



Certification of Local Construction Product & Material

Online Application Module

Trader Module

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 2.1

Statement of Confidentiality

The information contained in this document is confidential and proprietary to Dagang Net Technologies Sdn Bhd (DNT). This document may not be disclosed, duplicated, or used, for any purpose, in whole or in part without the prior written of Dagang Net Technologies Sdn Bhd.

Revision History

The release history of this document is as follows;

Document Category	User Manual
Document Title	ePermit CIDB User Manual -Trader Module
Version No	2.1
Implementation Date	February 2023

Version	Date	Author	Description of Amendment
1.0	2013	Suryati	<ul style="list-style-type: none">Initial Copy
2.0	October 2022	Suryati	<ul style="list-style-type: none">New Update
2.1	February 2023	Suryati	<ul style="list-style-type: none">Updates on payment statusAdd Section 7.

Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
CIDB	Certification of Local Construction Product & Material
SIRIM	Standard and Industrial Research Institute of Malaysia
MS	Malaysian Standard
OGA	Other Government Agencies
ASP	Application Service Provider
PIA	Permit Issuance Agencies
FA	Forwarding Agent

Table of Content

Revision History.....	3
Abbreviation	4
Section 1. Introduction.....	6
1.1. What is ePermit System?	6
1.2. What is Online CIDB?.....	6
1.3. How does ePermit System Benefit Me?	6
1.4. Who Should Read This Publication?	6
1.5. About This Document.....	7
1.6. Support Information.....	7
Section 2. Getting Started	8
2.1. Log In.....	8
2.2. Log out.....	8
Section 3. Permit Application Listing.....	9
3.1. Search and View Application.....	9
3.2. Payment Status	11
Section 4. Permit Application	14
4.1. Create New.....	14
Section 5. Copy Application	23
Section 6. Delete Application	25
Section 7. Print Permit	27
7.1. Search and View Application.....	27

Section 1. Introduction

CIDB as a government agency entrusted with the enforcement of the Malaysian Standard planned to register and produce a certification on all local construction product and material being manufactured in Malaysia.

Using the similar model as the importation of construction products into Malaysia, all the local manufacturers are required to register their certified product with CIDB beginning January 2013. With the collaboration with accredited laboratories such as SIRIM and IKRAM, the certification received from these certification bodies will be use by CIDB for certification process. Certification bodies will conduct the required testing to certify that the product conform the MS.

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 Online CIDB?

CIDB 'Online Application for Certification of Local Construction Product & Material' is a web base registration and certification system for CIDB to register all local manufacturers of local construction product and material and produce CIDB certification through the internet.

1.3. How does ePermit System Benefit Me?

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

1.4. Who Should Read This Publication?

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

- i. Traders

1.5. About This Document

This publication is to provide an overview on how Traders can apply permit online, and deeper understand on the system with step by step helps.

1.6. Support Information

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

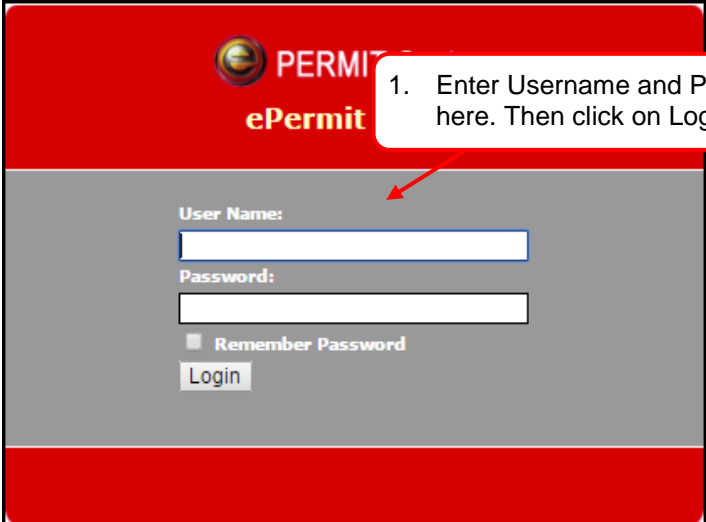
Call our CARELINE at **1300 133 133**

or email to careline@dagangnet.com

CARELINE is available 24 hours daily, including public holidays

Section 2. Getting Started

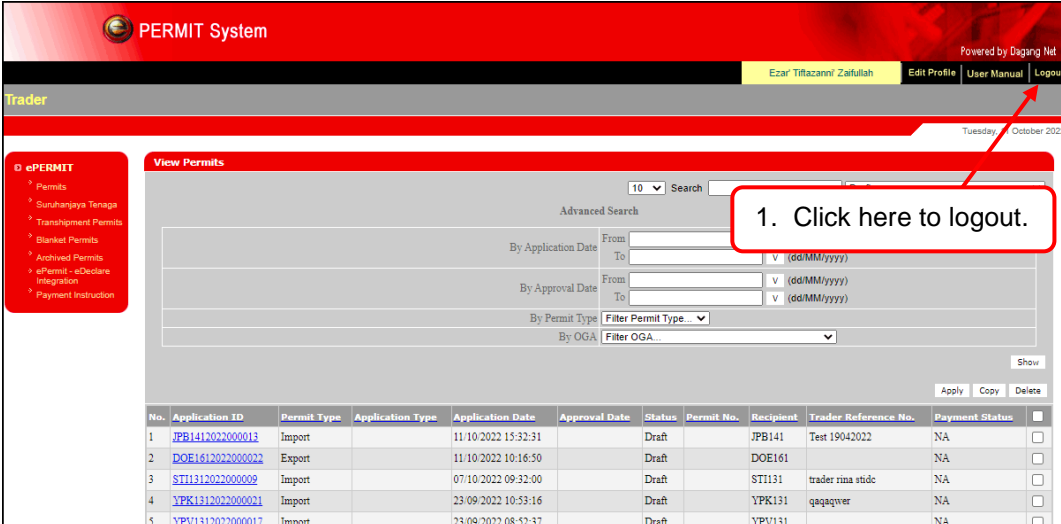
2.1. Log In



The login screen features a red header with the 'ePermit' logo. Below the header, there are two input fields for 'User Name' and 'Password', a 'Remember Password' checkbox, and a 'Login' button. A red callout box with an arrow pointing to the input fields contains the text: '1. Enter Username and Password here. Then click on Login'.

Figure 1

2.2. Log out.



The dashboard shows a red header with the 'PERMIT System' logo and a user profile 'Ecar Tiftazanni Zaitullah' with links for 'Edit Profile', 'User Manual', and 'Logout'. A red callout box with an arrow pointing to the 'Logout' link contains the text: '1. Click here to logout.' Below the header, there is a 'Trader' section with a 'View Permits' table. The table has columns for No., Application ID, Permit Type, Application Type, Application Date, Approval Date, Status, Permit No., Recipient, Trader Reference No., and Payment Status. The table contains 5 rows of data.

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status
1	JPB1412022000013	Import		11/10/2022 15:32:31		Draft	JPB141	Test 19042022	NA	<input type="checkbox"/>
2	DOE1612022000022	Export		11/10/2022 10:16:50		Draft	DOE161		NA	<input type="checkbox"/>
3	STI1312022000009	Import		07/10/2022 09:32:00		Draft	STI131	trader rina stidc	NA	<input type="checkbox"/>
4	YPK1312022000021	Import		23/09/2022 10:53:16		Draft	YPK131	qagagver	NA	<input type="checkbox"/>
5	YPV1312022000012	Import		23/09/2022 08:52:37		Draft	YPV131		NA	<input type="checkbox"/>

Figure 2

Section 3. Permit Application Listing

This section shows the steps to search and view application in the system.

