



National Authority Chemical Weapons Convention (NACWC)

Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

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Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
NACWC	National Authority Chemical Weapons Convention
STA	Strategic Trade Act
AP	Approved Permit
OGA	Other Government Agencies
ASP	Application Service Provider
PIA	Permit Issuance Agencies

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Section 1. Introduction

The Chemical Weapons Conventions (the 'Convention' or CWC) is an international non-proliferation treaty that bans the development, production, possession, or use of chemical weapons, that requires the destruction of an existing weapons. The CWC aims to eliminate an entire category of mass destruction by providing the development, production, acquisition, stockpiling, retention, transfer, or use of chemical weapons by State parties.

The Convention regulates the usage of industrial chemical listed as Scheduled Chemicals and the Unscheduled Discrete Organic Chemicals (DOC)

MITI have the authority to issue import and export license of chemicals. The CWC Act 2005 specifies that an importer or exporter of schedule 1 chemicals must obtain an authorization from the NACWC, which then the applicant may proceed to MITI for import/ export permit application.

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. Traders

1.4. About This Document

This publication document is to provide overview on how Traders can apply, view and print Endorsement letter from ePermit systems before and deeper understand on the system with step by step helps.

1.5. Support Information

Should there be any issues arising from the use of the system, please contact Dagang Net's Careline.

Call our CARELINE at **1300 133 133**

or email to careline@dagangnet.com

CARELINE is available 24 hours daily, including public holidays

Section 2. Getting Started

2.1. System Access

ePermit system is accessible via:

