

# **Electronic Preferential Certificate of Origin**

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

Prepared by Dagang Net Technologies Issue 1.0

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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

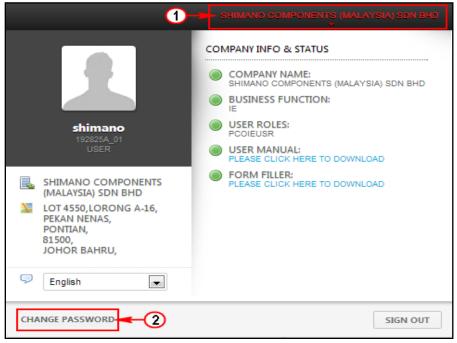
<b>● PCO</b> <sup>™</sup>
USER LOGIN
USERNAME
CURRENT USER ID : dnt-user IF FAILED TO LOGIN, USE USER ID : dnt-user-nsw Sign In3

- 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 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 FUE - Form MAFTA	Scheme MAFTA	Application Case	Application Date		red Date Status	
View Details Application ID View Mrttb 12013000477	FUF - Form MAFTA	MAFTA	THIRD COUNTRY	Application Date	02-Ja	red Date Status 2013 22 Draft	NEW C
View Details Application D View Mrt 12013000477 View Mrt 12013000438				Application Date	02-Ja 02-Ja	red Date Status	NEW C
View Details Application ID View Mrm 12013000477 View Mrm 12013000438	FUF - Form MAPTA FUN - Cost Analysis	MAFTA MAFTA MAFTA	THIRD COUNTRY	Application Date	02-Ja 02-Ja 01-Ja	red Date Status n-2013 22 Draft n-2013 17 Draft	NEW C
View Details         Application ID           View         Mm012013000477           View         Mm012013000424           View         Mm012013000424	FUF - Form MAFTA FUN - Cost Analysis FUA - Cost Analysis Additional	MAFTA MAFTA MAFTA	THIRD COUNTRY NORMAL NORMAL	Application Date	02-Ja 02-Ja 01-Ja	red Date Status ~2013 22 Dreft ~2013 17 Dreft ~2013 12 Dreft	NEW C



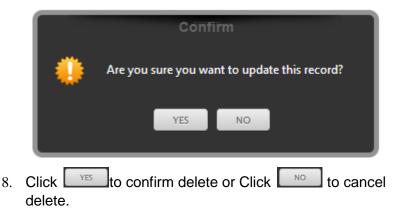
2.3.Change Password



- 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.

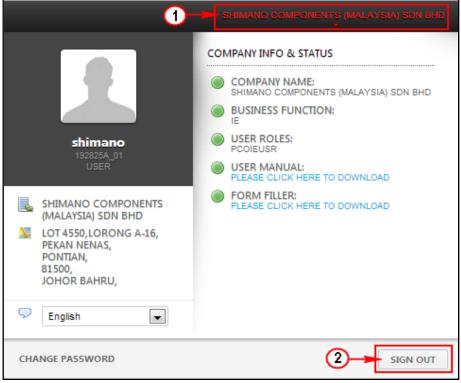
Change Password		8
Password	Confirm Password	
Passworu	Commin Password	

- 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 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 Cancellation			(2)
Application Resubmitted			RESET SEARCH
Application Submitted			
Application Verified			
Apply for Cancellation			×
Approval for Queried Application after first 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				
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repared Dat	te (From)	Prepared Date (To)		1					
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STING		Application ID				Statu	s	RESET	
STING View Details	Application ID	Application ID	Scheme	Application Case	Application Date	Statu Prepared Date	¥		
	¥ L		Scheme MAFTA	Application Case THIRD COUNTRY	Application Date		Status		NEW
View Details	Application ID	Application Type			Application Date	Prepared Date	Status Draft		NEW
View Details	Application ID MITI012013000477	Application Type FUF - Form MAFTA	MAFTA	THIRD COUNTRY	Application Date	Prepared Date 02-Jan-2013 2	Status Draft Draft		NEW
View Details View View	Application ID MITI012013000477 MITI012013000438	Application Type FUF - Form MAFTA FUN - Cost Analysis	MAFTA MAFTA MAFTA	THIRD COUNTRY	Application Date	Prepared Date 02-Jan-2013 2 02-Jan-2013 1	Status Draft Draft Draft		NEW
View Details View View View	Application ID MITI012013000477 MITI012013000438 MIT012013000424	Application Type FUF - Form MAFTA FUN - Cost Analysis FUA - Cost Analysis Additional	MAFTA MAFTA MAFTA	THIRD COUNTRY NORMAL NORMAL	Application Date	Prepared Date 02-Jan-2013 2 02-Jan-2013 1 01-Jan-2013 1	Status Draft Draft Draft		NEW



Application Type 🚱	Scheme	5 Application Date (From)	Y		Applic	3 atio	) 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
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	Application D	Application Type	Scheme	Application Case	Application Date	tion Date		
STING					Application Date	Prepared Date		NEW
STING View Details	Application ID	Application Type	Scheme	Application Case	Application Date 03-Jan-2013 12:08:00	Prepared Date 03-Jan-2013 12	Status	NEW C
STING View Details View	Application ID MITI012013000497	Application Type FUN - Cost Analysis	Scheme MAFTA	Application Case NORMAL	Application Date 03-Jan-2013 12:08:00 02-Jan-2013 22:00:00	Prepared Date 03-Jan-2013 12 02-Jan-2013 21	Status Application Approved	NEW Reference No. FMA-FUN-W-130
STING View Details View	Application ID MITI012013000497 MITI012013000468	Application Type FUN - Cost Analysis FUF - Form MAFTA	Scheme MAFTA MAFTA	Application Case NORMAL NORMAL	Application Date 03-Jan-2013 12:08:00 02-Jan-2013 22:00:00	Prepared Date 03-Jan-2013 12 02-Jan-2013 21 02-Jan-2013 21	Status Application Approved Application Approved Application Submitted	Reference No. FMA-FUN-W-130 FMA-FUF-W-130
STING View Details View View View	Application ID MITI012013000497 MITI012013000468 MITI012013000463	Application Type FUN - Cost Analysis FUF - Form MAFTA FUN - Cost Analysis	Scheme MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL	Application Date 03-Jan-2013 12:08:00 02-Jan-2013 22:00:00 02-Jan-2013 21:49:21 02-Jan-2013 21:06:07	Prepared Date 03-Jan-2013 12 02-Jan-2013 21 02-Jan-2013 21 02-Jan-2013 21	Status Application Approved Application Approved Application Submitted	Reference No. FMA-FUN-W-130 FMA-FUF-W-130 FMA-FUN-W-130



