Electronic Preferential Certificate of Origin

MAFTA - ePCO User Manual for Cost Analysis Module

Prepared by Dagang Net Technologies
Issue 1.0

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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:
  - Mozilla Firefox version 5 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;

Call Us 1300 133 133

Email Us careline@dagangnet.com

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 MAFTA

- 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
MAFTA - ePCO User Manual (Cost Analysis)	*ALL*	
MAFTA - ePCO User Manual (Additional Cost Analysis)	*ALL*	
MAFTA - ePCO User Manual (Certificate Of Origin)	*ALL*	

Section 2. Getting Started With ePCO

2.1. Launch Browser

NOTE: ePCO - MAFTA is supported by Chrome and Mozilla Firefox.

Step 1 Browser

1. Double-click on the Google Chrome shortcut key on the desktop to launch the browser.

Step 2 Enter Uniform Resource Locator (URL) on the address bar

1. Enter **http://epcomafta.dagangnet.com.my** on the address bar.

2.2. Log in

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

IMPORTANT:

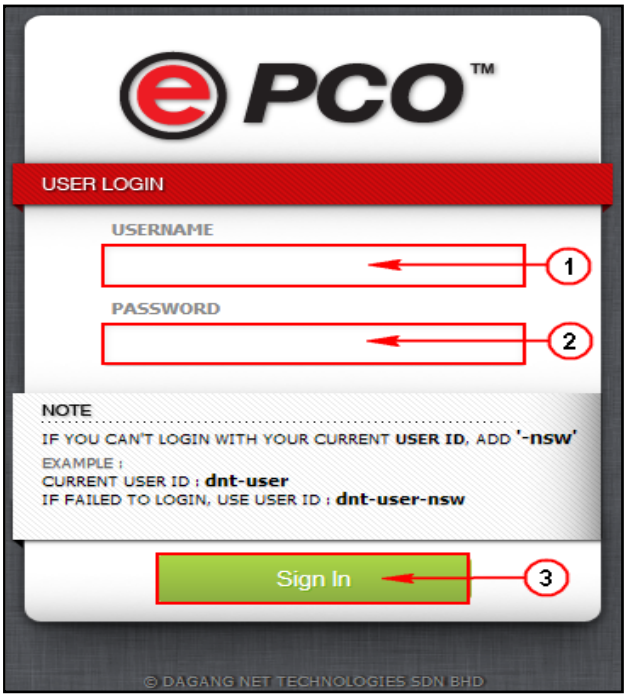
For those having problem to login using your current User ID, kindly use 'Current User ID-nsw' example:

Current User ID: dnt

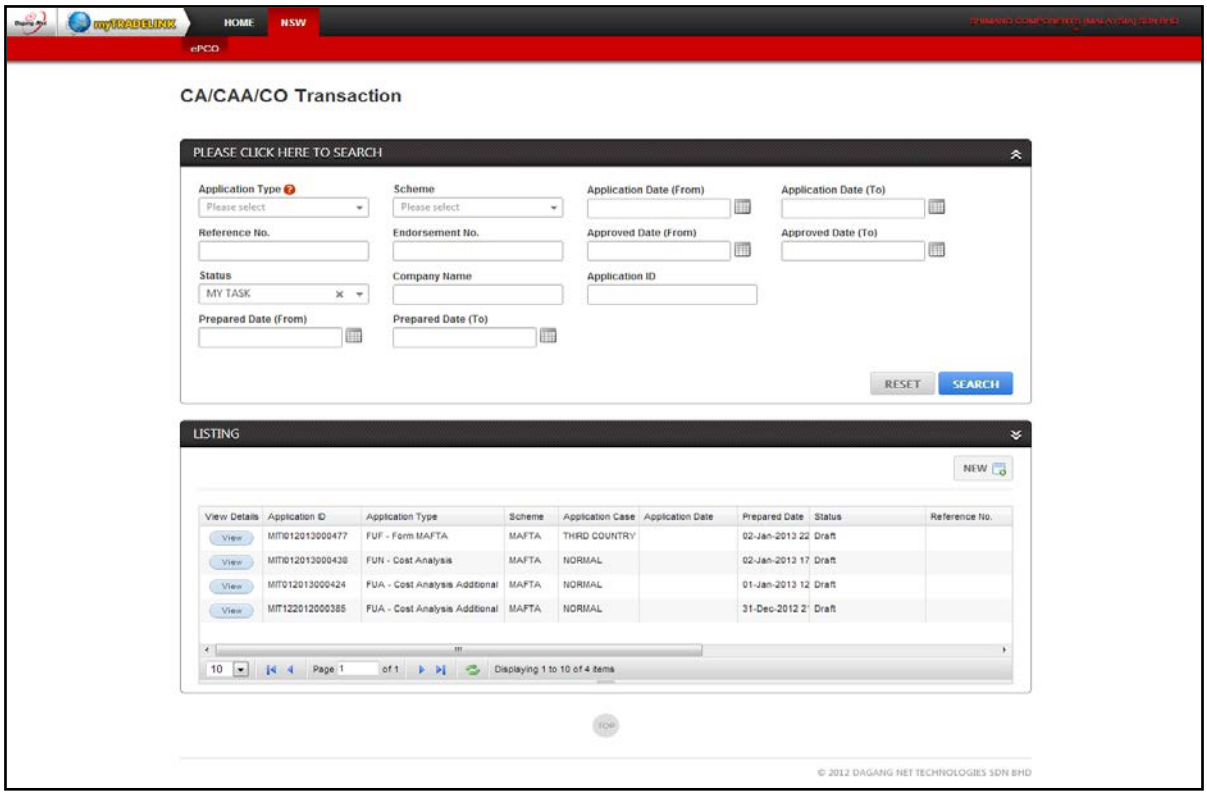
If above failed to login, Use User ID: dnt-nsw

(Password remain the same)

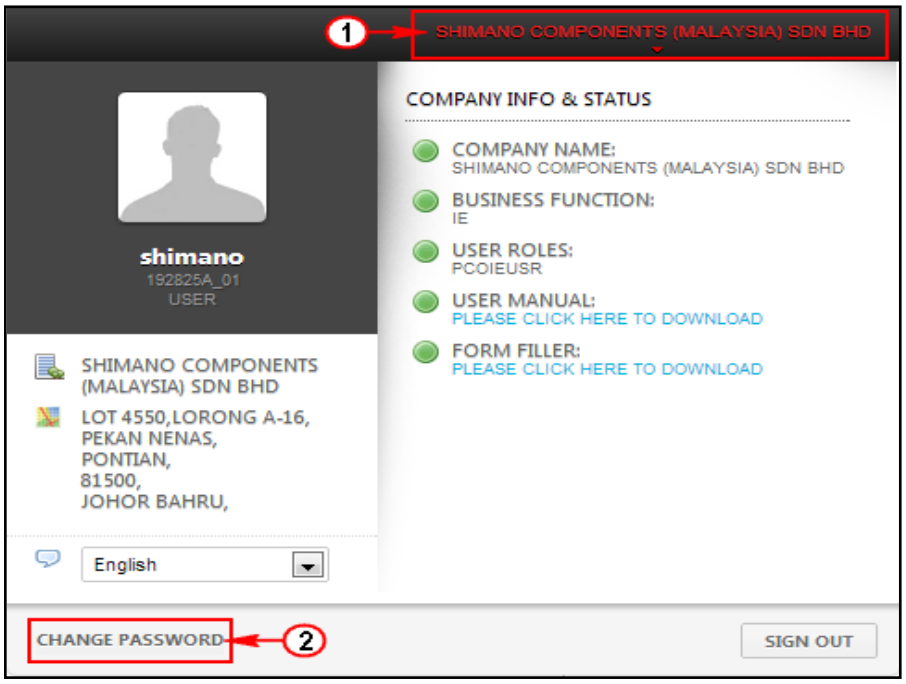
Step1 Enter Username and password



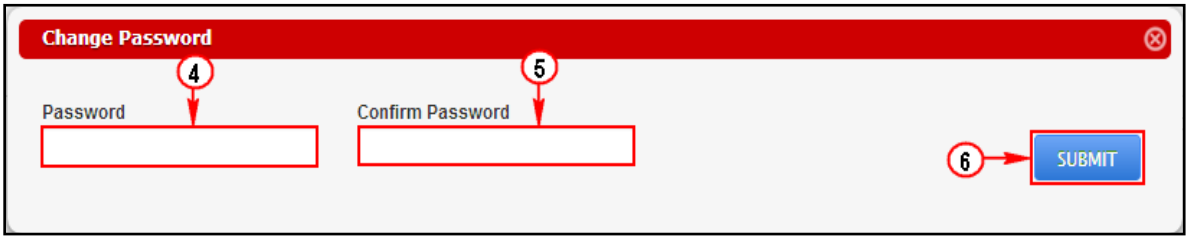
1. Enter your *Username* into the textbox.
2. Enter your *Password* into the textbox.
3. Click button to proceed.
4. ePCO main screen is displayed as follows:



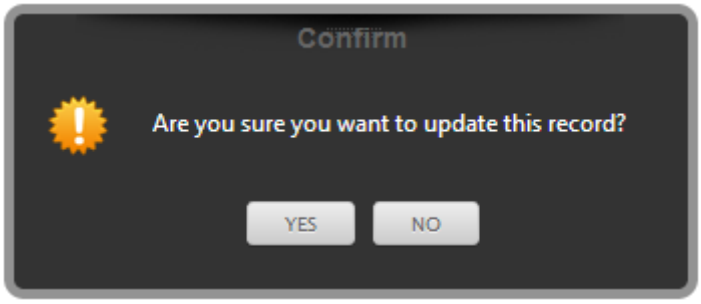
2.3. Change Password



1. Click Company Name at top of page in the right side.
2. Click CHANGE PASSWORD hyperlink to change your current password.
3. Change Password screen appear.

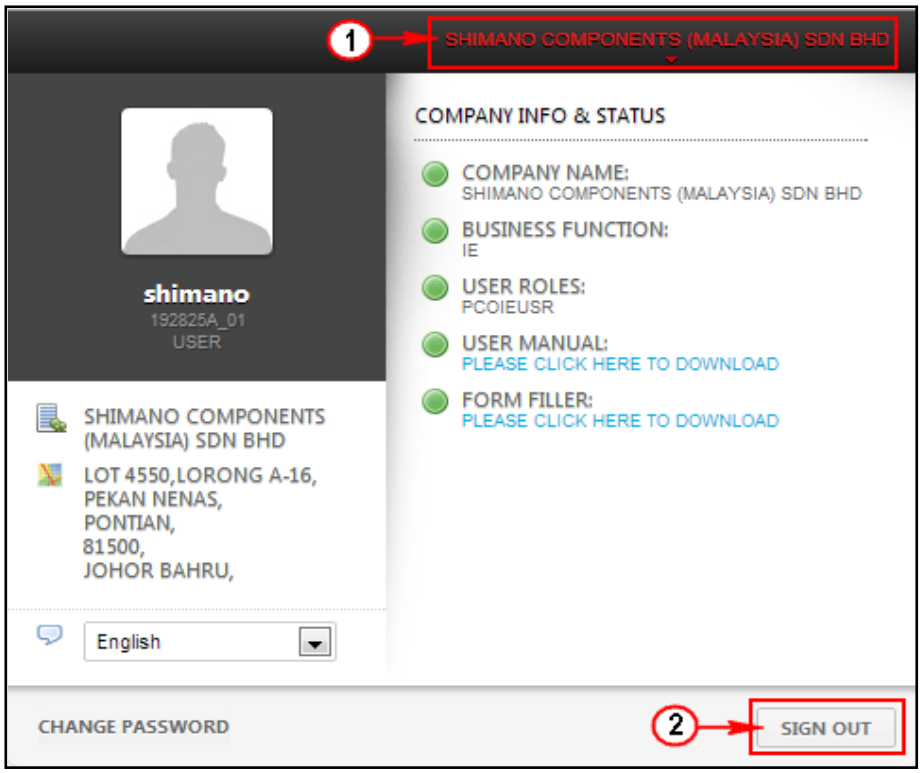


4. Enter new password in the textbox
5. Re-confirm your new password.
6. Click SUBMIT button to submit.
7. Window pop up screen appears.

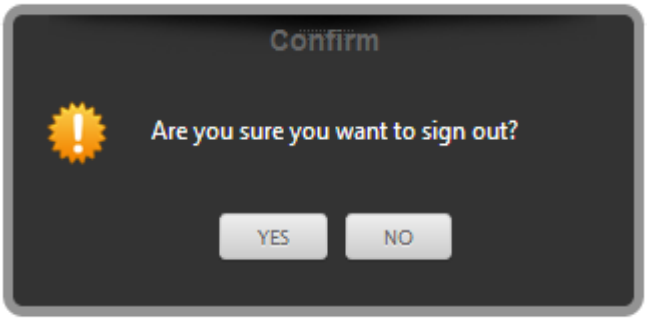


8. Click YES to confirm delete or Click NO to cancel delete.

2.4. Sign Out



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.



4. Click YES to confirm delete or Click NO to cancel delete.

Section 3. Advance Search And Navigation

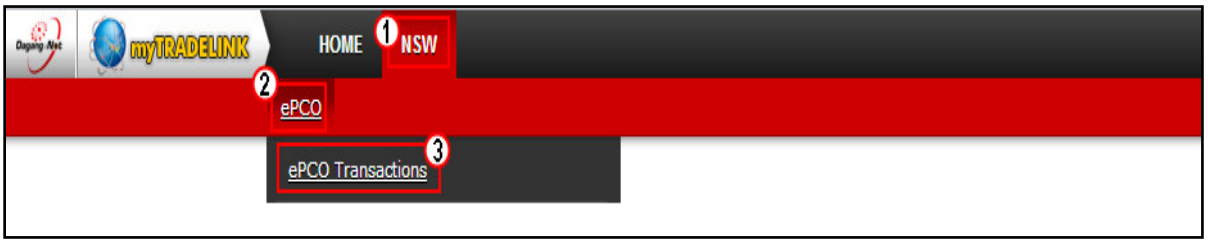
3.1. Advance Search

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;

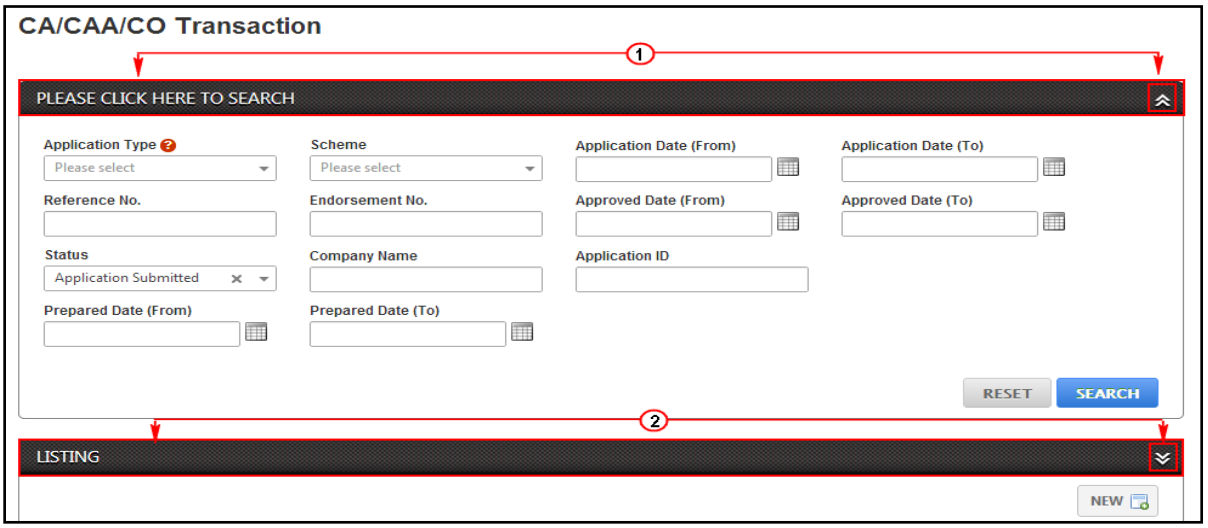
NSW → ePCO → ePCO Transactions.



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.

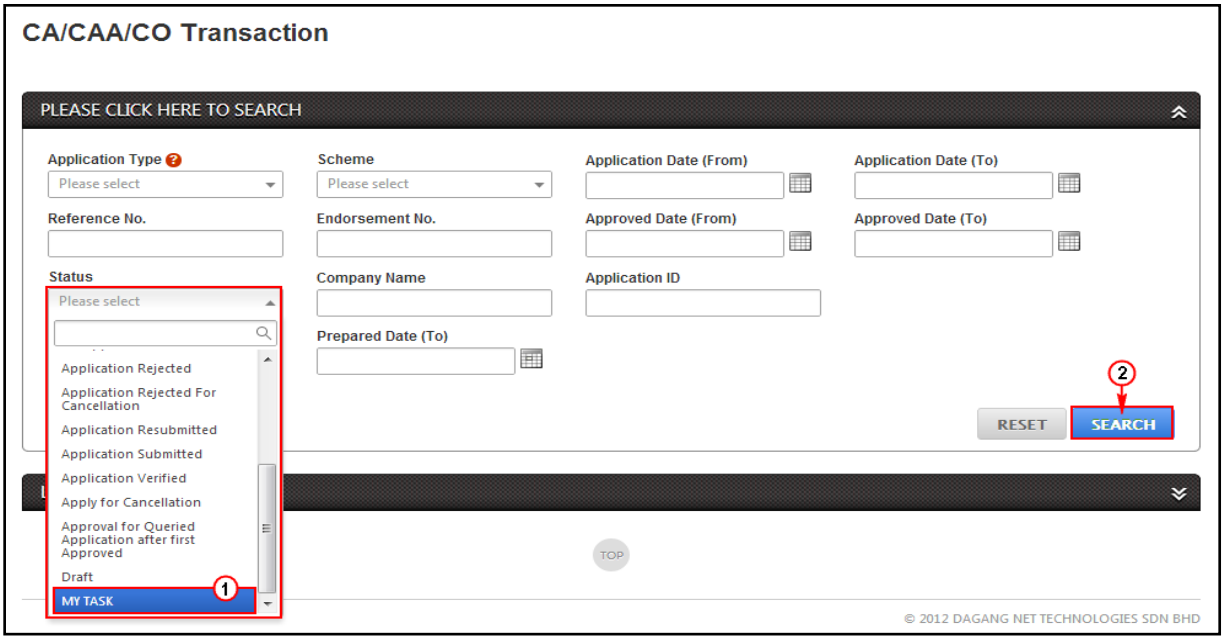
3.1.2. CA/ CAA/ CO Screen



Step 1 Navigation Menu

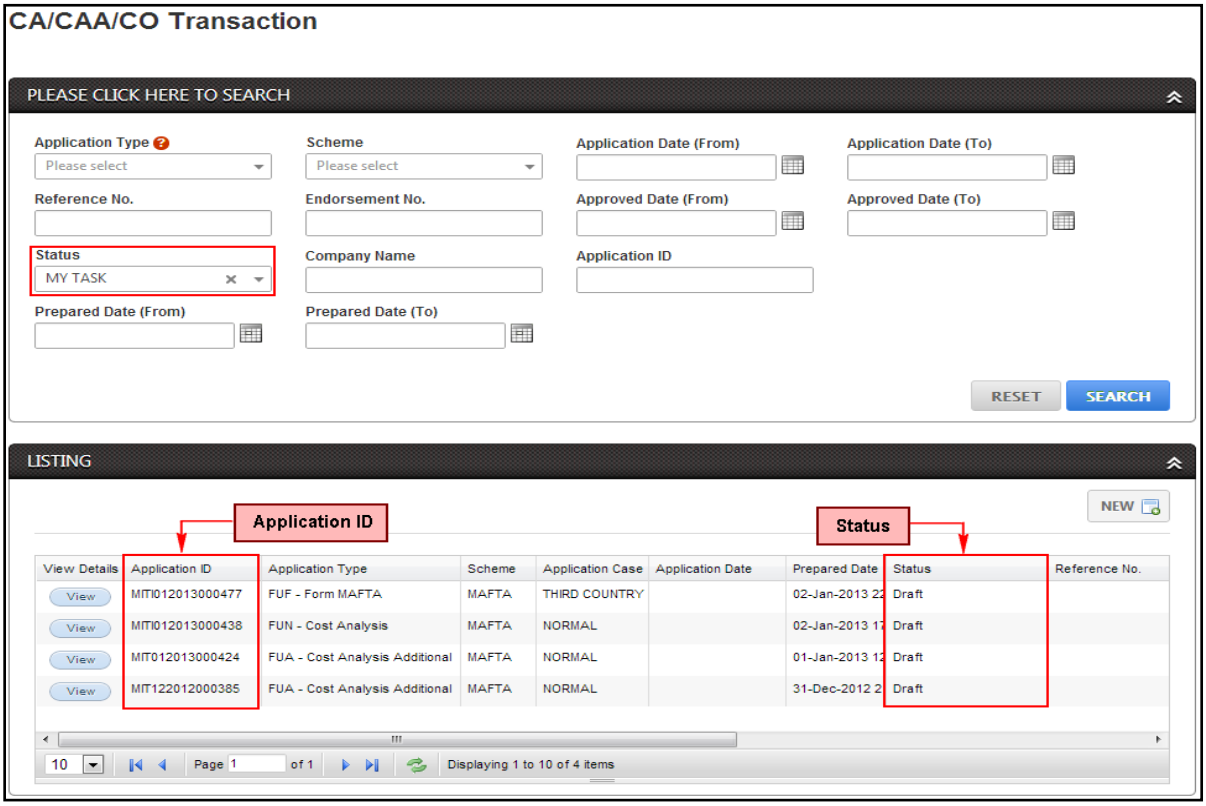
1. Click button to view the tabbed document.
2. Click button to auto hide the screen.

3.1.3. Filter Status

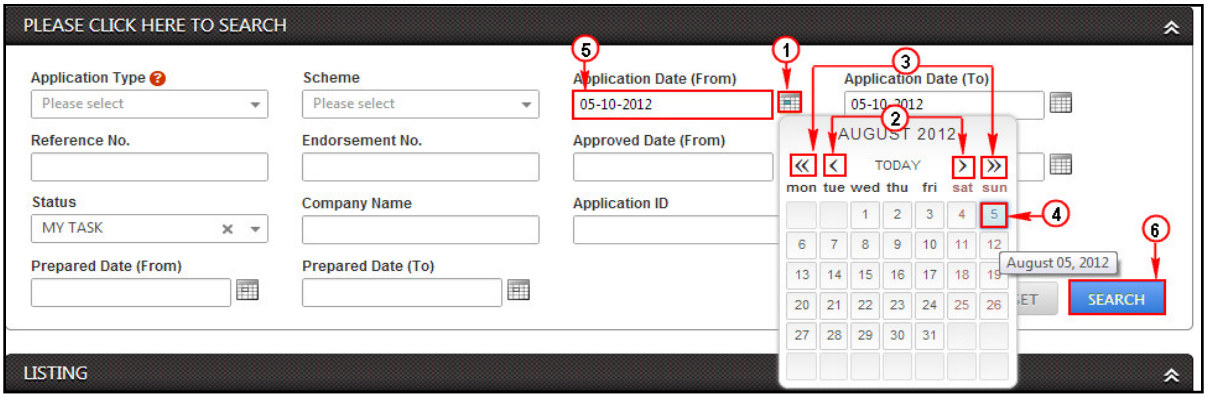


Step 1 **Filter Status**

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:
3. Click dropdown Listing to view the transaction.

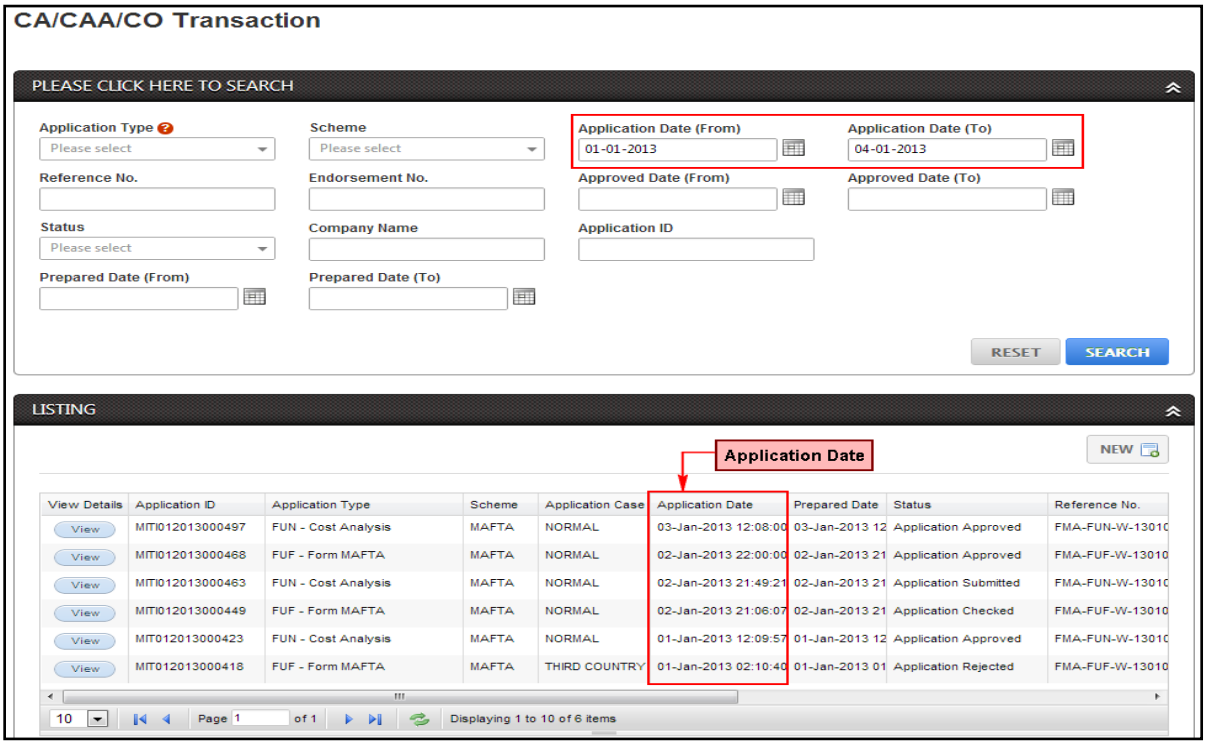


3.1.4. Filter by Application Date

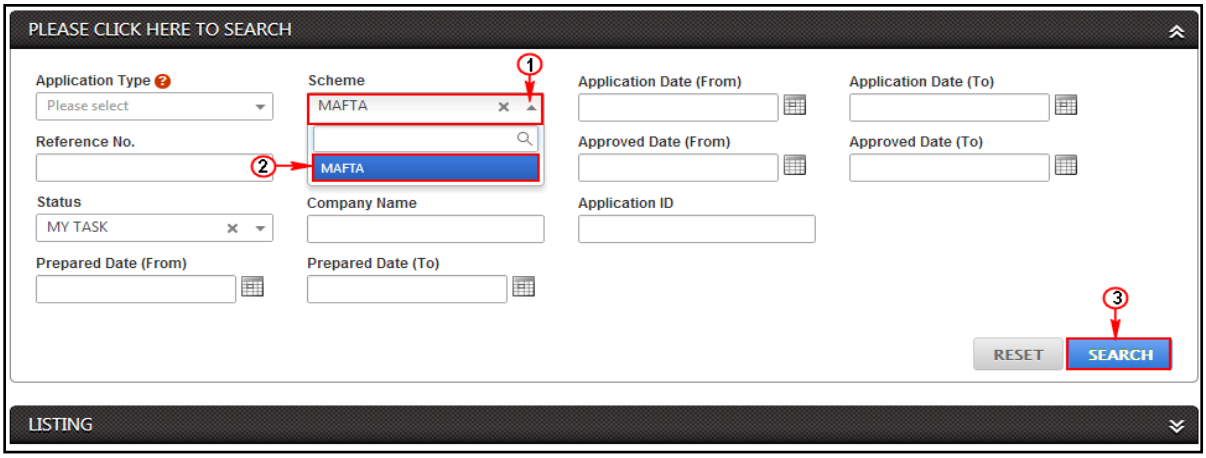


Step 1 Filter Application Date

1. Click icon to display the Calendar.
2. Click or to navigate to the previous or next month.
3. Click << or >> 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.
5. Alternatively, manually enter the required dates. The format is **`dd/MM/yyyy`**.
6. Click SEARCH button to view the result.

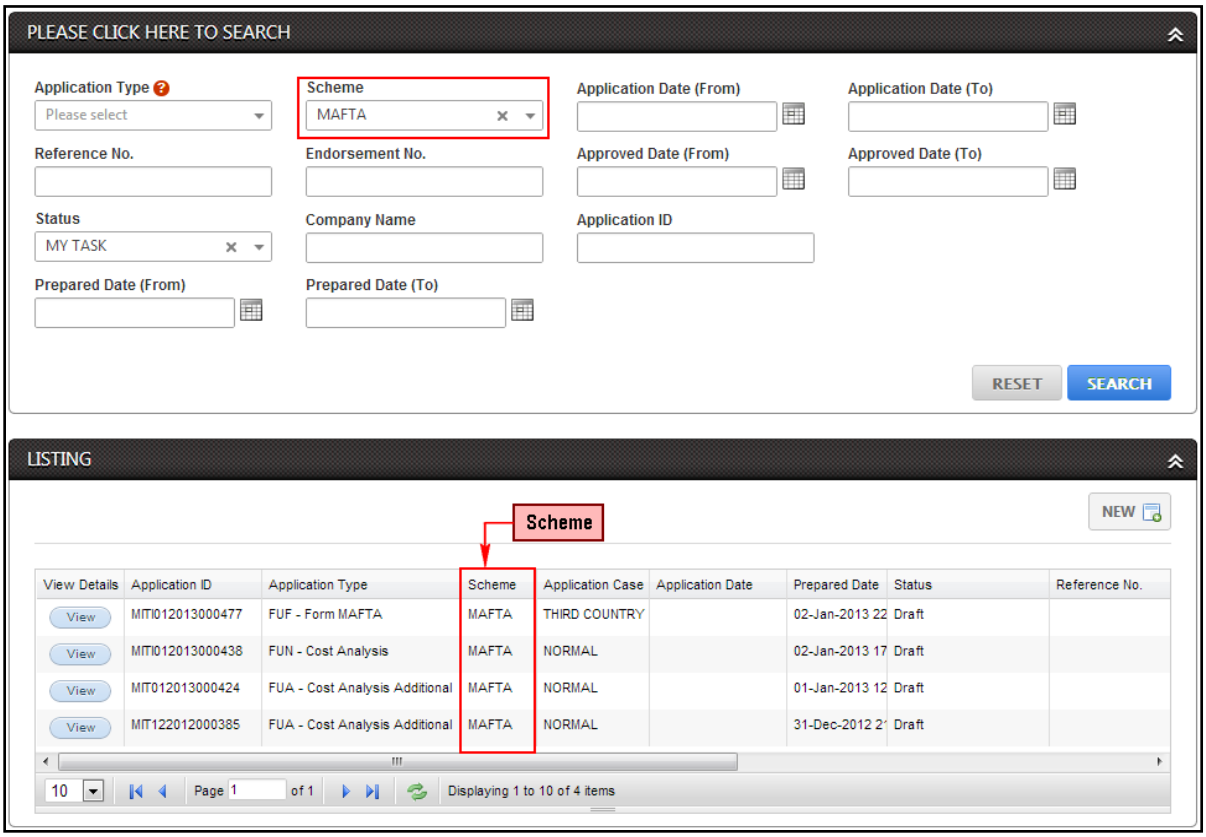


3.1.5. Filter By Scheme

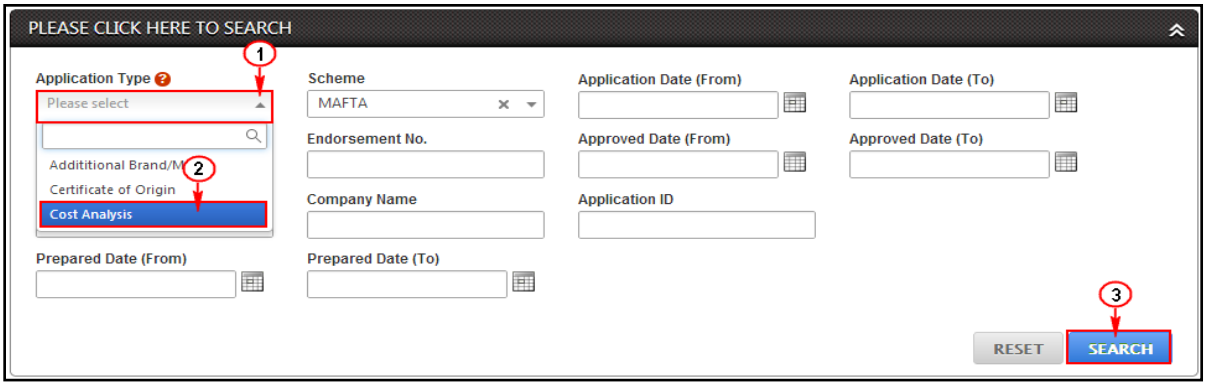


Step 1 Filter by Scheme

1. Click the Scheme dropdown menu for options.
2. Choose any Scheme required eg: MAFTA
3. Click SEARCH button to search the result.

