



**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  
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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:

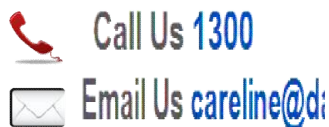
- User is registered with Dagang Net ePermit services
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Mozilla Firefox
  - Chrome version 10 and above
- Internet Connection

## 1.6. About This Publication



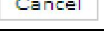



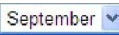
This publication documents is to provide overview on how User can apply for MITI AP via ePermit system and deeper understand the system with step by step help.

## 1.7. Support Information

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



## 1.8. 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
	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

## 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

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

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

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- In Chrome, go to address bar.
- Enter: <https://newepermit.dagangnet.com.my>

### 2.1.3. Enter Username and Password

HOME SYSTEM REQUIREMENT CONTACT INFORMATION

## Welcome

Announcement

2018-08-08  
MAQIS: MAKLUMAN PERMOHONAN PENAMBAHAN ITEM DI DALAM SISTEM EPERMIT DAN SISTEM NEWEPERMIT

2018-08-05  
MITI: NOTICE FOR MITI PORTAL - BAC & COUNTER CLOSURE

2018-05-31  
MAQIS: MAKLUMAT PERMOHONAN EPERMIT MAQIS SEMPENA MUSIM SAMBUTAN HARI RAYA AIDILFITRI

2018-05-30  
MAQIS: MAKLUMAN EMAIL BIED DAN PENGEMASKINIAN LESEN LKIM

[More](#)

**Log in here**

## User Login

USERNAME  
bumis-user1

PASSWORD  
\*\*\*\*\*

Sign In

[Apply Personal MITI AP](#)

[Personal MITI AP Registration](#)

This application has been certified to work well using latest **CHROME (Version 35 and above)**

Please ensure you are using the supported browsers. While the application may work using other browsers, we currently do not provide support for other browsers than the listed in the above

## Quick Link

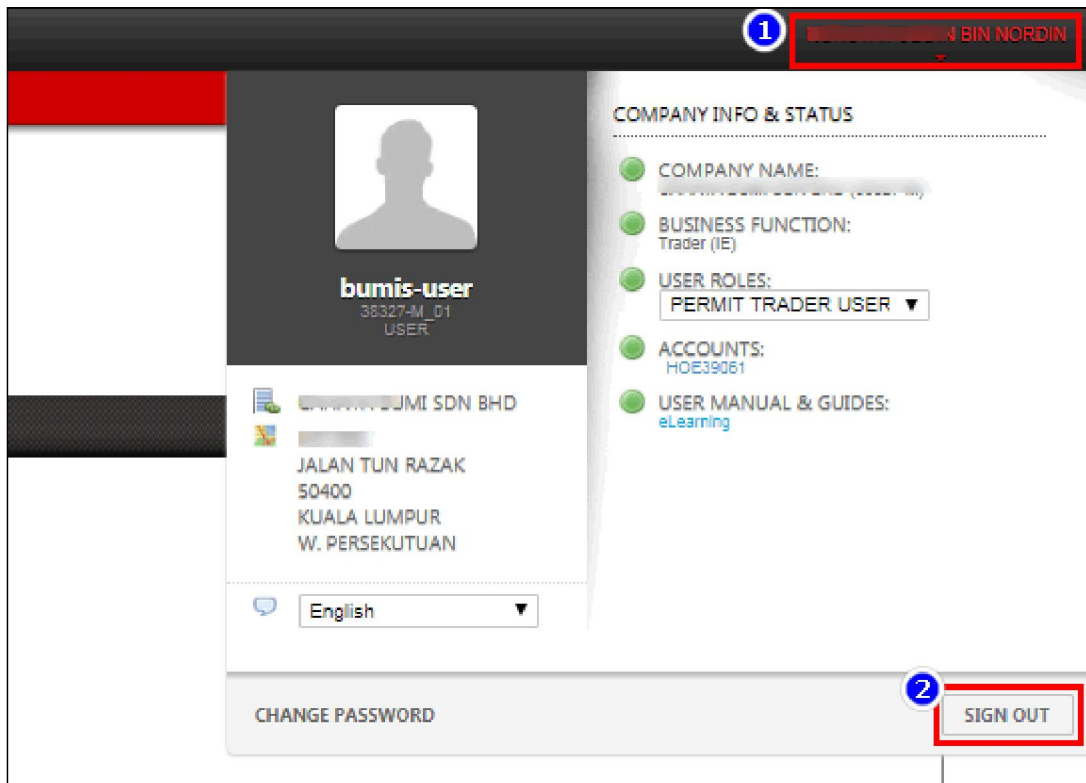
[Dagangnet](#) [mytradelink](#) [Customs](#)

- i. Enter **Username** and **Password**.
- ii. Click on the  button to access the system.

