# ROYAL MALAYSIAN CUSTOMS DEPARTMENT



# uCustoms

uCustoms

USER MANUAL PHASE 1 – REGISTRATION (EXTERNAL USER) 17<sup>th</sup> March 2017 / Issue 1.2





#### DOCUMENT CONTROL

Distribution List	
Company's Name	Recipient's Name
Royal Malaysian Customs Department	Project Management Office
Brilliance Information Sdn. Bhd.	Project Team
	Project Library

Deliverable Item	Yes
Configuration Item	No

Revision History				
Date	Version	Issue	Change Description (Chapter/Section/Page changes)	Created/Changed By
02.06.2015	0.1	First Draft		ICS
06.07.2015	1.0	First Issue	Incorporated QC feedback.	ICS
27.08.2015	1.1	Second Draft	Incorporated Brinfo feedback.	ICS
17.03.2017	1.2	Second Issue	<ul> <li>Incorporated following CR changes:</li> <li>CR-APP-008 -CR for Registration (Single Name).</li> <li>CR-APP-60 - Registration confirmation.</li> <li>CR-APP-54 -Duplicate BRN.</li> <li>CR-APP-53 -Inbox Notifications.</li> <li>CR-APP-50 -History Details and Multiple Bank Change.</li> <li>CR-APP-0074 - REG - Port Customs Station Profile.</li> </ul>	ICS

#### References

Document Number	Document Description
13.03.01	SDS Phase 1 Registration

#### 4 BRINFO

#### Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 2 of 198





#### Abbreviations

Abbreviation	Expansion
BRN	Business Registration Number
GST	Goods and Services Tax
JPN	Jabatan Pendaftaran Negara
LLP	Limited Liability Partnership
NRIC	National Registration Identity Card
OGA	Other Governmental Agency
ΡΙΑ	Permit Issuing Agency
ROB	Registrar of Business
ROC	Registrar of Company
ROS	Registrar of Society
SSM	Suruhanjaya Syarikat Malaysia
SSO	Single Sign On

# Definitions

Brinfo	Referring to Brilliance Information Sdn. Bhd.
ICS	Referring to Inspection and Control Services
MicroClear®	Referring to MicroClear <sup>®</sup> System
uCustoms	Referring to uCustoms Application

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

## Page 3 of 198





# Preface

# About this Manual

This User Manual helps to understand and use the Registration Module of uCustoms. It describes the features of Registration Module, and explains the procedures to be followed for performing the system functions in the Registration Module.

# Prerequisites

The course assumes the attendees are to have basic knowledge on Customs operations and familiarity with the business terms related to Customs activities. Although this is not an absolute requirement, lack of basic Customs knowledge and familiarity may affect the learning rate of the course.

The uCustoms application is a standardized Web Application. Once the attendee learns the basic functions, using similar features will become easy and intuitive.

During the training, fictitious accounts will be provided for various type of users based on their specific roles.

Users	User Role Description		
Users - Single Sign On (SSO)	<ol> <li>SSO Registration.</li> <li>Register (Individual, Organization or Governmental User (SSO)).</li> </ol>		
Business Stakeholder (Individual)	<ol> <li>Register Business Stakeholder (Individual) Online.</li> <li>i. Create Business Stakeholder (Individual).</li> <li>ii. Create Bank Details.</li> <li>iii. Associate or Disassociate Ports.</li> <li>iv. Associate or Disassociate Customs Station.</li> </ol>		

# Intended Users and their Roles

A BRINFO

Page 4 of 198

Issue 1.2







Users	User Role Description
	v. View or Upload Documents.
	vi. View History.
	2. Submit and Activate Business Stakeholder
	(Individual).
	3. Edit Profile Information.
	4. Create New Agent Association.
	i. Associate or Disassociate Customs Stations.
	ii. View or Upload Documents.
	5. Submit Agent Association.
Business Stakeholder (Organization)	1. Register Business Stakeholder (Organization)
	Online.
	i. Create Business Stakeholder (Organization).
	2. Create Bank Details.
	3. Associate Ports.
	4. Associate Customs Stations.
	5. Associate Business Stakeholder Category.
	6. Associate Profiles.
	7. Create Additional Organization Information.
	8. Create Additional Address Information.
	9. View or Upload Documents.
	10. View History.
	11. View Organization Information (SSM).
	12. View Organization Information (uCustoms).
	13. View Organization Members.
	14. Submit and Activate Business Stakeholder
	(Organization).
	15. Edit Profile Information.
	16. Reset Password.
	17. Add Additional Users (Organization).
	i. Create New Additional User Information.
	i. Associate Ports.
	iii. Associate Profiles.
	iv. Associate Customs Stations.
	v. View or Upload Documents.
	18. Activate User Information.
	19. Cancel User.
	20. Create and Submit Ceiling Limit Request.
	21. Submit Additional Organization (Sabah, Sarawak or
	Labuan Authority).
Sabah, Sarawak State Authority or Labua	n 1. Approve or Decline uCustoms Registration Form.

4 BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

Page 5 of 198







Registration		
Users	User R	ole Description
Authority (External Other Governmental		i. Print uCustoms Registration Form.
Agency (OGA) Authorities)	2.	Approve, Amend or Return Additional
		Organization Information (Sabah, Sarawak or
		Labuan) for Correction.
Governmental Stakeholder (OGA), Permit	1.	Edit Profile Information.
Issuing Agency (PIA) or Authorities)	2.	Add Additional Users.
		i. Associate Ports.
		ii. Associate Profiles.
		iii. Associate Customs Stations.
		iv. View or Upload Documents.
	3.	Activate User Information.
	4.	Cancel User.
	5.	Create Business Stakeholder (Individual).
	6.	Create Business Stakeholder (Organization).
	7.	Create and Submit Ceiling Limit Request.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

# Page 6 of 198





# **Typographical Conventions Used in Manual**

The following table lists the typographical conventions used in this document.

Formatting/Writing Convention	Type of Information
Buttons, Form names, List names, Section names,	Commands and Screen elements.
Subsection names, Column names, Menus,	Example: On the Government Stakeholders
Submenus, Figure Numbers, and Cross References	submenu, click <b>New</b> .
appear in Title Case and are bold-faced.	
Blue text underlined.	URLs, links and hyperlinks.
	Example: <u>http://www.customs.gov.my/en</u>
Note: <text></text>	Note refers to additional information related to
Bold Note font and the text highlighted with grey.	the described content.
	Example:
	Note: Click the message count to navigate
	directly to the inbox instead of viewing the
	message count details.
<field name:=""> - Italic</field>	Field labels.
(Classer Torres Dald Title Case	Example: Enter the Full Name.
<glossary term=""> - Bold, Title Case</glossary>	Giossary terms.
	Example:
	commodities are shipped
Enter and coloct	Example:
	Enter and select the name of the Country from
	where the Passnort number is issued
	Maldives X
	* Malawi
	Maldives
	Mali
	Malta
Split Image	If the image is long, then for better visibility of
	screen elements, the image is split into parts and
	the figure caption is added to the last part of the
	image.

4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 7 of 198





# **TABLE OF CONTENTS**

GETTING STARTED	16
Logging in	17
uCustoms Home Page	22
UCUSTOMS USABILITY CONVENTIONS	
COMMON FEATURES	
Search	
Calendar	37
Sort	37
ScreenTip	
ToolTip	38
Link Repository	
Common Icons in uCustoms	
1. REGISTRATION	41
1.1 Roles and Functionality Matrix	43
1.2 Features in Registration Module	45
1.3 SSO Registration	47
1.3.1 Register (Individual/Organization/Governmental) User (SSO)	47
A. Business Stakeholder (Individual)	58
1.4 Register Business Stakeholders (Individual) Online	58
1.4.1 Create Business Stakeholders (Individual)	58
1.4.2 Create Bank Details	66
1.4.3 Associate/Disassociate Ports	69
1.4.4 Associate/Disassociate Customs Station	73
1.4.5 View/Upload Documents	76
1.4.6 View History	80
1.5 Submit and Activate Business Stakeholders (Individual)	82
1.6 Edit Profile Information	87
1.7 Create New Agent Association	89
1.7.1 Associate/Disassociate Customs Station	92
1.7.2 View/Upload Documents	92
1.8 Submit Agent Association	93
B. Business Stakeholder (Organization)	96
1.9 Register Business Stakeholder (Organization) Online	96
1.9.1 Create Business Stakeholder (Organization)	96
1.9.2 Create Bank Details	110
1.9.3 Associate/Disassociate Ports	110
1.9.4 Associate/Disassociate Customs Stations	110

4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 8 of 198





1.9	.5	Associate Business Stakeholder Category	111
1.9	.6	Associate/Disassociate Profiles	115
1.9	.7	Create Additional Organization Information	119
1.9	.8	View/Upload Documents	128
1.9	.9	View History	130
1.9	.10	View Organization Information (SSM)	130
1.9	.11	View Organization Information (uCustoms)	132
1.9	.12	View Organization Members	135
1.10	Sub	mit and Activate Business Stakeholder (Organization)	137
1.11	Edit	t Profile Information	141
1.12	Res	et Password	144
1.13	Add	Additional Users (Organization)	145
1.1	3.1	Create New Additional User Information	145
1.1	3.2	Associate/Disassociate Ports	152
1.1	3.3	Associate/Disassociate Profiles	152
1.1	3.4	Associate/Disassociate Customs Stations	152
1.1	3.5	View/Upload Documents	152
1.14	Act	ivate User Information	152
1.15	Can	icel User	156
1.16	Cre	ate and Submit Ceiling Limit Request	157
1.17	Sub	mit Additional Organization Information (Sabah/Sarawak/Labuan)	159
C. Sat	oah/S	Sarawak State Authority/Labuan Authority (External OGA State Authorities)	164
1.18	App	prove/Decline uCustoms Registration Form	164
1.1	8.1	Print uCustoms Registration Form	169
1.19	App	prove/Amend/Return Additional Organization Information (Sabah/Sarawak/La	abuan) for
Corre	ction	-	
D. Go	verni	mental Stakeholder (OGA/PIA/Authorities)	178
1.20	Edit	t Profile Information	178
1.21	Add	Additional Users	180
1.2	1.1	Associate/Disassociate Ports	185
1.2	1.2	Associate/Disassociate Profiles	185
1.2	1.3	Associate/Disassociate Customs Stations	185
1.2	1.4	View/Upload Documents	185
1.22	Act	ivate Additional User Information	185
1.23	Can	icel User	186
1.24	Cre	ate Business Stakeholder (Individual)	186
1.25	Cre	ate Business Stakeholder (Organization)	
1.26	Cre	ate and Submit Ceiling Limit Request	188
1.27	Мо	dule Summary	188
		Belille on Informa	Non Edu DLd
A BRI	NFD	brillance informa	uon sun. Bhu.

Issue 1.2

Page 9 of 198





QUICK REFERENCE	
GLOSSARY	
INDEX	

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

# Page 10 of 198





## **LIST OF TABLES**

Table 1.1-1: Roles and Functionality Matrix	44
Table 1.3-1: uCustoms Registration Form – Individual	56
Table 1.3-2: uCustoms Registration Form – Organization	57
Table 1.4-1: uCustoms Registration Form – Individual	59
Table 1.4-2: uCustoms Registration Form – Create	64
Table 1.4-3: Bank Details – Create	68
Table 1.4-4: Upload Documents	78
Table 1.7-1: Agent Association	90
Table 1.9-1: uCustoms Registration Form – Organization	99
Table 1.9-2: Organization Business Stakeholder Registration	105
Table 1.9-3: Approvers for different Registration Authority and Business Entities	108
Table 1.9-4: Organization Member Details – Create	123
Table 1.9-5: Additional Address Information - Create	128
Table 1.13-1: User Information Form - Create	150
Table 1.16-1: Ceiling Limit Request – Create	158
Table 1.21-1: User Information Form – Create	184

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



# **LIST OF FIGURES**

Figure 1.3-1: RMCD Home Page – uCustoms	48
Figure 1.3-2: RMCD Home Page – eSERVICES	49
Figure 1.3-3: RMCD Home Page – Login	50
Figure 1.3-4: RMCD Sign In Page	51
Figure 1.3-5: New User Registration Form	52
Figure 1.3-6: Registration Successful	53
Figure 1.3-7: Account Activation	53
Figure 1.3-8: Account Activation Successful	53
Figure 1.3-9: uCustoms Portal	54
Figure 1.3-10: RMCD Sign in Page	55
Figure 1.3-11: uCustoms Registration Form – Individual	56
Figure 1.3-12: uCustoms Registration Form – Organization	56
Figure 1.4-1: uCustoms Registration Form – Individual	58
Figure 1.4-2: uCustoms Registration Form – Individual	60
Figure 1.4-3: Designation - Others	62
Figure 1.4-4: City List	63
Figure 1.4-5: Customs Station List	64
Figure 1.4-6: uCustoms Registration Form – Business Stakeholder Category	65
Figure 1.4-7: Checklist	65
Figure 1.4-8: UCustoms Registration Form – Create Bank List	67
Figure 1.4-9: Bank Details – Create	68
Figure 1.4-10: Bank Details – Created	68
Figure 1.4-11: uCustoms Registration Form – Bank Details	69
Figure 1.4-12: Available Ports List – Associate	70
Figure 1.4-13: Available Ports List – Associated	71
Figure 1.4-14: Available Ports List – Disassociate	71
Figure 1.4-15: Confirm Disassociate	72
Figure 1.4-16: Available Ports List – Disassociated	72
Figure 1.4-17: Available Customs Stations – Associate	73
Figure 1.4-18: Available Customs Stations - Associated	74
Figure 1.4-19: Available Customs Stations – Disassociate	75
Figure 1.4-20: Confirm Disassociate	75
Figure 1.4-21: Available Customs Stations – Disassociated	76
Figure 1.4-22: Upload Documents Form	77
Figure 1.4-23: Uploaded Document List	78
Figure 1.4-24: Uploaded Document List – Delete	79
Figure 1.4-25: Confirm Delete	79

Brilliance Information Sdn. Bhd.

Issue 1.2

4 BRINFO

Page 12 of 198





Figure 1.4.26: Individual History	00
Figure 1.4-20. Individual History Datails	00
Figure 1.4-27. Individual Fisiol y Details	01 01
Figure 1.4-28: History Details Form Submit	ŏ⊥ co
Figure 1.5-1: ucustoms Registration Form – Submit	83
Figure 1.5-2: Registration Confirmation	84
Figure 1.5-3: New Individual/Organization Registered – Indox Notifications	84
Figure 1.5-4: Individual Registered Successfully – List Indox	85
Figure 1.5-5: uCustoms Registration Form – Activated	86
Figure 1.6-1: Individual Business Stakeholder Home Page	87
Figure 1.6-2: Individual Stakeholder – Edit Profile Information	88
Figure 1.7-1: New Agent Association	89
Figure 1.7-2: Agent Association	89
Figure 1.7-3: Agent Association List	90
Figure 1.7-4: Agent Association – Created	91
Figure 1.7-5: Checklist	91
Figure 1.8-1: Agent Association Form – Submit	93
Figure 1.8-2: Agent Association Form – Submitted	93
Figure 1.8-3: uCustoms Registration Form - Updated Agent Association Details	95
Figure 1.9-1: uCustoms Registration Form – Organization	96
Figure 1.9-2: Alert – Duplicate BRN	98
Figure 1.9-3: Duplicated BRN - Prefix	99
Figure 1.9-4: uCustoms Organization Business Stakeholder Registration	100
Figure 1.9-5: Designation - Others	103
Figure 1.9-6: City List	104
Figure 1.9-7: Customs Station List	105
Figure 1.9-8: Created Organization Business Stakeholder	106
Figure 1.9-9: uCustoms Registration Form (Organization) – Link Repository	109
Figure 1.9-10: Checklist	110
Figure 1.9-11: Business Stakeholder Category List	111
Figure 1.9-12: Business Stakeholder Category – Associate	111
Figure 1.9-13: uCustoms Registration Form – Associated Stakeholders	113
Figure 1.9-14: Business Stakeholder Category - Disassociate	114
Figure 1.9-15: Confirm Disassociate	114
Figure 1.9-16: uCustoms Registration Form – Associate Profiles	116
Figure 1.9-17: Available User Profile List – Associate	117
Figure 1.9-18: Available User Profiles List – Associated	117
Figure 1.9-19: Available User Profile List – Disassociate	118
Figure 1.9-20: Confirm Disassociate	118
Figure 1.9-21: Available User Profile List - Disassociated	119

Brilliance Information Sdn. Bhd.

