



MITI- Ministry of International Trade and Industry

MITI AP (Approved Module)

ePermit MITI AP User Guide for Trader User Module

Prepared by Dagang Net Technologies
Version 1.0

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Section 1. Introduction

MITI is the main Government Agency in leading National EDI implementation and the lead agency for ASEAN / National Single Window. It is also the main driving force for e-Commerce implementation in Malaysia.

1.1. Approved Permit (AP)

CUSTOMS ACT 1967 under CUSTOMS (PROHIBITED OF IMPORTS & EXPORT) ORDER 1998, the importation/ exportation of goods specified in column (2) and (3) of the Second Schedule of Customs Act is prohibited, EXCEPT import and export license had been granted and subject to condition specified in the license.

1.2. What is ePermit-MITI (AP)?

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

By using the application, the I/E will be able to supply and manage permit via online and next to track the application progress subsequently.

MITI will be able to view and process the application submitted by I/E either by approving or rejecting it in ePermit system. All approved applications will then be sent via DNT XIB system to KDRM for their processing, where the application status will be updated in ePermit.

1.3. How Does ePermit Benefit Me?

- Reduces Turnaround time – faster processing of permit by OGA
- 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.

1.4. Who Should Read This Publication?

ePermit is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading

summary and product database. There are three modules assigned to different groups of users such as Importers / Exporters, Forwarding Agents and Other Government Agencies.

This publication (or topic collection) is intended for MITI (Ministry of International Trade and Industry)

1. Trader User (Importer / Exporter) Module

Enabling the Trader User to apply for permits and apply permit cancellation. It also able to execute other related actions to permit application, for example print permit etc.

2. Trader Admin Module

Enabling the maintenance of all Trader User Accounts and other needs by Trader User while applying the permits. It also holds additional responsible on other needs for example generating reports etc.

3. MITI Verifier

Enabling permit application verification and approval of permit cancellation application.

4. MITI Approver

Enabling permit application approval.

5. MITI Registration

Enabling to process/ approve registration application, where username and password will be issued to user. It also enable user to add in new AP Types in Additional Registration.

6. MITI Admin

Enabling maintenance of all OGA User Accounts (Registration Approval and Permit Approval) and other needs OGA User while processing the permits. It also holds additional responsible on authority needs for example generating reports etc.

1.5. Requirements to Use ePermit

ePermit is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net ePermit services
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
 - Mozilla Firefox
 - Chrome version 10 and above
- Internet Connection

1.6. About This Publication

This publication documents is to provide overview on how User can apply for permits or permit cancellation and deeper understand on ePermit (AP) System with step by step help.

1.7. ePermit Publications

Get the right publications based on your ePermit- MITI (AP) subscription by referring to the table 1.

Publication Title	Document ID
ePermit – MITI (AP) User Manual for Trader User	
ePermit – MITI (AP) User Manual for Trader Admin	
ePermit – MITI (AP) User Manual for PIA (Verifier)	
ePermit – MITI (AP) User Manual for PIA (Approver)	
ePermit – MITI (AP) User Manual for PIA (Registration)	
ePermit – MITI (AP) User Manual for PIA (Admin)	

1.8. Support Information

Should there are any issues arise from using ePermit, please contact Dagang Net's Careline;












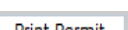





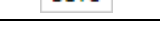













Call Us **1300 133 133**



Email Us **careline@dagangnet.com**

1.9. Convention

Icon / Button	Description	Function (s)
	Sign In	To sign in to the Permit application
	Sign out	To log out of the Permit application
	Edit Profile	To edit profile
	Help	To view quick guide
	Search Text Box	To search for a particular application or item in a list
	Search	To search for a particular list
	Show	To show filtered search result
	Apply	To apply import/export permit
	Submit	To submit permit application
	Verify	To verify the transaction
	Reject	To reject the transaction
	Print Permit	To print the permit
	Print	To print generated report
	Reset	To undo changes
	Cancel	To exit / return
	Close	To close pop-up window
	Save	To save changes made
	Back to Main	To return to Main page
	Checkbox	To tick ✓ for selection and untick to deselect
	Previous	To go to previous/first page of a list
	Next	To go to next/last page of a list
	Calendar	To view calendar
	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
	Month dropdown list box	To navigate and select a particular month
	Year dropdown list box	To navigate and select a particular year
	View	To view details of a particular item
	Radio Button	To select item
	Ascending / Increasing	To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen

	Descending / Decreasing	To view transactions in descending/decreasing order (largest to smallest/latest to earliest) for columns in View Transactions screen
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1.10. References

None

Section 2. Getting started with ePermit

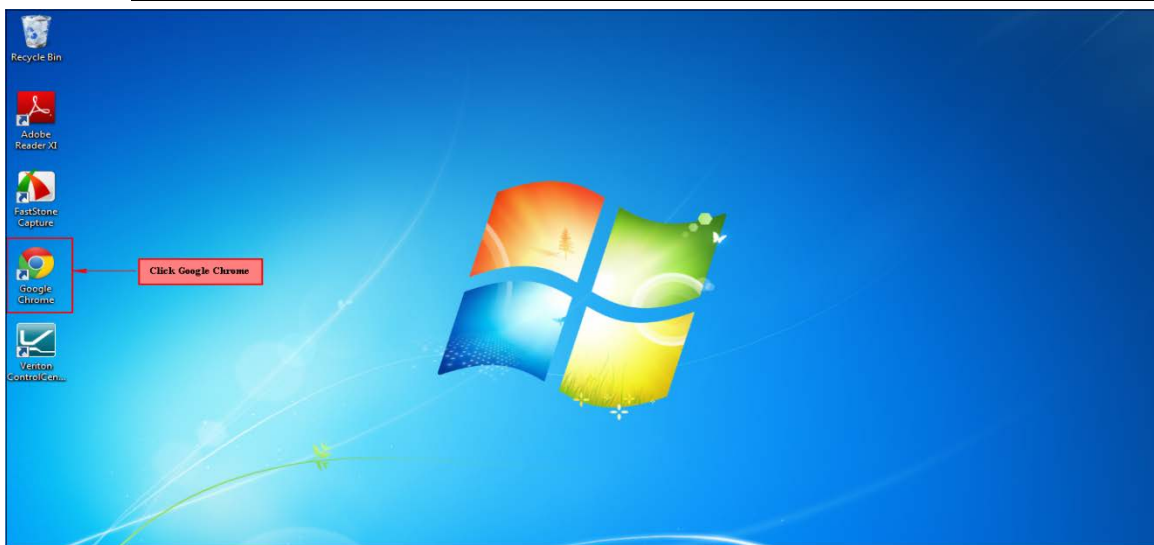
2.1. Log in

Before logging in, you must ensure that you have the correct username and password.

