New ePermit System for
For Medical Device Authority ("MDA")

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Module:

REGISTRATION

Overview of MDA | Registration Module

Overview

Registration Type:

1) Super User
2) Sub User

Type of MDA Approval:

1) Registered
2) Exempted

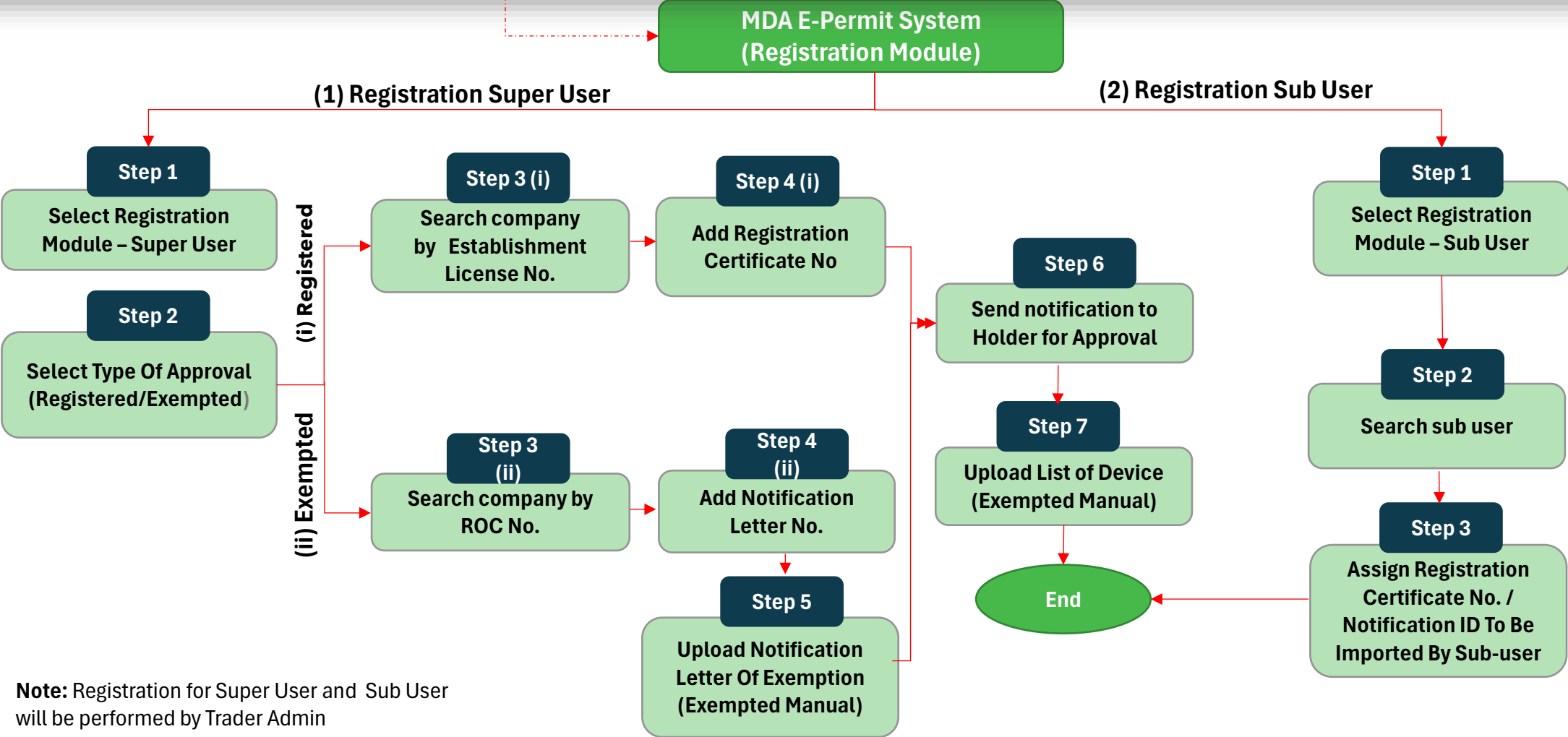**PIA Branch:**
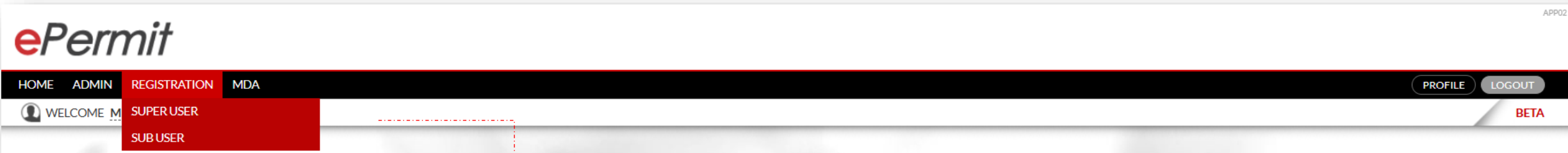**Medical Device Authority ("MDA")**

