



Ministry of International Trade and Industry (MITI)

MITI AP Personal Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 2.0

July 2019

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Revision History

The release history of this document is as follows;

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1.0	2018	Suryati	<ul style="list-style-type: none">• Initial Copy
2.0	July, 2019	Suryati	Update on: <ul style="list-style-type: none">• GST to SST• Permit Application section

Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
MITI	Ministry of International Trade and Industry
OGA	Other Government Agencies
GST	Goods and Services Tax
SST	Sales and Services Tax
URL	Uniform Resource Locator
PIA	Permit Issuing Agencies
ASP	Application Service Provider

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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. 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. MITI AP Personal users

1.4. About This Document

This publication is to provide an overview on how to register and use the system and deeper understand on the system with step by step helps.



Section 2. Getting Started

This User Manual documents the steps for personal AP registration and steps to perform personal AP permit application. Users can also make online payment via this system.

This is a web-based application, where no installation required. Users may access the system via Google Chrome and Mozilla Firefox

2.1. System Access

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

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

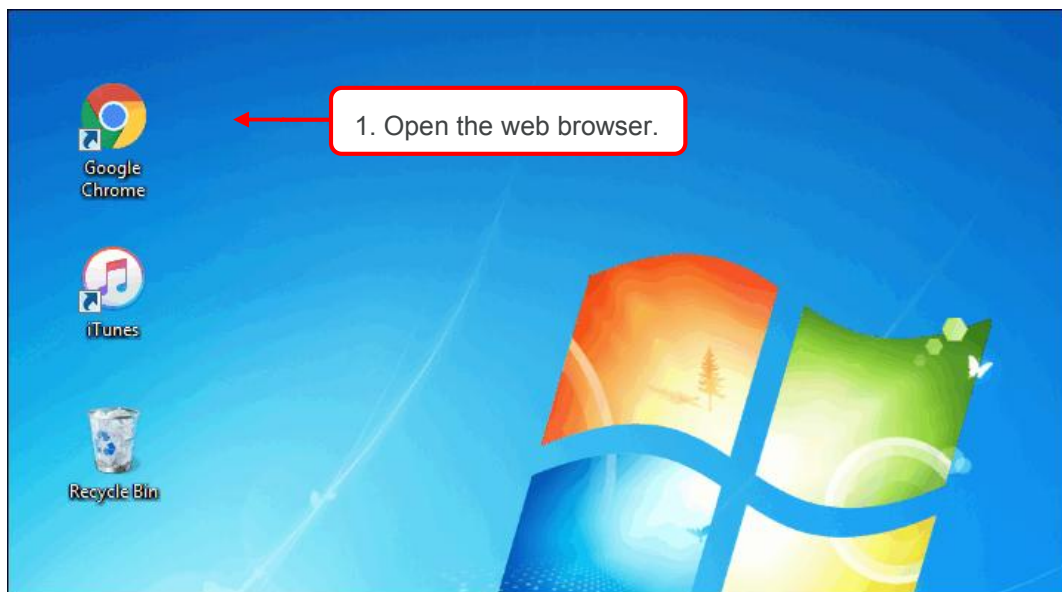


Figure 1



Figure 2



DAGANGNET

Section 3. Personal Registration

Individual need to pay a onetime registration fee online, subject to the same identification number, or, passport.

This is a web-based application, where no installation required. Users may access the system via Google Chrome and Mozilla Firefox.

