



# Suruhanjaya Tenaga

---

## SJT Module V2.2

### User Manual for Trader

---

**9 December 2013**



**Dagang Net Technologies Sdn. Bhd.**

---

Tower 3, Avenue 5, The Horizon Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

Tel: +603-2730 0200 Fax: +603-2713 2121

# Table of Contents

Introduction .....	3
Conventions .....	4
1 Getting Started With ePermit.....	6
1.1 Logging In.....	6
1.2 Logging Out.....	8
1.3 Trader Profile .....	9
1.4 User Manual .....	10
2 Permit Application.....	11
2.1 Applying Certificate of Approval - Import .....	11
2.2 Applying Certificate of Approval - Manufacture .....	34
2.3 Applying Release Letter .....	46
2.5 Editing Application.....	99
2.5 Editing Application.....	99
2.6 Copying Application.....	101
2.7 Deleting Application .....	104
2.8 Submitting Application .....	105
2.9 View Application Status.....	107

## Introduction

*ePermit* is a web-based value-added service provided by Dagang Net Technologies Sdn Bhd (DNT). It enables importers, exporters and appointed forwarding agents to apply for permit from Other Government Agencies (OGA) or commonly known as Permit Issuing Agencies (PIA) and obtain the approval online via the internet. Approved permits from OGA will be transmitted to Sistem Maklumat Kastam (SMK) electronically for validation and cross reference purposes against Customs declaration.

*ePermit* is designed to accommodate the specific requirements of each OGA, for example consignment details, quota details, grading summary and product database. There are three modules assigned to different groups of users such as Importers / Exporters, Forwarding Agents and Other Government Agencies.

### **1 Trader (Importer / Exporter) Module**

Enabling importers/exporters to apply for permit online and submit their applications for approval via the Internet.

### **2 Forwarding Agent Module**

Enabling appointed forwarding agents to apply for permit online on behalf of the importers /exporters and submit their applications for approval via the Internet.

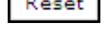
### **3 OGA Module**

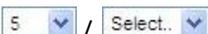
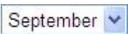
Enabling OGA to investigate, verify, approve or reject the permit application received and send its updated status electronically via the Internet.

Suruhanjaya Tenaga (ST) is the regulator for the electricity and gas supply industry. Through *ePermit*, you can apply to SJT for the issuance of Certificate of Approval (COA) to manufacture, import, display, sell or advertise electrical equipment and for Release Letter from Customs Detention.

In this User manual, you will have a deeper understanding of *ePermit* system with step by step help. By the end of this manual, you will benefit from the system as it reduces turnaround time, easy to use, convenient and offers multi-tasking.

## Conventions

Icon / Button	Description	Function (s)
	Login	To log in to the Permit application
	Logout	To log out of the Permit application
	Edit Profile	To edit profile
	Help	To view quick guide
	User Manual	To download the user manual
	Search Text Box	To search for a particular application or item in a list
	Search	To search for a particular list
	Show	To show filtered search result
	Apply	To apply import/export permit
	Submit	To submit permit application
	Add	To add an item to a list or a new application
	Attach	To upload a file as attachment
	Remove	To remove an item from a list
	Copy	Copy an application from the <i>View Transaction</i> screen
	Reset	To undo changes
	Cancel	To exit / return
	Close	To close pop-up window
	Save	To save changes made
	Back	To return to previous page
	Checkbox	To tick ✓ for selection and untick to deselect

Icon / Button	Description	Function (s)
	Previous	To go to previous page of a list
	Next	To go to next page of a list
	Calendar	To view calendar
	Dropdown list box	To select a particular page, number of rows, an item, or task from a list
	Month dropdown list box	To navigate and select a particular month
	Year dropdown list box	To navigate and select a particular year
	View	To view details of a particular item
	Radio Button	To select item
	Ascending / Increasing	To view transactions in ascending/increasing order (smallest to largest/earliest to latest) for columns in View Transactions screen
	Descending / Decreasing	To view transactions in descending/decreasing order (largest to smallest/latest to earliest) for columns in View Transactions screen

# 1 Getting Started With ePermit

## 1.1 Logging In

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

You may login via [www.mytradelink.gov.my](http://www.mytradelink.gov.my) or [epermit.dagangnet.com](http://epermit.dagangnet.com).

To login, please follow the steps below:

### Step 1 Launch Internet Explorer Browser

Figure 1.1 Launch Internet explorer



- ▶ In your PC desktop, double click the **Internet Explorer (IE)** to launch it.

### Step 2 Enter URL (Uniform Resource Locator) At Address Bar

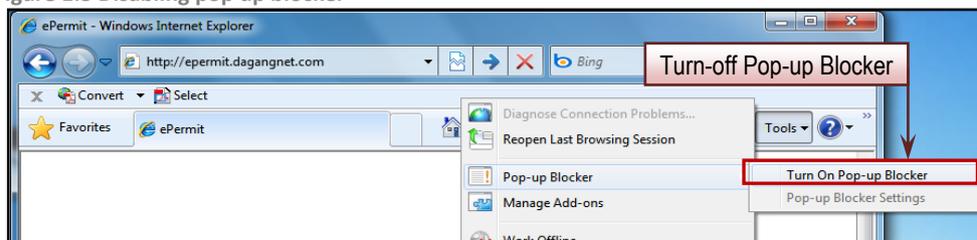
Figure 1.2 Enter epermit at address bar



- ▶ In Internet Explorer, go to address bar.
- ▶ Enter: <http://epermit.dagangnet.com>

### Step 3 Disabling Pop-up Blocker

Figure 1.3 Disabling pop up blocker



- ▶ From the toolbar, select **Tools > Pop-up Blocker > Turn Off Pop-up Blocker** to disable the **Pop-up Blocker**.

### Step 4 Enter Username And Password

Figure 1.4 Enter username and password

The login form is on a red background. It contains the following elements:

- User Name:** A text input field with a callout box labeled "Enter Username" pointing to it.
- Password:** A text input field with a callout box labeled "Enter Password" pointing to it.
- Remember Password**
- Login** button with a callout box labeled "Login Button" pointing to it.

- 1 Enter **Username** and **Password**.
- 2 Click on the checkbox  **Remember Password** to disable automatic logout if there were no activity above 30 minutes.
- 3 Click on the **Login** button to access the system.
- 4 The system will display the main screen.

Figure 1.5 main screen of epermit system

The main screen features a red header with the "PERMIT System" logo and "Powered by Dagang Net". A navigation bar includes "STAGING SERVER", "Edit Profile", "User Manual", and "Logout". The "Trader" section is active, showing a sidebar menu with options like "Permits", "Suruhanjaya Tenaga", and "Payment Instruction".

The main content area is titled "View Certificate of Approval" and includes an "Advanced Search" section with filters for Application Date, Approval Date, Application Type, and OGA. Below the search filters is a table of application records.

No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	COA No.	Recipient	No. Kerja	Trader Reference No.	Payment Status
1	<a href="#">SJT1612012000131</a>	Import		21/02/2012 12:16:09	21/02/2012 12:44:50	Approved by OGA		SJT161	KID04/12		Payment Completed
2	<a href="#">SJT1612012000130</a>	Manufacture		21/02/2012 11:49:12		Draft		SJT161		(Manufacture) - Renewal To Reject	NA
3	<a href="#">SJT1612012000092</a>	Release Letter		08/02/2012 14:54:43	08/02/2012 00:00:00	Acknowledged by Customs	SJT1612012000092	SJT161		000092	NA
4	<a href="#">SJT1612012000091</a>	Import		03/02/2012 18:47:35		Permit Cancelled		SJT161	KI7002/12	000091-RENEWAL	Initiate Payment
5	<a href="#">SJT1612012000090</a>	Import		03/02/2012 18:46:44		Awaiting OGA Verification		SJT161		000090-RENEWAL-To Reject	NA

Note: Contact Careline (Tel: 1300 133 133 or Email: [careline@dagangnet.com](mailto:careline@dagangnet.com)), if you are unable to view the COA to be renewed.

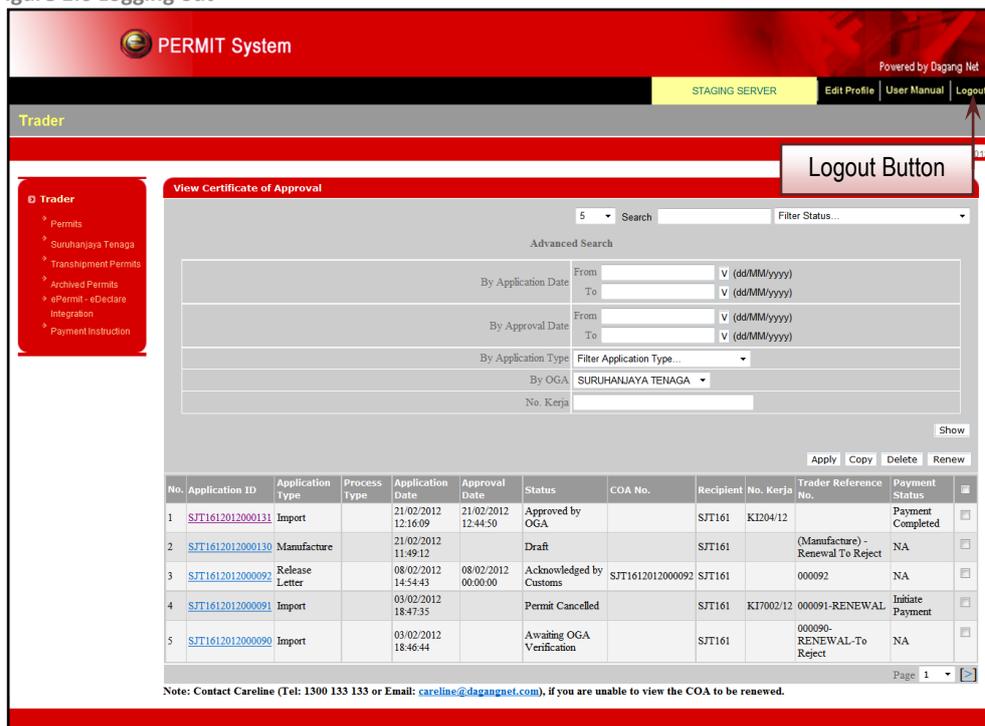
## 1.2 Logging Out

Once done with application process, you are advised to logout from ePermit.

To logout, please follow the steps below:

### Step 1 Logging Out

Figure 1.6 Logging out



▶ Click the **Logout** button to logout from ePermit.

## 1.3 Trader Profile

You can edit your profile by going to the Edit Profile screen.

To edit profile, please follow the steps below:

### Step 1 Edit Profile

Figure 1.7 Edit your profile

- 1 To edit your profile, click on the **Edit Profile** button.
- 2 Enter the necessary information into the field.  
**NOTE:** Item labeled with \* is compulsory.
- 3 To change your password, enter new password in the **Password** field.

Figure 1.8 Enter your password

- 4 Enter the new password again in the **Confirm Password** field to confirm your password.

Figure 1.9 Reconfirm your password

- 5 Click on the **Submit** button to submit the profile once done.

## 1.4 User Manual

You may download the SJT User Manual here.

To download the Manual, please follow the steps below:

### Step 1 User Manual

Figure 1.10 Click to download user manual

The screenshot shows the PERMIT System interface. At the top, there is a navigation bar with 'PERMIT System', 'STAGING SERVER', 'Edit Profile', 'User Manual', and 'Logout'. Below this is a 'Trader' header. On the left, there is a sidebar menu with options like 'Permits', 'Suruhanjaya Tenaga', 'Transshipment Permits', 'Archived Permits', 'ePermit - eDeclare Integration', and 'Payment Instruction'. The main content area is titled 'User Manual' and contains a table with 18 rows. Each row lists a government agency and a link to download a PDF manual. A callout box labeled 'User Manual' points to the 'User Manual' button in the top right corner. Another callout box labeled 'Click to download' points to the 'Click to download' link in the table.

No.	Other Government Agencies	User Manual (PDF)
1.	BAHAGIAN INDUSTRI PADI DAN BERAS	<a href="#">Trader</a>
2.	BAHAGIAN PERKHIDMATAN FARMASI	<a href="#">Trader</a>
3.	CONS. INDUS. DEV. BOARD (CIDB) MAL	<a href="#">Trader</a>
4.	FAMA	<a href="#">FAMA Trader</a>
5.	JAB PERTANIAN - KUARANTIN TUMBUHAN	<a href="#">Trader</a>
6.	JABATAN PERIKANAN MALAYSIA	<a href="#">Trader</a>
7.	JABATAN PERKHIDMATAN VETERINAR	<a href="#">Trader</a> <a href="#">Online Payment JPV Manual</a> <a href="#">Online Payment New Features</a>
8.	JABATAN PERLINDUNGAN HIDUPAN LIAR	<a href="#">Trader</a>
9.	JABATAN PERTANIAN (PESTICIDE BOARD)	<a href="#">Trader</a>
10.	LEMBAGA KOKO MALAYSIA	<a href="#">Trader</a>
11.	LEMBAGA PENAPISAN FILEM	<a href="#">Trader</a>
12.	LEMBAGA PERINDUSTRIAN NANAS	<a href="#">Trader</a>
13.	LEMBAGA PERLESENAN TENAGA ATOM	<a href="#">Trader</a>
14.	LEMBAGA TEMBAKAU NEGARA	<a href="#">Trader</a>
15.	SARAWAK TIMBER INDUSTRY DEV.	<a href="#">Trader</a>
16.	SIRIM CERTIFICATE OF APPROVAL	<a href="#">Trader</a>
17.	SIRIM QAS INTERNATIONAL SDN. BHD.	<a href="#">Trader</a>
18.	SURUHANJAYA TENAGA	<a href="#">Trader</a> <a href="#">eGuide</a>

- 1 To download the manual, click on the **User Manual** button.
- 2 Find any manual that you want to open and click to download.

## 2 Permit Application

The system allows you to apply, edit, copy, delete and submit:

- Certificate of Approval for Import
- Certificate of Approval for Manufacture
- Release Letter

It also allows you to:

- Renew Certificate of Approval
- View Application Status

### 2.1 Applying Certificate of Approval - Import

To apply Certificate of Approval (Import), please follow the steps below:

#### Step 1 View Certificate of Approval Screen

Figure 2.1 View certificate of approval screen

The screenshot shows the 'View Certificate of Approval' interface. On the left, a sidebar menu lists various options, with 'Suruhanjaya Tenaga' selected. The main content area features search filters for 'By Application Date', 'By Approval Date', 'By Application Type', and 'By OGA'. Below the filters is a table with columns: No., Application ID, Application Type, Process Type, Application Date, Approval Date, Status, COA No., Recipient, No. Kerja, Trader Reference No., and Payment Status. The table contains five rows of application data. A red box highlights the 'Apply' button in the action column of the first row.

No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	COA No.	Recipient	No. Kerja	Trader Reference No.	Payment Status
1	SJT1612012000135	Import	Renewal	21/02/2012 15:50:12		Awaiting OGA Verification		SJT161	KI204/12		NA
2	SJT1612012000131	Import	Renewed	21/02/2012 12:16:09	21/02/2012 12:44:50	Acknowledged by Customs	SJT161102001892012	SJT161	KI204/12		Payment Completed
3	SJT1612012000130	Manufacture		21/02/2012 11:49:12		Draft		SJT161		(Manufacture) - Renewal To Reject	NA
4	SJT1612012000092	Release Letter		08/02/2012 14:54:43	08/02/2012 00:00:00	Acknowledged by Customs	SJT1612012000092	SJT161		000092	NA
5	SJT1612012000091	Import		03/02/2012 18:47:35		Permit Cancelled		SJT161	KI7002/12	000091-RENEWAL	Initiate Payment

- 1 Click on **Suruhanjaya Tenaga** menu as shown.
- 2 **View Certificate of Approval** screen appears.
- 3 Click **Apply** button.

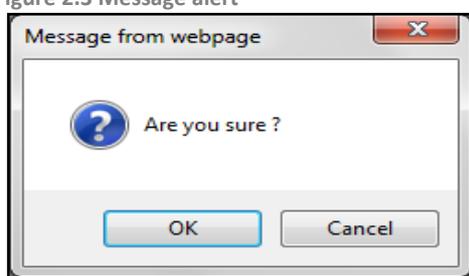
**Step 2 Select Application Type**

Figure 2.2 Select application type



- 1 Select **Application Type**; e.g. **Certificate of Approval - Import**.
- 2 Click  button.
- 3 **Are you sure?** screen appears to confirm **Application Type** selected.

Figure 2.3 Message alert



- 4 Click  button to proceed or  button to abort.

### Step 3 Apply Certificate of Approval (Import) Screen

Figure 2.4 Apply COA screen

Apply Certificate of Approval (Import)	
OGA Name: SURUHANJAYA TENAGA *	Branch: select... *
<b>Consignor Details</b>	
ROC / ROB: [search]	ROC / ROB: 177974
Company Name: *	Company Name: Dagang Net
Company Address: *	Company Address: Tower 3, Avenue 5 * [search] The Horizon, Bangsar South No. 8, Jalan Kerinchi, 59200
<b>Agent Details</b>	
Agent Name: [search]	Applicant Name: * [search]
Agent Code:	Applicant Designation: *
Agent Address:	Applicant IC / Passport No.: *
Mode of Transport: select... ▼	Applicant Phone No.:
Purpose: Others ▼ *	Applicant Fax No.:
Country of Origin: * [search]	Applicant Email: *
Place of Origin: * [search]	Port / Place of Import: select... ▼
Consigned From: [search]	Location: select... ▼
Customs Station: BU PEJABAT KASTAM-H10 [search]	Trader Reference No.:
Trader Remarks:	
<b>Additional Details</b>	
Company Phone No.:	*
Company Fax No.:	
Company Email Address:	*
Handphone No.:	* (For SMS Purpose)
COA Type:	select... ▼ *
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

► This is a standard **Certificate of Approval (Import) Application** screen.

**Step 4 Select OGA Branch**

Figure 2.5 Select OGA Branch

- 1 Click  dropdown to select **OGA Branch**; e.g. **Putrajaya**.

Figure 2.6 Branch selected

**Step 5 Consignor Details Section**

Figure 2.7 Select consignor

- 1 Fill in your exporter details or click [search](#) next to **ROC/ROB** field to retrieve the data updated in Admin Module previously.
- 2 Pop-up window will display the list of **Consignor**.

Figure 2.8 Select consignor

No.	Name	Code
1	<a href="#">ASD PVT LTD</a>	
2	<a href="#">BOULEVARD PTE LTD</a>	BOULE
3	<a href="#">EXPORTER LTD</a>	
4	<a href="#">Exporter</a>	12345
5	<a href="#">Exporter Japan Ltd</a>	
6	<a href="#">Exporter Ltd</a>	Exp
7	<a href="#">Exporter pte ltd</a>	Exporter
8	<a href="#">FBNBVN</a>	B
9	<a href="#">GG Supplier Pvt Ltd</a>	
10	<a href="#">JAPAN GIANT STEEL LTD</a>	GIANT

3 Click **Consignor Name** as shown.

Figure 2.9 Consignor selected

Consignor Details	
ROC / ROB	BOULE <input type="button" value="[search]"/>
Company Name	BOULEVARD PTE LTD *
Company Address	120 JLN TERASSEK *
	SINGAPORE

4 All fields in **Consignor Details** section will be filled automatically.

### Step 6 Consignee Details Section

Figure 2.10 Consignee detail section

Consignee Details	
ROC / ROB	177974
Company Name	Dagang Net
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia

► Fill in **Consignee Details** or click  button to search. It is your company's details.

### Step 7 Agent Details Section

Figure 2.11 Click agent Name

Agent Details	
Agent Name	<input type="text"/> <input type="button" value="[search]"/>
Agent Code	<input type="text"/>
Agent Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

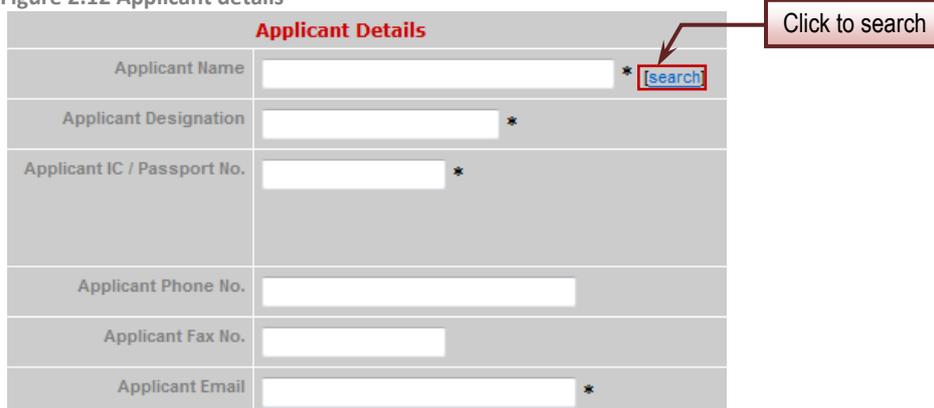
Click to search

► **Agent Details** is the **Forwarding/Shipping Agent** information details.

**NOTE :** This section is not mandatory.

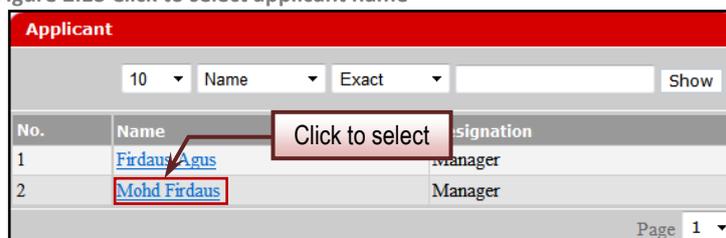
## Step 8 Applicant Details Section

Figure 2.12 Applicant details



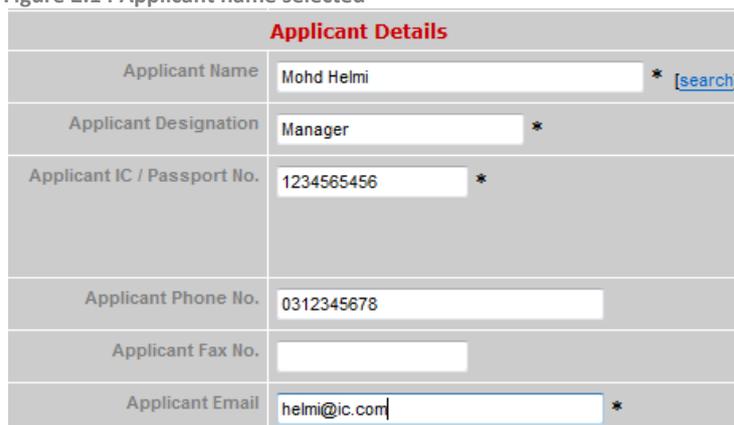
- 1 Fill in your applicant details or click [\[search\]](#) next to **Applicant Name** field to retrieve data updated in the Admin Module previously.
- 2 **Applicant** pop-up window appears as shown below.

Figure 2.13 Click to select applicant name



- 3 Click **Applicant Name** as shown.
- 4 All fields in **Applicant Details** such as **Applicant Name, Designation, IC/Passport No., Phone No., Fax No. and Email** will be filled automatically.

Figure 2.14 Applicant name selected



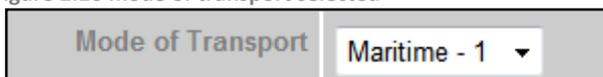
### Step 9 Mode of Transport

Figure 2.15 Select mode of transport



- 1 **Mode of Transport** refers to how the goods are being imported to Malaysia.
- 2 There are various types of **Mode of Transport** (**Maritime, Rail, Road, Air, Post**).

Figure 2.16 mode of transport selected



- 3 Click  dropdown to select **Mode of Transport**; e.g. **Maritime**.

**NOTE:** Mode of transport is not been validated by SMK. This field is optional and user can leave this field blank.

### Step 10 Purpose of Import

- 1 Click  dropdown to select the **Purpose** of this COA application.

Figure 2.17 Select purpose of import



- 2 There are various type of **Purpose** for COA application (**Private, Business, Research, Exhibition, Others**).

**NOTE:** This section is required by SMK and defaulted to Others. Applicant may change if necessary. Field in \* remark is mandatory.

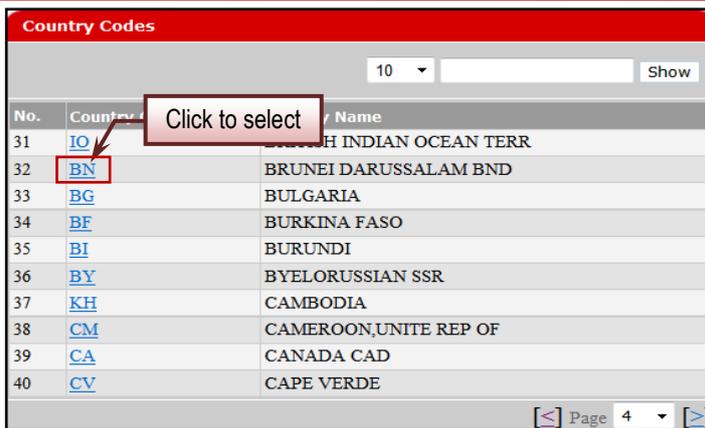
### Step 11 Country of Origin

Figure 2.18 Click to search



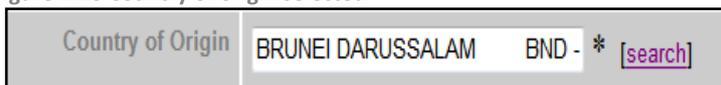
- 1 Click  to search for **Country of Origin**.
- 2 **Country Codes** pop-up window appears as shown below.

