



LPF

Lembaga Penapisan Filem

Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

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Version No	1.0
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Version	Date	Author	Description of Amendment
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Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
LPF	Lembaga Penapisan Filem
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam
PIA	Permit Issuance Agencies
AP	Approval Permit
FA	Forwarding Agent
IP	Import Permit

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Section 1. Introduction

Film Censorship Board of Malaysia (LPF) is a body under Ministry of Home Affairs that vets films. Any film that is to be screened in Malaysia must be certified by the Board. Under the provisions of the Act, no one is allowed to view any films that have not been licensed by the Board. The Board will decide either the films or programmes are acceptable for Malaysian audience, where approval only given after the Board is satisfied that the films or programmes satisfied the Film Censorship Act 2002.

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. 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. Traders
- ii. Forwarding Agents

1.4. About This Document

This publication is to provide an overview on how Traders/ FA can apply import/export permit, make payment, and print permit via this system 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

CARELINE is available 24 hours daily, including public holidays

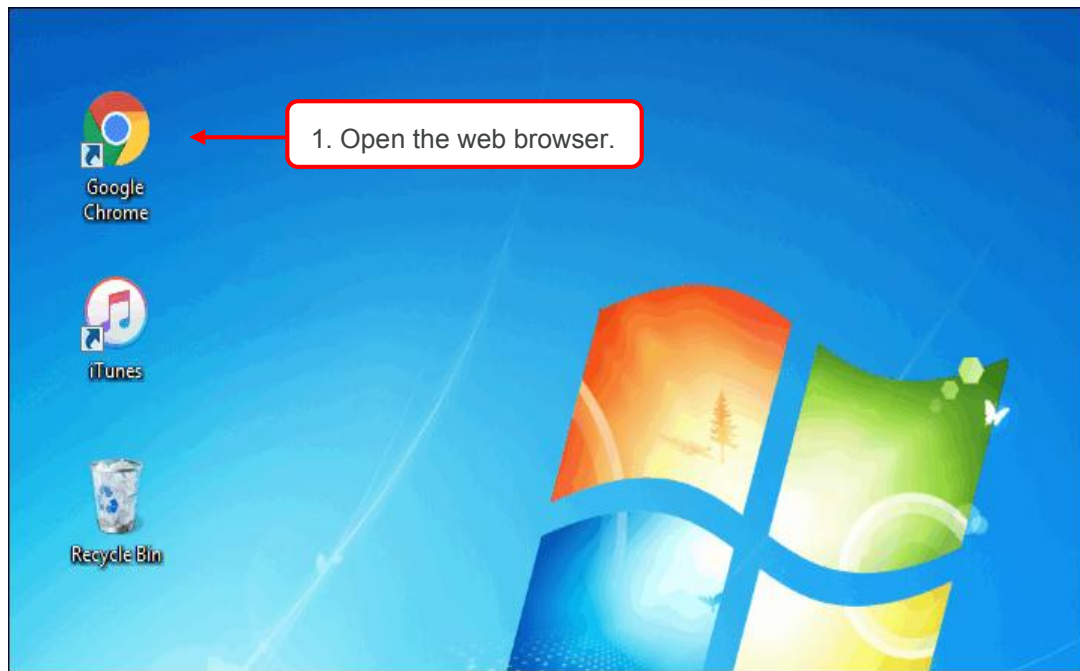
Section 2. Getting Started

2.1. System Access

LPF ePermit system is accessible via:

