

LICENSING (GENERIC)

By SHIPPING AGENT /
FORWARDING AGENT

User Guide



License Application

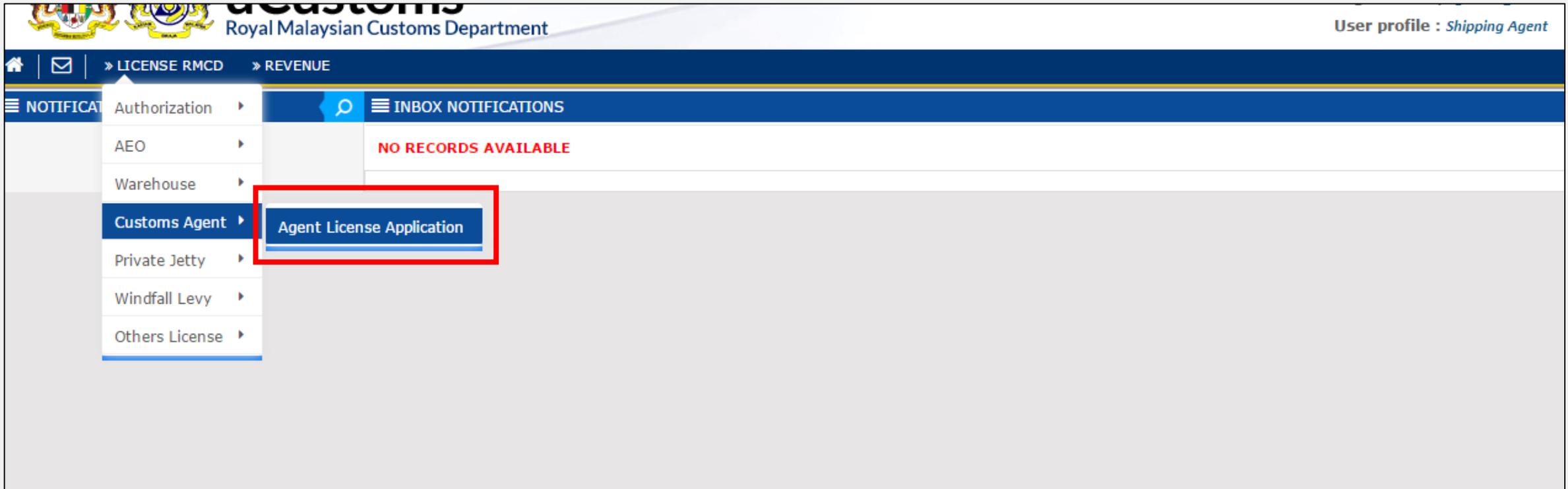
Process

by Shipping Agent /

Forwarding Agent



Go to “LICENSE RMCD” menu → “Customs Agent” → click on “Agent License Application” submenu.



The screenshot displays the uCustoms web application interface. At the top, the Royal Malaysian Customs Department logo and name are visible on the left, and the user profile "Shipping Agent" is on the right. The main navigation bar includes a home icon, an envelope icon, and the menu items "LICENSE RMCD" and "REVENUE". A dropdown menu is open under "LICENSE RMCD", listing several options: "Authorization", "AEO", "Warehouse", "Customs Agent", "Private Jetty", "Windfall Levy", and "Others License". The "Customs Agent" option is highlighted in blue, and its submenu, "Agent License Application", is also highlighted in blue and enclosed in a red rectangular box. To the right of the dropdown menu, there is a search icon and the text "INBOX NOTIFICATIONS" above a message that says "NO RECORDS AVAILABLE".

The **LICENSE INFORMATION** form appears. Select value of the dropdown for **License Category** and **License Name**. Then, click “**New**” button to apply for new license.

LICENSE INFORMATION

License Category * EJEN KASTAM

License Name * EJEN PERKAPALAN **New**

LICENSE LIST

NO RECORDS AVAILABLE



The APPLICATION FOR LICENSE form appears. Fill in all the required fields *.

APPLICATION FOR LICENSE		STATUS : DRAFT CREATED	
Temporary License No.	GEN-TMP-10-2018-000462	Requested Date	* 30-07-2018
License No.		Applicant Name	HASREEN
License Category	* EJEN KASTAM	License Name	EJEN PERKAPALAN
Application Station	* B18 B18-PELABUHAN BARAT,SELANGOR	Applied State	SELANGOR
Company Name	LIMBANG SHIPPING & TRANSPORT SERVICES SDN. BHD.	BRN	18806M
ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC / Passport No.	961109126540
Contact Person Name	HASREEN	Email Id	shipping002@loketa.com
Mobile Number	+60 125522600	Telephone Number 1	+60
Designation	MANAGING DIRECTOR		
Applicant Remarks			
Address	NO 114 GREEN ROAD KUCHING		
Country	MALAYSIA	State	SELANGOR
City	SHAH ALAM	Postal Code	40150

Make sure all the required fields are entered, and next click “Create” button.

FULL ADDRESS (IF DIFFERENT FROM REGISTERED ADDRESS)

Address

Country Search... State Search...

City Search... Postal Code Search...

