



**Department of Environment
and
Suruhanjaya Tenaga.**

ePermit DOE and ST

Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

Statement of Confidentiality

The information contained in this document is confidential and proprietary to Dagang Net Technologies Sdn Bhd (DNT). This document may not be disclosed, duplicated, or used, for any purpose, in whole or in part without the prior written of Dagang Net Technologies Sdn Bhd.

Revision History

The release history of this document is as follows;

Document Category	User Manual
Document Title	ePermit DOE and ST User Manual - Trader Module
Version No	1.0
Implementation Date	July, 2022

Version	Date	Author	Description of Amendment
1.0	July, 2021	Suryati	<ul style="list-style-type: none">Initial Copy

Abbreviation

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

Table of Content

Revision History	3
Abbreviation	4
Section 1. Introduction	6
1.1. What is ePermit System?.....	6
1.2. What is ePermit DOE and ST?	6
1.3. How does ePermit System Benefit Me?	6
1.4. Who Should Read This Publication?.....	6
1.5. About This Document.....	6
1.6. Support Information.....	7
Section 2. Getting Started.....	8
2.1. System Access.....	8
2.2. Log In	9
2.3. Log out	9
Section 3. Listing.....	10
Section 4. New Application.....	12
4.1. Create New Application.....	12
4.2. Application Details.....	13
4.2.1. Basic Details	14
4.2.2. Consignor, Agent, and Applicant Details	14
4.2.3. Additional Details	15
4.2.4. Attachment	17
4.2.5. Submit New Application	18
Section 5. Approval Letter Printing	21
Section 6. Copy Application	24
Section 7. Delete Application.....	25
Section 8. ST Permit Application.....	27
8.1. Logging in.....	27
8.1.1. Launch Google Chrome/ Internet Explorer Browser	27
8.1.2. Enter Username and Password	28
8.2. Logging Out.....	29
Section 9. ST COA Application.....	30
9.1. New Application	31
9.1.1. Certificate of Approval- Import	32
9.1.1. Certificate of Approval- Manufacturer.....	37
9.1.1. Certificate of Approval- Release Letter	40

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

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.

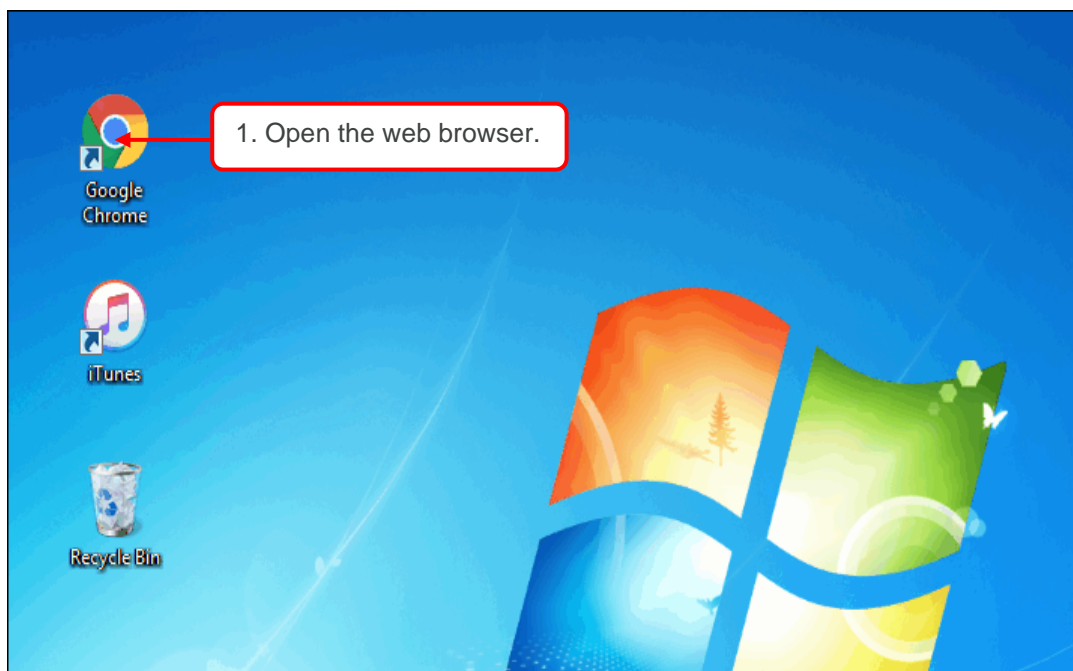


Figure 1

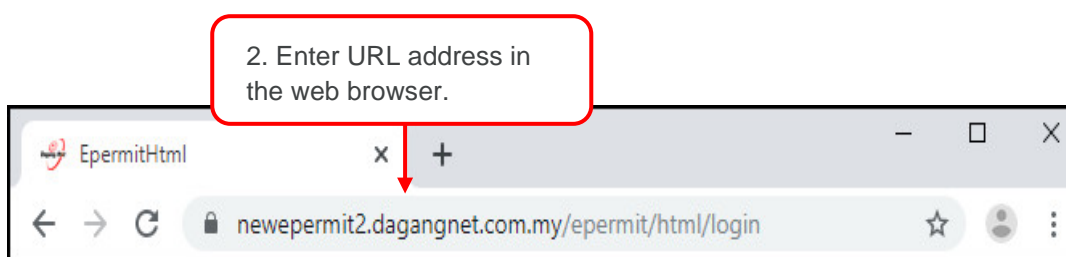


Figure 2

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

2.2. Log In

The screenshot shows a web interface with three main sections. On the left is an 'Announcement' section with a red header and a list of news items. On the right is a 'User Login' section with input fields for 'USER NAME' and 'PASSWORD', a 'FORGOT PASSWORD?' link, and two buttons: 'LOGIN' (blue) and 'SIGN ME UP' (white). At the bottom is a 'Quick Link' section with links for 'Dagangnet', 'PIA', and 'Customs Tariff Code'. A red callout box with an arrow pointing to the login fields contains the text: '1. Enter Username and Password here. Then click on Login'.

Figure 3

2.3. Log out

The screenshot shows the 'ePermit' user interface. At the top right, there are 'PROFILE' and 'LOGOUT' buttons. Below the header is a 'WELCOME' message. The main content area is titled 'APPROVAL LETTER APPLICATION LISTING' and contains a search form with fields for 'Application ID', 'Approval No.', 'Application Date (From)', 'Approval Date (From)', 'Approval Date (To)', and 'Status'. There are 'SEARCH' and 'RESET' buttons. Below the search form is a 'Listing' section with a table of application listings. A red callout box with an arrow pointing to the 'LOGOUT' button contains the text: '1. Click here to logout.'

No.	Application ID	Application Date	Approval Date	Expiry Date	Approval No.	Status	
1	DOE1612022R0000441					Draft	<input type="checkbox"/>
2	DOE1612022R0000423					Draft	<input type="checkbox"/>

Figure 4

Section 3. Listing

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

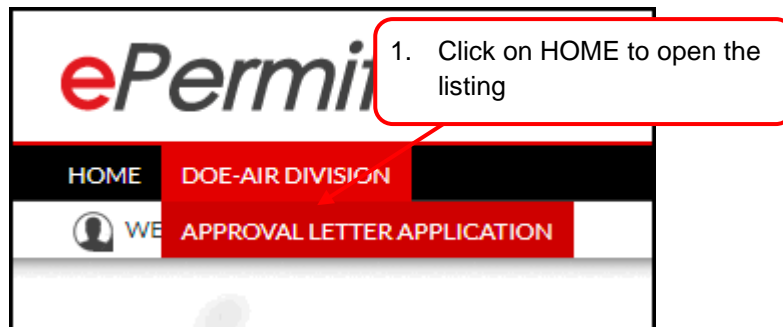


Figure 5

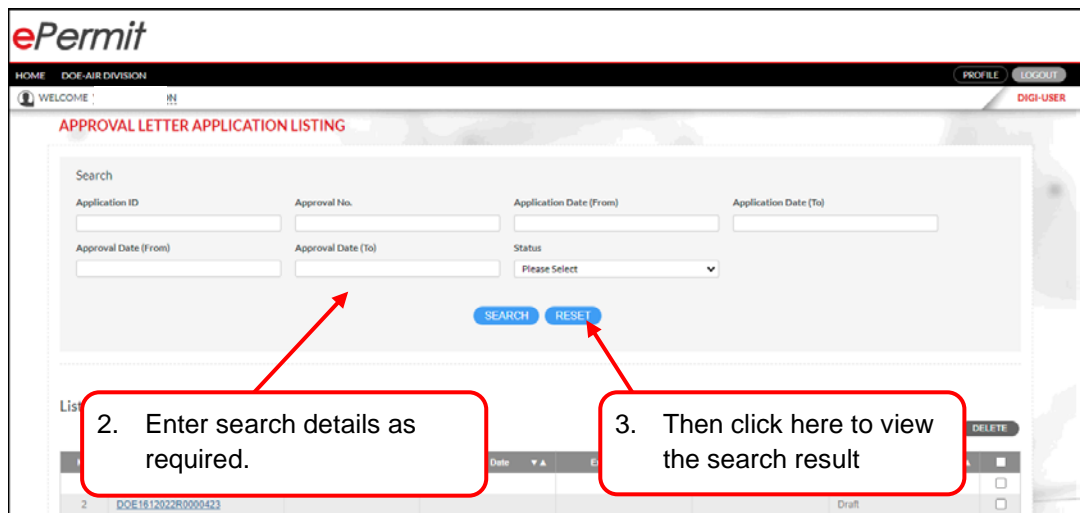


Figure 6

APPROVAL LETTER APPLICATION LISTING

Search

Application ID: Approval No.: Application Date (From): Application Date (To):

Approval Date (From): Approval Date (To): Status:

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	DOE1612022R0000286	24/03/2022 01:17:31	28/03/2022 12:04:44	28/03/2023	JAS/R/22/00261	Approved by OGA
8	DOE1612022R0000285	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

