ePermit

SIRIM QAS International Sdn. Bhd.

SIRIM COA Waste and Scrap

Trader/ Forwarding Agent Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.2

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Revision History

The release history of this document is as follows;

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Implementation Date	14 February, 2022

Version	Date	Author	Description of Amendment
1.0	July, 2021	Suryati	• Initial Copy
1.1	January, 2022	Suryati	• Change title to SIRIM QAS International Sdn. Bhd
1.2	February, 2022	Suryati	• Update section 4: New COA Application • Update section 5: COA Printing • Update OGA Payment Screen

Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
SIRIM	Standard and Industrial Research Institute of Malaysia
COA	Certificate of Approval
OGA	Other Government Agencies
ASP	Application Service Provider
SMK	Sistem Maklumat Kastam
PIA	Permit Issuance Agencies
FA	Forwarding Agent

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Section 1. Introduction

SIRIM is a corporate organisation owned wholly by the Malaysian government to be the national organisation for standards and quality, and as a promoter of technological excellence in the Malaysian industry.

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. What is ePermit SIRIM COA?

Import of metal products for industrial usage requires the Certificate of Approval (COA) certifying that the imports conform to Malaysian standards or equivalent international standards. ePermit SIRIM COA allows traders/ FA to apply the COA directly from the system.

1.3. 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.

1.4. 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

ii. Forwarding Agents

1.5. About This Document

This publication is to provide an overview on how Traders/ FA can apply Certificate of Approval (COA), make payment, printing and deeper understand on the system with step by step helps.

1.6. 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.

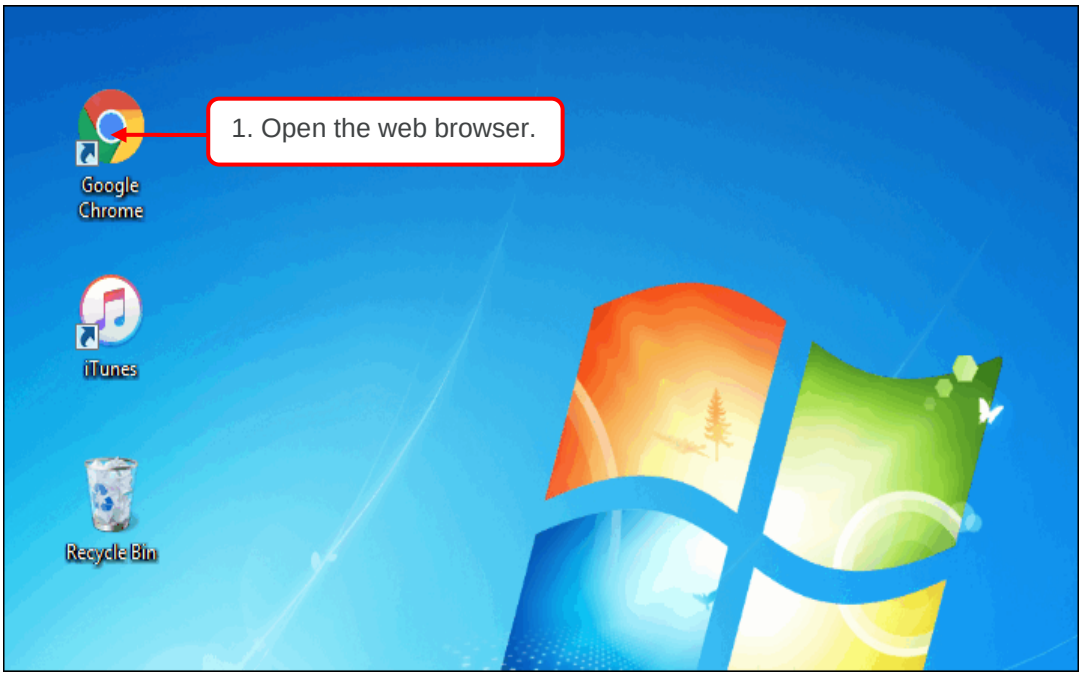

Figure 1

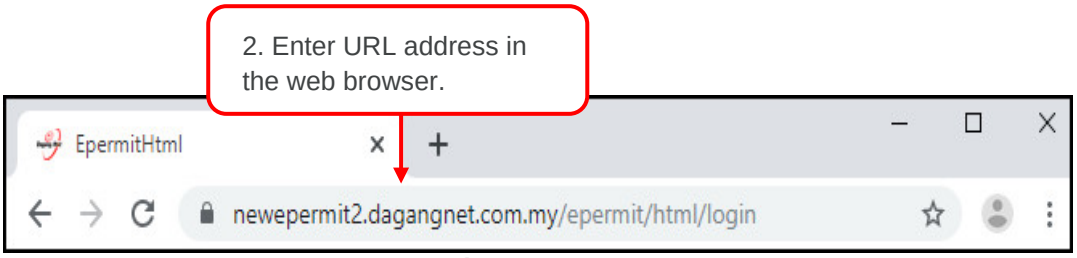

Figure 2

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

2.2. Log In

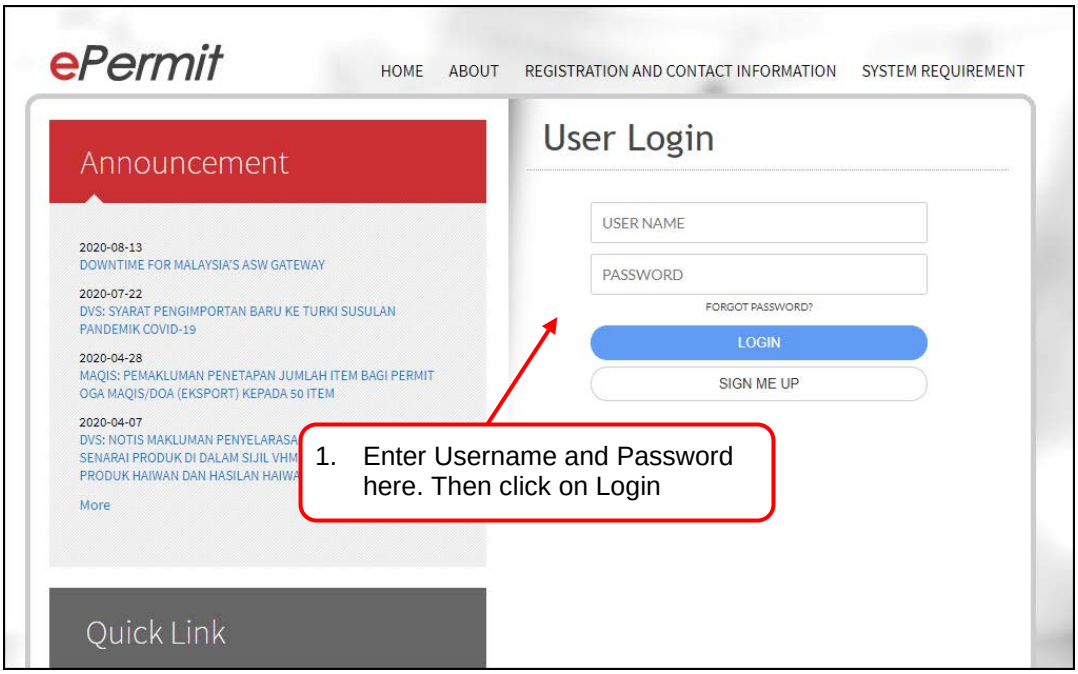

Figure 3

2.3. Log out

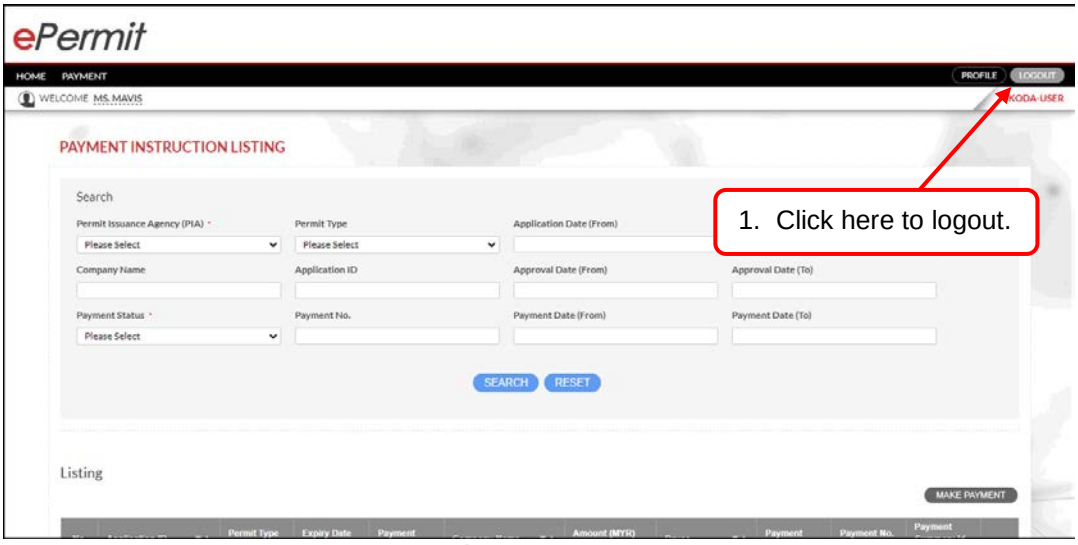

Figure 4

Section 3. Trader Listing

This section shows the steps to search for application from the listing.

Figure 5

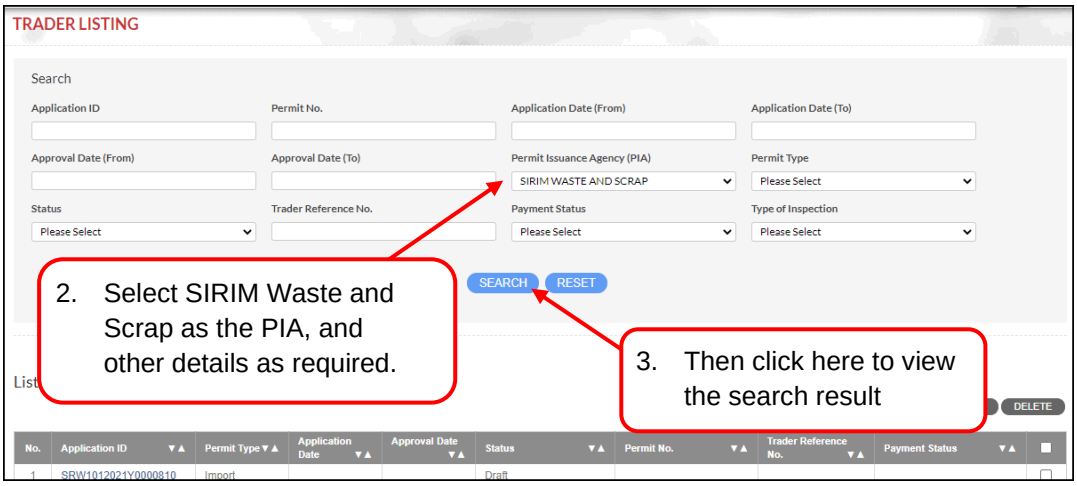

Figure 6

© Dagang Net 2022

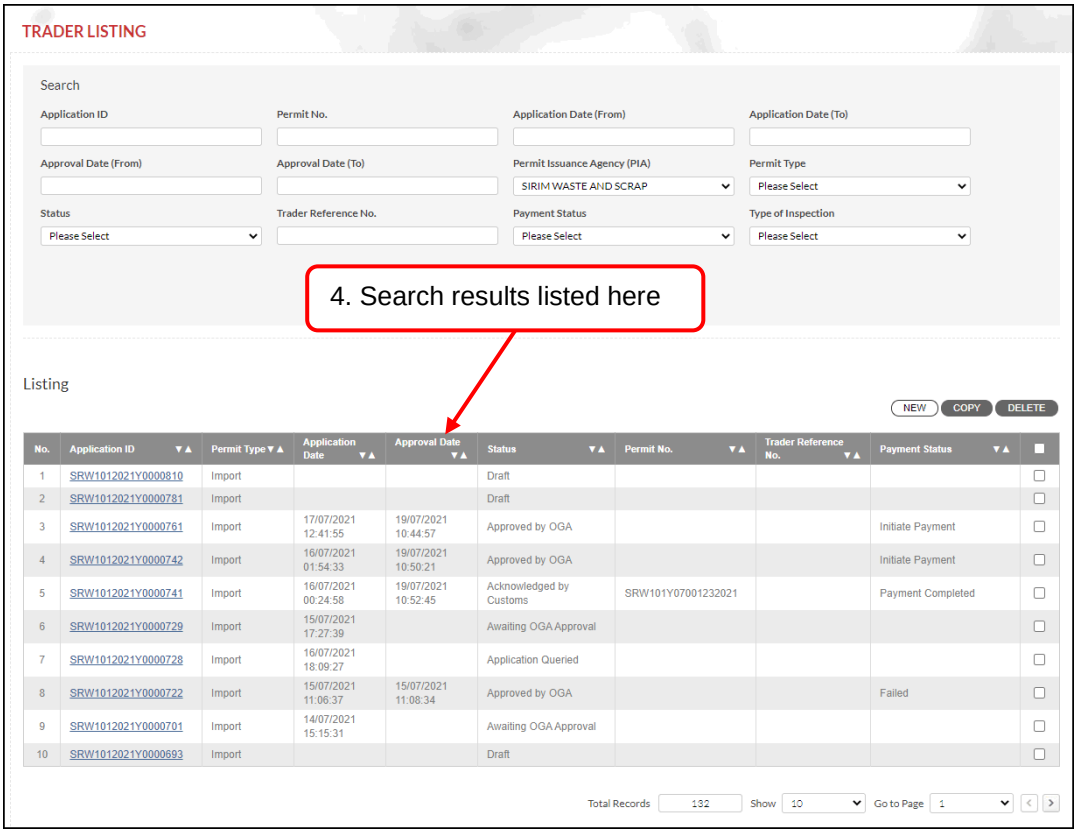
TRADER LISTING
Search
Application ID
Permit No.
Application Date (From)
Application Date (To)
Approval Date (From)
Approval Date (To)
Permit Issuance Agency (PIA)
SIRIM WASTE AND SCRAP
Permit Type
Please Select
Status
Please Select
Trader Reference No.
Payment Status
Please Select
Type of Inspection
Please Select
4. Search results listed here
Listing
NEW
COPY
DELETE
No.
Application ID
Permit Type
Application Date
Approval Date
Status
Permit No.
Trader Reference No.
Payment Status
1 SRW1012021Y0000810 Import Draft
2 SRW1012021Y0000781 Import Draft
3 SRW1012021Y0000761 Import 17/07/2021 12:41:55 19/07/2021 10:44:57 Approved by OGA Initiate Payment
4 SRW1012021Y0000742 Import 16/07/2021 01:54:33 19/07/2021 10:50:21 Approved by OGA Initiate Payment
5 SRW1012021Y0000741 Import 16/07/2021 00:24:58 19/07/2021 10:52:45 Acknowledged by Customs SRW101Y07001232021 Payment Completed
6 SRW1012021Y0000729 Import 15/07/2021 17:27:39 Awaiting OGA Approval
7 SRW1012021Y0000728 Import 16/07/2021 18:09:27 Application Queried
8 SRW1012021Y0000722 Import 15/07/2021 11:06:37 15/07/2021 11:08:34 Approved by OGA Failed
9 SRW1012021Y0000701 Import 14/07/2021 15:15:31 Awaiting OGA Approval
10 SRW1012021Y0000693 Import Draft
Total Records 132
Show 10
Go to Page 1

Figure 7

Section 4. New COA Application

ePermit system allows users to make COA application directly from the system. Users can also keep track the status of their application thru this system.