AGENT SPECIFIC DETAILS

Type of Business SHIPPING Paid Up Capital (RM) * 100,000

Existing Agent Code Yes No Agent Code

Bumiputra Equity * 60 %

Activity * shipping agent

Create **Back**

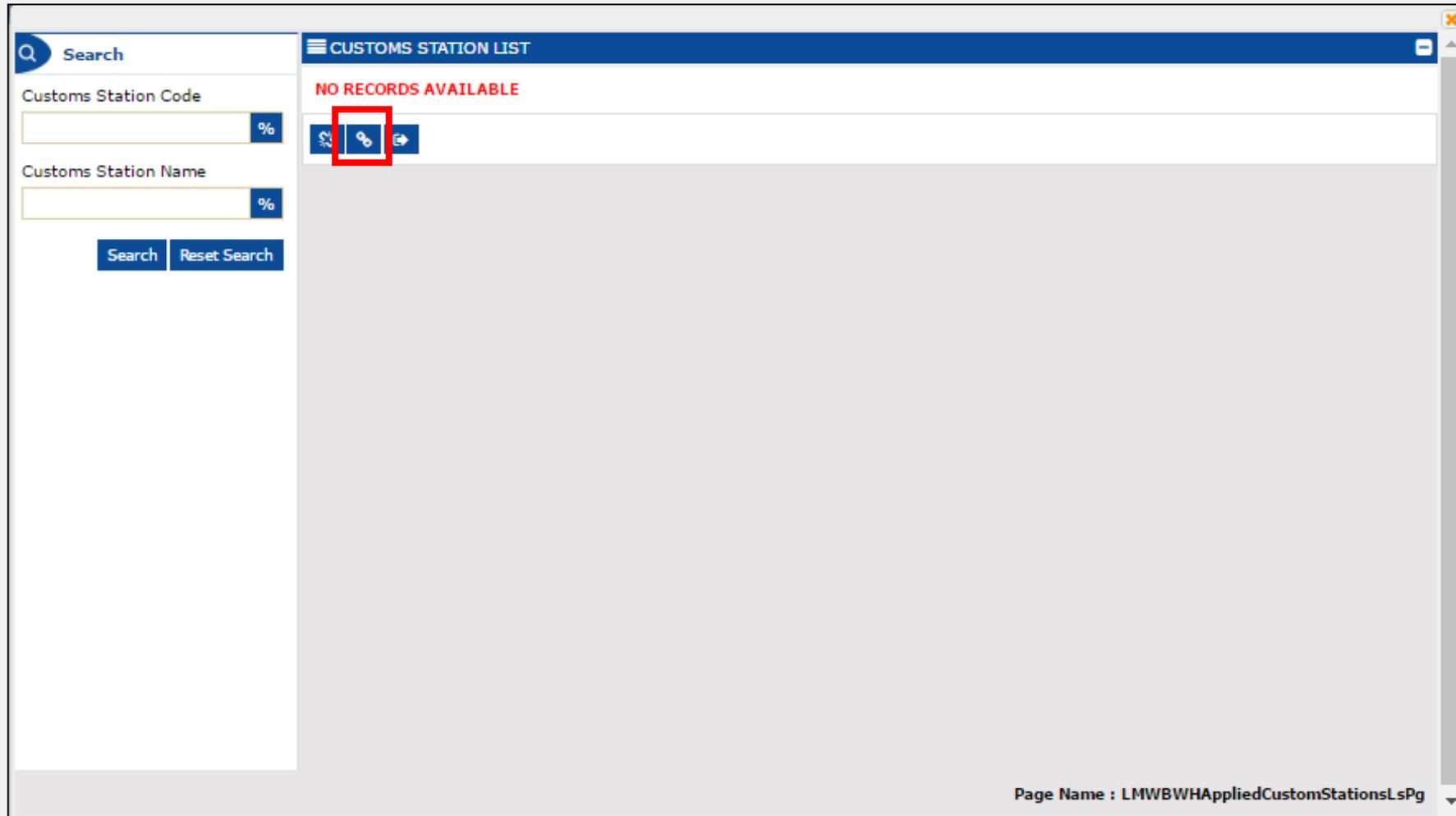
Status of the application changes to “DRAFT CREATED”. Go to Link Repository, and complete the items for “Associate Customs Station”, “View/Upload Documents”, “Surety Details”, and “Qualified Persons List”.

APPLICATION FOR LICENSE STATUS : DRAFT CREATED

Temporary License No.	GEN-TMP-10-2018-000461	Requested Date	* 30-07-2018	Associate Customs Station
License No.		Applicant Name	EMILIA EVYLN ANAK CHRISTERMALLER	View/Add Goods
License Category	* EJEN KASTAM	License Name	EJEN PERKAPALAN	View / Upload Documents
Application Station	* B18 B18-PELABUHAN BARAT,SELANGOR	Applied State	SELANGOR	Surety Details
Company Name	WALLEM SHIPPING (MALAYSIA) SDN. BHD.	BRN	9615V	View Organization Details
ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC / Passport No.	950527136502	View Applicable Documents
Contact Person Name	EMILIA EVYLN ANAK CHRISTERMALLER	Email Id	shipagent03@sfamo.com	View License Applicable Fees
Mobile Number	+60 23535235	Telephone Number 1	+60 35252353	Qualified Persons List
Designation	MANAGING DIRECTOR			
Applicant Remarks	<div style="border: 1px solid #ccc; height: 40px;"></div>			
Address	TKT 2, BANGUNAN TH			
	5 JALAN BERSATU (13/4)			
	PETALING JAYA,SELANGOR			
Country	MALAYSIA	State	SELANGOR	
City	SEKINCHAN	Postal Code	45400	

