



Lembaga Perlesenan Tenaga Atom (LTA)

Trader / Forwarding Agent User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

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Abbreviation

Abbreviation	Definition
AELB	Atom Energy License Board
DNT	Dagang Net Technologies Sdn Bhd
ePermit	Electronic Permit
FA	Forwarding Agent
LTA	Lembaga Perlesenan Tenaga Atom
OGA	Other Government Agencies
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 LTA?	6
1.3. System Requirements?.....	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. Trader Listing.....	10
Section 4. New Permit Application.....	11
4.1. Create New	11
4.2. Application Details	12
4.2.1. Basic Details	12
4.2.2. Consignor, Agent, and Applicant Details	12
4.2.3. Application Details	13
4.2.4. Additional Details	15
4.2.5. Storage Container Details	16
4.2.6. End Users Details	16
4.2.7. Item Details.....	17
4.2.8. Submit New Application	20
Section 5. Copy Application	22
Section 6. Delete Application.....	23
Section 7. Print Permit	25

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 LTA?

LTA (Lembaga Perlesenan Tenaga Atom) has been authorized to issue import and export permit using ePermit platform system that has been provided by Dagang Net Technologies as Permit Issuing Agencies (PIA). This platform provides various Permits linked to Customs Department while avoiding costly investments on hardware infrastructures and system maintenance nightmares.

The platform also boasts smooth gateway integration to Customs' Sistem Maklumat Kastam (SMK), enabling speedier and reliable processing for the benefit of customers of the agencies contributing to the national agenda and economy.

1.3. System Requirements?

ePermit is a web-based system and it has been certified to work well with below browser:

- Chrome Version 35 above
- Mozilla Firefox 29 and above
- Microsoft Edge

1.4. Who Should Read This Publication?

This user guide is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for ePermit LTA system users- Traders and Forwarding Agent.

1.5. 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.

1.6. Support Information

Should there be any issues related to the system that need to be clarified, 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/epermit/html/login>

