

Guideline ePermit STA Enhancement Internal Compliance Program (ICP) Module

Guideline For User Role

12th March 2025

Together Beyond Excellence.



Technology



Energy



Information
Technology

dnexmalaysia



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DAGANGNET
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Enhancement Overview

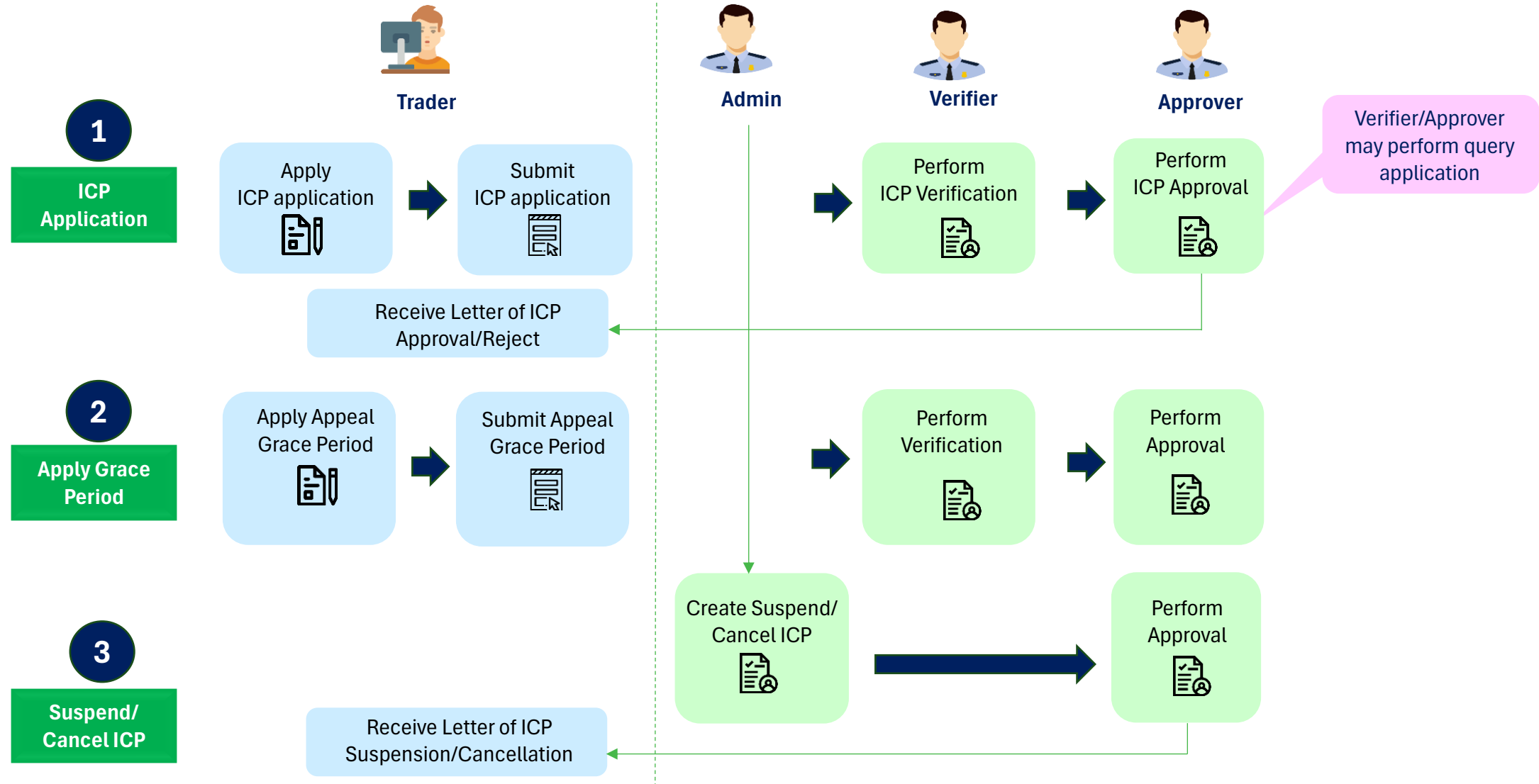
Module ICP - Internal Compliance Programme

- ICP is required for Permit with application type **Bulk** and **Multiple-use**
- Each company may only have 1 active ICP at one time

“ICP is a set of procedures that company officials must satisfy before an item is exported from the company. It ensures that transactions satisfying the export control regulations enacted by the government.

*An **ICP is a prerequisite** for any enterprises operating in Malaysia that wish to avail **themselves of bulk and multiple-use permits** under the STA.”*

Internal Compliance Program (ICP)





ICP Module

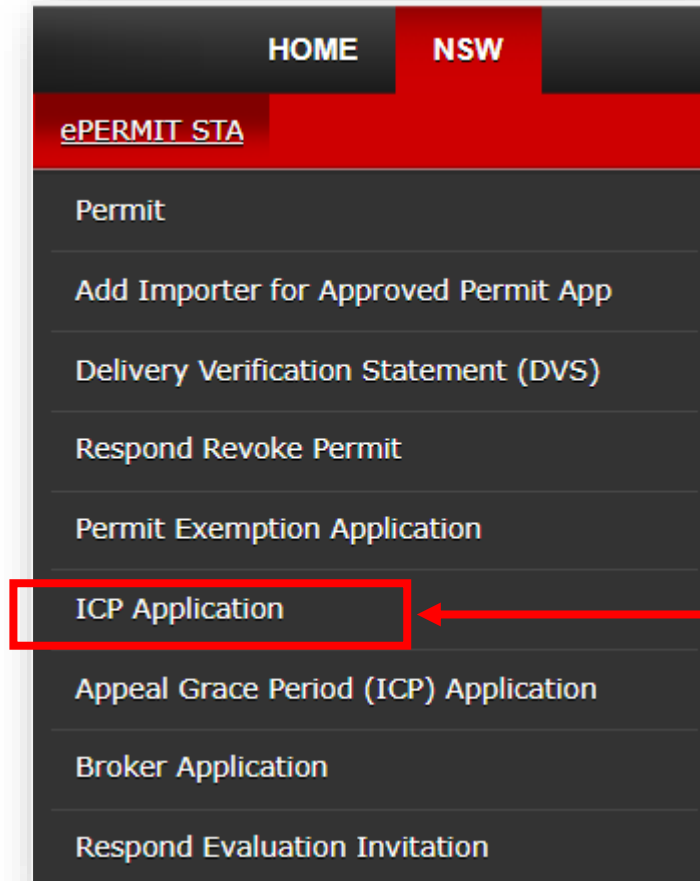
- ✓ ICP Application
- ✓ Offline Registration
- ✓ Renewal
- ✓ Extension
- ✓ Appeal
- ✓ Suspend/ Cancel



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ICP Module: For TRADER

1 ICP Application



From the main menu dropdown, select **ICP Application**

myTRADELINK HOME NSW Salfie Bin Bakar

ePERMIT STA

ePermit STA Permit Application

PLEASE CLICK HERE TO SEARCH

LISTING

Apply Export Permit

PIA Name *
MINISTRY OF INT. TRADE A...

