ePermit

Medical Device Authority (MDA)

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Trader Admin User Manual

Version 1.0

Statement of Confidentiality

Revision History

The release history of this document is as follows.

Document Category	User Manual
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0.1	28 March 2025	Suryati	1st Draft
0.2	April 2025	Suryati	Initial Draft
1.0	22 April 2025	Suryati	Initial Copy

Abbreviation

Abbreviation	Definition
ASP	Application Service Provider
DNT	Dagang Net Technologies Sdn Bhd
FA	Forwarding Agent
MDA	Medical Device Authority
OGA	Other Government Agencies
PIA	Permit Issuance Agencies
SMK	Sistem Maklumat Kastam

DAGANGNET

Table of Content

Section 1. Introduction

1.1. What is ePermit System?

ePermit is a web-based applications system developed, hosted, and managed by Dagang Net Technologies Sdn Bhd (DNT) and provides an Application Service provider (ASP) model of service to communities of Permit Issuing Agencies (PIA) and Importer/ Exporter to apply and manage permit application online.

By using the application, the Importer/ Exporter will be able to supply and manage permit via online and next to track the application progress subsequently. Whilst the OGA will be able to view and process (approval etc) permit applications submitted directly from the system.

1.2. What is ePermit MDA?

MDA (Medical Device Authority) have been authorized to issue import permit using ePermit platform system that has been provided by Dagang Net Technologies as Permit Issuing Agencies (PIA). There are already several government agencies that are using this platform to provide various Permits linked to Customs Department while avoiding costly investments on hardware infrastructures and system maintenance nightmares.

The platform also boasts smooth gateway integration to Customs' Sistem Maklumat Kastam (SMK), enabling speedier and reliable processing for the benefit of customers of the agencies contributing to the national agenda and economy.

1.3. System Requirements?

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

- Chrome Version 35 above
- Mozilla Firefox 29 and above

1.4. Who Should Read This Publication?

This user guide is designed to accommodate the specific requirements of each user. This publication (or topic collection) is intended for ePermit MDA system users- Trader Admin

1.5. About This Document

This publication is to provide an overview on how Trader Admin can register and maintain users via this system and deeper understand on the system with step by step helps.

1.6. Support Information

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

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

CARELINE is available 24 hours daily, including public holidays

Section 2. Getting Started

2.1. System Access

ePermit system is accessible via:

https://newepermit2.dagangnet.com.my/epermit/html/login

Please follow the steps in the images below to access the system.
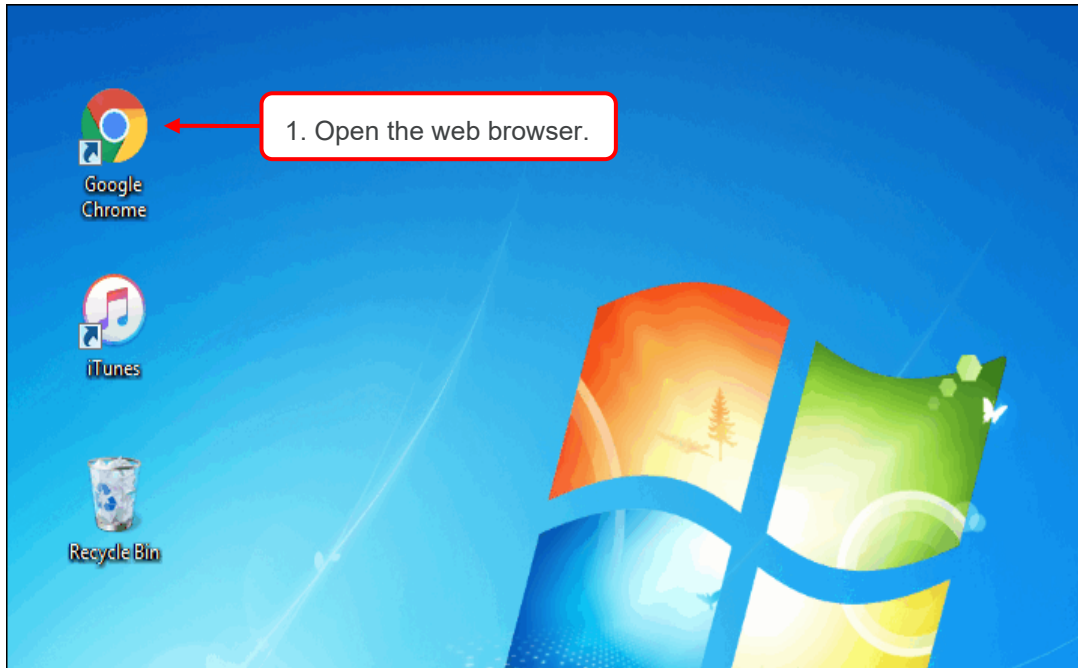
Figure 1

Figure 2

URL address: https://newepermit2.dagangnet.com.my/epermit/html/login

2.2. Log In

Figure 3

2.3. Log out

Figure 4

Section 3. Trader Admin Listing

This section shows the steps to search for applications from the listing. System will automatically list permit applications that were created within last 30 days with status 'Draft' only. For other statuses and applications that were created more than 30 days, please use the 'Search' function.

Figure 5

Figure 6

Figure 7

3.1. Archive/ Unarchive Applications

This section shows the steps to archive or unarchive applications.

1. Tick to select application that need to archive.

Figure 8

2. Click on the button here to archive/ unarchive the selected application.
   Archive Status:
   Yes: Archived
   No: Not archived.

Figure 9

Section 4. Registration – Registered

This section shows the steps to perform registration as super-user for Registered MDA Approval- Registered in the system. Before registration, user must register with DNT. Once application is submitted, Registration Certificate holder/ Notification Letter holder must approve the registration thru email.

After login into the system, go to the Registration menu and click on super-user sub menu to open the page.
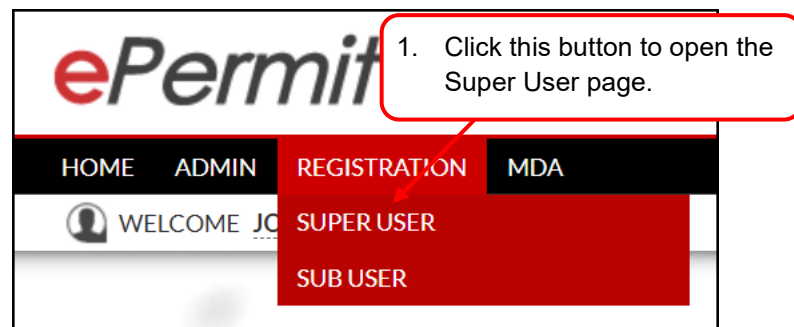
Figure 10
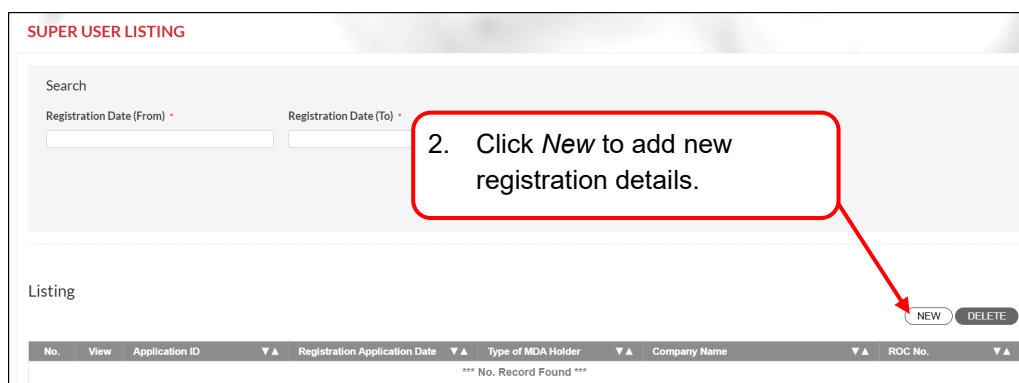
Figure 11
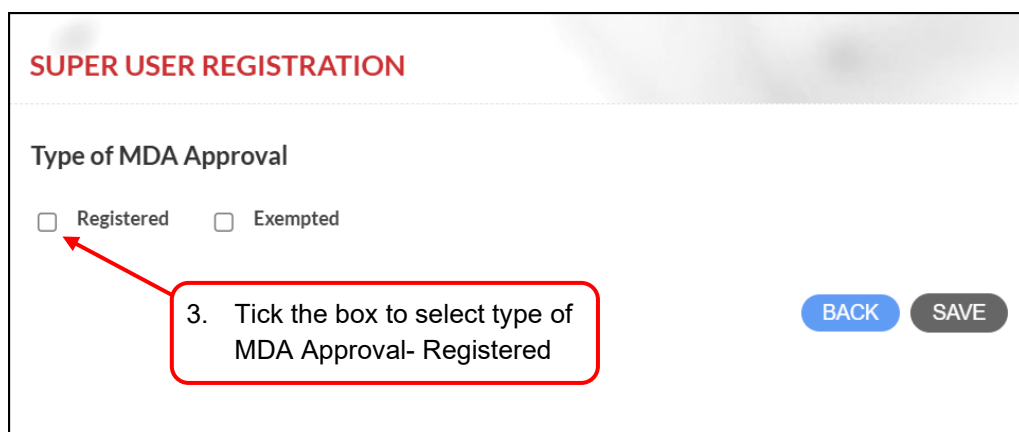
Figure 12

SUPER USER REGISTRATION

Type of MDA Approval

☑ Registered   ☐ Exempted

Application ID

MDA2025030000022

Company Details

Establishment License No. *

◉

> **4.** Click on this button to select Establishment License No.

