



# **MAQIS FAMA**

**Federal Agriculture Marketing Authority**

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Trader and Forwarding Agent Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd  
Version 1.0

## Statement of Confidentiality

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## Revision History

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Version	Date	Author	Description of Amendment
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## Abbreviation

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Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
MAQIS	Malaysian Quarantine and Inspection Services
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam
PIA	Permit Issuance Agencies
AP	Approval Permit
DOA	Jabatan Pertanian (Hortikultur dan Bahagian Padi Tanaman Industri dan Florikultur (PTIF)
FA	Forwarding Agent
IP	Import Permit

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# Section 1. Introduction

FAMA is a statutory body under the Ministry of Agriculture and Agro Based Industry. FAMA is responsible to improve the marketing of agro food products such as vegetables, fruits and agro-based industry products.

## 1.1. What is ePermit System?

ePermit is a web-based applications system developed, hosted and managed by Dagang Net Technologies Sdn Bhd (DNT) and provides an Application Service provider (ASP) model of service to communities of Permit Issuing Agencies (PIA) and Importer/ Exporter to apply and manage permit application online.

By using the application, the Importer/ Exporter will be able to supply and manage permit via online and next to track the application progress subsequently. Whilst, the OGA will be able to view and process (approval etc) permit applications submitted directly from the system.

## 1.2. .How does ePermit System Benefit Me?

- Reduces Turnaround time – faster processing of permit
- It's convenient – ePermit is accessible from any computer that is connected to the internet.
- Ease of Use – user friendly even for non PC savvy
- Multi Tasking – access to various value-added services. For example Tariff Codes, Location Codes.

## 1.3. Who Should Read This Publication?

This user manual is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for;

- i. Traders
- ii. Forwarding Agents

## 1.4. 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.

## 1.5. 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. System Access

MAQIS FAMA ePermit system is accessible via:

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

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

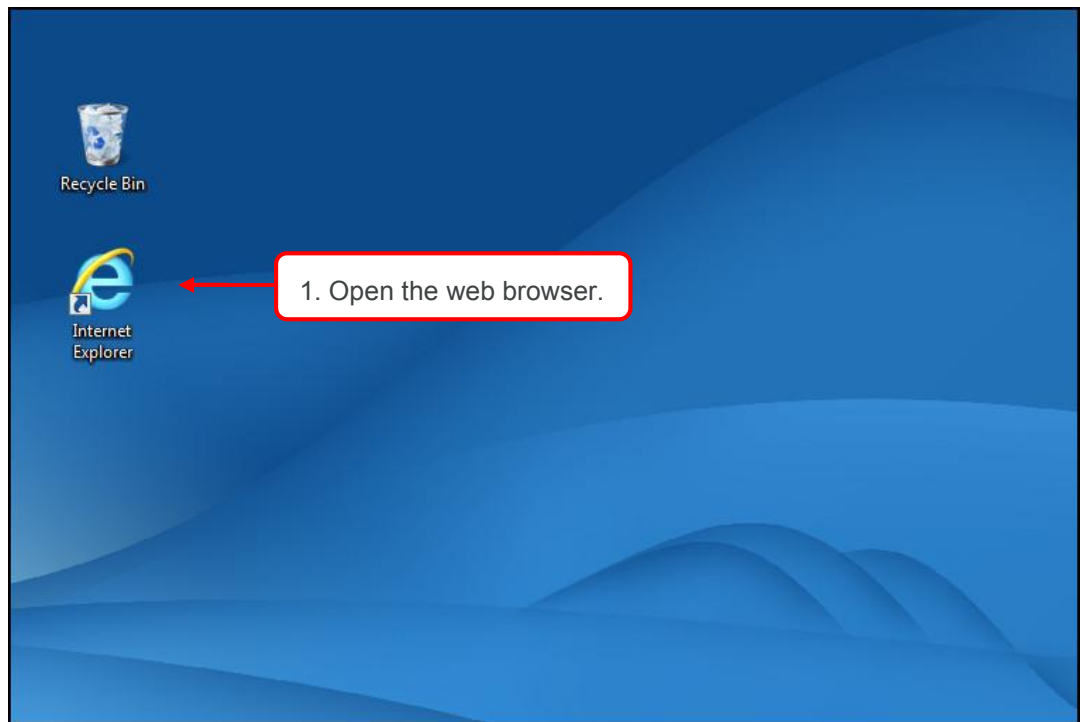


Figure 1



Figure 2



## 2.2. Log In

**ePermit** HOME ABOUT START USING EPCO SYSTEM REQUIREMENT CONTACT INFORMATION FAQ

### Announcement

18-Dec-2013  
LIVE IM

21-Nov-2013  
CLOSING DATE AND TIME GSP SUBMISSION 31 DEC 2013

31-Oct-2013  
TERMINATION & VALIDITY OF THE GENERALIZED SYSTEM OF PREFERENCES (GSP), 1 JANUARY 2014

10-Oct-2013  
FORM D NEW CHANGES

### Quick Link

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

## User Login

alltrader

.....

FORGOT PASSWORD?

LOGIN

SIGN ME UP

1. Enter Username and Password here.

2. Click on Login to access the system.

Figure 3

### 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 Trader Reference No. Payment Status

SEARCH RESET

Listing

NEW COPY DELETE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status
1	<a href="#">FAM1612019Y0000423</a>	Import	17/06/2019		Awaiting DOA Approval		1	Pending Payment
2	<a href="#">FAM1612019Y0000422</a>	Import	17/06/2019		Awaiting DOA Approval		1	Pending Payment
3	<a href="#">FAM1612019Y0000421</a>	Import	17/06/2019		Draft			Pending Payment
4	<a href="#">FAM1612019Y0000401</a>	Import	14/06/2019		Verified by OGA			Pending Payment
5	<a href="#">FAM0182019Y0000041</a>	Import	13/06/2019		Awaiting DAO Approval			N/A
6	<a href="#">FAM1612019X0000381</a>	Export	11/06/2019		Draft			N/A
7	<a href="#">FAM0612019X0000021</a>	Export	03/06/2019		Draft			N/A
8	<a href="#">FAM0182019Y0000021</a>	Import	03/06/2019		Draft			N/A
9	<a href="#">FAM1612019Y0000370</a>	Import	31/05/2019		Awaiting DAO Approval		111111	Pending Payment
10	<a href="#">FAM1612019Y0000369</a>	Import	30/05/2019		Awaiting DAO Approval		111	Pending Payment

Show 10 Go to Page 1

3. ePermit main page displayed

Figure 4

## Section 3. Apply Import Permit

MAQIS FAMA ePermit system allows users to make permit application directly from the system. Users can also keep track the status of their application thru this system. This system will show steps to apply for import/ export permit.