Registration Approval by:

1) Registration Certificate Holder
2) Notification Letter Holder

Type of Permit Application

1) **Import** – Registration Process is required
2) **Verification Slip (VS)** – No need to perform registration process

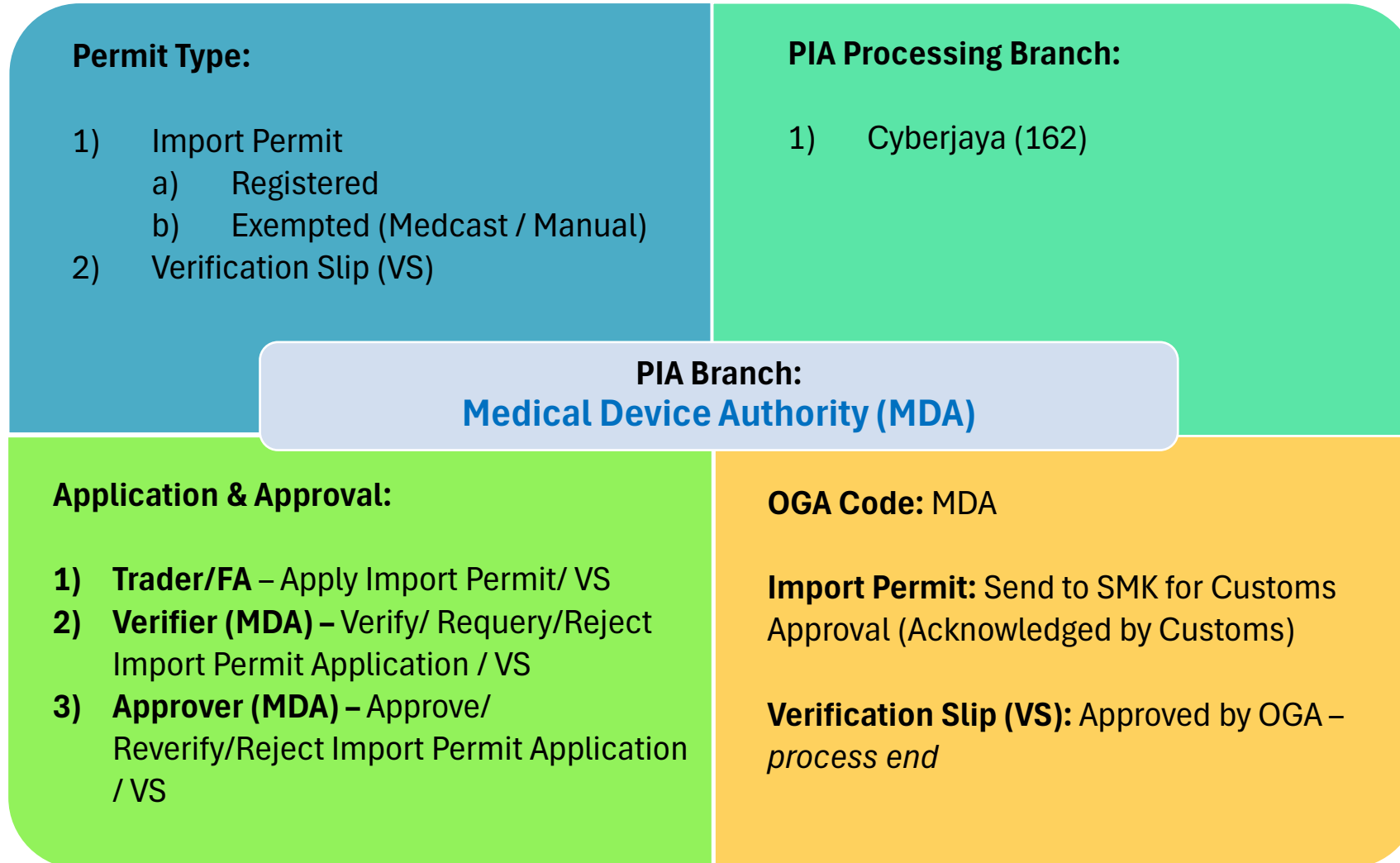# PROCESS FLOW: Registration Super User (Trader) and Sub User (Forwarding Agent)

ePermit

HOME   ADMIN   REGISTRATION   MDA   PROFILE   LOGOUT

SUPER USER
SUB USER

WELCOME M

BETA

APP02

MDA E-Permit System (Registration Module)

(1) Registration Super User

Step 1
Select Registration Module – Super User

Step 2
Select Type Of Approval (Registered/Exempted)

(i) Registered

Step 3 (i)
Search company by Establishment License No.

Step 4 (i)
Add Registration Certificate No

(ii) Exempted

Step 3 (ii)
Search company by ROC No.

Step 4 (ii)
Add Notification Letter No.