<https://newepermit2.dagangnet.com.my/>

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

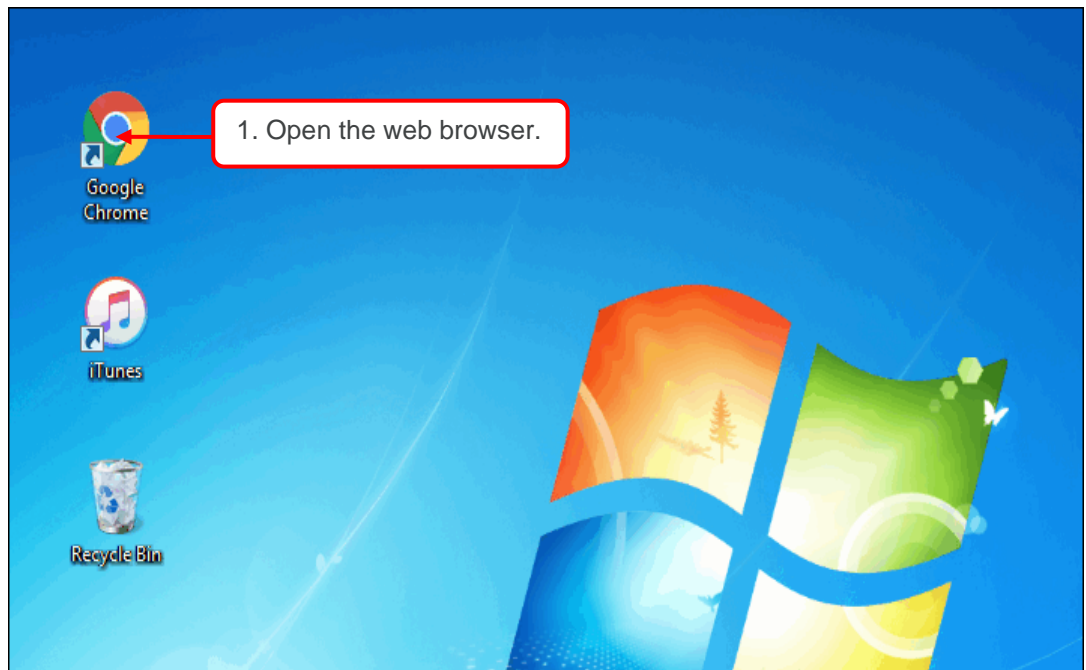


Figure 1



Figure 2

URL address: <https://newepermit2.dagangnet.com.my/>

2.2. Log In

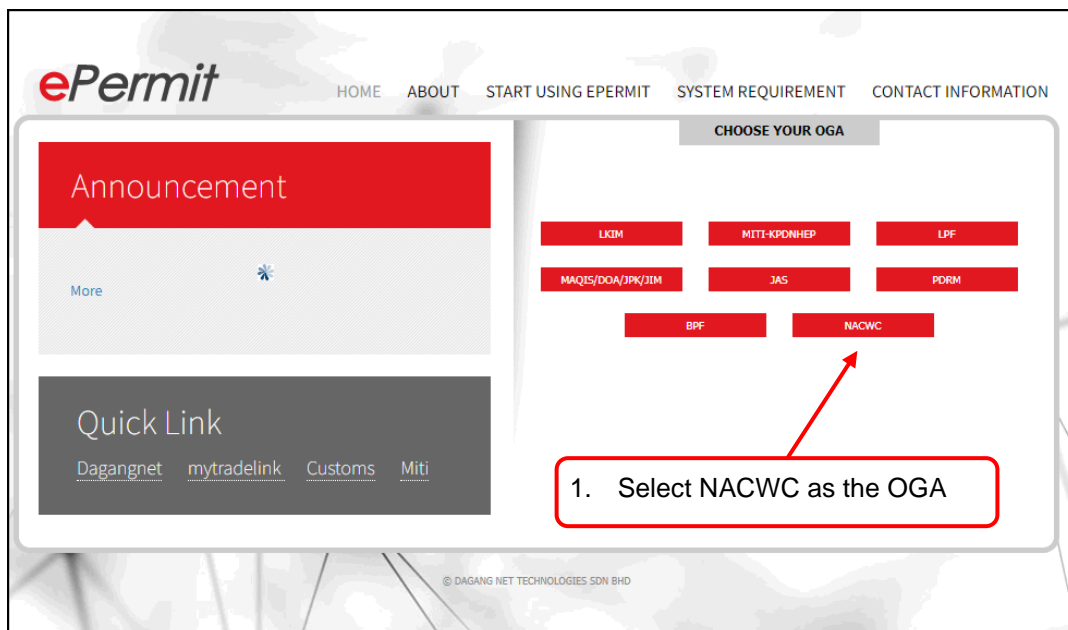


Figure 3

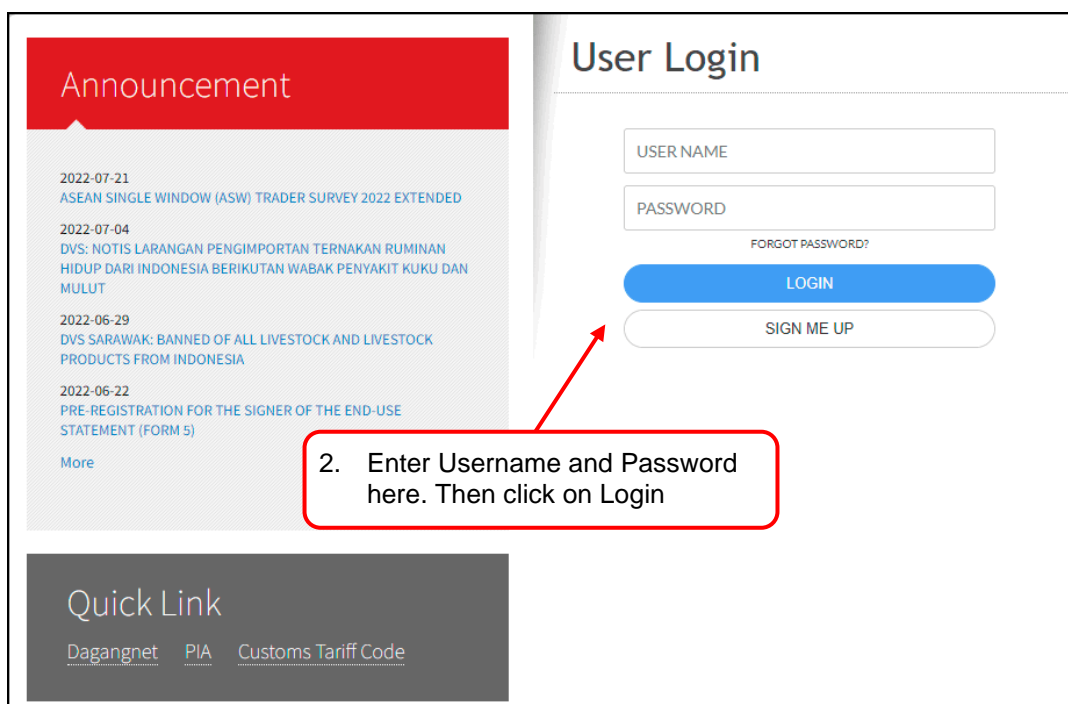


Figure 4

2.3. Log out

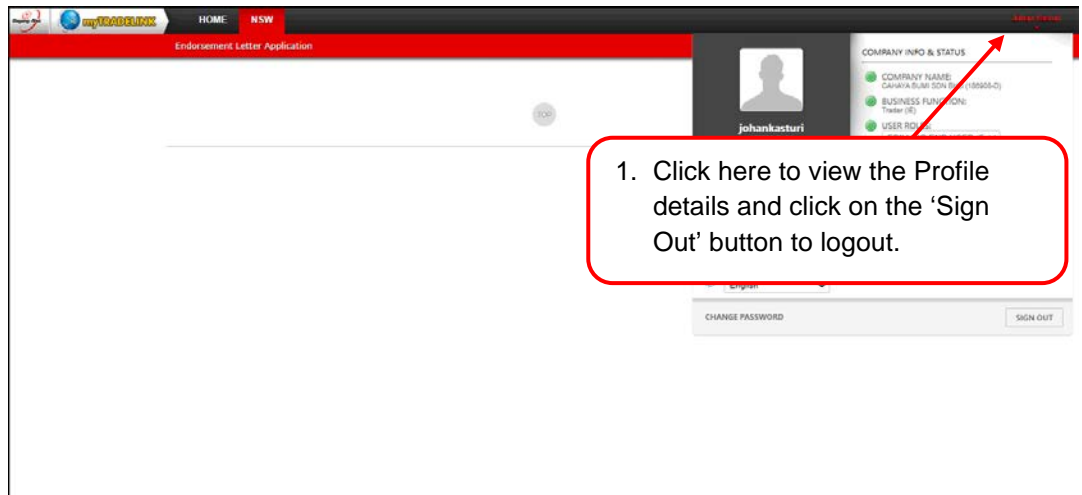


Figure 5

Section 3. Search Approved Endorsement Letter

This section shows the steps to search for Endorsement Letter before user apply for new one.

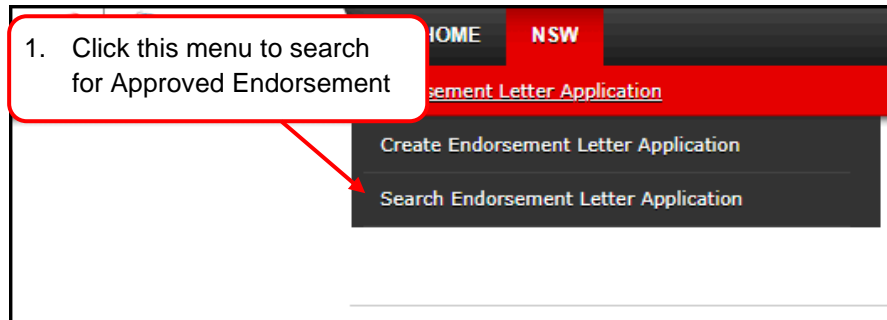


Figure 6

A screenshot of the "Endorsement Letter Applications" search form. The form is titled "Endorsement Letter Applications" and has a "Search" button in the top right corner. The form contains several input fields and dropdown menus. A red callout box with a white background and a red border contains the text "2. Select NACWC as the Issuance Agency." and a red arrow points to the "Endorsement Issuance Agency *" dropdown menu. Another red callout box with a white background and a red border contains the text "3. Enter other details as required." and a red arrow points to the "Application Date (To)" date picker field. The form also includes fields for "Application ID", "Application Category", "Application Date (From)", "Application Date (To)", "Endorsement No.", "Status", and "Company Name". There are "RESET" and "SEARCH" buttons at the bottom right of the form.

Figure 7

Endorsement Letter Applications

Search
⌵

Endorsement Issuance Agency *

Application ID
Application Category

Application Date (From)
Application Date (To)

Endorsement No.

Status **Company Name**

Applications
⌵

DELETE SELECTED DRAFT APPLICATIONS

☐	No	View Details	Print	Application ID	Endorsement No	Application Category	Application Date	Status
	1	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC102022000030	KLN.600-4/110/34/Jilid 3 (025)	BAHAN KIMIA BERJADUAL	20-10-2022 14:15:31	Approved by OGA
	2	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC102022000029	KLN.600-4/110/34/Jilid 3 (024)	BAHAN KIMIA TIDAK BERJADUAL	20-10-2022 14:13:20	Approved by OGA
	3	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC102022000025	KLN.600-4/110/34/Jilid 3 (020)	BAHAN KIMIA TIDAK BERJADUAL	19-10-2022 15:28:09	Approved by OGA
	4	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC102022000024	KLN.600-4/110/34/Jilid 3 (020)	BAHAN KIMIA TIDAK BERJADUAL	19-10-2022 10:30:03	Approved by OGA
	5	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC092022000023	KLN.600-4/110/34/Jilid 3 (020)	BAHAN KIMIA TIDAK BERJADUAL	15-09-2022 10:38:26	Approved by OGA
	6	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC082022000022	KLN.600-4/110/34/Jilid 3 (020)	BAHAN KIMIA TIDAK BERJADUAL	30-08-2022 14:36:49	Approved by OGA
	7	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC082022000042	KLN.600-4/110/34/Jilid 3 (017)	BAHAN KIMIA BERJADUAL	22-08-2022 10:58:01	Approved by OGA
	8	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC082022000041	KLN.600-4/110/34/Jilid 2 (022)	BAHAN KIMIA BERJADUAL	10-08-2022 11:04:58	Approved by OGA
	9	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC082022000020	KLN.600-4/110/34/Jilid 2 (021)	BAHAN KIMIA BERJADUAL	10-08-2022 09:24:56	Approved by OGA
	10	<input type="button" value="View"/>	<input type="button" value="Print"/>	CWC082022000018	KLN.600-4/110/34/Jilid 3 (001)	BAHAN KIMIA TIDAK BERJADUAL	08-08-2022 13:39:37	Approved by OGA

Figure 8

Section 4. New Application

ePermit system allows users to apply for Endorsement Letter directly from the system. Users can also keep track the status of their application through this system.

