MINISTRY AND AGENCIES TRADE AND INDUSTRY INFORMATION EXCHANGE PROJECT (MATRIIX PROJECT)

USER MANUAL

SUGAR QUOTA

APPROVAL PERMIT APPLICATION

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By



ΜΙΤΙ

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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.

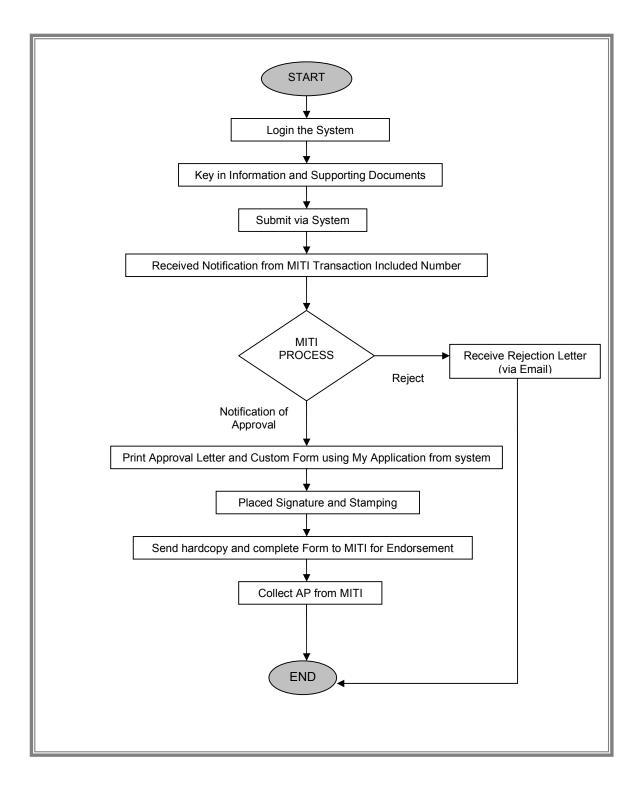
A.1.4 COMMON FIELDS AND DEFINITIONS

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

Field	Description
Input Field	 This Field requires the user to key in the necessary information based on its label Examples of usage : Company Name :
	 Input Field with Asterisk (*) is mandatory field.

Field	Description				
Radio Button	 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 : Method Of Notification Company's Email 				
Check box	 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 : I,the undersigned, certify that the goods described above are orginating from Malaysia 				
Dropdown List	 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 : Please Select CANADA EUROPEAN UNION NORWAY TURKEY 				
Hyperlink	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. Reference Number (Your Reference Number A				
Calendar	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

LOGIN

2. Click on the login link to login to EKP.

	Login S	gn up Links	Contact Us	Site Map Fee	dback English	¥
e and industry	MITI	: Mida	MATRAD	E MPC	SMIDEC	MIDF

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

User ID*	rasasayang
Password*	•••••
Agency*	Registered User 👻
	Forgot your password?
	Login

- 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.

	Logout Links	Contact Us	Site Map	Feedback	My Profile	English	*
MITI MIDA	I MATRADE I M	MPC ≑ SI	MIDEC	MIDF			

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.

hange Password				
lange rassword				
	Current Password			
	New Password			
	Confirm Password			
		Update	Cancel	

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

	W KNOWLEDGE CENTER	🔒 🏄 MY APPS	
III Annou	incements	iiii Tasks	
Announcen	nent for Public User	No To Do Task	Found

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

	W MY KNOWLEDGE CENTER 2 MY APPS	
Applicat	tion Sign-In	
Click on	the links to auto-login to the internal applications	
Ga	MITI TFIS	
GD	MITI IIS	

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
4.	From main page menu click on TFIS – AP - Import – Quota Sugar–New
	Application- Web Application.
	Result: The AP Import Quota Sugar page will be displayed.
	SUGAR: CATEGORY INFORMATION
	Ousta Tear 2006
	Category Group Please Select
	Humber of JKK# to Be Processed 2
	Import Country Prom Please Select.
	MITI Branch Plence Solect.
	Organization Type B
	Continue Reset
	Figure A.2.1-1 : Sugar Category information page
5.	Enter all the applicable fields The details that should be entered are:-
	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.
	Result: JK information page will be displayed.

