC / Passport Number	Designation	E-mail	Tel / Mobile No.
Mohammad Radzie Hashim	Passport Number	1254128	Manager	mradzie@mida.gov.my	03-22673744

Content was blocked because it was not signed by a valid security certificate.

- Click on the security warning message as shown above and choose “**Allow Blocked Content...**”
- Then message appear, choose “**Retry**” then the page will be reloaded then the problem will disappear. It will shown button **Check Certificate**.



Upon successful registration, user will receive e-mails from admin@mida.gov.my on the generated web-key. Users are advised to store the web-key in a secure location for granting access to the application later.

Dear Sir/Madam,

We wish to acknowledge your request for a web key dated 27-Dec-2012.

Your designated web-key is UX6K3COSH2.

Please use this web key as a reference in all matters pertaining to this application because you are the authorized person for this application.

To proceed with the submission of your application, please login to <https://jpc.online.mida.gov.my>.

If you wish to register a new online application, you may use the following account information to register a new web key.

Company Registration No : ROC 21886-W
Password : cGFzc3dvcmQ=

Thank you.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral
No.5, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50470 Kuala Lumpur
Malaysia
Tel: 603 2267 3633
Fax: 603 2274 7970
Email: admin@mida.gov.my
Website: <http://www.mida.gov.my>

Chapter B-2 Registering Certificate

This facility is for the authorized person to register for digital certificate in order for user to digitally signed on the application. Applicant could use the digital certificate e-filing provided by LHDN. This certificate can be reused for future application since only one time registration is required. If user has already registered and download/installed certificate please skip to section data entry section.

B-2-1 How to register certificate

Click on **'Check Certificate'** button. If user already has a certificate, button **'Download Certificate'** will be enabled to enable user to download the certificate. If user does not have certificate then **'Register Certificate'** button will enable.

AUTHORIZED PERSON (FOR SIGNATORY)

Name	ID Type	IC / Passport Number	Designation	E-mail	Tel No. / Mobile No.
Shirley Najwa Tan	IC Number	12345031234	VP, Finance	test@mida.gov.my	03-2261111

<input type="button" value="Check Certificate"/>	<input type="button" value="Download Certificate"/>	<input type="button" value="Register Certificate"/>	<input type="button" value="Print Details"/>
--	---	---	--

B-2-2 First Time User

Click '**Check Certificate**' button. Button 'Register Certificate' will be enabled and a pop-up message "**You are advised to register for certificate before proceeding to data entry**". Then click '**Register Certificate**' button to continue.

AUTHORIZED PERSON (FOR SIGNATORY)

Name	ID Type	IC / Passport Number	Designation	E-mail	Tel No. / Mobile No.
Shirley Najwa Tan	IC Number	12345031234	VP, Finance	test@mida.gov.my	03-2261111

Check Certificate
Download Certificate
Register Certificate
Print Details

*You are advised to register for certificate before proceeding to data entry

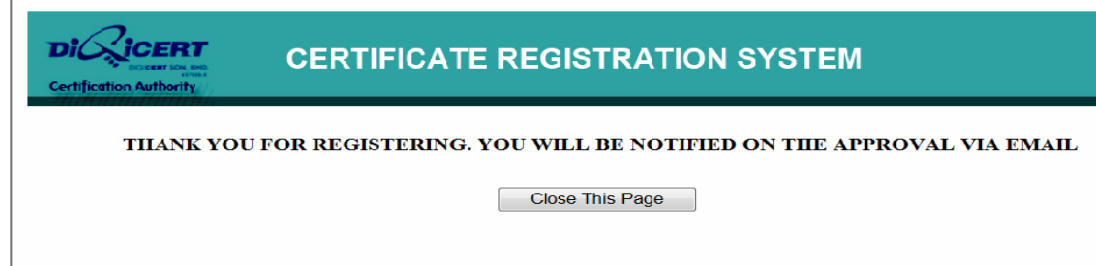
A new pop-up screen will be displayed. Mandatory fields are compulsory and marked with "**". Please continue to fill up the fields. Please scan your **IC/Passport** and **Company Authorized Letter** in "jpeg/bmp" format to be uploaded into the system. Click "**Register Certificate**" button.

SOFTWARE CERTIFICATE REGISTRATION SYSTEM FOR MIDA PAID COMPANY REPRESENTATIVE (MPCR)

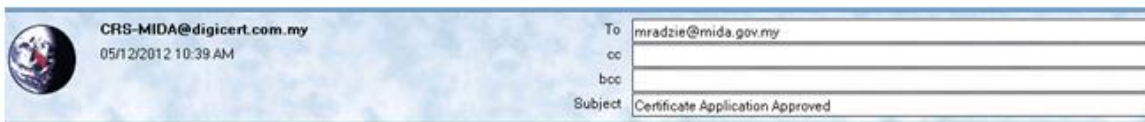
	* Mandatory Field	
Web Key :	EMXKSB4LR3	
Full Name :	Mohammad Radzie Hashim	
Designation :	Manager	
E-Mail Address :	mradzie@mida.gov.my	
Mobile No :	03-22673633	
Country :	Malaysia *	
Security Question :	What is your favourite food? *	
Answer :	**** *	
Re-enter Answer :	**** *	
Upload IC / Passport :	D:\Downloads\Kerja Aku\	Browse... Note: Image file only (jpg, jpeg, bmp, etc)*
Upload Company Authorization Letter :	D:\Downloads\Kerja Aku\	Browse... Note: Image file only (jpg, jpeg, bmp, etc)*
Date :	07/12/2011 (dd/mm/yyyy)	
	Clear Field	Register Certificate

Note: IC/Passport and Company Authorization Letter are referring to the person in-charge and entitled to authorize the application on behalf of the company. The content of the letter should include among others designated name, IC/Passport number and job position using company's letterhead.

Once registration is completed, you will receive the following message. Click '**Close This Page**' button.



You will receive e-mail from Digicert Sdn Bhd. Sample e-mail as follow:



Your certificate application has been approved.

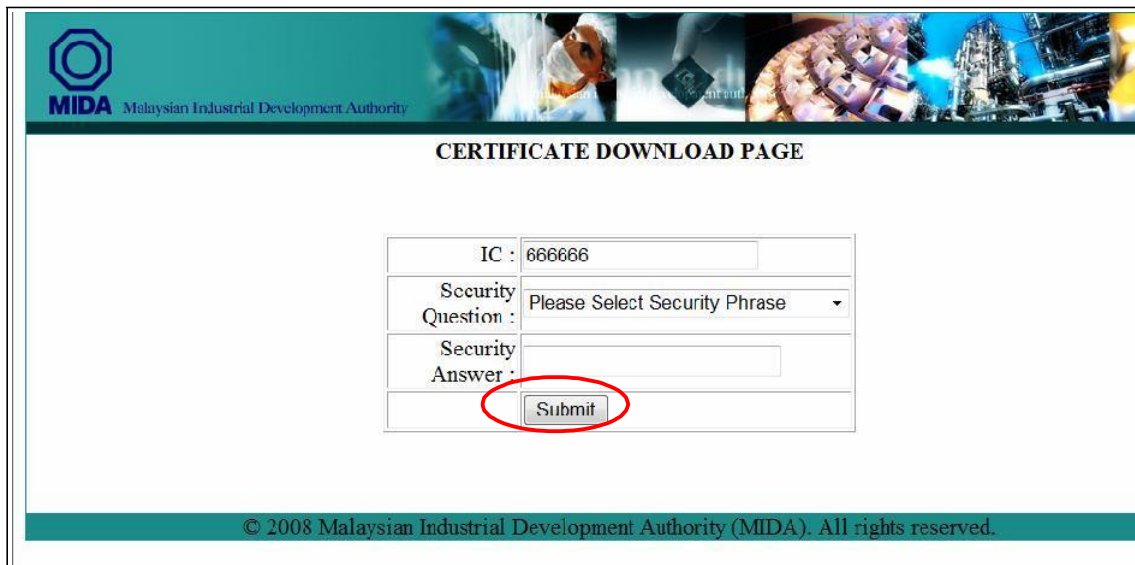
Please click here to download your certificate https://crs-mida.digicert.com.my/SCRS-MPCR/mpcr_download.aspx?IDNo=1254128.

Please retrieve your password from this link <https://crs-mida.digicert.com.my/SCRS-MPCR/retrievepassword.aspx?IDNo=1254128>

Note: The first link will direct you to the download page whilst the second link will route you to get the password for certificate installation. Normally it will take a minimum of three (3) working days for the certificate to be created and the contact person will be informed through email once the certificate has been created. While waiting for the certificate, user can proceed to data entry section to key-in all information needed.

B-2-3 Registered User

Click 'Check Certificate' button. Button 'Download Certificate' will be enabled then click 'Download Certificate' button to continue. If user have downloaded and installed the certificate, please proceed to data entry section. Else, please click 'Download Certificate' button. Please select your security question and answer your security question. Click 'Submit' button.

