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Section 1. Introduction

1.1. What is ePermit?

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.

1.2. How Does ePermit Benefit Me?

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

1.3. Who Should Read This Publication?

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.

This publication (or topic collection) is intended for Jabatan Veterinar (JPV)

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. PIA Module
   Enabling PIA to investigate, distributor, verify, approve or reject the permit application received and send its updated status electronically via the Internet.
1.4. Requirements To Use ePermit

ePermit is a web based application. Therefore, there is no installation required. All is needed are:

- User is registered with Dagang Net ePermit services
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Internet Explorer version 8 and above
  - Chrome version 10 and above
- Internet Connection

1.5. About This Publication

This publication documents is to provide overview on how JPV Trader apply for Electronic Permit System (ePermit) and deeper understand JPV ePermit System with step by step help.

1.6. ePermit Publications

Get the right publications based on your ePermit - JPV service subscription by referring to the table 1.

<table>
<thead>
<tr>
<th>Publication Title</th>
<th>Document ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePermit – JPV User Manual for Trader</td>
<td></td>
</tr>
<tr>
<td>ePermit – JPV User Manual for Quota Administrator</td>
<td></td>
</tr>
<tr>
<td>ePermit – JPV User Manual for PIA Administrator</td>
<td></td>
</tr>
<tr>
<td>ePermit – JPV User Manual for PIA (Verifier)</td>
<td></td>
</tr>
<tr>
<td>ePermit – JPV User Manual for PIA (Approver)</td>
<td></td>
</tr>
</tbody>
</table>

1.7. Support Information

Should there are any issues arise from using ePermit, please contact Dagang Net’s Careline;

Call Us 1300 133 133
Email Us careline@dagangnet.com
## 1.8. Convention

<table>
<thead>
<tr>
<th>Icon / Button</th>
<th>Description</th>
<th>Function (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login</strong></td>
<td>Login</td>
<td>To log in to the Permit application</td>
</tr>
<tr>
<td><strong>Logout</strong></td>
<td>Logout</td>
<td>To log out of the Permit application</td>
</tr>
<tr>
<td><strong>Edit Profile</strong></td>
<td>Edit Profile</td>
<td>To edit profile</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>Help</td>
<td>To view quick guide</td>
</tr>
<tr>
<td><strong>Search Text Box</strong></td>
<td>Search Text Box</td>
<td>To search for a particular application or item in a list</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>Search</td>
<td>To search for a particular list</td>
</tr>
<tr>
<td><strong>Show</strong></td>
<td>Show</td>
<td>To show filtered search result</td>
</tr>
<tr>
<td><strong>Apply</strong></td>
<td>Apply</td>
<td>To apply import/export permit</td>
</tr>
<tr>
<td><strong>Submit</strong></td>
<td>Submit</td>
<td>To submit permit application</td>
</tr>
<tr>
<td><strong>Add</strong></td>
<td>Add</td>
<td>To add an item to a list or a new application</td>
</tr>
<tr>
<td><strong>Attach</strong></td>
<td>Attach</td>
<td>To upload a file as attachment</td>
</tr>
<tr>
<td><strong>Remove</strong></td>
<td>Remove</td>
<td>To remove an item from a list</td>
</tr>
<tr>
<td><strong>Copy</strong></td>
<td>Copy</td>
<td>Copy an application from the View Transaction screen</td>
</tr>
<tr>
<td><strong>Reset</strong></td>
<td>Reset</td>
<td>To undo changes</td>
</tr>
<tr>
<td><strong>Cancel</strong></td>
<td>Cancel</td>
<td>To exit / return</td>
</tr>
<tr>
<td><strong>Close</strong></td>
<td>Close</td>
<td>To close pop-up window</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>Save</td>
<td>To save changes made</td>
</tr>
<tr>
<td><strong>Back</strong></td>
<td>Back</td>
<td>To return to previous page</td>
</tr>
<tr>
<td><strong>Checkbox</strong></td>
<td>Checkbox</td>
<td>To tick ✓ for selection and untick to deselect</td>
</tr>
<tr>
<td><strong>Previous</strong></td>
<td>Previous</td>
<td>To go to previous page of a list</td>
</tr>
<tr>
<td><strong>Next</strong></td>
<td>Next</td>
<td>To go to next page of a list</td>
</tr>
<tr>
<td><strong>Calendar</strong></td>
<td>Calendar</td>
<td>To view calendar</td>
</tr>
<tr>
<td><strong>Dropdown list box</strong></td>
<td></td>
<td>To select a particular page, number of rows, an item, or task from a list</td>
</tr>
<tr>
<td>Month dropdown list box</td>
<td>To navigate and select a particular month</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Year dropdown list box</td>
<td>To navigate and select a particular year</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>To view details of a particular item</td>
<td></td>
</tr>
<tr>
<td>Radio Button</td>
<td>To select item</td>
<td></td>
</tr>
<tr>
<td>Ascending / Increasing</td>
<td>To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen</td>
<td></td>
</tr>
<tr>
<td>Descending / Decreasing</td>
<td>To view transactions in descending/decreasing order (largest to smallest/latest to earliest) for columns in View Transactions screen</td>
<td></td>
</tr>
</tbody>
</table>