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

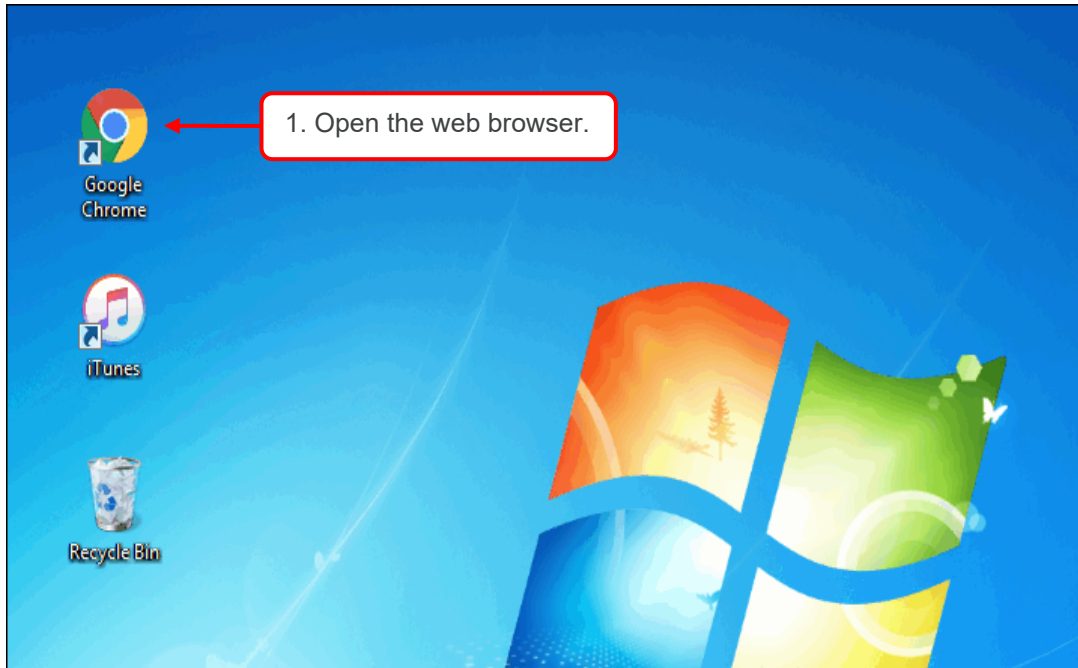


Figure 1

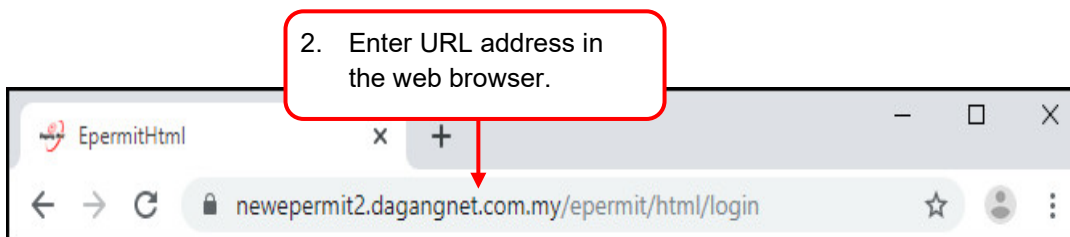


Figure 2

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

2.2. Log In

ePermit HOME ABOUT REGISTRATION AND CONTACT INFORMATION SYSTEM REQUIREMENT

Announcement

2020-08-13
DOWNTIME FOR MALAYSIA'S ASW GATEWAY

2020-07-22
DVS: SYARAT PENGIMPORAN BARU KE TURKI SUSULAN PANDEMIK COVID-19

2020-04-28
MAQIS: PEMAKLUMAN PENETAPAN JUMLAH ITEM BAGI PERMIT OGA MAQIS/DDA (EKSPORT) KEPADA 50 ITEM

2020-04-07
DVS: NOTIS MAKLUMAN PENYELARA SENARAI PRODUK DI DALAM SIJIL VH PRODUK HAIWAN DAN HASILAN HAI

[More](#)

Quick Link

User Login

USER NAME

PASSWORD

[FORGOT PASSWORD?](#)

LOGIN

SIGN ME UP

1. Enter Username and Password here. Then click on Login.

Figure 3

2.3. Log out.

ePermit HOME PROFILE LOGOUT

WELCOME AUSTIN SILUVAIMONEY

CHAMPION-USER

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 [Show Draft Applications](#) ☒

Please Select Please Select Please Select

Trader Reference No.

SEARCH RESET

Listing

1. Click here to logout.

Figure 4

Section 3. Trader Listing

This section shows the steps to search for application from the listing. System will automatically list permit application that were created within last 30 days with status 'Draft' only. For other status and application that were created more than 30 days, please use the 'Search' function.

