e Permit

MITI- Ministry of International Trade and Industry

MITI AP Import Vehicle (Open)

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PEKEMA

ePermit MITI AP User Manual

Prepared by Dagang Net Technologies
Version 2.0

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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.

PEKEMA users are required to make an application via PEKEMA DVS first, and once approved they can make an application to ePermit. While using this ePermit, some data will automatically transfer to ePermit from PEKEMA DVS. However, if there's any changes required in ePermit, users need to communicate with PEKEMA DVS. In ePermit.

1.3.   How Does ePermit Benefit Me?

- Reduces data entry for Permit @ AP application
- Minimize human error on key in chassis and engine number in ePermit system
- Data Integrity and synchronization between system
- Simplified MITI's process
- Faster Processing
- Real Time Submission / Processing from ePermit

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. This ePermit version is intended for existing PEKEMA members only.

1.5. Requirements to Use ePermit

ePermit is a web based application. Therefore, there is no installation required. All 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
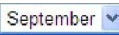
1.6. About This Publication
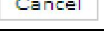
This publication documents is to provide overview on how User can apply for MITI AP via ePermit system and deeper understand the system with step by step help.

1.7. Support Information

Should there are any issue arise from using the system, please contact Dagang Net's Careline;

Call Us 1300

Email Us careline@d:
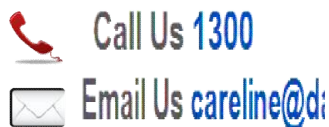
1.8. Convention

Icon / Button	Description	Function (s)
Sign In	Sign In	To sign in to the Permit application
SIGN OUT	Sign out	To log out of the Permit application
Edit Profile	Edit Profile	To edit profile
Search	Search Text Box	To search for a particular application or item in a list
SEARCH	Search	To search for a particular list
Show	Show	To show filtered search result
Apply	Apply	To apply import/export permit
Submit	Submit	To submit permit application
VERIFY	Verify	To verify the transaction
REJECT	Reject	To reject the transaction
Print Permit	Print Permit	To print the permit
PRINT	Print	To print generated report
RESET	Reset	To undo changes
Cancel	Cancel	To exit / return
Close	Close	To close pop-up window
Save	Save	To save changes made
BACK TO MAIN	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
10 ▾ / ▾	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
September ▾	Month dropdown list box	To navigate and select a particular month

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 **https://newepermit.dagangnet.com.my**

■   ePermit is supported by Google Chrome and Mozilla Firefox.

To login, please follow the steps below:

2.1.1.   Launch Google Chrome Browser

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

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

i.   In Chrome, go to address bar.

ii.   Enter: **https://newepermit.dagangnet.com.my**

2.1.3. Enter Username and Password

i. Enter **Username** and **Password**.

ii. Click on the [Sign In] button to access the system.