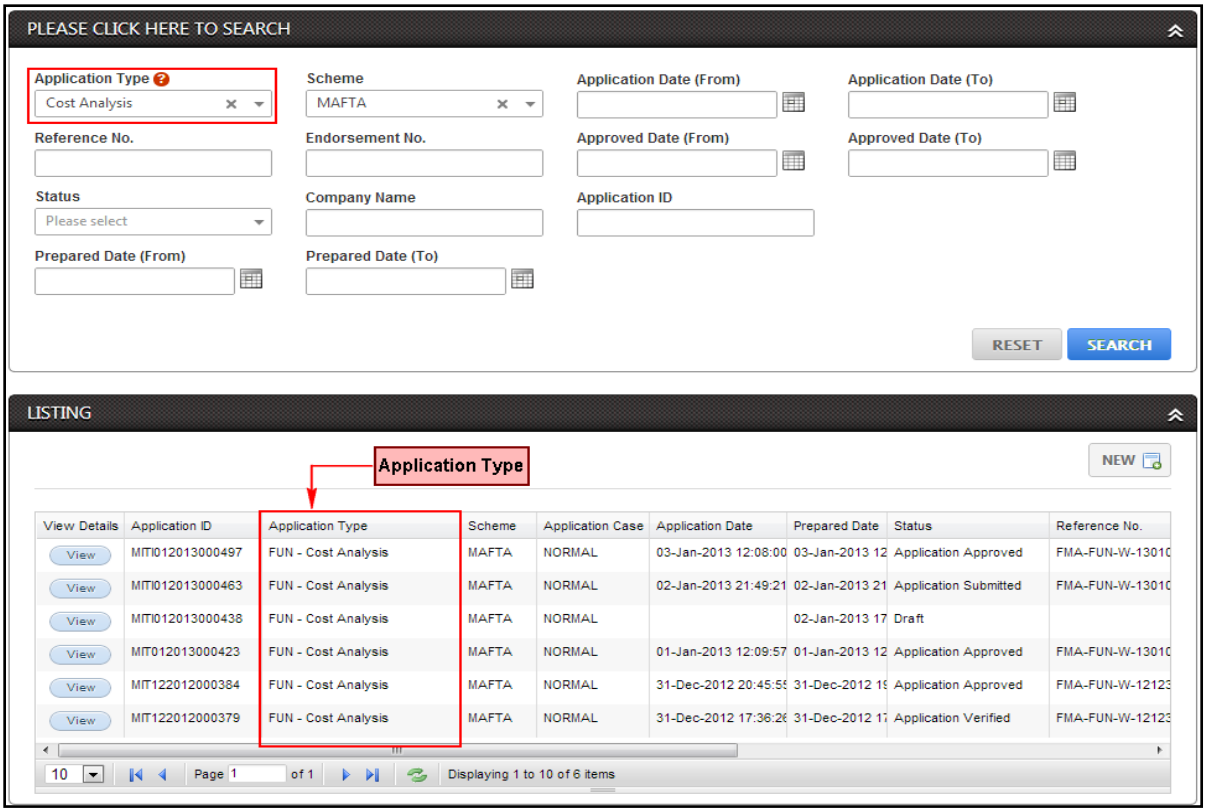


3.1.6. By Application Type



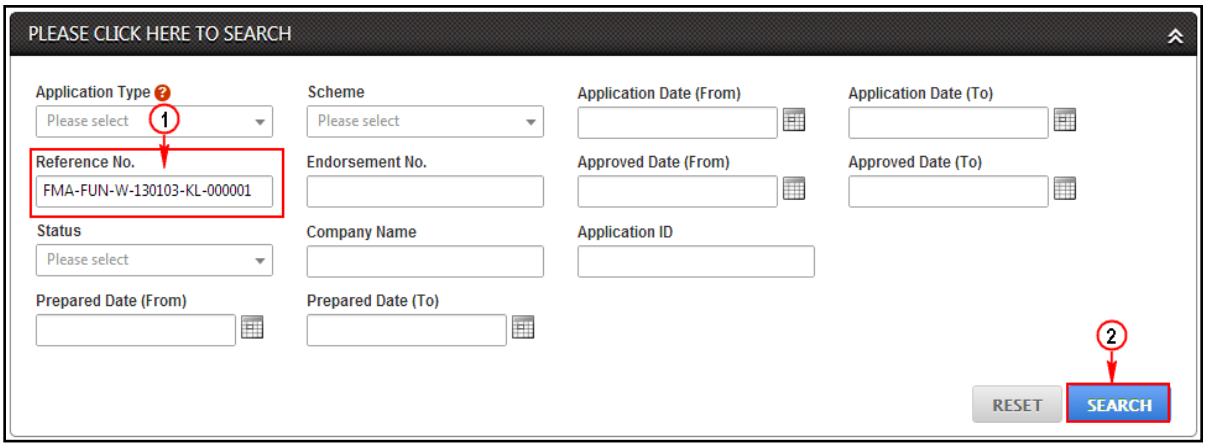
Step 1 Filter by Application Type

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



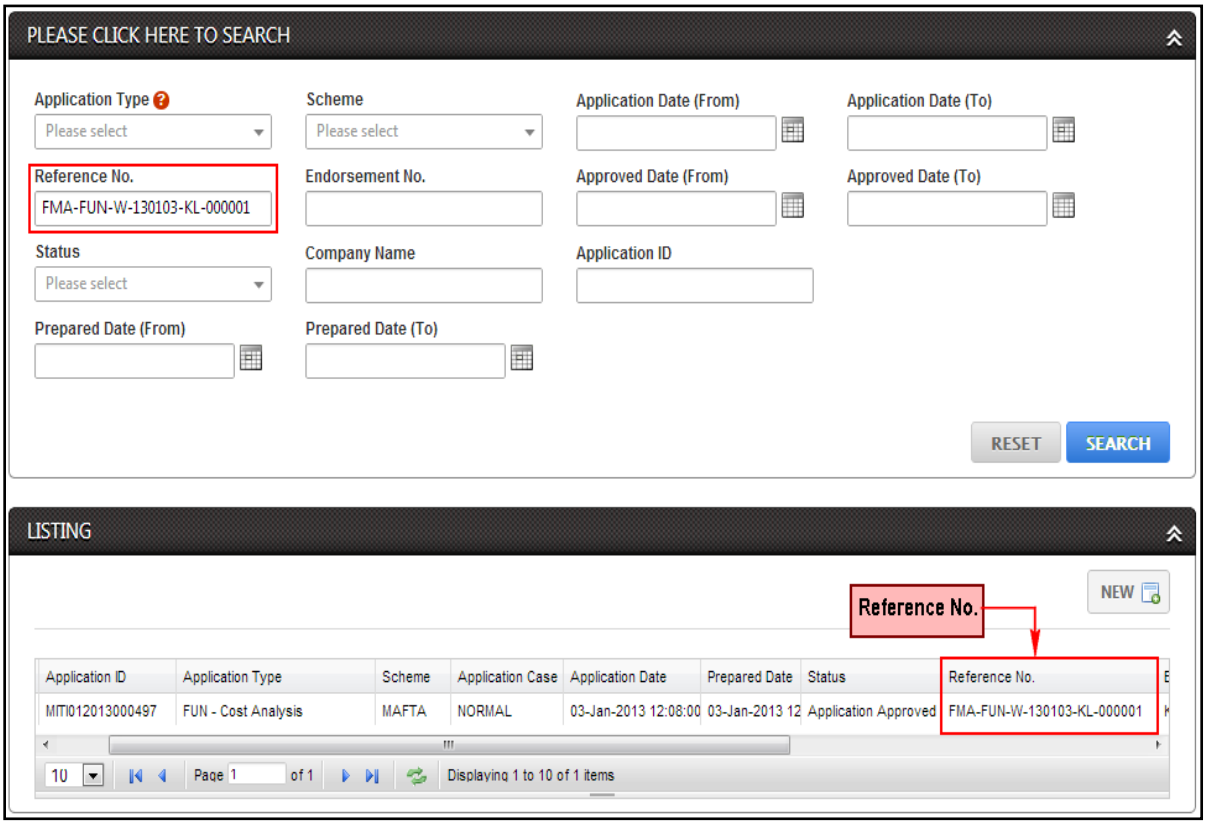
3.1.7. Filter By Reference No.

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



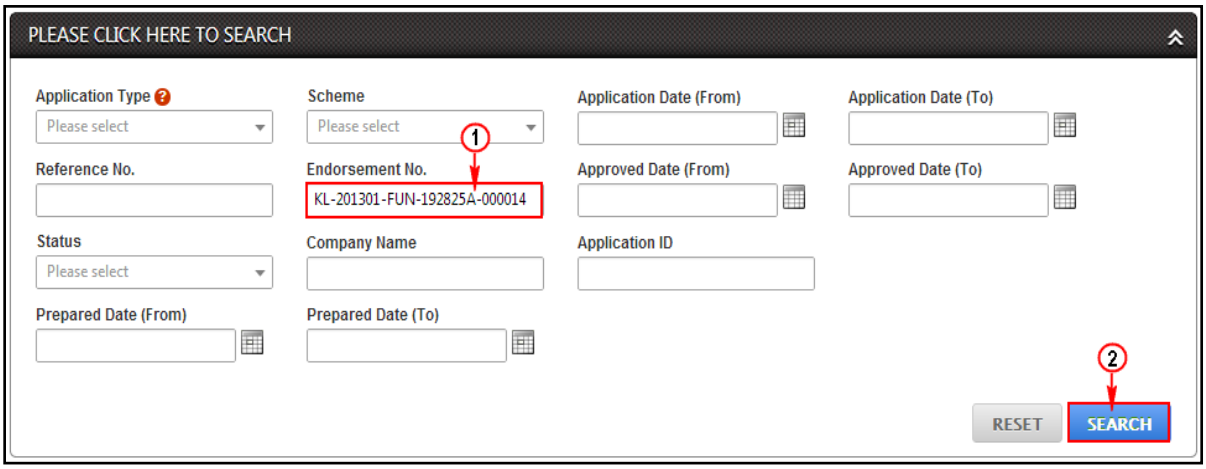
Step 1 **Filter by Reference No.**

1. Enter the *Reference No.* at textbox field, e.g: **`FMA-FUN-W-130103-KL-000001`**
2. Click SEARCH to display search result as follows:



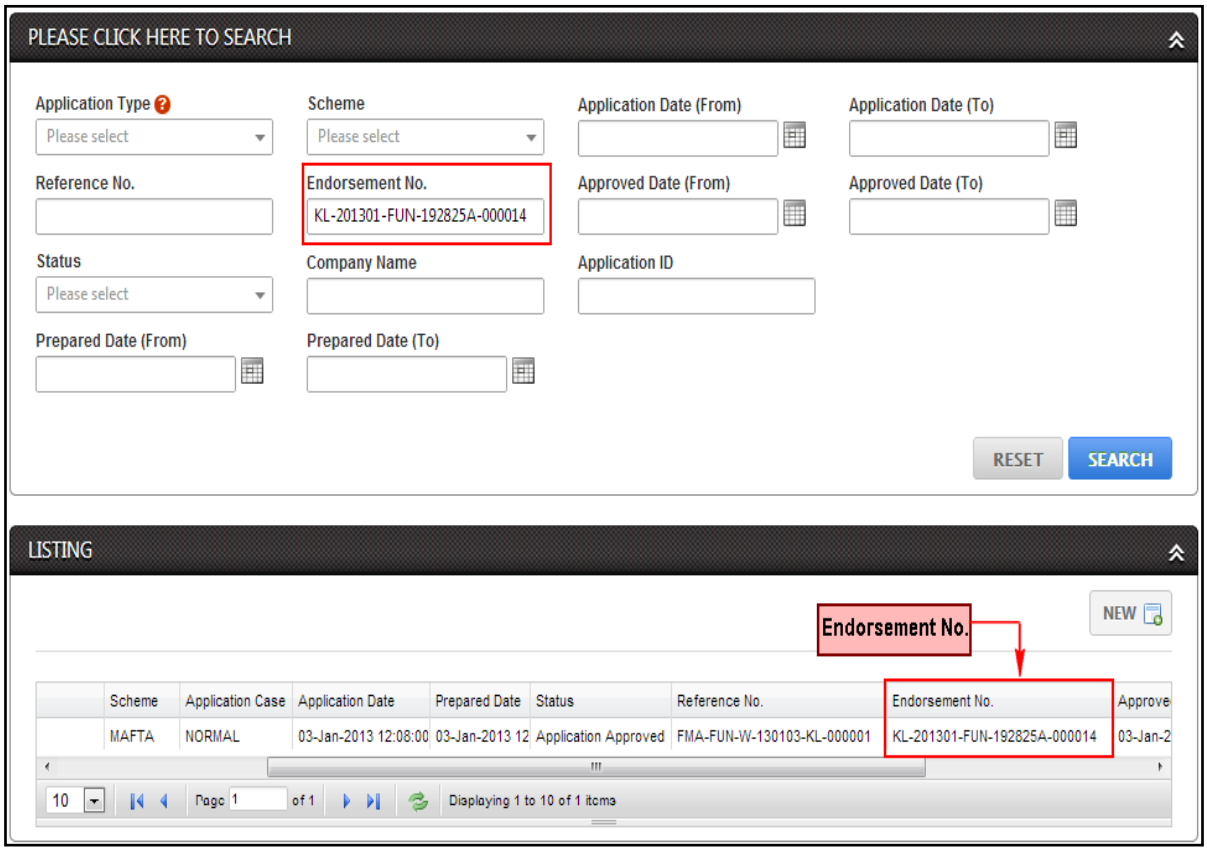
3.1.8. Filter By Endorsement No.

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

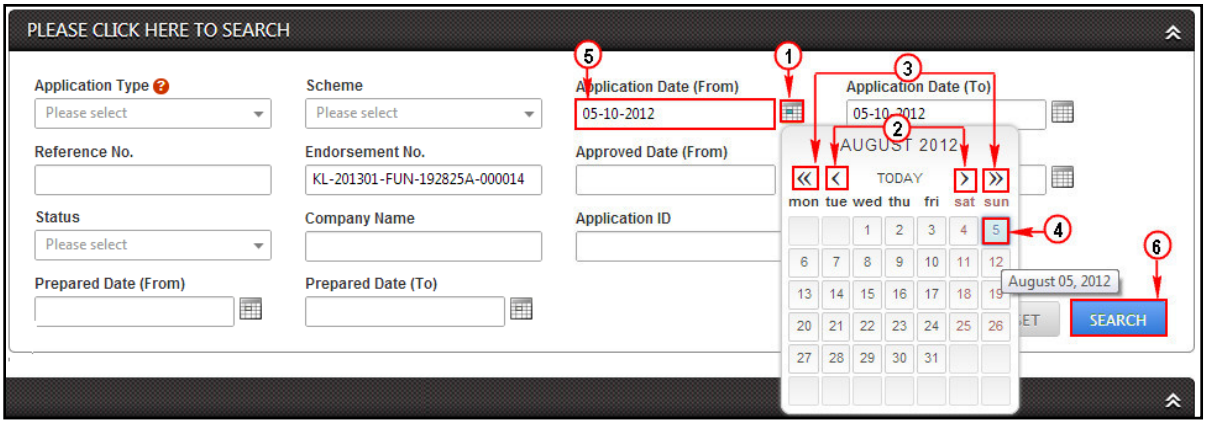


Step 1 **Filter by Endorsement No.**

1. Enter the *Endorsement No.* at *By Endorsement No.* text box, e.g., **`KL-201301-FUN-192825A-000014`**
2. Click SEARCH button to display search result as follows:

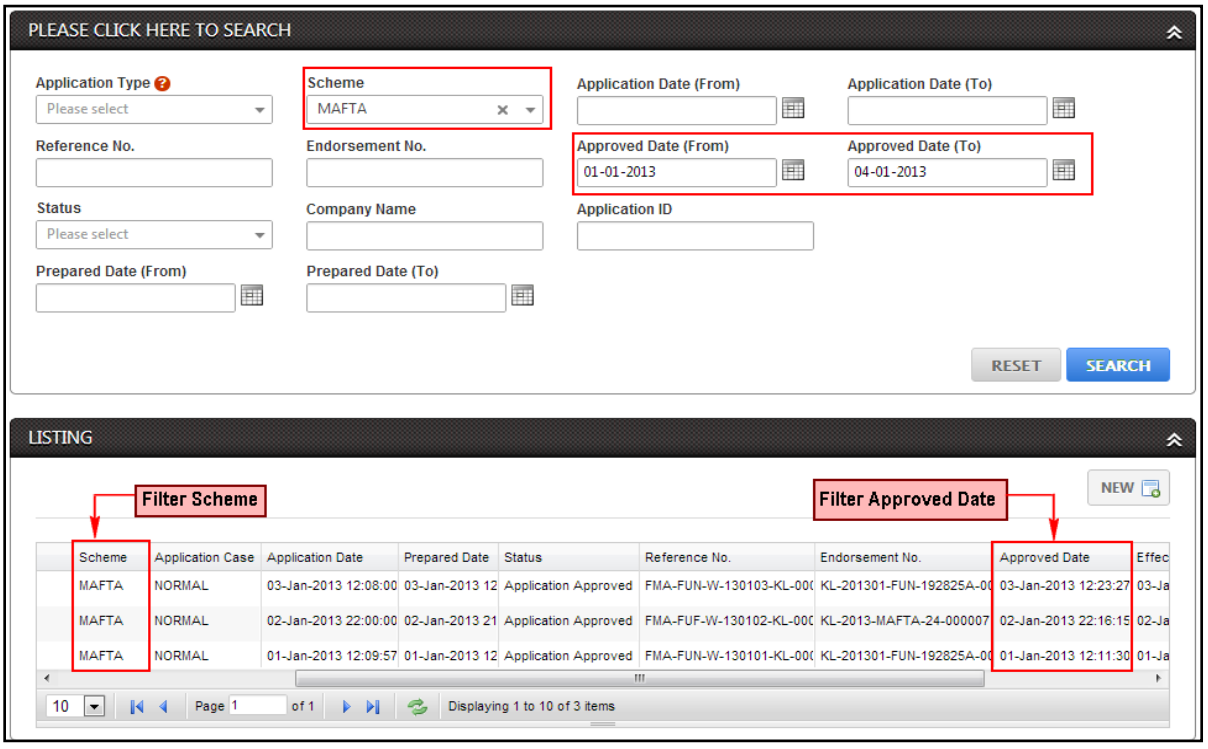


3.1.9. By Approved Date

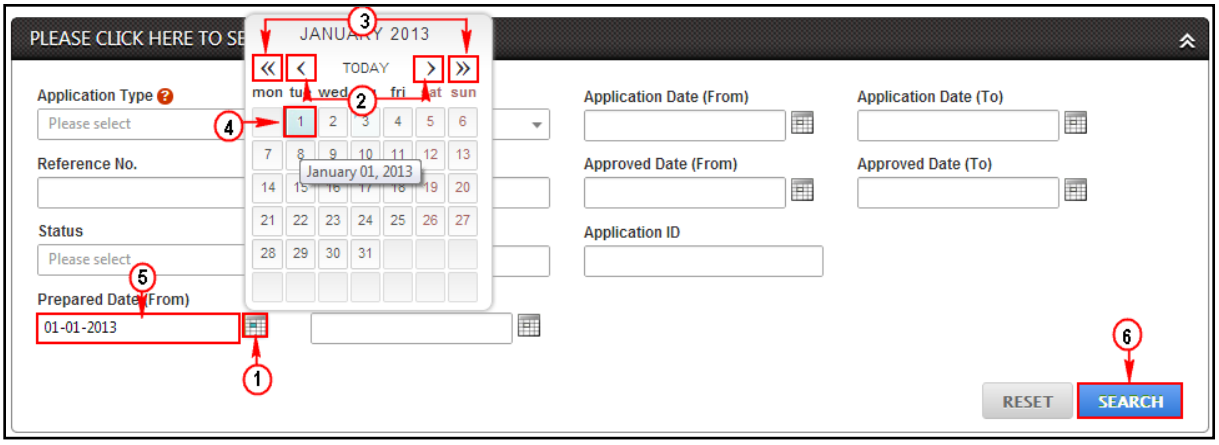


Step 1 Filter by Approved Date

1. Click icon to display the Calendar.
2. Click or to navigate to the previous or next month.
3. Click << or >> 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.
5. Alternatively, manually enter the required dates. The format is **`dd/MM/yyyy`**.
6. Click SEARCH button to view the result.

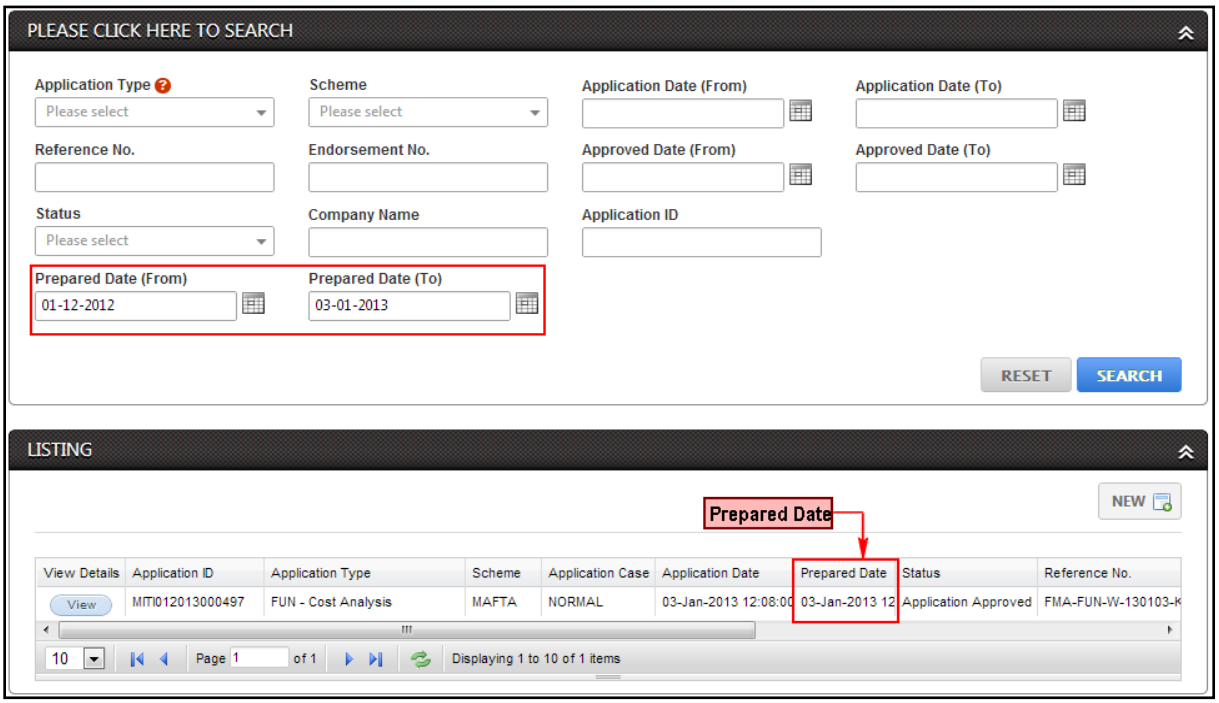


3.1.10. By Prepared Date (From

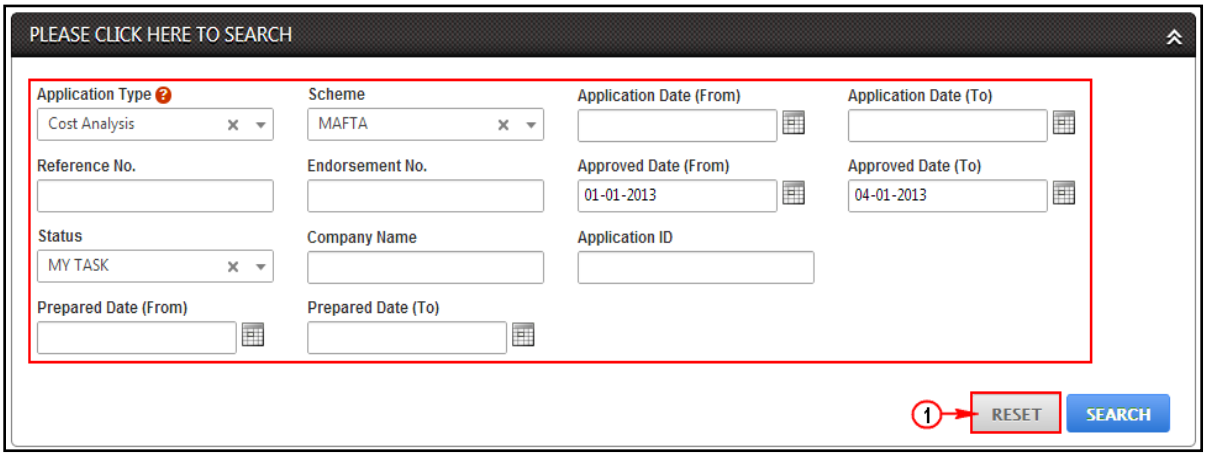


Step 1 Filter by Prepared Date (From)

1. Click icon to display the Calendar.
2. Click or to navigate to the previous or next month.
3. Click << or >> to navigate to the previous or next month.
4. Pick any date that you required. Ensure **Prepared Date (To)** field is later than **Prepared Date (From)** field.
5. Alternatively, manually enter the required dates. The format is **dd/MM/yyyy**.
6. Click SEARCH button to view the result.

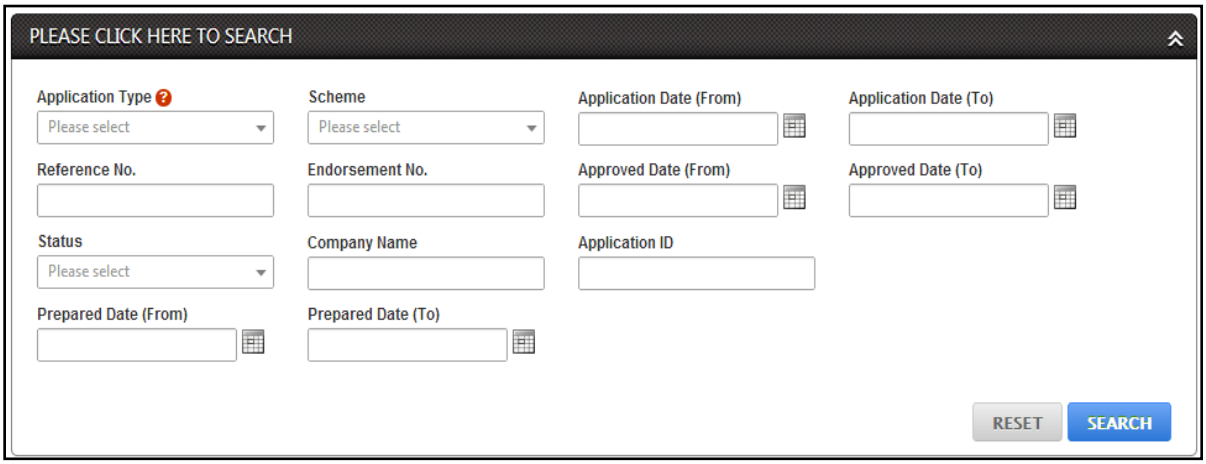


3.1.11. To Reset Search Data



Step 1 **Reset Data**

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

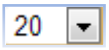


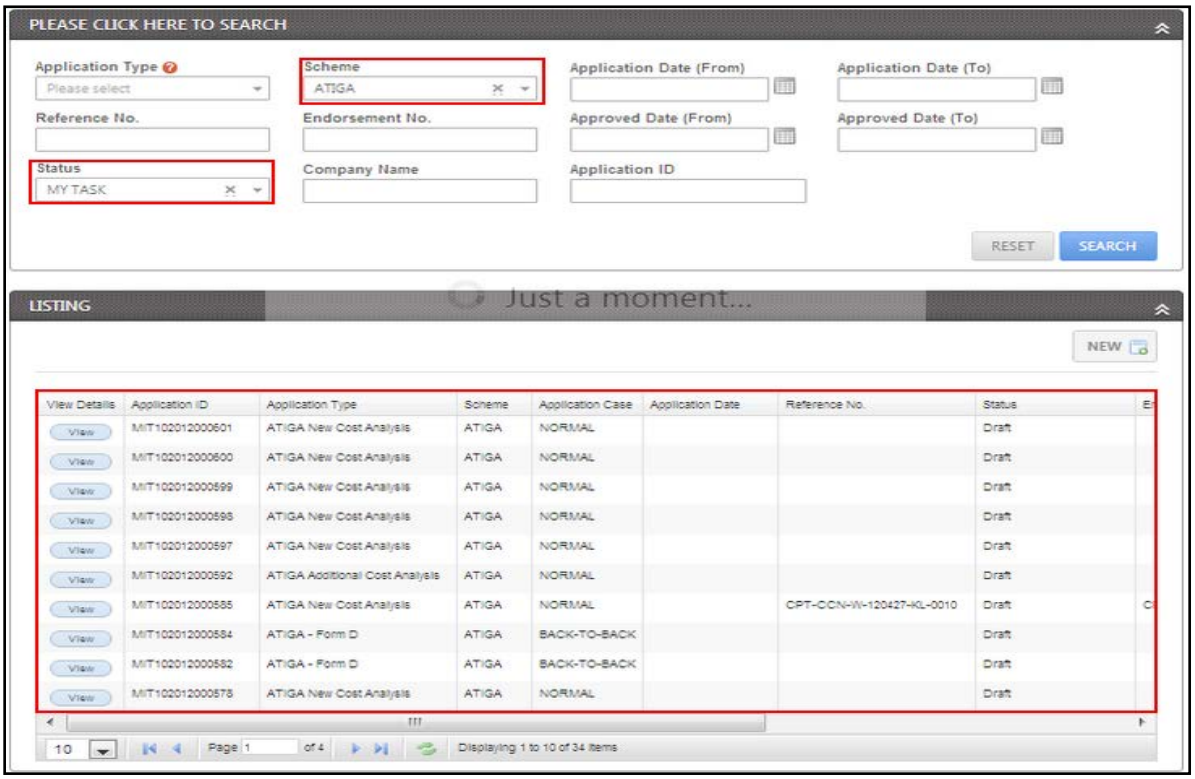
3.2. Additional Features

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

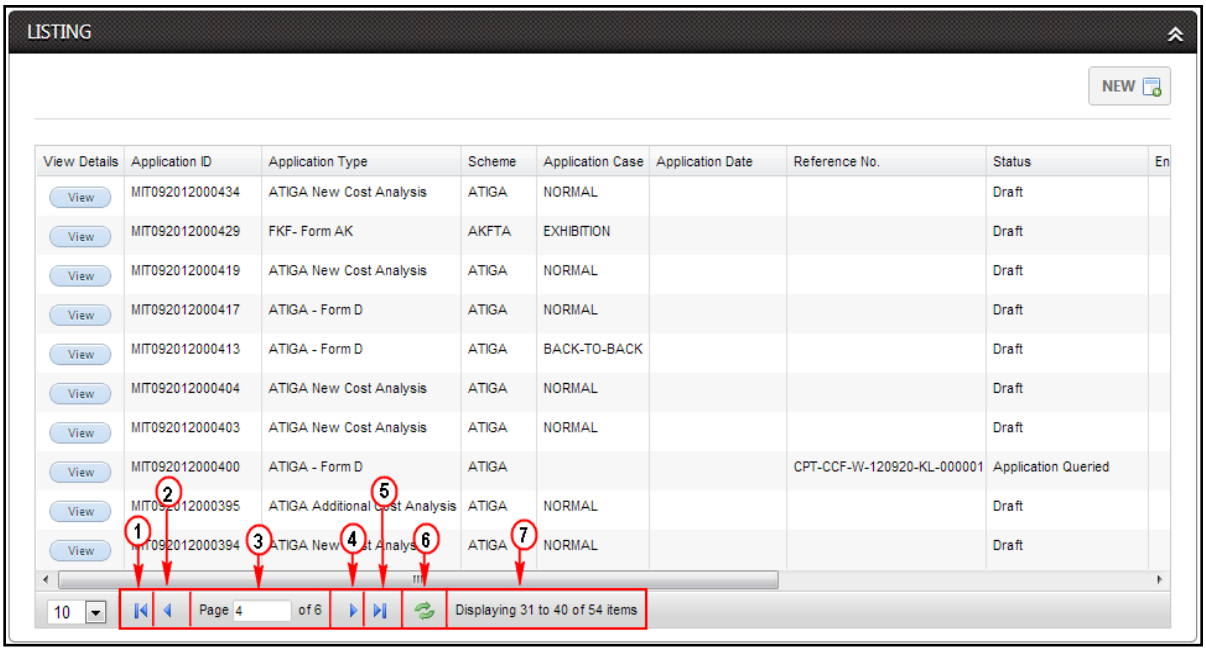
3.2.1. Number of transaction display

Step 1 Number of Transaction display

1. Select a number from the  drop down list box. The above transactions are searched with the following criteria:
   - Click Filter *Scheme* drop down list and select **`MAFTA`**
   - 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:



3.2.2. Page Number Layout



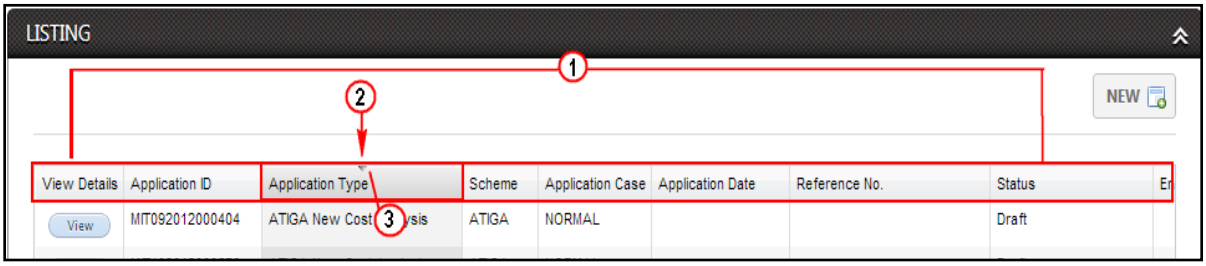
Step 1 Page Number

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.