1.9. References

None

1.10. Inquiries

If you have questions or comments regarding this document, please contact:

<Name>

<Position>

<Department>

<Contact Details>
Section 2. Getting Started With ePermit

2.1. Log in

Before logging in, you must ensure that you have the correct username and password.

- ePermit is supported by Internet Explorer 6 or higher.

To login, please follow the steps below:

Step 1 Launch Internet Explorer Browser

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

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

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

Step 3 Disabling Pop up Blocker

1. 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 Remember Password to disable automatic logout if there were no activity above 30 minutes.
3. Click on the button to access the system.
4. The main screen of system will display.
2.2. Log Out

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

To logout, please follow the steps below:

1. Click the **Logout** button to logout from ePermit.
2.3. Edit Profile

In your first successful log in, you may edit your personal information, contact information and authentication information by going to the Edit Profile screen.

To edit profile, please follow the steps below:

**NOTE**: Item labelled with * is compulsory.

1. To edit your profile, click on the **Edit Profile** button.
2. Enter the necessary information into the field.
3. To change your password, enter new password in the Password field.

![Password field]

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

![Confirm Password field]

5. Click on the **Submit** button to submit the profile once done.
2.4. User Manual

You may download the Trader User Manual here.

To download the Manual, please follow the steps below:

Step 1  View and Download User Manual

1. To download the manual, click on the User Manual button.
2. Find any manual that you want to open and click to download.
Section 3. Permit Application (Import)

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

- Import Permit
- Export Permit

It also allows you to view an application and search for applications.

3.1. Apply JPV Import Permit

To apply for an import permit, please follow the steps below:

**Step 1  Apply Permit**

1. Click **Apply** button to apply for a permit.

**Step 2  Select Permit Type**

1. Select Permit Type; e.g. Import Permit.
2. Click **Select** button.
3. Apply Import Permit screen appears.
4. This is a standard Permit Application screen for all OGAs (Customs Department requirement).

**Step 3  Select OGA Name**

1. Click  to select OGA Name; e.g. Jabatan Perkhidmatan Veterinar
Step 4  Select OGA Branch

1. Click to select OGA Branch; e.g. Kuala Lumpur.

Step 5  Consignor Details Section

1. Fill in Exporter Details or click to search for ROC / ROB data updated in Admin Module previously.

2. Consignor pop-up window appears

3. Click Consignor Name hyperlink.
4. All fields in **Consignor Details** section will be filled automatically.

**Step 6  Consignee Details Section**

1. **Consignee Details** will be filled by default. It is your company details and cannot be changed.

2. Click [search] to search for **Company Address**.

3. Company Branch Address screen appears.

4. Click Company Address hyperlink to select consignee address.

5. All fields in Consignee Details section will be filled automatically.
Step 7  Agent Details Section

NOTE: This section is not compulsory.