Issue 1.2

4 BRINFO

Page 13 of 198





	<b>V</b>
Figure 1.9-22: uCustoms Registration Form – Additional Organization Information	120
Figure 1.9-23: Organization Information – Create	121
Figure 1.9-24: Organization Information - Created	122
Figure 1.9-25: Organization Member Details - Create	123
Figure 1.9-26: Organization Information – Updated Organization Member List	124
Figure 1.9-27: Organization Member Details – Delete	125
Figure 1.9-28: Confirm Delete	125
Figure 1.9-29: Organization Information – Additional Address Information	126
Figure 1.9-30: Additional Address Information - Create	127
Figure 1.9-31: City List	127
Figure 1.9-32: Additional Address Information – Save	128
Figure 1.9-33: uCustoms Registration Form – View/Upload Documents	129
Figure 1.9-34: uCustoms Registration Form – Organization Information (SSM)	131
Figure 1.9-35: Organization Information Form	132
Figure 1.9-36: uCustoms Registration Form – Organization Information (uCustoms)	
Figure 1.9-37: Organization Information – Create	134
Figure 1.9-38: Organization Information – Created	135
Figure 1.9-39: uCustoms Registration Form – Organization Members	136
Figure 1.9-40: Organization Members Pop-up Window	137
Figure 1.10-1: uCustoms Registration Form – Submit for Approval	138
Figure 1.10-2: Registration Confirmation	139
Figure 1.10-3: uCustoms Registration Form – Registered	140
Figure 1.10-4: Checklist	141
Figure 1.11-1: Organization Business Stakeholder Home Page	142
Figure 1.11-2: Organization Stakeholder – Edit Profile Information	143
Figure 1.12-1: Reset Password	144
Figure 1.12-2: Reset Password Confirmation	144
Figure 1.12-3: Alert Message – Password Reset	144
Figure 1.12-4: Email Message – Password	145
Figure 1.13-1: uCustoms Registration Form – Additional Users	146
Figure 1.13-2: User Information Form	147
Figure 1.13-3: Designation - Others	149
Figure 1.13-4: City List	150
Figure 1.13-5: User Information – Created	151
Figure 1.14-1: User Information Form (Organization) – Activate	153
Figure 1.14-2: Activate User	153
Figure 1.14-3: User Information Form (Organization) – Active	154
Figure 1.14-4: uCustoms Registration Form - Additional Users	155
Figure 1.15-1: Cancel Additional User	156

Brilliance Information Sdn. Bhd.

Issue 1.2

4 BRINFO

Page 14 of 198





	-
Figure 1.15-2: Cancel User156	)
Figure 1.15-3: Cancelled Additional User156	;
Figure 1.16-1: Alert Message – Ceiling Limit	,
Figure 1.16-2: Ceiling Limit Request List157	,
Figure 1.16-3: Ceiling Limit Request - Create158	5
Figure 1.16-4: Ceiling Limit Request – Created158	5
Figure 1.16-5: Ceiling Limit Request – Submitted159	)
Figure 1.17-1: Approved Organization – Inbox Notifications	)
Figure 1.17-2: Organization Registered Successfully – List Inbox	)
Figure 1.17-3: uCustoms Registration Form – Additional Organization Information	-
Figure 1.17-4: Organization Information – Send for Approval162	
Figure 1.17-5: Organization Information – Sent for Approval163	;
Figure 1.18-1: New Individual/Organization Registered – Inbox Notifications	
Figure 1.18-2: Registered Individual/Organization – List Inbox165	)
Figure 1.18-3: uCustoms Registration Form – Submitted for Approval166	,
Figure 1.18-4: uCustoms Registration Form – Activated168	;
Figure 1.18-5: uCustoms Registration Form – Print170	)
Figure 1.18-6: uCustoms Registration Form – Print171	
Figure 1.19-1: Registered Organization Additional Information – Inbox Notifications172	•
Figure 1.19-2: Organization Information Submitted for Approval – List Inbox173	
Figure 1.19-3: Organization Information – Approve174	
Figure 1.19-4: Organization Information – Approved175	)
Figure 1.19-5: Additional Organization Information – Amend176	)
Figure 1.19-6: Organization Information – Amended177	'
Figure 1.20-1: Governmental Stakeholder (OGA) uCustoms Home Page178	;
Figure 1.20-2: Governmental/Authorities Information – Edit Profile Information	)
Figure 1.21-1: User Information – Create	
Figure 1.21-2: Designation – Others182	
Figure 1.21-3: City List	
Figure 1.21-4: User Information form – Created184	
Figure 1.24-1: Business Stakeholders – Create186	)
Figure 1.24-2: uCustoms Registration Form – Individual	)
Figure 1.25-1: Business Stakeholders – Create187	,
Figure 1.25-2: uCustoms Registration Form – Proceed187	'

#### 4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 15 of 198





# **GETTING STARTED**

Registered user can login to uCustoms by entering the Customs URL in the address bar of the web

browser.

The **RMCD** home page appears as shown below:



BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 16 of 198





## Logging in

To login to uCustoms:

1. On the **RMCD** home page, click **uCUSTOMS** as shown below.



Or

2. On the **RMCD** portal, select **eSERVICES** menu and then click **uCustoms** as shown below.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 17 of 198







3. On the **uCustoms** home page, click **Login** as shown below.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 18 of 198







Portal uCustoms page appears as shown below.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 19 of 198







4. Click the External Stakeholders logo to sign in as an External User.

The following **RMCD** sign in page appears.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 20 of 198





- 5. Enter the *Login ID* for example, <u>ipatil@agility.com</u>.
- 6. Enter the Password.
- 7. Click Sign in.

If the Stakeholder (Individual or Organization) is registered with only one *Login ID*, then after login, the uCustoms home page appears as shown below.

Let MY PROFILE © SUB MODULE © SIG USer : parkhi@pos.com.my Port : Port Klang (Pelabuha Klang)   User profile : Shipuha Agent User profile : Shipuha Agent						ULE 🖞 SIGN OUT my an Klang)		
* 🛛 🏭 🔻	REGISTRATION	» BROKE	ER AFFAIRS » CARGO » PAYM	IENTS » PERMIT » SURETY	> QUOTAS > ACCOUNTIN	G » LICENSE » LEGAL AF	FAIRS » FREE ZONE » SHI	p CLEAR/ 🗙 🔀
NOTIFICATION MOD	DULES LIST	<mark>م</mark>	INBOX NOTIFICATIONS					•
Cargo		+						
License		+	Activated License	Approved License	Auto Crosted Journous	Arrived Journeye	Vossol Approval	
Ship Clearance		+	Application(s) 1	Application(s)	1	<b>1</b>	2	
				« < Page 1	Of 1 Total 5 Item(s) > >		Items	s per list 15 🔻

If the Stakeholder is registered with more than one organization, or if the *Login ID* is the same for an Individual or Organization Stakeholder, then the following **Organization Selection** form appears.



Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 21 of 198





■ ORGANIZATION SELECTION				
	Organization / Individual Name	* KFC (SARAWAK) SDN BHD	V	
	Default User Profile	* Trader (Importer/Exporter)	V	
	Note : Please Select Orga	nization/Individual Name to Contin	ue	
		Continue Back		

8. Select the *Organization / Individual Name* and *Default User Profile* from the respective dropdown lists and click **Continue** to proceed to the uCustoms home page.

#### **uCustoms Home Page**

The uCustoms home page is shown below.

	ISTOR aysian Custo	<b>MS</b> oms Department	5					(1 ▲ M (4) P	IY PROFILE <b>&amp;</b> SU Iser : panship@po Fort : Port Klang (F Iser profile : Ship	B MODULE & SIGN OUT s.com.my 2 3 Pelabuhan Klang)   opping Agent
* 🗹 🏥 🛛 × REGISTRATION	BROKER AFF	AIRS » CARGO » PA	YMENTS » PERMIT	» SURETY	» QUOTAS	» ACCOUNTING	» LICENSE	» LEGAL AFFAIRS	» FREE ZONE	» SHIP CLEAR/ 🗲 🗲 🔀
■ NOTIFICATION MODULES LIST		IBOX NOTIFICATIONS								■ ^
Cargo	+									
License	+	Activated License	Approved Lie	cense	Auto Created	i Journeys	Arrived Jo	ourneys	Vessel Approv	al
Ship Clearance	+	1	1 Application	n(s)	1		1		2	
			<b>7</b> « <	Page 1 Of	f 1 Total 5 Item	(s) > >			8	Items per list 15 🔻
1	My	Profile								
2	Sub	Module								
3	Sign	out								
4	Use	r Details								
5	Mer	nu Bar								
6	Mai	lbox								
7	Page Navigation									
8	Iten	ns per List								

The uCustoms home page features are listed below:

- My Profile,
- Sub Module,
- Sign Out,

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 22 of 198





- User Details,
- Menu Bar,
- Mailbox,
- Page Navigation, and
- Items per List.

#### I. My Profile

On the home page, click MY PROFILE to view additional options, such as Preferences, Edit Profile and the option to switch languages as shown below.

PREFERENCES
LEDIT PROFILE
EN BM

#### Preferences

To edit the preferences:

1. (	Click	PREFERENCE	ES
'			

The **Preferences** pop-up window appears as shown below.

PREFERENCES		8
Default User Profile	* Trader (Importer/Exporter)	~
Note : On clicking Save and Close,	the selected preferences would be affected.	
	Save and Close Close	

2. Select the Default User Profile from the drop-down list.

**Note**: *Default User Profile* can be changed only if multiple profiles are associated to the user.

3. Click Save and Close.



Issue 1.2

A BRINFO

Page 23 of 198





Edit Profile - This link allows user to view and/or edit the profile-related details. To edit the profile details:

- EDIT PROFILE 1. Click
- 2. Make the required changes in the respective Registration Form.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

Page 24 of 198





- INCUSTOMS REGISTRATION FORM					STA	IUS : ACTIVATED 📰 🗖
Registration Ref No.						
Stakeholder Type	🔍 Individual 🏾 🖲	Organization		Registration Date	* 19-06-2015	m
		-		-		
ORGANIZATION INFORMATION						
Organization Name	* PanOcean Ship	ping Co Ltd		BRN	* 724012P	
Registration Authority	* Select the val	ie 🔺		Business Entity	* Partnership	Ŧ
GST No.						
PERSONAL DETAILS						
Nationality	Malaysian	Non-Malaysian		ID Type	• NRIC No. OPassport No.	
Full Name	* John		0	Gender	🖲 Male 💿 Female	
NRIC No.	* 78965214		0			
Login ID	panship@pos.c	om.my				
Communication Email ID	Primary Ema	il ID 🔘 Alternative Email ID		Primary Email ID	* panship@pos.com.my	
Designation	* Executive	٧		Alternative Email ID	panship@pos.com.my	
ORGANIZATION PRIMARY CONTACT						
Mobile Number	+60 •	+632015487	0	Telephone Number 2	+60 •	
Telephone Number 1	+60 *			Fax Number	+60 •	
ORGANIZATION PRIMARY ADDRESS						
Address	LCC Terminal,	Jalan KLIA S3				
	Sourthern Sup	port Zone, KLIA,64000				
	Selangor Darul	Ehsan, Malaysia				
Postal Code	*	01512		City/Town/Area/Land	* Penasihat Undang-Undang Nege	eri
State	Perlis			Country	Malaysia	
REGISTRATION CUSTOMS STATION						
Registration Station Name / Code	* KANGAR,PERLI	S * R10				
BUSINESS STAKEHOLDER CATEG	ORY					
No. Stakeholder Categor	/				Status	
1 Shipping Agent					Active	
<u>%</u> &		« < Page 1 Of 1 T	otal 1 Item	s) > »		Items per list 5 🔻
AGENT ASSOCIATION						
NO RECORDS AVAILABLE						
MASTER USER						•
No. Login ID	Full Name	Master User				Status
1 panship@pos.com.my	John	Yes Associate P	Ports A	Associate Profiles Associate Cu	ustoms Station Reset Password	Active 🧭
		« < Page 1 Of 1 Total 1	Item(s)	> >>		Items per list 5 *
ADDITIONAL USERS						Status
ADDITIONAL USERS     No. Login ID		Full Name	A	and the state of the state of the	Prosting Provide the	
ADDITIONAL USERS     No. Login ID     1 Krishanacustoms@c	ustoms.gov.my	Full Name Associate Ports	Associate F	Profiles Associate Customs Station	n Deactivate Reset Password Cane	cel User Active
a) ADDITIONAL USERS       Image: No.     Login ID       Image: No.     Login	ustoms.gov.my ) No. Of User	Full Name Associate Ports s: 1	Associate I	Profiles Associate Customs Station	Deactivate Reset Password Can	cel User Active 🔗
ADDITIONAL USERS      No. Login ID     I Krishanacustoms@c      S + Max Allowed Users : 20     BANK LIST	ustoms.gov.my ) No. Of User	Full Name Associate Ports s: 1	Associate F	Profiles Associate Customs Station	Deactivate Reset Password Cano	Items per list 5
ADDITIONAL USERS  No. Login ID  I Krishanacustoms@c  Amage: Angle Angl	ustoms.gov.my ) No. Of User	Full Name Associate Ports 5 : 1	Associate P	Page 1 Of 1 Total 5 Item(s)	Deactivate Reset Password Can	Items per list 5 •
ADDITIONAL USERS  No. Login ID  I Krishanacustoms@c  Amax Allowed Users : 2i  BANK LIST  NO RECORDS AVAILABLE	ustoms.gov.my	Full Name Associate Ports 5: 1	Associate I	vofiles Associate Customs Station Page 1 Of 1 Total S Item(s)	Deactivate Reset Password Can	Items per list 5 •
ADDITIONAL USERS     No. Login ID     I Krishanacustoms@ci     Amax Allowed Users : 2i     BANK LIST     NO RECORDS AVAILABLE     S +	ustoms.gov.my ) No. Of User	Full Name Associate Ports 5: 1	Associate F	vofiles Associate Customs Station Page 1 Of 1 Total 5 Item(s)	n Deactivate Reset Password Can > > >	tel User Active 🕜 Items per list 5 🔻

#### 3. Click Save.



#### Issue 1.2

Page 25 of 198





The profile changes are saved successfully.

Switch Language: By default, the application's content appears in English (EN). To view the content in Bahasa Melayu, click BM.



## II. Sub Module

MYCOO This includes the link.

#### III. Sign Out

ப் SIGN OUT to sign out of uCustoms. Click

#### **IV. User Details**

The User details display the Login ID and the User Profile as shown below.



Login Id – Displays the logged in user's ID.

**User profile** – The user's role is displayed based on the profile configuration.

#### V. Menu Bar

To access a menu:

Click the particular menu on the menu bar as shown below. ٠

*   🖂	🏭	» REGISTRATION	» BROKER AFFAIRS	» CARGO	» DECLARATION PROCESSING	» INSPECTION
Or						
	_					
& BRINFO					Brilliance Inf	ormation Sdn. Bho
Issue 1.2						Page 26 of 198

#### Issue 1.2





Click I to view the pictorial list of menus accessible to the profile as shown below.

ŵ		» REGISTRATION	» BROKER AFFAIRS	» CARGO » PAYME	NTS * PERMIT	» SURETY » ACCOUNT	ING »LICENSE	> LEGAL AFFAIRS	» FREE ZONE SHIP	CLEARANCE > XML	UPLOAD	<>>>
	Home	<b>R</b> egistration	eroker Affairs	Cargo	VISA Payments	<b>✓</b> Permit	Surety	\$ Accounting	License	لَوْلَ Legal Affairs	<u>m</u> Free Zone	Ship Clearance
	1 XML Upload											

On the home page, click  $\bigotimes$  to hide the header as shown below.

😥 🚳 uC	Image: State of Sub Module						uLE © SIGN OUT N n Klang)   🕹 Hint
REGISTRATION	BROKER	AFFAIRS > CARGO > PAYM	ENTS > PERMIT > SURETY	> QUOTAS > ACCOUNTING	G > LICENSE > LEGAL A/IV	AIRS > FREE ZONE > SHE	CLEARIC > X
NOTIFICATION MODULES LIST		INBOX NOTIFICATIONS					•
Cargo	+						
License	+	Activated License	ed License Approved License	Auto Created Increase	Arrived Income	Versel American	
Ship Clearance	+	Application(s) 1	Application(s) 1	1	1	2	
			< < Page 1	Of 1 Total 5 Item(s) > >		Items	per list 15 •

The home page appears as shown below.

* 🖂 🏭 » REGISTRATION	» BROK	ER AFFAIRS » CARGO » PAYME	ENTS » PERMIT » SURETY	» QUOTAS » ACCOUNTING	G » LICENSE » LEGAL AFF	FAIRS » FREE ZONE » S	HIP CLEAR/ 🔇 📏 💉
■ NOTIFICATION MODULES LIST	Q >	■ INBOX NOTIFICATIONS					
Cargo	+						
License	+	Activated License	Approved License	Auto Created Journeys	Arrived Journeys	Vessel Approval	
Ship Clearance	+	Application(s) <b>1</b>	Application(s) <b>1</b>	1	1	2	
							_
			< < Page 1 O	f 1 Total 5 Item(s) > >		Iter	ms per list 15 🔻

Note: To view the header again, click 🗾.

#### Submenu

To access a submenu:

Click the menu to view the list of submenus in an expandable list as shown below and then • click the submenu.