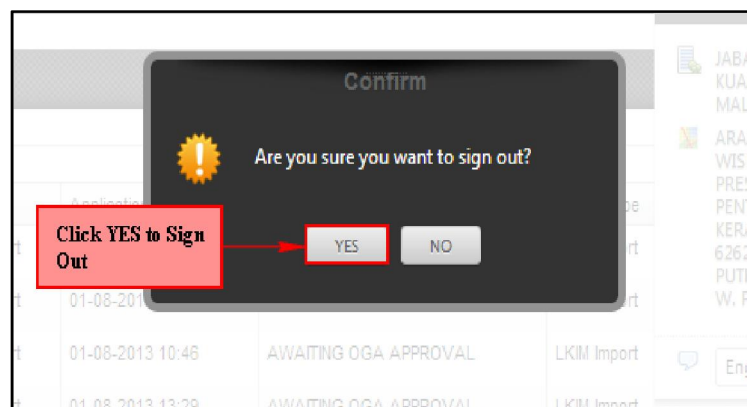
## 2.2. Sign Out

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  button to signout.
- iv. A **Sign Out Notification** will be display as below.
- v. Click  to Sign out.




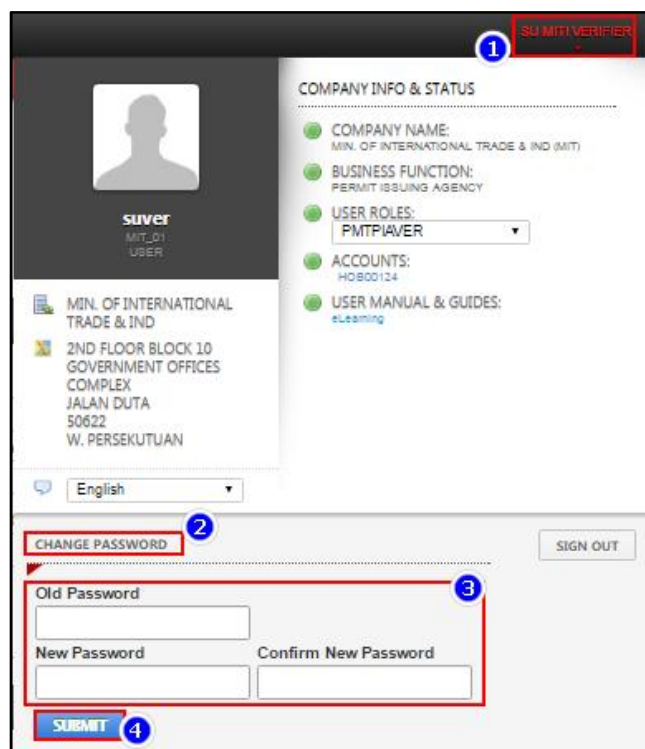


## 2.3. Manage Password

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  button to change the password.
- iv. Password details will be display as below.



The screenshot shows a user profile page with the following elements:

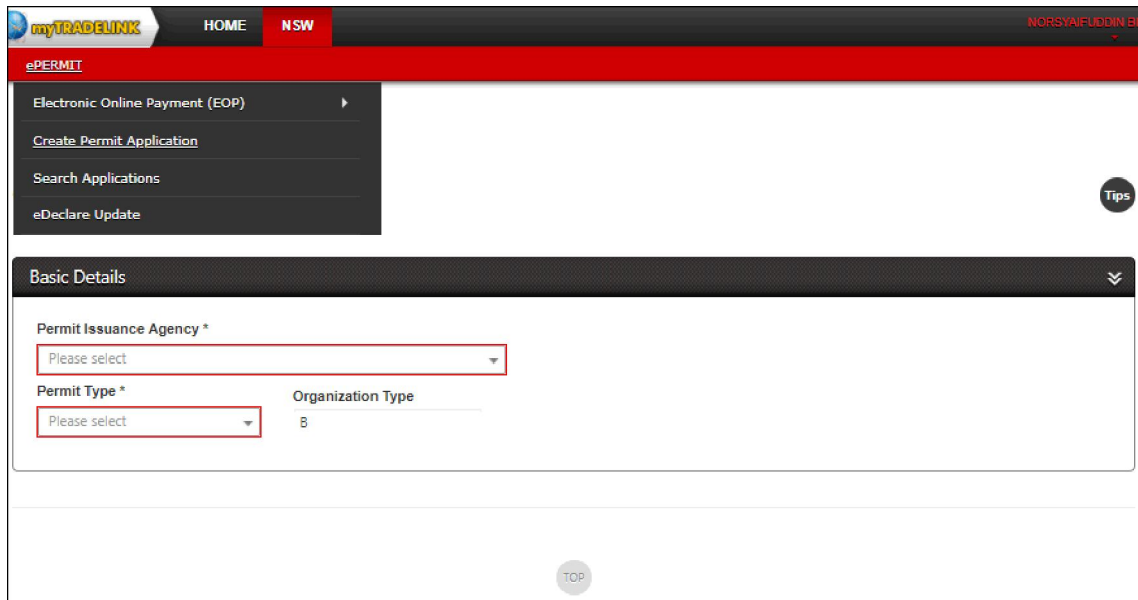
- Top Right:** A red box labeled '1' highlights the user's name 'SU MITI VERIFIER'.
- Profile Section:** A dark grey box contains a silhouette icon, the name 'suver', and the role 'MIT\_D1 USER'.
- Company Info & Status:** A white box with green icons lists:
  - COMPANY NAME: MIN. OF INTERNATIONAL TRADE & IND (MIT)
  - BUSINESS FUNCTION: PERMIT ISSUING AGENCY
  - USER ROLES: PMTPIAVER (dropdown menu)
  - ACCOUNTS: HO800124
  - USER MANUAL & GUIDES: [eLearning](#)
- Address:** A white box lists:
  - MIN. OF INTERNATIONAL TRADE & IND
  - 2ND FLOOR BLOCK 10 GOVERNMENT OFFICES COMPLEX
  - JALAN DUTA 50622 W. PERSEKUTUAN
- Language:** A dropdown menu set to 'English'.
- Change Password Form:** A white box with a red border labeled '2' contains:
  - A red box labeled '3' highlights the 'Old Password' field.
  - Fields for 'New Password' and 'Confirm New Password'.
  - A blue 'SUBMIT' button labeled '4'.
  - A 'SIGN OUT' button.