### 3.1. New Application

**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:  Trader Reference No.:  Payment Status:

1. From the main page, click on 'New' button

Listing

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status	
1	FAM1612019Y0000423	Import	17/06/2019		Awaiting DOA Approval		1	Pending Payment	<input type="checkbox"/>
2	FAM1612019Y0000422	Import	17/06/2019		Awaiting DOA Approval		1	Pending Payment	<input type="checkbox"/>
3	FAM1612019Y0000421	Import	17/06/2019		Draft			Pending Payment	<input type="checkbox"/>
4	FAM1612019Y0000401	Import	14/06/2019		Verified by OGA			Pending Payment	<input type="checkbox"/>
5	FAM0182019Y0000041	Import	13/06/2019		Awaiting DAO Approval			N/A	<input type="checkbox"/>
6	FAM1612019X0000381	Export	11/06/2019		Draft			N/A	<input type="checkbox"/>
7	FAM0612019X0000021	Export	03/06/2019		Draft			N/A	<input type="checkbox"/>
8	FAM0182019Y0000021	Import	03/06/2019		Draft			N/A	<input type="checkbox"/>
9	FAM1612019Y0000370	Import	31/05/2019		Awaiting DAO Approval		111111	Pending Payment	<input type="checkbox"/>
10	FAM1612019Y0000369	Import	30/05/2019		Awaiting DAO Approval		111	Pending Payment	<input type="checkbox"/>

Show 10 Go to Page 1

Figure 5

2. Select MAQIS/DOA as the PIA

3. Select Permit Type (Import/Export)

4. Select PIA branch here

5. Click this button to create new permit application

Permit Issuance Agency (PIA) \*  
MAQIS / DOA

Permit Type \*  
Import

PIA Processing Branch \*  
KLIA, SELANGOR

No.	Application ID	Permit	Application	Approval	Permit No.	Trader Reference No.	Payment Status	
-----	----------------	--------	-------------	----------	------------	----------------------	----------------	--

6. Permit Application screen

**PERMIT APPLICATION**

**Application**

Permit Issuance Agency (PIA) MAQIS / DOA	PIA Processing Branch KUALA SELANGOR	Application ID FAM1072019V0000011	Permit Type Import
---	---	--------------------------------------	-----------------------

**Consignee Details**

ROC/ROE No. * FAMIE	Company Name * FAMA TRADER	Organization Type B
Company Address * DAGANG NET TECHNOLOGIES SDN BHD		
Postcode 59200	City KUALA LUMPUR	State W. PERSEKUTUAN
Country MALAYSIA		

**Consignor Details**

ROC/ROE No.	Company Name *	
Company Address *		
Postcode *	City	State
Country *		

**Agent Details**

Agent Code	Company Name	
Company Address		
Postcode	City	State
Country		

**Applicant Details**

Name *			
IC No. / Passport No. *	Designation *	Phone No. *	Fax No. *
Email *			

**Application Details**

Mode of Transport * Please Select	Transport / Voyage / Flight / Conveyance No. *	Purpose * Please Select	Trader Reference No.
Country of Origin *	Place of Origin *	Consigned From *	Import Date *
Port / Place of Import *	Location *	Estimated Time of Arrival (ETA) *	Estimated Time of Departure (ETD) *
Customs Station Code * ISU MEJABAT KAS IAM			

**Application Remarks**

**Additional Details**

Container No. AUG CONTAINER NO.	DELETE
------------------------------------	--------

No.	Container No.	Delete
*** No Record Found ***		

**Category**

Category *	Ship Call No / Flight No / Lorry No *	Previous KI Registration No. *	COC No. *
Phyto Certificate No.	EL No / AWB No / Delivery Order No.	Manifest No.	Invoice No.
Date of Import *			
Import Condition			

**Item Details**

\* Minimum One Item is Required

No.	Tariff Code	Tariff Description	Unit of Measurement	Unit Cost CIF (MYR)	Quantity	Total (MYR)	Edit	Delete
*** No Record Found ***								

**3p Regulation**

Action
<ul style="list-style-type: none"> <li>1. Grading               <ul style="list-style-type: none"> <li>- Graded in accordance to Malaysian Standard (MS)</li> <li>- (if no relevant MS) shall use FAMA grade standard</li> <li>- (if no relevant FAMA grade standard) shall use grade standard from Country of Origin</li> </ul> </li> <li>2. Packaging               <ul style="list-style-type: none"> <li>- Packages for agriculture produce :-</li> <li>i. Suitable to the produce types and the quantity</li> <li>ii. Shall contain produce of the same type and grade standard</li> <li>iii. Shall not exceed 30 kilograms</li> <li>iv. Shall meet requirements for quality, hygiene and durable (maximum protection) during its handling and transporting.</li> <li>v. Shall be made from material that are not harmful (damage and contaminants) to the produce.</li> <li>vi. Shall be free of old (attached previously) labels, marks or tags if the package is reused.</li> </ul> </li> <li>3. Labelling               <ul style="list-style-type: none"> <li>- A label to be applied or attached on a package</li> <li>i. Size :- no less than 11cm x 7cm</li> <li>ii. Applied firmly and is conspicuous</li> <li>- A Label shall have the following particulars:-</li> <li>ii. Common name;</li> <li>iii. Grade standard;</li> <li>iv. Size standard;</li> <li>v. Country of origin;</li> <li>vi. Weight of package; and</li> <li>vii. The words produce of Malaysia (if the produce is for export)</li> <li>- Shall be marked to ensure readability and durability :-</li> <li>i. In no smaller than 20 point font;</li> <li>ii. For domestic market, in Bahasa Malaysia and may include translation in other language;</li> <li>iii. For export, in the English Language and may include translation in any other language ; and</li> <li>iv. For import, in Bahasa Malaysia (Exemption for country of origin from USA)</li> </ul> </li> </ul>

