



## **Jabatan Pertanian Sarawak (YPK)**

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### **Trader / Forwarding Agent User Manual Version 1.0**

**Prepared By:**

**Dagang Net Technologies Sdn Bhd**

Dagang Net Tower, Block 10 (A&B) Corporate Park,  
Star Central, Lingkaran Cyberpoint Timur, Cyber 12,  
63000 Cyberjaya, Selangor  
Tel: 03 8230 6900 Fax: 03 8230 6969

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## Revision History

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The release history of this document is as follows.

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1.0	8 March 2024	Suryati	Initial Draft

## Abbreviation

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Abbreviation	Definition
ASP	Application Service Provider
DNT	Dagang Net Technologies Sdn Bhd
FA	Forwarding Agent
GMO	Genetically Modified Organism
IP	Import Permit
OGA	Other Government Agencies
PIA	Permit Issuance Agencies
SMK	Sistem Maklumat Kastam
YPK	Jabatan Pertanian Sarawak

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# Section 1. Introduction

## 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 YPK?

YPK (Jabatan Pertanian Sarawak) have been authorized to issue import and export permit using ePermit platform system that has been provided by Dagang Net Technologies as Permit Issuing Agencies (PIA). This platform provides various Permits linked to Customs Department while avoiding costly investments on hardware infrastructures and system maintenance nightmares.

The platform also boasts smooth gateway integration to Customs' Sistem Maklumat Kastam (SMK), enabling speedier and reliable processing for the benefit of customers of the agencies contributing to the national agenda and economy.

## 1.3. System Requirements?

ePermit is a web-based system and it has been certified to work well with below browser:

- Chrome Version 35 above
- Mozilla Firefox 29 and above

## 1.4. Who Should Read This Publication?

This user guide is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for ePermit YPK system users- Traders and Forwarding Agent.

## 1.5. About This Document

This publication is to provide an overview on how Traders/ FA can apply import/export permit, make payment, and print permit via this system and deeper understand on the system with step by step helps.

## 1.6. Support Information

Should there be any issues related to the system that need to be clarified, 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. System Access

ePermit system is accessible via:

<https://newepermit2.dagangnet.com.my/epermit/html/login>

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

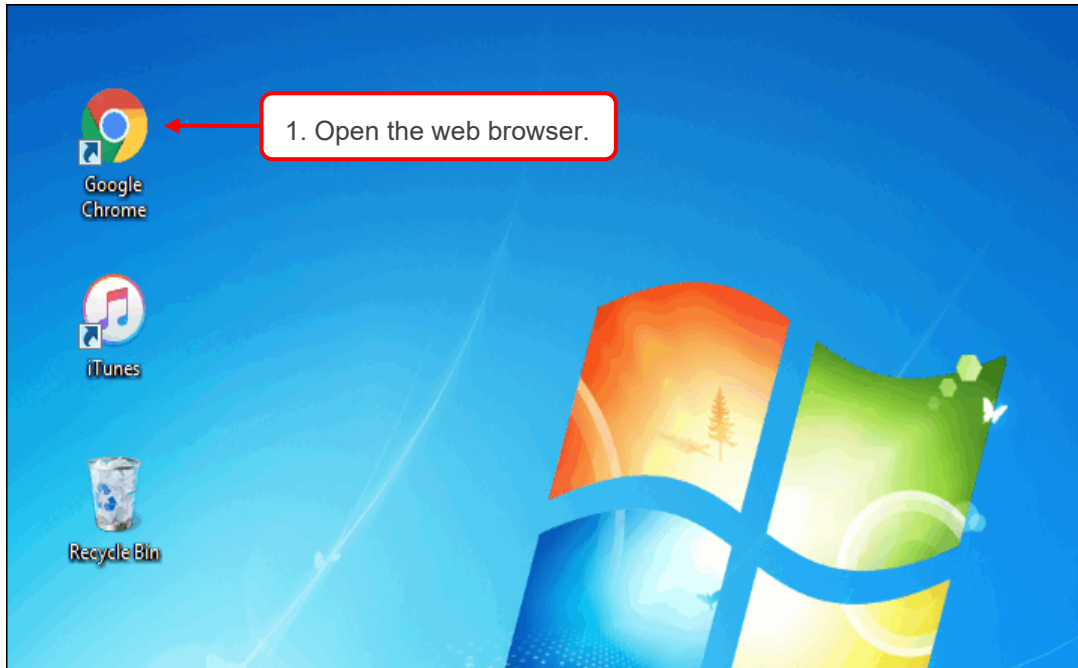


Figure 1

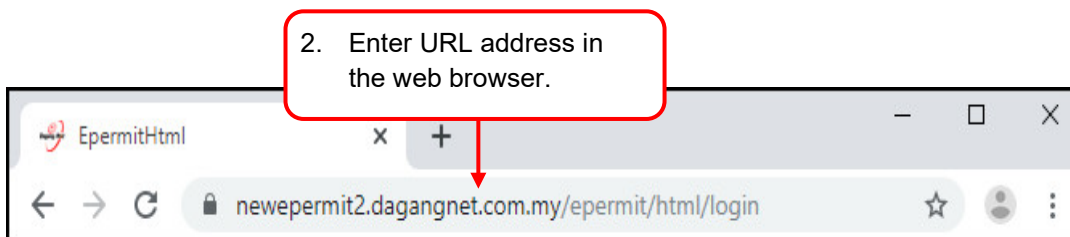


Figure 2

**URL address:** <https://newepermit2.dagangnet.com.my/epermit/html/login>

## 2.2. Log In

**ePermit** HOME ABOUT REGISTRATION AND CONTACT INFORMATION SYSTEM REQUIREMENT

### Announcement

2024-02-16  
JEMPUTAN PROGRAM AWARENESS PEMURNIAN SENARAI NAMA PINTU MASUK MAQIS NEGERI PULAU PINANG BAGI SISTEM NEW EPERMIT

2023-12-28  
EPERMIT ANNOUNCEMENT : KEMASKINI SYARAT IMPORT KOMODITI PERIKANAN DAN PENYUSUNAN SEMULA KOMODITI DAN SPESIES DI DALAM SISTEM E-PERMIT

2023-12-22  
PEMAKLUMAN MENGENAI TEMPOH SAH LAKU AP FRANCAIS TAHUN 2023

2023-12-20  
NOTIS PENGEMASKINAN APPLICATION OF FEED INTO MALAYSIA (PET FOOD / AN ADDITIVE WITH ANIMAL-BASED)

More

### User Login

USER NAME

PASSWORD

FORGOT PASSWORD?

**LOGIN**

SIGN ME UP

1. Enter Username and Password here. Then click on Login.

### Quick Link

Dagangnet PIA Customs Tariff Code

Figure 3

## 2.3. Log out.

**ePermit** HOME PAYMENT PROFILE LOGOUT

WELCOME DAGO

### TRADER LISTING

Search

Application ID Permit No. Application Date (From) Application Date (To)

Approval Date (From) Approval Date (To) Permit Issuance Agency (PIA) Permit Type

Status Show Draft Applications Trader Reference No. Payment Status

SEARCH RESET

1. Click here to logout.

### Listing

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status
1	YPK1312024Y0000191	Import			Draft			
2	YPK1312024Y0000189	Import			Draft			
3	YPK1312024Y0000197	Import			Draft			
4	YPK1312024Y0000196	Import			Draft			
5	YPK1312024Y0000184	Import			Draft			
6	YPK1312024Y0000183	Import			Draft			
7	YPK1312024Y0000182	Import			Draft			
8	YPK1312024Y0000181	Import			Draft			
9	YPK1312024Y0000141	Import			Draft			
10	YPK1312024Y0000123	Import			Draft			

NOTE: On page load, system will automatically list permit applications that were created within last 30 days with status 'Draft' only. Please use the 'Search' function for permit applications that were created more than 30 days.