- v. Change the password as required.
- vi. Click **Submit** button to change password.

## Section 3. Create Permit Application

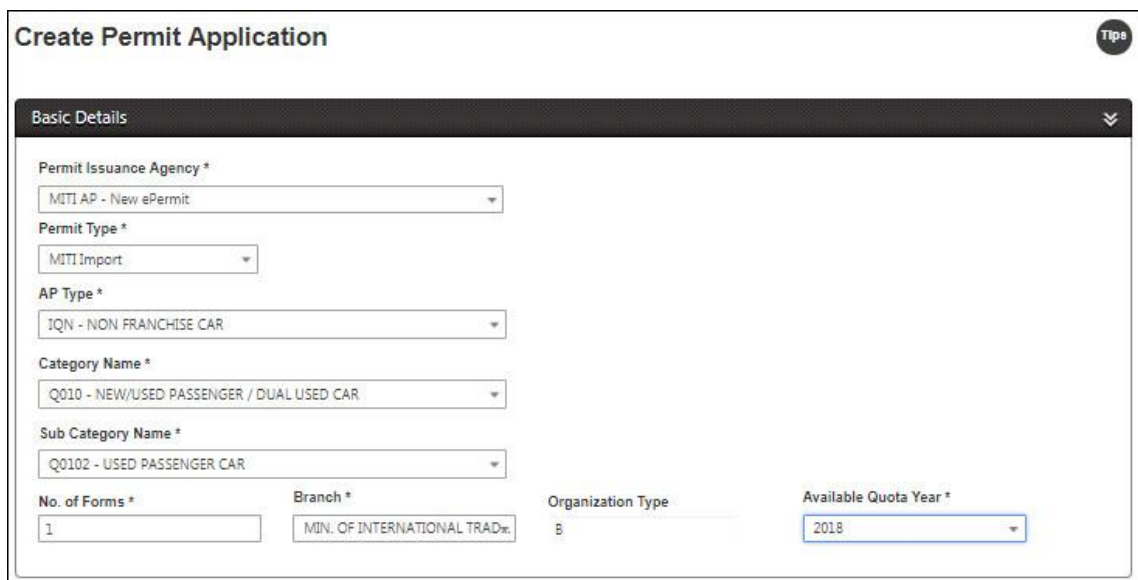
### 3.1. Basic Details

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



The screenshot shows the 'myTRADELINK' website interface. At the top, there is a navigation bar with 'HOME' and 'NSW' tabs. Below this is a red header with 'ePERMIT' and a user profile 'NORSYAIFUDDIN BI'. A dropdown menu is open, showing options: 'Electronic Online Payment (EOP)', 'Create Permit Application', 'Search Applications', and 'eDeclare Update'. The main content area is titled 'Basic Details' and contains several form fields: 'Permit Issuance Agency \*' (dropdown menu), 'Permit Type \*' (dropdown menu), and 'Organization Type' (text input field with 'B' entered). A 'TOP' button is visible at the bottom center.

- 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 displayed as in image below. Fill up the required details



The screenshot shows the 'Create Permit Application' form. The 'Basic Details' section is expanded, showing the following fields: 'Permit Issuance Agency \*' (MITI AP - New ePermit), 'Permit Type \*' (MITI Import), 'AP Type \*' (IQN - NON FRANCHISE CAR), 'Category Name \*' (Q010 - NEW/USED PASSENGER / DUAL USED CAR), 'Sub Category Name \*' (Q0102 - USED PASSENGER CAR), 'No. of Forms \*' (1), 'Branch \*' (MIN. OF INTERNATIONAL TRADE), 'Organization Type' (B), and 'Available Quota Year \*' (2018). A 'TOP' button is visible in the top right corner.

### 3.2. Vehicle Details

This section required users to select their approved APDVS ID.

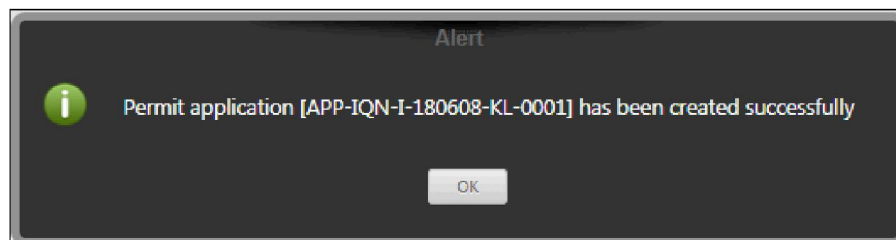
APDVS ID	ROC No	Type Name	Chassis No.	Engine No.	First Registration Date	Bill of Lading Date	Make
AP2018053000002	38327-M	Kenderaan Penumpang	1M1M1	1M1M12	07-02-2017	30-05-2018	BMW
AP2018051400007	38327-M	Kenderaan Penumpang	V8V8V8	V8V8V8V	02-05-2017	14-05-2018	Land Rover

- 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.

