

e-ComM  
Client User Manual  
for SIRIM  
Ver 1.2

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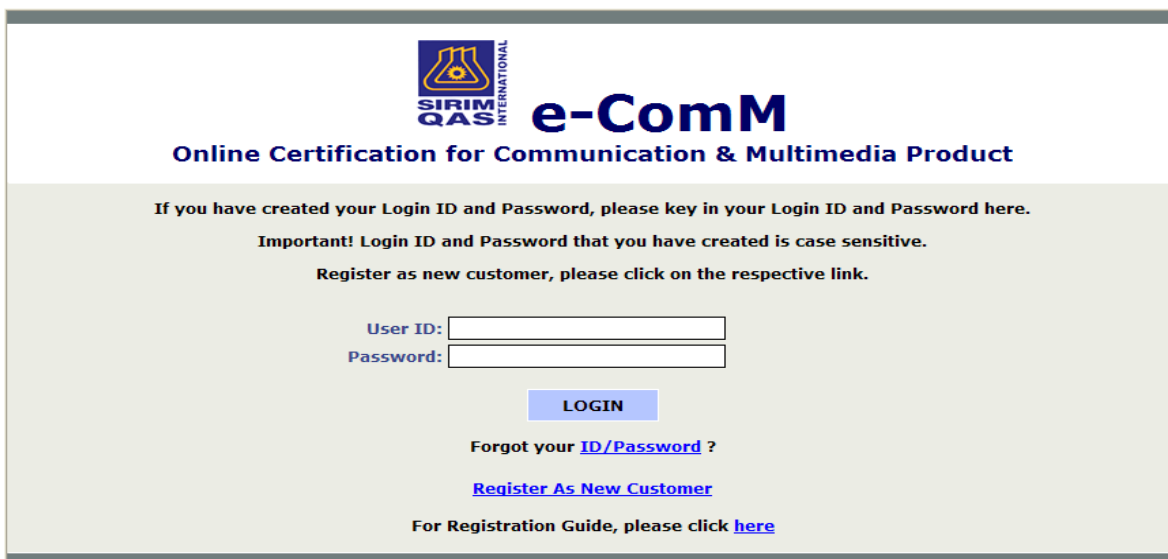
## INTRODUCTION

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.



The screenshot shows the e-ComM login interface. At the top, there is the SIRIM QAS INTERNATIONAL logo and the text 'e-ComM Online Certification for Communication & Multimedia Product'. Below this, a grey box contains the following text: 'If you have created your Login ID and Password, please key in your Login ID and Password here. Important! Login ID and Password that you have created is case sensitive. Register as new customer, please click on the respective link.' There are two input fields: 'User ID:' and 'Password:'. Below the input fields is a blue 'LOGIN' button. Further down, there are three links: 'Forgot your ID/Password?', 'Register As New Customer', and 'For Registration Guide, please click here'.

**Figure 1.0 : e-ComM Login Screen**

### 1.1 Forgot ID/Password

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

**e-ComM****Online Certification for Communication & Multimedia Product**

**Forgot Your UserName/Password?**  
**Enter you Email to receive your UserName/password**  
**Your Email must be registered under SIRIM QAS.**

Email :

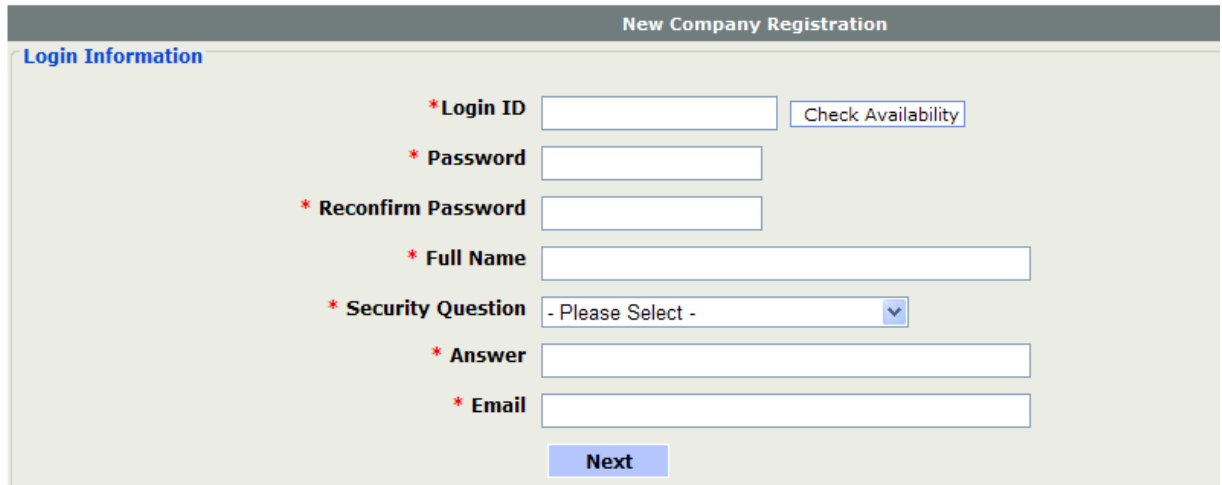
***Figure 1.1 : e-ComM Password Recovery Screen***

## 2.0 Company Access and Screen View

### 2.1 Company Registration

#### 2.1.1 Login Information

Welcome newcompany500



**New Company Registration**

**Login Information**

\* Login ID

\* Password

\* Reconfirm Password

\* Full Name

\* Security Question

\* Answer

\* Email


**Figure 2.1.1 : Client Registration Login Information Screen**

2.1.1.1 Enter required login information.

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

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

Welcome newcompany500



**New Company Registration**

**Application Status :**

**Login** | Company Information | Supporting Document | Declaration

|                     |   |
|---------------------|---|
| Login ID            | newcompany500   |
| * Full Name         | <input type="text" value="newcompany500"/>                      |
| * Security Question | <input type="text" value="What is your mother's maiden name?"/> |
| * Answer            | <input type="text" value="newcompany500"/>                      |
| * Email             | <input type="text" value="newcompany500@mail.com"/>             |
|                     | <input type="button" value="Save"/>                             |

**Change Password**

|                          |                                     |
|--------------------------|-------------------------------------|
| * Current Password       | <input type="password"/>            |
| * New Password           | <input type="password"/>            |
| * Reconfirm New Password | <input type="password"/>            |
|                          | <input type="button" value="Save"/> |

**Figure 2.1.1.3 : Client Registration Login Information Screen**

## 2.1.2 Company Information

Welcome newcompany500 [L](#)

New Company Registration

Application Status :

[Login](#)
[Company Information](#)
[Supporting Document](#)
[Declaration](#)

|                                     |  |   |
|-------------------------------------|--|---|
| <b>* Company Name</b>               | <input type="text"/>   |   |
| <b>* Registration Type</b>          | - Please Select - <input type="button" value="v"/>                   |   |
| <b>* ROC / ROB No.</b>              | <input type="text"/>   |   |
| <b>* Organization Type</b>          | - Please Select - <input type="button" value="v"/>                   |   |
| MIDA                                | <input type="radio"/> Yes <input checked="" type="radio"/> No        |   |
| MITI                                | <input type="radio"/> Yes <input checked="" type="radio"/> No        |   |
| <b>* Address</b>                    | <input type="text"/><br><input type="text"/><br><input type="text"/> |   |
| <b>* Postcode</b>                   | <input type="text"/>   |   |
| <b>* City</b>                       | - Please Select - <input type="button" value="v"/>                   |   |
| <b>* State</b>                      | - Please Select - <input type="button" value="v"/>                   |   |
| <b>* Contact person</b>             | a)   | <input type="text"/> Designation <input type="text"/> |
|                                     | b)   | <input type="text"/> Designation <input type="text"/> |
| <b>* Contact Number</b>             | a)   | <input type="text"/> Ext: <input type="text"/>        |
|                                     | b)   | <input type="text"/> Ext: <input type="text"/>        |
| Mobile Phone No.                    | a) <input type="text"/>  | b) <input type="text"/>                               |
| <b>* Email Address</b>              | a)   | <input type="text"/>                                  |
|                                     | b)   | <input type="text"/>                                  |
| Fax                                 | <input type="text"/>   |   |
| CRM ID No.                          | <input type="text"/>   |   |
| Remarks                             | <input type="text"/>   |   |
| <input type="button" value="Save"/> |  |   |

**Figure 2.1.2: Client Registration Company Information Screen**

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

### 2.1.3 Supporting Document

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

Welcome newcompany111 [Logout](#)

New Company Registration



Application Status :

[Login](#)
[Company Information](#)
[Supporting Document](#)
[Declaration](#)





For offline supporting document submission, please send the supporting document to:

**Communication and Multimedia Certification Section (CMCS)**  
 SIRIM QAS International Sdn. Bhd.  
 Building 25, SIRIM Complex  
 1, Persiaran Dato' Menteri, Section 2,  
 40911 Shah Alam,  
 Selangor.