Total Records 11 Show 10 Go to Page 1

Figure 4



## Section 3. Trader Listing

This section shows the steps to search for applications from the listing. System will automatically list permit applications that were created within last 30 days with status 'Draft' only. For other status and applications that were created more than 30 days, please use the 'Search' function.

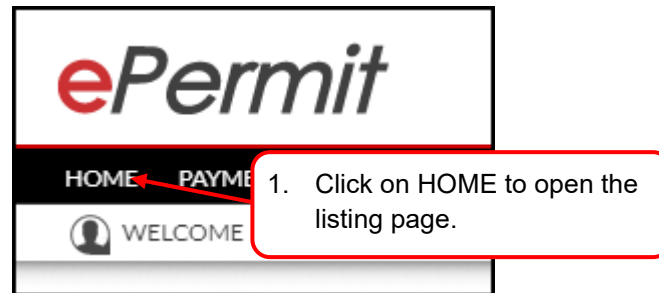


Figure 5

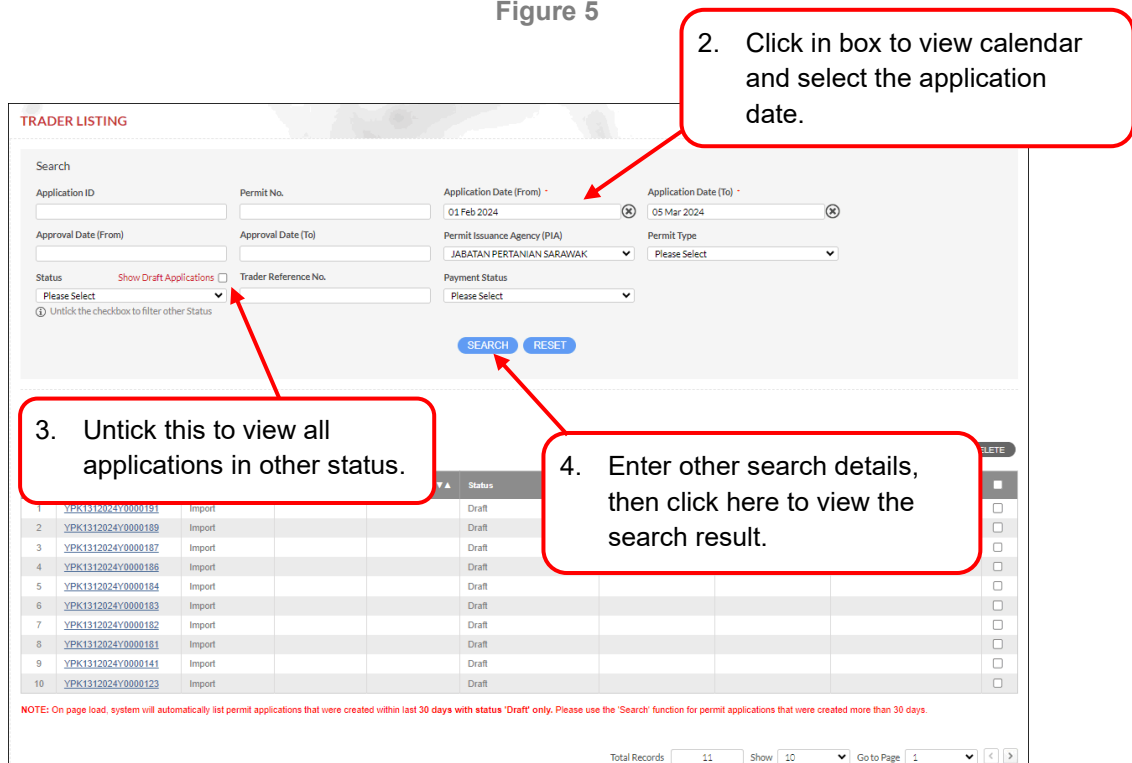


Figure 6

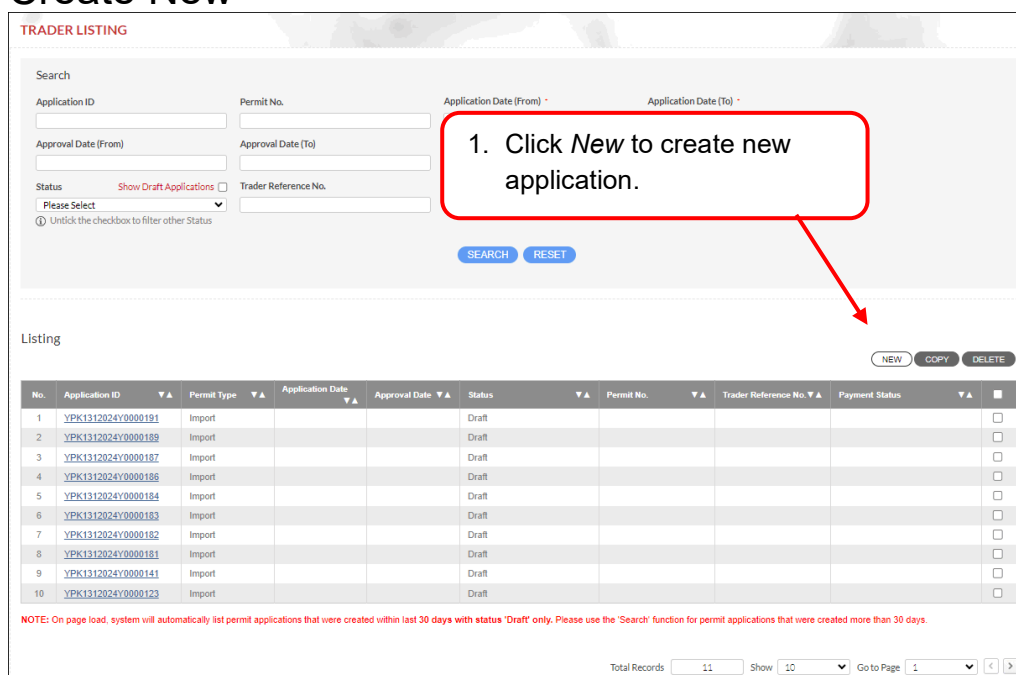


## Section 4. New Permit Application

ePermit system allows users to make permit application directly from the system. Users can also keep track the status of their applications thru this system. Users need to fill in all the required information before submitting the application, otherwise the permit application can only be saved as a draft.

When applying for permit, Traders will need to input their own agent details, and for Forwarding Agent, details will auto input when FA choose the consignee details.

