



ALDEC Web Declaration

User Manual

Declaration Agents Module

Version 3.0

Prepared By:

Dagang Net Technologies Sdn Bhd

Dagang Net Tower, Block 10 (A&B) Corporate Park,
Star Central, Lingkaran Cyberpoint Timur, Cyber 12,
63000 Cyberjaya, Selangor
Tel: 03 8230 6900 Fax: 03 8230 6969

Statement of Confidentiality

The information contained in this document is confidential and proprietary to Dagang Net Technologies Sdn Bhd (DNT). This document may not be disclosed, duplicated, or used, for any purpose, in whole or in part without the prior written of Dagang Net Technologies Sdn Bhd.

Revision History

The release history of this document is as follows.

Document Category	User Manual
Document Title	ALDEC Web User Manual - Declaration Agents
Version No.	3.0
Implementation Date	March 2026

Version	Date	Author	Description of Amendment
0.1	Oct 2024	Suryati	1 st Draft
0.2	1 Nov 2024	Suryati	Updated based on reviews
0.3	13 Nov 2024	Suryati	Changed 'Trader' to 'User'
1.0	Nov 2024	Suryati	Initial Copy
2.0	Sept 2025	Suryati	<ul style="list-style-type: none">• Add Section 3. Order• Add Section 10. Report
3.0	March 2026	Suryati	<ul style="list-style-type: none">• Rename the title and re-organize contents for Agents (Admin and Users)

Abbreviation

Abbreviation	Definition
ALDEC	All Declaration
DNT	Dagang Net Technologies Sdn Bhd
ISE	Integrated Super Set Engine
OGA	Other Government Agencies
SMK	Sistem Maklumat Kastam

Convention

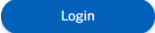



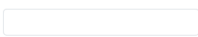

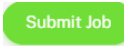
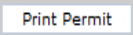














Icon / Button	Description	Function (s)
	Login	To log into the system
	Logout	To log out from the system
	Edit Profile	To edit profile
	Language	To select system's language (English/ BM)
	Search Text Box	To search for a particular application or item in a list
	Search	To search for a particular list
	Submit	To submit job application
	Print Permit	To print the Customs Form/ CHIT
	Print	To print generated report
	Delete	To delete selected details/ job
	Close	To close pop-up window
	Save	To save changes made
	Checkbox	To tick ✓ for selection and untick to deselect
	Toggle Switch	To toggle on/off option
	Previous	To go to previous/first page of a list
	Next	To go to the next/last page of a list
	Calendar	To view calendar
	Drop down list box	To select a particular page, number of rows, an item, or task from a list
	Web	To indicate jobs are from Web
	Client	To indicate jobs are from Client
	ISE	To indicate jobs are from ISE
	Month dropdown list box	To navigate and select a particular month

Table of Content

Revision History	3
Abbreviation	4
Convention	5
Section 1. Introduction.....	7
1.1. What is ALDEC System?.....	7
1.2. What is ALDEC Web?.....	7
1.3. System Requirements?	7
1.4. Who Should Read This Publication?	7
1.5. About This Document.....	7
1.6. Support Information	7
Section 2. Getting Started.....	8
2.1. System Access.....	8
2.2. Log In	9
2.3. Log out	9
2.4. Language.....	10
Section 3. Preference (Admin Role Only)	11
Section 4. User Provisioning (Admin Role Only)	13
Section 5. Maintenance (Admin Role Only).....	15
5.1. Create New Trading Partner.....	18
5.2. Delete Details	19
Section 6. Declaration	22
6.1. Create New Job.....	23
6.2. Header	25
6.3. Trading Partner.....	28
6.4. Exemption.....	30
6.5. Declaration Items.....	31
6.5.1 Duplicate Items.....	35
6.5.2 Delete Items	36
6.6. Container & Marking/ No's.....	37
6.7. Supporting Documents.....	38
6.8. Submit New Job Application.....	39
6.9. Response	43
6.10. Create New K1A (Additional).....	44
6.10.1 Section A, Section B, Section C.....	47
Section 7. Correction	51
Section 8. Copy Application.....	52
Section 9. Delete Application	54
Section 10. Printing	55
Section 11. Report.....	58

Section 1. Introduction

1.1. What is ALDEC System?

ALDEC is a client-based application that allows the flexibility to facilitate preparation and submission of trade declaration whilst integrating with customer's in-house system. This will improve productivity, efficiency, and turnaround time in the trade declaration life cycle.

1.2. What is ALDEC Web?

ALDEC Web is a web platform for DNT Customs Declaration application for users to login, access/ update information in the maintenance section, and create or send declarations application and other related functions.

1.3. System Requirements?

ALDEC is a web-based system, and it has been certified to work well with below browser:

- Chrome Version 35 above
- Mozilla Firefox 29 and above

1.4. Who Should Read This Publication?

This user guide is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for ALDEC Web Declaration Agents.

1.5. About This Document

This publication is to provide an overview on how agents can use the system to create and submit declaration, maintain, printing and create report via this system and deeper understand on the system with step by step helps.

1.6. Support Information

Should there be any issues related to the system that need to be clarified, please contact Dagang Net's Careline.

Call our CARELINE* at **1300 133 133** or email to careline@dagangnet.com

**CARELINE is available 24 hours daily, including public holidays*

Section 2. Getting Started

2.1. System Access

ALDEC system is accessible via: <https://declaration.dagangnet.com.my/login>

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

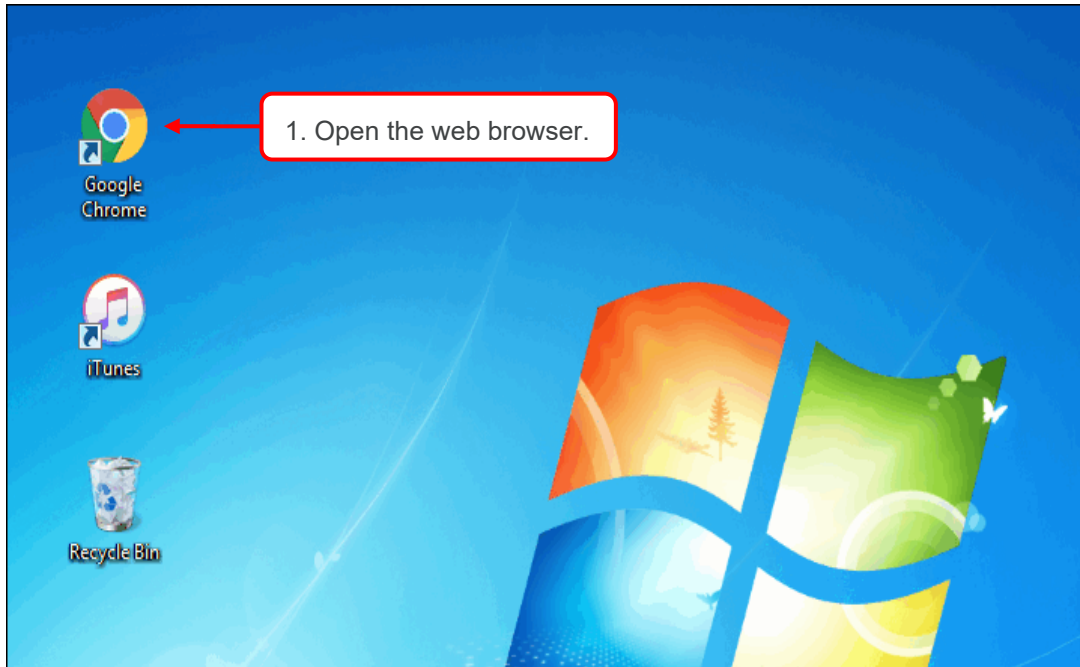


Figure 1

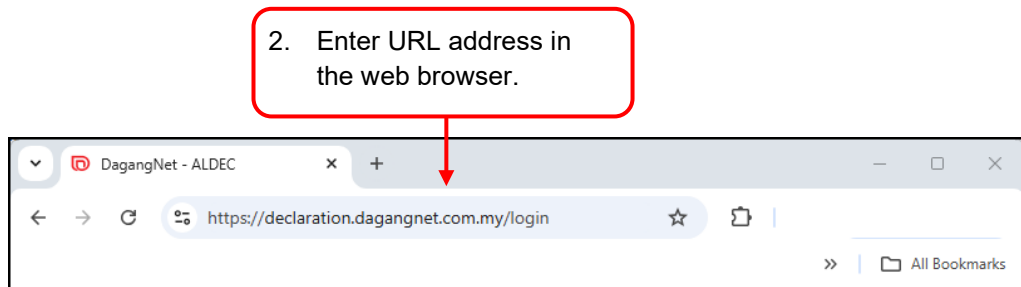


Figure 2

URL address: <https://declaration.dagangnet.com.my/login>

2.2. Log In

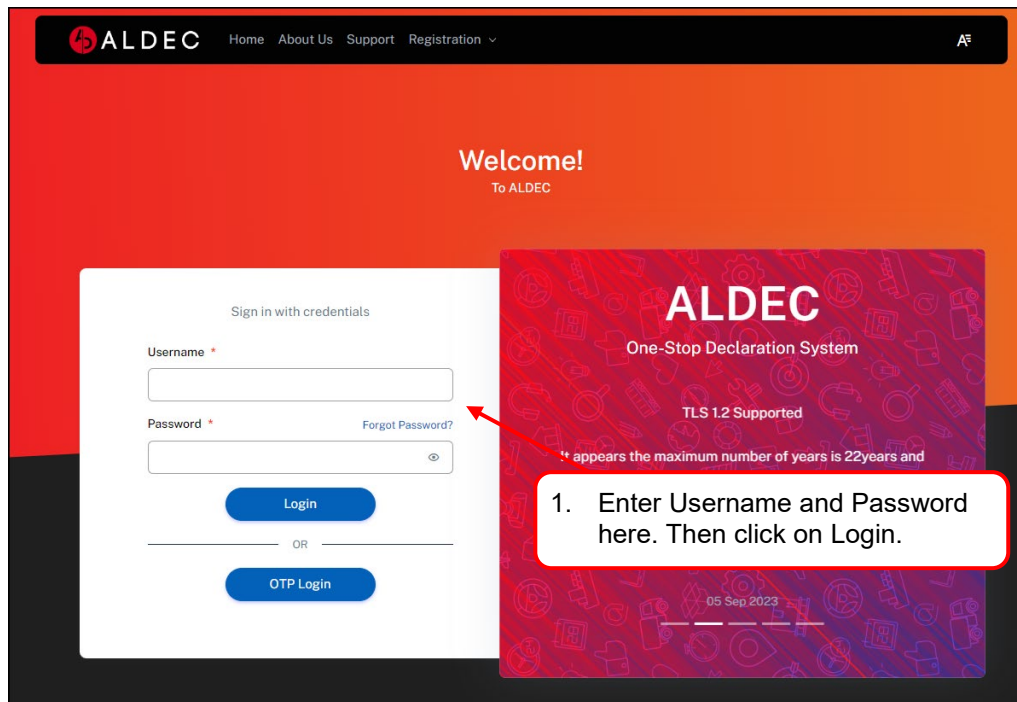


Figure 3

2.3. Log out

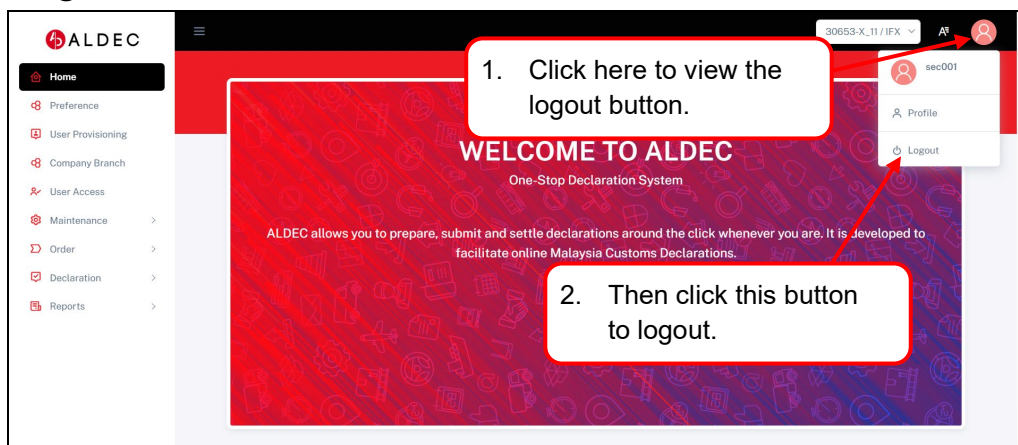


Figure 4

2.4. Language

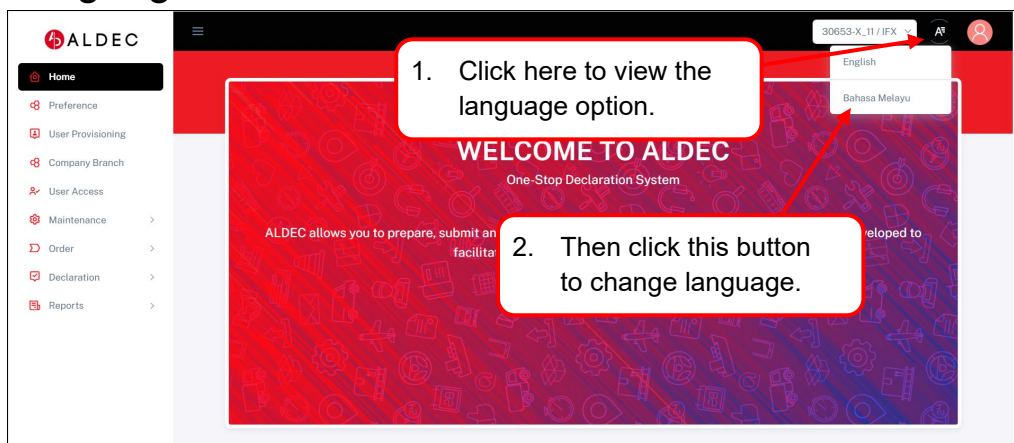


Figure 5

Section 3. Preference (Admin Role Only)

This section shows the steps for Admin to maintain and update system preferences including to change default printing preferences.

