

# **Electronic Preferential Certificate of Origin**

# ePCO User Manual for Certificate Of Origin (CO) Module

Prepared by Dagang Net Technologies Issue 1.0

Updated: 22 January 2013

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# Section 1. Introduction

# 1.1. What is ePCO?

ePCO is a web-based Certificate of Origin application and approval system, the Electronic Preferential Certificate of Origin (ePCO) is an online document that certifies the country of origin of a product. This is to satisfy customs or trade requirements and also can be used as a supporting document for the issuance of a corresponding Certificate of Origin by other authorized parties.

Its other functions include:

- Online application of Cost Analysis (CA) and Certificate of Origin (CO) forms
- Online approval by authorized party e.g. Ministry of International Trade and Industry (MITI)
- Allows online enquiry of application status

# 1.2. Requirements to use ePCO

ePCO is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net ePCO services
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Mozilla Firefox version 5 and above
  - Chrome version 10 and above
- Internet Connection

# 1.3. Support Information

Should there are any issues arise from using ePCO, contact Dagang Net's Careline;



# Call Us 1300 133 133





# 1.4. About this publication

This publication documents is to provide overview on how to apply for **Certificate Of Origin** for Electronic Preferential Certificate of Origin (ePCO) on normal case application in which ePCO is a part of Dagang Net Exchange services.

# 1.5. Who Should Read This Publication

This publication (or topic collection) is intended for MAFTA

- Traders
- Manufacturers and
- Permit Issuing Agency

Also individuals who are responsible for

Online application of Cost Analysis and Certificate of Origin forms

# 1.6. DNEX ePCO Publications

Get the right publications based on your ePCO service subscription by referring to the table 1.

Table 1 - DNEX Publications List

| Publication Title                                  | SCHEME | Document ID |
|--|--------|-------------|
| MAFTA - ePCO User Manual (Cost Analysis)           |        |             |
| MAFTA - ePCO User Manual (Additonal Cost Analysis) |        |             |
| MAFTA - ePCO User Manual (Certicate of Origin)     |        |             |



# Section 2. Getting Started With ePCO

# 2.1. Launch Browser

**NOTE:** ePCO - MAFTA is supported by Chrome and Mozilla Firefox.



1. Double-click on the Google Chrome shortcut key on the desktop to launch the browser.

#### Step 2 Enter Uniform Resource Locator (URL) on the address bar

| ← → C 🗋 http://epcomafta.dagangnet.com.my ◄ () | = |
|--|---|
|  |   |
| ePCO   |   |

1. Enter <u>http://epcomafta.dagangnet.com.my</u> on the address bar.

# 2.2. Log in

Before logging in, you must ensure that you have the correct username and password.

#### **IMPORTANT**:

For those having problem to login using your current User ID, kindly use 'Current User ID-nsw' example:

Current User ID: dnt

If above failed to login, Use User ID: dnt-nsw

(Password remain the same)



# Step 1 Enter Username and password

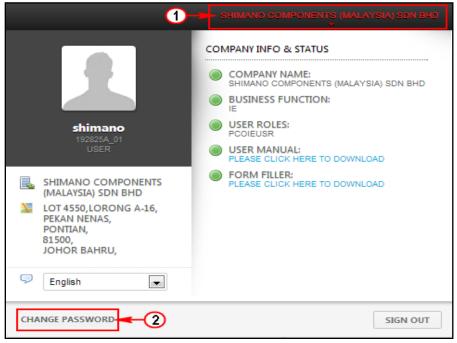
| <b>● PCO</b> <sup>™</sup>  |
|--|
| USER LOGIN   |
| USERNAME   |
| CURRENT USER ID : dnt-user<br>IF FAILED TO LOGIN, USE USER ID : dnt-user-nsw<br>Sign In3 |

- 1. Enter your Username into the textbox.
- 2. Enter your Password into the textbox.
- 3. Click Sign In button to proceed.
- 4. ePCO main screen is displayed as follows:

|   | RCH   |                         |                                   |                  |                         |   |             |
|---|---|-------------------------|-----------------------------------|------------------|-------------------------|---|-------------|
| Application Type 😝  | Scheme  |                         | Application                       | n Date (From)    |                         | Application Date (To)   |             |
| Please select   | Please select   |                         |                                   |                  |                         |   |             |
| Reference No.   | Endorsement No.   |                         | Approved I                        | Date (From)      | -                       | Approved Date (To)  |             |
|   | _J   L  |                         |                                   |                  |                         |   |             |
| Status<br>MY TASK x   | Company Name  |                         | Application                       | n ID             | - 11                    |   |             |
| Prepared Date (From)  | Prepared Date (To)  |                         |                                   |                  |                         |   |             |
| Prepared Date (From)  |   |                         |                                   |                  |                         |   |             |
| LISTING   |   |                         |                                   |                  |                         | R   | ESET SEARCH |
| LISTING   |   |                         |                                   |                  |                         | R   | ESET SEARCH |
|   |   | -                       |                                   |                  |                         |   | NEW C       |
| View Details Application ID   | Application Type<br>FUE - Form MAFTA                                      | Scheme<br>MAFTA         | Application Case                  | Application Date |                         | red Date Status   |             |
| View Details Application ID<br>View Mrttb 12013000477   | FUF - Form MAFTA  | MAFTA                   | THIRD COUNTRY                     | Application Date | 02-Ja                   | red Date Status<br>2013 22 Draft                                      | NEW C       |
| View Details Application D<br>View Mrt 12013000477<br>View Mrt 12013000438  |   |                         |                                   | Application Date | 02-Ja<br>02-Ja          | red Date Status   | NEW C       |
| View Details Application ID<br>View Mrm 12013000477<br>View Mrm 12013000438   | FUF - Form MAPTA<br>FUN - Cost Analysis                                   | MAFTA<br>MAFTA<br>MAFTA | THIRD COUNTRY                     | Application Date | 02-Ja<br>02-Ja<br>01-Ja | red Date Status<br>n-2013 22 Draft<br>n-2013 17 Draft                 | NEW C       |
| View Details         Application ID           View         Mm012013000477           View         Mm012013000424           View         Mm012013000424 | FUF - Form MAFTA<br>FUN - Cost Analysis<br>FUA - Cost Analysis Additional | MAFTA<br>MAFTA<br>MAFTA | THIRD COUNTRY<br>NORMAL<br>NORMAL | Application Date | 02-Ja<br>02-Ja<br>01-Ja | red Date Status<br>~2013 22 Dreft<br>~2013 17 Dreft<br>~2013 12 Dreft | NEW C       |



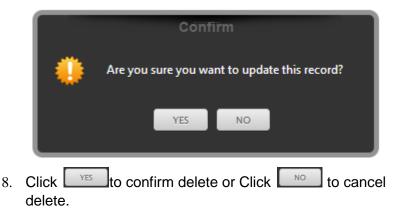
2.3.Change Password



- 1. Click Company Name at top of page in the right side.
- 2. Click CHANGE PASSWORD hyperlink to change your current password.
- 3. Change Password screen appear.

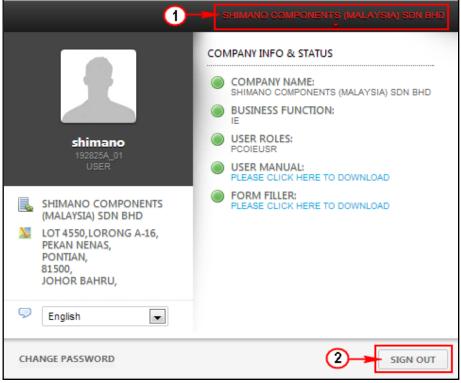
| Change Password |                  | 8 |
|-----------------|------------------|---|
| Password        | Confirm Password |   |
| Passworu        | Commin Password  |   |
|                 |                  |   |

- 4. Enter new password in the textbox
- 5. Re-confirm your new password.
- 6. Click submit button to submit.
- 7. Window pop up screen appears.





2.4. Sign Out



- 1. Click Company Name at top of page in the right side.
- 2. Click **SIGN OUT** button to log out
- 3. Window pops up screen appear.







# Section 3. Advance Search And Navigation

#### 3.1. Advance Search

To view ePCO Transaction, please follow the steps below:

#### Main Menu 3.1.1.

The main menu above is what ePCO contains. The menu is a drop down menu and it's up to 3rd level menu. In other words, to go to ePCO Transactions page, roll mouse pointer over;

## NSW $\rightarrow$ ePCO $\rightarrow$ ePCO Transactions.

| 2<br>ePCO           |
|---------------------|
| ePCO Transactions 3 |

#### Main Menu Step 1

- Click "NSW" hyperlink to select dropdown menu. 1.
- 2. Click "ePCO" hyperlink to view sub menu.
- 3. Select "ePCO Transaction" to view the transaction.

#### 3.1.2. CA/ CAA/ CO Screen

| A/CAA/CO Transact          | tion               |                         |                       |
|----------------------------|--------------------|-------------------------|-----------------------|
| ¥                          |                    |                         | Ý                     |
| PLEASE CLICK HERE TO SEARC | н                  |                         | *                     |
| Application Type 🚱         | Scheme             | Application Date (From) | Application Date (To) |
| Please select 🔻            | Please select 👻    |                         |                       |
| Reference No.              | Endorsement No.    | Approved Date (From)    | Approved Date (To)    |
|                            |                    |                         |                       |
| Status                     | Company Name       | Application ID          |                       |
| Application Submitted 🗙 👻  |                    |                         |                       |
| Prepared Date (From)       | Prepared Date (To) |                         |                       |
|                            |                    |                         |                       |
|                            |                    |                         | RESET SEARCH          |
|                            |                    | 2                       |                       |
| LISTING                    |                    |                         | *                     |
| LISTING                    |                    |                         | ×                     |
|                            |                    |                         | NEW 🕞                 |
|                            |                    |                         |                       |
| Step 1                     | Navigation N       | Jenu                    |                       |

#### **Navigation Menu**

1. Click Mutton to view the tabbed document.

2. Click button to auto hide the screen.



| CA/CAA/CO Transacti   | on                 |                         |  |
|---|--------------------|-------------------------|--|
|   |                    |                         |  |
|   |                    |                         |  |
| PLEASE CLICK HERE TO SEARCH                                 | ł                  |                         | *                                      |
| Application Type 😮  | Scheme             | Application Date (From) | Application Date (To)                  |
| Please select 🗸   | Please select 👻    |                         |  |
| Reference No.   | Endorsement No.    | Approved Date (From)    | Approved Date (To)                     |
| Status  | Company Name       | Application ID          |  |
| Please select   |                    |                         |  |
| Q   | Prepared Date (To) |                         |  |
| Application Rejected  |                    |                         |  |
| Application Rejected For<br>Cancellation                    |                    |                         | (2)                                    |
| Application Resubmitted                                     |                    |                         | RESET SEARCH                           |
| Application Submitted                                       |                    |                         |  |
| Application Verified  |                    |                         |  |
| Apply for Cancellation                                      |                    |                         | ×                                      |
| Approval for Queried<br>Application after first<br>Approved |                    | ТОР                     |  |
| Draft   |                    |                         |  |
|   |                    |                         | © 2012 DAGANG NET TECHNOLOGIES SDN BHD |

Step 1

3.1.3.

Filter Status

#### **Filter Status**

- 1. Click the drop-down menu from Filter Status, as above and select option available eg: MY TASK.
- 2. Click **SEARCH** to display search result as follows:
- 3. Click dropdown Listing to view the transaction.

| EASE CLIC                            | CK HERE TO SEA  | RCH   |                         |                                   |                  |  |                                   |        |        |
|--------------------------------------|---|---|-------------------------|-----------------------------------|------------------|--|-----------------------------------|--------|--------|
| pplication T                         | ype 😮   | Scheme  |                         | Application                       | n Date (From)    |  | cation Date (                     |        |        |
| Please select                        |   | Please select   |                         | -                                 |                  |  |                                   |        |        |
| eference No                          | ).  | Endorsement No.   |                         | Approved                          | Date (From)      |  | oved Date (Te                     |        |        |
|                                      |   |   |                         |                                   |                  |  |                                   |        |        |
| MY TASK                              |   | Company Name  |                         | Application                       | n ID             |  |                                   |        |        |
|                                      | × ·   |   |                         |                                   |                  |  |                                   |        |        |
| repared Dat                          | te (From)   | Prepared Date (To)  |                         | 1                                 |                  |  |                                   |        |        |
|                                      |   |   |                         | -                                 |                  |  |                                   |        |        |
|                                      |   |   |                         |                                   |                  |  |                                   | RESET  | SEARCH |
|                                      |   |   |                         |                                   |                  |  |                                   |        |        |
|                                      |   |   |                         |                                   |                  |  |                                   | RESET  | SEARCH |
| CTINIC                               |   |   |                         |                                   |                  |  |                                   | RESET  |        |
| STING                                |   |   |                         |                                   |                  |  |                                   | KESE I |        |
| STING                                |   | Application ID  |                         |                                   |                  |  |                                   | KESET  |        |
| STING                                |   | Application ID  |                         |                                   |                  | Statu  | s                                 | RESET  |        |
| STING<br>View Details                | Application ID  | Application ID  | Scheme                  | Application Case                  | Application Date | Statu<br>Prepared Date   | ¥                                 |        |        |
|                                      | ¥ L   |   | Scheme<br>MAFTA         | Application Case<br>THIRD COUNTRY | Application Date |  | Status                            |        | NEW    |
| View Details                         | Application ID  | Application Type  |                         |                                   | Application Date | Prepared Date  | Status<br>Draft                   |        | NEW    |
| View Details                         | Application ID<br>MITI012013000477  | Application Type<br>FUF - Form MAFTA  | MAFTA                   | THIRD COUNTRY                     | Application Date | Prepared Date<br>02-Jan-2013 2                                   | Status<br>Draft<br>Draft          |        | NEW    |
| View Details<br>View<br>View         | Application ID<br>MITI012013000477<br>MITI012013000438                    | Application Type<br>FUF - Form MAFTA<br>FUN - Cost Analysis                                   | MAFTA<br>MAFTA<br>MAFTA | THIRD COUNTRY                     | Application Date | Prepared Date<br>02-Jan-2013 2<br>02-Jan-2013 1                  | Status<br>Draft<br>Draft<br>Draft |        | NEW    |
| View Details<br>View<br>View<br>View | Application ID<br>MITI012013000477<br>MITI012013000438<br>MIT012013000424 | Application Type<br>FUF - Form MAFTA<br>FUN - Cost Analysis<br>FUA - Cost Analysis Additional | MAFTA<br>MAFTA<br>MAFTA | THIRD COUNTRY<br>NORMAL<br>NORMAL | Application Date | Prepared Date<br>02-Jan-2013 2<br>02-Jan-2013 1<br>01-Jan-2013 1 | Status<br>Draft<br>Draft<br>Draft |        | NEW    |



| Application Type 🚱   | Scheme             | 5<br>Application Date (From) | Y   |     | Applic | 3<br>atio | )<br>n Da | te (T | 0)              |                 |    |
|----------------------|--------------------|------------------------------|-----|-----|--------|-----------|-----------|-------|-----------------|-----------------|----|
| Please select 🔹      | Please select 👻    | 05-10-2012                   |     |     | 05-10  | 301       | 2         |       |                 |                 |    |
| Reference No.        | Endorsement No.    | Approved Date (From)         |     | A   | UGL    | s         | 201       | 2     | +               | T               |    |
|                      |                    |                              | ~   | <   | т      | ODA       | Y         | Þ     | <b>&gt;&gt;</b> |                 |    |
| Status               | Company Name       | Application ID               | mor | tue | wed    | thu       | fri       | sat   | sun             |                 |    |
| MY TASK 🗙 👻          |                    |                              |     |     | 1      | 2         | 3         | 4     | 5               | -4              | 6  |
|                      |                    | L                            | 6   | 7   | 8      | 9         | 10        | 11    | 12              |                 | Ĭ  |
| Prepared Date (From) | Prepared Date (To) |                              | 13  | 14  | 15     | 16        | 17        | 18    | 19              | August 05, 2012 | _  |
|                      |                    |                              | 20  | 21  | 22     | 23        | 24        | 25    | 26              | ET SEARCH       | Ĥ. |
|                      |                    |                              | 27  | 28  | 29     | 30        | 31        |       |                 |                 |    |

# 3.1.4. Filter by Application Date

#### Step 1

# **Filter Application Date**

- 1. Click icon 🔟 to display the Calendar.
- 2. Click  $\checkmark$  or  $\triangleright$  to navigate to the previous or next month.
- 3. Click  $\leq$  or  $\geq$  to navigate to the previous or next month.
- Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.
- 5. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.
- 6. Click **SEARCH** button to view the result.

| LEASE CLIC                                    | ACTIENCE TO SEA  | ille il  |                                   |  |  |   |   |  |
|---|--|--|-----------------------------------|--|--|---|---|--|
| Application T                                 |  | Scheme   |                                   | Applicatio                                     | n Date (From)  | Applic  | cation Date (To)  |  |
| Please select                                 |  | Please select  |                                   | - 01-01-201                                    |  |   | L-2013  |  |
| Reference No                                  | ).   | Endorsement No.  |                                   | Approved                                       | Date (From)  | Appro   | oved Date (To)  |  |
|   |  |  |                                   |  |  |   | (,  |  |
| Status  |  | Company Name   |                                   | Applicatio                                     | n ID   |   |   |  |
| Please select                                 |  | -  |                                   |  |  |   |   |  |
| Propared Dat                                  | te (From)  | Prepared Date (To  | <b>b</b> )                        |  |  |   |   |  |
| repared Dat                                   |  |  |                                   |  |  |   |   |  |
|   |  |  |                                   | 3  |  |   |   |  |
| STING   | Ē  |  |                                   |  |  |   | RESET   | SEARCH   |
|   |  |  |                                   |  | Applica  | tion Date   | RESET   | r SEARCH   |
|   |  |  |                                   |  | Applica  | tion Date   | RESET   |  |
|   | Application D  | Application Type   | Scheme                            | Application Case                               | Application Date   | tion Date   |   |  |
| STING   |  |  |                                   |  | Application Date   | Prepared Date   |   | NEW  |
| STING<br>View Details                         | Application ID   | Application Type   | Scheme                            | Application Case                               | Application Date<br>03-Jan-2013 12:08:00   | Prepared Date<br>03-Jan-2013 12   | Status  | NEW C  |
| STING<br>View Details<br>View                 | Application ID<br>MITI012013000497   | Application Type<br>FUN - Cost Analysis  | Scheme<br>MAFTA                   | Application Case<br>NORMAL                     | Application Date<br>03-Jan-2013 12:08:00<br>02-Jan-2013 22:00:00   | Prepared Date<br>03-Jan-2013 12<br>02-Jan-2013 21                                     | Status<br>Application Approved  | NEW Reference No.<br>FMA-FUN-W-130                               |
| STING<br>View Details<br>View                 | Application ID<br>MITI012013000497<br>MITI012013000468                     | Application Type<br>FUN - Cost Analysis<br>FUF - Form MAFTA                        | Scheme<br>MAFTA<br>MAFTA          | Application Case<br>NORMAL<br>NORMAL           | Application Date<br>03-Jan-2013 12:08:00<br>02-Jan-2013 22:00:00   | Prepared Date<br>03-Jan-2013 12<br>02-Jan-2013 21<br>02-Jan-2013 21                   | Status<br>Application Approved<br>Application Approved<br>Application Submitted | Reference No.<br>FMA-FUN-W-130<br>FMA-FUF-W-130                  |
| STING<br>View Details<br>View<br>View<br>View | Application ID<br>MITI012013000497<br>MITI012013000468<br>MITI012013000463 | Application Type<br>FUN - Cost Analysis<br>FUF - Form MAFTA<br>FUN - Cost Analysis | Scheme<br>MAFTA<br>MAFTA<br>MAFTA | Application Case<br>NORMAL<br>NORMAL<br>NORMAL | Application Date<br>03-Jan-2013 12:08:00<br>02-Jan-2013 22:00:00<br>02-Jan-2013 21:49:21<br>02-Jan-2013 21:06:07 | Prepared Date<br>03-Jan-2013 12<br>02-Jan-2013 21<br>02-Jan-2013 21<br>02-Jan-2013 21 | Status<br>Application Approved<br>Application Approved<br>Application Submitted | Reference No.<br>FMA-FUN-W-130<br>FMA-FUF-W-130<br>FMA-FUN-W-130 |



| 3.1.5. | Filter By Scheme |
|--------|------------------|
|--------|------------------|

| •                           | J                  |                         |                       |
|-----------------------------|--------------------|-------------------------|-----------------------|
| PLEASE CLICK HERE TO SEARCH | ł                  |                         | \$                    |
| Application Type 😮          | Scheme 🕴           | Application Date (From) | Application Date (To) |
| Please select 👻             | MAFTA 🗙 👗          |                         |                       |
| Reference No.               | ۹.                 | Approved Date (From)    | Approved Date (To)    |
| 2                           | MAFTA              |                         |                       |
| Status                      | Company Name       | Application ID          |                       |
| MY TASK 🗙 👻                 |                    |                         |                       |
| Prepared Date (From)        | Prepared Date (To) |                         |                       |
|                             |                    |                         | RESET SEARCH          |
| LISTING                     |                    |                         | 3                     |
| Step 1                      | Filter by Sch      | ieme                    |                       |
|                             | 1. Click the       | Scheme 💌 dropdov        | vn menu for options.  |
|                             | 2. Choose a        | ny Scheme required      | eg: MAFTA             |
|                             | 3. Click SEA       | button to searc         | h the result.         |
| PLEASE CLICK HERE TO SEARCH | ł                  |                         |                       |
| Application Type 😮          | Scheme             | Application Date (From) | Application Date (To) |
| Please select 🔹             | MAFTA 🗙 🔻          |                         |                       |
| Reference No.               | Endorsement No.    | Approved Date (From)    | Approved Date (To)    |
|                             |                    |                         |                       |
| Status                      | Company Name       | Application ID          |                       |
| MY TASK X -                 |                    |                         |                       |
|                             | Droparad Data (To) |                         |                       |
| Prepared Date (From)        | Prepared Date (To) |                         |                       |
|                             |                    |                         |                       |
|                             |                    |                         | RESET SEARCH          |
|                             |                    |                         |                       |
|                             |                    |                         |                       |

Scheme

THIRD COUNTRY

NORMAL

NORMAL

NORMAL

Application Case Application Date

Scheme

MAFTA

MAFTA

MAFTA

MAFTA

of 1 🕨 🎽 🤣 Displaying 1 to 10 of 4 items

View Details Application ID

View MIT012013000424

View MIT122012000385

10 💌 🚺 🖣 Page 1

٠ [

View MITI012013000477 FUF - Form MAFTA

View MITI012013000438 FUN - Cost Analysis

Application Type

FUA - Cost Analysis Additional

FUA - Cost Analysis Additional

Ш



NEW 🗔

Reference No.

Prepared Date Status

02-Jan-2013 22 Draft

02-Jan-2013 17 Draft

01-Jan-2013 12 Draft

31-Dec-2012 21 Draft

# 3.1.6. By Application Type

| PLEASE CLICK HERE TO SEARCH | l                   |                         | *                     |
|-----------------------------|---------------------|-------------------------|-----------------------|
| Application Type 🕢 🕴        | Scheme<br>MAFTA × • | Application Date (From) | Application Date (To) |
| Addititional Brand/M        | Endorsement No.     | Approved Date (From)    | Approved Date (To)    |
| Certificate of Origin       | Company Name        | Application ID          |                       |
| Prepared Date (From)        | Prepared Date (To)  |                         | 3                     |
|                             |                     |                         | RESET SEARCH          |

# Step 1 Filter by Application Type

# 1. Click the Application Type 🔽 dropdown menu for options.

- 2. Choose any Application Type required eg: Cost Analysis.
  - Cost Analysis (CA)
  - Certificate of Origin (CO)
  - Additional Cost Analysis (CAA)

|  |  | _  |  |                                      |  |  |  |   |
|--|--|--|--|--------------------------------------|--|--|--|---|
| pplication T                                 |  | Scheme   |  | Application                          | n Date (From)  |  | cation Date (To)   |   |
| Cost Analys                                  | is X   | ▼ MAFTA  | ×  | r                                    | E  |  |  |   |
| eference N                                   | D.   | Endorsement No.  |  | Approved                             | Date (From)  |  | oved Date (To)   |   |
|  |  |  |  |                                      | E  |  |  |   |
| tatus  |  | Company Name   |  | Application                          | n ID   |  |  |   |
| Please selec                                 | t ·  | ▼  |  |                                      |  |  |  |   |
| repared Da                                   |  | Prepared Date (T   |  |                                      |  |  |  |   |
|  |  |  |  |                                      |  |  |  |   |
|  |  |  |  |                                      |  |  |  |   |
|  |  |  |  |                                      |  |  | RESE   | T SEARCH  |
|  |  |  |  |                                      |  |  |  |   |
|  |  |  |  |                                      |  |  | REDE   |   |
|  |  |  |  |                                      |  |  | RESE.  |   |
|  |  |  |  |                                      |  |  | RESE   |   |
| STING  |  |  |  |                                      |  |  | KESE   |   |
| STING  |  |  |  |                                      |  |  | KESE   |   |
| STING  |  | Appli  | cation Type                                |                                      |  |  | RESC   |   |
| STING  |  | Appli  | cation Type                                |                                      |  |  | NESC.  |   |
|  |  |  |  |                                      |  |  |  | NEW 🕻   |
|  | Application ID   | Application Type   | Scheme                                     | Application Case                     |  | Prepared Date  | Status   | NEW Reference No.                               |
|  | Application ID<br>MITI012013000497                                   |  |  | Application Case<br>NORMAL           |  |  |  | NEW 🕻   |
| View Details                                 |  | Application Type   | Scheme                                     |                                      | 03-Jan-2013 12:08:00   | 03-Jan-2013 12   | Status   | NEW Reference No.                               |
| View Details                                 | MITI012013000497   | Application Type<br>FUN - Cost Analysis  | Scheme<br>MAFTA                            | NORMAL                               | 03-Jan-2013 12:08:00   | 03-Jan-2013 12   | Status<br>Application Approved<br>Application Submitted                                  | Reference No.<br>FMA-FUN-W-130                  |
| View Details<br>View<br>View                 | MITI012013000497<br>MITI012013000463                                 | Application Type<br>FUN - Cost Analysis<br>FUN - Cost Analysis   | Scheme<br>MAFTA<br>MAFTA                   | NORMAL                               | 03-Jan-2013 12:08:00<br>02-Jan-2013 21:49:21                         | 03-Jan-2013 12<br>02-Jan-2013 21<br>02-Jan-2013 17                                     | Status<br>Application Approved<br>Application Submitted                                  | Reference No.<br>FMA-FUN-W-130                  |
| View Details<br>View<br>View<br>View         | MITI012013000497<br>MITI012013000463<br>MITI012013000438             | Application Type<br>FUN - Cost Analysis<br>FUN - Cost Analysis<br>FUN - Cost Analysis                        | Scheme<br>MAFTA<br>MAFTA<br>MAFTA          | NORMAL<br>NORMAL<br>NORMAL           | 03-Jan-2013 12:08:00<br>02-Jan-2013 21:49:21<br>01-Jan-2013 12:09:57 | 03-Jan-2013 12<br>02-Jan-2013 21<br>02-Jan-2013 17<br>01-Jan-2013 12                   | Status<br>Application Approved<br>Application Submitted<br>Draft                         | Reference No.<br>FMA-FUN-W-130<br>FMA-FUN-W-130 |
| View Details<br>View<br>View<br>View<br>View | МПО12013000497<br>МПО12013000463<br>МПО12013000438<br>МПО12013000423 | Application Type<br>FUN - Cost Analysis<br>FUN - Cost Analysis<br>FUN - Cost Analysis<br>FUN - Cost Analysis | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA | NORMAL<br>NORMAL<br>NORMAL<br>NORMAL | 03-Jan-2013 12:08:00<br>02-Jan-2013 21:49:21<br>01-Jan-2013 12:09:57 | 03-Jan-2013 12<br>02-Jan-2013 21<br>02-Jan-2013 17<br>01-Jan-2013 12<br>31-Dec-2012 19 | Status<br>Application Approved<br>Application Submitted<br>Draft<br>Application Approved | Reference No.<br>FMA-FUN-W-130<br>FMA-FUN-W-130 |

# 3. Click SEARCH button to search the result



# 3.1.7. Filter By Reference No.

The Reference No. is system-generated after an application is submitted by the Trader.

| EASE CLICK HERE TO SEAF                 | (CH                |                         |                       |          |
|---|--------------------|-------------------------|-----------------------|----------|
| pplication Type 😧                       | Scheme             | Application Date (From) | Application Date (To) |          |
| Please select                           |                    | ▼                       |                       |          |
| eference No. FMA-FUN-W-130103-KL-000001 | Endorsement No.    | Approved Date (From)    | Approved Date (To)    |          |
|   |                    |                         |                       |          |
| tatus<br>Please select                  | Company Name       | Application ID          |                       |          |
|   |                    |                         |                       |          |
| repared Date (From)                     | Prepared Date (To) |                         |                       |          |
|   |                    |                         |                       | (2)      |
|   |                    |                         | RESE                  | T SEARCH |