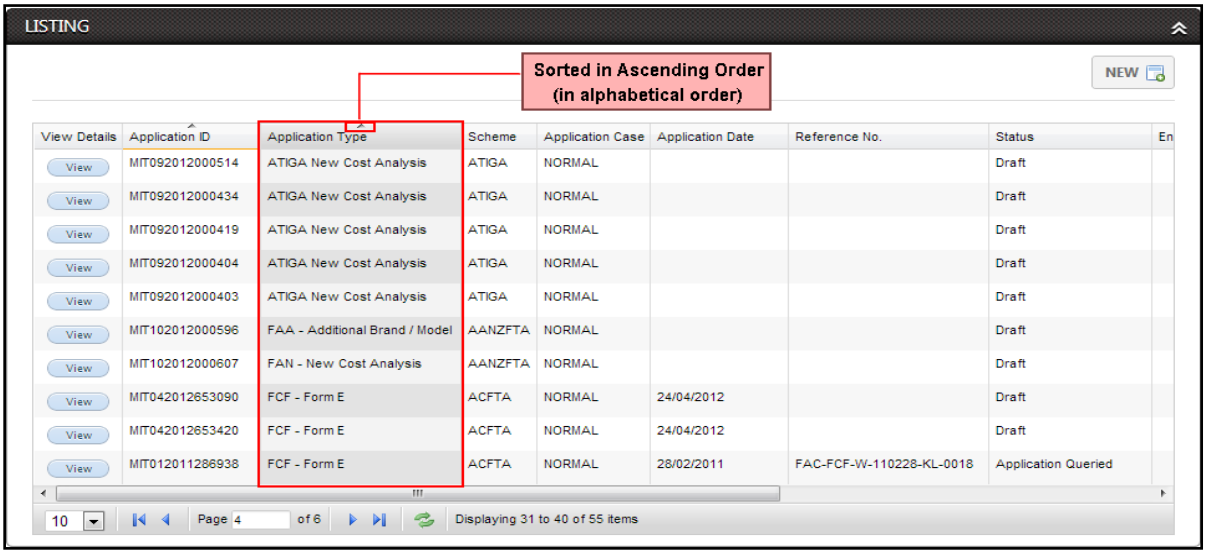
1. Click dropdown to navigate to the early page number respectively.
2. Click dropdown to navigate to the previous number of page.
3. You may enter manually number of page at textbox field.
4. Click dropdown to navigate to the next number of page.
5. Click dropdown to navigate to the last number of page.
6. Click 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

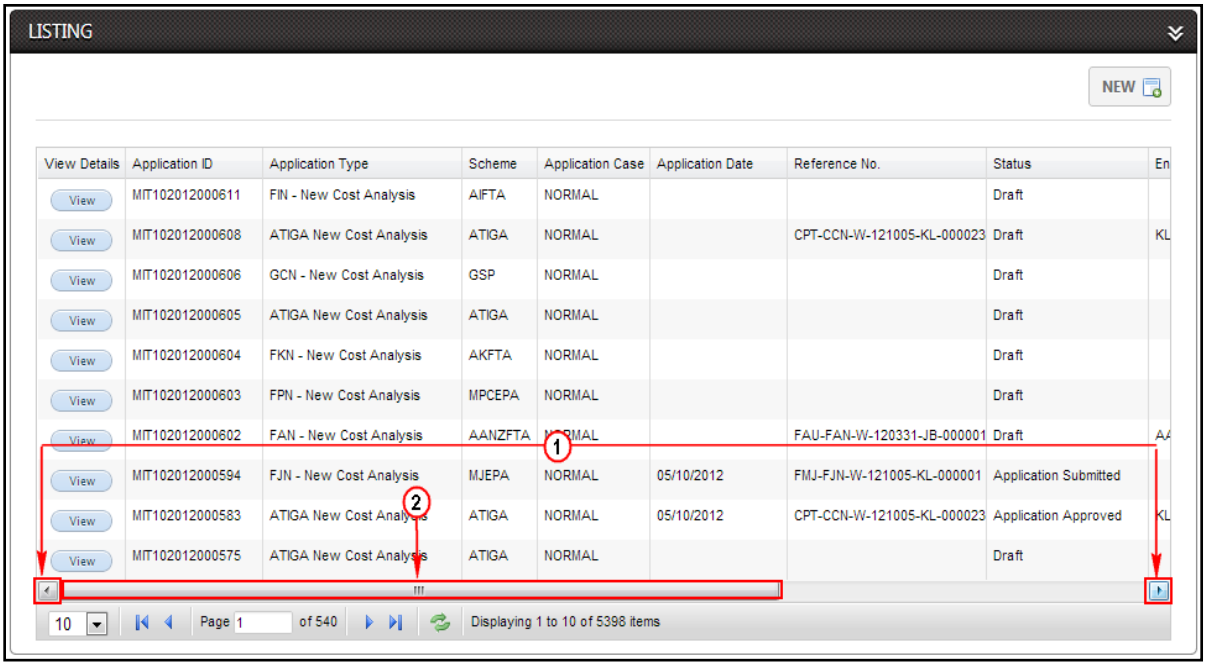


1. The columns available in the *View Transactions* screen are:
   - App. ID
   - Application Type
   - Application Case
   - Application Date
   - Trader Code
   - Company Name
   - Reference No.
   - Trader Reference No.
   - Status
   - Endorsement No.

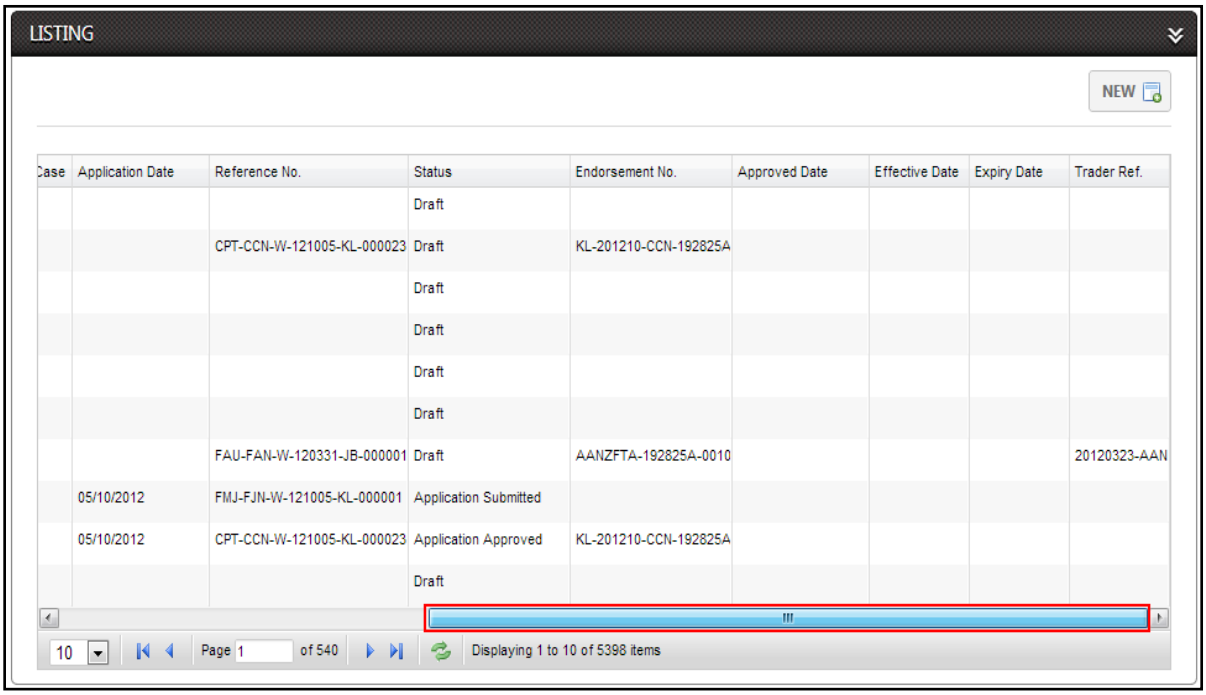
1. Each column can be sorted in ascending or descending order.
2. To view transactions in ascending/increasing order (smallest to largest/earliest to latest), click ▼; click ▲ to view transactions in descending/decreasing order (smallest to largest/earliest to latest).



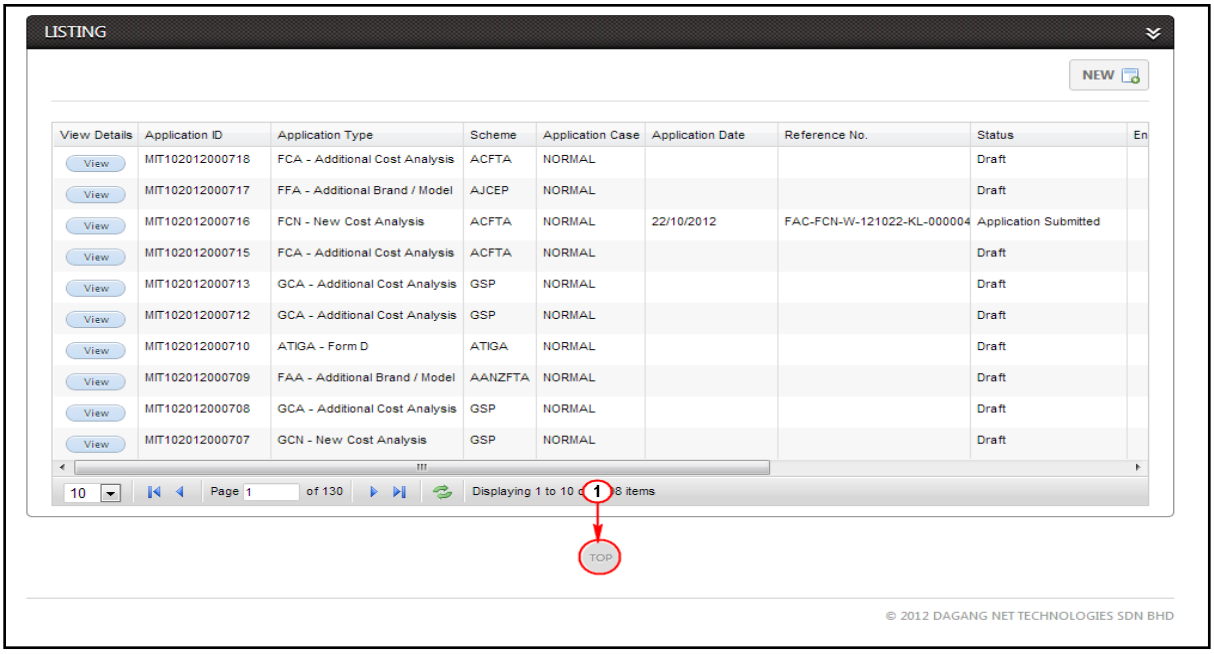
3.2.4. Scroll horizontally



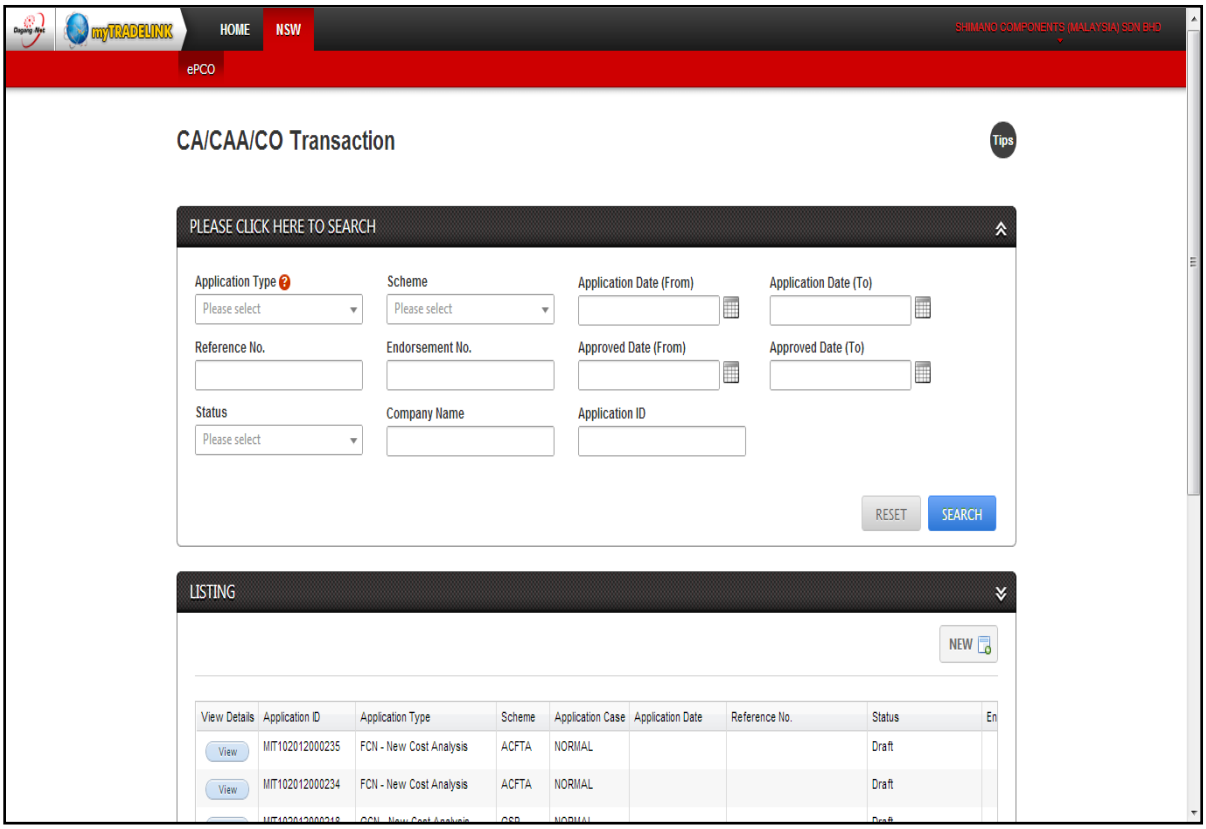
1. Click arrow to view to end of raw table transaction or click arrow to view the first line transaction.
2. You also can scroll arrow horizontally to view all the data.



3.2.5. Top of Page



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



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:

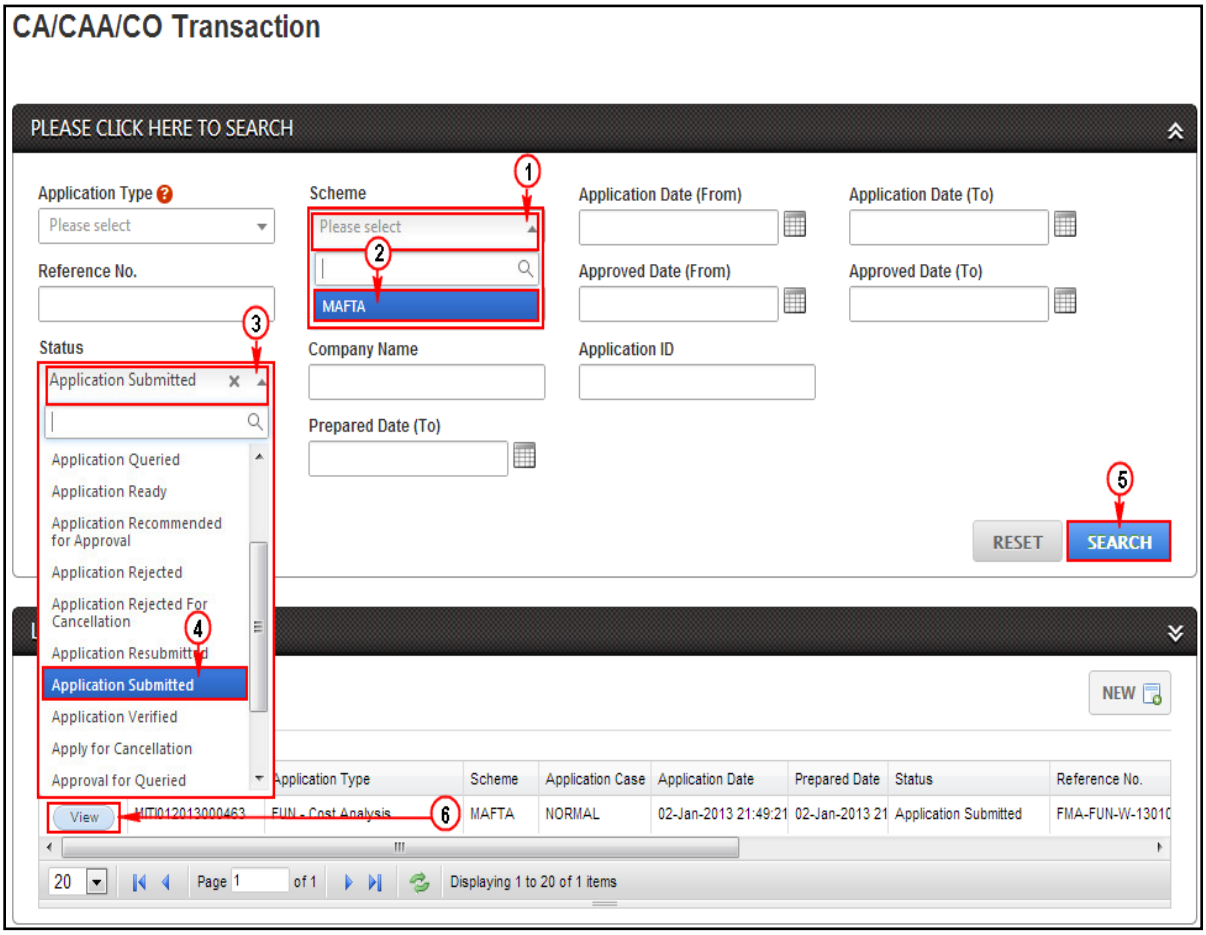
- **Cost Analysis (CA)**
- Cost Analysis - Additional Brand / Model (CAA)
- Preferential Certificate of Origin (CO)

4.2. View Cost Analysis (CA)

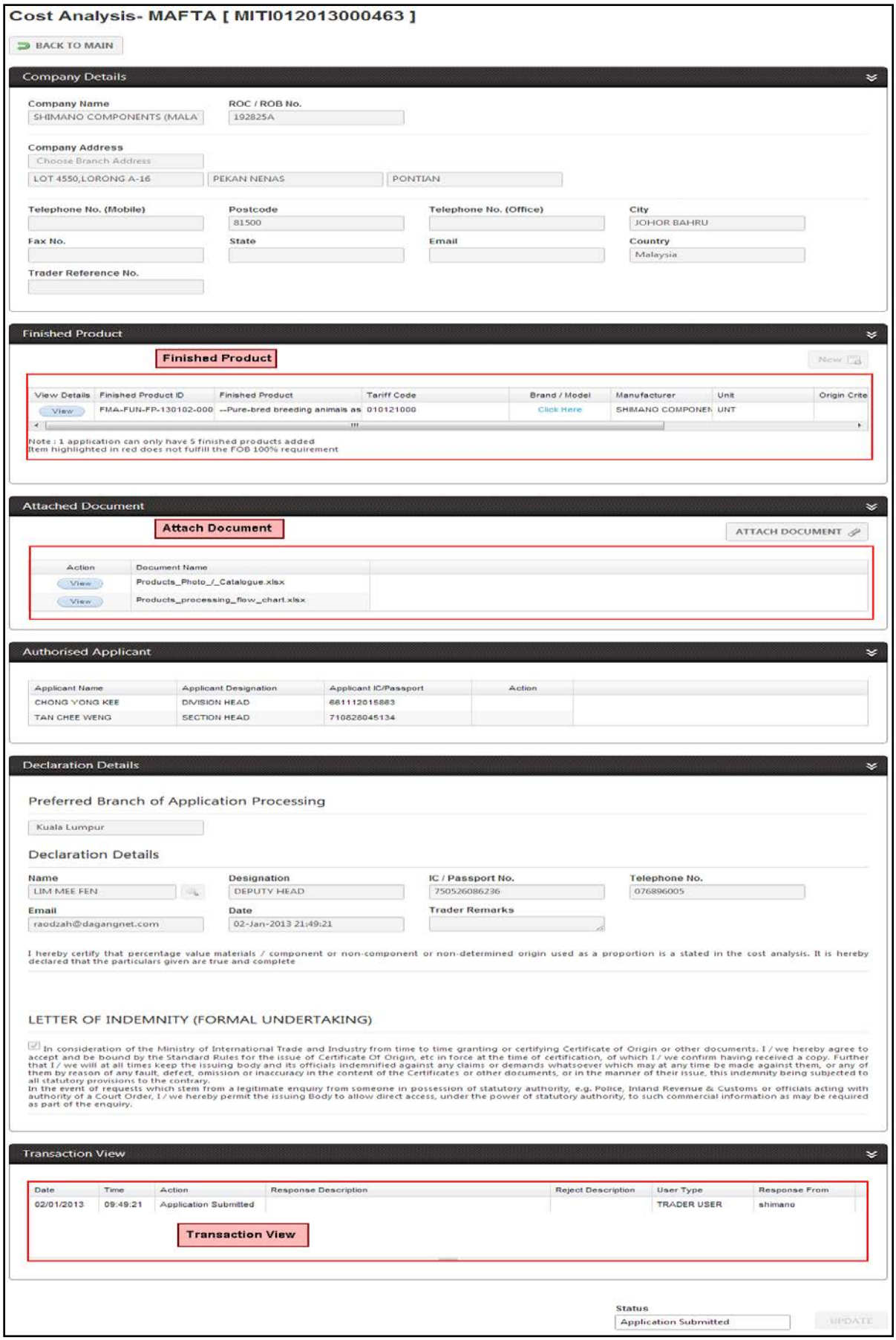
The applications with statuses below are for viewing only:

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

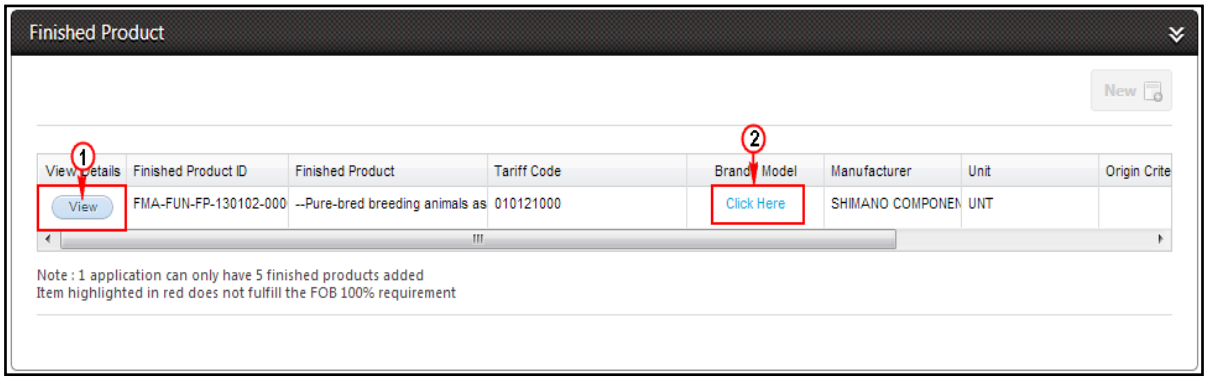
Step 1 View Cost Analysis



1. Click filter scheme dropdown to select scheme requested.
2. Choose any scheme. Eg: MAFTA
3. Click filter Status dropdown to select application status.
4. Select application Status. Eg: Application Submitted.
5. Click SEARCH button to view results.
6. Click View button to display view Cost Analysis as screen below;


Cost Analysis- MAFTA [MITI012013000463]
BACK TO MAIN
Company Details
Company Name
SHIMANO COMPONENTS (MALA
ROC / ROB No.
192825A
Company Address
Choose Branch Address
LOT 4550,LORONG A-16
PEKAN NENAS
PONTIAN
Telephone No. (Mobile)
Postcode
81500
Telephone No. (Office)
City
JOHOR BAHRU
Fax No.
State
Email
Country
Malaysia
Trader Reference No.
Finished Product
Finished Product
New
View Details
Finished Product ID
Finished Product
Tariff Code
Brand / Model
Manufacturer
Unit
Origin Crite
View
FMA-FUN-FP-130102-000
--Pure-bred breeding animals as
010121000
Click Here
SHIMANO COMPONEN
UNT
Note : 1 application can only have 5 finished products added
Item highlighted in red does not fulfill the FOB 100% requirement
Attached Document
Attach Document
ATTACH DOCUMENT
Action
Document Name
View
Products_Photo_/_Catalogue.xlsx
View
Products_processing_flow_chart.xlsx
Authorised Applicant
Applicant Name
Applicant Designation
Applicant IC/Passport
Action
CHONG YONG KEE
DIVISION HEAD
681112015883
TAN CHEE WENG
SECTION HEAD
710828045134
Declaration Details
Preferred Branch of Application Processing
Kuala Lumpur
Declaration Details
Name
LIM MEE FEN
Designation
DEPUTY HEAD
IC / Passport No.
750526086236
Telephone No.
076896005
Email
raodzah@dagangnet.com
Date
02-Jan-2013 21:49:21
Trader Remarks
I hereby certify that percentage value materials / component or non-component or non-determined origin used as a proportion is a stated in the cost analysis. It is hereby declared that the particulars given are true and complete
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.
Transaction View
Date
Time
Action
Response Description
Reject Description
User Type
Response From
02/01/2013
09:49:21
Application Submitted
TRADER USER
shimano
Transaction View
Status
Application Submitted
UPDATE

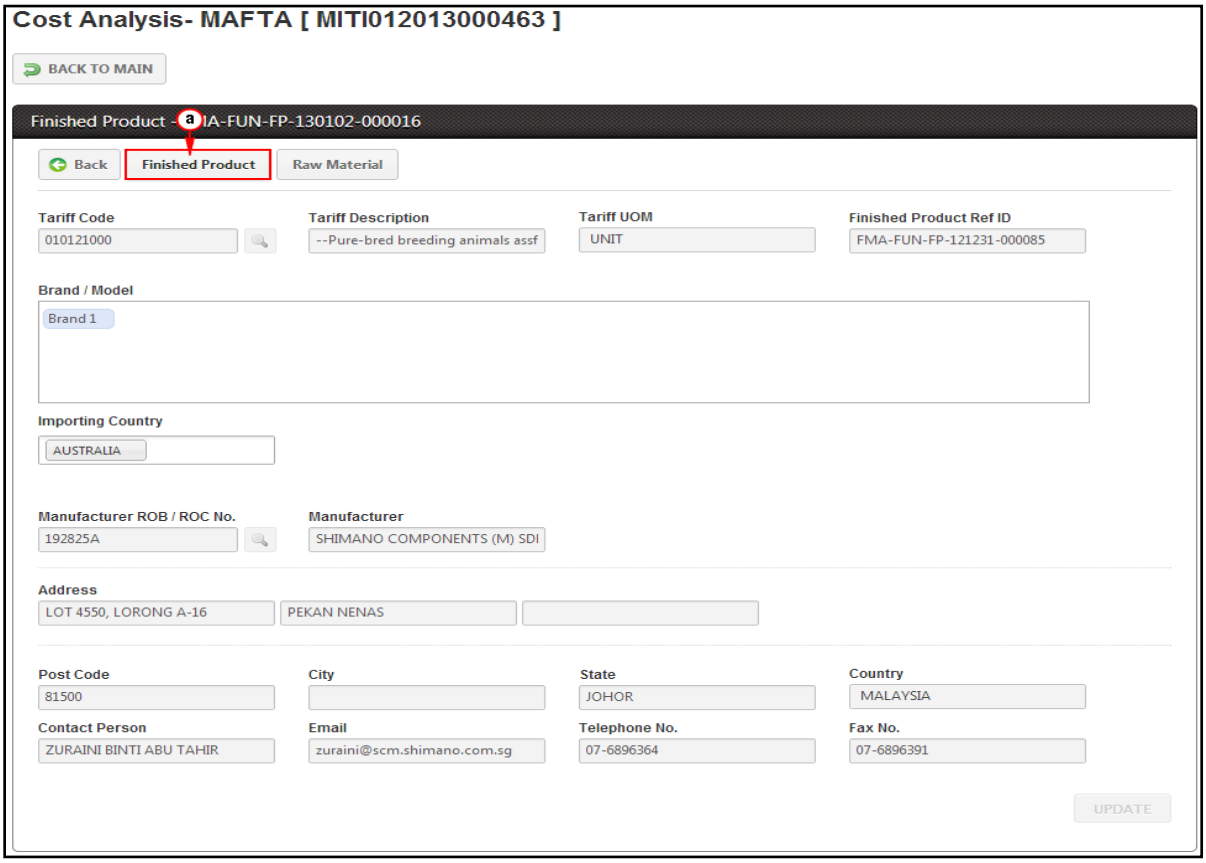
Step 2 View Finished Product



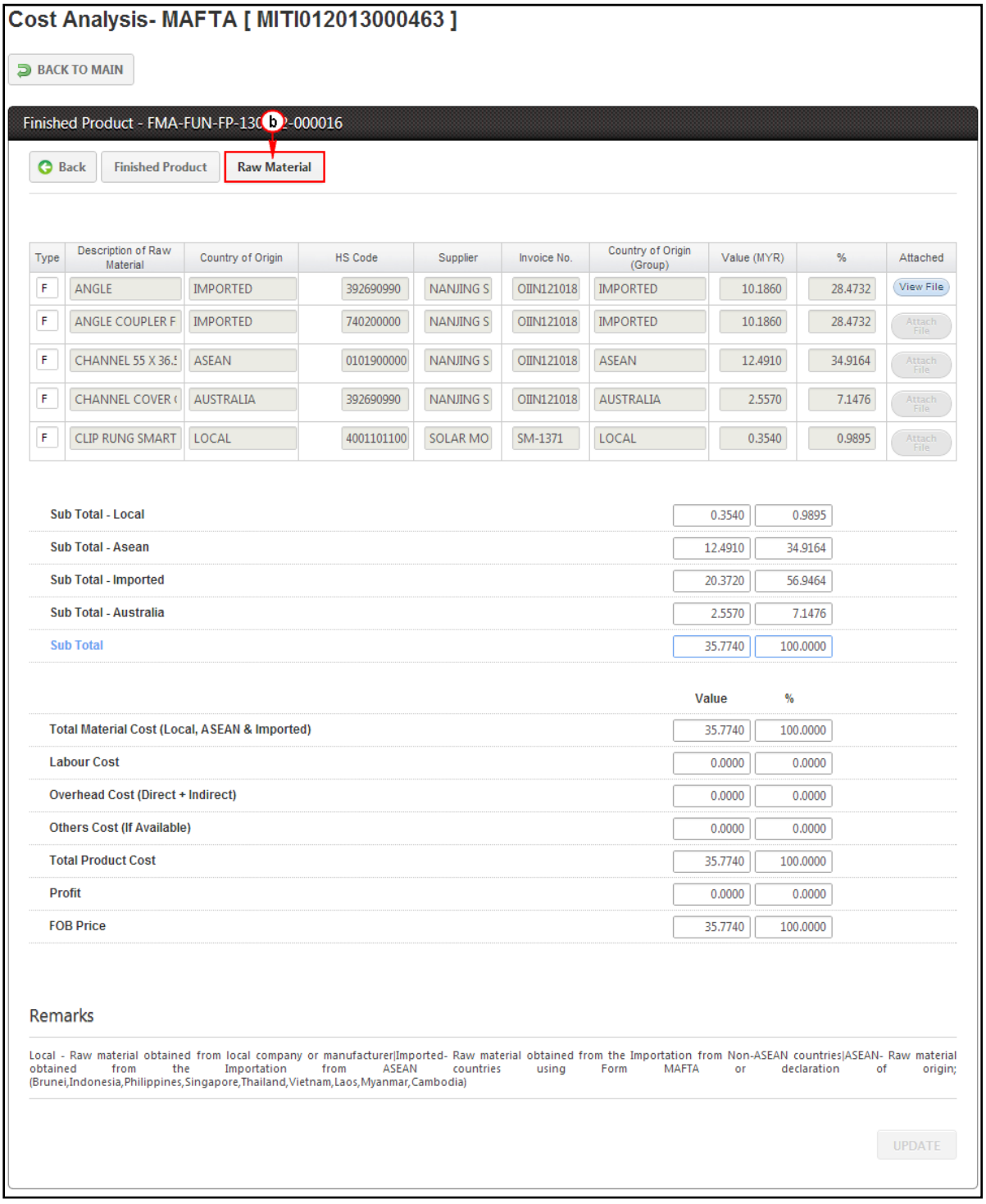
1. Click View button to view Finished Product details screen.
2. Click Click Here hyperlink to view the brand /model.