#### Issue 1.2

Page 27 of 198







The list of submenus can also be viewed through the pictorial list as shown below.



#### VI. Mailbox

Mailbox allows user to view all the messages received from and sent to other uCustoms users.

On the home page, click 🖾 to view the Mailbox options as shown below.



#### Inbox

• Inbox is displayed by default on the Home page once the user logs in to uCustoms. Whenever a new message is received or sent, system displays an alert as shown below.



#### Issue 1.2

Page 28 of 198







• Click the message to view the details.

Or

• Click 🖾 and then click Inbox submenu.

The Notification Modules List and Inbox Notifications appear as shown below.

NOTIFICATION MODULES LIST	< <mark>P</mark>	■ INBOX NOTIFICATIONS					-
Cargo	+						
License	+	Activated License	Approved License	Auto Crosted Journous	Arrived Journeys		
Ship Clearance	+	Application(s) 1	Application(s) <b>1</b>	1	1	2	
			« < Page 1	Of ${f 1}$ Total ${f 5}$ Item(s) $>$ $>$		Items	per list 15 🔻

#### **Notification Modules List**

- It specifies the list of modules for which notifications have been received or sent.
- Click of to search the notifications for a specific module as shown below.



 Click to view the Message Groups for which notifications are available for a module as shown below.

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 29 of 198



■ NOTIFICATION MODULES LIST		Q
Cargo		-
Auto Created Journeys	1	+
Arrived Journeys	1	+
License		+
Ship Clearance		+

- Click to collapse the Notification Modules List. •
- In the Message Group, click 📑 to view the details such as the number of Read messages, • Unread messages, Pending Task, Completed Task and the Total count of Read and Unread messages as shown below.

■ NOTIFICATION MODULES LIST		Q
Cargo		-
Auto Created Journeys	1	-
Today	1	
Read	0	
Unread	1	
Pending Task	0	
Completed Task	0	
Info	1	
Arrived Journeys	1	+
License		+
Ship Clearance		+

Click 📰 to collapse the Message Group details. •

BRINED	Brilliance Inf	formation S	ādn.	Bhd.

#### Issue 1.2

Page 30 of 198





#### **Inbox Notifications**

- The messages received are grouped as per different Message Types.
- Clicking the Message Group flips and shows the Message Count for each Message Type which includes details such as the number of messages received on that day, the number of Read messages, Unread messages, Pending Task, Completed Task and the Total count of Read and Unread messages as shown below.

INBOX NOTIFICATIONS			
Activated Surety 3	Today Read Unread Pending Task Completed Task Info	1 1 0 0 0 1	
	« < Pa	ge 1 Of 1 Total 2 Item(s) > >	Items per list

• Click the message count to view the messages received in the message group as shown below.

INBOX				
From	Subject	Received date		Reference
RMCD - RD - Registration Department	GULFSHIP AGENCIES SDN BHD is Registered Successfully	29-12-2015 22:05:28		Open
	« < Page 1 Of 1 Total 1 item(s) > >	It	ems p	oer list 10 🗸

• To view the message details, click 🔤

The Message Details appears as shown below.

E MESSAGE DETAILS	
Sent Date	27-12-2015
Sent Time	17:40:50
Subject	SDV SUNSHIPPING SDN BHD Organization Information was Amended by Sabah/Sarawak Authority
Message	SDV SUNSHIPPING SDN BHD Organization Information was Amended by Sabah/Sarawak Authority
	5eck

• Click **Back** to navigate back to the **Inbox**.

ABBINED	Brilliance Information Sdn. B	3hd.
apparenter o		

#### Issue 1.2

Page 31 of 198





• In to the **Inbox** click the <u>Reference</u> to navigate to the relevant form and view further details or perform an action.

#### Sent Items

To view sent messages, click **Sent Items**. The **Sent Items** Notifications appear as shown below.

SENT ITEMS NOTIFICATIONS					
Submitted Petroleum Safety Measures 1	Immigration Clearance has been Submitted 1	PANS Form has been Submitted 1 9 mins ago	Vessel Advice Form SSC issuance port not configured <b>1</b>	Vessel Advise Form(PKP) has been Submitted <b>1</b>	
No Transit Cargo General Declarations 1	Submitted Ship Arrival\Departure Declarations <b>1</b>	Payments Submitted 1	Submitted License Application <b>1</b>	Journeys Submitted 3	
Delivery Order Issued 1					
<pre>« &lt; Page 1 Of 1 Total 11 Item(s) &gt; &gt; &gt;</pre>					

#### **VII. Page Navigation**

uCusto	ns displ	ays ten (10)	records pe	er page	e, with th	ne rest of	f the re	cords display	ed on	the re	maining
pages.	While	navigating	through	the	record	pages,	page	navigation	links	will	appear
« <	Page	1 Of 6 Tota	l <b>58</b> item(s	5)	> >> v	vhich are	e locate	d below the	list of	recor	ds. Click
> to	move to	o the next pa	age, or 🔽	to n	avigate t	the pro	evious	page. To nav	vigate to	o first	page of
the reco	ords list,	click 🔍 an	d to naviga	ate to	last page	e of the r	ecords	list, click 🔌	. To dir	ectlyı	navigate
to a pag	ge, entei	r the page nu	imber and	then	press TA	В.					



Issue 1.2

Page 32 of 198





Confidential uCustoms 24.03.04

#### VIII. Items per List

The number of items listed per page can be selected from the dron-down list	Items per list	5 🗸
The number of items isted per page can be selected from the drop down ist		

The page refreshes with the selected number of items.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

Page 33 of 198





# UCUSTOMS USABILITY CONVENTIONS

The common conventions used in uCustoms are explained in this section. The following table lists the common features of uCustoms:

Identification	Description							
Identify the	* REGISTRATION *	BROKER A	FAIRS	» CARGO	» DECLARATION PROCESSING			
wodule								
	▼							
	Module Name	2						
	Used to identify the module or menu name. The module name is highlighted when							
	any process within its sub-m	odule is b	eing exe	cuted.	ma naga. Tha manu har			
	shows all the modules acces	sible to th	ie user.	o on the no	one page. The menu bai			
Identify Sub-								
menu		<b>☆</b>   >	CARGO					
			Chart					
			Start					
			Import	Journey				
		Sub	Export	Journey				
		menu	Manife	st				
			Bill of I	ading				
			NOC					
			Vessel					
			Contai	ner				
			FOT					
			SOC					
			Vehicle	2S				
					1			
	Used to identify the submen The submenu bar is displaye	iu. Id as an ei	pandabl	e list below	/ the menu bar. All the			
					Brilliance Information Sdn			

iance Information Sdn. Bhd.

Issue 1.2

Page 34 of 198





Identification	Description					
	submenus available in a particular menu are displayed on clicking that menu.					
View/edit						
record details	No. Organization Name	Organization Code	Status			
	1 Royal Malaysian Customs Department	RMCD	Activated 🧭			
	To view or edit any record detail	s, click 🕝 corresponding to th	e particular record.			
Identify page		ODMATION				
or screen	COSTOMS ORGANIZATION INF	ORMATION				
	Organization Name	* Royal Malaysian Customs [	Department			
	Page Nar Description	ne Royal Malaysian Customs I	Department 2			
ORGANIZATION PRIMARY CONTACT — Section in the page						
	Full Name	* Smith				
	Any page header or screen title in the page are also seen in the about the name.	indicates the page or screen nar ove image. The section header s	ne. The sections on hows the section			

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

# Page 35 of 198





# **COMMON FEATURES**

uCustoms includes some common features across all modules. Functions for these features are same throughout the application. These common features are grouped and described with their functions below.

#### Search

uCustoms allows searching for a particular record by entering the keyword(s) associated with that record. User can search a record by entering the keyword(s) in the **Search** window located on the left side of the submenu, main list or sub list.

Q Search	
Journey No.	
	%
Port of Origin	
	%
Expected Arrival Date	
	<b>#</b>
Status	
Select	▼ =
Search	Reset Search

To search:

• Enter or select any or all the search parameters in the respective search fields and click **Search**.

The search results appear which help the user to easily navigate to the required record.

• Click **Reset Search** to clear the search parameters and reset the list or sub list.

To perform a smart search (i.e. search by entering partial characters):

Brilliance Information Sdn. Bhd.

Issue 1.2

A BRINFO

Page 36 of 198




- In <sup>10</sup> fields, enter the values followed by '%'.
- In 📃 fields, enter or select the exact values.
- In 🛑 fields, filter the records by selecting the date from the calendar.

# Calendar

Calendar helps to fetch the records based on the selected Day, Month, and Year. The downward pointing arrow icon 🖸 on the calendar helps the user to select the required year and month.



Note: By default, the current date is highlighted in the calendar.

### Sort

Sort function in uCustoms enables the user to sort the records in ascending or descending order. Click the column heading in a list to sort the records.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

### Page 37 of 198







# ScreenTip

ScreenTip is provided in some of the forms to help the user to understand the type of characters to be used in that field as shown below.

NRIC No.	*	0
	Please do not use special character (!,@,#,\$,%,^,*,(,),-,=,/,.,,) on NRIC/Passport number.(NRIC No. e.g : 810909125542 - Mala applicants) or (Passport No. e.g: A02315922- International applican	your aysian ts)

The screentip can also be used to indicate certain validations as shown below.

Full Name	*	0
	Please enter the same name as Registered NRIC / Passport.	

# ToolTip

ToolTip helps the user to view the names of controls used across the application. Rest the mouse on the controls to view its details as shown below.



### Issue 1.2

Page 38 of 198







# **Link Repository**

The Link Repository helps to view all the links associated to the current form page or section. To navigate to the Link Repository, click Link Repository icon. All the links associated to that form page or section is displayed in an expandable list as shown below.

STATUS : APPROVED	
View History	
View / Upload Documents	
View Organization Details	

To add details in a link, click the link. The corresponding pop-up window appears.

### **Common Icons in uCustoms**

Following are the common icons in uCustoms:

lcon	Description
	Open icon: Used to open a record.
+	New icon: Used to create a new record.
	Link Repository icon: Consists of all the links associated to the module.
%	Smart search: Used to perform a smart search by entering partial characters.
=	Exact search: Used to perform exact search by selecting or entering the exact
	details.
钿	Calendar icon: Used to open the calendar window to select a date.
•	Close icon: Used to close a window.
*	Navigation icon: Used to navigate to the first page of the list or sub list.
<	Navigation icon: Used to navigate to the previous page of the list or sub list.
>	Navigation icon: Used to navigate to the next page of the list or sub list.
*	Navigation icon: Used to navigate to the last page of the list or sub list.
	Navigation icon: Used to navigate to the beginning of the form.
80	Associate icon: Used to associate record(s).

#### BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 39 of 198





lcon	Description				
\$\$	Disassociate icon: Used to disassociate record(s).				
6	Save icon: Used to save the record details.				
	Save Selection icon: Used to save the selected records for association.				
Î	Delete icon: Used to delete record(s).				
۱	Duty Details icon: Used to view the applicable duties and taxes.				
-1	Download icon: Used to download sample documents.				
۲	Download Template icon: Used to download the template.				
a	Search icon: Used to search items in a list.				
0	Screentip icon: Used to provide additional information about a field.				
Delete	Tooltip icon: Used to provide additional information about a field.				
٥	Collapse Form icon: Used to collapse a form.				
•	Expand Form icon: Used to expand a form.				
	Collapse List icon: Used to collapse a list.				
Ð	Expand List icon: Used to expand a list.				

Issue 1.2

Brilliance Information Sdn. Bhd.

# Page 40 of 198





# **1. REGISTRATION**

Registration module describes the steps to register Individual Business Stakeholder, Organization Business Stakeholder and Governmental Stakeholder (OGA, PIA or Authorities) in uCustoms. Individual Business Stakeholder, Organization Business Stakeholder and Governmental Stakeholder can register either online or over the counter of Customs Registration Department. Governmental Stakeholder needs to register through RMCD Portal. After successful registration, Governmental Stakeholder receives Single Sign On (SSO) ID. After receiving the SSO ID, Governmental Stakeholder needs to approach Customs Registration Department for registration.

### **SSO Registration**

The respective user (Individual, Organization or Governmental) needs to be registered in RMCD portal before registering in uCustoms application. The new user needs to login to the RMCD portal and complete the registration by entering basic information such as Email ID, Address and so on. After successful registration, user receives the SSO ID to proceed with uCustoms Registration process.

### **Individual Business Stakeholder**

Upon successful SSO registration, the respective user (Individual, Organization or Governmental) can access uCustoms application to complete the registration process. In uCustoms by default, the Individual Business Stakeholder is registered as a Trader. After successful registration and activation, Individual Business Stakeholder can perform all the activities that are accessible to the Trader's profile. The Individual Stakeholder can also create and register an Organization with the same Login ID or with a different Login ID.

### **Organization Business Stakeholder**

Organization Business Stakeholder represents an Organization. Upon successful SSO registration confirmation, the Organization Business Stakeholder can access the uCustoms application to complete the registration process. The registration process includes associating Ports, Profiles and

#### 4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

### Page 41 of 198





Customs Stations. The activated Organization Business Stakeholder can then add additional users and request for Additional User Management if the limit to create additional users exhausts.

Online registration of Organization Business Stakeholder who belong to Sabah, Sarawak, Labuan Authority, Limited Liability Partnership (LLP) and Registrar of Society (ROS) requires approval from their respective state authorities and Customs Sabah, Sarawak or Labuan Authorities. Once activated, if there is any change in the address, the respective Organization Business Stakeholder can send the additional organization information to the respective State Authority for approval. However, this is applicable to Sabah, Sarawak and Labuan Authority. The respective state authorities can approve, amend and return the additional organization information information for correction.

### Governmental Stakeholder (OGA, PIA or Authorities)

Governmental Stakeholder needs to register through RMCD Portal. After successful registration, Government Stakeholder receives SSO ID. After receiving the SSO ID, Governmental Stakeholder needs to approach Customs Registration Department for registration. The Governmental Stakeholder Registration process involves creating Departments, associating Ports, Profiles and Customs Stations. The activated Master User can create Business Stakeholders (Organization, Individual and OGA) and can create, modify and delete new users. However, this is restricted to Malaysians only.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

### Page 42 of 198





Confidential uCustoms 24.03.04

## 1.1 Roles and Functionality Matrix

Following is the mapping of the different roles to the activities they perform:

		Responsibilities											
Roles	SSO Registration	Register /Create Individual Business Stakeholders (Online)	Submit and Activate Business Stakeholders (Individual)	Edit Profile information (Individual/Organization/Governm ental Stakeholders)	Create and SubmitAgent Association (if one of the profiles is Trader)	Register /Create Business Stakeholders (Organization)Online	Submit and Activate Business Stakeholder (Organization)	Add /Cancel New Additional User	Activate /Cancel User Information	Create and Submit Ceiling Limit Request	Submit Additional Organization Information (Sabah/ Sarawak / Labuan)	Approve /Decline uCustoms Registration Form	Approve /Amend /Return Additional Organization Information (Sabah/Sarawak / Labuan) for Correction
Individual Business Stakeholders	4	~	*	~	~	~	~	~	4	~	4	×	×
Organization Business Stakeholders	-	*	*	1	1	-	-	-	-	-	-	×	×

#### 4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 43 of 198



Confidential uCustoms 24.03.04

		Responsibilities											
Roles	SSO Registration	Register /Create Individual Business Stakeholders (Online)	Submit and Activate Business Stakeholders (Individual)	Edit Profile information (Individual/Organization/Governm ental Stakeholders)	Create and SubmitAgent Association (if one of the profiles is Trader)	Register /Create Business Stakeholders (Organization)Online	Submit and Activate Business Stakeholder (Organization)	Add /Cancel New Additional User	Activate /Cancel User Information	Create and Submit Ceiling Limit Request	Submit Additional Organization Information (Sabah/ Sarawak / Labuan)	Approve /Decline uCustoms Registration Form	Approve /Amend /Return Additional Organization Information (Sabah/Sarawak / Labuan) for Correction
Governmental Stakeholders (OGA/PIA/Authorities)	~	~	*	~	*	~	*	~	~	~	*	×	×
Sabah/Sarawak State Authority /Labuan Authority	×	×	×	×	×	×	×	×	×	×	×	4	*

Table 1.1-1: Roles and Functionality Matrix

### BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2





Confidential uCustoms 24.03.04

## **1.2** Features in Registration Module

The features available in the Registration module include:

- SSO Registration.
  - Register (Individual, Organization or Governmental User (SSO)).
- Register Business Stakeholder (Individual) Online.
  - Create Business Stakeholder (Individual).
  - o Create Bank Details.
  - Associate or Disassociate Ports.
  - Associate or Disassociate Customs Station.
  - View or Upload Documents.
  - View History.
- Submit and Activate Business Stakeholder (Individual).
- Edit Profile Information.
- Create New Agent Association.
  - Associate or Disassociate Customs Stations.
  - View or Upload Documents.
- Submit Agent Association.
- Register Business Stakeholder (Organization) Online.
  - Create Business Stakeholder (Organization).
  - Create Bank Details.
  - Associate or Disassociate Ports.
  - Associate or Disassociate Customs Stations.
  - Associate or Disassociate Business Stakeholder Category.
  - Associate or Disassociate Profiles.
  - Create Additional Organization Information.