ROC No. *

Company Name / Establishment Name *

Company Address *

License Validity *   License Type *

Company Email *   Applicant Email

Appoint 3rd party (sub-user) for Import Permit Application

Please Select ▼

Registration Certificate Details

ADD   DELETE   SEND NOTIFICATION

No.	Registration Certificate No.	Medical Device Name	Validity Date of Registration Certificate	Registration Certificate Holder	Telephone No.	Email	Status
*** No. Record Found ***							

BACK   SAVE

Figure 13

Establishment License No. Search

Establishment License No. *

> **5.** Click on the Establishment License No. to select.

No.	Establishment License No.	ROC / ROB No.	Establishment Name	Company Address	License Validity	License Type	Company Email
1	MDA-7897-■■■	1068■■■	■■■■ MEDIC SDN BHD	INDUSTRAIL PARK MURATA TABUAN LAND DISTRICT 93350 KUCHING SARAWAK MALAYSIA	08/03/2025 - 07/03/2028	IMPORTER	■■■medic.com.my

Total Records 1   Go to Page 1 ▼ ‹ ›

Figure 14

DAGANGNET

SUPER USER REGISTRATION

Type of MDA Approval

☑ Registered   ☐ Exempted

Application ID

MDA2025030000024

> 6. Selected company details added to the boxes.

Company Details

Establishment License No.

MDA-6353-WDP124 🔍

ROC No.

SA0

Company Name / Establishment Name

GLOBAL

Company Address

> 7. Click in the box to select an option (Yes/No) to appoint 3rd party (sub-User) for import permit application.

License Validity

08/03/2025 - 07/03/2028

Company Email

@gmail.com

Applicant Email

Appoint 3rd party (sub-user) for Import Permit Application

Yes

Registration Certificate Details

> 8. Then click on this button to save.

ADD   DELETE   SEND NOTIFICATION

No.	Registration Certificate No.	Medical Device Name	Validity Date of Registration Certificate	Registration Certificate Holder	Telephone No.	Email	Status
*** No. Record Found ***

BACK   SAVE

Figure 15

DAGANGNET

4.1. Add Registration Certificate No.

After registration, Registration Certificate No. Details section will be available to add. From the Menu, select Registration and sub- menu to open the Registration page for s.uper-user;o

Figure 16

Figure 17

Figure 18

Figure 19

Figure 20

4.2.   Send Notification

This section shows the steps to send notification email to Registration Certificate Holder / Notification Letter Holder. From the Menu, select Registration and Super User sub- menu to open the Super User Listing page.

Figure 21

Figure 22

Figure 23

4.3. Approve Registration

This section shows the steps for Registration Certificate Holder/ Notification Letter Holder to approve registration thru email notification. Application status will change from 'Pending' to 'Approved' or 'Reject' after approval or rejection.

Once notification email has been received, please follow the steps below for approval.

Figure 24: Sample Notification Email

Figure 25

Once registration is approved or rejected, system will send another notification email as in image below.
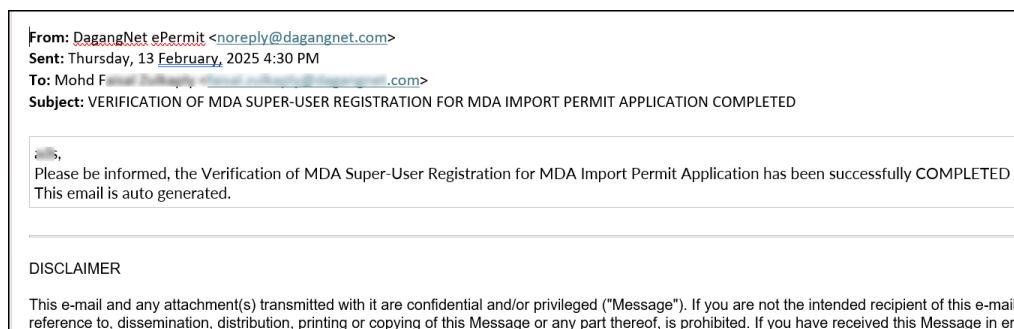
Figure 26: Sample Approved Notification Email.

4.4.   Delete Registration Certificate

Figure 27

Figure 28

Section 5. Registration – Exempted

This section shows the steps to perform registration as super-user for Type of MDA Approval- Exempted in the system. Before registration, user must register with DNT. Once registration status has been approved, super-user will need to upload Product details.

After login into the system, go to the Registration menu and click on super-user sub menu to open the page.
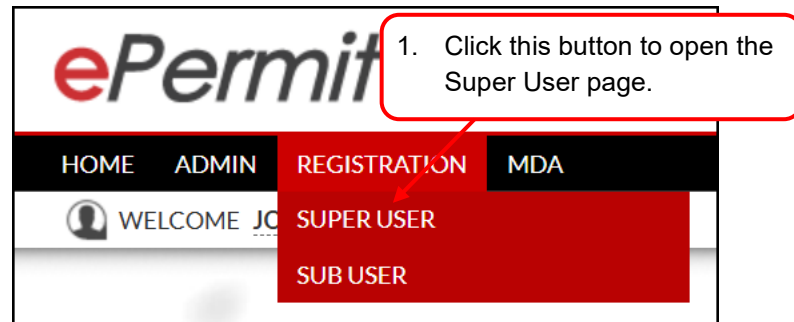
Figure 29
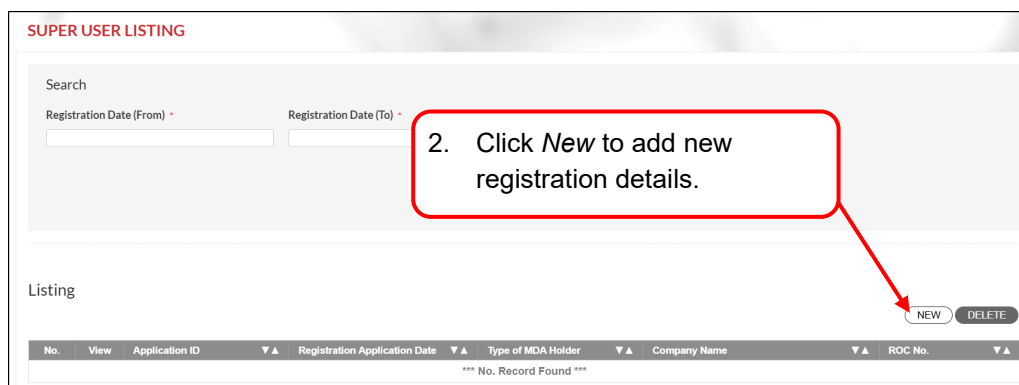
Figure 30

Figure 31

SUPER USER REGISTRATION

Type of MDA Approval

☐ Registered   ☑ Exempted

Application ID

MDA2025030000024

Company Details

ROC No.

🔍

> 4. Click on this button to select ROC No. to retrieve the company details.

Company Name / Establishment Name

Company Address

Company Email

Appoint 3rd party (sub-user) for Import Permit Application / Verification Slip

Please Select

Notification ID Details

ADD   DELETE   SEND NOTIFICATION

No.	Notification ID	Medical Device Name	Purpose	Validity Date of Notification Letter / Date of Issuance Letter	Notification Letter Holder	Telephone No.	Email	Supporting Document	Status
*** No. Record Found ***

BACK   SAVE

Figure 32

SUPER USER REGISTRATION

Type of MDA Approval

☐ Registered   ☑ Exempted

> 6. Selected company details added to the boxes.

Application ID

MDA2025030000024

Company Details

ROC No.

SA01   🔍

Company Name / Establishment Name

GLOBAL

Company Address

, SEKSYEN U5 , BANDAR PINGGIRAN SUBANG

> 7. Click in the box to select an option (Yes/No) to appoint 3rd party (sub-User) for import permit application.

Company Email

@gmail.com

Appoint 3rd party (sub-user) for Import Permit Application / V

Yes

Notification ID Details

ADD   DELETE   SEND NOTIFICATION

No.	Notification ID	Medical Device Name	Purpose	Validity Date of Notification Letter / Date of Issuance Letter	Notification Letter Holder	Telephone No.	Email	Supporting Document	Status
*** No. Record Found ***

BACK   SAVE

Figure 33

5.1. Add New Notification ID

After registration, the Notification ID Details section will be available to add. From the Menu, select Registration and super-user sub- menu to open the super-user Listing page.

Figure 34

Figure 35

NOTIFICATION ID DETAILS

Purpose

REPAIRING/MAINTENANCE SERVICES ▾

Notification ID

Repair 1

Medical Device Name

Forceps

Notification Letter Holder

Notification: Forceps under maintenance

Telephone No.

03-123456789

Email

Validity Date of Notification Letter / Date of Issuance Letter

Start Date

30/03/2025 ⊗

End Date

25/09/2025

> 4. Once all details completed, click on the 'Proceed' button.

[PROCEED] [CLOSE] [RESET]

Figure 36

NOTIFICATION ID DETAILS

Purpose

> 5. Supporting Document section will be listed here. Supporting Document will be mandatory or optional, depending on the selected purpose. Enter the Document Type and Name.

30/03/2025   25/09/2025

Supporting Documents

Note: Maximum total size allowed for attachment is 10 MB (10,240 KB).