Supporting Document Needed

| No. | Document Description | Attach   |
|-----|----------------------|--|
| 1   | ROC                  |  <a href="#">Attach</a> |
| 2   | ROB                  |  <a href="#">Attach</a> |


Supporting Document Attached


| Soft Copy                           | Hard Copy                | No. | Document Description | File Size | Attached Document  | Delete   |
|-------------------------------------|--------------------------|-----|----------------------|-----------|--|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1   | ROC                  | 43.02 KB  |  <a href="#">View</a> |  <a href="#">Delete</a> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2   | ROC                  | 16.42 KB  |  <a href="#">View</a> |  <a href="#">Delete</a> |

[Save](#)

**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

Welcome newcompany500

New Company Registration

Application Status :

Login Company Information Supporting Document Declaration

---

Application Reference No. : App1001

**IMPORTANT!** You have to conclude your registration by doing an Online Declaration.

1. You MUST check on 'Declare' checkbox and click button 'Submit' to complete your application online.
2. Please make sure information keyin into system are same as per document submitted.
3. All supporting documents will be submitted accordingly base on your choice.
4. SIRIM will not process your application if the documents are not received within 30 days of declaration.
5. Your application will ONLY be processed when all supporting documents are received by SIRIM.
6. Once approved, you can login with your User ID and Password to apply Type Approval, Special Approval and Registration of Manufacturer.
7. You can check your application status online.

Declare

Submit

**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'*.

Application Status : Awaiting Approval

Login Company Information Supporting Document Declaration

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.

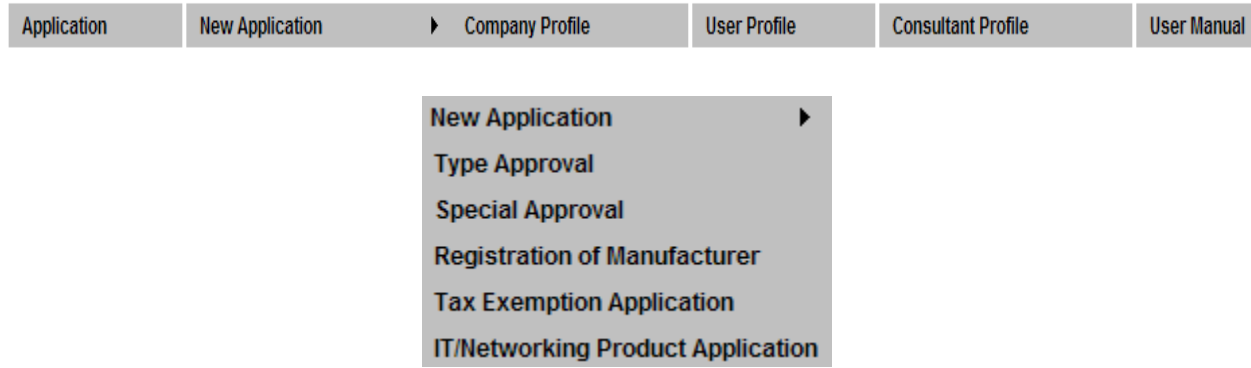
Application Status : Application Verified

Login Company Information Supporting Document Declaration



## 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.



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                              |

| Company Details |  |                   |  |
|-----------------|--|-------------------|--|
| Company Code    | T00308   | Registration Type | - Please Select -  |
| * ROB/ROC No.   | 123-T  | Organization Type | - Please Select -  |
| * Company Name  |  | City              | - Please Select -  |
| * Address 1     |  | State             | - Please Select -  |
| Address 2       |  | Fax No.           |  |
| Address 3       |  | MIDA              | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Postcode        |  | MITI              | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Contact Person  | a) <input type="text"/> <input type="text"/><br>b) <input type="text"/> <input type="text"/> | Tel No.           | a) <input type="text"/> Ext. <input type="text"/><br>b) <input type="text"/> Ext. <input type="text"/> |
| Email           | a) <input type="text"/><br>b) <input type="text"/>   | Mobile Phone No.  | a) <input type="text"/><br>b) <input type="text"/>   |
| CRM ID No.      | <input type="text"/>   | Website           | <input type="text"/>   |

**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

Welcome test [Lc](#)

| Application      | New Application | Tariff  | Company Profile | User Profile | Consultant Profile |
|------------------|-----------------|---------|-----------------|--------------|--------------------|
| <b>User List</b> |                 |         |                 |              |                    |
| No.              | Full Name       | User ID | Email           |              |                    |
| 1                | TESTER 1        | test    | test@mail.com   |              |                    |
| 2                | T2              | t2      | t2@mail.com     |              |                    |
| 3                | T3              | t3      | t3              |              |                    |
| 4                | T4              | t4      | t4              |              |                    |
| 5                | U1              | u1      |                 |              |                    |
| 6                | 2U              | u2      |                 |              |                    |
| 7                | U3              | u3      |                 |              |                    |
| 8                | U4              | u4      |                 |              |                    |
| 9                | U5              | u5      |                 |              |                    |
| 10               | U6              | u6      |                 |              |                    |
| 11               | U7              | u7      |                 |              |                    |
| 12               | U8              | u8      |                 |              |                    |
| 13               | U9              | u9      |                 |              |                    |
| 14               | U10             | u10     |                 |              |                    |
| 15               | U11             | u11     |                 |              |                    |
| 16               | U12             | u12     |                 |              |                    |
| 17               | U13             | u13     |                 |              |                    |
| 18               | U14             | u14     |                 |              |                    |
| 19               | U15             | u15     |                 |              |                    |
| 20               | U16             | u16     |                 |              |                    |

< << 1 Of 2 >> >

| User Details  |  |             |                      |
|---|--|-------------|----------------------|
| * Login ID  | <input type="text"/>                                   | Contact No. | <input type="text"/> |
| * Password  | <input type="text"/>                                   | Email       | <input type="text"/> |
| * Full Name   | <input type="text"/>                                   | Remarks     | <input type="text"/> |
| * Branch  | - Please Select - <span style="float: right;">v</span> |             |                      |
| <input type="checkbox"/> Active <input type="checkbox"/> Admin  |  |             |                      |
| <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Search"/> |  |             |                      |

**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.

|          |  |
|----------|--|
| * Branch | - Please Select -  |
|          | - Please Select -  |
|          | TEST - 123 JALAN 123 TAMAN 123   |
|          | BECKMAN COULTER (M) SDN BHD - CLINICAL DIAGNOSTIC 3 JALAN PJS11/18 BANDAR SUNWAY |
|          | EXATREZ SDN BHD - NO.47-2, JALAN RAMPAI NIAGA 5 RAMPAI BUSINESS PARK             |
|          | TEST BRANCH - WQEEWQEWEWQ ASDADASD   |
|          | TEST BRANCH 2 - Addr1 Addr2 Addr3  |

