



DAGANGNET

**STIDC**  
**Sarawak Timber Industry Development**  
**Corporation**

---

Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd  
Version 2.0

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## Revision History

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The release history of this document is as follows;

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1.1	August, 2020	Suryati	<ul style="list-style-type: none"><li>Update on Registration Section</li></ul>
2.0	April, 2021	Suryati	<ul style="list-style-type: none"><li>Update Section 11: Payment</li><li>Add Section 12: Split Payment Details- Registration</li></ul>

## Abbreviation

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Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
STIDC	Sarawak Timber Industry Development Corporation
OGA	Other Government Agencies
eGrading	Grading Information System
eRegistration	Registration and Licensing Information System
TI	Timber Inspector
TG	Timber Grader

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# Section 1. Introduction

SARAWAK TIMBER INDUSTRY DEVELOPMENT CORPORATION (STIDC) also known as PUSAKA was established in June 1973 under the Perbadanan Kemajuan Perusahaan Kayu Sarawak Ordinance 1973.

Its incorporation was initiated following the recommendation of the Food and Agriculture Organization (FAO) of the United Nations, which conducted a comprehensive forest inventory in the state from 1968 to 1972.

The function would be to stimulate by all possible means the planned expansion of wood-based industries throughout Sarawak at a role consistent with the overall interest of the economy, the availability of capital and the technical expertise and effective management of the forest resources.

## 1.1. What is STIDC eRegistration System?

eRegistration is a web-based value-added service provided by Dagang Net Technologies Sdn Bhd (DNT). This STIDC Registration and Licensing system enables the Industry to submit the registration activities for Certificate of Registration. Integration between Registration and Licensing Information System and eGrading System will enhance the productivity and improve data accuracy.

## 1.2. How does this System Benefit Me?

- Improves productivity, efficiency, and turnaround time
- Expediting the review process and approval
- Data Integrity and syn
- Synchronization between system
- Real Time Submission / Processing

## 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. Trader

## 1.4. About This Document

This publication is to provide an overview on how a Trader can use the STIDC system for registration, grading, make payment and deeper understand on the system with step by step helps.



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## 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](mailto:careline@dagangnet.com)

*CARELINE is available 24 hours daily, including public holidays*



## Section 2. Getting Started

### 2.1. Logging in

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

You may login via <https://stis.sarawaktimber.gov.my>

To login, please follow the steps below:

#### 2.1.1. Launch Google Chrome/ Internet Explorer Browser

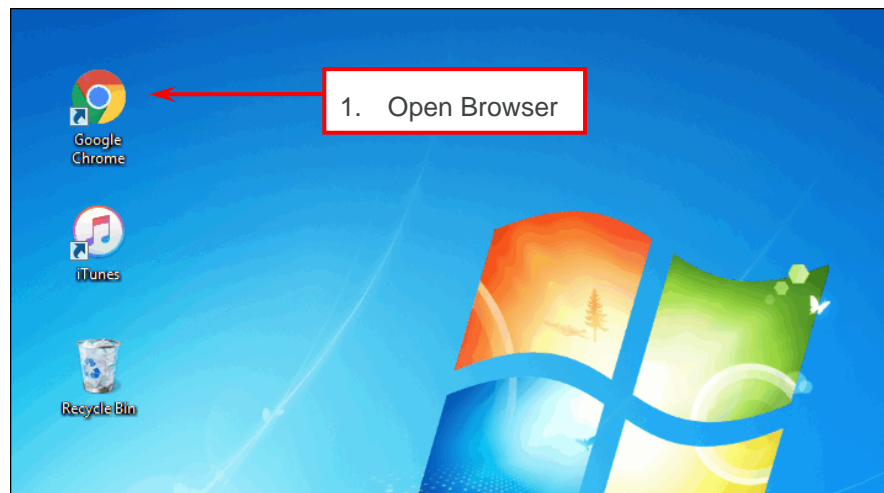


Figure 1

- i. Enter URL (Uniform Resource Locator) At Address Bar

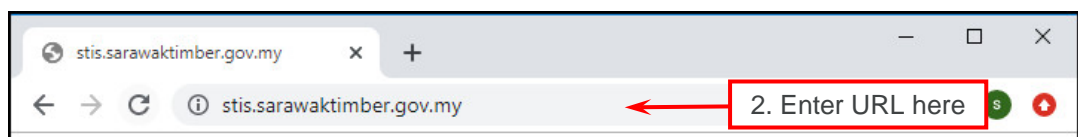
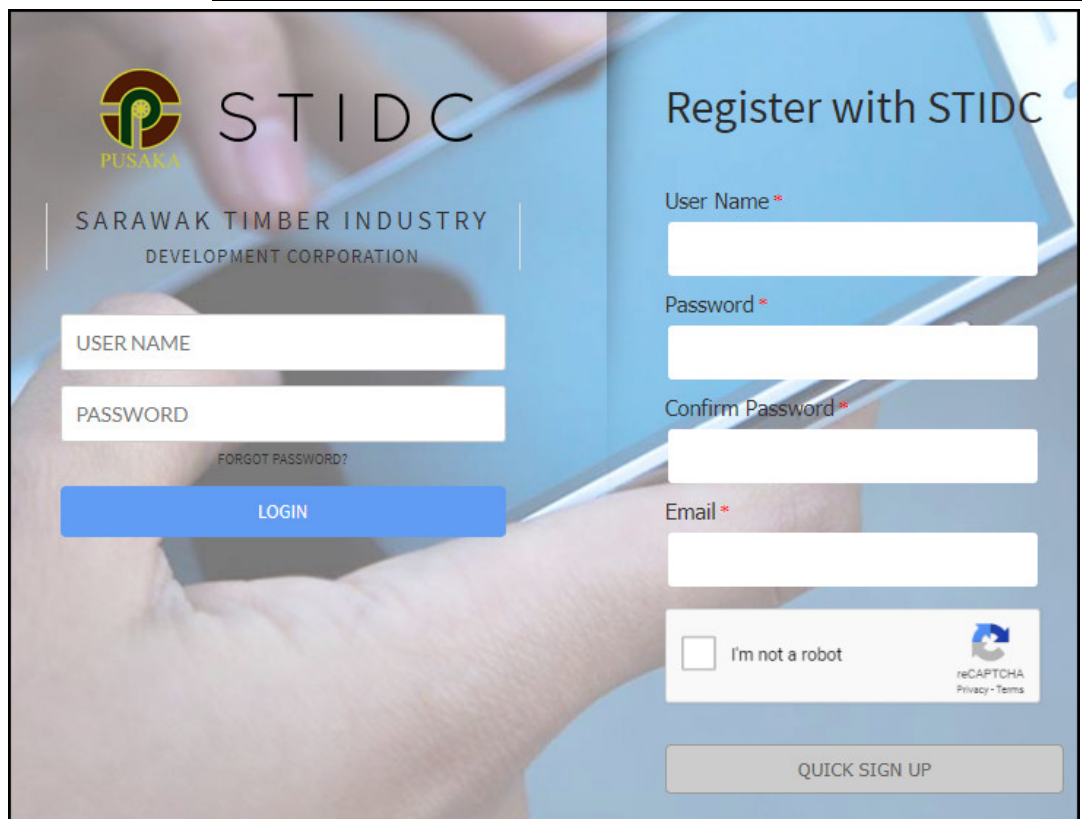



Figure 2

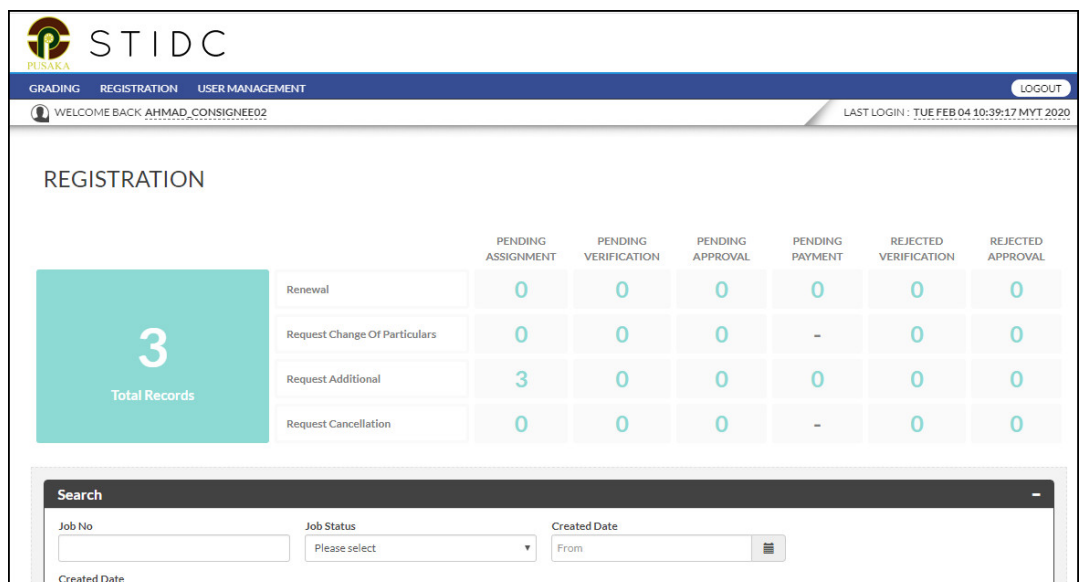
## 2.1.2. Enter Username and Password



The image shows the STIDC login and registration interface. On the left, there is a login section with fields for 'USER NAME' and 'PASSWORD', a 'FORGOT PASSWORD?' link, and a blue 'LOGIN' button. On the right, there is a 'Register with STIDC' section with fields for 'User Name\*', 'Password\*', 'Confirm Password\*', and 'Email\*'. Below these fields is a reCAPTCHA checkbox labeled 'I'm not a robot' and a 'QUICK SIGN UP' button.

Figure 3

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



The image shows the STIDC main screen. At the top, there is a header with the STIDC logo and navigation links: 'GRADING', 'REGISTRATION', 'USER MANAGEMENT', and a 'LOGOUT' button. Below the header, there is a welcome message: 'WELCOME BACK AHMAD\_CONSIGNEE02' and a 'LAST LOGIN : TUE FEB 04 10:39:17 MYT 2020' timestamp. The main content area is titled 'REGISTRATION' and displays a table of registration records. A large teal box on the left indicates '3 Total Records'.

	PENDING ASSIGNMENT	PENDING VERIFICATION	PENDING APPROVAL	PENDING PAYMENT	REJECTED VERIFICATION	REJECTED APPROVAL
Renewal	0	0	0	0	0	0
Request Change Of Particulars	0	0	0	-	0	0
Request Additional	3	0	0	0	0	0
Request Cancellation	0	0	0	-	0	0

Below the table, there is a 'Search' section with input fields for 'Job No', 'Job Status' (a dropdown menu), and 'Created Date' (a date range selector).

Figure 4

## 2.2. Logging Out

Once done with the system administrative tasks, you are advised to logout from the system

To logout, please follow the steps below:

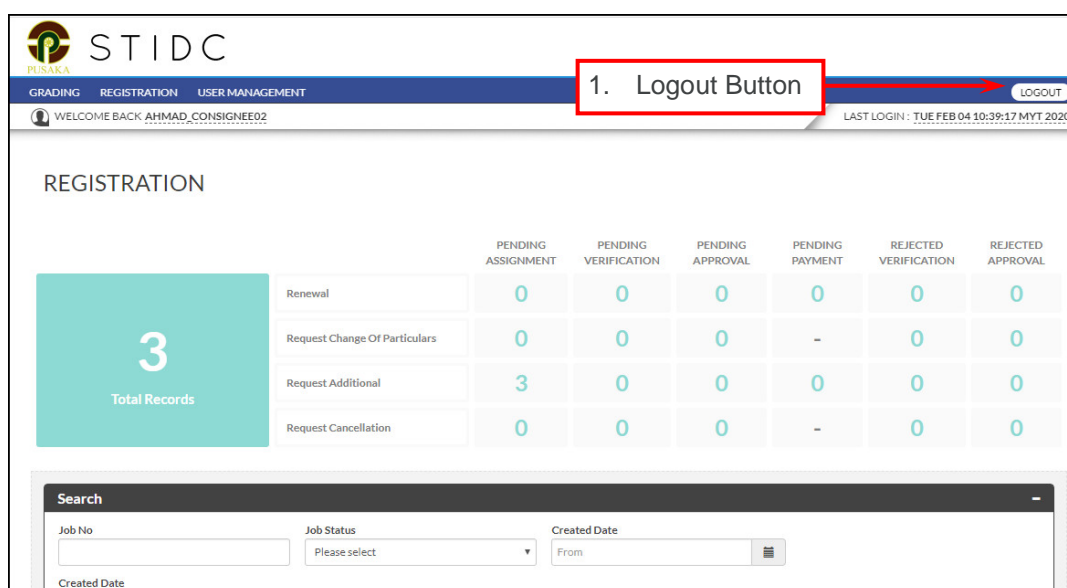


Figure 5

## 2.3. Change Password

To change password, please follow the steps below:

### 2.3.1. Edit Profile

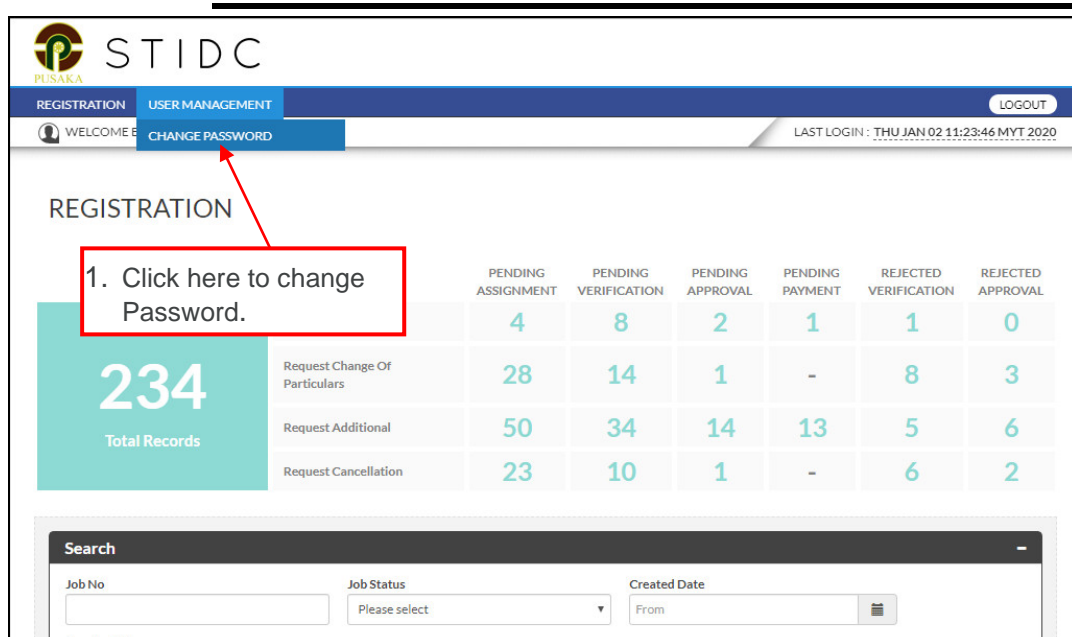


Figure 6

**CHANGE PASSWORD**

2. Type new password here

3. Click here to save new password.

Form fields: Password, Confirm Password, and a SAVE button.

Figure 7

## 2.4. View User Manual



Figure 8

**USER MANUAL**

2. Click here to view and download

Document Name	Filename
STIDC eRegistration User Manual – Registration Module	<a href="#">Download File</a>
STIDC eGrading User Manual – Trader Module	<a href="#">Download File</a>

Figure 9

## Section 3. Search

This section shows the steps to search and view Grading and Registration. Please use steps below for both Grading and Registration.

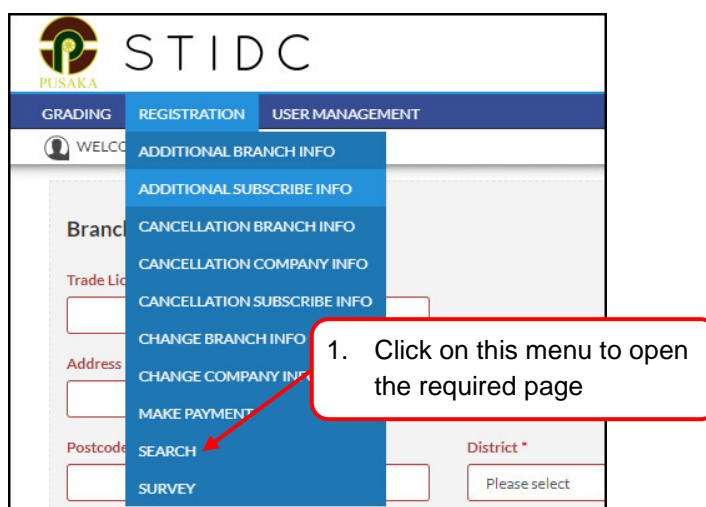


Figure 10

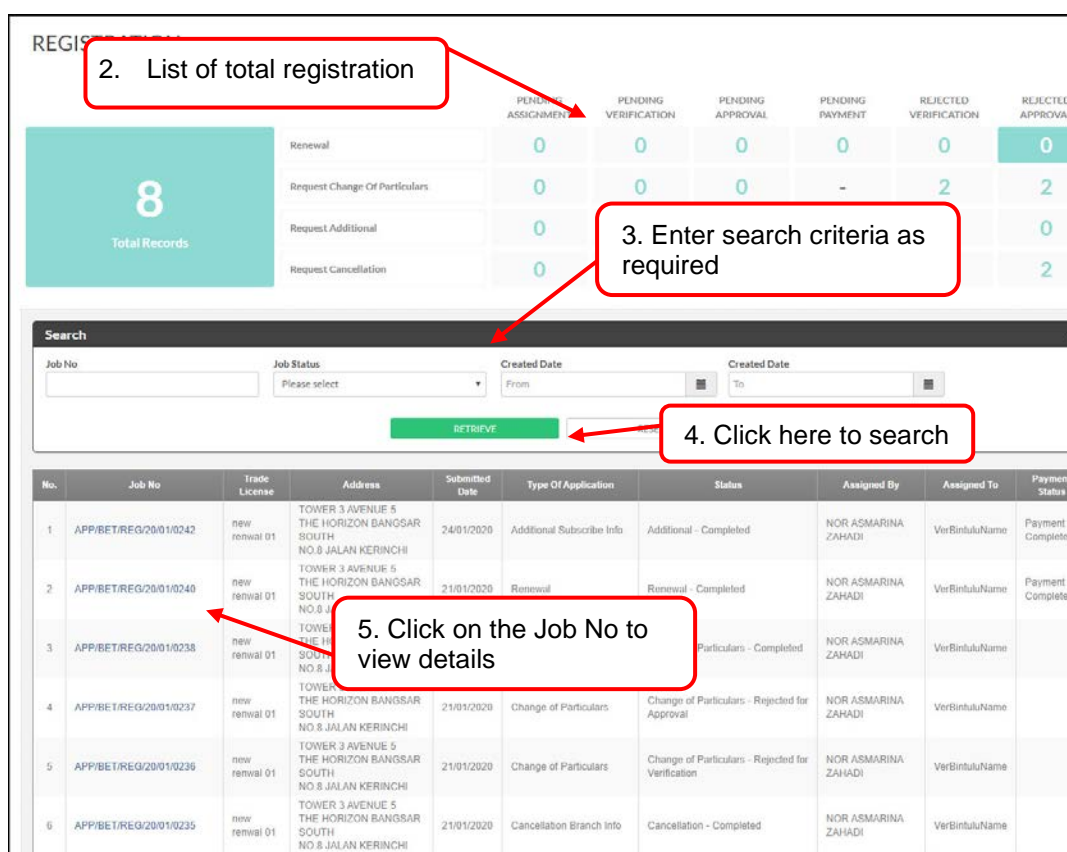


Figure 11

## Section 4. Registration with STIDC

### 4.1. Account Registration

A first-time user of the STIDC system is required to register as in steps below – please see **Section 2 Getting Started** to access the STIDC system below.