**Sandec Details**

No.	Tariff Code	Release Date	Tariff Declared Qty.	SMK Declaration Refno.
*** No Record Found***				

**Transaction History**

No.	Date	Status	Remarks	Done By
1	17/06/2019 11:54:10	Draft		SAUPI MAAROF

SAVE
SUBMIT
BACK

Figure 6

### 3.1.1. Consignee, Consignor and Agent Details

1. Consignee details are auto populated.

The screenshot shows a web form with three main sections: Consignee Details, Consignor Details, and Agent Details. Each section contains several input fields for company information. Red boxes and arrows highlight specific fields and instructions:

- Consignee Details:** Fields include ROC/ROB No. (FAMIE), Company Name (FAMA TRADER), Organization Type (B), Company Address (DAGANG NET TECHNOLOGIES SDN BHD,TC), Postcode (59200), City (KUALA LUMPUR), State (W. PERSEKUTUAN), and Country (MALAYSIA).
- Consignor Details:** Fields include ROC/ROB No., Company Name, Company Address, Postcode, City, State, and Country. A red box highlights the ROC/ROB No. field, and an arrow points to it from a text box.
- Agent Details:** Fields include Agent Code, Company Name, Company Address, Postcode, City, State, and Country. A red box highlights the Agent Code field, and an arrow points to it from a text box.

2. Click here to select the Consignor based on ROC/ROB No

3. Enter details for Agent (if any)

Figure 7

### 3.1.2. Applicant Details

1. Click here to select Applicant Details

The screenshot shows a form titled "Applicant Details" with several input fields: Name, IC No. / Passport No., Designation, Phone No., Fax No., and Email. A red callout box with the text "1. Click here to select Applicant Details" has an arrow pointing to a magnifying glass icon on the right side of the Name input field.

Figure 8

2. Click on the applicant to add

The screenshot shows a table titled "Applicant Search" with a search bar and "SEARCH" and "CLOSE" buttons. Below the buttons is a table with the following data:

No.	IC No. / Passport No.	Name	Designation	Phone No.	Email
1	34433242	Anon	Boss	1232132	
2	0987657890	nisha mohd12	tester	+60176863086	annisha@dagangnet.com

At the bottom right, there is a "Go to Page" dropdown menu set to "1" and navigation arrows.

Figure 9

4. Applicant Details added

The screenshot shows the "Applicant Details" form with the search icon and fields filled with data: Name: Anon, IC No. / Passport No.: 34433242, Designation: Boss, Phone No.: 1232132, Fax No.: 031234567, and Email: anon@gmail.com. A red callout box with the text "4. Applicant Details added" has an arrow pointing to the search icon.

Figure 10

### 3.1.3. Application Details

Application Details

Mode of Transport \*  
Please Select

Transport / Voyage / Flight / Conveyance No. \*  
kk1111

Purpose \*  
Please Select

Trader Reference No.

Country of Origin \*  
UNITED ARAB EMIRATES

Place of Origin \*  
ABU DHABI

Consigned From \*  
UNITED ARAB EMIRATES

Import Date \*  
21 Jun 2019

Port / Place of Import \*  
PORT KLANG FREE TRADE ZONE

Location \*  
PORT KLANG FREE TRADE ZONE

Estimated Time of Arrival (ETA) \*  
21 Jun 2019

Estimated Time of Departure (ETD) \*  
21 Jun 2019

Customs Station Code \*  
IBU PEJABAT KASTAM

Application Remarks

1. Fill up the application details

Figure 11

Application Details

Mode of Transport \*  
AIR TRANSPORT

Transport / Voyage / Flight / Conveyance No. \*  
kk1111

Purpose \*  
Business

Trader Reference No.

Country of Origin \*  
UNITED ARAB EMIRATES

Place of Origin \*  
ABU DHABI

Consigned From \*  
UNITED ARAB EMIRATES

Import Date \*  
21 Jun 2019

Port / Place of Import \*  
PORT KLANG FREE TRADE ZONE

Location \*  
PORT KLANG FREE TRADE ZONE

Estimated Time of Arrival (ETA) \*  
21 Jun 2019

Estimated Time of Departure (ETD) \*  
21 Jun 2019

Customs Station Code \*  
IBU PEJABAT KASTAM

Application Remarks

Figure 12

### 3.1.4. Additional Details

Additional Details

Container No.  
ADD CONTAINER NO. DELETE

No.	Container No.	Delete
*** No Record Found ***		

Category \*  
Phyto Certificate No  
Date of Import \*  
Import Condition

Ship Call No / Flight No / Lorry No \*  
BL No / AWB No / Delivery Order No \*  
Manifest No. \*  
Invoice No. \*

Previous K1 Registration No. \*  
COC No. \*

1. Add container No., if any. Container No will be listed in the table.

2. Click here to select category

Figure 13

### Category Search

Category Name  Category Reference No.  Quota Category

No.	Category Name	Category Reference No.	Has Quota
1	miaq_category_nonQuota_veen	ref123123	NO
2	Durian	nonquota001	NO
3	Coconut_Quota	conut_Quota	YES
4	test_Category Quota	1111	YES
5	Cabbage_Quota	3432	YES
6	Coffee_Quota	1434	YES
7	[Training] Kelapa	2132132	YES
8	Demo_Quota_Cabbage	111111	YES
9	Demo_Quota_Kopi	111	YES
10	Kubis Bulat	Quota Kubis Bulat	YES

Go to Page 1

Figure 14

Container No.

No.	Container No.	Delete
*** No Record Found ***		

Category \*  Product \*  Ship Call No / Flight No / Lorry No \*

Previous K1 Registration No. \*  COC No. \*  Phyto Certificate No

BL No / AWB No / Delivery Order No \*  Manifest No. \*  Invoice No. \*

Date of Import \*

Import Condition

Figure 15

### Product Search

Product Name  Quota Category

No.	Product Name	Quota Category
1	KB2	YES
2	Kubis Bulat Ujian	YES

Go to Page 1

Figure 16

6. Fill up other required details

7. For Road Transport, please key in 'Not Applicable'

Figure 17

### 3.1.5. Item Details (Quota)

This section shows the steps to add items with Quota allocation for permit application. At least 1 item is required.