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

2. Fill in Agent Details or click [search] button to search for Agent data updated in Admin Module previously.

3. Agent screen appears.

4. Click Agent hyperlink to select agent.

5. All fields in Agent Details section will be filled automatically.
Step 8  Applicant Details Section

1. Fill in Applicant Details or click [search] button to search for Applicant data updated in Admin Module previously.

2. Agent screen appears.

3. Click Applicant Name hyperlink to select applicant.

4. All fields in Applicant Details section will be filled automatically.
Step 9  Mode of Transport

**NOTE:** Mode of Transport types are Maritime, Rail, Road, Air and Post.

1. Click to select Mode of Transport; e.g. Maritime.
2. **Mode of Transport** refers to how the goods are being imported to Malaysia.

Step 10  Purpose of Import

**NOTE:** Types of Purpose are Private, Business, Research, Exhibition and Others

1. Click to select **Purpose**; e.g. Business.
2. **Purpose** refers to the purpose of importing the goods to Malaysia.

Step 11  Country of Origin

1. Click button to search for Country of Origin.
2. Country Codes pop-up window appears.
3. Enter Country Name or Country Code at the text box. Click **Show** button.


5. Country of Origin field will be filled automatically

**Step 12  Place of Origin**

1. Click **search** button to search for Place of Origin.

2. Port Codes pop-up window appears.

3. Enter Port Name or Port Code at the text box. Click **Show** button.

4. Click Port Code hyperlink.
5. Place of Origin field will be filled automatically.

**Step 13  Consigned From**

**NOTE:** Consign From refers to country of transit before consignment reaches the final destination. If there is none, then it is the same as Country of Origin.

1. Click **search** button to search for **Consigned From**.
2. **Country Codes** pop-up window appears.
3. Enter Country Code or Country Name at the text box. Click **Show** button.
5. **Consigned From** field will be filled automatically.
Step 14 Ports / Place of Import

NOTE: If Mode of Transport is 'Maritime', Place of Import should be a sea port.

1. Click to dropdown to select Ports / Place of Import; e.g. Pulau Tambisan, Sabah, MYPTB
2. Ports / Place of Import refer to the Entry Point. It should tally with Mode of Transport.

Step 15 Location

1. Click to select the Location.
2. Location field refers to your office or warehouse.
Step 16 Customs Station

**NOTE:** Do not change to other Customs Station.

<table>
<thead>
<tr>
<th>Customs Station</th>
<th>IBU PEJABAT KASTAM H10</th>
</tr>
</thead>
</table>

1. All permit applications will be registered at Sistem Maklumat Kastam.
2. This is an auto default station.

Step 17 Trader Reference No. and Trader Remarks

**NOTE:** Your reference number to represent this permit application.

| Trader Reference No. | JPV1412013000005 |

1. Enter Trader Reference No. field.

| Trader Remarks | urgent approval please |

2. Enter Trader Remarks.

**NOTE:** Free remarks by you.

Step 18 Additional Details Section

**NOTE:** The item with item "*" remarks is compulsory

<table>
<thead>
<tr>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Entry Port</td>
</tr>
<tr>
<td>Establishment No.</td>
</tr>
<tr>
<td>Islamic Organization and individual for Halal Certification</td>
</tr>
<tr>
<td>ETA</td>
</tr>
<tr>
<td>ETD</td>
</tr>
<tr>
<td>Date of Import</td>
</tr>
<tr>
<td>State of Import</td>
</tr>
</tbody>
</table>

**Supporting Documents**

| Health Cert No. | available |
| Halal Cert No. | Other Supporting Documents |

**NOTE:** Every category have related section in this application.

1. Click dropdown to select Category.
2. Click to select Animal Feed Supplement.

3. Click dropdown to select Entry Port.

4. Click to select Bukit Kayu Hitam, Kedah.

**Note:** Establishment No. (Plant / abattoir / farm / hatchery) refer to your Country of your origin.
5. Click ▼ dropdown to select **Entry Port**.

