



## **Modul Dagangan Transit.**

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Forwarding Agent Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd  
Version 1.0

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## Revision History

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Version	Date	Author	Description of Amendment
1.0	June, 2020	Suryati	<ul style="list-style-type: none"><li>Initial Copy</li></ul>

## Abbreviation

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Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
MAQIS	Malaysian Quarantine and Inspection Services
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam
PIA	Permit Issuance Agencies
FA	Forwarding Agent
IP	Import Permit

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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.

MAQIS has been authorized to issue “Transit/Transshipment” Pass using ePermit platform. This module enables “Forwarding Agent” that subscribe to all OGAs under MAQIS to submit “Transit/Transshipment” application.

### 1.2. 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.

### 1.3. 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. Forwarding Agent

### 1.4. About This Document

This publication is to provide an overview on how FA can create and view applications and deeper understand on the system with step by step helps.

### 1.5. 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](mailto:careline@dagangnet.com)

*CARELINE is available 24 hours daily, including public holidays*



DAGANGNET

## Section 2. Getting Started

### 2.1. System Access

ePermit system is accessible via:

<https://newepermit2.dagangnet.com.my/epermit/html/login>

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

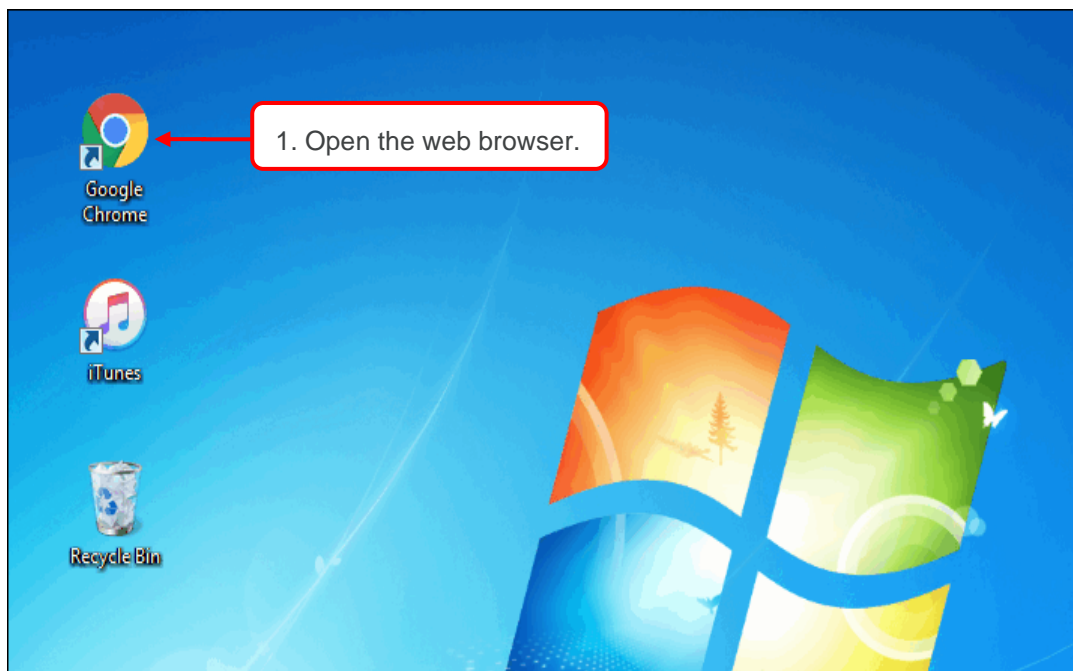


Figure 1

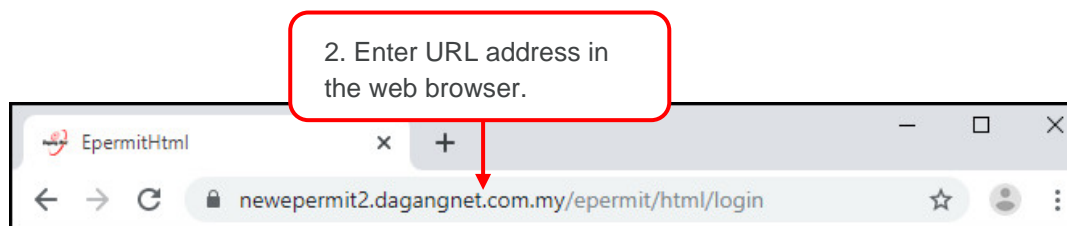


Figure 2

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