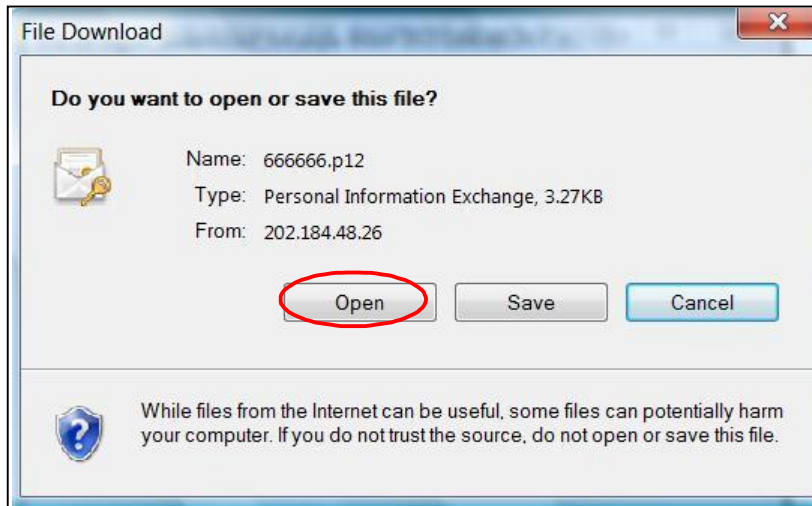


IC :	666666
Security Question :	Please Select Security Phrase
Security Answer :	
	<input type="button" value="Submit"/>

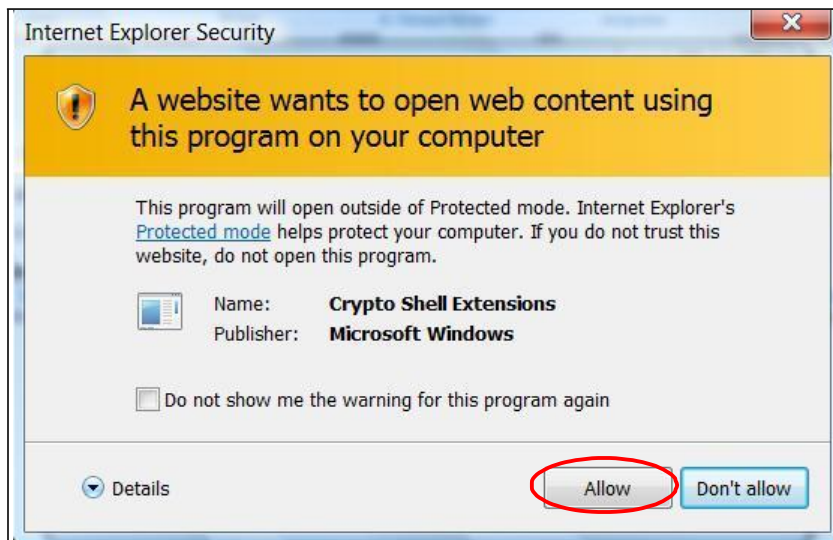
© 2008 Malaysian Industrial Development Authority (MIDA). All rights reserved.

Note: If user forgets the security question and security answer please email to admin@mida.gov.my and request to reset the password.

This pop-up window will appear. Click **'Open'**.

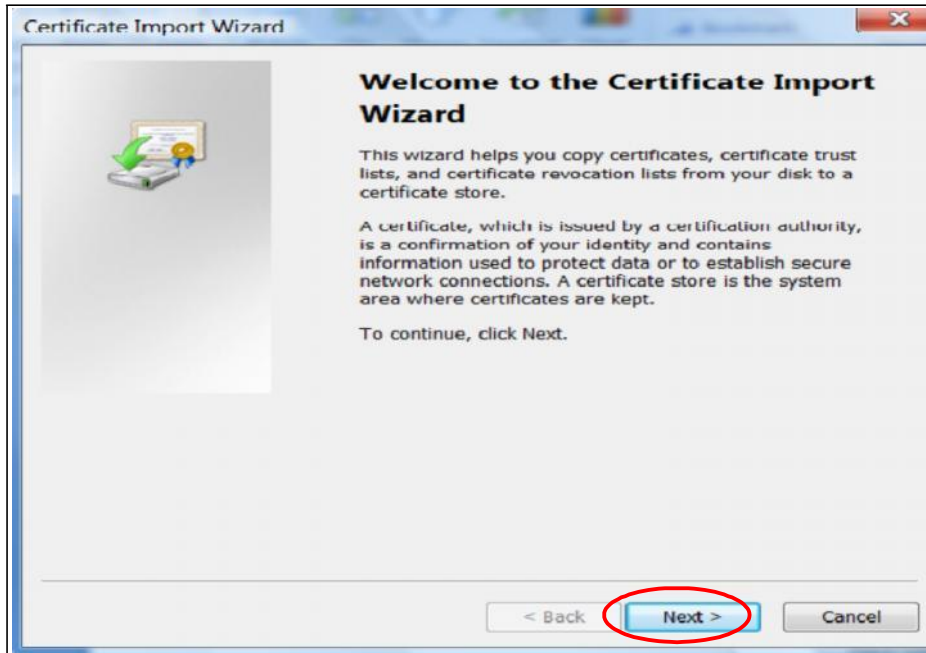


Click **'Allow'**

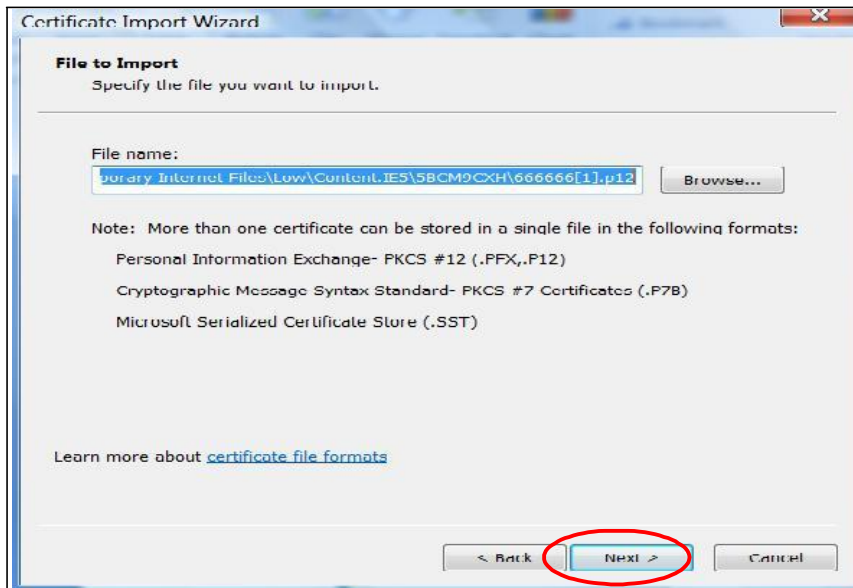


Note: If none of the sample image shown, please proceed to next step. Each user might have different experience due to PC/Notebook Windows operating system type (i.e Windows XP / Windows Vista / Windows 7/ latest Windows).

Click **'Next'**.

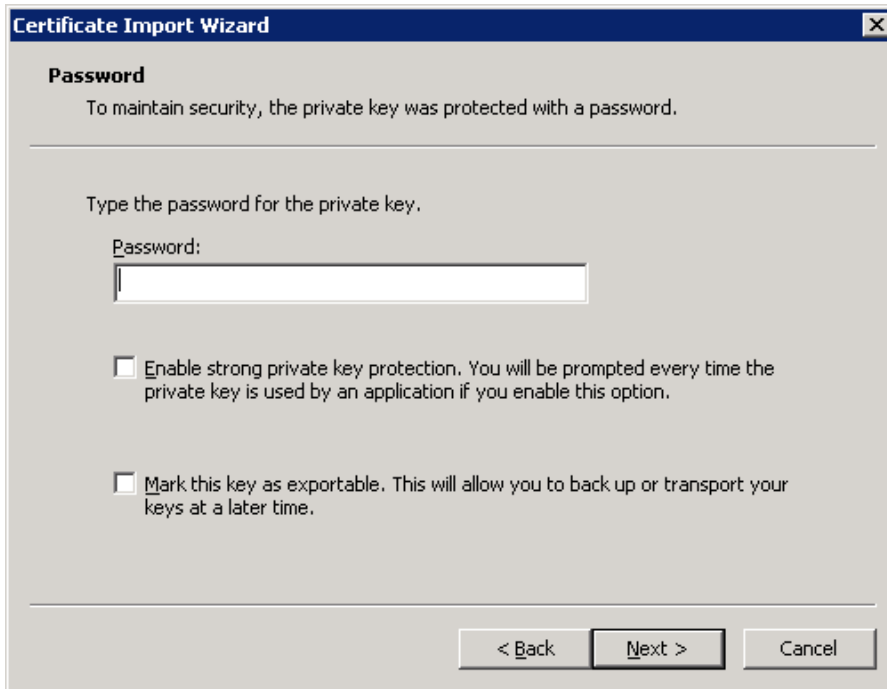


Click **'Next'**.



