

Suruhanjaya Tenaga

SJT Module V2.2 User Manual for Trader

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Introduction

ePermit is a web-based value-added service provided by Dagang Net Technologies Sdn Bhd (DNT). It enables importers, exporters and appointed forwarding agents to apply for permit from Other Government Agencies (OGA) or commonly known as Permit Issuing Agencies (PIA) and obtain the approval online via the internet. Approved permits from OGA will be transmitted to Sistem Maklumat Kastam (SMK) electronically for validation and cross reference purposes against Customs declaration.

ePermit is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading summary and product database. There are three modules assigned to different groups of users such as Importers / Exporters, Forwarding Agents and Other Government Agencies.

1 Trader (Importer / Exporter) Module

Enabling importers/exporters to apply for permit online and submit their applications for approval via the Internet.

2 Forwarding Agent Module

Enabling appointed forwarding agents to apply for permit online on behalf of the importers /exporters and submit their applications for approval via the Internet.

3 OGA Module

Enabling OGA to investigate, verify, approve or reject the permit application received and send its updated status electronically via the Internet.

Suruhanjaya Tenaga (ST) is the regulator for the electricity and gas supply industry. Through ePermit, you can apply to SJT for the issuance of Certificate of Approval (COA) to manufacture, import, display, sell or advertise electrical equipment and for Release Letter from Customs Detention.

In this User manual, you will have a deeper understanding of *ePermit* system with step by step help. By the end of this manual, you will benefit from the system as it reduces turnaround time, easy to use, convenient and offers multi-tasking.





Conventions

Icon / Button	Description	Function (s)
Login	Login	To log in to the Permit application
Logout	Logout	To log out of the Permit application
Edit Profile	Edit Profile	To edit profile
Help	Help	To view quick guide
User Manual	User Manual	To download the user manual
Search	Search Text Box	To search for a particular application or item in a list
[search]	Search	To search for a particular list
Show	Show	To show filtered search result
Apply	Apply	To apply import/export permit
Submit	Submit	To submit permit application
Add	Add	To add an item to a list or a new application
Attach	Attach	To upload a file as attachment
Remove	Remove	To remove an item from a list
Сору	Сору	Copy an application from the View Transaction screen
Reset	Reset	To undo changes
Cancel	Cancel	To exit / return
Close	Close	To close pop-up window
Save	Save	To save changes made
Back	Back	To return to previous page
/ 🗹	Checkbox	To tick \checkmark for selection and untick to deselect





Icon / Button	Description	Function (s)					
≤/≪	Previous	To go to previous page of a list					
≥/≫	Next	To go to next page of a list					
V	Calendar	To view calendar					
5 👻 / Select 💟	Dropdown list box	To select a particular page, number of rows, an item, or task from a list					
September 💌	Month dropdown list box	To navigate and select a particular month					
2010 💌	Year dropdown list box	To navigate and select a particular year					
View	View	To view details of a particular item					
0	Radio Button	To select item					
	Ascending / Increasing	To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen					
	Descending / Decreasing	To view transactions in descending/decreasing order (largest to smallest/latest to earliest) for columns in View Transactions screen					





1 Getting Started With ePermit

1.1 Logging In

Before logging in, you must ensure that you have the correct username and password. You may login via **www.mytradelink.gov.my** or **epermit.dagangnet.com**. To login, please follow the steps below:

Step 1 Launch Internet Explorer Browser



▶ In your PC desktop, double click the Internet Explorer (IE) to launch it.

Step 2 Enter URL (Uniform Resource Locator) At Address Bar

Figure 1.2 Enter epermit at address bar										
🔗 ePermit - Windows Internet Explorer										
C C P http://epermit.dagangnet.com	Enter Address	• م								
🗶 🍕 Convert 🔻 🛃 Select										
Favorites Ø ePermit	🏠 🕶 🔝 👻 🖃 🖷 🕶 Pa	ige ▼ Safety ▼ Tools ▼ 🕢 ▼								

- In Internet Explorer, go to address bar.
- Enter: http://epermit.dagangnet.com

Step 3 Disabling Pop-up Blocker

Figure 1.3 Disabling pop up blocker

🤗 ePermit - Windows Internet Explorer					
🕞 🕞 🖉 🖻 http://epermit.dagangnet.com 🔹 🛛	3 -	🖌 🔁 Bing	Turn-off	Pop-up Blocker	
🗶 🍕 Convert 🔻 🔂 Select					
Favorites Ø ePermit		Diagnose Connection Pro Reopen Last Browsing Se	ssion	Tools - 🕐	
	[]]	Pop-up Blocker		Turn On Pop-up Blocker	
	32	Manage Add-ons		Pop-up Blocker Settings	
		Work Offline			

From the toolbar, select Tools > Pop-up Blocker > Turn Off Pop-up Blocker to disable the Pop-up Blocker.





Step 4 Enter Username And Password



- 1 Enter Username and Password.
- 2 Click on the checkbox **I** Remember Password to disable automatic logout if there were no activity above 30 minutes.
- 3 Click on the Login button to access the system.
- 4 The system will display the main screen.

Figure 1.5 main screen of epermit system

٢	PERMIT Syst	em									Po	owered by Dag	gang N
								5	STAGING :	SERVER	Edit Profile	User Manual	Log
ader													
											п	Jesdav, 21 Feb	bruary
	View Certificate o	f Approval											
* Permits							5	 Search 		Filte	er Status		•
Suruhanjaya Tenaga						Advance	d Searc	:h					
Transhipment Permits Archived Permits Permits Permit - eDeclare					By Appl	ication Date	From To		V (0	id/MM/yyyy) id/MM/yyyy)			
Integration Payment Instruction	By Approval Date To							v (dd/MM/yyyy)					
_					By Appl	ication Type	Filter A	Application Type		•			
						By OGA	SURU	HANJAYA TENAGA	•				
						No. Keija					Apply Copy	S Delete Re	Shov
	No. Application ID	Application Type	Process Type	Application Date	Approval Date	Status			Recipien	t No. Kerja	Trader Reference No.	Payment Status	
	1 <u>SJT161201200013</u>	1 Import		21/02/2012 12:16:09	21/02/2012 12:44:50	Approved 1 OGA	by		SJT161	KI204/12		Payment Completed	1
	2 <u>SJT161201200013</u>	0 Manufacture		21/02/2012 11:49:12		Draft			SJT161		(Manufacture) - Renewal To Reject	NA	
	3 <u>SJT161201200009</u>	2 Release Letter		08/02/2012 14:54:43	08/02/2012 00:00:00	Acknowled Customs	dged by	SJT1612012000092	SJT161		000092	NA	1
	4 <u>SJT161201200009</u>	1 Import		03/02/2012 18:47:35		Permit Car	ncelled		SJT161	KI7002/12	000091-RENEWAL	Initiate Payment	0
	5 <u>SJT161201200009</u>	0 Import		03/02/2012 18:46:44		Awaiting O Verification	DGA n		SJT161		000090- RENEWAL-To Reject	NA	0
												Page 1	- F





1.2 Logging Out

Once done with application process, you are advised to logout from ePermit.

To logout, please follow the steps below:

Step 1 Logging Out

ure 1.6 Loggi	ng	out												
٢) PE	RMIT Syste	em									Pe	owered by Dag	gang
han al a sa									<u> </u>	STAGING	SERVER	Edit Profile	User Manual	L
rader														
	v	iew Certificate of	Approval									Logout I	Button	
Trader Permits								5	 Search 		Filte	er Status		
Suruhanjaya Tenaga							Advance	d Searc	:h					
* Transhipment Permits						By App	ication Date	From		V (dd/MM/yyyy)			
 Permit - eDeclare Integration 						-,,		To		V (dd/MM/yyyy)			
* Payment Instruction		By Approval Date To								V (dd/MM/yyyy) dd/MM/yyyy)			
_		By Application Type						Filter A	Application Type		•			
			By OGA					SURU	HANJAYA TENAGA	•				
							No. Kerja							
												Apply Copy	Delete Re	ne
	No	Application ID	Application Type	Process Type	Application Date	Approval Date	Status		COA No.	Recipier	nt No. Kerja	Trader Reference No.	Payment Status	Ï
	1	SJT1612012000131	Import		21/02/2012 12:16:09	21/02/2012 12:44:50	Approved OGA	by		SJT161	KI204/12		Payment Completed	I
	2	SJT1612012000130	Manufacture		21/02/2012 11:49:12		Draft			SJT161		(Manufacture) - Renewal To Reject	NA	
	3	SJT1612012000092	Release Letter		08/02/2012 14:54:43	08/02/2012 00:00:00	Acknowle Customs	iged by	SJT1612012000092	SJT161		000092	NA	
	4	SJT1612012000091	Import		03/02/2012 18:47:35		Permit Car	ncelled		SJT161	KI7002/12	000091-RENEWAL	Initiate Payment	
	5	SJT1612012000090	Import		03/02/2012 18:46:44		Awaiting O Verificatio	DGA n		SJT161		000090- RENEWAL-To Reject	NA	

• Click the Logout button to logout from ePermit.





1.3 Trader Profile

You can edit your profile by going to the Edit Profile screen.

To edit profile, please follow the steps below:

Step 1 Edit Profile

٢	PERMIT System				Powered by Dagan
				STAGING SERVER	Profile User Manual
ader					ſ
				_	Tuesday, 21 Februa
	Edit Profile			Edit Profile Button	
) Trader	Personal Information				
* Permits	- First Name*	STAGING SERVER			
Suruhanjaya Tenaga	Other Name*		-		
* Transhipment Permits	Emal	TECTATECT CON			
* Archived Permits	Contrast Information	TEST@TEST.COM			
 ePermit - eDeclare Integration 	Contact Information	Mangga Ratu			
* Payment Instruction	Address	Tanjung Kling	Ţ		
	Postal Code				
	City				
	State	Melaka			
	Country	Malaysia	•		
	Office Phone				
	Home Phone				
	Mahila Dhana				
	wioble Phone				
	Fax				
	Authentication Information	al			
	User Ivanie	dni			
	Password.	•••••			
	Confirm Password*	•••••			
			Submit		

- **1** To edit your profile, click on the Edit Profile button.
- 2 Enter the necessary information into the field.

NOTE: Item labeled with * is compulsory.

3 To change your password, enter new password in the **Password** field.

Figure 1.8 Enter your password

Password*

4 Enter the new password again in the **Confirm Password** field to confirm your password.

pussworu.

Figure 1.9 Reconfirm your password									
Confirm Password*	•••••								

5 Click on the Submit button to submit the profile once done.





1.4 User Manual

You may download the SJT User Manual here.

To download the Manual, please follow the steps below:

Step 1 User Manual

Figure 1.10 Click to download user manual

٥	PERI	MIT System		Powered by Dagang Net
Tender			STA	GING SERVER Edit Profile User Manual Logout
Trader				1
	User	Manual		Tuesdal 21 February 2012
D Irader	No.	Other Government Agencies	User Manual (PDF)	
Permits Suruhanjaya Tenaga	1.	BAHAGIAN INDUSTRI PADI DAN BERAS	E Trader	
* Transhipment Permits	2.	BAHAGIAN PERKHIDMATAN FARMASI	E Trader	
 Archived Permits ePermit - eDeclare 	3.	CONS. INDUS. DEV. BOARD (CIDB) MAL	🛓 <u>Trader</u>	
Integration	4.	FAMA	EAMA Trader	
Payment Instruction	5.	JAB PERTANIAN - KUARANTIN TUMBUHAN	🛓 <u>Trader</u>	
	6.	JABATAN PERIKANAN MALAYSIA	🛓 <u>Trader</u>	
	7.	JABATAN PERKHIDMATAN VETERINAR	 Trader Online Payment JPV Online Payment Ne 	/ Manual w Features
	8.	JABATAN PERLINDUNGAN HIDUPAN LIAR	🛓 <u>Trader</u>	
	9.	JABATAN PERTANIAN (PESTICIDE BOARD)	🛓 <u>Trader</u>	
	10.	LEMBAGA KOKO MALAYSIA	🛓 <u>Trader</u>	
	11.	LEMBAGA PENAPISAN FILEM	E Trader	
	12.	LEMBAGA PERINDUSTRIAN NANAS	E Trader	
	13.	LEMBAGA PERLESENAN TENAGA ATOM	E Trader	
	14.	LEMBAGA TEMBAKAU NEGARA	Trader	
	15.	SARAWAK TIMBER INDUSTRY DEV. Click to	download	
	16.	SIRIM CERTIFICATE OF APPROVAL	Trader	
	17.	SIRIM QAS INTERNATIONAL SDN. BHD.	🛓 Tradyr	
	18.	SURUHANJAYA TENAGA	Trader	🛓 <u>eGuide</u>
	_			

- 1 To download the manual, click on the User Manual button.
- 2 Find any manual that you want to open and click to download.





2 Permit Application

The system allows you to apply, edit, copy, delete and submit:

- Certificate of Approval for Import
- Certificate of Approval for Manufacture
- Release Letter

It also allows you to:

- Renew Certificate of Approval
- View Application Status

2.1 Applying Certificate of Approval - Import

To apply Certificate of Approval (Import), please follow the steps below:

Step 1 View Certificate of Approval Screen

Trader														
												n	iesday, 21 Feb	ruary ?
		iou Cortificate of	Approval											
D Trader		new certificate of	мрргочаг								5 00 - 0	0		
Permits		Curuha	niovo	Tono	ao Mo			5	 Search 		riiter	r Status		Ĩ
Suruhanjaya Tenaga		Suruna	injaya	Tena	ga we	nu	Advanced	Sear	ch					
Archived Permits						By App	lication Date F	rom		V (dd/	ММ/уууу)			
Permit - eDeclare								То		V (dd/	ММ/уууу)			
Payment Instruction						By A	pproval Date	To		V (dd/	MM/yyyy) MM/aaaa			
						By App	lication Type	Filter	Application Type	• (00	,,,,,,,			
						By OGA	SURU	IHANJAYA TENAGA	•					
							No. Kerja							
													S	how
							Ann	νl	Button		_	Apply Copy	Delete Rei	new
	Ne	Application TD	Application	Process	Application	Approval	Statue	<i></i>	COANo	Recipient	No Koria	Trader Reference	Payment	ñ
	1	SJT1612012000135	Type Import	Type Renewal	Date 21/02/2012 15:50:12	Date	Awaiting OG Verification	A		SJT161	KI204/12	No.	Status NA	ï
	2	SJT1612012000131	Import	Renewed	21/02/2012 12:16:09	21/02/2012 12:44:50	Acknowledge Customs	ed by	SJT161102001892012	SJT161	KI204/12		Payment Completed	
	3	SJT1612012000130	Manufacture		21/02/2012 11:49:12		Draft			SJT161		(Manufacture) - Renewal To Reject	NA	1
	4	SJT1612012000092	Release Letter		08/02/2012 14:54:43	08/02/2012 00:00:00	Acknowledge Customs	ed by	SJT1612012000092	SJT161		000092	NA	
	5	SJT1612012000091	Import		03/02/2012 18:47:35		Permit Cance	elled		SJT161	KI7002/12	000091- RENEWAL	Initiate Payment	[
													Page 1	- 1

- 1 Click on Suruhanjaya Tenaga menu as shown.
- 2 View Certificate of Approval screen appears.
- 3 Click Apply button.





Step 2 Select Application Type

Figure 2.2 Select application	type		
Select Application Type			
	Application Type	 Certificate of Approval - Import Certificate of Approval - Manufacture Release Letter 	Select Application Type
		Select	

- **1** Select Application Type; e.g. Certificate of Approval Import.
- 2 Click Select button.
- **3** Are you sure? screen appears to confirm Application Type selected.

Figure 2.3 Message alert

ĥ	Message from webpage	
	Are you sure ?	
	OK Cancel	
4	Click OK button to proceed	or Cancel button to abort.





Figure 2.4 Apply CO	Figure 2.4 Apply COA screen				
Apply Certificate of Approval (Import)					
OGA Name	SURUHANJAYA TENAGA 🔻 *	Branch	select 🔻 *		
	Consignor Details	(Consignee Details		
ROC / ROB	[search]	ROC / ROB	177974		
Company Name	*	Company Name	Dagang Net		
Company Address	*	Company Address	Tower 3, Avenue 5 * [search]		
			The Horizon, Bangsar South		
			No. 8, Jalan Kerinchi, 59200		
	Agent Details		Applicant Details		
Agent Name	[search]	Applicant Name	* [search]		
Agent Code		Applicant Designation	*		
Agent Address		Applicant IC / Passport No.	*		
Mode of Transport	select V	Applicant Phone No.			
Purpose	Others 💌 *	Applicant Fax No.			
Country of Origin	* [search]	Applicant Email	8		
Place of Origin	* [search]	Port / Place of Import	select 💌		
Consigned From	[search]	Location	select 🔻		
Customs Station	IBU PEJABAT KASTAM-H10 [search]	Trader Reference No.			
Trader Remarks	A				
	*				
	Additional Details				
	Company Phone IIo.				
	Company Fax IIo.				
	Company Email Address				
	Handphone No.	* (For SMS Purpose)			
	СОА Туре	select	* *		
	C N	t Cased			
dere mext Cancel					

Step 3 Apply Certificate of Approval (Import) Screen

> This is a standard **Certificate of Approval (Import) Application** screen.





Step 4 Select OGA Branch

Figure 2.5 Select OGA Branch

Branc	h select	*
1 Click 🔽 drop	down to select OG	A Branch; e.g. Putrajaya.
Figure 2.6 Branch sele	cted	
Branc	h Putrajaya	→ *

Step 5 Consignor Details Section

Figure 2.7 Select consignor

	Consignor Details	Click to searc	h
ROC / ROB	[search]		
Company Name		*	
Company Address		*	

- **1** Fill in your exporter details or click **[search]** next to **ROC/ROB** field to retrieve the data updated in Admin Module previously.
- 2 Pop-up window will display the list of **Consignor**.

Figure 2.8 Select consignor

Consignor				
	10 ▼ Name ▼ Exact ▼	Show		
No.	Name Select Consignor	Code		
1	ASD PVT LTD			
2	BOULEVARD PTE LTD	BOULE		
3	EXPORTER LTD			
4	Exporter	12345		
5	Exporter Japan Ltd			
6	Exporter Ltd	Exp		
7	Exporter pte ltd	Exporter		
8	<u>FBNBVN</u> B			
9	GG Supplier Pvt Ltd			
10	JAPAN GIANT STEEL LTD	GIANT		
		Page 1 ▼ [≥]		





3 Click **Consignor Name** as shown.

Figure 2.9 Consignor selected

Consignor Details			
ROC / ROB	BOULE	[search]	
Company Name	BOULEVARD PTE L	TD	*
Company Address	120 JLN TERASSEK		*
	SINGAPORE		

4 All fields in **Consignor Details** section will be filled automatically.

Step 6 Consignee Details Section

Figure 2.10 Consignee detail section

	Consignee Details
ROC / ROB	177974
Company Name	Dagang Net
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia

Fill in Consignee Details or click search button to search. It is your company's details.

Step 7 Agent Details Section

Figure 2.11 Click agent N	ame		
	Agent Details		Click to search
Agent Name		[search]	
Agent Code			
Agent Address			

> Agent Details is the Forwarding/Shipping Agent information details.

NOTE : This section is not mandatory.





Step 8 Applicant Details Section

Figure 2.12 Applicant det	ails		
0 11	Applicant Details		Click to search
Applicant Name		* [search]	
Applicant Designation	*		
Applicant IC / Passport No.	*		
Applicant Phone No.			
Applicant Fax No.			
Applicant Email		*	

- **1** Fill in your applicant details or click **EEARCH** next to **Applicant Name** field to retrieve data updated in the Admin Module previously.
- 2 **Applicant** pop-up window appears as shown below.

Figure 2.13 Click to select applicant name

Applicant				
	10 🔻 Name	▼ Exact ▼	Show	
No.	Name	Click to select signation		
1	Firdaus Agus	wanager		
2	Mohd Firdaus	Manager		
			Page 1 🔻	

- 3 Click Applicant Name as shown.
- 4 All fields in Applicant Details such as Applicant Name, Designation, IC/Passport No., Phone No., Fax No. and Email will be filled automatically.

Figure 2.14 Applicant name selected

0			
Applicant Details			
Applicant Name	Mohd Helmi		* [search]
Applicant Designation	Manager	*	
Applicant IC / Passport No.	1234565456	*	
Applicant Phone No.	0312345678		
Applicant Fax No.			
Applicant Email	helmi@ic.com		*





Step 9 Mode of Transport

Figure 2.15 Select mode of transport



- **1** Mode of Transport refers to how the goods are being imported to Malaysia.
- 2 There are various types of Mode of Transport (Maritime, Rail, Road, Air,

Post).

Figure 2.16 mode o	f transport selected
--------------------	----------------------



3 Click dropdown to select **Mode of Transport**; e.g. **Maritime.**

Step 10 Purpose of Import

1 Click dropdown to select the **Purpose** of this COA application.

Figure 2.17 Select purpose of import



2 There are various type of Purpose for COA application (Private, Business, Research, Exhibition, Others).

NOTE: This section is required by SMK and defaulted to Others. Applicant may change if necessary. Field in * remark is mandatory.

Step 11 Country of Origin



- 1 Click search for **Country of Origin**.
- 2 **Country Codes** pop-up window appears as shown below.

Figure 2.19 Click to select

NOTE: Mode of transport is not been validated by SMK. This field is optional and user can leave this field blank.





Country Codes						
			10 -	•		Show
No.	Country (Click to select	/ Name			
31	IO		H INDIAN C	CEAN TERF	٤	
32	<u>BN</u>	BRU	NEI DARUSSA	LAM BND		
33	BG	BUL	GARIA			
34	BF	BUR	KINA FASO			
35	BI	BUR	UNDI			
36	BY	BYE	LORUSSIAN S	SR		
37	<u>KH</u>	CAN	IBODIA			
38	<u>CM</u>	CAN	IEROON,UNITI	E REP OF		
39	<u>CA</u>	CAN	ADA CAD			
40	CV	CAP	E VERDE			
					[<] Page 4	- [>]

3 Select a **Country Code**.

Figure 2.20 Country of origin selected

Country of Origin	BRUNEI DARUSSALAM	BND - * [search]

4 Country of Origin field will be filled automatically.

Step 12 Place of Origin

Figure 2.21 Click to se	arch place of origin		Click to search
Place of Origi		* [search]	

- 1 Click search button to search for Place of Origin.
- 2 **Port Codes** pop-up window appears as shown below.

NOTE: Place of Origin reflects the Country of Origin.

Figure 2.22 select port codes

Port Codes				
		10 • Show		
No.	Port Code	Port Name		
1	BNBTN	BRUNEI TOWN		
2	BNBWN	Click to select BEGAWAN		
3	BNFUB	T		
4	BNLUM	LUMUT		
5	BNMUA	MUARA		
6	BNSER	SERIA		
7	BNTAS	TANJONG SALIRONG		
		Page 1 💌		

3 Select a Port Code.

Figure 2.23 Place of origin selected

Place of Origin	LUMUT - BNLUM	* [search]

4 Place of Origin field will be filled automatically.





Step 13 Consigned From Field

Figure 2.24 Click to search consigned from field		Click to search
Consigned From	[search]	

- 1 Click search button to search for the **Consigned From.**
- 2 **Country Codes** pop-up window appears as shown below.

Figure 2.25 Country Codes Country Codes 10 • Show No. Coi 211 <u>SJ</u> SVALBARD & JAN MAYEN I. SWAZILAND 212 SZ 213 <u>SE</u> SWEDEN 214 <u>CH</u> SWITZERLAND CHF 215 SY REPUBLIC Click to select VINCE OF CHINATWD 216 TW 217 <u>TJ</u> TAJIKISTAN TANZANIA 218 T TH THAILAND THB 219 220 TIMOR-LESTE TL [≤] Page 22 ▼ [≥

3 Select a Country Code.

NOTE : Country of transit before consignment reaches the final destination. If there

is no country of transit, then it will be the same as Country of Origin.

Figure 2.26 Consigned from selected



4 Consigned From field will be filled automatically.

Step 14 Port/Place of Import

Figure 2.27 Select port / place of import

Port / Place of Import select...