The screenshot shows the STIDC registration interface. On the left, the STIDC logo (PUSAKA SARAWAK TIMBER INDUSTRY DEVELOPMENT CORPORATION) is displayed above a login section with fields for 'USER' and 'PAS', a 'FORGOT PASSWORD?' link, and a 'LOGIN' button. On the right, the 'Register with STIDC' section contains the following fields and elements:

- User Name \***: Input field containing 'ilham123'.
- Password \***: Input field with masked characters '.....'.
- Confirm Password \***: Input field with masked characters '.....'.
- Email \***: Input field containing 'xxxxx@gmail.com'.
- reCAPTCHA**: A checkbox labeled 'I'm not a robot' with a green checkmark icon.
- QUICK SIGN UP**: A dark button at the bottom right.

Three red callout boxes with arrows provide instructions:

- Box 1: '1. Fill up the additional details' points to the registration form fields.
- Box 2: '2. Tick here to confirm' points to the reCAPTCHA checkbox.
- Box 3: '3. Then, click here to sign up' points to the 'QUICK SIGN UP' button.

Figure 12

The screenshot shows a 'Confirm Submit' dialog box with the text 'Confirm to submit the form?'. At the bottom, there are two buttons: 'OK' and 'CANCEL'. A red callout box with an arrow points to the 'OK' button.

Box 4: '4. Click Ok to confirm submit this registration' points to the 'OK' button.

Figure 13

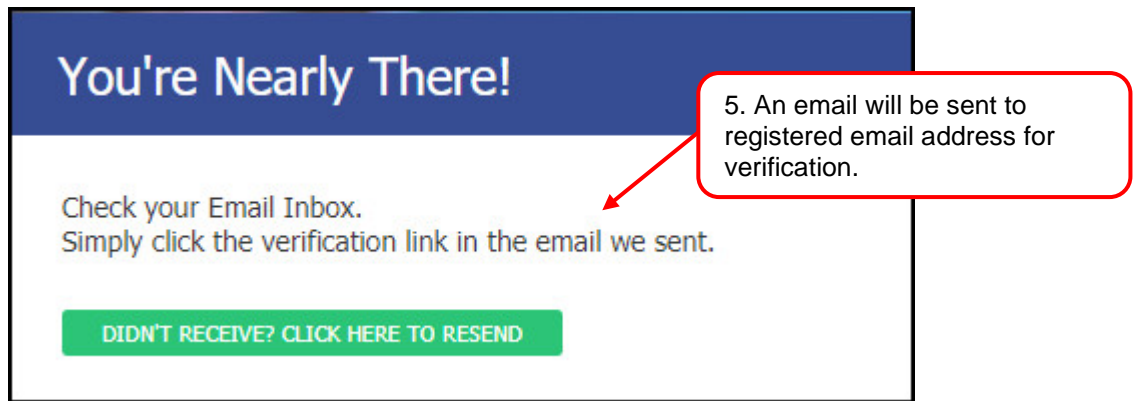


Figure 14

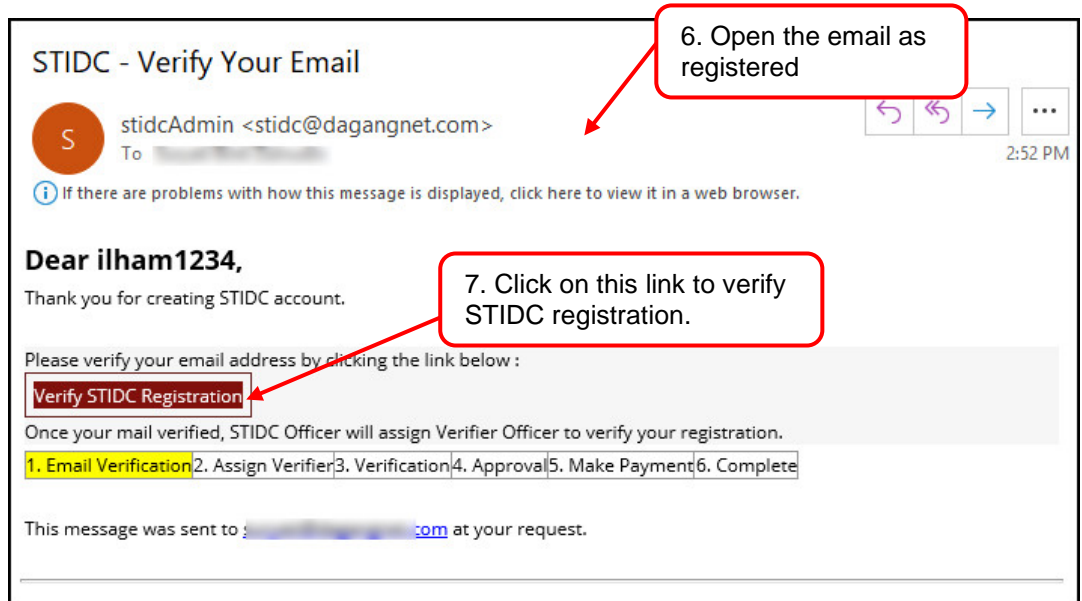


Figure 15

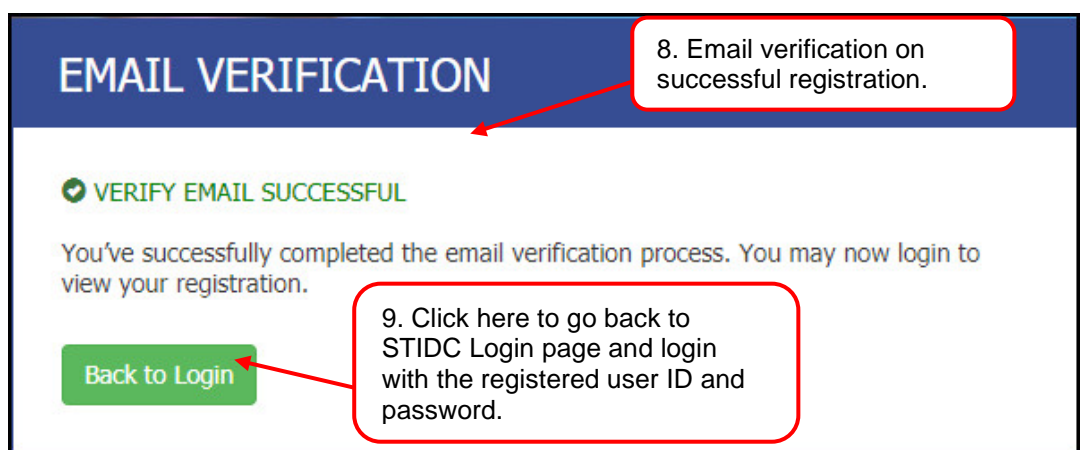
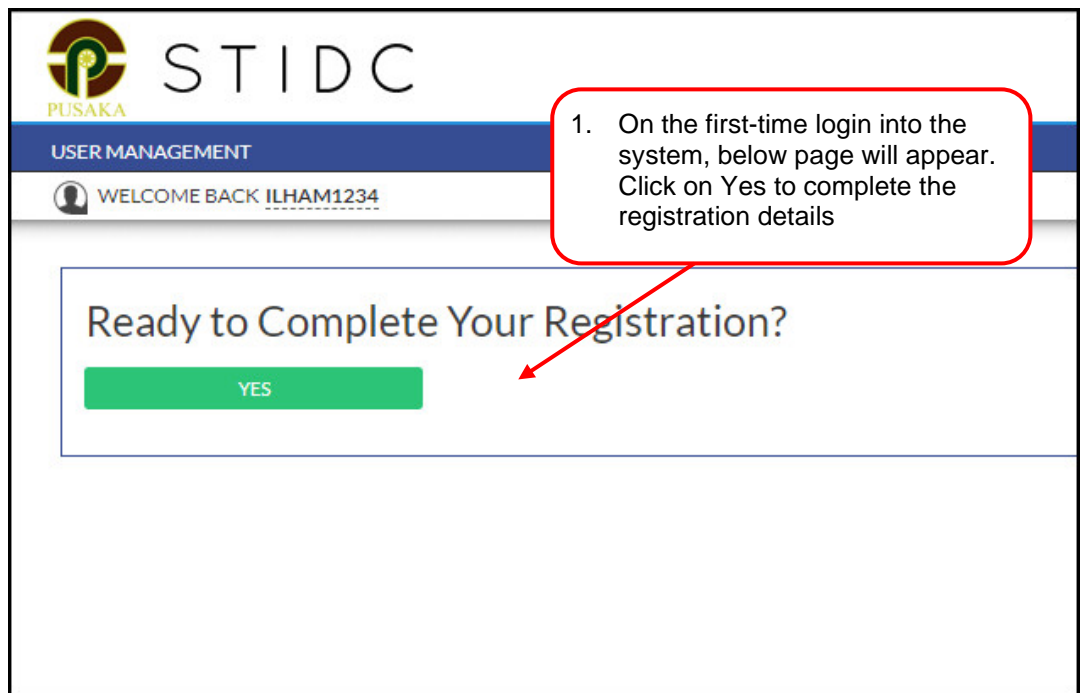


Figure 16



## 4.2. Registration Details

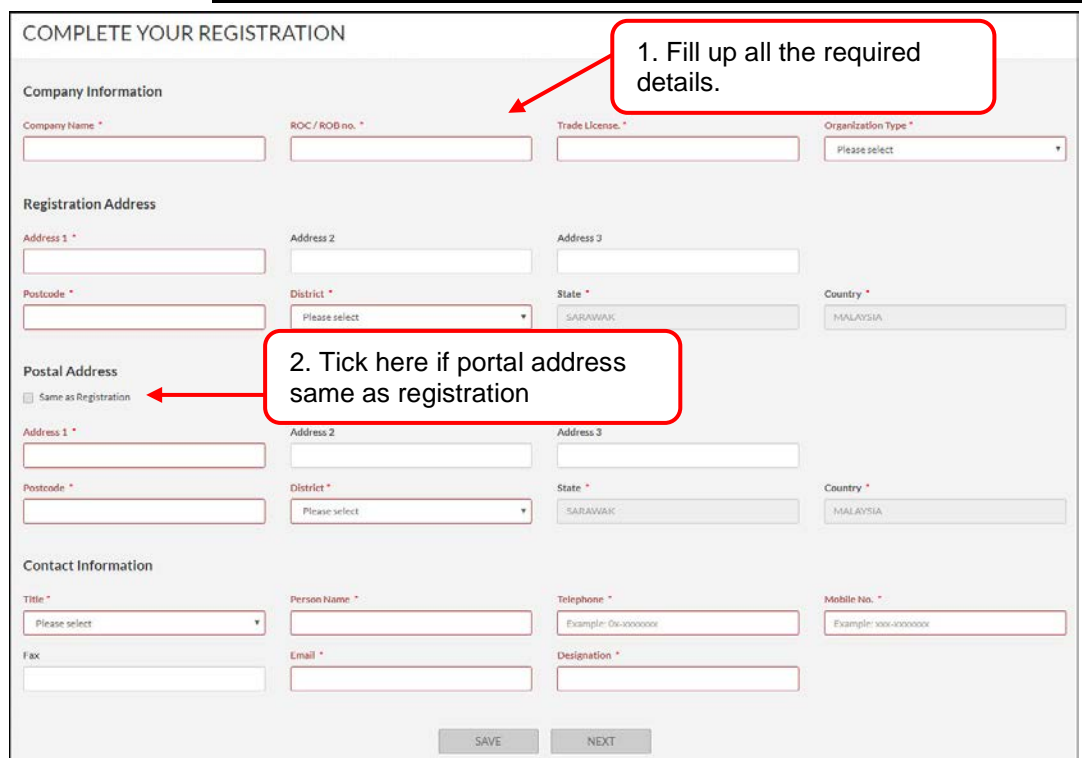
Once user had register and verified the email address as in steps 3.1 above, please complete the registration by filling up other registration details as in steps below;



The screenshot shows the STIDC User Management interface. At the top, there is a logo for 'PUSAKA STIDC' and a navigation bar with 'USER MANAGEMENT'. Below the navigation bar, a welcome message reads 'WELCOME BACK ILHAM1234'. The main content area displays a large green button labeled 'YES' with the text 'Ready to Complete Your Registration?' above it. A red callout box with an arrow pointing to the 'YES' button contains the text: '1. On the first-time login into the system, below page will appear. Click on Yes to complete the registration details'.

Figure 17

### 4.2.1. Company Information



The screenshot shows the 'COMPLETE YOUR REGISTRATION' form. The form is divided into four main sections: 'Company Information', 'Registration Address', 'Postal Address', and 'Contact Information'.  
- **Company Information:** Includes fields for 'Company Name \*', 'ROC / ROB no. \*', 'Trade License. \*', and 'Organization Type \*' (a dropdown menu).  
- **Registration Address:** Includes fields for 'Address 1 \*', 'Address 2', 'Address 3', 'Postcode \*', 'District \*' (a dropdown menu), 'State \*' (a dropdown menu with 'SARAWAK' selected), and 'Country \*' (a dropdown menu with 'MALAYSIA' selected).  
- **Postal Address:** Includes a checkbox labeled 'Same as Registration' and identical address fields as the Registration Address section.  
- **Contact Information:** Includes fields for 'Title \*' (a dropdown menu), 'Person Name \*', 'Telephone \*' (with an example '08-xxxxxxx'), 'Mobile No. \*' (with an example '08-xxxxxxx'), 'Fax', 'Email \*', and 'Designation \*'.  
At the bottom of the form are two buttons: 'SAVE' and 'NEXT'.  
Two red callout boxes provide instructions:  
1. '1. Fill up all the required details.' points to the 'Company Name' field.  
2. '2. Tick here if portal address same as registration' points to the 'Same as Registration' checkbox.

Figure 18



**COMPLETE YOUR REGISTRATION**

**Company Information**

Company Name \*  ROC / ROB no. \*  Trade License \*  Organization Type \*

**Registration Address**

Address 1 \*  Address 2  Address 3   
 Postcode \*  District \*  State \*  Country \*

**Postal Address**

☒ Same as Registration

Address 1 \*  Address 2  Address 3   
 Postcode \*  District \*  State \*  Country \*

**Contact Information**

Title \*  Name  Phone \*   
 Fax  Email \*  Designation \*

Figure 19

#### 4.2.2. Branch Information

**COMPLETE YOUR REGISTRATION**

**Branch Information**

Trade License \*

Address 1 \*  Address 2  Address 3   
 Postcode \*  State \*  Country \*

No.	Trade License	District	Action
No record found.			

Total Records: 0

Figure 20

COMPLETE YOUR REGISTRATION

Branch Information

Trade License \*

Address 3

State \*

Country \*

MALAYSIA

ADD

3. Branch details added into table.

4. Click on these buttons to edit or delete this branch

5. Click next to proceed to next section

No.	Trade License	Address	Action
1	123456	KUCHING	<a href="#">Edit</a> <a href="#">Delete</a>

Total Records: 1

PREVIOUS NEXT

Figure 21

### 4.2.3. Subscription Information

COMPLETE YOUR REGISTRATION

Subscription Information

Activities \*

IMPORT

Products \*

SEARCH

ADD

1. Click to select Activities

2. Click on this button to search for products

No.	Activities	Products
No record found.		