**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.

| Application  | New Application      | Tariff              | Company Profile                               | User Profile         | Consultant Profile |
|--|----------------------|---------------------|---|----------------------|--------------------|
| <b>Consultant Information</b>  |                      |                     |   |                      |                    |
| No.  | Consultant Name      | Licence No / IC No. | Address                                       |                      |                    |
| 1  | TEST SDN BHD         | 1234567-Y           | TEST ... ADDR222 ADDR333                      |                      |                    |
| 2  | CONSULTANT 1         | CONS-2010           | 123 JALAN 123 TAMAN 123 KAWASAN PERINDUSTRIAN |                      |                    |
| 3  | 123                  | 123                 | 123 123 123                                   |                      |                    |
| <b>Consultant Details</b>  |                      |                     |   |                      |                    |
| * ROB/ROC No.  | <input type="text"/> | Consultant Code     |   |                      |                    |
| * Consultant Name  | <input type="text"/> | Postcode            |   | <input type="text"/> |                    |
| * Address 1  | <input type="text"/> | City                |   | - Please Select -    |                    |
| Address 2  | <input type="text"/> | State               |   | - Please Select -    |                    |
| Address 3  | <input type="text"/> | Country             |   | - Please Select -    |                    |
| Fax No.  | <input type="text"/> | Last Update         |   |                      |                    |
| <input type="button" value="Add Consultant"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Search"/> |                      |                     |   |                      |                    |

**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

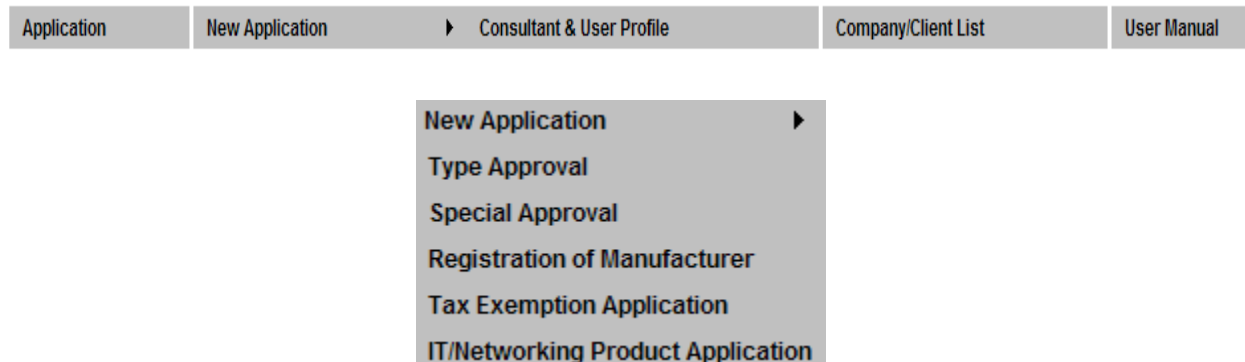
3.1.1 Consultants must liaise with SIRIM to register as valid Consultant.

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

Welcome testcons1

| Application   | New Application  | Tariff      | Consultant & User Profile | Company/Client List | User Manual |
|---|--|-------------|---------------------------|---------------------|-------------|
| <b>Consultant Information</b>   |  |             |                           |                     |             |
| Company Code  | SQASI/CONS/10/0000   |             | ROB/ROC No.               | 12345               |             |
| Company Name  | TESTCONSULTANT1  |             | Fax No.                   |                     |             |
| * Address   | ADDR1 , , , 12345 , PETALING JAYA , SELANGOR DARUL EHSAN , MALAYSIA        |             |                           |                     |             |
| <b>Consultant Contact List</b>  |  |             |                           |                     |             |
| No.   | Contact Person   | Tel         | Email                     |                     |             |
| 1   | TESTCONSULTANT   | 12131213232 | rafiee@sirim.my           |                     |             |
| <b>Consultant Contact Information</b>   |  |             |                           |                     |             |
| * Contact Person  | <input type="text"/>   | * Tel No    | <input type="text"/>      |                     |             |
| * Email   | <input type="text"/>   | * UserName  | <input type="text"/>      |                     |             |
|   | <input type="checkbox"/> Active <input type="checkbox"/> Main User (Admin) | * Password  | <input type="text"/>      |                     |             |
| <input type="button" value="Add Contact"/> <input type="button" value="Delete Contact"/> <input type="button" value="Reset Contact"/> <input type="button" value="Search Contact"/> |  |             |                           |                     |             |

**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.

Welcome testcons2

| Application List   | New Application  | Tariff      | Consultant Profile   | Company/Client List | User Manual |
|--|--|-------------|----------------------|---------------------|-------------|
| <b>Consultant Information</b>  |  |             |                      |                     |             |
| Company Code   | SQASI/CONS/10/0000   |             | ROB/ROC No.          | 12345               |             |
| Company Name   | TESTCONSULTANT1  |             | Fax No.              |                     |             |
| * Address  | ADDR1 , , , 12345 , PETALING JAYA , SELANGOR DARUL EHSAN , MALAYSIA        |             |                      |                     |             |
| <b>Consultant Contact List</b>   |  |             |                      |                     |             |
| No.  | Contact Person   | Tel         | Email                |                     |             |
| 1  | TESTCONSULTANT   | 12131213232 | rafiee@sirim.my      |                     |             |
| 2  | TESTCONS2  | 112233      | testcons2@mail.com   |                     |             |
| <b>Consultant Contact Information</b>  |  |             |                      |                     |             |
| * Contact Person   | <input type="text"/>   | * Tel No    | <input type="text"/> |                     |             |
| * Email  | <input type="text"/>   | * UserName  | <input type="text"/> |                     |             |
|  | <input type="checkbox"/> Active <input type="checkbox"/> Main User (Admin) | * Password  | <input type="text"/> |                     |             |
| <input type="button" value="Reset Contact"/> <input type="button" value="Search Contact"/> |  |             |                      |                     |             |

**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 [L](#)

| Application  | New Application   | Tariff     | Consultant & User Profile                      | Company/Client List   | User Manual |
|--|---|------------|--|---|-------------|
| <b>Company Information</b>   |   |            |  |   |             |
| No.  | Company Name  | Licence No | Address  |   |             |
| 1  | PILOT TEST 1  | 1          | 123 , , , 12345 , S.ALAM , SELANGOR , MALAYSIA |   |             |
| <b>Company Details</b>   |   |            |  |   |             |
| 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   | <input type="radio"/> Yes <input checked="" type="radio"/> No |            | MITI   | <input type="radio"/> Yes <input checked="" type="radio"/> No |             |
| Contact Person   | a) PILOT TEST 1<br>b)   |            | Tel No.  | a) 1234567 Ext.<br>b) Ext.                                    |             |
| Email  | a) vearrn@yahoo.com<br>b)                                     |            | Mobile Phone No.                               | a) 1234567890<br>b)   |             |
| CRM ID No.   |   |            | Website  |   |             |
| <input type="button" value="Reset"/> <input type="button" value="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.

| No. | ROC/ROB Code    | CompanyName                                 | Address  |
|-----|-----------------|---|--|
| 1   | 629186-D S00468 | SAMSUNG MALAYSIA ELECTRONICS (SME) SDN. BHD | SUITE E-09-1, LEVEL 9, EAST WING ICON JALAN TUN RAZAK NO. 1, JALAN 1/68F, 50400 KUALA LUMPUR WILAYAH PERSEKUTUAN |
| 2   | 173863-W M00346 | MITUTOYO (MALAYSIA) SENDIRIAN BERHAD        | MAH SING INTEGRATED INDUSTRIAL PARK 4, JALAN UTARID U5/14 SECTION U5 40150 S.ALAM SELANGOR                       |

