

# **©PCO** Electronic Preferential Certificate of Origin

# ePCO User Manual for Cost Analysis Module

Prepared by Dagang Net Technologies Issue 0.2

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# Section 1. Introduction

# 1.1. What is ePCO?

ePCO is a web-based Certificate of Origin application and approval system, the Electronic Preferential Certificate of Origin (ePCO) is an online document that certifies the country of origin of a product. This is to satisfy customs or trade requirements and also can be used as a supporting document for the issuance of a corresponding Certificate of Origin by other authorized parties.

Its other functions include:

- Online application of Cost Analysis (CA) and Certificate of Origin (CO) forms
- Online approval by authorized party e.g. Ministry of International Trade and Industry (MITI)
- Allows online enquiry of application status

# 1.2. Requirements to use ePCO

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

- User is registered with Dagang Net ePCO services
- Personal Computer / Laptop / Notebook installed with web browsers as follows:
  - Internet Explorer 9 and above
  - Mozilla Firefox version 5 and above
  - Safari version 5 and above
  - Opera version 10 and above
  - Chrome version 10 and above
- Internet Connection

# 1.3. Support Information

Should there are any issues arise from using ePCO, contact Dagang Net's Careline;







# 1.4. About this publication

This publication documents is to provide overview on how to apply for **Cost of Analysis (CA)** for Electronic Preferential Certificate of Origin (ePCO) on normal case application in which ePCO is a part of Dagang Net Exchange services.

# 1.5. Who Should Read This Publication

This publication (or topic collection) is intended for

- Traders
- Manufacturers and
- Permit Issuing Agency

Also individuals who are responsible for

Online application of Cost Analysis and Certificate of Origin forms

# 1.6. DNEX ePCO Publications

Get the right publications based on your ePCO service subscription by referring to the table 1.

Publication Title	SCHEME	Document ID
ePCO User Manual – Cost Analysis (CA)	ALL	DNT-SKS-UM0005
ePCO User Manual – Additional Cost Analysis (CAA)	ALL	DNT-SKS-UM0006
ePCO User Manual – Certificate Of Origin (CO)	ALL	DNT-SKS-UM0007
ePCO User Manual – GSP Scheme	GSP	
ePCO User Manual – ATIGA Scheme	ATIGA	
ePCO User Manual – Permit Issuing Agency	ALL	
ePCO Administrator Manual	Not Applicable	

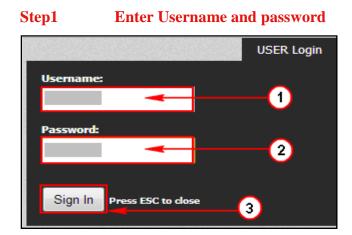


# Section 2. Getting Started With ePCO

There are two ways accessing ePCO:

- Direct URL (<u>http://epco.dagangnet.com//)</u>
- Via myTRADELINK portal (www.mytradelink.gov.my)

# 2.1. Login via DNEX Portal



- 1. Enter your Username into the textbox.
- 2. Enter your Password into the textbox.
- 3. Click Sign In button to proceed.
- 4. ePCO main screen is displayed as follows:

PLEASE CLICK HERE TO SEARC	H			*
Application Type 💡	Scheme	Application Date (From)	 Application Date (To)	
Please select   Reference No.	Please select •	Approved Date (From)	17-10-2012 Approved Date (To)	
Status	Compan <mark>y Nam</mark> e	Application ID		
MY TASK 🗙 👻				
			RES	ET SEARCH
LISTING				NEW 🕞



#### 2.2. Change Password 1 COMPANY INFO & STATUS COMPANY NAME: SHIMANO COMPONENTS (MALAYSIA) SDN BHD BUSINESS FUNCTION: MNF USER ROLES: PCOMNFUSR mnfuser ACCOUNTS: Not available LOT 4550, LORONG A-16, N PEKAN NENAS, PONTIAN, 81500, JOHOR BAHRU, $\bigtriangledown$ English • CHANGE PASSWORD

1. Click Company Name at top of page in the right side.

SIGN OUT

⋇

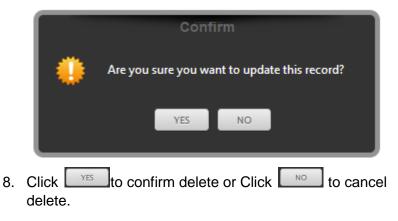
Dagang Net

- 2. Click CHANGE PASSWORD hyperlink to change your current password.
- 3. Change Password screen appear.

2

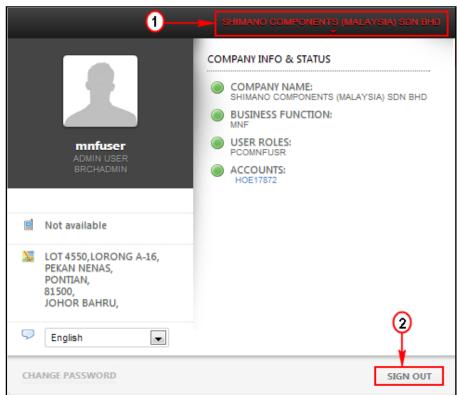
Change Password		8
Password	Confirm Password	

- 4. Enter new password in the textbox
- 5. Re-confirm your new password.
- SUBMIT 6. Click button to submit.
- 7. Window pop up screen appear.





#### Sign Out 2.3.



- 1. Click Company Name at top of page in the right side.
- 2. Click **SIGN OUT** button to log out
- 3. Window pops up screen appear.





Page 8

# 2.4. Login via Mytradelink Portal

Before logging in, you must ensure that you have the correct username and password for **Single Sign-On (SSO)** at **myTRADELINK**. **ePCO** is supported by Internet Explorer 6 or higher.

To login, please follow the steps below:

# Step1 Launch Internet Explorer



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.
  - Enter: <u>http://www.mytradelink.gov.my/</u>

# 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.



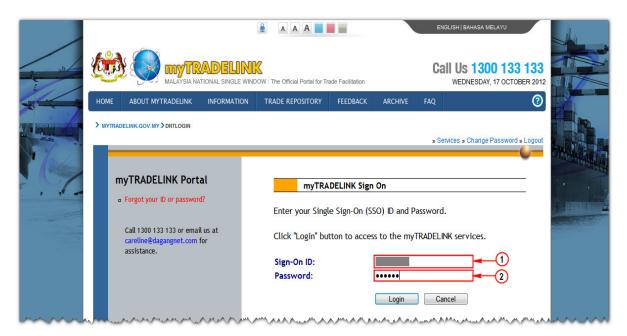
#### Step 4 Sign On



1. Click on Sign On Button

#### Step 5

#### myTRADELINK Sign On



- 1. Enter your Sign On ID.
- 2. Enter your Password.



# 2.5. Log Out from myTRADELINK

Once done with the application tasks, you are advised to logout from ePCO. To logout, please follow the steps below:

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un y		YTRADELINI Aysia national single wine	X DOW   The Official Portal for Ti	ade Facilitation			US 1300 133 133 VEDNESDAY, 17 OCTOBER 201	And a second second
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	<ul> <li>Forgot your ID or p</li> </ul>	bassword?	Enter your Sing		2 8	assword.	(J	PEN
	Call 1300 133 133 careline@dagangne assistance.		Click "Login" bu	tton to acces	ss to the my	TRADELINK	services.	
			Sign-On ID: Password:		•••••			
					Login	Cance		

 Click <Log Out> hyperlink on the myTRADELINK site to logout from myTRADELINK Single Sign On (SSO) site or click to log in again.

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	ELINK.GOV.MY >LOGOUT	X				» Services » Ch	ange Password » Logout	
 m	IYTRADELINK Port		Your s	413460 Scaleron Auros	vices 🔫	2		

- 2. myTRADELINK will prompt "Your session is closed".
- 3. You may click back to myTRADELINK Services hyperlink to login again.



# Section 3. Advance Search And Navigation

# 3.1. Advance Search

To view ePCO Transaction, please follow the steps below:

# 3.1.1. Main Menu

The main menu above is what ePCO contains. The menu is a drop down menu and it's up to 3rd level menu. In other words, to go to ePCO Transactions page, roll mouse pointer over;

### $\text{NSW} \rightarrow \text{ePCO} \rightarrow \text{ePCO}$ Transactions.

🥮 mytRADELINK	HOME INSW
2	<u>ePCO</u>
	ePCO Transactions 3
	Report

#### Step 1 Main Menu

- 1. Click "NSW" hyperlink to select dropdown menu.
- 2. Click "ePCO" hyperlink to view sub menu.
- 3. Select "ePCO Transaction" to view the transaction.

# 3.1.2. CA/ CAA/ CO Screen

A/CAA/CO Transa	ction	()	Tips
PLEASE CLICK HERE TO SEAI	RCH		
Application Type 🚱 Please select Reference No.	Scheme Please select  Indorsement No.	Application Date (From) 05-10-2012 Approved Date (From)	Application Date (To) 05-10-2012
Status MY TASK × •	Company Name	Application ID	
LISTING		2	RESET SEARCH
Step	1 Navigation	Menu	
	1. Click	button to view the ta	bbed document.
	2. Click	button to auto hide th	ne screen.
Page 12 Dagang Net 2012	ePCO User Manual – Nor DNT-SKS-UM0005 - EPC V0.2	r <b>mal Case</b> O User Manual (Cost Anal	ysis) Dagang N

F	PLEASE CLICK HERE TO SEARCH	ł		*
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	Application Ready Application Recommended for Approval			*
	Application Rejected Application Resubmitted Application Submitted Application Verified		ТОР	
	Apply for Cancellation Draft MY TASK			© 2012 DAGANG NET TECHNOLOGIES SDN BHD

# 3.1.3. Filter Status

## **Step 1 Filter Status**

- 1. Click the drop-down menu from *Filter Status*, as above and select option available eg: MY TASK.
- 2. Click search to display search result as follows:



phoauon 1	ype 😮	Scheme		Application	n Date (From)		Application D	ate (To)	_
Please select	t	✓ Please select		05-10-201	2		05-10-2012		
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								RESET	SEARCH
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		Application ID					Status	<b></b>	NEW 🔤
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3.1.4.	Filter by	Application	Date
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			20	21	22	23	24	25	26	ET SEAR	СН
			27	28	29	30	31				

# **Step 1 Filter Application Date**

- 1. Click icon III to display the Calendar.
- 2. Click  $\checkmark$  or  $\triangleright$  to navigate to the previous or next month.
- 3. Click  $\leq$  or  $\geq$  to navigate to the previous or next month.
- 4. Pick any date that you required. Ensure **Application Date (To)** field is later than **Application Date (From)** field.
- Alternatively, manually enter the required dates. The format is dd/MM/yyyy.
- 6. Click **SEARCH** button to view the result.

Application Type 🚱		Scheme		Application Date (From	n) Applic	ation Date (To)	
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Status		Company Nar	me	Application ID			,
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				Application Date			NEW 🗖
plication Type	Scheme	Application Case	Application Date	Application Date	Status	Endorsement No.	Approved Dat
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Filter By Scheme

3.1.5.

# **Step 1 Filter by Scheme**

- 1. Click the Scheme  $\boxed{\phantom{a}}$  dropdown menu for options.
- 2. Choose any Scheme required eg: AANZFTA
- search button to search the result. 3. Click

pplication T Please select		<ul> <li>Scheme</li> <li>AANZFTA</li> </ul>	× •	Applicatio	n Date <mark>(</mark> From)	Application Date (T	ō)	
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View View View View	МIT052012693211 МIT052012690753 МIT062012706797 МIT022012591829	FAF - Form AANZ FAF - Form AANZ FAF - Form AANZ FAF - Form AANZ	AANZFTA AANZFTA AANZFTA AANZFTA	NORMAL NORMAL NORMAL NORMAL	29/05/2012 28/05/2012 13/06/2012 28/02/2012	FAU-FAF-W-120529-KL-00002           FAU-FAF-W-120528-KL-00002           FAU-FAF-W-120613-KL-00000           FAU-FAF-W-120228-KL-00000	<ol> <li>Application Approved</li> <li>Application Approved</li> <li>Application Approved</li> <li>Application Approved</li> <li>Application Approved</li> <li>Application Approved</li> </ol>	
View View View View View	МП052012693211 МП052012690753 МП062012706797 МП022012591829 МП032012609722	FAF - Form AANZ FAF - Form AANZ FAF - Form AANZ FAF - Form AANZ FAF - Form AANZ	AANZFTA AANZFTA AANZFTA AANZFTA AANZFTA	NORMAL NORMAL NORMAL NORMAL	29/05/2012 28/05/2012 13/06/2012 28/02/2012 15/03/2012	FAU-FAF-W-120529-KL-00002           FAU-FAF-W-120528-KL-00002           FAU-FAF-W-120613-KL-00000           FAU-FAF-W-120228-KL-00000           FAU-FAF-W-120315-KL-00000	<ol> <li>Application Approved</li> </ol>	
View View View View View View	MIT052012693211 MIT052012690753 MIT062012706797 MIT022012591829 MIT032012609722 MIT032012598393	FAF - Form AANZ FAF - Form AANZ	AANZFTA AANZFTA AANZFTA AANZFTA AANZFTA	NORMAL NORMAL NORMAL NORMAL NORMAL	29/05/2012 28/05/2012 13/06/2012 28/02/2012 15/03/2012 19/03/2012	FAU-FAF-W-120529-KL-00002           FAU-FAF-W-120528-KL-00002           FAU-FAF-W-120613-KL-00000           FAU-FAF-W-120228-KL-00000           FAU-FAF-W-120315-KL-00000           FAU-FAF-W-120319-KL-00000	24 Application Approved 25 Application Approved 33 Application Approved 36 Application Approved 36 Application Approved 37 Application Approved 37 Application Approved	
View View View View View View	МIT052012893211 MIT052012890753 МIT052012706797 МIT022012591829 MIT032012609722 MIT032012598393 MIT032012613002	FAF - Form AANZ FAF - Form AANZ	AANZFTA AANZFTA AANZFTA AANZFTA AANZFTA AANZFTA	NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL	29/05/2012 28/05/2012 13/06/2012 28/02/2012 15/03/2012 19/03/2012 19/03/2012	FAU-FAF-W-120529-KL-00002           FAU-FAF-W-120528-KL-00002           FAU-FAF-W-120513-KL-00000           FAU-FAF-W-120228-KL-00000           FAU-FAF-W-120315-KL-00000           FAU-FAF-W-120319-KL-00002           FAU-FAF-W-120319-KL-00001	<ol> <li>Application Approved</li> </ol>	
View View View View View View View View	МIT052012893211 MIT052012690753 MIT062012706797 MIT022012591829 MIT032012609722 MIT032012598393 MIT032012613002 MIT042012632407	FAF - Form AANZ FAF - Form AANZ	AANZFTA AANZFTA AANZFTA AANZFTA AANZFTA AANZFTA AANZFTA AANZFTA	NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL	29/05/2012 28/05/2012 13/06/2012 28/02/2012 15/03/2012 19/03/2012 19/03/2012 04/04/2012	FAU-FAF-W-120529-KL-00002           FAU-FAF-W-120528-KL-00002           FAU-FAF-W-120528-KL-00000           FAU-FAF-W-120228-KL-00000           FAU-FAF-W-120315-KL-00000           FAU-FAF-W-120319-KL-00001           FAU-FAF-W-120319-KL-00001           FAU-FAF-W-120319-KL-00001           FAU-FAF-W-120319-KL-00001	<ol> <li>Application Approved</li> </ol>	