6. Click to select Primo Port Wakefield

7. Click ▼ dropdown to select **Islamic Organisation and Individual for Halal Certification**.

8. Click ▼ dropdown to select **Estimated Time of Arrival (ETA)**.

9. Click ▼ dropdown to select **Estimated Time of Departure (ETD)**.
10. Click dropdown to select Date Of Import.

![Select State of Import dropdown]

11. Click dropdown to select State of Import.

12. Step 19 Supporting Document Section

<table>
<thead>
<tr>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Cert No.</td>
</tr>
<tr>
<td>Invoice No.</td>
</tr>
<tr>
<td>Halal Cert No.</td>
</tr>
<tr>
<td>Other Supporting Documents</td>
</tr>
</tbody>
</table>

1. Enter textbox field for Health Cert No., Invoice No. Halal Cert No. and Other Supporting Documents.

Step 20 Vaccines and Biologic Details

**NOTE:** Only applicable if select Biologic: Vaccine in category option.

<table>
<thead>
<tr>
<th>Vaccines and Biologics Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Veterinarian</td>
</tr>
<tr>
<td>Veterinarian IC No.</td>
</tr>
<tr>
<td>MVC Registration No.</td>
</tr>
<tr>
<td>Veterinarian Contact No.</td>
</tr>
<tr>
<td>Certification Date</td>
</tr>
<tr>
<td>Date Shipped</td>
</tr>
<tr>
<td>Cold Room / Warehouse</td>
</tr>
<tr>
<td>Invoice Date</td>
</tr>
</tbody>
</table>

1. Enter Name of Veterinarian field.
2. Enter Veterinarian IC No. field.
3. Enter MVC Registration No. field.
4. Enter Veterinarian Contact No. field.
5. Enter Cold Room / Warehouse field.
6. Click \( \text{dropdown} \) to select **Certification Date**.

7. Click \( \text{dropdown} \) to select **Date Shipped**.

8. Click \( \text{dropdown} \) to select **Invoice Date**.

**Step 21 Save and Proceed**

1. Click **Save** to save the application or **Next** to proceed or click **Cancel** to abort.

2. **Import Permit Saved** message window appears.
3. Click button to proceed to Export Item screen. 

   *Note:* Please complete all fields marked with asterisk “*” before clicking the NEXT button.

4. Click to proceed Add Import Item Screen.
**Step 22 Add Import Item Section**

1. Click **Add** button to add Import Item.
2. Add Import Item pop-up window appears.
3. Add import item will appear with different category;

a) **Add Import Item screen only for Animal Type**

i. Animal Feed
ii. Animal Feed Supplement
iii. Animal Feed Fertiliser
iv. Biologic
v. Dairy Product
vi. Egg Product
vii. Embryo
viii. Horse Product
ix. Other Animal Product
x. Other Value Add Product
xi. Pork Product
xii. Pork Value Add Product
xiii. Poultry Product
1. Click **search** button to search for **Product**.


3. Click Item Name hyperlink to select Item Codes.
4. Click to select **Tariff Codes**.


6. Click Code hyperlink to select Product.

7. Automatically Tariff Description and Tariff UOM will be filled.
8. Click dropdown to select Animal Type.

9. Enter Quantity field.

10. Click dropdown to select UOM – JPV.

11. Enter Unit Cost C.I.F (MYR), Average Price (MYR) and Total (MYR) fields.

12. Click to save or click to clear fields or click to exit.

13. If you click button, Import Item Added message window appears.
14. Click **OK** button to proceed.

b) **Add Import Item** screen only for Species and Breed

i. Pig Live Animal

ii. Cat Live Animal

iii. Dog Live Animal

iv. Horse Live Animal

v. Other Live Animal

vi. Pig Live Animal

vii. Pourty Live Animal

1. Click **search** button to search for **Tariff Code**.

3. Click Item Name hyperlink to select Item Codes.

4. Click to select Tariff Codes.

6. Click Code hyperlink to select Product.

7. Automatically Tariff Description and Tariff UOM will be filled.

8. Click dropdown to select Species.

9. Click dropdown to select Breed.

10. Click dropdown to select Specific Purpose.
11. Enter **Age** field and click ➔ dropdown to select Days.

12. Click ➔ dropdown to select **Sex**.

13. Enter **Color**, **Identification Number**, **Identification System**, **Quantity (head)**, **Value (MYR)** and **Total Price (MYR)** fields.
14. Click **Save** to save or click **Reset** to clear fields or click **Close** to exit.