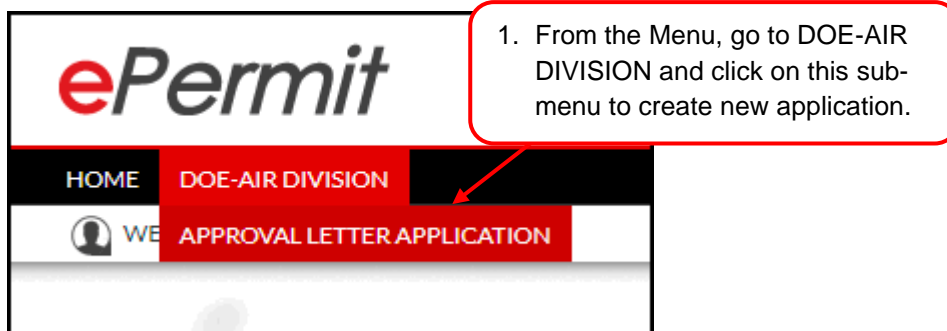


Figure 8

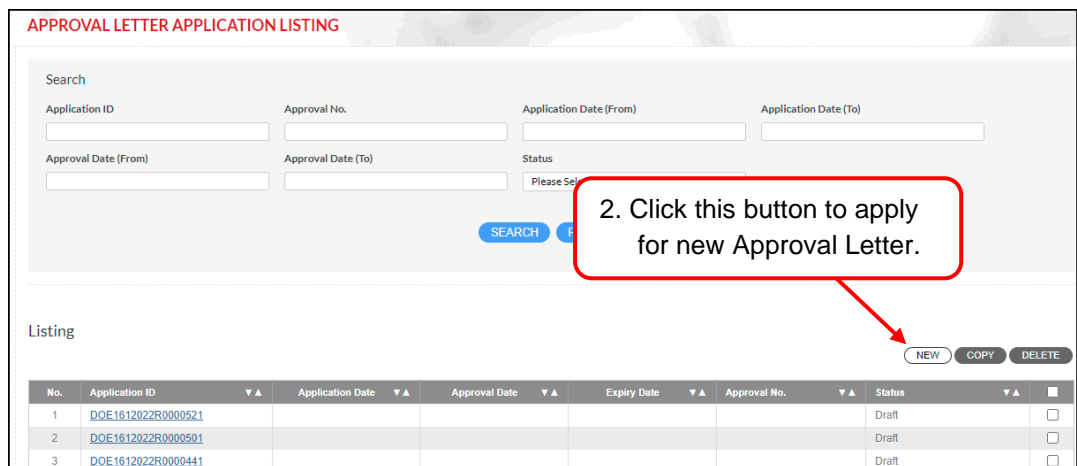


Figure 9

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 consignee and agent details as required. Details in red boxes are mandatory.

APPROVAL LETTER APPLICATION

Application
Permit Issuance Agency (PIA): DEPT OF ENVIRONMENT - NAT OZONE UNIT
PIA Processing Branch: PUTRAJAYA
Application ID: DOE1612022R0000541
Application Type: Approval Letter

Consignee Details
ROC / ROB No.: [filled]
Company Name: [filled] COMMUNICATIONS SDN. BHD.
Company Address: [filled] JALAN DELIMA 1/1, SUBANG HI-TECH INDUSTRIAL PARK
Postcode: [filled] 40000
City: [filled] SHAH ALAM
State: [filled] SELANGOR
Country: [filled] MALAYSIA

Consignor Details
ROC / ROB No.: [empty]
Company Name: [empty]
Company Address: [empty]
Postcode: [empty]
City: [empty]
State: [empty]
Country: [empty]

Agent Details
Agent Code: [empty]
Company Name: [empty]
Company Address: [empty]
Postcode: [empty]
City: [empty]
State: [empty]
Country: [empty]

Applicant Details
Name: [empty]
IC No. / Passport No.: [empty]
Designation: [empty]
Phone No.: [empty]
Fax No.: [empty]
Email: [empty]

Additional Details
Category: [empty]
Sub-Category: [filled]
Model: [empty]
Trade Name: [empty]
Refrigerant Type: [empty]
Refrigerant Charge Quantity (kg): [empty]
Purpose: [empty]
Import Unit With/Without Refrigerant: [filled]
Amount of Refrigerant (kg): [empty]

Attachment
*Do ensure that the attachment is a valid document to support your application and to avoid rejection by the Agency.
Note: Maximum total size allowed for attachment is 10 MB (10,240 KB).
Only (.pdf file(s)) attachment are supported.

No.	Document Type	Required	File Name
1	Factory Acceptance Report (FAT)	Either One	<input type="button" value="Choose File"/> No file chosen
2	Surat Pengisytiharan (Declaration Letter)	Either One	<input type="button" value="Choose File"/> No file chosen
3	Type Test Report	Either One	<input type="button" value="Choose File"/> No file chosen

Transaction History

No.	Date	Status	Remarks	Done By
1	09/09/2022 12:07:42	Draft		

SAVE SUBMIT BACK

Figure 10

4.2.1. Basic Details

APPROVAL LETTER APPLICATION

Application

Permit Issuance Agency (PIA)	PIA Processing Branch	Application ID	Application Type
DEPT OF ENVIRONMENT - NAT OZONE UNIT	PUTRAJAYA	DOE1612022R0000541	Approval Letter

Consignee Details

ROC / ROB No.	Company Name		
	...ICATIONS SDN. BHD.		
Company Address			
JALAN DELIMA 1/1		SUBANG HI-TECH INDUSTRIAL PARK	
Postcode	City	State	Country
40000	SHAH ALAM	SELANGOR	MALAYSIA

Figure 11

4.2.2. Consignor, Agent, and Applicant Details

Please use the same steps to add all details.

Consignor Details

ROC / ROB No.	Company Name		
Company Address			
Postcode	City	State	Country

Agent Details

Agent Code	Company Address		
Postcode	City	State	Country

Applicant Details

Name			
IC No. / Passport No.	Designation	Phone No.	Fax No.
Email			

Figure 12

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

Consignor Search

Name

No.	ROC / ROB No.	Name	Address 1	Address 2	Address 3
1	56432-C	Consignee Dist Sdn Bhd	Lot 3-5	Jalan Putra Permai	Taman Equine

Total Records Go to Page

Figure 13

Consignor Details

ROC / ROB No.

Company Name

Company Address

Postcode City State Country

Agent Details

Figure 14

4.2.3. Additional Details

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

Additional Details

Category Sub-Category Model Trade Name

Refrigerant Type Refrigerant Charge

Import Unit With/Without Refrigerant Amount of Refrigerant (kg)

Figure 15

Category Search

Category Name

7. Click here to select and add this info

SEARCH CLOSE

No.	Category Name
1	AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below)
2	KETTLE including HEATING ELEMENTS IF SUPPLIED SEPARATELY
3	REFRIGERATOR

Total Records Go to Page

Figure 16

Additional Details

Category *

Sub-Category *

Model *

Trade Name *

Refrigerant Type *

Refrigerant Charge Quantity (kg) *

Purpose *

Import Unit With/Without Refrigerant

Amount of Refrigerant (kg) *

8. Add all required info

Attachment

Figure 17

Additional Details

Category *

Sub-Category *

Model *

Trade Name *

Refrigerant Type *

Refrigerant Charge Quantity (kg) *

Purpose *

Import Unit With/Without Refrigerant

Amount of Refrigerant (kg) *

Attachment

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.