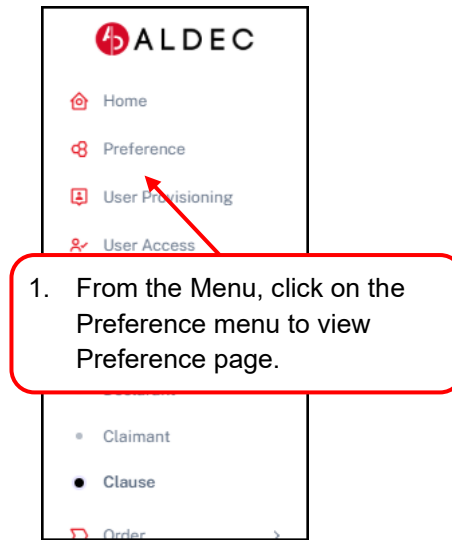


Figure 6

Admin / Preference

Tax No.

SST

Text

2. Click in the box to add preferences for each detail.

Authorized Agent Address

1 NO. 55, KOMPLEKS UDARAMA

2 JALAN 2/64A

3 OFF JALAN IPOH

Name of Customs Officer in Form K1

1 test k1 pengarah

2 test k1 pengarah

3 test k1 pengarah

Name of Customs Officer in Form K2

1 Text

2 Text

3 Text

Name of Customs Officer in Form K3

1 Text

2 Text

3 Text

Name of Customs Officer in Form K8

1 Text

2 Text

3 Text

Name of Customs Officer in Form K9

1 Text

2 Text

3 Text

3. Tick the boxes to select printing preference and untick to deselect. This printing preference will be the default setting for all printing from the system.

4. Click on 'Save' to save this preference and click the 'Push' button to execute preferences.

Print Working Note

Print SCN as Voyage No.

With Officer name in top section

Print Duty Information for K8

Print with Watermark Background

With Officer name in bottom section

Save Push

Figure

Section 4. User Provisioning (Admin Role Only)

This section shows the steps for Admin to open the User Provisioning system to update organization information.

Please refer to the User Provisioning User Manual for more information and steps to maintain user provisioning.

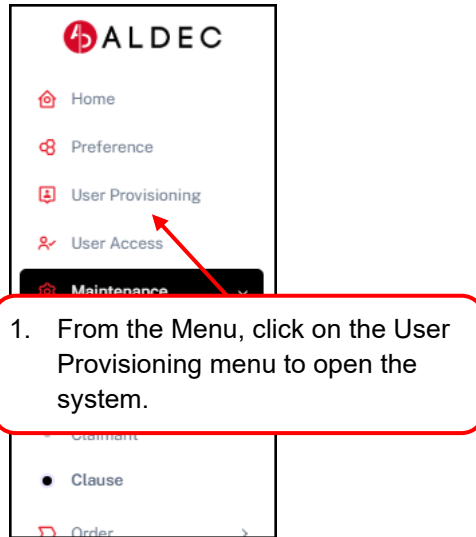


Figure 7

User / User Provisioning

myTRADELINK HOME MS KAREN

Settings

2. User Provisioning page displayed.

Organization Information

Users

Please enter a value to search users.

Username Full Name Account No

RESET SEARCH

BranchId	Account No	Account Status	Username	Status	Full Name	Roles	Identity
10							

Page 1 of 1

All Branches

View Details	Branch ID	Branch Name	Address
View	30653-X_01	SECURIFORCE SDN. BHD.	NO. 55, KOMPLEKS UDARAMA, JALAN 2/64A, OFF JALAN IPOH, 50350, KUALA LUMPUR, W. PERSEKUTUAN
View	30653-X_02	SECURIFORCE SDN. BHD.	NO. 55, KOMPLEKS UDARAMA, JALAN 2/64A, OFF JALAN IPOH, 50350, KUALA LUMPUR, W. PERSEKUTUAN
View	30653-X_03	SECURIFORCE SDN. BHD.	NO. 55, KOMPLEKS UDARAMA, JALAN 2/64A, OFF JALAN IPOH, 50350, KUALA LUMPUR, W. PERSEKUTUAN
View	30653-X_04	SECURIFORCE SDN. BHD.	NO. 55, KOMPLEKS UDARAMA, JALAN 2/64A, OFF JALAN IPOH, 50350, KUALA LUMPUR, W. PERSEKUTUAN
View	30653-X_05	SECURIFORCE SDN. BHD.	NO. 55, KOMPLEKS UDARAMA, JALAN 2/64A, OFF JALAN IPOH, 50350, KUALA LUMPUR, W. PERSEKUTUAN
View	30653-X_06	SECURIFORCE SDN. BHD.	NO. 55, KOMPLEKS UDARAMA, JALAN 2/64A, OFF JALAN IPOH, 50350, KUALA LUMPUR, W. PERSEKUTUAN
View	30653-X_07	SECURIFORCE SDN. BHD.	NO. 55, KOMPLEKS UDARAMA, JALAN 2/64A, OFF JALAN IPOH, 50350, KUALA LUMPUR, W. PERSEKUTUAN
View	30653-X_08	SECURIFORCE SDN. BHD.	LOT C12 A, CARGO FORWARDERS BUILDING, MAS FREIGHT FORWARDER COMPLEX, 64000, SEPANG, SELANGOR
View	30653-X_09	SECURIFORCE SDN. BHD.	NO. 1, JALAN MERAK, TAMAN TUN SYED NASIR TANJUNG AGAS, 84000 MUAR, JOHOR
View	30653-X_10	SECURIFORCE SDN. BHD.	NO. 2, JALAN KILANG 1, TAMAN PERTAMA, 30100, SIMPANG PULAI, PERAK

Page 1 of 2

Organization Information

SECURIFORCE SDN. BHD.

ROC/ROB
30653-X

Address
NO. 55, KOMPLEKS UDARAMA JALAN 2/64A OFF JALAN IPOH

City Postcode State Country
KUALA LUMPUR 50350

2. Click on this button to view branch details.

Figure

Section 5. Maintenance (Admin Role Only)

This section shows the steps for Admin to maintain and update Trading Partners, Declarant, Claimant and Clause details.

Please use the same steps below to maintain and update Declarant, Claimant and Clause details.

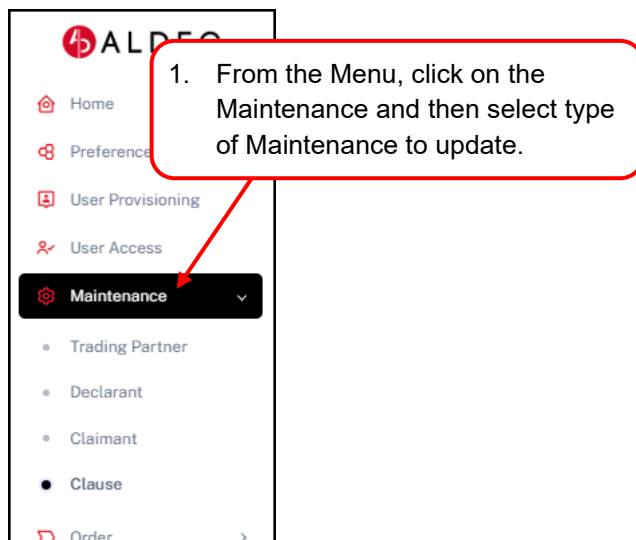


Figure 8

Maintenance / Trading Partner

Partner List

Search by * Contains

Please select [v] [] Search Reset

Total Records 22

SELECT	NO.	PARTNER ID	PARTNER NAME	ROC/ROB NO.	ADDRESS 1	ADDRESS 2
<input type="checkbox"/>	1	HALLIBUR	ULTRA CORPOTECH PVT.LTD	747539K	GAT NO.-357,PART B, PLOT 78,80&83,	WAGHAI NAGAR,KHARABWADI CHAKA
<input type="checkbox"/>	2	ABC02	Syarikat ABC		ABC Alamat Kedua	
<input type="checkbox"/>	3	ABC01	Syarikat ABC		ABD Alamat Pertama	
<input type="checkbox"/>	4	WOODTHAI	RARANA			BANGKOK CITY
<input type="checkbox"/>	5	Wood1	RARANA			Address 2 *
<input type="checkbox"/>	6	DGF01	Pisan SDN			DGF01 Alamat Pertama ADDR2
<input type="checkbox"/>	7	DGF01	Pisan SDN BHD (PEN)	ROCNO11111	DGF01 Alamat Kedua ADDR1	DGF01 Alamat Kedua ADDR2
<input type="checkbox"/>	8	DGF03	Pisan SDN BHD (PEN)	ROCNO11111	DGF01 Alamat Ketiga ADDR1	DGF01 Alamat Ketiga ADDR2
<input type="checkbox"/>	9	DGF02	Piang SDN BHD	ROCNO22222	DGF02 Alamat Kedua ADDR1	DGF02 Alamat Kedua ADDR2
<input type="checkbox"/>	10	DGF02	Piang SDN BHD	ROCNO22222	DGF02 Alamat Pertama ADDR1	DGF02 Alamat Pertama ADDR2

New Delete

« 1 2 3 »

Details

Partner ID * Partner Name *

Active [v]

SST No. ROC/ROB No. Organization Type

Address 1 * Address 2 Address 3

Telephone No. Contact Name Fax No.

Mobile No. Email

Save

2. Search for Partner here.

3. To view partner details, click on the partner ID.

Figure

Maintenance / Trading Partner

Partner List

Search by * Contains

Please select Search Reset

Total Records 22

SELECT	NO.	PARTNER ID	PARTNER NAME	ROC/ROB NO.	ADDRESS 1	ADDRESS 2
<input type="checkbox"/>	1	HALLIBUR	ULTRA CORPOTECH PVT.LTD	747539K	GAT NO.-357,PART B, PLOT 78,80&83,	WAGHAI NAGAR,KHARABWADI CHAK/
<input type="checkbox"/>	2	ABC02	Syarikat ABC		ABC Alamat Kedua	
<input type="checkbox"/>	3	ABC01	Syarikat ABC		ABD Alamat Pertama	
<input type="checkbox"/>	4	WOODTHAI	RARANA THAI WOOD FURNITURE		BANGKOK 1	BANGKOK CITY
<input type="checkbox"/>	5	Wood1	RARANA FURNITURE (M) SDN BHD	177974	Address 1 *	Address 2 *
<input type="checkbox"/>	6	DGF01			DGF01 Alamat Pertama ADDR2	
<input type="checkbox"/>	7	DGF01			DGF01 Alamat Kedua ADDR2	
<input type="checkbox"/>	8	DGF03			DGF01 Alamat Ketiga ADDR2	
<input type="checkbox"/>	9	DGF02			DGF02 Alamat Kedua ADDR2	
<input type="checkbox"/>	10	DGF02			DGF02 Alamat Pertama ADDR2	

4. Partner details will be displayed here. User can edit as required, then click on the 'Save' button to save the changes.

New Delete

1 2 3

Details

Partner ID * Partner Name *

HALLIBUR Active ULTRA CORPOTECH PVT.LTD

SST No. ROC/ROB No. Organization Type

747539K REGISTRAR OF COMPANY

Address 1 * Address 2 Address 3

GAT NO.-357,PART B, PLOT 78,80&83, WAGHAI NAGAR,KHARABWADI CHAKAN, TALU KAKHED PUNE 410501 MAHA INDIA

Telephone No. Contact Name Fax No.

Mobile No. Email

Save

Figure 9

5.1. Create New Trading Partner

Maintenance / Trading Partner

Partner List

Search by * Contains

Please select [v] [] Search Reset

Total Records: 22

SELECT	NO.	PARTNER ID	PARTNER NAME	ROC/ROB NO.	ADDRESS 1	ADDRESS 2
<input type="checkbox"/>	1	HALLIBUR	ULTRA CORPOTECH PVT.LTD	747539K	GAT NO.-357,PART B, PLOT 78,80&83,	WAGHAI NAGAR,KHARABWADI CHAK/
<input type="checkbox"/>	2	ABC02	Syarikat ABC		ABC Alamat Kedua	
<input type="checkbox"/>	3	ABC01	Syarikat ABC		ABD Alamat Pertama	
<input type="checkbox"/>	4	WOODTHAI	RARANA THAI WOOD FURNITURE		BANGKOK 1	BANGKOK CITY
<input type="checkbox"/>	5	DGF03	Pisan SDN BHD (PEN)	BHD 177974	Address 1 *	Address 2 *
<input type="checkbox"/>	6	DGF02	Piang SDN BHD	ROCNO11111	DGF01 Alamat Pertama ADDR1	DGF01 Alamat Pertama ADDR2
<input type="checkbox"/>	7	DGF02	Piang SDN BHD	ROCNO11111	DGF01 Alamat Kedua ADDR1	DGF01 Alamat Kedua ADDR2
<input type="checkbox"/>	8	DGF03	Pisan SDN BHD (PEN)			
<input type="checkbox"/>	9	DGF02	Piang SDN BHD			
<input type="checkbox"/>	10	DGF02	Piang SDN BHD			

New Delete

Details

Partner ID * Partner Name *

Active [v]

SST No. ROC/ROB No. Organization Type

Address 1 * Address 2 Address 3

Telephone No. Contact Name Fax No.

