ePermit

Department of Environment and Suruhanjaya Tenaga.

ePermit DOE and ST

Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

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Revision History

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Implementation Date	July, 2022

Version	Date	Author	Description of Amendment
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Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
DOE	Department of Environtment
ST	Suruhanjaya Tenaga
OGA	Other Government Agencies
ASP	Application Service Provider
PIA	Permit Issuance Agencies

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Section 1. Introduction

1.1. What is ePermit System?

ePermit is a web-based applications system developed, hosted, and managed by Dagang Net Technologies Sdn Bhd (DNT) and provides an Application Service provider (ASP) model of service to communities of Permit Issuing Agencies (PIA) and Importer/ Exporter to apply and manage permit application online.

By using the application, the Importer/ Exporter will be able to supply and manage permit via online and next to track the application progress subsequently. Whilst the OGA will be able to view and process (approval etc) permit applications submitted directly from the system.

1.2. What is ePermit DOE and ST?

ePermit DOE and ST is an integration between New ePermit DOE (Approval Letter), Old Permit (ST) and eKelengkapan (ST) system where the new ePermit system will be the main system to provide data required by Old Permit (ST) and eKelengkapan (ST) system.

1.3. How does ePermit System Benefit Me?

- Reduces Turnaround time – faster processing of permit
- It's convenient – ePermit is accessible from any computer that is connected to the internet.
- Ease of Use – user friendly even for non-PC savvy
- Multi-Tasking – access to various value-added services. For example, Tariff Codes, Location Codes.

1.4. Who Should Read This Publication?

This user manual is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for.

i. Traders

1.5. About This Document

This publication document is to provide overview on how Traders can apply the Approval letter from new ePermit system before applying the COA from ST ePermit system and deeper understand on the system with step by step helps.

1.6. Support Information

Should there be any issues arising from the use of the system, please contact Dagang Net's Careline.

Call our CARELINE at **1300 133 133**
or email to careline@dagangnet.com

CARELINE is available 24 hours daily, including public holidays

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Section 2. Getting Started

2.1. System Access

ePermit system is accessible via:

https://newepermit2.dagangnet.com.my/

Please follow the steps in the images below to access the system.

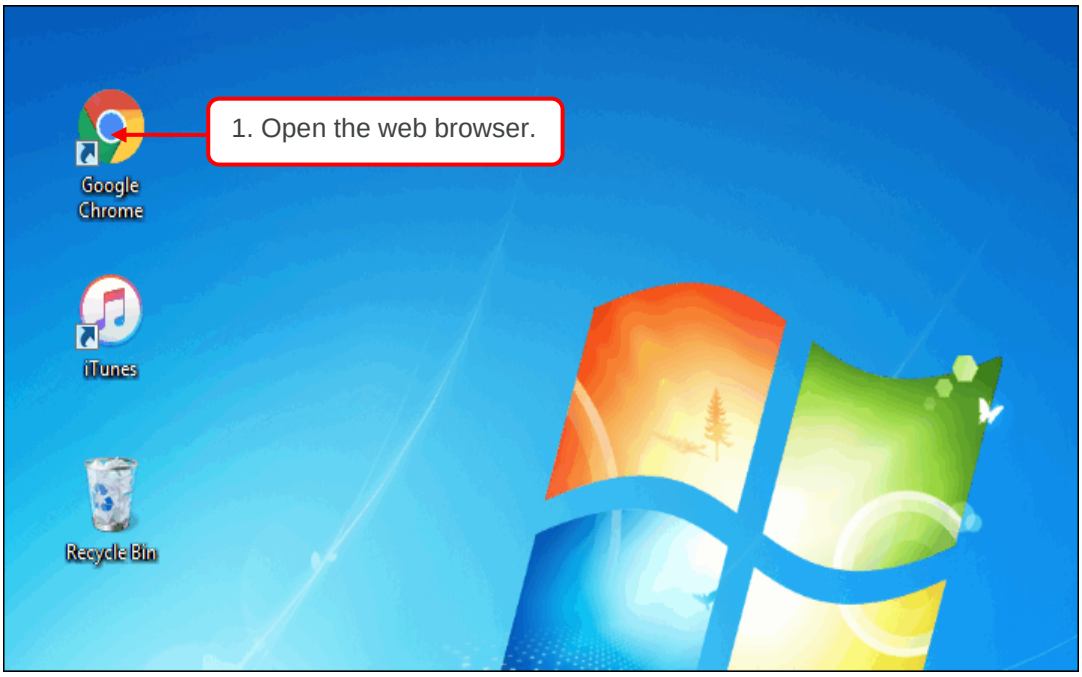

Figure 1

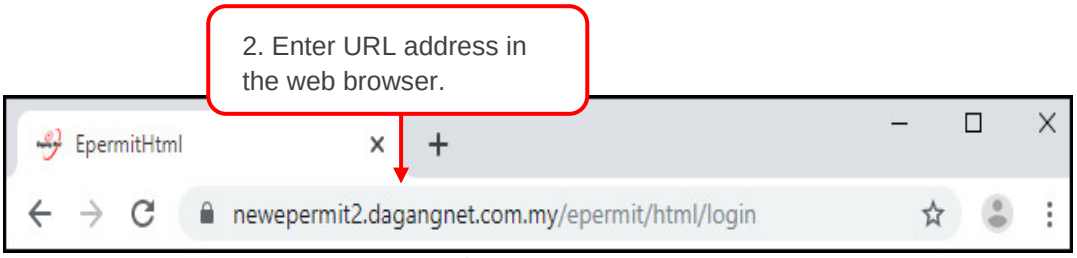

Figure 2

URL address: https://newepermit2.dagangnet.com.my/

2.2. Log In

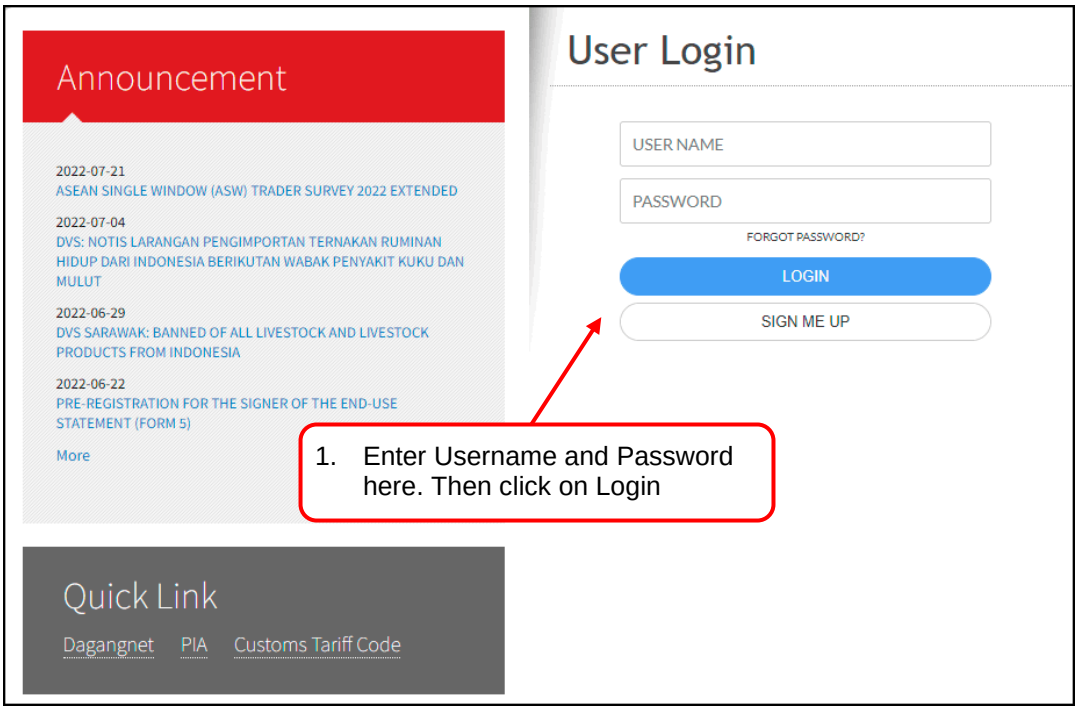

Figure 3

2.3. Log out

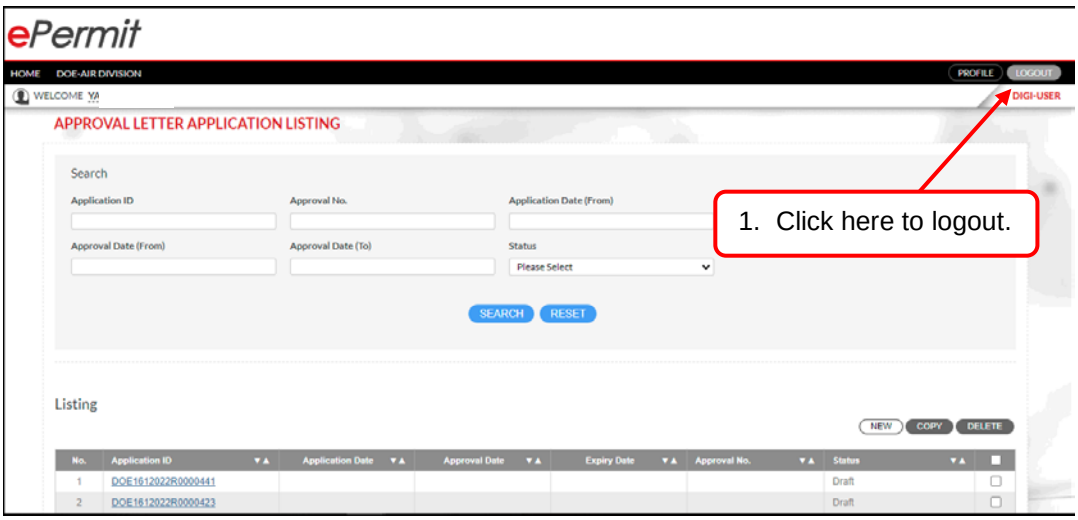

Figure 4

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Section 3. Listing

This section shows the steps to search for application from the listing.

Figure 5

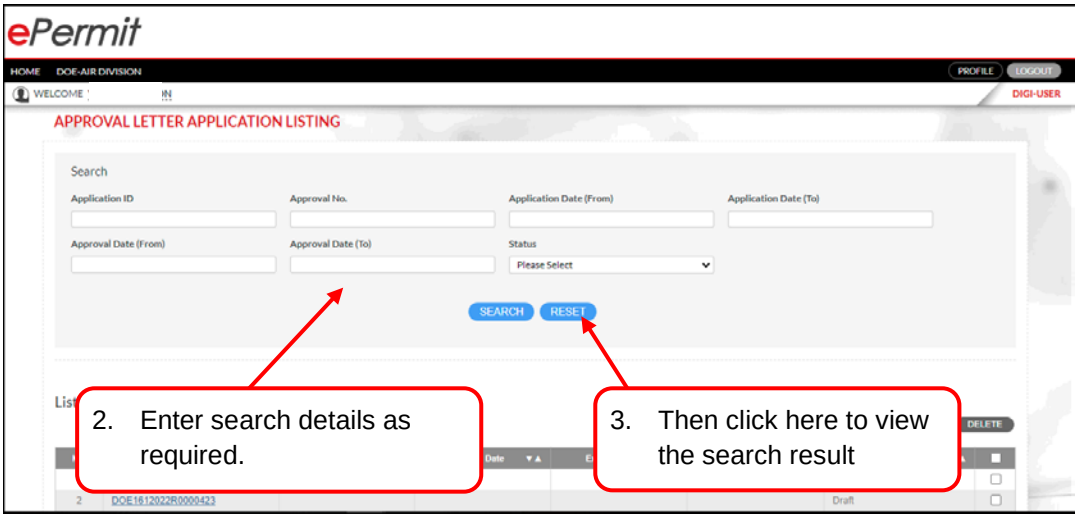

Figure 6

© Dagang Net 2022

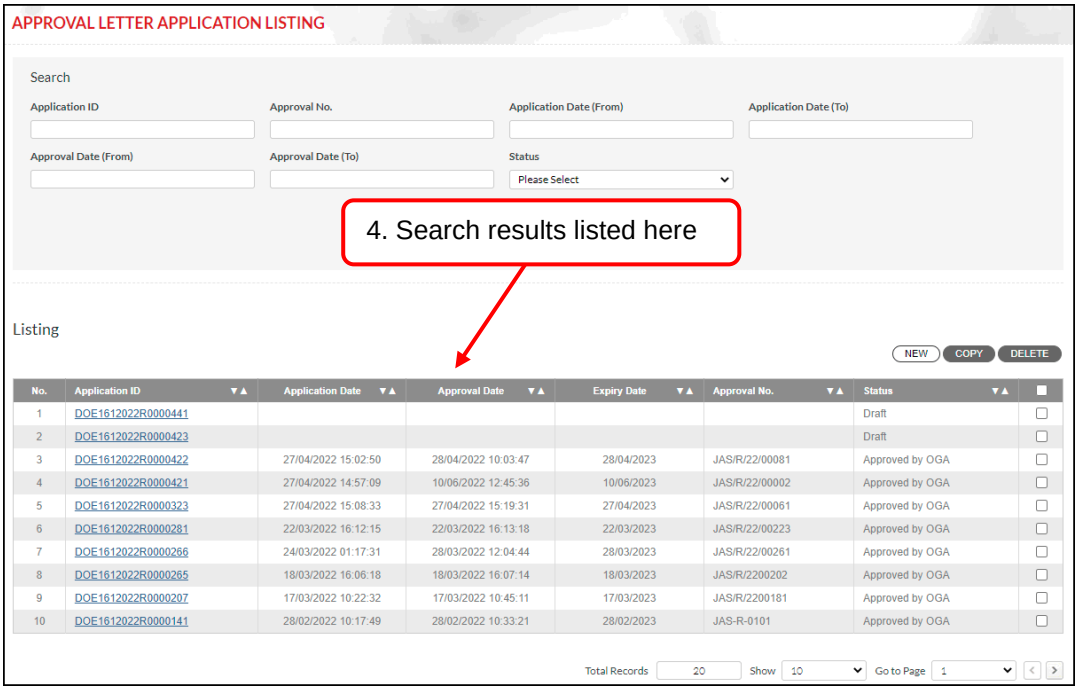
APPROVAL LETTER APPLICATION LISTING
Search
Application ID
Approval No.
Application Date (From)
Application Date (To)
Approval Date (From)
Approval Date (To)
Status
Please Select
4. Search results listed here
Listing
NEW
COPY
DELETE
No.
Application ID
Application Date
Approval Date
Expiry Date
Approval No.
Status
1 DOE1612022R0000441 Draft
2 DOE1612022R0000423 Draft
3 DOE1612022R0000422 27/04/2022 15:02:50 28/04/2022 10:03:47 28/04/2023 JAS/R/22/00081 Approved by OGA
4 DOE1612022R0000421 27/04/2022 14:57:09 10/06/2022 12:45:36 10/06/2023 JAS/R/22/00002 Approved by OGA
5 DOE1612022R0000323 27/04/2022 15:08:33 27/04/2022 15:19:31 27/04/2023 JAS/R/22/00061 Approved by OGA
6 DOE1612022R0000281 22/03/2022 16:12:15 22/03/2022 16:13:18 22/03/2023 JAS/R/22/00223 Approved by OGA
7 DOE1612022R0000266 24/03/2022 01:17:31 28/03/2022 12:04:44 28/03/2023 JAS/R/22/00261 Approved by OGA
8 DOE1612022R0000265 18/03/2022 16:06:18 18/03/2022 16:07:14 18/03/2023 JAS/R/2200202 Approved by OGA
9 DOE1612022R0000207 17/03/2022 10:22:32 17/03/2022 10:45:11 17/03/2023 JAS/R/2200181 Approved by OGA
10 DOE1612022R0000141 28/02/2022 10:17:49 28/02/2022 10:33:21 28/02/2023 JAS-R-0101 Approved by OGA
Total Records 20 Show 10 Go to Page 1

Figure 7

Section 4. New Application

ePermit system allows users to make APPROVAL LETTER application directly from the system. Users can also keep track the status of their application thru this system.

4.1. Create New Application

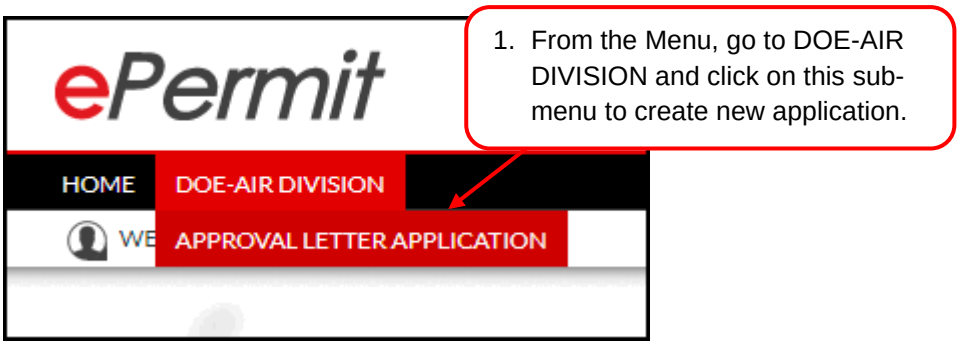

Figure 8

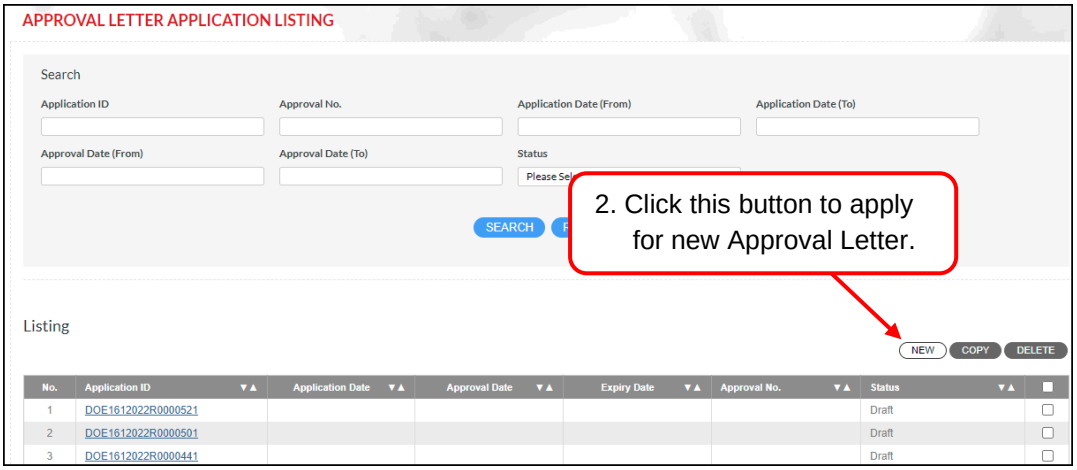

Figure 9

© Dagang Net 2022

4.2. Application Details

Once new application is created, the application page will be displayed.