# 3.1.6. By Application Type

PLEASE CLICK HERE TO SEARCH	ł		9
Application Type 2	Scheme	Application Date (From)	Application Date (To)
	Endorsement No.	Approved Date (From)	Approved Date (To)
Additition Cost Analysis			
Certificate of Origin Cost Analysis	Company Name	Application ID	3
2			RESET SEARCH

Step 1Filter by Application Type

- 1. Click the Application Type 🔽 dropdown menu for options.
- 2. Choose any Application Type required eg: **Cost Analysis**.
  - Cost Analysis (CA)
  - Certificate of Origin (CO)
  - Additional Cost Analysis (CAA)

# 3. Click SEARCH button to search the result

pplication Ty	pe 😮	Sche	me		Application	n Date (From)	Application Date (To	o)	
Cost Analysis	×	- AAI	NZFTA	× •				<b></b>	
eference No		Endo	rsement No.		Approved	Date <mark>(From)</mark>	Approved Date (To)		
tatus		Com	pany Name		Application	n ID			
Please select		-							
STING								RESET	H
STING				Application	Туре			RESET SEARC	
	Application ID	Application *		Application	Type Application Case	Application Date	Reference No.		
/iew Details	Application ID MIT012012546454					Application Date 10/01/2012	Reference No. FAU-FAN-W-120110-KL-00000	NEW	/ <b>C</b>
View Details		FAN - New	Гуре	Scheme	Application Case			NEW Status 5 Application Approved	
View Details View View	MIT012012546454	FAN - New FAN - New	Type Cost Analysis	Scheme AANZFTA	Application Case NORMAL NORMAL	10/01/2012	FAU-FAN-W-120110-KL-00000	NEW Status & Application Approved & Application Approved	· []



# 3.1.7. Filter By Reference No.

The Reference No. is system-generated after an application is submitted by the Trader.

PLEASE CLICK HERE TO SEARCH			
Application Type 2 Please select Reference No. FMJ-FJN-W-121005-KL-000000	Scheme Please select  Fndorsement No.  Company Name	Application Date (From) Approved Date (From)	Application Date (To) Approved Date (To)
Please select	Company Name	Application ID	RESET SEARCH

Step 1

### Filter by Reference No.

- 1. Enter the **Reference No.** at textbox field, e.g: FMJ-FJN-W-121005-KL-000000
- 2. Click **SEARCH** to display search result as follows:

LEASE CLICK HERE TO SEA								
Application Type 😮	Scheme		Applicatio	n Date (From)		Application Date (To	<b>)</b> )	
Please select	<ul> <li>Please select</li> </ul>	,	•					
Reference No.	Endorsement No.		Approved	Date (From)		Approved Date (To)		
FMJ-FJN-W-121005-KL-000000								
Status	Company Name		Applicatio	n ID				
Please select	▼							
							RESET	SEARCH
STING						[	RESET	SEARCH
STING				Referen	ce No.	]	RESET	SEARCH
STING View Details Application ID	Application Type	Scheme	Application Case	<b>Referen</b> Application Date		ance No.	RESET	
	Application Type FJN - New Cost Analysis	Scheme MJEPA	Application Case NORMAL		Refere	ance No.	Status	NEW





# 3.1.8. Filter By Endorsement No.

The Endorsement No. is system-generated after an application is approved by the Approver.

PLEASE CLICK HERE TO SEARCH	H		,
Application Type 🔗 Please select	Scheme	Application Date (From)	Application Date (To)
Reference No.	Endorsement No. KL-516423P-295514	Approved Date (From)	Approved Date (To)
Status Please select	Company Name	Application ID	2
			RESET

# Step 1 Filter by Endorsement No.

1. Enter the *Endorsement No.* at *By Endorsement No.* text box, e.g., KL-516423P-295514

LEASE CLICK HERE TO	SEARCH						
Application Type 🚱 Please select	Scherr ▼ Pleas	ne e select 👻	Application Date (Fr	om)	Application Date (To)		
leference No.		sement No. 6423P-295514	Approved Date (Fro	m)	Approved Date (To)		
Status	Compa	any Name	Application ID				
Please select	•				R	RESET	RCH
	<b>T</b>				R	RESET	\RCH
				Endorsement			
				Endorsement			
STING		Reference No.	Status	Endorsement Endorsement No.			EW (
STING Scheme Application Case ATIGA NORMAL		Reference No. CPT-CCF-W-120616-KL-0118	Status Application Approved		No. Approved Date	NE	



Application Type 😮	Scheme	Application Date (From)	Application Date (To)	
Please select	▼ AANZFTA ×	- 5	$\bigcirc$	
Reference No.	Endorsement No.	Approved Date (From)	Appro 3 Date (To)	
Status	Company Name	Application ID	SEPTEMBER 2012	
Please select	▼		mon tue wed thu fri sat sun	<u>6</u>
			1 2	
		(4)	4 5 6 7 8 9	ET SEARCH
			10 11 12 13 14 15 16	
ISTING			17 18 September 04, 2012 23	-

# 3.1.9. By Approved Date

### Step 1 Filter by Approved Date

- 1. Click icon 🔟 to display the Calendar.
- 2. Click  $\checkmark$  or  $\triangleright$  to navigate to the previous or next month.
- 3. Click  $\leq$  or  $\geq$  to navigate to the previous or next month.
- Pick any date that you required. Ensure Application Date (To) field is later than Application Date (From) field.
- Alternatively, manually enter the required dates. The format is dd/MM/yyyy.
- 6. Click **SEARCH** button to view the result.

pplication Type	8	Scheme	App	lication Date (From)		n Date (To)	
Please select	Ŧ	AANZFTA	× •				
eference No.		Endorseme	nt No. App	proved Date (From)	Approved	Date (To)	
			08-	-05-2012	05-10-201	2	
tatus		Company Na	ame App	Dication ID			
Please select	*						
STING						RESET	SEARCH
STING	Filter Schem	8		F	ilter Approved Dat	1	
STING	Filter Schem		Reference No.	F	Filter Approved Dat	1	SEARCH NEW
	1		Reference No. FAU-FAF-W-120528-KL-000022	Status		Approved Date	NEW
Scheme	Application Case	Application Date		Status Application Approved	Endorsement No.	Approved Date 7 29/05/2012	NEW Effective Date



Application Type 😮	Scheme	Application Date (From)	Application Date (To)	
Cost Analysis 🗙 🗙	- AIFTA	× • 22-10-2012	22-10-2012	
Reference No.	Endorsement No.	Approved Date (From)	Approved Date (To)	
Status	Company Name	Application ID		
MY TASK 🗙	•			

Step 1 R

**Reset Data** 

- 1. Click RESET button to reset all the data in search panel.
- 2. Automatically all the data have been cleared.

PLEASE CLICK HERE TO SEAF	RCH		*
Application Type 🕑 Please select	Scheme       Please select	Application Date (From)	Application Date (To)
Reference No.	Endorsement No.	Approved Date (From)	Approved Date (To)
Status Please select	Company Name	Application ID	
			RESET SEARCH



# 3.2. Additional Features

There are 5 additional features in View CA / CO Transactions screen:

Isting								
							NEW	
View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	E
	MIT052012682486	FKF- Form AK	AKFTA	NORMAL	21/05/2012	FAK-FKF-W-120521-KL-0028	Apply for Cancellation	k
•								1
	Page 1	of1 🕨 🎽 🤧	Displaying 1	to 10 of 1 items				
20 50	$\smile$							
				TOP				

3.2.1. Number of transaction display

Step 1

Number of Transaction display

- 1. Select a number from the 20 rd drop down list box. The above transactions are searched with the following criteria:
  - Click Filter Scheme drop down list and select AKFTA
  - Click Filter Status drop down list and select My Tasks
- 2. Select Number of transaction display
- 3. Click number to display search result as follows:

Please selec	Type 🧭	ATIGA	×	Applicatio	on Date (From)		Application Date (	To)	
eference N		Endorsement No.	n		Date (From)		Approved Date (To		
creative re					Sare (COM)		hipproted Date (10		í.
tatus		Company Name		Applicatio	on ID				
MY TASK	×	*							
								RESET	SEARCH
			~ .						
TING			J 1	ust a mo	oment				
									NEW C
View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Referen	ce No.	Status	
View Details	Application ID MIT102012000601	Application Type ATIGA New Cost Analysis	Scheme ATIGA	Application Case	Application Date	Referen	oe No.	Status Draft	
View					Application Date	Referen	ce No.		
View	MIT102012000601 MIT102012000600	ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA	NORMAL	Application Date	Referen	ce No.	Draft Draft	
_	MIT102012000601 MIT102012000600 MIT102012000599	ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL	Application Date	Referen	ce No.	Draft Draft Draft	
View View	MIT102012000601 MIT102012000600	ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA	NORMAL	Application Date	Referen	ce No.	Draft Draft	
View View View	MIT102012000601 MIT102012000600 MIT102012000599	ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL	Application Date	Referen	oe No.	Draft Draft Draft	
View View View View	MIT102012000601 MIT102012000600 MIT102012000899 MIT102012000596	ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL	Application Date	Referen	ce No.	Draft Draft Draft Draft	
View View View View	MIT102012000601 MIT102012000600 MIT102012000599 MIT102012000595 MIT102012000597	ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL	Application Date		08 No.	Dratt Dratt Dratt Dratt Dratt	
View View View View View View View	MIT102012000601 MIT102012000600 MIT102012000599 MIT102012000595 MIT102012000597 MIT102012000592	ATIGA New Cost Analysis ATIGA Additional Cost Analysis	ATIGA ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL NORMAL	Application Date			Drat Drat Drat Drat Drat Drat	
View View View View View View View	MIT102012000601 MIT102012000600 MIT102012000699 MIT102012000698 MIT102012000593 MIT102012000592 MIT102012000585	ATIGA New Cost Analysis ATIGA Additional Cost Analysis ATIGA New Cost Analysis	ATIGA ATIGA ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL	Application Date			Dratt Dratt Dratt Dratt Dratt Dratt Dratt	
View View View View View View View View	MIT102012000601 MIT102012000600 MIT102012000599 MIT102012000599 MIT102012000597 MIT102012000592 MIT102012000585 MIT102012000584	ATIGA New Cost Analysis ATIGA Additional Cost Analysis ATIGA New Cost Analysis ATIGA New Cost Analysis ATIGA - Form D	ATIGA ATIGA ATIGA ATIGA ATIGA ATIGA ATIGA	NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL BACK-TO-BACK	Application Date			Dratt Dratt Dratt Dratt Dratt Dratt Dratt Dratt	



STING								
							NEV	v 🗔
View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	E
View	MIT092012000434	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT092012000429	FKF- Form AK	AKFTA	EXHIBITION			Draft	
View	MIT092012000419	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT092012000417	ATIGA - Form D	ATIGA	NORMAL			Draft	
View	MIT092012000413	ATIGA - Form D	ATIGA	BACK-TO-BACK			Draft	
View	MIT092012000404	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT092012000403	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT092012000400	ATIGA - Form D	ATIGA			CPT-CCF-W-120920-KL-000001	Application Queried	
View	мп05012000395	ATIGA Additional	ATIGA	NORMAL			Draft	
View	U1092012000394 (	3 ATIGA New 4 t Analys		NORMAL			Draft	•
10 -	A Page 4	of6 🕨 🕅 🤹 🛙	)isplaving 31	to 40 of 54 items		1		

3.2.2. Page Number Layout

#### Step 1 Page Number

The above transactions are searched with the following criteria:

- Click Filter Scheme drop down list and select ATIGA.
- Click Filter Status drop down list and select My Tasks.
  - 1. Click dropdown to navigate to the early page number respectively.
  - 2. Click dropdown to navigate to the previous number of page.
  - 3. You may enter manually number of page at textbox field.
  - 4. Click dropdown to navigate to the next number of page.
  - 5. Click M dropdown to navigate to the last number of page.
  - 6. Click 濬 dropdown to update the displaying page number.
  - 7. You may view the Displaying 31 to 40 of 56 items record here.