4.1. Create New Application

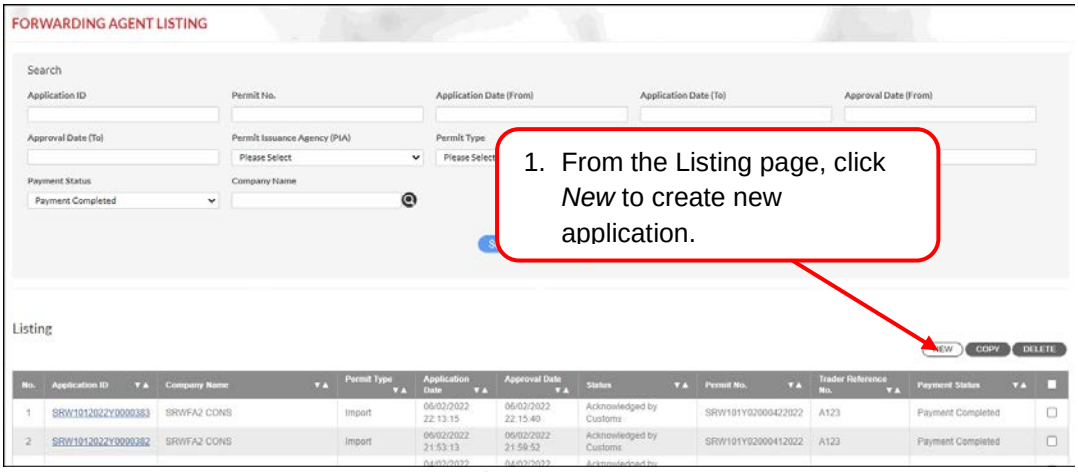

Figure 8

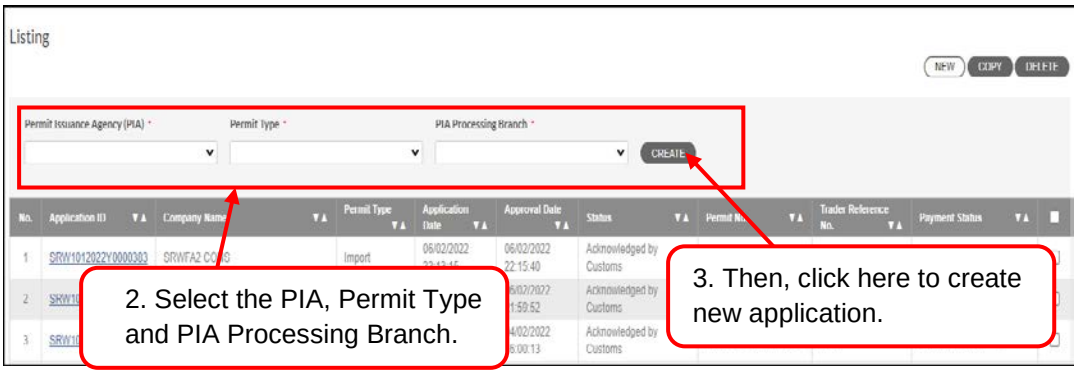

Figure 9

© Dagang Net 2022

4.2. Application Details

Once new application is created, the application page will be displayed.

All application basic details will be auto populated based on registered account number. Please fill up other details such as consignor and agent details as required. Details in red boxes are mandatory.

4.2.1. Basic Details

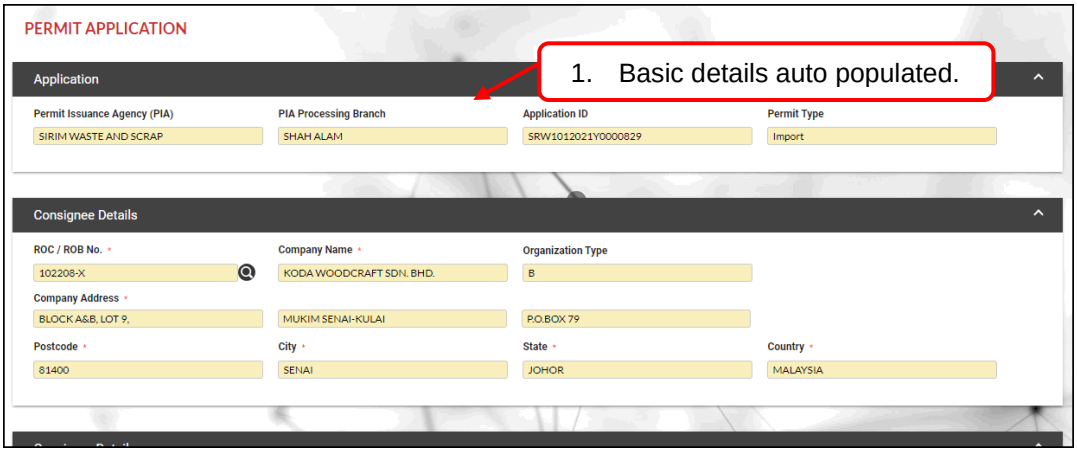

Figure 10

4.2.2. Consignee, Consignor, Agent, ML/ICA 10 and Applicant Details

Please use the same steps to add details.