APDVS ID	ROC No	Type Name	Chassis No.	Engine No.	First Registration Date	Bill of Lading Date	Make
AP2018053000002	38327-M	Kenderaan Penumpang	1M1M1	1M1M12	07-02-2017	30-05-2018	BMW

**CREATE**

- 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 50400 KUALA LUMPUR W. PERSEKUTUAN 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 \*


Application Remarks

Place of Origin \*

Port / Place of Import \*

Bill of Lading Date \*

First Registration Date \*

- 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.

Items
⌵

Tariff Code \*

Group Description

Product Descriptions \*

Unit of Measurement

Quantity * (e.g. 1234567.1234)	Price Per Unit * (e.g. 123456789.1234)	Total Price * (e.g. 1234567890123456.1234)	Gazetted Price
<input type="text" value="1"/>	<input style="border: 1px solid red;" type="text"/>	<input style="border: 1px solid red;" type="text"/>	<input type="text"/>

Brand / Model *	Chassis No. *	Engine No.	Year Manufactured
<input type="text" value="JAZZ"/>	<input type="text" value="A123456789"/>	<input type="text" value="Z987654321"/>	<input type="text" value="2018"/>

Make

Description of Goods \*

APDVS Attachments
⌵

1. BILL OF LADING DOCUMENT

2. ORIGINAL EXPORT CERTIFICATE

3. TRANSLATED EXPORT CERTIFICATE

4. REGISTRATION PRESERVE RECORD

5. PHOTO 1

6. PHOTO 2

7. PHOTO 3

### 3.4. Supporting Documents from AP DVS

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

APDVS Attachments
⌵

1. BILL OF LADING DOCUMENT

2. ORIGINAL EXPORT CERTIFICATE

3. TRANSLATED EXPORT CERTIFICATE

4. REGISTRATION PRESERVE RECORD

5. PHOTO 1

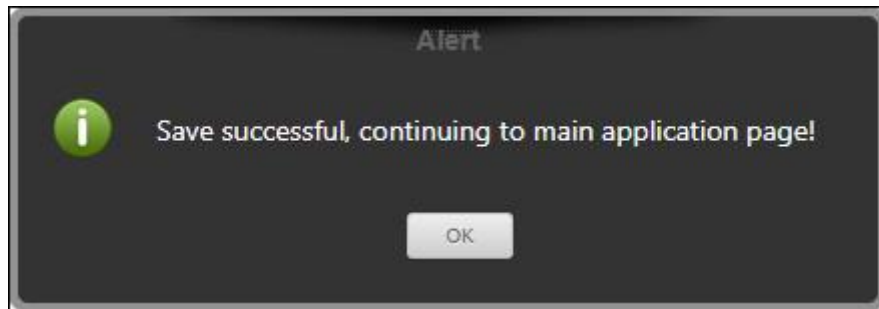
6. PHOTO 2

7. PHOTO 3

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

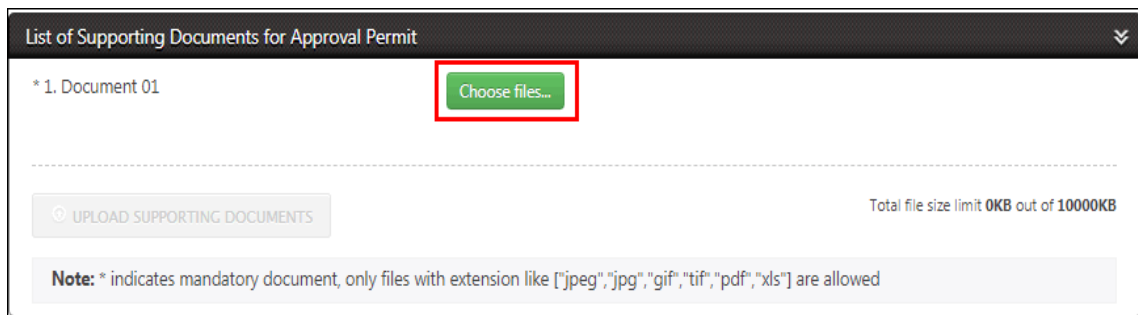
- Bill of Lading Document
- Original Export Certificate
- Translated Export Certificate
- Registration Preserve Record
- Photo 1
- Photo 2
- Photo 3

- 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.