Figure 2.19 Click to select



3 Select a **Country Code**.

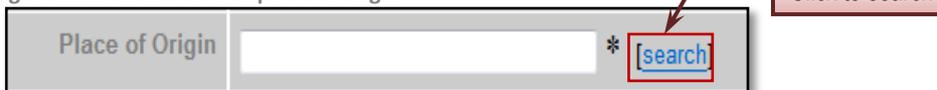
Figure 2.20 Country of origin selected



4 **Country of Origin** field will be filled automatically.

### Step 12 Place of Origin

Figure 2.21 Click to search place of origin

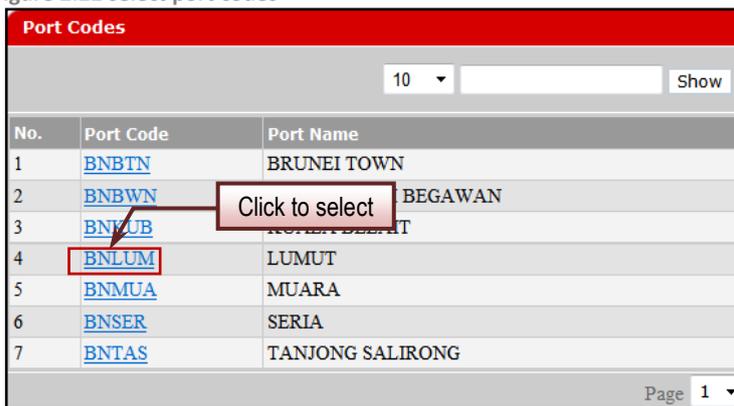


1 Click [search](#) button to search for **Place of Origin**.

2 **Port Codes** pop-up window appears as shown below.

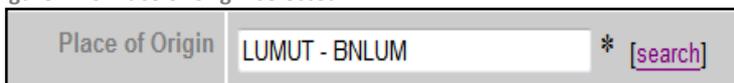
**NOTE:** Place of Origin reflects the Country of Origin.

Figure 2.22 select port codes



3 Select a **Port Code**.

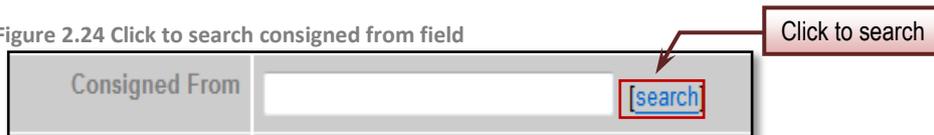
Figure 2.23 Place of origin selected



4 **Place of Origin** field will be filled automatically.

### Step 13 Consigned From Field

Figure 2.24 Click to search consigned from field



- 1 Click **search** button to search for the **Consigned From**.
- 2 **Country Codes** pop-up window appears as shown below.

Figure 2.25 Country Codes



- 3 Select a **Country Code**.

**NOTE :** Country of transit before consignment reaches the final destination. If there is no country of transit, then it will be the same as Country of Origin.

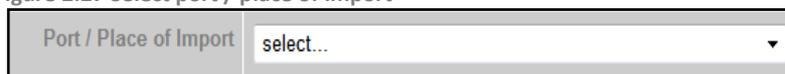
Figure 2.26 Consigned from selected



- 4 **Consigned From** field will be filled automatically.

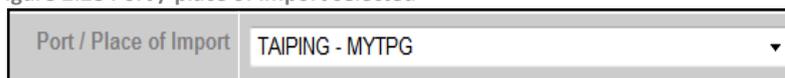
### Step 14 Port/Place of Import

Figure 2.27 Select port / place of import



- 1 Click **select...** dropdown to select **Port/Place of Import**.
- 2 **Place of Import** refers to the place of **Entry Point** for **Import**.

Figure 2.28 Port / place of import selected



**NOTE :** Place of Import should tally with the mode of transport.

**e.g.** If you choose 'Maritime' as the mode of transport, place of import should be a sea port.

**NOTE:** Port/Place of Import is not been validated by SMK. This field is optional and user can leave this field blank.

### Step 15 Location Field

Figure 2.29 Select location field



- ▶ Click  dropdown to select the **Location**.

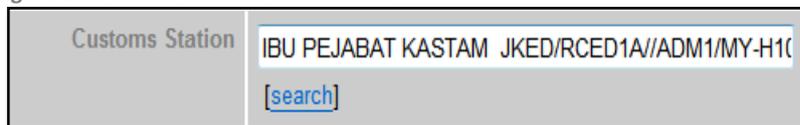
Figure 2.30 location selected



**NOTE:** Location is not been validated by SMK. This field is optional and user can leave this field blank.

### Step 16 Customs Station Field

Figure 2.31 Search customs station field

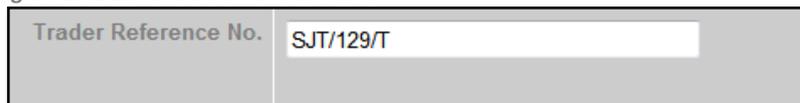


- ▶ All COA applications will be registered at **Sistem Maklumat Kastam**.

**NOTE:** Please do not change to other Customs Station; This is an auto default station.

### Step 17 Trader Reference No. and Remarks Field

Figure 2.32 Enter trader reference No.



- 1 Enter **Trader Reference No.**

**NOTE:** Trader reference No. refers to your COA reference number to represent this COA application.

Figure 2.33 Enter trader remarks



- 2 Enter **Trader Remarks**.

**NOTE:** Trader Remarks refers to free remark by you.

**Step 18 Additional Details Section**

Figure 2.34 Additional details section

Additional Details	
Company Phone No.	<input type="text"/> *
Company Fax No.	<input type="text"/>
Company Email Address	<input type="text"/> *
Handphone No.	<input type="text"/> * (For SMS Purpose)
COA Type	select... *

**1 Additional Details** section is a **Suruhanjaya Tenaga** requirement.

**NOTE** : The remark \* is mandatory field.

**2** There are **TWO (2)** types of COA, namely;

- a) **Import, Display, Sell, Advertise of Electrical Equipment.**
- b) **Import Regulated Electrical Equipment for Exhibition Only.**

**Step 18 COA: Import, Display, Sell, Advertise of Electrical Equipment**

(a) Figure 2.35 Import , DisPLAY, Sell, Advertise of electrical equipment section

Additional Details	
Company Phone No.	03 28798762 *
Company Fax No.	03 28798763
Company Email Address	hgjg@gmail.com *
Handphone No.	012 6789023 * (For SMS Purpose)
COA Type	select... * <div style="border: 1px solid black; padding: 2px;">                     select...  <span style="background-color: #007bff; color: white; padding: 2px;">Import, Display, Sell, Advertise of Electrical Equipment</span>                      Import Regulated Electrical Equipment for Exhibition Only                 </div>
<input type="button" value="Save"/> <input type="button" value="Next"/>	

**1** Enter company contact details.

**2** Click  dropdown to select **COA Type**;  
 e.g: **Import, Display, Sell, Advertise of Electrical Equipment**

**3** The system displays all the related fields as shown below.

Figure 2.36 Enter additional details fields.

Additional Details	
Company Phone No.	<input type="text"/> *
Company Fax No.	<input type="text"/>
Company Email Address	<input type="text"/> *
Handphone No.	<input type="text"/> * (For SMS Purpose)
COA Type	Import, Display, Sell, Advertise of Electrical Equipment ▾ *
Country of Manufacturer	select... ▾ *
Name of Manufacturer	<input type="text"/> *
Address of Manufacturer	<input type="text"/> ▾ *
Category <a href="#">[More information]</a>	<input type="text"/> ▾ <a href="#">[search]</a> * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	<input type="text"/> *

- 4 Click dropdown to select **Country of Manufacturer**; e.g: **Argentina**
- 5 Enter **Name of Manufacturer**.
- 6 Enter **Address of Manufacturer**.
- 7 Click [\[search\]](#) to select **Category**. **Category Codes** pop-up window appears as shown below.

Figure 2.37 category codes

Category Codes		
		10 ▾ <input type="text"/> <a href="#">Show</a>
No.	Category Code	Description
1	<a href="#">N01</a>	PLUG TOP PLUG (15A and below)
2	<a href="#">N02</a>	SWITCH
3	<a href="#">N03</a>	SOCKET OUTLET (15A and below)
4	<a href="#">N04</a>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

Page 1 ▾ [>](#)

- 8 Select a **Category Code**; e.g: **N04** for Fluorescent Lampholder/Starter Holder
- 9 Click [\[More information\]](#) hyperlink for more information.
- 10 New window screen will automatically appear as shown below;

Figure 2.38 Category information

Main Code	Main Category	Remarks
N01	PLUG TOP/PLUG (15A and below)	-
N02	SWITCH AND DIMMER	-
N03	SOCKET OUTLET (15A and below)	-
N04	FLUORESCENT LAMPHOLDER / STARTER HOLDER	-
N05	CEILING ROSE	-
N06	BAYONET CAP and MULTIWAYS ADAPTOR	-
N07	LAMP FITTING	-
N08	CAPACITOR for FLUORESCENT LAMP	-
N09	BALLAST / CONTROL GEAR / DRIVER FOR LAMP	-
N10	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER	Please write the model as: Model (number of poles, rated short circuit capacity, instantaneous tripping current, rated current) Example: 55J6101-75C(2P, 6KA, TYPE C, 10A)
N11	PORTABLE LUMINAIRE LAMP	-
N12	KETTLE including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-
N13	KITCHEN MACHINE	-
N14	TOASTER / OVEN (Cooking Appliance)	-
N15	RICE COOKER	-
N16	REFRIGERATOR	-
N17	IMMERSION WATER HEATER	-
N18	WATER HEATER including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-
N19	WASHING MACHINE	-
N20	FAN	-
N21	HAND OPERATED HAIR DRYER / HAIRCARE / SKIN CARE	-
N22	IRON	-
N23	SHAVER	-
N24	VAPORISER	-
N25	VACUUM CLEANER	-
N26	HI-FIDELITY SET	-
N27	VIDEO and VISUAL DISPLAY UNIT	-
N28	AUDIO and VIDEO PLAYER UNIT	-
N29	MASSAGER	-
N30	AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below)	-
N31	CHRISTMAS LIGHT	-
N32	DOMESTIC POWER TOOLS (Portable Type)	-
N33	ADAPTER/ CHARGER	-
Main Code	Main Category	Remarks
N34	WIRE / CABLE / CORD (non-armoured) 0.5mm to 35mm	-
N35	KELENGKAPAN BUKAN KAWALAN	-
N36	Kwh METER	-

**11** Enter **Brand** name.

Figure 2.39 Additional details section

Additional Details	
Company Phone No.	<input type="text"/> *
Company Fax No.	<input type="text"/>
Company Email Address	<input type="text"/> *
Handphone No.	<input type="text"/> * (For SMS Purpose)
COA Type	Import Regulated Electrical Equipment for Exhibition Only *
Country of Manufacturer	select... *
Name of Manufacturer	<input type="text"/> *
Address of Manufacturer	<input type="text"/> *
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	<input type="text"/> *

**12** Complete **Additional Details** section.

**Step 18 COA: Import Regulated Electrical Equipment For Exhibition Only**

(b) Figure 2.40 Import Regulated Electrical Equipment For Exhibition Only

Company Phone No.	<input type="text"/> *
Company Fax No.	<input type="text"/>
Company Email Address	<input type="text"/> *
Handphone No.	<input type="text"/> * (For SMS Purpose)
COA Type	<input type="text" value="select..."/> * <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">                     select...   Import, Display, Sell, Advertise of Electrical Equipment                       <span style="border: 1px solid red; padding: 2px;">Import Regulated Electrical Equipment for Exhibition Only</span> </div>
<input type="button" value="Save"/> <input type="button" value="Next"/>	

- 1 Enter company contact details. \* mandatory field.
- 2 Click  dropdown to select **COA Type**;  
e.g: **Import Regulated Electrical Equipment for Exhibition Only**
- 3 The system displays all the related fields as shown below.

Figure 2.41 Additional Details

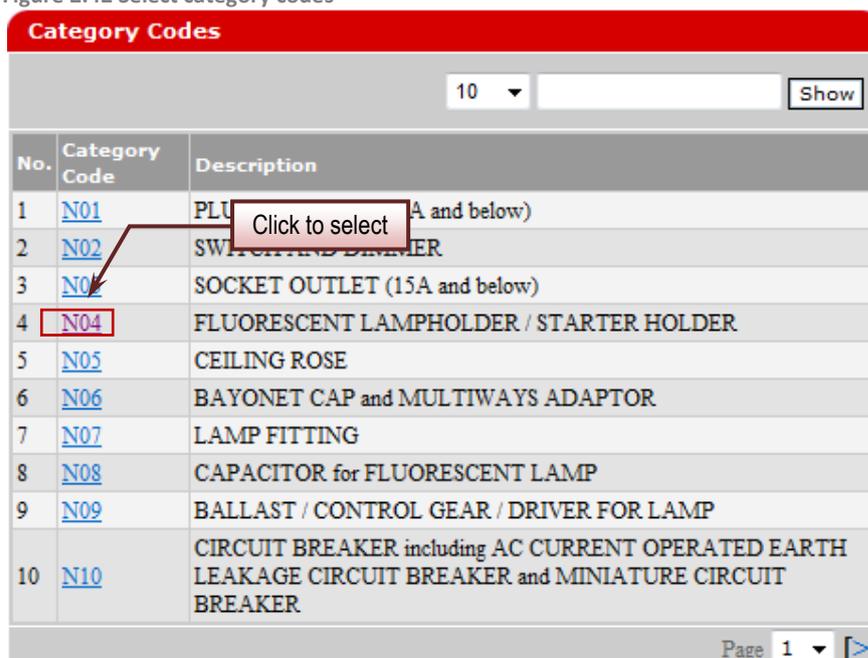
Additional Details	
Company Phone No.	<input type="text"/> *
Company Fax No.	<input type="text"/>
Company Email Address	<input type="text"/> *
Handphone No.	<input type="text"/> * (For SMS Purpose)
COA Type	Import Regulated Electrical Equipment for Exhibition Only ▼ *
Country of Manufacturer	<input type="text" value="select..."/> *
Name of Manufacturer	<input type="text"/> *
Address of Manufacturer	<input type="text"/> *
Category [More information]	<input type="text"/> [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	<input type="text"/> *
Name of Exhibition	<input type="text"/> *
Address of Exhibition	<input type="checkbox"/> Please tick the box if the Exhibition Address is same as Consignee Address <input type="text"/> *
State	<input type="text" value="select..."/> *
Date of Exhibition	<input type="text"/> ▼ (dd/MM/yyyy) to <input type="text"/> ▼ (dd/MM/yyyy) *
Date of re-export to origin country	<input type="text"/> ▼ (dd/MM/yyyy) *
Invoice No.	<input type="text"/> *
Date of Invoice	<input type="text"/> ▼ (dd/MM/yyyy) *
AWB / BL / Conveyance No.	<input type="text"/>
Date of AWB / BL / Conveyance	<input type="text"/> ▼ (dd/MM/yyyy)
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- 4 Click  dropdown to select **Country of Manufacturer**; e.g: **Argentina**
- 5 Enter **Name of Manufacturer**.
- 6 Enter **Address of Manufacturer**.
- 7 Enter **Name of Exhibition**.
- 8 Enter **Address of Exhibition**. Click  dropdown to select **State**.
- 9 Tick  on the checkbox if **Exhibition Address** same as **Consignee Adress**.
- 10 Click  to select **Date of Exhibition** and **Date Of Re-export To Origin Country**.

**NOTE:** Date of re-export to origin country cannot be earlier than the last date of exhibition duration.

- 11 Click  to select **Date of Re-export To Origin Country**.
- 12 Click  to select **Category**. **Category Codes** pop-up window appears as shown below.

Figure 2.42 Select category codes



No.	Category Code	Description
1	<a href="#">N01</a>	PLUG (15A and below)
2	<a href="#">N02</a>	SWITCHING DIMMER
3	<a href="#">N03</a>	SOCKET OUTLET (15A and below)
4	<b>N04</b>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

- 13 Select a **Category Code**; e.g: **N04** for Fluorescent Lampholders/Starter Holder
- 14 Enter **Brand**.
- 15 Enter **Invoice Number**.
- 16 Click  dropdown to select **Date of Invoice**.
- 17 Enter **AWB / BL / Conveyance Number**.
- 18 Click  dropdown to select **Date of AWB / BL / Conveyance**.

Figure 2.43 Additional Details section

Additional Details	
Company Phone No.	0324522121 *
Company Fax No.	0324522121
Company Email Address	info@heng.com.my *
Handphone No.	01222335566 * (For SMS Purpose)
COA Type	Import Regulated Electrical Equipment for Exhibition Only *
Country of Manufacturer	ARGENTINA *
Name of Manufacturer	ARG Pte Ltd *
Address of Manufacturer	Figuora Alcoria 2977, city Buenos Aires Country, Argentina *
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Classic *
Name of Exhibition	Classic Touch Exhibition *
Address of Exhibition	<input type="checkbox"/> Please tick the box if the Exhibition Address is same as Consignee Address Mid Valley *
State	Kuala Lumpur *
Date of Exhibition	05/05/2010 v (dd/MM/yyyy) to 20/05/2010 v (dd/MM/yyyy) *
Date of re-export to origin country	23/05/2010 v (dd/MM/yyyy) *
Invoice No.	ABC1234 *
Date of Invoice	14/05/2010 v (dd/MM/yyyy) *
AWB / BL / Conveyance No.	ABC1234-A
Date of AWB / BL / Conveyance	14/05/2010 v (dd/MM/yyyy)
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

**19** Complete **Additional Details** section.

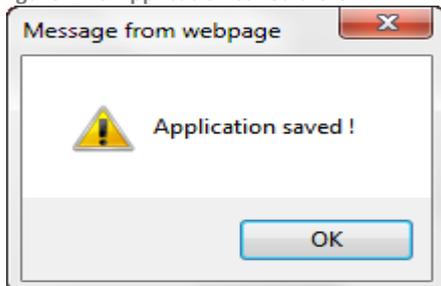
**Step 19 Save Application and Proceed**

Figure 2.44 Click to save application



- 1 Click **Next** to proceed or click **Save** to save the application or click **Cancel** to abort the application.

Figure 2.45 Application saved alert.



- 2 **Application Saved** message window appears.
- 3 Click **OK** button to proceed to **Add Import Item** screen.

**Step 20 COA: Add Import Item**

Figure 2.46 Add import item



- 1 Click **Add** button to add **Import Item**.
- 2 **Add Import Item** pop-up window appears.

Figure 2.47 Click to search tariff code

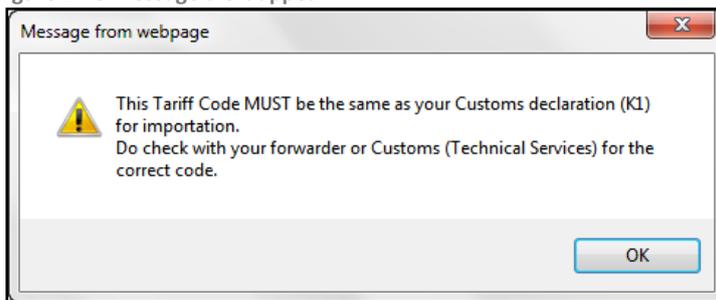
3 Click the **search** button to search for **Tariff Code**.

**NOTE:**

- i) Items labeled \* is compulsory.
- ii) COC is a Certificate of Conformity issued by SIRIM upon certifying the electrical goods are in accordance to Standard.

4 **Notification Tariff Code** screen appear.

Figure 2.48 Message alert appear



5 Click **OK** button to proceed the **Tariff Code**.

## Step 21 Search Tariff Code

Figure 2.49 Search tariff code

No.	Code	Description
1	<a href="#">0101.10.100</a>	Horses
2	<a href="#">0101.10.200</a>	Asses, mules and hinnies
3	<b><a href="#">0101.90.100</a></b>	Asses, mules and hinnies
4	<a href="#">0101.90.200</a>	Asses, mules and hinnies
5	<a href="#">0102.10.100</a>	Cattle
6	<a href="#">0102.10.200</a>	Buffaloes
7	<a href="#">0102.10.900</a>	Other
8	<a href="#">0102.90.110</a>	oxen (Jembu)
9	<a href="#">0102.90.120</a>	buffaloes
10	<a href="#">0102.90.190</a>	other

- 1 Select **Tariff** or **SJT** tab to search **Code**. System will display the type of tab according to your consignment's origin.
  - ▶ **Tariff Code – Origin from Non-ASEAN countries**
  - ▶ **SJT – Origin from ASEAN countries**
- 2 Search **Code/Description** and click  button.
- 3 Select a **Code**.

## Step 22 Tariff Field

Figure 2.50 Add import Item fields

- 1 **Tariff Code & Tariff Description** will be filled automatically. You may edit it.
- 2 **Tariff UOM** will be filled automatically and cannot be edited.
- 3 Enter **Tariff Quantity**.

**NOTE:** Tariff Quantity is defaulted at the maximum of 9999999. For application type Import, Display, Sell, Advertise of Electrical Equipment, do not change the quantity. For Import Regulated Electrical Equipment For Exhibition, key in the actual quantity of import.

- 4 Enter **Unit Cost C.I.F, Total, Name of Electrical Equipment** and **Model** details.

**NOTE:** Model entered can't be duplicated for each item entered.

- 5 Click on **search** button to add **sub category**. **Sub Category Codes** pop-up window appears as shown below.

Figure 2.51 Message alert

No.	Sub Category Code	Description
1	<a href="#">N02.01</a>	GENERAL PURPOSE SWITCH
2	<a href="#">N02.02</a>	DOOR BELL
3	<a href="#">N02.03</a>	ELECTRONIC SWITCH
4	<a href="#">N02.04</a>	REMOTE-CONTROL SWITCH
5	<a href="#">N02.05</a>	TIME DELAY SWITCH
6	<a href="#">N02.06</a>	COOKER CONTROL UNIT

- 6 Select a **Sub Category Code**; e.g: **N02.02** for Door Bell

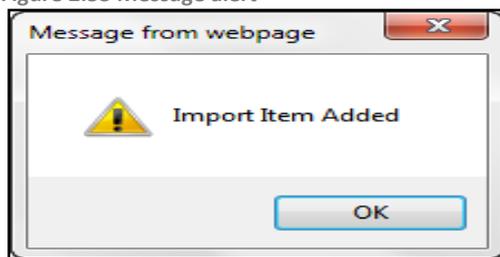
Figure 2.52 Message alert

Sub Category [More information]  \*   
 (Contact Suruhanjaya Tenaga if product is not found in the category list)

- 7 Click  button to proceed or Click  to reset entry or Click  to close the pop-up window.

- 8 **Import Item Added** message window appears.

Figure 2.53 Message alert



- 9 Click  button to return to **Edit Certificate of Approval (Import)** screen.

## Step 23 COA: Attachment of Technical Documents

Figure 2.54 Attachment of technical documents

No.	Description	Model	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR)	
1	--Other	xxxx	0101.30 900	9999999	UNT	2		
Grand Total:							.00	

**Technical Documents**

Supporting documents are mandatory. If the supporting documents are not attached, your application will not be processed.

Attachment Button → Attachment

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

I solemnly declare that:

- I have attached this application with the type test reports.
- I shall label the electrical equipment as stated in the Certificate of Approval.
- I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST.
- I have given true information regarding the application.

Back

1 Click  button to attach supporting documents.

2 **Attachments** screen appears as shown.

Figure 2.55 Attach document

Type of Document: Partial Test Report / Verification Test Report

File Description: \*

File Path: Browse... **Browse Button**

Test Report No. \*

Test Report Date: \* Test Report should at least 1 year validity.

Remark:

Upload Close

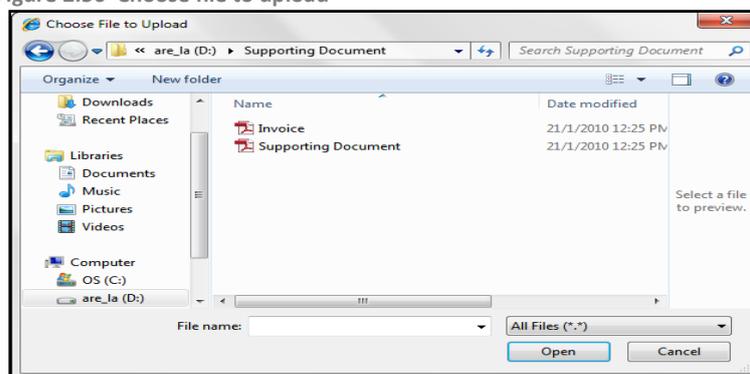
Attached Document

3 Click  button to choose type of document, e.g. Partial Test Report / Verification Test Report

4 Enter **File Description**, **Test Report No.**, **Test Report Date**, and **Remark** (if any)

5 Click  button to select the supporting documents file from your PC for attachment.

Figure 2.56 Choose file to upload



6 Select the file to be attached.

Figure 2.57 Upload the documents



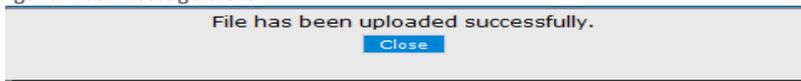
- 7 Click on upload button to attached the document.
- 8 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2.58 Message alert



- 9 Click **Close** to return to previous screen
- 10 Your file(s) must be in the listed format before you can proceed any further.
- 11 Attach the correct format file to proceed.
- 12 Message screen appears notifying the document(s) has been uploaded successfully.

Figure 2.59 Message alert



- 13 Click **Close** to return to **Edit Certificate of Approval (Import)** screen.
- 14 List of attached documents will be display as below
- 15 Click **View** to view or **Delete** to delete supporting document.

