ePermit

LKIM

Lembaga Kemajuan Ikan Malaysia

_____

Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

Statement of Confidentiality

Revision History

The release history of this document is as follows;

Document Category	User Manual
Document Title	MAQIS LKIM ePermit User Manual- Trader Module
Version No	1.0
Implementation Date	August, 2020

Version	Date	Author	Description of Amendment
1.0	August, 2020	Suryati	• Initial Copy

Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
LKIM	Lembaga Kemajuaan Ikan Malaysia
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam
PIA	Permit Issuance Agencies
FA	Forwarding Agent
IP	Import Permit

DAGANGNET

Table of Content

DAGANGNET

Section 1.   Introduction

MAQIS been authorized to issue import, export and transhipment permit using ePermit platform system that has been provided by Dagang Net Technologies as Permit Issuing Agencies (PIA). The platform 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.

1.1.   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

DAGANGNET

Section 2.   Getting Started

2.1.   System Access

ePermit system is accessible via:

https://newepermit2.dagangnet.com.my/

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

1. Open the web browser.

Figure 1

2. Enter URL address in the web browser.

Figure 2

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

DAGANGNET

2.2. Log In
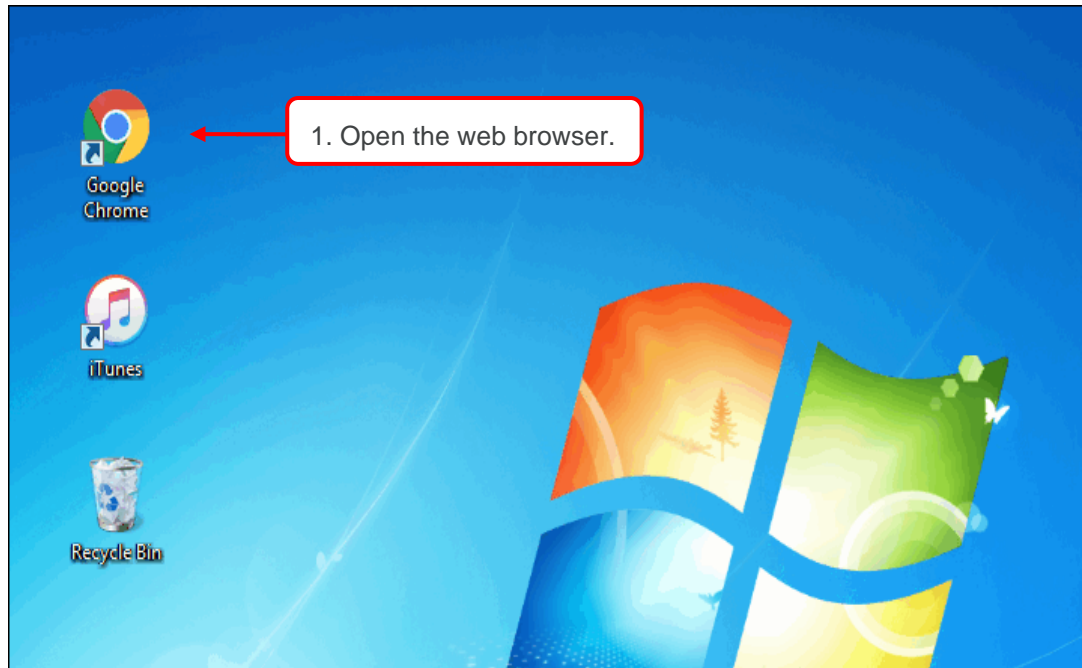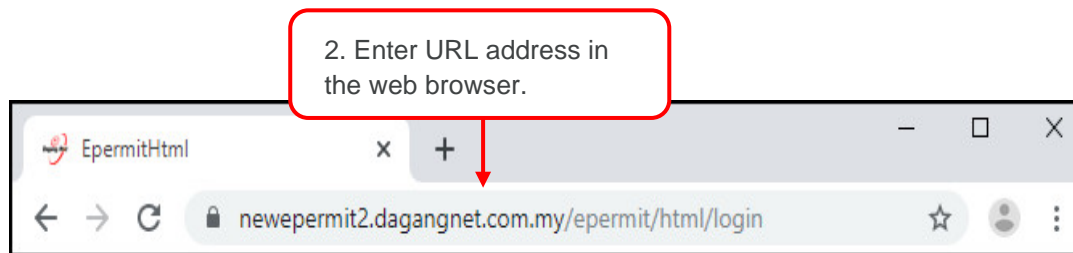
2. Enter username and Password here. Then click on Login