All application basic details will be auto populated based on registered account.

Please fill up other details such as consignor and agent details as required. Details in red boxes are mandatory.

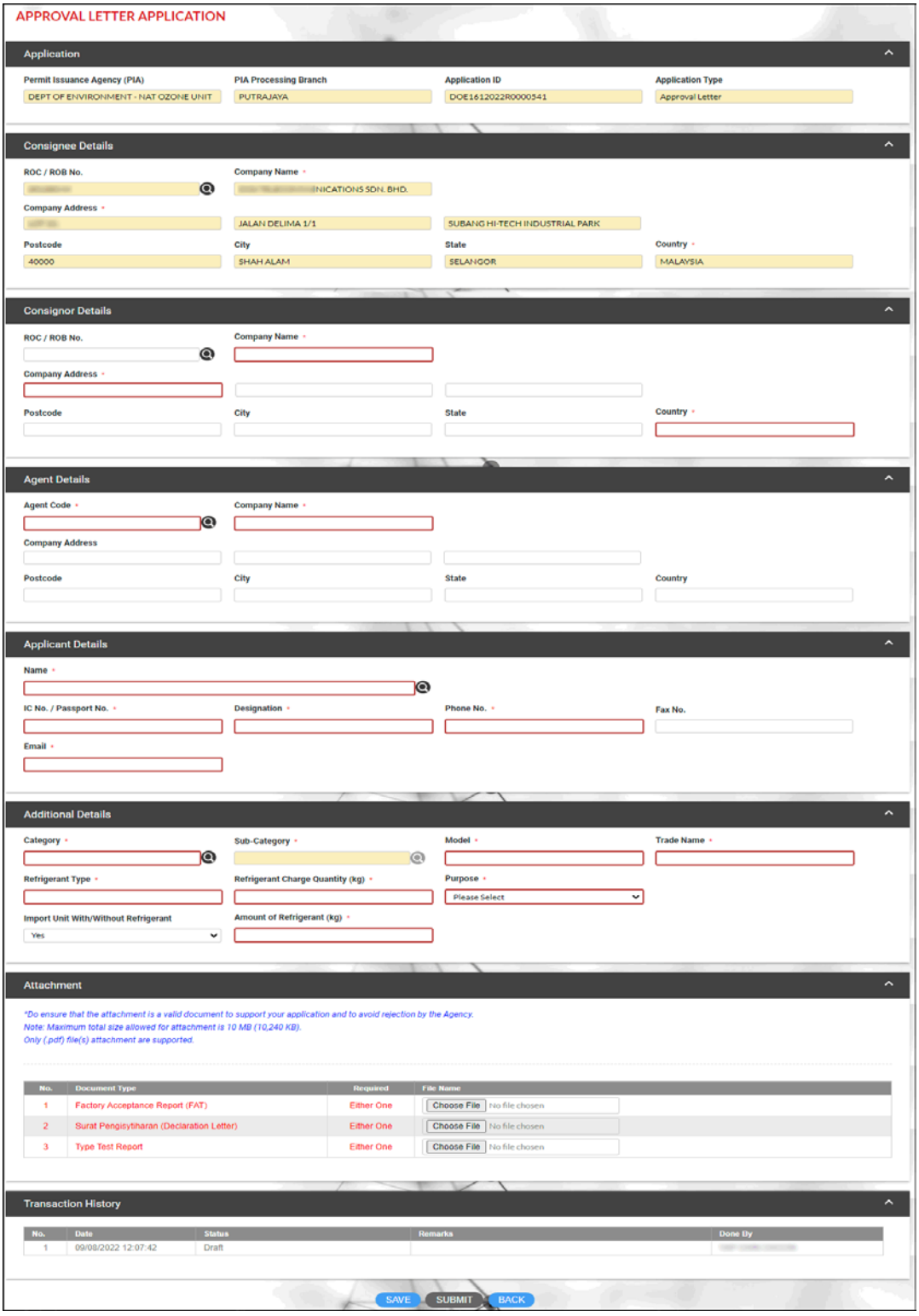

Figure 10

© Dagang Net 2022

4.2.1. Basic Details

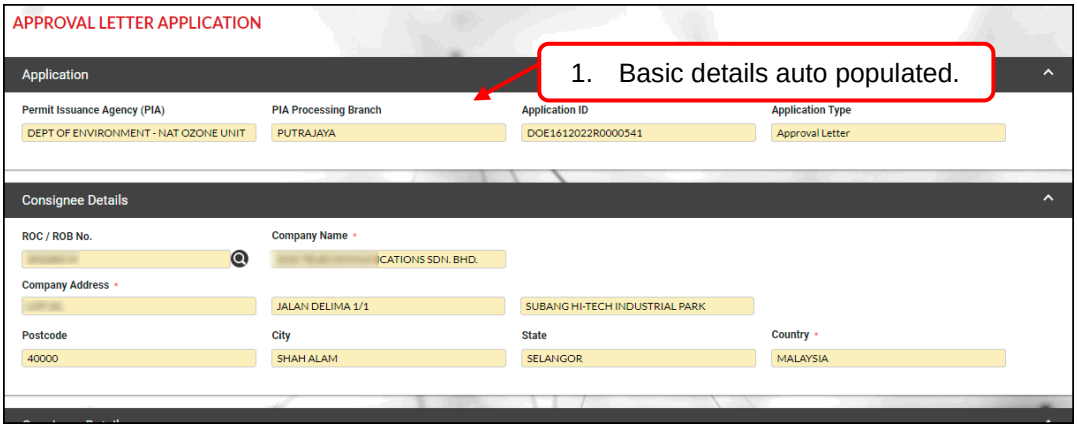

Figure 11

4.2.2. Consignor, Agent, and Applicant Details

Please use the same steps to add all details.

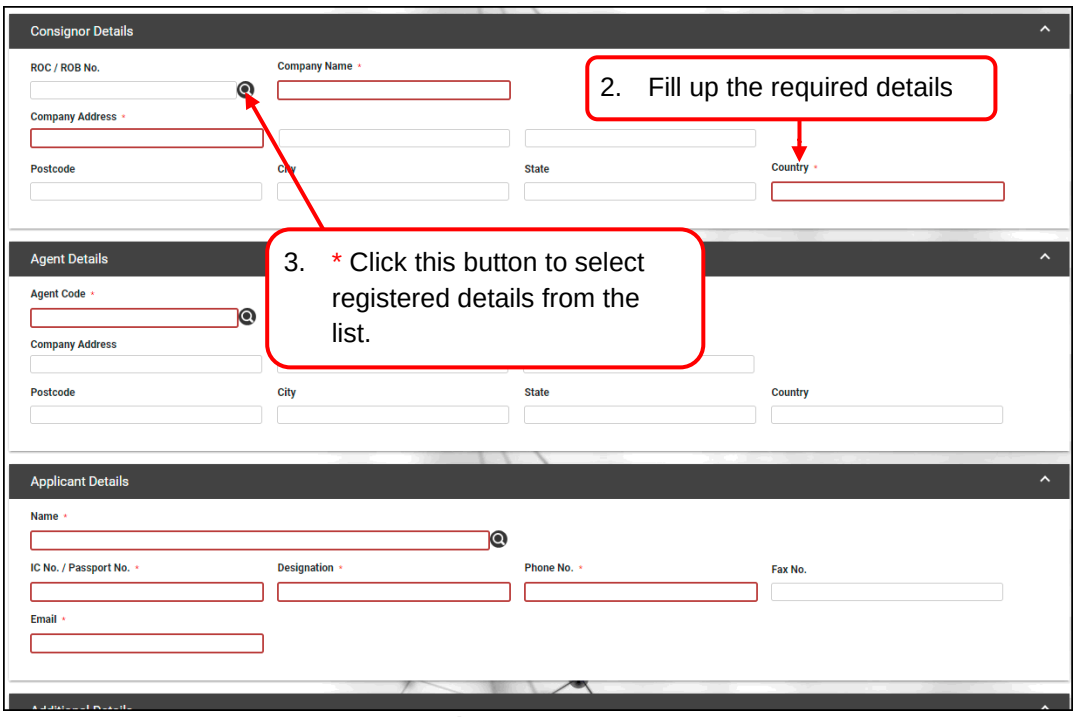

Figure 12

*Note: Follow these steps for all details with button.

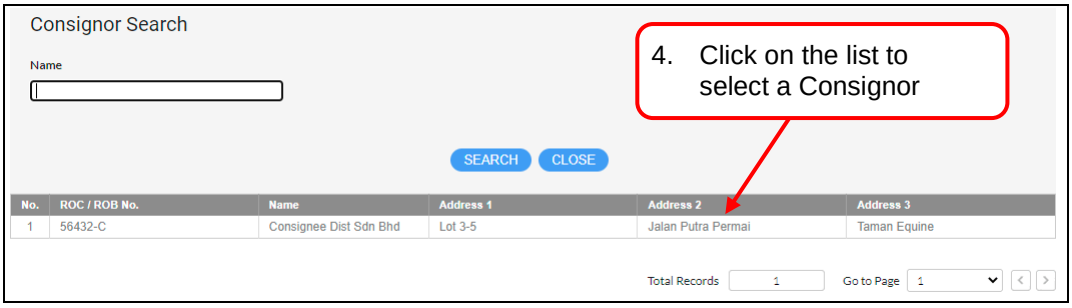

Figure 13

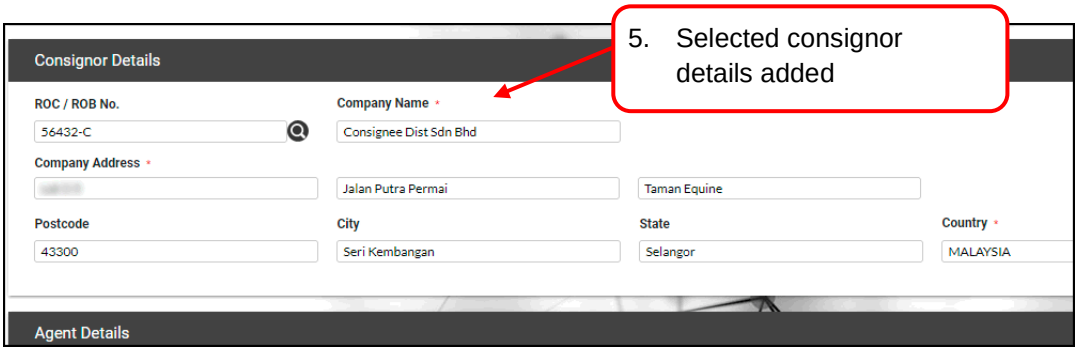

Figure 14

4.2.3. Additional Details

Please enter the required details as stated in the Additional Details section as in image below.

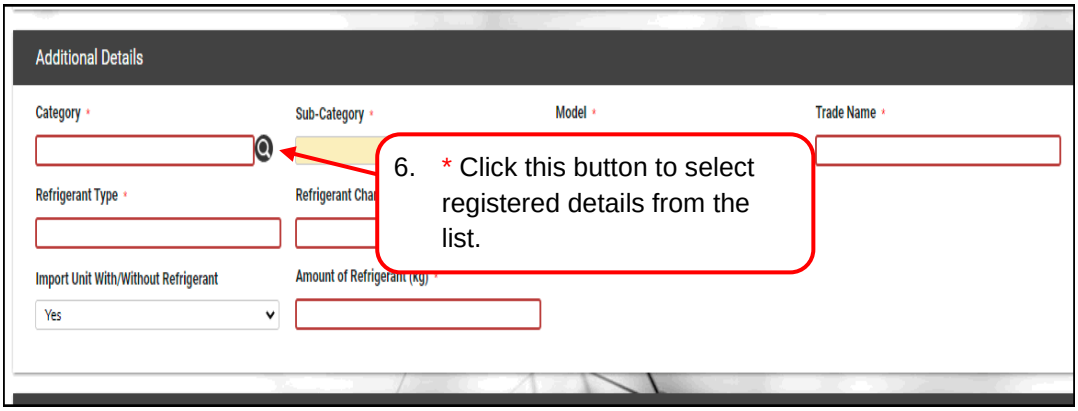

Figure 15

Figure 16

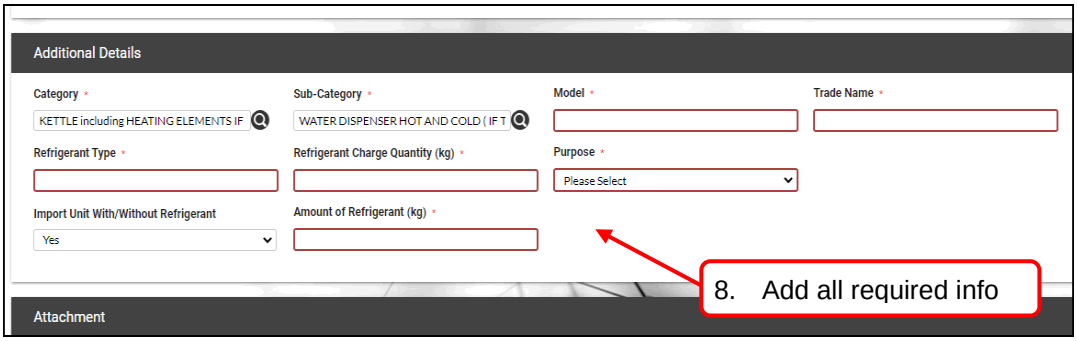

Figure 17

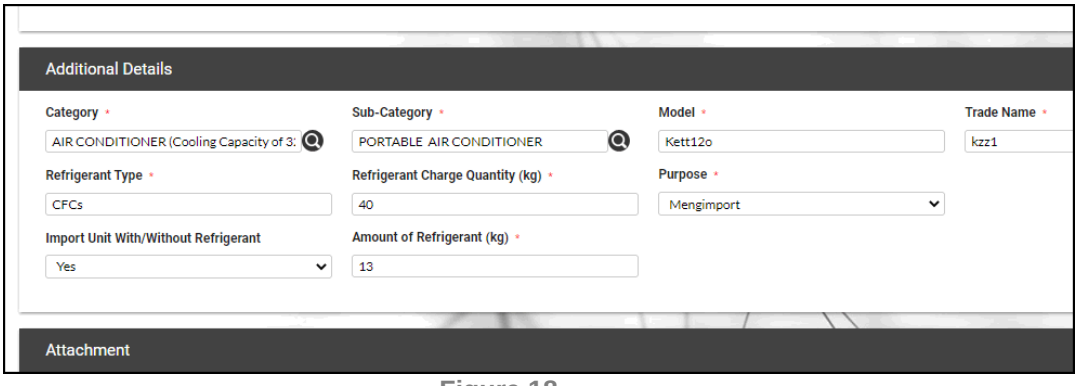

Figure 18

4.2.4. Attachment

Each application is required to add supporting documents for approval process. Total maximum size allowed for attachment is 10MB (10,240 KB). Only (.pdf) files attachments are supported.

Please follow the steps below to upload the documents into the system.

