ePermit

Lembaga Perlesenan Tenage Atom (LTA)

Trader / Forwarding Agent User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

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Revision History

The release history of this document is as follows.

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Implementation Date	November 2023

Version	Date	Author	Description of Amendment
0.1	9 Nov 2023	Suryati	1st Draft

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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

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Section 1. Introduction

1.1. What is ePermit System?

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

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

1.2. What is ePermit 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.

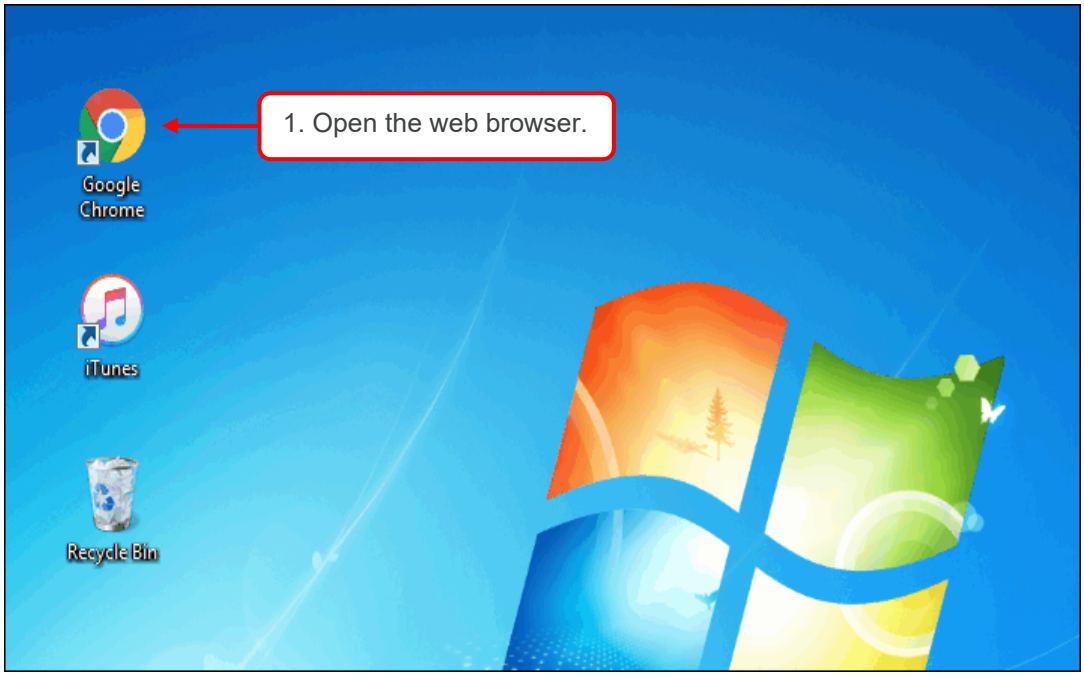

Figure 1

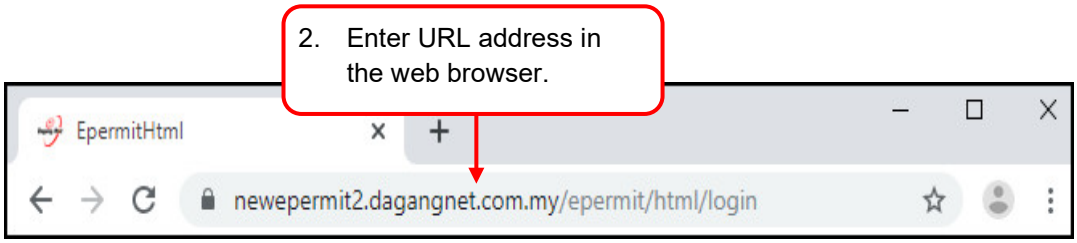

Figure 2

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

2.2. Log In

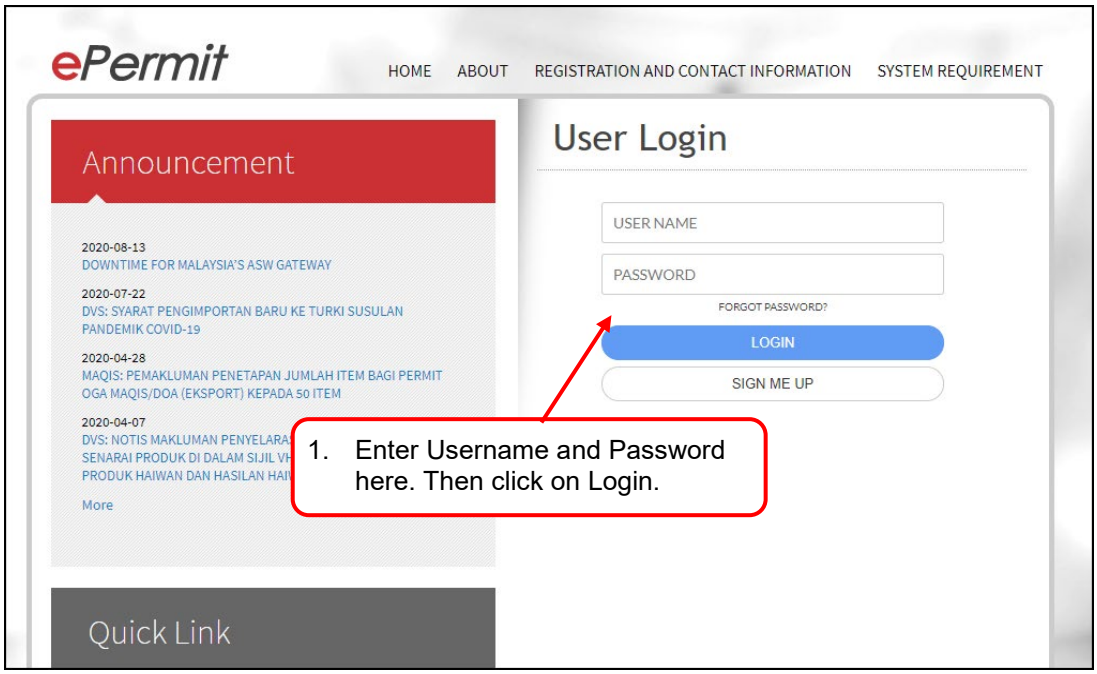

Figure 3

2.3. Log out.

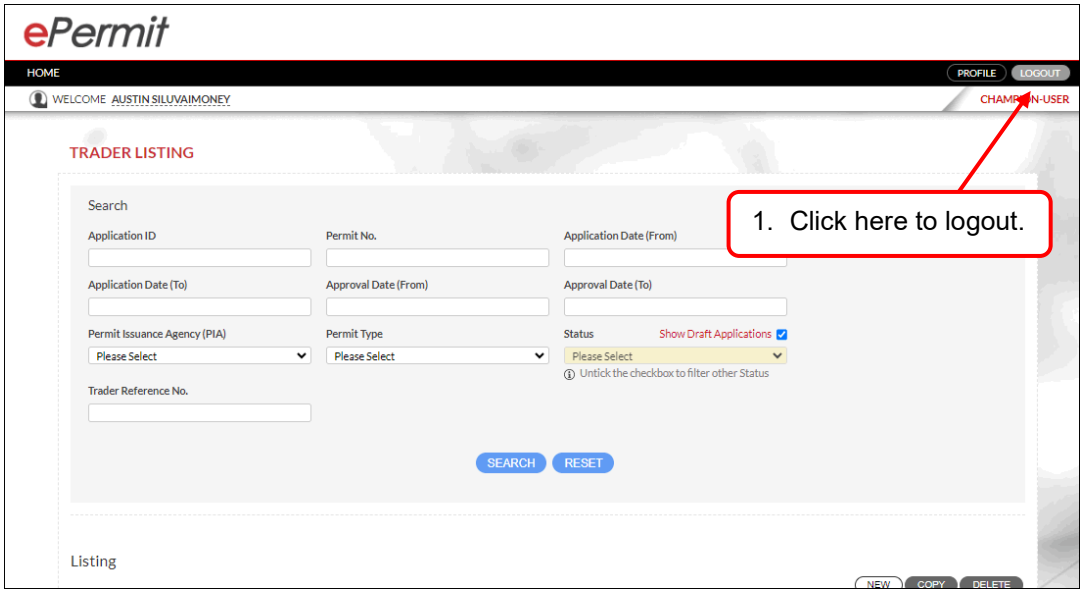

Figure 4

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

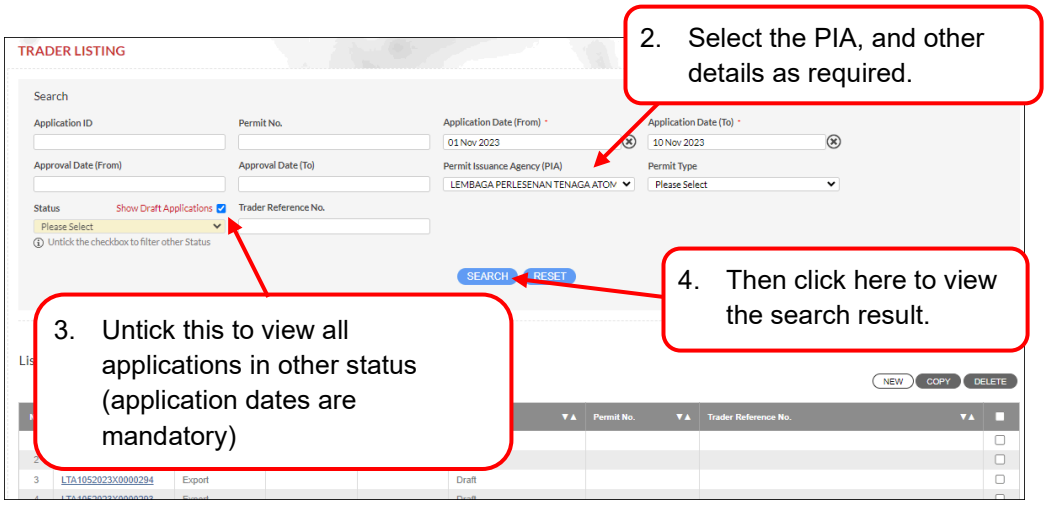

Figure 6

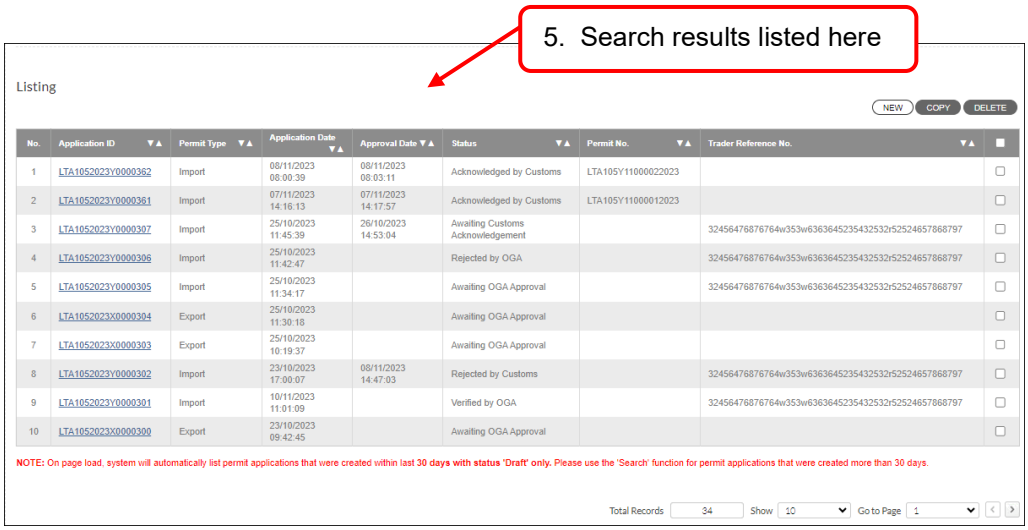

Figure 7

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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

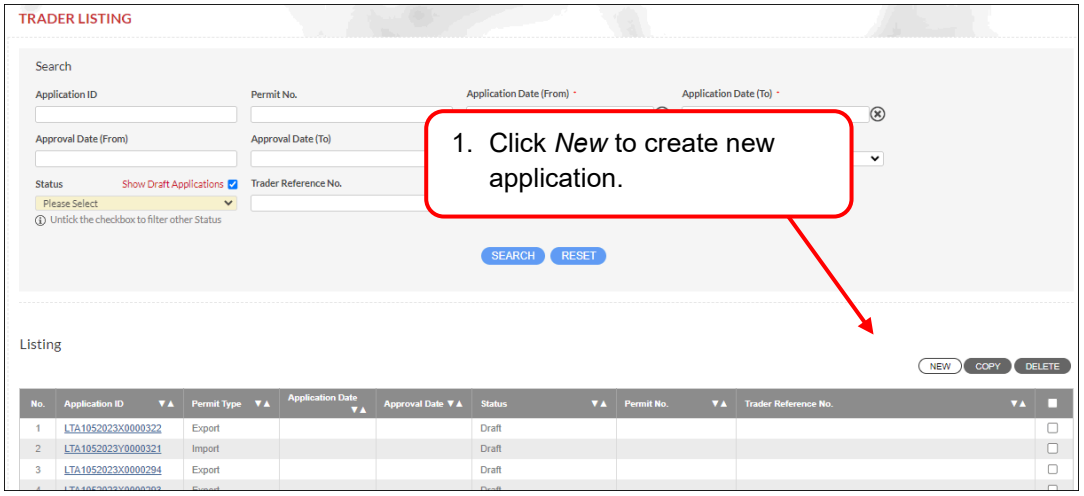

Figure 8

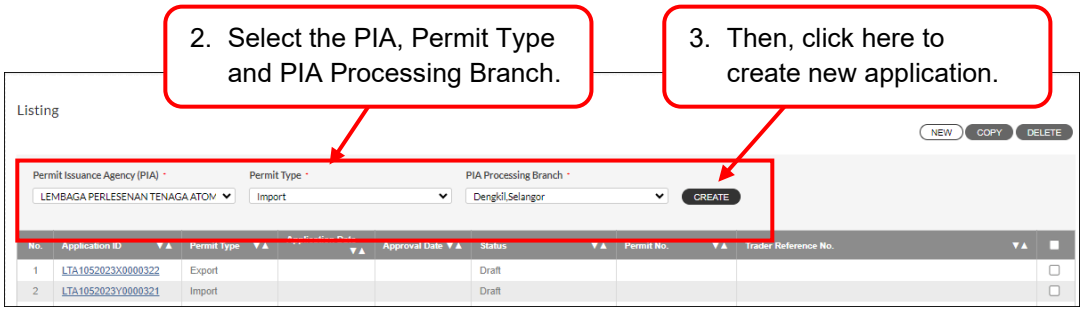

Figure 9

© Dagang Net 2023

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

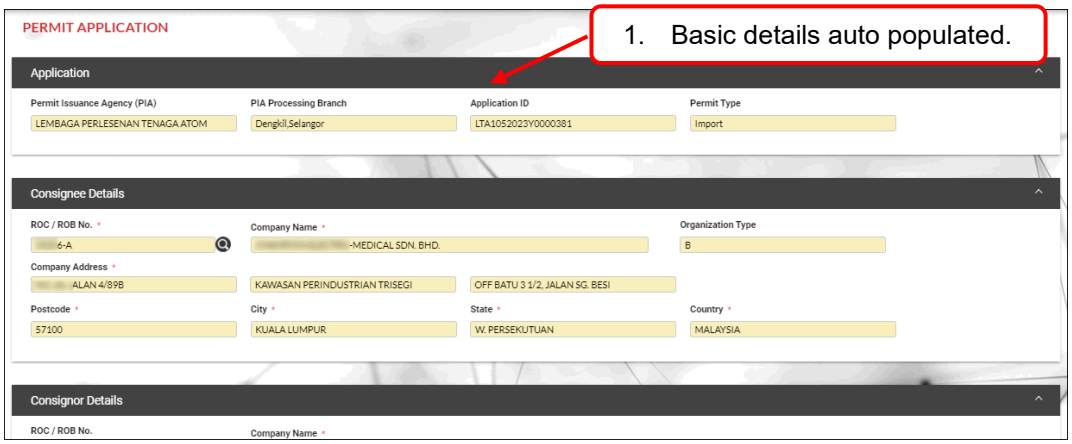

Figure 10

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.

