e-ComM

Client User Manual

for SIRIM

Ver 1.2

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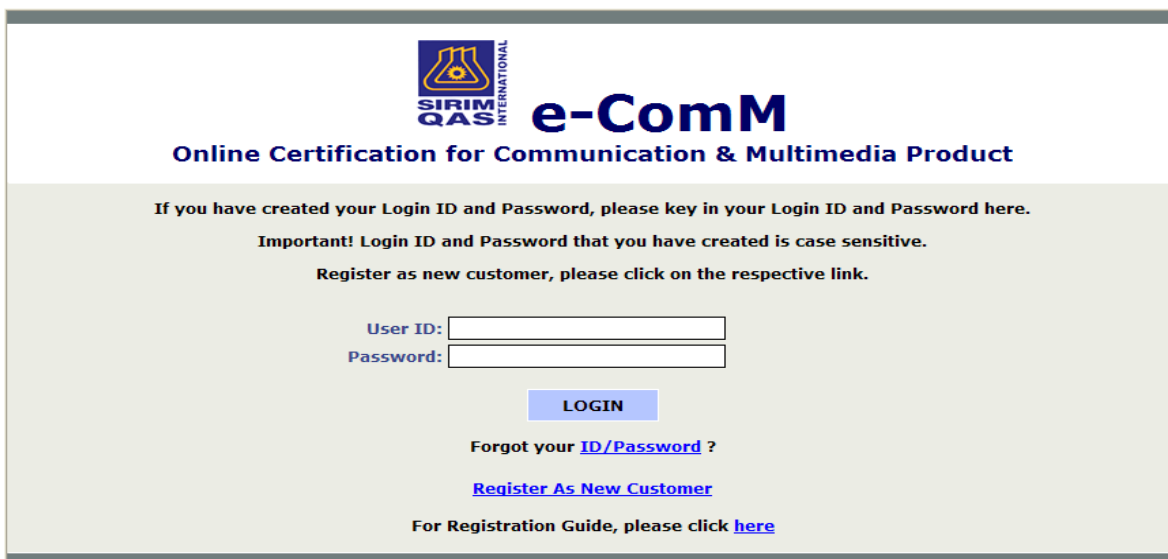**Selangor Darul Ehsan, Malaysia**

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INTRODUCTION

e-ComM is a web-based online application system that allows companies to interact with SIRIM and apply for Type Approval Application. This manual explains the usage of this system for 2 types of Client Users :-

    a.) Companies
    b.) Consultants (applying for TAC on behalf of their clients)

1.0 Login Screen

Existing clients can enter username and password to login. For new clients, click on **Register As New Customer** to create new account and register Company.

Figure 1.0 : e-ComM Login Screen

1.1 Forgot ID/Password

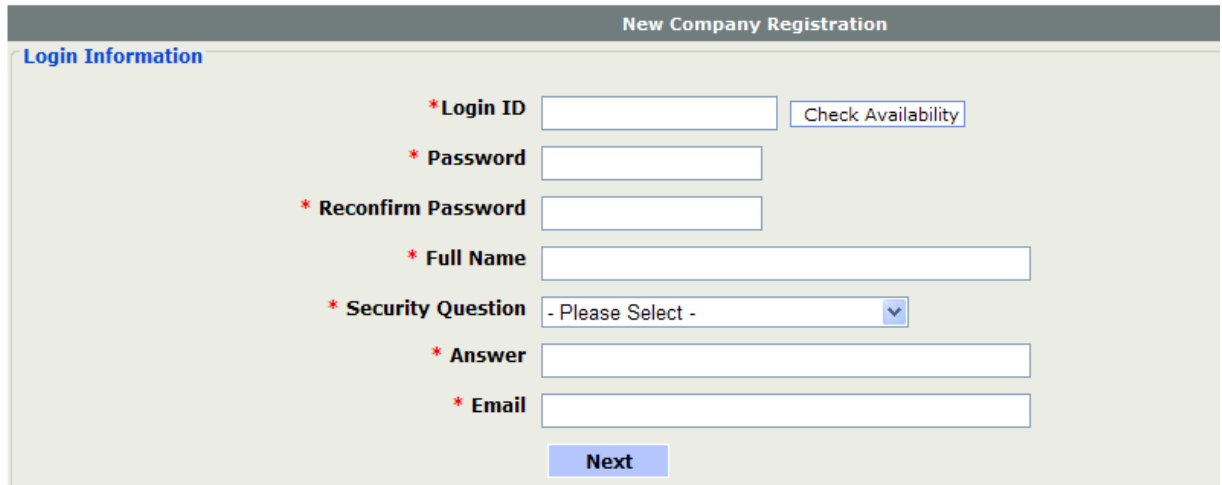Enter Email address to receive forgotten username or password information via email.

Figure 1.1 : e-ComM Password Recovery Screen

2.0 Company Access and Screen View

2.1 Company Registration

2.1.1 Login Information

Figure 2.1.1 : Client Registration Login Information Screen

2.1.1.1 Enter required login information.

2.1.1.2 Click on [Check Availability] to check if Login ID (UserName) is available. If not available, provide new login ID.

2.1.1.3 Click on [Next]. Under Login Tab, the login details is displayed and is editable. You can also change the Password.

Figure 2.1.1.3 : Client Registration Login Information Screen

2.1.2 Company Information

Figure 2.1.2: Client Registration Company Information Screen

2.1.2.1 Under 'Company Information' Tab, Enter company details and click **Save** .

2.1.3 Supporting Document

In this section, client must attach soft copy of relevant ROB and ROC documents.

Figure 2.1.3: Supporting Document Screen

2.1.3.1 Click on ![Attach] to attach documents.

2.1.3.2 Click on ![View] to view attached documents.

2.1.3.3 Click on ![Delete] to delete attached documents.

2.1.3.4 Click on **Save** to proceed to next section.

2.1.3.5 Check on ☐ **Hard Copy** if hard copy is sent as well. (e.g: by mail)

2.1.4 Declaration

Figure 2.1.4: Company Registration Declaration Screen

2.1.4.1   Complete the Company Registration with the Declaration section and Submit Application.

This section is compulsory. Enter Applicant Name, IC No and type in any request in the remarks section. Click on Submit to Submit application. Applications not declared or submitted will be saved as *'Draft'*.