# Step 1

# Filter by Reference No.

- 1. Enter the Reference No. at textbox field, e.g: FMA-FUN-W-130103-KL-000001
- 2. Click SEARCH to display search result as follows:

| PLEASE CLICK HEP                  | RE TO SEARCH       |                        |          |                            |                      |                |                      |               | 5               |
|-----------------------------------|--------------------|------------------------|----------|----------------------------|----------------------|----------------|----------------------|---------------|-----------------|
| Application Type ?                | •                  | Scheme<br>Please selec | :t       | •                          | Application Date (I  | From)          | Application Da       |               |                 |
| Reference No.<br>FMA-FUN-W-130103 | 3-KL-000001        | Endorsemer             | nt No.   |                            | Approved Date (Fr    | om)            | Approved Dat         |               |                 |
| <b>Status</b><br>Please select    | •                  | Company Na             | ime      |                            | Application ID       |                | ]                    |               |                 |
| Prepared Date (Fron               | n)                 | Prepared Da            | ite (To) |                            |                      |                |                      |               |                 |
|                                   |                    |                        |          |                            |                      |                |                      | RESET         | SEARCH          |
| ISTING                            |                    |                        |          |                            |                      |                |                      |               |                 |
|                                   |                    |                        |          |                            |                      |                | Reference            | No.           | NEW 📮           |
| Application ID                    | Application Type   | S                      | cheme    | Application Case           | Application Date     | Prepared Date  | Status               | Reference No. | E               |
| MITI012013000497                  | FUN - Cost Analysi | s M                    | AFTA     | NORMAL                     | 03-Jan-2013 12:08:00 | 03-Jan-2013 12 | Application Approved | FMA-FUN-W-130 | 103-KL-000001 K |
|                                   | Page 1 o           | f1 🕨 💵                 | 1        | rr<br>Displaying 1 to 10 o | of 1 items           |                |                      |               | ŀ               |



# 3.1.8. Filter By Endorsement No.

The Endorsement No. is system-generated after an application is approved by the Approver.

| PLEASE CLICK HERE TO SEARCH        | I   |                         | *                     |
|------------------------------------|---|-------------------------|-----------------------|
| Application Type 💡 Please select 👻 | Scheme Please select                            | Application Date (From) | Application Date (To) |
| Reference No.                      | Endorsement No.<br>KL-201301-FUN-192825A-000014 | Approved Date (From)    | Approved Date (To)    |
| Status<br>Please select            | Company Name                                    | Application ID          |                       |
| Prepared Date (From)               | Prepared Date (To)                              |                         | 2                     |
|                                    |   |                         | RESET SEARCH          |

# Step 1

#### Filter by Endorsement No.

- 1. Enter the Endorsement No. at By Endorsement No. text box, e.g., KL-201301-FUN-192825A-000014
- 2. Click SEARCH button to display search result as follows:

| pplication Type 😮  |    | Scheme            |               | Application D  | ate (From)    | A   | pplication Date (To) |        |       |
|--------------------|----|-------------------|---------------|----------------|---------------|-----|----------------------|--------|-------|
| Please select      | Ψ. | Please select     |               | <b>7</b>       |               |     |                      |        |       |
| eference No.       |    | Endorsement No.   |               | Approved Dat   | e (From)      |     | pproved Date (To)    |        |       |
|                    |    | KL-201301-FUN-19  | 92825A-000014 |                |               |     |                      |        |       |
| tatus              |    | Company Name      |               | Application IE |               |     |                      |        |       |
| Please select      | *  |                   |               |                |               |     |                      |        |       |
|                    |    | Prepared Date (To |               |                |               |     |                      |        |       |
| repared Date (From | 1) | Prepared Date (10 | <i>)</i> )    |                |               |     |                      |        |       |
| repared Date (From |    | Prepareu Date (10 |               | 1              |               |     |                      |        |       |
| repared Date (From | ı) |                   |               |                |               |     |                      |        |       |
| repared Date (From |    |                   |               |                |               |     |                      |        |       |
| repared Date (From |    |                   |               |                |               |     | RE                   | SET SE | ARCH  |
| repared Date (From |    |                   |               |                |               |     | RE                   | SET SE | ARCH  |
|                    |    |                   |               |                |               |     | RE                   | SET SE | ARCH  |
| repared Date (From |    |                   |               |                |               |     | RE                   | SET SE | ARCH  |
|                    |    |                   |               |                |               |     | RE                   | SET    | ARCH  |
|                    |    |                   |               |                |               | End |                      |        |       |
|                    |    |                   |               |                |               | End | RE<br>orsement No.   |        | ARCH  |
| STING              |    |                   |               |                | Reference No. | End | orsement No.         |        | New 🖫 |
|                    |    | Application Date  | Prepared Date |                | Reference No. |     | orsement No.         |        |       |





By Approved Date 3.1.9.

| Application Type 😮   | Scheme                       | 5<br>Application Date (From) | Y   |     | Applica | 3    | Date  | (To) | 1               |    |
|----------------------|------------------------------|------------------------------|-----|-----|---------|------|-------|------|-----------------|----|
| Please select 🔹      | Please select 🔹              | 05-10-2012                   |     |     | 05-10   | 2012 |       | _    |                 |    |
| Reference No.        | Endorsement No.              | Approved Date (From)         |     | A   | UGU     |      | 2012  |      |                 |    |
|                      | KL-201301-FUN-192825A-000014 |                              | «   | <   | то      | DAY  | E     |      | ») 🔲 🗐          |    |
| Status               | Company Name                 | Application ID               | mor | tue | wed t   | hu   | fri s | at s | un              |    |
| Please select 🔹      |                              | - pp                         |     |     | 1       | 2    | 3 4   |      | 5 4             | 6  |
|                      |                              |                              | - 6 | 7   | 8       | 9    | 10 1  | 1 1  | 12              | 4  |
| Prepared Date (From) | Prepared Date (To)           |                              | 13  | 14  | 15      | 6    | 17 1  | 8    | August 05, 2012 |    |
|                      |                              |                              | 20  | 21  | 22 2    | 23   | 24 2  | 5 2  | 26 ET SEAR      | СН |
|                      |                              |                              | 27  | 28  | 29 3    | 30   | 31    |      |                 |    |

#### Step 1

#### **Filter by Approved Date**

SEARCH

- 1. Click icon 🔟 to display the Calendar.
- 2. Click  $\checkmark$  or  $\triangleright$  to navigate to the previous or next month.
- 3. Click  $\leq$  or  $\geq$  to navigate to the previous or next month.
- 4. Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.
- 5. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.

| ASE CLICK I                 | HERE TO SEAF                         | RCH  |                                  |  |  |  |  |
|-----------------------------|--------------------------------------|--|----------------------------------|--|--|--|--|
| plication Type              | • 😧                                  | r MAFTA                                      |                                  | Applicati                                    | ion Date (From)                            | Application Date (To                             | )  |
| ference No.                 |                                      | Endorsement                                  | :No.                             | Approve<br>01-01-20                          | d Date (From)<br>013                       | Approved Date (To)<br>04-01-2013                 |  |
| <b>itus</b><br>lease select |                                      | Company Nar                                  | ne                               | Applicati                                    | ion ID                                     |  |  |
| epared Date (F              | From)                                | Prepared Dat                                 | e (To)                           |  |  |  |  |
|                             |                                      |  |                                  |  |  |  |  |
| TING                        |                                      |  |                                  |  |  |  | RESET SEARCH   |
| _                           | Filter Scheme                        | ]  |                                  |  |  | Filter Approved Dat                              |  |
| _                           | Filter Scheme                        | Application Date                             | Prepared Date                    | Status                                       | Reference No.                              | Filter Approved Dat                              |  |
| F                           | 1                                    |  |                                  |  |  |  | Approved Date E  |
| Scheme                      | Application Case                     | 03-Jan-2013 12:08:00                         | 03-Jan-2013 12                   | Application Approved                         | FMA-FUN-W-130103-KL                        | Endorsement No.                                  | e NEW (<br>Approved Date E<br>03-Jan-2013 12:23:27 0                           |
| Scheme<br>MAFTA             | Application Case<br>NORMAL<br>NORMAL | 03-Jan-2013 12:08:00<br>02-Jan-2013 22:00:00 | 03-Jan-2013 12<br>02-Jan-2013 21 | Application Approved<br>Application Approved | FMA-FUN-W-130103-KL<br>FMA-FUF-W-130102-KL | Endorsement No.<br>L-00( KL-201301-FUN-192825A-0 | P NEW (<br>Approved Date E<br>03-Jan-2013 12:23:27 0<br>02-Jan-2013 22:16:15 0 |



# 3.1.10. By Prepared Date (From)

| pplication Type 😮   | mon | <<br>tu |    |    |            | _  | »<br>sun |   | Application Date (From) | Application Date (To)  |   |
|---------------------|-----|---------|----|----|------------|----|----------|---|-------------------------|------------------------|---|
|                     | 4)  | 1       | 2  | Y  | 4          | 5  | 6        | - |                         |                        |   |
| eference No.        | 7   | 8       |    |    | 11<br>2013 |    | 13       |   | Approved Date (From)    | <br>Approved Date (To) |   |
|                     | 14  |         |    |    | 18         |    | 20       |   |                         |                        | = |
| tatus               | 21  | 22      | 23 | 24 | 25         | 26 | 27       |   | Application ID          | <br>·                  |   |
| Please select       | 28  | 29      | 30 | 31 |            |    |          |   |                         |                        |   |
| repared Date (From) |     |         |    |    |            |    |          |   |                         |                        |   |
| )1-01-2013          | Ŧ   | [       |    |    |            |    |          | Ē |                         |                        | 6 |

Step 1Filter by Prepared Date (From)

- 1. Click icon 🔟 to display the Calendar.
- 2. Click  $\checkmark$  or  $\triangleright$  to navigate to the previous or next month.
- 3. Click  $\leq$  or  $\geq$  to navigate to the previous or next month.
- 4. Pick any date that you required. Ensure Prepared Date (To) field is later than Prepared Date (From) field.
- 5. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.
- 6. Click SEARCH button to view the result.

| PLEASE CLICK                                      | CHERE TO SEAR    | CH   |                |                  |                      |                |                                    | *                  |
|---|------------------|--|----------------|------------------|----------------------|----------------|------------------------------------|--------------------|
| Application Typ<br>Please select<br>Reference No. | •                | Scheme<br>Please select<br>Endorsement No. |                | ·                | Date (From)          | Appro          | cation Date (To)<br>oved Date (To) |                    |
| Status<br>Please select                           | ~                | Company Name                               |                | Applicatio       |                      |                |                                    |                    |
| Prepared Date<br>01-12-2012                       | (From)           | Prepared Date (To)                         |                |                  |                      |                |                                    |                    |
|   |                  |  |                |                  |                      |                | RESE                               | SEARCH             |
| LISTING   |                  |  |                |                  |                      |                |                                    | *                  |
|   |                  |  |                |                  | Prepared             | Date           |                                    | NEW 🔽              |
| View Details A                                    | Application ID   | Application Type                           | Scheme         | Application Case | Application Date     | Prepared Date  | Status                             | Reference No.      |
| View  | MITI012013000497 | FUN - Cost Analysis                        | MAFTA          | NORMAL           | 03-Jan-2013 12:08:00 | 03-Jan-2013 12 | Application Approved               | FMA-FUN-W-130103-K |
| •   |                  | III  | -              |                  |                      |                | 4                                  | Þ                  |
| 10 💌 🖡  | 🖣 🖣 Page 1       | of 1 🕨 🔧 D                                 | isplaying 1 to | 10 of 1 items    |                      |                |                                    |                    |



| pplication Type 😮   |     | Scheme             |     | Application Date (From) |     | Application Date (To) |   |  |
|---------------------|-----|--------------------|-----|-------------------------|-----|-----------------------|---|--|
| Cost Analysis       | × • | MAFTA              | × - |                         | 111 |                       |   |  |
| eference No.        |     | Endorsement No.    |     | Approved Date (From)    |     | Approved Date (To)    |   |  |
|                     |     |                    |     | 01-01-2013              | H   | 04-01-2013            | H |  |
| tatus               |     | Company Name       |     | Application ID          |     |                       |   |  |
| MY TASK             | × • |                    |     |                         |     |                       |   |  |
| repared Date (From) |     | Prepared Date (To) |     |                         |     |                       |   |  |
|                     |     |                    |     |                         |     |                       |   |  |

Step 1

# **Reset Data**

1. Click

RESET button to reset all the data in search panel.

2. Automatically all the data have been cleared.

| PLEASE CLICK HERE TO SEARCH        | I                    |                         | *                     |
|------------------------------------|----------------------|-------------------------|-----------------------|
| Application Type 💡 Please select 🔹 | Scheme Please select | Application Date (From) | Application Date (To) |
| Reference No.                      | Endorsement No.      | Approved Date (From)    | Approved Date (To)    |
| Status Please select               | Company Name         | Application ID          |                       |
| Prepared Date (From)               | Prepared Date (To)   |                         |                       |
|                                    |                      |                         | RESET SEARCH          |



# 3.2. Additional Features

There are 5 additional features in View CA / CO Transactions screen:

| STING        |                 |                  |              |                  |                  |                          |                        |   |
|--------------|-----------------|------------------|--------------|------------------|------------------|--------------------------|------------------------|---|
|              |                 |                  |              |                  |                  |                          | NEW                    | ٦ |
| View Details | Application ID  | Application Type | Scheme       | Application Case | Application Date | Reference No.            | Status                 | E |
|              | MIT052012682486 | FKF- Form AK     | AKFTA        | NORMAL           | 21/05/2012       | FAK-FKF-W-120521-KL-0028 | Apply for Cancellation | k |
|              |                 |                  |              |                  |                  |                          |                        | 1 |
| 10 👻         | Page 1          | of 1 🕨 🕅 🤔       | Displaying 1 | to 10 of 1 items |                  |                          |                        |   |
| 10 < 20      | <b>⊢</b> (2)    |                  |              |                  |                  |                          |                        |   |
| 50           |                 |                  |              | ТОР              |                  |                          |                        |   |

3.2.1. Number of transaction display

# Step 1 Number of Transaction display

- 1. Select a number from the 20 drop down list box. The above transactions are searched with the following criteria:
  - Click Filter Scheme drop down list and select MAFTA
  - Click Filter Status drop down list and select My Tasks
- 2. Select Number of transaction display
- 3. Click number to display search result as follows:

| h h  | Туре 🕜   | Scheme  |  | Applicatio   | on Date (From)   | 01010 | Application Date ( |  |               |
|--|--|---|--|--|------------------|-------|--------------------|--|---------------|
| Please selec   | ct   | + ATIGA   | ×  | -  |                  | 111   |                    | l  |               |
| teference N  | lo.  | Endorsement No.   |  | Approved   | Date (From)      |       | Approved Date (To  | o)   |               |
|  |  |   |  |  |                  |       |                    | 1  |               |
| itatus   |  | Company Name  |  | Applicatio   | on ID            |       |                    |  |               |
| MY TASK  | ×  | *   |  |  |                  |       |                    |  |               |
|  |  |   |  |  |                  |       |                    |  |               |
|  |  |   |  |  |                  |       |                    | RESET  | SEARCH        |
|  |  |   |  |  |                  |       |                    | RESET  | SEARCH        |
|  |  |   |  |  |                  |       |                    |  |               |
|  |  |   |  | ust a mo   | oment            |       |                    |  |               |
| STING  |  |   |  | ascame   | June III         |       |                    |  |               |
|  |  |   |  |  |                  |       |                    |  | Exercise come |
|  |  |   |  |  |                  |       |                    |  | NEW E         |
|  |  |   |  |  |                  |       |                    |  |               |
|  |  |   |  |  |                  |       |                    |  |               |
| 2  |  | -   |  |  |                  |       |                    |  |               |
| View Detailis  | Application ID   | Application Type  | Scheme   | Application Case   | Application Date | Refer | rence No.          | Status   |               |
| View Details   | Application ID<br>MIT102012000601  | Application Type<br>ATIGA New Cost Analysis   | Scheme<br>ATIGA                                    | Application Case<br>NORMAL   | Application Date | Refer | rence No.          | Status<br>Draft  |               |
| View   | MIT102012000601  | ATIGA New Cost Analysis   | ATIGA  | NORMAL   | Application Date | Refer | rence No.          | Draft  |               |
|  | MIT102012000601<br>MIT102012000600   | ATIGA New Cost Analysis<br>ATIGA New Cost Analysis  | ATIGA<br>ATIGA                                     | NORMAL   | Application Date | Refer | rence No.          | Draft<br>Draft   |               |
| View   | MIT102012000601  | ATIGA New Cost Analysis   | ATIGA  | NORMAL   | Application Date | Refer | rence No.          | Draft  |               |
| Vian   | MIT102012000601<br>MIT102012000600   | ATIGA New Cost Analysis<br>ATIGA New Cost Analysis  | ATIGA<br>ATIGA                                     | NORMAL   | Application Date | Refer | rence No.          | Draft<br>Draft   |               |
| View<br>View<br>View   | MIT102012000601<br>MIT102012000600<br>MIT102012000599  | ATIGA New Cost Analysis<br>ATIGA New Cost Analysis<br>ATIGA New Cost Analysis   | ATIGA<br>ATIGA<br>ATIGA                            | NORMAL<br>NORMAL<br>NORMAL   | Application Date | Refer | rence No.          | Drat<br>Drat<br>Drat   |               |
| View<br>View<br>View<br>View   | MIT102012000601<br>MIT102012000600<br>MIT102012000599<br>MIT102012000596   | ATIGA New Cost Analysis<br>ATIGA New Cost Analysis<br>ATIGA New Cost Analysis<br>ATIGA New Cost Analysis  | ATIGA<br>ATIGA<br>ATIGA<br>ATIGA                   | NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                                     | Application Date | Refer | rence No.          | Drat<br>Drat<br>Drat<br>Drat                                 |               |
| View<br>View<br>View<br>View<br>View   | MIT102012000601<br>MIT102012000600<br>MIT102012000599<br>MIT102012000595<br>MIT102012000597  | ATIGA New Cost Analysis<br>ATIGA New Cost Analysis<br>ATIGA New Cost Analysis<br>ATIGA New Cost Analysis<br>ATIGA New Cost Analysis   | ATIGA<br>ATIGA<br>ATIGA<br>ATIGA                   | NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                                     | Application Date |       | rence No.          | Draft<br>Draft<br>Draft<br>Draft<br>Draft                    |               |
| Visw<br>Visw<br>Visw<br>Visw<br>Visw<br>Visw<br>Visw   | MIT102012000601<br>MIT102012000600<br>MIT102012000599<br>MIT102012000598<br>MIT102012000597<br>MIT102012000592                                       | ATIGA New Cost Analysis<br>ATIGA Additional Cost Analysis   | ATIGA<br>ATIGA<br>ATIGA<br>ATIGA<br>ATIGA          | NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                           | Application Date |       |                    | Draft<br>Draft<br>Draft<br>Draft<br>Draft<br>Draft           |               |
| Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision | MIT102012000601<br>MIT102012000600<br>MIT102012000599<br>MIT102012000599<br>MIT102012000597<br>MIT102012000592<br>MIT102012000585                    | ATIGA New Cost Analysis<br>ATIGA Additional Cost Analysis<br>ATIGA New Cost Analysis  | ATIGA<br>ATIGA<br>ATIGA<br>ATIGA<br>ATIGA<br>ATIGA | NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                 | Application Date |       |                    | Drat<br>Drat<br>Drat<br>Drat<br>Drat<br>Drat<br>Drat         |               |
| Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision<br>Vision           | MIT102012000601<br>MIT102012000600<br>MIT102012000599<br>MIT102012000597<br>MIT102012000597<br>MIT102012000592<br>MIT102012000585<br>MIT102012000584 | ATIGA New Cost Analysis<br>ATIGA Additional Cost Analysis<br>ATIGA New Cost Analysis<br>ATIGA New Cost Analysis<br>ATIGA - Form D | ATIGA<br>ATIGA<br>ATIGA<br>ATIGA<br>ATIGA<br>ATIGA | NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>BACK-TO-BACK | Application Date |       |                    | Drat<br>Drat<br>Drat<br>Drat<br>Drat<br>Drat<br>Drat<br>Drat |               |





| ISTING       |                 |                         |               |                   |                  |                            |                     |     |
|--------------|-----------------|-------------------------|---------------|-------------------|------------------|----------------------------|---------------------|-----|
|              |                 |                         |               |                   |                  |                            | NEW                 | ı 🗔 |
| View Details | Application ID  | Application Type        | Scheme        | Application Case  | Application Date | Reference No.              | Status              | Er  |
| View         | MIT092012000434 | ATIGA New Cost Analysis | ATIGA         | NORMAL            |                  |                            | Draft               |     |
| View         | MIT092012000429 | FKF- Form AK            | AKFTA         | EXHIBITION        |                  |                            | Draft               |     |
| View         | MIT092012000419 | ATIGA New Cost Analysis | ATIGA         | NORMAL            |                  |                            | Draft               |     |
| View         | MIT092012000417 | ATIGA - Form D          | ATIGA         | NORMAL            |                  |                            | Draft               |     |
| View         | MIT092012000413 | ATIGA - Form D          | ATIGA         | BACK-TO-BACK      |                  |                            | Draft               |     |
| View         | MIT092012000404 | ATIGA New Cost Analysis | ATIGA         | NORMAL            |                  |                            | Draft               |     |
| View         | MIT092012000403 | ATIGA New Cost Analysis | ATIGA         | NORMAL            |                  |                            | Draft               |     |
| View         | MIT092012000400 | ATIGA - Form D          | ATIGA         |                   |                  | CPT-CCF-W-120920-KL-000001 | Application Queried |     |
| View         | мп032012000395  | ATIGA Additional        | ATIGA         | NORMAL            |                  |                            | Draft               |     |
| View         | U092012000394   | 3 ATIGA New 4 t Analys  |               | NORMAL            |                  |                            | Draft               | +   |
| 10 -         | A Page 4        | of6 🕨 🕅 😤 🛙             | )isplaying 31 | to 40 of 54 items |                  |                            |                     |     |

# 3.2.2. Page Number Layout

Step 1

#### Page Number

- 1. The above transactions are searched with the following criteria:
  - Click Filter Scheme drop down list and select ATIGA.
  - Click Filter Status drop down list and select My Tasks.
    - i. Click K dropdown to navigate to the early page number respectively.
    - ii. Click dropdown to navigate to the previous number of page.
  - iii. You may enter manually number of page at textbox field.
  - iv. Click dropdown to navigate to the next number of page.
  - v. Click dropdown to navigate to the last number of page.
  - vi. Click dropdown to update the displaying page number.
  - vii. You may view the Displaying 31 to 40 of 56 items record here.



# 3.2.3. Sort transaction columns in Ascending or Descending order

| l | ISTING       |                 |                       |        | _                |                  |               |        | *     |
|---|--------------|-----------------|-----------------------|--------|------------------|------------------|---------------|--------|-------|
|   |              |                 | 2                     |        | ()               |                  |               |        | NEW 📮 |
|   | View Details | Application ID  | Application Type      | Scheme | Application Case | Application Date | Reference No. | Status | Er    |
|   | View         | MIT092012000404 | ATIGA New Cost 3 vsis | ATIGA  | NORMAL           |                  |               | Draft  |       |

- 1. The columns available in the View Transactions screen are:
  - App. ID
  - Application Type
  - Application Case
  - Application Date
  - Trader Code
  - Company Name
  - Reference No.
  - Trader Reference No.
  - Status
  - Endorsement No.
- 2. Each column can be sorted in ascending or descending order.
- To view transactions in ascending/increasing order (smallest to largest/earliest to latest), click : clic

|              |                 |                                |         | Sorted in Asc<br>(in alphabe | ending Order<br>tical order) |                          | NEW                 | 1 📑 |
|--------------|-----------------|--------------------------------|---------|------------------------------|------------------------------|--------------------------|---------------------|-----|
| View Details | Application ID  | Application Type               | Scheme  | Application Case             | Application Date             | Reference No.            | Status              | 1   |
| View         | MIT092012000514 | ATIGA New Cost Analysis        | ATIGA   | NORMAL                       |                              |                          | Draft               |     |
| View         | MIT092012000434 | ATIGA New Cost Analysis        | ATIGA   | NORMAL                       |                              |                          | Draft               |     |
| View         | МГТ092012000419 | ATIGA New Cost Analysis        | ATIGA   | NORMAL                       |                              |                          | Draft               |     |
| View         | MIT092012000404 | ATIGA New Cost Analysis        | ATIGA   | NORMAL                       |                              |                          | Draft               |     |
| View         | MIT092012000403 | ATIGA New Cost Analysis        | ATIGA   | NORMAL                       |                              |                          | Draft               |     |
| View         | MIT102012000596 | FAA - Additional Brand / Model | AANZFTA | NORMAL                       |                              |                          | Draft               |     |
| View         | MIT102012000607 | FAN - New Cost Analysis        | AANZFTA | NORMAL                       |                              |                          | Draft               |     |
| View         | MIT042012653090 | FCF - Form E                   | ACFTA   | NORMAL                       | 24/04/2012                   |                          | Draft               |     |
| View         | MIT042012653420 | FCF - Form E                   | ACFTA   | NORMAL                       | 24/04/2012                   |                          | Draft               |     |
| View         | MIT012011286938 | FCF - Form E                   | ACFTA   | NORMAL                       | 28/02/2011                   | FAC-FCF-W-110228-KL-0018 | Application Queried |     |



|              |                 |                         |         |                    |                  |                            | NEW                   |   |
|--------------|-----------------|-------------------------|---------|--------------------|------------------|----------------------------|-----------------------|---|
|              |                 |                         |         |                    |                  |                            |                       |   |
| View Details | Application ID  | Application Type        | Scheme  | Application Case   | Application Date | Reference No.              | Status                | E |
| View         | MIT102012000611 | FIN - New Cost Analysis | AIFTA   | NORMAL             |                  |                            | Draft                 |   |
| View         | MIT102012000608 | ATIGA New Cost Analysis | ATIGA   | NORMAL             |                  | CPT-CCN-W-121005-KL-000023 | Draft                 | к |
| View         | MIT102012000606 | GCN - New Cost Analysis | GSP     | NORMAL             |                  |                            | Draft                 |   |
| View         | MIT102012000605 | ATIGA New Cost Analysis | ATIGA   | NORMAL             |                  |                            | Draft                 |   |
| View         | MIT102012000604 | FKN - New Cost Analysis | AKFTA   | NORMAL             |                  |                            | Draft                 |   |
| View         | MIT102012000603 | FPN - New Cost Analysis | MPCEPA  | NORMAL             |                  |                            | Draft                 |   |
| View         | MIT102012000602 | FAN - New Cost Analysis | AANZFTA | (T) <sup>MAL</sup> |                  | FAU-FAN-W-120331-JB-000001 | Draft                 | A |
| View         | MIT102012000594 | FJN - New Cost Analysis | MJEPA   | NORMAL             | 05/10/2012       | FMJ-FJN-W-121005-KL-000001 | Application Submitted |   |
| View         | MIT102012000583 | ATIGA New Cost Anal     | ATIGA   | NORMAL             | 05/10/2012       | CPT-CCN-W-121005-KL-000023 | Application Approved  | K |
| View         | MIT102012000575 | ATIGA New Cost Analysis | ATIGA   | NORMAL             |                  |                            | Draft                 | ł |
| <            |                 |                         |         |                    |                  | 1                          |                       | Ē |

3.2.4. Scroll horizontally

- Click arrow to view to end of raw table transaction or click arrow to view the first line transaction.
- 2. You also can scroll arrow horizontally to view all the data.

|     |                  |                            |                       |                       |               |                |             | NEW 🔤       |
|-----|------------------|----------------------------|-----------------------|-----------------------|---------------|----------------|-------------|-------------|
| ase | Application Date | Reference No.              | Status                | Endorsement No.       | Approved Date | Effective Date | Expiry Date | Trader Ref. |
|     |                  |                            | Draft                 |                       |               |                |             |             |
|     |                  | CPT-CCN-W-121005-KL-000023 | Draft                 | KL-201210-CCN-192825A |               |                |             |             |
|     |                  |                            | Draft                 |                       |               |                |             |             |
|     |                  |                            | Draft                 |                       |               |                |             |             |
|     |                  |                            | Draft                 |                       |               |                |             |             |
|     |                  |                            | Draft                 |                       |               |                |             |             |
|     |                  | FAU-FAN-W-120331-JB-000001 | Draft                 | AANZFTA-192825A-0010  |               |                |             | 20120323-AA |
|     | 05/10/2012       | FMJ-FJN-W-121005-KL-000001 | Application Submitted |                       |               |                |             |             |
|     | 05/10/2012       | CPT-CCN-W-121005-KL-000023 | Application Approved  | KL-201210-CCN-192825A |               |                |             |             |
|     |                  |                            | Draft                 |                       |               |                |             |             |
| •   |                  |                            |                       |                       |               |                |             |             |



| View Details | Application ID  | Application Type               | Scheme     | Application Case | Application Date | Reference No.              | Status                | En |
|--------------|-----------------|--------------------------------|------------|------------------|------------------|----------------------------|-----------------------|----|
| View         | MIT102012000718 | FCA - Additional Cost Analysis | ACFTA      | NORMAL           |                  |                            | Draft                 |    |
| View         | МП102012000717  | FFA - Additional Brand / Model | AJCEP      | NORMAL           |                  |                            | Draft                 |    |
| View         | МП102012000716  | FCN - New Cost Analysis        | ACFTA      | NORMAL           | 22/10/2012       | FAC-FCN-W-121022-KL-000004 | Application Submitted |    |
| View         | MIT102012000715 | FCA - Additional Cost Analysis | ACFTA      | NORMAL           |                  |                            | Draft                 |    |
| View         | MIT102012000713 | GCA - Additional Cost Analysis | GSP        | NORMAL           |                  |                            | Draft                 |    |
| View         | MIT102012000712 | GCA - Additional Cost Analysis | GSP        | NORMAL           |                  |                            | Draft                 |    |
| View         | MIT102012000710 | ATIGA - Form D                 | ATIGA      | NORMAL           |                  |                            | Draft                 |    |
| View         | МП102012000709  | FAA - Additional Brand / Model | AANZFTA    | NORMAL           |                  |                            | Draft                 |    |
| View         | MIT102012000708 | GCA - Additional Cost Analysis | GSP        | NORMAL           |                  |                            | Draft                 |    |
| View         | MIT102012000707 | GCN - New Cost Analysis        | GSP        | NORMAL           |                  |                            | Draft                 |    |
| •            | 1               | III                            | 1          | 1                | 1                |                            |                       | Þ  |
| 10 💌         | Page 1          | of 130 🕨 🔰  🤣                  | Displaying | 1 to 10 🚺 8 iten | ns               |                            |                       |    |