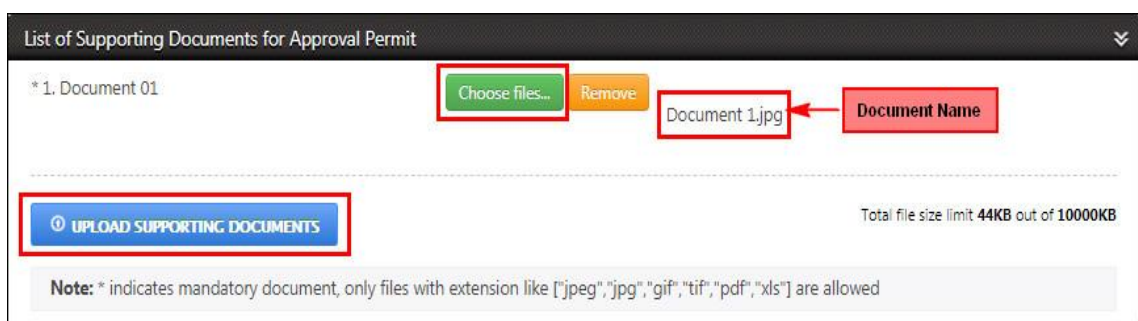


### 3.4.1. How to attached Supporting Documents

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 displayed. 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,

List of Supporting Documents for Approval Permit

\* 1. Document 01    Delete file    Choose files...

---

UPLOAD SUPPORTING DOCUMENTS    Total file size limit 44KB out of 10000KB

**Note:** \* indicates mandatory document, only files with extension like ["jpeg", "jpg", "gif", "tif", "pdf", "xls"] are allowed

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**

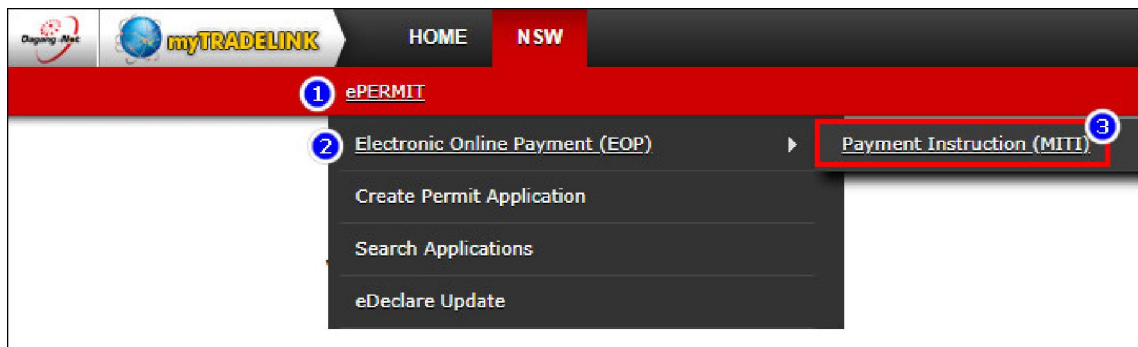


## Section 4. Payment Instruction

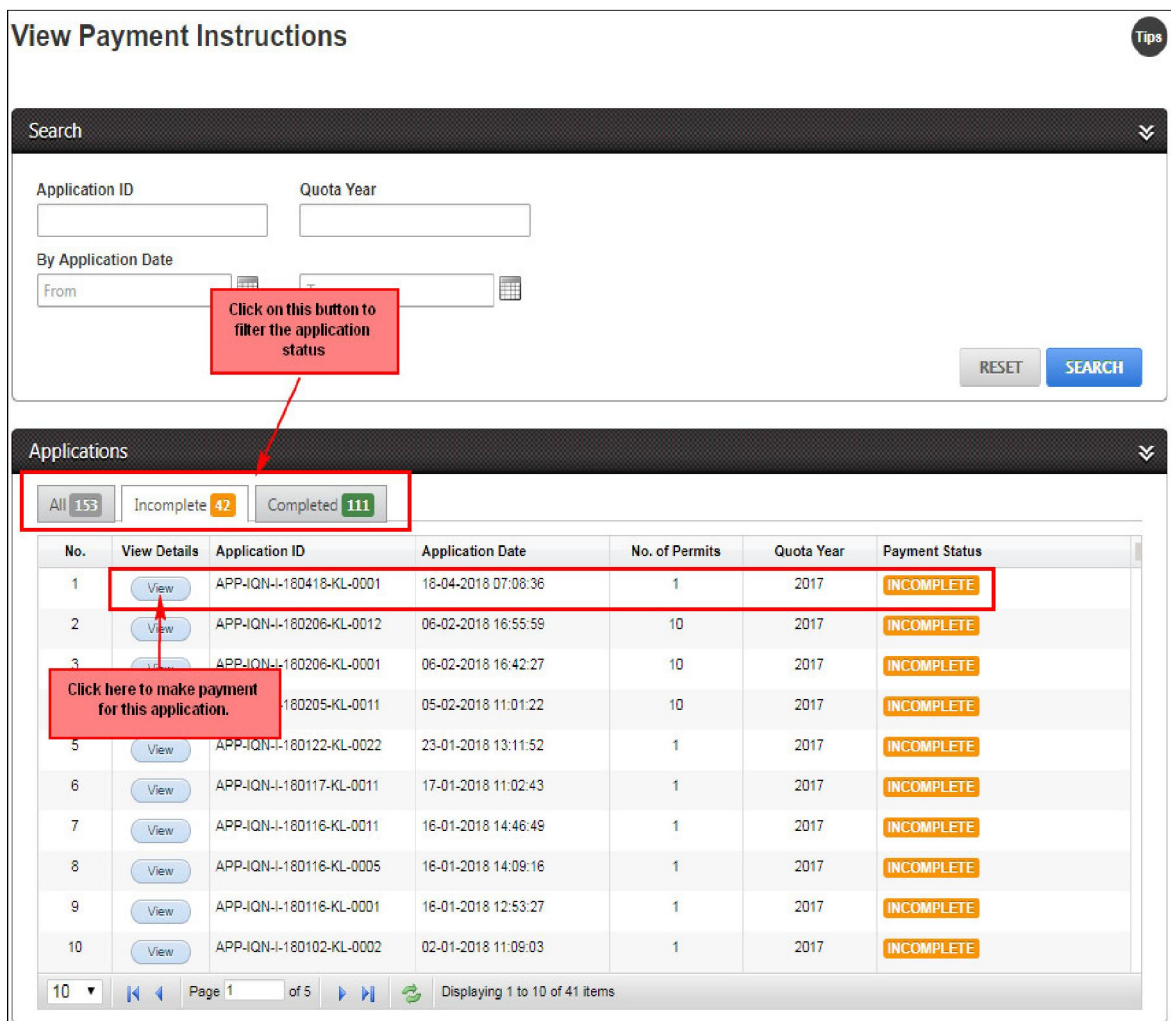
This section allows users to make payment, print receipt and view transaction status.