Total Records: 0

PREVIOUS NEXT

Figure 22

**Subscription Information**

Code  Products Name

**RETRIEVE** **RESET**

No	Code	Products Name
1	0101	Log
2	0102	Bamboo
3	0103	Coconut Trunk
4	0104	Nibong Trunk
5	0105	Oil Palm Trunk
6	0201	Wood Chip
7	0202	Flitch
8	0203	Hewn Timber
9	0204	Centre Core
10	0205	
11	0206	
12	0207	
13	0208	
14	0209	Canes
15	0210	Wood Particle

Total Records: 15

Figure 23

**COMPLETE YOUR REGISTRATION**

Subscription Information

Activities \*  
IMPORT

**ADD**

No.	Activities	Products	Action
1	IMPORT	Wood Chip	<b>Delete</b>

Total Records: 1

**PREVIOUS** **NEXT**

Figure 24

#### 4.2.4. Supporting Document Information

**COMPLETE YOUR REGISTRATION**

Supporting Document Information

No	Document Name	Document File	Mandatory	Action
1	Valid Trade Licence (Timber Related Business Activity)	<input type="text"/>	Yes	<b>Browse</b>
2	Certificate of Registration of Business Name	<input type="text"/>	Yes	<b>Browse</b>
3	Extract of Registration of Business Names	<input type="text"/>	Yes	<b>Browse</b>

**Upload Document** **Cancel**

**PREVIOUS** **NEXT**

Figure 25

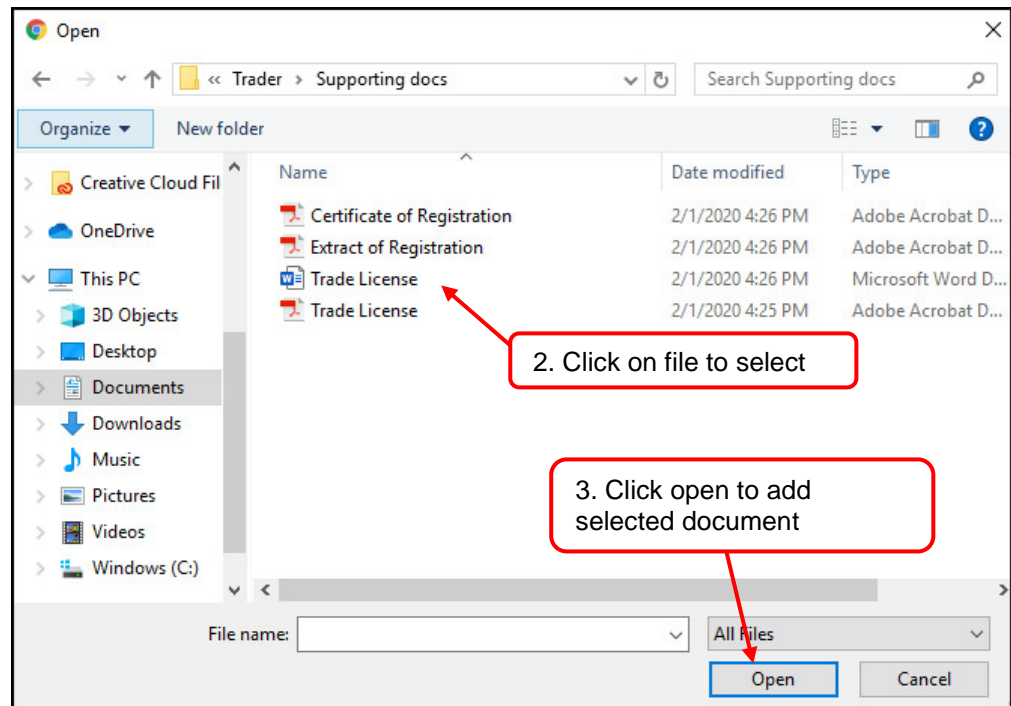


Figure 26

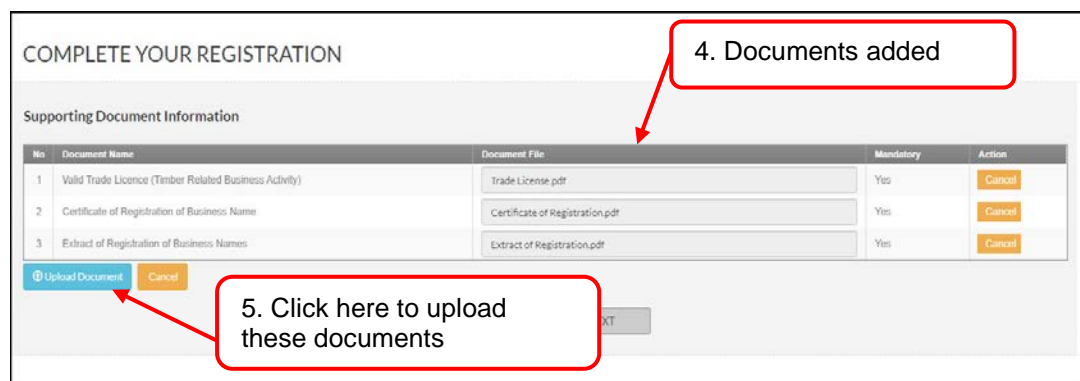


Figure 27

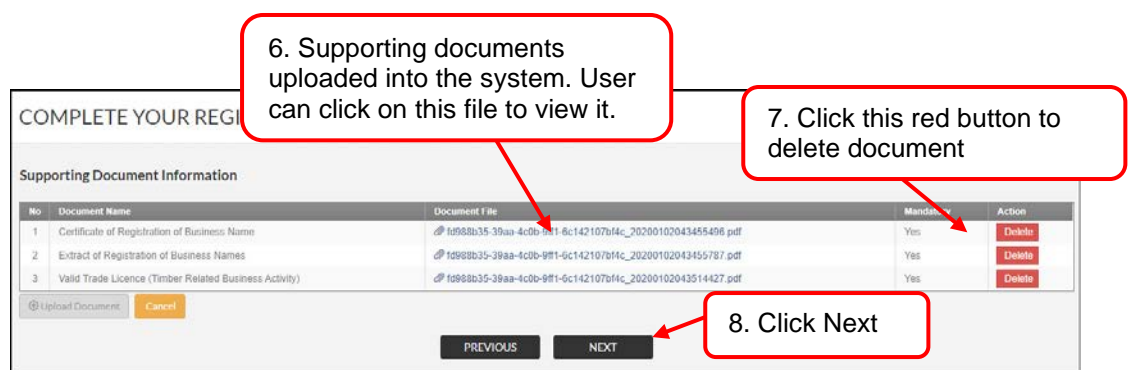


Figure 28

## 4.2.5. Submit

**Company Information**

Company Name \*  
ilham

ROC / ROB No. \*  
12345678

Trade License \*  
123123213

Address 1 \*  
123

Address 2  
jalan paoh 1

Address 3

Postcode \*  
12312

District \*  
KUCHING

State \*  
SARAWAK

Country \*  
MALAYSIA

**Subscription Description**

No.	Activities	Products
1	IMPORT	Wood Chip
2	IMPORT	Bamboo

**Fee Breakdown**

No.	Item	Amount(RM)
1	REGISTRATION FEE - IMPORT	RM 400
Total:		RM 400

**Agreement**

1. Tick on this button to agree with this services and subscriber's agreement

2. Then, click here to submit and complete this registration.

IMPORTANT : By submitting this form, you give your consent that all personal information that you submit may be processed by STI Policy

☒ I HEREBY CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE GIVEN IN THE ELECTRONIC FORM IS TRUE AND ACCURATE AND THAT I HAVE READ, UNDERSTOOD AND AGREED.

PREVIOUS SUBMIT

Figure 29

**Confirm Submit**

Please confirm your registration?

3. Click OK to confirm

OK CANCEL

Figure 30

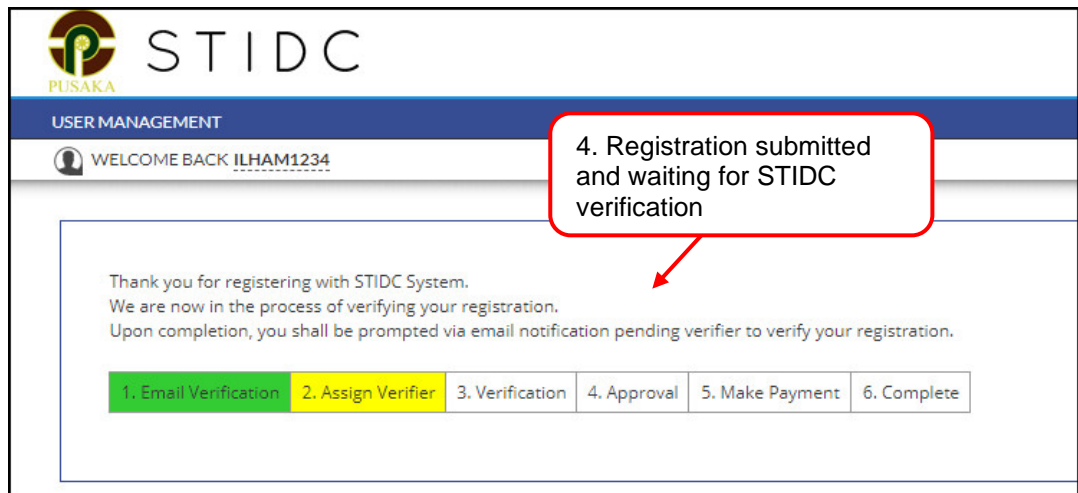


Figure 31

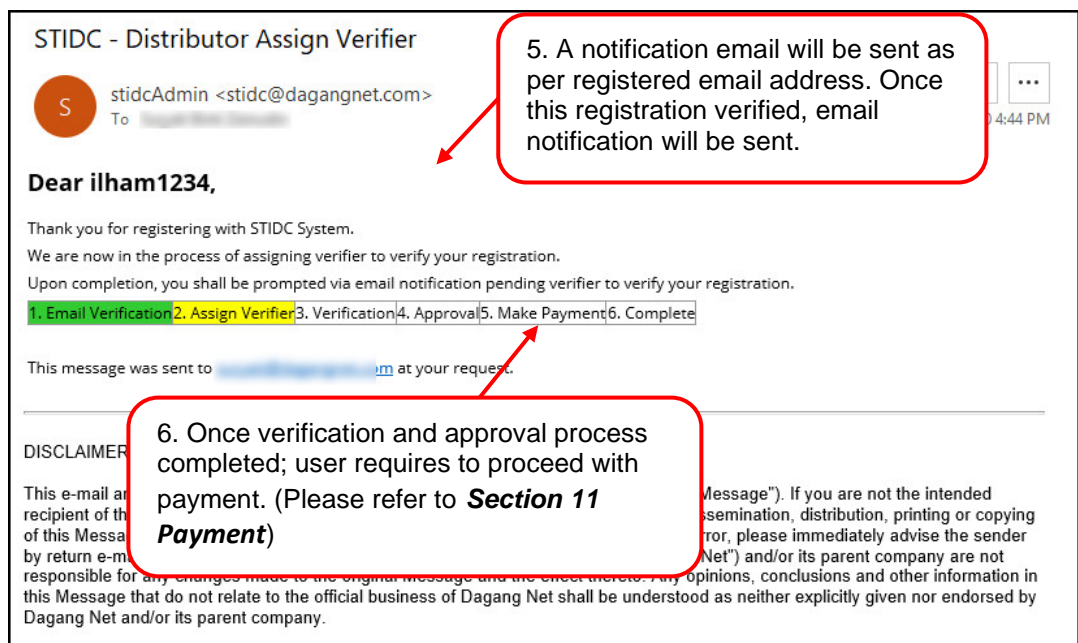


Figure 32

#### 4.2.1. Print Registration Certificate

STIDC PUSAKA

GRADING REGISTRATION USER MANAGEMENT

WELCOME

Branch

Trade Lic

Address

Postcode

Additional Branch Info

Additional Subscribe Info

Cancellation Branch Info

Cancellation Company Info

Cancellation Subscribe Info

Change Branch Info

Change Company Info

Make Payment

Search

Survey

Address 2

District \*

Please select

Figure 33

CHANGE COMPANY INFORMATION

Company Information

Company Name \* DILMAH SON BHD

ROC / ROB no. \* SEVCHAD1

Trade License \* NEW RENEWAL 01

Organization Type \* REGISTRAR OF BUSINESS

Registration Address

Address 1 \* TOWER 3 AVENUE 5

Address 2 \* THE HORIZON BANGSAR SOUTH

Address 3 \* NO.8 JALAN KERINCHI

Postcode \* 59200

District \* PUSA

State \* SARAWAK

Country \* MALAYSIA

Postal Address

☐ Same as Registration

Address 1 \* TOWER 3 AVENUE 5

Address 2 \* THE HORIZON BANGSAR SOUTH

Address 3 \* NO.8 JALAN KERINCHI

Postcode \* 59200

District \* PUSA

State \* SARAWAK

Country \* MALAYSIA

Contact Information

Title \* MISS

Person Name \* SALIMAH KALI KETIGA

Telephone \* 012-343678912

Mobile No. \* 019-9016023

Fax \*


Email \* nadiy@teraadigital.com

Designation \* TEST ANALYST1


SUBMIT

Print Certificate

Figure 34



**PUSAKA**

BK-PUSAKA-REG-01  
Version 1.0


3. Certificate ready to print

**CERTIFICATE OF REGISTRATION**  
 (Export, Import, and Local Sales / Storage of Timber)  
**THE SARAWAK TIMBER INDUSTRY (REGISTRATION) REGULATIONS, 2008**  
 REGULATION 7 (2)

Registration No.

Expiry Date

Annual Fee

Name of Company	DILMAH SDN BHD
Address	TOWER 3 AVENUE 5 THE HORIZON BANGSAR SOUTH NO.8 JALAN KERINCHI 59200 PUSA SARAWAK MALAYSIA

Activities	Product Description (Details as overleaf)
Exporter (E)	0102, 0302
Importer (I)	0101
Local Sale/Storage of Timber (T)	0101

This is to certify the above company is registered with the Corporation and the registration approval is subject to the Conditions and Restrictions as attached with this Certificate.

**General Manager**  
 Dated this 21st day of January, 2020

Figure 35



## Section 5. Update Registration Details

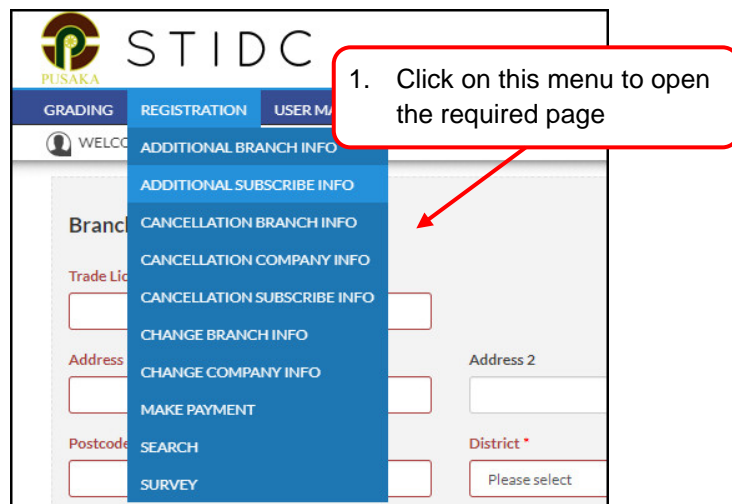


Figure 36

### 5.1. Additional Branch Information

1. Enter the Trade License and address of the new branch

ADD BRANCH INFORMATION

Branch Information

Trade License \*  
[Input Field]

Address 1 \*  
[Input Field]

Address 2  
[Input Field]

Address 3  
[Input Field]

Postcode \*  
[Input Field]

District \*  
[Please select]

State \*  
SARAWAK

Country \*  
MALAYSIA

SUBMIT

No.	Job No	Trade License	District	Created By	Created Date	Application Status	Status	Action
No record found.								

Total Records: 0

Figure 37

2. Then click on this button to add this new branch

ADD BRANCH INFORMATION

Branch Information

Trade License \*  
UM12345

Address 1 \*  
jalan town

Postcode \*  
86000

District \*  
[Please select]

State \*  
SARAWAK

Country \*  
MALAYSIA

SUBMIT

No.	Job No	Trade License	District	Created By	Created Date	Application Status	Status	Action
No record found.								

Total Records: 0

Figure 38

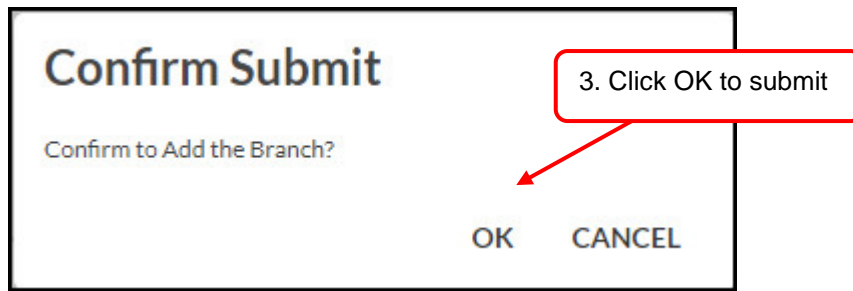


Figure 39

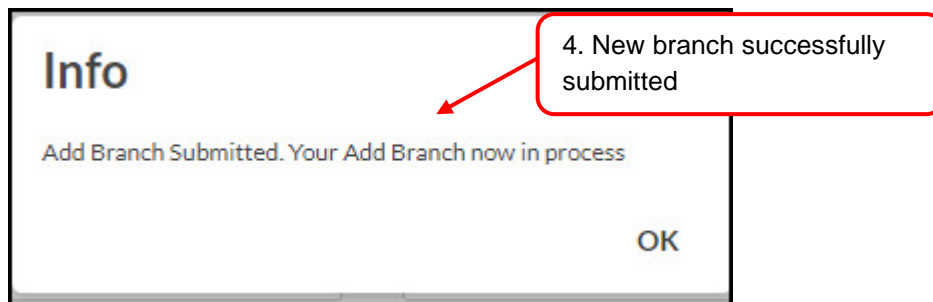


Figure 40

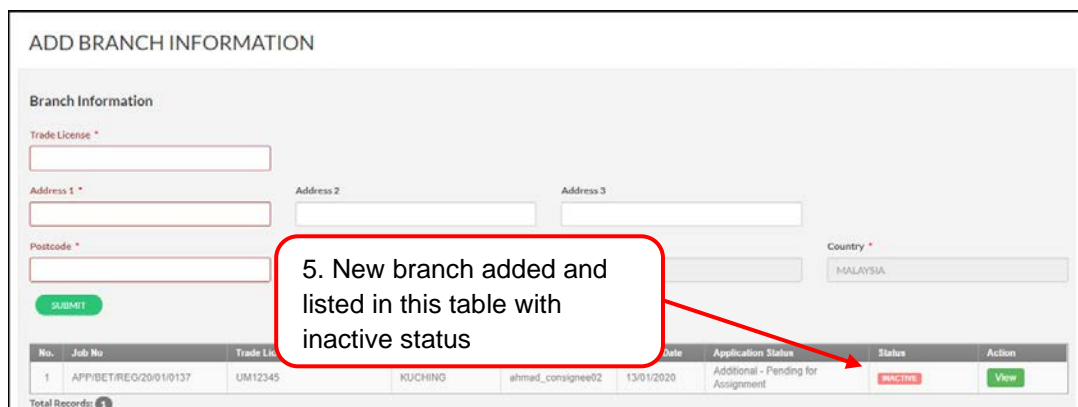


Figure 41

## 5.1. Additional Subscription Information

The screenshot shows the 'ADD SUBSCRIPTION INFORMATION' form. It includes a 'Products' section with an 'Activities' dropdown menu (currently showing 'Please select') and a 'Products' input field (currently empty). A red arrow points from the annotation '1. Click to select activities' to the 'Activities' dropdown. Below the input field is a green 'SEARCH' button, with a red arrow pointing from the annotation '2. Click her to select' to it. A green 'SUBMIT' button is located below the 'SEARCH' button. At the bottom, there is a table with columns: No., Job No, Activities, Products, Created By, Created Date, Application Status, and Status. The table is currently empty, and the text 'No record found.' is displayed below it. The 'Total Records' is shown as 0.

Figure 42

The screenshot shows the 'ADD SUBSCRIPTION INFORMATION' form. The 'Activities' dropdown menu is now set to 'IMPORT'. The 'Products' input field now contains the text 'Canes'. A red arrow points from the annotation '3. Then click on this button to submit' to the green 'SUBMIT' button. The 'SEARCH' button is still present. The table at the bottom remains empty, and the text 'No record found.' is displayed below it. The 'Total Records' is shown as 0.

Figure 43

The screenshot shows a 'Confirm Submit' dialog box. It contains the text 'Confirm to Add the Subscription?' and two buttons: 'OK' and 'CANCEL'. A red arrow points from the annotation '4. Click OK to submit' to the 'OK' button.