3.2.5. Top of Page

- 1. Click <sup>top</sup> button to go to top of page.
- 2. Automatically the page will directly go to top of page.

| -   | NSW              |                                      |   |                                  |                     | SHIMANO O          | OMPONENTS (MALAYSIA) SON BHD |
|---|------------------|--------------------------------------|---|----------------------------------|---------------------|--------------------|------------------------------|
| epco<br>CA/CAA/                           | CO Transaci      | tion                                 |   |                                  |                     | Tip                |                              |
| PLEASE CLI                                | CK HERE TO SEARC | Н                                    |   |                                  |                     | *                  | I                            |
| Application<br>Please sele<br>Reference M | ct 🔻             | Scheme Please select Endorsement No. | • | Approved Date (From)             | Application Date (T |                    | E                            |
| Status<br>Please sele                     | ct 💌             | Company Name                         |   | Application ID                   |                     |                    |                              |
|   |                  |                                      |   |                                  |                     | RESET SEARCH       |                              |
| LISTING                                   |                  |                                      |   |                                  |                     | NEW 🗔              |                              |
| View Details                              |                  |                                      |   | oplication Case Application Date | Reference No.       | Status En<br>Draft |                              |
| View                                      |                  |                                      |   | DRMAL                            |                     | Draft<br>Draft     |                              |



# Section 4. Preferential Certificate of Origin (CO)

# 4.1. Certificate of Origin (CO)

Traders may submit 3 types of the applications to the MITI officers, this module will focus on:

- Cost Analysis (CA)
- Cost Analysis Additional Brand / Model (CAA)
- Preferential Certificate of Origin (CO)

# 4.2. View Certificate of Origin (CO)

The applications with statuses below are for viewing only:

- Application Submitted
- Application Checked
- Application Verified
- Application Recommended for Approval
- Application Approved
- Application Rejected
- Application Resubmitted
- Application Cancelled



|      | Step   | 1   | View                            | Certifi         | icate of (          | Origin (CO           | ))              |                            |                 |
|------|--|-----|---------------------------------|-----------------|---------------------|----------------------|-----------------|----------------------------|-----------------|
| CA/C | CAA/CO Transa                                | act | tion                            |                 |                     |                      |                 |                            |                 |
|      |  |     |                                 |                 |                     |                      |                 |                            |                 |
| DIEA | ASE CLICK HERE TO SEA                        | PC  | u                               |                 |                     |                      |                 |                            | •               |
| PLEA | ASE CLICK HERE TO SEA                        | ANC | п                               |                 |                     |                      |                 |                            | *               |
| Appl | lication Type 😮                              | ഹ   | Scheme                          | 3               | Application         | n Date (From)        |                 | cation Date (To)           |                 |
| Cer  | rtificate of Origin X                        | 1   | MAETA<br>4                      | XA              |                     |                      |                 |                            | ] 🔳             |
|      |  | 2   | 1                               | ۹               | Approved I          | Date (From)          | 1000            | oved Date (To)             |                 |
|      | ertificate of Origin                         |     | MAFTA                           |                 |                     |                      |                 |                            | ] 🗖             |
|      | ost Analysis                                 |     | Company Name                    |                 | Application         | n ID                 |                 |                            |                 |
| Stat | pplication Submitted                         | -(  | 5                               |                 |                     |                      |                 |                            |                 |
|      |  | a   | Prepared Date (To)              |                 |                     |                      |                 |                            |                 |
|      | oplication Recommended                       | 4   |                                 |                 |                     |                      |                 |                            | $\overline{Q}$  |
|      | or Approval                                  | -   |                                 |                 |                     |                      |                 |                            |                 |
|      | pplication Rejected                          |     |                                 |                 |                     |                      |                 | RESET                      | SEARCH          |
|      | pplication Rejected For<br>ancellation       |     |                                 |                 |                     |                      |                 |                            |                 |
|      | pplication Resubmitted                       |     |                                 |                 |                     |                      |                 |                            | *               |
|      | pplication Submitted                         |     |                                 |                 |                     |                      |                 |                            | Ň               |
|      | pplication Verified<br>pply for Cancellation | 111 |                                 |                 |                     |                      |                 |                            | NEW 🔂           |
|      | pproval for Queried                          |     |                                 |                 |                     |                      |                 |                            |                 |
| Ap   | pplication after first<br>pproved            |     | tion is currently not available | , until furthe  | r notice. Kindly co | opy your approved CA | and add in deta | ails of Brand/ Model, as a | in alternative  |
| Dr   | raft   | Ψ.  | pplication Type                 | Scheme          | Application Case    | Application Date     | Prepared Date   | Status                     | Reference No.   |
|      | View   | F   | UF - Form MAFTA                 | MAFTA           | NORMAL              | 07-Jan-2013 11:32:05 | 07-Jan-2013 11  | Application Submitted      | FMA-FUF-W-13010 |
| •    |  |     | m                               |                 |                     |                      |                 |                            | ۴               |
| 10   | ) 💌 🚺 🖣 Page 1                               |     | of 1 🕨 🕅 🤔 Di                   | splaying 1 to 1 | 10 of 1 items       |                      |                 |                            |                 |
|      |  |     |                                 |                 | -                   |                      |                 |                            |                 |

- 1. Click filter Application Type 🔽 dropdown to select application type requested.
- 2. Choose any Application Type. Eg: Certificate of Origin
- 3. Click filter scheme requested.
- 4. Choose any scheme. Eg: MAFTA
- 5. Click fliter Status 🔽 dropdown to select application status.
- 6. Select application Status. Eg: Application Submitted.
- 7. Click **SEARCH** button to view results.
- 8. Click view button to display view Certificate of Origin as screen below;



| ertificate of Origin-  | MAFTA [ MITI012                            | 013000       | 0629]                             |               |  |                          |
|--|--|--------------|-----------------------------------|---------------|--|--------------------------|
| BACK TO MAIN   |  |              |                                   |               |  |                          |
| Company Details<br>Company Name  | ROC / ROB No.                              |              |                                   |               |  |                          |
| SHIMANO COMPONENTS (MALA   | 1928254                                    |              |                                   |               |  |                          |
| LOT 4550, LORONG A-16  | PEKAN NANAS                                | 6150         | 0. JOHOR                          |               |  |                          |
| Posicode<br>81500  | City                                       |              | State                             |               | Country  |                          |
| A1500<br>Telephone No. (Mobile)<br>07-6896062                                  | Telephone No. (Office)<br>07-0991599       | _            | Fax No.                           |               | Mataycia<br>Emoli<br>901140@sem shimano.c  |                          |
| Frader Reference No.   |  |              | 07-6896391                        |               | 901140@sem.shimano.c   | omisg                    |
| FMA FUF W 130107 KL 000001   |  |              |                                   |               |  |                          |
| ompany Name  |  |              |                                   |               |  |                          |
| SHEMANO COMPONENTS (F  |  |              |                                   |               |  |                          |
| LOT 4550, LORONG A 16, PEKAN I   | 81500 PONTIAN, JOHOIL MAL                  | AYS          |                                   |               |  |                          |
| inished Product  |  |              |                                   |               |  |                          |
| View Details Finished Product ID   | Tariff Deao                                |              | Tariff Code                       | Brand /       | Model Manufacturer   | Origin Criteria          |
| View Details Printed (Found ID<br>View)<br>* 1                                 |  |              |                                   | Calck         |  |                          |
|  |  |              |                                   |               |  |                          |
| ttached Document   |  |              |                                   |               | AT   | TACH DOCUMENT @P         |
| Action Document Nam  |  |              |                                   |               |  |                          |
| Cuatoma_Deck   | nr_eirway_Bill.pdf<br>arabon_Form_(K2).pdf |              |                                   |               |  |                          |
| Waw hydice pdr   |  |              |                                   |               |  |                          |
| ood Consigned To (Consigne   | ee's Name,Address,Countr<br>ROC / ROB No.  | <b>y</b> )   |                                   |               |  | 3                        |
| SHIMANO COMPONENTS (F  | 1928254                                    |              |                                   |               |  |                          |
| Company Address<br>LOT 4550, LORONG A 16,                                      | PEKAN NENAS                                |              |                                   | í.            |  |                          |
| Postcode   | слу  |              | State                             | -             | Country  |                          |
| A1500<br>Felephone No. (Mobile)  | Telephone No. (Office)                     |              | Tax No.                           | 5             | Email  |                          |
|  | 07-6896364                                 |              | 07-6896391                        |               |  |                          |
| gent Profile (Agent Name,Ad  | ddress,Country)<br>ROC / ROB No.           |              |                                   |               |  | 3                        |
| tshahha 🔤 🔤  |  | 1            |                                   |               |  |                          |
| Sompany Address<br>Socialized  |  |              |                                   |               |  |                          |
| Postcode   | Слу  |              | State                             |               | Country  |                          |
| Telephone No. (Mobile)   | Telephone No. (Office)                     | 1            | Fax No.                           |               | Email  | 1                        |
|  |  |              |                                   |               |  |                          |
| Acans of Transport and Route<br>Mode of Transport                              | Vessel's Name / Air Craft                  | t, este      | Feeder Vessel's Name              |               | Export Date  |                          |
| AIR TRANSPORT<br>Port of Discharge   | fielgdg<br>Port of Discharge(For LC)       | >            | grang                             | 12            | 08/01/2013   | 1000                     |
| AUAGW - AGNEW-QL   | 100bgt                                     |              |                                   |               |  |                          |
| ecord of Certificate of Origin   | n)   |              |                                   |               |  |                          |
| Contact Person   |  |              |                                   |               |  |                          |
| geisere  | Designation<br>manager                     |              | IC / Passport No.<br>840923087851 | 1             | Telephone No.<br>0137074653  | )                        |
| Peclaration Details  |  |              |                                   |               |  |                          |
| Preferred Branch of Appli  | ication Processing                         |              |                                   |               |  |                          |
| Kuala Lumpur   |  |              |                                   |               |  |                          |
| Declaration Details  | Designation                                |              | IC / Passport No.                 |               | Telephone No.  |                          |
| CHONG YONG KEE   | DIVISION HEAD                              |              | 661112015063                      | 4             | 0128904356   | J                        |
| tmall<br>chong@gmail.com   | 07-01-2018                                 | NTT N        | K2 Registration No 🌍              |               |  |                          |
| rader Remarks<br>try test  |  |              |                                   |               |  |                          |
| Indertaking by Expertanto Submit II  | ne bull of Ladung / Aunyay Bull / Fr       | Morrad Curt  | on Destavation Form For the       | naugura of F  | orm MARTA Prior To Experit   | of                       |
| Undertaking by Exporter to Submit 11<br>of Loding / Airway Bill / Endorsed Cus |  |              |                                   |               |  |                          |
| The undersigned hereby declares th<br>equirements specified for those goo      | ds in the Generalized Preferentia          | Tariff Schen | nes for goods exported to (im)    | porting Count | the traction of the traction o | compty contribute origin |
| ransaction Type  |  | _            |                                   |               |  |                          |
| Third Party levelcing  | (2) Accumulation                           |              | 🖂 De Minimis                      |               | III Issue Retroactively  |                          |
| ransaction View  | اللالالة وحدانا التحد ومالكاته             |              | فحجه الالتانية جيالالاله وجع      |               |  | والاللة جددة الاللة جددا |
|  | Action Response D                          | esc.         |                                   |               | Reject Desc.   | User Type                |
| 07/01/2013 11/32/05  | Application submittee                      |              |                                   |               |  | TRADER USER              |
| → (  |  | .00          |                                   |               |  | •                        |
|  |  |              |                                   |               |  | 16                       |
|  |  |              |                                   |               | Status<br>Application Submitted  | (Denver                  |
| rint Option  |  |              |                                   |               |  |                          |
| Print Importing Country HS Code  |  |              | Print Exporting Country I         | 45 Code       |  |                          |
|  |  |              |                                   |               |  | -                        |
|  |  |              |                                   |               |  | PROFF F                  |



# Step 2 View Finished Product

|             |                          |                               |             |       |       |                  | New 🔤           |
|-------------|--------------------------|-------------------------------|-------------|-------|-------|------------------|-----------------|
| (1)         |                          |                               |             | (     | 2     |                  |                 |
| ViewDetails | Finished Product ID      | Tariff Desc                   | Tariff Code | Brand | Model | Manufacturer     | Origin Criteria |
| View        | FMA-FUN-FP-121231-000085 | Pure-bred breeding animals as | 010121000   | Click | Here  | SHIMANO COMPONEN | wo              |
| (           |                          |                               |             |       |       |                  |                 |

- 1. Click View button to view Finished Product details screen.
- 2. Click Click Here hyperlink to view the brand /model.



3. As you can see the pop up result will appear at center of page.



# a) Finish Product Screen

|  | MAFTA [ MITI0120  | 13000629]  |   |             |
|--|---|--|---|-------------|
| BACK TO MAIN   |   |  |   |             |
| inished Produc.  | -FP-121231-000085   |  |   |             |
|  |   |  |   |             |
| S Back Finished Product  | Raw Material  |  |   |             |
|  |   |  |   |             |
| Tariff Code  | Tariff Desc   | Tariff UOM   | Finished Pro                                      | duct Ref ID |
| 010121000  | Pure-bred breeding anima  | Is assf  |   |             |
| Drigin Criteria  | _   |  |   |             |
| WO   |   |  |   |             |
| Brand / Model  |   |  |   |             |
| Brand 1  |   |  |   |             |
| Approved Importing Country   |   |  |   |             |
| AUSTRALIA  |   |  |   |             |
| Applied Importing Country  |   |  |   |             |
| AUSTRALIA  |   |  |   |             |
|  |   |  |   |             |
| mporting Country - HS Code   | Unit of Measurement (UOM)   | FOB Value (MYR)                                    |   |             |
| 122  | ANN - YEAR  | 676  |   |             |
| Other FOB Value  | Other FOB (Foreign Currenc  | у)   |   |             |
| 123  | AUD - AUDOLLAR  |  |   |             |
| Manufacturer ROB / ROC No.<br>192825A  | Manufacturer<br>SHIMANO COMPONENTS (1   | M) SDI   |   |             |
| 15202JA  |   | -  |   |             |
|  |   |  |   |             |
| Address  | PEKAN NENAS   |  |   |             |
| Address  |   |  |   |             |
| Address<br>LOT 4550, LORONG A-16   |   | State  | Country   |             |
| Address<br>LOT 4550, LORONG A-16<br>Post Code  | PEKAN NENAS   | State<br>JOHOR                                     | Country<br>MALAYSIA                               |             |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500   | PEKAN NENAS   |  |   |             |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person   | City  | JOHOR<br>Telephone No.                             | MALAYSIA  |             |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person   | City<br>Email   | JOHOR<br>Telephone No.                             | MALAYSIA<br>Fax No.                               |             |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person   | City<br>Email   | JOHOR<br>Telephone No.                             | MALAYSIA<br>Fax No.                               | UPDATE      |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR  | City<br>Email   | JOHOR<br>Telephone No.                             | MALAYSIA<br>Fax No.                               | UPDATE      |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR  | City<br>Email   | JOHOR<br>Telephone No.                             | MALAYSIA<br>Fax No.                               | UPDATE      |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR  | City<br>Email   | JOHOR<br>Telephone No.                             | MALAYSIA<br>Fax No.                               | UPDATE      |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR  | City<br>Email<br>zuraini@scm.shimano.com.s  | JOHOR<br>Telephone No.                             | MALAYSIA<br>Fax No.<br>07-6896391<br>Invoice Date | UPDATE      |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR  | City<br>Email<br>zuraini@scm.shimano.com.s  | JOHOR<br>Telephone No.<br>5g 07-6896364            | MALAYSIA<br>Fax No.<br>07-6896391<br>Invoice Date | UPDATE      |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR<br>Invoice Details                             | City<br>Email<br>zuraini@scm.shimano.com.s  | JOHOR<br>Telephone No.<br>5g 07-6896364            | MALAYSIA<br>Fax No.<br>07-6896391<br>Invoice Date | UPDATE      |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR  | City<br>Email<br>zuraini@scm.shimano.com.s  | JOHOR<br>Telephone No.<br>5g 07-6896364            | MALAYSIA<br>Fax No.<br>07-6896391<br>Invoice Date | UPDATE      |
| Address<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR<br>Invoice Details<br>24151<br>Package Details | PEKAN NENAS         City         Email         zuraini@scm.shimano.com.s         Invoice Number | JOHOR<br>Telephone No.<br>5g 07-6896364<br>08-01-2 | MALAYSIA<br>Fax No.<br>07-6896391<br>Invoice Date |             |



# b) Raw Material

| nishe | d Product - FMA-FU             | N-FP-12031-0000   | 85         |             |             |                            |                   |         |
|-------|--------------------------------|-------------------|------------|-------------|-------------|----------------------------|-------------------|---------|
| G B   | ack Finished Produc            | t Raw Material    |            |             |             |                            |                   |         |
| Туре  | Description of Raw<br>Material | Country of Origin | HS Code    | Supplier    | Invoice No. | Country of Origin (Group)  | Value (MYR)       | %       |
| F     | ANGLE                          | CHINA             | 392690990  | NANJING SPA | OIIN121018  | IMPORTED                   | 10.1860           | 28.4732 |
| F     | ANGLE COUPLER FE/I             | CHINA             | 740200000  | NANJING SPA | OIIN121018  | IMPORTED                   | 10.1860           | 28.4732 |
| F     | CHANNEL 55 X 36.5 R            | VIETNAM           | 0101900000 | NANJING SPA | OIIN121018  | ASEAN                      | 12.4910           | 34.9164 |
| F     | CHANNEL COVER CL.              | AUSTRALIA         | 392690990  | NANJING SPA | OIIN121018  | AUSTRALIA                  | 2.5570            | 7.1476  |
| F     | CLIP RUNG SMARTLC              | MALAYSIA          | 4001101100 | SOLAR MOUL  | SM-1371     | LOCAL                      | 0.3540            | 0.9895  |
|       | o Total - Australia<br>o Total |                   |            |             |             | 2.5570<br>35.7740<br>Value | 7.1476<br>99.9999 |         |
| Tot   | al Material Cost (Local,       | ASEAN & Imported) |            |             |             | 35.7740                    | 99.9999           |         |
| Lat   | oour Cost                      |                   |            |             |             | 23.0000                    | 2.5562            |         |
| Ove   | erhead Cost (Direct + In       | direct)           |            |             |             | 34.0000                    | 3.7787            |         |
| Oth   | ers Cost (If Available)        |                   |            |             |             | 464.0000                   | 51.5685           |         |
| Tot   | al Product Cost                |                   |            |             |             | 556.7740                   | 157.9033          |         |
| Pro   | ofit                           |                   |            |             |             | 343.0000                   | 38.1207           |         |
| FO    | B Price                        |                   |            |             |             | 899.7740                   | 196.0240          |         |
| lema  | arks                           |                   |            |             |             |                            |                   |         |



#### Step 3 Attachment

| Attached Docum | ent                               | ×                   |
|----------------|-----------------------------------|---------------------|
|                |                                   | b ATTACH DOCUMENT 🔗 |
| a              |                                   |                     |
| Artion         | Document Name                     |                     |
| View           | Bill_of_Lading_or_Airway_Bill.pdf |                     |
| View           | Customs_Declaration_Form_(K2).pdf |                     |
| View           | Invoice.pdf                       |                     |
|                |                                   |                     |

- 1. You can view the attachment by;
  - a. Click view button to view the document.
- b. Click ATTACH DOCUMENT *S* button to view the document.
- 2. The attachment automatically appears the preview.

| Bill_of_Lading_or_Airway_Bill.pdf                                  |                                   |
|--|-----------------------------------|
| Customs_Declaration_Form_(K2).pdf                                  |                                   |
| Invoice.pdf  |                                   |
| 0  |                                   |
| s<br>ne maximum file size for uploads is <b>2 MB</b>               |                                   |
| tachments with following file extensions are supported (.gif, .jpg | a inor tif odf doc docy yle yley) |

- 3. You may view the document by click at hyperlink.
- 4. Click 🔕 button to close the screen.

#### Step 4 Transaction View

| ate       | Time     | Action             | Response Desc. | Reject Desc. | User Type   |
|-----------|----------|--------------------|----------------|--------------|-------------|
| 7/01/2013 | 11:32:05 | Application Submit |                |              | TRADER USER |

1. All the transaction will be view at this section.



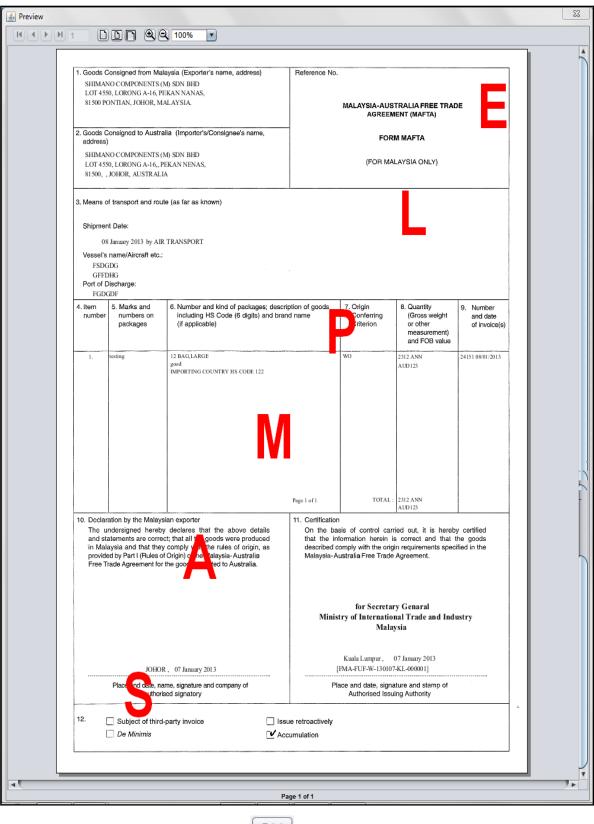
| Step 5                          | 5 Print Section |                                 |
|---------------------------------|-----------------|---------------------------------|
| Print Option                    |                 | *                               |
| Print Importing Country HS Code | ]               | Print Exporting Country HS Code |
|                                 |                 | PRINT                           |

- 1. Click print button to print the application submitted.
- 2. Message alert screen appear.

| Confirm<br>Kindly double check the HS Code Printing Selection.<br>Kindly ensure to print 3 copies for each approval for MITIs endorsement,<br>Proceed to print?<br>YES NO |   |
|---|---|
| <ol> <li>Click YES to proceed print or click NO to cancel.</li> <li>DNEXT Print screen appear.</li> </ol>   |   |
| © DNEXT PRINT™ - Google Chrome  | J |
|   | 4 |
| Preview Printer: KONICA MINOLTA 211 Print Print Properties<br>v1.0.0  |   |
|   |   |

5. Click Preview button to view the Form E.





6. Click Print button to print the attachment.



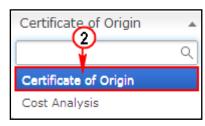
# 4.3. Applying for Certificate of Origin (CO)

| CAA/   | CO Transa  | cuon  |  |   |                      |   |   |                                   |
|--|--|---|--|---|----------------------|---|---|-----------------------------------|
| EASE CLIC  | CK HERE TO SEA   | RCH   |  |   |                      |   |   |                                   |
| pplication T   | ype 😮  | Scheme  |  | Application   | n Date (From)        |   | cation Date (To)  |                                   |
| Please select  | t  | ✓ Please select   |  | -   | Ē                    |   |   |                                   |
| eference No  | D.   | Endorsement No.   |  | Approved  | Date (From)          | Appro   | oved Date (To)  |                                   |
| tatus  |  | Company Name  |  | Application   |                      |   |   |                                   |
| My Task  | ×  | •   |  |   |                      |   |   |                                   |
|  |  |   |  |   |                      |   | RESE  | T SEARCH                          |
| STING  |  |   |  |   |                      |   | RESE  |                                   |
|  | nd/ Model(CAA) app   | lication is currently not available   | , until furth  | ner notice. Kindly co   | ipy your approved CA | and add in det  | 0   | New 🗟                             |
| dditional Bra  | Application ID   | Application Type  | Scheme   | Application Case  |                      | Prepared Date   | ails of Brand/ Model, a<br>Status   | NEW 🗟                             |
| dditional Bra  | Application ID<br>MITI012013000627   | Application Type<br>FUF - Form MAFTA  | Scheme<br>MAFTA  | Application Case  |                      | Prepared Date<br>05-Jan-2013 22   | ails of Brand/ Model, a<br>Status<br>Draft  | s an alternative                  |
| dditional Bra<br>olution<br>View Details   | Application ID<br>MITI012013000627<br>MITI012013000621   | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA                                     | Application Case<br>NORMAL<br>NORMAL  |                      | Prepared Date<br>05-Jan-2013 22<br>05-Jan-2013 16   | ails of Brand/ Model, a<br>Status<br>Draft<br>Application Ready   | s an alternative                  |
| dditional Bra<br>plution<br>View Details<br>View   | Application ID<br>MITI012013000627<br>MITI012013000621<br>MITI012013000609   | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA<br>MAFTA                            | Application Case<br>NORMAL<br>NORMAL<br>NORMAL                                      |                      | Prepared Date<br>05-Jan-2013 22<br>05-Jan-2013 16<br>04-Jan-2013 17   | ails of Brand/ Model, a<br>Status<br>Draft<br>Application Ready<br>Application Ready  | s an alternative                  |
| dditional Bra<br>Jution<br>View Details<br>View  | Application ID<br>MITI012013000627<br>MITI012013000621   | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA                                     | Application Case<br>NORMAL<br>NORMAL  |                      | Prepared Date<br>05-Jan-2013 22<br>05-Jan-2013 16<br>04-Jan-2013 17   | ails of Brand/ Model, a<br>Status<br>Draft<br>Application Ready   | s an alternative                  |
| dditional Bra<br>olution<br>View Details<br>View<br>View<br>View                                 | Application ID<br>MITI012013000627<br>MITI012013000621<br>MITI012013000609   | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA<br>MAFTA                            | Application Case<br>NORMAL<br>NORMAL<br>NORMAL                                      |                      | Prepared Date<br>05-Jan-2013 22<br>05-Jan-2013 16<br>04-Jan-2013 17<br>04-Jan-2013 17   | ails of Brand/ Model, a<br>Status<br>Draft<br>Application Ready<br>Application Ready  | s an alternative<br>Reference No. |
| dditional Bra<br>olution<br>View Details<br>View<br>View<br>View<br>View                         | Application ID<br>MITI012013000627<br>MITI012013000621<br>MITI012013000609<br>MITI012013000607   | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA                   | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                            | Application Date     | Prepared Date<br>05-Jan-2013 22<br>05-Jan-2013 16<br>04-Jan-2013 17<br>04-Jan-2013 17   | ails of Brand/ Model, a<br>Status<br>Draft<br>Application Ready<br>Application Ready<br>Application Ready<br>Application Queried        | s an alternative<br>Reference No. |
| dditional Bra<br>blution<br>View Details<br>View<br>View<br>View<br>View<br>View                 | Application ID<br>MITTI012013000627<br>MITTI012013000621<br>MITTI012013000609<br>MITTI012013000607<br>MITTI012013000514                      | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUN - Cost Analysis   | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA                   | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                            | Application Date     | Prepared Date<br>05-Jan-2013 22<br>05-Jan-2013 16<br>04-Jan-2013 17<br>04-Jan-2013 17   | ails of Brand/ Model, a<br>Status<br>Draft<br>Application Ready<br>Application Ready<br>Application Queried<br>Draft                    | s an alternative                  |
| dditional Bra<br>blution<br>View Details<br>View<br>View<br>View<br>View<br>View<br>View         | Application ID<br>MITIO 12013000627<br>MITIO 12013000621<br>MITIO 12013000609<br>MITIO 12013000607<br>MITIO 12013000514<br>MITIO 12013000499 | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUN - Cost Analysis<br>FUF - Form MAFTA                     | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA          | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                  | Application Date     | Prepared Date<br>05-Jan-2013 22<br>05-Jan-2013 16<br>04-Jan-2013 17<br>04-Jan-2013 17<br>04-Jan-2013 11<br>03-Jan-2013 17                   | Application Ready<br>Application Ready<br>Application Cready<br>Application Cready<br>Application Cready<br>Application Cready<br>Draft | s an alternative<br>Reference No. |
| dditional Bra<br>blution<br>View Details<br>View<br>View<br>View<br>View<br>View<br>View<br>View | Application ID<br>MITI012013000627<br>MITI012013000621<br>MITI012013000609<br>MITI012013000514<br>MITI012013000499<br>MITI012013000477       | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUN - Cost Analysis<br>FUF - Form MAFTA<br>FUF - Form MAFTA | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>THIRD COUNTRY | Application Date     | Prepared Date<br>05-Jan-2013 22<br>05-Jan-2013 16<br>04-Jan-2013 17<br>04-Jan-2013 17<br>04-Jan-2013 11<br>03-Jan-2013 17<br>02-Jan-2013 22 | Application Ready<br>Application Ready<br>Application Ready<br>Application Ready<br>Draft<br>Draft<br>Draft<br>Draft                    | s an alternative<br>Reference No. |