Figure 2.60 Attached Document List

Attached Document									
No.	Type of Document	File Description	TR / COC / PCL No.	TR / COC / PCL Date	Upload Date & Time	Remark	File Size	View	Delete
1	Partial Test Report / Verification Test Report	dfsfrtrt	1234	03-Dec-2013	09-Dec-2013 10:46 AM	dgf	19.22 KB	<a href="#">View</a>	<a href="#">Delete</a>

## Step 24 Submission To Suruhanjaya Tenaga

Figure 2.61 Submission to Suruhanjaya Tenaga

Edit Certificate of Approval (Import) - SJT1612013015499

Import Item

Add Delete

No.	Description	Model	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR)	
1	<a href="#">--Other</a>	xxxx	0101.30 900	9999999	UNT	2		
Grand Total:							.00	

Page 1

Technical Documents

Supporting documents are mandatory. If the supporting documents are not attached, your application will not be processed.

Attachment

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

I solemnly declare that:

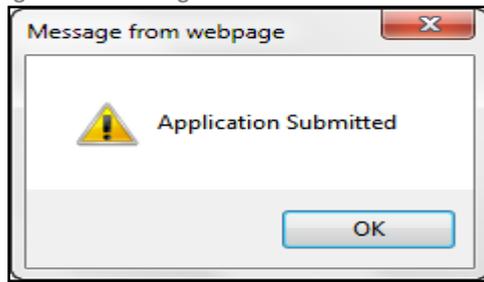
1. I have attached this application with the type test reports.
2. I shall label the electrical equipment as stated in the Certificate of Approval.
3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST.
4. I have given true information regarding the application.

Back
Submit to OGA

- 1 Tick  on the checkbox to agree to the condition required.

- 2 Click  button to submit application.
- 3 **Application Submitted** message screen appears.

Figure 2.62 Message alert



- 4 Click  button to proceed.

## Step 25 Check Application Status After Submission

Figure 2.63 Check application status after submission

The screenshot shows the 'Trader' application interface. On the left is a navigation menu with 'D Trader' expanded, showing options like 'Permits', 'Suruhanjaya Tenaga', 'Transshipment Permits', 'Archived Permits', 'ePermit - eDeclare Integration', and 'Payment Instruction'. The main area is titled 'View Certificate of Approval' and contains an 'Advanced Search' section with filters for 'By Application Date', 'By Approval Date', 'By Application Type', and 'By OGA'. Below the search filters is a table of application records.

No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	COA No.	Recipient	No. Kerja	Trader Reference No.	Payment Status	
1	<a href="#">SJT1612012000136</a>	Import		23/02/2012 11:50:00		Awaiting OGA Verification		SJT161		SJT/129/T	NA	<input type="checkbox"/>
2	<a href="#">SJT1612012000135</a>	Import	Renewal	21/02/2012 15:50:12		Awaiting OGA Verification		SJT161	KI204/12		NA	<input type="checkbox"/>
3	<a href="#">SJT1612012000131</a>	Import	Renewed	21/02/2012 12:16:09	21/02/2012 12:44:50	Acknowledged by Customs	SJT161102001892012	SJT161	KI204/12		Payment Completed	<input type="checkbox"/>
4	<a href="#">SJT1612012000130</a>	Manufacture		21/02/2012 11:49:12		Draft		SJT161		(Manufacture) - Renewal To Reject	NA	<input type="checkbox"/>
5	<a href="#">SJT1612012000092</a>	Release Letter		08/02/2012 14:54:43	08/02/2012 00:00:00	Acknowledged by Customs	SJT1612012000092	SJT161		000092	NA	<input type="checkbox"/>

Note: Contact Careline (Tel: 1300 133 133 or Email: [careline@dagangnet.com](mailto:careline@dagangnet.com)), if you are unable to view the COA to be renewed.

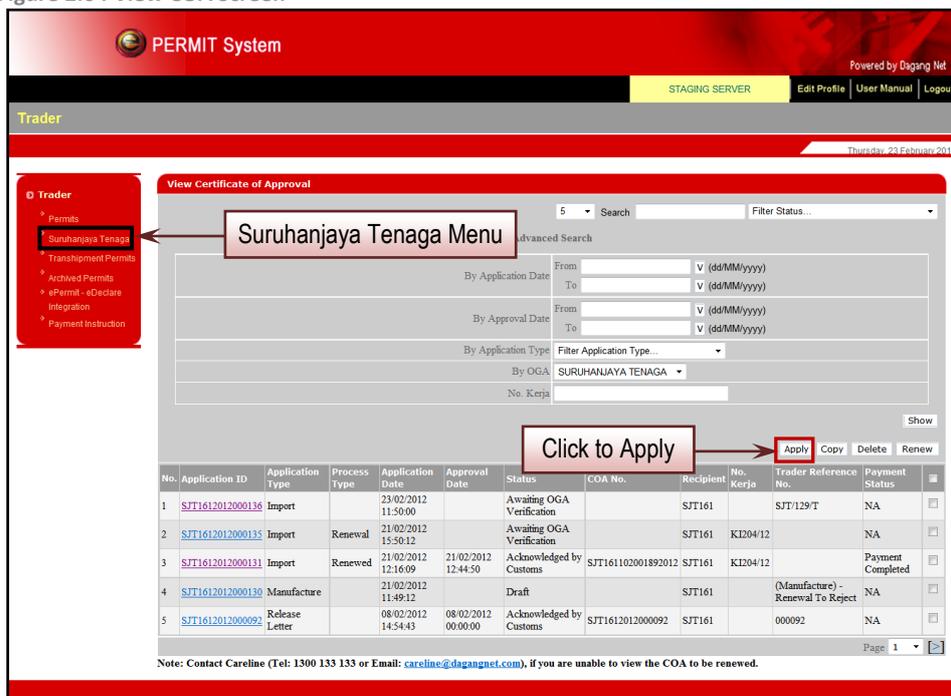
- 1 You can check the **COA Application Status** and **ID** in the Suruhanjaya Tenaga menu.
- 2 The new Application ID is displayed with status **“Awaiting OGA verification”**.

## 2.2 Applying Certificate of Approval - Manufacture

To apply for Certificate of Approval (Manufacture), please follow the steps below:

### Step 1 View Certificate of Approval Screen

Figure 2.64 View COA Screen



- 1 Click on **Suruhanjaya Tenaga** menu as shown.
- 2 **View Certificate of Approval** screen appears.
- 3 Click **Apply** button.

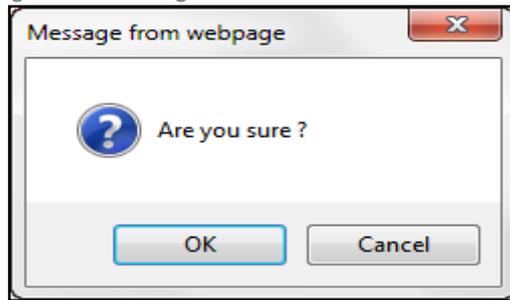
### Step 2 Select Application Type

Figure 2.65 Select application type



- 1 Select **Application Type**; e.g. **Certificate of Approval - Manufacture**.
- 2 Click **Select** button.
- 3 **“Are you sure?”** screen appears to confirm **Application Type** selected.

Figure 2.66 Message alert



4 Click  button to proceed or  button to abort.

### Step 3 Apply Certificate of Approval (Manufacture) Screen

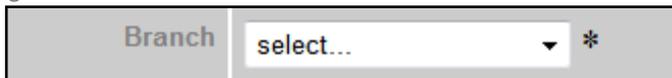
Figure 2.67 Apply certificate of approval

Apply Certificate of Approval (Manufacture)	
OGA Name: SURUHANJAYA TENAGA *	Branch: select... *
<b>Company Details</b>	<b>Applicant Details</b>
ROC / ROB: 177974	Applicant Name: [input] * <a href="#">[search]</a>
Company Name: Dagang Net	Applicant Designation: [input] *
Company Address: Tower 3, Avenue 5 * <a href="#">[search]</a> The Horizon, Bangsar South No. 8, Jalan Kerinchi, 59200	Applicant IC / Passport No.: [input] *
	Applicant Phone No.: [input]
	Applicant Fax No.: [input]
	Applicant Email: [input] *
Trader Remarks: [input]	Trader Reference No.: [input]
<b>Additional Details</b>	
Company Phone No.: [input] *	
Company Fax No.: [input]	
Company Email Address: [input] *	
Handphone No.: [input] * (For SMS Purpose)	
COA Type: Manufacture, Display, Sel, Advertise of Electrical Equipment	
Country of Manufacturer: select... *	
Name of Manufacturer: [input] *	
Address of Manufacturer: [input] ^ v *	
ROC / ROB No.: [input] *	
Category: [input] ^ v <a href="#">[search]</a> * <small>(Contact Suruhanjaya Tenaga if product is not found in the category list)</small>	
Sub Category: [input] ^ v <a href="#">[search]</a> * <small>(Contact Suruhanjaya Tenaga if product is not found in the category list)</small>	
Brand: [input] *	
COC No.: [input]	
Test Report No.: [input]	
Name of Electrical Equipment: [input] *	Model: [input] *
<input type="button" value="Insert"/> <input type="button" value="Delete"/>	
No. of Model: 1	
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

► This is a standard **Certificate of Approval (Manufacture) Application** screen.

### Step 4 Select OGA Branch

Figure 2.68 Select OGA Branch



- ▶ Click  dropdown to select **OGA Branch**; e.g. **Putrajaya**.

Figure 2.69 Branch selected



### Step 5 Company Details

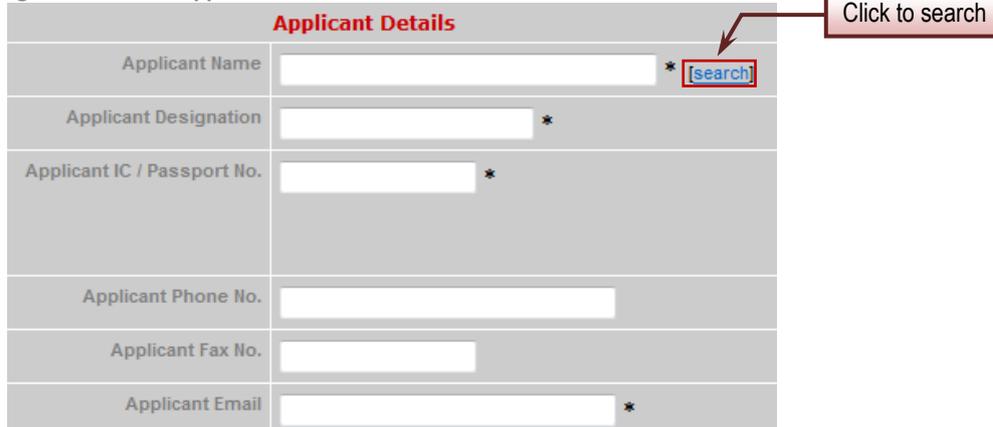
Figure 2.70 Company details

Company Details	
ROC / ROB	177974
Company Name	Dagang Net
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia

- 1 You can edit **Address** under **Company Details**. It is your company's details.

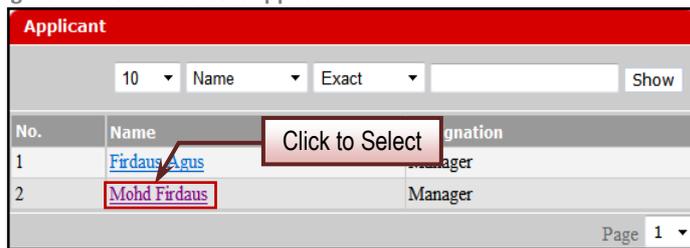
### Step 6 Applicant Details Section

Figure 2.71 Select applicant details



- 1 Fill in your applicant details or click  next to **Applicant Name** field to retrieve the data updated in Admin Module previously.
- 2 **Applicant** pop-up window appears as shown below.

Figure 2.72 Click to select applicant



- 3 Click **Applicant Name** as shown.
- 4 All fields in **Applicant Details** such as **Applicant Name**, **Designation**, **IC/Passport No.**, **Applicant Phone No.**, **Applicant Fax No.** and **Applicant Email** will be filled automatically.

**Step 7 Trader Reference No. and Remarks Field**

Figure 2.73 Enter trader reference No. field

Trader Reference No.	<input type="text"/>
----------------------	----------------------

- 1 Enter **Trader Reference No.**  
**NOTE:** Trader reference No. refers to your COA reference number to represent this COA application.

Figure 2.74 Enter trader remarks field

Trader Remarks	<input type="text" value="Urgent approval please"/>
----------------	---

- 2 Enter **Trader Remarks.**  
**NOTE:** Trader Remarks refers to free remark by you.

**Step 8 Additional Details Section**

Figure 2.75 Additional details section

Additional Details	
Company Phone No.	<input type="text"/> *
Company Fax No.	<input type="text"/>
Company Email Address	<input type="text"/> *
Handphone No.	<input type="text"/> * (For SMS Purpose)
COA Type	Manufacture, Display, Sell, Advertise of Electrical Equipment
Country of Manufacturer	select... *
Name of Manufacturer	<input type="text"/> *
Address of Manufacturer	<input type="text"/> *
ROC / ROB No.	<input type="text"/> *
Category [More information]	<input type="text"/> [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Sub Category [More information]	<input type="text"/> [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	<input type="text"/> *
COC No	<input type="text"/>
Test Report No	<input type="text"/>
Name of Electrical Equipment	Model <input type="text"/> *
<input type="button" value="Insert"/> <input type="button" value="Delete"/>	
No. of Model	1 <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

**1** Additional Details section is a Suruhanjaya Tenaga requirement.

**NOTE:** This section is required by Suruhanjaya Tenaga and field in \* remark is mandatory

Figure 2.76 Additional details section

Additional Details	
Company Phone No.	<input type="text"/> *
Company Fax No.	<input type="text"/>
Company Email Address	<input type="text"/> *
Handphone No.	<input type="text"/> * (For SMS Purpose)

**2** Enter **Company Phone No.**, **Company Fax No**, **Company Email Address** and **Handphone No.**

Figure 2.77 Select country of manufacturer

Country of Manufacturer	select... *
-------------------------	-------------

**3** Click  dropdown to select **Country of Manufacturer**.

Figure 2.78 Enter name of manufacturer field

Name of Manufacturer	<input type="text"/> *
----------------------	------------------------

**4** Enter **Name of Manufacturer**.

Figure 2.79 Enter address of manufacturer field

A form field with a grey header containing the text "Address of Manufacturer". To the right of the header is a white input box with a small asterisk icon on the right side.

5 Enter **Address of Manufacturer**.

Figure 2.80 Enter ROC/ROB field

A form field with a grey header containing the text "ROC / ROB No.". To the right of the header is a white input box with a small asterisk icon on the right side.

6 Enter **ROC/ROB Number**.

Figure 2.81 Click to search category field

A form field with a grey header containing the text "Category" and a link "[More information]". To the right of the header is a white input box with a small asterisk icon. Below the input box is the text "(Contact Suruhanjaya Tenaga if product is not found in the category list)". A red box highlights a "[search]" button with an asterisk, and a callout box points to it with the text "Click to search".

7 Click **[search]** to search for **Category**. **Category Codes** pop-up window appears as shown below.

Figure 2.82 Select category codes field

A pop-up window titled "Category Codes" with a red header. It contains a table with 10 rows. A red box highlights the row for "N04" (FLUORESCENT LAMPHOLDER / STARTER HOLDER), and a callout box points to it with the text "Click to select".

No.	Category Code	Description
1	<a href="#">N01</a>	PLUG TOP PLUG (15A and below)
2	<a href="#">N02</a>	SWITCH
3	<a href="#">N03</a>	SOCKET OUTLET (15A and below)
4	<a href="#">N04</a>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

8 Select a **Category Code**; e.g: **N04** for Fluorescent Lampholder.

Figure 2.83 Category selected

A form field with a grey header containing the text "Category" and a link "[More information]". To the right of the header is a white input box containing the text "FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04" and a small asterisk icon. Below the input box is the text "(Contact Suruhanjaya Tenaga if product is not found in the category list)".

9 Click **[More information]** hyperlink to view the info.

10 New screen will appear in new explorer window as shown as below;

Figure 2.84 Category information

Main Code	Main Category	Remarks
N01	PLUG TOP/PLUG (15A and below)	-
N02	SWITCH AND DIMMER	-
N03	SOCKET OUTLET (15A and below)	-
N04	FLUORESCENT LAMPHOLDER / STARTER HOLDER	-
N05	CEILING ROSE	-
N06	BAYONET CAP and MULTIWAYS ADAPTOR	-
N07	LAMP FITTING	-
N08	CAPACITOR for FLUORESCENT LAMP	-
N09	BALLAST / CONTROL GEAR / DRIVER FOR LAMP	-
N10	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER	Please write the model as: Model (number of poles, rated short circuit capacity, instantaneous tripping current, rated current) Example: 55J6101-7SC(2P, 6KA, TYPE C, 10A)
N11	PORTABLE LUMINAIRE LAMP	-
N12	KETTLE including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-
N13	KITCHEN MACHINE	-
N14	TOASTER / OVEN (Cooking Appliance)	-
N15	RICE COOKER	-
N16	REFRIGERATOR	-
N17	IMMERSSION WATER HEATER	-
N18	WATER HEATER including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-
N19	WASHING MACHINE	-
N20	FAN	-
N21	HAND OPERATED HAIR DRYER / HAIRCARE / SKIN CARE	-
N22	IRON	-
N23	SHAVER	-
N24	VAPORISER	-
N25	VACUUM CLEANER	-
N26	HI-FIDELITY SET	-
N27	VIDEO and VISUAL DISPLAY UNIT	-
N28	AUDIO and VIDEO PLAYER UNIT	-
N29	MASSAGER	-
N30	AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below)	-
N31	CHRISTMAS LIGHT	-
N32	DOMESTIC POWER TOOLS (Portable Type)	-
N33	ADAPTER/ CHARGER	-
Main Code	Main Category	Remarks
N34	WIRE / CABLE / CORD (non-armoured) 0.5mm to 35mm	-
N35	KELENGKAPAN BUKAN KAWALAN	-
N36	Kwh METER	-

**11 Enter Sub Category codes.**

Figure 2.85 Click to search sub category fields

**12 Click [\[search\]](#) to search for Sub Category. Sub Category Codes pop-up window appears as shown below.**

Figure 2.86 Select Sub Category Codes Filed

Sub Category Codes		
		10 <input type="text"/> <input type="button" value="Show"/>
No.	Sub Category Code	Description
1	<a href="#">N04.01</a>	LAMP HOLDER FOR TUBULAR FLUORESCENT LAMP
2	<a href="#">N04.02</a>	STARTER HOLDER FOR TUBULAR FLUORESCENT LAMP

Page 1

**13 Select a Sub Category Code; e.g: N04.01 Lamp Holder for Tubular Fluorescent Lamp**

**14 Click [\[More information\]](#) hyperlink to view the info.**

15 New screen will appear in new explorer window as shown as below;

Figure 2.87 Sub Category Information

Main Code	Main Category	Remarks
N01	PLUG TOP/PLUG (15A and below)	-
N02	SWITCH AND DIMMER	-
N03	SOCKET OUTLET (15A and below)	-
N04	FLUORESCENT LAMPHOLDER / STARTER HOLDER	-
N05	CEILING ROSE	-
N06	BAYONET CAP and MULTIWAYS ADAPTOR	-
N07	LAMP FITTING	-
N08	CAPACITOR for FLUORESCENT LAMP	-
N09	BALLAST / CONTROL GEAR / DRIVER FOR LAMP	-
N10	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER	Please write the model as: Model (number of poles, rated short circuit capacity, instantaneous tripping current, rated current) Example: 5SJ6101-7SC(2P, 6KA, TYPE C, 10A)
N11	PORTABLE LUMINAIRE LAMP	-
N12	KETTLE including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-
N13	KITCHEN MACHINE	-
N14	TOASTER / OVEN (Cooking Appliance)	-
N15	RICE COOKER	-
N16	REFRIGERATOR	-
N17	IMMERSION WATER HEATER	-
N18	WATER HEATER including HEATING ELEMENTS IF SUPPLIED SEPARATELY	-
N19	WASHING MACHINE	-
N20	FAN	-
N21	HAND OPERATED HAIR DRYER / HAIRCARE / SKIN CARE	-
N22	IRON	-
N23	SHAVER	-
N24	VAPORISER	-
N25	VACUUM CLEANER	-
N26	HI-FIDELITY SET	-
N27	VIDEO and VISUAL DISPLAY UNIT	-
N28	AUDIO and VIDEO PLAYER UNIT	-
N29	MASSAGER	-
N30	AIR CONDITIONER (Cooling Capacity of 32,000 Btu/hr & below)	-
N31	CHRISTMAS LIGHT	-
N32	DOMESTIC POWER TOOLS (Portable Type)	-
N33	ADAPTER/ CHARGER	-
Main Code	Main Category	Remarks
N34	WIRE / CABLE / CORD (non-armoured) 0.5mm to 35mm	-
N35	KELENGKAPAN BUKAN KAWALAN	-
N36	Kwh METER	-

16 Enter Brand Name.

Figure 2.88 Enter brand name field

Brand  \*

17 Enter Name of Electrical Equipment & Model.

**NOTE:** Model entered can't be duplicated for each electrical equipment name.

Figure 2.89 Enter name of electrical equipment

Name of Electrical Equipment	Model
Power Tool *	PT-104 *
<input type="button" value="Insert"/>	<input type="button" value="Delete"/>
No. of Model	1

18 Click  button to insert another equipment.

Figure 2.90 enter equipment field

Name of Electrical Equipment	Model
Power Tool *	PT-104 *
<input type="text"/> *	<input type="text"/> *
<input type="button" value="Insert"/>	<input type="button" value="Delete"/>
No. of Model	2

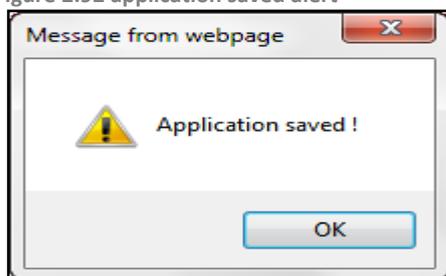
- 19 To delete equipment off the list, tick  on the checkbox and click  button to delete the selected equipment.

Figure 2.91 Additional details section

Additional Details	
Company Phone No.	<input type="text"/> *
Company Fax No.	<input type="text"/>
Company Email Address	<input type="text"/> *
Handphone No.	<input type="text"/> * (For SMS Purpose)
COA Type	Manufacture, Display, Sell, Advertise of Electrical Equipment
Country of Manufacturer	select... *
Name of Manufacturer	<input type="text"/> *
Address of Manufacturer	<input type="text"/> *
ROC / ROB No.	<input type="text"/> *
Category [More information]	<input type="text"/> [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Sub Category [More information]	<input type="text"/> [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	<input type="text"/> *
COC No	<input type="text"/>
Test Report No	<input type="text"/>
Name of Electrical Equipment	Model <input type="text"/> * <input type="checkbox"/>
<input type="button" value="Insert"/> <input type="button" value="Delete"/>	
No. of Model	<input type="text" value="1"/>
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- 20 Complete **Additional Details**.
- 21 Click  button to proceed or Click  button to save application or Click  button to abort application.

Figure 2.92 application saved alert



- 22 **Application Saved** message window appears.
- 23 Click  button to proceed.

## Step 9 Attachment of Technical Documents

Figure 2.93 Attachment of technical documents

**Edit Certificate of Approval (Import) - SJT1612013015499**

**Import Item**

No.	Description	Model	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR)
1	--Other	xxxx	0101.30 900	9999999	UNT	2	
Grand Total:							.00

Page 1

**Technical Documents**

Supporting documents are mandatory. If the supporting documents are not attached, your application will not be processed.

Attachment Button → Attachment

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

I solemnly declare that:

1. I have attached this application with the type test reports.
2. I shall label the electrical equipment as stated in the Certificate of Approval.
3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST.
4. I have given true information regarding the application.

Back

- 1 Click **Attachment** button to attach supporting documents.
- 2 **Attachments** screen appears as shown.

Figure 2.94 Attachment Screen

Upload Document

**Test Report / COC**

Application ID: SJT1212013000004

Application Type: Import

Document Required
1 COC
2 Declaration Identification Letter (if brand and model not the same with the original)
3 Instruction Manual (if requested)
4 Letter of Consent from the Original Brand Owner (if requested)
5 Letter of Consent to Use Other Companies Test Reports (if requested)
6 List of Components
7 Partial Test Report / Verification Test Report **
8 Sample for Assessment (if requested)
9 Schematic Diagram
10 Technical Specification and Catalogue

\*\* Please attach mandatory document, or else application will consider not complete and will be rejected.

Type of Document: - Please Select - \*

File Description: \*

File Path: Browse... \*

Remark:

Upload Close

**Attached Document**

Figure 2.95 Attach document

Type of Document: Partial Test Report / Verification Test Report \*

File Description: \*

File Path: Browse... **Browse Button**

Test Report No. \*

Test Report Date: \* Test Report should at least 1 year validity

Remark:

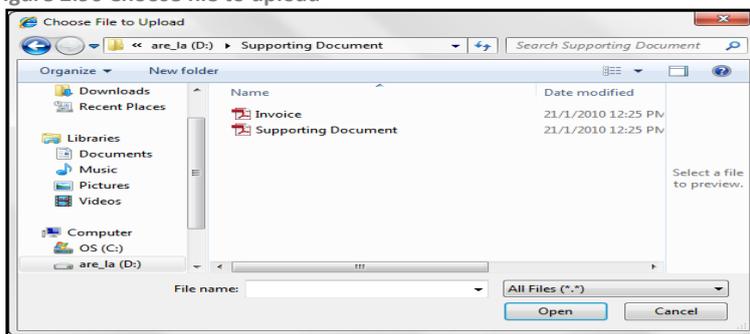
Upload Close

**Attached Document**

- 3 Click  button to choose type of document, e.g. Partial Test Report / Verification Test Report
- 4 Enter **File Description**, **Test Report No.**, **Test Report Date**, and **Remark** (if any)

- Click **Browse...** button to select the supporting documents file from your PC for attachment.

Figure 2.96 Choose file to upload



- Select the file to be attached.