15. If you click **Save** button, **Import Item Added** message window appears.

![Import Item Added Message](image)

16. Click **OK** button to proceed.

c) **Add Import Item screen only for Animal Type**

i. **Biologic : Vaccine**

![Add Import Item Screen](image)

1. Click **search** button to search for **Product**.
3. Click Item Name hyperlink to select Item Codes.

4. Click to select Tariff Codes.

6. Click Code hyperlink to select Product.

7. Automatically Tariff Description and Tariff UOM will be filled.

8. Click dropdown to select Animal Type.
9. Enter **Quantity** field.

10. Click ▼ dropdown to select **UOM – JPV**.

11. Enter **Unit Cost C.I.F (MYR)**, **Average Price (MYR)** and **Total (MYR)** fields.

12. Enter **Code No./ Batch No.** field.

13. Click ▼ **Save** to save or ▼ **Reset** to clear fields or ▼ **Close** to exit.

14. If you click ▼ **Save** button, **Import Item Added** message window appears.

15. Click ▼ **OK** button to proceed.

---

**Step 23   Edit or Delete Import item**

![Image of Import Item Edit or Delete interface]

1. Click **Item** hyperlink to edit **Import Items** or tick □ checkbox and click ▼ **Delete** button to remove **Import Items**.
Step 24  Supporting Document *Only for Biologic Vaccine*

1. Click button to attach supporting document.
3. Click button to proceed.
4. Attachment screen appears.

**Note:** Maximum Total File Size of Attachment is 2MB (2048KB). Attachment for (PDF) file extension is supported.

5. Click button to select the supporting documents file from your PC for attachment.
6. Select the file to be attached.

7. Click the 'Attach' button to attach the supporting document.

8. Please wait while the attachment are being attach.
Step 25  View Document or Delete Attachment

1. Click File Name hyperlink to view attachment or tick checkbox and click button to remove Supporting Documents.

3.2. Edit Permit Application

You can edit import permit application if changes are required. You can only edit permit application with “Draft” status.

To edit an import permit application, please follow the steps below:

1. Click dropdown to filter status “Draft”.
2. Click dropdown to filter by OGA “JABATAN PERKHIDMATAN VETERINAR”
3. Click button to search the permit.
4. Click hyperlink to view the draft permit status.
5. Edit Import screen appears.
6. Please refer to Applying Import Permit Application for details.
3.3. Copy Permit Application

For your convenience, you can copy information from previous permit application to apply for a new permit application.

To copy a permit application, please follow the steps below:

1. Select a permit application and tick the checkbox.
2. Click the Copy button to proceed.
3. Copy Import Permit screen appears.
4. Repeat steps in Import Application.
5. Please refer to Import Permit Application for details.
3.4. Delete Permit Application

You can only delete permit applications with ‘Draft’ status.

To delete a permit application, please follow the steps below:

1. Click dropdown to filter status “Draft”.
2. Click dropdown to filter by OGA “JABATAN PERKHIDMATAN VETERINAR”
3. Click button to search the permit.
4. Click hyperlink to view the draft permit and tick checkbox for delete.
5. Click button to proceed.
6. Delete confirmation window appears to confirm deletion of the application.
7. Click to proceed or to abort.
3.5. Submit Import Permit Application

1. Click [Submit to OCA] button to submit.

2. Permit Submitted message window appears.

3. Click [OK] button to proceed.
3.6. Check Import Permit Status After Submission

1. Click dropdown to filter status “Awaiting OGA Approval”.

2. Click dropdown to filter by OGA “JABATAN PERKHIDMATAN VETERINAR”

3. Click button to search the permit.

4. Click hyperlink to view the permit status.

5. You can view the permit transaction here.
Section 4. Permit Application (Export)

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

- Import Permit
- Export Permit

It also allows you to view an application and search for applications.