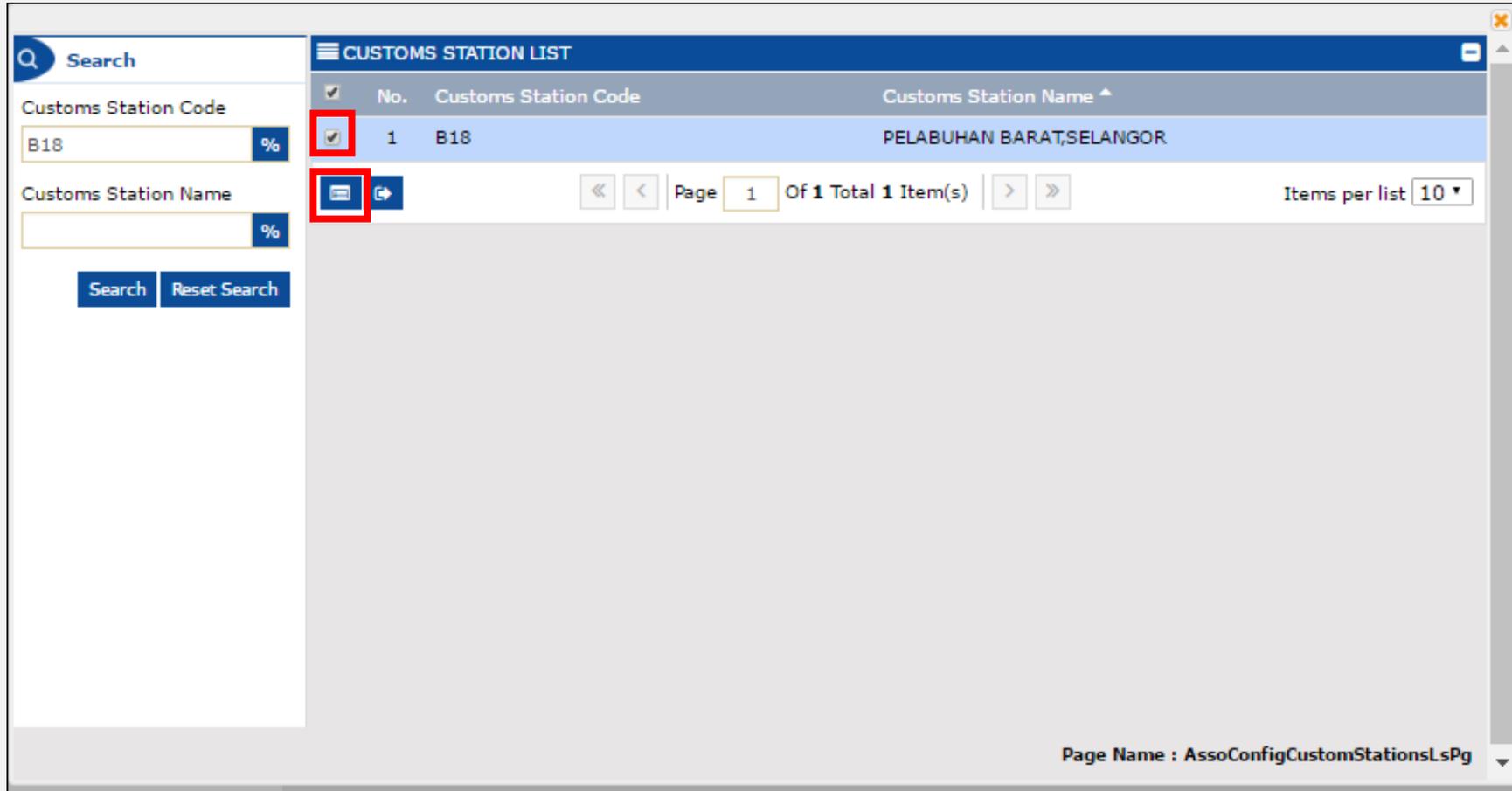
[Submit](#) [Back](#)

First, click on “Associate Customs Station”. The CUSTOMS STATION LIST appears. Click on the “associate” button to associate the customs station.



The screenshot shows a web application interface for managing customs stations. On the left, there is a search panel with two input fields: "Customs Station Code" and "Customs Station Name", each followed by a percentage sign. Below these fields are "Search" and "Reset Search" buttons. The main content area is titled "CUSTOMS STATION LIST" and displays the message "NO RECORDS AVAILABLE" in red. Below this message, there is a table with a single row containing three buttons: a blue button with a plus sign, a blue button with a minus sign, and a blue button with a right-pointing arrow. The plus sign button is highlighted with a red square. At the bottom right of the page, the text "Page Name : LMWBWHApliedCustomStationsLsPg" is visible.

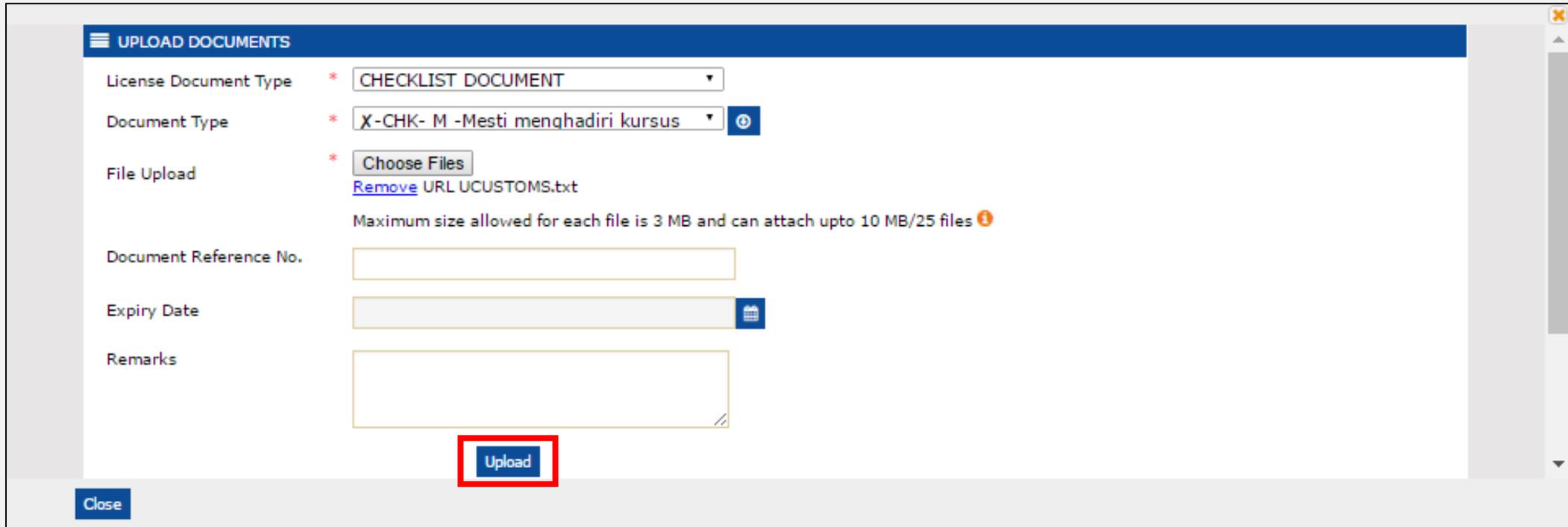
Find the customs station from the list or enter customs **code/name** on the search field and click “**Search**” button. Then, select on the **checkbox** for the desired Customs Station and click on the “**Save Selection**” icon to save the station.