Figure 3
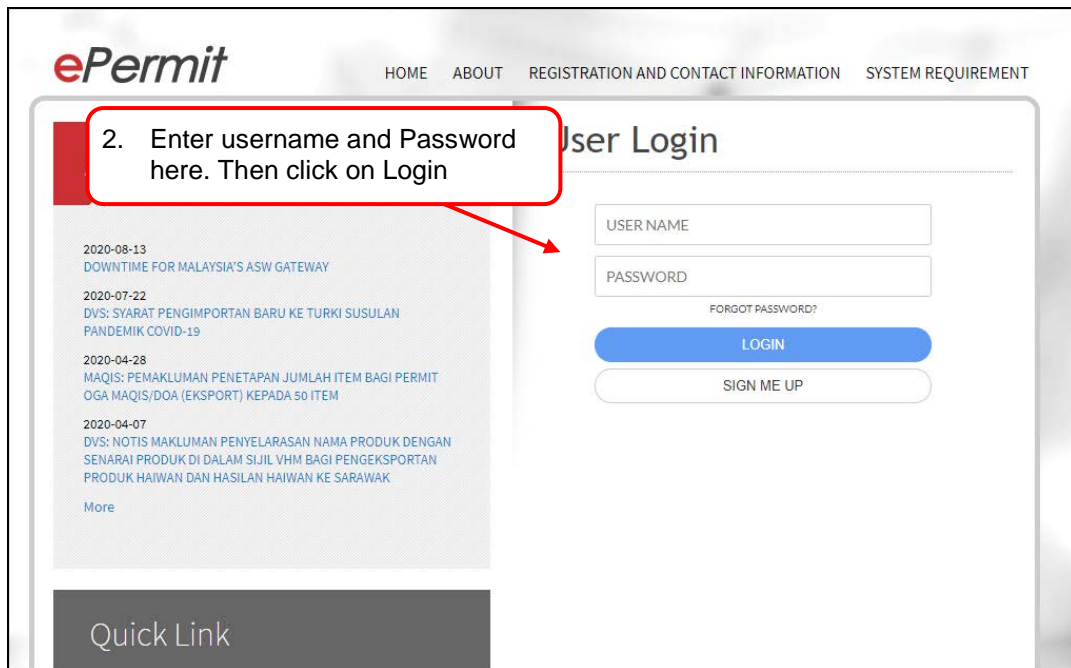
2.3. Log out

1. Click here to logout.
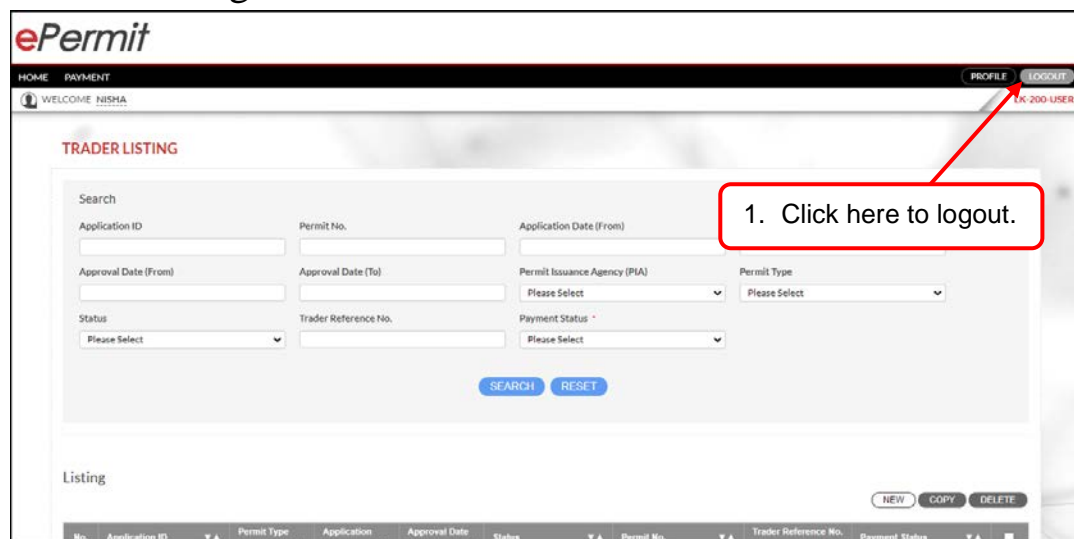
Figure 4

Section 3. Trader Listing