3.1. Search and View Application

PERMIT System Powered by Dagang Net

Ezar Tiftazanni Zafullah Edit Profile User Manual Logout

Tuesday, 11 October 2022

1. Enter the search criteria as required.

Advanced Search

By Application Date From To (dd/MM/yyyy)

By Approval Date From To (dd/MM/yyyy)

By Permit Type Filter Permit Type

By OGA Filter OGA

Apply Copy Delete

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status
1	JPR1412022000013	Import		11/10/2022 15:32:31		Draft				NA
2	DOE1612022000022	Export		11/10/2022 10:16:50						NA
3	STI1312022000009	Import		07/10/2022 09:32:00		Draft	STI131	trader rina stude		NA
4	YPK1312022000021	Import		23/09/2022 10:53:16		Draft	YPK131	qagagwer		NA
5	YPV1312022000017	Import		23/09/2022 08:52:37		Draft	YPV131			NA

2. Click here to search

Figure 3

View Permits

Advanced Search

By Permit Type Import

By OGA CONS. INDUS. DEV. BOARD (CIDB) MAL

Apply Copy Delete

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status
1	CID1412022000031	Import		11/10/2022 15:51:13		Draft		CID141		NA
2	CID1412022000030	Import		11/10/2022 14:12:03	11/10/2022 14:13:36	Acknowledged by Customs	CID141E10000022022	CID141		NA
3	CID1412022000029	Import		11/10/2022 10:56:45	11/10/2022 14:02:41	Rejected by Customs	CID141E10000012022	CID141		NA
4	CID1412022000028	Import						CID141		NA
5	CID1412022000027	Import						CID141		NA
6	CID1412022000026	Import						CID141		NA
7	CID1412022000024	Import					000012022	CID141		NA
8	CID1412022000023	Import					000012022	CID141		NA
9	CID1412022000022	Import					000012022	CID141		NA
10	CID1222022000001	Import		14/02/2022 10:29:33		Draft		CID122		NA

3. Search result listed in this table.

4. Click on Application ID here to view details of this application.

Figure 4

View Import Permit - CID1412022000030							
OGA Name		CONS. INDUS. DEV. BOARD (CIDB) MAL		Branch		Kuala Lumpur	
Consignor Details				Consignee Details			
ROC / ROB		BOULE		Company Name		Enterprise	
Company Address		120 JLN TERASSEK SINGAPORE		Company Address		The Horizon, Bangsar South No. 8, Jalan Kerinchi, 59200	
Agent Details				Applicant Details			
Agent Name				Applicant Name		CHP	
Agent Code				Applicant IC / Passport No.		123	
Agent Address				Applicant Designation		DIRECTOR	
				Applicant Phone No.		2345678908765	
				Applicant Fax No.		23456789876543	
Mode of Transport		1 - Maritime		Applicant Email			
Purpose		1 - Private		Port / Place of Import		MYBKH - BUKIT KAYU HITAM	
Country of Origin		TH - THAILAND		Location		MYBKH - BUKIT KAYU HITAM	
Place of Origin		THKTL - KLONG TOEY		Trader Reference No.			
Consigned From		TH - THAILAND		Trader Remarks			
Customs Station		H10 - IBU PEJABAT KASTAM					
Additional Details							
Application Type		Exemption		Application No.			
No. of Container		0		List of Container / Seal No.			
Bill of Lading No.		Bill of Lading No.		Bill of Lading Date		09/06/2017	
Packaging List / Invoice No.		Packaging List / Invoice No.		Packaging List / Invoice Date		09/06/2017	
Voyage No. / Flight / Conveyance		Voyage No. / Flight / Conveyance		Proposed Verification Date		09/06/2017	
Point of Entry in Malaysia		PORT KLANG		Serial No.		20220022	
Type		Exhibition		Product Category		Iron & Steel	
Estimated Time Departure (ETD)		11/10/2022		Vessel Name		a	
Estimated Time Arrival (ETA)		15/10/2022					
Import Items							
No.	Description of Goods	Tariff Code	Quantity / Square Meter (m2)	Packaging and Brand	MS Applicable (No. & Year)		
1	Manhole covers, gratings and frames therefor	7325102000	11 KGM 555		std 2 : 2017		
Grand Total:			11.00				
Permit Attachments							
No.	Document Name	File Name					
No attachment for this permit.							
OGA Response							
Verified By		Verifier		Verified Date		11/10/2022	
Approved By		Approver		Approved Date		11/10/2022	
Permit No.		CID141E10000022022		Effective Date			
Cancel Date				Expiry Date		11/10/2022	
Cancellation Remarks				Cancellation Reference No.			
OGA Reference No.		CID1412022000030E		OGA Remarks			
Response Code				Special Condition			
Desk Verifier Remarks				Verifier Remarks		ok	
Receipt No.				Completed Supporting Document			
Issuance Date		11/10/2022		Verification Date		11/10/2022	
Verification Officer		verified		Office Address		20TH FLOOR HP TOWERS JLN GELENGGANG BUKIT DAMANSARA	
Container/Seal No. Inspection				Phone & Fax		327232723	
Sandec Details							
No.	Item No.	Tariff Code	Release Date	Tariff Declared Qty.	Tariff Balanced Qty.	Balanced Value	SMK Declaration Refno.
Permit Transaction							
No.	Date	Time	Action	Response Description	Response From		
1	11/10/2022	14:09:05	Draft	NA	NA		
2	11/10/2022	14:12:03	Awaiting OGA approval	NA	NA		
3	11/10/2022	14:12:50	Verified by Desk Verifier	NA	NA		
4	11/10/2022	14:13:16	Verified by OGA	NA	NA		
5	11/10/2022	14:13:36	Approved by OGA	NA	NA		
6	11/10/2022	14:16:00	Acknowledged by Customs	NA	NA		
				Print Permit	Cancel		

Figure 5

3.2. Payment Status

This section shows the steps to view payment status of permit application. Payment status will be updated once application is approved by Desk Verifier.

1. Select OGA as 'Verified by OGA' as the status

2. Click here to search

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status
1	CID1412022000031	Import		11/10/2022 16:41:33		Verified by OGA		CID141		NA
2	CID1412021000027	Import		16/11/2021 15:43:00		Verified by OGA				
3	CID1412021000003	Import		10/11/2021 14:42:00		Verified by OGA				
4	CID1412021000001	Import		08/11/2021 15:38:36		Verified by OGA				
5	CID1412018000001	Import		21/02/2020 15:00:15		Verified by OGA		CID141		Awaiting Payment
6	CID1412018000002	Import		21/02/2020 14:54:05		Verified by OGA		CID141		Awaiting Payment
7	CID1412017000110	Import		15/09/2017 10:45:25		Verified by OGA		CID141		NA
8	CID1412017000098	Import		05/07/2017 14:09:16	05/07/2017 14:12:31	Verified by OGA	CID141C07000112017	CID141		NA
9	CID1412017000063	Import		31/05/2017 11:49:36		Verified by OGA		CID141		NA
10	CID1412016000011	Import		15/11/2016 11:14:27		Verified by OGA		CID141		NA

Figure 6

3. Search result listed in this table.

4. Click on Application ID here to view details of this application.

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status
1	CID1412022000031	Import		11/10/2022 16:41:33		Verified by OGA		CID141		NA
2	CID1412021000027	Import		16/11/2021 15:43:00		Verified by OGA		CID141		Payment Completed
3	CID1412021000003	Import		10/11/2021 14:42:00		Verified by OGA		CID141		Payment Completed
4	CID1412021000001	Import						CID141		Payment Completed
5	CID1412018000001	Import						CID141		Awaiting Payment
6	CID1412018000002	Import						CID141		Awaiting Payment
7	CID1412017000110	Import						CID141		NA
8	CID1412017000098	Import					2017	CID141		NA
9	CID1412017000063	Import						CID141		NA
10	CID1412016000011	Import		15/11/2016 11:14:27		Verified by OGA		CID141		NA