- 1 Click dropdown to select Port/Place of Import.
- 2 Place of Import refers to the place of Entry Point for Import.

Figure 2.28 Port / place of import selected

Port / Place of Import TAIPING - MYTPG

NOTE : Place of Import should tally with the mode of transport.

e.g. If you choose 'Maritime' as the mode of transport, place of import should be

a sea port.

NOTE: Port/Place of Import is not been validated by SMK. This field is optional and user can leave this field blank.





Step 15 Location Field

Figure 2.29 Select location field

Location	select	•

Figure 2.30 location selected

|--|

NOTE: Location is not been validated by SMK. This field is optional and user can leave this field blank.

Step 16 Customs Station Field

Figure 2.31 Search customs station field

Customs Station	IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY-H1(
	[search]

All COA applications will be registered at **Sistem Maklumat Kastam**.

NOTE: Please do not change to other Customs Station; This is an auto default station.

Step 17 Trader Reference No. and Remarks Field

Figure 2.32 Enter trader reference No.



1 Enter Trader Referrence No.

NOTE: Trader reference No. refers to your COA reference number to represent this COA application.

Figure 2.33 Enter trader remarks



2 Enter Trader Remarks.

NOTE: Trader Remarks refers to free remark by you.





Step 18 Additional Details Section

Figure 2.34 Additional details section

Additional Details		
Company Phone No.	*	
Company Fax No.		
Company Email Address	*	
Handphone No.	* (For SMS Purpose)	
СОА Туре	select *	

- Additional Details section is a Suruhanjaya Tenaga requirement.
 NOTE : The remark * is mandatory field.
- 2 There are **TWO (2)** types of COA, namely;
 - a) Import, Display, Sell, Advertise of Electrical Equipment.
 - **b)** Import Regulated Electrical Equipment for Exhibition Only.

Step 18 COA: Import, Display, Sell, Advertise of Electrical Equipment

(a) Figure 2.35 Import , DisPLAY, Sell, Advertise of electrical equipment section

Additional Details		
Company Phone No.	03 28798762 *	
Company Fax No.	03 28798763	
Company Email Address	hgjg@gmail.com *	
Handphone No.	012 6789023 * (For SMS Purpose)	
СОА Туре	select Click to select *	
Save Nex	Import, Display, Sell, Advertise of Electrical Equipment Import Regulated Electrical Equipment for Exhibition Only	

- **1** Enter company contact details.
- 2 Click dropdown to select COA Type;

e.g: Import, Display, Sell, Advertise of Electrical Equipment

3 The system displays all the related fields as shown below.





Figure 2.36 Enter additional details fields

Sure 2.50 Enter additional details news.		
Additiona	al Details	
Company Phone No.	*	
Company Fax No.		
Company Email Address	*	
Handphone No.	* (For SMS Purpose)	
СОА Туре	Import, Display, Sell, Advertise of Electrical Equipment	
Country of Manufacturer	select 👻 *	
Name of Manufacturer	*	
Address of Manufacturer	*	
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)	
Brand	*	

- 4 Click I dropdown to select Country of Manufacturer; e.g: Argentina
- 5 Enter Name of Manufacturer.
- 6 Enter Address of Manufacturer.
- 7 Click search to select Category. Category Codes pop-up window appears as shown below.

Figur	igure 2.37 category codes				
Ca	Category Codes				
		10 - Show			
No.	Category Code	Description			
1	<u>N01</u>	PLUG TOP/PLUG (15A and below)			
2	<u>N02</u>	S Click to select TER			
3	<u>N02</u>	SOCKET OUTLET (15A and below)			
4	<u>N04</u>	FLUORESCENT LAMPHOLDER / STARTER HOLDER			
5	<u>N05</u>	CEILING ROSE			
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR			
7	<u>N07</u>	LAMP FITTING			
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP			
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP			
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER			
		Page 1 🔻 [>]			

- 8 Select a Category Code; e.g: N04 for Fluorescent Lampholder/Starter Holder
- 9 Click [More information] hyperlink for more information.
- **10** New window screen will automatically appear as shown below;





Main Code	Main Category	Remarks
N01	PLUG TOP/PLUG (15A and below)	-
N02	SWITCH AND DIMMER	-
N03	SOCKET OUTLET (15A and below)	-
N04	FLUORESCENT LAMPHOLDER / STARTER HOLDER	-
N05	CEILING ROSE	-
N06	BAYONET CAP and MULTIWAYS ADAPTOR	-
N07	LAMP FITTING	-
N08	CAPACITOR for FLUORESCENT LAMP	-
N09	BALLAST / CONTROL GEAR / DRIVER FOR LAMP	-
N10	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER	Please write the model as: Model (number of poles, rated short circuit capacity, instantaneous tripping current, rated current) Example: 55J6101-7SC(2P, 6KA, TYPE C, 10A)
N11	PORTABLE LUMINAIRE LAMP	-
N12	KETTLE Including HEATING ELEMENTS IF	-
N13	KITCHEN MACHINE	-
N14	TOASTER / OVEN (Cooking Appliance)	-
N15	RICE COOKER	-
N16	REFRIGERATOR	-
N17	IMMERSION WATER HEATER	-
N18	WATER HEATER including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-
N19	WASHING MACHINE	-
N20	FAN	-
N21	HAND OPERATED HAIR DRYER / HAIRCARE / SKIN CARE	-
N22	IRON	-
N23	SHAVER	-
N24	VAPORISER	-
N25	VACUUM CLEANER	-
N26	HI-FIDELITY SET	-
N27	VIDEO and VISUAL DISPLAY UNIT	-
N28	AUDIO and VIDEO PLAYER UNIT	-
N29	MASSAGER	-
N30	AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below)	-
N31	CHRISTMAS LIGHT	-
N32	DOMESTIC POWER TOOLS (Portable Type)	-
N33	ADAPTER/ CHARGER	-
Main Code	Main Category	Remarks
N34	WIRE / CABLE / CORD (non-armoured) 0.5mm to 35mm	-
N35	KELENGKAPAN BUKAN KAWALAN	-

11 Enter Brand name.

Figure 2.39 Additional details section

Additiona	I Details
Company Phone No.	*
Company Fax No.	
Company Email Address	*
Handphone No.	* (For SMS Purpose)
СОА Туре	Import Regulated Electrical Equipment for Exhibition Only 👻 *
Country of Manufacturer	select 👻 *
Name of Manufacturer	*
Address of Manufacturer	*
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	*

12 Complete Additional Details section.





Step 18 COA: Import Regulated Electrical Equipment For Exhibition Only

(b) Figure 2.40 Import Regulated Electrical Equipment For Exhibition Only

Company Phone No.	*
Company Fax No.	
Company Email Address	*
Handphone No.	* (For SMS Purpose)
СОА Туре	select Click to select
Save Nex	Import, Display, Sell Advertise of Electrical Equipment

- **1** Enter company contact details. * mandatory field.
- 2 Click dropdown to select COA Type;

e.g: Import Regulated Electrical Equipment for Exhibition Only

3 The system displays all the related fields as shown below.

Figure 2.41 Additional Details

Additional	l Details
Company Phone No.	*
Company Fax No.	
Company Email Address	*
Handphone No.	* (For SMS Purpose)
СОА Туре	Import Regulated Electrical Equipment for Exhibition Only 👻 *
Country of Manufacturer	select 👻 *
Name of Manufacturer	*
Address of Manufacturer	* *
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	*
Name of Exhibition	*
Address of Exhibition State	Please tick the box if the Exhibition Address is same as Consignee Address
Date of Exhibition	▼ (dd/MM/yyyy) to ▼ (dd/MM/yyyy) *
Date of re-export to origin country	✓ (dd/MM/yyyy) *
Invoice No.	*
Date of Invoice	✓ (dd/MM/yyyy) *
AWB / BL / Conveyance No.	
Date of AWB / BL / Conveyance	V (dd/MM/yyyy)





- 4 Click dropdown to select Country of Manufacturer; e.g: Argentina
- 5 Enter Name of Manufacturer.
- 6 Enter Address of Manufacturer.
- 7 Enter Name of Exhibition.
- 8 Enter Address of Exhibition. Click 🗹 dropdown to select State.
- 9 Tick **I** on the checkbox if **Exhibition Address** same as **Consignee Adress**.
- 10 Click V to select Date of Exhibition and Date Of Re-export To Origin Country.

NOTE: Date of re-export to origin country cannot be earlier than the last date of exhibition duration.

- **11** Click V to select **Date of Re-export To Origin Country**.
- **12** Click **search** to select **Category**. **Category Codes** pop-up window appears as shown below.

Figure 2.42 Select category codes Category Codes 10 • Show Categor Description Cod N01 PLU A and below) 1 Click to select 2 SW N02 FR 3 N0 SOCKET OUTLET (15A and below) FLUORESCENT LAMPHOLDER / STARTER HOLDER 4 <u>N04</u> 5 N05 CEILING ROSE BAYONET CAP and MULTIWAYS ADAPTOR 6 N06 N07 LAMP FITTING 7 N08 CAPACITOR for FLUORESCENT LAMP 8 9 N09 BALLAST / CONTROL GEAR / DRIVER FOR LAMP CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT 10 <u>N10</u> BREAKER Page 1 - [>]

- **13** Select a **Category Code**; e.g: **N04** for Fluorescent Lampholders/Starter Holder
- 14 Enter Brand.
- 15 Enter Invoice Number.
- **16** Click V dropdown to select **Date of Invoice.**
- 17 Enter AWB / BL / Conveyance Number.
- **18** Click V dropdown to select **Date of AWB / BL / Conveyance.**





0		
Additional Details		
Company Phone No.	0324522121 *	
Company Fax No.	0324522121	
Company Email Address	info@heng.com.my *	
Handphone No.	01222335566 * (For SMS Purpose)	
СОА Туре	Import Regulated Electrical Equipment for Exhibition Only 👻 *	
Country of Manufacturer	ARGENTINA 🔹 *	
Name of Manufacturer	ARG Pte Ltd *	
Address of Manufacturer	Figuora Alcoria 2977, city Buenos Aires Country,	
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 (Contact Suruhanjaya Tenaga if product is not found in the category list)	
Brand	Classic *	
Name of Exhibition	Classic Touch Exhibition *	
Address of Exhibition State	Please tick the box if the Exhibition Address is same as Consignee Address Mid Valley Kuala Lumpur *	
Date of Exhibition	05/05/2010 V (dd/MM/yyyy) to 20/05/2010 V (dd/MM/yyyy)*	
Date of re-export to origin country	23/05/2010 V (dd//M//yyyy) *	
Invoice No.	ABC1234 *	
Date of Invoice	14/05/2010 V (dd/MM/yyyy) *	
AWB / BL / Conveyance No.	ABC1234-A	
Date of AWB / BL / Conveyance	14/05/2010 V (dd/MM/yyyy)	
Save Nex	d Cancel	

Figure 2.43 Additional Details section







Step 19 Save Application and Proceed

Figure 2.44 Click to save application

Save Next Cancel

1 Click Next to proceed or click Save to save the aplication or click Cancel

to abort the application.



- 2 Application Saved message window appears.
- **3** Click button to proceed to **Add Import Item** screen.

Step 20 COA: Add Import Item

Figure 2.46 Add import item					
Edit Certificate of Approval (Import) - SJT16	12013015536				
Import Item					
	Click to Add	>	Add Delete		
No. Description Model Tariff Code Tariff Quantit	y Tariff UOM Uni	it Cost C.I.F (MYR)	Total (MYR) 🔲		
		Grand Total:	.00		
			Page 1 🔫		
Technica	I Documents				
Supporting documents are mandatory. If the support processed.	ng documents are	not attached, your ap	plication will not be		
			Attachment		
Ensure that all informations are CORRECT. No changes Tenaga.	s will be entertained	d once submitted to s	Suruhanjaya		
☐ I solemnly declare that: 1. I have attached this application with the type test re 2. I shall label the electrical equipment as stated in the 3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION 4. I have given true information regarding the application	ports. Certificate of Appr DN SCHEME or condu on.	oval. uct the SIRIM CONSIG	NMENT TEST.		
	Back				
1 Click Add button to add Import	ltem.				

- •
- 2 Add Import Item pop-up window appears.





Figure 2.47 Click to search tariff code					
Add Import Item - SJT16	Add Import Item - 5JT1612014000001				
Tariff Code	* [search] Click to search				
Tariff Description	· · ·				
Tariff UOM	*				
Tariff Quantity	9999999 *				
Unit Cost C.I.F (MYR)					
Total (MYR)					
Name of Electrical Equipment	*				
Sub Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)				
Model	* One model per line item only.				
COC No					
Test Report No					
	Save Reset Close				

3 Click the search button to search for Tariff Code.

NOTE:

- i) Items labeled * is complusory.
- ii) COC is a Certificate of Conformity issued by SIRIM upon certifying the electrical goods are in accordance to Standard.

4 Notification Tariff Code screen appear.

Figure 2.48 Message alert appear



5 Click button to proceed the Tariff Code.





Step 21 Search Tariff Code

Figure 2.49 Search tariff code

Tout					
Tariff	Code & Product Profile				
Tariff	Tariff STT Steet Tariff/Product Profile Tab				
	10 V Code V Contains V Show				
No.	Code	Description			
1	0101.10 100	Horses			
2	0101.10 200	A same mulas and himpies			
3	0101.90 100 Keep	lect Product Code			
4	0101.90 200	Asses, mules and hinnies			
5	0102.10 100	Cattle			
6	0102.10 200	Buffaloes			
7	0102.10 900	Other			
8	0102.90 110	oxen (lembu)			
9	0102.90 120	buffaloes			
10	0102.90 190	other			
		Page 1 🔻 [>]			

- 1 Select **Tariff** or **SJT** tab to search **Code**. System will display the type of tab according to your consignment's origin.
 - **•** Tariff Code Origin from Non-ASEAN countries
 - **SJT** Origin from ASEAN countries
- 2 Search Code/Description and click Show button.
- 3 Select a Code.

Step 22 Tariff Field

Figure 2.50 Add import Item fields			
Tariff Code	* [search]		
Tariff Description	*		
Tariff UOM	*		
Tariff Quantity	9999999 *		
Unit Cost C.I.F (MYR)			
Total (MYR)			
Name of Electrical Equipment	•		
Sub Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)		
Model	* One model per line item only.		
COC No			
Test Report No			
	Save Reset Close		

- **1** Tariff Code & Tariff Description will be filled automatically. You may edit it.
- **2 Tariff UOM** will be filled automatically and cannot be edited.
- 3 Enter Tariff Quantity.





- **NOTE:** Tariff Quantity is defaulted at the maximum of 99999999. For application type Import, Display, Sell, Advertise of Electrical Equipment, do not change the quantity. For Import Regulated Electrical Equipment For Exhibition, key in the actual quantity of import.
- 4 Enter Unit Cost C.I.F, Total, Name of Electrical Equipment and Model details.

NOTE: Model entered can't be duplicated for each item entered.

5 Click on search button to add sub category. Sub Category Codes pop-up window appears as shown below.

Figure 2.51 Message alert

Sub Category Codes				
		10 👻	Show	
No.	Sub Category Code	Description		
1	<u>N02.01</u>	GENERAL PURPOSE SWITCH		
2	<u>N02.02</u>	DOOR BELL		
3	<u>N02.03</u>	ELECTRONIC SWITCH		
4	<u>N02.04</u>	REMOTE-CONTROL SWITCH		
5	<u>N02.05</u>	TIME DELAY SWITCH		
6	<u>N02.06</u>	COOKER CONTROL UNIT		
			Page 1 👻	

6 Select a Sub Category Code; e.g: N02.02 for Door Bell

Figure 2.52 Message alert



7 Click Save button to proceed or Click Reset to reset entry or Click Close

to close the pop-up window.

8 Import Item Added message window appears.

Figure 2.53 Message alert
Message from webpage
Import Item Added
ОК

9 Click button to return to Edit Certificate of Approval (Import) screen.





Step 23 COA: Attachment of Technical Documents

Fi	gure	2.54	Attachment	of technical	documents

Edi	Edit Certificate of Approval (Import) - SJT1612013015499									
	Import Item									
							Add Delete			
No.	Description	Model	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR) 🔳			
1	Other	xxxx	0101.30 900	9999999	UNT	2				
						Grand Total:	.00			
							Page 1 👻			
				Technical	Documents					
Supp proc	oorting docum essed.	nents ar	e mandatory	If the supporting	Attachm	ent Button	Plication will not be Attachment			
Ensu Tena	ure that all info ga.	ormatio	ns are CORRE	CT. No changes w	vill be enterta	ined once submitted to	Suruhanjaya			
 I solemnly declare that: I have attached this application with the type test reports. I shall label the electrical equipment as stated in the Certificate of Approval. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST. I have given true information regarding the application. 										
				Ba	ack					

- 1 Click Attachment button to attach supporting documents.
- 2 Attachments screen appears as shown.

Figure 2.55 Attach document

Type of Document	Partial Test Report / Verification Test Report 💌 *
File Description	•
File Path	Browse Browse Button
Test Report No.	*
Test Report Date	* Test Report should at least 1 year validity.
Remark	
	Upload Close
	Attached Document

- Click button to choose type of document, e.g. Partial Test Report /
 Verification Test Report
- 4 Enter File Description, Test Report No., Test Report Date, and Remark (if any)
- 5 Click Browse... button to select the supporting documents file from your

PC for attachment.

igure 2.56 Choose	e file to upload	
🏉 Choose File to Upload	±	×
G V V are_l	a (D:) Supporting Document	Search Supporting Document
Organize 👻 New	folder	iii 🗸 🗖 🔞
Downloads	Name	Date modified
Recent Places	🔄 🔁 Invoice	21/1/2010 12:25 PN
🥽 Libraries	Supporting Document	21/1/2010 12:25 P№
Documents		
J Music	=	Select a fil
Videos		to preview
P Computer		
🚢 OS (C:)		
🕞 are_la (D:)	▼ 4 III	+
F	ile name:	✓ All Files (*.*)
		Open Cancel

6 Select the file to be attached.





Figure 2.57 Upload the documents

- Upload Close
- 7 Click on upload button to attahced the document.
- 8 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2.58 Message alert



- 9 Click Close to return to previous screen
- **10** Your file(s) must be in the listed format before you can proceed any further.
- **11** Attach the correct format file to proceed.
- **12** Message screen appears notifying the docoument(s) has been uploaded successfully.

Figure 2.59 Message alert

File has been uploaded successfully.
Close

- 13 Click Close to return to Edit Certificate of Approval (Import) screen.
- 14 List of attached documents will be display as below
- **15** Click \bigvee_{view} to view or $\stackrel{\texttt{X}}{\stackrel{\texttt{Delete}}{}}$ to delete supporting document.

Figure 2.60 Attached Document List

	Attached Document										
No.	Type of Document	File Description	TR / COC / PCL No.	TR / COC / PCL Date	Upload Date & Time	Remark	File Size	View	Delete		
1	Partial Test Report / Verification Test Report	dfsfrtrt	1234	03-Dec-2013	09-Dec-2013 10:46 AM	dgf	19.22 KB	[9 <u>View</u>	X Delete		

Step 24 Submission To Suruhanjaya Tenaga

Figure 2.61 Submission to Suruhanjaya Tenaga Edit Certificate of Approval (Import) - SJT161201301549 Import Item Add Delete UNT 1 ---Other XXXX 0101.30 900 9999999 2 Grand Total: 00 Page 1 -**Technical Documents** Supporting documents are mandatory. If the supporting documents are not attached, your application will not be Attachment Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga. Submit 10 UGA 1.1 have attached this application with the type test reports. 2.1 shall label the electrical equipment as stated in the Certificate of Approval. 3.1 shall prescribe to the SIRIM PRODUCT CERTIFICATION SUFEME or conduct the SIRIM CONSIGNMENT TEST. 4.1 have given true information regarding the application. Submit To OGA Back Submit to OGA

Tick I on the checkbox to agree to the condition required.





2 Click Submit to OGA button to submit application.

3 Application Submitted message screen appears.

Figu	ire 2.62 Message alert
1	Message from webpage
	Application Submitted
	ОК
4	Click OK button to proceed.

Step 25 Check Application Status After Submission

Figure 2.63 Check application status after submission

													IIUISUAY. 23 Fel	oruary
Trader	Vie	w Certificate of	Approval											
* Permits								5	 Search 		Filte	r Status		-
Suruhanjaya Tenaga							Advance	ed Seare	ch					
Transhipment Permits								From		V (dd/	MM/aaaa)			
Archived Permits						By Appl	ication Date	То		V (dd/	MM/yyyy)			
Integration							In (From		V (dd/	MM/yyyy)			
Payment Instruction						Ву Ар	provai Date	То		V (dd/	ММ/уууу)			
						By Appl	ication Type	Filter /	Application Type	•				
							By OGA	SURU	HANJAYA TENAGA	•				
								_						
							No. Kerja							
							No. Kerja						S	sho
	ľ						No. Kerja					Apply Copy	S Delete Re	show
	No. /	Application ID	Application Type	Process	Application Date	Approval Date	No. Kerja Status		COA No.	Recipient	No. Keria	Apply Copy Trader Referenc	Delete Re Payment Status	sho
	No. / 1 \$	Application ID ST1612012000136	Application Type Import	Process Type	Application Date 23/02/2012	Approval Date	No. Kerja Status Awaiting C	DGA	COA No.	Recipient SJT161	No. Kerja	Apply Copy Trader Referenc No. SJT/129/T	Delete Re Payment Status NA	sho
	No. / 1 <u>\$</u> 2 \$	Application ID 3JT1612012000136	Application Type Import	Process Type Renewal	Application Date 23/02/2012 11:50:00 21/02/2012	Approval Date	No. Kerja Status Awaiting C Verification Awaiting C	DGA n DGA	COA No.	Recipient SJT161	No. Kerja	Apply Copy Trader Referenc No. SJT/129/T	Delete Re Payment Status NA	ŝho ene
	No. / 1 <u>\$</u> 2 <u>\$</u>	Application ID 3711612012000136 3771612012000135	Application Type Import Import	Process Type Renewal	Application Date 23/02/2012 11:50:00 21/02/2012 15:50:12 21/02/2012	Approval Date	No. Kerja Status Awaiting O Verification Avaiting O Verification	DGA n DGA n dged by	COA No.	Recipient SJT161 SJT161	No. Kerja KI204/12	Apply Copy Trader Referenc No. SJT/129/T	Delete Re Payment Status NA NA Payment	sho
	No. / 1 § 2 § 3 §	Upplication 1D STT1612012000136 STT1612012000135 STT1612012000131	Application Type Import Import	Process Type Renewal Renewed	Application Date 23/02/2012 11:50:00 21/02/2012 15:50:12 21/02/2012 12:16:09	Approval Date 21/02/2012 12:44:50	No. Kerja Status Awaiting C Verification Acknowled Customs	DGA n DGA n dged by	COA No. SJT161102001892012	Recipient SJT161 SJT161 SJT161	No. Kerja K1204/12 K1204/12	Apply Copy Trader Referenc No. SJT/129/T	Delete Re Payment Status NA NA Payment Completed	shov
	No. 7 1 <u>\$</u> 2 <u>\$</u> 3 <u>\$</u> 4 <u>\$</u>	upplication ID 3711612012000136 3711612012000135 3711612012000131 3711612012000130	Application Type Import Import Import Manufacture	Process Type Renewal Renewed	Application Date 23/02/2012 11:50:00 21/02/2012 11:5:50:12 21/02/2012 12:16:09 21/02/2012 11:49:12	Approval Date 21/02/2012 12:44:50	No. Kerja Status Awaiting C Verification Acknowled Customs Draft	DGA n DGA n dged by	COA No. SJT161102001892012	Recipient SJT161 SJT161 SJT161 SJT161	No. Kerja KI204/12 KI204/12	Apply Copy Trader Referenc No. SJT/129/T (Manufacture) - Renewal To Rejec	Delete Re Payment Status NA NA Payment Completed NA	shor
	No. / 1 <u>\$</u> 2 <u>\$</u> 3 <u>\$</u> 4 <u>\$</u> 5 <u>\$</u>	upplication 1D STT1612012000136 STT1612012000135 STT1612012000131 STT1612012000130 STT1612012000092	Application Type Import Import Import Manufacture Release Letter	Process Type Renewal Renewed	Application Date 23/02/2012 11:50:02 21/02/2012 15:50:12 21/02/2012 12:1609 21/02/2012 11:49:12 08/02/2012 11:45:443	Approval Date 21/02/2012 12:44:50 08:02/2012 00:00:00	No. Kerja Status Awaiting C Verification Awaiting C Verification Acknowled Customs Draft Acknowled Customs	OGA n OGA n dged by dged by	COA No. SJT161102001892012 SJT161201200092	Recipient SJT161 SJT161 SJT161 SJT161 SJT161	No. Kerja KI204/12 KI204/12	Apply Copy Trader Reference No. SJT/129/T (Manufacture) - Renewal To Reject 000092	Delete Re Payment Status NA NA Payment Completed NA NA	shor

- 1 You can check the **COA Application Status** and **ID** in the Suruhanjaya Tenaga menu.
- 2 The new Application ID is displayed with status "Awaiting OGA verification".