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

1. Click on HOME to open the listing

Figure 5

2. Enter the required details to search

3. Then click here to view the search result

Figure 6

4. Search results listed here
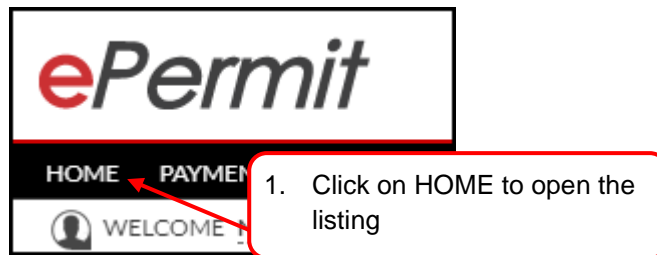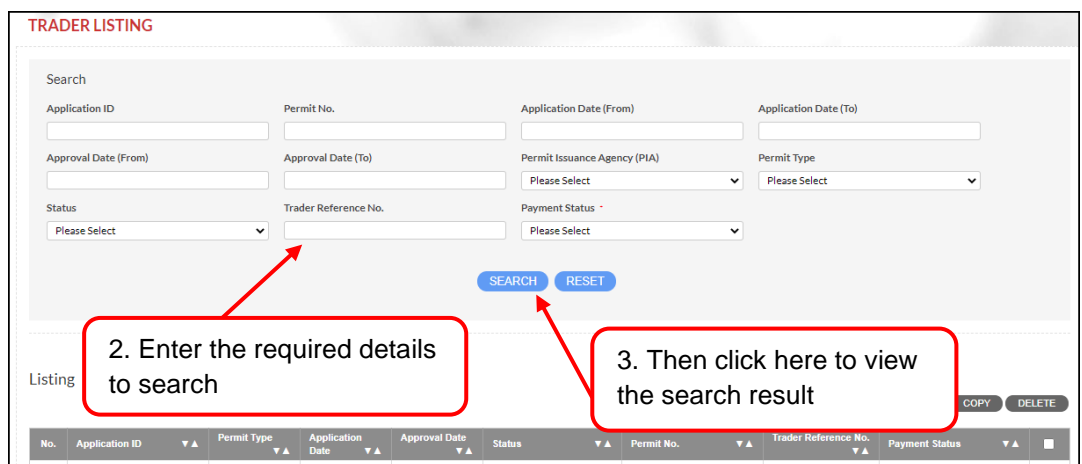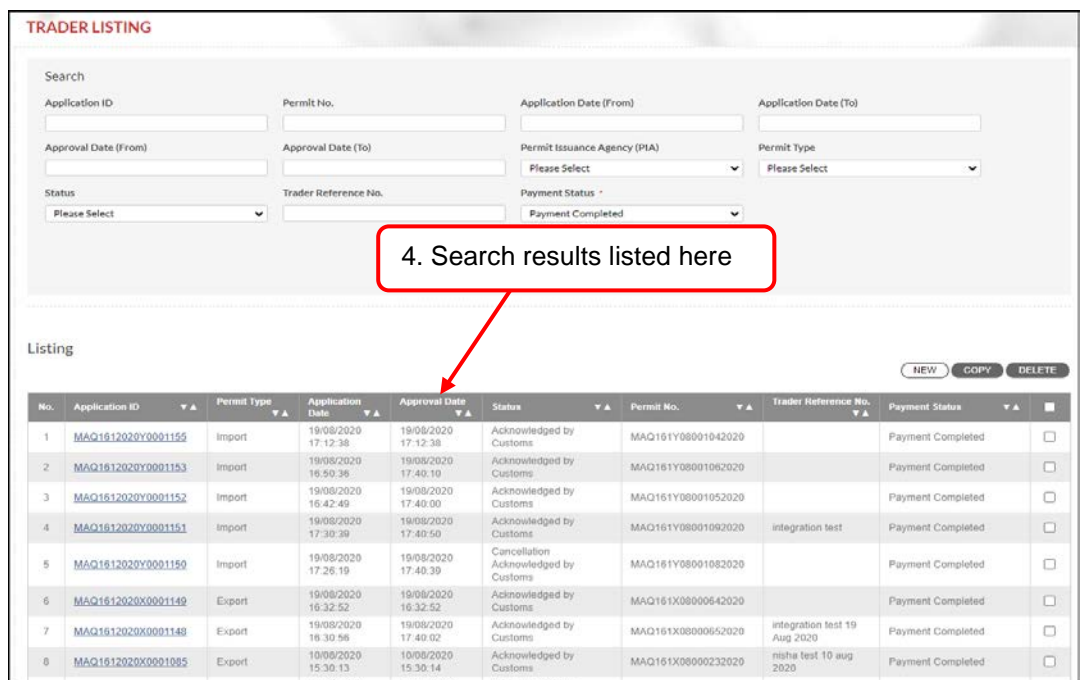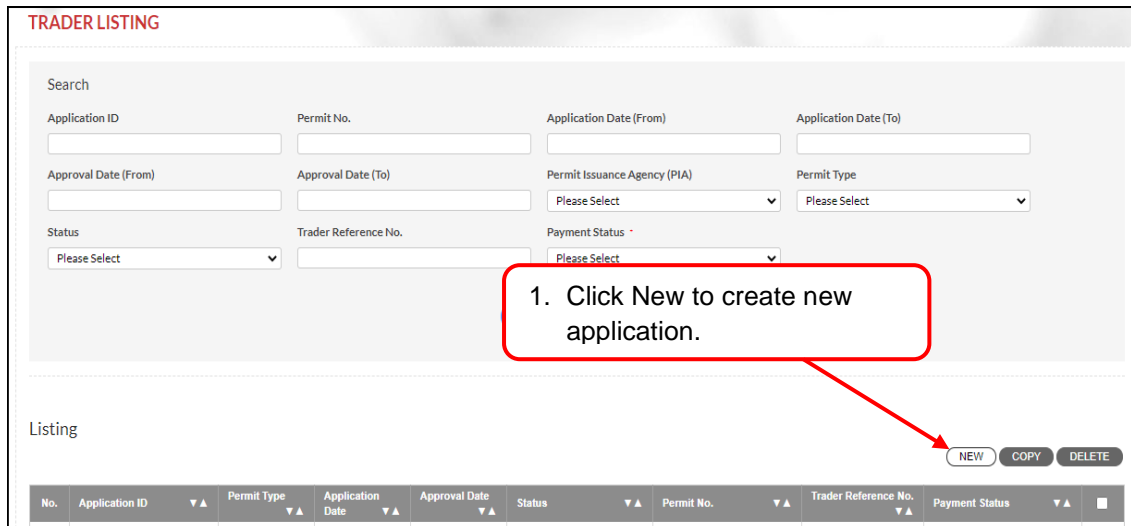
Figure 7