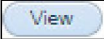
### 4.1. Make Payment

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


**Payment Instructions For Permit Application: APP-IQN-I-180418-KL-0001** Tips





**Application Status**

Application Status	Application Date	Permit Type	AP Type
APPROVED BY OGA	18-04-2018 07:08:36	MITI Import	NON FRANCHISE CAR
Product Category	Product Sub Category	Company Name	
NEW/USED PASSENGER / DUAL U	NEW PASSENGER CAR	KODA WOODCRAFT SDN. BHD.	
Number of Permits	Quota Year	Payment Status	
1	2017	INCOMPLETE	

**Permit Details**

Note:  a maximum of 5 permits per transaction.

<input type="checkbox"/>	View Details	Permit ID	License No.	Chassis No.	Amount (MYR)	Paid (MYR)	Due (MYR)	Compound (MYR)	Balance (MYR)	Transferred (MYR)	Payment Status
<input checked="" type="checkbox"/>		MIT042018000021	Q0101A0020418KL	1	10,000.00	0.00	10,000.00	5,000.00		0.00	INITIATE PAYM

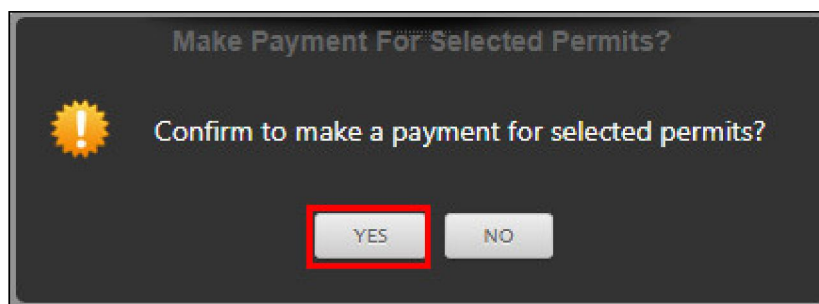
With Selected:  Total permits selected: 1

**Payment Transactions**

By Transaction Status:

View Details	Transaction Date	Ref. No.	Payment Model	Currency	Amount	Status
No items						

- 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.

### Payment Instruction Tips

← BACK

**Application Status**

Application Status	Application Date	Permit Type	AP Type
APPROVED BY OGA	18-04-2018 07:08:36	MITI Import	NON FRANCHISE CAR
Product Category	Product Sub Category	Company Name	
NEW/USED PASSENGER / DUAL U	NEW PASSENGER CAR	KODA WOODCRAFT SDN. BHD.	
Number of Permits	Quota Year	Payment Status	
1	2017	INCOMPLETE	

**Submit Payment Instruction**

**Payee - Bank Account Details**

Payee Name  
MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Account Holder MITI	Bank Name CIMB Bank	Bank Branch TAMAN TUN
------------------------	------------------------	--------------------------

**Payor - Bank Account Details**

Payor Name  
KODA WOODCRAFT SDN. BHD.

**Selected Permits**

To Pay	Permit ID	License No.	Chassis No.	Payment Status	Amount (MYR)	Paid (MYR)	Due (MYR)	Compound (MYR)	Balance (MYR)	Total (MYR)
BALANCE ▾	MIT042018000021	Q0101A0020416KL	1	INITIATE PAYMENT	10,000.00	0.00	10,000.00	5,000.00		
Total										

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

1 Payment Model  
B2C - PERSONAL ACCOUNT ▾

CANCEL

SUBMIT 2

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

Payment For Selected Permits

Disclaimer : Please check the amount of payment at your bank's portal before authorizing the payment. Dagang Net Technologies Sdn Bhd shall incur no liability for any loss to you or any third party occasioned by the approved transactions.

Company Name: KODA WOODCRAFT SDN. BHD.

ROC No: 102208-X

Amount To Be Paid: RMNaN

Confirm to proceed?

YES
NO

## 4.2. Receipts and Transaction Status

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

The screenshot displays the ePERMIT system interface for permit application management. The top navigation bar includes 'HOME' and 'NSW' tabs, with 'ePERMIT' as the main header. The main content area is titled 'Payment Instructions For Permit Application: APP-IQN-I-181022-KL-0001' and includes a 'BACK' button and a 'Tips' icon.