Step		Action						
			SUGAR AP	PLICATION FO	RMUIK-69 FORM)		Pa	m (1) of (2)
	APPLICATION DETAIL	LS		.82	99 Oukleines			
	Produit Des Application	eription Processing Branch	Ibu Pejebet Kusis I					
	Year	Processing drance	2006					
			DESPLAY PACTORY DETAILS				1423	ж
	CONSIGNEE DETAILS Code	i i	654321					
	Hame		TESTING SONIGHO JALANDUTA					
			John Data					
	Pesteede		50622 City		WILAYAH PERI KUALA LUMPU	sekutuan R		
	State Tel He. (Offic		KUALA LUMPUR		Country Email		MALAYSIA Please Provide Enal	
	Tel Ho, [Mob		006-03-62034930		Fax lio.		005	
	CONSIGNOR DETAIL: Code	9]					
	Hamo				•			
	Address				•			
	Pestoade Country	0-10	6.		City State			
	Telephone I			- Mar	Fax Bo.			
		DETAILS (OPTIONAL))					
	Code							
	Address							
	Pestcode			City]
	Country Telephone I		AYSIA	Stat		Please Select	_	v
	OTHER DETAIL							
	Purpose of Import	Please Select	•					
	Country of Origin	CHINA	2			Place of	CHINA	
	Consigned From	CHINA	•			Origin Tariff Code	Please Select.	. 🛩
	Mode of Transport	Please Select	-			Llam Cade		
	Perts Description Pert Code	Please Select			v.			
	DESCRIPTION OF GO	obs						
					× .			
	MALAYSIAH CUSTO	MS TARIFF			-			
	Quantity		Unit Cost	CLF (MTR)	1	otal Value C.LF (MY	10	
			Continue	Preview	Reset Back			
	Figure	A.2.1-2 : \$	Sugar Qu	ota Ap	plication .	IK Inform	ation P	age
6.	To Proceed with	JK69 Inf	ormatio	n :-				
	Application Deta	ils Sect	tion					
	Enter data from C			s. Th	e details	that sh	nould F	e ent
	Product D							
		DISPLAY			-			
						o view c	letalis	ortne
	or							

Step	Action
	Click HIDE to hide factory details.
	Consignor Details Section
	 Enter data from Consignor Details. The details that should be entered are: Code – ROC/ROB number
	News
	City Country collect from drondown list
	 Country – select from dropdown list State
	Telephone No.Fax Number
	Fax number The Asterisk (*) represent for mandatory field to be filled up.
	Authorized Agent Detail Section
	Enter data from Authorized Agent Details .The details that should be
	entered are :
	Code – ROC/ROB number
	Name
	• Address
	Postcode
	• City
	State – select from dropdown list
	Telephone No.
	Fax Number
	The Asterisk (*) represent for mandatory field to be filled up.
	Other Detail Section
	Enter all data from Others Details field. The details that should be
	entered are :
	Purpose of Import – Select from dropdown list
	Country of Origin - Select from dropdown list
	Place of Origin - Select from dropdown list

Step		Action						
	Consigne	d From - Select from dropdown list						
	Tariff Cod	le – Select from dropdown list						
	• Mode of 1	Fransport - Select from dropdown list						
	Port Desc	cription – Select from dropdown list						
	Enter informa	tion from Malaysian Custom Tariff column.						
	Unit Cost	C.I.F (MYR)						
	Total Valu	e C.I.F (MYR) – Auto						
	Select button	pellow.						
	If to	Action						
	Continue	Click on Continue button to continue the next page.						
	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.						
		METWOD OF INDTREATIONS*						
		DE CLARATION						
		Figure A.2.1-3 : Method of notification						
		An O CONTRACTOR OF THE OWNER OWNER OWNER OWNER						
		Renigenteen Stratege Pringenser Handlen UnterStrift						
		Continue Prevent Seat Sails						
		Figure A.2.1-4 : Declaration Details						
		Key in on Declaration Field. The details that should be						
		entered are						
		 Name IC / Passnort Number 						
		 IC / Passport Number Designation 						
		 Designation Telephone Number 						
		 Date – Click on Calendar button 						
		Result: Supporting Documents page will be						
	Due i	displayed.						
	Preview	Click on Preview button.						