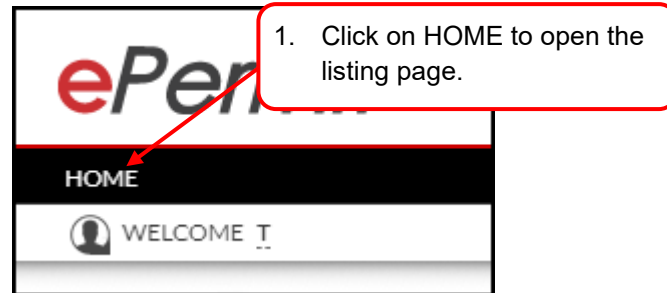


Figure 5

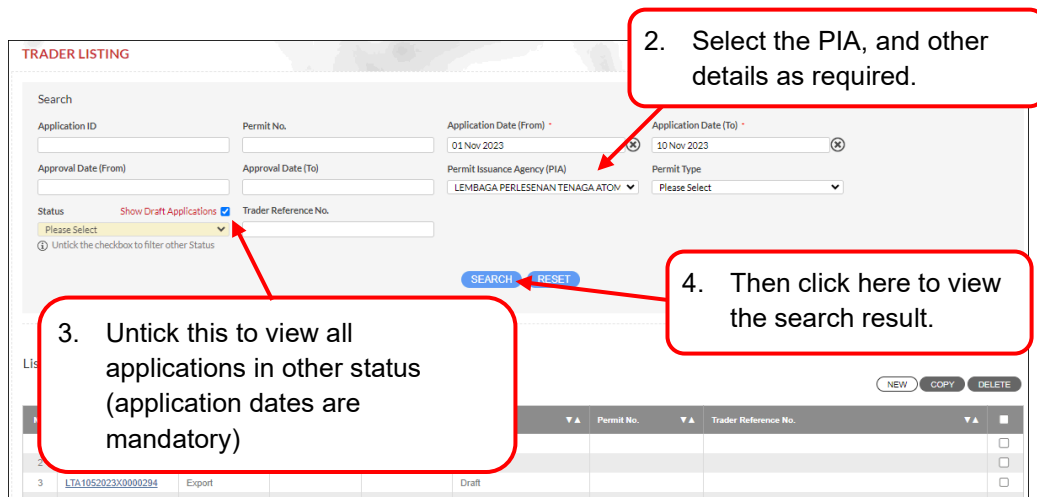


Figure 6

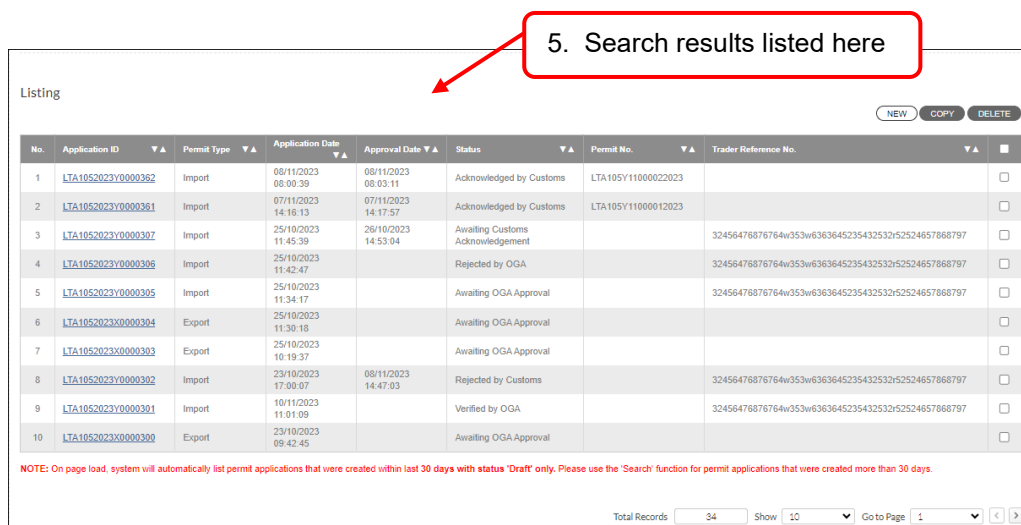


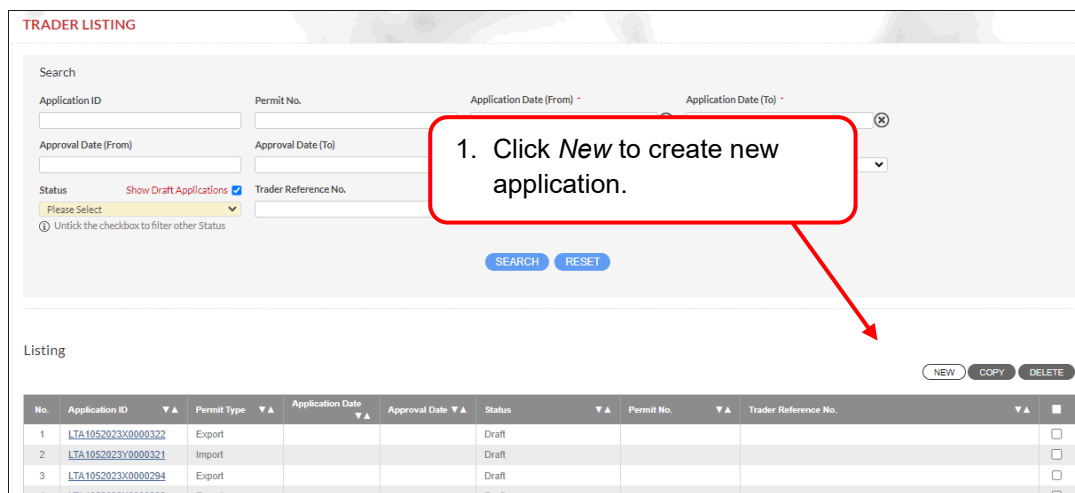
Figure 7

Section 4. New Permit Application

ePermit system allows users to make permit application directly from the system. Users can also keep track the status of their applications thru this system. Users need to fill in all the required information to submit the application, otherwise the permit application can only save as a draft.

When applying for permit, Traders will need to input their own agent details, and for Forwarding Agent, details will auto input when FA select the consignee details.

4.1. Create New



TRADER LISTING

Search

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

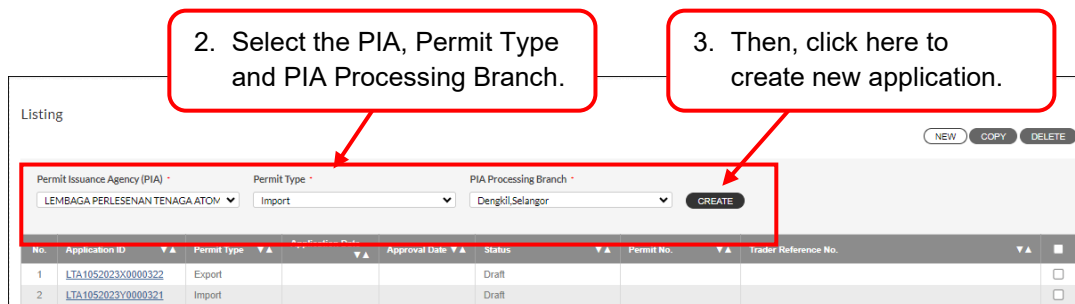
Approval Date (From): Approval Date (To):

Status: Show Draft Applications ☒ Trader Reference No.:

Listing

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.
1	LTA1052023X0000322	Export			Draft		
2	LTA1052023Y0000321	Import			Draft		
3	LTA1052023X0000294	Export			Draft		

Figure 8



Listing

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

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.
1	LTA1052023X0000322	Export			Draft		
2	LTA1052023Y0000321	Import			Draft		

Figure 9

4.2. Application Details

Once a 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.

4.2.1. Basic Details

The screenshot shows the 'PERMIT APPLICATION' form. The 'Application' section is highlighted with a red box and an arrow pointing to it, with a callout box stating '1. Basic details auto populated.' The 'Application' section contains the following fields: Permit Issuance Agency (PIA) (LEMBAKA PERLESENAN TENAGA ATOM), PIA Processing Branch (Dengkil, Selangor), Application ID (LTA1052023Y0000381), and Permit Type (Import). The 'Consignee Details' section is also visible, showing fields for ROC / ROB No., Company Name, Organization Type, Company Address, Postcode, City, State, and Country. The 'Consignor Details' section is partially visible at the bottom.

Figure 10

4.2.2. Consignor, Agent, and Applicant Details

Fill up all required details for Consignor, Agent, and Applicant. Red boxes are mandatory.