Mobile No. Email

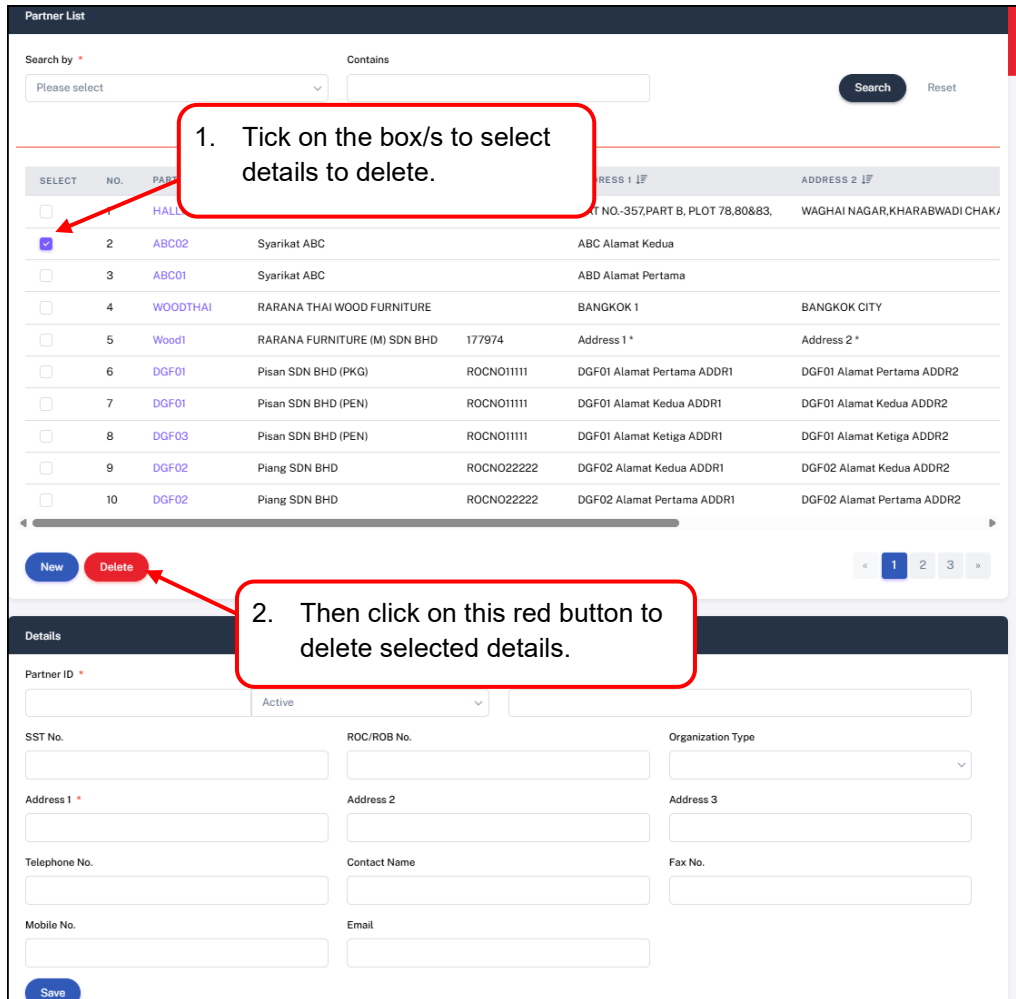
Save

1. Click on the 'New' button to add new details.

2. Details boxes will be available to edit. Add details as required and then save the details. Saved new Partner details will be listed in the table.

Figure 10

5.2. Delete Details



Partner List

Search by * Contains

Please select Search Reset

1. Tick on the box/s to select details to delete.

SELECT	NO.	PART	ADDRESS 1 IF	ADDRESS 2 IF
<input type="checkbox"/>	1	HALL	LOT NO.-357,PART B, PLOT 78,80&83,	WAGHAI NAGAR,KHARABWADI CHAKA
<input checked="" type="checkbox"/>	2	ABC02	Syarikat ABC	ABC Alamat Kedua
<input type="checkbox"/>	3	ABC01	Syarikat ABC	ABD Alamat Pertama
<input type="checkbox"/>	4	WOODTHAI	RARANA THAI WOOD FURNITURE	BANGKOK 1 BANGKOK CITY
<input type="checkbox"/>	5	Wood1	RARANA FURNITURE (M) SDN BHD 177974	Address 1 * Address 2 *
<input type="checkbox"/>	6	DGF01	Pisan SDN BHD (PKG) ROCNO11111	DGF01 Alamat Pertama ADDR1 DGF01 Alamat Pertama ADDR2
<input type="checkbox"/>	7	DGF01	Pisan SDN BHD (PEN) ROCNO11111	DGF01 Alamat Kedua ADDR1 DGF01 Alamat Kedua ADDR2
<input type="checkbox"/>	8	DGF03	Pisan SDN BHD (PEN) ROCNO11111	DGF01 Alamat Ketiga ADDR1 DGF01 Alamat Ketiga ADDR2
<input type="checkbox"/>	9	DGF02	Piang SDN BHD ROCNO22222	DGF02 Alamat Kedua ADDR1 DGF02 Alamat Kedua ADDR2
<input type="checkbox"/>	10	DGF02	Piang SDN BHD ROCNO22222	DGF02 Alamat Pertama ADDR1 DGF02 Alamat Pertama ADDR2

New Delete

2. Then click on this red button to delete selected details.

Details

Partner ID * Active

SST No. ROC/ROB No. Organization Type

Address 1 * Address 2 Address 3

Telephone No. Contact Name Fax No.

Mobile No. Email

Save

Figure 11



⚠ Delete confirmation ✕

Delete this records?

Cancel Confirm

3. Click OK to confirm delete.

Figure 12

Maintenance / Trading Partner

Partner List

Search by * Contains

Please select [v] [] Search Reset

Total Records 22

SELECT	NO.	PARTNER ID	PARTNER NAME	ROC/ROB NO.	ADDRESS 1	ADDRESS 2
<input type="checkbox"/>	1	HALLIBUR	ULTRA CORPOTECH PVT.LTD	747539K	GAT NO.-357,PART B, PLOT 78,80&83,	WAGHAI NAGAR,KHARABWADI CHAKA
<input type="checkbox"/>	2	ABC02	Syarikat ABC		ABC Alamat Kedua	
<input type="checkbox"/>	3	ABC01	Syarikat ABC		ABD Alamat Pertama	
<input type="checkbox"/>	4	WOODTHAI	RARANA			BANGKOK CITY
<input type="checkbox"/>	5	Wood1	RARANA			Address 2 *
<input type="checkbox"/>	6	DGF01	Pisan SDN			DGF01 Alamat Pertama ADDR2
<input type="checkbox"/>	7	DGF01	Pisan SDN BHD (PEN)	ROCNO11111	DGF01 Alamat Kedua ADDR1	DGF01 Alamat Kedua ADDR2
<input type="checkbox"/>	8	DGF03	Pisan SDN BHD (PEN)	ROCNO11111	DGF01 Alamat Ketiga ADDR1	DGF01 Alamat Ketiga ADDR2
<input type="checkbox"/>	9	DGF02	Piang SDN BHD	ROCNO22222	DGF02 Alamat Kedua ADDR1	DGF02 Alamat Kedua ADDR2
<input type="checkbox"/>	10	DGF02	Piang SDN BHD	ROCNO22222	DGF02 Alamat Pertama ADDR1	DGF02 Alamat Pertama ADDR2

New Delete

« 1 2 3 »

Details

Partner ID * Partner Name *

Active [v]

SST No. ROC/ROB No. Organization Type

Address 1 * Address 2 Address 3

Telephone No. Contact Name Fax No.

Mobile No. Email

Save

2. Search for Partner here.

3. To view details, click on the partner ID.

Figure

Maintenance / Trading Partner

Partner List

Search by * Contains

Please select [Search] Reset

Total Records **22**

SELECT	NO.	PARTNER ID	PARTNER NAME	ROC/ROB NO.	ADDRESS 1	ADDRESS 2
<input type="checkbox"/>	1	HALLIBUR	ULTRA CORPOTECH PVT.LTD	747539K	GAT NO.-357,PART B, PLOT 78,80&83,	WAGHAI NAGAR,KHARABWADI CHAK/
<input type="checkbox"/>	2	ABC02	Syarikat ABC		ABC Alamat Kedua	
<input type="checkbox"/>	3	ABC01	Syarikat ABC		ABD Alamat Pertama	
<input type="checkbox"/>	4	WOODTHAI	RARANA THAI WOOD FURNITURE		BANGKOK 1	BANGKOK CITY
<input type="checkbox"/>	5	Wood1	RARANA FURNITURE (M) SDN BHD	177974	Address 1 *	Address 2 *
<input type="checkbox"/>	6	DGF01			DGF01 Alamat Pertama ADDR2	
<input type="checkbox"/>	7	DGF01			DGF01 Alamat Kedua ADDR2	
<input type="checkbox"/>	8	DGF03			DGF01 Alamat Ketiga ADDR2	
<input type="checkbox"/>	9	DGF02			DGF02 Alamat Kedua ADDR2	
<input type="checkbox"/>	10	DGF02			DGF02 Alamat Pertama ADDR2	

5. Partner details will be displayed here. User can edit as required, then click on the 'Save' button to save the changes.

New Delete < 1 2 3 >

Details

Partner ID * Active Partner Name *

HALLIBUR Active ULTRA CORPOTECH PVT.LTD

SST No. ROC/ROB No. Organization Type

747539K REGISTRAR OF COMPANY

Address 1 * Address 2 Address 3

GAT NO.-357,PART B, PLOT 78,80&83, WAGHAI NAGAR,KHARABWADI CHAKAN, TALU KAKHED PUNE 410501 MAHA INDIA

Telephone No. Contact Name Fax No.

Mobile No. Email

Save

Figure 13

Section 6. Declaration

ALDEC Web system allows users to make declaration application directly from the system, where users can also keep track the status of their applications and print Customs Forms and CHIT documents. Users need to fill in all the required information before submitting the application.

Please use same steps below for all types of Declarations.

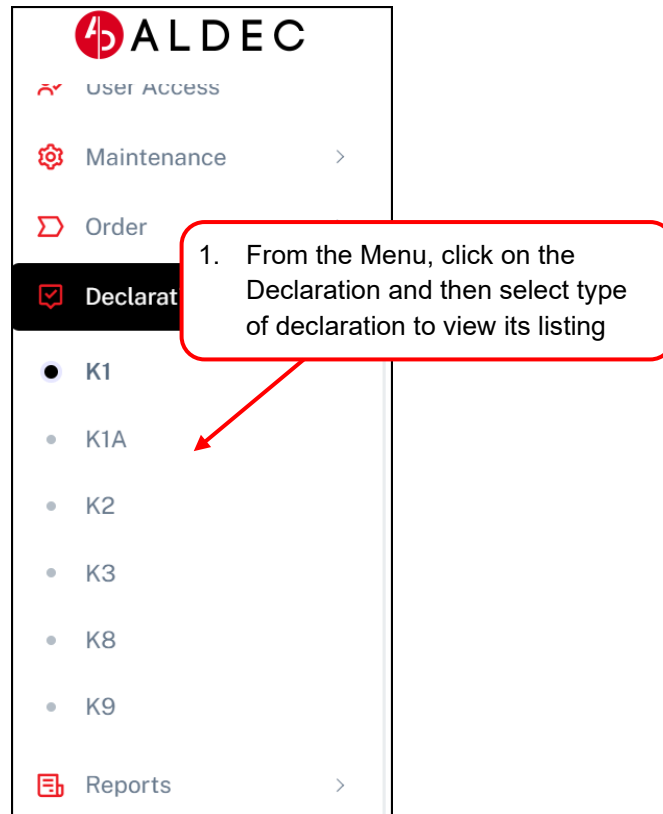


Figure 14

K1

Declaration Job No. Declaration Job Status Please select Declaration Date From

Declaration Date To Consignee Name Declarant Name

Status Code Please select Consignee ROC No. Consignee GST No.

Consignee SST No. SMK Reg. No. Customs Station

Search

Total Record **179**

SELECT	NO.	DECLARATION JOB NO.	CUSTOMER REFERENCE NO.	CREATED DATE	DECLA
<input type="checkbox"/>	81	K12ITEMSPR	CO1INV2ITM	07/07/2025 03:40:52	
<input type="checkbox"/>	82	CPYREAD		025 03:29:23	18/06/
<input type="checkbox"/>	83	1234444		025 03:12:13	07/07/
<input type="checkbox"/>	84	TEST2OR		025 03:03:40	22/09/

Figure 15

6.1. Create New Job

This section shows the steps to create and submit new declaration jobs. System also allows users to copy details from existing jobs and delete jobs in draft status.

Images used in the steps below are for K1 job applications. Please use same steps to create other job applications for K2, K3, K8 and K9. Details required for each job applications are different, depending on the job types. To apply for other job types, go to the Declaration menu and select job type as required, and apply the same steps below to fill up the required details and submit the applications.

K1

Declaration Job No.

Declaration Job Status

Declaration Date From

Declaration Date To

Consignee Name

Declarant Name

Status Code

Consignee ROC No.

Consignee GST No.

Consignee SST No.

SMK Reg. No.

Customs Station

Customer Reference No.

