

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

USER MANUAL

SUGAR QUOTA

APPROVAL PERMIT APPLICATION

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By



MITI

Oct 2008
Version 2.1

A. INTRODUCTION

A.1.1 OVERVIEW

Approval Permit System is a system that provides these functions to users:-

- To computerizes and further improves AP application processing efficiency
- To facilitates users in applying for AP application.
- To promote paperless environment

A.1.2 OBJECTIVE

The objectives of Approval Permit Application system are:-

- To upgrade the availability and performance of the existing system so that it will function as an information centre on international trade.
- To provide a platform that allows the sharing of information between MITI and its agencies as well as its clients.
- To improve productivity and efficiency within MITI by introducing automated workflow applications.

A.1.3 SYSTEM BENEFIT


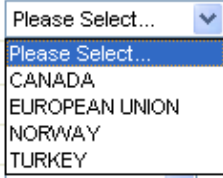


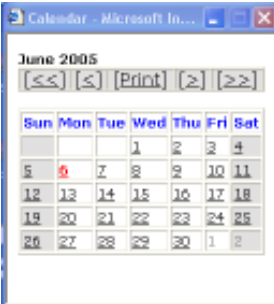
The benefits that user can get from Approval Permit Application system is:-

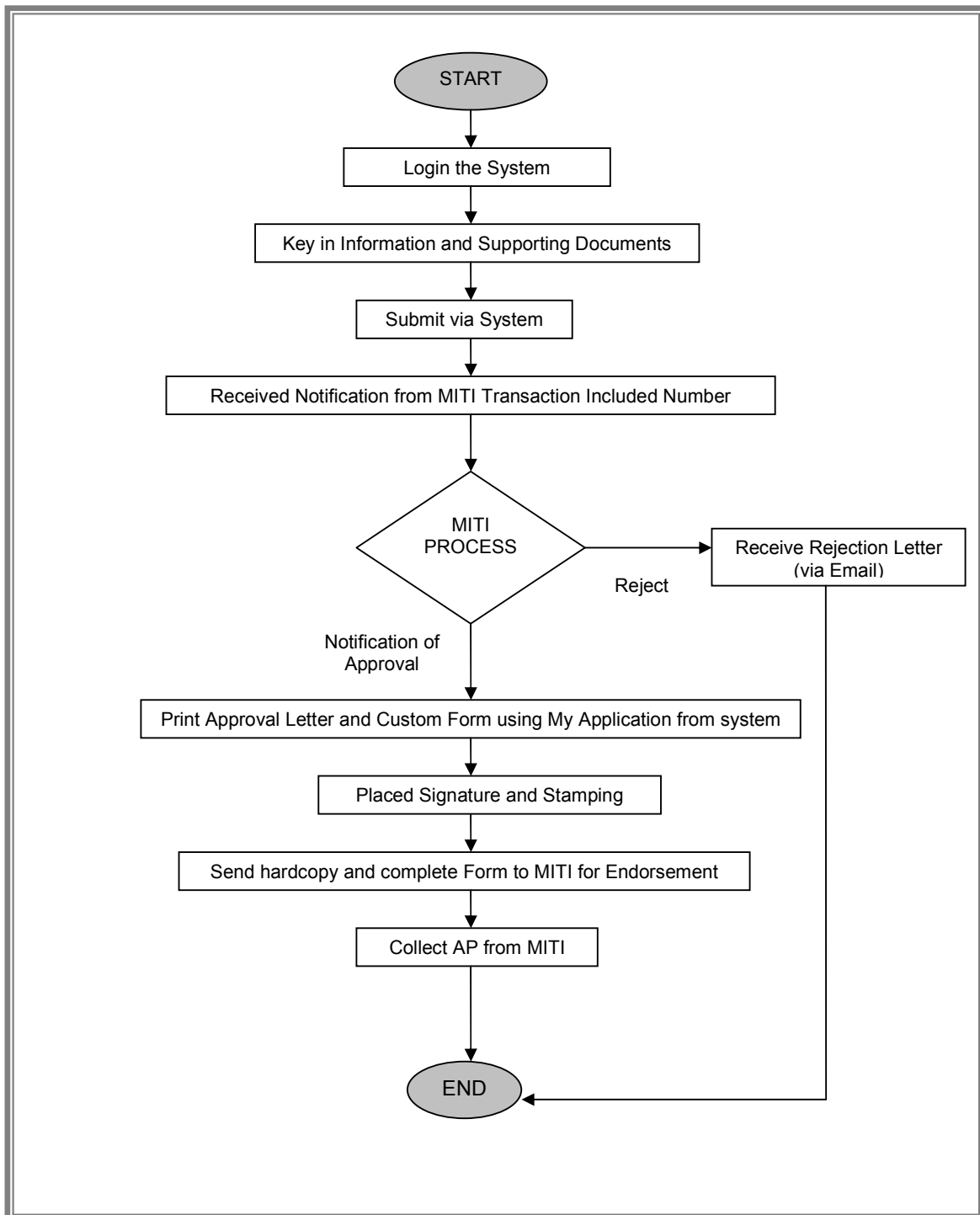
- To allow applicant to apply AP thru Online or Web.
- Tracking and monitoring of process and status.
- Immediate notification will be received and all the information will be kept in database for future references and easy to retrieve.