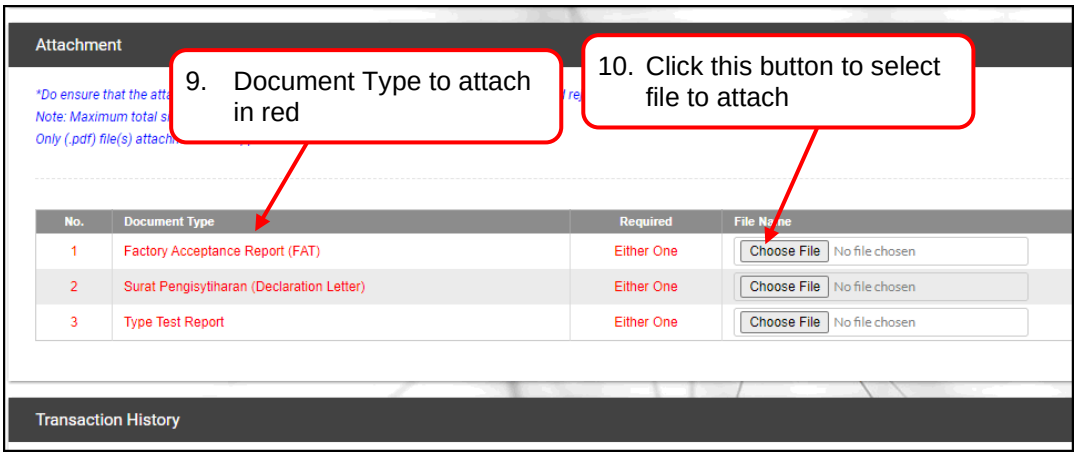

Figure 19

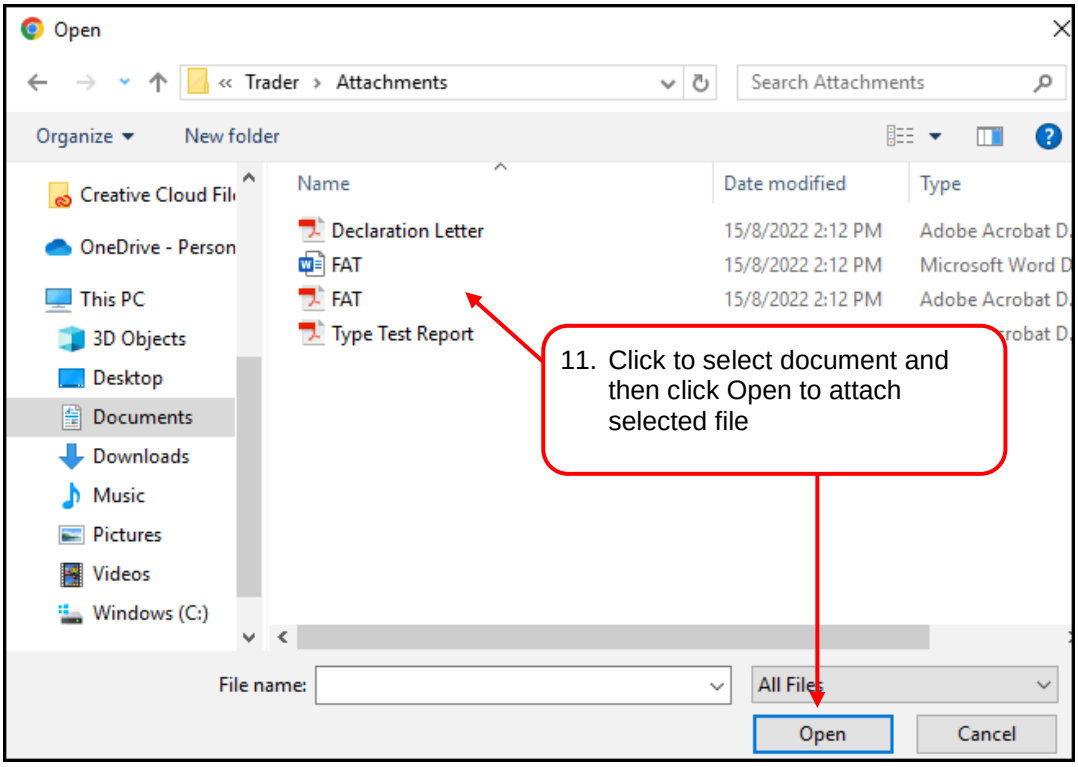

Figure 20

Figure 21

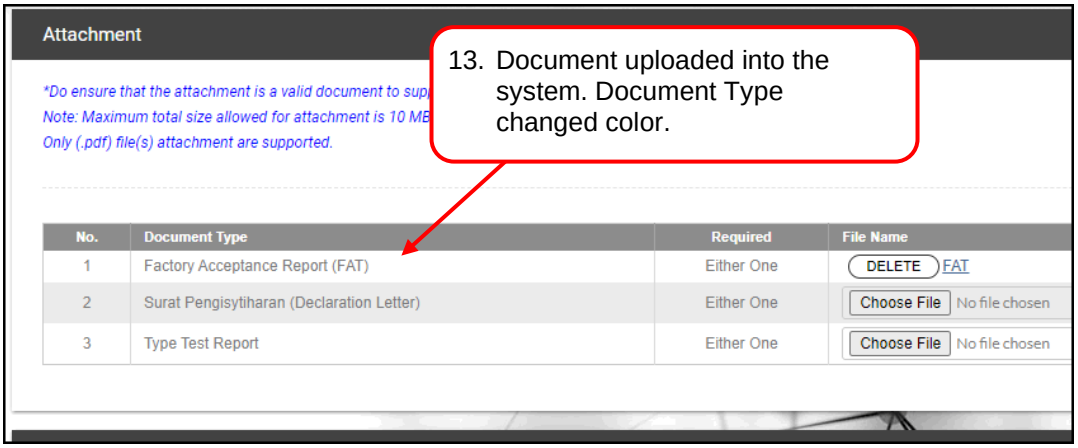

Figure 22

4.2.5. Submit New Application

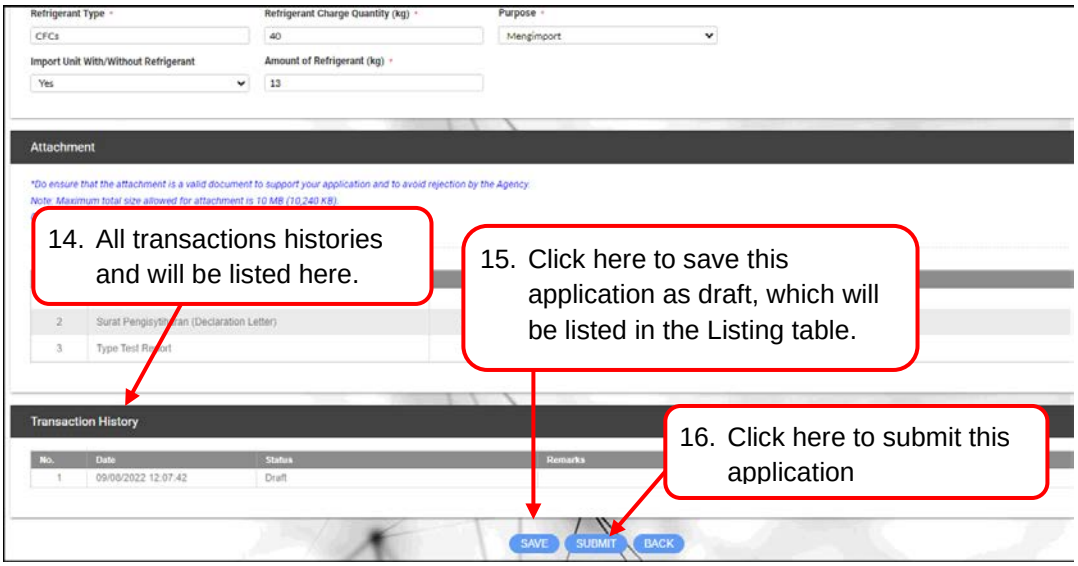

Figure 23

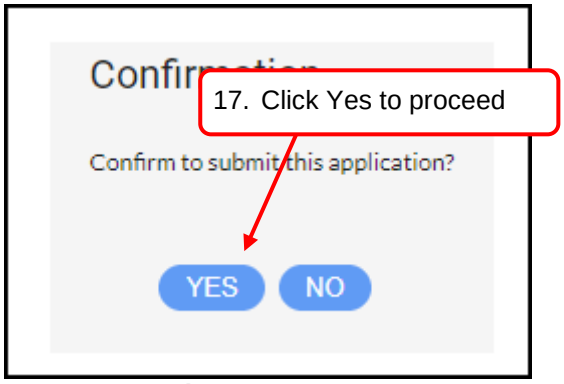

Figure 24

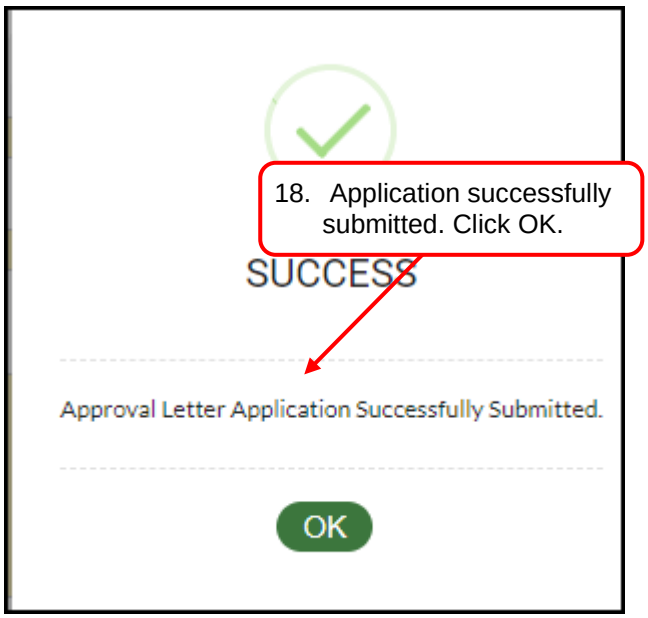

Figure 25

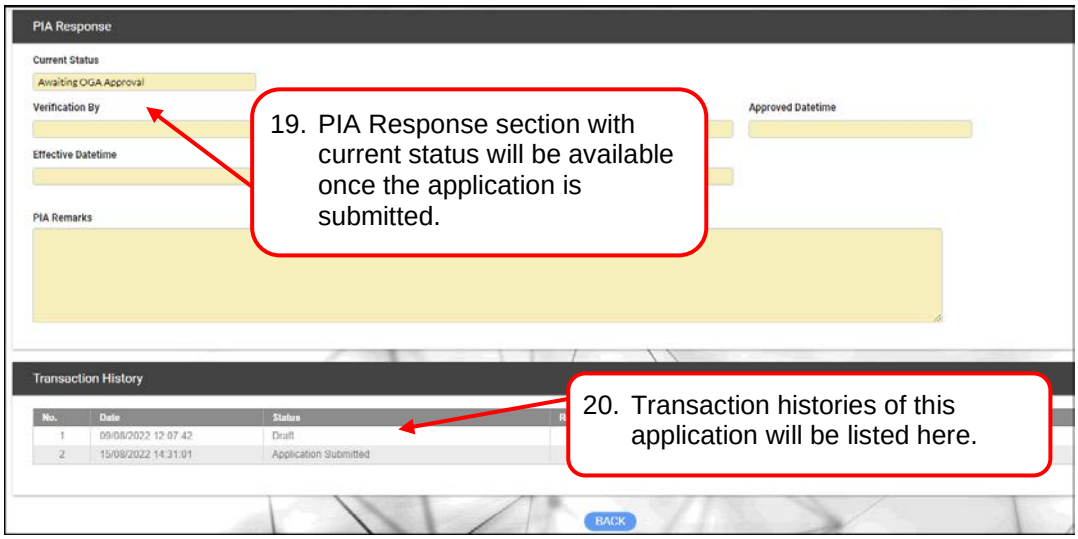

Figure 26

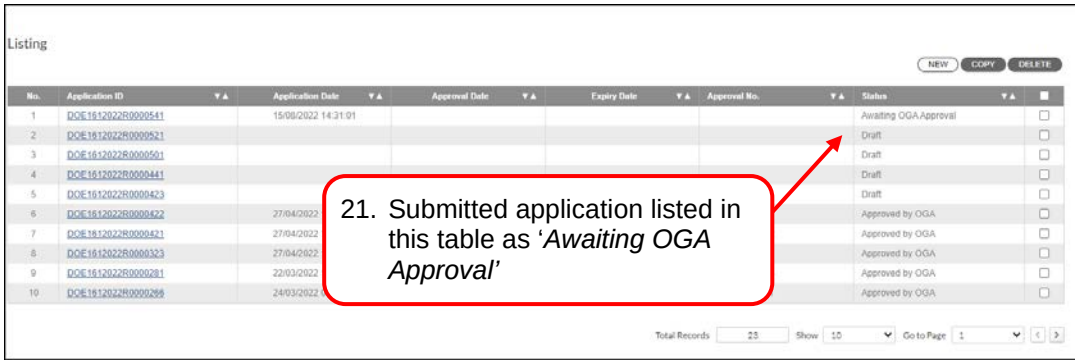

Figure 27

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Section 5. Approval Letter Printing

This section shows the steps for Trader/ FA to display permit for printing or download application approved by the OGA.

Once user login, user can click the menu as in image below.

Figure 28

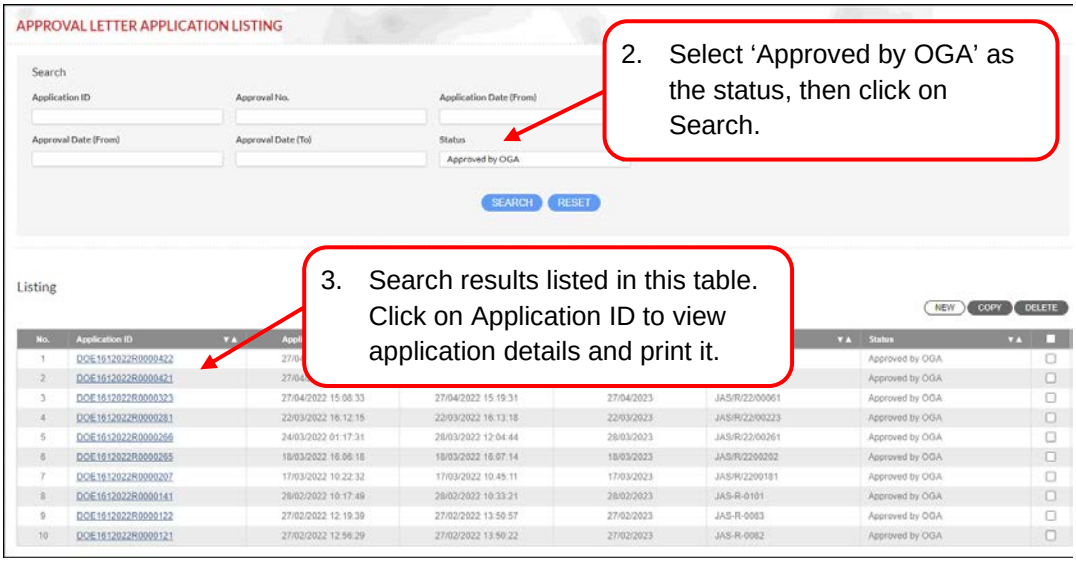


Figure 29

© Dagang Net 2022

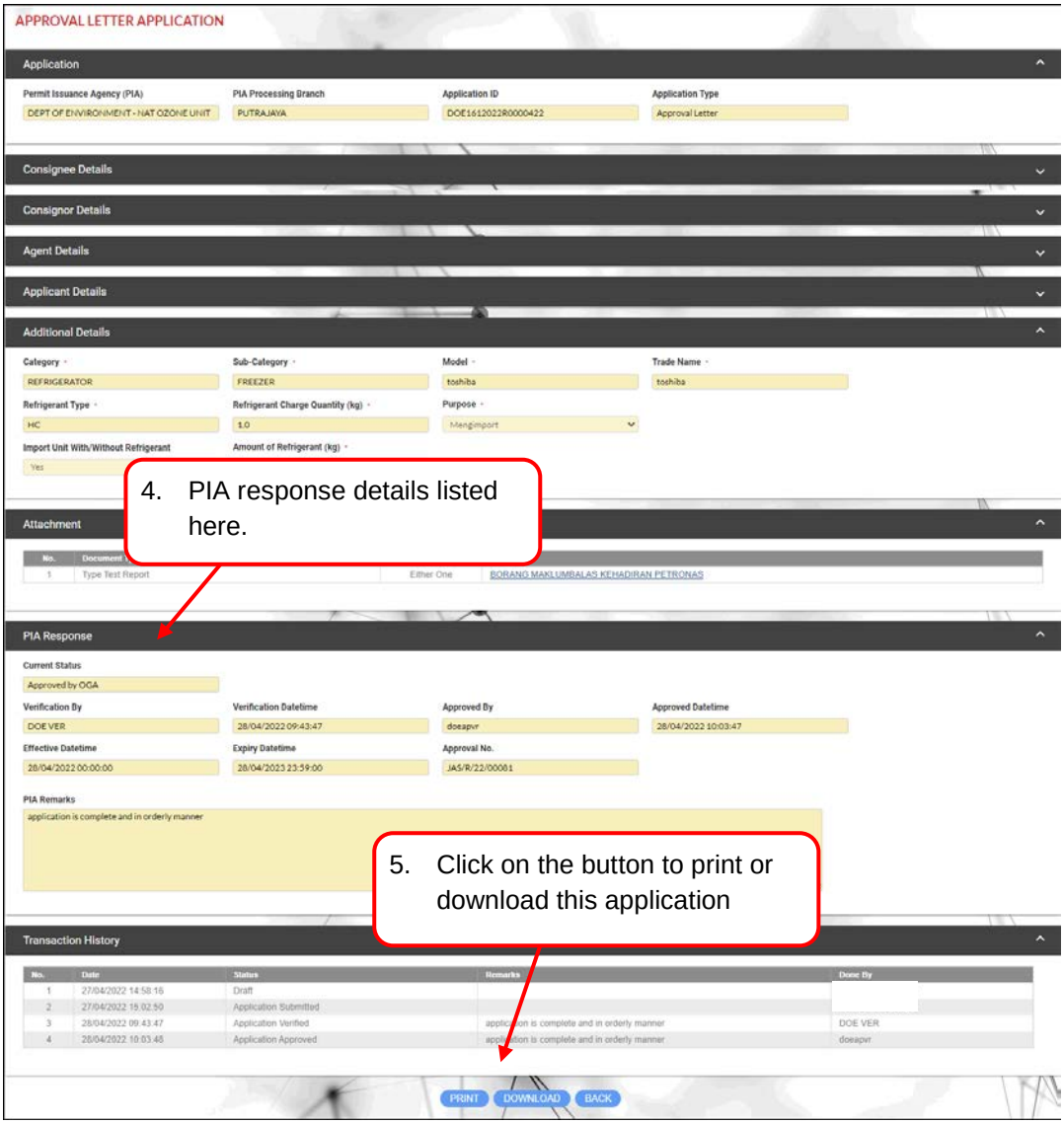
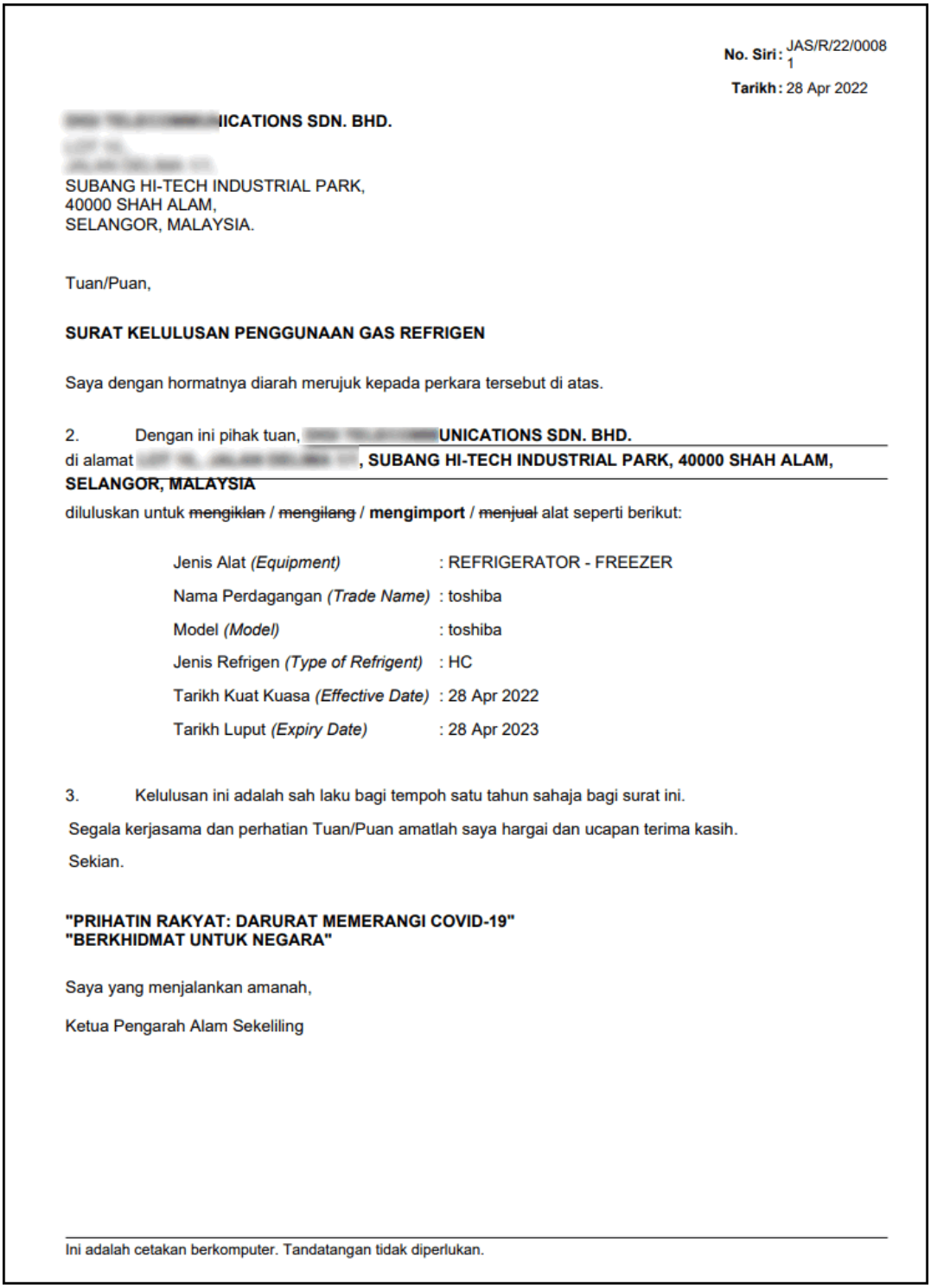