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

a. Finish Product Screen



b. Raw Material



Step 3 Attachment

1. Click ATTACH DOCUMENT button to view the document.

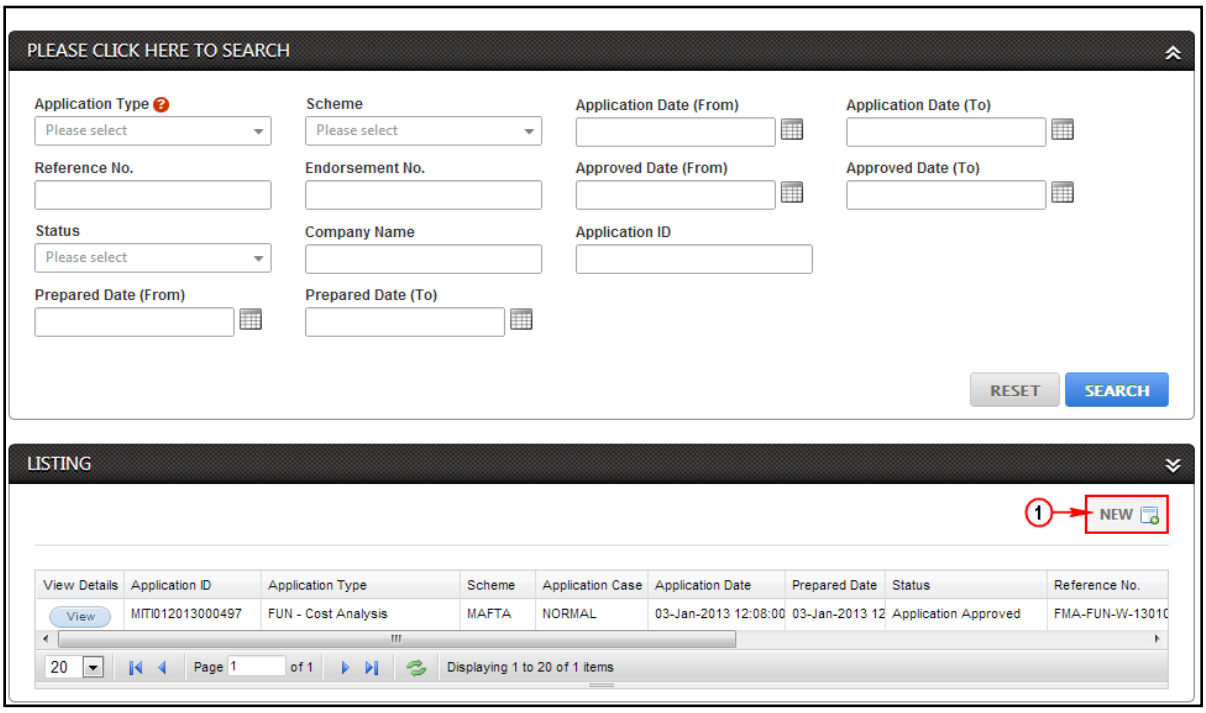
2. You may view the document
3. Click button to close the screen.

Step 4 Transaction View

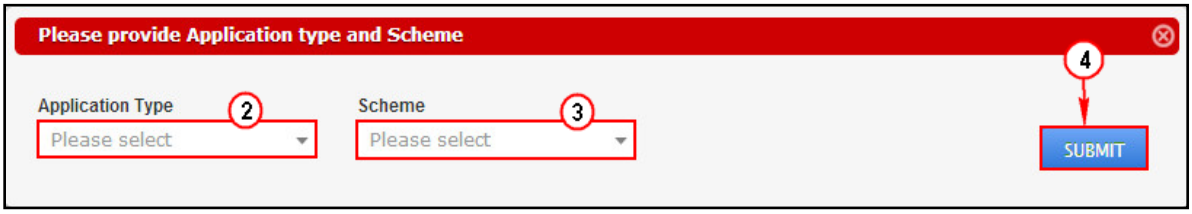
1. All the transaction will be view by here.

4.3. Applying for New Cost Analysis (CA)

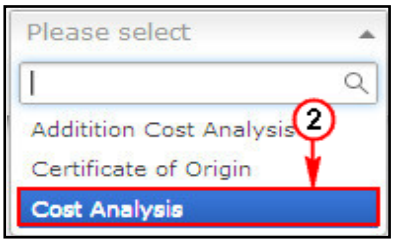
Step 1 Create New Cost Analysis



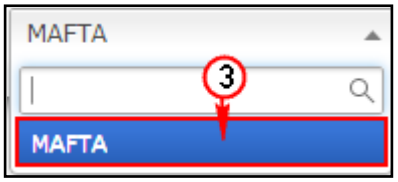
1. Click NEW button to apply new CA.



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

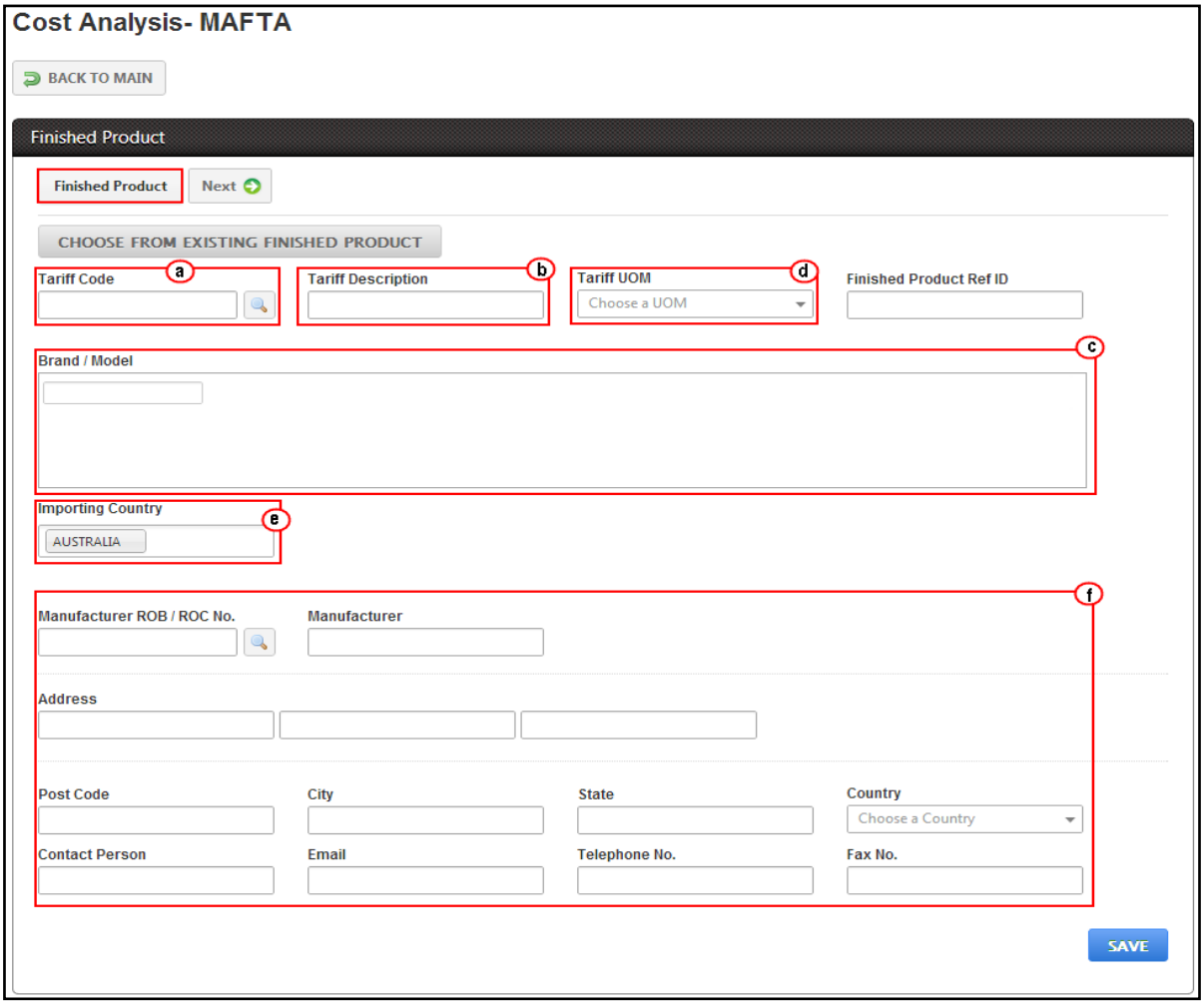


3. Click dropdown to select Scheme. Eg: MAFTA



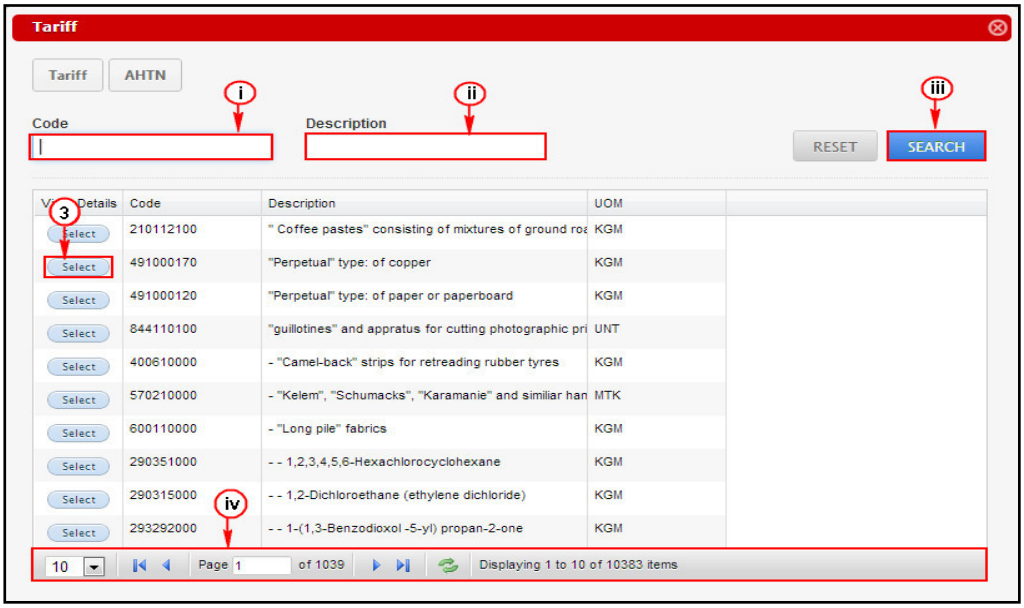
4. Click SUBMIT to create CA

Step 2 Add Finish Product



a. Tariff Code

1. Click . Tariff Code screen pop up will appear.



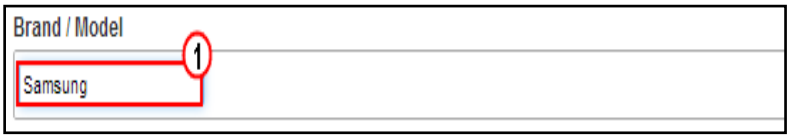
2. Tariff Code can be search / display by:
   i. **Code**: Enter code of tariff here.
   ii. **Description**: Enter any description.
   iii. **Search**: Click search button to search the tariff
   iv. **Page Navigation**: You may navigate to the previous or next page respectively.
3. Click on the Select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

b. Tariff Description

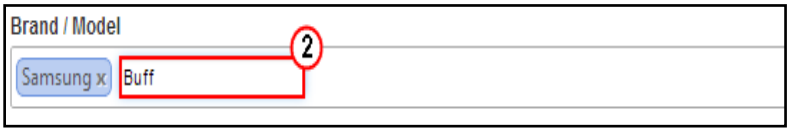
1. The text box is automatically filled once the Tariff Code is selected.

c. Brand Model

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

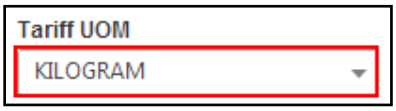


2. You may enter another brand into the text box.



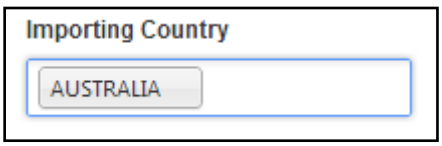
3. You may remove the brand in the list by click at the brand.

d. Tariff UOM



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.

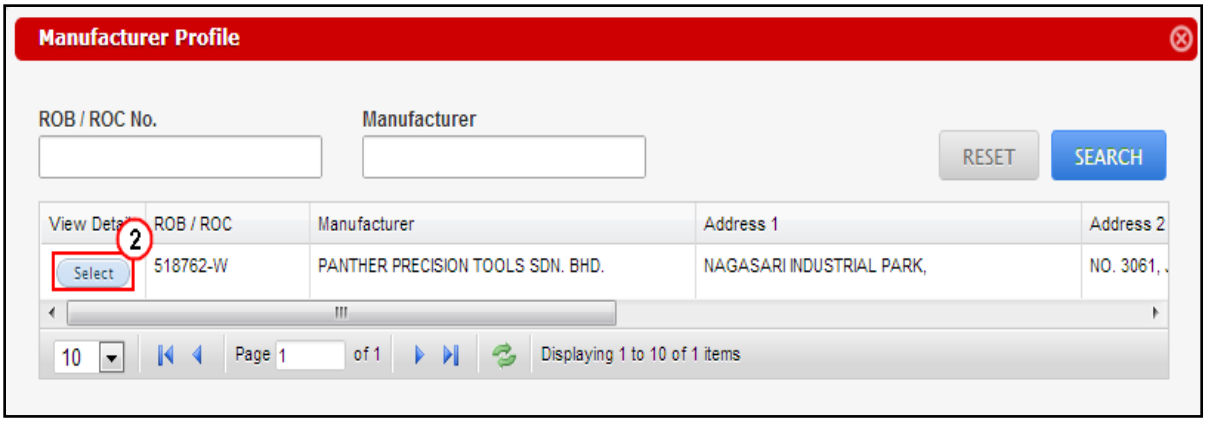
e. Importing Country

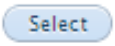


1. Importing Country for Australia is by default.

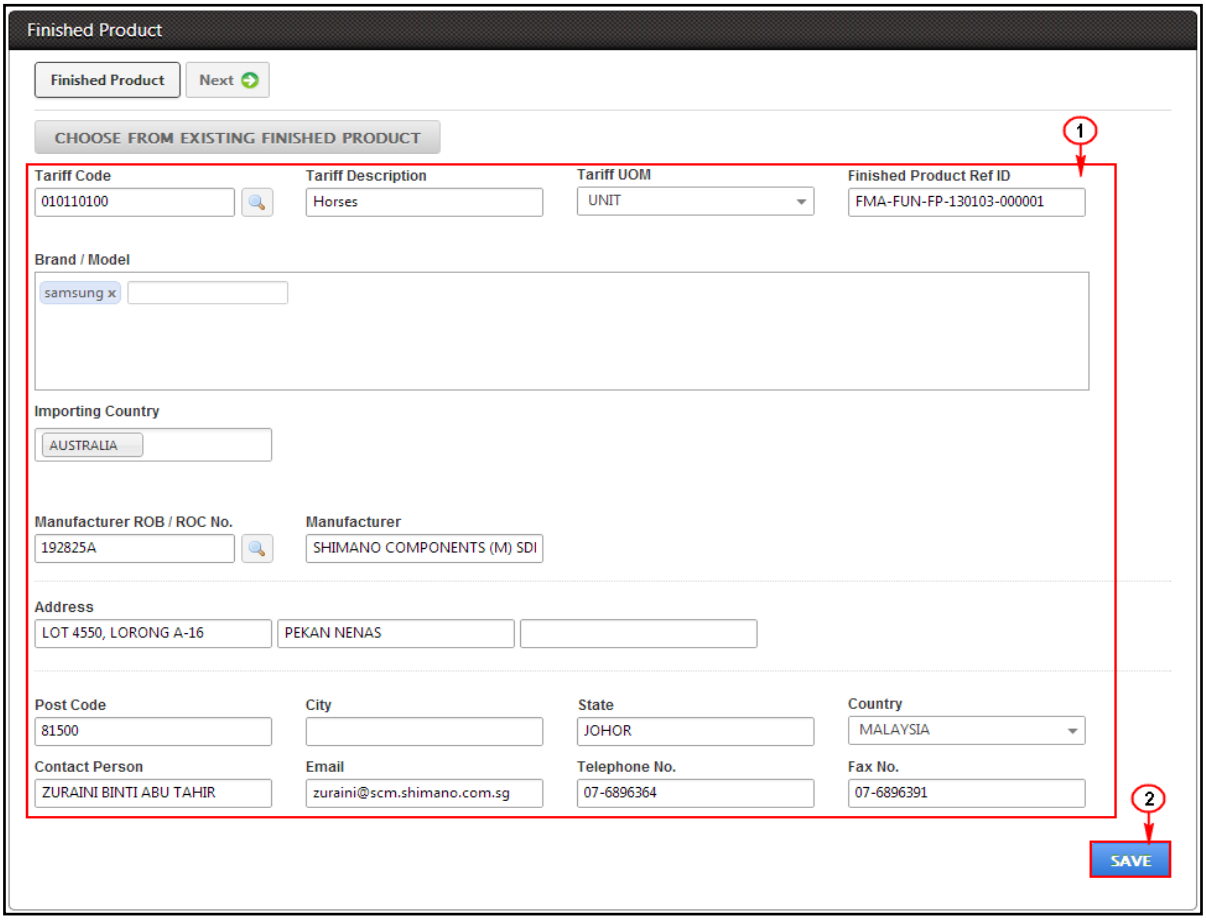
f. Manufacturer Profile

1. Click . Manufacturer Profile pop up will appear.



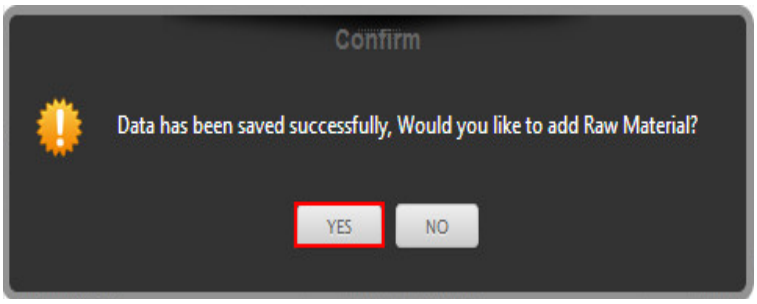
2. Click on the  button to select tariff code.
3. The Manufacturer text box is automatically filled once the Manufacturer Profile is selected.

Step 3 Save Finish Product



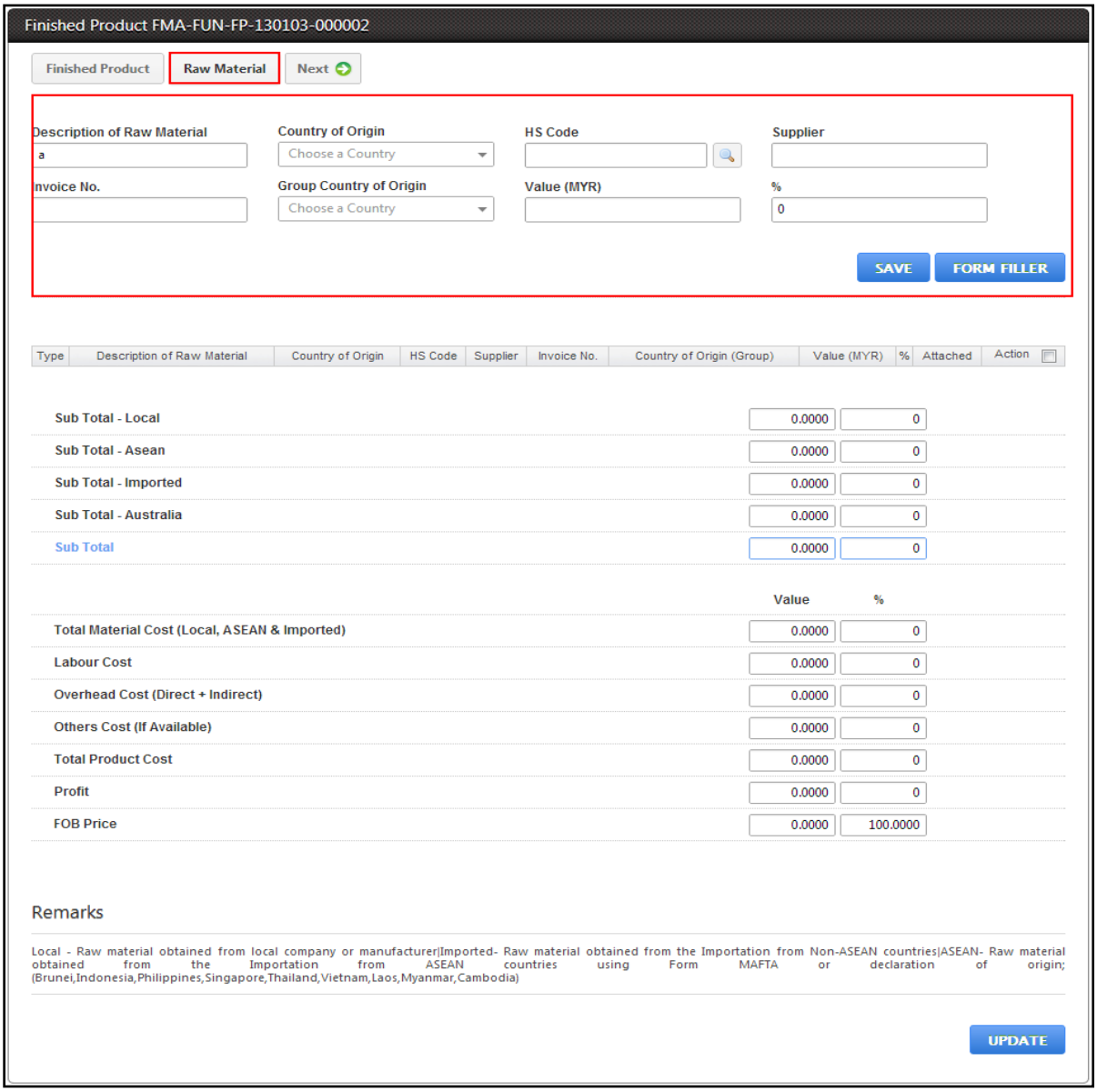
1. Make sure the entire text box field is full filled.
2. Click button to save the Finish Product.

3. A window pops up appear to confirm the data has been saved successfully as follow.

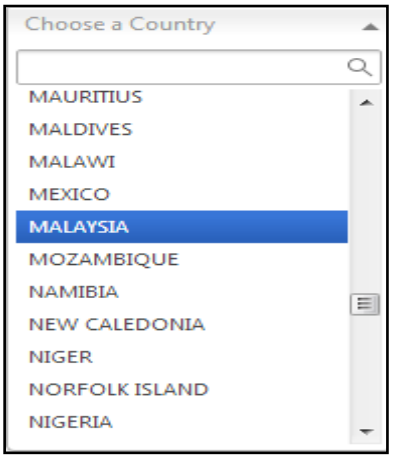


4. Click YES button to save.
5. Automatically Raw Material screen appear.

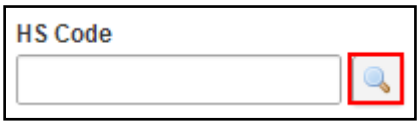
Step 4 Raw Material



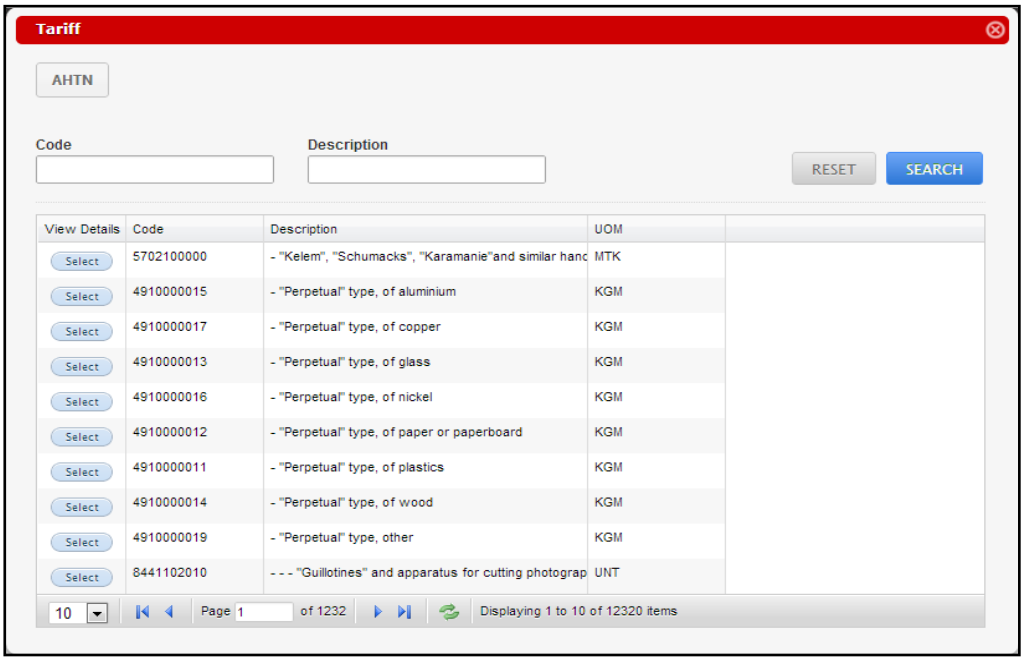
1. Enter Description of Raw Material text box.

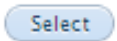


2. Click at Country of Origin text box then, automatically country dropdown appear. Select the country.
3. The Group Country of Origin text box is automatically filled once the Country is selected.



4. Click . HS Code pop up will appear.

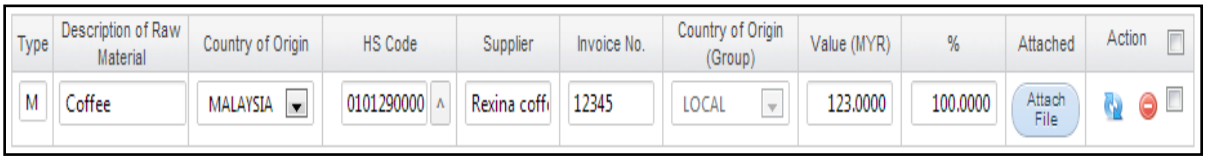


5. Click on the 

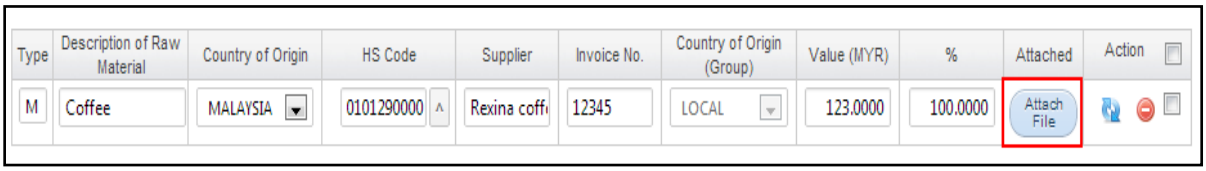
button to select tariff code.
6. Enter Name of Supplier field.
7. Enter Invoice No. Field.
8. Enter Value (in MYR) field.
9. Enter the Percentage (%) field.