A.1.4 COMMON FIELDS AND DEFINITIONS

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

Field	Description
Input Field	<ul style="list-style-type: none"> • This Field requires the user to key in the necessary information based on its label • Examples of usage : Company Name : <input data-bbox="836 1759 1104 1801" type="text"/> • Input Field with Asterisk (*) is mandatory field.

Field	Description
Radio Button	<ul style="list-style-type: none"> This field requires the user either to select for enabling it or deselect for disabling it. The select and deselect actions can be done by clicking on the circle. Only one radio button can be selected at one time. Example of usage : 
Check box	<ul style="list-style-type: none"> Similar to radio button, this fields requires the user either to enabling it or disabling it. The select and deselect actions can be done by clicking on the square box. Example of usage : <input type="checkbox"/> I,the undersigned, certify that the goods described above are originating from Malaysia
Dropdown List	<ul style="list-style-type: none"> This field requires the user to select an option from the displayed list. These options will be displayed in the list by clicking the arrow down button. Example of usage : 
Hyperlink	<ul style="list-style-type: none"> The hyperlinks menu for the system is represented in Blue color. Click on the highlighted text and the system will automatically take action based on displayed text. 
Calendar	<ul style="list-style-type: none"> This Icon  is use to select date. If user clicks at this button, calendar will pop up on screen. User can select the necessary date from the calendar. 

A.1.5 PROCESS FLOW DIAGRAM

Accessing MITIIS Services

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

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



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

LOGIN

Current Member? Sign-in here

User ID*

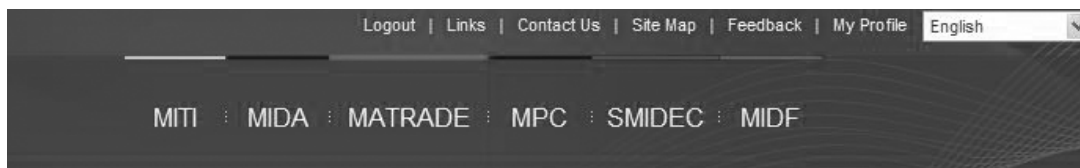
Password*

Agency*

[Forgot your password?](#)

Not a member yet? [Sign-up now!](#)
[Click here to activate your account.](#)

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

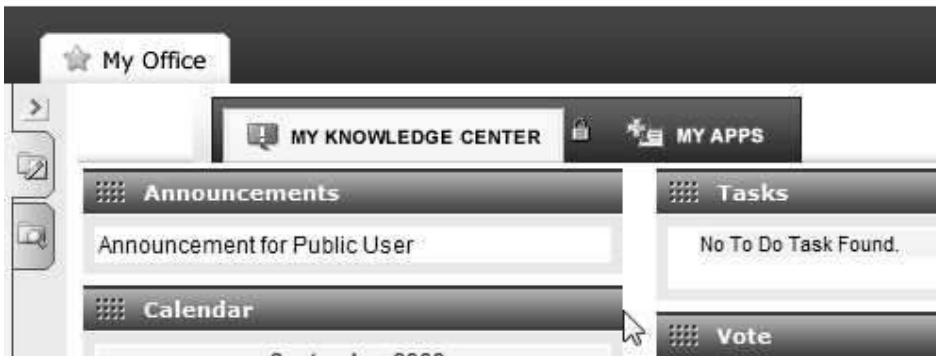


6. Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.