APPROVAL LETTER APPLICATION
Application
Permit Issuance Agency (PIA)
DEPT OF ENVIRONMENT - NAT OZONE UNIT
PIA Processing Branch
PUTRAJAYA
Application ID
DOE161202280000422
Application Type
Approval Letter
Consignee Details
Consignor Details
Agent Details
Applicant Details
Additional Details
Category
REFRIGERATOR
Sub-Category
FREEZER
Model
toshiba
Trade Name
toshiba
Refrigerant Type
HC
Refrigerant Charge Quantity (kg)
1.0
Purpose
Mengimport
Import Unit With/Without Refrigerant
Yes
Amount of Refrigerant (kg)
4. PIA response details listed here.
Attachment
No.
Document
1
Type Test Report
Either One
BORANG MAKLUMBALAS KEHADIRAN PETRONAS
PIA Response
Current Status
Approved by OGA
Verification By
DOE VER
Verification Datetime
28/04/2022 09:43:47
Approved By
doeapvr
Approved Datetime
28/04/2022 10:03:47
Effective Datetime
28/04/2022 00:00:00
Expiry Datetime
28/04/2023 23:59:00
Approval No.
JAS/R/22/00081
PIA Remarks
application is complete and in orderly manner
5. Click on the button to print or download this application
Transaction History
No.
Date
Status
Remarks
Done By
1
27/04/2022 14:58:16
Draft
2
27/04/2022 19:02:50
Application Submitted
3
28/04/2022 09:43:47
Application Verified
application is complete and in orderly manner
DOE VER
4
28/04/2022 10:03:48
Application Approved
application is complete and in orderly manner
doeapvr
PRINT
DOWNLOAD
BACK

Figure 30



No. Siri : JAS/R/22/0008 1

Tarikh : 28 Apr 2022

[redacted]**IICATIONS SDN. BHD.**
[redacted]
SUBANG HI-TECH INDUSTRIAL PARK,
40000 SHAH ALAM,
SELANGOR, MALAYSIA.

Tuan/Puan,

SURAT KELULUSAN PENGGUNAAN GAS REFRIGEN

Saya dengan hormatnya diarah merujuk kepada perkara tersebut di atas.

2. Dengan ini pihak tuan, [redacted]**UNICATIONS SDN. BHD.**
di alamat [redacted]**, SUBANG HI-TECH INDUSTRIAL PARK, 40000 SHAH ALAM, SELANGOR, MALAYSIA**
diluluskan untuk ~~mengiklan~~ / ~~mengilang~~ / **mengimport** / ~~menjual~~ alat seperti berikut:

Jenis Alat *(Equipment)*	: REFRIGERATOR - FREEZER
Nama Perdagangan *(Trade Name)*	: toshiba
Model *(Model)*	: toshiba
Jenis Refrigen *(Type of Refrigent)*	: HC
Tarikh Kuat Kuasa *(Effective Date)*	: 28 Apr 2022
Tarikh Luput *(Expiry Date)*	: 28 Apr 2023

3. Kelulusan ini adalah sah laku bagi tempoh satu tahun sahaja bagi surat ini.

Segala kerjasama dan perhatian Tuan/Puan amatlah saya hargai dan ucapan terima kasih.

Sekian.

"PRIHATIN RAKYAT: DARURAT MEMERANGI COVID-19"
"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

Ketua Pengarah Alam Sekeliling

Ini adalah cetakan berkomputer. Tandatangan tidak diperlukan.

Figure 31: Approval Letter Printing Sample

Section 6. Copy Application

This section shows the steps to copy an application, where users can save time on data entry. User can copy any application from the listing.

Figure 32

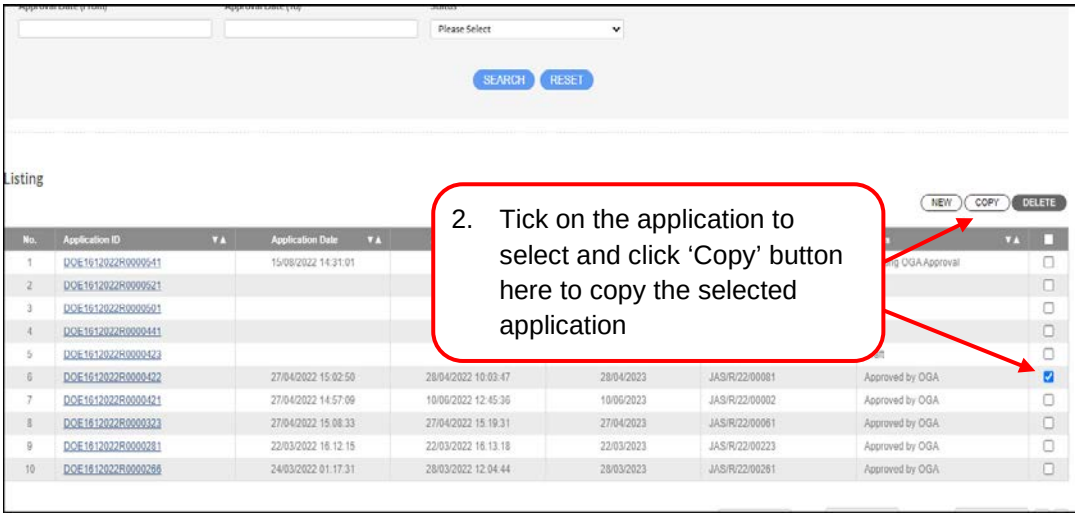


Figure 33

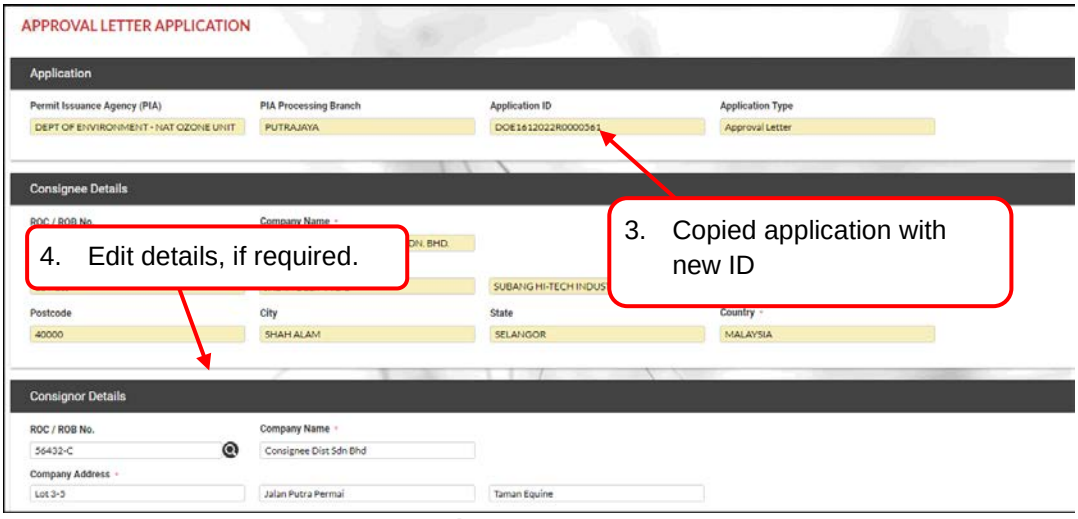


Figure 34

© Dagang Net 2022

Section 7. Delete Application

This section shows the steps to delete an application. The system only allows deleting application in **DRAFT** status only.

Figure 35

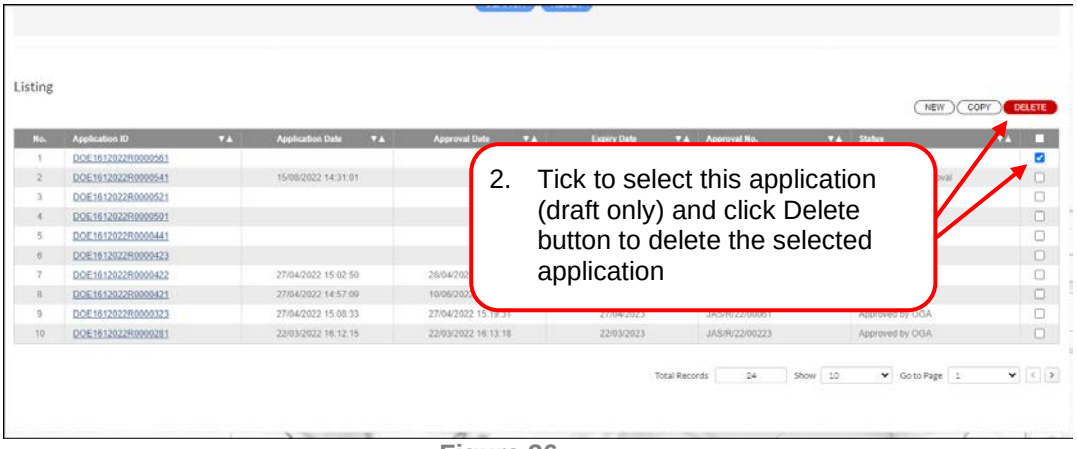


Figure 36

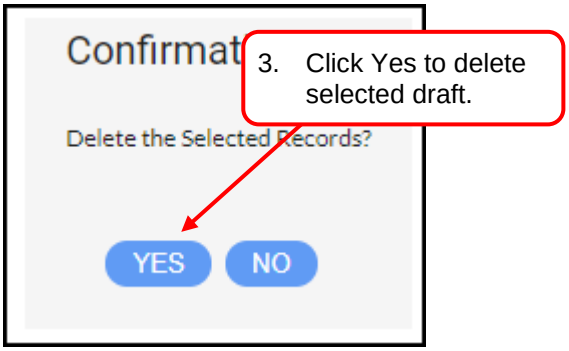


Figure 37

© Dagang Net 2022

4. Draft successfully deleted. Click OK.
SUCCESS
Approval Letter is Successfully Deleted
OK

Figure 38

Section 8. ST Permit Application

This section shows the steps to apply for the Certificate of Approval directly form the ST Permit system after user get the Approval Letter from DOE as in section 5 above.

8.1. Logging in

You may login via https://epermit.dagangnet.com.my

To login, please follow the steps below:

8.1.1. Launch Google Chrome/ Internet Explorer Browser

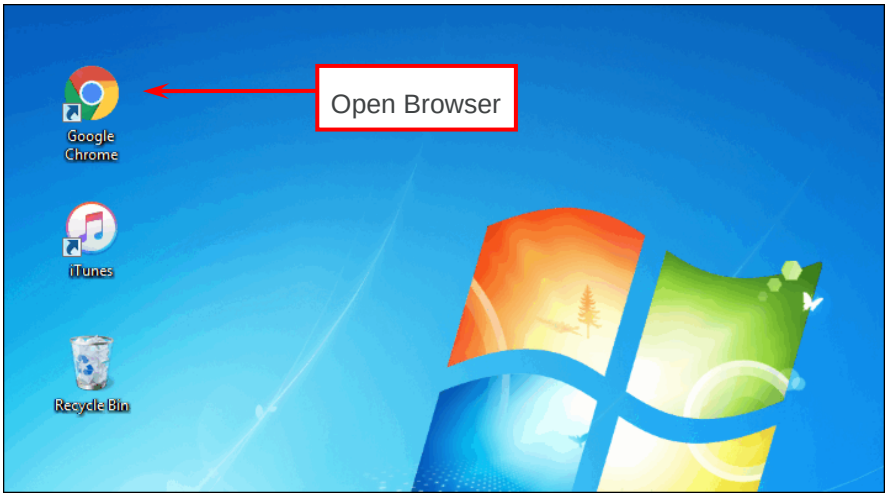


Figure 39

i. Enter URL (Uniform Resource Locator) At Address Bar

Figure 40

© Dagang Net 2022

8.1.2. Enter Username and Password

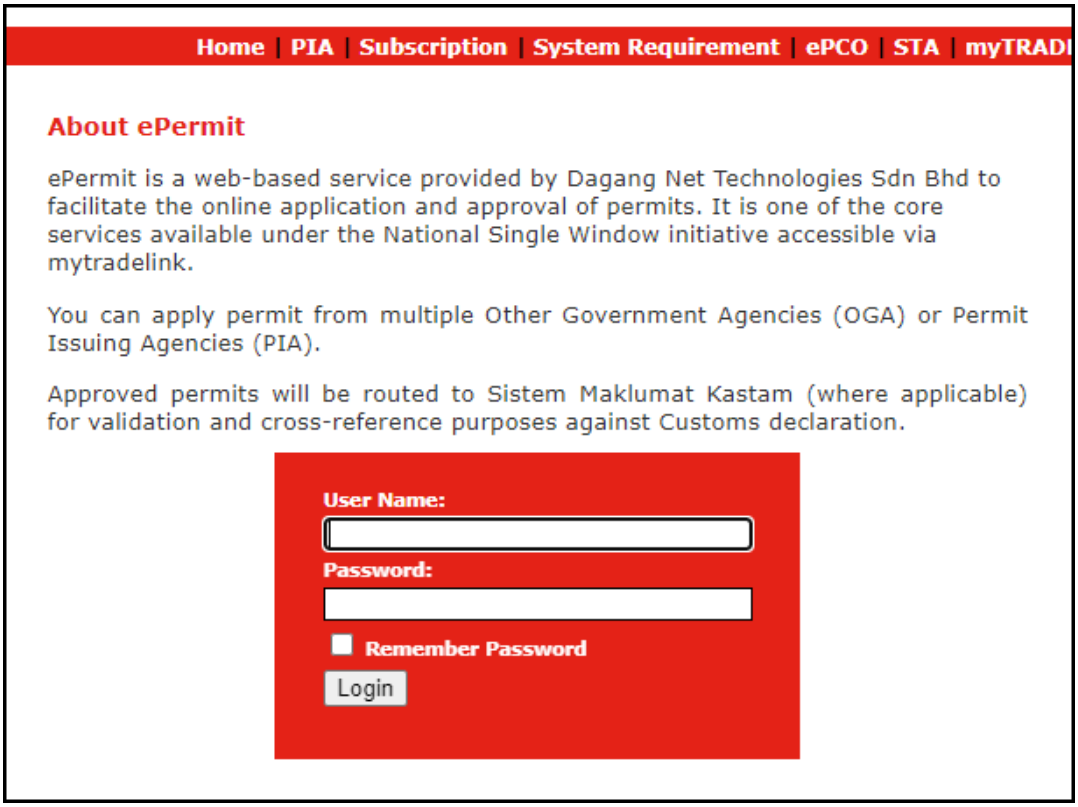


Figure 41

i. Enter **User Name** and **Password.**

ii. Click on the checkbox ☑ **Remember Password** to disable automatic logout if there were no activity above 30 minutes.

iii. Click on the Login button to access the system.

iv. The system will display the main screen.

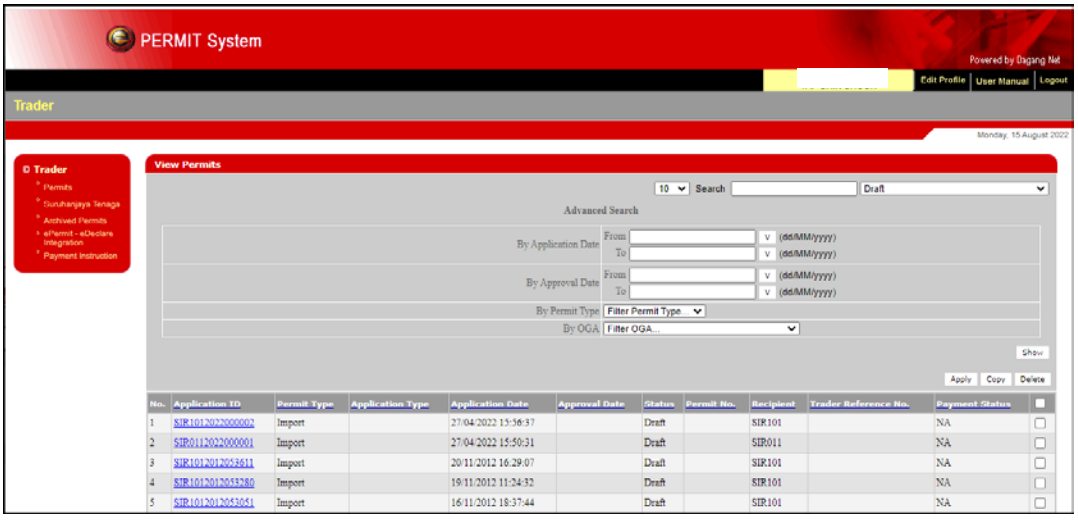


Figure 42

8.2. Logging Out

Once done with the system administrative tasks, you are advised to logout from ePermit.