2.1.4.2 Upon submission, Application Status will display as *'Awaiting Approval'.*

2.1.4.3 Client can login to system, and view login details, company details and documents attached, but not allowed to make any amendments after submission. Applications under *'Draft'* status are still editable.

2.1.4.4 Upon verification of application details by SIRIM, Application Status will display as '*Application Verified'* before it is Approved.

2.2 Menu Bar

After Company Registration has been Approved, client can view and have access to the following screens. Point to the main menu or sub menu to access particular screen.

Application	New Application	▶	Company Profile	User Profile	Consultant Profile	User Manual

New Application ▶
Type Approval
Special Approval
Registration of Manufacturer
Tax Exemption Application
IT/Networking Product Application
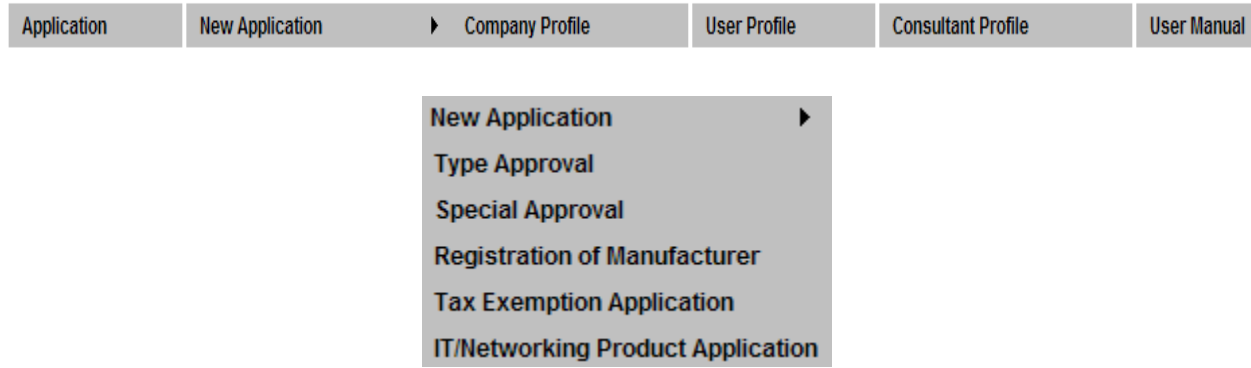
2.2.1 e-ComM consists of the following Application Type as shown in the Menu Bar above:-

  2.2.1.1 Type Approval

  2.2.1.2. Special Approval

  2.2.1.3 Registration of Manufacturer

  2.2.1.4 Tax Exemption Application

  2.2.1.5 IT/Networking Product Application

2.3 Company Profile

2.3.1 This screen allows client to view and manage its company information, including :-

- View and edit company details

- Add/Delete Company Branches

- Search for Company

Company Information			
No.	Company Name	Licence No	Address
1	TEST (HQ)	123-T	123 JALAN 123 TAMAN 123 12333 BANDAR BARU BANGI SELANGOR DARUL EHSAN
2	BECKMAN COULTER (M) SDN BHD (Branch)	861038-K	CLINICAL DIAGNOSTIC 3 JALAN PJS11/18 BANDAR SUNWAY 46150 PETALING JAYA SELANGOR
3	EXATREZ SDN BHD (Branch)	755784-W	NO.47-2 , JALAN RAMPAI NIAGA 5 RAMPAI BUSINESS PARK 53300 KUALA LUMPUR
4	TEST BRANCH (Branch)	123-T	WQEEWQEQWEWQ ASDADASD 12345 BALING PERLIS
5	TEST BRANCH 2 (Branch)	112233	Addr1 Addr2 Addr3 45600 PETALING JAYA KUALA LUMPUR

Figure 2.3.1: Company Profile Screen

2.3.2 Company List displayed includes Company HQ and its Branches. Click on Company (row) to view and edit its details.

2.3.3 To create new Branch, enter details and click on Add .

2.3.4 Click on Delete to Delete selected Company Branch (row).

2.3.5 Click on Search to Search for Company and Reset to clear textbox.

2.4 User Profile

2.4.1 This screen allows client to manage different users across many of its company branches, including:-

- View and edit user details;

- Add/Delete users;

- Search for existing users

Figure 2.4.1 : User Profile Screen

2.4.2 User List displays all users that have access to e-ComM within the company organization and Branches

2.4.3 Only Admin can decide to Add, Delete, or Modify User details.

2.4.4 Enter User details, and select the branch (or HQ) where user is located.

Figure 2.4.4 : User Profile Screen

2.4.5 Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.

2.4.6 Click on **Add** to Add new user.

2.4.7 Click on User (Row) to view and edit its details.

2.5 Consultant Profile

2.5.1 Click on **Add Consultant** to select Consultant from a list of Consultants pre-registered with SIRIM.

Figure 2.5.1 : Consultant Profile Screen

2.5.2 Once Company has added a particular Consultant, Consultant will be allowed to submit application on their behalf, via e-ComM.

2.5.3 This page will display list of Consultants authorized by Company to submit application on their behalf. Consultant will also be able to view list of companies that have requested their services on their own login screen.

2.5.4 To discontinue the services of any particular Consultant, Click on Consultant (Row) and click on **Delete** to remove Consultant from authorized Consultant list.

3.0 Consultant Access and Screen View

For applications done by Consultant on behalf of Companies, Consultants must be pre-registered with SIRIM before they can proceed with application submission via e-ComM.