# 3.2.3. Sort transaction columns in Ascending or Descending order

l	ISTING								*
			2						NEW 🔁
	View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	Er
	View	MIT092012000404	ATIGA New Cost 3 vsis	ATIGA	NORMAL			Draft	

- 1. The columns available in the *View Transactions* screen are:
  - App. ID
  - Application Type
  - Application Case
  - Application Date
  - Trader Code
  - Company Name
  - Reference No.
  - Trader Reference No.
  - Status
  - Endorsement No.
- 1. Each column can be sorted in ascending or descending order.
- 2. To view transactions in ascending/increasing order (smallest to largest/earliest to latest), click :; click to view transactions in descending/decreasing order (smallest to largest/earliest to latest).

				Sorted in Asc (in alphabe	ending Order tical order)		NEV	v 🗔
View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	E
View	MIT092012000514	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT092012000434	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	МГТ092012000419	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT092012000404	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	МПТ092012000403	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT102012000596	FAA - Additional Brand / Model	AANZFTA	NORMAL			Draft	
View	МП102012000607	FAN - New Cost Analysis	AANZFTA	NORMAL			Draft	
View	MIT042012653090	FCF - Form E	ACFTA	NORMAL	24/04/2012		Draft	
View	MIT042012653420	FCF - Form E	ACFTA	NORMAL	24/04/2012		Draft	
View	MIT012011286938	FCF - Form E	ACFTA	NORMAL	28/02/2011	FAC-FCF-W-110228-KL-0018	Application Queried	



							NEW	
View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	E
View	MIT102012000611	FIN - New Cost Analysis	AIFTA	NORMAL			Draft	
View	MIT102012000608	ATIGA New Cost Analysis	ATIGA	NORMAL		CPT-CCN-W-121005-KL-000023	Draft	к
View	MIT102012000606	GCN - New Cost Analysis	GSP	NORMAL			Draft	
View	MIT102012000605	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT102012000604	FKN - New Cost Analysis	AKFTA	NORMAL			Draft	
View	MIT102012000603	FPN - New Cost Analysis	MPCEPA	NORMAL			Draft	
View	MIT102012000602	FAN - New Cost Analysis	AANZFTA			FAU-FAN-W-120331-JB-000001	Draft	A
View	MIT102012000594	FJN - New Cost Analysis	MJEPA	NORMAL	05/10/2012	FMJ-FJN-W-121005-KL-000001	Application Submitted	
View	MIT102012000583	ATIGA New Cost Anal	ATIGA	NORMAL	05/10/2012	CPT-CCN-W-121005-KL-000023	Application Approved	K
View	MIT102012000575	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	

3.2.4. Scroll horizontally

- Click arrow to view to end of raw table transaction or click arrow to view the first line transaction.
- 2. You also can scroll arrow horizontally to view all the data.

								NEW 📴
ase	Application Date	Reference No.	Status	Endorsement No.	Approved Date	Effective Date	Expiry Date	Trader Ref.
			Draft					
		CPT-CCN-W-121005-KL-000023	Draft	KL-201210-CCN-192825A				
			Draft					
			Draft					
			Draft					
			Draft					
		FAU-FAN-W-120331-JB-000001	Draft	AANZFTA-192825A-0010				20120323-AA
	05/10/2012	FMJ-FJN-W-121005-KL-000001	Application Submitted					
	05/10/2012	CPT-CCN-W-121005-KL-000023	Application Approved	KL-201210-CCN-192825A				
			Draft					
•								



View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	En
View	MIT102012000718	FCA - Additional Cost Analysis	ACFTA	NORMAL			Draft	
View	MIT102012000717	FFA - Additional Brand / Model	AJCEP	NORMAL			Draft	
View	MIT102012000716	FCN - New Cost Analysis	ACFTA	NORMAL	22/10/2012	FAC-FCN-W-121022-KL-000004	Application Submitted	
View	MIT102012000715	FCA - Additional Cost Analysis	ACFTA	NORMAL			Draft	
View	MIT102012000713	GCA - Additional Cost Analysis	GSP	NORMAL			Draft	
View	MIT102012000712	GCA - Additional Cost Analysis	GSP	NORMAL			Draft	
View	MIT102012000710	ATIGA - Form D	ATIGA	NORMAL			Draft	
View	MIT102012000709	FAA - Additional Brand / Model	AANZFTA	NORMAL			Draft	
View	MIT102012000708	GCA - Additional Cost Analysis	GSP	NORMAL			Draft	
View	MIT102012000707	GCN - New Cost Analysis	GSP	NORMAL			Draft	
•		III	1	1	1			Þ
<b>_</b>	📢 📢 Page 1	of 130 🕨 🔰 🤹	Displaying	1 to 10 a 18 iter	ns			•

3.2.5. Top of Page

- 1. Click button to go to top of page.
- 2. Automatically the page will directly go to top of page.

			SHIMANO COMPONENTS (MALAYSIA) SON BHD
e₽co CA/CAA/CO Transa	ction		Tips
PLEASE CLICK HERE TO SEA	RCH		*
Application Type 😧 Please select Reference No.	Scheme Please select Endorsement No.	Application Date (From) Application D Application D Approved Date (From) Approved Date	
Status Please select	Company Name	Application ID	
LISTING			RESET SEARCH
			NEW 🗔
View Details         Application D           View         MIT102012000235           View         MIT102012000234	Application Type Scheme FCN - New Cost Analysis ACFTA FCN - New Cost Analysis ACFTA	Application Case Application Date Reference No. NORMAL NORMAL	Status En Draft Draft
View 107102012000318	OCN New Cest Assistion OSD	NODIAL	Draft

# Section 4. Using ePCO: Cost Analysis

# 4.1. Cost Analysis (CA)

Traders may submit 3 types of the applications to the MITI officers, this module will focus on:

- Cost Analysis (CA)
- Cost Analysis Additional Brand / Model (CAA)
- Preferential Certificate of Origin (CO)

# 4.2. View Cost Analysis (CA)

The applications with statuses below are for viewing only:

- Application Submitted
- Application Checked
- Application Verified
- Application Recommended for Approval
- Application Approved
- Application Rejected
- Application Resubmitted
- Application Cancelled



# Step 1 View Cost Analysis

EASE CLICK HERE TO SEAR	СН						
opplication Type 😮	Scheme	(	Application	n Date (From)	Application Date (T	ō)	
Please select	ACFTA	×					
eference No.		Q	Approved	Date (From)	Approved Date (To)	)	
	ATIGA						
tatus	AIFTA		Application	n ID			
Application Submitted 🗙						(5)	
Q			-			Ϋ́	
Application Checked	AKETA	-				RESET SEAR	CUL
Application Queried	GSP					RESET SEAK	СН
Application Ready	MPCEPA						
Application Recommended							
	MPCEPA						
Application Recommended for Approval Application Rejected Application Resubmitted	MPCEPA MNZFTA MAFTA MCFTA					NEV	v 🗔
Application Recommended for Approval Application Rejected	MPCEPA MNZFTA MAFTA MCFTA	-				NEV	v 🗔
Application Recommended for Approval Application Rejected Application Resubmitted Application Submitted Application Verified	MPCEPA MNZFTA MAFTA MCFTA	Scheme	Application Case	Application Date	Reference No.	NEV	
Application Recommended for Approval Application Rejected Application Resubmitted Application Submitted Application Verified Apply for Cancellation	MPCEPA MNZFTA MAFTA MCFTA		Application Case	Application Date	Reference No. FAC-FCN-W-120919-KL-00000	Status	
Application Recommended for Approval Application Rejected Application Resubmitted Application Submitted Application Verified	MPCEPA MNZFTA MAFTA MCFTA			Application Date		Status 00 Application Submitted	
Application Recommended for Approval Application Rejected Application Resubmitted Application Submitted Application Verified Apply for Cancellation	MPCEPA MNZFTA MAFTA MCFTA Application Type -CN - New Co View tran	saction A	NORMAL	Application Date	FAC-FCN-W-120919-KL-00000	Status 00 Application Submitted 10 Application Submitted	
Application Recommended for Approval Application Rejected Application Resubmitted Application Submitted Application Verified Apply for Cancellation Draft	MPCEPA MNZFTA MAFTA MCFTA Application Type FCN - New Co View tran FCN - New Cost Analysis	ACFTA	NORMAL	Application Date	FAC-FCN-W-120919-KL-00000 FAC-FCN-W-120919-JB-00000	Status 00 Application Submitted 10 Application Submitted 10 Application Submitted	
Application Recommended for Approval Application Rejected Application Resubmitted Application Submitted Apply for Cancellation Draft	MPCEPA MNZFTA MAFTA MCFTA *CN - New Co View tran *CN - New Cost Analysis FCN - Ne 6 t Analysis	ACFTA ACFTA	NORMAL NORMAL NORMAL		FAC-FCN-W-120919-KL-00000 FAC-FCN-W-120919-JB-00000 FAC-FCN-W-120903-KL-00000	Status 00 Application Submitted 10 Application Submitted 10 Application Submitted	E

- 1. Click filter scheme requested.
- 2. Choose any scheme. Eg: ACFTA
- 3. Click filter Status 🔽 dropdown to select application status.
- 4. Select application Status. Eg: Application Submitted.
- 5. Click **SEARCH** button to view results.

							NEW	
View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	E
6	MIT09201200036:2	FCN - New Cost Analysis	ACFTA	NORMAL		FAC-FCN-W-120919-KL-000000	Application Submitted	
View	МПТ092012000115	FCN - New Cost Analysis	ACFTA	NORMAL		FAC-FCN-W-120919-JB-000000	Application Submitted	
View	MIT092012000100	FCN - New Cost Analysis	ACFTA	NORMAL		FAC-FCN-W-120903-KL-000000	Application Submitted	
View	MIT042009021931	FCF - Form E	ACFTA	ISSUE RETRO	09/04/2009	FAC-FCF-W-120910-KL-000000	Application Submitted	
View	MIT062012717142	FCF - Form E	ACFTA	NORMAL	19/06/2012	FAC-FCF-W-120619-KL-0041	Application Submitted	
•								•

 Click View button to display view Cost Analysis as screen below;



BACK TO MAIN					
ompany Details					
Company Name MULTI TRANS SDN BHD	ROC / ROB No. 516423P				
Company Address Choose Branch Address					
1978 , PERSIARAN RAJA MUDA I	42000	PORT	KLANG, SELANGOR		
Felephone No. (Mobile)	Postcode		Telephone No. (Office)	City	
ax No.	42000 State		Email	PORT KLANG Country	
rader Reference No.					
Finished Pr	oduct				
nished Product					
					Planar (
View Details Finished Product ID	Finished Product	Tariff Code	Brand / Mo	odel Manufacturer L	Jnit Origin C
	3-0001 Prepared unrecorded media f		Click Ho		
FAC-FCN-FP-12080	3-0001 Prepared unrecorded media f	for 852340210	Click He	•	
lote : 1 application can only have	5 finished products added				
tached Document					
					1
A	ttachment				ATTACH DOCUMENT
Document Name	Files Code				
MIT092012000100_1 xisx	PCO_FLOW_CHA PCO_CATALOGU	ART			
MIT092012000100_2.xisx					
		JE			
		JE			
	Applicant Designation	JE	IC / Passport No.	Q'AD0	
Applicant Name	Applicant Designation	licant IC/Passpor 3253663		(Q) ADD	
Applicant Name A Applicant Name A Idad fi	Applicant Designation	licant IC/Passpor		(Q-AD9)	
Applicant Name A applicant Name A zdad fr eclaration Details	Applicant Designation policant Designation App gdegfd 2343	licant IC/Passpor		(Q) ADD	
Applicant Name A applicant Name A adad fr eclaration. Details	Applicant Designation policant Designation App gdegfd 2343	licant IC/Passpor			
Applicant Name A Applicant Name A 2dsd fr eclaration Details Preferred Branch of Ap Kuala Lumpur	Applicant Designation policant Designation App gdegfd 2343	licant IC/Passpor		() ADD	
Applicant Name	Applicant Designation policant Designation App gdegfd 2343	licant IC/Passpor		Telephone No.	
Applicant Name A Applicant Name A 2dsd fi eclaration Details Preferred Branch of Ap Koala Lumpur Declaration Details Iame dgfdg.	Applicant Designation pplicant Designation App ddsgfd 2342 plication Processing Designation fdsafdsa	licant IC/Passpor	t Action		
Applicant Name A Applicant Name A 2dsd fi eclaration Details Preferred Branch of Ap Koala Lumpur Declaration Details Iame dgfdg.	Applicant Designation pplicant Designation App pdsgfd 2341 plication Processing Designation	licant IC/Passpor	t Action		
Applicant Name A Applicant Name A 2dsd fr eclaration Details Preferred Branch of Ap Kuala Lumpur Declaration Details lame dgfdg mail	Applicant Designation applicant Designation App adagnation 2343 plication Processing Designation fdsofdse Date 08-Oct-2012	licant IC/Passpor	t Action IC / Passport No. 1342352 Trader Remarks	Telephone No.	
Applicant Name A adsid fi eclaration Details Preferred Branch of Ap Kuala Lumpur Declaration Details lame dgfdg mall	Applicant Designation policant Designation policant Designation polication Processing Designation fdsafdsa Date 08-Oct-2012 raiue materials / component or n	licant IC/Passpor	t Action IC / Passport No. 1342352 Trader Remarks	Telephone No.	n the cost analysis. It is he
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2dad 1 2d	Applicant Designation  pplicant Designation  pplication Processing  Designation  fdsofdsa Date 08-Oct-2012  raive materials / component or n are true and complete  (FORMAL UNDERTAKIN  prof International Trade and Inder Buise for the liceue of Cedition	IICant IC/Passpor 3253663 on-component NG)	t Action IC / Passport No. 1342352 Trader Remarks or non-determined origin used	Telephone No.	uments, L/ we hereby agree
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Applicant Name Applicant Name Applicant Name Addition Details Applicant Name Addition Details Applicant Name Ap	Applicant Designation  policant Designation  padagfd  plication Processing  Designation  fdsafdsa  Data  Designation  fdsafdsa  Designation  fdsafdsa  plication Processing  (FORMAL UNDERTAKII  ry of International Trade and Indu dard Rules for the issue of Cettifu  ty of International Trade and Indu dard Rules for the issue of Cettifu  ry of International Trade and Indu dard Rules for the issue of Cettifu  ry of International Trade and Indu dard Rules for the issue of Cettifu  to on Store and Cettifue	IIICant IC/Passpor 3253663 on-component on-component NG) stry from time cate Of Origin, story from time to the Ce	t Action IC / Passport No. 1342352 Trader Remarks or non-determined origin used to time granting or certifying Ce etc in force at the time of certific the time of certification of the time of certific tract any claims or demands what trifficates or other documents, or session of stabuloty authority.	Telephone No.	uments. I / we hereby agre having received a copy. Fur e made against them, or an is indemnity being subjecte customs or officials acting a
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Applicant Name Applicant Name Applicant Name Addition Applicant Name Addition Addit Addition Addition Addit Add	Applicant Designation  policant Designation  polication Processing  Designation  fdsafdsa Date 08-Oct-2012  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  polication The issue of Certification  for a legitimate enquiry from hereby permit the issuing Body to	licant IC/Passpor 3253683 on-component NG) sty from time to sty from time to the component to the component sty from time to the component sty from time to the component sty from time to the component to the component sty from time to the component to the compo	t Action IC / Passport No. 1342352 Trader Remarks or non-determined origin used to time granting or certifying Ce etc in force at the time of certifying the time granting or demarks what tifficates or other documents, or presession of statutory authority, etcs, under the power of statutory	Telephone No.	uments. I / we hereby agree having received a copy. Fur e made against them, or subjecte ustoms or officials acting v
Applicant Name Applicant Name Applicant Name Add fi eclaration Details Preferred Branch of Ap Kuala Lumpur Declaration Details Hame Agrag imail Intereby certify that percentage is leclared that the particulars given LETTER OF INDEMNITY In consideration of the Minist Creat and be bound by the Stan LETTER OF INDEMNITY In the part of requests which all them by reason of any fault, defect is part of the enquiry.	Applicant Designation  policant Designation  polication Processing  Designation  fdsafdsa Date 08-Oct-2012  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  polication The issue of Certification  for a legitimate enquiry from hereby permit the issuing Body to	IIICant IC/Passpor 3253663 on-component on-component NG) stry from time cate Of Origin, story from time to the Ce	t Action IC / Passport No. 1342352 Trader Remarks or non-determined origin used to time granting or certifying Ce etc in force at the time of certifying the time granting or demarks what tifficates or other documents, or presession of statutory authority, etcs, under the power of statutory	Telephone No.	uments. I / we hereby agree having received a copy. Fut e made against them, or any is indemnity being subjectee customs or officials acting v
Applicant Name Applicant Name Applicant Name Addition Applicant Name Addition Addit Addition Addition Addit Add	Applicant Designation  policant Designation  polication Processing  Designation  fdsafdsa Date 08-Oct-2012  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  (FORMAL UNDERTAKII  polication The issue of Certification  for a legitimate enquiry from hereby permit the issuing Body to	licant IC/Passpor 3253683 on-component NG) sty from time to sty from time to the component to the component sty from time to the component sty from time to the component sty from time to the component to the component sty from time to the component to the compo	t Action IC / Passport No. 1342352 Trader Remarks or non-determined origin used to time granting or certifying Ce etc in force at the time of certifying the time granting or demarks what tifficates or other documents, or presession of statutory authority, etcs, under the power of statutory	Telephone No.	uments. I / we hereby agree having received a copy. Fut e made against them, or any is indemnity being subjectee customs or officials acting v