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

The screenshot shows the 'PERMIT APPLICATION' form with the 'Consignor Details', 'Agent Details', and 'Applicant Details' sections. The 'Consignor Details' section has a red box around the 'Company Name' field with a callout box stating '2. Fill up the required details.' The 'Agent Details' section has a red box around the 'Agent Code' field with a callout box stating '3. * Click this button to select registered details from the list.' The 'Applicant Details' section has a red box around the 'Name' field. The 'Consignor Details' section also has a red box around the 'Company Address' field. The 'Agent Details' section has a red box around the 'Company Address' field. The 'Applicant Details' section has a red box around the 'IC No. / Passport No.' field. The 'Applicant Details' section also has a red box around the 'Designation' field. The 'Applicant Details' section also has a red box around the 'Phone No.' field. The 'Applicant Details' section also has a red box around the 'Fax No.' field. The 'Applicant Details' section also has a red box around the 'Email' field.

Figure 11

Consignor Search

Name

No.	ROC / ROB No.	Name	Address 1	Address 2	Address 3
1		SYSTEM LCC	11717 EXPLORATION LANE,	GERMANTOWN, MARYLAND,	20876, U.S.A
2		Ltd	Lindenweg 17a	65817 Eppstein	Germany
3		T Electronics	29 New Industrial Road	ST Electronics Paya Lebar Bldg	536213 Singapore
4			Warehouse	1710 West Willow ST	Scott, LA 70583, UNITED STATES

Total Records Go to Page

Figure 12

Consignor Details

ROC / ROB No.

Company Name

Company Address

Postcode City State Country

Figure 13

4.2.3. Application Details

Application Details

Mode of Transport Purpose Trader Reference No. Country of Origin

Place of Origin Consigned From Port / Place of Import Location

Customs Station Code

Figure 14

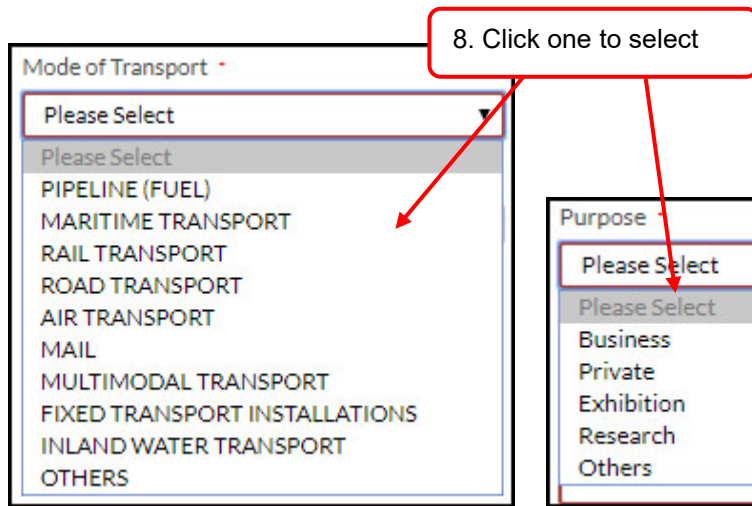


Figure 15

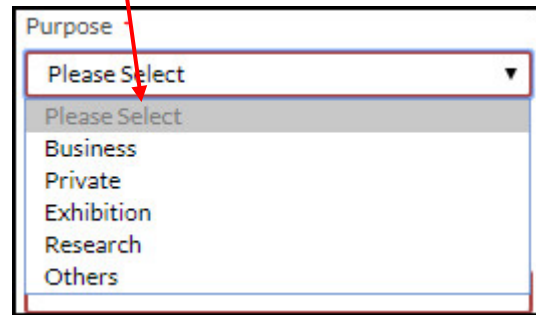


Figure 16

Application Details

Mode of Transport ▾ Purpose ▾ Trader Reference No. Country of Origin ▾

AIR TRANSPORT Business

Place of Origin ▾ Consigned From ▾ Port / Place of Import ▾ Location ▾

Customs Station Code ▾

IBU PEJABAT KASTAM

Application Remarks

9. * Click this button to select Country of Origin

Figure 17

Country Search

Country Code Country Name

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

Go to Page 1

10. Search for a Country here

11. Click to select a country

Figure 18

Application Details

Mode of Transport * Purpose * Trader Reference No. Country of Origin * Place of Origin *

Consigned From * Port / Place of Import * Location * Customs Station Code *

Application Remarks

12. Selected country added

13. Fill up other details

Figure 19

4.2.4. Additional Details

This section contains additional details on the business license and its category details. If users, select Category.

i. Irradiating Apparatus

System will display the Element Mass No. box for users to select from the listing.

ii. Radioactive Material

System will display the Element Mass No. box for users to select from the listing.

