



AQS PUBLIC USER MANUAL

VERSION 1.0





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1. PUBLIC RESERVATION

1.1. PUBLIC RESERVATION (INDIVIDUAL ANIMAL)

Read and understand the Instructions/Terms and Conditions then click on “Individual” or “Company” respectively based on your type of application and click “Agree”.

AQS E-Quarantine Reservation

Instructions

- Please enter all required fields.
- Please note, only one animal and one country of origin per reservation.
- Please [download](#) example Animal ID / Tag list and submit your animals list during the admission.

Terms & Conditions

- Malaysia's Quarantine Procedure can be refer here.
- Malaysia's Import Proccotols for the purpose of importation of animals into Malaysia can be refer here.

Contact Information

Ketua Pengarah
 Jabatan Perkhidmatan Kuarantin & Pemeriksaan Malaysia (MAQIS)
 Aras 7, Menara 4G2, Wisma Tani, Presint 4,
 No. 30, Persiaran Perdana, Pusat Pentadbiran Kerajaan Persekutuan,
 62624 Putrajaya.
 Wilayah Persekutuan Putrajaya

Telefon: 03-8870 1000
 Faks : 03-8890 2910
 Emel : feedback.maqis@moa.gov.my

Type of Application

Individual Company

By click "Agree", you understand E-Quarantine Reservation terms & conditions.

Figure 1-1 : CHOOSE TYPE OF APPLICATION

Fill up the form accordingly and click on “Save Applicant Information” button.

AQS Reservation: Applicant & Booking Information

Applicant Information	Booking Information
* Applicant Name: ANGELINE VICTOR	* Total Quantity: 1
* Email: nurra@my-sands.com	Total number of animals in this booking
* Address: Off Persiaran Bandar, 43650 Bandar Baru Bangi, Selangor, Malaysia	* Animal: Horse
* Country: Malaysia	* Country of Origin: Australia
* Nationality: <input checked="" type="radio"/> Malaysian <input type="radio"/> Others	* Purpose: Endurance
* Identity No.: 831120145034	* Quarantine Station: SKH KLIA
* Contact No.: 0196734740	* Entry Point: KLIA - Terminal Kargo
Fax No.: 03987678876	* Date of Quarantine: 04/01/2014
	No. of facility available: 0.
	Agent Information
	Are you an Agent? <input checked="" type="checkbox"/>

Figure 1-2 : RESERVATION FORM FOR INDIVIDUAL

AQS will notify the applicant if there are facilities available and how many quantity that it can accommodate.

* Entry Point

* Date of Quarantine

No facility available. Only 1 animal can be quarantine.

Figure 1-3 : AQS NOTIFY AVAILABILITY OF FACILITIES

Check the “Are you an agent” checkbox and fill up the information accordingly if you are an agent.

Agent Information

Are you an Agent?

* Agent Name

Company Name

* Company Address

* Identity No.

Figure 1-4 : AGENT INFORMATION

System will display all saved applicant information. Click on “Add Animal Information” to start adding animal information.

AQS Reservation: Information

Applicant Information		Booking Information	
Applicant Name	ANGELINE VICTOR	Quantity	1
Email	nurra@my-sands.com	Animal	Horse
Address	Off Persiaran Bandar 43650 Bandar Baru Bangi Selangor Malaysia Malaysia	Country of Origin	Australia
Identity No.	Malaysian: 831120145034	Purpose	Endurance
Contact No.	0196734740	Quarantine Station	SKH KLIA
Fax No.	03987678876	Entry Point	KLIA - Terminal Kargo
Agent Name	AMINAH BT JAILANI	Date of Quarantine	04/01/2014
Agent Address	JALAN ST 1C/7, MEDAN 88. BANDAR BARU SALAK TINGGI. 43900 SEPANG.		
Agent Identity No.	831129123456		

Animal Information

There is no animal information yet. [Add Animal Information](#)

Figure 1-5 : SYSTEM DISPLAY APPLICANT INFORMATION

Click on “Add Animal Information” button once finished adding the animal information.

Figure 1-6 : ADD ANIMAL INFORMATION

System will display reservation information including animal info. Click on “Submit Reservation” to submit application.