Step		Action			
	details	• 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	Click on Reset button.			
		• Result : The data that user key in will reset			
	Go to	Click on Back button			
	previous				
7.	page If continue to	next page, Supporting Documents page will be displayed.			
		SUPPORTING DOCUMENTS			
	1.0	IPPORTING DOCUMENTS YOR APPROVAL PERMIT IVDICT/PORCHASE DROER ETTER FROM MECWA ETTER FROM MECWA			
	DECLARAT	ICH Tatrat			
	Dec	PessgionTNo. Brinkoc igrundron : balar ephone No. 22222 # : 2107200			
	1	I certify that this declaration is true and complete.			
	Notes: O	nly files with extension like giftxt/jpg/jpeg/doc/xis/nf/pdf/ppt/pss/tif are allowed			
		Figure A.2.1-5 : Supporting Documents Page			
	Click on Brow	button to browse file located in your PC. If user wants to			
	clear all the s	upporting documents, click on Reset button.			
8	Click on the c	check box for declaration and then click at ^{Submit} button.			
	Result: Thank you page with Application Reference Number will be				
	displayed.				
		T-4ABI 1000 Thur Application has been send			
		Carlspairy Raine Carlspair Converting Statistics (Carlspair) Spatienesses Humber ASP-65-IV-67117-82-000 Carlspair A Town Torritoball 4.5 mm Torritoball 4.6 mm Torritoball 4.6 mm			
		Conception Entertaining only Relation to Conception (Conception) Relation of the International Action of the Conception			
		Frist The Reference Hardon - Click New HIFORTART You have to print the present by using actual form of wifer 2000/equity or X1X3/equity (through M3 Applications or slick hore			
	Figure A.2.1-6 : Thank You Page				

MITI

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				
1.	From User Main page click on Expand menu.				
	Result: The folder tree will be expanded.				
	Welcome De Konstördin Ein Ri Zan				
	Advacary Service Advacary Service				
	Confirmations of Cartificate of Organ CSP Decision to be given within 3 days of receiving the competed optication SSP Scheme Decision to be given within 7 days of receiving the competed neptication.				
	Parameter Statum Decision on equipation for Poneer Status Certificate to live given within 35 days of receiving the completed equipation. Parameter of Decrepancy Decision on the registration of Burnipaters Company to be given within 7 days of receiving the completed exploration. For mostly informations about MITI, visit <u>www.miti.gov.my</u>				
	Figure A.3.1-1 : User's main page				
2.	Click on the Applicant Myapps menu under User folder. Result: My External Applications with Application Applicant previous				
	successful transactions will be displayed.				
	NY EXTERNAL APPLICATIONS				
	Reference Burnber				
	Application Type ALL Date From : If To: If Search				
	Ref No Company Name Application Type Date Submit Application Status Previous Interview Interview Interview Interview Interview				
	Figure A.3.1-2 : My Internal Applications page				
3.	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:				
	Reference Number – Refer Appendix A				