Additional Details

Reg. License Number * License Expiry Date

Category * Entry Point * Import Date * Element Mass No. *

14. Click to select Category of this License.

15. Details here display depends on the selected Category. Click to view the list to select.

Figure 20

Mineral/Radioactive Search

Mineral/Radioactive Description

16. Click one to select.

SEARCH CLOSE

No.	Mineral/Radioactive Description
1	ANTIMONY OXIDE
2	AUSAB RIA
3	Ac-227:Ag-111
4	Actinium-225
5	Ag-110m
6	Am-241
7	Am-241/Be
8	Am-241/Pu-293
9	Am-243
10	Americium-241 (Am-241)
11	Au-198
12	BALTIC SEDIMENT
13	BIJIH TIMAH (TIN ORE)
14	Ba-131
15	Ba-133

Total Records 182 Go to Page 1

Figure 21

4.2.5. Storage Container Details

This section will need users to fill in details for the storage container for the items.

17. Click in the box to select Container Type and the fill in the container's details.

Storage Container Details

Container Type * Industrial Packaging

Serial No. A123456789

Certificate Expiry Date 31 Dec 2023

Container Model A123

End User Details

Figure 22

4.2.6. End Users Details

This section shows the steps to add the end user details. At least one end user details is required.

18. Click on this button to add End User details.

End User Details

* Minimum One End User is Required

CREATE DELETE

No.	License No.	Company Name	Company Address	Edit	Delete
*** No. Record Found ***					

Item Details

Figure 23

End User Details

License Number * Company Name *

Company Address *

Postcode City

Country

19. Fill up all the details and then click on this button to save and add this End User.

Figure 24

20. Saved End User details will be listed here.

21. To delete End User, tick this button to select and then click on the "delete" button.

End User Details

No.	License No.	Company Name	Company Address	Edit	Delete
1	AB123456	Enduser sdn bhd	Lot 1, Jalan ABC, Cyberjaya, Selangor, 47100, Malaysia	<input type="button" value="Edit"/>	<input type="checkbox"/> <input type="button" value="Delete"/>

Figure 25

4.2.7. Item Details

This section shows the steps for users to add item details for the application. Users are required to add at least one item.

Item Details

* Minimum One Item is Required

22. Click here to create new item.

No.	Tariff Code	Tariff Description	Unit Of Measure	Total (MYR)	Edit	Delete
<input type="text"/>						

Sandec Details

Figure 26

Item Details

Tariff Code  Unit of Measurement

Tariff Description

23. Click here to view list of Tariff Code

Tariff Quantity Total (MYR)

Radioactive Material Type Element Mass No. Quantity

Source/Mineral Activity Source Serial No.

Certificate Expiry Date Total Number of Radioactive Material Available

SAVE CLOSE RESET

Figure 27

SMK Tariff Search **Product Tariff Search**

Tariff Code Tariff Description

24. Search for Tariff Code here.

25. Click to select and add Tariff Code.

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	0102291100	UNT	----Oxen
8	0102291900	UNT	----Other
9	0102299000	UNT	----Other
10	0102310000	UNT	--Pure-bred breeding animals
11	0102390000	UNT	--Other
12	0102901000	UNT	--Pure-bred breeding animals
13	0102909000	UNT	--Other
14	0103100000	UNT	--Pure-bred breeding animals
15	0103910000	UNT	--Weighing less than 50 kg

Figure 28

Item Details

Tariff Code Unit of Measurement

Tariff Description
---Other

Tariff Quantity Unit Cost C.I.F (MYR) Total (MYR)

Radioactive Material Type Element Mass No. Quantity

Source/Mineral Activity Source Serial No.

Certificate Expiry Date Total Number of Radioactive Material Available

26. Selected Tariff Code will be added here.

27. Add other Items details. Red boxes are mandatory.

SAVE **CLOSE**

Figure 29

Item Details

Tariff Code Unit of Measurement

Tariff Description
---Other

Tariff Quantity Unit Cost C.I.F (MYR) Total (MYR)

Radioactive Material Type Element Mass No. Quantity

Source/Mineral Activity Source Serial No.

Certificate Expiry Date

28. Then click here to save this item.

SAVE **CLOSE** **RESET**

Figure 30

Item Details

29. Saved item listed here.

30. To delete items, tick here to select and then click on the Delete button

No.	Tariff Code	Tariff Description	Unit Of Measurement	Quantity	Unit Cost C.I.F (MYR)	Total (MYR)	Edit	Delete
1	0102299000	---Other	UNT	100	50	5000.00	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL QUANTITY				100.0000	GRAND TOTAL (MYR)		5,000.00	

Total Records Go to Page

CREATE **DELETE**

Sandec Details

Figure 31

4.2.8. Submit New Application

Once all details are completed, the “Submit” button will be available to click.