To logout, please follow the steps below:

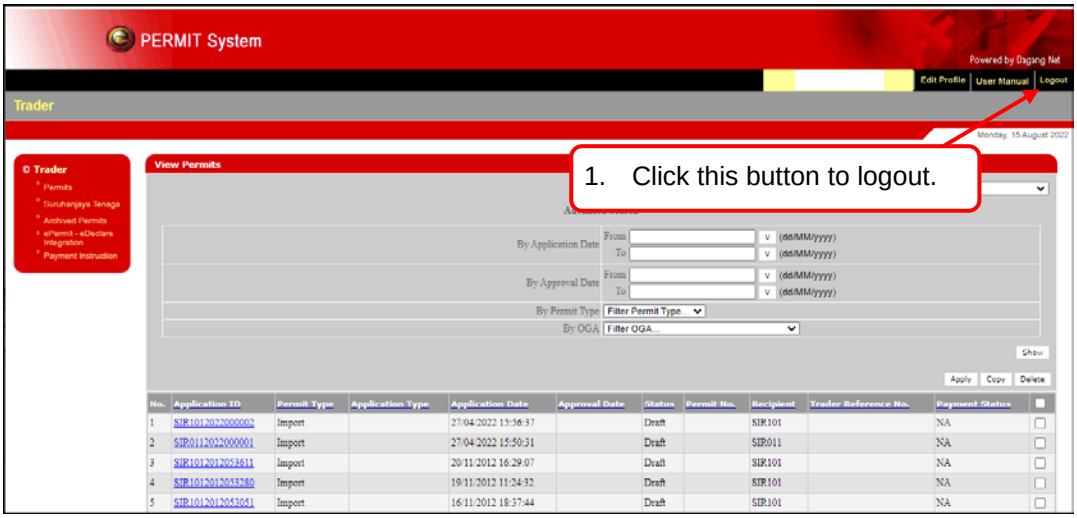


Figure 43

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Section 9. ST COA Application

This section shows the steps to apply for Certificate of Approval for Suruhanjaya Tenaga.

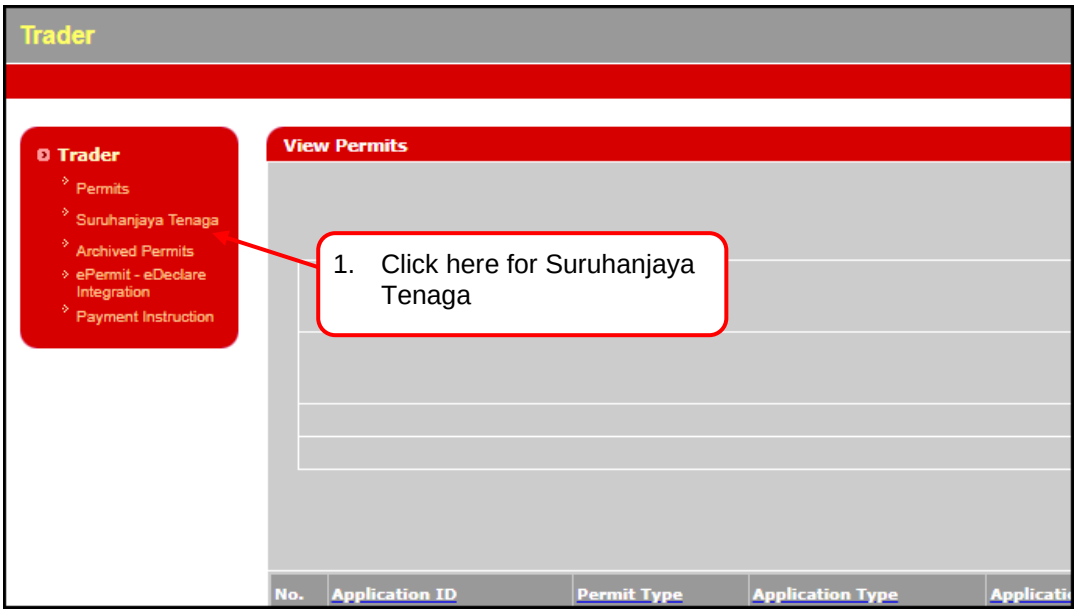

Figure 44

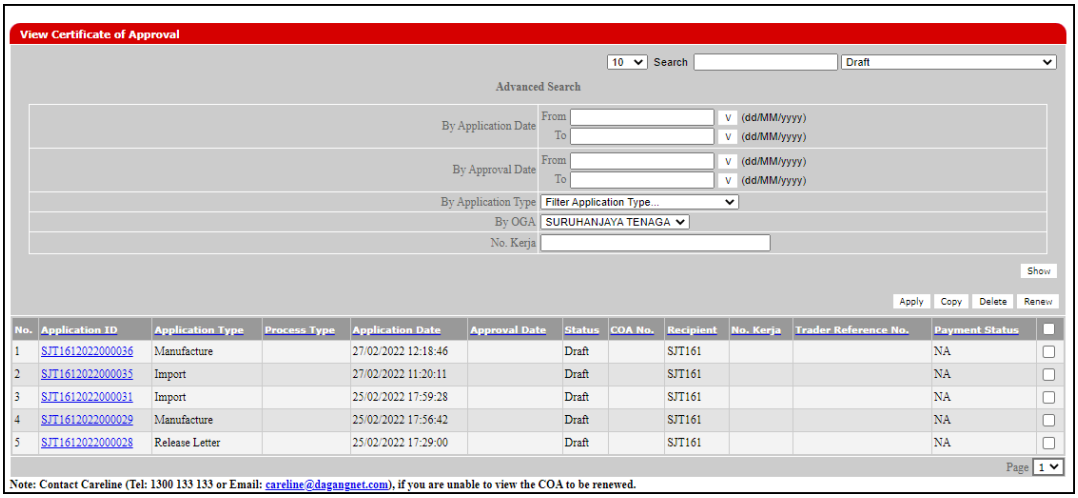

Figure 45

© Dagang Net 2022

9.1. New Application

There are 3 application types which the Certificate Approval – Import, Certificate of Approval Manufacture, and Release Letter.

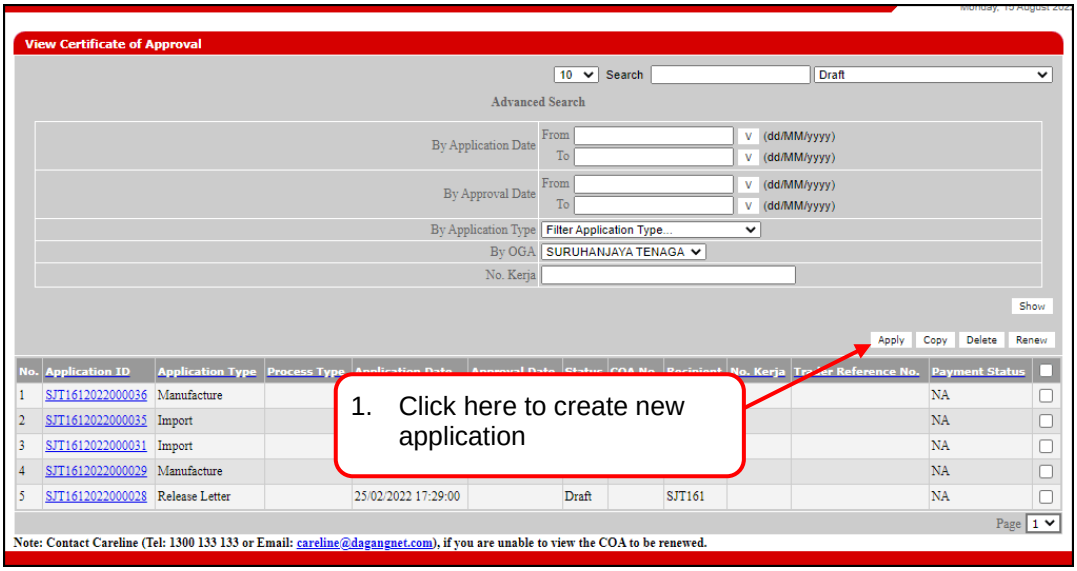

Figure 46

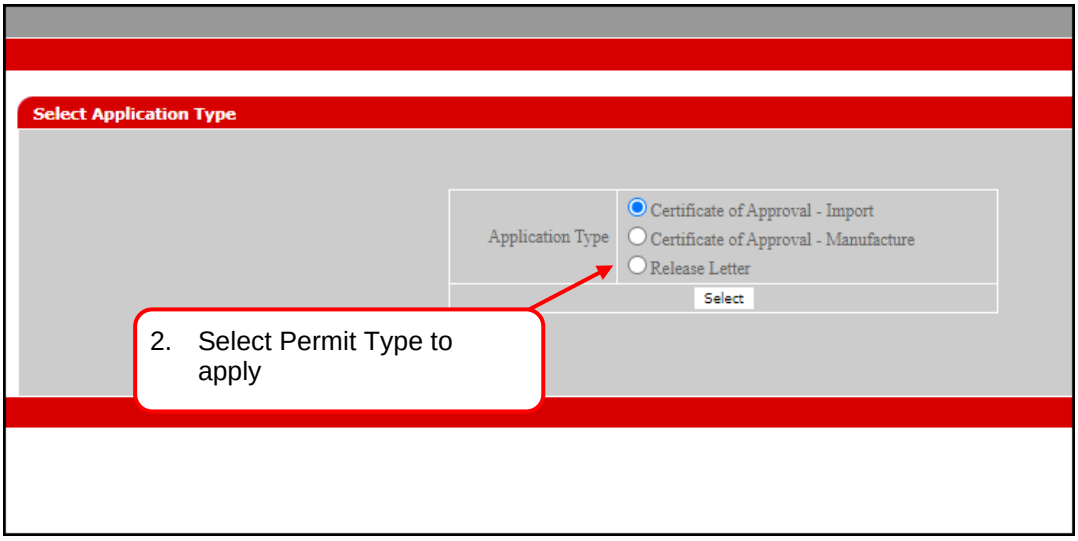

Figure 47

9.1.1. Certificate of Approval- Import

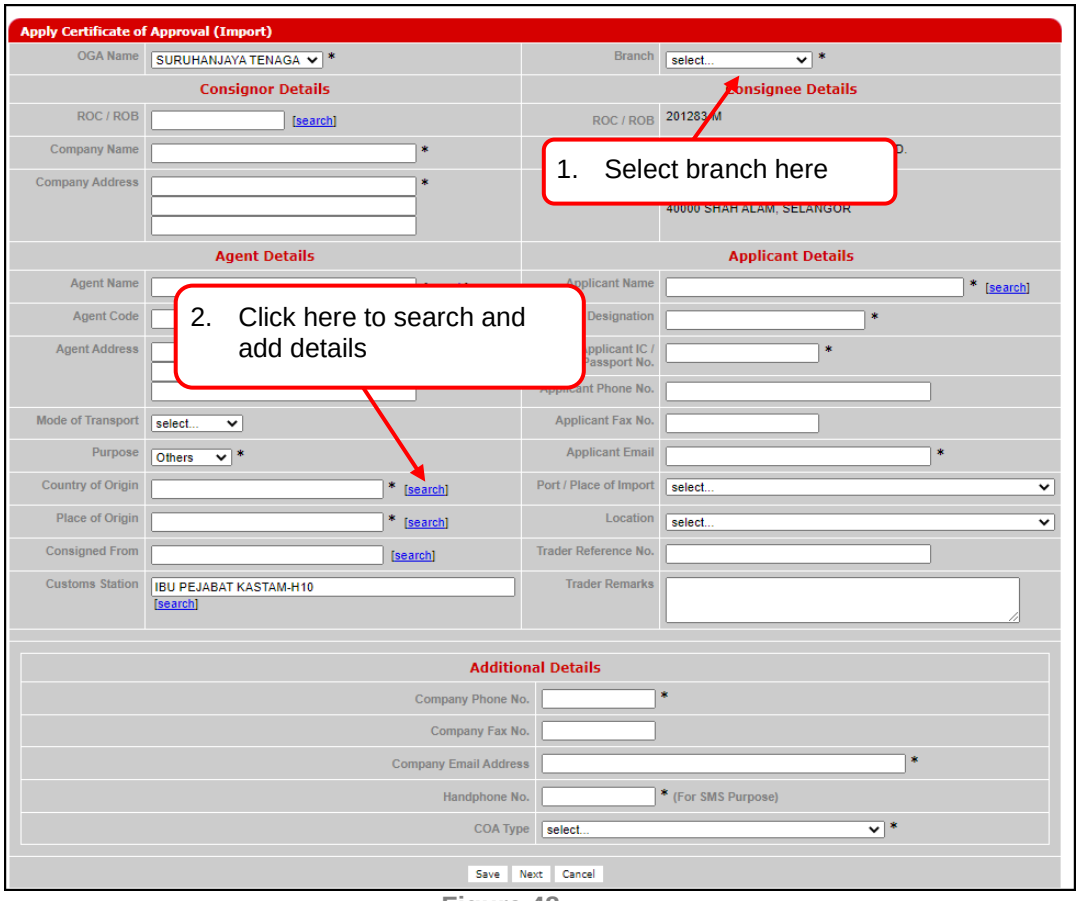

Figure 48

NOTE: Items labeled with '*' are compulsory

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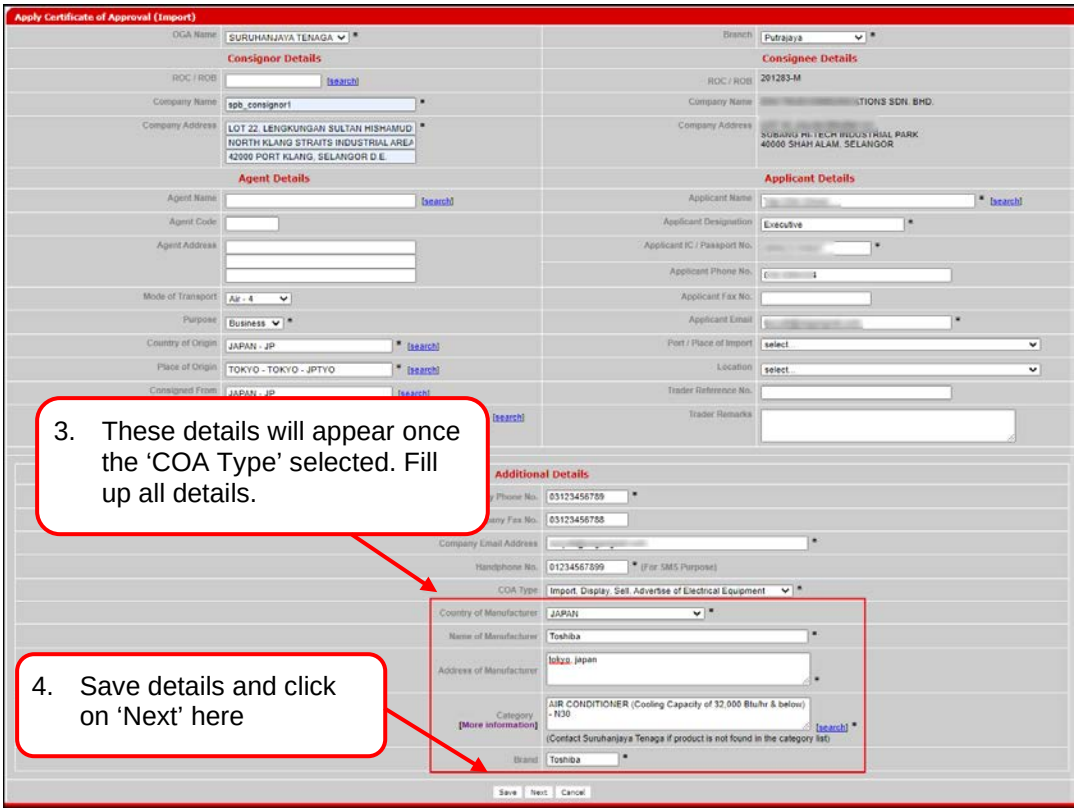

Apply Certificate of Approval (Import)
Consignor Details
Consignee Details
Agent Details
Applicant Details
Additional Details
3. These details will appear once the 'COA Type' selected. Fill up all details.
4. Save details and click on 'Next' here