### 4.1. Create New



**TRADER LISTING**

Search

Application ID:  Permit No.:  Application Date (From):  Application Date (To):

Approval Date (From):  Approval Date (To):

Status: ☐ Show Draft Applications ☐ Trader Reference No.:

Please Select  Untick the checkbox to filter other Status

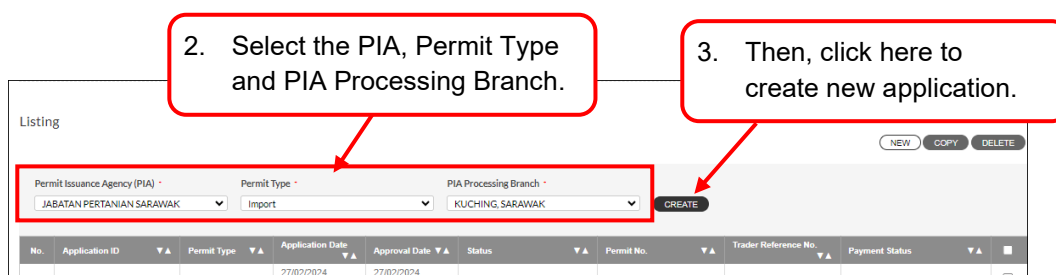
Listing

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status
1	YPK1312024Y0000191	Import			Draft			
2	YPK1312024Y0000189	Import			Draft			
3	YPK1312024Y0000187	Import			Draft			
4	YPK1312024Y0000186	Import			Draft			
5	YPK1312024Y0000184	Import			Draft			
6	YPK1312024Y0000183	Import			Draft			
7	YPK1312024Y0000182	Import			Draft			
8	YPK1312024Y0000181	Import			Draft			
9	YPK1312024Y0000141	Import			Draft			
10	YPK1312024Y0000123	Import			Draft			

NOTE: On page load, system will automatically list permit applications that were created within last 30 days with status 'Draft' only. Please use the 'Search' function for permit applications that were created more than 30 days.

Total Records: 11 Show: 10 Go to Page: 1

Figure 8



Listing

Permit Issuance Agency (PIA):  Permit Type:  PIA Processing Branch:

JABATAN PERTANIAN SARAWAK Import KUCHING, SARAWAK

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status
4	YPK1312024Y0000181	Import	27/02/2024	27/02/2024	Rejected by Customs			

Figure 9

## 4.2. Application Details

Once a 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. Details in red boxes are mandatory.

### 4.2.1. Basic Details

The screenshot shows the 'PERMIT APPLICATION' form. The 'Application' section is pre-filled with: Permit Issuance Agency (PIA) 'JABATAN PERTANIAN SARAWAK', PIA Processing Branch 'KUCHING, SARAWAK', Application ID 'YPK1312024Y0000201', and Permit Type 'Import'. The 'Consignee Details' section is also pre-filled with: ROC / ROB No. 'SRWK23', Company Name 'DUATIGA SRWK23', Organization Type 'A', Company Address '3 & 9 JALAN BATU MAUNG, DISPLEX FREE COMMERCIAL ZONE, AIR FREIGHT FORWARDERS WAREHOUSING', Postcode '11960', City 'BATU MAUNG', State 'PENANG', and Country 'MALAYSIA'. The 'Consignor Details' section is empty, with red boxes indicating mandatory fields for ROC / ROB No., Company Name, and Company Address. A red callout box with an arrow pointing to the Application ID field contains the text '1. Basic details auto populated.'

Figure 10

### 4.2.2. Consignor, Agent, and Applicant Details

Fill up all required details for Consignor, Agent, and Applicant. Red boxes are mandatory.

**\*Note:** Follow same steps for all details with  button.

The screenshot shows the 'PERMIT APPLICATION' form with the 'Consignor Details' section expanded. The 'Consignor Details' section has red boxes around the 'ROC / ROB No.', 'Company Name', 'Company Address', 'Postcode', 'City', 'State', and 'Country' fields, indicating they are mandatory. A red callout box with an arrow pointing to the 'Company Name' field contains the text '2. Fill up the required details.' Below the 'Consignor Details' section is the 'Agent Details' section, which also has red boxes around the 'Name', 'IC No. / Passport No.', 'Designation', 'Phone No.', 'Fax No.', and 'Email' fields. A red callout box with an arrow pointing to the 'Name' field contains the text '3. \* Click this button to select registered details from the list.' The 'Applicant Details' section is also visible at the bottom of the form.

Figure 11

Consignor Search

Name

SEARCH CLOSE

4. Click on the list to select one as required.

No.	ROC / ROB No.	Name	Address 1	Address 2	Address 3
1		SYSTEM LCC	11717 EXPLORATION LANE,	GERMANTOWN, MARYLAND,	20876, U.S.A
2		Ltd	Lindenweg 17a	65817 Eppstein	Germany
3		T Electronics	29 New Industrial Road	ST Electronics Paya Lebar Bldg	536213 Singapore
4			Warehouse	1710 West Willow ST	Scott, LA 70583, UNITED STATES

Total Records 4 Go to Page 1

Figure 12

Consignor Details

ROC / ROB No. 12344 Company Name T Electronics

Company Address New Industrial Road T Electronics Paya Lebar Singapore

Postcode 536213 City Singapore State Singapore Country Singapore

5. Selected applicant added.

Figure 13

### 4.2.3. Application Details

Application Details

Mode of Transport Please Select Purpose Please Select Trader Reference No. Country of Origin

