


ePCO New Feature Trader Signature and Company Stamp Image in CO

Transfer of Technology



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Trader Signature and Company Stamp Image in CO - About

- Feature is optional, Trader that chooses not to use the image may put down signature and company stamp manually (as-is process).
- The feature is available for the following schemes.
 - **AANZFTA** (ASEAN Australia New Zealand Free Trade Agreement)
 - **ACFTA** (ASEAN China Free Trade Agreement)
 - **AHKFTA** (ASEAN Hong Kong, China Free Trade Agreement)
 - **AIFTA** (ASEAN India Free Trade Agreement)
 - **AJCEP** – (ASEAN Japan Comprehensive Economic Partnership).
 - **AKFTA** (ASEAN Korea Free Trade Agreement)
 - **ATIGA** (ASEAN Trade in Goods Agreement)
 - **CPTPP** (Comprehensive and Progressive Agreement for Trans-Pacific Partnership)
 - **D-8** (The Developing Eight Organization for Economic Cooperation)
 - **MICECA** (Malaysia – India Comprehensive Economic Cooperation Agreement)
 - **MJEPA** (Malaysia – Japan Economic Partnership Agreement)
 - **MNZFTA** (Malaysia – New Zealand Free Trade Agreement)
 - **MTFTA** (Malaysia – Turkey Free Trade Agreement)
 - **RCEP** (Regional Comprehensive Economic Partnership)
 - **TPS-OIC** (Trade Preferential System among the Member States of Organization of the Islamic Conference).
 - **MPCEPA** (Malaysia – Pakistan Closer Economic Partnership Agreement):

Trader Signature and Company Stamp Image in CO - About

- The feature is not available for the following schemes.
 - MAFTA (Malaysia - Australia Free Trade Agreement)
 - MCFTA (Malaysia - Chile Free Trade Agreement)



Manage Signature and Company Stamp Image - Trader Admin



Manage Signature and Company Stamp Image – Trader Admin

Step 1: Trader Admin logs in and navigate to **Applicant Profile**.

Step 2: Select Trader User, add 'Signatory' to Applicant Type.



Applicant Profile

Listing

Maximum 10 applicants.

View Details	Applicant Name	IC/Pasport No	Trader Code	Designation
View	LEE MING MING	8909121212345	5005	EXPORT OFFICER
View	Miss Lola	891010065152	5005	Tester
View	MARIYATI SHUKOR	72131212345	5005	OFFICER

Manage Signature and Company Stamp Image – Trader Admin


Applicant Profile

[← BACK TO MAIN](#)

Applicant Details

Trader Code * 5005	Applicant Name * MARIYATI SHUKOR	Designation OFFICER
IC No./Passport No. * 72131212345	Phone No. * 019765	Email

Applicant Type

Authorised x Signatory x 

[UPDATE](#)

Manage Signature and Company Stamp Image – Trader Admin

Step 3: Trader Admin logs in and navigate to Applicant Profile.

Step 4: Select Trader User.



Trader Signature

Listing

No.	Action	Applicant Name	Designation	Email	Trader Code
1	View/Edit	ALI BIN ABU	EXPORT OFFICER		5005
2	View/Edit	Kina Abu Samah	Officer	kina@dagangnet.com	5005
3	View/Edit	LEE MING MING	EXPORT OFFICER		5005
4	View/Edit	MARIYATI SHUKOR	OFFICER		5005

Manage Signature and Company Stamp Image – Trader Admin

Step 5: Select signature image for the Trader User. Provide remark.

Upload the image by clicking **START** button.

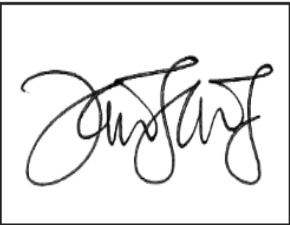
Applicant Profile

Trader Code	Applicant Name	Designation	IC No/Passport No
5005	MARIYATI SHUKOR	OFFICER	72131212345
Phone No	Email		
019765			

Signature Image

[View Guidelines](#)


Signature Image Preview



Notes:

- Image must be in .PNG format with transparent background.
- Use thick black ink pen.
- Signature image must fit within the preview box.
- Make sure the image is clear.
- Minimum image resolution is 800dpi.
- Maximum file size for upload is 2MB.

REMOVE **UPLOAD**



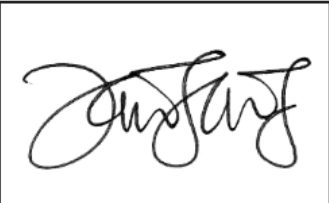
Manage Signature and Company Stamp Image – Trader Admin

Activity Log will be updated.

Signature Image

[View Guidelines](#)

Signature Image Preview



Notes:

- Image must be in .PNG format with transparent background.
- Use thick black ink pen.
- Signature image must fit within the preview box.
- Make sure the image is clear.
- Minimum image resolution is 800dpi.
- Maximum file size for upload is 2MB.

REMOVE UPLOAD

Activity Log

No.	Created Date	Created Time	Action	Remark	Created By	User Type
1	05-Dec-2024	11:12:39	UPLOAD SIGNATURE	This is our new export officer	sks-test-admin	PMTIEADMIN
2	05-Dec-2024	11:13:14	REMOVE SIGNATURE	she no longer with us	sks-test-admin	PMTIEADMIN
3	05-Dec-2024	11:13:48	UPLOAD SIGNATURE	new officer	sks-test-admin	PMTIEADMIN

Manage Signature and Company Stamp Image – Trader Admin

Step 1: Trader Admin logs in and navigate to Company Stamp.