10. Click SAVE button to automatically calculate.
11. Pop up alert appear to show data has been saved successfully.

12. Raw Material automatically list in box.



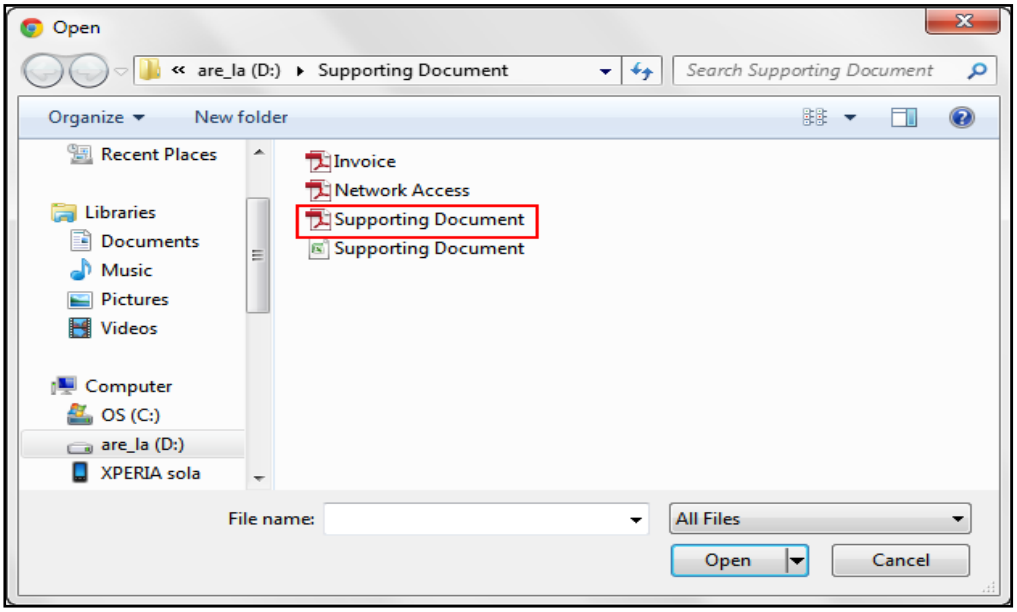
Step 5 Upload Raw Material Attachments

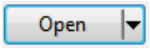


1. Click Attach File button to upload raw material for a finished product.
2. Attachment for Raw Material screen pop up appear;
3. **Important:** Please make sure that the first (1st) file uploaded is the Invoice; the second (2nd) upload will be the Importing Country CO while the rest will be treated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

4. Click + Add files... button to upload attachment.

5. A window pops up to select a file.



6. Select any file to upload then, click 

to attach a file and close pop-up window. Alternatively, click

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.

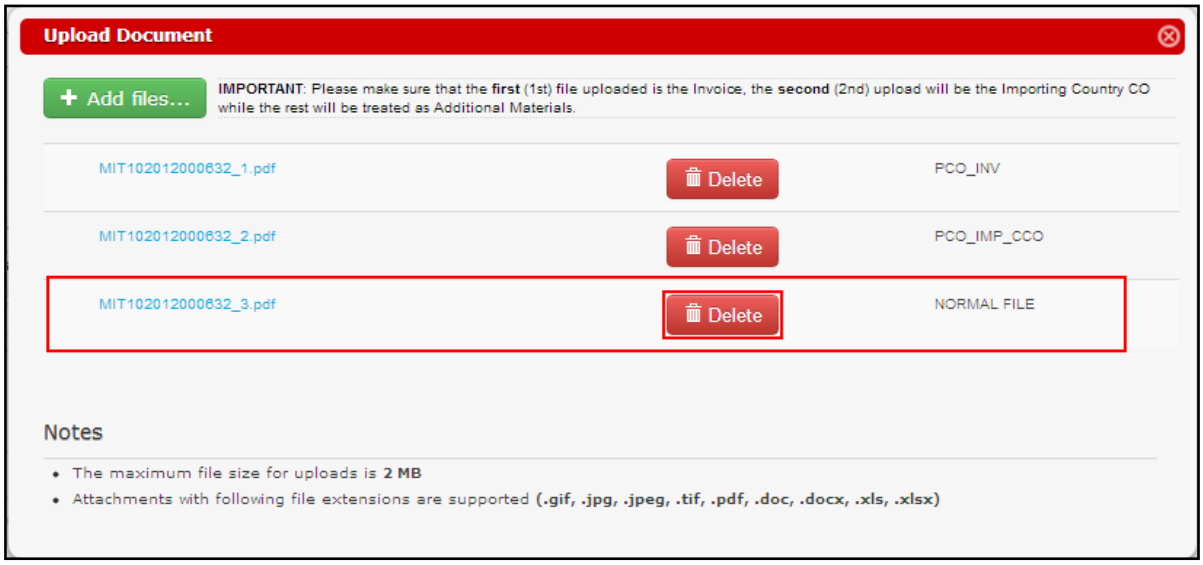
8. Click

to upload the attachment or Click

to cancel the attachment.

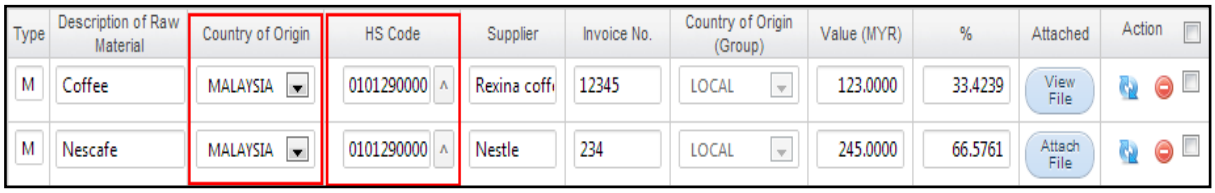
9. Alternately, you may click
to exit the screen.

Step 6 Delete Raw Material Attachments



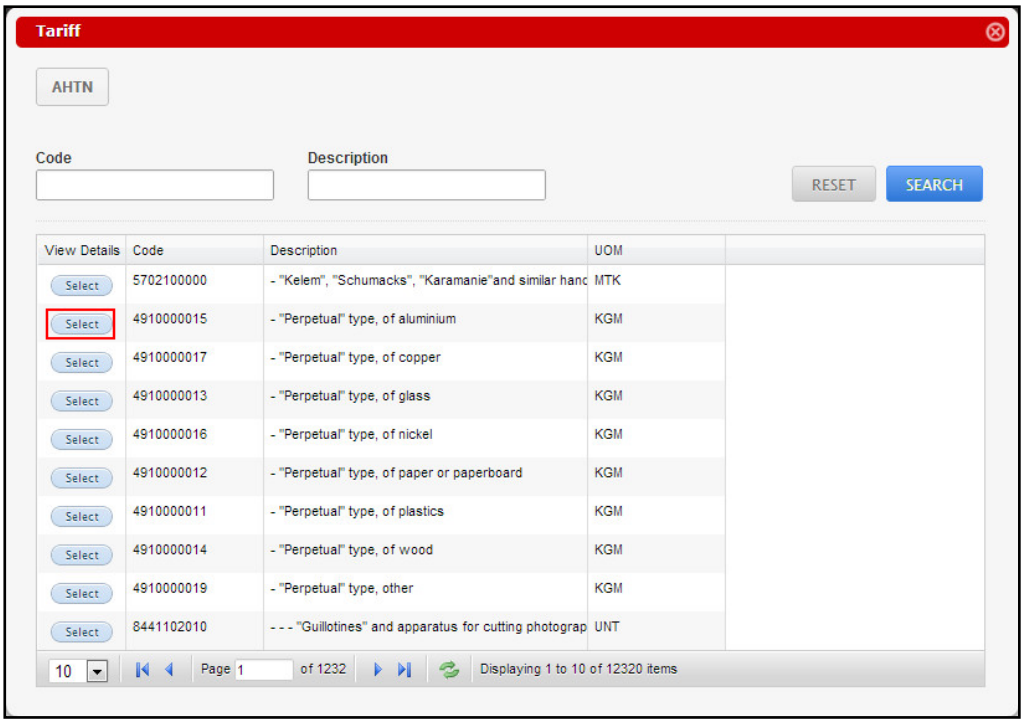
1. Click Delete to delete attachment.
2. Click to exit *Attachment for Raw Material* screen without uploading any attachment.

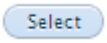
Step 7 Edit Raw Material



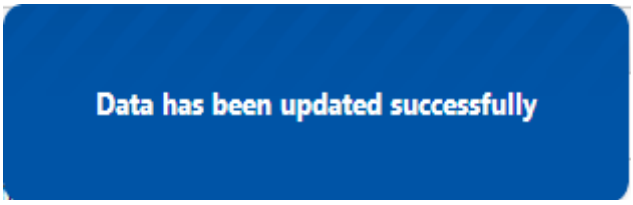
1. You can edit Country Of Origin by select dropdown.

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

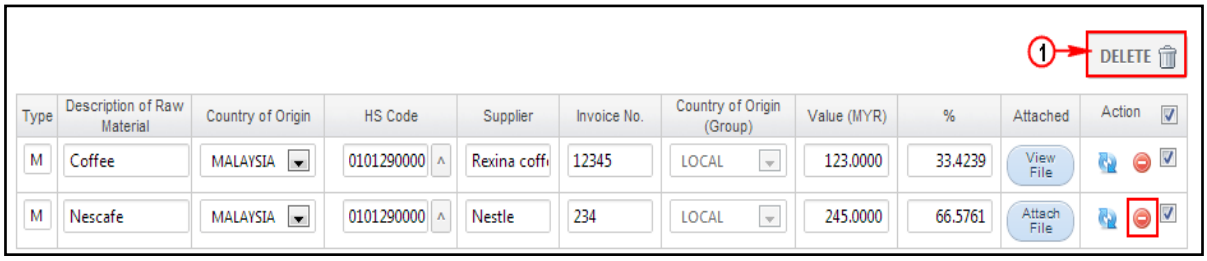


4. You can edit by click  button to select Tariff.
5. You may edit “Description of Raw Material”, “Supplier”, “Invoice Number”, “Value (MYR) and “%” percentage on its textbox.

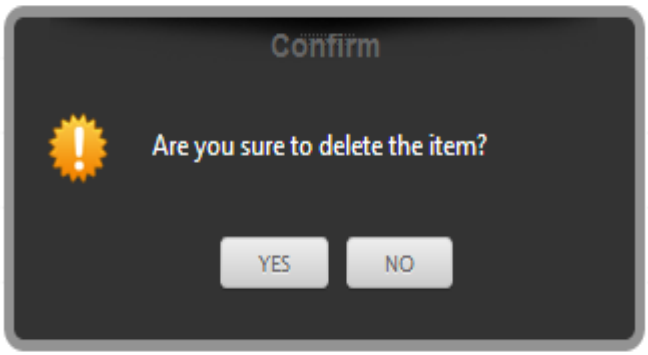
6. To update the table click to update the raw material.
7. A window pop up appear at centre of page to confirm data has been updated successfully.



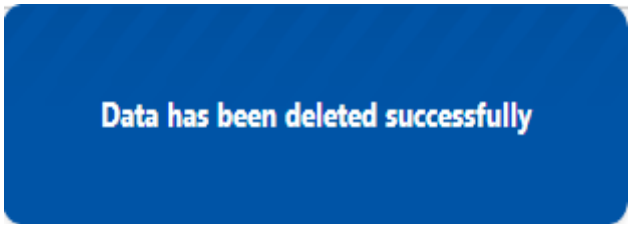
Step 8 Delete Raw Material



1. Tick button at action section to delete all raw material.
2. Icon DELETE will appear for deletion.
3. Another option to delete one by one raw data by click icon symbol for delete.
4. Window pop up screen appear;

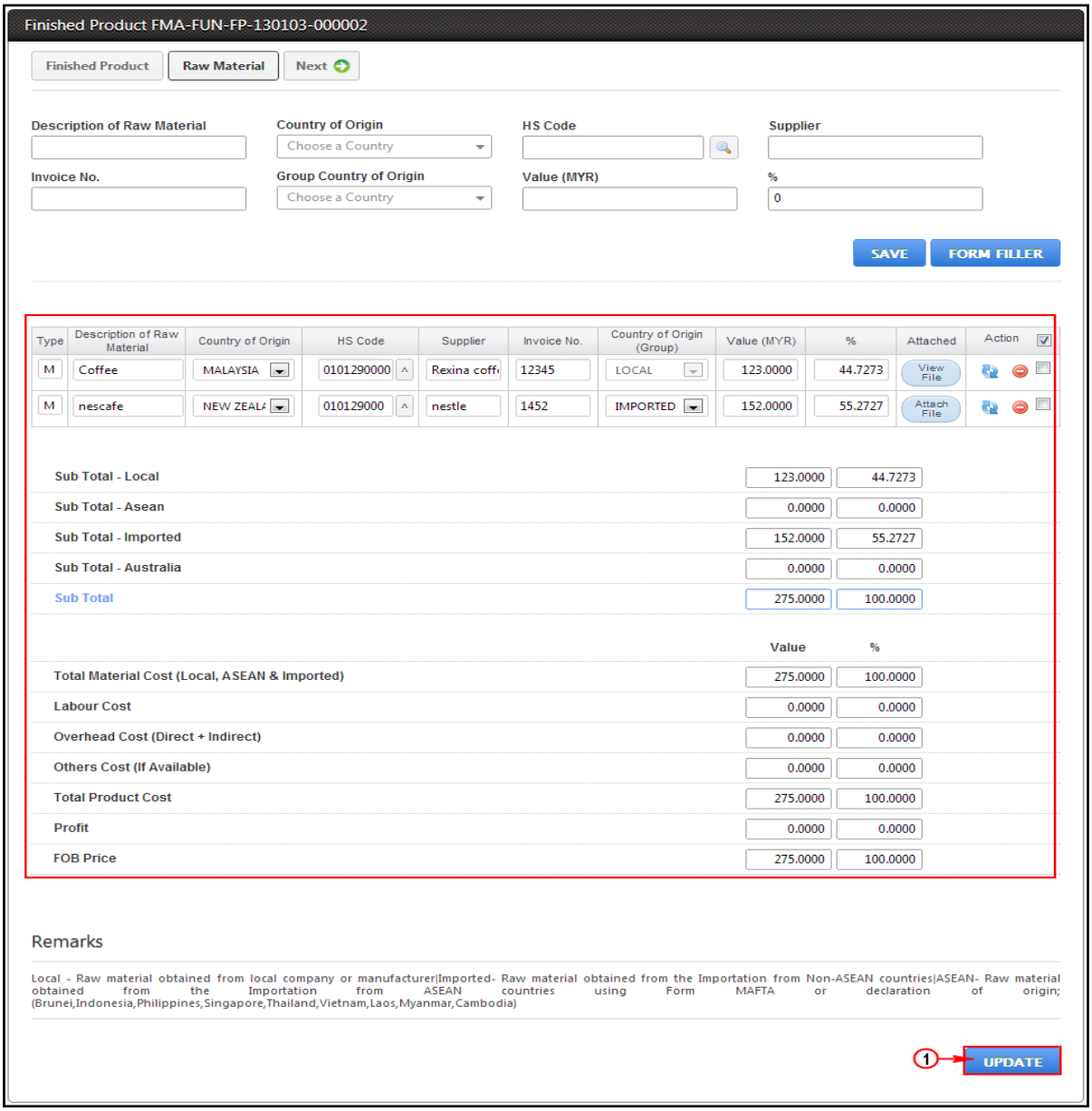


5. Click YES to confirm delete or click NO to cancel delete.

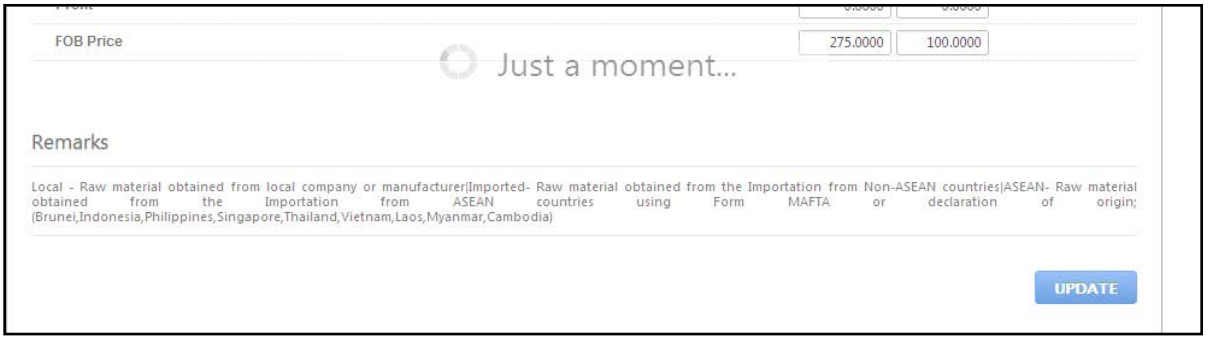


6. Window screen appear at centre of page to confirm data has been deleted successfully.

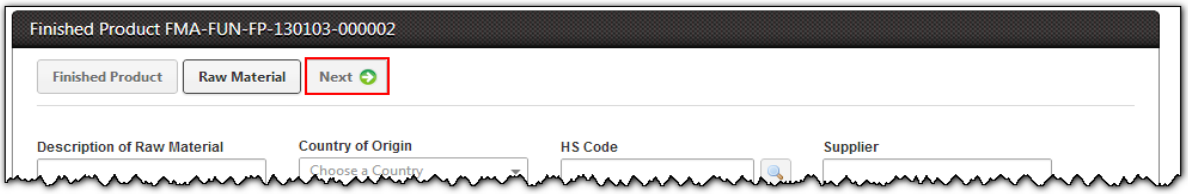
Step 9 Update Raw Materials



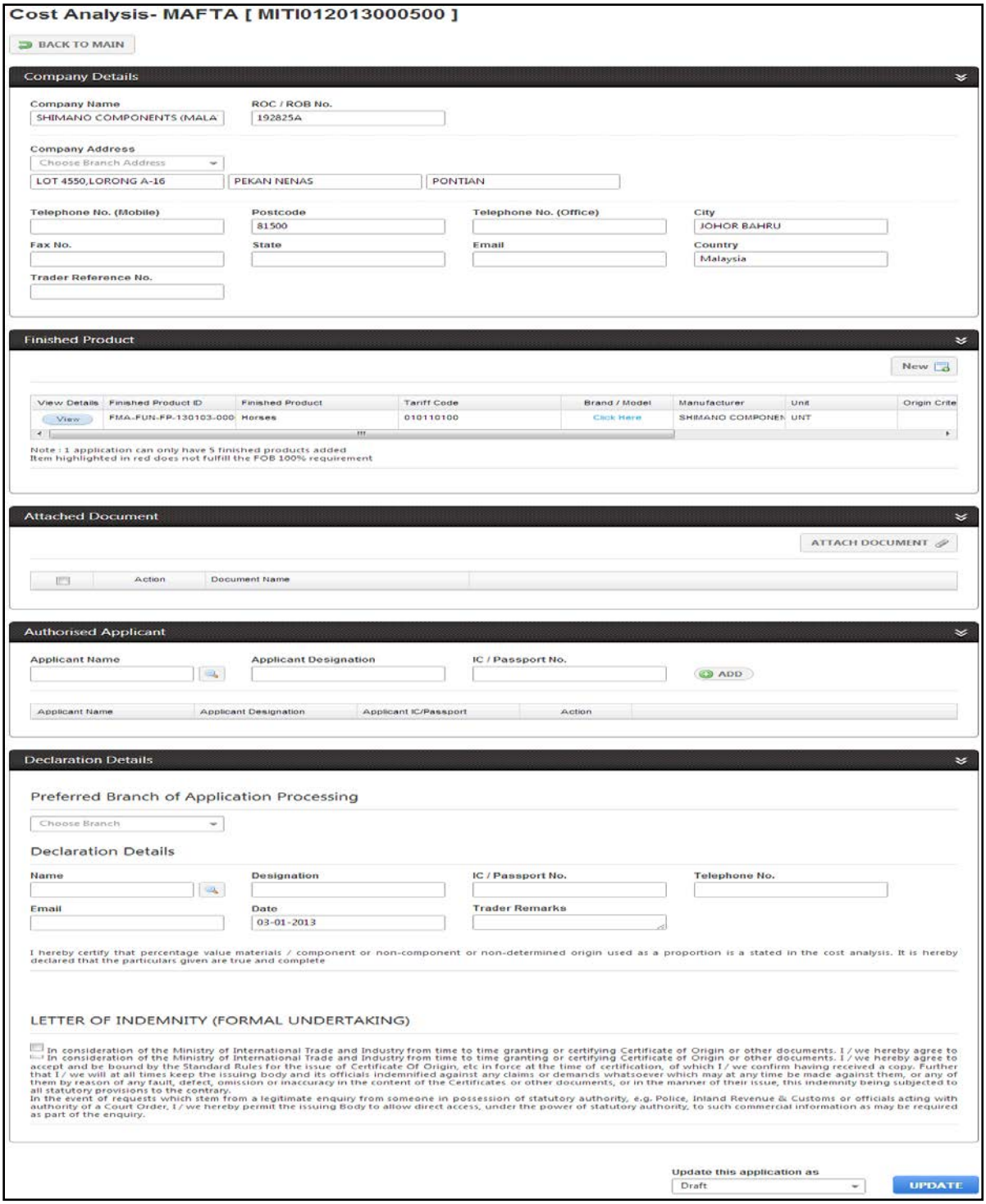
1. Click UPDATE button to update all the data.
2. Just moment loading to update all data.



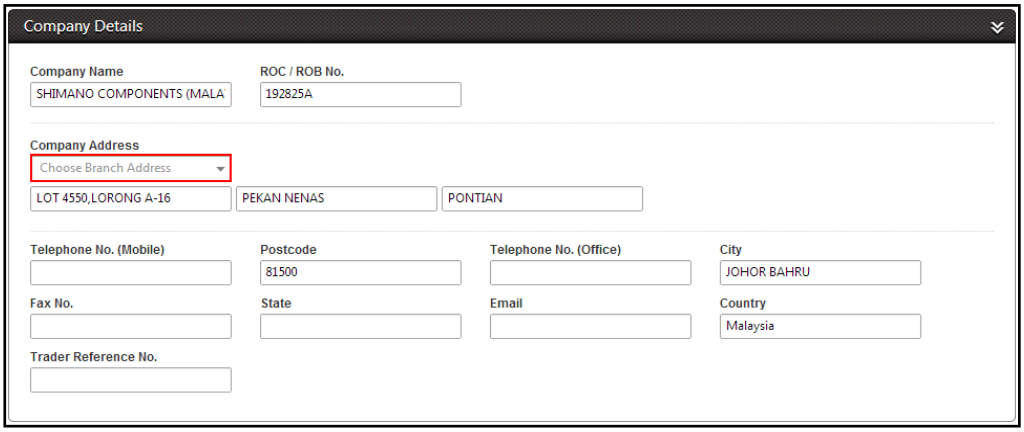
Step 10 Proceed to Next Page



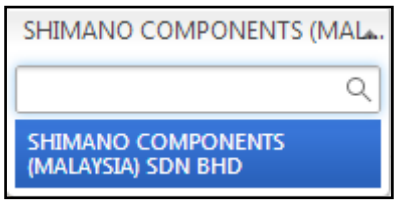
1. Click Next button to proceed to Next page.



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



1. Click Company Address dropdown to choose Branch Address.



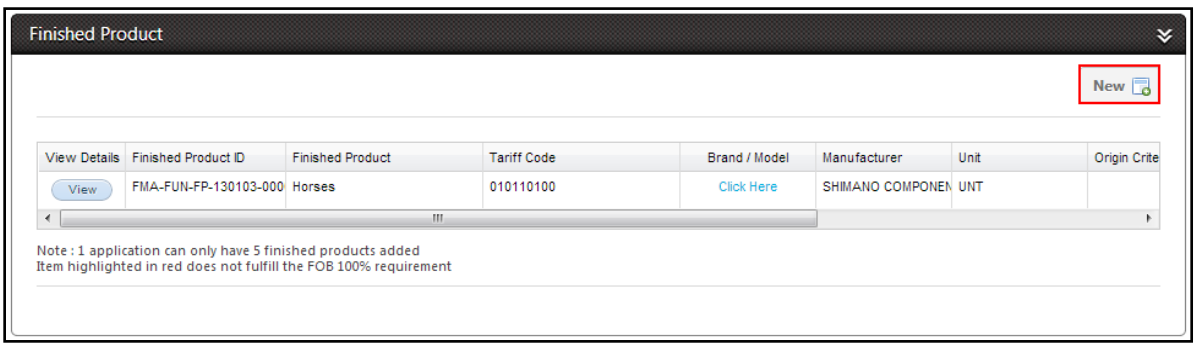
2. The Company Details text box is automatically filled once the Company Address is selected.
3. You may update further information in *Company Details* section if necessary.

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.

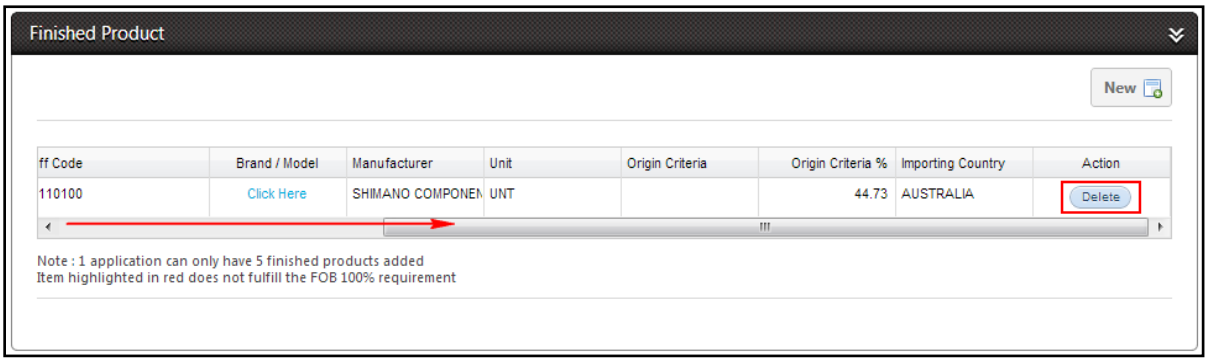
i. Add another Finished Product in *New Cost Analysis* Screen.

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

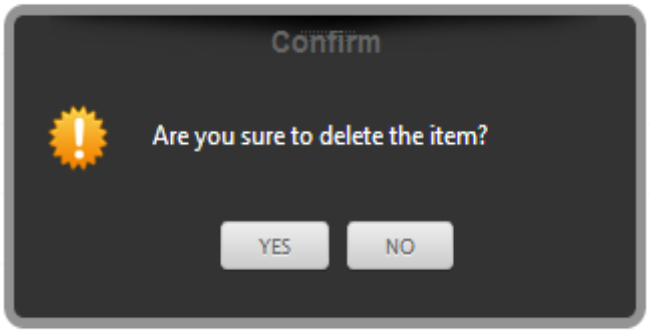


1. Click New button to add another finished product details. Repeat *Step 1.*

ii. Delete 1 or more Finished Product in *New Cost Analysis* Screen.



1. Scroll horizontally to the right until end of data.
2. Click Delete button to delete the data.
3. Window pop up screen appear;

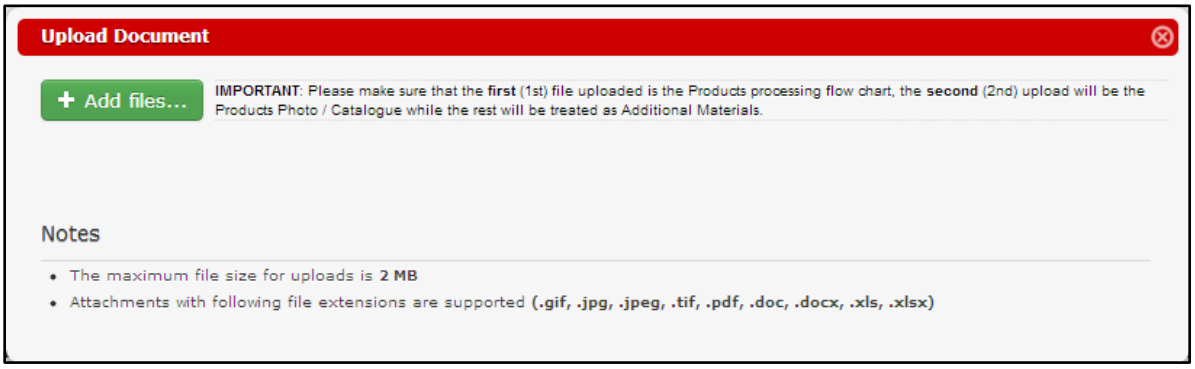


4. Click YES to confirm delete or Click NO to cancel delete.

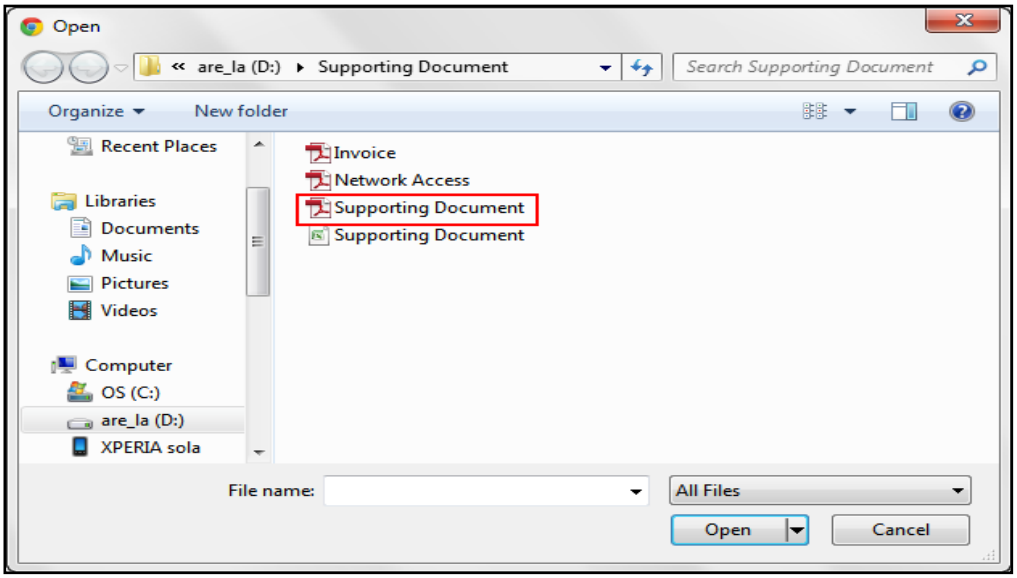
c. Attachment Section

i. Attach Document

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



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



5. Select any file to upload then, click Open 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.

6. Click Start to upload the attachment or Click Cancel to cancel the attachment.
7. Alternately, you may click to exit the screen.

ii. Cancel Attachment

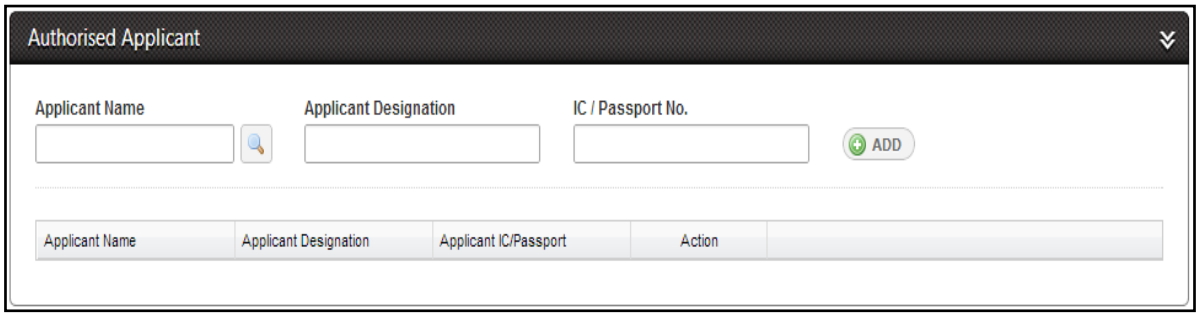
1. Click Delete to delete attachment.
2. Click to exit *Upload Document* screen without uploading any attachment

iii. Delete Attachment

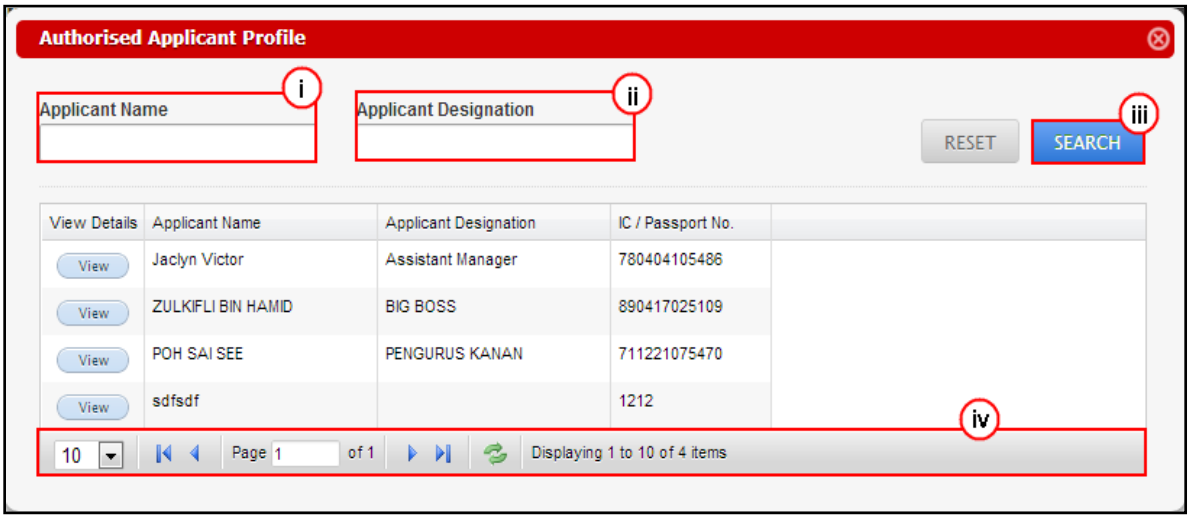
1. Another option to delete the attachment in front of application by tick ☑ at column to delete.
2. Automatically DELETE symbol appears for deletion. You may click delete to delete attachment.

d. Authorized Applicant

Step 1 Search Applicant Name



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



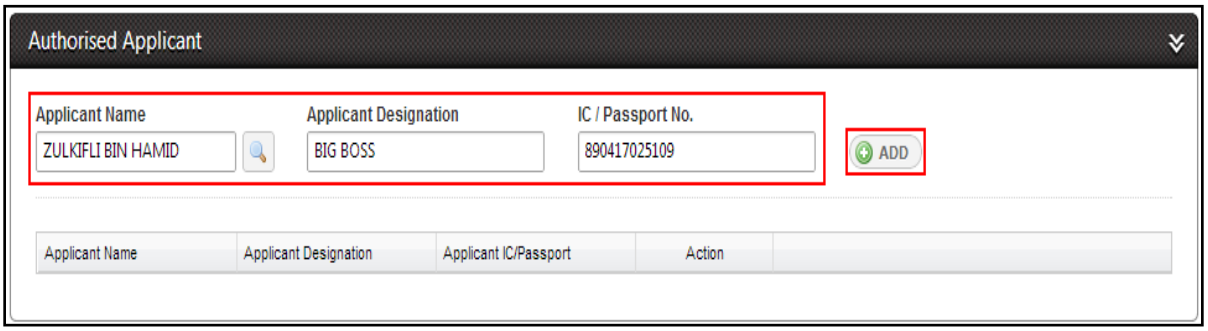
2. Authorised Applicant Profile can be search / display by:
   i. **Applicant Name**: Enter Applicant Name here.
   ii. **Applicant Designation**: Enter any designation.

iii. **Search**: Click search button to search the tariff

iv. **Page Navigation**: You may navigate to the previous or next page respectively.