Figure 7

View Import Permit - CID122022000001					
OGA Name		CONS. INDUS. DEV BOARD (CIDB) MAL			
Branch		Tawau, Sabah			
Consignor Details		Consignee Details			
ROC / ROB	BOULE	ROC / ROB	177974		
Company Name		Company Name	Dagang Net (M) & Enterprise		
Company Address	SINGAPORE	Company Address	No. 8, Jalan KENIRI, 25200		
Agent Details		Applicant Details			
Agent Name		Applicant Name	Michael		
Agent Code		Applicant IC / Passport No.	986723		
Agent Address		Applicant Designation	Director		
		Applicant Phone No.	0382323		
		Applicant Fax No.	058745456		
Mode of Transport	1 - Maritime	Applicant Email	m@gmail.com		
Purpose	2 - Business	Port / Place of Import	MYIPH - IPOH		
Country of Origin	AU - AUSTRALIA	Location	MYIPH - IPOH		
Place of Origin	AUADL - ADELAIDE-SA	Trader Reference No.			
Consigned From	AU - AUSTRALIA	Trader Remarks			
Customs Station	H10 - IBU PEJABAT KASTAM				
Additional Details					
Application Type	COA	Application No.			
No. of Container	0	List of Container / Seal No.			
Bill of Lading No.	1	Bill of Lading Date	11/03/2022		
Packaging List / Invoice No.	2	Packaging List / Invoice Date	11/03/2022		
Voyage No. / Flight / Conveyance	3	Proposed Verification Date	22/03/2022		
Point of Entry in Malaysia	ANGSI MARINE TERMINAL	Serial No.			
Type		Product Category	Aluminium		
Estimated Time Departure (ETD)	20/03/2022	Vessel Name	abc		
Estimated Time Arrival (ETA)	28/03/2022				
PPS i Type	Short Term				
Import Items					
No.	Description of Goods	Tariff Code	Quantity / Square Meter (m2) Packaging and Brand	MS Applicable (No. & Year)	
1	White portland cement	7606123900	12 TNE www	MS 888 : 1991	
Grand Total:		12.00			
Permit Attachments					
No.	Description	File Name			
No attachment for this permit.					
	Verified Date	20/02/2023			
	Approved Date				
	Effective Date				
	Expiry Date				
Cancellation Remarks		Cancellation Reference No.			
OGA Reference No.	CID122022000001C	OGA Remarks			
Response Code		Special Condition			
Desk Verifier Remarks		Verifier Remarks			
Receipt No.					
Issuance Date					
Verification Officer	qvw				
Container/Seal No. Inspection		www			
		0327232723			
Permit Transaction					
No.	Date	Time	Action	Response Description	Response From
1	14/02/2022	10:29:34	Draft	NA	NA
2	20/02/2023	10:44:16	Awaiting OGA approval	NA	NA
3	20/02/2023	10:46:20	Verified by Desk Verifier	NA	NA
4	20/02/2023	10:46:20	Awaiting Payment	NA	NA

6. Receipt No. will be displaying here once payment completed.

5. Payment status listed in the transaction list.

Figure 8

Section 4. Permit Application

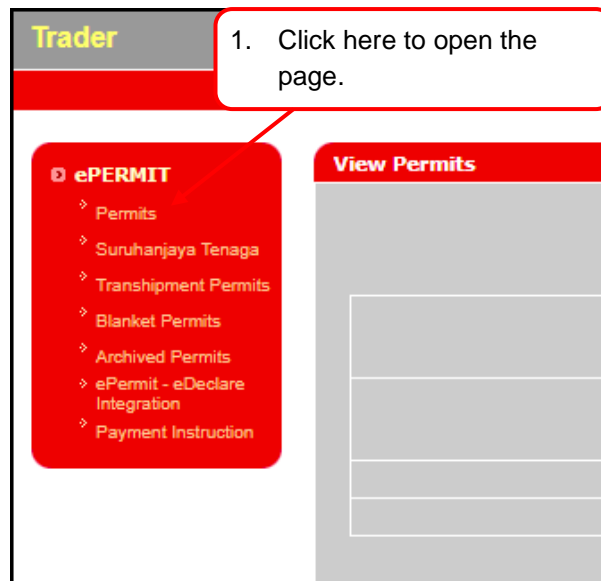


Figure 9

4.1. Create New

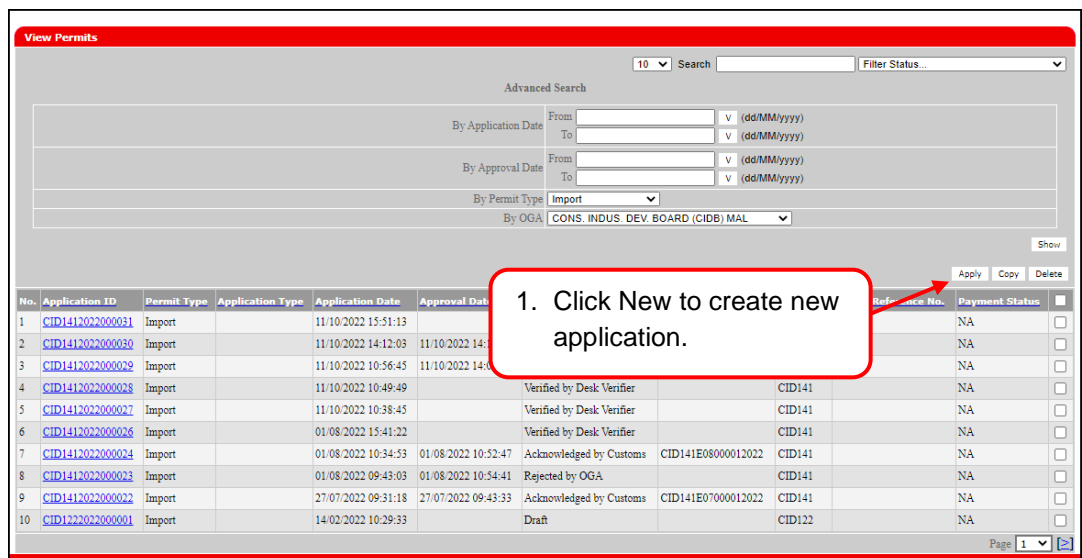



Figure 10



Select Permit Type

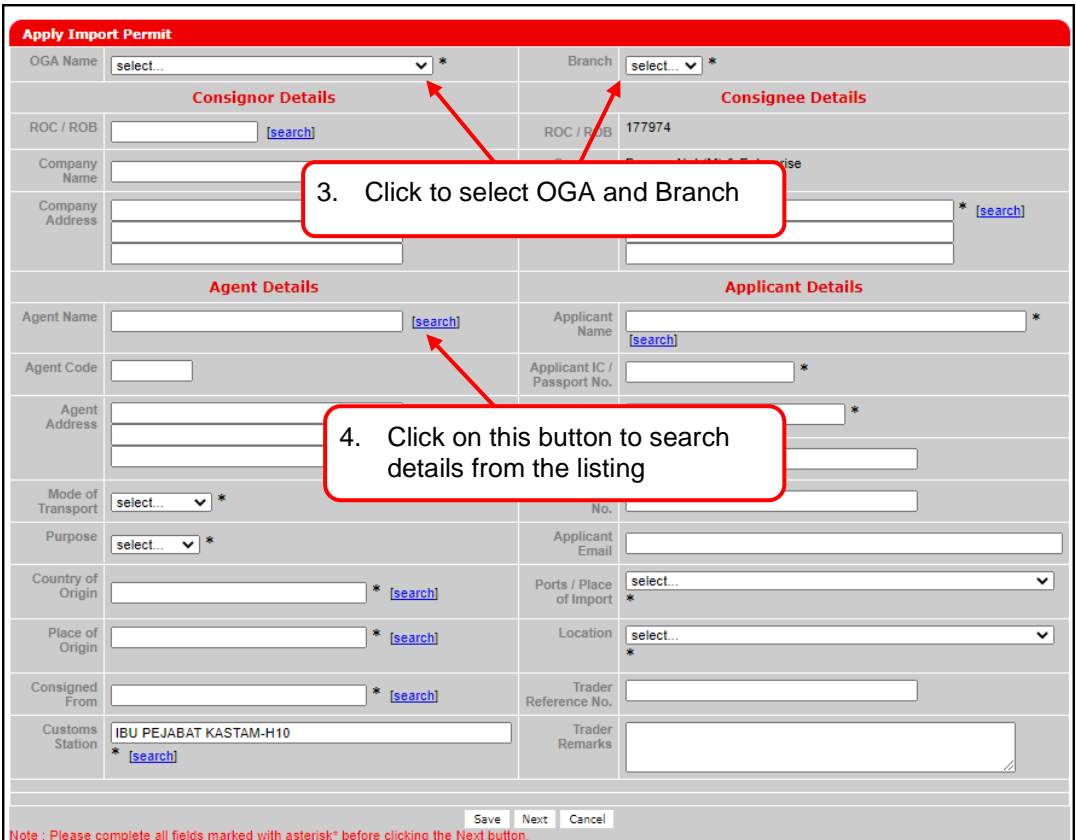
Permit Type ☒ Import Permit ☐ Export Permit

Select

2. Select Permit Type and click here to apply new permit.

Figure 11

Once new application is created, the application page will be displayed. Please fill up all details with asterik* before proceed to the next section.



