ePCO

Regional Comprehensive Economic Partnership (RCEP)

Trader Module
CA and CAA Application

User Manual

Prepared by Dagang Net Technologies Sdn Bhd
Version 1.0

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Revision History

The release history of this document is as follows;

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Implementation Date	25 May, 2022

Version	Date	Author	Description of Amendment
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Abbreviation

Abbreviation	Definition
DNT	Dagang Net Technologies Sdn Bhd
ePCO	Electronic Preferential Certificate of Origin
MITI	Ministry of International Trade and Industry
AHTN	ASEAN Harmonized Tariff Nomenclature
CA	Cost Analysis
CAA	Additional Brand/Model
CO	Certificate of Origin
PPU	Pay-Per-Use
CVS	COO Verification System
FTA	Free Trade Agreement
TD	Tariff Differentials

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Section 1. Introduction

1.1. What is ePCO System?

The Electronic Preferential Certificate of Origin (ePCO) is a web-based Certificate of Origin application and approval system. It is an online document that certifies the country of origin of a product. The ePCO is intended solely to prove the origin of goods to satisfy customs or trade requirements. It can be used also as supporting documents for the issuance of corresponding Certificate of Origin by another authorised party. It also provides other functions to users such as:

- Online application of Cost Analysis (CA), Additional Brand/ Model (CAA) and Preferential Certificate of Origin (CO)
- Online approval by authorized party- MITI
- Online enquiry/ tracking of application status

Regional Comprehensive Economic Partnership (RCEP) is the latest scheme available in ePCO.

1.2. What is RCEP?

Regional Comprehensive Economic Partnership (RCEP) is a free trade agreement among the Asia-Pacific nations of Australia, Brunei, Cambodia, China, Indonesia, Japan South Korea, Laos, Malaysia, New Zealand, the Philippines, Singapore, Thailand and Vietnam.

1.3. How does ePCO System Benefit Me?

- Reduces Turnaround time – faster processing time
- It's convenient – ePCO 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.

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- CA and CAA Application

1.5. About This Document

This publication is to provide an overview on how traders and manufacturers can create and track application for CA, CAA under RCEP scheme 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**
Email to careline@dagangnet.com

Website www.dagangnet.com/customer-service

CARELINE is available 24 hours daily, including public holidays

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Section 2. Getting Started

2.1. System Access

ePCO system is accessible via:

http://newepco.dagangnet.com.my/dnex/login/

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

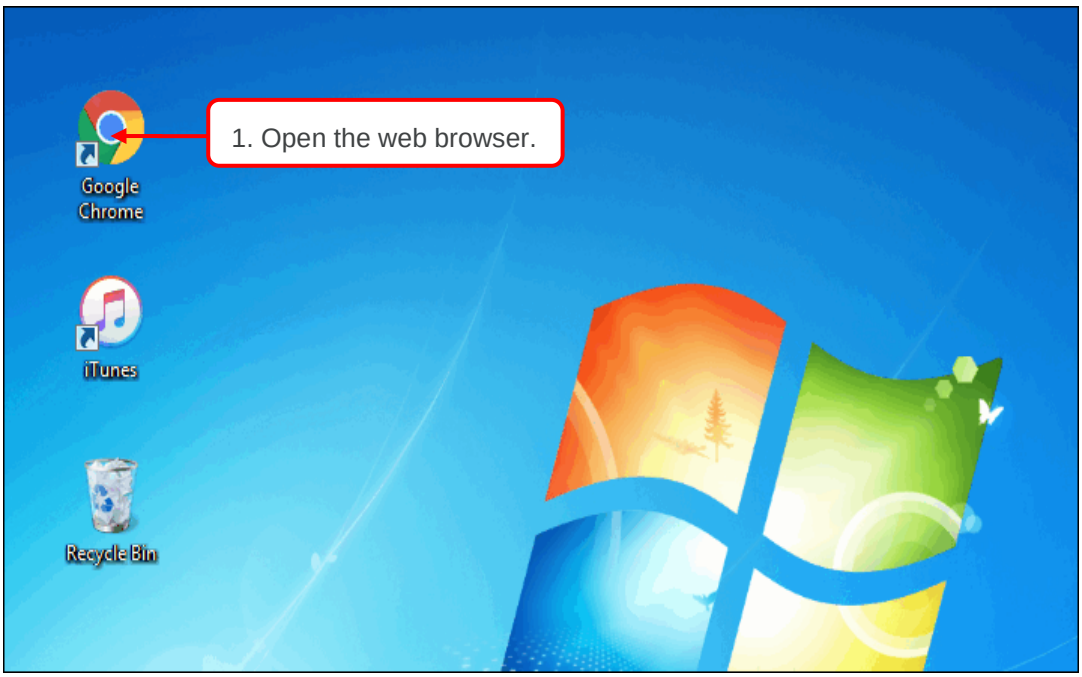

Figure 1

Figure 2

URL address: http://newepco.dagangnet.com.my/dnex/login/

2.2. Log In

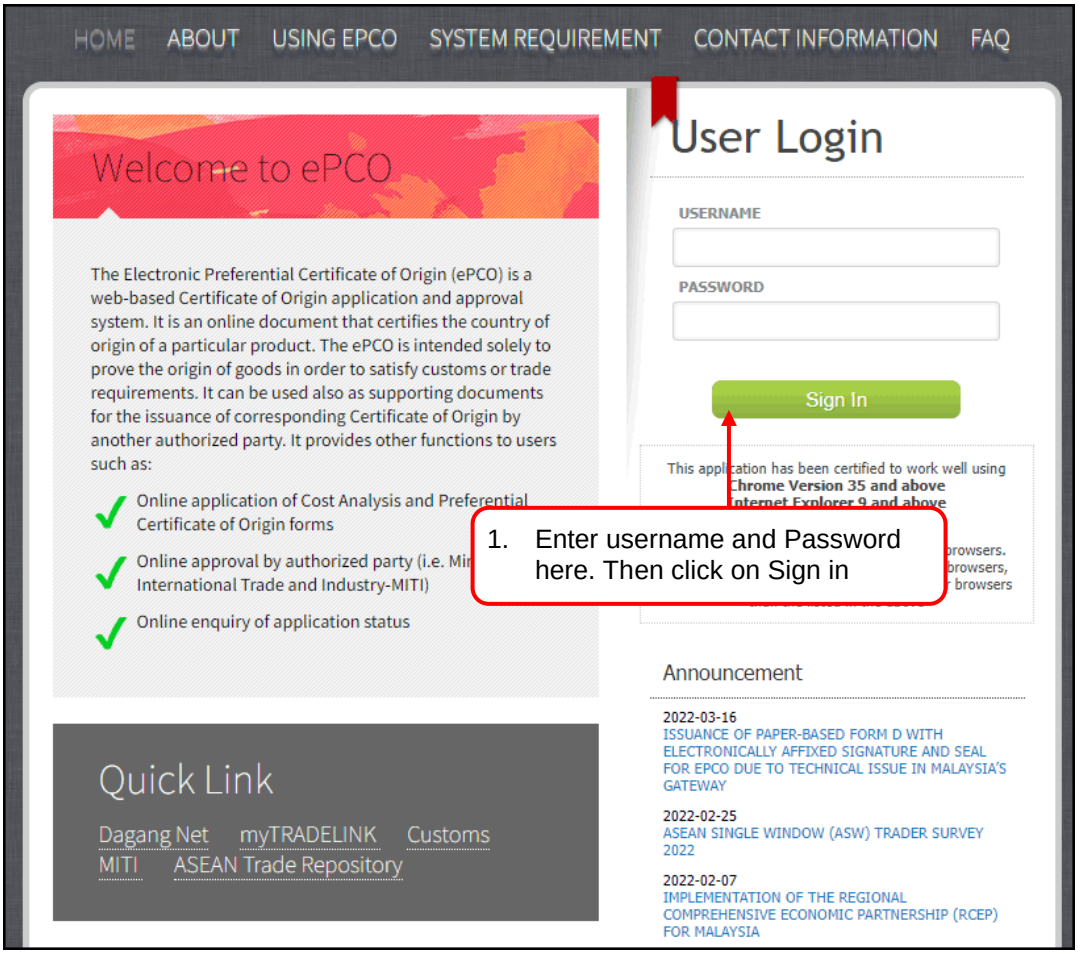

Figure 3

2.3. Sign out

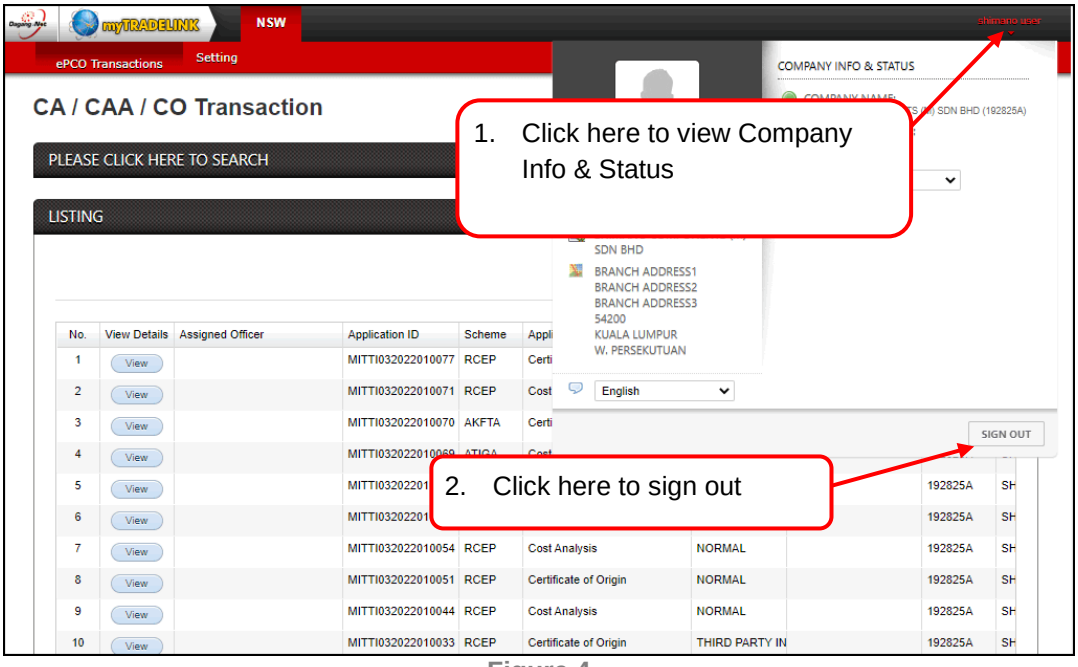

Figure 4

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Section 3. Listing

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

3.1. Search and View Application

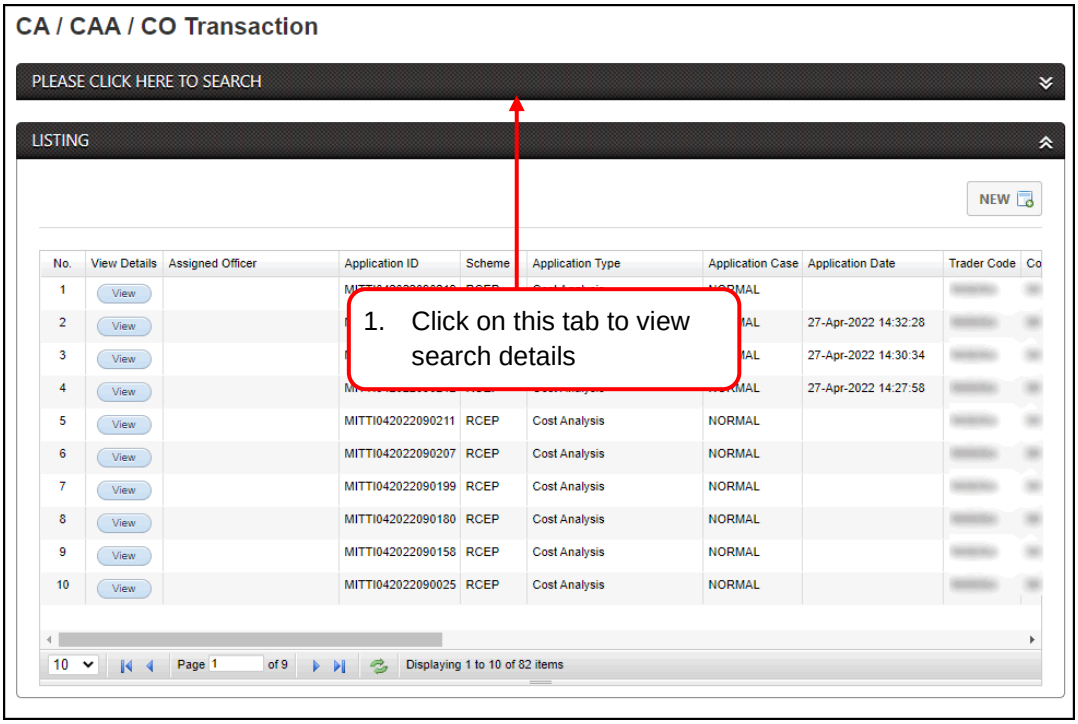

Figure 5

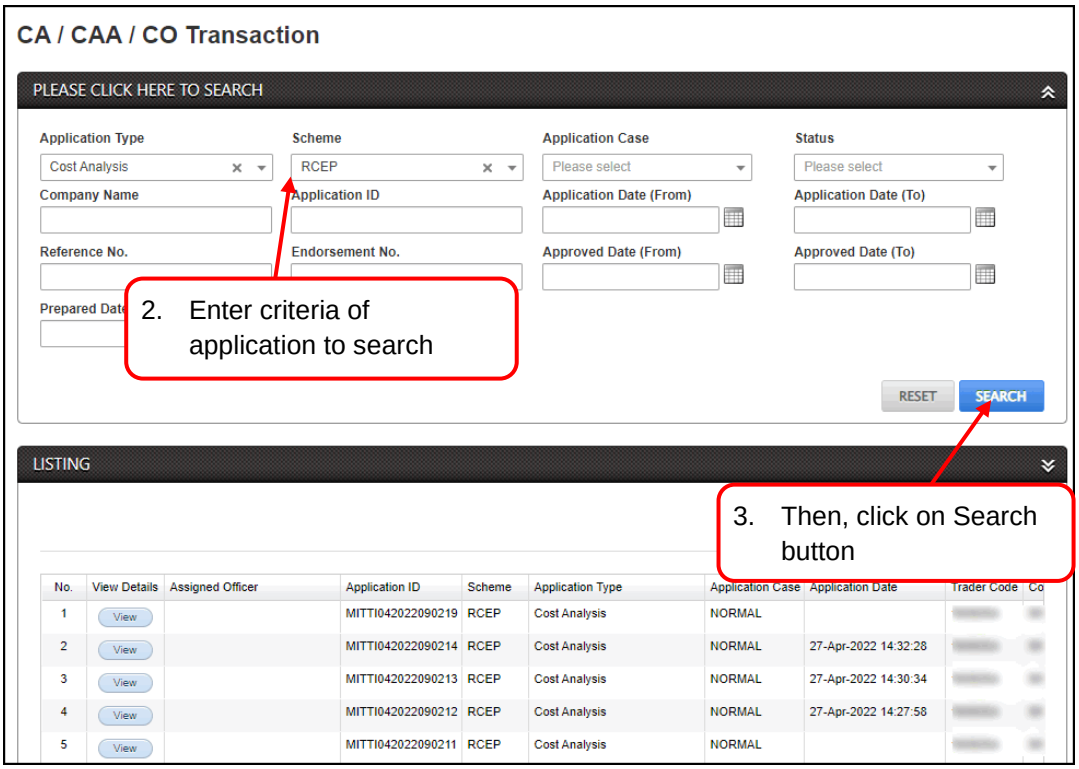

Figure 6

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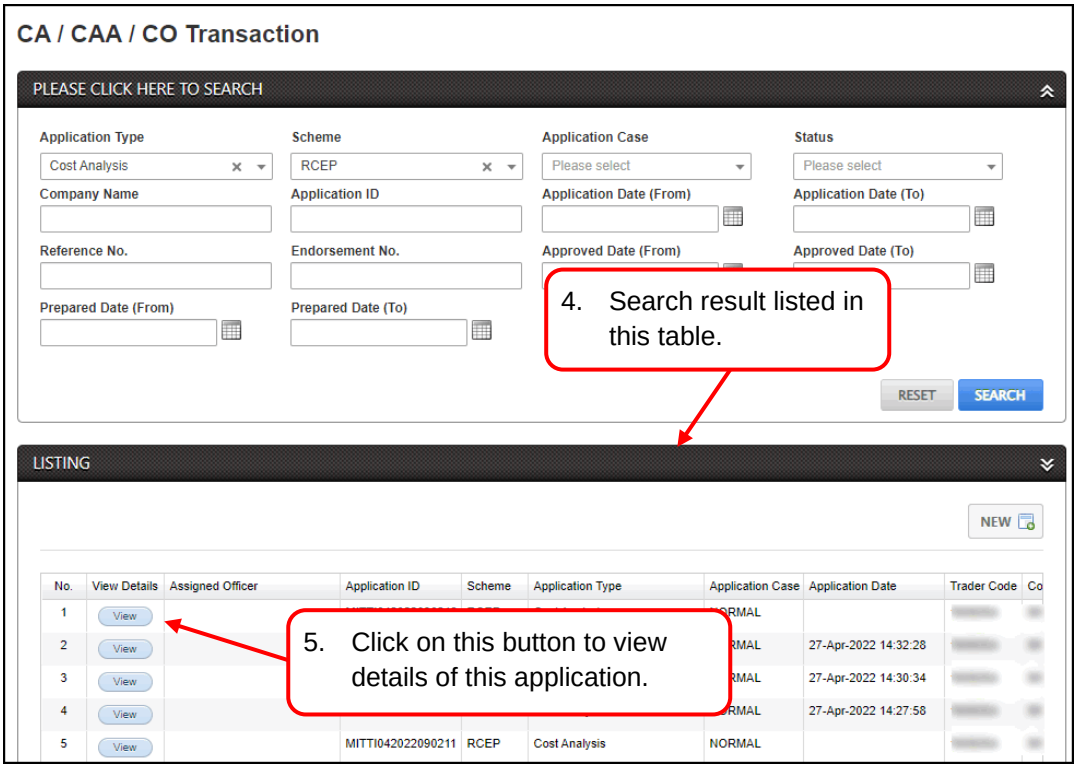

Figure 7

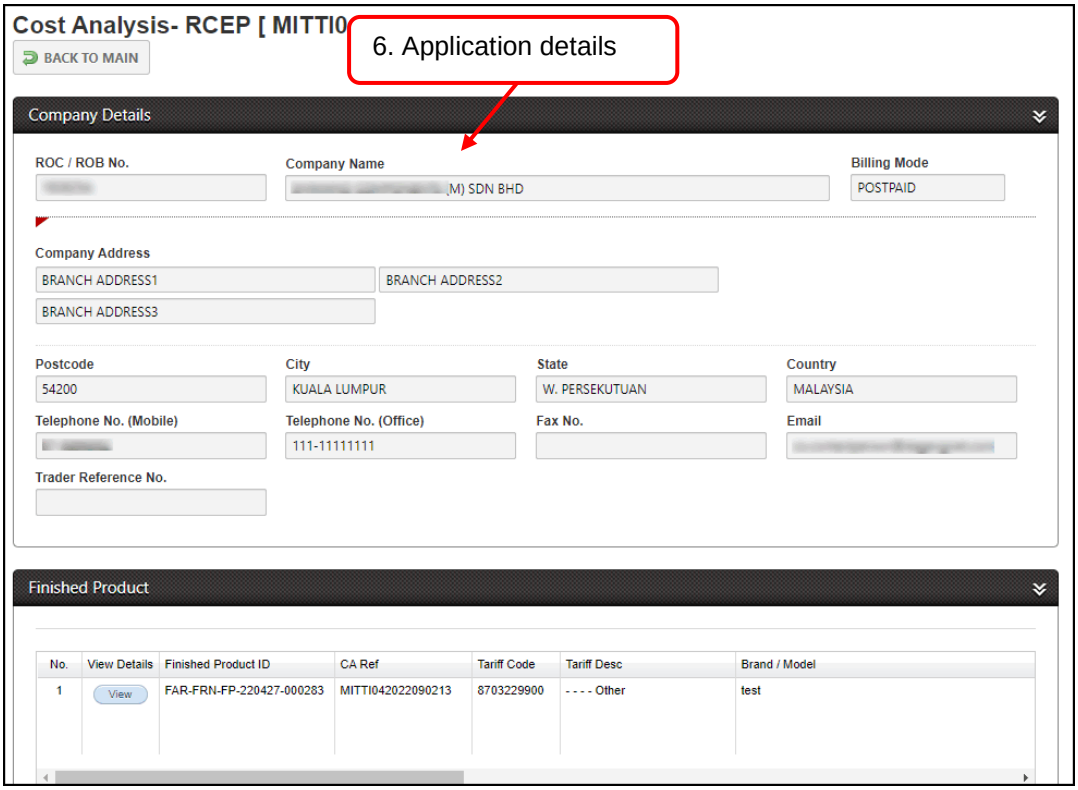

Figure 8

Section 4. New CA Application

This section will show the steps to make a new Cost Analysis (CA) application for RCEP scheme from the ePCO system.

New CA application for RCEP Scheme will have 2 HS Code, AHTN and Tariff Differential (TD).

Traders/ Manufacturer need to select these codes during new application in the Finished Product section where the system will validate whether the HS Code is subjected to Tariff Differential (TD). Upon validation, system will list country(ies) corresponding to the TD.

Tariff Differential (TD) applied by the importing countries to a product, of which the added value calculation undertaken by the Exporting Country to produce such product does NOT exceed 20%.

For Malaysia, the added value calculation refers to “Local Process Costing” comprising the sum of local Raw Materials + Labour Cost + Overhead Cost (Direct & Indirect) + Other Cost.

If the sum is 20% and above, the Country of Origin shall be Malaysia.

If the sum is less than 20%, the highest Raw Materials percentage from other RCEP country shall be the Country of Origin. This shall be based on subtotal of Raw Materials percentage calculated for that country.

Tariff Differentials is only applicable to certain products imposed by the following countries:

i. Thailand
ii. Viet Nam
iii. Philippines
iv. Indonesia
v. Japan
vi. China
vii. South Korea

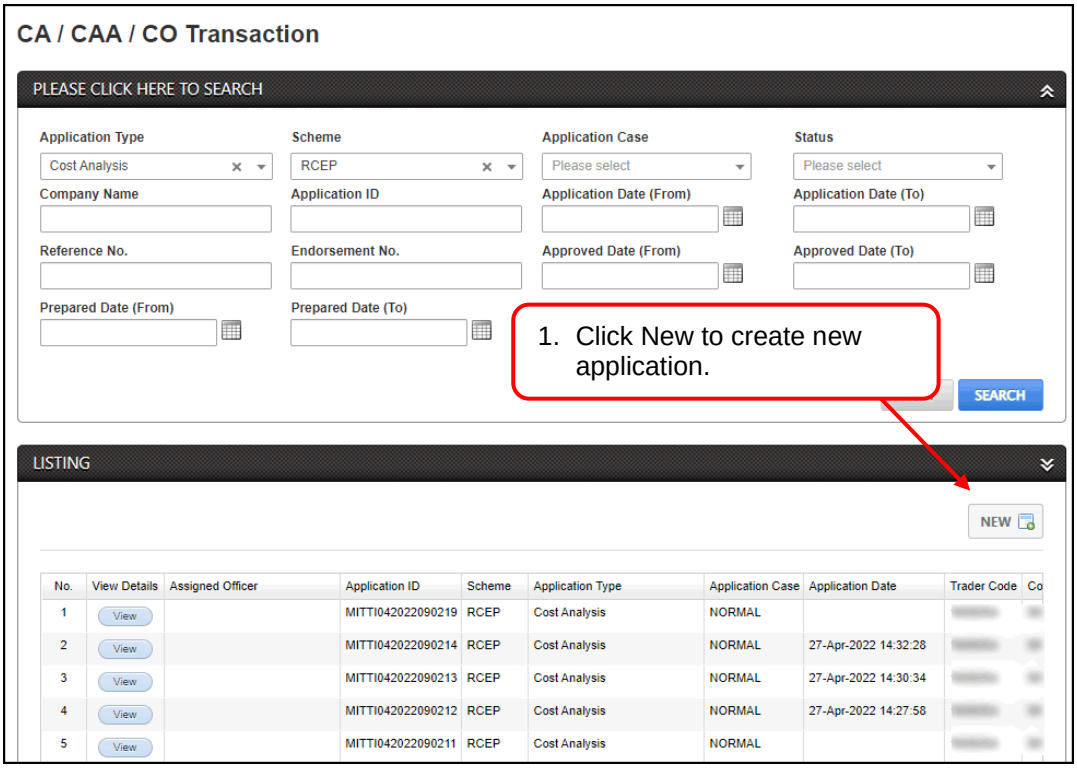

Figure 9

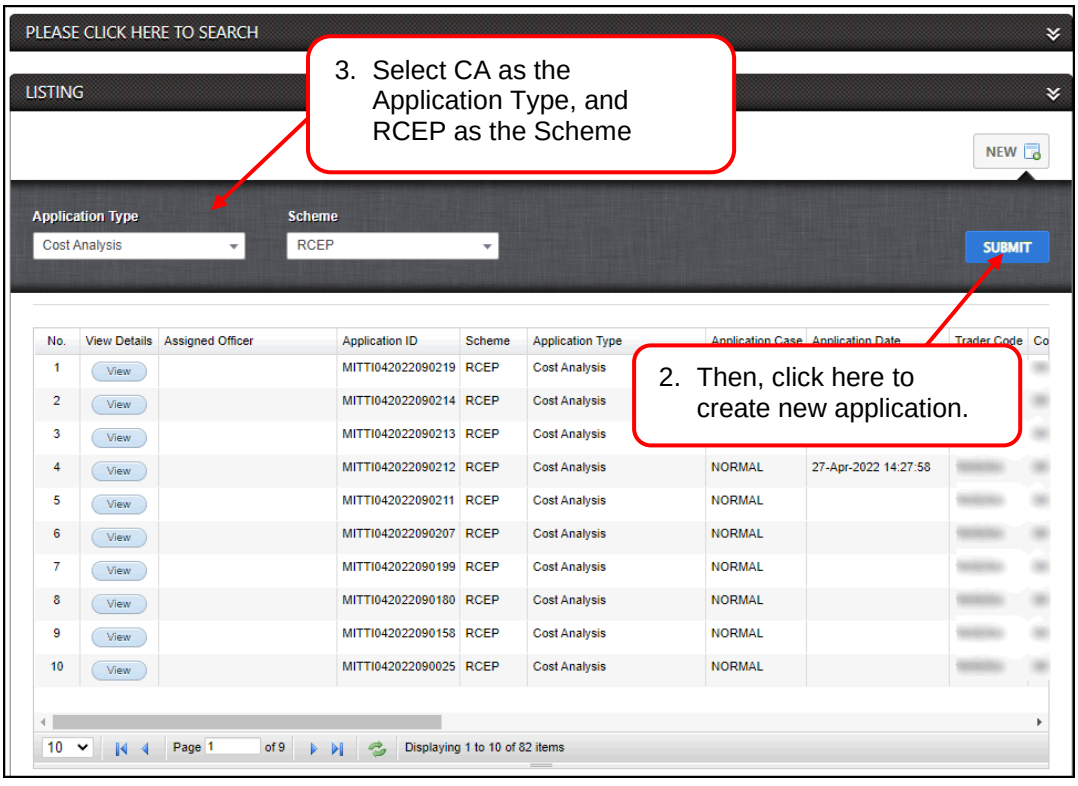

Figure 10

4.1. Company Details

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

Please fill up all details.