### Step 2 View Finished Product

				2			New 🗖
View Details	Finished Product ID	Finished Product	Tariff Code	Brand / Model	Manufacturer	Unit	Origin Crit
View	FAC-FCN-FP-120903-000	Prepared unrecorded media for	852340210	Click Here			
View	FAC-FCN-FP-120903-000	Prepared unrecorded media for	852340210	Click Here			
•							,

- 1. Click View button to view Finished Product details screen.
- 2. Click Click Here hyperlink to view the brand /model.

			<u>BRAND / MC</u> No brand ava					
Finished Pro	oduct						New Co	
View Details	Finished Product ID	Finished Product	Tariff Code	Brand / Model	Manufacturer	Unit	Origin Crite	
View	FAC-FCN-FP-120903-000	Prepared unrecorded media for	852340210	Click Here				

3. As you can see the pop up result will appear at top of page.

BACK TO MAIN			
inished Product - aC-F	CN-FP-120903-000002		
G Back Finished Prod	duct Raw Material		
Tariff Code	Tariff Description	Tariff UOM	Finished Product Ref ID
852340210	Prepared unrecorded media fo	Choose a UOM	
Brand / Model			
Importing Country			
Choose a Country			
Choose a Country			
Choose a Country Manufacturer ROB / ROC No	o. Manufacturer		
	o. Manufacturer		
Manufacturer ROB / ROC No			
Manufacturer ROB / ROC No Address			
Manufacturer ROB / ROC No		State	Country
Manufacturer ROB / ROC No Address Post Code	City		Choose a Country
Manufacturer ROB / ROC No Address		State Telephone No.	

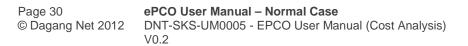
# a. Finish Product Screen



Page 29 © Dagang Net 2012

#### b. Raw Material

🕝 Ва	ack Finished Pr	roduct Ra	w Ma	terial								
escrij	ption of Raw Mater	ial	Coun	try of Origin		HS Code			Supplier			
			Cho	ose a Country				9				
voice	No.			ose a Country of Origin		Value (MYR)			%			
alcula	ate costing using	🗖 Manual								SAVE	FORM	1 FILLER
Гуре	Description of Raw Material	Country of O	rigin	HS Code	Supplier	Invoice No.		try of Origin Group)	Value (MYR)	%	Attached	Action
м	dfs	ALBANIA	•	852340210 ^	CCXV	хссг	IMPO	ORTED 💌	454.0000	100.0000	Attach File	
	o Total - China o Total								0.0000	0.0000		
									Value	%		
Tot	al Material Cost (Lo	ocal, ASEAN 8	Impo	orted)					454.0000	100.0000		
Lab	oour Cost								0	0		
Ove	erhead Cost (Direct	t + Indirect)							0	0		
Oth	iers Cost (If Availat	ole)							0	0		
Tot	al Product Cost								454.0000	100.0000		
Pro	fit								0	0		
FOE	3 Price								454.0000	100.0000		
ema	arks											





# Step 3 Attachment

tached Document		
		ATTACH DOCUMENT
Document Name	Files Code	
	PCO_FLOW_CHART	
MIT092012000100_1.xlsx		

1. Click 🏼

ATTACH DOCUMENT & button to view the document.

2 MIT092012000100_1.xlsx MIT092012000100_2.xlsx	PCO_FLOW_CHART PCO_CATALOGUE	3
		()
MIT092012000100_2.xlsx	PCO_CATALOGUE	
Notes		
The maximum file size for uploads is 2 MB		
+ Attachments with following file extensions are supported (.gif, .jpg, .jpeg, .tif, .pdf,	.doc, .docx, .xls, .xlsx)	

- 2. You may view the document
- 3. Click 💿 button to close the screen.



# 4.3. Applying for New Cost Analysis (CA) Step 1 Create New Cost Analysis

EASE CLIC	CK HERE TO SEA	RCH						
STING								
							1	NEW 🔤
View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	1
View	MIT102012000629	ATIGA - Form D	ATIGA	NORMAL			Draft	
View	MIT102012000628	GCF - Form A	GSP	NORMAL			Draft	
View	MIT102012000627	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT102012000626	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT102012000625	FKN - New Cost Analysis	AKFTA	NORMAL			Draft	
View	MIT102012000618	FJN - New Cost Analysis	MJEPA	NORMAL			Draft	
View	MIT102012000617	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT102012000601	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT102012000600	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	
View	MIT102012000598	ATIGA New Cost Analysis	ATIGA	NORMAL			Draft	

1. Click button to apply new CA.

Please provide Application	type and Scheme	8
Application Type 2	Scheme 3	4
Please select	▼ Please select ▼	SUBMIT

2. Click 🔽 dropdown to select application Type. Eg: CA

Please select	
1	Q
Additition Cost Analysis	2)
Certificate of Origin	
Cost Analysis	

3. Click dropdown to select Scheme. Eg: ACFTA

		Q
ATIGA		-
AIFTA	$\bigcirc$	
AJCEP	<b>9</b>	
AANZFTA	*	
ACFTA		=
AKFTA		
GSP		
MPCEPA		
MNZFTA		
MAFTA		
MCFTA		-



Finished Product Next		b Tariff UOM Choose a UOM	d Finished Product Ref ID
Brand / Model			
mporting Country Choose a Country	e		
Manufacturer ROB / ROC No.	Manufacturer		()
ddress			
lost Code	City	State	Country Choose a Country
ost Code	City Email	State	

#### Step 2 Add Finish Product

#### a. Tariff Code

1.

Click . Tariff Code screen pop up will appear.

riff	AHTN			
	q			Ψ
Э	, Y	Description		
				RESET SEARC
Details	Cada	Description	UOM	
3	210112100	" Coffee pastes" consisting of mixtures of ground ros		
elect	210112100	Corree pastes consisting of mixtures of ground for	KGM	
Select	491000170	"Perpetual" type: of copper	KGM	
Select	491000120	"Perpetual" type: of paper or paperboard	KGM	
Select	844110100	"guillotines" and appratus for cutting photographic pri	UNT	
Select	400610000	- "Camel-back" strips for retreading rubber tyres	KGM	
Select	570210000	- "Kelem", "Schumacks", "Karamanie" and similiar han	МТК	
Select	600110000	- "Long pile" fabrics	KGM	
Select	290351000	1,2,3,4,5,6-Hexachlorocyclohexane	KGM	
Select	290315000 (iv)	1,2-Dichloroethane (ethylene dichloride)	KGM	
	293292000	1-(1,3-Benzodioxol -5-yl) propan-2-one	KGM	

- 2. Tariff Code can be search / display by:
  - i. **Code**: Enter code of tariff here.
  - ii. **Description**: Enter any description.
  - iii. Search: Click search button to search the tariff
  - iv. **Page Navigation**: You may navigate to the previous or next page respectively.
- 3. Click on the Select button to select tariff code.



#### b. Tariff Description

1. The text box is automatically filled once the Tariff Code is selected.

#### c. Brand Model

1. Enter the brand / model name into the text box and click "Enter" at your keyboard.

Brand / Model	0		
Samsung	—Ψ		

2. You may enter another brand into the text box.

Brand / Model	0	
Samsung x Buff	-9	

3. You may remove the brand in the list by click at the brand.

Brand / Model	
Samsung x Buff x	

#### d. Tariff UOM

Tariff UOM	
KILOGRAM	-

- 1. The option in the drop down list is automatically selected once the Tariff Code is selected.
- 2. Alternatively, user may change the UOM option if necessary.

#### e. Importing Country



1. Click the textbox of "Choose a Country" then, automatically dropdown appears at below;



2. Select to add any Importing Country.



Importing Country	
INDONESIA ×	
BRUNEI	
CHINA	5
CAMBODIA	$\bigcirc$
LAOS	
MYANMAR	
PHILIPPINES	
SINGAPORE	
THAILAND	
VIETNAM	

3. You may add another importing country by select any Country in dropdown.

Importing Count	<sup>y</sup> (4)
INDONESIA 🗙	laos 🗙

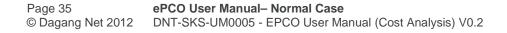
4. You may remove the country in the list by click at the brand.

# f. Manufactured ROB / ROC No.

1. Click . Manufacturer Profile pop up will appear.

Manufacturer Profile				8
ROB / ROC No.	Manufacturer		RESET	SEARCH
View Deta ROB / ROC	Manufacturer	Address 1		Address 2
Select 518762-W	PANTHER PRECISION TOOLS SDN. BHD.	NAGASARI INDUSTRIAL PARK,		NO. 3061, .
•	III			•
10 💌 🚺 🖣 Page 1	of 1 🕨 🔰  Displaying 1 to 10 o	f 1 items		

- 2. Click on the Select button to select tariff code.
- 3. The Manufacturer text box is automatically filled once the Manufacturer Profile is selected.

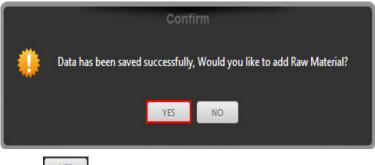




### Step 3 Save Finish Product

	Tariff Description	Tariff UOM	Finished Product Ref ID	-0
210112100	" Coffee pastes" consisting of mixt	KILOGRAM	•	
Brand / Model				
Samsung x Buff x				
Importing Country				
INDONESIA × LAOS ×				
10				
Manufacturer ROB / ROC No.	Manufacturer			
518762-W	PANTHER PRECISION TOOLS SDN			
518762-W	PANTHER PRECISION TOOLS SDN			0.0.00000000
Address				
	NO. 3061, JALAN NAGASARI 1,			
Address				
Address		State	Country	
Address NAGASARI INDUSTRIAL PARK,	NO. 3061, JALAN NAGASARI 1,	State PULAU PINANG	Country MALAYSIA	¥
Address NAGASARI INDUSTRIAL PARK, Post Code	NO. 3061, JALAN NAGASARI 1,			×

- 1. Make sure the entire text box field is filled.
- 2. Click **SAVE** button to save the Finish Product.
- 3. A window pops up appear to confirm the data has been saved successfully as follow.



- 4. Click button to save.
- 5. Automatically Raw Material screen appear.