#### 4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

### Page 45 of 198







- Create Additional Address Information.
- View History.
- View or Upload Documents.
- View History.
- View Organization Information (SSM).
- View Organization Information (uCustoms).
- View Organization Members.
- Submit and Activate Business Stakeholder (Organization).
- Edit Profile Information.
- Reset Password.
- Add Additional Users (Organization).
  - Create New Additional User Information.
  - Associate or Disassociate Ports.
  - Associate or Disassociate Profiles.
  - Associate or Disassociate Customs Stations.
  - View or Upload Documents.
- Activate User Information.
- Cancel User.
- Create and Submit Ceiling Limit Request.
- Submit Additional Organization Information (Sabah, Sarawak or Labuan).
- Approve or Decline uCustoms Registration Form.
  - Print uCustoms Registration Form.
- Approve, Amend or Return Additional Organization Information (Sabah, Sarawak or Labuan) for Correction.
- Edit Profile Information.
- Add Additional Users.

Brilliance Information Sdn. Bhd.

#### Issue 1.2

BRINFO

Page 46 of 198





- Associate or Disassociate Ports.
- Associate or Disassociate Profiles.
- Associate Customs Stations.
- View or Upload Documents.
- Activate User Information.
- Cancel User.
- Create Business Stakeholder (Individual).
- Create Business Stakeholder (Organization).
- Create and Submit Ceiling Limit Request.

### 1.3 SSO Registration

SSO is an authentication process that allows a user to access multiple applications through a single login.

# 1.3.1 <u>Register (Individual/Organization/Governmental) User (SSO)</u>

Individual, Organization or Governmental Stakeholder can register through the RMCD portal using a valid email ID. Once the RMCD registration process is completed successfully, the Stakeholder receives an activation message link from RMCD to their Primary Email ID. Using the activation message link, the Stakeholder can complete the registration process and login to uCustoms. To register Individual, Organization or Governmental User through SSO:

1. On the **RMCD** home page, click **uCUSTOMS** as shown in **Figure 1.3-1**.

Issue 1.2

& BRINFO

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 47 of 198



JABATAN KASTAM DIRAJA MALAYSIA Royal Malaysian Custom: Department	Ó
	PAUTAN PANTAS Quiek Links
<image/>	PORTAL Portal Rasmi Jabatan Kastam Diraja Malagia Deportment - - - - - - - - - - - - -
Sesuai dipapar menggunakan Chrome versi terkini dengan paparan 1280 x Best viewed in Chrome latest version with screen 1280 x 800 Copyri	800 Hak Cipta Terpelihara 2015, Jabatan Kastam Diraja Malaysia. Hak terpelihara. ght Reserved 2015, Royal Malaysian Customs Department. All rights reserved

Figure 1.3-1: RMCD Home Page – uCustoms

Or

2. On the **RMCD** portal, select **eSERVICES** menu and then click **uCustoms** as shown in **Figure 1.3**-

**2**.

Ssue 1.2

Brilliance Information Sdn. Bhd.



Marchar

Page 48 of 198





Figure 1.3-2: RMCD Home Page – eSERVICES

3. On the uCustoms home page, click Login as shown in Figure 1.3-3.



Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.

Page 49 of 198





Figure 1.3-3: RMCD Home Page – Login

RMCD Sign in page appears as shown in Figure 1.3-4.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise. Page 50 of 198



Figure 1.3-4: RMCD Sign In Page

4. On the **RMCD Sign in** page, click Sign Up.

Note: Registered users can directly sign in by using their login credentials.

The New User Registration form appears as shown in Figure 1.3-5.

BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 51 of 198



IM EN	RMCD APPLICATIONS FAQ 🎨 +601-300-8	88-500
Official Portal ROYAL MALAYSIAN CONST DEPARTMENT For Trade Stillation		
	NEW USER REGISTRATION	
Account Information		"Mandatory Field
*Login Name (Email Addres	): psinha@agility.com	Email Address Please avoid using Temporary Email
Alternate Email Addres	s: Krishana.org@gmail.com	Services such as randex mail, Guerilla mail,ThrowAway mail and etc
*Passwo	d:	Password Rules Must be between 6-12 characters
"Confirm Passwo	d:	Must include at least one number     Must include at least one special
*Security Questio	n: In what city/town was your first job?	character ~1 @ # \$ % ^ & * _ + 1 / / • Must include at least one alphabet character.
*Security Answ	r: Hyderabad	
Personal Information		
*Nan	e K SINGH	
*Gend	r:  Male  Female	
*Nationali	y: MALAYSIA 🔻	
Address Information		
Count	y: MALAYSIA	
Address Line	1: KL	
Address Line	2: Malaysia	
Address Line	3:	
Sta	e: Johor •	
City/160	n: Ayer Baloi	
Postcod	e. 82100 •	
Contact Information		
Mobile No. OR Telephone No.	e min your:	
*Mobile No. (+60123456	+60 • 8790550621	
"Telephone No. (+603456789	+60 <b>v</b> 8790550621	
"Enter Cod	5733 5733	
Term of Service and Privacy F	Code is not in Case Sensitive	
RIACD has imply requirements of t by a finite party or 5. Change Class Statement most updated ver 6. Contact us: Bub Pejabat Kasta ccc@customs.go	nented security policies and technical measures to protect y y mented security policies and technical measures to protect y behaf of MMCD, RMCD will require the said third party to prot my be revised and updated from time to time. RMCD recommen no of this statement each time you provide your personal data in Diraja Malaysia, Kompleks Kementerian Kewangan, No 3, Per my • 😿 I accept to theTerm of Services and Privacy Polic	ur personal data in accordance with such occessing of the personal data is carried out set the personal data that they receive from ds that you visit this webpage to review the o RMCD. Jaaran Perdana Presint 2, 62566, Putrajaya y
ACT US	Activation email will be sent to primary en HEADQUARTER Into Report)	Reset Cancel Submit nail after registration and will be expired after 24 hours. S ia Malaysia Komoleks Kementerian Kewangan, No 3, Persiaran Perdana Presint 2, 62596, Putraiaya
803 8882 2111 (GST General Enquiries)	RSS Feed	Best viewed in chrome latest version with screen 1280 x 800 Copyright Reserved (© 2014, Royal Malaysia Customs Department Al right res

Figure 1.3-5: New User Registration Form

5. Once all the required details are entered, click **Submit**.

	Brilliance Information Sdn. Bhd.
Issue 1.2	Page 52 of 198





The **Registration Successful** confirmation page appears as shown below.

CONTRAINED PORTAL CONTRAINED AND AND AND AND AND AND AND AND AND AN
You registration was successful. An activation Link has been sent to your Primary Email address.
Please click the activation link in the email to activate your account. (Please check your spam/junk folder if the email is not found in your inbox.)
(If this page does not redirect automatically in 60 seconds, click here.)

Figure 1.3-6: Registration Successful

6. Open the Login email ID and view the RMCD <u>Account Activation</u> message as shown below.



Figure 1.3-7: Account Activation

7. Click the <u>Account Activation</u>.

Account Activation Successful page appears as shown below.



Figure 1.3-8: Account Activation Successful



#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 53 of 198



- 8. Once the Account is activated, click 'Please click <u>here</u> to access the RMCD services' to navigate to the uCustoms Portal.
- 9. In the uCustoms Portal, click External (Individual/Organization/Governmental) Stakeholder logo as shown below.

JABATAN KASTAM DIRAJA MALAYSIA Royal Malaysian Customs Department	<u>ko</u>
Liternal Customs Stakeholders	Portal uCustoms uCustoms Portal External Individual/Organization/Governmental stakeholder

Figure 1.3-9: uCustoms Portal

RMCD Sign in page appears as shown in Figure 1.3-10.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 54 of 198





Figure 1.3-10: RMCD Sign in Page

10. In the **RMCD Sign in** page, enter the registered Login ID in the Sign in with your organizational account field and the password in the Password field.

Note: In the RMCD Sign in page, Forgot Your Login Name/Password link allows recovering the forgotten Password or Login ID.

11. Click Sign in.

The uCustoms Registration Form appears as shown in Figure 1.3-11.



Issue 1.2

Brilliance Information Sdn. Bhd.

Page 55 of 198





■ UCUSTOMS REGISTRATION FORM					
Stakeholder Type	Individual     Organization		Nationality	◉ Malaysian ONon-Malaysian	
NRIC No.	* 700101713555	0	Full Name	* ALI ZAMAR BIN LIAS	0
		Proc	eed Back		

### Figure 1.3-11: uCustoms Registration Form – Individual

12. Enter or select the following fields as described below.

No.	Field Name	Description	
1.	Stakeholder Type	Select the Stakeholder Type as Individual.	
		Note: By default, the Stakeholder Type is selected as Individual.	
2.	Nationality	<ul> <li>Select the Nationality as Malaysian or Non-Malaysian.</li> <li>If the Business Stakeholder (Individual) is a Malaysian citizen,</li> </ul>	
		select Malaysian; or	
		<ul> <li>If the Business Stakeholder (Individual) is a Foreigner, select Non-Malaysian.</li> </ul>	
3.	ID Type	System auto-selects the ID Type as NRIC Number if the user is a Malaysian; or else Passport Number if the user is a Non-Malaysian.	
4.	NRIC No.	Enter the <i>NRIC No.</i> or <i>Passport No.</i> National Registration Identity Card (NRIC) number is numeric and accepts 12 digits. Passport number is alpha-numeric and should not contain any special characters (!, @, #, \$, %, ^, &, *, (, ), -, =, /,).	
5.	Full Name	Enter the Full Name.	

### Table 1.3-1: uCustoms Registration Form – Individual

### 13. Click **Proceed** to proceed with the Registration process.

If the Stakeholder Type is selected as Organization, the uCustoms Registration Form appears as shown below.

UCUSTOMS REGISTRATION					
Stakeholder Type	🔵 Individual 🟮 💿 Organizatio	n 🖯			
Registration Authority	* Sabah State Authority	$\checkmark$	Business Entity	* Partnership	~
BRN	* 52720X	0	Organization Name	* WILRON PRODUCTS SDN. BHD.	0
		Proc	eed Back		

Figure 1.3-12: uCustoms Registration Form – Organization

ABBINED	Brilliance Information Sdn. Bhd.
logue 1.2	Dage 56 of 109
Issue 1.2	Page 56 01 198

#### This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 56 of 198



14. Enter or select the following fields as described below.

No.	Field Name	Description
1.	Stakeholder Type	Select the Stakeholder Type as Organization.
2.	Registration Authority	Select the Registration Authority from the drop-down list.
3.	Business Entity	Select the Business Entity from the drop-down list.
4.	BRN	Enter the Business Registration Number (BRN).
		Note: BRN should contain only alphanumeric characters.
5.	Organization Name	Enter the Organization Name.
		Note: Organization Name should match the registered BRN details.

### Table 1.3-2: uCustoms Registration Form – Organization

15. Click **Proceed** to proceed with the Registration process.

**Note**: System validates the entered *NRIC No.* against *Jabatan Pendaftaran Negara* (JPN) and *BRN* against *Suruhanjaya Syarikat Malaysia* (SSM) to check whether the details are accurate.

For more details, refer sections **1.4** 

**Register Business Stakeholders (Individual)** and **1.9 Register Business Stakeholder (Organization)** for further process. Governmental Stakeholder needs to approach the Customs Registration Department for registration.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 57 of 198



# A. Business Stakeholder (Individual)

Individual Business Stakeholder needs to complete SSO Registration to proceed with uCustoms Registration process. After receiving the SSO ID, Individual Business Stakeholder needs to login through RMCD sign in page to register in uCustoms.

# 1.4 Register Business Stakeholders (Individual) Online

Individual Business Stakeholders can complete the uCustoms registration process online. After successfully completing the uCustoms registration process, Individual Business Stakeholders can login into uCustoms and perform all the activities accessible to their profile.

# 1.4.1 Create Business Stakeholders (Individual)

Business Stakeholders (Individual) can register online with the default profile as Trader. To create Business Stakeholders (Individual):

1. Once the registered Business Stakeholder receives the SSO Registration Confirmation, the **uCustoms Registration Form** appears as shown below.

UCUSTOMS REGISTRATION FORM					
Stakeholder Type	Individual Organization		Nationality	◉ Malaysian ONon-Malaysian	
ID Туре	●NRIC No. ○Passport No.				
NRIC No.	* 700101713555	0	Full Name	* ALI ZAMAR BIN LIAS	0
			_		
		Proceed	l Back		

Figure 1.4-1: uCustoms Registration Form – Individual

2. Enter or select the following fields as described below.

No.	Field Name	Description
1. Stakeholder Type		Select the Stakeholder Type as Individual.
		<b>Note</b> : By default, <i>Stakeholder Type</i> is selected as Individual. Individual can be a person or an organized body of people with particular purpose, such as business, society, association, etc.

& BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.



Page 58 of 198



No.	Field Name	Description
2.	Nationality	<ul> <li>Select the Nationality as Malaysian or Non-Malaysian.</li> <li>If the Business Stakeholder (Individual) is a Malaysian citizen, select Malaysian; or</li> <li>If the Business Stakeholder (Individual) is a Foreigner, select Non-Malaysian.</li> </ul>
		<b>Note</b> : If the <i>Nationality</i> is selected as Non-Malaysian, then <i>ID Type</i> automatically changes to <i>Passport No</i> .
3.	ID Type	System auto-selects the ID Type as NRIC Number if the user is a Malaysian; or else Passport Number if the user is a Non-Malaysian.
4.	NRIC No.	Enter the NRIC number or Passport number. NRIC number is numeric and accepts 12 digits. Passport number is alpha-numeric and should not contain any special characters (!, @, #, \$, %, ^, &, *, (, ), -, =, /,.,).
5.	Full Name	Enter the Full Name.
		Note: Full Name should be as per the registered NRIC or Passport.

Table 1.4-1: uCustoms Registration Form – Individual

# 3. Click **Proceed**.

The uCustoms Registration Form appears as shown in Figure 1.4-2.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 59 of 198





Information: To complete the Business Stakeholder Individual Registration process >> Create Individual Business Stakeholders >> Associate Portis >> Associate Profiles >> Upload required document				
■ UCUSTOMS REGISTRATION FORM				STATUS : NEW 🇮 🗖
Stakeholder Type	Individual Organization		Registration Date	19-01-2017
PERSONAL DETAILS				
Nationality	Malaysian     Non-Malaysian		ID Туре	NRIC No. OPassport No.
Full Name	* SUHAIMI BIN ABD WAHID	0	Gender	Male ○ Female ○ Neuter Gender
NRIC No.	* 880529045333	0		
Login ID	* spatil@agility.com		GST No.	
Communication Email ID	Primary Email ID OAlternative Email ID		Primary Email ID	* spatil@agility.com
Designation	Manager 💌		Alternative Email ID	krishana.org@gmail.com
INDIVIDUAL PRIMARY CONTACT				
Mobile Number	+60 8790550621	0	Telephone Number 2	+60 445555343
Telephone Number 1	+60 8790550621		Fax Number	+60 66755555
INDIVIDUAL PRIMARY ADDRESS				
Address	* Jalan 34-33, Building 56			
	Selangor			
Postal Code	* 87033		City/Town/Area/Land	* Labuan - Peti surat 82301 - 82330
Chata	Wilayah Percekutuan Lahuan		Country	Malayria
State	winayan Persekutuan Labuan		Country .	Pididysid
REGISTRATION CUSTOMS STATION				
Registration Station Name / Code	* WISMA KASTAM LABUAN/ * E10			
		Next	Logout	

Figure 1.4-2: uCustoms Registration Form – Individual

4. Enter or select the following fields as described below.

No.	Field Name	Description
1.	Status	System displays the status as <i>New</i> indicating that the process has started.
2.	Stakeholder Type	System auto-selects the Stakeholder Type as Individual based on the value
		selected in the previous uCustoms Registration Form.
3.	Registration Date	System auto-displays the current date as the Registration Date by default.
Personal	Details	
4.	Nationality	System auto-selects the Nationality as Malaysian or Non-Malaysian based on the
		value selected in the previous uCustoms Registration Form.
5.	ID Type	System auto-selects the ID Type as NRIC No. or Passport No. based on the
		details provided in the previous uCustoms Registration Form.
		• If the Nationality is selected as Malaysian, then ID Type is auto-selected
		as NRIC No.; or
		• If the Nationality is selected as Non-Malaysian, then ID Type is auto-