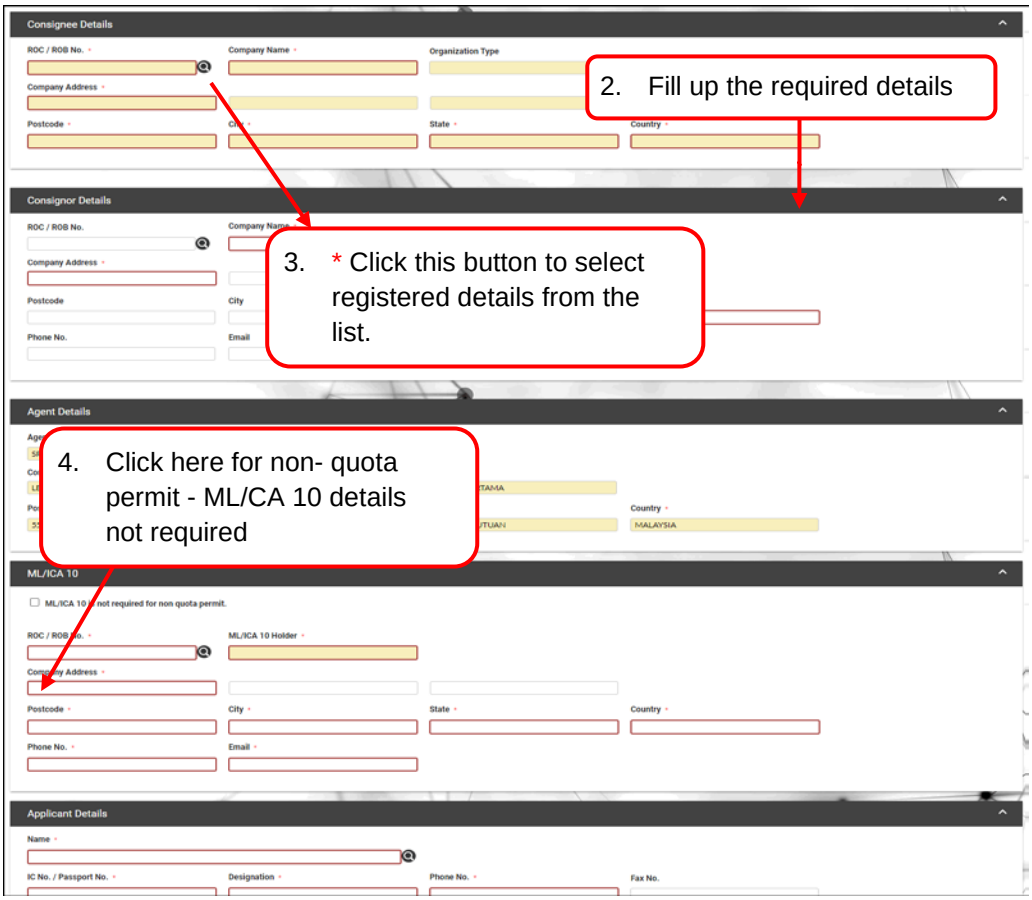

Figure 11

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

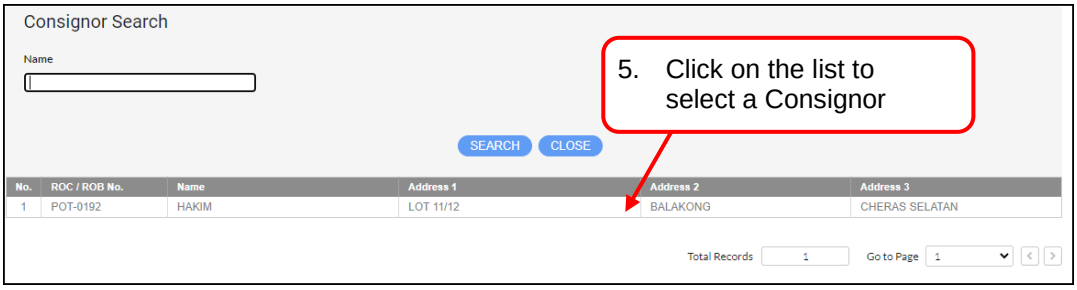

Figure 12

© Dagang Net 2022

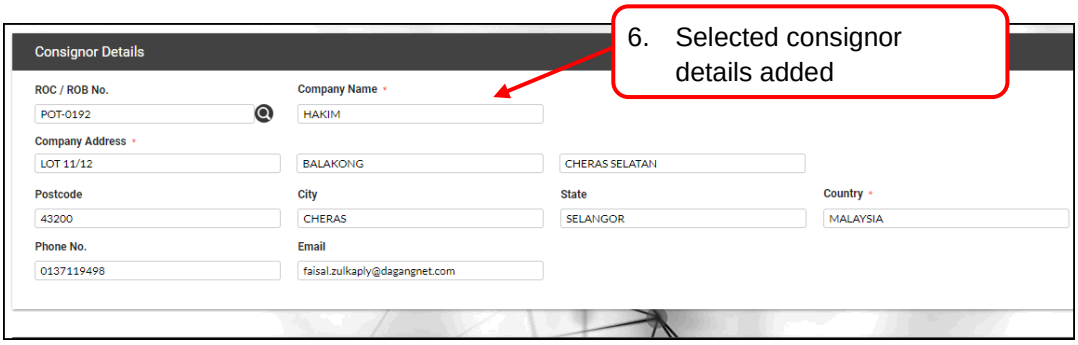

Figure 13

4.2.3. Application Details

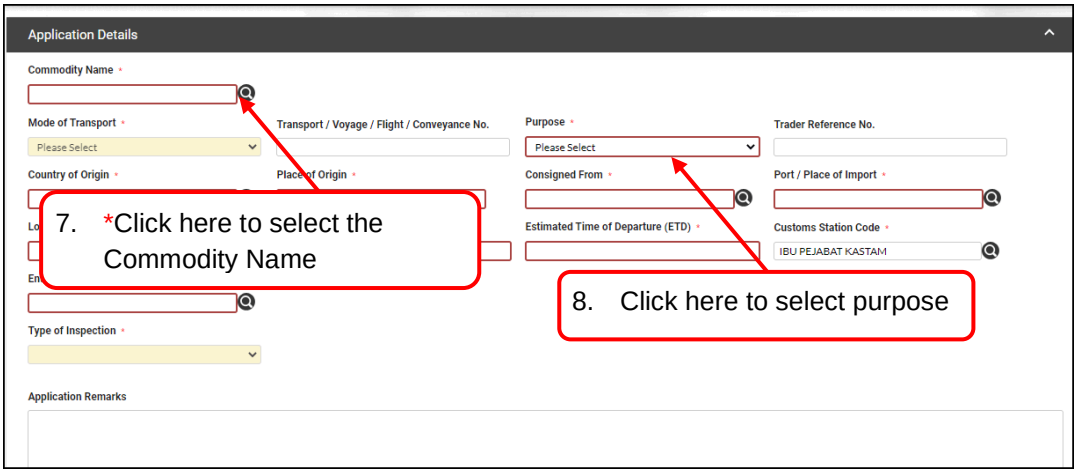

Figure 14

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

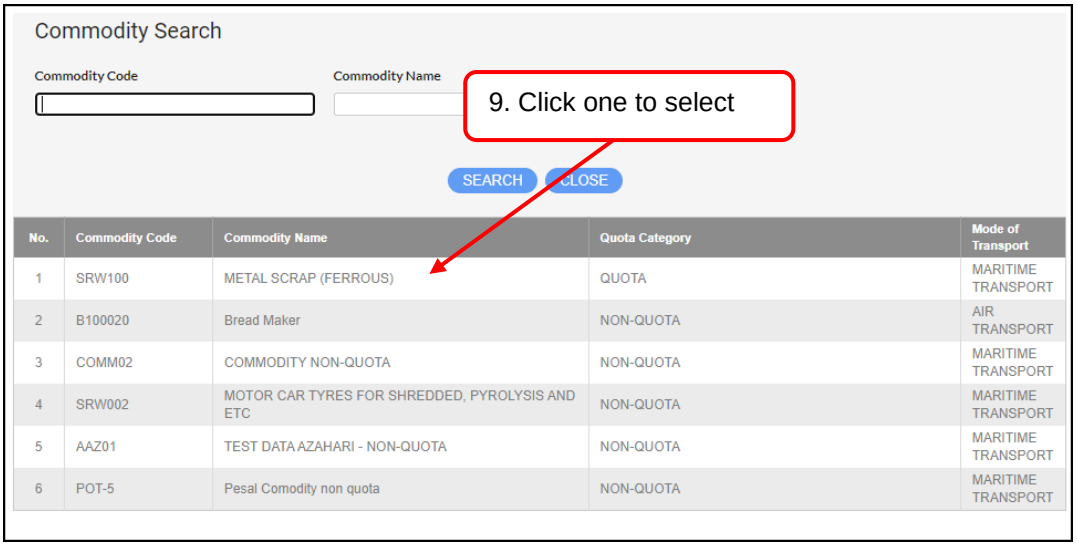

Figure 15

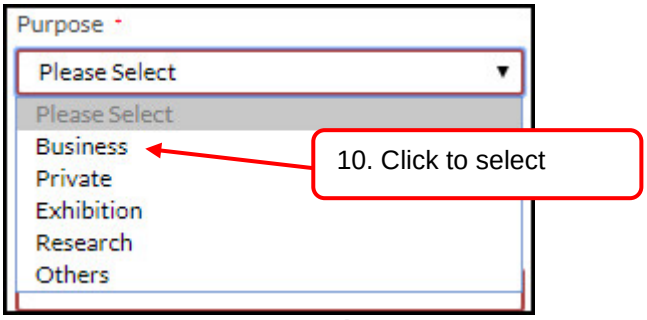

Figure 16

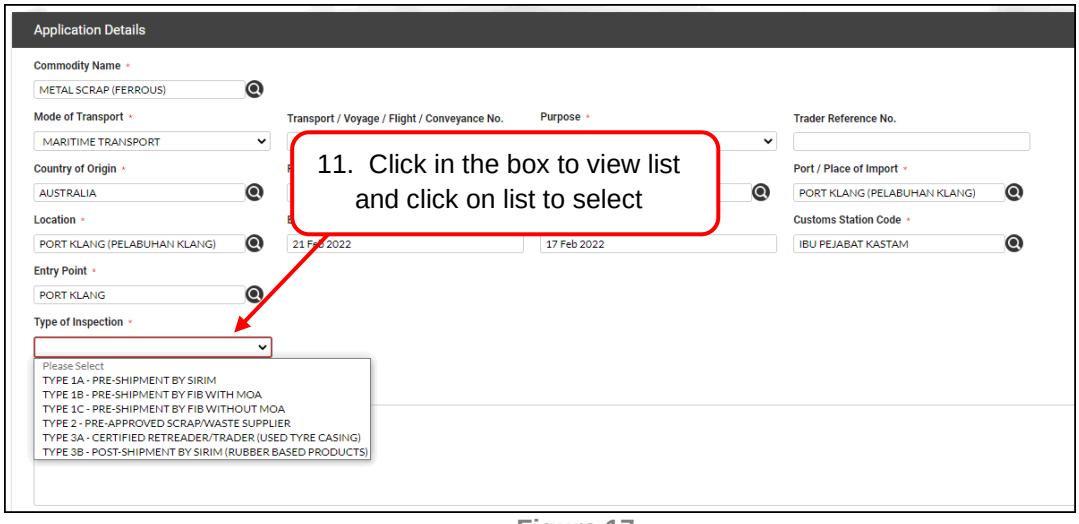

Figure 17

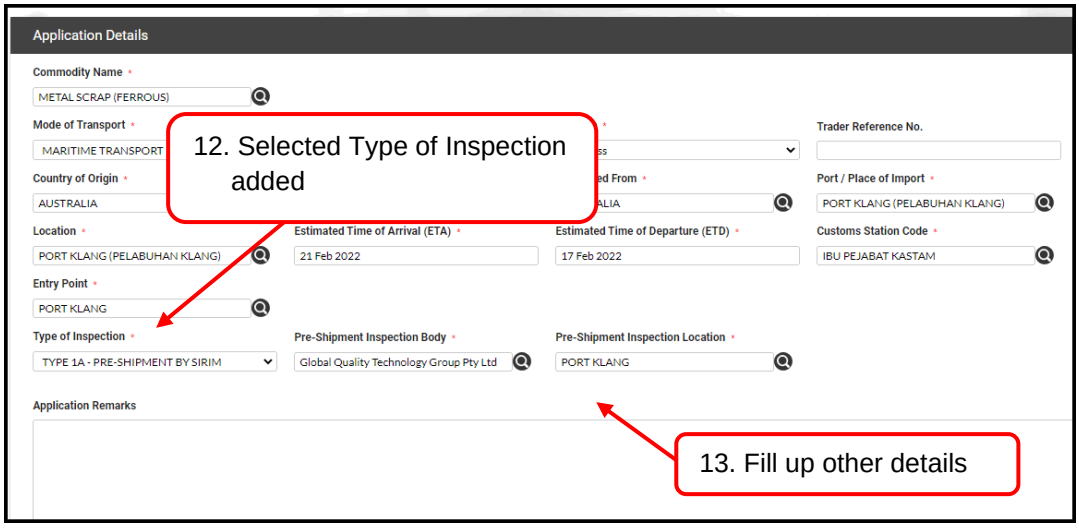

Figure 18

4.2.4. Additional Details

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

Figure 19

4.2.5. Item Details

Figure 20

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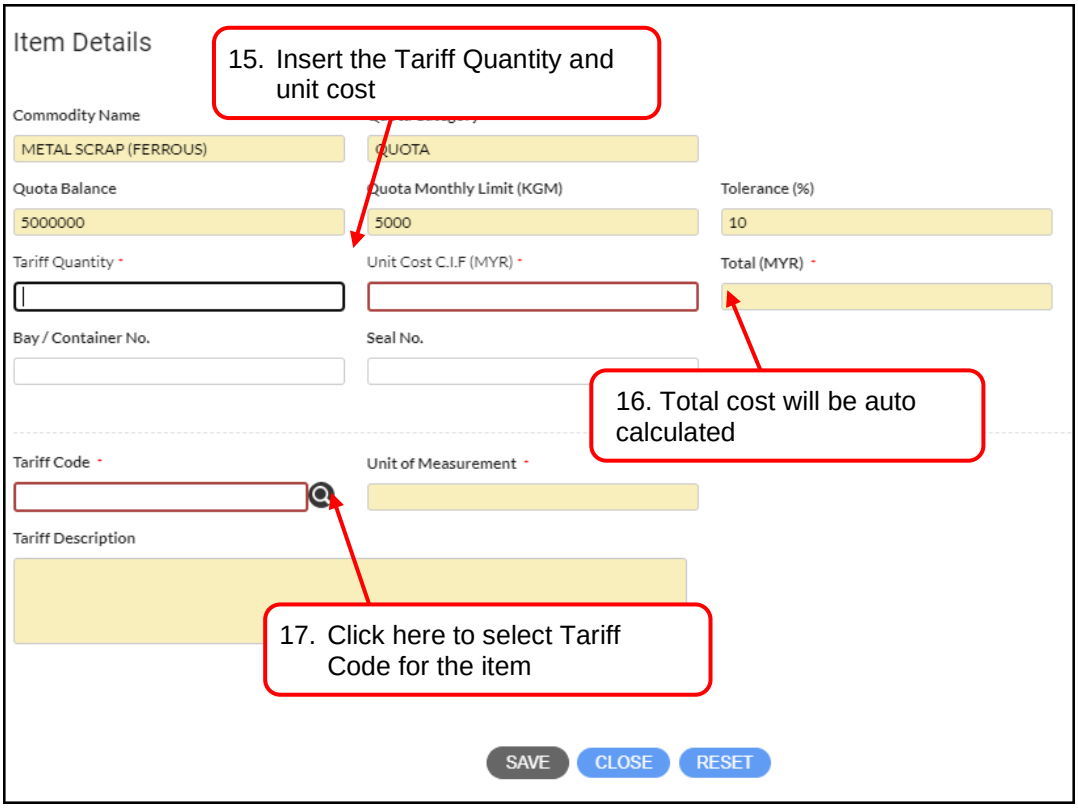


Figure 21

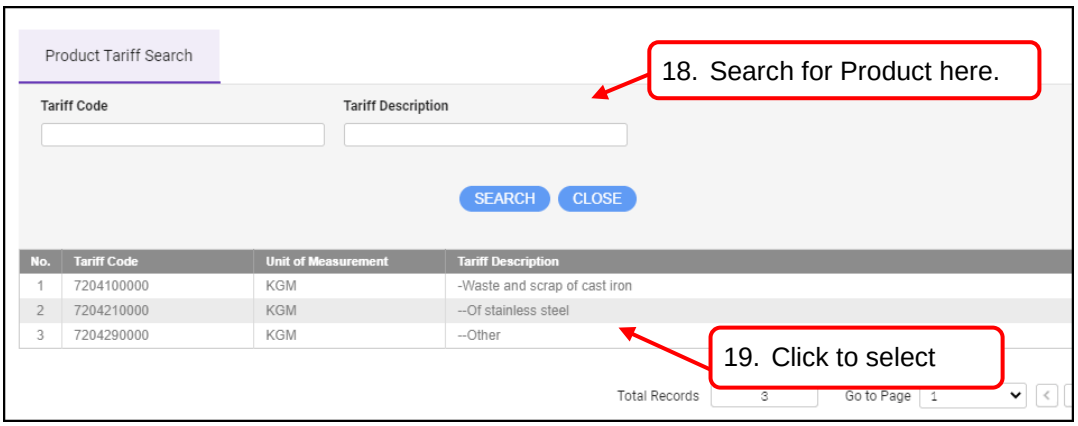


Figure 22

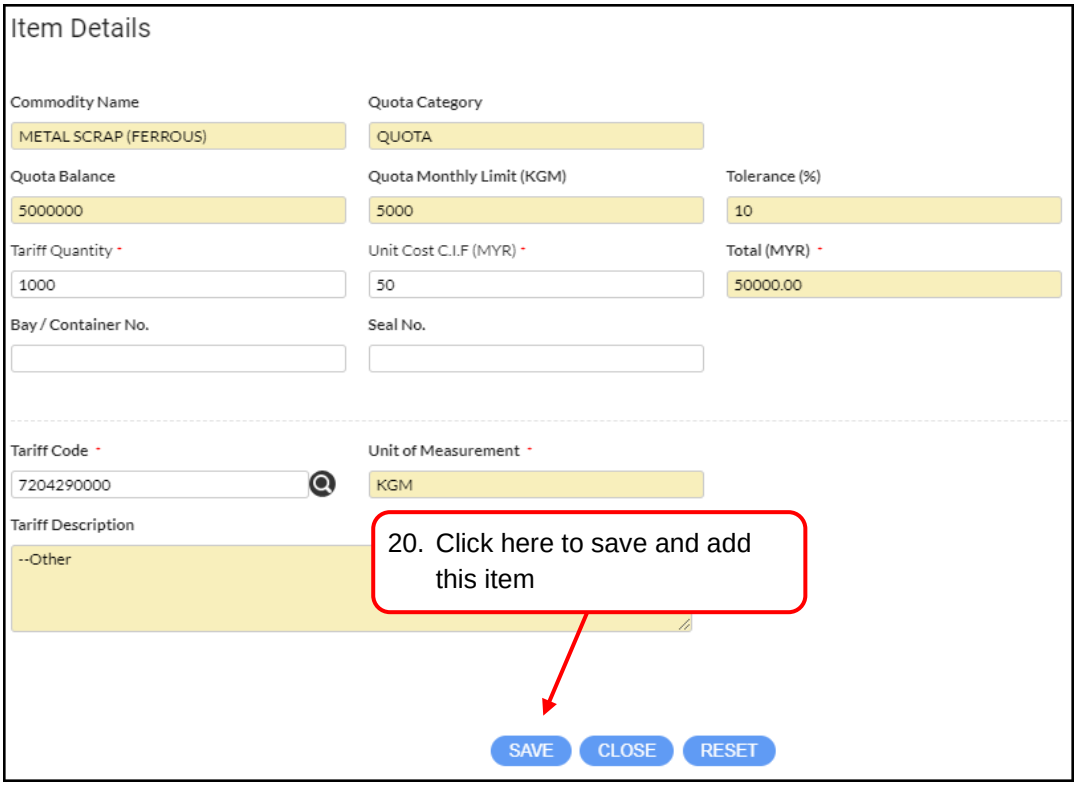


Figure 23

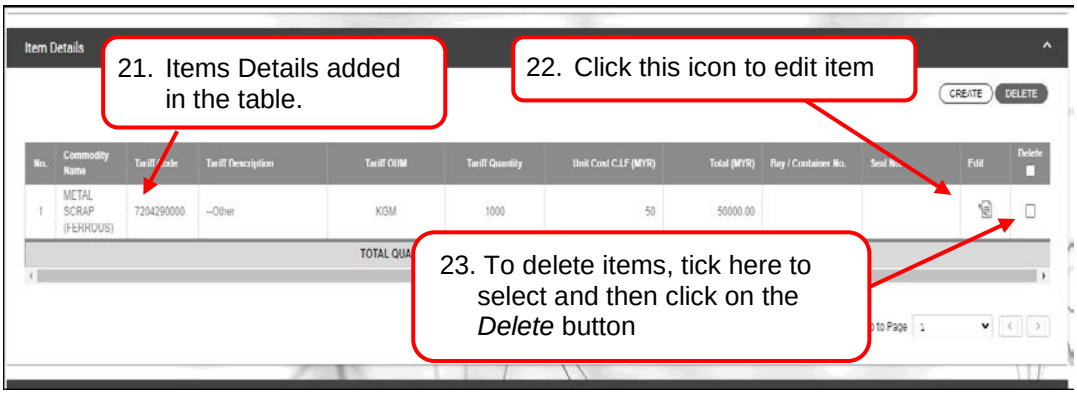


Figure 24

4.2.6. Attachment

Each application is required to add supporting documents for approval process. Total maximum size allowed for attachment is 10MB (10,240 KB).

Agreement with ML/ICA 10 is mandatory to submit if you are a trader/ agent on behalf of trader.