3.1.5.	Filter By Scheme
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•	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 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			
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STING		Appli	cation Type				NESC.	
								NEW 🕻
	Application ID	Application Type	Scheme	Application Case		Prepared Date	Status	NEW Reference No.
	Application ID MITI012013000497			Application Case 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 FUN - Cost Analysis	Scheme MAFTA	NORMAL	03-Jan-2013 12:08:00	03-Jan-2013 12	Status Application Approved Application Submitted	Reference No. FMA-FUN-W-130
View Details View View	MITI012013000497 MITI012013000463	Application Type FUN - Cost Analysis FUN - Cost Analysis	Scheme MAFTA MAFTA	NORMAL	03-Jan-2013 12:08:00 02-Jan-2013 21:49:21	03-Jan-2013 12 02-Jan-2013 21 02-Jan-2013 17	Status Application Approved Application Submitted	Reference No. FMA-FUN-W-130
View Details View View View	MITI012013000497 MITI012013000463 MITI012013000438	Application Type FUN - Cost Analysis FUN - Cost Analysis FUN - Cost Analysis	Scheme MAFTA MAFTA MAFTA	NORMAL NORMAL NORMAL	03-Jan-2013 12:08:00 02-Jan-2013 21:49:21 01-Jan-2013 12:09:57	03-Jan-2013 12 02-Jan-2013 21 02-Jan-2013 17 01-Jan-2013 12	Status Application Approved Application Submitted Draft	Reference No. FMA-FUN-W-130 FMA-FUN-W-130
View Details View View View View	МПО12013000497 МПО12013000463 МПО12013000438 МПО12013000423	Application Type FUN - Cost Analysis FUN - Cost Analysis FUN - Cost Analysis FUN - Cost Analysis	Scheme MAFTA MAFTA MAFTA MAFTA	NORMAL NORMAL NORMAL NORMAL	03-Jan-2013 12:08:00 02-Jan-2013 21:49:21 01-Jan-2013 12:09:57	03-Jan-2013 12 02-Jan-2013 21 02-Jan-2013 17 01-Jan-2013 12 31-Dec-2012 19	Status Application Approved Application Submitted Draft Application Approved	Reference No. FMA-FUN-W-130 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 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 Please selec	:t	•	Application Date (I	From)	Application Da		
Reference No. FMA-FUN-W-130103	3-KL-000001	Endorsemer	nt No.		Approved Date (Fr	om)	Approved Dat		
<b>Status</b> 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 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. KL-201301-FUN-192825A-000014	Approved Date (From)	Approved Date (To)
Status 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
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						End	RE 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 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 01-01-20	d Date (From) 013	Approved Date (To) 04-01-2013	
<b>itus</b> 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 ( Approved Date E 03-Jan-2013 12:23:27 0
Scheme MAFTA	Application Case NORMAL NORMAL	03-Jan-2013 12:08:00 02-Jan-2013 22:00:00	03-Jan-2013 12 02-Jan-2013 21	Application Approved Application Approved	FMA-FUN-W-130103-KL FMA-FUF-W-130102-KL	Endorsement No. L-00( KL-201301-FUN-192825A-0	P NEW ( Approved Date E 03-Jan-2013 12:23:27 0 02-Jan-2013 22:16:15 0