Total Record 179

SELECT	NO.		DECLARATION JOB NO.	CUSTOMER REFERENCE NO.	CREATED DATE
<input type="checkbox"/>	1	W	TEST52	61170567-PMY1, 61170565-PMY1	30/09/2025 06:17:52
<input type="checkbox"/>	2	W	TEST51	61170567-PMY1, 61170565-PMY1	30/09/2025 06:12:02
<input type="checkbox"/>	3	W	TEST50	61170567-PMY1, 61170565-PMY1	30/09/2025 06:07:14
<input type="checkbox"/>	4	W	TEST49	61170567-PMY1, 61170565-PMY1	30/09/2025 06:02:47
<input type="checkbox"/>	5	W	TEST48	61170567-PMY1, 61170565-PMY1	30/09/2025 05:59:02
<input type="checkbox"/>	6	W	TEST47	61170567-PMY1, 61170565-PMY1	30/09/2025 05:54:04
<input type="checkbox"/>	7	W	TEST46	61170567-PMY1, 61170565-PMY1	30/09/2025 05:49:20
<input type="checkbox"/>	8	W	TEST45	61170567-PMY1, 61170565-PMY1	30/09/2025 05:43:06
				61170567-PMY1, 61170565-PMY1	30/09/2025 05:40:37
				61170567-PMY1, 61170565-PMY1	30/09/2025 05:35:36

« 1 2 3 4 5 ... 18 »

1. From the selected job page, scroll down and click this button to create new job.

Figure 16

New Entry K1

Declaration Job No. *

2. Enter new Declaration Job No and then click here to create new job.

Figure 17

6.2. Header

K1 / KIUSERM2

Header | Trading Partner | Exemption | Declaration Items | Container & Marking/No's | Supporting Docs

Response

Header

Declaration Job No. * KIUSERM2 | Shipment Type * Full | Import Date * 21/10/2024

1. Users can change Import date here. Click on the calendar to select new date.

2. Click on this button to select Customs station from the listing.

Location

Place of Import * | Port of * | Payment Made To * | Termin * | Customs Station Code *

Package Information

Gross Weight * | UOM * KGM | Measurement * | UOM * MTQ | No. of Package * | Type * | Packaging Material *

Shipment Information (Sea)

Ship Call No. * | Ocean BL * | Vessel ID * | Vessel Name * | House BL * | Scheduled Arrival Date * 21/10/2024 | UCN * | Voyage No. * | Manifest No. *

Invoice Information

Invoice No. * | Invoice Value * | Date * 21/10/2024 | Inco Term * FOB | Currency * | Exchange Rate *

Charges Information

Freight | Insurance | Other | Port | Currency | Exchange Rate

Cargo Description

Cargo Class * | Cargo Description * | General *

Save

© 2023 Dagang Net Technologies Sdn Bhd | About Us | Terms & Condition

Figure 18

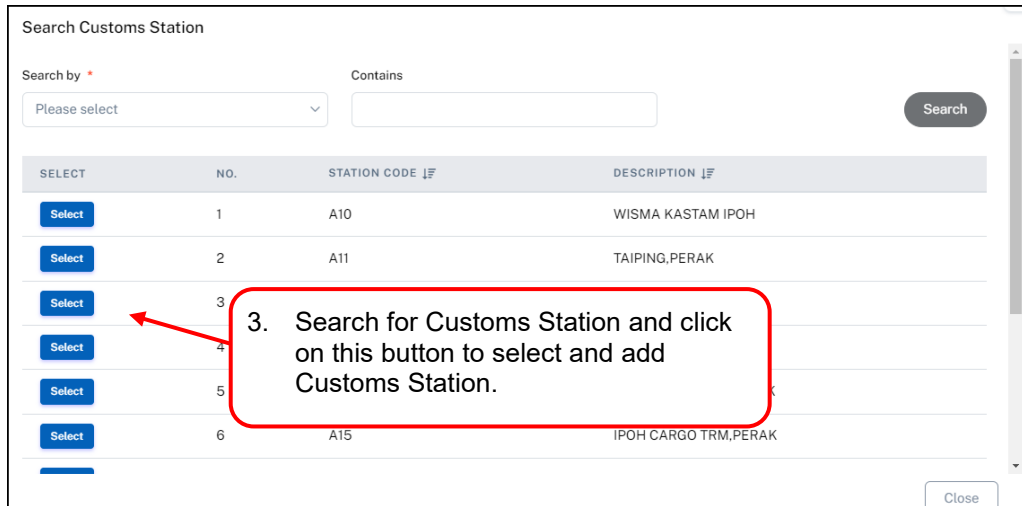


Figure 19

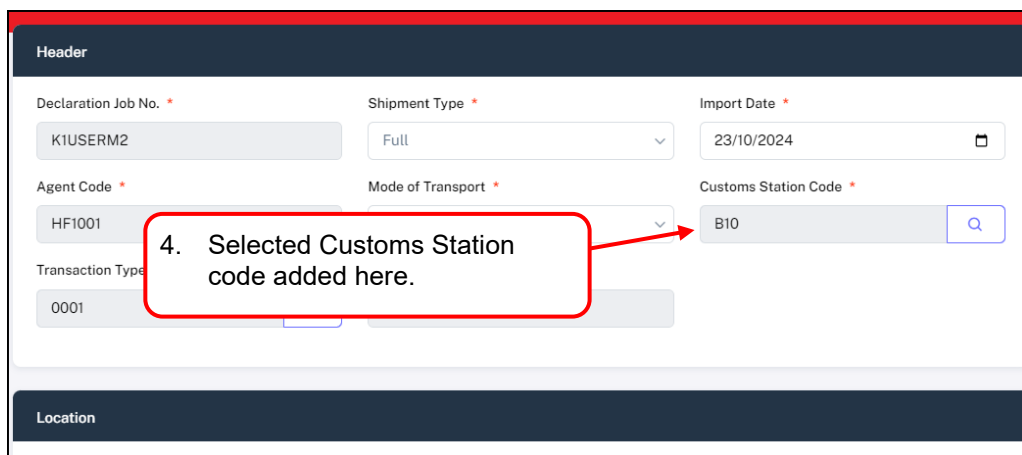


Figure 20

Fill up all required details for Location, Package, Shipment, Invoice, Charges Cargo details. Details with red (*) are mandatory.

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

K1 / KIUSERM2

Header Trading Partner Exemption Declaration Items Container & Marking/No's Supporting Docs

Response

Header

Declaration Job No. * Shipment Type * Import Date *

KIUSERM2 Full 21/10/2024

Agent Code * Mode of Transport * Customs Station Code *

HF1001 SEA B10

Transaction Type * Terminal Operator * Warehouse Info

0001 BAL002 14018/02

5. Fill up the required details.

Location

Place of Import * Port of Loading * Port of Transhipment

MYBSD ADCAN ADCAN

Payment Made To * Terminal Operator * Warehouse Info

MY BAL002 14018/02

Package Information

Gross Weight * UOM * Measurement * UOM *

1,000.0000 KGM 120.0000 10

No. of Package * Type * Packaging Material *

10 1A 1

Shipment Information (Sea)

Ship Call No. * Ocean BL * Vessel ID *

SHP112 123132 TABM

Vessel Name * House BL Scheduled Arrival Date *

TABTIM 21/10/2024

UCN Voyage No. * Manifest No.

 123131

Invoice Information

Invoice No. * Invoice Value * Date *

inv112233 10,000.00 21/10/2024

Inco Term * Currency * Exchange Rate *

FOB MYR 1.0000

Charges Information

Freight Currency Exchange Rate

0.00 0.0000

Insurance Currency Exchange Rate

0.00 0.0000 FOB

Other Currency Exchange Rate

0.00 0.0000

Port Currency Exchange Rate

0.00 0.0000

Freight based on Gross Weight

Cargo Description

Cargo Class * Cargo Description

2 CONTAINER

Gen

Cl

6. Once all details are completed, click on this button to save and proceed to next section.

Save

Figure 21

6.3. Trading Partner

This section will require users to add Trading Partner details. Users can select Partner ID from the registered listing. For new Trading Partner, Agents can add partner details and tick on the button to export this new partner into the Trading Partner listing – agents can select these new added partners in next application process.

The screenshot shows a web form for adding a Trading Partner. The form is divided into four main sections: Consignee Information, Consignor Information, Shipping Agent, and Declarant Information. Each section contains several input fields, some of which are marked with a red asterisk (*) to indicate they are mandatory. A blue button labeled 'Export to Trading Partner' is located at the bottom of the Consignee Information section. Three red callout boxes provide instructions: 1. A box pointing to the 'Export to Trading Partner' checkbox in the Consignee Information section. 2. A box pointing to the mandatory fields in the Consignee Information section. 3. A box pointing to the 'Export to Trading Partner' button in the Consignor Information section.

1. Tick on this box to export this partner details to Trading Partner listing.

2. Fill up all details as required- details with red (*) are mandatory.

3. Click on this button to export this Trading Partner details. Exported details will be listed in the Trading Partner listing under the Maintenance section.

Figure 22

K1 / NEW111112

Header Trading Partner Exemption Declaration Items Container & Marking/No's Supporting Docs Response

STATUS - DRAFT

Consignee Information

Export to Trading Partner

Partner ID * ALI124 SST No. Consignee Name * ALIAND

Consignee Address 1 * NO 1 Consignee Address 3

Organization Type * B-REGISTRAR OF COMPANIES

Export to Trading Partner

4. Click in the box to view and select Consignor from the available list. Use the same steps to add Shipping Agent and Declarant information.

Consignor Information

Partner ID ALI123 -Ali Inc Co x SST No. 123123123 Consignor Name * Ali Inc Co

Consignor Address 1 * No 1 Consignor Address 2 * Bangsar Consignor Address 3

Shipping Agent Information

Code AS0006 - I-REL SDN B... x Shipping Agent Name * SYARIKAT DN BHD Shipping Agent Code * AS0006

Shipping Agent Address 1 * KAMPONG ACHEH INDUSTRIAL PARK Shipping Agent Address 2 * SITIAWAN Shipping Agent Address 3 PERAK

Declarant Information

Declarant ID 123-DICK LARE RENT x Declarant Name * DICK LARE RENT Designation * MANAGER

NRIC * 880808080881

5. Once all information is completed, click on this button to save.

Save Action

Figure 23

6.4. Exemption

This section will require users to add Exemption details as in steps below.

K1 / NEW1111112

Header | Trading Partner | **Exemption** | Declaration Item

STATUS - DRAFT

Transaction Type

Transaction Type: NORMAL IMPORT (TO PCA) | SMK Code: I

Claimant Information

Claimant ID: | Claimant Name: | Company Name: |
Claimant NRIC: | Designation: |

General/Treasury Exemption

Type: | Reference No.: |

Sales Tax Exemption

Type: | Customs Station Code: | Ref No./Item No.: |
Registration Date: 23/02/2026

Special Treatment

Type: | Reference No.: |

Clause

Clause Title: |
Clause Description: |
Total Characters: 0

Save | **Action** ▾

1. Add details as required and click on the 'Save' button to save.

Figure 24

6.5. Declaration Items

This section shows the steps to add declaration items. New Job must have at least 1 item with total amount are equal to the Invoice value. Agents can create new items, delete or duplicate items as in the steps below. Users can add items by uploading the template or manually entering the items details in the form.

K1 / NEW111112

Header Trading Partner Exemption Declaration Items Container & Marking/No's Supporting Docs Response

STATUS - DRAFT

Declaration Items

Upload Excel - Download Template

Choose Files No file chosen

Total Estimated Duty Amount 0 Recalculate

SELECT	ACTION	NO.	HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT	ORIGIN
N/A										

1. Click on this button to select files to upload items details (file must be in the same format as the template). Click on the 'Download Template' link above to download the template. Once template is uploaded, system will automatically list all the items in the listing.

Country Origin HS Code

Statistical Qty * 0.0000000 Statistical UOM *

Declared Qty * 0.0000000 Declared UOM *

Item Amount * 0.00 Lot No.

Product Code Item Description 1 *

Item Description 2 Extra Item Description 3

Import Duty

Method Normal Tariff Code Type Duty On Percentage

Figure 25

K1 / NEW111112

Header Trading Partner Exemption Declaration Items Container & Marking/No's Supporting Docs Response

STATUS - DRAFT

Declaration Items

Upload Excel - Download Template

Choose Files No file chosen

Total Estimated Duty Amount 24.01 Recalculate

SELECT	ACTION	NO.	HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT
<input type="checkbox"/>	View	1	8471309000	SVCIPAD AIR 4WIFI256GBBLUE-VIE	10	UNT	0.5	UNT	384.06
<input type="checkbox"/>	View	2	0101290000	SVCIPAD AIR 4WIFI256GBBLUE-VII	10	UNT	10	UNT	100.00

484.06

1.00

2. Once template is uploaded, system will automatically list all the items in the listing.

Add Delete Save Cancel Duplicate

Details

Country Origin * HS Code *

Statistical Qty * Statistical UOM *

Figure 26

K1 / NEW111112

Header Trading Partner Exemption Declaration Items Container & Marking/No's Supporting Docs Response

STATUS - DRAFT

Declaration Items

Upload Excel - Download Template

Choose Files No file chosen

Total Estimated Duty Amount 0 Recalculate

SELECT	ACTION	NO.	HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT	ORIGIN
N/A										

Cargo must be at least 1.

3. User can also click on this button to manually add declaration item for this application.

Total Amount must be equal to Invoice Value.

Invoice Value 0.00

Invoice Value 1.00

Add Delete Save Cancel Duplicate

Details

Country Origin * HS Code *

Statistical Qty * 0.0000000 Statistical UOM *

Declared Qty * 0.0000000 Declared UOM *

Item Amount * 0.00 Lot No.

Product Code Item Description 1 *

Item Description 2 Extra Item Description 3

Import Duty

Method Normal Tariff Code Type Duty On Percentage

Figure 27

Add Delete Save Cancel Duplicate

Details

Country Origin * HS Code *

Statistical Qty * 0.0000000 Statistical UOM *

Declared Qty * Declared UOM *

Item Amount * Lot No.