**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.

| No. | Active                           | Consultant Code   | ROC/ROB     | Consultant Name | Address                                       | Contact |
|-----|----------------------------------|-------------------|-------------|-----------------|---|---------|
| 1   | <input checked="" type="radio"/> | SQASVCONS/10/0001 | 001381573-M | SDC SERVICES    | NO. 17, JALAN USJ 11/3F 47620 SUBANG SELANGOR | Fax :   |

**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.

| Application                           | New Application                                   | Tariff               | Company Profile              | User Profile         | Consultant Profile            |                                      |
|---------------------------------------|---|----------------------|------------------------------|----------------------|-------------------------------|--------------------------------------|
| Search                                |   |                      |                              |                      |                               |                                      |
| File No.                              | <input type="text"/>                              |                      |                              |                      |                               |                                      |
| Entry Date                            | From  | <input type="text"/> | To                           | <input type="text"/> |                               |                                      |
| Category                              | - Please Select- <input type="button" value="v"/> |                      |                              |                      |                               |                                      |
| Status                                | - Please Select- <input type="button" value="v"/> |                      |                              |                      |                               |                                      |
| Application Type                      | - Please Select- <input type="button" value="v"/> |                      |                              |                      |                               |                                      |
| <input type="button" value="Search"/> |   |                      |                              |                      |                               |                                      |
| Applications                          |   |                      |                              |                      |                               |                                      |
| No.                                   | File No.  | Entry Date           | Product Type                 | Category             | Status                        | Action                               |
| 1                                     | <a href="#">SQASI/NA/10/0048</a>                  | 01-11-2010           | MODEM V.34, 28.8K, PSTN      | Normal               | New                           | <a href="#">Scheduling</a>           |
| 2                                     | <a href="#">SQASI/NA/10/0038</a>                  | 10-11-2010           | ROUTER INTERFACE CARD        | Normal               | Approved                      | <a href="#">Test Report / COC</a>    |
| 3                                     | <a href="#">SQASI/NA/10/0037</a>                  | 01-11-2010           | ROUTER INTERFACE CARD        | Normal               | Awaiting Quotation/Scheduling | <a href="#">Quotation/Scheduling</a> |
| 4                                     | <a href="#">SQASI/NA/10/0035</a>                  | 03-11-2010           | ROUTER INTERFACE CARD        | Normal               | Approved                      | <a href="#">Test Report / COC</a>    |
| 5                                     | <a href="#">SQASI/NA/10/0032</a>                  | 01-11-2010           | ROUTER INTERFACE CARD        | Normal               | New                           | <a href="#">Scheduling</a>           |
| 6                                     | <a href="#">SQASI/NA/10/0031</a>                  | 27-09-2010           | MODEM V.34, 28.8K, PSTN      | Fast Track           | New                           | <a href="#">Scheduling</a>           |
| ! 7                                   | <a href="#">SQASI/NA/10/0030</a>                  | 26-10-2010           | CABLE MODEM                  | Normal               | New                           | <a href="#">Scheduling</a>           |
| 8                                     | <a href="#">SQASI/NA/10/0029</a>                  | 26-10-2010           | CABLE MODEM                  | Normal               | Draft                         | <a href="#">Edit</a>                 |
| 9                                     | <a href="#">SQASI/NA/10/0028</a>                  | 22-10-2010           | DIGITAL MODEM INTERFACE CARD | Normal               | Awaiting Testing              | <a href="#">Testing</a>              |
| 10                                    | <a href="#">SQASI/NA/10/0027</a>                  | 20-10-2010           | MODEM V.34, 28.8K, PSTN      | Normal               | New                           | <a href="#">Scheduling</a>           |
| 11                                    | <a href="#">SQASI/NA/10/0025</a>                  | 20-10-2010           | MODEM V.34, 28.8K, PSTN      | Normal               | Draft                         | <a href="#">Edit</a>                 |
| 12                                    | <a href="#">SQASI/NA/10/0024</a>                  | 20-10-2010           | MODEM V.34, 28.8K, PSTN      | Normal               | Draft                         | <a href="#">Edit</a>                 |

**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.

Welcome testcons1

| Application                           | New Application                                   | Tariff               | Consultant & User Profile       | Company/Client List                  | User Manual |                           |
|---------------------------------------|---|----------------------|---------------------------------|--------------------------------------|-------------|---------------------------|
| Search                                |   |                      |                                 |                                      |             |                           |
| File No.                              | <input type="text"/>                              |                      |                                 |                                      |             |                           |
| Company Name                          | <input type="text"/>                              |                      |                                 |                                      |             |                           |
| Entry Date                            | From  | <input type="text"/> | To                              | <input type="text"/>                 |             |                           |
| Category                              | - Please Select- <input type="button" value="v"/> |                      |                                 |                                      |             |                           |
| Status                                | - Please Select- <input type="button" value="v"/> |                      |                                 |                                      |             |                           |
| Application Type                      | - Please Select- <input type="button" value="v"/> |                      |                                 |                                      |             |                           |
| <input type="button" value="Search"/> |   |                      |                                 |                                      |             |                           |
| Applications                          |   |                      |                                 |                                      |             |                           |
| No.                                   | File No.  | Entry Date           | Company Name                    | Product Type                         | Category    | Status                    |
| ! 1                                   | <a href="#">SQASI/TA/11/0622</a>                  | 25-03-2011           | PILOT TEST 6                    | GSM 850/900/1800/1900 MOBILE STATION | Normal      | Awaiting Paper Evaluation |
| 2                                     | <a href="#">DRAFT/TA/11/0297</a>                  | 20-05-2011           | PILOT TEST 6                    |                                      | Normal      | Draft                     |
| 3                                     | <a href="#">DRAFT/TA/11/0296</a>                  | 20-05-2011           | PILOT TEST 6                    |                                      | Normal      | Draft                     |
| 4                                     | <a href="#">DRAFT/TA/11/0289</a>                  | 05-05-2011           | SONY (MALAYSIA) SDN. BHD.       | BLUETOOTH EQUIPMENT                  | Normal      | Draft                     |
| 5                                     | <a href="#">DRAFT/TA/11/0256</a>                  | 05-05-2011           | PILOT TEST 1                    | SINGLE-LINE TELEPHONE                | Normal      | Draft                     |
| 6                                     | <a href="#">DRAFT/TA/11/0254</a>                  | 05-05-2011           | INGRAM MICRO MALAYSIA SDN. BHD. | ROUTER                               | Normal      | Draft                     |
| 7                                     | <a href="#">DRAFT/TA/11/0252</a>                  | 05-05-2011           | SONY (MALAYSIA) SDN. BHD.       | UHF WIRELESS MICROPHONE              | Normal      | Draft                     |

**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 :-

| <b>Status</b>                 | <b>Action</b>                    | <b>Explanation</b>   |
|-------------------------------|----------------------------------|--|
| 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.<br>Certification and Test Report is prepared.  |
| Rejected                      | Certification                    | Application has been rejected due to any of the following reasons :-<br>i.) Application details submitted are incomplete<br>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.

| Search                                |   |
|---------------------------------------|---|
| File No.                              | <input type="text"/>                              |
| Entry Date                            | From <input type="text"/> To <input type="text"/> |
| Category                              | - Please Select- <input type="button" value="v"/> |
| Status                                | - Please Select- <input type="button" value="v"/> |
| Application Type                      | - Please Select- <input type="button" value="v"/> |
| <input type="button" value="Search"/> |   |

**Figure 4.0: Search Application**

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

|          |   |
|----------|---|
| Category | - Please Select- <input type="button" value="v"/> |
| Status   | - Please Select- <input type="button" value="v"/> |

FAST TRACK  
NORMAL  
PARALLEL  
PARALLEL + FAST TRACK  
TAC Application

**Figure 5.1: TAC Application Category**

|            |   |
|------------|---|
| Status     | - Please Select- <input type="button" value="v"/> |
| Product Ty | - Please Select- <input type="button" value="v"/> |

Draft  
New  
Awaiting Quotation/Scheduling  
Awaiting Testing  
Approved  
Rejected  
Canceled