1. Click button to apply new CO.

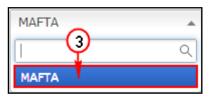
| Please Provide Application Type and Scheme  | 8      |
|---|--------|
| Application Type<br>Certificate of Origin<br>Application Case<br>NORMAL<br>Application Case | SUBMIT |

2. Click 🔽 dropdown to select application Type. Eg: co





3. Click dropdown to select Scheme. Eg: MAFTA



4. Click dropdown to select Application Case. Eg: Normal

| Pleas        | se select | 5        | 4     |
|--------------|-----------|----------|-------|
| NORN<br>THIR |           | TRY INVO | ICING |
| Click        | SUBMIT    | to creat | e CO. |

6. Finished Product screen appear.

5.

| Finished Product Next      | >  |               |              |              |
|----------------------------|--|---------------|--------------|--------------|
| CHOOSE FROM EXISTING       | FINISHED PRODUCT                           |               |              |              |
| ariff Code                 | Tariff Desc                                | Tariff UOM    | Finished Pro | oduct Ref ID |
| rigin Criteria             |  |               |              |              |
| rand / Model               |  |               |              |              |
| Choose Brand               |  |               |              |              |
| pproved Importing Country  |  |               |              |              |
| Choose Country             |  |               |              |              |
| pplied Importing Country   |  |               |              |              |
| Choose Country             |  |               |              |              |
| ther FOB Value             | Other FOB (Foreign Cur<br>Choose a Country | rency)        |              |              |
| lanufacturer ROB / ROC No. | Manufacturer                               |               |              |              |
| ddress                     |  | ]             |              |              |
|                            |  |               |              |              |
| ost Code                   | City                                       | State         | Country      |              |
| ontact Person              | Email                                      | Telephone No. | Fax No.      |              |
|                            |  |               |              |              |
|                            |  |               |              | SAVE         |
|                            |  |               |              |              |
| nvoice Details             |  |               | Invoice Date | Action       |
|                            | nvoice Number                              |               |              | Action       |



| Step 2 | Choose l | From | Existing | Finish | Product |
|--------|----------|------|----------|--------|---------|
|--------|----------|------|----------|--------|---------|

| nished Product              |  |                 |                         |
|-----------------------------|--|-----------------|-------------------------|
|                             |  |                 |                         |
| Finished Product Next 🕤     |  |                 |                         |
|                             | <u></u>                                |                 |                         |
| CHOOSE FROM EXISTING        | INISHED PRODUCT                        |                 |                         |
| ariff Code                  | Tariff Desc                            | Tariff UOM      | Finished Product Ref ID |
| Drigin Criteria             |  |                 |                         |
|                             | ]                                      |                 |                         |
| rand / Model                |  |                 |                         |
| Choose Brand                |  |                 |                         |
| pproved Importing Country   |  |                 |                         |
| Choose Country              |  |                 |                         |
| applied Importing Country   |  |                 |                         |
| Choose Country              |  |                 |                         |
|                             |  |                 |                         |
| mporting Country - HS Code  | Unit of Measurement (UOM) Choose a UOM | FOB Value (MYR) |                         |
| Other FOB Value             | Other FOB (Foreign Currency)           |                 |                         |
|                             | Choose a Country -                     |                 |                         |
|                             | ,                                      |                 |                         |
|                             |  |                 |                         |
| lanufacturer ROB / ROC No.  | Manufacturer                           |                 |                         |
|                             | J [                                    |                 |                         |
| ddress                      |  |                 |                         |
|                             |  |                 |                         |
|                             |  |                 |                         |
|                             |  |                 |                         |
| Post Code                   | City                                   | State           | Country                 |
| Post Code<br>Contact Person | City<br>Email                          | State           | Country                 |

1. Click CHOOSE FROM EXISTING FINISHED PRODUCT

to select existing

finished product.

2. Approved Finished Product screen appears in shortly.

| Scheme        | 1                        | Tariff Code                | Tariff Desc.   |               |               |
|---------------|--------------------------|----------------------------|----------------|---------------|---------------|
| MAFTA         | •                        |                            |                |               |               |
| ffective Date | e E                      | Expiry Date                |                | RESET         | SEARCH        |
| View Details  | Finished Product ID      | Tariff Desc                | Tariff Code    | Brand / Model | Manufacturer  |
| Select        | FMA-FUN-FP-121231-000083 | Horses                     | 010110100      | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-121231-000085 | Pure-bred breeding animals | s as 010121000 | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-121231-000086 | Pure-bred breeding animals | s 010130100    | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-130101-000004 | Horses                     | 010110100      | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-130103-000001 | Horses                     | 010110100      | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-130103-000002 | Horses                     | 010110100      | (Click Here)  | SHIMANO COMPO |



# Step 3 Search Existing Finished Product

| icheme<br>MAFTA | Tariff                   | Code                          | Tariff Desc. |               | (8)           |
|-----------------|--------------------------|-------------------------------|--------------|---------------|---------------|
| ffective Dat    | e Expir                  | y Date                        | -@           | RESET         | SEARCH        |
| View Details    | Finished Product ID      | Tariff Desc                   | Tariff Code  | Brank / Model | Manufacturer  |
| Select          | FMA-FUN-FP-121231-000083 | Horses                        | 010110100    | Click Here    | SHIMANO COMPO |
| Select          | FMA-FUN-FP-121231-000085 | Pure-bred breeding animals as | 010121000    | Click Here    | SHIMANO COMPO |
| Select          | FMA-FUN-FP-121231-000086 | Pure-bred breeding animals    | 010130100    | Click Here    | SHIMANO COMPO |
| Select          | FMA-FUN-FP-130101-000004 | Horses                        | 010110100    | Click Here    | SHIMANO COMPO |
| Select          | FMA-FUN-FP-130103-000001 | Horses                        | 010110100    | Click Here    | SHIMANO COMPO |
|                 | FMA-FUN-FP-130103-000002 | Horg                          | 010110100    | Click Here    | SHIMANO COMPO |

- 1. Tariff Code can be search / display by:
  - a. Scheme: Dropdown scheme
  - b. Tariff Code: Enter code of tariff here.
  - c. Tariff Description: Enter tariff description.
  - d. Search: Click search button to view details
  - e. Click Here Button: View brand/ Model.
  - f. **Page Navigation**: You may navigate to the previous or next page respectively.

#### a) Scheme

| MAFTA | <u> </u> |
|-------|----------|
| 1     | Q        |
| MAFTA |          |

1. Click 🗹 dropdown to select Scheme.



### b) Tariff Code

| Scheme<br>MAFTA |                          | Tariff Co. |             | Tariff Desc. |               | (2)           |
|-----------------|--------------------------|------------|-------------|--------------|---------------|---------------|
| ffective Dat    | ie                       | Expiry Da  | ite         | ]            | RESET         | ¥             |
| View Details    | Finished Product ID      |            | Tariff Desc | Tariff Code  | Brand / Model | Manufacturer  |
| Select          | FMA-FUN-FP-121231-000083 | 3          | Horses      | 010110100    | Click Here    | SHIMANO COMPO |
| Select          | FMA-FUN-FP-130101-000004 | 4          | Horses      | 010110100    | Click Here    | SHIMANO COMPO |
| Select          | FMA-FUN-FP-130103-000001 | 1          | Horses      | 010110100    | Click Here    | SHIMANO COMPO |
| Select          | FMA-FUN-FP-130103-000002 | 2          | Horses      | 010110100    | Click Here    | SHIMANO COMPO |
| Selec           |                          |            |             |              |               |               |

- 1. Enter textbox field with Tariff Code. Eg: 010110100
- 2. Click
- search outton to search the result.

| Scheme        | 1                        | ariff Code        | Tariff Desc. |               |               |  |
|---------------|--------------------------|-------------------|--------------|---------------|---------------|--|
| MAFTA         | •                        | 010110100         |              |               |               |  |
| Effective Dat | e E                      | xpiry Date        |              | RESET         | SEARCH        |  |
| View Details  | Finished Product ID      | Tariff Desc       | Tariff Code  | Brand / Model | Manufacturer  |  |
| Select        | FMA-FUN-FP-121231-000083 | Horses            | 010110100    | Click Here    | SHIMANO COMPO |  |
| Select        | FMA-FUN-FP-130101-000004 | Horse Tariff Code | 010110100    | Click Here    | SHIMANO COMPO |  |
| Select        | FMA-FUN-FP-130103-000001 | Horses            | 010110100    | Click Here    | SHIMANO COMPO |  |
| Jelea         |                          |                   |              |               | SHIMANO COMPO |  |





### c) Tariff Description

|               |                          |                       | <u> </u>            |               |               |
|---------------|--------------------------|-----------------------|---------------------|---------------|---------------|
| Scheme        |                          | Tariff Code           | Tariff Desc.        |               |               |
| MAFTA         | <b>•</b>                 |                       | -Pure-bred breed    | ding animals  | 2             |
| Effective Dat | e I                      | Expiry Date           |                     |               |               |
|               |                          |                       |                     | RESE          | T SEARCH      |
| View Details  | Finished Product ID      | Tariff Desc           | Tariff Code         | Brand / Model | Manufacturer  |
| Select        | FMA-FUN-FP-121231-000083 | Horses                | 010110100           | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-121231-000085 | Pure-bred breeding an | nimals as 010121000 | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-121231-000086 | Pure-bred breeding an | nimals 010130100    | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-130101-000004 | Horses                | 010110100           | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-130103-000001 | Horses                | 010110100           | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-130103-000002 | Horses                | 010110100           | Click Here    | SHIMANO COMPO |
| 4             | 1                        |                       |                     |               |               |

- 1. Enter textbox field with Tariff Description. Eg: **-Pure-bred breeding animals.**
- 2. Click SEARCH putton to search the result.

| Scheme        | Ta                       | riff Code                     | Tariff Desc.     |               |               |
|---------------|--------------------------|-------------------------------|------------------|---------------|---------------|
| MAFTA         | ▼                        |                               | -Pure-bred breed | ding animals  |               |
| Effective Dat | e Ex                     | piry Date                     |                  | RESET         | SEARCH        |
| View Details  |                          | Tariff Desc                   | Tariff Code      | Brand / Model | Manufacturer  |
| Select        | FMA-FUN-FP-1             | Pure-bred breeding animals as | 010121000        | Click Here    | SHIMANO COMPO |
| Select        | FMA-FUN-FP-121231-000086 | Pure-bred breeding animals    | 010130100        | Click Here    | SHIMANO COMPO |
|               |                          |                               |                  |               |               |





### Step 4Additional features in Certificate Of origin (CO)

There are 4 additional features in Certificate of Origin screen:

- a. View brand / Model
- b. Number of Finished Products displayed
- c. Page navigation
- d. Sort finished products columns in Ascending or Descending order

### a) Number of Finished Products Displayed

| cheme         |                         | Tariff Co | de                           | Tariff Desc. |               |                 |
|---------------|-------------------------|-----------|------------------------------|--------------|---------------|-----------------|
| MAFTA         | ~                       |           |                              |              |               |                 |
| ffective Date | e                       | Expiry D  | ate                          |              |               |                 |
|               |                         |           |                              |              | RESET         | SEARCH          |
| View Details  | Finished Product ID     |           | Tariff Desc                  | Tariff Code  | Brand / Model | Origin Criteria |
| Select        | FMA-FUN-FP-121231-00008 | 13        | Horses                       | 010110100    | Click Here    | СТН             |
| Select        | FMA-FUN-FP-121231-00008 | 5         | Pure-bred breeding animals a | s 010121000  | Click Here    | wo              |
| Select        | FMA-FUN-FP-121231-00008 | 6         | Pure-bred breeding animals   | 010130100    | Click Here    | СТН             |
| Select        | FMA-FUN-FP-130101-00000 | 14        | Horses                       | 010110100    | Click Here    | RVC x%          |
| Select        | FMA-FUN-FP-130103-00000 | 11        | Horses                       | 010110100    | Click Here    | wo              |
| Select        | FMA-FUN-FP-130103-00000 | )2        | Horses                       | 010110100    | Click Here    | WO              |

- 1. Click Click Here button to view the **brand / Model** screen.
- 2. Brand / model pop up screen appear at center of page.





| Cheme<br>MAFTA |                        | Tariff Cod | le                            | Tariff Desc. |               |                 |
|----------------|------------------------|------------|-------------------------------|--------------|---------------|-----------------|
| ffective Dat   |                        | Expiry Da  | te                            |              | RESET         | SEARCH          |
| View Details   | Finished Product ID    | 1          | Fariff Desc                   | Tariff Code  | Brand / Model | Origin Criteria |
| Select         | FMA-FUN-FP-121231-0000 | 83 H       | lorses                        | 010110100    | Click Here    | СТН             |
| Select         | FMA-FUN-FP-121231-0000 | 85 -       | -Pure-bred breeding animals a | s 010121000  | Click Here    | WO              |
| Select         | FMA-FUN-FP-121231-0000 | 86 -       | -Pure-bred breeding animals   | 010130100    | Click Here    | СТН             |
| Select         | FMA-FUN-FP-130101-0000 | 04 H       | lorses                        | 010110100    | Click Here    | RVC x%          |
| Select         | FMA-FUN-FP-130103-0000 | 01 H       | lorses                        | 010110100    | Click Here    | wo              |
| Select         | FMA-FUN-FP-130103-0000 | 02 H       | lorses                        | 010110100    | Click Here    | WO              |
| •              |                        |            |                               |              |               |                 |

b) Number of Finished Products Displayed

- 1. Select a number from the 20  $\checkmark$  drop down list box.
- 2. The result will appear automatically.

| cheme        |                         | Tariff Co  | ode                          | Tariff Desc. |               |                 |
|--------------|-------------------------|------------|------------------------------|--------------|---------------|-----------------|
| MAFTA        | -                       |            |                              |              |               |                 |
| ffective Dat | e                       | Expiry D   | late                         |              | RESET         | SEARCH          |
| View Details | Finished Product ID     |            | Tariff Desc                  | Tariff Code  | Brand / Model | Origin Criteria |
| Select       | FMA-FUN-FP-121231-00008 | 3          | Horses                       | 010110100    | Click Here    | СТН             |
| Select       | FMA-FUN-FP-121231-00008 | 5          | Pure-bred breeding animals a | s 010121000  | Click Here    | WO              |
| Select       | FMA-FUN-FP-121231-00008 | 6          | Pure-bred breeding animals   | 010130100    | Click Here    | СТН             |
| Select       | FMA-FUN-FP-130101-00000 | 4          | Horses                       | 010110100    | Click Here    | RVC x%          |
| Select       | FMA-FUN-FP-130103-00000 |            | Horses                       | 010110100    | Click Here    | WO              |
| Select       | a) 100-FP-13010 0000    | 2 <b>(</b> | (e)sest (g)                  | 010110100    | Click Here    | wo              |

c) Page Navigation

1. The above transactions are searched with the following criteria:



- a. Click dropdown to navigate to the early page number respectively.
- b. Click dropdown to navigate to the previous number of page.
- c. You may enter manually number of page at textbox field.
- d. Click dropdown to navigate to the next number of page.
- e. Click dropdown to navigate to the last number of page.
- f. Click dropdown to update the displaying page number.
- g. You may view the Displaying 1 to 10 of 6 items record here.

### d) Sort transaction columns in Ascending or Descending order

- 1. The columns available in the *Certificate of Origin* screen are:
  - a. Tariff Desc
  - b. Tariff Code
  - c. Finished Product ID
  - d. Tariff UOM
  - e. Manufacturer
  - f. Address 1
- 2. Each column can be sorted in ascending or descending order.
- 3. Click once at the header of Tariff Desc column, the Tariff Desc will be displayed in **Ascending** order; click again and they will be displayed in **Descending** order as follows; the other columns work in the same manner.



**Approved Finished Product**  $\otimes$ Tariff Code Tariff Desc. Ŧ Effective Date Expiry Date Sorted in ascending order SEARCH Ħ RESET (in alphabetical order) ×. Tariff Desc Tariff Code Brand / Model Origin Criteria View Details Finished Product ID 010110100 FMA-FUN-FP-121231-000083 Horses СТН Select Click Here

010110100

010110100

010110100

010121000

010130100

RVC x%

WO

WO

wo

CTH

Click Here

Click Here

Click Here

Click Here

Click Here

Scheme

MAFTA

Select

Select

Select

Select

Select •

-10

FMA-FUN-FP-130101-000004

FMA-FUN-FP-130103-000001

FMA-FUN-FP-130103-000002

FMA-FUN-FP-121231-000085

FMA-FUN-FP-121231-000086

Page 1

of 1

Horses

Horses

Horses

---Pure-bred breeding animals as

--Pure-bred breeding animals

Displaying 1 to 10 of 6 items

4. The figure below show the Tariff Desc will be displayed in ascending order in alphabetical order.

5. The next figure show the Tariff Desc will be sorted in descending order in opposite alphabetical order.

| cheme        |                          | Tariff Code                  | Tariff Desc.                        |               |                 |
|--------------|--------------------------|------------------------------|-------------------------------------|---------------|-----------------|
| MAFTA        | •                        |                              |                                     |               |                 |
| ffective Dat | e 📰                      | Expiry Date                  | Sorted in dece<br>(in opposite alph | -             | SEARCH          |
| View Details | Finished Product ID      | Tariff Desc                  | Tariff Code                         | Brand / Model | Origin Criteria |
| Select       | FMA-FUN-FP-121231-000086 | Pure-bred breeding animals   | 010130100                           | Click Here    | СТН             |
| Select       | FMA-FUN-FP-121231-000085 | Pure-bred breeding animals a | as 010121000                        | Click Here    | WO              |
| Select       | FMA-FUN-FP-121231-000083 | Horses                       | 010110100                           | Click Here    | СТН             |
| Select       | FMA-FUN-FP-130101-000004 | Horses                       | 010110100                           | Click Here    | RVC x%          |
| Select       | FMA-FUN-FP-130103-000001 | Horses                       | 010110100                           | Click Here    | wo              |
| Select       | FMA-FUN-FP-130103-000002 | Horses                       | 010110100                           | Click Here    | WO              |



### Step 5 Approved Finish Products

### a) Select approved finish product

 Search Approved Finished Products by using the search options available on the *Certificate of Origin in Step 4 & Step 5* screens if necessary.

| Scheme        | Tariff                   | Code                          | Tariff Desc. | I I I I I I I I I I I I I I I I I I I |                 |
|---------------|--------------------------|-------------------------------|--------------|---------------------------------------|-----------------|
| MAFTA         | ▼                        |                               |              |                                       | Search Option   |
| Effective Dat | e Expir                  | y Date                        |              | RESET                                 | SEARCH          |
| View Details  | Finished Product ID      | Tariff Desc                   | Tariff Code  | Brand / Model                         | Origin Criteria |
| Select        | FMA-FUN-FP-121231-000083 | Horses                        | 010110100    | Click Here                            | СТН             |
| Select        | FMA-FUN-FP-121231-000085 | Pure-bred breeding animals as | 010121000    | Click Here                            | wo              |
| Select        | FMA-FUN-FP-121231-000086 | Pure-bred breeding animals    | 010130100    | Click Here                            | СТН             |
| 2<br>Select   | FMA-FUN-FP-130101-000004 | Horses                        | 010110100    | Click Here                            | RVC x%          |
| Select        | FMA-FUN-FP-130103-000001 | Horses                        | 010110100    | Click Here                            | WO              |
| Select        | FMA-FUN-FP-130103-000002 | Horses                        | 010110100    | Click Here                            | WO              |

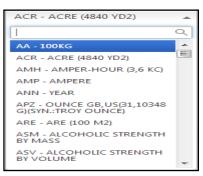
- 2. Click at a Select button to add a new Approved Finished Product.
- The Finished Product text box is automatically filled once the Finish Product is selected. Otherwise, you can click CHOOSE FROM EXISTING FINISHED PRODUCT to select other existing finished product.
- 4. Before save the finish product, ensure data of HS Code and FOB are added.
- 5. Enter fill of Importing Country HS Code, FOB Value (MYR) and Other FOB Value field.



| Inished Product Finished Product CHOOSE FROM EXISTING FI Tariff Code 010110100                      |  |                   |   |         |
|---|--|-------------------|---|---------|
| Finished Product Next O CHOOSE FROM EXISTING FI Tariff Code 010110100                               |  |                   |   |         |
| CHOOSE FROM EXISTING FI<br>Tariff Code<br>010110100   |  |                   |   |         |
| Tariff Code<br>010110100  |  |                   |   |         |
| Tariff Code<br>010110100  |  |                   |   |         |
| 010110100   |  |                   |   | -       |
|   | Tariff Desc<br>Horses                      | Tariff UOM<br>UNT | Finished Product Ref ID<br>FMA-FUN-FP-130103-000001 |         |
|   | Horses                                     | UNT               | PMA-P0N-PP-130103-000001                            |         |
| rigin Criteria  |  |                   |   |         |
| WO  |  |                   |   |         |
| rand / Model  |  |                   |   |         |
| samsung 🗙   |  |                   |   |         |
| pproved Importing Country   |  |                   |   |         |
| AUSTRALIA   |  |                   |   |         |
| pplied Importing Country  |  |                   |   |         |
|   |  |                   |   |         |
| AUSTRALIA   |  |                   |   |         |
|   | 11-14 - CH                                 |                   |   |         |
| nporting Country - HS Code  | Unit of Measurement (UOM) Choose a UOM     | FOB Value (MYR)   |   |         |
|   |  |                   |   |         |
| Other FOB Value   | Other FOB (Foreign Currency)               |                   | 5 Automatically fill in th                          | e textb |
|   | Choose a Country 👻                         |                   |   |         |
|   | N  |                   |   | 1       |
| lanufacturer ROB / ROC No.<br>192825A   | Manufacturer<br>SHIMANO COMPONENTS (M) SDI |                   |   |         |
|   |  |                   |   |         |
|   |  |                   |   |         |
|   |  |                   |   |         |
| ddress  | PEKAN NENAS                                |                   |   |         |
| ddress<br>LOT 4550, LORONG A-16   | PEKAN NENAS                                |                   |   |         |
| ddress<br>LOT 4550, LORONG A-16<br>ost Code   |  | State             | Country   |         |
| ddress<br>LOT 4550, LORONG A-16<br>Post Code  | PEKAN NENAS                                | State<br>JOHOR    | Country<br>MALAYSIA                                 |         |
| kddress<br>LOT 4550, LORONG A-16<br>Post Code<br>81500<br>Contact Person<br>ZURAINI BINTI ABU TAHIR | PEKAN NENAS                                |                   |   |         |



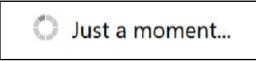
6. Click dropdown to select Unit **of measurement (UOM)** field.



7. Click dropdown to select **Other FOB (Foreign Currency)** field.



- 8. Click SAVE button to save all data information.
- 9. Just moment screen appear to save all your data.



10. Message alert appear at the center of your screen to confirm data has been saved successfully.



11. Additional screen appear below to fill in.



| nished Product          |             |  |                         |                  |
|-------------------------|-------------|--|-------------------------|------------------|
| Finished Product Next 🤇 | 2           |  |                         |                  |
| ariff Code              | Tariff Desc | Tariff UOM                             | Finished Product Ref ID |                  |
| 010110100               | Horses      | UNT                                    | FMA-FUN-FP-130103-0000  | 01               |
|                         |             | **** · · · · · · · · · · · · · · · · · |                         | (d)              |
| <b>b</b>                |             |  |                         | UPDATE           |
| invoice Details         | e Number    | Invoice D                              |                         | UPDATE<br>Action |
| invoice Details         | •           |  | Date                    | Action           |

b) Invoice Details

### **Step 1** Add invoice Details

1. Enter Invoice Number field.

| 2 | Click | calend | ar to sele   | ect <b>Invo</b> | oice I           | Date | <b>)</b> . |     |            |          |              |          |
|---|-------|--------|--------------|-----------------|------------------|------|------------|-----|------------|----------|--------------|----------|
|   |       |        |              |                 |                  | Γ    | NO         | VE  | Æ          | R 2      | 012          | 1        |
|   |       |        |              |                 |                  | *    | <          |     | ODA'       |          | $\mathbf{b}$ | »        |
|   |       |        |              |                 |                  | mon  | tue        | wed | thu<br>(b) | fri<br>2 | sat          | sun<br>4 |
|   |       |        |              |                 | <mark>d</mark> - | 5    | -          | 7   | 8          | - 9      | 10           | 11       |
|   |       |        |              |                 |                  | 12   | 13         | 14  | 15         | 16       | 17           | 18       |
|   |       |        |              |                 |                  | 19   | 20         | 21  | 22         | 23       | 24           | 25       |
|   |       |        |              | (8)             |                  | 26   | 27         | 28  | 29         | 30       |              |          |
|   |       |        | Invoice Date | Ť               |                  |      |            |     |            |          |              |          |
|   |       |        |              |                 |                  | -    | H a        | )   |            |          |              |          |

- a. Click icon to display the Calendar.
- b. Click or to navigate to the previous or next month.
- c. Click or to navigate to the previous or next month.



- d. Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.
- e. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.
- 3. Click <sup>(i)</sup> button to add the data of **Invoice Details** to table.

### **Step 2 Update Invoice Details**

| Invoice Details |              |        |
|-----------------|--------------|--------|
| Invoice Number  | Invoice Date | Action |
| 172772          | 10-11-2012   | ①≁ 🖉 🗢 |
|                 |              | ٢      |

### 1. Click 💁 button to update the **invoice Details**.

| Invoice Details | 🔘 Just a moment |        |
|-----------------|-----------------|--------|
| Invoice Number  | Invoice Date    | Action |
| 172772          | 10-11-2012      |        |
|                 |                 | 0      |

2. Wait until the data update.

### **Step 3 Delete Invoice Details**

| Invoice Details |              |                     |
|-----------------|--------------|---------------------|
| Invoice Number  | Invoice Date | Action              |
| 172772          | 10-11-2012   | <u></u> [] <b>→</b> |
|                 |              | ٥                   |

- 1. Click 🥯 button to delete invoice details.
- 2. Message alert screen appears.

|    |                   | Con               | firm             |              |
|----|-------------------|-------------------|------------------|--------------|
|    | 0                 | Are you sure to d | lelete the item? |              |
|    |                   | YES               | NO               |              |
| 3. | Click YES delete. | to confirm c      | lelete or Click  | NO to cancel |

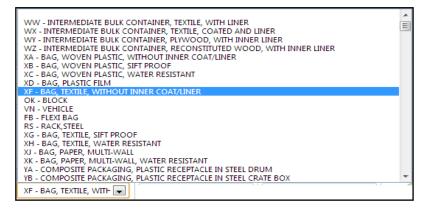


### c) Package Details

| Package Details |                   |                 |          |                |        |
|-----------------|-------------------|-----------------|----------|----------------|--------|
| Mark of Package | Number of Package | Kind of Package | Quantity | Desc. of Goods | Action |
|                 |                   | •               |          |                | ٥      |
|                 |                   |                 |          | <i>li</i>      |        |

### Step 1 Add Package Details

- 1. Enter Mark of Package field.
- 2. Enter Number of Package field.
- 3. Click V dropdown to select Kind of Package.



- 4. Enter **Quantity** field.
- 5. Enter Desc. Of Goods field.
- 6. Click <sup>(2)</sup> button to add the data of **Package Details** to table.

### Step 2 Update Package Details

| Package Details |                   |                 |          |                   | (1)      |
|-----------------|-------------------|-----------------|----------|-------------------|----------|
| Mark of Package | Number of Package | Kind of Package | Quantity | Desc. of Goods    | Action   |
| package details | 18272             |                 | 123      | Good in condition | <u>0</u> |
|                 |                   |                 |          |                   | ٢        |

1. Click 💁 button to update the invoice Details.

|                 | Just a moment  |  |  |
|-----------------|----------------|--|--|
|                 | yasta momenta. |  |  |
| Package Details |                |  |  |

2. Wait until the data update.



### Step 3 Delete Package Details

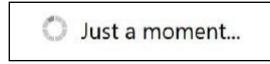
| Mark of Package | Number of Package | Kind of Package | Quantity | Desc. of Goods    | Action |
|-----------------|-------------------|-----------------|----------|-------------------|--------|
| package details | 18272             | •               | 123      | Good in condition |        |
|                 | ,<br>             |                 |          |                   | 0      |

- 1. Click is button to delete package details.
- 2. Message alert screen appears.

|    | Confirm   |
|----|---|
|    | Are you sure to delete the item?                          |
|    | YES NO  |
| 3. | Click YES to confirm delete or Click NO to cancel delete. |

### d) Update Finish Product

- 1. Click UPDATE button to update finish product.
- 2. Just moment screen appear at to update data.