Apply Import Permit

OGA Name * Branch *

Consignor Details **Consignee Details**

ROC / ROB [search] ROC / ROB 177974

Company Name [search]

Company Address *

Agent Details **Applicant Details**

Agent Name [search] Applicant Name *

Agent Code Applicant IC / Passport No. *

Agent Address *

Mode of Transport * Purpose *

Country of Origin * [search] Ports / Place of Import *

Place of Origin * [search] Location *

Consigned From * [search] Trader Reference No.

Customs Station * [search] Trader Remarks

Save Next Cancel

Note : Please complete all fields marked with asterisk* before clicking the Next button.

3. Click to select OGA and Branch

4. Click on this button to search details from the listing

Figure 12

Agent		
No.	Name	
1	DNT AGENT	HF1001
2	DNT FWD	BF0001
3	Fowarding Agent Sdn Bhd	BF1234
4	Securiforce Logistic Sdn Bhd	JF0307
5	WAJAR	123
6	semua bergerak sdn bhd	wf0159

Page 1 ▾

Figure 13

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

Apply Import Permit			
OGA Name CONS. INDUS. DEV. BOARD (CIDB) MAL *		Branch Kuala Lumpur *	
Consignor Details		Consignee Details	
ROC / ROB BOULE [search]		ROC / ROB 177974	
Company Name BOULEVARD PTE LTD *		Company Name Dagang Net (M) & Enterprise	
Company Address 120 JLN TERASEK SINGAPORE		Company Address Tower 3, Avenue 5 The Horizon, Bangsar South No. 8, Jalan Kerinchi, 59200	
Agent Details		Applicant Details	
Agent Name DNT AGENT [search]		Applicant Name Michael [search]	
Agent Code HF1001		Applicant IC / Passport No. 906723 *	
Agent Address LEVEL 3 DNEX BHD KUALA LUMPUR		Applicant Designation Director *	
Mode of Transport Air - 4 *		Applicant Phone / Hand Phone No. 0382323 *	
Purpose Business *		Applicant Fax No. 056745456 *	
Country of Origin BELGIUM - BE [search]		Applicant Email m@gmail.com	
Place of Origin ATHUS - BEAAT [search]		RAWANG, SELANGOR - MYRWG	
Consigned From BELGIUM - BE [search]			
Customs Station IBU PEJABAT KASTAM-H10 [search]		Trader Remarks	
Additional Details			
List of Container Seal No. <input type="button" value="Insert Row"/>			
No. of Container 0		Point of Entry in Malaysia select... *	
Bill of Lading No. [] *		Bill of Lading Date [] (dd/MM/yyyy) *	
Packaging List / Invoice No. [] *		Packaging List / Invoice Date [] (dd/MM/yyyy) *	
Voyage No. / Flight / Conveyance [] *		Proposed Verification Date [] (dd/MM/yyyy) *	
Application Type select... *		Vessel Name [] (Mandatory if Mode of Transport is Maritime)	
Estimated Time Departure (ETD) [] (dd/MM/yyyy) *			
Estimated Time Arrival (ETA) [] (dd/MM/yyyy) *			
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			

Note - Please complete all fields marked with asterisk* before clicking the Next button.

Figure 14

7. Insert

Additional Details

List of Container: 10 Seal No.: 1234567 Insert Row Delete Row

No. of Container: 1 Point of Entry in Malaysia: select...

Bill of Lading Date: (dd/MM/yyyy)*

Packaging: Voyage No. / Flight: Application Type: select...*

Estimated Time Departure (ETD): (dd/MM/yyyy)* Estimated Time Arrival (ETA): (dd/MM/yyyy)*

Vessel Name: (Mandatory if Mode of Transport is Maritime)

Save Next Cancel

Please complete all fields marked with asterisk* before clicking the Next button.

8. Insert all other details as required and click here to save.

9. Click here to proceed to next section.

Figure 15

Import Item - CID1412022000033

10. Click here to add Items for this permit

Add Delete

No.	Description of Goods	Tariff Code	Quantity	Applicable (No. & Year)
Grand Total: 0.00				

Note : Please ensure to use "Internet Explorer" (I.E) and disable your "Popup Blocker" before adding items.

Page 1

Supporting Documents

Attachment Delete

No.	Document Name

11. Click here to select purpose

☐ I declare and confirm that the information given and documents submitted through the ePermit System are true, correct and authentic. I am aware and understand that any information and documents submitted found to be false shall cause my application to be rejected and any approval granted shall be revoked. I will indemnify and hold CIDB harmless from and against any claims, demands actions suits or proceedings incurred or suffered or made or initiated

Back Submit to OGA

Figure 16

Add Import Item - CID141202200033

PPS No. [\[search\]](#)

Tariff Code [\[search\]](#)

Tariff Description

Total Quantity

Quantity Pending for Approval

Quantity Balance

Quantity Used

Expiry Date

Tariff Quantity

Quantity in Cartons (For Tiles Only)

Tiles Group (For Tiles Only)

Tiles / Wire Rope / Iron And Steel Size (For Tiles / Wire Rope / Iron And Steel Only)

Model (for Sanitary ware only)

Tariff UOM

Unit Cost C.I.F (MYR)

Total Price (MYR)

Packaging and Brand

Grade (Mandatory for Iron & Steel)

Metric Tonne

MS Standard

MS Applicable Year

Product Information

CIDB Manufacturer Name [\[search\]](#)

Address

Mill Certification No.

Phone No.

Fax No.

eMail

CIDB Project Title [\[search\]](#)

Owner / Client Name

Address of Project Site

Certification Information / Test Information ☒ Certification Information ☐ Test Information

Certification Body [\[search\]](#)

Certification No.

Date of Expiry

Figure 17

PPS NO. Details

10 PPS No. Exact

No.	PPS No.	Product Code	Total Quantity	Total Quantity Available	Expiry Date
1	2-06170092	COA7325.1	14715	0	11/12/2023
2	2-06170092	COA7308.16	24181	4161	11/12/2023
3	2-03170003	COA7325.1	24181	19981	11/12/2023

Page 1

Figure 18

Add Import Item - CID1412022000033

PPS No. * [\[search\]](#)

Tariff Code * [\[search\]](#)

Tariff Description *

Total Quantity

Quantity Pending for Approval

Quantity Balance

Quantity Used

Expiry Date

Tariff Quantity *

Quantity in Cartons (For Tiles Only)

Tiles Group (For Tiles Only)

Tiles / Wire Rope / Iron And Steel Size (For Tiles / Wire Rope / Iron And Steel Only)

Model (for Sanitary ware only)

Tariff UOM *

Unit Cost C.I.F (MYR) *

Total Price (MYR) *

Packaging and Brand *

Grade (Mandatory for Iron & Steel)

Metric Tonne

MS Standard *

MS Applicable Year

Product Information

CIDB Manufacturer Name * [\[search\]](#)

Address

Mill Certification No.

Phone No.