4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 60 of 198







No.	Field Name	Description	
		selected as Passport No.	
6.	Full Name	System auto-displays the Full Name based on the values entered in the previous <b>uCustoms Registration Form</b> and it is non-editable.	
		Note: For Malaysians, Full Name should be same as per the NRIC.	
7.	Gender	System auto-selects the Gender as Male, Female or Neuter Gender based on the entered <i>NRIC No.</i> or <i>Passport No.</i> provided in the previous <b>uCustoms Registration Form</b> .	
8.	NRIC No.	System auto-displays the NRIC number based on the details provided in the previous <b>uCustoms Registration Form</b> .	
		<ul> <li>Note:</li> <li>This field is displayed only if the <i>Nationality</i> is selected as Malaysian.</li> <li>System validates the <i>NRIC No.</i> and <i>Full Name</i> against the JPN.</li> </ul>	
9.	Passport No.	System auto-populates the Passport number based on the values entered in the previous <b>uCustoms Registration Form</b> .	
		<b>Note</b> : <i>Passport No.</i> field is displayed only if the <i>Nationality</i> is selected as Non- Malaysian in the previous <b>uCustoms Registration Form</b> .	
Note: Sys Registrat	stem auto-displays the <i>P</i> o ti <b>on Form.</b>	assport No. and Full Name as per the details entered in the previous uCustoms	
10.	Passport Expiry Date	Click 兰 to select the Passport Expiry Date from the calendar.	
11.	Country	Enter and select the Country name from where the Passport number is issued.	
12.	Passport Issued From	Enter the place from where the Passport is issued.	
13.	Login ID	System auto-populates the SSO registered Login ID of the Individual Business Stakeholder.	
14.	GST No.	If an individual is Malaysian citizen and registered with Goods and Services Tax (GST), then system auto-fetches the GST number from SSM based on the entered <i>NRIC No</i> .	
15.	Communication Email ID	Select the Communication Email ID as Primary Email ID or Alternative Email ID.	
16.	Primary Email ID	System auto-populates the SSO registered Login ID as the Primary Email ID of the Individual Business Stakeholder.	
17.	Designation	<ul> <li>Select the Designation of the Individual Business Stakeholder from the drop-down list.</li> <li>Designation drop-down list values includes: <ul> <li>Managing Director,</li> <li>Directors,</li> <li>Manager,</li> <li>Senior Executive,</li> <li>Executive,</li> </ul> </li> </ul>	

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 61 of 198





No	Field Name	Description		
INO.	FIEIG Name	Description		
		• Non-Executive,		
		• Supervisor,		
		• Owner,		
		• Partnership,		
		Ordinary Partnership,		
		• Sole Partnership,		
		• Secretary,		
		Clerk, and		
		Others.		
18.	Others	Enter the relevant designation of the Individual Stakeholder as shown below.		
		Designation Others		
		Others * System analyst		
		oneo official analyse		
		Figure 1.4-3: Designation - Others		
		<b>Note</b> : This field is displayed only if the <i>Designation</i> is selected as Others. It is		
		mandatory to enter Other Designation details.		
19.	Alternative Email ID	By default, this field is disabled and displays the email ID entered in SSO.		
		Note: It is manufater the ententity Alternative Freeil ID of the Individual Dusiness		
		<b>Note:</b> It is mandatory to enter the Alternative Email ID of the Individual Business		
Individue	l Drimery Contact	Stakeholder II the Communication Email ID is selected as Alternative Email ID.		
		System auto nonulates the Mahile number based on the entered (agin /D		
20.	Tribule Number	System auto-populates the Mobile number based on the entered <i>Login ID</i> .		
21.	Telephone Number 2	Select the Country Code from the drop-down list and then enter the Telephone		
		number 2.		
		Note: Tolonkone Number should be in the formet Country Code, number		
22	Talanhana Number 1	Note: Telephone Number should be in the format Country Code - number.		
22.	Ferephone Number 1	System auto-populates the relephone number 1 based on the entered Login ID.		
23.	Fax Number	select the Country Code from the drop-down list and then enter the Fax		
ابه واندينواد د		number.		
Individua	al Primary Address	Custom suits non-datas the Address based on the outside A/O/CA/s. However, it		
24.	Address	system auto-populates the Address based on the entered NRIC No. However, it is editable.		
25.	Postal Code	Enter and select the Postal Code. Postal code is numeric and accepts five (5)		
		digits.		
26.	City/Town/Area/Land	Click to browse and select the City, Town, Area or Land.		
		The <b>City List</b> appears as shown in <b>Figure 1.4-4</b> .		

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 62 of 198



No.	Field Name	Description
		Search       CITY LIST         No.       City/Town/Area/Land ^         State       Country         1       Ibbuan - Peti surat 82301 - 82330         State       Country         Country       Country         State       Country         State       Country         State       Country         State       Country         Country <td< th=""></td<>
		In the <b>City List</b>
		<ol> <li>Click the required <i>City/Town/Area/Land</i> from the list, or enter the <i>City/Town/Area/Land</i>, <i>State</i> and/or <i>Country</i> in the search panel, and click <b>Search</b>. The available Cities are filtered based on the search criteria provided.</li> <li>In the <b>City List</b>, click the required <i>City/Town/Area/Land</i>.</li> </ol>
		Nata
		<ul> <li>Note:</li> <li>Click Reset Search to clear the search criteria in the list.</li> <li>The City/Town/Area/Land values are displayed based on the selected <i>Postal Code</i>.</li> </ul>
27.	State	System auto-populates the State based on the selected City/Town/Area/Land.
28.	Country	System auto-populates the Country based on the selected <i>City/Town/Area/Land</i> .
		Note: For Non-Malaysians, enter the Address, Postal Code,
Registrat	ion Customs Station	City/Town/Area/Lana, State and Country news.
29.	Registration Station Name/Code	System auto-populates the default Registration Station Name or Code for Non- Malaysians i.e., Customs Station headquarters name by default. For Malaysians, system auto-populates the Registration Station Name or Code based on the selected <i>Postal Code</i> if there is only one Customs Station. If there are multiple Customs Stations, then click ••••••••••••••••••••••••••••••••••••
		Search     E CUSTOMES STATION LLST       Station Name     No.       Station Name     Station Code       %     1       KANGAR, PERLIS     R10       Station Code     (       %     Station Code       %     Station Code       %     (       %     Fage 1 of 1 Total 1 Item(s)

Brilliance Information Sdn. Bhd.

### Issue 1.2

Page 63 of 198





No.	Field Name	Description
		Figure 1.4-5: Customs Station List
		<ul> <li>In the Customs Station List:</li> <li>1. Click the required Station Name from the Customs Station List, or enter the Station Name and/or Station Code in the search panel, and click Search.</li> <li>The available Customs Stations are filtered based on the search criteria provided.</li> <li>2. In the Customs Station List, click the required Station Name.</li> </ul>
		Note:
		• Click <b>Reset Search</b> to clear the search criteria in the list.
		• Customs Stations are displayed based on the selected <i>Postal Code</i> .
		If the selected <i>Postal Code</i> includes only one Customs Station, then
		system auto-populates the Registration Station Name/Code.

Table 1.4-2: uCustoms Registration Form – Create

5. Click **Next** to continue the Business Stakeholder (Individual) Registration process.

The uCustoms Registration Form refreshes with *Created* status and Business Stakeholder Category section with the default *Stakeholder Category* as Trader, Bank List section, links and checklist Pas shown in Figure 1.4-6.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



**MicroClear** 

Page 64 of 198



LICUCTOMC DECICTRATION FORM					
COSTOMS REGISTRATION FORM					
Stakeholder Type	Individual	Organization	Registration Date	* 19-01-2017	Associate Ports
PERSONAL DETAILS					Associate Customs Station
Nationality	Malaysian	○ Non-Malaysian	ID Type	Intervention In	History
Full Name	* SUHAIMI BIN A	ABD WAHID	Gender	⊛Male ○Fema	View / Upload Documents
NRIC No.	* 880529045333	: <b>(</b>	•	-	
Login ID	* spatil@agility.c	com	GST No.		
Communication Email ID	Primary Em	ail ID OAlternative Email ID	Primary Email ID	spatil@agility.com	
Designation	Manager		Alternative Email ID	krishana.org@gmail	.com
NDIVIDUAL PRIMARY CONTACT		0700550601	Talashan - Number 2		555242
	+60	8790550621	Telephone Number 2	+60 🗸 44:	5555343
Telephone Number 1	+60	8790550621	Fax Number	+60 667	7555555
NDIVIDUAL PRIMARY ADDRESS					
Address	* Jalan 34-33, B	uilding 56			
	Selangor				
Postal Code	*	87033	City/Town/Area/Land	* Labuan - Peti surat	82301 - 82330
State	Wilayah Persek	kutuan Labuan	Country	Malaysia	
REGISTRATION CUSTOMS STATIO					
Registration Station Name / Code	* WISMA KASTA	M LABUAN/ * E10			
BUSINESS STAKEHOLDER CATE	GORY				
No. Stakeholder Category				Status	
1 Trader (Importer/Export	ter)			Created	
		« < Page 1 Of 1 Total 1 It	em(s) > >		Items per list 5 💙
BANK LIST					

Figure 1.4-6: uCustoms Registration Form – Business Stakeholder Category

Click B to view the next steps to complete the registration process as shown below.

CHECKLIST
X Associate Default Port (Optional).
X Associate Default Customs Station (Optional).

# Figure 1.4-7: Checklist



Issue 1.2

Page 65 of 198





Note: Once the steps mentioned in the checklist are completed, the  $\times$  changes to  $\checkmark$ . However, completing all the steps in checklist is not mandatory.

Once the **uCustoms Registration Form** for Individual is created, the links associated to the Registration Form appear in the Link Repository. Click **u** to view the Link Repository. The available links are displayed in an expandable list as listed below.

- Associate Ports.
- Associate Customs Stations.
- History.
- View/Upload Documents.

## 1.4.2 Create Bank Details

Business Stakeholder (Individual) can create the Bank Details. To create Bank details:

On the uCustoms Registration Form, in the Bank List section, click as shown in Figure 1.4 8.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 66 of 198



Information: To complete Individual Registra >> Create Individual Business Stakeholders >	ation process > Associate Ports >	<ul> <li>&gt; Upload required document</li> </ul>						
UCUSTOMS REGISTRATION FORM							STATUS : CREATI	D 📰 🗖
Stakeholder Type	Individual	Organization		Registration Date	* 19-01-20	)17		
PERSONAL DETAILS								
Nationality	Malaysian	○Non-Malaysian		ID Type	NRIC	No. OPassp	ort No.	
Full Name	SUHAIMI BIN A	BD WAHID	0	Gender	Male	⊖Female (	🔵 Neuter Gender	
NRIC No.	880529045333		0					
Login ID	spatil@agility.c	om		GST No.				
Communication Email ID	• Primary Em	ail ID OAlternative Email IC	)	Primary Email ID	* spatil@a	gility.com		
Designation	Manager	×	i	Alternative Email ID	krishana	.org@gmail.com	1	
INDIVIDUAL PRIMARY CONTACT	160	8700550621	6	Talaphana Number 2	+ 60	445555	242	
Telephone Number 1	+60	8790550621	, <b>°</b>	Fax Number	+60	667555	555	
Telephone Number 1	+00	8790330021		Fax Number	+00	007333	333	
INDIVIDUAL PRIMARY ADDRESS								
Address	* Jalan 34-33, Bi	uilding 56						
	Selangor							
Postal Code		87033		City/Town/Area/Land	* Labuan -	Peti surat 8230		
State	Wilayah Persek	utuan Labuan		Country	Malaysia			
REGISTRATION CUSTOMS STATION								
Registration Station Name / Code	* WISMA KASTAI	M LABUAN/ * E10						
	opy		_					_
BUSINESS STAKEHOLDER CATEG	UKI					Chakus		
1 Trader (Importer/Exporte	r)					Created		
	· ·	« < Page 1 Of 1 Total 1	Item(s)	> >>			Items ner list	5 🗸
							ricino per lise	
BANK LIST								
NO RECORDS AVAILABLE								
<b>≅ +</b>								
			Save Su	bmit Logout				

Figure 1.4-8: UCustoms Registration Form – Create Bank List

The Bank Details form appears as shown in Figure 1.4-9.



Issue 1.2

Brilliance Information Sdn. Bhd.



Page 67 of 198



				V.
BANK DETAILS				STATUS : NEW 🖃
Bank Name	* AFFIN BANK BERHAD			
Bank Branch	* AFFIN BANK BERHAD			
Bank / Swift Code	PHBMMYKL	Bank A/C No.	* 0002323399921	
SPIC Code				
		Create Back		

Figure 1.4-9: Bank Details – Create

2. Enter or select the following fields as described below.

No.	Field Name	Description
1.	Status	System auto-displays the status as New indicating that the process
		has started.
2.	Bank Name	Enter and select the Bank Name.
3.	Bank Branch	Enter and select the Bank Branch.
4.	Bank/Swift Code	System auto-populates the Bank or Swift Code based on the selected
		Bank Branch.
5.	SPIC Code	System auto-populates the SPIC Code based on the selected Bank
		Branch.
6.	Bank A/C No.	Enter the Bank Account number.

Table 1.4-3: Bank Details – Create

3. Once all the required fields are entered, click **Create**.

The **Bank Details** form refreshes with *Created* status as shown below.

BANK DETAILS				STATUS : CREATED -
Bank Name	* AFFIN BANK BERHAD			
Bank Branch	* AFFIN BANK BERHAD			
Bank / Swift Code	PHBMMYKL	Bank A/C No.	* 0002323399921	
SPIC Code				
		Save Back		

Figure 1.4-10: Bank Details – Created

4. Click **Back** to navigate back to **uCustoms Registration Form**.

The uCustoms Registration Form appears with the updated Bank List section as shown in Figure 1.4-11.



Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 68 of 198



Information: To complete Individual Registr >> Create Individual Business Stakeholders >	Associate Ports	>> Upload required document								
UCUSTOMS REGISTRATION FORM								ST	ATUS : CREAT	ED 🎫 🖨
Stakeholder Type	Individual	Organization		Registration Date		* 19-01-20	17		<b></b>	
PERSONAL DETAILS										
Nationality	Malaysian	○ Non-Malaysian		ID Type		NRIC	No. C	)Passport No.		
Full Name	* SUHAIMI BIN	ABD WAHID	0	Gender		Male	OFerr	ale 🔘 Neute	er Gender	
NRIC No.	* 88052904533	3	0							
Login ID	* spatil@agility.	com		GST No.						
Communication Email ID	Primary Er	nail ID OAlternative Email ID	)	Primary Email ID		* spatil@ag	gility.con	ı		
Designation	Manager	Y		Alternative Email ID		krishana.	org@gm	ail.com		
INDIVIDUAL PRIMARY CONTACT										
Mobile Number	+60 🗸	8790550621	0	Telephone Number 2	!	+60	✓ 4	145555343		
Telephone Number 1	+60 🗸	8790550621		Fax Number		+60	•	6755555		
INDIVIDUAL PRIMARY ADDRESS										
Address	* Jalan 34-33, I	Juilding 56								
	Selangor									
Postal Code	*	87033		City/Town/Area/Land	t	Labuan -	Peti sura	at 82301 - 823	30	
State	Wilayah Perse	kutuan Labuan		Country		Malaysia				
REGISTRATION CUSTOMS STATION										
Registration Station Name / Code	* WISMA KAST	AM LABUAN/ * E10								
O BUSINESS STAKEHOLDER CATEG	ORY									
No. Stakeholder Category							Status			
1 Trader (Importer/Exporte	er)						Create	d		
		« < Page 1 Of 1 Total 1	Item(s)	> >>					Items per list	5 💙
a BANK LIST										
No. Bank Name		Branch Name			Bank A/C No.			Status		
1 AFFIN BANK BERHA	D	AFFIN BANK BEF	RHAD		0002323399921			Created	Ø	je J
â <b>†</b>		<pre>《 &lt; Page 1 Of 1 To</pre>	tal <b>1</b> Item(s	;) > >					Items per list	5 🗸
			Save Subr	nit Logout						0

Figure 1.4-11: uCustoms Registration Form – Bank Details

### 1.4.3 Associate/Disassociate Ports

Individual Business Stakeholders can associate the Ports for registration if required.

Note: The Individual Stakeholders can be activated even without associating ports.

To associate Ports:

& BRINFO

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may

not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means, be it electronic. mechanical. optical. maanetic or otherwise.



Page 69 of 198

Brilliance Information Sdn. Bhd.

1. In the **uCustoms Registration Form**, click <sup>IIII</sup> and then click <u>Associate Ports</u>.

Q Search	■ AVAILABLE PORTS LIST						
Port Name		No.	Port Name	Port Type	Port Code		
%		1	Langkawi	DFS	MYLGK		
Port Type		2	Johor Bahru	DFS	МҮЈНВ		
Select the value 💌 =		3	Pengkalan Kubor	DFS	МҮРКК		
Port Code		4	Temerloh	DFS	MYTEM		
		5	Port Klang (Pelabuhan Klang)	DFS	МҮРКС		
Search Reset Search	<del>с</del> б		<pre></pre>		Items per list 5 🗸		
	<b>≣</b> A9	SSOCIAT	ED PORTS LIST		=		
	NO RECORDS AVAILABLE						

The Available Ports List appears as shown below.