4.1. Apply JPV Export Permit

To apply for an export permit, please follow the steps below:

**Step 1 Apply Export Permit**

1. Click **Apply** button to apply for a permit.

**Step 2 Select Permit Type**

1. Select Permit Type; e.g. Export Permit.
2. Click **Select** button.
3. Apply Export Permit screen appears.

**NOTE:** Items labeled with '*' are compulsory

4. This is a standard **Permit Application** screen for all **OGAs** (Customs Department requirement).
Step 3  Select OGA Name

1. Click to select OGA Name; e.g. JABATAN PERKHIDMATAN VETERINAR.

Step 4  Select OGA Branch

1. Click to select OGA Branch; e.g. Kuala Lumpur

Step 5  Consignor Details Section

1. **Consignor Details** will be filled by default. It is your company details and cannot be changed.

2. Click to search for **Company Address**.

3. Company Branch Address screen appears.
4. Click **Consignor Name** hyperlink.

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

**Step 6  Consignee Details Section**

1. Fill in Consignee Details or click **search** to search for ROC / ROB data updated in Admin Module previously.

2. Click **search** to search for **Consignee**.

3. Consignee screen appears.
4. Click Name hyperlink to select consignee address.

5. All fields in Consignee Details section will be filled automatically.

Step 7  Agent Details Section

NOTE: This section is not compulsory.

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

2. Fill in Agent Details or click search button to search for Agent data updated in Admin Module previously.

3. Agent screen appears.

4. Click Agent hyperlink to select agent.

5. All fields in Agent Details section will be filled automatically.
Step 8  Applicant Details Section

1. Fill in Applicant Details or click [search] button to search for Applicant data updated in Admin Module previously.

2. Agent screen appears.

3. Click Applicant Name hyperlink to select applicant.
4. All fields in Applicant Details section will be filled automatically.

**Step 9  Mode of Transport**

**NOTE:** Mode of Transport types are Maritime, Rail, Road, Air and Post.

1. Click to select Mode of Transport; e.g. Maritime.

2. **Mode of Transport** refers to how the goods are being imported to Malaysia.

**Step 10  Date Of Export**

1. Click dropdown to select **Date of Export**.

2. **Date of Export** field will be filled automatically.

**Step 11  Country of Origin**

1. Click button to search for Country of Origin.

2. Country Codes pop-up window appears.
3. Enter Country Name or Country Code at the text box. Click button.


5. Country of Origin field will be filled automatically

**Step 12  Country Of Final Destination**

1. Click **[search]** button to search for Country of Final destination.
2. Country Codes pop-up window appears.

3. Enter Country Codes or Country Name at the text box. Click button.


5. Country of Final Destination field will be filled automatically.

**Step 13  Port of Discharge**

1. Click **[search]** button to search for **Port of Discharge**.
2. **Port Codes** pop-up window appears.
3. Enter Port Code or Port Name at the text box. Click button.

4. Click Port Code hyperlink.

5. **Port Of Discharge** field will be filled automatically.

---

**Step 14 Ports / Place of Export**

**NOTE**: If Mode of Transport is 'Maritime', Place of Import should be a sea port.

1. Click dropdown to select Ports / Place of Export; e.g. Balakong- MYBAL

2. Ports / Place of Export refer to the Entry Point. It should tally with Mode of Transport.
Step 15  Via (Transhipment Cargo Only)

1. Click [search] to view Via pop-up window.

2. Enter Via Code or Description at the text box. Click Show button.

3. Click Via Code hyperlink.

4. Via (Transhipment Cargo Only) field will be filled automatically.

Step 16  Marks and Nos. / Container Nos.

NOTE: This is a free text column.

1. Enter the Marks and Nos. / Container Nos.

Step 17  Voyage No. / Flight / Conveyance

NOTE: This is a free text column.

1. Enter Voyage No. / Flight / Conveyance.
**Step 18**  Other Details Section

1. Please fill in all the fields.

**NOTE:** Do not change to other Customs Station.

2. All permit applications will be registered at Sistem Maklumat Kastam.

3. This is an auto default station.

---

**Step 19**  Additional Details Section

**NOTE:** The item with item "**" remarks is compulsory

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**NOTE:** Every category have related section in this application.