<https://newepermit.dagangnet.com.my>

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



e 1

Figur

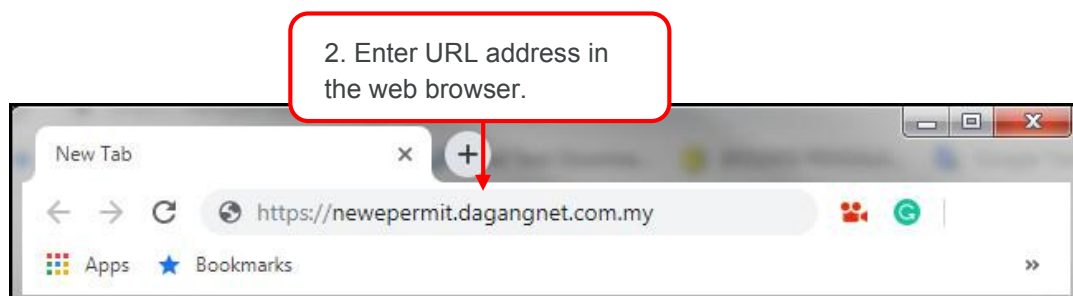


Figure 2

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

2.2. Log In

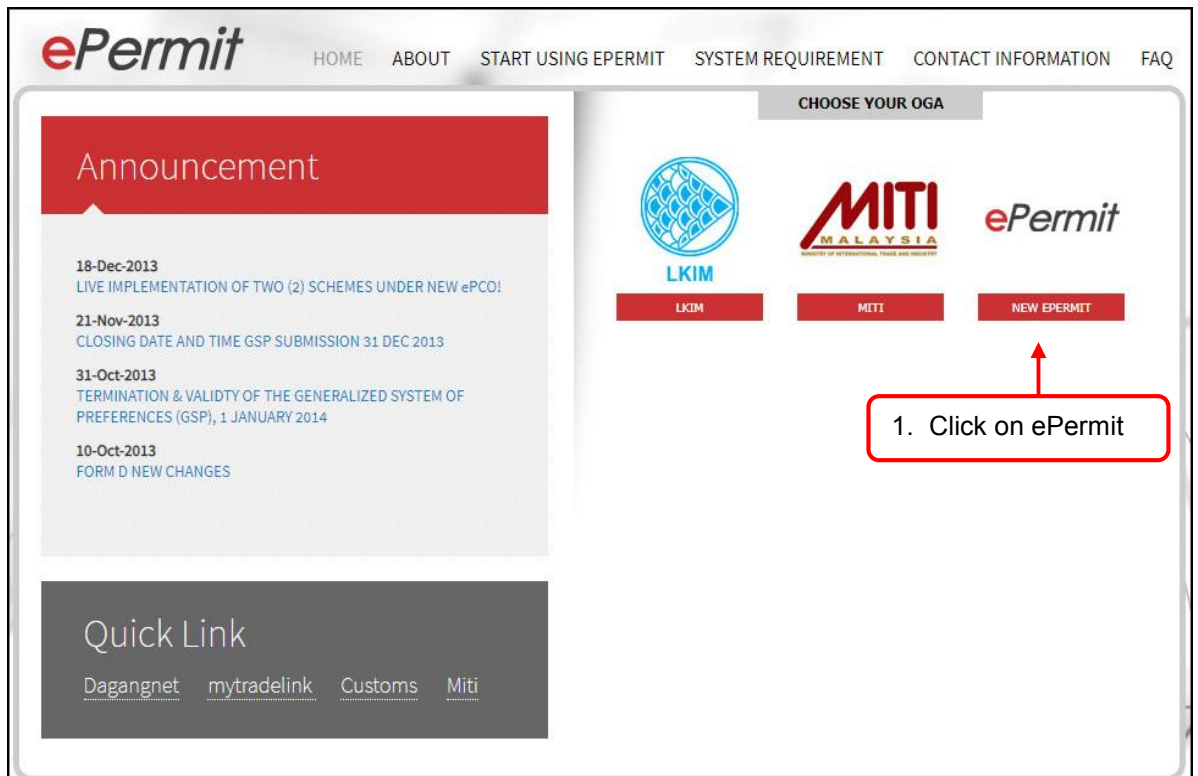


Figure 3