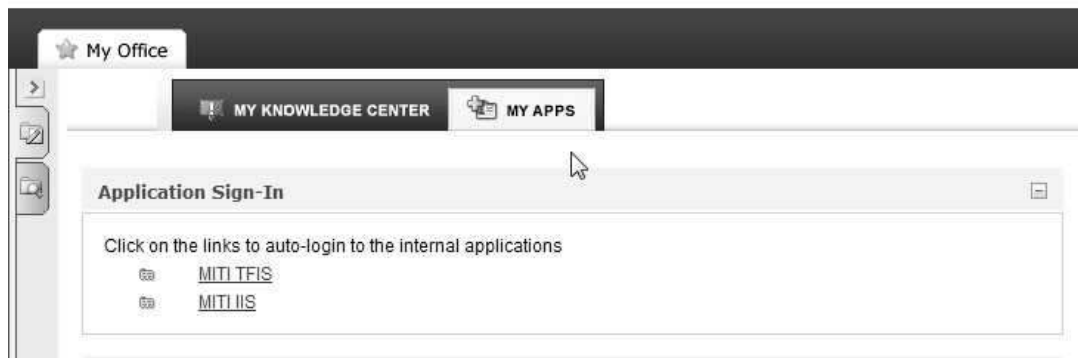
Change Password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

7. In My Office dashboard, click on My Apps to access MITIIS.



8. In the Application Sign-In portlet, click on MITI TFIS or MITI IIS to access the respective application.




A.2 AP IMPORT (QUOTA SUGAR)

A.2.1 WEB APPLICATION

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

Steps

Step	Action
<p>4.</p>	<p>From main page menu click on TFIS – AP - Import – Quota Sugar–New Application- Web Application.</p> <p>Result: The AP Import Quota Sugar page will be displayed.</p>  <p>Figure A.2.1-1 : Sugar Category information page</p>
<p>5.</p>	<p>Enter all the applicable fields. The details that should be entered are:-</p> <ul style="list-style-type: none"> • Quota Year - Select from dropdown list • Category Group – Select from dropdown list. • Sub-Category Group – Select from dropdown list • Number of JK69 to Be Process Is –Key in no of JK69 that want to be process. • Import Country from – Select from dropdown list. • MITI Branch – Select from dropdown list. • Click Continue to proceed the manual application or • Click Reset to reset all the data entered. <p>Result: JK information page will be displayed.</p>




Step	Action
	 <p>The screenshot displays the 'SUGAR APPLICATION FORM (JK-69 FORM)'. It is divided into several sections:</p> <ul style="list-style-type: none"> APPLICATION DETAILS: Includes fields for Product Description, Application Processing Branch (Ibu Pejabat Kuala Lumpur), and Year (2006). A 'DISPLAY FACTORY DETAILS' button is visible. CONSIGNOR DETAILS: Includes fields for Code (654321), Name (TESTPAQ SONEHD), Address (JALAN CUTA), Postcode (50622), City (KUALA LUMPUR), State (MALAYIA PERSEKUTUAN MALAYSIA), Country (MALAYSIA), Tel No. (Office: 006-03-62034800, Mobile: --), Email, and Fax No. AUTHORIZED AGENT DETAILS (OPTIONAL): Includes fields for Code, Name, Address, Postcode, City, Country (MALAYSIA), State (Please Select...), Telephone No., and Fax No. OTHER DETAIL: Includes dropdown menus for Purpose of Import, Country of Origin (CHINA), Consigned From (CHINA), Mode of Transport, and Parts Description. It also includes Place of Origin (CHINA), Tariff Code (Please Select...), and Ums Code. DESCRIPTION OF GOODS: A text area for describing the goods. MALAYSIAN CUSTOMS TARIFF: A table with columns for Quantity, Unit Cost C.I.F. (MYR), and Total Value C.I.F. (MYR). <p>At the bottom of the form, there are buttons for 'Continue', 'Preview', 'Reset', and 'Back'.</p>
<p>6.</p>	<p>To Proceed with JK69 Information :-</p> <p>Application Details Section</p> <p>Enter data from Consignor Details. The details that should be entered are:</p> <ul style="list-style-type: none"> • Product Description – Select from dropdown menu • Click DISPLAY FACTORY DETAILS to view details of the factory or

Figure A.2.1-2 : Sugar Quota Application JK Information Page

Step	Action
	<ul style="list-style-type: none"> • Click HIDE to hide factory details. <p>Consignor Details Section</p> <p>Enter data from Consignor Details. The details that should be entered are:</p> <ul style="list-style-type: none"> • Code – ROC/ROB number • Name • Address • Postcode • City • Country – select from dropdown list • State • Telephone No. • Fax Number <p>The Asterisk (*) represent for mandatory field to be filled up.</p> <p>Authorized Agent Detail Section</p> <p>Enter data from Authorized Agent Details .The details that should be entered are :</p> <ul style="list-style-type: none"> • Code – ROC/ROB number • Name • Address • Postcode • City • State – select from dropdown list • Telephone No. • Fax Number <p>The Asterisk (*) represent for mandatory field to be filled up.</p> <p>Other Detail Section</p> <p>Enter all data from Others Details field. The details that should be entered are :</p> <ul style="list-style-type: none"> • Purpose of Import – Select from dropdown list • Country of Origin - Select from dropdown list • Place of Origin - Select from dropdown list