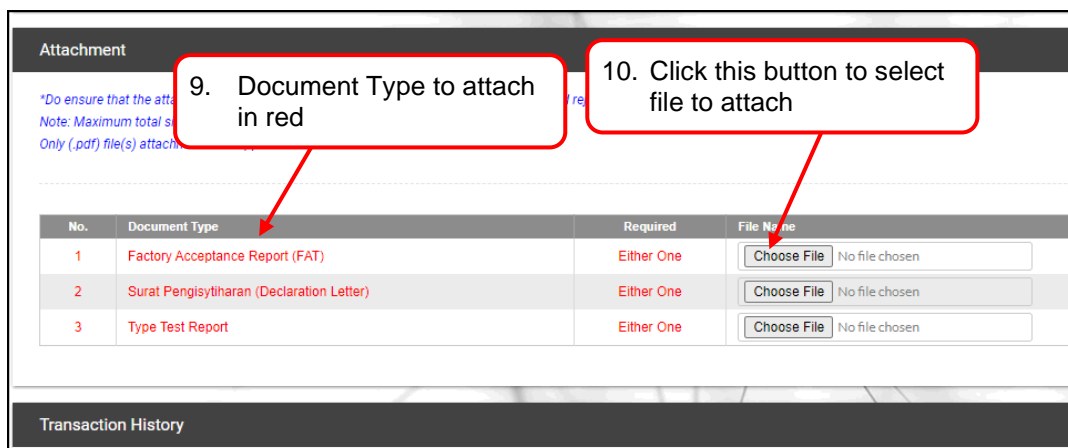


Figure 19

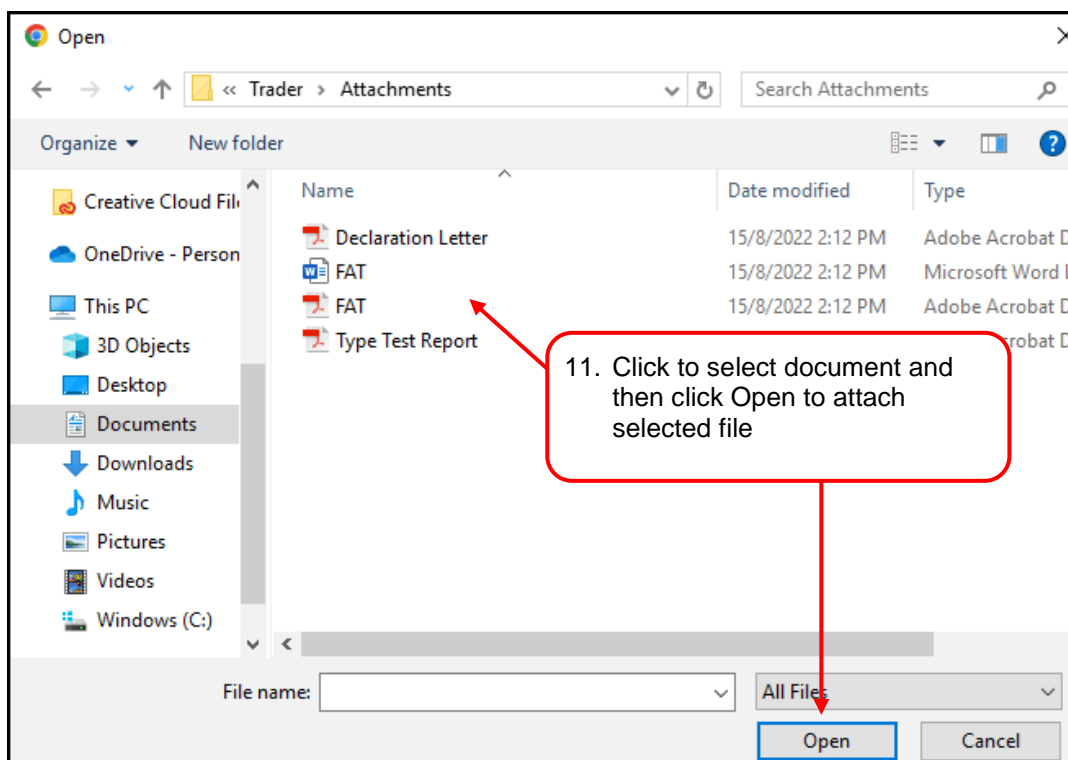


Figure 20

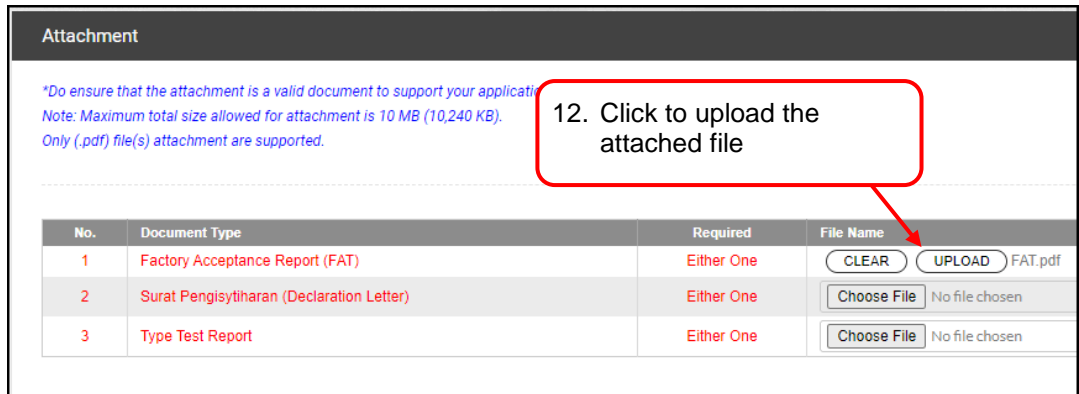


Figure 21

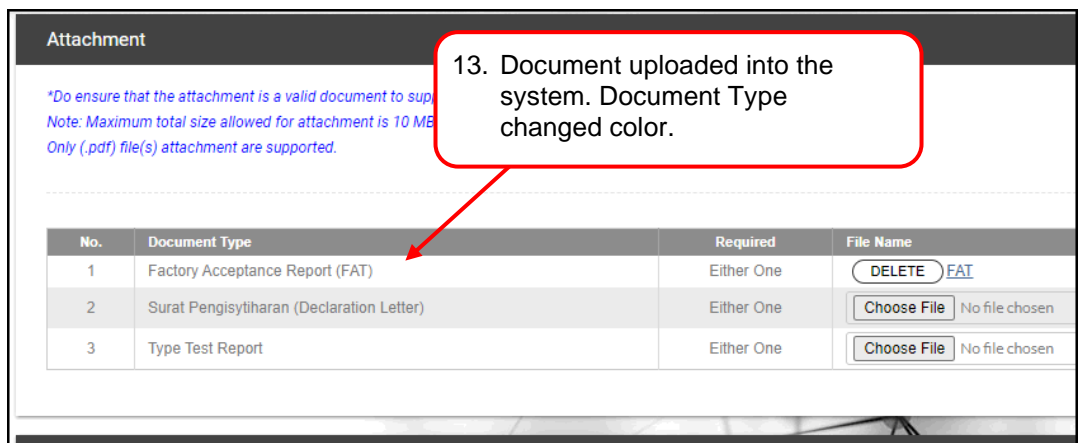


Figure 22

4.2.5. Submit New Application

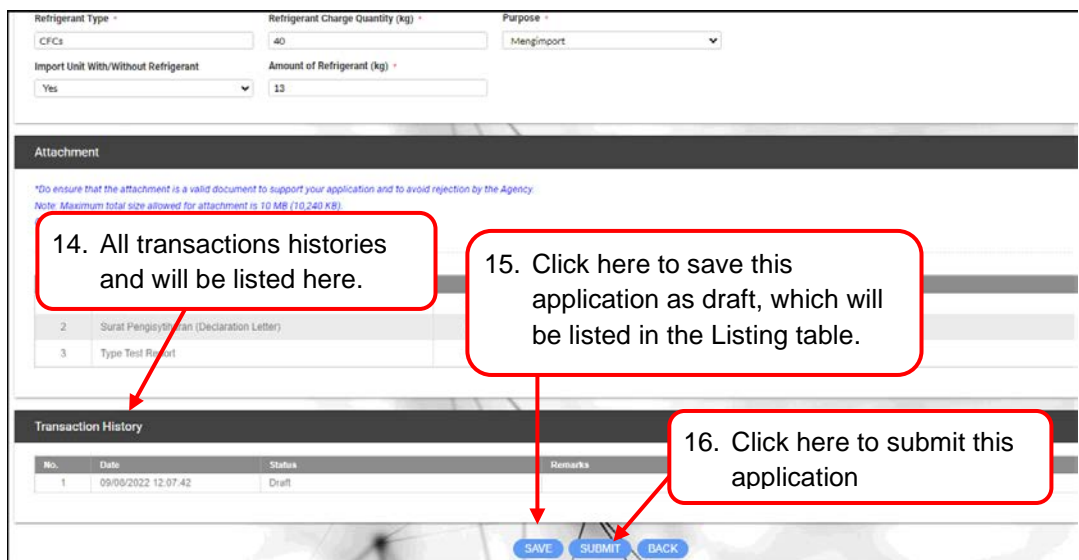


Figure 23



Figure 24

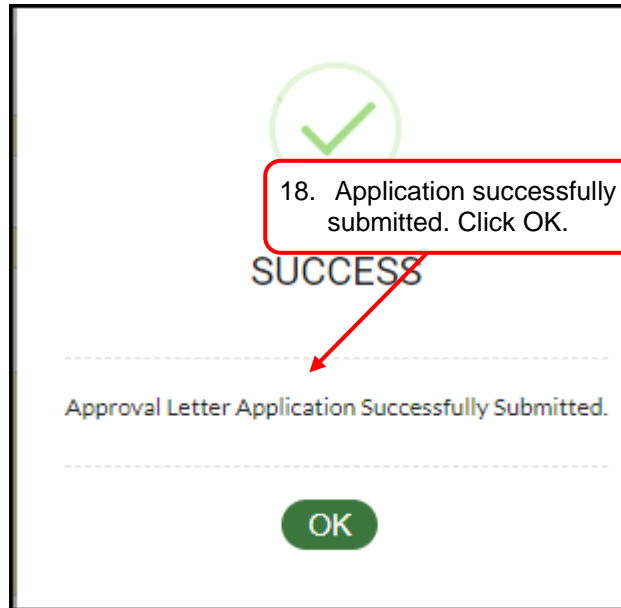


Figure 25

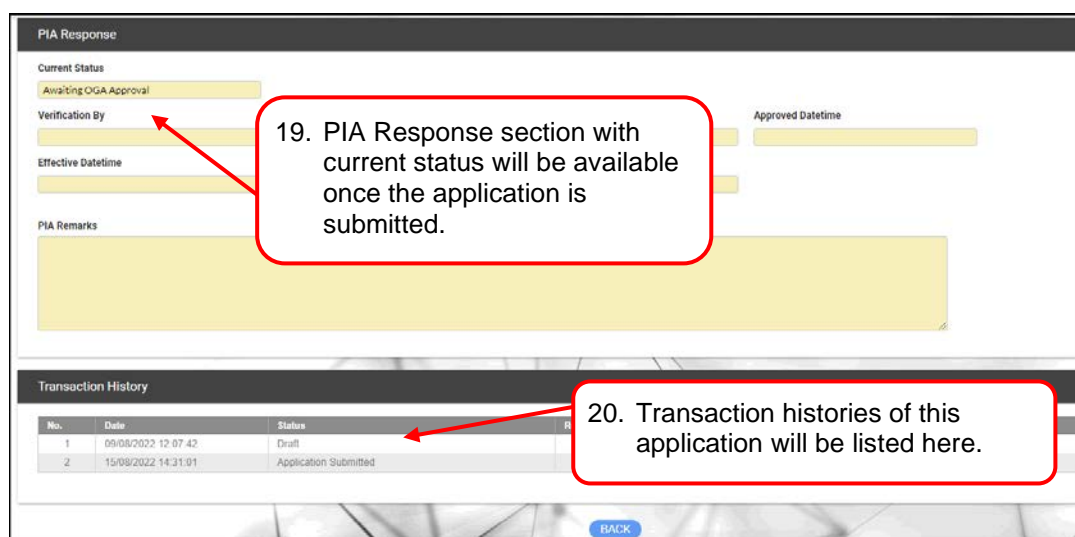


Figure 26

Listing

NEW COPY DELETE

No.	Application ID	Application Date	Approved Date	Expiry Date	Approved No.	Status
1	DOE1612022R0000541	15/08/2022 14:31:01				Awaiting OGA-Approval
2	DOE1612022R0000521					Draft
3	DOE1612022R0000501					Draft
4	DOE1612022R0000441					Draft
5	DOE1612022R0000423					Draft
6	DOE1612022R0000422	27/04/2022				Approved by OGA
7	DOE1612022R0000421	27/04/2022				Approved by OGA
8	DOE1612022R0000323	27/04/2022				Approved by OGA
9	DOE1612022R0000231	22/03/2022				Approved by OGA
10	DOE1612022R0000228	24/03/2022				Approved by OGA

Total Records: 25 Show: 10 Go to Page: 1

21. Submitted application listed in this table as 'Awaiting OGA Approval'

Figure 27

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

A screenshot of the 'APPROVAL LETTER APPLICATION LISTING' page. The page features a search form with fields for Application ID, Approval No., Application Date (From), Approval Date (To), and Status. A red callout box with the text '2. Select 'Approved by OGA' as the status, then click on Search.' points to the Status dropdown menu. Below the search form is a table listing applications. A second red callout box with the text '3. Search results listed in this table. Click on Application ID to view application details and print it.' points to the first row of the table.