Figure 49

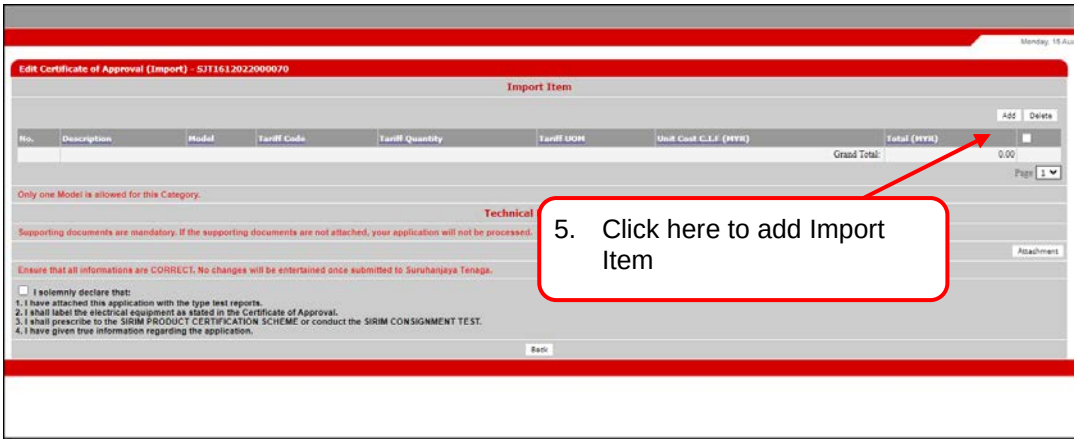


Figure 50

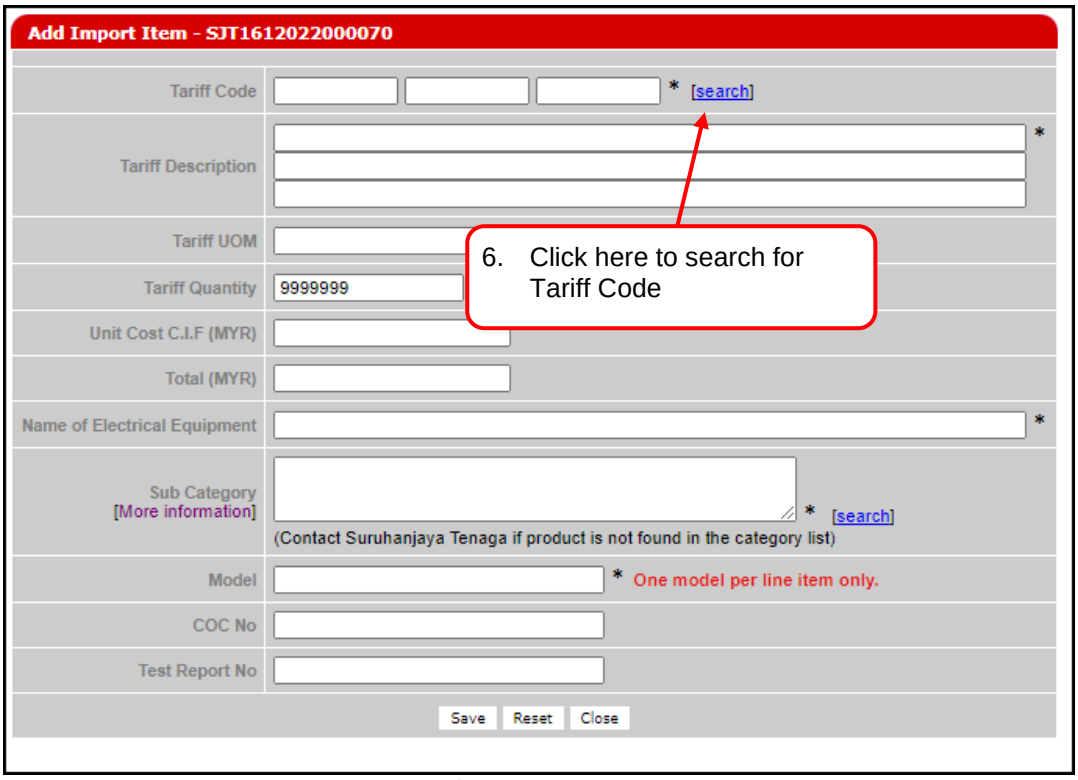


Figure 51

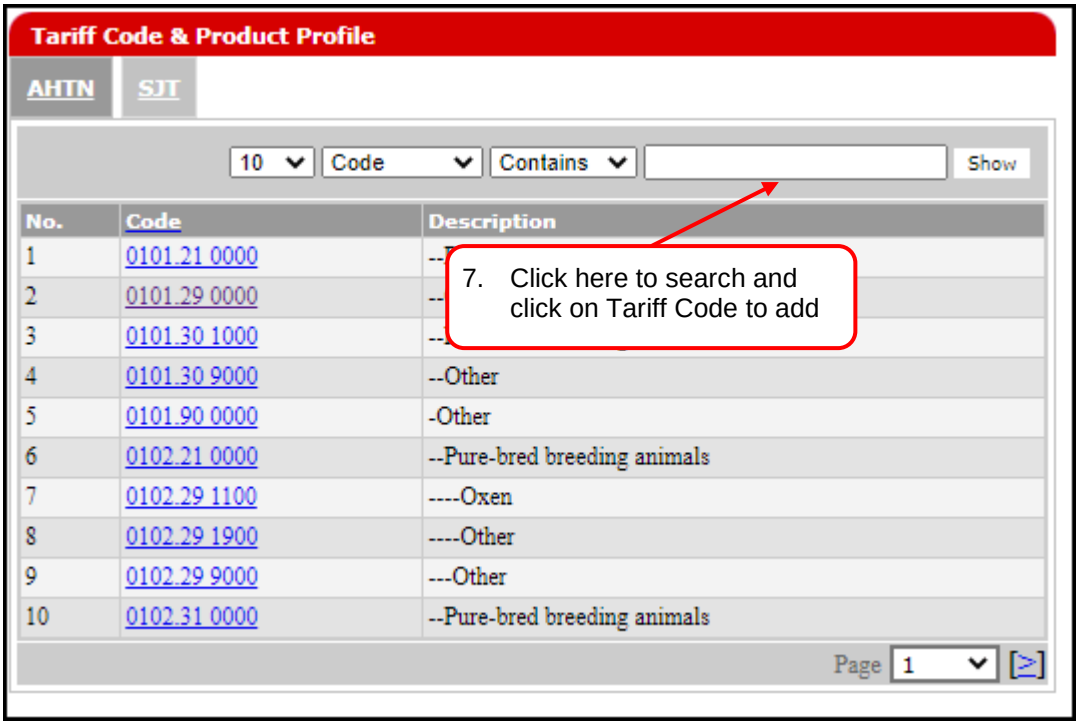


Figure 52

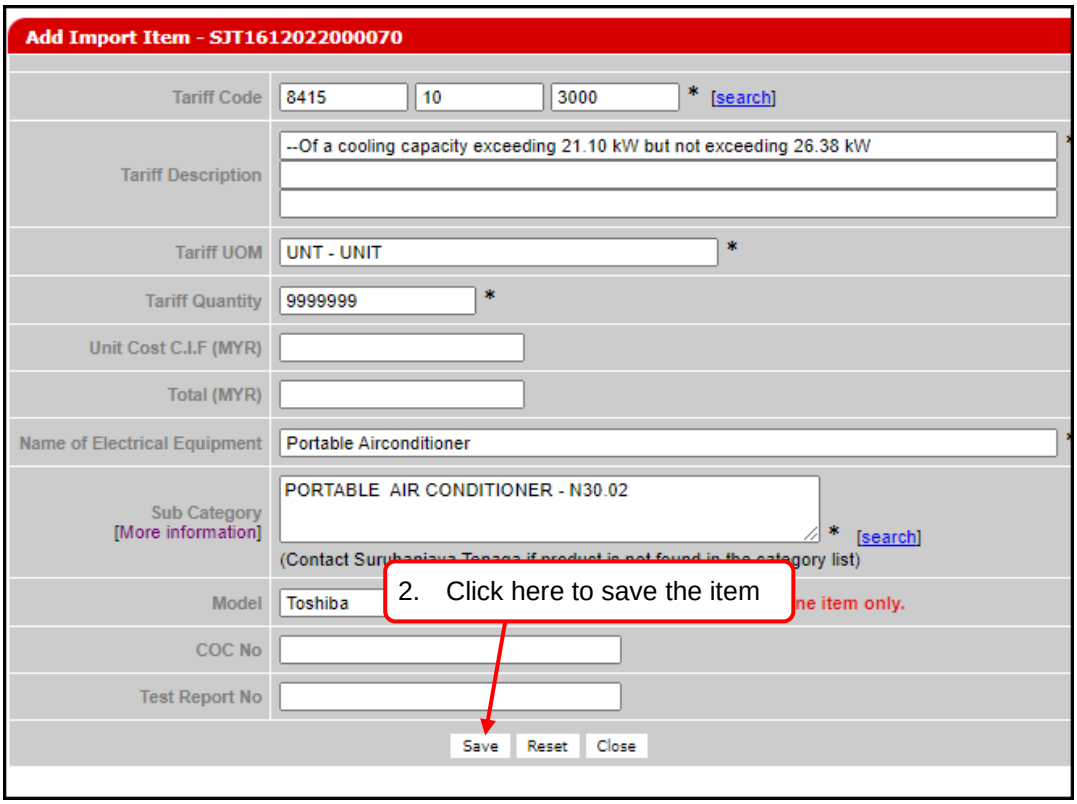


Figure 53

Figure 54

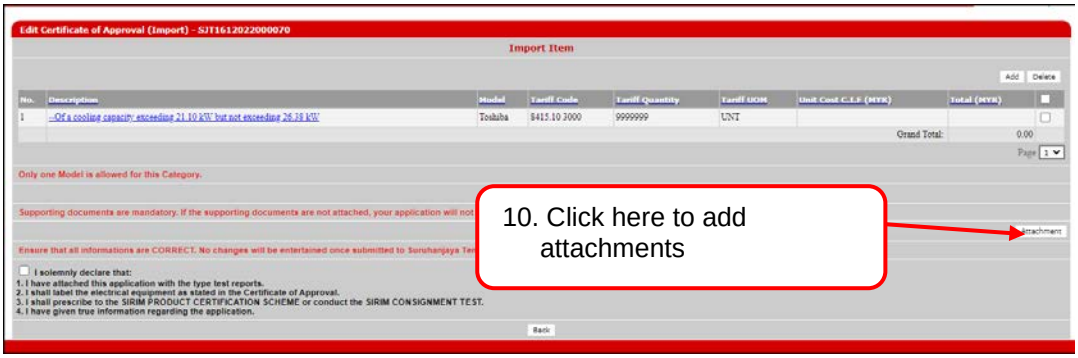


Figure 55

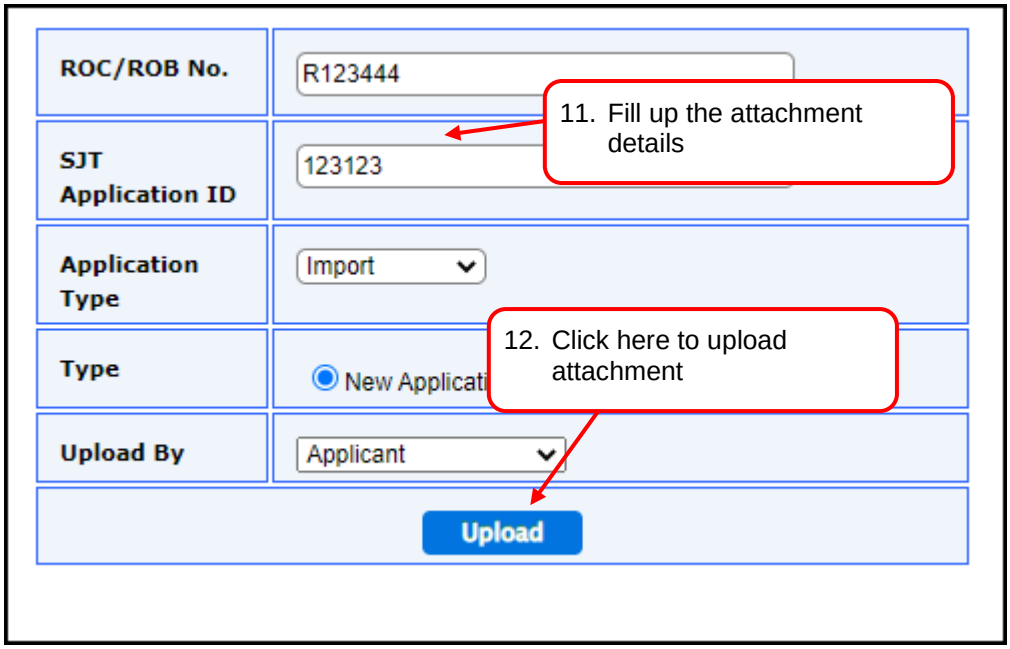


Figure 56

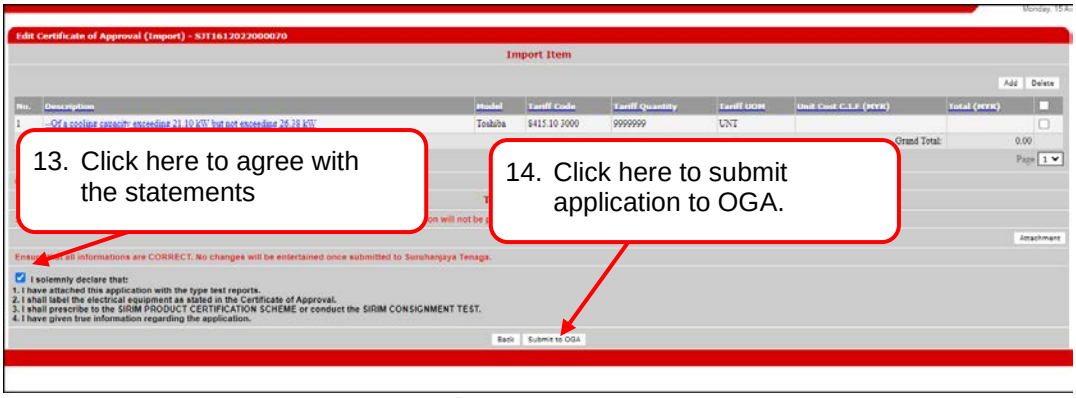


Figure 57

9.1.1. Certificate of Approval- Manufacturer