The screenshot displays the 'CUSTOMS STATION LIST' interface. On the left, there is a search panel with two input fields: 'Customs Station Code' containing 'B18' and 'Customs Station Name' which is empty. Below these fields are 'Search' and 'Reset Search' buttons. The main area shows a table with one row: No. 1, Customs Station Code B18, and Customs Station Name PELABUHAN BARAT, SELANGOR. A red box highlights the checkbox in the 'No.' column. Below the table, a red box highlights the 'Save Selection' icon (a document with a checkmark). The interface also includes pagination controls showing 'Page 1 Of 1 Total 1 Item(s)' and 'Items per list 10'. At the bottom right, the page name is 'AssoConfigCustomStationsLsPg'.

No.	Customs Station Code	Customs Station Name
<input checked="" type="checkbox"/>	1 B18	PELABUHAN BARAT, SELANGOR

Next, go to “**View/Upload Documents**” on Link Repository. Fill in all the required fields and **upload the mandatory documents** by click on “**Upload**” button. Click “**Close**”.

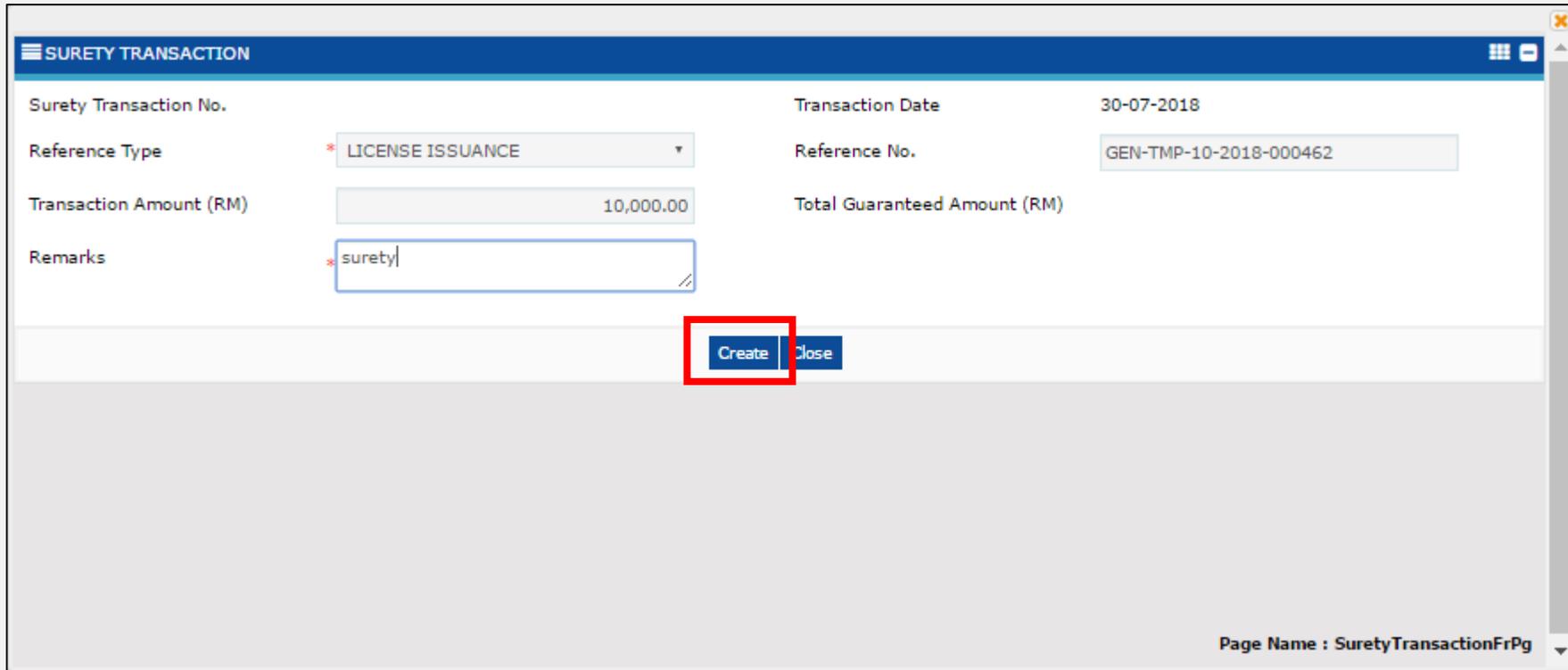


The screenshot shows a web form titled "UPLOAD DOCUMENTS" with the following fields and controls:

- License Document Type**: A dropdown menu with "CHECKLIST DOCUMENT" selected.
- Document Type**: A dropdown menu with "X-CHK- M -Mesti menghadiri kursus" selected, accompanied by a blue circular icon with a white plus sign.
- File Upload**: A "Choose Files" button, a "Remove" link, and the text "URL UCUSTOMS.txt". Below this is a note: "Maximum size allowed for each file is 3 MB and can attach upto 10 MB/25 files" with an information icon.
- Document Reference No.**: An empty text input field.
- Expiry Date**: A date picker field with a calendar icon.
- Remarks**: A large empty text area.