Document Type

Others 1 ▾

Document Name

Email

File *

Choose File | No file chosen   [UPLOAD]

No.	File Name	Document Type
*** No. Record Found ***		

> 6. Click this button to attach document to upload.

[PROCEED] [CLOSE] [RESET]

Figure 37

NOTIFICATION ID DETAILS

Purpose

REPAIRING/MAINTENANCE SERVICES ∨

Notification ID

Repair 1

Medical Device Name

Forceps

Notification Letter Holder

Notification: Forceps under maintenance

Telephone No.   **Email**

03-123456789   suryati@dagangnet.com

Validity Date of Notification Letter / Date of Issuance Letter

Start Date   **End Date**

30/03/2025   25/09/2025

7. Then click this button to upload the attached document.

Supporting Documents

Note: Maximum total size allowed for attachment is 10 MB (10,240 KB).

Document Type	Document Name	File	
Others 1 ∨	Email	Choose File Email doc.pdf	UPLOAD

DELETE

No.	File Name	Document Type
		*** No. Record Found ***

PROCEED   CLOSE   RESET

Figure 38

NOTIFICATION ID DETAILS

Purpose

REPAIRING/MAINTENANCE SERVICES ∨

Notification ID

Repair 1

Medical Device Name

Forceps

Notification Letter Holder

Notification: Forceps under maintenance

Telephone No.   **Email**

03-123456789   suryati@dagangnet.com

Validity Date of Notification Letter / Date of Issuance Letter

Start Date   End Date

8. Uploaded document listed in this table.

9. To delete file, tick in this box to select then click on Delete button.

Note: Maximum total size allowed for attachment is 10 MB (10,240 KB).

Document Type *	Document Name *	File *	
Please Select ∨		Choose File No file chosen	UPLOAD

DELETE

10. Click on this button to save this notification.

No.	File Name		☐
1	Email doc		☐

Total Records 1   Go to Page 1 < >

PROCEED   CLOSE   RESET

Figure 39

Company Details

ROC No.

SA01░░░░ ⓠ

Company Name / Establishment Name

░░░░ GLOBAL

Company Address

░░░░ , SEKSYEN U5 , BANDAR PINGGIRAN SUBANG

Company Email

usermanualdnt@hotmail.com

Appoint 3rd party (sub-user) for Import Permit Applic...

Yes

> 11. Saved notification listed in the table here. Click 'Save' to save registration details.

Notification ID Details

[ADD] [DELETE] [SEND NOTIFICATION]

No.	Notification ID	Medical Device Name	Purpose	Validity Date of Notification Letter / Date of Issuance Letter	Notification Letter Holder	Telephone No.	Email	Supporting Document	Status	☐
1	Repair 1	Forceps	REPAIRING/MAINTENANCE SERVICES	30/03/2025 - 25/09/2025	Notification: testing	03-123456789	usermanualdnt@hotmail.com	Email doc	New	☐

Total Records 1   Go to Page 1 ‹ ›

[BACK] [SAVE]

Figure 40

5.2. Delete Notification ID

Figure 41

Figure 42

5.3. Send Notification

This section shows the steps to send notification email to Registration Certificate Holder / Notification Letter Holder. Users must add the Notification ID before sending notification email. From the Menu, select Registration and super-user sub-menu to open the Super User Listing page.

Figure 43

Figure 44

SUPER USER REGISTRATION

Type of MDA Approval

☐ Registered ☑ Exempted
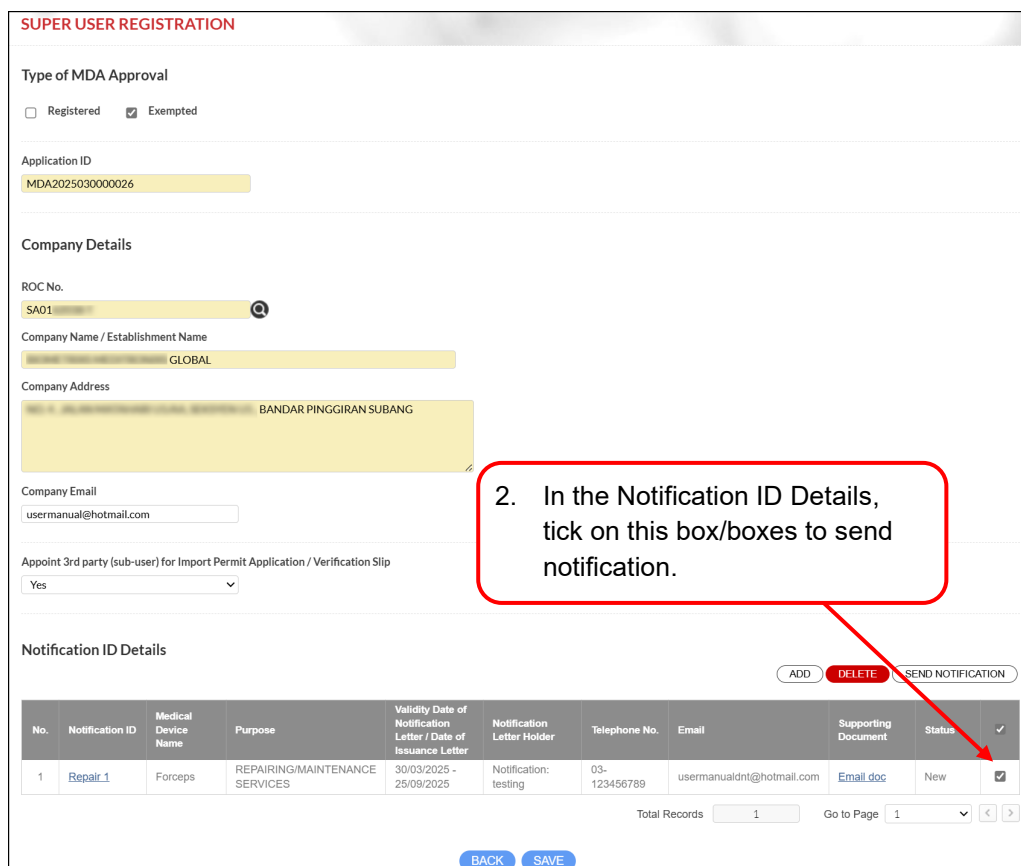
Application ID

MDA2025030000026

Company Details

ROC No.

SA01████ 🔍

Company Name / Establishment Name

████ ████ ████ GLOBAL

Company Address

██ █ ████████ ████ ████ BANDAR PINGGIRAN SUBANG

Company Email

usermanual@hotmail.com

Appoint 3rd party (sub-user) for Import Permit Application / Verification

Yes

> 3. Then click on this button to send notification. Sent notifications will be updated from 'New' to 'Pending'

Notification ID Details

(ADD) (DELETE) (SEND NOTIFICATION)

No.	Notification ID	Medical Device Name	Purpose	Validity Date of Notification Letter / Date of Issuance Letter	Notification Letter Holder	Telephone No.	Email	Supporting Document	Status	✔
1	Repair 1	Forceps	REPAIRING/MAINTENANCE SERVICES	30/03/2025 - 25/09/2025	Notification: testing	03-123456789	usermanualdnt@hotmail.com	Email doc	New	☑

Total Records 1   Go to Page 1   < >

(BACK) (SAVE)

Figure 45

VERIFICATION OF MDA SU████████████PPLICATION

> 4. Click on the verification link to approve.

DE **DagangNet ePermit**<n████

To: You

Notification: Forceps under maintenance #1123231433,

Please verify the identity of the importer for your Notification ID **Repair 1**

Click verification link to view the registration details and proceed with the verification process

This email is auto generated.

==

Notification: Forceps under maintenance #1123231433,

Sila sahkan identiti pengimport untuk No. ID Notifikasi **Repair 1**

klik verification link untuk semakan perincian pendaftaran dan pengesahan

E-mel dijana secara automatik.

Figure 46: Sample Notification Email

Figure 47

Figure 48: Sample Notification Successfully Completed

Figure 49

5.4. Upload Product Details

This section shows the steps for super-user to upload product details once registration has been approved – only applicable for purpose type Exempted Manual only.

1. From the Notification ID details table, click the Notification ID to add Product details

Figure 50

2. Click on this button to download template for product details.

Figure 51

Figure 52

Figure 53

Figure 54

Figure 55

Figure 56

ePermit Medical Device Authority (MDA) User Manual - Trader Admin Module

Supporting Documents

No.	File Name	Document Type
1	Email doc	Others 1

Total Records [1] Go to Page [1 ▾] ‹ ›

Product Details

Note:
1. Please download the CSV file template for product details.
2. Fill up the product details into CSV file.
3. Upload the completed CSV file to the system.
4. To add on additional product, please maintain to use existin...