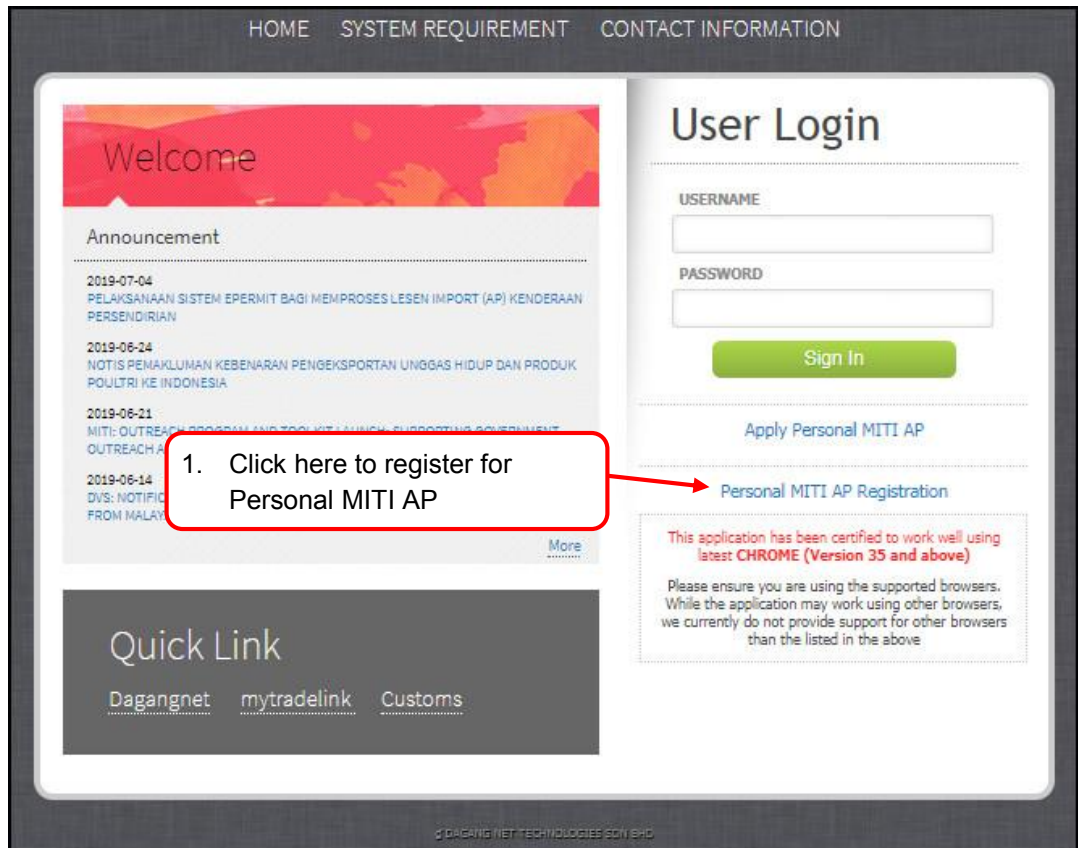


Figure 3

(The remainder of this page is intentionally left blank)

REGISTRATION: Personal Miti AP Tip

[BACK](#)

2. Enter name, *email, IC no and contact no. here.

4. Then, click here to **submit** this registration.

3. Tick on this box to verify that you're not a robot.

5. Click **YES** to confirm registration.

Basic Details

Personal Registration

Name *
RAVINA M

Email *
ravina@gmail.com

IC No. / Passport No.*
123123121212

Phone *
0312345678

I'm not a robot

reCAPTCHA
Privacy - Terms

SUBMIT

Figure 4

*An email for Personal Import Permit registration will be send to this email address

Permit Application

! Confirm to Register?

5. Click **YES** to confirm registration.

YES NO

Figure 5

(The remainder of this page is intentionally left blank)