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

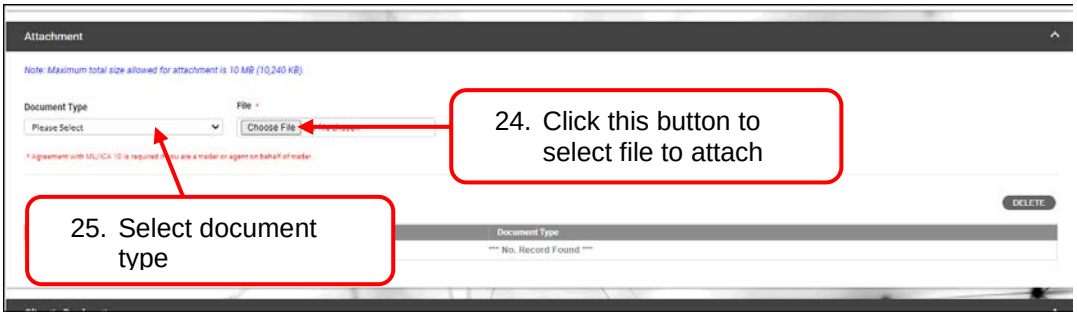


Figure 25

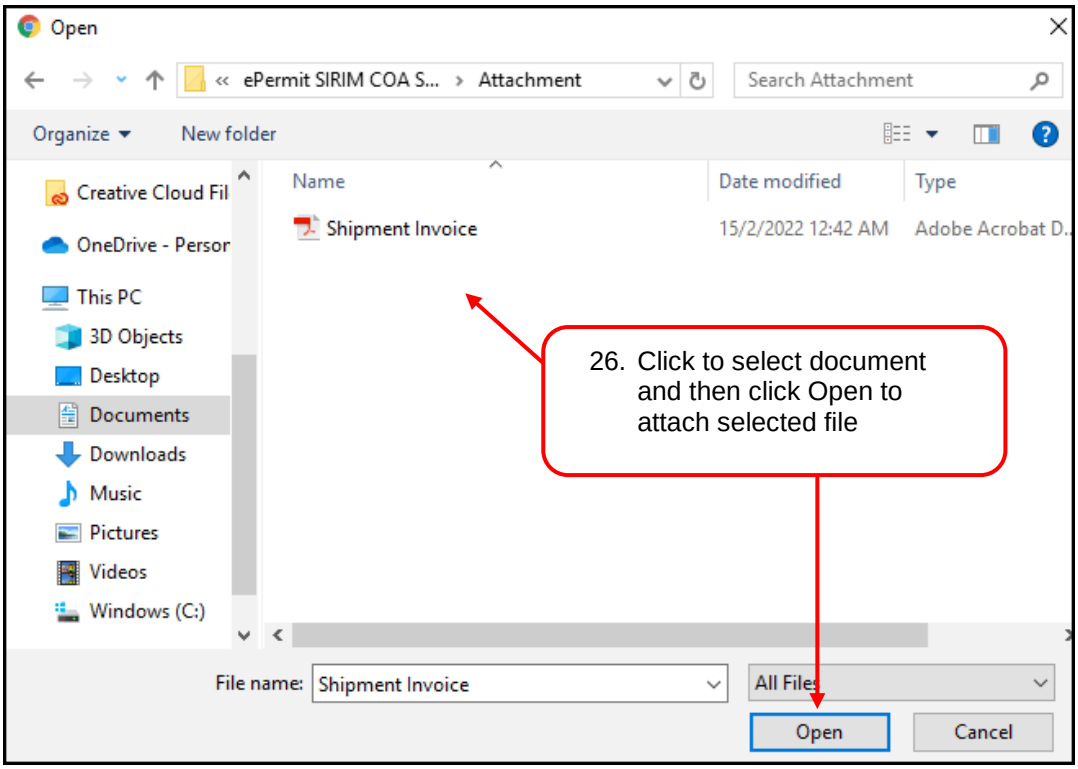


Figure 26

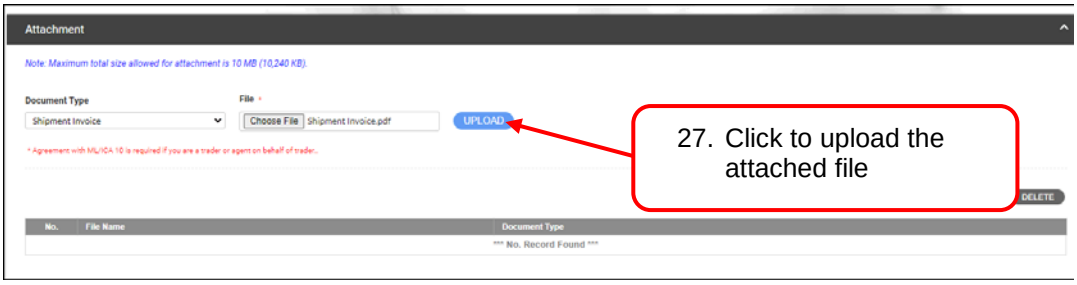


Figure 27

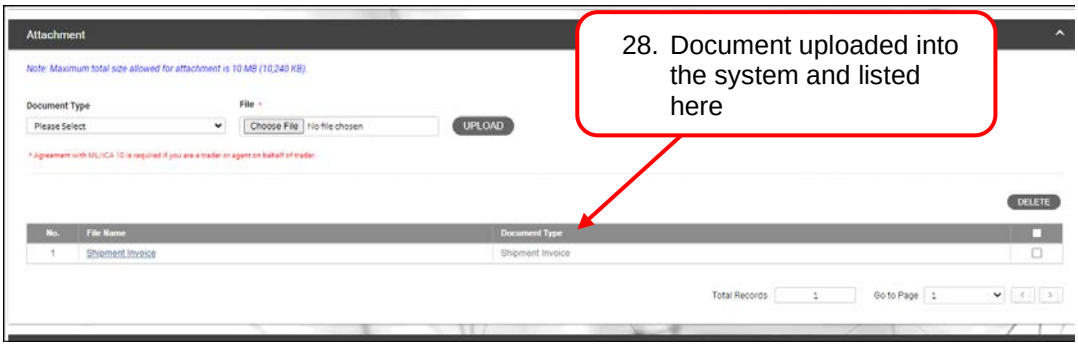


Figure 28

4.2.7. Submit New Application

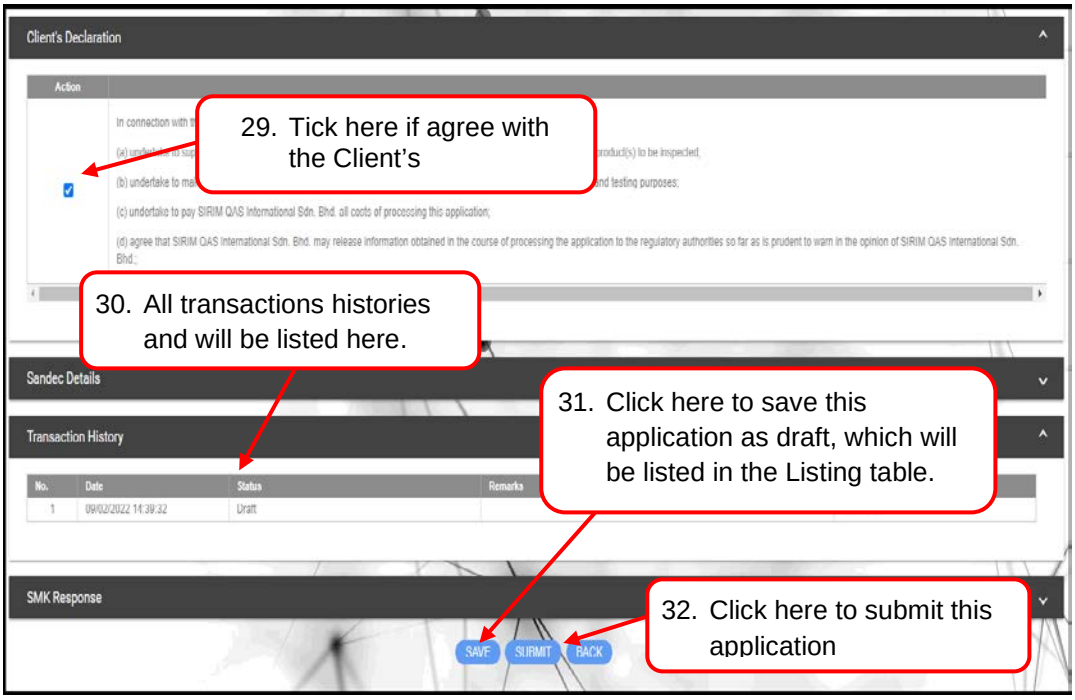


Figure 29

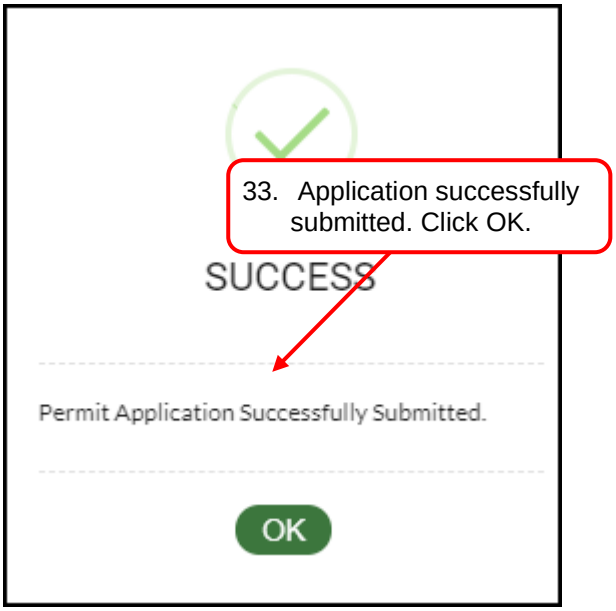


Figure 30

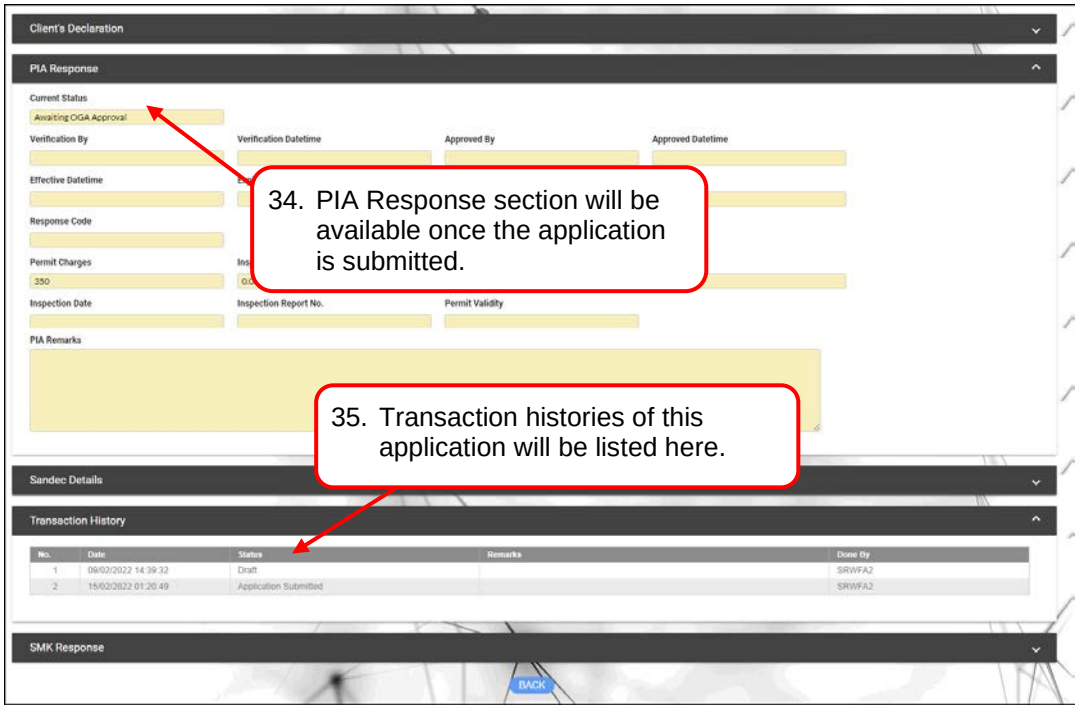


Figure 31

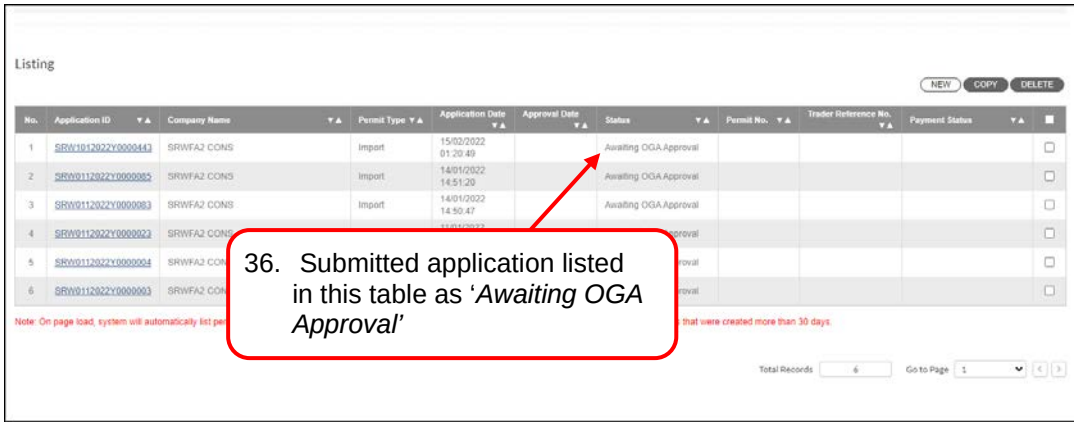

Listing
NEW
COPY
DELETE
No.
Application ID
Company Name
Permit Type
Application Date
Approval Date
Status
Permit No.
Trader Reference No.
Payment Status
1
SRW1012022Y0000443
SRWFA2 CONS
Import
15/02/2022 01:20:49
Awaiting OGA Approval
2
SRW0112022Y0000085
SRWFA2 CONS
Import
14/01/2022 14:51:20
Awaiting OGA Approval
3
SRW0112022Y0000083
SRWFA2 CONS
Import
14/01/2022 14:50:47
Awaiting OGA Approval
4
SRW0112022Y0000023
5
SRW0112022Y0000004
6
SRW0112022Y0000003
Total Records
6
Go to Page
1
36. Submitted application listed in this table as '*Awaiting OGA Approval*'

Figure 32

Section 5. COA Printing

This section shows the steps for Trader/ FA to display permit for printing or download after the payment for permit fee has been completed.