Product Code Item Description 1 *

Item Description 2 Extra Item Description 3

4. Items details in this form will be available to add. Click on this button to select detail as required. Add all details and make sure total amount of items are equal to invoice amount.

Figure 28

5. Once all details are completed, click this button to save this item details.

Figure 29

6. Saved items will be listed in this table.

SELECT	ACTION	NO.	HS CODE	DESCRIPTION	QTY	UOM	DECLARED QTY	UOM	AMOUNT
<input type="checkbox"/>	View	1	8471309000	SVCIPAD AIR 4WIFI256GBBLUE-VIE	10	UNT	0.5	UNT	384.06
<input type="checkbox"/>	View	2	0101290000	SVCIPAD AIR 4WIFI256GBBLUE-VII	10	UNT	10	UNT	100.00
<input type="checkbox"/>	View	3	8434909000	Item 1	100	UNT	100	UNT	100.00

Figure 30

6.5.1 Duplicate Items

This section shows how users can duplicate items in detail, which can save time filling out the form. Please make sure total amount are same as the Invoice amount.

The screenshot displays the 'Declaration Items' interface. At the top, there are options to 'Upload Excel' or 'Download Template', a 'Choose Files' button, and a 'No file chosen' status. A total amount of '24.01' and a 'Recalculate' button are also visible. Below this is a table with columns: SELECT, ACTION, NO, HS CODE, DESCRIPTION, STATISTICAL QTY, UOM, DECLARED QTY, UOM, and AMOUNT. The table contains three rows of items. A red callout box points to the 'View' button in the first row, with the text: '1. Click on the 'View' button of the item to duplicate.' Below the table, there is a pagination control showing '1' of 1 items. A second red callout box points to the 'Duplicate' button in the bottom toolbar, with the text: '2. Then click here to duplicate selected item and the duplicated item/s will be listed in the listing.' The bottom toolbar also includes 'Add', 'Delete', 'Save', 'Cancel', and 'Duplicate' buttons. Below the toolbar, there are input fields for 'Country Origin' (set to 'CN-CHINA') and 'HS Code' (set to '8471309000 -- Other').

SELECT	ACTION	NO	HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT
<input type="checkbox"/>	View	1	8471309000	SVCIPAD AIR 4WIFI256GBBLUE-VIE	10	UNT	0.5	UNT	384.06
<input type="checkbox"/>	View	2	0101290000	SVCIPAD AIR 4WIFI256GBBLUE-VII	10	UNT	10	UNT	100.00
<input type="checkbox"/>	View	3	8434909000	Item 1	100	UNT	100	UNT	100.00

Figure 31

6.5.2 Delete Items

This section shows how users can delete items from the listing.

The screenshot shows the 'Declaration Items' interface. At the top, there are options to 'Upload Excel' or 'Download Template', and a 'Total Estimated Duty Amount' of 24.01 with a 'Recalculate' button. Below this is a table with columns: SELECT, ACTION, NO., HS CODE, DESCRIPTION, STATISTICAL QTY, UOM, DECLARED QTY, UOM, and AMOUNT. The first row is selected, and a red callout points to the 'SELECT' checkbox with the text '1. Tick to select item/s to delete.' Below the table, there is a 'Delete' button with a trash icon, and a red callout points to it with the text '2. Then click on this button to delete selected items.' At the bottom, there are buttons for 'Add', 'Delete', 'Save', 'Cancel', and 'Duplicate'. The 'Delete' button is highlighted.

SELECT	ACTION	NO.	HS CODE	DESCRIPTION	STATISTICAL QTY	UOM	DECLARED QTY	UOM	AMOUNT
<input checked="" type="checkbox"/>	View	1	8471309000	SVCIPAD AIR 4WIFI256GBBLUE-VIE	10	UNT	0.5	UNT	384.06
<input type="checkbox"/>	View	2	0101290000	SVCIPAD AIR 4WIFI256GBBLUE-VII	10	UNT	10	UNT	100.00
<input type="checkbox"/>	View	3	8434909000	Item 1	100	UNT	100	UNT	100.00

Total Amount: 584.06
Invoice Value: 1.00

Buttons: Add, Delete, Save, Cancel, Duplicate

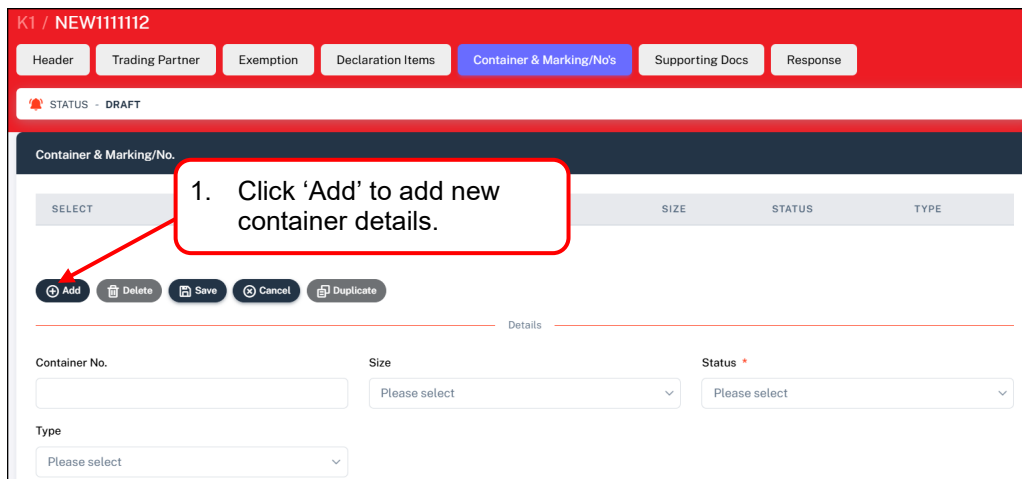
Figure 32

The screenshot shows a 'Delete confirmation' dialog box. It contains a warning icon and the text 'Delete confirmation' and 'Delete this records?'. There are two buttons: 'Cancel' and 'Confirm'. A red callout points to the 'Confirm' button with the text '3. Click here to delete'.

Figure 33

6.6. Container & Marking/ No's

Container details and Marking/ No's are required for new job application. Users will need to add details as in steps below.



K1 / NEW1111112

Header Trading Partner Exemption Declaration Items **Container & Marking/No's** Supporting Docs Response

STATUS - DRAFT

Container & Marking/No.

SELECT ACTION SIZE STATUS TYPE

1. Click 'Add' to add new container details.

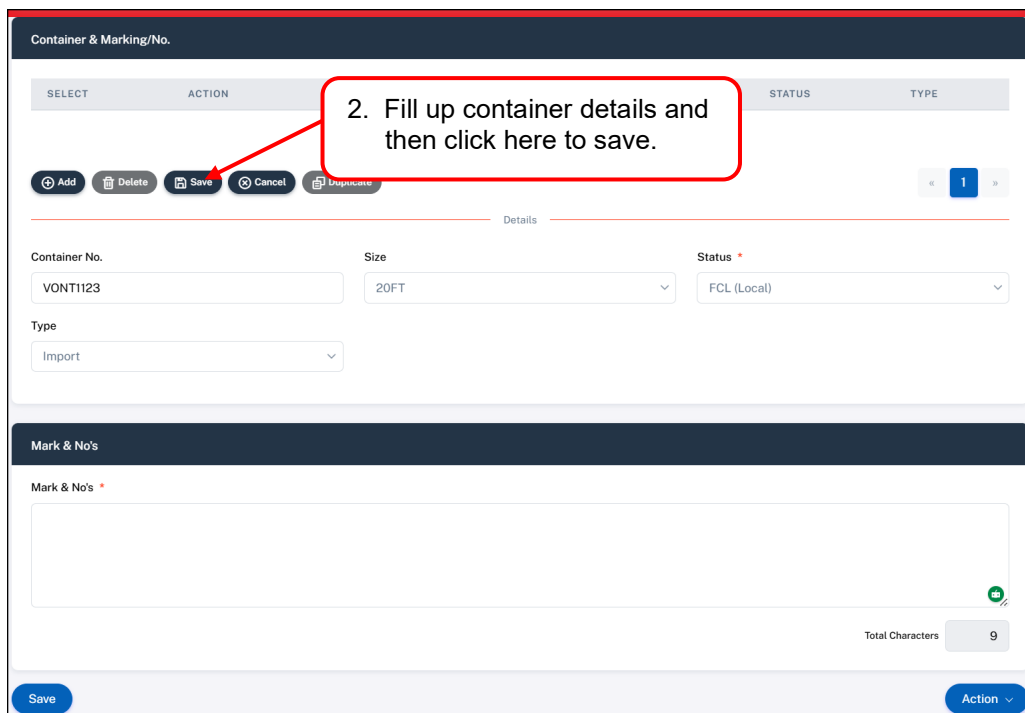
Add Delete Save Cancel Duplicate

Details

Container No. Size Status *
Please select Please select Please select

Type
Please select

Figure 34



Container & Marking/No.

SELECT ACTION STATUS TYPE

2. Fill up container details and then click here to save.

Add Delete **Save** Cancel Duplicate

« 1 »

Details

Container No. Size Status *
VONT1123 20FT FCL (Local)

Type
Import

Mark & No's

Mark & No's *

Total Characters 9

Save Action

Figure 35

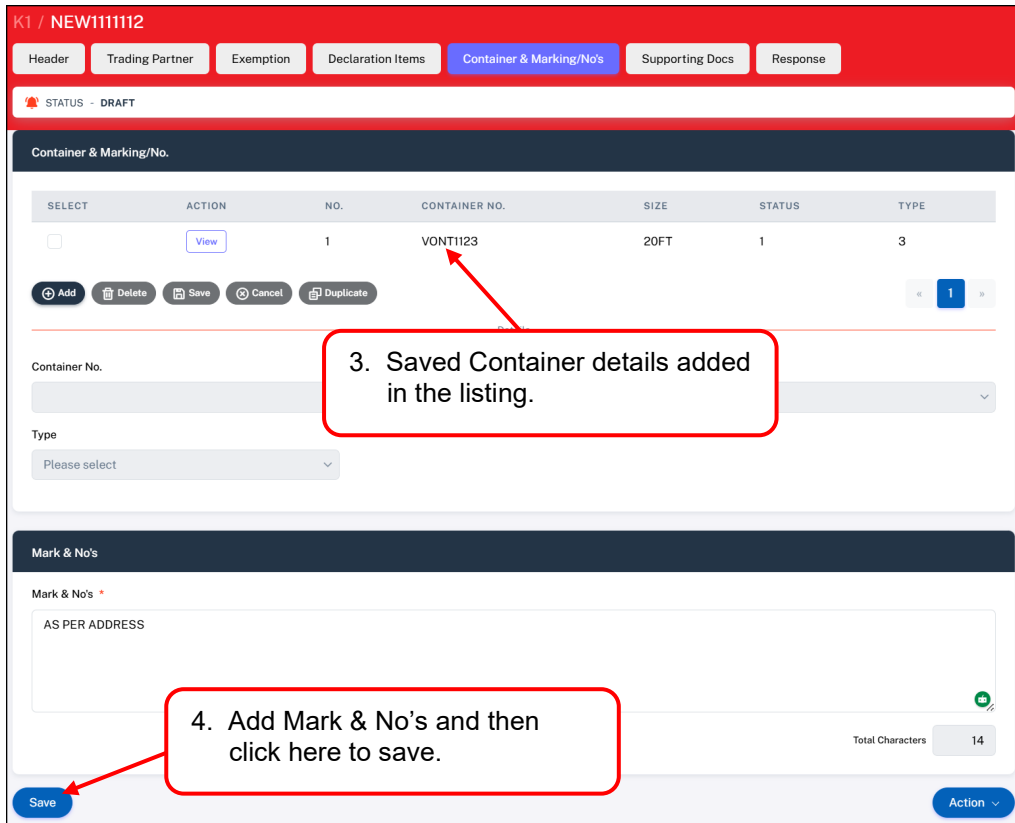


Figure 36

6.7. Supporting Documents

This section shows the steps to enter the supporting documents reference no and details.