1. Click dropdown to select Category.
2. Click to select Animal Feed Supplement.

3. Click dropdown to select Exit Port.

4. Click to select Tanjung Puteri.

**Note:** Establishment No. (Plant / abattoir / farm / hatchery) refer to your Country of your origin.
5. Click dropdown to select **Established No. (Plant/abattoir/farm/hatchery).**

6. Click to select Primo Port Wakefield

7. Click dropdown to select **Islamic Organisation and Individual for Halal Certification.**

8. Click dropdown to select **Estimated Time of Arrival (ETA).**

9. Click dropdown to select **Estimated Time of Departure (ETD).**
10. Click dropdown to select **Date Of Import**.

11. Click dropdown to select **State of Import**.

12. Click dropdown to select **Commodities Intended for use** as for. If Others, just fill in the blanks.

13. Enter the field if Others.
Step 20  Health Certificate Details

1. Enter **CITES Permit No.** and **Identification of Container / Seal No** fields.

2. Click dropdown to select **Temperature of Product**.

3. Click dropdown to select **Date Type of Product**.

4. Click **search** button to search Health Certification Declaration.

5. SKV Declaration window message screen appear
6. Click to Select item of SKV Declaration.
**Step 21**  Supporting Document Section

<table>
<thead>
<tr>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Cert No.</td>
</tr>
<tr>
<td>Invoice No.</td>
</tr>
<tr>
<td>Halal Cert No.</td>
</tr>
<tr>
<td>Other Supporting Documents</td>
</tr>
</tbody>
</table>

1. Enter textbox field for **Health Cert No.**, **Invoice No.** **Halal Cert No.** and **Other Supporting Documents**.

**Step 22**  Save and Proceed

1. Click **Save** to save the application or Click **Next** to proceed or click **Cancel** to abort.

2. **Export Permit Saved** message window appears.

   ![Export Permit Saved Message Window]

3. Click **OK** button to proceed to **Export Item** screen.
Note: Please complete all fields marked with asterisk (*) before clicking the NEXT button.

4. Click **Next** to proceed Add Export Item Screen.
Step 23  Add Export Item Section

1. Click  button to add export Item.
2. Add export Item pop-up window appears.
3. Add import item will appear with different category;

a) Add Import Item screen only for Animal Type

i. Animal Feed
ii. Animal Feed Supplement
iii. Animal Feed Fertiliser
iv. Biologic
v. Dairy Product
vi. Egg Product
vii. Embryo
viii. Horse Product
ix. Other Animal Product
x. Other Value Add Product
xi. Pork Product
xii. Pork Value Add Product
xiii. Poultry Product
xiv. Biologic ; Vaccine
4. Click **search** button to search for **Product**.

5. Item Codes screen appear.
6. Click Item Code hyperlink to select Product.

7. Click dropdown to select Animal Type.

8. Click to search Tariff code.
9. Click Code hyperlink to select Product.

10. Enter Treatment Type, Batch Number, Production Type and Number of Packages fields.

11. Enter Quantity based on Customs Tariff Unit field.

12. Enter Unit Value FOB(MYR) and Total fields.

13. Click to save or click to clear fields or click to exit.

14. If you click button, Export Item Added message window appears.

15. Click button to proceed.
b) Add Import Item screen only for Species and Breed

i. Pig Live Animal
ii. Cat Live Animal
iii. Dog Live Animal
iv. Horse Live Animal
v. Other Live Animal
vi. Pig Live Animal
vii. Pourty Live Animal

1. Click search button to search for Tariff Code.
3. Click Item Name hyperlink to select Item Codes.
4. Click to select Tariff Codes.


6. Click Code hyperlink to select Product.

7. Automatically Tariff Description and Tariff UOM will be filled.
8. Click \( \downarrow \) dropdown to select **Species**.

9. Click \( \downarrow \) dropdown to select **Breed**.

10. Click \( \downarrow \) dropdown to select **Specific Purpose**.

11. Enter **Age** field and click \( \downarrow \) dropdown to select Days.

12. Enter **Sex** field and click \( \downarrow \) dropdown to select appropriate option.
12. Click \(\downarrow\) dropdown to select **Sex**.