Once user login, system will display the Listing page, or user can click on HOME button from the menu as in image below.

Figure 33

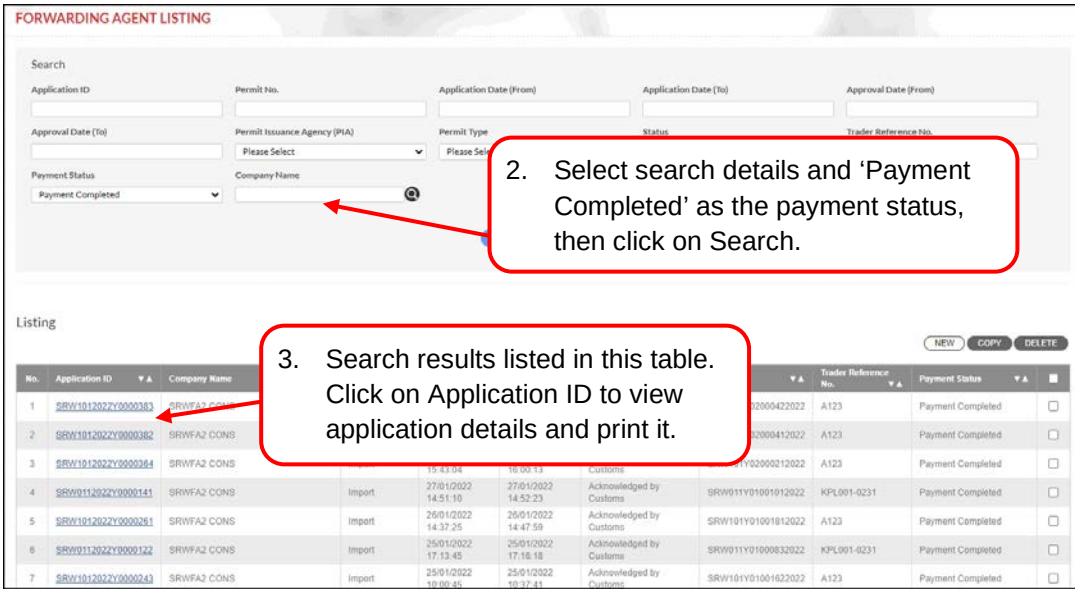


Figure 34

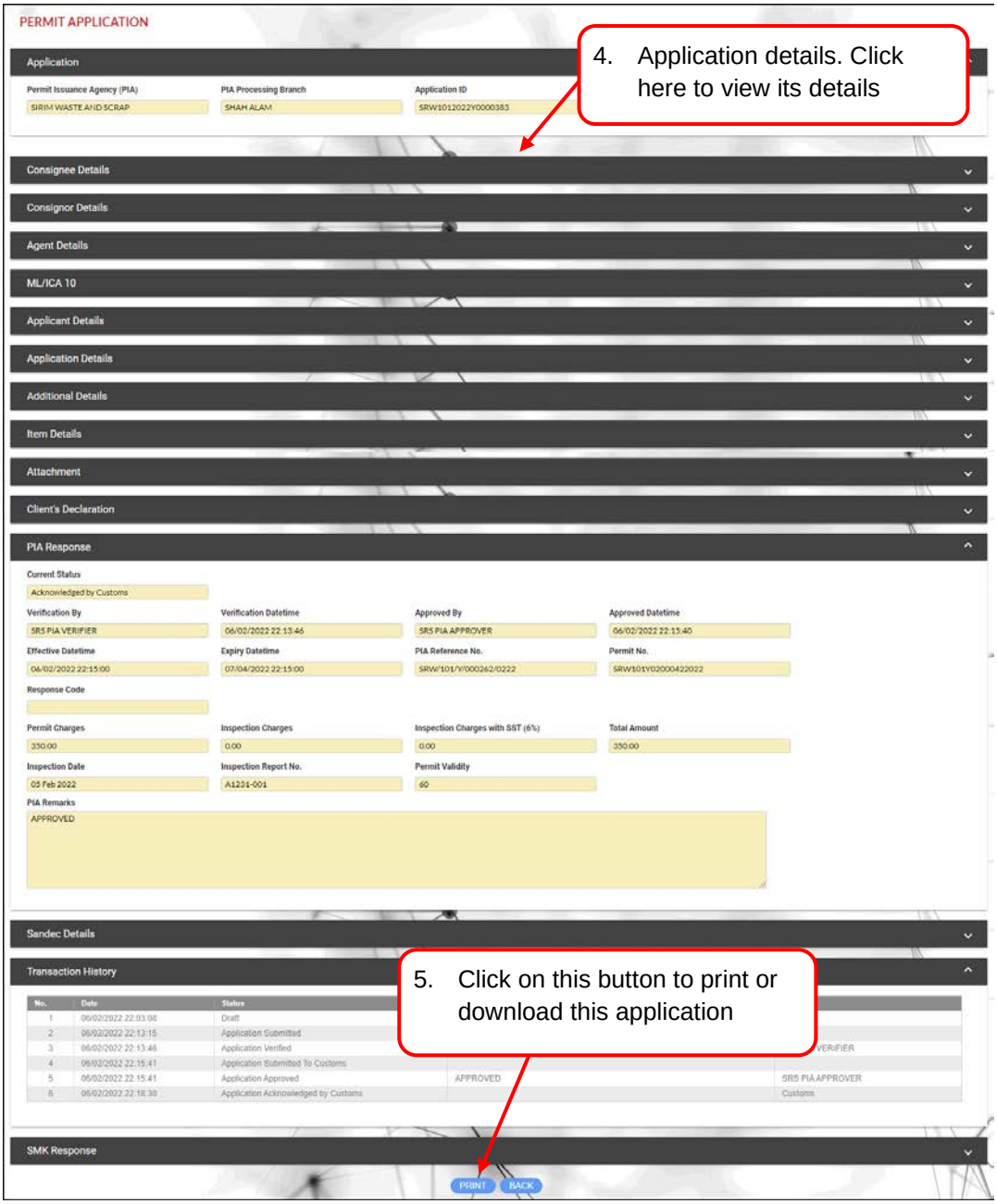
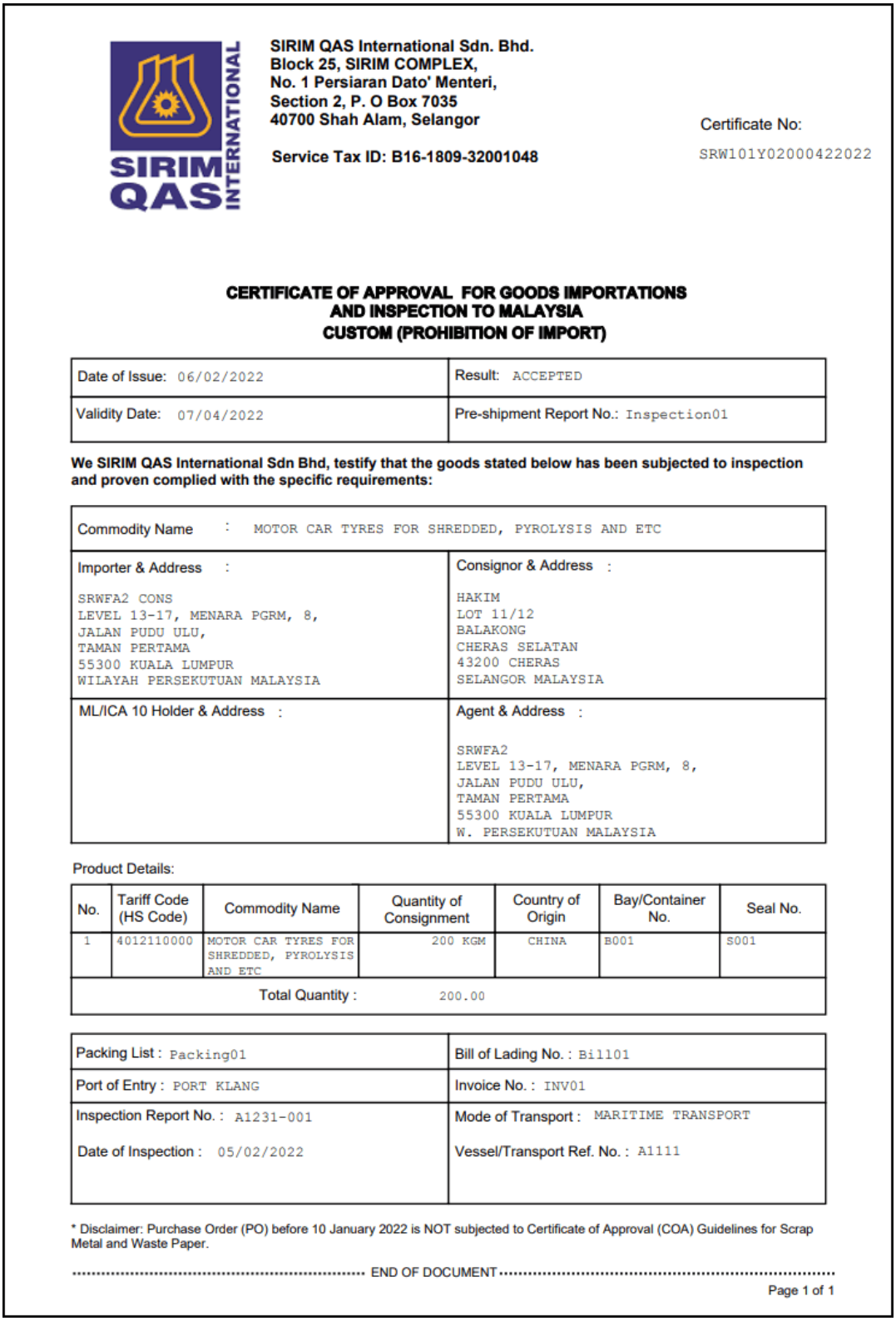

PERMIT APPLICATION
4. Application details. Click here to view its details
Application
Permit Issuance Agency (PIA)
SIRIM WASTE AND SCRAP
PIA Processing Branch
SHAH ALAM
Application ID
SRW1012022Y0000383
Consignee Details
Consignor Details
Agent Details
ML/ICA 10
Applicant Details
Application Details
Additional Details
Item Details
Attachment
Client's Declaration
PIA Response
Current Status
Acknowledged by Customs
Verification By
SRS PIA VERIFIER
Verification Datetime
06/02/2022 22:13:46
Approved By
SRS PIA APPROVER
Approved Datetime
06/02/2022 22:15:40
Effective Datetime
06/02/2022 22:15:00
Expiry Datetime
07/04/2022 22:15:00
PIA Reference No.
SRW/101/Y/000262/0222
Permit No.
SRW101Y02000422022
Response Code
Permit Charges
350.00
Inspection Charges
0.00
Inspection Charges with SST (6%)
0.00
Total Amount
350.00
Inspection Date
05 Feb 2022
Inspection Report No.
A1231-001
Permit Validity
60
PIA Remarks
APPROVED
Sandec Details
Transaction History
5. Click on this button to print or download this application
No.
Date
Status
1
06/02/2022 22:03:08
Draft
2
06/02/2022 22:13:15
Application Submitted
3
06/02/2022 22:13:46
Application Verified
VERIFIER
4
06/02/2022 22:15:41
Application Submitted To Customs
5
06/02/2022 22:15:41
Application Approved
APPROVED
SRS PIA APPROVER
6
06/02/2022 22:18:30
Application Acknowledged by Customs
Customs
SMK Response
PRINT
BACK

Figure 35



SIRIM QAS INTERNATIONAL

SIRIM QAS International Sdn. Bhd.
Block 25, SIRIM COMPLEX,
No. 1 Persiaran Dato' Menteri,
Section 2, P. O Box 7035
40700 Shah Alam, Selangor

Service Tax ID: B16-1809-32001048

Certificate No:
SRW101Y02000422022

CERTIFICATE OF APPROVAL FOR GOODS IMPORTATIONS AND INSPECTION TO MALAYSIA CUSTOM (PROHIBITION OF IMPORT)

Date of Issue: 06/02/2022	Result: ACCEPTED
Validity Date: 07/04/2022	Pre-shipment Report No.: Inspection01

We SIRIM QAS International Sdn Bhd, testify that the goods stated below has been subjected to inspection and proven complied with the specific requirements:

Commodity Name : MOTOR CAR TYRES FOR SHREDDED, PYROLYSIS AND ETC	
Importer & Address : SRWFA2 CONS LEVEL 13-17, MENARA PGRM, 8, JALAN PUDU ULU, TAMAN PERTAMA 55300 KUALA LUMPUR WILAYAH PERSEKUTUAN MALAYSIA	Consignor & Address : HAKIM LOT 11/12 BALAKONG CHERAS SELATAN 43200 CHERAS SELANGOR MALAYSIA
ML/ICA 10 Holder & Address :	Agent & Address : SRWFA2 LEVEL 13-17, MENARA PGRM, 8, JALAN PUDU ULU, TAMAN PERTAMA 55300 KUALA LUMPUR W. PERSEKUTUAN MALAYSIA

Product Details:

No.	Tariff Code (HS Code)	Commodity Name	Quantity of Consignment	Country of Origin	Bay/Container No.	Seal No.
1	4012110000	MOTOR CAR TYRES FOR SHREDDED, PYROLYSIS AND ETC	200 KGM	CHINA	B001	S001
Total Quantity : 200.00						

Packing List : Packing01	Bill of Lading No. : Bill01
Port of Entry : PORT KLANG	Invoice No. : INV01
Inspection Report No. : A1231-001 Date of Inspection : 05/02/2022	Mode of Transport : MARITIME TRANSPORT Vessel/Transport Ref. No. : A1111

* Disclaimer: Purchase Order (PO) before 10 January 2022 is NOT subjected to Certificate of Approval (COA) Guidelines for Scrap Metal and Waste Paper.

END OF DOCUMENT

Page 1 of 1

Figure 36: COA Printing Sample

Section 6. Copy Application

This section shows the steps to copy an application, where users can save time on data entry.