Branch *
Kuala Lumpur

Module Type *
Online Permit

Permit Category *
Normal

Activity Type *
Export

Permit Type*
Multiple Use

ICP Reference No.
ICP0000009032025

SUBMIT

View Details	Application
View	MIT141ESTA20231
View	MIT141ESTA20221
View	MIT141ESTA20230100008

Online Permit	Normal	Multiple Use	Export	26-01-2023	Draft

10 Page 1 of 1 Displaying 1 to 10 of 3 items

Only applicable for Permit application for **Bulk** and **Multiple**, will have checking for ICP.

If **ICP exist**, ICP Reference No info will be displayed here.

Note: If Permit with status “**Suspend**” or “**Cancel**”, then the prompt message will appear for user to contact STS accordingly

To proceed with ICP Application, go to ICP Application section and select “NEW” button

ICP Application

PLEASE CLICK HERE TO SEARCH

LISTING

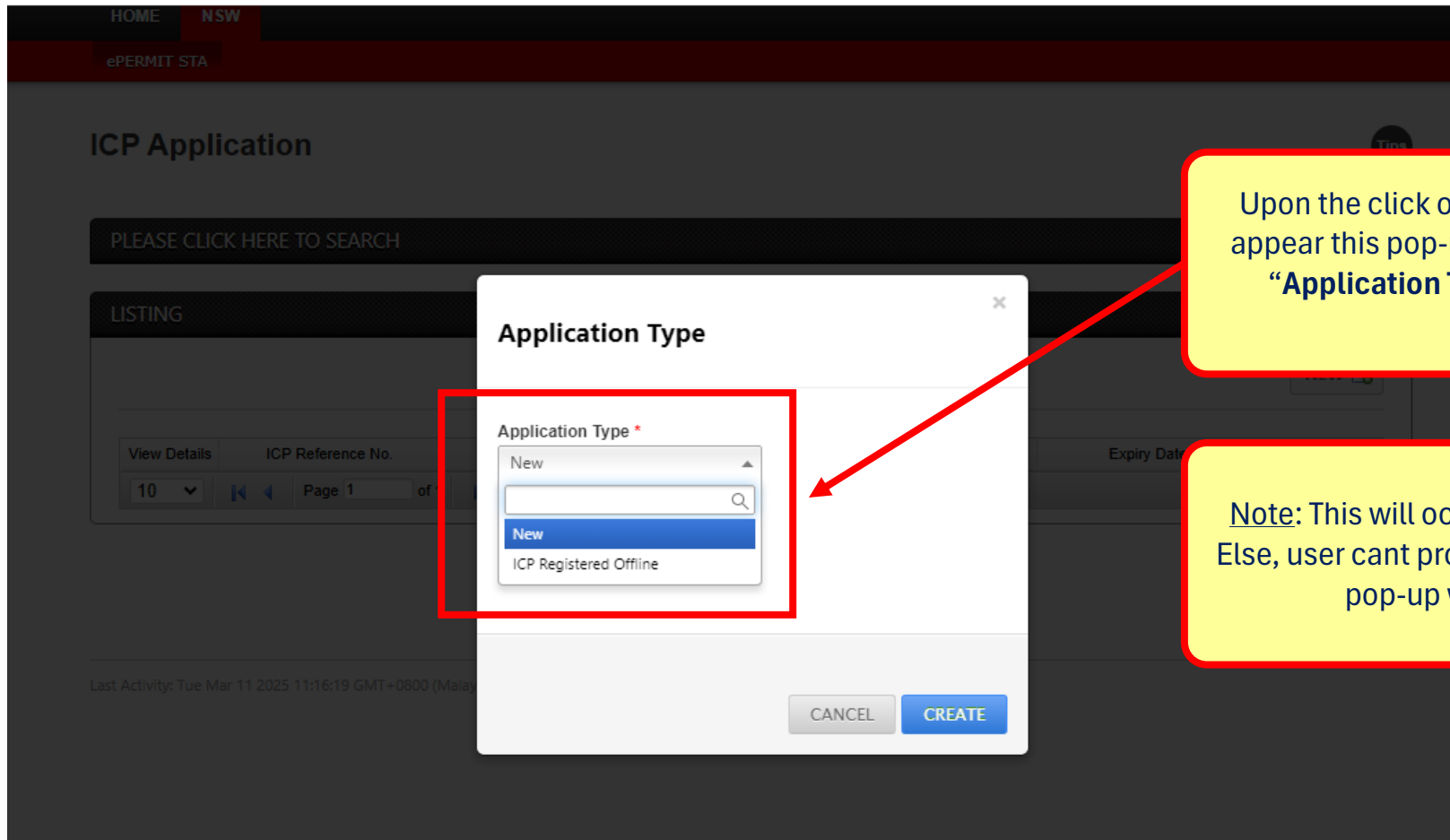
NEW

Only one (1) Active ICP is allowed at one time

This section will show the ICP listing available

View Details	ICP Reference No.	Application Type	Submission Date	Status	Expiry Date	Action
View	ICP0000002022025	Request Extension	-	Draft	17-02-2028	Renewal
View	ICP0000001022025	New	17-02-2025	Approved 3 Years + 2 Years	17-02-2028	Renewal

10 Page 1 of 1 Displaying 1 to 10 of 2 items



The screenshot displays the 'ICP Application' page on the DAGANGNET portal. A modal window titled 'Application Type' is open, showing a search bar and a list of options: 'New' (highlighted in blue), 'ICP Registered Offline', and 'ICP Registered Online'. A red box highlights the 'New' option, and a red arrow points from a text box to it. The background shows a table with columns for 'View Details', 'ICP Reference No.', and 'Expiry Date'. The page footer indicates 'Last Activity: Tue Mar 11 2025 11:16:19 GMT+0800 (Malaysia Time)'.