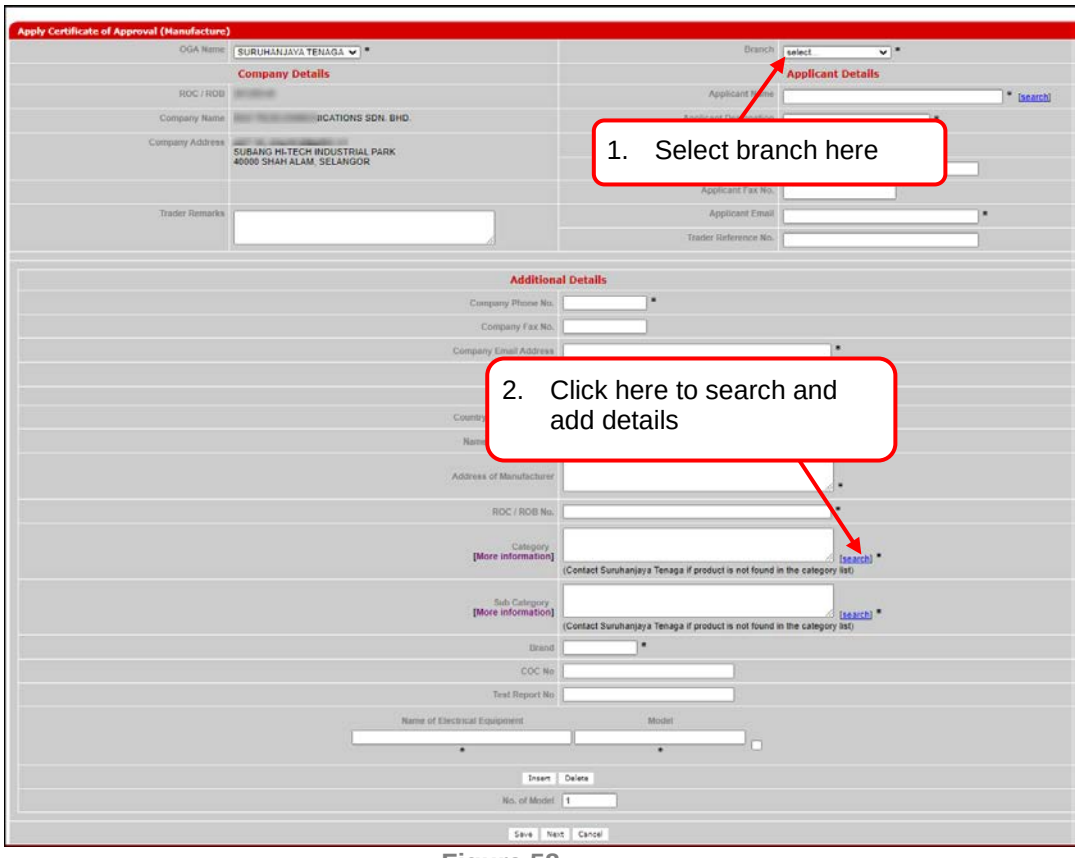


Figure 58

NOTE: Items labeled with '*' are compulsory

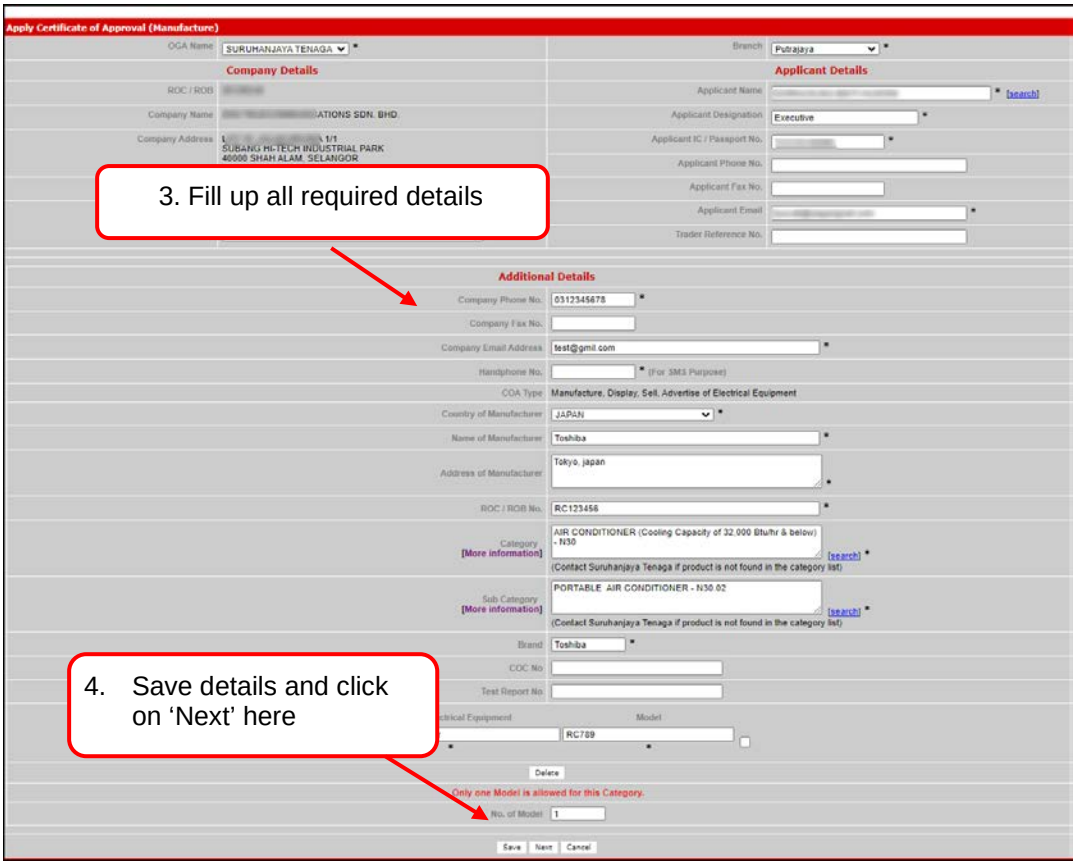


Figure 59

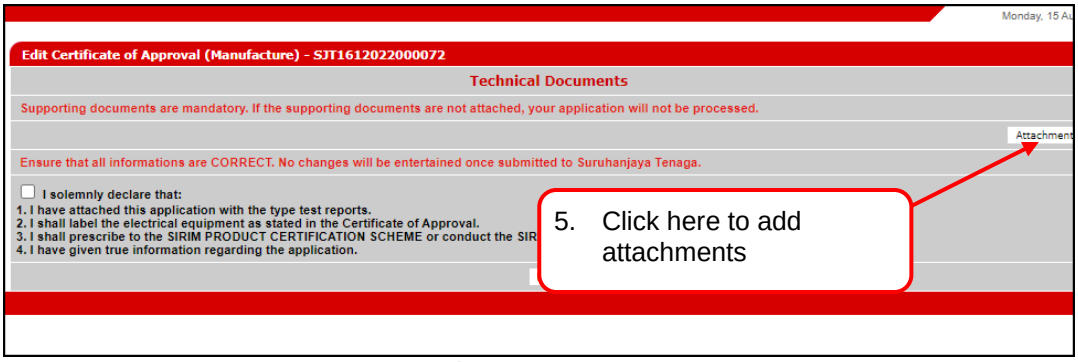


Figure 60

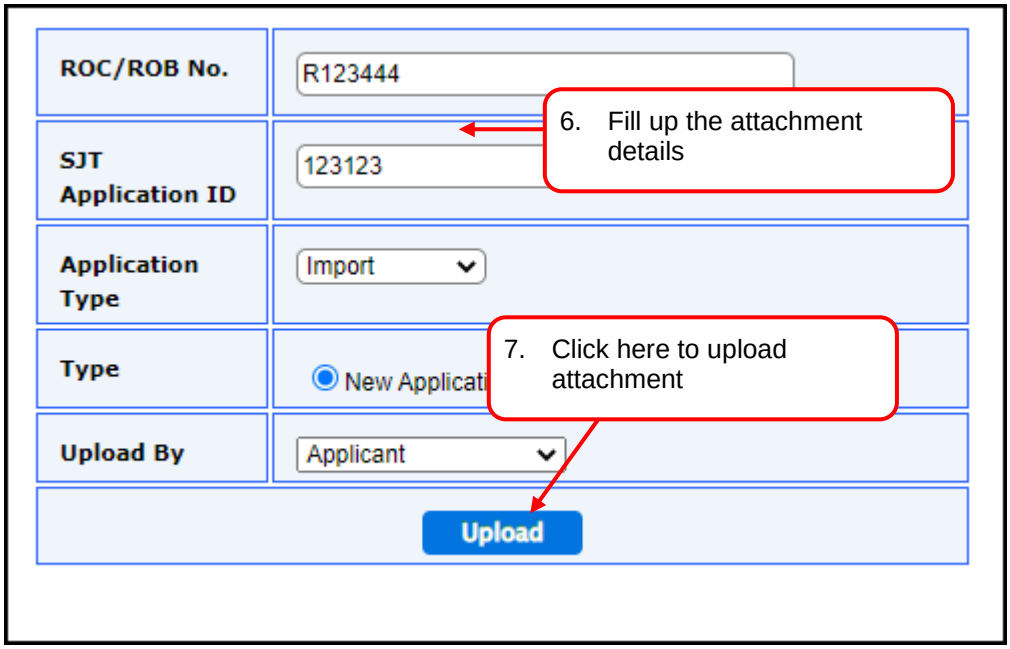


Figure 61

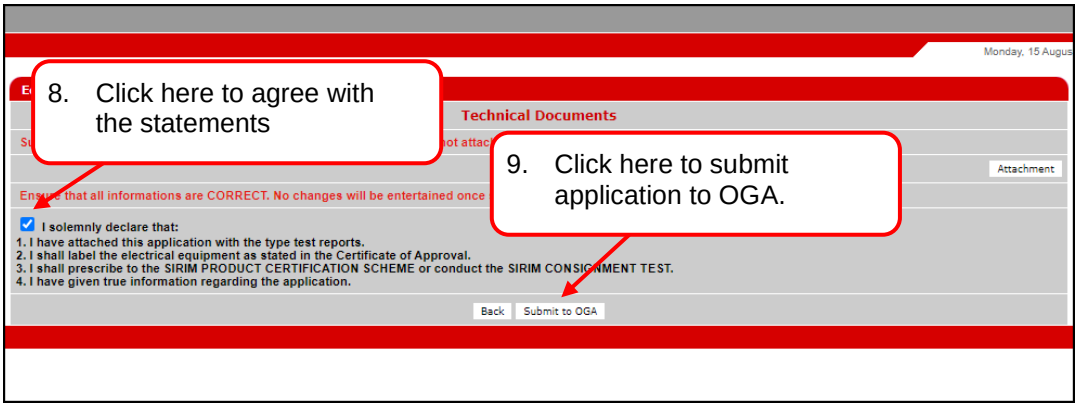


Figure 62

9.1.1. Certificate of Approval- Release Letter

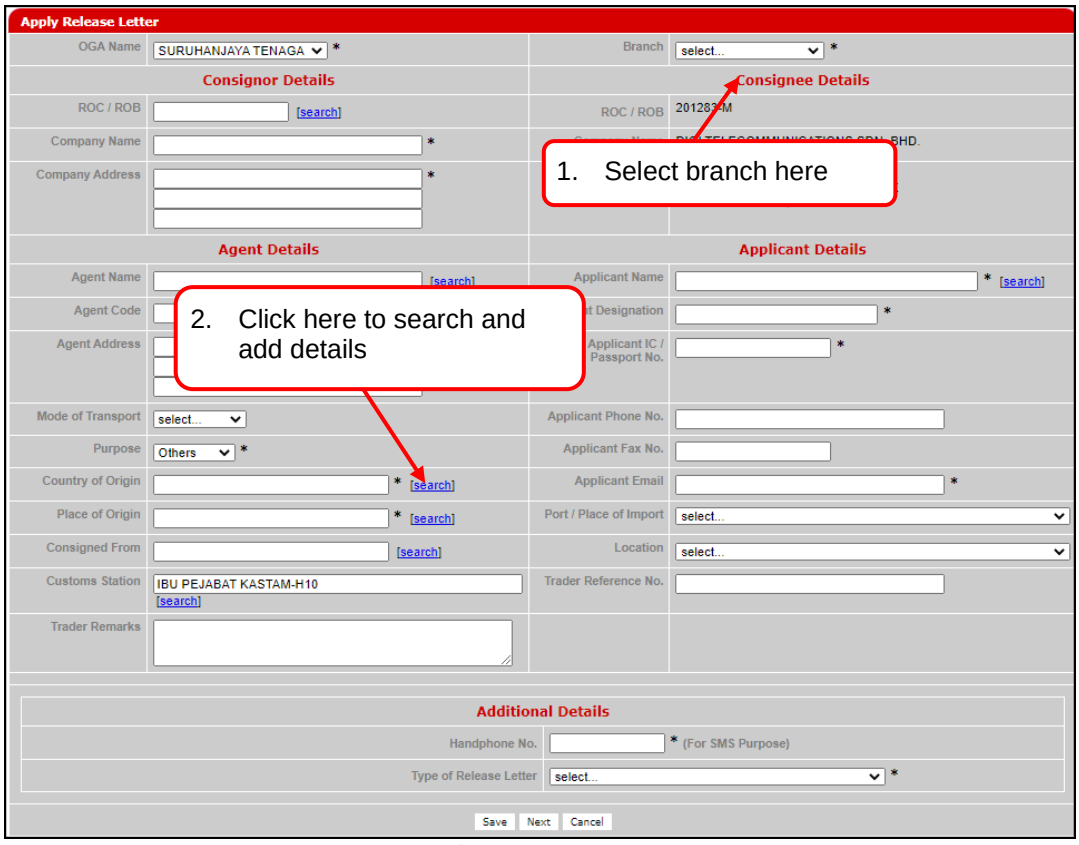
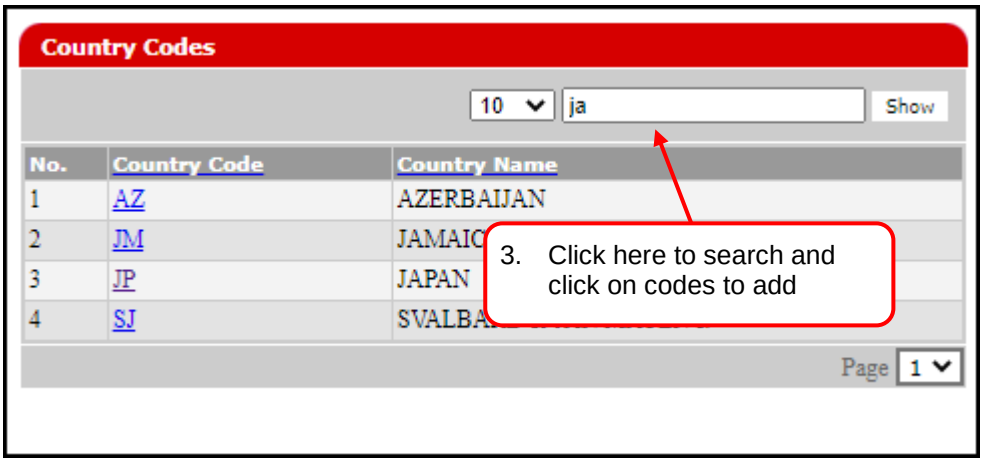