Figure 1.4-12: Available Ports List – Associate

2. Select the check box from the **Available Ports List** or enter the *Port Name, Port Type* and/or *Port Code* in the search panel, and click **Search**.

The available Ports are filtered based on the search criteria provided.

Note: Click Reset Search to reset the search parameters in the list.

3. In the **Available Ports List**, select the check box corresponding to the *Port Name* and click

The selected Ports appear in the Associated Ports List as shown in Figure 1.4-13.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

e-Government & Decision Support Solution

Page 70 of 198



Q Search	■A	E AVAILABLE PORTS LIST					
Port Name		No.	Port Name		Port Type	Port Code	
%		1	Temerloh		DFS	MYTEM	
Port Type		2	Port Klang (Pelabuhan Klang)		DFS	MYPKG	
Select the value  =		3	Westport/Port Klang		Warehouse	MYWSP	
Port Code		4	Tanjung Pelepas		Warehouse	МҮТРР	
%	5				Warehouse	MYSUW	
Search Reset Search	ø		A Page 1 Of 89 To	otal 444 Item(s) > >	l	Items per list 5 🗸	
	≣A	SSOCIA	TED PORTS LIST			8	
			Port Name		Port Type	Port Code	
		1	Pengkalan Kubor	0	DFS	МҮРКК	
		2	Johor Bahru	0	DFS	МҮЈНВ	
		3	Langkawi	0	DFS	MYLGK	
	\$	8	<pre>« &lt; Page 1</pre>	Of <b>1</b> Total <b>3</b> Item(s)	>	Items per list 10 🗸	

Figure 1.4-13: Available Ports List – Associated

4. Click to save the associated ports and click to close the Available Ports List.

Individual Business Stakeholder can disassociate the associated Ports if required. To disassociate the Ports:

1. In the **Associated Ports List**, select the check box corresponding to the *Port Name* that needs to be disassociated as shown below.

Q Search	■A	VAILABLE PORTS LIST							
Port Name		No.	Port Name		Port Code				
%		1	Temerloh		DFS	MYTEM			
Port Type		2	Port Klang (Pelabuhan Klang)		DFS	MYPKG			
Select the value 💌 =		3	Westport/Port Klang	Westport/Port Klang		MYWSP			
Port Code		4	Tanjung Pelepas		Warehouse	МҮТРР			
%		5	Sungai Way	Warehouse	MYSUW				
Search Reset Search	٩,		< < Page 1 Of 89 To	otal 444 Item(s)		Items per list 5 🗸			
					•	realities per lise of			
	≣A	SSOCIA	TED PORTS LIST						
		SSOCIA <sup>-</sup> No.	red PORTS LIST	Is Default	Port Type	Port Code			
	<b>E</b> A	SSOCIA No. 1	IED PORTS LIST Port Name Pengkalan Kubor	Is Default	Port Type DFS	Port Code MYPKK			
		SSOCIA No. 1 2	TED PORTS LIST Port Name Pengkalan Kubor Johor Bahru	Is Default	Port Type DFS DFS	Port Code MYPKK MYJHB			
		SSOCIA No. 1 2 3	TED PORTS LIST Port Name Pengkalan Kubor Johor Bahru Langkawi	Is Default	Port Type DFS DFS DFS	Port Code MYPKK MYJHB MYLGK			

Figure 1.4-14: Available Ports List – Disassociate

BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

Page 71 of 198





Note: Individual Business Stakeholder can set the required port as default by selecting Is Default option if required.

2. Click to disassociate the selected ports.

System prompts to confirm the disassociation as shown below.



Figure 1.4-15: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.

The disassociated Ports are listed back in the Available Ports List as shown below.

Q Search	■ AVAILABLE PORTS LIST -					
Port Name		No.	Port Name		Port Type	Port Code
%		1	Johor Bahru		DFS	МҮЈНВ
Port Type		2	Temerloh		DFS	MYTEM
Select the value 💌 =		3	Port Klang (Pelabuhan Klang)		DFS	MYPKG
Port Code %		4	Westport/Port Klang		Warehouse	MYWSP
		5	Tanjung Pelepas		Warehouse	МҮТРР
Search Reset Search	%     <     Page 1 Of 89 Total 445 Item(s)     >     >     >     Items per list 5 ✓					
	■ ASSOCIATED PORTS LIST					
		No.	Port Name	Is Default	Port Type	Port Code
		1	Pengkalan Kubor	۲	DFS	МҮРКК
		2	Langkawi	0	DFS	MYLGK
	<b>\$</b> 3	₿ 🕩	« < Page 1	Of 1 Total 2 Item(s)	>	Items per list 10 🗸

### Figure 1.4-16: Available Ports List – Disassociated

4. Click to close the Available Ports List.

Note: Individual Business Stakeholder information can be registered without associating the Ports.

AIBRINED	Brilliance Information Sdn. Bhd.
Issue 1.2	Page 72 of 198




# 1.4.4 Associate/Disassociate Customs Station

Individual Business Stakeholders can associate the Customs Stations for registration if required. Individual Business Stakeholders can disassociate the associated Customs Stations if required.

Note: It is optional to associate Custom Stations to register Individual Business Stakeholders.

To associate Customs Station:

1. In the **uCustoms Registration Form**, click **and** then click <u>Associate Customs Station</u>.

■ AVAILABLE CUSTOMS STATIONS Q Search Station Name % ~ 1 3M MALAYSIA S.B. B1F Selangor Station Code ABLE AUTOMOBILE S.B. B2B Selandor ABLE BONDED WAREHOUSE (2) B75 Selangor State Name ABLE BONDED WAREHOUSE S.B. B62 Selangor ABLE BONDED WAREHOUSE S.B. (3) B1S Selangor AGATE (M) S.B. B35 Selangor 6 AGATE DUTY FREE (M) S.B. B81 Selangor AGM DUTY FREE (TENGAH) SDN BHD C24 Pahang ALOR SETAR, KEDAH Kedah Q K10 AMAN FREIGHT (M) S.B. (1) 10 B63 Selandor < Page 1 Of 106 Total 1055 Item(s) > >
 <br/>
 80 Items per list 10 ∨ ■ ASSOCIATED CUSTOMS STATIONS LIST NO RECORDS AVAILABLE •

The **Available Customs Stations** list appears as shown below.

Figure 1.4-17: Available Customs Stations – Associate

2. Select the check box from the **Available Customs Stations** list or enter the *Station Name* and/or *Station Code* in the search field, and click **Search**.

The available Customs Stations are filtered based on the search criteria provided.

Note: Click Reset Search to reset the search parameters in the list.

3. In the Available Customs Stations list, select the check box corresponding to the Station

Name to be associated and click 陷

The selected Customs Stations appear in the **Associated Customs Stations List** as shown in **Figure 1.4-18**.

ABRINED

Issue 1.2

Page 73 of 198

Brilliance Information Sdn. Bhd.





Q Search	■ AVAILABLE CUSTOMS STATIONS						
Station Name			Station Name 🕈		Station Code	State Name	
%		1	ABLE BONDED WAREHOUSE (2)		B75	Selangor	
Station Code		2	ABLE BONDED WAREHOUSE S.B.		B62	Selangor	
%		3	ABLE BONDED WAREHOUSE S.B. (3)		B1S	Selangor	
State Name		4	AGATE (M) S.B.		B35	Selangor	
78		5	AGATE DUTY FREE (M) S.B.		B81	Selangor	
Search Reset Search		6	AGM DUTY FREE (TENGAH) SDN BHD		C24	Pahang	
		7	ALOR SETAR,KEDAH	ETAR, KEDAH		Kedah	
		8	AMAN FREIGHT (M) S.B. (1)		B63	Selangor	
		9	AMAN FREIGHT S.B.		B29	Selangor	
		10	AMAN LOGISTIK SDN BHD		B64	Selangor	
	%     <     Page 1 Of 106 Total 1053 Item(s)     >     >     >     Items per list 10 ∨						
		SSOCIAT	ED CUSTOMS STATIONS LIST				
		No.	Station Name	Is Default	Station Code	State Name	
		1	3M MALAYSIA S.B.	B1F	Selangor		
		2	ABLE AUTOMOBILE S.B.	0	B2B	Selangor	
	\$3	8	« < Page 1 Of 1	Total 2 Item(s)	>	Items per list 10 🗸	

Figure 1.4-18: Available Customs Stations - Associated

### Note:

- Individual Business Stakeholder can associate single or multiple Customs Stations.
- All the available Customs Stations are displayed for selection.
- 4. Click 🖹 to save the associated Customs Stations.
- 5. Click to close the Available Customs Stations list.

Individual Business Stakeholder can disassociate the associated Customs Stations if required. To disassociate the Customs Stations:

1. In the **Associated Customs Stations List**, select the check box corresponding to the *Station Name* that needs to be disassociated as shown in **Figure 1.4-19**.

	- 1		-	
1000				-
				-

Issue 1.2

Brilliance Information Sdn. Bhd.



e-Government & Decision Support Solution

Page 74 of 198



Q Search	■A	E AVAILABLE CUSTOMS STATIONS						
Station Name			Station Name 🕈		Station Code	State Name		
%		1	ABLE BONDED WAREHOUSE (2)		B75	Selangor		
Station Code		2	ABLE BONDED WAREHOUSE S.B.		B62	Selangor		
%		3	ABLE BONDED WAREHOUSE S.B. (3)		B1S	Selangor		
State Name		4	AGATE (M) S.B.		B35	Selangor		
70		5	AGATE DUTY FREE (M) S.B.		B81	Selangor		
Search Reset Search		6	AGM DUTY FREE (TENGAH) SDN BHD	C24	Pahang			
		7	ALOR SETAR,KEDAH	ILOR SETAR, KEDAH				
		8	AMAN FREIGHT (M) S.B. (1)		B63	Selangor		
		9	AMAN FREIGHT S.B.		B29	Selangor		
		10	AMAN LOGISTIK SDN BHD		B64	Selangor		
	S         Items per list 10.53           Items per list 10.54         >							
	≡A	SSOCIAT	ED CUSTOMS STATIONS LIST			۵		
	No. Station Name Is Default			Is Default	Station Code	State Name		
	<ul><li>✓</li></ul>	1	M MALAYSIA S.B.		B1F	Selangor		
□ 2			ABLE AUTOMOBILE S.B.	0	B2B	Selangor		
	S	8 🕩	« < Page 1 Of 1	Total 2 Item(s)	»	Items per list 10 🗸		

Figure 1.4-19: Available Customs Stations – Disassociate

**Note**: Individual Business Stakeholder can set the required customs station as default by selecting *Is Default* option if required.

2. Click to disassociate the selected Customs Stations.

System prompts to confirm the disassociation as shown below.



Figure 1.4-20: Confirm Disassociate

3. Click OK to disassociate or click Cancel to discard the action.

The disassociated Customs Station is listed back in **Available Customs Stations** list as shown in **Figure 1.4-21**.

BRINFO	Brilliance Information Sdn. Bhd.
Issue 1.2	Page 75 of 198





Q Search	■ AVAILABLE CUSTOMS STATIONS							
Station Name		No.	Station Name +		Station Code	State Name		
%		1	ABLE BONDED WAREHOUSE (2)		B75	Selangor		
Station Code		2	ABLE BONDED WAREHOUSE S.B.		B62	Selangor		
%		3	ABLE BONDED WAREHOUSE S.B. (3)		B1S	Selangor		
State Name		4	AGATE (M) S.B.		B35	Selangor		
70		5	AGATE DUTY FREE (M) S.B.		B81	Selangor		
Search Reset Search		6	AGM DUTY FREE (TENGAH) SDN BHD		C24	Pahang		
		7	ALOR SETAR,KEDAH		К10	Kedah		
		8	AMAN FREIGHT (M) S.B. (1)		B63	Selangor		
		9	AMAN FREIGHT S.B.		B29	Selangor		
		10	AMAN LOGISTIK SDN BHD	SISTIK SDN BHD		Selangor		
	<b>%</b>		« < Page 1 Of <b>106</b> Total <b>1</b>	053 Item(s) > »		Items per list 10 🗸		
	≣A	SSOCIAT	ED CUSTOMS STATIONS LIST					
		No.	Station Name	Is Default	Station Code	State Name		
		1	3M MALAYSIA S.B.	M MALAYSIA S.B.		Selangor		
		2	ABLE AUTOMOBILE S.B.	0	B2B	Selangor		
	\$\$	8	« < Page 1 Of 1	Total 2 Item(s)	»	Items per list 10 🗸		

### Figure 1.4-21: Available Customs Stations – Disassociated

- 4. Click to save the associated Customs Stations.
- 5. Click to close the Available Customs Stations list.

#### View/Upload Documents 1.4.5

Individual Business Stakeholder needs to upload the required documents to register Individual Business Stakeholder only if the *Nationality* is selected as Non-Malaysian. To upload the documents:

1. In the uCustoms Registration Form, click <sup>IIII</sup> and then click View/Upload Documents.

The Upload Documents form appears as shown in Figure 1.4-22.

BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise,



Page 76 of 198



UPLOAD DOCUMENTS	
Document Type *	O-NRIC Copy
* File Upload	Browse Remove Template.pdf
	Maximum size allowed for each file is 3 MB and can attach upto 10 MB/25 files $m 0$
Document Reference No.	2233456
Expiry Date	31-03-2017
Remarks	Uploading the NRIC Copy
	Upload
UPLOADED DOCUMENT LIS	т 🗖
NO RECORDS AVAILABLE	
<b>1</b>	
Close	

# Figure 1.4-22: Upload Documents Form

2. Enter or select the following fields as described below.

No.	Field Name	Description
1.	Document Type	<ul> <li>Select the Document Type from the drop-down list.</li> <li>Document Type drop-down list includes: <ul> <li>NRIC Copy, and</li> <li>Others.</li> </ul> </li> </ul>
		<ul> <li>Note:</li> <li>The Document Type with Prefix O indicates that the document is Optional to upload and M denotes that it is mandatory to upload the document.</li> <li>For Malaysians, it is optional to upload the NRIC Copy. The documents other than NRIC copy can be uploaded by selecting the Document Type as Others.</li> <li>For Non-Malaysians, the drop-down list value includes Passport Copy, which is mandatory to upload.</li> </ul>
2.	Other Document Type	Enter the Other Document Type. <b>Note</b> : The <i>Other Document Type</i> field is displayed only when

& BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 77 of 198



No.	Field Name	Description
		the Document Type is selected as Others and it is mandatory.
3.	File Upload	Click Browse and select the file to be uploaded.
		<ul> <li>Note:</li> <li>Only .doc, .docx, .xls, xlsx, .pdf, .jpeg, .jpg, .gif, .txt, .rtf, .bmp, .png and .zip type files can be uploaded.</li> <li>Maximum size allowed for each file to be uploaded is 3 MB; and files up to a limit of 10 MB, or 25 files can be uploaded.</li> </ul>
4.	Document Reference No.	Enter the Document Reference Number.
5.	Expiry Date	Click to select the Document Expiry Date from the calendar.
		<b>Note</b> : The <i>Expiry Date</i> should be greater than or equal to the current date.
6.	Remarks	Enter Remarks (if any).

Table 1.4-4: Upload Documents

3. Click **Upload** to upload the file.

The uploaded file is displayed in the Uploaded Document List section as shown below.

UPLOAD DOCUMENTS						
Document Type *	Please Select	t Document Type 🛛 🗸 🎯				
File Upload *		Browse				
	Maximum size	allowed for each file is 3 MB and car	n attach upto 10 MB/25 files 🟮			
Document Reference No.						
Expiry Date		<b>•</b>	9			
Remarks		^				
		~				
		Upload				
UPLOADED DOCUMENT LIST						-
Document Type File Name	e	Document Reference No.	Expiry Date	Remarks	Uploaded By	
NRIC Copy     NRIC Copy	oy.png	2233456	31-01-2017	Uploading the NRIC Copy	Trader (Importer/Exporter)	oad
窗		<pre></pre>	Total 1 Item(s) > >		Items per list	10 🔻
Close						

# Figure 1.4-23: Uploaded Document List



### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 78 of 198



- 4. In the **Uploaded Document List**, click <u>View/Download</u> to view the uploaded document and download it.
- 5. Click **Close** to close the form.

Individual Business Stakeholder can delete the uploaded document if required. To delete the uploaded documents:

1. In the **Uploaded Document List**, select the uploaded document to be deleted as shown below.

UPLOAD DOCUMENTS						-			
Document Type *	Please Select Do	cument Type 🛛 🗸 🎯							
File Upload *		Browse							
	Maximum size allow	ved for each file is 3 MB and car	i attach upto 10 MB/25 files 🕄						
Document Reference No.	Document Reference No.								
Expiry Date		í í í	)						
Remarks		^							
		$\sim$							
	Up	load							
UPLOADED DOCUMENT LIST						8			
Document Type File Name	e Doc	cument Reference No.	Expiry Date	Remarks	Uploaded By				
✓ NRIC Copy NRIC Cop	y.png 2233	3456	31-01-2017	Uploading the NRIC Copy	Trader (Importer/Exporter)	View / Download			
B		« < Page 1 Of 1	Total 1 Item(s) > >		]	Items per list 10 🔻			
Close									

### Figure 1.4-24: Uploaded Document List – Delete

2. Click 💼 to delete the uploaded document.

System prompts to confirm the deletion as shown below.