Figure 2.97 Upload the documents



- Click on upload button to attached the document.
- If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2.98 Message alert



- Click **Close** to return to previous screen
- Your file(s) must be in the listed format before you can proceed any further.
- Attach the correct format file to proceed.
- Message screen appears notifying the document(s) has been uploaded successfully.

Figure 2.99 Message alert



- Click **Close** to return to **Edit Certificate of Approval (Import)** screen.
- List of attached documents will be display as below
- Click **View** to view or **Delete** to delete supporting document.

Figure 2.100 Attached Document List

Attached Document									
No.	Type of Document	File Description	TR / COC / PCL No.	TR / COC / PCL Date	Upload Date & Time	Remark	File Size	View	Delete
1	Partial Test Report / Verification Test Report	dfsfrtr	1234	03-Dec-2013	09-Dec-2013 10:46 AM	dgf	19.22 KB	<a href="#">View</a>	<a href="#">Delete</a>

## Step 10 Submission To Suruhanjaya Tenaga

Figure 2.101 Submission to Suruhanjaya Tenaga

No.	Document Name	File Name	Attachment	Delete
1	COC	SJT1612012000138_6_1.pdf	<input type="checkbox"/>	<input type="checkbox"/>
2	Declaration Identification Letter (if brand and model not the same with the original)	SJT1612012000138_8_2.pdf	<input type="checkbox"/>	<input type="checkbox"/>
3	Instruction Manual (if requested)	SJT1612012000138_4_3.pdf	<input type="checkbox"/>	<input type="checkbox"/>
4	Letter of Consent from the Original Brand Owner (if requested)	SJT1612012000138_9_1.pdf	<input type="checkbox"/>	<input type="checkbox"/>

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

I solemnly declare that:  
 1. I have attached this application with the type test reports.  
 2. I shall label the electrical equipment as stated in the Certificate of Approval.  
 3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST.  
 4. I have given true information regarding the application.

Back Submit to OGA

- 1 Tick  on the checkbox to agree to the condition required.
- 2 Click  button to submit application.
- 3 **Application Submitted** message screen appears.

Figure 2.102 Application submitted alert



- 4 Click  button to proceed.

## Step 11 Check Application Status After Submission

Figure 2.103 Check application status after submission

No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	COA No.	Recipient	No. Kerja	Trader Reference No.	Payment Status
1	SJT1612012000138	Manufacture		23/02/2012 15:32:03		Awaiting OGA Verification					NA
2	SJT1612012000136	Import		23/02/2012 11:30:00		Awaiting OGA Verification				129/T	NA
3	SJT1612012000135	Import	Renewal	21/02/2012 15:50:12		Awaiting OGA Verification					NA
4	SJT1612012000131	Import	Renewed	21/02/2012 12:16:09	21/02/2012 12:44:50	Acknowledged by Customs	SJT161102001892012	SJT161	KI204/12		Payment Completed
5	SJT1612012000130	Manufacture		21/02/2012 11:39:12		Draft		SJT161		(Manufacture) - Renewal To Reject	NA

Note: Contact Caroline (Tel: 1300 133 133 or Email: caroline@dagangnet.com), if you are unable to view the COA to be renewed.

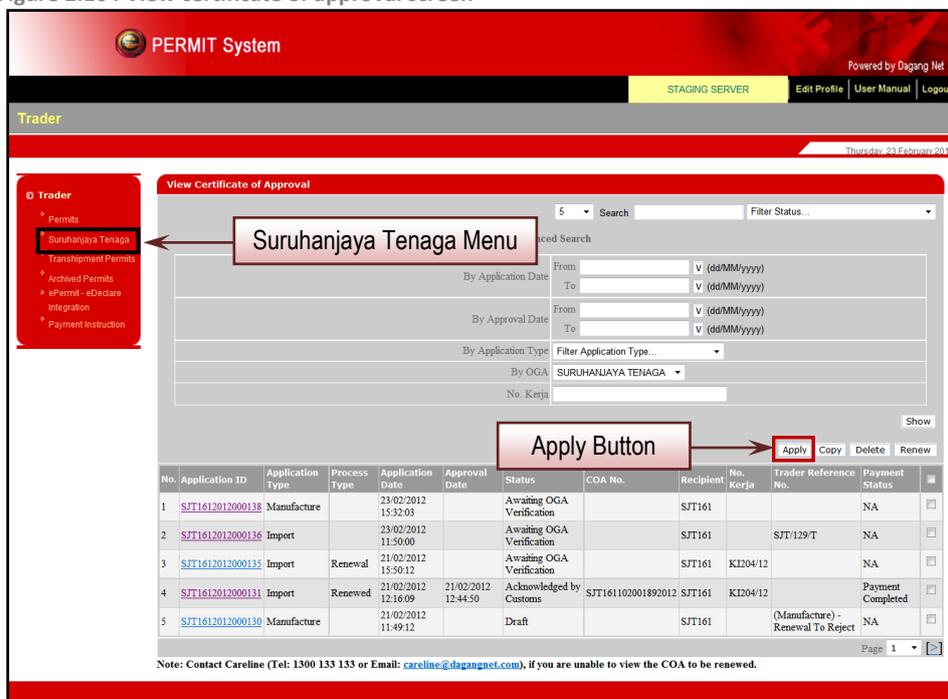
- ▶ The new Application ID is displayed with status **“Awaiting OGA Verification”**.

## 2.3 Applying Release Letter

To apply for Release Letter, please follow the steps below:

### Step 1 View Certificate of Approval Screen

Figure 2.104 View certificate of approval screen



- 1 Click on **Suruhanjaya Tenaga** menu as shown.
- 2 **View Certificate of Approval** screen appears.
- 3 Click **Apply** button.

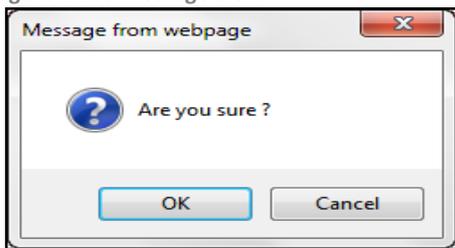
### Step 2 Select Application Type

Figure 2.105 Select application type



- 1 Select **Application Type**; e.g. **Release Letter**.
- 2 Click **Select** button.
- 3 “Are you sure?” screen appears to confirm **Application Type** selected.

Figure 2.106 Message alert



4 Click  button to proceed or  button to abort.

### Step 3 Apply Release Letter Screen

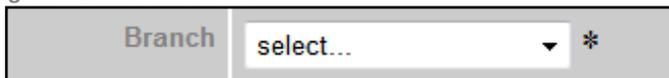
Figure 2.107 Apply release letter screen

Apply Release Letter	
OGA Name: SURUHANJAYA TENAGA *	Branch: select... *
<b>Consignor Details</b>	
ROC / ROB: [search]	ROC / ROB: 177974
Company Name: *	Company Name: Dagang Net
Company Address: *	Company Address: Tower 3, Avenue 5 * [search] The Horizon, Bangsar South No. 8, Jalan Kerinci, 59200
<b>Agent Details</b>	
Agent Name: [search]	Applicant Name: * [search]
Agent Code: [ ]	Applicant Designation: *
Agent Address: [ ]	Applicant IC / Passport No.: *
Mode of Transport: select...	Applicant Phone No.: [ ]
Purpose: Others *	Applicant Fax No.: [ ]
Country of Origin: * [search]	Applicant Email: * [ ]
Place of Origin: * [search]	Port / Place of Import: select...
Consigned From: [search]	Location: select...
Customs Station: BU PEJABAT KASTAM-H10 [search]	Trader Reference No.: [ ]
Trader Remarks: [ ]	
<b>Additional Details</b>	
Handphone No.: * (For SMS Purpose)	
Type of Release Letter: select... *	
Save   Next   Cancel	

► This is a standard **Release Letter Application** screen.

### Step 4 Select OGA Branch

Figure 2.108 Select branch



► Click  to select **OGA Branch**; e.g. **Putrajaya**.

Figure 2.109 Branch selected



### Step 5 Consignor Details Section

Figure 2.110 Click to search consignor

- 1 Fill in your exporter details or click [\[search\]](#) next to **ROC/ROB** field to retrieve the data updated in Admin Module previously.
- 2 Pop-up window will display the list of **Consignor**.

Figure 2.111 Select Consignor

No.	Name	Code
1	<a href="#">ASD PVT LTD</a>	
2	<b><a href="#">BOULEVARD PTE LTD</a></b>	BOULE
3	<a href="#">EXPORTER LTD</a>	
4	<a href="#">Exporter</a>	12345
5	<a href="#">Exporter Japan Ltd</a>	
6	<a href="#">Exporter Ltd</a>	Exp
7	<a href="#">Exporter pte ltd</a>	Exporter
8	<a href="#">FBNBVN</a>	B
9	<a href="#">GG Supplier Pvt Ltd</a>	
10	<a href="#">JAPAN GIANT STEEL LTD</a>	GIANT

- 3 Click **Consignor Name** as shown.

Figure 2.112 Consignor details selected

- 4 All fields in **Consignor Details** section will be filled automatically.

### Step 6 Consignee Details Section

Figure 2.113 Consignee details section

Consignee Details	
ROC / ROB	177974
Company Name	Dagang Net
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia

- 1 Fill in **Consignee Details** or click [\[search\]](#) button to search. It is your company's details.

### Step 7 Agent Details Section

Figure 2.114 Agent detail section

Agent Details	
Agent Name	<input type="text"/> <a href="#">[search]</a>
Agent Code	<input type="text"/>
Agent Address	<input type="text"/> <input type="text"/> <input type="text"/>

- ▶ **Agent Details** is the **Forwarding/Shipping Agent** information details.

**NOTE :** This section is not mandatory.

### Step 8 Applicant Details Section

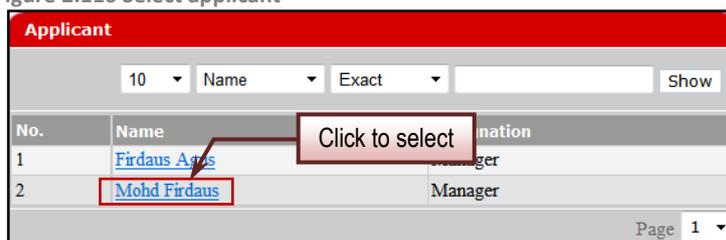
Figure 2.115 Click applicant details

Applicant Details	
Applicant Name	<input type="text"/> * <a href="#">[search]</a> <span style="border: 1px solid black; padding: 2px;">Click to search</span>
Applicant Designation	<input type="text"/> *
Applicant IC / Passport No.	<input type="text"/> *
Applicant Phone No.	<input type="text"/>
Applicant Fax No.	<input type="text"/>
Applicant Email	<input type="text"/> *

- 1 Fill in your exporter details or click [\[search\]](#) next to **Applicant Name** field to retrieve the data updated in Admin Module previously.
- 2 Click [\[search\]](#) next to **Applicant Name** field.

3 Applicant pop-up window appears as shown below.

Figure 2.116 Select applicant



4 Click **Applicant Name** as shown.

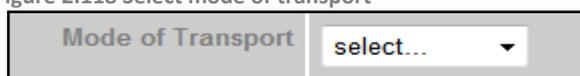
5 All fields in **Applicant Details** such as **Applicant Name**, **Designation**, **IC/Passport No.**, **Applicant Phone No.**, **Applicant Fax No.** and **Applicant Email** will be filled automatically.

Figure 2.117 Applicant details selected

Applicant Details	
Applicant Name	Mohd Helmi * [search]
Applicant Designation	Manager *
Applicant IC / Passport No.	1234565456 *
Applicant Phone No.	0312345678
Applicant Fax No.	
Applicant Email	helmi@ic.com *

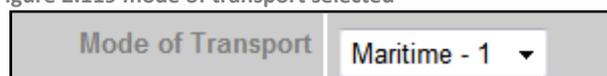
### Step 9 Mode of Transport

Figure 2.118 Select mode of transport



- 1 **Mode of Transport** refers to how the goods are being imported to Malaysia.
- 2 There are various types of **Mode of Transport** (**Maritime, Rail, Road, Air, Post**).

Figure 2.119 mode of transport selected



3 Click  dropdown to select **Mode of Transport**; e.g. **Maritime**.

**NOTE:** Mode of transport is not been validated by SMK. This field is optional and user can leave this field blank.

### Step 10 Purpose

- 1 Click  dropdown to select the **Purpose**.

Figure 2.120 select purpose



- 2 There are various type of **Purpose (Private, Business, Research, Exhibition, Others)**.

**NOTE:** This section is required by SMK and defaulted to Others. Applicant may change if necessary. Field in \* remark is mandatory.

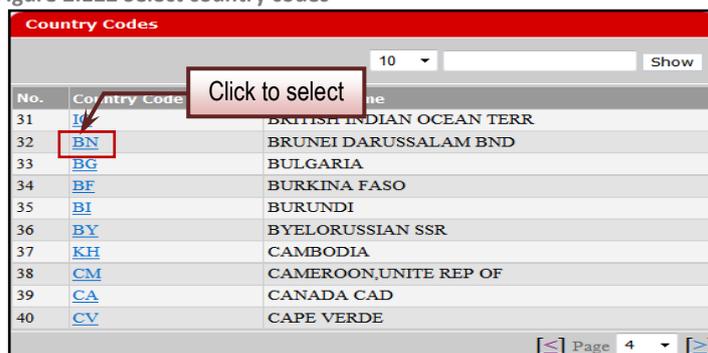
### Step 11 Country of Origin

Figure 2.121 Country of Origin



- 1 Click [search](#) hyperlink to search for **Country of Origin**.
- 2 **Country Codes** pop-up window appears as shown below.

Figure 2.122 Select country codes



- 3 Select a **Country Code**.

Figure 2.123 country of origin selected



- 4 **Country of Origin** field will be filled automatically.

### Step 12 Place of Origin

Figure 2.124 Select place of origin



Place of Origin  \* [\[search\]](#)

- 1 Click [\[search\]](#) hyperlink to search for **Place of Origin**.
- 2 **Port Codes** pop-up window appears as shown below.

**NOTE:** Place of Origin reflects the Country of Origin.

Figure 2.125 Select port codes

Port Codes		
		10 <input type="text"/> Show
No.	Port Code	Port Name
1	<a href="#">BNBTN</a>	BRUNEI TOWN
2	<a href="#">BNBWN</a>	BRUNAI WAN
3	<a href="#">BNKUB</a>	KUALA BELAIT
4	<a href="#">BNLUM</a>	LUMUT
5	<a href="#">BNMUA</a>	MUARA
6	<a href="#">BNSER</a>	SERIA
7	<a href="#">BNTAS</a>	TANJONG SALIRONG

Page 1

- 3 Select a **Port Code**.

Figure 2.126 place of origin selected

Place of Origin  \* [\[search\]](#)

- 4 **Place of Origin** field will be filled automatically.

### Step 13 Consigned From Field

Figure 2.127 Select consigned from field

Consigned From  [\[search\]](#) Click to search

- 1 Click [\[search\]](#) hyperlink to search for the **Consigned From**.
- 2 **Country Codes** pop-up window appears as shown below.

Figure 2.128 Select country codes

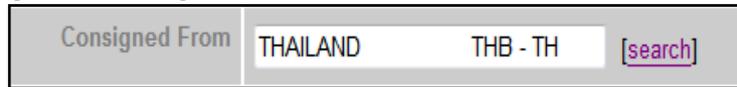
Country Codes		
		10 <input type="text"/> Show
No.	Country Code	Country Name
211	<a href="#">SJ</a>	SVALBARD & JAN MAYEN I.
212	<a href="#">SZ</a>	SWAZILAND
213	<a href="#">SE</a>	SWEDEN
214	<a href="#">CH</a>	SWITZERLAND CHF
215	<a href="#">SY</a>	SYRIAN ARAB REPUBLIC
216	<a href="#">TW</a>	TAIWAN, PROVINCE OF CHINATWD
217	<a href="#">TJ</a>	
218	<a href="#">TZ</a>	
219	<a href="#">TH</a>	THAILAND THB
220	<a href="#">TL</a>	TIMOR-LESTE

Page 22

**3** Select a **Country Code**.

**NOTE :** Country of transit before consignment reaches the final destination. If there is no country of transit, then it will be the same as Country of Origin.

Figure 2.129 Consigned from selected



**4** **Consigned From** field will be filled automatically.

**Step 14** **Port/Place of Import**

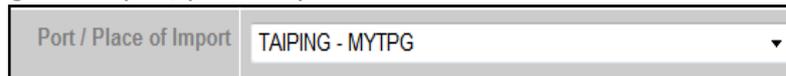
Figure 2.130 select port / place of import



**1** Click  hyperlink to select **Port/Place of Import**.

**2** **Place of Import** refers to the place of **Entry Point** for **Import**.

Figure 2.131 port / place of import selected



**NOTE :** Place of Import should tally with the mode of transport.

e.g. If you choose 'Maritime' as the mode of transport, place of import should be a sea port.

**NOTE:** Port/Place of Import is not been validated by SMK. This field is optional and user can leave this field blank.

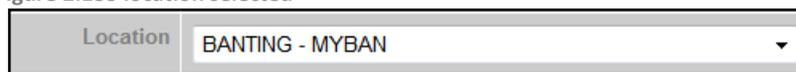
**Step 15** **Location Field**

Figure 2.132 select location field



▶ Click  dropdown to select the **Location**.

Figure 2.133 location selected



**NOTE:** Location is not been validated by SMK. This field is optional and user can leave this field blank.

**Step 16** **Customs Station Field**

Figure 2.134 customs station field

Customs Station	IBU PEJABAT KASTAM JKED/RCED1A//ADM1/MY-H1C [search]
-----------------	---

- ▶ All COA applications will be registered at **Sistem Maklumat Kastam**.

**NOTE:** Please do not change to other Customs Station; This is an auto default station.

### Step 17 Trader Reference No. and Remarks Field

Figure 2.135 enter trader reference no. field

Trader Reference No.	SJT/129/T
----------------------	-----------

- 1 Enter **Trader Reference No.**

**NOTE:** Trader reference No. refers to your COA reference number to represent this COA application.

Figure 2.136 enter trader remarks

Trader Remarks	FOR URGENT APPROVAL PLEASE
----------------	----------------------------

- 2 Enter **Trader Remarks**.

**NOTE:** Trader Remarks refers to free remark by you.

### Step 18 Additional Details Section

Figure 2.137 additional details section

Additional Details	
Handphone No.	<input type="text"/> * (For SMS Purpose)
Type of Release Letter	select... *

- 1 **Additional Details** section is a **Suruhanjaya Tenaga** requirement. This section is mandatory.
- 2 Enter **Handphone No.** for SMS purpose.
- 3 Click  dropdown to select **Type of Release Letter**.
- 4 There are various types of **Release Letter**, click on the link to view each Release Letter;
  - a) **Import for Manufacturing Component (100% for Export)**
  - b) **Import for Manufacturing Component (Local Market)**
  - c) **Import for Keeping In Bonded Warehouse**
  - d) **Import for Research (Factory)**
  - e) **Import for Research (Market/Quality)**
  - f) **Import for Re-work and Re-export**

- g) **Import for Non-Regulated Items**
- h) **Import for Specific Purpose**
- i) **Import for Concert**
- j) **Import for Transit**

**Step 18 Release Letter: Import For Manufacturing Component (100% for Export)**

(a) Figure 2.138 sdditional details section

<b>Additional Details</b>	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Manufacturing Component (100% for Export) ▾ *
End Product	<input type="text"/> *
Category <a href="#">[More information]</a>	<input type="text"/> ▲ ▼ <a href="#">[search]</a> * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	<input type="text"/>
Country of Manufacturer	select... ▾ *

- 1 Click  dropdown to select **Type of Release Letter**.

Figure 2.139 enter end product field

End Product	<input type="text" value="Electrical Appliant"/> *
-------------	--

- 2 Enter **End Product** field.
- 3 Click [\[search\]](#) to search for **Category**. **Category Codes** pop-up window appears as shown.

Figure 2.140 select category codes

Category Codes		
No.	Category Code	Description
1	<a href="#">N01</a>	PLUG TOP/PLUG (15A and below)
2	<a href="#">N02</a>	SWITCH AND DIMMER
3	<a href="#">N03</a>	(15A and below)
4	<a href="#">N04</a>	LAMP HOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

- Select a **Category Code**; e.g: **N04** for Fluorescent Lampholder/Starter Holder
- Enter **Brand** name.

Figure 2.141 enter brand name

Brand	<input type="text" value="samsung"/>
-------	--------------------------------------

- Select Country of Manufacturer

Figure 2.142 select country of manufacturer

Country of Manufacturer	<input type="text" value="select..."/>
-------------------------	--

- Complete **Additional Details** for **Import For Manufacturing Component (100% for Export)**.

Figure 2.143 additional details section

Additional Details	
Handphone No.	<input type="text" value="0128903456"/> * (For SMS Purpose)
Type of Release Letter	Import for Manufacturing Component (100% for Export) *
End Product	<input type="text" value="Electrical Appliant"/> *
Category [More information]	FLUORESCENT LAMP HOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	<input type="text" value="Samsung"/>
Country of Manufacturer	<input type="text" value="CHINA"/> *
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

## Step 18 Release Letter: Import For Manufacturing Component (Local Market)

- Figure 2.144 additional details section

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Manufacturing Component (100% for Export) *
End Product	Electrical Appliant *
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Samsung
Country of Manufacturer	CHINA *
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- 1 Click  dropdown to select **Type of Release Letter**.
- 2 Click  to search for **Approved COA Number**. **Approved COA Number** pop-up window appears as shown.

Figure 2.145 select approved coa no.

Approved COA No.	
10 <input type="button" value="Show"/>	
No.	Approved COA No.
1	<a href="#">SJT161309042282010</a>
2	<a href="#">SJT1612010000013</a>
3	<a href="#">SJT1612010000014</a>
4	<a href="#">SJT161309042412010</a>
5	<a href="#">SJT161310042612010</a>
6	<a href="#">SJT161310042622010</a>
7	<a href="#">SJT161310042762010</a>
8	<a href="#">SJT161310042772010</a>
9	<a href="#">SJT161310042722010</a>
10	<a href="#">SJT161310042712010</a>
Page 1 <input type="button" value="v"/>	

- 3 Select **Approved COA No.**; e.g: **SJT61309042412010**

Figure 2.146 Enter end product field

End Product	Electrical Appliant *
-------------	-----------------------

- 4 Enter **End Product**.
- 5 Click  to search for **Category**. **Category Codes** pop-up window appears as shown.

Figure 2.147 Select country codes

Category Codes		
No.	Category Code	Description
1	<a href="#">N01</a>	5A and below)
2	<a href="#">N02</a>	MER
3	<a href="#">N03</a>	SOCKET OUTLET (15A and below)
4	<a href="#">N04</a>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

6 Select a **Category Code**; e.g: **N04** for Fluorescent Lampholder/Starter Holder.

7 Enter **Brand** name.

Figure 2.148 enter brand field

Brand	samsung
-------	---------

8 Select **Country of Manufacturer**

Figure 2.149 select counrty of manufacturer

Country of Manufacturer	select... *
-------------------------	-------------

8 Enter **Name of Electrical Equipment & Model**.

**NOTE:** Model inserted can't be duplicated for each electrical equipment name.

9 Complete **Additional Details** section for **Import For Manufacturing Component (Local Market)**.

Figure 2.150 additional details section

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Manufacturing Component (100% for Export) *
End Product	Electrical Appliant *
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Samsung
Country of Manufacturer	CHINA *
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

<<Step 18 | Step 19>>

**Step 18 Release Letter: Import For Keeping In Bonded Warehouse**

(c) Figure 2.151 additional details section

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Keeping in Bonded Warehouse *
Name of Bonded Warehouse	
Address of Bonded Warehouse	
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Samsung *
Country of Manufacturer	CHINA *
Invoice No.	
Date of Invoice	(dd/MM/yyyy) *
AWB / BL / Conveyance No.	
Date of AWB / BL / Conveyance	(dd/MM/yyyy)
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

1 Click dropdown to select **Type of Release Letter** field.

Figure 2.152 enter name of bonded warehouse field

Name of Bonded Warehouse	<input type="text"/> *
--------------------------	------------------------

2 Enter **Name of Bonded Warehouse**.

Figure 2.153 enter address of bonded warehouse field

Address of Bonded Warehouse	21, south warehouse *
	westport, klang
	selangor

3 Enter **Address of Bonded Warehouse**.

Figure 2.154 click to search category .

Category [More information]	<input type="text"/> [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
--------------------------------	--

Click to search

4 Click to search for **Category**. **Category Codes** pop-up window appears

as shown.

Figure 2.155 select category codes

Category Codes		
		10 <input type="button" value="Show"/>
No.	Category Code	Description
1	<a href="#">N01</a>	PLUG TOP/PLUG (15A and below)
2	<a href="#">N02</a>	SWITCH AND DIMMER
3	<a href="#">N03</a>	LAMP HOLDER / STARTER HOLDER (15A and below)
4	<a href="#">N04</a>	LAMP HOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

Page 1

- 5 Select a **Category Code**; e.g: **N04** for Fluorescent Hoder/Starter Holder.

Figure 2.156 enter brand field

Brand	<input type="text" value="samsung"/>
-------	--------------------------------------

- 6 Enter **Brand** name.

Figure 2.157 select country of manufacturer

Country of Manufacturer	<input type="text" value="select..."/> *
-------------------------	--

- 7 Select **Country of Manufacturer**

Figure 2.158 enter invoice no. field

Invoice No.	<input type="text" value="1278678-223"/> *
Date of Invoice	<input type="text" value="24/02/2012"/> <input type="button" value="v"/> (dd/MM/yyyy) *

- 8 Enter **Invoice Details** and Click  button to select **Date of Invoice**.

Figure 2.159 enter awb/ bl/ conveyance no.

AWB / BL / Conveyance No.	<input type="text" value="28271921"/>
Date of AWB / BL / Conveyance	<input type="text" value="29/02/2012"/> <input type="button" value="v"/> (dd/MM/yyyy)

- 9 Enter **AWB / BL / Conveyance Number**. Click  button to select **Date of AWB / BL / Conveyance**.