## Step 4 Raw Material

	Country of Origin	HS Code	Supplier	
	Choose a Country 🔻		•	
ivoice No.	Group Country of Origin	Value (MYR)	%	
	Choose a Country 👻		0	
				SAVE FORM F
alculate costing using 🔲 Manua	al			
Type Description of Raw Material	Country of Origin HS Code	Supplier Invoice No. Country of Or	igin (Group) Val	ue (MYR) % Attached
Sub Total - Local			0.0000	0.0000
Sub Total - Asean			0.0000	0.0000
Sub Total - Imported			0.0000	0.0000
Sub Total - China			0.0000	0.0000
Sub Total			0.0000	0.0000
			Value	%
Total Material Cost (Local, ASEA	N & Imported)		0.0000	0.0000
Labour Cost			0	0
	)		0	0
Overhead Cost (Direct + Indirect	· ·			
Overhead Cost (Direct + Indirect Others Cost (If Available)			0	0
	•		0.0000	0.0000
Others Cost (If Available)	*			

1. Enter Description of Raw Material text box.

Country of Origin	
Choose a Country	
	9
HUNGARY	-
ICELAND	
INDIA	
INDONESIA	
IRAN,ISLAMIC REPUBLIC OF IRR	=
IRAQ	
IRELAND	5
ISLE OF MAN	
ISRAEL	
ΠΑLΥ	-

2. Click at Country of Origin text box then, automatically country dropdown appear. Select the country.



3. The Group Country of Origin text box is automatically filled once the Country is selected.

HS Code		

4. Click . HS Code pop up will appear.

AHTN		Description		RESET SEARCH
View Details	Code	Description	UOM	
Select	5702100000	- "Kelem", "Schumacks", "Karamanie"and similar hand	МТК	
Select	491000015	- "Perpetual" type, of aluminium	KGM	
Select	4910000017	- "Perpetual" type, of copper	KGM	
Select	4910000013	- "Perpetual" type, of glass	KGM	
Select	4910000016	- "Perpetual" type, of nickel	KGM	
Select	4910000012	- "Perpetual" type, of paper or paperboard	KGM	
Select	4910000011	- "Perpetual" type, of plastics	KGM	
Select	4910000014	- "Perpetual" type, of wood	KGM	
Select	4910000019	- "Perpetual" type, other	KGM	
Select	8441102010	"Guillotines" and apparatus for cutting photograp	UNT	

- 5. Click on the Select button to select tariff code.
- 6. Enter Name of Supplier.
- 7. Enter Invoice No.
- 8. Enter Value (in MYR).
- 9. Enter the Percentage (%).
- 10. Click **SAVE** button to automatically calculate.
- 11. Raw Material automatically list in box.

Calculate costing using 🗐 Manual										
Туре	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached	Action
M [	Coffee		2101111000 ^	Nescafe	128293	ASEAN	200.0000	12.0000	Attach File	Q 😔

Γ



٦

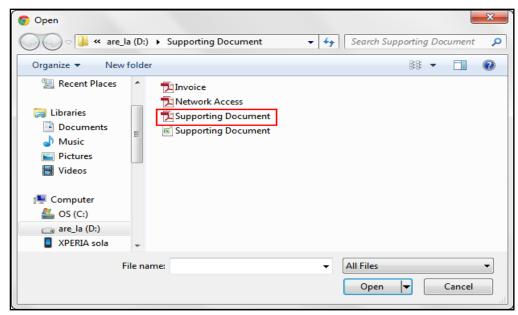
Step 5 Upload Raw Material Attachments

Calcul	ate costing using	Manual								
Туре	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached	Action
М	Coffee		2101111000 ^	Nescafe	128293	ASEAN	200.0000	100.0000	Attach File	<b>0</b>

- 1. Click tutach button to upload raw material for a finished product.
- 2. Attachment for Raw Material screen pop up appear;
- 3. **Important:** Please make sure that the first (1<sup>st</sup>) file uploaded is the Invoice; the second (2<sup>nd</sup>) upload will be the Importing Country CO while the rest will be treated as Additional Materials.

Jpload Document	
	IMPORTANT: Please make sure that the first (1st) file uploaded is the Invoice, the second (2nd) upload will be the Importing Country CO while the rest will be treated as Additional Materials.
Notes	
• The maximum file	e size for uploads is 2 MB
	following file extensions are supported (.gif, .jpg, .jpeg, .tif, .pdf, .doc, .docx, .xls, .xlsx)

- 4. Click + Add files... button to upload attachment.
- 5. A window pops up to select a file.





- Select any file to upload then, click Open v to attach a file and close pop-up window. Alternatively, click
   Cancel to exit pop-up window.
- 7. Note: The file extension supported is .JPEG, .JPG, .GIF, .TIG, .PDF, .DOC, .XLS, .DOCX, .XLSX. The maximum file size for the attachment is 2MB.

	: Please make sure that it will be treated as Addi		d is the Invoice, the second (2	nd) upload will be the Importi	ing Country CO
Supporting Document.pdf	59.93 KB		O Start	O Cancel	Invoice
lotes					
<ul> <li>The maximum file size for u</li> <li>Attachments with following fi</li> </ul>		ipported (.gif, .jpg, .j	peg, .tif, .pdf, .doc, .docx,	.xls, .xlsx)	

- 8. Click Start to upload the attachment or Click Cance to cancel the attachment.
- 9. Alternately, you may click 😨 to exit the screen.

#### Step 6

**Delete Raw Material Attachments** 

Add files IMPORTANT: Please make sure that the while the rest will be treated as Addition	e first (1st) file uploaded is the Invoice, the second (2 nal Materials.	nd) upload will be the Importing Country Co
MIT102012000832_1.pdf	🛍 Delete	PCO_INV
MIT102012000632_2.pdf	🛍 Delete	PCO_IMP_CCO
MIT102012000632_3.pdf	🟛 Delete	NORMAL FILE
otes		
<ul> <li>The maximum file size for uploads is 2 MB</li> <li>Attachments with following file extensions are sup;</li> </ul>	ported (.gif, .jpg, .jpeg, .tif, .pdf, .doc, .docx,	.xls, .xlsx)

1. Click **Delete** to delete attachment.

2. Click sto exit Attachment for Raw Material screen without uploading any attachment.



Step 7 Edit Raw Material

Туре	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached	Action
М	Coffee		2101111000 ^	Nescafe	128293	ASEAN 💌	200.0000	53.7634	View File	<u>e</u> e
M	nescafe	INDONESIA 💌	0901902000 ^	nestle	127293	ASEAN 💌	172.0000	46.2366	View File	82 6

1. You can edit Country Of Origin by select V dropdown.



- 2. Edit HS Code by select V dropdown.
- 3. Automatically, Tariff screen appear.

AHTN				
Code		Description		RESET SEARCH
View Details	Code	Description	иом	
Select	5702100000	- "Kelem", "Schumacks", "Karamanie" and similar hand	МТК	
Select	4910000015	- "Perpetual" type, of aluminium	KGM	
Select 4910000017 -"		- "Perpetual" type, of copper	KGM	
Select	4910000013	- "Perpetual" type, of glass	KGM	
Select	4910000016	- "Perpetual" type, of nickel	KGM	
Select	4910000012	- "Perpetual" type, of paper or paperboard	KGM	
Select	4910000011	- "Perpetual" type, of plastics	KGM	
Select	4910000014	- "Perpetual" type, of wood	KGM	
Select	4910000019	- "Perpetual" type, other	KGM	
Select	8441102010	"Guillotines" and apparatus for cutting photograp	UNT	

4. You can edit by click Select button to select Tariff.



5. Edit Country of Origin (Group) by click 🔽 dropdown.

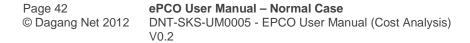


 You may edit "Description of Raw Material", "Supplier", "Invoice Number", "Value (MYR) and "%" percentage on its textbox.

Туре	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached	Action
Μ	Coffee	INDONESIA 💌	2101111000 ^	Nescafe	128293	ASEAN	200.0000	53.7634	View File	٩
Μ	nescafe	INDONESIA 💌	0901902000 ^	nestle	127293	ASEAN	172.0000	46.2366	View File	Q

- 7. To update the table click 🤷 to update the raw material.
- 8. A window pop up appear at top of page to confirm data has been updated successfully.

				Data has beer	n updated suc	cessfully				
Calc	ulate costing using l	🛙 Automatic								
Туре	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached	Action
М	Coffee	INDONESIA 💌	2101111000 ^	Nescafe	128293	ASEAN	200.0000	53.7634	View File	Q
Μ	nescafe	INDONESIA 💌	0901902000 ^	nestle	127293	ASEAN	172.0000	46.2366	View File	Q





Туре	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached	Action
Μ	Coffee	INDONESIA 💌	2101111000 ^	Nescafe	128293	ASEAN	200.0000	53.7634	View File	Q
М	nescafe	INDONESIA 💌	0901902000 ^	nestle	127293	ASEAN	172.0000	46.2366	View File	Q

- 1. Click <sup>©</sup>button to delete data in raw material.
- 2. Window pop up screen appear;

		Conf	irm		
	٠	Are you sure to de	elete the ite	:m?	
		YES	NO		
3.	Click delete.	to confirm del	ete or Cl	ick <u>no</u> to	cancel
	Data has b	een deleted successfully			

<i>.</i>				Data has bee	n deleted succ	essfully					
Calculate costing using 🗹 Automatic											
Туре	Description of Raw Material	Country of Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached	Action	
М	Coffee	INDONESIA 💌	2101111000 ^	Nescafe	128293	ASEAN	200.0000	100.0000	View File	Q	

4. Window screen appear at top of page to confirm data has been deleted successfully.



П

## Step 9 Update Raw Materials

escription o	f Raw Mater	rial	Coun	try of Origin		HS Code		Supplier				
			Cho	ose a Country	~							
voice No.				Country of Origin		Value (MYR)		%				
			Cho	ose a Country	-			0				
									SAVE	FOR	M FILL	ER
alculate co:	sting using	🗷 Automa	atic									
	otion of Raw laterial	Country of	Origin	HS Code	Supplier	Invoice No.	Country of Origin (Group)	Value (MYR)	%	Attached	Ac	tion
M Coffee	:	INDONES	IA 💌	2101111000 ^	Nescafe	128293	ASEAN	220.0000	100.0000	View File	<u>69</u>	¢
Sub Total	- Local							0.0000	0.0000	]		
Sub Total	Sub Total - Asean							220.0000	100.0000	)		
Sub Total	- Imported							0.0000	0.0000	)		
Sub Total	- China							0.0000	0.0000	]		
Sub Total								220.0000	100.0000	]		
								Value	%			
Total Mate	erial Cost (L	ocal, ASEAN	1 & Impo	orted)				220.0000	100.0000			
Labour Co	ost							0.0000	0.0000	]		
Overhead	Cost (Direc	t + Indirect)						0.0000	0.0000	)		
	st (If Availal							0.0000	0.0000	, 		
Total Proc	luct Cost							220.0000	100.0000			
Profit								0.0000	0.0000	, 		
FOB Price								220.0000	100	, 		
emarks	aterial obtai	ned from lo ion from ASE	cal comp AN cour	any or manufacture tries using Form E or	rlImported- R: r declaration o	aw material obta f origin;(Brunei,Ir	ined from the Impor idonesia,Philippines,!	tation from Non-	ASEAN countri	es ASEAN- F ,Myanmar,C	Raw m	d

- 1. You can calculate costing using Automatic by tick the checkbox or untick for Manual
- 2. Click UPDATE button to update all the data.
- 3. Window pop up appear at top of page to confirm data has been updated successfully.

Data has been updated successfully			
Total Material Cost (Local, ASEAN & Imported)	Value 220.0000	%	
 Labour Cost	0.0000	0.0000	



## Step 10 Proceed to Next Page

Finished Product FAC-FCN-FP-	121014-000005		
G Back Finished Product	Raw Material Next 📀		
Description of Raw Material	Country of Origin Choose a Country	HS Code	Supplier
		t O button to proce	ed to Next page.
BACK TO MAIN	A [ MIT102012000632 ]		
Company Details Company Name AARHUSKARLSHAMN ASIA-PACIF	ROC / ROB No. 516423P		
Company Address Choose Branch Address ~	MENARA KH	N SULTAN ISMAIL	
Telephone No. (Mobile)	Postcode S0250	Telephone No. (Office)	City KUALA LUMPUR
Fax No. Trader Reference No.	State	Email	Country
	Finished Product Coffee pastes" consisting of m 210112100 m ished products added		Manufacturer Unit Origin Crite PANTHER PRECISION KOM
Attached Document	Files Code		ATTACH DOCUMENT @
Authorised Applicant Applicant Name	Applicant Designation	IC / Passport No.	( ADD
с. , , , , , , , , , , , , , , , , , , ,	ant Designation Applicant IC/Passpo	rt Action	
Declaration Details Preferred Branch of Applic	ation Processing		
Choose Branch +	-		
Name	Designation Date 14-Oct-2012	IC / Passport No.	Telephone No.
I hereby certify that percentage value declared that the particulars given are	materials / component or non-component true and complete	: or non-determined origin used as a p	proportion is a stated in the cost analysis. It is heret
LETTER OF INDEMNITY (FO			
In consideration of the Ministry of accept and be bound by the Standard that I / we will at all times keep the iss them by reason of any fault, defect, on all statutory provisions to the contrary, authority of a Court Order, I / we here as part of the enquiry.	International Trade and Industry from time Rules for the issue of Centificate Of Origin, uing body and its officials indemnified aga asison or inaccuracy in the content of the Ce om a legitimate enquiry from someone in p by permit the issuing Body to allow direct acc	to time granting or certifying Certificat etc in force at the time of certification, inst any claims or demands whatsoever trificates or other documents, or in the ossession of statutory authority, e.g. Po cess, under the power of statutory author the power of statutory authors	e of Origin or other documents. L/ we hereby agree to of which L/ we confirm having received a copy. Furth which may at any time be made against them, or any manner of their issue, this indemnity being subjected to lice, inland Revenue & Customs or officials acting will origi, to such commercial information as may be required.
			Update this application as



#### a. View, verify and/or enter necessary details in *Company Details* Section

Company Name	ROC / ROB No.			
AARHUSKARLSHAMN ASIA-PACIF	516423P			
Company Address				
Choose Branch Address 🛛 👻				
LOT 26, 03-04, 26TH FLOOR	MENARA KH	JALAN SULTAN ISMAIL		
	Postcode	Telephone No. (Office)	City	
Telephone No. (Mobile)				
Telephone No. (Mobile)	50250		KUALA LUMPUR	
	50250 State	Email	KUALA LUMPUR Country	
Telephone No. (Mobile) Fax No.		Email		

1. Click Company Address dropdown to choose Branch Address.

Company Address	
Choose Branch Address	
	٩
AARHUSKARLSHAMN ASIA- PACIFIC SDN BHD	

- 2. The Company Details text box is automatically filled once the Company Address is selected.
- 3. You may update further information in *Company Details* section if necessary.