## 2.2. Log In

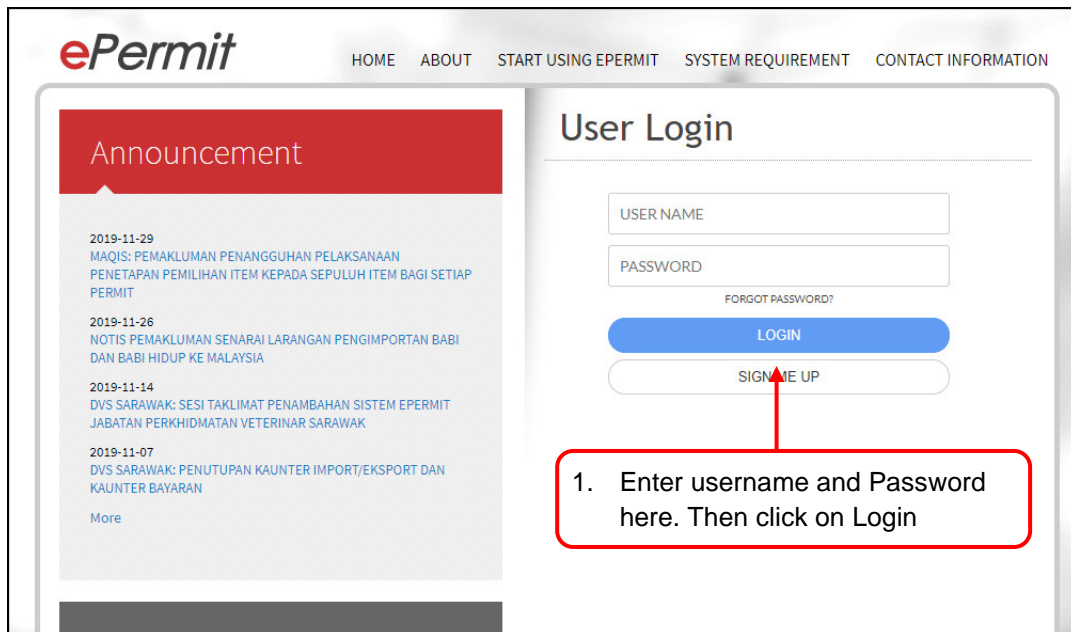


Figure 3

## 2.3. Log out

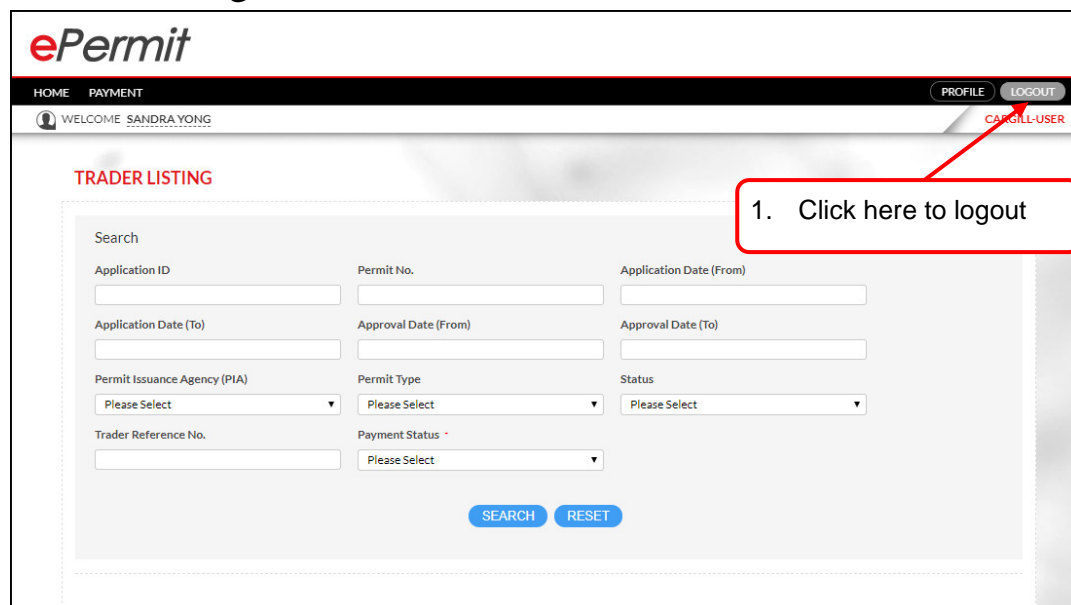


Figure 4



## Section 3. OGA Listing

This section shows the steps to search and view application in the system.

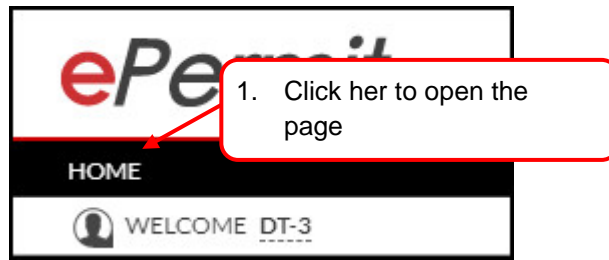


Figure 5

### 3.1. Search and View Application

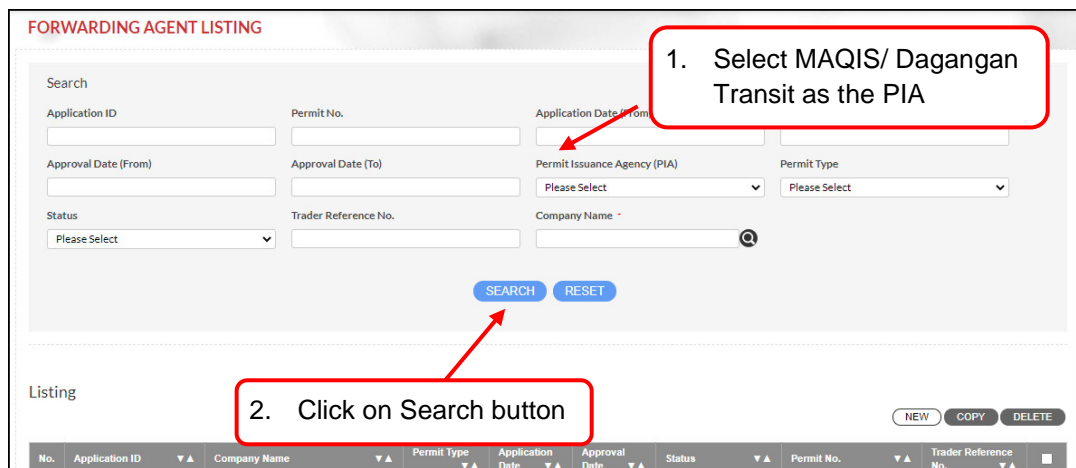


Figure 6

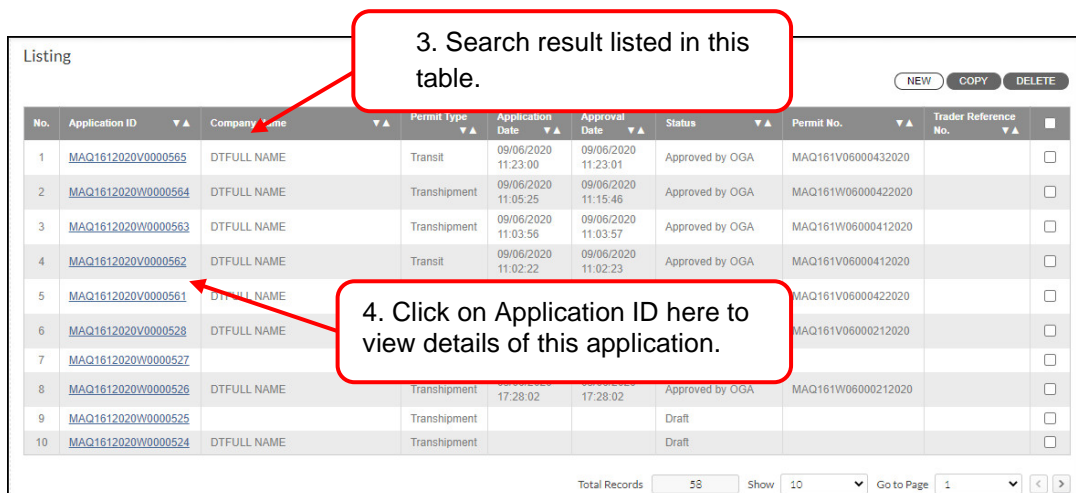


Figure 7

**PERMIT APPLICATION**

5. Permit Details

**Application**

Permit Issuance Agency (PIA) MAQIS / DAGANGAN TRANSIT	PIA Processing Branch PUTRAJAYA	Application ID MAQ1612020V0000562
Permit Type Transit		

---

**Consignor Details**

ROC/ROB No. DTEX	Company Name DTEXPORTERNISHA SDB BHD	
Company Address LOT SATU JALAN DUA	TAMAN EMAT	selekoh berjaya
Postcode 48200	City SERENDAH	State SELANGOR
Country MALAYSIA		

---

**Consignee Details**

ROC/ROB No. rocDT3	Company Name dt nisha consignee	
Company Address ALAMAT SATU BAHAGIA	ALAMAT DUA SEJAHTERA	ALAMAT 3 MAJU JAYA
Postcode 68100	City BATU MUDA	State SELANGOR
Country MALAYSIA		

---

**Agent Details**

Figure 8

## Section 4. Permit Application

This section shows the steps to create new Permit application for Transshipment or Transit.

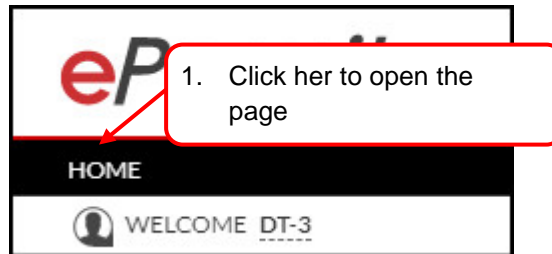


Figure 9

### 4.1. Create New

A screenshot of the 'FORWARDING AGENT LISTING' page. It contains a search form with fields for Application ID, Permit No., Application Date (From/To), Approval Date (From/To), Permit Issuance Agency (PIA), Permit Type, Status, Trader Reference No., and Company Name. A blue 'SEARCH' button is visible. Below the search form is a 'Listing' table with columns for No., Application ID, Company Name, Permit Type, Application Date, Approval Date, Status, Permit No., and Trader Reference No. A red callout box with the text '1. Click New to create new application.' points to a 'NEW' button located at the bottom right of the listing area.