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:
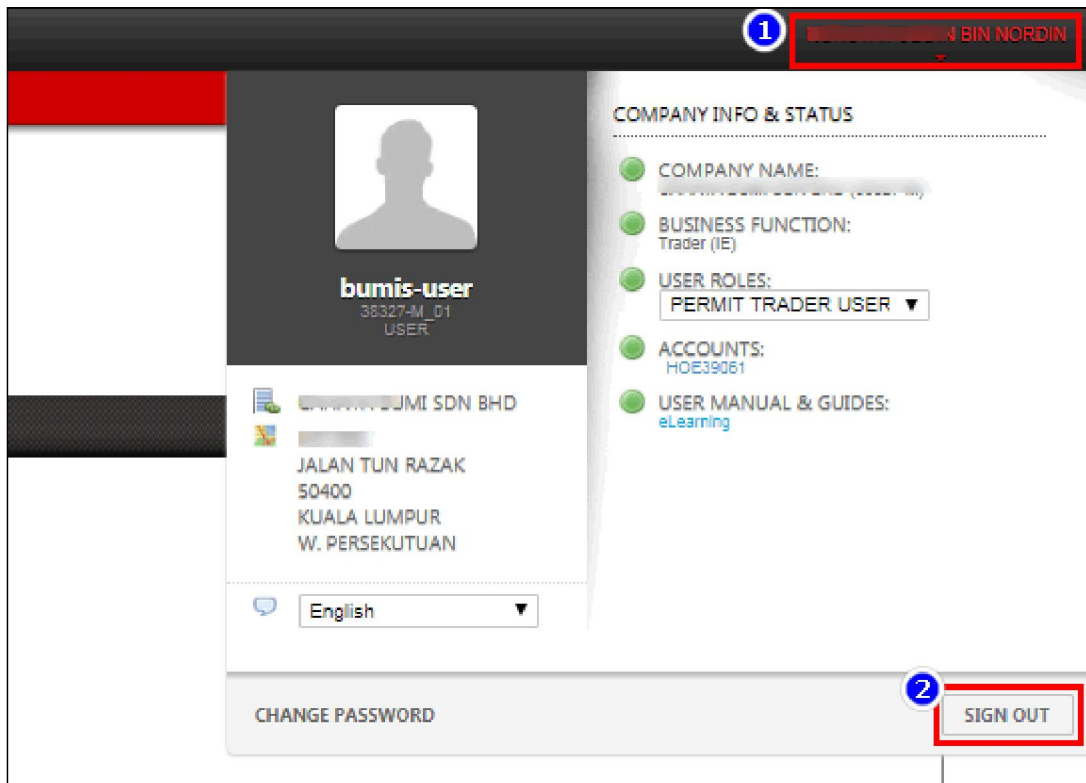
i. On top right corner of the page, click the user's name as in image above to view the **Sign Out** button.

ii. **Company Info and Status** will be displayed.

iii. Click the SIGN OUT button to signout.

iv. A **Sign Out Notification** will be display as below.

v. Click YES to Sign out.
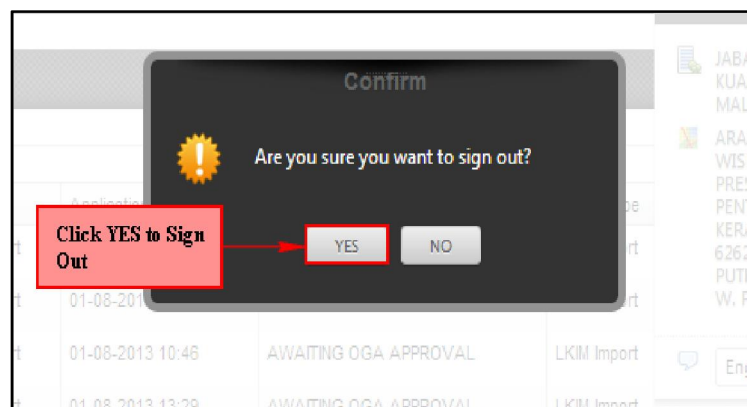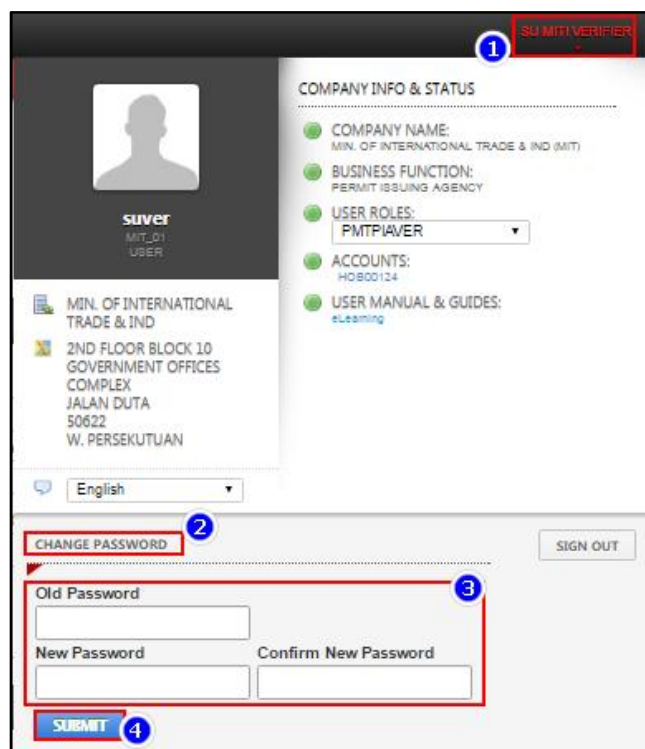
2.3. Manage Password

You can manage or change your password, if required.