CSV File Template [DOWNLOAD]

8. All products that were added in the uploaded CSV file listed in this table.

File
[Choose File] No file chosen [UPLOAD]

[DELETE]

No.	Name of Device	Brand / Model	Identifier	SAP/CIPL Identifier	☐
1	Syringe XDE12345	A	A112233	-	☐
2	Tube X123454	ABC	x123345	-	☐

Total Records [2] Go to Page [1 ▾] ‹ ›

[CLOSE]

Figure 57

Section 6. Registration- Sub User

This section shows the steps for Trader Admin to add sub user. From the main Menu, go to Registration then select the Sub User to open the page.
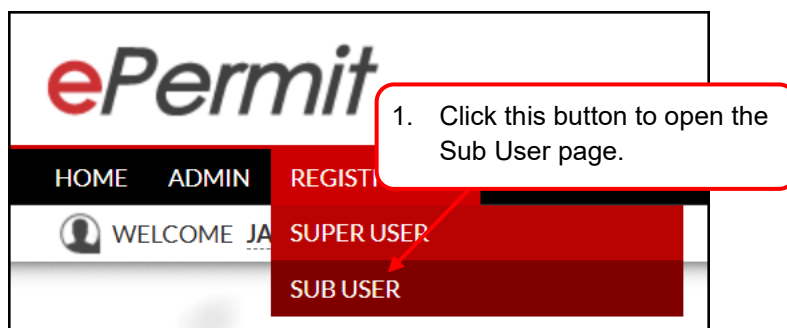
Figure 58
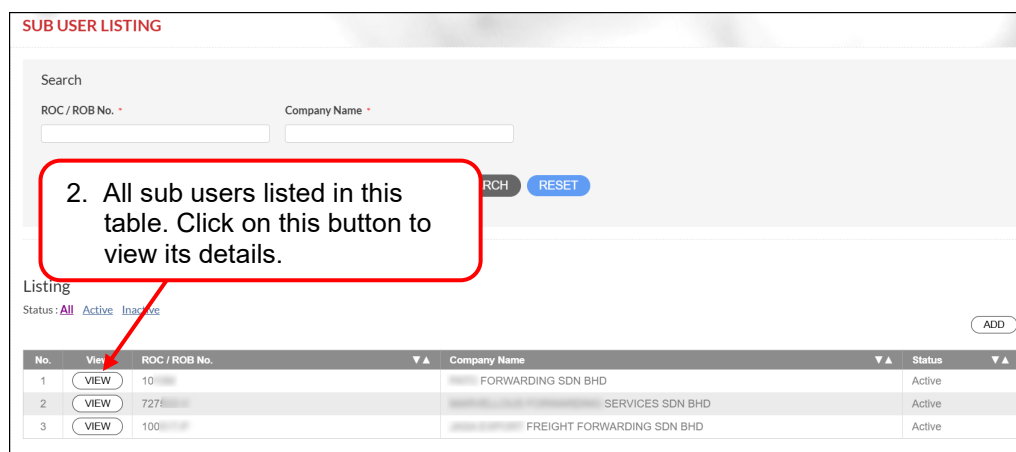
Figure 59

6.1.   Add New Sub User
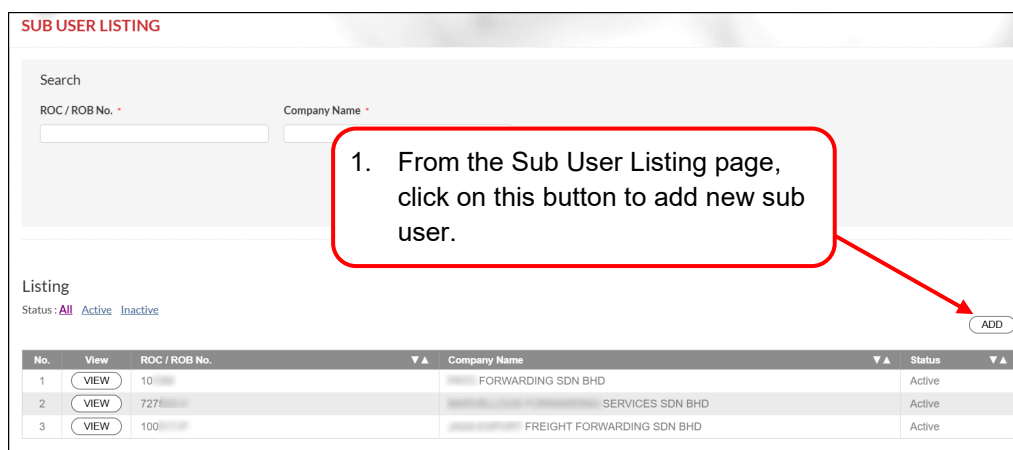
Figure 60

SUB USER REGISTRATION

2. Click to select new sub user details.

Company Details

ROC No. *

Company Name *

Company Address *

Status *

Please Select

BACK   SAVE   RESET

Figure 61

Sub User Search

Company Name

3. Click to select this sub user.

SEARCH   CLOSE

No.	ROC / ROB No.	Company Name	Address 1	Address 2	Address 3
1	-P	FREIGHT FORWARDING SDN BHD	KAW	-	-
2	-V	FORWARDING SERVICES SDN BHD		JALAN KAMPUNG DATO	-
3		FORWARDING SDN BHD		TAMAN PERINDUSTRIAN UTAMA	JALAN SEMPORNA

Total Records   3   Go to Page   1   < >

Figure 62

Figure 63

6.2. Add Registration Certificate No to Sub User

This section shows the steps to add Registration Certificate to Sub User.

Figure 64

SUB USER REGISTRATION

Company Details

ROC No.
[redacted] 🔍

Company Name
[redacted] SDN BHD

Company Address
[redacted] TAMAN PERINDUSTRIAN UTAMA JALAN SEMPORNA

> 2. Click this button to add Registration Certificate No.

Status
Active

Registration Certificate Details

ADD   DELETE

No.	Registration Certificate No.	Medical Device Name	Validity Date of Registration Certificate	Registration Certificate Holder	☐
1	GB1[redacted]	BD FLU+ VARIABLE DOSE SYRINGE	29/12/2020 15:57:15 - 25/01/2026 00:00:00	[redacted] SDN BHD	☐
2	GC8[redacted]	ZIMMER NEXGEN COMPLETE KNEE SOLUTION LEGACY CONSTRAINED CONDYLAR KNEE (LCCK) SYSTEM	22/10/2022 14:52:28 - 21/10/2027 00:00:00	[redacted] (MALAYSIA) SDN BHD	☐
3	GB25[redacted]	DISPOSABLE GUILLOTINE NEEDLE FOR SOFT TISSUE BIOPSY WITH SEMIAUTOMATIC ACTION, WITHOUT REMOVABLE CANNULA	16/02/2021 09:18:46 - 15/02/2026 00:00:00	[redacted] SDN. BHD	☐

Total Records 3   Go to Page 1   < >

BACK   SAVE   RESET

Figure 65

ADD REGISTRATION CERTIFICATE

Search

Registration Certificate No.

Registration Certificate Holder

> 3. From the Registration Certificate Listing, tick on this button to select certificate for the sub user.

Registration Certificate Listing

No.	Registration Certificate No.	Medical Device Name	Validity Date of Registration Certificate	Registration Certificate Holder	✓
1			29/12/2020 - 25/01/2026	[redacted] SDN BHD	☐
2			28/04/2020 - 27/04/2025	[redacted] (MALAYSIA) SDN. BHD.	☑
3		SY WITH SEMIAUTOMATIC ACTION, WITHOUT REMOVABLE CANNULA	16/02/2021 - 15/02/2026	[redacted] SDN. BHD	☐
4	GC85953379417	ZIMMER NEXGEN COMPLETE KNEE SOLUTION LEGACY CONSTRAINED CONDYLAR KNEE (LCCK) SYSTEM	22/10/2022 - 21/10/2027	[redacted] (MALAYSIA) SDN BHD	☐

> 4. Then click here to proceed and add the certificate.

PROCEED   CLOSE   RESET

Figure 66

Figure 67

Section 7. Product (Verification Slip)

This section shows the steps to add and delete the Verification Slip. Both Trader Admin and FA Admin can upload the Verification Slip, depending on who applied for the application. If application perform by Trader, Trader Admin will need to upload the Verification Slip, and if applied by FA, FA Admin to upload the Verification Slip.

Trader Admin/ FA Admin will need to download the CSV file template for product details, fill up the template with product details and upload the completed CSV file to the system.

Please use the existing downloaded CSV file template to add any additional products. This is to retain previously uploaded products.
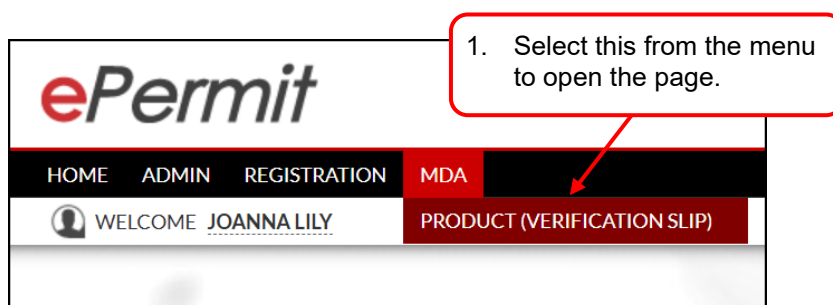
Figure 68

7.1.   Create New Products
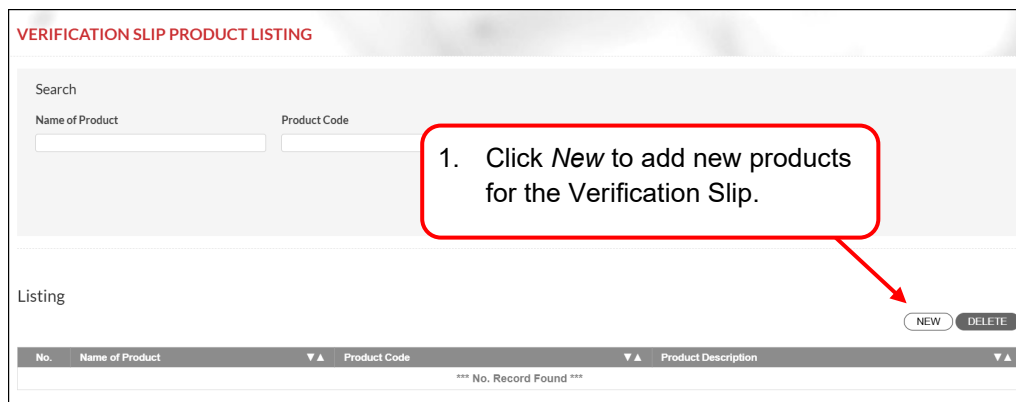
Figure 69

UPLOAD NEW PRODUCT

Note:
1. Please download the CSV file template for product deta
2. Fill up the product details into CSV file.
3. Upload the completed CSV file to the system.
4. To add on additional product, please maintain to use existing downloaded CSV file. This is to retain previously uploaded products.