Figure 2.160 additional details section

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Keeping in Bonded Warehouse *
Name of Bonded Warehouse	_____ *
Address of Bonded Warehouse	21, south westhouse *
	westport. klang
	selangor
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	Samsung *
Country of Manufacturer	CHINA *
Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 v (dd/MM/yyyy) *
AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 v (dd/MM/yyyy)
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

10 Complete **Additional Details** section for **Import For Keeping In Bonded Warehouse**.

- Step 18**
- Release Letter: Import for Research (Factory) &
  - Release Letter: Import for Research (Market/Quality)
- (d)**
- Release Letter: Import for Transit

Figure 2.161 Additional details for type of release letter

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Research (Factory) *
Category [More information]	_____ [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	_____ *
Country of Manufacturer	select... *
Invoice No.	_____ *
Date of Invoice	_____ v (dd/MM/yyyy) *
AWB / BL / Conveyance No.	_____
Date of AWB / BL / Conveyance	_____ v (dd/MM/yyyy)

1 Click dropdown to select **Type of Release Letter**.

Figure 2.162 Search for category

Category [More information]	_____ [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
--------------------------------	---

Click to search

2 Click **[search]** to search for **Category**. **Category Codes** pop-up window appears

as shown.

Figure 2.163 Select category codes

Category Codes		
	10	Show
No.	Category Code	Description
1	<a href="#">N01</a>	PLUG TOP PLUG (15A and below)
2	<a href="#">N02</a>	DIMMER
3	<a href="#">N03</a>	SOCKET OUTLET (15A and below)
4	<a href="#">N04</a>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

Page 1

- 3 Select a **Category Code**; e.g: **N04** for Fluorescent Hoder/Starter Holder.

Figure 2.164 enter brand

Brand	samsung
-------	---------

- 4 Enter **Brand** name.

Figure 2.165 enter invoice no field

Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 v (dd/MM/yyyy) *

- 11 Enter **Invoice Details** and Click  button to select **Date of Invoice**.

Figure 2.166 enter awb/bl/conveyance no.

AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 v (dd/MM/yyyy)

- 12 Enter **AWB / BL / Conveyance Number**. Click  button to select **Date of AWB / BL / Conveyance**.

Figure 2.167 additional details section

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Research (Factory) *
Category [More information]	MEAT MINCER - K105 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	samsung *
Country of Manufacturer	CHINA *
Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 v (dd/MM/yyyy) *
AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 v (dd/MM/yyyy)

5 Complete **Additional Details** section for **Import For Research (Factory)**.

**Step 18 Release Letter: Import For Re-work And Re-export**

(f) Figure 2.168 additional details for release letter

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Re-Work and Re-Export *
Re-work Period	[ ] (dd/MM/yyyy) to [ ] (dd/MM/yyyy) *
Date of re-export to country of origin	[ ] (dd/MM/yyyy) *
Category [More information]	[ ] [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	[ ] *
Country of Manufacturer	select... *
Invoice No.	[ ] *
Date of Invoice	[ ] (dd/MM/yyyy) *
AWB / BL / Conveyance No.	[ ]
Date of AWB / BL / Conveyance	[ ] (dd/MM/yyyy)

1 Click [ ] dropdown to select **Type of Release Letter**.

Figure 2.169 select re-work period

Re-work Period	25/02/2012 [ ] (dd/MM/yyyy) to	07/03/2012 [ ] (dd/MM/yyyy) *
----------------	--------------------------------	-------------------------------

2 Click [ ] dropdown to select **Re-work Period**.

Figure 2.170 date of re-export to country of origin

Date of re-export to country of origin	14/03/2012 [ ] (dd/MM/yyyy) *
--	-------------------------------

3 Click [ ] to select **Date of Re-export To Country of Origin**.

**NOTE:** Date of re-export to country of origin cannot be earlier than last date of re-work period.

Figure 2.171 select Category code

Category Codes		
		10 [ ] Show
No.	Category Code	Description
1	<a href="#">N01</a>	(15A and below)
2	<a href="#">N02</a>	TIMER
3	<a href="#">N03</a>	SOCKET OUTLET (15A and below)
4	<a href="#">N04</a>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

4 Click [search] to search for **Category**. **Category Codes** pop-up window appears

as shown.

- 5 Select a **Category Code**; e.g: **N04** for Fluorescent lampholder/ Starter Holder

Figure 2.172 enter brand fields

Brand	samsung
-------	---------

- 6 Enter **Brand** name.

Figure 2.173 enter invoice no. field

Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 <input type="button" value="v"/> (dd/MM/yyyy) *

- 7 Enter **Invoice** details. Click  button to select **Date of Invoice**.

Figure 2.174 enter awb/ bl/ conveyance No.

AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 <input type="button" value="v"/> (dd/MM/yyyy)

- 8 Enter **AWB / BL / Conveyance** details. Click  button to select **Date of AWB / BL / Conveyance**.

Figure 2.175 additional details section

Additional Details	
Handphone No.	0123256328 * (For SMS Purpose)
Type of Release Letter	Import for Re-Work and Re-Export *
Re-work Period	25/02/2012 <input type="button" value="v"/> (dd/MM/yyyy) to 07/03/2012 <input type="button" value="v"/> (dd/MM/yyyy) *
Date of re-export to country of origin	14/03/2012 <input type="button" value="v"/> (dd/MM/yyyy) *
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 <input type="button" value="search"/> * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	samsung *
Country of Manufacturer	CHINA *
Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 <input type="button" value="v"/> (dd/MM/yyyy) *
AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 <input type="button" value="v"/> (dd/MM/yyyy)
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- 9 Complete **Additional Details** section for **Import for Re-work and Re-export**.

**Step 18 Release Letter: Import for Non-Regulated Items**

(g) Figure 2.176 additional details for import non regulated items

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Non-Regulated Items *
Category [More information]	[dropdown] [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	[text] *
Country of Manufacturer	select... *

- 1 Click  dropdown to select **Type of Release Letter**.
- 2 Click  to search for **Category**. **Category Codes** pop-up window appears as shown.

Figure 2.177 Select category codes

Category Codes		
		10 [dropdown] [Show]
No.	Category Code	Description
1	<a href="#">N01</a>	FLUORESCENT LAMP (15A and below)
2	<a href="#">N02</a>	STARTER
3	<a href="#">N03</a>	SOCKET OUTLET (15A and below)
4	<a href="#">N04</a>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

Click to select

- 3 Select a **Category Code**; e.g: **N04** for Fluorescent Holder/Starter Holder

Figure 2.178 enter brand field

Brand	samsung
-------	---------

- 4 Enter **Brand** name.

Figure 2.179 Additional details

Additional Details	
Handphone No.	0123256328 * (For SMS Purpose)
Type of Release Letter	Import for Non-Regulated Items *
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	samsung *
Country of Manufacturer	CHINA *

- 5 Complete **Additional Details** section for **Import for Non-Regulated Items**.

**Step 18 Release Letter: Import for Specific Purpose**

(h) Figure 2.180 Additional details for import for specific purpose

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Specific Purpose *
Name of Company / User	_____ *
Address to be used	_____ *
	_____
	_____
Category [More information]	_____ [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	_____ *
Country of Manufacturer	select... *
Invoice No.	_____ *
Date of Invoice	_____ v (dd/MM/yyyy) *
AWB / BL / Conveyance No.	_____
Date of AWB / BL / Conveyance	_____ v (dd/MM/yyyy)

1 Click dropdown to select **Type of Release Letter**.

Figure 2.181 Enter name of company / user

Name of Company / User	_____ *
------------------------	---------

2 Enter **Name of Company/User** field.

Figure 2.182 enter address to be used

Address to be used	_____ *
	_____
	_____

3 Enter **Address To Be Used**.

4 Click to search for **Category**. **Category Codes** pop-up window appears as shown.

Figure 2.183 Select category codes

Category Codes		
	10	Show
No.	Category Code	Description
1	<a href="#">N01</a>	PLUG (and below)
2	<a href="#">N02</a>	SWITCH
3	<a href="#">N03</a>	SOCKET OUTLET (15A and below)
4	<a href="#">N04</a>	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	<a href="#">N05</a>	CEILING ROSE
6	<a href="#">N06</a>	BAYONET CAP and MULTIWAYS ADAPTOR
7	<a href="#">N07</a>	LAMP FITTING
8	<a href="#">N08</a>	CAPACITOR for FLUORESCENT LAMP
9	<a href="#">N09</a>	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	<a href="#">N10</a>	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

Click to select

- 5 Select a **Category Code**; e.g: **N04** for Fluorescent Lampholder/Starter Holder

Figure 2.184 Enter brand field

Brand	samsung
-------	---------

- 6 Enter **Brand** name.

Figure 2.185 enter invoice no. field

Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 <input type="button" value="v"/> (dd/MM/yyyy) *

- 7 Enter **Invoice** details. Click  button to select **Date of Invoice**.

Figure 2.186 enter awb/bl/conveyance no filed

AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 <input type="button" value="v"/> (dd/MM/yyyy)

- 8 Enter **AWB / BL / Conveyance** details. Click  button to select **Date of AWB / BL / Conveyance**.

Figure 2.187 additional details

Additional Details	
Handphone No.	0123256328 * (For SMS Purpose)
Type of Release Letter	Import for Specific Purpose *
Name of Company / User	Mohd Khalil *
Address to be used	21st Westport *
	Westport, Klang
	Selangor
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 (Contact Suruhanjaya Tenaga if product is not found in the category list) <input type="button" value="search"/> *
Brand	samsung *
Country of Manufacturer	CHINA *
Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 <input type="button" value="v"/> (dd/MM/yyyy) *
AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 <input type="button" value="v"/> (dd/MM/yyyy)
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- 9 Complete **Additional Details** section for **Import for Specific Purpose**.

**Step 18 Release Letter: Import for Concert**

(i) Figure 2.188 additional details for import concert

Additional Details	
Handphone No.	0128903456 * (For SMS Purpose)
Type of Release Letter	Import for Concert *
Name of Concert	_____ *
Address of Concert	_____ *
	_____
	_____
Concert Period	_____ v (dd/MM/yyyy) to _____ v (dd/MM/yyyy) *
Date of re-export to country of origin	_____ v (dd/MM/yyyy) *
Category [More information]	_____ [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	_____
Country of Manufacturer	select... *
Invoice No.	_____ *
Date of Invoice	_____ v (dd/MM/yyyy) *
AWB / BL / Conveyance No.	_____
Date of AWB / BL / Conveyance	_____ v (dd/MM/yyyy)

1 Click  dropdown to select **Type of Release Letter**.

Figure 2.189 enter name of concert

Name of Concert	_____ *
-----------------	---------

2 Enter **Name of Concert**.

Figure 2.190 enter address of concert

Address of Concert	_____ *
	_____
	_____

3 Enter **Address of Concert**.

Figure 2.191 select concert period

Concert Period	_____ v (dd/MM/yyyy) to _____ v (dd/MM/yyyy) *
----------------	--

4 Click  to select **Concert Period**.

Figure 2.192 select date of re-export to country of origin

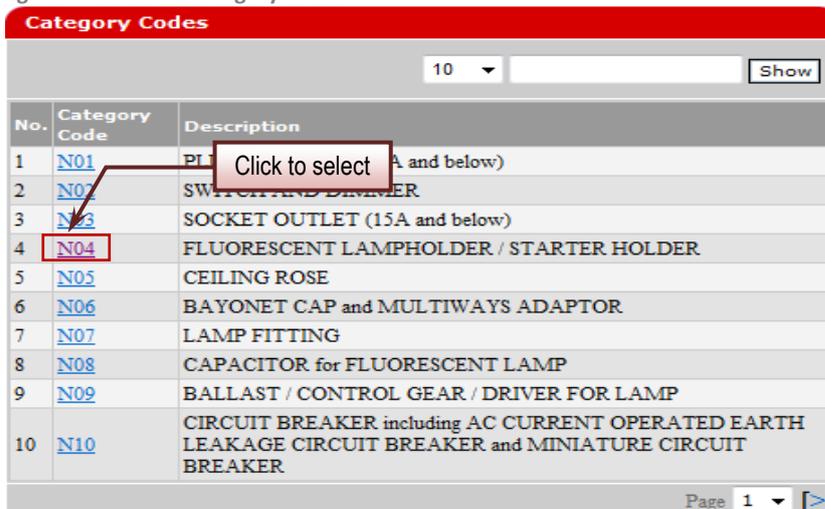
Date of re-export to country of origin	_____ v (dd/MM/yyyy) *
--	------------------------

5 Click to select **Date of Re-export To Country of Origin**.

**NOTE:** Date of re-export to country of origin must not be earlier than the last date of concert period.

- Click [search](#) to search for **Category**. **Category Codes** pop-up window appears as shown.

Figure 2.193 select category codes



No.	Category Code	Description
1	N01	PL (A and below)
2	N02	SWITCH AND DIMMER
3	N03	SOCKET OUTLET (15A and below)
4	N04	FLUORESCENT LAMPHOLDER / STARTER HOLDER
5	N05	CEILING ROSE
6	N06	BAYONET CAP and MULTIWAYS ADAPTOR
7	N07	LAMP FITTING
8	N08	CAPACITOR for FLUORESCENT LAMP
9	N09	BALLAST / CONTROL GEAR / DRIVER FOR LAMP
10	N10	CIRCUIT BREAKER including AC CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER and MINIATURE CIRCUIT BREAKER

- Select a **Category Code**; e.g: **N04** for **Fluorescent lampholder/Starter Holder**

Figure 2.194 enter brand field

Brand	samsung
-------	---------

- Enter **Brand** name.

Figure 2.195 enter invoice no.

Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 v (dd/MM/yyyy) *

- Enter **Invoice** details. Click  button to select **Date of Invoice**.

Figure 2.196 enter awb/bl/conveyance no.

AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 v (dd/MM/yyyy)

- Enter **AWB / BL / Conveyance** details. Click  button to select **Date of AWB / BL / Conveyance**.

Figure 2.197 additional details

Additional Details	
Handphone No.	0123256328 * (For SMS Purpose)
Type of Release Letter	Import for Concert *
Name of Concert	Fantastic Moments *
Address of Concert	kuala lumpur cyber center *
	kl
Concert Period	25/02/2012 v (dd/MM/yyyy) to 26/02/2012 v (dd/MM/yyyy) *
Date of re-export to country of origin	29/02/2012 v (dd/MM/yyyy) *
Category [More Information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)
Brand	samsung *
Country of Manufacturer	CHINA *
Invoice No.	1278678-223 *
Date of Invoice	24/02/2012 v (dd/MM/yyyy) *
AWB / BL / Conveyance No.	28271921
Date of AWB / BL / Conveyance	29/02/2012 v (dd/MM/yyyy)
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

11 Complete **Additional Details** section for **Import for Concert**.

### Step 19 Add Import Item

Figure 2.198 add import item

Edit Release Letter - SJ121201300007

**Import Item**

→

No.	Description	Model	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR)	
							Grand Total:	.00

Page 1

**Technical Documents**

No.	Document Name	File Name	
<p style="color: red; font-size: small;">Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.</p> <p><input type="checkbox"/> I / We agree that:</p> <p style="font-size: x-small;">1. To take reasonable action in safety aspect to avoid danger arising from electricity.                      2. Any risk arising from the use of the electrical equipment is the complete responsibility of our company.                      3. Sample of equipment will be submitted if requested by the Suruhanjaya Tenaga.</p>			

- 1 Click  button to add **Import Item**.
- 2 **Add Import Item** pop-up window appears.

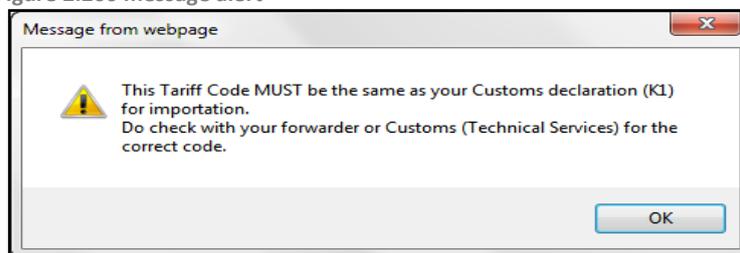
Figure 2.199 click to search

3 Click the [\[search\]](#) hyperlink to search for **Tariff Code**.

**NOTE:** Items labeled \* is compulsory.

4 Alert screen appear below.

Figure 2.200 message alert



5 Click [OK](#) button to proceed.

Figure 2.201 select tariff code

No.	Code	Description
1	<a href="#">0101.10.100</a>	
2	<a href="#">0101.10.200</a>	
3	<a href="#">0101.90.100</a>	Horses
4	<a href="#">0101.90.200</a>	Asses, mules and hinnies
5	<a href="#">0102.10.100</a>	Cattle
6	<a href="#">0102.10.200</a>	Buffaloes
7	<a href="#">0102.10.900</a>	Other
8	<a href="#">0102.90.110</a>	oxen (lembu)
9	<a href="#">0102.90.120</a>	buffaloes
10	<a href="#">0102.90.190</a>	other

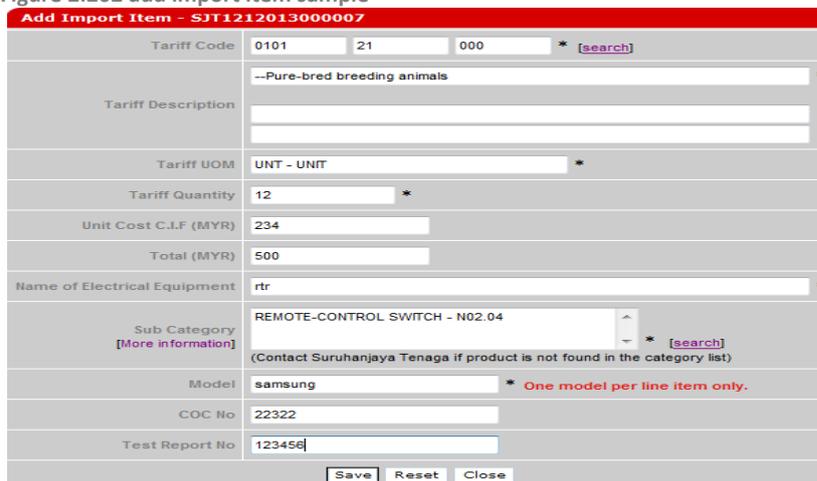
6 Select **Tariff** or **SJT** tab to search **Code**. System will display the type of tab

according to your consignment's origin.

- ▶ **Tariff Code – Origin from Non-ASEAN countries**
- ▶ **SJT – Origin from ASEAN countries**

- 7 Search **Code/Description** and click  button.
- 8 Select a **Code**.

Figure 2.202 add import item sample



- 9 **Tariff Code & Tariff Description** will be filled automatically. You may edit it.
- 10 **Tariff UOM** will be filled automatically and cannot be edited.
- 11 Enter **Tariff Quantity**.

**NOTE:** Tariff Quantity is defaulted at the maximum of 9999999. For application type Import, Display, Sell, Advertise of Electrical Equipment, do not change the quantity. For Import Regulated Electrical Equipment For Exhibition, key in the actual quantity of import.

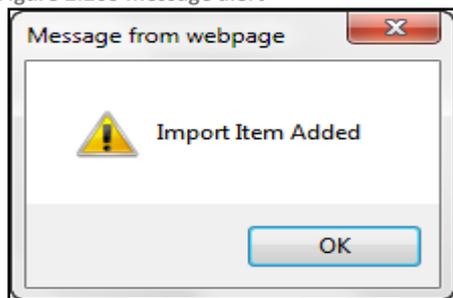
- 12 Enter **Unit Cost C.I.F, Total, Name of Electrical Equipment** and **Model** details.

**NOTE:** Model entered can't be duplicated for each item entered.

- 13 Click  button to proceed or click  to reset entry or click  to close the pop-up window.

- 14 **Import Item Added** message window appears.

Figure 2.203 message alert



15 Click  button to return to **Edit Release Letter** screen.

## Step 20 Attachment of Technical Documents

Figure 2.204 Attach technical document

The screenshot shows the 'Edit Release Letter - SJT1612012000139' interface. It features an 'Import Item' table with columns for No., Description, Model, Tariff Code, Tariff Quantity, Tariff UOM, Unit Cost C.I.F (MYR), and Total (MYR). Below this is the 'Technical Documents' section, which includes a table with columns for No., Document Name, and File Name. A red box highlights the 'Attachment' button in the 'Technical Documents' table, with an arrow pointing to it from a label 'Attachment Button'.

1 Click  button to attach supporting documents.

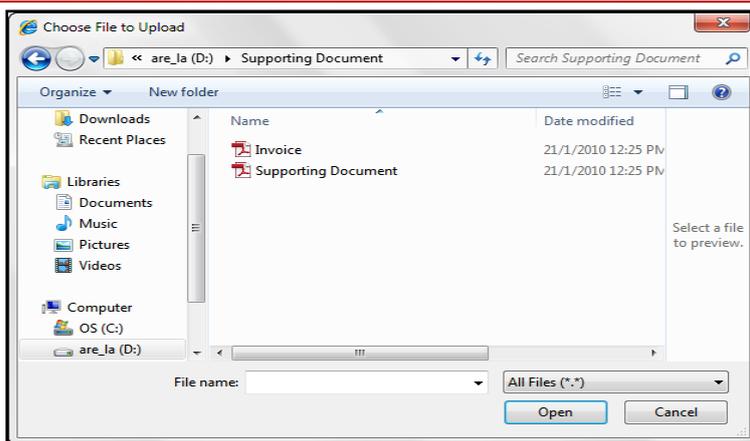
Figure 2.205 click to browse file

The screenshot shows the 'Attachments - SJT1612012000139' interface. It features a table with columns for No., Document Name, and File Name. The 'File Name' column contains 'File:' followed by a text input field and a 'Browse...' button. A red box highlights the 'Browse...' button for the first row, with an arrow pointing to it from a label 'Browse Button'. Below the table are buttons for 'Back', 'Attach', and 'Reset'. A note at the bottom states: 'Attachments with following file extensions are supported (.jpeg, .jpg, .gif, .pdf, .doc). Electronic attachments are limited to 2MB. You may also submit manual copies directly to Suruhanjaya Tenaga.'

2 **Attachments** screen appears as shown.

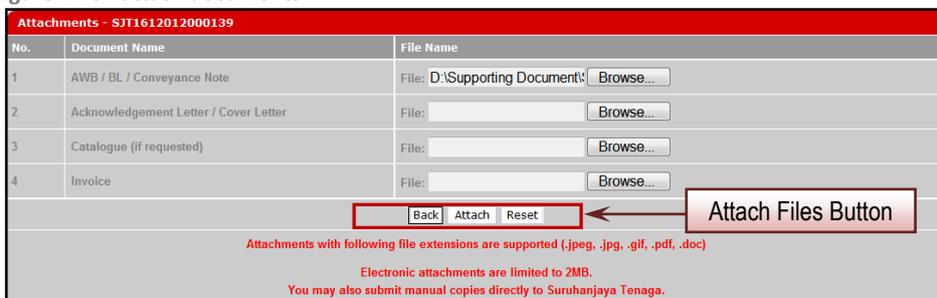
3 Click  button to select the supporting documents file from your PC for attachment.

Figure 2.206 choose file to upload



4 Select the file to be attached.

Figure 2.207 attach documents



5 Click **Attach** button to complete the attachment process.

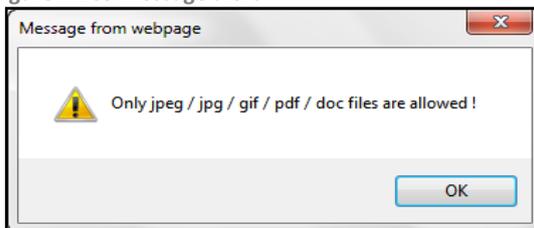
Figure 2.208 please wait until files is attach



6 Attachment screen to attach file(s) appears as shown.

7 If a message screen appears as below, the file you have attached is not in the listed format.

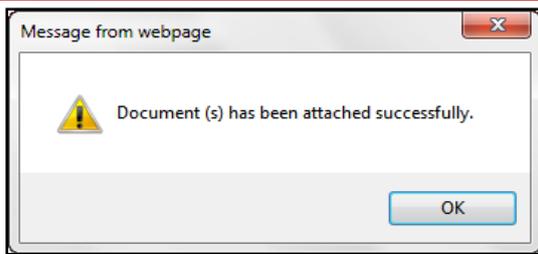
Figure 2.209 message alert



8 Your file(s) must be in the listed format before you can proceed any further.

9 Attach the correct format file to proceed.

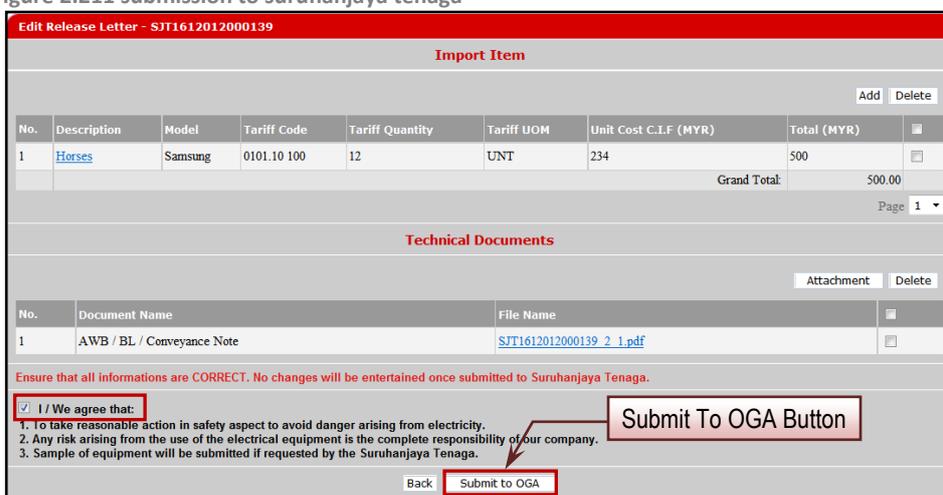
Figure 2.210 message alert



- 10 Message screen appears notifying the document(s) has been attached successfully.
- 11 Click  to return to **Edit Release Letter**.