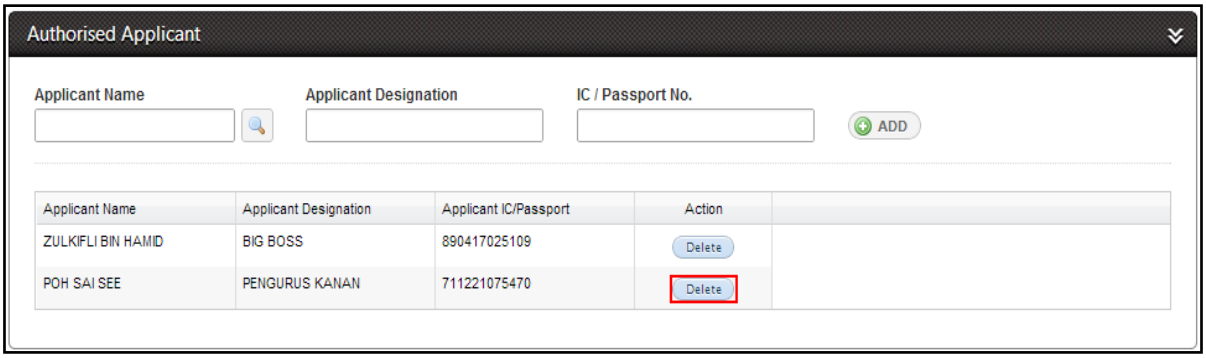
3. Click on the View button to select Applicant.
4. The Applicant Designation and IC Passport text box is automatically filled once the Applicant Name is selected.

Step 2 Add Applicant

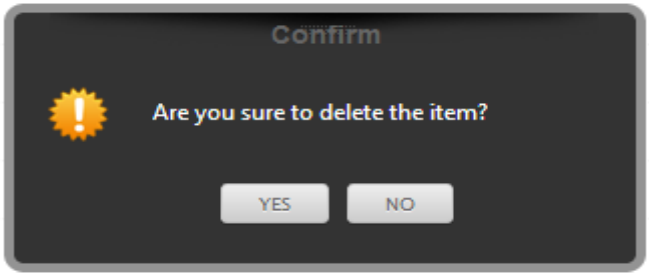


1. Click ADD button to add Authorised Applicant to table.
2. The table will automatically is filled once you add the button.

Step 3 Delete Applicant



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

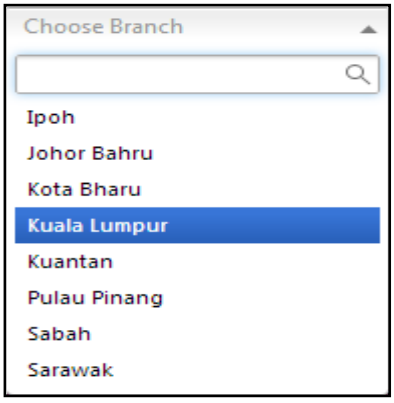


3. Click YES to confirm delete or Click NO to cancel delete.

e. Declaration Details Section

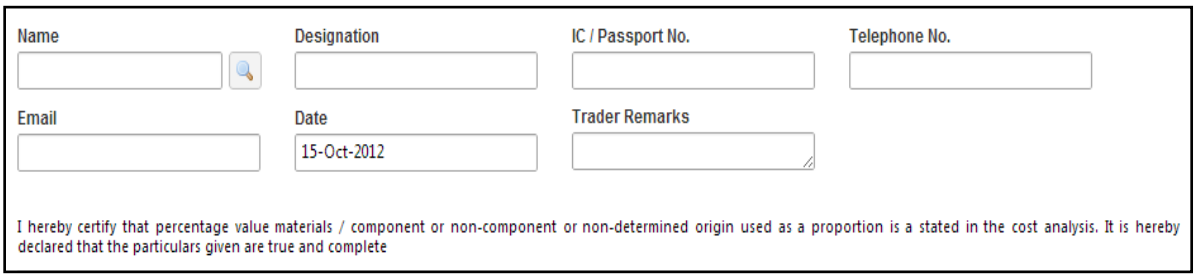
Step 1 Preferred Branch of Application Processing

1. Click branch dropdown to choose branch.

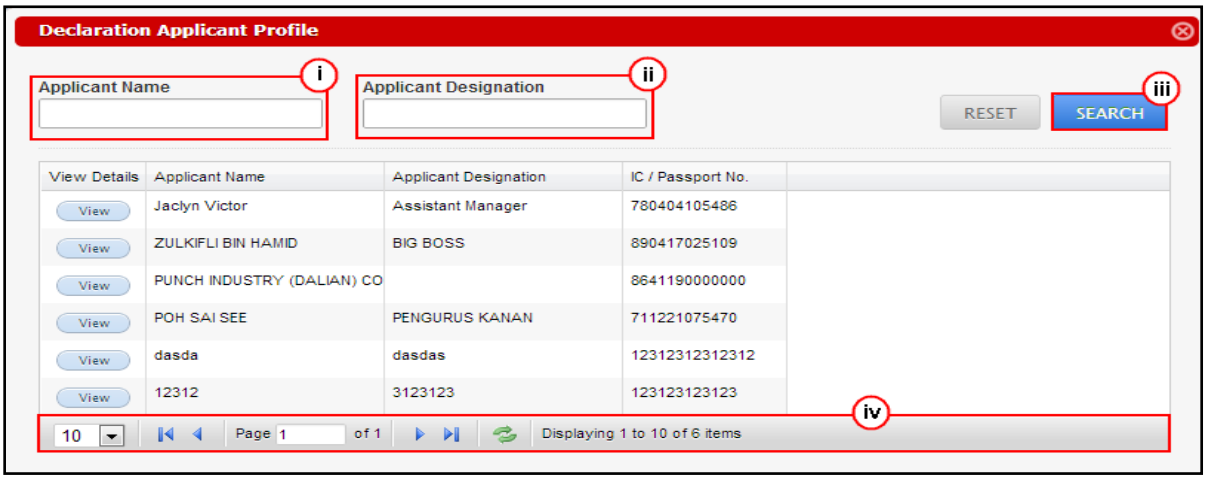


2. Select any branch.

Step 2 Declaration Details



1. Click . Declaration Applicant profile pop up will appear.



2. Declaration Applicant Profile can be search / display by:

   i. **Applicant Name**: Enter applicant name here.

ii. **Applicant Designation**: Enter any designation.

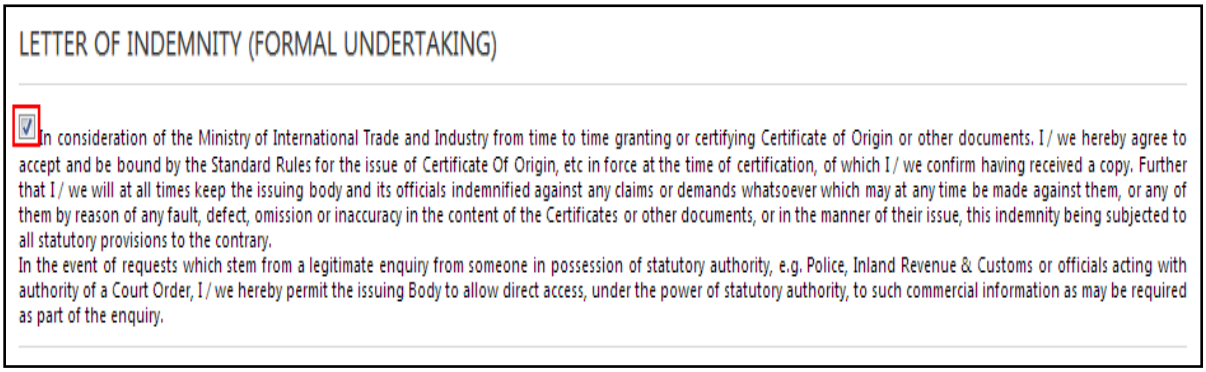
iii. **Search**: Click search button to search the applicant.

iv. **Page Navigation**: You may navigate to the previous or next page respectively.

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.
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.

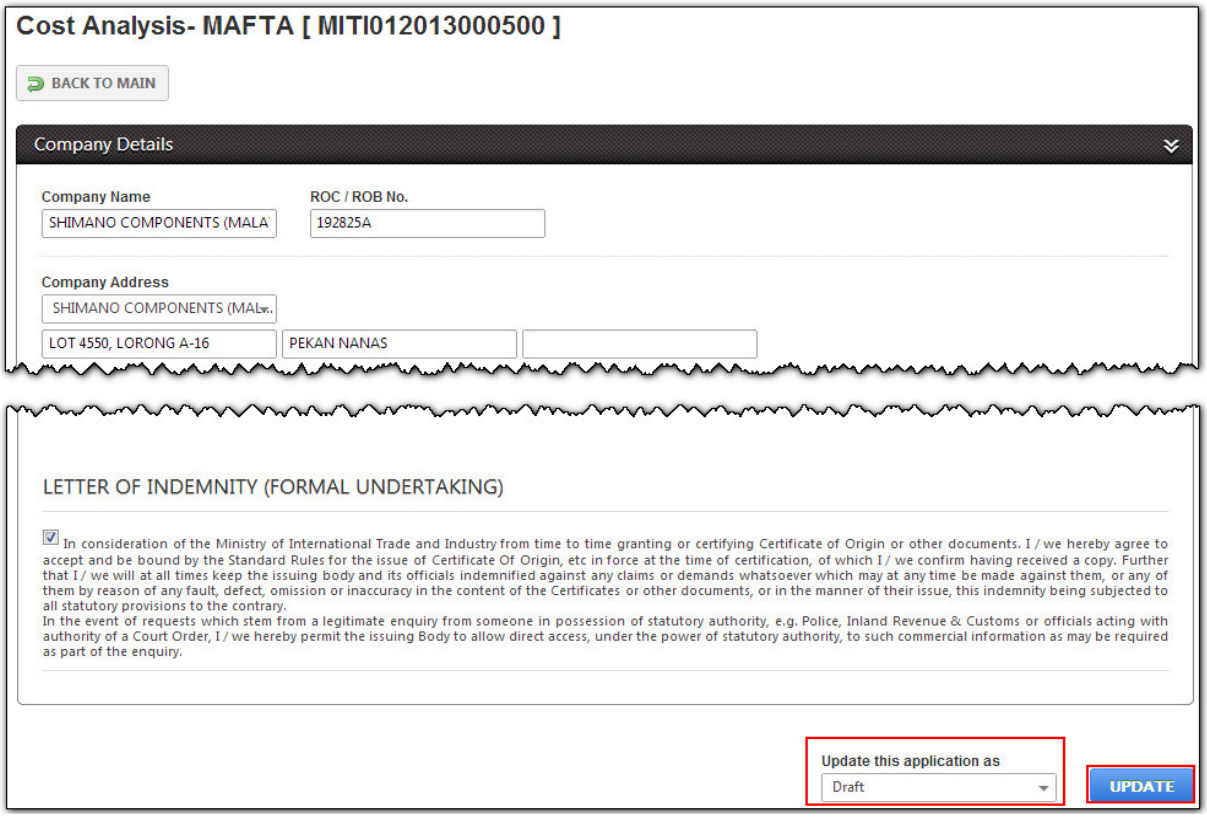
f. Letter of Indemnity Section

1. Tick ☑ 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:
2.

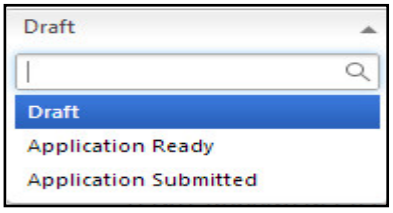


4.4. Submit Cost Analysis

4.4.1. Update Cost Analysis

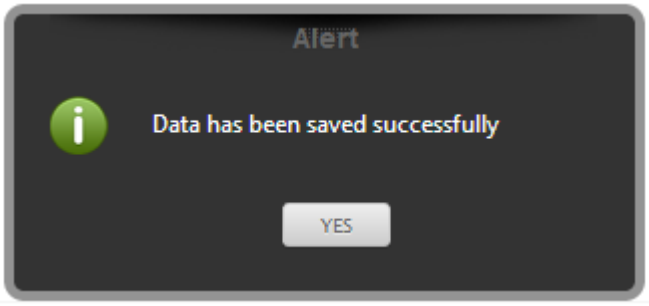


1. Click dropdown to update this application as:

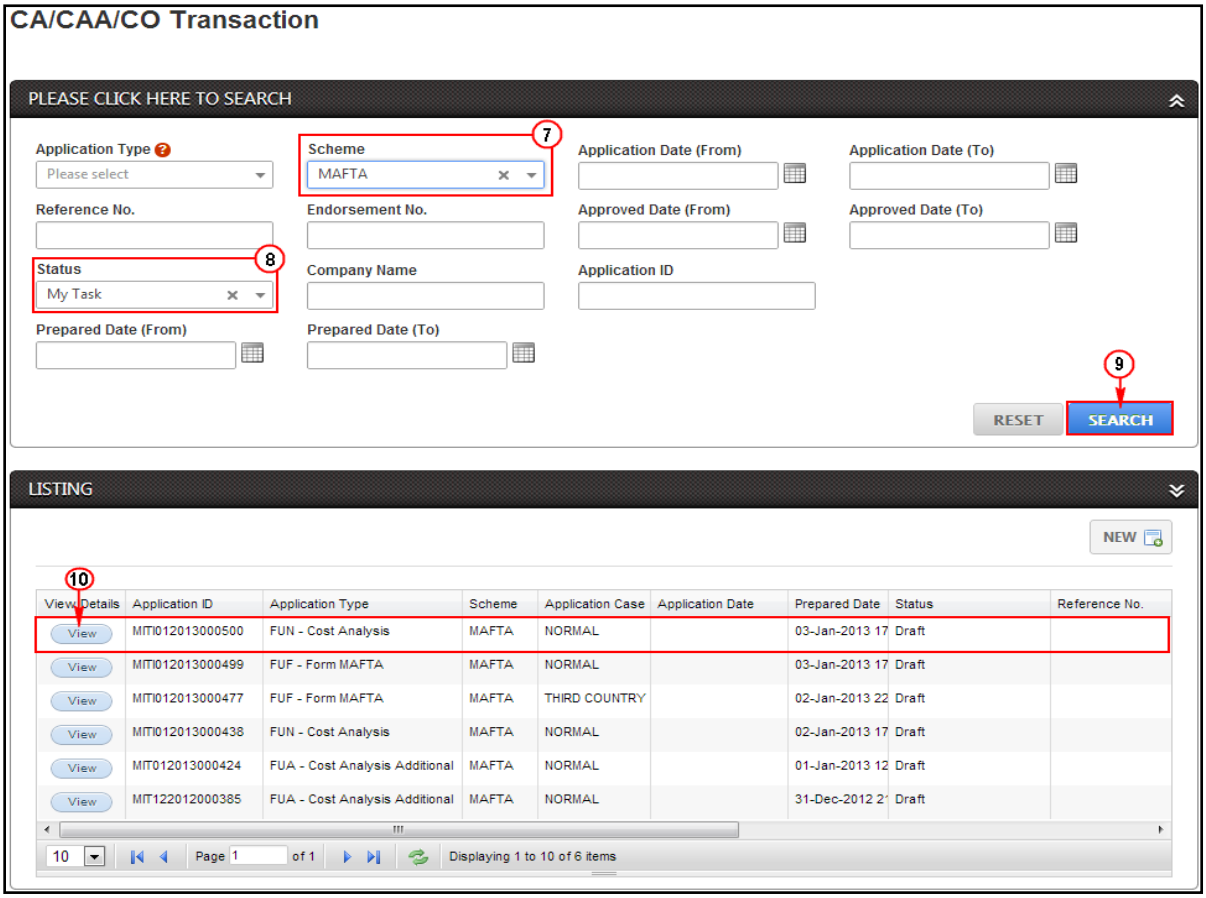


4.4.2. Update as a Draft

1. Click dropdown to select update as draft.
2. Click UPDATE button to save the application.
3. Window alert screen appear;



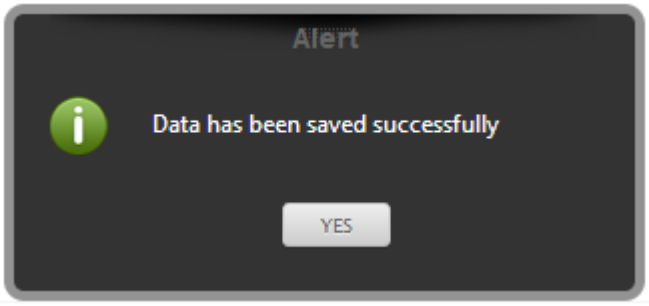
4. Click YES button to save.
5. This CA application status remains as '**Draft**'.
6. Click BACK TO MAIN at top of page to view the application.



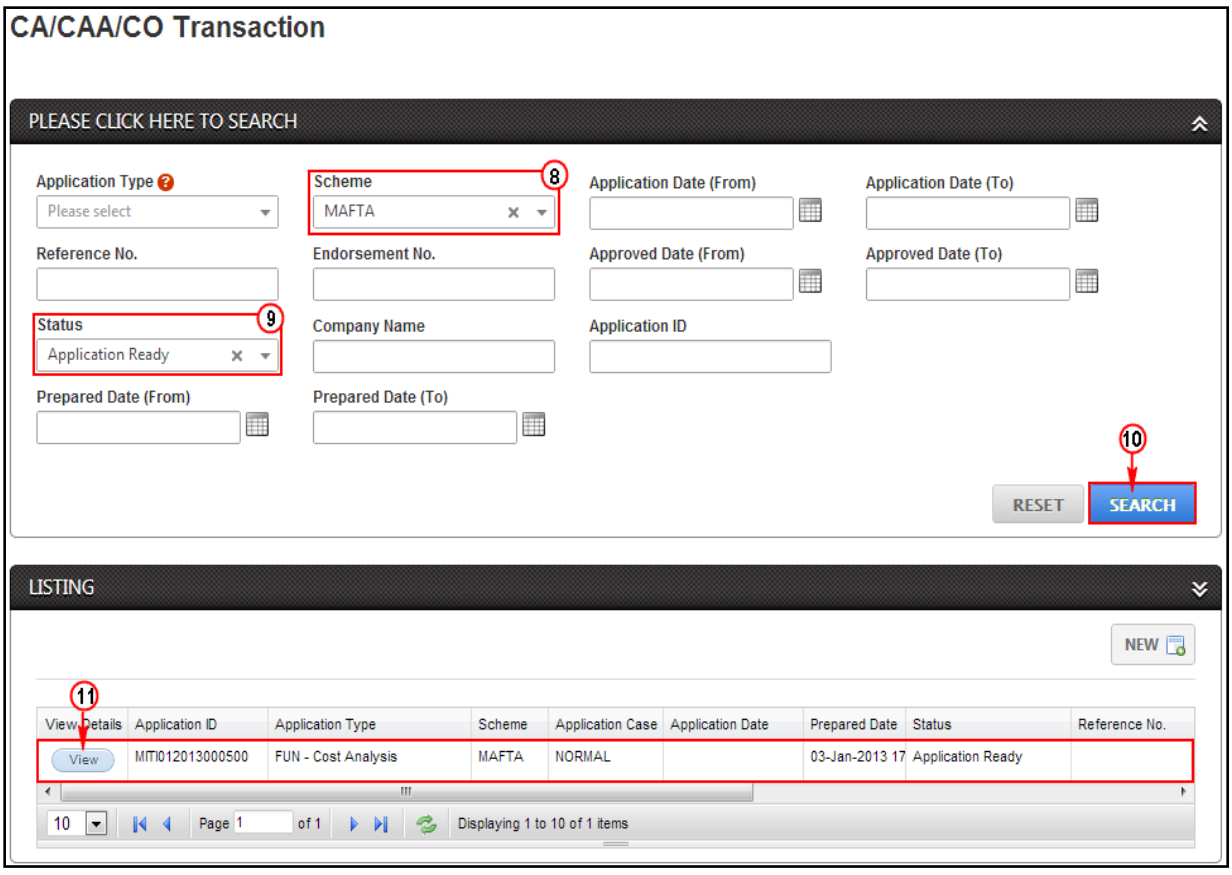
7. Click filter Scheme and select `MAFTA`.
8. Click Status and select `MY TASK`
9. Click SEARCH to display the filtered search results; take note that the transactions are for `MAFTA`.
10. Click View button to view *New Cost Analysis* screen of this application.

4.4.3. Update as Ready

1. Click dropdown to select update as Application Ready.
2. Click UPDATE button to save the application.
3. Window alert screen appear;



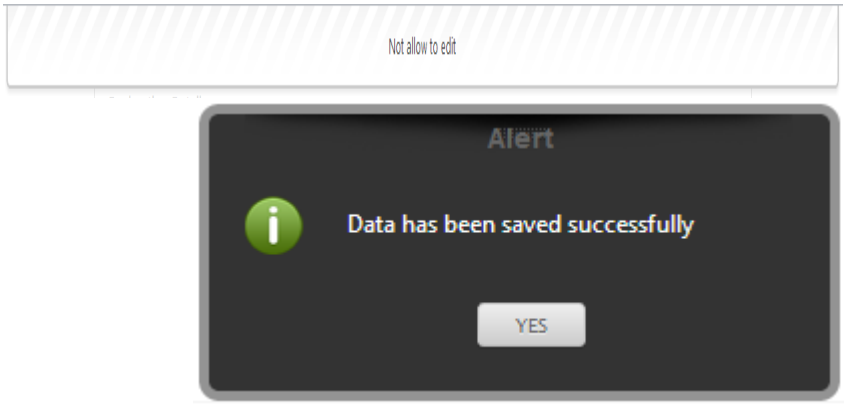
4. Click YES button to save.
5. This CA application status remains as '**Application Ready**'.
6. Click BACK TO MAIN at top of page to view the application.



7. Click filter Scheme and select `MAFTA`
8. Click Status and select `Application Ready`
9. Click SEARCH to display the filtered search results; take note that the transactions are for `MAFTA`
10. Click View button to view *New Cost Analysis* screen of this application.

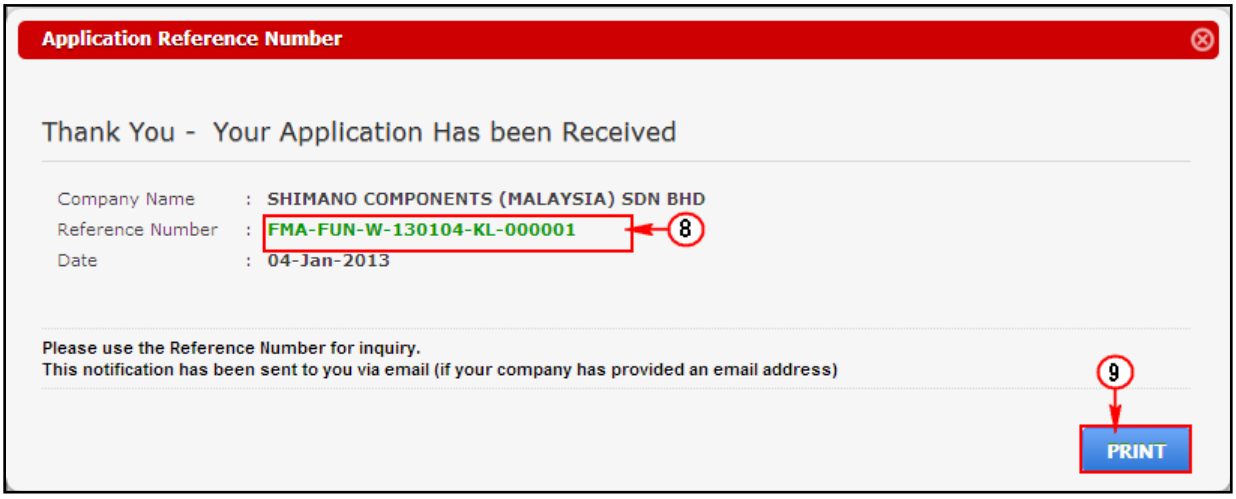
4.4.4. Submit the CA Application

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.



5. Click YES button to save.
6. Application Reference Number screen automatically appear.

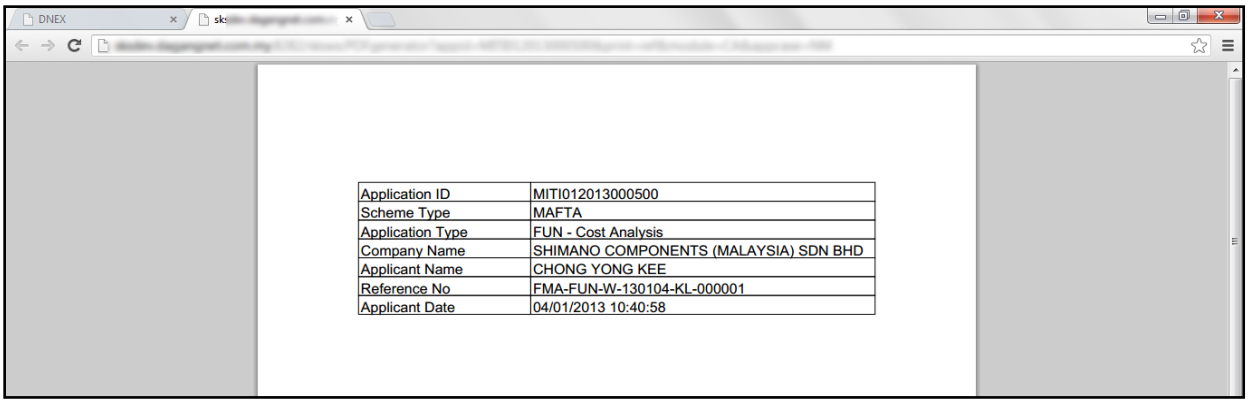
7. The *Reference Number* is system generated upon successful submission of a CA application.