To manage password, please follow below steps.

i. On top right corner of the page, click the name as in image below 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.

v. Change the password as required.

vi. Click **Submit** button to change password.

Section 3.   Create Permit Application
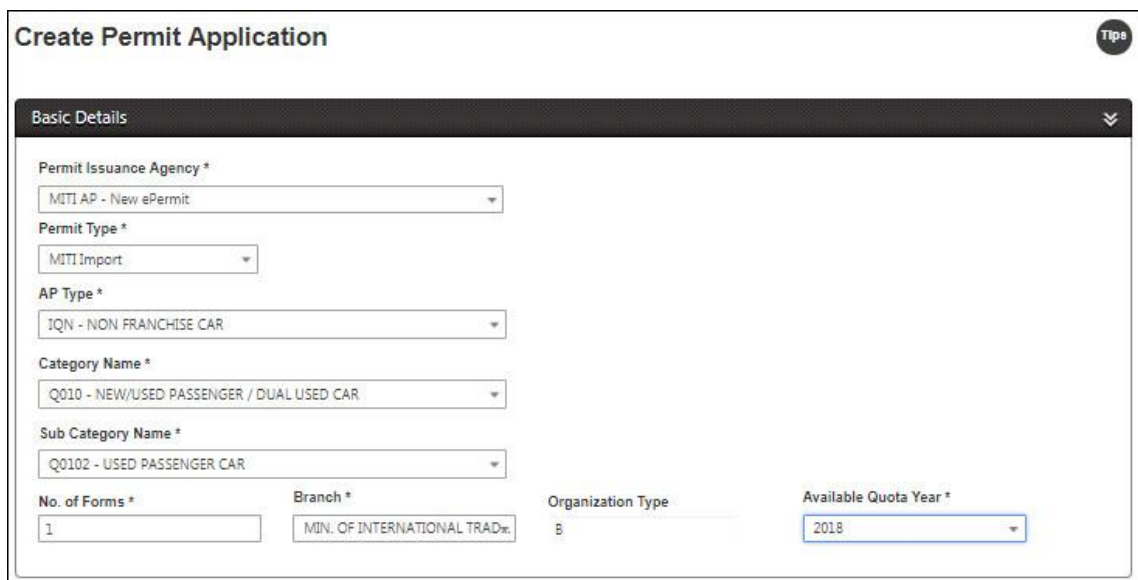
3.1. Basic Details

Users are required to fill up their basic details as in steps below;

i.   On top of the page, click on **NSW** menu bar as in image above

ii.   Go to **ePERMIT**

iii.   Click on the **Create Permit Application**

iv.   Select the Permit Issuance as **MITI AP- New ePermit**. Other details will be dispalyed as in image below. Fill up the required details

3.2. Vehicle Details

This section required users to select their approved APDVS ID.

i. Vehicle details will be displayed as in image above. All information is generated from the approved APDVS.

ii. Tick on the APDVS ID to select which vehicle to apply for permit. Only one approved ID allowed in single application of ePermit.

iii. Then click on Create as in image below.

iv. A successful notification will be display. Click Ok.
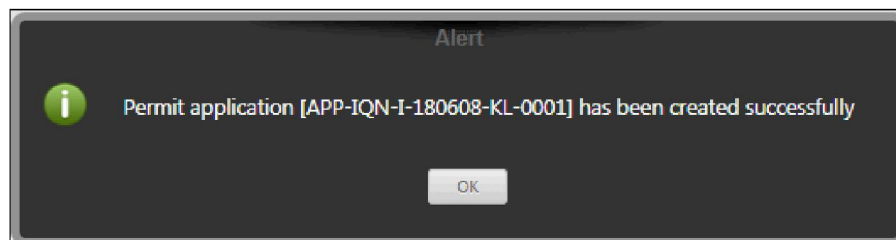
3.3. Application Details

This section contains all the application data including its status, vehicle details, consignee and consignor details, and supporting documents. Some of this data is auto populated from AP DVS system, which cannot be change.