3. Message screen appear at center of page to confirm data has been updated successfully.





### Step 6 Raw Material

| ertificate    | e of Origin-     | MAFTA [ MITI012013000630 ] |  |
|---------------|------------------|----------------------------|--|
| 🗩 ВАСК ТО МА  | AIN              |                            |  |
| Finished Proc | duct - FMA-FUN-  | FP-130103-000001           |  |
| G Back        | Finished Product | Raw Material               |  |

1. Click button to view Raw Material.

# **Note:** You only can view this raw material. This is approved raw material from existing approved finish product.

| nishe | a Product - FMA-FL             | JN-FP-130103-00000 | 1         |               |             |                           |             |         |
|-------|--------------------------------|--------------------|-----------|---------------|-------------|---------------------------|-------------|---------|
| 😋 В;  | ack Finished Produ             | ct Raw Material    |           |               |             |                           |             |         |
| Туре  | Description of Raw<br>Material | Country of Origin  | HS Code   | Supplier      | Invoice No. | Country of Origin (Group) | Value (MYR) | %       |
| M     | test1                          | AMERICAN TROPIC!   | 010110100 | test2         | inv1        | IMPORTED                  | 100.0000    | 7.0972  |
| М     | testing                        | NEW ZEALAND        | 010110200 | roxino sdn bh | 189232      | IMPORTED                  | 300.0000    | 21.2917 |
| М     | testing                        | NEW ZEALAND        | 010110200 | roxino sdn bh | 12345       | IMPORTED                  | 1009.0000   | 71.6111 |
|       |                                |                    |           |               |             |                           |             |         |
| Sub   | Total - Local                  |                    |           |               |             | 0.0000                    | 0.0000      |         |
| Sub   | Total - Asean                  |                    |           |               |             | 0.0000                    | 0.0000      |         |
| Sub   | Total - Imported               |                    |           |               |             | 1409.0000                 | 100.0000    |         |
| Sub   | Total - Australia              |                    |           |               |             | 0.0000                    | 0.0000      |         |
| Sut   | Total                          |                    |           |               |             | 1409.0000                 | 100.0000    |         |
|       |                                |                    |           |               |             | Value                     | %           |         |
| Tot   | al Material Cost (Local,       | ASEAN & Imported)  |           |               |             | 1409.0000                 | 100.0000    |         |
| Lab   | oour Cost                      |                    |           |               |             | 0.0000                    | 0.0000      |         |
| Ove   | erhead Cost (Direct + In       | direct)            |           |               |             | 0.0000                    | 0.0000      |         |
| Oth   | ers Cost (If Available)        |                    |           |               |             | 0.0000                    | 0.0000      |         |
| Tot   | al Product Cost                |                    |           |               |             | 1409.0000                 | 100.0000    |         |
| Pro   | fit                            |                    |           |               |             | 0.0000                    | 0.0000      |         |
| FOE   | 3 Price                        |                    |           |               |             | 1409.0000                 | 100.0000    |         |
| FOE   | 3 Price                        |                    |           |               |             | 1409.0000                 | 100.0000    |         |

2. Click BACK TO MAIN

button to go back main screen.



# Step 7 View and enter necessary details in Listing Screen

| EASE CLIC   | CK HERE TO SEA  | RCH   |   |   |                      |   |   |        |
|---|---|---|---|---|----------------------|---|---|--------|
| pplication T  | Гуре 😮  | Scheme  |   | Applicatio  | n Date (From)        |   | cation Date (To)  |        |
| Please selec  | t ·   | Please select   |   | r   |                      |   |   |        |
| eference N  | 0.  | Endorsement No.   |   | Approved  | Date (From)          |   | oved Date (To)  |        |
|   |   |   |   |   |                      |   |   |        |
| tatus   |   | Company Name  |   | Applicatio  | n ID                 |   |   |        |
| My Task   | ×   | ▼   |   |   |                      |   |   |        |
| repared Da  |   | Prepared Date (To)  |   |   |                      |   |   |        |
|   |   |   |   | ]   |                      |   |   |        |
| STING   |   |   |   |   |                      |   | RESE  |        |
| dditional Bra   | and/ Model(CAA) app   | lication is currently not available   | , until furth   | ner notice. Kindly co   | opy your approved CA | and add in det  |   | NEW 🔁  |
| dditional Bra   | and/ Model(CAA) app<br>Application ID   | lication is currently not available   | , until furth<br>Scheme   | her notice. Kindly co   |                      | and add in det<br>Prepared Date   | ails of Brand/ Model, a   | NEW 🔁  |
| dditional Bra   |   |   |   |   |                      |   | ails of Brand/ Model, a   | NEW 🕞  |
| dditional Bra   | Application ID  | Application Type  | Scheme  | Application Case  |                      | Prepared Date   | ails of Brand/ Model, a<br>Status<br>Draft  | NEW 🕞  |
| dditional Bra<br>blu<br>View Details<br>View  | Application ID<br>MITI012013000630  | Application Type<br>FUF - Form MAFTA  | Scheme<br>MAFTA   | Application Case  |                      | Prepared Date<br>07-Jan-2013 16<br>05-Jan-2013 22   | ails of Brand/ Model, a<br>Status<br>Draft  | NEW 🕞  |
| dditional Bra<br>olu<br>View Details<br>View<br>View  | Application ID<br>MITI012013000630<br>MITI012013000627  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA  | Application Case<br>NORMAL<br>NORMAL  |                      | Prepared Date<br>07-Jan-2013 16<br>05-Jan-2013 22<br>05-Jan-2013 16   | ails of Brand/ Model, a<br>Status<br>Draft<br>2 Draft   | NEW 🕞  |
| dditional Bra<br>olu<br>View Details<br>View<br>View<br>View                                  | Application ID<br>MITI012013000630<br>MITI012013000627<br>MITI012013000621  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA<br>MAFTA                                     | Application Case<br>NORMAL<br>NORMAL<br>NORMAL  |                      | Prepared Date<br>07-Jan-2013 16<br>05-Jan-2013 22<br>05-Jan-2013 16<br>04-Jan-2013 17   | ails of Brand/ Model, as<br>Status<br>5 Draft<br>2 Draft<br>3 Application Ready   | NEW 🕞  |
| dditional Bra<br>olu<br>View Details<br>View<br>View<br>View<br>View                          | Application ID<br>MITT012013000630<br>MITT012013000627<br>MITT012013000621<br>MITT012013000609  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA                            | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL  |                      | Prepared Date<br>07-Jan-2013 16<br>05-Jan-2013 22<br>05-Jan-2013 17<br>04-Jan-2013 17   | ails of Brand/ Model, as<br>Status<br>Draft<br>Draft<br>Application Ready<br>Application Ready  | NEW Co |
| dditional Bra<br>View Details<br>View<br>View<br>View<br>View<br>View<br>View<br>View         | Application ID<br>MITI012013000630<br>MITI012013000627<br>MITI012013000621<br>MITI012013000609<br>MITI012013000607  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA  | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA                            | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                                      | Application Date     | Prepared Date<br>07-Jan-2013 16<br>05-Jan-2013 22<br>05-Jan-2013 17<br>04-Jan-2013 17   | ails of Brand/ Model, as<br>Status<br>5 Draft<br>2 Draft<br>3 Application Ready<br>4 Application Ready<br>4 Application Queried                               | NEW C  |
| dditional Bra<br>View Details<br>View<br>View<br>View<br>View<br>View<br>View<br>View<br>View | Application ID<br>MITTI012013000630<br>MITTI012013000627<br>MITTI012013000609<br>MITTI012013000609<br>MITTI012013000617<br>MITTI012013000514<br>MITTI012013000499 | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Cost Analysis<br>FUF - Form MAFTA                     | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA          | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL                            | Application Date     | Prepared Date<br>07-Jan-2013 16<br>05-Jan-2013 22<br>05-Jan-2013 17<br>04-Jan-2013 17<br>04-Jan-2013 17<br>04-Jan-2013 11<br>03-Jan-2013 17 | ails of Brand/ Model, an<br>Status<br>Draft<br>Application Ready<br>Application Ready<br>Application Ready<br>Application Queried<br>Draft                    | NEW C  |
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- 1. Click View button to view CO screen.
- 2. Certificate of Origin screen appears.



| ertificate of Origin-   |  |                              |                          |    |                            |                             |                        |
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| BACK TO MAIN  |  |                              |                          |    |                            |                             |                        |
| ompany Details 🛑 🗿  |  |                              |                          |    |                            |                             |                        |
| Company Name  | ROC / ROB No.  |                              |                          |    |                            |                             |                        |
| SHIMANO COMPONENTS (MALA  | A 192825A  |                              |                          |    |                            |                             |                        |
| Company Address   |  |                              |                          |    |                            |                             |                        |
| Choose Branch Address   | -  |                              |                          |    |                            |                             |                        |
| LOT 4550,LORONG A-16  | PEKAN NENAS  |                              | PONTIAN                  |    |                            |                             |                        |
| Postcode  | City   |                              | State                    |    | Count                      | гу                          |                        |
| 81500   | JOHOR BAHR   | U                            | JOHOR                    |    | Mala                       | ysia                        |                        |
| elephone No. (Mobile)   | Telephone No.  | . (Office)                   | Fax No.                  |    | Email                      |                             |                        |
| rader Reference No.   |  |                              |                          |    |                            |                             |                        |
| .C Address  |  |                              |                          |    |                            |                             |                        |
| ompany Name   |  |                              |                          |    |                            |                             |                        |
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| Company Address   |  |                              | 1                        |    |                            |                             |                        |
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| nished Product 🕒 🕒  | Tariff   | Desc                         | Tariff Code              | Br | rand / Model               | Manufacturer                | New<br>Origin Criteria |
| nished Product 📥 🕒  |  |                              | Tariff Code<br>010110100 |    | rand / Model<br>Click Here | Manufacturer<br>SHIMANO COM | Origin Criteria        |
| nished Product b<br>View Details Finished Product ID<br>View FMA-FUN-FP-130103  |  |                              |                          |    |                            |                             | Origin Criteria        |
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| nished Product (b)<br>View Details Finished Product (D)<br>View FMA-FUN-FP-130103   | -000001 Horse  | s                            |                          |    |                            | SHIMANO COM                 | Origin Criteria        |
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| Company Name   | ROC / ROB No.   |                         |               |
|--|---|-------------------------|---------------|
|  |   |                         |               |
| Company Address  |   |                         |               |
|  |   |                         |               |
| elephone No. (Mobile)  | Postcode  | Telephone No. (Office)  | City          |
| elephone No. (mobile)  | FUSICOUE  |                         |               |
| ax No.   | State   | Email                   | Country       |
|  | Choose State 🔹  | r                       |               |
|  |   |                         |               |
| eans of Transport and Route  | (As far as known)   |                         |               |
| /essel's Name / Air Craft, etc   | Feeder Vessel's Name  | Mode of Transport       | Export Date   |
| essers numer Air erung ete   |   | Choose Transport Mode - |               |
| Port of Discharge  | Port of Discharge(For LC)   |                         |               |
| Choose a Port 👻  |   |                         |               |
|  |   |                         |               |
| ecord of Certificate of Origin   | <b>g</b>  |                         |               |
| ecord of certificate of origin   |   |                         |               |
|  |   |                         |               |
|  |   |                         |               |
| Contact Person   |   |                         |               |
|  | Designation   | IC / Passport No.       | Telephone No. |
| Contact Person   | Designation   | IC / Passport No.       | Telephone No. |
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| eclaration Details h   |   | IC / Passport No.       | Telephone No. |
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| eclaration Details (h)<br>Preferred Branch of Applic<br>Choose Branch (r)  |   | IC / Passport No.       | Telephone No. |
| eclaration Details (h)<br>Preferred Branch of Applic<br>Choose Branch 🗸  | cation Processing   |                         |               |
| eclaration Details (h)<br>Preferred Branch of Applic<br>Choose Branch (r)  |   | IC / Passport No.       | Telephone No. |
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| eclaration Details (h) Preferred Branch of Applid Choose Branch   Declaration Details Iame  mail irader Remarks Indertaking by Exporter to Submit th ading / Airway Bill / Endorsed Custon he undersigned hereby declares thi  | Cation Processing  Designation Date Date Date Date Date Date Date Date  | IC / Passport No.       | Telephone No. |
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- 3. There is 9 sections for Complete:
  - a. Company Details section
  - b. Finished Products section
  - c. MITI Attachment section
  - d. Goods Consigned To (Consignee's Name, Address and Country) section
  - e. Agent Profile section
  - f. Means of Transport and Route section
  - g. Record for Certificate of Origin (CO) Contact Person section
  - h. Declaration Details section
  - i. Transaction Type section
  - j. View, verify and / or enter necessary details in Company Details Section

| Company Name            | ROC / ROB No.          |         | 7        |   |
|-------------------------|------------------------|---------|----------|---|
| SHIMANO COMPONENTS (MAI | LA' 192825A            |         |          |   |
| Company Address         |                        |         |          |   |
| Choose Branch Address   | *                      |         |          |   |
| LOT 4550,LORONG A-16    | PEKAN NENAS            | PONTIAN |          | 2 |
| Postcode                | City                   | State   | Country  |   |
| 81500                   | JOHOR BAHRU            | JOHOR   | Malaysia |   |
| Telephone No. (Mobile)  | Telephone No. (Office) | Fax No. | Email    |   |
| Trader Reference No.    |                        |         |          |   |
|                         |                        |         |          |   |
| LC Address              |                        |         |          |   |
| Company Name            |                        |         |          |   |
|                         |                        |         | 3        |   |
|                         |                        |         |          |   |
|                         |                        |         |          |   |

- 1. You can edit **Company Name** and **ROB / ROC No.** Field.
- 2. Click **Company Address** dropdown to choose **Branch** Address.

| Choose Branch Address                    | * |
|--|---|
|  | Q |
| SHIMANO COMPONENTS<br>(MALAYSIA) SDN BHD |   |



- 3. The Company Details text box is automatically filled once the Company Address is selected.
- 4. Click at **LC Address**. Applicant Profile pop up will appear.

| Applicant P  | rofile                         |                             |           | 6         |
|--------------|--------------------------------|-----------------------------|-----------|-----------|
| View Details | Company Name                   | Address 1                   | Address 2 | Address 3 |
| Select       | SHIMANO COMPONENTS (M) SDN BHD |                             |           |           |
| 10 💌         | A Page 1 of 1                  | Displaying 1 to 10 of 1 ite | ms        |           |

- 5. Click on the Select button to select tariff code.
- 6. The LC Address text box is automatically filled once the Applicant profile is selected.

| LC Address                     |                      |          |  |
|--------------------------------|----------------------|----------|--|
| Company Name                   |                      |          |  |
| SHIMANO COMPONENTS (P          |                      |          |  |
| Company Address                |                      |          |  |
| LOT 4550, LORONG A-16, PEKAN I | 81500 PONTIAN, JOHOR | , MALAYS |  |
|                                |                      |          |  |

- 7. You may update further information in *Company Details* section if necessary.
- e) Add / Delete Finish Product in Certificate of Origin Screen



|              |                     |             |             |               |              | New 📘           |
|--------------|---------------------|-------------|-------------|---------------|--------------|-----------------|
|              |                     |             |             |               |              |                 |
|              |                     | T           | Tariff Code | Brand / Model | Manufacturer | Origin Criteria |
| View Details | Finished Product ID | Tariff Desc | Tariff Code | Dranu / moder | manufacturer | origin oritoria |
| View Details | Finished Product ID | Tariff Desc | Tariff Code | Diana / model | manuracturer | origin oria     |

- 1. Trader may add or delete more than 1 finished product in a new CO application.
  - a. Add another Finished Product in *Certificate Of Origin* Screen.
    - 1. Click button to add another finished product details. Repeat *Step 5.*



- 2. Delete 1 or more Finished Product in Certificate of Origin Screen.
- 3. Scroll horizontally to the right until end of data.

| Finished I | Product     |               |                  |                 |                   |                   | ¥      |
|------------|-------------|---------------|------------------|-----------------|-------------------|-------------------|--------|
|            |             |               |                  |                 |                   |                   | New 🔁  |
|            | Tariff Code | Brand / Model | Manufacturer     | Origin Criteria | Origin Criteria % | Importing Country | Delete |
|            | 010110100   | Click Here    | SHIMANO COMPONEN | WO              | 0                 | AUSTRALIA         | Delete |
| <          |             |               |                  | "               | 1                 |                   |        |
|            |             |               |                  |                 |                   |                   |        |
|            |             |               |                  |                 |                   |                   |        |

- 4. Click Delete button to delete the data.
- 5. Window pop up screen appear;

|    |               | Confirm                          |
|----|---------------|----------------------------------|
|    | ٠             | Are you sure to delete the item? |
|    |               | YES NO                           |
| 6. | Click delete. | to cancel to cancel              |

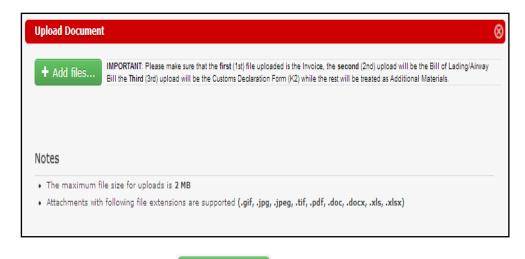
### f) Attachment Section

i. Attach Document

| Attached | d Document |               | ×                 |
|----------|------------|---------------|-------------------|
|          |            |               | ATTACH DOCUMENT 🤌 |
|          | Action     | Document Name |                   |
|          |            |               |                   |

- 1. Click button to upload attachment to the application.
- 2. Upload Document screen appear.





3. Click + Add files...

button to add files.

4. A window pop up to select files.

**Note:** The file extension supported is .JPEG, .JPG, .GIF, .TIG, .PDF, .DOC, .XLS, .DOCX, .XLSX. The maximum file size for the attachment is 2MB.

| 💿 Open  | ×                          |
|---|----------------------------|
| O □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □   | Search Supporting Document |
| Organize 🔻 New folder   | ii 🗸 🗍 🔞                   |
| Recent Places   Libraries   Documents   Music   Pictures   Videos     Computer   Sos (C:)   are_la (D:)   XPERIA sola |                            |
| File name:  | All Files   Open  Cancel   |

Select any file to upload then, click <sup>Open</sup> ↓ to attach a file and close pop-up window. Alternatively, click

Cancel to exit pop-up window.



#### Note: At least 3 attachments are uploaded.

| Jpload Document               |                |      |         |  |         |
|-------------------------------|----------------|------|---------|--|---------|
|                               |                | <br> |         | nd) upload will be the Bill of<br>ated as Additional Materials |         |
| Supporting Document.pdf       | 59.93 KB       |      | • Start | O Cancel   | Invoice |
|                               |                |      |         |  |         |
|                               |                |      |         |  |         |
| lotes                         |                |      |         |  |         |
|                               |                |      |         |  |         |
| • The maximum file size for u | ploads is 2 MB |      |         |  |         |

- <sup>1 Start</sup> to upload the attachment or Click 6. Click to cancel the attachment.
- 7. Alternately, you may click 💩 to exit the screen.
- **Cancel Attachment** ii.

| Jpload Document  |   | (            |
|--|---|--------------|
|  | that the <b>first</b> (1st) file uploaded is the Invoice, the <b>second</b> (2nd) uple<br>e the Customs Declaration Form (K2) while the rest will be treated as |              |
| MIT112012000969_1.xlsx   | 1 Delete  | PCO_K2_IND_1 |
| MIT112012000969_1.xlsx   | Delete  | PCO_INV      |
| MIT112012000969_2.xlsx   | Delete  | PCO_BL_IND_0 |
|  |   |              |
| lotes  |   |              |
| • The maximum file size for uploads is 2 MB                        |   |              |
| <ul> <li>Attachments with following file extensions are</li> </ul> | e supported (.gif, .jpg, .jpeg, .tif, .pdf, .doc, .docx, .xls, .  | xlsx)        |
|  |   |              |

- 1. Click **Delete** to delete attachment.
- 2. Click 🔹 to exit Upload Document screen without uploading any attachment
- iii. **View Attachment**

| iched [ | Document |                                   |                   |
|---------|----------|-----------------------------------|-------------------|
|         |          |                                   | ATTACH DOCUMENT 🖉 |
|         | Action   | Document Name                     |                   |
|         | View     | Bill_of_Lading_or_Airway_Bill.pdf |                   |
|         | View     | Invoice.pdf                       |                   |
|         | View     | Customs_Declaration_Form_(K2).pdf |                   |



- 1. Click View button to view attachment.
- 2. The attachment will appear shortly.

### iv. Delete Attachment

| ~          |        |                                   | 2) - Delete 🟦 🛛 Attach document 🧳 |
|------------|--------|-----------------------------------|-----------------------------------|
| ( <u>)</u> |        |                                   |                                   |
|            | Action | Document Name                     |                                   |
| <b>V</b>   | View   | Bill_of_Lading_or_Airway_Bill.pdf |                                   |
| <b>V</b>   | View   | Invoice.pdf                       |                                   |
| <b>V</b>   | View   | Customs_Declaration_Form_(K2).pdf |                                   |

- 1. Another option to delete the attachment in front of application by tick at column to delete.
- 2. Automatically symbol appears for deletion. You may click delete to delete attachment.

### g) Good Consigned To (Consignee's Name, Address, Country)

| Good Consigned To (Consigne | e's Name,Address,Coun | try)                   |                           | * |
|-----------------------------|-----------------------|------------------------|---------------------------|---|
| Company Name                | ROC / ROB No.         |                        |                           |   |
| Company Address             |                       |                        |                           |   |
| Telephone No. (Mobile)      | Postcode              | Telephone No. (Office) | City                      |   |
| Fax No.                     | State                 | Email                  | Country<br>Choose Country | - |
|                             |                       |                        |                           | _ |

1. Click at **Company Name**. Applicant Profile pop up will appear.

| Consignee    |                 |                                    |              |
|--------------|-----------------|------------------------------------|--------------|
| lame         |                 |                                    | RESET SEARCH |
| View Details | ROC / ROB No.   | Applicant Name                     |              |
| Select       | 192825A         | SHIMANO COMPONENTS (M) SD          |              |
| 10 💌         | 🚺 🖣 Page 1 of 1 | 🕨 🔰  Displaying 1 to 10 of 1 items |              |

1. Click Select button to select Company Details.



2. The Company Address and ROB / ROC text box is automatically filled once the Applicant profile is selected.

| AUSTRALIA |   |
|-----------|---|
|           | Q |
| AUSTRALIA |   |

- 3. Click V dropdown to select Country. Eg: Australia.
- 4. Alternately, you can fill up entire textbox in Company Address section.

| <ul> <li>Agent Profile (Agent Name, Address, Countr</li> </ul> | h) | Agent Profile | (Agent Name, | Address, | Country | y) |
|--|----|---------------|--------------|----------|---------|----|
|--|----|---------------|--------------|----------|---------|----|

| Company Name          | ROC / ROB No. |                        |      |  |
|-----------------------|---------------|------------------------|------|--|
| Company Address       |               |                        |      |  |
|                       |               |                        |      |  |
| elephone No. (Mobile) | Postcode      | Telephone No. (Office) | City |  |
|                       |               |                        |      |  |
|                       |               |                        |      |  |

1. Click at **Company Name**. Applicant Profile pop up will appear.

| OC / ROB N   | o. N          | ame                         | RESET SEARCH |
|--------------|---------------|-----------------------------|--------------|
| view Details | ROC / ROB No. | Applicant Name              |              |
| Select       | 20421-U       | Atama Logistics (M) Sdn Bhd |              |
| Select       | 311430-M      | GATEWAY LINK-UP SDN BHD     |              |
| Select       | 428631-V      | INDAH PERMAI FORWARDING S   |              |
| Select       | 311430-M      | SRI BUGIS VENTURES SDN BHD  |              |
| Select       | 330055-A      | Sumiso (Malaysia) Sdn Bhd   |              |
| Select       | 182079V       | Tinagat Transport Sdn Bhd   |              |
| Select       | 571233-T      | DANZAS AEI (MALAYSIA) SDN.  |              |
| Select       | 509848-X      | Rasag Agency Sdn Bhd        |              |
| Select       | 203675-D      | AIK TEONG SDN. BERHAD       |              |
| Select       | 000210328-W   | AIK TEONG SDN. BERHAD       |              |

- 1. Click Select button to select Company Details
- 2. The Company Address and ROB / ROC text box is automatically filled once the Applicant profile is selected.
- 3. Alternately, you can fill up entire textbox in Company Address details section.



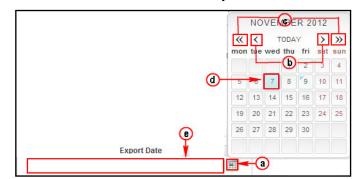
i) Means of Transport and Route (As far as known)

| Means of Transport and Ro               | ute (As far as known)          |                      |             | * |
|---|--------------------------------|----------------------|-------------|---|
| Mode of Transport<br>MARITIME TRANSPORT | Vessel's Name / Air Craft, etc | Feeder Vessel's Name | Export Date |   |
| Port of Discharge<br>Choose a Port      | Port of Discharge(For LC)      | ]                    |             |   |

- 1. Enter Vessel's Name / Air Craft, etc field.
- 2. Enter Feeder Vessel's Name field.
- 3. Click dropdown to select **Mode of Transport** Eg: Air Transport.

| Choose Transport Mode            |   |
|----------------------------------|---|
| [                                | Q |
| RAIL TRANSPORT                   |   |
| ROAD TRANSPORT                   |   |
| AIR TRANSPORT                    |   |
| MAIL                             |   |
| MULTIMODAL TRANSPORT             |   |
| FIXED TRANSPORT<br>INSTALLATIONS |   |
| INLAND WATER TRANSPORT           |   |
| OTHERS                           |   |
| PIPELINE (FUEL)                  |   |
| MARITIME TRANSPORT               |   |

4. Click calendar to select **Export Date**.

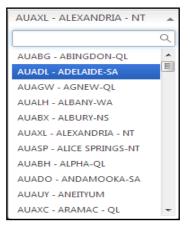


- 5. Click icon to display the Calendar.
  - a. Click or to navigate to the previous or next month.
  - b. Click or to navigate to the previous or next month.
  - c. Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.
  - d. Alternatively, manually enter the required dates. The format is dd/MM/yyyy.



6. Click dropdown to select **Port of Discharge**.

Note: Port of Discharge based on Country's consignee.



7. Enter Port of Discharge (For LC) field.

### j)

Record of Certificate of Origin

| Record of Certificate of Origin |             |                        |                        | *            |
|---------------------------------|-------------|------------------------|------------------------|--------------|
| Contact Person                  | Designation | IC / Passport No.      | Telephone No.          |              |
|                                 | 1. Click    | at <b>Name</b> . Manuf | acturer Profile pop up | will appear. |
|                                 |             |                        |                        |              |

| pplicant Na | me Ap                      | plicant Designation   |                   |   |      |        |
|-------------|----------------------------|-----------------------|-------------------|---|------|--------|
|             |                            |                       |                   | R | ESET | SEARCH |
| √iew Detai  | Applicant Name             | Applicant Designation | IC / Passport No. |   |      |        |
| Select      | Jaclyn Victor              | Assistant Manager     | 780404105486      |   |      |        |
| Select      | ZULKIFLI BIN HAMID         | BIG BOSS              | 890417025109      |   |      |        |
| Select      | PUNCH INDUSTRY (DALIAN) CO |                       | 8641190000000     |   |      |        |
| Select      | POH SAI SEE                | PENGURUS KANAN        | 711221075470      |   |      |        |

2. Contact Person text box is automatically filled once the Authorised Applicant Profile is selected.



### k) Declaration Details Section

| Step 1 | Preferred Branch of Application Processing     |
|--------|--|
|        | Choose Branch 👻                                |
| 1. (   | Click <b>branch</b> dropdown to choose branch. |
|        | Choose Branch                                  |

2. Select any branch.



| Name  | Designation | IC / Passport No. | Telephone No.   |
|-------|-------------|-------------------|---|
| Email | Date        | Trader Remarks    |   |
|       | 06-Nov-2012 |                   | 1   |
|       |             |                   | d as a proportion is a stated in the cost analysis. It is I |

3. Click . Declaration Applicant profile pop up will appear.

| Authorized   | Applicant      |                       |                   | 8 |
|--------------|----------------|-----------------------|-------------------|---|
|              |                |                       |                   |   |
| View Details | Applicant Name | Applicant Designation | IC / Passport No. |   |
| Select       | LIM MEE FEN    | DEPUTY HEAD           | 750526086236      |   |

- 4. Click on the Select button to select Authorized Applicant.
- 5. The Applicant Designation and IC Passport text box is automatically filled once the Applicant Name is selected.
- 6. User may change the telephone number if necessary.