Figure 1-7 : SUBMIT RESERVATION

System will notify that reservation is successful and an –email has been sent to the registered e-mail address containing the reservation information.

AQS Reservation: Success

Reservation Successful
 Your booking number: B001/000094/2013
 We have sent an email containing your booking information.
 Please keep the email as a copy of your reservation.

Applicant Information

Booking No.	B001/000094/2013
Applicant Name	ANGELINE VICTOR
Email	nurra@my-sands.com
Address	Off Persiaran Bandar 43850 Bandar Baru Bangi Selangor Malaysia Malaysia
Identity No.	Malaysian: 831120145034
Contact No.	0196734740
Fax No.	03987678876

Agent Name	AMINAH BT JAILANI
Agent Address	JALAN ST 1C/7, MEDAN 88. BANDAR BARU SALAK TINGGI. 43900 SEPANG.
Agent Identity No.	831129123456

Booking Information

Quantity	1
Animal	Horse
Country of Origin	Australia
Purpose	Endurance
Quarantine Station	SKH KLIA
Entry Point	KLIA - Terminal Kargo
Date of Quarantine	04/01/2014

Animal Information

Breed	Quantity	Age (In Months)
Arabian	1	14

[Home](#)

Figure 1-8 : RESERVATION SUCCESS PAGE

Subject: **AQS: New Booking** 4:11 PM

To: Me

Other Actions ▾

Hi, ANGELINE VICTOR

We have received your booking at Animal Quarantine Service System
 Your booking reference number is **B001/000094/2013**.
 Your booking details is as follows:

- Quarantine Stations: SKH KLIA
- Animal: Horse
- Quantity: 1
- Date of Quarantine: 04/01/2014

Please keep this number for future reference.
 We will email you when we have approve or reject your reservation within 3 working days.

[Animal Quarantine Service System](#)

Figure 1-9 : E-MAIL OF THE RESERVATION INFORMATION

Once a reservation has been approved by DVS officer, system will automatically e-mail the applicant for the confirmation link.

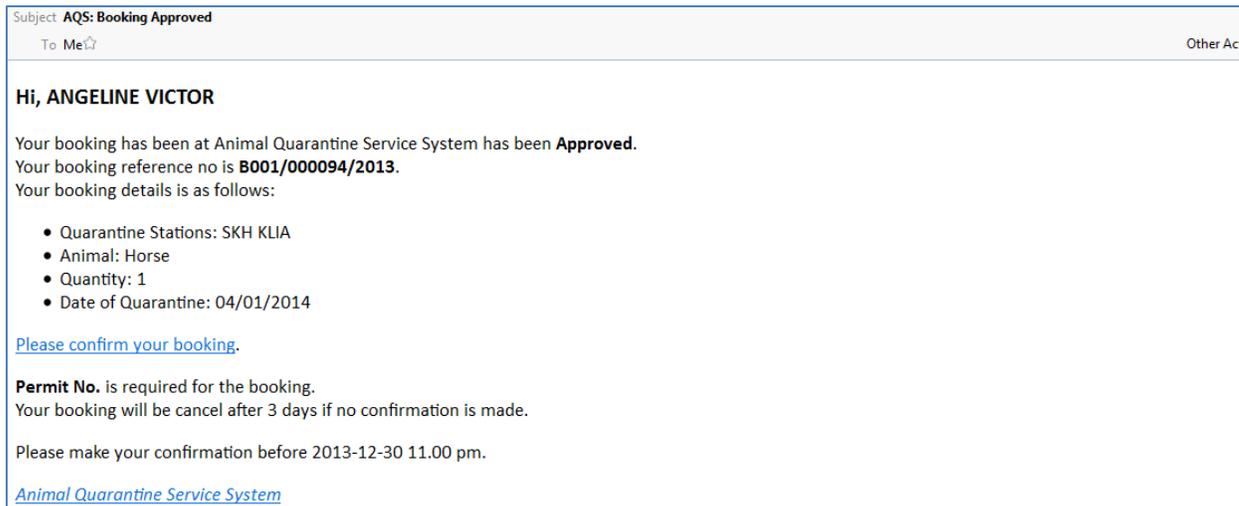


Figure 1-10 : E-MAIL CONTAINING THE CONFIRMATION LINK

Applicant will need to click on the link given in the e-mail to confirm the reservation. Confirmation need to be done within 3 days from the application date else the reservation will considered cancelled and applicant need to apply again.