At the bottom of the form, there is a blue "Upload" button (highlighted with a red box) and a blue "Close" button.

Next, go to “Surety Details”. Fill in the required fields * and click “Create” button.



The screenshot shows a web application window titled "SURETY TRANSACTION". The form contains the following fields and values:

Surety Transaction No.		Transaction Date	30-07-2018
Reference Type	* LICENSE ISSUANCE	Reference No.	GEN-TMP-10-2018-000462
Transaction Amount (RM)	10,000.00	Total Guaranteed Amount (RM)	
Remarks	* surety		

At the bottom of the form, there are two buttons: "Create" and "Close". The "Create" button is highlighted with a red box.

Page Name : SuretyTransactionFrPg

The **SURETY TRANSACTION DETAILS** section appears below. Click on the “associate” button to associate with the surety number.

SURETY TRANSACTION

Surety Transaction No.	SUR-B18-07-2018-000033	Transaction Date	30-07-2018
Reference Type	* LICENSE ISSUANCE	Reference No.	GEN-TMP-10-2018-000462
Transaction Amount (RM)	10,000.00	Total Guaranteed Amount (RM)	
Remarks	* surety		

SURETY TRANSACTION DETAILS

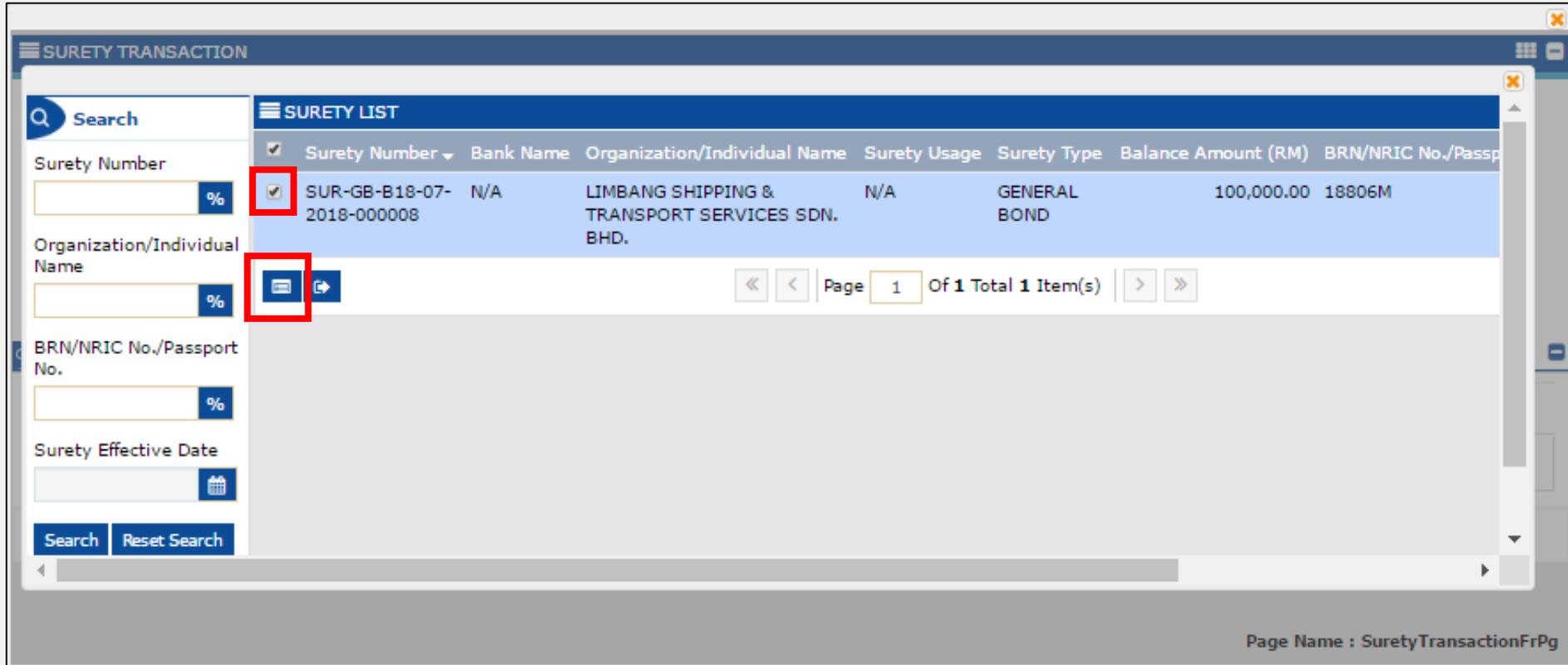
NO RECORDS AVAILABLE



Save Close

Page Name : SuretyTransactionFrPg

The **SURETY LIST** appears. Select on the **checkbox** under the surety list and click “**Save Selection**” icon button.