2.2 Applying Certificate of Approval - Manufacture

To apply for Certificate of Approval (Manufacture), please follow the steps below:

Figure 2.64 View COA Screen PERMIT System Filter Statu Suruhanjaya Tenaga Menu V (dd/MM/yyyy) V (dd/MM/yyyy) V (dd/MM/yyyy) From V (dd/M IM/уууу) on Type Filter Appli By OGA SURUHANJAYA TENAGA Click to Apply Apply SJT1612012000136 Import 23/02/2012 11:50:00 Awaiting OGA Verification SJT161 STT/129/7 NΔ Awaiting OGA Verification 21/02/2012 SJT1612012000135 Import SJT161 KI204/12 NA Renewal 21/02/2012 12:44:50 Addged by SJT161102001892012 SJT161 KI204/12 2012 Ackno Custor SJT1612012000131 Import Rene wed 21/02/2012 11:49:12 SJT1612012000130 Manufacture Draft SJT161 NA 08/02/2012 14:54:43 SJT1612012000092 Release 08/02/2012 Acknowledged by Customs SJT1612012000092 SJT161 NA Page 1 • [>] te: Contact Careline (Tel: 1300 133 133 or Email: <u>care</u> n), if you are unable to view the COA to be re

Step 1 View Certificate of Approval Screen

- 1 Click on **Suruhanjaya Tenaga** menu as shown.
- 2 View Certificate of Approval screen appears.
- 3 Click Apply button.

Step 2 Select Application Type

Figure 2.65 Select application	n type		
Select Application Type			
	Application Type	Certificate of Approval - Import Certificate of Approval - Manufacture Release Letter	- Select Application Type
		Select	

- **1** Select Application Type; e.g. Certificate of Approval Manufacture.
- 2 Click Select button.
- **3** "Are you sure?" screen appears to confirm Application Type selected.







Step 3 Apply Certificate of Approval (Manufacture) Screen

oly Certificate of Approval (Ma	nufacture)		
OGA Name	SURUHANJAYA TENAGA 👻 *	Branch	select 👻 *
	Company Details		Applicant Details
ROC / ROB	177974	Applicant Name	* [search
Company Name	Dagang Net	Applicant Designation	*
Company Address		Applicant IC / Passport No	
company Address	The Marizan Ranges South	Applicant to Traboport nor	•
	No. 8. Jalan Kerinchi 59200		
	No. 0, Jalan Heinrein, Jazzo	Applicant Phone No.	
		Applicant Phone no.	
		Applicant Fax No.	
		Applicant Email	*
Trader Remarks	A	Trader Reference No.	
		1.5.1.1.	
	Additiona		
	Company Phone No.		
	Company Fax No.		
	Company Email Address		•
	Handphone No.	* (For SMS Purpose)	
	СОА Туре	Manufacture, Display, Sell, Advertise of Elect	rical Equipment
	Country of Manufacturer	select	* *
	Name of Manufacturer		*
			*
	Address of Manufacturer		
	ROC / ROB No.		*
	Category		^
	[More information]	(Contact Suruhaniava Tenana if product is po	 (search) * t found in the category list)
	Sub Category		Topprehl *
	[More information]	(Contact Suruhanjaya Tenaga if product is no	t found in the category list)
	Brand	*	
	COC No.		
	COC NO		
	Test Report No		
	Name of Electrical Equipment	Model	
		*	
	Insert	Delete	
	No. of Model	1	

> This is a standard **Certificate of Approval (Manufacture) Application** screen.





Step 4 Select OGA Branch

Figure 2.68 Select OGA Branch

	Branch	select	-	*	
Þ	Click 🔽 dropdo	own to select OGA	Branch ; e	.g. Putraja	iya.

Figure 2.69 Branch selected

Branch Putrajaya 🗸 *

Step 5 Company Details

Figure 2.70 Company details

Company Details				
ROC / ROB	177974			
Company Name	Dagang Net			
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia			

1 You can edit **Address** under **Company Details**. It is your company's details.

Step 6 Applicant Details Section

Figure 2.71 Select applican	t details		
	Applicant Details		Click to search
Applicant Name		* [search]	
Applicant Designation	*		
Applicant IC / Passport No.	*		
Applicant Phone No.			
Applicant Fax No.			
Applicant Email		*	

- **1** Fill in your applicant details or click **search** next to **Applicant Name** field to retrieve the data updated in Admin Module previously.
- 2 **Applicant** pop-up window appears as shown below.








- 3 Click Applicant Name as shown.
- 4 All fields in Applicant Details such as Applicant Name, Designation, IC/Passport No., Applicant Phone No., Applicant Fax No. and Applicant Email will be filled automatically.

Step 7 Trader Reference No. and Remarks Field

Figure 2.73 Enter trader reference No. field

Trader Reference No.	

1 Enter Trader Reference No.

NOTE: Trader reference No. refers to your COA reference number to represent this

COA application.

Figure 2.74 Enter trader remarks field



2 Enter Trader Remarks.

NOTE: Trader Remarks refers to free remark by you.





Step 8 Additional Details Section

Figure 2.75 Additional details section

Additional Details			
Company Phone No.	*		
Company Fax No.			
Company Email Address	*		
Handphone No.	* (For SMS Purpose)		
СОА Туре	Manufacture, Display, Sell, Advertise of Electrical Equipment		
Country of Manufacturer	select 👻 *		
Name of Manufacturer	*		
Address of Manufacturer	*		
ROC / ROB No.	*		
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)		
Sub Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)		
Brand	*		
COC No			
Test Report No			
Name of Electrical Equipment	Model		
Insert	Delete		
No. of Model	1		
Save Nex	t Cancel		

1 Additional Details section is a Suruhanjaya Tenaga requirement.

NOTE: This section is required by Suruhanjaya Tenaga and field in * remark is mandatory

Figure 2.76 Additional details section

0		
Additional Details		
Company Phone No.	*	
Company Fax No.		
Company Email Address	*	
Handphone No.	* (For SMS Purpose)	

2 Enter Company Phone No., Company Fax No, Company Email Address and Handphone No.

Figure 2.77 Select country of manufacturer

	Country of Manufacturer	select	•	\$
3	Click 🗖 dropdown to s	select Country of Manufacturer.		
100		te etcours of the Lef		

Figure 2.78 Enter name of manufacturer field

Name of Manufacturer

4 Enter Name of Manufacturer.

*





Figure 2.79 Enter address of manufacturer field

Address of Manufacturer		*	
	Address of Manufacturer	Ŧ	*

5 Enter Address of Manufacturer.

Figure 2.80 Enter ROC/ROB field



6 Enter ROC/ROB Number.

Figure 2.81 Click to search category field

		Click to search
Category [More information]	search *	
	(Contact Suruhanjaya Tenaga if product is not found in the category list)	

7 Click [search] to search for Category. Category Codes pop-up window appears

as shown below.

Figure 2.82 Select category codes field

Ca	Category Codes				
		10 V Show			
No.	Category Code	Description			
1	<u>N01</u>	PLUC TOP/PLUC (154 and below)			
2	<u>N02</u>	swi Click to select			
3	<u>N03</u>	SOCKET OUTLET (15A and below)			
4	<u>N04</u>	FLUORESCENT LAMPHOLDER / STARTER HOLDER			
5	<u>N05</u>	CEILING ROSE			
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR			
7	<u>N07</u>	LAMP FITTING			
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP			
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP			
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER			
		Page 1 - [>]			

8 Select a **Category Code**; e.g: **N04** for Fluorescent Lampholder.

Figure 2.83 Category selected



9 Click [More information] hyperlink to view the info.

10 New screen will appear in new explorer window as shown as below;

Figure 2.84 Category information





Main Category	Remarks	
PLUG TOP/PLUG (15A and below)	-	
SWITCH AND DIMMER	-	
SOCKET OUTLET (15A and below)	-	
FLUORESCENT LAMPHOLDER / STARTER -		
HOLDER		
CEILING ROSE	-	
BAYONET CAP and MULTIWAYS ADAPTOR	-	
LAMP FITTING	-	
CAPACITOR for FLUORESCENT LAMP	-	
BALLAST / CONTROL GEAR / DRIVER FOR LAMP	-	
CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER	Please write the model as: Model (number of poles, rated short circuit capacity, instantaneous tripping current, rated current) Example: 55J6101-7SC(2P, 6KA, TYPE C, 10A)	
PORTABLE LUMINAIRE LAMP	-	
KETTLE including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-	
KITCHEN MACHINE	-	
TOASTER / OVEN (Cooking Appliance)	-	
RICE COOKER	-	
REFRIGERATOR	-	
IMMERSION WATER HEATER	-	
WATER HEATER including HEATING	-	
WASHING MACHINE	-	
FAN	-	
HAND OPERATED HAIR DRYER / HAIRCARE / SKIN CARE	-	
IRON	-	
SHAVER	-	
VAPORISER	-	
VACUUM CLEANER	-	
HI-FIDELITY SET	-	
VIDEO and VISUAL DISPLAY UNIT	-	
AUDIO and VIDEO PLAYER UNIT	-	
MASSAGER	-	
AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below)	-	
CHRISTMAS LIGHT	-	
DOMESTIC POWER TOOLS (Portable Type)	-	
ADAPTER/ CHARGER	-	
Main Colonau	Remarks	
Main Category WIRE / CABLE / CORD (non-armoured) 0.5mm to 35mm	Remarks	
Main Category WIRE / CABLE / CORD (non-armoured) 0.5mm to 35mm KELENGKAPAN BUKAN KAWALAN	Remarks	
	Main Category PLUG TOP/PLUG (15A and below) SWITCH AND DIMMER SOCKET OUTLET (15A and below) FLUORESCENT LAMPHOLDER / STARTER HOLDER CEILING ROSE BAYONET CAP and MULTIWAYS ADAPTOR LAMP FITTING CAPACITOR for FLUORESCENT LAMP BALLAST / CONTROL GEAR / DRIVER FOR LAMP CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER PORTABLE LUMINAIRE LAMP KETTLE including HEATING ELEMENTS IF SUPPLIED SEPARATELY KITCHEN MACHINE TOASTER / OVEN (Cooking Appliance) RICE COOKER REFRIGERATOR IMMERSION WATER HEATER WATER HEATER including HEATING ELEMENTS IF SUPPLIED SEPARATELY WASHING MACHINE FAN HAND OPERATED HAIR DRYER / HAIRCARE / SKIN CARE IRON SHAVER VAPORISER VACUUM CLEANER HI-FIDELITY SET VIDEO and VISUAL DISPLAY UNIT AUDIO and VIDEO PLAYER UNIT MASSAGER AIR CONDITIONER (Cooling Capacity of 32,000 Bu/hr & below) CHRISTMAS LIGHT DOMESTIC POWER TOOLS (Portable Type)	

11 Enter **Sub Category codes**.

Figure 2.85 Click to search sub category fields

Sub Category [More information]	STARTER HOLDER FOR TUBULAR FLUORESCENT LAMP - N04.02	*	[search] *
	(Contact Suruhanjaya Tenaga if product is not found in	the	category list)

12 Click search for Sub Category. Sub Category Codes pop-up window

appears as shown below.

Figure	re 2.86 Select Sub Category Codes Filed				
	Sub Category Codes				
			10 👻	Show	
	No. Sub Category Code Description				
	1	<u>N04.01</u>	.01 LAMP HOLDER FOR TUBULAR FLUORESCENT LAMP		
	2	<u>N04.02</u>	STARTER HOLDER FOR TUBULAR FLUORESCENT LAMP		
			F	Page 1 👻	

13 Select a **Sub Category Code**; e.g: **N04.01** Lamp Holder for Tubular Fluoresent

Lamp

14 Click [More information] hyperlink to view the info.





15 New screen will appear in new explorer window as shown as below;

Figure 2.87 Sub Category Information

Main Code	Main Category	Remarks	
N01	PLUG TOP/PLUG (15A and below)	-	
N02	SWITCH AND DIMMER	-	
N03	SOCKET OUTLET (15A and below)	-	
N04	FLUORESCENT LAMPHOLDER / STARTER -		
	HOLDER		
N05	CEILING ROSE	-	
N06	BAYONET CAP and MULTIWAYS ADAPTOR	-	
N07	LAMP FITTING	-	
N08	CAPACITOR for FLUORESCENT LAMP	-	
N09	BALLAST / CONTROL GEAR / DRIVER FOR LAMP	-	
N10	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER	Please write the model as: Model (number of poles, rated short circuit capacity, instantaneous tripping current, rated current) Example: 55J6101-7SC(2P, 6KA, TYPE C, 10A)	
N11	PORTABLE LUMINAIRE LAMP	-	
N12	KETTLE including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-	
N13	KITCHEN MACHINE	-	
N14	TOASTER / OVEN (Cooking Appliance)	-	
N15	RICE COOKER	-	
N16	REFRIGERATOR	-	
N17	IMMERSION WATER HEATER	-	
N18	WATER HEATER including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-	
N19	WASHING MACHINE	-	
N20	FAN	-	
N21	HAND OPERATED HAIR DRYER / HAIRCARE / SKIN CARE	-	
N22	IRON	-	
N23	SHAVER	-	
N24	VAPORISER	-	
N25	VACUUM CLEANER	-	
N26	HI-FIDELITY SET	-	
N27	VIDEO and VISUAL DISPLAY UNIT	-	
N28	AUDIO and VIDEO PLAYER UNIT	-	
N29	MASSAGER	-	
N30	AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below)	-	
N31	CHRISTMAS LIGHT	-	
N32	DOMESTIC POWER TOOLS (Portable Type)	-	
N33	ADAPTER/ CHARGER	-	
Main Code	Main Category	Bemarks	
N34	WIRE / CORD (non-armoured) 0.5mm to 35mm	-	
N35	KELENGKAPAN BUKAN KAWALAN	-	
N36	Kwh METER	-	
		1	

16 Enter Brand Name.

Figure 2.88 Enter brand name field



17 Enter Name of Electrical Equipment & Model.

NOTE: Model entered can't be duplicated for each electrical equipment name.

Figure 2.89 Enter name of electrical equipment

Name of Electri	cal Equipment M	odel
Power Tool	* PT-104	* 🔽
	Insert Delete	
	No. of Model 1	

18 Click Insert button to insert another equipment.

Figure 2.90 enter equipment field

Name of Electrical Equipment	Model	
Power Tool	* PT-104	* 🗸
	*	* 🔳
Insert	Delete	
No. of Model	2	





19 To delete equipment off the list, tick I on the checkbox and click Delete button to delete the selected equipment.

Figure 2 01 Additional details section	

Additiona	I Details
Company Phone No.	*
Company Fax No.	
Company Email Address	*
Handphone No.	* (For SMS Purpose)
СОА Туре	Manufacture, Display, Sell, Advertise of Electrical Equipment
Country of Manufacturer	select 👻 *
Name of Manufacturer	*
Address of Manufacturer	*
ROC / ROB No.	*
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Sub Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	*
COC No	
Test Report No	
Name of Electrical Equipment	Model
	•
Insert	Delete
No. of Model	1
Save Nex	t Cancel

20 Complete **Additional Details**.

21 Click Next button to proceed or Click Save button to save application or

Click Cancel button to abort application.

Figure 2.92 application saved alert

Message fro	om webpage
4	Application saved !
	ОК

22 Application Saved message window appears.





Step 9 Attachment of Technical Documents

Figur	igure 2.93 Attachment of technical documents							
Edi	t Certificate	of Ap	proval (Imp	oort) - SJT1612	013015499	•		
				Impor	t Item			
							Add Delete	
No.	Description	Model	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR)	
1	Other	xxxx	0101.30 900	9999999	UNT	2		
						Grand Total:	.00	
							Page 1 🔫	
	Technical Documents							
Supp	Supporting documents are mandatory. If the supporting documents are not attached, your application will not be							
proc	Attachment Button							
Ensu Tena	Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.							
1. ha 2. si 3. si 4. ha	 I solemnly declare that: I have attached this application with the type test reports. I shall label the electrical equipment as stated in the Certificate of Approval. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST. I shall prescribe information regarding the application. 							
				Ba	ack			

1 Click Attachment button to attach supporting documents.

2 Attachments screen appears as shown.

Figure 2.94 Attachment Screen



Figure 2.95 Attach document



- Click button to choose type of document, e.g. Partial Test Report /
 Verification Test Report
- 4 Enter File Description, Test Report No., Test Report Date, and Remark (if any)





Browse... button to select the supporting documents file from your 5 Click

PC for attachment.

🧉 Choose File to Uploa	d				×
😋 🔵 🗢 📕 « are_	la (D:) • 5	Supporting Document	← ← Search Supporting Docu	iment 🔎
Organize 👻 New	fold	er		8== 👻	
鷆 Downloads	*	Na	ame	Date modified	
Recent Places		7	Invoice	21/1/2010 12:25 PN	
➢ Libraries ➢ Documents ➢ Music ➢ Pictures ➢ Videos	ш	Þ	Supporting Document	21/1/2010 12:25 PN	Select a file to preview.
Computer					
i are_la (D:)	-	-		4	

6 Select the file to be attached.

Figure 2.97 Upload the documents



- 7 Click on upload button to attahced the document.
- If a message screen appears as below, the file you have attached is not in 8 the listed format.

Figure 2.98 Message alert



- 9 Click Close to return to previous screen
- **10** Your file(s) must be in the listed format before you can proceed any further.
- **11** Attach the correct format file to proceed.
- 12 Message screen appears notifying the docoument(s) has been uploaded successfully.

Figure 2.99 Message alert



- **13** Click Close to return to Edit Certificate of Approval (Import) screen.
- 14 List of attached documents will be display as below
- **15** Click to view or $\frac{1}{2}$ to delete supporting document.

Figure 2.100 Attached Document List

	Attached Document								
No.	Type of Document	File Description	TR / COC / PCL No.	TR / COC / PCL Date	Upload Date & Time	Remark	File Size	View	Delete
1	Partial Test Report / Verification Test Report	dfsfrtrt	1234	03-Dec-2013	09-Dec-2013 10:46 AM	dgf	19.22 KB	[9 <u>View</u>	X Delete





Step 10 Submission To Suruhanjaya Tenaga

Figure 2.101 Submission to Suruhanjaya Tenaga

Edit	Edit Certificate of Approval (Manufacture) - SJT1612012000138								
	Technical Documents								
		Attachment	Delete						
No.	Document Name	File Name							
1	coc	SJT1612012000138 6 1.pdf							
2 Declaration Identification Letter (if brand and model not the same with the original) SJT1612012000138 8 2.pdf									
3	3 Instruction Manual (if requested)								
4	4 Letter of Consent from the Original Brand Owner (if requested) SJT1612012000138 9 1.pdf								
Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.									
✓ I solemnly declare that: Isolemnly declare that: Ihave attached this application with the type test reports. Ishall label the electrical equipment as stated in the Certificate of Approval. Ishall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST. Ihave given true information regarding the application. 									
	Back Submit to OGA								

- **1** Tick $\overline{\mathbb{V}}$ on the checkbox to agree to the condition required.
- 2 Click Submit to OGA button to submit application.
- **3** Application Submitted message screen appears.

Figure 2.102 Application submitted alert



Step 11 Check Application Status After Submission

Figure 2.103 Check application status after submission

ar								6	- Crewk		Filtor	Status	
nits									Search		1 11(6)	Cratua	
uhanjaya Tenaga							Advance	ed Sear	ch				
hived Permits						By Appl	lication Date	From		V (do	/MM/yyyy)		
ermit - eDeclare								10		V (dd	(MNN/yyyy)		
ment Instruction						By Ag	oproval Date	To		V (dd	/MM/yyyy)		
_						By Appl	ication Type	Filter	Application Type	-			
							By OGA	SURU	HANJAYA TENAGA	•			
							No. Kerja						
	No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status		COA No.	Recipier	nt <mark>No.</mark> Kerja	Apply Copy Trader Reference No.	Delete Re Payment Status
	1	SJT1612012000138	Manufacture		23/02/2012 15:32:03		Awaiting O Verificatio	DGA n	_			_	NA
	2	SJT1612012000136	Import		23/02/2012 11:50:00		Awaiting O Verificatio	DGA n		The :	status	(129/T	NA
	3	SJT1612012000135	Import	Renewal	15:50:12		Verificatio	V		_	_		NA
	4	SJT1612012000131	Import	Renewed	21/02/2012 12:16:09	21/02/2012 12:44:50	Acknowle	aged by	SJT16110200189201	2 SJT161	KI204/12		Payment Completed
	5	SJT1612012000130	Manufacture		21/02/2012		Draft	_		SJT161		(Manufacture) -	NA
													-

▶ The new Application ID is displayed with status "Awaiting OGA

Verification".





2.3 Applying Release Letter

To apply for Release Letter, please follow the steps below:

Step 1 View Certificate of Approval Screen

Figure 2.104 View certificate of approval screen

PERMIT System		Powered by Dagang Net
	STAGING SERVER	Edit Profile User Manual Logout
		Thursday, 23 February 2012
View Certificate of Approval		
5	 Search Filter Status 	s 👻
Suruhaniaya Tenaga Menu	rch	
By Application Date	V (dd/MM/yyyy)	
Dy representation Date To	V (dd/MM/yyyy)	
By Approval Date	V (dd/MM/yyyy) V (dd/MM/yyyy)	
By Application Type Filter	Application Type	
By OGA SURL	JHANJAYA TENAGA 🔻	
No. Kerja		
		Show
Арріу		ly Copy Delete Renew
No. Application ID Application Type Date Status	COA No. Recipient No. Trade Kerja No.	er Reference Payment Status
1 SJT1612012000138 Manufacture 23/02/2012 Awaining OGA 1 SJT1612012000138 Manufacture 15:32:03 Verification	SJT161	NA
2 <u>SJT1612012000136</u> Import 23/02/2012 Awaiting OGA 11:50:00 Verification	SJT161 SJT/1	29/T NA 🗆
3 <u>SJT1612012000135</u> Import Renewal 21/02/2012 Awaiting OGA Verification	SJT161 KI204/12	NA
4 <u>SJT1612012000131</u> Import Renewed 21/02/2012 21/02/2012 Acknowledged by Customs	['] SJT161102001892012 SJT161 KI204/12	Payment Completed
5 <u>SJT1612012000130</u> Manufacture 21/02/2012 11:49:12 Draft	SJT161 (Mam Renew	afacture) - wal To Reject NA
		- 5.1

- 1 Click on Suruhanjaya Tenaga menu as shown.
- 2 View Certificate of Approval screen appears.
- 3 Click Apply button.

Step 2 Select Application Type

Figure 2.105 Select applicaton ty	pe	
Select Application Type		
А	pplication Type	Certificate of Approval - Import Certificate of Approval - Manufacture Release Letter Select Application Type
		Select

- **1** Select Application Type; e.g. Release Letter.
- 2 Click Select button.
- **3** "Are you sure?" screen appears to confirm Application Type selected.





Figure 2.106 Message alert

	Message from webpage		
	Are you sure ?		
	ОК	Cancel	
4	Click OK but	ton to proceed or	Cancel button to abort.