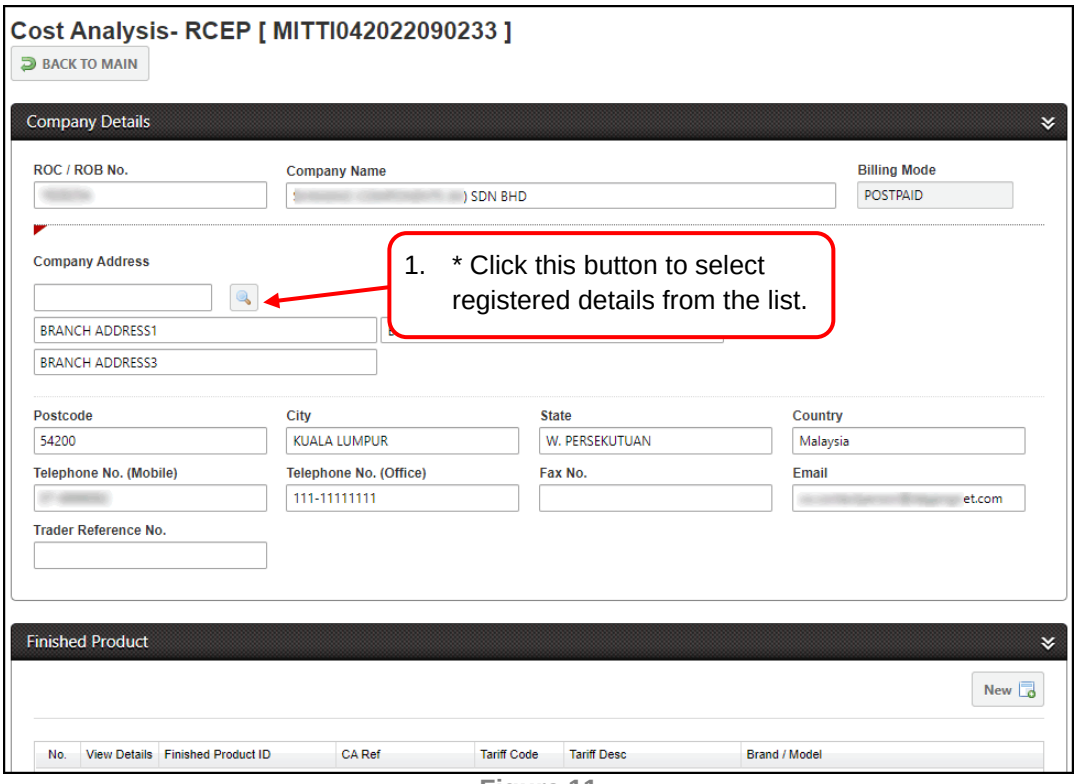

Figure 11

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

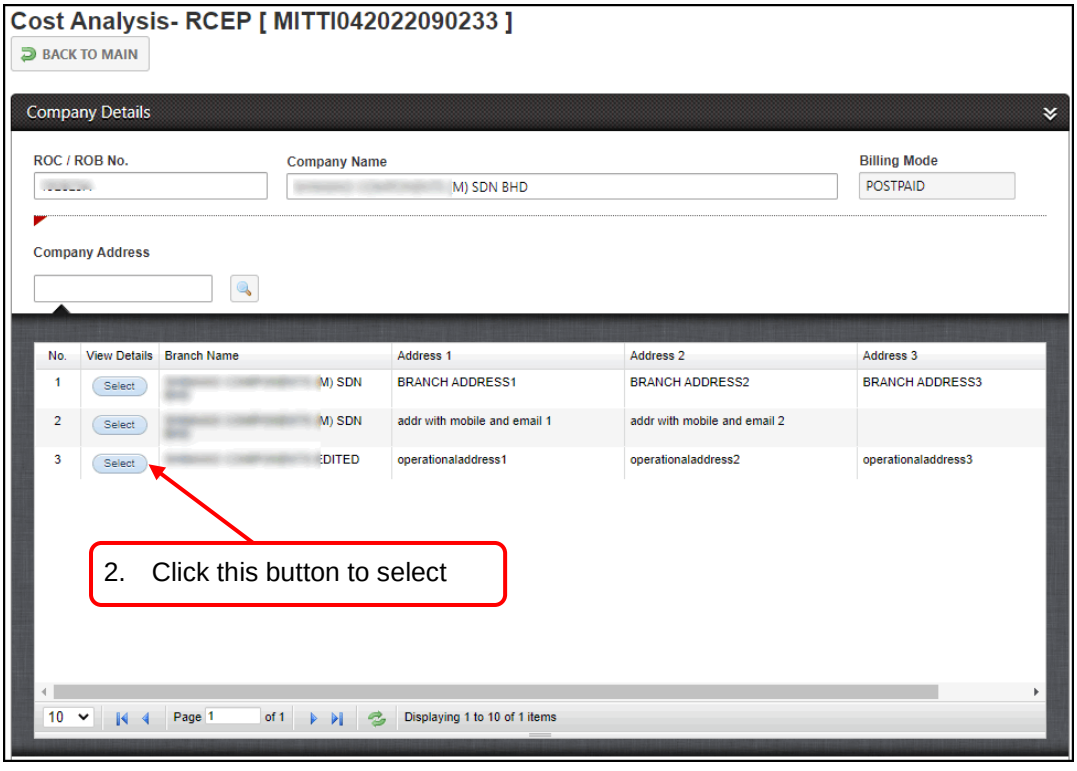

Figure 12

© Dagang Net 2022

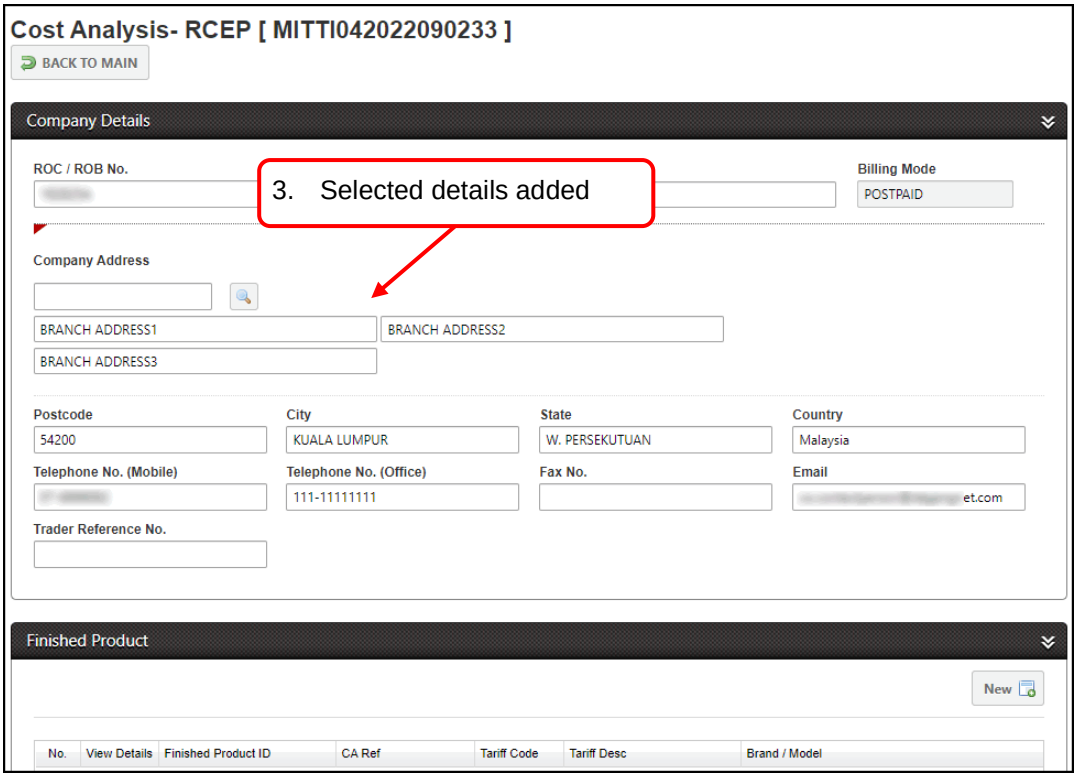

Figure 13

4.2. Finished Product

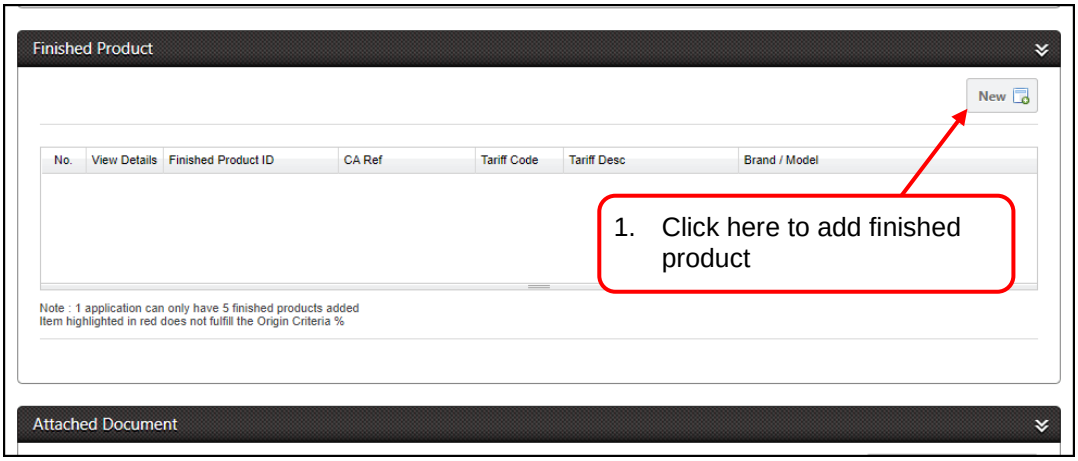

Figure 14

In RCEP Scheme, user can add Finished product from the approved finished product that was created earlier or add new one from the list of Tariff Code. User can add up to 5 Finished Product.

4.2.1. Create from Approved Finished Product

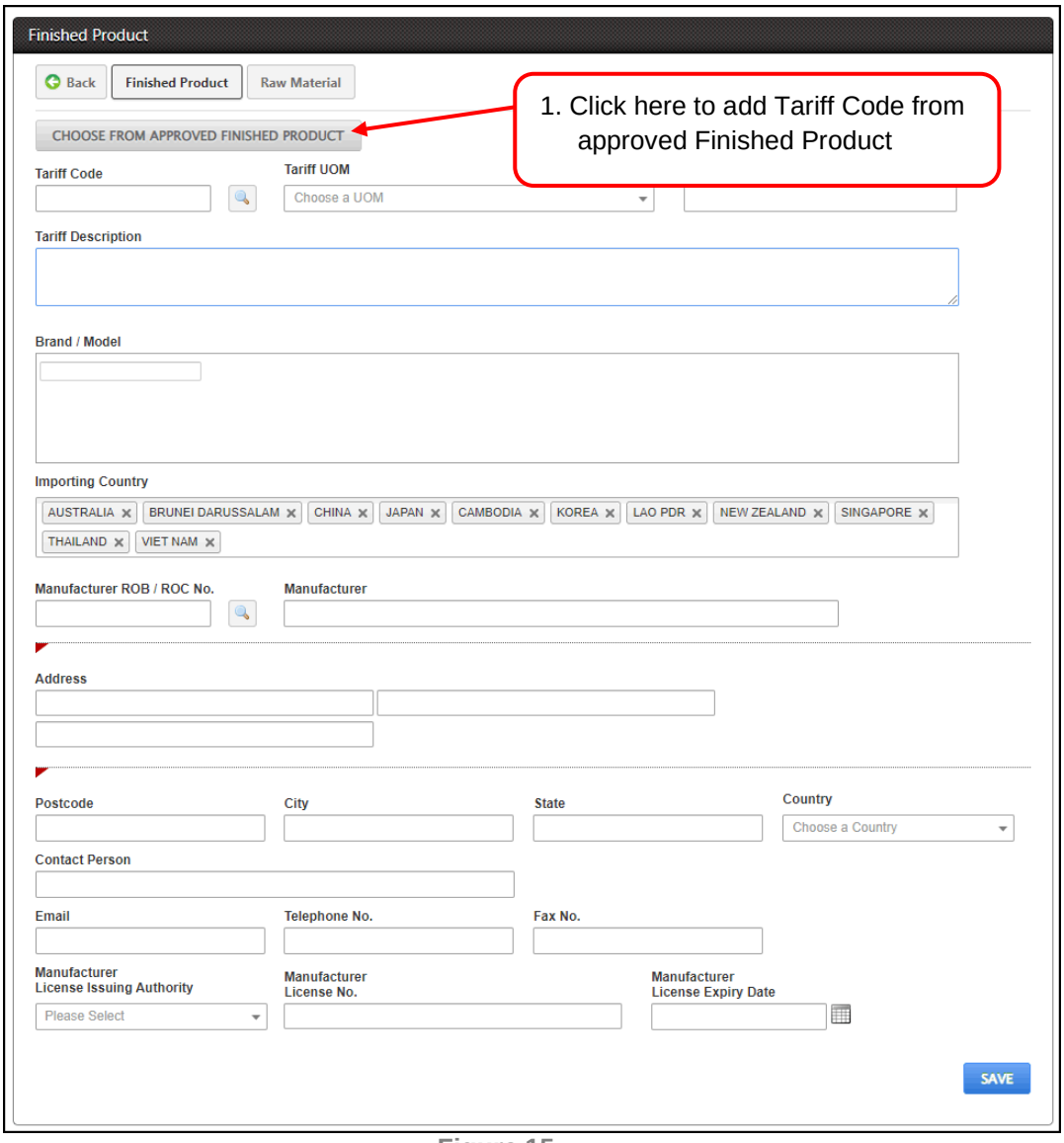

Figure 15

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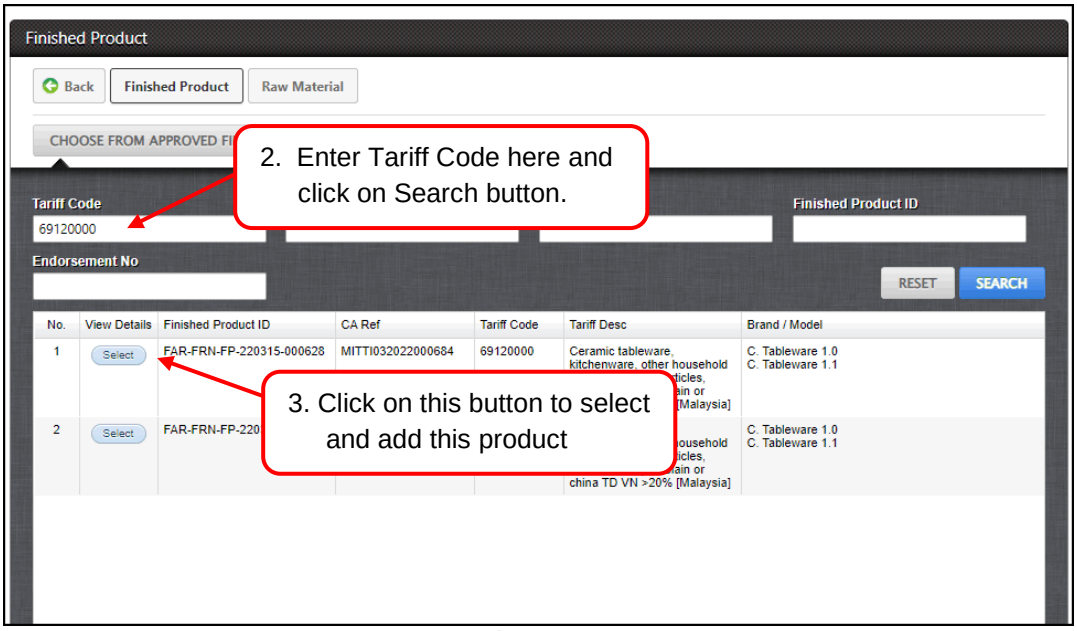

Figure 16

4.2.2. Create New Finished Product

User can select Tariff Code from the list, but user must enter an exact Tariff Code in the system to search for the Finished Product.

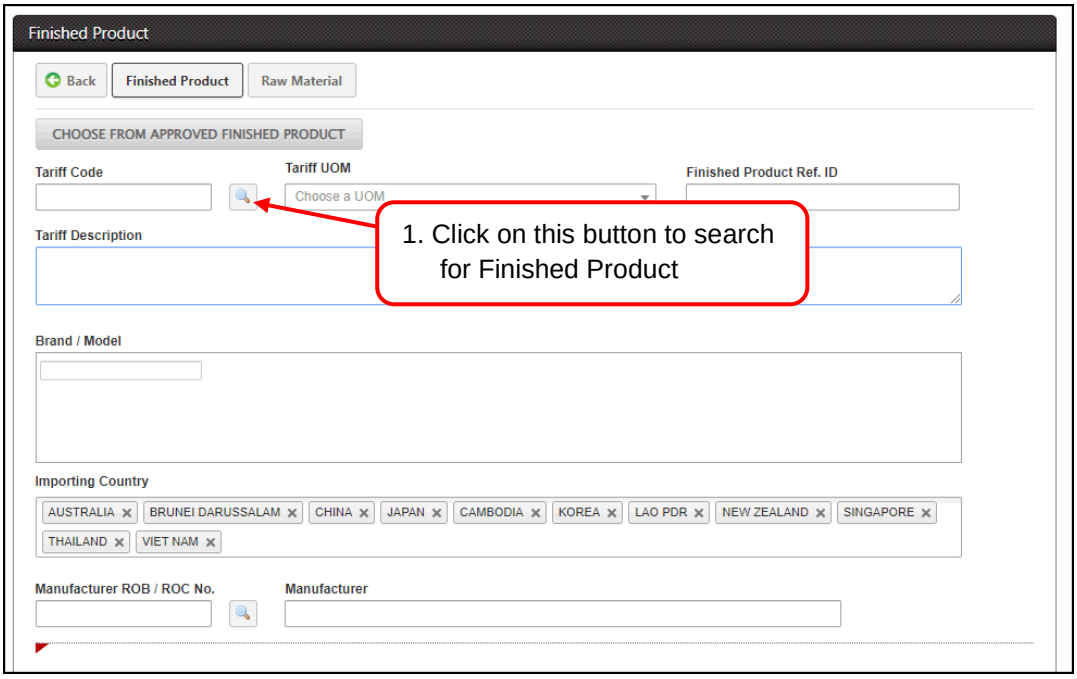

Figure 17

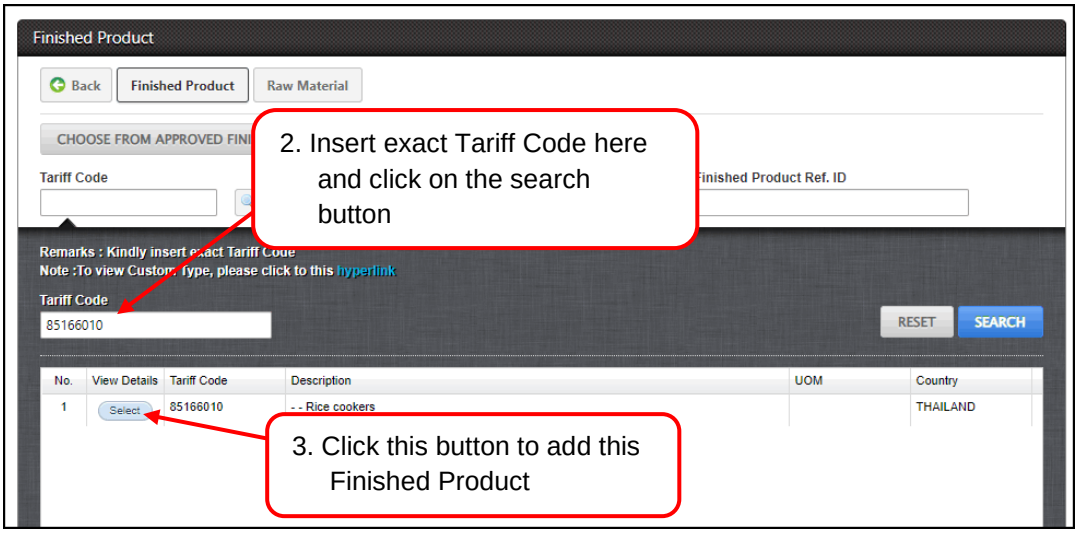

Figure 18

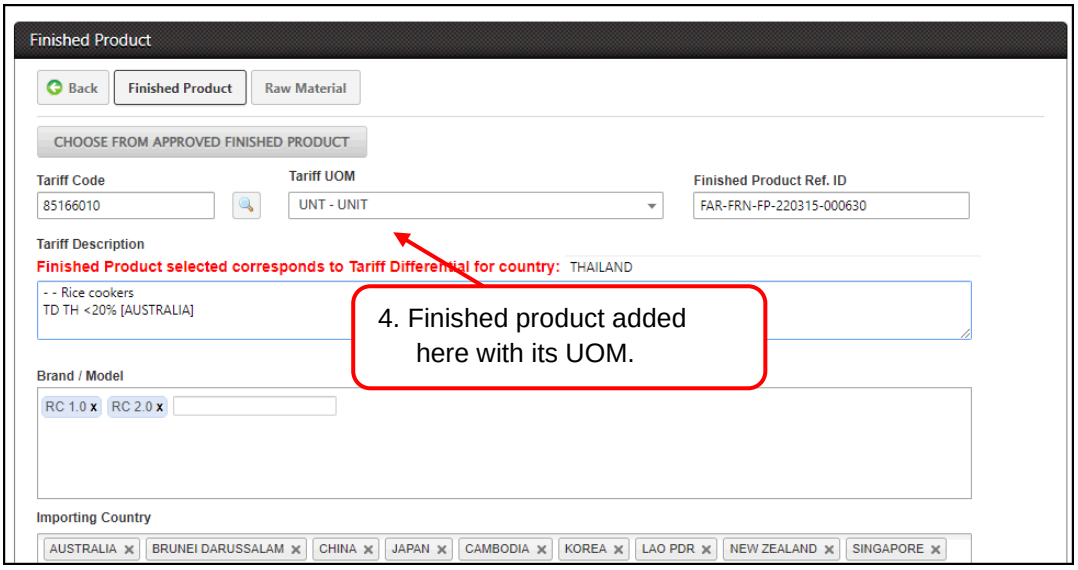

Figure 19

4.2.3. Tariff Differential (TD) Code

If user had selected a Tariff Differential (TD) code, a notification would appear as in the image below.