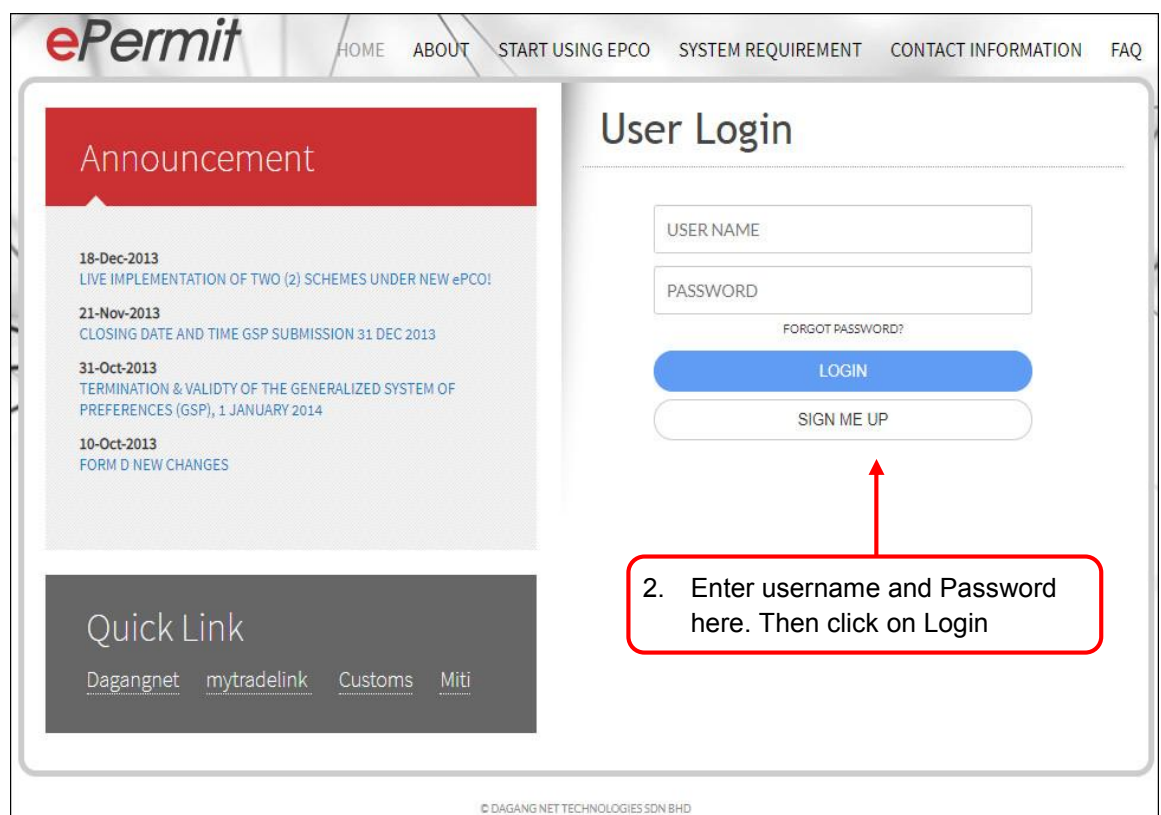


Figure 4

2.3. Log out

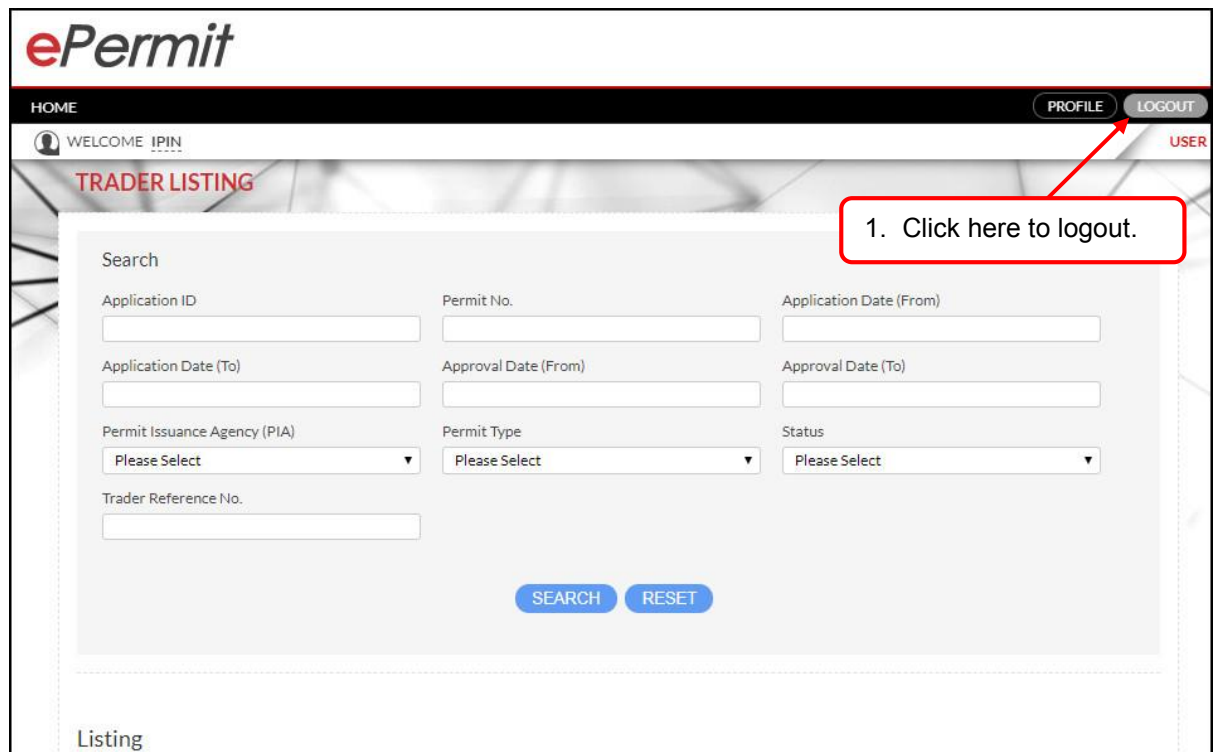


Figure 5

Section 3. New Permit Application

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

3.1. Create New

TRADER 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.:

Listing

1. Click New to create new application.

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.
*** No Record Found ***							

Figure 6

Listing

Permit Issuance Agency (PIA) * Permit Type * PIA Processing Branch *

2. Select the PIA, Permit Type and PIA Processing Branch.

3. Then, click here to create new application.

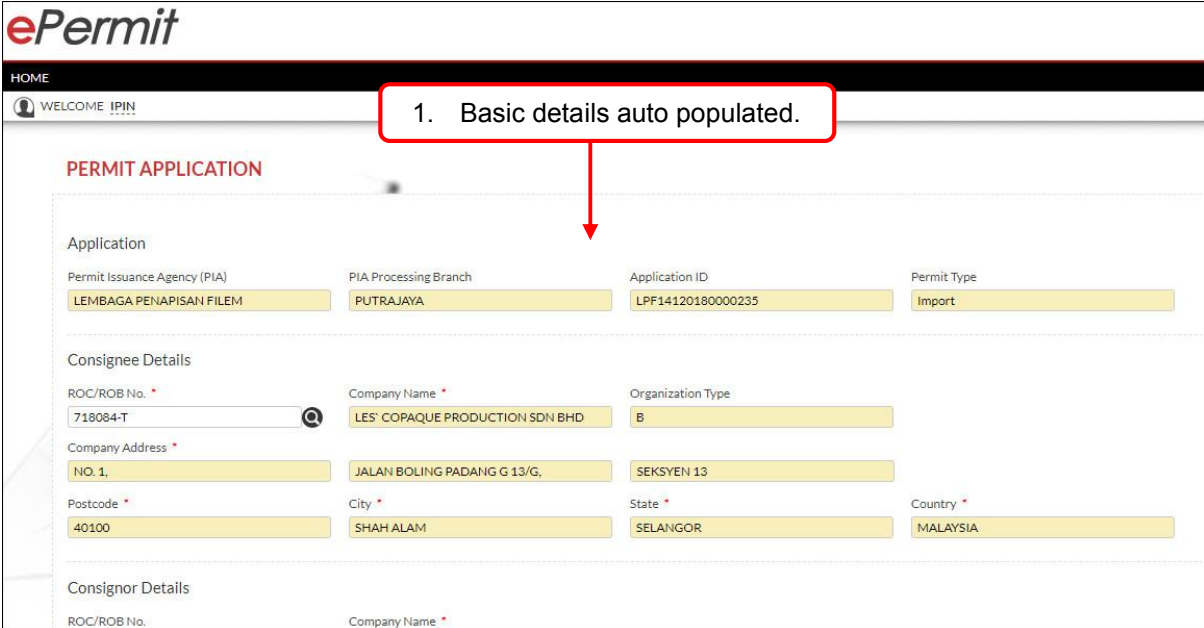
No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status	
1	LPF14120180000223	Import	27/08/2018		Draft				<input type="checkbox"/>
2	LPF14120180000224	Import	27/08/2018		Approved by Customs	LPF141108000362018			<input type="checkbox"/>
3	LPF14120180000225	Import	27/08/2018		Approved by Customs	LPF141108000362018			<input type="checkbox"/>
4	LPF14120180000194	Import	20/08/2018	03/09/2018	Approved by OGA	LPF141109000392018		N/A	<input type="checkbox"/>
5	LPF14120180000192	Import	20/08/2018	20/08/2018	Rejected by Customs	LPF141108000362018		N/A	<input type="checkbox"/>
6	LPF14120180000190	Import	20/08/2018	20/08/2018	Approved by OGA	LPF141108000352018		N/A	<input type="checkbox"/>