**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

| Type Approval Application Form      |   |                                   |   |
|-------------------------------------|---|-----------------------------------|---|
| File No.                            |   | * Application Purpose             | - Please Select - <input type="button" value="v"/>  |
| Type Approval Code                  |   | * Application Category            | <input type="checkbox"/> FAST TRACK <input type="checkbox"/> NORMAL<br><input type="checkbox"/> PARALLEL <input type="checkbox"/> PARALLEL + FAST TRACK<br><input type="checkbox"/> TESTING |
| Entry Date                          |   | Last Update Date                  |   |
| Company Name                        | NEWCOMPANY301   | Company/Business Registration No. | 301   |
| Address                             | Y1 Y1 111 BANDAR SRI PERMAISURI SELANGOR<br><input type="button" value="Change Address"/> | Contact Person                    | a) AAA   b)   |
| Tel No.                             | 11111;  | Fax No.                           |   |
| Email                               | a@mail.com;   | Website                           |   |
| Testing Date                        |   | Application Status                |   |
| <input type="button" value="Save"/> |   |                                   |   |

**Figure 6.1.1: Type Approval Application Form Company Information**

6.1.1.1 Click on [Change Address](#) to select Company Information from database of registered companies.

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

|                        |  |
|------------------------|--|
| * Application Purpose  | - Please Select - <input type="button" value="v"/>   |
| * Application Category | <input type="button" value="v"/> - Please Select -<br>BUSINESS<br>MANUFACTURER<br>PARALLEL |

**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

| Product Information |   |
|---------------------|---|
| Type of Product     |   |
| Equipment Code      |   |
| Category            |   |
| Model ID            | <input type="button" value="View TAC List"/>  |
| Model               | <input type="button" value="Search Model"/> <input type="button" value="Add/Edit New Model"/> |
| Brand               |   |
| Tarrif Code         |   |

**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.

Welcome aaa

Home | Company Reg. | Type Approval ▶ | Special Approval ▶ | Reg. Manufacturer ▶ | Tax Exemption ▶ | IT/Networking ▶ | Master List ▶ | Report

| Tariff Details      |  |
|---------------------|--|
| Model ID            | M1238  |
| * Code Tariff       | <input type="text"/> <input type="button" value="Search"/> |
| * Model Description | <input type="text"/>                                       |
| UOM                 | - Please Select - <input type="button" value="v"/>         |
| * Category          | - Please Select - <input type="button" value="v"/>         |
| Label Category      | - Please Select - <input type="button" value="v"/>         |
| Brand               | <input type="text"/>                                       |
| Remarks             | <input type="text"/>                                       |
| Last Update         |  |

**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)  | <input type="text"/>                |
| Public Network Used  | <input type="text"/>                |
| <b>Wireless Product :</b>  |                                     |
| Operating Frequency (RF)   | <input type="text"/>                |
| Type of Modulation   | <input type="text"/>                |
| Channel Spacing  | <input type="text"/>                |
| RF Output Power (EIRP)   | <input type="text"/>                |
| Bandwidth  | <input type="text"/>                |
| Emission Class   | <input type="text"/>                |
| Spurious Emission  | Transmitter <input type="text"/>    |
|  | Receiver <input type="text"/>       |
| <b>Antenna Requirement</b>   |                                     |
| Antenna Gain   | <input type="text"/>                |
| Polarisation   | <input type="text"/>                |
| <b>Fixed Line Product :</b>  |                                     |
| Product Interface  | <input type="text"/>                |
| Dialing Mode (DTMF, Decadic Pulse)   | <input type="text"/>                |
| Types of Caller ID<br>Type 1 (On-hook)/ Type 2 (Off-hook)                                      | <input type="text"/>                |
| Data Message Format<br>Single Data Message Format(SDMF)/<br>Multiple Data Message Format(MDMF) | <input type="text"/>                |
| <input type="button" value="Save"/>  |                                     |
| <input type="button" value="Create Quotation"/>  | <input type="button" value="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<br>KAW. PERINDUSTRIAN PARIT BUNTAR<br>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  |
| <input type="button" value="Add Standard"/> <input type="button" value="New Standard"/> |                   |         |      |  |               |         |      |        |
| Product test report(s) details (if available) :   |                   |         |      |  |               |         |      |        |
| <input type="button" value="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.

| Technical Specification / Technical Checklist / Standard                |  |             |  |
|---|--|-------------|--|
| * Code  | <input type="text"/>                               | Description | <input type="text"/>                               |
| * Version   | <input type="text"/>                               | * Scope     | - Please Select - <input type="button" value="v"/> |
| * Year  | <input type="text"/>                               | * Group     | - Please Select - <input type="button" value="v"/> |
| Type  | - Please Select - <input type="button" value="v"/> |             |  |
| <input type="button" value="Add"/> <input type="button" value="Close"/> |  |             |  |

**Figure 6.1.5.3: Add New Standard**

6.1.5.4 Click on [Add Test Report](#) to add test report if available and enter relevant details.

| Add Test Report   |  |
|---|--|
| Acceptance of test report shall be within 5 years from the issuance date and must be from the accredited lab. |  |
| Test Report No.   | <input type="text"/>   |
| Issued Date   | <input type="text"/>   |
| Scope   | <input checked="" type="checkbox"/> Communication<br><input type="checkbox"/> EMC<br><input type="checkbox"/> Safety<br><input type="checkbox"/> Other |
| Test Lab  | - Please Select - <input type="button" value="v"/>   |
| Accreditation body  | <input type="text"/>   |
| <input type="checkbox"/> Test Lab not in the list   |  |
| <input type="button" value="Add"/> <input type="button" value="Close"/>                                       |  |

**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.

|   |
|---|
| <input checked="" type="checkbox"/> Test Lab not in the list            |
| Test Lab <input type="text"/>   |
| Accreditation body <input type="text"/>                                 |
| <input type="button" value="Add"/> <input type="button" value="Close"/> |


**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.

| Save              |   |                    |             |                 |   |             |  |
|-------------------|---|--------------------|-------------|-----------------|---|-------------|--|
| Product           | Principal   | Manufacturer       | Consultant  | Standard        | Document                                      | Declaration |  |
| <b>Consultant</b> |   |                    |             |                 |   |             |  |
| 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 |  <a href="#">Attach</a> |
| 2   | Original User Manual   |  <a href="#">Attach</a> |
| 3   | Original Technical Manual  |  <a href="#">Attach</a> |
| 4   | Related Technical Checklist as per CMST/DOC/TAC/07-1                   |  <a href="#">Attach</a> |