Vehicle data that auto populated are;

- Country of Origin
- Bill of Lading Date
- First Registration Date
- Brand/ Model
- Chassis Number
- Engine Number
- Year Manufactured

Permit 1 of 1: MIT102018000104

↩ BACK TO APPLICATION

Application

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

PIA Branch
MIN. OF INTERNATIONAL TRADE & IND

Application ID
APP-IQN-I-181023-KL-0001

Permit No.

Permit Type
MITI Import

AP Type
NON FRANCHISE CAR

AP Category
NEW/USED PASSENGER / DUAL U

AP Subcategory
USED PASSENGER CAR

Application Date
23-10-2018

Import Date

APDVS ID
AP2018081000011

Consignee Details

ROC / ROB *
38327-M

Name *
CAHAYA BUMI SDN BHD

Address *
NO 302 JALAN TUN RAZAK 5040(| KUALA LUMPUR W. PERSEKUTUAI | MALAYSIA

i. Once the vehicle APDSV ID is selected, the application details of the vehicle will be display. Some of the vehicle is generated automatically from DSV system as in image above.

Consignor 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 *   **Purpose ***   **Country of Origin ***   **Consigned From ***

Please select   Please select   THAILAND   Please select

Application Remarks

Place of Origin *

Port / Place of Import *

Bill of Lading Date *
08-10-2018

First Registration Date *
31-12-2018

    ii.   Enter all the required details for Consignor, Agent, Applicant and Application details as in image above. All data in red are mandatory.

    iii.   Other vehicle items will be displayed as in image below. Click on to select the Tariff Code.

    iv.   Enter the Price per unit and total price of the vehicle and other details as required.

3.4. Supporting Documents from AP DVS

i. List of supporting documents will be displayed as in image below;

ii. Supporting documents below will be generated from AP DVS and displayed in the APDVS Attachments as in image above.

- Bill of Lading Document

- Original Export Certificate

- Translated Export Certificate

- Registration Preserve Record

- Photo 1

- Photo 2

- Photo 3

iii.   Other than these APDVS attachments, other documents might require for the Permit Approval,

iv.   Click on Continue and below notification will appear. Click OK.
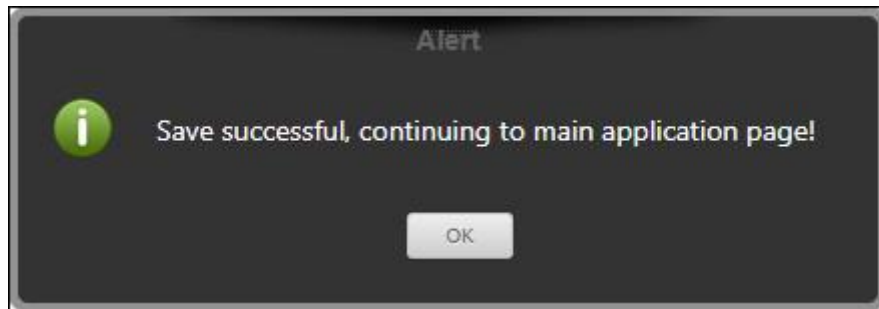
3.4.1.   How to attached Supporting Documents