# 3.1.10. By Prepared Date (From)

pplication Type 😮	mon	< tu				_	» sun		Application Date (From)	Application Date (To)	
	4)	1	2	Y	4	5	6	-			
eference No.	7	8			11 2013		13		Approved Date (From)	 Approved Date (To)	
	14				18		20				=
tatus	21	22	23	24	25	26	27		Application ID	 ·	
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 Please select Reference No.	•	Scheme Please select Endorsement No.		·	Date (From)	Appro	cation Date (To) oved Date (To)	
Status Please select	~	Company Name		Applicatio				
Prepared Date 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 MIT102012000601	Application Type ATIGA New Cost Analysis	Scheme ATIGA	Application Case NORMAL	Application Date	Refer	rence No.	Status Draft	
View	MIT102012000601	ATIGA New Cost Analysis	ATIGA	NORMAL	Application Date	Refer	rence No.	Draft	
	MIT102012000601 MIT102012000600	ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA	NORMAL	Application Date	Refer	rence No.	Draft Draft	
View	MIT102012000601	ATIGA New Cost Analysis	ATIGA	NORMAL	Application Date	Refer	rence No.	Draft	
Vian	MIT102012000601 MIT102012000600	ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA	NORMAL	Application Date	Refer	rence No.	Draft Draft	
View View View	MIT102012000601 MIT102012000600 MIT102012000599	ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL	Application Date	Refer	rence No.	Drat Drat Drat	
View View View View	MIT102012000601 MIT102012000600 MIT102012000599 MIT102012000596	ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL	Application Date	Refer	rence No.	Drat Drat Drat Drat	
View View View View View	MIT102012000601 MIT102012000600 MIT102012000599 MIT102012000595 MIT102012000597	ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL	Application Date		rence No.	Draft Draft Draft Draft Draft	
Visw Visw Visw Visw Visw Visw Visw	MIT102012000601 MIT102012000600 MIT102012000599 MIT102012000598 MIT102012000597 MIT102012000592	ATIGA New Cost Analysis ATIGA Additional Cost Analysis	ATIGA ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL NORMAL	Application Date			Draft Draft Draft Draft Draft Draft	
Vision Vision Vision Vision Vision Vision Vision Vision Vision Vision	MIT102012000601 MIT102012000600 MIT102012000599 MIT102012000599 MIT102012000597 MIT102012000592 MIT102012000585	ATIGA New Cost Analysis ATIGA Additional Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL	Application Date			Drat Drat Drat Drat Drat Drat Drat	
Vision Vision Vision Vision Vision Vision Vision Vision Vision	MIT102012000601 MIT102012000600 MIT102012000599 MIT102012000597 MIT102012000597 MIT102012000592 MIT102012000585 MIT102012000584	ATIGA New Cost Analysis ATIGA Additional Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA - Form D	ATIGA ATIGA ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL BACK-TO-BACK	Application Date			Drat Drat Drat Drat Drat Drat Drat 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 (in alphabe	ending Order 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 CA/CAA/	CO Transaci	tion				Tip	
PLEASE CLI	CK HERE TO SEARC	Н				*	I
Application Please sele Reference M	ct 🔻	Scheme Please select Endorsement No.	•	Approved Date (From)	Application Date (T		E
Status Please sele	ct 💌	Company Name		Application ID			
						RESET SEARCH	
LISTING						NEW 🗔	
View Details				oplication Case Application Date	Reference No.	Status En Draft	
View				DRMAL		Draft 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 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 ancellation								
	pplication Resubmitted								*
	pplication Submitted								Ň
	pplication Verified pply for Cancellation	111							NEW 🔂
	pproval for Queried								
Ap	pplication after first 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 Company Name	ROC / ROB No.					
SHIMANO COMPONENTS (MALA	1928254					
LOT 4550, LORONG A-16	PEKAN NANAS	6150	0. JOHOR			
Posicode 81500	City		State		Country	
A1500 Telephone No. (Mobile) 07-6896062	Telephone No. (Office) 07-0991599	_	Fax No.		Mataycia Emoli 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 View) * 1				Calck		
ttached Document					AT	TACH DOCUMENT @P
Action Document Nam						
Cuatoma_Deck	nr_eirway_Bill.pdf arabon_Form_(K2).pdf					
Waw hydice pdr						
ood Consigned To (Consigne	ee's Name,Address,Countr ROC / ROB No.	<b>y</b> )				3
SHIMANO COMPONENTS (F	1928254					
Company Address LOT 4550, LORONG A 16,	PEKAN NENAS			í.		
Postcode	слу		State	-	Country	
A1500 Felephone No. (Mobile)	Telephone No. (Office)		Tax No.	5	Email	
	07-6896364		07-6896391			
gent Profile (Agent Name,Ad	ddress,Country) ROC / ROB No.					3
tshahha 🔤 🔤		1				
Sompany Address Socialized						
Postcode	Слу		State		Country	
Telephone No. (Mobile)	Telephone No. (Office)	1	Fax No.		Email	1
Acans of Transport and Route Mode of Transport	Vessel's Name / Air Craft	t, este	Feeder Vessel's Name		Export Date	
AIR TRANSPORT Port of Discharge	fielgdg 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 manager		IC / Passport No. 840923087851	1	Telephone No. 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 chong@gmail.com	07-01-2018	NTT N	K2 Registration No 🌍			
rader Remarks 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 of Loding / Airway Bill / Endorsed Cus						
The undersigned hereby declares th 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 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. 192825A	Manufacturer SHIMANO COMPONENTS (1	M) SDI		
15202JA		-		
Address	PEKAN NENAS			
Address				
Address LOT 4550, LORONG A-16		State	Country	
Address LOT 4550, LORONG A-16 Post Code	PEKAN NENAS	State JOHOR	Country MALAYSIA	
Address LOT 4550, LORONG A-16 Post Code 81500	PEKAN NENAS			
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person	City	JOHOR Telephone No.	MALAYSIA	
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person	City Email	JOHOR Telephone No.	MALAYSIA Fax No.	
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person	City Email	JOHOR Telephone No.	MALAYSIA Fax No.	UPDATE
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR	City Email	JOHOR Telephone No.	MALAYSIA Fax No.	UPDATE
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR	City Email	JOHOR Telephone No.	MALAYSIA Fax No.	UPDATE
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR	City Email	JOHOR Telephone No.	MALAYSIA Fax No.	UPDATE
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR	City Email zuraini@scm.shimano.com.s	JOHOR Telephone No.	MALAYSIA Fax No. 07-6896391 Invoice Date	UPDATE
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR	City Email zuraini@scm.shimano.com.s	JOHOR Telephone No. 5g 07-6896364	MALAYSIA Fax No. 07-6896391 Invoice Date	UPDATE
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR Invoice Details	City Email zuraini@scm.shimano.com.s	JOHOR Telephone No. 5g 07-6896364	MALAYSIA Fax No. 07-6896391 Invoice Date	UPDATE
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR	City Email zuraini@scm.shimano.com.s	JOHOR Telephone No. 5g 07-6896364	MALAYSIA Fax No. 07-6896391 Invoice Date	UPDATE
Address LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR Invoice Details 24151 Package Details	PEKAN NENAS         City         Email         zuraini@scm.shimano.com.s         Invoice Number	JOHOR Telephone No. 5g 07-6896364 08-01-2	MALAYSIA Fax No. 07-6896391 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 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 o Total					2.5570 35.7740 Value	7.1476 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 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.



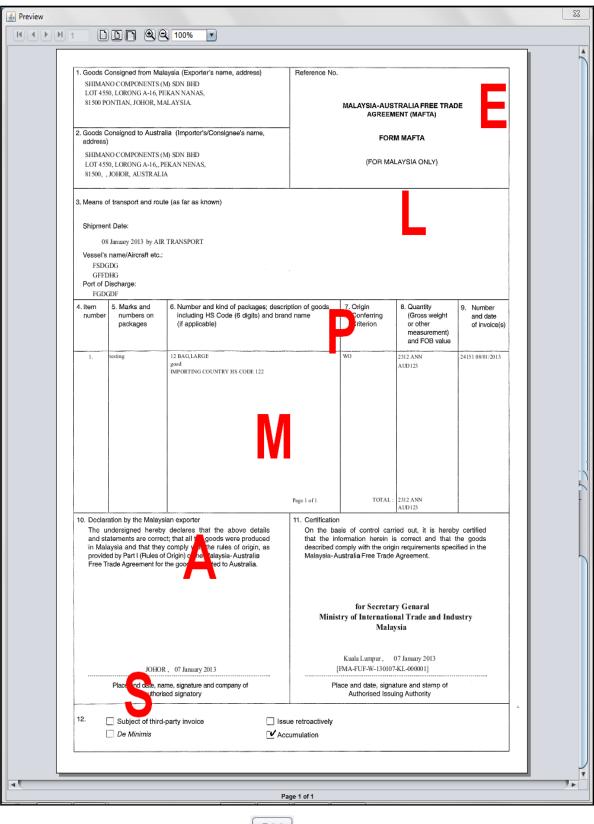
Step 5	5 Print Section	
Print Option		*
Print Importing Country HS Code	]	Print Exporting Country HS Code
		PRINT

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

Confirm Kindly double check the HS Code Printing Selection. Kindly ensure to print 3 copies for each approval for MITIs endorsement, Proceed to print? 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 v1.0.0	

5. Click Preview button to view the Form E.





6. Click Print button to print the attachment.



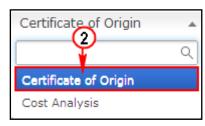
# 4.3. Applying for Certificate of Origin (CO)