- You may login via newepermit.dagangnet.com.my/epermit/login/login.html
- ePermit is supported by Google Chrome and Mozilla Firefox.

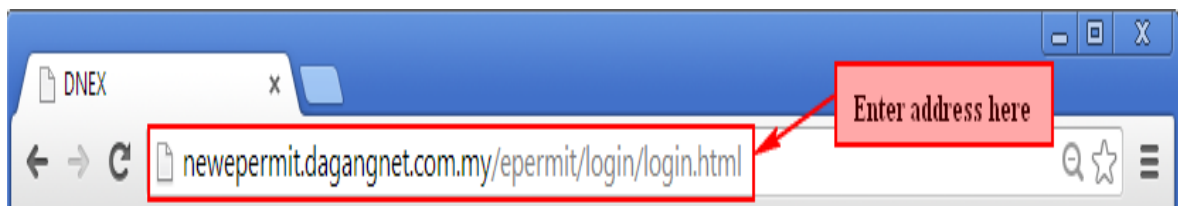
To login, please follow the steps below:

2.1.1. Launch Google Chrome Browser



- In your PC desktop, double click the Google Chrome to launch it.


2.1.2. Enter URL (Uniform Resource Locator) At Address Bar



- In Chrome, go to address bar.
- Enter: newepermit.dagangnet.com.my/epermit//login/login.html

2.1.3. Enter Username and Password

The screenshot shows the ePermit system login page. At the top, there is a navigation bar with links: HOME, SYSTEM REQUIREMENT, and CONTACT INFORMATION. A red box highlights the CONTACT INFORMATION link with the annotation "Click here to get info". Below the navigation bar, the page is divided into two main sections. The left section is titled "Welcome" and contains an "Announcement" section with several dates and links. Below the announcement is a "Quick Link" section with links to "Dagangnet", "mytradelink", and "Customs". The right section is titled "User Login" and contains a form with fields for "USERNAME" and "PASSWORD". A red box highlights the USERNAME field with the annotation "Enter Username Here". Another red box highlights the PASSWORD field with the annotation "Enter password here". Below the password field is a green "Sign In" button. A red box highlights the "Sign In" button with the annotation "Click here to Login".

- i. Enter **Username** and **Password**.
- ii. Click on the  button to access the system.
- iii. The main screen of system will be display as below.

The screenshot shows the ePermit system main screen. At the top, there is a navigation bar with links: HOME, NSW, and ePermit. Below the navigation bar, the page is titled "e-Permit Applications". Below the title is a search filter section. The search filter section contains several dropdown menus and text input fields. The dropdown menus are labeled "Permit Type", "AP Type", "AP Category", and "AP Sub-category". The text input fields are labeled "Application Date (From)", "Application Date (To)", "Approved Date (From)", and "Approved Date (To)". There are also checkboxes for "Status" and "Company Name". At the bottom right of the search filter section are "RESET" and "SEARCH" buttons. Below the search filter section is a "LOAD" button. At the bottom of the page, there is a copyright notice: "© 2012 DAGANG NET TECHNOLOGIES SDN BHD".

2.2. Sign Out

Once done with the application tasks, you are advised to sign out from ePermit.

To sign out, please follow the steps below:

The screenshot shows the ePermit application interface. At the top, there is a navigation bar with 'HOME' and 'NSV' links. Below this, the 'ePermit Applications' section is visible. On the right side, there is a 'COMPANY INFO & STATUS' panel. This panel includes a user profile picture and the text 'dnt-trader-user'. Below the profile, there are several status indicators: 'COMPANY NAME: DAGANGNET TRADING SDN BHD (MTRD_200)', 'BUSINESS FUNCTION: PERMIT ISSUING AGENCY', 'USER ROLE: PUTEUR', 'ACCOUNTS: 1000000', 'USER MANUAL: PLEASE CLICK HERE TO DOWNLOAD', and 'FORM FILLER: PLEASE CLICK HERE TO DOWNLOAD'. At the bottom of this panel, there is a 'SIGN OUT' button. The main area of the interface contains a search filter section with various dropdown menus and input fields for filtering applications.

- i. Click the **maq-ver1** button to view the **Sign Out** button.
- ii. **User Info and Status** will be display.
- iii. Click the **SIGN OUT** button to signout.
- iv. A **Sign Out Notification** will be display as below.
- v. Click **YES** to Sign out.

The screenshot shows a confirmation dialog box titled 'Confirm'. The dialog box contains a yellow warning icon and the text 'Are you sure you want to sign out?'. Below the text, there are two buttons: 'YES' and 'NO'. A red box highlights the 'YES' button, and a red arrow points to it from a text box that says 'Click YES to Sign Out'. The background of the dialog box shows a blurred view of the ePermit application interface.

2.3. Manage Password

You can manage or change your password, if required.

To manage password, please follow below steps.

The screenshot shows the ePermit user interface. At the top, there is a navigation bar with 'myTRADELINK', 'HOME', and 'NSW'. Below this, the 'e-Permit Applications' section is visible. On the right side, there is a 'COMPANY INFO & STATUS' panel. In the center, there is a user profile for 'dnt-trader-user'. Below the profile, there is a 'CHANGE PASSWORD' button highlighted with a red box. A red callout box with an arrow points to this button, containing the text 'Click here to change password'.