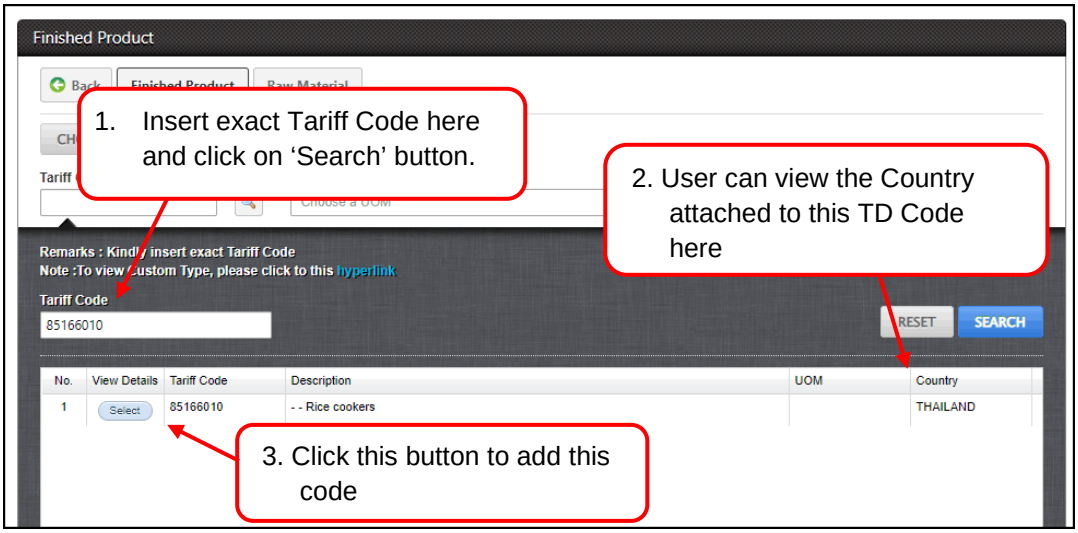

Figure 20

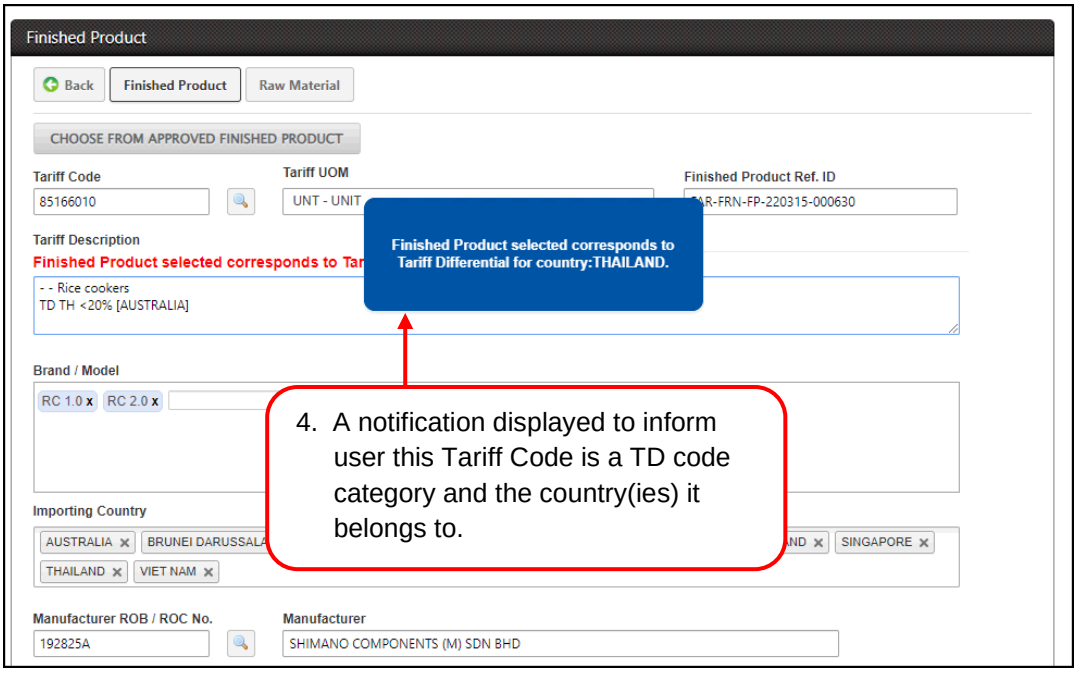

Figure 21

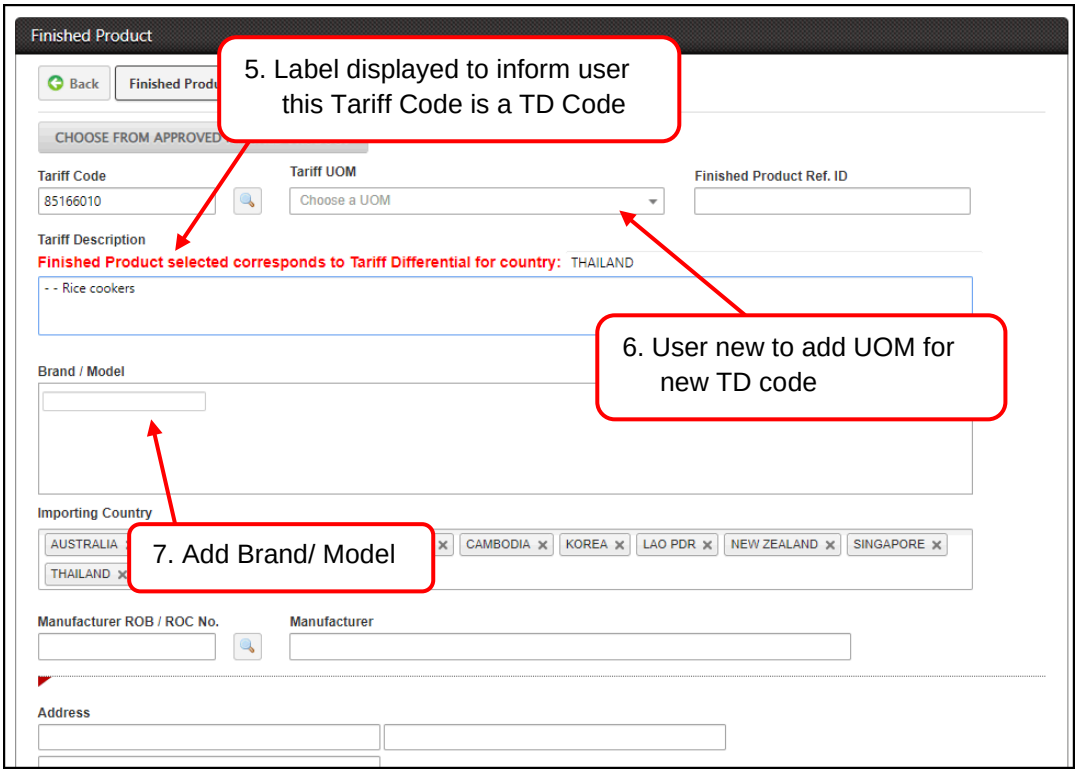

Figure 22

© Dagang Net 2022

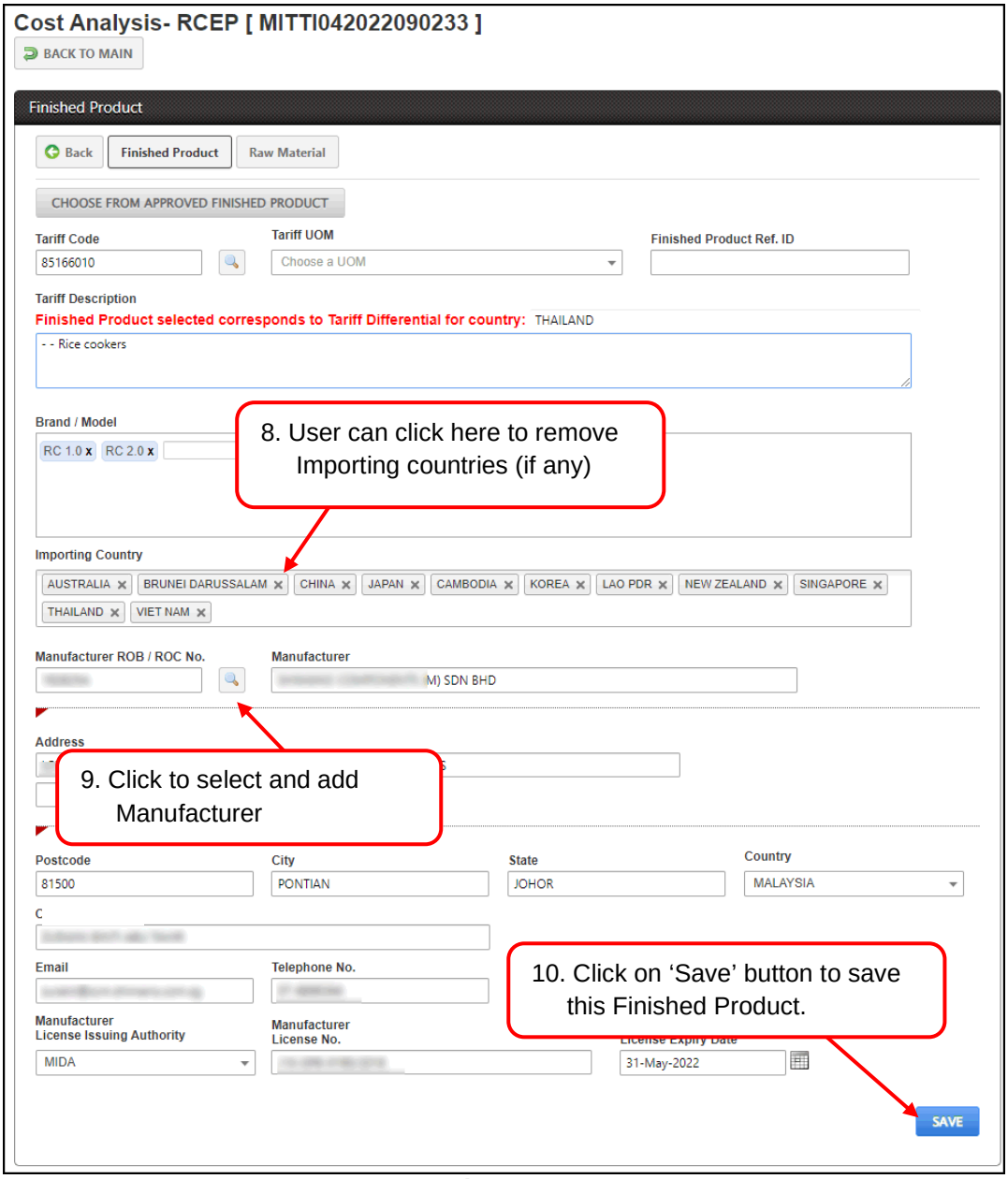

Figure 23

Figure 24

Once the system saved this Finished Product for TD Code, system will store the Country(ies) of which the TD HS Code selected to be matched later when CO is created for this CA.

4.2.4. Add New Raw Material

This section shows the steps to add raw material for new CA application after finished products is created. User can add raw material details in the provided box or add using form filler – for RCEP scheme only.

Once user add all the raw materials details into the system, ePCO system will save it to the listing and calculate the percentage of raw materials according to country group, where user will need to add labour cost, overhead cost, and Profit.

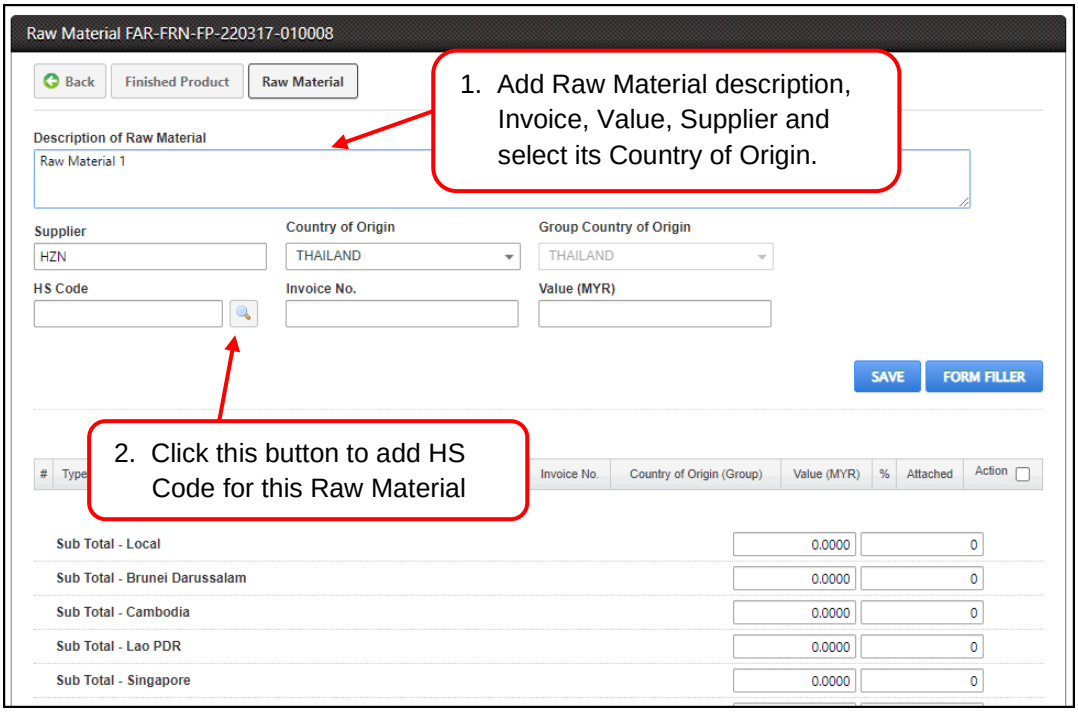

Figure 25

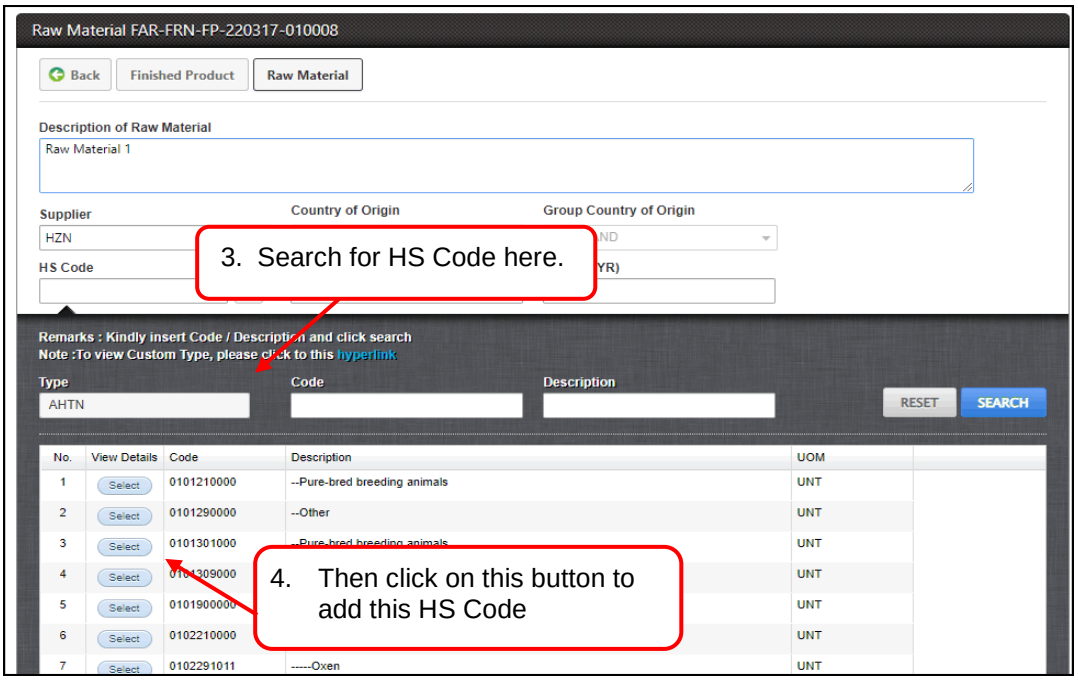

Figure 26

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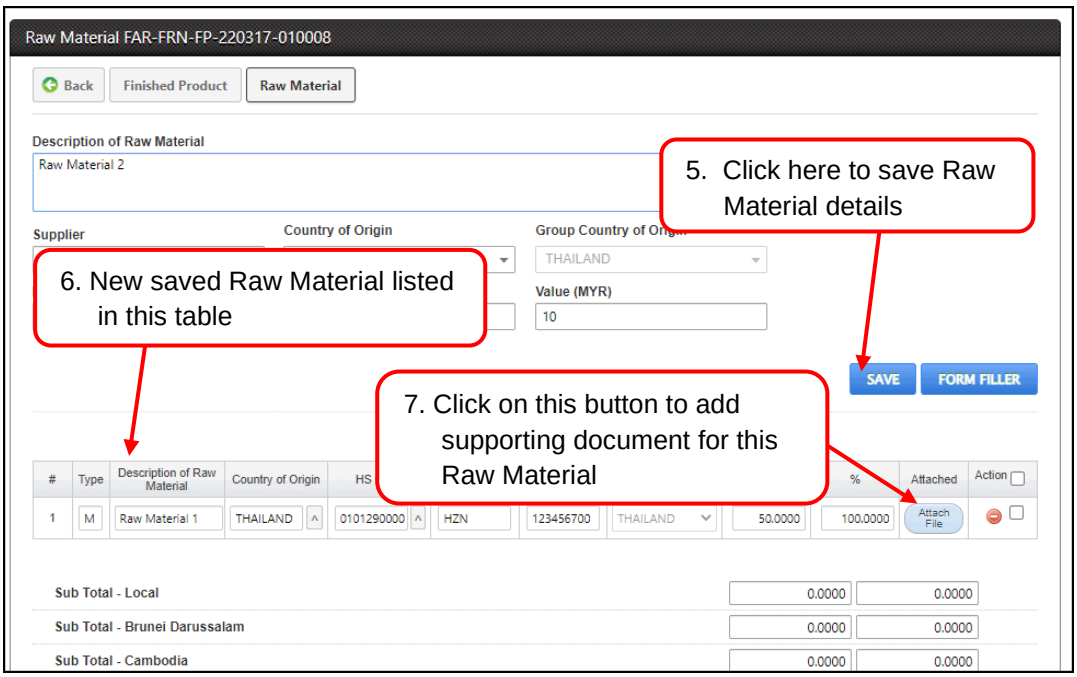

Figure 27

4.2.5. Add Raw Material with Form Filler

This section shows an easier step to add Raw Material with form filler- only for RCEP Scheme. Please follow the form filler format as in Figure 29