8. Note: Please use this Reference Number for inquiry.

9. Click PRINT button to print Reference Number or Click button to close the screen.

10. The screen in word document appear in a new tab.



Application ID	MITI012013000500
Scheme Type	MAFTA
Application Type	FUN - Cost Analysis
Company Name	SHIMANO COMPONENTS (MALAYSIA) SDN BHD
Applicant Name	CHONG YONG KEE
Reference No	FMA-FUN-W-130104-KL-000001
Applicant Date	04/01/2013 10:40:58

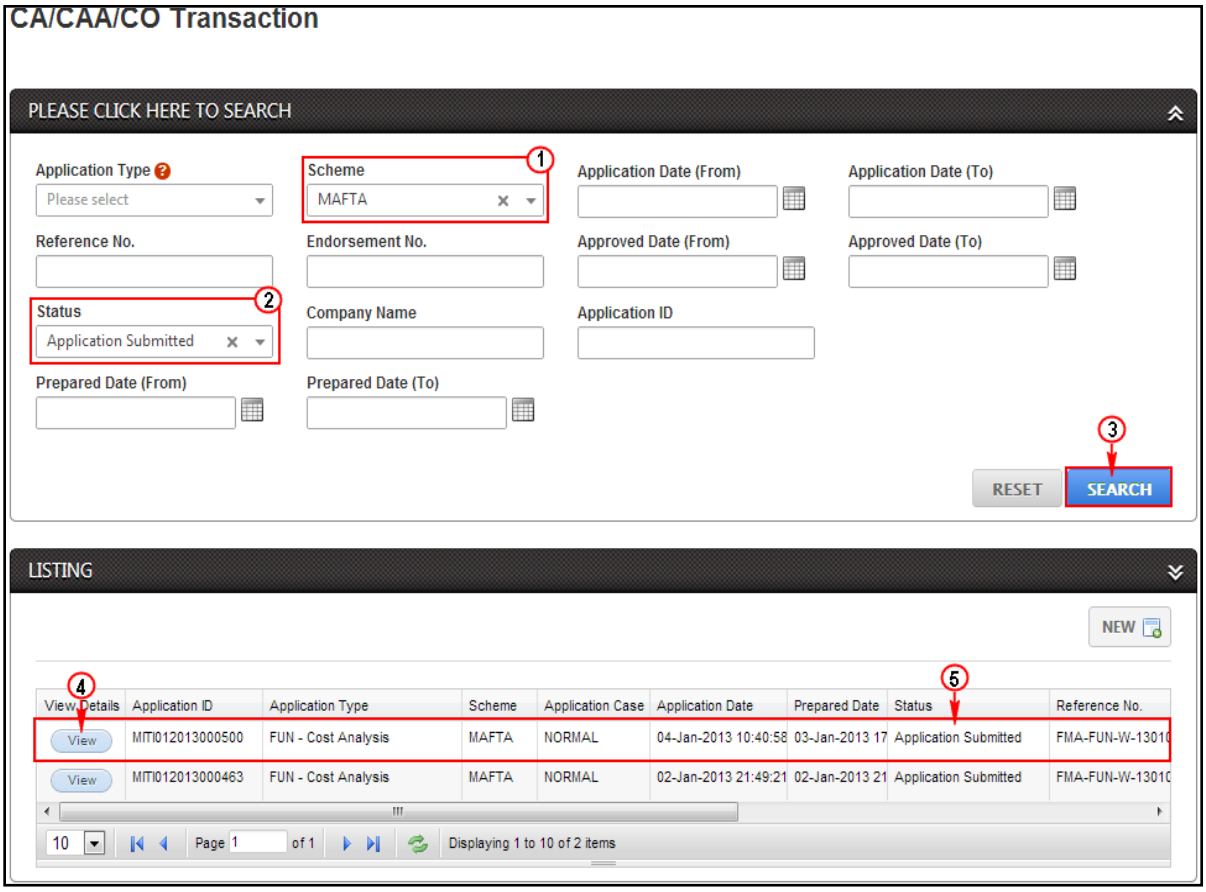
11. As you can see, Transaction View section automatically appear at the bottom of application

Date	Time	Action	Response Description	Reject Description	User Type	Response From
04/01/2013	10:40:58	Application Submitted			TRADER USER	shimano

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

13. Click BACK TO MAIN at top of page to view the application.

4.4.5. Check Application Submitted



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

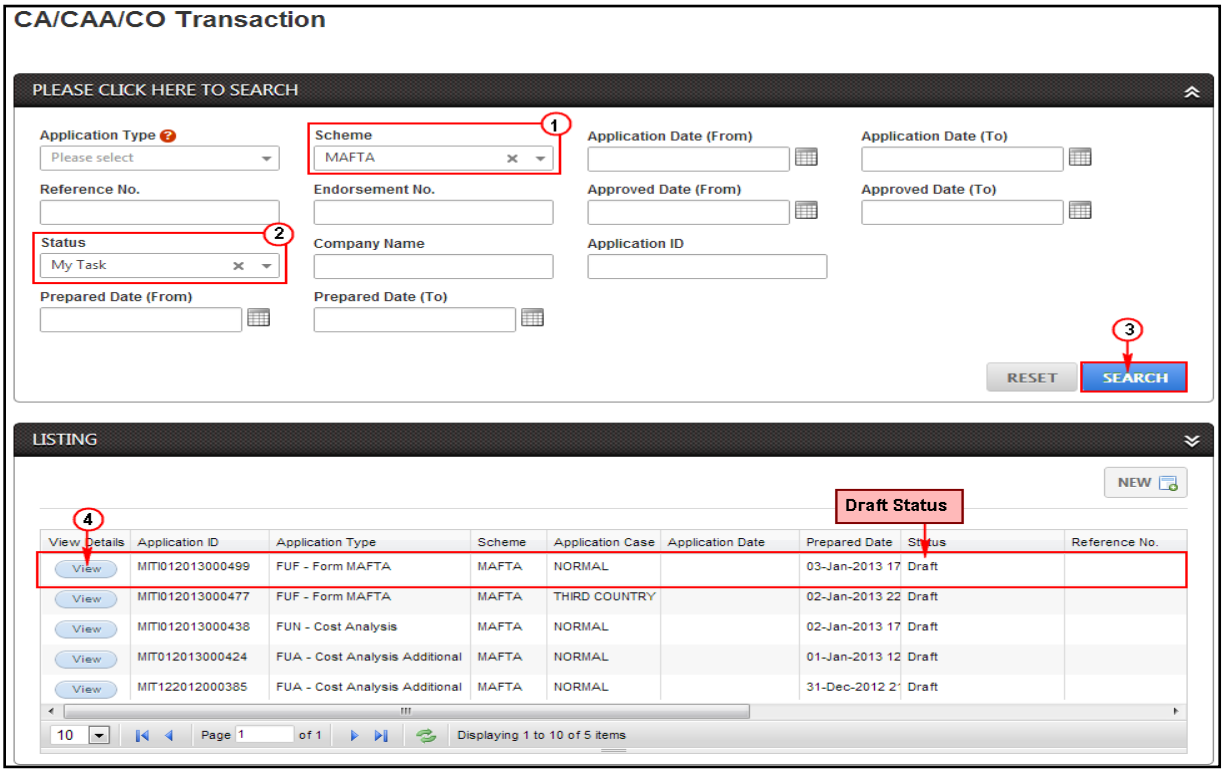
4.5. Edit a CA Application

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.

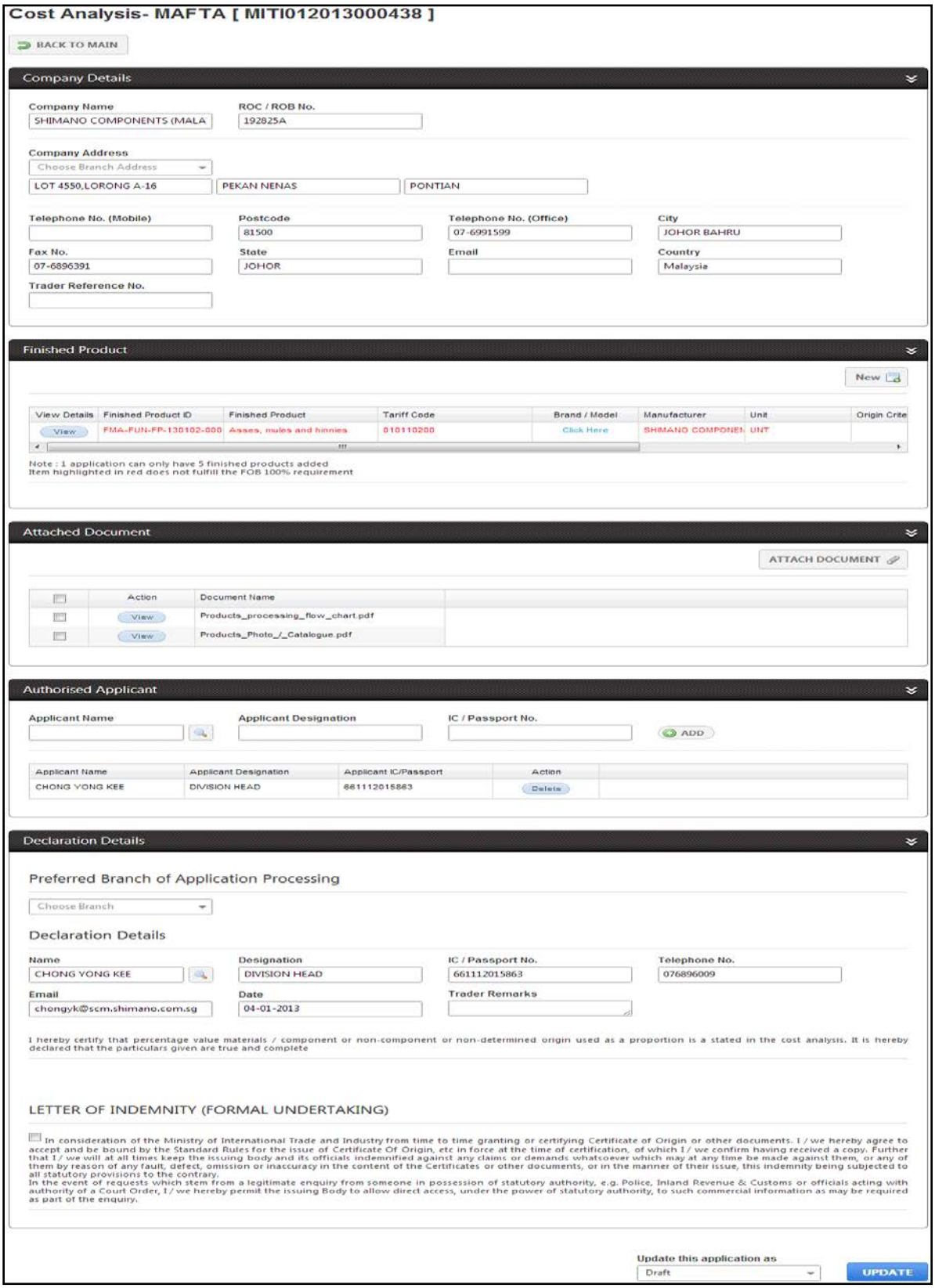
4.5.1. CA in draft Status

Step 1 **Go to Listing Panel**



1. Click filter Scheme and select `MAFTA`.
2. Click Status and select `My Task`
3. Click SEARCH to display the filtered search results; take note that the transactions are for `MAFTA`.
4. Click View button to view *Normal Case CA with draft status* of this application.

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



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

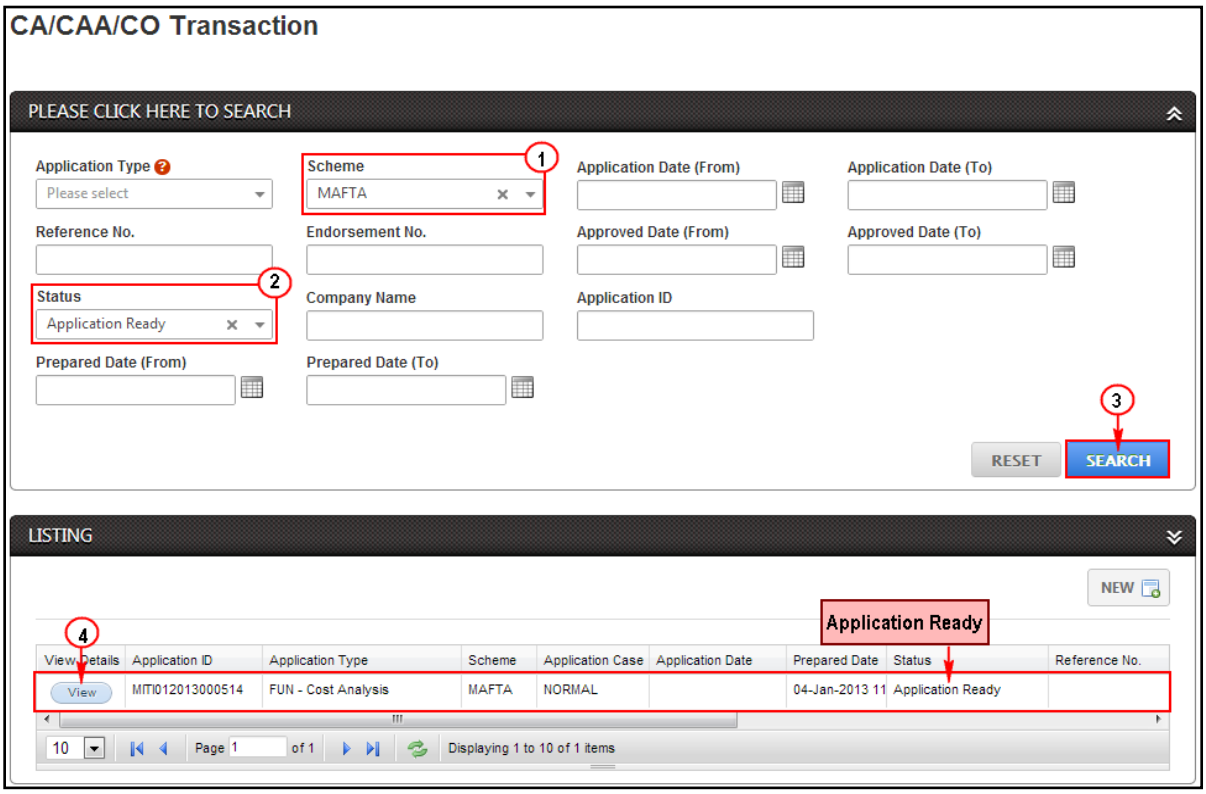
Step 3 Update the application

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.

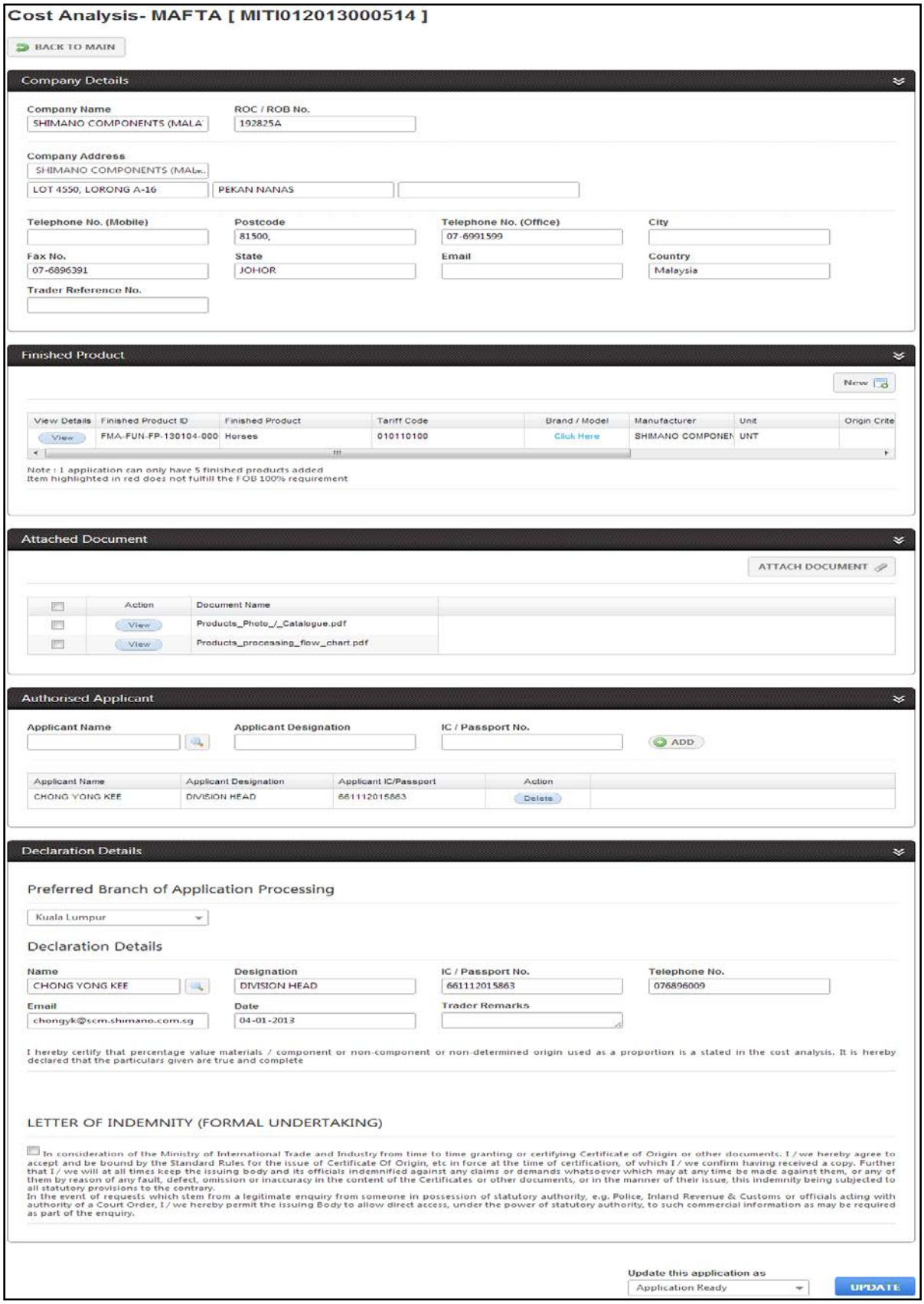
4.5.2. CA in Ready Status

Step 1 Go to Listing Panel



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

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



1. Enter /update details in the respective fields and sections if necessary.

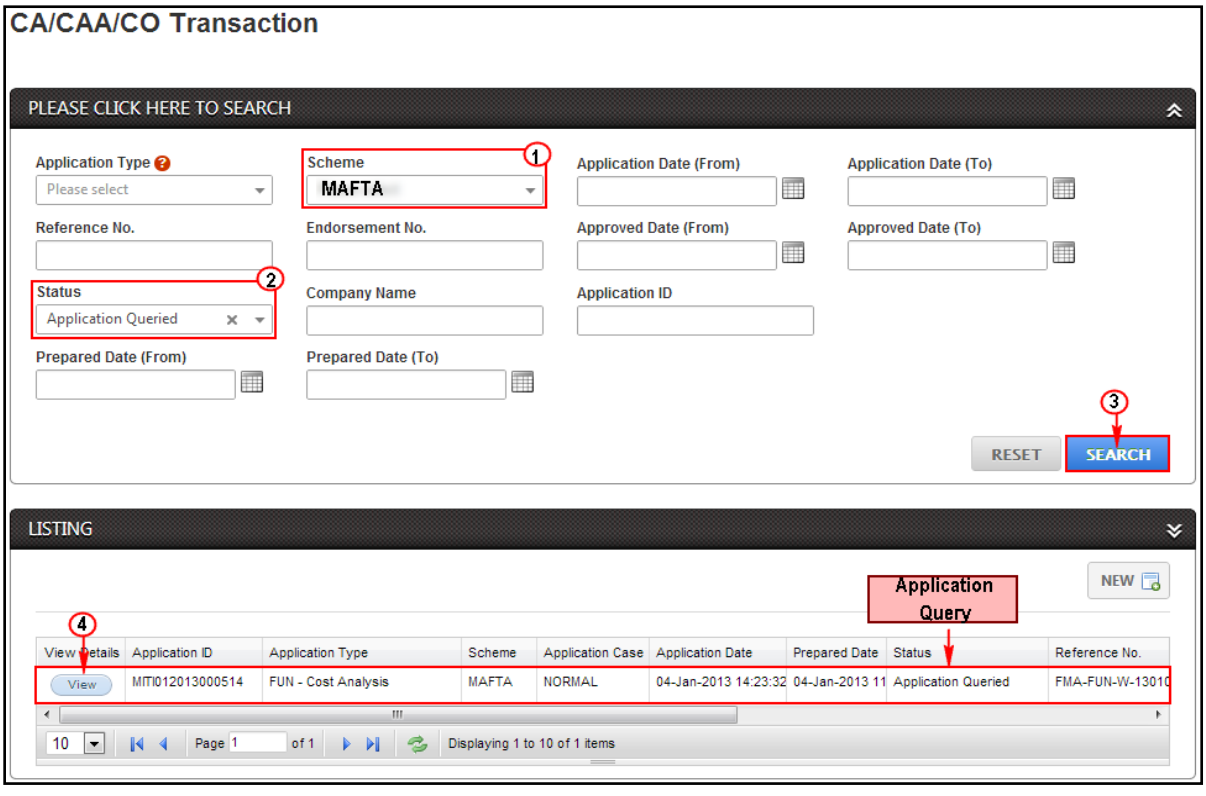
Step 3 Update the application

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

Icon	Description
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.

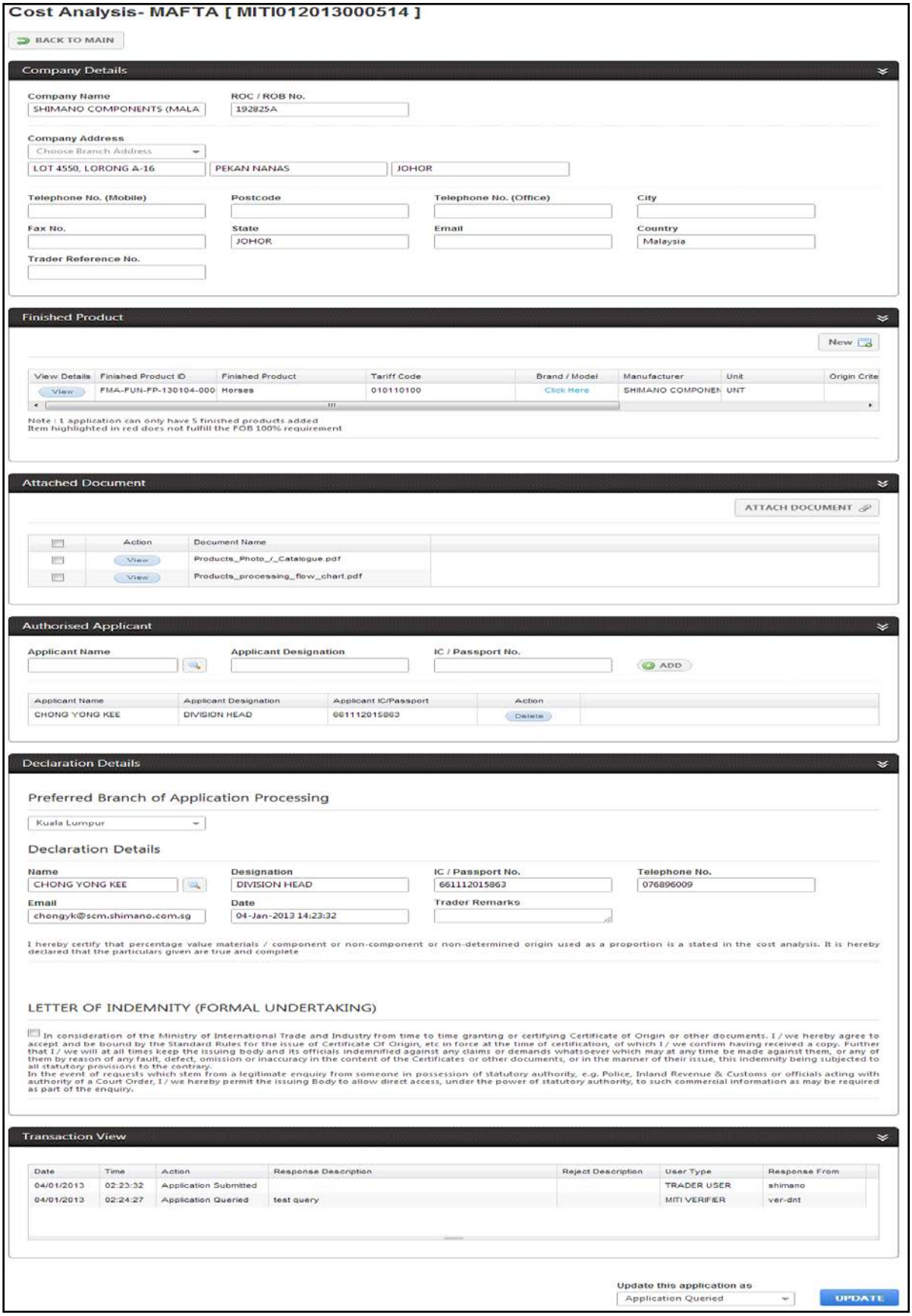
4.5.3. CA in Application Queried Status

Step 1 Go to Search Panel

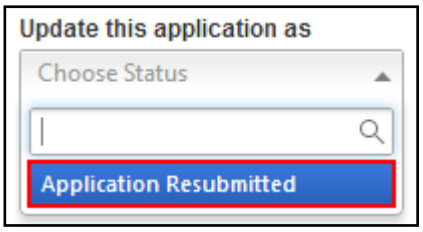


1. Click filters Scheme and select `MAFTA.`
2. Click Status and select `Application Quiried.`
3. Click SEARCH to display the filtered search results; take note that the transactions are for `MAFTA`.
4. Click View button to view *Normal Case CA with Application Quiries status* of this application.

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

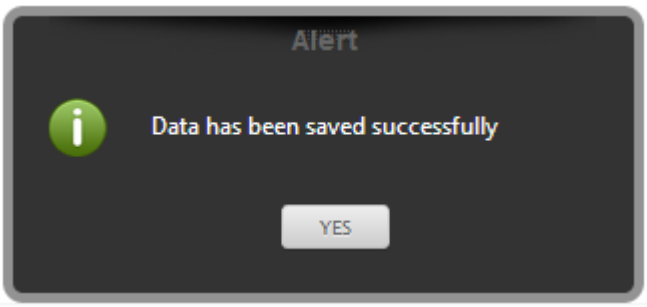


5. Enter /update details in the respective fields and sections if necessary. (See section 4.3)
6. Update this application to Resubmitted.



7. Click button to save the application.

8. Window alert screen appear;



9. Click button to save.

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

Step 3 Update the application

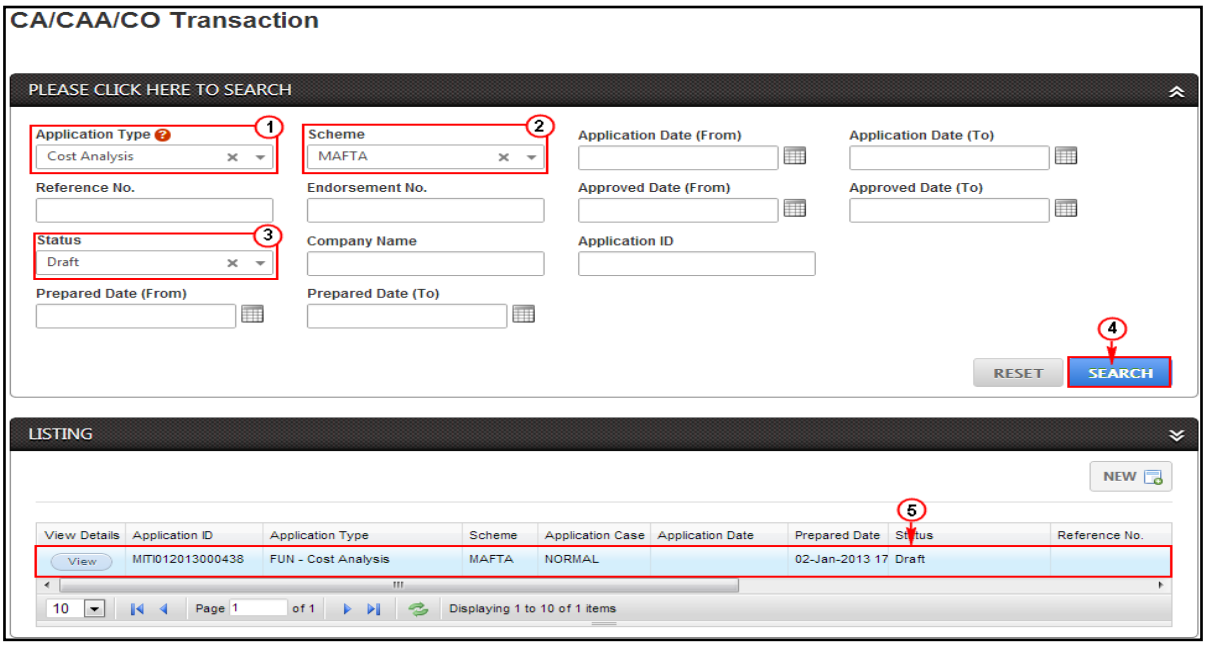
11. Click either one of these buttons below for action:

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

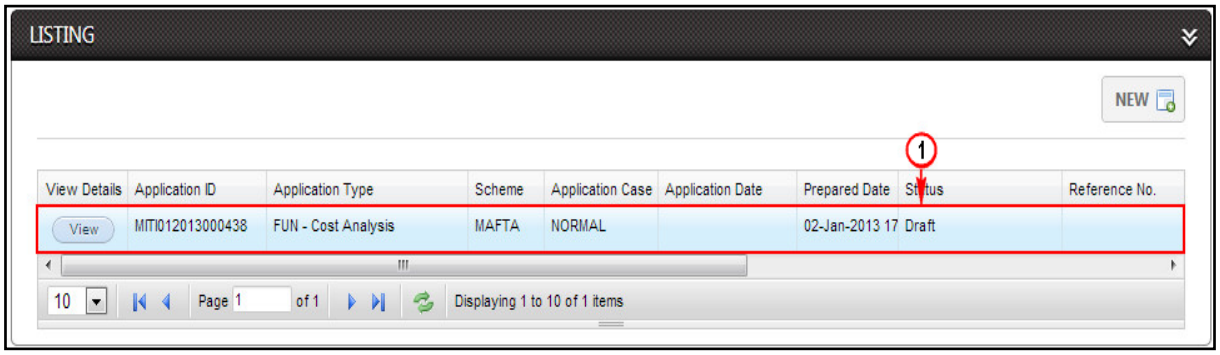
Trader may delete a CA application in the *Listing* panel screen. However, copying a CA application is not allowed.

Step 1 Go to Search Panel



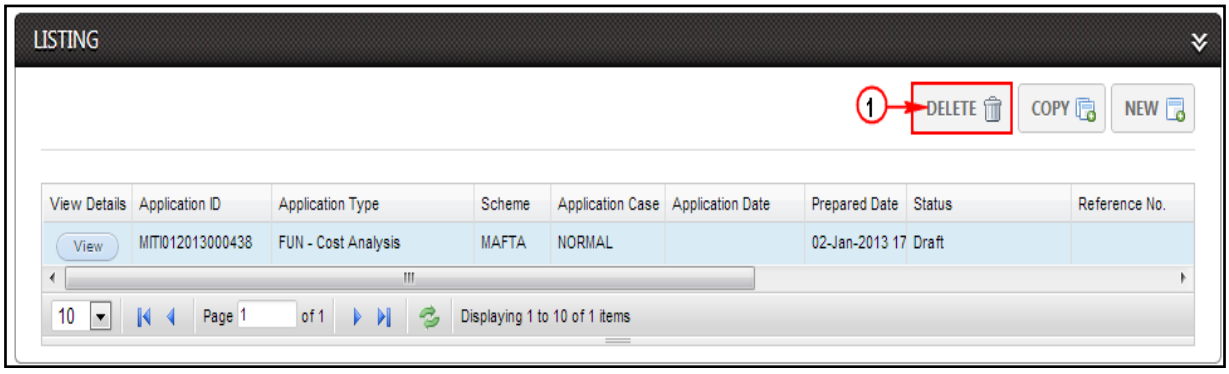
1. Click filter Application Type and select `Cost Analysis`
2. Click filter Scheme and select `MAFTA`
3. Click Status and select `Draft`
4. Click SEARCH to display the filtered search results; take note that the transactions are for `MAFTA`, draft.
5. The draft result will appear in the listing panel.

Step 2 Select Delete Applications



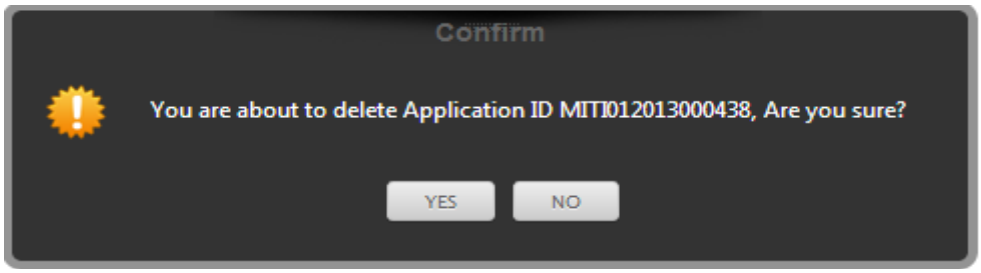
1. Point your mouse into the transaction and click at selected row table until it change colour to light blue.
2. Automatically button of DELETE and COPY appear.