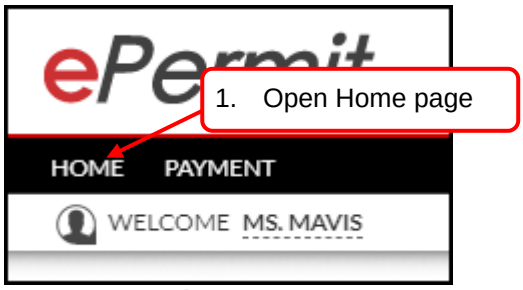


Figure 37

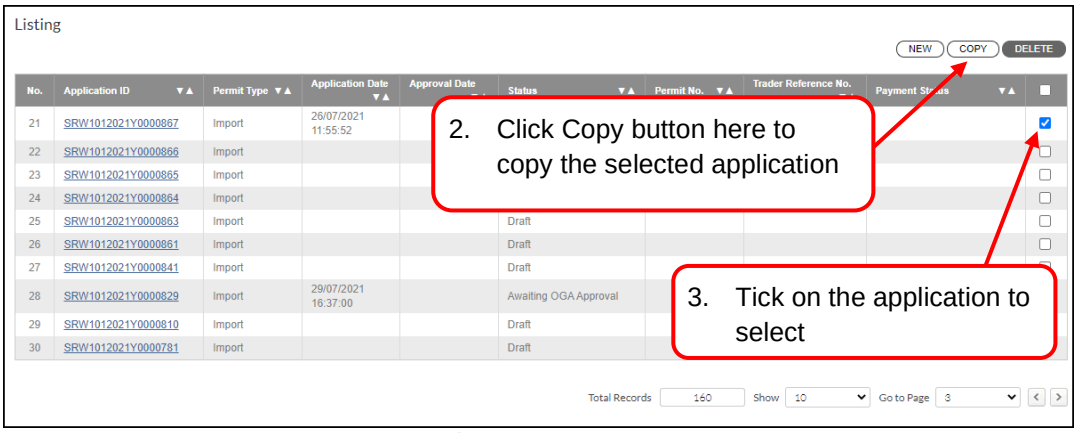


Figure 38

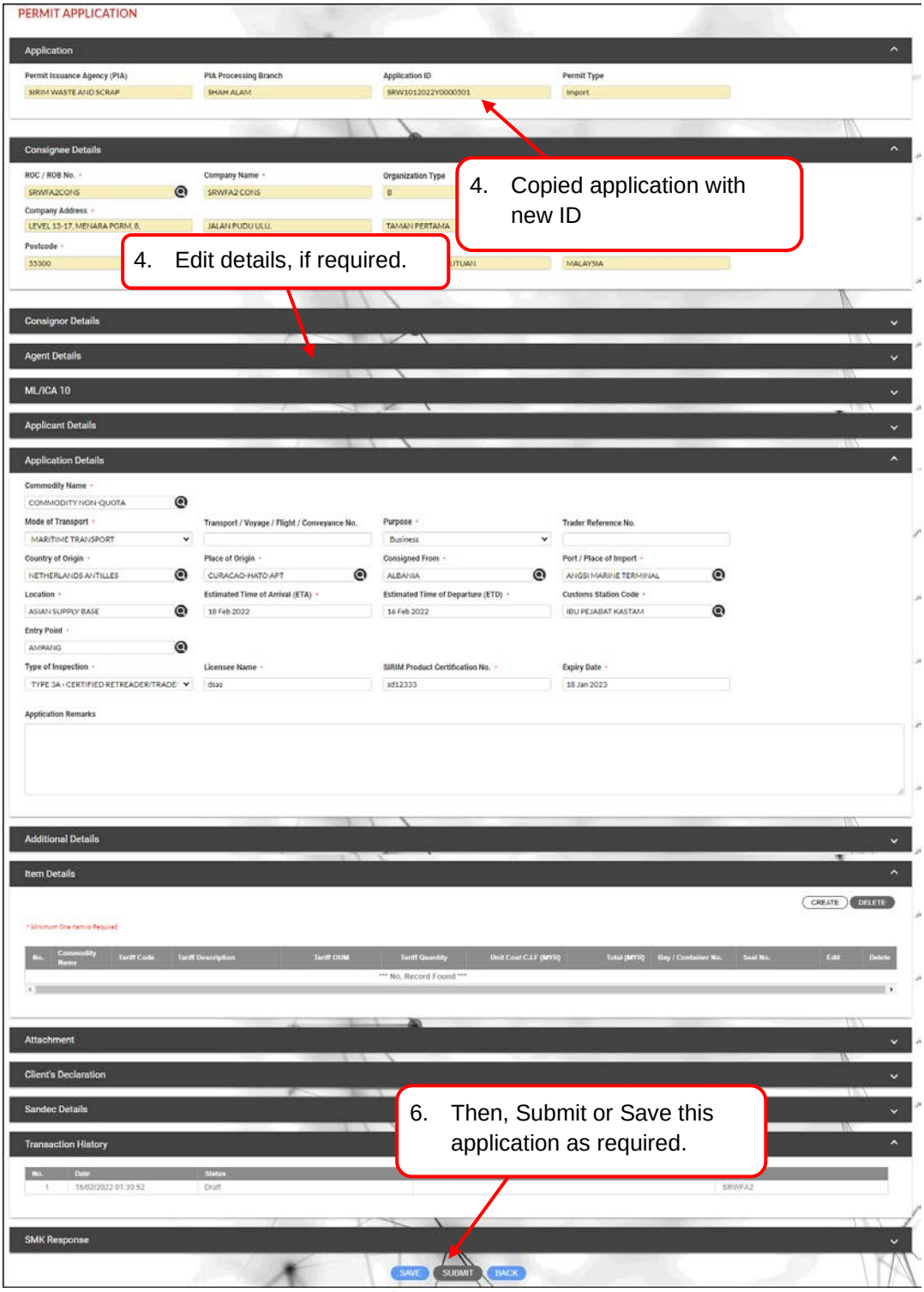

PERMIT APPLICATION
Application
Permit Issuance Agency (PIA)
SIRIM WASTE AND SCRAP
PIA Processing Branch
SHAH ALAM
Application ID
SRW1012022Y0000501
Permit Type
Import
Consignee Details
ROC / ROB No.
SRWFA2CONS
Company Name
SRWFA2 CONS
Organization Type
B
Company Address
LEVEL 13-17, MENARA PGRM, 8,
JALAN PUDU ULU,
TAMAN PERTAMA
Postcode
55300
MALAYSIA
4. Copied application with new ID
4. Edit details, if required.
Consignor Details
Agent Details
ML/ICA 10
Applicant Details
Application Details
Commodity Name
COMMODITY NON-QUOTA
Mode of Transport
MARITIME TRANSPORT
Transport / Voyage / Flight / Conveyance No.
Purpose
Business
Trader Reference No.
Country of Origin
NETHERLANDS ANTILLES
Place of Origin
CURACAO-HATO APT
Consigned From
ALBANIA
Port / Place of Import
ANGSI MARINE TERMINAL
Location
ASIAN SUPPLY BASE
Estimated Time of Arrival (ETA)
18 Feb 2022
Estimated Time of Departure (ETD)
16 Feb 2022
Customs Station Code
IBU PEJABAT KASTAM
Entry Point
AMPANG
Type of Inspection
TYPE 3A - CERTIFIED RETREADER/TRADE
Licensee Name
dias
SIRIM Product Certification No.
sd12333
Expiry Date
18 Jan 2023
Application Remarks
Additional Details
Item Details
CREATE
DELETE
No.
Commodity Name
Tariff Code
Tariff Description
Tariff OUM
Tariff Quantity
Unit Cost C.I.F (MYR)
Total (MYR)
Bay / Container No.
Seal No.
Edit
Delete
*** No. Record Found ***
Attachment
Client's Declaration
Sandec Details
Transaction History
No.
Date
Status
1
15/02/2022 01:30:52
Draft
SRWFA2
SMK Response
6. Then, Submit or Save this application as required.
SAVE
SUBMIT
BACK

Figure 39

Section 7. Delete Application

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

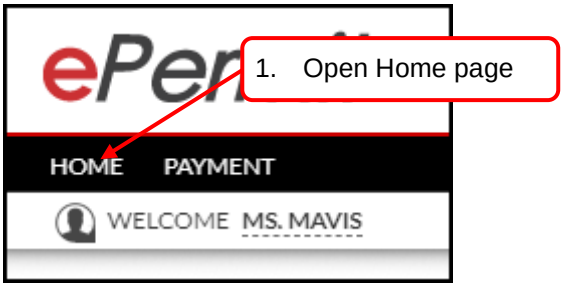


Figure 40

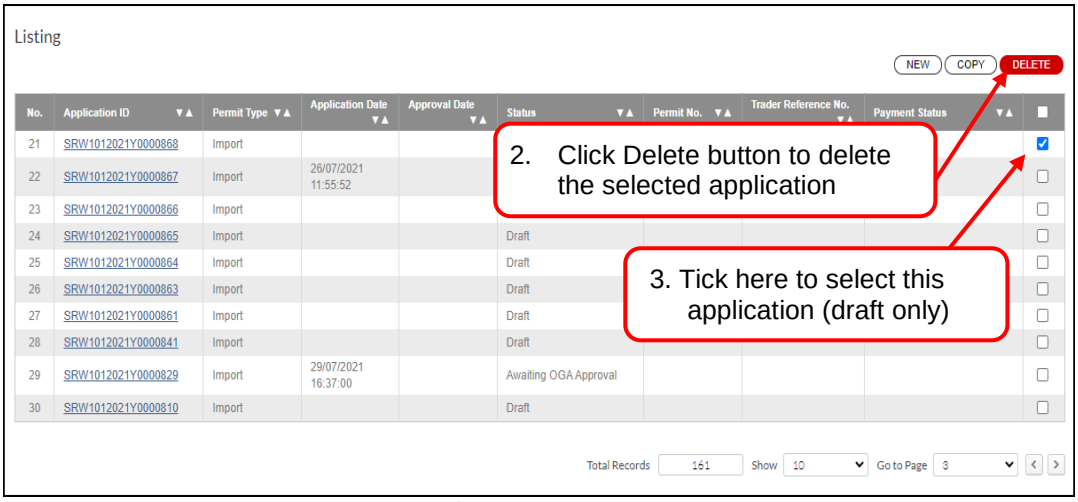


Figure 41

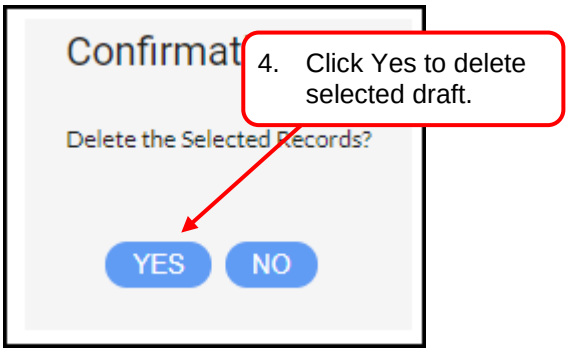


Figure 42

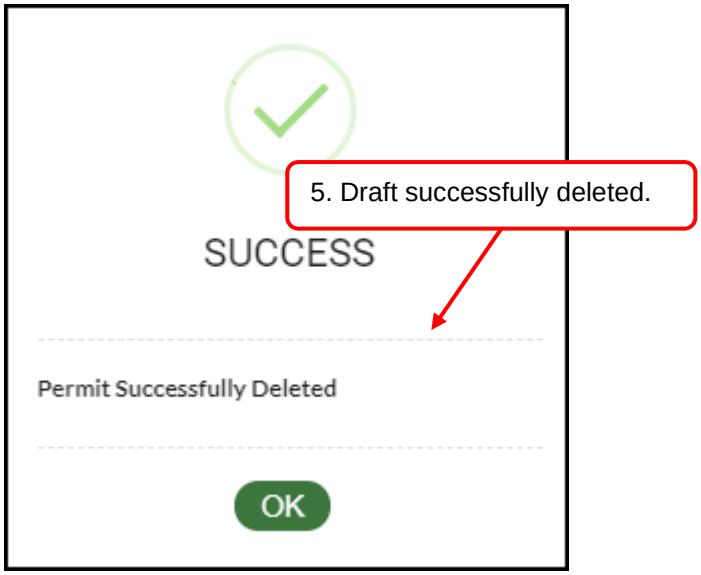

5. Draft successfully deleted.
SUCCESS
Permit Successfully Deleted
OK

Figure 43

Section 8. OGA Payment

This section shows the steps to make payment thru the system. Once applications are in the 'Initiate Payment' status, payment can be made for these applications. Users can make payment for multiple applications in one transaction.