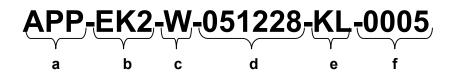
Step		Action					
	Application Type						
	• Date – key in date of transac	tion (dd/mm/yyyy	format)				
	Result: The Application that use	r applies will be c	lisplayed.				
	NY NY	EXTERNAL APPLICATIONS					
	SEARCH Reference Humber 060606- Application Type ALL	3					
	Date From : Ref No Company Rame	To: Search	is Submit Application Status				
	APP-1014-M-060606-KL-0001 GAVIEN CORPORATION SDM APP-401494-060606-KL-0002 GAVIEN CORPORATION SDM	EHD. MANUAL 080 LEND. ONLINE 080	62006 APPROVED 52006 NEW 52006 APPROVED				
	APP-45-M-050505-KL-0001 GAWMEN COMPONIATION SDM APP-45-M-050503-KL-0001 GAWMEN CORPORATION SDM	I. BHD. MANUAL DBO	6/2006 APPROVED 6/2006 NEW				
	499-431-4-052556-84,3004 GAVEN COPORATION SD 499-431-4-052556-84,2005 GAVEN COPORATION SD 499-431-4-052556-84,3005 GAVEN COPORATION SD	. BHD. MANUAL 080	52006 NEW 5/2006 NEW 5/2006 LINCER-PROCESS				
	Figure A.3.1-3 : My E	xternal Application	Result nage				
	Figure A.S.T-S . My E.		Result page				
4.	Click on the reference number	to view the applic	ation details				
4.							
	Result: AP Application Preview	will be displaye	u.				
	Date 08/11/2006 Time 11/00/58	PPLICATION STATUS	APPLICATION STATUS Date 09/11/2006 Time 11/00/58				
	Reference Number APP-ION-IN-060525-KC-0001 Company Name QAWEII CORPORATION SDN. BHD.						
	Company Name GAWIEII CORPORA Applicant Name DATD ANUAD APPLICATION STATUS APPROVED AND R List of Supporting Documents						
	Company Name QAWEII CORPORA Applicant Name DATD AHMAD APPLICATION STATUS APPROVED AND R	THON SDN. BHD. EADY FOR PRINTING JIKOS STATU APPRCIVED	s PrintDik69 Clickte Print JK09				
	Company Name GAWEII CORPORA Applicant Name DATO ANIAD APPLICATION STATUS APPROVED AND R List of Supporting Bocuments 1. BLL of LARUS 3000-HSCode Product Description	TON SDN. BHD. EADY FOR PRINTING MICS State APPROVED APPROVED					
	Company Hame QAWEII CORPORA Applicant lame DATD ANMAD APPLICATION STATUS APPROVED AND R No. List of Supporting Documents 1. BLL OF LARMS 3KMO+Stock Product Description 1-ST0232922 chassis no:1256model no:bm/ 2-870332932 2-870329322 chassis no:4559model no:bm/ 2-870329322	TON SDN. BHD. EADY FOR PRINTING MICS State APPROVED APPROVED	Click to Print J 1059 Click to Print J 1099				
	Company Hame GAWIEII CORPORA Applicant Itame GATO ANIAD APPLICATION STATUS APPROVED AND R List of Supporting Documenta 1. BLL of LADIG 3K00-HSCOde Product Description 1-5703239522 chassis no:1225model no:bmv 2-670332932 chassis no:1255model no:bmv	TON SDN. BHD. EADY FOR PRINTING APPROVED APPROVED	Dirak ta Print J 1955 Dirak ta Print J 1959 Dirak ta Print J 1959				
5.	Company Hame GAWIEII CORPORA Applicant Itame GATO ANIAD APPLICATION STATUS APPROVED AND R List of Supporting Documenta 1. BLL of LADIG 3K00-HSCOde Product Description 1-5703239522 chassis no:1225model no:bmv 2-670332932 chassis no:1255model no:bmv	APPROVED	Dirak ta Print J 1955 Dirak ta Print J 1959 Dirak ta Print J 1959				
5.	Company Hame GAWIEII CORPORA Applicant lame DATD ANUAD APPLICATION STATUS APPROVED AND R List of Supporting Documents 1. BLL OF LADING 240703329322 chassis no:2558model no:bmv 3-570332932 chassis no:2558model no:bmv 3-570332932 chassis no:4555model no:bmv	APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED	Direk te Print J 1955 Direk te Print J 1955 Direk te Print J 1955				
5.	Company Name GAWEII CORPORA Applicant lame DATD ANIAD APPLICATION STATUS No. List of Supporting Documents 1. BLL OF LADIG 24070325022 chassis no:2550model no:bmu 2-8703325922 chassis no:2550model no:bmu 3-870325922 chassis no:2550model no:bmu 3-870325922 chassis no:2550model no:bmu 3-870325922 chassis no:2550model no:bmu	APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED	Click to Print 1955 Click to Print 1955 Click to Print 1955				
5.	Company Name GAWEII CORPORA Applicant lame DATD ANIAD APPLICATION STATUS APPROVED AND R Late of Supporting Documents 1. BLL OF LADIG 24070332932 chassis no:2558model no:bmy 3-870332932 chassis no:2558model no:bmy 3-870332932 chassis no:4556model no:bmy	APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED APPROVED	Click to Print 1955 Click to Print 1955 Click to Print 1955				
5.	Company Name GAWEII CORPORA Applicant Name DATD ANNAD APPLICATION STATUS APPROVED AND R No. List of Supporting Documents 1. BLL OF LADIG 24070332932 chassis no:2558model no:bmy 3-870332932 chassis no:2558model no:bmy 3-870332932 chassis no:4556model no:bmy	APPROVED APP	Click to Print 1955 Click to Print 1955 Click to Print 1955	ion'			
5.	Company Name GAWEII CORPORA Applicant lame DATD ANIAD APPLICATION STATUS DATD ANIAD APPLICATION STATUS DATD ANIAD In BLL OF LADIG Interview Product Description 1. BLL OF LADIG Interview Check at Application Status, The Interview Status New Under Process	APPROVED APP	bette Pred 1903 Clack to Pred 1903 Clack to Pred 1903 crack to Pred 19	ion'			
5.	Company Name GAWEII CORPORA Applicant Name DATD ANIAD APPLICATION STATUS DATD ANIAD APPLICATION STATUS DATD ANIAD In BLL OF LARMS In BLL OF LARMS	APPROVED APP	bette Pred 1903 Clack to Pred 1903 Clack to Pred 1903 crack to Pred 19				
5.	Company Name GAWEII CORPORA Applicant listing CATO ANIAD APPLICATION STATUS APPOLICATION STATUS APPLICATION STATUS Interview Status Status Status Figure A.3.1-4 : / Check at Application Status, The Status New Under Process Query – Under Process Rejected	APPROVED APP	Deter Prezi XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
5.	Company Name GAVELIC CORPORA Applicant lines CATO ANIAD Applicant lines CATO ANIAD Applicant of Supporting Documental In SEL OF LADIG Partice To Support Ing Documental In SEL OF LADIG Partice To Support Ing Documental In SEL OF LADIG Partice To Support Ing Documental In SEL OF LADIG In SEL OF LADIG In SEL OF LADIG In SEL OF LADIG In Selection In Selection In Selection New Under Process Query – Under Process Rejected	AP Application for pestatus will be Act	Deter Prezi XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
5.	Company Name GAWEII CORPORA Applicant listing CATO ANIAD APPLICATION STATUS APPOLICATION STATUS APPLICATION STATUS Interview Status Status Status Figure A.3.1-4 : / Check at Application Status, The Status New Under Process Query – Under Process Rejected	AP Application for pestatus will be Act	Deter Prezi XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				