1. Click this button to add item

\*Minimum One Item is Required

No.	Tariff Code	Tariff Description	Unit of Measurement	Unit Cost CIF (MYR)	Quantity	Total (MYR)	Edit	Delete
*** No Record Found ***								

Figure 18

2. Click here to add Quota Type/ Period

No.	Commodity Name	Quota Type	Quota Period	Effective Date	Expiry Date	Quota Allocation	Quota Pending for Approval	Quota Balance	Quota Used
*** No Record Found ***									

Figure 19



**3. Search for Commodity Name here.**

**4. Quota Details are stated in this table.**

**5. Click this commodity to select and add.**

**Quota Allocation Search**

Commodity Name

SEARCH CLOSE

No.	Commodity Name	Quota Type	Quota Period	Effective Date	Expiry Date	Quota Allocation	Quota Pending for Approval	Quota Balance	Quota Used
1	Kubis Bulat Ujian	Yearly		14/06/2019 00:00:00	31/12/2019 00:00:00	100	13	87	0

Go to Page 1

**Figure 20**

**7. Add Tariff Code here**

**6. Item (quota) added and listed here**

**Item Details**

Quota Type/Period - Yearly/2019

Tariff Code -

Unit of Measurement -

Tariff Description

Quantity - (YR) - Total

SAVE CLOSE RESET

**Item Details**

No.	Commodity Name	Quota Type	Quota Period	Effective Date	Expiry Date	Quota Allocation	Quota Pending for Approval	Quota Balance	Quota Used
1	Kubis Bulat Ujian	Yearly		14/06/2019 00:00:00	31/12/2019 00:00:00	100	13	87	0

**Figure 21**

**8. Search for Tariff Code here**

**9. Click on the Tariff Code to add**

**SMK Tariff Search** Product Tariff Search

Tariff Code

Tariff Description cabbage

SEARCH CLOSE

No.	Tariff Code	Unit of Measurement	Tariff Description
1	0704901000	KGM	--Round (drumhead) cabbages
2	0705110000	KGM	--Cabbage lettuce (head lettuce)

Go to Page 1

**Figure 22**

**Item Details**

Quota Type/Period - Yearly/2019

Tariff Code - 0704901000

Unit of Measurement - KGM

Tariff Description --Round (drumhead) cabbages

Quantity - 5

Unit Cost CIF (MYR) - 10

10. Tariff Code added

11. Insert item's Quantity and Unit Cost here. Quantity MUST NOT exceed the Quota Allocation as in the table below.

12. Click here to save and add this item.

SAVE CLOSE RESET

No.	Commodity Name	Quota Type	Quota Period	Effective Date	Expiry Date	Quota Allocation	Quota Pending for Approval	Quota Balance	Quota Used
1	Kubis Bulat Ujan	Yearly		14/06/2019 00:00:00	31/12/2019 00:00:00	100	13	87	0

Figure 23

**Item Details**

13. Item added and listed here

CREATE DELETE

No.	Tariff Code	Tariff Description	Unit of Measurement	Unit Cost CIF (MYR)	Quantity	Total (MYR)	Edit	Delete
1	0704901000	--Round (drumhead) cabbages	KGM	20	5	100.00		

Go to Page 1

Figure 24

### 3.1.6. 3P Regulation

3p Regulation

Action
<p>1. Grading - Graded in accordance to Malaysian Standard (MS) - (If no relevant MS) shall use FAMA grade standard - (If no relevant FAMA grade standard) shall use grade standard form Country of Origin</p> <p>2. Packaging - Packages for agriculture produce :- i. Suitable to the produce types and the quantity ii. Shall contain produce of the same type and grade standard iii. Shall not exceed 30 kilograms iv. Shall meet requirements for quality, hygiene and durable (maximum protection) during its handling and transporting. v. Shall be made from material that are not harmful (damage and contaminants) to the produce. vi. Shall be free of old (attached previously) labels, marks or tags if the package is reused.</p> <p>3. Labelling <input checked="" type="checkbox"/> - A label to be applied or attached on a package i. Size : no less than 11cm x 7cm ii. Applied firmly and is conspicuous  - A Label shall have the following particulars:- i. Name and business address of importer, exporter, agent, producer, or distributor, which the case may be, of the agriculture produce ; ii. Common name; iii. Grade standard; iv. Size standard;</p> <p>produce is for export) durability :- ii. For domestic market, in Bahasa Malaysia and may include translation in other language; iii. For export, in the English Language and may include translation in any other language ; and iv. For import, in Bahasa Malaysia (Exemption for country of origin from USA)</p>

1. Tick here if all 3P Regulation is complied.

Sandec Details

No.	Tariff Code	Release Date	Tariff Declared Qty.	SMK Declaration Refno.
*** No Record Found***				

Figure 25

### 3.1.7. Submit

BL No / AWB No / Delivery Order No - 
Manifest No. - 
Invoice No. -

Date of Import -

Import Condition

---

**Item Details**

CREATE
DELETE

No.	Tariff Code	Tariff Description	Unit of Measurement	Unit Cost CIF (MYR)	Quantity	Total (MYR)	Edit	Delete
1	0704901000	--Round (drumhead) cabbages	KGM	20	5	100.00		