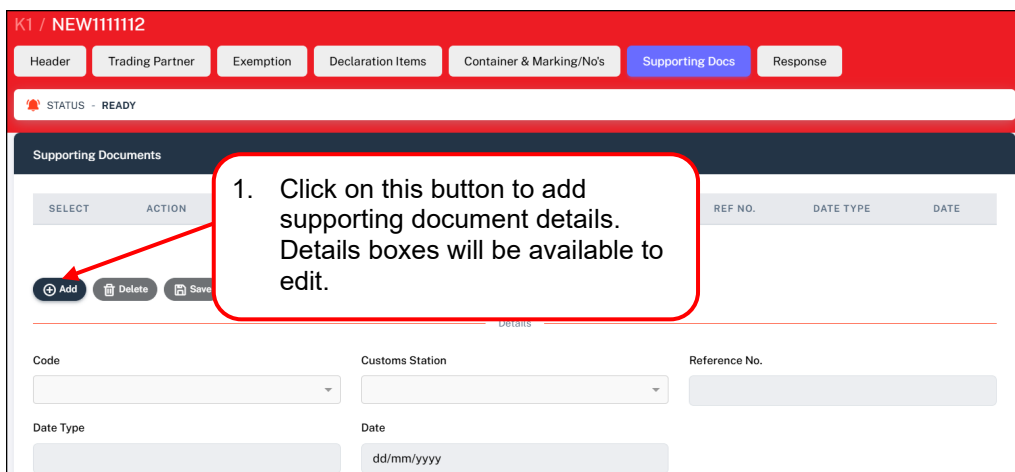


Figure 37

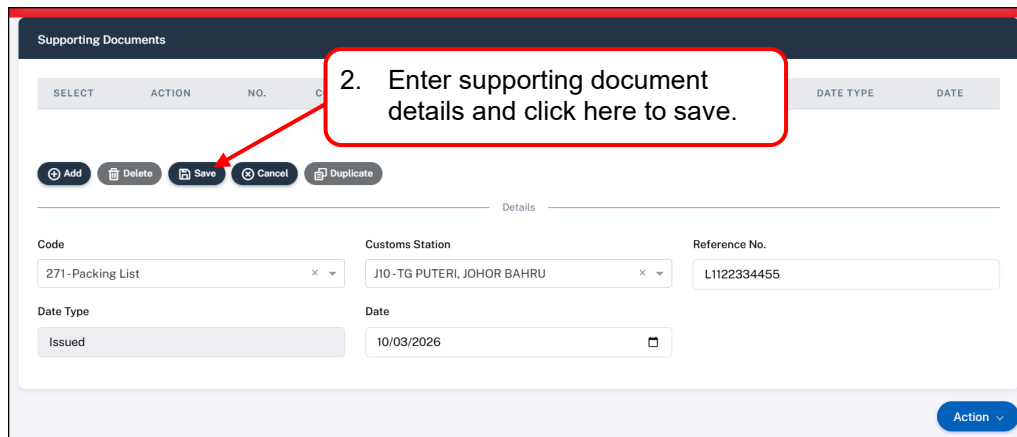


Figure 38

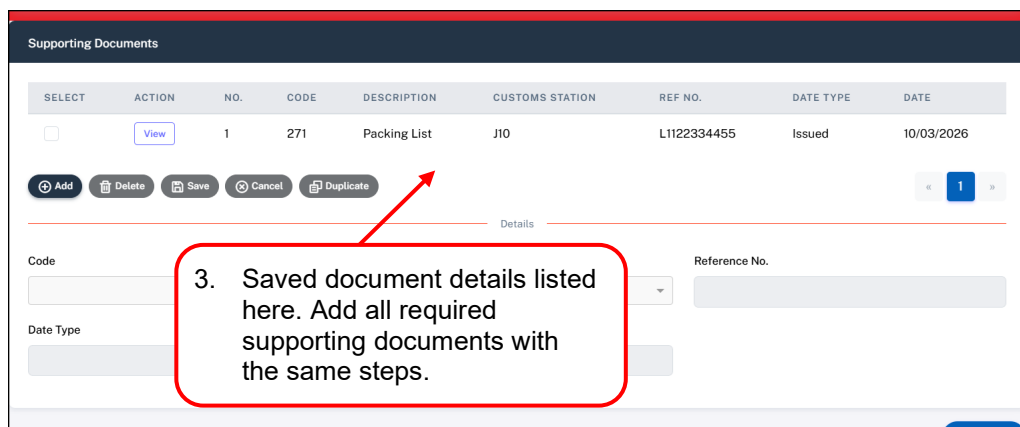


Figure 39

6.8. Submit New Job Application

Once all details are completed, user can submit the application. System allows to submit multiple applications for jobs with 'Ready' status. User will need to go back to the Header section and save all details again. This action will allow system to check if all details are completed and jobs are ready to submit.

K1 / NEW111112

Header | Trading Partner | Exemption | Declaration Items | Container & Marking/No's | Supporting Docs | Response

STATUS: READY

1. Once all details are completed, click on this tab to open the Header and check if this application is ready for submission.

2. Click on this button to save details from all section and check if this job is complete and ready to submit. If there's incomplete details, system will navigate to the incomplete section. If complete, system will stay on Header section.

Save | Action

Figure 40

To submit jobs, users will need to go back to the listing section.

The screenshot shows the K1 declaration job listing interface. At the top, there are several input fields for job details: Declaration Job No., Declaration Job Status (Please select), Declaration Date From (dd/mm/yyyy), Declaration Date To (dd/mm/yyyy), Consignee Name, Declarant Name, Status Code (Please select), Consignee ROC No., Consignee GST No., Consignee SST No., SMK Reg. No., and Customs Station. Below these fields is a Search button and a Customer Reference No. field. The main part of the interface is a table listing jobs. A red box highlights the 'SELECT' column, and a red arrow points to the checkbox for job 4, which is checked. Another red box highlights the 'Submit Job' button at the bottom of the interface. A third red box highlights the 'Submit Job' button in the bottom navigation bar.

3. Tick on the job to select jobs to submit. Job must be in 'Ready' status.

SELECT	M	W	TEST20	63088890-EUR	16/02/2026 15:31:22	23/02/2026	READY	STATUS
<input type="checkbox"/>	1	W	TEST20	63088890-EUR	16/02/2026 15:31:22	23/02/2026	READY	
<input type="checkbox"/>	2	W	160226	63088890-USD	16/02/2026 13:25:31	25/02/2026	DRAFT	
<input type="checkbox"/>	3	W	NEW111113		17/12/2025 15:22:53	17/12/2025	SENT	
<input checked="" type="checkbox"/>	4	W	NEW111112		17/12/2025 15:22:40	23/02/2026	READY	
<input type="checkbox"/>	5	W	NEW111111		03/12/2025 09:43:53	17/12/2025	READY	
<input type="checkbox"/>	6	W	TEST	63088889-EUR, 63088888-USD	02/12/2025 17:23:40		DRAFT	
<input type="checkbox"/>	7	W	KIDIFFCURR	63088889-EUR, 63088888-USD	02/12/2025 12:27:03		DRAFT	
<input type="checkbox"/>	8				27/11/2025 10:37:28		DRAFT	
<input type="checkbox"/>	9				03/11/2025 10:32:52		DRAFT	
<input type="checkbox"/>	10				23/10/2025 16:12:12	23/10/2025	READY	

4. Then click on this button to submit selected jobs.

5. Application successfully submitted.

Figure 41

The screenshot shows a success message dialog box with a green checkmark icon and the text "Success". Below the icon, it says "Record has been successfully submitted." A red arrow points from the message to a red box containing the text "5. Application successfully submitted."

5. Application successfully submitted.

Figure 42

Search Clear

6. Once jobs are submitted, job status will change to Pending.

SELECT	NO.	DECLARATION JOB NO.	STATUS	STATUS
<input type="checkbox"/>	1	TEST20	READY	
<input type="checkbox"/>	2	160226	63088890-USD	16/02/2026 13:25:31 25/02/2026 DRAFT
<input type="checkbox"/>	3	NEW1111113	17/12/2025 15:22:53	17/12/2025 SENT
<input type="checkbox"/>	4	NEW1111112	17/12/2025 15:22:40	23/02/2026 PENDING
<input type="checkbox"/>	5	NEW1111111	03/12/2025 09:43:53	17/12/2025 READY
<input type="checkbox"/>	6	TEST	63088889-EUR, 63088888-USD	02/12/2025 17:23:40 DRAFT
<input type="checkbox"/>	7	KIDIFFCURR	63088889-EUR, 63088888-USD	02/12/2025 12:27:03 DRAFT
<input type="checkbox"/>	8	GENKIEEEEE	63088519-PMY1	27/11/2025 10:37:28 DRAFT
<input type="checkbox"/>	9	TEST86	61183794-PMY1, 61184031-PMY1	03/11/2025 10:32:52 DRAFT

Figure 43

K1 / KIUSERM4

Header Trading Partner Exemption Declaration Items Container & Marking/No's Supporting Docs

Response

7. Users can also check the status in the Response section. This status will change to 'Sent' once application has been submitted to Customs. Once application approved, status will change to 'Acknowledge by Customs.'

CODE	SNRF	STATUS	OFFICER NAME
	0	PENDING	

Registration No. Registration Date Registration Time

Figure 44

6.9. Response

This section will list all response statuses received for the job.

Customs Response Details

NO.	REGISTRATION NO.	DATE	TIME	REMARK	CODE	SNRF	STATUS	OFFIC
1		01-08-2024	16:16:00		01	4421	REJECTED BY CUSTOMS	
2		01-08-2024	16:13:42			960755	SENT	
3		01-08-2024	15:41:00		01	4420	REJECTED BY CUSTOMS	
4		01-08-2024	15:38:42			960754	SENT	
5		31-07-2024	00:39:00		01	4411	REJECTED BY CUSTOMS	
6		31-07-2024	00:37:24			0	PENDING	
7		31-07-2024	00:37:13			960740	SENT	
8		31-07-2024	00:37:08			0	PENDING	
9		31-07-2024	00:29:00		01	4410	REJECTED BY CUSTOMS	
10		31-07-2024	00:27:12			960739	SENT	

« 1 2 3 »

Customs Registration Details

Registration No.	Registration Date	Registration Time
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Duty Amount (MYR)	Total Duty Amount Amended (MYR)	
<input type="text"/>	<input type="text"/>	

Response(s) from Declaration and Customs

NO.	CODE	HS ORIGINAL	LINE NO.	SNRF
1	VZ1	INV.CHAR IN NUM.FLD	0	4406
2	01	Error	0	4406
3	VZ1	INV.CHAR IN NUM.FLD	0	4407
4	01	Error	0	4407
5	01	Error	0	4408
6	VZ1	INV.CHAR IN NUM.FLD	0	4408
7	VZ1	INV.CHAR IN NUM.FLD	0	4409
8	01	Error	0	4409
9	O51	Special Treatment blank	0	4410
10	VZ1	INV.CHAR IN NUM.FLD	0	4410

« 1 2 »


Amended Declaration Details

NO.	CODE	HS ORIGINAL	HS AMENDED	UNIT PRICE ORIGINAL	UNIT PRICE AMENDED	ITEM NO.	SNRF
N/A							

Figure 45: Sample of Responses

Page 43

© Dagang Net 2026 ALDEC Web User Manual - Declaration Agents



DAGANGNET

6.10. Create New K1A (Additional)

K1A is Create Value Declaration Form, where K1A can be created if the K1 is approved and K1 is less than 10000 in value and is new record in K1A.

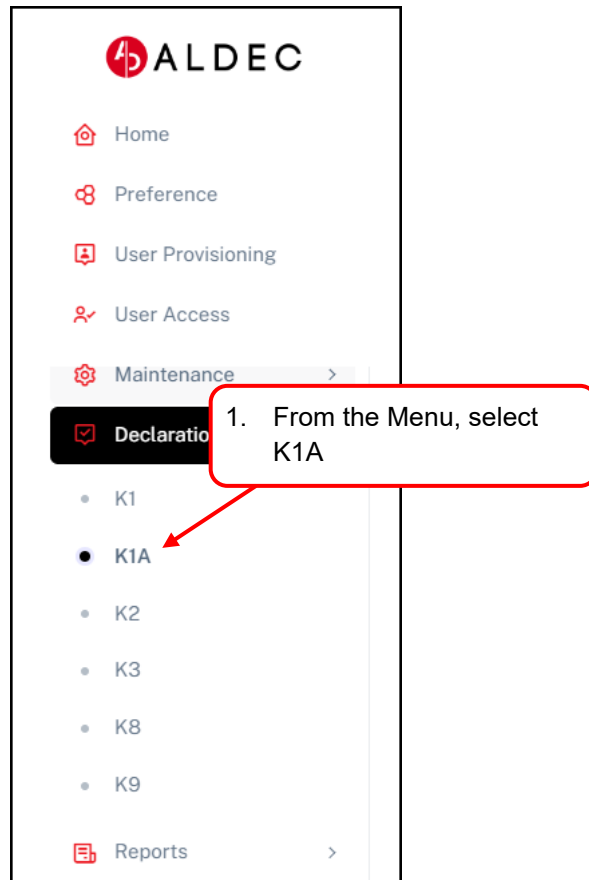


Figure 46

K1A

Declaration Job No. Declaration Job Status Declaration Date From Declaration Date To

Consignee Name Declarant Name Status Code Consignee ROC No.

Consignee GST No. Consignee SST No. SMK Reg. No. Customs Station

Total Record **4**

SELECT	NO.	DECLARATION JOB NO.	CREATED DATE	DECLARATION DATE	STATUS	STATUS CODE	CUSTOMS STATION	SMK
<input type="checkbox"/>	1	KIORTCP004	23/10/2025 14:27:25	23/10/2025	READY			
<input type="checkbox"/>				10/2025	DRAFT			
<input type="checkbox"/>				08/2025	READY			
<input type="checkbox"/>				07/2025	READY			

Figure 47

Search new K1A

Search by Contains

SELECT	NO.	DECLARATION JOB NO.	CREATED DATE	K1 REGISTRATION NO.	CONSIGNOR NAME	CONSIGNEE NAME
<input type="button" value="Select"/>	1	KISS060801			METALS (M) SDN BHD	FREIGHT FORWARDER
<input type="button" value="Select"/>		KIHSC017			FREIGHT FORWARDER	PATO FORWARDER
<input type="button" value="Select"/>	3	KIHSC016	31/05/2024	H10105000014	FREIGHT FORWARDER	PATO FORWARDER
<input type="button" value="Select"/>	4	KIHSC015	31/05/2024	H10105000012	FREIGHT FORWARDER	PATO FORWARDER
<input type="button" value="Select"/>	5	KIHSC011	31/05/2024	H10105000013	FREIGHT FORWARDER	PATO FORWARDER
<input type="button" value="Select"/>	6	KISRW008	22/01/2024	J10101000002	PTT PUBLIC CO. LTD	PATO FORWARDER

Figure 48

K1A / 61170563K1

Header Trading Partner Container & Marking/No's Section A Section B Section C Response

STATUS - DRAFT

Header

Declaration Job No. * Agent Code * K1 Registration No. *

61170563K1 WF0158 H10109000006

Customs Station Code * Location * **4. Add all required details**

H10

Country Of Origin * Name * 61170563-PMY1

MY

Contract Information

Contract No. * Contract Date * Term of Deliver *

 12/03/2026

Package Information

No. of Package * Type

100 1A

Invoice Information

Invoice No. * Invoice Value * Date *

PINV2025000512 39,582.08 27/06/2025

Inco Term Currency * Exchange Rate *

FOB EUR - EURO CURRENCY 4,9400

Print Summary Information

Cargo Description

Total Quantity **5. Click on this button to select save details and proceed to next section.**

Unit Price

Disclaimer
If you wish to print the information in K1A item from this section, please fill all the necessary information.
If there are no information filled, the information will be retrieve from K1 item descriptions.