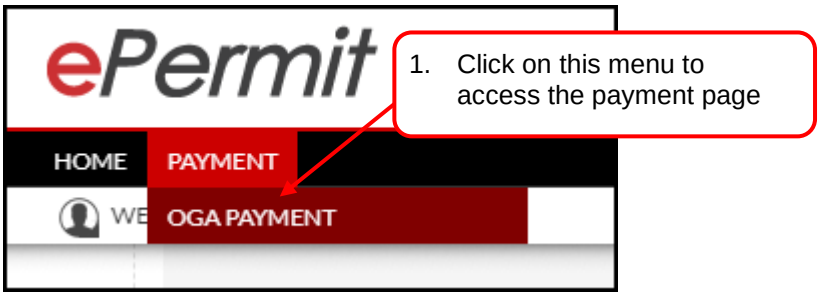


Figure 44

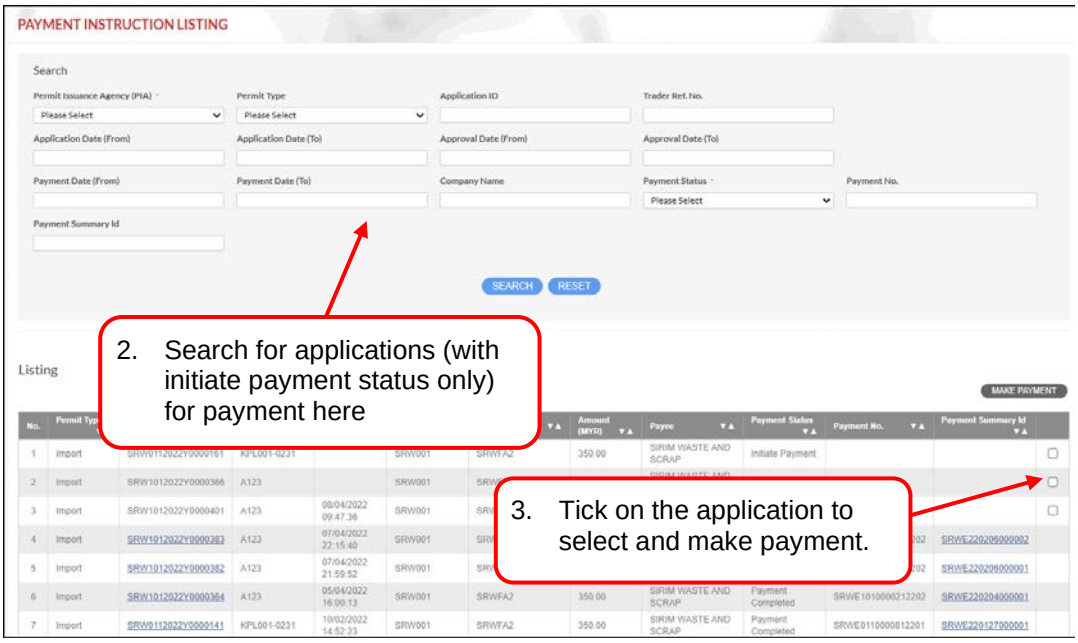


Figure 45

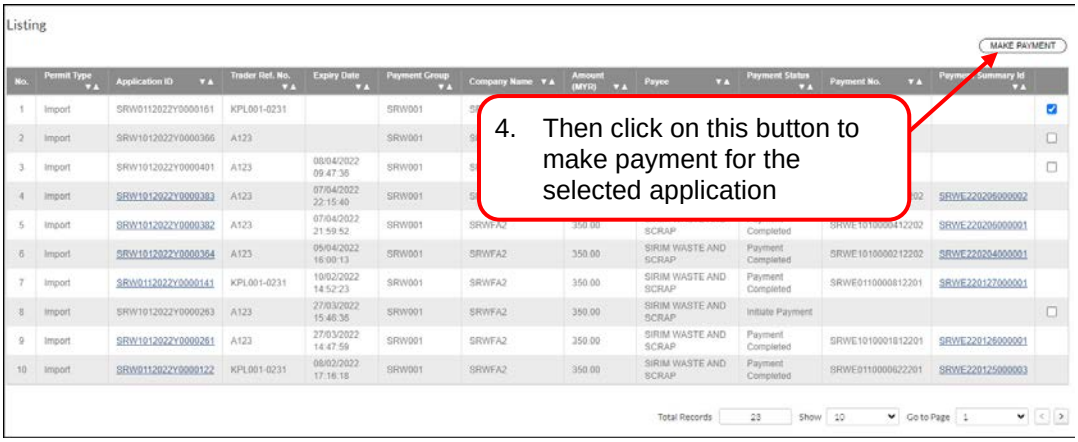


Figure 46

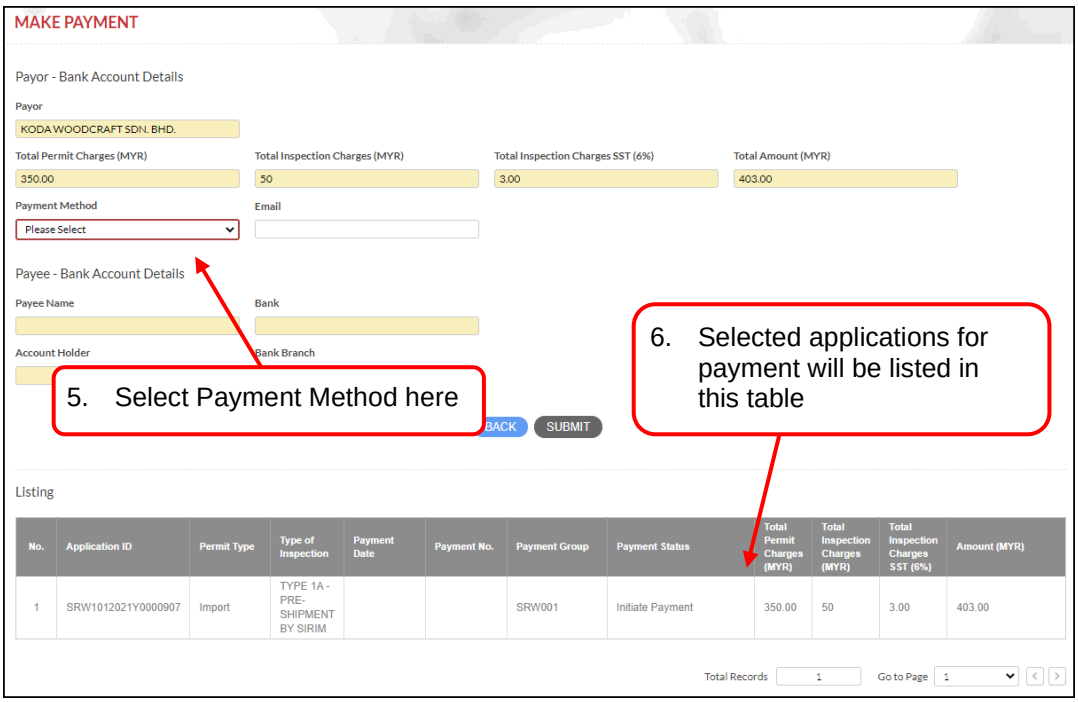


Figure 47

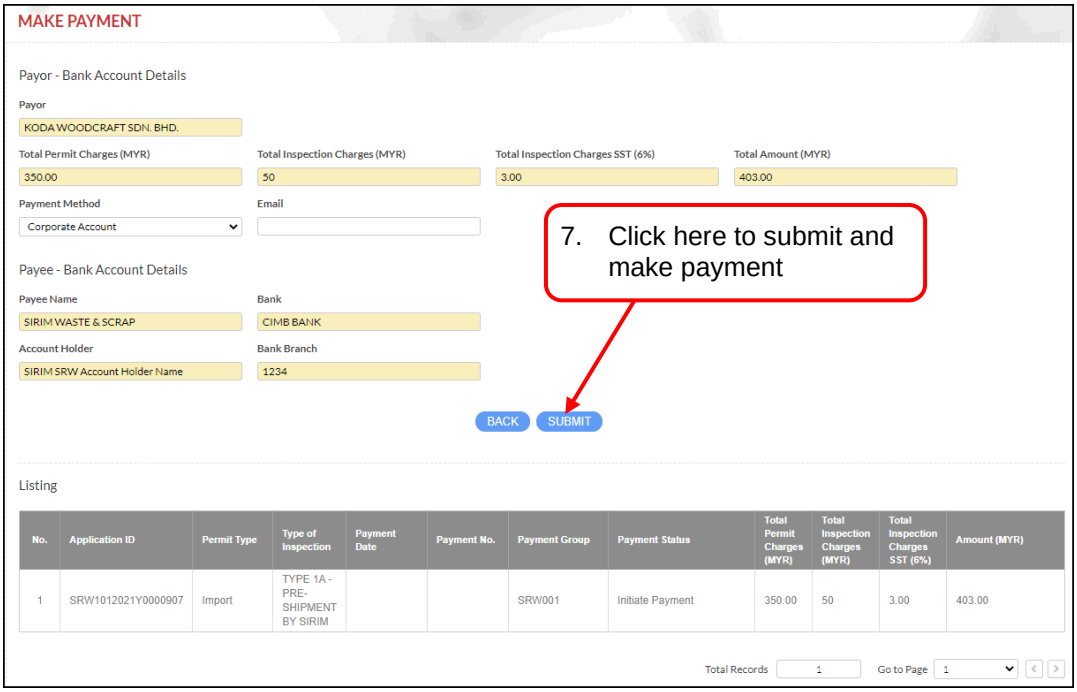


Figure 48

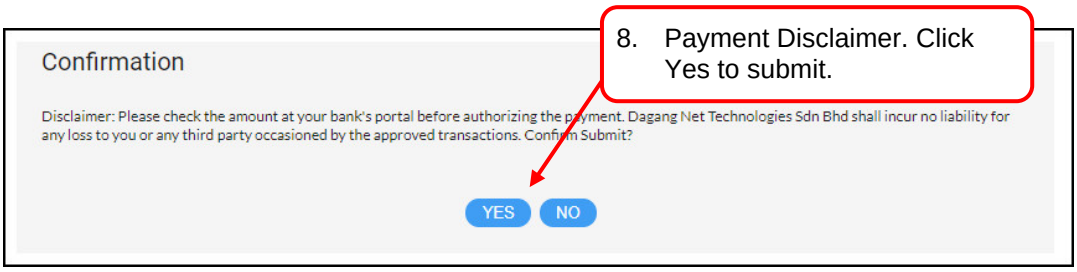


Figure 49

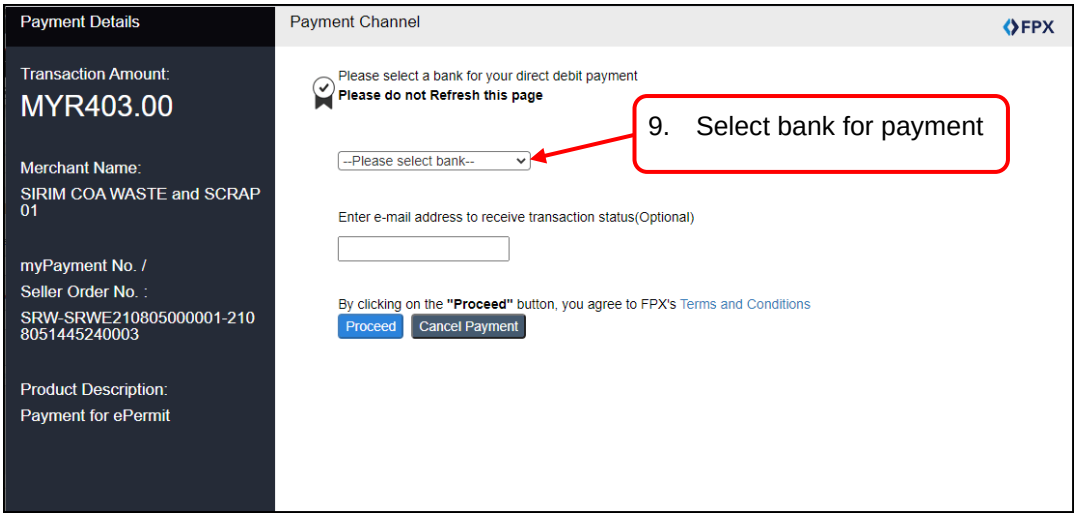


Figure 50

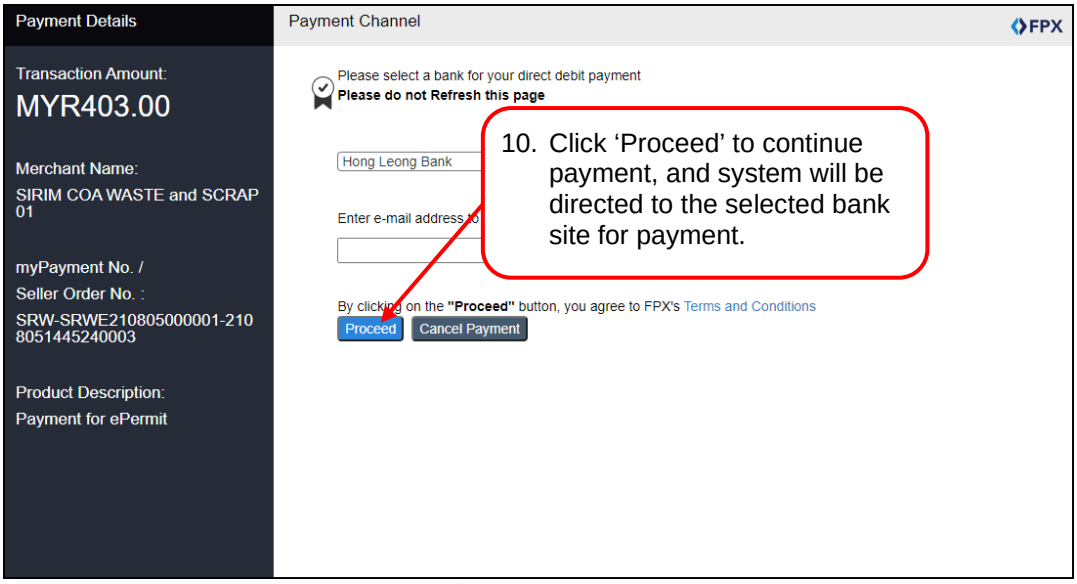

Payment Details
Transaction Amount:
MYR403.00
Merchant Name:
SIRIM COA WASTE and SCRAP 01
myPayment No. /
Seller Order No. :
SRW-SRWE210805000001-210 8051445240003
Product Description:
Payment for ePermit
Payment Channel
FPX
Please select a bank for your direct debit payment
Please do not Refresh this page
Hong Leong Bank
Enter e-mail address to
By clicking on the "Proceed" button, you agree to FPX's Terms and Conditions
Proceed
Cancel Payment
10. Click 'Proceed' to continue payment, and system will be directed to the selected bank site for payment.

Figure 51

Section 9. Print Receipt/ Invoice

Traders/FA can print Receipt or Invoice directly from this system once the payment is successful as in steps in images below.