3.1. Payment

1. After registration, an email will be sent to the email address as provided during registration.

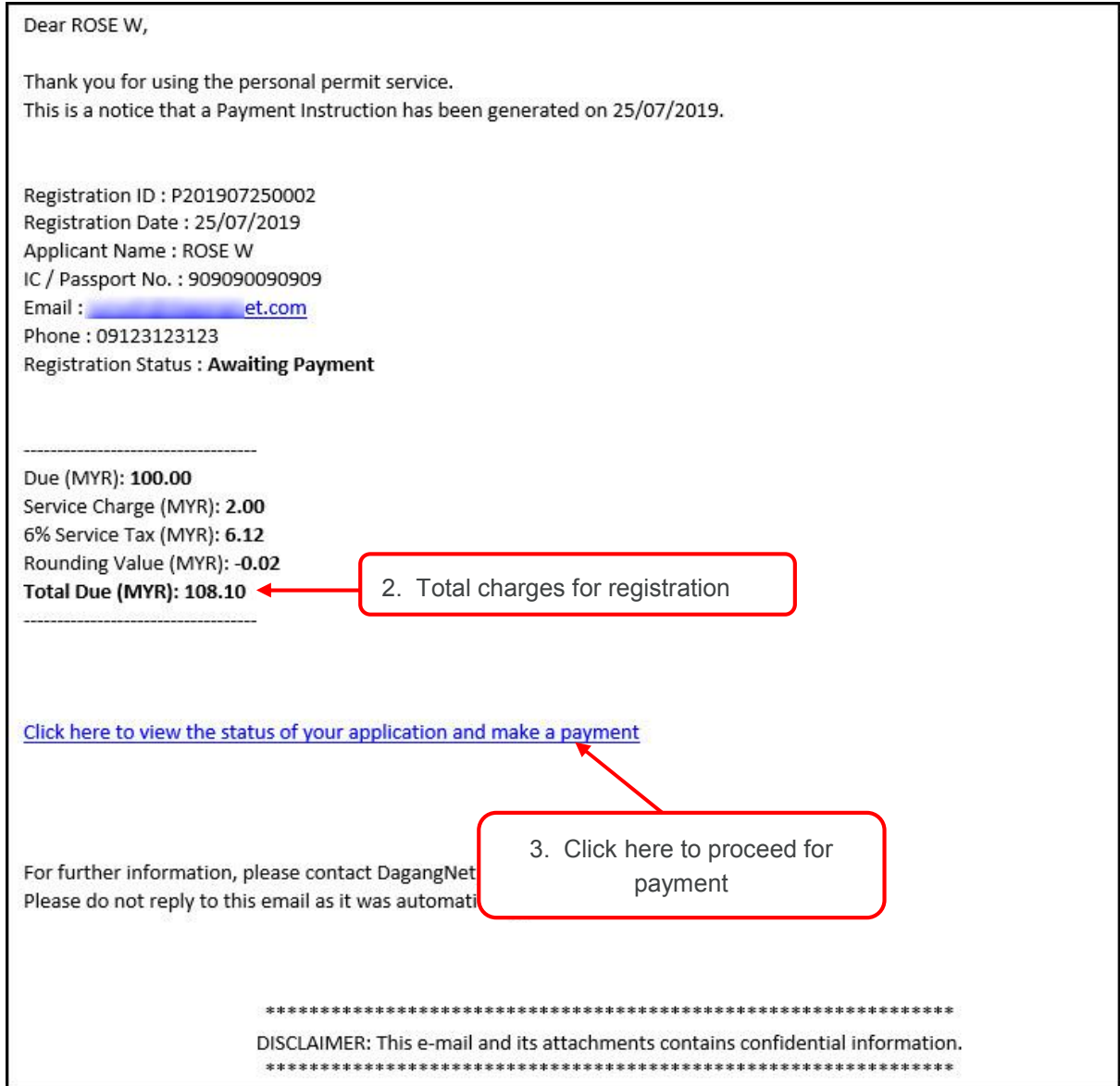


Figure 6

(The remainder of this page is intentionally left blank)

REGISTRATION:Personal Miti AP Tips

Basic Details

Personal Registration

Registration ID: P201907250002 Payment Status: Awaiting Payment

Name: ROSE W Email: suryati@dagangnet.com

23123

4. Click here to print Tax Invoice

Tax Invoice

Print Invoice	Transaction Date	Ref No.	Amount (MYR)	Service Charge (MYR)	6% Service Tax (MYR)
PRINT	25-07-2019 15:18:46	P201907250002	100.00	2.00	6.12

Payment Instruction

Registration ID	Amount (MYR)	Service Charge (MYR)	6% Service Tax	Rounding Value (MYR)	Paid (MYR)	Balance (MYR)	Payment Sta
P201907250002	100.00	2.00	6.12	(0.02)	0.00	108.10	INITIATE PAYME

[MAKE PAYMENT](#)

Figure 7

Dagang Net Technologies Sdn Bhd
(177974-T)

Dagang Net Tower, Block 10 (A&B) Corporate Park,
Star Central, Lingkaran Cyberpoint Timur, Cyber 12,
63000 Cyberjaya, Selangor
General Line: 603-2730 0200 Fax: 603-2713 2000
Careline: 1 300 133 133 Fax: 603-2781 3003

Service Tax Registration No. : W10-1808-31042235

Dagang Net

INVOICE

5. Sample of Invoice

Buyer :
ROSE W
909090090909
09123123123
suryati@dagangnet.com

Invoice No.	Invoice Date	Credit Terms
P201907250002	25/07/2019	COD

Item no.	Being charges for	Quantity	Per Unit (RM)	Amount (RM)
1	Personal MITI AP Registration	1	100.00	100.00
2	Service Charge	1	2.00	2.00
Total Charges				102.00
6% Service Tax				6.12
Rounding Value				-0.02
Net Total Charges				108.10

Figure 8



DAGANGNET

REGISTRATION: Personal Miti AP

Tips

Basic Details
⌵

Personal Registration

Registration ID P201907250002	Payment Status Awaiting Payment
Name ROSE W	Email suryati@dagangnet.com
IC No. / Passport No. 909090090909	Phone 09123123123