Figure 44

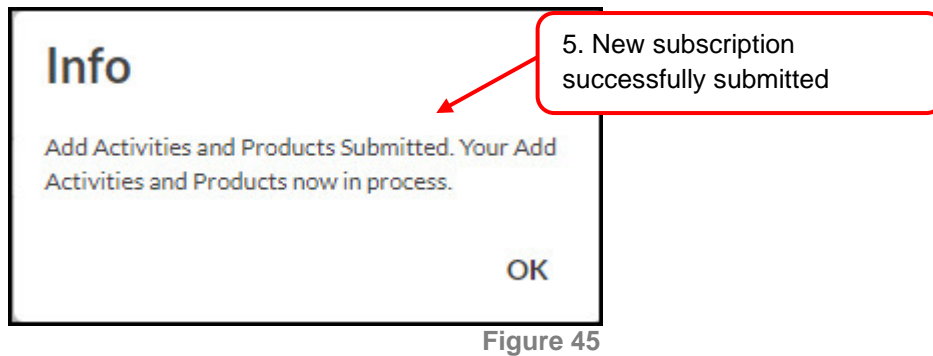


Figure 45

**ADD SUBSCRIPTION INFORMATION**

**Products**

Activities \*

Please select

Products \*

SUBMIT

6. New branch added and listed in this table with inactive status

No.	Job No	Activities	Products	Created By	Created Date	Application Status	Status
1	APP/BET/REG/20/01/0138	IMPORT	Flitch	ahmad_consinee02	13/01/2020	Additional - Pending for Assignment	INACTIVE

Total Records: 1

Figure 46

## 5.1. Cancellation Branch/ Subscriber Information

Please use the same steps below for Branch and Subscriber Information cancellation.

**CANCELLATION BRANCH INFORMATION**

**Branch Information**

1. Tick to select branch to cancel (in Active Status only)

No.	Job No	Trade License	District	Created By	Created Date	Application Status	Status	Action
1	APP/BET/REG/20/01/0218	add new branch 02	ENGKULILI	bottle01	21/01/2020	Additional - Completed	ACTIVE	<input type="checkbox"/>
2	APP/BET/REG/20/01/0217	add new branch 01	KABONG	bottle01	21/01/2020	Additional - Completed	ACTIVE	<input type="checkbox"/>
3	APP/BET/REG/20/01/0216	new branch 2	KAPIT	bottle01	21/01/2020	Registration - Completed	ACTIVE	<input type="checkbox"/>
4	APP/BET/REG/20/01/0235	new branch 1 sent again	TRUSMI	bottle01	21/01/2020	Cancellation - Completed	INACTIVE	<input type="checkbox"/>

Total Records: 4

SUBMIT

Figure 47

CANCELLATION BRANCH INFORMATION

Branch Information

No.	Job No	Trade License	Trader Name	Branch Name	Branch Address	Application Status	Status	Action
1	APP/BET/REG/20/01/0218	add new branch 02	TRUSAN	bottle01	21/01/2020	Additional - Completed	ACTIVE	<input type="checkbox"/>
2	APP/BET/REG/20/01/0217	add new branch 01	KAPIT	bottle01	21/01/2020	Additional - Completed	ACTIVE	<input type="checkbox"/>
3	APP/BET/REG/20/01/0216	new branch 2	KAPIT	bottle01	21/01/2020	Registration - Completed	ACTIVE	<input checked="" type="checkbox"/>
4	APP/BET/REG/20/01/0235	new branch 1 sent again	TRUSAN	bottle01	21/01/2020	Cancellation - Completed	INACTIVE	<input type="checkbox"/>

Total Records: 4

**2. Click here to submit cancellation.**

**SUBMIT**

Figure 48

**Confirm Cancellation**

Confirm to cancel selected record?

**OK CANCEL**

**3. Click ok to proceed.**

Figure 49

## 5.2. Cancellation Company Info

CANCELLATION COMPANY INFO

Company Information

Company Name \* DILMAH SDN BHD ROC / ROB no. \* SEVCHAO1 Trader License. \* NEW RENEWAL 01 Organization Type \* REGISTRAR OF BUSINESS

Registration Address

Address 1 \* TOWER 3 AVENUE 5 Address 2 \* THE HORIZON BANGSAR SOUTH Address 3 \* NO.8 JALAN KERINCHI

Postcode \* 59200 District \* PUSA State \* SARAWAK Country \* MALAYSIA

Contact Information

Title \* MISS Person Name \* SALMIAH KALI KETIGA Mobile No. \* 019-9016023

Fax \* Email \* nadiy@terasdigital.com Designation \* TEST ANALYST1

**1. Click here to submit**

**SUBMIT**

Figure 50



Figure 51

### 5.3. Change Branch Info

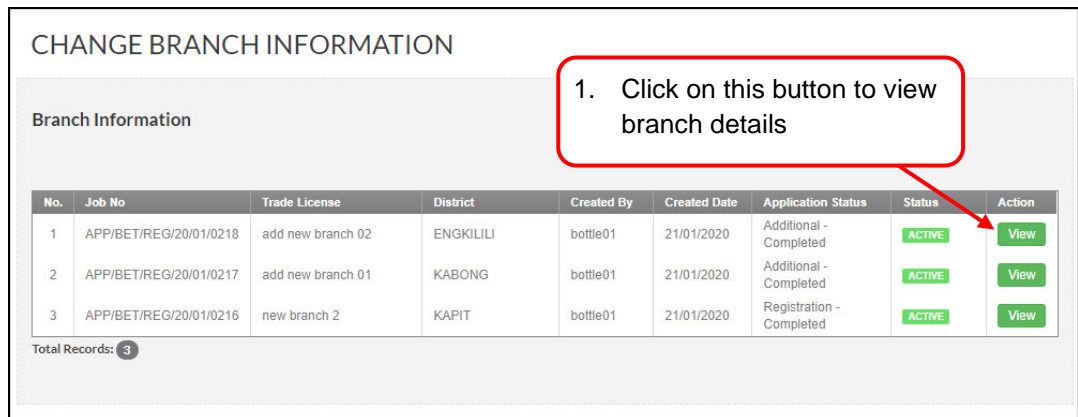


Figure 52

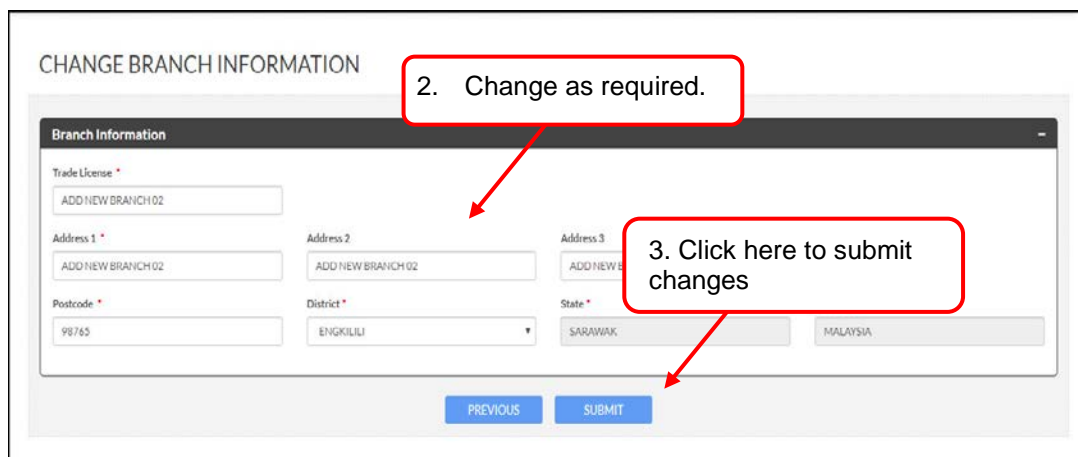


Figure 53

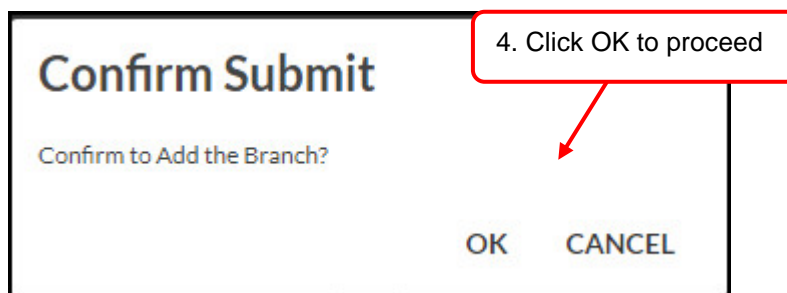


Figure 54

## 5.4. Change Company Information

CHANGE COMPANY INFORMATION

1. Change as required

Print Certificate

**Company Information**

Company Name \*  
DILMAH SDN BHD

ROC / ROB no. \*  
SENCHA01

Trade License \*  
NEW RENWAL 01

Organization Type \*  
REGISTRAR OF BUSINESS

**Registration Address**

Address 1 \*  
TOWER 3 AVENUE 5

Address 2  
THE HORIZON BANGSAR SOUTH

Address 3  
NO.8 JALAN KERINCHI

Postcode \*  
59200

District \*  
PJSA

State \*  
SARAWAK

Country \*  
MALAYSIA

**Postal Address**

☐ Same as Registration

Address 1 \*  
TOWER 3 AVENUE 5

Address 2  
THE HORIZON BANGSAR SOUTH

Address 3  
NO.8 JALAN KERINCHI

Postcode \*  
59200

District \*  
PJSA

State \*  
SARAWAK

Country \*  
MALAYSIA

**Contact Information**

Title \*  
MISS

Person Name \*  
SALMAH KALI KETIGA

Fax

Email \*  
nadiy@terasdigital.com

Designation \*  
TEST ANALYST1

2. Then, click here to submit

SUBMIT

Figure 55

# Section 6. Timber Grader Subscription

This section shows the steps to search, edit, view, request, cancel and make payment for grading.

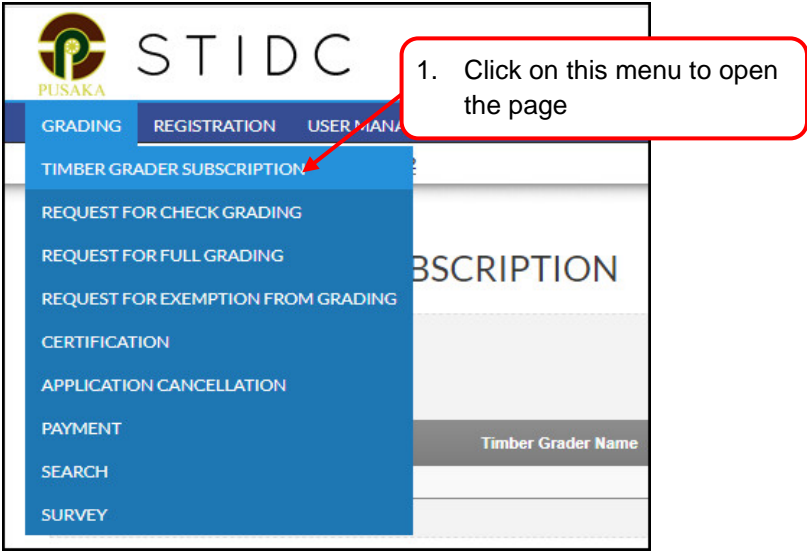


Figure 56

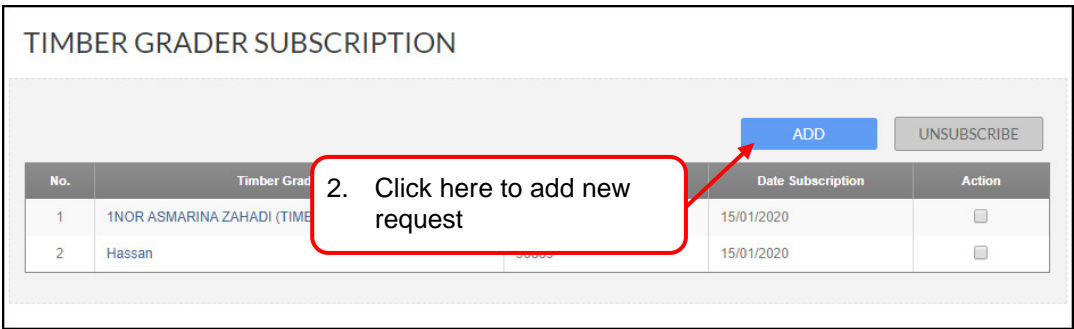


Figure 57



Timber Grader

Grader Name

Grader No.

Region

Please select

RETRIEVE

RESET

No.	Timber Grader Name	Timber Grader No.	Region	License Expiry Date	Action
1	1NOR ASMARINA ZAHADI (TIMBER GRADE)	SMS001	MUKAH	18/12/2020	<input type="checkbox"/>
		56889	BINTULU, KUCHING, LAWAS, LIMBANG, MIRI, MUKAH, SIBU, TANJUNG MANIS	27/03/2020	<input type="checkbox"/>
		66783	LIMBANG	01/01/2021	<input type="checkbox"/>
4	Lilo TGrader 02	12312	LIMBANG	01/01/2021	<input type="checkbox"/>
5	Lilo TGrader 04	93431	LIMBANG	01/01/2021	<input type="checkbox"/>
6	Lilo TGrader 05	89432	LIMBANG	01/01/2021	<input type="checkbox"/>
7	Lilo TGrader 06	94832	LIMBANG	01/01/2021	<input type="checkbox"/>
8	Lilo TGrader 07	23943	LIMBANG	01/01/2021	<input type="checkbox"/>
9	Lilo TGrader 08	56565	LIMBANG	01/01/2021	<input type="checkbox"/>
10	Lilo TGrader 09	88723	LIMBANG	01/01/2021	<input type="checkbox"/>
11	Lilo TGrader 10	89834	LIMBANG	01/01/2021	<input type="checkbox"/>
12	Lilo TGrader 11	87654	LIMBANG	01/01/2021	<input type="checkbox"/>
13	TG001	TG001	BINTULU, KUCHING	19/11/2020	<input type="checkbox"/>
14	TG0010	TG0010	BINTULU, KUCHING	19/11/2020	<input type="checkbox"/>
15	TG0011	TG0011	BINTULU, KUCHING	19/11/2020	<input type="checkbox"/>

Total Records: 32

Go to Page: 1

◀

▶

SUBSCRIBE

Figure 58

Timber Grader

Grader Name

Grader No.

Region

Please select

RETRIEVE

RESET

No.	Timber Grader Name	Timber Grader No.	Region	License Expiry Date	Action
1	1NOR ASMARINA ZAHADI (TIMBER GRADE)	SMS001	MUKAH	18/12/2020	<input type="checkbox"/>
2	Hassan	56889	BINTULU, KUCHING, LAWAS, LIMBANG, MIRI, MUKAH, SIBU, TANJUNG MANIS	27/03/2020	<input checked="" type="checkbox"/>
3	Lilo TGrader 01	66783	LIMBANG	01/01/2021	<input checked="" type="checkbox"/>
4	Lilo TGrader 02	12312	LIMBANG	01/01/2021	<input type="checkbox"/>
5	Lilo TGrader 04	93431	LIMBANG	01/01/2021	<input type="checkbox"/>
6	Lilo TGrader 05	89432	LIMBANG	01/01/2021	<input type="checkbox"/>
7	Lilo TGrader 06	94832	LIMBANG	01/01/2021	<input type="checkbox"/>
8	Lilo TGrader 07	23943	LIMBANG	01/01/2021	<input type="checkbox"/>
9	Lilo TGrader 08	56565	LIMBANG	01/01/2021	<input type="checkbox"/>
10	Lilo TGrader 09	88723	LIMBANG	01/01/2021	<input type="checkbox"/>
11	Lilo TGrader 10	89834	LIMBANG	01/01/2021	<input type="checkbox"/>
12	Lilo TGrader 11	87654	LIMBANG	01/01/2021	<input type="checkbox"/>
13	TG001	TG001	BINTULU, KUCHING	19/11/2020	<input type="checkbox"/>
14	TG0010	TG0010	BINTULU, KUCHING	19/11/2020	<input type="checkbox"/>
15	TG0011	TG0011	BINTULU, KUCHING	19/11/2020	<input type="checkbox"/>

Total Records: 32

Go to Page: 1

◀

▶

SUBSCRIBE

Figure 59

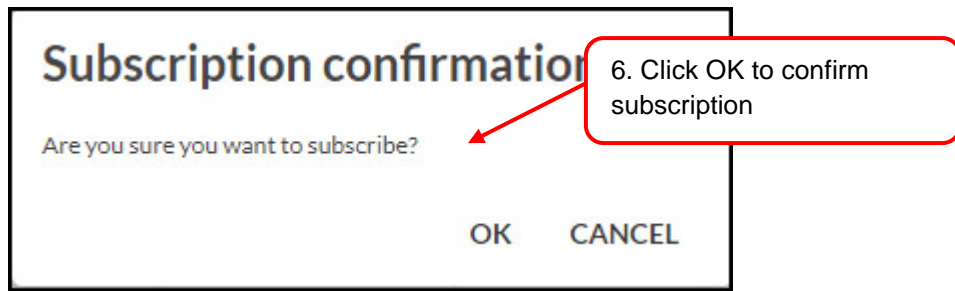


Figure 60

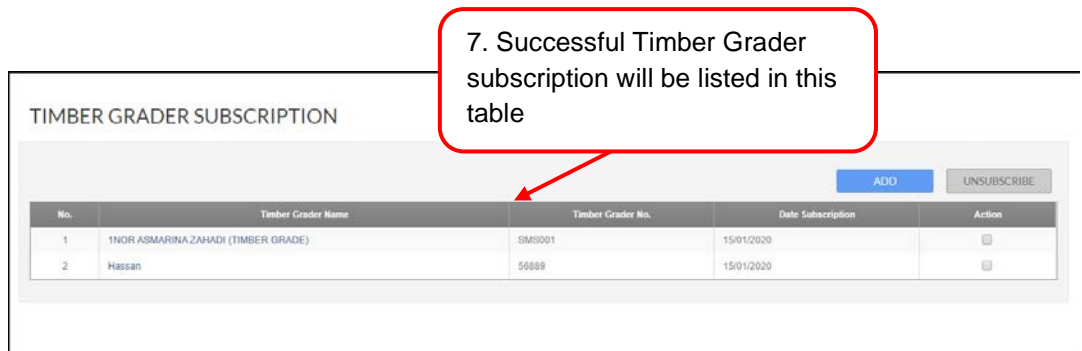


Figure 61

## 6.1. Unsubscribe Timber Grader

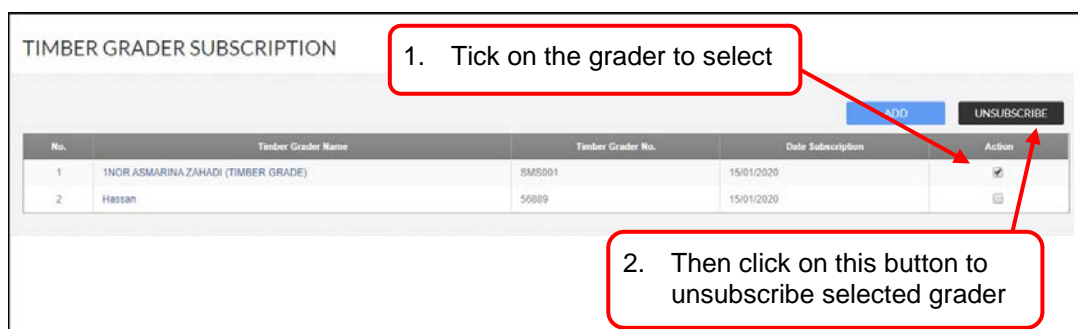


Figure 62

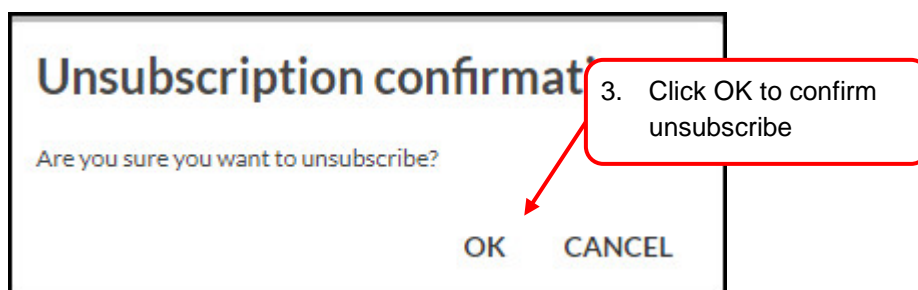


Figure 63

## Section 7. Request for Check Grading

This section shows the steps to create new request for check grading.