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 Status	NEW 🗟
dditional Bra	Application ID MITI012013000627	Application Type FUF - Form MAFTA	Scheme MAFTA	Application Case		Prepared Date 05-Jan-2013 22	ails of Brand/ Model, a Status Draft	s an alternative
dditional Bra olution View Details	Application ID MITI012013000627 MITI012013000621	Application Type FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA	Application Case NORMAL NORMAL		Prepared Date 05-Jan-2013 22 05-Jan-2013 16	ails of Brand/ Model, a Status Draft Application Ready	s an alternative
dditional Bra plution View Details View	Application ID MITI012013000627 MITI012013000621 MITI012013000609	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL		Prepared Date 05-Jan-2013 22 05-Jan-2013 16 04-Jan-2013 17	ails of Brand/ Model, a Status Draft Application Ready Application Ready	s an alternative
dditional Bra Jution View Details View	Application ID MITI012013000627 MITI012013000621	Application Type FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA	Application Case NORMAL NORMAL		Prepared Date 05-Jan-2013 22 05-Jan-2013 16 04-Jan-2013 17	ails of Brand/ Model, a Status Draft Application Ready	s an alternative
dditional Bra olution View Details View View View	Application ID MITI012013000627 MITI012013000621 MITI012013000609	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL		Prepared Date 05-Jan-2013 22 05-Jan-2013 16 04-Jan-2013 17 04-Jan-2013 17	ails of Brand/ Model, a Status Draft Application Ready Application Ready	s an alternative Reference No.
dditional Bra olution View Details View View View View	Application ID MITI012013000627 MITI012013000621 MITI012013000609 MITI012013000607	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL	Application Date	Prepared Date 05-Jan-2013 22 05-Jan-2013 16 04-Jan-2013 17 04-Jan-2013 17	ails of Brand/ Model, a Status Draft Application Ready Application Ready Application Ready Application Queried	s an alternative Reference No.
dditional Bra blution View Details View View View View View	Application ID MITTI012013000627 MITTI012013000621 MITTI012013000609 MITTI012013000607 MITTI012013000514	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUN - Cost Analysis	Scheme MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL	Application Date	Prepared Date 05-Jan-2013 22 05-Jan-2013 16 04-Jan-2013 17 04-Jan-2013 17	ails of Brand/ Model, a Status Draft Application Ready Application Ready Application Queried Draft	s an alternative
dditional Bra blution View Details View View View View View View	Application ID MITIO 12013000627 MITIO 12013000621 MITIO 12013000609 MITIO 12013000607 MITIO 12013000514 MITIO 12013000499	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUN - Cost Analysis FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL NORMAL	Application Date	Prepared Date 05-Jan-2013 22 05-Jan-2013 16 04-Jan-2013 17 04-Jan-2013 17 04-Jan-2013 11 03-Jan-2013 17	Application Ready Application Ready Application Cready Application Cready Application Cready Application Cready Draft	s an alternative Reference No.
dditional Bra blution View Details View View View View View View View	Application ID MITI012013000627 MITI012013000621 MITI012013000609 MITI012013000514 MITI012013000499 MITI012013000477	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUN - Cost Analysis FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL NORMAL THIRD COUNTRY	Application Date	Prepared Date 05-Jan-2013 22 05-Jan-2013 16 04-Jan-2013 17 04-Jan-2013 17 04-Jan-2013 11 03-Jan-2013 17 02-Jan-2013 22	Application Ready Application Ready Application Ready Application Ready Draft Draft Draft Draft	s an alternative Reference No.

1. Click button to apply new CO.

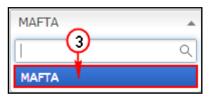
Please Provide Application Type and Scheme	8
Application Type Certificate of Origin Application Case NORMAL Application Case	SUBMIT

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 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 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 Contact Person	City 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 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 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 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 (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 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

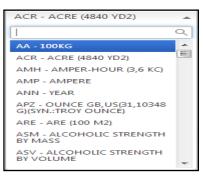
- 2. Click at a Select button to add a new Approved Finished Product.
- The Finished Product text box is automatically filled once the Finish Product is selected. Otherwise, you can click CHOOSE FROM EXISTING FINISHED PRODUCT to select other existing finished product.
- 4. Before save the finish product, 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.



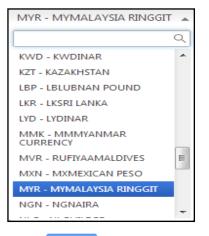
Inished Product Finished Product CHOOSE FROM EXISTING FI Tariff Code 010110100				
Finished Product Next O CHOOSE FROM EXISTING FI Tariff Code 010110100				
CHOOSE FROM EXISTING FI Tariff Code 010110100				
Tariff Code 010110100				
Tariff Code 010110100				
010110100				-
	Tariff Desc Horses	Tariff UOM UNT	Finished Product Ref ID 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. 192825A	Manufacturer SHIMANO COMPONENTS (M) SDI			
ddress	PEKAN NENAS			
ddress LOT 4550, LORONG A-16	PEKAN NENAS			
ddress LOT 4550, LORONG A-16 ost Code		State	Country	
ddress LOT 4550, LORONG A-16 Post Code	PEKAN NENAS	State JOHOR	Country MALAYSIA	
kddress LOT 4550, LORONG A-16 Post Code 81500 Contact Person ZURAINI BINTI ABU TAHIR	PEKAN NENAS			



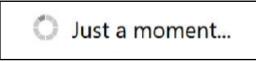
6. Click dropdown to select Unit **of measurement (UOM)** field.



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 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 (b)	fri 2	sat	sun 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

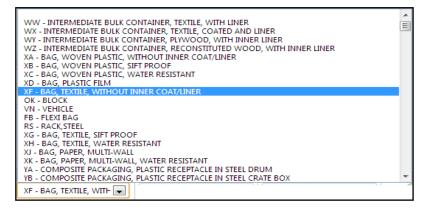


### c) Package Details

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

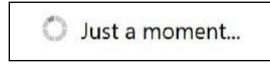
Mark of Package	Number of Package	Kind of Package	Quantity	Desc. of Goods	Action
package details	18272	•	123	Good in condition	
	, 				0