- 7. *Date* is automatically set to current/today's date. User is not allowed to change.
- 8. Enter Trader and Email fields.
- 9. Enter Trader remarks field.

| Declaration Details                      |  |                            | *  |
|--|--|----------------------------|--|
| Preferred Branch of Applica              | ation Processing                             |                            |  |
| Kuala Lumpur 👻                           |  |                            |  |
| Declaration Details                      |  |                            |  |
| Name                                     | Designation                                  | IC / Passport No.          | Telephone No.  |
| LIM MEE FEN                              | DEPUTY HEAD                                  | 750526086236               |  |
| Email                                    | Date   | K2 Registration No 😮       |  |
| lim@gmail.com                            | 07-01-2013                                   | 12                         |  |
| Trader Remarks                           |  |                            |  |
| remarks                                  |  |                            |  |
| of Lading / Airway Bill / Endorsed Custo | m Declaration Form K2 and The Copy of Iss    | ued Form MAFTA: 08-01-2013 | e of Form MAFTA Prior To Expecting Date to Submit the Bill |
|  | in the Generalized Preferential Tariff Scher |                            |  |

10. Click calendar to select declaration.

### I) Transaction Type Section

| Transaction Type      |              |              | \$                  |
|-----------------------|--------------|--------------|---------------------|
| Third Party Invoicing | Accumulation | 🔲 De Minimis | Issue Retroactively |
|                       |              |              |                     |

1. Tick check box under this section to include transaction type in the form.



# 4.4. Submit Certificate of Origin

| ertificate of Origin-I  |                                       |  |                            |           |
|---|---------------------------------------|--|----------------------------|-----------|
| BACK TO MAIN  |                                       |  |                            |           |
|   |                                       |  |                            |           |
| Company Details   |                                       |  |                            |           |
| Company Name  | ROC / ROB No.                         |  |                            |           |
| SHIMANO COMPONENTS (MALA  | 192825A                               |  |                            |           |
| Company Address   |                                       |  |                            |           |
| SHIMANO COMPONENTS (MAL.  |                                       |  |                            |           |
| LOT 4550, LORONG A-16   | PEKAN NANAS                           | an a   |                            |           |
|   |                                       | ised custom Declaranori Form For the Issuance  |                            | mit the b |
| of Lading / Airway Bill / Endorsed Cus  | tom Declaration Form K2 and The Co    | opy of Issued Form MAFTA: 08-01-2013   |                            |           |
|   |                                       |  |                            |           |
|   |                                       | nts are correct;that all the goods were produ<br>riff Schemes for goods exported to (Importing C |                            | the origi |
|   |                                       |  |                            | the origi |
|   |                                       |  |                            | the origi |
| equirements specified for those goo   |                                       |  |                            | the origi |
| equirements specified for those goo<br>ransaction Type  |                                       |  |                            | the origi |
| equirements specified for those goo<br>ansaction Type   | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Country)                   |           |
| equirements specified for those goo<br>ansaction Type   | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Issue Retroactively        | the orig  |
| equirements specified for those goo<br>ansaction Type   | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Country)                   | 2         |
| equirements specified for those goo<br>ansaction Type   | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Update this application as | 2         |
| equirements specified for those goo<br>ransaction Type  | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Update this application as | 2         |
| equirements specified for those goo ransaction Type Third Party Invoicing rint Option                                 | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Update this application as | 2         |
| equirements specified for those goo   | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Update this application as |           |
| equirements specified for those goo ransaction Type Third Party Invoicing rint Option Print Importing Country HS Code | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Update this application as | 2         |
| equirements specified for those goo ransaction Type Third Party Invoicing rint Option Print Importing Country HS Code | ds in the Generalized Preferential Ta | riff Schemes for goods exported to (Importing C  | Issue Retroactively        | 2         |

- 1. Click dropdown to update this application as:
  - a. As Draft
  - b. As Application Ready
  - c. As Application Submitted
  - 2. Click **PREVIEW** button to preview the form.



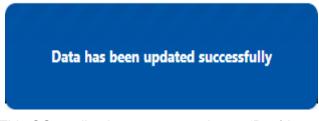
### 4.4.1. Update as a Draft

i. Save as Draft

1.

| Draft (1)             | UPDA         | TE |
|-----------------------|--------------|----|
| l 🕴                   | ۹.           |    |
| Draft                 |              | 2) |
| Application Ready     |              |    |
| Application Submitted | HNOLOGIES SD |    |

- 2. Click UPDATE button to save the application.
- 3. Window alert screen appear;



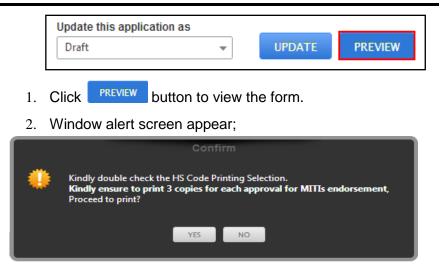
- 4. This CO application status remains as 'Draft'.
- 5. The page automatically back to Listing screen.



| EASE CLIC   | CK HERE TO SEA  | RCH  | 2   |  |                   |   |   |           |
|---|---|--|---|--|-------------------|---|---|-----------|
| pplication T  |   | Scheme   | ¥   | -  | n Data (From)     | Appli   | action Data (To)  |           |
| Certificate o   |   | ▼ MAFTA  | × •   | _  | n Date (From)     |   | cation Date (To)  |           |
| eference N  |   | Endorsement No.  |   | Approved   | Date (From)       |   | oved Date (To)  |           |
| Sierence N  |   |  |   |  | bate (From)       |   | oved Date (10)  |           |
| atus  |   | Company Name   |   | Applicatio   | n ID              |   |   |           |
| My Task   | ×   | *  |   |  |                   |   |   |           |
| epared Da   | te (From)   | Prepared Date (To  | <b>b)</b>   |  |                   |   |   |           |
|   |   | 1  |   | ]  |                   |   |   |           |
|   |   | ·  |   |  |                   |   |   | 4         |
|   |   |  |   |  |                   |   |   |           |
|   |   |  |   |  |                   |   | RESE  | EL SEARCH |
|   |   |  |   |  |                   |   | RESE  | T SEARCH  |
|   |   |  |   |  |                   |   | RESE  | SEARCH    |
| TING  |   |  |   |  |                   |   | RESI  | SEARCH    |
| STING   |   |  |   |  |                   |   | RESI  |           |
| TING  |   |  |   |  |                   |   | RESI  | NEW       |
| Iditional Bra   | ind/ Model(CAA) app   | lication is currently not avai   | ilable, until furth                                 | ner notice. Kindly o   | opy your approved | CA and add in det   |   | NEW       |
| Iditional Bra   |   | -  |   | -  |                   |   | ails of Brand/ Model, a   | NEW [     |
| Iditional Bra<br>Iution<br>/iew petails                                 | Application ID  | Application Type   | Scheme  | Application Case   |                   | Prepared Date   | ails of Brand/ Model, a<br>Status   | NEW       |
| Iditional Bra<br>Iution<br>View Petails<br>View                         | Application ID<br>MITI012013000630  | Application Type<br>FUF - Form MAFTA   | Scheme<br>MAFTA                                     | Application Case   |                   | Prepared Date<br>07-Jan-2013 16   | ails of Brand/ Model, a<br>Status<br>Draft  | NEW [     |
| Iditional Bra<br>Iution<br>/iew Details                                 | Application ID  | Application Type   | Scheme  | Application Case   |                   | Prepared Date   | ails of Brand/ Model, a<br>Status<br>Draft  | NEW [     |
| Iditional Bra<br>Iution<br>View Petails<br>View                         | Application ID<br>MITI012013000630  | Application Type<br>FUF - Form MAFTA   | Scheme<br>MAFTA                                     | Application Case   |                   | Prepared Date<br>07-Jan-2013 16<br>05-Jan-2013 22   | ails of Brand/ Model, a<br>Status<br>Draft  | NEW [     |
| Iditional Bra<br>Iution<br>View Petails<br>View                         | Application ID<br>MITI012013000630<br>MITI012013000627  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA   | Scheme<br>MAFTA<br>MAFTA                            | Application Case<br>NORMAL<br>NORMAL                               |                   | Prepared Date<br>07-Jan-2013 14<br>05-Jan-2013 22<br>05-Jan-2013 14                                     | ails of Brand/ Model, a<br>Status<br>2 Draft<br>2 Draft   | NEW [     |
| dditional Bra<br>lution<br>View Details<br>View<br>View<br>View         | Application ID<br>MITI012013000630<br>MITI012013000627<br>MITI012013000621  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA   | Scheme<br>MAFTA<br>MAFTA<br>MAFTA                   | Application Case<br>NORMAL<br>NORMAL<br>NORMAL                     |                   | Prepared Date<br>07-Jan-2013 10<br>05-Jan-2013 22<br>05-Jan-2013 11<br>04-Jan-2013 11                   | ails of Brand/ Model, a<br>Status<br>5 Draft<br>2 Draft<br>5 Application Ready                        | NEW [     |
| dditional Bra<br>lution<br>View Petails<br>View<br>View<br>View<br>View | Application ID<br>MITI012013000630<br>MITI012013000627<br>MITI012013000621<br>MITI012013000609                          | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA                     | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA          | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL           |                   | Prepared Date<br>07-Jan-2013 10<br>05-Jan-2013 22<br>05-Jan-2013 11<br>04-Jan-2013 11                   | ails of Brand/ Model, a<br>Status<br>5 Draft<br>2 Draft<br>3 Application Ready<br>4 Application Ready | NEW [     |
| View Petails<br>View View<br>View<br>View<br>View<br>View               | Application ID<br>MITTI012013000630<br>MITTI012013000627<br>MITTI012013000621<br>MITTI012013000609<br>MITTI012013000607 | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL |                   | Prepared Date<br>07-Jan-2013 10<br>05-Jan-2013 22<br>05-Jan-2013 12<br>04-Jan-2013 13<br>04-Jan-2013 13 | ails of Brand/ Model, a<br>Status<br>Draft<br>Application Ready<br>Application Ready<br>Draft         | NEW [     |

- 1. Click filters Application Type and select Certificate of Origin.
- 2. Click filter Scheme and select MAFTA
- 3. Click Status and select MY TASK
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA.
- 5. Click View button to view FORM screen of this application.

### 4.4.2. Preview Form





- 3. Click \_\_\_\_\_\_ button to print or click \_\_\_\_\_ button to cancel
- 4. The sample of preview of application appears in shortly.

| SHIMAN<br>LOT 455                      | . Goods Consigned from Malaysia (Exporter's name, address)<br>SHIMANO COMPONENTS (M) SDN BHD<br>LOT 4550, LORONG A-16, PEKAN NANAS,<br>81500 PONTIAN, JOHOR, MALAYSIA. |   |  | Reference No.<br>MALAYSIA-AUSTRALIA FREE TRADE<br>AGREEMENT (MAFTA)  |   |  |  |
|--|--|---|--|--|---|--|--|
| address)                               | )  | alia (Importer's/Consignee's name,  | FORM MAFTA   |  |   |  |  |
| LOT 45                                 | SHIMANO COMPONENTS (M) SDN BHD<br>LOT 4550, LORONG A-16,, PEKAN NENAS,<br>81500, , JOHOR, AUSTRALIA  |   |  | (FOR MALAYSIA ONLY)  |   |  |  |
| 3. Means o<br>Shipmer                  |  | ite (as far as known)   |  |  |   |  |  |
| 15 J<br>Vessel's<br>MAS<br>MAS         | January 2013 by MA<br>name/Aircraft etc.:<br>KARGO   | ARITIME TRANSPORT   |  | L  | 0   |  |  |
| YHH                                    |  |   |  |  |   |  |  |
| 4. Item<br>number                      | 5. Marks and<br>numbers on<br>packages   | <ol> <li>Number and kind of packages; desk<br/>including HS Code (6 digits) and bra<br/>(if applicable)</li> </ol>  |  | 7. Origin<br>Conferring<br>Criterion   | 8. Quantity<br>(Gross weight<br>or other<br>measurement)<br>and FOB value   | 9. Number<br>and date<br>of invoice(s) |  |
| 1.                                     | test   | 123 COMPOSITE PACKING,PLASTIC RECE<br>W/WORK HAM<br>good<br>IMPORTING COUNTRY HS CODE 12982.2   | PTACLE IN  | wo   | 1234 ACR<br>MYR123  | 1234 08/01/2013                        |  |
|  |  |   | Λ  |  |   |  |  |
|  |  |   | Page 1 of 1  | TOTAL :  | 1234 ACR<br>MVR123  |  |  |
| 10. Declar                             | ation by the Malay   | sian exporter   | Page 1 of 1<br>11. Certification   | TOTAL :  | 1234 ACR<br>MYR123  |  |  |
| The u<br>and str<br>in Mali<br>provide |  | y declares that the above details<br>ect; that all the goins were produced<br>y comply with the tracks of origin, as<br>of Origin) of the tracks the Australia                                  | 11. Certification<br>On the bas<br>that the inf<br>described co                          | sis of control carr<br>ormation herein is  | MYR123<br>ied out, it is hereb<br>correct and that<br>n requirements spec   | the goods                              |  |
| The u<br>and str<br>in Mali<br>provide | ndersigned hereb<br>atements are corre<br>aysia and that the<br>ed by Part I (Rules o  | y declares that the above details<br>ect; that all the goins were produced<br>y comply with the tracks of origin, as<br>of Origin) of the tracks the Australia                                  | 11. Certification<br>On the bas<br>that the inf<br>described or<br>Malaysia-Au           | is of control carr<br>ormation herein is<br>omply with the origi<br>ustralia Free Trade<br>for Secretar                                | MYR123<br>ied out, it is hereb<br>s correct and that<br>n requirements spec<br>Agreement.<br>y Genaral<br>al Trade and Indu   | the goods<br>iffied in the             |  |
| The u<br>and str<br>in Mali<br>provide | ndersigned hereb<br>atements are corre<br>aysia and that the<br>ad by Part I (Rules d<br>rade Agreement for  | y declares that the above details<br>ect; that all the goins were produced<br>y comply with the tracks of origin, as<br>of Origin) of the tracks the Australia                                  | 11. Certification<br>On the bas<br>that the inf<br>described c<br>Malaysia-Au<br>Ministr | is of control carr<br>ormation herein is<br>omply with the origi<br>ustralia Free Trade<br>for Secretar<br>ry of Internation:<br>Malay | MYR123<br>ied out, it is hereb<br>s correct and that<br>n requirements spec<br>Agreement.<br>y Genaral<br>al Trade and Indu   | the goods<br>iffied in the             |  |
| The u<br>and sta<br>in Mala<br>provide | ndersigned hereb<br>atements are corre<br>aysia and that the<br>ad by Part (Rules of<br>rade Agreement for<br>Diace and date here                                      | y declares that the above details<br>sct; that all the go is were produced<br>y comply with the less of origin, as<br>of Origin) of the N lay ta-Australia<br>r the goods experiment Australia. | 11. Certification<br>On the bas<br>that the inf<br>described or<br>Malaysia-Au           | is of control carr<br>ormation herein is<br>omply with the origi<br>ustralia Free Trade<br>for Secretar<br>ry of Internation:<br>Malay | MYR123<br>ied out, it is hereb<br>correct and that<br>n requirements spec<br>Agreement.<br>y Genaral<br>al Trade and Indursia<br>07 January 2013<br>ture and stamp of | the goods<br>iffied in the             |  |



### 4.4.3. Update as Ready

i. Save as Ready

|    | Update this application as                               |
|----|--|
|    | Draft UPDATE   |
|    |  |
|    | Draft (2)  |
|    | Application Ready  |
|    | Application Submitted                                    |
|    |  |
| 1. | Click dropdown to select update as Application Ready.    |
| 2. | Click UPDATE button to save the application.             |
| 3. | Window alert screen appear at center of page;            |
|    |  |
|    | Data has been updated successfully                       |
|    |  |
| 4  | This CO application status remains as <b>Application</b> |

- 4. This CO application status remains as '**Application Ready**'.
- 5. The page automatically back to Listing screen.

| ii. | Check | Application | Read  | / Status |
|-----|-------|-------------|-------|----------|
|     | Oncor | Application | ncauj | Olalus   |

|                                | CO Transa        | ction                            |        |            |                   |                                  |  |               |
|--------------------------------|------------------|----------------------------------|--------|------------|-------------------|----------------------------------|--|---------------|
| EASE CLIC                      | CK HERE TO SEAF  | RCH                              | 2      | ,          |                   |                                  |  |               |
| Application T<br>Certificate o |                  | Scheme<br>MAFTA                  | × •    | Applicatio | n Date (From)     | Appli                            | cation Date (To)                       |               |
| Reference No                   | 0.               | Endorsement No.                  |        | Approved   | Date (From)       | Appro                            | oved Date (To)                         |               |
| Status<br>Application          | *                | Company Name                     |        | Applicatio | n ID              |                                  |  |               |
| Prepared Dat                   |                  | Prepared Date (To)               |        |            |                   |                                  | RESET                                  | 4<br>SEARCH   |
| STING                          |                  |                                  |        |            | plication Ready s |                                  |  | NEW 🕞         |
| oluti                          | Application ID   | lication is currently not availa | Scheme |            | Application Date  | Prepared Date                    |  | Reference No. |
| view vetails                   | Application ID   | Application Type                 | MAFTA  | NORMAL     | Application Date  |                                  | Application Ready                      | Reference No. |
| Manu                           | MITI012013000630 | ELLE - Form MAETA                |        |            |                   |                                  |  |               |
| View                           | MITI012013000630 | FUF - Form MAFTA                 |        | NORMAL     |                   |                                  | Application Boody                      |               |
| View                           | MITI012013000621 | FUF - Form MAFTA                 | MAFTA  | NORMAL     |                   | 05-Jan-2013 16                   | Application Ready                      |               |
|                                |                  |                                  |        | NORMAL     |                   | 05-Jan-2013 16                   | Application Ready<br>Application Ready |               |
| View                           | MITI012013000621 | FUF - Form MAFTA                 | MAFTA  |            |                   | 05-Jan-2013 16<br>04-Jan-2013 17 |  |               |





- 1. Click filters Application Type and select Certificate of Origin
- 2. Click filter Scheme and select MAFTA.
- 3. Click Status and select MY TASK
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA.
- 5. Click View button to view Form in application Ready status.

# 4.4.4. Submit the CO Application

i. Submit CO

|    | Update this application as<br>Application Submitted<br>Application Ready<br>Application Submitted   |
|----|---|
| 1. | Click dropdown to select update as Application Submitted.   |
| 2. | Click UPDATE button to save the application.  |
| 3. | Window alert screen appear;   |
|    | Confirm   |
|    | eck your Company Details before submitting (You can select Branch Address, if any).<br>p proceed submitting or click No to recheck your Company Details |
|    | YES NO  |
| 4. | Click ves button to proceed submit or click button to cancel.   |
| 5. | Application Reference Number screen automatically   |

6. The *Reference Number* is system generated upon successful submission of a CO application.



| hank You -                              | Your Application Has been Received   |   |
|---|--|---|
| Company Name<br>Reference Numbe<br>Date | : SHIMANO COMPONENTS (MALAYSIA) SDN BHD<br>: FMA-FUF-W-130107-KL-000002                                    |   |
|   | rence Number for inquiry.<br>also be sent to you via email (if your company has provided an email address) | 0 |

Note: Please use this Reference Number for inquiry.

- 7. Click PRINT button to print Reference Number.
- 8. Click 😨 button to close the screen.
- 9. Pop up print application reference number screen appear in a new tab window;

| DNEX ×                                      | ×   |  |     |
|---|---|--|-----|
| $\leftrightarrow$ $\rightarrow$ C $\square$ | Children, "Organistic Supple 40"  | 1.1.1.101.05pre-effective-Chapter-W  | ☆ = |
|   | Application ID<br>Scheme Type<br>Application Type<br>Company Name<br>Applicant Name<br>Reference No<br>Applicant Date | MITI012013000630<br>MAFTA<br>FUF - Form MAFTA<br>SHIMANO COMPONENTS (MALAYSIA) SDN BHD<br>LIM MEE FEN<br>FMA-FUF-W-130107-KL-000002<br>07/01/2013 18:21:09 |     |
|   |   |  |     |

- 10. Click button to close this screen.
- 11. This CO Application status has been updated from '**Draft**' to '**Application Submitted**'. The application is submitted to the MITI Verifier for verification.

12. Click **BACK TO MAIN** at top of page to view the application.



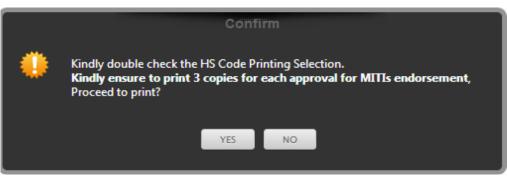
| /CAA/CO Transa   | ction  |   |                   |  |  |   |                   |
|--|--|---|-------------------|--|--|---|-------------------|
|  |  |   |                   |  |  |   |                   |
| EASE CLICK HERE TO SEA   | RCH  |   |                   |  |  |   |                   |
|  |  |   |                   |  |  |   |                   |
| pplication Type 😮  | Scheme   |   | Application       | n Date (From)                            | Applic   | cation Date (To)  |                   |
| Certificate of Origin 🛛 🗙 🤻  | # MAFTA  | × -                                     |                   |  |  |   |                   |
| eference No.   | Endorsement No.  |   | Approved          | Date (From)                              | Appro  | oved Date (To)  | _                 |
| 3  |  |   |                   |  |  |   |                   |
| itatus   | Company Name   |   | Application       |  |  |   |                   |
| Application Submitted X -  |  |   | Application       | טוו                                      |  |   |                   |
|  |  | ]                                       |                   |  |  |   |                   |
| repared Date (From)  | Prepared Date (To)   |   |                   |  |  |   |                   |
|  |  |   |                   |  |  |   | $\sim$            |
|  |  |   |                   |  |  |   | (4)               |
|  |  |   |                   |  |  |   | (4)               |
|  |  |   |                   |  |  | RESET   | , Ť               |
|  |  |   |                   |  |  | RESE  | Ĭ                 |
|  |  |   |                   |  |  | RESET   | Ĭ                 |
| STING  |  |   |                   |  |  | RESET   | Ĭ                 |
|  |  |   |                   |  |  | RESET   | SEARCH            |
|  |  |   |                   | Application Sub                          | mitted   | RESET   | Ĭ_                |
| STING  |  |   |                   | Application Sub                          |  |   | SEARCH            |
| STING<br>dditional Brand/ Model(CAA) appl<br>olution   |  |   | notice. Kindly co |  |  |   | SEARCH            |
| STING<br>dditional Brand/ Model(CAA) appl  |  | e, until further                        | -                 |  |  | ails of Brand/ Model, as                                    | SEARCH            |
| dditional Brand/ Model(CAA) appl   | ication is currently not available   | e, until further                        | -                 | opy your approved CA                     | and add in deta<br>Prepared Date                   | ails of Brand/ Model, as<br>Status                          | n SEARCH          |
| dditional Brand/ Model(CAA) appl<br>olution  | ication is currently not available   | e, until further<br>Scheme A<br>MAFTA N | Application Case  | Application Date<br>07-Jan-2013 18:21:09 | and add in deta<br>Prepared Date<br>07-Jan-2013 16 | ails of Brand/ Model, as<br>Status                          | A SEARCH          |
| dditional Brand/ Model(CAA) appl<br>olution<br>View Spails Application ID<br>View MITI012013000630 | ication is currently not available<br>Application Type<br>FUF - Form MAFTA | e, until further<br>Scheme A<br>MAFTA N | Application Case  | Application Date<br>07-Jan-2013 18:21:09 | and add in deta<br>Prepared Date<br>07-Jan-2013 16 | ails of Brand/ Model, as<br>Status<br>Application Submitted | T SEARCH<br>NEW C |

### ii. Check Application Submitted Status

- 1. Click filters Application Type and select Certificate of Origin.
- 2. Click filter Scheme and select MAFTA
- 3. Click Status and select Application Submitted.
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA
- 5. Click View button to view Form in application Submitted status.

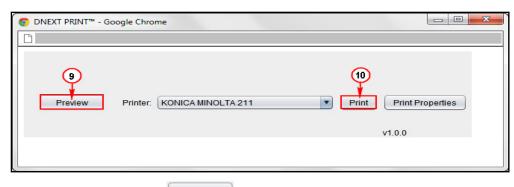


| Certificate                  | of Origi        | n- MAFTA [ M          | ITI0120130006                | 30]                                      |                |                |
|------------------------------|-----------------|-----------------------|------------------------------|--|----------------|----------------|
| Э ВАСК ТО МА                 | IN              |                       |                              |  |                |                |
| Company De                   | tails           |                       |                              |  |                | *              |
| Company Nam                  |                 | ROC / ROB No.         |                              |  |                |                |
|                              | MPONENTS (M)    | ALA' 192825A          | man man                      |  | mmmm.          | umunana an     |
| M Miller Part                |                 |                       |                              |  |                | www.www.www    |
| Transaction \                | /iew            | 6                     | )                            |  |                | *              |
| Date                         | Time            | Action                | Response Desc.               |  | Reject Desc.   | User Type      |
| 07/01/2013                   | 06:21:09        | Application Submitted |                              |  |                | TRADER USER    |
| Print Option Print Importing | g Country HS Co | ode                   |                              | Print Exporting Country HS Code          |                | ×              |
|                              |                 |                       |                              |  |                | PRINT          |
|                              |                 | 6.                    | •                            | see, Transaction V<br>bottom of applicat | •              | pears the      |
|                              |                 |                       | <b>Note</b> : The up been vi | date button for Ap<br>sible.             | plication Subm | itted has      |
|                              |                 | 7.                    | Click PRINT                  | button to print th                       | e form.        |                |
|                              |                 | 8.                    | Message ale<br>or click      | ert screen appear.                       |                | utton to print |



9. DNEXT Print screen appear.





10. Click Preview

button to view the Form.

| 1. Goods Consigned from Malaysia (Exporter's name,<br>SHIMANO COMPONENTS (M) SDN BHD<br>LOT 4550, LORONG A-16, PEKAN NANAS,<br>81 500 PONTIAN, JOHOR, MALAYSIA.  | MALAYSIA   | AUSTRALIA FREE TRADE  |
|--|--|---|
| Coods Consigned to Australia (Importor's/Consigne<br>address)     SHIMANO COMPONENTS (M) SDN BHD<br>LOT 4550, LORONG A-16, PEKAN NENAS,<br>81500, JOHOR, AUSTRALIA   |  | <b>FORM MAFTA</b><br>R MALAYSIA ONLY)   |
| 3. Means of transport and route (as far as known)<br>Shipment Date:<br>15 January 2013 by MARITIME TRANSPORT<br>Vessel's name/Aircraft etc.:<br>MAS KARGO<br>MAS<br>Port of Discharge:   |  | L   |
| YHHU 4. Item 1. Narks and 1. number 1. number 1. numbers on 1. numbers on 1. numbers on 1. numbers on 1. number (if applicable)  | of packages; description of goods (6 digits) and brand name  | 8. Quantity<br>(Gross weight<br>or other<br>measurement)<br>and FOB value   |
| test     1. 123 COMPOSITE PACKING     HAM     good   | IG.PLASTIC RECEPTACLE IN WWWORK WC   | 1234 ACR 1234 08.01/2013<br>MYR123  |
| 10. Declaration by the Malaysian exporter<br>The undersigned hereby declares that the ab<br>and statements are correct; that all the goods wer<br>in Malaysia and that they comply with the rules of<br>provided by Part I (Fuelse of Origin) of the Malaysia-F<br>Free Trade Agreement for the goods exported to Ar | 11. Certification<br>bove details<br>ore produced that the information her<br>of origin, as<br>Australia Malaysia-Australia Free | I carried out, it is hereby certified<br>rein is correct and that the goods<br>e origin requirements specified in the<br>Trade Agreement. |
|  | Ministry of Inter  | retary Genaral<br>national Trade and Industry<br>Malaysia   |
| JOHOR, 07 January 2013<br>Plandate, name, signature and compar<br>authorised signatory   | [FMA-FUF-W-1<br>any of Place and date,   | r. 07 January 2013<br>130107-KL-000002]<br>signature and stamp of<br>d Issuing Authority  |
| 12. De Minimis   | ☐ Issue retroactively<br>☐ Accumulation  |   |

11. Click Print button to print the attachment.



# 4.5. Edit a CO Application

The CO applications with either one of the status below are pending for Trader's actions:

- Draft Occurs after Trader clicked UPDATE in a new CO without submitting to MITI officers yet.
- Application Ready Occurs after Trader clicked In a new CO for Trader's manager / authorized personnel to submit the application to MITI officers.
- Application Queried Occurs after MITI officers query the application (e.g., for further information, missing data etc). The MITI officers can be MITI Verifier, MITI Recommender or MITI Approver.