Save **Action**

Figure 49

Add details for other sections as steps in Section 8 above.

6.10.1 Section A, Section B, Section C

This section will require users to add details and calculation for K1A.

K1A / 61170563K1

Header Trading Partner Container & Marking/No's **Section A** Section B Section C Response

STATUS - DRAFT

Section A

Header Please select

21(a) Are the buyer / Consignee and seller / Consignor related within the meaning as specified in the Customs (Rules of Valuation) Regulation 1999? NO

(b) Does the relationship influ... NO

22(a) Are there any restrictions NO

(i) are imposed of required

(ii) limits the geographical area in which the goods may be resold, or

(iii) do not effect the value of the goods

(b) Is the sale price subject to any condition or consideration? NO

(c) If yes, specify the nature of the restriction, conditions or considerations as appropriate

23 Are there any royalty / licence fee related to the imported goods by the buyer as a condition of the sale? NO

Save Action

1. Answer all statements by selecting Yes/ No here. Once done, save the changes.

Figure 50: Section A details

KIA / C3088361K1

Header Trading Partner Container & Marking/No's Section A **Section B** Section C Response

STATUS - READY

A. Basic of Calculation

24(a)	Price actually paid or payable to the seller / consignor in the foreign currency	1,000.00
(b)	Exchange Rate	RM 1,000.00
	MYR - MYMALAYSIA RINGGIT × 1	
25	Total A	RM 1,000.00

B. Cost in Ringgit Malaysia not included in the A above

26	Costs incurred by the buyer	
(a)	Commissions	
(i) Sales		RM 80.00
(ii) Buyer's		RM 990.00
(b)	Brokerage	RM 50.00
(c)	Costs of container and packaging	RM 550.00
27	Cost of goods and services supplied by the buyer free of charge or at reduce cost for use in the production and sales for export to Malaysia:	
(a)	material, components, part and other items incorporated in the imported goods	RM 3,450.00
(b)	tools, dies, moulds and other items utilised in the production of the imported goods	RM 540.00
(c)	material consumed in the production of the imported goods	RM 50.00
(d)	engineering, development work, artwork, design work, plans and sketches undertaken elsewhere than in Malaysia which is necessary for the production of the imported goods	RM 30.00
28	Royalties	RM 670.00
29	License Fee	RM 60.00
30	Proceeds of any subsequent resale, disposal or use of the imported goods accruing to the seller	RM 10.00

Save Action

Figure 51: Section B

Header Trading Partner Container & Marking/No's Section A Section B **Section C** Response

STATUS - READY

31	Costs of transportation to PORT KLANG (PELABUHAN KLANG) (place of import)	
(a)	freight	RM 80.00
(b)	loading and handling charges	RM 90.00
(c)	insurance	RM 750.00
32	Total B	RM 7,400.00

C. Cost in Ringgit Malaysia

33	Cost of transport	RM 5,670.00
34	Other charges (specify)	RM 0
35	Customs duties and other taxes already included in the price actually paid or payable in Malaysia by reason of importation of the goods	RM 450.00
36	Total C	RM 6,120.00

D. Total

37	Value Declared (A+B-C)	RM 2,280.00
----	------------------------	-------------

Save Action

Figure 52: Section C

Header Trading Partner Container & Marking/No's Section A Section B Section C Response

STATUS - READY

Header

Declaration Job No. *	Agent Code *	KI Registration No. *
C3088361K1	HF1001	H1011000005
Customs Station Code *	Last Port of Discharge *	Export Date *
H10	AEAAN-AL AIN	13/03/2026
Country Of Origin *	Nature of Transaction *	Customer Reference No.
MY	SALE	63088361-PMY1

Contract Information

Contract No. *	Contract Date *	Term of Deliver *
CTC112233	13/10/2025	N

Package Information

No. of Package *	Type
10	1W

Invoice Information

Invoice No. *	Invoice Value *	Date *
PINV2025000557	316.79	29/09/2025
Inco Term	Currency *	Exchange Rate *
FOB	EUR-EURO CURRENCY	4.8461

Print Summary Information

Cargo Description

Total Qty

Unit Price

Disclaimer
If you wish to print the information in KIA item from this section, please fill all the necessary information.
If there are no information filled, the information will be retrieve from K1 item descriptions.

4. Once all details are completed, proceed to the Header to save and check if job is ready to submit.

Save Action

Figure 53

If jobs details are incomplete, the system will navigate to the incomplete section.

K1A

Declaration Job No. Declaration Job Status Declaration Date From Declaration Date To

Consignee Name Declarant Name Status Code Consignee ROC No.

Consignee GST No. Customs Station

5. K1A are ready to submit. Click on this button to select this job to submit.

Search Clear

Total Record 5

SELECT	NO.	DECLARATION JOB NO.	CREATED DATE	DECLARATION DATE	STATUS	STATUS CODE	CUSTOMS STATION	SM
<input type="checkbox"/>	1	61170563K1	12/03/2026 23:11:32	12/03/2026	DRAFT			
<input checked="" type="checkbox"/>	2	KIORTCP004	23/10/2025 14:27:25	23/10/2025	READY			
<input type="checkbox"/>	3	C3088361K1	13/10/2025 20:02:58	13/03/2026	READY			
<input type="checkbox"/>	4	CHINTEST11	15/08/2025 09:04:18	15/08/2025	READY			
<input type="checkbox"/>	5	CHINTEST14	31/07/2025 09:37:28	31/07/2025	READY			

6. Then click this button to submit selected K1A.

New Job Submit Copy Job Correction Print Customs Form Print CHIT Delete Job

Figure 54

Section 7. Correction

This section shows the steps to make corrections on rejected job applications. User can check the rejected response from the system and make corrections before resubmitting the job application.

From the listing page, open the rejected job application to view below screen.

1. Go to the Response section.

2. Job rejected by Customs.

3. Reason/ details that need correction listed here. User can go to this section and make correction before submitting this job again.

NO.	REGISTRATION NO.	DATE	TIME	REMARK	CODE	SNRF	STATUS	OFFICER NAME
1		06-10-2025	16:41:00		01	5185	REJECTED BY CUSTOMS	
2		06-10-2025	16:40:18			1391922	SPNT	
3		06-10-2025	16:39:36			0	PENDING	

NO.	CODE	HS ORIGINAL	LINE NO.	SNRF
1	AD3	Claimant IC NO. Blank	0	5185
2	AD2	Claimant Company Blank	0	5185
3	E11	TE type BLANK	0	5185
4	AD1	Claimant Name Blank	0	5185
5	01	Error	0	5185
6	E21	CJ Exem. type BLANK	0	5185
6	E21	CJ Exem. type BLANK	0	5185

NO.	CODE	HS ORIGINAL	HS AMENDED	UNIT PRICE ORIGINAL	UNIT PRICE AMENDED	ITEM NO.	SNRF
N/A							

Figure 55

Section 8. Copy Application

This section shows the steps to copy an application, where users can save time on data entry.

1. From the listing page, tick on the job to copy

2. Then click on this button to copy selected job.

SELECT	NO.	DECLARATION JOB NO.	CUSTOMER REFERENCE NO.	CREATED DATE	DECLARATION DATE	STATUS	STATUS
<input checked="" type="checkbox"/>	1	TEST20	63088890-EUR	16/02/2026 15:31:22	23/02/2026	READY	
<input type="checkbox"/>	2	160226	63088890-USD	16/02/2026 13:25:31	25/02/2026	DRAFT	
<input type="checkbox"/>	3	NEW1111113		17/12/2025 15:22:53	17/12/2025	SENT	
<input type="checkbox"/>	4	NEW1111112		17/12/2025 15:22:40	23/02/2026	SENT	
<input type="checkbox"/>	5	NEW1111111		03/12/2025 09:43:53	17/12/2025	READY	
<input type="checkbox"/>	6	TEST	63088889-EUR, 63088888-USD	02/12/2025 17:23:40		DRAFT	
<input type="checkbox"/>	7		8-USD	02/12/2025 12:27:03		DRAFT	
<input type="checkbox"/>	8			27/11/2025 10:37:28		DRAFT	
<input type="checkbox"/>	9		PMY1	03/11/2025 10:32:52		DRAFT	
<input type="checkbox"/>	10	KISENER002	1710253H, 1710253I	23/10/2025 16:12:12	23/10/2025	READY	

Total Record: 285

Navigation: < 1 2 3 4 5 ... 29 >

Buttons: New Job, Submit Job, Copy Job, Correction, Print Customs Form, Print CHIT, Delete Job

Figure 56

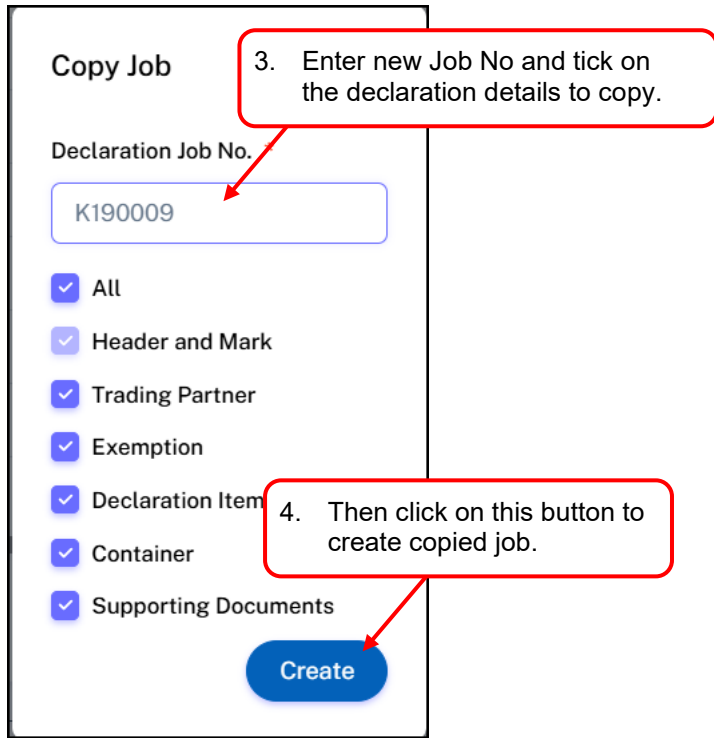


Figure 57

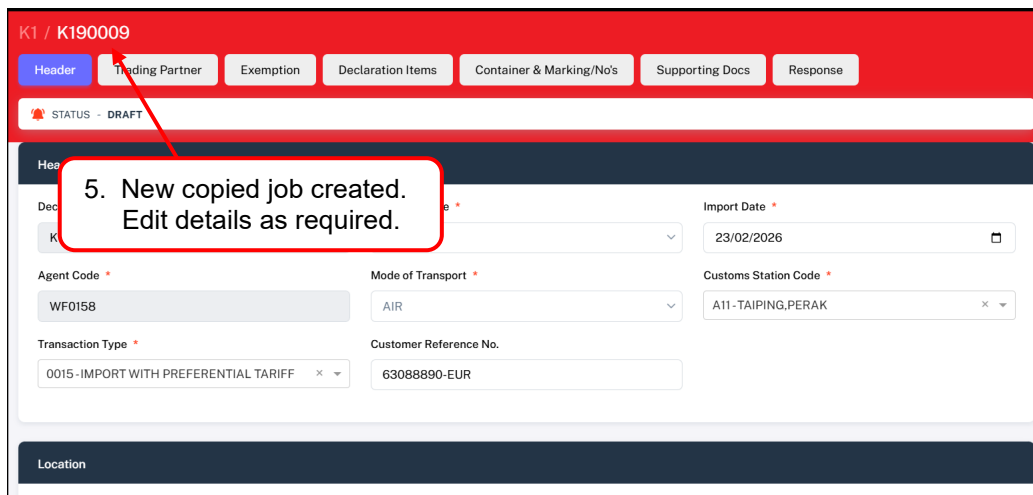


Figure 58

Section 9. Delete Application

This section shows the steps to delete an application. The system only allows deleting application in **DRAFT** status only.

Open the Declaration page and go to the listing as in image below.

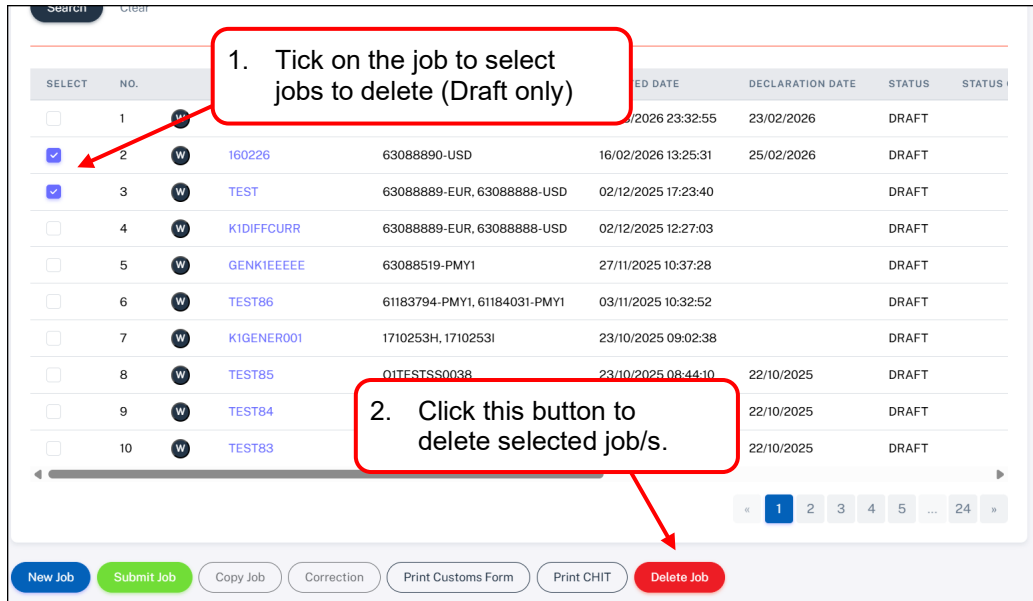


Figure 59



Figure 60

Section 10. Printing

This system allows users to print Customs form and CHIT directly from the system. Job applications must be in 'Acknowledge by Customs'. From the menu, select on the job type and go to the listing section to print jobs.