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

**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'

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

**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'

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

**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.

**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.

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

**Total Evaluation Fee : 2600**

**Figure 6.3.1.5 : Select Evaluation Fee**

6.3.1.6 Click on  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          |                       |         |        |     |   |  |   |     |   |   |   |     |  |
| Submitted to SIRIM   |  |  | 04-05-2011 06:04 PM    |                        |                       |                       |         |        |     |   |  |   |     |   |   |   |     |  |
| Draft Submission Date  |  |  |                        |                        |                       |                       |         |        |     |   |  |   |     |   |   |   |     |  |
| Details of Fees  | Remarks  |  |                        |                        |                       | RM                    |         |        |     |   |  |   |     |   |   |   |     |  |
| a) Processing  | <input type="text"/>   |  |                        |                        |                       | 100                   |         |        |     |   |  |   |     |   |   |   |     |  |
| b) Registration  | <input type="text"/> 2 years <input type="button" value="v"/>  |  |                        |                        |                       | 100                   |         |        |     |   |  |   |     |   |   |   |     |  |
| c) Testing / Evaluation  | <input type="text" value="Select Evaluation Fee (Communication, Safety and EMC)"/> <input type="text" value="Total Evaluation Fee"/>   |  |                        |                        |                       | 2200                  |         |        |     |   |  |   |     |   |   |   |     |  |
| i) Communication   | <table border="1"> <thead> <tr> <th>No.</th> <th>Product</th> <th>Factor</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Public Switched Telephone Network (PSTN) [Voice]</td> <td>-</td> <td>500</td> </tr> <tr> <td>2</td> <td>Public Switched Telephone Network (PSTN) [Data]</td> <td>-</td> <td>500</td> </tr> </tbody> </table> |  |                        |                        |                       | No.                   | Product | Factor | Fee | 1 | Public Switched Telephone Network (PSTN) [Voice] | - | 500 | 2 | Public Switched Telephone Network (PSTN) [Data] | - | 500 |  |
|  | No.  | Product  | Factor                 | Fee                    |                       |                       |         |        |     |   |  |   |     |   |   |   |     |  |
|  | 1  | Public Switched Telephone Network (PSTN) [Voice] | -                      | 500                    |                       |                       |         |        |     |   |  |   |     |   |   |   |     |  |
|  | 2  | Public Switched Telephone Network (PSTN) [Data]  | -                      | 500                    |                       |                       |         |        |     |   |  |   |     |   |   |   |     |  |
|  | <input type="text"/>   |  |                        |                        |                       | 1000                  |         |        |     |   |  |   |     |   |   |   |     |  |
| <input type="text"/>   |  |  |                        |                        | 300                   |                       |         |        |     |   |  |   |     |   |   |   |     |  |
| <input type="text"/>   |  |  |                        |                        | 300                   |                       |         |        |     |   |  |   |     |   |   |   |     |  |
| <input type="text"/>   |  |  |                        |                        | 600                   |                       |         |        |     |   |  |   |     |   |   |   |     |  |
| d) SIRIM Label   | <input type="text"/>   |  |                        |                        |                       | 0                     |         |        |     |   |  |   |     |   |   |   |     |  |
| e) Certificate Renewal   | <input type="text"/> - Please Select - <input type="button" value="v"/>  |  |                        |                        |                       | 0                     |         |        |     |   |  |   |     |   |   |   |     |  |
| f) Site Inspection   | <input type="text"/>   |  |                        |                        |                       | 0                     |         |        |     |   |  |   |     |   |   |   |     |  |
| g) Import Permit   | <input type="text"/>   |  |                        |                        |                       | 0                     |         |        |     |   |  |   |     |   |   |   |     |  |
| h) Special Approval  | <input type="text"/>   |  |                        |                        |                       | 0                     |         |        |     |   |  |   |     |   |   |   |     |  |
| i) Others  | <input type="text"/>   |  |                        |                        |                       | 0                     |         |        |     |   |  |   |     |   |   |   |     |  |
| <b>Total</b>   |  |  |                        |                        |                       | 2400                  |         |        |     |   |  |   |     |   |   |   |     |  |

**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.

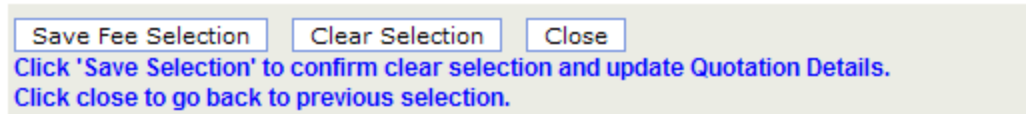
6.3.1.9 The following pop up is a reminder to 'Save' details entered in order to view List of Quotations created.

Please Save Quotation to view Quotation List.

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

6.3.1.10 To clear selection, click on  . Remember to click on  to save selection clearance.

6.3.1.11 To cancel clear selection, Click on  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)

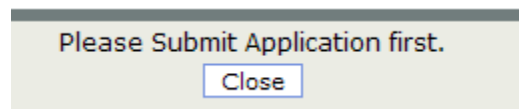
6.3.1.14 Click on 'Calculate' to calculate Total Fee. (Fee will also automatically be calculated accordingly when click on Save).

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).

| Quotation  |                       |                      |                        |                        |                       |      |
|--|-----------------------|----------------------|------------------------|------------------------|-----------------------|------|
| Fees of Testing and Certification for Communication and Multimedia Product |                       |                      |                        |                        |                       |      |
| File No.   |                       | Application Category |                        |                        |                       |      |
| DRAFT/TA/11/0300   |                       |                      |                        |                        |                       |      |
| 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.

| Schedule for Testing / Evaluation / Inspection |   |                             |                     |
|--|---|-----------------------------|---------------------|
| <b>File No.</b>                                | SQASI/NA/10/0031                          | <b>Application Category</b> | FAST TRACK          |
| <b>Status</b>                                  | Awaiting Confirmation                     | <b>Last Updated</b>         | 23-12-2010 10:53 AM |
| <b>Submitted</b>                               | No  | <b>Submission Date</b>      | 23-12-2010 10:53 AM |
| <b>Acknowledged</b>                            | No  | <b>Acknowledged Date</b>    | 23-12-2010 10:53 AM |
| <b>Date</b>                                    | <input type="text"/>                      |                             |                     |
| <b>Time</b>                                    | 10:00 am <input type="button" value="v"/> |                             |                     |
| <b>Product</b>                                 | MODEM V.34, 28.8K, PSTN                   |                             |                     |
| <b>Model</b>                                   | MAIPU MP 803 (WITHOUT ISDN)               |                             |                     |
| <b>Remarks</b>                                 | <input type="text"/>                      |                             |                     |
| *Date has not yet been assigned.               |   |                             |                     |
| <input type="button" value="Close"/>           |   |                             |                     |

**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

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

**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.

| Testing  |   |             |            |          | Renewal                             |   |  |  |  | Certification                           |  |  |  |  |  |
|--|---|-------------|------------|----------|-------------------------------------|---|--|--|--|---|--|--|--|--|--|
| <b>Renewal</b>   |   |             |            |          |                                     |   |  |  |  |   |  |  |  |  |  |
| File No. SQASI/NA/10/0041  |   |             |            |          | TAC Code DABH/M1217/1110/S(10/0041) |   |  |  |  |   |  |  |  |  |  |
| Approval Date 23-11-2010   |   |             |            |          | Expiry Date 23-11-2011              |   |  |  |  |   |  |  |  |  |  |
| No.  | Start Date                              | Expiry Date | Entry Date | Approved |                                     |   |  |  |  |   |  |  |  |  |  |
| 1  | 23-11-2010                              | 23-11-2011  | 23-11-2010 | False    |                                     |   |  |  |  |   |  |  |  |  |  |
| <b>Renewal Information</b>   |   |             |            |          |                                     |   |  |  |  |   |  |  |  |  |  |
| Start Date   | <input type="text" value="23-11-2011"/> |             |            |          | Expiry date                         | <input type="text" value="23-11-2012"/> |  |  |  | <input type="button" value="Add year"/> |  |  |  |  |  |
| Receipt No   | <input type="text"/>                    |             |            |          | Receive by                          | <input type="text" value="aaa"/>        |  |  |  |   |  |  |  |  |  |
| Date   | <input type="text" value="17-12-2010"/> |             |            |          | Amount                              | <input type="text" value="0"/>          |  |  |  |   |  |  |  |  |  |
| Year Requested   |   |             |            |          | Verified By                         |   |  |  |  |   |  |  |  |  |  |
| Remarks  | <input type="text"/>                    |             |            |          |                                     |   |  |  |  |   |  |  |  |  |  |
| <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Delete"/> <input type="button" value="Verified"/> <input type="button" value="Approved"/> |   |             |            |          |                                     |   |  |  |  |   |  |  |  |  |  |