Figure 52

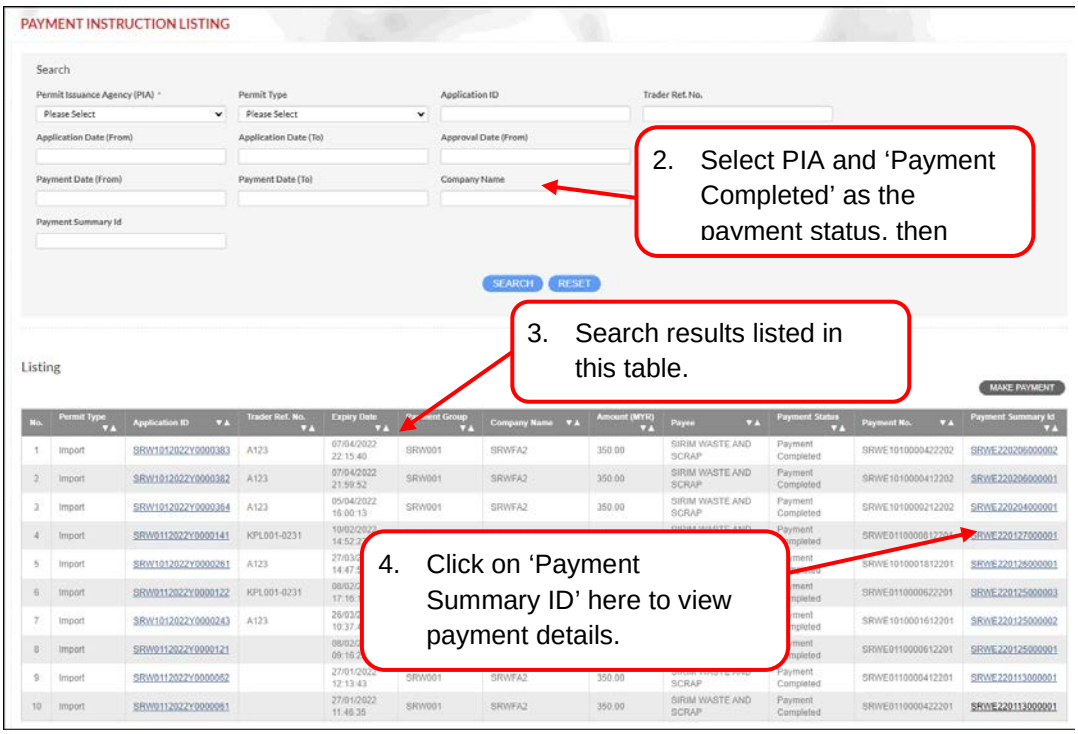


Figure 53

© Dagang Net 2022

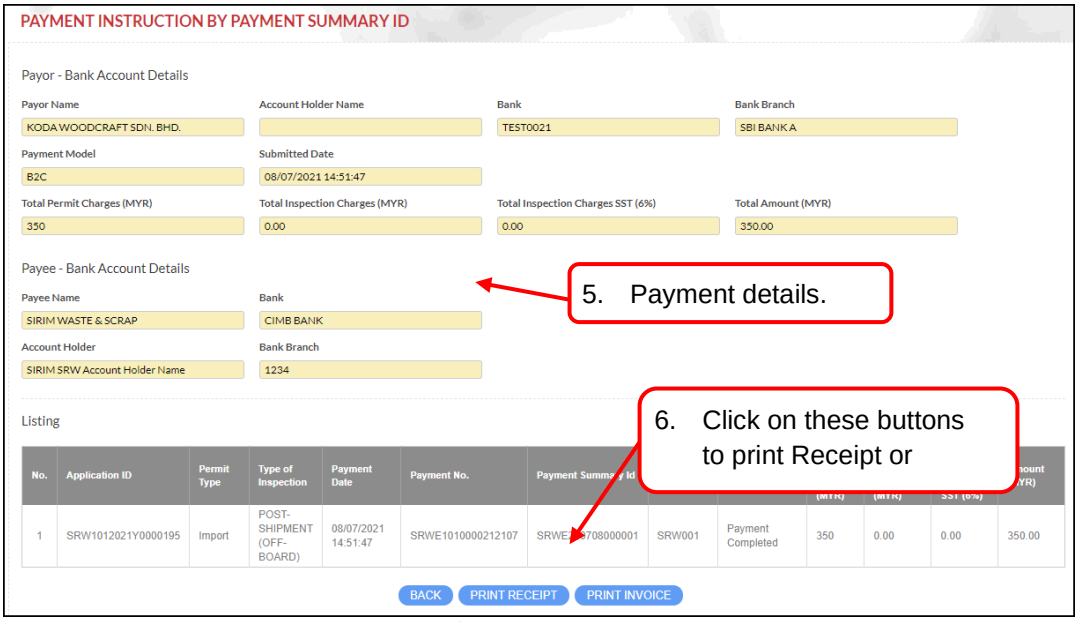
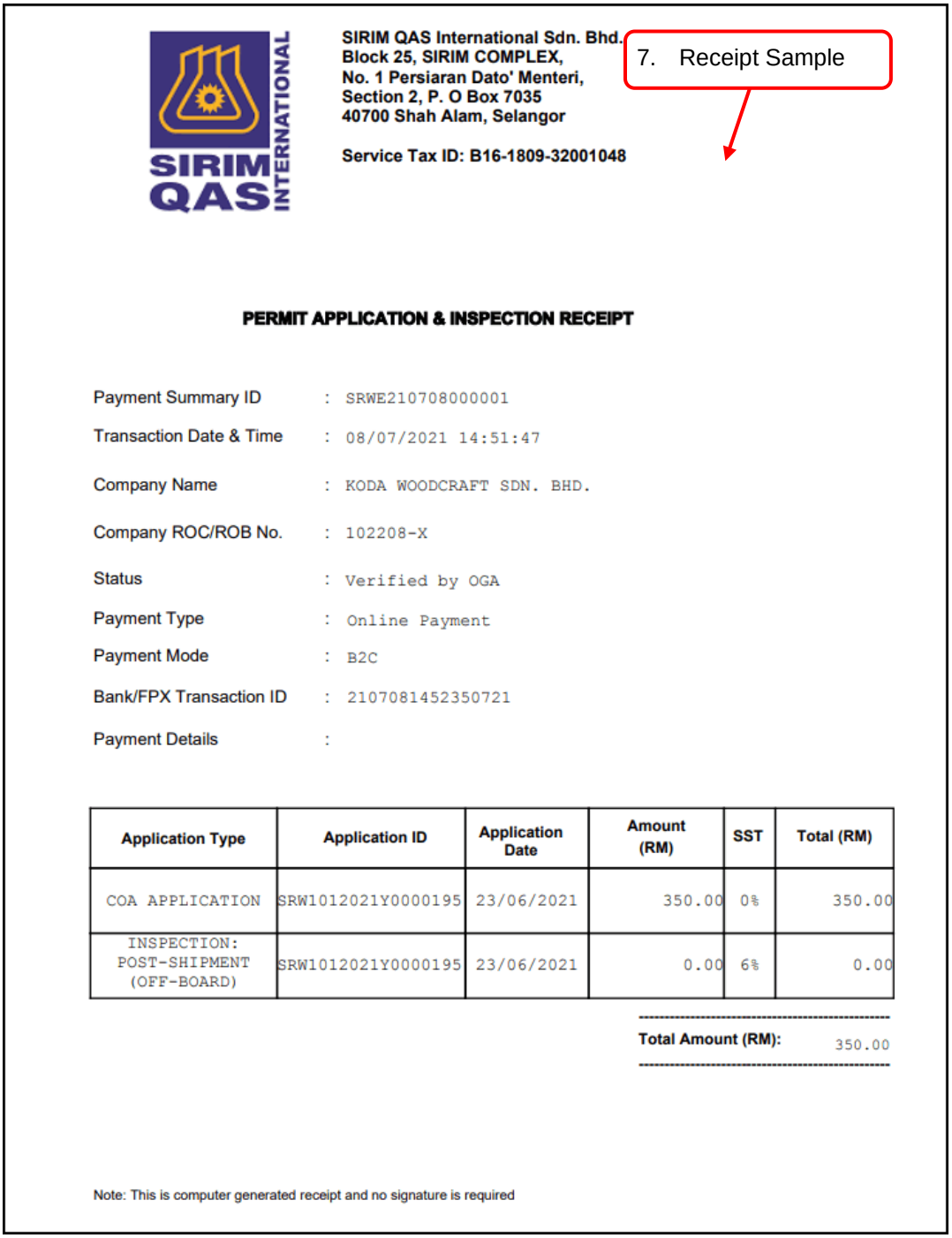

PAYMENT INSTRUCTION BY PAYMENT SUMMARY ID
Payor - Bank Account Details
Payor Name
KODA WOODCRAFT SDN. BHD.
Account Holder Name
Bank
TEST0021
Bank Branch
SBI BANK A
Payment Model
B2C
Submitted Date
08/07/2021 14:51:47
Total Permit Charges (MYR)
350
Total Inspection Charges (MYR)
0.00
Total Inspection Charges SST (6%)
0.00
Total Amount (MYR)
350.00
Payee - Bank Account Details
Payee Name
SIRIM WASTE & SCRAP
Bank
CIMB BANK
Account Holder
SIRIM SRW Account Holder Name
Bank Branch
1234
5. Payment details.
Listing
6. Click on these buttons to print Receipt or
No.
Application ID
Permit Type
Type of Inspection
Payment Date
Payment No.
Payment Summary Id
1
SRW1012021Y0000195
Import
POST-SHIPMENT (OFF-BOARD)
08/07/2021 14:51:47
SRWE1010000212107
SRW001
Payment Completed
350
0.00
0.00
350.00
BACK
PRINT RECEIPT
PRINT INVOICE

Figure 54



SIRIM QAS INTERNATIONAL

SIRIM QAS International Sdn. Bhd.
Block 25, SIRIM COMPLEX,
No. 1 Persiaran Dato' Menteri,
Section 2, P. O Box 7035
40700 Shah Alam, Selangor

Service Tax ID: B16-1809-32001048

7. Receipt Sample

PERMIT APPLICATION & INSPECTION RECEIPT

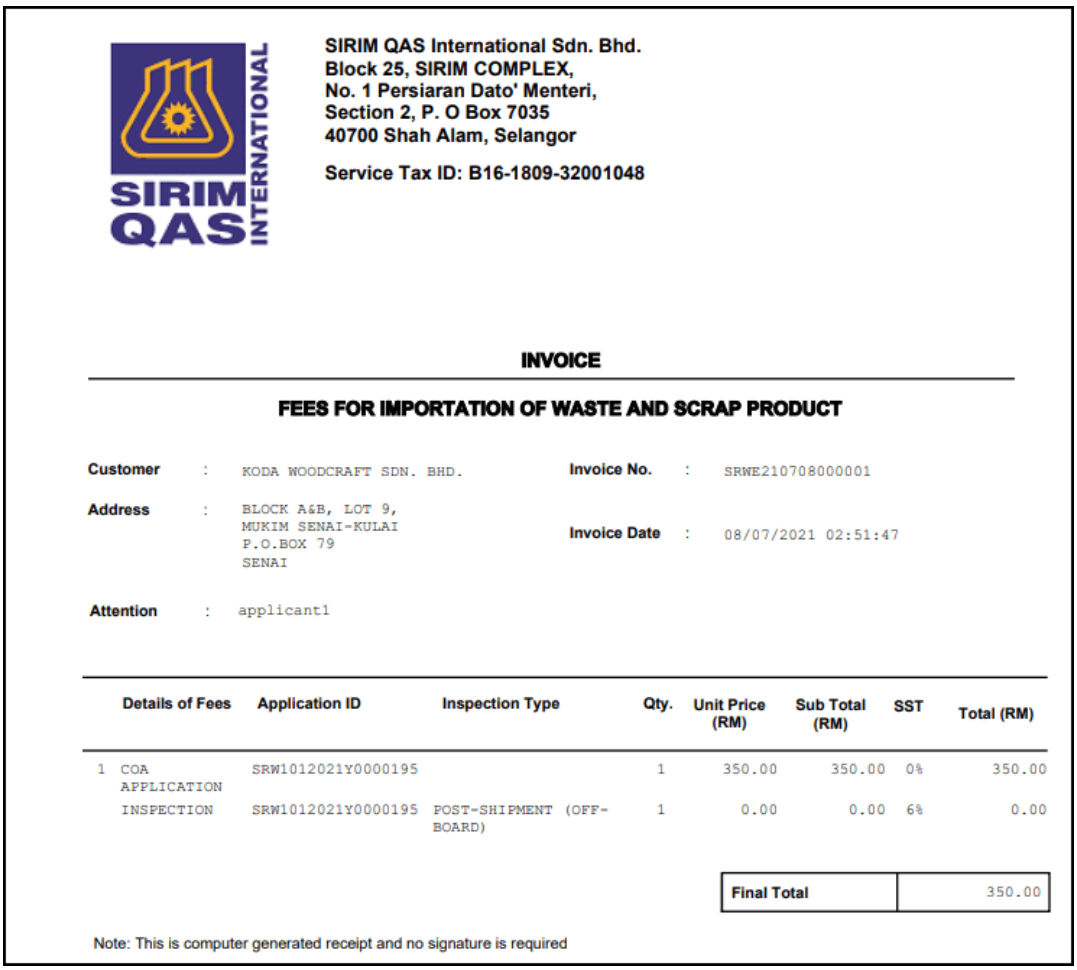
Payment Summary ID	:	SRWE210708000001
Transaction Date & Time	:	08/07/2021 14:51:47
Company Name	:	KODA WOODCRAFT SDN. BHD.
Company ROC/ROB No.	:	102208-X
Status	:	Verified by OGA
Payment Type	:	Online Payment
Payment Mode	:	B2C
Bank/FPX Transaction ID	:	2107081452350721
Payment Details	:	

Application Type	Application ID	Application Date	Amount (RM)	SST	Total (RM)
COA APPLICATION	SRW1012021Y0000195	23/06/2021	350.00	0%	350.00
INSPECTION: POST-SHIPMENT (OFF-BOARD)	SRW1012021Y0000195	23/06/2021	0.00	6%	0.00

Total Amount (RM): 350.00

Note: This is computer generated receipt and no signature is required

Figure 55: Receipt Sample



SIRIM QAS International Sdn. Bhd.
Block 25, SIRIM COMPLEX,
No. 1 Persiaran Dato' Menteri,
Section 2, P. O Box 7035
40700 Shah Alam, Selangor

Service Tax ID: B16-1809-32001048

INVOICE

FEES FOR IMPORTATION OF WASTE AND SCRAP PRODUCT

Customer	:	KODA WOODCRAFT SDN. BHD.	**Invoice No.**	:	SRWE210708000001
Address	:	BLOCK A&B, LOT 9, MUKIM SENAI-KULAI P.O.BOX 79 SENAI	**Invoice Date**	:	08/07/2021 02:51:47
Attention	:	applicant1			

	Details of Fees	Application ID	Inspection Type	Qty.	Unit Price (RM)	Sub Total (RM)	SST	Total (RM)
1	COA APPLICATION	SRW1012021Y0000195		1	350.00	350.00	0%	350.00
	INSPECTION	SRW1012021Y0000195	POST-SHIPMENT (OFF-BOARD)	1	0.00	0.00	6%	0.00

Final Total	350.00

Note: This is computer generated receipt and no signature is required

Figure 56: Invoice Sample

-End of Manual-

This user manual shall be updated as and when required.