#### Issue 1.2

Page 79 of 198





3. Click **OK** to delete or click **Cancel** to discard the action.

# 1.4.6 View History

Individual Stakeholders can view the history details of the **uCustoms Registration Form**. To view the History details:

1. In the **uCustoms Registration Form**, click 🛄 and then click <u>History</u>.

The Individual History list appears as shown below.

	/IDUAL HISTORY						
Individu	al Name	RUSLAN BIN HU	SIN	NRIC N	o. <b>214357</b>	689	
Other In	formation	ALL		Search			
	IDUAL HISTORY						8
No.	NRIC No./Passport No.	StakeHolder	Operation	Date and Time	Action Description	History For	
1	700107085555	RMCD	Update	22-09-2016 12:18:27	Organization Activate	Individual Details	History Details
2	700107085555	RMCD	Update	22-09-2016 12:18:18	Organization Deactivated	Individual Details	History Details
3	700107085555	RMCD	Update	22-09-2016 12:18:13	Organization Details Updated	Individual Details	History Details
4	uCustoms System	RMCD	Update	22-09-2016 12:17:30	Organization Registered	Individual Details	History Details
5	700107085555	RMCD	Update	22-09-2016 12:16:44	Organization Updated	Individual Details	History Details
6	214357689	EXT	Insert	19-09-2016 10:02:17	Save New Organization	Individual Details	History Details
•		« <	Page 1 Of	1 Total 6 Item(s) > >		Ite	ems per list 10 🗸

Figure 1.4-26: Individual History

2. In *Other Information* field, select the required information type and click **Search**.

**Note**: *Other Information* field helps to view the history of changes for the selected transaction.

The Other Information drop-down values include:

- All,
- Address,
- Agent Association,
- Banks,
- Contact Details,
- Individual Details,

### 4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

# Page 80 of 198





- Personal Details,
- User Customs Stations, and
- User Ports.

The **Individual History** list displays the selected information as shown below.

≡INDIVIDUAL HISTORY								
Individua	ividual Name MICHELE CHEW PEI SIAN		NRIC No.	820329045006				
Other Inf	ormation	ALL		Search				
	DUAL HISTORY						•	
No.	NRIC No./Passport No.	Stakeholder	Operation	Date and Time	Action Description	History For		
1	820329045006	EXT	Update	23-01-2017 13:48:15	Organization Details Updated	Personal Details	History Details	
2	820329045006	EXT	Update	23-01-2017 13:48:15	Organization Details Updated	Personal Details	History Details	
3	820329045006	EXT	Update	23-01-2017 13:48:15	Organization Details Updated	Contact Details	History Details	
4	820329045006	EXT	Update	23-01-2017 13:46:25	Organization Details Updated	Business Stakeholder Category	History Details	
5	820329045006	EXT	Update	23-01-2017 13:46:25	Organization Details Updated	Individual Details	History Details	
•		«	< Page 1	Of 6 Total 26 Item(s)	> »	I	ems per list 5 🗸	

# Figure 1.4-27: Individual History Details

3. Click <u>History Details</u> to view the details.

The History Details form appears as shown below.

E HISTORY DETAILS					
Details	Previous Information	Updated Information			
Mobile Number	+60 89652147	+60 89652147			
Telephone Number 1					
Telephone Number 2		+60 76785645364			
Fax Number					
Status Registered Activated					
6					

#### Figure 1.4-28: History Details Form

4. Click 🔄 to close the form.



Brilliance Information Sdn. Bhd.

#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 81 of 198



# 1.5 Submit and Activate Business Stakeholders (Individual)

Individual Business Stakeholder can submit the uCustoms Registration Form for activation with or without associating Ports and Customs Stations.

Note: Individual Stakeholder can click Logout in uCustoms Registration Form to logout from uCustoms. If Individual Stakeholder logs into uCustoms again, then the Stakeholder is navigated to the same uCustoms Registration Form.

To submit and activate Business Stakeholder (Individual):

1. In the uCustoms Registration Form, click Submit as shown in Figure 1.5-1.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 82 of 198



Information: To complete Individual Registra >> Create Individual Business Stakeholders >	ation process > Associate Ports >> U	Upload required document					
UCUSTOMS REGISTRATION FORM						ST	ATUS : CREATED 🇮 🗖
Stakeholder Type	Individual ()	) Organization	Registration Date	* 1	9-01-2017		
PERSONAL DETAILS							
Nationality	Malaysian	)Non-Malaysian	ID Type	0	NRIC No.	○Passport No.	
Full Name	SUHAIMI BIN ABD	WAHID	6 Gender	0	€ Male	Female 🔘 Neute	r Gender
NRIC No.	880529045333		0				
Login ID	* spatil@agility.com		GST No.				
Communication Email ID	OPrimary Email	ID <ul> <li>Alternative Email ID</li> </ul>	Primary Email ID	-	spatil@agility	.com	
Designation	Manager	~	Alternative Email ID		krishana.org	@gmail.com	
INDIVIDUAL PRIMARY CONTACT							
Mobile Number	+60 🗸 8	790550621	6 Telephone Number 2	+	-60 🗸	445555343	
Telephone Number 1	+60 💙 8	790550621	Fax Number	+	-60 🔽	667555555	
INDIVIDUAL PRIMARY ADDRESS							
Address	Jalan 34-33, Build	ing 56					
	Selangor						
Postal Code	*	87033	City/Town/Area/Land	1 *L	abuan - Peti	surat 82301 - 823	30
State	Wilayah Persekutu	ian Labuan	Country	м	lalaysia		
REGISTRATION CUSTOMS STATION							
Registration Station Name / Code	* WISMA KASTAM L	ABUAN/ * E10					
BUSINESS STAKEHOLDER CATEG	ORY						
No. Stakeholder Category					Sta	tus	
1 Trader (Importer/Exporte	r)				Cre	ated	
	~	< Page 1 Of 1 Total 1	Item(s) > >				Items per list 5 🗸
BANK LIST							
No. Bank Name		Branch Name		Bank A/C No.		Status	
1 AFFIN BANK BERHAU	D	AFFIN BANK BER	RHAD	0002323399921		Modified	đ
+		<pre></pre>	tal 1 Item(s) > >				Items per list 5 🗸
			Save Submit Logout				0

Figure 1.5-1: uCustoms Registration Form – Submit

Once the registration is submitted, the following **Registration Confirmation** form appears as shown in **Figure 1.5-2**.



This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 83 of 198

Brilliance Information Sdn. Bhd.



■ REGISTRATION CONFIRMATION
Dear SUHAIMI BIN ABD WAHID,
You are now successfully registered in uCustoms. Registration confirmation details are sent to your registered Email ID.
For further enquiry, please contact Customs Registration Office stated below:
WISMA KASTAM LABUAN/PENCEGAH LABUAN,SABAH,
LOT D-G-6 & D-G-7 TINGKAT BAWAH, BLOK D PLAZA TG. ARU,,
JALAN MAT SALLEH ,
88100 KOTA KINABALU SABAH,
Contact Number :088-538471.
Please click OK to Continue.
Thank you.
Regards,
Royal Malaysian Customs Department
ок

### Figure 1.5-2: Registration Confirmation

2. Click **OK**.

Note: A notification is sent to the Individual Stakeholder's uCustoms Inbox.

3. In the Inbox Notifications, click New Individual/Organization Registered message as shown below.

■ NOTIFICATION MODULES LIST	Q	INBOX NOTIFICATIONS		
Registrations	+	New Individual / Organization Registered 4		
			<pre></pre>	Items per list 15 🗸



**Note**: Inbox Notifications page appears by default after login. All the notifications received are grouped as per the message type, displaying the number of messages received in each group.

The **Registered Successfully – List Inbox** appears with From, Subject, Received Date and Reference columns as shown in **Figure 1.5-4**.

& BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 84 of 198



NOTIFICATION MODULES LIST	<mark>م</mark> >	<b>≡</b> INBOX			=
Registrations	+	From	Subject	Received Date	Reference
		SUHAIMI BIN ABD WAHID	SUHAIMI BIN ABD WAHID is Registered Successfully	19-01-2017 13:41:38	Open
			I         Of 1 Total 1 Item(s)         >		Items per list 10 🗸

Figure 1.5-4: Individual Registered Successfully – List Inbox

4. Click Open to open the New Individual or Organization registered message.

The uCustoms Registration Form appears with Activated status as shown in Figure 1.5-5.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.

e-Government & Decision Support Solution

Page 85 of 198



UCUSTOMS REGISTRATION FORM					STATUS : ACTIVATED
Registration Ref No.	REG-I-E10-1701-0001				
Stakeholder Type	● Individual ○ Organizati	ion	Registration Date	* 19-01-2017	
PERSONAL DETAILS					
Nationality	Malaysian ONON-Malay	ysian	ID Type	NRIC No.	OPassport No.
Full Name	* SUHAIMI BIN ABD WAHID	0	Gender	⊚ Male ⊂	)Female i Neuter Gender
NRIC No.	* 880529045333	0			
Login ID	* spatil@agility.com		GST No.		
Communication Email ID	○Primary Email ID	ernative Email ID	Primary Email ID	spatil@agility	/.com
Designation	Manager	~	Alternative Email ID	* krishana.org	@gmail.com
INDIVIDUAL PRIMARY CONTACT					a) []
Mobile Number	+60 8790550621	•	Telephone Number 2	+60	445555343
Telephone Number 1	+60 8790550621		Fax Number	+60	667555555
INDIVIDUAL PRIMARY ADDRESS					
Address	* Jalan 34-33, Building 56				
	Selangor				
Postal Code	*	87033	City/Town/Area/Land	* Labuan - Pet	i surat 82301 - 82330
State	Wilayah Persekutuan Labuan		Country	Malaysia	
REGISTRATION CUSTOMS STATION	* WICMA KACTAM LABUAN/ * I	510			
Registration Station name / Code	WISPIA KASTAPI LADUAN	E10			
O BUSINESS STAKEHOLDER CATE	GORY				
No. Stakeholder Category					Status
1 Trader (Importer/Export	ter)				Active
	« < Page	1 Of 1 Total 1 Item(s)	> >>		Items per list 5 🗸
Q AGENT ASSOCIATION					
O BANK LIST					
No. Bank Name		Branch Name		Bank A/C No.	Status
1 AFFIN BANK BERH/	AD	AFFIN BANK BERHAD		0002323399921	Modified 📝
	× <	Page 1 Of 1 Total 1 Item(	5) > >		Items per list 5 🗸
		Save Pr	int Back		•

Figure 1.5-5: uCustoms Registration Form – Activated



This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.

Page 86 of 198





# 1.6 Edit Profile Information

Individual Business Stakeholder can edit the Profile information and create New Agent Association

for delegation after activation of **uCustoms Registration Form**. To edit Profile Information:

1. On the **Home** page, click **PROFILE MANAGEMENT** and then click **EDIT PROFILE** to edit the

Individual Business Stakeholder profile information as shown below.

	PROFILE MANAGEMENT	T 🌣 SUB MODULE 🖒 SIGN OUT
	PREFERENCES	md113@gmail.com
Royal Malaysian Customs Department	EDIT PROFILE	ile : Forwarding Agent
* 🖂 🏭 »REGISTRATION »BROKER AFFAIRS »CARGO »DECLARATION PROCESSING »INSPECTION »ASSESSMEN	I HELP	» RESOURCE PLANNII 🕻 🗲 🔀
■ NOTIFICATION MODULES LIST / / D ■ INBOX NOTIFICATIONS	EN BM	□ <b>□</b>
NO RECORDS AVAILABLE	·	

Figure 1.6-1: Individual Business Stakeholder Home Page

The uCustoms Registration Form appears as shown in Figure 1.6-2.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 87 of 198



UCUSTOMS REGISTR	ATION FORM									STA	TUS : ACTIV	/ATED III 🗖
Registration Ref No.	RE	EG-I-E10-170	1-0001									
Stakeholder Type	6	Individual	⊖ Organizati	on		Registration Date		* 19-01-20	017			
PERSONAL DETAILS												
Nationality	(	Malaysian	○Non-Malay	rsian		ID Type		NRIC	No.	OPassport No.		
Full Name	* S'	UHAIMI BIN A	BD WAHID		0	Gender		Male	⊖Fe	male 🔘 Neut	ter Gender	
NRIC No.	* 8/	80529045333			0							
Login ID	* si	patil@agility.co	om			GST No.						
Communication Email II	D (	OPrimary Ema	ail ID 💿 Alte	ernative Email ID		Primary Email ID		* spatil@a	gility.co	m		
Designation	Μ	Manager		~		Alternative Email ID		* krishana	.org@g	mail.com		
INDIVIDUAL PRIMARY	CONTACT									·		
Mobile Number	+	+60 🗸	8790550621		0	Telephone Number 2	2	+60	~	445555343		
Telephone Number 1	+	-60	8790550621			Fax Number		+60	$\checkmark$	667555555		
INDIVIDUAL PRIMARY	ADDRESS											
Address	* Ja	alan 34-33, Bu	ilding 56									
	S	elangor										
Postal Code	*			87033		City/Town/Area/Land	d	* Labuan -	Peti su	ırat 82301 - 82	330	
State	W	Vilayah Persekı	utuan Labuan			Country		Malaysia				
RECIETRATION CUETO	CHE CTATION											
Peristration Station Nat	me / Code * W		LLABUAN/ * F	=10								
Registration station rea	ne / coue	HOMA NAUTE:	LADOAN	-10	•							
O BUSINESS STAKEH	OLDER CATEGOR	Ŷ										-
No. Stakehold	er Category								:	Status		
1 Trader (In	nporter/Exporter)									Active		
		4	« < Page	1 Of <b>1</b> Total <b>1</b>	Item(s)	> >>					Items per	list 5 🗸
Q AGENT ASSOCIATIO	ON											
NO RECORDS AVAILA	ABLE											
<b>≙</b> +												
O BANK LIST	Norma			Designable Margara			Deels A/C Me			Chatura		
I No. Bank							Bank A/C No.			Status		
	N DANK BENNAD		11 1				00023233399921			Houmed		
<b>1</b>			« <	Page 1 Of 1 To	tal <b>1</b> Item(	s) > >					Items per	list 5 🗸
					Save P	rint Back						0

Figure 1.6-2: Individual Stakeholder – Edit Profile Information

- 2. Make the necessary changes.
- 3. Click **Save** to save the changes.

ABBINED	Brilliance Information Sdn. Bhd.

Issue 1.2

Page 88 of 198





**Note**: System automatically generates *Registration Ref No*. after the Individual Stakeholder is activated. The Individual Stakeholder can print the **uCustoms Registration Form** after activation.

# 1.7 Create New Agent Association

The activated Individual Business Stakeholder can create new Agent Association to delegate goods declaration on their behalf if required. After associating the Forwarding Agent, system notifies the Forwarding Agent about the association. Forwarding Agent can Acknowledge or Deny the requested Agent association.

Note: Agent Association section is displayed only if the User Profile is selected as Trader.

To create New Agent Association:

1. On the **uCustoms Registration Form**, in the **Agent Association** section, click to create new Agent Association as shown below.

۵	AGENT ASSOCIATION	
	NO RECORDS AVAILABLE	



The Agent Association form appears as shown below.

■ AGENT ASSOCIATION	STATUS : NEW 🇮 🗖
From Trader	* SUHAIMI BIN ABD WAHID
To Agent	* GULFSHIP AGENCIES SDN BHD
Agent Code	AS8965
	Agent Association
Remarks	~
	Create Back

Figure 1.7-2: Agent Association

2. Enter or select the following fields as described below.

No.	Field Name	Description
1.	Status	System auto-displays the status as New indicating the process

Brilliance	Information	Sdn.	Bhd
D11111011-0			0110

# Issue 1.2

& BRINFO

Page 89 of 198





No.	Field Name	Description
		has started.
2.	From Trader	System auto-displays the From Trader field based on the Trader login and it is non-editable.
3.	To Agent	Click to browse and select the Agent. The Agent Association List appears as shown below.
		Note:
		<ul> <li>Click Reset Search to clear the search criteria in the list.</li> <li>Only activated Forwarding Agents are listed in the Agent Association List for association.</li> </ul>
4.	Agent Code	System auto-populates the Agent Code based on the selected <i>To Agent</i> .
5.	Remarks	Enter Remarks (if any).

Table 1.7-1: Agent Association

3. Once all the required details are entered, click **Create**.

The Agent Association form refreshes with *Created* status and checklist 🕏 as shown in Figure 1.7-4.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.