PERMIT APPLICATION

Application

Permit Issuance Agency (PIA) LEMBAGA PERLESENAN TENAGA ATOM PIA Processing Branch Dengkil, Selangor Application ID LTA1052023Y0000386 Permit Type Import

Consignee Details

Consignor Details

Agent Details

Applicant Details

Application Details

Additional Details

Storage Container Details

End User Details

CREATE DELETE

No.	License No.	Company Name	Company Address	Edit	Delete
1	AB123456	Enduser sdn bhd	LOT 22, LENGKUNGAN SULTAN HISHAMUDD, NORTH KLANG STRAITS INDUSTRIAL AREA, 42000 PORT KLANG, SELANGOR D.E., KLANG, SELANGOR, 55000, Malaysia		<input type="checkbox"/>

Item Details

CREATE DELETE

(Measurement)

UNIT

TOTAL QUANTITY

Sandec Details

Transaction History

No.	Date	Status	Remarks
1	16/11/2023 11:28:20	Draft	

SMK Response

SAVE SUBMIT BACK

31. All transactions history will be listed here.

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

33. Click here to submit this application.

Figure 32

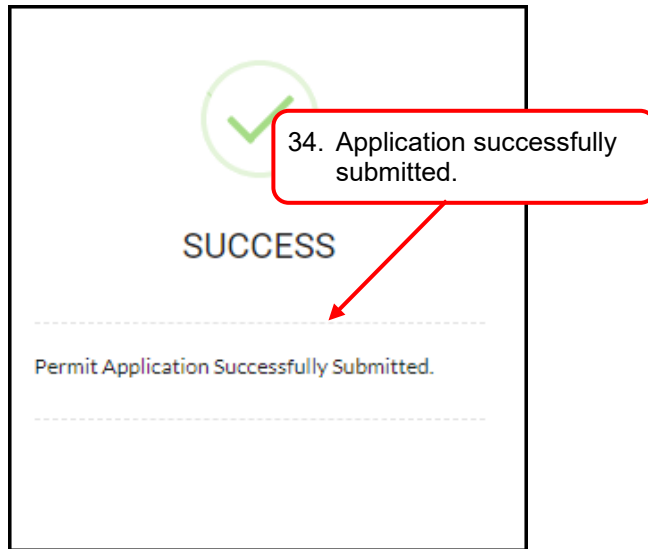


Figure 33

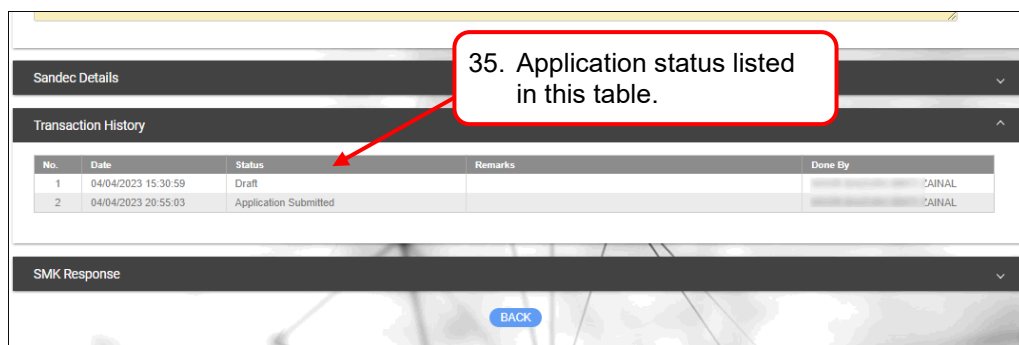


Figure 34

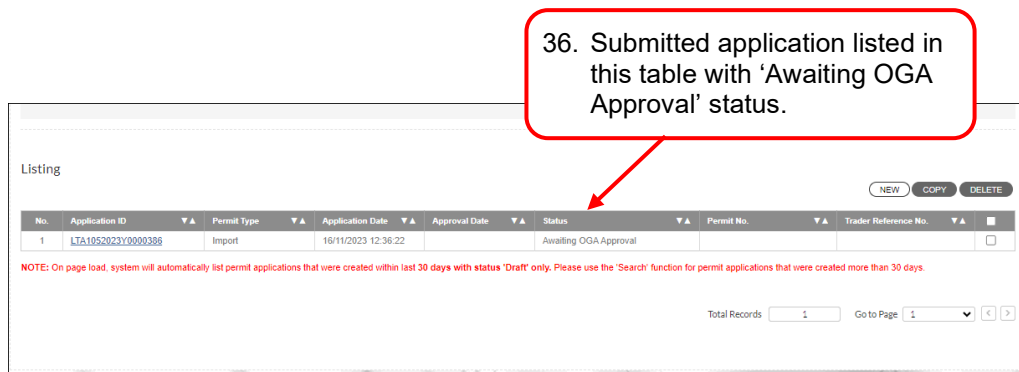


Figure 35

Section 5. Copy Application

This section shows the steps to copy an application detail, where users can save time on data entry. Users may also edit the application details as required and submit it as in steps in Section 4.2.8 above.