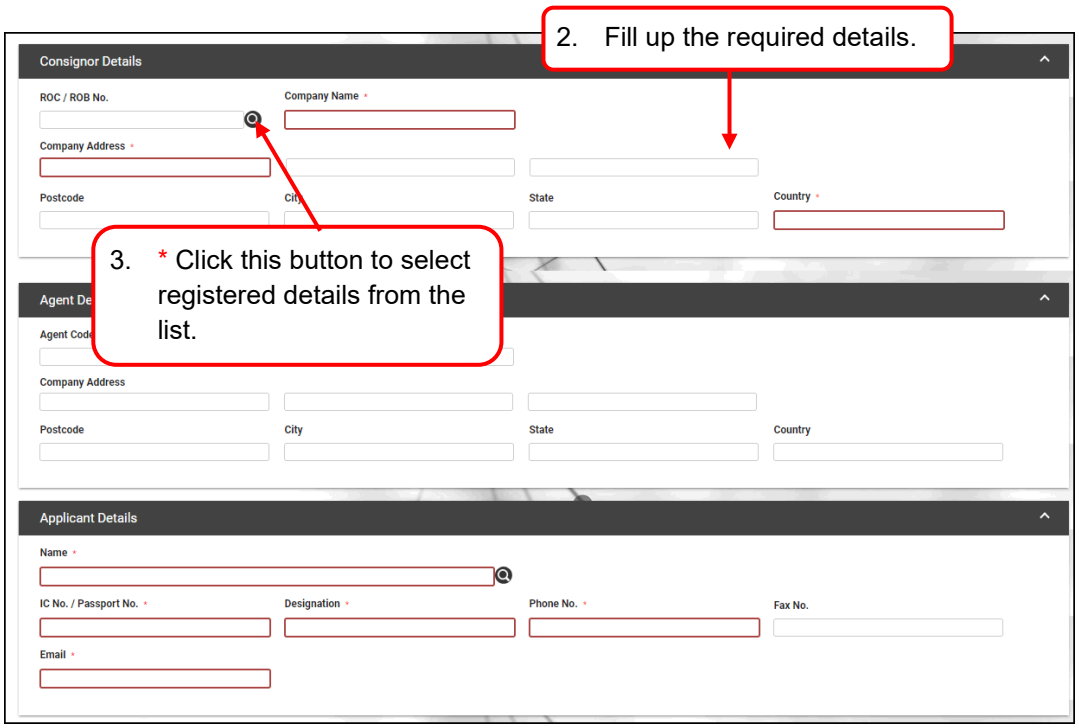

Figure 11

© Dagang Net 2023

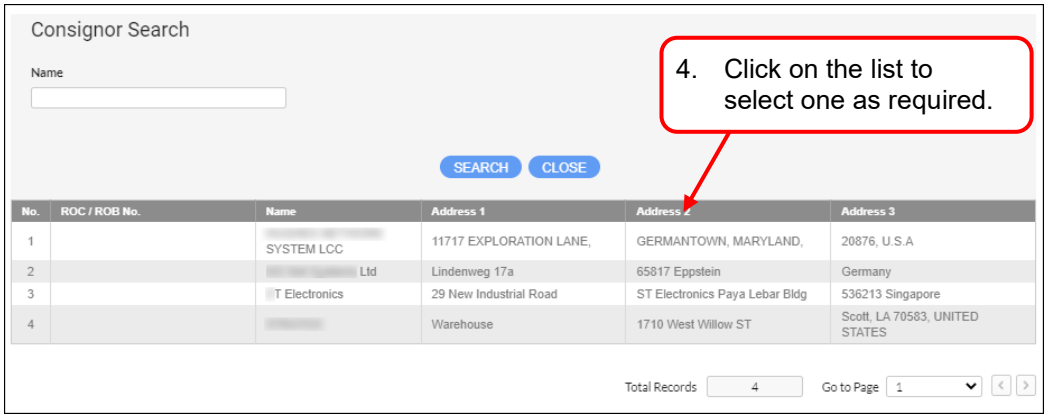

Figure 12

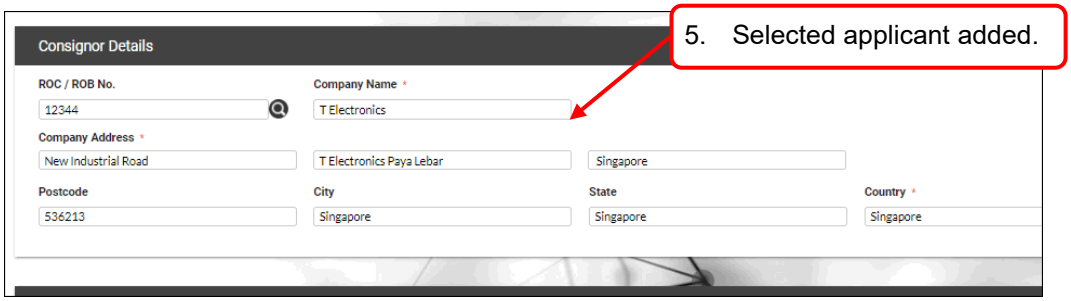

Figure 13

4.2.3. Application Details

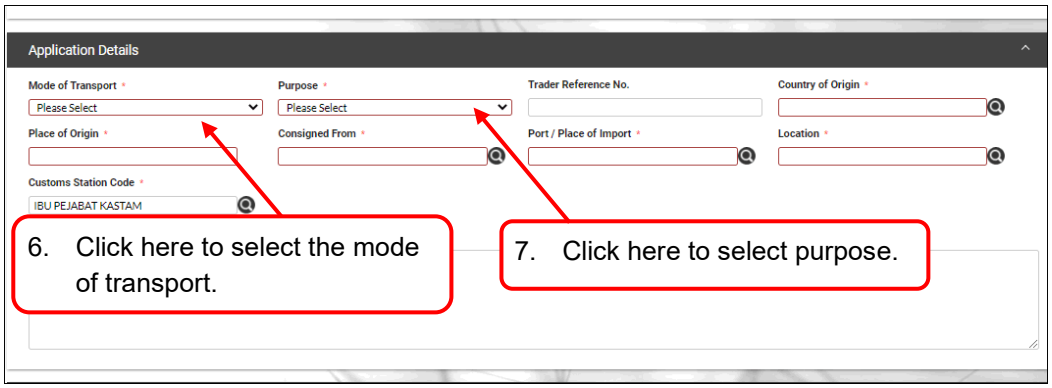

Figure 14

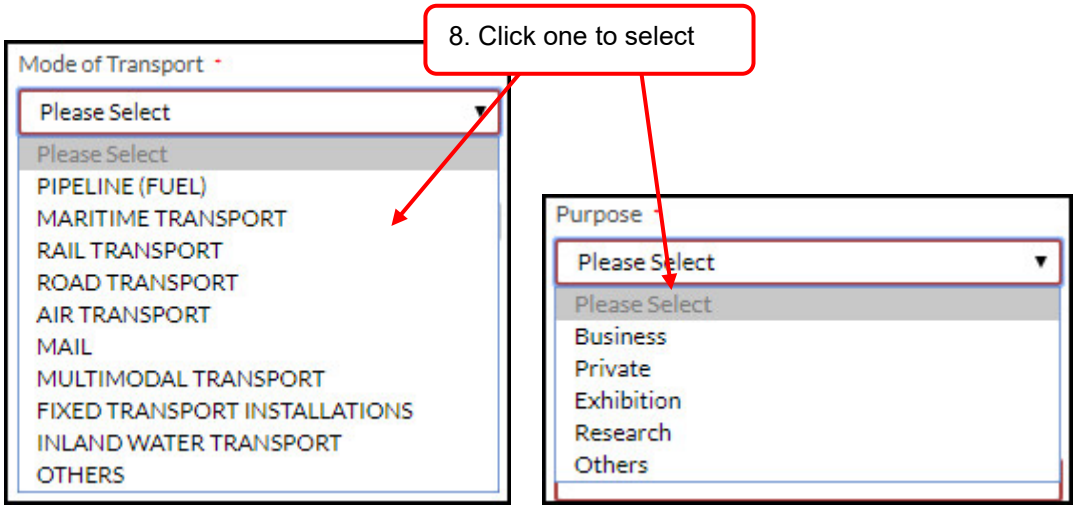

Figure 15 Figure 16

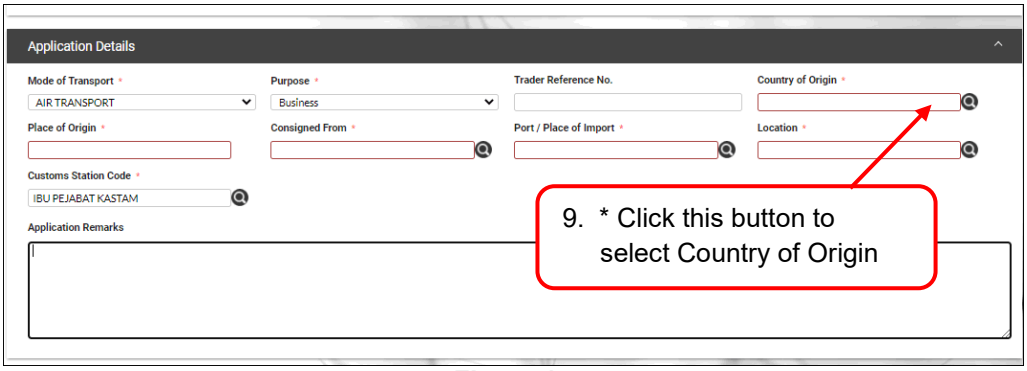

Figure 17

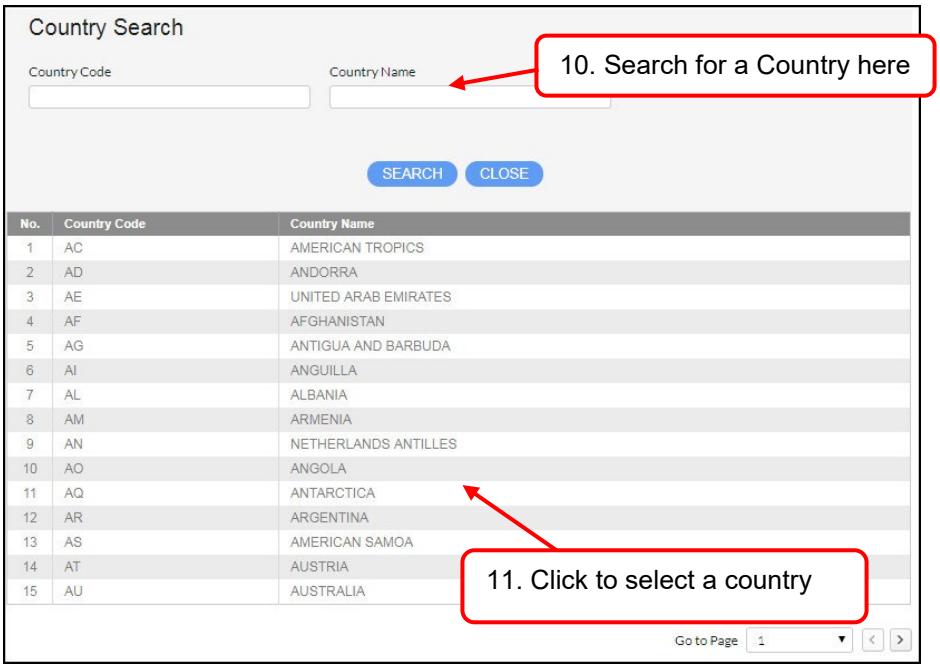

Figure 18

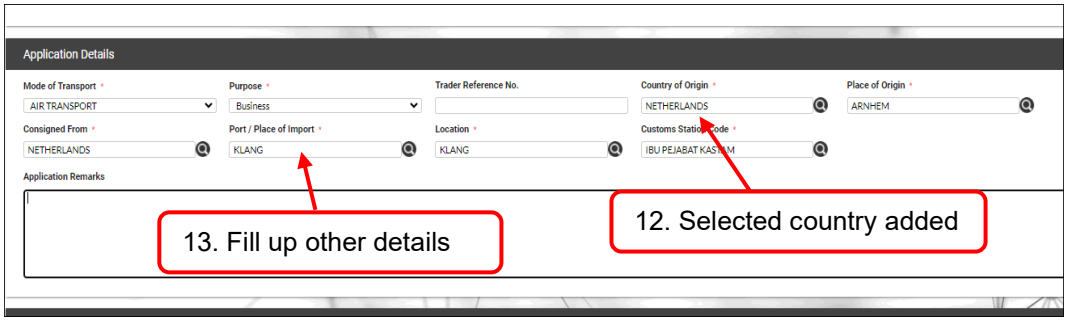

Figure 19

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.