Upon the click of **“NEW”** button, system will appear this pop-up window, for user to select **“Application Type”** and click **“CREATE”** accordingly

Note: This will occur only if there's no ICP yet. Else, user cant proceed to apply new ICP (ie. no pop-up window will appear)

Create New ICP (for Trader) -2



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HOME NSW

ePERMIT STA

ICP Application: ICP0000012032025 Tips

[BACK TO MAIN](#)

ICP Details

Application Date Application Type Expiry Date

1 ICP Application Checklist: Pre-Amble

CHECK (ATTACHED DOCUMENTS)	STATUS	REMARKS	ACTION	REMARK HISTORY
<input type="text" value="Yes"/>	<input type="text" value="Please Select"/>	<input type="text" value="Document A"/>	RESET REMARK	REMARK HISTO

[SAVE](#)

2 ICP Application Checklist: Element 1-Management Commitment

CHECK (ATTACHED DOCUMENTS)	STATUS	REMARKS	ACTION	REMARK HISTORY
<input type="text" value="ease Select"/>	<input type="text" value="Please Select"/>	<input type="text"/>	RESET REMARK	REMARK HISTORY
<input type="text" value="ease Select"/>	<input type="text" value="Please Select"/>	<input type="text"/>	RESET REMARK	REMARK HISTORY
<input type="text" value="ease Select"/>	<input type="text" value="Please Select"/>	<input type="text"/>	RESET REMARK	REMARK HISTORY
<input type="text" value="ease Select"/>	<input type="text" value="Please Select"/>	<input type="text"/>	RESET REMARK	REMARK HISTORY
<input type="text" value="ease Select"/>	<input type="text" value="Please Select"/>	<input type="text"/>	RESET REMARK	REMARK HISTORY

[SAVE](#)

User will be required to update this section (that was split into 7 panels) accordingly:

- Each panel will have **Attachment** section and **Remarks** column
- Trader can fillup the remark and upload the attachment, but ensure to **SAVE** individually for each Panel respectively once done
- However, all panels are not mandatory. Thus, users to fillup panel that is related to them only

Create New ICP (for Trader) -3



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ICP Application Checklist: Element 2-Screening Process

EXPLANATORY NOTE: THE ESTABLISHMENT OF AN EFFECTIVE INSTITUTIONAL ICP PROVIDES A METHOD OF ROUTINELY SCREENING TRANSACTIONS, CONTACTS, AND DEALS IN ORDER TO ELIMINATE SUSPICIOUS APPROACHES, THEREBY ENSURING THAT ONLY LEGITIMATE TRANSACTIONS PROCEED AND THE RISK OF BREACHING THE LAW IS MINIMIZED (SOURCE: ICP GUIDELINES SEC DIV, MOFA, PAKISTAN, 3 DEC 2014)

CORE ELEMENTS OF ICP	BEST PRACTICES	PROOF OF BEST PRACTICES
IS A SCREENING PROCESS PLACE IN THE COMPANY	COMPUTER BASED SYSTEM/ IT SUPPORTED	DESCRIBE THE SCREENING SYSTEM
		IF MANUAL, PROVIDE WRITTEN PROCEDURE
COVERAGE OF SCREENING ACTIVITY: SCREENING ACTIVITY FOR SALES PROCESS AND TRANSACTION	SCREENING THE BUSINESS TRANSACTION FROM START TO FINISH. ALSO KNOWN AS CRADLE-TO-GRAVE SCREENING	SALES PROCESS MONITORED EFFECTIVELY. PLEASE PROVIDE INFORMATION
COVERAGE OF SCREENING ACTIVITY: SCREENING ACTIVITY FOR SALES PROCESS AND TRANSACTION	SCREENING THE BUSINESS TRANSACTION FROM START TO FINISH. ALSO KNOWN AS CRADLE-TO-GRAVE SCREENING	SCREENING BEFORE SALES / PRE-SALES. E.G. MANUFACTURER, SUPPLIER AND OTHER RELEVANT PARTIES
COVERAGE OF SCREENING ACTIVITY: SCREENING ACTIVITY FOR SALES PROCESS AND TRANSACTION	SCREENING THE BUSINESS TRANSACTION FROM START TO FINISH. ALSO KNOWN AS CRADLE-TO-GRAVE SCREENING	IN-PROCESS SALES: E.G. BUYER, SELLER, CONSIGNEE, MODE OF PAYMENT, FINANCIER, ETC.
PRODUCT SCREENING	SCREENING AGAINST ALL APPLICABLE LIST	BRIEF DESCRIPTION OF LOGIC SCREENING
END USE SCREENING		
DESTINATION SCREENING		
RED FLAG INDICATORS	PROCEDURE MANUAL FOR RISK ASSESSMENT	COPY OF THE MANUAL

SAVE

4

ICP Application Checklist: Element 3-Training

CHECK (ATTACHED DOCUMENTS)	STATUS	REMARKS	ACTION	REMARK HISTORY
<div>ease Select</div>	<div>Please Select</div>	<div></div>	<div>RESET REMARK</div>	<div>REMARK HISTORY</div>
<div>ease Select</div>	<div>Please Select</div>	<div></div>	<div>RESET REMARK</div>	<div>REMARK HISTORY</div>

SAVE



Create New ICP (for Trader) -4



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ICP Application Checklist: Element 4-Record Keeping

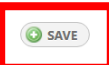

CORE ELEMENTS OF ICP	BEST PRACTICES	PROOF OF BEST PRACTICES	ATTACHMENT	ATTACH
WERE GIVEN 2 PERMIT REFERENCE NUMBERS				
NOTES, INVITATION TO BID; REQUEST FOR QUOTATION; SALES CONTRACT, INSTRUCTIONS; STATUTORY DECLARATION; ORDER SYSTEM SCREENSHOT	6 YEARS	HARDCOPY/ SOFTCOPY	ATTACH	ATTACH
PURCHASE ORDER			ATTACH	ATTACH
INVOICE ISSUED IN RESPECT OF THE SALES OF STRATEGIC ITEM OR UNLISTED ITEMS			ATTACH	ATTACH
SCREENING DOCUMENTS OR SYSTEM SCREENSHOT			ATTACH	ATTACH
EXPORT PERMIT			ATTACH	ATTACH
FORM 5 – END USER STATEMENT (EUS)			ATTACH	ATTACH
TECHNICAL SPECIFICATIONS			ATTACH	ATTACH
EXPORT DECLARATION FORM			ATTACH	ATTACH
DOCUMENTS ISSUED BY THE RELEVANT AUTHORITY OF THE IMPORTING COUNTRY E.G. EXPORT PERMIT, OTHER PERMIT ISSUING AGENCY LICENCE E.G. CWC APPROVAL, POLICE PERMIT, ETC., (IF APPLICABLE)			ATTACH	ATTACH
FORM 6 – DELIVERY VERIFICATION STATEMENT			ATTACH	ATTACH
PROOF OF DELIVERY			ATTACH	ATTACH
SHIPPING DOCUMENTS			ATTACH	ATTACH
BALANCE TRACKING SHEET (FOR BULK OR MULTIPLE PERMIT, NOT APPLICABLE TO SINGLE PERMIT)			ATTACH	ATTACH
FORM 9 - REGISTER FOR EXPORT/TRANSIT/TRANSHIPMENT/BROKERING* UNDER THE STRATEGIC TRADE ACT 2010			ATTACH	ATTACH
OTHER RELEVANT DOCUMENTS DEEMED NECESSARY, IF ANY			ATTACH	ATTACH