Figure 7

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

3.2.1. Basic Details



The screenshot displays the 'ePermit' application interface. At the top, there is a navigation bar with 'HOME' and 'WELCOME IPIN'. Below this, a red-bordered box contains the text '1. Basic details auto populated.' with a red arrow pointing to the 'Application' section. The 'PERMIT APPLICATION' section is divided into three main parts: 'Application', 'Consignee Details', and 'Consignor Details'. The 'Application' section contains four fields: 'Permit Issuance Agency (PIA)' (LEMBAGA PENAPISAN FILEM), 'PIA Processing Branch' (PUTRAJAYA), 'Application ID' (LPF14120180000235), and 'Permit Type' (Import). The 'Consignee Details' section contains eight fields: 'ROC/ROB No.' (718084-T), 'Company Name' (LES' COPAQUE PRODUCTION SDN BHD), 'Organization Type' (B), 'Company Address' (NO. 1, JALAN BOLING PADANG G 13/G, SEKSYEN 13), 'Postcode' (40100), 'City' (SHAH ALAM), 'State' (SELANGOR), and 'Country' (MALAYSIA). The 'Consignor Details' section contains two fields: 'ROC/ROB No.' and 'Company Name'. All fields are highlighted in yellow.

Application			
Permit Issuance Agency (PIA)	PIA Processing Branch	Application ID	Permit Type
LEMBAGA PENAPISAN FILEM	PUTRAJAYA	LPF14120180000235	Import

Consignee Details			
ROC/ROB No. *	Company Name *	Organization Type	
718084-T	LES' COPAQUE PRODUCTION SDN BHD	B	
Company Address *			
NO. 1,	JALAN BOLING PADANG G 13/G,	SEKSYEN 13	
Postcode *	City *	State *	Country *
40100	SHAH ALAM	SELANGOR	MALAYSIA

Consignor Details	
ROC/ROB No.	Company Name *

Figure 8

3.2.2. Consignor, Agent and Applicant Details

The screenshot shows a multi-section form for 'Consignor, Agent and Applicant Details'. Red callout boxes with arrows provide instructions:

- Box 1:** '1. Fill up the required details' with an arrow pointing to the 'Country' field in the Consignor Details section.
- Box 2:** '2. * Click this button to select registered details from the list.' with an arrow pointing to the magnifying glass icon in the 'Agent Code' field.

Consignor Details: Includes fields for RO, Com, Post, State, and Country.

Agent Details: Includes fields for Agent Code (with magnifying glass icon), Company Name, Company Address, Postcode, City, State, and Country.

Applicant Details: Includes fields for Name (with magnifying glass icon), IC No./Passport No., Designation, Phone No., Fax No., and Email.

Application Details: Includes dropdowns for Mode of Transport and Purpose, and text fields for Transport/Voyage/Flight/Conveyance No., Trader Reference No., Country of Origin (with magnifying glass icon), Customs Station Code (with magnifying glass icon), Place of Origin, Consigned From (with magnifying glass icon), Import Date, Port/Place of Import (with magnifying glass icon), Location (with magnifying glass icon), and ETA.

Application Remarks: A large text area at the bottom for additional comments.

Figure 9

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

Applicant Search

Name

3. Click on the list to select one as required.

No.	IC No. / Passport No.	Name	Designation	Phone No.	Email
1	0987657890	nisha app1	tester	03-9876567890	annisha@dagangnet.com
2	987654567	nisha mohd test222	tester	+60176863086	annisha@dagangnet.com

Go to Page

Figure 10

Applicant Details

Name

4. Selected applicant added

IC No. / Passport No. Designation Phone No.

Fax No. Email

Figure 11

3.2.3. Application Details

1. Click here to select the mode of transport

2. Click her to select purpose

Application Details

Mode of Transport Transport / Voyage / Flight / Conveyance No.

Purpose

Trader Reference No. Country of Origin

Place of Origin Consigned From

Port / Place of Import Location

Customs Station Code

Import Date

ETA

Application Remarks

Figure 12

Mode of Transport *

Please Select ▼

Please Select

PIPELINE (FUEL)

MARITIME TRANSPORT

RAIL TRANSPORT

ROAD TRANSPORT

AIR TRANSPORT

MAIL

MULTIMODAL TRANSPORT

FIXED TRANSPORT INSTALLATIONS

INLAND WATER TRANSPORT

OTHERS

Figure 13

Purpose *

Please Select ▼

Please Select

Business

Private

Exhibition

Research

Others

Figure 14

Application Details

Mode of Transport *
AIR TRANSPORT ▼

Transport / Voyage / Flight / Co
[]

Trader Reference No.
[]

Country of Origin *
[]

Place of Origin *
[]