#### b. Add / Delete Finish Product in New Cost Analysis Screen

Trader may add or delete more than 1 finished product in a new CA application.

i. Add another Finished Product in *New Cost Analysis* Screen.

1. Click button to add another finished product details. Repeat *Step 1*.

Note:	1 application	can only have 5	5 finished	products added.
-------	---------------	-----------------	------------	-----------------

Finished Pro	duct						*
							New 📴
View Details	Finished Product ID	Finished Product	Tariff Code	Brand / Model	Manufacturer	Unit	Origin Crite
View	FAC-FCN-FP-121014-000	" Coffee pastes" consisting of m	210112100	Click Here	PANTHER PRECISION	KGM	
•		III					÷.
Note : 1 appli	cation can only have 5 fini:	shed products added					



- ii. Delete 1 or more Finished Product in *New Cost Analysis* Screen.
  - 1. Scroll horizontally to the right until end of data.

							New 🗔
f Code	Brand / Model	Manufacturer	Unit	Origin Criteria	Orinin Criteria %	Importing Country	Action
12100	Click Here	PANTHER PRECISION		ongin criteria		ID	Delete
<u>.</u>					ш		Ŀ

- 2. Click Delete button to delete the data.
- 3. Window pop up screen appear;





#### c. Attachment Section

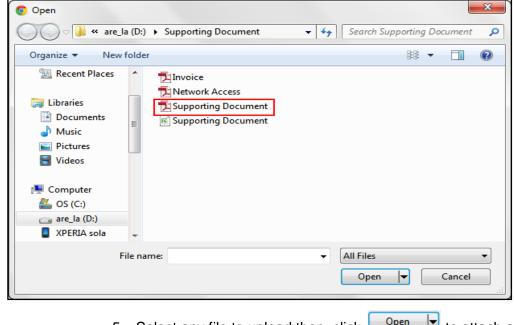
#### i. Attach Document

Attached Document		*
		ATTACH DOCUMENT 🥥
Document Name	Files Code	

- 1. Click ATTACH DOCUMENT @ button to upload attachment to the application.
- 2. Upload Document screen appear.

pload Documer	t
+ Add files	IMPORTANT: Please make sure that the first (1st) file uploaded is the Products processing flow chart, the second (2nd) upload will be the Products Photo / Catalogue while the rest will be treated as Additional Materials.
lotes	

- 3. Click + Add files... button to add files.
- 4. A window pop up to select files.



Select any file to upload then, click Open I to attach a file and close pop-up window. Alternatively, click

Cancel to exit pop-up window.



**Note:** The file extension supported is .JPEG, .JPG, .GIF, .TIG, .PDF, .DOC, .XLS, .DOCX, .XLSX. The maximum file size for the attachment is 2MB.

		lst) file uploaded is the Pro	 the second (2nd) upload will be
Supporting Document.pdf	59.93 KB	O Start	Products processing flow cha
otes			
The maximum file size f	or uploads is 2 MB		

- Click click to upload the attachment or Click to cancel the attachment.
- 7. Alternately, you may click 🔹 to exit the screen.
- ii. Delete Attachment

	hat the first (1st) file uploaded is the Products processing flow chart, the second (2) e the rest will be treated as Additional Materials.	nd) upload will be the
MIT102012000632_1.pdf	Delete PCO_FLOW_CH	ART
MIT102012000632_2.pdf	Delete PCO_CATALOG	UE
Otes • The maximum file size for uploads is 2 MB		
The maximum me size for uploads is z mb		

- 1. Click **Delete** to delete attachment.
- 2. Click sto exit Upload Document screen without uploading any attachment



#### d. Authorized Applicant

## Step 1 Search Applicant Name

Authorised Applicant					*
Applicant Name	Applicant Design	nation	C / Passport No.	() ADD	
Applicant Name	Applicant Designation	Applicant IC/Passport	Action		

1. Click . Authorized Applicant Profile pop up will appear.

Authorised	Applicant Profile			Q
Applicant Na	me (i) Aı	oplicant Designation		RESET SEARCH
View Details	Applicant Name	Applicant Designation	IC / Passport No.	
View	Jaclyn Victor	Assistant Manager	780404105486	
View	ZULKIFLI BIN HAMID	BIG BOSS	890417025109	
View	POH SAI SEE	PENGURUS KANAN	711221075470	
View	sdfsdf		1212	(iv)
10 💌	A Page 1 of 1	🕨 🔰 🤔 Display	ing 1 to 10 of 4 items	

- 2. Authorised Applicant Profile can be search / display by:
  - i. **Applicant Name**: Enter Applicant Name here.
  - ii. Applicant Designation: Enter any designation.
  - iii. Search: Click search button to search the tariff
  - iv. **Page Navigation**: You may navigate to the previous or next page respectively.
- 3. Click on the view button to select Applicant.
- 4. The Applicant Designation and IC Passport text box is automatically filled once the Applicant Name is selected.



#### Step 2 Add Applicant

Authorised Applicant				*
Applicant Name ZULKIFLI BIN HAMID	Applicant Design		sport No. 025109	() ADD
Applicant Name	Applicant Designation	Applicant IC/Passport	Action	

## 1. Click O ADD button to add Authorised Applicant to table.

		Data has been save	d successfully		
Authorised Applicant	:				¥
Applicant Name	Applicant Desi	gnation IC / Pa	ssport No.	() ADD	
Applicant Name	Applicant Designation	Applicant IC/Passport	Action		

- 2. The table will automatically is filled once you add the button.
- 3. Window screen appear at top of page to confirm data has been saved successfully.



#### Step 3 Delete Applicant

pplicant Name	Applicant Des	signation I	IC / Passport No.		
				() ADD	
	And lines & Descine a final	A 10/D	A - H		
	Applicant Designation	Applicant IC/Passport	Action		
Applicant Name ZULKIFLI BIN HAMID	Applicant Designation BIG BOSS	Applicant IC/Passport 890417025109	Action		

- 1. Click Delete button to delete the data.
- 2. Window pop up screen appear;

		Confir	m	
	٠	Are you sure to dele	ete the item?	
		YES	NO	
3.	Click YES delete.	to confirm delet	e or Click	to cancel

#### e. Declaration Details Section

1

## Step 1 Preferred Branch of Application Processing

	Choose Branch	-
•	Click branch 🔽 dropdown to	choose branch.
	Choose Branch	
	٩	
	Ipoh	
	Johor Bahru	
	Kota Bharu	
	Kuala Lumpur	
	Kuantan	
	Pulau Pinang	
	Sabah	
	Sarawak	

2. Select any branch.



#### **Step 2 Declaration Details**

Name	Designation	IC / Passport No.	Telephone No.
Email	Date 15-Oct-2012	Trader Remarks	
I hereby certify that percentage value n declared that the particulars given are tri		or non-determined origin used as a pro	portion is a stated in the cost analysis. It is hereby

1. Click	٩,	. Declaration	Applicant	profile	pop u	o will	appear
		1 Boolaration	, applically	promo		• ••••	appoar

Declaration	n Applicant Profile			8
Applicant Na	me l Ap	plicant Designation	-0	RESET SEARCH
View Details	Applicant Name	Applicant Designation	IC / Passport No.	
View	Jaclyn Victor	Assistant Manager	780404105486	
View	ZULKIFLI BIN HAMID	BIG BOSS	890417025109	
View	PUNCH INDUSTRY (DALIAN) CO		8641190000000	
View	POH SAI SEE	PENGURUS KANAN	711221075470	
View	dasda	dasdas	12312312312312	
View	12312	3123123	123123123123	
10 💌	A Page 1 of 1	🕨 📔 🤔 Displaying	1 to 10 of 6 items	

- 2. Declaration Applicant Profile can be search / display by:
  - i. Applicant Name: Enter applicant name here.
  - ii. Applicant Designation: Enter any designation.
  - iii. Search: Click search button to search the applicant.
  - iv. Page Navigation: You may navigate to the previous or next page respectively.
- View button to select Applicant 3. Click on the
- 4. The Applicant Designation and IC Passport text box is automatically filled once the Applicant Name is selected.
- 5. User may change the telephone number if necessary.
- 6. Date is automatically set to current/today's date. User is not allowed to change.
- 7. Enter Trader and Email field.

			Declaration Details
Telephone No.	IC / Passport No.	Designation	Name
04-3984826	711221075470	PENGURUS KANAN	POH SAI SEE
	Trader Remarks	Date	Email
	remarks	15-Oct-2012	pse@gmail.com
2			



Page 53

f.

#### Letter of Indemnity Section

1. Tick <sup>I</sup> check box under this section to accept and be bound by the Standard Rules for the issue of Certificate of Origin etc in force at the time of the certification and other terms and conditions bounded, as follow:

#### LETTER OF INDEMNITY (FORMAL UNDERTAKING)

In consideration of the Ministry of International Trade and Industry from time to time granting or certifying Certificate of Origin or other documents. I / we hereby agree to accept and be bound by the Standard Rules for the issue of Certificate Of Origin, etc in force at the time of certification, of which I / we confirm having received a copy. Further that I / we will at all times keep the issuing body and its officials indemnified against any claims or demands whatsoever which may at any time be made against them, or any of them by reason of any fault, defect, omission or inaccuracy in the content of the Certificates or other documents, or in the manner of their issue, this indemnity being subjected to all statutory provisions to the contrary.

In the event of requests which stem from a legitimate enquiry from someone in possession of statutory authority, e.g. Police, Inland Revenue & Customs or officials acting with authority of a Court Order, I / we hereby permit the issuing Body to allow direct access, under the power of statutory authority, to such commercial information as may be required as part of the enquiry.

# 4.4. Submit Cost Analysis

4.4.1. Update Cost Analysis

ompany Details				
Company Name	ROC / ROB No.			
AARHUSKARLSHAMN ASIA-PACIF	516423P			
Company Address AARHUSKARLSHAMN ASIA-PA				
LOT 26, 03-04, 26TH FLOOR	MENARA KH	JALAN SULTAN ISMAIL		
Felephone No. (Mobile)	Postcode	Telephone No.	Office) City	
As Maria A Anthe Asia	59259	A	a mana mana	M. M
In consideration of the Ministry of ccept and be bound by the Standard hat I / we will at all times keep the iss hem by reason of any fault, defect, on I istatutory provisions to the contrary. I the event of requests which stem fr uthority of a Court Order, I / we here!	International Trade and Ir I Rules for the issue of Cer suing body and its officials ission or inaccuracy in the rom a legitimate enquiry fr	ndustry from time to time granting o tificate Of Origin, etc in force at the s indemnified against any claims or o content of the Certificates or other om someone in possession of statu	time of certification, of which I / w emands whatsoever which may at locuments, or in the manner of the ory authority, e.g. Police, Inland Re	ve confirm having received a copy. Furth any time be made against them, or any eir issue, this indemnity being subjected t evenue & Customs or officials acting wit
In consideration of the Ministry of ccept and be bound by the Standard nat 1 / we will at all times keep the iss nem by reason of any fault, defect, on I statutory provisions to the contrary. I the event of requests which stem fr uthority of a Court Order, 1 / we here!	International Trade and Ir I Rules for the issue of Cer suing body and its officials ission or inaccuracy in the rom a legitimate enquiry fr	ndustry from time to time granting o tificate Of Origin, etc in force at the s indemnified against any claims or o content of the Certificates or other om someone in possession of statu	time of certification, of which I / w emands whatsoever which may at locuments, or in the manner of the ory authority, e.g. Police, Inland Re	ve confirm having received a copy. Furth any time be made against them, or any eir issue, this indemnity being subjected evenue & Customs or officials acting wi
In consideration of the Ministry of sccept and be bound by the Standard hat 1/ we will at all times keep the iss hem by reason of any fault, defect, on il statutory provisions to the contrary, n the event of requests which stem fr uthority of a Court Order, 1/ we here!	International Trade and Ir I Rules for the issue of Cer suing body and its officials ission or inaccuracy in the rom a legitimate enquiry fr	ndustry from time to time granting o tificate Of Origin, etc in force at the s indemnified against any claims or o content of the Certificates or other om someone in possession of statu	time of certification, of which I / w emands whatsoever which may at locuments, or in the manner of the ory authority, e.g. Police, Inland R rer of statutory authority, to such c	ve confirm having received a copy. Furth any time be made against them, or any irr issue, this indemnity being subjected i evenue & Customs or officials acting wit commercial information as may be require application as
In consideration of the Ministry of ccept and be bound by the Standard hat 1/ we will at all times keep the iss hem by reason of any fault, defect, on il statutory provisions to the contrary, n the event of requests which stem fr uthority of a Court Order, 1/ we here!	International Trade and Ir I Rules for the issue of Cer suing body and its officials ission or inaccuracy in the rom a legitimate enquiry fr	ndustry from time to time granting o tificate Of Origin, etc in force at the s indemnified against any claims or o content of the Certificates or other om someone in possession of statu	time of certification, of which I / w mands whatsoever which may at Jocuments, or in the manner of the ory authority, e.g. Police, Inland R eer of statutory authority, to such c	ve confirm having received a copy. Furth any time be made against them, or any irr issue, this indemnity being subjected i evenue & Customs or officials acting wit commercial information as may be require application as
In consideration of the Ministry of ccept and be bound by the Standard hat 1/ we will at all times keep the iss hem by reason of any fault, defect, on il statutory provisions to the contrary, n the event of requests which stem fr uthority of a Court Order, 1/ we here!	International Trade and Ir I Rules for the issue of Cer suing body and its officials ission or inaccuracy in the rom a legitimate enquiry fr	ndustry from time to time granting o tificate Of Origin, etc in force at the s indemnified against any claims or o content of the Certificates or other om someone in possession of statu	time of certification, of which I / w emands whatsoever which may at locuments, or in the manner of the ory authority, e.g. Police, Inland R rer of statutory authority, to such c	ve confirm having received a copy. Furth any time be made against them, or any irr issue, this indemnity being subjected evenue & Customs or officials acting wi commercial information as may be require application as
accept and be bound by the Standard that I / we will at all times keep the iss them by reason of any fault, defect, on all statutory provisions to the contrary. In the event of requests which stem fr	International Trade and Ir I Rules for the issue of Cer suing body and its officials ission or inaccuracy in the rom a legitimate enquiry fr	ndustry from time to time granting o tificate Of Origin, etc in force at the s indemnified against any claims or o content of the Certificates or other om someone in possession of statu	time of certification, of which I / w emands whatsoever which may at locuments, or in the manner of the ory authority, e.g. Police, Inland R ver of statutory authority, to such c Update this Draft	application as