- 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 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 Application ID	lication is currently not available	, until furth Scheme	her notice. Kindly co		and add in det 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 Status Draft	NEW 🕞
dditional Bra blu View Details View	Application ID MITI012013000630	Application Type FUF - Form MAFTA	Scheme MAFTA	Application Case		Prepared Date 07-Jan-2013 16 05-Jan-2013 22	ails of Brand/ Model, a Status Draft	NEW 🕞
dditional Bra olu View Details View View	Application ID MITI012013000630 MITI012013000627	Application Type FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA	Application Case NORMAL NORMAL		Prepared Date 07-Jan-2013 16 05-Jan-2013 22 05-Jan-2013 16	ails of Brand/ Model, a Status Draft 2 Draft	NEW 🕞
dditional Bra olu View Details View View View	Application ID MITI012013000630 MITI012013000627 MITI012013000621	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL		Prepared Date 07-Jan-2013 16 05-Jan-2013 22 05-Jan-2013 16 04-Jan-2013 17	ails of Brand/ Model, as Status 5 Draft 2 Draft 3 Application Ready	NEW 🕞
dditional Bra olu View Details View View View View	Application ID MITT012013000630 MITT012013000627 MITT012013000621 MITT012013000609	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL		Prepared Date 07-Jan-2013 16 05-Jan-2013 22 05-Jan-2013 17 04-Jan-2013 17	ails of Brand/ Model, as Status Draft Draft Application Ready Application Ready	NEW Co
dditional Bra View Details View View View View View View View	Application ID MITI012013000630 MITI012013000627 MITI012013000621 MITI012013000609 MITI012013000607	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL NORMAL	Application Date	Prepared Date 07-Jan-2013 16 05-Jan-2013 22 05-Jan-2013 17 04-Jan-2013 17	ails of Brand/ Model, as Status 5 Draft 2 Draft 3 Application Ready 4 Application Ready 4 Application Queried	NEW C
dditional Bra View Details View View View View View View View View	Application ID MITTI012013000630 MITTI012013000627 MITTI012013000609 MITTI012013000609 MITTI012013000617 MITTI012013000514 MITTI012013000499	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Cost Analysis FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL	Application Date	Prepared Date 07-Jan-2013 16 05-Jan-2013 22 05-Jan-2013 17 04-Jan-2013 17 04-Jan-2013 17 04-Jan-2013 11 03-Jan-2013 17	ails of Brand/ Model, an Status Draft Application Ready Application Ready Application Ready Application Queried Draft	NEW C
dditlonal Bra View Details View View View View View View View View	Application ID MITIO12013000630 MITIO12013000627 MITIO12013000627 MITIO12013000609 MITIO12013000607 MITIO12013000514 MITIO12013000477	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUN - Cost Analysis FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL THIRD COUNTRY	Application Date	Prepared Date 07-Jan-2013 16 05-Jan-2013 22 05-Jan-2013 17 04-Jan-2013 17 04-Jan-2013 11 03-Jan-2013 12 02-Jan-2013 22	ails of Brand/ Model, and Status Draft Draft Application Ready Application Ready Application Ready Application Queried Draft Draft	NEW 🕞
dditional Bra View Details View View View View View View View View	Application ID MITTI012013000630 MITTI012013000627 MITTI012013000609 MITTI012013000609 MITTI012013000617 MITTI012013000514 MITTI012013000499	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Cost Analysis FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL	Application Date	Prepared Date 07-Jan-2013 16 05-Jan-2013 22 05-Jan-2013 17 04-Jan-2013 17 04-Jan-2013 17 04-Jan-2013 11 03-Jan-2013 17	ails of Brand/ Model, and Status Draft Draft Application Ready Application Ready Application Queried Draft Draft Draft	NEW C

- 1. Click View button to view CO screen.
- 2. Certificate of Origin screen appears.



ertificate of Origin-							
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							
	6						
Company Address			1				
							New
nished Product 🕒 🕒	Tariff	Desc	Tariff Code	Br	rand / Model	Manufacturer	New Origin Criteria
nished Product 📥 🕒			Tariff Code 010110100		rand / Model Click Here	Manufacturer SHIMANO COM	Origin Criteria
nished Product b View Details Finished Product ID View FMA-FUN-FP-130103							Origin Criteria
Nished Product () View Details Finished Product () View FMA-FUN-FP-130103	-000001 Horse	s					Origin Criteria
Nished Product  View Details Finished Product ID View FMA-FUN-FP-130103	-000001 Horse	s				SHIMANO COM	Origin Criteria
nished Product (b) View Details Finished Product (D) View FMA-FUN-FP-130103	-000001 Horse	s				SHIMANO COM	Origin Criteria
nished Product (b) View Details Finished Product (D) View FMA-FUN-FP-130103	-000001 Horse	s				SHIMANO COM	Origin Criteria
nished Product  View Details Finished Product ID View FMA-FUN-FP-130103  ttached Document  Action	-000001 Horse	S	010110100			SHIMANO COM	Origin Criteria
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Nished Product  View Details Finished Product D View FMA-FUN-FP-130103  Ttached Document  Company Name Company Name	Document Name	s III III ess,Country)			Click Here	SHIMANO COM	ATTACH DOCUMENT



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.
lame	Designation	IC / Passport No.	Telephone No.
lame	Designation	IC / Passport No.	Telephone No.
lame	Designation	IC / Passport No.	Telephone No.
lame	Designation	IC / Passport No.	Telephone No.
lame		IC / Passport No.	Telephone No.
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lame		IC / Passport No.	Telephone No.
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eclaration Details (h) Preferred Branch of Applic Choose Branch 🗸	cation Processing		
eclaration Details (h) Preferred Branch of Applic Choose Branch (r)		IC / Passport No.	Telephone No.
lame eclaration Details Preferred Branch of Applic Choose Branch Choose	cation Processing	IC / Passport No.	
eclaration Details (h) Preferred Branch of Applic Choose Branch	cation Processing          Designation         Date	IC / Passport No.	
eclaration Details (h) Preferred Branch of Applic Choose Branch   Declaration Details lame	cation Processing	IC / Passport No.	
lame eclaration Details Preferred Branch of Applic Choose Branch Choose	cation Processing          Designation         Date	IC / Passport No.	
eclaration Details (h) Preferred Branch of Applic Choose Branch   Declaration Details lame	cation Processing          Designation         Date	IC / Passport No.	
lame eclaration Details Preferred Branch of Applic Choose Branch Choose	cation Processing          Designation         Date	IC / Passport No.	
eclaration Details	cation Processing          Designation         Date         Image: Control of the second	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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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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eclaration Details (h) Preferred Branch of Applic Choose Branch   Declaration Details Iame Indertaking by Exporter to Submit th ading / Airway Bill / Endorsed Custon he undersigned hereby declares th requirements specified for those good	Cation Processing  Designation Date Date Date Date Date Date Date Date	IC / Passport No.	Telephone No.



- 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 (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

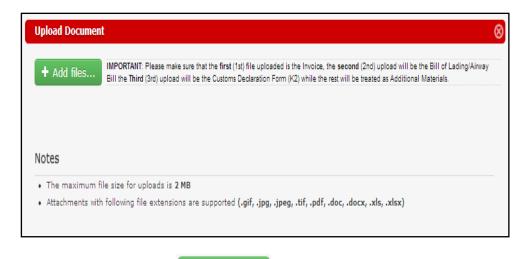
### f) Attachment Section

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					
		 		nd) upload will be the Bill of 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 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 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.