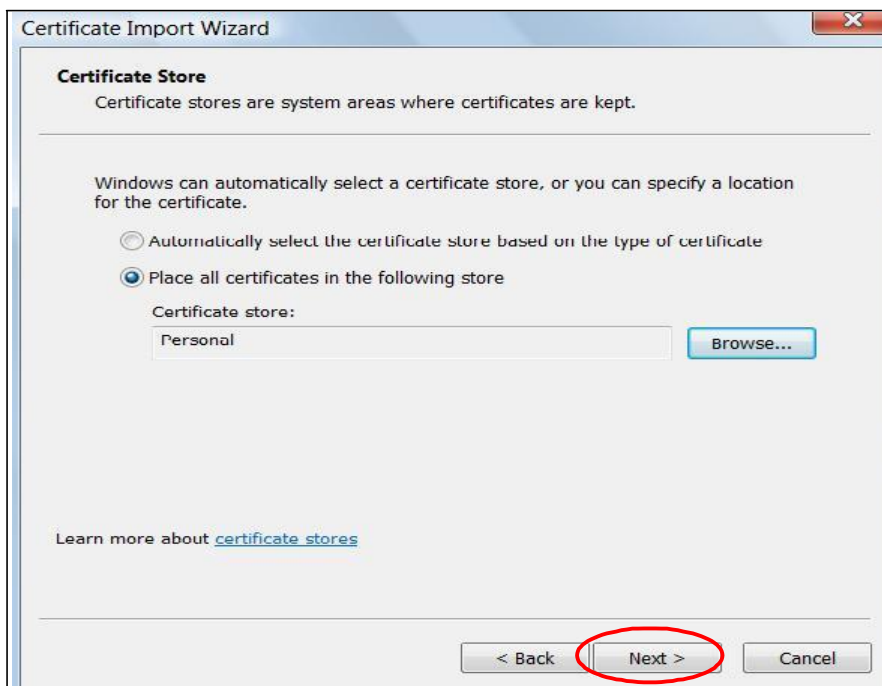
Note: If none of the sample image shown, please proceed to next step. Each user might have different experience due to PC/Notebook Windows operating system type (i.e Windows XP / Windows Vista / Windows 7/ latest Windows).

Enter your **certificate password** (refer to email from CRS MIDA). Click **'Next'**.



The screenshot shows the 'Certificate Import Wizard' window with the 'Password' step. The title bar reads 'Certificate Import Wizard'. The main heading is 'Password'. Below it, a message states: 'To maintain security, the private key was protected with a password.' A horizontal line separates this from the next instruction: 'Type the password for the private key.' There is a text box labeled 'Password:' which is currently empty. Below the text box are two unchecked checkboxes: the first is 'Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.' and the second is 'Mark this key as exportable. This will allow you to back up or transport your keys at a later time.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

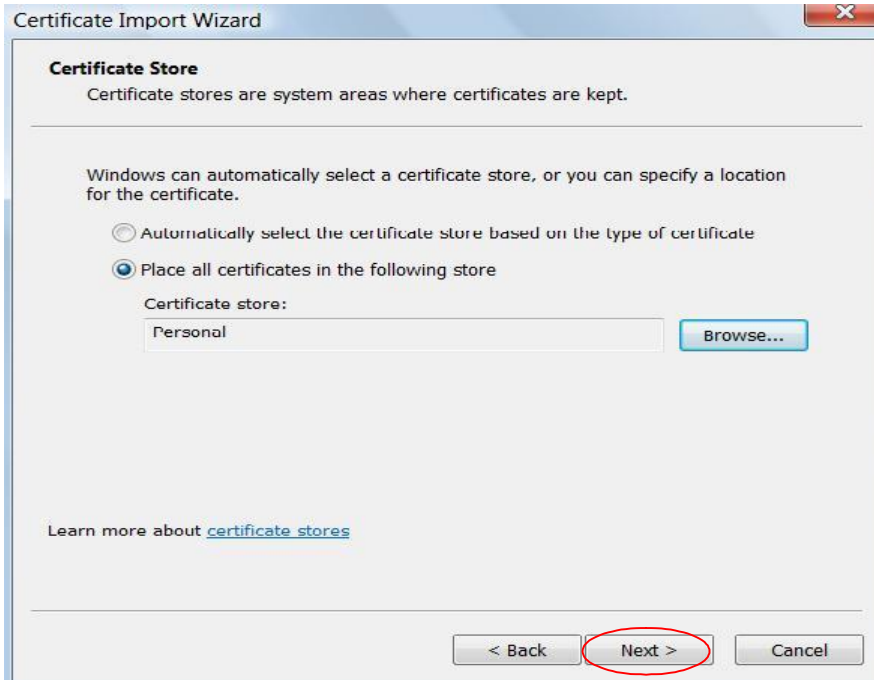
Click **'Next'**.



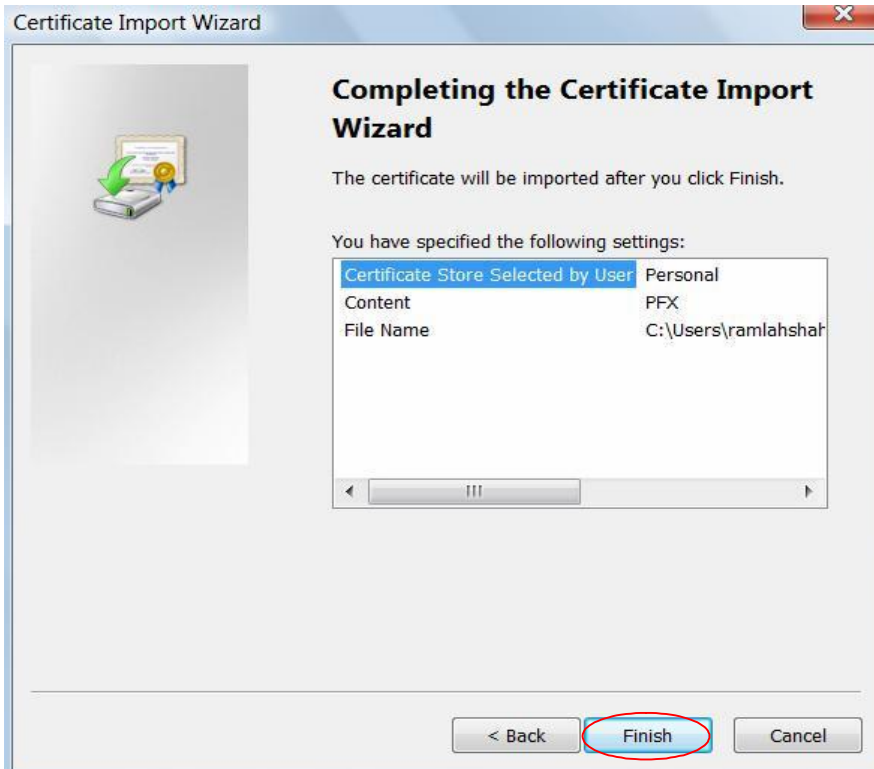
The screenshot shows the 'Certificate Import Wizard' window with the 'Certificate Store' step. The title bar reads 'Certificate Import Wizard'. The main heading is 'Certificate Store'. Below it, a message states: 'Certificate stores are system areas where certificates are kept.' A horizontal line separates this from the next instruction: 'Windows can automatically select a certificate store, or you can specify a location for the certificate.' There are two radio button options: 'Automatically select the certificate store based on the type of certificate' (which is unselected) and 'Place all certificates in the following store' (which is selected). Below the radio buttons is a text box labeled 'Certificate store:' containing the word 'Personal'. To the right of the text box is a 'Browse...' button. At the bottom left, there is a link: 'Learn more about [certificate stores](#)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

Note: If user forgets the security question and security answer please email to admin@mida.gov.my and request the password.

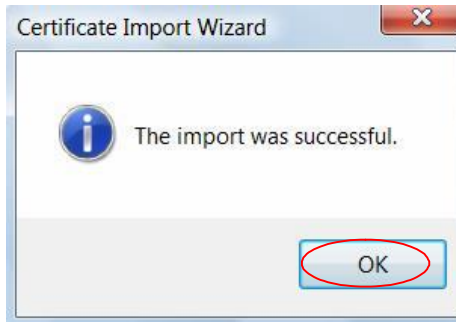
Click **'Next'**.



Click **'Finished'**.



Click **'OK'**.



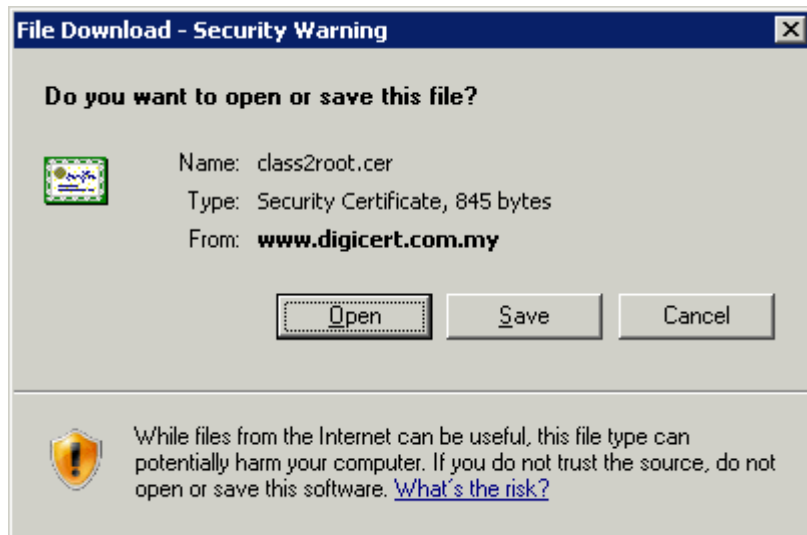
Upon successfully installed the certificate, please continue to next step.