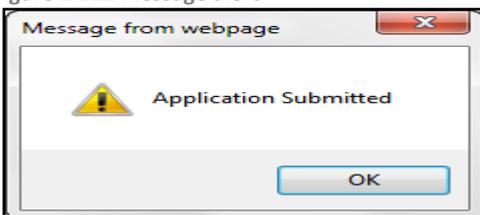
### Step 21 Submission To Suruhanjaya Tenaga

Figure 2.211 submission to suruhanjaya tenaga



- 1 Tick  on the checkbox to agree to the condition required.
- 2 Click  button to submit application.
- 3 **Application Submitted** message screen appears.

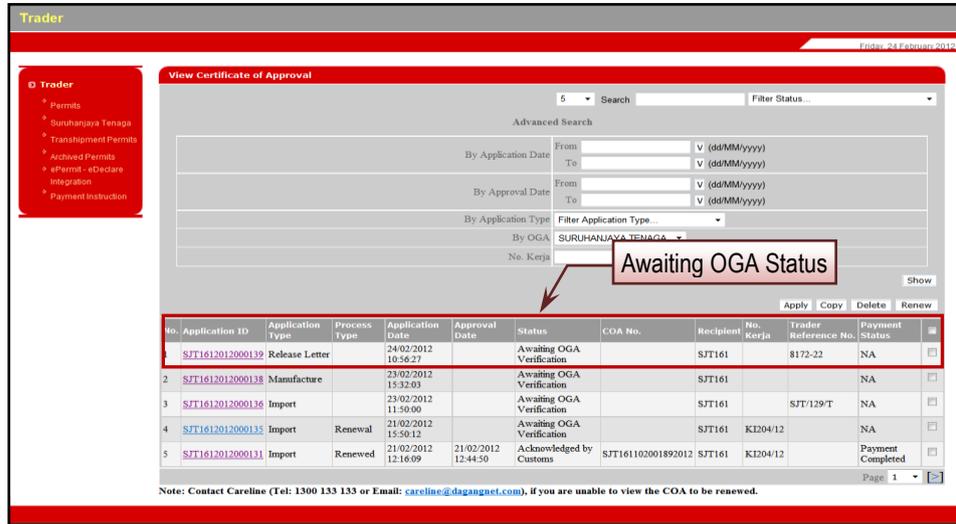
Figure 2.212 message alert



- 4 Click  button to proceed.

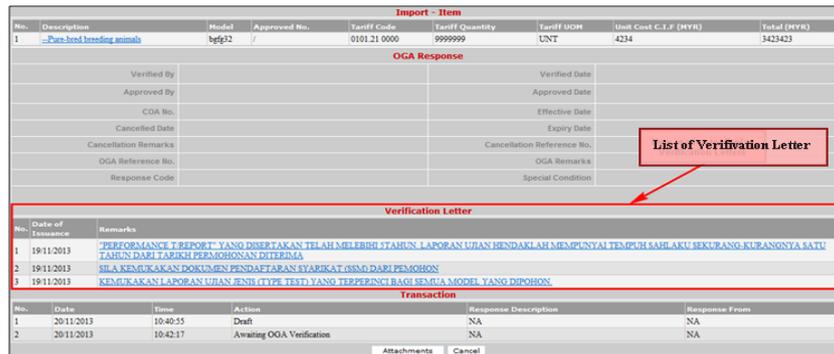
**Step 22 Check Application Status After Submission**

Figure 2.213 check application status after submission



- ▶ The new Application ID is displayed with status “Awaiting OGA Verification”.
- ▶ During this status onwards, Verification Letter will be display as below

Figure 2.214 Verification Letter



**Step 22** This letter will display after status: **Approved by OGA onwards**. Template to be displayed based the following release letter type:

- Import for Manufacturing Component (100% for Export)
- Import for Manufacturing Component (Local Market)
- Import for Keeping in Bonded Warehouse
- Import for Research (Factory)
- Import for Research (Market/ Quality)
- Import for Re-Work and Re-Export
- Import for Non-Regulated Items
- Import for Specific Purpose
- Import for Concert
- Import for Transit

Figure 2.215 Release Letter

OGA Response			
Verified By		Verified Date	
Approved By	Admin1	Approved Date	19/11/2013
COA No.	SJT161411043592013	Effective Date	19/11/2013
Cancelled Date		Expiry Date	18/05/2014
Cancellation Remarks		Cancellation Reference No.	
OGA Reference No.	E3871/13	OGA Remarks	
Response Code		Special Condition	

Transaction					
No.	Date	Time	Action	Response Description	Response From
1	19/11/2013	11:58:33	Draft	NA	NA
2	20/11/2013	11:59:37	Awaiting OGA Verification	NA	NA
3	20/11/2013	20:26:59	Approved by OGA	NA	NA

## 2.4 Renewing Certificate of Approval

Renew option is for approved COA and only for applications with status Acknowledged by Customs and within the expiry date limitation (within 60 and 14) days before the expiry date. It is only applicable for:

- COA - Import, Display, Sell, Advertise of Electrical Equipment
- COA - Manufacture

### COA - Import, Display, Sell, Advertise of Electrical Equipment

#### Step 1 Check Expiry Date

Figure 2.216 Check expiry date

View Certificate of Approval

5 Search Acknowledged by Customs

Advanced Search

By Application Date From To (dd/MM/yyyy)

By Approval Date From To (dd/MM/yyyy)

By Application Type Filter Application Type...

By OGA SURUHANJAYA TENAGA

No. Kerja

Apply Copy Delete Renew

No.	Application ID	Application Type	Process	Application	Approval Date	Status	COA No.	Recipient	No. Kerja	Trader Reference No.	Payment Status
1	SJT1612012000131	Import			02/2012 44:50	Acknowledged by Customs	SJT161102001892012	SJT161	KI204/12		Payment Completed
2	SJT1612012000092	Release Letter		14:54:43	02/2012 00:00:00	Acknowledged by Customs	SJT1612012000092	SJT161	000092		NA
3	SJT1612012000039	Import		31/01/2012 14:56:16	03/02/2012 13:58:04	Acknowledged by Customs	SJT161102001692012	SJT161	KI189/12	000039-kRETY	Payment Completed
4	SJT1612012000038	Import		31/01/2012 14:55:26	03/02/2012 13:57:48	Acknowledged by Customs	SJT161102001682012	SJT161	KI188/12	000038-ATTACHED 11 DOCS	Payment Completed

- 1 Select Application ID, SJT612010000240.

**NOTE:** Only for applications with status Acknowledged by Customs and within the expiry date limitation (within 60 and 14) days before the expiry date

Figure 2.217 view consignor & consignee details

View Certificate of Approval (Import) - SJT1612010000240

Consignor Details		Consignee Details	
OGA Name	Suruhanjaya Tenaga	Branch	Putrajaya
ROC / ROB		ROC / ROB	6677898
Company Name	PowerPack Pte Ltd	Company Name	GOOD PROFIT SDN BHD
Company Address	No. 10, Trade Centre Building Frankfurt, Germany	Company Address	20th Floor, HP Towers, Jin Gelanggang, Bukit Damansara, 50490 Kuala Lumpur

**2 View Certificate of Approval (Import) appears.**

Figure 2.218 View expiry date

OGA Response			
Verified By	Afiq Malik	Verified Date	29/09/2010
Approved By	Hakimi Roslan	Approved Date	29/09/2010
COA No.	SJT161109000032010	Effective Date	29/09/2010
Cancelled Date		Expiry Date	20/10/2010
Cancellation Remarks		Cancellation Reference No.	

**3 Refer to OGA Response section to check Expiry Date as shown.**

**Step 2 Select Application**

Figure 2.219 Select application

No.	Application ID	Type	Type	Date	Date	Status	COA No.	Recipient	Kerja	Reference No.	Status	Payment
1	SJT1612012000121	Import	Renewed	21/02/2012 12:16:09	21/02/2012 12:44:50	Acknowledged by Customs	SJT161102001692012	SJT161	KH188/12	000092	NA	Completed
2	SJT1612012000092	Release Letter		08/02/2012 14:54:43	08/02/2012 00:00:00	Acknowledged by Customs	SJT1612012000092	SJT161		000039-kRETY	Payment Completed	<input checked="" type="checkbox"/>
3	SJT1612012000039	Import		31/01/2012 14:56:16	03/02/2012 13:58:04	Acknowledged by Customs	SJT161102001692012	SJT161	KH189/12	000038- ATTACHED 11 DOCS	Payment Completed	<input type="checkbox"/>
4	SJT1612012000038	Import		31/01/2012 14:55:26	03/02/2012 13:57:48	Acknowledged by Customs	SJT161102001682012	SJT161	KH188/12		Payment Completed	<input type="checkbox"/>

- 1 Select application to be renewed.
- 2 Tick  on the checkbox and click **Renew** button.

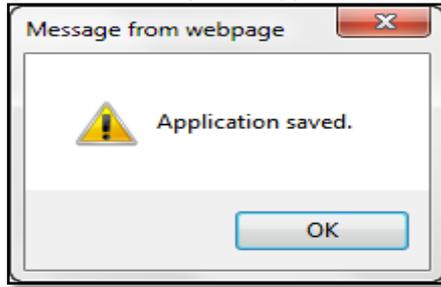
Figure 2.220 COA Renewal

COA RENEWAL - Import, Display, Sell, Advertise of Electrical Equipment- SJT1612013015244			
OGA Name	SURUHANJAYA TENAGA	Branch	Putrajaya
<b>Consignor Details</b>		<b>Consignee Details</b>	
ROC / ROB	OE333888 <input type="text"/> <a href="#">[search]</a>	ROC / ROB	177974
Company Name	Exporter Japan Ltd <input type="text"/> *	Company Name	Dagang Net
Company Address	Tokyo <input type="text"/> * Ginza <input type="text"/> Japan <input type="text"/>	Company Address	Tower 3, Avenue 5 The Horizon, Bangsar South No. 8, Jalan Kerinchi, 59200
<b>Agent Details</b>		<b>Applicant Details</b>	
Agent Name	<input type="text"/> <a href="#">[search]</a>	Applicant Name	Firdaus Agus <input type="text"/> * <a href="#">[search]</a>
Agent Code	<input type="text"/>	Applicant Designation	Manager <input type="text"/> *
Agent Address	<input type="text"/> <input type="text"/> <input type="text"/>	Applicant IC / Passport No.	789012345511 *
Mode of Transport	Maritime - 1 <input type="text"/>	Applicant Phone No.	0327300200 <input type="text"/>
Purpose	Business <input type="text"/> *	Applicant Fax No.	0327300233 <input type="text"/>
Country of Origin	JAPAN - JP <input type="text"/> * <a href="#">[search]</a>	Applicant Email	a@gmail.com <input type="text"/>
Place of Origin	TOKYO - TOKYO - JPTYO <input type="text"/> * <a href="#">[search]</a>	Port / Place of Import	PORT KELANG - MYPKG <input type="text"/>
Consigned From	JAPAN - JP <input type="text"/> <a href="#">[search]</a>	Location	PORT KELANG - MYPKG <input type="text"/>
Customs Station	IBU PEJABAT KASTAM-H10 <input type="text"/> <a href="#">[search]</a>	Trader Reference No.	LCL-IMP displaySELL--30 <input type="text"/>
Trader Remarks	LCL-IMP displaySELL--30 <input type="text"/>		

RENEWAL - Import, Display, Sell, Advertise of Electrical Equipment	
Company Phone No.	603-27300200 *
Company Fax No.	603-27300222 <input type="text"/>
Company Email Address	agf@gmail.com <input type="text"/> *
Handphone No.	012-123 4566 * (For SMS Purpose)
COA Type	Import, Display, Sell, Advertise of Electrical Equipment
Country of Manufacturer	JAPAN <input type="text"/> *
Name of Manufacturer	Majestic Ind Pte Ltd <input type="text"/> *
Address of Manufacturer	Ginza <input type="text"/> Tokyo <input type="text"/> JApan <input type="text"/> *
Brand	Panasonic *
Category <a href="#">[More information]</a>	SWITCH AND DIMMER-N02 <input type="text"/> * (Contact Suruhanjaya Tenaga if product is not found in the category list)

- 3 COA Renewal - Import Display Sell Advertise of Electrical Equipment screen appears.
- 4 During Renewal process, you are allowed to change details of the COA.
- 5 Click  button to save application.

Figure 2.221 message alert application saved



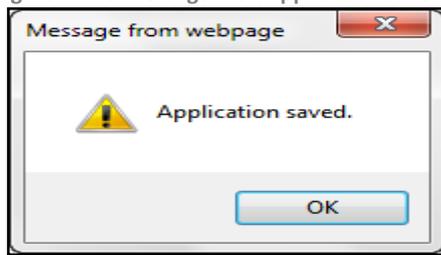
- 6 **Application Saved** message appears.
- 7 Click  button to proceed.
- 8 **Edit COA Renew (Import)** screen appears. Take note for the new **Application ID, SJT612010000242** at the top of the screen as shown.

Figure 2.222 edit COA Renewal

Edit COA Renewal ( Import ) - SJT612013015538			
OGA Name	SURUHANJAYA TENAGA	Branch	Putrajaya
<b>Consignor Details</b>		<b>Consignee Details</b>	
ROC / ROB	OE333888 <input type="button" value="search"/>		74
Company Name	Exporter Japan Ltd *	Company Name	Dagang Net
Company Address	Tokyo * Ginza Japan	Company Address	Tower 3, Avenue 5 The Horizon, Bangsar South No. 8, Jalan Kerinchi, 59200
<b>Agent Details</b>		<b>Applicant Details</b>	
Agent Name	<input type="text"/> <input type="button" value="search"/>	Applicant Name	Firdaus Agus * <input type="button" value="search"/>
Agent Code	<input type="text"/>	Applicant Designation	Manager *
Agent Address	<input type="text"/>	Applicant IC / Passport No.	789012345511 *
Mode of Transport	Maritime - 1	Applicant Phone No.	0327300200
Purpose	Business *	Applicant Fax No.	0327300233
Country of Origin	JAPAN - JP * <input type="button" value="search"/>	Applicant Email	a@gmail.com
Place of Origin	TOKYO - TOKYO - JPTYO * <input type="button" value="search"/>	Port / Place of Import	PORT KELANG - MYPKG
Consigned From	JAPAN - JP <input type="button" value="search"/>	Location	PORT KELANG - MYPKG
Customs Station	IBU PEJABAT KASTAM-H10 <input type="button" value="search"/>	Trader Reference No.	LCL-IMP displaySELL--30
Trader Remarks	LCL-IMP displaySELL--30		
<b>RENEWAL - Import, Display, Sell, Advertise of Electrical Equipment</b>			
Original Application ID	SJT612013015244		
Company Phone No.	603-2730022 *		
Company Fax No.	603-27300222		
Company Email Address	agf@gmail.com		
Handphone No.	012-123 4566 * (For sms Purpose)		
COA Type	Import, Display, Sell, Advertise of Electrical Equipment		
Country of Manufacturer	JAPAN *		
Name of Manufacturer	Majestic Ind Pte Ltd *		
Address of Manufacturer	Ginza Tokyo Japan *		
Brand	Panasonic *		
Category <input type="button" value="More information"/>	SWITCH AND DIMMER-N02 *		
	<small>(Contact Suruhanjaya Tenaga if product is not found in the category list)</small>		
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			

- 9 Click  button to proceed on adding **Technical Documents**.

Figure 2.223 Message alert application saved



10 **Application Saved** message appears.

11 Click  button to proceed.

Figure 2.224 edit COA Renewal (Import)

12 **Edit COA Renewal (Import)** screen appears.

13 You can remove import item during renewal however you must specify the reason for item removal.

**NOTE:** Only for second time users are allowed to remove existing items. At least 1 item must exist in COA renewal.

14 Click **Name of Equipment** hyperlink to enter tariff.

15 **Edit Import Item** pop-up window appears.

Figure 2.225 Edit import item

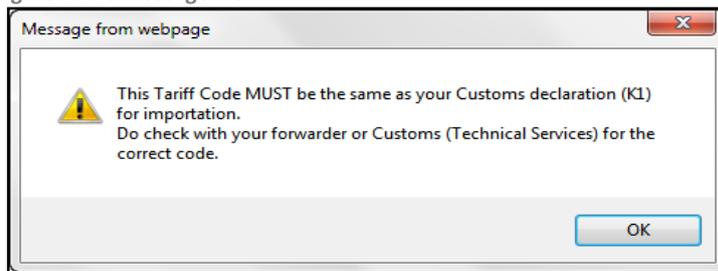
Add Import Item - SJT1612014000001	
Tariff Code	<input type="text"/> <input type="button" value="Search"/> ← Search Button
Tariff Description	<input type="text"/> *
Tariff UOM	<input type="text"/> *
Tariff Quantity	9999999 *
Unit Cost C.I.F (MYR)	<input type="text"/>
Total (MYR)	<input type="text"/>
Name of Electrical Equipment	<input type="text"/> *
Sub Category [More information]	<input type="text"/> * <input type="button" value="Search"/> (Contact Suruhanjaya Tenaga if product is not found in the category list)
Model	<input type="text"/> * One model per line item only.
COC No	<input type="text"/>
Test Report No	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>	

16 Click the  button to search for **Tariff Code**.

**NOTE:** Items labeled \* is compulsory.

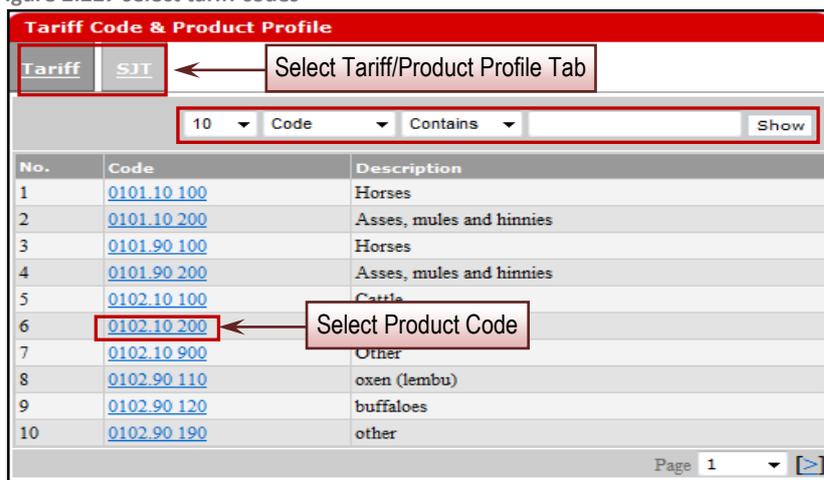
17 Alert screen appear

Figure 2.226 message alert



18 Click  button to proceed.

Figure 2.227 select tariff codes



Select **Tariff** or **SJT** tab to search **Code**. System will display

19 Select **Tariff** or **SJT** tab to search **Code**. System will display the type of tab according to your consignment's origin.

- ▶ **Tariff Code – Origin from Non-ASEAN countries**
- ▶ **SJT – Origin from ASEAN countries**

20 Search **Code/Description** and click  button.

21 Select a **Code**.

Figure 2.228 edit coa renewal

22 **Tariff Code & Tariff Description** will be filled automatically. You may edit it.

**23** **Tariff UOM** will be filled automatically and cannot be edited.

**24** Enter **Tariff Quantity**.

**NOTE:** Tariff Quantity is defaulted at the maximum of 9999999. For application type Import, Display, Sell, Advertise of Electrical Equipment, do not change the quantity. For Import Regulated Electrical Equipment For Exhibition, key in the actual quantity of import.

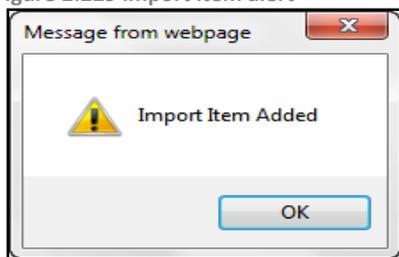
**25** Enter **Unit Cost C.I.F** and **Total** details.

**NOTE:** Model entered can't be duplicated for each item entered.

**26** Click  button to proceed or click  to reset entry or click  to close the pop-up window.

**27** **Import Item Updated** message window appears.

Figure 2.229 import item alert



**28** Click  button to return to **Edit COA Renewal (Import)** screen.

### Step 3 Attachment of Technical Documents

Figure 2.230 attach technical documents

No.	Name of Equipment	Model / Type	Approved No.	Tariff Code	Reason for Removal	
1	<a href="#">Grinder 9999999</a>	GP - N02.01	7543/13	846729000		<input type="checkbox"/>
2	<a href="#">Grinder 9999999</a>	205	7544/13	846729000		<input type="checkbox"/>
3	<a href="#">Xmas lights</a>	20400	7545/13	940540990		<input type="checkbox"/>
4	<a href="#">-Food grinders and mixers: fruit or vegetable juice</a>	333	7546/13	850940000		<input type="checkbox"/>
5	<a href="#">Ballasts for discharge lamps or tubes--sit</a>	111	7547/13	850410000		<input type="checkbox"/>
6	<a href="#">battery charger</a>	22	7548/13	850440900		<input type="checkbox"/>
7	<a href="#">Bayonet caps--sit</a>	33	7549/13	853690900		<input type="checkbox"/>
8	<a href="#">Other fixed capacitors:--sit</a>	44	7550/13	853229000		<input type="checkbox"/>
9	<a href="#">ceiling rose--sit</a>	55	7551/13	853690100		<input type="checkbox"/>
10	<a href="#">xmas lights--sit</a>	66	7552/13	940540990		<input type="checkbox"/>

Page 1

Ensure that all unwanted models have been removed.

**Technical Documents**

Supporting documents are mandatory. If the supporting documents are not attached, your application will not be processed.

→

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

I solemnly declare that:

1. I have attached this application with the type test reports.
2. I shall label the electrical equipment as stated in the Certificate of Approval.
3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST.
4. I have given true information regarding the application.

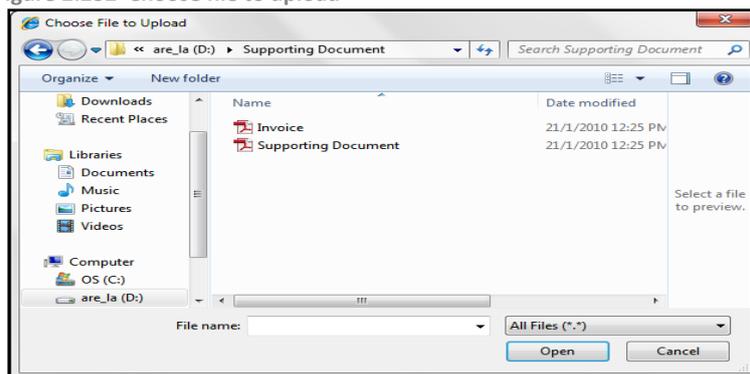
**1** Click  button to attach supporting documents.

**2** **Attachments** screen appears as shown.

Figure 2.231 browse file

- 1 Click  button to choose type of document, e.g. Partial Test Report / Verification Test Report
- 2 Enter **File Description**, **Test Report No.**, **Test Report Date**, and **Remark** (if any)
- 3 Click  button to select the supporting documents file from your PC for attachment.

Figure 2.232 Choose file to upload



- 4 Select the file to be attached.

Figure 2.233 Upload the documents



- 5 Click on upload button to attached the document.
- 6 If a message screen appears as below, the file you have attached is not in the listed format.

Figure 2.234 Message alert



- 7 Click  to return to previous screen
- 8 Your file(s) must be in the listed format before you can proceed any further.
- 9 Attach the correct format file to proceed.
- 10 Message screen appears notifying the document(s) has been uploaded successfully.

Figure 2.235 Message alert



- 11 Click **Close** to return to **Edit Certificate of Approval (Import)** screen.
- 12 List of attached documents will be display as below
- 13 Click to view or to delete supporting document.

Figure 2.236 Attached Document List

Attached Document										
No.	Type of Document	File Description	TR / COC / PCL No.	TR / COC / PCL Date	Upload Date & Time	Remark	File Size	View	Delete	
1	Partial Test Report / Verification Test Report	dfsfrtr	1234	03-Dec-2013	09-Dec-2013 10:46 AM	dgf	19.22 KB			

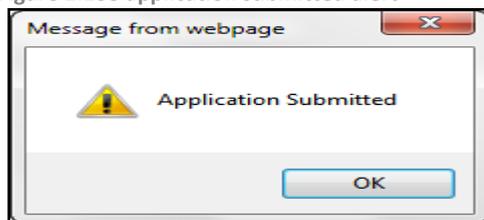
### Step 4 Submission To Suruhanjaya Tenaga

Figure 2.237 submission to suruhanjaya tenaga



- 1 Tick  on the checkbox to agree to the condition required.
- 2 Click **Submit to OGA** button to submit application.
- 3 **Application Submitted** message screen appears.