Figure 10

A screenshot of the 'FORWARDING AGENT LISTING' page showing the 'CREATE' button and a table of existing applications. The 'Permit Issuance Agency (PIA)' dropdown is set to 'MAQIS / DAGANGAN TRANSIT', the 'Permit Type' dropdown is set to 'Transit', and the 'PIA Processing Branch' dropdown is set to 'PUTRAJAYA'. A red callout box with the text '2. Select MAQIS/ Dagangan Transit as the PIA and select Permit Type (Transit/ Transshipment) and the PIA Processing Branch.' points to these dropdown menus. Another red callout box with the text '3. Then, click here to create new application.' points to the 'CREATE' button. Below the form is a table with columns for No., Application ID, Company Name, Status, Permit No., and Trader Reference No. The table contains two rows of data.

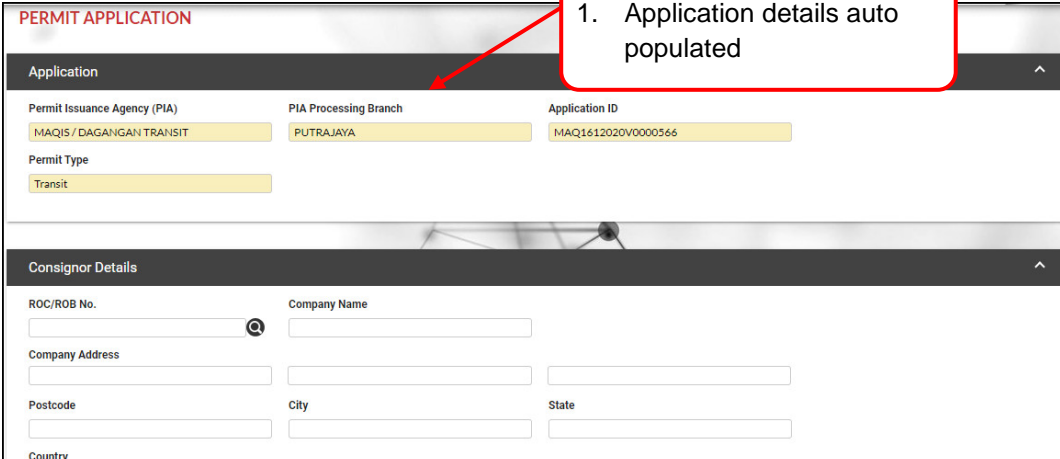
No.	Application ID	Company Name	Status	Permit No.	Trader Reference No.
1	<a href="#">MAQ1612020V0000565</a>	DTFULL	Approved by OGA	MAQ161V06000432020	
2	<a href="#">MAQ1612020W0000564</a>	DTFULL	Approved by OGA	MAQ161W06000422020	

Figure 11

## 4.2. Application Details

Once new application is created, the application page will be displayed. Please fill up all details such as consignor and agent details. Details in red boxes are mandatory.

### 4.2.1. Consignee, Consignor, Agent and Applicant Details



PERMIT APPLICATION

1. Application details auto populated

Application

Permit Issuance Agency (PIA) MAQIS / DAGANGAN TRANSIT

PIA Processing Branch PUTRAJAYA

Application ID MAQ1612020V0000566

Permit Type Transit

Consignor Details

ROC/ROB No.

Company Name

Company Address

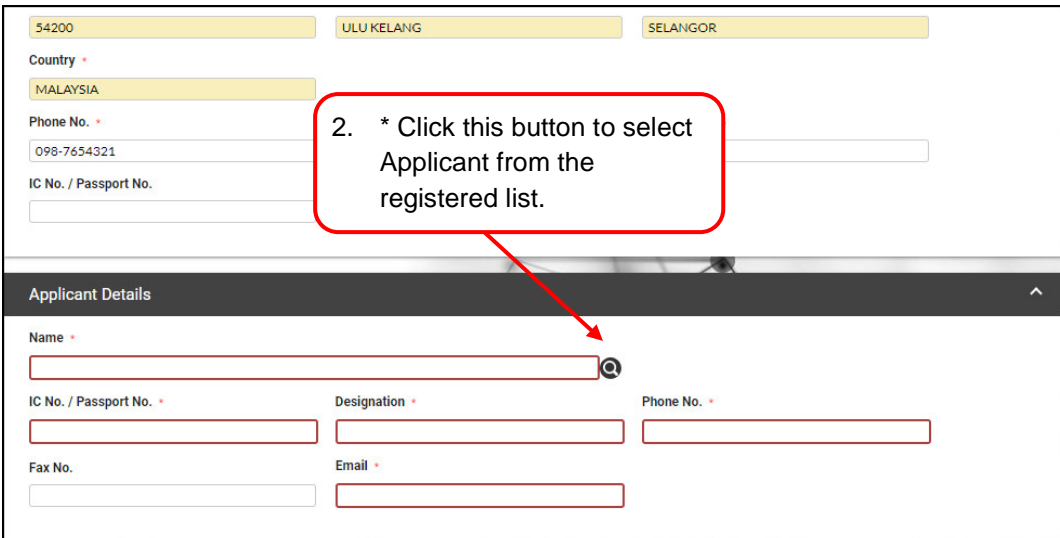
Postcode

City

State

Country

Figure 12



54200 ULU KELANG SELANGOR

Country \* MALAYSIA

Phone No. \* 098-7654321

IC No. / Passport No.

2. \* Click this button to select Applicant from the registered list.

Applicant Details

Name \*

IC No. / Passport No. \*

Designation \*

Phone No. \*

Fax No.

Email \*

Figure 13

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

Applicant Search

Name

SEARCH CLOSE

No.	IC No. / Passport No.	Name	Designation	Phone No.	Email
1	98765789765987	NISHA DT 3	TESTER	8765789-987	ANNISHA@dAGA-COM.COM

Total Records 1 Go to Page 1

Figure 14

Applicant Details

Name \*  
NISHA DT 3

IC No. / Passport No. \* 98765789765987 Designation \* TESTER Phone No. \* 8765789-987

Fax No. Email \* ANNISHA@dAGA-COM.COM

Application Details

Figure 15

#### 4.2.2. Application Details

1. Click here to select the mode of transport

2. Click to select purpose

Application Details

Mode of Transport \* Please Select

Transport / Voyage / Flight / Conveyance No. \* Purpose \* Please Select

Carrier Type \* Please Select Country of Origin \* Place of Origin \*

Consigned From \* Consigned To \* Entry Point \*

Exit Point \* Estimated Time of Arrival (ETA) \*

Application Remarks

Figure 16

Application Details

Mode of Transport \*  
ROAD TRANSPORT

Transport / Voyage / Flight / Conveyance No. \*  
1234

Purpose \*  
Business

Carrier Type \*  
Container

Country of Origin \*  
[Empty]

Place of Origin \*  
[Empty]

Consigned From \*  
[Empty]

Consigned To \*  
[Empty]

Entry Point \*  
[Empty]

Exit Point \*  
[Empty]

Estimated Time of Arrival (ETA) \*  
[Empty]