4.1. Create New Application

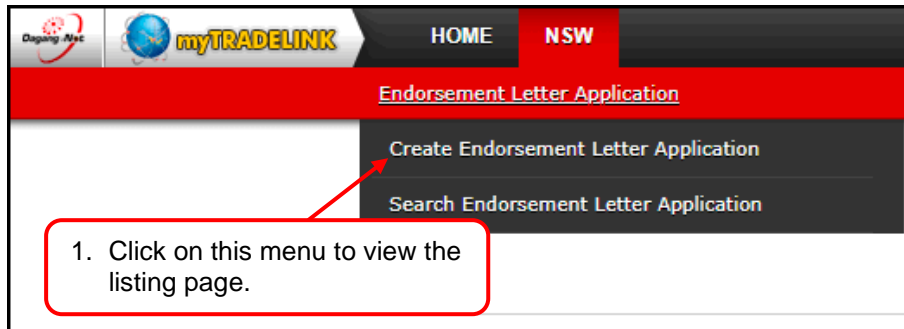
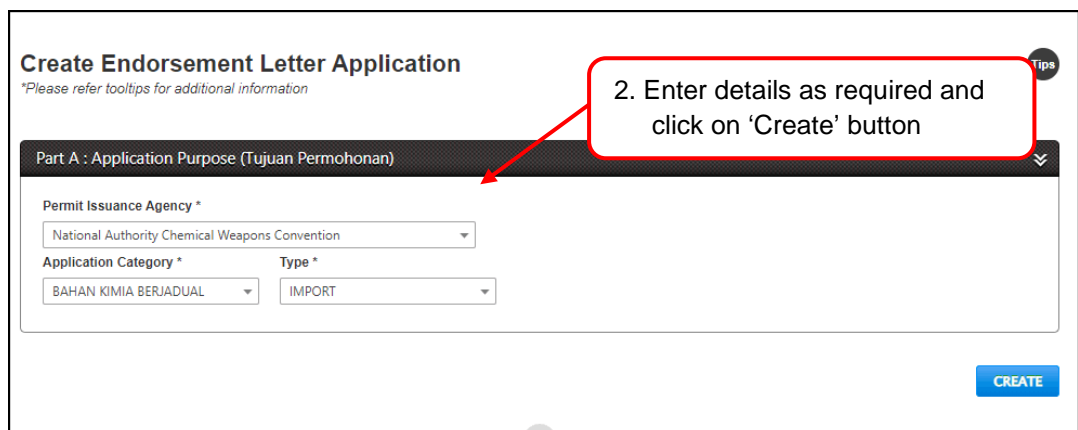


Figure 9



The screenshot shows the 'Create Endorsement Letter Application' form. The title is 'Create Endorsement Letter Application' with a sub-note: '*Please refer tooltips for additional information'. There is a 'Tips' icon in the top right corner. The form is divided into sections, with 'Part A : Application Purpose (Tujuan Permohonan)' highlighted. The form contains several dropdown menus: 'Permit Issuance Agency *' (selected: National Authority Chemical Weapons Convention), 'Application Category *' (selected: BAHAN KIMIA BERJADUAL), and 'Type *' (selected: IMPORT). A blue 'CREATE' button is located at the bottom right of the form. A red callout box with an arrow pointing to the form contains the text: '2. Enter details as required and click on 'Create' button'.

Figure 10

Letter 1 of 1: CWC102022000053

BACK TO APPLICATION

Part A: Application Purpose (Tujuan)

Permit Issuing Agency (PIA)
National Authority Chemical Weapons Control

2. New application created

Application ID: CWC102022000053
Endorsement No.:
Application Category: BAHAN KIMIA BERADUAL
Type: IMPORT
Application Date: 20-10-2022 19:51:29

Part B: Importer/Exporter Details

Part C: Chemical Details

IUPAC Name *
Trader Name *
Molecular Formula *
HS Code *
Purity (for Kimia Beradual only) %
HS Code Description
CAS Number *
Schedule
Manufacturer Name *
Address *
Quantity Total:
Trade Weight (e.g. 12345678.12) Kg
Gross Weight (e.g. 12345678.12) Kg
Nett Weight (e.g. 12345678.12) Kg

Part D: End Usage Details

End User Name *
End User Address *
End Use (Kegunaan Akhir) *
Quantity:
Gross Weight (e.g. 12345678.12) Kg
Nett Weight (e.g. 12345678.12) Kg
Note: * Please make sure total weight is tally with weight in Part C.
EDIT Delete End User Name End User Address End Use
No Records Found. Please add at least one.

Part E: Import/Export Details

Shipment Date:
Estimated Departure Date *
Estimated Arrival Date *
Departure Country
Arrival Country
Transit Country (if any)
Departure Port
Arrival Port
Transit Port
Remarks

Part F: Supportive Documents

* 1. Cover letter with business letter head [Choose File...]
* 2. Profil Syarikat (ringkas) [Choose File...]
* 3. Sijil Analisa Bahan Kimia [Choose File...]
* 4. Helalan data keselamatan (SDS) [Choose File...]
* 5. Peraturan bahan kimia (untuk campuran) [Choose File...]
* 6. Consignment note/ Invoice/ pesanan (bukti transaksi akan dijalankan) [Choose File...]
* 7. Borang NACWC-SSPBK-2 (End User Declaration) - IMPORT/ EKSPORT umum [Choose File...]
* 8. Form 5 (End Use Statement) - EKSPORT bahan kimia di bawah senarai Strategic Trade Act 2010 [Choose File...]
* 9. Borang KSK-10 (EKSPORT)/ Borang KSK-11 (IMPORT) - IMPORT/ EKSPORT Negara Bukan Pihak (Mesir, Korea Utara, Sudan Selatan, Israel sahaja) [Choose File...]
10. document a [Choose File...]
* 11. End User Declaration/ Statement (satu borang untuk satu end user) a. Borang NACWC-SSPBK-2 (End User Declaration) - IMPORT/ EKSPORT umum; ATAU b. Form 5 (End Use Statement) - EKSPORT bahan kimia di bawah senarai Strategic Trade Act 2010; ATAU c. Borang KSK-10 (EKSPORT)/ Borang KSK-11 (IMPORT) - IMPORT/ EKSPORT Negara Bukan Pihak (Mesir, Korea Utara, Sudan Selatan, Israel sahaja) [Choose File...]
12. Cert ABC [Choose File...]
Total file size limit 0KB out of 10000KB
Note: * indicates mandatory document, only files with extension like [".jpeg","jpg","gif","tif","pdf"] are allowed

Transaction History

RESET SAVE

Figure 11

4.1.1. Importer/ Exporter Details

Please use the same steps to add all details.

Part B : Importer/Exporter Details

Importer ROC / ROB *

Importer Name *

Importer Address *

1. * Click this button to select details from the list.

Exporter ROC / ROB *

Exporter Name *

Exporter Address *

Applicant Name * Designation *

Mobile Phone * Email *

ROC / ROB *

Company Name *

Address *

Telephone * Fax * Email *

Figure 12

*Note: Follow these steps for all details with  button.

Part B : Importer/Exporter Details

Importer ROC / ROB *

ROC

2. Search for the Importer then click this button to select

Select	ROC	Name	Address 1	Address 2	Address 3
<input type="button" value="SELECT"/>	186908-D	CAHAYA BUMI SDN BHD	BRANCH ADDRESS 1 ADDRESS 2 AD	3 53300 KUALA LUMPUR W.	PERSEKUTUA

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

Importer Name *

Figure 13

Part B : Importer/Exporter Details

Importer ROC / ROB *

Importer Name *

3. Selected importer details added. Add Exporter details with the same steps.

Importer Address *

BRANCH ADDRESS 1 ADDRESS 2 ADDRESS

3 53300 KUALA LUMPUR W.

PERSEKUTUAN MALAYSIA

Exporter ROC / ROB *

Exporter Name *

Figure 14

4.1.2. Chemical Details

Please enter the required details as stated in the Chemical Details section as in image below.