Go to Page  < >

---

**3p Regulation**

**Action**

- 1. Grading
  - Graded in accordance to Malaysian Standard (MS)
  - (If no relevant MS) shall use FAMA grade standard
  - (If no relevant FAMA grade standard) shall use grade standard form Country of Origin
- 2. Packaging
  - Packages for agriculture produce :-
  - i. Suitable to the produce types and the quantity
  - ii. Shall contain produce of the same type and grade standard
  - iii. Shall not exceed 30 kilograms
  - iv. Shall meet requirements for quality, hygiene and durable (maximum protection) during its handling and transporting.
  - v. Shall be made from material that are not harmful (damage and contaminants) to the produce.
  - vi. Shall be free of old (attached previously) labels, marks or tags if the package is reused.
- 3. Labelling
  - A label to be applied or attached on a package
  - i. Size : no less than 11cm x 7cm
  - ii. Applied firmly and is conspicuous
  - A Label shall have the following particulars:-
  - i. Name and business address of importer, exporter, agent, producer, or distributor, which the case may be, of the agriculture produce ;
  - ii. Common name;
  - iii. Grade standard;
  - iv. Size standard;
  - v. Country of origin;
  - vi. Weight of package; and
  - vii. The words produce of Malaysia (if the produce is for export)
  - Shall be marked to ensure legibility and durability :-
  - i. In no smaller than 20 point font;
  - ii. For domestic market, in Bahasa Malaysia and may include translation in other language;
  - iii. For export, in the English Language and may include translation in any other language : and
  - iv. For import, in Bahasa Malaysia (Exemption for country of origin from USA)

---

**Sandec Details**

No.	Tariff Code	Release Date	SMK Declaration Refno.

---

**Transaction History**

No.	Date	Status	Remarks	Done By
1	18/06/2019 17:09:21	Draft		SAUFI MAAROF

1. Click here to submit this application

SAVE
SUBMIT
BACK

Figure 26

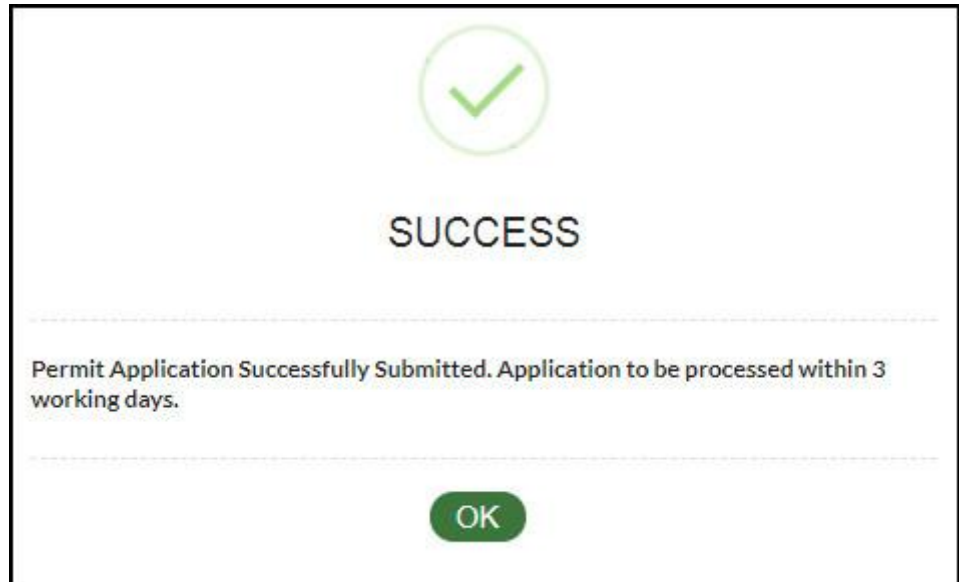


Figure 27

## Section 4. Copy Application

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

**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:

Trader Reference No.:  Payment Status:

Listing

1. Tick here to select and copy this application

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status	<input type="checkbox"/>
1	<a href="#">FAM1072019Y0000044</a>	Import	18/06/2019		Draft			Pending Payment	<input type="checkbox"/>
2	<a href="#">FAM1612019Y0000424</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs		345	Processing	<input type="checkbox"/>
3	<a href="#">FAM1072019Y0000043</a>	Import	18/06/2019		Draft			Pending Payment	<input type="checkbox"/>
4	<a href="#">FAM1072019Y0000042</a>	Import	17/06/2019		Awaiting DOA Approval			N/A	<input type="checkbox"/>
5	<a href="#">FAM1072019Y0000041</a>	Import	17/06/2019		Draft			N/A	<input type="checkbox"/>
6	<a href="#">FAM1612019Y0000423</a>	Import	17/06/2019		Awaiting DOA Approval		1	Pending Payment	<input type="checkbox"/>
7	<a href="#">FAM1612019Y0000422</a>	Import	17/06/2019		Awaiting DOA Approval		1	Pending Payment	<input type="checkbox"/>
8	<a href="#">FAM1612019Y0000421</a>	Import	17/06/2019		Draft			Pending Payment	<input type="checkbox"/>
9	<a href="#">FAM1612019Y0000401</a>	Import	14/06/2019		Verified by OGA			Pending Payment	<input type="checkbox"/>
10	<a href="#">FAM0182019Y0000041</a>	Import	13/06/2019		Awaiting DAO Approval			N/A	<input type="checkbox"/>

Figure 28

Listing

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status	<input type="checkbox"/>
1	<a href="#">FAM1612019Y0000427</a>	Import	18/06/2019		Awaiting DOA Approval		345	Pending Payment	<input checked="" type="checkbox"/>
2	<a href="#">FAM1612019Y0000426</a>	Import	18/06/2019		Awaiting DOA Approval				<input type="checkbox"/>
3	<a href="#">FAM1612019Y0000425</a>	Import	18/06/2019		Awaiting DOA Approval				<input type="checkbox"/>
4	<a href="#">FAM1072019Y0000044</a>	Import	18/06/2019		Draft				<input type="checkbox"/>
5	<a href="#">FAM1612019Y0000424</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs				<input type="checkbox"/>
6	<a href="#">FAM1072019Y0000043</a>	Import	18/06/2019		Draft			Pending Payment	<input type="checkbox"/>
7	<a href="#">FAM1072019Y0000042</a>	Import	17/06/2019		Awaiting DOA Approval			N/A	<input type="checkbox"/>
8	<a href="#">FAM1072019Y0000041</a>	Import	17/06/2019		Draft			N/A	<input type="checkbox"/>
9	<a href="#">FAM1612019Y0000423</a>	Import	17/06/2019		Awaiting DOA Approval		1	Pending Payment	<input type="checkbox"/>
10	<a href="#">FAM1612019Y0000422</a>	Import	17/06/2019		Awaiting DOA Approval		1	Pending Payment	<input type="checkbox"/>