Port / Place of Import *
[]

Application Remarks
[]

Purpose *
Business ▼

Customs Station Code *
IBU PEJABAT KASTAM

Consigned From *
[]

Location *
[]

Import Date *
[]

ETA *
[]

* Click this button to select Country of Origin

Figure 15

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

Country Search

Country Code Country Name

5. Search for a Country here

SEARCH **CLOSE**

No.	Country Code	Country Name
1	AC	AMERICAN TROPICS
2	AD	ANDORRA
3	AE	UNITED ARAB EMIRATES
4	AF	AFGHANISTAN
5	AG	ANTIGUA AND BARBUDA
6	AI	ANGUILLA
7	AL	ALBANIA
8	AM	ARMENIA
9	AN	NETHERLANDS ANTILLES
10	AO	ANGOLA
11	AQ	ANTARCTICA
12	AR	ARGENTINA
13	AS	AMERICAN SAMOA
14	AT	AUSTRIA
15	AU	AUSTRALIA

6. Click here to select this country

Figure 16

Application Details

7. Selected country added

Mode of Transport

Transport / Voyage / Flight / Conveyance No.

Purpose

Trader Reference No.

Country of Origin

Customs Station Code

Place of Origin

Consigned From

Import Date

Port / Place of Import

Location

ETA

Application Remarks

Figure 17

3.2.4. Additional Details

1. Click the radio button to select Applicant Type

2. Enter other required details in the provided box. These details will be shown based on the selected Applicant Type.

Additional Details

Applicant Type *

☒ Distributor ☐ Society ☐ TV Station ☐ Others

Document Number :

FINAS XBF No. Shipping Invoice No. or Airway Bill No.

Film Distributor Details :

ROC/ROB Film Distributor Film Distributor Name

Film Distributor Address

Figure 18

Additional Details

Applicant Type *

☒ Distributor ☐ Society ☐ TV Station ☐ Government Agency ☐ Others

Document Number :

FINAS XBF No. Shipping Invoice No. or Airway Bill No.

Film Distributor Details :

ROC/ROB Film Distributor Film Distributor Name

Film Distributor Address

Figure 19

3.2.5. Item Details

Item Details

1. Click here to create new item

CREATE DELETE

* Minimum One Item is Required

No.	Title	Tariff Code	Unit of Measurement	Field or Type	Language	Content	Copy	Quantity or Rail	Edit	Delete
*** No Record Found ***										

Figure 20

Item Details

2. Click here to select tariff code

Tariff Code *

Tariff Description

Title * Language *

Field or Type *

Tape Film

Content * Copy *

Quantity or Rail *

SAVE CLOSE RESET

Figure 21

SMK Tariff Search OGA Tariff Search

Tariff Code Tariff Description

SEARCH CLOSE

4. Search for Tariff here.

3. There's 2 types of Tariff, click to select

5. Click on Tariff to select

No.	Tariff Code	Unit of Measurement	Tariff Description
1	0101210000	UNT	--Pure-bred breeding animals
2	0101290000	UNT	--Other
3	0101301000	UNT	--Pure-bred breeding animals
4	0101309000	UNT	--Other
5	0101900000	UNT	-Other
6	0102210000	UNT	--Pure-bred breeding animals
7	0102291011	UNT	----Oxen
8	0102291019	UNT	----Other
9	0102291091	UNT	----Oxen
10	0102291099	UNT	----Other
11	0102291100	UNT	----Oxen
12	0102291900	UNT	----Other
13	0102299000	UNT	--Other
14	0102299010	UNT	----For slaughter
15	0102299090	UNT	----Other

Figure 22

Item Details

Tariff Code Unit of Measurement

0102291099 UNT

Tariff Description

-----Other

6. Enter Item's title here

7. Click here to select Language from the list

Title Language

Happy Ghost ENGLISH

Field or Type

☒ Tape DVD ☐ Film

8. Select Field or Item Type,

Content Copy

TRELER 2

Quantity or Rail

10

1. Select Content type for this item, no of copy and quantity or rail as required.

2. Click here to save this item details

SAVE CLOSE RESET

Figure 23

Item Details

11. Items Details added in the table.

12. Click this icon to edit this item

No.	Title	Tariff Code	Unit of Measurement	Field or Type	Language	Content	Copy	Quantity or Rail	Edit	Delete
1	Happy Ghost	0102291099	UNT	Tape	ENGLISH	TRELER	2	10		