3.1 Consultant Registration

3.1.1 Consultants must liaise with SIRIM to register as valid Consultant.

3.1.2 Upon successful registration, SIRIM will then provide Consultant with login account details via email.

3.1.3 Consultant can proceed to login to e-ComM with user details provided.

3.2 Menu Bar (Consultant Screen)

3.2.1 Upon successful login, Consultant can view and have access to the following screens. Point to the main menu or sub menu to access particular screen.
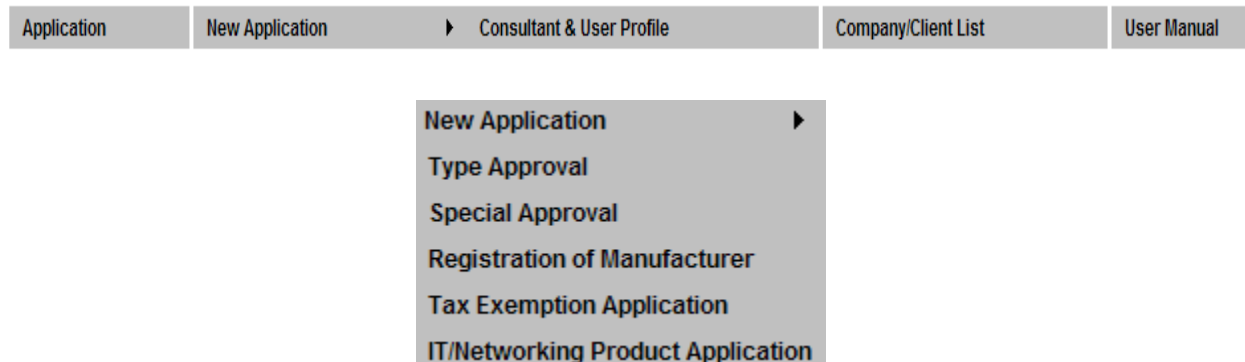
3.2.2 e-ComM consists of the following Application Type as shown in the Menu Bar above:-

       3.2.2.1 Type Approval

       3.2.2.2. Special Approval

       3.2.2.3 Registration of Manufacturer

       3.2.2.4 Tax Exemption Application

       3.2.2.5 IT/Networking Product Application

3.3 Consultant & User Profile (Consultant Screen)

3.3.1 This screen allows Consultants with admin user rights to view and manage its information, including :-

- View and edit contact and user login details

- Add/Delete contact and user login details

- Search for contact and user login details

Figure 3.3.1: Consultant & User Profile Screen (Admin View)

3.3.2 Consultants with no admin user rights will only be able to view and search for Consultant and contact details.

Figure 3.3.2 : Consultant Profile Screen (Normal User View)

3.4 Company / Client List (Consultant Screen)

3.4.1 This screen displays list of companies that have added Consultant, authorizing them to submit applications via e-ComM, on their behalf.

Welcome testcons0071						
Application	New Application	▶ Tariff	Consultant & User Profile		Company/Client List	User Manual

Company Information

No.	Company Name	Licence No	Address
1	PILOT TEST 1	1	123 , , , 12345 , S.ALAM , SELANGOR , MALAYSIA

Company Details

Company Code	P00283	Registration Type	NOT DEFINED
ROB/ROC No.	1	Organization Type	
* Company Name	PILOT TEST 1	Fax No.	
* Address	123 , , , 12345 , S.ALAM , SELANGOR , MALAYSIA		
MIDA	○ Yes ⊙ No	MITI	○ Yes ⊙ No
Contact Person	a) PILOT TEST 1 b)	Tel No.	a) 1234567 Ext. b) Ext.
Email	a) vearnn@yahoo.com b)	Mobile Phone No.	a) 1234567890 b)
CRM ID No.		Website	

Reset   Search

Figure 3.4.1 : Company / Client List Screen

3.4.2 Only companies that have added Consultant will have their information displayed on this page.

3.4.3 Consultant can only provide their services to companies listed on this page.

3.4.4 Companies / clients can choose to discontinue Consultant's services by removing Consultant's name from Company screen.

3.5 Consultant submitting Application for TAC / SA

3.5.1   Click on "Search Client" Under 'Company Information', to view list of all clients.

Figure 3.5.1 : Search Client List

3.5.2   Select client attached to the TAC Application.

3.5.3   Upon clicking on "Save", name and details of Consultant will appear in 'Consultant' Tab. This indicates that Application was sent by Consultant.

Figure 3.5.3 : Consultant Details

4.0 Application Screen

4.1 This screen displays the list of Applications by Client, their status and current action on each application.

Figure 4.1 : e-ComM Application List Main Screen (Company/Client View)

4.2 For Consultant, this screen displays the list of Applications created by Consultant for various clients/companies, the status and current action of each application.

Figure 4.2 : e-ComM Application List Main Screen (Consultant view)

4.3 'Status' explains the state of each application while 'Action' explains the current processing phase as follows :-

Status	Action	Explanation
Draft	Edit	Applications that are not submitted yet and are still editable.
New		Application already submitted and cannot be edited. Awaiting verification by SIRIM.
Awaiting Quotation/Scheduling	Quotation /Scheduling	Applications successfully verified, and currently quotation is being prepared
Awaiting Scheduling	Scheduling	Applicant has received and confirmed Quotation.
Awaiting Testing	Testing	Applicant has confirmed scheduling date for Testing and is awaiting Testing results
Approved	Certification, Test Report / COC	Application has completed Testing successfully. Certification and Test Report is prepared.
Rejected	Certification	Application has been rejected due to any of the following reasons :- i.) Application details submitted are incomplete ii.) Testing results unsuccessful.
Cancelled	Certification	Existing Application has been cancelled.
	Renew	Application requires renewal since nearing expiry date/application already expired

5.0 Search

This screen allows Client Users to search for existing applications by entering relevant information in text field.