Step 3 Apply Release Letter Screen

Figure 2.107 Apply r	elease letter screen				
Apply Release Letter					
OGA Name	SURUHANJAYA TENAGA 👻 *	Branch	select • *		
	Consignor Details		Consignee Details		
ROC / ROB	[search]	ROC / ROB	177974		
Company Name	*	Company Name	Dagang Net		
Company Address	*	Company Address	Tower 3, Avenue 5 * [search]		
			The Horizon, Bangsar South		
			No. 8, Jalan Kerinchi, 59200		
	Agent Details		Applicant Details		
Agent Name	[search]	Applicant Name	* [search]		
Agent Code		Applicant Designation	*		
Agent Address		Applicant IC / Passport No.	*		
Mode of Transport	select 🔻	Applicant Phone No.			
Purpose	Others 👻 *	Applicant Fax No.			
Country of Origin	* [search]	Applicant Email	*		
Place of Origin	* [search]	Port / Place of Import	select		
Consigned From	[search]	Location	select 👻		
Customs Station	IBU PEJABAT KASTAM-H10 [search]	Trader Reference No.			
Trader Remarks	A				
	Additional Details				
	Handphone No. (For SMS Purpose)				
	Type of Release Letter select 👻 *				
Save Next Cancel					

▶ This is a standard **Release Letter Application** screen.

Select OGA Branch Step 4

Figure 2.108 Select bran	nch				
Branch	select	• *			
Click to select OGA Branch; e.g. Putrajaya.					
Figure 2.109 Branch sel	ected				
Branch P	utrajaya	→ *			





Step 5 Consignor Details Section

Figure 2.110 Click to search consignor

	Consignor Details	Click to sea	arch
ROC / ROB	[search]		
Company Name		*	
Company Address		*	

- **1** Fill in your exporter details or click [search] next to **ROC/ROB** field to retrieve the data updated in Admin Module previously.
- 2 Pop-up window will display the list of **Consignor**.

Figure 2.111 Select Consignor

Consignor				
	10 Vame Vexact V	Show		
No.	Name Click to select	Code		
1	ASD PVT LID			
2	BOULEVARD PTE LTD	BOULE		
3	EXPORTER LTD			
4	Exporter	12345		
5	Exporter Japan Ltd			
6	Exporter Ltd	Exp		
7	Exporter pte ltd	Exporter		
8	FBNBVN	В		
9	GG Supplier Pvt Ltd			
10	JAPAN GIANT STEEL LTD	GIANT		
		Page 1 ▼ [≥]		

3 Click Consignor Name as shown.

Figure 2.112 Consignor details selected

Consignor Details				
ROC / ROB	BOULE	[search]		
Company Name	BOULEVARD PTE L	TD	*	
Company Address	120 JLN TERASSEK		*	
	SINGAPORE			

4 All fields in **Consignor Details** section will be filled automatically.





Step 6 Consignee Details Section

Figure 2.113 Consignee details section

Consignee Details		
ROC / ROB	177974	
Company Name	Dagang Net	
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia	

1 Fill in **Consignee Details** or click search button to search. It is your company's details.

Step 7 Agent Details Section

Figure 2.114 Agent detail section

Agent Details				
Agent Name		[search]		
Agent Code				
Agent Address				

> Agent Details is the Forwarding/Shipping Agent information details.

NOTE : This section is not mandatory.

Step 8 Applicant Details Section

1	igure 2.115 Click applica	nt details		
		Applicant Details		Click to search
	Applicant Name		* [search]	
	Applicant Designation	*		
	Applicant IC / Passport No.	*		
	Applicant Phone No.			
	Applicant Fax No.			
	Applicant Email		*	

- **1** Fill in your exporter details or click search next to **Applicant Name** field to retrieve the data updated in Admin Module previously.
- 2 Click search next to Applicant Name field.





3 Applicant pop-up window appears as shown below.

Figure 2.116 Select applicant

Applic	ant		
	10 🔻 Name	▼ Exact ▼	Show
No.	Name	Click to select nation	
1	Firdaus Agus	ger	
2	Mohd Firdaus	Manager	
			Page 1 🔻

- 4 Click Applicant Name as shown.
- 5 All fields in Applicant Details such as Applicant Name, Designation IC/Passport No., Applicant Phone No., Applicant Fax No. and Applicant Email will be filled automatically.

Figure 2.117 Applicant details selected

Applicant Details				
Applicant Name	Mohd Helmi			* [search]
Applicant Designation	Manager		*	
Applicant IC / Passport No.	1234565456	*		
Applicant Phone No.	0312345678			
Applicant Fax No.				
Applicant Email	helmi@ic.com			*

Step 9 Mode of Transport

Figure 2.118 Select mode of transport



- **1** Mode of Transport refers to how the goods are being imported to Malaysia.
- 2 There are various types of Mode of Transport (Maritime, Rail, Road, Air, Post).

```
Figure 2.119 mode of transport selected
```



3 Click dropdown to select Mode of Transport; e.g. Maritime.

NOTE: Mode of transport is not been validated by SMK. This field is optional and user can leave this field blank.





Step 10 Purpose

1 Click dropdown to select the **Purpose**.

Figure 2.120 select purpose



2 There are various type of **Purpose (Private, Business, Research, Exhibition, Others).**

NOTE: This section is required by SMK and defaulted to Others. Applicant may change if necessary. Field in * remark is mandatory.

Step 11 Country of Origin

Figu	re 2.121 Country of	Origin	Click to search
	Country of Origin	* [search]	

- 1 Click [search] hyperlink to search for **Country of Origin**.
- 2 **Country Codes** pop-up window appears as shown below.

Figure 2.122 Select country codes

Country Codes			
No.	Cor ntry Code	Click to select ne	N
31	19	DIAN OCEAN TERR	
32	<u>BN</u>	BRUNEI DARUSSALAM BND	
33	BG	BULGARIA	
34	BF	BURKINA FASO	
35	BI	BURUNDI	
36	BY	BYELORUSSIAN SSR	
37	<u>KH</u>	CAMBODIA	
38	<u>CM</u>	CAMEROON,UNITE REP OF	
39	CA	CANADA CAD	
40	CV	CAPE VERDE	
		< Page 4 -	[>]

3 Select a Country Code.

Figure 2.123 country of origin selected



4 Country of Origin field will be filled automatically.

Step 12 Place of Origin

Figure 2.124 Select place of origin

Click to search





* [search]

Place of Origin

- 1 Click [search] hyperlink to search for Place of Origin.
- 2 **Port Codes** pop-up window appears as shown below.

NOTE: Place of Origin reflects the Country of Origin.

Figure 2.125 Select port codes

Port Codes		
		10 - Show
No.	Port Code	Port Name
1	BNBTN	BRUNEI TOWN
2	BNBWN	E Click to select WAN
3	BNKUB	KUALA DELAIT
4	BNLUM	LUMUT
5	BNMUA	MUARA
6	BNSER	SERIA
7	BNTAS	TANJONG SALIRONG
		Page 1 -

3 Select a Port Code.

Figure 2.126 place of origin selected

Place of Origin	LUMUT - BNLUM	* [search]

4 Place of Origin field will be filled automatically.

Step 13 Consigned From Field

Figure 2.127 Select consign	Click to search	
Consigned From	[search]	

- 1 Click search hyperlink to search for the **Consigned From.**
- **2 Country Codes** pop-up window appears as shown below.

Figure 2.128 Select country codes

Country Codes			
		10 - Show	
No.	Country Code	Country Name	
211	<u>SJ</u>	SVALBARD & JAN MAYEN I.	
212	<u>SZ</u>	SWAZILAND	
213	<u>SE</u>	SWEDEN	
214	CH	SWITZERLAND CHF	
215	<u>SY</u>	SYRIAN ARAB REPUBLIC	
216	TW	TAIWAN, PROVINCE OF CHINATWD	
217		lick to select	
218	TZ		
219	TH	THAILAND THB	
220	TL	TIMOR-LESTE	
		[≤] Page 22 ▼ [≥]	





3 Select a Country Code.

NOTE : Country of transit before consignment reaches the final destination. If there

is no country of transit, then it will be the same as Country of Origin.

```
Figure 2.129 Concigned from selected
```



4 Consigned From field will be filled automatically.

Step 14 Port/Place of Import

Figure 2.130 select port / place of import

Port / Place of Import	select	•

- 1 Click Thyperlink to select Port/Place of Import.
- 2 Place of Import refers to the place of Entry Point for Import.

Figure 2.131 port / place of import selected

Port / Place of Import TAIPING - MYTPG

NOTE : Place of Import should tally with the mode of transport.

e.g. If you choose 'Maritime' as the mode of transport, place of import should be a sea port.

NOTE: Port/Place of Import is not been validated by SMK. This field is optional and user can leave this field blank.

Step 15 Location Field

Figure 2.132 select location field



► Click dropdown to select the Location.

Figure 2.133 location selected

Location BANTING - MYBAN

NOTE: Location is not been validated by SMK. This field is optional and user can leave this field blank.

Step 16 Customs Station Field

Figure 2.134 customs station field





Customs Station IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY-H1([search]

All COA applications will be registered at **Sistem Maklumat Kastam**.

NOTE: Please do not change to other Customs Station; This is an auto default station.

Step 17 Trader Reference No. and Remarks Field

Figure 2.135 enter trader reference no. field

Trader Reference No.	SJT/129/T	

1 Enter Trader Referrence No.

NOTE: Trader reference No. refers to your COA reference number to represent this COA application.

Figure 2.136 enter trader remarks

Trader Remarks	FOR URGENT APPROVAL PLEASE	*
		-

2 Enter Trader Remarks.

NOTE: Trader Remarks refers to free remark by you.

Step 18 Additional Details Section

Figure 2.137 additional details section

Additional Details	
one No. * (For SMS Purpose)	Handphone No.
e Letter select • *	Type of Release Letter
e Letter select *	Type of Release Letter

- **1** Additional Details section is a Suruhanjaya Tenaga requirement. This section is mandatory.
- 2 Enter Handphone No. for SMS purpose.
- 3 Click dropdown to select **Type of Release Letter**.
- 4 There are various types of **Release Letter**, click on the link to view each Release Letter;
 - a) Import for Manufacturing Component (100% for Export)
 - b) Import for Manufacturing Component (Local Market)
 - c) Import for Keeping In Bonded Warehouse
 - d) Import for Research (Factory)
 - e) Import for Research (Market/Quality)
 - f) Import for Re-work and Re-export





- g) Import for Non-Regulated Items
- h) Import for Specific Purpose
- i) Import for Concert
- j) Import for Transit

Step 18 Release Letter: Import For Manufacturing Component (100% for Export)

(a) Figure 2.138 sdditional details section

Additional Details		
Handphone No.	0128903456 * (For SMS Purpose)	
Type of Release Letter	Import for Manufacturing Component (100% for Export) 🔹 *	
End Product	*	
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)	
Brand		
Country of Manufacturer	select ×	

1 Click 🔽 dropdown to select **Type of Release Letter.**

Figure 2.139 enter end product field

2 Enter End Product field.

3 Click search for Category. Category Codes pop-up window appears as shown.

Figure 2.140 select category codes





Category Codes		
		10 V Show
No.	Category Code	Description
1	<u>N01</u>	PLUG TOP/PLUG (15A and below)
2	<u>N02</u>	SWITCH AND DIMMER
3	<u>N03</u>	(15A and below)
4	<u>N04</u>	MPHOLDER / STARTER HOLDER
5	<u>N01</u>	CEILING ROSE
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<u>N07</u>	LAMP FITTING
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER
		Page 1 -

- 4 Select a Category Code; e.g: N04 for Fluorescent Lampholder/Starter Holder
- 5 Enter Brand name.

Figure 2.141 enter brand name



6 Select Country of Manufacturer

Figure 2.142 select country of manufacturer

Country of Manufacturer	select	→ *

7 Complete Additional Details for Import For Manufacturing Component (100% for Export).

Figure 2.143 additional details section

•	
Additiona	al Details
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Manufacturing Component (100% for Export) 👻 *
End Product	Electrical Appliant *
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - A N04 T [search] *
	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Samsung
Country of Manufacturer	CHINA *
Save Nex	t Cancel

Step 18 Release Letter: Import For Manufacturing Component (Local Market)

(b) Figure 2.144 additional details section





Additiona	al Details
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Manufacturing Component (100% for Export) 👻 *
End Product	Electrical Appliant *
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04
	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Samsung
Country of Manufacturer	CHINA 👻 *
Save Nex	t Cancel

- 1 Click dropdown to select **Type of Release Letter**.
- 2 Click search for Approved COA Number. Approved COA Number pop-up window appears as shown.

igure 2.145 select approved coa no.				
Approv	red COA No.			
		10 -	Show	
No.	Approved COA No.			
1	SJT161309042282010			
2	SJT1612010000013	Click to select		
3	SJT1612010 00014			
4	SJT161309042412010			
5	SJT161310042612010			
6	SJT161310042622010			
7	SJT161310042762010			
8	SJT161310042772010			
9	SJT161310042722010			
10	SJT161310042712010			
			Page 1 ▼ [≥]	

3 Select Approved COA No.; e.g: SJT61309042412010

Figure 2.146 Enter end product field

End Product	Electrical Appliant	*

4 Enter End Product.

5 Click search to search for Category. Category Codes pop-up window appears

as shown.

Figure 2.147 Select country codes





Ca	ategory Coo	des
		10 V Show
No.	Category Code	Description
1	<u>N01</u>	5A and below)
2	<u>N02</u>	Click to select MER.
3	<u>N03</u>	SOCKET OUTLET (15A and below)
4	<u>N04</u>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<u>N05</u>	CEILING ROSE
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<u>N07</u>	LAMP FITTING
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER
		Page 1 - [>]

- 6 Select a **Category Code**; e.g: **N04** for Fluorescent Lampholder/Starter Holder.
- 7 Enter Brand name.

Figure 2.148 enter brand field

Brand	samsung	
	5	

8 Select Country of Manufacturer

Figure 2.149 select counrty of manufacturer

Country of Manufacturer	select	•	*
· · · · · · · · · · · · · · · · · · ·			

8 Enter Name of Electrical Equipment & Model.

NOTE: Model inserted can't be duplicated for each electrical equipment name.

9 Complete Additional Details section for Import For Manufacturing

Component (Local Market).



<<Step 18 | Step 19>>





(c) Figure 2.151 additional details sectio	n
Addition	al Details
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Keeping in Bonded Warehouse 🗸 *
Name of Bonded Warehouse	*
Address of Bonded Warehouse	*
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Samsung *
Country of Manufacturer	CHINA 🗸 *
Invoice No.	*
Date of Invoice	▼ (dd/MM/yyyy) *
AWB / BL / Conveyance No.	
Date of AWB / BL / Conveyance	V (dd/MM/yyyy)
Save Nex	tt Cancel

Step 18 Release Letter: Import For Keeping In Bonded Warehouse

1 Click dropdown to select **Type of Release Letter** field.

Figure 2.152 enter name of bonded warehouse field

Name of Pended Warehouse	*
Name of bonded watehouse	

2 Enter Name of Bonded Warehouse.

Figure 2.153 enter address of bonded warehouse field

Address of Bonded Warehouse	21, south warehouse	*
	westport, klang	
	selangor	

3 Enter Address of Bonded Warehouse.

Figure 2.154 click to search category .

		Click to search
Category [More information]	▼ [search]*	
[]	(Contact Suruhanjaya Tenaga if product is not found in the category list)	

4 Click search for Category. Category Codes pop-up window appears





as shown.

Figure 2.155 select category codes

Ca	tegory Cod	les
		10 - Show
No.	Category Code	Description
1	<u>N01</u>	PLUG TOP/PLUG (15A and below)
2	<u>N02</u>	SWITCH AND DIMMER
3	<u>N03</u>	Click to select (15A and below)
4	<u>N04</u>	AMPHOLDER / STARTER HOLDER
5	<u>N05</u>	CEILING ROSE
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<u>N07</u>	LAMP FITTING
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER
		Page 1 - [>]

5 Select a Category Code; e.g: N04 for Fluorescent Hoder/Starter Holder.

Figure 2.156 enter brand field

Brand	samsung	

6 Enter Brand name.

Figure 2.157 select country of manufacturer

Country of Manufacturer select... *

7 Select Country of Manufacturer

Figure 2.158 enter invoice no. field

Invoice No.	1278678-223	*
Date of Invoice	24/02/2012 V (dd/MM/yyyy) *	

8 Enter Invoice Details and Click V button to select Date of Invoice.

Figure 2.159 enter awb/ bl/ conveyance no.



9 Enter AWB / BL / Conveyance Number. Click v button to select Date of AWB / BL / Conveyance.

Figure 2.160 additional details section





Additiona	al Details
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Keeping in Bonded Warehouse 👻 *
Name of Bonded Warehouse	*
Address of Bonded Warehouse	21, south westhouse *
	westport. klang
	selangor
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04
	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Samsung *
Country of Manufacturer	CHINA 👻 *
Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 V (dd/MM/yyyy)*
AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 V (dd/MM/yyyy)
Save Nex	t Cancel

- 10 Complete Additional Details section for Import For Keeping In Bonded Warehouse.
 - Release Letter: Import for Research (Factory) &

Step 18 • Release Letter: Import for Research (Market/Quality)

(d) • Release Letter: Import for Transit

Figure 2.161 Additional details for type of release letter

Additiona	al Details
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Research (Factory) - *
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	*
Country of Manufacturer	select 👻 *
Invoice No.	*
Date of Invoice	V (dd/MM/yyyy) *
AWB / BL / Conveyance No.	
Date of AWB / BL / Conveyance	V (dd/MM/yyyy)

1 Click dropdown to select **Type of Release Letter**.

Figure 2.162 Search for category



2 Click search for Category. Category Codes pop-up window appears





as shown.

Figure 2.163 Select category codes

Са	tegory Cod	les
		10 - Show
No.	Category Code	Description
1	<u>N01</u>	DLUC TOP/DLUG (15A and below)
2	<u>N02</u>	Click to select DIMMER.
3	<u>N03</u>	SOCKET OUTLET (15A and below)
4	<u>N04</u>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<u>N05</u>	CEILING ROSE
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<u>N07</u>	LAMP FITTING
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER
		Page 1 - [>]

3 Select a Category Code; e.g: N04 for Fluorescent Hoder/Starter Holder.

Figure 2.164 enter brand

Brand	samsung	

4 Enter **Brand** name.

Figure 2.165 enter invoice no field

Invoice No.	1278678-223		*
Date of Invoice	24/02/2012	V (dd/MM/yyyy) *	

11 Enter **Invoice Details** and Click v button to select **Date of Invoice**.

Figure 2.166 enter awb/bl/conveyance no.



12 Enter AWB / BL / Conveyance Number. Click V button to select Date of AWB / BL / Conveyance.

Figure 2.167 additional details section





Additional Details		
Handphone No.	0128903456 * (For SMS Purpose)	
Type of Release Letter	Import for Research (Factory) 🔹 *	
Category	MEAT MINCER - K105	
[More information]	(Contact Suruhaniava Tenaga if product is not found in the category list)	
	(contact outernarjaya renaga in product is not round in the category not)	
Brand	samsung *	
Country of Manufacturer	CHINA *	
Invoice No.	1278678-223 *	
Date of Invoice	24/02/2012 V (dd/MM/yyyy) *	
AWB / BL / Conveyance No.	28271921	
Date of AWB / BL / Conveyance	29/02/2012 V (dd/MM/yyyy)	

5 Complete Additional Details section for Import For Research (Factory).

Step 18 Release Letter: Import For Re-work And Re-export

(f) Figure 2.168 additional details for release letter





Additiona	al Details
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Re-Work and Re-Export
Re-work Period	▼ (dd/MM/yyyy) to ▼ (dd/MM/yyyy) *
Date of re-export to country of origin	V (dd/MM/yyyy) *
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	*
Country of Manufacturer	select 👻 *
Invoice No.	*
Date of Invoice	V (dd/MM/yyyy) *
AWB / BL / Conveyance No.	
Date of AWB / BL / Conveyance	V (dd/MM/yyyy)

1 Click dropdown to select **Type of Release Letter**.

Figure 2.169 select re-work period

Re-work Period 25/02/2012 V (dd/MM/yyyy) to 07/03/2012 V (dd/MM/yyyy)*

Click V dropdown to select **Re-work Period**. 2

Figure 2.170 date of re-export to country of origin

Date of re-export to country of origin 14	4/03/2012 V (dd/MM/y	ууу) *
---	----------------------	--------

Click V to select Date of Re-export To Country of Origin. 3

NOTE: Date of re-export to country of origin cannot be earlier than last date of re-

work period.

Figure 2.171 select Category code

		10 - Show
No.	Category Code	Description
1	<u>N01</u>	15A and below)
2	<u>N02</u>	
3	N/2	SOCKET OUTLET (15A and below)
4	<u>N04</u>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<u>N05</u>	CEILING ROSE
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<u>N07</u>	LAMP FITTING
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER
		Page 1 🗸 [

Click search for Category. Category Codes pop-up window appears





as shown.

5 Select a Category Code; e.g: N04 for Fluorescent lampholder/ Starter Holder

Figure 2.172 enter brand fieds

Brand	samsung	
-------	---------	--

6 Enter **Brand** name.

Figure	2.173	enter	invoice	no.	field
--------	-------	-------	---------	-----	-------

Invoice No.	1278678-223		*
Date of Invoice	24/02/2012	V (dd/MM/yyyy)*	

7 Enter Invoice details. Click v button to select Date of Invoice.

Figure 2.174 enter awb/ bl/ conveyance No.

AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 V (dd/MM/yyyy)

8 Enter AWB / BL / Conveyance details. Click v button to select Date of AWB / BL / Conveyance.

Figure 2.175 additional details section

Additional Details			
Handphone No.	0123256328 * (For SMS Purpose)		
Type of Release Letter	Import for Re-Work and Re-Export 🔹 *		
Re-work Period	25/02/2012 V (dd/MM/yyyy) to 07/03/2012 V (dd/MM/yyyy)*		
Date of re-export to country of origin	14/03/2012 V (dd/MM/yyyy)*		
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - A N04 T [search] *		
	(Contact Suruhanjaya Tenaga if product is not found in the category list)		
Brand	samsung *		
Country of Manufacturer	CHINA 👻 *		
Invoice No.	1278678-223 *		
Date of Invoice	24/02/2012 V (dd//M/yyyy)*		
AWB / BL / Conveyance No.	28271921		
Date of AWB / BL / Conveyance	29/02/2012 V (dd//MM/yyyy)		

9 Complete Additional Details section for Import for Re-work and Reexport.





Step 18 Release Letter: Import for Non-Regulated Items

(g) Figure 2.176 additional details for import non regulated items

0			
Additional Details			
Handphone No.	0128903456 * (For SMS Purpose)		
Type of Release Letter	Import for Non-Regulated Items		
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)		
Brand	*		
Country of Manufacturer	select 👻 *		

- 1 Click dropdown to select **Type of Release Letter**.
- 2 Click search to search for Category. Category Codes pop-up window appears as shown.