13. Enter **Color**, **Identification Number**, **Identification System**, **Quantity (head)**, **Value (MYR)** and **Total Price (MYR)** fields.

14. Click **Save** to save or click **Reset** to clear fields or click **Close** to exit.

15. If you click **Save** button, **Export Item Added** message window appears.

16. Click **OK** button to proceed.
Step 24  Edit or Delete Export Item

1. Click **Item** hyperlink to edit **Export Items** or tick **✓** checkbox and click **Delete** button to remove **Export Items**.

4.2. **Edit Permit Application**

You can edit export permit application if changes are required. You can only edit permit application with “**Draft**” status.

To edit an export permit application, please follow the steps below:

1. Click **dropdown** to filter status “**Draft**”.

2. Click **dropdown** to filter by OGA “**JABATAN PERKHIDMATAN VETERINAR**”

3. Click **Show** button to search the permit.

4. Click **hyperlink** to view the draft permit status.

5. **Edit Export** screen appears.
6. Please refer to Applying Export Permit Application for details.
4.3. Copy Permit Application

For your convenience, you can copy information from previous permit application to apply for a new permit application.

To copy a permit application, please follow the steps below:

1. Select a permit application and tick the checkbox.
2. Click the button to proceed.
3. Copy Export Permit screen appears

4. Repeat steps in export Application.
5. Please refer to export Permit Application for details.
4.4. Delete Permit Application

You can only delete permit applications with ‘Draft’ status.

To delete a permit application, please follow the steps below:

1. Click dropdown to filter status “Draft”.
2. Click dropdown to filter by OGA “JABATAN PERKHIDMATAN VETERINAR”
3. Click button to search the permit.
4. Click hyperlink to view the draft permit and tick checkbox for delete.
5. Click button to proceed.
6. Delete confirmation window appears to confirm deletion of the application.
7. Click to proceed or to abort.
4.5. Submit Export Permit Application

1. Click **Submit to OGA** button to submit.

2. **Permit Submitted** message window appears.

3. Click **OK** button to proceed.
4.6. Check Export Permit Status After Submission

1. Click dropdown to filter status “Awaiting OGA Approval”.
2. Click dropdown to filter by OGA “JABATAN PERKHIDMATAN VETERINAR”
3. Click button to search the permit.
4. Click hyperlink to view the permit status.

5. You can view the permit transaction here
Section 5.  Advance Search And Navigation

5.1.  Advance Search

To view permits, please follow the steps below:

5.1.1.  Filter by Status
1. Click on **Filter Status** to view status.
2. Select a status; e.g: **Awaiting OGA Approval**.
3. Click **Show** button to view search result.
4. The result will shown as below;

5.1.2. **Filter by Application Date**

1. Click **dropdown** to pick any “From” date; e.g: 03/03/13.
2. Click **Show** button to view search result.
3. Click dropdown to pick any “To” date; e.g: 03/05/13

4. Click button to view search result.

5.1.3. Filter by Permit Type

1. Click to select Permit Type; e.g: Import
2. Click **Show** button to view search result.

5.1.4. **Filter by OGA**

1. Click dropdown to select **OGA**; e.g: **JABATAN PERKHIDMATAN VETERINAR**
2. Click **Show** button to view search result.
3. The result shown as below;
5.2. Additional Features

There is a few additional features in Permit screen:

5.2.1. Number of Transaction Display

1. Select a number from the drop down list box. The above transactions are searched with the following criteria:
2. Select Number of transaction display
3. Click number to display search result as follows:
5.2.2. Page number Layout

1. Select a number from the drop down list box. You may choose the number of result to be shown; e.g: 3.

2. Click dropdown to navigate to the previous number of page.

3. Click dropdown to navigate to the next number of page.
5.2.3. Sort transaction columns in Ascending or Descending order

4. Click once at the header of Application Date column, the transactions will be displayed in ascending order; click TWICE and it will be displayed in Descending order as follows; the other columns work in the same manner.