Draft

Application Ready Application Submitted

## 4.4.2. Update as a Draft

	Update 1 Draft	this applica	ation as	UPDA		
1.	Click	dropdow	n to selec	t update as dra	ft.	
2.	Click	UPDATE	outton to s	ave the applica	tion.	
3.	Window	alert scre	een appea	ar;		
	(	Data I	Alë has been sav Yi	red successfully		
4.	Click	YES butto	on to save			
5.	This CA	applicati	on status	remains as ' <b>Dra</b>	aft'.	
6.	Click	Э ВАСК ТО М	at top	of page to viev	v the application	on.
PLEASE CLICK HERE TO SEARCH						\$
PLEASE CLICK HERE TO SEARCH         Application Type ?         Please select         Reference No.         Status         MY TASK    Company Name		Application Approved E Application	Date (From)	Application Date (T Approved Date (To)		*
Application Type 2 Scheme ACFTA Reference No. Status Company Name	10.	Application Approved E	Date (From)	Approved Date (To)		•
Application Type  Please select Please select Company Name MY TASK X	lo. e Scheme	Application Case	Date (From)	Approved Date (To)	RESET SEARCH	•
Application Type  Please select Please select Reference No. Endorsement M Company Name MY TASK X T  USTING	e Scheme is ACFTA	Application Approved I Application	Date (From)	Approved Date (To)	RESET SEARCH	•
Application Type  Please select Please select Reference No. Endorsement f Status MY TASK X   USTING  User MIT102 12000632 FCN - New Cost Analys View MIT102 12000630 FCN - New Cost Analys	e Scheme is ACFTA	Application Approved I Application Application NORMAL	Date (From)	Approved Date (To)	RESET SEARCH	•
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Application Type ?       Scheme         Please select       ACFTA         Reference No.       Endorsement f         Status       Company Name         MY TASK       X         MY TASK       X         View Details       Application ID         View       MIT102012000632       FCN - New Cost Analys         View       MIT02012000630       FCN - New Cost Analys         View       MIT02012000370       FCN - New Cost Analys         View       MIT042012853090       FCF - Form E         View       MIT042012853420       FCF - Form E	e Scheme is ACFTA is ACFTA is ACFTA ACFTA	Application Application Approved E Application Application NORMAL NORMAL NORMAL NORMAL NORMAL NORMAL	Date (From) Date (From) Date (From) Date (From) Date (From) Date (24/04/2012	Approved Date (To)	RESET SEARCH	•
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Application Type        Scheme         Please select       ACFTA         Reference No.       Endorsement f         Status       Company Name         MY TASK       X         MY TASK       X         View       MIT02012000632       FCN - New Cost Analyst         View       MIT02012000630       FCN - New Cost Analyst         View       MIT02012000307       FCN - New Cost Analyst         View       MIT020120003070       FCN - New Cost Analyst         View       MIT042012853420       FCF - Form E         View       MIT042012853420       FCF - Form E         View       MIT0420128653420       FCF - Form E         View       MIT012011286938       FCF - Form E	lo. e Scheme is ACFTA is ACFTA ACFTA ACFTA ACFTA ACFTA	Application Approved E Application Application Second Second Application Second Second Application Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second S	Date (From)	Reference No.	RESET SEARCH	•

7. Click filter Scheme and select ACFTA



- 8. Click Status and select MY TASK
- 9. Click **SEARCH** to display the filtered search results; take note that the transactions are for ACFTA.
- 10. Click View button to view New Cost Analysis screen of this application.

## 4.4.3. Update as Ready

	Update this application as 1 Application Ready UPDATE
1.	Click dropdown to select update as Application Ready.
2.	Click UPDATE button to save the application.
3.	Window alert screen appear;
4.	Not allow to edit at top of page.
	Not allow to edit
_	
	Alert Data has been saved successfully YES
5.	Click yes button to save.
6.	This CA application status remains as ' <b>Application Ready</b> '.
7.	Click BACK TO MAIN at top of page to view the application
8.	Click filter Scheme and select ACFTA
9.	Click Status and select Application Ready
10.	. Click <b>SEARCH</b> to display the filtered search results; take note that the transactions are for ACFTA.
11.	Click View button to view New Cost Analysis screen of this application.



PLEASE CLICK HERE TO SEARC	Н		<u>^</u>			*
Application Type 🚱 Please select	Scheme ACFTA	× -	8 Application	n Date (From)	Application Date (T	o)
Reference No.	Endorsement No.		Approved	Date (From)	Approved Date (To)	
Status Application Ready × -	Company Name		Application	n ID		
						RESET SEARCH
LISTING						*
(1)						NEW 📮
View Details Application ID A	pplication Type	Scheme	Application Case	Application Date	Reference No.	Status En
View MIT102012000632 F0	CN - New Cost Analysis	ACFTA	NORMAL			Application Ready
<ul> <li>✓</li> <li>10 ▼</li> <li>✓</li> <li>✓<td>™ of 1 🕨 🔰 🚭 🛙</td><td>Displaying 1 to</td><td>o 10 of 1 items</td><td></td><td></td><td>Þ</td></li></ul>	™ of 1 🕨 🔰 🚭 🛙	Displaying 1 to	o 10 of 1 items			Þ

# 4.4.4. Submit the CA Application

<u> </u>	tion Submitted
1.	Click dropdown to select update as Application Submitted.
2.	Click UPDATE button to save the application.
3.	Window alert screen appear;
4.	Not allow to edit at top of page.
	Not allow to edit
	Alert Data has been saved successfully YES
5.	Click button to save.
6.	Application Reference Number screen automatically appear.



# 7. The *Reference Number* is system generated upon successful submission of a CA application.

Application Reference Number	(
Thank You - You Application Has been Received	
Company Name : AARHUSKARLSHAMN ASIA-PACIFIC SDN BHD	
Reference Number : FAC-FCN-W-121015-KL-000002	
Date : 15-0ct-2012	
Please use the Reference Number for inquiry. This notification will also be sent to you via email (if your company has provided an email address)	9
	PRINT

- 8. Note: Please use this Reference Number for inquiry.
- 9. Click print button to print Reference Number or Click so button to close the screen.

Application ID	MIT102012000716
Scheme Type	ACFTA
Application Type	FCN - New Cost Analysis
Company Name	AARHUSKARLSHAMN ASIA-PACIFIC SDN BHD
Applicant Name	POH SAI SEE
Reference No	FAC-FCN-W-121022-KL-000004
Applicant Date	22/10/2012 16:25:53

# 10. As you can see, Transaction View section automatically appear at the bottom of application

Date	Time	Action	Response Description	Reject Description	User Type	Response From	
15/10/2012	02:27:24	Application Submitted			TRADER	trduser	
10/2012	02.21.24	Application Submitted			TRADER	trauser	
						Status	
						Julua	

11. This CA Application status has been updated from 'Draft' to 'Application Submitted'. The application is submitted to the MITI Verifier for verification.

12. Click Ack to MAIN at top of page to view the application.



plication Type 😮	Scheme		Applicatio	n Date (From)	Application Date (To	o)
lease select	▼ ACFTA	×	•			
ference No.	Endorsement No.		Approved	Date (From)	Approved Date (To)	
atus	Company Name		Applicatio	n ID		
pplication Submitted 🛛 🗙	•					
						(5) NEW [
TING 4 ew Details Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	5 NEW [
4	Application Type FCN - New Cost Analysis	Scheme ACFTA	Application Case NORMAL	Application Date 15/10/2012	Reference No. FAC-FCN-W-121015-KL-000002	5 Status
4 ew Details Application ID						Status 2 Application Submitted
4 ew Details Application ID View MIT 1020 12000632	FCN - New Cost Analysis	ACFTA	NORMAL	15/10/2012	FAC-FCN-W-121015-KL-000002	5 Status 2 Application Submitted
4 ew Details Application D View MIT102012000632 View MIT102012000624	FCN - New Cost Analysis FCN - New Cost Analysis	ACFTA ACFTA	NORMAL	15/10/2012	FAC-FCN-W-121015-KL-000002 FAC-FCN-W-121011-KL-000007	5 Status 2 Application Submitted 1 Application Submitted 0 Application Submitted
4 ew Details Application ID view MIT102012000632 view MIT102012000624 view MIT092012000362	FCN - New Cost Analysis FCN - New Cost Analysis FCN - New Cost Analysis	ACFTA ACFTA ACFTA	NORMAL NORMAL NORMAL	15/10/2012	FAC-FCN-W-121015-KL-000002 FAC-FCN-W-121011-KL-000000 FAC-FCN-W-120919-KL-000000	5 Status 2 Application Submitted 1 Application Submitted 0 Application Submitted 0 Application Submitted
4 ew Details Application ID View MIT102012000632 View MIT02012000624 View MIT092012000362 View MIT092012000115 View MIT092012000115	FCN - New Cost Analysis FCN - New Cost Analysis FCN - New Cost Analysis FCN - New Cost Analysis	ACFTA ACFTA ACFTA ACFTA	NORMAL NORMAL NORMAL NORMAL	15/10/2012	FAC-FCN-W-121015-KL-000002 FAC-FCN-W-121011-KL-000000 FAC-FCN-W-120919-KL-000000 FAC-FCN-W-120919-JB-000000	5 Status 2 Application Submitted 1 Application Submitted 0 Application Submitted 0 Application Submitted 0 Application Submitted

4.4.5. Check Application Submitted

- 1. Click filter Scheme and select ACFTA
- 2. Click Status and select Application Submitted
- 3. Click **SEARCH** to display the filtered search results; take note that the transactions are for ACFTA.
- 4. Click View button to view Normal Case CA screen of this application.
- 5. The status is submitted



# 4.5. Edit a CA Application

The CA applications with either one of the status below are pending for Trader's actions:

- Draft Occurs after Trader clicked UPDATE in a new CA without submitting to MITI officers yet.
- Ready Occurs after Trader clicked UPDATE in a new CA for Trader's manager/authorized personnel to submit the application to MITI officers.
- Application Queried Occurs after MITI officers query the application (e.g., for further information, missing data etc). The MITI officers can be MITI Verifier, MITI Recommender or MITI Approver.

## 4.5.1. CA in draft Status

## Step 1 Go to Listing Panel

				$\frown$			
pplication Ty	pe 😮	Scheme		Application	n Date (From)	Application Date (T	īo)
Please select		ACFTA	× v	·			
eference No.		Endorsement No.		Approved	Date (From)	Approved Date (To	)
tatus		Company Name		Application	n ID		
MY TASK	×	r					
							RESET
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STING	4					dı	raft status
STING	Ť.	Application Type	Scheme	Application Case	Application Date	di Reference No.	raft status
View Details	Ť.	Application Type FCN - New Cost Analysis	Scheme ACFTA	Application Case	Application Date		raft status
View Details	Application ID				Application Date		Status I
View Details / View J	Application ID MIT102012000630	FCN - New Cost Analysis	ACFTA	NORMAL	Application Date		Stalus II Draft
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View Details 7 View 1 View 1 View 1 View 1	Application ID MIT102012000630 MIT092012000436 MIT092012000370	FCN - New Cost Analysis FCF - Form E FCN - New Cost Analysis	ACFTA ACFTA ACFTA	NORMAL NORMAL NORMAL			Staus E Constant Status
View Details / View / View / View / View / View /	Application ID MIT102012000630 MIT092012000436 MIT092012000370 MIT042012653090	FCN - New Cost Analysis FCF - Form E FCN - New Cost Analysis FCF - Form E	ACFTA ACFTA ACFTA ACFTA	NORMAL NORMAL NORMAL NORMAL	24/04/2012		Status E Draft Draft Draft
View Details / View / View / View / View / View / View /	Application ID MIT102012000630 MIT092012000436 MIT092012000370 MIT042012653090 MIT042012653420	FCN - New Cost Analysis FCF - Form E FCN - New Cost Analysis FCF - Form E FCF - Form E	ACFTA ACFTA ACFTA ACFTA ACFTA	NORMAL NORMAL NORMAL NORMAL	24/04/2012 24/04/2012	Reference No.	Status E Draft Draft Dra
View Details / View / View / View / View / View / View / View /	Application ID MIT102012000630 MIT092012000436 MIT092012000370 MIT042012653090 MIT042012653420 MIT052012673676	FCN - New Cost Analysis FCF - Form E FCN - New Cost Analysis FCF - Form E FCF - Form E FCF - Form E	ACFTA ACFTA ACFTA ACFTA ACFTA ACFTA	NORMAL NORMAL NORMAL NORMAL NORMAL	24/04/2012 24/04/2012 14/05/2012	Reference No.	Status E Status E Draft Draft Draft Draft Draft Draft Draft Application Queried

- 1. Click filter Scheme and select ACFTA
- 2. Click Status and select  $\mathtt{My}$   $\mathtt{Task}$
- 3. Click **SEARCH** to display the filtered search results; take note that the transactions are for ACFTA.