Figure 63

NOTE: Items labeled with '*' are compulsory



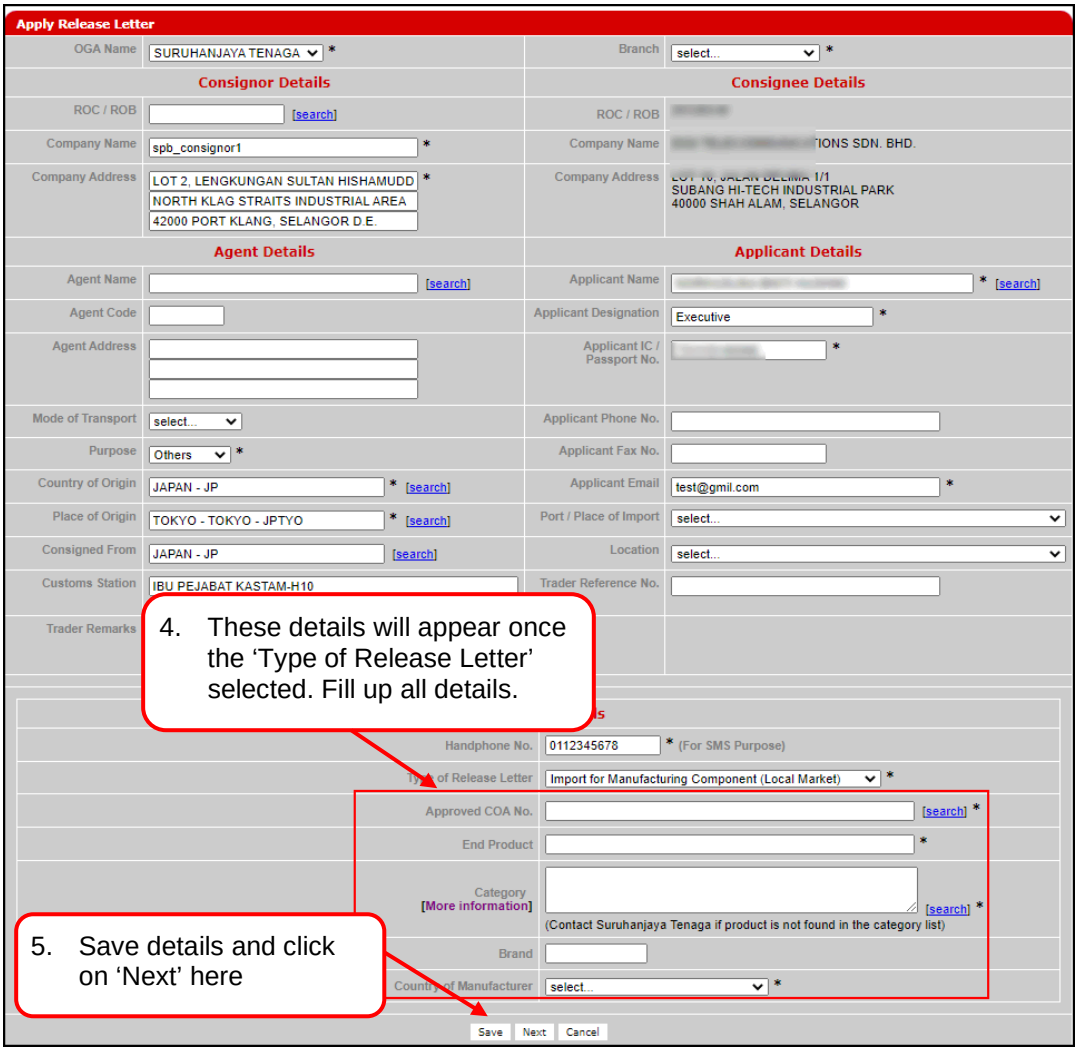


Figure 64

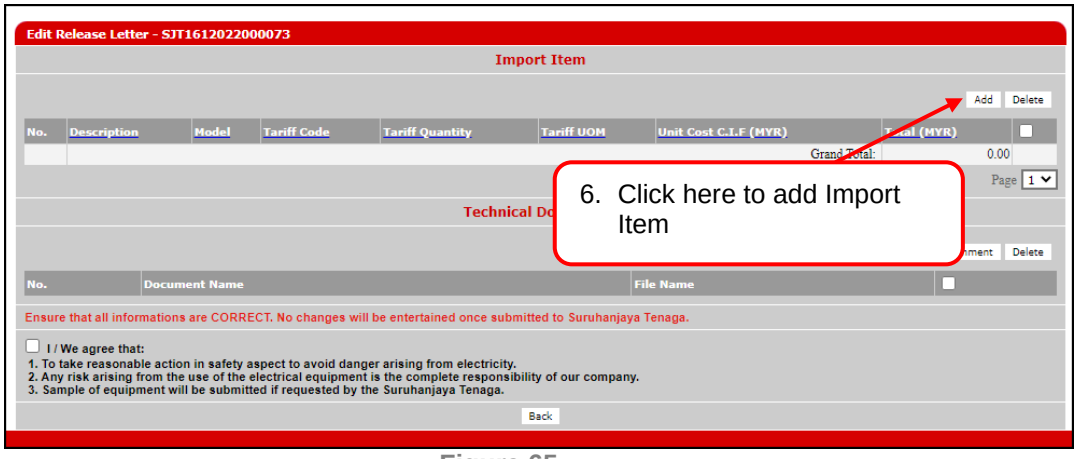


Figure 65

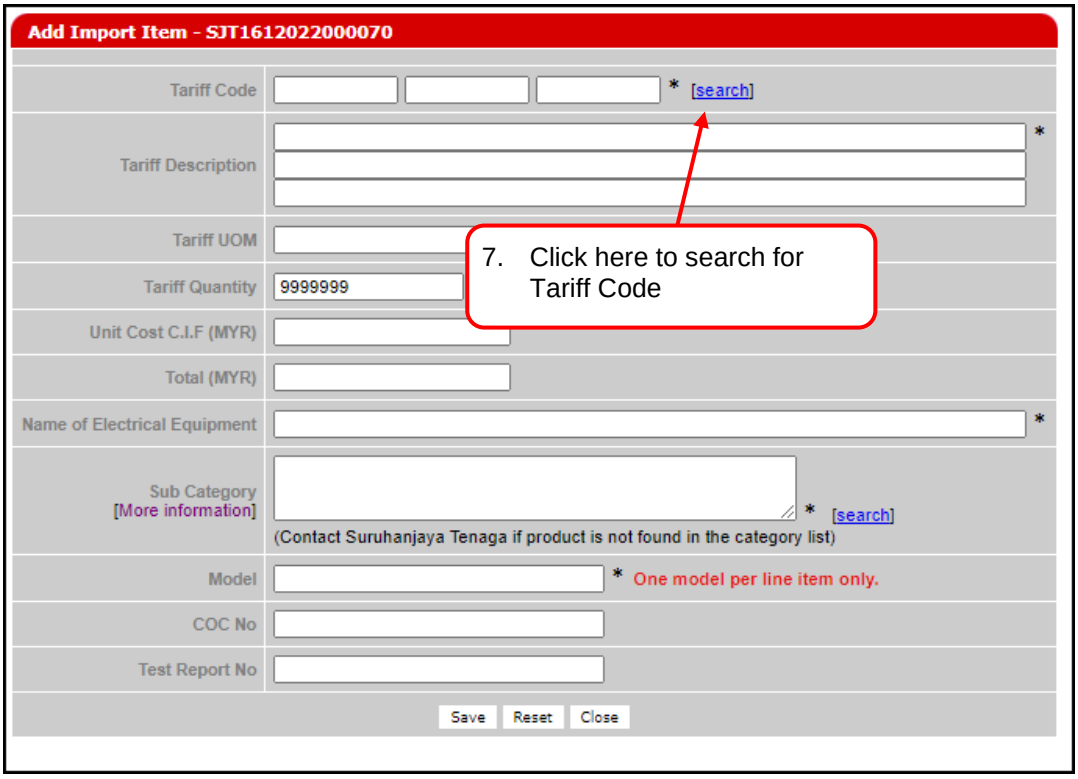


Figure 66

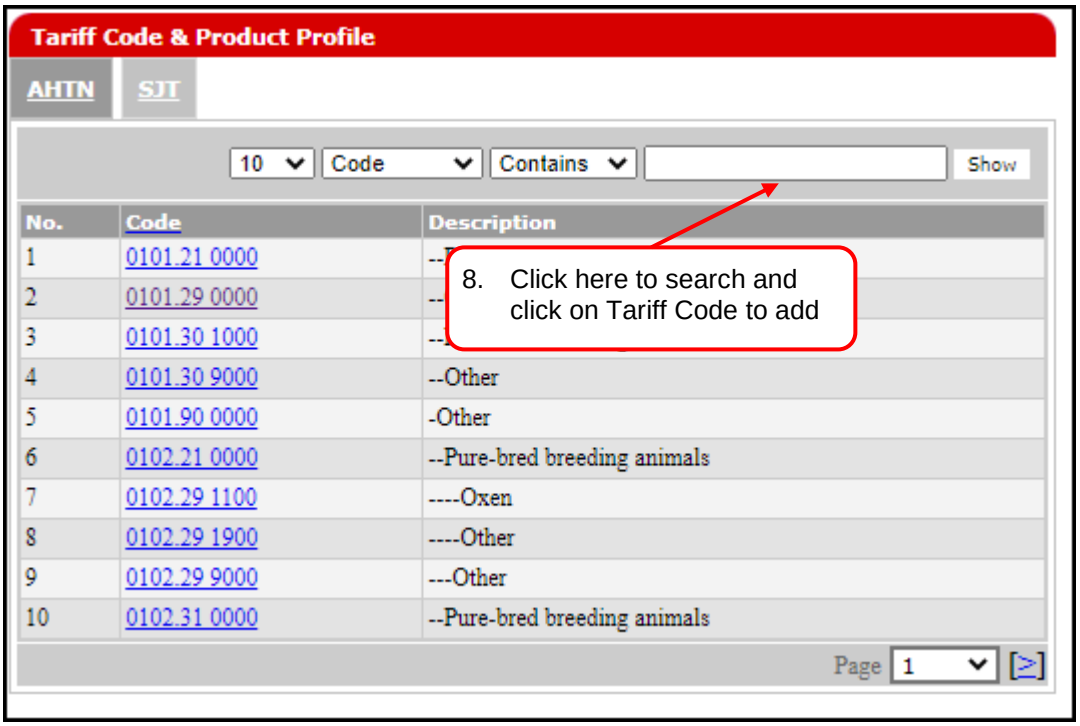


Figure 67

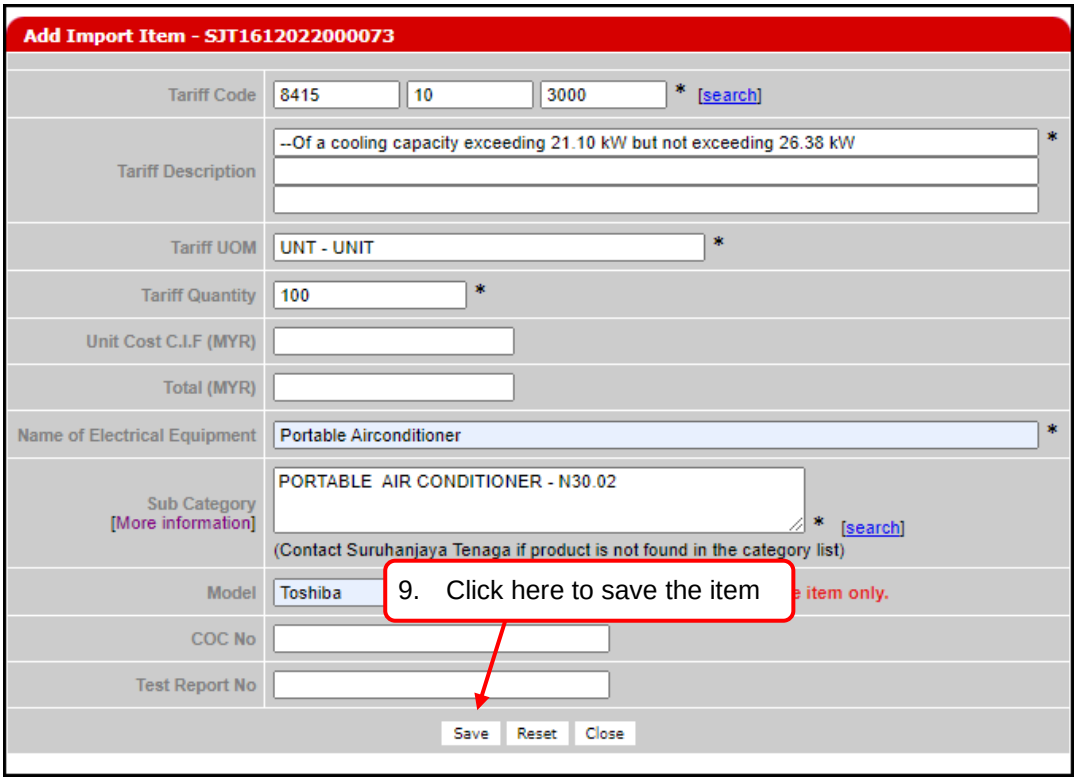


Figure 68

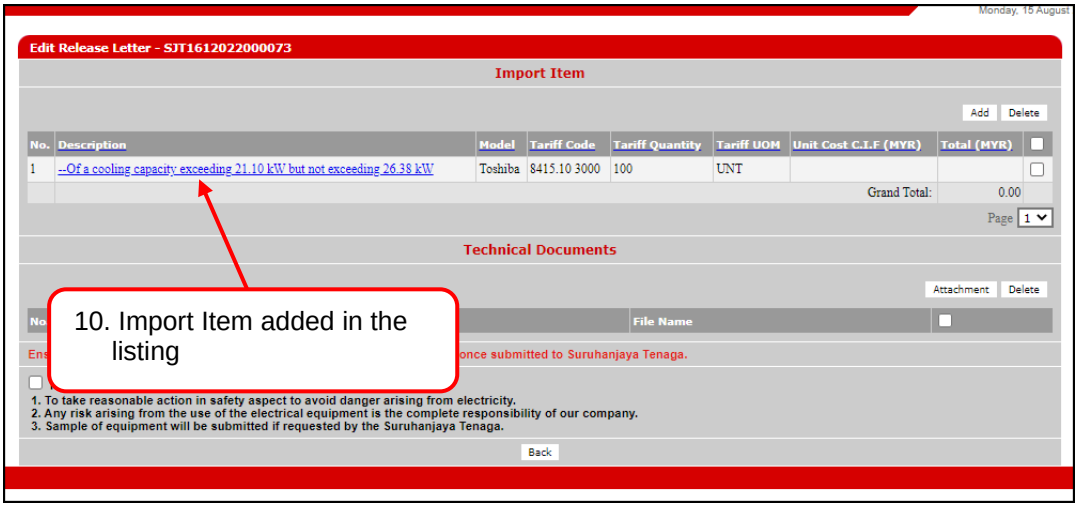


Figure 69

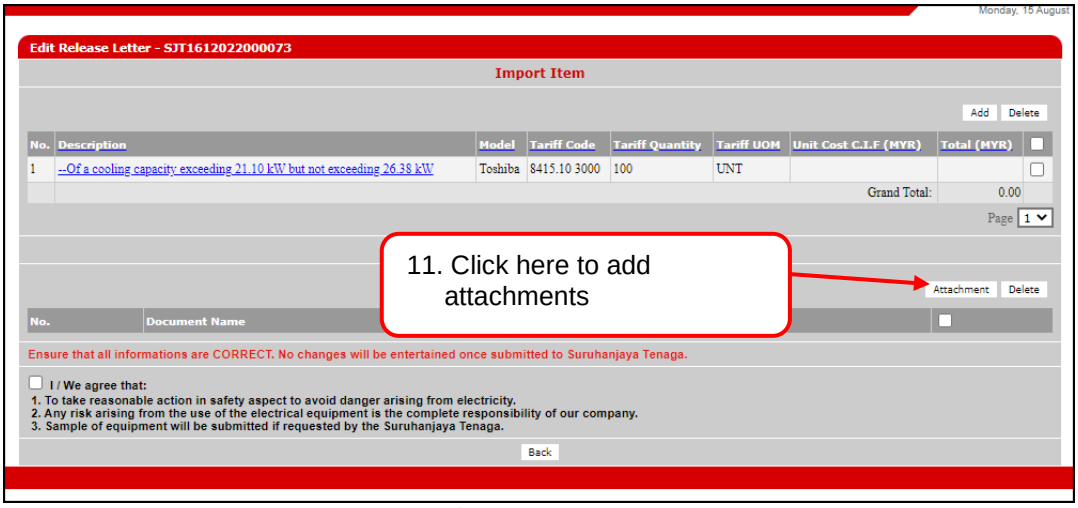


Figure 70

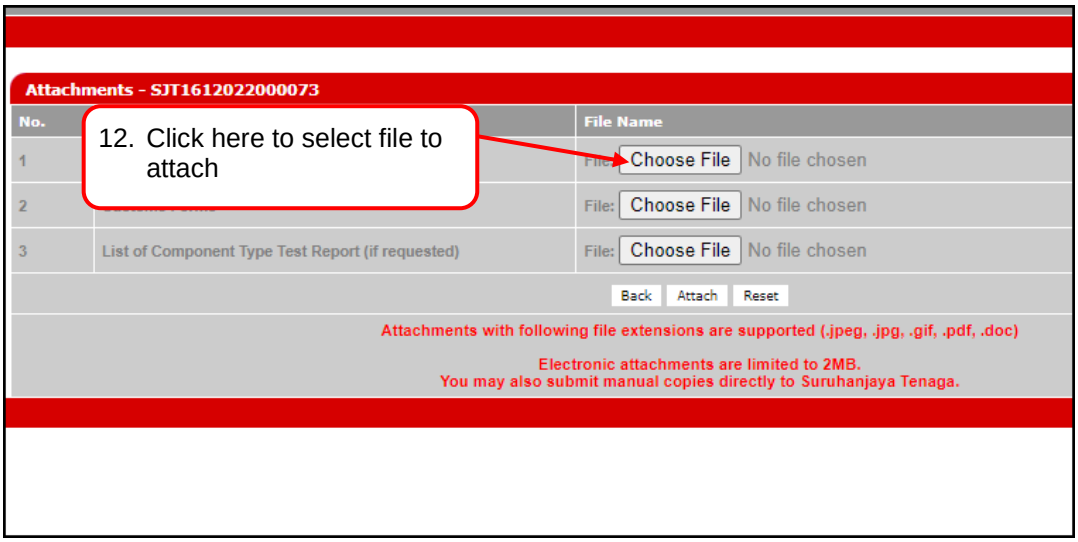


Figure 71

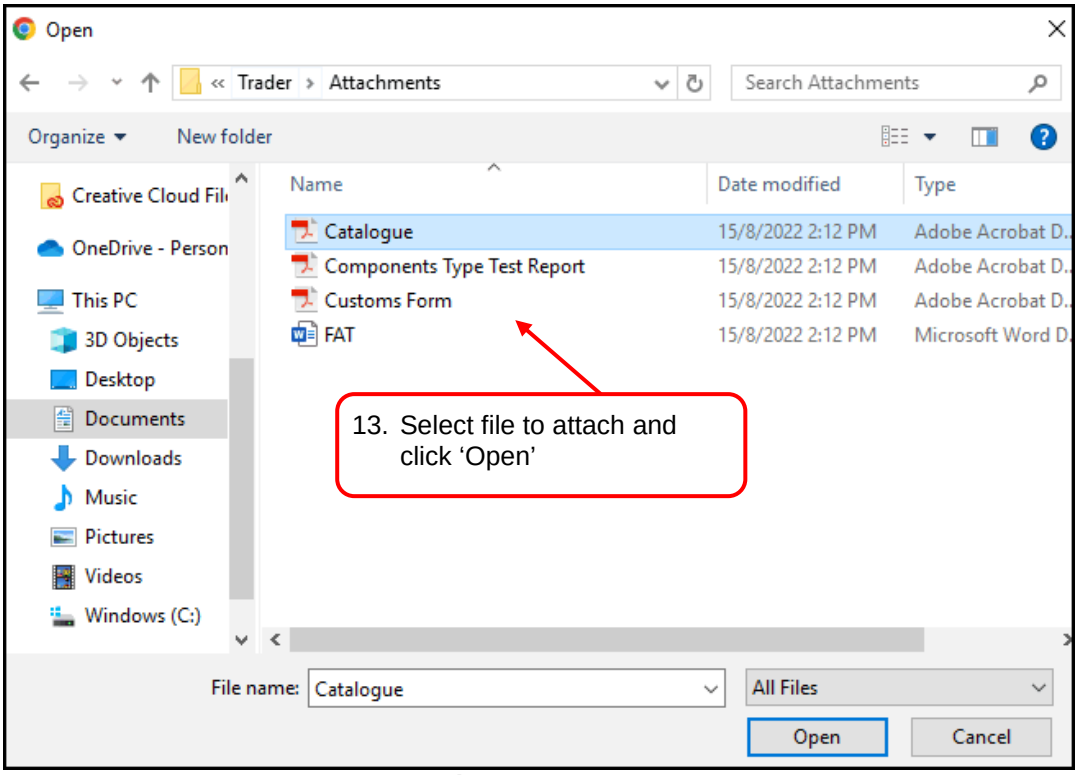


Figure 72

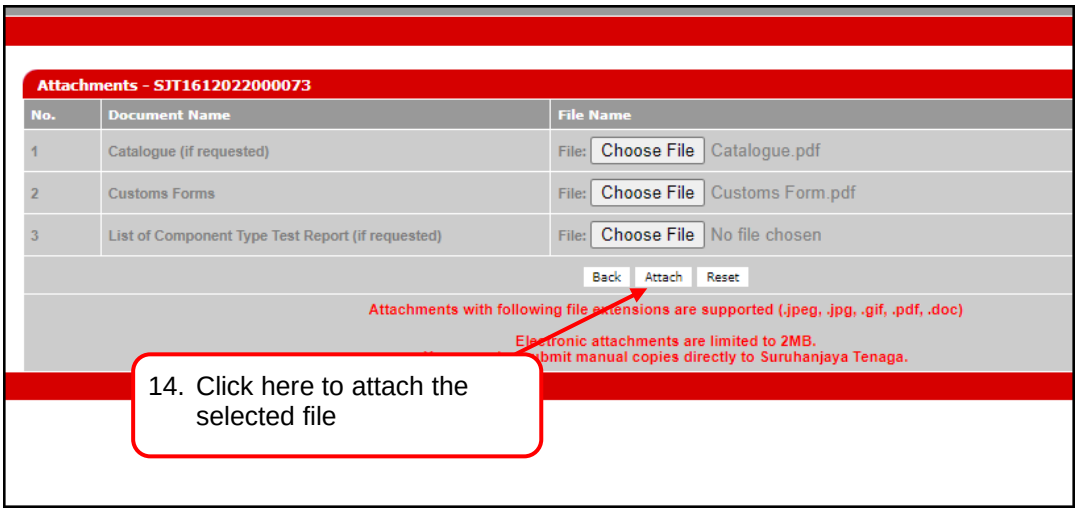


Figure 73

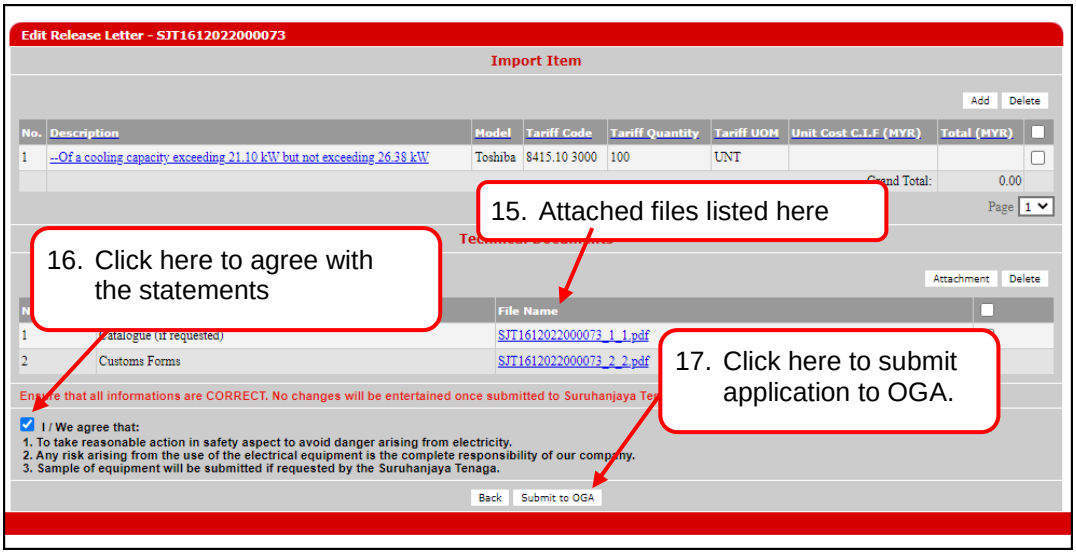

Edit Release Letter - SJT1612022000073
Import Item
Add
Delete
No.
Description
Model
Tariff Code
Tariff Quantity
Tariff UOM
Unit Cost C.I.F (MYR)
Total (MYR)
1
--Of a cooling capacity exceeding 21.10 kW but not exceeding 26.38 kW
Toshiba
8415.10 3000
100
UNT
Grand Total:
0.00
Page 1
15. Attached files listed here
16. Click here to agree with the statements
Attachment
Delete
File Name
1
Catalogue (if requested)
SJT1612022000073_1_1.pdf
2
Customs Forms
SJT1612022000073_2_2.pdf
17. Click here to submit application to OGA.
I / We agree that:
1. To take reasonable action in safety aspect to avoid danger arising from electricity.
2. Any risk arising from the use of the electrical equipment is the complete responsibility of our company.
3. Sample of equipment will be submitted if requested by the Suruhanjaya Tenaga.
Back
Submit to OGA

Figure 74

-End of Manual-

This user manual shall be updated as and when required.