Figur	e 2.177 Selec	t category codes
Ca	itegory Cod	les
		10 V Show
No.	Category Code	Description
1	<u>N01</u>	F Click to select 5A and below)
2	<u>N02</u>	s MER
3	<u>N03</u>	SOCKET OUTLET (15A and below)
4	<u>N04</u>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<u>N05</u>	CEILING ROSE
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<u>N07</u>	LAMP FITTING
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER
		Dec. 1 - [5]

3 Select a Category Code; e.g: N04 for Fluorescent Holder/Starter Holder

Figure 2.178 enter brand field

Brand	samsung	
-------	---------	--

4 Enter Brand name.

Figure 2.179 Additional details

Additional Details		
Handphone No.	0123256328 * (For SMS Purpose)	
Type of Release Letter	Import for Non-Regulated Items 👻 *	
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - ^ N04 [search] *	
	(Contact Suruhanjaya Tenaga if product is not found in the category list)	
Brand	samsung *	
Country of Manufacturer	CHINA V	

5 Complete Additional Details section for Import for Non-Regulated Items.





Step 18	Release Letter: Import for Specific Purpose
---------	---

(h) Figure 2.180 Additional details for import for specific purpose

Additional Details			
Handphone No.	0128903456 * (For SMS Purpose)		
Type of Release Letter	Import for Specific Purpose 🔹 *		
Name of Company / User	*		
Address to be used	*		
Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)		
Brand	*		
Country of Manufacturer	select 👻 *		
Invoice No.	*		
Date of Invoice	V (dd/MM/yyyy) *		
AWB / BL / Conveyance No.			
Date of AWB / BL / Conveyance	V (dd/MM/yyyy)		

1 Click dropdown to select **Type of Release Letter**.

Figure 2.181 Enter name of company / user



2 Enter Name of Company/User field.

Figure 2.182 enter address to be used

Address to be used	*

3 Enter Address To Be Used.

4 Click search to search for Category. Category Codes pop-up window appears as shown.

Figure 2.183 Select category codes

Ca	ategory Co	des
		10 - Show
No.	Category Code	Description
1	<u>N01</u>	PLUG Click to select nd below)
2	<u>N07</u>	SWITC
3	<u>N/3</u>	SOCKET OUTLET (15A and below)
4	<u>N04</u>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<u>N05</u>	CEILING ROSE
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<u>N07</u>	LAMP FITTING
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER
		Page 1 - [>]





5 Select a Category Code; e.g: N04 for Fluorescent Lampholder/Starter Holder

Figure 2.184 Enter brand field

Brand	samsung	
		_

6 Enter Brand name.

Figure 2.185 enter invoice no. field

Invoice No.	1278678-223	*
Date of Invoice	24/02/2012 V (dd/MM/yyyy)*	

7 Enter Invoice details. Click v button to select Date of Invoice.

Figure 2.186 enter awb/bl/conveyance no filed

AWB / BL / Conveyance No.	28271921	
Date of AWB / BL / Conveyance	29/02/2012	V (dd/MM/yyyy)

8 Enter AWB / BL / Conveyance details. Click V button to select Date of AWB

/ BL / Conveyance.

Figure 2.187 additional details

Additional Details					
Handphone No.	0123256328 * (For SMS Purpose)				
Type of Release Letter	Import for Specific Purpose 💌 *				
Name of Company / User	Mohd Khalli *				
Address to be used	21st Westport *				
	Westport, Klang				
	Selangor				
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER -				
	(Contact Suruhanjaya Tenaga If product is not found in the category list)				
Brand	samsung *				
Country of Manufacturer	CHINA 👻 *				
Invoice No.	1278678-223 *				
Date of Invoice	24/02/2012 V (dd/MM/yyy)*				
AVVB / BL / Conveyance No.	28271921				
Date of AVVB / BL / Conveyance	29/02/2012 V (dd/MM/yyy)				
Save Nex	t Cancel				

9 Complete Additional Details section for Import for Specific Purpose.





Additiona	al Details		
Handphone No.	0128903456	* (For SMS Purpose)
Type of Release Letter	Import for Conce	rt	• *
Name of Concert			*
Address of Concert			*
Concert Period		V (dd/MM/yyyy) to	V (dd/MM/yyyy) *
Date of re-export to country of origin		V (dd/MM/yyyy) *	
Category [More information]	(Contact Suruhar	jaya Tenaga if product is	s not found in the category list)
Brand			
Country of Manufacturer	select		• *
Invoice No.			*
Date of Invoice		V (dd/MM/yyyy) *	
AWB / BL / Conveyance No.			
Date of AWB / BL / Conveyance		V (dd/MM/yyyy)	

Step 18 Release Letter: Import for Concert

(i)

Click 🔽 dropdown to select **Type of Release Letter**. 1

Figure 2.189 enter name of concert

* Name of Concert

Enter Name of Concert. 2

Figure 2.190 enter address of concert

Address of Concert	*

Enter Address of Concert. 3

Figure 2.191 select concert period

Concert Period	V (dd/MM/yyyy) to	V (dd/MM/yyyy) *
----------------	-------------------	------------------

Click V to select Concert Period. 4

Figure 2.192 select date of re-export to country of origin

V (dd/MM/yyyy) * Date of re-export to country of origin

Click to select Date of Re-export To Country of Origin. 5

NOTE: Date of re-export to country of origin must not be earlier than the last date of concert period.





6 Click search to search for Category. Category Codes pop-up window appears

as shown.

Figure 2.193 select category codes

Ca	itegory Coo	des
		10 v Show
No.	Category Code	Description
1	<u>N01</u>	PLI Click to select A and below)
2	<u>N07</u>	SWITCHTHIND DRVINTER
3	N/3	SOCKET OUTLET (15A and below)
4	<u>N04</u>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<u>N05</u>	CEILING ROSE
6	<u>N06</u>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<u>N07</u>	LAMP FITTING
8	<u>N08</u>	CAPACITOR for FLUORESCENT LAMP
9	<u>N09</u>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<u>N10</u>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER
		Page 1 - [>]

7 Select a Category Code; e.g: N04 for Fluorescent lampholder/Starter Holder

Figure 2.194 enter brand field

Brand	samsung
-------	---------

8 Enter **Brand** name.

Figure 2.195 enter invoice no.

Invoice No.	1278678-223	*
Date of Invoice	24/02/2012 V (dd/MM/yyy	y) *

9 Enter Invoice details. Click V button to select Date of Invoice.

Figure 2.196 enter awb/bl/conveyance no.



10 Enter AWB / BL / Conveyance details. Click v button to select Date of AWB
 / BL / Conveyance.





0123256328 * (For SMS Purpose)	
Import for Concert	-
Fantastic Moments *	
kuala lumpur cyber center *	
kl	
25/02/2012 V (dd/MM/yyy) to 26/02/2012 V (dd/MM/yyy)*	
29/02/2012 V (dd/MM/yyy) *	
FLUORESCENT LAMPHOLDER / STARTER HOLDER -	_
Contact Suruhaniava Tenaga if product is not found in the category list)	*
samsung *	
CHINA *	
1278678-223 *	
24/02/2012 V (dd/MM/yyy) *	
28271921	
	0123256328 * (For SM S Purpose) Import for Concert * Fantastic Moments * kuala lumpur cyber center * ki * 25/02/2012 V (dd/MM/yyy) to 25/02/2012 V (dd/MM/yyy) * 29/02/2012 V (dd/MM/yyy) * FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 * (Contact Suruhanjaya Tenaga if product is not found in the category list) samsung * 1278678-223 * 24/02/2012 V (dd/MM/yyy) *

Figure 2.197 additional details

11 Complete Additional Details section for Import for Concert.

Step 19 Add Import Item

Figure 2.198 add import item		
Edit Release Letter - 5JT1212013000007		
Import Item		
Grand Total: .00		
Page 1 -		
Technical Documents		
Attachment Delete		
No. Document Name File Name 🔳		
Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.		
 I / We agree that: 1. To take reasonable action in safety aspect to avoid danger arising from electricity. 2. Any risk arising from the use of the electrical equipment is the complete responsibility of our company. 3. Sample of equipment will be submitted if requested by the Suruhanjaya Tenaga. 		
Back		
1 Click Add button to add Import Item.		

2 Add Import Item pop-up window appears.





Figure 2.199 click to search

Add Import Item - SJT12	12013000007	
Tariff Code	Search Button	
Tariff Description	*	
Tariff UOM	*	
Tariff Quantity	*	
Unit Cost C.I.F (MYR)		
Total (MYR)		
Name of Electrical Equipment	•	
Sub Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)	
Model	* One model per line item only.	
COC No		
Test Report No		
Save Reset Close		

3 Click the search hyperlink to search for **Tariff Code**.

NOTE: Items labeled * is complusory.

4 Alert screen appear below.

Figure 2.200 message alert

Message fr	rom webpage
	This Tariff Code MUST be the same as your Customs declaration (K1) for importation. Do check with your forwarder or Customs (Technical Services) for the correct code.
	ОК

5 Click

button to proceed.

Figure 2.201 select tariff code



6 Select Tariff or SJT tab to search Code. System will display the type of tab




according to your consignment's origin.

- Tariff Code Origin from Non-ASEAN countries
- **SJT** Origin from ASEAN countries
- 7 Search Code/Description and click Show button.
- 8 Select a Code.

Figure 2.202 add import item sample

Add Import Item - SJT12	12013000007
Tariff Code	0101 21 000 * [search]
Tariff Description	Pure-bred breeding animals *
Tariff UOM	UNT - UNIT *
Tariff Quantity	12 *
Unit Cost C.I.F (MYR)	234
Total (MYR)	500
Name of Electrical Equipment	rtr *
Sub Category [More information]	REMOTE-CONTROL SWITCH - N02.04
Model	samsung * One model per line item only.
COC No	22322
Test Report No	123456
	Save Reset Close

- 9 Tariff Code & Tariff Description will be filled automatically. You may edit it.
- **10 Tariff UOM** will be filled automatically and cannot be edited.
- **11** Enter **Tariff Quantity**.
 - **NOTE:** Tariff Quantity is defaulted at the maximum of 99999999. For application type Import, Display, Sell, Advertise of Electrical Equipment, do not change the quantity. For Import Regulated Electrical Equipment For Exhibition, key in the actual quantity of import.
- 12 Enter Unit Cost C.I.F, Total, Name of Electrical Equipment and Model details.

NOTE: Model entered can't be duplicated for each item entered.

- **13** Click Save button to proceed or click Reset to reset entry or click Close to close the pop-up window.
- 14 Import Item Added message window appears.

Figure 2.203 message alert

Message from webpage
Import Item Added
ОК





15 Click button to return to **Edit Release Letter** screen.

Step 20 Attachment of Technical Documents

Figure 2.204 Attach technical document

	Import Item										
							Add	Delete			
No.	Description	Model	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR)				
1	Horses	Samsung	0101.10 100	12	UNT	234	500				
						Grand Total:	500.0	0			
							Pag	ge 1			
				Technical	Documents						
					Attachme	nt Button	Attachment	Delete			
No.	Doc	ument Name			File	Name					
insur	o. Document Name File Name nsure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga. I // We agree that: I. To take reasonable action in safety aspect to avoid danger arising from electricity. Any risk arising from the use of the electrical equipment is the complete responsibility of our company.										

1 Click Attachment button to attach supporting documents.

Figure 2.205 click to browse file

Attack	Attachments - SJT1612012000139								
No.	Document Name	File Name							
1	AWB / BL / Conveyance Note	File: Browse Browse Button							
2	Acknowledgement Letter / Cover Letter	File: Browse							
3	Catalogue (if requested)	File: Browse							
4	Invoice	File: Browse							
		Back Attach Reset							
	Attachments with following	file extensions are supported (.jpeg, .jpg, .gif, .pdf, .doc)							
	Electr You may also subm	onic attachments are limited to 2MB. it manual copies directly to Suruhanjaya Tenaga.							

- 2 Attachments screen appears as shown.
- 3 Click Browse... button to select the supporting documents file from your PC

for attachment.

Figure 2.206 choose file to upload





🏉 Choose File to Uploa	d	×
Good are in the second sec	la (D:)	Search Supporting Document
Organize 🔻 New	folder	II • 🗌 🔞
〕 Downloads	Name	Date modified
Recent Places	🔁 Invoice	21/1/2010 12:25 PN
😂 Libraries	Supporting Document	21/1/2010 12:25 PN
Documents		
🎝 Music	=	Select a file
Pictures		to preview.
Videos		
🖳 Computer		
💒 OS (C:)		
👝 are_la (D:)	III	4
F	File name:	✓ All Files (*.*)
		Open Cancel

4 Select the file to be attached.

Figure 2.207 attach documents

Attac	Attachments - SJT1612012000139								
No.	Document Name	File Name							
1	AWB / BL / Conveyance Note	File: D:\Supporting Document\ Browse							
2	Acknowledgement Letter / Cover Letter	File: Browse							
3	Catalogue (if requested)	File: Browse							
4	Invoice	File: Browse							
		Back Attach Reset Attach Files Button							
	Attachments with following	g file extensions are supported (.jpeg, .jpg, .gif, .pdf, .doc)							
	Electr You may also subn	onic attachments are limited to 2MB. it manual copies directly to Suruhaniava Tenaga.							
	,								

5 Click Attach button to complete the attachment process.

Figure 2.208 please wait until files is attach

Attachments - 5JT1612012000139
Attaching files
Please wait while we attach the file(s) to your message.

- 6 Attachment screen to attach file(s) appears as shown.
- 7 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2.209 message alert

Message fr	rom webpage
	Only jpeg / jpg / gif / pdf / doc files are allowed !
	ОК

- 8 Your file(s) must be in the listed format before you can proceed any further.
- **9** Attach the correct format file to proceed.

Figure 2.210 message alert







- **10** Message screen appears notifying the docoument(s) has been attached successfully.
- **11** Click to return to **Edit Release Letter**.

Step 21 Submission To Suruhanjaya Tenaga

Import Item									
Add Delete									
	Description	Model	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR)		
	Horses	Samsung	0101.10 100	12	UNT	234	500		
						Grand	Total:	500.00	
								Page 1	
				Technica	l Documents		Attachment	Delet	
0.	Document N	łame		Technica	l Documents File Name		Attachment	Delet	
10.	Document N AWB / BL /	łame Conveyance No	te	Technica	l Documents File Name SJT161201200	0139 <u>2 1.pdf</u>	Attachment	: Delet	

- 1 Tick I on the checkbox to agree to the condition required.
- 2 Click Submit to OGA button to submit application.
- **3** Application Submitted message screen appears.

Figure 2.212 message alert



Figure 2.211 submission to suruhanjaya tenaga





Step 22 Check Application Status After Submission

Figure 2.213 check application status after submission

rador	Vi	ew Certificate of	Approval										
Permits							5 💌	Search		Filter Sta	atus		•
Suruhanjaya Tenaga							Advanced Search						
Transhipment Permits							From		V CHAIRARA	60000			
Archived Permits						By Applica	tion Date To		V (dd/MM	(yyyy)			
Integration							From		V (dd/MM	(9999)			
Payment Instruction						By Appro	oval Date To		V (dd/MM	(уууу)			
_						By Applica	tion Type Filter App	lication Type	-				
							By OGA SURUHA						
						2	No. Kerja	Awaitin		A St	atus		
						2	No. Kerja	Awaiting	g OG	A St	atus	5	ihov
						2	No. Kerja	Awaiting	g OG	A St	atus	S Delete Re	ihow
			Application	Process	Application	Approval	No. Kerja	Awaiting	g OG	A St	atus	Delete Re Payment	ihov
	۷0.	Application 1D	Application Type	Process Type	Application Date	2 Approval Date	No. Kerja Status		g OG	A St	atus Apply Copy Trader Reference N	Delete Re Payment o. Status	ihov
	40. 1	Application ID SJT1612012000139	Application Type Release Letter	Process Type	Application Date 24/02/2012 10:56:27	Approval Date	No. Kerja Status Awaiting OGA Verification		g OG Recipient SJT161	A St	Apply Copy Trader Reference N 8172-22	Delete Re Delete Re o. Status NA	ihov
	No. 1	Application 1D SJT1612012000139 SJT1612012000138	Application Type Release Letter Manufacture	Process Type	Application Date 24/02/2012 10:56-27 23/02/2012 15:32:03	2 Approval Date	No. Kerja Status Awaiting OGA Verification Awaiting OGA	COA NO.	Recipient SJT161	No. Kerja	Apply Copy Trader Reference N 8172-22	Delete Re o. Payment Status NA NA	inev
	чо. 1 2 3	Application 1D SJT1612012000139 SJT1612012000138 SJT1612012000136	Application Type Release Letter Manufacture Import	Process Type	Application Date 24/02/2012 10:56/27 23/02/2012 15:32/03 23/02/2012 11:50:00	2 Approval Date	No. Kerja Status Awaiing OGA Verification Awaiing OGA Verification Awaiing OGA	COA NG.	Recipient SJT161 SJT161	No. Kerja	Apply Copy Trader Reference N 8172-22	Delete Re Payment Status NA NA NA	ihov inev
	No. 1 2 3 4	Application 1D SJT1612012000139 SJT1612012000138 SJT1612012000136 SJT1612012000135	Application Type Release Letter Manufacture Import Import	Process Type Renewal	Application Date 24/02/2012 10:56:27 23/02/2012 11:5:32:03 23/02/2012 11:5:00 21/02/2012 15:50:12	Approval Date	Stotus Stotus Awaiting OGA Verification Awaiting OGA Verification Awaiting OGA Verification	COA NO.	Recipient SJT161 SJT161 SJT161 SJT161	No. Kerja	Apply Copy Trader Reference N 8172-22 SJT/129/T	S Delete Re Status NA NA NA NA NA	ihov enev
	No. 2 3 4 5	Application 1D STT1612012000139 STT1612012000138 STT1612012000136 STT1612012000135 STT1612012000131	Application Type Release Letter Manufacture Import Import Import	Process Type Renewal Renewed	Application Date 24/02/2012 10:5627 23/02/2012 15:32:03 23/02/2012 11:50:00 21/02/2012 15:50:12 21/02/2012 12:16:09	2 Approval Date 21/02/2012 12:44:50	Stotus Awaiting OGA Verification Awaiting OGA Verification Awaiting OGA Verification Acknowledged by Customs	COA NO.	Recipient SJT161 SJT161 SJT161 SJT161 SJT161	No. Kerja KI204/12	Apply Copy Trader Reference N 8172-22 SJT/129/T	Delete Re Payment Status NA NA NA NA NA Payment Completed	ihov inev

- ▶ The new Application ID is displayed with status "Awaiting OGA Verification".
- > During this status onwards, Verification Letter will be display as below

Figure 2.214 Verification Letter

				Imp	ort - Item			
No.	Description	Hodel	Approved No.	Tariff Code	Tariff Quantity	Tariff UOH	Unit Cost C.I.F (MYR)	Total (MYR)
1	Pure-bred breeding animals	bgfg32		0101.21 0000	9999999	UNT	4234	3423423
				OGA	Response			
	Verified By					Verified Date		
	Approved By					Approved Date		
	COA No.					Effective Date		
	Cancelled Date					Expiry Date		
	Cancellation Remarks				Cancell	ation Reference No.	List of Verif	ivation Letter
	OGA Reference No.					OGA Remarks		
	Response Code					Special Condition		
				Verific	ation Letter			
No. D	ate of Remarks							
1 19	PERFORMANCE T TAHUN DARI TARI	REPORT" YANG	DISERTAKAN TELAH AN DITERIMA	MELEBIHI STAHUN	LAPORAN UJIAN HENI	AKLAH MEMPUNY/	AI TEMPUH SAHLAKU SEKURA	NG-KURANGNYA SATU
2 19	9/11/2013 SILA KEMUKAKAN	DOKUMEN PE	NDAFTARAN SYARIK	AT (SSM) DARI PEMO	DHON			
3 19	911/2013 KEMUKAKAN LAP	ORAN UJIAN JE	NIS (TYPE TEST) YANG	3 TERPERINCI BAGI	SEMUA MODEL YANG D	IPOHON.		
				Tra	nsaction			
No.	Date Time	A	ction		Response D	Pescription	Response	From
1	20/11/2013 10:40:5	5 D	raft		NA		NA	
2	20/11/2013 10:42:1	7 A	waiting OGA Verification		NA		NA	
				Attachm	ents Cancel			

- **Step 22** This letter will display after status: **Approved by OGA onwards.** Template to be displayed based the following release letter type:
 - i. Import for Manufacturing Component (100% for Export)
 - ii. Import for Manufacturing Component (Local Market)
 - iii. Import for Keeping in Bonded Warehouse
 - iv. Import for Research (Factory)
 - v. Import for Research (Market/ Quality)
 - vi. Import for Re-Work and Re-Export
 - vii. Import for Non-Regulated Items
 - viii. Import for Specific Purpose
 - ix. Import for Concert
 - x. Import for Transit





re 2.2	215 Release Le	ter							
				OGA Res	sponse				
	Verified	Ву				Verified Date			
	Approved	By Adr	Admin 1			Approved Date			
	COA	Io. SJT	F161411043592013			Effective Date	19/11/2013		
	Cancelled D	ite				Expiry Date	18/05/2014		
	Cancellation Rema	ks				Cancellation Reference No.			
	OGA Reference	lo. E38	871/13		OGA Remarks				
1	Response Co	de				Special Condition			
		Tra				Click her to display/ p the Release Letter			
No.	Date Ti	ne	Action		Response Description			Response From	
1	19/11/2013 11	58:53	Draft		NA			NA	
2	20/11/2013 11	59:57	Awaiting OGA Verification		NA	1		NA	
3	20/11/2013 20	26:59	Approved by OGA		NA			NA	
					Release Lette	r Cancel			

2.4 Renewing Certificate of Approval

Renew option is for approved COA and only for applications with status Acknowledged by Customs and within the expiry date limitation (within 60 and 14) days before the expiry date. It is only applicable for:

- COA Import, Display, Sell, Advertise of Electrical Equipment
- COA Manufacture

COA - Import, Display, Sell, Advertise of Electrical Equipment

Step 1 Check Expiry Date

Figure 2.216 Check expiry date

iew Certificate of	Approval											
						5 •	Search		Ackno	wledged by Custor	ns	
					Advance	d Searcl	h					
				By Appli	cation Date	From To		V (dd/M V (dd/M	М/уууу) М/уууу)			
				By Ap	proval Date	From To		 V (dd/M V (dd/M 	М/уууу) М/уууу)			
				By Appli	cation Type	Filter A	pplication Type	•				
					By OGA	SURUH	IANJAYA TENAGA 🔫					
					No. Kerja							
	Application	Brocore	Application	Approval					No	Apply Copy	Delete Re	ho
Application ID	Туре	Process	Application	ite					Kerja	Reference No.	Status	
SJT1612012000131	Import	Click to	select	/02/2012 :44:50	Acknowle Customs	dged by	SJT161102001892012	SJT161	KI204/12		Payment Completed	
SJT161201200092	Releas Letter		14:54:43	/02/2012 00:00:00	Acknowled Customs	dged by	SJT1612012000092	SJT161		000092	NA	
SJT1612012000039	Import		31/01/2012 14:56:16	03/02/2012 13:58:04	Acknowled Customs	dged by	SJT161102001692012	SJT161	KI189/12	000039-kRETY	Payment Completed	
SJT1612012000038	Import		31/01/2012 14:55:26	03/02/2012	Acknowles	dged by	SJT161102001682012	SJT161	KI188/12	000038- aTTACHED 11	Payment	

1 Select Application ID, SJT612010000240.

NOTE: Only for applications with status Acknowledged by Customs and within the expiry date limitation (within 60 and 14) days before the expiry date

Figure 2.217 view	consignor	& consignee	details
-------------------	-----------	-------------	---------

View Certificate of Approv	val (Import) - SJT1612010000240				
OGA Name	Suruhanjaya Tenaga	Branch	Putrajaya		
Co	onsignor Details	Consignee Details			
ROC / ROB		ROC / ROB	6677898		
Company Name	PowerPack Pte Ltd	Company Name	GOOD PROFIT SDN BHD		
Company Address	No. 10, Trade Centre Building Frankfurt, Germany	Company Address	20th Floor, HP Towers, Jin Gelenggang, Bukit Damansara, 50490 Kuala Lumpur		





2 View Certificate of Approval (Import) appears.

Figure 2.218 View expiry date

	OGA Response					
Verified By	Afiq Malik	Verified Date	29/09/2010			
Approved By	Hakimi Roslan	Approved Date	29/09/2010			
COA No.	SJT161109000032010	Effective Date	29/09/2010			
Cancelled Date		Expiry Date	20/10/2010			
Cancellation Remarks		Cancellation Reference No.				