6

ICP Application Checklist: Element 5-Audit

CORE ELEMENTS OF ICP	BEST PRACTICES	PROOF OF BEST PRACTICES
IT REFERS TO THE		
IT SYSTEM AUDIT (IF APPLICABLE)	AT LEAST ONCE A YEAR	AUDIT RECORDS
PROCESS AUDIT	AT LEAST ONCE A YEAR	AUDIT RECORDS
DOCUMENTATION AUDIT	AT LEAST ONCE A YEAR	AUDIT RECORDS
CORRECTIVE ACTION MECHANISM FOR NON-COMPLIANCE TO EXPORT CONTROL RELATED MATTERS	GUIDANCE TO COMPANY EMPLOYEES REGARDING NOTIFICATION, ESCALATION, AND CORRECTIVE ACTION FOR TIMES WHEN THERE ARE PROBLEMS OR SUSPECTED PROBLEMS WITH EXPORT TRANSACTIONS	METHODOLOGY/ SOP TO PREVENT
CORRECTIVE ACTION MECHANISM FOR NON-COMPLIANCE TO EXPORT CONTROL RELATED MATTERS	GUIDANCE TO COMPANY EMPLOYEES REGARDING NOTIFICATION, ESCALATION, AND CORRECTIVE ACTION FOR TIMES WHEN THERE ARE PROBLEMS OR SUSPECTED PROBLEMS WITH EXPORT TRANSACTIONS	HOW IS THE DECISION FOR TAKEN IS MADE? EG. SPECIFIC DECISION BY MANAGER, ADVISOR
CORRECTIVE ACTION MECHANISM FOR NON-COMPLIANCE TO EXPORT CONTROL RELATED MATTERS	GUIDANCE TO COMPANY EMPLOYEES REGARDING NOTIFICATION, ESCALATION, AND CORRECTIVE ACTION FOR TIMES WHEN THERE ARE PROBLEMS OR SUSPECTED PROBLEMS WITH EXPORT TRANSACTIONS	COMMUNICATION TO THE RELEVANT
CORRECTIVE ACTION MECHANISM FOR NON-COMPLIANCE TO EXPORT CONTROL RELATED MATTERS	GUIDANCE TO COMPANY EMPLOYEES REGARDING NOTIFICATION, ESCALATION, AND CORRECTIVE ACTION FOR TIMES WHEN THERE ARE PROBLEMS OR SUSPECTED PROBLEMS WITH EXPORT TRANSACTIONS	DOCUMENTATION TO RECORD



Create New ICP (for Trader) -5



NET
Group

7

ICP Application Checklist: Element 6-Intangible Technology Transfer (ITT)

CORE ELEMENTS OF ICP

BEST PRACTICES

PLEASE AN

ITT MANAGEMENT

ACADEMIC AND RESEARCH INSTITUTION, UNIVERSIT
IS EXPECTED TO EMBED THE REQUIREMENT OF ITT C

COVER LETTER

COVER LETTER

MANAGEMENT COMMITMENT

PERSON-IN-CHARGE

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT
FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM
RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM
RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT
FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

SAVE

Transaction Details

No	Date	Time	Status	Remarks	By
1	06-03-2025	23:18:14	Draft		sta-mahirah

10

Page 1

of 1

Displaying 1 to 10 of 1 items

SUBMIT APPLICATION

SAVE

TOP

Last Activity: Thu Mar 06 2025 23:20:35 GMT+0800 (Malaysia Time)

After all the information has been updated (whichever applicable),

User may click the “**SAVE**” button if to save the application first,

Or “**SUBMIT APPLICATION**” button if ready to submit

ICP New Application Submission *(for Trader)*



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ITT MANAGEMENT	ACADEMIC AND RESEARCH INSTITUTION, UNIVERSITY OF TORONTO IS EXPECTED TO EMBED THE REQUIREMENT OF ITT (
COVER LETTER	
COVER LETTER	
MANAGEMENT COMMITMENT	
PERSON-IN-CHARGE	
EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT	
EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT	
EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT	
EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT	
EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT	

User may click the “**SAVE**” button if to save the application first, and it will appear as “**Draft**” status

SAVE

Transaction Details

No	Date	Time	Status	Remarks	By
1	11-03-2025	11:26:06	Draft		mharop

10 of 10 Page 1 of 1 Displaying 1 to 10 of 1 items

SUBMIT APPLICATION SAVE

Else, user to click “**SUBMIT APPLICATION**” button if ready to submit

ICP Application

Tips

PLEASE CLICK HERE TO SEARCH

LISTING

NEW

View Details	ICP Reference No.	Application Type	Submission Date	Status	Expiry Date	Action
View	ICP0000015032025	New	11-03-2025	Submitted	-	Renewal

10

Page 1 of 1

Displaying 1 to 10 of 1 items

Once done with the submission, **Status** will appear as “**Submitted**” at the ICP Application – Listing page



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ICP Module: For TRADER

2 Offline Registration

ICP Offline Registration Application *(for Trader)*



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HOME NSW

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ICP Application

PLEASE CLICK HERE TO SEARCH

LISTING

View Details ICP Reference No.

10 Page 1 of 1

Last Activity: Fri Feb 28 2025 11:02:00 GMT+0800 (Malaysia Time)

Application Type

Application Type *

New

New

ICP Registered Offline

CANCEL CREATE

For this ICP Offline Registration, user need to select **“ICP Registered Offline”** from the dropdown, and click **“CREATE”** button

ICP Offline Registration Application *(for Trader)*



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ICP Application: ICP0000013022025 Tips

[BACK TO MAIN](#)

ICP Details

Application Date:
Application Type: ICP Registered Offline
Expiry Date *: 01-03-2025
Approval Type *:

Approved
Approved (non-expiry)
Approved 3 Years + 2 Years (Extension)
Approved 3 Years + 2 Years
Approved 5 Years

Supporting Document

Document Type	Document Name	File Name	Attach
	* ICP0000013022025_ICP Approval Letter		<input type="button" value="attach"/>

Transaction Details

No	Date	Time	Status	Remarks	By
1	28-02-2025	10:59:14	Draft		mharop

10 Page 1 of 1 Displaying 1 to 10 of 1 items

For **Approval Type**, there will be options available as per the dropdown list.