**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

| Special Approval Application Form |  |   |  |
|-----------------------------------|--|---|--|
| File No.                          |  | * Purpose of Importation  | - Please Select -                                  |
| Approval Code                     |  | Submission Date   | - Please Select -                                  |
| Entry Date                        |  | Last Update Date  | PERSONAL/COMPANY                                   |
| Testing Date                      |  | Application Status  | EXHIBITION   |
|                                   |  |   | R&D  |
|                                   |  |   | DEMO/MARKET SURVEY/TRIAL                           |
|                                   |  |   | TRAINING   |
| * Company Name                    | TEST<br>Search Company Clear   | ROC/ROB   | 123-T  |
| * Address                         | 123<br>JALAN 123<br>TAMAN 123  | Name and Address of Installation Site (if different from company address) |  |
| Postcode                          | 12333  | City  | BANDAR BARU BANGI                                  |
| State                             | SELANGOR DARUL EHSAN   | Country   | - Please Select -                                  |
| * Contact Person 1                | Name TEST1<br>Tel No. 123<br>Email email1@mail.com                     | Contact Person 2  | Name TEST2<br>Tel No. 321<br>Email email2@mail.com |
| Fax No.                           | 0000000  | Website   | www.test.com                                       |
| NRIC/Passport No.                 |  | Applicant Name  |  |
| Citizen                           | <input checked="" type="radio"/> Local <input type="radio"/> Foreigner |   |  |

**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.

|                          |                          |
|--------------------------|--------------------------|
| * Purpose of Importation | - Please Select -        |
| Submission Date          | - Please Select -        |
| Last Update Date         | PERSONAL/COMPANY         |
| Application Status       | EXHIBITION               |
|                          | R&D                      |
|                          | DEMO/MARKET SURVEY/TRIAL |
|                          | TRAINING                 |

**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 Information                 |  |
|-------------------------------------|--|
| Type of Product                     | <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>  |
| Equipment Code                      | <input type="text"/>   |
| Category                            | <input type="text"/>   |
| Model ID                            | <input type="text"/>   |
| * Model                             | <input type="text"/> <input type="button" value="Search Model"/> <input type="button" value="Add/Edit New Model"/>   |
| Brand                               | <input type="text"/>   |
| Tarrif Code                         | <input type="text"/>   |
| * Quantity                          | <input type="text" value="2"/>   |
| Serial No.                          | <input type="text"/>   |
| Public Network Used                 | <input type="checkbox"/> Public Switched Telephone Network (PSTN)<br><input type="checkbox"/> Radio Frequency<br><input type="checkbox"/> Leased Line<br><input type="checkbox"/> Others , please specify : <input type="text"/> |
| <input type="button" value="Save"/> |  |

**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.

Welcome aaa

Home | Company Reg. | Type Approval | Special Approval | Reg. Manufacturer | Tax Exemption | IT/Networking | Master List | Report

**Tariff Details**

Tariff: Principal | Manufacturer | Standard

|                     |  |               |                      |                                       |
|---------------------|--|---------------|----------------------|---------------------------------------|
| Model ID            | M1238  | * Code Tariff | <input type="text"/> | <input type="button" value="Search"/> |
| * Model Description | <input type="text"/>                               |               |                      |                                       |
| UOM                 | - Please Select - <input type="button" value="v"/> |               |                      |                                       |
| * Category          | - Please Select - <input type="button" value="v"/> |               |                      |                                       |
| Label Category      | - Please Select - <input type="button" value="v"/> | Brand         | <input type="text"/> |                                       |
| Remarks             | <input type="text"/>                               |               |                      |                                       |
| Last Update         | <input type="text"/>                               |               |                      |                                       |

**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.

Product | Principal | Manufacturer | **Consultant** | Standard | Document | Declaration

**Consultant**

| No. | Active                              | Consultant Code   | ROC/ROB     | Consultant Name | Address                                       | Contact |
|-----|-------------------------------------|-------------------|-------------|-----------------|---|---------|
| 1   | <input checked="" type="checkbox"/> | SQAS/CONS/10/0001 | 001381573-M | SDC SERVICES    | NO. 17, JALAN USJ 11/3F 47620 SUBANG SELANGOR | Fax :   |

**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.

| No. | Document Description  | Attach                 |
|-----|---|------------------------|
| 1   | E-Permit application form [CMST/FORM/AP/02] (fro unregistered E-Permit user only) | <a href="#">Attach</a> |
| 2   | Technical Specification / Brochures   | <a href="#">Attach</a> |
| 3   | Copy of invoice or pro-forma invoice  | <a href="#">Attach</a> |
| 4   | Approval letter from SKMM, if applicable  | <a href="#">Attach</a> |
| 5   | Supporting letter from Exhibition Organizer (for the purpose of exhibition only)  | <a href="#">Attach</a> |
| 6   | Supporting letter from Network Operator, if applicable                            | <a href="#">Attach</a> |

Attachment Capacity : NaN% free of 10 MB.

**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'

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

**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'

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

**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 |   |                             |                     |
|--|---|-----------------------------|---------------------|
| <b>File No.</b>                                | SQASI/NA/10/0031                          | <b>Application Category</b> | FAST TRACK          |
| <b>Status</b>                                  | Awaiting Confirmation                     | <b>Last Updated</b>         | 23-12-2010 10:53 AM |
| <b>Submitted</b>                               | No  | <b>Submission Date</b>      | 23-12-2010 10:53 AM |
| <b>Acknowledged</b>                            | No  | <b>Acknowledged Date</b>    | 23-12-2010 10:53 AM |
| <b>Date</b>                                    | <input type="text"/>                      |                             |                     |
| <b>Time</b>                                    | 10:00 am <input type="button" value="v"/> |                             |                     |
| <b>Product</b>                                 | MODEM V.34, 28.8K, PSTN                   |                             |                     |
| <b>Model</b>                                   | MAIPU MP 803 (WITHOUT ISDN)               |                             |                     |
| <b>Remarks</b>                                 | <input type="text"/>                      |                             |                     |
| *Date has not yet been assigned.               |   |                             |                     |
| <input type="button" value="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

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

**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.

| Testing  | Renewal                                 | Certification                      |   |          |
|--|---|------------------------------------|---|----------|
| <b>Renewal</b>   |   |                                    |   |          |
| File No. SQASI/NA/10/0041  |   | TAC Code DABHM1217/1110/S(10/0041) |   |          |
| Approval Date 23-11-2010   |   | Expiry Date 23-11-2011             |   |          |
| No.  | Start Date                              | Expiry Date                        | Entry Date  | Approved |
| 1  | 23-11-2010                              | 23-11-2011                         | 23-11-2010  | False    |
| <b>Renewal Information</b>   |   |                                    |   |          |
| Start Date   | <input type="text" value="23-11-2011"/> | Expiry date                        | <input type="text" value="23-11-2012"/> <input type="button" value="Add year"/> |          |
| Receipt No   | <input type="text"/>                    | Receive by                         | <input type="text" value="aaa"/>  |          |
| Date   | <input type="text" value="17-12-2010"/> | Amount                             | <input type="text" value="0"/>  |          |
| Year Requested   |   | Verified By                        |   |          |
| Remarks  | <input type="text"/>                    |                                    |   |          |
| <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Delete"/> <input type="button" value="Verified"/> <input type="button" value="Approved"/> |   |                                    |   |          |

**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:-

| Registration of Manufacturer Application Form   |  |                                   |  |
|---|--|-----------------------------------|--|
| File No.  |  | * Application Purpose             | <input type="checkbox"/> Local Market <input type="checkbox"/> Re-Export |
| * Application Type  | <input type="checkbox"/> Manufacturer <input type="checkbox"/> Service <input type="checkbox"/> Repair Centre <input type="checkbox"/> Assembler |                                   |  |
| Entry Date  |  | Last Update Date                  |  |
| Site Inspection Date  |  | Application Status                |  |
| Company Name  | <input type="text" value="Search"/>  | Company/Business Registration No. |  |
| Address   |  | Contact Person                    | a) b)  |
| Tel No.   |  | Fax No.                           |  |
| Email   |  | Website                           |  |
| Shareholder's Fund(Capital):  |  |                                   |  |
| i. Authorised Capital   | <input type="text"/>   | ii. Paid-up Capital               | <input type="text"/>   |
| <input type="button" value="Save"/>   |  |                                   |  |
| TAC <input type="button" value="Sample"/> <input type="button" value="Re-Export"/> <input type="button" value="Premises"/> <input type="button" value="Consultant"/> <input type="button" value="Document"/> <input type="button" value="Declaration"/> |  |                                   |  |
| TAC   |  |                                   |  |
| <input type="button" value="Add TAC"/>  |  |                                   |  |