2. Then, click on this Copy button to copy the selected application

Figure 29

**3. Application copied with new Application ID**

**PERMIT APPLICATION**

**Application**

Permit Issuance Agency (PIA)  PIA Processing Branch  Application ID

Permit Type

---

**Consignee Details**

ROC/ROB No.  Company Name  Organization Type

Company Address

Postcode  City  State

Country

---

**Consignor Details**

ROC/ROB No.  Company Name

Company Address

Postcode  City  State

Country

---

**Agent Details**

Agent Code  Company Name

Company Address

Postcode  City  State

Country

**4. Edit and fill up this application as required.**

**Figure 30**

## Section 5. Delete Application

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

Listing

NEW COPY DELETE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status	
1	<a href="#">FAM1072019Y0000045</a>	Import	18/06/2019		Awaiting DOA Approval				
2	<a href="#">FAM1612019Y0000428</a>	Import	18/06/2019		Draft				
3	<a href="#">FAM1612019Y0000427</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs				
4	<a href="#">FAM1612019Y0000426</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs		345	Processing	
5	<a href="#">FAM1612019Y0000425</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs		345	Processing	
6	<a href="#">FAM1072019Y0000044</a>	Import	18/06/2019		Draft			Pending Payment	<input checked="" type="checkbox"/>
7	<a href="#">FAM1612019Y0000424</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs		345	Processing	
8	<a href="#">FAM1072019Y0000043</a>	Import	18/06/2019		Draft			Pending Payment	
9	<a href="#">FAM1072019Y0000042</a>	Import	17/06/2019		Awaiting DOA Approval			N/A	
10	<a href="#">FAM1072019Y0000041</a>	Import	17/06/2019		Draft			N/A	

1. Tick on the application to delete

Figure 31

Listing

NEW COPY DELETE

No.	Application ID	Permit Type	Application Date	Approval Date	Status	Permit No.	Trader Reference No.	Payment Status	
1	<a href="#">FAM1072019Y0000045</a>	Import	18/06/2019		Awaiting DOA Approval			Pending Payment	
2	<a href="#">FAM1612019Y0000428</a>	Import	18/06/2019		Draft			Pending Payment	
3	<a href="#">FAM1612019Y0000427</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs			Processing	
4	<a href="#">FAM1612019Y0000426</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs		345	Processing	
5	<a href="#">FAM1612019Y0000425</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs		345	Processing	
6	<a href="#">FAM1072019Y0000044</a>	Import	18/06/2019		Draft			Pending Payment	<input checked="" type="checkbox"/>
7	<a href="#">FAM1612019Y0000424</a>	Import	18/06/2019	18/06/2019	Acknowledged by Customs		345	Processing	
8	<a href="#">FAM1072019Y0000043</a>	Import	18/06/2019		Draft			Pending Payment	
9	<a href="#">FAM1072019Y0000042</a>	Import	17/06/2019		Awaiting DOA Approval			N/A	
10	<a href="#">FAM1072019Y0000041</a>	Import	17/06/2019		Draft			N/A	

2. Click this button to delete this application

Figure 32

3. Click Yes to confirm delete the selected record

### Confirmation

Delete the Selected Records?

YES NO

Figure 33



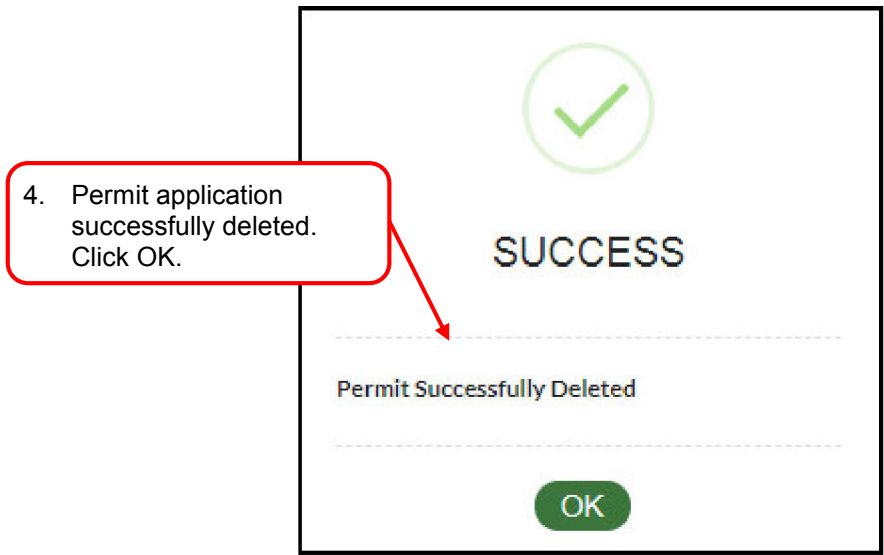
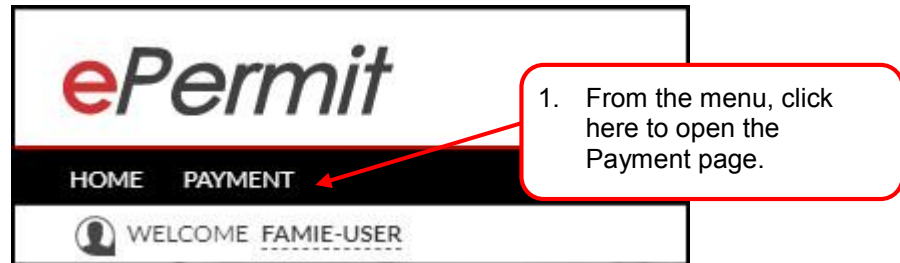


Figure 34

## Section 6. Payment

This section shows the steps to initiate payment after permit application is acknowledge by Customs.