Step 5
Upload Notification Letter Of Exemption (Exempted Manual)

Step 6
Send notification to Holder for Approval

Step 7
Upload List of Device (Exempted Manual)

End

(2) Registration Sub User

Step 1
Select Registration Module – Sub User

Step 2
Search sub user

Step 3
Assign Registration Certificate No. / Notification ID To Be Imported By Sub-user

Note: Registration for Super User and Sub User will be performed by Trader Admin

Slide 4

Module:

PERMIT

Overview of MDA | Permit Module

Overview

Permit Type:

1) Import Permit
   a) Registered
   b) Exempted (Medcast / Manual)
2) Verification Slip (VS)

PIA Processing Branch:

1) Cyberjaya (162)

PIA Branch:
Medical Device Authority (MDA)

Application & Approval:

1) **Trader/FA** – Apply Import Permit/ VS
2) **Verifier (MDA) –** Verify/ Requery/Reject Import Permit Application / VS
3) **Approver (MDA) –** Approve/ Reverify/Reject Import Permit Application / VS

OGA Code: MDA

Import Permit: Send to SMK for Customs Approval (Acknowledged by Customs)

Verification Slip (VS): Approved by OGA – *process end*

PROCESS FLOW: Import Permit Application

Start

Step 1 — Select Permit Type = Import

Step 2 — Fill in application form

Step 3 — At Application Details section, select Type of MDA Approval (Registered/ Exempted)

Exempted? — Y → **Step 4** — Select Purpose

Exempted? — N → **Step 5** — Add Item

Step 6 — Upload Supporting Document (if necessary)

Step 7 — Submit Application

Has Payment? — N → **Step 9** — Verify Application

Has Payment? — Y → **Step 8** — Make Payment *(MDA Payment System)*

Payment Complete? — Y → Verify Application

Payment Complete? — N → Make Payment

Step 10 — Approve Application

Step 11 — Customs Acknowledged

Step 12 — Print Permit

End
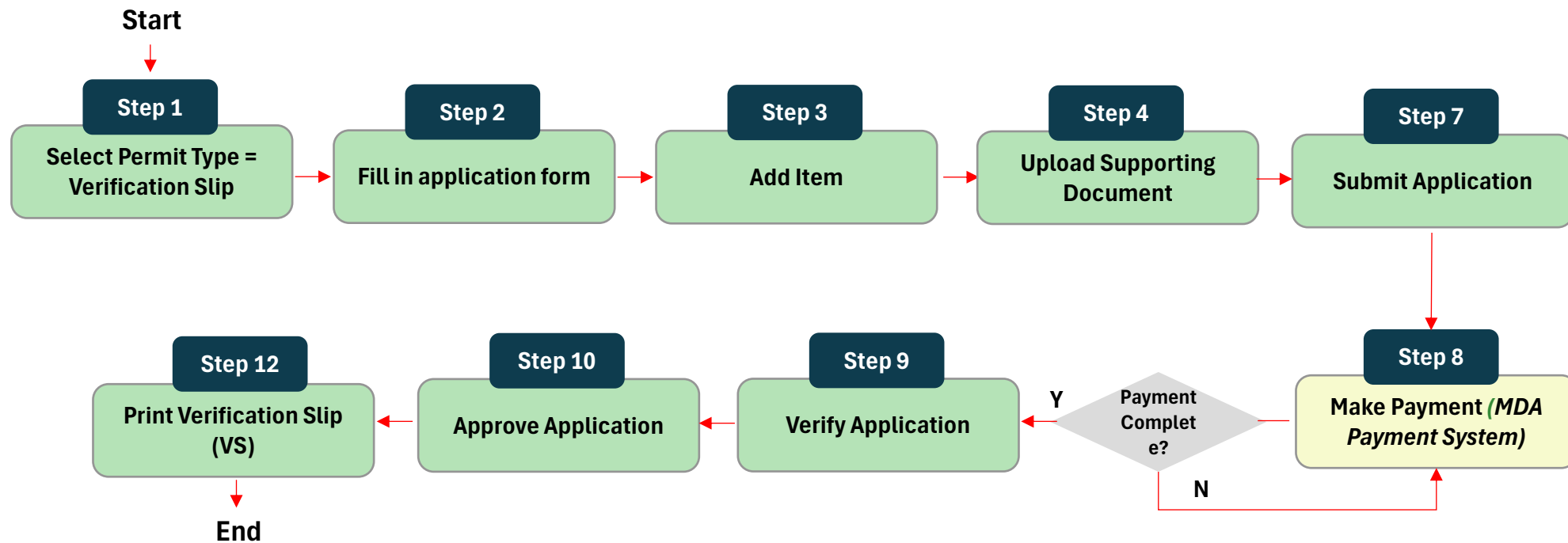
Note:
1. *Permit Fee for MDA needs to be paid using the BayarNow System*
2. *Acknowledged by Customs – To send for DNT Billing. As-Is Permit Charging Mechanism Applied in current ePermit system.*