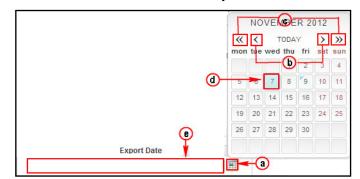
i) Means of Transport and Route (As far as known)

Means of Transport and Ro	ute (As far as known)			*
Mode of Transport MARITIME TRANSPORT	Vessel's Name / Air Craft, etc	Feeder Vessel's Name	Export Date	
Port of Discharge 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 INSTALLATIONS	
INLAND WATER TRANSPORT	
OTHERS	
PIPELINE (FUEL)	
MARITIME TRANSPORT	

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

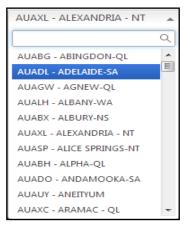


- 5. Click icon to display the Calendar.
  - a. Click or to navigate to the previous or next month.
  - b. Click or to navigate to the previous or next month.
  - c. Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.
  - d. Alternatively, 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 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 ransaction Type				the origi
equirements specified for those goo ansaction Type	ds in the Generalized Preferential Ta	riff Schemes for goods exported to (Importing C	Country)	
equirements specified for those goo 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 ansaction Type	ds in the Generalized Preferential Ta	riff Schemes for goods exported to (Importing C	Country)	2
equirements specified for those goo 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 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.



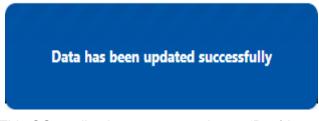
### 4.4.1. Update as a Draft

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;



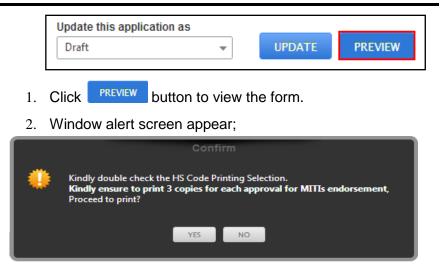
- 4. This CO application status remains as 'Draft'.
- 5. The page automatically back to Listing screen.



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 Iution /iew petails	Application ID	Application Type	Scheme	Application Case		Prepared Date	ails of Brand/ Model, a Status	NEW
Iditional Bra Iution View Petails View	Application ID MITI012013000630	Application Type FUF - Form MAFTA	Scheme MAFTA	Application Case		Prepared Date 07-Jan-2013 16	ails of Brand/ Model, a Status Draft	NEW [
Iditional Bra Iution /iew Details	Application ID	Application Type	Scheme	Application Case		Prepared Date	ails of Brand/ Model, a Status Draft	NEW [
Iditional Bra Iution View Petails View	Application ID MITI012013000630	Application Type FUF - Form MAFTA	Scheme MAFTA	Application Case		Prepared Date 07-Jan-2013 16 05-Jan-2013 22	ails of Brand/ Model, a Status Draft	NEW [
Iditional Bra Iution View Petails View	Application ID MITI012013000630 MITI012013000627	Application Type FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA	Application Case NORMAL NORMAL		Prepared Date 07-Jan-2013 14 05-Jan-2013 22 05-Jan-2013 14	ails of Brand/ Model, a Status 2 Draft 2 Draft	NEW [
dditional Bra lution View Details View View View	Application ID MITI012013000630 MITI012013000627 MITI012013000621	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL		Prepared Date 07-Jan-2013 10 05-Jan-2013 22 05-Jan-2013 11 04-Jan-2013 11	ails of Brand/ Model, a Status 5 Draft 2 Draft 5 Application Ready	NEW [
dditional Bra lution View Petails View View View View	Application ID MITI012013000630 MITI012013000627 MITI012013000621 MITI012013000609	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL		Prepared Date 07-Jan-2013 10 05-Jan-2013 22 05-Jan-2013 11 04-Jan-2013 11	ails of Brand/ Model, a Status 5 Draft 2 Draft 3 Application Ready 4 Application Ready	NEW [
View Petails View View View View View View	Application ID MITTI012013000630 MITTI012013000627 MITTI012013000621 MITTI012013000609 MITTI012013000607	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL NORMAL		Prepared Date 07-Jan-2013 10 05-Jan-2013 22 05-Jan-2013 12 04-Jan-2013 13 04-Jan-2013 13	ails of Brand/ Model, a Status Draft Application Ready Application Ready 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 LOT 455	. Goods Consigned from Malaysia (Exporter's name, address) SHIMANO COMPONENTS (M) SDN BHD LOT 4550, LORONG A-16, PEKAN NANAS, 81500 PONTIAN, JOHOR, MALAYSIA.			Reference No. MALAYSIA-AUSTRALIA FREE TRADE AGREEMENT (MAFTA)			
address)	)	alia (Importer's/Consignee's name,	FORM MAFTA				
LOT 45	SHIMANO COMPONENTS (M) SDN BHD LOT 4550, LORONG A-16,, PEKAN NENAS, 81500, , JOHOR, AUSTRALIA			(FOR MALAYSIA ONLY)			
3. Means o Shipmer		ite (as far as known)					
15 J Vessel's MAS MAS	January 2013 by MA name/Aircraft etc.: KARGO	ARITIME TRANSPORT		L	0		
YHH							
4. Item number	5. Marks and numbers on packages	<ol> <li>Number and kind of packages; desk including HS Code (6 digits) and bra (if applicable)</li> </ol>		7. Origin Conferring Criterion	8. Quantity (Gross weight or other measurement) and FOB value	9. Number and date of invoice(s)	
1.	test	123 COMPOSITE PACKING,PLASTIC RECE W/WORK HAM good IMPORTING COUNTRY HS CODE 12982.2	PTACLE IN	wo	1234 ACR MYR123	1234 08/01/2013	
			Λ				
			Page 1 of 1	TOTAL :	1234 ACR MVR123		
10. Declar	ation by the Malay	sian exporter	Page 1 of 1 11. Certification	TOTAL :	1234 ACR MYR123		
The u and str in Mali provide		y declares that the above details ect; that all the goins were produced y comply with the tracks of origin, as of Origin) of the tracks the Australia	11. Certification On the bas that the inf described co	sis of control carr ormation herein is	MYR123 ied out, it is hereb correct and that n requirements spec	the goods	
The u and str in Mali provide	ndersigned hereb atements are corre aysia and that the ed by Part I (Rules o	y declares that the above details ect; that all the goins were produced y comply with the tracks of origin, as of Origin) of the tracks the Australia	11. Certification On the bas that the inf described or Malaysia-Au	is of control carr ormation herein is omply with the origi ustralia Free Trade for Secretar	MYR123 ied out, it is hereb s correct and that n requirements spec Agreement. y Genaral al Trade and Indu	the goods iffied in the	
The u and str in Mali provide	ndersigned hereb atements are corre aysia and that the ad by Part I (Rules d rade Agreement for	y declares that the above details ect; that all the goins were produced y comply with the tracks of origin, as of Origin) of the tracks the Australia	11. Certification On the bas that the inf described c Malaysia-Au Ministr	is of control carr ormation herein is omply with the origi ustralia Free Trade for Secretar ry of Internation: Malay	MYR123 ied out, it is hereb s correct and that n requirements spec Agreement. y Genaral al Trade and Indu	the goods iffied in the	
The u and sta in Mala provide	ndersigned hereb atements are corre aysia and that the ad by Part (Rules of rade Agreement for Diace and date here	y declares that the above details sct; that all the go is were produced y comply with the less of origin, as of Origin) of the N lay ta-Australia r the goods experiment Australia.	11. Certification On the bas that the inf described or Malaysia-Au	is of control carr ormation herein is omply with the origi ustralia Free Trade for Secretar ry of Internation: Malay	MYR123 ied out, it is hereb correct and that n requirements spec Agreement. y Genaral al Trade and Indursia 07 January 2013 ture and stamp of	the goods 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 Certificate o		Scheme MAFTA	× •	Applicatio	n Date (From)	Appli	cation Date (To)	
Reference No	0.	Endorsement No.		Approved	Date (From)	Appro	oved Date (To)	
Status Application	*	Company Name		Applicatio	n ID			
Prepared Dat		Prepared Date (To)					RESET	4 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 Application Ready	
View	MITI012013000621	FUF - Form MAFTA	MAFTA			05-Jan-2013 16 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 Application Submitted Application Ready 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). 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 Reference Numbe Date	: SHIMANO COMPONENTS (MALAYSIA) SDN BHD : FMA-FUF-W-130107-KL-000002	
	rence Number for inquiry. 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 Scheme Type Application Type Company Name Applicant Name Reference No Applicant Date	MITI012013000630 MAFTA FUF - Form MAFTA SHIMANO COMPONENTS (MALAYSIA) SDN BHD LIM MEE FEN FMA-FUF-W-130107-KL-000002 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.