ePermit only accepting with file extension like "jpeg","gif", "tif", "pdf" and "xls" only.
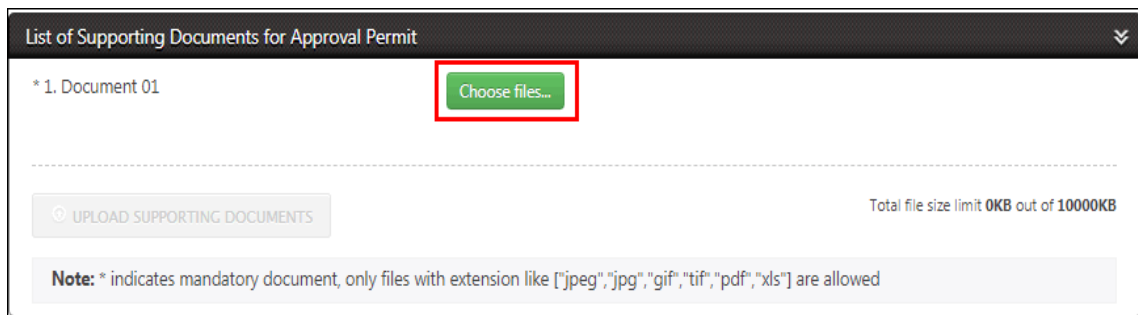
i.   Click on Choose File and a window folder will be diaplayed. Select the required documents to attach,

ii. Document's name will be displayed as in image below,
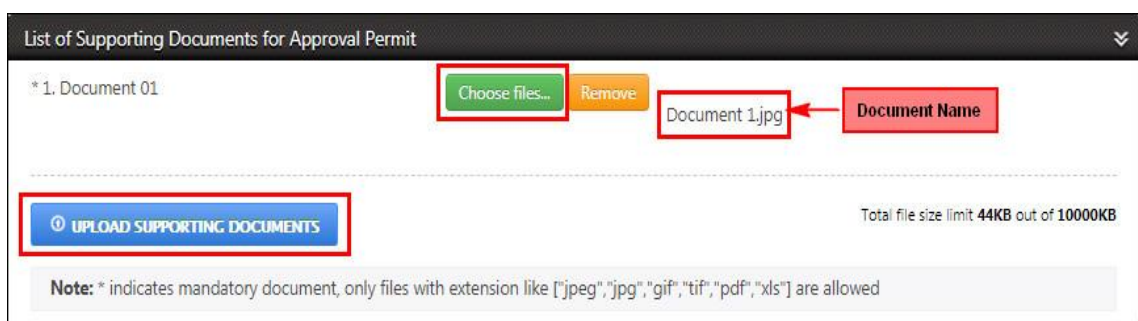
iii. Click on Upload Supporting Documents to upload it to the system.

iv. Supporting documents will successfully uploaded and displayed as in image below,

     v. Tick on the declaration as in image below

    vi. Then, click on the Submit for Approval button.

☑ * 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

Section 4.   Payment Instruction

This section allows users to make payment, print receipt and view transaction status.
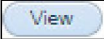
4.1.   Make Payment