3 Refer to OGA Response section to check Expiry Date as shown.

Step 2 Select Application

Figure 2.219 Select application

Vi	ew Certificate of	Approval											
							5 -	Search		Ackno	wledged by Custo	ms	•
						Advance	d Searcl	h					
					By Applic	cation Date	From To		V (dd/M V (dd/M	М/уууу) М/уууу)			
					By App	proval Date	From To		 V (dd/M V (dd/M 	M/yyyy) M/yyyy)			
					By Applic	cation Type	Filter A	pplication Type	-				
						By OGA	SURUH	IANJAYA TENAGA 👻					
						No. Kerja							
												S	how
											Apply Copy	Delete Rer	new
Nio	Application ID	Annell-sellers		A	A	Status	_	COA No	Recipient	84 m	Tender	n	
	Application 10	Туре	Туре	Date	Date	Advande		COA NO.	Recipient	Kerja	Reference No.	Status	
+	<u>8371612012000131</u>	Import	Renewed	12:16:09	12:44:50	Customs	aged by	SJT101102001092012	SJT101	KI204/12		Completed	
2	SJT1612012000092	Release Letter		08/02/2012 14:54:43	08/02/2012 00:00:00	Acknowles Customs	dged by	SJT1612012000092	SJT161		000092	NA	
3	SJT1612012000039	Import		31/01/2012 14:56:16	03/02/2012 13:58:04	Acknowles Customs	dged by	SJT161102001692012	SJT161	KI189/12	000039-kRETY	Payment Completed	
4	SJT1612012000038	Import		31/01/2012 14:55:26	03/02/2012 13:57:48	Acknowles Customs	dged by	SJT161102001682012	SJT161	KI188/12	000038- aTTACHED 11 DOCS	Payment Completed	
												Dage	1 +

- **1** Select application to be renewed.
- 2 Tick **v** on the checkbox and click Renew button.

Figure 2.220 COA Renewal





COA RENE	WAL - Import, D	isplav, Sell, Ad	vertise of Ele	ctrical Equir	oment- SJT1612013015244	
OGA Name	SURUHANJAYA TEN	AGA		Branch	Putrajaya	
	Consigne	or Details			Consignee Details	
ROC / ROB	OE333888	[search]		ROC / ROB	177974	
Company Name	Exporter Japan Ltd		*	Company Name	Dagang Net	
Company	Tokyo		*	Company	Tower 3, Avenue 5	
Address	Ginza			Address	No. 8, Jalan Kerinchi, 59200	
	Japan					
	Agent	Details			Applicant Details	
Agent Name			[search]	Applicant Name	Firdaus Agus	* [search]
Agent Code				Applicant Designation	Manager *	
Agent			-	Applicant	789012345511 *	
Address				Passport		
				No.		
Mode of Transport	Maritime - 1 🔻			Applicant Phone No.	0327300200	
Purpose	Business 👻 *			Applicant Fax No.	0327300233	
Country of Origin	JAPAN - JP	*	[search]	Applicant Email	a@gmail.com	
Place of Origin	ТОКУО - ТОКУО - Ј	PTYO *	[search]	Port / Place of Import	PORT KELANG - MYPKG	•
Consigned From	JAPAN - JP	[8	earch]	Location	PORT KELANG - MYPKG	-
Customs Station	IBU PEJABAT KAST	АМ-Н10		Trader Reference No.	LCL-IMP displaySELL30	
Trader	L CL IMP display/SELL	30				
Remarks			-			
	REN	IEWAL - Impor	t, Display, Se	ll, Advertise	e of Electrical Equipment	
		Co	mpany Phone N	o. 603-273002	200 *	
			Company Fax No	o. 603-273002	222	
		Compa	ny Email Addres	s agf@gmail.	com	*
			Handphone N	o. 012-123 45	66 * (For SMS Purpose)	
			СОА Тур	lmport, Displ	lay, Sell, Advertise of Electrical Equipment	
		Country	y of Manufacture	er JAPAN	*	
		Name	e of Manufacture	er Majestic Ind	i Pte Ltd	*
		Address	s of Manufacture	Ginza Tokyo JApan		*
			Bran	d Panasonic	*	
		(r	Category More information	SWITCH AN (Contact Su	ND DIMMER-N02 ruhanjaya Tenaga if product is not found in	* * the category list)

Save Next Cancel

- **3** COA Renewal Import Display Sell Advertise of Electrical Equipment screen appears.
- 4 During **Renewal** process, you are allowed to change details of the COA.
- 5 Click Save button to save application.





Figure 2.221 message alert application saved



- 6 Application Saved message appears.
- 7 Click OK button to proceed.
- 8 Edit COA Renew (Import) screen appears. Take note for the new

Application ID, SJT612010000242 at the top of the screen as shown.

Figure 2.22	22 edit COA Ren <u>ewal</u>			
Edit COA	Renewal (Import) - SJT161	2013015538		
OGA Name	SURUHANJAYA TENAGA		Branch	Putrajaya
	Consignor Details	New Ap	plication	ID Consignee Details
ROC / ROB	OE333888 [search]		•	74
Company Name	Exporter Japan Ltd	*	Company Name	Dagang Net
Company	Tokyo	*	Company	Tower 3, Avenue 5
Address	Ginza		Address	No. 8, Jalan Kerinchi, 59200
	Japan			
	Agent Details			Applicant Details
Agent Name		[search]	Applicant Name	Firdaus Agus * [search]
Agent Code			Applicant Designation	Manager *
Agent			Applicant	789012345511 *
Address			IC / Passport	
			No.	
Mode of Transport	Maritime - 1 👻		Applicant Phone No.	0327300200
Purpose	Business 👻 *		Applicant Fax No.	0327300233
Country of Origin	JAPAN - JP	* [search]	Applicant Email	a@gmail.com
Place of Origin	ТОКҮО - ТОКҮО - ЈРТҮО	* [search]	Port / Place of Import	PORT KELANG - MYPKG
Consigned From	JAPAN - JP	[search]	Location	PORT KELANG - MYPKG
Customs	IBU PEJABAT KASTAM-H10		Trader	LCL-IMP displaySELL30
station	[search]		No.	
Trader Remarks	LCL-IMP displaySELL30	*		
	DENEWAL To	nent Display Cal	I Advantice	of Floring Louismont
	RENEWAL - III	Driginal Application II	D SIT161201	
		Company Phone No.	602 27200	200. *
		Company Phone NC	. 603-27300.	
		Company Fax No	603-27300	222
	Cor	mpany Email Addres	s agf@gmail.	Original Application ID
		Handphone No	012-123 45	666 * (For SMS Purpose)
		СОА Тур	e Import, Disp	lay, Sell, Advertise of Electrical Equipment
	Cou	untry of Manufacture	r JAPAN	• *
	N	lame of Manufacture	r Majestic Inc	d Pte Ltd *
	Add	ress of Manufacture	Ginza Tokyo JApan	× *
		Bran	d Panasonic	*
		Category	SWITCH AN	ND DIMMER-N02
		[More information	1	- *
			(Contact Su	runanjaya Tenaga IT product is not found in the category list)
		Save N	ext Cancel	

9 Click Next button to proceed on adding Technical Documents.





Figure 2.223 Message alert application saved



10 Application Saved message appears.

11 Click **OK** button to proceed.

Figure 2.224 edit COA Renewal (Import)

- 12 Edit COA Renewal (Import) screen appears.
- **13** You can remove import item during renewal however you must specify the reason for item removal.

NOTE: Only for second time users are allowed to remove existing items. At least 1 item must exist in COA renewal.

- 14 Click Name of Equipment hyperlink to enter tariff.
- **15** Edit Import Item pop-up window appears.

Figure 2.225 Edit import item

Add Import Item - SJT16	12014000001
Tariff Code	Search Button
Tariff Description	*
Tariff UOM	*
Tariff Quantity	9999999 *
Unit Cost C.I.F (MYR)	
Total (MYR)	
Name of Electrical Equipment	*
Sub Category [More information]	(Contact Suruhanjaya Tenaga if product is not found in the category list)
Model	* One model per line item only.
COC No	
Test Report No	
	Save Reset Close

16 Click the search button to search for **Tariff Code**.

NOTE: Items labeled * is complusory.

17 Alert screen appear





Figure 2.226 message alert
Message from webpage
This Tariff Code MUST be the same as your Customs declaration (K1)
for importation.
Do check with your forwarder or Customs (Technical Services) for the
correct code.
OK

18 Click OK button to proceed.

Figure 2.227 select tariff codes

Tariff (Code & Proc	duct P	rofile						
<u>Tariff</u>	<u>5JT</u> <		Select	Tariff/	Product Profil	e Tab			
	10	-	Code	•	Contains 👻				Show
No.	Code			Desc	ription				
1	0101.10 100			Horse	es				
2	0101.10 200			Asse	s, mules and hinr	uies			
3	0101.90 100			Horse	es				
4	0101.90 200			Asse	s, mules and hinr	uies			
5	0102.10 100			Cattl	•				
6	0102.10 200	┣	- Se	lect P	roduct Code				
7	0102.10 900			Other	r				
8	0102.90 110			oxen	(lembu)				
9	0102.90 120			buffa	loes				
10	0102.90 190			other					
							Page	1	- [≥]

Select Tariff or SJT tab to search Code. System will display

19 Select **Tariff** or **SJT** tab to search **Code**. System will display the type of tab

according to your consignment's origin.

- Tariff Code Origin from Non-ASEAN countries
- **SJT** Origin from ASEAN countries
- **20** Search **Code/Description** and click **Show** button.
- 21 Select a Code.

Figure	2.228	edit	соа	rene	wal

Add Import Item - SJT16	120140000	01			
Tariff Code	0102	21	000	* [search]	
Tariff Description	Pure-bred b	reeding anir	nais		*
Tariff UOM	UNT - UNIT			*	
Tariff Quantity	9999999	*			
Unit Cost C.I.F (MYR)	23452				
Total (MYR)	25632				
Name of Electrical Equipment	rtr				*
Sub Category [More information]	REMOTE-CON	ITROL SWIT hanjaya Ter	'CH - N02.04 Iaga if produc	t is not found in the categ	earch] ory list)
Model	samsung		*	One model per line it	em only.
COC No	222322				
Test Report No	12356				
	s	ave Res	et Close		

22 Tariff Code & Tariff Description will be filled automatically. You may edit it.

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- **23** Tariff UOM will be filled automatically and cannot be edited.
- 24 Enter Tariff Quantity.
 - **NOTE:** Tariff Quantity is defaulted at the maximum of 99999999. For application type Import, Display, Sell, Advertise of Electrical Equipment, do not change the quantity. For Import Regulated Electrical Equipment For Exhibition, key in the actual quantity of import.
- 25 Enter Unit Cost C.I.F and Total details.

NOTE: Model entered can't be duplicated for each item entered.

26 Click Save button to proceed or click Reset to reset entry or click Close

to close the pop-up window.

27 Import Item Updated message window appears.

Figure 2.229 import item alert

Message fr	om webpage
	Import Item Added
	ОК

28 Click button to return to **Edit COA Renewal (Import)** screen.

Step 3 Attachment of Technical Documents

Figur	e 2.230 attach technical documents	5				
Edi	it COA Renewal (Import) - SJT1612(013015538				
					Remov	/e
No.	Name of Equipment	Model / Type	Approved No.	Tariff Code	Reason for Removal	
1	Grinder 9999999	GP - N02.01	7543/13	846729000		
2	Grinder 9999999	205	7544/13	846729000		
3	Xmas lights	20400	7545/13	940540990		
4	-Food grinders and mixers; fruit or vegetable juic	333	7546/13	850940000		
5	Ballasts for discharge lamps or tubessjt	111	7547/13	850410000		
6	battery charger	22	7548/13	850440900		
7	Bayonet caps-sjt	33	7549/13	853690900		
8	Other fixed capacitors:sjt	44	7550/13	853229000		
9	ceiling rosesjt	55	7551/13	853690100		
10	<u>xmas lightssjt</u>	66	7552/13	940540990		
					Page 1 👻	[≥]
Ens	ure that all unwanted models have been re	moved.				
	т	echnical Doc	uments			
Sup	porting documents are mandatory. If the s	upporting docu	iments are not	attached, yo	ur application will not	be
			Click to A	ttach	Attachme	ant
Ens	ure that all informations are CORRECT. No c	hanges will be	entertained on	ice submitte	d to Suruhanjaya Tena	iga.
1. h 2. s 3. s 4. h	I solemnly declare that: ave attached this application with the type hall label the electrical equipment as state hall prescribe to the SIRIM PRODUCT CERTI ave given true information regarding the a	test reports. d in the Certific FICATION SCHE pplication.	cate of Approva ME or conduct t	I. the SIRIM CO	NSIGNMENT TEST.	
		Back				
1	Click Attachment button to	attach su	pporting d	ocumen	ts.	

Attachments screen appears as shown.

2





Figure 2.231 browse file

Type of Document	Partial Test Report / Verification Test Report 💌 *
File Description	*
File Path	Browse Browse Button
Test Report No.	*
Test Report Date	* Test Report should at least 1 year validity.
Remark	× *
	Upload Close
	Attached Document

- Click button to choose type of document, e.g. Partial Test Report / Verification Test Report
- 2 Enter File Description, Test Report No., Test Report Date, and Remark (if any)
- 3 Click Browse... button to select the supporting documents file from your PC for attachment.

Figure 2.232 Choose file to upload

Choose File to Upload		×
😋 🔵 🔻 📕 « are_l	a (D:) Supporting Document 	 ✓ ✓
Organize 👻 New	folder	H - O
Downloads	* Name	Date modified
Recent Places	Invoice	21/1/2010 12:25 PN
E Libraries	🔁 Supporting Document	21/1/2010 12:25 PN
Documents		
J Music	=	Select a file
Pictures		to preview.
Videos		
Computer		
🚢 OS (C:)		
👝 are_la (D:)		•
F	ile name:	✓ All Files (*.*)
		Open Cancel

4 Select the file to be attached.

Figure 2.233 Upload the documents
Upload Close

- **5** Click on upload button to attahced the document.
- 6 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2.234 Message alert



- 7 Click Close to return to previous screen
- 8 Your file(s) must be in the listed format before you can proceed any further.
- 9 Attach the correct format file to proceed.
- **10** Message screen appears notifying the docoument(s) has been uploaded successfully.

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- 11 Click Close to return to Edit Certificate of Approval (Import) screen.
- 12 List of attached documents will be display as below

13 Click $\underbrace{\mathbb{X}}_{\text{lew}}$ to view or $\underbrace{\mathbb{X}}_{\text{pelete}}$ to delete supporting document.

Figure 2.236 Attached Document List

			Attached	Document					
No.	Type of Document	File Description	TR / COC / PCL No.	TR / COC / PCL Date	Upload Date & Time	Remark	File Size	View	Delete
1	Partial Test Report / Verification Test Report	dfsfrtrt	1234	03-Dec-2013	09-Dec-2013 10:46 AM	dgf	19.22 KB	[9 <u>View</u>	X Delete

Step 4 Submission To Suruhanjaya Tenaga

Figure 2.237 submission to suruhanjaya tenaga

Edit CO	A Renewal (Import) - SJT12120100	00166			
					Remove
No.	Name of Equipment	Model / Type	Approved No.	Reason for Removal	
1	Blow lamps	Model 236	15854/10		
2	lamps, stoves, lighters,	Model 456	15853/10	ddg	
					Page 1 💌
Ensure t	hat all unwanted models have been remov	ed.			
			Technical Documents		
					Attachment Delete
No.	Document Name			File Name	
Ensure t	hat all informations are CORRECT. No chang emply declare that: interfere miss application abel the electrical equipment as stated in t rescribe to the SIRIM PRODUCT CERTIFICAT.	es will be entertained once submitted reports. he Certificate of Approval. TON SCHEME or conduct the SIRIM CON	I to Suruhanjaya Tenaga.	Submit To OGA Button	
4. I have	given true information regarding the applic	ation.	K		
			Back Submit to OGA		

- **1** Tick \mathbb{V} on the checkbox to agree to the condition required.
- 2 Click Submit to OGA button to submit application.
- 3 Application Submitted message screen appears.

Figure 2.238 application submitted alert



4 Click Οκ button to proceed.





Step 5 Check Application Status After Submission

Figure 2.239 Check application status

Trader							
						Wedne	iday, 29 September 2010
© Trader	View Certificate o	f Approval					
Permits Complexitient Tanana				5 👻 Search	Fi	er Status	*
Transhipment Permits				Advanced Search			
 Blanket Permits Archived Permits ePermit - eDeclare 				By Application Date To	V (dd/MM/y V (dd/MM/y	yyy)	
Integration				By Application Type Filter Application Type By OGA Suruhanjaya Tenaga	•		
			_	New Applicati	on	Apply Copy	Show Delete Renew
	No. Application ID	Application Type	Process Type	Application Date Status	COA No.	Recipient Trader	Reference No. 🔳
	1 <u>SJT1612010000242</u>	Import I	Renewal	29/09/2010 12:33:59 Awaiting OGA approval		SJT161	
	2 <u>SJT1612010000241</u>	Import H	Renewal	29/09/2010 12:22:01 Draft		SJT161	
	3 <u>SJT1612010000240</u>	Import I	Renewed	29/09/2010 12:05:42 Acknowledged by Customs	SJT161109000032010	SJT161	
	4 <u>SJT1612010000239</u>	Import I	Rene	29/09/2010 11:57:20 Draft		SJT161	
	5 <u>SJT1612010000238</u>	Import I	Renewed	29/09/2010 11:50:12 Advanded by Custome	SIT161109000022010	SJT161	
				Old Applicatio	n		Page 1 👻 [>]
Powered by Dagang Net Technology	ogies Sdn Bhd						

- ▶ The **Process Type** for the old application now is **Renewed.**
- The Process Type for the new application now is changed to Renewal with Status of "Awaiting OGA Approval".

COA - Manufacture

Step 1 Check Expiry Date

												Thursday	01 Mar
	v	iew Certificate of	Approval										
D Trader							5 - Search	_		Filte	er Status		
Permits							General						
Suruhanjaya Tenaga						Advan	ced Search						
Archived Permits						By Application Dat	From		V (dd/MM	Л/уууу)			
ePermit - eDeclare							To		V (dd/MM	Л/уууу)			
Payment Instruction						By Approval Dat	From		V (dd/M)	Л/уууу)			
- ayment in audiculon							То		V (dd/MM	Л/уууу)			
						By Application Typ	 Filter Application 1 	Гуре	•				
						By OG.	A SURUHANJAYA I	ENAGA	•				
						No. Kerj	a						
													Sho
											Apply Copy	Delete	Ren
	No	. Application ID	Application	Process	Application Date	Approval Date	Status	COA	Recipient K	lo. Teria	Trader Reference No	Paymen	t
	1	SJT1612012000144	Manufacture	Renewal	01/03/2012 10:34:20		Awaiting OGA Verification		SJT161			NA	
	2	SJT1612012000142	Manufacture		01/03/2012 09:26:27	01/03/2012 00:00:00	Rejected by OGA		SJT161			NA	
	3	SJT1612012000141	Manufacture	Renewal	28/02/2012 11:44:10		Draft		SJT161			NA	
	4	SJT1612012000139	Release Letter		24/02/2012 10:56:27	28/02/2012 00:00:00	Rejected by OGA		SJT161		8172-22	NA	
	5	SJT1612012000138	Manufacture		23/02/2012 15:32:03	28/02/2012 00:00:00	Rejected by OGA		SJT161			NA	
												Page 1	. .

1 Select **Application ID, SJT1612012000142** and click the application.

NOTE: Only for approved COA with Status 'Approved by OGA' or 'Rejected by OGA' and within the expiry date limitation.





2 View Certificate of Approval (Manufacture) appears.

Figure 2.241 view COA

View Certificate of Approval	(Manufacture) - SJT1612012000142		
OGA Name	SURUHANJAYA TENAGA	Branch	Putrajaya
С	ompany Details	A	pplicant Details
ROC / ROB	177974	Applicant Name	Mohd Firdaus
Company Name	Dagang Net	Applicant Designation	Manager
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia	Applicant IC / Passport No.	12345456

3 Refer to **OGA Response** section to check **Expiry Date** as shown below.

Figure 2.242 Expiry date

	OGA Response					
Rejected By		Rejected Date				
Approved By		Approved Date	01/03/2012			
COA No.		Effective Date				
Cancelled Date		Expiry Date	25/03/2012			





Step 2 Select Application

Figure 2.243 select application to be renewed

Vi	ew Certificate of	Approval										
						5 👻	Search			Rejected by OGA		•
					Advar	ced Search						
					By Application Da	te From To			V (dd/Ml V (dd/Ml	М/уууу) М/уууу)		
					By Approval Da	te To			V (dd/MI V (dd/MI	М/уууу) М/уууу)		
					By Application Ty	pe Filter Appl	ication Ty	/pe	-			
					By OG	A SURUHAN	ЈАЧА ТЕ	ENAGA 🝷		Click to ren	214/	
					No. Ke	ija						
										Apply Copy	Delete R	Show
No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	COA No.	Recipient	No. Kerja	Trader Reference No.	Payment Status	
1	SJT1612012000142	Manufacture		01/03/2012 09:26:27	01/03/2012 00:00:00	Rejected by OGA		SJT161			NA	
2	SJT1612012000139	Release Letter		24/02/2012 10:56:27	28/02/2012 00:00:00	Rejected by OGA		SJT161	F	Field the aboald	hov	75
3	SJT1612012000138	Manufacture		23/02/2012 15:32:03	28/02/2012 00:00:00	Rejected by OGA		SJT161				
4	SJT1612012000136	Import		23/02/2012 11:50:00	28/02/2012 00:00:00	Rejected by OGA		SJT161		SJT/129/T	NA	
5	SJT1612012000056	Import		31/01/2012 15:50:08	03/02/2012 17:23:58	Rejected by OGA		SJT161	KI197/12	E.equipment-Request to RENEW	Payment Completed	
											Page 1	▼ [≥]

- **1** Select application to be renewed.
- 2 Tick **I** on the checkbox and click Renew button.
- 3 If appear alert message as shown as below that means is not a requirement.

Figure 2.244 message alert

Message fr	rom webpage
A	Only COA-Manufacture that has been Approved by OGA or Rejected by OGA and COA-Import (Import, Display, Sell or Advertise of Electrical Equipment) that has been Acknowledged by Customs or Rejected by OGA can be renewed !
	ОК
Click	с ок button to proceed.





OGA Name	SURUHANJAYA TENAGA	Branch	Putrajaya
C	ompany Details	Α	pplicant Details
ROC / ROB No.	177974	Applicant Name	Mohd Firdaus
Company Name	Dagang Net	Applicant Designation	Manager *
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia	Applicant IC / Passport No.	12345456 *
		Applicant Phone No.	0323456789
		Applicant Fax No.	
		Applicant Email	
	RENEWAL - Manufacture, Display, Se	Il or Advertise of Electrical	Equipment
	Company Phone No.	0387987672 *	
	Company Fax No.	0387987672	
	Company Email Address	simkang@gmail.com	*
	Handphone No.	0128909348 * (For SMS Pur	pose)
	СОА Туре	Manufacture, Display, Sell, Advertise	e of Electrical Equipment
	Country of Manufacturer	NEPAL	• *
	Name of Manufacturer	samsung	*
	Address of Manufacturer	nepal	*
	ROC / ROB No.	2343-34348-3	*
	Brand	LAMPHOLDER *	
	Category [More information]	LAMPHOLDERS-K04	(search) *
	COC No	12233222	
	Test Doport No.	234455	
	Test Report No	234455	

- 5 COA Renewal Manufacturer, Display, Sell or Advertise of Electrical Equipment appears.
- 6 During **Renewal** process, you are allowed to change details of the COA.



7 Click Save button to save application.

Figure 2.247 application saved alert

Message from	webpage
<u> </u>	pplication saved.
	ОК

- 8 Application Saved message appears.
- 9 Click OK button to proceed.
- **10** Edit COA Renew (Import) screen appears.
- 11 Take note for the new Application ID, SJT612010000244at the top of the





screen as shown.