Note: “**Approved**” will refer to the **non-expiry type** and user may put the “**Expiry Date**” as **BLANK**

Note: ICP Offline Registration will be auto-approved once verified by Verifier (only 1 level of Officer process only)

User will be required to update the “**Approval Type**”, “**Expiry Date**” and “**Attach**” section accordingly.

Once done, click “**SAVE**” to save as draft, or “**SUBMIT APPLICATION**” button if ready to submit



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ICP Module: For TRADER

3 Renewal

Renewal & Request Extension Process



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ICP Application

Tips

PLEASE CLICK HERE TO SEARCH

LISTING

NEW

Reference No.	Application Type	Submission Date	Status	Expiry Date	Action	Action	Appeal
2025	Request Extension	03-03-2025	Approved	-	Renewal	Request Extension	-
2025	Renewal	03-03-2025	Approved 3 Years + 2 Years	03-03-2028	Renewal	Request Extension	-
2025	ICP Registered Offline	02-03-2025	Approved	05-05-2025	Renewal	Request Extension	-
2024	New	20-11-2024	Rejected	-	Renewal	Request Extension	Approved

10 Page 1 of 1 Displaying 1 to 10 of 4 items

TOP

“Renewal”
button

“Request
Extension”
button

All button will be visible for each row.

However, it will have clickable action on case to case basis only (ie. Referring to type of expiry).

Note: If it's not a valid case, prompt message will appear upon user clicking on the button.

HOME NSW

ePERMIT STA

ICP Application: ICP0000001032025

PLEASE CLICK HERE TO SEARCH

LISTING

Confirm

! You are about to apply for the Renewal of Application ID ICP0000001032025. Are you sure?

YES NO

Application Type						
ICP Registered Offline						
New	20-11-2024	Rejected	-	Renewal	Request Extension	Approved

10 Page 1 of 1 Displaying 1 to 10 of 2 items

For a valid scenario, user will receive this message from pop-up window.

Note: Renewal is allowed **within 2 months form expiry date.**

Submit ICP Renewal *(for Trader)*



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COVER LETTER

MANAGEMENT COMMITMENT

PERSON-IN-CHARGE

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

EXPORT CONTROL OFFICER/ AUTHORIZED APPLICANT FROM RESEARCH MANAGEMENT CENTRE OR FOCAL POINT

Transaction Details

No	Date	Time	Status	Remarks	By
1	03-03-2025	10:48:02	Draft		cahaya-user

10 Page 1 of 1 Displaying 1 to 10 of 1 items

SUBMIT APPLICATION

SAVE

User will need to continue updating the information or document upload required accordingly.

Proceed to click **“SAVE”** button at each panel to save the information entered.

Once done, click **“SAVE”** to save as draft, or **“SUBMIT APPLICATION”** button if ready to submit

ICP Renewal Submitted *(for Trader)*



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Once done, application will appear with
Status = "Submitted" at the listing page

View Details	ICP Reference No.	Application Type	Submission Date	Status	Expiry Date	Action
View	ICP0000003032025	Renewal	03-03-2025	Submitted	-	Renewal
View	ICP0000001032025	ICP Registered Offline	02-03-2025	Approved	05-05-2025	Renewal
View	ICP00000034112024	New	20-11-2024	Rejected	-	Renewal

10 ▾ Page 1 of 1 Displaying 1 to 10 of 3 items



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ICP Module: For TRADER

4 Extension

HOME NSW


ePERMIT STA

ICP Application: ICP0000003032025

PLEASE CLICK HERE TO SEARCH

LISTING

Confirm

 You are about to apply for the Request Extension of Application ID ICP0000003032025. Are you sure?

YES NO

s	ICP Reference No.				
	ICP0000003032025				
	ICP0000001032025	ICP Registered Offline	02-03-2025	Approved	05-05-2025
	ICP0000034112024	New	20-11-2024	Rejected	-

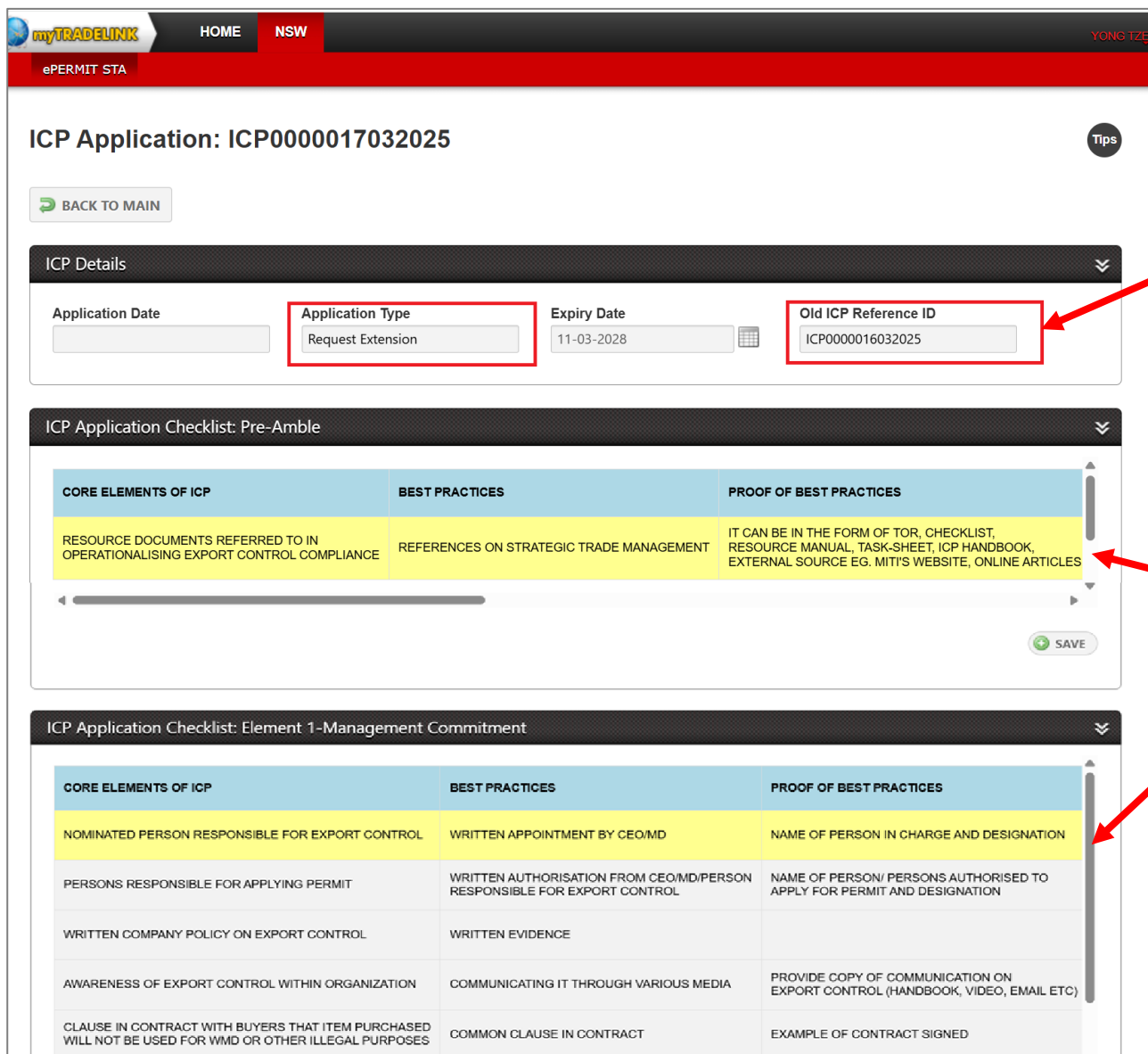
10 Page 1 of 1 Displaying 1 to 10 of 3 items