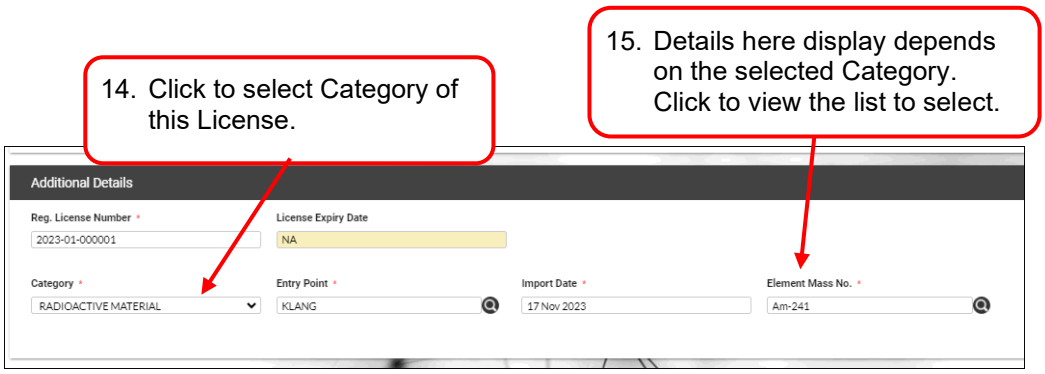

Figure 20

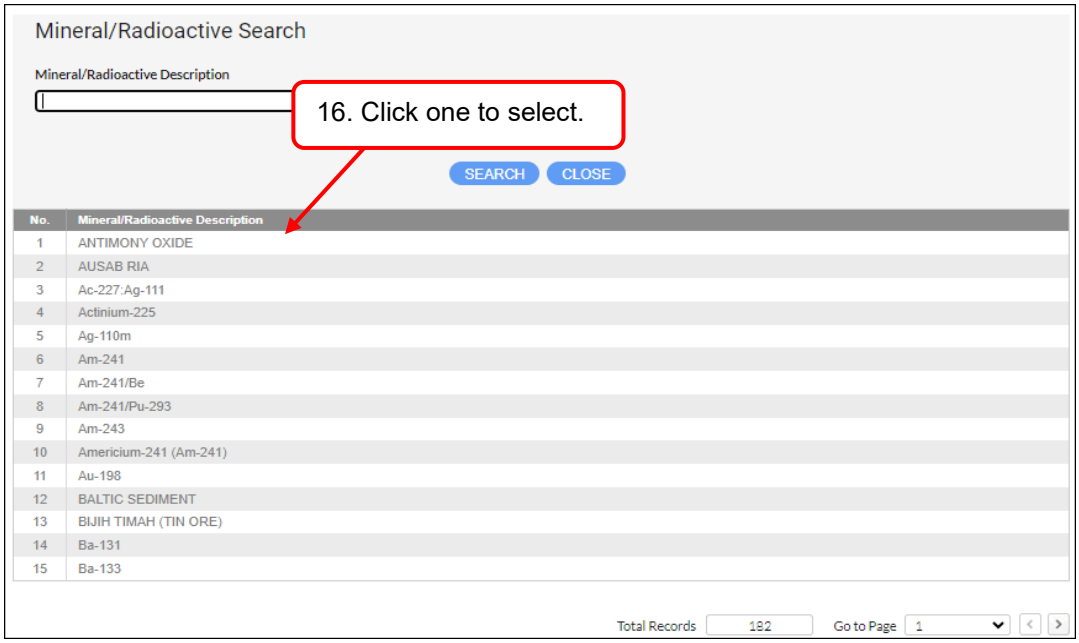

Figure 21

4.2.5. Storage Container Details

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

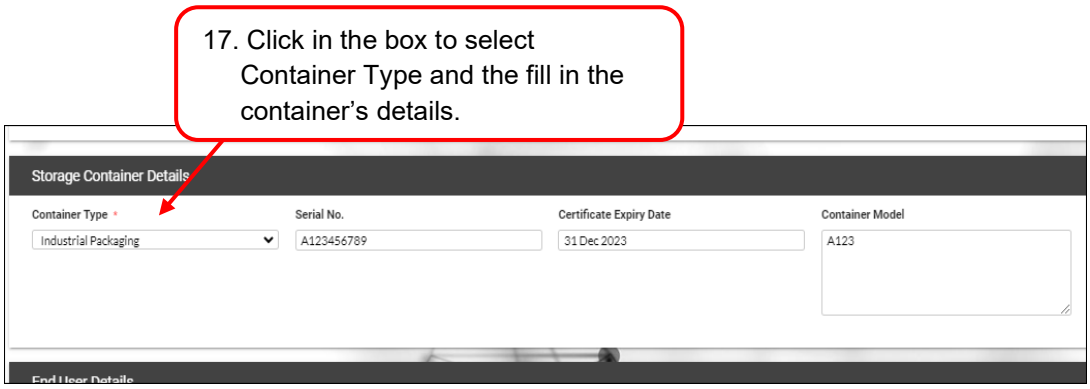

Figure 22

4.2.6. End Users Details

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

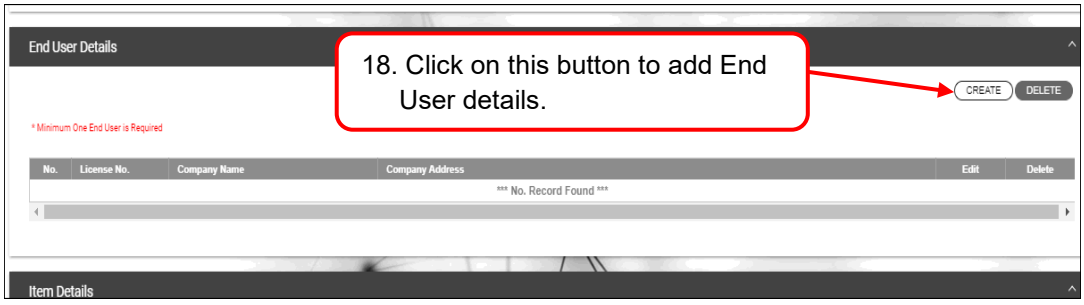

Figure 23

Figure 24

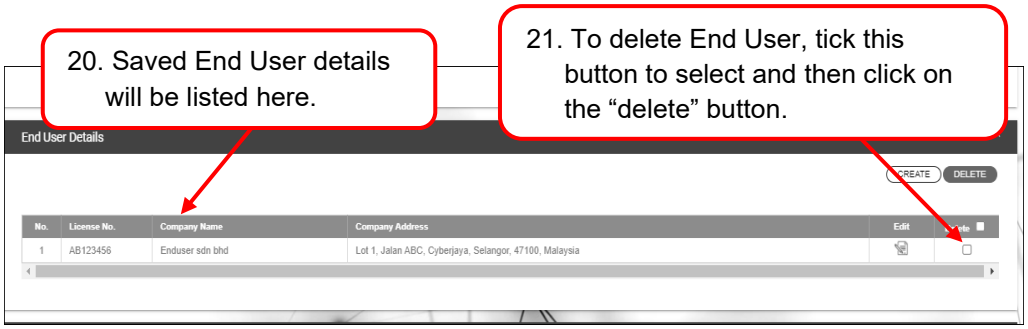

Figure 25

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.