- i. Click the **maq-ver1** to view the **Manage Password** button.
- ii. User **Info and Status** will be display as above.
- iii. Click the **MANAGE PASSWORD** button to change the password.
- iv. Password details will be display as below.

The screenshot shows the 'CHANGE PASSWORD' form. It has three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Each field has a red callout box pointing to it with the text 'Type old password here', 'Type new password', and 'Confirm new Password' respectively. There is also a 'SUBMIT' button at the bottom of the form.

- v. Type old password.
- vi. Type new password.
- vii. Type new password again to confirm.
- viii. Click **Submit** button to change password.

Section 3. Permit Application

3.1. Apply Permit

To apply export permit, please follow the steps below:

3.1.1. View Create Permit Application Screen

The screenshot shows the ePERMIT application interface. At the top, there is a navigation bar with tabs: LINK, HOME, and NSW (highlighted with a red background and a blue circle with the number 1). Below the NSW tab, there is a dropdown menu with options: ePERMIT (highlighted with a red background and a blue circle with the number 2), Create Permit Application (highlighted with a red background and a blue circle with the number 3), Search Applications, and eDeclare Update. A red callout box with an arrow points to the 'Create Permit Application' option, containing the text 'Click here to apply permit'. Below the navigation bar, there is a search filter section with the following fields: Permit Type (All), AP Type (All), AP Category (All), AP Sub-category (All), Application Date (From) and (To), Approved Date (From) and (To), Status (All), Company Name, and Application ID. There are 'RESET' and 'SEARCH' buttons at the bottom right of the search filter section.

- i. After login, system will show above screen. Click on the **NSW** tab.
- ii. Click on **ePermit** tab.
- iii. Click on **Create Permit Application**
- iv. Below screen will appear

The screenshot shows the 'Create Permit Application' screen. At the top, there is a navigation bar with tabs: myTRADELINK, HOME, and NSW (highlighted with a red background). Below the NSW tab, there is a dropdown menu with options: ePERMIT, Create Permit Application, Search Applications, and eDeclare Update. The main content area is titled 'Create Permit Application'. It contains a form with the following fields: Permit Type * (Please select), AP Type * (Please select), Category Name * (Please select), Sub Category Name * (Please select), No. of Forms * (1), Branch * (Please select), and Organization Type (B). There is a 'CREATE' button at the bottom right of the form.

3.1.2. Insert Details for Permit Application

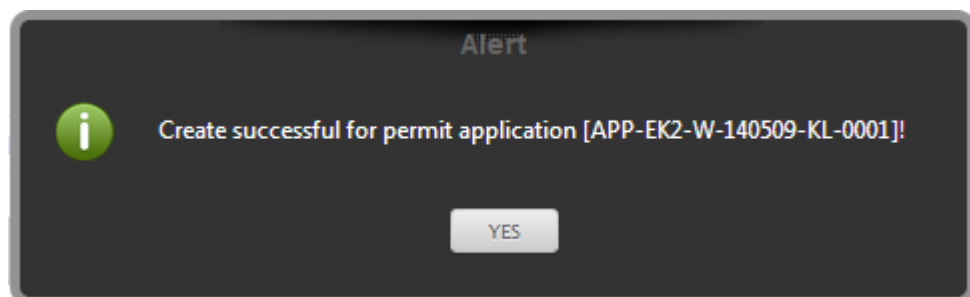
The screenshot shows the 'Create Permit Application' form. At the top, there is a navigation bar with 'HOME' and 'NSW' tabs, and a user profile 'dnt-leader-user'. The form title is 'Create Permit Application'. A red box with the text 'Click here to choose your permit details' has red arrows pointing to the 'Permit Type', 'AP Type', 'Category Name', and 'Sub Category Name' dropdown menus. The form fields are as follows:

- Permit Type** (1): MITI Export
- AP Type** (2): CEMENT
- Category Name** (3): PORTLAND CEMENT
- Sub Category Name** (4): PORTLAND CEMENT
- No. of Forms** (*): 1
- Branch** (5): MITI KL - EPERMIT
- Organization Type**: B

At the bottom right, there is a red box with the text 'Click here to create permit' and a blue 'CREATE' button (6).

Click on the drop down buttons to choose:

1. **Permit Type.**
2. **AP Type**
3. **Category Name**
4. **Sub Category Name**
5. **MITI Branch.**
6. Click the **CREATE** button to create permit
7. A successful notification will appear as below.
8. Click **YES**



3.1.3. Permit Details

After permit is created, screen for Permit details will appear as below. Company information will auto upload based on company registration's information.

Permit 1 of 1: MIT052014000034

[BACK TO APPLICATION](#)

Application

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

PIA Branch
MITI KL - EPERMIT

Application ID
APP-EK2-W-140519-KL-0012

Permit No.
PORTLAND CEMENT

Permit Type
MITI Export

AP Type
CEMENT

AP Category
PORTLAND CEMENT

AP Subcategory
PORTLAND CEMENT

Application Date
19-05-2014

Export Date *

Consignor Details

ROC / ROB *
NPROC_300

Name *
DAGANGNET TRADING SDN BHD

Address *
LOT 247 LORONG PERUSAHAAN 1 INDUSTRIAL COMPLEX, 13600 PEJ PROVINCE WELLESLEY 47640 SUBJ JAYA SELANGOR

Consignee Details

ROC / ROB

Name *

Address *

Agent Details

Agent Code

Name

Address

Applicant Details

Name *

IC No. / Passport No. *

Designation *

Phone No. *

Fax No. *

Email

Application Details

Mode Of Transport *
Please select

Transport / Voyage / Flight / Conveyance No. *
Please select

Purpose *
Please select

Trader Reference No.