No.	Application ID	Appr	Appr	Appr	Appr	Appr	Status	
1	DOE1612022R0000422	27/02/2022	27/02/2022	27/02/2022	27/02/2022	27/02/2022	Approved by OGA	<input type="checkbox"/>
2	DOE1612022R0000421	27/02/2022	27/02/2022	27/02/2022	27/02/2022	27/02/2022	Approved by OGA	<input type="checkbox"/>
3	DOE1612022R0000323	27/04/2022	15:06:33	27/04/2022	15:15:31	27/04/2023	JAS/R/22/00051	Approved by OGA <input type="checkbox"/>
4	DOE1612022R0000281	22/03/2022	16:12:15	22/03/2022	16:13:18	22/03/2023	JAS/R/22/00223	Approved by OGA <input type="checkbox"/>
5	DOE1612022R0000266	24/03/2022	01:17:31	28/03/2022	12:04:44	28/03/2023	JAS/R/22/00261	Approved by OGA <input type="checkbox"/>
6	DOE1612022R0000265	18/03/2022	16:06:16	18/03/2022	16:07:14	18/03/2023	JAS/R/22/00262	Approved by OGA <input type="checkbox"/>
7	DOE1612022R0000207	17/03/2022	10:22:32	17/03/2022	10:45:11	17/03/2023	JAS/R/22/00181	Approved by OGA <input type="checkbox"/>
8	DOE1612022R0000141	28/02/2022	10:17:49	28/02/2022	10:33:21	28/02/2023	JAS-R-0191	Approved by OGA <input type="checkbox"/>
9	DOE1612022R0000122	27/02/2022	12:19:39	27/02/2022	13:50:57	27/02/2023	JAS-R-0083	Approved by OGA <input type="checkbox"/>
10	DOE1612022R0000121	27/02/2022	12:56:29	27/02/2022	13:50:22	27/02/2023	JAS-R-0082	Approved by OGA <input type="checkbox"/>

Figure 29

APPROVAL LETTER APPLICATION

Application

Permit Issuance Agency (PIA): DEPT OF ENVIRONMENT - NAT OZONE UNIT | PIA Processing Branch: PUTRAJAYA | Application ID: DOE1612022R0000422 | 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):

Attachment

No.	Document	Attachment
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/22/00001

PIA Remarks
 application is complete and in orderly manner

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

4. PIA response details listed here.

5. Click on the button to print or download this application

Figure 30

UNICICATIONS SDN. BHD.

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, **UNICICATIONS SDN. BHD.**
di alamat **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 Refrigerant*) : 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. Tandatanganan 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

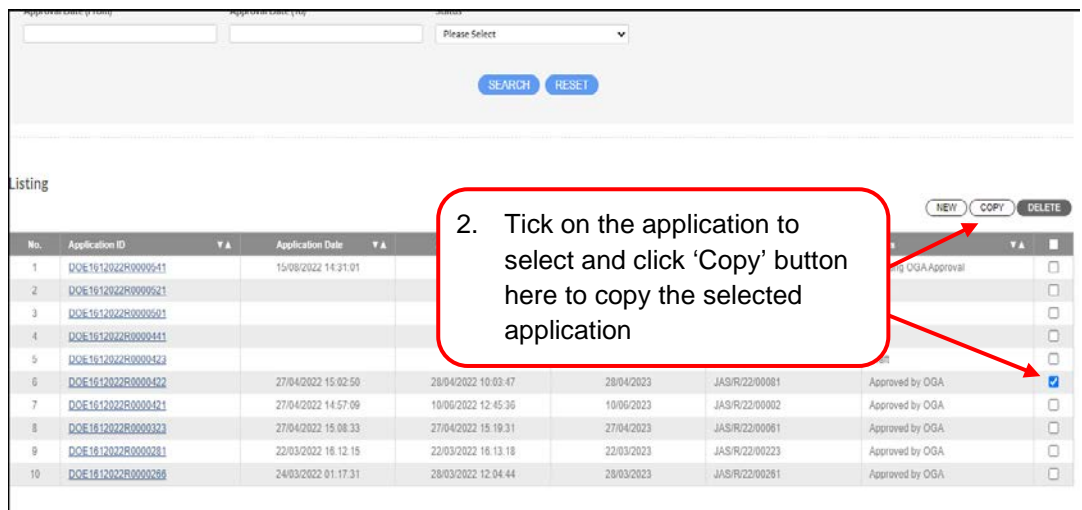


Figure 33

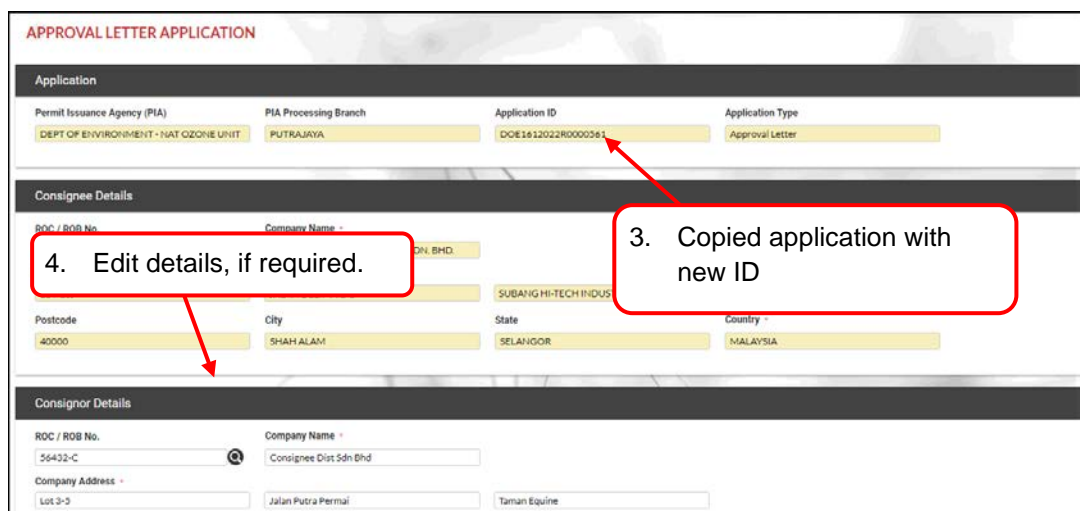


Figure 34

Section 7. Delete Application

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

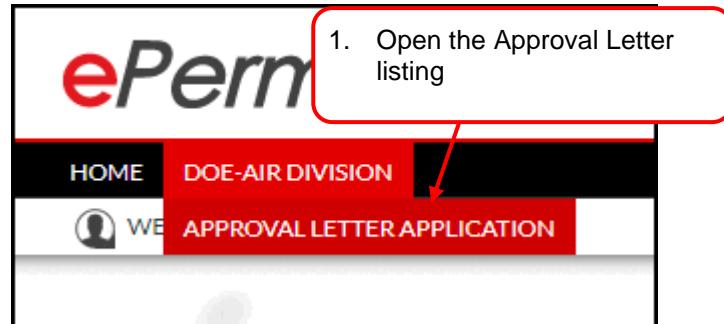


Figure 35

2. Tick to select this application (draft only) and click Delete button to delete the selected application

The screenshot shows a table listing applications. The table has columns for No., Application ID, Application Date, Approval Date, Entry Date, Approval No., and Status. A red box highlights the 'Delete' button in the top right corner and the checkboxes in the rightmost column. An arrow points from the callout box to the checkboxes, indicating that they should be ticked to select applications for deletion.