1. Go to this link

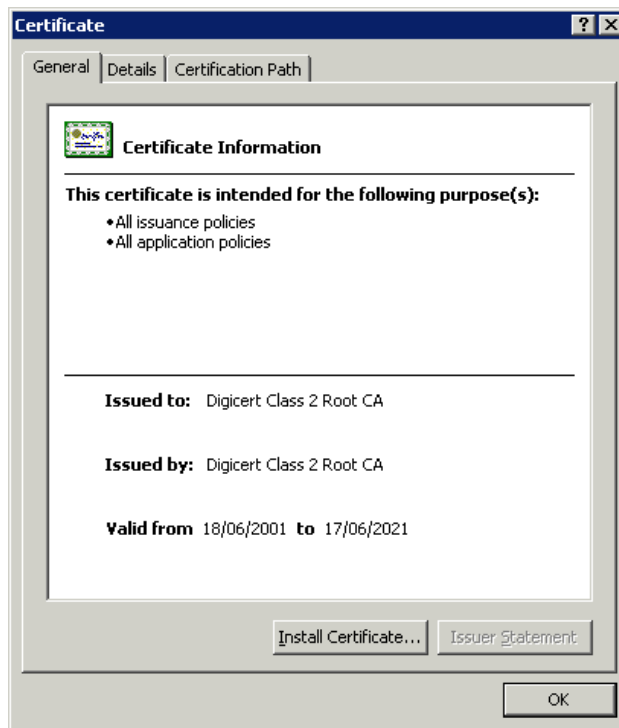
<http://www.digicert.com.my/download/class2root.cer>

Click on the link or copy and paste on the Internet Explorer URL address.

Click **'Open'**

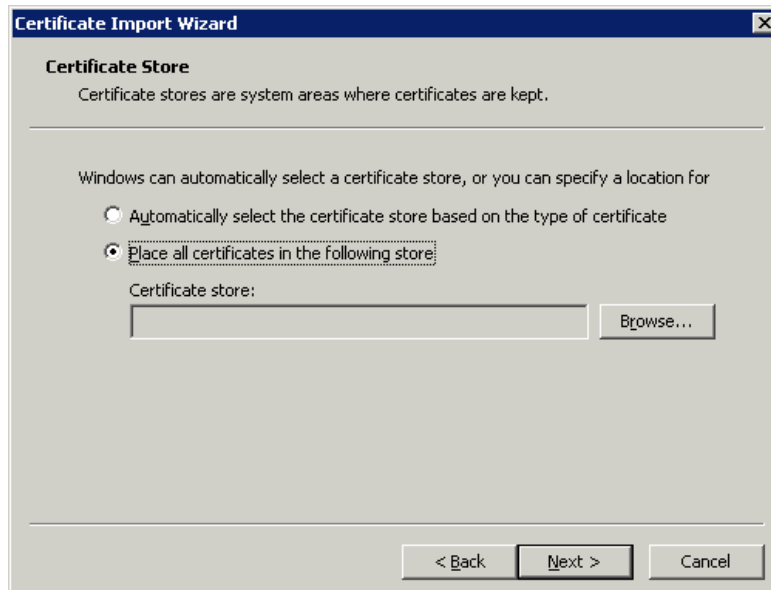


Then click **“install certificate”**



Choose **second option “Place all certificate in the following store”**

Click **browse** button



Choose “Trusted Root Certificates Authorities” folder then click OK,



Then continue to click “**next**” until finished.

Click “**yes**” to any pop-up message that appears.

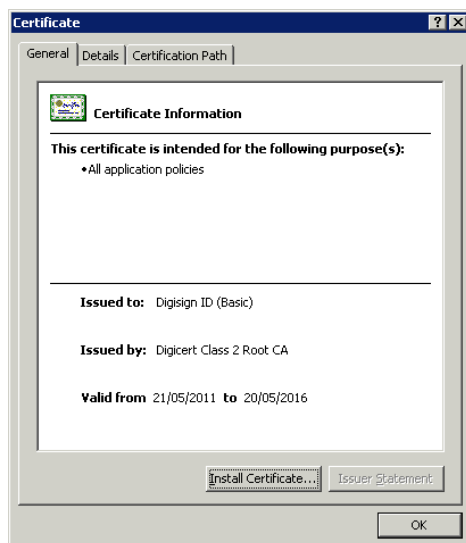
2. Go to this link

<http://www.digicert.com.my/download/DIGISIGNIDBASIC1.cer>

Click “open”



Then click “install certificate”



Click “next” button until finished.

Note: Each user PC Desktop/Laptop must be installed with 3 certificates; (i) User Digital Certificate (in .p12 format), (ii) Class 2 root CA and (iii) Digisign ID Basic. If user wants to access MIDA Online application using different PC Desktop/Laptop, then user has to go through the installation again (3 files certificate installation). Without the certificates, user can only perform data entry, thus can't submit the application to MIDA. Only PC Desktop/Laptop that have certificate installed can submit the application. If user has trouble in the certificates installations please email admin@mida.gov.my for further detail.


Chapter B-3 Download Data Entry Form

APPLICATION STATUS	
Date of Registration :	27/12/2012
Application Status :	Data Entry/Upload BARCODE
<input type="button" value="Data Entry Form"/>	

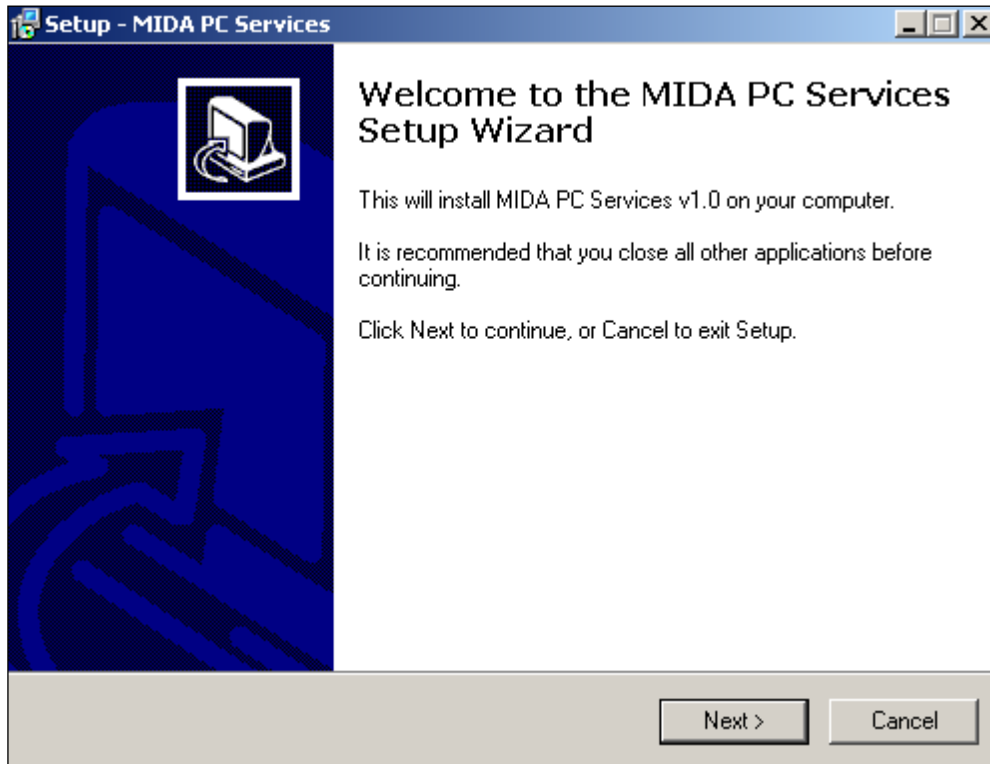
Step	Action
1.	Click on the <input type="button" value="Data Entry Form"/> button at application status section.

AUTHORIZED PERSON (FOR SIGNATORY)						
Name	ID Type	IC / Passport Number	Designation	E-mail	Tel No. / Mobile No.	
Lim Siok Kuan	IC Number			test@mida.gov.my		
<div style="border: 1px solid gray; padding: 5px;"> <p>0% of PCServices-Setup.exe from 172.16.34.34 Co...</p> <p>File Download - Security Warning</p> <p>Do you want to run or save this file?</p> <p><input type="checkbox"/> Run <input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p>Name: PCServices-Setup.exe Type: Application, 4.95MB From: 172.16.34.34</p> <p>While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?</p> </div>						
<p>APPLICATION STATUS</p> <p>Date of Registration : 28/11/2012</p> <p>Application Status : Data Entry/Upload BARCODE</p> <p>BARCODE ATTACH DOCUMENT</p> <p>Attach 2-D Barcode PDF :</p> <p><input type="button" value="Attach File"/> <input type="button" value="Browse..."/> <input type="button" value="Remove"/> <input type="button" value="Download"/></p>						

Step	Action
2.	Click on the "Run" button to proceed with the installation.

Setup	
	This will install MIDA PC Services. Do you wish to continue?
<input type="button" value="Yes"/> <input type="button" value="No"/>	

Step	Action
3.	Click on the "Yes" button to proceed or "No" to cancel.



Step	Action
4.	Click on the "Next" button and follow the installation process.

Chapter B-3 Data Entry

B-3-1 How to enter data

Once you have registered your web-key and install 'MIDA PC Services 1.0' you are now ready to enter data. For barcode online applications, data is entered in an offline form and 2D Barcode will be generated.