Figure 4.0: Search Application

5.1 Client can search based on File No, Entry Date, Category, Status and Application Type.

Figure 5.1: TAC Application Category

Figure 5.1.1 : TAC Application Status

6.0 Type Approval

The Type Approval (TAC) Application Form is used to apply for Type Approval for Testing and Certification of products to be imported, before proceeding to apply for permit. This Form consists of the following sections to be filled by Applicant:-

6.1 New Type Approval Application

6.1.1 Company Information

Figure 6.1.1: Type Approval Application Form Company Information

6.1.1.1 Click on to select Company Information from database of registered companies.

6.1.1.2 Select Application Purpose as 'Business' or 'Manufacturer'.

Figure 6.1.1.2. : Type Approval Application Form Application Purpose

6.1.1.3 Tick on Application Category as follows :-

       i.) Fast Track

       ii.) Normal (Default)

       iii.) Parallel

       iv.) Parallel + Fast Track

6.1.1.4 Click on **Save** to Save Company details before proceeding to next section.

6.1.2 Product Information

Figure 6.1.2 : Type Approval Application Form Product Information and Specification

6.1.2.1 Click on **View TAC List** to view list of TAC associated with this Model ID.

6.1.2.2 Click on **Search Model** to select from available list of models.

6.1.2.3 Click on **Add/Edit New Model** to add new model information that is not available in the database of Model List. Enter relevant Tariff, Principal, Manufacturer and Standard details. Click on **Save** to save details. New Model entered will display as **XXXX (NEW MODEL).** New Model details will have to be verified and approved by SIRIM during the processing of application.

Figure 6.1.2.3 : Type Approval Application Form Add/Edit New Model

6.1.3 Enter Product Specification details

Product Specification	
Operating Supply (Vac, Hz or Vdc)	
Public Network Used	
Wireless Product :	
Operating Frequency (RF)	
Type of Modulation	
Channel Spacing	
RF Output Power (EIRP)	
Bandwidth	
Emission Class	
Spurious Emission	Transmitter Receiver
Antenna Requirement	
Antenna Gain	
Polarisation	
Fixed Line Product :	
Product Interface	
Dailing Mode (DTMF, Decadic Pulse)	
Types of Caller ID Type 1 (On-hook)/ Type 2 (Off-hook)	
Data Message Format Single Data Message Format(SDMF)/ Multiple Data Message Format(MDMF)	
Save	

Create Quotation   Exit

Figure 6.1.3: Type Approval Application Form Product Specification

6.1.4 Principal and Manufacturer Information

6.1.4.1 Both Principal and Manufacturer Information are automatically selected and displayed when product type is selected.

Principal Information	
Name	KEMILINKS INTERNATIONAL PTE LTD
Company/Business Registration No.	123-A
Address	LOT 5181 JALAN PERUSAAN 2 KAW. PERINDUSTRIAN PARIT BUNTAR 34290 PARIT BUNTAR
Postcode	
State	
City	
Country	
Contact Person	a) b)
Tel No.	
Fax No.	
Email	
Website	

Exit

Figure 6.1.4 : Type Approval Application Form Principal Information

6.1.5 Standard Information

6.1.5.1 Standard Information is automatically displayed when product type is selected.

Technical Specification / Technical Checklist / Standard								
No.	Code	Version	Year	Description	Scope	Group	Type	Delete
1	ETSI EN 301 511	9.0.2	2003	FOR GSM 900/1800	COMMUNICATION	GENERAL		✕ Delet
2	CETS-T/SPC/003	1	2008	TECHNICAL SPECIFICATION/ CHECKLIST FOR FACSIMILE MACHINE	COMMUNICATION	GENERAL		✕ Delet
3	ETSI EN 301 489-1	1.6.1	2005	EMC STANDARD	EMC	GENERAL		✕ Delet
4	ETSI EN 301 489-7	1.3.1	2005	EMC STANDARD	EMC	GENERAL		✕ Delet

Add Standard   New Standard

Product test report(s) details (if available) :

Add Test Report

Exit

Figure 6.1.5.1 : Type Approval Application Form Standard Information

6.1.5.2 Client can also click on Add Standard to search and add existing standards.

6.1.5.3 Click on New Standard to Add a new standard not available in existing database. New Standard information will be verified and approved by SIRIM before it can be used and added to existing database.

Figure 6.1.5.3: Add New Standard

6.1.5.4 Click on <u>Add Test Report</u> to add test report if available and enter relevant details.

Figure 6.1.5.4: Add Test Report

6.1.5.5 Select Scope to view list of Test Labs and Accreditation Body.

6.1.5.6 Tick on checkbox of Test Lab not in the list and enter its details in textbox provided. New Test Lab information will be verified and approved by SIRIM before it can be used and added to existing database.

Figure 6.1.5.6: Add Test Report

6.1.6 Consultant Information

6.1.6.1 If Application done by Client, this section will be blank.

6.1.6.2 If Application done by Consultant, Consultant details will be displayed when company information is saved.

No.	Active	Consultant Code	ROC/ROB	Consultant Name	Address	Contac
1	◉	SQASI/CONS/10/0001	001381573-M	SDC SERVICES	NO. 17, JALAN USJ 11/3F 47620 SUBANG SELANGOR	Fax :

Figure 6.1.6.2 : Type Approval Application Form Consultant Information

6.1.7. Supporting Document

6.1.7.1 Attach relevant supporting documents for this TAC Application. This section is compulsory.

No.	Document Description	Attach
1	Color Brochures or Color Photo with Supporting Technical Specification	Attach
2	Original User Manual	Attach
3	Original Technical Manual	Attach
4	Related Technical Checklist as per CMST/DOC/TAC/07-1	Attach

Save

Attachment Capacity : NaN% free of 10 MB.

Figure 6.1.7.1 : Type Approval Application Form Supporting Document

6.1.8 Declaration

6.1.8.1 Complete the TAC Application with the Declaration section and Submit Application. This section is compulsory. Enter Applicant Name (person filling in the form details), IC No and type in any request in the remarks section.

6.1.8.2 Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'Draft' and is still editable. Click on Terms and Conditions to view terms and conditions of Type Approval.