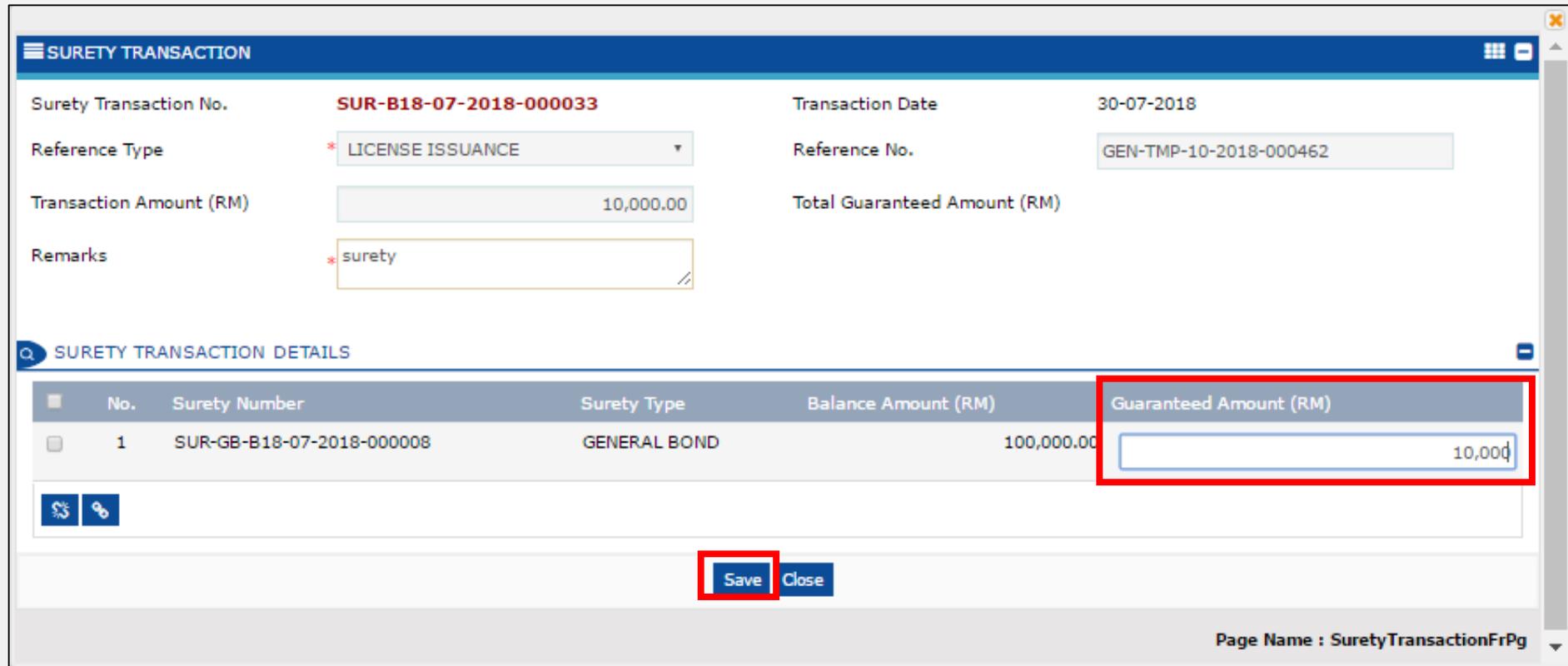


The screenshot displays the 'SURETY TRANSACTION' application window. On the left, there is a search panel with fields for 'Surety Number', 'Organization/Individual Name', 'BRN/NRIC No./Passport No.', and 'Surety Effective Date'. The main area shows a 'SURETY LIST' table with the following data:

Surety Number	Bank Name	Organization/Individual Name	Surety Usage	Surety Type	Balance Amount (RM)	BRN/NRIC No./Passp
<input checked="" type="checkbox"/> SUR-GB-B18-07-2018-000008	N/A	LIMBANG SHIPPING & TRANSPORT SERVICES SDN. BHD.	N/A	GENERAL BOND	100,000.00	18806M

Below the table, there are navigation controls: '<<', '<', 'Page 1 Of 1 Total 1 Item(s)', '>', '>>'. A red box highlights the checkbox in the first row and the 'Save Selection' icon (a blue square with a white document and arrow) below the table. At the bottom right, the page name is 'Page Name : SuretyTransactionFrPg'.

On the **SURETY TRANSACTION DETAILS** section, enter the **Guaranteed Amount** field. Click “Save”.



The screenshot shows a web application interface for SURETY TRANSACTION. The top section, titled "SURETY TRANSACTION", contains the following fields:

- Surety Transaction No.: **SUR-B18-07-2018-000033**
- Transaction Date: 30-07-2018
- Reference Type: * LICENSE ISSUANCE
- Reference No.: GEN-TMP-10-2018-000462
- Transaction Amount (RM): 10,000.00
- Total Guaranteed Amount (RM):
- Remarks: * surety