Fax No.

eMail

CIDB Project Title * [\[search\]](#)

Owner / Client Name

Address of Project Site

Certification Information / Test Information

☐ Certification Information ☒ Test Information

Consignment Testing Method ☒ 2a ☐ 2b ☐ 2c

Full Type Test * [\[search\]](#) (Testing Laboratory Name)

Address

Report No.

Date of Sampling

Location of Sampling

Date of Report

Critical Test * [\[search\]](#) (Testing Laboratory Name)

Address

Report No.

Date of Sampling

Location of Sampling

Date of Report

[Save](#) [Reset](#) [Close](#)

15. Click this button to view list of available details. Enter all required details

16. Then click on this button to save items details

Figure 19

Import Item - CID1412022000033

17. Saved Item listed here.

No.	Description of Goods	Tariff Code	Quantity / Square Meter (m2)	Packaging and Brand	MS Applicable (No. & Year)	
1	---Other	7308909900	100 KGM	Brand A	standard 1 : 2017	<input type="checkbox"/>
Grand Total:			100.00			

Note : Please ensure to use "Internet Explorer" (I.E) and disable your "Popup Blocker" before adding items.

Page 1

Supporting Documents

18. Click here to add supporting documents.

No.	Document Name	Attachment	Delete
		<input type="checkbox"/>	

☐ I declare and confirm that the information given and documents submitted through the ePermit System are true, correct and authentic. I am aware and understand that any information and documents submitted found to be false shall cause my application to be rejected and any approval granted shall be revoked. I will indemnify and hold CIDB harmless from and against any claims, demands actions suits or proceedings incurred or suffered or made or initiated

Back Submit to OGA

Figure 20

Attachments - CID1412022000033

19. List of required documents for Permit approval.

No.	Document Name	File Name
1	Bill of Lading	File: Choose File No file chosen
2	Original Letter from Manufacturer / Exporter	File: Choose File No file chosen
3	Original Payment Receipt	File: Choose File No file chosen
4	Packing List	File: Choose File No file chosen
5	Invoice	File: Choose File No file chosen
6	Product Certificate original has	File: Choose File No file chosen
7	Mill Certificate	File: Choose File No file chosen
8	Suruhanjaya Syarikat Malaysia Certificate (For first time user)	File: Choose File No file chosen
9	Others	File: Choose File No file chosen

20. Click this button to select file to attach

Back Attach Reset

Note : Maximum total size allowed for attachment is 2 MB (2048KB). Attachments for (.pdf) file extension are supported. Please submit Original hardcopy test report before verification process

Figure 21

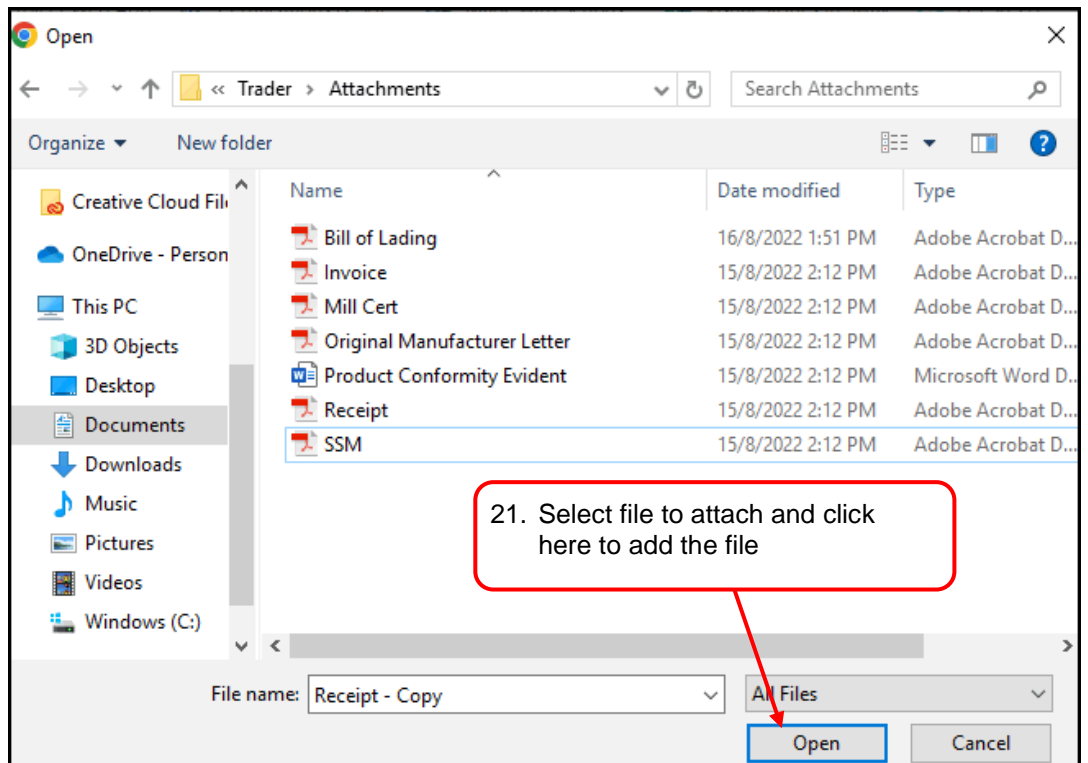


Figure 22

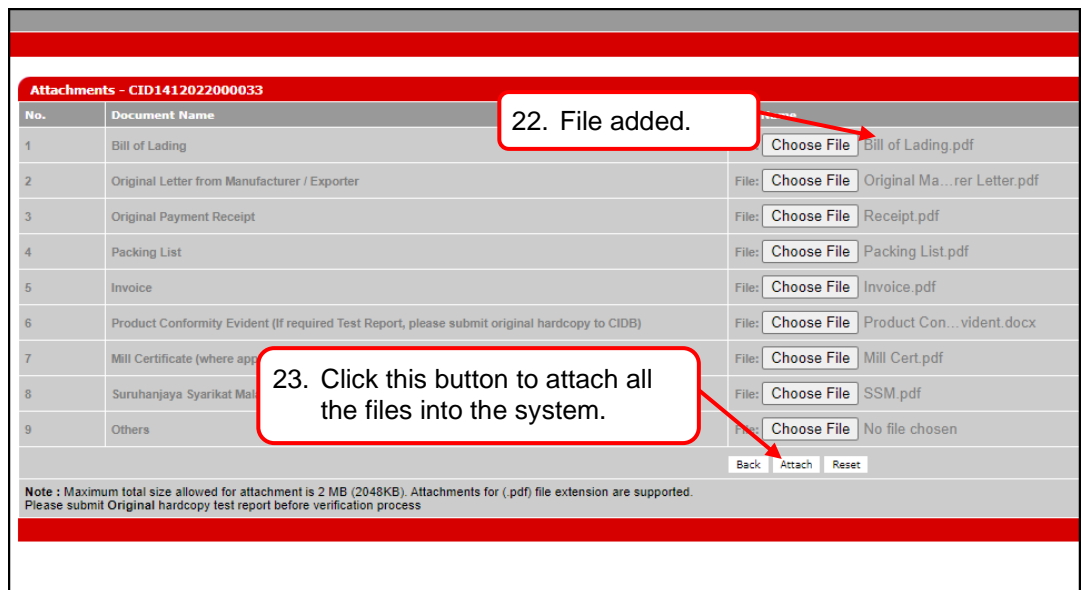


Figure 23

Import Item - CID1412021000012

No.	Description of Comods	Unit/Code	No. & Year
1	Portland Cement (Ordinary and Rapid Hardening)	2523299000	2019
2	Portland Cement (Ordinary and Rapid Hardening)	2523299000	2019

Note: Please ensure to use "Internet Explorer" (IE) and disable your "Pop-up Blocker" before adding documents.