Declaration
In connection with this application, I/we:
(a) undertake to ensure the product imported or manufactured complies with the relevant standards/ technical specification / checklist;
(b) undertake to supply accurate information as required by SIRIM QAS International Sdn. Bhd. for the purpose of evaluation of the product(s) to be certified ;
(c) undertake to provide a complete set of product including Interfaces, Connector, Test Jig, Test Adaptors, computer or accessories, which are deemed necessary;
(d) undertake to pay all costs involved in processing and evaluation of this application;
(e) undertake to inform SIRIM QAS International Sdn. Bhd. if there is any change in application by submitting a new application and indicate the change accordingly;
(f) undertake to pay the cancellation surcharge, RM 100.00 if decided to cancel the scheduled date less than 7 (seven) working days;
(g) declare that product to be imported / distributed are new and not used product;
(h) agree that SIRIM QAS International Sdn. Bhd. may release information obtained in the course of processing the application to the public or government authorities so far as is prudent to warn in the opinion of SIRIM QAS International Sdn. Bhd.;
(i) undertake to affix the certified product with SIRIM label as specified in the Communication and Multimedia Acts 1998 (Technical Standard) Regulations 2000);
(j) declare that all information submitted is true and have read and fully understood and agree to abide by the "Terms and Conditions for Type Approval";

Applicant Name :   NRIC :

Remarks :

☐ Declare   **Submit**

Figure 6.1.8.2: Type Approval Application Form Declaration

6.1.8.3 Login to system to monitor status of application.

6.2 Application Status

6.2.1 Upon submission, Application Status for TAC will automatically display as 'New'. File No will have the following format :'DRAFT/NA/11/XXXX'

Figure 6.2.1: Type Approval List

6.2.2 Upon verification of details by SIRIM, Application Status will automatically display as 'Awaiting Quotation/Scheduling' and the current Action on this application is 'Quotation/Scheduling'. File No will have the following format : SQA SI/NA/11/XXXX'

Figure 6.2.2: Type Approval List Quotation/Scheduling

6.2.2.1 Click on ~~SQA SI/NA/10/0048~~ to view application details.

6.2.2.1 If verification unsuccessful, client will receive notification and comments via email.

6.3 Quotation/Scheduling

6.3.1 Create and Submit a Draft Quotation (Optional).

6.3.1.1 Click on Create Quotation to create a draft Quotation. Client can create more than 1 Draft Quotations , but can submit them ONCE ONLY.

Data Message Format Single Data Message Format(SDMF)/ Multiple Data Message Format(MDMF)	

Create Quotation	Exit

Figure 6.3.1.1 : Create Quotation

6.3.1.2 Processing Fee is by default RM 100. Enter remarks if necessary.

6.3.1.3 Select Registration Fee from DDL provided. Enter remarks if necessary. (mandatory)

6.3.1.4 Click on 'Save'. Must Save Quotation first before proceeding with Evaluation Fee. (optional)

6.3.1.5 Click on Select Evaluation Fee (Communication, Safety and EMC) . Select relevant fees.

No.		Category	Product	Factor	Fee
1	☐	Electrical Safety	-	-	300
2	☐	Electromagnetic Compatibility (EMC)	-	-	300
3	☐	Electromagnetic Compatibility (EMC) [for BPL only]	-	-	600
4	☐	Communication	Public Switched Telephone Network (PSTN) [Voice]	-	500
5	☐	Communication	Public Switched Telephone Network (PSTN) [Data]	-	500
6	☐	Communication	Integrated Subscriber Digital Network (ISDN) [Primary]	-	300
7	☑	Communication	PABX / Key Telephone	-	1000
8	☐	Communicatiion	Packet-switched Data Network (eg. ATM, Frame relay etc)	-	300
9	☐	Communication	ADSL	-	300
10	☑	Communication	BroadBand over Power Line	-	300
11	☐	Communication	Circuit-switched Data Network	-	300
12	☐	Communication	Leased Line	-	300
13	☐	Communication	All Frequencies	1 band	650
14	☐	Communication	Cellular (voice)	1 band	650
15	☐	Communication	Cellular (data)	1 band	650
16	☐	Communication	Wireless LAN [Support 802.11b/g/n] (Mobile Phone Only)	Any band	1000
17	☐	Communication	Wireless LAN [Support 802.11a/n: 5150 MHz - 5350 MHz, 5725 MHz - 5875 MHz] (Mobile Phone Only)	Any band	1000
18	☐	Communication	LMR / Digital Trunking (eg. TETRA, GoTA, iDEN)	1 Channel Spacing	650
19	☐	Communication	Bluetooth	-	650
20	☑	Communication	Microwave	-	650

Save Fee Selection	Clear Selection	Close	**Total Evaluation Fee : 2600**

Figure 6.3.1.5 : Select Evaluation Fee

6.3.1.6 Click on Save Fee Selection to save selected fees.

6.3.1.7 Communication Fees selected are displayed in GridView below. If 'Safety', 'EMC' and 'EMC for BPL only' fees are selected, amount is shown in textbox highlighted below. Enter remarks if necessary.

Quotation						
Fees of Testing and Certification for Communication and Multimedia Product						
File No.	SQASI/TA/11/0070			Application Category	PARALLEL + FAST TRACK	
No.	Entry Date	Total	Created & Submitted By	Submitted to Applicant	Accepted by Applicant	Paid
1	5/4/2011 6:04:34 PM	200	dagangnet	NO	NO	NO
	Quotation Date	04-05-2011 06:04 PM		Last Updated	04-05-2011 06:04 PM	
	Submitted to SIRIM			Draft Submision Date		

	Details of Fees	Remarks		RM
a)	Processing			100
b)	Registration		2 years	100
c)	Testing / Evaluation	Select Evaluation Fee (Communication, Safety and EMC)	**Total Evaluation Fee**	2200
	i) Communication	(No. / Product / Factor / Fee: 1 Public Switched Telephone Network (PSTN) [Voice] - 500; 2 Public Switched Telephone Network (PSTN) [Data] - 500)	1000	
	ii) Safety		300	
	iii) EMC		300	
	iii) EMC (for BPL Only)		600	
d)	SIRIM Label		0	
e)	Certificate Renewal		- Please Select -	0
f)	Site Inspection			0
g)	Import Permit			0
h)	Special Approval			0
i)	Others			0
			Total	2400

Save   Reset   Delete   Submit Draft   Calculate

Figure 6.3.1.7 : Select Evaluation Fee

6.3.1.8 Total Evaluation Fee Selected is shown. The individual fees are shown in the respective textbox.

6.3.1.9 The following pop up is a reminder to 'Save' details entered in order to view List of Quotations created.

Please Save Quotation to view Quotion List.
Close

Figure 6.3.1.9 : Pop Up Reminder to Save Quotation to view Quotation List

6.3.1.10 To clear selection, click on [Clear Selection] . Remember to click on [Save Fee Selection] to save selection clearance.