### 6.1. Search for Application

1. Select PIA and Payment Status and other details to search

2. Click Search

3. Search result listed here

**PAYMENT INSTRUCTION LISTING**

Search

Permit Issuance Agency (PIA) -  Permit Type  Application Date (From)

Application Date (To)  Company Name  Application ID

Approval Date (From)  Approval Date (To)  Payment Status -

Payment No  Payment Date From  Payment Date To

Listing

No.	Application ID	Permit Type	Expiry Date	Payment Group	Company Name	Amount (MYR)	Payee	Payment Status	Payment No	Payment Summary Id	
1	FAM1612019Y0000301	Import	31/08/2019 15:20:00	MA0002	FAMA TRADER	15.00	MAQIS / DOA	Initiate Payment			<input type="checkbox"/>
2	FAM1612019Y0000185	Import	30/09/2019 12:02:00		FAMA TRADER	15.00	MAQIS / DOA	Initiate Payment			<input type="checkbox"/>

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Figure 35

## 6.2. Make Payment

**PAYMENT INSTRUCTION LISTING**

Search

Permit Issuance Agency (PIA) -   
 Please Select

Permit Type   
 Export

Application Date (From)

Application Date (To)

Company Name

Application ID

Approval Date (From)

Approval Date (To)

Payment Status -   
 Please Select

Payment No

Payment Date From

Payment Date To

SEARCH RESET

2. Tick to select this application and make payment

1. Payment status is in 'Initiate Payment'

Listing

MAKE PAYMENT

No.	Application ID	Permit Type	Expiry Date	Payment Group	Company Name	Amount (MYR)	Payee	Payment Status	Payment No	Payment Summary Id	
1	FAM1612019Y0000301	Import	31/08/2019 15:20:00	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Initiate Payment			<input type="checkbox"/>
2	FAM1612019Y0000185	Import	30/09/2019 12:02:00		FAMA TRADER	15.00	MAQIS / DOA	Initiate Payment			<input type="checkbox"/>

Go to Page 1

Figure 36

Listing

3. Click this button to make payment

MAKE PAYMENT

No.	Application ID	Permit Type	Expiry Date	Payment Group	Company Name	Amount (MYR)	Payee	Payment Status	Payment No	Payment Summary Id	
1	FAM1612019Y0000301	Import	31/08/2019 15:20:00	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Initiate Payment			<input checked="" type="checkbox"/>
2	FAM1612019Y0000185	Import	30/09/2019 12:02:00		FAMA TRADER	15.00	MAQIS / DOA	Initiate Payment			<input type="checkbox"/>

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Figure 37

**MAKE PAYMENT**

Payor - Bank Account Details

Payor:  Total Amount (MYR):

Payment Method:

Payee - Bank Account Details

Payee Name:  Bank:

Account Holder:

4. Amount to be paid

5. Select Payment Method

Listing

No.	Application ID	Permit Type	Payment Date	Payment No	Payment Group	Payment Status	Amount (MYR)
1	FAM1612019Y0000301	Import	18/06/2019 16:39:13	MAQC1610002481906	MAQ002	Payment Completed	15.00
2	FAM1612019Y0000301	Import			MAQ002	Initiate Payment	15.00

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Figure 38

Payment Method

6. Select one Payment Method

Figure 39

**MAKE PAYMENT**

Payor - Bank Account Details

Payor:  Total Amount (MYR):

Payment Method:

Payee - Bank Account Details

Payee Name:  Bank:

Account Holder:  Bank Branch:

7. Click here to submit this payment

Listing

No.	Application ID	Permit Type	Payment Date	Payment No	Payment Group	Payment Status	Amount (MYR)
1	FAM1612019Y0000301	Import	18/06/2019 16:39:13	MAQC1610002481906	MAQ002	Payment Completed	15.00
2	FAM1612019Y0000301	Import			MAQ002	Initiate Payment	15.00