Section 4. New Permit Application
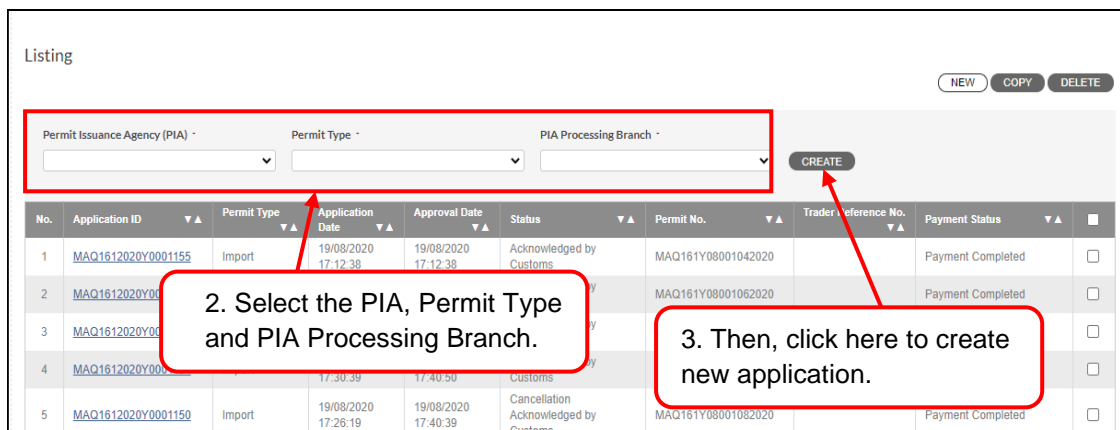
ePermit system allows users to make permit application directly from the system. Users can also keep track the status of their application thru this system.

4.1. Create New

1. Click New to create new application.

Figure 8

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

3. Then, click here to create new application.

Figure 9

4.2. Application Details

Once new application is created, the application page will be displayed. All application basic details will be auto populated based on registered Account 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

Consignor Details

2. Fill up the required details

3. * Click this button to select registered details from the list.

State   Country *

Agent Details

Agent Code *   Company Name *

Company Address

Postcode   City   State   Country

Applicant Details

Name *

IC No. / Passport No. *   Designation *   Phone No. *   Fax No.

Email *

Figure 11

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

Agent Search

Name

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

SEARCH   CLOSE

No.	ROC / ROB No.	Name	Address 1	Address 2	Address 3
1	AGLKIM	Agent LKIM	Jalan 1	Taman 2	

Total Records 1   Go to Page 1

Figure 12

Agent Details

5. Selected applicant added

Agent Code *   Company Name *
AGLKIM   Agent LKIM

Company Address *
Jalan 1   Taman 2

Postcode *   City *   State   Country *
47000   Puchong   Selangor   MALAYSIA

Figure 13

4.2.3. Application Details

6. Click here to select the mode of transport

7. Click her to select purpose

Application Details

Mode of Transport *	Transport / Voyage / Flight / Conveyance No.	Purpose *	Trader Reference No.
Please Select		Please Select	

Country of Origin *	Place of Origin *	Consigned From *	Port / Place of Import *

Location *	Estimated Time of Arrival (ETA) *	Estimated Time of Departure (ETD) *	Customs Station Code *
			IBU PEJABAT KASTAM

Entry Point *

Application Remarks

Figure 14

8. Click one to select

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

Purpose *

Please Select

- Please Select
- Business
- Private
- Exhibition
- Research
- Others

Figure 15   **Figure 16**

DAGANGNET

Figure 17

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

Figure 18

Figure 19

4.2.4. Additional Details

Figure 20

Figure 21

4.2.5. Item Details

Figure 22

DAGANGNET

Figure 23

Figure 24

MAQIS LKIM ePermit User Manual- Trader Module

Item Details

Common Name *
UDANG (SEJUKBEKU) 🔍

Scientific Name *
BAWAL EMAS (BASAH)

Tariff Quantity *
1000

Unit Cost CIF (MYR) *
55

Total (MYR) *
55000.00

Quantity (Peti Besar)

Quantity (Peti Kecil)

Quantity (Pek)