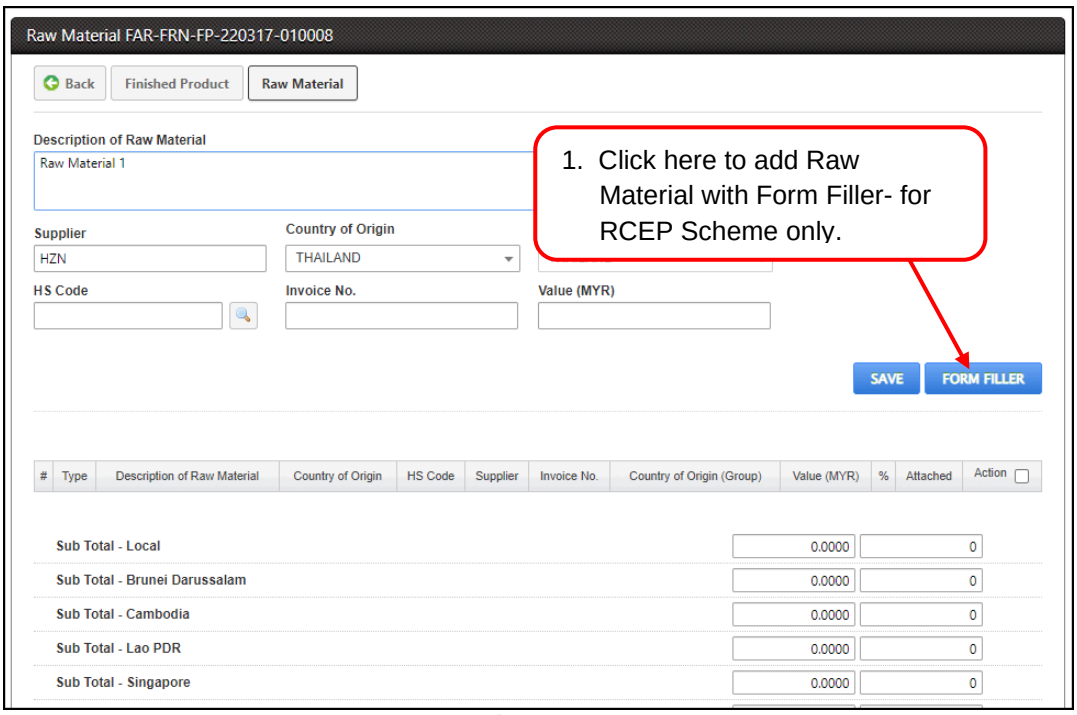

Figure 28

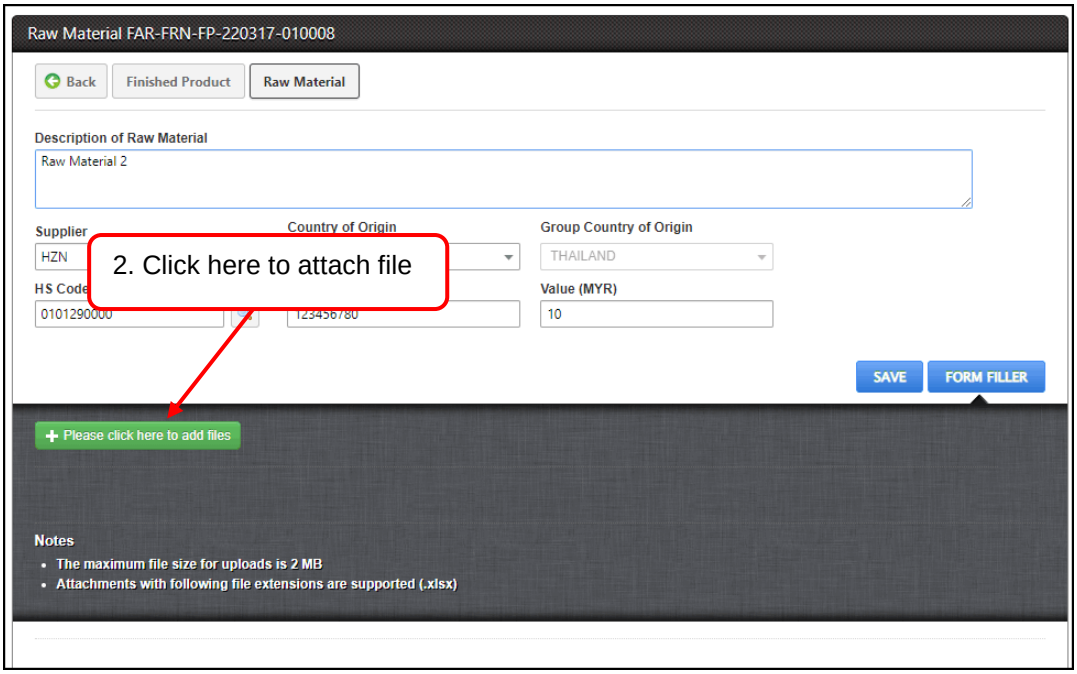

Figure 29

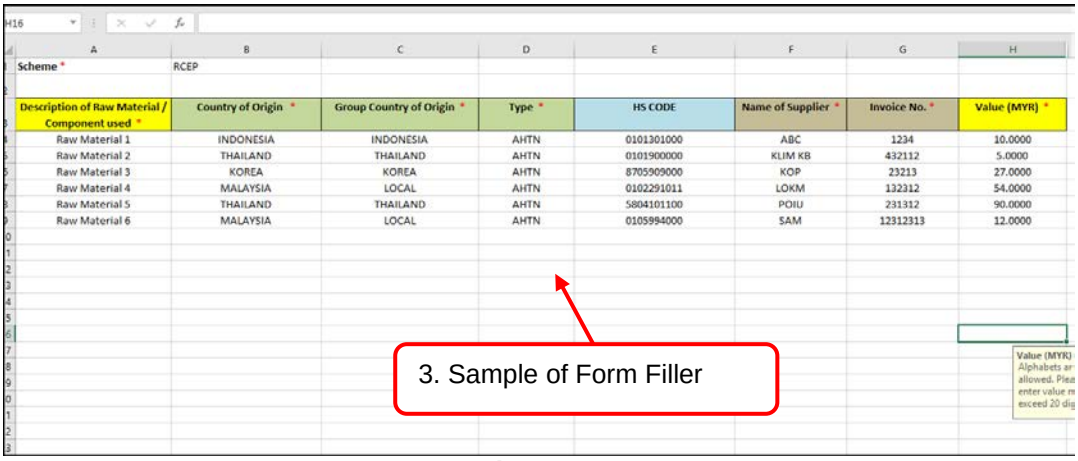

Figure 30

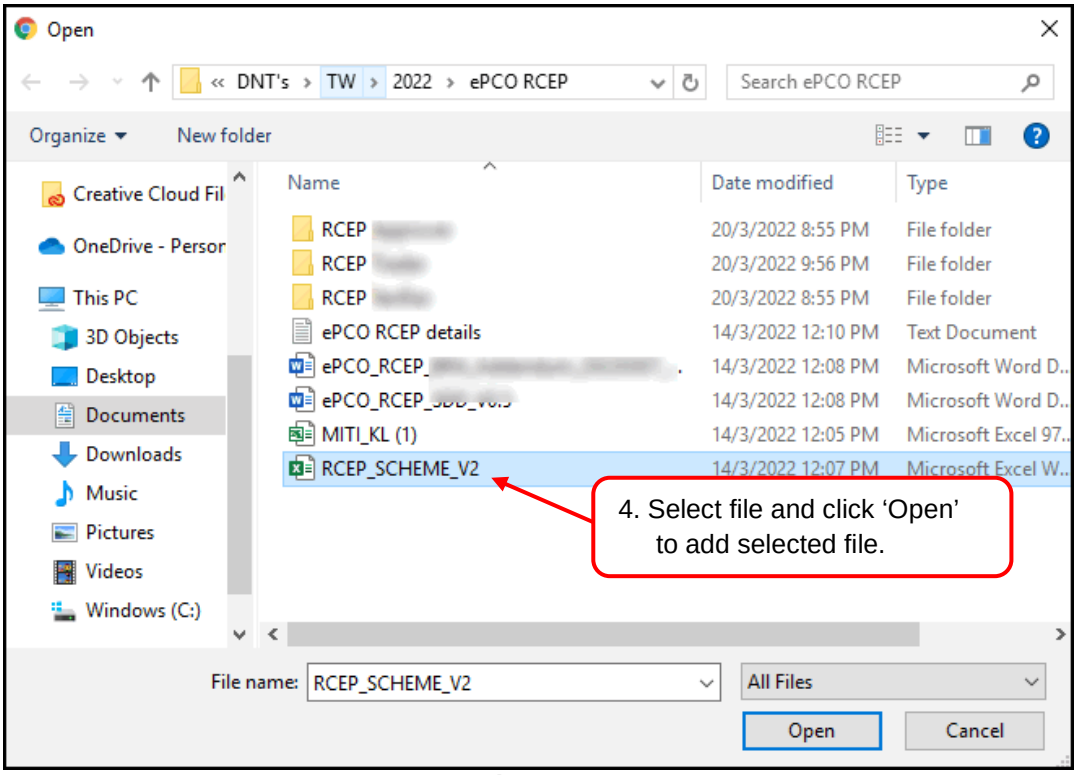

Figure 31

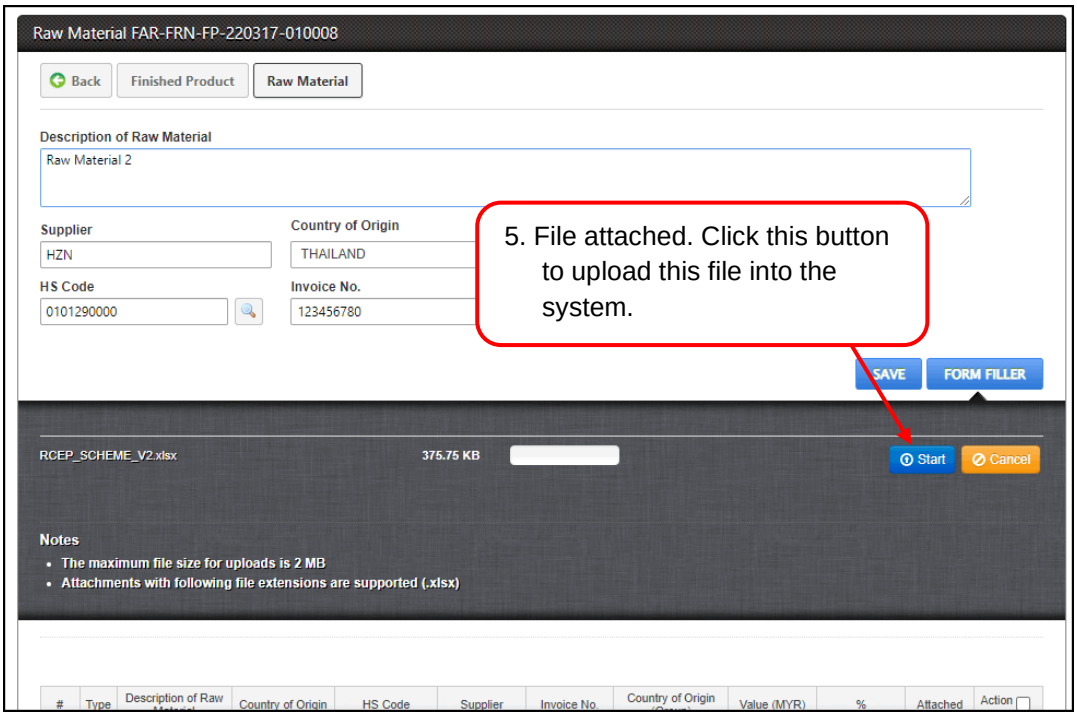

Figure 32

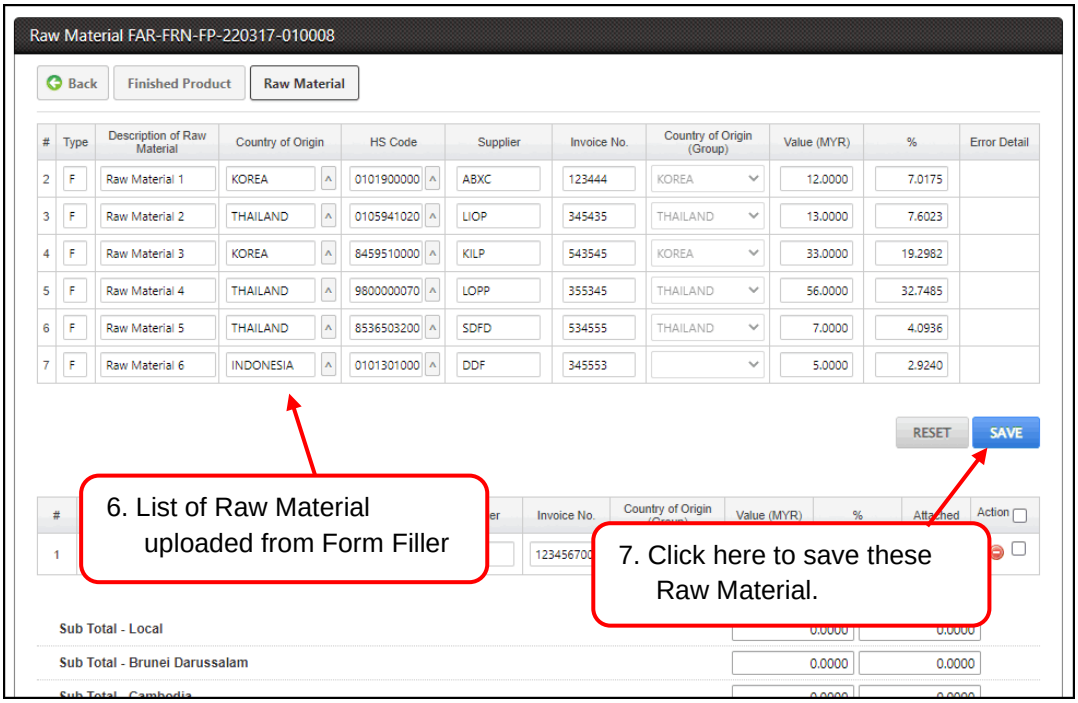

Figure 33

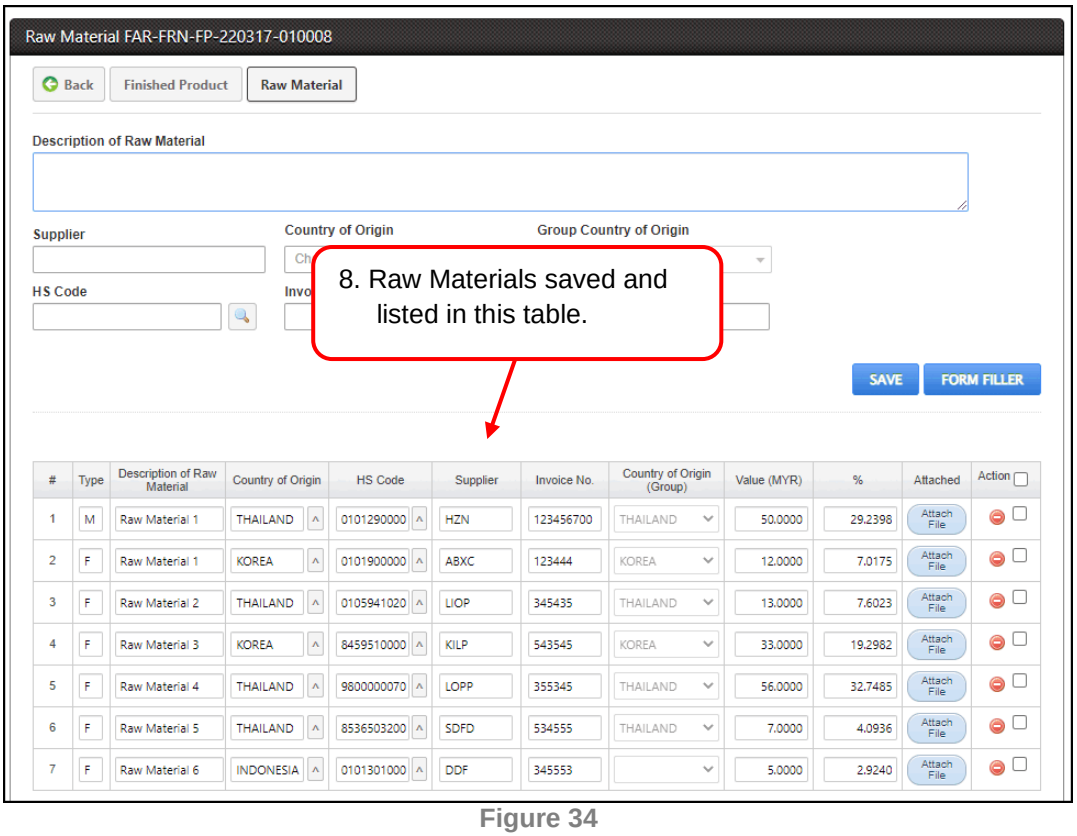

Figure 34

After Raw Material saved into the system, user will need to add the labor cost, overhead cost, and profit.

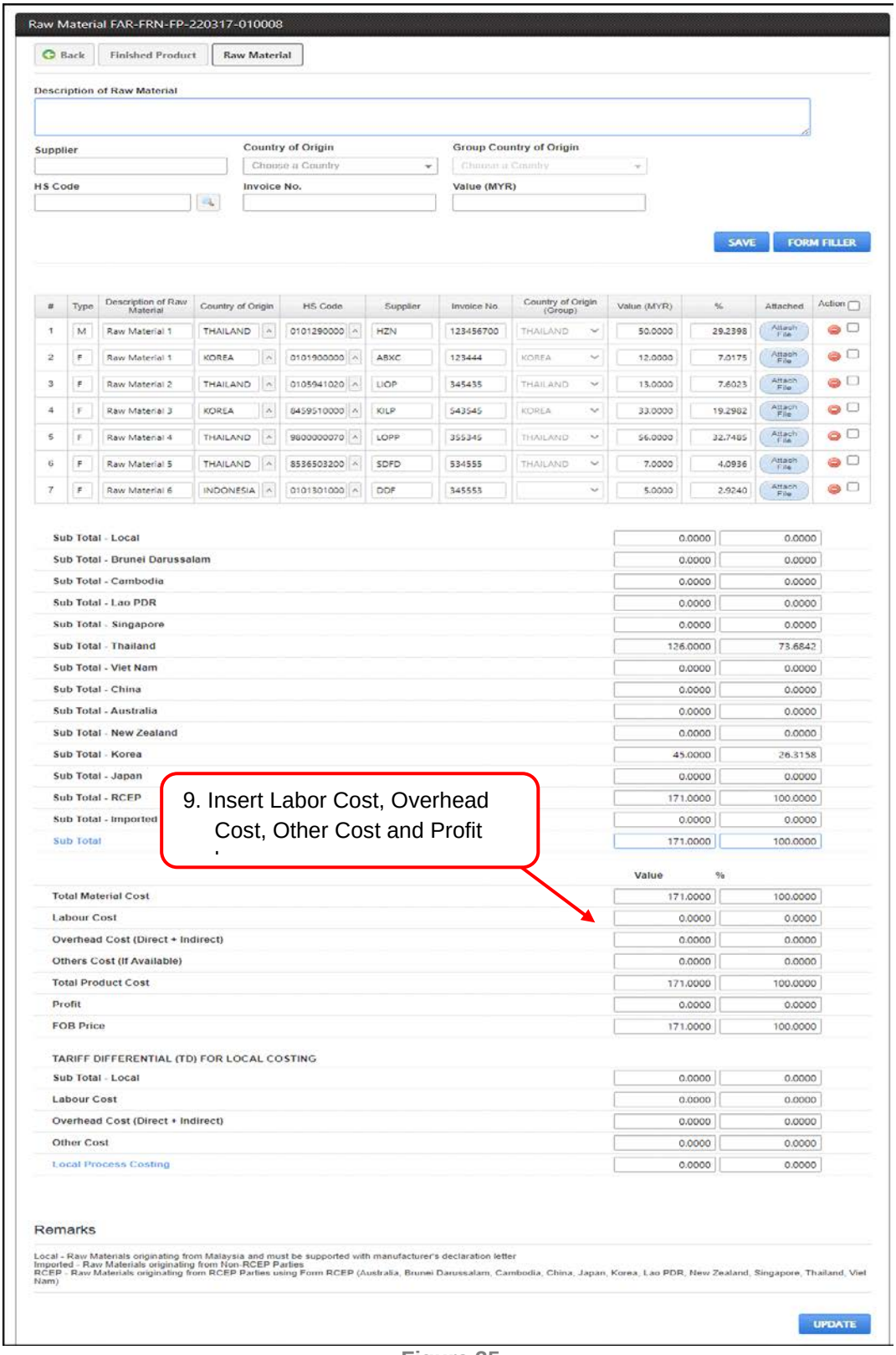

Figure 35

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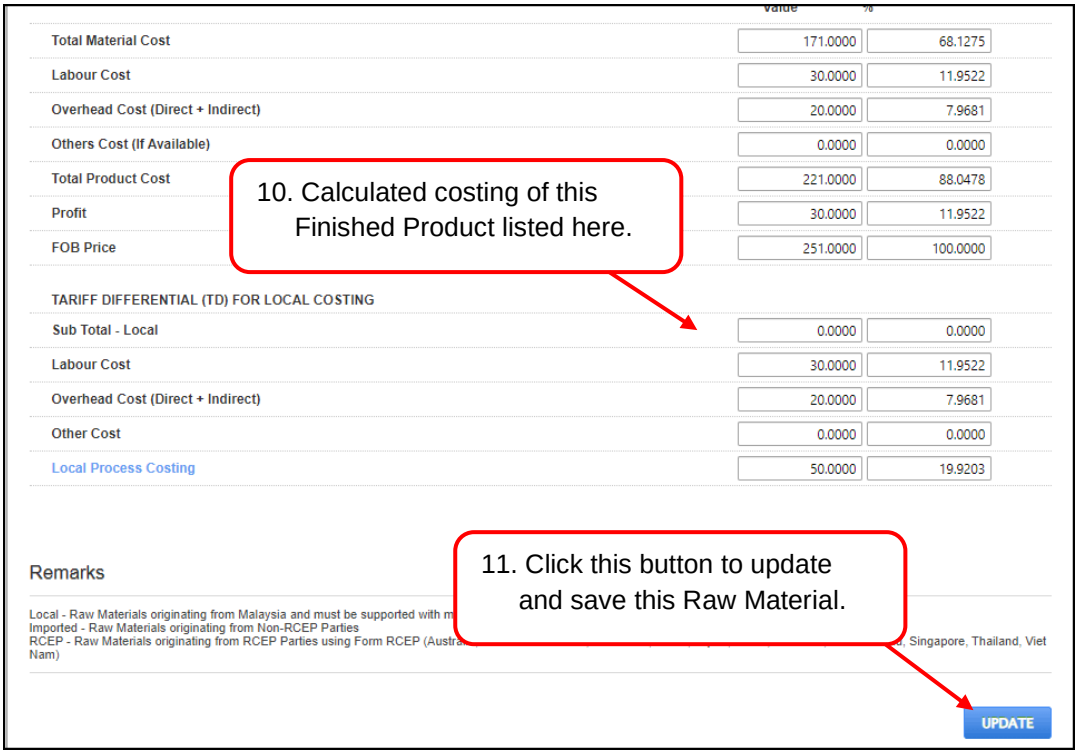

Figure 36

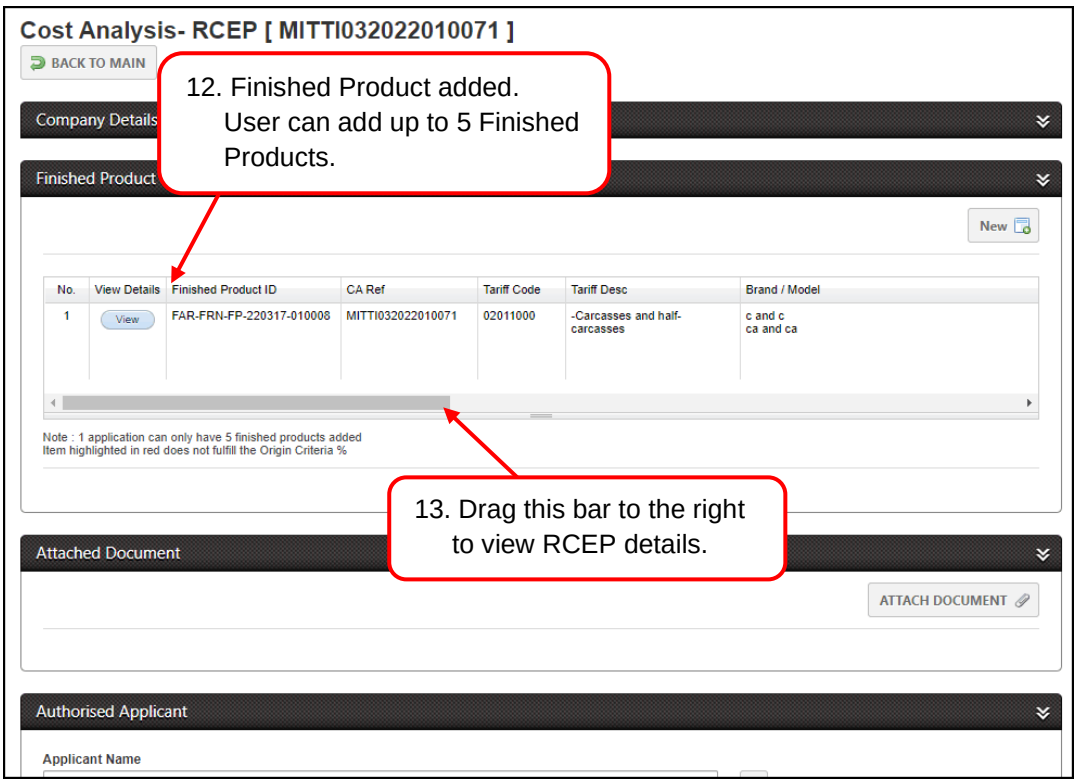

Figure 37

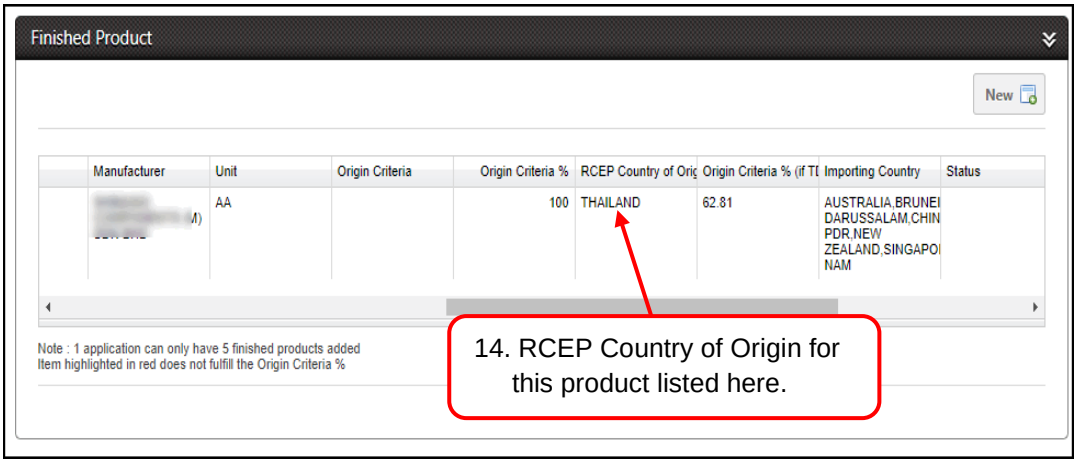

Figure 38

4.3. Attached Document

This system supported attachments with file extension of .gif, .jpg, .tif, .pdf, .doc, docx, .xls, and .xlsx only. The maximum size allowed for upload is 2 MB.

Please make sure that documents are uploaded on below sequence;

i. Invoice
ii. Bill of Lading or Airway Bill
iii. Customs Declaration Form (K2)
iv. Other additional documents

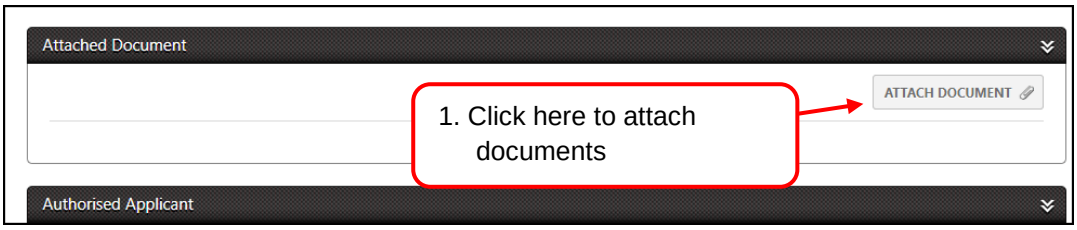

Figure 39

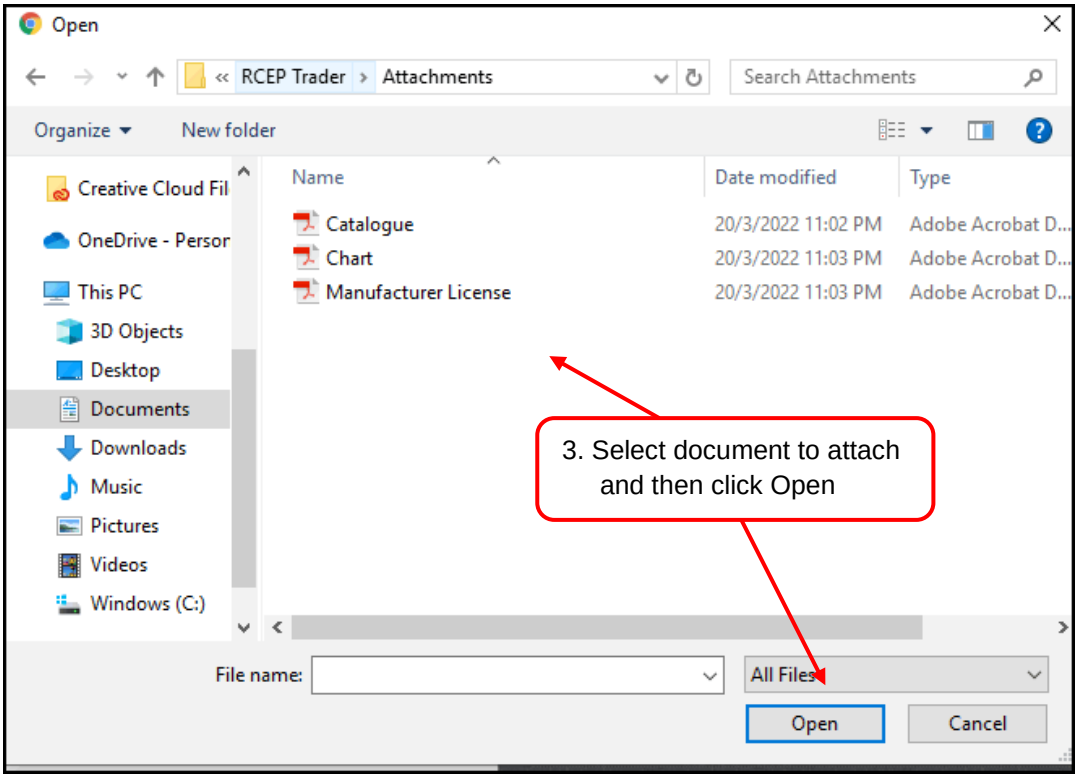

Figure 40

Figure 41

Figure 42

4.4. Authorised Applicant

User can select Applicant from saved Authorised Applicant list or key-in the Applicant detail manually.

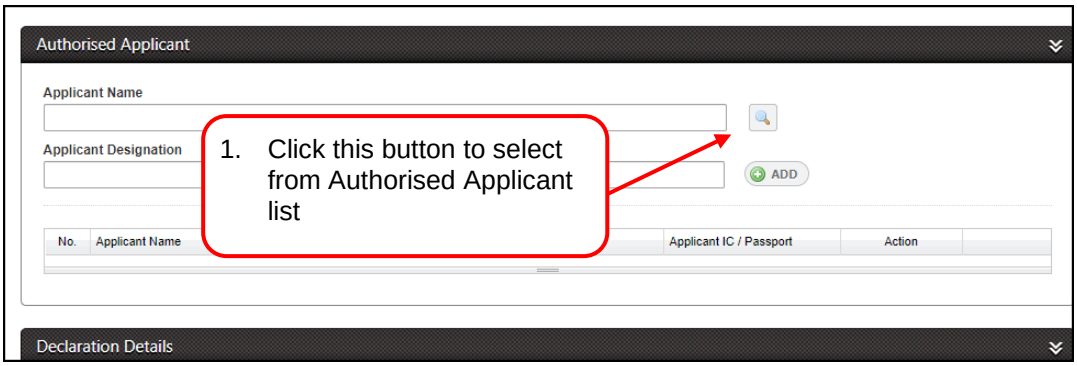

Figure 43

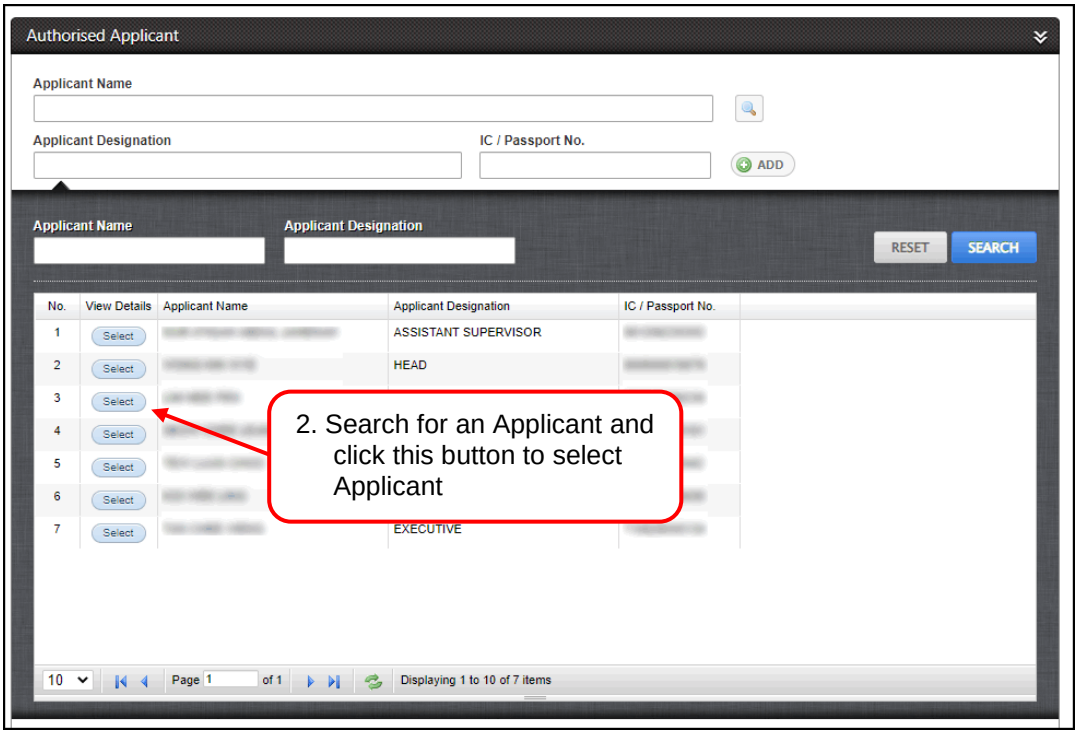

Figure 44

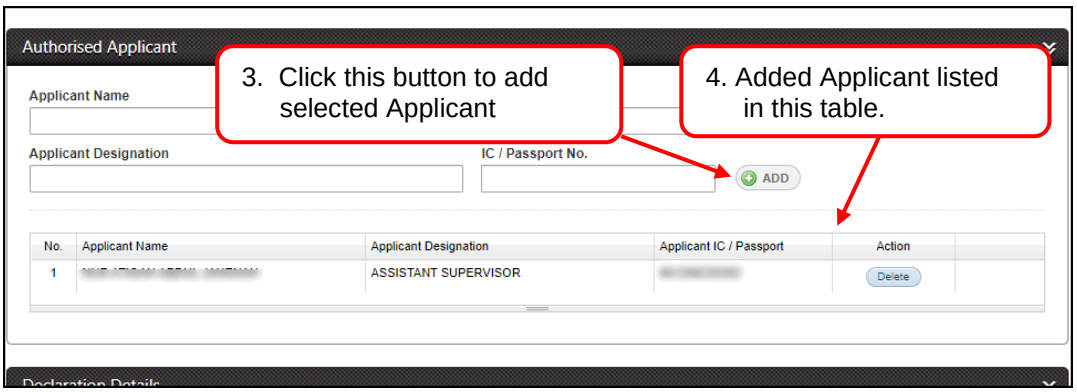

Figure 45

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4.5. Declaration and Submission