Go to Page 1

Figure 24

Sandec Details

13. All transactions history will be listed here.

14. Click here to save this application as draft, which will be listed in the Listing table.

Transaction History

No.	Date	Status	Remarks	Done By
1	30/05/2019 15:14:31	Draft		

15. Click here to submit this application

SAVE

SUBMIT

BACK

Figure 25

SUCCESS

Permit Successfully Submitted

OK

16. Application successfully submitted. Click OK.

Figure 26

Sandec Details

No.	Tariff Code	Release Date	Tariff Declared Qty.	SMK Declaration Refno.
*** No Record Found***				

Transaction History

No.	Date	Status	Remarks	Done By
1	30/05/2019 15:14:31	Draft		IPIN dan nenek
2	31/05/2019 15:22:04	Application Submitted		IPIN dan nenek

BACK

Figure 27

Listing

18. Submitted application listed in this table as Awaiting OGA Approval.

NEW COPY DELETE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status	
1	LPF14120190000481	Import	30/05/2019		Awaiting OGA Approval			N/A	<input type="checkbox"/>
2	LPF14120190000461	Import	29/05/2019		Draft			N/A	<input type="checkbox"/>
3	LPF14120190000441	Import	15/05/2019		Draft			N/A	<input type="checkbox"/>
4	LPF14120190000361	Import	17/04/2019		Draft			N/A	<input type="checkbox"/>
5	LPF14120190000321	Import	09/04/2019		Draft			N/A	<input type="checkbox"/>
6	LPF14120190000302	Import	08/04/2019		Draft			N/A	<input type="checkbox"/>
7	LPF14120190000221	Import	26/03/2019		Draft			N/A	<input type="checkbox"/>