Tax Invoice
⌵

Print Invoice	Transaction Date	Ref No.	Amount (MYR)	Service Charge (MYR)	6% Service Tax (MYR)
PRINT	25-07-2019 15:18:48	P201907250002	100.00	2.00	6.12

Payment Instruction
⌵

Registration ID	Amount (MYR)	Service Charge (MYR)	6% Service Tax	Rounding Value (MYR)	Paid (MYR)	Balance (MYR)	Payment Sta
P201907250002	100.00	2.00	6.12	(0.02)	0.00	108.10	INITIATE PAYME

MAKE PAYMENT
6. Click here to make payment

Figure 9

MAKE PAYMENT

Payee - Bank Account Details

Payee Name
DAGANG NET TECHNOLOGIES SDN BHD

Account Holder DNET	Bank Name CIMB Bank	Bank Branch KUALA LUMPUR
-------------------------------	-------------------------------	------------------------------------

No.	Registration ID	Payment Status	Due (MYR)
1.	P201907250002	INITIATE PAYMENT	102.00
		6% Service Tax (MYR)	6.12
		Rounding Value (MYR)	(0.02)
		Total Due	108.10

Please TURN OFF your browser popup blocker before proceed for payment.

Payment Model

B2C - PERSONAL ACCOUNT

CANCEL

SUBMIT

7. Click here to select payment model

8. Then, click here to submit

Figure 10

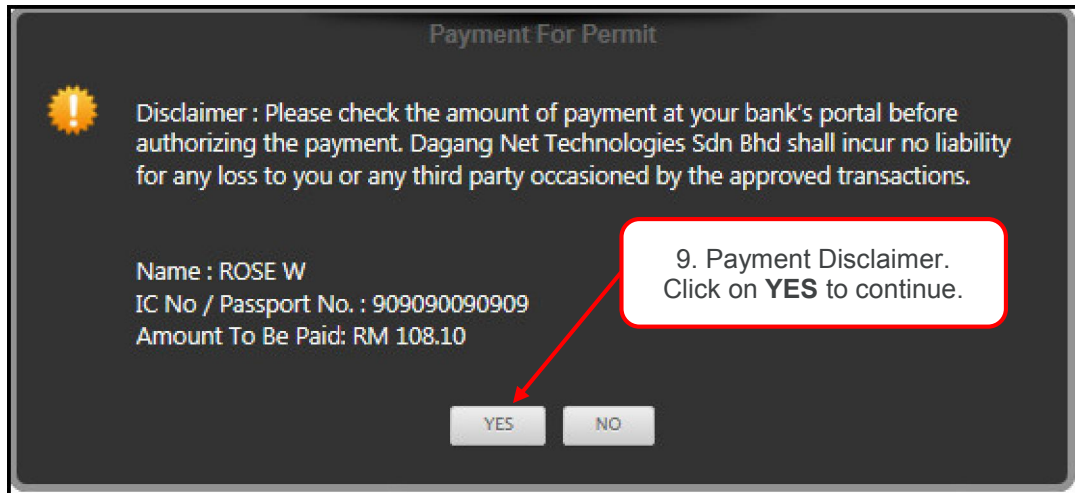


Figure 11

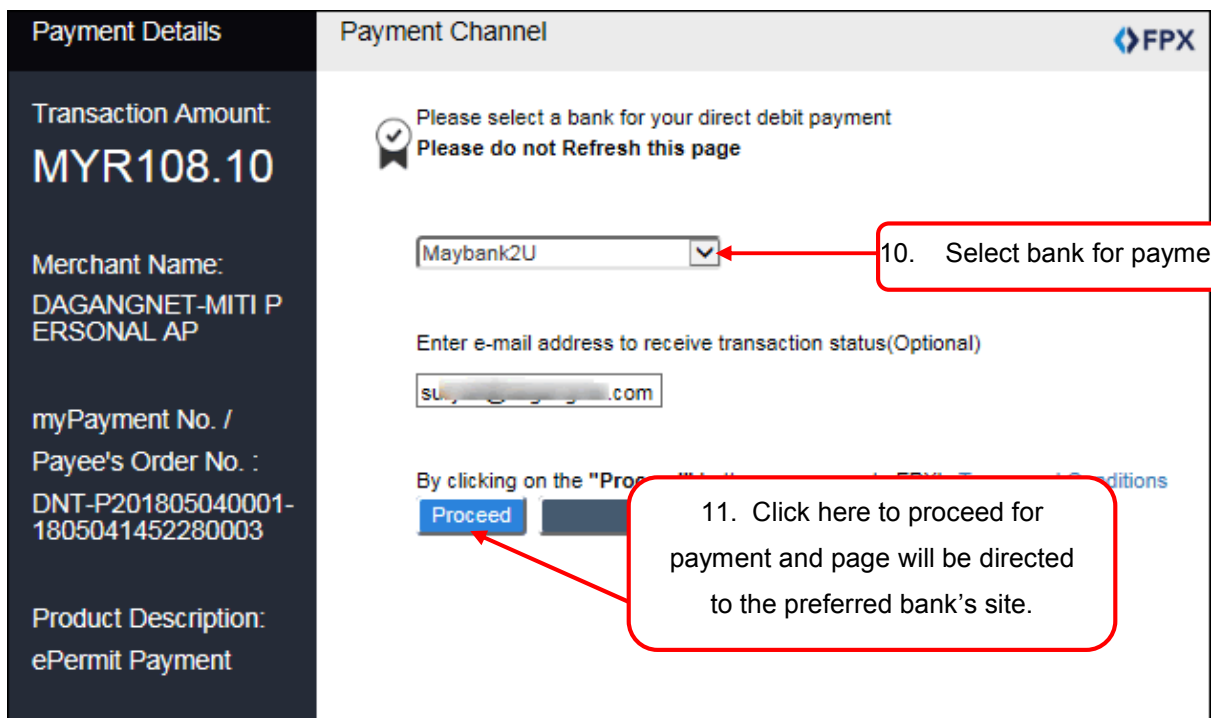


Figure 12



Payment Instruction for Personal Import Permit Registration (P201907250002).

no-reply@dagangnet.com
To [redacted]

Reply Reply All Forward
Fri 26/7/

Dear ROSE W,

Thank you for using the ePermit service.
This is a notice that a Payment Instruction has been generated

12. Once payment is successful, an email will be sent to the registered email address

Registration ID : P201907250002
Registration Date : 25/07/2019