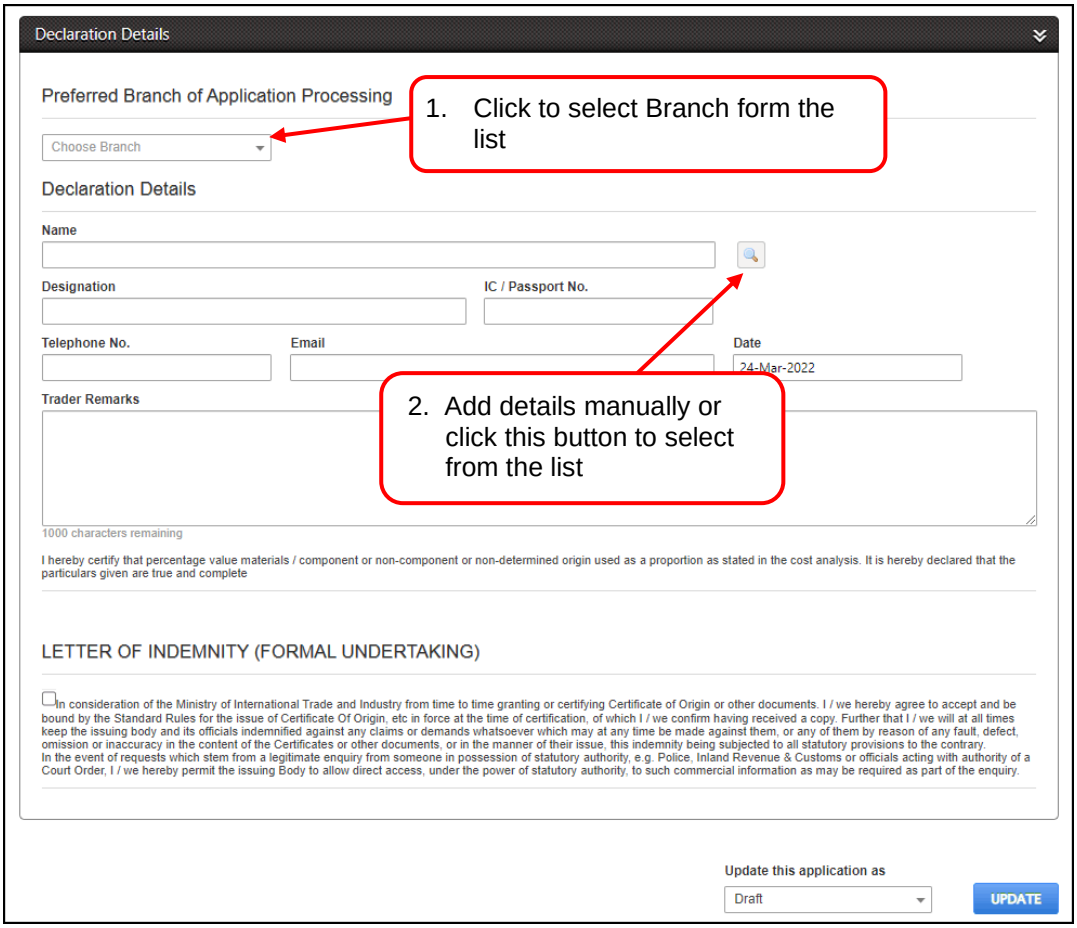

Figure 46

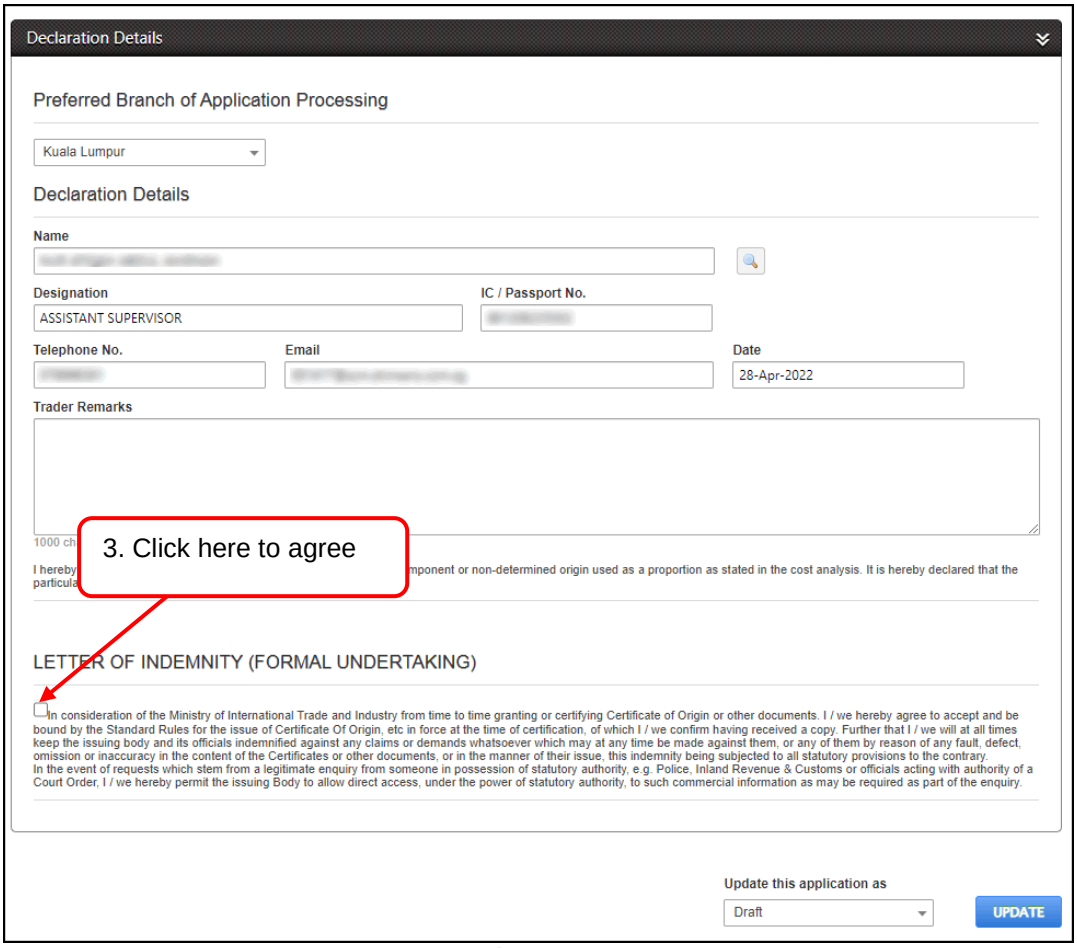

Figure 47

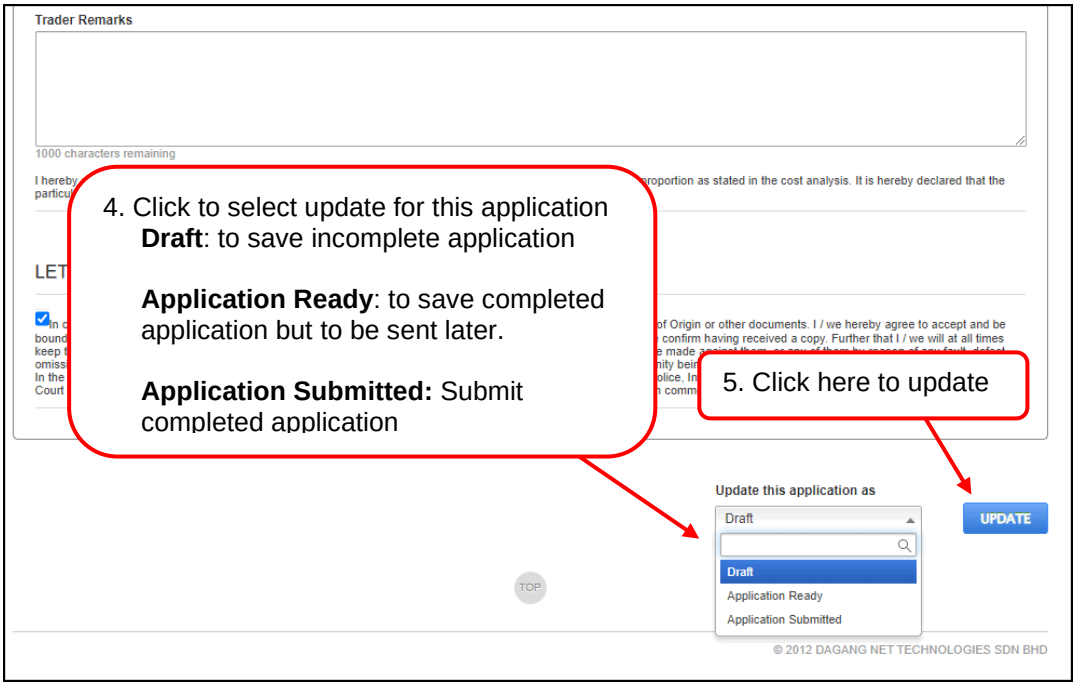

Figure 48

Figure 49

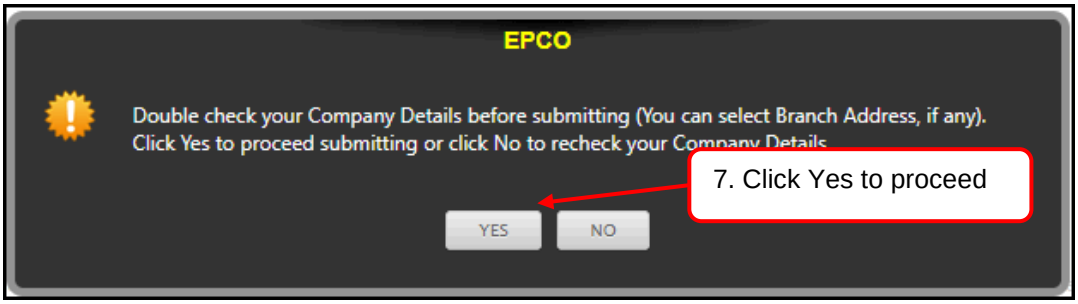

Figure 50

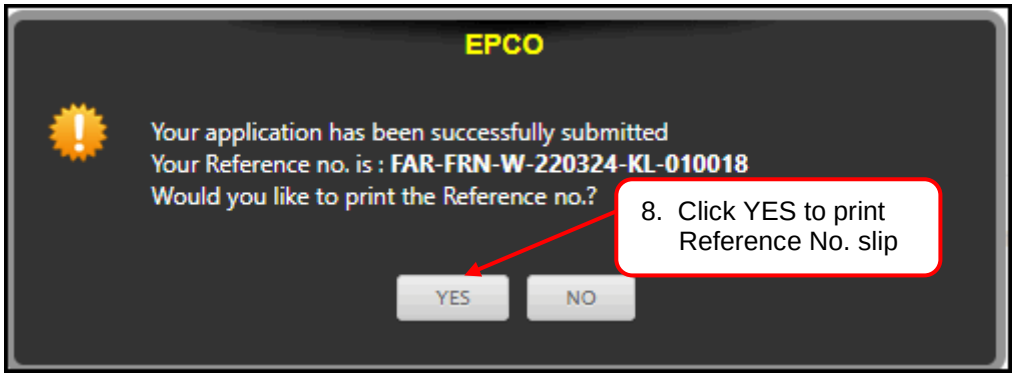

Figure 51

Reference no. Print Slip

Company Name	: [redacted]
Application Name	: CO - Certificate of Origin
Scheme Type	: RCEP - REGIONALCOMPREHENSIVE ECONOMIC PARTNERSHIP
Application Id	: MITTI032022010296
Reference no.	: FAR-FRF-W-220325-KL-010032
Application Date	: 25-Mar-2022 01:50

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General Line: 03 2730 0200
Careline: 1 300 133 133

Figure 52: Sample of Reference No. Slip.

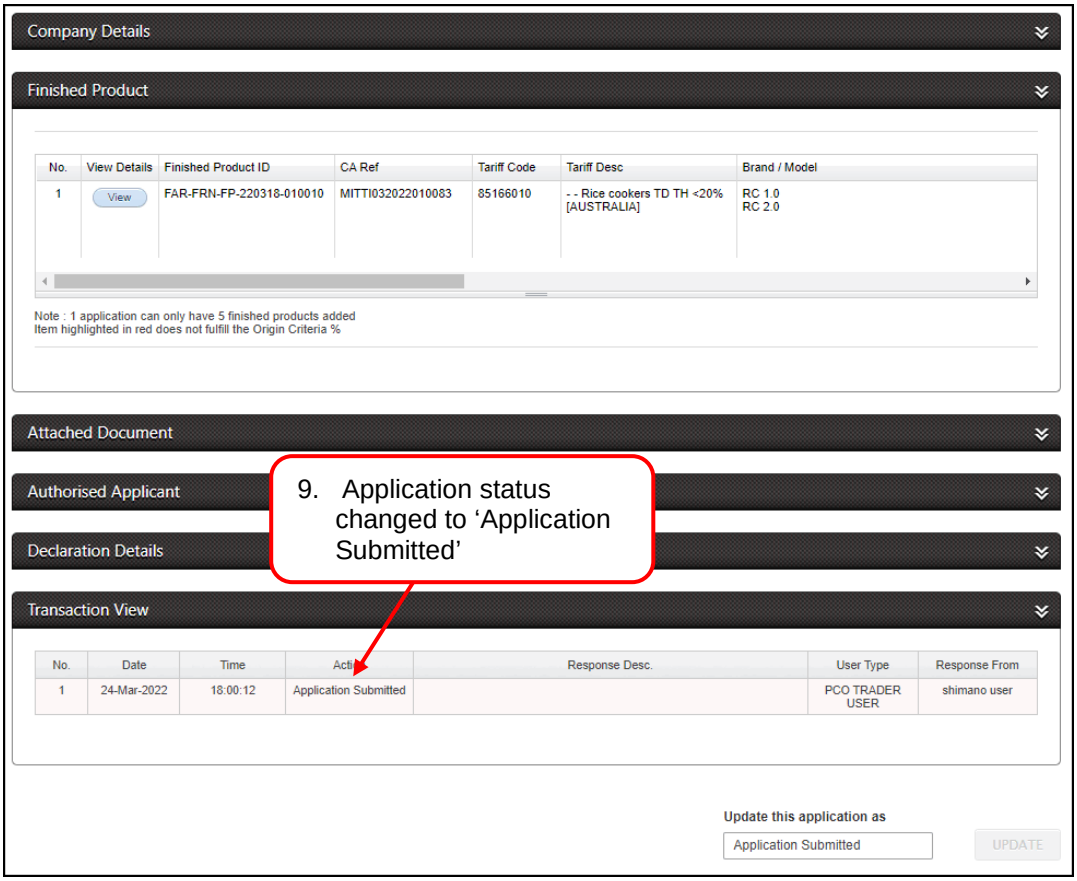

Company Details
Finished Product
No.
View Details
Finished Product ID
CA Ref
Tariff Code
Tariff Desc
Brand / Model
1
View
FAR-FRN-FP-220318-010010
MITTI032022010083
85166010
- - Rice cookers TD TH <20% [AUSTRALIA]
RC 1.0
RC 2.0
Note : 1 application can only have 5 finished products added
Item highlighted in red does not fulfill the Origin Criteria %
Attached Document
Authorised Applicant
Declaration Details
9. Application status changed to 'Application Submitted'
Transaction View
No.
Date
Time
Response Desc.
User Type
Response From
1
24-Mar-2022
18:00:12
Application Submitted
PCO TRADER USER
shimano user
Update this application as
Application Submitted
UPDATE

Figure 53

Section 5. New CAA Application

This section shows the steps for Trader/ Manufacturer to add new brand or model to the approved Cost Analysis (CA not expired).