Application Remarks

3. \* Click this button to view list and select Country of Origin

Figure 17

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

Application Details

Mode of Transport \*  
ROAD TRANSPORT

Transport / Voyage / Flight / Conveyance No. \*  
1234

Purpose \*  
Business

Carrier Type \*  
Container

Country of Origin \*  
THAILAND

Place of Origin \*  
BANGKOK

Consigned From \*  
THAILAND

Consigned To \*  
SINGAPORE

Entry Point \*  
Entry Point

Exit Point \*  
Exit Point

Estimated Time of Arrival (ETA) \*  
12 Jun 2020

Application Remarks

Figure 18

### 4.2.3. Additional Details

Additional Details

Category  
Transit / Transshipment

Ship Call No. / Flight No. / Lorry No.  
[Empty]

Previous K1 Registration No.  
[Empty]

COC No.  
[Empty]

Phytosanitary Certificate No.  
[Empty]

BL No. / AWB No. / Delivery Order No. \*  
[Empty]

Manifest No.  
[Empty]

Invoice No.  
[Empty]

1. Add details. Red boxes are mandatory

Figure 19

## 4.2.4. Item Details

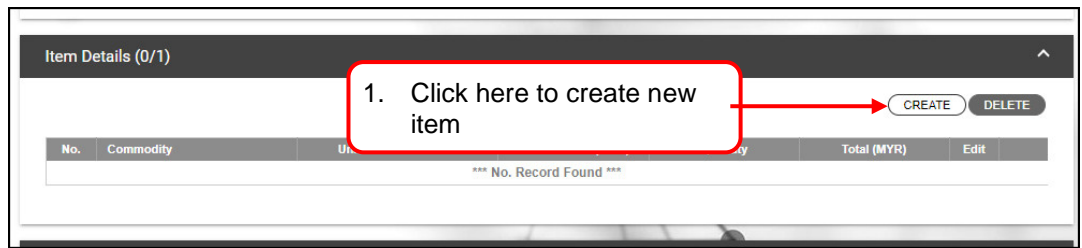


Figure 20



Figure 21

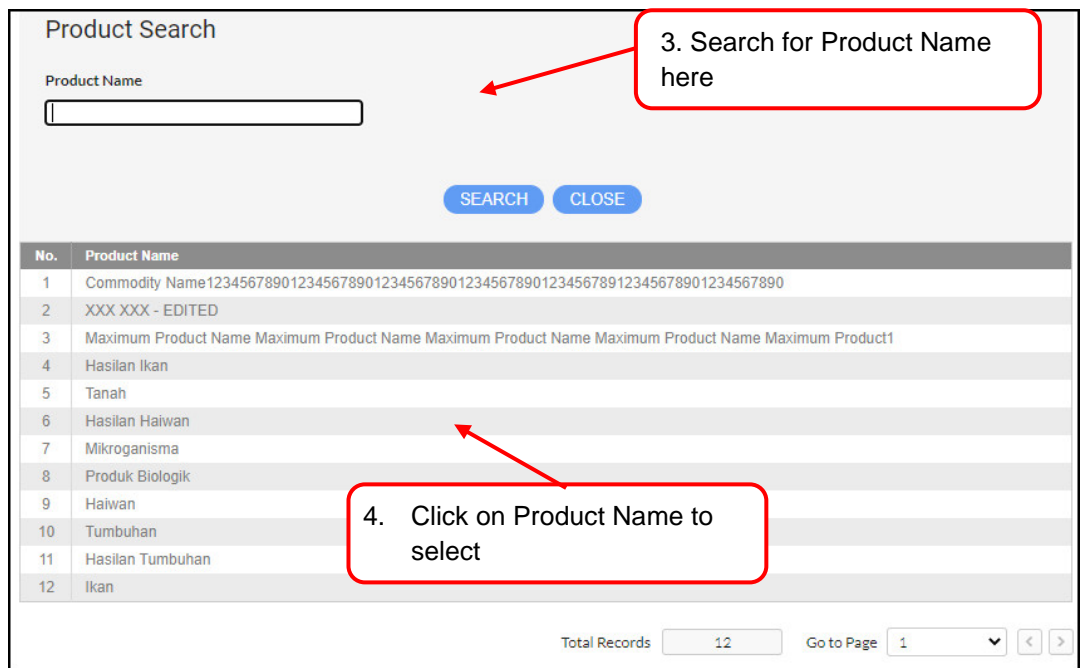


Figure 22

Item Details

5. Enter Tariff quantity here

6. Enter the unit cost CIF for this item here

7. Click here to save

Commodity - Haiwan

Unit Of Measurement - TONNE (1000 KG)

Quantity - 100

Unit Cost CIF (MYR) - 100

Total (MYR) - 10000.00

SAVE CLOSE RESET

Figure 23

Item Details (1/1)

8. Items Details added in the table.

9. Total items used. Total of 10 items per application allowed.

10. Click this icon to edit this item

No.	Commodity	Unit Of Measurement	Unit Cost CIF (MYR)	Quantity	Total (MYR)	Edit
1	Haiwan	TNE	100.00000	100	10000.00	
Total					10,000.00	

CREATE DELETE

Figure 24



## 4.2.5. Submit Application

### Transit Condition

1. Import License is to be sought from the relevant Ministry.
2. A copy of this Import Permit (IP) must be sent to the consignor.
3. Consignment must be accompanied with:
  - i. Import Permit (IP).
  - ii. Phytosanitary Certificate (PC) which has the Malaysian Import Permit (IP) reference number and/or reference number of the quarantine treatment certificate (if related) printed at the additional declaration column.
  - iii. The quarantine treatment certificate.
4. Treatment must be done prior to export and consignment must be exported within fourteen (14) days from the date of PC issued.
5. Consignment is subjected to visual inspection, examination or analysis prior to clearance by MAQIS officer upon arrival at the point of entry into Malaysia

### Transit / Transhipment Regulation

Action	
<input type="checkbox"/>	i. Kemasan hendaklah datang dengan menggunakan kontena yang tertutup (air tight) sahaja daripada negara pengekspor; Entry of consignments from the exporting country must only using closed container (air tight);
<input type="checkbox"/>	ii. Kontena / Konsainan berkenaan tidak dipunggah dan atau ditukar ke kontena / konsainan yang lain; Consignments / Containers must not be unload and / or exchanged to other containers / consignments;
<input type="checkbox"/>	iii. Kontena / Konsainan berkenaan hendaklah di hantar terus ke destinasi seperti di dalam Commercial Invoice dan Bill of Landing (BL); Containers / Consignments must be sent directly to the destination as stated in the Commercial Invoice and Bill of Landing;
<input type="checkbox"/>	iv. Pihak tuan adalah bertanggungjawab sepenuhnya terhadap apa-apa jua kos dan risiko yang timbul semasa proses transit tersebut. Applicant is solely responsible for any costs and risks arising during the transit process.
<input type="checkbox"/>	v. Pihak tuan adalah bertanggungjawab sepenuhnya terhadap apa-apa jua kos dan risiko yang timbul semasa proses transit tersebut. Applicant is solely responsible for any costs and risks arising during the transit process.
<input type="checkbox"/>	vi. Pihak tuan adalah bertanggungjawab sepenuhnya terhadap apa-apa jua kos dan risiko yang timbul semasa proses transit tersebut. Applicant is solely responsible for any costs and risks arising during the transit process.
<input type="checkbox"/>	vii. Pegawai MAIQS akan melakukan pemeriksaan di pintu keluar yang berkenaan dan hanya Pegawai MAIQS sahaja yang dibenarkan untuk memecahkan seal bagi kontena / Konsainan berkenaan; MAQIS officers will conduct inspection at the exit point and only MAQIS officers are allowed to unseal the seal for the containers / consignments;
<input type="checkbox"/>	viii. Pihak tuan adalah bertanggungjawab sepenuhnya terhadap apa-apa jua kos dan risiko yang timbul semasa proses transit tersebut. Applicant is solely responsible for any costs and risks arising during the transit process.