Supporting Documents

No.	Document Name	File Name	Attachment	Delete
1	Bill of Lading	CID1412021000012_1_1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
2	Invoice	CID1412021000012_2_1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
3	Mill Certificate (where applicable)	CID1412021000012_3_1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
4	Original Letter from Manufacturer / Exporter	CID1412021000012_4_1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
5	Original Payment Receipt		<input type="checkbox"/>	<input type="checkbox"/>
6	Packing List		<input type="checkbox"/>	<input type="checkbox"/>
7	Product Conformity Evident (If required Test Report, please submit original hardcopy to CIDB)		<input type="checkbox"/>	<input type="checkbox"/>
8	Sarakjanaya Syarikat Malaysia Certificate (For first time user)		<input type="checkbox"/>	<input type="checkbox"/>

☐ I declare and confirm that the information given and documents submitted through the ePermit System are true, correct and I am aware and understand that any information and documents submitted found to be false shall cause my application to be void and I will indemnify and hold CIDB harmless from and against any claims, demands actions suits or proceedings incurred or suffered in whole or in part.

[Back](#) [Submit to OGA](#)

Figure 24

Import Item - CID141201000012

No.	Description of Comdts	Unit Code	Quantity / Square Meter (m2) Packaging and Brand	MS Application (Mo. & Year)
1	Portland Cement (Ordinary and Rapid Hardening)	2525299000	12 TNE W/w	MS-322 Part 1 : 2009
2	Portland Cement (Ordinary and Rapid Hardening)	2525299000	12 TNE W/w	MS-322 Part 1 : 2009
Grand Total:			24.00	

Note: Please ensure to use "Internet Explorer" (IE) and disable your "Pop-up Blocker" before adding items.

Supporting Documents

	Attachment	Delete
4	Original Invoice from Manufacturer / Exporter	<input type="checkbox"/>
5	Original Payment Receipt	<input type="checkbox"/>
6	Packing List	<input type="checkbox"/>
7	Product Conformity Evident (If required Test Report, please submit original hardcopy to CIDB)	<input type="checkbox"/>
8	Sambutanja Syarikat Malaysia Certificate (For first time user)	<input type="checkbox"/>

[CID141201000012_8_1.pdf](#)

Client's Declaration

☐ I declare and confirm that the information given and documents submitted through the ePermit System are true, correct and authentic. I am aware and understand that any information and documents submitted found to be false shall cause my application to be rejected and any approval granted shall be revoked. I will indemnify and hold CIDB harmless from and against any claims, demands actions suits or proceedings incurred or suffered or made or to be made.

[Back](#) [Submit to OGA](#)

Figure 25

View Permits

10 of 10 Search [Awaiting OGA approval]

28. Submitted application will be listed here with 'Awaiting OGA Approval' status.

By OGA CONS. INDUS. DEV BOARD (CIDB) MAL

Show Apply Copy Delete

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status	
1	CID1412012000012	Import		12/10/2022 22:47:15		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
2	CID1412012000106	Import		06/07/2017 17:13:47		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
3	CID1412012000105	Import		06/07/2017 17:09:22		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
4	CID1412012000104	Import		06/07/2017 16:44:43		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
5	CID1412012000071	Import		07/06/2017 14:31:33		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
6	CID1412012000070	Import		07/06/2017 14:25:34		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
7	CID1412012000069	Import		07/06/2017 13:40:10		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
8	CID1412012000068	Import		07/06/2017 13:35:54		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
9	CID1412012000065	Import		02/06/2017 15:18:32		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
10	CID1412012000061	Import		30/05/2017 14:03:28		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>

Page 1 of 1

Figure 26

Section 5. Copy Application

This section shows the steps to copy an application. This function allows users to save times and work faster with the existing data from previous application.

1. From the Listing, tick on the permit that need to copy

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status	
1	CID1412021000012	Import		12/10/2022 22:47:15						NA	<input type="checkbox"/>
2	CID1412022000033	Import		12/10/2022 22:08:24						NA	<input checked="" type="checkbox"/>
3	CID1412022000032	Import		12/10/2022 10:47:42						NA	<input type="checkbox"/>
4	CID1412022000031	Import		11/10/2022 16:41:33						NA	<input type="checkbox"/>
5	CID1412022000030	Import		11/10/2022 14:12:03						NA	<input type="checkbox"/>
6	CID1412022000029	Import		11/10/2022 10:56:45	11/10/2022 14:02:41	Rejected by Customs	CID141K10000012022	CID141		NA	<input type="checkbox"/>
7	CID1412022000028	Import		11/10/2022 10:49:49		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
8	CID1412022000027	Import		11/10/2022 10:38:45		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
9	CID1412022000026	Import		01/08/2022 15:41:22		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
10	CID1412022000024	Import		01/08/2022 10:34:53	01/08/2022 10:52:47	Acknowledged by Customs	CID141E08000012022	CID141		NA	<input type="checkbox"/>

Figure 27

2. Then click on the 'Copy' button here

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status	
1	CID1412021000012	Import		12/10/2022 22:47:15		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
2	CID1412022000033	Import		12/10/2022 22:08:24		Draft		CID141		NA	<input checked="" type="checkbox"/>
3	CID1412022000032	Import		12/10/2022 10:47:42		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
4	CID1412022000031	Import		11/10/2022 16:41:33						NA	<input type="checkbox"/>
5	CID1412022000030	Import		11/10/2022 14:12:03	11/10/2022 14:12:03					NA	<input type="checkbox"/>
6	CID1412022000029	Import		11/10/2022 10:56:45	11/10/2022 14:02:41					NA	<input type="checkbox"/>
7	CID1412022000028	Import		11/10/2022 10:49:49						NA	<input type="checkbox"/>
8	CID1412022000027	Import		11/10/2022 10:38:45		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
9	CID1412022000026	Import		01/08/2022 15:41:22		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
10	CID1412022000024	Import		01/08/2022 10:34:53	01/08/2022 10:52:47	Acknowledged by Customs	CID141E08000012022	CID141		NA	<input type="checkbox"/>

Figure 28

Wednesday, 12 Octo

Copy Import Permit

OGA Name	CONS. INDUS. DEV. BOARD (CIDB) MAL	Branch	Kuala Lumpur
ROC / ROB		ROB	177974
Company Name		Name	Dagang Net (M) & Enterprise
Company Address		Address	<input type="text"/> * [search]

3. New copied application created
User can change details if required.

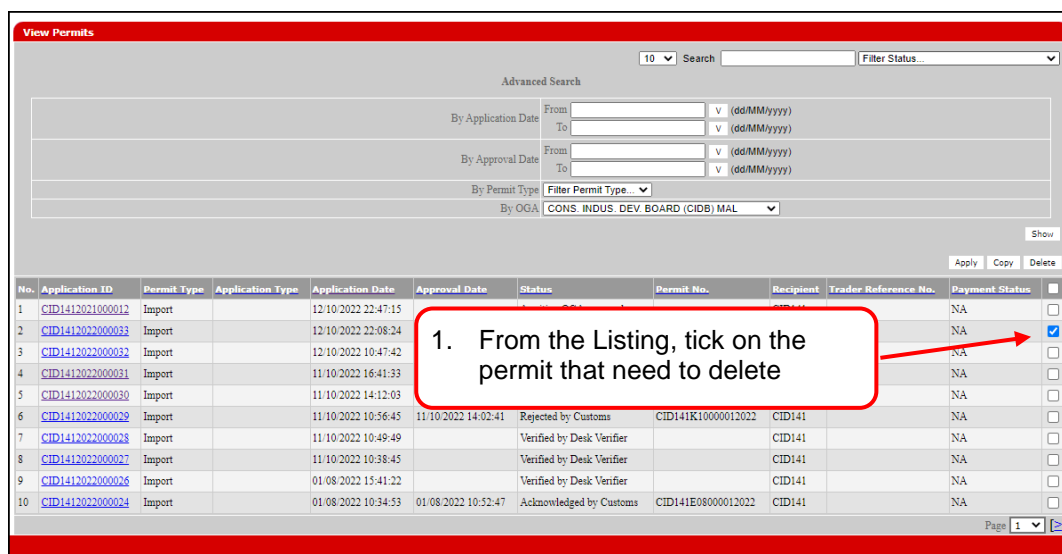
Agent Details		Applicant Details	
Agent Name	DNT AGENT [search]	Applicant Name	Michael [search]
Agent Code	HF1001	Applicant IC / Passport No.	986723 *
Agent Address	LEVEL 3, DNEX BHD KUALA LUMPUR	Applicant Designation	Director *
Mode of Transport	Air - 4 *	Applicant Phone / Hand Phone No.	0382323 *
Purpose	Business ▼ *	Applicant Fax No.	056745456 *
Country of Origin	AUSTRALIA - AU * [search]	Applicant Email	m@gmail.com
Place of Origin	ADELAIDE-SA - AUADL * [search]	Ports / Place of Import	BANANG MARINE TERMINAL - MYBGT ▼
Consigned From	AUSTRALIA - AU * [search]	Location	BAGAN DATOK - MYBAG ▼
Customs Station	IBU PEJABAT KASTAM-H10 * [search]	Trader Reference No.	<input type="text"/>
		Trader Remarks	<input type="text"/>

Additional Details

Figure 29

Section 6. Delete Application

This section shows the steps to delete applications.