Place of Origin Consigned From Port / Place of Import Location

Customs Station Code IBU PEJABAT KASTAM

6. Click here to select the mode of transport.

7. Click here to select purpose.

Figure 14

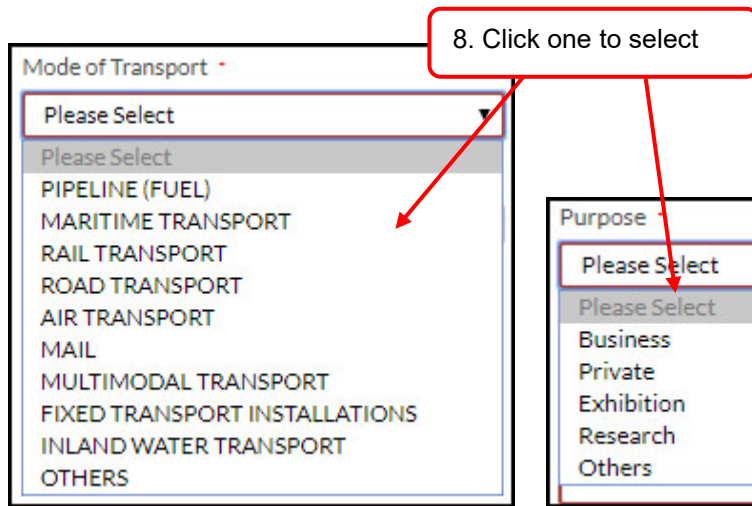


Figure 15

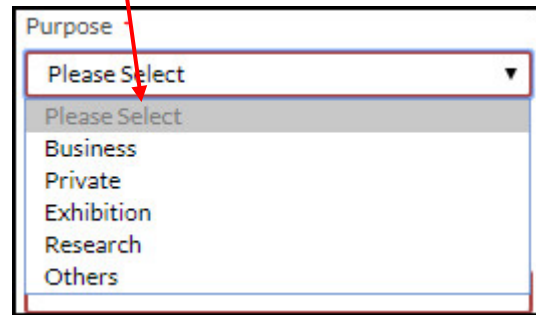


Figure 16

Application Details

Mode of Transport ▾ Purpose ▾ Trader Reference No. Country of Origin ▾

AIR TRANSPORT Business

Place of Origin ▾ Consigned From ▾ Port / Place of Import ▾ Location ▾

Customs Station Code ▾

IBU PEJABAT KASTAM

Application Remarks

9. \* Click this button to select Country of Origin

Figure 17

Country Search

Country Code Country Name

SEARCH CLOSE

No.	Country Code	Country Name
1	AC	AMERICAN TROPICS
2	AD	ANDORRA
3	AE	UNITED ARAB EMIRATES
4	AF	AFGHANISTAN
5	AG	ANTIGUA AND BARBUDA
6	AI	ANGUILLA
7	AL	ALBANIA
8	AM	ARMENIA
9	AN	NETHERLANDS ANTILLES
10	AO	ANGOLA
11	AQ	ANTARCTICA
12	AR	ARGENTINA
13	AS	AMERICAN SAMOA
14	AT	AUSTRIA
15	AU	AUSTRALIA

Go to Page 1

10. Search for a Country here

11. Click to select a country

Figure 18

Figure 19

#### 4.2.4. Additional Details

This section contains additional details on the application including consignment and inspection details.


Figure 20

#### 4.2.5. Item Details

This section shows the steps for users to add item details for the application. Users are allowed to add maximum three (3) items for CITES products, and maximum eighteen (18) items only for non-CITES products- at least 1 species added per item.

Figure 21


Item Details

Tariff Code \*  

Unit of Measurement \*

Tariff Description

16. Click here to view list of Tariff Code.

Comm  

Description Form \*

Unit of Description \*

Country of Origin \*

Plant Quarantine Quantity \*

Tariff Quantity \*

Unit Cost C.I.F (MYR) \*

Total (MYR) \*

**SAVE** **CLOSE** **RESET**

Figure 22

SMK Tariff Search **Product Tariff Search**

17. Search for Product here.

Tariff Code

Tariff Description

**SEARCH** **CLOSE**

No.	Tariff Code	Unit of Measurement	Tariff Description
1	0101210000	UNT	--Pure-bred breeding animals
2	0101290000	UNT	--Other
3	0101301000	UNT	--Pure-bred breeding animals
4	0101309000	UNT	--Other
5	0101900000	UNT	--Other
6	0102210000	UNT	--Pure-bred breeding animals
7	0102291100	UNT	----Oxen
8	0102291900	UNT	
9	0102299000	UNT	
10	0102310000	UNT	
11	0102390000	UNT	--Other
12	0102901000	UNT	--Pure-bred breeding animals
13	0102909000	UNT	--Other
14	0103100000	UNT	--Pure-bred breeding animals
15	0103910000	UNT	--Weighing less than 50 kg

18. Click to select and add tariff code

Figure 23



**Common Name Search**

Remark: If your choice of common / scientific name is not listed, please contact Plant Protection & Quarantine, Department of Agriculture Sarawak for further information.

Common Name  Scientific Name

Unit Of Measurement  Other Name

**19. Search for item's common/scientific name and click on name to select.**

**SEARCH** **CLOSE**

No.	Common Name	Scientific Name	Other Name	Description Form	Unit Of Measurement
1	Pandanus	hello	Pandan	Hello World	Meter
2	Pandanus	hello	Pandan	Hello World	Meter
3	Pandanus	Wangi	Pandan	Hello World	Meter

Total Records  Go to Page  **<** **>**

Figure 24

**Item Details**

Tariff Code  Unit of

Tariff Description

**20. Item's common name and details added here. Enter other item details.**

Common Name  Scientific Name  Description Form

Unit of Description  Country of Origin  Plant Quarantine Quantity

Tariff Quantity  Unit Cost C.I.F (MYR)

**21. Then click here to save item details.**

**SAVE** **CLOSE** **RESET**

Figure 25

**Item Details**

**22. Saved item listed here.**

Maximum Item Limit Reached **CREATE** **DELETE**

No.	Tariff Code	Tariff Description	Unit Of Measurement	Quantity	Unit Cost C.I.F (MYR)	Total (MYR)	Edit	Delete
1	0101290000	--Other	UNT	12	50	600.00		
TOTAL QUANTITY				12.0000	GRAND TOTAL (MYR)	600.00		

Total Records  Go to Page  **<** **>**

Figure 26

#### 4.2.6. Attachment

This section shows the steps to upload supporting documents into the system. Please make sure the attachments are a valid document to support the application and to avoid rejection by the Agency. Maximum total size allowed for the attachments are 10MB (10, 240KB), and only (.pdf) files are supported.