The 'Application Status' section is collapsed. The 'Permit Details' section is expanded, showing a note: 'Note: Make a payment to a maximum of 5 permits per transaction.' Below this is a table of permit details:

View Details	Permit ID	License No.	Chassis No.	Amount (MYR)	Paid (MYR)	Due (MYR)	Compound (MYR)	Balance (MYR)	Transferred (MYR)	Payment Status
<a href="#">View</a>	MIT102018000099	QD101A0011018KL	VF70PHMZBGE537570	10,000.00	10,000.00	0.00	0.00	0.00	0.00	COMPLETED

Below the table is a pagination control showing 'Page 1 of 1' and 'Displaying 1 to 10 of 1 items'. A 'With Selected: MAKE PAYMENT' button is visible, along with 'Total permits selected: 0'.

The 'Receipts' section is expanded, featuring a red callout box: 'Click here to print this payment receipt.' Below this is a table of receipts:

Print Receipt	Transaction Date	Ref. No.	Amount	User ID	Username
<a href="#">PRINT</a>	22-10-2018 17:57:45	MITE102018000032	10,000.00	koda-user	MS. MAVIS

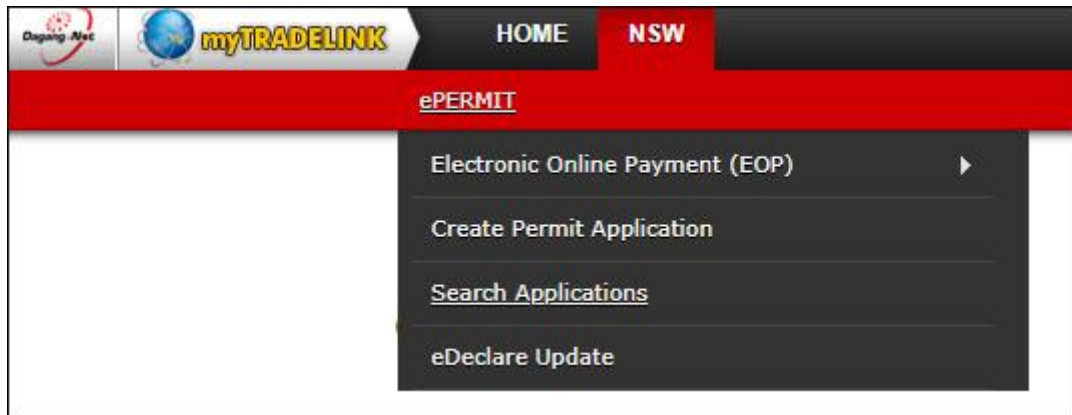
The 'Payment Transactions' section is expanded, showing a dropdown menu for 'By Transaction Status' with 'Approved' selected. A red callout box points to the dropdown: 'Select transaction status here to filter the transactions.' Below this is a table of payment transactions:

View Details	Transaction Date	Ref. No.	Payment Model	Currency	Amount	Status
<a href="#">View</a>	22-10-2018 17:57:45	MITE102018000032	B2C - PERSONAL ACCOUNT	MYR	10,000.00	Approved

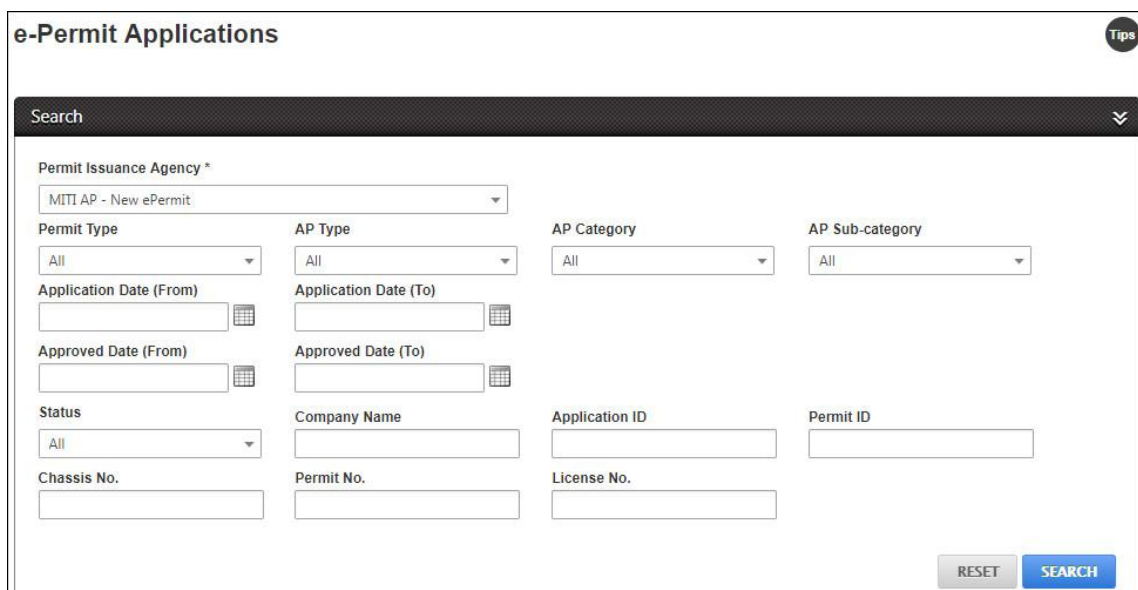
Below the table is a pagination control showing 'Page 1 of 1' and 'Displaying 1 to 10 of 1 items'.