View Permits

Advanced Search

By Application Date: From [] To [] (dd/MM/yyyy)

By Approval Date: From [] To [] (dd/MM/yyyy)

By Permit Type: Filter Permit Type... []

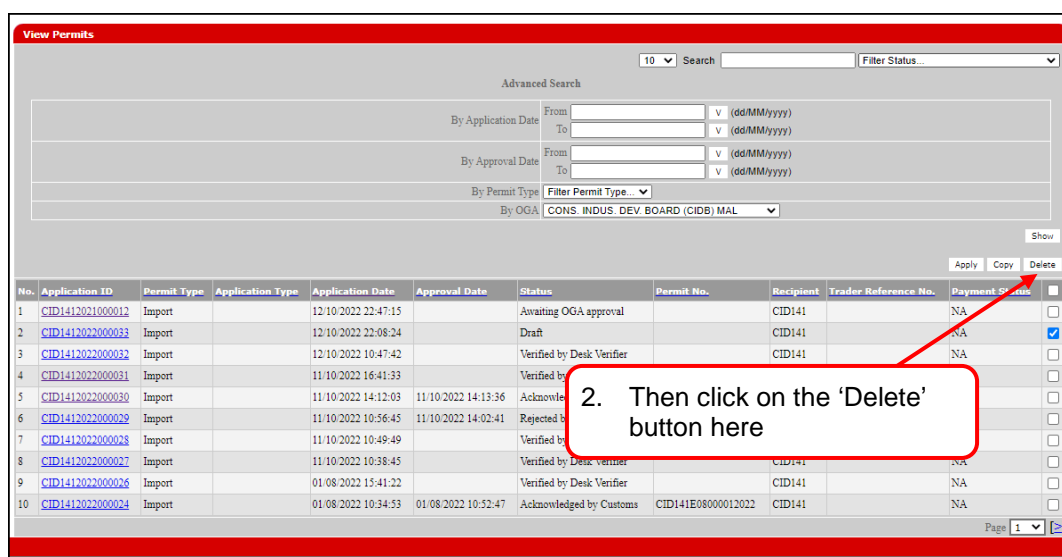
By OGA: CONS. INDUS. DEV. BOARD (CIDB) MAL []

Show [] Apply Copy Delete

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status	
1	CID1412021000012	Import		12/10/2022 22:47:15						NA	<input type="checkbox"/>
2	CID1412022000033	Import		12/10/2022 22:08:24						NA	<input checked="" type="checkbox"/>
3	CID1412022000032	Import		12/10/2022 10:47:42						NA	<input type="checkbox"/>
4	CID1412022000031	Import		11/10/2022 16:41:33						NA	<input type="checkbox"/>
5	CID1412022000030	Import		11/10/2022 14:12:03						NA	<input type="checkbox"/>
6	CID1412022000029	Import		11/10/2022 10:56:45	11/10/2022 14:02:41	Rejected by Customs	CID141K10000012022	CID141		NA	<input type="checkbox"/>
7	CID1412022000028	Import		11/10/2022 10:49:49		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
8	CID1412022000027	Import		11/10/2022 10:38:45		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
9	CID1412022000026	Import		01/08/2022 15:41:22		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
10	CID1412022000024	Import		01/08/2022 10:34:53	01/08/2022 10:52:47	Acknowledged by Customs	CID141E08000012022	CID141		NA	<input type="checkbox"/>

Page 1 [] []

Figure 30



View Permits

Advanced Search

By Application Date: From [] To [] (dd/MM/yyyy)

By Approval Date: From [] To [] (dd/MM/yyyy)

By Permit Type: Filter Permit Type... []

By OGA: CONS. INDUS. DEV. BOARD (CIDB) MAL []

Show [] Apply Copy Delete

No.	Application ID	Permit Type	Application Type	Application Date	Approval Date	Status	Permit No.	Recipient	Trader Reference No.	Payment Status	
1	CID1412021000012	Import		12/10/2022 22:47:15		Awaiting OGA approval		CID141		NA	<input type="checkbox"/>
2	CID1412022000033	Import		12/10/2022 22:08:24		Draft		CID141		NA	<input checked="" type="checkbox"/>
3	CID1412022000032	Import		12/10/2022 10:47:42		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
4	CID1412022000031	Import		11/10/2022 16:41:33		Verified by Desk Verifier					<input type="checkbox"/>
5	CID1412022000030	Import		11/10/2022 14:12:03	11/10/2022 14:13:36	Acknowledged by Customs					<input type="checkbox"/>
6	CID1412022000029	Import		11/10/2022 10:56:45	11/10/2022 14:02:41	Rejected by Customs					<input type="checkbox"/>
7	CID1412022000028	Import		11/10/2022 10:49:49		Verified by Desk Verifier					<input type="checkbox"/>
8	CID1412022000027	Import		11/10/2022 10:38:45		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
9	CID1412022000026	Import		01/08/2022 15:41:22		Verified by Desk Verifier		CID141		NA	<input type="checkbox"/>
10	CID1412022000024	Import		01/08/2022 10:34:53	01/08/2022 10:52:47	Acknowledged by Customs	CID141E08000012022	CID141		NA	<input type="checkbox"/>

Page 1 [] []

Figure 31

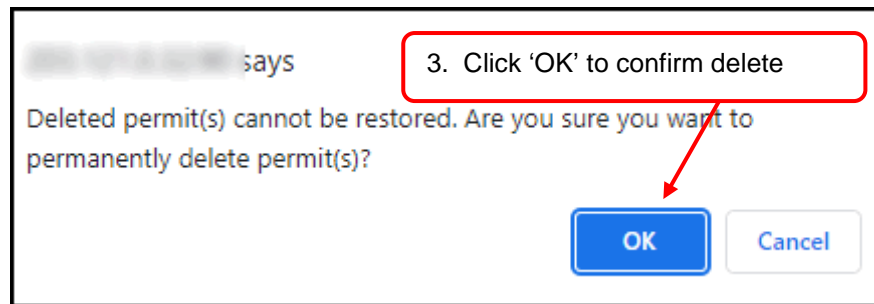


Figure 32

Section 7. Print Permit

This section shows the steps to print the permit directly from the system. Permit can only be available for printing once the application is acknowledged by customs.