21. Enter Quantity and unit Cost here

22. Total cost will be auto calculated

Tariff Code *
0306190000

Unit of Measurement *
KGM

Tariff Description
0302110000

23. Click here to save and add this item

SAVE   CLOSE   RESET

Figure 25

Item Details

24. Items Details added in the table.

25. Click this icon to edit this item

CREATE   DELETE

No.	Common Name	Scientific Name	Tariff Code	Unit	Unit Price (MYR)	QTY	Total Price (MYR)	QTY (Peti Besar)	QTY (Peti Kecil)	QTY (Pek)	Edit	☐
1	UDANG (SEJUKBEKU)	BAWAL EMAS (BASAH)	0306190000	KGM	55.00000	1,000	55,000.00				🖊	☐
								0	0			

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

Sandec Details

Figure 26

4.2.6. Submit New Application

Sandec Details

No.	Tariff Code		Qty.		SMK Declaration Ref. No.
			und***		

27. All transactions history will be listed here.

Transaction History

No.	Date	Status	Remarks	Done By
1	22/08/2020 22:52:55	Draft		NISHA

SMK R

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

29. Click here to submit this application

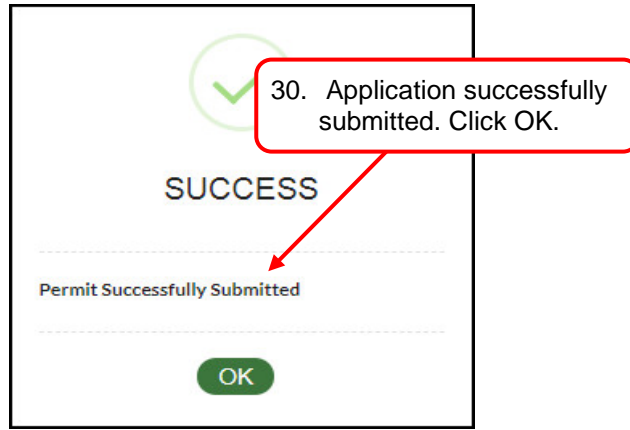| No.		tion
		*** No. Record Found ***

SAVE   SUBMIT   BACK

Figure 27

DAGANGNET

30. Application successfully submitted. Click OK.

SUCCESS

Permit Successfully Submitted

OK

Figure 28

Sandec Details

No.	Tariff Code	Release Date			SMK Declaration

31. Application listed here with submitted status.

Transaction History

No.	Date	Status	Remarks	Done By
1	17/08/2020 12:06:28	Draft		Steve
2	17/08/2020 12:07:15	Application Submitted		Steve

Figure 29

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

Listing

NEW COPY DELETE

No.	Application ID ▼▲	Permit Type ▼▲	Application Date ▼▲	Approval Date ▼▲	Status ▼▲	Permit No. ▼▲	Trader Reference No. ▼▲	Payment Status ▼▲	☐
1	MAQ1612020Y0001123	Import	17/08/2020 12:07:15		Awaiting OGA Approval		nisha test 1		☐
2	MAQ1612020Y0001122	Import	17/08/2020 12:05:41		Awaiting OGA Approval		Testing autorobot		☐
3	MAQ1612020Y0000961	Import	24/07/2020 10:42:07		Awaiting OGA Approval		Testing by steve		☐
4	MAQ1612020Y0000901	Import	16/07/2020 15:07:03		Awaiting OGA Approval		nisha test 1		☐