Step	Action						
	<ul style="list-style-type: none"> • Consigned From - Select from dropdown list • Tariff Code – Select from dropdown list • Mode of Transport - Select from dropdown list • Port Description – Select from dropdown list <p>Enter information from Malaysian Custom Tariff column.</p> <ul style="list-style-type: none"> • Unit Cost C.I.F (MYR) • Total Value C.I.F (MYR) – Auto <p>Select button below.</p> <table border="1" data-bbox="383 659 1370 709"> <thead> <tr> <th data-bbox="383 659 565 709">If to</th> <th data-bbox="565 659 1370 709">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 709 565 1835">Continue next page</td> <td data-bbox="565 709 1370 1835"> <ul style="list-style-type: none"> • Click on Continue button to continue the next page. • If apply more than 1 JK, next new JK form will be displayed. Repeat the same step until the last JK. • At the last JK please key in method of Notification. <div data-bbox="586 942 1346 1003" data-label="Form"> <p>METHOD OF NOTIFICATION <input type="radio"/> Email <input type="radio"/> Post</p> </div> <p data-bbox="756 1037 1174 1066">Figure A.2.1-3 : Method of notification</p> <div data-bbox="621 1113 1308 1236" data-label="Form"> <p>DECLARATION DETAILS</p> <p>Name: [Text] IC/Passport Number: [Text] Designation: [Text] Telephone Number: [Text] Date: [Calendar]</p> <p>[Continue] [Preview] [Back] [Next]</p> </div> <p data-bbox="756 1253 1174 1283">Figure A.2.1-4 : Declaration Details</p> <ul style="list-style-type: none"> • Key in on Declaration Field. The details that should be entered are <ul style="list-style-type: none"> ○ Name ○ IC / Passport Number ○ Designation ○ Telephone Number ○ Date – Click on Calendar button • Click on Continue button • Result: Supporting Documents page will be displayed. </td> </tr> <tr> <td data-bbox="383 1835 565 1894">Preview</td> <td data-bbox="565 1835 1370 1894"> <ul style="list-style-type: none"> • Click on Preview button. </td> </tr> </tbody> </table>	If to	Action	Continue next page	<ul style="list-style-type: none"> • Click on Continue button to continue the next page. • If apply more than 1 JK, next new JK form will be displayed. Repeat the same step until the last JK. • At the last JK please key in method of Notification. <div data-bbox="586 942 1346 1003" data-label="Form"> <p>METHOD OF NOTIFICATION <input type="radio"/> Email <input type="radio"/> Post</p> </div> <p data-bbox="756 1037 1174 1066">Figure A.2.1-3 : Method of notification</p> <div data-bbox="621 1113 1308 1236" data-label="Form"> <p>DECLARATION DETAILS</p> <p>Name: [Text] IC/Passport Number: [Text] Designation: [Text] Telephone Number: [Text] Date: [Calendar]</p> <p>[Continue] [Preview] [Back] [Next]</p> </div> <p data-bbox="756 1253 1174 1283">Figure A.2.1-4 : Declaration Details</p> <ul style="list-style-type: none"> • Key in on Declaration Field. The details that should be entered are <ul style="list-style-type: none"> ○ Name ○ IC / Passport Number ○ Designation ○ Telephone Number ○ Date – Click on Calendar button • Click on Continue button • Result: Supporting Documents page will be displayed. 	Preview	<ul style="list-style-type: none"> • Click on Preview button.
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Preview	<ul style="list-style-type: none"> • Click on Preview button. 						