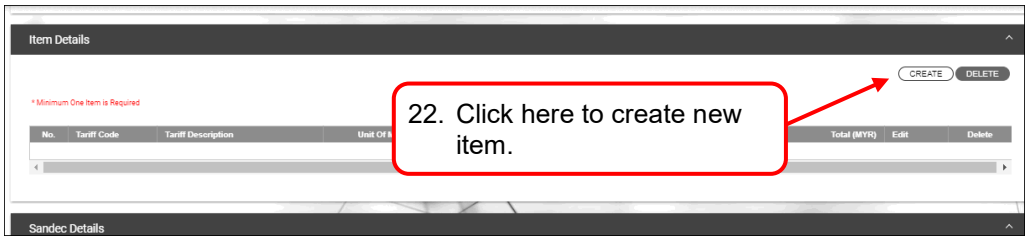

Figure 26

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Figure 27

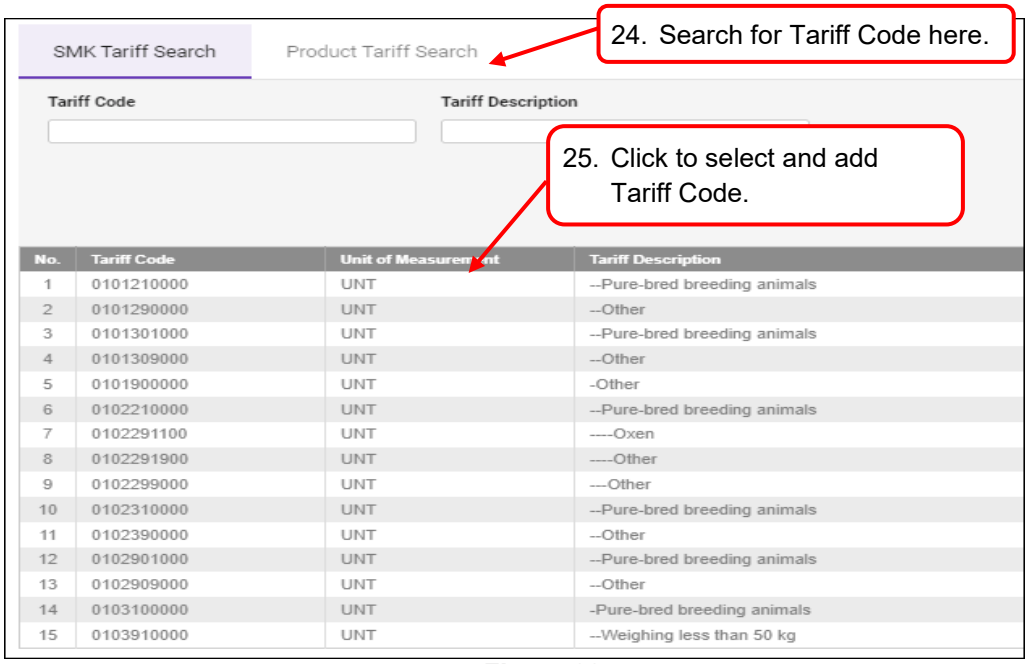

Figure 28

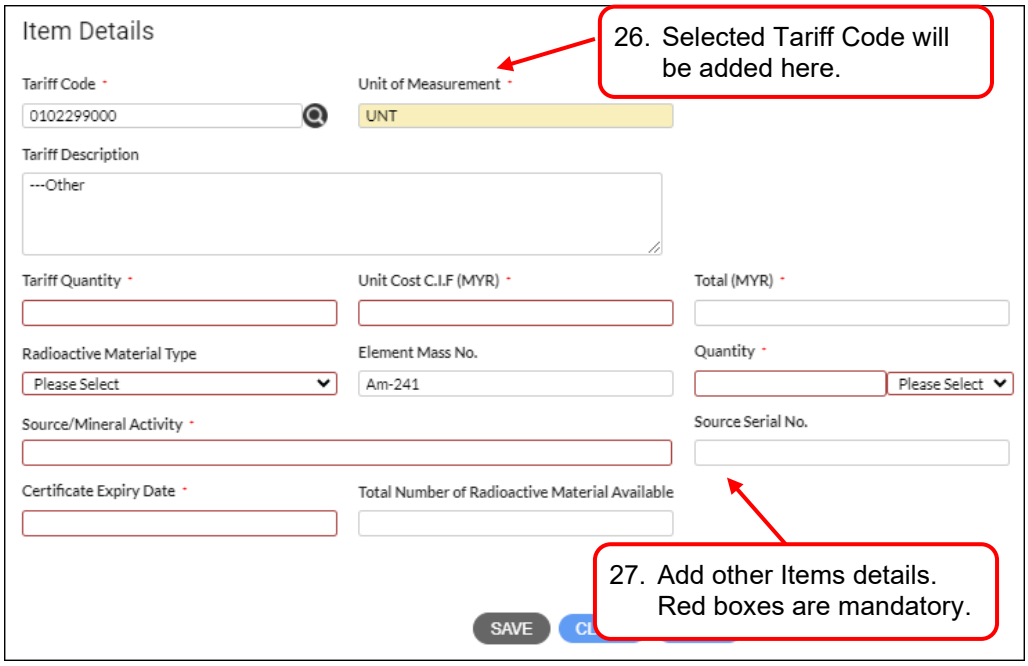

Figure 29

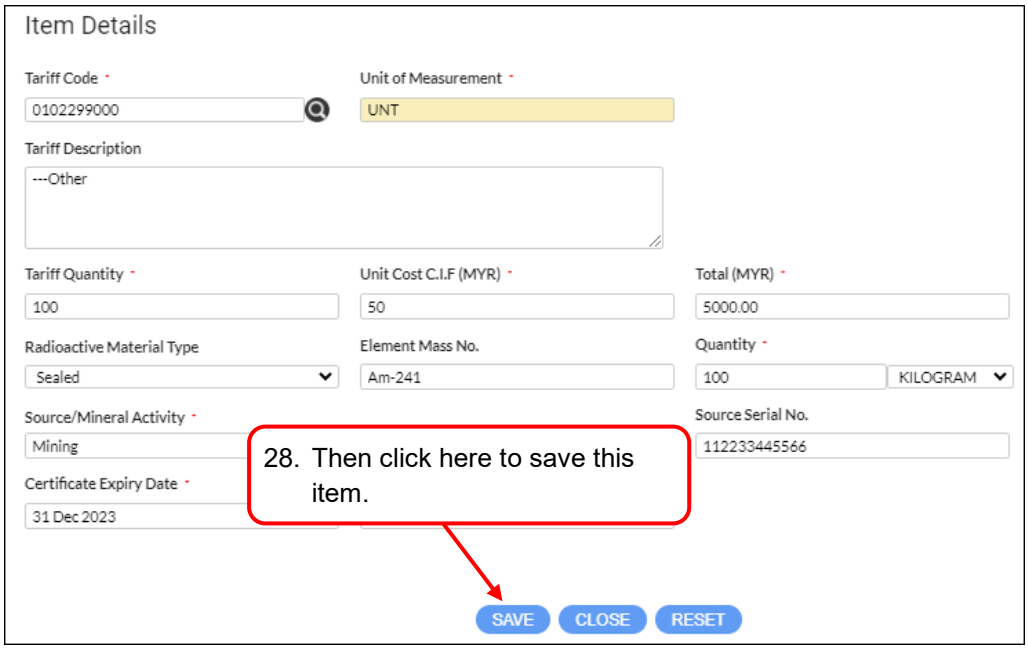

Figure 30

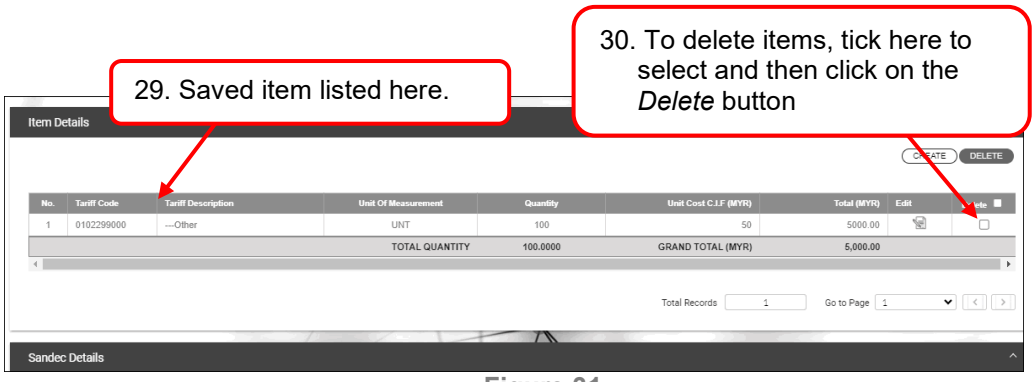

Figure 31

4.2.8. Submit New Application