Applicant Information		Booking Information	
Booking No.	B001/000094/2013	Quantity	1
Applicant Name	ANGELINE VICTOR	Animal	Horse
Email	nurra@my-sands.com	Country of Origin	Australia
Address	Off Persiaran Bandar 43650 Bandar Baru Bangi Selangor Malaysia Malaysia	Purpose	Endurance
Identity No.	Malaysian: 831120145034	Quarantine Station	SKH KLIA
Contact No.	0198734740	Entry Point	KLIA - Terminal Kargo
Fax No.	03987678878	Date of Quarantine	04/01/2014
Agent Name	AMINAH BT JAILANI		
Agent Address	JALAN ST 1C/7, MEDAN 88, BANDAR BARU SALAK TINGGI, 43900 SEPANG.		
Agent Identity No.	831129123456		

Confirm Reservation

Permit No.

Conveyer Detail

Animal Information

Breed	Quantity	Age (In Months)
Arabian	1	14

Figure 1-11 : CONFIRMATION PAGE

Applicant need to key in the “Permit No” and “Conveyor” detail to proceed with the confirmation process. Applicant will receive an e-mail regarding the confirmation and for keep during admission.

Agent Name	AMINAH BT JAILANI
Agent Address	JALAN ST 1C/7, MEDAN 88. BANDAR BARU SALAK TINGGI. 43900 SEPANG.
Agent Identity No.	831129123456

Confirm Reservation

* Permit No.

Conveyor Detail

Figure 1-12 : KEY IN PERMIT NO AND CONVEYOR DETAILS

AQS Reservation Confirmation

Applicant Information

Booking No.	B001/000094/2013
Applicant Name	ANGELINE VICTOR
Email	nurra@my-sands.com
Address	Off Persiaran Bandar 43650 Bandar Baru Bangi Selangor Malaysia Malaysia
Identity No.	Malaysian: 831120145034
Contact No.	0198734740
Fax No.	03987678876

Agent Name	AMINAH BT JAILANI
Agent Address	JALAN ST 1C/7, MEDAN 88. BANDAR BARU SALAK TINGGI. 43900 SEPANG.
Agent Identity No.	831129123456

Booking Information

Quantity	1
Animal	Horse
Country of Origin	Australia
Purpose	Endurance
Quarantine Station	SKH KLIA
Entry Point	KLIA - Terminal Kargo
Date of Quarantine	04/01/2014

Confirmation Information

Permit No.	PERMIT1
Conveyor Detail	CONVEYOR1

Animal Information

Breed	Quantity	Age (In Months)
Arabian	1	14

Figure 1-13 : CONFIRMATION SUCCESS DISPLAYING PERMIT NO AND CONVEYOR

1.2. PUBLIC RESERVATION (GROUP ANIMAL)

Click on “Submit Reservation” to fill up the reservation form.

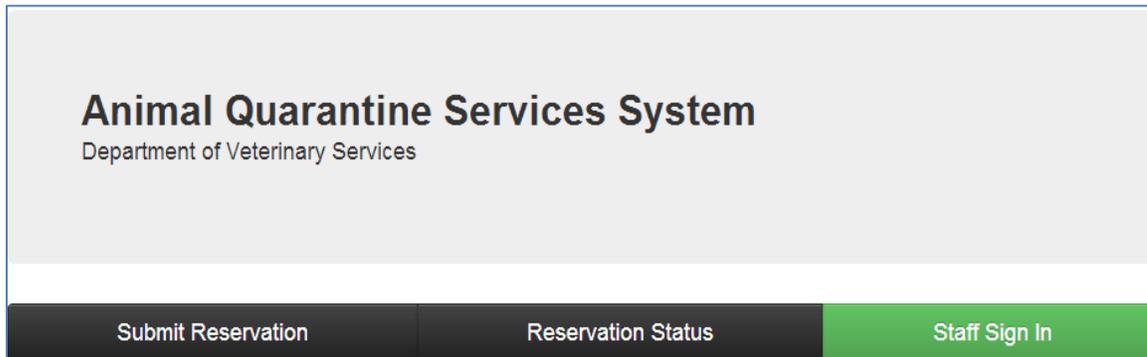


Figure 1-14 : MAIN PAGE

Click on “Download” button to download the document template to fill up the animal ID then click “Agree” button to proceed with Application Form.