MIDA PC Services Application desktop Icon.



MIDA PC Services Application menu.

Note: This is how the MIDA PC Services 2D Barcode application icon looks like.

Step	Action
1.	Click on "MIDA PC Services" icon on desktop or from windows menu.

This is how the 2D Barcode Online form looks like, defaulted to the Main Page with the navigation menu on the left-hand side, and the corresponding data entry page on the right-hand side.

MIDA - PC Services

File Help

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PC Services

APPLICATION FOR IMPORT DUTY AND/OR SALES TAX EXEMPTION ON MACHINERY,
EQUIPMENT AND MATERIALS FOR SELECTED SERVICES SUB-SECTORS

(1) Type of application: (please tick (t) where relevant) *:

(a) Machinery and equipment

(b) Spare parts/replacement parts

(c) Consumables

(d) Materials and prototype

for:

(i) New project

(ii) Expansion/diversification/modernisation project

(iii) Routine maintenance

(iv) Others (please specify)

Premise Location *:

Add Row Delete Row Edit Row

No.	*Address	*Postcode	*City	*State

Note: Please refer to the relevant user manual at [User Guide Link](#) to find help on entering data into your selected application form.

B-4-2 How to submit the application

Once you have completed entering data, you are now ready to submit the application. Please be advised that when the application has been submitted, you will not be able to amend the information. However, you can still view the form that you have submitted (in PDF format).

E. DECLARATION

I, , IC / Passport Number the Managing Director of
 UAT02 - The University of Nottingham Malaysia Campus ROC 473520-K

(i) hereby declare that to the best of my knowledge, the particulars furnished in this application are true.

(ii) have engaged/is planning to engage the services of the following consultant for my application(s) :

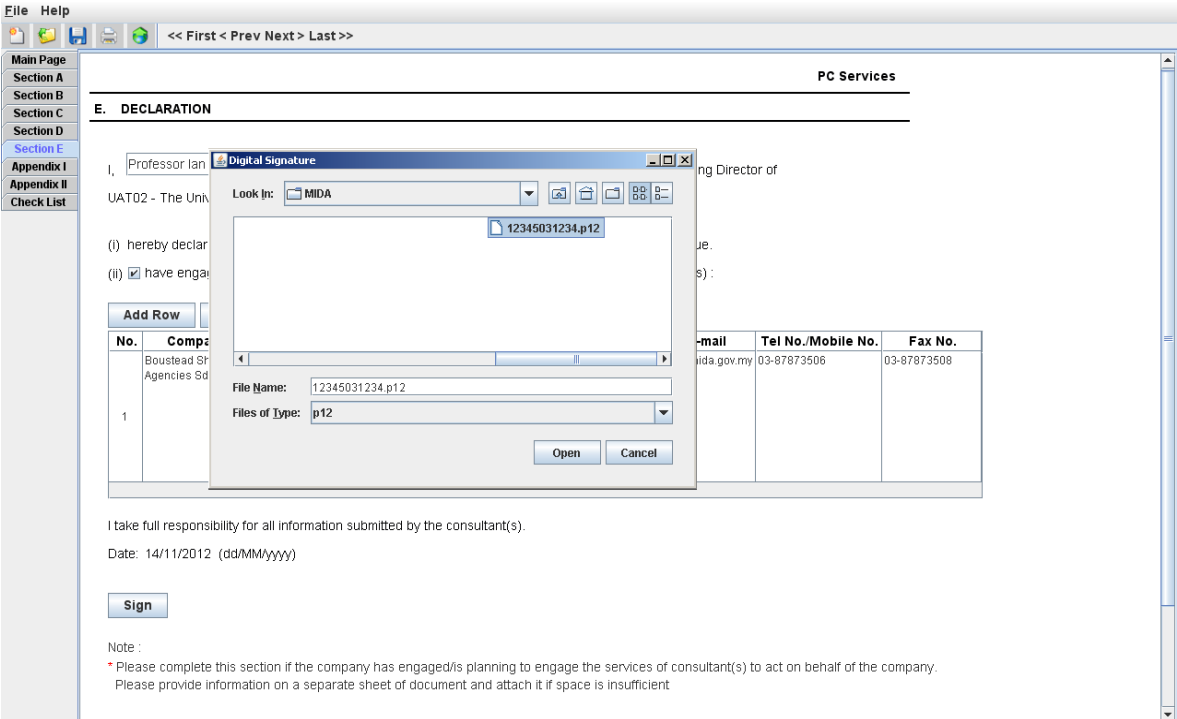
No.	Company Name	Address	Contact Person	Designation	E-mail	Tel No./Mobile No.	Fax No.
1	Boustead Shipping Agencies Sdn Bhd	Lot D-9 MAS Freight Forwarders Complex KLJA Free Commercial Zone, Southern Suppo 64000 Sepang, Selangor Darul Ehsan	Mr. Mohd Rizal Rudin Bin Ujuit	Operation Clerk	test@mida.gov.my	03-87873506	03-87873508



I take full responsibility for all information submitted by the consultant(s).

Date: 14/11/2012 (dd/MM/yyyy)

Note :
 * Please complete this section if the company has engaged/is planning to engage the services of consultant(s) to act on behalf of the company.
 Please provide information on a separate sheet of document and attach it if space is insufficient

Step	Action
1	Fill in 'Name', 'IC/Passport Number' and tick on "have engaged/is planning to engage the services....." if relevant
2	Click on the <input type="button" value="Add Row"/> button. Fill in Company Name, Address, Contact Person, Designation, E-mail, Tel No/Mobile No and Fax No
3	Click on the <input type="button" value="Sign"/> button to generate 2D Barcode for the application.



Step	Action
4.	Select digital signature file (in *.p12 format) and click  button or  button to cancel.

MIDA - PC Services

File Help

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E. DECLARATION

I, , IC / Passport Number the Managing Director of
 Test Company Sdn Bhd ROC 11223344

(i) hereby declare that to the best of my knowledge, the particulars furnished in this application are true.

(ii) have engaged/ls planning to engage the services of the following consultant for my application(s) :

No.	Company Name	Address	Contact Person	Designation	E-mail	Tel No./Mobile No.	Fax No.
1	Test Company Sdn Bhd.	Address 1 Address 2			ov.my	123123213213	

Enter the password:

I take full responsibility for all information submitted by the consultant(s).

Date: 29/12/2012 (dd/MM/yyyy)

Note :

- * Please complete this section if the company has engaged/ls planning to engage the services of consultant(s) to act on behalf of the company. Please provide information on a separate sheet of document and attach it if space is insufficient

Step	Action
5	Enter digital certificate password and click <input type="button" value="OK"/> button

MIDA - PC Services

File Help

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Section D

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Check List

E. DECLARATION

I, , IC / Passport Number the Managing Director of
 Test Company Sdn Bhd ROC 11223344

(i) hereby declare that to the be

(ii) have engaged/Is planning

No.	Company Name
1	Test Company Sdn Bhd.

Add Row Delete Row

No./Mobile No. 123213213 Fax No.

I take full responsibility for all inf

Date: 29/12/2012 (dd/MM/yyyy)

Sign

Note :

* Please complete this section if the company has engaged/Is planning to engage the services of consultant(s) to act on behalf of the company.
 Please provide information on a separate sheet of document and attach it if space is insufficient

Digital Signature



Save In: Desktop

Computer
 Network
 Libraries
 Homegroup
 User

File Name: PCServices.bl.enc

Files of Type: All Files

Save Cancel

Step	Action
6	Select path to save 2D files. Click on the  button to proceed or click the  to cancel.

MIDA - PC Services

File Help

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Check List

E. DECLARATION

I, , IC / Passport Number the Managing Director of
 Test Company Sdn Bhd ROC 11223344

(i) hereby declare that to the best of my knowl

(ii) have engaged/ls planning to engage tr

File Saved
 File saved as "C:\Users\User\Desktop\PCServices.txt.enc".

OK

Add Row Delete Row Edit Row


No.	Company Name	Address	Contact Person	Designation	E-mail	Tel No./Mobile No.	Fax No.
1	Test Company Sdn Bhd.	Address 1 Address 2	Sherly Najwa Tan	Manger	test@mida.gov.my	123123213213	

I take full responsibility for all information submitted by the consultant(s).
 Date: 29/12/2012 (dd/MM/yyyy)