Country Of Origin *
MALAYSIA

Customs Station Code *
IBU PEJABAT KASTAM

Final Destination

Country Of Final Destination *
Please select

Application Remarks

Port / Place Of Export *

Port Of Discharge *

Other Details

Amount Received / To Be Received

Currency Code
Please select

Exchange Rate

Equivalent (MYR) = (Exchange Rate X Amount Received)

Gross Weight (KG)

Unit FOB (MYR)

Freight (MYR)

Insurance (MYR)

Flight Date / Time

Measurements (Cubic Meter)

Number Of Packages *

Package Type *
Please select

Special Treatment

ETA

ETD

Via (Transshipment Cargo Only)

Payment Of Goods Received / To Be Received From
Please select

Marks And Nos. / Container Nos.

Package Description

Description Of Goods *

Items

Tariff Code *

Unit Of Measurement

Quantity * (e.g. 1234567.1234)


Tariff Description *

Price Per Unit * (e.g. 123456789.12)

Gazetted Price

Total Price * (e.g. 1234567890123456.12)

[RESET](#) [CONTINUE](#)

- Fill up all the required details. The red box/info is mandatory.
- Type in the details or click on the  button to view list of registered info as below (if any). Choose the preferred info by click on the [SELECT](#) button and details will auto upload.

Address *
 LOT 247 LORONG 12345 INDUSTRIAL COMPLEX, 13600 PRAGA
 PROVINCE WELLESLEY 47640 SUBANG
 JAYA SELANGOR

Details will auto reload

Consignee Details

ROC / P/B
 12345

Click here to view details

Details

Select	ROC	Name	Address 1	Address 2	Address 3
<input type="button" value="SELECT"/>	12345	the-company	the-company1 the-company2	the-company 123456 my my AMERICAN	TROPICS
<input type="button" value="SELECT"/>		ACE PRIVATE LIMITED	123 CECIL STREET JURONG HIGHWAY	SINGAPORE	
<input type="button" value="SELECT"/>		PHARID IMPORTER LIMITED	1234567890123456789012345	ABCDEFGHIJKLMNOPSUVWXYZABC	12345678901234567890
<input type="button" value="SELECT"/>		COCO LIMITED	Street of Chaina Street of Chaina	2 Street of Chaina 3 Jurong	SINGAPORE
<input type="button" value="SELECT"/>	test_123	test consignee name	no 123, jalan bangia taman jasa	lorong seputeh 1 batu caves 886689	selangor selangor MALAYSIA
<input type="button" value="SELECT"/>		IMPORTER EKN 1	IMPORTER ADDRESS 1 IMPORTER	ADDRESS 2 IMPORTER ADDRESS 3	

Page 1 of 1
 Displaying 1 to 10 of 6 items

Name *
 the-company

Address *
 the-company1 the-company2 the-company 123456 my my AMERICAN TROPICS

Agent Details

- iii. Once completed, click on the **CONTINUE** button at the bottom of the page as below figure. (This button will only available once all the mandatory details were completed.)

Tariff Code *
 021020900

Unit Of Measurement
 KGM

Quantity * (e.g. 1234567.1234)
 4000

Tariff Description *
 --Other

Price Per Unit * (e.g. 123456789.12)
 2000

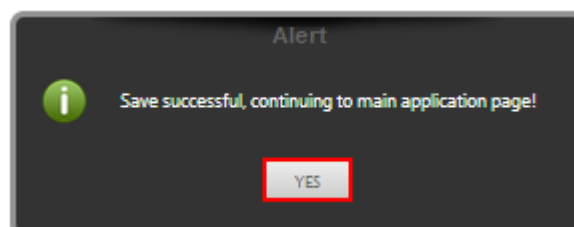
Gazetted Price

Total Price * (e.g. 1234567890123456.12)
 8000000.00

Click here once completed

RESET CONTINUE

- iv. A successfull notification will appear as below. Click the **YES** button.



3.1.4. Supporting Document

After completed above steps, below screen will appear.

Permit Application: APP-EK2-W-140519-PG-0001

[BACK TO MAIN](#)

Application Status

Application Status DRAFT	Application Date 19-05-2014 16:14:08	Permit Type MITI Export	AP Type CEMENT
Product Category PORTLAND CEMENT	Product Sub Category PORTLAND CEMENT	Company Name DAGANGNET TRADING SDN BHD	
Number of Permits 1			

Permit Details

Click here to go to permit details screen

Edit	Permit ID	Tariff Code	Description	Quantity	Status	Complete?	
EDIT	MIT052014000046	021020900	--Other	4000	Draft	Y	

10 Page 1 of 1 Displaying 1 to 10 of 1 items

List of Supporting Documents for Approval Permit

1. Invoice/Sales Contract [Choose file](#)

[UPLOAD SUPPORTING DOCUMENTS](#)

Total file size limit 0KB out of 10000KB

Note: Only files with extension like [".jpeg", ".jpg", ".gif", ".tif", ".pdf", ".doc", ".xls"] are allowed

☐ *I/We hereby declare that all the information contained in this application are true and correct, and I/We will be fully responsible if it is proven otherwise.

[SUBMIT FOR APPROVAL](#)

[COPY APPLICATION](#) [DELETE APPLICATION](#)

TOP

- Application status will be displayed as above.
- To check or edit permit details again, click on the **EDIT** button as figure above and you will be directed back to the previous screen (permit details).
- If there's any amendment required, please follow step 3 above.
- In order to submit for approval, attachment of supporting documents (invoice/ sales contract, etc) are required. Only files with extension like "jpeg" , "jpg" , "gif" , "tif" , "gif" , "pdf" , "doc" , "xls" are allowed.
- Click on the [Choose file](#) button to choose your supporting document.
- Choose your document. Document size is limited to 10000kb.
- Click on the [UPLOAD SUPPORTING DOCUMENTS](#) button as below.