## Section 5. Search Application

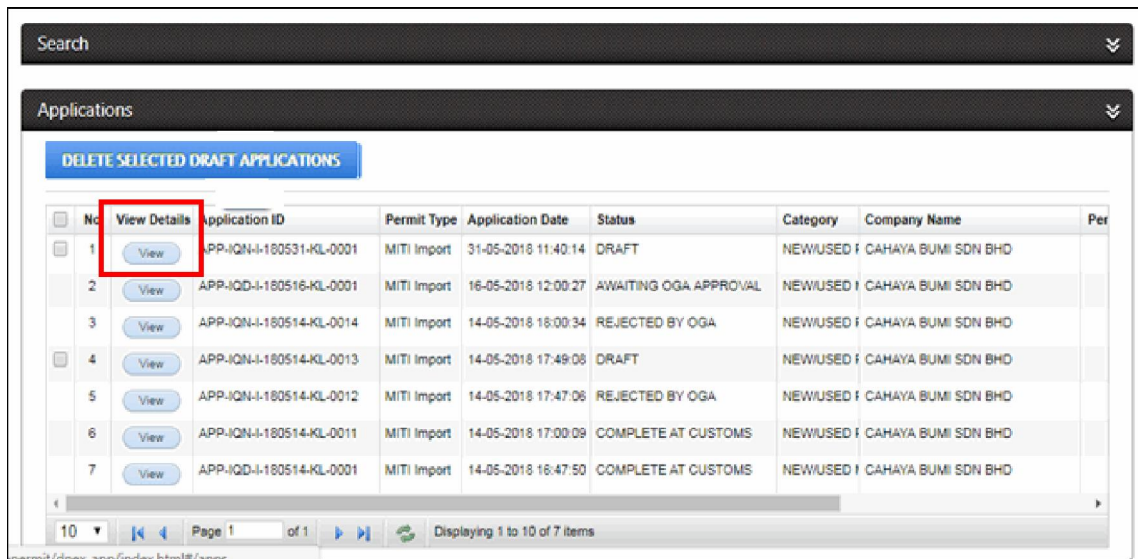
To view the ePermit application which is in 'Draft' status are as below;



- 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.

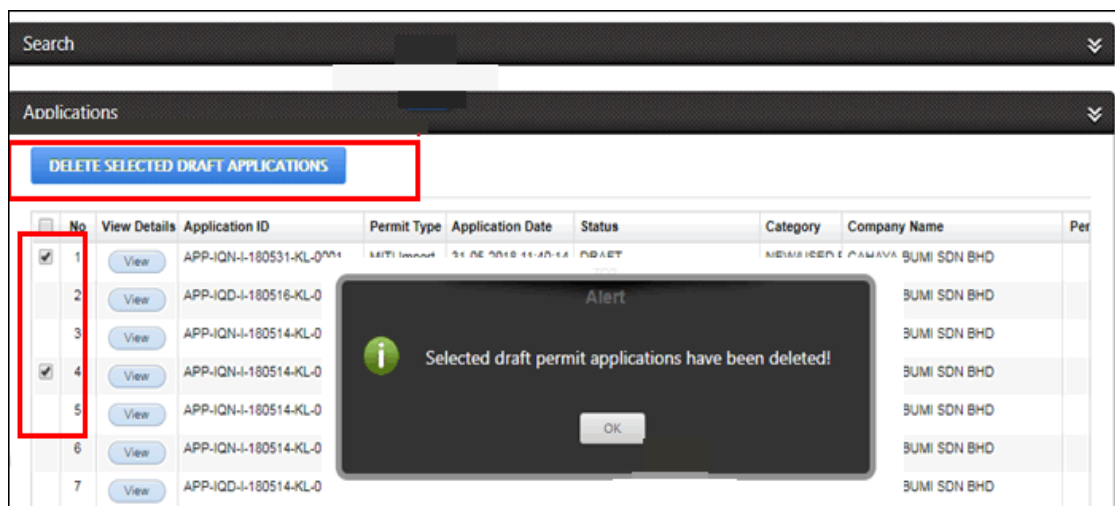
The image shows a search interface titled 'e-Permit Applications'. It features a 'Search' header with a dropdown arrow. Below the header, there are several search criteria fields: 'Permit Issuance Agency \*' (a dropdown menu with 'MITI AP - New ePermit' selected), 'Permit Type' (dropdown with 'All'), 'AP Type' (dropdown with 'All'), 'AP Category' (dropdown with 'All'), and 'AP Sub-category' (dropdown with 'All'). There are also date pickers for 'Application Date (From)', 'Application Date (To)', 'Approved Date (From)', and 'Approved Date (To)'. At the bottom, there are text input fields for 'Status' (dropdown with 'All'), 'Company Name', 'Application ID', 'Permit ID', 'Chassis No.', 'Permit No.', and 'License No.'. At the bottom right, there are 'RESET' and 'SEARCH' buttons.

- 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.