Sign

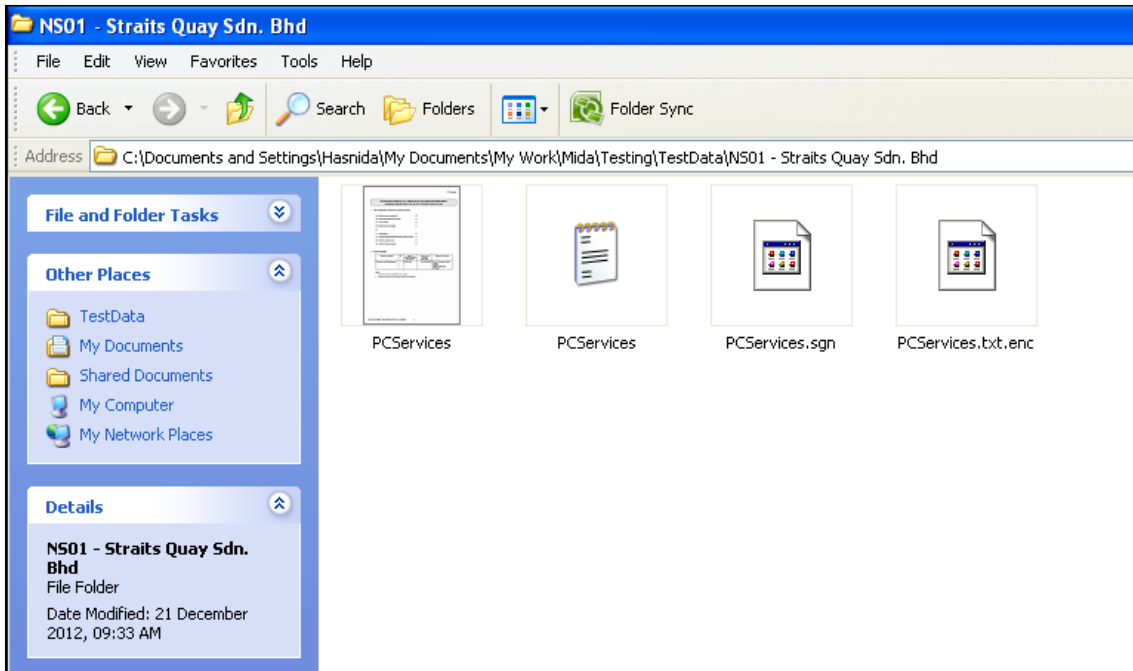
Note :
 * Please complete this section if the company has engaged/ls planning to engage the services of consultant(s) to act on behalf of the company.
 Please provide information on a separate sheet of document and attach it if space is insufficient

Note: The message box shows that the system successfully generate 2D barcode file.

Step	Action
7	Click  button.

Samples of generated 3 (three) files:

- (a) **PCServices.pdf**
- (b) **PCServices.sgn**
- (c) **PCServices.txt.enc**



Next, please login into MIDA Web Submission using the designated web-key. Please attach the 3 (three) files generated to the section provided in the form.


MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

DIGITAL CERTIFICATE ONLINE APPLICATION
[USER MANUAL](#) [HOME](#)

APPLICATION DETAILS
Your application have successfully registered. Please proceed with data entry and upload barcode

Web Key	OLSTCG1VU6
Application Form	PCServices
Mode of Submission	Barcode Online
Processing Division	Tariff
Company Registration No.	ROC 223685-T
Company Name	Test Company Dot Com Sdn Bhd
Address	Wisma Monorail, Jalan Tebing, Brickfields.
Zipcode/Postcode	50470
City	Kuala Lumpur
Country	Malaysia
State	Federal Territory of Kuala Lumpur

CONTACT PERSON

Name	Designation	E-mail	Tel No. / Mobile No.	Fax No.
Lim Siok Kuan	Senior Executive, Procurement	test@mida.gov.my	12345031234	

AUTHORIZED PERSON (FOR SIGNATORY)

Name	ID Type	IC / Passport Number	Designation	E-mail	Tel No. / Mobile No.
Lim Siok Kuan	IC Number	12345031234	Senior Executive, Procurement	test@mida.gov.my	

APPLICATION STATUS

Date of Registration :	27/12/2012
Application Status :	Data Entry/Upload BARCODE

BARCODE ATTACH DOCUMENT

Attach 2-D Barcode PDF :

<input type="text" value=""/>	<input type="button" value="Browse..."/>
<input type="button" value="Attach File"/>	<input type="button" value="Remove"/> <input type="button" value="Download"/>

Attach ENC File :

<input type="text" value=""/>	<input type="button" value="Browse..."/>
<input type="button" value="Attach File"/>	<input type="button" value="Remove"/>



Attach SGN File :

<input type="text" value=""/>	<input type="button" value="Browse..."/>
<input type="button" value="Attach File"/>	<input type="button" value="Remove"/>

Attach Supporting Document :

<input type="text" value=""/>	<input type="button" value="Browse..."/>
<input type="text" value=""/>	<input type="button" value="Browse..."/>
<input type="text" value=""/>	<input type="button" value="Browse..."/>
<input type="button" value="Attach File"/>	<input type="button" value="Remove"/> <input type="button" value="Download"/>

The application status is now changed from “Data Entry” to “Submitted”.

[USER MANUAL](#) [HOME](#)

▶ APPLICATION DETAILS

Web Key	OLSTCG1VU6
Application Form	PCServices
Mode of Submission	Barcode Online
Processing Division	Tarif
Company Registration No.	ROC 223685-T
Company Name	Test Company Dot Com Sdn Bhd
Address	Wisma Monorail, Jalan Tebing, Brickfields,
Zipcode/Postcode	50470
City	Kuala Lumpur
Country	Malaysia
State	Federal Territory of Kuala Lumpur

CONTACT PERSON

Name	Designation	E-mail	Tel No. / Mobile No.	Fax No.
Lim Siok Kuan	Senior Executive, Procurement	test@mida.gov.my	12345031234	

AUTHORIZED PERSON (FOR SIGNATORY)

Name	ID Type	IC / Passport Number	Designation	E-mail	Tel No. / Mobile No.
Lim Siok Kuan	IC Number	12345031234	Senior Executive, Procurement	test@mida.gov.my	

Check Certificate
Download Certificate
Register Certificate
Print Details

▶ APPLICATION STATUS


Date of Registration :	20/11/2012
Date of Submission :	20/11/2012
Application Status :	Submitted

▶ BARCODE ATTACH DOCUMENT

PCServices.pdf	<input type="button" value="Download"/>
PCServices.txt.enc	
PCServices.sgn	
	<input type="button" value="Download"/>

Best viewed on IE 8 and above with the resolution setting of 1024 x 768

To view the application form, click on the 'Download' button.


MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

DIGITAL CERTIFICATE ONLINE APPLICATION

[USER MANUAL](#) [HOME](#)

APPLICATION DETAILS

Web Key	OLSTCG1VU6
Application Form	PCServices
Mode of Submission	Barcode Online
Processing Division	Tariff
Company Registration No.	ROC 223685-T
Company Name	Test Company Dot Com Sdn Bhd
Address	Wisma Monorail, Jalan Tebing, Brickfields.
Zipcode/Postcode	50470
City	Kuala Lumpur
Country	Malaysia
State	Federal Territory of Kuala Lumpur

CONTACT PERSON

Name	Designation	E-mail	Tel No. / Mobile No.	Fax No.
Lim Siok Kuan	Senior Executive, Procurement	test@mida.gov.my	12345031234	

AUTHORIZED PERSON (FOR SIGNATORY)

Name	ID Type	IC / Passport Number	Designation	E-mail	Tel No. / Mobile No.
Lim Siok Kuan	IC Number	12345031234	Senior Executive, Procurement	test@mida.gov.my	

APPLICATION STATUS


Date of Registration :	20/11/2012
Date of Submission :	20/11/2012
Application Status :	Submitted

BARCODE ATTACH DOCUMENT

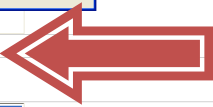
PCServices.pdf	<input type="button" value="Download"/>
PCServices.txt.enc	
PCServices.sgn	
	<input type="button" value="Download"/>

File Download

Do you want to open or save this file?

 Name: PCServices.pdf
Type: Adobe Acrobat Document
From: 172.16.34.34

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)



Best viewed on IE 8 and above with the resolution setting of 1024 x 768

Chapter B-5 Submitting feedback

If you have any feedback or enquiries, you are more than welcome to contact us.

B-5-1 How to contact us

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Invest in Malaysia
Your Profit Centre in Asia

**DIGITAL CERTIFICATE
ONLINE APPLICATION**

Welcome to MIDA's quick and easy online application.

Log in using webkey to access your online form.

Not yet registered? [Click Here](#) to register


Already registered? [Click Here](#) to check your application status or apply for new application

Should you have any problem, please contact:
email: admin@mida.gov.my
Tel: +603 2267 3633

 [User Guide](#)

Step	Action
1.	Should you have any problem, please contact: email: admin@mida.gov.my Tel : +603 2267 3633

SECTION C: USER MANUALS


[USER MANUAL](#) [HOME](#)

WEB KEY REGISTRATION

**Mandatory Fields*

* Application Form	PC Services	Import Duty, And/Or Sales Tax Exemption On Machinery, Equipment And Materials For Selected Services Sub-Sectors
* Mode of Submission	Online	Please Select Barcode Online mode, if the number of items applied for duty exemption exceed 1,000
* Division	Tarif	
* Company Registration No.	ROC 22334-T	Registrar of Company
* Company Name	Test Company Dot Com Sdn Bhd (100 characters)	
* Address	No. 102, Jalan PUJ 8/5HH, (40 characters)	
	Damansara Perdana, (40 characters)	
	Petaling Jaya, (40 characters)	
* Zipcode/Postcode	47820	
* City	Damansara (30 characters)	
* Country	Malaysia	
* State	Selangor (Applicable for Malaysia only)	
<i>(Optional) You may login using combination of "Company Registration No." and "Password" to view application status after submitting</i>		
* Password	*****	
* Re-enter Password	*****	

CONTACT PERSON (FOR APPLICATION)				
*Name	*Designation	*E-mail	*Tel No./Mobile No.	Fax No.
Shirley Najwa Tan	VP, Finance	test@mida.gov.my	03-2268872	03-2261111

AUTHORIZED PERSON (FOR SIGNATORY)					
*Name	*ID Type	*IC/Passport Number	*Designation	*E-mail	Tel No./Mobile No.
Shirley Najwa Tan	Select	12345031234	VP, Finance	test@mida.gov.my	03-2261111

[Disclaimer](#)

Best viewed on IE 8 and above with the resolution setting of 1024 x 768

To help guide you in entering data into the Online application forms or Barcode Online programs, MIDA provides user manuals for each of the available application forms.