Part C: Chemical Details

IUPAC Name *

Trader Name *

HS Code *

HS Code Description

CAS Number *
If CAS Number more than one, please separate with (,) comma

Schedule

Manufacturer Name *

1. Click on this button to view tips to add the details.

Panduan Pengisian Borang

1. Nama IUPAC Bahan Kimia: Cth- Thionyl Chloride, Triethanolamine. Rujuk SDS bahan kimia atau pengkalan data berkaitan.
2. Nama Dagangan: Nama komersial, nama pasaran, nama campuran, nama produk. Cth- TO Abx, TEA 99, Triethanolamine 75, POCL3 99.
3. Formula molekul: Cth- C6H15NO3. Rujuk SDS bahan kimia atau pengkalan data berkaitan.
4. Nombor CAS: Cth- 102-71-6. Rujuk SDS bahan kimia, certificate of analysis (COA) atau pengkalan data berkaitan.
5. Kod HS: Isi kod dengan format XXXX XX XXXXX (cth: 2922 15 0000).
6. Ketulenan: Kandungan ketulenan(purity) bahan kimia berjadual. Tidak perlu untuk bahan kimia bukan berjadual. Rujuk SDS bahan kimia atau certificate of analysis (COA).
7. Cth: Jumlah berat dagangan 12,000kg (bahan kimia + bekas (drum, dll)), Berat bahan kimia 10,000kg, Ketulenan (purity) adalah 70%. Isikan sebagai - Berat dagangan: 12,000 kg; Berat kasar bahan: 10,000 kg; Berat bersih bahan : 7,000 kg

Figure 15

Part C: Chemical Details

IUPAC Name *

Trader Name *

Molecular Formula *

HS Code *

HS Code Description

CAS Number *
If CAS Number more than one, please separate with (,) comma

Schedule

Manufacturer Name *

Address *

Quantity Total :

Trade Weight (e.g. 123456789.12) Kg

Gross Weight * (e.g. 123456789.12) Kg

Nett Weight * (e.g. 123456789.12) Kg

2. User can click on this button to select HS Code from the list

Figure 16

Part C : Chemical Details

IUPAC Name * Trader Name * Molecular Formula * Tips

HS Code * Purity (for Kimia Berjadual only) %

HS Code Description
---Other

CAS Number *
If CAS Number more than one, please separate with (,) comma

Schedule

Manufacturer Name *

Address *

Quantity Total :

Trade Weight (e.g. 123456789.12) Kg Gross Weight * (e.g. 123456789.12) Kg Nett Weight * (e.g. 123456789.12) Kg

Figure 17

4.1.3. End Usage Details

Click on the tips button to view the tips to add end usage details. Total Gross Weight and total Nett Weight in this section must be tally to Weight in Section C: Chemicals Details. If not tally, system will not allow to submit or save application.

Part D : End Usage Details

End User Name *

End User Address *

End Use (Kegunaan Akhir) *

Quantity :

Gross Weight * (e.g. 1234567.12) Nett Weight * (e.g. 1234567.12) RESET ADD

Note: * Please make sure total weight is tally with weight in Part C.

Edit	Delete	End User Name	End User Address	End Use
No Records Found. Please add at least one.				

Panduan Pengisian Borang

1. Isikan tujuan penggunaan secara terperinci oleh pengguna akhir, bukan penggunaan secara umum.

Contoh-

- ✗ - Bahan kimia digunakan untuk proses sintesis.
- ✓ - Bahan kimia digunakan untuk proses sintesis bagi cationic waterborne polyurethane dispersion untuk aplikasi saduran (coating).

2. Setiap pengguna akhir perlu menyertakan Borang NACWC-SSPBK-2 / Form 5 STA 2010 / Borang KSK-10 / Borang KSK-11

Figure 18

Part D : End Usage Details

End User Name *

End User Address *

End Use (Kegunaan Akhir) *
 details use of chemicals by end user here.

Quantity :

Gross Weight * (e.g. 1234567.12) Nett Weight * (e.g. 1234567.12)

Note: * Please make sure total weight is tally with weight in Part C.

Edit	Delete	End User Name	End User Address	End Use
No Records Found. Please add at least one.				

2. Fill up all details. The Gross and Nett Weight must tally with section

3. Click here to add details.

Figure 19

Part D : End Usage Details

End User Name *

End User Address *

End Use (Kegunaan Akhir) *

Quantity :

Gross Weight * (e.g. 1234567.12) Nett Weight * (e.g. 1234567.12)

Note: * Please make sure total weight is tally with weight in Part C.

Edit	Delete	End User Name	End User Address	End Use
<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>	ASM	No 1	details use of chemicals by end user here.

4. Added details listed in this table.

Figure 20

4.1.4. Import Export Details

Part E : Import/Export Details

Shipment Date :

Estimated Departure Date * Estimated Arrival Date *

Departure Country Arrival Country Transit Country (if any)

Departure Port Arrival Port Transit Port

Remarks

1. Click on this button to view calendar and add date

Figure 21

Part E : Import/Export Details

Shipment Date :

Estimated Departure Date * 24-10-2022

Estimated Arrival Date * 25-10-2022

Departure Country AUSTRALIA

Arrival Country MALAYSIA

Transit Country (if any) Please select

Departure Port AUABH

Arrival Port MYUKL

Transit Port

Remarks

2. Click on these buttons to view list of details.

Figure 22

4.1.5. Supporting Documents

Each application is required to add supporting documents for approval process. Documents with (*) are mandatory. Total maximum size allowed for attachment is 10,000 KB.

Only (jpeg, jpg, gif, tif, pdf) files attachments are supported.

Please follow the steps below to upload the documents into the system.

Part F - Supportive Documents

- * 1. Cover letter with business letter head
- * 2. Profil Syarikat (ringkas)
- * 3. Sijil Analisa Bahan Kimia
- * 4. Helaian data keselamatan (SDS)
- * 5. Peratusan bahan kimia (untuk campuran)
- * 6. Consignment note/ invoice/ pesanan (bukti transaksi akan dijalankan)
- * 7. Borang NACWC-SSPBK-2 (End User Declaration) - IMPORT/ EKSPORT umum
- * 8. Form 5 (End Use Statement) -EKSPORT bahan kimia di bawah senarai Strategic Trade Act 2010
- 9. Borang KSK-10 (EKSPORT)/ Borang KSK-11 (IMPORT) - IMPORT/ EKSPORT Negara Bukan Pihak (Mesir, Korea Utara, Sudan Selatan, Israel sahaja)
- 10. document a
- 11. End User Declaration/ Statement (satu borang untuk satu end user) a. Borang NACWC-SSPBK-2 (End User Declaration) -IMPORT/ EKSPORT umum; ATAU b. Form 5 (End Use Statement) -EKSPORT bahan kimia di bawah senarai Strategic Trade Act 2010; ATAU c. Borang KSK-10 (EKSPORT)/ Borang KSK-11 (IMPORT) - IMPORT/ EKSPORT Negara Bukan Pihak (Mesir, Korea Utara, Sudan Selatan, Israel sahaja)
- 12. Cert ABC