Step	Action	
	details	<ul style="list-style-type: none"> • Result: Page will display all the entered details. • At preview page, click on Print button to print preview page or click on Back to go to previous page.
	Reset data	<ul style="list-style-type: none"> • Click on Reset button. • Result : The data that user key in will reset
	Go to previous page	<ul style="list-style-type: none"> • Click on Back button
7.	<p>If continue to next page, Supporting Documents page will be displayed.</p>  <p>Figure A.2.1-5 : Supporting Documents Page</p> <p>Click on Browse... button to browse file located in your PC. If user wants to clear all the supporting documents, click on Reset button.</p>	
8	<p>Click on the check box for declaration and then click at Submit button.</p> <p>Result: Thank you page with Application Reference Number will be displayed.</p>  <p>Figure A.2.1-6 : Thank You Page</p>	

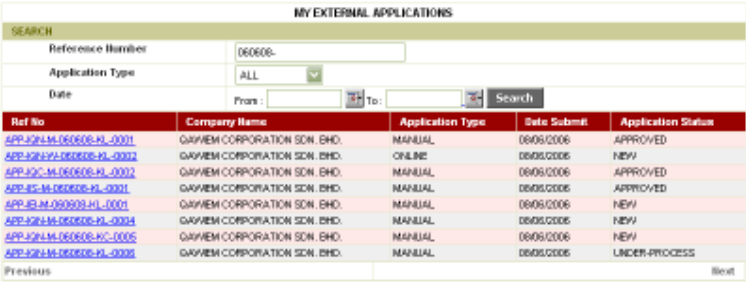
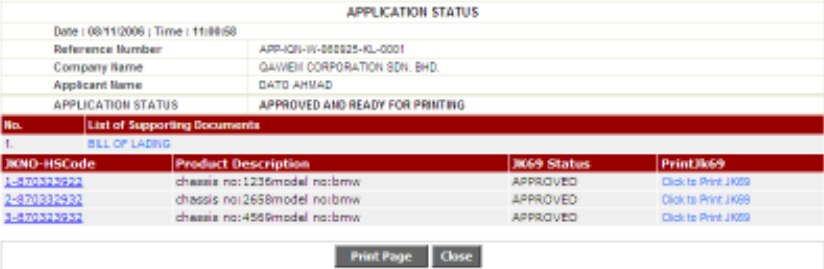
A.3 MY APPLICATION

A.3.1 EXTERNAL MYAPPS

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

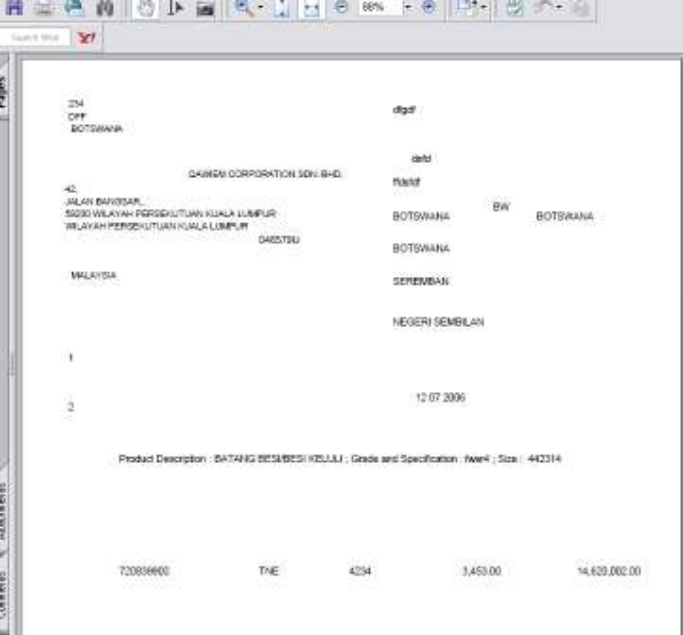
Steps

Step	Action
<p>1.</p>	<p>From User Main page click on Expand menu.</p> <p>Result: The folder tree will be expanded.</p>  <p style="text-align: center;">Figure A.3.1-1 : User's main page</p>
<p>2.</p>	<p>Click on the Applicant Myapps menu under User folder.</p> <p>Result: My External Applications with Application Applicant previous successful transactions will be displayed.</p>  <p style="text-align: center;">Figure A.3.1-2 : My Internal Applications page</p>
<p>3.</p>	<p>To search for a specific transaction, select the type of searching in the Search By drop down list and key in the appropriate value which are:</p> <ul style="list-style-type: none"> • Reference Number – Refer Appendix A