Chapter C-I Downloading the user manual

You can download the user manual at any point of the application process while using MIDA's Web Submission, whether you are registering a web-key, entering data, or even after submitting an application.

C-I-I Download the user manual

Step	Action
1.	Click on the User Manual hyperlink to navigate to the User Manuals page.

USER GUIDE(S)

User Guide(s) Provided

The user guide provides guidance on how to use the PKI / Digital Certificate online application forms.

Note: To open the PDF document, you need Adobe Acrobat Reader

[Click Here to Download Adobe Acrobat Reader \(if required\)](#)

Below are the user guides for:-

- ◆ [Software and Hardware Requirements](#)
- ◆ [Process Flow](#)
- ◆ [General User Guide](#)
- ◆ [Application Form User Manual](#)

Close

Step	Action
1.	Click on the Click Here to Download Adobe Acrobat Reader (if required) hyperlink to download and install Adobe Acrobat Reader (if you do not already have it on your computer).
2.	Click on Software and Hardware requirements hyperlink to open the requirement need for the system (in PDF format).
3.	Click on Process Flow hyperlink to open the process flow of the system (in PDF format).
4.	Click on General User Guide hyperlink to open the guide on how to use the system (in PDF format).
5.	Click on Application Form User Manual hyperlink to open the guide on how to fill up the selective application form (in PDF format).

SECTION D: NOTIFICATIONS

Notifications are sent out by MIDA to the contact person to notify of any changes to the application status.

Chapter D-1 Receiving e-mail notifications from MIDA

These are samples of notification e-mails that the contact person will receive.

D-1-1 Successful web-key registration

This is a notification e-mail upon successful web-key registration.

Dear Sir/Madam,

We wish to acknowledge your request for a web key dated 18-Dec-2012.

Your designated web-key is 4CVBT02FA1.

Please use this web key as a reference in all matters pertaining to this application because you are the authorized person for this application.

To proceed with the submission of your application, please login to <https://jpc.online.mida.gov.my>.

Thank you.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral,
No.5, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur,
Malaysia.

Tel : 603-2267 3633

Fax : 603-2274 7970

Email : admin@mida.gov.my

Website: <http://www.mida.gov.my>

Successful web-key registration (Authorized Person)

This is a notification e-mail upon successful web-key registration for authorized person

If you wish to register a new online application, you may use the following account information to register a new web key.

Company Registration No : ROC 233685-T
Password : cGFzc3dvcmQ=

Dear Sir/Madam,

We wish to acknowledge your request for a web key dated 18-Dec-2012.

Your designated web-key is 4CVBT02FA1.

Please use this web key as a reference in all matters pertaining to this application because you are the authorized person for this application.

To proceed with the submission of your application, please login to <https://ipc.online.mida.gov.my>.

If you wish to register a new online application, you may use the following account information to register a new web key.

Company Registration No : ROC 233685-T
Password : cGFzc3dvcmQ=

Thank you.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral,
No.5, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur,
Malaysia.

Tel : 603-2267 3633

Fax : 603-2274 7970

Email : admin@mida.gov.my

Website: <http://www.mida.gov.my>

D-1-2 Application is accepted

This is a notification e-mail from the MIDA division director or deputy director once he/she has accepted the application.

Dear Sir/Madam,

Thank you for using MIDA Online System.

Please be informed that your application has been accepted by MIDA.
The details of your application are as follows:

Company Name	: MA01-KL StarRail Sdn Bhd
Division Incharge	: Tariff
Application Type	: PCServices
Application Description	: Import Duty, And/Or Sales Tax Exemption On Machinery, Equipment And Materials For Selected Services Sub-Sectors
Submission Date	: 19/12/2012
Web Key	: 4CVBT02FA1

We will look into your application and will contact you as soon as possible.

You may login at MIDA's Web Applications Submission (<https://jpc.online.mida.gov.my>) to check the status of your application.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral
No.5, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50470 Kuala Lumpur
Malaysia
Tel : 603-2267 3633
Fax : 603-2274 7970
Email : admin@mida.gov.my
Website: <http://www.mida.gov.my>

Note: Once MIDA have been accepted your application, user can seek for the acknowledgement letter from MIDA (Surat Akuan for apply bank guarantee).

D-1-3 Application is not accepted/rejected

This is a notification e-mail from the MIDA division director or deputy director to inform that the application is not accepted and the reason(s) for not accepting the application.

Dear Sir/Madam,

Please be informed that your application has been received by MIDA and we regret to inform you that your application is not accepted as stated below. The details of your application are as follows:

Company Name	: MA02-KL StarRail Sdn Bhd
Division	: Tariff
Application Type	: PCServices
Submission Date	: 19/12/2012
Web Key	: 81B7TS2NEU
Reasons	: Incomplete and/or Inaccurate Information

If you wish to seek further clarification regarding the application, please contact the division.

Thank you.

Malaysian Investment Development Authority (MIDA)
MIDA Sentral
No.5, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur,
Malaysia.
Tel : 603-2267 3633
Fax : 603-2274 7970
Email : admin@mida.gov.my
Website: <http://www.mida.gov.my>

This is a system generated email. No signature required.

Disclaimer

D-1-4 Acknowledgement

This is a notification e-mail from the MIDA division director or deputy director to inform that the application is being processed.

Dear Sir/Madam,

Please be informed that your barcode online application for "Import Duty, And/Or Sales Tax Exemption On Machinery, Equipment And Materials For Selected Services Sub-Sectors" (PCServices) was received by MIDA on 19 December 2012 and it is currently under consideration by us.

Your application has been referred to Tariff Division under the purview of the following officers:

Officer	:Testing User Email 4
Deputy Director	:Testing User Email 3
Director	:Jasbir Kaur Bachan Singh

You may login at MIDA's Web Applications Submission (<https://jpc.online.mida.gov.my>) to check your application status and download your *Sealed application.

Note:- Sealed application includes Application Form, and Appendix(ces).

Malaysian Investment Development Authority (MIDA)
MIDA Sentral,
No.5, Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur,
Malaysia.

Tel : 603-2267 3633
Fax : 603-2274 7970
Email : admin@mida.gov.my
Website : www.mida.gov.my

Note: Once MIDA have been accepted your application, user can seek for the acknowledgement letter from MIDA (Surat Akuan for apply bank guarantee).

SECTION E: APPLICATION STATUS

The status of an application will change accordingly as you advance through the application process from entering data until the application is completed/approved.

Chapter E-1 Checking the status of your application

You can check the status of your application anytime you wish as long as you have the web-key to access your application. Login back using the webkey given.

E-1-1 How to check the status of your application

Check Application Status Using Web Key

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Invest in Malaysia
Your Profit Centre in Asia

**DIGITAL CERTIFICATE
ONLINE APPLICATION**


Welcome to MIDA's quick and easy online application.

Log in using webkey to access your online form.

Not yet registered? [Click Here](#) to register

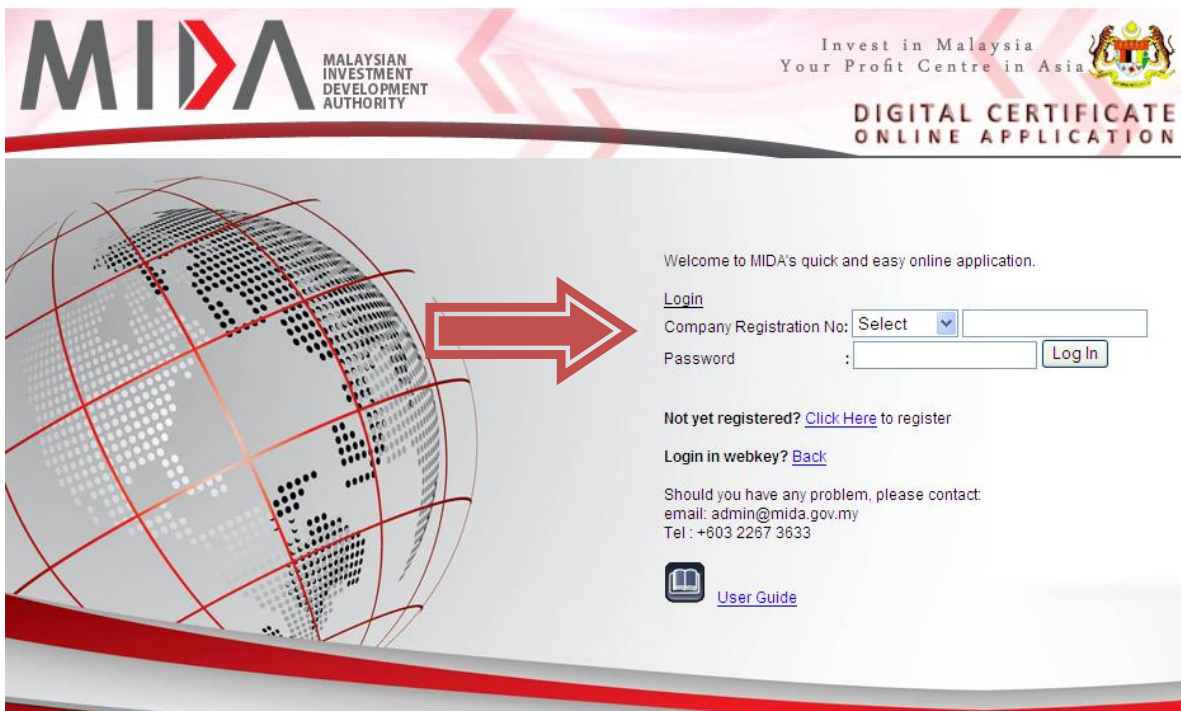
Already registered? [Click Here](#) to check your application status or apply for new application

Should you have any problem, please contact:
email: admin@mida.gov.my
Tel: +603 2267 3633

 [User Guide](#)

Once you sign in using your web-key, you will find the status of your application within the *Application Status* section.