1. Search for the Job to print. Job status must be in "Acknowledge by Customs"

2. Tick to select job to print. System allows to print multiple job at one time.

3. Click on the print button to print.

SELECT	NO.	DECLARATION JOB NO.	CUSTOMER REFERENCE NO.	CREATED DATE	DECLARATION DATE	STATUS
<input checked="" type="checkbox"/>	1			19:13	06/10/2025	ACKNOWLEDGED BY
<input type="checkbox"/>	2			14:38	06/10/2025	ACKNOWLEDGED BY
<input type="checkbox"/>	3			13:49	30/09/2025	ACKNOWLEDGED BY
<input type="checkbox"/>	4			17:59	30/09/2025	ACKNOWLEDGED BY
<input type="checkbox"/>	5	CHINTEST14		24/07/2025 10:25:50	23/07/2025	ACKNOWLEDGED BY
<input type="checkbox"/>	6	CHINTEST13	OITEST111	24/07/2025 10:07:44	24/07/2025	ACKNOWLEDGED BY
<input type="checkbox"/>	7	CHINTEST12	OITEST111	24/07/2025 09:54:04	24/07/2025	ACKNOWLEDGED BY
<input type="checkbox"/>	8	K1ORTCP004			2025	ACKNOWLEDGED BY
<input type="checkbox"/>	9	CHINTEST11			2025	ACKNOWLEDGED BY

Figure 61

Printing option will follow default setting as in the Preference section. System allows users to change the option for current printing only. Please refer to *Section 3 Preference* to change the default printing option.

4. Tick option if need to change for current printing only.

5. Click here to print.

Print Working Note

With Header Proper Officer

With Footer Proper Officer

SMK No. for HD/AD

Print with Dot Matrix Printer

Print Customs Form

Figure 62: Print Option for Customs Form

CHIT Form Print Option

With Barcode Information
 With Container Information

6. Tick to select option and click here to print.

Print CHIT

Figure 63: Print Option for CHIT

JABATAN KASTAM DIRAJA MALAYSIA / ROYAL MALAYSIAN CUSTOMS DEPARTMENT										Kastam No.1 (Pin.2015) Customs No.1 (Rev.2015)	
PERISYTIHARAN BARANG-BARANG YANG DIIMPORT / DECLARATION OF GOODS IMPORTED											
1. Konsignor / Pengekspori (Nama dan Alamat) Consignor / Exporter (Name and Address) Melaka (Malaysia) Sd Melaka tu Berendam FTZ Phase 3					UNTUK KEGUNAAN RASMI / FOR OFFICIAL USE					11. No. Pendaftaran / Registration No. H1011000005	
2. Konsisi / Pengimport (Nama dan Alamat) Consignee / Importer (Name and Address) SINGAPORE					i) Kod Pengimport / Importer Code B 1 2 3 4 5		10. Tarikh dan Waktu Terima Date and Time of Receipt 06/10/2025 03:51 PM Page: 1 / 1		12. Steam / Station IBU PEJABAT KASTAM JKED/RCDIA//ADM1/Kodi Code MY H 1 0		
3. Nama dan Alamat Ejen Yang Diberi kuasa Name and Address of Authorized Agent 123, 12 3RD.					ii) No. Pendaftaran CBP/ GST Registration No. *		13. No. Pendaftaran Manifest Manifest Registration No.		14. Penerimaan Duti / Cukai yang dilibi dibenarkan oleh Receipt of Duty/Tax as libel authorized by: test kl pengarah test kl pengarah test kl pengarah		
4. Mod Pengangkutan / Mode of Transport 1. Laut / Sea 2. Keretapi / Rail 3. Jalan Raya / Road 5. Lain-lain (Nyatakan) Others (Specify) 3 ROAD					5. Tarikh Import/Date of Import 06/10/2025		15. No. Permit Import / Import Permit No.		16. Tarikh Luput / Expiry Date		
6. No./Nama Vessel/Penerbangan/Kenderaan No./Name of Vessel / Flight/Conveyance MM001					7. Pelabuhan / Tempat Import Port / Place of Import PORT KLANG		17. Bayaran bagi barangan akan dibuat kepada: (Negara) Payment for goods to be made to: (Country) MALAYSIA		18. No. Muka Surat Manifest Manifest Page No. M Y		
8. Pelabuhan/Tempat Dimuatkan Port/Place of Loading MALACCA					9. Melalui (kargo dipindah kapal sahaja)/Via (transhipment cargo only) MYMKZ		19. No. Rujukan Skem Khas CBP GST Special Scheme Reference No. *		20. Bil. Muatan / No. Nota Konsamaan Bill of Lading or Consignment Note No.		
29. Tanda dan No. / No. Kontena Marks and Nos. / Container No. DCA2_UA2_SEP29G63088361					30. Bil. No. 10		31. No. dan Jenis Bungkus No. and Type of Packages DRUM, WOODEN		32. Perihal Barang (Dokumen berkenaan hendaklah dikemukakan) Description of Goods (Relevant documents must be submitted) Supplied		
33. No. Invoisi / No. Invois Cukai Invoice No. / Tax Invoice No. PINV2025000557 29/09/2025					34. Unit / Unit		35. No. Kod / Code No.		36. Unit / Unit		
35. No. Invoisi / No. Invois Cukai Invoice No. / Tax Invoice No. PINV2025000557 29/09/2025					36. Unit / Unit		37. Unit / Unit		38. Unit / Unit		
36. Kod Negara Asal Country of Origin Code 1) MY					37. Kuantiti mengikut Unit Tarif Kastam/ Quantity Based on Customs Tariff Unit 2000.0 UNT		38. Nilai / Value (RM) 38. Satu Unit Per Unit 0.76760		39. Jumlah 1535.20		
39. Jumlah 1535.20					40. Kadar Rate 0.00%		41. Amanan / Amount (RM) 0.00		42. Kadar Rate 0.00%		
42. Kadar Rate 0.00%					43. Amanan / Amount (RM) 0.00		44. Kadar Rate 0.00%		45. Amanan / Amount (RM) 0.00		
45. Amanan / Amount (RM) 0.00					46. Jenis Type 0.00		47. Kadar Rate 0.00%		48. Amanan / Amount (RM) 0.00		
48. Amanan / Amount (RM) 0.00					49. JUMLAH TOTAL 1535.20		50. JUMLAH TOTAL 0.00		51. JUMLAH TOTAL 0.00		
51. JUMLAH TOTAL 0.00					52. JUMLAH TOTAL 0.00		53. JUMLAH TOTAL 0.00		54. Nama Pembang Perisytiharan Name of Declarant DICK LARE RENT		
54. Nama Pembang Perisytiharan Name of Declarant DICK LARE RENT					55. No. Kad Pengemalan / Passport / Identification Card / Passport No. 8 8 0 8 0 8 0 8 0 8 8 1		56. Jawatan / Designation MANAGER		57. Saya menperakui perisytiharan ini benar dan lengkap I hereby certify that this declaration is true and complete 12/03/26		
57. Saya menperakui perisytiharan ini benar dan lengkap I hereby certify that this declaration is true and complete 12/03/26					58. Pelepasan daripada Kawalan Kastam dibenarkan oleh: Release from Customs Control authorized by: test kl pengarah test kl pengarah test kl pengarah		59. Jumlah Amanan Kena Dibayar Total Amount Payable RM 0.00		60. No. Resit Manuskrif (jika berkenaan) Manuscript Receipt No. (if applicable) Tarikh / Date		

Nota: Perisytiharan ini dikendalikan di bawah dan mengikut Akta Kastam 1967 dan Akta Cukai Barang dan Perkhidmatan 2014 (CBP) Approved Trader Scheme

Figure 64: Custom Form Print Sample



Section 11. Report

This section shows the steps to create report directly from the system. Agents can create 2 types of reports, Declaration Enquiry and Declaration TAT (Turn Around Time). Reports date MUST be within 7 days.

Follow the same steps below to create both reports.

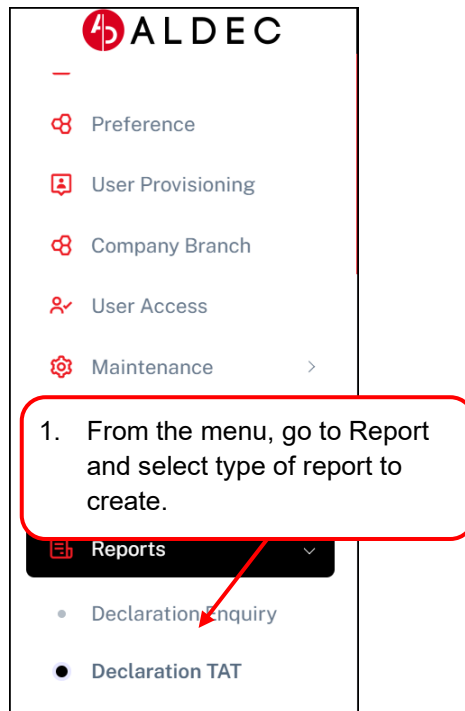


Figure 66

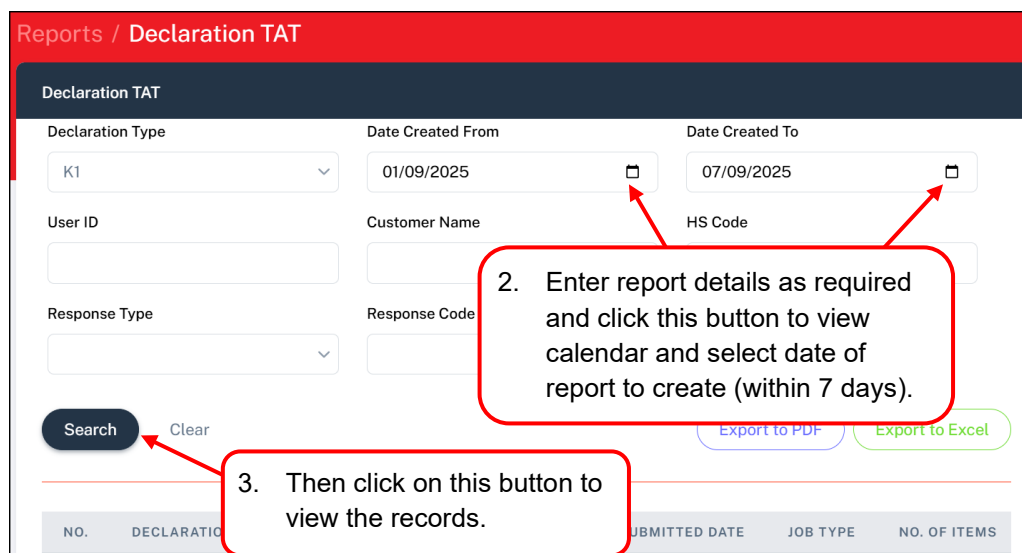


Figure 67

Reports / Declaration TAT

Declaration TAT

Declaration Type: K1
 Date Created From: 01/09/2025
 Date Created To: 07/09/2025

User ID: [Redacted]
 Customer Name: [Redacted]

4. Search results listed in this table. Scroll the tab to the right to view other details.

5. Click on these buttons to view this report in PDF or

Search Clear Export to PDF Export to Excel

Total Record 2

NO.	DECLARATION JOB NO.	USER ID	CREATED DATE	SUBMITTED DATE	JOB TYPE	NO. OF ITEMS
1	K1TEST9090	[Redacted]	02/09/2025	02/09/2025	K1	1
2	K1PCHIT001	[Redacted]	02/09/2025	02/09/2025	K1	2

Figure 68

No	Declaration Job No	User ID	Created Date	Submitted Date	Job Type	No of Items	Customer IROC	Turn Around Time
1	K1TEST9090	[Redacted]	2025-09-02	2025-09-02	K1	1	UTOMAT	0 days, 0 hours, 13 minutes and 37 seconds
2	K1PCHIT001	[Redacted]	2025-09-02	2025-09-02	K1	2	R	0 days, 0 hours, 5 minutes and 16 seconds

Figure 69: Report Sample in Excel

All tools Edit Convert E-Sign EnquiryR...ort (1)

No	Declaration Job No	User ID	Created Date	Submitted Date	Job Type	No of Items	Customer Name	ROC	Turn Around Time
1	K1TEST9090	[Redacted]	2025-09-02	2025-09-02	K1	1	SDN BHD		0 days, 0 hours, 13 minutes and 37 seconds
2	K1PCHIT001	[Redacted]	2025-09-02	2025-09-02	K1	2	SDN BHD	PATO	0 days, 0 hours, 5 minutes and 16 seconds

Figure 70: Report Sample in PDF

-End of Guide-

This user manual shall be updated as and when required.