Applicant Name : ROSE W
IC / Passport No. : 909090090909
Email : [redacted].com
Phone : 09123123123
Registration Status : **Payment Completed**

Due (MYR): **100.00**
Service Charge (MYR): **2.00**
6% Service Tax (MYR): **6.12**
Rounding Value (MYR): **-0.02**
Total Paid (MYR): 108.10

13. Click this link to apply for Personal MITI AP Permit

[Click here to apply personal MITI AP permit](#)

Figure 13



Section 4. Personal MITI AP Application

Apply Import Permit For Personal TIPS

[BACK TO LOGIN PAGE](#)

Basic Details

Personal Application

AP Type * Category
Sub Category Name * Branch *
Import Date

Consignee Details

IC No. / Passport No. * Name *
Address *

Consignor Details

ROC / ROB Name *
Address *

Agent Details

Agent Code Name
Address

Applicant Details

Copy Consignee Details?

IC No. / Passport No. * Name *
Designation * Phone No. * Fax No. *
Email *
Note: Will use this address for sending permit application notification.

Application Details

Mode of Transport * Purpose * Country of Origin * Consigned From *
Application Remarks
Place of Origin *
Port / Place of Import *

Items

Tariff Code * Group Description
Product Descriptions *
Unit of Measurement
Quantity * Price Per Unit * Total Price * Gazetted Price
Description of Goods *

1. Fill up the required information to apply importer permit

Figure 14



4.1. Permit Details

4.1.1. Basic Details and Consignee Details

Basic Details

Personal Application

AP Type *

- IPV - PERSONAL VEHICLE
- INP - CLASSIC / VINTAGE VEHICLE
- IOP - OTHER VEHICLE (PERSONAL)
- IPV - PERSONAL VEHICLE**
- KUR - KUR TEST