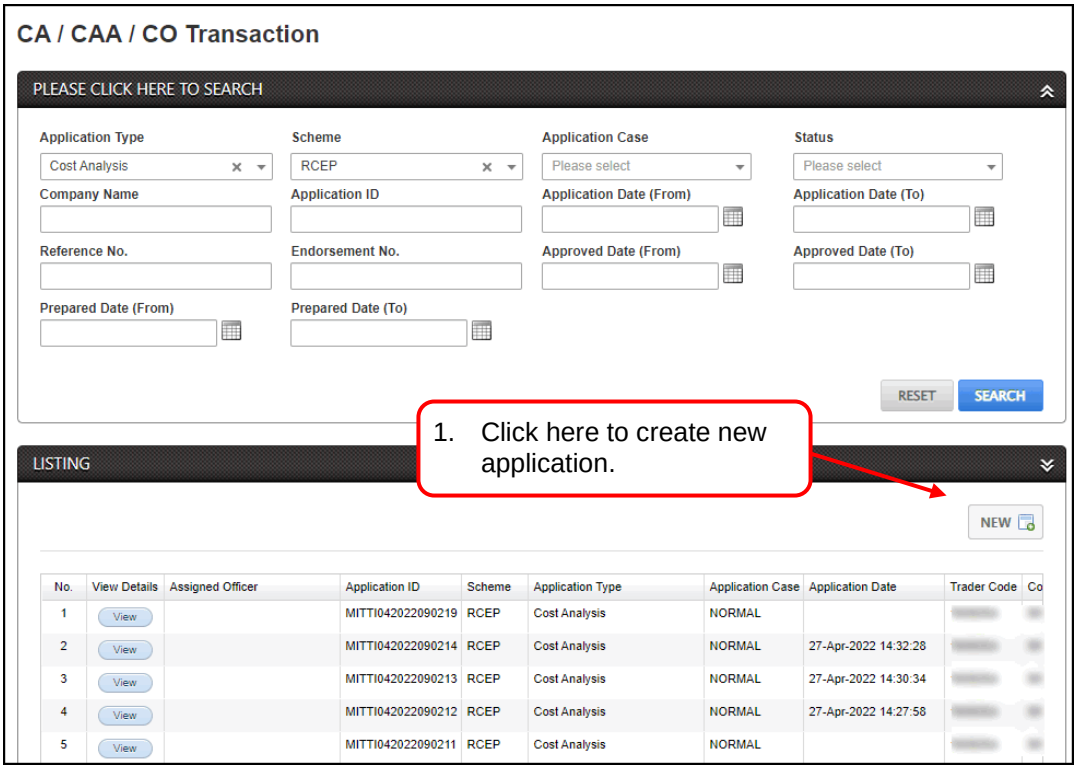


Figure 54

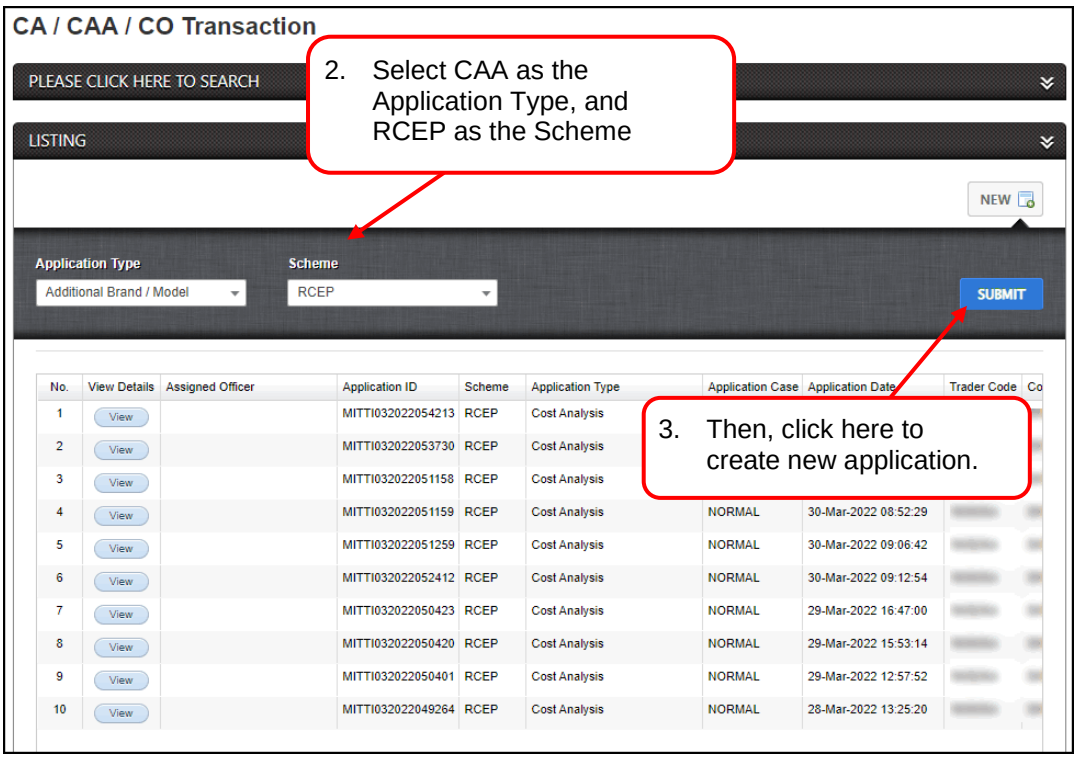


Figure 55

5.1. Add Finished Product

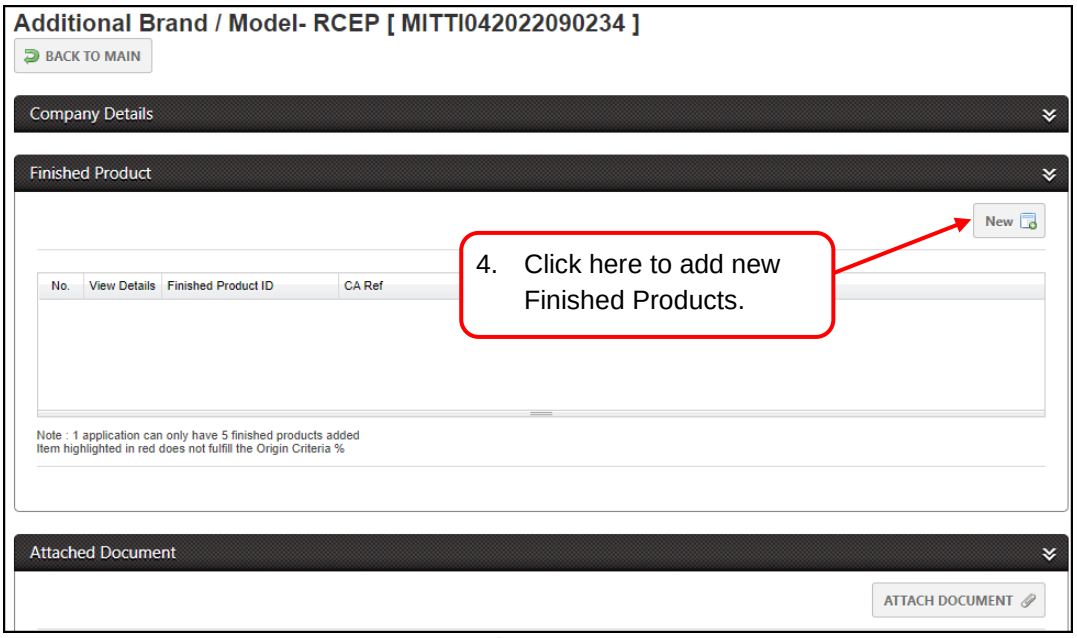


Figure 56

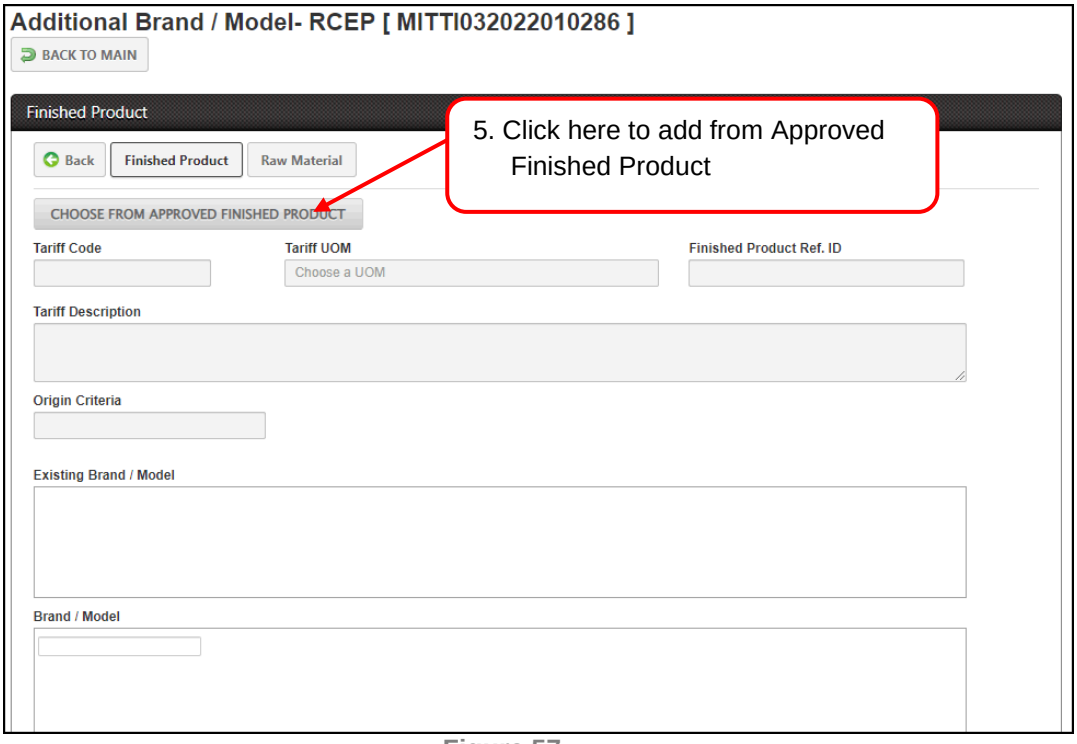


Figure 57

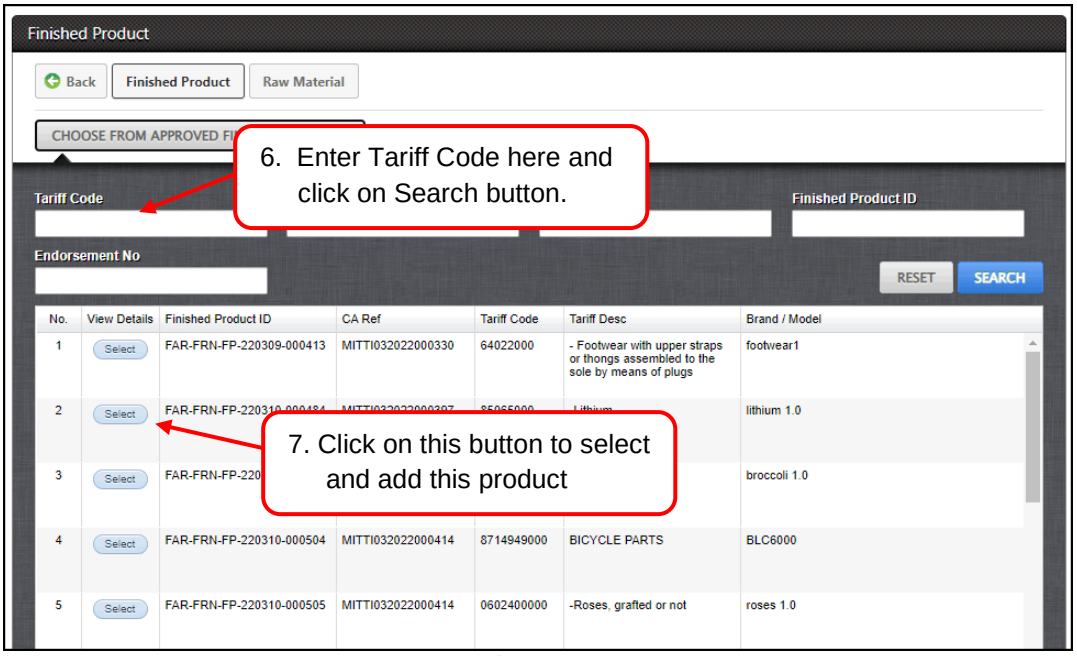


Figure 58

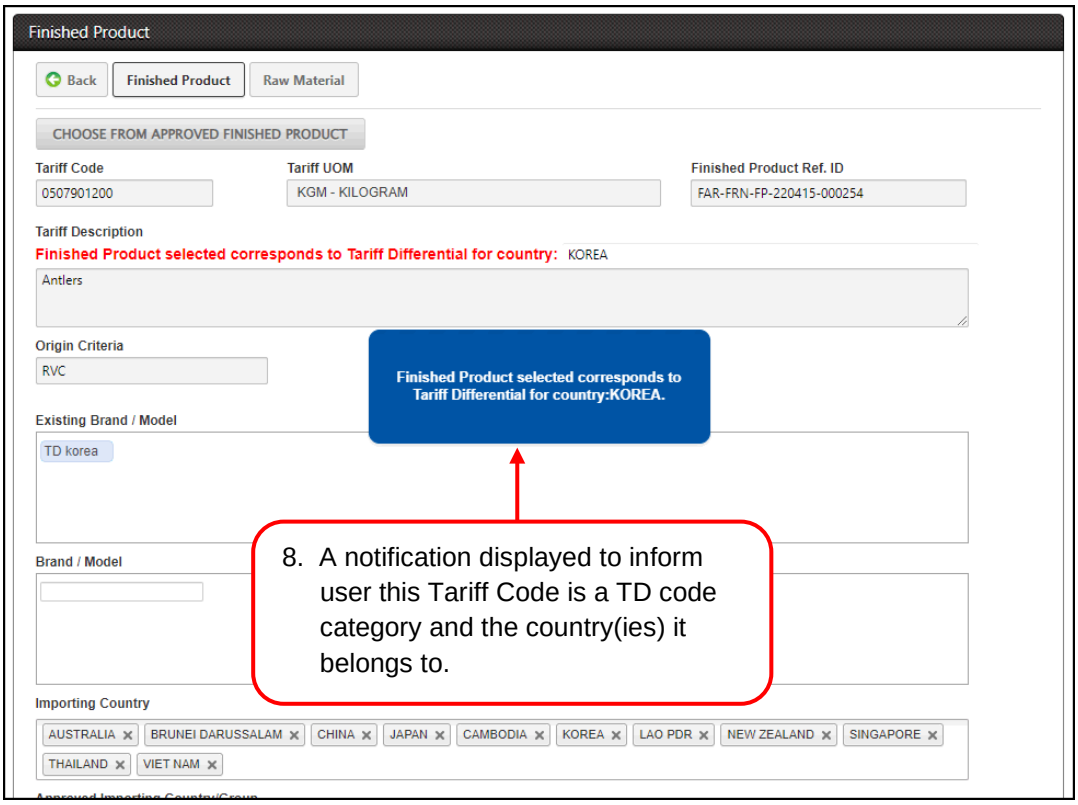


Figure 59

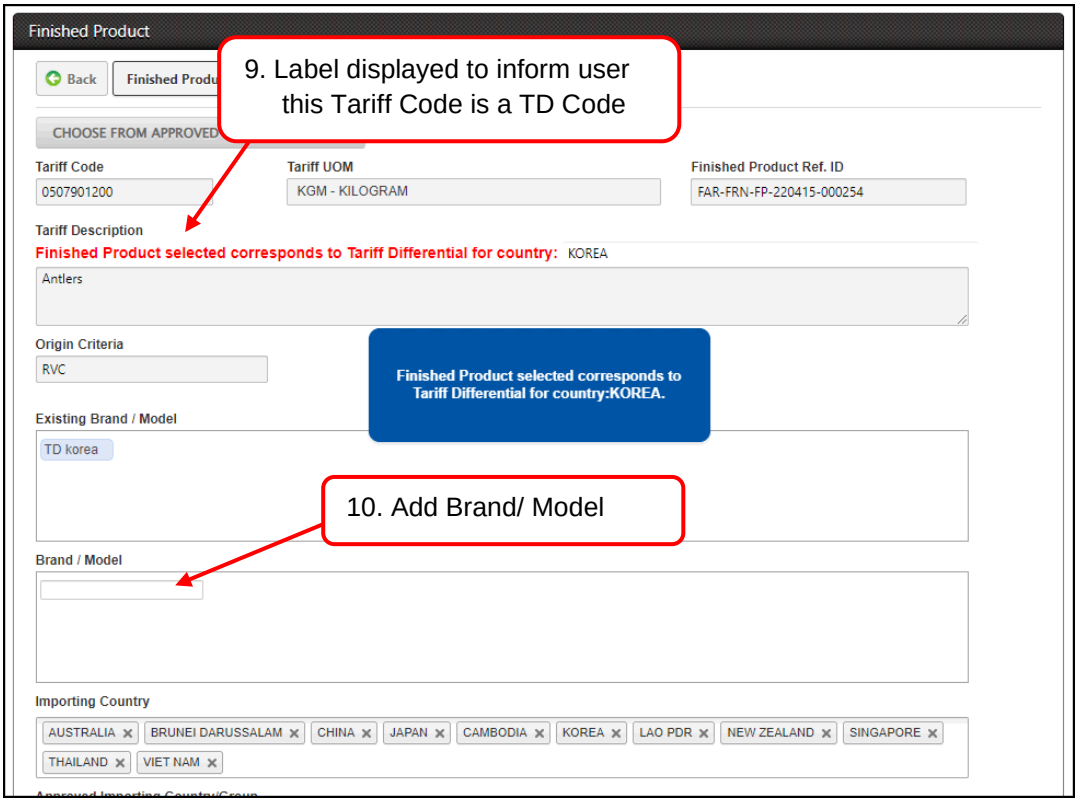

Finished Product
9. Label displayed to inform user this Tariff Code is a TD Code
Back
CHOOSE FROM APPROVED
Tariff Code
0507901200
Tariff UOM
KGM - KILOGRAM
Finished Product Ref. ID
FAR-FRN-FP-220415-000254
Tariff Description
Finished Product selected corresponds to Tariff Differential for country: KOREA
Antlers
Origin Criteria
RVC
Finished Product selected corresponds to Tariff Differential for country:KOREA.
Existing Brand / Model
TD korea
10. Add Brand/ Model
Brand / Model
Importing Country
AUSTRALIA
BRUNEI DARUSSALAM
CHINA
JAPAN
CAMBODIA
KOREA
LAO PDR
NEW ZEALAND
SINGAPORE
THAILAND
VIET NAM

Figure 60

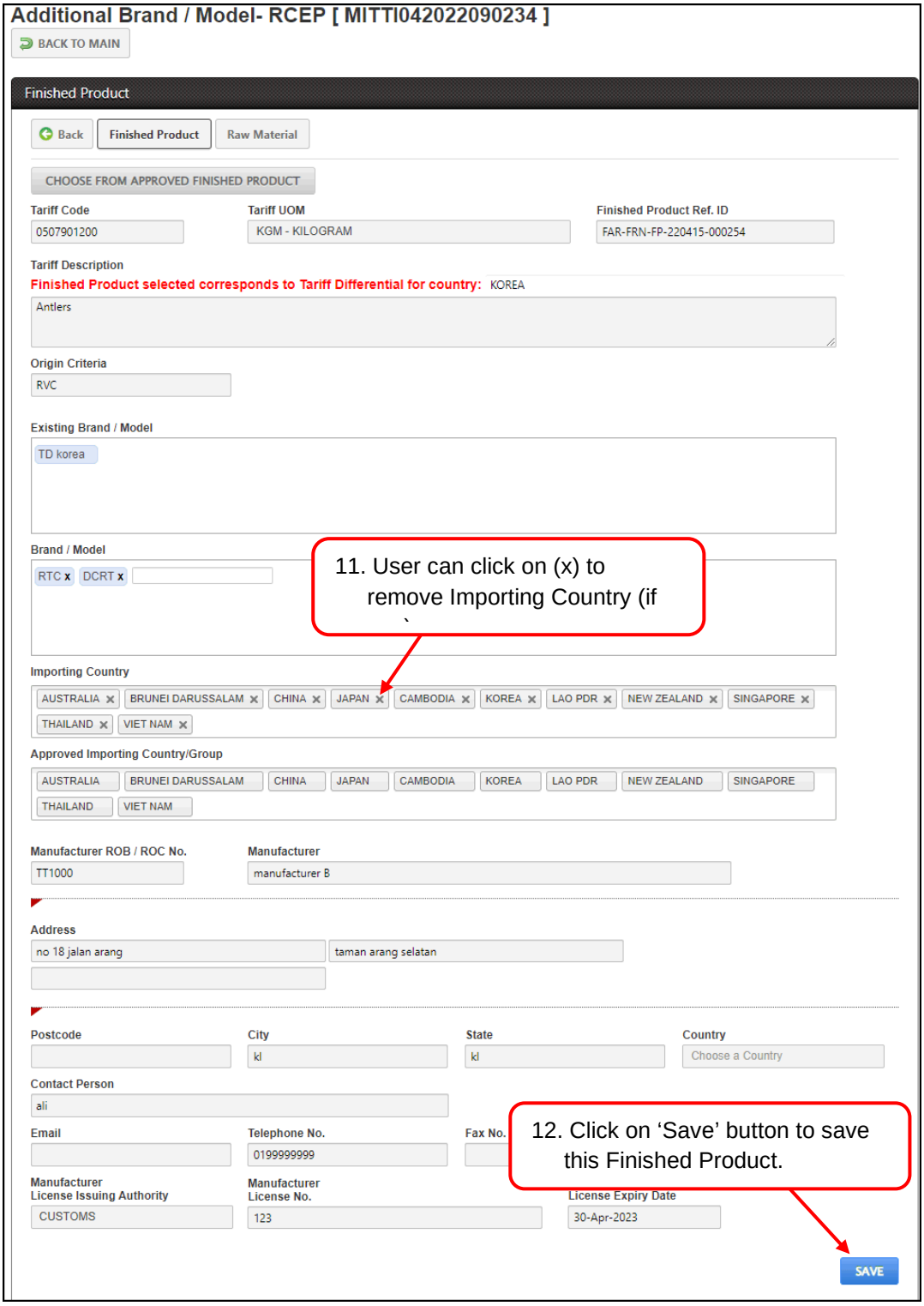


Figure 61

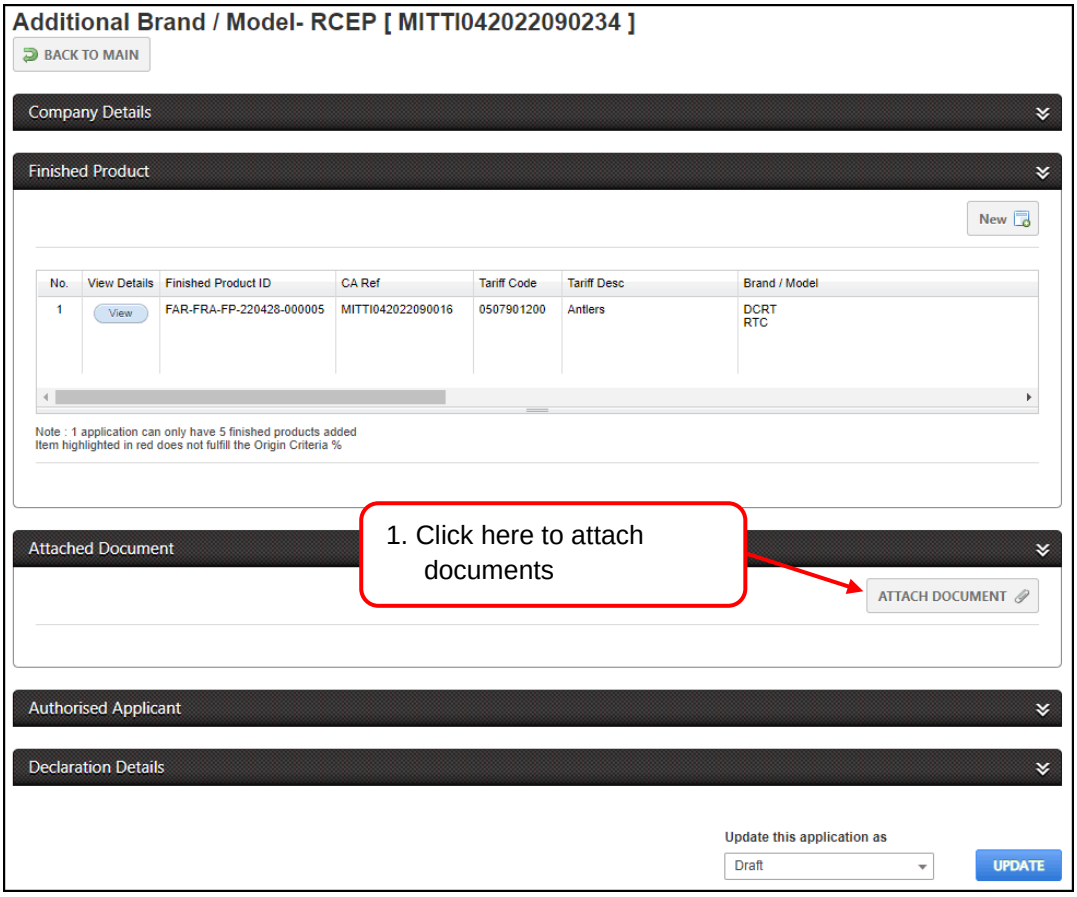
Once system had saved Finished Product, user need to go back to the CAA Form to attach supporting documents and complete other details as required.

5.2. Attached Document

This system supported attachments with file extension of .gif, .jpg, .tif, .pdf, .doc, docx, .xls, and .xlsx only. The maximum size allowed for upload is 2 MB.

Please make sure that documents are uploaded on below sequence;

i. Company Confirmation Letter
ii. Other additional documents



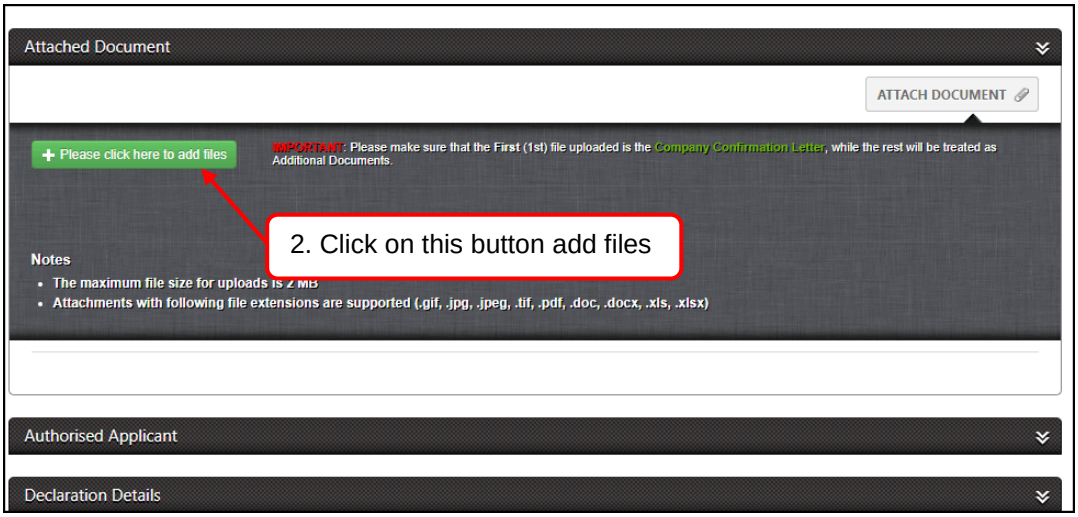


Figure 62

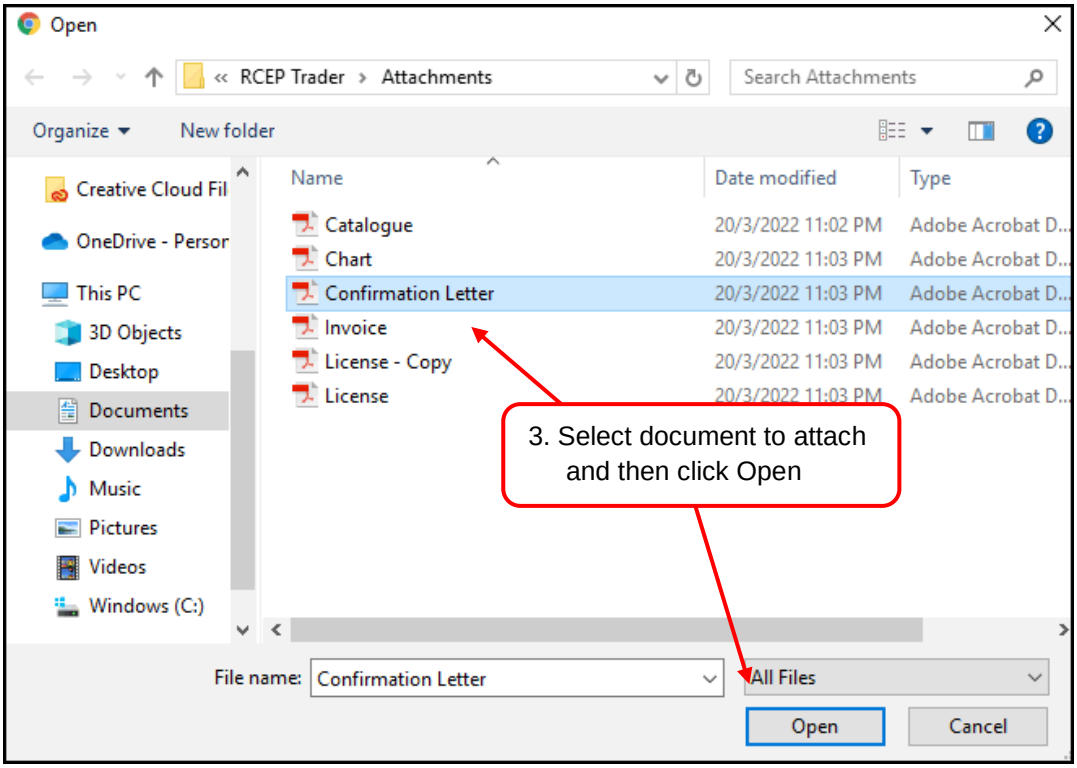


Figure 63

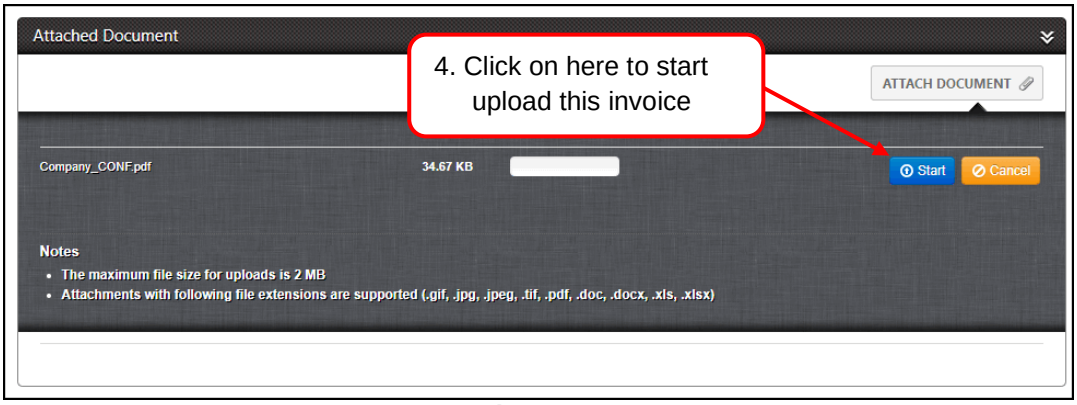


Figure 64

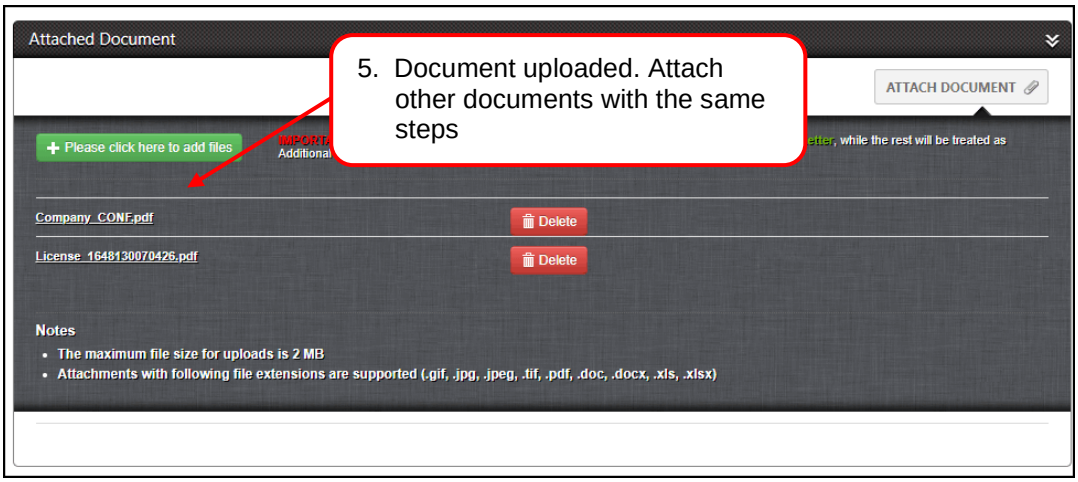


Figure 65

5.3. Authorised Applicant

User can select Applicant from saved Authorised Applicant list or key-in the Applicant detail manually.