7.1. Search and View Application

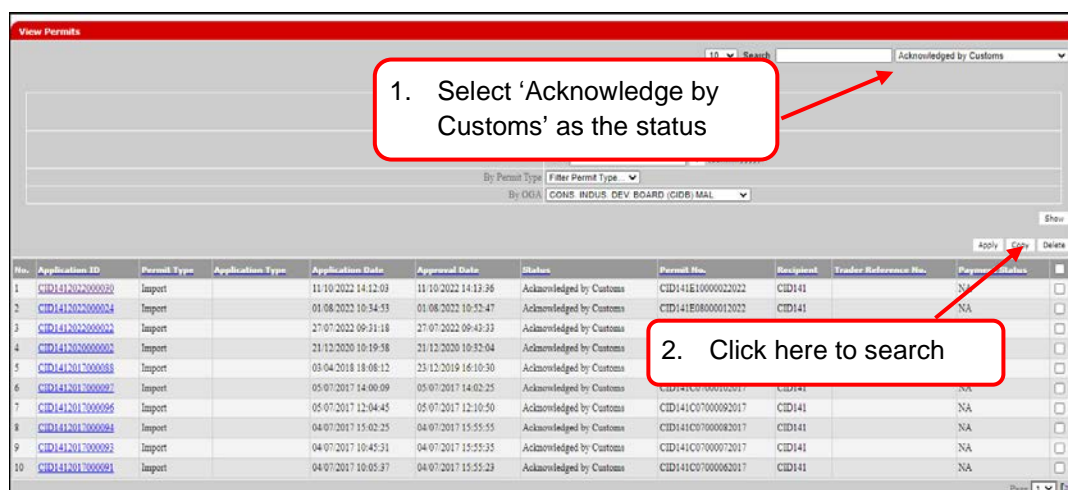


Figure 33

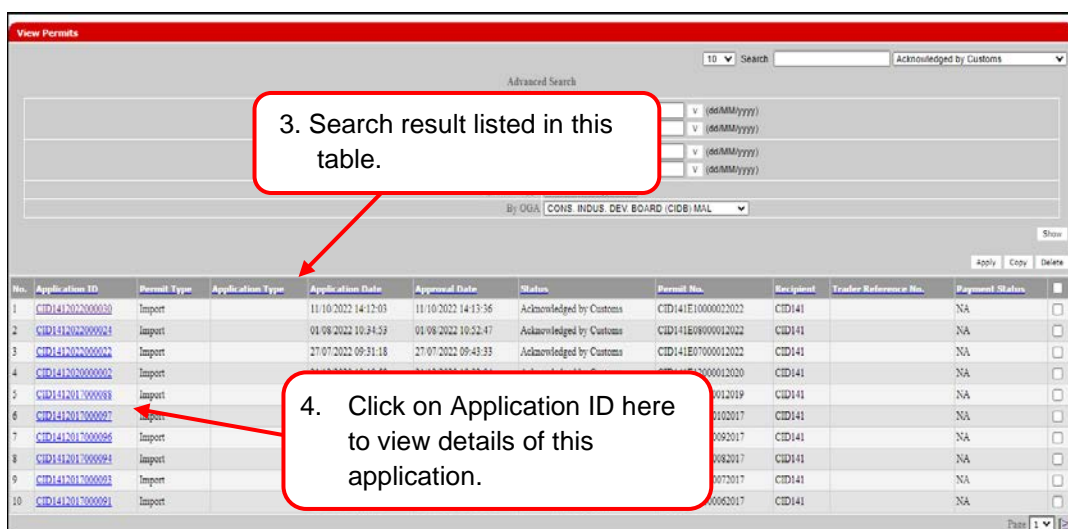


Figure 34

View Import Permit - CID1412022000030							
OGA Name		CONS. INDUS. DEV. BOARD (CIDB) MAL		Branch		Kuala Lumpur	
Consignor Details				Consignee Details			
ROC / ROB		BOULE		ROC / ROB			
Company Name				Company Name		Dagang Net (M) & Enterprise	
Company Address		120 JLN TERASSEK SINGAPORE		Company Address		Tower 3, Avenue 5 The Horizon, Bangsar South No. 8, Jalan Kerinchi, 59200	
Agent Details				Applicant Details			
Agent Name				Applicant Name		CHP	
Agent Code				Applicant IC / Passport No.		123	
Agent Address				Applicant Designation		DIRECTOR	
				Applicant Phone No.		2345678908765	
				Applicant Fax No.		23456789876543	
Mode of Transport		1 - Maritime		Applicant Email			
Purpose		1 - Private		Port / Place of Import		MYBKH - BUKIT KAYU HITAM	
Country of Origin		TH - THAILAND		Location		MYBKH - BUKIT KAYU HITAM	
Place of Origin		THKTL - KLONG TOEY		Trader Reference No.			
Consigned From		TH - THAILAND		Trader Remarks			
Customs Station		H10 - IBU PEJABAT KASTAM					
Additional Details							
Application Type		Exemption		Application No.			
No. of Container		0		List of Container / Seal No.			
Bill of Lading No.		Bill of Lading No.		Bill of Lading Date		09/06/2017	
Packaging List / Invoice No.		Packaging List / Invoice No.		Packaging List / Invoice Date		09/06/2017	
Voyage No. / Flight / Conveyance		Voyage No. / Flight / Conveyance		Proposed Verification Date		09/06/2017	
Point of Entry in Malaysia		PORT KLANG		Serial No.		20220022	
Type		Exhibition		Product Category		Iron & Steel	
Estimated Time Departure (ETD)		11/10/2022		Vessel Name		a	
Estimated Time Arrival (ETA)		15/10/2022					
Import Items							
No.	Description of Goods	Tariff Code	Quantity / Square Meter (m2)	Packaging and Brand	MS Applicable (No. & Year)		
1	Manhole covers, gratings and frames therefor	7325102000	11 KGM 555		std 2 : 2017		
		Grand Total:		11.00			
Permit Attachments							
No.	Document Name			File Name			
No attachment for this permit.							
OGA Response							
Verified By		Verifier		Verified Date		11/10/2022	
Approved By		Approver		Approved Date		11/10/2022	
Permit No.		CID141E10000022022		Effective Date			
Cancel Date				Expiry Date		11/10/2022	
Cancellation Remarks				Cancellation Reference No.			
OGA Reference No.		CID1412022000030E		OGA Remarks			
Response Code				Special Condition			
Desk Verifier Remarks				Verifier Remarks		ok	
Receipt No.				Completed Supporting Document			
Issuance Date		11/10/2022		Verification Date		11/10/2022	
Verification Officer		verified		Office Address		20TH FLOOR HP TOWERS JLN GELENGGANG BUKIT DAMANSARA	
Container/Seal No. Inspection				Phone & Fax		327232723	
Sandec Details							
No.	Item No.	Tariff Code	Release Date	Tariff Declared Qty.	Tariff Balanced Qty.	Balanced Value	SMK Declaration Refno.
Permit Transaction							
No.	Date	Time	Action				Response From
1	11/10/2022	14:09:05	Draft				NA
2	11/10/2022	14:12:03	Awaiting OGA approval				NA
3	11/10/2022	14:12:50	Verified by Desk Verifier	NA			NA
4	11/10/2022	14:13:16	Verified by OGA	NA			NA
5	11/10/2022	14:13:36	Approved by OGA	NA			NA
6	11/10/2022	14:16:00	Acknowledged by Customs	NA			NA
				Print Permit	Cancel		

Figure 35

Serial No. : 20220022
Permit No. : CID141E1000022022

CERTIFICATE OF APPROVAL

Application ID. : CID1412022000030
Date of Issuance : 11 October 2022

This Certificate Is Valid Until : 11 October 2022

Dagang Net (M) & Enterprise
Tower 3, Avenue 5
The Horizon, Bangsar South
No. 8, Jalan Kerinchi, 59200

It is hereby certified that the goods detailed below have conformed to the said Malaysian Standards (MS)

No.	Description of Goods	Quantity / Square Meter (m2) Packaging and Brand	MS Applicable (No. & Year)
1.	--Manhole covers, gratings and frames therefor	11 KGM 555	std 2 : 2017

Country of Origin : TH - THAILAND
Point of Entry in Malaysia : PORT KLANG
Bill of Lading No. & Date : Bill of Lading No. (09/06/2017)
No. of Container : 0 (zero)
Packing List / Invoice No. & Date : Packaging List / Invoice No. (09/06/2017)
CIDB Reference No. : CID1412022000030E
OGA Remarks :

(Approver)
for Chief Executive
Construction Industry Development Board (CIDB)
Malaysia

Figure 36: Print Sample

-End of Manual-

This user manual shall be updated as and when required.