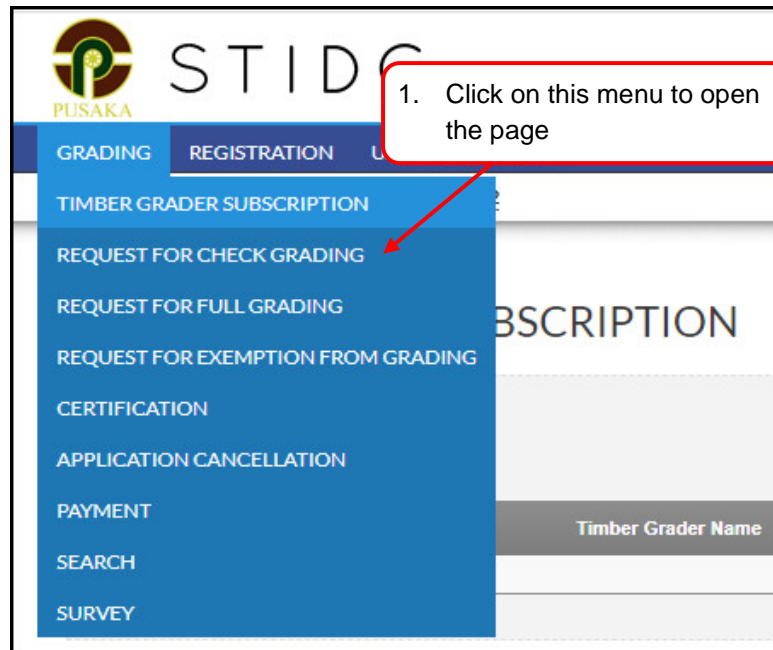


Figure 64

### 7.1. Create New

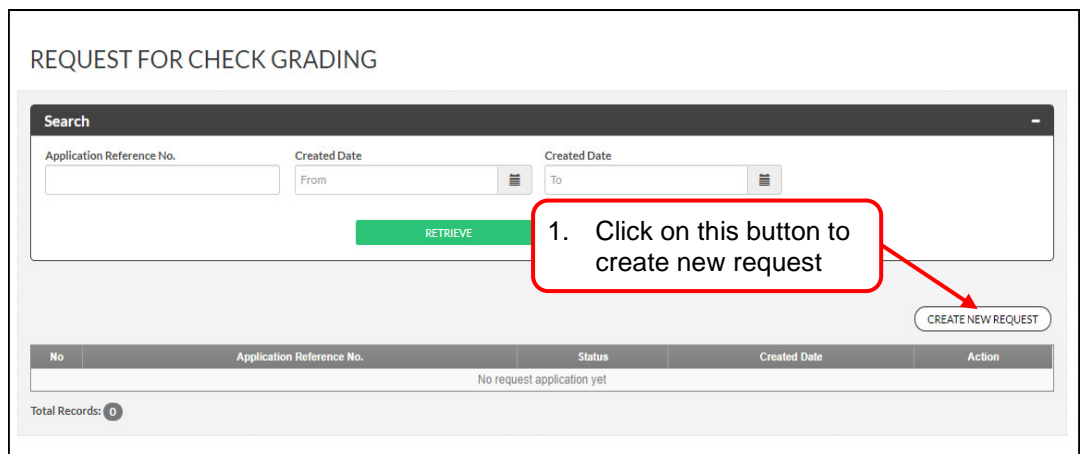


Figure 65

### 7.1.1. Requestor and Consignee Details

## REQUEST FOR CHECK GRADING

### Requester Details

Requesting Office \*

Please select

Contract No \*

Contract Date \*

Contract Date

Marking

1. Click here to search for Requesting Office. Then fill up the Contract No

2. Click here to view calendar and select date

### Consignee Details

Name \*

Address 2

Address 3

Postcode

District

State

Country \*

Please select

Place of Grading \*

Port Of Origin \*

Please select

Vessel Name \*

Departure Date \*

Departure Date

Place Of Final

i) Destination \*

ii) Country \*

Please select

3. Fill up other details as required. Details with \* are mandatory.

### Timber Details

Special Market Specification

None

Kind of Timber \*

Please select

Timber Grade \*

Please select

Supplier Name \*

Permit Reference No

Permit Total Volume (m<sup>3</sup>)

Permit Effective Date

Permit Effective Date

Permit Expiry Date

Permit Expiry Date

Date of Grading (From) \*

From

Date of Grading (To) \*

To

No	Grader No.	Grader Name	Thickness *	Width *	Length *	No. of Pieces *	Linear Length	Volume	Specification	Action
Unit of Measurement			mm	mm	meter		meter	m <sup>3</sup>		
No Timber Data Specified.										

Add

Calculate

Total No. of Pieces

Total Volume (m<sup>3</sup>)

Fee (RM)

1

Total Amount (RM)

### Quota Details

No	Grader Name	New Volume (This Application)	Used Volume (This Month)	Current Pending	Balance	Additional Requested (Pending Approval)
No Grader Specified.						

### Supporting Documents

Upload Online

Hardcopy Submission

Upload Documents

No.	Type	Filename	Action
1	Grading Summary *		Browse
2	Contract *		Browse
3	Permit for Restricted Species (Optional)		Browse
4	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		Browse

BACK

SAVE

SUBMIT

Figure 66

## 7.1.2. Timber Details

REQUEST FOR CHECK GRADING

**Requester Details**  
Requesting Office \*  
KUCHING  
Contract No \*  
11111  
Contract Date \*  
23/01/2020  
Marking

**Consignee Details**  
Name \*  
ali  
Address 1 \*  
tower 1  
Address 2  
jalan 2  
Address 3  
Postcode \*  
09000  
District \*  
kuching  
State \*  
sarawak  
Country \*  
MALAYSIA  
Place of Grading  
kuching  
Vessel Name \*  
tune 123  
Departure Date \*  
23/01/2020  
Place Of Final  
Destination \*  
MALAYSIA

**Timber Details**  
Special Market Specification  
None  
Kind of Timber \*  
ARA  
Timber Grade \*  
STANDARD  
Supplier Name \* [Search]  
DILMAH SDN BHD  
Permit Reference No  
Permit Total Volume (m<sup>3</sup>)  
Permit Exp  
Date of Grading (From) \*  
23/01/2020  
Date of Grading (To) \*  
23/01/2020  
No  
Grader No.  
Grader Name  
Thickness \*  
Width \*  
Length \*  
No. of Pieces \*  
Linear Length  
Volume  
Specification  
Add  
Unit of Measurement  
mm  
mm  
meter  
meter  
m<sup>3</sup>  
No Timber Data Specified.  
Calculate  
Total No. of Pieces  
Total Volume (m<sup>3</sup>)  
Fee (RM)  
Total Amount (RM)  
1

**Quota**  
No  
Grader Name  
New Volume (This Application)  
Used Volume (This Month)  
Current Pending  
Balance  
Additional Requested (Pending Approval)  
no Grader specified

1. Click on the box to select Kind of Timber and Trader Grade

2. Click here to search and select supplier name

3. Click to view calendar and select grading date

4. Click here to add Timber Data if required

5. Then click here to calculate timber data

Figure 67

### 7.1.3. Supporting Documents

1. Tick on preferred documents submission

2. For online submission, click on this button to select documents to upload

No.	Type	Filename	Action	Add
1	Grading Summary *		Browse	
2	Contract *		Browse	
3	Permit for Restricted Species (Optional)		Browse	
4	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		Browse	

BACK SAVE SUBMIT

Figure 68

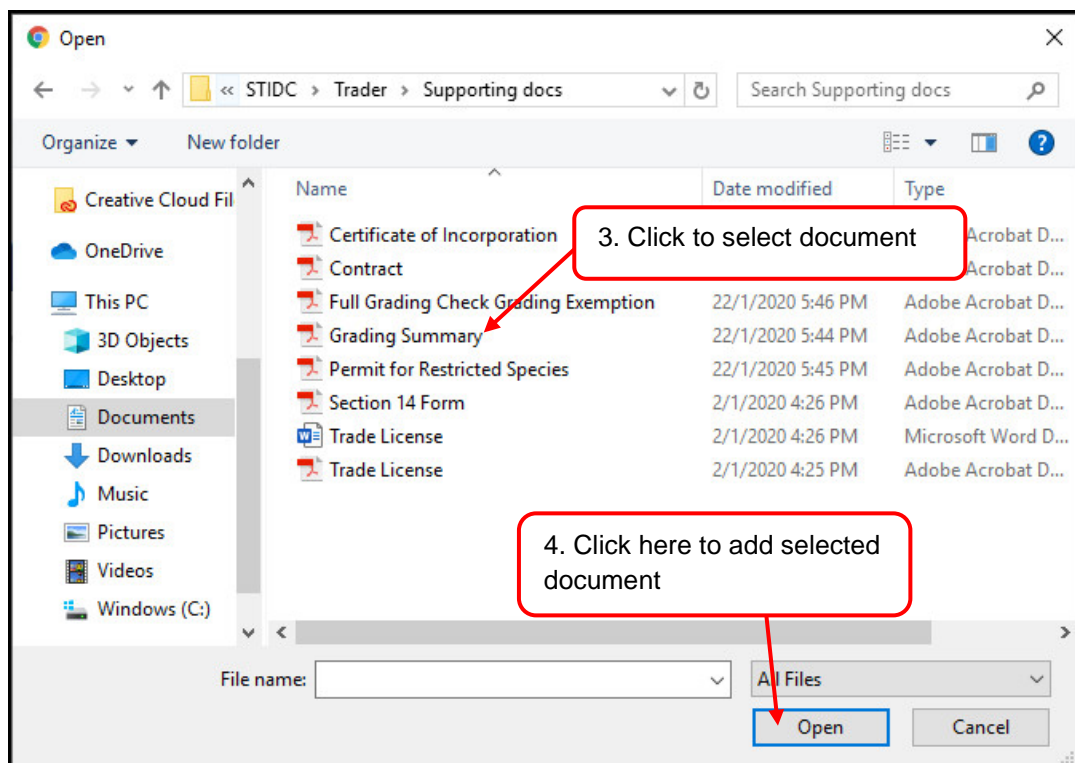


Figure 69

**Supporting Documents**

☒ Upload Online ☐ Hardcopy Submission

5. Then click here to upload the added documents

[Upload Documents](#)

No.	Type	Filename	Action
1	Grading Summary *	Grading Summary.pdf	<a href="#">Cancel</a>
2	Contract *	Contract.pdf	<a href="#">Cancel</a>
3	Permit for Restricted Species (Optional)		<a href="#">Browse</a>
4	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		<a href="#">Browse</a>

[BACK](#) [SAVE](#) [SUBMIT](#)

Figure 70

**Supporting Documents**

☒ Upload Online ☐ Hardcopy Submission

6. Documents uploaded

[Upload Documents](#)

No.	Type	Filename	Action
1	Grading Summary *	<a href="#">Grading_Summary.pdf</a>	<a href="#">Delete</a>
2	Contract *	<a href="#">Contract.pdf</a>	<a href="#">Delete</a>
3	Permit for Restricted Species (Optional)		<a href="#">Browse</a>
4	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		<a href="#">Browse</a>

7. Click this red button if need to delete the uploaded documents

[BACK](#) [SAVE](#) [SUBMIT](#)

Figure 71

## 7.1.4. Submit

REQUEST FOR CHECK GRADING

**Requester Details**

Requesting Office \*

KUCHING

Contract No \*

11111

Contract Date \*

23/01/2020

Marking

**Consignee Details**

Name \*

ali

Address 1 \*

house 1

Address 2

jalan 2

Address 3

Postcode \*

89000

District \*

kuching

State \*

sarawak

Country \*

MALAYSIA

Place of Grading \*

kuching

Port Of Origin \*

KUCHING - SARAWAK

Vessel Name \*

tune 123

Departure Date \*

23/01/2020

Place Of Final

I) Destination \*

taman pelindung

II) Country \*

MALAYSIA

**Timber Details**

Special Market Specification

None

Kind of Timber \*

KEDANG BELUM

Timber Grade \*

STANDARD AND BETTER

Supplier Name [Search]

DILMAH SON BHD

Permit Reference No

Permit Total Volume (m³)

Permit Effective Date

Permit Effective Date

Permit Expiry Date

Permit Expiry Date

Date of Grading (From) \*

23/01/2020

Date of Grading (To) \*

23/01/2020

No	Grader No.	Grader Name	Thickness *	Width *	Length *	No. of Pieces *	Linear Length	Volume	Specification	Action
Unit of Measurement			inch	inch	foot		meter	m³		
No Timber Data Specified.										

Calculate

Total No. of Pieces

0

Total Volume (m³)

0

Fee (RM)

1

Total Amount (RM)

50

**Quota Details**

No	Grader Name	New Volume (This Application)	Used Volume (This Month)	Current Pending	Balance	Additional Requested (Pending Approval)
No Grader Specified.						

**Supporting Documents**

Upload Online

Hardcopy Submission

Upload Documents

No.	Type
1	Grading Summary *
2	Contract *
3	Permit for Restricted Species (Optional)
4	FULL COPY OF THE GRADING DOCUMENT
5	Grading

1. Click here to submit this new request. Application must be submitted within 30 days from start of grading

2. Click here to save this request

BACK

SAVE

SUBMIT

Figure 72



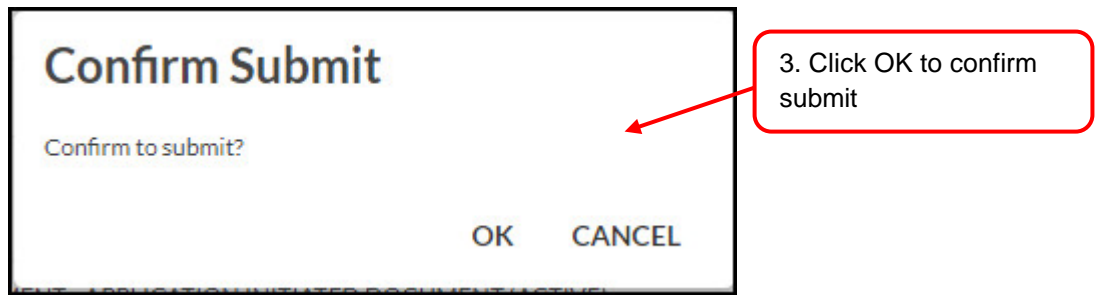


Figure 73

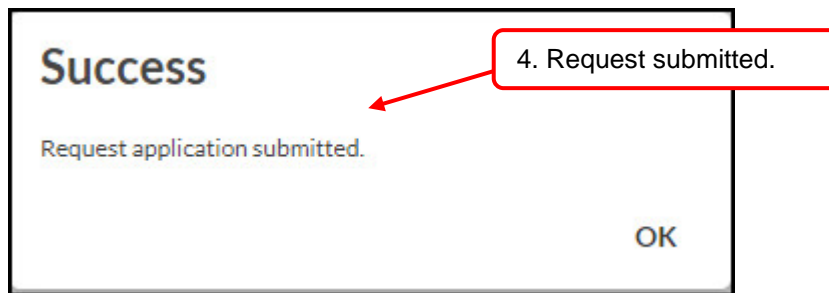


Figure 74

## Section 8. Request for Full Grading

This section shows the steps to create new MILL and view previous records.