CSV File Template   DOWNLOAD

2. Click this button to download the template.

File *
Choose File   No file chosen   UPLOAD

No.	Name of Product	Product Code	Product Description
*** No. Record Found ***			

BACK

Figure 70

No	Name of Product	Product Code	Product Description		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

3. CSV file Template. Fill in Products details as required.

‹ ›   **VS_Product_1.1**   +

Figure 71

No	Name of Product	Product Code	Product Description		
1	Tube	BTS	Bronchial (w/wo Connector)		
2	Needle	BWC	Emergency Airway		
3	Ventilator	CBK	Ventilator, Continuous, Facility Use		
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

4. Product details added into the template.

Figure 72

UPLOAD NEW PRODUCT

Note:
1. Please download the CSV file templ...
2. Fill up the product details into CS...
3. Upload the completed CSV file to...
4. To add on additional product, plea...

5. Once products details are added into the CSV file, click on this button to upload the file.

CSV File Template   DOWNLOA...

File *
[Choose File] No file chosen   [UPLOAD]

No.	Name of Product	Product Code	Product Description
	*** No. Record Found ***		

[BACK]

Figure 73

Open

‹‹ ePer... › Registrati...   Search Registration

Organize   New folder

Home
Gallery
OneDrive -

upload

Desktop
Downloads
Documents
Pictures

6. Select the completed file to upload.

VS_Product_1.
1

File name: | | All files

[Upload from mobile]   [Open ▼]   [Cancel]

Figure 74

UPLOAD NEW PRODUCT

Note:
1. Please download the CSV file template for product d...
2. Fill up the product details into CSV file.
3. Upload the completed CSV file to the system.
4. To add on additional product, please maintain to use...cts.

7. Then click this button to upload the selected file into the system.

CSV File Template   DOWNLOAD

File

Choose File   VS_Product_1.1.csv   UPLOAD

No.	Name of Product	Product Code	Product Description
*** No. Record Found ***			

BACK

Figure 75

UPLOAD NEW PRODUCT

Note:
1. Please download the CSV file template for product details.
2. Fill up the product details into CSV file.
3. Upload the completed CSV file to the system.
4. To add on additional product, please maintain to use existing downloaded CSV...

8. All products that were added in the uploaded CSV file listed in this table.

CSV File Template   DOWNLOAD

File *

Choose File   No file chosen   UPLOAD

No.	Name of Product	Product Code	Product Description
1	Ventilator	CBK	Ventilator, Continuous, Facility Use
2	Needle	BWC	Emergency Airway
3	Tube	BTS	Bronchial (w/wo Connector)

Total Records 3   Go to Page 1 < >

BACK

Figure 76

VERIFICATION SLIP PRODUCT LISTING

Search

Name of Product   Product Code

9. Added products will also list in this Verification Slip Product Listing.

Listing

NEW   DELETE

No.	Name of Product	Product Code	Product Description	
1	Ventilator	CBK	Ventilator, Continuous, Facility Use	☐
2	Needle	BWC	Emergency Airway	☐
3	Tube	BTS	Bronchial (w/wo Connector)	☐

Figure 77

7.2. Delete Product

Figure 78

Figure 79

Section 8. Printing

Users can print invoices, receipts, Verification slips, and import permits directly from this system. Application status is based on selected application type either Verification slip or import permit.

Application Status to print Invoice must be in Awaiting OGA Approval, and payment status is in Payment Completed (Bayar Now).

As for application type Import permit, application status must be in 'Acknowledge by Customs', and for Verification slip application, status must be in Approved by OGA.

Users can search for the application by its Application ID or filter the application as in steps below.
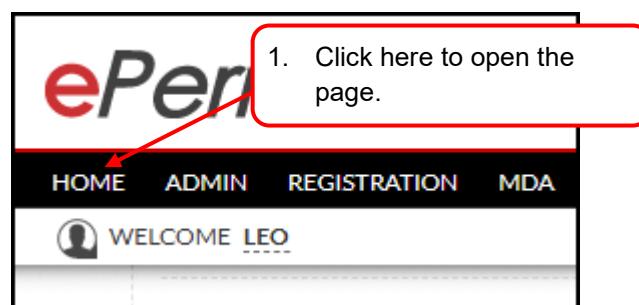
Figure 80

Figure 81

TRADER ADMIN LISTING

Search

Application ID	
Permit No.	
Application Date (From) *	01 Jan 2025 ⊗
Application Date (To) *	28 Mar 2025 ⊗
Approval Date (From)	
Approval Date (To)	
Permit Issuance Agency (PIA)	Please Select ▼
Permit Type	Please Select ▼
Status	Show Draft Applications ☐
	Approved by OGA ▼
	ⓘ Untick the checkbox to filter other Status
Trader Reference No.	**Payment Status**

> 3. Search results listed in this table.

RESET

Listing

ARCHIVE   UNARCHIVE

No.	Application ID ▼▲	Permit Type ▼▲	Application Date ▼▲	Approval Date ▼▲	Status ▼▲	Permit No. ▼▲	Trader Reference No. ▼▲	Payment Status ▼▲	Archive ▼▲	☐
1	MDA1622025V0000609	Verification Slip	06/03/20... 15:35...					Payment Completed (BayarNow)	No	☐
2	MDA1622025V0000150	Verification Slip	22/01/... 12:48:...					N/A	No	☐
3	MDA1622025V0000118	Verification Slip	21/01/... 15:22:3...					N/A	No	☐
4	MDA1622025V0000049	Verification Slip	13/01/2025 09:28:44	13/01/2025 10:11:48	Approved by OGA	MDA162M01000212025	BB11	Payment Completed (BayarNow)	No	☐

> 4. Click on 'Application ID' here to view its details.

Total Records 4   Go to Page 1 ▼ ‹ ›

Figure 82

PERMIT APPLICATION

Application

Permit Issuance Agency (PIA)	**PIA Processing Branch**	**Application ID**
MEDICAL DEVICE AUTHORITY	CYBERJAYA	MDA1622025V0000609
Permit Type		
Verification Slip		

Consignee Details ⌄

Consignor Details ⌄

Agent Details ⌄

Applicant Details ⌄

Application Details ⌄

Additional Details ⌄

Item Details ⌃

No.	Name of Product	Product Code	Product Description	Tariff Code	Tariff OUM	Tariff Quantity	Unit Cost C.I.F (MYR)	Total (MYR)	View
1	Accessory PCB and cage	1016641	Accessory PCB and cage	0101210000	UNT	11	1	11.00	🔍
			TOTAL QUANTITY	**11.0000**			**GRAND TOTAL (MYR)**	**11.00**	

Total Records 1   Go to Page 1 ‹ ›

Attachment ⌄

PIA Response ⌃

Current Status
Approved by OGA

Verification By	**Verification Datetime**	**Approved By**
MDA VERIFIER OFFICER	06/03/2025 15:38:09	MDA APPROVER OFFICER
Approved Datetime		
06/03/2025 15:40		
Effective Datetime		**PIA Reference No.**
06/03/2025 15:40		MDA/162/V/000341/0325
Permit No.		
MDA162M030000		
Permit Charges	**Permit Validity (Days)**	
50	1825	

PIA Remarks
yes release

> 5. Application status varies, depending on the application type.

> 6. Click on the buttons to print Invoice, receipt or Verification

Sandec Details ⌄

Transaction History ⌄

SMK Response ⌄

[PRINT INVOICE] [PRINT RECEIPT] [PRINT] [BACK]

Figure 83

Pihak Berkuasa Peranti Perubatan
ARAS 6, PRIMA 9, PRIMA AVENUE II
BLOCK 3547, PERSIARAN APEC
63000, Cyberjaya, SELANGOR,
Phone: 03-82300300   Fax: 03-82300200
Email: medifast@mda.gov.my

INVOIS
Invoice

ENTERPRISE

JALAN VETERINARY
10150 ,GEORGETOWN ,PENANG
MALAYSIA

KOD PELANGGAN / CUSTOMER ID	:	C0012
TARIKH INVOIS / INVOICE DATE	:	06-Mar-2025
NO. INVOIS / INVOICE NO.	:	INV25000226

KETERANGAN *DESCRIPTION*	JUMLAH(RM) *TOTAL(RM)*
MDA1622025V0000609	
Invoice ePermit MDA1622025V0000609	50.00
JUMLAH CUKAI (TOTAL TAX) :	0.00
JUMLAH BESAR (TOTAL AMOUNT) :	**50.00**

Nota:
Bayaran hendaklah dibuat secara atas talian melalui aplikasi BayarNow. Anda boleh melayari laman sesawang:
https://bayarnow.mda.gov.my/

Online payment shall be made through Bayarnow https://bayarnow.mda.gov.my/ *and follow the instructions given.*

Ini adalah cetakan komputer dan tandatangan tidak diperlukan.
This is computer generated and no signature is required.