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

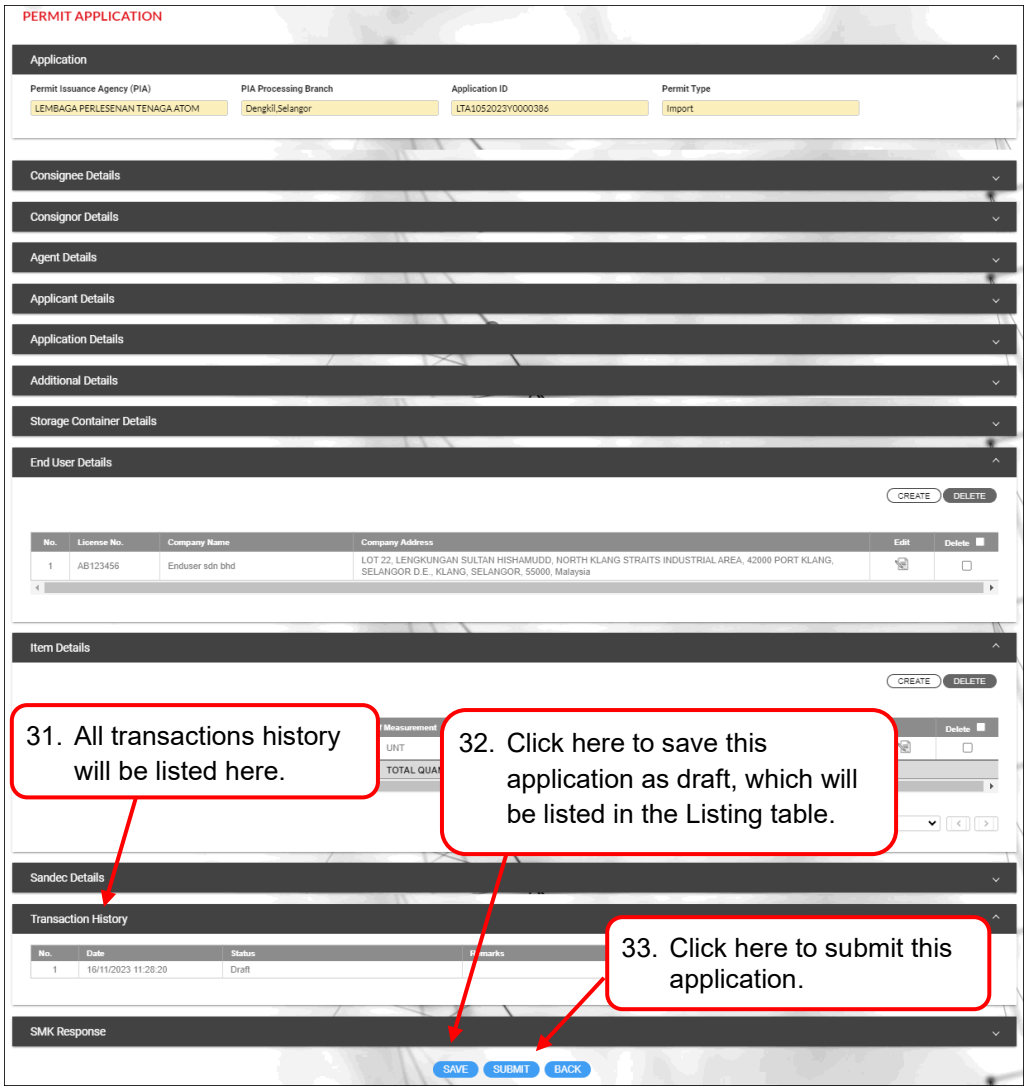

Figure 32

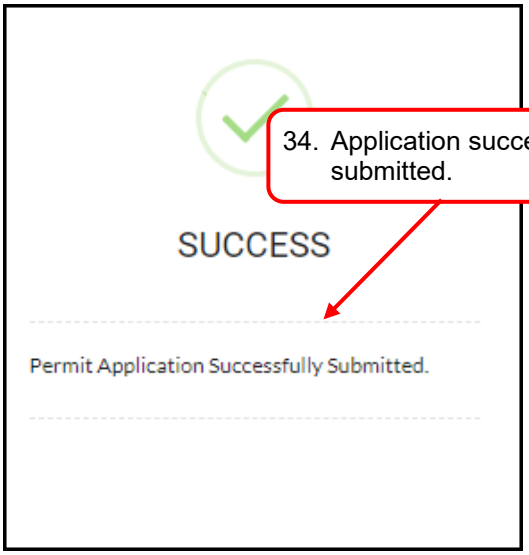

Figure 33

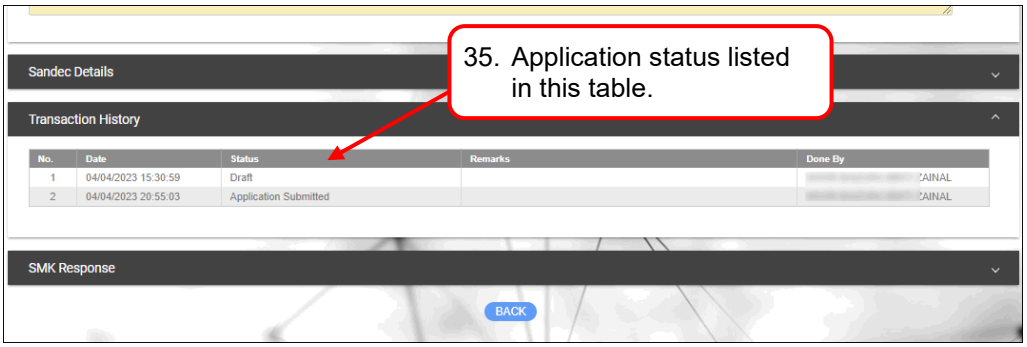

Figure 34

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

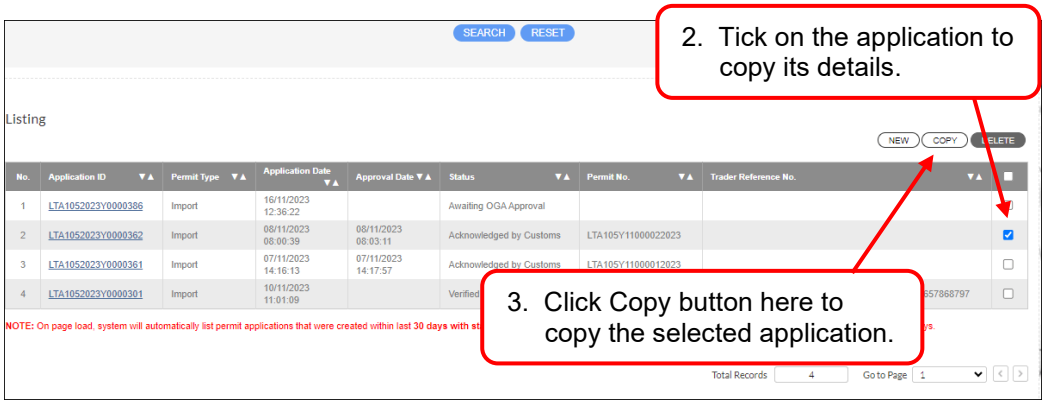

Figure 37

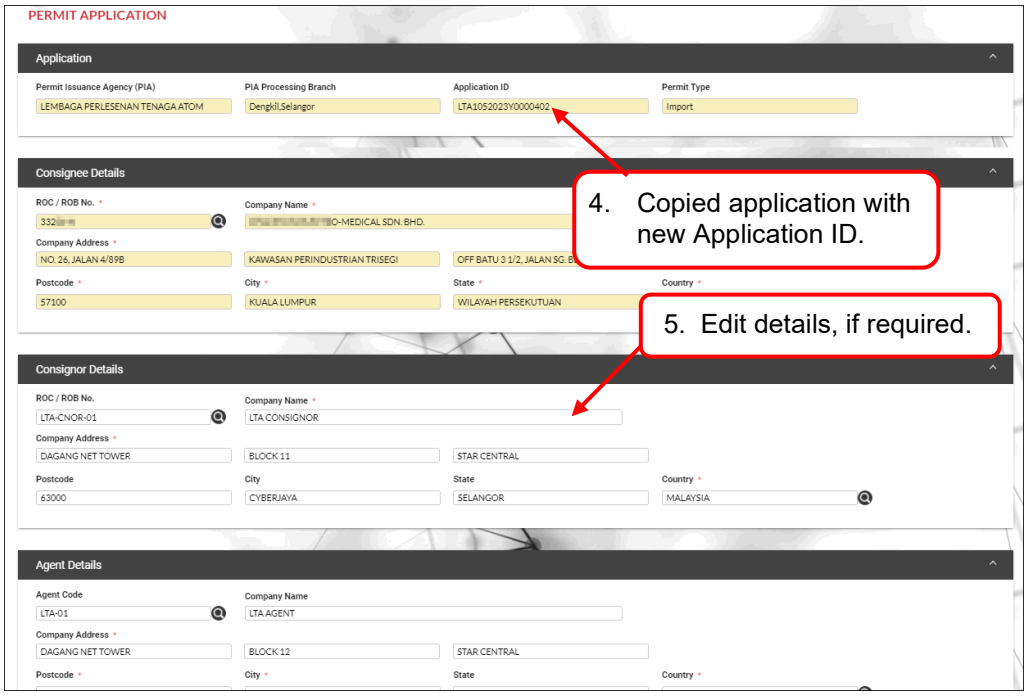

Figure 38