4. Click <u>view</u> button to view Normal Case CA with draft status of this application.
 Enter / Update Details in New Cost Analysis Screens

Step 2

No. I JA I		Brand / Model Click Here	City KUALA LUMPUI Country country Manufacturer PANTHER PRECISION	Unit KGM	New C
ct Tariff Co s" consisting of a 2101121 	Telephone No. ( Office number Email email	Brand / Model Click Here	KUALA LUMPUI Country country Manufacturer	Unit KGM	Origin Crite
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its officials indemnified a racy in the content of the	against any claims or d	emands whatsoever	which may at any time mapper of their issue	be made against this indemnity bei	them, or any of
	te DERTAKING) ade and industry from t use of certificate of Orr its officials indemnified recy in the content of th			A IC / Passport No. Telephone No. 890417025109 013 3929392 Trader Remarks 2 DERTAKING) Adde and Industry from time to time granting or certifying Certificate of Origin or other d to define a stated to the state of the time of certification, of which 1/ we confirm racy in the content of Origin, etc. in force at the time of certification, of which 1/ we confirm racy in the content of the Certificates or other documents, or in the manner of their issue, e anguing from store of statutory authority, to such commercial and bud wirect access, under the power of statutory authority, to such commercial and bud wirect access, under the power of statutory authority, to such commercial and bud wirect access.	A IC / Passport No. Telephone No. 890417025109 013 3929392 Trader Remarks 2



1. Enter / update details and actions in the *Finished Product*, *Raw Material, Attachment, Authorised Applicant* and *Declaration Details* column if necessary.

#### Step 3 Update the application

1. Click either one of these buttons below for action:

Icon	Description
BACK TO MAIN	To return to New Cost Analysis screen.
UPDATE	To save the CA application.
Application Ready 👻	To submit the CA application to Trader's administrator.
Application Submitted 👻	To submit the CA application to MITI Verifier.

## 4.5.2. CA in Ready Status

Step 1

Go to Listing Panel

pplication Type 😮	Scheme	<u> </u>	1 Application	Date (From)		Application Da	ate (To)	
Please select	ACFTA	х т						
eference No.	Endorsement No.		Approved [	Date (From)		Approved Date	e (To)	
atus	2 Company Name		Application	ı ID				
Application Ready 🗙 🗙								
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Application Ready X			J				RESET	SEARCH
			] [				RESET	SEARCH
TING							RESET	SEARCH
STING	Application Type	Scheme	Application Case	Application Date	Referen	nce No.	RESET	

- 1. Click filter Scheme and select ACFTA
- 2. Click Status and select My Task
- 3. Click **SEARCH** to display the filtered search results; take note that the transactions are for ACFTA.
- 4. Click <u>View</u> button to view Normal Case CA with Application Ready status of this application.



## Step 2 Enter / Update Details in New Cost Analysis Screens

Company Name	ROC / ROB No.						
AARHUSKARLSHAMN ASIA-PACIF	516423P						
Company Address							
Choose Branch Address 👻		11					
LOT 26, 03-04, 26TH FLOOR	MENARA KH	JALA	N SULTAN ISMAIL				
Telephone No. (Mobile)	Postcode		Telephone No. (C	ffice)	City		
Fax No.	50250 State		03-27108493 Email		Country		
03-21441693	WILAYAH PERSEKUT	UAN			Country		
Trader Reference No.							
inished Product							New 🔀
View Details Finished Product ID	Finished Product	Tariff Code		Brand / Model	Manufacturer	Unit	Origin Crit
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• Note : 1 application can only have 5 fi	111	d					•
Document Name MIT102012000716_1.pdf	Files Code PCO_FLOW_C	HART		Action			
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	PCO_FLOW_C		IC / Passport No.		( ADD		
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1. Enter /update details in the respective fields and sections if necessary.



## Step 3 Update the application

1. Click either one of these buttons below for action:

Icon	Description
Deck to main	To return to New Cost Analysis screen.
UPDATE	To save the CA application.
Application Ready 👻	To submit the CA application to Trader's administrator.
Application Submitted 👻	To submit the CA application to MITI Verifier.

## 4.5.3. CA in Application Queried Status

#### Step 1 Go to Search Panel

LEASE CLIC	K HERE TO SEAF	RCH							
Application T Please select	_	ACFTA	(1	Application	n Date (From)	Applicati	on Date (To	»)	
Reference No		Endorsement No.		Approved	Date (From)	Approve	d Date (To)		
Status	2	Company Name		Application	n ID				
Application	Queried 🗙 🤻								
STING								RESET	(3) СН
STING								RESET SEAR	СН
STING View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	4		СН
	Application ID MIT102012000556	Application Type ATIGA New Cost Analysis	Scheme ATIGA	Application Case	Application Date 05/10/2012			NEV	CH
View Details						CPT-CCN-W-12100	5-KL-000015	NEW	CH
View Details	MIT102012000556	ATIGA New Cost Analysis	ATIGA			CPT-CCN-W-12100	5-KL-000015 0-KL-000001	NEW Status Application Queried	CH
View Details View View	МП102012000556 МП092012000400	ATIGA New Cost Analysis ATIGA - Form D	ATIGA ATIGA	NORMAL	05/10/2012	CPT-CCN-W-12100 CPT-CCF-W-12092	5-KL-000015 0-KL-000001 5-SB-0001	Status Application Queried Application Queried	CH
View Details View View View	MIT102012000556 MIT092012000400 MIT082010187315	ATIGA New Cost Analysis ATIGA - Form D ATIGA - Form D	ATIGA ATIGA ATIGA	NORMAL	05/10/2012	CPT-CCN-W-12100 CPT-CCF-W-12092 CPT-CCF-W-10080	5-KL-000015 0-KL-000001 5-SB-0001 4-KL-0028	Status Application Queried Application Queried Application Queried	CH
View Details View View View View	МП102012000556 МП092012000400 МП082010187315 МП052012673676	ATIGA New Cost Analysis ATIGA - Form D ATIGA - Form D FCF - Form E	ATIGA ATIGA ATIGA ACFTA	NORMAL NORMAL NORMAL	05/10/2012 05/08/2010 14/05/2012	CPT-CCN-W-12100 CPT-CCF-W-12092 CPT-CCF-W-10080 FAC-FCF-W-12051	5-KL-000015 0-KL-000001 5-SB-0001 4-KL-0028 8-KL-0018	Status Application Queried Application Queried Application Queried Application Queried	CH

- 1. Click filters Scheme and select ACFTA.
- 2. Click Status and select Application Quiried.
- 3. Click **SEARCH** to display the filtered search results; take note that the transactions are for ACFTA.
- 4. Click <u>View</u> button to view *Normal Case CA with Application Quiries status* of this application.



## Step 2 Enter / Update Details in New Cost Analysis Screens

	[ MIT102012000556 ]		
BACK TO MAIN     Company Details			-
	ROC / ROB No		
Company Name AARHUSKARLSHAMN ASIA-PACIF	ROC / ROB No. 516423P		
Company Address Choose Branch Address			
LOT 26, 03-04, 26TH FLOOR	MENARA KH	AN SULTAN ISMAIL	
Telephone No. (Mobile)	Postcode 50250 State	Telephone No. (Office)	City KUALA LUMPUR Country
Trader Reference No.			
Finished Product			New
View Details Finished Product ID View CPT-CCN-FP-121005-00	Finished Product Tariff Coc 0( " Coffee pastes" consisting of m 21011210		Manufacturer Unit Origin Crite PANTHER PRECISION KGM
View Chrocener Pizrosoco	m		
Attached Document Document Name Authorised Applicant	Files Code	Action	ATTACH DOCUMENT 🥔
Applicant Name	Applicant Designation	IC / Passport No.	ADD
Applicant Name Applic	cant Designation Applicant IC/Pass	port Action	
Declaration Details			
Preferred Branch of Applie	cation Processing		
Kuala Lumpur 👻			
Declaration Details	Designation	IC / Decement No.	Telephone Me
Name	Designation	IC / Passport No.	Telephone No.
Email	Date 05/10/2012	Trader Remarks	
I hereby certify that percentage valu- declared that the particulars given are	e materials / component or non-compone true and complete	nt or non-determined origin used as a	proportion is a stated in the cost analysis. It is hereby
LETTER OF INDEMNITY (F	ORMAL UNDERTAKING)		
that I / we will at all times keep the is them by reason of any fault, defect, or all statutory provisions to the contrary In the event of requests which stem f	suing body and its officials indemnified ag mission or inaccuracy in the content of the , rom a legitimate enguiry from someone in	n, et al for all the time of certification gainst any claims or demands whatsoeve Certificates or other documents, or in the possession of statutory authority, e.g. P	te of Origin or other documents. I / we hereby agree to , of which I / we confirm having received a copy. Further r which may at any time be made against them, or any of manner of their issue, this indemnity being subjected to Olice, hinand Revenue & Customs or officials acting with hority, to such commercial information as may be required
			Update this application as Choose Status    UPDATE



- 5. Enter /update details in the respective fields and sections if necessary. (See section 4.3)
- 6. Update this application to Resubmitted.

Choose	Status	
		Q
Applica	tion Resubmitted	

8. Window alert screen appear;

Alert	
Data has been saved successfully	
YES	
9. Click yes button to save.	
Not allow to edit	

10. Alert appear at top of page for not allowed to edit.

## Step 3 Update the application

11. Click either one of these buttons below for action:

Icon	Description
BACK TO MAIN	To return to New Cost Analysis screen.
UPDATE	To save the CA application.
Application Resubmitted	To Re-submit the CA application to Trader's administrator.



# 4.6. Delete CA Application

Trader may delete a CA application in the *Listing* panel screen. However, copying a CA application is not allowed.

Ster	p 1 Go t	to Searc	h Panel				
A/CAA/CO Trans	action						Ţ
LEASE CLICK HERE TO SE	1)H	2	)				:
Application Type 🚱	Scheme		Applicatio	n Date (From)	Applicat	tion Date (To)	
Cost Analysis 🗙 🗙	▼ ACFTA	X Ŧ					
Reference No.	Endorsement No.		Approved	Date (From)	Approve	ed Date (To)	
	3						
Status	Company Name		Application	n ID			-
Draft 🗙	•		]				4
							•
						RESET	SEARCH
CTU IC							
STING							
							NEW C
						<u></u>	
View Details Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Satus	E
View MIT062012710966		ACFTA	NORMAL	14/06/2012		Draft	
<							
10 🔻 🚺 🖣 Page 1	of1 🕨 🔰 🤹	Displaying 1 t	o 10 of 1 items				

- 1. Click filter Application Type and select Cost Analysis
- 2. Click filter Scheme and select ACFTA
- 3. Click Status and select Draft
- 4. Click **SEARCH** to display the filtered search results; take note that the transactions are for ACFTA, draft.
- 5. The draft result will appear in the listing panel.



#### Step 2 Select Delete Applications

l	lsting								*
							DELETE 🗍	COPY 🕞 NEW	
	View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	En
	View	MIT062012710966	FCN - New Cost Analysis	ACFTA	NORMAL	14/06/2012		Draft	
	•		III						•
	10 💌	📢 🍕 Page 1	of 1 🕨 🔰 💈 [	Displaying 1 t	to 10 of 1 items				

1. Point your mouse into the transaction and click at selected row table until it change colour to light blue.

DELETE 📆

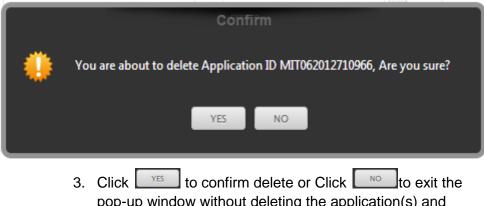
- 2. Automatically button of
- and copy appear.

Step 3

**Delete Applications** 

LISTING								*
						1 DELETE	Е	NEW 📘
View Details	Application ID	Application Type	Scheme	Application Case	Application Date	Reference No.	Status	En
View	MIT062012710966	FCN - New Cost Analysis	ACFTA	NORMAL	14/06/2012		Draft	
•		III						•
10 💌	📢 🍕 Page 1	of 1 🕨 🚺 🤹 1	Displaying 1	to 10 of 1 items				

- 1. Click DELETE button.
- 2. Window pops up to confirm deleting the application(s), as follows:



pop-up window without deleting the application(s) and return to Listing Panel screen.



A/CAA/CO Transac	tion		G
PLEASE CLICK HERE TO SEAR	СН		
Application Type 😮	Scheme	Application Date (From)	Application Date (To)
Cost Analysis 🗙 👻	ACFTA X .		
Reference No.	Endorsement No.	Approved Date (From)	Approved Date (To)
Status	Company Name	Application ID	
Draft 🗙 🔻	]		
			RESET SEARCH
STING			
View Details Application ID	Application Type Scheme	Application Case Application Date Refe	erence No. Status E
10 💌 📢 🖣 Page 1	of 1 🕨 🕅 🥩 Noitems		

1. Deleted application(s) is removed from the *Listing* panel screen as above.