List of Supporting Documents for Approval Permit

1. Invoice/Sales Contract

Choose file invoice test.pdf

UPLOAD SUPPORTING DOCUMENTS

Total file size limit 26KB out of 10000KB

Note: Only files with extension like [".jpeg", ".jpg", ".gif", ".tif", ".pdf", ".doc", ".xls"] are allowed

☐ *I/We hereby declare that all the information contained in this application are true and correct, and I/We will be fully responsible if it is proven otherwise.

SUBMIT FOR APPROVAL

COPY APPLICATION DELETE APPLICATION

- viii. Once upload is completed, the document list will change to green as below.

List of Supporting Documents for Approval Permit

1. Invoice/Sales Contract

Choose file

Attachment list change to green

UPLOAD SUPPORTING DOCUMENTS

Total file size limit 26KB out of 10000KB

Note: Only files with extension like [".jpeg", ".jpg", ".gif", ".tif", ".pdf", ".doc", ".xls"] are allowed

☐ *I/We hereby declare that all the information contained in this application are true and correct, and I/We will be fully responsible if it is proven otherwise.

SUBMIT FOR APPROVAL

COPY APPLICATION DELETE APPLICATION

- ix. To add other supporting document, please repeat step v to vii above.
- x. To check or download the attached supporting document, click on the green attachment list.
- xi. If there is no mandatory supporting documents were attached, a reminder will be shown as below. Click to upload the documents as above.

Alert

Please upload all mandatory supporting documents first before submitting application!

YES

3.1.5. Declaration

Before any submission, a declaration on information given is required.

- Click on the ☐ button and the submit button will be available.
- Click on the **SUBMIT FOR APPROVAL** button to request for approval as below.

List of Supporting Documents for Approval Permit

1. Invoice/Sales Contract Choose file

UPLOAD SUPPORTING DOCUMENTS

Total file size limit Click here to declare the info

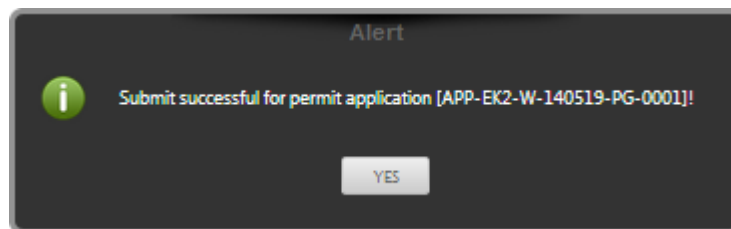
Note: Only files with extension like [".tif", ".pdf", ".doc", ".xls"] are allowed

☒ I/We hereby declare that all the information contained in this application are true and correct, and I/We will be fully responsible if it is proven otherwise.

SUBMIT FOR APPROVAL Click here to submit

COPY APPLICATION DELETE APPLICATION

iii. A successful notification will appear as below. Click YES button



iv. After submission was successful, application status will change to Awaiting OGA Approval.

3.1.6. Copy application (if any)

This system allowed copying information from existing permit so that users do not have to retype all the required details again. However, you are encouraged to check the validity of the info and change it if necessary.

Steps to copy application as below:

10 Page 1 of 1 Displaying 1 to 10 of 1 items

List of Supporting Documents for Approval Permit

1. Invoice/Sales Contract Choose file

UPLOAD SUPPORTING DOCUMENTS

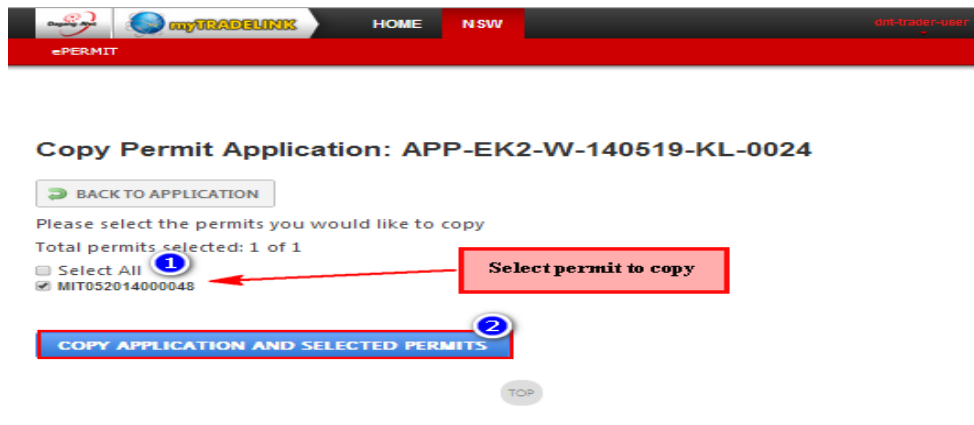
Total file size limit 26KB out of 10000KB

Note: Only files with extension like [".jpeg", ".jpg", ".gif", ".tif", ".pdf", ".doc", ".xls"] are allowed

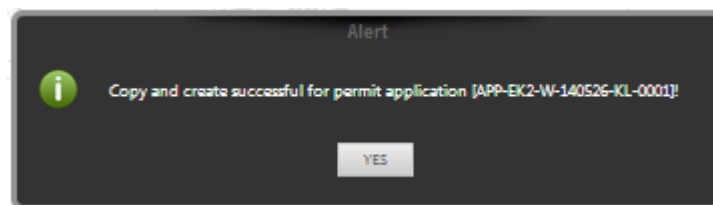
☒ I/We hereby declare that all the information contained in this application are true and correct, and I/We will be fully responsible if it is proven otherwise.