TOP

Request Extension only applicable for
Approval type = 3 + 2

*referring to the 2 years
extension

- Within 3 years, user will need to perform the improvement to the documentations required (ie. refer to status document “need improvement”)
- Once done, user to proceed for the request of additional (+) 2 years extension accordingly



myTRADELINK HOME NSW YONG TZE

ePERMIT STA

ICP Application: ICP0000017032025

BACK TO MAIN

ICP Details

Application Date Application Type Request Extension Expiry Date 11-03-2028 Old ICP Reference ID ICP0000016032025

ICP Application Checklist: Pre-Amble

CORE ELEMENTS OF ICP	BEST PRACTICES	PROOF OF BEST PRACTICES
RESOURCE DOCUMENTS REFERRED TO IN OPERATIONALISING EXPORT CONTROL COMPLIANCE	REFERENCES ON STRATEGIC TRADE MANAGEMENT	IT CAN BE IN THE FORM OF TOR, CHECKLIST, RESOURCE MANUAL, TASK-SHEET, ICP HANDBOOK, EXTERNAL SOURCE EG. MITI'S WEBSITE, ONLINE ARTICLES

SAVE

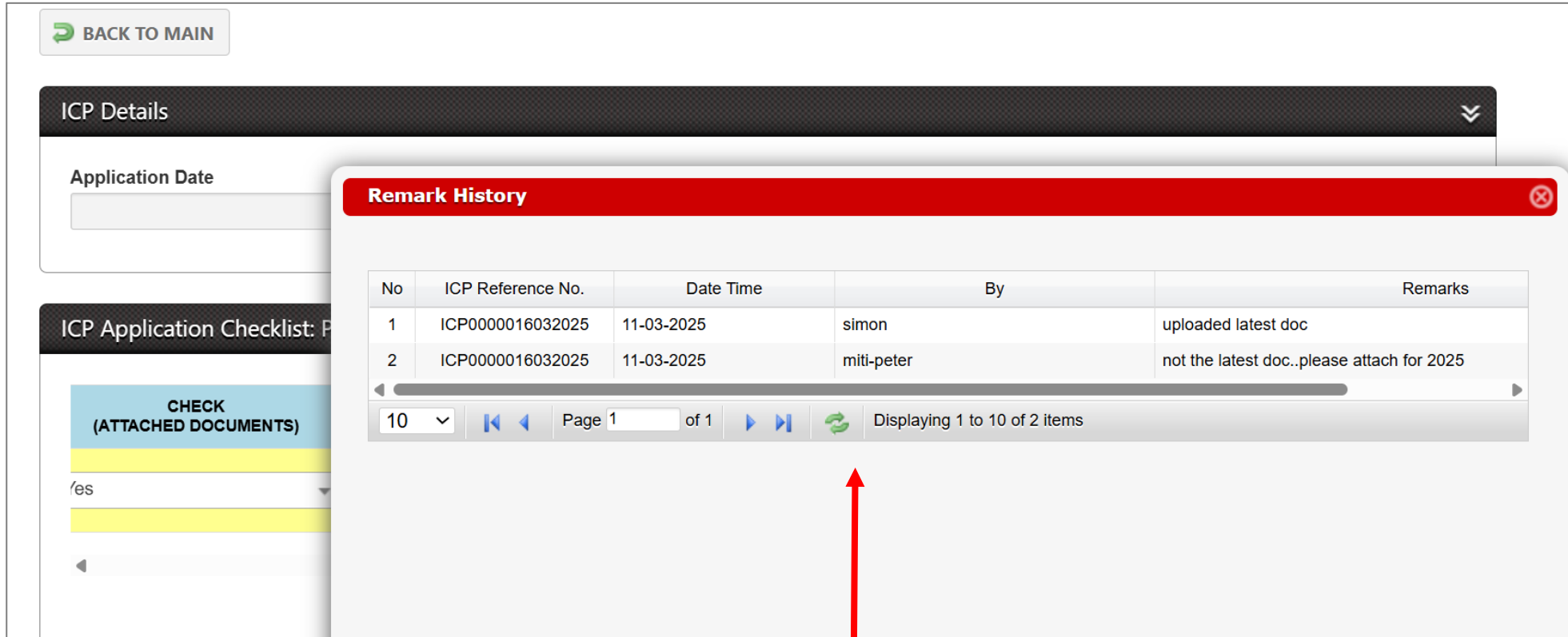
ICP Application Checklist: Element 1-Management Commitment

CORE ELEMENTS OF ICP	BEST PRACTICES	PROOF OF BEST PRACTICES
NOMINATED PERSON RESPONSIBLE FOR EXPORT CONTROL	WRITTEN APPOINTMENT BY CEO/MD	NAME OF PERSON IN CHARGE AND DESIGNATION
PERSONS RESPONSIBLE FOR APPLYING PERMIT	WRITTEN AUTHORISATION FROM CEO/MD/PERSON RESPONSIBLE FOR EXPORT CONTROL	NAME OF PERSON/ PERSONS AUTHORISED TO APPLY FOR PERMIT AND DESIGNATION
WRITTEN COMPANY POLICY ON EXPORT CONTROL	WRITTEN EVIDENCE	
AWARENESS OF EXPORT CONTROL WITHIN ORGANIZATION	COMMUNICATING IT THROUGH VARIOUS MEDIA	PROVIDE COPY OF COMMUNICATION ON EXPORT CONTROL (HANDBOOK, VIDEO, EMAIL ETC)
CLAUSE IN CONTRACT WITH BUYERS THAT ITEM PURCHASED WILL NOT BE USED FOR WMD OR OTHER ILLEGAL PURPOSES	COMMON CLAUSE IN CONTRACT	EXAMPLE OF CONTRACT SIGNED

Info on the **Application Type** and **Old ICP Reference ID** will be displayed as well

User will perform this at 'new screen', where system will assist to **highlight** the required part that "need improvement" only for user's action

Note: The impacted column will appear in **yellow** colour in the system



The screenshot displays the DAGANGNET interface. At the top left, there is a 'BACK TO MAIN' button. Below it, the 'ICP Details' section is visible, containing an 'Application Date' field. To the right, a 'Remark History' modal is open, featuring a table with the following data:

No	ICP Reference No.	Date Time	By	Remarks
1	ICP0000016032025	11-03-2025	simon	uploaded latest doc
2	ICP0000016032025	11-03-2025	miti-peter	not the latest doc..please attach for 2025

Below the table, there is a pagination bar showing 'Page 1 of 1' and 'Displaying 1 to 10 of 2 items'. A red arrow points from a text box at the bottom to the table, indicating that clicking on an item will show its details.