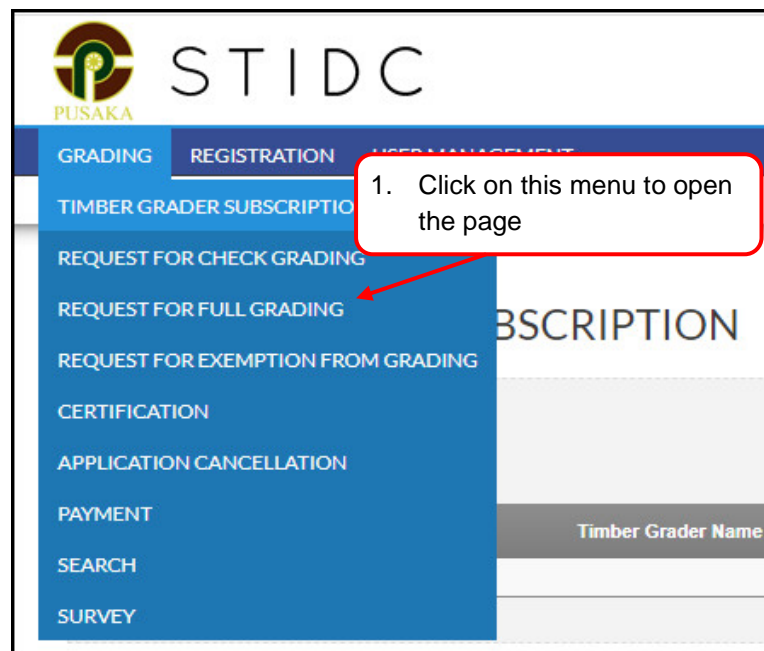


Figure 75

### 8.1. Create New

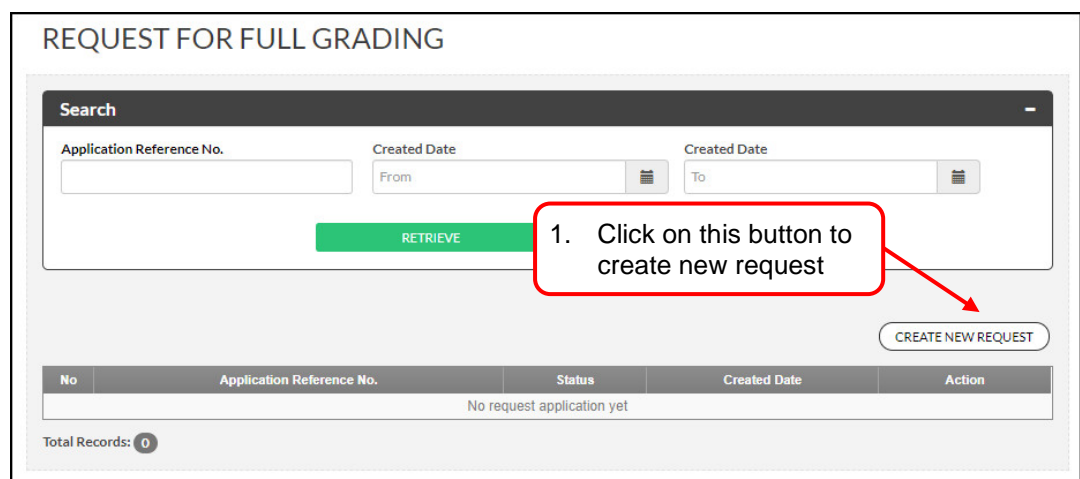


Figure 76

### 8.1.1. Requestor and Consignee Details

**FULL GRADING REQUEST**

**Requester Details**

Special Market Specification \*  
None

Requesting Office \*  
Please select

Contract No \*

Contract Date \*  
[Calendar Icon]

Supplier Name \*  
Search Supplier

Mark

1. Click here to select details as required

2. Enter Contract No.

3. Click here to view calendar and select date

**Consignee Details**

Name \*

Address 1 \*

Address 2

Address 3

District

Postcode

State

Country \*  
Please select

Place of Grading \*

Port Of Origin  
Please select

Vessel Name \*

Departure Date \*  
Departure Date [Calendar Icon]

Place Of Final  
i) Destination

ii) Country  
Please select

**Supporting Documents**

Upload Online  
Hardcopy Submission

Upload Documents

No.	Type	Filename	Action
1.	Contract *		Browse
2.	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		Browse
3.	document ada double space triple space test *		Browse

BACK SAVE SUBMIT

Figure 77

## 8.1.2. Supporting Documents

The screenshot shows a web form for submitting supporting documents. At the top, there are input fields for 'Place of Grading' (taman kosasi), 'Port Of Origin' (uMa), 'Vessel Name' (RYSIA), and 'Departure Date' (31/01/2020). Below these is a 'Supporting Documents' section with two radio buttons: 'Upload Online' (selected) and 'Hardcopy Submission'. A table lists three documents: 1. 'Contract \*', 2. 'FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)', and 3. 'document ada double space triple space test \*'. Each document has a 'Browse' button. A 'Upload Documents' button is at the top right of the table. At the bottom are 'BACK', 'SAVE', and 'SUBMIT' buttons.

1. Tick on preferred documents submission

2. Documents with \* are mandatory

3. For online submission, click on this button to select document to upload

Figure 78

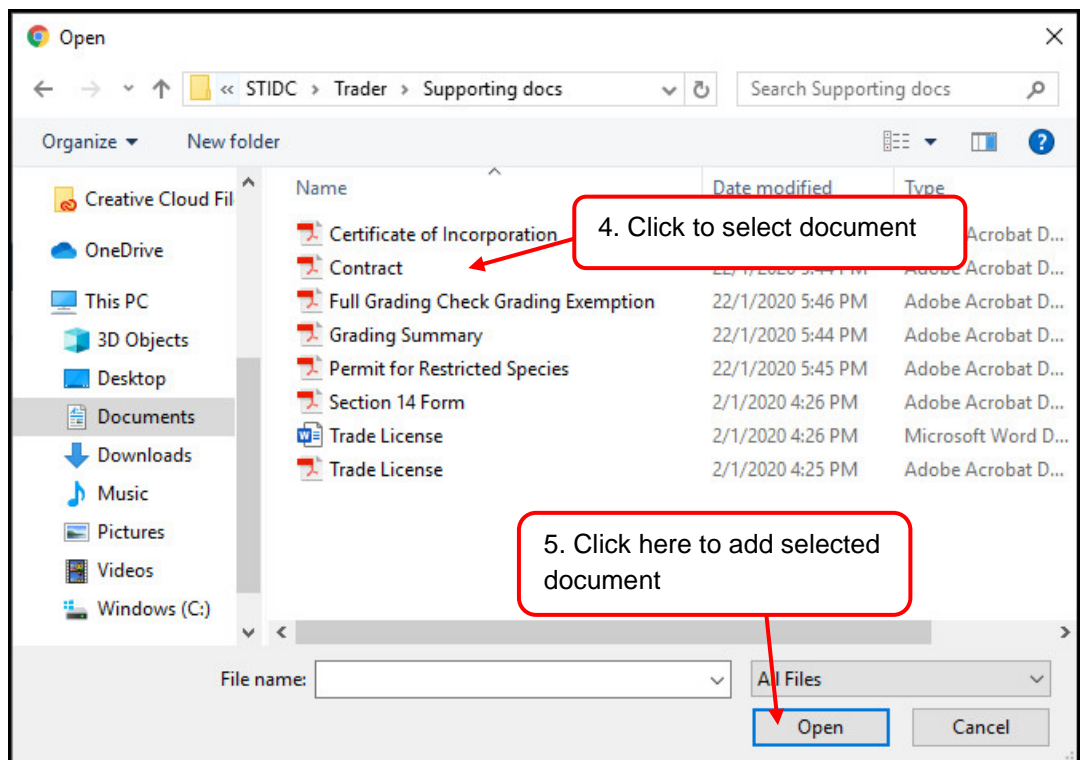


Figure 79

**Supporting Documents**

☒ Upload Online
 ☐ Hardcopy Submission

6. Then click here to upload the added documents

Upload Documents

No.	Type	Filename	Action
1.	Contract *	Contract.pdf	Cancel
2.	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		Browse
3.	document ada double space triple space test *	Document Test.pdf	Cancel

BACK SAVE SUBMIT

Figure 80

**Supporting Documents**

☒ Upload Online
 ☐ Hardcopy Submission

7. Documents uploaded

Upload Documents

No.	Type	Filename	Action
1.	Contract *	Contract.pdf	Delete
2.	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		Browse
3.	document ada double space triple space test *	Document_Test.pdf	Delete

8. Click this red button if need to delete the uploaded document

BACK SAVE SUBMIT

Figure 81

### 8.1.3. Submit

**FULL GRADING REQUEST**

**Requester Details**

Special Market Specification \* Decks  
Requesting Office \* KUCHING  
Contract No \* 1234  
Contract Date \* 24/01/2020

Supplier Name \* Search Supplier Q

Marking

**Consignee Details**

Name \* Alia  
Address 1 \* no 1  
Address 2 \* jalan 123  
Address 3 \*  
District \* kuching  
Postcode \* 89000  
State \* sarawak  
Country \* MALAYSIA  
Place Of Grading \* taman kosasi  
Port Of Origin \* KUCHING - SARAWAK  
Vessel Name \* uMa  
Departure Date \* 31/01/2020  
Place Of Final \*  
i) Destination Bitung  
ii) Country MALAYSIA

**Supporting Documents**

☒ Upload Online ☐ Hardcopy Submission

Upload Documents

No.	Type	Filename	Action
1.	Contract *	Contract.pdf	Delete
2.	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AME		Browse
3.			Delete

1. Click here to save this request

2. Click here to submit this new

BACK SAVE SUBMIT

Figure 82

**Confirm Submit**

Are you sure want to submit form?

OK CANCEL

3. Click OK to confirm submit

Figure 83

## Section 9. Request for Exemption from Grading

This section shows the steps to request for exemption grading.

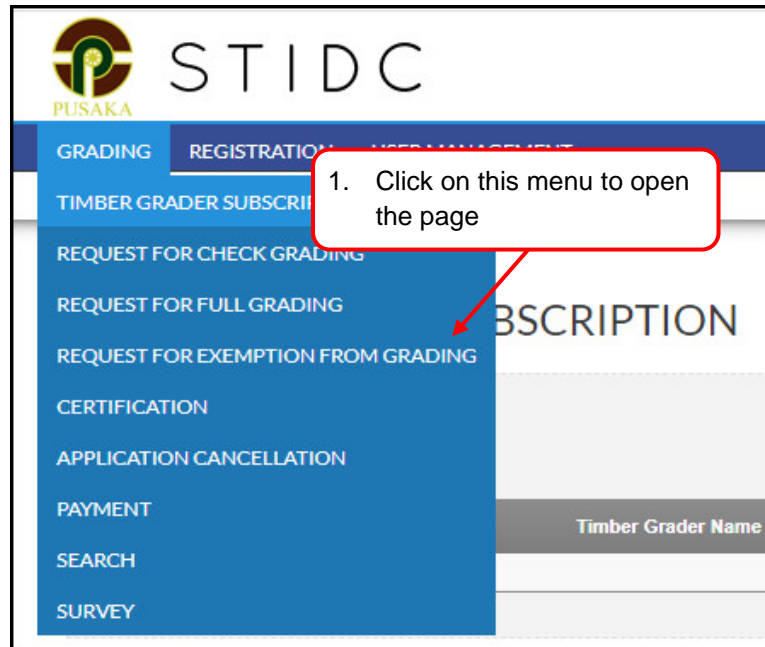


Figure 84

### 9.1. Create New

A screenshot of the 'REQUEST FOR EXEMPTION GRADING' form. It features a search section with fields for 'Application Reference No.', 'Created Date' (From), and 'Created Date' (To), along with a green 'RETRIEVE' button. A red callout box with the text '1. Click on this button to create new request' points to the 'CREATE NEW REQUEST' button. Below the search section is a table with columns: 'No', 'Application Reference No.', 'Status', 'Created Date', and 'Action'. The table is currently empty, displaying 'No request application yet'. At the bottom left, it shows 'Total Records: 0'.

Figure 85

### 9.1.1. Requestor and Consignee Details

REQUEST FOR EXEMPTION GRADING

#### Requester Details

Requesting Office \*

Please select

Contract No \*

Contract Date \*

Contract Date

Marking

1. Click here to search for Requesting Office. Then fill up the Contract No

2. Click here to view calendar and select date

#### Consignee Details

Name \*

Address 2

Address 3

District

Postcode

State

Country \*

Please select

Place of Grading \*

Port Of Origin

Please select

Vessel Name \*

Departure Date \*

Departure Date

Place Of Final

I) Destination

II) Country

Please select

#### Timber Details

Kind of Timber \*

Please select

Timber Grade

Supplier Name

Permit Reference No

Permit Total Volume (m<sup>3</sup>)

Permit Effective

CITES No

Effective Date

3. Fill up other details as required. Details with \* are mandatory.

No.	Thickness	Width	Length	No. of Pieces	Linear Length	Volume	Action
Unit of Measurement	Please select	Please select	Please select		meter	m <sup>3</sup>	

No record found

Total No. of Pieces

0

Total Volume (m<sup>3</sup>)

0.0000

#### Supporting Documents

Upload Online

Hardcopy Submission

Upload Documents

No.	Type	Filename	Action
1	Contract *		Browse
2	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		Browse
3	CITES Certificate		Browse
4	Permit of Restricted Species (Optional)		Browse

BACK

SAVE

SUBMIT

Figure 86



## 9.1.2. Timber Details

REQUEST FOR EXEMPTION GRADING

Requester Details

Requesting Office \*

MUKAH

Contract No \*

1111

Contract Date \*

11/02/2020

Marking

Consignee Details

Name \*

xxx

Address 1 \*

Address 2

Address 3

District \*

aaaa

State \*

xxxx

Place of Grading \*

xxx

Please select

Vessel No

sadd

12/02/2020

Place Of Final

i) Destination

xxx

ii) Country

MALAYSIA

Timber Details

Kind of Timber \*

ALAN

Timber Grade

Supplier

Bana

Permit Reference No

Permit Total Volume (m<sup>3</sup>)

Permit Effective Date

Effective Date

Permit Expiry Date

Expiry Date

CITES No

No.

Thickness

Width

Length

No. of Pieces

Linear Length

Volume

Action

U

foot

meter

m<sup>3</sup>

1

10

1000

3048.0000

2949.6715

Total No. of Pieces

1000

Total Volume (m<sup>3</sup>)

2949.6715

Supporting Documents

Upload Online

Hardcopy Submission

Upload Documents

No.	Type	Filename	Action
1	Contract *		Browse
2	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		Browse
3	CITES Certificate		Browse
4	Permit of Restricted Species (Optional)		Browse

BACK

SAVE

SUBMIT

Figure 87

### 9.1.3. Supporting Documents

1. Tick on preferred documents submission

2. For online submission, click on this button to select documents to upload

No.	Type	Filename	Action	Add
1	Grading Summary *		Browse	
2	Contract *		Browse	
3	Permit for Restricted Species (Optional)		Browse	
4	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		Browse	

BACK SAVE SUBMIT

Figure 88

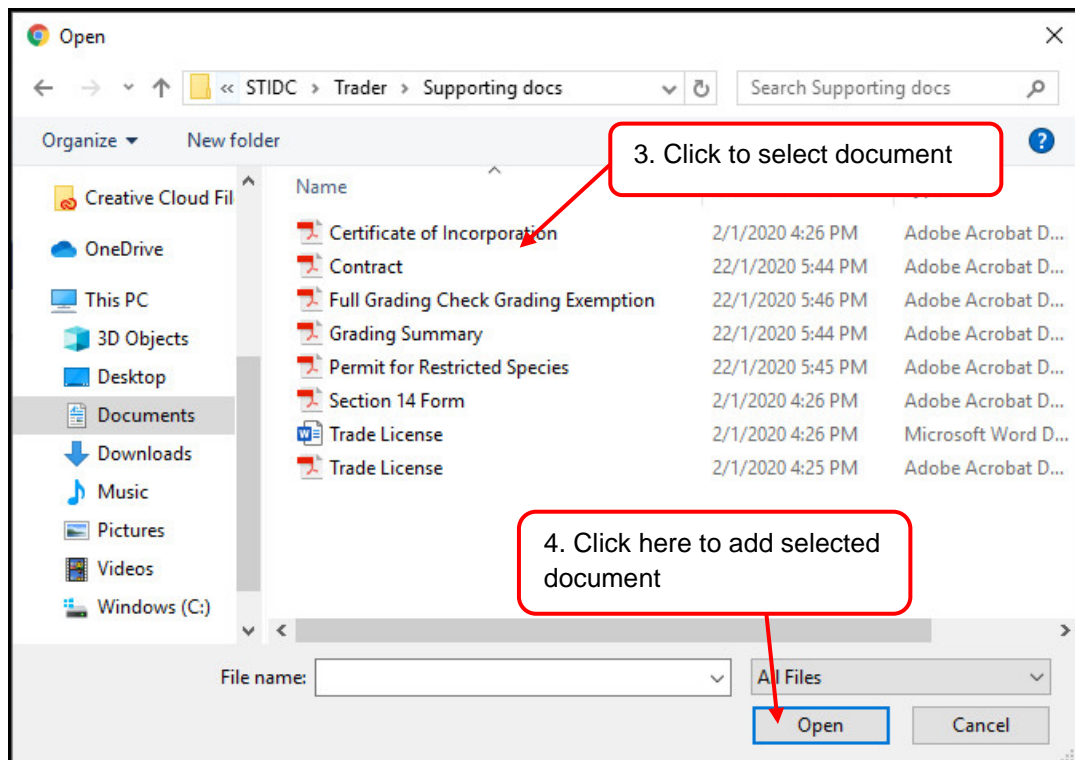


Figure 89

**Supporting Documents**

☒ Upload Online ☐ Hardcopy Submission

5. Then click here to upload the added documents

[Upload Documents](#)

No.	Type	Filename	Action
1	Grading Summary *	Grading Summary.pdf	<a href="#">Cancel</a>
2	Contract *	Contract.pdf	<a href="#">Cancel</a>
3	Permit for Restricted Species (Optional)		<a href="#">Browse</a>
4	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		<a href="#">Browse</a>

[BACK](#) [SAVE](#) [SUBMIT](#)

Figure 90

**Supporting Documents**

☒ Upload Online ☐ Hardcopy Submission

6. Documents uploaded

[Upload Documents](#)

No.	Type	Filename	Action
1	Grading Summary *	<a href="#">Grading_Summary.pdf</a>	<a href="#">Delete</a>
2	Contract *	<a href="#">Contract.pdf</a>	<a href="#">Delete</a>
3	Permit for Restricted Species (Optional)		<a href="#">Browse</a>
4	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)		<a href="#">Browse</a>

7. Click this red button if need to delete the uploaded documents

[BACK](#) [SAVE](#) [SUBMIT](#)

Figure 91

## 9.1.4. Submit

REQUEST FOR EXEMPTION GRADING

Requester Details

Requesting Office \*

MUKAH

Contract No \*

123

Contract Date \*

13/02/2020

Marking

Consignee Details

Name \*

ali

Address 1 \*

jalan a

Address 2

Address 3

District \*

mukah

Postcode \*

65000

State \*

kuching

Country \*

MALAYSIA

Place Of Grading \*

mukah

Port Of Origin

Please select

Vessel Name \*

sdad

Departure Date \*

17/02/2020

Place Of Final \*

i) Destination mukah

ii) Country MALAYSIA

Timber Details

Kind of Timber \*

ARA

Timber Grade

Supplier Name \*

Banana sdn bhd

Search Supplier

Permit Reference No

Permit Total Volume (m<sup>3</sup>)

Permit Effective Date

Effective Date

Permit Expiry Date

Expiry Date

CITES No

Add

No.	Thickness	Width	Length	No. of Pieces	Linear Length	Volume	Action
Unit of Measurement							
	inch	inch	foot		meter	m <sup>3</sup>	
1	10	5	5	50	76.2000	2.4581	

Total No. of Pieces

50

Total Volume (m<sup>3</sup>)

2.4581

Supporting Documents

Upload Online

Hardcopy Submission

Upload Documents

No.	Type	Filename	Action
1	Contract *		
2	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION		
3	CITES Cer		
4	Permit of		Browse

1. Click here to save this request

2. Click here to submit this new request. Application must be submitted within 30 days from start of grading

BACK

SAVE

SUBMIT

Figure 92

Page 52  
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DAGANGNET



Figure 93

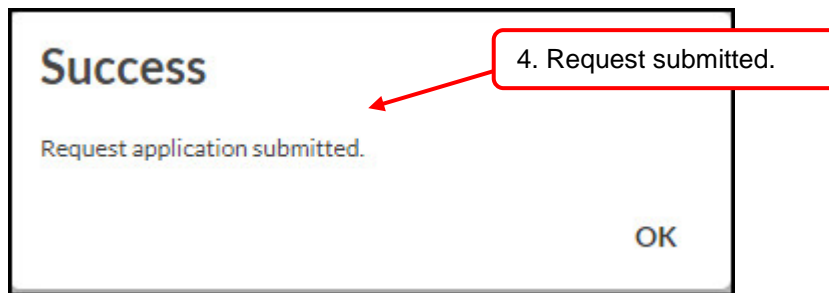


Figure 94

## Section 10. Certification

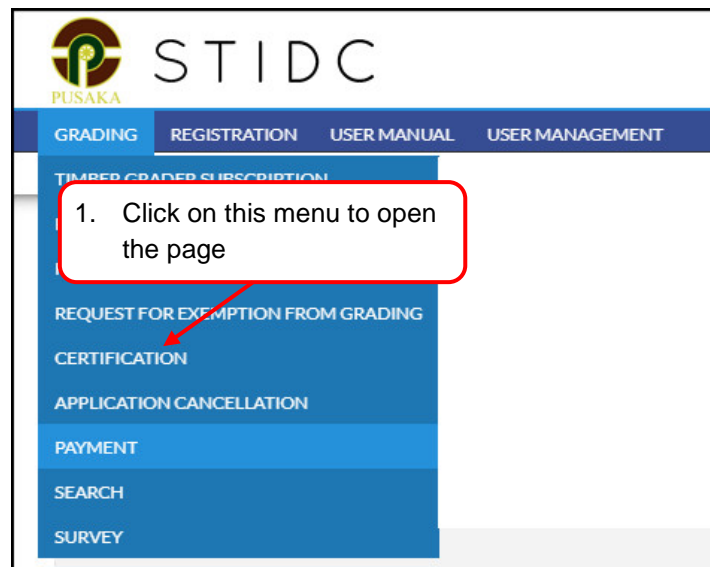


Figure 95

The screenshot shows the 'CERTIFICATION' page in the STIDC PUSAKA application. At the top, there is a search bar with the following filters: Certificate No., Certificate Status (Please select), Date Issue (From), and Date Issue (To). A green 'RETRIEVE' button and a 'RESET' button are located below the search filters. A red box highlights the search filters with the text '3. Search for certificate here,'. Below the search filters, there is a table with the following columns: No., Certificate No., Grading Type, Date Issue, Date Expiry, and Certificate Status. The table contains 13 rows of data. A red box highlights the table with the text '2. Search results listed here.'.