All transactions that required payment will be listed in this section.
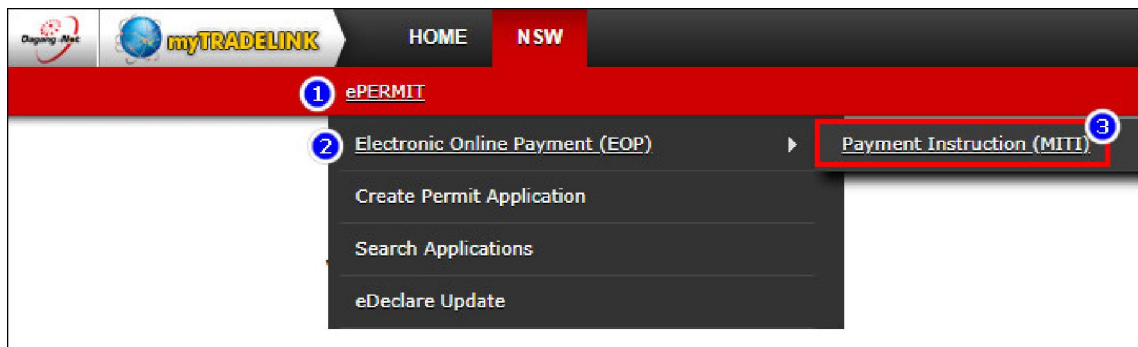
i.   Please follow the steps in image above to open the Payment Instruction (MITI) page.
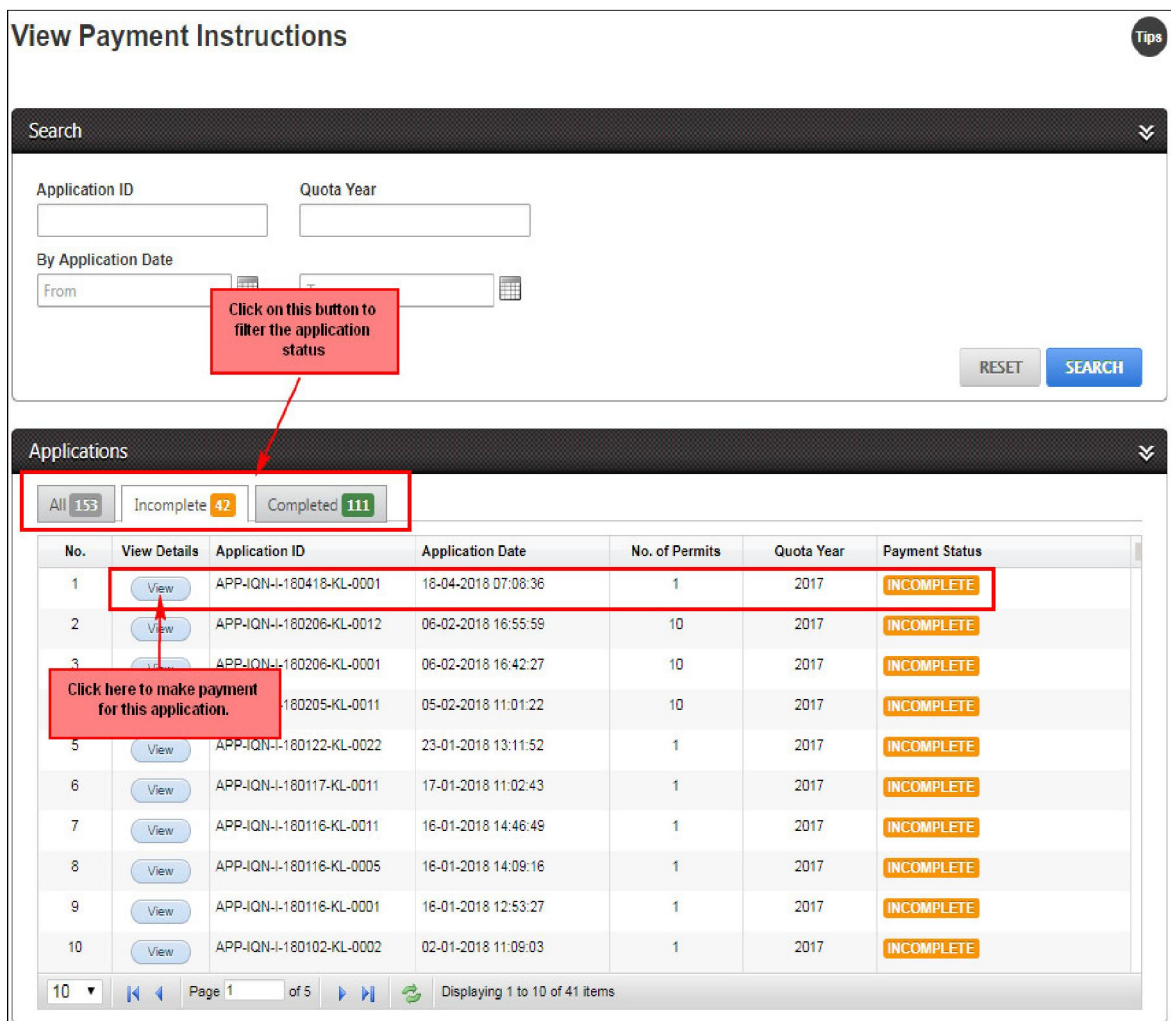
ii. Applications table can be filter by payment status; Complete and Incomplete. To filter, simply click on the tab above the table as in image above.