Step 3 Delete Applications

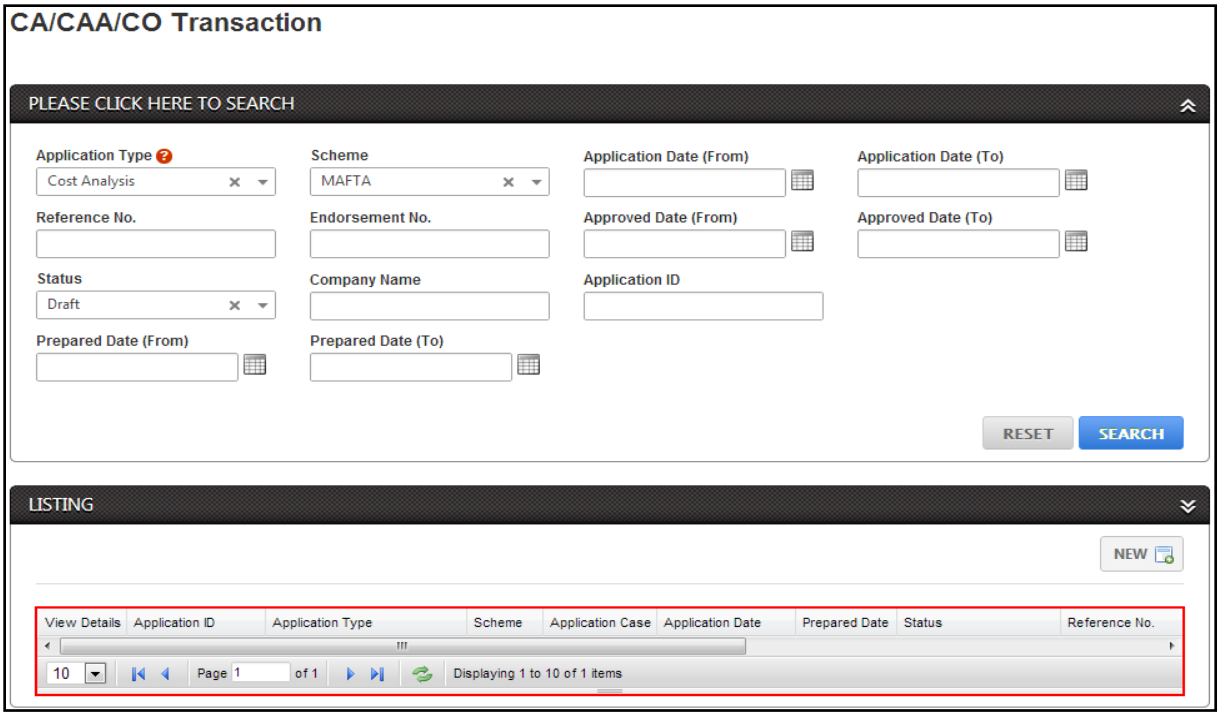


1. Click button.

2. Window pops up to confirm deleting the application(s), as follows:



3. Click to confirm delete or Click to exit the pop-up window without deleting the application(s) and return to Listing Panel screen.

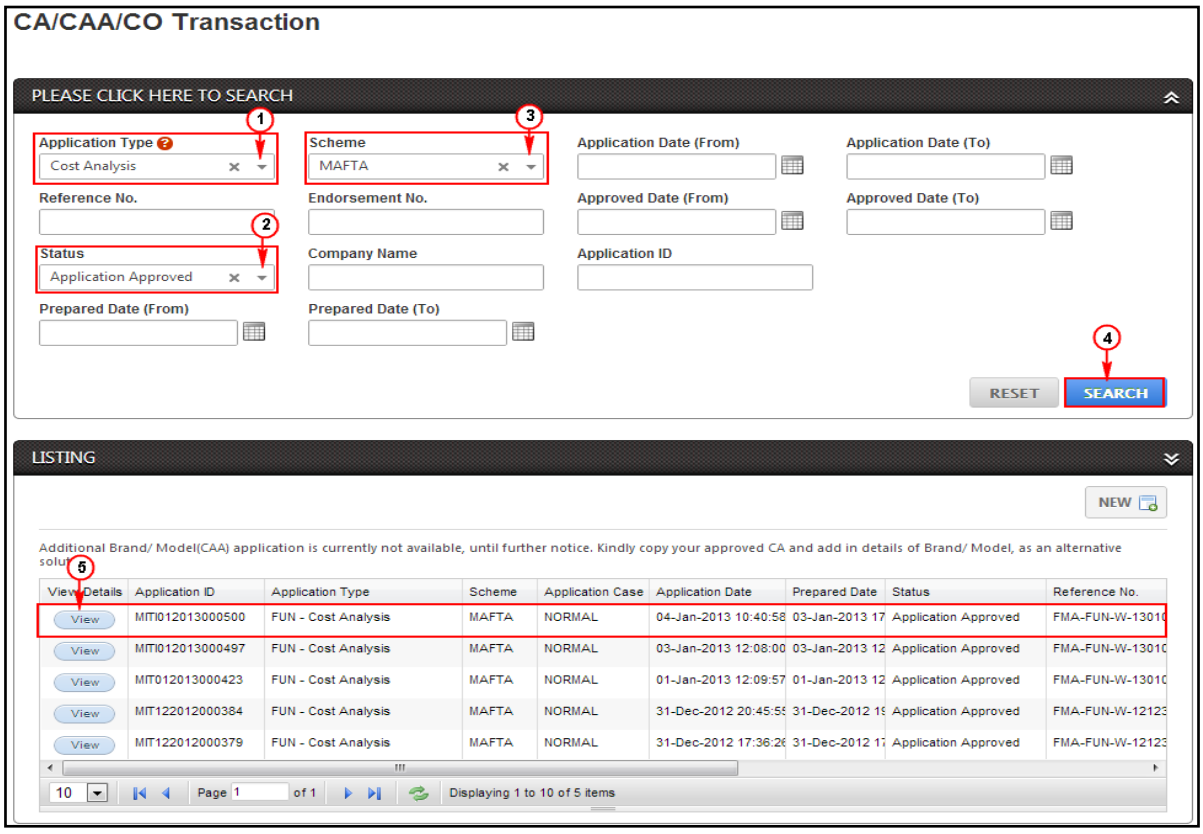


1. Deleted application(s) is removed from the *Listing* panel screen as above

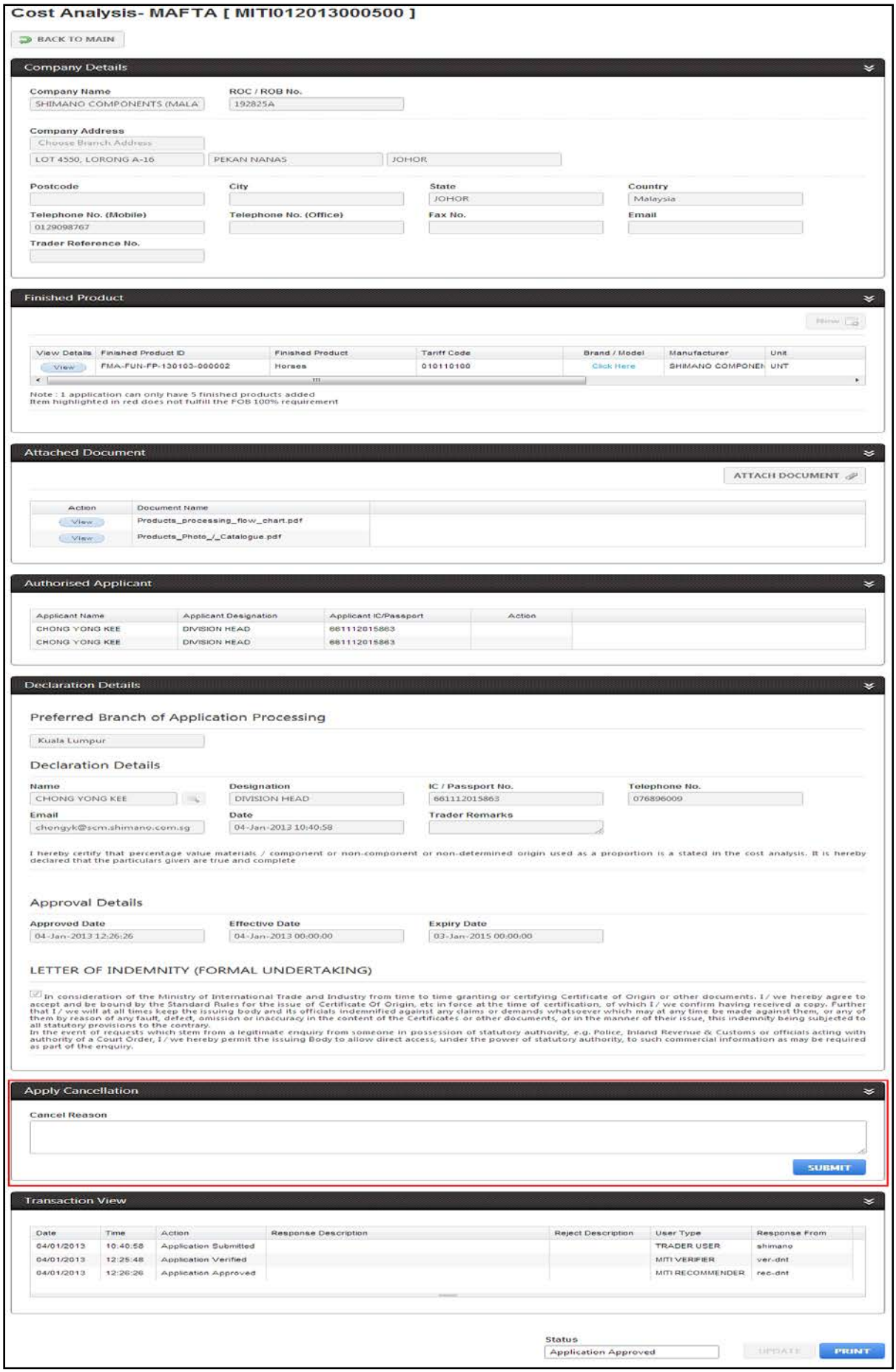
4.7. Cancel Approved CA Application

Trader may cancel a Approved CA application in the *Listing* panel screen. However, only approved CA application is allowed.

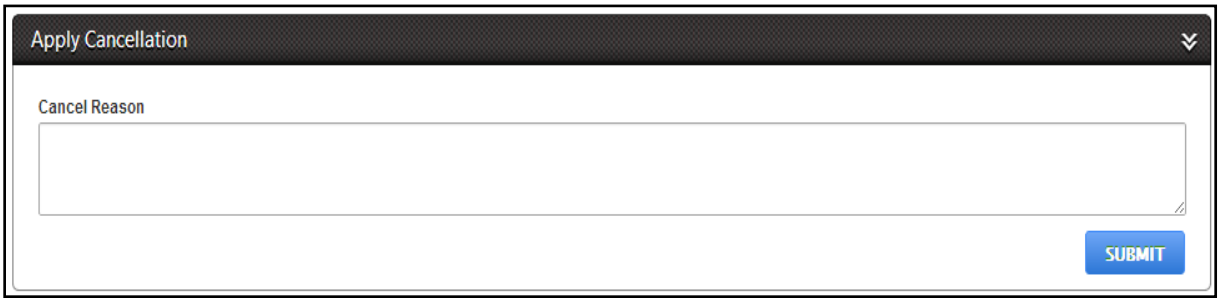
Step 1 Go to Search Panel



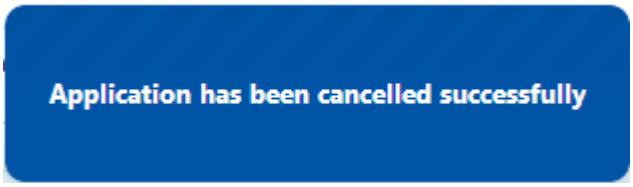
1. Click filter Application Type and select `Cost Analysis`
2. Click Status and select `Application Approved`
3. Click filter Scheme and select `MAFTA`
4. Click SEARCH to display the filtered search results; take note that the transactions are for `MAFTA`, draft.
5. The Application Approved result will appear in the listing panel and click View to preview.


Cost Analysis- MAFTA [MITI012013000500]
BACK TO MAIN
Company Details
Company Name
SHIMANO COMPONENTS (MALA
ROC / ROB No.
192825A
Company Address
Choose Branch Address
LOT 4550, LORONG A-16
PEKAN NANAS
JOHOR
Postcode
City
State
JOHOR
Country
Malaysia
Telephone No. (Mobile)
0129098767
Telephone No. (Office)
Fax No.
Email
Trader Reference No.
Finished Product
View Details
Finished Product ID
Finished Product
Tariff Code
Brand / Model
Manufacturer
Unit
View
FMA-FUN-FP-130103-000002
Horses
0101101000
Click Here
SHIMANO COMPONEN
UNT
Note : 1 application can only have 5 finished products added
Item highlighted in red does not fulfill the FOB 100% requirement
Attached Document
ATTACH DOCUMENT
Action
Document Name
View
Products_processing_flow_chart.pdf
View
Products_Photo_/_Catalogue.pdf
Authorised Applicant
Applicant Name
Applicant Designation
Applicant IC/Passport
Action
CHONG YONG KEE
DIVISION HEAD
681112015863
CHONG YONG KEE
DIVISION HEAD
681112015863
Declaration Details
Preferred Branch of Application Processing
Kuala Lumpur
Declaration Details
Name
CHONG YONG KEE
Designation
DIVISION HEAD
IC / Passport No.
681112015863
Telephone No.
076896009
Email
chongyk@scm.shimano.com.sg
Date
04-Jan-2013 10:40:58
Trader Remarks
I hereby certify that percentage value materials / component or non-component or non-determined origin used as a proportion is a stated in the cost analysis. It is hereby declared that the particulars given are true and complete
Approval Details
Approved Date
04-Jan-2013 12:26:26
Effective Date
04-Jan-2013 00:00:00
Expiry Date
03-Jan-2015 00:00:00
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.
Apply Cancellation
Cancel Reason
SUBMIT
Transaction View
Date
Time
Action
Response Description
Reject Description
User Type
Response From
04/01/2013
10:40:58
Application Submitted
TRADER USER
shimano
04/01/2013
12:25:48
Application Verified
MITI VERIFIER
ver-dnt
04/01/2013
12:26:26
Application Approved
MITI RECOMMENDER
rec-dnt
Status
Application Approved
UPDATE
PRINT

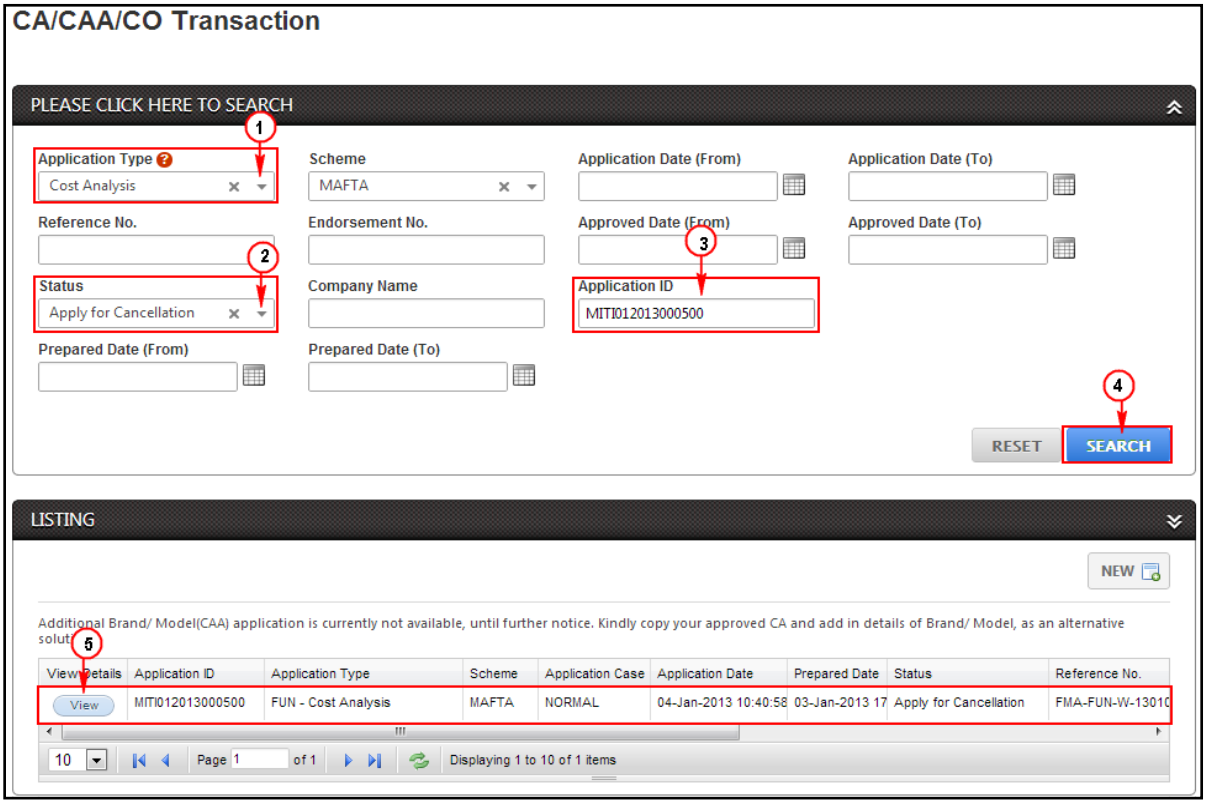
Step 2 Apply Cancellation



1. Enter cancel reason field.
2. Click SUBMIT button to submit the cancellation.
3. The message alert will appear to inform application has been cancelled successfully.

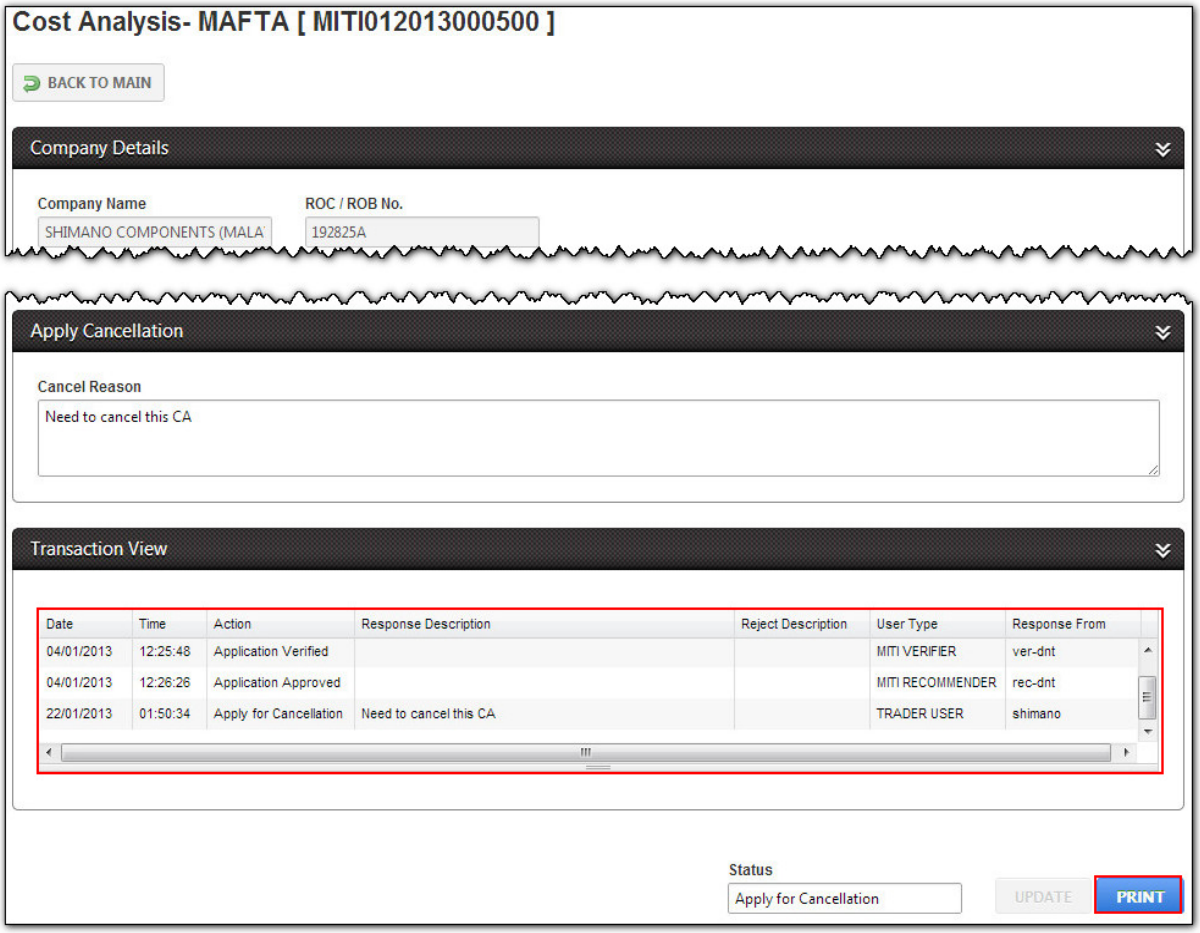


Step 3 Check Application Cancelled

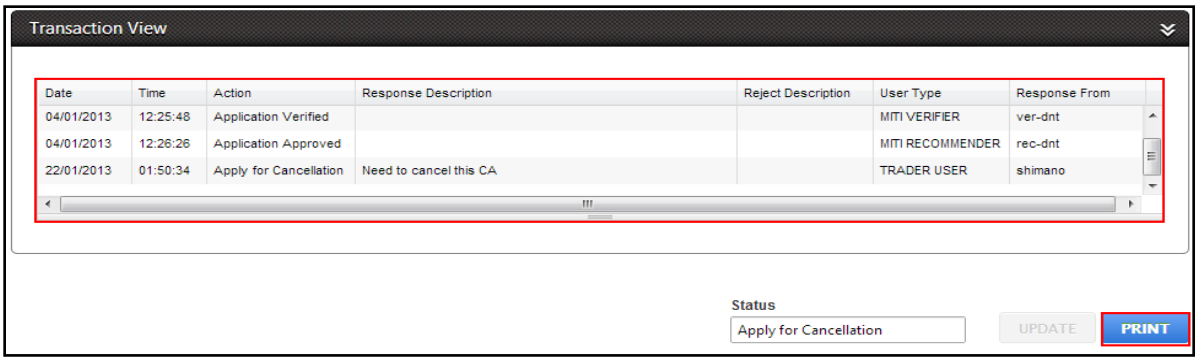


1. Click filter Application Type and select `Cost Analysis`
2. Click Status and select `Apply For Cancellation.`

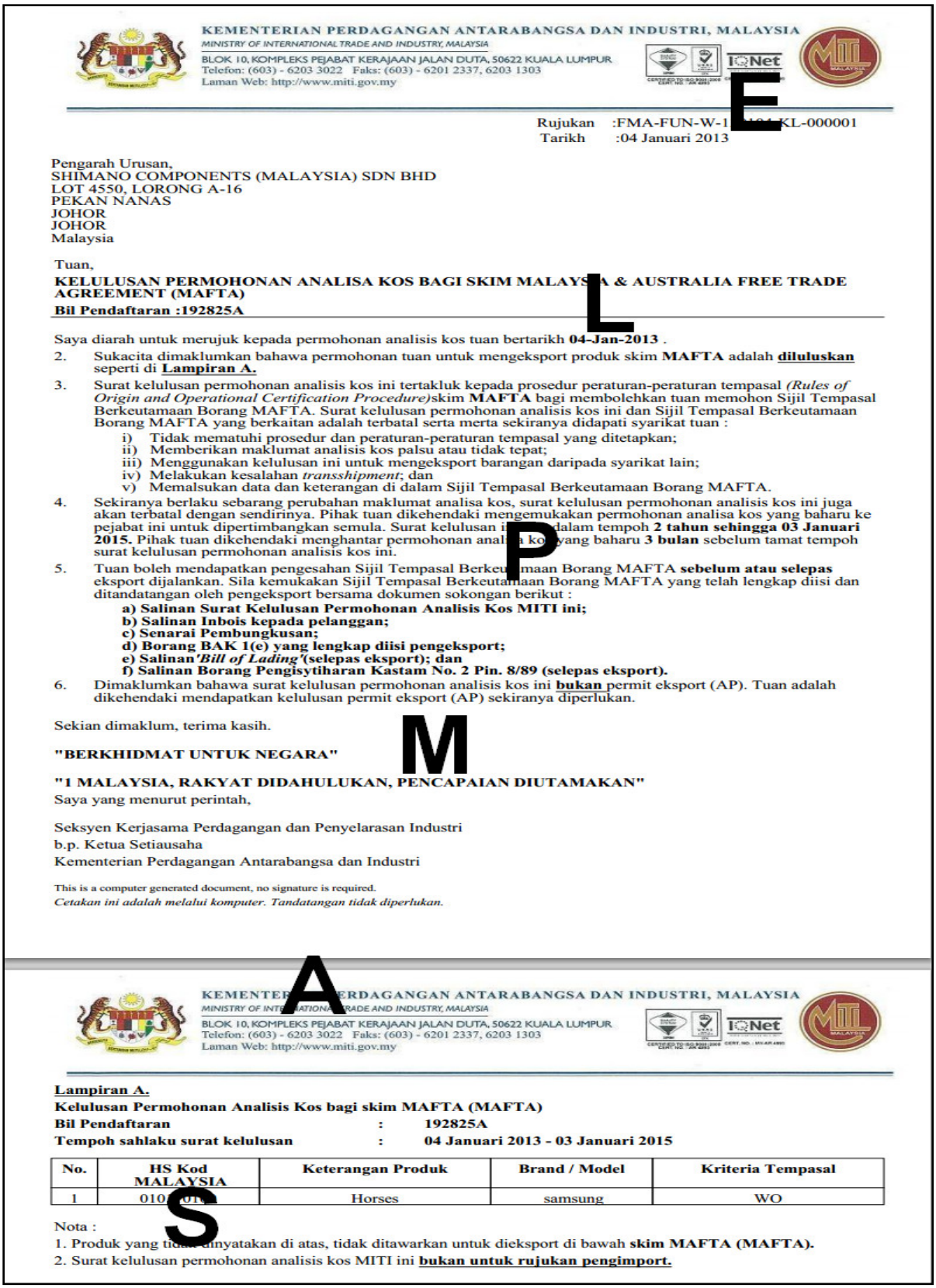
3. Enter Application ID to quick search application cancelled.
4. Click SEARCH to display the filtered search results; take note that the transactions are for MAFTA, Apply for Cancellation.
5. Click View to preview the application.



Step 4 Print Preview the Cancellation



1. Click PRINT button to print preview the application cancellation.



KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN INDUSTRI, MALAYSIA
MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY, MALAYSIA
BLOK 10, KOMPLEKS PEJABAT KERAJAAN JALAN DUTA, 50622 KUALA LUMPUR
Telefon: (603) - 6203 3022 Faks: (603) - 6201 2337, 6203 1303
Laman Web: http://www.miti.gov.my

Rujukan :FMA-FUN-W-1[illegible]-KL-000001
Tarikh :04 Januari 2013

Pengarah Urusan,
SHIMANO COMPONENTS (MALAYSIA) SDN BHD
LOT 4550, LORONG A-16
PEKAN NANAS
JOHOR
JOHOR
Malaysia

Tuan,

KELULUSAN PERMOHONAN ANALISA KOS BAGI SKIM MALAYSIA & AUSTRALIA FREE TRADE AGREEMENT (MAFTA)
Bil Pendaftaran :192825A

Saya diarah untuk merujuk kepada permohonan analisis kos tuan bertarikh **04-Jan-2013** .

2. Sukacita dimaklumkan bahawa permohonan tuan untuk mengeksport produk skim **MAFTA** adalah **diluluskan** seperti di **Lampiran A.**
3. Surat kelulusan permohonan analisis kos ini tertakluk kepada prosedur peraturan-peraturan tempasal *(Rules of Origin and Operational Certification Procedure)*skim **MAFTA** bagi membolehkan tuan memohon Sijil Tempasal Berkeutamaan Borang MAFTA. Surat kelulusan permohonan analisis kos ini dan Sijil Tempasal Berkeutamaan Borang MAFTA yang berkaitan adalah terbatal serta merta sekiranya didapati syarikat tuan :
   i) Tidak mematuhi prosedur dan peraturan-peraturan tempasal yang ditetapkan;
   ii) Memberikan maklumat analisis kos palsu atau tidak tepat;
   iii) Menggunakan kelulusan ini untuk mengeksport barangan daripada syarikat lain;
   iv) Melakukan kesalahan *transshipment*; dan
   v) Memalsukan data dan keterangan di dalam Sijil Tempasal Berkeutamaan Borang MAFTA.
4. Sekiranya berlaku sebarang perubahan maklumat analisa kos, surat kelulusan permohonan analisis kos ini juga akan terbatal dengan sendirinya. Pihak tuan dikehendaki mengemukakan permohonan analisa kos yang baharu ke pejabat ini untuk dipertimbangkan semula. Surat kelulusan ini [illegible] dalam tempoh **2 tahun sehingga 03 Januari 2015.** Pihak tuan dikehendaki menghantar permohonan anal[illegible]a ko yang baharu **3 bulan** sebelum tamat tempoh surat kelulusan permohonan analisis kos ini.
5. Tuan boleh mendapatkan pengesahan Sijil Tempasal Berkeu[illegible]maan Borang MAFTA **sebelum atau selepas** eksport dijalankan. Sila kemukakan Sijil Tempasal Berkeutamaan Borang MAFTA yang telah lengkap diisi dan ditandatangan oleh pengeksport bersama dokumen sokongan berikut :
   a) Salinan Surat Kelulusan Permohonan Analisis Kos MITI ini;
   b) Salinan Inbois kepada pelanggan;
   c) Senarai Pembungkusan;
   d) Borang BAK 1(e) yang lengkap diisi pengeksport;
   e) Salinan *'Bill of Lading'*(selepas eksport); dan
   f) Salinan Borang Pengisytiharan Kastam No. 2 Pin. 8/89 (selepas eksport).
6. Dimaklumkan bahawa surat kelulusan permohonan analisis kos ini **bukan** permit eksport (AP). Tuan adalah dikehendaki mendapatkan kelulusan permit eksport (AP) sekiranya diperlukan.

Sekian dimaklum, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

"1 MALAYSIA, RAKYAT DIDAHULUKAN, PENCAPAIAN DIUTAMAKAN"
Saya yang menurut perintah,

Seksyen Kerjasama Perdagangan dan Penyelarasan Industri
b.p. Ketua Setiausaha
Kementerian Perdagangan Antarabangsa dan Industri

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KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN INDUSTRI, MALAYSIA
MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY, MALAYSIA
BLOK 10, KOMPLEKS PEJABAT KERAJAAN JALAN DUTA, 50622 KUALA LUMPUR
Telefon: (603) - 6203 3022 Faks: (603) - 6201 2337, 6203 1303
Laman Web: http://www.miti.gov.my

Lampiran A.
Kelulusan Permohonan Analisis Kos bagi skim MAFTA (MAFTA)
Bil Pendaftaran : 192825A
Tempoh sahlaku surat kelulusan : 04 Januari 2013 - 03 Januari 2015

No.	HS Kod MALAYSIA	Keterangan Produk	Brand / Model	Kriteria Tempasal
1	010[illegible]	Horses	samsung	WO

Nota :
1. Produk yang tidak dinyatakan di atas, tidak ditawarkan untuk dieksport di bawah **skim MAFTA (MAFTA).**
2. Surat kelulusan permohonan analisis kos MITI ini **bukan untuk rujukan pengimport.**

2. You may save the print preview of Cancellation for your reference.
3. Please wait until MITI Verifier approved the cancellation. If urgently required, please directly contact the MITI Verifier.