Step	Action														
	<ul style="list-style-type: none"> • Application Type • Date – key in date of transaction (dd/mm/yyyy format) <p>Result: The Application that user applies will be displayed.</p>  <p style="text-align: center;">Figure A.3.1-3 : My External Application Result page</p>														
<p>4.</p>	<p>Click on the reference number to view the application details.</p> <p>Result: AP Application Preview will be displayed.</p>  <p style="text-align: center;">Figure A.3.1-4 : AP Application for preview.</p>														
<p>5.</p>	<p>Check at Application Status, The status will be</p> <table border="1" data-bbox="396 1346 1378 1818"> <thead> <tr> <th>Status</th> <th>Action to take</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>-</td> </tr> <tr> <td>Under Process</td> <td>-</td> </tr> <tr> <td>Query – Under Process</td> <td>Refer on 'View Query Information'</td> </tr> <tr> <td>Rejected</td> <td>-</td> </tr> <tr> <td>Approve and ready to printing</td> <td>Print the form – Click on 'click to print jk69'</td> </tr> <tr> <td>Approve and not ready to printing</td> <td>-</td> </tr> </tbody> </table>	Status	Action to take	New	-	Under Process	-	Query – Under Process	Refer on ' View Query Information '	Rejected	-	Approve and ready to printing	Print the form – Click on ' click to print jk69 '	Approve and not ready to printing	-
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New	-														
Under Process	-														
Query – Under Process	Refer on ' View Query Information '														
Rejected	-														
Approve and ready to printing	Print the form – Click on ' click to print jk69 '														
Approve and not ready to printing	-														
<p>6.</p>	<p>If user wants to print Approval Letter, Click Print Page button.</p>														