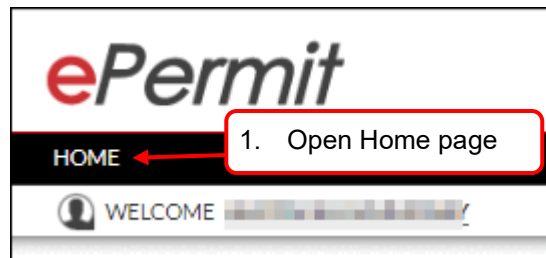


Figure 36

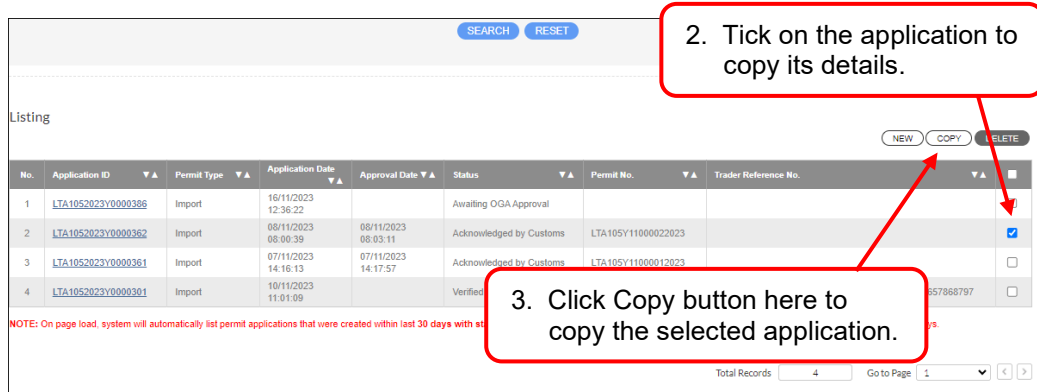


Figure 37

The screenshot shows the PERMIT APPLICATION form. A red callout box with the text "4. Copied application with new Application ID." points to the Application ID field. Another red callout box with the text "5. Edit details, if required." points to the Company Name field in the Consignor Details section.

PERMIT APPLICATION

Application

Permit Issuance Agency (PIA) LEMBAGA PERLESENAN TENAGA ATOM PIA Processing Branch Dengkil, Selangor Application ID LTA1052023Y0000402 Permit Type Import

Consignee Details

ROC / ROB No. 332 Company Name O-MEDICAL SDN. BHD. Company Address NO. 26, JALAN 4/89B KAWASAN PERINDUSTRIAN TRISEGI OFF BATU 3 1/2, JALAN SG. B Postcode 57100 City KUALA LUMPUR State WILAYAH PERSEKUTUAN Country

Consignor Details

ROC / ROB No. LTA-CNOR-01 Company Name LTA CONSIGNOR Company Address DAGANG NET TOWER BLOCK 11 STAR CENTRAL Postcode 63000 City CYBERJAYA State SELANGOR Country MALAYSIA

Agent Details

Agent Code LTA-01 Company Name LTA AGENT Company Address DAGANG NET TOWER BLOCK 12 STAR CENTRAL Postcode City State Country

Figure 38

Section 6. Delete Application

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

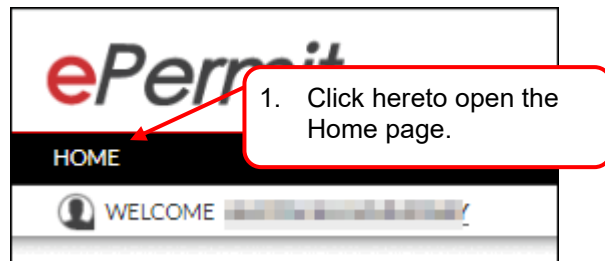


Figure 39

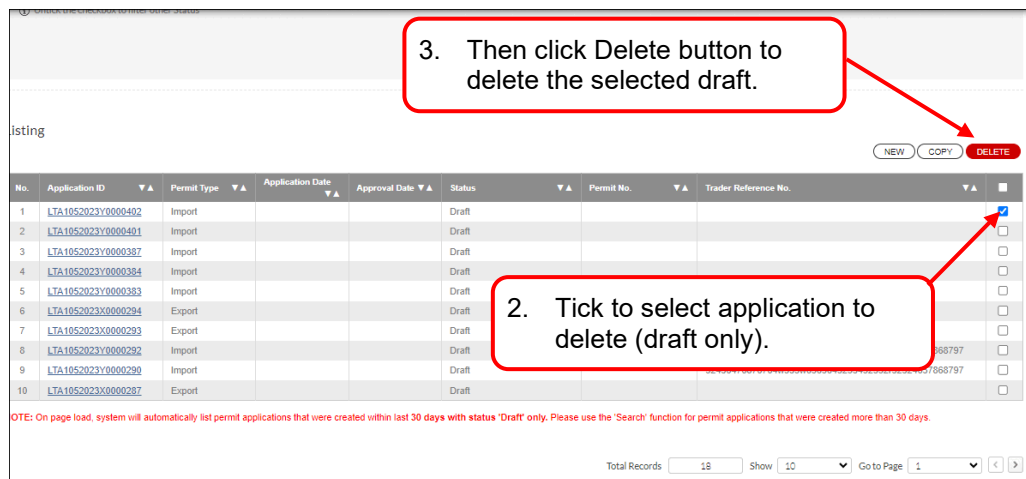


Figure 40

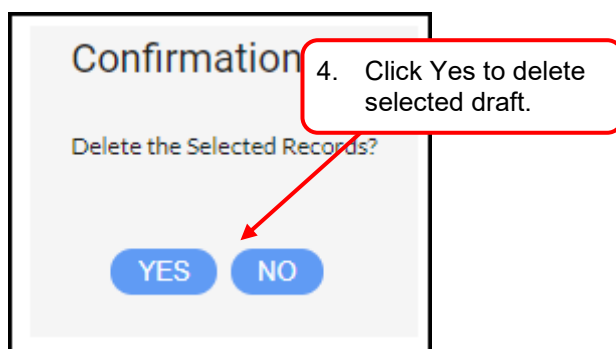


Figure 41



Figure 42

Section 7. Print Permit

Trader/ FA can print permits directly from this system. Application must be in 'Acknowledge by Customs' status. Users can search for the application by its Application ID or filter the application as in steps below.