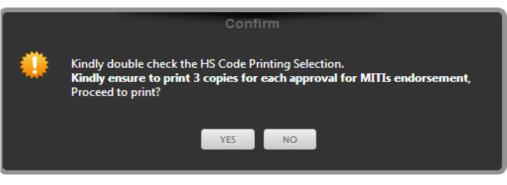
/CAA/CO Transa	ction						
EASE CLICK HERE TO SEA	RCH						
pplication Type 😮	Scheme		Application	n Date (From)	Applic	cation Date (To)	
Certificate of Origin 🛛 🗙 🤻	# MAFTA	× -					
eference No.	Endorsement No.		Approved	Date (From)	Appro	oved Date (To)	_
3							
itatus	Company Name		Application				
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 dditional Brand/ Model(CAA) appl olution			notice. Kindly co				SEARCH
STING 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 Prepared Date	ails of Brand/ Model, as Status	n SEARCH
dditional Brand/ Model(CAA) appl olution	ication is currently not available	e, until further Scheme A MAFTA N	Application Case	Application Date 07-Jan-2013 18:21:09	and add in deta Prepared Date 07-Jan-2013 16	ails of Brand/ Model, as Status	A SEARCH
dditional Brand/ Model(CAA) appl olution View Spails Application ID View MITI012013000630	ication is currently not available Application Type FUF - Form MAFTA	e, until further Scheme A MAFTA N	Application Case	Application Date 07-Jan-2013 18:21:09	and add in deta Prepared Date 07-Jan-2013 16	ails of Brand/ Model, as Status Application Submitted	T SEARCH 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.

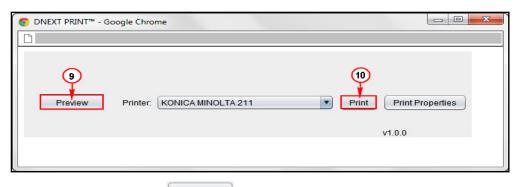


Certificate	of Origi	n- MAFTA [ M	ITI0120130006	30]		
Э ВАСК ТО МА	IN					
Company De	tails					*
Company Nam		ROC / ROB No.				
	MPONENTS (M)	ALA' 192825A	man man		mmmm.	umunana an
M Miller Part						www.www.www
Transaction \	/iew	6	)			*
Date	Time	Action	Response Desc.		Reject Desc.	User Type
07/01/2013	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 bottom of applicat	•	pears the
			<b>Note</b> : The up been vi	date button for Ap sible.	plication Subm	itted has
		7.	Click PRINT	button to print th	e form.	
		8.	Message ale 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, SHIMANO COMPONENTS (M) SDN BHD LOT 4550, LORONG A-16, PEKAN NANAS, 81 500 PONTIAN, JOHOR, MALAYSIA.	MALAYSIA	AUSTRALIA FREE TRADE
Coods Consigned to Australia (Importor's/Consigne address)     SHIMANO COMPONENTS (M) SDN BHD LOT 4550, LORONG A-16, PEKAN NENAS, 81500, JOHOR, AUSTRALIA		<b>FORM MAFTA</b> R MALAYSIA ONLY)
3. Means of transport and route (as far as known) Shipment Date: 15 January 2013 by MARITIME TRANSPORT Vessel's name/Aircraft etc.: MAS KARGO MAS 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 (Gross weight or other measurement) and FOB value
test     1. 123 COMPOSITE PACKING     HAM     good	IG.PLASTIC RECEPTACLE IN WWWORK WC	1234 ACR 1234 08.01/2013 MYR123
10. Declaration by the Malaysian exporter The undersigned hereby declares that the ab and statements are correct; that all the goods wer in Malaysia and that they comply with the rules of provided by Part I (Fuelse of Origin) of the Malaysia-F Free Trade Agreement for the goods exported to Ar	11. Certification bove details ore produced that the information her of origin, as Australia Malaysia-Australia Free	I carried out, it is hereby certified rein is correct and that the goods e origin requirements specified in the Trade Agreement.
	Ministry of Inter	retary Genaral national Trade and Industry Malaysia
JOHOR, 07 January 2013 Plandate, name, signature and compar authorised signatory	[FMA-FUF-W-1 any of Place and date,	r. 07 January 2013 130107-KL-000002] signature and stamp of d Issuing Authority
12. De Minimis	☐ Issue retroactively ☐ 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 MAFTA		1	n Date (From)	App	lication Date (To)	
eference No	o. (3	Endorsement No.		Approved	Date (From)		roved Date (To)	
atus 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 Application ID INTR1202000230	lication is currently not ava Application Type FUF - Form MAFTA	ilable, until furti Scheme MAFTA	her notice. Kindly c Application Case NORMAL		CA and add in d Prepared Dat 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 e Blatus 16 Draft	NEW (
ditional Bra lution /iew fetails View	Application ID MITI012013000630	Application Type FUF - Form MAFTA	Scheme	Application Case		Prepared Dat 07-Jan-2013 05-Jan-2013	etails of Brand/ Model, a e Blatus 16 Draft	NEW (
ditional Bra lution View Setails View	Application ID MITI012013000630 MITI012013000627	Application Type FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA	Application Case NORMAL NORMAL		Prepared Dat 07-Jan-2013 05-Jan-2013 05-Jan-2013	etails of Brand/ Model, a e Status 16 Draft 22 Draft	NEW (
ditional Bra Iution /iew Details View View View	Application ID MITI012013000630 MITI012013000627 MITI012013000621	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL		Prepared Dat 07-Jan-2013 05-Jan-2013 05-Jan-2013 04-Jan-2013	etails of Brand/ Model, a e Status 16 Draft 22 Draft 16 Application Ready	NEW (
ditional Bra Jution View Vietails View View View	Application ID MITI012013000630 MITI012013000627 MITI012013000621 MITI012013000609	Application Type FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA FUF - Form MAFTA	Scheme MAFTA MAFTA MAFTA MAFTA	Application Case NORMAL NORMAL NORMAL NORMAL		Prepared Dat 07-Jan-2013 05-Jan-2013 05-Jan-2013 04-Jan-2013	etails of Brand/ Model, a e Status 16 Draft 22 Draft 16 Application Ready 17 Application Ready 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. 192825A	Î	
company Address			
SHIMANO COMPONENTS (MALe.	PEKAN NANAS		
Postcode	City	State	Country
a1500, Felephone No. (Mobile)	PONTIAN Telephone No. (Office)	Fax No.	Malaysia Email
07-6896062	07-6991599	07-6896391	901140@sem.shimano.com.sg
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eclaration Details			
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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