Please Tick Regulation Checkbox

1. Tick on this checkbox to agree with the Transit/ Transhipment Regulation.

### Transit / Transhipment Disclaimer

Hanya permohonan yang lengkap akan diproses oleh pihak Jabatan MAQIS. Sila rujuk pada LAMPIRAN A bagi syarat-syarat transit yang harus dipatuhi oleh pemohon. Jika pemohon gagal mematuhi syarat-syarat transit yang telah ditetapkan, pemohon boleh dikenakan tindakan undang-undang mengikut ( Peraturan 13, Peraturan-Peraturan Kuarantin dan Pemeriksaan Malaysia (Kuarantin dan Pemeriksaan) 2013, PU (A) 116. )

Only complete application will be processed by MAQIS Department. Please refer to APPENDIX A for transit conditions that must be complied with by the applicant. If the applicant fails to comply with the prescribed transit conditions, the applicant may be subject to legal action pursuant to the Regulation 13, Malaysian Quarantine and Inspection Services (Quarantine and Inspection) Regulations 2013, PU (A) 116.

### Transaction History

No.	Date	Status	Remarks	Done By
1	09/06/2020 12:41:21	Draft		DT-3

SAVE SUBMIT BACK

Figure 25

**Transit Condition** ^

1. Import License is to be sought from the relevant Ministry.  
2. A copy of this Import Permit (IP) must be sent to the consignor.  
3. Consignment must be accompanied with:  
i. Import Permit (IP).  
ii. Phytosanitary Certificate (PC) which has the Malaysian Import Permit (IP) reference number and/or reference number of the quarantine treatment certificate (if related) printed at the additional declaration column.  
iii. The quarantine treatment certificate.  
4. Treatment must be done prior to export and consignment must be exported within fourteen (14) days from the date of PC issued.  
5. Consignment is subjected to visual inspection, examination or analysis prior to clearance by MAQIS officer upon arrival at the point of entry into Malaysia

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**Transit / Transshipment Regulation** ^

Action	
<input type="checkbox"/>	i. Kemasan hendaklah datang dengan menggunakan kontena yang tertutup (air tight) sahaja daripada negara pengeksport; Entry of consignments from the exporting country must only using closed container (air tight);
<input type="checkbox"/>	ii. Kontena / Konsainan berkenaan tidak dipunggah dan atau ditukar ke kontena / konsainan yang lain; Containers / Consignments must not be unloaded and / or exchanged to other containers / consignments;
<input type="checkbox"/>	iii. Kontena / Konsainan berkenaan hendaklah di hantar terus ke destinasi seperti di dalam Commercial Invoice dan Bill of Landing (BL); Containers / Consignments should be sent directly to destination as in Commercial Invoice and Bill of Landing;
<input type="checkbox"/>	iv. Pegawai MAQIS akan membuat pemeriksaan ke atas konsainan berkenaan dan sebelum bertolak dari pintu masuk berkenaan; MAQIS officers are entitled for inspection of the consignments during entry and before departing to other entry point;
<input checked="" type="checkbox"/>	v. Kontena / Konsainan berkenaan akan dilakri dengan seal MAQIS di pintu masuk yang berkenaan; Containers / Consignments shall be stamped with MAQIS seal at the entry point;
<input type="checkbox"/>	vi. Pihak tuan dikehendaki menyerahkan salinan dokumen transit dan borang Kastam K8 kepada Pegawai MAQIS; Applicant is required to submit a copy of the transit document and the K8 Custom form to the MAQIS Officer.
<input type="checkbox"/>	vii. Pegawai MAQIS akan melakukan pemeriksaan di pintu keluar yang berkenaan dan hanya Pegawai MAQIS sahaja yang dibenarkan untuk memecahkan seal bagi kontena / Konsainan berkenaan; MAQIS officers will conduct inspection at the exit point and only MAQIS officers are allowed to unseal the seal for the containers / consignments;
<input type="checkbox"/>	viii. Pihak tuan adalah bertanggungjawab sepenuhnya terhadap apa-apa jua kos dan risiko yang timbul semasa proses transit tersebut. Applicant is solely responsible for any costs and risks arising during the transit process.

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**Transit / Transshipment Disclaimer** ^

Hanya permohonan yang lengkap akan diproses oleh pihak Jabatan MAQIS. Sila rujuk pada LAMPIRAN A bagi syarat-syarat transit yang harus dipatuhi oleh pemohon. Jika pemohon gagal mematuhi syarat-syarat transit yang telah ditetapkan, pemohon boleh dikenakan tindakan undang-undang mengikut ( Peraturan 13, Peraturan-Peraturan Kuarantin dan Pemeriksaan Malaysia (Kuarantin dan Pemeriksaan) 2013, PU (A) 116. )

Only complete application will be processed by MAQIS Department. Please refer to APPENDIX A for transit conditions that must be complied with by the applicant. If the applicant fails to comply with the prescribed transit conditions, the applicant may be subject to legal action pursuant to the Regulation 13, Malaysian Quarantine and Inspection Services (Quarantine and Inspection) Regulations 2013, PU (A) 116.