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

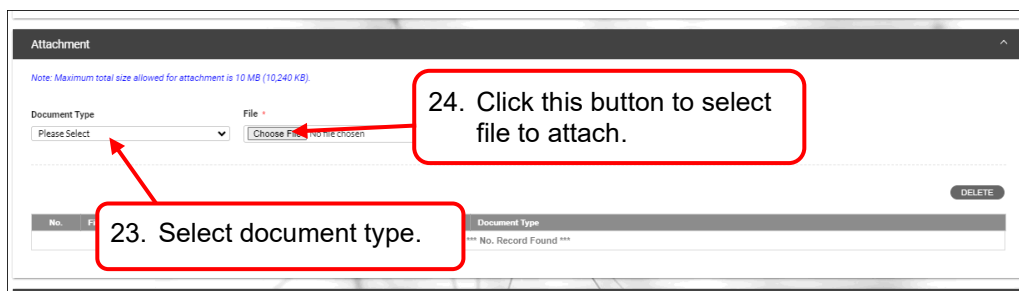


Figure 27

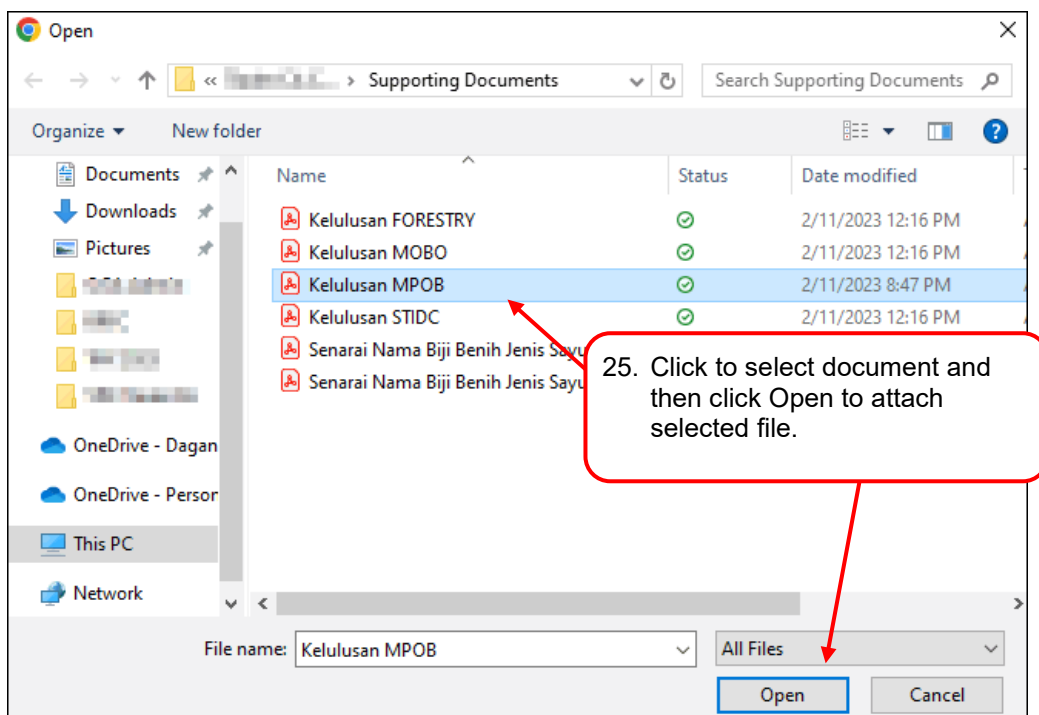


Figure 28

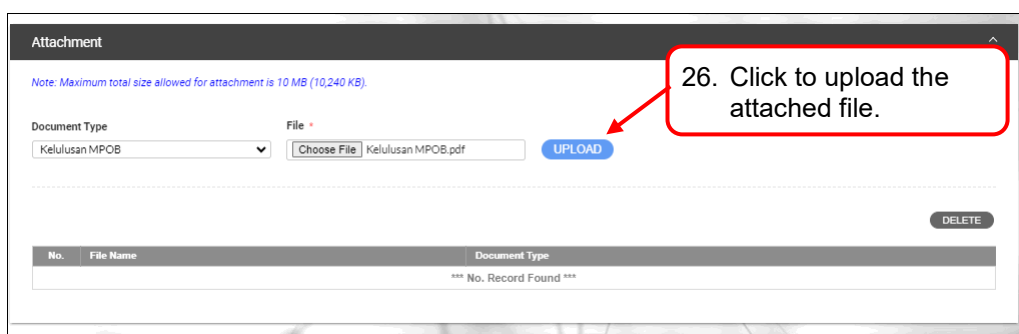


Figure 29

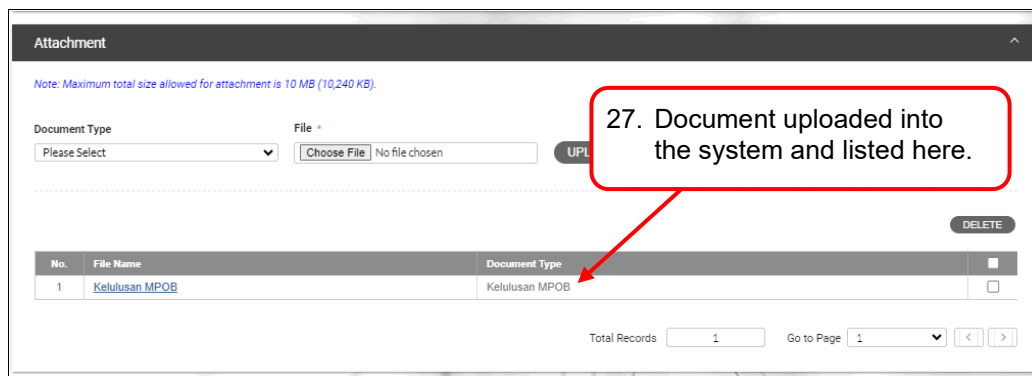


Figure 30

#### 4.2.7. Submit New Application

Once all details are completed, the “Submit” button will be available to click.

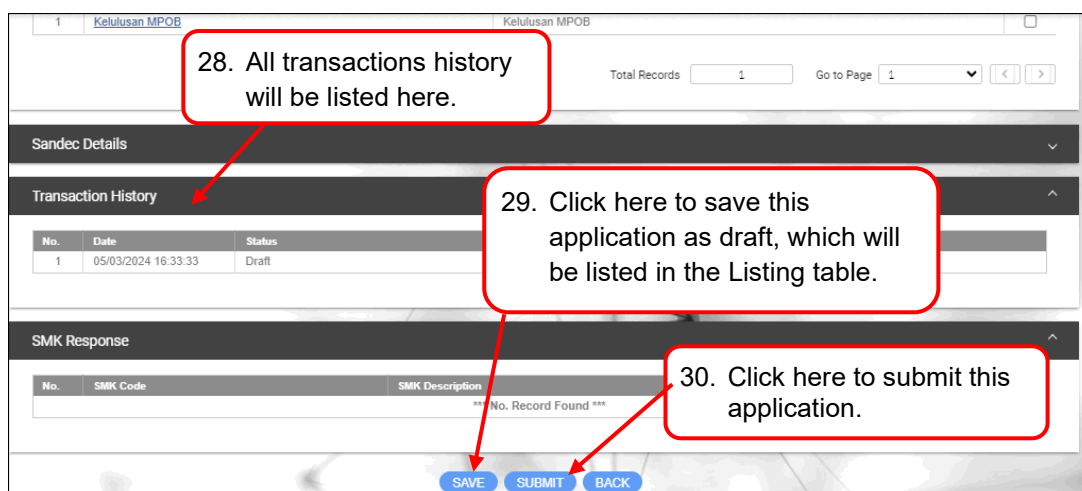


Figure 31

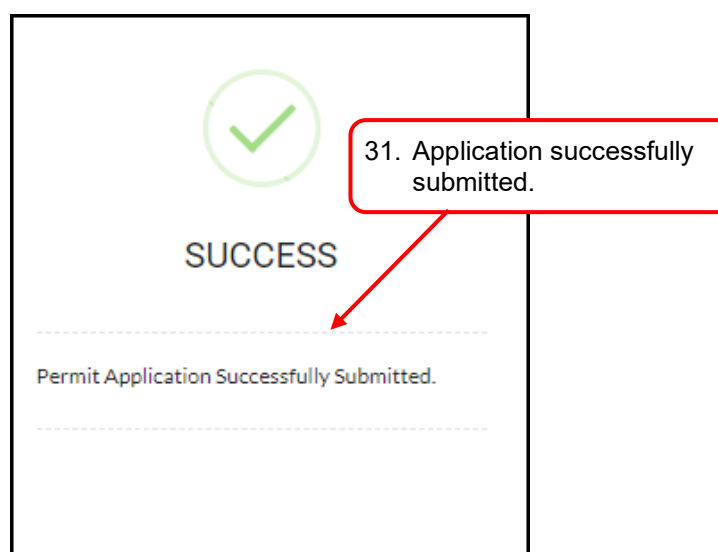


Figure 32

Sandec Details

Transaction History

No.	Date	Status	Remarks
1	05/03/2024 16:33:33	Draft	
2	05/03/2024 17:36:46	Application Submitted	

SMK Response

No.	SMK Code	SMK Description
*** No. Record Found ***		

BACK

Figure 33

Listing

NEW COPY DELETE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status
1	<a href="#">YPK1312024Y0000202</a>	Import	05/03/2024 17:36:46		Awaiting OGA Approval			
2	<a href="#">YPK1312024Y0000161</a>	Import	27/02/2024 15:51:59	27/02/2024 16:02:03	Rejected by Customs			
3	<a href="#">YPK1312024Y0000122</a>	Import	13/02/2024 06:59:39		Rejected by OGA			
4	<a href="#">YPK1312024Y0000121</a>	Import	13/02/2024 08:55:35	13/02/2024 09:02:40	Acknowledged			
5	<a href="#">YPK1312024Y0000104</a>	Import	09/02/2024 11:09:15	09/02/2024 11:11:28	Acknowledged			
6	<a href="#">YPK1312024Y0000101</a>	Import	05/02/2024 14:20:00	05/02/2024 14:20:53	Acknowledged			

NOTE: On page load, system will automatically list permit applications that were created within last 30 days with status 'Draft'.