6.3.1.11 To cancel clear selection, Click on [Close] to go back to previous selection.
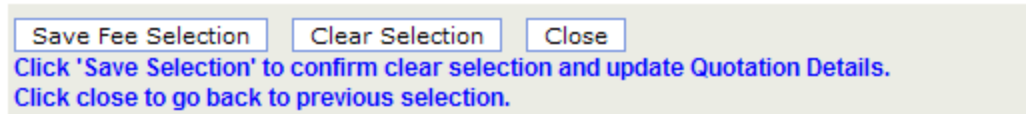
Figure 6.3.1.11 : Clear Selection Remark

6.3.1.12 Select Renewal Fee from DDL provided. Enter remarks if necessary. (optional)

6.3.1.13 Enter Remarks and fees for (d), (f), (g), (h), and (i) (optional)

6.3.1.14 Click on 'Calculate' to calculate Total Fee. (Fee will also automatically be calculated accordingly when click on Save).

6.3.1.15 Click on Save to Save Details. Quotation will be displayed in Quotation List, as shown below. (indicates that Quotation has been saved).

No.	Entry Date	Total	Created & Submitted By	Submitted to Applicant	Accepted by Applicant	Paid
1	6/13/2011 12:09:49 PM	1800	dagangnet	NO	NO	NO
2	6/13/2011 12:11:08 PM	2800	dagangnet	NO	NO	NO

Figure 6.3.1.15 : List of Quotations Created / Saved

6.3.1.16 Click on 'Submit Draft' to submit Draft Quotation to SIRIM for review and approval. Must submit application first before submitting Draft Quotation.
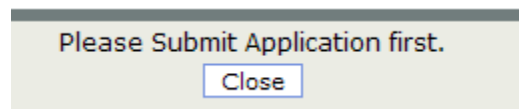
Figure 6.3.1.16 : Pop Up Reminder to Submit Application Draft first

1.17 Draft Quotation is sent to backend for processing, and the following message will be displayed. (Applicant can create more than 1 Draft Quotations , but can submit them ONCE ONLY.).

Figure 6.3.1.17 : Draft Quotation Submitted Remark

1.18 This page will be hidden once SIRIM submits Final Quotation to Client. (Client cannot Create Quotation once SIRIM submits Quotation to Client).

6.3.2 Client Receives Final Quotation from SIRIM

6.3.2.1 Go to Application Screen and Click on Scheduling to view Quotation details. Choose to Accept or Reject Quotation.

6.3.2.2 Click on Scheduling to view Scheduling Details.

Figure 6.3.2: Scheduling Details for Testing

6.3.2.3 Upon confirmation, Application Status will automatically display as 'Awaiting Testing' and the current Action on this application is 'Testing'.

6.4 Testing

Figure 6.4: Type Approval List Testing

6.4.1 Click on **Testing** to view Testing results and Application Approval Status.

6.4.2 Status of TAC Approval for each TAC Application is as follows:-

> *i.) Process :* TAC Application for Approval still in process.
>
> *ii.) Cancel :* Existing TAC Applications (previously Approved) are Cancelled.
>
> *iii.) Fail :* TAC Application Failed.
>
> *iv.) Approved :* TAC has been Approved. TAC No is generated here.

6.4.3 If Testing results is successful, Application Status will automatically display as 'Approved' and the current Action on this application is 'Test Report/COC'.

6.4.4 Click on **Test Report / COC** to view Test Reports and Certification report uploaded.

6.5 Renewal

6.5.1 TAC Applications that have expired or nearing expiry date will have Status as 'Renew'.

6.5.2 Click on **Renew** to Renew TAC.A request will be sent to SIRIM for further action.

Figure 6.5.2 : Renewal Type Approval Application

7.0 Special Approval

Special Approval is intended for walk-in customers with different purpose of importation as compared to Type Approval. This screen displays the Special Approval (SA) Application Form used to apply for new Special Approval. The SA Application Form consists of the following sections to be filled by Applicant:-

7.1 New Special Approval Application

7.1.1 Company Information

Figure 7.1.1: Special Approval Application Form Company Information

7.1.1.1 If Company already registered with e-ComM, click on 'Search Company' to select Company Information from database of registered companies.

7.1.1.2 If Company not registered before (not in database), allow them to enter details in textbox provided.

7.1.1.2 Select any one of the following Purpose of Importation.

Figure 7.1.1.2 : Special Approval Application Form Purpose of Importation

7.1.1.3 Click on **Save** to Save Company details before proceeding to next section.

7.1.2 Product Information

Product	Document	Declaration	Job Tracking

Product Information	
Type of Product	Search | Clear
Equipment Code	
Category	
Model ID	
* Model	Search Model | Add/Edit New Model
Brand	
Tarrif Code	
* Quantity	2
Serial No.	
Public Network Used	☐ Public Switched Telephone Network (PSTN) ☐ Radio Frequency ☐ Leased Line ☐ Others , please specify :
	Save

Exit

Figure 7.1.2 : Special Approval Application Form Product Information

7.1.2.1 Click on **Search** to search for Type of Product. Click on **Clear** to clear the information selected.

7.1.2.2 Click on **Search Model** to select from available list of models.

7.1.2.3 Click on **Add/Edit New Model** to add new model information that is not available in the database of Model List. Enter relevant Tariff, Principal, Manufacturer and Standard details. Click on **Save** to save details. New Model details will have to be verified and approved by SIRIM during the processing of application.