**Figure 8.0 : Registration of Manufacturer Application Form**

### 8.1 Registration of Manufacturer New Application

8.1.1 Click on  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 :-


| Premises Information                          |                      |
|---|----------------------|
| Number of employees                           | <input type="text"/> |
| Estimated monthly output of product(quantity) | <input type="text"/> |
| No. of shifts per day                         | <input type="text"/> |
| Status of Premises (Owned/Rental/Lease)       | <input type="text"/> |
| Area of premises                              | <input type="text"/> |
| Area of Office                                | <input type="text"/> |
| Area of Store                                 | <input type="text"/> |
| Others  | <input type="text"/> |
| <input type="button" value="Save"/>           |                      |

**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.

| <input type="button" value="Save"/> |   |                    |             |                 |   |             |  |
|-------------------------------------|---|--------------------|-------------|-----------------|---|-------------|--|
| Product                             | Principal   | Manufacturer       | Consultant  | Standard        | Document                                      | Declaration |  |
| <b>Consultant</b>                   |   |                    |             |                 |   |             |  |
| No.                                 | Active  | Consultant Code    | ROC/ROB     | Consultant Name | Address                                       | Contact     |  |
| 1                                   |  | SQASI/CONS/10/0001 | 001381573-M | SDC SERVICES    | NO. 17, JALAN USJ 11/3F 47620 SUBANG SELANGOR | Fax :       |  |

**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  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'

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

**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'

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

**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 |   |                             |                     |
|--|---|-----------------------------|---------------------|
| <b>File No.</b>                                | SQASI/NA/10/0031                          | <b>Application Category</b> | FAST TRACK          |
| <b>Status</b>                                  | Awaiting Confirmation                     | <b>Last Updated</b>         | 23-12-2010 10:53 AM |
| <b>Submitted</b>                               | No  | <b>Submission Date</b>      | 23-12-2010 10:53 AM |
| <b>Acknowledged</b>                            | No  | <b>Acknowledged Date</b>    | 23-12-2010 10:53 AM |
| <b>Date</b>                                    | <input type="text"/>                      |                             |                     |
| <b>Time</b>                                    | 10:00 am <input type="button" value="v"/> |                             |                     |
| <b>Product</b>                                 | MODEM V.34, 28.8K, PSTN                   |                             |                     |
| <b>Model</b>                                   | MAIPU MP 803 (WITHOUT ISDN)               |                             |                     |
| <b>Remarks</b>                                 | <input type="text"/>                      |                             |                     |
| *Date has not yet been assigned.               |   |                             |                     |
| <input type="button" value="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

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

**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.

| Renewal  |   |             |                                     |   |   |  |
|--|---|-------------|-------------------------------------|---|---|--|
| File No. SQASI/NA/10/0041  |   |             | TAC Code DABH/M1217/1110/S(10/0041) |   |   |  |
| Approval Date 23-11-2010   |   |             | Expiry Date 23-11-2011              |   |   |  |
| No.  | Start Date                              | Expiry Date | Entry Date                          | Approved                                |   |  |
| 1  | 23-11-2010                              | 23-11-2011  | 23-11-2010                          | False                                   |   |  |
| Renewal Information  |   |             |                                     |   |   |  |
| Start Date   | <input type="text" value="23-11-2011"/> |             | Expiry date                         | <input type="text" value="23-11-2012"/> | <input type="button" value="Add year"/> |  |
| Receipt No   | <input type="text"/>                    |             | Receive by                          | <input type="text" value="aaa"/>        |   |  |
| Date   | <input type="text" value="17-12-2010"/> |             | Amount                              | <input type="text" value="0"/>          |   |  |
| Year Requested   |   |             | Verified By                         |   |   |  |
| Remarks  | <input type="text"/>                    |             |                                     |   |   |  |
| <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Delete"/> <input type="button" value="Verified"/> <input type="button" value="Approved"/> |   |             |                                     |   |   |  |

**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

| Tax Exemption Application Form   |   |                  |   |
|--|---|------------------|---|
| File No.   |   | Submission Date  |   |
| Approved Date  |   | Expiry Date      |   |
| Entry Date   |   | Last Update Date |   |
| Application Status   |   |                  |   |
| * Company Name   | <input type="text"/> Search Company <input type="button" value="Clear"/>                | ROC/ROB          | <input type="text"/>  |
| * Address  | <input type="text"/><br><input type="text"/><br><input type="text"/>                    |                  |   |
| Postcode   | <input type="text"/>  | City             | - Please Select - <input type="button" value="v"/>                                      |
| State  | - Please Select - <input type="button" value="v"/>                                      | Country          | - Please Select - <input type="button" value="v"/>                                      |
| * Contact Person 1   | Name <input type="text"/><br>Tel No. <input type="text"/><br>Email <input type="text"/> | Contact Person 2 | Name <input type="text"/><br>Tel No. <input type="text"/><br>Email <input type="text"/> |
| Fax No.  | <input type="text"/>  |                  | Website <input type="text"/>  |
| <input type="button" value="Save"/>  |   |                  |   |
| TAC <input type="button" value="Consultant"/> <input type="button" value="Document"/> <input type="button" value="Declaration"/> |   |                  |   |
| TAC  |   |                  |   |
| <input type="button" value="Add TAC"/>   |   |                  |   |

**Figure 9.1.1 : Tax Exemption Application Form Company Information**

9.1.1.1 Click on  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.

| Save       |                                  |                    |             |                 |   |             |
|------------|----------------------------------|--------------------|-------------|-----------------|---|-------------|
| Product    | Principal                        | Manufacturer       | Consultant  | Standard        | Document                                      | Declaration |
| Consultant |                                  |                    |             |                 |   |             |
| No.        | Active                           | Consultant Code    | ROC/ROB     | Consultant Name | Address                                       | Contact     |
| 1          | <input checked="" type="radio"/> | SQASI/CONS/10/0001 | 001381573-M | SDC SERVICES    | NO. 17, JALAN USJ 11/3F 47620 SUBANG SELANGOR | Fax :       |

**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                         | <input type="text"/><br>Search Company <input type="button" value="Clear"/>             | ROC/ROB          | <input type="text"/>  |
| * Address                              | <input type="text"/><br><input type="text"/><br><input type="text"/>                    |                  |   |
| Postcode                               | <input type="text"/>  | City             | - Please Select - <input type="button" value="v"/>                                      |
| State                                  | - Please Select - <input type="button" value="v"/>                                      | Country          | - Please Select - <input type="button" value="v"/>                                      |
| * Contact Person 1                     | Name <input type="text"/><br>Tel No. <input type="text"/><br>Email <input type="text"/> | Contact Person 2 | Name <input type="text"/><br>Tel No. <input type="text"/><br>Email <input type="text"/> |
| Fax No.                                | <input type="text"/>  | Website          | <input type="text"/>  |
| <input type="button" value="Save"/>    |   |                  |   |

**Figure 10.0 : IT/Networking Application Form Company Information**

## 10.1 IT/Networking Product Application

### 10.1.1 Product Information

| Product Information                 |  |
|-------------------------------------|--|
| Category                            | - Please Select - <input type="button" value="v"/>                                       |
| Product Name                        | IT/NETWORKING PRODUCT <input type="text"/>   |
| Model                               | ANTENNA <input type="text"/><br>OTHER TELECOMMUNICATION ACCESSORIES <input type="text"/> |
| Brand                               | <input type="text"/>   |
| <input type="button" value="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  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.