© UPLOAD SUPPORTING DOCUMENTS

Total file size limit 0KB out of 10000KB

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

Figure 23

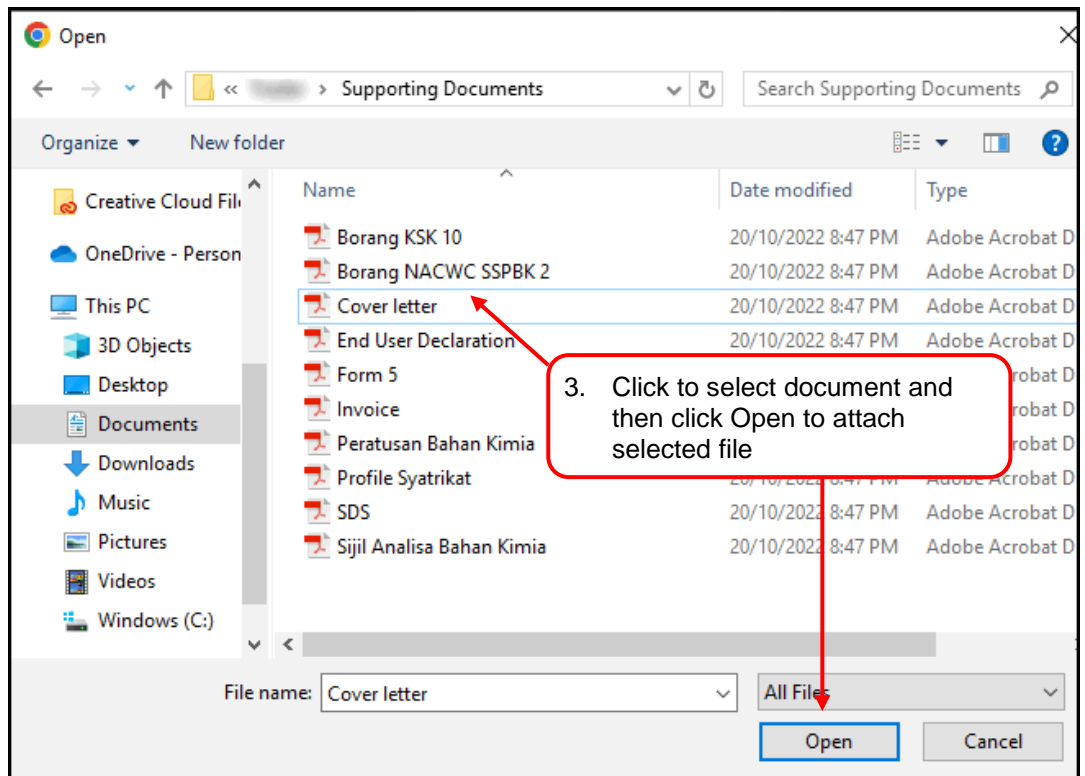


Figure 24

Part F : Supportive Documents

* 1. Cover letter with business letter head	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	Cover letter.pdf

* 2. Profil Syarikat (ringkas)	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	Profile Syatrikat.pdf

* 3. Sijil Analisa Bahan Kimia	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	Sijil Analisa Bahan Kimia.pdf

* 4. Helaian data keselamatan (SDS)	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	SDS.pdf

* 5. Peratusan bahan kimia (untuk campuran)	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	Peratusan Bahan Kimia.pdf

* 6. Consignment note/ invoice/ pesanan (bukti transaksi akan dijalankan)	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	Invoice.pdf

* 7. Borang NACWC-SSPBK-2 (End User Declaration) - IMPORT/ EKSPORT umum	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	Borang NACWC SSPBK 2.pdf

* 8. Form 5 (End Use Statement) -EKSPORT bahan kimia di bawah senarai Strategic Trade Act 2010	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	Form 5.pdf

9. Borang KSK-10 (EKSPORT)/ Borang KSK-11 (IMPORT) - IMPORT/ EKSPORT Negara Bukan Pihak (Mesir, Korea Utara, Sudan Selatan, Israel sahaja)	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	Borang KSK 10.pdf

10. document a	<input type="button" value="Choose files..."/>

11. End User Declaration/ Statement (satu borang untuk satu end user) a. Borang NACWC-SSPBK-2 (End User Declaration) - IMPORT/ EKSPORT ATAU b. Form Strategic Trade Act 2010 (IMPORT) - I Selatan, Israe	<input type="button" value="Choose files..."/> <input type="button" value="Remove"/>
	End User Declaration.pdf

12. Cert ABC	<input type="button" value="Choose files..."/>

4. Attach all required documents, then click to upload the attached file

Total file size limit 340KB out of 10000KB

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

Figure 25

Part F : Supportive Documents

* 1. Cover letter with business letter head	Delete file	
* 2. Profil Syarikat (ringkas)	Delete file	
* 3. Sijil Analisa Bahan Kimia	Delete file	Choose files...
* 4. Helaiian data keselamatan (SDS)	Delete file	Choose files...
* 5. Peraturan bahan kimia (untuk campuran)	Delete file	Choose files...
* 6. Consignment note/ invois/ pesanan (bukti transaksi akan dijalankan)	Delete file	Choose files...
* 7. Borang NACWC-SSPBK-2 (End User Declaration) - IMPORT/ EKSPORT umum	Delete file	Choose files...
* 8. Form 5 (End Use Statement) -EKSPORT bahan kimia di bawah senarai Strategic Trade Act 2010	Delete file	Choose files...
9. Borang KSK-10 (EKSPORT)/ Borang KSK-11 (IMPORT) - IMPORT/ EKSPORT Negara Bukan Pihak (Mesir, Korea Utara, Sudan Selatan, Israel sahaja)	Delete file	Choose files...
10. document a		Choose files...
11. End User Declaration/ Statement (satu borang untuk satu end user) a. Borang NACWC-SSPBK-2 (End User Declaration) -IMPORT/ EKSPORT umum; ATAU b. Form 5 (End Use Statement) -EKSPORT bahan kimia di bawah senarai Strategic Trade Act 2010; ATAU c. Borang KSK-10 (EKSPORT)/ Borang KSK-11 (IMPORT) - IMPORT/ EKSPORT Negara Bukan Pihak (Mesir, Korea Utara, Sudan Selatan, Israel sahaja)		Choose files...
12. Cert ABC		Choose files...

5. Document uploaded into the system. Click this button if need to delete the uploaded document.

Ⓞ UPLOAD SUPPORTING DOCUMENTS Total file size limit 306KB out of 10000KB

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

Figure 26

4.1.6. Submit New Application

Once application is submitted, application status will change into "Application Submitted"

Letter 1 of 1: CWC102022000053

[BACK TO APPLICATION](#)

Part A : Application Purpose (Tujuan Permohonan)

Draft

Permit Issuing Agency (PIA)
National Authority Chemical Weapons Convention

Application ID	Endorsement No.	Application Category	Type
CWC102022000053		BAHAN KIMIA BERJADUAL	IMPORT

Application Date
20-10-2022 19:51:29

Part B : Importer/Exporter Details

Part C : Chemical Details

Part D : End Usage Details

Part E : Import/Export Details

Shipment Date : TIPS

Estimated Departure Date *

Estimated Arrival Date *

Departure Country

Arrival Country

Transit Country (if any)

Departure Port

Arrival Port

Transit Port

Remarks

1. All transactions histories and will be listed here.

Part F : Supportive Documents

3. Click here to submit this application

Transaction History

No	Date	Status	Remarks	Done By
1	20-10-2022 07:51:29	Draft		Johan Kasturi

2. Click here to save this application as draft.

[RESET](#) [SAVE](#) [SUBMIT](#)