Figure 7.1.2.3: Special Approval Application Form Add/Edit New Model

7.1.3 Consultant Information

7.1.3.1 If Application done by Client, this section will be blank.

7.1.3.2 If Application done by Consultant, Consultant details will be displayed when company information is saved.

Figure 7.1.3.2 : Special Approval Application Form Consultant Information

7.1.4 Supporting Document

7.1.4.1 Attach relevant supporting documents for this SA Application. This section is compulsory.

Figure 7.1.4.1 : Special Approval Application Form Supporting Document

7.1.5 Declaration

7.1.5.1 Complete the SA Application with the Declaration section and Submit Application. Enter Applicant Name,IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'Draft'. This section is compulsory.

7.2 Application Status

7.2.1 Upon submission, Application Status for SA will automatically display as 'New'. File No will have the following format : 'DRAFT/SA/10/XXXX/X'

Figure 7.2.1: Special Approval List

7.2.2 Upon verification of details by SIRIM, Application Status will automatically display as 'Awaiting Quotation/Scheduling' and the current Action on this application is 'Quotation/Scheduling'. File No will have the following format : 'SQA SI/SA/10/XXXX/X'

Figure 7.2.2: Special Approval List Quotation/Scheduling

7.2.2.1 Click on **SQA SI/SA/10/0002/D** to view application details.

7.2.2.2 If verification unsuccessful, client will receive notification and comments via email.

7.3 Quotation/Scheduling

7.3.1 Click on **Quotation/Scheduling** to view Quotation details. Choose to Accept or Reject Quotation.

7.3.2 Click on **Scheduling** to view Scheduling Details.

Schedule for Testing / Evaluation / Inspection			
File No.	SQASI/NA/10/0031	Application Category	FAST TRACK
Status	Awaiting Confirmation	Last Updated	23-12-2010 10:53 AM
Submitted	No	Submission Date	23-12-2010 10:53 AM
Acknowledged	No	Acknowledged Date	23-12-2010 10:53 AM

Date	
Time	10:00 am
Product	MODEM V.34, 28.8K, PSTN
Model	MAIPU MP 803 (WITHOUT ISDN)
Remarks	

*Date has not yet been assigned.

Close

Figure 7.3.2: Scheduling Details for Testing

7.3.4 Upon confirmation, Application Status will automatically display as 'Awaiting Testing' and the current Action on this application is 'Testing'.

7.4 Testing

Figure 7.4: Special Approval List Testing

7.4.1 Click on Testing to view Testing results and Application Approval Status.

7.4.2 Status of SA Approval for each SA Application is as follows:-

> *i.) Process :* SA Application for Approval still in process.
>
> *ii.) Cancel :* Existing SA Applications (previously Approved) are Cancelled.
>
> *iii.) Fail :* SA Application Failed.
>
> *iv.) Approved :* SA has been Approved. SA No is generated here.

7.4.3 If Testing results is successful, Application Status will automatically display as 'Approved' and the current Action on this application is 'Test Report/COC'.

7.4.4 Click on Test Report / COC to view Test Reports and Certification report uploaded.

7.5 Renewal

> 7.5.1 SA Applications that have expired or nearing expiry date will have Status as 'Renew'.
>
> 7.5.2 Click on Renew to Renew SA. A request will be sent to SIRIM for further action.

Figure 7.5.1 : Renewal Special Approval Application

8.0 Registration of Manufacturer

This screen displays the Registration of Manufacturer (RM) Application Form used to register new manufacturer. This Form consists of the following sections to be filled by Applicant:-

Figure 8.0 : Registration of Manufacturer Application Form

8.1 Registration of Manufacturer New Application

8.1.1 Click on **Save** to Save Company details before proceeding to next section.

8.1.2 Under TAC Tab, Click on Add TAC to select from a database of existing TAC applications.

8.1.3 Under Sample Tab, Click on Add Model(Sample) to search for Model (Sample). Click on New Model(Sample) to enter new model information that is not available in the database of Sample Tariff List. New Model details will have to be verified and approved by SIRIM during the processing of application.

8.1.4 Under Re-Export Tab, Click on Add Model(Re-Export) to search for Model (Sample). Click on New Model(Re-Export) to enter new model information that is not available in the database of Sample Tariff List. New Model details will have to be verified and approved by SIRIM during the processing of application.

8.1.5 Under Premises, Enter the following details :-

Figure 8.1.5: Registration of Manufacturer Application Form

8.1.6 Under Consultant Tab,

8.1.6.1 If Application done by Client, this section will be blank.

8.1.6.2 If Application done by Consultant, Consultant details will be displayed when company information is saved.

Figure 8.1.6.2 : Registration of Manufacturer Application Form Consultant Information

8.1.7 Under Document Tab, attach all relevant documents necessary for this application

8.1.8 Under Declaration Tab, Complete the Registration of Manufacturer Form with the Declaration section and Submit Application. Enter Applicant Name, IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'Draft'. This section is compulsory.

8.2 Application Status

8.2.1 Upon submission, Application Status for RM will automatically display as 'New'. File No will have the following format : 'DRAFT/REG/10/XXXX'

No.	File No.	Entry Date	Product Type	Category	Status	Action
			TAC Application			
1	SQA SI/NA/10/0040	11-11-2010	E1/T1 DIGITAL ACCESS CARD		Awaiting Testing	Testing
2	SQA SI/NA/10/0039	11-11-2010	MODEM V.34, 28.8K, PSTN		Awaiting Quotation/Scheduling	Quotation/Scheduling
3	DRAFT/NA/10/0011	12-11-2010	MODEM V.34, 28.8K, PSTN		New	-
4	DRAFT/NA/10/0010	12-11-2010		NORMAL	Awaiting Quotation/Scheduling	Quotation/Scheduling
5	DRAFT/NA/10/0009	12-11-2010	CABLE MODEM		Awaiting Quotation/Scheduling	Quotation/Scheduling
6	DRAFT/NA/10/0007	11-11-2010	ROUTER INTERFACE CARD		Awaiting Quotation/Scheduling	Quotation/Scheduling