Total Records 6
Go to Page 1

Figure 34

## Section 5. Copy Application

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



Figure 35

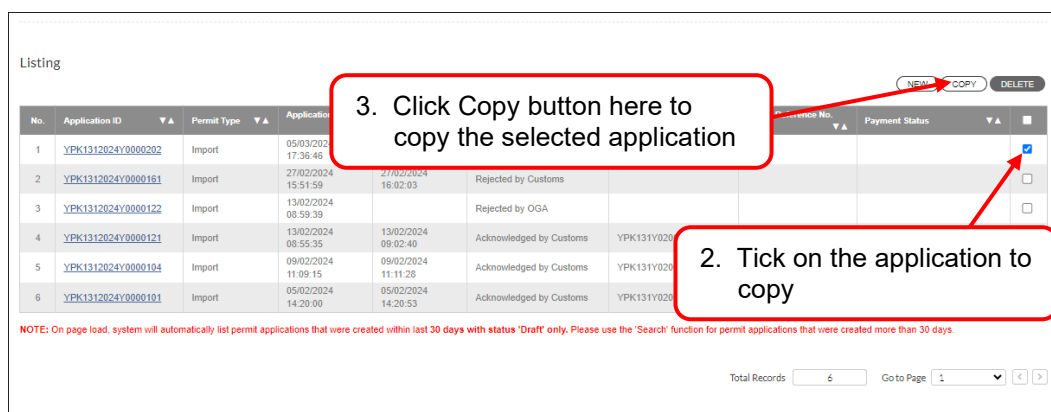


Figure 36

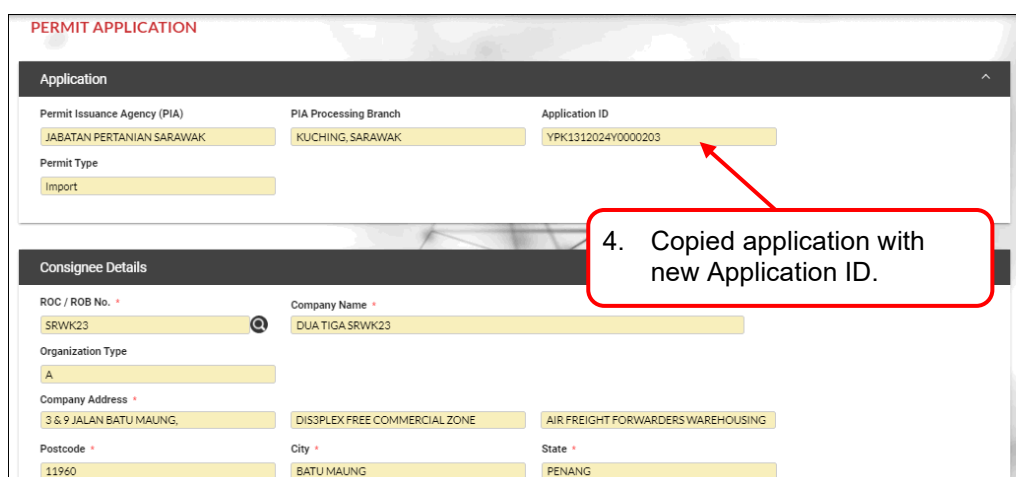


Figure 37

## Section 6. Delete Application

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

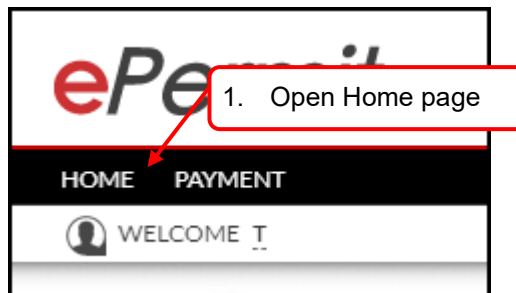


Figure 38

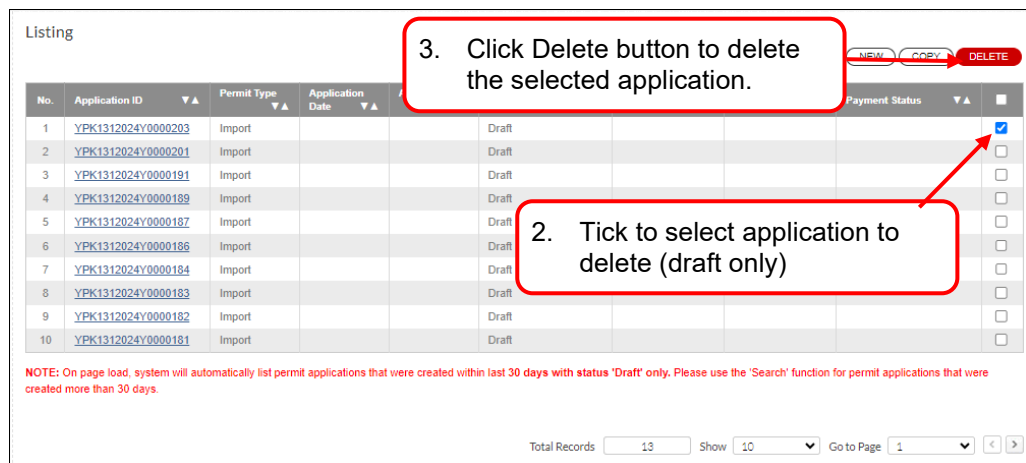


Figure 39

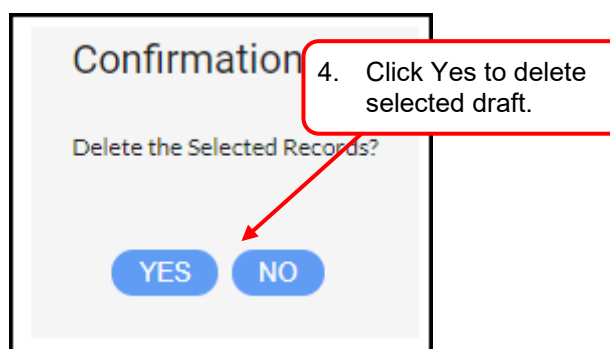


Figure 40



Figure 41

## Section 7. Print Permit

Trader/ FA can print permits directly from this system. Application must be in in 'Acknowledge by Customs' status. Users can search for the application by its Application ID or filter the application as in steps below. Permit can only be printed if the application is in the "Acknowledge by Customs" status and the Payment has been completed. Permit will be displayed in a printable format. User the function of the web browser to print the permit.