Figure 27

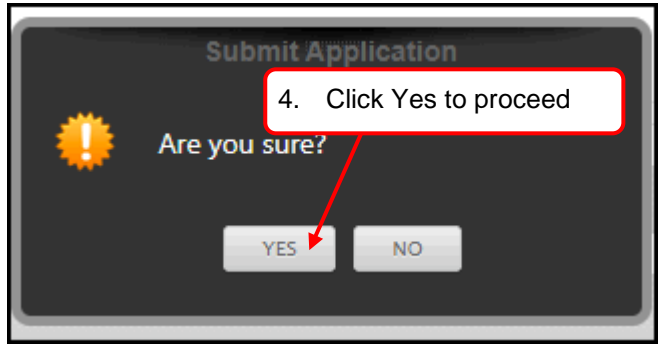


Figure 28

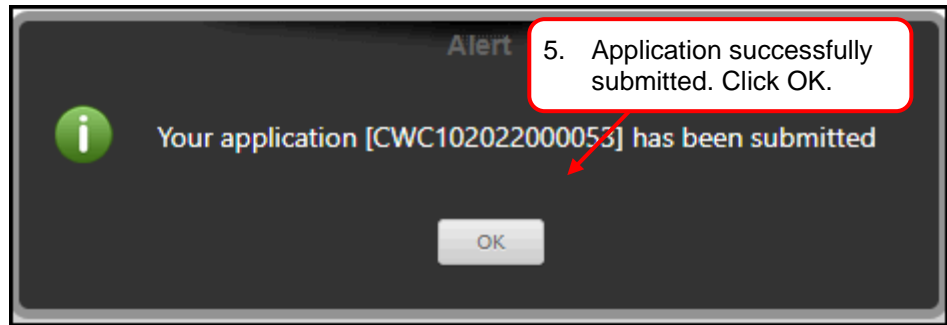


Figure 29

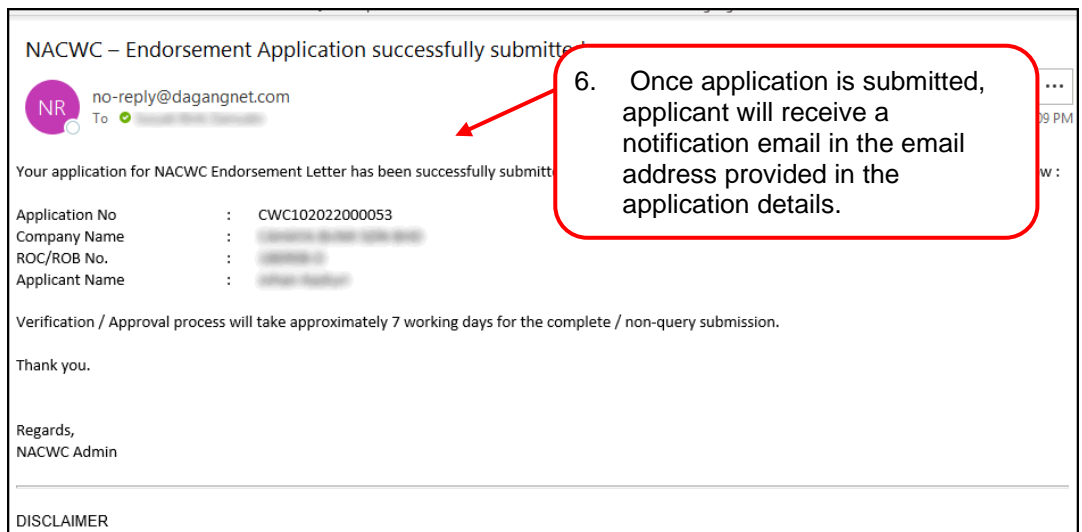


Figure 30

Section 5. Endorsement Letter Printing

This section shows the steps for Trader to display and print the Approved Endorsement Letter for printing.

Once user login, user can click the menu as in image below.

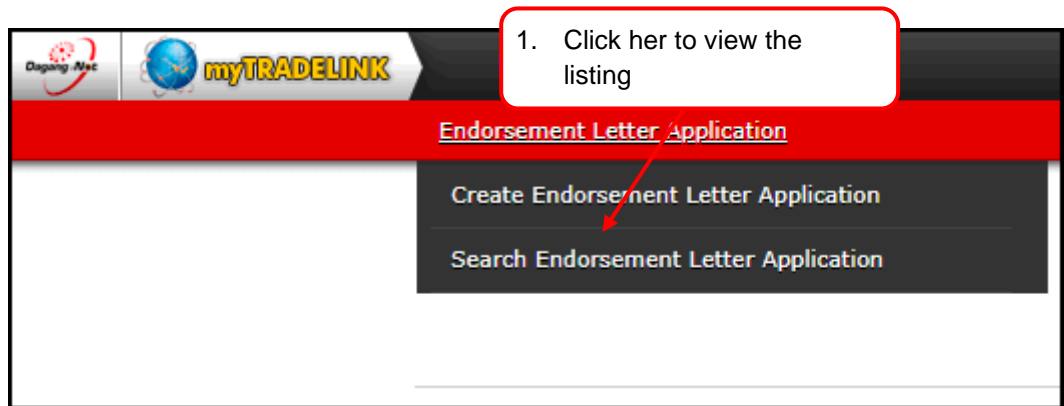


Figure 31

Endorsement Letter Applications TIPS

Search

Endorsement Issuance Agency *
 National Authority Chemical Weapons Convention

Application ID:
 Application Category: All

Application Date (From):
 Application Date (To):

Endorsement No.:

Status: Approved by OGA Company:

RESET SEARCH

Applications

DELETE SELECTED DRAFT APPLICATIONS

No	View Details	Print	Application ID	Application Category	Application Date	Status
1	View	Print	CWC102022000030	KLN.600-4/110/34/Jilid 3 (025) BAHAN KIMIA BERJADUAL	20-10-2022 14:15:31	Approved by OGA
2	View	Print	CWC102022000029	KLN.600-4/110/34/Jilid 3 (024) BAHAN KIMIA TIDAK BERJADUAL	20-10-2022 14:13:20	Approved by OGA
3	View	Print	CWC102022000025	KLN.600-4/110/34/Jilid 3 (020) BAHAN KIMIA TIDAK BERJADUAL	19-10-2022 15:28:09	Approved by OGA
4	View	Print	CWC102022000020	KLN.600-4/110/34/Jilid 3 (017) BAHAN KIMIA BERJADUAL	19-10-2022 10:30:03	Approved by OGA
5	View	Print	CWC092022000018	KLN.600-4/110/34/Jilid 3 (024) BAHAN KIMIA TIDAK BERJADUAL	15-09-2022 10:38:26	Approved by OGA
6	View	Print	CWC082022000018	KLN.600-4/110/34/Jilid 3 (020) BAHAN KIMIA TIDAK BERJADUAL	30-08-2022 14:36:49	Approved by OGA
7	View	Print	CWC082022000042	KLN.600-4/110/34/Jilid 3 (017) BAHAN KIMIA BERJADUAL	22-08-2022 10:58:01	Approved by OGA
8	View	Print	CWC082022000041	KLN.600-4/110/34/Jilid 2 (022) BAHAN KIMIA BERJADUAL	10-08-2022 11:04:58	Approved by OGA
9	View	Print	CWC082022000020	KLN.600-4/110/34/Jilid 2 (021) BAHAN KIMIA BERJADUAL	10-08-2022 09:24:56	Approved by OGA
10	View	Print	CWC082022000018	KLN.600-4/110/34/Jilid 3 (001) BAHAN KIMIA TIDAK BERJADUAL	08-08-2022 13:39:37	Approved by OGA

2. Select 'Approved by OGA' as the status, then click on Search.

3. Click 'View' button to view application details.

4. Click 'Print' button to print the Endorsement Letter

Figure 32



PIHAK BERKUASA KEBANGSAAN KONVENSYEN SENJATA KIMIA
(NATIONAL AUTHORITY FOR CHEMICAL WEAPONS CONVENTION)
KEMENTERIAN LUAR NEGERI MALAYSIA
(MINISTRY OF FOREIGN AFFAIRS MALAYSIA)

WISMA PUTRA
No 1, Jalan Wisma Putra, Presint 2
62602 PUTRAJAYA

Telefon : 03-8000 8000
Fax : 03-8889 4276
Laman Web : kln.gov.my/cwc

Ruj. Kami : KLN.600-4/110/34/Jilid 3

Tarikh : 19 October 2022

Senarai Edaran seperti di Lampiran 1

Tuan,

PENGESAHAN BAHAN KIMIA DI BAWAH AKTA KONVENSYEN SENJATA KIMIA

Adalah dengan segala hormatnya saya merujuk kepada perkara di atas dan permohonan [REDACTED] SDN BHD bertarikh 19 October 2022

2. Penilaian ringkas telah dibuat ke atas permohonan pihak Tuan. Sukacita dimaklumkan bahawa **bahan kimia berikut tidak dikategorikan sebagai bahan kimia berjadual di bawah Akta Konvensyen Senjata Kimia 2005:-**

NAMA SYARIKAT : [REDACTED]
NAMA IUPAC : as
NAMA DAGANGAN : sa
KOD HS : 8424909900
KOD CAS : qw

3. Sehubungan dengan itu, sebarang pekeksportan dan pengimportan bahan kimia tersebut tidak memerlukan sebarang kebenaran dari pihak kami. Walaubagaimanapun, ianya tidak terkecuali daripada Akta-Akta lain yang sedang dikuatkuasakan (sekiranya ada).