Section 6. Delete Application

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

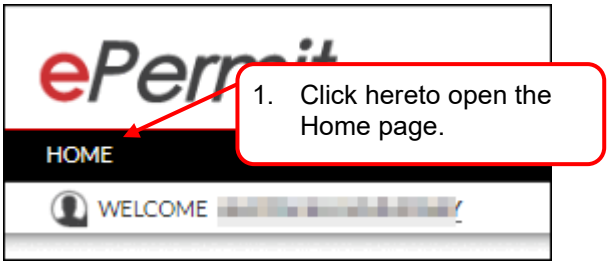

Figure 39

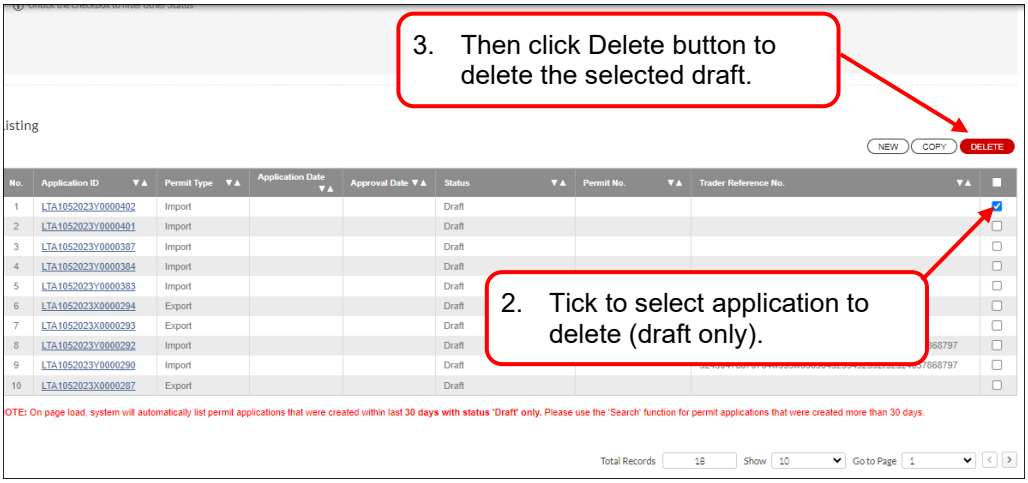

Figure 40

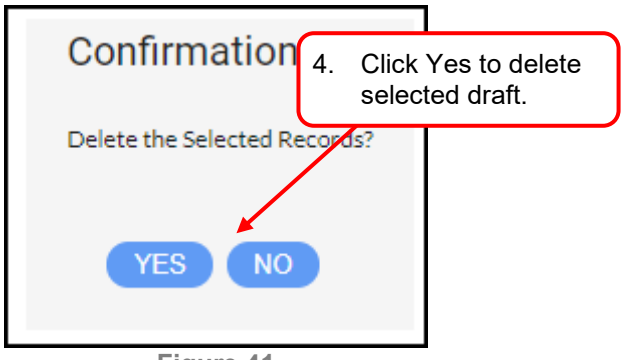

Figure 41

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5. Draft successfully deleted.
SUCCESS
Permit Successfully Deleted