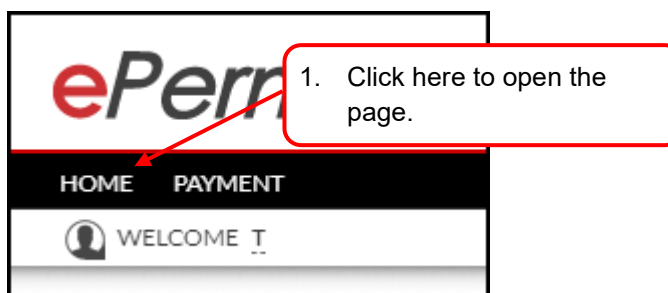


Figure 42

A screenshot of the 'TRADER LISTING' page. The top section is a search form with fields for Application ID, Permit No., Application Date (From/To), Approval Date (From/To), Permit Issuance Agency (PIA), Permit Type, Status, and Trader Reference No. The Status dropdown is set to 'Acknowledge by Customs'. A red callout box with the text '2. Select date as required, and "Acknowledge by Customs" as the Status.' has an arrow pointing to the Status dropdown. Below the search form is a 'Listing' table with columns: No., Application ID, Permit Type, Approval Date, Status, Permit No., Trader Reference No., and Payment Status. At the bottom right of the table are 'NEW', 'COPY', and 'DELETE' buttons.

Figure 43



**TRADER LISTING**

Search

Application ID:  Permit No.:  Application Date (From):  Application Date (To):

Approval Date (From):  Approval Date (To):  Permit Issuance Agency (PIA):  Permit Type:

Payment Status:

**3. Search results listed in this table.**

**4. Click on 'Application ID' here to view its details.**

Listing

No.	Application ID	Permit Type	Payment Status
1	<a href="#">YPK1312024Y0000121</a>	Import	Payment Completed
2	<a href="#">YPK1312024Y0000104</a>	Import	Payment Completed
3	<a href="#">YPK1312024Y0000101</a>	Import	Payment Completed

NOTE: On page load, system will automatically list permit applications that were created within last 30 days with status 'Draft' only. Please use the 'Search' function for permit applications that were created more than 30 days.

Total Records: 3 Go to Page: 1

Figure 44

**PIA Response**

Current Status: **Acknowledged by Customs**

Verification By: **ypkverifier** Verification Datetime: **13/02/2024 09:01:39** Approved By: **ypkapprover** Approved Datetime: **13/02/2024 09:02:40**

Effective Datetime: **31/03/2024 00:00:00** Expiry Datetime: **31/03/2024 00:00:00** PIA Reference No.: **YPK/I/02/0061/2024** Permit No.: **YPK131Y02000412024**

Response Code: **15**

Appoints: **15** Total Permit Charges (MYR): **15**

Special Condition: **TEST**

PIA Remarks: **TEST**

**5. Application status**

**Sandec Details**

**Transaction History**

No.	Date	Status	Remarks	Done By
1	13/02/2024 08:43:51	Draft		ypkapprover
2	13/02/2024 08:55:35	Application Submitted		ypkapprover
3	13/02/2024 09:01:39	Application Verified		ypkapprover
4	13/02/2024 09:02:41	Application Approved		ypkapprover
5	13/02/2024 09:02:42	Application Submitted To Customs		ypkapprover
6	13/02/2024 09:04:39	Application Acknowledged by Customs		ypkapprover

**6. Click here to print this Permit**

**SMK Response**

**PRINT** **BACK**

Figure 45

**7. Read and click Yes to proceed.**


Confirmation

Sebagai peringatan, salinan permit import / surat kebenaran khas mengimport beserta syarat tambahan yang dikepilkan perlu dikemukakan kepada pihak pembekal di negara pengeksport supaya apa-apa rawatan atau keperluan yang dikenakan dipatuhi dan disahkan oleh pihak berkuasa kuarantin di negara berkenaan.

YES


NO

Figure 46



DEPARTMENT OF AGRICULTURE, SARAWAK, MALAYSIA,

PLANT PROTECTION & QUARANTINE DIVISION



Permit to Import

PRODUCT CODE

Permit No. : YPK131Y02000212024

OGA Reference No. : 1021

Name and address of consignee : DUA TIGA SRWK23

3 & 9 JALAN BATU MAUNG,  
DIS3PLEX FREE COMMERCIAL ZONE  
AIR FREIGHT FORWARDERS WAREHOUSING  
11960 BATU MAUNG  
PENANG MALAYSIA

Name and address of consignor : CONSOR

DAGANG NET TOWER  
BLOCK 10  
63000  
SELANGOR MALAYSIA

Permission is hereby granted to the consignee to import the plant(s) contained in the Schedule hereto through (appointed entry-point) Kota Kinabalu, Sabah

This Permit is issued subject to the following conditions :

PESAL TEST IMPORT

Further conditions :

TREATMENT : TREATMENT

ADDITIONAL : ADD DECLARATION

DECLARATION

POST-ENTRY : POST ENTRY

QUARANTINE

Schedule :

Description	Quantity	Country of Origin
<div> <div>PTRN</div> <div>(PESAL PRODUCT NAME)</div> </div>	100 Gallon	CHINA

Date of Issue : 2/9/24 11:11 AM

Receipt No. : YPK1310224000041

Expiry Date : 5/9/24 11:11 AM

Approver Name : ypkapprover

Designation : OPERATION

\* This is a computer generated form and no signature is required.

Page 1 of 1

Figure 47: Permit Sample



## Section 8. Payment

This section shows the steps to view payment status and details thru ePermit system. Users can also print payment receipt as in section 8.1 *Print Receipt/ Invoice*.



Figure 48

**PAYMENT INSTRUCTION LISTING**

Search

Permit Issuance Agency (PIA) ▼ Please Select    Permit Type ▼ Please Select    Application ID     Trader Ref. No.

Application Date (From)     Application Date (To)     Approval Date (From)     Approval Date (To)

Payment Date (From)     Payment Date (To)     Company Name     Payment Status ▼ Please Select

Payment No.     Payment Summary Id

Listing

2. Search and filter applications as required here.

No.	Permit Type	Application ID	Trader Ref. No.	Expiry Date	Payment Group	Company Name	Amount (MYR)	Payee	Payment Status	Payment No.	Payment Summary Id
1	Import	<a href="#">YPK1312024Y0000121</a>		31/03/2024 00:00:00				JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000612402	<a href="#">YPKC2402270000001</a>
2	Import	<a href="#">YPK1312024Y0000104</a>	<a href="#">T123</a>	29/03/2024 00:00:00				JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000412402	<a href="#">YPKC2402130000001</a>
3	Import	<a href="#">YPK1312024Y0000101</a>	<a href="#">T123</a>	29/03/2024 00:00:00				JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC131000022402	<a href="#">YPKC2402050000001</a>
4	Import	<a href="#">YPK1312024Y0000081</a>	<a href="#">T123</a>	29/03/2024 00:00:00				JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000222402	<a href="#">YPKC2402090000001</a>
5	Import	<a href="#">YPK1312024Y0000042</a>	<a href="#">T123</a>	16/02/2024 12:01:13	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000012401	<a href="#">YPKC2401170000001</a>
6	Import	<a href="#">YPK1312024Y0000041</a>	<a href="#">T123</a>	16/02/2024 12:01:04	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000012402	<a href="#">YPKC2402040000001</a>
7	Import	<a href="#">YPK1312024Y0000022</a>	<a href="#">T123</a>	09/02/2024 11:57:59	YPKPAYMENT	DUA TIGA SRWK23	151.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000012402	<a href="#">YPKC2402080000001</a>
8	Import	<a href="#">YPK1312024Y0000002</a>		01/02/2024 09:07:15				JABATAN PERTANIAN SARAWAK	Payment Completed		
9	Import	<a href="#">YPK1312023Y0000187</a>		31/12/2023 00:00:00				JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC131000022312	<a href="#">YPKC2312190000001</a>
10	Import	<a href="#">YPK1312023Y0000182</a>	12345	17/01/2024 14:45:34				JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000212312	<a href="#">YPKC2312180000001</a>