No.	Application ID	Application Date	Approval Date	Entry Date	Approval No.	Status
1	DOE1612022R0000501					
2	DOE1612022R0000541	15/08/2022 14:31:01				
3	DOE1612022R0000521					
4	DOE1612022R0000591					
5	DOE1612022R0000441					
6	DOE1612022R0000423					
7	DOE1612022R0000422	27/04/2022 15:02:50	28/04/2022 15:02:50			
8	DOE1612022R0000421	27/04/2022 14:57:09	10/05/2022 14:57:09			
9	DOE1612022R0000323	27/04/2022 15:08:33	27/04/2022 15:18:31	27/04/2023	JAS/R/22/00001	Approved by OGA
10	DOE1612022R0000281	23/03/2022 16:12:15	22/03/2022 16:13:18	22/03/2023	JAS/R/22/00223	Approved by OGA

Figure 36

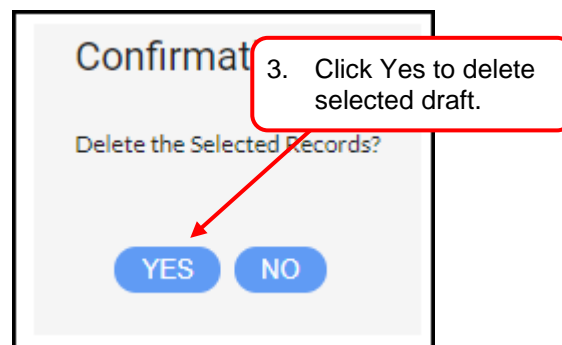


Figure 37

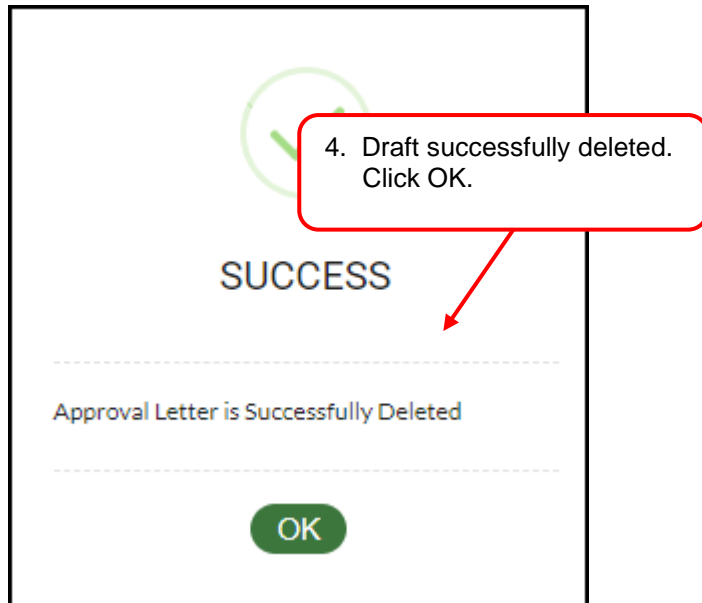


Figure 38

Section 8. ST Permit Application

This section shows the steps to apply for the Certificate of Approval directly from 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

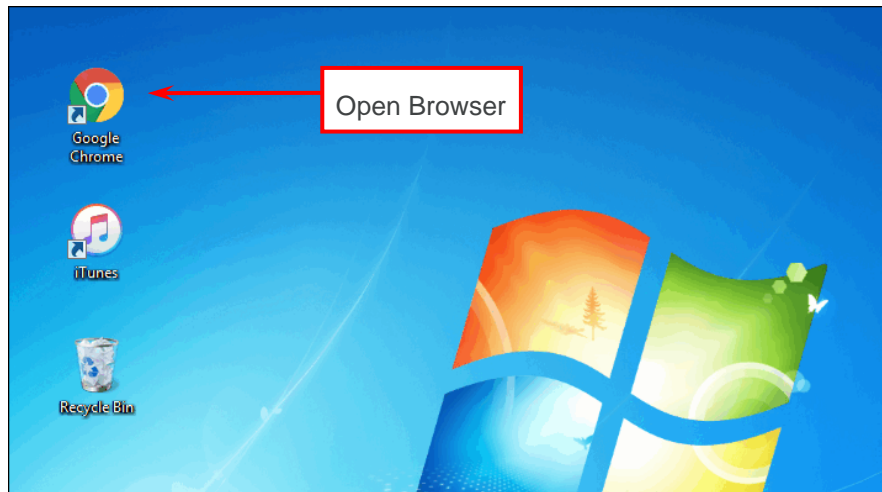


Figure 39

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

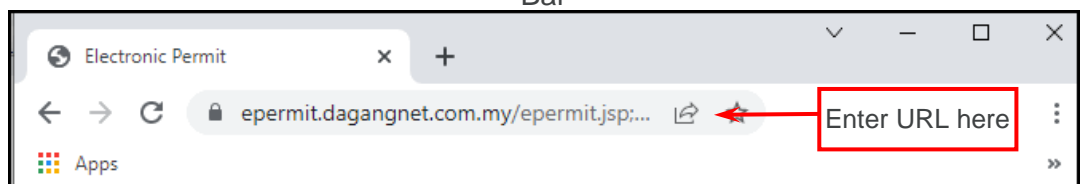


Figure 40

8.1.2. Enter Username and Password

Home | PIA | Subscription | System Requirement | ePCO | STA | myTRADI

About ePermit

ePermit is a web-based service provided by Dagang Net Technologies Sdn Bhd to facilitate the online application and approval of permits. It is one of the core services available under the National Single Window initiative accessible via mytradelink.

You can apply permit from multiple Other Government Agencies (OGA) or Permit Issuing Agencies (PIA).

Approved permits will be routed to Sistem Maklumat Kastam (where applicable) for validation and cross-reference purposes against Customs declaration.

User Name:

Password:

Remember 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 button to access the system.
- iv. The system will display the main screen.

PERMIT System Powered by Dagang Net

Trader Edit Profile User Manual Logout

Monday, 15 August 2022

View Permits

10 Search Draft

Advanced Search

By Application Date From: To: (dd/MM/yyyy)

By Approval Date From: To: (dd/MM/yyyy)

By Permit Type Filter Permit Type

By OGA Filter OGA

Show Apply Copy Delete

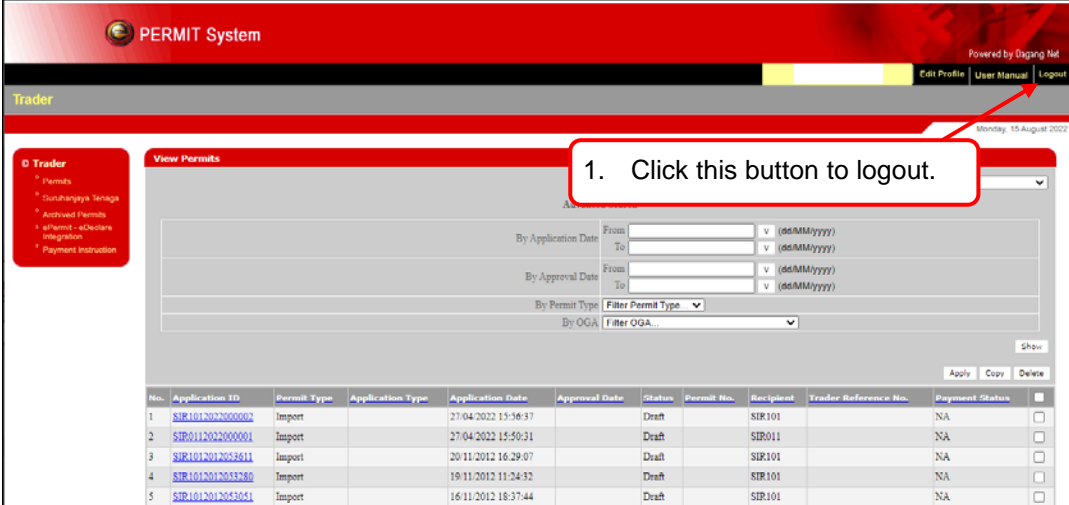
No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status	
1	SIR.10120120000002	Import		27/04/2022 15:36:37		Draft	SIR101			NA	<input type="checkbox"/>
2	SIR.01120220000001	Import		27/04/2022 15:50:31		Draft	SIR011			NA	<input type="checkbox"/>
3	SIR.10120120534611	Import		20/11/2012 16:29:07		Draft	SIR101			NA	<input type="checkbox"/>
4	SIR.10120120532380	Import		19/11/2012 11:24:32		Draft	SIR101			NA	<input type="checkbox"/>
5	SIR.10120120533051	Import		16/11/2012 18:37:44		Draft	SIR101			NA	<input type="checkbox"/>

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:



The screenshot shows the 'PERMIT System' interface. At the top right, there are buttons for 'Edit Profile', 'User Manual', and 'Logout'. A red box highlights the 'Logout' button with the text '1. Click this button to logout.' Below the navigation bar, there is a 'Trader' section with a sidebar menu and a 'View Permits' section. The 'View Permits' section contains a search form with filters for 'By Application Date', 'By Approval Date', 'By Permit Type', and 'By OGA'. Below the search form is a table with the following data:

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status	
1	SIP.101.2022000002	Import		27-04-2022 15:56:37		Draft	SIR.101			NA	<input type="checkbox"/>
2	SIP.011.2022000001	Import		27-04-2022 15:50:31		Draft	SIR.011			NA	<input type="checkbox"/>
3	SIP.101.2012052611	Import		20-11-2012 16:29:07		Draft	SIR.101			NA	<input type="checkbox"/>
4	SIP.101.2012053280	Import		19-11-2012 11:24:32		Draft	SIR.101			NA	<input type="checkbox"/>
5	SIP.101.2012053051	Import		16-11-2012 18:37:44		Draft	SIR.101			NA	<input type="checkbox"/>