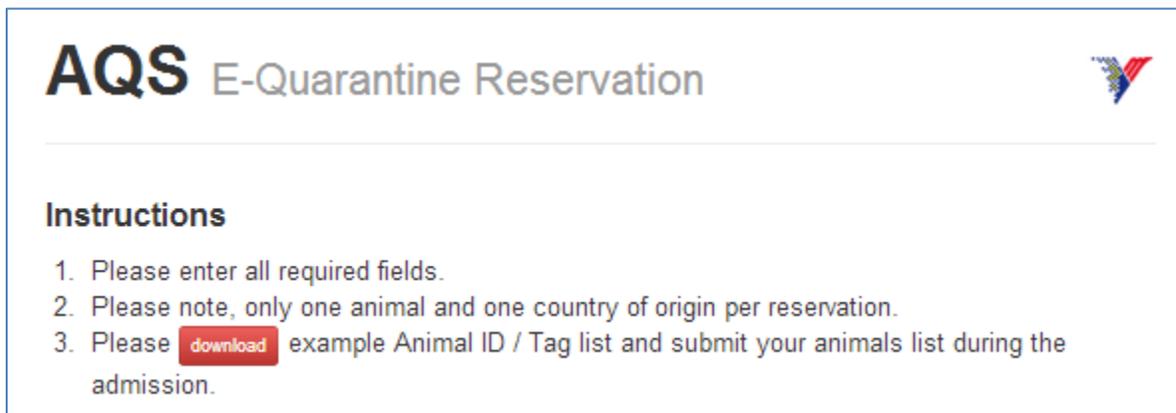


Figure 1-15 : DOWNLOAD THE DOCUMENT TEMPLATE TO FILL UP ANIMAL ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Tag	Gender	Age													
2	ex123	male	12													
3	ex124	female	13													
4	ex125	male	45													
5																
6																
7																
8																
9																

Figure 1-16 : CSV DOCUMENT TEMPLATE FOR ANIMAL ID

Fill up the form accordingly and click on “Save Applicant Information” button.

AQS Reservation: Applicant & Booking Information

Applicant Information

* Applicant Name:

* Email:

* Address:

* Country:

* Nationality: Malaysian Others

* Identity No.:
Enter applicant IC or Passport number without dashes or spaces.

Booking Information

* Total Quantity:
Total number of animals in this booking.

* Animal:

* Country of Origin:

* Purpose:

* Quarantine Station:

* Entry Point:

* Date of Quarantine:

Agent Information

Figure 1-17 : RESERVATION FOR GROUP ANIMAL

AQS Reservation: Information

Applicant Information

Applicant Name	KASIM BIN ABU
Email	nurra@my-sands.com
Address	67, JALAN JENDERAM Malaysia
Identity No.	Malaysian: 551124105067
Contact No.	01234567
Fax No.	03456778

Company Name	KORBAN SDN BHD
Company Address	89, JALAN DAMANSARA Malaysia

Booking Information

Quantity	100
Animal	Cattle
Country of Origin	Australia
Purpose	Slaughter
Quarantine Station	SKH KLIA
Entry Point	Pelabuhan Klang - South Port
Date of Quarantine	20/11/2013

Animal Information

There is no animal information yet. [Add Animal Information](#)

Figure 1-18 : SYSTEM WILL DISPLAY THE “APPLICANT INFORMATION”.

Click on “Add animal Information” to add animal details.

AQS Reservation: Add Animal Information

Animal Information

* Breed

* Quantity

* Age
Age of animal in months.