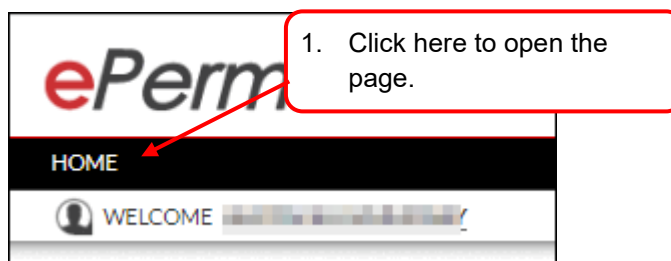


Figure 43

2. Select date as required, and "Acknowledge by Customs" as the Status- untick the 'Show Draft Application.'

Figure 44

3. Search results listed in this table.

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.
1	LTA1052023Y0000382	Import	05/11/2023 08:00:39	05/11/2023 08:03:11	Acknowledged by Customs	LTA105Y11000022023	
2	LTA1052023Y0000381	Import					

NOTE: On page load, system will automatically list permit applications that were created more than 30 days.

4. Click on 'Application ID' here to view its details.

Figure 45

PIA Response

Current Status

Acknowledged by Customs

Verification By: NORAY

Verification Datetime: 07/11/2023 14:17:34

Approved By: AINI SALLEH

Approved Datetime: 07/11/2023 14:17:57

Effective Datetime

Expiry Datetime

PIA Reference No.: testalshah

Permit No.: LTA105Y11000012023

5. Application status

Special Comment

PIA Remarks

Sandek Details

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

Transaction History

No.	Date	Status	Remarks	Done By
1	07/11/2023 14:15:44	Draft		MONEY
2	07/11/2023 14:16:13	Application Submitted		MONEY
3	07/11/2023 14:17:34	Application Verified		LEH

6. Click here to print Permit

7. Click here to print Lampiran A.

SMK Response

No.	SMK Code	SMK Declaration
*** No. Record Found***		

PRINT PERMIT PRINT LAMPIRAN A. BACK

Figure 46

ATOMIC ENERGY LICENSING BOARD MINISTRY OF SCIENCE, TECHNOLOGY AND INNOVATION APPLICATION FOR EXPORT OF IRRADIATING APPARATUS PERMIT	
A. Name and Company Address/Agency: COMPANY RAHMAH SDN BHD NO 16 JALAN 11/7SS	B. Registration Number/AELB License : ABC1123456..... C. Details of Transporting Container: i. Serial No. 123 ii. Model iii. Certification Expiry Date :
A. Name and Company Address/Agency: aa as	B. Registration Number/AELB License : 1..... C. Details of Transporting Container: i. Serial No. 123 ii. Model iii. Certification Expiry Date :
D. Details of Radioactive Material(Sealed/ Unsealed)* i. Element & Mass No. / Mineral : Mineral F ii. Source Activity/ Mineral iii. Source Serial No. : iv. Certification Expiry Date : v. Number / Quantity :	
E. Import Expected Date : 22/09/2023	
F. Destination of Import from :	
G. Existing No. of Radioactive Material(Element & Mass)	
H. Place of Entry KERTEH, ANGSA MARINE TERMINAL	
I. Certifying Radiation Protection Officer/Supervisor/Person In Charge Of The Registration/License* i. Name : .aa ii. Identification Card No./Passport * : iii. Tel.No./fax/e-mail : Date 07/11/2023 Signature & Official Stamp	
FOR OFFICE USE	
AELB Ref No : testaishah KDRM Ref No : LTA105Y11000012023 1. Permit Status : Approved 2. Approval valid until : 11/30/23 12:00 AM 3. No. : LTA1052023Y0000361 Name : AINI SALLEH Date : 07/11/2023 <div style="text-align: right; margin-top: 10px;"> Licensing Division On behalf of Director General </div>	
[Note : This is computer generated form. No signature is required.]	MALAYSIA

Figure 47: Permit Sample

LAMPIRAN A

MAKLUMAT YANG DIKEHENDAKI

1. Penyata pemilikan (LPTA/BM/3)- sila nyatakan no. siri punca bagi bahan radioaktif

PERAKUAN

Dengan ini saya Peter

No Kad Pengenalan A10000 PET Jawatan OFFICER

Bagi pihak syarikat -MEDICAL SDN. BHD.

Tarikh : 11/7/23 2:17 PM

No Kelulusan : testaishah

Tandatangan & Cop Syarikat

(Sila kemukakan maklumat-maklumat yang dikehendaki kepada Lembaga Perlesenan Tenaga Atom dalam tempoh 14 hari selepas aktiviti import dilakukan)

Figure 48: Lampiran A Sample

-End of Guide-

This user manual shall be updated as and when required.