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	MITI012013000621	TOT STOTILIMATIA				04 100 0040 47	Application Ready	
View	MITI012013000621 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

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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)	
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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

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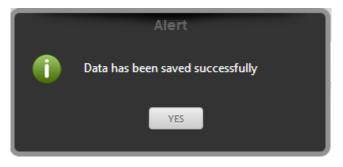
- 1. Note that the screen displays Transaction View section of the queried application.
- Refer to Response Description, User Type, and Response From columns to determine what is queried by the MITI officers. The response may be from any MITI officers below:
  - MITI Verifier
  - MITI Recommender
  - 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						
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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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1. Point your mouse into the transaction and click at selected row table until it change colour to light blue.

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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.

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- 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

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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	
View	MITI012013000477	FUF - Form MAFTA	MAFTA	THIRD COUNTRY		02-Jan-2013 22	Draft	
•								

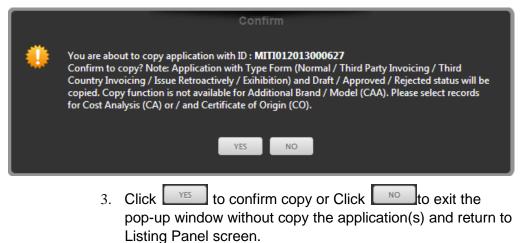
- 1. Point your mouse into the transaction and click at selected row table until it change colour to light blue.
- 2. Automatically button of
- DELETE and COPY appear.

Step 3

**Copy Applications** 

							DELETE 📆 COP	Y 🕞 NEW 🔤
dditional Bra 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	

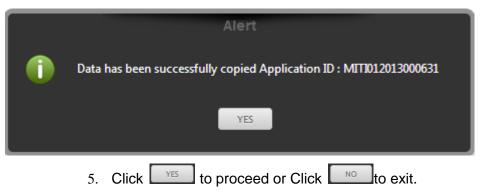
- 1. Click button to copy the application.
- 2. Window pops up to confirm copy the application(s), as follows:



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.
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CAA/CO Trans	action 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 Scheme ACFTA	Application Case	C	opy application Status Draft	Reference No. 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 ACFTA ACFTA	Application Case NORMAL NORMAL	C	opy application Status Draft Draft	Reference No. 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
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	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 Application Date	-	ailable, until furth Scheme	tion is currently not av		Iditional Brand Iution
el, as an alternative Reference No.	ed Date Status	Prepared D	Application Date	-			Application ID Ap	Iditional Brand Iution fiew petails A
el, as an alternative Reference No. FMA-FUF-W-130	2013 21 Application Approved	Prepared D 0 02-Jan-201	Application Date 02-Jan-2013 22:00:0	Application Case	Scheme	pplication Type	Application ID Application ID FU	dditional Brand Iution 7iew petails A 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 ]

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### 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 Certificate o Reference No	f Origin 🗙 🗸	Scheme	X *		Date (From)	Appro	cation Date (To) wed Date (To)	
Status Apply for Ca Prepared Dat	ncellation 🗙 🗸	Company Name		Applicatio	n ID			
							RESET	4 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	™ 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)	
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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 Jution /iew petails	Application ID	Application Type	Scheme	Application Case	Application Date	Prepared Date	ails of Brand/ Model, as Status	NEW C
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dditional Brai Jution /iew petails	Application ID	Application Type	Scheme	Application Case	Application Date 02-Jan-2013 22:00:00	Prepared Date 02-Jan-2013 21	ails of Brand/ Model, as Status	NEW C an alternative Reference No. FMA-FUF-W-130
dditional Brai olution View petails View	Application ID MITI012013000468	Application Type FUF - Form MAFTA	Scheme MAFTA	Application Case	Application Date 02-Jan-2013 22:00:00 02-Jan-2013 21:06:07	Prepared Date 02-Jan-2013 21 02-Jan-2013 21	ails of Brand/ Model, as Status 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.



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pply Cance cancel Reaso cansaction Date 02/01/2013 02/01/2013 18/01/2013 <	View           Time           09:06:07           09:52:22	Application Submitted Application Checked	Abu Bakar approved		Reject Desc.	User Type TRADER USER MITI CLERK 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 Solution Computer Comput	
File name:	
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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 sions are suppor	: MB 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 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 ch following file extensions are supported (.gif, .jpg, .jpeg, .tif, .pdf, .doc, .docx, .xls, .xlsx) r documents at a different server for better system performance. : 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

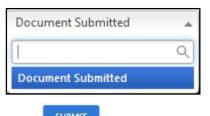
P	re-Export			*
	( <b>1</b> )			2 DELETE 🗊 ATTACH DOCUMENT 🖉
		Action	Document Name	
	<b>V</b>	View	Customs_Declaration_Form_(K2).pdf	
		View	Bill_of_Lading_or_Airway_Bill.pdf	
				Choose Status

- 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.