---

**Transaction History** ^

No.	Date	Status	Done By
1	09/06/2020 12:41:21	Draft	DT-3

2. Once all the information completed, click on this button to submit this application.

SAVE
SUBMIT
BACK

Figure 26

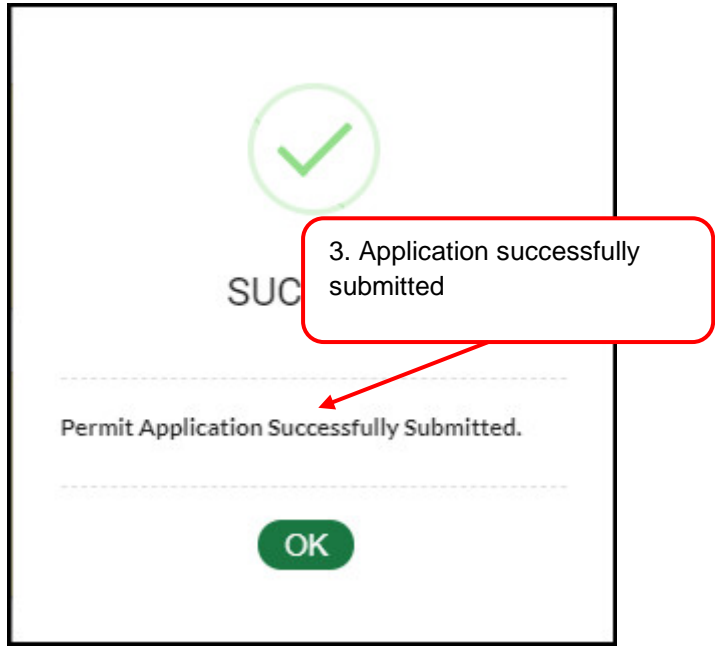


Figure 27

Listing

NEW COPY DELETE

No.	Application ID	Company Name	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	
1	<a href="#">MAQ1612020V0000566</a>	DTFULL NAME	Transit	09/06/2020 13:12:07		Awaiting OGA Approval			<input type="checkbox"/>
2	<a href="#">MAQ1612020V0000565</a>	DTFULL NAME	Transit	09/06/2020 11:23:00	09/06/2020 11:23:01	Approved by OGA	MAQ161V06000432020		<input type="checkbox"/>
3	<a href="#">MAQ1612020W0000564</a>	DTFULL NAME	Transshipment	09/06/2020 11:05:25	09/06/2020 11:15:46	Approved by OGA	MAQ161W06000422020		<input type="checkbox"/>
4	<a href="#">MAQ1612020W0000563</a>	DTFULL NAME	Transshipment	09/06/2020 11:03:56	09/06/2020 11:03:57	Approved by OGA	MAQ161W06000412020		<input type="checkbox"/>
5	<a href="#">MAQ1612020V0000562</a>	DTFULL NAME	Transit	09/06/2020 11:02:22	09/06/2020 11:02:23	Approved by OGA	MAQ161V06000412020		<input type="checkbox"/>
6	<a href="#">MAQ1612020V0000561</a>	DTFULL NAME	Transit	09/06/2020 11:00:34	09/06/2020 11:15:37	Approved by OGA	MAQ161V06000422020		<input type="checkbox"/>
7	<a href="#">MAQ1612020V0000528</a>	DTFULL NAME	Transit	03/06/2020 17:41:14	04/06/2020 14:46:50	Approved by OGA	MAQ161V06000212020		<input type="checkbox"/>
8	<a href="#">MAQ1612020W0000527</a>		Transshipment			Draft			<input type="checkbox"/>
9	<a href="#">MAQ1612020W0000526</a>	DTFULL NAME	Transshipment	03/06/2020 17:28:02	03/06/2020 17:28:02	Approved by OGA	MAQ161W06000212020		<input type="checkbox"/>

Figure 28

## Section 5. Copy Application

This section shows the steps to copy an application. This function allows users to save times and work faster with the existing data from previous application.



Figure 29

2. Search for the previous application to copy as required

FORWARDING AGENT LISTING

Search

Application ID Permit No. Application Date (From) Application Date (To)

Approval Date (From) Approval Date (To) Permit Issuance Agency (PIA) Permit Type

Status Trader Reference No. Company Name

SEARCH RESET

Listing

NEW COPY DELETE

Figure 30

3. Tick on the application to copy this application

Listing

NEW COPY DELETE

No.	Application ID	Company Name	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	
1	<a href="#">MAQ1612020V0000566</a>	DTFULL NAME	Transit	09/06/2020 13:12:07		Awaiting OGA Approval			<input type="checkbox"/>
2	<a href="#">MAQ1612020V0000565</a>	DTFULL NAME	Transit	09/06/2020 11:23:00	09/06/2020 11:23:01	Approved by OGA	MAQ161V06000432020		<input checked="" type="checkbox"/>
3	<a href="#">MAQ1612020W0000564</a>	DTFULL NAME	Transshipment						<input type="checkbox"/>
4	<a href="#">MAQ1612020W0000563</a>	DTFULL NAME	Transshipment						<input type="checkbox"/>
5	<a href="#">MAQ1612020V0000562</a>	DTFULL NAME	Transit	09/06/2020 11:02:22	09/06/2020 11:02:23	Approved by OGA	MAQ161V06000412020		<input type="checkbox"/>
6	<a href="#">MAQ1612020V0000561</a>	DTFULL NAME	Transit	09/06/2020 11:00:34	09/06/2020 11:15:37	Approved by OGA	MAQ161V06000422020		<input type="checkbox"/>
7	<a href="#">MAQ1612020V0000528</a>	DTFULL NAME	Transit	03/06/2020 17:41:14	04/06/2020 14:46:50	Approved by OGA	MAQ161V06000212020		<input type="checkbox"/>
8	<a href="#">MAQ1612020W0000527</a>		Transshipment			Draft			<input type="checkbox"/>
9	<a href="#">MAQ1612020W0000526</a>	DTFULL NAME	Transshipment	03/06/2020 17:28:02	03/06/2020 17:28:02	Approved by OGA	MAQ161W06000212020		<input type="checkbox"/>
10	<a href="#">MAQ1612020W0000525</a>		Transshipment			Draft			<input type="checkbox"/>

Figure 31

Listing

NEW COPY DELETE

No.	Application ID ▼▲	Company Name ▼▲	Permit Type ▼▲	Application Date ▼▲	Approval Date ▼▲	Status ▼▲	Permit No. ▼▲	Trader Reference No. ▼▲	<input type="checkbox"/>
1	<a href="#">MAQ1612020V0000566</a>	DTFULL NAME	Transit	09/06/2020 13:12:07		Awaiting OGA Approval			<input type="checkbox"/>
2	<a href="#">MAQ1612020V0000565</a>	DTFULL NAME	Transit	09/06/2020 11:02:22					<input checked="" type="checkbox"/>
3	<a href="#">MAQ1612020W0000564</a>	DTFULL NAME	Transshipment	09/06/2020 11:00:00					<input type="checkbox"/>
4	<a href="#">MAQ1612020W0000563</a>	DTFULL NAME	Transshipment	09/06/2020 11:03:56	09/06/2020 11:03:57	Approved by OGA	MAQ161W06000412020		<input type="checkbox"/>
5	<a href="#">MAQ1612020V0000562</a>	DTFULL NAME	Transit	09/06/2020 11:02:22	09/06/2020 11:02:23	Approved by OGA	MAQ161V06000412020		<input type="checkbox"/>
6	<a href="#">MAQ1612020V0000561</a>	DTFULL NAME	Transit	09/06/2020 11:00:34	09/06/2020 11:15:37	Approved by OGA	MAQ161V06000422020		<input type="checkbox"/>
7	<a href="#">MAQ1612020V0000528</a>	DTFULL NAME	Transit	03/06/2020 17:41:14	04/06/2020 14:46:50	Approved by OGA	MAQ161V06000212020		<input type="checkbox"/>
8	<a href="#">MAQ1612020W0000527</a>		Transshipment			Draft			<input type="checkbox"/>
9	<a href="#">MAQ1612020W0000526</a>	DTFULL NAME	Transshipment	03/06/2020 17:28:02	03/06/2020 17:28:02	Approved by OGA	MAQ161W06000212020		<input type="checkbox"/>
10	<a href="#">MAQ1612020W0000525</a>		Transshipment			Draft			<input type="checkbox"/>

4. Then click this Copy button here

Figure 32

**PERMIT APPLICATION**

**Application**

Permit Issuance Agency (PIA)  PIA Processing Branch  Application ID

Permit Type

---

**Consignor Details**

ROC/ROB No.  Company Name

Company Address

LOT SATU JALAN DUA

Postcode  City  State

Country

---

**Consignee Details**

ROC/ROB No.  Company Name

Company Address

ALAMAT SATU BAHAGIA

Postcode  City  State

Country

---

**Agent Details**

Agent Code  Company Name

Company Address

5. New copied application created with new Application ID. User can change details if required.

Figure 33

## Section 6. Delete Application

This section shows the steps to delete applications. Only applications with DRAFT status can be deleted.