Booking Information

Quantity	100
Animal	Cattle
Country of Origin	Australia
Purpose	Slaughter
Quarantine Station	SKH KLIA
Entry Point	Pelabuhan Klang - South Port
Date of Quarantine	2013-11-20 08:00:00 +0800

Figure 1-19 : GROUP ANIMAL INFORMATION

System will display reservation information. Click on “Submit Reservation” to submit the form.

AQS Reservation: Information

Applicant Information

Applicant Name	KASIM BIN ABU
Email	nurra@my-sands.com
Address	67, JALAN JENDERAM Malaysia
Identity No.	Malaysian: 551124105067
Contact No.	01234567
Fax No.	03456778

Company Name	KORBAN SDN BHD
Company Address	89, JALAN DAMANSARA Malaysia

Booking Information

Quantity	100
Animal	Cattle
Country of Origin	Australia
Purpose	Slaughter
Quarantine Station	SKH KLIA
Entry Point	Pelabuhan Klang - South Port
Date of Quarantine	20/11/2013

Animal Information

Breed	Quantity	Age (In Months)	
Aden	100	14	<input type="button" value="Delete"/>

Figure 1-20 : RESERVATION INFORMATION INCLUDING ANIMAL INFO

System will display the reservation information including the booking number.

Reservation Successful
 Your booking number: **B001/000045/2013**
 We have sent an email containing your booking information.
 Please keep the email as a copy of your reservation.

Applicant Information

Booking No.	B001/000045/2013
Applicant Name	KASIM BIN ABU
Email	nurra@my-sands.com
Address	67, JALAN JENDERAM Malaysia
Identity No.	Malaysian: 551124105067
Contact No.	01234567
Fax No.	03456778

Company Name	KORBAN SDN BHD
Company Address	89, JALAN DAMANSARA Malaysia

Booking Information

Quantity	100
Animal	Cattle
Country of Origin	Australia
Purpose	Slaughter
Quarantine Station	SKH KLIA
Entry Point	Pelabuhan Klang - South Port
Date of Quarantine	20/11/2013

Animal Information

Breed	Quantity	Age (In Months)
Aden	100	14

[Home](#)

Figure 1-21 : RESERVATION INFORMATION INCLUDING BOOKING NUMBER

Applicant will get an e-mail regarding the reservation.

Hi, KASIM BIN ABU

We have received your booking at Animal Quarantine Service System
 Your booking reference number is **B001/000045/2013**.
 Your booking details is as follows:

- Quarantine Stations: SKH KLIA
- Animal: Cattle
- Quantity: 100
- Date of Quarantine: 20/11/2013

Please keep this number for future reference.
 We will email you when we have approve or reject your reservation within 3 working days.

[Animal Quarantine Service System](#)

Click here to [Reply](#) or [Forward](#)

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 azraai@ja

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Figure 1-22 : E-MAIL REGARDING THE RESERVATION

Reservation will be in the "Reservation"-Pending list waiting for the approval from DVS and applicant will receive an e-mail regarding the Approval and click the confirmation link through the email.

Booking No.	Applicant	Date of Reservation	Date of Quarantine	Species	Quantity	Quarantine Station	Entry Point
B001/000045/2013	KASIM BIN ABU nurra@my-sands.com Malaysian - 55124105007	08/11/2013 16:53 PM	20/11/2013	Cattle	100	SKH KLJA	Pelabuhan Klang - South Port

Figure 1-23 : RESERVATION WILL BE IN THE "RESERVATION"-PENDING LIST.

Applicant will need to fill up the downloaded csv template with the animal ID and necessary information according to the template.

	A	B	C	D	E	F
1	Tag	Gender	Age			
2	tag1	male	12			
3	tag2	female	13			
4	tag3	male	34			
5	tag4	male	12			
6	tag5	female	12			
7	tag6	male	12			
8	tag7	male	13			
9	tag8	female	34			
10	tag9	male	12			
11	tag10	male	12			
12	tag11	female	13			
13	tag12	male	34			
14	tag13	male	12			
15	tag14	female	13			
16	tag15	male	34			
17	tag16	male	12			
18	tag17	female	13			
19	tag18	male	34			

Figure 1-24 : FILL UP THE ANIMAL ID