Figure 43

Section 9. ST COA Application

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

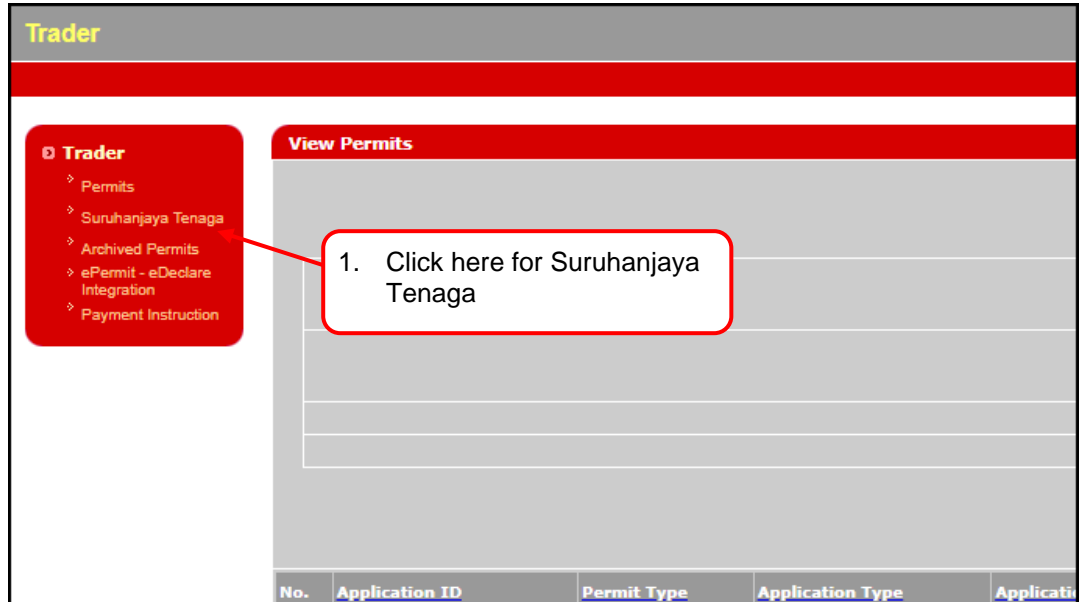


Figure 44

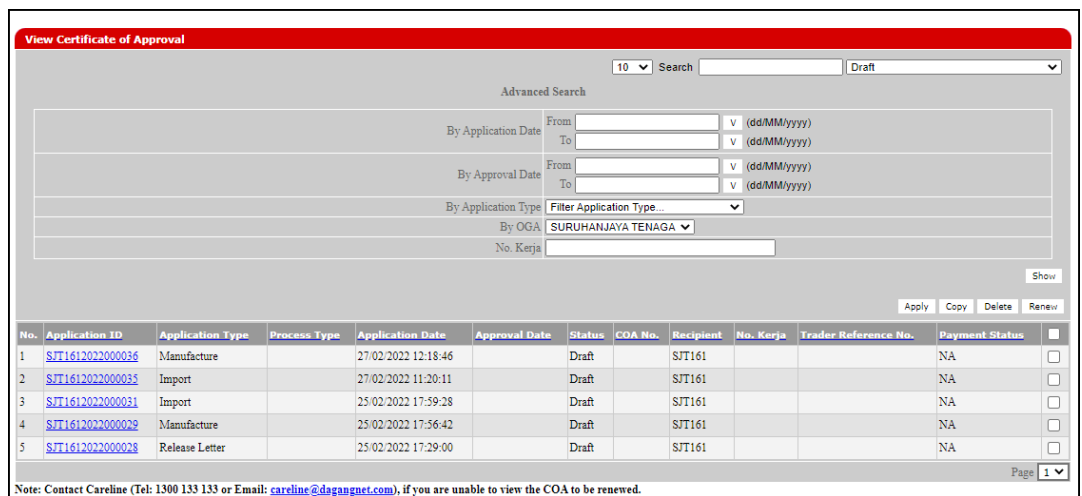


Figure 45

9.1. New Application

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

The screenshot shows the 'View Certificate of Approval' interface. At the top, there is a search bar with a dropdown menu set to '10' and a 'Draft' status filter. Below this is an 'Advanced Search' section with several filters: 'By Application Date' (From/To), 'By Approval Date' (From/To), 'By Application Type' (Filter Application Type...), 'By OGA' (SURUHANJAYA TENAGA), and 'No. Kerja'. A 'Show' button is located at the bottom right of the search section. Below the search section is a table with columns: No., Application ID, Application Type, Process Type, Application Date, Approval Date, Status, FOS No., Business No., No. Kerja, Transfer Reference No., and Payment Status. The table contains five rows of data. A red box highlights the 'Apply' button above the table with the instruction '1. Click here to create new application'. A note at the bottom of the interface reads: 'Note: Contact Careline (Tel: 1300 133 133 or Email: careline@dagangnet.com), if you are unable to view the COA to be renewed.'

No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	FOS No.	Business No.	No. Kerja	Transfer Reference No.	Payment Status
1	SJT1612022000036	Manufacture									NA
2	SJT1612022000035	Import									NA
3	SJT1612022000031	Import									NA
4	SJT1612022000029	Manufacture									NA
5	SJT1612022000028	Release Letter		25/02/2022 17:29:00		Draft		SJT161			NA

Figure 46

The screenshot shows the 'Select Application Type' dialog box. It contains three radio buttons: 'Certificate of Approval - Import' (selected), 'Certificate of Approval - Manufacture', and 'Release Letter'. A 'Select' button is located at the bottom right. A red box highlights the 'Certificate of Approval - Import' radio button with the instruction '2. Select Permit Type to apply'.

Figure 47

9.1.1. Certificate of Approval- Import

Apply Certificate of Approval (Import)	
OGA Name: SURUHANJAYA TENAGA *	Branch: select... *
Consignor Details	
ROC / ROB: [search]	Consignee Details
Company Name: *	ROC / ROB: 201283 M
Company Address: *	40000 SHAH ALAM, SELANGOR
Agent Details	
Agent Name: [search]	Applicant Details
Agent Code: [search]	Applicant Name: * [search]
Agent Address: [search]	Designation: *
	Applicant IC / Passport No.: *
	Applicant Phone No.:
Mode of Transport: select...	Applicant Fax No.:
Purpose: Others *	Applicant Email: *
Country of Origin: * [search]	Port / Place of Import: select...
Place of Origin: * [search]	Location: select...
Consigned From: [search]	Trader Reference No.:
Customs Station: IBU PEJABAT KASTAM-H10 [search]	Trader Remarks:
Additional Details	
Company Phone No.:	*
Company Fax No.:	
Company Email Address:	*
Handphone No.:	* (For SMS Purpose)
COA Type:	select... *
Save Next Cancel	

Figure 48

NOTE: Items labeled with '*' are compulsory

Apply Certificate of Approval (Import)

DGA Name SURUHANJAYA TENAGA	Branch Putrajaya
Consignor Details	
ROC / ROB [search]	Consignee Details
Company Name spb_consignor1	ROC / ROB 201283-M
Company Address LOT 22 LINGKUNGAN SULTAN HISHAMUD NORTH KLANG STRAITS INDUSTRIAL AREA 42000 PORT KLANG SELANGOR D.E.	Company Name ...TIONS SDN. BHD.
Agent Details	
Agent Name [search]	Applicant Details
Agent Code [search]	Applicant Name [search]
Agent Address [search]	Applicant Designation Executive
Mode of Transport Air - 4	Applicant IC / Passport No. [search]
Purpose Business	Applicant Phone No. [search]
Country of Origin JAPAN - JP	Applicant Fax No. [search]
Place of Origin TOKYO - TOKYO - JPTYO	Applicant Email [search]
Consignor Firm JAPAN - JP	Port / Place of Import select
	Location select
	Trader Reference No. [search]
	Trader Remarks [search]
Additional Details	
Phone No. 03123456789	
Any Fax No. 03123456788	
Company Email Address [search]	
Handphone No. 01234567899 (For SMS Purpose)	
COA Type Import, Display, Sell, Advertise of Electrical Equipment	
Country of Manufacturer JAPAN	
Name of Manufacturer Toshiba	
Address of Manufacturer Tokyo, Japan	
Category AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below) - R30 [More Information] [search]	
Brand Toshiba	
[Save] [Next] [Cancel]	