No.	Certificate No.	Grading Type	Date Issue	Date Expiry	Certificate Status
1	STIDC/MKH/2020/01/0234	FULL GRADING	24/01/2020	23/02/2020	Active
2	STIDC/MKH/2020/01/0217	FULL GRADING	24/01/2020	23/02/2020	Active
3	STIDC/MKH/2020/01/0218	FULL GRADING	24/01/2020	23/02/2020	Active
4	STIDC/MKH/2020/01/0209	CHECK GRADING	23/01/2020	22/02/2020	Active
5	STIDC/MKH/2020/01/0204	FULL GRADING	23/01/2020	22/02/2020	Active
6	STIDC/MKH/2020/01/0197	FULL GRADING	23/01/2020	22/02/2020	Active
7	STIDC/MKH/2020/01/0196	FULL GRADING	23/01/2020	22/02/2020	Active
8	STIDC/MKH/2020/01/0185	EXEMPTION FROM GRADING	23/01/2020	22/02/2020	Active
9	STIDC/MKH/2020/01/0171	FULL GRADING	22/01/2020	21/02/2020	Pending
10	STIDC/MKH/2020/01/0168	FULL GRADING	22/01/2020	21/02/2020	Active
11	STIDC/MKH/2020/01/0162	FULL GRADING	21/01/2020	20/02/2020	Active
12	STIDC/MKH/2020/01/0163	EXEMPTION FROM GRADING	21/01/2020	20/02/2020	Active
13	STIDC/MKH/2020/01/0161	FULL GRADING	21/01/2020	20/02/2020	Pending

Total Records: 13

Figure 96

## 10.1. Print Certificate

**CERTIFICATION**

**Search**

Certificate No.  Certificate Status  Date Issue

Date Issue

No.	Certificate No.	Grading Type	Date Issue	Date Expiry	Certificate Status
1	STIDC/MKH/2020/01/0234			23/02/2020	Active
2	STIDC/MKH/2020/01/0217			23/02/2020	Active
3	STIDC/MKH/2020/01/0218			23/02/2020	Active
4	STIDC/MKH/2020/01/0209			22/02/2020	Active
5	STIDC/MKH/2020/01/0204			22/02/2020	Active
6	STIDC/MKH/2020/01/0197	FULL GRADING	23/01/2020	22/02/2020	Active
7	STIDC/MKH/2020/01/0196	FULL GRADING	23/01/2020	22/02/2020	Active
8	STIDC/MKH/2020/01/0185	EXEMPTION FROM GRADING	23/01/2020	22/02/2020	Active
9	STIDC/MKH/2020/01/0171	FULL GRADING	22/01/2020	21/02/2020	Pending
10	STIDC/MKH/2020/01/0168	FULL GRADING	22/01/2020	21/02/2020	Active
11	STIDC/MKH/2020/01/0162	FULL GRADING	21/01/2020	20/02/2020	Active
12	STIDC/MKH/2020/01/0163	EXEMPTION FROM GRADING	21/01/2020	20/02/2020	Active
13	STIDC/MKH/2020/01/0161	FULL GRADING	21/01/2020	20/02/2020	Pending

Total Records: 13

Figure 97

**GRADING CERTIFICATE**

Certificate No. STIDC/MKH/2020/01/0196 Grading Reference No. STIDC/MKH/2020/01/0196 Requesting Office MUKAH Contract No. MKH-01

Grading Type FULL GRADING Consignee Name Mohamad Nadiy Vessel Name A Kind of Timber BENUAH

Timber Grade TG00101 Total Piece 227 Total Volume (m<sup>3</sup>) 755.5743 Date Issue 23/01/2020

Date Expiry 22/02/2020

Figure 98

## 10.2. Amend Certificate

**CERTIFICATION**

**Search**

Certificate No.

Certificate Status

Date Issue

Date Issue

**RETRIEVE** **RESET**

No.	Certificate No.	Grading Type	Date Issue	Date Expiry	Certificate Status
1	STIDC/MKH/2020/01/0234	FULL GRADING	24/01/2020	23/02/2020	Active
2	STIDC/MKH/2020/01/0217	FULL GRADING	24/01/2020	23/02/2020	Active
3	STIDC/MKH/2020/01/0218	FULL GRADING	24/01/2020	23/02/2020	Active
4	STIDC/MKH/2020/01/0209	CHECKED	24/01/2020	23/02/2020	Active
5	STIDC/MKH/2020/01/0204	FULL GRADING	24/01/2020	23/02/2020	Active
6	STIDC/MKH/2020/01/0197	FULL GRADING	24/01/2020	23/02/2020	Active
7	STIDC/MKH/2020/01/0196	FULL GRADING	23/01/2020	22/02/2020	Active
8	STIDC/MKH/2020/01/0185	EXEMPTION FROM GRADING	23/01/2020	22/02/2020	Active
9	STIDC/MKH/2020/01/0171	FULL GRADING	22/01/2020	21/02/2020	Pending
10	STIDC/MKH/2020/01/0168	FULL GRADING	22/01/2020	21/02/2020	Active
11	STIDC/MKH/2020/01/0162	FULL GRADING	21/01/2020	20/02/2020	Active
12	STIDC/MKH/2020/01/0163	EXEMPTION FROM GRADING	21/01/2020	20/02/2020	Active
13	STIDC/MKH/2020/01/0161	FULL GRADING	21/01/2020	20/02/2020	Pending

Total Records: 13

1. Click on Certificate No here to select certificate to amend (in active status only)

Figure 99

**GRADING CERTIFICATE**

Certificate No. STIDC/MKH/2020/01/0196

Grading Reference No. STIDC/MKH/2020/01/0196

Requesting Office MUKAH

Contract No MKH-01

Grading Type FULL GRADING

Consignee Name Mohamad Nadiy

Vessel Name A

Kind of Timber BENUAH

Timber Grade TG00101

Total Piece 227

Total Volume (m<sup>3</sup>) 755.5743

Date Issue 23/01/2020

Date Expiry 22/02/2020

**PRINT** **AMEND** **SPLIT**

2. Click here to amend this certificate

Figure 100



### CERTIFICATION AMENDMENT

#### Original Certificate

Certificate No. STDC/MKH/2020/01/0162	Consignee Name NOR ASMARINA ZAHADI	Port Of Origin MUARA TEGAS - SARAWAK
Vessel Name KAPAL 01	Departure Date 31/01/2020	Place Of Final i) Destination THPAT
ii) Country ALBANIA	Expiry Date 20/02/2020	

#### Amendment Certificate

Consignee Name <input type="text"/>	Port Of Origin Please select	Vessel Name <input type="text"/>
Departure Date <input type="text"/>	Place Of Final i) Destination <input type="text"/>	ii) Country Please select
Expiry Date 20/02/2020	<input type="checkbox"/> Extension	

#### Payment

Fee (RM) 10.00	Total Amount (RM) 10.00
-------------------	----------------------------

#### Supporting Documents

☒ Upload Online   
 ☐ Hardcopy Submission

No.	Type	Filename	Action
1	Amendment cert (Active status) *	No File Selected	<a href="#">Browse</a>
2	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)	No File Selected	<a href="#">Browse</a>

[Upload Document](#)

[SAVE](#)
[SUBMIT](#)
[BACK](#)

**Figure 101**

Supporting Documents

Upload Online

Hardcopy Submission

No.		Filename	Action
1	Amendment cert (Active)	Trade License.docx	<div>Cancel</div>
2	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)	No File Selected	<div>Browse</div>

Upload Document

SAVE

SUBMIT

BACK

Figure 102

## CERTIFICATION AMENDMENT

### Original Certificate

Certificate No. STIDC/MKH/2020/01/0209	Consignee Name NOR ASMARINA ZAHADI	Port Of Origin TANJONG MANI - SARAWAK
Vessel Name kapal 01	Departure Date 29/02/2020	Place Of Final i) Destination THPAT
ii) Country THAILAND	Expiry Date 22/02/2020	Certificate Issue Date 23/01/2020

### Amendment Certificate

Consignee Name NOR ASMARINA ZAHADI	Port Of Origin MIRI - SARAWAK	Vessel Name sdf
Departure Date 14/02/2020	Place Of Final i) Destination sff	ii) Country BAHRAIN
Expiry Date 22/02/2020	<input type="checkbox"/> Extension	

### Payment Details

Fee (RM) 10.00	Total Amendment (RM) 50.00	Total Amount (RM) 10.00
-------------------	-------------------------------	----------------------------

### Supporting Documents

☒ Upload Online    ☐ Hardcopy Submission

No.	Type	Filename	Action
1	Amendment cert (Active status) *	Amendment Cert.docx	Delete
2	FULL GRADING / CHECK GRADING / EXEMPTION / SPLIT / AMENDMENT - APPLICATION INITIATED DOCUMENT (ACTIVE)	No File Selected	Browse

[Upload Document](#)

7. Click here to submit this amendment certificate

[SAVE](#)    [SUBMIT](#)    [BACK](#)

Figure 103

## Confirmation

Confirm to submit?

OK    CANCEL

8. Click OK proceed

Figure 104

### 10.3. Split Certificate

# CERTIFICATION

Search

Certificate No.

Certificate Status

Please select

Date Issue

From

Date Issue

To

RETRIEVE

RESET

No.	Certificate No.	Grading Type	Date Issue	Date Expiry	Certificate Status
1	STIDC/MKH/2020/01/0234	FULL GRADING	24/01/2020	23/02/2020	Active
2	STIDC/MKH/2020/01/0217	FULL GRADING	24/01/2020	23/02/2020	Active
3	STIDC/MKH/2020/01/0218	FULL GRADING	24/01/2020	23/02/2020	Active
4	STIDC/MKH/2020/01/0209	CHECKED	24/01/2020	23/02/2020	Active
5	STIDC/MKH/2020/01/0204	FULL GRADING	24/01/2020	23/02/2020	Active
6	STIDC/MKH/2020/01/0197	FULL GRADING	24/01/2020	23/02/2020	Active
7	STIDC/MKH/2020/01/0196	FULL GRADING	23/01/2020	22/02/2020	Active
8	STIDC/MKH/2020/01/0185	EXEMPTION FROM GRADING	23/01/2020	22/02/2020	Active
9	STIDC/MKH/2020/01/0171	FULL GRADING	22/01/2020	21/02/2020	Pending
10	STIDC/MKH/2020/01/0168	FULL GRADING	22/01/2020	21/02/2020	Active
11	STIDC/MKH/2020/01/0162	FULL GRADING	21/01/2020	20/02/2020	Active
12	STIDC/MKH/2020/01/0163	EXEMPTION FROM GRADING	21/01/2020	20/02/2020	Active
13	STIDC/MKH/2020/01/0161	FULL GRADING	21/01/2020	20/02/2020	Pending

1. Click on Certificate No here to select certificate to split (in active status only)

Total Records: 13

**Figure 105**

Original Certificate

Certificate No.

STIDC/MKH/2020/01/0196

No. of Pieces

222

Volume (m<sup>3</sup>)

255.6345

Vessel Name

A

No of Split Certificate \*

Please select

2. Click here to select No. of split certificate required.

No record found.

Payment Details

Fee (RM)

10

Total Split

0

Total Amount (RM)

0.00

SAVE

SUBMIT

BACK

Figure 106

### CERTIFICATION SPLIT

Original Certificate

Certificate No.

Vessel Name

No of Split Certificate

Volume (m<sup>3</sup>)

Expiry Date

Split Certificate

No	No. of Pieces	Volume (m <sup>3</sup> )	Vessel Name	Departure Date	Expiry Date	Extension
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	22/02/2020	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	22/02/2020	<input type="checkbox"/>

Payment Details

Fee (RM)

Total Split

Total Amount (RM)

SAVE
SUBMIT
BACK

Figure 107

### CERTIFICATION SPLIT

Original Certificate

Certificate No.

Vessel Name

No of Split Certificate

No. of Pieces

Departure Date

Volume (m<sup>3</sup>)

Expiry Date

Split Certificate

No	No. of Pieces	Volume (m <sup>3</sup> )	Vessel Name	Departure Date	Expiry Date	Extension
1	<input type="text" value="100"/>	<input type="text" value="332.8522"/>	<input type="text" value="a"/>	<input type="text" value="14/02/2020"/>	22/02/2020	<input type="checkbox"/>
2	<input type="text" value="127"/>	<input type="text" value="422.7221"/>	<input type="text" value="b"/>	<input type="text" value="16/02/2020"/>	07/03/2020	<input checked="" type="checkbox"/>

Payment Details

Fee (RM)

Total Split

Total Amount (RM)

SAVE
SUBMIT
BACK

Figure 108

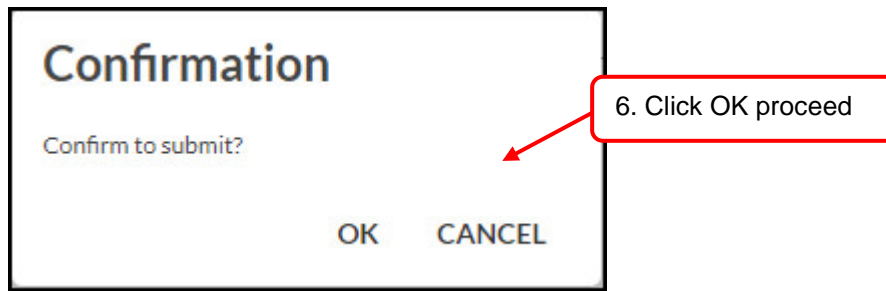


Figure 109

## Section 11. Payment

This section shows the steps make payment and print receipt or invoice.

Please use the same steps to make payment for both Grading and Registration.

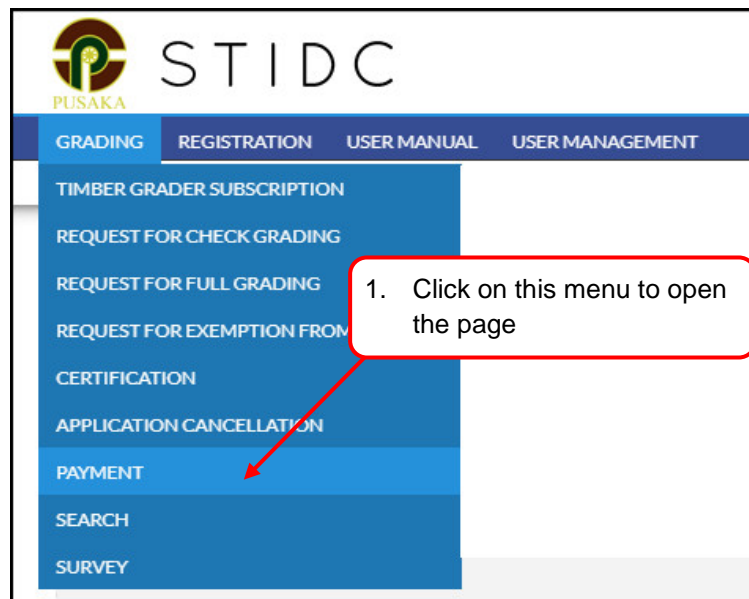


Figure 110

### 11.1. Make New Payment

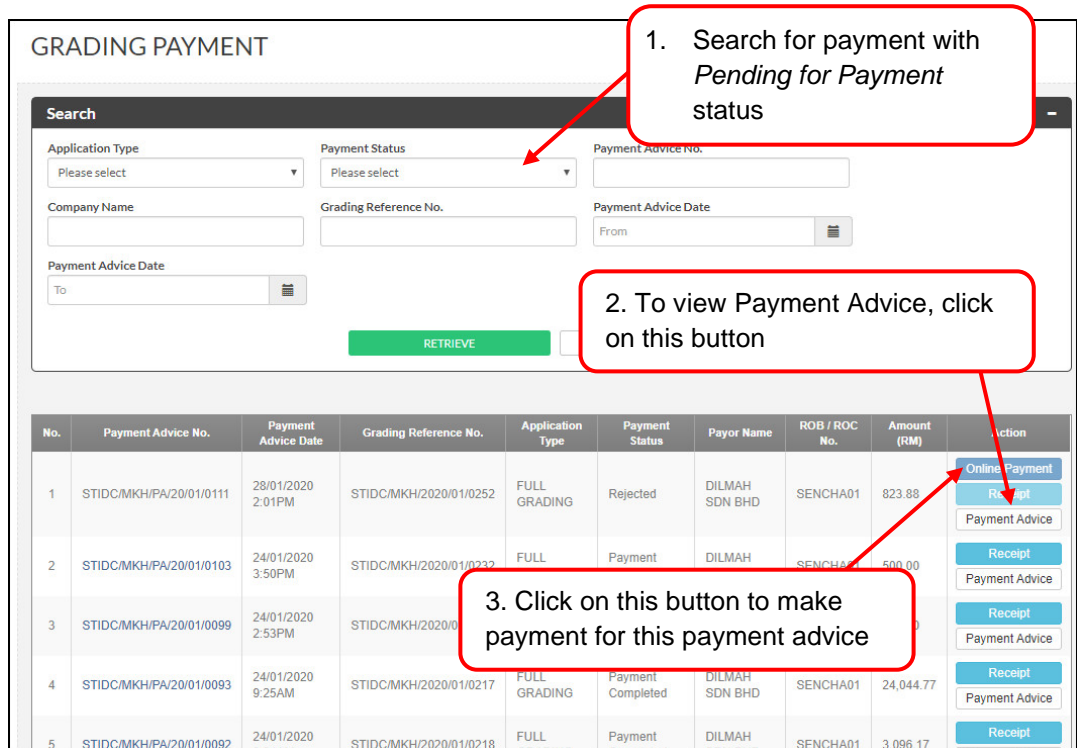


Figure 111

**MAKE PAYMENT**

**Payment**

Payment Mode \*  
Please select

Bank  
Please select

Payment Advice Date \*  
[Calendar icon]