tep	Action						
	Result: The page will print.						
7.		ants to view sup		rument	click on a	supporting do	CUMP
			pponting up	cument		supporting do	cume
	link men	IU.					
	Beault	Supporting do	oumont wil	l ha dia	nloved		
	Result.	Supporting do	cument wi	i be dis	playeu.		
8.	If user w	ants to view Ap	plication De	etail, cli	ck on JK	No -HS Code	link
	menu.		•	·			
		Application De	taile will be	dienla	ved		
	Result.	Application De		e uispia	yeu.		
		APPLICATION DETAILS				JK 69 Form No : 1	
		Type of Import Product	NEW				
		Tariff Code Model	870323922 bntw				
		Chassis No	1236				
		Engine No Smidlo	1/17141109000422005				
		Licensello	Q030100070906KL				
		te aue Date	25/09/2005	2011/11			
		HsDescription Your Application Will Be Proce	KERETA PENUMPANG TE Ibu Pejabat Kuala Lumpur				
		At					
		FACTORY DETAILS Code Name and Address	City State Cou	ntry T-	[Office] Fax No	Staff	
		CONSIGNEE DETAILS	and ann cou		the second second		
		Code	040579U				
		Mame Address	QAWEN CORPORATION 42.	SUN BHD.			
			JALAN BANGSAR				
		Postcode	59290		City	WILAYAH PERSEKUTUAN KUALA LUIPUR	
		State	WLAVAH PERSEKUTUA	KUALA	Country	LUNPOR	
		Tel No. [Office]	LUNPUR		Email		
		CONSIGNOR DETAILS			Citter		i
		Code	pengedar dari				
		Address	jepun				
		Postcode			City		
		Country	JAPAN		State		
		Telephone No. AUTHORIZED AGENT DETAILS (OPTION	ALI		Pax No.		
		Code					
		Name Address					
		Postcode			City		
		Country	MALAYSIA		State		
		Telephone No.			Fax No.		
		OTHER DETAILS	BUSNESS				
		Purpose of Import Country of Origin	JAPAN	F	Nace of Origin	JAPAN .	
		Consigned From	JAPAN				
		Hode of Transport PORT / PLACE OF IMPORT AND LOCAT	MARTINE TRANSPORT				
		Port / Place of Import	District			State	
		PORT KELANG	Klang			SELANGOR	
		Port Code DESCRIPTION OF GOODS	INTERS				
		chessis no:1236model no:bmw					
		Malaysian Customs Tariff Tariff Code No. Tariff Unit	Applied Quantity	Unit Cost C.I.F	(MTH) To	ital Value C.J.F (MYR)	
		870323922 UNT	1.0	16000.0	16	0.00	
		APPLICANT DETAILS					
		Applicant Name IC/Passport No	0AT0 AHMAD 123654		ant Designation	PENGARAH 123654	
		Remarks		198/H		180007	
	Cancel						
		Fiç	gure A.3.1-5 :	Applica	ition Detai	ls	
		ants to print the					