To see the **Remark History** for each sub elements, user need to click on the respective intended items and the details will appear accordingly

Submit Request Extension *(for Trader)*



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HOME **NSW**

ePERMIT STA

ICP Application

PLEASE CLICK HERE TO SEARCH

LISTING

NEW

View Details	ICP Reference No.	Application Type	Submission Date	Status	Expiry Date	Action
View	ICP0000004032025	Request Extension	03-03-2025	Submitted	03-03-2028	Renewal
View	ICP0000003032025	Renewal	03-03-2025	Approved 3 Years + 2 Years	03-03-2028	Renewal
View	ICP0000001032025	ICP Registered Offline	02-03-2025	Approved	05-05-2025	Renewal
View	ICP0000034112024	New	20-11-2024	Rejected	-	Renewal

10 Page 1 of 1 Displaying 1 to 10 of 4 items

TOP

Once done, application will appear with **Status = "Submitted"** at the listing page



KEMENTERIAN PELABURAN, PERDAGANGAN DAN INDUSTRI
MINISTRY OF INVESTMENT, TRADE AND INDUSTRY

Menara MITI
No.7, Jalan Sultan Haji Ahmad Shah,
50480 Kuala Lumpur,
MALAYSIA



Tel : 603 8000 8000
Faks (Fax) : 603 6206 4693
Laman Web (Web) : www.miti.gov.my
E-mail(E-mail) : webmiti@miti.gov.my

Rujukan : MITI.100-11/2/45 Jil. 3(022)
Tarikh : 03 Mac 2025

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Tuan,

KELULUSAN STATUS *INTERNAL COMPLIANCE PROGRAMME* (ICP) DI BAWAH AKTA PERDAGANGAN STRATEGIK 2010 (STA 2010)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Selaras dengan komitmen MITI dalam meningkatkan fasilitasi perdagangan kepada pihak industry, Sekretariat Perdagangan Strategik (STS), Kementerian Pelaburan, Perdagangan dan Industri (MITI) bersetuju untuk **tidak menetapkan tarikh tamat** status ICP bagi syarikat yang telah memenuhi kriteria pematuhan.
3. Mengambil kira ketetapan tersebut. Syarikat **boleh meneruskan** permohonan Permit STA Pelbagai Kali atau Pukal (Multiple-use and Bulk STA Permit) dengan **melampirkan surat ini** dalam sistem **ePermit STA**.
4. Bagi memastikan pematuhan syarikat kepada kriteria ICP adalah memuaskan, STS bersama agensi-agensi berkaitan akan menjalankan audit dari semasa ke semasa. Adalah diingatkan bahawa status ICP boleh dibatalkan sekiranya tahap pematuhan syarikat tidak memuaskan.
5. Pihak syarikat boleh menghubungi urusetia ICP (icp.sts@miti.gov.my) sekiranya mempunyai sebarang pertanyaan lanjut berhubung perkara ini.

Sample approved ICP Letter for “non-expiry” type

Sekian, terima kasih.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

(
<

s.k.

Ketua Pengarah
Lembaga Perlesenan Tenaga Atom
Kementerian Sains, Teknologi & Inovasi
Batu 24, Jalan Dengkil
43800 Dengkil
SELANGOR

Ketua Jabatan Perdagangan Strategik
Bahagian Pelesenan dan Pemantauan
Suruhanjaya Komunikasi dan Multimedia Malaysia
MCMC HQ Tower 1
Jalan Impact Cyber 6
63000 Cyberjaya
SELANGOR

Pengarah
Bahagian Penguatkuasaan Farmasi
Program Perkhidmatan Farmasi
Kementerian Kesihatan Malaysia
Lot 36, Jalan Prof Diraja Ungku Aziz
46200 Petaling Jaya
SELANGOR



DAGANGNET
Subsidiary of DNX Group

ICP Module: For TRADER

5 Appeal


ePERMIT STA

ICP Application

PLEASE CLICK HERE TO SEARCH

LISTING

NEW

ate	Status	Expiry Date	Action	Action	Appeal	Approval/Reject Letter	Suspend/Cancel Letter	A
	Rejected	-	Renewal	Request Extension	Appeal		-	D

10 Page 1 of 1 Displaying 1 to 10 of 1 items

TOP

Last Activity: Tue Mar 11 2025 12:25:28 GMT+0800 (Malaysia Time)

Appeal Grace Period is applicable for Rejected ICP application

- Grace period will be in 12 months duration from the rejected date
- Therefore, user cannot apply new application within this 12 months
- User may still proceed to use “single” permit application during this period (as ICP only applicable for Bulk & Multiple scenario)

Create New Appeal Grace Period *(for Trader)*



DAGANGNET


A member of DNeX Group

ICP Application: ICP0000012022025 Tips

PLEASE CLICK HERE TO SEARCH

LISTING

Confirm

 You are about to appeal Application ID ICP0000012022025. Are you sure?



Application Type	Submission Date	Status	Actions
	24-02-2025		
	20-02-2025	Rejected	<input type="button" value="Renewal"/> <input type="button" value="Request Extension"/>

10 Page 1 of 1 Displaying 1 to 10 of 2 items

After that, user will receive this message from pop-up window.

Click **“YES”** button to proceed with the Appeal process.

Else click **“NO”** button if not to proceed.