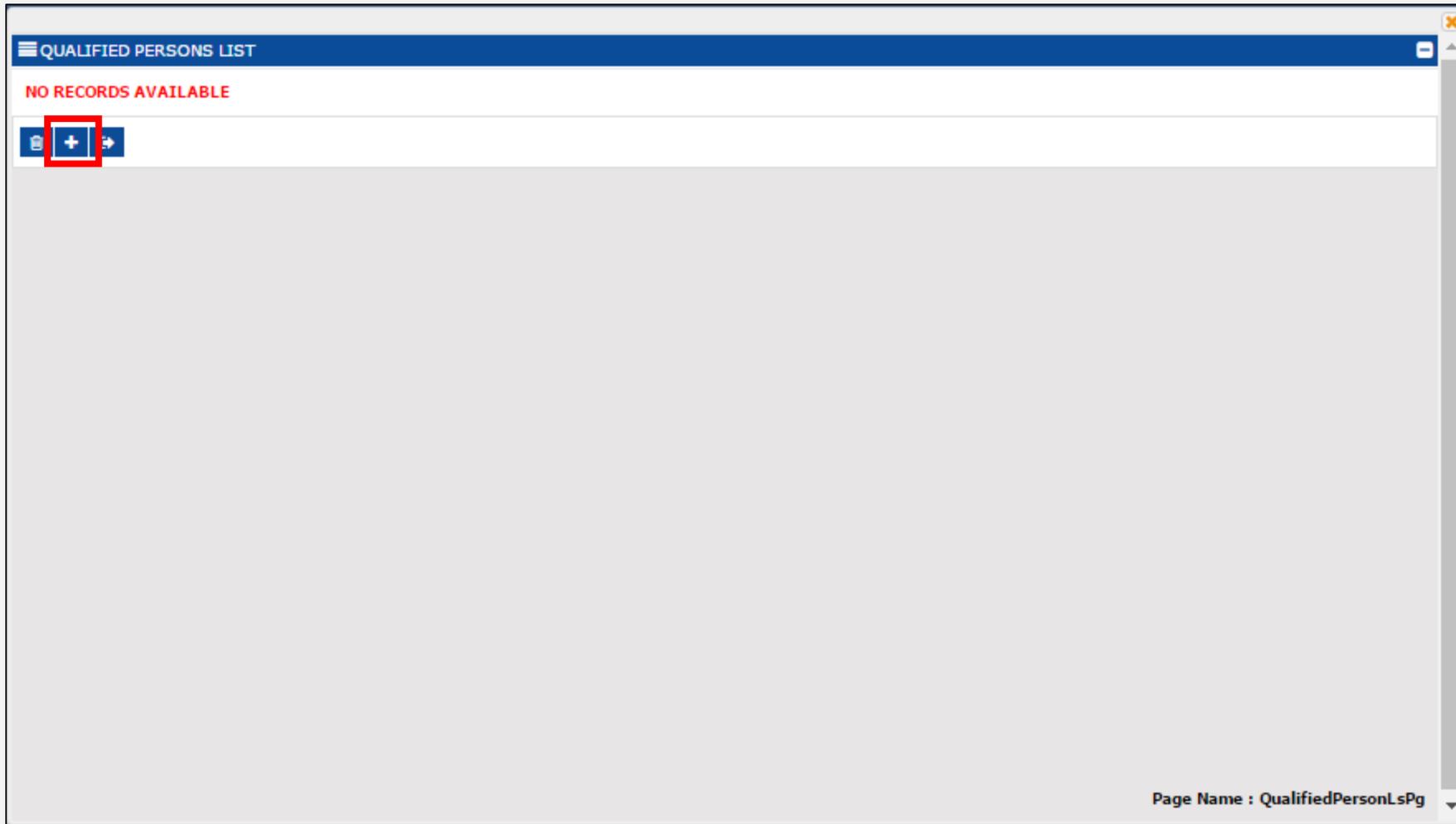
The bottom section, titled "SURETY TRANSACTION DETAILS", contains a table with the following data:

No.	Surety Number	Surety Type	Balance Amount (RM)	Guaranteed Amount (RM)
1	SUR-GB-B18-07-2018-000008	GENERAL BOND	100,000.00	10,000

At the bottom of the form, there are two buttons: **Save** and **Close**. The **Save** button is highlighted with a red box. The **Guaranteed Amount (RM)** field in the table is also highlighted with a red box.

Page Name : SuretyTransactionFrPg

Next, go to “Qualified Persons List”. Click on the “+” button to add two(2) new qualified persons with at least one “SENIOR EXECUTIVE”.



The **QUALIFIED PERSON DETAILS** form appear. Fill in all the required fields * for the details of the qualified person, and ensure the person has been registered with **AKMAL**.

QUALIFIED PERSON DETAILS STATUS : NEW

Nationality	<input checked="" type="radio"/> Malaysian	ID Type	<input checked="" type="radio"/> NRIC No.
Full Name	* ZOOOL FADLI BIN ABDULLAH ⓘ	NRIC No.	* 811102055141 ⓘ
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Neuter Gender	Communication Email ID	<input checked="" type="radio"/> Primary Email ID <input type="radio"/> Alternative Email ID
Primary Email ID	* zool@customs.gov.my	Alternative Email ID	
Designation	* SENIOR EXECUTIVE ⓘ		

CONTACT INFORMATION

Mobile Number	+60 ▼ 013-6711735 ⓘ	Telephone Number 2	+60 ▼
Telephone Number 1	+60 ▼	Fax Number	+60 ▼

ADDRESS INFORMATION

Address	* NO 12		
Country	* MALAYSIA	State	* SELANGOR
City/Town	* SEKINCHAN	Postal Code	* 45400 ⓘ

Make sure all the required fields are entered. Then, click “Create” button.

ADDRESS INFORMATION

Address * NO 12
Country * MALAYSIA State * SELANGOR
City/Town * SEKINCHAN Postal Code * 45400 ⓘ

CERTIFICATE INFORMATION / EXEMPTION LETTER

Course SHIPPING AGENT Certificate No. * 811102055141
Exam Result Pass Certificate Date 03-12-2014 ⓘ
Remarks

Create Back Close

Page Name : QualifiedPersonFrPg

The new successful created person appears in the **Qualified Persons List**. Next, repeat the same step for the second qualified person. Ensure at least one person with “**SENIOR EXECUTIVE**” position is created. Click “**close**” icon.

QUALIFIED PERSONS LIST					
No.	Full Name	NRIC No.	Designation	View / Edit	
1	ANUAR BIN MOHD YUNUS	830529065123	SENIOR EXECUTIVE		
2	ZOOL FADLI BIN ABDULLAH	811102055141	SENIOR EXECUTIVE		

     Page Of 1 Total 2 Item(s)   Items per list

The system navigates back to **APPLICATION FOR LICENSE** form. At the end of the form, select on the disclaimer **checkbox** and click “**Submit**” button.

AGENT SPECIFIC DETAILS

Type of Business	SHIPPING	Paid Up Capital (RM)	100,000.00
Existing Agent Code	<input type="radio"/> Yes <input checked="" type="radio"/> No	Agent Code	
Bumiputra Equity	60.00 %		
Activity	shipping		

I hereby undertake to give true and accurate information to Customs at all times and will abide with all Customs laws, regulations and orders. I also undertake to inform the Royal Malaysian Customs Department in the event of any error in information that has been identified by internal and external audit and take corrective measures immediately.

Submit **Back**

The status of the application form changes to **SUBMITTED**.