Step	Action																																																																																																																																																																																																																																																																																																																																																																																																																																															
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7.	If user wants to view supporting document click on supporting document link menu. Result: Supporting document will be displayed.																																																																																																																																																																																																																																																																																																																																																																																																																																															
8.	If user wants to view Application Detail, click on JK No -HS Code link menu. Result: Application Details will be displayed. <div data-bbox="511 598 1258 1690" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th colspan="8" style="text-align: right;">JK 69 Form No 1</th> </tr> </thead> <tbody> <tr> <td colspan="8">APPLICATION DETAILS</td> </tr> <tr> <td>Type of Import Product</td> <td colspan="7">HEV</td> </tr> <tr> <td>Tariff Code</td> <td colspan="7">870323922</td> </tr> <tr> <td>Model</td> <td colspan="7">BMW</td> </tr> <tr> <td>Chassis No</td> <td colspan="7">1235</td> </tr> <tr> <td>Engine No</td> <td colspan="7"></td> </tr> <tr> <td>SmkNo</td> <td colspan="7">WMT141109000422006</td> </tr> <tr> <td>LicenseNo</td> <td colspan="7">G030100070909KL</td> </tr> <tr> <td>IssueDate</td> <td colspan="7">25/09/2006</td> </tr> <tr> <td>HSDescription</td> <td colspan="7">KERETA PENJUPANG TERPAKAI</td> </tr> <tr> <td>Your Application Will Be Process At</td> <td colspan="7">Ibu Pejabat Kuala Lumpur</td> </tr> <tr> <td colspan="8">FACTORY DETAILS</td> </tr> <tr> <td>Code</td> <td>Name and Address</td> <td>City</td> <td>State</td> <td>Country</td> <td>Tel (Office)</td> <td>Fax No</td> <td>Staff</td> </tr> <tr> <td colspan="8">CONSIGNEE DETAILS</td> </tr> <tr> <td>Code</td> <td colspan="7">S4857BU</td> </tr> <tr> <td>Name</td> <td colspan="7">DAIWEI CORPORATION SDN. BHD.</td> </tr> <tr> <td>Address</td> <td colspan="7">42, JALAN BANGSAR,</td> </tr> <tr> <td>Postcode</td> <td>58200</td> <td>City</td> <td colspan="5">WILAYAH PERSEKUTUAN KUALA LUMPUR</td> </tr> <tr> <td>State</td> <td colspan="3">WILAYAH PERSEKUTUAN KUALA LUMPUR</td> <td colspan="4">Country</td> </tr> <tr> <td>Tel No. (Office)</td> <td colspan="5"></td> <td colspan="2">Email</td> </tr> <tr> <td colspan="8">CONSIGNEE DETAILS</td> </tr> <tr> <td>Code</td> <td colspan="7"></td> </tr> <tr> <td>Name</td> <td colspan="7">pengedar dari Jepun</td> </tr> <tr> <td>Address</td> <td colspan="7"></td> </tr> <tr> <td>Postcode</td> <td colspan="3"></td> <td colspan="4">City</td> </tr> <tr> <td>Country</td> <td colspan="3">JAPAN</td> <td colspan="4">State</td> </tr> <tr> <td>Telephone No.</td> <td colspan="5"></td> <td colspan="2">Fax No.</td> </tr> <tr> <td colspan="8">AUTHORIZED AGENT DETAILS (OPTIONAL)</td> </tr> <tr> <td>Code</td> <td colspan="7"></td> </tr> <tr> <td>Name</td> <td colspan="7"></td> </tr> <tr> <td>Address</td> <td colspan="7"></td> </tr> <tr> <td>Postcode</td> <td colspan="3"></td> <td colspan="4">City</td> </tr> <tr> <td>Country</td> <td colspan="3">MALAYSIA</td> <td colspan="4">State</td> </tr> <tr> <td>Telephone No.</td> <td colspan="5"></td> <td colspan="2">Fax No.</td> </tr> <tr> <td colspan="8">OTHER DETAILS</td> </tr> <tr> <td>Purpose of Import</td> <td colspan="3">BUSINESS</td> <td colspan="4">Place of Origin</td> </tr> <tr> <td>Country of Origin</td> <td colspan="3">JAPAN</td> <td colspan="4">JAPAN</td> </tr> <tr> <td>Consigned From</td> <td colspan="7">JAPAN</td> </tr> <tr> <td>Mode of Transport</td> <td colspan="7">MARITIME TRANSPORT</td> </tr> <tr> <td colspan="8">PORT / PLACE OF IMPORT AND LOCATION (DISTRICT AND STATE)</td> </tr> <tr> <td>Port / Place of Import</td> <td>District</td> <td colspan="5"></td> <td>State</td> </tr> <tr> <td>PORT KELANG</td> <td>Klang</td> <td colspan="5"></td> <td>BELANGOR</td> </tr> <tr> <td>Port Code</td> <td colspan="7">MYPKG</td> </tr> <tr> <td colspan="8">DESCRIPTION OF GOODS</td> </tr> <tr> <td colspan="8">chassis no:1235modal no:bmw</td> </tr> <tr> <td colspan="2">Malaysia Customs Tariff</td> <td>Applied Quantity</td> <td colspan="2">Unit Cost C.I.F (MYR)</td> <td colspan="3">Total Value C.I.F (MYR)</td> </tr> <tr> <td>Tariff Code No.</td> <td>Tariff Unit</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>870323922</td> <td>UNIT</td> <td>1.0</td> <td>16000.0</td> <td colspan="3">16000.0</td> </tr> <tr> <td colspan="8">APPLICANT DETAILS</td> </tr> <tr> <td>Applicant Name</td> <td colspan="3">DATO AHMAD</td> <td colspan="2">Applicant Designation</td> <td colspan="2">PENJAJARAH</td> </tr> <tr> <td>IC/Passport No</td> <td colspan="3">123654</td> <td colspan="2">TelePhone No</td> <td colspan="2">123654</td> </tr> <tr> <td>Remarks</td> <td colspan="7"></td> </tr> <tr> <td colspan="8" style="text-align: center;"> <input type="button" value="Cancel"/> </td> </tr> </tbody> </table> </div>	JK 69 Form No 1								APPLICATION DETAILS								Type of Import Product	HEV							Tariff Code	870323922							Model	BMW							Chassis No	1235							Engine No								SmkNo	WMT141109000422006							LicenseNo	G030100070909KL							IssueDate	25/09/2006							HSDescription	KERETA PENJUPANG TERPAKAI							Your Application Will Be Process At	Ibu Pejabat Kuala Lumpur							FACTORY DETAILS								Code	Name and Address	City	State	Country	Tel (Office)	Fax No	Staff	CONSIGNEE DETAILS								Code	S4857BU							Name	DAIWEI CORPORATION SDN. BHD.							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Figure A.3.1-5 : Application Details

Step	Action												
	<p data-bbox="393 235 1352 319">Result: Data Form JK69 on PDF format will be displayed and ready to print.</p> <div data-bbox="548 338 1227 968"><p data-bbox="548 338 1227 968">Screenshot of a PDF data form for JK69. The form contains the following information:</p><ul style="list-style-type: none">Company Name: DAHEM CORPORATION SDN BHDAddress: 42, JALAN BAKESAR, 50200 WILAYAH PERSEKUTUAN KUALA LUMPUR, MALAYSIAProduct Description: SATANG BERSIBSIS KELUTable with columns: Quantity, Unit, Price, Total Value<table border="1" data-bbox="649 892 1185 924"><thead><tr><th>Quantity</th><th>Unit</th><th>Price</th><th>Total Value</th></tr></thead><tbody><tr><td>72086600</td><td>TNE</td><td>4254</td><td>3,453.00</td></tr><tr><td></td><td></td><td></td><td>14,629,000.00</td></tr></tbody></table></div> <p data-bbox="613 997 1166 1029">Figure A.3.1-6 Data Form JK69 on PDF Format</p>	Quantity	Unit	Price	Total Value	72086600	TNE	4254	3,453.00				14,629,000.00
Quantity	Unit	Price	Total Value										
72086600	TNE	4254	3,453.00										
			14,629,000.00										