3. These details will appear once the 'COA Type' selected. Fill up all details.

4. Save details and click on 'Next' here

Figure 49

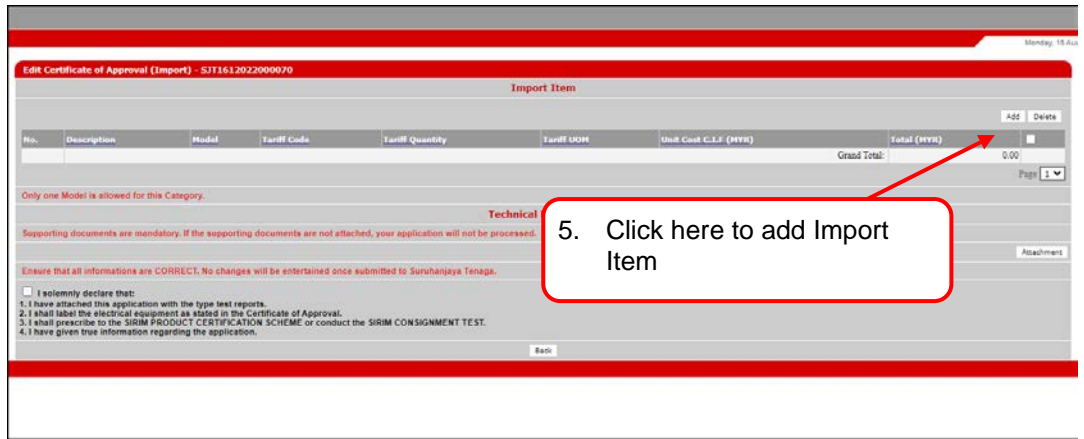


Figure 50

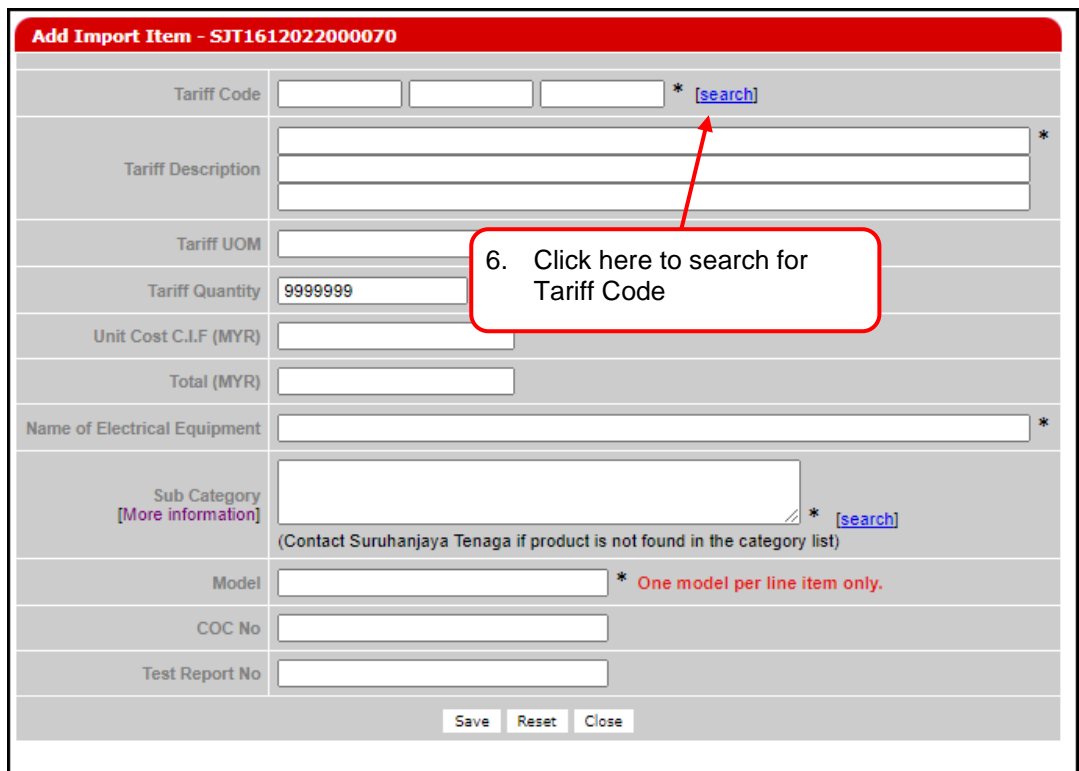


Figure 51

Tariff Code & Product Profile

AHTN | **SJT**

10 | Code | Contains | | Show

No.	Code	Description
1	0101.21.0000	--
2	0101.29.0000	--
3	0101.30.1000	--
4	0101.30.9000	--Other
5	0101.90.0000	--Other
6	0102.21.0000	--Pure-bred breeding animals
7	0102.29.1100	----Oxen
8	0102.29.1900	----Other
9	0102.29.9000	---Other
10	0102.31.0000	--Pure-bred breeding animals

Page 1 |

Figure 52

Add Import Item - SJT1612022000070

Tariff Code: 8415 | 10 | 3000 * [\[search\]](#)

Tariff Description: --Of a cooling capacity exceeding 21.10 kW but not exceeding 26.38 kW

Tariff UOM: UNT - UNIT *

Tariff Quantity: 9999999 *

Unit Cost C.I.F (MYR):

Total (MYR):

Name of Electrical Equipment: Portable Airconditioner

Sub Category [More information]: PORTABLE AIR CONDITIONER - N30.02 * [\[search\]](#)
(Contact Suruhanjaya Tenaga if product is not found in the category list)

Model: Toshiba **2. Click here to save the item**

COC No:

Test Report No:

Figure 53



Figure 54

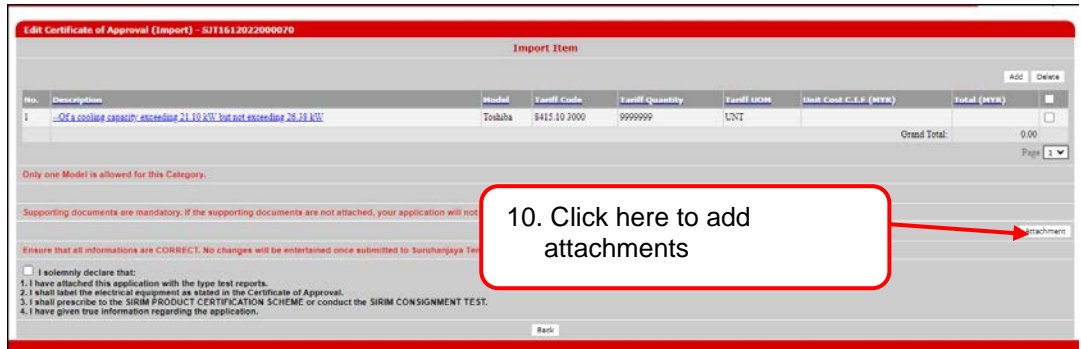


Figure 55

ROC/ROB No.	R123444	11. Fill up the attachment details
SJT Application ID	123123	
Application Type	Import	
Type	<input checked="" type="radio"/> New Application	12. Click here to upload attachment
Upload By	Applicant	
<input type="button" value="Upload"/>		

Figure 56

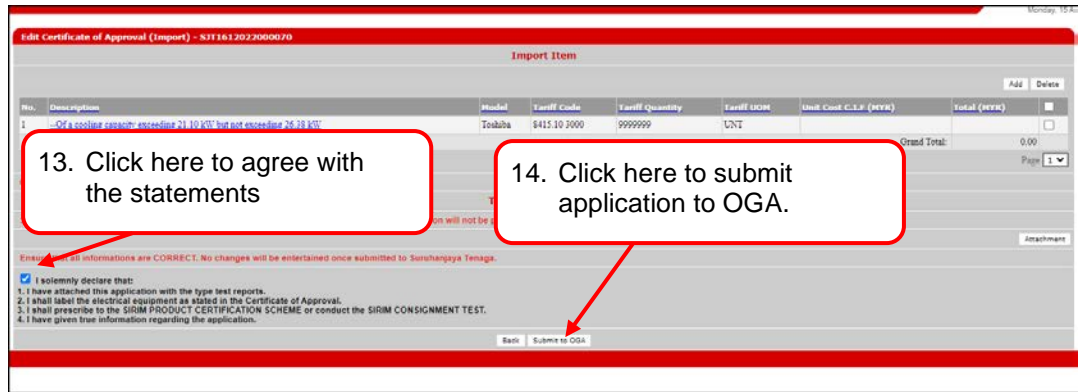


Figure 57

9.1.1. Certificate of Approval- Manufacturer

1. Select branch here

2. Click here to search and add details

Figure 58

NOTE: Items labeled with '**' are compulsory

Apply Certificate of Approval (Manufacture)

OGA Name: SURUHANJAYA TENAGA Branch: Putrajaya

Company Details

ROC / ROB: [Field]
 Company Name: [Field] ATIONS SDN. BHD.
 Company Address: 1/11 SUBANG HI-TECH INDUSTRIAL PARK, 40080 SHAH ALAM, SELANGOR.

Applicant Details

Applicant Name: [Field] [search]
 Applicant Designation: Executive
 Applicant IC / Passport No.: [Field]
 Applicant Phone No.: [Field]
 Applicant Fax No.: [Field]
 Applicant Email: [Field]
 Trader Reference No.: [Field]

3. Fill up all required details

Additional Details

Company Phone No.: 012345678
 Company Fax No.: [Field]
 Company Email Address: test@gmail.com
 Handphone No.: [Field] (For SMS Purpose)
 COA Type: Manufacture, Display, Sell, Advertise of Electrical Equipment
 Country of Manufacturer: JAPAN
 Name of Manufacturer: Toshiba
 Address of Manufacturer: Tokyo, Japan
 ROC / ROB No.: RC123456
 Category: AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below) - N30
 Sub Category: PORTABLE AIR CONDITIONER - N30 02
 Brand: Toshiba
 COC No.: [Field]
 Test Report No.: [Field]
 Electrical Equipment: [Field] Model: RC789
 No. of Model: 1

4. Save details and click on 'Next' here

Save Next Cancel

Figure 59

Monday, 15 Au

Edit Certificate of Approval (Manufacture) - SJT1612022000072

Technical Documents

Supporting documents are mandatory. If the supporting documents are not attached, your application will not be processed.

Attachments

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

I solemnly declare that:
 1. I have attached this application with the type test reports.
 2. I shall label the electrical equipment as stated in the Certificate of Approval.
 3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM
 4. I have given true information regarding the application.

5. Click here to add attachments

Figure 60

ROC/ROB No.	<input type="text" value="R123444"/>
SJT Application ID	<input type="text" value="123123"/>
Application Type	<input type="text" value="Import"/>
Type	<input checked="" type="radio"/> New Application
Upload By	<input type="text" value="Applicant"/>
<input type="button" value="Upload"/>	

6. Fill up the attachment details

7. Click here to upload attachment

Figure 61

Monday, 15 August

8. Click here to agree with the statements

9. Click here to submit application to OGA.

Ensure that all informations are CORRECT. No changes will be entertained once

I solemnly declare that:

1. I have attached this application with the type test reports.
2. I shall label the electrical equipment as stated in the Certificate of Approval.
3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST.
4. I have given true information regarding the application.

Figure 62

9.1.1. Certificate of Approval- Release Letter

Apply Release Letter

OGA Name	SURUHANJAYA TENAGA *	Branch	select... *
Consignor Details		Consignee Details	
ROC / ROB	[search]	ROC / ROB	201203-AM
Company Name	* [search]	Company Name	PT. TELECOMMUNICATIONS SDN. BHD.
Company Address	* [search]		
Agent Details		Applicant Details	
Agent Name	[search]	Applicant Name	* [search]
Agent Code	[search]	Agent Designation	* [search]
Agent Address	[search]	Applicant IC / Passport No.	* [search]
Mode of Transport	select...	Applicant Phone No.	[search]
Purpose	Others *	Applicant Fax No.	[search]
Country of Origin	* [search]	Applicant Email	* [search]
Place of Origin	* [search]	Port / Place of Import	select...
Consigned From	[search]	Location	select...
Customs Station	IBU PEJABAT KASTAM-H10 [search]	Trader Reference No.	[search]
Trader Remarks	[text area]		
Additional Details			
Handphone No.	[search]	* (For SMS Purpose)	
Type of Release Letter	select... *		
[Save] [Next] [Cancel]			

Figure 63

NOTE: Items labeled with '*' are compulsory

Country Codes

10 | ja | Show

No.	Country Code	Country Name
1	AZ	AZERBAIJAN
2	JM	JAMAICA
3	JP	JAPAN
4	SJ	SVALBARDEEN

Page 1

Apply Release Letter

OGA Name: SURUHANJAYA TENAGA * Branch: select... *

Consignor Details **Consignee Details**

ROC / ROB: [search] ROC / ROB: [search]

Company Name: spb_consignor1 * Company Name: [search] IONS SDN. BHD.