iii. Click on [View] button on the application table to select the application and make payment. The application and it's payment details listed as in image below;

iv. Users are only allowed to payment to maximum of 5 permits per transactions. Form the Permit Details table, tick on the permit to initiate payment.

v. Then, click on *Make Payment* button as in image above.

vi. Click *Yes* on below notification.
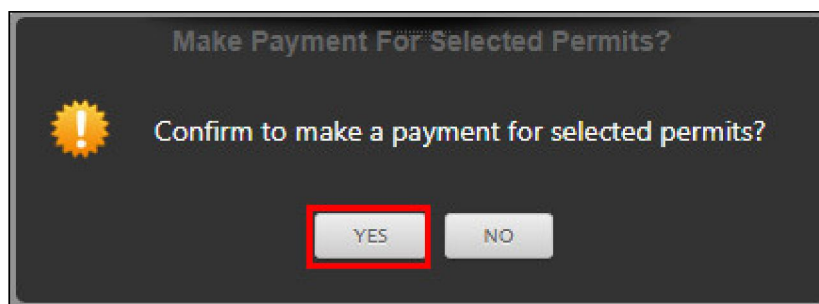
vii.   In the *Submit Payment Instruction* as in image below, select the payment model, either to pay by Personal Account (B2C) or by Corporate Account (B2B1) – note that for B2B1, compound will occur if authorizations date more than quota expiry date.

viii.   Then, click on *Submit* button to submit the payment as in image below.

ix.   Click *YES* to confirm proceed for payment as in image below;

4.2. Receipts and Transaction Status

Please follow the steps in below image to print the receipts and view payment transactions by its status.

Section 5.   Search Application

To view the ePermit application which is in 'Draft' status are as below;
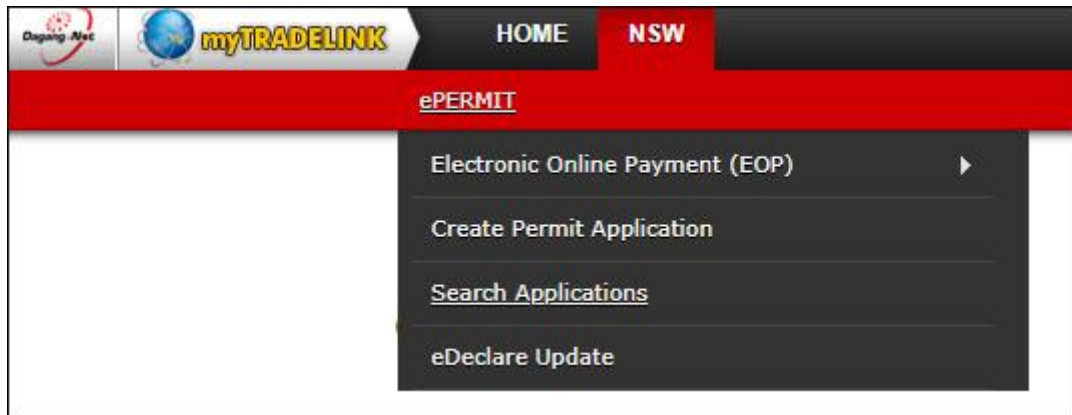
i.   On top of the page, click on **NSW** menu bar as in image above

ii.   Go to **ePermit**

iii.   Click on the **Search Application** and search screen will appear.

iv.   The draft application can be search via status or application ID in the Search section. Enter the search criteria in the provided box and then click on Searchbutton.