Manage Signature and Company Stamp Image – Trader Admin

Step 2: Click on UPLOAD button. Select the company stamp image from local system. Provide Remark. Click START button to start uploading.

Company Stamp

Company Stamp

Company Stamp Image Preview



Notes:

- White background
- Image resolution min 800dpi
- Format .jpeg/.jpg/.png
- Make sure the image is clear
- The maximum file size for upload is 2MB

REMOVE **UPLOAD**

Remark

download.png
12872

START **CANCEL**

Manage Signature and Company Stamp Image – Trader Admin


Activity Log will be updated.

Company Stamp

Company Stamp ⌵

[View Guidelines](#)

Company Stamp Image Preview



Notes:

- Image must be in .PNG format with transparent background.
- Company stamp image must fit within the preview box.
- Make sure the image is clear.
- Minimum image resolution is 800dpi.
- Maximum file size for upload is 2MB.

No.	Created Date	Created Time	Action	Remark	Created By	User Type
1	02-Sep-2024	18:11:26	UPLOAD COMPANY	add	sks-test-admin	PMTIEADMIN
2	09-Sep-2024	09:50:31	REMOVE COMPANY	remove for testing - Aiza.	sks-test-admin	PMTIEADMIN
3	09-Sep-2024	14:12:42	UPLOAD COMPANY	Add new2.	sks-test-admin	PMTIEADMIN



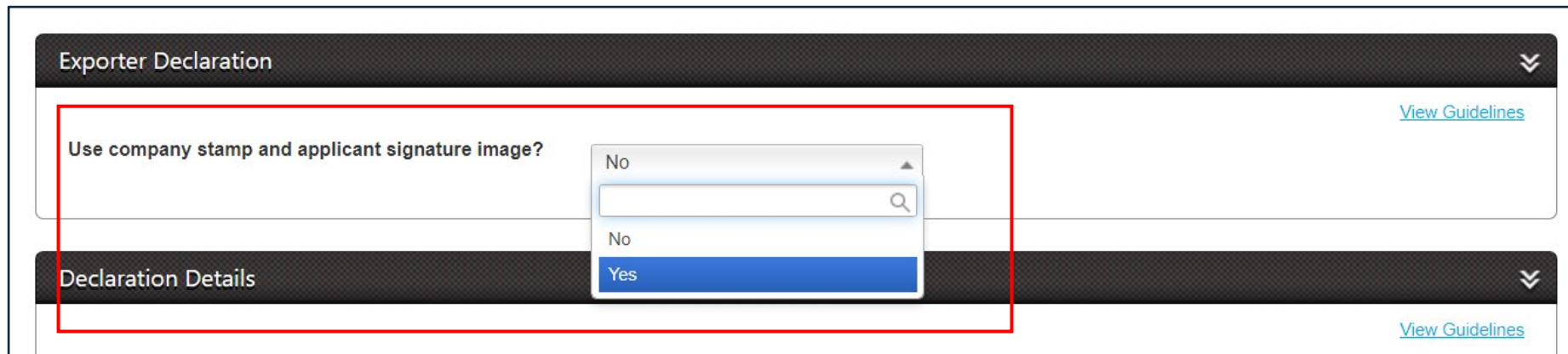
Select Exporter Signatory For CO Form - Trader User



Select Exporter Signatory For CO Form – Trader User

Step 1: Trader User logs in, creates and fills up CO information.

Step 2: In the Exporter Declaration section, select 'Yes' to question 'Use company stamp and applicant signature image?.'



The screenshot shows a web form interface with two main sections: "Exporter Declaration" and "Declaration Details". The "Exporter Declaration" section is currently expanded, showing a question: "Use company stamp and applicant signature image?". A dropdown menu is open for this question, with "No" at the top and "Yes" selected and highlighted in blue. A red rectangular box highlights the question and the dropdown menu. To the right of the question, there is a link labeled "View Guidelines". Below the "Declaration Details" section, there is another "View Guidelines" link.

Select Exporter Signatory For CO Form – Trader User

Section will expand. By default, company stamp will be displayed.

Exporter Declaration View Guidelines

Use company stamp and applicant signature image?

Authorized Signatory

Name Designation

Email IC / Passport No. Telephone No.

Company Stamp Preview

Signature Image Preview

Select Exporter Signatory For CO Form – Trader User

Step 6: Select the User's signature to be used in the CO form. User's signature will be displayed in preview box.



Exporter Declaration [View Guidelines](#)

Use company stamp and applicant signature image?

Authorized Signatory

Name: Designation:

Email: IC / Passport No.: Telephone No.:

Company Stamp Preview:  Signature Image Preview: 

Signatory Name: Signatory Designation:

No.	View Details	Applicant Name	Applicant Designation	IC / Passport No.
1	<input type="button" value="Select"/>	MARIYATI SHUKOR	OFFICER	72131212345
2	<input type="button" value="Select"/>	huzaimi	Writer	12345678901112
3	<input type="button" value="Select"/>	ALI BIN ABU	EXPORT OFFICER	6902123456

Select Exporter Signatory For CO Form – Trader User

CO can be saved as Draft, Application Ready or sent for submission to MITI.

Note:

- Signature and company stamp image that is removed from User will not affect CO application that has been submitted.
- Signature and stamp image on approved CO cannot be changed if CO is queried after approval.

Thank You

Members of **DNeX** Group