Sekian, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"

"BERKHIDMAT UNTUK NEGARA"

Saya Yang Menjalankan Amanah,

(Mohd Haniff Nazeer Ahamad)

Penolong Setiausaha

(Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan)



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CERT. NO. : QMS 03596

1/-

Figure 33: Endorsement Letter Sample

Section 6. Delete Application

This section shows the steps to delete an application. The system only allows deleting application in **DRAFT** status only.

The screenshot displays the 'Endorsement Letter Applications' interface. The search section includes filters for 'Endorsement Issuance Agency *' (National Authority Chemical Weapons Convention), 'Application ID', 'Application Category' (All), 'Application Date (From)', 'Application Date (To)', 'Endorsement No.', 'Status' (Draft), and 'Company Name'. A 'DELETE SELECTED DRAFT APPLICATIONS' button is visible above the table. The table lists five draft applications, with the fourth one selected. Red callouts provide instructions: '1. Application in draft status.' points to the 'Draft' status filter, and '2. Tick to select this application (draft only) and click Delete button to delete the selected application' points to the checked checkbox for application number 4.

No	View Details	Print	Application Date	Status
1	View		ADUAL 20-10-2022 19:23:28	Draft
2	View		ADUAL 20-10-2022 15:45:50	Draft
3	View		ADUAL 19-10-2022 10:39:02	Draft
<input checked="" type="checkbox"/> 4	View		ADUAL 28-09-2022 12:32:18	Draft
5	View		CWC092022000077 BAHAN KIMIA BERJADUAL 15-09-2022 14:51:11	Draft

Figure 34

Endorsement Letter Applications Tips

Search

Endorsement Issuance Agency *

Application ID Application Category

Application Date (From) Application Date (To)

Endorsement No.

Status Company Name

Applications

DELETE SELECTED DRAFT APPLICATIONS

<input type="checkbox"/>	No	View Details	Print	Application ID	Endorsement No	Application Category	Application Date	Status
<input type="checkbox"/>	1	<input type="button" value="View"/>		CWC102022000052		BAHAN KIMIA BERJADUAL	20-10-2022 19:23:28	Draft
<input type="checkbox"/>	2	<input type="button" value="View"/>		CWC102022000051		BAHAN KIMIA BERJADUAL	20-10-2022 15:45:50	Draft
<input type="checkbox"/>	3	<input type="button" value="View"/>		CWC102022000024		BAHAN KIMIA BERJADUAL	19-10-2022 10:39:02	Draft
<input checked="" type="checkbox"/>	4	<input type="button" value="View"/>		CWC092022000143		BAHAN KIMIA BERJADUAL	28-09-2022 12:32:18	Draft
<input type="checkbox"/>	5	<input type="button" value="View"/>		CWC092022000077		BAHAN KIMIA BERJADUAL	15-09-2022 14:51:11	Draft

3. Click this button to delete selected draft.

Figure 35

Delete Selected

!

Confirm to delete selected draft applications?

4. Click Yes to delete selected draft.

Figure 36

i

Selected draft endorsement applications have been deleted!

5. Draft successfully deleted. Click OK.

Figure 37

Section 7. View Endorsement Letter in eSTA

This section shows where to view the approved endorsement letter in the eSTA system. User can view the letter in the Endorsement Details section.

7.1. Logging in

You may login via

https://newsta.dagangnet.com.my/esta/login/login_notice.html

To login, please follow the steps below:



Figure 38

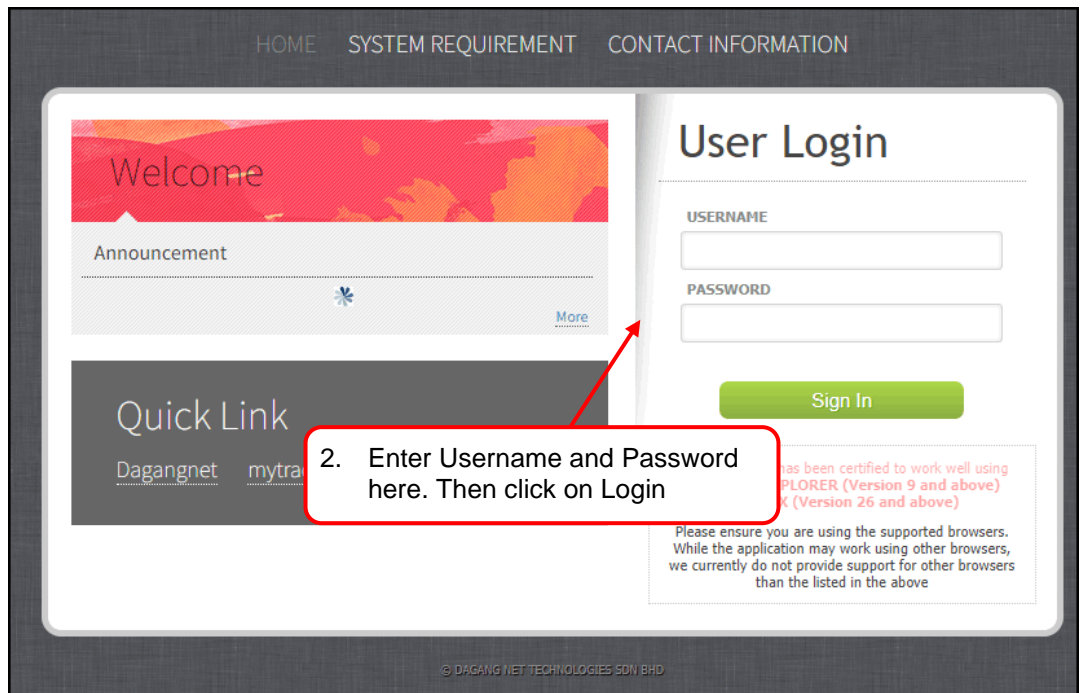
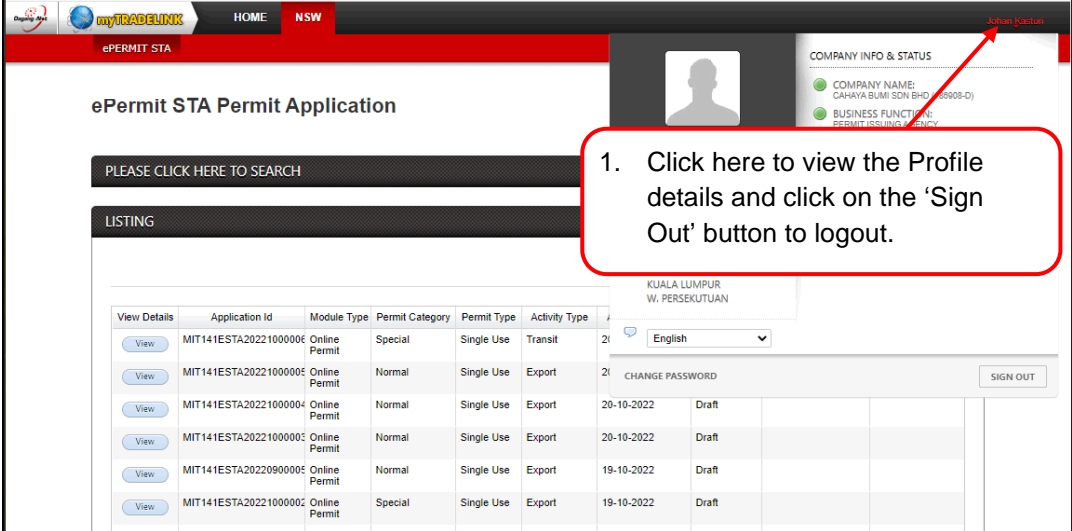