Figure 8.2.1: Registration of Manufacturer List

8.2.2 Upon verification of details by SIRIM, Application Status will automatically display as 'Awaiting Quotation/Scheduling' and the current Action on this application is 'Quotation/Scheduling'. File No will have the following format : 'SQA SI/SA/10/XXXX/X'

No.	File No.	Entry Date	Product Type	Category	Status	Action
			TAC Application			
1	SQA SI/NA/10/0040	11-11-2010	E1/T1 DIGITAL ACCESS CARD		Awaiting Testing	Testing
2	SQA SI/NA/10/0039	11-11-2010	MODEM V.34, 28.8K, PSTN		Awaiting Quotation/Scheduling	Quotation/Scheduling
3	DRAFT/NA/10/0011	12-11-2010	MODEM V.34, 28.8K, PSTN		New	-
4	DRAFT/NA/10/0010	12-11-2010		NORMAL	Awaiting Quotation/Scheduling	Quotation/Scheduling
5	DRAFT/NA/10/0009	12-11-2010	CABLE MODEM		Awaiting Quotation/Scheduling	Quotation/Scheduling
6	DRAFT/NA/10/0007	11-11-2010	ROUTER INTERFACE CARD		Awaiting Quotation/Scheduling	Quotation/Scheduling

Figure 8.2.2: Special Approval List Quotation/Scheduling

8.2.3.2 Click on DRAFT/REG/10/0008 to view application details.

8.2.3.3 If verification unsuccessful, client will receive notification and comments via email.

8.3 Quotation/Scheduling

8.3.1 Click on Quotation/Scheduling to view Quotation details. Choose to Accept or Reject Quotation.

8.3.2 Click on Scheduling   to view Scheduling Details.

Schedule for Testing / Evaluation / Inspection			
File No.	SQASI/NA/10/0031	Application Category	FAST TRACK
Status	Awaiting Confirmation	Last Updated	23-12-2010 10:53 AM
Submitted	No	Submission Date	23-12-2010 10:53 AM
Acknowledged	No	Acknowledged Date	23-12-2010 10:53 AM

Date	
Time	10:00 am
Product	MODEM V.34, 28.8K, PSTN
Model	MAIPU MP 803 (WITHOUT ISDN)
Remarks	

*Date has not yet been assigned.

Close

Figure 8.3.2: Scheduling Details for Testing

8.3.4 Upon confirmation, Application Status will automatically display as 'Awaiting Testing' and the current Action on this application is 'Testing'.

8.4 Testing

Figure 8.4: Registration of Manufacturer List Testing

8.4.1 Click on **Testing** to view Testing results and Application Approval Status.

8.4.2 Status of RM Approval for each RM Application is as follows:-

> *i.) New:* New application for Manufacturer Registration
>
> *ii.) Pre-Acceptance:* Application still undergoing Site Inspection
>
> *iii.) Active:* RM has been Approved. RM No is generated here.
>
> *iv.) Withdraw:* Existing RM Applications (previously Approved) are Cancelled.
>
> *v.) Terminate:* RM Application Failed.
>
> *vi.) Suspend :* Application still undergoing Site Inspection

8.4.3 If Testing results is successful, Application Status will automatically display as 'Approved' and the current Action on this application is 'Test Report/COC'.

8.4.4 Click on **Test Report / COC** to view Test Reports and Certification report uploaded.

8.5 Renewal

> 8.5.1 RM Applications that have expired or nearing expiry date will have Status as 'Renew'.
>
> 8.5.2 Click on **Renew** to Renew RM. A request will be sent to SIRIM for further action.

Figure 8.5.2 : Renewal Registration of Manufacturer Application

9.0 Tax Exemption

This screen displays the Tax Exemption (TAX) Application Form used to apply for new Tax Exemption after TAC has been Approved. The Tax Exemption Application Form consists of the following sections to be filled by Applicant:-

9.1 Tax Exemption New Application

9.1.1 Company Information

Figure 9.1.1 : Tax Exemption Application Form Company Information

9.1.1.1 Click on **Save** to Save Company details before proceeding to next section.

9.1.1.2 Under TAC Tab, Click on **Add TAC** to select from a database of existing TAC applications.

9.1.1.3 Under Consultant Tab, if Application done by Client, this section will be blank. If Application done by Consultant, Consultant details will be displayed when company information is saved.

Figure 9.1.1.3: Tax Exemption Application Form Consultant Information

9.1.1.4 Under Document Tab, Attach relevant supporting documents

9.1.1.5 Under Declaration Tab, Complete the Tax Exemption Form with the Declaration section and Submit Application. Enter Applicant Name, IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'Draft'. This section is compulsory.

10.0 IT/Networking Product

IT/Networking Product Application Form			
File No.		Submission Date	
Approved Date		Expiry Date	
Entry Date		Last Update Date	
Application Status			
* Company Name	[ ] Search Company Clear	ROC/ROB	[ ]
* Address	[ ]		
Postcode	[ ]	City	- Please Select -
State	- Please Select -	Country	- Please Select -
* Contact Person 1	Name [ ] Tel No. [ ] Email [ ]	Contact Person 2	Name [ ] Tel No. [ ] Email [ ]
Fax No.	[ ]	Website	[ ]
		Save	

Figure 10.0 : IT/Networking Application Form Company Information

10.1 IT/Networking Product Application

10.1.1 Product Information

Product	Document	Declaration

Product Information	
Category	- Please Select -
	- Please Select -
	IT/NETWORKING PRODUCT
Product Name	ANTENNA
	OTHER TELECOMUNICATION ACCESSORIES
Model	[ ]
Brand	[ ]
	Save

Figure 10.1.1: IT/Networking Application Form Product Information

10.1.1.1 Select Product Category and enter product information

10.1.1.2 Click on **Save** and proceed to the next Tab

10.1.1.3 Under Document Tab, Attach relevant supporting documents

10.1.1.4 Under Declaration Tab, Complete the IT/Networking Form with the Declaration section

and Submit Application. Enter Applicant Name, IC No and type in any request in the remarks section. Click on **Submit** to Submit application. Applications not declared or submitted will be saved as 'Draft'. This section is compulsory.