### 4.5.1. CO in draft Status

### Go to Listing Panel

Step 1

| EASE CLIC   | CK HERE TO SEA  | RCH  |  |  |               |  |   |       |
|---|---|--|--|--|---------------|--|---|-------|
| oplication T  | and the second se | Scheme<br>MAFTA  |  | 1  | n Date (From) | App  | lication Date (To)  |       |
| eference No   | o.<br>(3  | Endorsement No.  |  | Approved   | Date (From)   |  | roved Date (To)   |       |
| atus<br>My Task   |   | Company Name   |  | Applicatio   | 1 ID          |  |   |       |
| repared Dat   |   | Prepared Date (T   |  | ]  |               |  |   | 0     |
| TING  |   |  |  |  |               |  | RESI  |       |
| lution 5  |   | lication is currently not ava  |  |  |               |  | etails of Brand/ Model, a   | NEW ( |
| Iditional Bra   | and/ Model(CAA) app<br>Application ID<br>INTR1202000230   | lication is currently not ava<br>Application Type<br>FUF - Form MAFTA                            | ilable, until furti<br>Scheme<br>MAFTA     | her notice. Kindly c<br>Application Case<br>NORMAL       |               | CA and add in d<br>Prepared Dat<br>07-Jan-2013                           | etails of Brand/ Model, a   | NEW   |
| Iditional Bra   | Application ID  | Application Type   | Scheme                                     | Application Case   |               | Prepared Dat   | etails of Brand/ Model, a<br>e Blatus<br>16 Draft   | NEW ( |
| ditional Bra<br>lution<br>/iew fetails<br>View                  | Application ID<br>MITI012013000630  | Application Type<br>FUF - Form MAFTA   | Scheme                                     | Application Case   |               | Prepared Dat<br>07-Jan-2013<br>05-Jan-2013                               | etails of Brand/ Model, a<br>e Blatus<br>16 Draft   | NEW ( |
| ditional Bra<br>lution<br>View Setails<br>View                  | Application ID<br>MITI012013000630<br>MITI012013000627  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA   | Scheme<br>MAFTA<br>MAFTA                   | Application Case<br>NORMAL<br>NORMAL                     |               | Prepared Dat<br>07-Jan-2013<br>05-Jan-2013<br>05-Jan-2013                | etails of Brand/ Model, a<br>e Status<br>16 Draft<br>22 Draft   | NEW ( |
| ditional Bra<br>Iution<br>/iew Details<br>View<br>View<br>View  | Application ID<br>MITI012013000630<br>MITI012013000627<br>MITI012013000621  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA                     | Scheme<br>MAFTA<br>MAFTA<br>MAFTA          | Application Case<br>NORMAL<br>NORMAL<br>NORMAL           |               | Prepared Dat<br>07-Jan-2013<br>05-Jan-2013<br>05-Jan-2013<br>04-Jan-2013 | etails of Brand/ Model, a<br>e Status<br>16 Draft<br>22 Draft<br>16 Application Ready   | NEW ( |
| ditional Bra<br>Jution<br>View Vietails<br>View<br>View<br>View | Application ID<br>MITI012013000630<br>MITI012013000627<br>MITI012013000621<br>MITI012013000609  | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL |               | Prepared Dat<br>07-Jan-2013<br>05-Jan-2013<br>05-Jan-2013<br>04-Jan-2013 | etails of Brand/ Model, a<br>e Status<br>16 Draft<br>22 Draft<br>16 Application Ready<br>17 Application Ready<br>17 Application Ready | NEW ( |

- 1. Click filter Application Type and select Certificate of Origin
- 2. Click filter Scheme and select MAFTA
- 3. Click Status and select My Task
- 4. Click search to display the filtered search results; take note that the transactions are for MAFTA
- 5. Click View button to view Certificate of origin with draft status of this application.



| Step 2 Enter / Update Details in Certificate of Orig |
|--|
|--|

| ompany Details                        |   |  |   |
|---------------------------------------|---|--|---|
| SHIMANO COMPONENTS (MALA              | ROC / ROB No.<br>192825A  | Î                                      |   |
| company Address                       |   |  |   |
| SHIMANO COMPONENTS (MALe.             | PEKAN NANAS   |  |   |
| Postcode                              | City  | State                                  | Country   |
| a1500,<br>Felephone No. (Mobile)      | PONTIAN<br>Telephone No. (Office)   | Fax No.                                | Malaysia<br>Email   |
| 07-6896062                            | 07-6991599  | 07-6896391                             | 901140@sem.shimano.com.sg                                 |
| Tador Reference No.                   |   |  |   |
| C Address                             |   |  |   |
| Company Name                          |   |  |   |
| Company Address                       |   |  |   |
|                                       | 1.  |  |   |
| inished Product                       |   |  |   |
|                                       |   |  | Pderov (  |
| View Details Finished Product ID      | Tariff Desc   | Tariff Code                            | Brand / Model Manufacturer Origin Criteria                |
| MA-PUN-PP-130103-000                  | 002 Horses  | 010110100                              | SICK HIMANG COMPONEN WO                                   |
|                                       |   |  |   |
| ttached Document                      |   |  |   |
|                                       |   |  | ATTACH DOCUMENT   |
|                                       | iment Name  |  |   |
|                                       | ce.pdf<br>oms_Declaration_Form_(K2).pdf   |  |   |
|                                       | f_Lading_or_Airway_Dill.pdf   |  |   |
|                                       |   |  |   |
| ood Consigned To (Consigned           |   |  |   |
| Company Name                          | ROC / ROB No.   | E                                      |   |
| Company Address                       |   |  |   |
|                                       |   |  |   |
| Postcode                              | Спу   | Stato                                  | Choose Country +  |
| releptone No. (Mobile)                | Telephone No. (Office)  | Fas No.                                | Email   |
|                                       |   |  |   |
| gent Profile (Agent Name,Ado          |   |  |   |
| Company Name                          | ROC / ROB No.   | 1                                      |   |
| Company Address                       |   |  |   |
|                                       | JU  |  |   |
| Poetcode                              | City  | Stato                                  | - Country   |
| felephone No. (Mobile)                | Telephone No. (Office)  | Fax No.                                | Email (   |
|                                       |   |  |   |
| leans of Transport and Route (        |   |  |   |
| Chouse Transport Mode +               | Vessel's Name / Air Craft, etc  | Feeder Vessel's Name                   | Export Date   |
| Choose a Port                         | Port of Discharge(For LC)   | F                                      |   |
|                                       |   |  |   |
| ecord of Certificate of Origin        |   |  |   |
| Contact Person                        |   |  |   |
| tame                                  | Designation   | IC / Passport No.                      | Telephone No.   |
|                                       |   | 6 23                                   |   |
| eclaration Details                    |   |  |   |
| Preferred Branch of Applic            | ation Processing  |  |   |
| Choose Branch -                       |   |  |   |
| Declaration Details                   |   |  |   |
| lame                                  | Designation   | IC / Passport No.                      | Telephone No.   |
| Imail                                 | Date<br>07-01-2013  | K2 Registration No 🚳                   |   |
| rader Remarks                         |   |  | 1   |
|                                       |   |  |   |
| Indertaking by Exporter to Submit the | bill of Lading / Aliway fill / Endorsed Co<br>m Declaration Form K2 and The Copy of | istom Declaration Porm Por the Issuar  | ice of Form MAFTA Prior To Expecting Date to Submit the E |
|                                       |   |  | duced in MALAYSIA and that they comply with the ong       |
| equirements specified for those goods | In the Generalized Preferential Tariff Sch  | iemet for goods exported to (importing | g country)  |
|                                       |   |  |   |
| ransaction Type                       |   |  | Issue Rotroactively                                       |
|                                       | Accumulation  | Do Minimic                             |   |
| ransaction Type                       | Accumulation  | De Minimie                             |   |
|                                       | Accumulation  | De Minimis                             | Update this application as                                |
|                                       | Accumulation  |  | Update this application as                                |
| Third Party Invoicing                 | C Accumulation  | Print Exporting Country HS Co          | Update this application as<br>Draft VIPDA                 |

1. Enter / update entire section if necessary.



### Step 3 Update the application

1. Click either one of these buttons below for action:

| Icon                    | Description   |
|-------------------------|---|
| BACK TO MAIN            | To return to CA / CAA / CO Transaction screen.          |
| UPDATE                  | To save the CO application.                             |
| Application Ready 👻     | To submit the CO application to Trader's administrator. |
| Application Submitted 👻 | To submit the CO application to MITI Verifier.          |

### 4.5.2. CO in Ready Status

Step 1

Go to Listing Panel

| EASE CLIC                     | CK HERE TO SEAF                      | (CH                            | 2                | ,                               |                                 |                 |                          |                |
|-------------------------------|--------------------------------------|--------------------------------|------------------|---------------------------------|---------------------------------|-----------------|--------------------------|----------------|
| oplication T<br>Certificate o |                                      | Scheme<br>MAFTA                | × •              | Applicatio                      | n Date (From)                   | Applic          | cation Date (To)         |                |
| eference No                   | D.                                   | Endorsement No.                |                  | Approved                        | Date (From)                     |                 | oved Date (To)           |                |
|                               | 3                                    |                                |                  |                                 |                                 |                 |                          |                |
| atus                          |                                      | Company Name                   |                  | Applicatio                      | 1 ID                            |                 |                          |                |
| Application                   | Ready 🗙 🤋                            |                                |                  |                                 |                                 |                 |                          |                |
| epared Dat                    |                                      | Prepared Date (To)             |                  |                                 |                                 |                 |                          |                |
|                               |                                      |                                |                  |                                 |                                 |                 |                          | (4)            |
|                               |                                      |                                |                  |                                 |                                 |                 |                          |                |
|                               |                                      |                                |                  |                                 |                                 |                 | RESE                     | T SEARCH       |
|                               |                                      |                                |                  |                                 |                                 |                 |                          |                |
| TING                          |                                      |                                |                  |                                 |                                 |                 |                          |                |
|                               |                                      |                                |                  |                                 |                                 |                 |                          |                |
|                               |                                      |                                |                  | _                               |                                 | _               |                          | NEW 📑          |
|                               |                                      |                                |                  |                                 | plication Ready sta             |                 |                          |                |
| Iditional Bra                 | ind/ Model(CAA) appli                | cation is currently not availa | ble, until furth | er notice. Kin <del>diy c</del> | <del>ipy your approved CA</del> | and add in deta | ails of Brand/ Model, as | an alternative |
|                               | Application ID                       | Application Type               | Scheme           | Application Case                | Application Date                | Prepared Date   | Status                   | Reference No.  |
| riew vetails                  | MITI012013000630                     | FUF - Form MAFTA               | MAFTA            | NORMAL                          |                                 | 07-Jan-2013 16  | Application Ready        |                |
| View                          |                                      | FUF - Form MAFTA               | MAFTA            | NORMAL                          |                                 | 05-Jan-2013 16  | Application Ready        |                |
|                               | MITI012013000621                     | TOT STOTILIMATIA               |                  |                                 |                                 | 04 100 0040 47  | Application Ready        |                |
| View                          | MITI012013000621<br>MITI012013000609 | FUF - Form MAFTA               | MAFTA            | NORMAL                          |                                 | 04-Jan-2013 17  | Application Ready        |                |
| View                          |                                      |                                | MAFTA            | NORMAL                          |                                 |                 | Application Ready        |                |

- 1. Click filters Application Type and select Certificate of Origin.
- 2. Click filter Scheme and select MAFTA
- 3. Click Status and select Application Ready
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA
- 5. Click <u>View</u> button to view Certificate of Origin with Application Ready status of this application.



# Step 2 Enter / Update Details in Certificate of Origin Screens

| Sompany Hame       RCC / ROB Ho.         ShillAND COMPONENTS (MALA)       Ibdatas         Sempany Address       Ibdatas         Sempany Address <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th></td<>  |  |   |                              |  |                              |   |
|--|--|---|------------------------------|--|------------------------------|---|
|  | ompany Details   | numu o numu o i   |                              | or many of manyon  | 110000                       |   |
|  | SHIMANO COMPONENTS (MALA   |   | - 1                          |  |                              |   |
|  | SHIMANO COMPONENTS (MALe.)   | PEKAN NANAS   |                              |  |                              |   |
|  |  | City  |                              | Stote  |                              | Country   |
|  |  | PONTIAN   | 0                            | JOHOR  | )                            | Malaysia  |
|  | 07-6896062   | 07-6991599  | 1                            | 07-6896391   |                              |   |
|  | rader Reference No.  |   |                              |  |                              |   |
|  | C Address  |   |                              |  |                              |   |
|  | Company Name   |   |                              |  |                              |   |
|  |  |   |                              |  |                              |   |
|  | )  |   | 11                           |  | 3                            |   |
|  | nished Product   |   |                              |  |                              |   |
|  | View Details Finished Product ID   |   |                              |  |                              | Model Manufacturer Origin Criteria                  |
|  | *   PMA-PUN-PP-130103-000  | morses m  |                              | 010110100  | ChOR P                       | SAIMANG COMPONEN WO                                 |
|  | ttached Document   |   |                              |  |                              | ATTACH DOCUMENT                                     |
|  | Action Docs  | mant Name   |                              |  |                              |   |
|  | III (View) Inves   |   |                              |  |                              |   |
|  |  |   |                              |  |                              |   |
|  | ood Consigned To (Consignee  | 's Name,Address,Country   | n                            |  |                              |   |
| and and a definition of the set o              | ompany Name  | ROC / ROB No.   |                              |  |                              |   |
| Anstandar Imp   Juliphone Ho. (10Hau)   Anstandar   Juliphone Ho. (10Hau)   Anstandar   Anstandar <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td>   |  | 1   |                              |  |                              |   |
| interprint Ro. (Multility) Telephone Ro. (Offica)   Apple Ro. (Multility)   impany Address   | 11   |   |                              |  | 3                            |   |
| Induction No. No. 1000 No.   Carry   Second Control Control   Carry   Second Control Control   Carry   Second Control   Carry   Carry   Carry   Carry   Carry   Carry   Carry   Carry  | fostcode   | City  |                              | State  |                              | Country   |
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|  |  |   |                              |  | 1                            | J.  |
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| Tort of Discharges   Churwe Forn   Churwe Forn   Contact Person   Imme   <  | Choose Transport Mode  | Vessel's Name / Air Graft.                                      | etc                          | Feeder Vessel's Name   |                              | Export Date   |
|  | Port of Discharge  | Port of Discharge(For LC)                                       |                              | b  |                              | 1   |
| Imme Designation   C / Passport No.   E / Passport No.   Contact Person   Exclaration Details   Designation   Date   Exclaration Details   Date   Exclaration No    Date   Exclaration No    Date   Exclaration No    Date   Exclaration No    Date Exclaration No    Date Exclaration No    Date Exclaration No    Date Exclaration No    Date Exclaration Details Date Exclaration No    Date Exclaration No    Date Exclaration Details Date Exclaration No    Date  |  | 1   |                              |  |                              |   |
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| ame       Designation       IC / Passport No.       Telephone No.         mail       Date       No.       Telephone No.         mail       Orte       No.       Telephone No.         rader Remarks       Orte       No.       Telephone No.         rader Remarks       Orte       Orte       Orte         rader Remarks       Image: Status of the   |  | and the second  |                              |  |                              |   |
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|  |  |   |                              | Print Exporting Country 1                                    | 15 Code                      |   |

1. Enter /update details in the respective field/s and sections if necessary.



### Step 3Update the application

1. Click either one of these buttons below for action:

| Icon                    | Description   |
|-------------------------|---|
| D BACK TO MAIN          | To return to Certificate of Origin screen.              |
| UPDATE                  | To save the CO application.                             |
| Application Ready 👻     | To submit the CO application to Trader's administrator. |
| Application Submitted 👻 | To submit the CO application to MITI Verifier.          |

### 4.5.3. CO in Application Queried Status

| EASE CLICK HERE TO SEA                  | ARCH                           |                     |                      |                   |                  |                            |                  |
|---|--------------------------------|---------------------|----------------------|-------------------|------------------|----------------------------|------------------|
| plication Type 😮                        | Scheme                         |                     | Application          | n Date (From)     | Ap               | plication Date (To)        |                  |
| Certificate of Origin 🛛 🗙               | ▼ MAFTA                        | × •                 | ·]                   |                   |                  |                            |                  |
| eference No.                            | Endorsement No.                |                     | Approved             | Date (From)       | Ap               | proved Date (To)           |                  |
| (                                       | 2                              |                     |                      |                   |                  |                            |                  |
| atus                                    | Company Name                   |                     | Application          | n ID              |                  |                            |                  |
| Application Queried 🛛 🗙                 | •                              |                     |                      |                   |                  |                            |                  |
| epared Date (From)                      | Prepared Date (T               | 0)                  |                      |                   |                  |                            |                  |
|   |                                |                     | 1                    |                   |                  |                            |                  |
|   |                                |                     |                      |                   |                  |                            | 3                |
|   |                                |                     |                      |                   |                  | RESE                       | T SEARCH         |
|   |                                |                     |                      |                   |                  |                            |                  |
| TING                                    |                                |                     |                      |                   |                  |                            |                  |
|   |                                |                     |                      |                   |                  |                            | NEW              |
|   |                                |                     |                      |                   |                  |                            | NEVV L           |
| lditional Brand/ Model(CAA) app         | plication is currently not ava | ilable, until furth | er notice. Kindly co | opy your approved | CA and add in c  | letails of Brand/ Model, a | s an alternative |
| Iditional Brand/ Model(CAA) app<br>Iuti |                                |                     |                      |                   |                  |                            |                  |
| view Details Application ID             | Application Type               | Scheme              | Application Case     |                   | Prepared Da      |                            | Reference No.    |
| View MITI012013000630                   | FUF - Form MAFTA               | MAFTA               | NORMAL               | 07-Jan-2013 18:21 | 1:09 07-Jan-2013 | 16 Application Queried     | FMA-FUF-W-130    |

- 1. Click Application Type and select Certificate of Origin.
- 2. Click Status and select Application Queried.
- 3. Click SEARCH to display the filtered search results.
- 4. Click view button to view Certificate of Origin with Application Queried status of this application.



### Step 2 Enter / Update Details in Certificate of Origin Screens

| ompany Det   | ails                                   |                                 |   |              |                     |                          |
|--|--|---------------------------------|---|--------------|---------------------|--------------------------|
| Shipship Det   |  |                                 |   |              |                     |                          |
| ompany Name  | 9                                      | ROC / ROB No.                   | L.                                      | 22.1         |                     |                          |
| SHIMANO CON  | MPONENTS (MALA                         | 192825A                         |   |              |                     |                          |
| ompany Addre   | ess                                    |                                 |   |              |                     |                          |
| Choose Branch  |  | -]                              |   |              |                     |                          |
| LOT 4550, LORO   | DNG A-16                               | PEKAN NANAS                     |   | 81500, JOHOR | ]                   |                          |
| ostcode  |  | City                            |   | State        | Country             |                          |
|  |  |                                 |   |              |                     |                          |
| ~~~~~  | /pe                                    | PONTIAN                         | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | JOHOR        | Malaysia            |                          |
| ansaction Ty   |  | PONTIAN                         | ntion                                   | De Minimis   | Malaysia            |                          |
| ansaction Ty   | Invoicing                              | ~~~~~~                          | ition                                   |              |                     |                          |
| ansaction Ty   | Invoicing                              | ~~~~~~                          | tion                                    | De Minimis   |                     |                          |
| ansaction Ty Third Party ansaction Vi  | Invoicing                              | ~~~~~~                          | ation<br>Response Desc.                 |              |                     | User Type                |
| ansaction Ty<br>Third Party<br>ansaction Vi<br>Date                              | Invoicing<br>iew <b>1</b>              | Accumula                        | Response Desc.                          | De Minimis   | Issue Retroactively |                          |
| ansaction Ty<br>Third Party<br>ansaction Vi<br>Date<br>07/01/2013                | Invoicing<br>iew 1                     | Action<br>Application Submitted | Response Desc.                          | De Minimis   | Issue Retroactively | User Type                |
| ansaction Ty<br>Third Party<br>ansaction Vi<br>Date<br>07/01/2013<br>07/01/2013  | Invoicing<br>iew 1<br>Time<br>06:21:09 | Action<br>Application Submitted | Response Desc.                          | De Minimis   | Issue Retroactively | User Type<br>TRADER USER |
| ansaction Ty<br>ansaction Ty<br>ansaction Vi<br>Date<br>07/01/2013<br>07/01/2013 | Invoicing<br>iew 1<br>Time<br>06:21:09 | Action<br>Application Submitted | Response Desc.                          | De Minimis   | Issue Retroactively | User Type<br>TRADER USER |

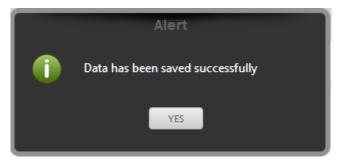
- 1. Note that the screen displays Transaction View section of the queried application.
- Refer to Response Description, User Type, and Response From columns to determine what is queried by the MITI officers. The response may be from any MITI officers below:
  - MITI Verifier
  - MITI Recommender
  - MITI Approver
- 3. Enter / update details if necessary.

| Update this application as |        |
|----------------------------|--------|
| Application Queried        | UPDATE |
| <b>4</b> a                 | -      |
| Application Resubmitted    | (5)    |
| Application Queried        |        |

- 4. Click dropdown to select **Application Resubmitted** to resubmit application.
- 5. Click UPDATE button to update the application.



6. Pop up screen appear at top of your page ;



7. Added new data in transaction view.

| Date       | Time     | Action                 | Response Description | Reject Description | User Type     | Response From |
|------------|----------|------------------------|----------------------|--------------------|---------------|---------------|
| 04/01/2013 | 02:23:32 | Application Submitted  |                      |                    | TRADER USER   | shimano       |
| 04/01/2013 | 02:24:27 | Application Queried    | tesiquery            |                    | MITI VERIFIER | ver-dnt       |
| 8/01/2013  | 10:37:56 | Application Resubmitte | d                    |                    | TRADER USER   | shimano       |
|            |          |                        |                      |                    |               |               |



## 4.6. Delete CO Application

Trader may delete a CO application in the Listing panel screen.

Note: Only draft status will be deleted.

### Step 1 Go to Search Panel

| Certificate of Origin ×        MAFTA ×        Approved Date (From)       Approved Date (To)         isterence No.       Endorsement No.       Approved Date (From)       Approved Date (To)         itatus       Company Name       Application ID         My Task       ×        Prepared Date (To)         Trepared Date (From)       Prepared Date (To)         STING       Stilled  | application Date (From)       Application Date (To)         Approved Date (From)       Approved Date (To)         appany Name       Application ID         application Date (To)       Implication ID         approved   | piplication Type (       Application Date (From)       Application Date (To)         Certificate of Origin x (       Endorsement No.       Approved Date (From)       Approved Date (To)         itatus       Company Name       Application ID       Application ID         My Task       Yeave       Prepared Date (To)       Implication ID         Prepared Date (From)       Prepared Date (To)       Implication ID         StINCG       Scheme       Application Case       Application Date         View       Minipication Is currently not available, until further notice. Kindly copy your approved CA and add in details of Brand/ Model, as an alternative obution       Net/         View       Minipication D       Application Type       Scheme       Application Case       Application Date       Prepared Date       Staus       Reference No         View       Minipication D       Application Type       Scheme       Application Case       Application Date       Prepared Date       Staus       Reference No         View       Minipication DAte (From MAFTA       MAFTA       NORMAL       05-Jan-2013 12       Draft         View       Minipication Ready       View       Minipication Ready       05-Jan-2013 16       Application Ready   | EASE CIT   |   | рсц  |   |  |                   |   |   |                   |
|---|--|---|--|---|--|---|--|-------------------|---|---|-------------------|
| Certification Origin x w MAFTA NORMAL 05-Jan-2013 22 Draft       Approved Date (To)   | Approved Date (From)       Approved Date (To)         appay Name       Application ID         approved Date (To)       Implication ID         careed Date Implication ID       Implication ID         careed Date Implication Implication ID       Implication Imp   | Certificate of Origin x v       MAFTA x v       Approved Date (From)       Approved Date (To)         Itatus       Company Name       Application ID       Approved Date (From)       Image: Company Name         My Task x v       Prepared Date (From)       Prepared Date (To)       Image: Company Name       Application ID         Prepared Date (From)       Prepared Date (To)       Image: Company Name       Application ID       Image: Company Name         STING       RESET       Status       Reference No.       Reset       Status         Stinus       NEW       Model (CAA) application is currently not available, until further notice. Kindly copy your approved CA and add in details of Brand/ Model, as an alternative olutions       NEW         View       MTD 12013000630       FUF - Form MAFTA       MAFTA       NORMAL       0F-Jan-2013 10       Draft         View       MTD 12013000621       FUF - Form MAFTA       MAFTA       NORMAL       0F-Jan-2013 17       Application Ready         View       MTD 12013000621       FUF - Form MAFTA       MAFTA       NORMAL       0F-Jan-2013 17       Application Ready         View       MTD 12013000607       FUF - Form MAFTA       MAFTA       NORMAL       0F-Jan-2013 17       Application Ready         View       MTD 120130000607       FUF - Form MAFTA       M   | EASE CLI   |   |  | - 2   |  |                   |   |   |                   |
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- 1. Click filters Application Type and select Certificate of Origin.
- 2. Click filter Scheme and select MAFTA
- 3. Click Status and select Draft
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA, draft.
- 5. The draft result will appear in the listing panel.



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| View                     | MITI012013000607   | FUF - Form MAFTA                 | MAFTA             | NORMAL               |                     | 04-Jan-2013 17   | Application Ready        |                |
| View                     | MITI012013000499   | FUF - Form MAFTA                 | MAFTA             | NORMAL               |                     | 03-Jan-2013 17   | Draft                    |                |
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1. Point your mouse into the transaction and click at selected row table until it change colour to light blue.

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and

2. Automatically button of

**Delete Applications** 

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### Step 3

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- 1. Click DELETE Dutton.
- 2. Window pops up to confirm deleting the application(s), as follows:





# 4.7. Copy CO Application

Trader may copy CO application in the *Listing* panel screen.

**Note:** Only draft status will be copy.

|   | CK HERE TO SEA   | PCU  |  |  |                                       |   |   |           |
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| dditional Bra<br>Ilution<br>5<br>/iew Details                                   | Application ID   | Application Type   | Scheme                                     | Application Case   |                                       | Prepared Date   | tails of Brand/ Model, a<br>Status<br>6 Draft   | NEW 🗄     |
| ditional Bra<br>dution<br>/iew petails<br>View                                  | Application ID<br>MITI012013000630   | Application Type<br>FUF - Form MAFTA   | Scheme<br>MAFTA                            | Application Case   |                                       | Prepared Date<br>07-Jan-2013 1<br>05-Jan-2013 2                                   | tails of Brand/ Model, a<br>Status<br>6 Draft   | NEW 🗄     |
| dditional Bra<br>Iution<br>View Petails<br>View<br>View                         | Application ID<br>MITI012013000630<br>MITI012013000627   | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA   | Scheme<br>MAFTA<br>MAFTA                   | Application Case<br>NORMAL<br>NORMAL                     |                                       | Prepared Date<br>07-Jan-2013 1<br>05-Jan-2013 2<br>05-Jan-2013 1                  | tails of Brand/ Model, a<br>Status<br>6 Draft<br>2 Draft  | NEW 🗄     |
| dditional Bra<br>lution<br>View Details<br>View<br>View<br>View                 | Application ID<br>MITI012013000630<br>MITI012013000627<br>MITI012013000621                     | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA                     | Scheme<br>MAFTA<br>MAFTA<br>MAFTA          | Application Case<br>NORMAL<br>NORMAL<br>NORMAL           |                                       | Prepared Date<br>07-Jan-2013 1<br>05-Jan-2013 2<br>05-Jan-2013 1<br>04-Jan-2013 1 | tails of Brand/ Model, a<br>Status<br>6 Draft<br>2 Draft<br>6 Application Ready   | NEW 🗄     |
| dditional Bra<br>lution<br>/iew betails<br>View<br>View<br>View<br>View<br>View | Application ID<br>MITI012013000630<br>MITI012013000627<br>MITI012013000621<br>MITI012013000609 | Application Type<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA<br>FUF - Form MAFTA | Scheme<br>MAFTA<br>MAFTA<br>MAFTA<br>MAFTA | Application Case<br>NORMAL<br>NORMAL<br>NORMAL<br>NORMAL |                                       | Prepared Date<br>07-Jan-2013 1<br>05-Jan-2013 2<br>05-Jan-2013 1<br>04-Jan-2013 1 | tails of Brand/ Model, a<br>Status<br>6 Draft<br>2 Draft<br>6 Application Ready<br>7 Application Ready<br>7 Application Ready | NEW 🗄     |

- 1. Click filter Application Type and select Certificate of Origin.
- 2. Click filter Scheme and select MAFTA
- 3. Click Status and select Draft
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA, draft.
- 5. The draft result will appear in the listing panel.



### Step 2 Select Copy Applications

|               |                    |                               |                     |                      |                   |                    | DELETE 📆 COP             | NEW 📑          |
|---------------|--------------------|-------------------------------|---------------------|----------------------|-------------------|--------------------|--------------------------|----------------|
| dditional Bra | nd/ Model(CAA) app | lication is currently not ava | ilable, until furti | ner notice. Kindly c | opy your approved | CA and add in deta | ails of Brand/ Model, as | an alternative |
|               | Application ID     | Application Type              | Scheme              | Application Case     | Application Date  | Prepared Date      | Status                   | Reference No.  |
| View          | MITI012013000627   | FUF - Form MAFTA              | MAFTA               | NORMAL               |                   | 05-Jan-2013 22     | Draft                    |                |
| View          | MITI012013000621   | FUF - Form MAFTA              | MAFTA               | NORMAL               |                   | 05-Jan-2013 16     | Application Ready        |                |
| View          | MITI012013000609   | FUF - Form MAFTA              | MAFTA               | NORMAL               |                   | 04-Jan-2013 17     | Application Ready        |                |
| View          | MITI012013000607   | FUF - Form MAFTA              | MAFTA               | NORMAL               |                   | 04-Jan-2013 17     | Application Ready        |                |
| View          | MITI012013000499   | FUF - Form MAFTA              | MAFTA               | NORMAL               |                   | 03-Jan-2013 17     | Draft                    |                |
| View          | MITI012013000477   | FUF - Form MAFTA              | MAFTA               | THIRD COUNTRY        |                   | 02-Jan-2013 22     | Draft                    |                |
| •             |                    |                               |                     |                      |                   |                    |                          |                |

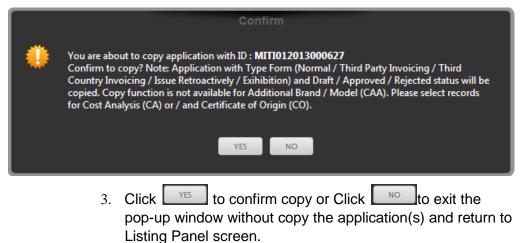
- 1. Point your mouse into the transaction and click at selected row table until it change colour to light blue.
- 2. Automatically button of
- DELETE and COPY appear.