**FORWARDING AGENT LISTING**

Search

Application ID  Permit No.  Application Date (From)  Application Date (To)

Approval Date (From)  Approval Date (To)  Permit Issuance Agency (PIA)  Permit Type

Status  Trader Reference No.  Company Name

1. Search for the application to delete here (in DRAFT status only)

Listing

No.	Application ID	Company Name	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.
-----	----------------	--------------	-------------	------------------	---------------	--------	------------	----------------------

Figure 34

Listing

No.	Application ID	Company Name	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	<input type="checkbox"/>
1	<a href="#">MAQ1612020V0000567</a>		Transit			Draft			<input type="checkbox"/>
2	<a href="#">MAQ1612020W0000527</a>		Transshipment			Draft			<input type="checkbox"/>
3	<a href="#">MAQ1612020W0000525</a>		Transshipment			Draft			<input checked="" type="checkbox"/>
4	<a href="#">MAQ1612020W0000524</a>	DTFULL NAME	Transshipment			Draft			<input type="checkbox"/>
5	<a href="#">MAQ1612020W0000467</a>	DTFULL NAME	Transshipment			Draft			<input type="checkbox"/>
6	<a href="#">MAQ1612020W0000466</a>	DTFULL NAME	Transshipment			Draft			<input type="checkbox"/>
7	<a href="#">MAQ1612020V0000465</a>		Transit			Draft			<input type="checkbox"/>
8	<a href="#">MAQ1612020V0000464</a>		Transit			Draft			<input type="checkbox"/>
9	<a href="#">MAQ1612020W0000463</a>		Transshipment			Draft			<input type="checkbox"/>
10	<a href="#">MAQ1612020V0000462</a>	DTFULL NAME	Transit			Draft			<input type="checkbox"/>

Total Records  Show  Go to Page

2. Tick here to select application to delete

Figure 35

Listing

NEW COPY **DELETE**

No.	Application ID	Company Name	Permit Type	Application Date	Approval Date	Status	Permit No.	Transit Reference No.	
1	<a href="#">MAQ1612020V0000567</a>		Transit						<input type="checkbox"/>
2	<a href="#">MAQ1612020W0000527</a>		Transshipment						<input type="checkbox"/>
3	<a href="#">MAQ1612020W0000525</a>		Transshipment						<input checked="" type="checkbox"/>
4	<a href="#">MAQ1612020W0000524</a>	DTFULL NAME	Transshipment						<input type="checkbox"/>
5	<a href="#">MAQ1612020W0000467</a>	DTFULL NAME	Transshipment			Draft			<input type="checkbox"/>
6	<a href="#">MAQ1612020W0000466</a>	DTFULL NAME	Transshipment			Draft			<input type="checkbox"/>
7	<a href="#">MAQ1612020V0000465</a>		Transit			Draft			<input type="checkbox"/>
8	<a href="#">MAQ1612020V0000464</a>		Transit			Draft			<input type="checkbox"/>
9	<a href="#">MAQ1612020W0000463</a>		Transshipment			Draft			<input type="checkbox"/>
10	<a href="#">MAQ1612020V0000462</a>	DTFULL NAME	Transit			Draft			<input type="checkbox"/>

Total Records: 17 Show: 10 Go to Page: 1

Figure 36

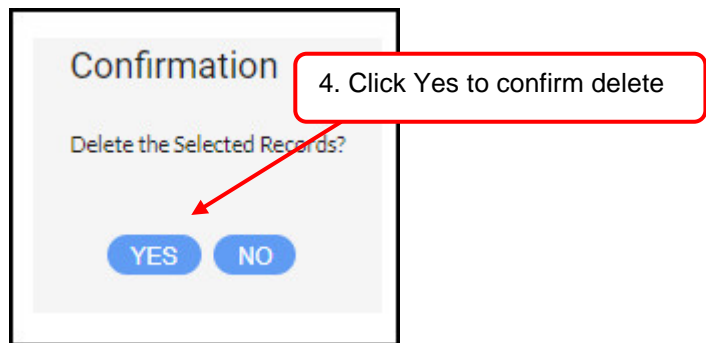


Figure 37

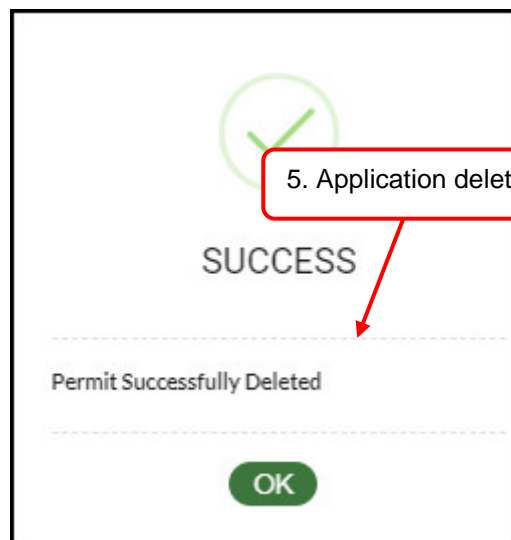


Figure 38



## Section 7. Print Permit

Traders can print permit directly from this system once the payment is successful as in steps in images below.

This section shows the steps to search and view application in the system.



Figure 39

FORWARDING AGENT LISTING

Search

Application ID Permit No. Application Date (From) Application Date (To)

Approval Date (From) Approval Date (To) Permit Issuance Agency (PIA) Permit Type

Status Trader Reference No. Company Name

Approved by OGA

SEARCH RESET

Listing

NEW COPY DELETE

Figure 40

Listing

NEW COPY DELETE

No.	Application ID	Company Name	Transshipment	Transit	Application Date	Approval Date	Status	Trader Reference No.	
1	<a href="#">MAQ1612020V0000585</a>	DTFULL NAME			09/06/2020 11:03:56	09/06/2020 11:03:57	Approved by OGA	MAQ161W06000432020	<input type="checkbox"/>
2	<a href="#">MAQ1612020W0000564</a>	DTFULL NAME			09/06/2020 11:02:22	09/06/2020 11:02:23	Approved by OGA	MAQ161W06000422020	<input type="checkbox"/>
3	<a href="#">MAQ1612020V0000563</a>	DTFULL NAME	Transshipment		09/06/2020 11:00:34	09/06/2020 11:15:37	Approved by OGA	MAQ161W06000422020	<input type="checkbox"/>
4	<a href="#">MAQ1612020V0000562</a>	DTFULL NAME		Transit	03/06/2020 17:28:02	03/06/2020 17:28:02	Approved by OGA	MAQ161W06000412020	<input type="checkbox"/>
5	<a href="#">MAQ1612020V0000561</a>	DTFULL NAME		Transit	02/06/2020 10:39:29	02/06/2020 10:39:29	Approved by OGA	MAQ161W0600012020	<input type="checkbox"/>
6	<a href="#">MAQ1612020V0000528</a>	DTFULL NAME		Transit	02/06/2020 10:37:47	02/06/2020 10:37:47	Approved by OGA	MAQ161W0600012020	<input type="checkbox"/>
7	<a href="#">MAQ1612020W0000526</a>	DTFULL NAME	Transshipment		02/06/2020 10:35:59	02/06/2020 10:45:53	Approved by OGA	MAQ161W0600022020	<input type="checkbox"/>
8	<a href="#">MAQ1612020W0000523</a>	DTFULL NAME		Transit					<input type="checkbox"/>
9	<a href="#">MAQ1612020V0000522</a>	DTFULL NAME		Transit					<input type="checkbox"/>
10	<a href="#">MAQ1612020V0000521</a>	DTFULL NAME		Transit					<input type="checkbox"/>

Figure 41

**PERMIT APPLICATION**

- Application
- Consignor Details
- Consignee Details
- Agent Details
- Applicant Details
- Application Details
- Additional Details
- Item Details (1/1)
- Transit / Transshipment Regulation
- Transit / Transshipment Disclaimer
- PIA Response