Total Records 4   Go to Page 1 ⌄ ‹ ›

Figure 30

DAGANGNET

Section 5.   Copy Application

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

Figure 31

Figure 32

© Dagang Net 2020   MAQIS LKIM ePermit User Manual- Trader Module

Figure 33

Section 6.   Delete Application

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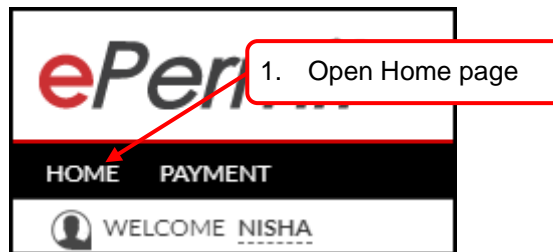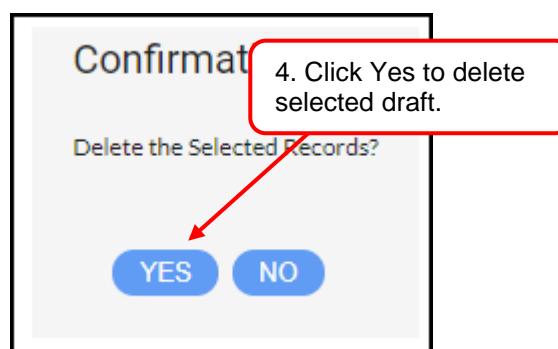
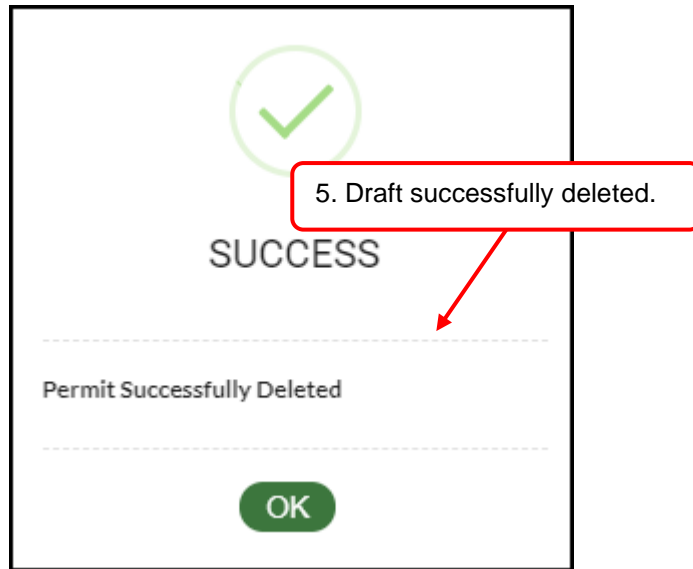

Figure 34

Figure 35

Figure 36

Figure 37

Section 7.   Payment

This section shows the steps to make OGA payment thru the system, where users can also view the payment status and print the payment receipt.

7.1.   Make Payment

Figure 38

Figure 39

MAKE PAYMENT

Payor - Bank Account Details

Payor	Total Amount (MYR)
TO TETS ON L FULL NAMEKIM	15.00
Payment Method	Email
Personal Account	

6. Click to select Payment Method

Payee - Bank Account Details

Payee Name	Bank
MAQIS / LEMBAGA KEMAJUAN IKAN MALA`	MAYBANK
Account Holder	Bank Branch
XXX XXX	0987654321

7. Click here to submit this payment

BACK   SUBMIT

Listing

No.	Application ID	Permit Type	Payment Date	Payment No.	Payment Group	Payment Status	Amount (MYR)
1	MAQ1612020Y0001154	Import			LIM001	Initiate Payment	15.00

Total Records   1   Go to Page   1   < >

Figure 40

Confirmation

Disclaimer: Please check the amount at your bank's portal before authorizing the payment. Dagang Net Technolo... occasioned by the approved transactions. Confirm Submit?

8. Payment Disclaimer. Click Yes to proceed and system will be directed to the payment channel.

YES   NO

Figure 41

Payment Details

Transaction Amount:
MYR15.00

Merchant Name:
MAQIS B2C

myPayment No. /
Seller Order No. :
MAQ-MAQE2008240000
01-2008240013260003

Product Description:
Payment for ePermit

Payment Channel   ◇FPX

Please select a bank for your direct debit payment
Please do not Refresh this page

9. Select bank to make payment

Maybank2U

Enter e-mail address to receive transaction status(Optional)

By clicking on the **"Proceed"** button, you agree to FPX's Terms and Conditions

Proceed   Cancel Payment

10. Then click on this button to proceed. System will be directed to the selected bank site.

Figure 42

DAGANGNET

7.2. Print Receipt

Figure 43

Figure 44

-End of Manual-

This user manual shall be updated as and when required.

MAQIS LKIM ePermit User Manual- Trader Module