Step			A	ction			
	Result: Data	ı Form JK69 o	n PDF f	ormat	will be dis	played and	ready to
	print.						
		an 10 01 14 an	(Re-1 H	10 88% (+	● 123+1 (2):	<u>^• iij</u>	
	cole 1	254 OFF BOTSHAVIA		dgd			
		42. MLAH BAYOTAN. SODO WILAYAH PERSENJITUAN K WILAYAH PERSENJITUAN KUALAH		8+0. Mata 8011	PW.	BOTBWAN4	
		MALAYSIA			IMBAN		
				NEG	ERI SEMBILAN		
	10	2			12 07 2006		
		Product Description	BATANG BESLIBESI KE	U.U.; Grade and Spe	icification (Werk); Size : 44	2314	
	ar 1 chizana)	720836600	TNE	4234	3,455.00	14,620,000.00	
		Figure A.3.1	-6 Data Fo	orm JK6	9 on PDF I	Format	

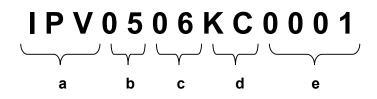
A.4 APPENDIX A

1. Reference for Transaction Number



SECTION	DESCRIPTION
а	Type of module
b	Type of transaction
С	Type of submission
d	Date of submission
е	Branch code
f	Transaction running number

2. Reference for Counter Slip Number



SECTION	DESCRIPTION
а	IPV – Code for AP
b	Year of submission
С	Month of submission
d	Branch code
е	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 SE	TTING FOR OKI MICRO	LINE 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

PRINTER SETTING FOR OKI MICROLINE 390 FB

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

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