A.4 APPENDIX A

1. Reference for Transaction Number

APP-EK2-W-051228-KL-0005

a
b
c
d
e
f

SECTION	DESCRIPTION
a	Type of module
b	Type of transaction
c	Type of submission
d	Date of submission
e	Branch code
f	Transaction running number

2. Reference for Counter Slip Number

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

a
b
c
d
e

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

A.5 APPENDIX B**BASIC REQUIREMENTS TO PROCESS APPLICATION**

NO	HARDWARE	SOFTWARE	DESCRIPTIONS	BRAND
1.	Scanner	Appropriate driver and software installed	To scan supporting documents and attach to the application according to the name of document in .jpg, .tif	Any.
2.	Dot matrix printer	Appropriate driver installed	Dot matrix printer is required to print gazette forms thru Myapps menu.	Any. By default, the setting will follow OKI Microline 390 FB brand.
3.	Network	Broadband	512 Kbps (recommended)	Any
4.	PC	Windows XP	Windows XP SP2	Microsoft
6.		Adobe Acrobat Reader V.6 (at least)	To view details that will display at forms and to print	

PRINTER SETTING:

1. Page scaling must be "Fit to printer margins"
2. Paper size must follow the exact size when printing. Go to Properties when window for printing appear , set paper size according to the color:

PRINTER SETTING FOR OKI MICROLINE 390 FB

TYPE	SUB TYPE	SETTING
Font	Print Mode	Courier
Font	Pitch	15 CPI
Font	Style	Normal
Font	Size	Single
General Control	Emulation Mode	EPSON LQ
General Control	Graphics	Uni-directional
General Control	Max Receive Buffer	8K
General Control	Paper Out Override	No
General Control	Print Registration	0
General Control	Operator Panel Functions	Full Operation
General Control	Reset Inhibit	No
General Control	Print Suppress Effective	Yes
General Control	Page Width	10.6"
General Control	Wait Time	1 sec
General Control	Eject Direction	Front
Vertical Control	Line Spacing	6 LPI
Vertical Control	Skip Over Perforation	No
Vertical Control	Auto LF	No
Vertical Control	Auto CR (IBM)	No
Vertical Control	Auto Feed XT (EPSON)	Invalid
Vertical Control	Page Length	12"
Vertical Control	Sheet Page Length	11 2/3"
Symbol Sets	Character Set	Set II
Symbol Sets	Code Page	USA
Symbol Sets	Language Set	ASCII
Symbol Sets	Zero Character	Unslashed
Symbol Sets	Slashed Letter 0	No

A.6 APPENDIX C

Basic PC Requirement

- Windows XP (recommended)
- Internet connection (Broadband 512Kbps or higher - Recommended)
- Internet browser (Internet Explorer V6)
- Printer
- Scanner (to scan supporting documents).
- Adobe Reader V6 or higher.

Prerequisite to Begin Transaction

- Companies have to register with MITI to get ID number.
- Supporting documents are compulsory to attach for each applicants.
transaction type

Feedback and Contact Information

Helpdesk

- 03-62034625 / 62000417 / 62000432

Email

- apbpm@miti.gov.my

For more information, visit

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

A.7 APPENDIX D

Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the user manual. This information may be provided by reference to the project's Glossary.

MITI	Ministry Of International Trade And Industry
MITIIS	MITI Integrated Trade and Industry Information System
TFIS	Trade Facilitation Information System
IIS	Industry Information System
CO	Certificate Of Origin
AP	Approved Permit
CA	Cost Analysis
GSP	Generalised System of Preferences
CEPT	Common Effective Preferential Tariff

CONTACT PERSON (IT)

NAME : CHE ASLINALIZA CHE AHMED
PHONE NO. : 62034625
EMAIL : aslina@miti.gov.my

NAME : SARLIZA MD ISA
PHONE NO. : 62000417
EMAIL : sarliza@miti.gov.my

NAME : KAVITA SEKARAN
PHONE NO. : 62000432
EMAIL : kavita@miti.gov.my