Page: 1 of 1

Figure 84: Invoice Sample

PIHAK BERKUASA PERANTI PERUBATAN
Medical Device Authority
KEMENTERIAN KESIHATAN MALAYSIA
Ministry of Health Malaysia

Official Receipt
RESIT RASMI
ASAL

DARIPADA *FROM*	: ███ ENTERPRISE	**NO. RESIT** *Receipt No.*	: R25000198
ALAMAT *Address*	: ███ JALAN VETERINARY 10150, GEORGETOWN, PENANG	**TARIKH** *Date*	: 6-Mar-25
		ID PELANGGAN *Customer/* *Submission ID*	C0012███
CARA BAYARAN *Payment Method*	: FPX Received **BANK** :	CIMB BANK BERHAD (KUMPULAN WANG HASIL 1 - AKTA 738)	
KOD AKAUN *Account Code*	: H72███	**NO. RUJUKAN** *Reference No.*	: MDA1622025V███
KETERANGAN *Description*	: MDA1622025V0000609	**Jumlah (RM)** *Total (RM)*	: 50.00
		AMAUN (RM) *Amount (RM)*	: LIMA PULUH SAHAJA

KETERANGAN / *Important*

Simpan resit ini untuk bukti pembayaran. Resit ini adalah tertakluk kepada penjelasan bayaran dari pihak bank
Please keep this receipt as proof of your payment. This receipt is subject to bank clearance

Ini adalah cetakan komputer dan tandatangan tidak diperlukan
This is computer generated and no signature is reqiured

Figure 85: Receipt Sample

**SLIP PENGESAHAN PENGIMPORTAN PRODUK
DENGAN KOD TARIF BERKAITAN PERANTI**

*VERIFICATION SLIP FOR IMPORTATION OF PRODUCT
(WITH MEDICAL DEVICE TARIFF CODE)*

Tarikh dikeluarkan:	**Keputusan:**
Date of Issue: 06/03/2025	*Result :* Approved
Tarikh Sah:	**No Slip Pengesahan :**
Validity Date: 06/03/2025 – 04/03/2030	*Verification Slip* MDA162M03000012025

Pejabat Pengeluar Slip Pengesahan:
Verification Slip Issuance Agency: MEDICAL DEVICE

Maklumat Konsaini/Pengimport:	**Maklumat Konsainor/Pengeksport:**
Consignee/Importer	*Consignor/Exporter*
JALAN VETERINARY GEORGETOWN 10150, GEORGETOWN PENANG	OFF Jalan Cyber 2 and Jalan Cyber 3 63000, Cyberjaya Selangor
Maklumat Agent:	**Maklumat Pemohon:**
Agent Details:	*Applicant Details:*
	MR. CPP
Cara Pengangkutan:	**Pelabuhan/Tempat Import:**
Mode of Transport:	*Port/Place of Import:*
MARITIME TRANSPORT	PORT KLANG (PELABUHAN KLANG)

Tujuan Import:
Mode of Transport:
Business

Negara Asal:
Country of Origin:
UNITED ARAB EMIRATES

Pihak Berkuasa Peranti Perubatan (Medical Device Authority - MDA) ingin mengesahkan bahawa produk di bawah tiada memerlukan sebarang kelulusan daripada MDA bagi tujuan pengimportan.

Medical Device Authority (MDA) would like to verify the importation of goods as listed below are not subject to MDA approval

BUTIRAN

GOODS DETAILS :

No No	Nama Produk Product Code Name of Product	Kod Produk Product Code	Keterangan Product Product Description	Kod Tarif Tariff Code	Kuantiti/ Unit Tarif Tariff Quantity/ Tariff	Harga Satu Unit H.I.T.(RM) Unit Cost C.I.F(RM)	Jumlah Nilai H.I.T.(RM) Total Value C.I.F.(RM)
1	Accessory PCB and cage	1016641	*Accessory PCB and cage*	0101210000	11/UNT	1	11.00

CATATAN TAMBAHAN :

ADDITIONAL NOTES :

1. Produk yang tidak memenuhi definisi peranti perubatan adalah tidak dikawal dibawah akta peranti perubatan 2012 (akta 737)

    Products that do not meet the definition of medical devices are not regulated under the Medical Device Act 2012

2. Slip ini tidak memberi kelulusan pengimportan untuk pelepasan komersial dan tidak boleh digunakan bagi tujuan mempromosikan atau mengiklankan produk serta tidak mengecualikan mana-mana pihak yang terlibat daripada mematuhi sebarang undang-undang atau keperluan dari mana-mana pihak

    This verification slip does not constitute an approval for the purpose of promoting or advertising the medical device and also does not exempt anyone involved from abiding to any law or regulations in

Figure 86: Verification Slip Sample

PIHAK BERKUASA PERANTI PERUBATAN
MEDICAL DEVICE AUTHORITY
KEMENTERIAN KESIHATAN MALAYSIA
MINISTIRY Of HEALTH MALAYSIA

ARAS 5 & 6, PRIMA 9, PRIMA AVINUE II,
BLOK 3547, PERSIARAN APEC,
63000 CYBERJAYA, SELANGOR.

PENGELUARAN PERMIT IMPORT MENURUT PERUNTUKAN
DI BAWAH PERINTAH KASTAM (LARANGAN MENGENAI IMPORT) 2023
ISSUANCE OF IMPORT PERMIT IN ACCORDANCE
WITH THE CUSTOM (PROHIBITION OF IMPORTS) ORDER 2023

Tarikh dikeluarkan *Date of Issue :* 22/01/2025	Keputusan : *Result :* Approved
Tarikh Sah : *Validity Date :* 22/01/2025 - 22/04/2025	No Permit : *Permit No :* MDA162S01000622025
Pejabat Pengeluaran *Permit Issuance Agency :* MEDICAL DEVICE AUTHORITY	

Pihak Berkuasa Peranti Perubatan (Medical Device Authority-MDA) ingin mengesahkan bahawa peranti perubatan di bawah telah mematuhi keperluan khusus :
Medical Device Authority (MDA), verify that the medical device below has been subjected proven complied with the specific requirements :

Maklumat *Consignee/Importer Details :* ENTERPRISE I PINANG, JALAN VETERINARY, GEORGETOWN, 10150, GEORGETOWN, PENANG, MALAYSIA.	**Maklumat** *Consignor/Exporter Details :* abc sdn bhd MEDICAL DEVICE AUTHORITY, LEVEL 6, , 63000, CYBERJAYA, Selangor, UNITED ARAB EMIRATES.
Maklumat Agen : *Agent Details :*	**Maklumat Pemohon :** *Applicant Details :* 55 CPP.
Cara Pengangkutan : *Mode of Transport :* MARITIME TRANSPORT	**Pelabuhan/Tempat Import :** *Port/Place of Import :* PORT KLANG (PELABUHAN KLANG)
Tujuan Import : *Purpose of Import :* Business	**Jenis Kelulusan MDA :** *Type of MDA Approval :* EXEMPTED (SAMPLE INVESTIGATION)
Negara Asal : *Country of Origin :* UNITED ARAB EMIRATES	

(Dokumen ini adalah cetakan komputer, tiada tandatangan diperlukan/*This is a computer-generated document. no signature is required*)

Maklumat Produk :
Product Details :

1) **No. Pendaftaran Sijil/No. ID**   MDA/XXXX/1234
Registration Certificated

Pembukusan   Complete Set
Packaging

Nama Peranti   N/A
Medical Device Name

No *No*	Senarai Peranti *List of Device*	Pengenalan *Indentifier*	Pengenalan SAP/CIPL *SAP/CIPL Identifier*	Kod Tarif *Tariff Code*	Kuantiti / Unit Tarif *Tariff Quantity / Tariff OUM*	Harga Satu Unit H.I.T.(RM) *Unit Cost C.I.F.(RM)*	Jumlah Harga Satu Unit H.I.T(RM) *Total Value C.I.F.(RM)*
1	syringe 3	1567	1567-s	0106121000	2/UNT	23	46.00

Figure 87: Import Permit Sample

Section 9. User Provisioning

This section shows the steps to access the user provisioning page, where users can access to manage users accounts, and branches. User can also edit user roles in this page.