Company Address: LOT 2, LENGKUNGAN SULTAN HISHAMUDD NORTH KLAG STRAITS INDUSTRIAL AREA 42000 PORT KLANG, SELANGOR D.E. * Company Address: LOT 16, JALAN BELUKA 1/1 SUBANG HI-TECH INDUSTRIAL PARK 40000 SHAH ALAM, SELANGOR

Agent Details **Applicant Details**

Agent Name: [search] Applicant Name: [search] *

Agent Code: [search] Applicant Designation: Executive *

Agent Address: [search] Applicant IC / Passport No.: [search] *

Mode of Transport: select... Applicant Phone No.: [search]

Purpose: Others * Applicant Fax No.: [search]

Country of Origin: JAPAN - JP * [search] Applicant Email: test@gmail.com *

Place of Origin: TOKYO - TOKYO - JPTYO * [search] Port / Place of Import: select... *

Consigned From: JAPAN - JP * [search] Location: select... *

Customs Station: IBU PEJABAT KASTAM-H10 Trader Reference No.: [search]

Trader Remarks: 4. These details will appear once the 'Type of Release Letter' selected. Fill up all details.

Handphone No.: 0112345678 * (For SMS Purpose)

Type of Release Letter: Import for Manufacturing Component (Local Market) *

Approved COA No.: [search] *

End Product: [search] *

Category: [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)

Brand: [search]

Country of Manufacturer: select... *

Save Next Cancel

Figure 64

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)	
							Grand Total:	0.00

Page 1

Technical Documents

6. Click here to add Import Item

No.	Document Name	File Name	

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

I / We agree that:

- To take reasonable action in safety aspect to avoid danger arising from electricity.
- Any risk arising from the use of the electrical equipment is the complete responsibility of our company.
- Sample of equipment will be submitted if requested by the Suruhanjaya Tenaga.

Back

Figure 65

Add Import Item - SJT1612022000070

Tariff Code * [\[search\]](#)

Tariff Description *

Tariff UOM

Tariff Quantity

Unit Cost C.I.F (MYR)

Total (MYR)

Name of Electrical Equipment *

Sub Category * [\[search\]](#)
(Contact Suruhanjaya Tenaga if product is not found in the category list)

Model * **One model per line item only.**

COC No

Test Report No

7. Click here to search for Tariff Code

Figure 66

Tariff Code & Product Profile

AHTN | **SJT**

10 Code Contains Show

No.	Code	Description
1	0101.21 0000	--
2	0101.29 0000	--
3	0101.30 1000	--
4	0101.30 9000	--Other
5	0101.90 0000	-Other
6	0102.21 0000	--Pure-bred breeding animals
7	0102.29 1100	----Oxen
8	0102.29 1900	----Other
9	0102.29 9000	---Other
10	0102.31 0000	--Pure-bred breeding animals

Page 1

8. Click here to search and click on Tariff Code to add

Figure 67

Add Import Item - SJT1612022000073

Tariff Code: 8415 10 3000 * [search]

Tariff Description: --Of a cooling capacity exceeding 21.10 kW but not exceeding 26.38 kW *

Tariff UOM: UNT - UNIT *

Tariff Quantity: 100 *

Unit Cost C.I.F (MYR):

Total (MYR):

Name of Electrical Equipment: Portable Airconditioner *

Sub Category [More information]: PORTABLE AIR CONDITIONER - N30.02 * [search]
 (Contact Suruhanjaya Tenaga if product is not found in the category list)

Model: Toshiba 9. Click here to save the item

COC No:

Test Report No:

Save Reset Close

Figure 68

Edit Release Letter - SJT1612022000073 Monday, 15 August

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			<input type="checkbox"/>
Grand Total:							0.00	

Page 1

Technical Documents

Attachment Delete

10. Import Item added in the listing

once submitted to Suruhanjaya Tenaga.

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

Figure 69

Monday, 15 August

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			<input type="checkbox"/>
Grand Total:							0.00	
								Page 1

11. Click here to add attachments

Attachment Delete

No.	Document Name	
		<input type="checkbox"/>

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

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

Figure 70

Attachments - SJT1612022000073

No.	File Name
1	File: <input type="button" value="Choose File"/> No file chosen
2	File: <input type="button" value="Choose File"/> No file chosen
3	List of Component Type Test Report (if requested) File: <input type="button" value="Choose File"/> No file chosen

Back Attach Reset

Attachments with following file extensions are supported (.jpeg, .jpg, .gif, .pdf, .doc)
Electronic attachments are limited to 2MB.
You may also submit manual copies directly to Suruhanjaya Tenaga.

12. Click here to select file to attach

Figure 71

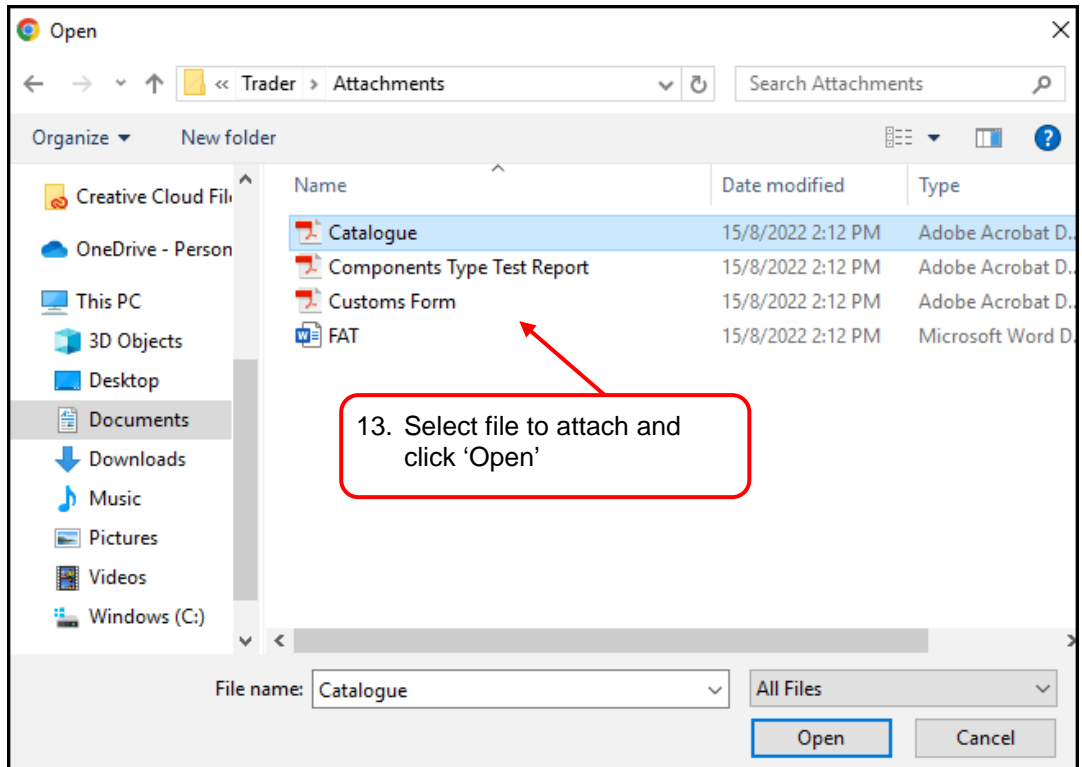


Figure 72

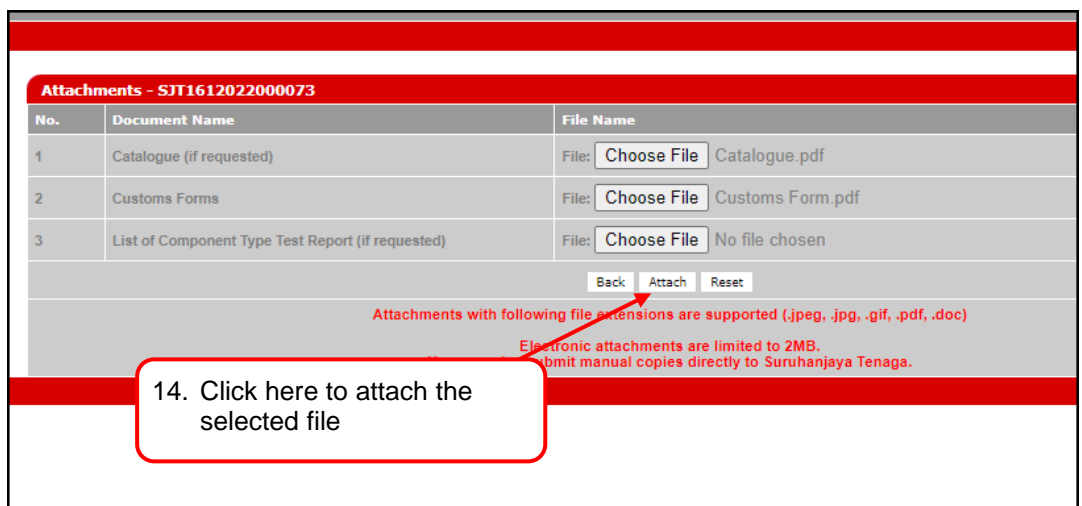


Figure 73

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			<input type="checkbox"/>
Grand Total:							0.00	
								Page 1

Attachment Delete

No.	Description	File Name
1	Catalogue (if requested)	SJT1612022000073_1_1.pdf
2	Customs Forms	SJT1612022000073_2_2.pdf

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga

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.