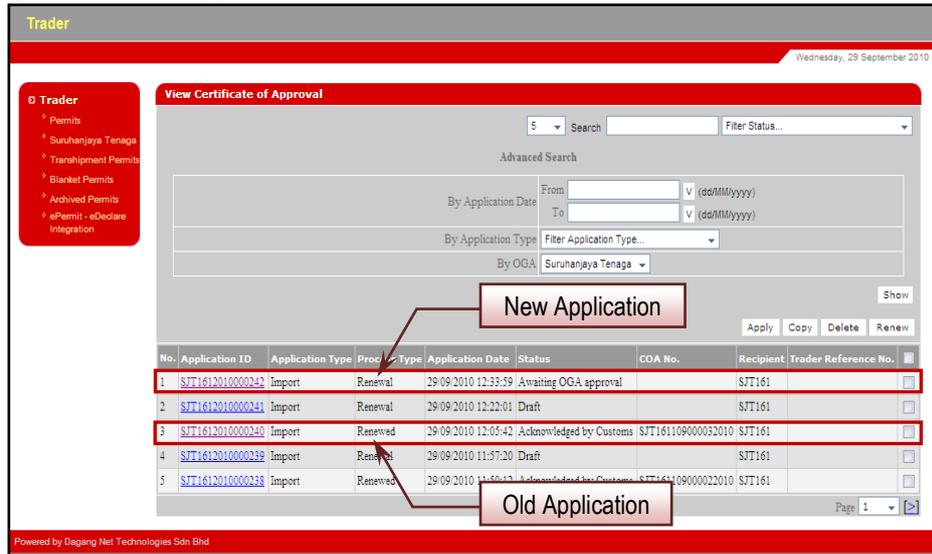
Figure 2.238 application submitted alert



- 4 Click **OK** button to proceed.

## Step 5 Check Application Status After Submission

Figure 2.239 Check application status

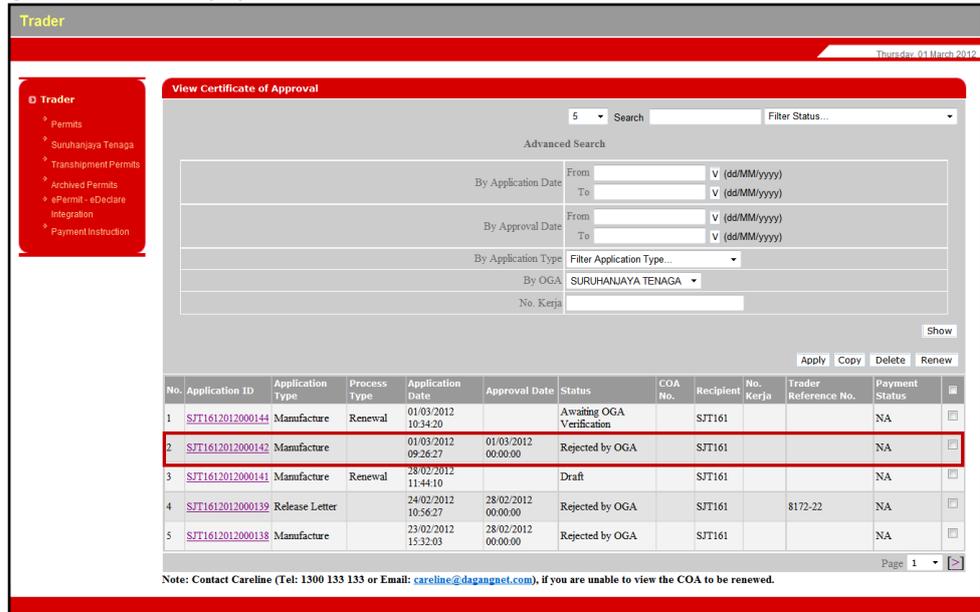


- ▶ The **Process Type** for the old application now is **Renewed**.
- ▶ The **Process Type** for the new application now is changed to **Renewal** with Status of **“Awaiting OGA Approval”**.

## COA - Manufacture

### Step 1 Check Expiry Date

Figure 2.240 check expiry date



- 1 Select **Application ID, SJT1612012000142** and click the application.

**NOTE:** Only for approved COA with Status 'Approved by OGA' or 'Rejected by OGA' and within the expiry date limitation.

**2 View Certificate of Approval (Manufacture) appears.**

Figure 2.241 view COA

View Certificate of Approval (Manufacture) - SJT1612012000142			
OGA Name	SURUHANJAYA TENAGA	Branch	Putrajaya
<b>Company Details</b>		<b>Applicant Details</b>	
ROC / ROB	177974	Applicant Name	Mohd Firdaus
Company Name	Dagang Net	Applicant Designation	Manager
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia	Applicant IC / Passport No.	12345456

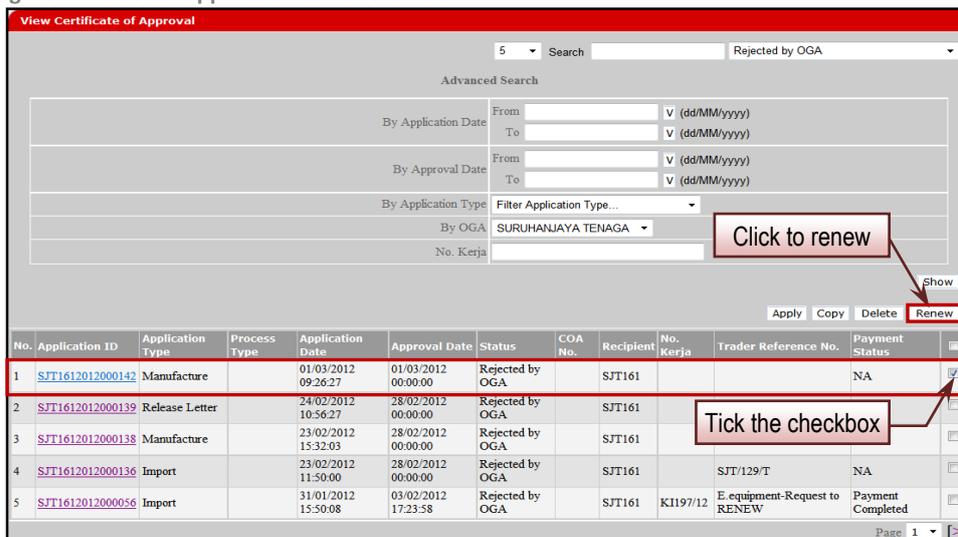
**3 Refer to OGA Response section to check Expiry Date as shown below.**

Figure 2.242 Expiry date

OGA Response			
Rejected By		Rejected Date	
Approved By		Approved Date	01/03/2012
COA No.		Effective Date	
Cancelled Date		Expiry Date	25/03/2012

**Step 2 Select Application**

Figure 2.243 select application to be renewed



- 1 Select application to be renewed.
- 2 Tick  on the checkbox and click  button.
- 3 If appear alert message as shown as below that means is not a requirement.

Figure 2.244 message alert



- 4 Click  button to proceed.

Figure 2.245 oga renewal

COA RENEWAL - Manufacture, Display, Sell or Advertise of Electrical Equipment - SJT1612012000142	
OGA Name	SURUHANJAYA TENAGA
Branch	Putrajaya
Company Details	
ROC / ROB No.	177974
Company Name	Dagang Net
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia
Applicant Details	
Applicant Name	Mohd Firdaus *
Applicant Designation	Manager *
Applicant IC / Passport No.	12345456 *
Applicant Phone No.	0323456789
Applicant Fax No.	
Applicant Email	
RENEWAL - Manufacture, Display, Sell or Advertise of Electrical Equipment	
Company Phone No.	0387987672 *
Company Fax No.	0387987672
Company Email Address	simkang@gmail.com *
Handphone No.	0128909348 * (For SMS Purpose)
COA Type	Manufacture, Display, Sell, Advertise of Electrical Equipment
Country of Manufacturer	NEPAL *
Name of Manufacturer	samsung *
Address of Manufacturer	nepal *
ROC / ROB No.	2343-34348-3 *
Brand	LAMPHOLDER *
Category	LAMPHOLDERS-K04 <small>(Contact Suruhanjaya Tenaga if product is not found in the category list)</small>
COC No	12233222
Test Report No	234455
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

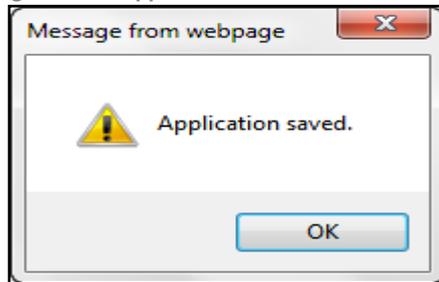
5 **COA Renewal – Manufacturer, Display, Sell or Advertise of Electrical Equipment** appears.

6 During **Renewal** process, you are allowed to change details of the COA.

Figure 2.246 click to save

7 Click  button to save application.

Figure 2.247 application saved alert



8 **Application Saved** message appears.

9 Click  button to proceed.

10 **Edit COA Renew (Import)** screen appears.

11 Take note for the new **Application ID, SJT612010000244** at the top of the

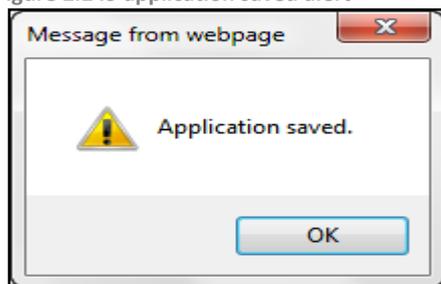
screen as shown.

Figure 2.248 new application id

Edit COA Renewal ( Manufacture ) - SJT1612012000144	
OGA Name	SURUHANJAYA TENAGA
Branch Putrajaya	
<b>Company Details</b>	
ROC / ROB No.	177974
Company Name	Dagang Net
Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia
<b>Applicant Details</b>	
Applicant Name	<input type="text"/> *
Applicant IC / Passport No.	12345456 *
Applicant Phone No.	0323456789
Applicant Fax No.	<input type="text"/>
Applicant Email	<input type="text"/>
<b>RENEWAL - Manufacture, Display, Sell or Advertise of Electrical Equipment</b>	
Original Application ID	SJT1612012000142
Company Phone No.	0387987672 *
Company Fax No.	0387987672
Company Email Address	simkang@gmail.com *
Handphone No.	0128909348 * (For SMS Purpose)
COA Type	Manufacture, Display, Sell, Advertise of Electrical Equipment
Country of Manufacturer	NEPAL *
Name of Manufacturer	samsung *
Address of Manufacturer	nepal *
ROC / ROB No.	2343-34348-3 *
Brand	LAMPHOLDER *
Category	LAMPOLDERS-K04 *
<small>(Contact Suruhanjaya Tenaga if product is not found in the category list)</small>	
COC No	12233222
Test Report No	234455
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

- 12 Click  button to proceed on adding **Technical Documents**.

Figure 2.249 application saved alert



- 13 **Application Saved** message appears.
- 14 Click  button to proceed.

Figure 2.250 edit COA

- 15 **Edit COA Renewal (Manufacturer)** screen appears.
- 16 You can remove import item during renewal however you must specify the reason for item removal.

Figure 2.251 confirm delete alert

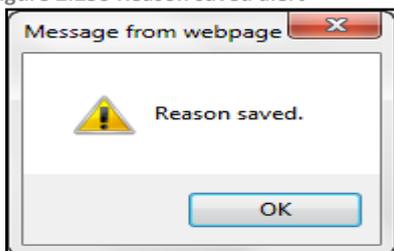


- 17 Click **OK** button to proceed to **COA Item Removal** screen.

Figure 2.252 COA Item Renewal

- 18 Specify the reason for item removal.
- 19 Click **Save** button to save application.
- 20 Reason save alert appear

Figure 2.253 Reason saved alert



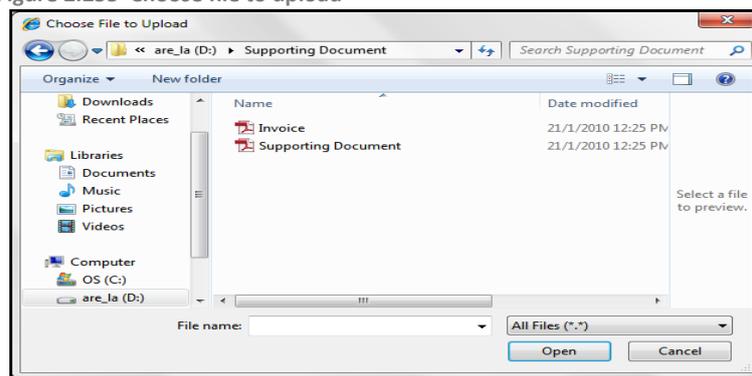
**NOTE:** This \* remark is mandatory

### Step 3 Attachment of Technical Documents

Figure 2.254 attach the technical document

- 14 Click  button to choose type of document, e.g. Partial Test Report / Verification Test Report
- 15 Enter **File Description**, **Test Report No.**, **Test Report Date**, and **Remark** (if any)
- 16 Click  button to select the supporting documents file from your PC for attachment.

Figure 2.255 Choose file to upload



- 17 Select the file to be attached.

Figure 2.256 Upload the documents



- 18 Click on upload button to attached the document.
- 19 If a message screen appears as below, the file you have attached is not in the listed format.

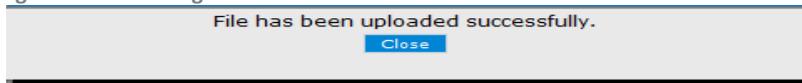
Figure 2.257 Message alert



- 20 Click  to return to previous screen
- 21 Your file(s) must be in the listed format before you can proceed any further.
- 22 Attach the correct format file to proceed.

- Message screen appears notifying the document(s) has been uploaded successfully.

Figure 2.258 Message alert



- Click **Close** to return to **Edit Certificate of Approval (Import)** screen.
- List of attached documents will be display as below
- Click **View** to view or **Delete** to delete supporting document.

Figure 2.259 Attached Document List

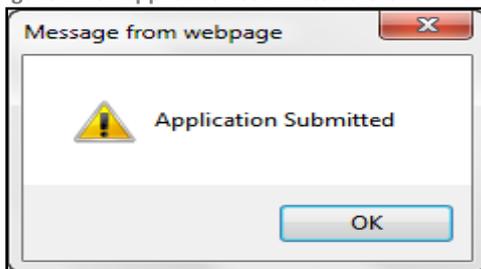
Attached Document									
No.	Type of Document	File Description	TR / COC / PCL No.	TR / COC / PCL Date	Upload Date & Time	Remark	File Size	View	Delete
1	Partial Test Report / Verification Test Report	dfsfrirt	1234	03-Dec-2013	09-Dec-2013 10:46 AM	dgf	19.22 KB	<a href="#">View</a>	<a href="#">Delete</a>

#### Step 4 Submission To Suruhanjaya Tenaga

Figure 2.260 Submission to Suruhanjaya Tenaga

- Tick  on the checkbox to agree to the condition required.
- Click **Submit to OGA** button to submit application.
- Application Submitted** message screen appears.

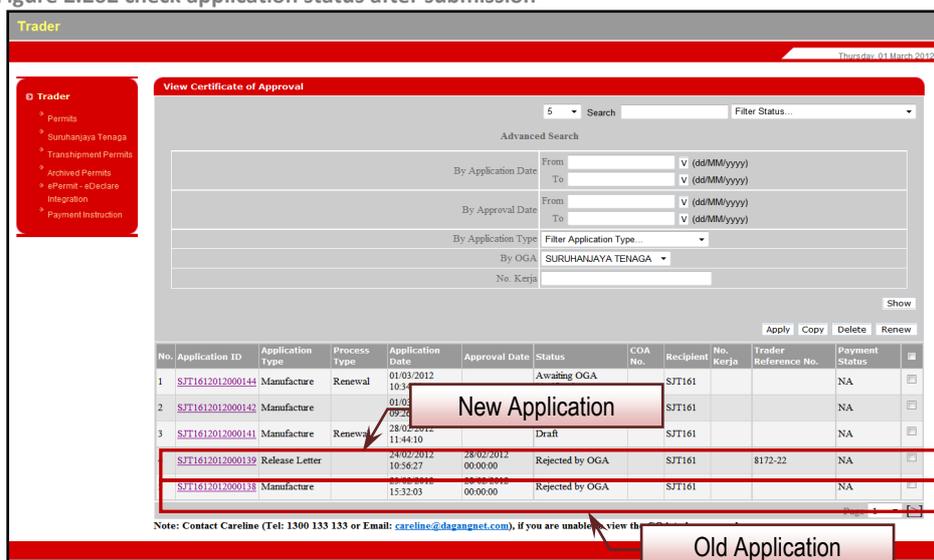
Figure 2.261 application submitted alert



4 Click  button to proceed.

**Step 5 Check Application Status After Submission**

Figure 2.262 check application status after submission



- ▶ The **Process Type** for the old application now is **Renewed**.
- ▶ The **Process Type** for the new application now is changed to **Renewal** with Status of **“Awaiting OGA Verification”**.

**5.1 Letter of Processing Fee**

This letter will display during status: **Pending for Processing Fee onwards**.

Figure 2.263 Processing Fee Request

Verification Letter		
No.	Date of Issuance	Remarks
1	08/12/2013	<a href="#">VOLTAN BARANGAN TUAN 220V.SILA BUAT UJIAN PARTIAL PADA 240V DI SIRIM. catikan</a>

Transaction					
No.	Date	Time	Action	Response Description	Response From
1	08/12/2013	22:38:44	Pending for Processing fee	NA	NA
2	09/12/2013	11:53:47	Draft	NA	NA
3	09/12/2013	11:59:25	Awaiting OGA Verification	NA	NA

Attachments

- ▶ Click on Processing Fee Request and below letter will be display.

Figure 2.264 Processing Fee Letter

**Suruhanjaya Tenaga**  
Energy Commission

**SURUHANJAYA TENAGA**  
JABATAN KAWALSELIA KESELAMATAN ELEKTRIK  
TINGKAT 2  
NO. 12, JALAN TUN HUSSEIN ONN,  
PRESINT 2,  
62100 PUTRAJAYA  
WILAYAH PERSEKUTUAN PUTRAJAYA  
TEL:03-88708500 FAX:03-88888652

---

DAGANG NET  
TOWER 3, AVENUE 5  
THE HORIZON, BANSSAR SOUTH  
NO. 8, JALAN KERINCHI, 56200

Tuan,

**SEMAKAN / BAYARAN FI PROSES** ke atas Permohonan Perakuan Kelulusan PAMERAN Kelengkapan Elektrik

Butir-butir Radas / Aksesori  
(Seperti Lampiran yang disediakan)  
Nama Kelengkapan : SWITCH AND DIMMER  
Jenama : test1

---

Ingin saya merujuk permohonan tuan seperti butiran di atas.

2. Semakan ke atas permohonan tuan telah dibuat dimana perkara-perkara berikut perlu dilaksanakan oleh pihak tuan :-  
SILA KEMUKAKAN BAYARAN FI PROSES SEBANYAK RM 20.00. Bayaran secara manual boleh dibuat ke akaun ST seperti berikut:-

NAMA AKAUN	: SURUHANJAYA TENAGA
NOMBOR AKAUN	: 1601-0001381-05-2
BANK	: CIMB BANK BERHAD

3. Pihak tuan adalah dipohon untuk mengemukakan butiran seperti dinyatakan di para (2) dalam tempoh **14 hari** bekerja dari tarikh surat ini.

4. Sekiranya Suruhanjaya Tenaga (ST) tidak menerima maklumbalas dalam tempoh tersebut, permohonan tuan adalah dianggap GAGAL dan akan TERBATAL secara automatik.

## 5.2 Letter of COA Fee

This letter will display during status: **Pending COA Fee onwards.**

Figure 2.265 COA Fee Request

Verification Letter						
No.	Date of Issuance	Remarks				
1	04/12/2013	VOLTAN BARANGAN TUAN 220V SILA BUAT UJIAN PARTIAL PADA 240V DI SIRIM.				
Transaction						
No.	Date	Time	Action	Response Description	Response From	
1	04/12/2013	20:15:12	Pending for Processing fee	NA	NA	
2	04/12/2013	23:25:37	Evaluation in Progress	NA	NA	
3	05/12/2013	11:53:47	Draft	NA	NA	
4	05/12/2013	11:55:57	Awaiting OGA Verification	NA	NA	
5	05/12/2013	17:41:51	Awaiting OGA Approval	NA	NA	
6	06/12/2013	01:01:47	Pending COA Fee	NA	NA	

Attachments
Processing Fee Request
COA Fee Request
Cancel

► Click on COA Fee Request Button to view the COA Fee Letter as below

Figure 2.266 COA Fee Letter

**Suruhanjaya Tenaga**  
Energy Commission

**SURUHANJAYA TENAGA**  
JABATAN KAWALSELIA KESELAMATAN ELEKTRIK  
TINGKAT 2  
NO. 12, JALAN TUN HUSSEIN ONN,  
PRESINT 2,  
62100 PUTRAJAYA  
WILAYAH PERSEKUTUAN PUTRAJAYA  
TEL:03-88708500 FAX:03-88888652

---

No. Masuk / No. COA

DAGANG NET  
TOWER 3, AVENUE 5  
THE HORIZON, BANSSAR SOUTH  
NO. 8, JALAN KERINCHI, 56200

Tuan,

**BAYARAN UNTUK PERAKUAN KELULUSAN BARU BAGI PAMERAN KELENGKAPAN ELEKTRIK**

Butir-butir Radas / Aksesori  
(Seperti Lampiran yang disediakan)  
Nama Kelengkapan : SWITCH AND DIMMER  
Jenama : test1  
Bayaran: RM  
Tarikh Tamat Tempoh Perakuan Kelulusan :

---

Suka cita saya merujuk permohonan tuan seperti butiran di atas.

2. Sebelum permohonan Perakuan Kelulusan diluluskan, tuan adalah dipohon untuk membuat bayaran seperti di atas kepada Suruhanjaya Tenaga (ST). Bayaran secara manual boleh dibuat ke akaun ST seperti berikut:-

NAMA AKAUN	: SURUHANJAYA TENAGA
NOMBOR AKAUN	: 1601-0001381-05-2
ALAMAT BANK	: CIMB BANK BERHAD 2M11-A Kompleks Kementerian Kewangan NO 5 Persiaran Perdana Presint 2, 62562 Putrajaya

3. Ingin diingatkan kegagalan tuan membuat bayaran dalam tempoh **14 hari** bekerja dari tarikh surat ini akan menyebabkan permohonan tuan GAGAL dan TERBATAL secara automatik. Dengan ini juga, fi proses TIDAK akan dikembalikan.

## 5.3 View/Print COA letter

This letter will display after status: **Approved by OGA onwards.**

Figure 2.267 Display Certificate of Approval

OGA Response					
Verified By		Verified Date	18/11/2013		
Approved By	Admin1	Approved Date	17/11/2013		
COA No.	SJT161411043502013	Effective Date	17/11/2013		
Cancelled Date		Expiry Date	16/05/2014		
Cancellation Remarks		Cancellation Reference No.			
OGA Reference No.	E3856/13	OGA Remarks			
Response Code		Special Condition			
<a href="#">Click here to display/print Certificate of Approval Letter</a>					
Transaction					
No.	Date	Time	Action	Response Description	Response From
1	13/11/2013	11:16:53	Draft	NA	NA
2	18/11/2013	11:16:55	Awaiting OGA Verification	NA	NA
3	18/11/2013	11:22:13	Evaluation in Progress	NA	NA
4	18/11/2013	20:45:4	Awaiting OGA Approval	NA	NA
5	18/11/2013	20:45:45	Approved by OGA	NA	NA
<a href="#">Processing Fee Request</a> <a href="#">COA Fee Request</a> <a href="#">Certificate of Approval</a> <a href="#">Cancel</a>					

Figure 2.268 Certificate of Approval

http://epermitdev.dagangnet.com.my:70/printSTCoaServlet?refID=SJT1612012000164

Salinan Penerima  
ST(H)15-Pin, 2/94  
SJT1612012000164

No Resit: 1203131KE00184  
Tkh Resit: 13/03/2012

Borang V  
(Peraturan 97)

Appld : SJT1612012000164  
Ruj Kami: KI209/12  
No. Fail:

SURUHANJAYA TENAGA  
AKTA BEKALAN ELEKTRIK 1990

**PERAKUAN KELULUSAN**

Mengikut peraturan-peraturan Elektrik 1994, Perakuan ini dikeluarkan kepada

**DAGANG NET**  
(nama pengimport)

yang beralamat di  
**20th Floor, Wisma Semantan,**  
**Jalan Gelenggang, Bukit Damansara,**  
**50490 Kuala Lumpur, Malaysia**  
(alamat)

dan kelulusan dibenarkan untuk

MENGIMPORT	MEMPAMER	MENJUAL	MENGIKLAN
------------	----------	---------	-----------

kelengkapan yang perihalnya dinyatakan di bawah ini,terus daripada,

- SEPERTI LAMPIRAN A -  
(nama dan negara pengilang)

dan kelengkapan itu mematuhi:  
(a) Standard:- SEPERTI LAMPIRAN A -  
(b) Laporan Ujian Jenis No:- SEPERTI LAMPIRAN A -

bagi tempoh satu tahun dari tarikh dikeluarkan seperti yang ditunjukkan di bawah  
tertakluk kepada syarat-syarat berikut:  
- SEPERTI LAMPIRAN B -

Tarikh dikeluarkan : 13/03/2012  
Kelulusan No:345/12MODEL SAHAJA.  
SEPERTI LAMPIRAN YANG  
DISAHKAN OLEH ST.