Please refer to *User Provisioning User Manual* for steps to manage user provisioning.
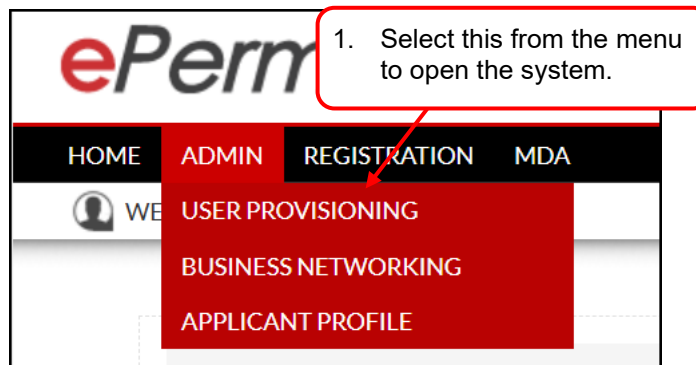

Figure 88

Figure 89

Section 10.   Business Networking

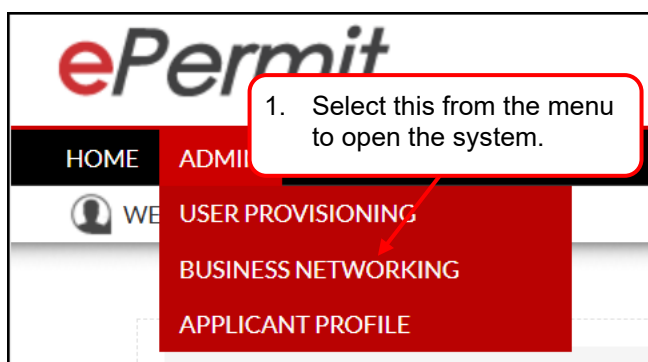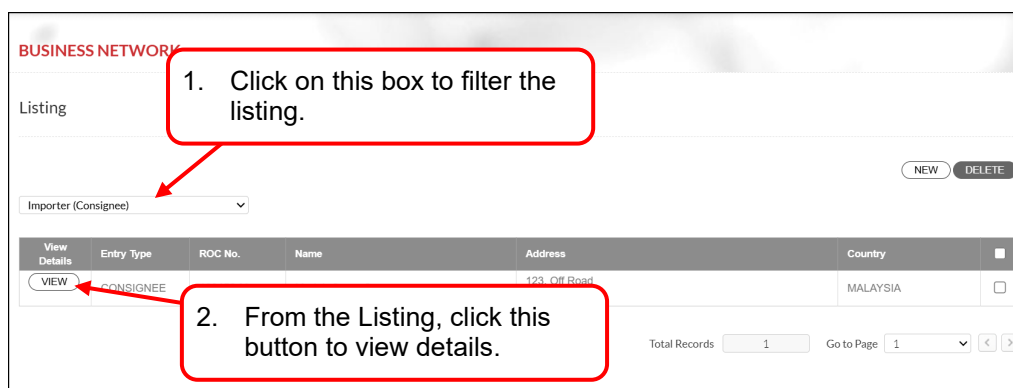This section shows the steps for Trader Admin to maintain Business Networking profile into the system.
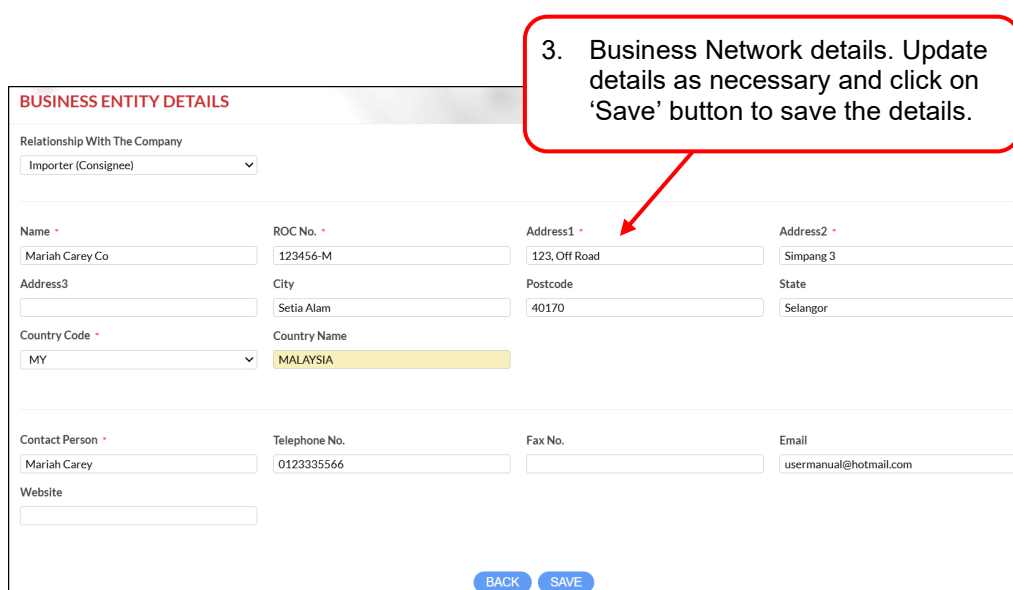

Figure 90

10.1.   Listing and Edit

Figure 91

Figure 92

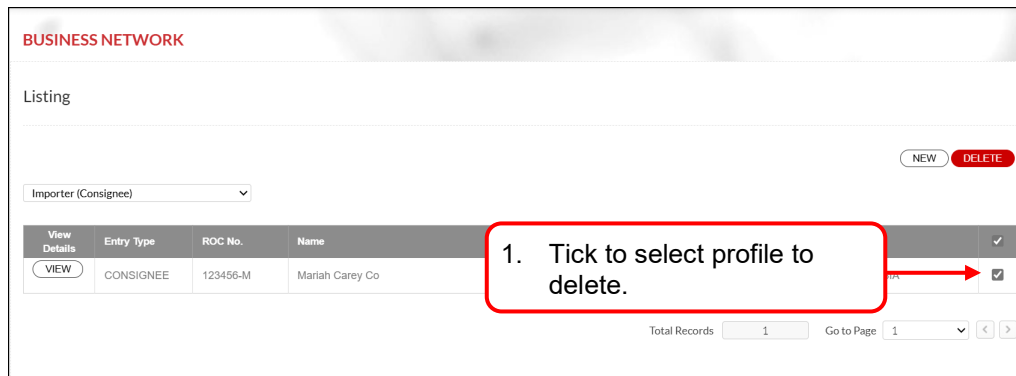## 10.2.   Delete Business Network
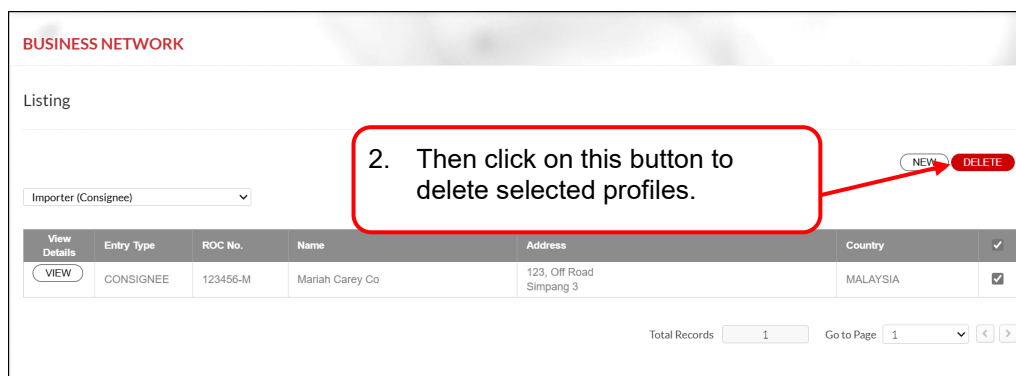

Figure 93

Figure 94
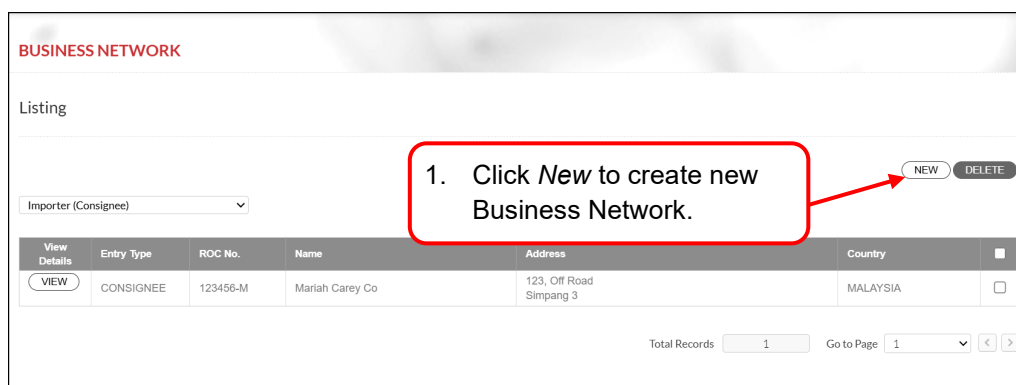
10.3.   Create New Business Network

Figure 95

BUSINESS ENTITY DETAILS

Relationship With The Company
[Importer (Consignee) ▾]

2. Click to select relationship type, then fill in all the details.

Name *	ROC No. *	Address1 *	Address2 *
J lo	1212123-J	900 Off Road	Simpang Kedua

Address3	City	Postcode	State
	Setia Alam	40170	Selangor

Country Code *	Country Name
MY ▾	MALAYSIA

Contact Person *	Telephone No.	Fax No.
Jennifer	090000000	

Website
[ ]

3. Click here to save new Business Network profile.

[BACK] [SAVE]

Figure 96

BUSINESS NETWORK

Listing

4. New added Business Network will be listed in this table.

[Importer (Consignee) ▾]

[NEW] [DELETE]

View Details	Entry Type	ROC No.	Name	Address	Country	☐
VIEW	CONSIGNEE	1212123-J	J lo	900 Off Road Simpang Kedua	MALAYSIA	☐
VIEW	CONSIGNEE	123456-M	Mariah Carey Co	123, Off Road Simpang 3	MALAYSIA	☐

Total Records [2] Go to Page [1 ▾] [<] [>]

Figure 97

Section 11.   Applicant Profile

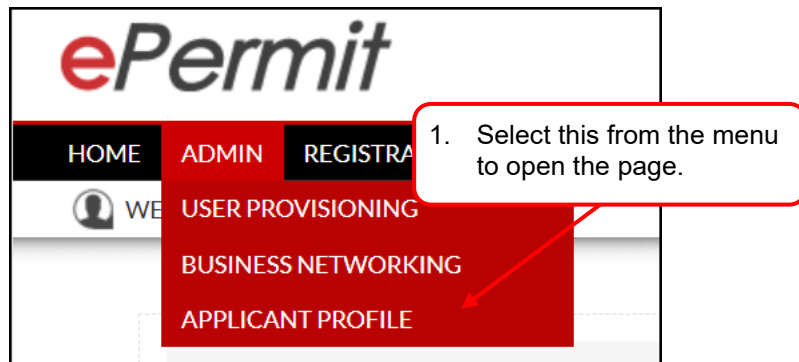This section shows the steps to add and delete the Applicant Profile from the system.