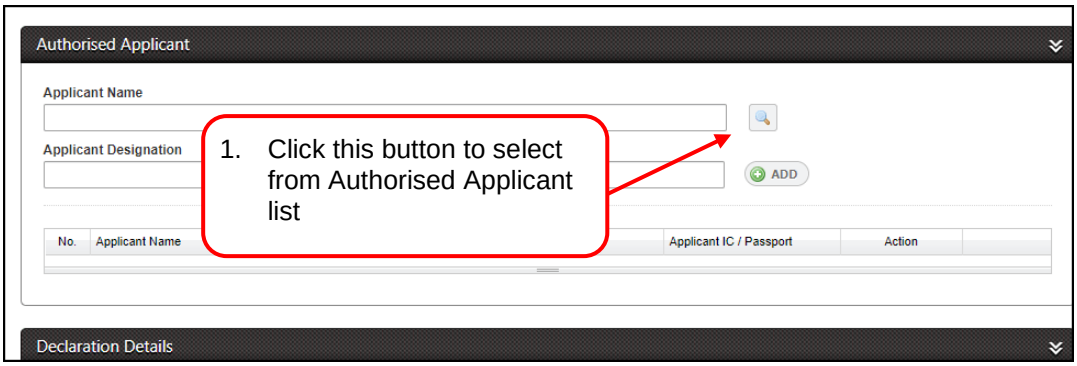


Figure 66

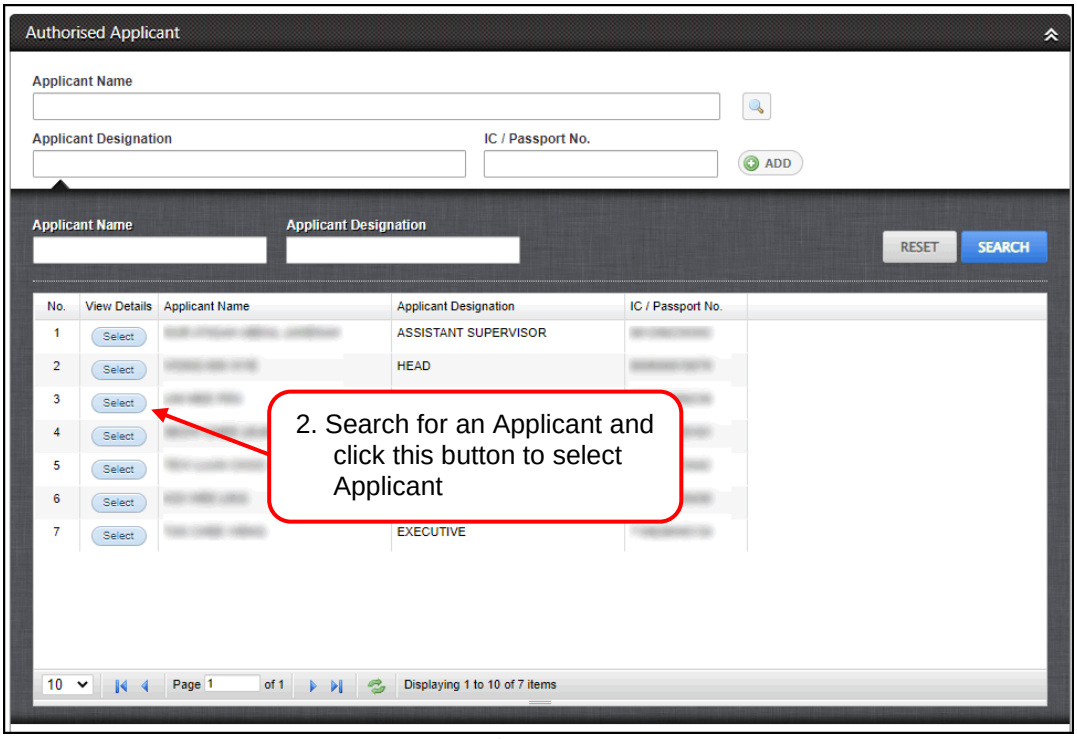


Figure 67

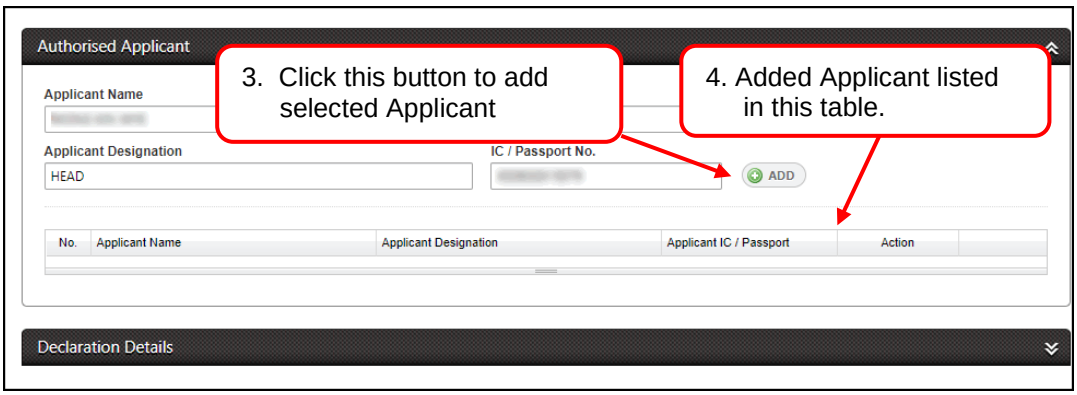


Figure 68

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5.4. Declaration and Submission

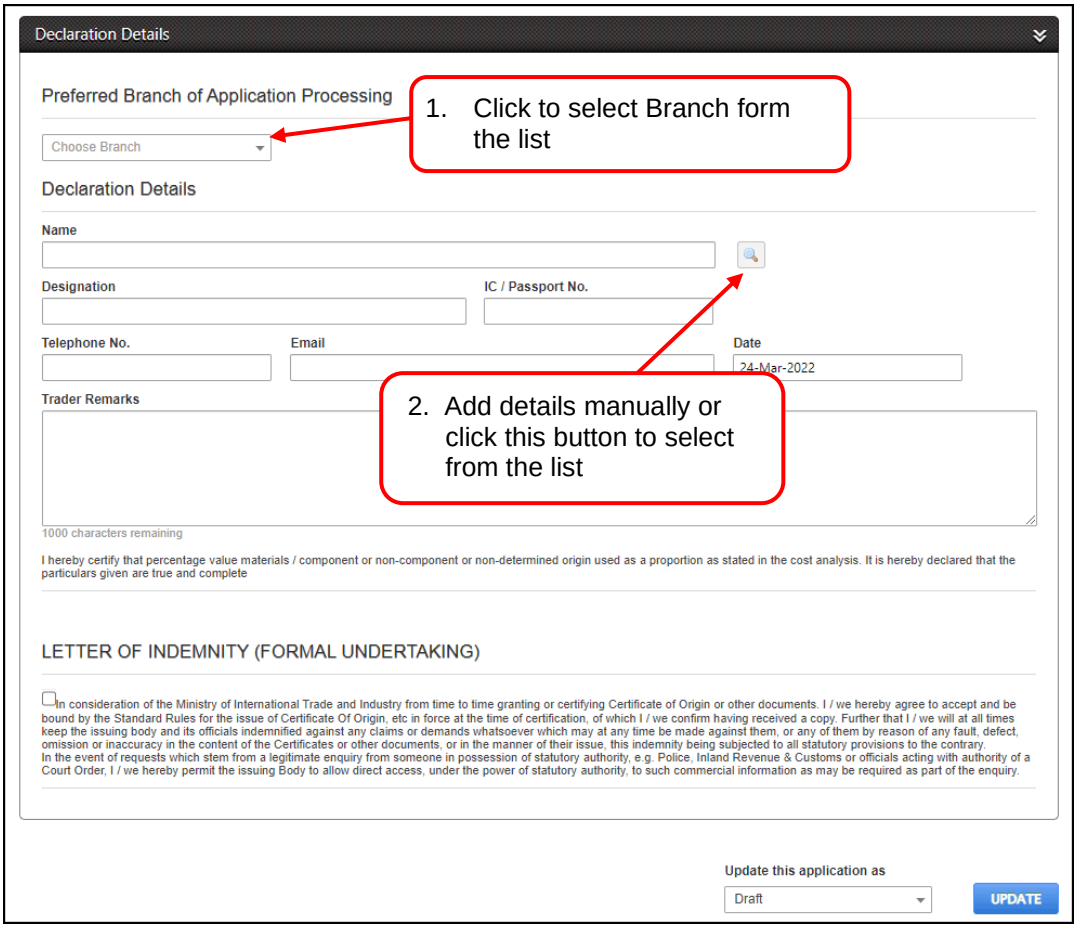

Figure 69

© Dagang Net 2022

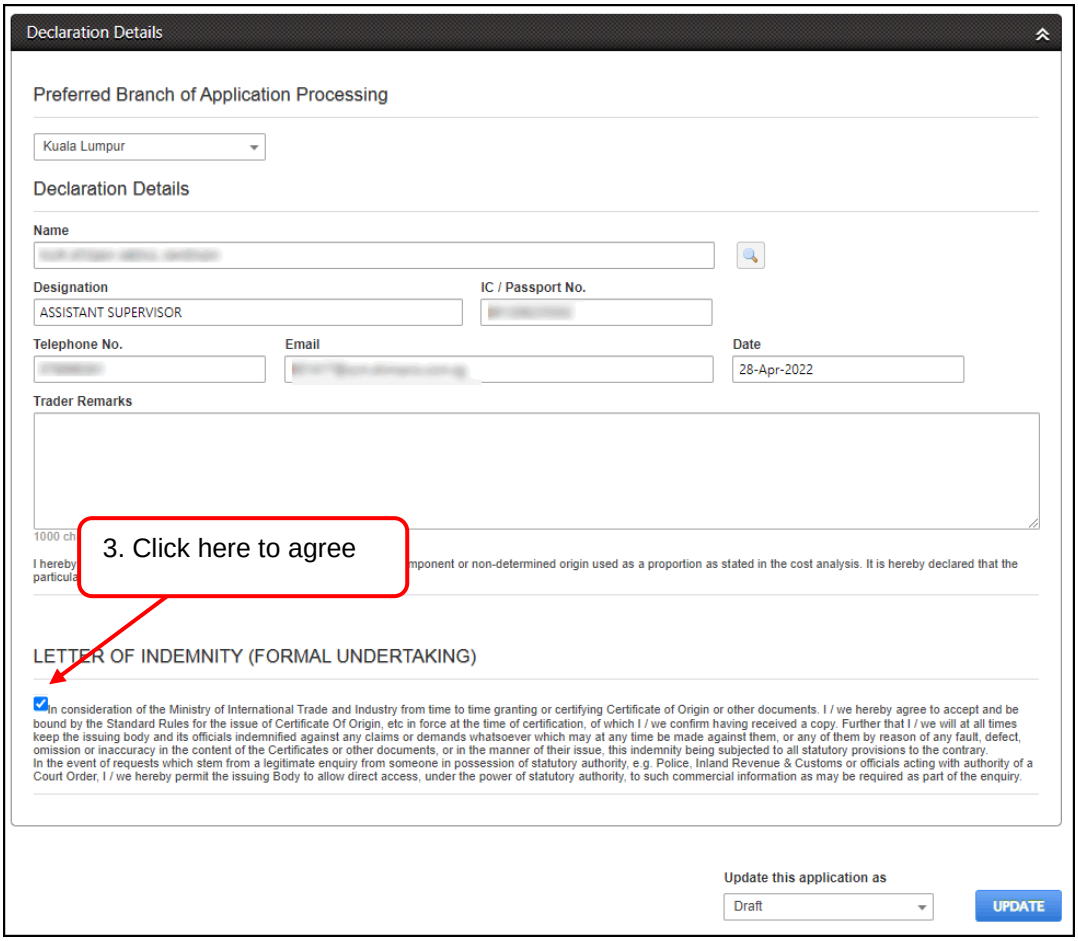

Figure 70

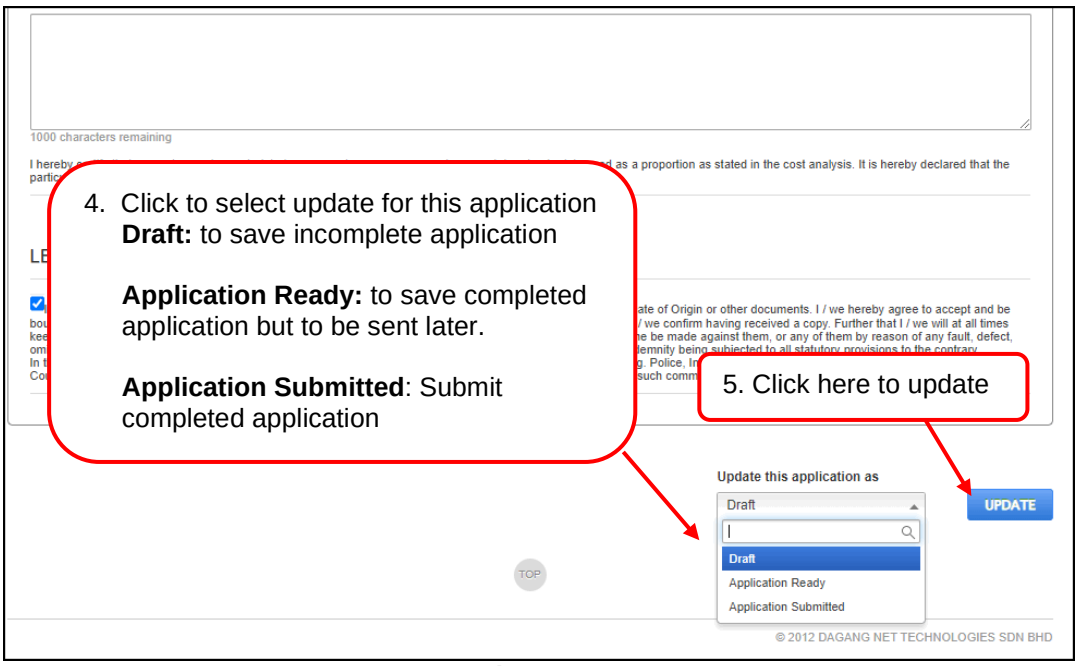

Figure 71

Figure 72

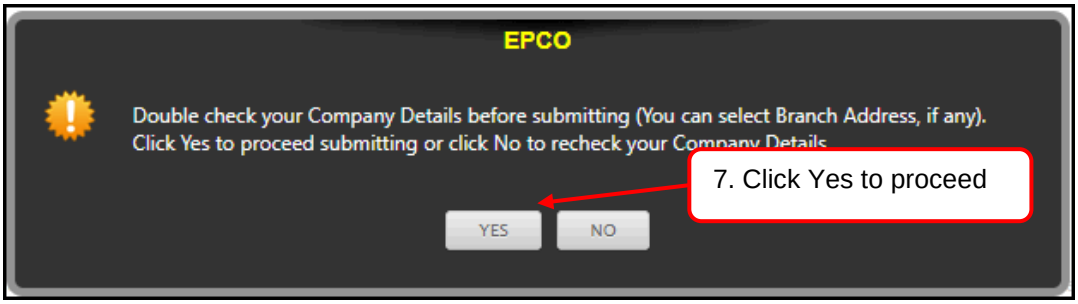

Figure 73

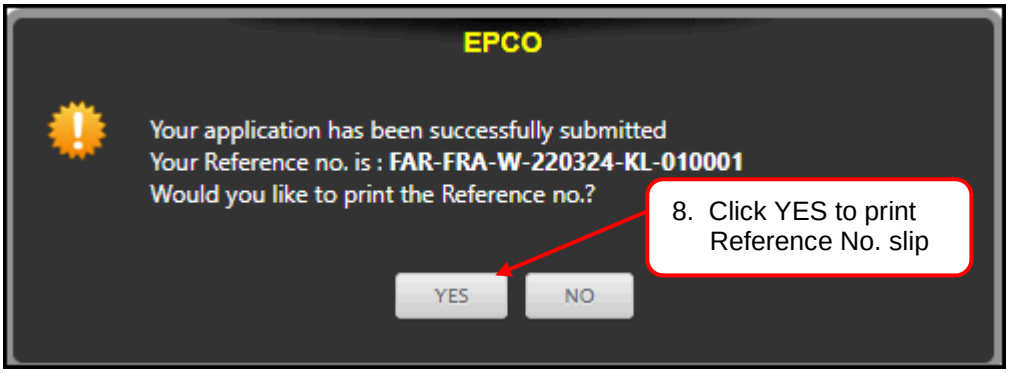

Figure 74

Reference no. Print Slip

Company Name	: [redacted] SDN BHD
Application Name	: CAA - Additional Brand / Model
Scheme Type	: RCEP - REGIONAL COMPREHENSIVE ECONOMIC PARTNERSHIP
Application Id	: MITTI032022010286
Reference no.	: FAR-FRA-W-220324-KL-010001
Application Date	: 24-Mar-2022 09:58

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General Line: 03 2730 0200
Careline: 1 300 133 133

Figure 75: Sample of Reference No. Slip.

Section 6. Cancel Approved Application

This section shows the steps to cancel an approved application for CA and CAA. Each cancellation request will be review and approved by the same officer that approved the same application.

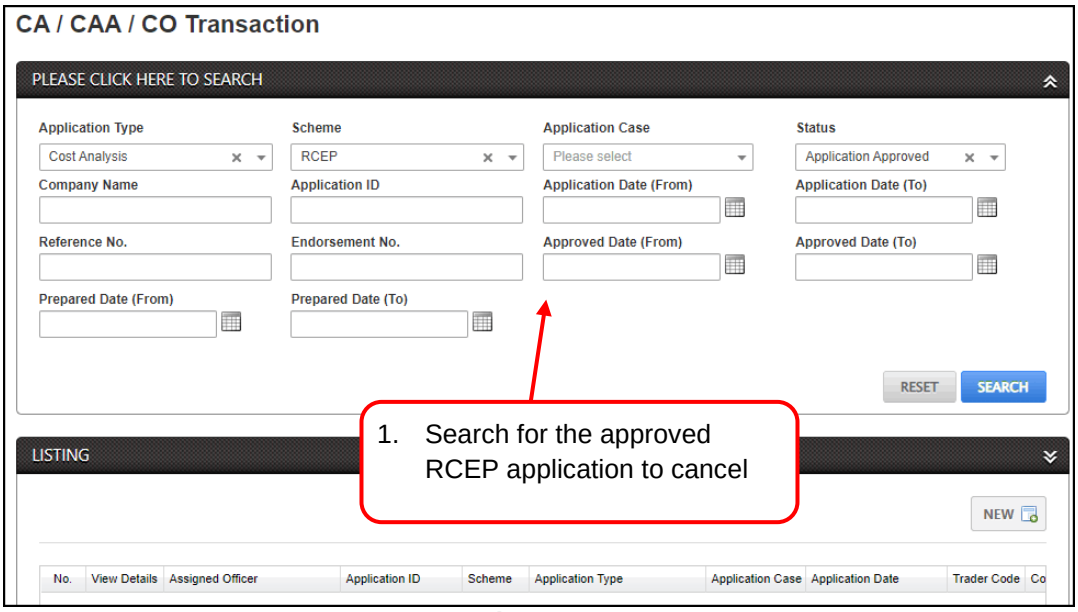

Figure 76

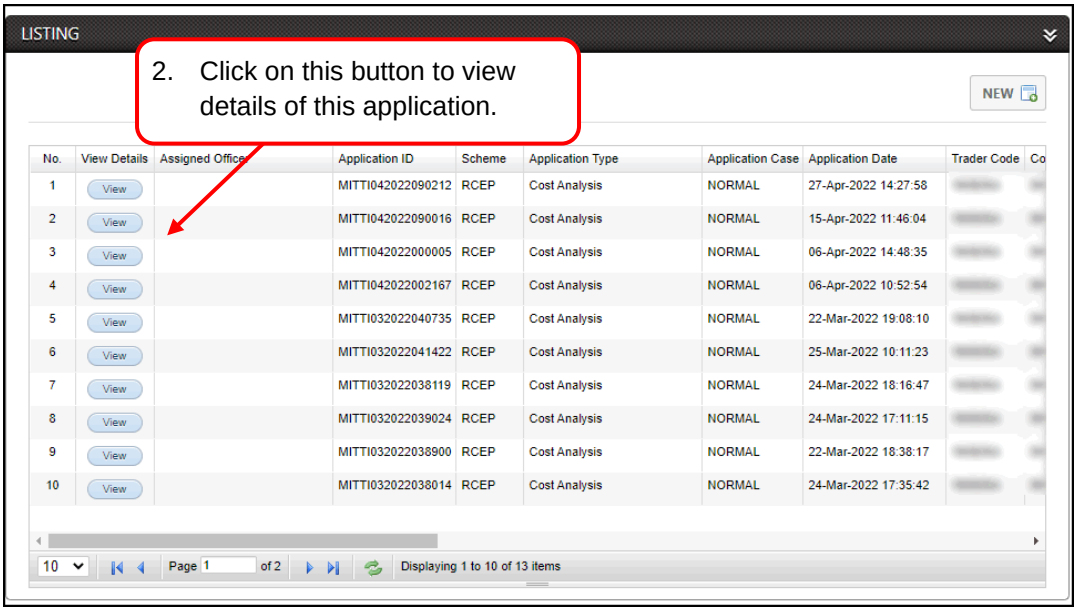

Figure 77

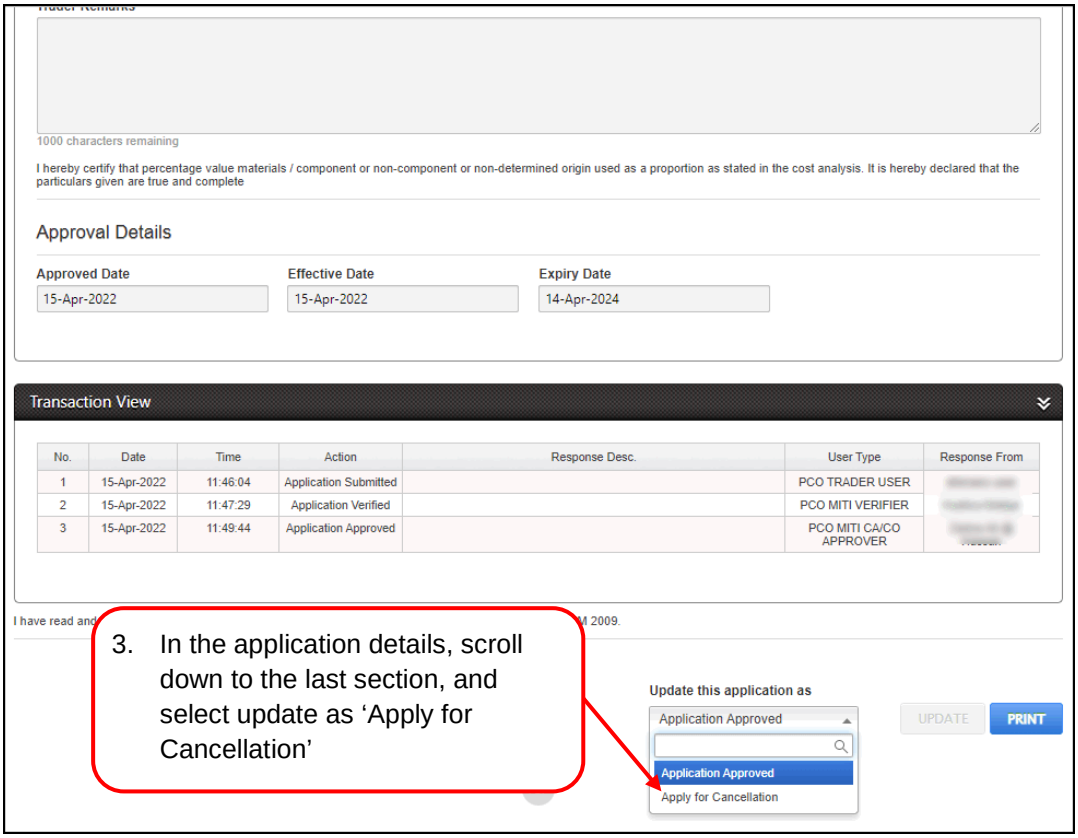

Figure 78

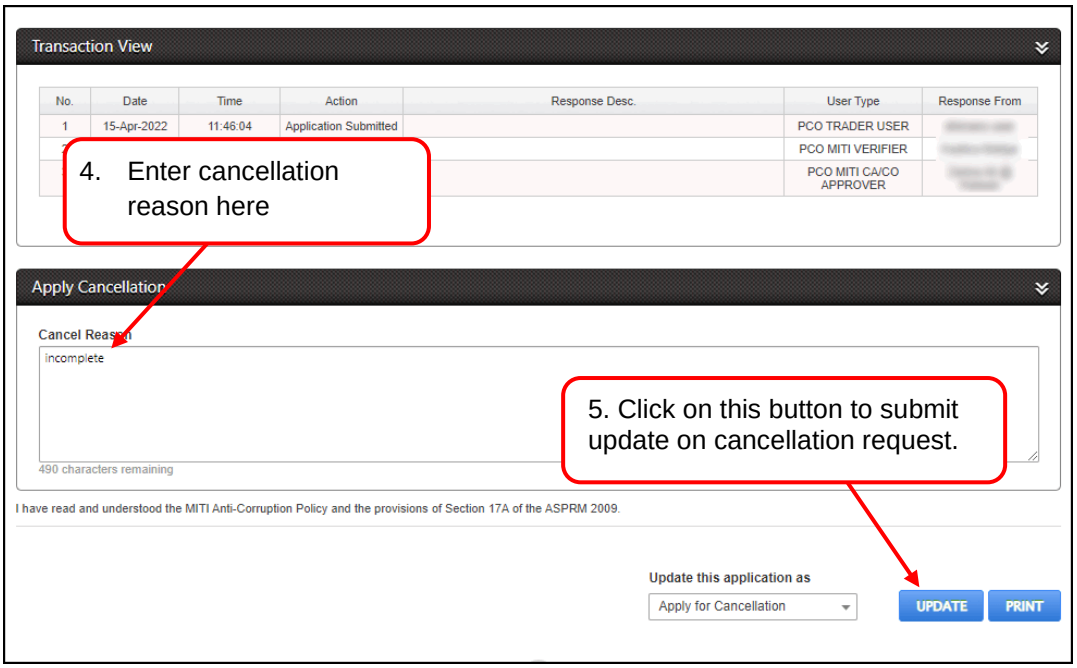

Figure 79

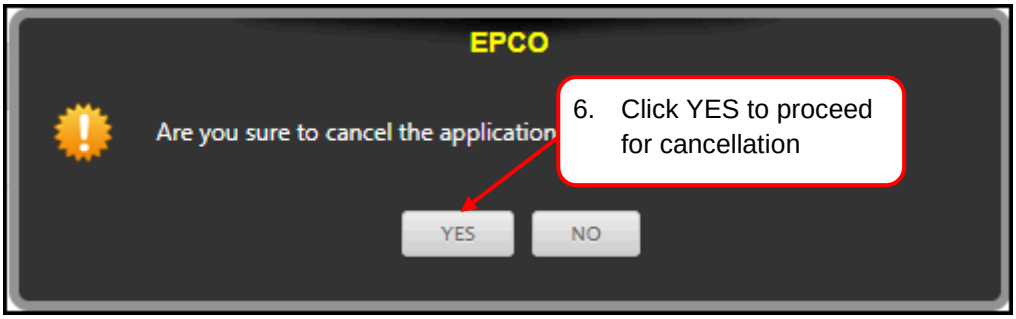
EPCO
Are you sure to cancel the application
6. Click YES to proceed for cancellation
YES
NO

Figure 80

Section 7. Print Approved Application

This section shows the steps to print approved application directly from the system.