APPLICATION FOR LICENSE		STATUS : SUBMITTED	
Temporary License No.	GEN-TMP-10-2018-000462	Requested Date	* 30-07-2018
License No.		Applicant Name	HASREEN
License Category	* EJEN KASTAM	License Name	EJEN PERKAPALAN
Application Station	* B18 B18-PELABUHAN BARAT,SELANGOR	Applied State	SELANGOR
Company Name	LIMBANG SHIPPING & TRANSPORT SERVICES SDN. BHD.	BRN	18806M
ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC / Passport No.	961109126540
Contact Person Name	HASREEN	Email Id	shipping002@loketa.com
Mobile Number	+60 125522600	Telephone Number 1	+60
Designation	MANAGING DIRECTOR		

Now **Shipping Agent/Forwarding Agent** can log in to the system to check their status of license application.

Message showed that there are a number of **Approved License Applications**.

Click at the **number**.



The screenshot shows the Customs Department dashboard. At the top right, the user profile is identified as "Shipping Agent". Below the navigation menu, the "INBOX NOTIFICATIONS" section displays six notification cards. The "Approved License Application(s)" card, which shows a count of 1, is highlighted with a red border.

Notification Category	Count
Cancelled Surety	0
Approved License Application(s)	1
Activated License Application(s)	1
Activated Surety	2
Organization User Activated	1
New Individual / Organization Registered	1



Inbox message showed the application has been **activated**.

Click at the **reference number** given.

INBOX			
From	Subject	Received Date	Reference
RMCD - ABT Department	License Application CSA000243 has been Activated	30-07-2018 15:56:54	 CSA000243

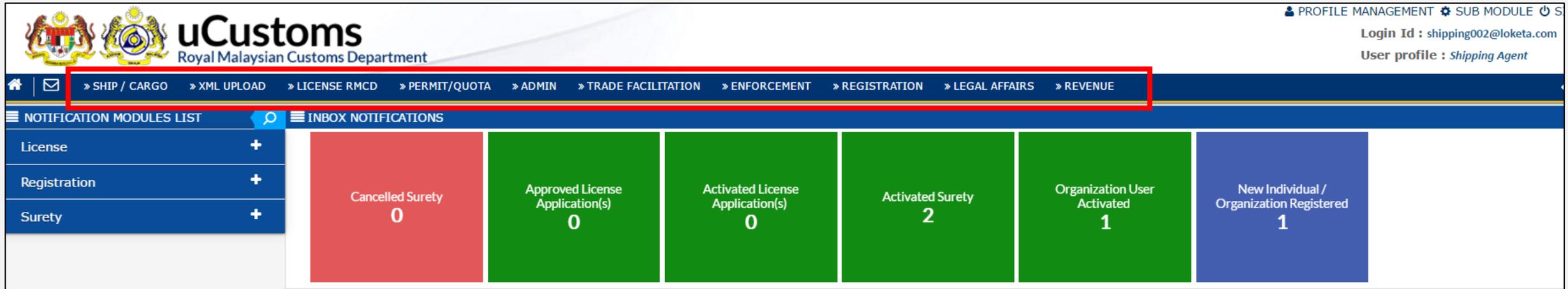
« < Page 1 Of 1 Total 1 Item(s) > »

Items per list 10 ▾

APPLICATION FOR LICENSE page below showed the Status of **ACTIVATED**.

APPLICATION FOR LICENSE		STATUS : ACTIVATED	
Temporary License No.	GEN-TMP-10-2018-000462	Requested Date	* 30-07-2018
License No.	CSA000243	Applicant Name	HASREEN
License Category	* EJEN KASTAM	License Name	EJEN PERKAPALAN
Application Station	* B18 B18-PELABUHAN BARAT,SELANGOR	Applied State	SELANGOR
Company Name	LIMBANG SHIPPING & TRANSPORT SERVICES SDN. E	BRN	18806M
ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC / Passport No.	961109126540
Contact Person Name	HASREEN	Email Id	shipping002@loketa.com
Mobile Number	+60 125522600	Telephone Number 1	+60
Designation	MANAGING DIRECTOR		
Applicant Remarks			
Address	NO 114 GREEN ROAD		
	KUCHING		
Country	MALAYSIA	State	SELANGOR
Update License Print License Print Acknowledgment Back			

Shipping Agent homepage showed **full menu / tab.**



The screenshot shows the uCustoms Royal Malaysian Customs Department interface. At the top, there is a navigation bar with a home icon, an envelope icon, and a menu of tabs: SHIP / CARGO, XML UPLOAD, LICENSE RMCD, PERMIT/QUOTA, ADMIN, TRADE FACILITATION, ENFORCEMENT, REGISTRATION, LEGAL AFFAIRS, and REVENUE. The 'SHIP / CARGO' tab is highlighted with a red box. Below the navigation bar, there are two sections: 'NOTIFICATION MODULES LIST' and 'INBOX NOTIFICATIONS'. The 'NOTIFICATION MODULES LIST' section has a table with three rows: License, Registration, and Surety, each with a plus sign icon. The 'INBOX NOTIFICATIONS' section displays a dashboard with six colored boxes representing different notification categories and their counts.

Notification Category	Count
Cancelled Surety	0
Approved License Application(s)	0
Activated License Application(s)	0
Activated Surety	2
Organization User Activated	1
New Individual / Organization Registered	1

uCustoms Communication Channel

Do visit and
follow
for more
updates



Portal : www.customs.gov.my/en/uc/



Facebook : www.facebook.com/UcustomsRMCD/



Instagram : www.instagram.com/ucustomsrmcd/



Twitter : <https://twitter.com/uCustomsRMCD>



Trouble ?

Hotline : 1300-888-500

ucustoms.voices@customs.gov.my

Mon - Fri (8.30 a.m – 7.00 p.m)

THANK YOU