SUBMIT FOR APPROVAL Click here to copy permit COPY APPLICATION DELETE APPLICATION

i. Click on the COPY APPLICATION button and below screen will be shown

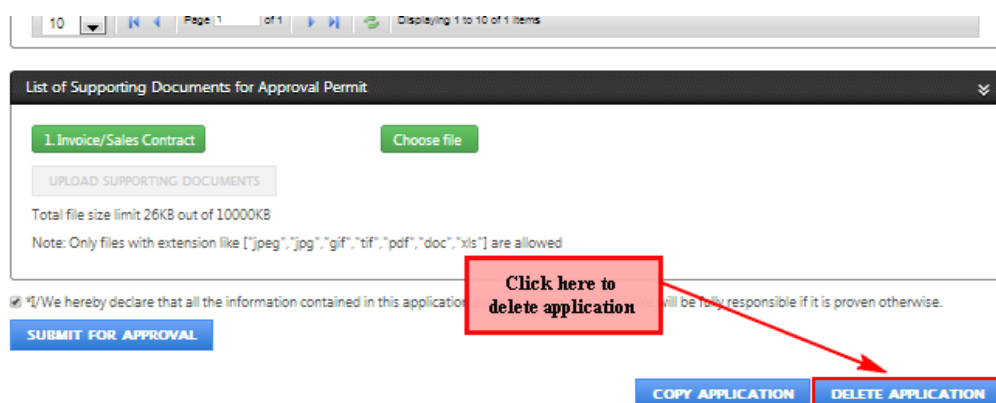


- ii. Select the preferred permit to copy
- iii. Click the **COPY APPLICATION AND SELECTED PERMITS** and a notification as below will shown

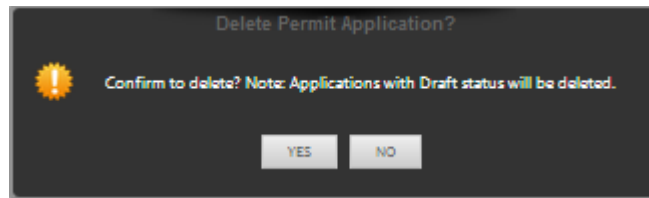



- iv. Click Yes.
- v. A Permit details screen will be shown as the selected copies permit, except for Export Date and Items details which need to fill up again.

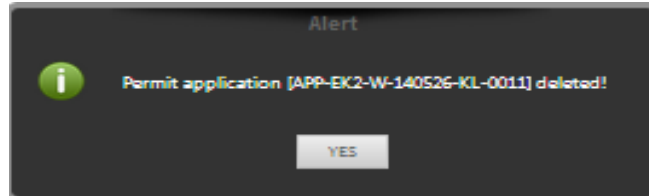
3.1.7. Delete Application



- i. Click the **DELETE APPLICATION** button.
- ii. A notification to confirm deletion will appear as below.
- iii. Click **YES** button. If click **NO**, the system will be directed back to permit previous screen.



- iv. A notification on deleted permit will be shown as below.
- v. Click  and screen will be directed back to Home screen.



Section 4. eDeclare Update

To update eDeclare, please follow below steps;

4.1. View the eDeclare Update Screen

The screenshot shows the ePermit system interface. In the left sidebar, the 'eDeclare Update' link is highlighted with a red box. The main content area features a search section with filters for 'Application Date (From)', 'Application Date (To)', 'Permit Type', and 'Status'. Below the search filters is a table titled 'Applications' with columns for Application ID, Permit Type, Application Date, Permit No., Recipient, Trader, Status, and Upload. The table currently shows 'No items'.

- After login, system will show above screen. Click on the **NSW** tab.
- Click on **ePermit** tab.
- Click on **eDeclare Update**

4.2. eDeclare Update

The screenshot shows the 'eDeclare Update' screen. Red boxes and arrows highlight the search filters, the calendar icon, the date selection in the calendar, and the 'Upload' button in the application list.

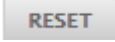

Search filters:

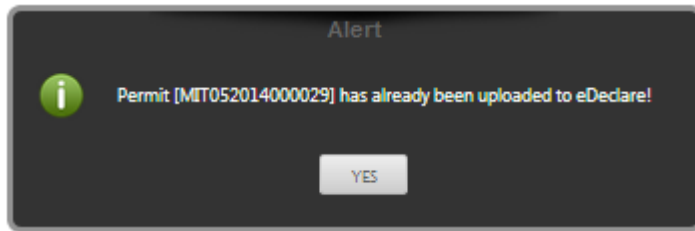
- Application Date (From): 05-05-2014
- Application Date (To): 26-05-2014
- Permit Type: All
- Status: All

Applications Table:

Application ID	Permit Type	Application Date	Permit No.	Recipient	Trader	Status	Upload
MIT052014000029	MITI Export	19-05-2014 10:53:47	MIT141E050000032014		CC_300	Uploaded	Upload
MIT052014000031	MITI Export	19-05-2014 10:59:31	MIT141E050000032014		NPROC_300	Uploaded	Upload
MIT052014000050	MITI Export	19-05-2014 16:30:57	MIT141E050000032014		NPROC_300	Uploaded	Upload
MIT052014000053	MITI Export	19-05-2014 16:33:23	MIT141E050000032014		NPROC_300	Pending	Upload
MIT052014000054	MITI Export	19-05-2014 16:36:02	MIT141E050000032014		NPROC_300	Pending	Upload

- Click to view the calendar
- Pick any “**Application Date (From)**” e.g: **5/05/2014** and any “**Application Date (To)**” e.g. **26/05/2014**
- Click **SEARCH** to view search result.
- The result will shown as above
- Click **Upload** to upload the permit

- vi. Click  to reset the search
- vii. A notification of permit uploaded will appear as below
- viii. Click  to go back to previous screen



* Please applied same steps to upload by **Permit Type** or **Status**

Section 5. Advance Search and Navigation

5.1. Advance Search

Permit can be search by Permit Type, AP Type, Application Date, Approve Date, Status, Company Name, Application ID or any combination of this. For example, by Permit Type and Status

To view permits, please follow the steps below:



The screenshot shows the ePermit application interface. At the top, there is a navigation bar with 'HOME' and 'NSW' (highlighted with a blue circle 1). Below the navigation bar, a dropdown menu is open, showing options: 'Create Permit Application', 'Search Applications' (highlighted with a blue circle 2), 'eDeclare Update', and 'ePermit Applications'. Below the menu, there is a 'Search' form with various filters: Permit Type (MITI Export), AP Type (All), AP Category (All), AP Sub-category (All), Application Date (From/To), Approved Date (From/To), Status (All), Company Name, and Application ID. There are 'RESET' and 'SEARCH' buttons at the bottom right of the form.