v.   All applications will also displayed with it's status as in image below. Click on the view button to view the application details.
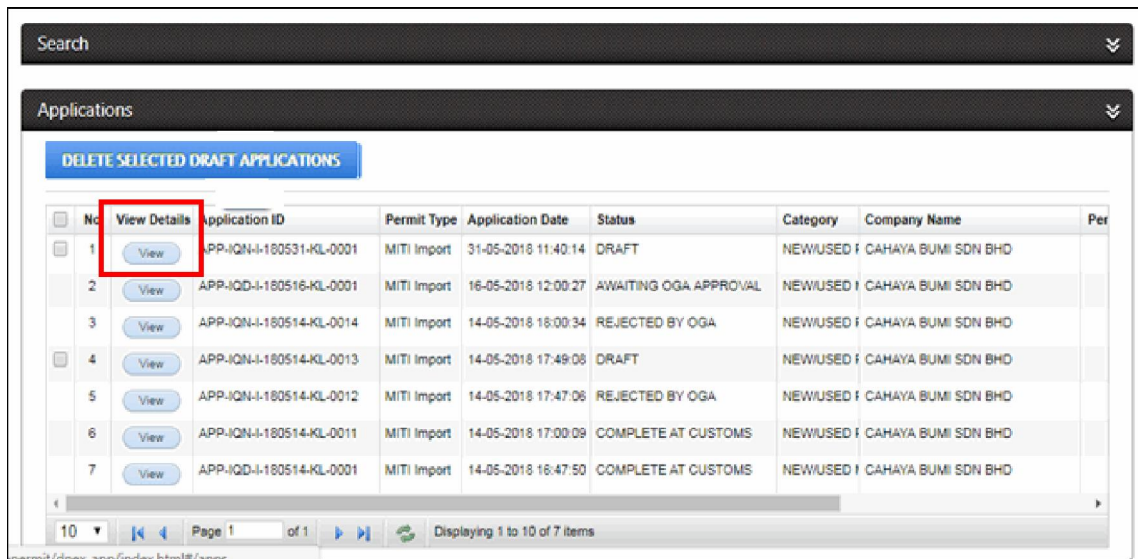
5.1.   Delete Draft Application

ePermit allows users to delete application in DRAFT status only as in steps below.
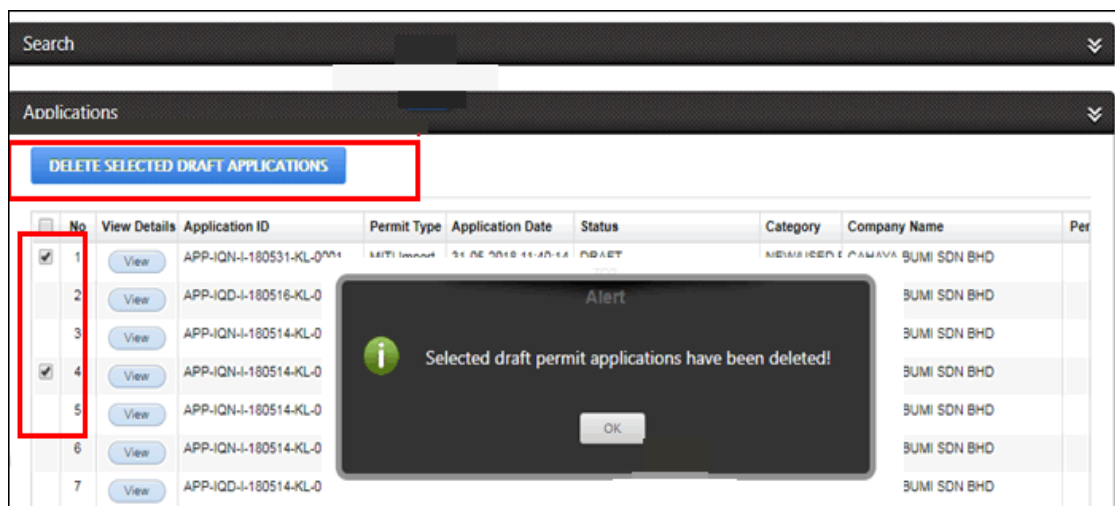
i.   In the applications section, tick the application to delete from the list.

ii.   Click on *Delete Selected Draft Application* button as in image above to delete.

iii.   A deleted notification will be displayed as in image above. Click Ok.