Category Name *

Please select

Branch *

Please select

1. Select AP Type, and other details as required.

Consignee Details

IC No. / Passport No. *

90909090909

Name *

Address *

Figure 15

Basic Details

Personal Application

AP Type *

IPV - PERSONAL VEHICLE

Sub Category Name *

P1501 - KERETA

Category Name *

P150 - RAKYAT MALAYSIA DI LUAR NEGARA

Branch *

MIN. OF INTERNATIONAL TRADE & IND

Import Date

Consignee Details

IC No. / Passport No. *

90909090909

Name *

SAIFUL BIN ALI

Address *

NO 123 JALAN 456 JALAN 789 KUALA LUMPUR

Figure 16

4.1.2. Consignor and Agent Details

Consignor Details

ROC / ROB

Name *

ALI BIN BAU

Address *

NO 111 JALAN 222 KUALA LUMPUR

Agent Details

Agent Code

Name

Address

Figure 17

4.1.3. Applicant Details

The screenshot shows the 'Applicant Details' form. At the top, there is a checkbox labeled 'Copy Consignee Details?' which is checked. Below this are several input fields: 'IC No. / Passport No. *' (909090090909), 'Name *' (SAIFUL BIN ALI), 'Designation *' (MANAGER), 'Phone No. *' (012-34567890), and 'Fax No. *' (0312345678). There is also an 'Email *' field. A note at the bottom states: 'Note: Will use this address for sending permit application notification.'

Annotations:

- 1. Click on this button if Applicant and Consignee details are same. (Points to the 'Copy Consignee Details?' checkbox)
- 2. Fill up details as required. (Points to the input fields)

Figure 18

4.1.4. Application Details

The screenshot shows the 'Application Details' form. At the top, there are four dropdown menus: 'Mode of Transport *' (MARITIME TRANSPORT), 'Purpose *' (Private), 'Country of Origin *' (AUSTRALIA), and 'Consigned From *' (AUSTRALIA). Below these is a 'Place of Origin *' field with a search icon. A table below the search field lists various ports with their codes and descriptions. At the bottom, there is a 'Port / Place of Import *' field with a search icon.

Annotations:

- 1. Click here to select Place of Origin (Points to the search icon next to the 'Place of Origin *' field)
- 2. Enter the Place of Origin's Code or Description, then click on the Search button (Points to the search icon and the 'SEARCH' button)
- 3. Click on this button to add this Place of Origin (Points to the 'SELECT' button next to 'ADELAIDE-SA' in the table)
- 4. Click this button to select Port/ Place of Origin * please follow steps 1 and 2 above. (Points to the search icon next to the 'Port / Place of Import *' field)

Select	Code	Description
<input type="button" value="SELECT"/>	AUABG	ABINGDON-QL
<input type="button" value="SELECT"/>	AUABH	ALPHA-QL
<input type="button" value="SELECT"/>	AUABM	BAMAGA-QL
<input type="button" value="SELECT"/>	AUABX	ALBURY-NS
<input type="button" value="SELECT"/>	AUADL	ADELAIDE-SA
<input type="button" value="SELECT"/>	AUADO	ANDAMOOKA-SA
<input type="button" value="SELECT"/>	AUAGW	AGNEW-QL
<input type="button" value="SELECT"/>	AUALH	ALBANY-WA
<input type="button" value="SELECT"/>	AUARD	ARDROSSAN-SA
<input type="button" value="SELECT"/>	AUARM	ARMIDALE-NS


Figure 19



4.1.5. Items Details

This section required all details of the vehicle.

Items

Tariff Code *  Group Description

Product Descriptions *

Unit of Measurement

Quantity * e.g. 1234567.1234 Price Per Unit * e.g. 123456789.1234 Total Price * Gazetted Price

Type of Import Product * Country Manufactured * Year Manufactured *


Brand / Model * Chassis No. * Engine No. Engine Capacity *

Make


Description of Goods *

First Registration Date


Duration of stay at domicile country.

Date From * Date To *  Years : 0, Months : 0, Days : 0

Duration of vehicle registered on applicant's name.


Date From * Date To *  Years : 0, Months : 0, Days : 0

Duration of insurance coverage.


Date From Date To  Years : 0, Months : 0, Days : 0

Driving license validity

Driving license at domicile country or International Driving Permit.

Date From * Date To *  Years : 0, Months : 0, Days : 0

Malaysian driving license.

Date From * Date To *  Years : 0, Months : 0, Days : 0

Date of return.

Start Date *

Figure 20



4.2. Submit for Approval

Items

Tariff Code *
8702305000

Group Description
RAKYAT MALAYSIA DI LUAR NEGARA

Product Descriptions *
KERETA

Unit of Measurement
UNT

Quantity * e.g. 1234567.1234
1

Price Per Unit * e.g. 123456789.1234
100000

Total Price *
100000.0000

Gazetted Price

Type of Import Product *
USED

Country Manufactured *
GERMANY

Year Manufactured *
2017

Brand / Model *
Chevrolet

Chassis No. *
1234567890000

Engine No.