HOMENSWMARZUKI BIN MAT

ePERMIT STA

ICP Application: ICP0000013032025

Tips

BACK TO MAIN

ICP Details

Application Date	Application Status	Grace Period Date	Expiry Date
09-03-2025	Rejected	09-03-2026	

ICP Application Checklist: Pre-Amble

ICP Application Checklist: Element 1-Management Commitment

ICP Application Checklist: Element 2-Screening Process

ICP Application Checklist: Element 3-Training

ICP Application Checklist: Element 4-Record Keeping

ICP Application Checklist: Element 5-Audit

User to check the information entered accordingly for each sections

Appeal Supporting Document

Document Type	Document Name	File Name	Attach
Appeal Supporting Docs	* ICP0000034112024_Appeal Supporting Document 1	ICP0000034112024_Appeal Supporting Document 1.pdf	
	ICP0000034112024_Appeal Supporting Document 2		
	ICP0000034112024_Appeal Supporting Document 3		

Verifier's Recommendation

Remarks

Verifier suggest to reject and assigned to asmidar adbul rahman

Transaction Details

No	Date	Time	Status	Remarks	By
1	20-11-2024	16:27:57	Draft		cahaya-user
2	20-11-2024	16:28:57	Submitted		cahaya-user
3	20-11-2024	16:30:30	Verified	Verifier suggest to reject and assigned to asmidar adbul rahman	miti-peter
4	20-11-2024	16:31:38	Rejected	Nak cuba reject pulak	miti-asmidar
5	21-11-2024	09:34:08	Rejected	Submitted Appeal for Grace Period	cahaya-user
6	21-11-2024	10:12:11	Rejected	Approved Appeal for Grace Period for Rejected Application	miti-asmidar

10   Page 1 of 1  Displaying 1 to 10 of 6 items

Trader can attach any supporting letter received from STS (if applicable), at this section

Remarks

Query by verifier
- dah ok need improvement

Transaction Details

No	Date	Time	Status	Remarks	By
1	24-02-2025	14:35:47	Draft		sta-mahirah
2	24-02-2025	14:37:30	Submitted		sta-mahirah
3	24-02-2025	14:39:23	Verified		miti-peter
4	24-02-2025	14:46:34	Queried by Approver	approver query	miti-peter
5	24-02-2025	14:53:18	Queried by Verifier	Query by verifier	miti-peter
6	24-02-2025	14:54:48	Resubmitted		sta-mahirah
7	24-02-2025	14:57:39	Verified	Query by verifier - dah ok need improvement	miti-peter
8	03-03-2025	11:48:34	Rejected	approver query	miti-peter

Record of previous correspondence with officer is available here

Once done, click **“SAVE”** to save as draft, or **“APPEAL APPLICATION”** button if ready to submit

APPEAL APPLICATION

SAVE

TOP



ICP Application

Tips

PLEASE CLICK HERE TO SEARCH

LISTING

NEW

Submission Date	Status	Expiry Date	Action	Action	Appeal	Approval/Reject Letter	Suspend/Cancel
24-02-2025	Rejected	-	Renewal	Request Extension	Submitted		-
20-02-2025	Rejected	-	Renewal	Request Extension	Rejected		-

10

Page 1 of 1

Displaying 1 to 10 of 2 items

Once done, application will appear with
Status = "Submitted" at the listing page

Appeal for Grace Period for Rejected ICP Application Tips

PLEASE CLICK HERE TO SEARCH

LISTING

s	ICP Reference No.	Application Type	Submission Date	Company Name	App Status	Appeal Status
	ICP0000012022025	New	24-02-2025	SEAHAM ELEC TRONICS (M) SDN BHD	Rejected	Approved
	ICP0000005022025	New	20-02-2025	SEAHAM ELEC TRONICS (M) SDN BHD	Rejected	Rejected
	ICP0000034112024	New	20-11-2024	SEAHAM ELEC TRONICS (M) SDN BHD	Rejected	Approved

Once approved by Officer, **Appeal Status** will appear as
“**Approved**” in the Listing page.

Note: During approval process, Officer will have the option to
update the approved Grace Period date accordingly



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ICP Module: For TRADER

6 Suspend/ Cancel



KEMENTERIAN PELABURAN, PERDAGANGAN DAN INDUSTRI
MINISTRY OF INVESTMENT, TRADE AND INDUSTRY

Menara MITI
No.7, Jalan Sultan Haji Ahmad Shah,
50480 Kuala Lumpur,
MALAYSIA



Tel : 603 8000 8000
Faks (Fax) : 603 6206 4693
Laman Web (Web) : www.miti.gov.my
E-mail(E-mail) : webmiti@miti.gov.my

Rujukan : MITI.100-11/2/45 Jil. 3(030)
Tarikh : 06 Mac 2025

[REDACTED]
[REDACTED] 90
[REDACTED]
[REDACTED] G
40150, SHAH ALAM
SELANGOR
[REDACTED]

Tuan,

PEMAKLUMAN PENGGANTUNGAN STATUS INTERNAL COMPLIANCE PROGRAMME (ICP) DI BAWAH AKTA PERDAGANGAN STRATEGIK 2010 (STA 2010)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Untuk makluman, Sekretariat Perdagangan Strategik (STS), Kementerian Pelaburan, Perdagangan dan Industri telah membuat semakan dan penilaian ke atas syarikat tuan di bawah Akta Perdagangan Strategik 2010 (STA 2010) dan mendapati bahawa tahap pematuhan syarikat kepada peruntukan / keperluan semasa di bawah STA 2010 adalah tidak memuaskan.

3. Sehubungan itu, pihak STS memutuskan untuk **menggantung** kelayakan syarikat tuan sebagai syarikat berstatus Internal Compliance Program (ICP) di bawah STA 2010 berkuat kuasa serta merta. Syarikat tuan juga tidak lagi layak untuk memohon permit Kegunaan Pelbagai Kali dan permit Pukal (Multiple-use and Bulk STA Permit) sepanjang tempoh kelulusan berkuat kuasa.

4. Syarikat perlu melalui tempoh penangguhan (grace period) sekurang-kurangnya selama **12 bulan dari tarikh surat** ini sebelum dapat mengemukakan permohonan baharu kepada STS. Ini bagi membolehkan syarikat melaksanakan tindakan sewajarnya bagi memperbaiki tahap pematuhan kepada STA 2010.

5. Keputusan ini juga tidak menjejaskan kelayakan syarikat untuk memohon permit jenis Sekali Guna (Single-use permit) di bawah STA 2010 sepanjang tempoh penangguhan. Sebarang pertanyaan lanjut berhubung perkara ini boleh dikemukakan kepada urusetia ICP melalui emel icp.sts@miti.gov.my.

Sekian, terima kasih.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

Sekretariat Perdagangan Strategik
Kementerian Pelaburan, Perdagangan dan Industri

Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan.

Sample letter to be issued to Trader for Suspend/ Cancelled of ICP.

For any queries, Trader can contact MITI STS accordingly.

Note:

For Suspend status, user may still have opportunity to fulfill the missing requirement, and Officer may unsuspend the status should the criteria manage to be complied.

However, **for Cancel status**, there will be no uncanceled process in place.

THANK YOU

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