7.1. Search and View Application

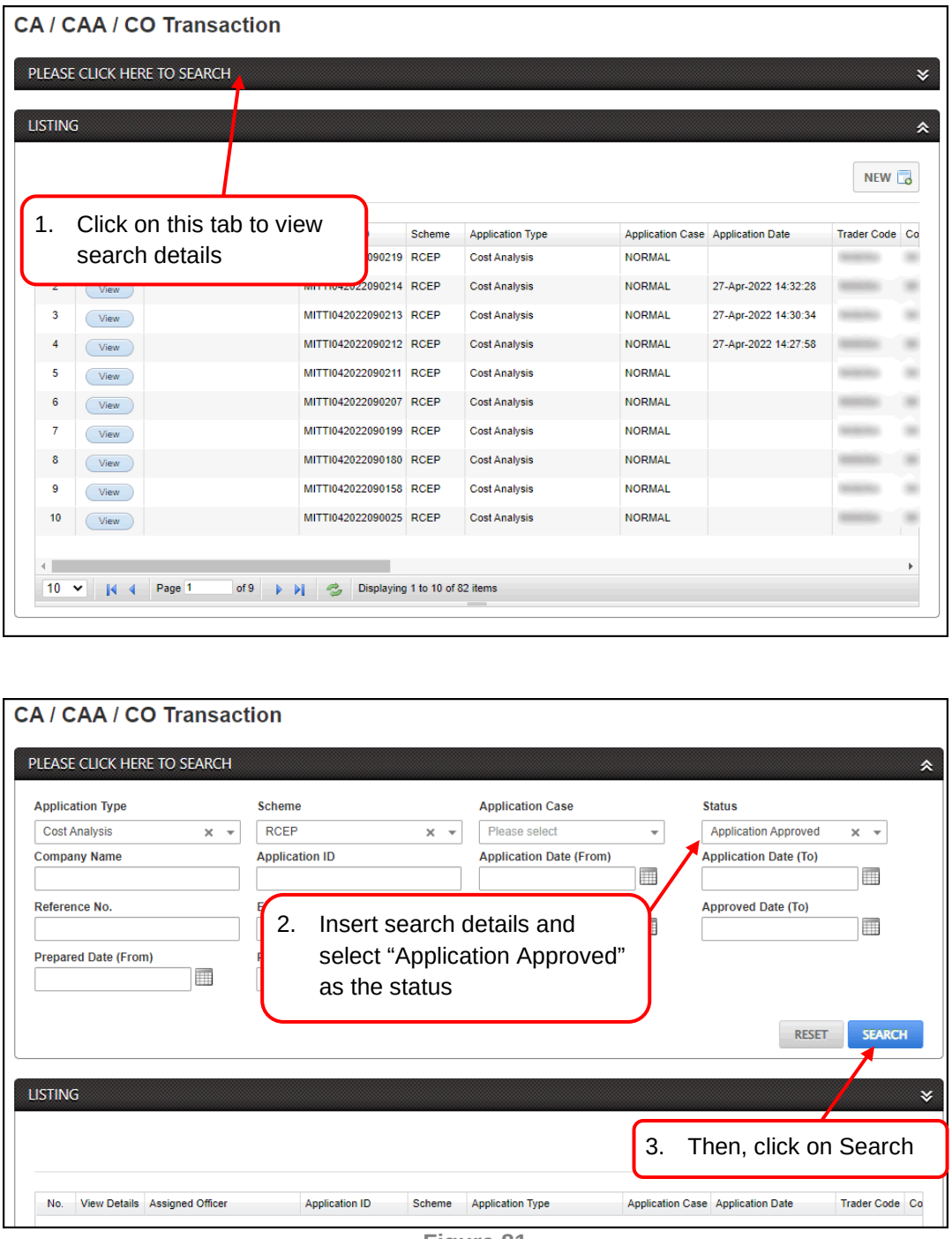

Figure 81

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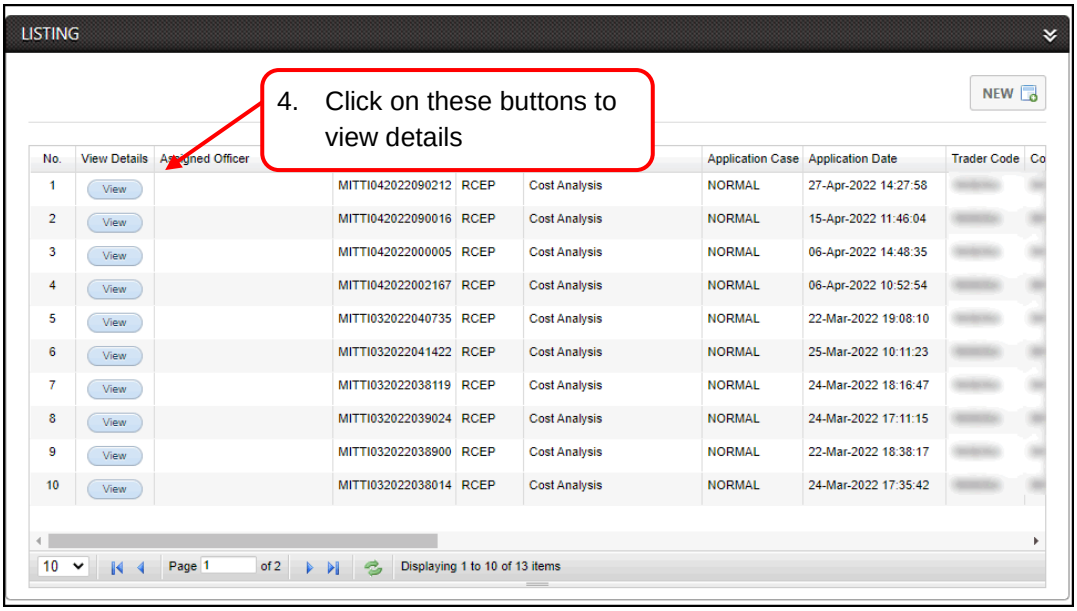

LISTING
4. Click on these buttons to view details
NEW
No.
View Details
Assigned Officer
Application Case
Application Date
Trader Code
1 View MITTI042022090212 RCEP Cost Analysis NORMAL 27-Apr-2022 14:27:58
2 View MITTI042022090016 RCEP Cost Analysis NORMAL 15-Apr-2022 11:46:04
3 View MITTI042022000005 RCEP Cost Analysis NORMAL 06-Apr-2022 14:48:35
4 View MITTI042022002167 RCEP Cost Analysis NORMAL 06-Apr-2022 10:52:54
5 View MITTI032022040735 RCEP Cost Analysis NORMAL 22-Mar-2022 19:08:10
6 View MITTI032022041422 RCEP Cost Analysis NORMAL 25-Mar-2022 10:11:23
7 View MITTI032022038119 RCEP Cost Analysis NORMAL 24-Mar-2022 18:16:47
8 View MITTI032022039024 RCEP Cost Analysis NORMAL 24-Mar-2022 17:11:15
9 View MITTI032022038900 RCEP Cost Analysis NORMAL 22-Mar-2022 18:38:17
10 View MITTI032022038014 RCEP Cost Analysis NORMAL 24-Mar-2022 17:35:42
10
Page 1 of 2
Displaying 1 to 10 of 13 items

Figure 82

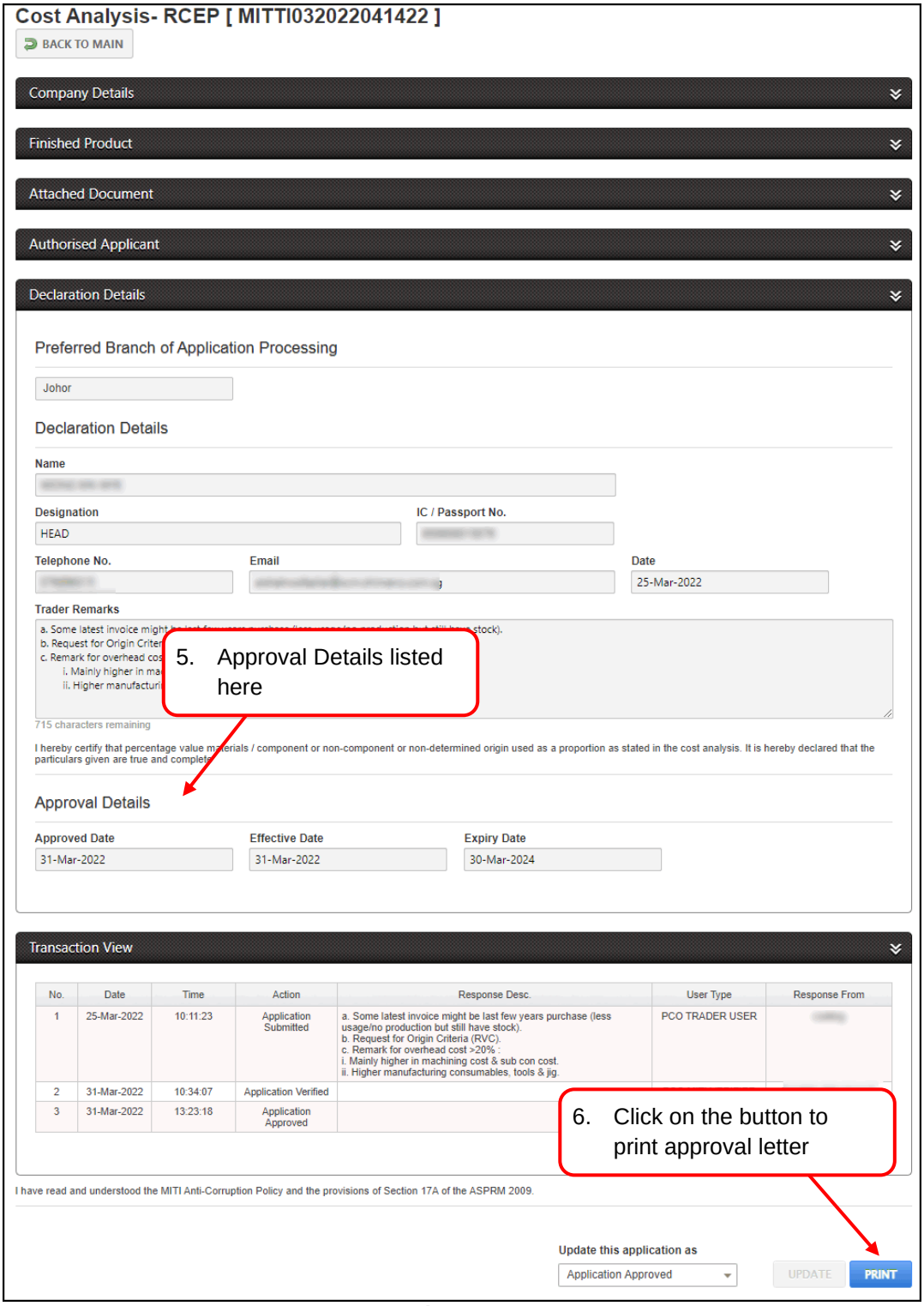
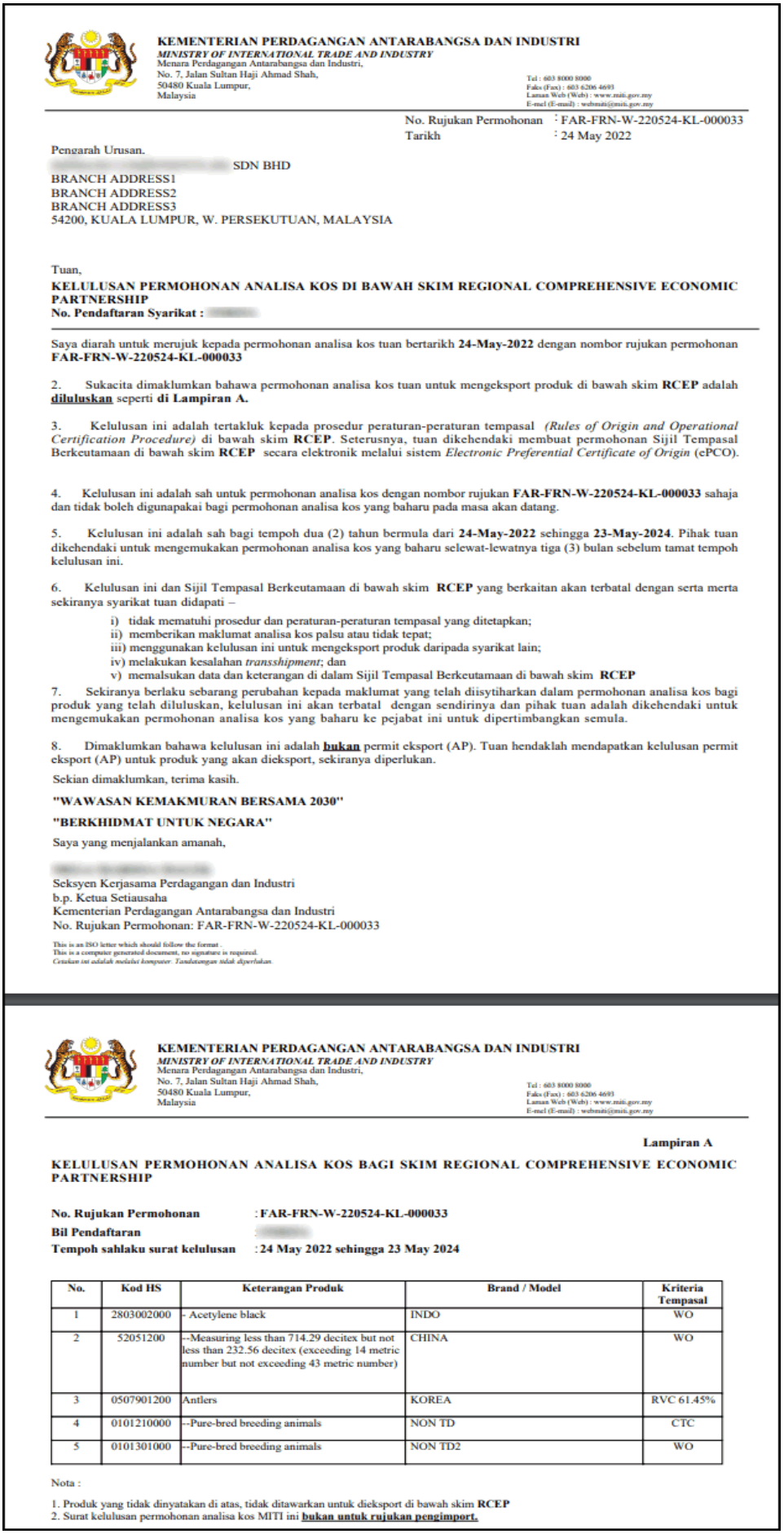

Cost Analysis- RCEP [MITTI032022041422]
BACK TO MAIN
Company Details
Finished Product
Attached Document
Authorised Applicant
Declaration Details
Preferred Branch of Application Processing
Johor
Declaration Details
Name
Designation
HEAD
IC / Passport No.
Telephone No.
Email
Date
25-Mar-2022
Trader Remarks
715 characters remaining
I hereby certify that percentage value materials / component or non-component or non-determined origin used as a proportion as stated in the cost analysis. It is hereby declared that the particulars given are true and complete
Approval Details
Approved Date
31-Mar-2022
Effective Date
31-Mar-2022
Expiry Date
30-Mar-2024
5. Approval Details listed here
Transaction View
No.
Date
Time
Action
Response Desc.
User Type
Response From
1
25-Mar-2022
10:11:23
Application Submitted
a. Some latest invoice might be last few years purchase (less usage/no production but still have stock).
b. Request for Origin Criteria (RVC).
c. Remark for overhead cost >20% :
i. Mainly higher in machining cost & sub con cost.
ii. Higher manufacturing consumables, tools & jig.
PCO TRADER USER
2
31-Mar-2022
10:34:07
Application Verified
3
31-Mar-2022
13:23:18
Application Approved
6. Click on the button to print approval letter
I have read and understood the MITI Anti-Corruption Policy and the provisions of Section 17A of the ASPRM 2009.
Update this application as
Application Approved
UPDATE
PRINT

Figure 83



KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN INDUSTRI
MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY
Menara Perdagangan Antarabangsa dan Industri,
No. 7, Jalan Sultan Haji Ahmad Shah,
50480 Kuala Lumpur,
Malaysia

Tel : 603 8000 8000
Faks (Fax) : 603 6206 4693
Laman Web (Web) : www.miti.gov.my
E-mel (E-mail) : webmiti@miti.gov.my

No. Rujukan Permohonan : FAR-FRN-W-220524-KL-000033
Tarikh : 24 May 2022

Pengarah Urusan,
[redacted] SDN BHD
BRANCH ADDRESS1
BRANCH ADDRESS2
BRANCH ADDRESS3
54200, KUALA LUMPUR, W. PERSEKUTUAN, MALAYSIA

Tuan,

KELULUSAN PERMOHONAN ANALISA KOS DI BAWAH SKIM REGIONAL COMPREHENSIVE ECONOMIC PARTNERSHIP
No. Pendaftaran Syarikat : [redacted]

Saya diarah untuk merujuk kepada permohonan analisa kos tuan bertarikh **24-May-2022** dengan nombor rujukan permohonan **FAR-FRN-W-220524-KL-000033**

2. Sukacita dimaklumkan bahawa permohonan analisa kos tuan untuk mengeksport produk di bawah skim **RCEP** adalah **diluluskan** seperti **di Lampiran A.**

3. Kelulusan ini adalah tertakluk kepada prosedur peraturan-peraturan tempasal *(Rules of Origin and Operational Certification Procedure)* di bawah skim **RCEP**. Seterusnya, tuan dikehendaki membuat permohonan Sijil Tempasal Berkeutamaan di bawah skim **RCEP** secara elektronik melalui sistem *Electronic Preferential Certificate of Origin* (ePCO).

4. Kelulusan ini adalah sah untuk permohonan analisa kos dengan nombor rujukan **FAR-FRN-W-220524-KL-000033** sahaja dan tidak boleh digunapakai bagi permohonan analisa kos yang baharu pada masa akan datang.

5. Kelulusan ini adalah sah bagi tempoh dua (2) tahun bermula dari **24-May-2022** sehingga **23-May-2024**. Pihak tuan dikehendaki untuk mengemukakan permohonan analisa kos yang baharu selewat-lewatnya tiga (3) bulan sebelum tamat tempoh kelulusan ini.

6. Kelulusan ini dan Sijil Tempasal Berkeutamaan di bawah skim **RCEP** yang berkaitan akan terbatal dengan serta merta sekiranya syarikat tuan didapati –

i) tidak mematuhi prosedur dan peraturan-peraturan tempasal yang ditetapkan;
ii) memberikan maklumat analisa kos palsu atau tidak tepat;
iii) menggunakan kelulusan ini untuk mengeksport produk daripada syarikat lain;
iv) melakukan kesalahan *transshipment*; dan
v) memalsukan data dan keterangan di dalam Sijil Tempasal Berkeutamaan di bawah skim **RCEP**

7. Sekiranya berlaku sebarang perubahan kepada maklumat yang telah diisytiharkan dalam permohonan analisa kos bagi produk yang telah diluluskan, kelulusan ini akan terbatal dengan sendirinya dan pihak tuan adalah dikehendaki untuk mengemukakan permohonan analisa kos yang baharu ke pejabat ini untuk dipertimbangkan semula.

8. Dimaklumkan bahawa kelulusan ini adalah **bukan** permit eksport (AP). Tuan hendaklah mendapatkan kelulusan permit eksport (AP) untuk produk yang akan dieksport, sekiranya diperlukan.

Sekian dimaklumkan, terima kasih.

"WAWASAN KEMAKMURAN BERSAMA 2030"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

[redacted]
Seksyen Kerjasama Perdagangan dan Industri
b.p. Ketua Setiausaha
Kementerian Perdagangan Antarabangsa dan Industri
No. Rujukan Permohonan: FAR-FRN-W-220524-KL-000033

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Cetakan ini adalah melalui komputer. Tandatangan tidak diperlukan.

KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN INDUSTRI
MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY
Menara Perdagangan Antarabangsa dan Industri,
No. 7, Jalan Sultan Haji Ahmad Shah,
50480 Kuala Lumpur,
Malaysia

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Laman Web (Web) : www.miti.gov.my
E-mel (E-mail) : webmiti@miti.gov.my

Lampiran A

KELULUSAN PERMOHONAN ANALISA KOS BAGI SKIM REGIONAL COMPREHENSIVE ECONOMIC PARTNERSHIP

No. Rujukan Permohonan : **FAR-FRN-W-220524-KL-000033**
Bil Pendaftaran : [redacted]
Tempoh sahlaku surat kelulusan : **24 May 2022 sehingga 23 May 2024**

No.	Kod HS	Keterangan Produk	Brand / Model	Kriteria Tempasal
1	2803002000	- Acetylene black	INDO	WO
2	52051200	--Measuring less than 714.29 decitex but not less than 232.56 decitex (exceeding 14 metric number but not exceeding 43 metric number)	CHINA	WO
3	0507901200	Antlers	KOREA	RVC 61.45%
4	0101210000	--Pure-bred breeding animals	NON TD	CTC
5	0101301000	--Pure-bred breeding animals	NON TD2	WO

Nota :

1. Produk yang tidak dinyatakan di atas, tidak ditawarkan untuk dieksport di bawah skim **RCEP**
2. Surat kelulusan permohonan analisa kos MITI ini **bukan untuk rujukan pengimport.**

Figure 84: Print Sample

Section 8. Report: List of Finished Product

This section shows the steps to create report for list of finished products. This report will be downloaded in MS Excel file.

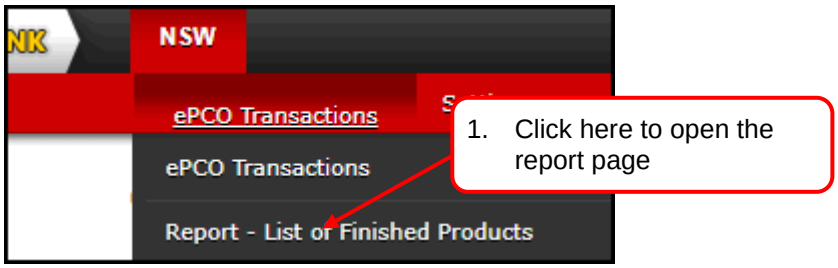

Figure 85

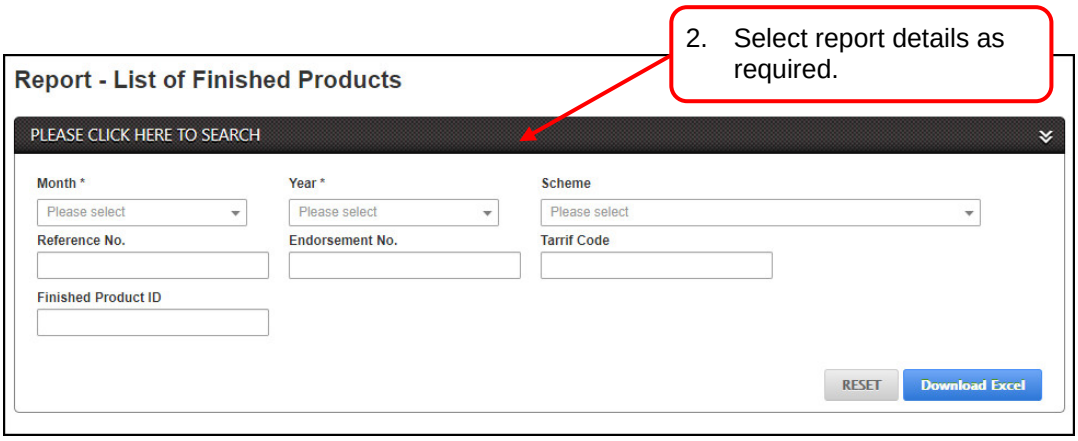

Figure 86

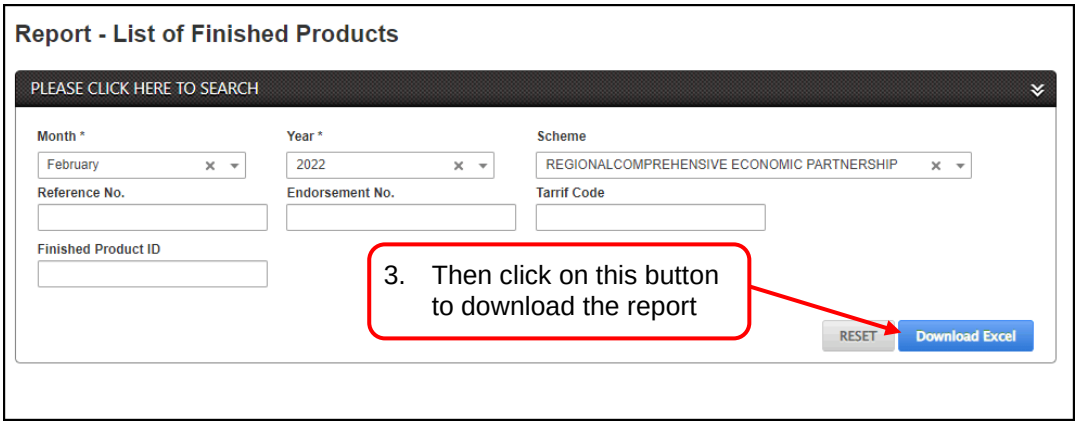

Figure 87

Section 9. Setting

9.1. User Provisioning

If there's any need to update user profile, click on the menu as in image below, and the system will be directed to the user provisioning system.

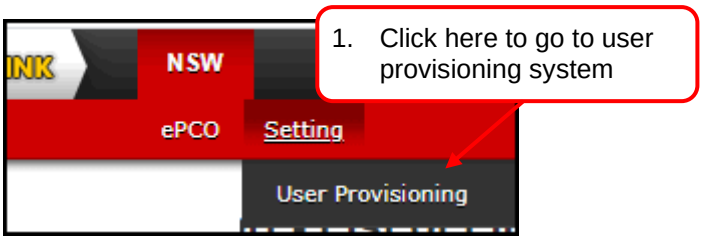

Figure 88

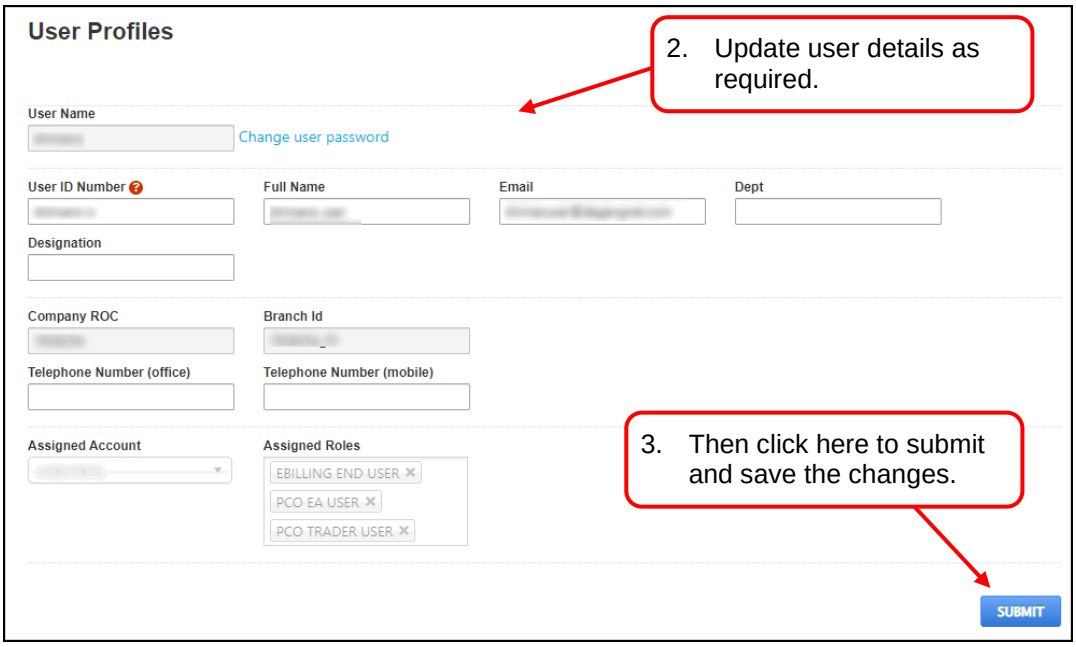

Figure 89

-End of Manual-

This user manual shall be updated as and when required.