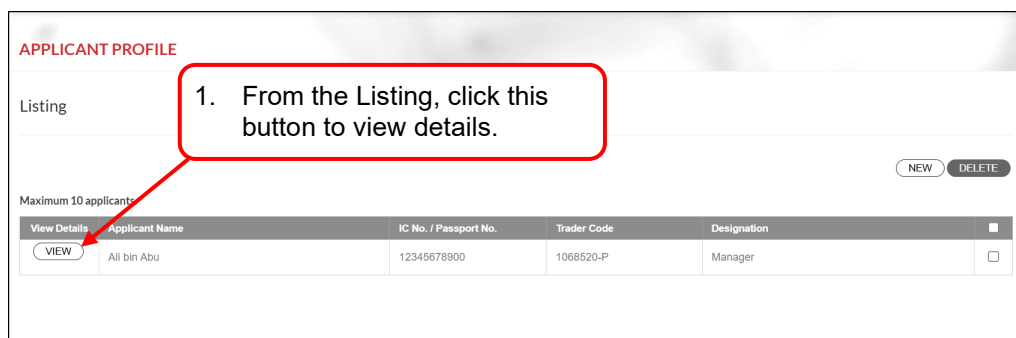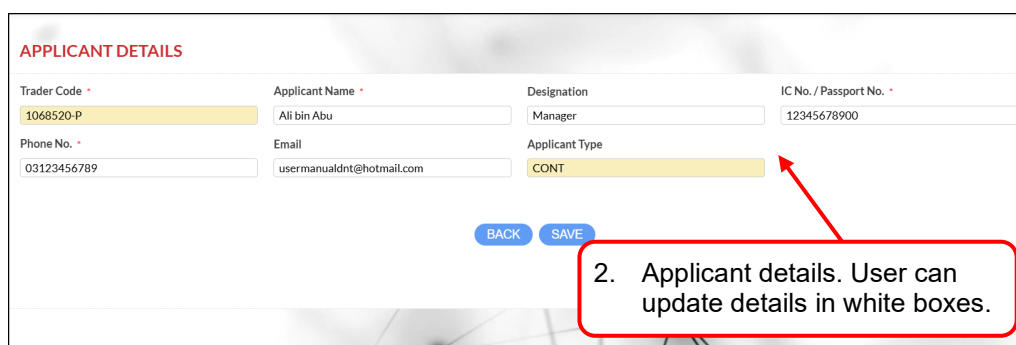**Figure 98**

11.1.   Listing and Edit

Figure 99

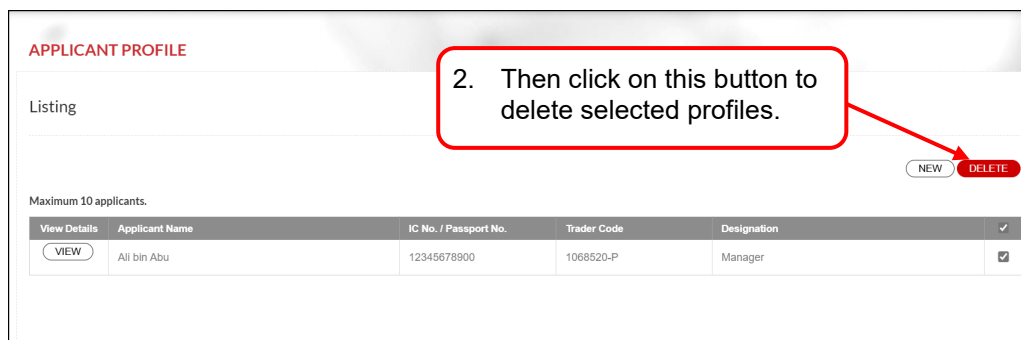**Figure 100**

11.2. Delete Applicant Profile
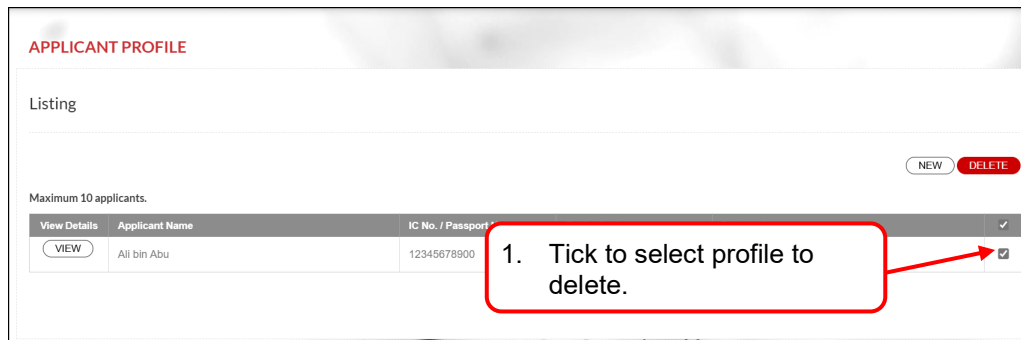
Figure 101

Figure 102

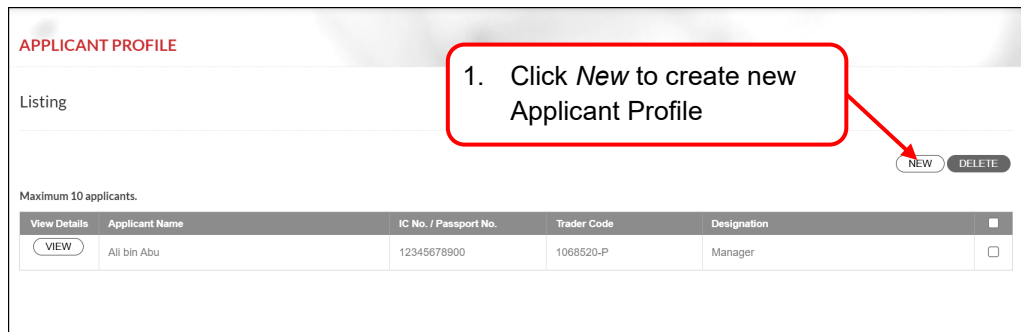## 11.3. Create New Applicant Profile

Figure 103

Figure 104

Figure 105

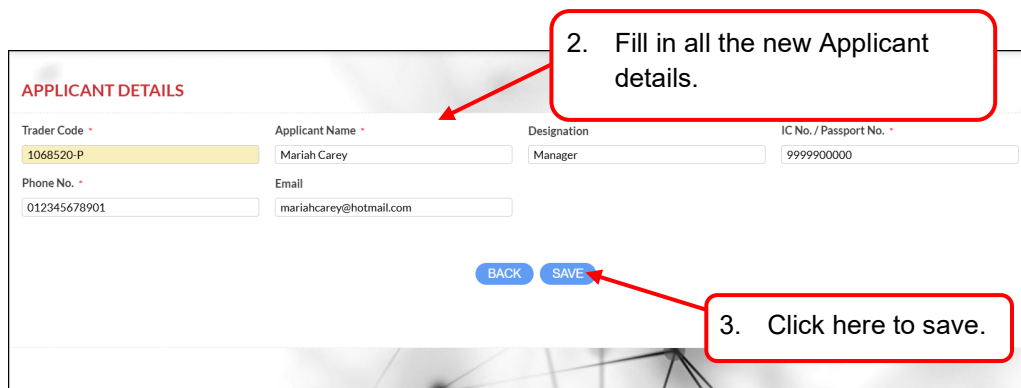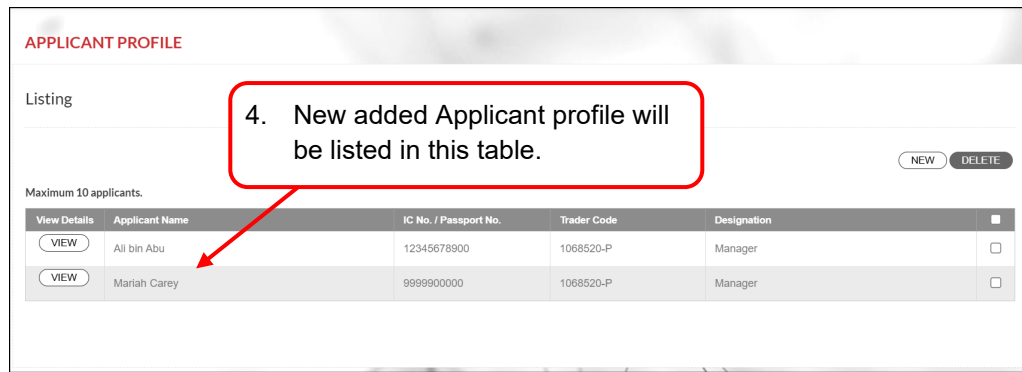### -End of Guide-

This user manual shall be updated as and when required.