Figure	2.248	new	application	id
ISUIC	2.270	IIC VV	application	10

dit COA Renewal (Manufac	ture) - SJT1612012000144		
OGA Name	SURUHANJAYA TENAGA	Branch	Putrajaya
С	ompany Details	Aj	pplicant Details
ROC / ROB No.	177974	Applicant Namo	
Company Name	Dagang Net	New Application	on ID *
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia	Applicant IC / Passport No.	12345456 *
		Applicant Phone No.	0323456789
		Applicant Fax No.	
		Applicant Email	
	RENEWAL - Manufacture, Display, Se	l or Advertise of Electrical I	Equipment
	Original Application ID	SJT1612012000142	
	Company Phone No.	0387987612 *	
	Company Fax No.	0387987672 Or	iginal Application ID
	Company Email Address	simkang@gmail.com	*
	Handphone No.	0128909348 * (For SMS Purp	pose)
	СОА Туре	Manufacture, Display, Sell, Advertise	of Electrical Equipment
	Country of Manufacturer	NEPAL	• *
	Name of Manufacturer	samsung	*
	Address of Manufacturer	nepal	*
	ROC / ROB No.	2343-34348-3	*
	Brand	LAMPHOLDER *	
		LAMPHOLDERS-K04	*
	Category [More information]		▼ [search] *
		(Contact Suruhanjaya Tenaga if produ	uct is not found in the category list)
	COC No	12233222	
	Test Report No	234455	

12 Click Next button to proceed on adding **Technical Documents**.

Figure 2.249 application saved alert



13 Application Saved message appears.

14 Click OK button to proceed.





Figure 2.250 edit COA

0										
Edit CO	Edit COA Renewal (Manufacture) - SJT1612012000144									
					Remove					
No.	Name of Equipment	Model / Type	Approved No.	Reason for Removal						
1	POWER TOOL	SAMSUNG								
2	lamp	samsung								
					Page 1 💌					
Ensure th	nat all unwanted models have been remove	d.								
		Technical	Documents							
					Attachment Delete					
No.	Document Name		File	e Name						
Ensure th	nat all informations are CORRECT. No chang	jes will be entertained once su	Ibmitted to Suruha	njaya Tenaga.						
 I solemnly declare that: 1. I have attached this application with the type test reports. 2. I shall label the electrical equipment as stated in the Certificate of Approval. 3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST. 4. I have given true information regarding the application. 										
		1	Back							

- 15 Edit COA Renewal (Manufacturer) screen appears.
- **16** You can remove import item during renewal however you must specify the

reason for item removal.

Figure 2.251 confirm delete alert

Message fr	om webpage
	Confirm Delete ?
	ОК

17 Click button to proceed to **COA Item Removal** screen.

Figure 2.252 COA Item Renewal

COA Item Remova	COA Item Removal - SJT1612012000144					
Model	samsung					
Reason for Removal	*					
Save Close						

- **18** Specify the reason for item removal.
- **19** Click Save button to save application.
- 20 Reason save alert appear

Figure 2.253 Reason saved alert



NOTE: This * remark is mandatory





Step 3 Attachment of Technical Documents

Figure 2.254 attach the technical document

<u> </u>					
Type of Document	Partial Test Report / Verification Test Report				
File Description	· · · · · · · · · · · · · · · · · · ·				
File Path	Browse Browse Button				
Test Report No.	*				
Test Report Date	* Test Report should at least 1 year validity.				
Remark	×				
	Upload Close				
Attached Document					

- 14 Click button to choose type of document, e.g. Partial Test Report / Verification Test Report
- **15** Enter File Description, Test Report No., Test Report Date, and Remark (if any)
- **16** Click Browse... button to select the supporting documents file from your PC for attachment.

Figure 2.255 Choose file to upload

🔏 Choose File to Upload						
G 🗢 📕 « are_l	a (D:) Supporting Document	✓ Search Supporting Document				
Organize 👻 New	folder	i - 🖸 🔞				
Downloads 📃 Recent Places	Name	Date modified 21/1/2010 12:25 PN				
 □ Libraries □ Documents □ Music □ Pictures □ Videos 	전 Supporting Document	21/1/2010 12:25 PN Select a file to preview.				
F Computer CS (C:) are_la (D:)	- e III	All Files (*.*) Open Cancel				

17 Select the file to be attached.

Figure 2.256 Upload the documents



- **18** Click on upload button to attahced the document.
- **19** If a message screen appears as below, the file you have attached is not in the

listed format.



- 20 Click Close to return to previous screen
- **21** Your file(s) must be in the listed format before you can proceed any further.
- **22** Attach the correct format file to proceed.





23 Message screen appears notifying the docoument(s) has been uploaded successfully.

Figure 2.258 Message alert

File has been uploaded successfully.									
24	Click Close to re	turn to E	dit Certi	ficate of	Approval (II	mpor	t) sci	reen.	
25	List of attached doo	cuments	will be di	isplay as	below				
26	26 Click to view or believe to delete supporting document.								
	Attached Document								
No.	Type of Document	File Description	TR / COC / PCL No.	TR / COC / PCL Date	Upload Date & Time	Remark	File Size	View	Delete
1	Partial Test Report / Verification Test Report	dfsfrtrt	1234	03-Dec-2013	09-Dec-2013 10:46 AM	dgf	19.22 KB	[9. <u>View</u>	X Delete

Step 4 Submission To Suruhanjaya Tenaga

gure	2.260 Submission	to Suruhanjaya Ten	naga		
Edit (COA Renewal (Manufacture)	SJT1612012000144			
					Remove
No.	Name of Equipment	Model / Type	Approved No.	Reason for Removal	
1	POWER TOOL	SAMSUNG			
2	lamp	samsung		none exist	
					Page 1 -
Ensure	that all unwanted models have b	een removed.			
		Teo	chnical Documents		
					Attachment Delete
No	Document Name			File Name	
1	Latest COC from certified lab (if	required)		SJT1612012000144_5_1.pdf	
2	Latest Type Test Report from cer	tified lab (if required)		SJT1612012000144 4 2.pdf	
Ensure	that all informations are CORREC	I. No changes will be entertained	once submitted to Suruhanja	Submit To OGA B	utton
☑ Is 1. Ihav	olemnly declare that: re attached this application with th	e type test reports.			duton
2. I sha	Il label the electrical equipment a	s stated in the Certificate of Appro	val.	TEST	
4. I hav	e given true information regardin	g the application.		12011	
		Page 1			

- **1** Tick $\overline{\mathbb{V}}$ on the checkbox to agree to the condition required.
- 2 Click Submit to OGA button to submit application.
- **3 Application Submitted** message screen appears.

Figure 2.261 application submitted alert







4 Click OK button to proceed.

Step 5 Check Application Status After Submission

Figure 2.262 check application status after submission

Tauel		
		Thursday, 01 March 2012
	View Certificate of Approval	
D Trader		Eiter Status
* Permits		5 • Search Time Status •
Suruhanjaya Tenaga	Advanc	ed Search
* Archived Permits	By Application Dat	From V (dd/MM/yyyy)
Permit - eDeclare		To V (dd/MM/yyyy)
Payment Instruction	By Approval Dat	e To V (dd/MM/yyyy)
	By Application Typ	Filter Application Type
	By OG/	SURUHANJAYA TENAGA 👻
	No. Kerj	a
		Show
		Apply Copy Delate Report
	Application Process Application	COA No Trader Payment
	No. Application ID Type Type Date Approval Date	Status No. Recipient Kerja Reference No. Status
	1 <u>SJT1612012000144</u> Manufacture Renewal 10/03/2012 10:34	SJT161 NA
	2 <u>SJT1612012000142</u> Manufacture 01/01 New Ap	plication SJT161 NA 🗆
	3 SJT1612012000141 Manufacture Renewal 28/02/2012	Draft SJT161 NA
	STT1612012000130 Release Letter 24/02/2012 28/02/2012	Rejected by OGA STT161 \$172-22 NA
	10:56:27 00:00:00	
	SJT1612012000138 Manufacture 15:32:03 00:00:00	Rejected by OGA SJT161 NA
	Note: Contact Carolino (Tol: 1300 133 133 or Email: carolino@dagangmet.com) if y	Page 1 - [1]
	Tote. Contact Carenne (1et. 1500 155 155 0r Email: Careinez/dagangitet.com), il y	

- ▶ The Process Type for the old application now is Renewed.
- The Process Type for the new application now is changed to Renewal with Status of "Awaiting OGA Verification".

5.1 Letter of Processing Fee

This letter will display during status: Pending for Processing Fee onwards.

Figure 2.263 Processing Fee Request

	Verification Letter								
No.	Date of Issuance	F	Remarks						
1	08/12/2013 VOLTAN BARANGAN TUAN 200V SILA BUAT UJIAN PARTIAL PADA 240V DI SIRIM, cahitan								
	Transaction								
No.	Date	Time	Action		Response Description	Response From			
1	08/12/2013	22:38:44	4 Pending f	or Processing fee	NA	NA			
2	09/12/2013	11:53:4	7 Draft		NA	NA			
3	09/12/2013	11:59:23	3 Awaiting	OGA Verification	NA	NA			
	Attarhments Dryressinn Fee Renuest Canrel								

Click on Processing Fee Request and below letter will be display.

Figure 2.264 Processing Fee Letter





Suruhar Energy Con	n jaya Tenaga Inmission	SUBUTATION CALL TENDOR ESEL AMATAN ELEKTRIK TINGKAT 2 MENTEN PERSENT 2 VIDEORT 2 VIDEO
DAGANG NET TOWER 3, AVENUE 5 THE HORIZON, BANGSAR SOUTH NO. 8, JALAN KERINCHI, 59200		App ID: S.JT1612013015228 No, Kerja: PM3922/13 Rul.Sykt: 177674 Tarikh: 00-Dec-2013
Tuan,		
	the star Demochance Develo	
SEMAKAN / BAYARAN FI PROSE Butir-butir Radas / Aksesori (Seperti Lampiran yang disediakan) Jama Kelengkapan : SWITCH Al		ian Kelulusan PAMERAN Kelengkapan Elektrik
SEMAKAN / BAYARAN FI PROSE Butir-butir Radas / Aksesori (Seperi Lampiran yang disediakan) Jama Kelengkapan : SWITCH Al enama : test1		lan Kelulukan PAMERAN Kelengkapan Elektrik
SEMAKAN / PAYARAN FI PROSE: Butir-butir Radas / Aksesori (Seperti Lampiran yang disediakan) lama Kelengkapan : SWITCH Al lenama : test1 Ingin saya merujuk permohonan tua	n seperti butiran di atas.	lan Kelulukan PAMERAN Kelengkapan Elektrik
SEMAKAN / BAYARAN FI PROSE Butir-butir Radas / Aksesori (Sperif Lampian yang de Sidisikan) Iama Kelengkapan : SWITCH Al Jenama : test Ingin saya merujuk permohonan tua 2. Semakan ke atas permohonan tu	n beperti butiran di atas. an telah dibuat dimana perkara	perkara berikut perlu dilaksanakan oleh pihak tuan : -
SEMAKAN / BAYARAN FI PROSE Bullin-bulli Realiar / Aksesori Crevent Limpian yang diskrisikan) Nama Kelengkapan : SWITCH Al Ienama : test1 Ingin saya merujuk permohonan tua 2. Semakan ke atas permohonan tu SILA KEMUKAKAN BAYARAN F berikut:	ND DIMMER In seperti butiran di atas. an telah dibuat dimana perkara I PROSES SEBANYAK RM 20.	ran Kelulusan PAMERAN Kelengisapan Elektrik -perkara berikut perlu dilaksanakan oleh pihak tuan : - 00. Bayaran secara manual boleh dibuat ke akaun ST seperti
SEMAKAN / BAYARAN FI PROSE Butth-widt Radas / Akses (Sepert Lampiran yang disediakan) yama Kelengkapan : SWITCH Al lenama : test1 Ingin saya merujuk permohonan tua 2. Semakan ke atas permohonan tu SILA KEMUKAKAN BAYARAN F berkut: NAMA AKAUN : SUR NAMA AKAUN : SUR BANK : GRE	ND DIMMER In seperti butiran di atas. an telah dibuat dimana perkara IPROGES SEBANYAK RM 20. UHANJAYA TENAGA 3001391 dar 16ANK BERHAD	ran Kelulukan PAMERAN Kelengkapan Elektrik -perkara berikut perlu dilaksanakan oleh pihak tuan : - 00. Bayaran secara manual boleh dibuat ke akaun ST seperti
SEMAKAN / BAYARAN FI PROSE Butth-butt Radas / Aksessori (Seperti Lampiran yang disediakan) kama Kelengkapan : SWITCH Al lenama : test1 Ingin saya merujuk permohonan tua 2. Semakan ke atas permohonan tu SILA KEMUKAKAN BAYARAN F benkut: NAMA AKAUN : SUB BANK : CIME 3. Finak tuan adalah dipohon untu surat in.	ND DIMMER In seperti butiran di atas. an telah dibuat dimana perkara I FROESS SEBANYAK RM 20. UKANANYA TENAGA I BANK BERHAD I BANK BERHAD	ran Kelulusan PAMERAN Kelengkapan Elektrik -perkara berikut perlu dilaksanakan oleh pihak tuan : - 00. Bayaran secara manual boleh dibuat ke akaun ST seperti ii dinyatakan di para (2) dalam tempoh 14 hari bekerja dari tarikh

5.2 Letter of COA Fee

This letter will display during status: Pending COA Fee onwards.

Figure 2.265 COA Fee Request

			Verification Lette	er 🛛	
No.	Date of Issuance	R	temarks		
1	04/12/2013	V	OLTAN BARANGAN TUAN 220V.SILA BUAT UJIAN PARTIAL PADA	A 240V DI SIRIM.	
			Transaction		
	Date Ti	īme	Action	Response Description	Response From
1	04/12/2013 20	0:15:12	Pending for Processing fee	NA	NA
2	04/12/2013 2	3:25:37	Evaluation in Progress	NA	NA
3	05/12/2013 1	1:53:47	Draft	NA	NA
4	05/12/2013 1	1:55:57	Awaiting OGA Verification	NA	NA
5	05/12/2013 1	7:41:51	Awaiting OGA Approval	NA	NA
6	06/12/2013 0	1:01:47	Pending COA Fee	NA	NA
			Attachments Dressessing Fee Request	COA Fee Request	

Click on COA Fee Request Button to view the COA Fee Letter as below

Figure 2.266	6 COA Fee Letter	
	Suruhanjaya Tenaga Energy Commission	SURUHANALAYA TENAGA JABATAY SIWALSELIA KESELAMATAN ELEKTRIK NO 12, JALAN TUN HUSSEIN ONN, PRESINT 20 2100 PUTRALAYA WILAYAH PERSENUTUAN PUTRAJAYA TEL:03-68708500 FAX:03-88888652
	No. Masuk / No. COA DAGANG NET TOWER 3, AVENUE 6 TOWER 3, AVENUE 6 TOWER 3, AVENUE 6 TOWER 3, AVENUE 6 Tower 10, B, JALAN KERNOH, SOUTH No. 8, JALAN KERNOH, SOUTH Tuan, BAYARAN UNTUK PERAKUAN KELULUSAN BARU BAGI PAME Butir-butir Radas / Aksesori (Seperi Lampiran yang disediakan) Nama Kelengkapan : testi Jenama : testi Bayaran: RM	App ID: SJT1912013015226 No. Korja: PM052213 Tanikh: 09-Dec-2013
	Tarikh Tamat Tempoh Perakuan Kelulusan : Sukacita saya menujuk permohonan tuan seperti butiran di atas. 2. Sebatum permohonan Perakuan Kelulusan diluluskan, tuan Suruhanjaya Tenaga (ST). Bayaran secara manual boleh dibu NAMA AKAUN : SURUHANJAYA TENAGA NOMBOR AKAUN : GIOT-0001381-105-2 ALAMAT BANK : CIMB BANK BERHAD ALAMAT BANK : CIMB BANK BERHAD ALAMAT BANK : CIMB BANK BERHAD 2. Of Persisting Perdana Presint 2.02502 Putralaya 3. Ingin diingatkan kengagalan tuan membuat bayaran dalam permohonan tuan GAGAL dan TERBATAL secara automatik. (i adalah dipohon untuk membuat bayaran seperti di atas kepada at ke akaun ST seperti berikut:- n tempoh 14 hari bekerja dari tarikh surat ini akan menyebabkan Dengan ini juga, fi proses TIDAK akan dikembalikan.

5.3 View/Print COA letter

This letter will display after status: Approved by OGA onwards.

Figure 2.267 Display Certificate of Approval





				OGA R	esponse			
	Verifi	ed By				Verified Date	18/11/2013	
	Approv	ed By Admir	n1			Approved Date	17/11/2013	
	cc	A No. SJT1	61411043502013			Effective Date	17/11/2013	
	Cancelleo	1 Date				Expiry Date	16/05/2014	
	Cancellation Ren	narks			Cance	ellation Reference No.		
	OGA Referen	ce No. 16385	6/13			OGA Remarks		
	Response	Code	Click here to display/ print			Special Condition		
			Certificate of Approval Letter					
				Trans	saction			
No.	Date	Time	Action		Response	Description		Response From
1	13/11/2013	11:16:53	Draft		NA			NA
2	18/11/2013	11:16:55	Awaiting OGA Verification	\mathbf{X}	NA			NA
3	18/11/2013	1122:13	Evaluation in Progress	\mathbf{X}	NA			NA
4	18/11/2013	20:45:4	Awaiting OGA Approval		NA			NA
5	18/11/2013	20:45:45	Approved by OGA	X	NA			NA
		Pr	rocessing Fee Request COA Fee Reques	t Certificate	of Approval Ca	ncel		

Figure 2.268 Certificate of Approval

				Salin ST(F SJT16	an Penerima 1)15-Pin. 2/94 12012000164
No Resit: 12 Tkh Resit: 1	20313IKE00184 I3/03/2012	Bora (Peratu	ing V iran 97)	Appld : SJT1612012000 Ruj Kami: KI209/12 No. Fail:	164
		SURUHANJ AKTA BEKALAN	AYA TENAGA I ELEKTRIK 1990	NO. Fail.	
		PERAKUAN	KELULUSAN		
	Mengikut j	peraturan-peraturan Elektrik	1994, Perakuan ini dikeluar	kan kepada	
		DAGA (nama p	NG NET engimport)		
		yang be 20th Floor, Wi Jalan Gelenggang 50490 Kuala Li (ak	^{ralamat di} sma Semantan, , Bukit Damansara, ımpur, Malaysia _{amat})		
	MENGIMPORT	dan kelulusan MEMPAMER	MENJUAL	MENGIKLAN	
	kelengl	kapan yang perihalannya dir	l ıyatakan di bawah ini,terus d	daripada,	1
		- SEPERTI L (nama dan ne	AMPIRAN A - gara pengilang)		
		dan kelengkap (a) Standard:- SEP (b) Laporan Ujian Jenis No	an itu mematuhi: ERTI LAMPIRAN A - :- SEPERTI LAMPIRAN A -		
	bag	i tempoh satu tahun dari tarikh dikel tertakluk kepada s - SEPERTI L	uarkan seperti yang ditunjukkan di b yarat-syarat berikut: AMPIRAN B -	awah	
	Tarikh dikeluari Kelulusan No:34 s c	kan : 13/03/2012 5/12model sahaja. 5/francja sahaja. 5/12model sahaja 5/12model sahaja	Tarikh Habis Fee RM:	Fempoh: 02/11/2013	
	Kalanaka	Perihalan I	<u>(elengkapan</u>		
	Nama Dagan	igan: testbrand	Kelengkapan		
		- SEPERTIL	AMPIRAN A -		
				IT FARUS B	MILLAD, MANAF









2.5 Editing Application

If there is a correction, you can edit the COA or Release Letter application by selecting the Application ID.

To edit a COA or Release Letter application, please follow the steps below:

Step 1 Search Application

rader													
		Filter By	Applica	tion II	D & Stat	us						Friday, 24 F	ebruary
o Terratore		iew Certificate of	Approval				À						
Permits					_		5 - Searc	:h		Filt	er Status		•
	Fi	Iter By Ap	oplicatio	on Dat	te ––––	AV	anced Search						
					_	By Application	Date Trom		V (d	d/MM/yyyy)			
 ePermit - eDeclare Integration 			р. с.	-			10 From		V (0	d/MM/yyyy)			
	FI	Iter By Ap	oplicatio	on Typ		By Approval	Date To		V (d	d/MM			-
					=	By Application	Type Filter Application	n Type		•	Show E	Button	
		Filter	· By OG	A	_		DGA SURUHANJAYA	A TENAGA	-				
	눋				=	No. I	Cerja						Y
		No	Kerja			_7							Show
	-		, ,								Apply Cop	y Delete R	lenew
	No	· Application ID	Application Type	Process Type	Application Da	te Approval Date		COA No.	Recipien	t ^{No.} Kerja	Trader Referei No.	nce Payment Status	
	1	SJT1612012000140	Release Letter		24/02/2012 11:28:54		Draft		SJT161		8172-22	NA	[
		STT1612012000120	Release Letter		24/02/2012 10:56:27		Awaiting OGA Verification		SJT161		8172-22	NA	[
	2	3311012012000133					Awaiting OGA		SJT161			NA	[
	2 3	SJT1612012000139	Manufacture		23/02/2012 15:32:03		Verification						
	2 3 4	SJT1612012000138 SJT1612012000138 SJT1612012000136	Manufacture Import		23/02/2012 15:32:03 23/02/2012 11:50:00		Awaiting OGA Verification		SJT161		SJT/129/T	NA	
	2 3 4 5	SJT1612012000139 SJT1612012000138 SJT1612012000136 SJT1612012000135	Manufacture Import Import	Renewal	23/02/2012 15:32:03 23/02/2012 11:50:00 21/02/2012 15:50:12		Awaiting OGA Verification Awaiting OGA Verification		SJT161 SJT161	KI204/12	SJT/129/T	NA	E

Search for COA or Release Letter By Application ID & Status, By Application
 Date, By OGA or By Application Type.

NOTE: Only application with draft status can be edited.

2 Click Show button.

Step 2 Select Application

Figure 2.270 Select application

ader	View Certificate	of Approval										
					5	 Sear 	ch		Filt	er Status		
Suruhanjaya Tenaga				А	dvanced S	earch						
Transhipment Permits Archived Permits				By Application	m Date Fro	m Fo		V (d	d/MM/yyyy) d/MM/yyyy)			
Integration Payment Instruction				By Approv	al Date .	m Fo		V (d	d/MM/yyyy) d/MM/yyyy)			
				By Applicatio	n Type Fi	ter Applicatio	n Type		•			
				В	y OGA SI	JRUHANJAY	A TENAGA	-				
				No	. Kerja							
												Sho
										Apply Copy	Delete F	Rene
	No. Application ID	Application Type	Dracass	Application Data Approva	Statu		COA No.		t No. Keria	Trader Reference No.	Payment Status	
	1 <u>SJT1612012000</u>	140	Select	Application	Draft			SJT161		8172-22	NA	
	2 <u>SJT1612012000</u>	39 Release Lette		10:56:27	Awai Verifi	ing OGA cation		SJT161		8172-22	NA	
	3 <u>SJT1612012000</u>	38 Manufacture		23/02/2012 15:32:03	Awai Verifi	ing OGA cation		SJT161			NA	
	4 <u>SJT1612012000</u>	36 Import		23/02/2012 11:50:00	Awai Verifi	ing OGA cation		SJT161		SJT/129/T	NA	
	5 <u>SJT1612012000</u>	135 Import	Renewal	21/02/2012 15:50:12	Awai Verifi	ing OGA cation		SJT161	KI204/12		NA	





- **1** Click the required **Application ID**.
- 2 Edit COA/Release Letter screen appears.