Engine Capacity *
2.5

Make
BMW

Description of Goods *
RAKYAT MALAYSIA DI LUAR NEGARA; KERETA; Chassis No. : 1234567890000; Engine No. : ; Model No. : CHEVROLET; Year Manufactured : 2017; Make : BMW

First Registration Date

Duration of stay at domicile country.
Date From * 01-07-2016
Date To * 02-08-2019
Years : 3, Months : 1, Days : 2

Duration of vehicle registered on applicant's name.
Date From * 01-07-2017
Date To * 29-07-2019
Years : 2, Months : 0, Days : 28

Duration of insurance coverage.
Date From
Date To
Years : 0, Months : 0, Days : 0

Driving license validity
Driving license at domicile country or International Driving Permit.
Date From * 01-06-2019
Date To * 01-06-2021
Years : 2, Months : 0, Days : 0

Malaysian driving license.
Date From * 01-06-2019
Date To * 01-06-2021
Years :

Date of return.
Start Date * 02-08-2019

1. Once the details are completed, click on this button to continue.

CANCEL RESET CONTINUE

Figure 21



Figure 22

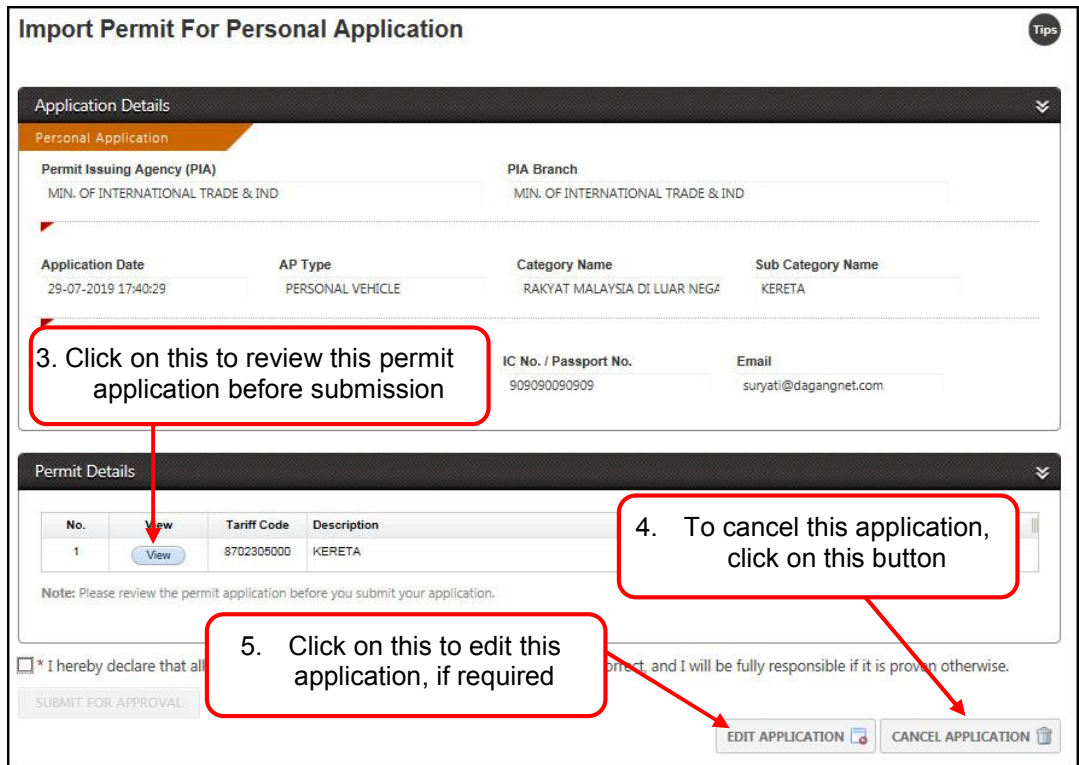


Figure 23

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Import Permit For Personal Application Tips

Application Details

Personal Application

Permit Issuing Agency (PIA): MIN. OF INTERNATIONAL TRADE & IND
 PIA Branch: MIN. OF INTERNATIONAL TRADE & IND

Application Date: 29-07-2019 17:40:29
 AP Type: PERSONAL VEHICLE
 Category Name: RAKYAT MALAYSIA DI LUAR NEGA
 Sub Category Name: KERETA

Applicant Name: SAIFUL BIN ALI
 IC No. / Passport No.: 909090090909
 Email: suryati@dagangnet.com

6. Tick on this button if all the information provided are true and correct.

7. Click here to submit this application for approval.

* I hereby declare that all the information provided are true and correct, if it is proven otherwise.