Tarikh Habis Tempoh: 02/11/2013  
Fee RM:

Perihal Kelengkapan  
Kelengkapan: lamp  
Nama Dagangan: testbrand

Spesifikasi Kelengkapan  
- SEPERTI LAMPIRAN A -

Ir. FAIRUS BINTI ABD. MANAF  
Ketua Unit Kelengkapan  
Jabatan Keselamatan Elektrik  
Suruhanjaya Tenaga

Suruhanjaya Tenaga



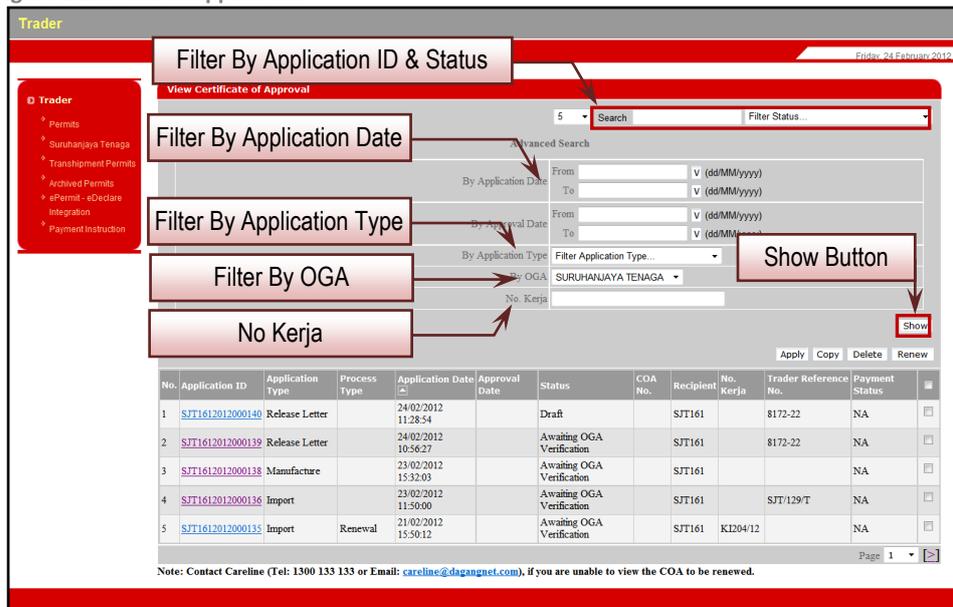
## 2.5 Editing Application

If there is a correction, you can edit the COA or Release Letter application by selecting the Application ID.

To edit a COA or Release Letter application, please follow the steps below:

### Step 1 Search Application

Figure 2.269 search application



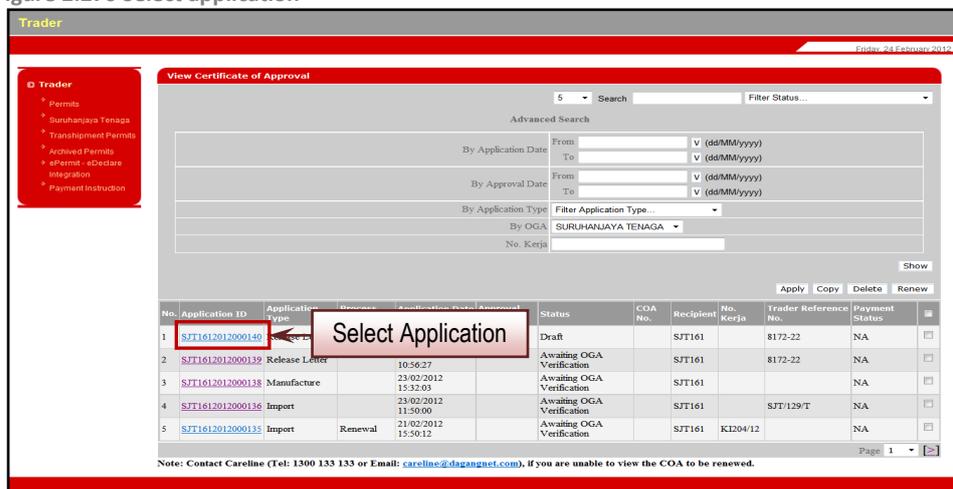
- 1 Search for COA or Release Letter **By Application ID & Status, By Application Date, By OGA or By Application Type.**

**NOTE:** Only application with draft status can be edited.

- 2 Click **Show** button.

### Step 2 Select Application

Figure 2.270 Select application



- 1 Click the required **Application ID**.
- 2 Edit **COA/Release Letter** screen appears.

### Step 3 Edit COA/COA Renew/Release Letter Screen

Figure 2.271 edit COA/ COA Renew / Release letter

Edit Release Letter - SJI1612012000140			
OGA Name	SURUHANJAYA TENAGA	Branch	Putrajaya
<b>Consignor Details</b>		<b>Consignee Details</b>	
ROC / ROB	BOULE <input type="text"/> <a href="#">[search]</a>	ROC / ROB	177974
Company Name	BOULEVARD PTE LTD * <input type="text"/>	Company Name	Dagang Net
Company Address	120 JLN TERASSEK * <input type="text"/> SINGAPORE <input type="text"/>	Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia
<b>Agent Details</b>		<b>Applicant Details</b>	
Agent Name	Forwarding Agent Sdn Bhd <input type="text"/> <a href="#">[search]</a>	Applicant Name	Mohd Firdaus * <input type="text"/> <a href="#">[search]</a>
Agent Code	BF1234 <input type="text"/>	Applicant Designation	Manager * <input type="text"/>
Agent Address	Jalan Klang <input type="text"/> Pelabuhan Klang <input type="text"/> Selangor <input type="text"/>	Applicant IC / Passport No.	12345456 * <input type="text"/>
Mode of Transport	Martime - 1 <input type="text"/>	Applicant Phone No.	0323456789 <input type="text"/>
Purpose	Business * <input type="text"/>	Applicant Fax No.	<input type="text"/>
Country of Origin	BRUNEI DARUSSALAM BND * <input type="text"/> <a href="#">[search]</a>	Applicant Email	<input type="text"/>
Place of Origin	LUMUT - BN LUM * <input type="text"/> <a href="#">[search]</a>	Port / Place of Import	HUTAN MELINGTANG - MYHUM <input type="text"/>
Consigned From	INDONESIA IDR - ID <input type="text"/> <a href="#">[search]</a>	Location	BERANANG, SELANGOR - MYBRN <input type="text"/>
Customs Station	IBU PEJABAT KASTAM JKED/RCED1A/ADM1/MY-H1( <a href="#">[search]</a> )	Trader Reference No.	8172-22 <input type="text"/>
Trader Remarks	urgent approval please <input type="text"/>		
<b>Additional Details</b>			
Handphone No.	0128903456 * (For SMS Purpose)		
Type of Release Letter	Import for Concert * <input type="text"/>		
Name of Concert	fantastic moments * <input type="text"/>		
Address of Concert	kuala lumpur cyber centre * <input type="text"/>		
	kl <input type="text"/>		
	<input type="text"/>		
Concert Period	25/02/2012 <input type="text"/> to 26/02/2012 <input type="text"/>		
Date of re-export to country of origin	29/02/2012 <input type="text"/>		
Category <a href="#">[More information]</a>	GENERATOR-K106 <input type="text"/> <a href="#">[search]</a> * (Contact Suruhanjaya Tenaga if product is not found in the category list)		
Brand	samsung <input type="text"/>		
Country of Manufacturer	MALAYSIA <input type="text"/>		
Invoice No.	22881972 * <input type="text"/>		
Date of Invoice	29/02/2012 <input type="text"/>		
AWB / BL / Conveyance No.	2222 <input type="text"/>		
Date of AWB / BL / Conveyance	29/02/2012 <input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			

- 1 Once you are done with the changes, click the  button.
- 2 Changes will be saved.

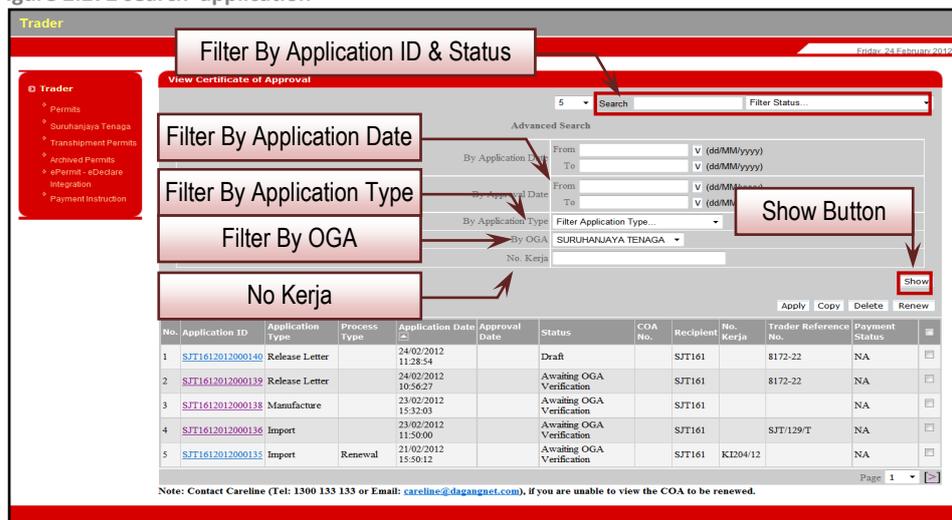
**NOTE:** Please refer to Applying Certificate of Approval (Import/Manufacture) or Applying Release Letter for details.

## 2.6 Copying Application

For your convenience, you can use information from previous application to apply for another application by selecting from a list of previous application. To copy an application, please follow the steps below:

### Step 1 Search Application

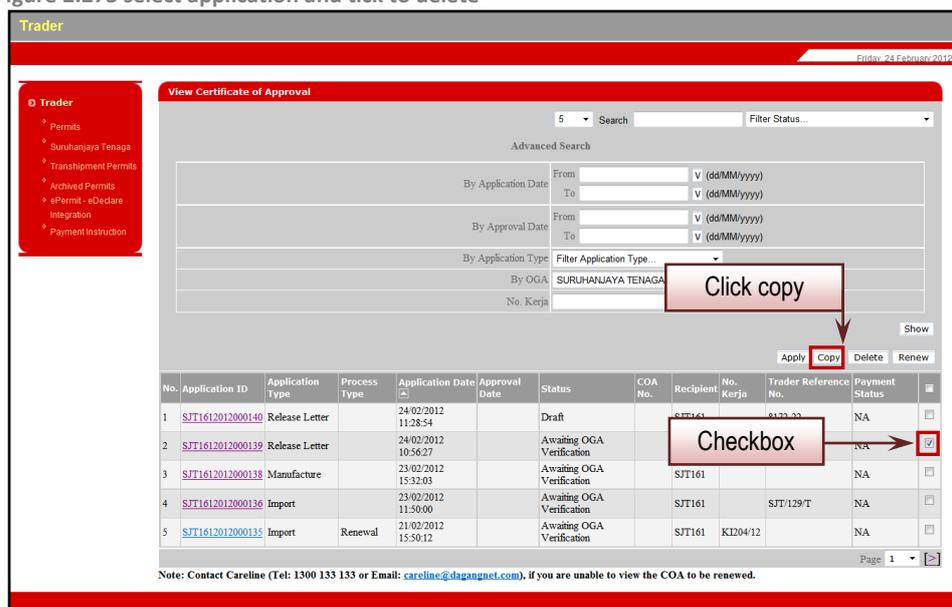
Figure 2.272 search application



- 1 Search for COA or Release Letter **By Status**, **By Application Date**, **By OGA** or **By Application Type**.
- 2 Click  button.

### Step 2 Select Application

Figure 2.273 select application and tick to delete



- 1 Select an application and tick  on the checkbox.
- 2 Click  button to proceed.

### Step 3 Copy Certificate of Approval / Release Letter

Figure 2.274 copy certificate of approval

Apply Release Letter			
OGA Name	SURUHANJAYA TENAGA *	Branch	select... *
<b>Consignor Details</b>		<b>Consignee Details</b>	
ROC / ROB	<input type="text"/> [search]	ROC / ROB	177974
Company Name	China PVT LTD *	Company Name	Dagang Net
Company Address	CHINA * <input type="text"/> <input type="text"/>	Company Address	Tower 3, Avenue 5 * [search] The Horizon, Bangsar South No. 8, Jalan Kerinchi, 59200
<b>Agent Details</b>		<b>Applicant Details</b>	
Agent Name	WAJAR [search]	Applicant Name	Michael * [search]
Agent Code	123	Applicant Designation	Director *
Agent Address	JB <input type="text"/> <input type="text"/>	Applicant IC / Passport No.	986723 *
Mode of Transport	Maritime - 1	Applicant Phone No.	0382323
Purpose	Private *	Applicant Fax No.	056745456
Country of Origin	ALGERIA - DZ * [search]	Applicant Email	m@gmail.com *
Place of Origin	COLLO - DZCOL * [search]	Port / Place of Import	select...
Consigned From	<input type="text"/> [search]	Location	select...
Customs Station	IBU PEJABAT KASTAM-H10 [search]	Trader Reference No.	<input type="text"/>
Trader Remarks	<input type="text"/>		
<b>Additional Details</b>			
Handphone No.	012563562323 * (For SMS Purpose)		
Type of Release Letter	Import for Concert *		
Name of Concert	rest term *		
Address of Concert	mid valley * <input type="text"/>		
Concert Period	26/12/2013 [v] (dd/MM/yyyy) to 27/12/2013 [v] (dd/MM/yyyy) *		
Date of re-export to country of origin	29/12/2013 [v] (dd/MM/yyyy) *		
Category [More information]	FLUORESCENT LAMPHOLDER / STARTER HOLDER - N04 [search] * (Contact Suruhanjaya Tenaga if product is not found in the category list)		
Brand	samsung		
Country of Manufacturer	CHINA *		
Invoice No.	013555 *		
Date of Invoice	10/12/2013 [v] (dd/MM/yyyy) *		
AWB / BL / Conveyance No.	<input type="text"/>		
Date of AWB / BL / Conveyance	<input type="text"/> [v] (dd/MM/yyyy)		
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			

- 
- 1 Copy Certificate of Approval / Release Letter** screen appears as shown above.
  - 2 Repeat all the steps in Applying Certificate of Approval / Release Letter.**  
**NOTE:** Please refer to Applying COA / Release Letter.

## 2.7 Deleting Application

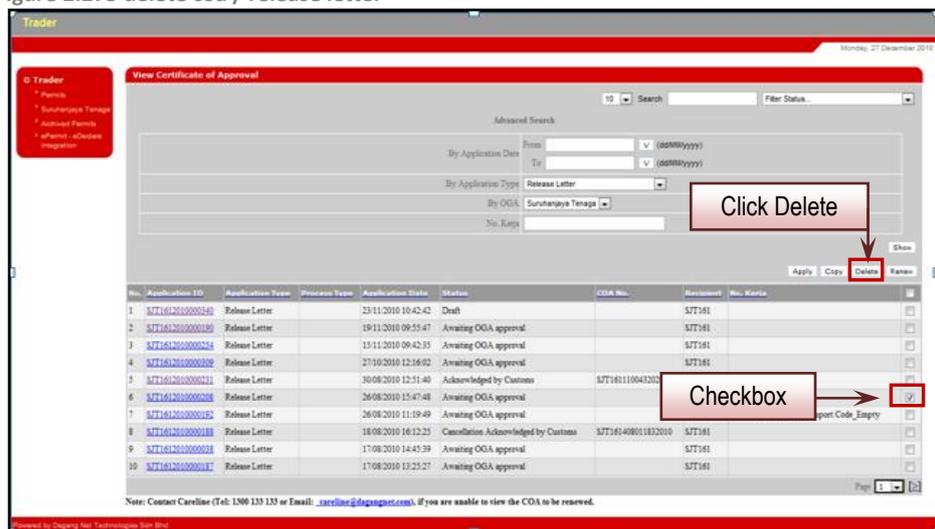
To reduce the number of applications listed on View COA or Release Letter screen, you can only delete applications with 'Draft' status with normal type. You cannot delete COA application in draft status with Renewal type.

**NOTE: "RENEWAL DO NOT ALLOW DELETE FOR DRAFT STATUS",** system may shows the pop up message for information to users 'COA in draft mode for Renewal or Resubmission cannot be deleted'

To delete an application, please follow the steps below:

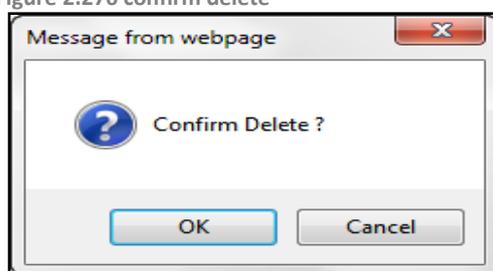
### Step 1 Delete COA/Release Letter

Figure 2.275 delete coa / release letter



- 1 Select a COA or Release Letter application and tick  on the checkbox provided.
- 2 Click  button to proceed.

Figure 2.276 confirm delete



- 3 Click  to proceed or click  to abort.

## 2.8 Submitting Application

- ▶ Please refer to section 2.1, 2.2 and 2.3 on applying Certificate of Approval (Import / Manufacture) and Release Letter. Follow the steps provided in the two sections before submitting the COA or Release Letter application to Suruhanjaya Tenaga.

### Step 1 Submission To Suruhanjaya Tenaga

Figure 2.277 submission to suruhanjaya tenaga

**Edit Certificate of Approval (Manufacture) - SJT1612012000138**

**Technical Documents**

Attachment Delete

No.	Document Name	File Name	
1	COC	<a href="#">SJT1612012000138_6_1.pdf</a>	<input type="checkbox"/>
2	Declaration Identification Letter (if brand and model not the same with the original)	<a href="#">SJT1612012000138_8_2.pdf</a>	<input type="checkbox"/>
3	Instruction Manual (if requested)	<a href="#">SJT1612012000138_4_3.pdf</a>	<input type="checkbox"/>
4	Letter of Consent from the Original Brand Owner (if requested)	<a href="#">SJT1612012000138_9_1.pdf</a>	<input type="checkbox"/>

Ensure that all informations are CORRECT. No changes will be entertained once submitted to Suruhanjaya Tenaga.

I solemnly declare that:

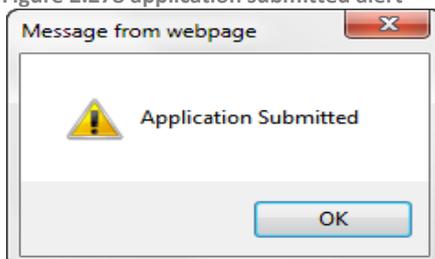
1. I have attached this application with the type test reports.
2. I shall label the electrical equipment as stated in the Certificate of Approval.
3. I shall prescribe to the SIRIM PRODUCT CERTIFICATION SCHEME or conduct the SIRIM CONSIGNMENT TEST.
4. I have given true information regarding the application.

Click Submit To OGA

Back

- 1 Tick  on the checkbox to agree to the condition required.
- 2 Click  button to submit application.
- 3 **Application Submitted** message screen appears.

Figure 2.278 application submitted alert



- 4 Click  button to proceed.

Figure 2.279 check the status

**Trader**

Thursday, 23 February 2012

**View Certificate of Approval**

5 Search Filter Status...

Advanced Search

By Application Date From: [ ] To: [ ]

By Approval Date From: [ ] To: [ ]

By Application Type Filter Application Type...

By OGA SURUHANJAYA TENAGA

No. Kerja [ ]

Show

No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	COA No.	Recipient	No. Kerja	Trader Reference No.	Payment Status	
1	<a href="#">SJI1612012000138</a>	Manufacture		23/02/2012 15:32:03		Awaiting OGA Verification		SJT161			NA	<input type="checkbox"/>
2	<a href="#">SJI1612012000136</a>	Import		23/02/2012 11:50:00		Awaiting OGA Verification		SJT161		SJT/129-T	NA	<input type="checkbox"/>
3	<a href="#">SJI1612012000135</a>	Import	Renewal	21/02/2012 15:50:12		Awaiting OGA Verification		SJT161	KI204/12		NA	<input type="checkbox"/>
4	<a href="#">SJI1612012000131</a>	Import	Renewed	21/02/2012 12:16:09	21/02/2012 12:44:50	Acknowledged by Customs	SJT161102001892012	SJT161	KI204/12		Payment Completed	<input type="checkbox"/>
5	<a href="#">SJI1612012000130</a>	Manufacture		21/02/2012 11:49:12		Draft		SJT161		(Manufacture) - Renewal To Reject	NA	<input type="checkbox"/>

Note: Contact Careline (Tel: 1300 133 133 or Email: [careline@dagangnet.com](mailto:careline@dagangnet.com)), if you are unable to view the COA to be renewed.

Page 1

- 1 The new Application ID is displayed with status “Awaiting OGA Verification”.

## 2.9 View Application Status

### Step 1 View COA / Release Letter Application Status

Figure 2.280 view application status

**Trader** Friday, 24 February 2012

**View Certificate of Approval**

5 Search Filter Status...

Advanced Search

By Application Date From To V (ddMM/yyyy) V (ddMM/yyyy)

By Approval Date From To V (ddMM/yyyy) V (ddMM/yyyy)

By Application Type Filter Application Type...

By OGA SURUHANJAYA TENAGA

No. Kerja

Show Apply Copy Delete Renew

No.	Application ID	Application Type	Process Type	Application Date	Approval Date	Status	COA No.	Recipient	No. Kerja	Trader Reference No.	Payment Status
1	SJT1612012000138	Release Letter		24/02/2012 10:56:27		Awaiting OGA Verification		SJT161		8172-22	NA
2	SJT1612012000138	Manufacture		23/02/2012 15:32:03		Awaiting OGA Verification		SJT161			NA
3	SJT1612012000136	Import		23/02/2012 11:50:00		Awaiting OGA Verification		SJT161		SJT/129/T	NA
4	SJT1612012000135	Import	Renewal	21/02/2012 15:50:12		Awaiting OGA Verification		SJT161		KI204/12	NA
5	SJT1612012000131	Import	Renewed	21/02/2012 12:16:09	21/02/2012 12:44:50	Acknowledged by Customs	SJT161102001892012	SJT161		KI204/12	Payment Completed

Note: Contact Careline (Tel: 1300 133 133 or Email: careline@dagangnet.com), if you are unable to view the COA to be renewed.

- 1 Click **Suruhanjaya Tenaga** menu.
- 2 Click on the **Application ID** of the archived permit that you want to view.
- 3 **View COA/Release Letter** screen appears.

**Step 3** Figure 2.281 view release letter

View Release Letter - SJT1612012000139								
OGA Name	SURUHANJAYA TENAGA	Branch	Putrajaya					
<b>Consignor Details</b>		<b>Consignee Details</b>						
ROC / ROB	BOULE	ROC / ROB	177974					
Company Name	BOULEVARD PTE LTD	Company Name	Dagang Net					
Company Address	120 JLN TERASSEK SINGAPORE	Company Address	20th Floor, Wisma Semantan, Jalan Gelenggang, Bukit Damansara, 50490 Kuala Lumpur, Malaysia					
<b>Agent Details</b>		<b>Applicant Details</b>						
Agent Name	Fowarding Agent Sdn Bhd	Applicant Name	Mohd Firdaus					
Agent Code	BF1234	Applicant Designation	Manager					
Agent Address	Jalan Klang Pelabuhan Klang Selangor	Applicant IC / Passport No.	12345456					
Mode of Transport	1 - Maritime	Applicant Phone No.	0323456789					
Purpose	2 - Business	Applicant Fax No.						
Country of Origin	BN - BRUNEI DARUSSALAM BND	Applicant Email						
Place of Origin	BNLUM - LUMUT	Port / Place of Import	MYHUM - HUTAN MELINGTANG					
Consigned From	ID - INDONESIA IDR	Location	MYBRN - BERANANG, SELANGOR					
Customs Station	H10 - IBU PEJABAT KASTAM JKED/RCED1A/ADM1/MY							
<b>Other Details</b>								
Trader Remarks	urgent approval please	Trader Reference No.	8172-22					
<b>Additional Details</b>								
Handphone No.	0128903456							
Type of Release Letter	Import for Concert							
Name of Concert	fantastic moments							
Address of Concert	kuala lumpur cyber centre kl							
Concert Period	25/02/2012 to 26/02/2012							
Date of re-export to country of origin	29/02/2012							
Category	GENERATOR - K106							
Brand	samsung							
Invoice No.	22881972							
Date of Invoice	29/02/2012							
AWB / BL / Conveyance No.	2222							
Date of AWB / BL / Conveyance	29/02/2012							
<b>Import - Item</b>								
No.	Description	Model	Approved No.	Tariff Code	Tariff Quantity	Tariff UOM	Unit Cost C.I.F (MYR)	Total (MYR)
1	Horses	Samsung		0101.10 100	12	UNT	234	500
<b>Technical Documents</b>								
No.	Document Name	File Name						
1	AWB / BL / Conveyance Note	<a href="#">SJT1612012000139_2_1.pdf</a>						
<b>OGA Response</b>								
Verified By		Verified Date						
Approved By		Approved Date						
COA No.		Effective Date						
Cancelled Date		Expiry Date						
Cancellation Remarks		Cancellation Reference No.						
OGA Reference No.		OGA Remarks						
Response Code		Special Condition						
<b>Transaction</b>								
No.	Date	Time	Action	Response Description	Response From			
1	23/02/2012	16:31:59	Draft	NA	NA			
2	24/02/2012	10:56:28	Awaiting OGA Verification	NA	NA			
<input type="button" value="Print COA"/> <input type="button" value="Cancel"/>								

- Go to **Transaction** section at the bottom of the page to view **Application Status**.

Figure 2.282 Application Status

Transaction					
No.	Date	Time	Action	Response Description	Response From
1	23/08/2010	12:09:54	Draft	NA	NA
2	19/11/2010	09:55:47	Awaiting OGA approval	NA	NA
<input type="button" value="Cancel"/>					

- Current **Application Status** for this permit is **“Awaiting OGA Approval”**.
- Click  button to exit the page.

## COA/Release Letter - Application Status

Status	Description
Draft	COA/Release Letter application has not been submitted and can be edited.
Awaiting OGA Approval	COA/Release Letter application has been submitted and is awaiting for approval from OGA
Approved By OGA	Permit application has been approved by OGA
Rejected By OGA	COA/Release Letter application has been rejected by OGA
Verified By OGA	COA/Release Letter application has been verified by OGA
Awaiting Customs Acknowledgement	COA application is awaiting for Customs acknowledgement
Acknowledged By Customs	COA application has been acknowledged by Customs
Rejected By Customs	COA application has been rejected by Customs
Permit Cancelled	COA/Release Letter has been cancelled
Cancellation Acknowledged By Customs	COA cancellation has been acknowledged by Customs
COC	COC is a Certificate of Conformity issued by SIRIM upon certifying the electrical goods are in accordance to Standard
Pending Processing Fee	Waiting for Processing Fee Payment
Pending COA Fee	Waiting for COA Fee payment.