Figure 39


7.2. Log out



The screenshot shows the 'ePermit STA Permit Application' page. At the top, there are navigation tabs for 'HOME' and 'NSW', and a sub-tab for 'ePERMIT STA'. On the right, there is a 'COMPANY INFO & STATUS' section with a profile picture and company details. A red callout box with the number '1' points to the 'Sign Out' button in the top right corner. Below the callout, there is a search bar and a 'LISTING' section containing a table of permit applications.

View Details	Application Id	Module Type	Permit Category	Permit Type	Activity Type					
View	MIT141ESTA20221000000	Online Permit	Special	Single Use	Transit	20-10-2022				
View	MIT141ESTA20221000000	Online Permit	Normal	Single Use	Export	20-10-2022				
View	MIT141ESTA20221000000	Online Permit	Normal	Single Use	Export	20-10-2022	Draft			
View	MIT141ESTA20221000000	Online Permit	Normal	Single Use	Export	20-10-2022	Draft			
View	MIT141ESTA20220900000	Online Permit	Normal	Single Use	Export	19-10-2022	Draft			
View	MIT141ESTA20221000000	Online Permit	Special	Single Use	Export	19-10-2022	Draft			

Figure 40



The screenshot shows the 'ePERMIT STA' menu. A red callout box with the number '2' points to the 'Permit' menu item. The navigation tabs 'HOME' and 'NSW' are visible at the top.

Figure 41

ePermit STA Permit Application Tips

PLEASE CLICK HERE TO SEARCH ^

Application Date (From)
 Application Date (To)
 By Module Type
 Permit Category

Activity Type
 Permit Type
 By Status
 Application ID

Permit No.
 Company Name

3. Create new application to view application details.

LISTING ^

View Details	Application Id	Module Type	Permit Category	Permit Type	Activity Type	Application Date	Status	Action	PIA Reference No.
<input type="button" value="View"/>	MIT141ESTA20220800012	Online Permit	Normal	Single Use	Export	08-08-2022	Acknowledged by Customs		STA/MIT/E/0004/08
<input type="button" value="View"/>	MIT141ESTA20220800004	Online Permit	Normal	Single Use	Export	05-08-2022	Draft		
<input type="button" value="View"/>	MIT141ESTA20220800011	Online Permit	Normal	Single Use	Export	05-08-2022	Acknowledged by Customs		STA/MIT/E/0003/08
<input type="button" value="View"/>	MIT141ESTA20220800010	Online Permit	Normal	Single Use	Export	05-08-2022	Submitted to PIA		
<input type="button" value="View"/>	MIT141ESTA20220800005	Online Permit	Normal	Single Use	Export	02-08-2022	Acknowledged by Customs		STA/MIT/E/0002/08

Figure 42

Apply Export Permit ✕

PIA Name *

Branch *

Module Type *

Permit Category *

Activity Type *

4. Enter the details and click here to create new application

Figure 43

ePermit STA Permit Application: MIT141ESTA20221000010 Tips

[BACK TO MAIN](#)

Selection Details ^

PIA Name MINISTRY OF INT. TRADE AND INI	Branch Kuala Lumpur	Module Type Online Permit	Permit Category Normal
Activity Type Export	Permit Type Single Use		

Applicant Details v

Consignee Details v

Recipient Details v

End User Details v

Transportation Details v

Endorsement Details v

Endorsement No [SEARCH](#)

Trader Name	IUPAC Name	CAS Number	HS Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Export Items v

[NEW](#)

View Details	Category Code	Tariff Code	PIA Quantity	PIA UOM	Unit Price	Total
10						
Page 1 of 1						
No items						
TOTAL						<input type="text"/>

Document Type	Document Name	File Name	Attach
	* MIT141ESTA20221000010_End User Statement		attach
	* MIT141ESTA20221000010_Technical Specification		attach
	MIT141ESTA20221000010_Other documents		attach

5. Fill up all the required details and in the Endorsement Details section, click this button to search for the approved Endorsement Letter

Figure 44

Endorsement

6. All approved Endorsement Letter will be listed in this table. Click this button to add

View Details	Endorsement No	CAS Number	HS Code
View	KLN.600-4/110/34/Jilid 3 (024)	qwe	3920993100
View	KLN.600-4/110/34/Jilid 3 (025)	a	3920993100
View	KLN.600-4/110/34/Jilid 3 (025)	zxc	zxc
View	KLN.600-4/110/34/Jilid 3 (020)	sa	as
View	KLN.600-4/110/34/Jilid 3 (026)	TC1	Thionyl C
		123-45-6	3920993900

10 Page 1 of 1 Displaying 1 to 10 of 5 items

Figure 45

Endorsement Details

Endorsement No
 [SEARCH](#) [VIEW ENDORSEMENT LETTER](#)

Trader Name IUPAC Name CAS Number

7. Click on this button to view the letter

Export Items

Figure 46



PIHAK BERKUASA KEBANGSAAN KONVENSYEN SENJATA KIMIA
(NATIONAL AUTHORITY FOR CHEMICAL WEAPONS CONVENTION)
KEMENTERIAN LUAR NEGERI MALAYSIA
(MINISTRY OF FOREIGN AFFAIRS MALAYSIA)

WISMA PUTRA
No 1, Jalan Wisma Putra, Presint 2
62602 PUTRAJAYA

Telefon : 03-8000 8000
Fax : 03-8889 4276
Laman Web : kln.gov.my/cwc

Ruj. Kami : KLN.600-4/110/34/Jilid 3

Tarikh : 19 October 2022

Senarai Edaran seperti di Lampiran 1

Tuan,

PENGESAHAN BAHAN KIMIA DI BAWAH AKTA KONVENSYEN SENJATA KIMIA

Adalah dengan segala hormatnya saya merujuk kepada perkara di atas dan permohonan [REDACTED] SDN BHD bertarikh 19 October 2022

2. Penilaian ringkas telah dibuat ke atas permohonan pihak Tuan. Sukacita dimaklumkan bahawa **bahan kimia berikut tidak dikategorikan sebagai bahan kimia berjadual di bawah Akta Konvensyen Senjata Kimia 2005:-**

NAMA SYARIKAT : [REDACTED]
NAMA IUPAC : as
NAMA DAGANGAN : sa
KOD HS : 8424909900
KOD CAS : qw

3. Sehubungan dengan itu, sebarang pekeksportan dan pengimportan bahan kimia tersebut tidak memerlukan sebarang kebenaran dari pihak kami. Walaubagaimanapun, ianya tidak terkecuali daripada Akta-Akta lain yang sedang dikuatkuasakan (sekiranya ada).

Sekian, terima kasih.

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(Mohd Haniff Nazeer Ahamad)

Penolong Setiausaha

(Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan)



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1/-

Figure 47: Approved Endorsement Letter

-End of Manual-

This user manual shall be updated as and when required.