Go to Page 1 < >

Figure 28

Section 4. Copy Application

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

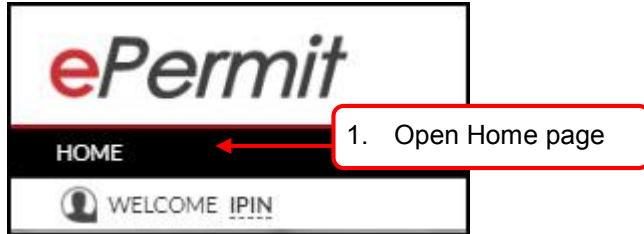


Figure 29

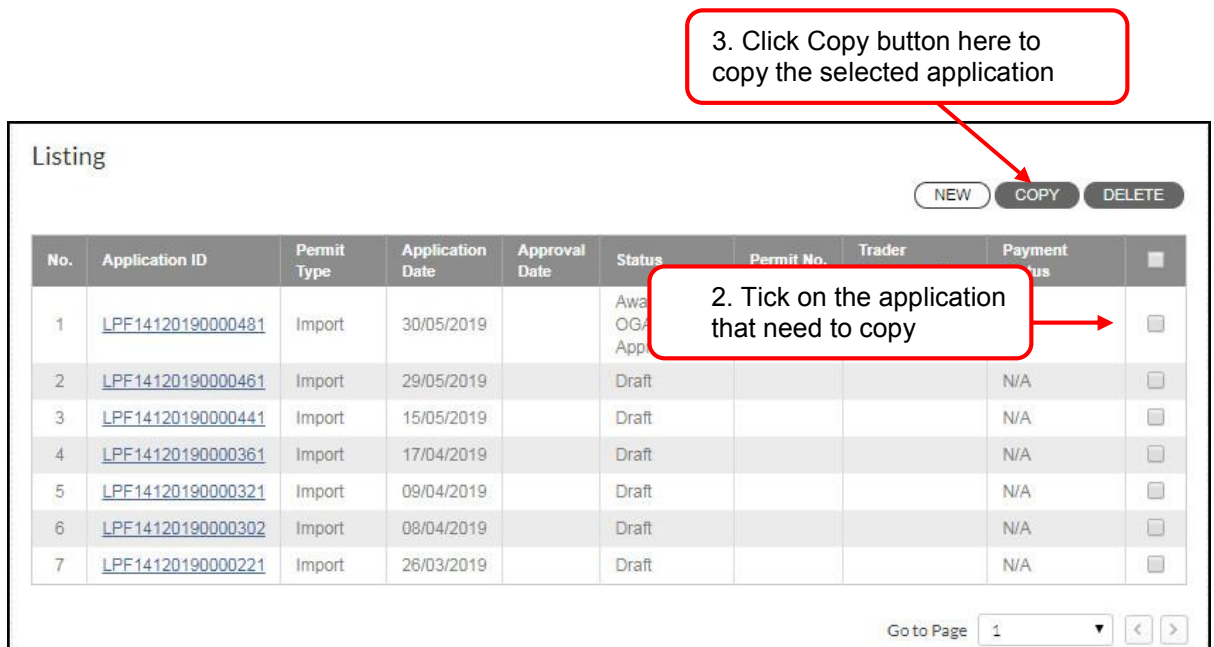


Figure 30

Application

Permit Issuance Agency (PIA)
LEMBAGA PENAPISAN FILEM

Permit Type
Import

PIA Processing Branch
PUTRAJAYA

Application ID
LPP14120190000483

Consignee Details

ROC/ROB No. *
718084-T

Company Address *
**NO. 1
SEKSYEN 13**

Postcode *
40100

Country *
MALAYSIA

Company Name *
LES' COPAQUE PRODUCTION SDN BHD

JALAN BOLLING PADANG G 13/G.

City *
SHAH ALAM

State *
SELANGOR

Organization Type
B

Consignor Details

ROC/ROB No.
consignor nisha1

Company Address *
**Alamat 1, lot 100 jalan dua 2 dn 2
alamat 3, bukit sepakat mewah timun**

Postcode *
68100

Country *
MALAYSIA

Company Name *
nisha consignor

Alamat 2 taman tiga lorong taman 12

City
batu caves

State
SELANGOR

Agent Details

Agent Code

Company Address

Postcode

Country

Company Name

City

State

Applicant Details

Name *
nisha app1

IC No. / Passport No. *
0987657890

Fax No. *
03-9876567891

Designation *
tester

Email *
suryati@dagangnet.com

Phone No. *
03-9876567890

Application Details

Mode of Transport *
AIR TRANSPORT

Trader Reference No.

Place of Origin *
ADELAIDE-SA

Port / Place of Import *
KLANG, SELANGOR

Transport / Voyage / Flight / Conveyance No.

Country of Origin *
AUSTRALIA

Consigned From *
AUSTRALIA

Location *
KLANG, SELANGOR

Purpose *
Business

Customs Station Code *
IBU PEJABAT KASTAM

Import Date *
03 Jun 2019

ETA *
03 Jun 2019

Application Remarks

Additional Details

Applicant Type *
☒ Distributor
 ☐ Society
 ☐ TV Station
 ☐ Government Agency
 ☐ Others

Document Number:
 FINAS XBF No. **1234567**
 Shipping Invoice No. or Airway Bill No. **12312313**

Film Distributor Details:
 ROC/ROB Film Distributor **AA123333**
 Film Distributor Name **FILMe Distributor Sdn Bhd**

Film Distributor Address:
**No 1, Jalan Telawi, Bangsar,
57100 Kuala Lumpur**

Item Details

* Minimum One Item is Required

No.	Title	Tariff Code	Unit of Measurement	Field or Type	Language	Content	Copy	Quantity or Ball	Edit	Delete
*** No Record Found ***										

Sandec Details

No.	Tariff Code	Release Date	Tariff	Rem.
*** No Record Found ***				

Transaction History

No.	Date	Status	Remarks
1	31/05/2019 15:49:55	Draft	IPIN dan nenek

SAVE
SUBMIT
BACK

4. Copied application page.

5. Edit details, if required.

6. Add item details as in steps 2.2.5 *Item Details*

7. Then, Submit or Save this application as required.

Figure 31

Section 5. Delete Application

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



Figure 32

3. Click Delete button here to delete the selected application

Listing

NEW COPY DELETE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status	
1	LPF14120190000481	Import	30/05/2019		Awaiting OGA Appr			N/A	<input type="checkbox"/>
2	LPF14120190000461	Import	29/05/2019		Draft			N/A	<input type="checkbox"/>
3	LPF14120190000441	Import	15/05/2019		Draft			N/A	<input type="checkbox"/>
4	LPF14120190000361	Import	17/04/2019		Draft			N/A	<input type="checkbox"/>
5	LPF14120190000321	Import	09/04/2019		Draft			N/A	<input type="checkbox"/>
6	LPF14120190000302	Import	08/04/2019		Draft			N/A	<input type="checkbox"/>
7	LPF14120190000221	Import	26/03/2019		Draft			N/A	<input type="checkbox"/>

2. Tick here to select this application

Go to Page 1 < >

Figure 33

-End of Manual-

This user manual shall be updated as and when required.