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Figure 40

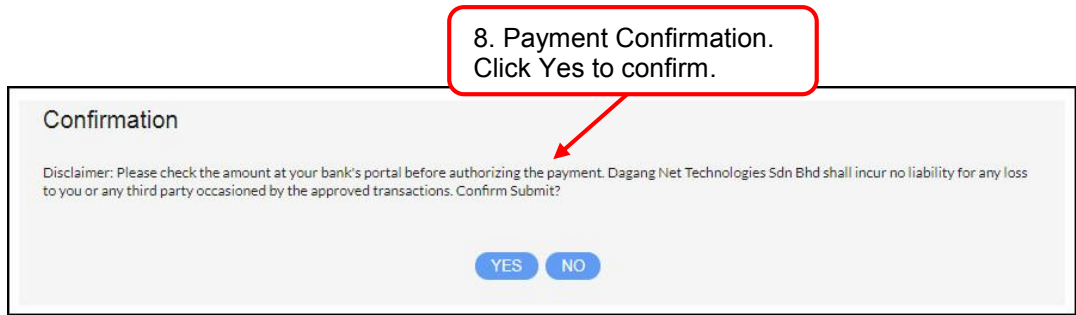


Figure 41

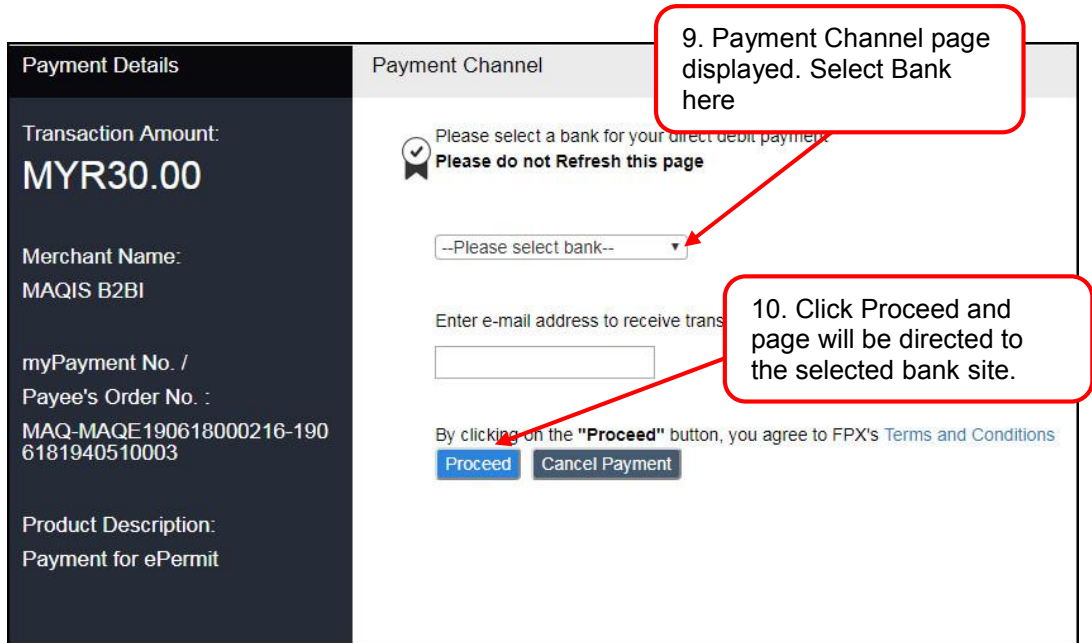


Figure 42

## 6.3. Print Receipt

**PAYMENT INSTRUCTION LISTING**

Search

Permit Issuance Agency (PIA)  Permit Type  Application Date (From)

Application Date (To)  Company Name  Application ID

Approval Date (From)  Approval Date (To)  Payment Status

Payment No  Payment Date From  Payment Date To

1. Search for application with payment completed status.

2. Click on here to view this payment details

Listing

[MAKE PAYMENT](#)

No.	Application ID	Permit Type	Payment Date	Payment No	Payment Group	Payment Status	Amount (MYR)			
1	<a href="#">FAM1612019Y0000324</a>	Import	24/08/2019 17:20:06	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQE1610001341905	<a href="#">MAQE190516000109</a>
2	<a href="#">FAM1612019Y0000323</a>	Import	24/08/2019 17:19:24	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQE1610001341905	<a href="#">MAQE190516000109</a>
3	<a href="#">FAM1612019Y0000320</a>	Import	24/08/2019 16:53:10	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQE1610001301905	<a href="#">MAQE190516000107</a>
4	<a href="#">FAM1612019Y0000313</a>	Import	24/08/2019 14:22:48	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQE1610001291905	<a href="#">MAQE190516000106</a>
5	<a href="#">FAM1612019Y0000222</a>	Import	31/07/2019 16:24:00	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000621905	<a href="#">MAQC190513000062</a>
6	<a href="#">FAM1612019Y0000221</a>	Import	30/08/2019 14:26:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610001161905	<a href="#">MAQC190516000093</a>
7	<a href="#">FAM1612019Y0000184</a>	Import	27/04/2019 15:39:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000251904	<a href="#">MAQC190418000026</a>
8	<a href="#">FAM1612019Y0000183</a>	Import	30/04/2019 15:04:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000241904	<a href="#">MAQC190418000025</a>
9	<a href="#">FAM1612019Y0000182</a>	Import	19/07/2019 11:06:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000231904	<a href="#">MAQC190418000024</a>
10	<a href="#">FAM1612019Y0000181</a>	Import	02/08/2019 10:43:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000211904	<a href="#">MAQC190418000022</a>

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Figure 43

**PAYMENT INSTRUCTION BY PAYMENT SUMMARY ID**

Payor - Bank Account Details

Payor Name  Account Holder Name  Bank

Bank Branch  Payment Model  Submitted Date

Total Amount (MYR)

Payee - Bank Account Details

Payee Name  Bank

Account Holder  Bank Branch

3. Click here to print receipt for this payment

Listing

No.	Application ID	Permit Type	Payment Date	Payment No	Payment Group	Payment Status	Amount (MYR)
1	FAM1612019Y0000324	Import	16/05/2019 17:22:48		MAQ002	Payment Completed	15.00
2	FAM1612019Y0000323	Import	16/05/2019 17:22:48		MAQ002	Payment Completed	15.00

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

Figure 44

## 6.4. Payment Logs

Payment logs will list all the payment transaction done for an application.

**PAYMENT INSTRUCTION LISTING**

Search

Permit Issuance Agency (PIA)  Permit Type  Application Date (From)

Application Date  Application ID

Approval Date  Payment Status

Payment No.  Payment Date To

**1. Search for application with payment completed status.**

**2. Click on the Application ID here to view details**

Listing **MAKE PAYMENT**

No.	Application ID	Permit Type	Application Date	Permit Type	Trader	Amount	Payment Status	Payment No.	Payment Date
1	<a href="#">FAM1612019Y0000324</a>	Import	24/08/2019 17:20:06	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQE1610001341905
2	<a href="#">FAM1612019Y0000323</a>	Import	24/08/2019 17:19:24	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQE1610001341905
3	<a href="#">FAM1612019Y0000320</a>	Import	24/08/2019 16:53:10	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQE1610001301905
4	<a href="#">FAM1612019Y0000313</a>	Import	24/08/2019 14:22:48	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQE1610001291905
5	<a href="#">FAM1612019Y0000222</a>	Import	31/07/2019 16:24:00	MAQ002	FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000621905
6	<a href="#">FAM1612019Y0000221</a>	Import	30/08/2019 14:26:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610001161905
7	<a href="#">FAM1612019Y0000184</a>	Import	27/04/2019 15:39:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000251904
8	<a href="#">FAM1612019Y0000183</a>	Import	30/04/2019 15:04:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000241904
9	<a href="#">FAM1612019Y0000182</a>	Import	19/07/2019 11:06:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000231904
10	<a href="#">FAM1612019Y0000181</a>	Import	02/08/2019 10:43:00		FAMA TRADER	15.00	MAQIS / DOA	Payment Completed	MAQC1610000211904

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Figure 45

**PAYMENT INSTRUCTION BY PAYMENT APPLICATION ID**

Payor

Application ID  Payment No

**3. Payment Logs displayed in this table.**

Payment Logs

No.	Date and Time	Payment Type	Response From	Response Code	Response Description	Remarks
1	16/05/2019 17:22:48	Electronic Online Payment (EOP)	ePermit	EOP001		Initiate Payment
2	16/05/2019 17:22:59	Electronic Online Payment (EOP)	ePermit	C	Approved	Payment Completed
3	16/05/2019 17:23:05	Electronic Online Payment (EOP)	ePermit	C	Approved	Payment Completed

**BACK**

Figure 46

**-End of Manual-**

This user manual shall be updated as and when required.