Total Records 13    Show 10    Go to Page 1

4. Click on the Application ID to view payment details by Application ID.

3. Click on Payment Summary ID to view payment details by Summary ID.

Figure 49

**PAYMENT INSTRUCTION BY PAYMENT APPLICATION ID**

Payor

Application ID: YPK1312024Y0000081      Payment No.: YPKC1310000222402

Payment Logs

No.	Date and Time	Payment No.	Payment No.	Description	Remarks
1	09/02/2024 11:13:46	YPKC1310000222402	YPKC2402090000001	Counter Payment	Cash Payment Completed

[BACK](#)

Figure 50

**PAYMENT INSTRUCTION BY PAYMENT SUMMARY ID**

Payor - Bank Account Details

Payor Name: DUATIGA SRWK23      Account Holder Name:      Bank:      Bank Branch:      Submitted Date: 09/02/2024 11:13:46      Total Amount (MYR): 15.00

Payment Model: Cash

Payee - Bank Account Details

Payee Name: JABATAN PERTANIAN SARAWAK      Bank: AFFIN BANK      Account Holder: acc holder name      Bank Branch: bankbranch

Listing

No.	Application ID	Permit Type	Payment Date	Payment No.	Payment Summary Id	Payment Group	Payment Status	Amount (MYR)
1	YPK1312024Y0000081	Import	09/02/2024 11:13:46	YPKC1310000222402	YPKC2402090000001	YPKPAYMENT	Payment Completed	15.00

[BACK](#)   [PRINT RECEIPT](#)

Figure 51

## 8.1. Print Receipt/ Invoice

Traders can print Receipt or Invoice directly from this system once the payment is successful – status in Payment Completed- as in steps in images below.

**PAYMENT INSTRUCTION LISTING**

Search

Permit Issuance Agency (PIA) JABATAN PERTANIAN SARAWAK Permit Type Please Select Application ID  Trader Ref. No.

Application Date (From)  Application Date (To)  Approval Date (From)  Approval Date (To)

Payment Date (From)  Payment Date (To)  Company Name  Payment Status Payment Completed

1. Select PIA and 'Payment Completed' as the payment status, then click on Search.

2. Search results listed in this table.

Listing

No.	Permit Type	Application ID	Trader Ref. No.	Expiry Date	Payment Group	Company Name	Amount (MYR)	Payee	Payment Status	Payment No.	Payment Summary Id
1	Import	<a href="#">YPK1312024Y0000121</a>		31/03/2024 00:00:00	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000612402	<a href="#">YPKC240227000001</a>
2	Import	<a href="#">YPK1312024Y0000104</a>	12345	09/05/2024 11:11:25	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000412402	<a href="#">YPKC240213000001</a>
3	Import	<a href="#">YPK1312024Y0000101</a>	12345	29/02/2024 00:00:00	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000022402	<a href="#">YPKC240205000001</a>
4	Import	<a href="#">YPK1312024Y0000081</a>	12345	29/02/2024 00:00:00	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000222402	<a href="#">YPKC240209000001</a>
5	Import	<a href="#">YPK1312024Y0000042</a>	12345	16/02/2024 12:01:11	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000012401	<a href="#">YPKC240117000001</a>
6	Import	<a href="#">YPK1312024Y0000041</a>	12345	16/02/2024 12:01:11	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000012402	<a href="#">YPKC240204000001</a>
7	Import	<a href="#">YPK1312024Y0000022</a>	12345	09/02/2024 11:57:55	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC13100000212402	<a href="#">YPKC240208000001</a>
8	Import	<a href="#">YPK1312023Y0000187</a>		31/12/2023 00:00:00	YPKPAYMENT	DUA TIGA SRWK23	15.00	PERTANIAN SARAWAK	Payment Completed	YPKC1310000222312	<a href="#">YPKC231219000001</a>
9	Import	<a href="#">YPK1312023Y0000182</a>	12345	17/01/2024 14:45:34	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC13100000212312	<a href="#">YPKC231218000001</a>
10	Import	<a href="#">YPK1312023Y0000163</a>		11/03/2024 15:03:07	YPKPAYMENT	DUA TIGA SRWK23	15.00	JABATAN PERTANIAN SARAWAK	Payment Completed	YPKC1310000022312	<a href="#">YPKC231212000001</a>

4. Click on 'Payment Summary ID' here to view payment details.

Figure 52

**PAYMENT INSTRUCTION BY PAYMENT SUMMARY ID**

Payor - Bank Account Details

Payor Name DUA TIGA SRWK23 Account Holder Name  Bank  Bank Branch

Payment Model Cash Submitted Date 09/02/2024 11:13:46 Total Amount (MYR) 15.00

Payee - Bank Account Details

Payee Name JABATAN PERTANIAN SARAWAK Bank AFFIN BANK

Account Holder acc holder name Bank Branch bankbranch


5. Click on this button to print receipt for this payment.

Listing

No.	Application ID	Permit Type	Payment Date	Payment No.	Payment Summary Id	Payment Group	Payment Status	Amount (MYR)
1	YPK1312024Y0000081	Import	09/02/2024 11:13:46	YPKC1310000222402	<a href="#">YPKC240209000001</a>	YPKPAYMENT	Payment Completed	15.00

[BACK](#) [PRINT RECEIPT](#)

Figure 53




**KERAJAAN MALAYSIA**

**RESIT RASMI**

**ASAL**

**Jabatan Pertanian Sarawak**  
**(SRW)**



No. Resit: YPK1311223000021

Tarikh: 18/12/2023

Tempat Permit Dikeluarkan : KUCHING, SARAWAK

Diterima Daripada : DUA TIGA SRWK23

Alamat : 3 & 9 JALAN BATU MAUNG,,  
DIS3PLEX FREE COMMERCIAL ZONE,  
AIR FREIGHT FORWARDERS WAREHOUSING,  
11960 BATU MAUNG, PENANG, MALAYSIA

Bil	Kod Hasil	Perihal Terimaan	Cara Bayaran	Rujukan (No. Permit)	Amaun (RM)
1	71442	Import	Counter Payment	YPK131Y12000212023	15.00
<b>Jumlah</b>					<b>15.00</b>

Ringgit Malaysia : Lima Belas Sahaja

( ypkapprover )

*Ini adalah cetakan komputer dan tidak perlu ditandatangani*

**Figure 54: Receipt Sample**

**-End of Guide-**

This user manual shall be updated as and when required.