Check Application Status by Search Application



MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Invest in Malaysia
Your Profit Centre in Asia

**DIGITAL CERTIFICATE
ONLINE APPLICATION**

Welcome to MIDA's quick and easy online application.

[Login](#)


Company Registration No: Select

Password :

Not yet registered? [Click Here](#) to register

Login in webkey? [Back](#)

Should you have any problem, please contact:
email: admin@mida.gov.my
Tel : +603 2267 3633

 [User Guide](#)

Application status can be checked by log in using company type, registration number and password. Choose Application Enquiry tab.



Company Name : NetTV Dot Com Sdn Bhd
Company Registration No : ROC323423-W

 CHANGE PASSWORD

 SIGN OUT

Application Enquiry

Apply for New Application

MIDA Reference No
 Date of Submission
 Form Type
 Application Status
 MIDA Approval Date

From (dd/mm/yyyy) To (dd/mm/yyyy)
 Select
 Select
 From (dd/mm/yyyy) To (dd/mm/yyyy)

Show entries

No.	MIDA Reference No.	Date of Submission	MIDA Reference No.	Application Status	Approval Date	Processing Division
1	2206601010517300002JPC1	16/11/2012	16/11/2012	PCServices	Accept	Business and Other Services
2	2206603310517300003JPC1	16/11/2012	16/11/2012	PCServices	Accept	Business and Other Services
3	2206601010517300004JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
4	2206601010517300005JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
5	2206601010517300006JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
6	2206601010517300007JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
7	2206601010517300008JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
8	2206601010517300010JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
9	2206601010517300017JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
10	2206601010517300016JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
11	2206601010517300015JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
12	2206601010517300014JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
13	2206601010517300013JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
14	2206601010517300018JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
15	2206601010517300012JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
16	2206601010517300011JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
17	2206601010517300021JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
18	2006601010517300019JPC1	19/11/2012	19/11/2012	PCServices	Accept	Logistics and Regional Operations
19	2206601010517300023JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services
20	2206601010517300022JPC1	19/11/2012	19/11/2012	PCServices	Accept	Business and Other Services

Showing 1 to 20 of 32 entries

First Previous 1 2 Next Last

Fill in search criteria and click Search. Click reset to clear search criteria. Click on MIDA Reference Number to view application details.

Below sample application status:

➤ **Status Data Entry – not yet submitted, still data entry level**

> APPLICATION STATUS	
Date of Registration :	28/12/2012
Application Status :	Data Entry

➤ **Status Cancel – cancelled by the user**


> APPLICATION STATUS	
Date of Registration :	05/10/2012
Date of Submission :	05/10/2012
Application Status :	Cancelled

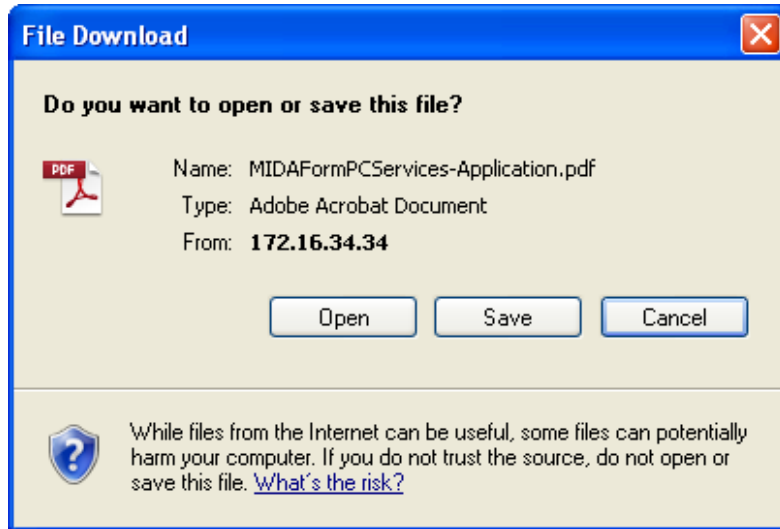
➤ **Status Submitted – successfully submitted to MIDA**

After submitted user can review the application by select the document and click “**Download**” button, then select open/save the document (PDF format).

> APPLICATION STATUS	
Date of Registration :	20/11/2012
Date of Submission :	20/11/2012
Application Status :	Submitted

> BARCODE ATTACH DOCUMENT	
PCServices.pdf	Download





- **Status Process By MIDA (In Progress) – application accepted and being process by MIDA**

> APPLICATION STATUS

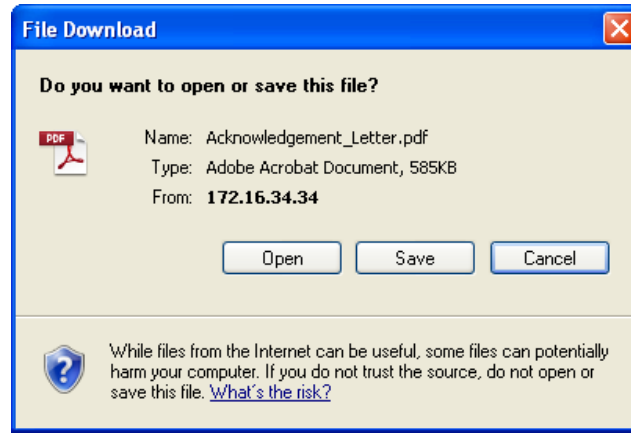
Date of Registration :	28/12/2012
Date of Submission :	28/12/2012
Application Status :	Process By MIDA

- **Status Process By MIDA – Acknowledgement Letter**

User can download acknowledgement letter after received notification e-mail from MIDA. Click on the document and select save/open (PDF format).

> APPLICATION STATUS

Date of Registration :	19/12/2012
Date of Submission :	19/12/2012
Application Status :	Process By MIDA
Note: These sealed documents will be available until 02 January 2013	
Download:	MIDAFORMPCServices-Application-Sealed.pdf Acknowledgement_Letter.pdf



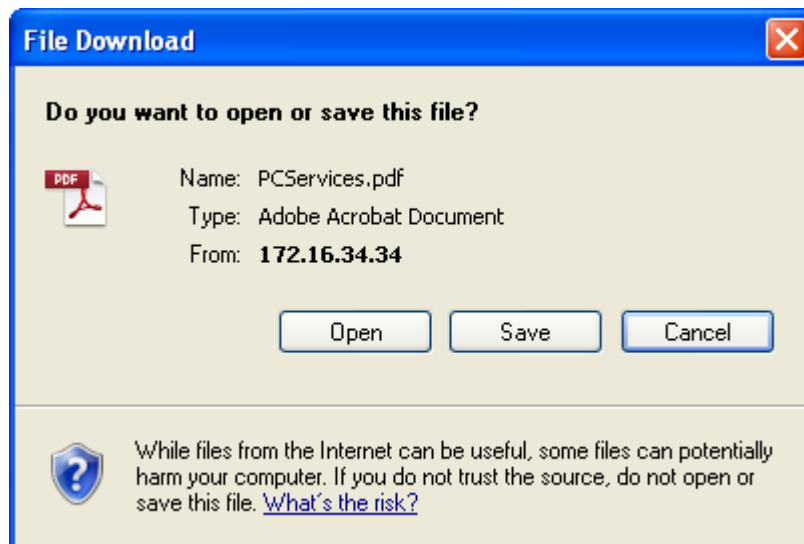
➤ Status Completed/Approved

User can download approval letter and other document after received notification e-mail from MIDA. Click on the document and select save/open (PDF format).

> APPLICATION STATUS

Date of Registration :	19/12/2012
Date of Submission :	19/12/2012
Application Status :	Process By MIDA
Note: These sealed documents will be available until 02 January 2013	
Download:	MIDAFomPCServices-Application-Sealed.pdf Acknowledgement_Letter.pdf

MIDAFomPCServices-Application.pdf



- **Status Rejected – due to information needed incomplete/inaccurate, wrongly choose the application form, the form is blank or others.**

> APPLICATION STATUS

Date of Registration :	28/12/2012
Date of Submission :	28/12/2012
Application Status :	Rejected
Reasons :	Incomplete and/or Inaccurate Information

Note: User can contact the industry division who rejected the application to know further detail about the application problem. Please see application detail page there should be mention about which processing division in-charge.



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