Step 3 Edit COA/COA Renew/Release Letter Screen

Figure 2.271 edit COA/ COA Renew / Release letter

Edit Release Letter - S	SJT1612012000140			
OGA Name	SURUHANJAYA TENAGA	Branc	ch Putrajaya	
	Consignor Details		Consignee Details	
ROC / ROB	BOULE [search]	ROC / RO	B 177974	
Company Name	BOULEVARD PTE LTD *	Company Nam	Dagang Net	
Company Address	120 JLN TERASSEK * SINGAPORE	Company Addre	ss 20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia	
	Agent Details		Applicant Details	
Agent Name	Fowarding Agent Sdn Bhd [search	Applicant Nam	Mohd Firdaus * [search]	
Agent Code	BF1234	Applicant Designation	Manager *	
Agent Address	Jalan Klang Pelabuhan Klang Selangor	Applicant IC / Passpo N	rt 12345456 *	
Mode of Transport	Maritime - 1 💌	Applicant Phone N	0. 0323456789	
Purpose	Business 👻 *	Applicant Fax N	0.	
Country of Origin	BRUNEI DARUSSALAM BND - * [search]	Applicant Ema	il	
Place of Origin	LUMUT - BNLUM * [search]	Port / Place of Impo	HUTAN MELINGTANG - MYHUM	٠
Consigned From	INDONESIA IDR - ID [search]	Locatio	BERANANG, SELANGOR - MYBRN	•
Customs Station	IBU PEJABAT KASTAM JKED/RCED1A//ADM1/N [search]	Y-H1(Trader Reference N	0. 8172-22	
Trader Remarks	urgent approval please	*		
	Handp Type of Relea	Additional Details whone No. 0128903456 * use Letter Import for Concert	(For SMS Purpose)	
	Name o	f Concert fantastic moments	*	
	Address o	f Concert kuala lumpur cyber ce	entre *	
		kl		
	Conce	ert Period 25/02/2012 V (c	dd/MM/yyyyy) to 26/02/2012 V (dd/MM/yyyyy) *	
	Date of re-export to country	of origin 29/02/2012 V (c	id/MM/yyyy) *	
	(More inf	GENERATOR-K106 ormation] (Contact Suruhanjaya	[search] * Tenaga if product is not found in the category list)	
		Brand samsung		
	Country of Man	ufacturer MALAYSIA	*	
	In	voice No. 22881972	*	
	Date	of Invoice 29/02/2012 V (c	id/MM/yyyy) *	
	AWB / BL / Convey	vance No. 2222		
	Date of AWB / BL / Co	nveyance 29/02/2012 V (c	id/MM/yyyy)	
	2	Save Next Cancel		

- 1 Once you are done with the changes, click the Save button.
- 2 Changes will be saved.

NOTE: Please refer to Applying Certificate of Approval (Import/Manufacture) or Applying Release Letter for details.





2.6 Copying Application

For your convenience, you can use information from previous application to apply for another application by selecting from a list of previous application. To copy an application, please follow the steps below:

Step 1 Search Application

rader		F 11 F		e e			1						
		Filter E	зу Арріі	catior	I ID & S	tatus						Friday, 24 Fe	ruary :
Trader Permits	V	iew Certificate of	Approval				5 - Searc	:h		Filt	er Status		-
 Suruhanjaya Tenaga Transhipment Permits 	F	ilter By A	pplicati	on Da	ate	Adv	anced Search						
 Archived Permits Permit - eDeclare 	닅					By Application 1	Dyte To		V (d	d/MM/yyyy) d/MM/yyyy)			
Integration * Payment Instruction	F	ilter Bv A	oplicati	on Tv	pe	By Approval 1	Date		V (d	d/MN			1
				j		By Application	To Evpe Filter Application	n Type	V (d	d/MN	Show Bu	tton	H
		Filte	r Bv OC	SA		By C	DGA SURUHANJAYA	TENAGA	-				
		1	,			No. K	Cerja						V
		N	o Kerja			_1					Apply Copy	Delete Re	how
	No	. Application ID	Application Type	Process Type	Application Da	ite Approval Date	Status	COA No.	Recipien	t No. Kerja	Trader Reference No.	Payment Status	
	1	SJT1612012000140	Release Letter		24/02/2012 11:28:54		Draft		SJT161		8172-22	NA	E
	2	SJT1612012000139	Release Letter		24/02/2012 10:56:27		Awaiting OGA Verification		SJT161		8172-22	NA	E
	3	SJT1612012000138	Manufacture		23/02/2012 15:32:03		Awaiting OGA Verification		SJT161			NA	E
	4	SJT1612012000136	Import		23/02/2012 11:50:00		Awaiting OGA Verification		SJT161		SJT/129/T	NA	E
	5	SJT1612012000135	Import	Renewal	21/02/2012 15:50:12		Awaiting OGA Verification		SJT161	KI204/12		NA	E
												Page 1	• D

1 Search for COA or Release Letter **By Status**, **By Application Date**, **By OGA** or

By Application Type.

2 Click Show button.

Step 2 Select Application

Figure 2.273 select application and tick to delete

luuei							5 • Sean	ch		Filte	er Status		
Permits						Advon	and Snauch						
Transhinment Permits						Pkuvan	ceu search						
Archived Permits					Ву	Application Da	te		V (d	d/MM/yyyy)			
ePermit - eDeclare							10		V (d	d/MM/yyyy)			
Integration Payment Instruction					1	By Approval Da	te		V (d	d/MM/yyyy)			
					Bu	Application Tur	TU Filter Applicatio	n Turna	V (0	u/iviivi/yyyy)			
					Dy	By OG			-			1	
						No Ker	ia	T LEI TOT	C		сору		
)	l I	ch
												Y	50
											Apply Copy	Delete	Ren
	No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	COA No.	Recipien	t No. Kerja	Trader Referen No.	ce Paymen Status	
	1	SJT1612012000140	Release Letter		24/02/2012 11:28:54		Draft		CIT161		0172.22	NA	
	2	SJT1612012000139	Release Letter		24/02/2012 10:56:27		Awaiting OGA Verification		C	heckt	oox –	NA	>
	3	SJT1612012000138	Manufacture		23/02/2012 15:32:03		Awaiting OGA Verification		SJT161			NA	
	4	SJT1612012000136	Import		23/02/2012 11:50:00		Awaiting OGA Verification		SJT161		SJT/129/T	NA	
	5	SJT1612012000135	Import	Renewal	21/02/2012 15:50:12		Awaiting OGA Verification		SJT161	KI204/12		NA	





- $\textbf{1} \quad \text{Select an application and tick } \overline{\mathbb{V}} \ \text{ on the checkbox}.$
- 2 Click Copy button to proceed.

Step 3 Copy Certificate of Approval / Release Letter

-igure 2.2	2/4 copy certificate of approval		
Apply Rel		Property	•
OGA Name	SURUHANJAYA TENAGA 👻 *	branch	select 🗸 *
	Consignor Details		Consignee Details
ROC / ROB	[search]	ROC / ROB	177974
Company Name	China PVT LTD *	Company Name	Dagang Net
Company Address	CHINA *	Company	Tower 3, Avenue 5 * [search]
			The Horizon, Bangsar South
			No. 8, Jalan Kerinchi, 59200
	Agent Details		Applicant Details
Agent Name	WAJAR [search]	Applicant Name	Michael * [search]
Agent Code	123	Applicant Designation	Director *
Agent	JB	Applicant	986723 *
Address		Passport No.	
Mode of Transport	Maritime - 1 💌	Applicant Phone No.	0382323
Purpose	Private 👻 *	Applicant Fax No.	056745456
Country of Origin	ALGERIA - DZ * [search]	Applicant Email	m@gmail.com *
Place of Origin	COLLO - DZCOL * [search]	Port / Place of Import	select
Consigned From	[search]	Location	select
Customs	IBU PEJABAT KASTAM-H10	Trader	
Station	[search]	Reference No.	
Trader Remarks	×		
	Additio	onal Details	
	Handphone N	lo. 012563562	2323 * (For SMS Purpose)
	Type of Release Lett	er Import for	Concert 👻 *
	Name of Conce	ert rest term	*
	Address of Conce	ert mid valley	*
		kl	
	Concert Peri	od *	V (dd/MM/yyyy) to 27/12/2013 V (dd/MM/yyyy)
	Date of re-export to country of orig	jin 29/12/2013	3 V (dd/MM/yyyy) *
	Categor	FLUORESC N04	ENT LAMPHOLDER / STARTER HOLDER -
	[More informatio	(Contact Su	ruhanjaya Tenaga if product is not found in the category list)
	Bra	nd samsung	
	Country of Manufactur	er CHINA	• *
	Invoice N	lo. 013555	*
	Date of Invoi	ce 10/12/2013	3 V (dd//////yyyy) *
	AWB / BL / Conveyance N	lo.	
	Date of AWB / BL / Conveyan	ce	✓ (dd/MM/yyyy)
	Save	Next Cancel	





- 1 Copy Certificate of Approval / Release Letter screen appears as shown above.
- Repeat all the steps in Applying Certificate of Approval / Release Letter.
 NOTE: Please refer to Applying COA / Release Letter.





2.7 Deleting Application

To reduce the number of applications listed on View COA or Release Letter screen, you can only delete applications with 'Draft' status with normal type. You cannot delete COA application in draft status with Renewal type.

NOTE: "RENEWAL DO NOT ALLOW DELETE FOR DRAFT STATUS", system may shows the pop up message for information to users 'COA in draft mode for Renewal or Resubmission cannot be deleted'

To delete an application, please follow the steps below:

Step 1 Delete COA/Release Letter

ader View Certificate of Approval Innits Innitson Inn	Absord Se	eirch] Search	Filter Status	
honoring honorings Trengt honoring attempt honoring attem	Advaced Se	eirch	Search	Filter Status	
locanapa Tanga Jahad Fanis Jahad Sanis Jagalan 1997 Ap	Advaced Se	earch			A
Amerika Seladara Anggalan	Free				
	Sizatan Date To		✓ (ddf/lilliyyyy) ✓ (ddf/lilliyyyy)		
By App	leating Type Rel	lease Letter	-		
	By OGA Se	ruhanjaya Tenaga 🕳	and the second se	Click De	
	No.Kera	Annalisian casha ked	1	CIICK Del	
No. Application 10. Application Type Process Type Application Data Status	_	COA No.	Rethins	d No. Keria	
1 5/T1612010000340 Release Letter 23/11/2010 10:42:42 Deaft			5/7161		
2 STT1612010000129 Release Letter 191112010 09:55:47 Availing	OGA approval		577161		
3 <u>\$17161200000254</u> Release Letter 15/11/2010 09:42:35 Awating	OGA approval		\$77161		
4 SJT1612010000009 Release Letter 2710/2010/12/16/02 Availing	OGA approval		SJT161		
3 <u>3/T1612010000221</u> Release Letter 30:08:2010 12:51:40 Addsorw3	sdged by Customs	SJT1611	0043202	مماراممر	
6 <u>KVT1612020000208</u> Release Letter 2608-2010-15-47-41 Awaiting	OGA approval			eckbox	
7 <u>SIT161200000192</u> Release Letter 2608/2010 11:19:49 Awateng	OGA approval				sport Code_Empty
MITOLOGOUNE Release Letter INVESTIGATION Lation	on Acknowledged	by Customs 5713604	8011832010 551181		
 MIRLANAMON FAMILIE TO S 2010 1445.59 Awaring 	ocu appresal		5716		
15 ETTIAL MANAGERT Palaces Latter (1996 Anno 1997 Anno 1	which approval		0/1001		

- Select a COA or Release Letter application and tick
 ✓ on the checkbox
 provided.
- 2 Click Delete button to proceed.

Figu	ure 2.276 confirm delete	
	Message from webpage	
	Confirm Delete ?	
	OK Cancel	
3	Click OK to proceed or click	Cancel to abort





2.8 Submitting Application

Please refer to section 2.1, 2.2 and 2.3 on applying Certificate of Approval (Import / Manufacture) and Release Letter. Follow the steps provided in the two sections before submitting the COA or Release Letter application to Suruhanjaya Tenaga.

Step 1 Submission To Suruhanjaya Tenaga

igur	e 2.277 submisssion to suruhanjaya tenaga		
Edit	Certificate of Approval (Manufacture) - SJT1612012000138		
	Technical Documents		
		Attachment	Delete
No.	Document Name	File Name	
1	coc	SJT1612012000138 6 1.pdf	
2	Declaration Identification Letter (if brand and model not the same with the original)	SJT1612012000138 8 2.pdf	
3	Instruction Manual (if requested)	SJT1612012000138 4 3.pdf	
4	Letter of Consent from the Original Brand Owner (if requested)	SJT1612012000138 9 1.pdf	
Ensu	e that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.		
 ✓ I 1. I ha 2. I sh 3. I sh 4. I ha 	solemnly declare that: we attached this application with the type test reports. all label the electrical equipment as stated in the Certificate of Approval. all prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST. we given true information regarding the application.	Submit To OGA	
	Back Submit to OGA		

- **1** Tick \mathbf{V} on the checkbox to agree to the condition required.
- 2 Click Submit to OGA button to submit application.
- **3 Application Submitted** message screen appears.

Figure 2.278 application submitted alert

M	lessage from webpage
	Application Submitted
	ОК
4	Click OK button to proceed.





	Vie	w Certificate of	Approval											
) Trader								5	 Search 		Filter	r Status		
Permits							Advance	I Coore						
* Transhipment Permits							Auvance	I Sear						
* Archived Permits		By Application Date			ication Date	From		V (dd/	ММ/уууу)					
ePermit - eDeclare					To		V (dd/	ММ/уууу)						
* Payment Instruction						By Ap	proval Date	From		V (dd/	ММ/уууу)			
								10		V (dd/	MM/yyyy)			
						By Appl	ication Type	Filter /	Application Type	-				
							By OGA	SURU	HANJAYA TENAGA	r				
							No. Kerja							
	No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	_	COA No.	Recipien	No. Kerja	Apply Copy Trader Referenc No.	Delete Re e Payment Status	ne
	No. 1	Application ID SJT1612012000138	Application Type Manufacture	Process Type	Application Date 23/02/2012 15:32:03	Approval Date	Status Awaiting C Verification	GA	COA No.	Recipien SJT161	No. Kerja	Apply Copy Trader Referenc No.	Delete Re Payment Status NA	ene
	No. 1	Application 1D SJT1612012000138 SJT1612012000136	Application Type Manufacture Import	Process Type	Application Date 23/02/2012 15:32:03 23/02/2012 11:50:00	Approval Date	Status Awaiting C Verification Awaiting C Verification	GA GA	COA No.	Recipien SJT161 SJT161	No. Kerja	Apply Copy Trader Referenc No. SJT/129/T	Delete Re Payment Status NA NA	ene
	No. 1 2 3	Application ID SJT1612012000138 SJT1612012000136 SJT1612012000135	Application Type Manufacture Import Import	Process Type Renewal	Application Date 23/02/2012 15:32:03 23/02/2012 11:50:00 21/02/2012 15:50:12	Approval Date	Status Awaiting C Verification Awaiting C Verification Awaiting C Verification	GA GA GA	COA No.	Recipien SJT161 SJT161 SJT161	No. Kerja KI204/12	Apply Copy Trader Referenc No. SJT/129/T	Delete Re Payment Status NA NA NA	ene
	No. 1 2 3 4	Application ID SJT1612012000138 SJT1612012000136 SJT1612012000135 SJT1612012000131	Application Type Manufacture Import Import	Process Type Renewal Renewed	Application Date 23/02/2012 15:32:03 23/02/2012 11:50:00 21/02/2012 15:50:12 21/02/2012 12:16:09	Approval Date	Status Awaiting C Verification Awaiting C Verification Awaiting C Verification Acknowled Customs	GA GA GA ged by	COA No. SJT161102001892012	Recipien SJT161 SJT161 SJT161 SJT161	No. Kerja KI204/12 KI204/12	Apply Copy Trader Referenc No. SJT/129/T	Delete Re Payment Status NA NA NA Payment Completed	ene

Figure 2.279 chack the status

1 The new Application ID is displayed with status "Awaiting OGA Verification".





2.9 View Application Status

												Friday, 24 F	ebruary
_	-												
D Trader	V	ew Certificate o	r Approval										
* Permits							5 🕶	Search		Filter Sta	atus		•
⁴ Suruhanjaya Tenaga	\leftarrow	- Sur	uhania	va Te	naga N	Menu	Advanced Search						
Transhipment Permits			j	,			From		V (dd/MM	//////			
 Archived Permits ePermit - eDeclare 						By Applica	tion Date To		V (dd/MM	/уууу)			
							From		V (dd/MM	/yyyy)			
						By Appr	To To		V (dd/MM	/уууу)			
						By Applica	tion Type Filter App	lication Type	-				
							By OGA SURUHA	NJAYA TENAGA 🔻					
						_	No. Kerja						
		Sele	ct Perm	it Ap	plicatio	n	No. Kerja						Show
		Sele	ct Perm	iit Ap	plicatio	n	No. Kerja				Apply Copy	Delete	Show
		Sele	ct Perm	iit Ap	plicatio	n	No. Kerja			2	Apply Copy Trader	Delete	Show
	No.	Sele Application ID	ct Perm	Process		Approval Date	No. Kerja	COA No.	Recipien	I No. Kerja	Apply Copy Trader Reference No.	Delete Payment Status	Show
	No.	Selection ID	Application Type	Process	Application Date 24/02/2012 10:56:27	Approval Date	No. Kerja Status Awaiting OGA Verification	COA No.	Recipien' SJT161	l No. Kerja	Apply Copy Trader Reference No. 8172-22	Delete Payment Status NA	Show
	No. 1 2	Select App (cation ID SJT161201200013 SJT161201200013	Application Type Release Letter 8 Manufacture	Process Type	Application Date = 24/02/2012 10:5627 23/02/2012 15:32:03	Approval Date	Status Awaiting OGA Verification Awaiting OGA Verification	COA No.	Recipient SJT161 SJT161	t No. Kerja	Apply Copy Trader Reference No. 8172-22	Delete Payment Status NA NA	Show
	No. 1 [2 3	ST161201200013 SJT161201200013	Ct Perm Application Type 2 Release Letter 8 Manufacture 6 Import	Process Type	Application Date 24/02/2012 10.5627 23/02/2012 15:32:03 23/02/2012 11-50:00	Approval Date	Status Status Awaiing OGA Verification Awaiing OGA Verification Awaiing OGA	COA No.	Recipient SJT161 SJT161 SJT161	No. Kerja	Apply Copy Trader Reference No. 8172-22 SJT/129/T	Delete Payment Status NA NA NA	Show Renew
	No. 1 2 3 4	Select Att Veation ID SJT161201200013 SJT161201200013 SJT161201200013	Application Type Release Letter Manufacture Manufacture Import	Process Type Renewal	Application Date 24/02/2012 10:5627 23/02/2012 15:32/03 23/02/2012 11:50:00 21/02/2012 15:50:12	Approval Date	Status Awahing OGA Verification Awahing OGA Verification Awahing OGA Verification Awahing OGA Verification	COA No.	Recipient SJT161 SJT161 SJT161 SJT161	Kl204/12	Apply Copy Trader Reference No. 8172-22 SJT/129/T	Payment Status NA NA NA NA	Show Renew
	No. 1 2 3 4 5	Select Aut Cation 1D SJT161201200013 SJT161201200013 SJT161201200013 SJT161201200013	Application Type Release Letter Manufacture Manufacture Manufacture Manufacture	Process Type Renewal Renewed	Application Date 24/02/2012 10.5627 23/02/2012 1532/03 23/02/2012 1532/03 23/02/2012 1550:12 21/02/2012 12:1609	Approval Date 21/02/2012 12244:50	Status Awaiing OGA Verification Awaiing OGA Verification Awaiing OGA Verification Awaiing OGA Verification Acknowledged by Customs	COA No.	Recipient SJT161 SJT161 SJT161 SJT161 SJT161	No. Kerja Kl204/12	Apply Copy Trader Reference No. 8172-22 SJT/129/T	Delete I Payment Status NA NA NA NA NA Payment Completed	Show Renew E E E E E E

Step 1 View COA / Release Letter Application Status

- 1 Click Suruhanjaya Tenaga menu.
- 2 Click on the **Application ID** of the archived permit that you want to view.
- **3** View COA/Release Letter screen appears.





Step 3 Figure 2.281 view release letter

View Release Letter - SJT16	12012000139					
OGA Name	SURUHANJAYA TENA	6A		Branch	Putrajaya	
С	onsignor Details			C	onsignee Details	
ROC / ROB	BOULE			ROC / ROB	177974	
Company Name	BOULEVARD PTE LTD			Company Name	Dagang Net	
Company Address	120 JLN TERASSEK SINGAPORE		0	Company Address	20th Floor, Wisma Ser Jalan Gelenggang, Bul 50490 Kuala Lumpur, I	mantan, kit Damansara, Malaysia
	Agent Details			A	pplicant Details	
Agent Name	Fowarding Agent Sdn B	nd		Applicant Name	Mohd Firdaus	
Agent Code	BF1234		Appl	icant Designation	Manager	
Agent Address	Jalan Klang Pelabuhan Klang Selangor		Applicant	IC / Passport No.	12345456	
Mode of Transport	1 - Maritime		Арр	olicant Phone No.	0323456789	
Purpose	2 - Business		ļ	Applicant Fax No.		
Country of Origin	BN - BRUNEI DARUSS	ALAM BND		Applicant Email		
Place of Origin	BNLUM - LUMUT		Port	/ Place of Import	MYHUM - HUTAN ME	LINGTANG
Consigned From	ID - INDONESIA IDR			Location	MYBRN - BERANANG	6, SELANGOR
Customs Station	H10 - IBU PEJABAT KA	STAM				
	JKED/KGED IA//ADWII/	Other	Dotaile			
Trador Domarke	urgent approval pleases	otier	Trad	lor Poforonco No	8170.00	
Trader Keinarka	argent approval prease	Addition	al Detaile	ter reference no.	OTTL LL	
		Handphone No.	0128903456			
		Type of Release Letter	Import for Concer	t		
		Name of Concert	fantastic moment	s		
		Address of Concert	kuala lumpur cyb	er centre kl		
		Concert Period	25/02/2012 to 26/	02/2012		
	Date of	re-export to country of origin	29/02/2012			
		Category	GENERATOR - K	106		
		Brand	samsung			
		Invoice No.	22881972			
		Date of Invoice	29/02/2012			
		AWB / BL / Conveyance No.	2222			
	Da	te of AWB / BL / Conveyance	29/02/2012			
		Import	- Item			
No. Description Model	Approved No.	Tariff Code Tariff Q	uantity T	ariff UOM U	Init Cost C.I.F (MYR)	Total (MYR)
1 <u>Horses</u> Samsung		0101.10 100 12	U	INT 2	34	500
		Technical [Documents			
No. Document Name			_	File Name	20. 2. 1. 15	
1 AVVB / BL / Conveyance N	ote	OGA Re	sponse	<u>SJ116120120001</u>	<u>39 2 1.pdf</u>	
Verified By				Verified Date		
Approved By				Approved Date		
COA N-				Effective Dete		
Consolled Date				Enective Date		
Cancellation Remarks			Cancellati	on Reference No.		
OGA Reference No			Gundenau	OGA Remarks		
Response Code			:	Special Condition		
		Trans	action			
No. Date Tim 1 23/02/2012 16:3	e Action 1:59 Draft		Respo	nse Description	R	esponse From TA
2 24/02/2012 10:5	6:28 Awaiting O	GA Verification	NA		N	IA
		Print COA	Cancel			

4 Go to Transaction section at the bottom of the page to view Application Status.

Figure 2.282 Application Status

	Transaction								
No.	Date	Time	Action	Response Description	Response From				
1	23/08/2010	12:09:54	Draft	NA	NA				
2	19/11/2010	09:55:47	Awaiting OGA approval	NA	NA				
			Cancel						

- 5 Current Application Status for this permit is "Awaiting OGA Approval".
- 6 Click Cancel button to exit the page.




COA/Release Letter - Application Status

Status	Description
Draft	COA/Release Letter application has not been submitted
	and can be edited.
Awaiting OGA Approval	COA/Release Letter application has been submitted and is
	awaiting for approval from OGA
Approved By OGA	Permit application has been approved by OGA
Rejected By OGA	COA/Release Letter application has been rejected by OGA
Verified By OGA	COA/Release Letter application has been verified by OGA
Awaiting Customs Acknowledgement	COA application is awaiting for Customs
	acknowledgement
Acknowledged By Customs	COA application has been acknowledged by Customs
Rejected By Customs	COA application has been rejected by Customs
Permit Cancelled	COA/Release Letter has been cancelled
Cancellation Acknowledged By	COA cancellation has been acknowledged by Customs
Customs	
СОС	COC is a Certificate of Conformity issued by SIRIM upon
	certifying the electrical goods are in accordance to
	Standard
Pending Processing Fee	Waiting for Processing Fee Payment

Pending COA Fee

Waiting for COA Fee payment.