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

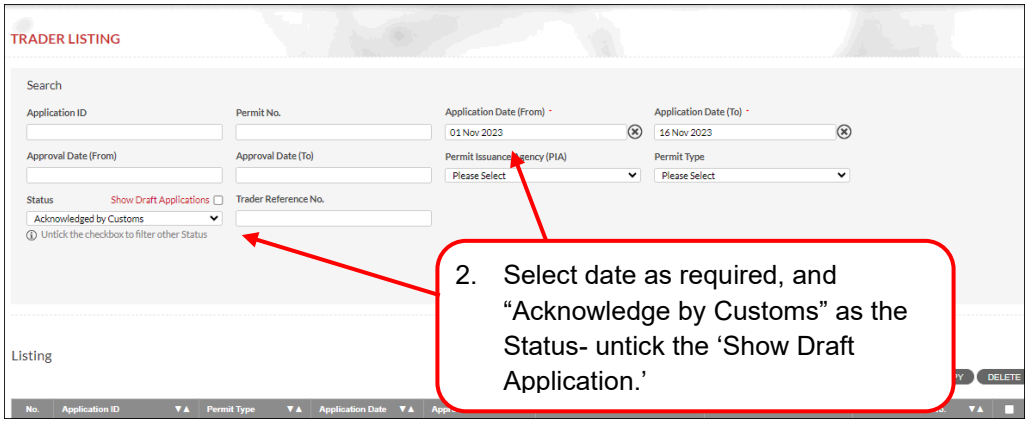

Figure 44

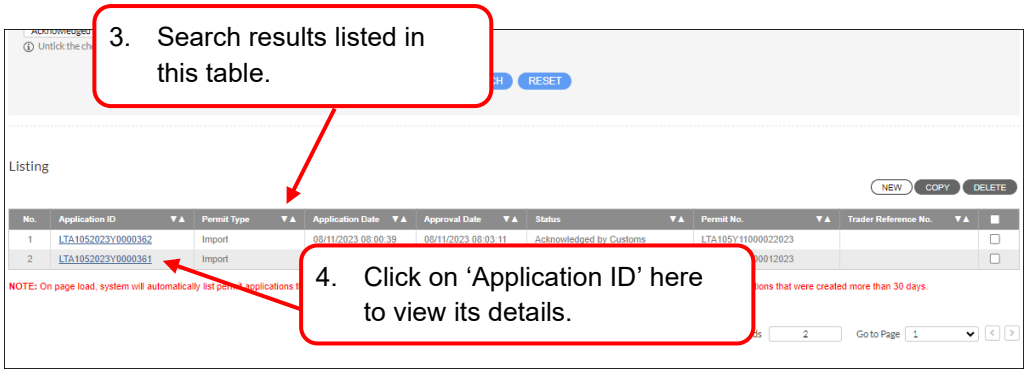

Figure 45

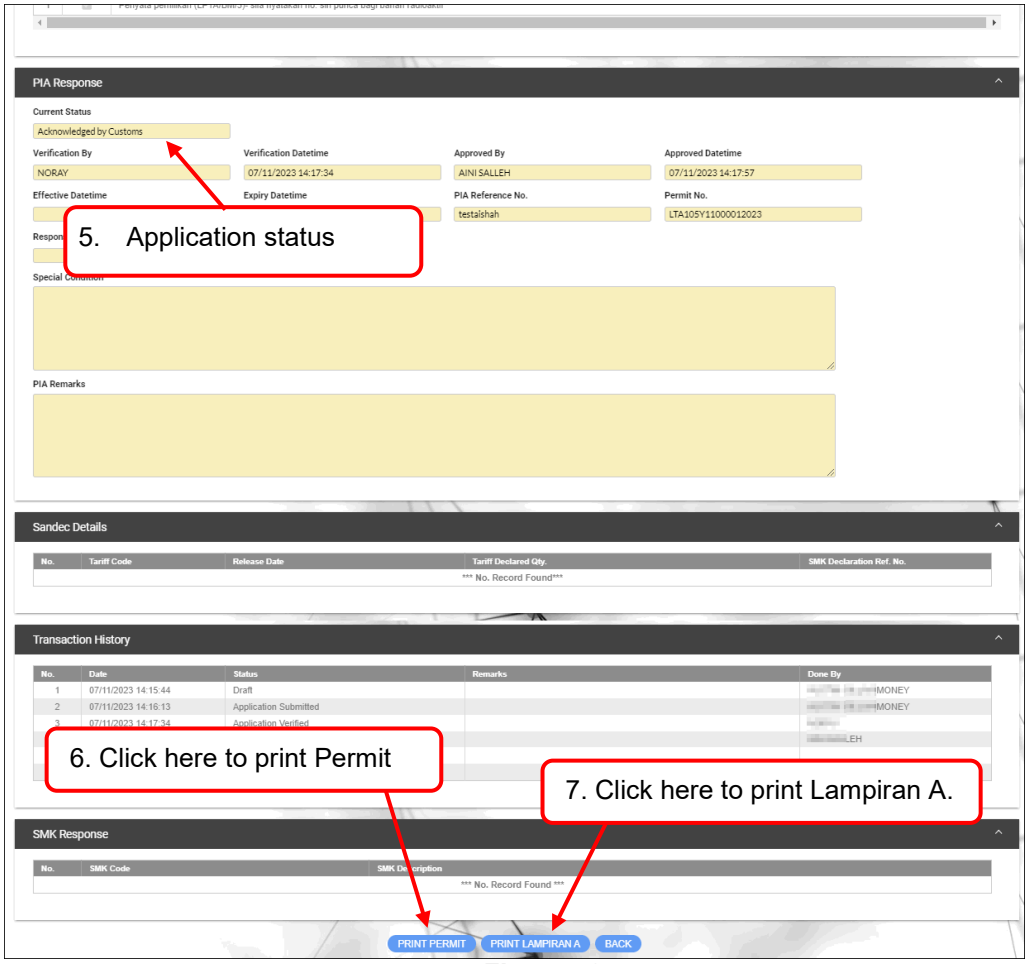
PIA Response
Current Status
Acknowledged by Customs
Verification By
NORAY
Verification Datetime
07/11/2023 14:17:34
Approved By
AINI SALLEH
Approved Datetime
07/11/2023 14:17:57
Effective Datetime
Expiry Datetime
PIA Reference No.
testalshah
Permit No.
LTA105Y11000012023
5. Application status
Special Condition
PIA Remarks
Sandec 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
2
07/11/2023 14:16:13
Application Submitted
3
07/11/2023 14:17:34
Application Verified
6. Click here to print Permit
7. Click here to print Lampiran A.
SMK Response
No.
SMK Code
*** No. Record Found ***
PRINT PERMIT
PRINT LAMPIRAN A
BACK

Figure 46

ATOMIC ENERGY LICENSING BOARD
MINISTRY OF SCIENCE, TECHNOLOGY AND INNOVATION
APPLICATION FOR EXPORTOF 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

Licensing Division
On behalf of Director General

[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.