SUBMIT FOR APPROVAL EDIT APPLICATION CANCEL APPLICATION

Figure 24

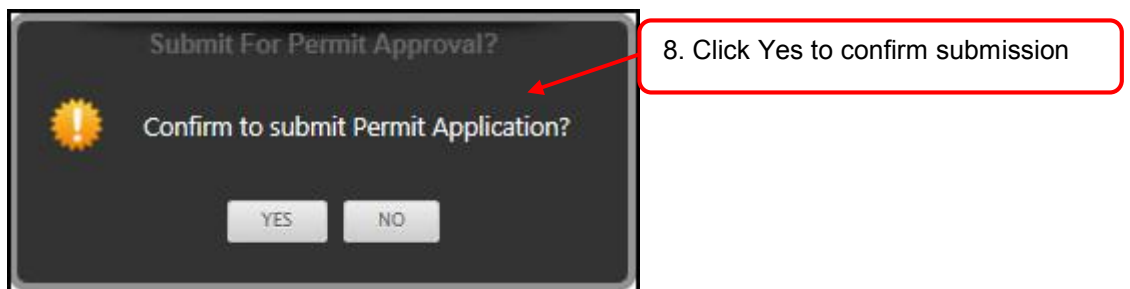


Figure 25

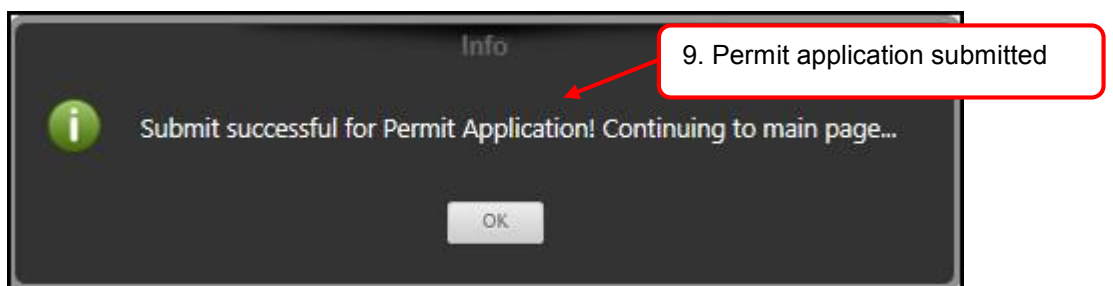


Figure 26

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Import Permit For Personal Application

Application Details

Personal Application

Permit Issuing Agency (PIA) MIN. OF INTERNATIONAL TRADE & IND		PIA Branch MIN. OF INTERNATIONAL TRADE & IND
Application Status AWAITING OGA APPROVAL	Application Date 29-07-2019 17:53:13	Application ID APP-IPV-I-190729-KL-0002
AP Type PERSONAL VEHICLE	Category Name RAKYAT MALAYSIA DI LUAR NEGARA	Sub Category Name KERETA
Applicant Name SAIFUL BIN ALI	IC No. / Pass 90909009090	

10. Status changed to waiting for approval.

Permit Details

View	Permit ID	Tariff Code	Description	Quantity	Status
View	MIT072019000022	8702305000	KERETA	1	Awaiting OGA Approval

Figure 27

Personal Import Permit (APP-IPV-I-190729-KL-0002) dated on 29/07/2019 has been submitted.

N

no-reply@dagangnet.com
To: Suryati Zainudin

Dear SAIFUL BIN ALI,

Thank you for using the ePermit service.
We are pleased to inform you that the following online Personal AP Registration via ePermit has been successful submitted:

Permit Application ID	: APP-IPV-I-190729-KL-0002
Permit ID	: MIT072019000022
Application Date	: 29/07/2019
Applicant Name	: SAIFUL BIN ALI
IC Number	: 90909009090
AP Type	: PERSONAL VEHICLE
AP Category	: RAKYAT MALAYSIA DI LUAR NEGARA
AP Sub Category	: KERETA
Import Date	: -
PIA Branch	: MIN. OF INTERNATIONAL TRADE & IND
Permit Status	: Awaiting OGA Approval

11. An email notification on submission will be sent to the registered email address

12. Click on the link to view the application status

[Click here to view the status of your application](#)

Figure 28

(The remainder of this page is intentionally left blank)

-End of Manual-

This user manual shall be updated as and when required.



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