Reference No. \*  
[Input field]

Amount  
100

**Documents**

+ Add Upload Documents

8. Click here to add this payment

4. Select payment mode

5. Select Bank name (for Payment by check only)

6. Click to view calendar and select date

7. Enter Reference No here

SAVE PAYMENT CANCEL

Figure 112

**MAKE PAYMENT**

**Payment**

Payment Mode \*  
OVER COUNTER - CASH

Bank  
Please select

Payment Advice Date \*  
06/01/2020

Reference No. \*  
123

Amount \*  
[Input field]

**Documents**

+ Add Upload Documents

9. Enter Document Name to upload

10. Then, click here to select document

No	Document Name	Document File	Action
1	Required	[Input field]	[X] Browse

SAVE PAYMENT CANCEL

Figure 113



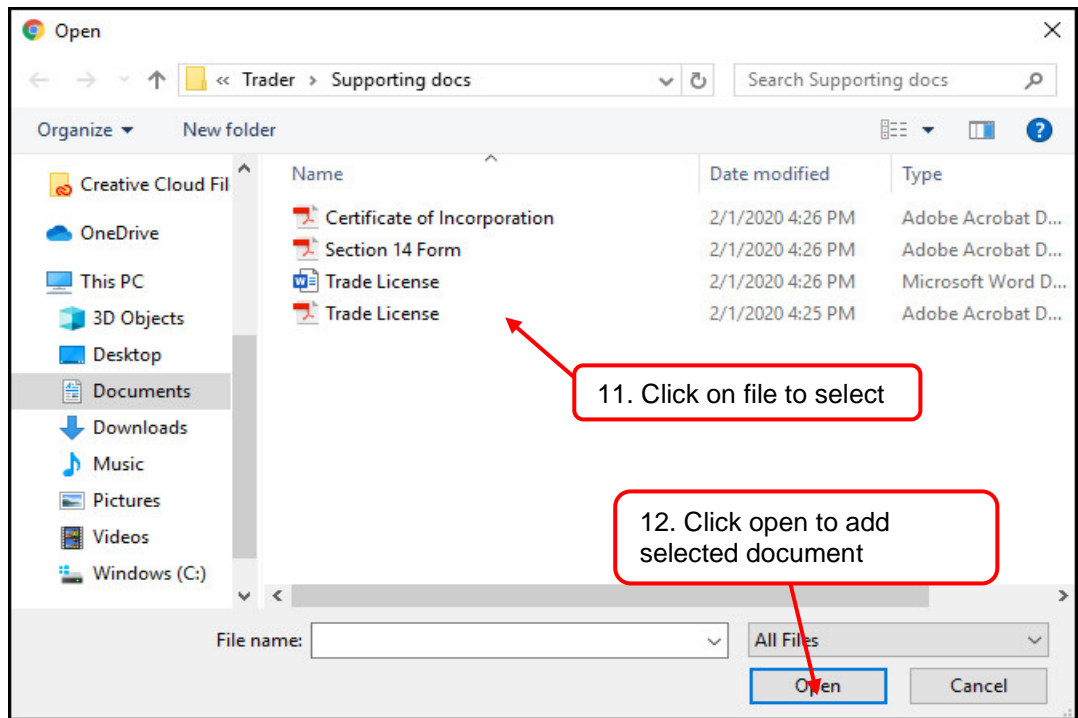


Figure 114

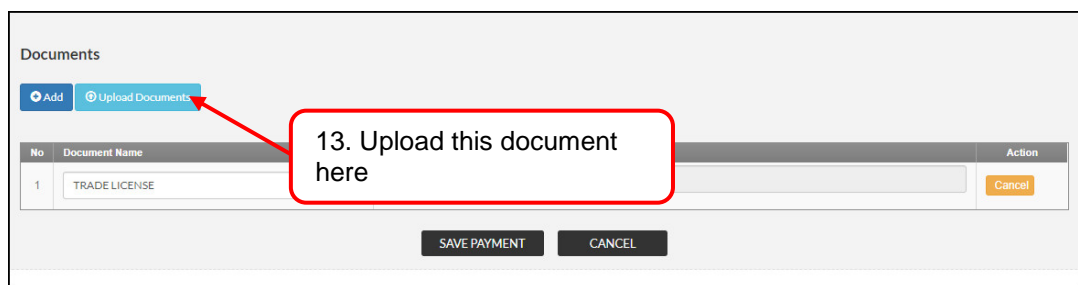


Figure 115



Figure 116

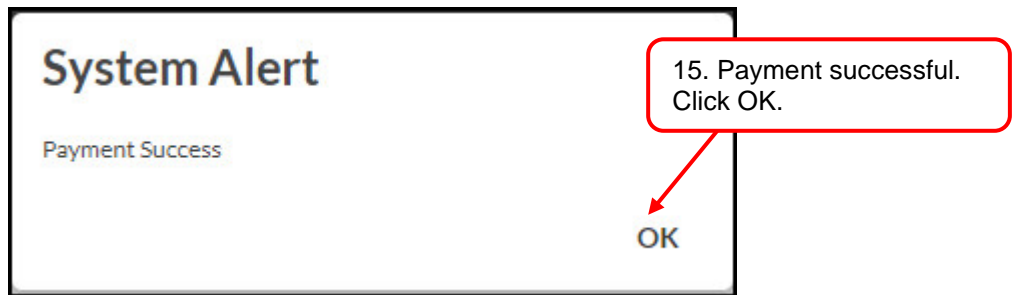


Figure 117

## Section 12. Split Payment Details-Registration

This section shows the steps to view the receipt that has been generated with split payment details.

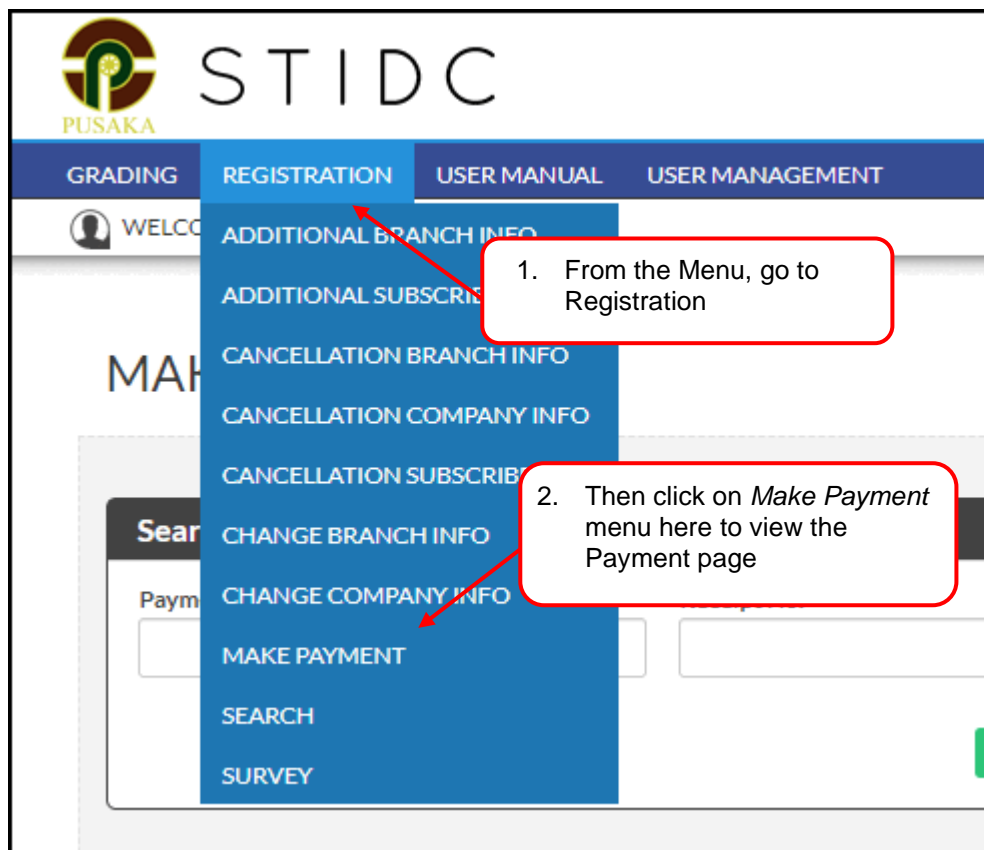


Figure 118

### 12.1. Payment Details

Payment details are available for completed payment only, to view the receipt, please follow the steps below.

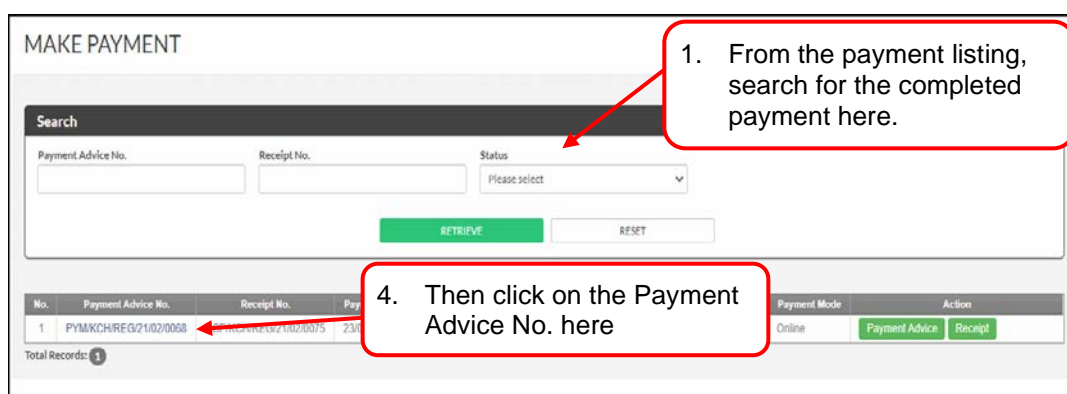


Figure 119

**PAYMENT DETAIL**

No.	Payment Advice No.	Payment Advice Date	Registration Reference No.	ROD / RDC No.	Payment Description	Amount (RM)
1	PYMKCH/REG/21/02/0068	23/02/2021	REF1234	Q1234569	REGISTRATION FEE - EXPORT REGISTRATION FEE - EXPORT - LOGS REGISTRATION FEE - IMPORT	2,500.00
					Online Transaction Fee	2.00

**Payment Details**

Payor Name: ANIS CO. SDN. BHD.  
 Payment Date: 23/02/2021  
 Amount Paid (RM): 2,502.00  
 Bank: OTHER

BACK

3. Split Payment description listed here

Figure 120

## 12.2. Payment Receipt

**MAKE PAYMENT**

**Search**

Payment Advice No.:   
 Receipt No.:   
 Status:  Please select

RETRIEVE RESET

1. From the payment listing, search for the payment using these search details.

No.	Payment Advice No.	Receipt No.	Payment Advice Date	Action
1	PYMKCH/REG/21/02/0068	RCPIKCH/REG/21/02/0075	23/02/2021 3:31PM	ANIS <a href="#">Payments menu</a> <a href="#">Receipt</a>

Total Records: 1

2. Then click on the Receipt button here

Figure 121



**PUSAKA**  
**OFFICIAL RECEIPT**  
**PERBADANAN KEMAJUAN PERUSAHAAN KAYU SARAWAK**  
**(Sarawak Timber Industry Development Corporation)**  
**KUCHING**

Wisma Sumber Alam, Jalan Stadium, Petra Jaya, 93050 Kuching, Sarawak, Malaysia  
 Telephone : 082-443477 Fax : 082-443478 E-Mail : stidc@pusaka.gov.my

STAMP DUTY  
EXEMPTED

No. **RCP/KCH/REG/21/02/0075**

3. Split payment details/  
description for this receipt.



RECEIVED from	<u>ANIS CO. SDN. BHD.</u>		
The Sum of Ringgit Malaysia	<u>TWO THOUSAND FIVE HUNDRED TWO ONLY</u>		
In payment of	<u>PYM/KCH/REG/21/02/0068</u>	:	<u>RM2500</u>
	<u>ONLINE TRANSACTION FEE</u>	:	<u>RM2</u>
	<u>RM 2502</u>		
Cash / Cheque No.	<u>REF1234</u>		
Bank / Station	<u>OTHER</u>		

This is a computer generated receipt. No signature required.

Figure 122: Sample of Receipt

## Section 13. Survey

This section shows the steps to fill up the STIDC Survey Form.

*\*Please use the same steps for STIDC Grading Survey*

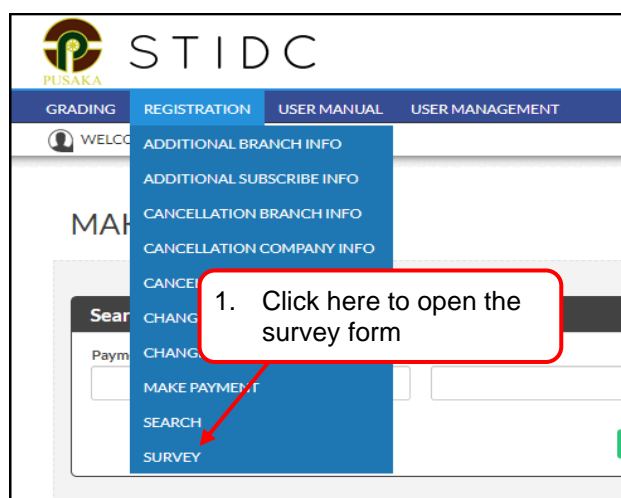


Figure 123

BK.PUSAKA.KM.03

**BORANG SOAL SELIDIK PELANGGAN SEKSYEN PENDAFTARAN**  
**STIDC REGISTRATION SECTION CLIENT'S QUESTIONNAIRES FORM**

Pelanggan Yang Dihormati

Bahagian Pendaftaran PUSAKA adalah komited untuk memberi perkhidmatan yang terbaik kepada anda. Sehubungan dengan itu, kami amat berbesar hati sekiranya anda dapat memberikan maklum balas mengenai perkhidmatan kami kepada anda.

Terima kasih kepada pelanggan

STIDC Registration Division is committed to provide excellent services to you. In this respect, we would be grateful if you could fill up this form for the purpose of continuous improvement of quality service to you.

Thank you.

2. Survey guide

1 - Sangat Tidak Bersetuju / Strongly Disagree  
2 - Tidak Bersetuju / Disagree  
3 - Berkecuali / Neutral  
4 - Bersetuju / Agree  
5 - Sangat Bersetuju / Strongly Agree

3. Tick on these buttons as preferred

**BAHAGIAN A : Kriteria Nilai Kepuasan**  
**PART A : Satisfaction Criteria**

No	Kriteria Nilai Kepuasan / Satisfaction Criteria	1	2	3	4	5
1	Perkhidmatan Mesra Pelanggan di kaunter dan melalui telefon. Friendly Customer service at counter & through telephone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Kakitangan adalah mahir dan berpegetahuan. Staff are competent and knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Sijil Pendaftaran diterima dalam keadaan yang baik dan pada masa yang tepat. Receipt of Registration Certificate in good condition and timely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Borang Pendaftaran mudah difahami dan diisi. Registration form is easy to understand and fill.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Sistem Pendaftaran dalam talian adalah mudah diakses. Easy access to Online Registration system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Keperluan Pendaftaran tidak mengekang pertumbuhan perniagaan saya. Requirement to register does not restrict my business growth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Secara keseluruhan, saya berpuas hati dengan khidmat yang disediakan. Overall, I'm satisfied with the service rendered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**BAHAGIAN B : Keseluruhan**  
**PART B : Overall**

No	Keseluruhan/ Overall	1	2	3	4	5
1	The quality services as a whole The quality services as a whole	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	The e-Grading performance as a whole The e-Grading performance as a whole	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Sila komen / beri cadangan untuk penambahbaikan perkhidmatan Pendaftaran:  
Please give a comment / suggestion for improvement of our Registration service:

4. Give comment here, if any.

Submit

Figure 124

**BORANG SOAL SELIDIK PELANGGAN SEKSYEN PENDAFTARAN**  
**STIDC REGISTRATION SECTION CLIENT'S QUESTIONNAIRES FORM**

**Pelanggan Yang Dihormati**

Bahagian Pendaftaran PUSAKA adalah komited untuk memberi perkhidmatan yang terbaik kepada anda. Sehubungan dengan itu, kami amat berbesar hati sekiranya anda dapat mengisi borang ini untuk tujuan penambahbaikan berterusan perkhidmatan kami kepada anda.

Terima kasih.

*To our respectful client*

*STIDC Registration Division is committed to provide excellent services to you. In this respect, we would be grateful if you could fill up this form for the purpose of continuous improvement of quality service to you.*

*Thank you.*

- 1 - Sangat Tidak Bersetuju / Strongly Disagree
- 2 - Tidak Bersetuju / Disagree
- 3 - Berkecuali / Neutral
- 4 - Bersetuju / Agree
- 5 - Sangat Bersetuju / Strongly Agree

**BAHAGIAN A : Kriteria Nilai Kepuasan**  
**PART A : Satisfaction Criteria**

1	Friendly Customer service at counter & through telephone. Kakitangan adalah mahir dan berpegetahuan. Staff are competent and knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Sijil Pendaftaran diterima dalam keadaan yang baik dan pada masa yang tepat. Receipt of Registration Certificate in good condition and timely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Borang Pendaftaran mudah difahami dan diisi. Registration form is easy to understand and fill.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Sistem Pendaftaran dalam talian adalah mudah diakses. Easy access to Online Registration system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Keperluan Pendaftaran tidak mengekang pertumbuhan perniagaan saya. Requirement to register does not restrict my business growth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6	Secara keseluruhan, saya berpuas hati dengan khidmat yang disediakan. Overall, I'm satisfied with the service rendered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**BAHAGIAN B : Keseluruhan**  
**PART B : Overall**

No	Keseluruhan/ Overall	1	2	3	4	5
1	The quality services as a whole The quality services as a whole	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	The e-Grading performance as a whole The e-Grading performance as a whole	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Sila komen / beri cadangan untuk penambahbaikan perkhidmatan Pendaftaran:  
 Please give a comment / suggestion for improvement of our Registration services:

xxxxxxx

5. Click here to submit this survey

Submit

**Figure 125**

**-End of Manual-**

This user manual shall be updated as and when required.