Step 3

**Copy Applications** 

|                          |                     |                                 |                  |                      |                     |                   | DELETE 📆 COP             | Y 🕞 NEW 🔤      |
|--------------------------|---------------------|---------------------------------|------------------|----------------------|---------------------|-------------------|--------------------------|----------------|
| dditional Bra<br>plution | nd/ Model(CAA) appl | ication is currently not availa | ble, until furth | er notice. Kindly co | opy your approved C | A and add in deta | ails of Brand/ Model, as | an alternative |
| View Details             | Application ID      | Application Type                | Scheme           | Application Case     | Application Date    | Prepared Date     | Status                   | Reference No.  |
| View                     | MITI012013000627    | FUF - Form MAFTA                | MAFTA            | NORMAL               |                     | 05-Jan-2013 22    | Draft                    |                |
| View                     | MITI012013000621    | FUF - Form MAFTA                | MAFTA            | NORMAL               |                     | 05-Jan-2013 16    | Application Ready        |                |
| View                     | MITI012013000609    | FUF - Form MAFTA                | MAFTA            | NORMAL               |                     | 04-Jan-2013 17    | Application Ready        |                |
| View                     | MITI012013000607    | FUF - Form MAFTA                | MAFTA            | NORMAL               |                     | 04-Jan-2013 17    | Application Ready        |                |
| View                     | MITI012013000499    | FUF - Form MAFTA                | MAFTA            | NORMAL               |                     | 03-Jan-2013 17    | Draft                    |                |
| View                     | MITI012013000477    | FUF - Form MAFTA                | MAFTA            | THIRD COUNTRY        |                     | 02-Jan-2013 22    | Draft                    |                |
|                          |                     |                                 |                  |                      |                     |                   |                          |                |

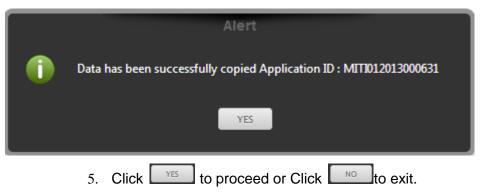
- 1. Click button to copy the application.
- 2. Window pops up to confirm copy the application(s), as follows:



Page 85ePCO User Manual – Normal Case© Dagang Net 2013MAFTA - EPCO User Manual (Certificate of Origin) V1.0



# 4. Window pop up appear to confirm data has been successfully copied application.



- 6. The screen automatically shows a certificate origin screen.
- 7. You may fill in the form.

| ompany Details  |   |                          |                                      |                 |   |                                |       |
|---|---|--------------------------|--------------------------------------|-----------------|---|--------------------------------|-------|
| ompany Details  |   |                          |                                      |                 |   |                                |       |
| Company Name  | ROC / ROB No.                                   |                          |                                      |                 |   |                                |       |
| ampany Addroce  |   |                          |                                      |                 |   |                                |       |
| Choose Branch Address   | *   |                          |                                      |                 |   |                                |       |
|   |   |                          |                                      |                 |   |                                |       |
| elephone No. (Mobile)   | Postcode  |                          | Telephor                             | ne No. (Office) | City  |                                |       |
| ax No.  | State   |                          | Email                                |                 | Coun  | itry                           |       |
|   |   |                          |                                      |                 |   |                                |       |
|   |   |                          |                                      |                 |   |                                |       |
| rader Reference No.   | 8.  | Click                    |                                      | MAIN butto      | on to see                                   | the listing pa                 | anel. |
|   |   | Click                    | Э ВАСК ТО М                          | MAIN butto      | on to see                                   | the listing pa                 | anel. |
| CAA/CO Trans  | action  | Click                    |                                      | MAIN butto      | on to see                                   | the listing pa                 | anel. |
| CAA/CO Trans  | action  | Click                    |                                      | Dutto           | opy application                             |                                | anel. |
| CAA/CO Trans  | action  | Click                    |                                      | Dutto           |   |                                |       |
| CAA/CO Trans  | action<br>ARCH                                  | CIICK                    |                                      | C               | opy application                             |                                | New ( |
| CAA/CO Trans ASE CLICK HERE TO SE ING W Details Application ID  | ARCH Application Type FCF - Form E              | Scheme                   | Application Case                     | C               | opy application                             | Reference No.                  | NEW [ |
|   | ARCH Application Type FCF - Form E FCF - Form E | CIICK<br>Scheme<br>ACFTA | Application Case                     | C               | opy application<br>Status<br>Draft          | Reference No.<br>FAC-FCF-W-121 | NEW [ |
| CAA/CO Trans CAA/CO Trans ASE CLICK HERE TO SE ING wew Details Application ID wiew MIT112012001027 view MIT112012001024 | ARCH Application Type FCF - Form E FCF - Form E | Scheme<br>ACFTA<br>ACFTA | Application Case<br>NORMAL<br>NORMAL | C               | opy application<br>Status<br>Draft<br>Draft | Reference No.<br>FAC-FCF-W-121 | NEW [ |

9. Copy application in the listing.



# 4.8. Cancel Approved CO Application

Trader may cancel a Approved CO application in the *Listing* panel screen. However, only approved CO application is allowed.

|   | Approved Date (To)                  |                            |   | <u> </u>             | 3                              | H                        |                                  | LEASE CLICK   |
|---|-------------------------------------|----------------------------|---|----------------------|--------------------------------|--------------------------|----------------------------------|---|
|   | Approved Date (To)                  |                            |   | Applicatio           | 3                              | Scheme                   | $\overline{\mathbf{\nabla}}$     |   |
|   | Approved Date (To)                  |                            |   | <u> </u>             |                                | Scheme                   |                                  |   |
|   | Approved Date (To)                  | A                          |   | -                    |                                |                          | ype 🛃                            | pplication Typ  |
|   |                                     |                            |   |                      | × ¬                            | MAFTA                    | f Origin 🗙 👻                     | Certificate of O                                      |
|   |                                     | _                          | Date (From)                             | Approved             |                                | Endorsement No           | D.                               | eference No.  |
|   |                                     |                            |   | <u> </u>             |                                |                          | 0                                |   |
|   |                                     |                            | n ID                                    | Applicatio           |                                | Company Name             | 2                                | tatus   |
|   |                                     |                            |   |                      |                                |                          | Approved 🗙 🚽                     | Application Ap  |
|   |                                     |                            |   |                      |                                |                          |                                  |   |
|   |                                     |                            |   | -                    |                                | Prepared Date (          | <u> </u>                         | repared Date  |
| $\bigcirc$  |                                     |                            |   | 8                    |                                |                          |                                  |   |
| ESET SEARCH   | RESET                               |                            |   |                      |                                |                          |                                  |   |
|   |                                     |                            |   |                      |                                |                          |                                  |   |
|   |                                     |                            |   |                      |                                |                          |                                  |   |
|   |                                     |                            |   |                      |                                |                          |                                  | TING  |
| NEW E   |                                     |                            |   |                      |                                |                          |                                  | TING  |
| NEW   |                                     |                            |   |                      |                                |                          |                                  | iting   |
|   |                                     | and add in                 | nov your approved C                     | her notice. Kindly c | ailable until furth            | tion is currently not av | nd/ Model/CAA) applicat          |   |
|   | d in details of Brand/ Model, as an | Land add in                | opy your approved C                     | her notice. Kindly c | silable, until furth           | tion is currently not av | nd/ Model(CAA) applicati         | lution  |
|   |                                     |                            | opy your approved C<br>Application Date | -                    | ailable, until furth<br>Scheme | tion is currently not av |                                  | Iditional Brand<br>Iution                             |
| el, as an alternative<br>Reference No.                  | ed Date Status                      | Prepared D                 | Application Date                        | -                    |                                |                          | Application ID Ap                | Iditional Brand<br>Iution<br>fiew petails A           |
| el, as an alternative<br>Reference No.<br>FMA-FUF-W-130 | 2013 21 Application Approved        | Prepared D<br>0 02-Jan-201 | Application Date<br>02-Jan-2013 22:00:0 | Application Case     | Scheme                         | pplication Type          | Application ID Application ID FU | dditional Brand<br>Iution<br>7iew petails A<br>View M |
| ESET  | RESET                               |                            |   |                      |                                |                          |                                  |   |

### Step 1 Go to Search Panel

- 1. Click filter Application Type and select Certificate Of Origin.
- 2. Click Status and select Application Approved
- 3. Click filter Scheme and select MAFTA
- 4. Click SEARCH to display the filtered search results; take note that the transactions are for MAFTA, Application Approved.
- 5. The Application Approved result will appear in the listing panel and click View to preview.



### Certificate of Origin- MAFTA [ MITI012013000468 ]

| BACK TO MA   |  |  |                        |                        |                  |             |              |               |  |
|--|--|--|------------------------|------------------------|------------------|-------------|--------------|---------------|--|
| ompany De  | tails  |  |                        |                        |                  |             |              |               |  |
| inpany De  | lans   |  |                        |                        |                  |             |              |               |  |
| ompany Nam   | e  | ROC / ROB No.  | 10                     |                        |                  |             |              |               |  |
| SHIMANO CO   | MPONENTS (MA                                     | ALA' 192825A   |                        |                        |                  |             |              |               |  |
| ~~~~~  |  | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~                               | Mullin                 | man                    |                  | ~~~~~       | An Marken    | $\sim$        | - All                                      |
| ~~~~~~   | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~          | $\sim$   | $\sim\sim\sim\sim\sim$ | $\sim\sim\sim\sim\sim$ | mm               | $\sim$      | $\sim$       | $\sim$        | ~~~~                                       |
| e-Export   |  |  |                        |                        |                  |             |              |               |  |
|  |  |  |                        |                        |                  |             | A            | TTACH DOC     | UMENT Ø                                    |
|  | Action   | Document Name  |                        |                        |                  |             |              |               |  |
|  |  |  |                        |                        |                  |             |              |               |  |
|  |  |  |                        |                        |                  | Choose Stat | us           | -             | SUBMIT                                     |
|  |  |  |                        |                        |                  |             |              |               |  |
| anly Cancol  | lation   |  |                        |                        |                  |             |              |               |  |
| oply Cancel  | lation   |  |                        |                        |                  |             |              |               |  |
| ancel Reasor   | 15   | -  |                        |                        |                  |             |              |               |  |
|  | 1  |  |                        |                        |                  |             |              |               |  |
|  | n  |  |                        |                        |                  |             |              |               |  |
|  | n  |  |                        |                        |                  |             |              |               |  |
|  | n  |  |                        |                        |                  |             |              |               | SUBMIT                                     |
|  | n  |  |                        |                        |                  |             |              |               | SUBMIT                                     |
|  |  |  |                        |                        |                  |             |              | 1             | SUBMIT                                     |
|  |  |  |                        |                        |                  |             |              |               | SUBMIT                                     |
| ansaction V  | /iew   | Arting   | Response Desc          |                        |                  |             | Reject Desc  | liser         |  |
| ansaction V  | /ïew<br>Time                                     |  | Response Desc.         |                        |                  |             | Reject Desc. |               | Туре                                       |
| ansaction V<br>Date<br>02/01/2013  | /iew<br>Time<br>10:00:00                         | Application Submitted  | Response Desc.         |                        |                  |             | Reject Desc. | TRAD          | Type<br>DER USER                           |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013  | /ïew<br>Time                                     |  |                        |                        |                  |             | Reject Desc. | TRAE<br>MITLO | Type<br>DER USER                           |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013                                      | View<br>Time<br>10:00:00<br>10:00:48             | Application Submitted<br>Application Checked                         |                        | П.                     |                  |             | Reject Desc. | TRAE<br>MITLO | Type<br>DER USER<br>CLERK                  |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013<br><                                 | View<br>Time<br>10:00:00<br>10:00:48             | Application Submitted<br>Application Checked                         |                        | 7                      |                  |             | Reject Desc. | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER      |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013                                      | View<br>Time<br>10:00:00<br>10:00:48             | Application Submitted<br>Application Checked                         |                        | n                      |                  |             | Reject Desc. | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER      |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013                                      | View<br>Time<br>10:00:00<br>10:00:48             | Application Submitted<br>Application Checked                         |                        | 1                      |                  | Status      | Reject Desc. | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER      |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013                                      | View<br>Time<br>10:00:00<br>10:00:48             | Application Submitted<br>Application Checked                         |                        | 1                      |                  | Status      |              | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER<br>► |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013                                      | View<br>Time<br>10:00:00<br>10:00:48             | Application Submitted<br>Application Checked                         |                        | 1                      |                  | C           | Reject Desc. | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER<br>► |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013                                      | View<br>Time<br>10:00:00<br>10:00:48             | Application Submitted<br>Application Checked                         |                        | 1                      |                  | C           |              | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER<br>► |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013<br>(<br>int Option                   | Fiew<br>Time<br>10:00:00<br>10:00:48<br>10:16:15 | Application Submitted<br>Application Checked<br>Application Approved |                        |                        | rting Country US | Applicat    |              | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER      |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013<br>(<br>int Option                   | View<br>Time<br>10:00:00<br>10:00:48             | Application Submitted<br>Application Checked<br>Application Approved |                        |                        | rting Country HS | Applicat    |              | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER<br>► |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013<br>4<br>Int Option<br>rint Importing | Fiew<br>Time<br>10:00:00<br>10:00:48<br>10:16:15 | Application Submitted<br>Application Checked<br>Application Approved |                        | Print Expo             | rting Country HS | Applicat    |              | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER      |
| ansaction V<br>Date<br>02/01/2013<br>02/01/2013<br>02/01/2013<br>4<br>Int Option<br>rint Importing | Fiew<br>Time<br>10:00:00<br>10:00:48<br>10:16:15 | Application Submitted<br>Application Checked<br>Application Approved |                        | Print Expo             | rting Country HS | Applicat    |              | TRAE<br>MITLO | Type<br>DER USER<br>CLERK<br>VERIFIER      |



### Step 2 Apply Cancellation

| Apply Cancellation |                 |       | *      |
|--------------------|-----------------|-------|--------|
| Cancel Reason      |                 |       |        |
|                    |                 |       |        |
|                    |                 |       |        |
|                    |                 |       | SUBMIT |
| 1. Enter c         | ancel reason fi | ield. |        |

- 2. Click SUBMIT button to submit the cancellation.
- 3. The message alert will appear to inform application has been cancelled successfully.



### Step 3

### **Check Application Cancelled**

| A/CAA/   | CO Transa            | ction                              |                 |                     |                      |                 |                                   |                 |
|--|----------------------|------------------------------------|-----------------|---------------------|----------------------|-----------------|-----------------------------------|-----------------|
| PLEASE CLIC                                    | CK HERE TO SEAF      |                                    |                 |                     |                      |                 |                                   | \$              |
| Application T<br>Certificate o<br>Reference No | f Origin 🗙 🗸         | Scheme                             | X *             |                     | Date (From)          | Appro           | cation Date (To)<br>wed Date (To) |                 |
| Status<br>Apply for Ca<br>Prepared Dat         | ncellation 🗙 🗸       | Company Name                       |                 | Applicatio          | n ID                 |                 |                                   |                 |
|  |                      |                                    |                 |                     |                      |                 | RESET                             | 4<br>SEARCH     |
| LISTING  |                      |                                    |                 |                     |                      |                 |                                   | NEW 🔂           |
| Additional Bra                                 | nd/ Model(CAA) appli | ication is currently not available | e, until furthe | er notice. Kindly c | opy your approved CA | and add in deta | ails of Brand/ Model, as          | an alternative  |
|  | Application ID       | Application Type                   | Scheme          | Application Case    | Application Date     | Prepared Date   | Status                            | Reference No.   |
| View   | MITI012013000468     | FUF - Form MAFTA                   | MAFTA           | NORMAL              | 02-Jan-2013 22:00:00 | 02-Jan-2013 21  | Apply for Cancellation            | FMA-FUF-W-13010 |
| 10 -   | A Page 1             | ™<br>of 1 🕨 🔰 💋 D                  | isplaying 1 to  | 10 of 1 items       |                      |                 |                                   | 4               |

- 1. Click filter Application Type and select Cost Analysis
- 2. Click Status and select Apply For Cancellation.



- 3. Enter Application ID to quick search application cancelled.
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA, Apply for Cancellation.
- 5. Click View to preview the application.

Step 4

**Transaction View** 

| ansaction \ | /iew     |                        |                        |           |              |               |   |
|-------------|----------|------------------------|------------------------|-----------|--------------|---------------|---|
| Date        | Time     | Action                 | Response Desc.         |           | Reject Desc. | User Type     |   |
| 02/01/2013  | 10:00:48 | Application Checked    |                        |           |              | MITI CLERK    | - |
| 02/01/2013  | 10:16:15 | Application Approved   |                        |           |              | MITI VERIFIER |   |
| 22/01/2013  | 03:16:46 | Apply for Cancellation | Need to cancel this CO |           |              | TRADER USER   | - |
| ٠           |          |                        | III                    |           |              | •             |   |
|             |          |                        |                        |           |              |               |   |
|             |          |                        |                        |           |              |               |   |
|             |          |                        |                        |           |              |               |   |
|             |          |                        |                        | Status    |              |               |   |
|             |          |                        |                        | Apply for | Cancellation | UPE           |   |

- 1. You may refer the transaction for references.
- 2. Please wait until MITI Verifier approved the cancellation. If urgently required, please directly contact the MITI Verifier



# 4.9. Pre Export CO Application

Trader may pre export an Approved CO application in the *Listing* panel screen. However, only approved CO application is allowed.

| EASE CLIC   | K HERE TO SEA                      | RCH                                  | 3                  |                     |  |   |  |   |
|---|------------------------------------|--------------------------------------|--------------------|---------------------|--|---|--|---|
| pplication Ty                                     |                                    | Scheme                               |                    | <u> </u>            | n Date (From)  | Applic  | cation Date (To)   |   |
| Certificate of                                    |                                    | MAFTA                                | × •                |                     |  |   | Sation Bate (10)   |   |
| eference No                                       |                                    | Endorsement No.                      |                    | Approved            | Date (From)  |   | oved Date (To)   |   |
| sierence no                                       |                                    |                                      |                    |                     | <u> </u>   |   | ved bate (10)  |   |
| tatus   | (                                  | 2<br>Company Name                    |                    | Applicatio          |  |   |  |   |
| Application /                                     | Approved x                         |                                      |                    | Applicatio          |  |   |  |   |
|   |                                    |                                      |                    |                     |  |   |  |   |
| repared Dat                                       |                                    | Prepared Date (To                    | ·                  |                     |  |   |  |   |
|   |                                    |                                      |                    |                     |  |   |  | $\bigcirc$  |
|   |                                    |                                      |                    |                     |  |   |  | Ψ   |
|   |                                    |                                      |                    |                     |  |   |  |   |
|   |                                    |                                      |                    |                     |  |   |  |   |
|   |                                    |                                      |                    |                     |  |   | RESET  | SEARCH  |
|   |                                    |                                      |                    |                     |  |   | RESE   | SEARCH  |
|   |                                    |                                      |                    |                     |  |   | RESE   | SEARCH  |
| STING   |                                    |                                      |                    |                     |  |   | RESE   | T SEARCH  |
| STING   |                                    |                                      |                    |                     |  |   | RESE   | SEARCH  |
| TING  |                                    |                                      |                    |                     |  |   | RESE   |   |
| STING   |                                    |                                      |                    |                     |  |   | RESE   |   |
|   |                                    |                                      |                    |                     |  |   |  | NEW [   |
| ditional Bra                                      | nd/ Model(CAA) app                 | lication is currently not avai       | lable, until furth | er notice. Kindly c | opy your approved CA   | and add in deta                                   |  | NEW   |
| dditional Brai                                    |                                    | -                                    |                    | -                   |  |   | ails of Brand/ Model, as                                   | NEW C   |
| dditional Brai<br>Jution<br>/iew petails          | Application ID                     | Application Type                     | Scheme             | Application Case    | Application Date   | Prepared Date                                     | ails of Brand/ Model, as<br>Status                         | NEW C   |
| dditional Brai                                    |                                    | -                                    |                    | -                   | Application Date   | Prepared Date                                     | ails of Brand/ Model, as                                   | NEW C   |
| dditional Brai<br>Jution<br>/iew petails          | Application ID                     | Application Type                     | Scheme             | Application Case    | Application Date<br>02-Jan-2013 22:00:00                         | Prepared Date<br>02-Jan-2013 21                   | ails of Brand/ Model, as<br>Status                         | NEW C<br>an alternative<br>Reference No.<br>FMA-FUF-W-130 |
| dditional Brai<br>olution<br>View petails<br>View | Application ID<br>MITI012013000468 | Application Type<br>FUF - Form MAFTA | Scheme<br>MAFTA    | Application Case    | Application Date<br>02-Jan-2013 22:00:00<br>02-Jan-2013 21:06:07 | Prepared Date<br>02-Jan-2013 21<br>02-Jan-2013 21 | ails of Brand/ Model, as<br>Status<br>Application Approved | NEW C   |

### Step 1 Go to Search Panel

- 1. Click filter Application Type and select Certificate Of Origin.
- 2. Click Status and select Application Approved
- 3. Click filter Scheme and select MAFTA
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for MAFTA, Application Approved.
- 5. The Application Approved result will appear in the listing panel and click View to preview.



| ВАСК ТО М/  | IIN   |  |                             |              |              |   |
|---|---|--|-----------------------------|--------------|--------------|---|
| ompany De   | etails  |  |                             |              |              |   |
| Company Nan<br>SHIMANO CO   | ne<br>DMPONENTS (M/                                       | ROC / ROB No.<br>ALA' 192825A                |                             |              |              |   |
| ~~~~  |   | MANA MANA                                    | Maria Maria                 |              | man          | man   |
| e-Export  | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~                   |  |                             |              |              |   |
|   |   |  |                             |              | ATT          |   |
|   |   |  |                             |              |              |   |
|   | Action  | Document Name                                |                             |              |              |   |
|   |   |  |                             | Choose Statu | 15           | - SUBMIT  |
|   |   |  |                             | L            |              |   |
|   |   |  |                             |              |              |   |
|   |   |  |                             |              |              | SUBMIT  |
| ancel Reaso   | on  |  |                             |              |              | SUBMIT  |
| ancel Reaso   | vīew  | Action                                       | Pesnonse Desc               |              | Reject Desc  |   |
| ancel Reaso<br>ansaction<br>Date  | on  | Action<br>Application Submitted              | Response Desc.              |              | Reject Desc. | SUBMIT<br>User Type<br>TRADER USER                      |
| ancel Reaso<br>ansaction<br>Date<br>02/01/2013  | View  | Application Submitted                        | Response Desc.<br>Abu Bakar |              | Reject Desc. | User Type   |
| ancel Reaso<br>ansaction<br>Date<br>02/01/2013<br>02/01/2013                                    | View<br>Time<br>09:06:07                                  | Application Submitted                        | Abu Bakar                   |              | Reject Desc. | User Type<br>TRADER USER                                |
| ancel Reaso<br>ansaction<br>Date<br>02/01/2013<br>02/01/2013<br>18/01/2013                      | View           Time           09:06:07           09:52:22 | Application Submitted<br>Application Checked | Abu Bakar                   |              | Reject Desc. | User Type<br>TRADER USER<br>MITI CLERK                  |
| Cancel Reaso<br>ansaction<br>Date<br>02/01/2013<br>02/01/2013<br>18/01/2013                     | View           Time           09:06:07           09:52:22 | Application Submitted<br>Application Checked | Abu Bakar<br>approved       |              | Reject Desc. | User Type<br>TRADER USER<br>MITI CLERK<br>MITI VERIFIER |
| Cancel Reaso<br>cansaction<br>Date<br>02/01/2013<br>02/01/2013<br>18/01/2013                    | View           Time           09:06:07           09:52:22 | Application Submitted<br>Application Checked | Abu Bakar<br>approved       | Status       | Reject Desc. | User Type<br>TRADER USER<br>MITI CLERK<br>MITI VERIFIER |
| pply Cance<br>cancel Reaso<br>cansaction<br>Date<br>02/01/2013<br>02/01/2013<br>18/01/2013<br>< | View           Time           09:06:07           09:52:22 | Application Submitted<br>Application Checked | Abu Bakar<br>approved       |              | Reject Desc. | User Type<br>TRADER USER<br>MITI CLERK<br>MITI VERIFIER |

Step 2 Attach Document

|        |               |               | ATTACH DOCUMENT |
|--------|---------------|---------------|-----------------|
| Action | Document Name |               |                 |
|        |               | Choose Status | ▼ SUBM          |

- 1. Click ATTACH DOCUMENT *P* button to upload attachment to the application.
- 2. Upload Document screen appear.





3. Click + Add files... button to add files.

4. A window pop up to select files.

**Note:** The file extension supported is .JPEG, .JPG, .GIF, .TIG, .PDF, .DOC, .XLS, .DOCX, .XLSX. The maximum file size for the attachment is 2MB.

| © Open   | ×   |
|--|---|
| ◯◯ ⊃ 🌗 « are_la (D:) → Supporting Document   | <ul> <li>✓</li> <li>Search Supporting Document</li> </ul> |
| Organize 🔻 New folder  | i: • 🔟 🔞  |
| Image: Supporting Document         Image: Documents         Image: Document Document         Image: Document Document <td></td>  |   |
| Computer<br>Solution<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Computer<br>Comput |   |
| File name:   |   |
|  | Open  |

Select any file to upload then, click open to attach a file and close pop-up window. Alternatively, click

Cancel to exit pop-up window.







| 59.93 KB        |                          | Start  | Cancel          |
|-----------------|--------------------------|--|-----------------|
|                 |                          |  |                 |
|                 |                          |  |                 |
|                 | rted (.gif, .jpg, .jpeg  | ı, .tif, .pdf, .doc, .docx                     | (, .xls, .xlsx) |
| erent server fo | r better system per      | formance.                                      | monto           |
| 5               | : MB<br>sions are suppor | : MB<br>sions are supported (.gif, .jpg, .jpeg | Start           |

- 6. Click <sup>••</sup> start to upload the attachment or Click <sup>••</sup> to cancel the attachment.
- 7. Alternately, you may click 💩 to exit the screen.
- i. Cancel Attachment

| Upload Document |   |
|-----------------|---|
| Add files       | IMPORTANT: Please make sure that the first (1st) file uploaded is the PCO_BL_IND_1, the second (2nd) upload will<br>be the PCO_K2_IND_1 while the rest will be treated as Additional Materials.   |
| Customs_Dec     | aration_Form_(K2).pdf   |
| Bill_of_Lading  | _or_Airway_Bill.pdf Delete  |
| Attachments wit | e size for uploads is 2 MB<br>ch following file extensions are supported (.gif, .jpg, .jpeg, .tif, .pdf, .doc, .docx, .xls, .xlsx)<br>r documents at a different server for better system performance.<br>: your organization allows access to port 8080 to be able to attach your documents. |
|                 | 1. Click <sup>Delete</sup> to delete attachment.  |

- 2. Click sto exit *Upload Document* screen without uploading any attachment
- 3. Click sto exit Upload Document screen without uploading any attachment

ii. View Attachment

| Pre-Export | :      |                                   |                            | *                 |
|------------|--------|-----------------------------------|----------------------------|-------------------|
|            |        |                                   |                            | ATTACH DOCUMENT 🔗 |
|            | Action | Document Name                     |                            |                   |
|            | View   | Customs_Declaration_Form_(K2).pdf |                            |                   |
|            | View   | Bill_of_Lading_or_Airway_Bill.pdf |                            |                   |
|            |        |                                   | Choose Status              | ▼ SUBMIT          |
|            |        |                                   |                            |                   |
|            |        | 1. Click View                     | button to view attachment. |                   |

2. The attachment will appear shortly.



### iii. Delete Attachment

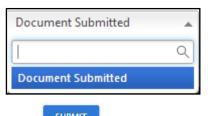
| P | re-Export    |        |                                   | *                            |
|---|--------------|--------|-----------------------------------|------------------------------|
|   | ( <b>1</b> ) |        |                                   | 2 DELETE 🗊 ATTACH DOCUMENT 🖉 |
|   |              | Action | Document Name                     |                              |
|   | <b>V</b>     | View   | Customs_Declaration_Form_(K2).pdf |                              |
|   |              | View   | Bill_of_Lading_or_Airway_Bill.pdf |                              |
|   |              |        |                                   |                              |
|   |              |        |                                   | Choose Status                |
|   |              |        |                                   |                              |

- 1. Another option to delete the attachment in front of application by tick at column to delete.
- 2. Automatically symbol appears for deletion. You may click delete to delete attachment.

### Step 3 Pre Export

| Pre-Expor | t      |                                   |               | ×                 |
|-----------|--------|-----------------------------------|---------------|-------------------|
|           |        |                                   |               | ATTACH DOCUMENT 🔗 |
|           | Action | Document Name                     |               |                   |
|           | View   | Customs_Declaration_Form_(K2).pdf |               |                   |
|           | View   | Bill_of_Lading_or_Airway_Bill.pdf |               |                   |
|           |        |                                   |               |                   |
|           |        |                                   | Choose Status | - SUBMIT          |
|           |        |                                   |               |                   |

1. Select Document Submitted dropdown to submit.



- 2. Click SUBMIT button to submit the Pre Export.
- 3. The message alert will appear to inform application has been updated successfully.