**Current Status**  
Approved by OGA

Verification By: [ ] Verification Datetime: [ ] Approved By: AUTO APPROVAL

Approved Datetime: 09/06/2020 11:03:57

Effective Datetime: 09 Jun 2020 11:03 Expiry Datetime: 16 Jun 2020 11:03 PIA Reference No.: MAQ/161/MAQ/W/TX/TY/000342/20

Permit No.: MAQ161W06000412020 Response Code: [ ]

Special Condition: [ ]

PIA Remarks: [ ]

**Transaction History**

No.	Date	Status	Done By
1	09/06/2020 11:03:15	Draft	DT-3
2	09/06/2020 11:03:56	Application Submitted	DT-3
3	09/06/2020 11:03:58	Application Approved	SYSTEM


PRINT BACK

6. Scroll down the Permit Application details and click on this button to print this permit.

Figure 42

7. Sample permit that ready to print.

**No. Transhipment / Transhipment No.**  
 MAQ161W6000412020  
 MAQ/161/MAQ/W/TX/TY/000342/20



**JABATAN PERKHIDMATAN KUARANTIN DAN PEMERIKSAAN MALAYSIA**  
*Department of Malaysian Quarantine and Inspection Services*

**AKTA PERKHIDMATAN KUARANTIN DAN PEMERIKSAAN MALAYSIA 2011 (AKTA 728)**  
 MALAYSIAN QUARANTINE AND INSPECTION SERVICES ACT 2011 (ACT 728)

**PASS TRANSHIPMENT**  
 TRANSHIPMENT PASS

<p><b>1. Konsaini / Pengimport ( Nama dan Alamat )</b>  <i>Consignee / Importer ( Name and Address )</i></p> <p>DT NISHA CONSIGNEE          ALAMAT SATU BARAGIA          ALAMAT DUA SELAJTERA          ALAMAT 3 MAJU JAYA          68100 BATU MUDA          SELANGOR MALAYSIA</p>	<p><b>5. Jenis Komoditi / Type of Commodity</b>  <i>Transit / Transhipment</i></p> <p><b>6. Tujuan Urusniaga / Purpose of Transaction**</b>          BUSINESS</p> <p><b>7. Negara Asal / Country of Origin</b>          THAILAND</p> <p><b>8. Negara Pengeksport / Consigned From</b>          LAOS</p>
<p><b>2. Konsainor / Pengeksport ( Nama dan Alamat )</b>  <i>Consignor / Exporter ( Name and Address )</i></p> <p>DTEXPORTERNISHA SDB BHD          LOT SATU JALAN DUA          TAMAN EMAT          SELEKOH 2          48200 SERENDAH          SELANGOR MALAYSIA</p>	<p><b>9. Negara Pengimport / Consigned To</b>          SINGAPORE</p> <p><b>10. Syarat Transhipment seperti di bawah atau di lampiran / Transhipment Condition as per below or attached</b></p> <p><b>12. Sah sehingga / Valid until</b>          16/06/2020</p>
<p><b>3. Nama Dan Alamat Agen Yang Diberikusa (bagi pihak Name and Address of Authorized Agent (for Importer)</b></p> <p>DT3A          DTFULL NAME          NO 1 JLN MAJU TITIAN SELAMAT          TAMAN BAHGIA          SELOKAH GEMILANG          54200 ULU KELANG          SELANGOR MALAYSIA</p>	<p><b>13. Pintu Masuk / Entry Point</b>          Putrajaya</p> <p><b>14. Pintu Keluar / Exit Point</b>          Putrajaya</p> <p><b>15. Tarikh Transhipment / Date of Transhipment</b>          10/06/2020</p> <p><b>16. BL No./ AWB No./ DO No. BL No./ AWB No./ DO No.</b>          b1 123</p>

Bil No.	Nama Komoditi Commodity Name	Unit Pengukuran Unit Of Measurement	Kos Seunit (MYR) Unit Cost (MYR)	Kuantiti Quantity	Nilai (RM) Value (MYR)
1.	Tanah	TNE	5.00	60.46	302.28
<b>Jumlah / Total</b>			5.00	60.46	302.28

Tempat: JABATAN PERKHIDMATAN KUARANTIN DAN PEMERIKSAAN MALAYSIA  
 Place: FEMERIKSAAN MALAYSIA

Tarikh: 09/06/2020  
 Date: (AUTO APPROVAL)

JABATAN PERKHIDMATAN KUARANTIN DAN PEMERIKSAAN MALAYSIA  
 for DIRECTOR GENERAL  
 DEPARTMENT OF MALAYSIAN QUARANTINE AND INSPECTION SERVICES

Remark : This is computer generated and no signature required

Permit Charges : RM0.00

Page 1 of 2  
 09-06-2020 12:32 PM  
 MAQ1612020W0000563

**No. Transhipment / Transhipment No.**  
 MAQ161W6000412020  
 MAQ/161/MAQ/W/TX/TY/000342/20

**JABATAN PERKHIDMATAN KUARANTIN DAN PEMERIKSAAN MALAYSIA**  
*Department of Malaysian Quarantine and Inspection Services*

**AKTA PERKHIDMATAN KUARANTIN DAN PEMERIKSAAN MALAYSIA 2011 (AKTA 728)**  
 MALAYSIAN QUARANTINE AND INSPECTION SERVICES ACT 2011 (ACT 728)

**PASS TRANSHIPMENT**  
 TRANSHIPMENT PASS

**Attachment to Transhipment Pass**

**Regulation**

- i. Kemasukan hendaklah datang dengan menggunakan kontena yang tertutup (air tight) sahaja daripada negara pengeksport;  
 Entry of consignments from the exporting country must only using closed container (air tight);
- ii. Kontena / Konsainan berkenaan tidak dipunggah dan atau ditukar ke kontena / konsainan yang lain;  
 Consignments / Containers must not be unload and / or exchanged to other containers / consignments;
- iii. Kontena / Konsainan berkenaan hendaklah di hantar terus ke destinasi seperti di dalam Commercial Invoice dan Bill of Landing (BL);  
 Containers / Consignments should be sent directly to destination as in Commercial Invoice and Bill of Landing;
- iv. Pegawai MAQIS akan membuat pemeriksaan ke atas konsainan berkenaan dan sebelum bertolak dari pintu masuk berkenaan;  
 MAQIS officers are entitled for inspection of the consignments during entry and before departing to other entry point;
- v. Kontena / Konsainan berkenaan akan dilakri dengan seal MAQIS di pintu masuk yang berkenaan;  
 Containers / Consignments shall be stamped with MAQIS seal at the entry point;
- vi. Pihak tuan dikehendaki menyerahkan salinan dokumen transit dan borang Kastam K8 kepada Pegawai MAQIS;  
 Applicant is required to submit a copy of the transit document and the K8 Custom form to the MAQIS Officer.
- vii. Pegawai MAQIS akan melakukan pemeriksaan di pintu keluar yang berkenaan dan hanya Pegawai MAQIS sahaja yang dibenarkan untuk memecahkan seal bagi kontena / Konsainan berkenaan;  
 MAQIS officers will conduct inspection at the exit point and only MAQIS officers are allowed to unseal the seal for the containers / consignments;
- viii. Pihak tuan adalah bertanggungjawab sepenuhnya terhadap apa-apa jua kos dan risiko yang timbul semasa proses transit tersebut.  
 Applicant is solely responsible for any costs and risks arising during the transit process.

Figure 43

**-End of Manual-**

This user manual shall be updated as and when required.