- i. Go to NSW menu bar
- ii. Go to ePermit
- iii. Click on the Search Application

You may search for a permit application by one of the following methods;

5.1.1. Filter by Status

The screenshot shows the 'e-Permit Applications' search results page. The 'Status' dropdown menu is open, showing a list of status options: 'All', 'Draft', 'Permit Cancelled', 'Awaiting OGA Approval', 'Verified by OGA', 'Rejected by OGA', 'Complete at MITI', 'Awaiting OGA Cancellation', and 'Cancelled by OGA'. The 'SEARCH' button is highlighted with a red box and a red arrow pointing to the 'Search result' label. Below the search form, there is a table with columns: Permit Type, Application Date, Status, Category, Company Name, and Permit. The table contains several rows of data, all with 'Draft' status. A red box highlights the 'Status' column in the table. At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Displaying 1 to 10 of 10776 items'.

- i. Click on  at **Status** to view list of status. Select a status; e.g: **Draft**.
- ii. Click  to view search result.
- iii. The result will shown as above;

- iv. Click  to reset the search.

5.1.2. Filter by Application Date or Approved Date

e-Permit Applications

Search



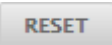
Permit Type: All
 AP Type: All
 AP Sub-category: All
 Application Date (From): 01-05-2014
 Application Date (To): 24-05-2014
 Approved Date (From):
 Approved Date (To):
 Status: All
 Company Name:

Click here to view the calendar

Pick date

Search result

View Details	Application ID	Permit Type	Application Date	Status	Category	Company Name	Permits
View	APP-EK2-W-140519-KL-0001	MITI Export	19-05-2014 10:30:32	VERIFIED BY OGA	PORTLAND C	DAGANGNET TRADING SDN BHD	1
View	APP-EK2-W-140516-KL-0005	MITI Export	15-05-2014 17:01:47	DRAFT	HS 7902-ZINC	DAGANGNET TRADING SDN BHD	1
View	APP-EK2-W-140516-KL-0004	MITI Export	16-05-2014 15:15:43	COMPLETE AT MITI	PORTLAND C	DAGANGNET TRADING SDN BHD	3
View	APP-EK2-W-140516-KL-0002	MITI Export	16-05-2014 15:12:13	WAITING OGA APPROVAL	BRICKS	DAGANGNET TRADING SDN BHD	1
View	APP-EK2-W-140516-KL-0003	MITI Export	16-05-2014 15:08:01	COMPLETE AT CUSTOMS	BRICKS	DAGANGNET TRADING SDN BHD	6
View	APP-EK2-W-140516-KL-0001	MITI Export	16-05-2014 12:33:15	WAITING OGA APPROVAL	BRICKS	DAGANGNET TRADING SDN BHD	1

- iv. Click  to view the calendar
- v. Pick any “**Application Date (From)**” e.g: **1/05/2014** and any “**Application Date (To)**” e.g. **24/05/2014**
- vi. Click  to view search result.
- vii. The result will shown as above
- viii. Click  to reset the search

* Please applied same steps to search for Approved Date

5.1.3. Filter by Permit Type

To search by Permit Type, please follow the steps below to view the drop down list/choice.

The screenshot shows the 'e-Permit Applications' search interface. The 'Permit Type' dropdown is open, showing a list of options including 'MITI Eksport', 'CEMENT', 'TEST AP TYPE EKH', 'BRICKS', 'IRON AND STEEL', 'TANPAHTA', 'OTHER SUGAR', 'REFINED SUGAR', 'ISRAEL', 'BRICKS', and 'CEMENT'. The 'AP Type' dropdown is also open, showing 'CEMENT' as the selected option. The 'AP Category' dropdown is set to 'PORTLAND CEMENT', and the 'AP Sub-category' dropdown is set to 'PORTLAND CEMENT'. The 'SEARCH' button is highlighted with a red box.

- i. Click to select **Permit Type**; e.g: MITI Eksport
- ii. Click to select **AP Type**; e.g: Cement
- iii. Click to select **AP Category**; e.g: Portland Cement
- iv. Click to select **AP Sub-Category**; e.g: Portland Cement
- v. Click **SEARCH** button to view search result.
- vi. Click **RESET** to reset the search

5.1.4. Filter by Company Name

The screenshot shows the 'e-Permit Applications' search interface. The 'Company Name' dropdown is open, showing a list of options including 'DAGANGNET TRADING'. The 'SEARCH' button is highlighted with a red box. Below the search interface, a table of search results is shown, with the 'Company Name' column highlighted in red. The table has columns for 'View Details', 'Application ID', 'Permit Type', 'Application Date', 'Status', 'Category', 'Company Name', and 'Permits'.

View Details	Application ID	Permit Type	Application Date	Status	Category	Company Name	Permits
View	APP-EK2-W-140523-KB-9230	MITI Eksport	23-05-2014 10:31:09	DRAFT	PORTLAND C	DAGANGNET TRADING SON BHD	1
View	APP-EK2-W-140519-KL-0024	MITI Eksport	22-05-2014 16:27:34	AWAITING OGA APPROVAL	PORTLAND C	DAGANGNET TRADING SON BHD	1
View	APP-EK2-W-140519-PG-0001	MITI Eksport	21-05-2014 17:05:51	AWAITING OGA APPROVAL	PORTLAND C	DAGANGNET TRADING SON BHD	1
View	APP-EK2-W-140519-KL-0031	MITI Eksport	19-05-2014 16:26:47	AWAITING OGA APPROVAL	PORTLAND C	DAGANGNET TRADING SON BHD	1
View	APP-EK2-W-140519-KL-0030	MITI Eksport	19-05-2014 16:36:02	COMPLETE AT CUSTOMS	PORTLAND C	DAGANGNET TRADING SON BHD	1
View	APP-EK2-W-140519-KL-0029	MITI Eksport	19-05-2014 16:33:23	COMPLETE AT CUSTOMS	PORTLAND C	DAGANGNET TRADING SON BHD	1
View	APP-EK2-W-140519-KL-0028	MITI Eksport	19-05-2014 16:32:23	REJECTED BY OGA	PORTLAND C	DAGANGNET TRADING SON BHD	1

- vii. Enter **Company Name** in the column.
- viii. Click **SEARCH** button to view search result.
- ix. Click **RESET** to reset the search

5.1.5. Filter by Application ID

e-Permit Applications Tip

Search

Permit Type
All

AP Type
All

AP Category
All

AP Sub-category
All

Application Date (From)

Application Date (To)

Approved Date (From)

Approved Date (To)

Status
All

Company Name

Application ID
APP-EK2-W-140523-KB-9230

RESET SEARCH

Applications

Search Result **Enter application ID here**

View Details	Application ID	Permit Type	Application Date	Status	Category	Company Name	Permits
View	APP-EK2-W-140523-KB-9230	MITI Export	23-09-2014 15:55:04	DRAFT	BRICKS	DAGANGNET TRADING SDN BHD	5

10 Page 1 of 1 Displaying 1 to 10 of 1 items

- Enter **Application ID**.
 - Click **SEARCH** button to view search result.
- x. Click **RESET** to reset the search

5.2. Additional Features

There are a few additional features in Permit screen:

5.2.1. Number of Transaction Display

Transactions **10 transaction displayed**

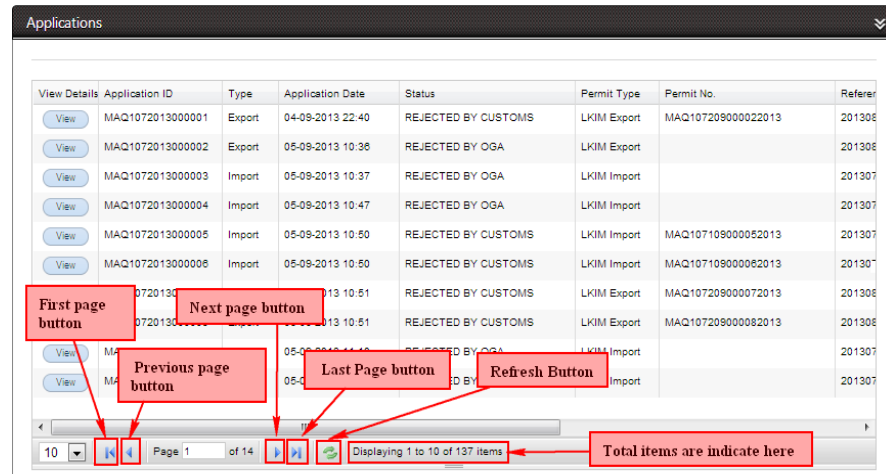
View Details	Application ID	Type	Application Date	Status	Permit Type	Reference No.	Category
View	MAQ107201300003	Import	06-09-2013 12:20	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	IT
View	MAQ107201300003	Import	09-09-2013 12:04	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	IT
View	MAQ107201300005	Import	10-09-2013 11:40	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
View	MAQ107201300007	Import	10-09-2013 17:19	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
View	MAQ107201300007	Import	10-09-2013 17:19	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
View	MAQ107201300007	Import	10-09-2013 17:20	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
View	MAQ107201300006	Import	12-09-2013 16:44	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
View	MAQ107201300006	Import	12-09-2013 16:44	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD
View	MAQ107201300006	Import	12-09-2013 16:44	AWAITING OGA APPROVAL	LKIM Import	2013072911392983010302	UD






10 20 50 Page 1 of 2 Displaying 1 to 10 of 12 items

Choose no. of transactions display per page

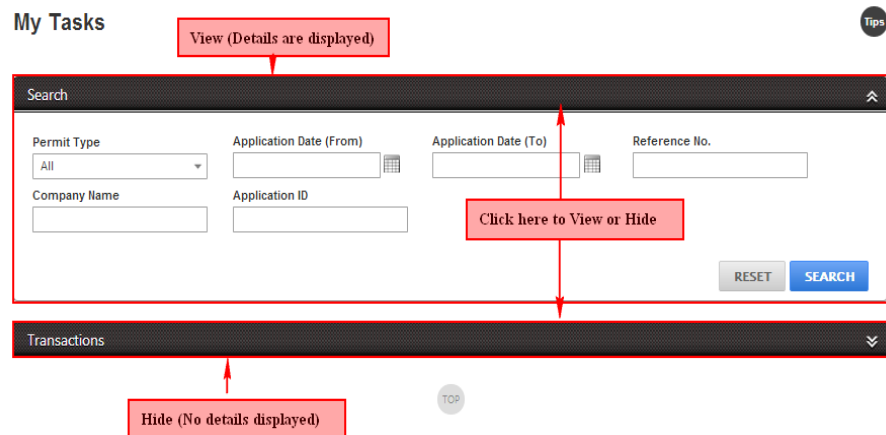
- Select a number from the **20** drop down list box. The above transactions are searched to select number of transaction display.

5.2.2. Page number Layout



- i. Click  to navigate to the previous number of page.
- iv. Click  to navigate to the next number of page.
- v. Click  to navigate to the first page.
- vi. Click  to navigate to the last page.
- vii. Click  to refresh the page.
- viii. The summary of displayed items are displayed next to the refresh button as above.

5.2.3. View and Hide Function



1. Click on the **title bar** to view details.
2. Click on the **same title bar** again to hide the details.