Page 90 of 198



■ AGENT ASSOCIATION		STATUS : CREATED 🏭 🗖
From Trader	SUHAIMI BIN ABD WAHID	
To Agent	* GULFSHIP AGENCIES SDN BHD	
Agent Code	AS8965	
	Agent Association	
Remarks	~	
	Save Submit Back	

Figure 1.7-4: Agent Association – Created

4. Click 🕑 to view the next steps to complete the Agent association process.

CHECKLIST
X Associate Customs Stations (Optional).

#### Figure 1.7-5: Checklist

**Note**: Once the steps mentioned in the checklist are completed, the  $\times$  changes to  $\checkmark$ . However, completing all the steps in checklist is not mandatory.

Once the **Agent Association** form is created, the links associated to the Agent Association form appear in the Link Repository. Click is to view the Link Repository. The available links are displayed in an expandable list as listed below.

- Associate Customs Station.
- View/Upload Documents.

These links are provided to add, view or upload required details for the Agent Association information. The **Agent Association** form with the list of links is shown in **Figure 1.7-6**.

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 91 of 198



Confidential uCustoms 24.03.04

■ AGENT ASSOCIATION				STATUS : SUBMITTED III -	
	From Trader	* SUHAIMI BIN ABD WAHID		Associate Customs Station	
	To Agent	* GULFSHIP AGENCIES SDN BHD		View / Upload Documents	
	Agent Code	AS8965			
	Description	Agent Association	~		
	Remarks		$\sim$		
		Save Submit Back			



All these links and their functionalities are explained below.

# 1.7.1 Associate/Disassociate Customs Station

Individual Business Stakeholder can associate Customs Stations if required before submitting the Agent Association. To associate Customs Station:

In the Agent Association form, click and then click <u>Associate Customs Station</u> to associate the Customs Station.

For more details, refer section **1.4.4** Associate/Disassociate Customs Station.

# 1.7.2 View/Upload Documents

Individual Business Stakeholder can upload the required documents to submit Agent Association. However, this is optional. To upload the documents:

In the Agent Association form, click and then click <u>View/Upload Documents</u> to upload the documents.

For more details, refer section **1.4.5 View/Upload Documents.** 

**Note**: If no Customs Station is associated, then the Agent can work in all the Customs Stations.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in anv form or bv anv means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 92 of 198



# **1.8 Submit Agent Association**

Individual Business Stakeholder can submit the Agent Association form. To submit the Agent Association:

1. In the Agent Association form, click Submit as shown below.

■ AGENT ASSOCIATION		STATUS : CREATED 🇮 🗖
From Trader	* SUHAIMI BIN ABD WAHID	
To Agent	* GULFSHIP AGENCIES SDN BHD	
Agent Code	AS8965	
Remarks	Agent Association	
	Save Submit Back	

Figure 1.8-1: Agent Association Form – Submit

The **Agent Association** form refreshes with *Submitted* status as shown below.

■ AGENT ASSOCIATION		STATUS : SUBMITTED 🗰 🗖
From Trader	* SUHAIMI BIN ABD WAHID	
To Agent	* GULFSHIP AGENCIES SDN BHD	
Agent Code	AS8965	
Remarks	Agent Association	
	Back	

Figure 1.8-2: Agent Association Form – Submitted

2. Click Back to navigate back to uCustoms Registration Form.

System notifies the respective Forwarding Agent about the submitted Agent Association. Once Forwarding Agent acknowledges, the **Agent Association** form refreshes with *Acknowledged* status and if denies, the **Agent association** form refreshes with *Denied* status.

Note:

• In the **Agent Association** form, if Customs Stations are associated for the Agent, then after acknowledgement the Agent can work only for those Customs Stations. If Customs Stations are not

4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 93 of 198





associated, then Agent can work for any Customs station. However, Business Stakeholder (Trader) can associate maximum three (3) Forwarding Agents to each Customs Station.

• If the Agent Association is *Denied*, then the Trader can associate the same Forwarding Agent once again, or else same Organization of the Forwarding Agent can be used for association.

The **uCustoms Registration Form** refreshes with the updated Agent Association details as shown in **Figure 1.8-2**.

BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 94 of 198



■ UCUSTOMS REGISTRATION FORM			ST/	ATUS : ACTIVATED 🇮 🗖
Registration Ref No.	REG-I-R10-1701-0006			
Stakeholder Type	●Individual ○Organization	Registration Date	* 19-01-2017	<b>#</b>
PERSONAL DETAILS				
Nationality	◉Malaysian ○Non-Malaysian	ID Type	●NRIC No. ○Passport No.	
Full Name	* MICHELE CHEW PEI SIAN	6 Gender	. Male ○Female ○ Neute	er Gender
NRIC No.	* 820329045006	0		
Login ID	* SParate@agility.com	GST No.	951123968	
Communication Email ID	●Primary Email ID ○Alternative Email ID	Primary Email ID	* SParate@agility.com	
Designation	Select the value	Alternative Email ID	spatil@agility.com	
INDIVIDUAL PRIMARY CONTACT				
Mobile Number	+60 💙 89652147	Telephone Number 2	+60	
Telephone Number 1	+60	Fax Number	+60	
INDIVIDUAL PRIMARY ADDRESS				
Address	* Jalan 23, Selangor			
Postal Code	* 01007	7 City/Town/Area/Land	* Kangar - Peti surat	
State	Perlis	Country	Malaysia	
REGISTRATION CUSTOMS STATION				
Registration Station Name / Code	* KANGAR,PERLIS * R10			
Q BUSINESS STAKEHOLDER CATEG	GORY			
No. Stakeholder Category			Status	
1 Trader (Importer/Exporte	er)		Active	
	« < Page 1 Of 1 Total 1	L Item(s) > >		Items per list 5 🗸
Q AGENT ASSOCIATION				
No. To Agent				Status
1 GULFSHIP AGENCI	ES SDN BHD	View / Upload Documents	Associate Customs Station	Submitted 📝
<b>*</b>	« < Page 1 Of 1 To	otal 1 Item(s) > >		Items per list 5 🗸
BANK LIST				
No. Bank Name	R	aranch Name	Bank A/C No	Status
1 BANK KERJASAMA H	RAKYAT MALAYSIA BERHAD B	ANK KERJASAMA RAKYAT MALAYSIA BERH	AD 9P767856457357	Created 🧭
≅ +	« < Page 1 Of 1 To	otal 1 Item(s) > >		Items per list 5 🗸
		Save Print Back		
		Save Fille Dack		-

### Figure 1.8-3: uCustoms Registration Form - Updated Agent Association Details

Note: A registered Individual Business Stakeholder can register an Organization with the same Login ID.







# **B.** Business Stakeholder (Organization)

The Organization Business Stakeholder can complete the uCustoms registration process after receiving SSO registration confirmation. The registration process includes associating Ports, Profiles and Customs Stations. The activated Organization Business Stakeholder can then add additional users and request for Additional User Management if the limit to create additional users exhausts. Organization Business Stakeholders of Sabah, Sarawak or Labuan Authorities can update and send the Additional Organization information for approval if there is any change in Organization details, or else can approach Customs Registration Department for amendment. The updated Additional

Organization Information is sent to the respective authority for approval.

# 1.9 Register Business Stakeholder (Organization) Online

Organization Business Stakeholders can complete the uCustoms registration process online. After successfully completing the uCustoms registration process, Organization Business Stakeholders can login into uCustoms and perform all the activities accessible to their profile.

# 1.9.1 Create Business Stakeholder (Organization)

Organization Business Stakeholder can register online. To create Business Stakeholder (Organization):

1. Once the registered Organization Business Stakeholder receives the SSO Registration Confirmation, the **uCustoms Registration Form** appears as shown below.

UCUSTOMS REGISTRATION F	ORM				8
Stakeholder Type	🔿 Individual 🟮 🛛 💿 Organizatio	on 9			
Registration Authority	* Sabah State Authority	~	Business Entity	* Partnership	$\checkmark$
BRN	* 100280T	0	Organization Name	* KFC (SARAWAK) SDN BHD	0
		_	_		
		Proce	eed Back		



2. Enter or select the following fields as described below.









No.	Field Name	Description			
1.	Stakeholder Type	Select the Stakeholder Type as Organization.			
2.	Registration Authority	Select the Registration Authority from the drop-down list.			
		Note: The drop-down list values include:			
		<ul> <li>Sabah State Authority - Registration Authority of companies that belong to Sabah state (East Malaysia).</li> </ul>			
		• Sarawak State Authority - Registration Authority of companies that belong to Sarawak state (East Malaysia). If the Organization belongs either to Sabah or Sarawak State Authorities, then that Organization's <b>uCustoms Registration Form</b> needs to be approved for activation by the respective State Authority or by the respective Customs state authorities.			
		<ul> <li>SSM (Companies Commission of Malaysia) - If the Organization belongs to SSM (Companies Commission of Malaysia) and the <i>Business Entity</i> is selected as Registrar of Business (ROB)/ Registrar of Company (ROC), then system automatically activates the Organization's uCustoms Registration Form. If the Organization belongs to SSM (Companies Commission of Malaysia) and if the <i>Business Entity</i> is selected as LLP, then the uCustoms Registration Form needs to be approved for activation by the respective State Authorities and the provention of Customs and the state of the state of the provention</li> </ul>			
		<ul> <li>Authority or by the respective Customs state authorities.</li> <li>Registrar of Society (ROS) - If the Organization belongs to ROS, then that Organization's uCustoms Registration Form needs to be approved for activation by the respective State Authority or by the respective Customs state authorities.</li> </ul>			
		<ul> <li>Labuan Authority - If the Organization belongs to Labuan Authority, then that Organization's uCustoms Registration Form needs to be approved for activation by the respective State Authority or by the respective Customs state authorities.</li> </ul>			
3.	Business Entity	Select the Business Entity from the drop-down list.			
		<ul> <li>Note: Business Entity drop-down list values change based on the selected <i>Registration Authority</i>.</li> <li>For ROS, the drop-down list values include: <ul> <li>Politics,</li> <li>Welfare,</li> <li>Social,</li> <li>Recreation,</li> <li>Mutual Benefit (Funeral Expenses),</li> </ul> </li> </ul>			
		<ul><li>Culture and Arts,</li><li>Iktisas,</li></ul>			

4 BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

Page 97 of 198





No.	Field Name	Description
		<ul> <li>Human Rights,</li> <li>Safety/Security/Salvation,</li> <li>Religious, and</li> <li>Trading/Commercial.</li> </ul>
		<ul> <li>For Sabah State Authority, the drop-down list values include:</li> <li>Partnership,</li> <li>Sole Proprietor,</li> <li>Individual,</li> <li>Registrar of Business (ROB),</li> <li>Registrar of Company (ROC), and</li> <li>Others.</li> <li>For Sarawak State Authority, the drop-down list value includes:</li> <li>Registrar of Business (ROB).</li> <li>For SSM, the drop-down list values include:</li> <li>Registrar of Business (ROB),</li> <li>Registrar of Business (ROB).</li> <li>For SSM, the drop-down list values include:</li> <li>Registrar of Business (ROB),</li> <li>Registrar of Company (ROC), and</li> <li>Limited Liability Partnership (LLP).</li> <li>For Labuan Authority, the drop-down list value includes:</li> </ul>
4.	BRN	Enter the BRN.
		<ul> <li>Note: BRN should contain only alphanumeric characters.</li> <li>If an Organization is already registered with same BRN, then system shows the Alert message for duplicate BRN as shown below.</li> </ul>
		Alert An organization with the same BRN - 592672V is already registered.Kindly contact the nearest Customs Office to continue with the registration. Back Figure 1.9-2: Alert – Duplicate BRN
		<ul> <li>An Organization BRN registered with Sabah/Sarawak authorities can be duplicated within the same or local authorities. When the BRN is duplicated, a prefix is added to the BRN as shown in Figure 1.9-3.</li> </ul>

AIRRINED	Brilliance Information Sdn. Bhd.
AU DRINE D	

Issue 1.2

Page 98 of 198





Confidential uCustoms 24.03.04

No.	Field Name	Description				
		ORGANIZATION INFORMATION           Organization Name         *SABAH ORGANIZATION           BRN         SB           Registration Authority         *Sarawak State Authority           GST No.         GST No.				
		Figure 1.9-3: Duplicated BRN - Prefix				
		<ul> <li>If an Organization is registered with Sabah Authority, and if the same Organization is registered with Sarawak Authority, then a prefix SB is added to the BRN.</li> <li>If an Organization is registered with Sarawak Authority, and if the same Organization is registered with Sabah Authority, then a prefix SW is added to the BRN.</li> <li>If a BRN has multiple companies, then user can select the Company name when logged into uCustoms.</li> <li>If an Organization registration is cancelled, then the same BRN can be used for registering a new Organization.</li> </ul>				
5.	Organization Name	Enter the Organization name.				
		Note: Organization Name should match as per the registered BRN.				

Table 1.9-1: uCustoms Registration Form – Organization

3. Once all the required details are entered, click Proceed.

The uCustoms Registration Form appears as shown in Figure 1.9-4.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



e-Government & Decision Support Solution

Page 99 of 198



Information: To complete the Business Stakeholder Organization Registration process >> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document							
EUCUSTOMS REGISTRATION FORM STATUS : NEW 🗰 🖻							
Stakeholder Type	OIndividual  Organization		Registration Date	* 19-01-2017		Ê	
ORGANIZATION INFORMATION							
Organization Name	* KFC (SARAWAK) SDN BHD		BRN	* 100280T			
Registration Authority	* Sabah State Authority	l	Business Entity	* Partnership		~	
GST No.							
PERSONAL DETAILS							
Nationality	⊖Malaysian		ID Туре	ONRIC No.	Passport No.		
Full Name	* ROHAYU BINTI ABDUL RAHIM	0	Gender	⊖Male ⊚Fem	nale 🔘 Neuter Gender		
Passport No.	* MYEP333W	0	Passport Expiry Date	* 31-01-2019		<b>#</b>	
Country	* Australia		Passport Issued From	* Australia			
Login ID	* sraqhavan9898981@gmail.com						
Communication Email ID	Primary Email ID     Alternative Email ID		Primary Email ID	* sraqhavan9898981@gmail.com			
Designation	* Director	1	Alternative Email ID	sradbavan1@dmail.com			
		1					
ORGANIZATION PRIMARY CONTACT	r						
Mobile Number	+60 💙 8886668007	0	Telephone Number 2	+60 🗸	603377778		
Telephone Number 1	+60 🗸		Fax Number	+60 🗸	780006688		
ORGANIZATION PRIMARY ADDRESS							
Address	Jalan 34-B-3, Building 43						
	Selangor, KL						
Country	* Malaysia						
Postal Code	* 01007		City/Town/Area/Land	* Kangar - Peti surat			
State	State Perlis						
RECISTRATION CUSTOMS STATION							
Registration Station Name / Code	* KANGAR,PERLIS * R10						
·····							
		Next	Logout			Ŷ	

Figure 1.9-4: uCustoms Organization Business Stakeholder Registration

4. Enter or select the following fields as described below.

No.	Field Name	Description
1.	Status	System displays the status as New indicating the process has
		started.
2.	Stakeholder Type	System auto-displays the Stakeholder Type as Organization based
		on the information selected in the previous uCustoms
		Registration Form.
3.	Registration Date	By default, system auto-populates the current date as the

& BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 100 of 198





No.	Field Name	Description				
		Registration Date and it is non-editable.				
Organi	zation Information					
4.	Organization Name	System auto-displays the Organization Name based on the details entered in the previous <b>uCustoms Registration Form</b> . However, it can be edited.				
5.	BRN	System auto-displays the Business Registration Number (BRN) based on the details entered in the previous <b>uCustoms</b> <b>Registration Form</b> . However, it can be edited.				
		<ul> <li>Note:</li> <li>BRN is a unique number issued by the Suruhanjaya Syarikat Malaysia (SSM) while registering a business in Malaysia.</li> <li>Organization Name and BRN are verified with SSM. If the provided BRN and Organization Name do not validate with SSM, then system notifies Registration failure to the Applicant.</li> <li>SSM handles the registration of new businesses, renewal and amendments of registered businesses in Malaysia.</li> </ul>				
6.	Registration Authority	System auto-displays the Registration Authority based on the value selected in the previous <b>uCustoms Registration Form</b> .				
7.	Business Entity	System auto-displays the Business Entity based on the value selected in the previous <b>uCustoms Registration Form</b> .				
8.	GST No.	System auto-populates the GST number from SSM if it is registered with the entered <i>NRIC No.</i> or <i>BRN</i> .				
Person	al Details					
9.	Nationality	<ul> <li>Select the Nationality as Malaysian or Non-Malaysian.</li> <li>If the Business Stakeholder (Individual) is a Malaysian citizen, select Malaysian; or</li> <li>If the Business Stakeholder (Individual) is a Foreigner, select Non-Malaysian.</li> </ul>				
		<b>Note</b> : If <i>Nationality</i> is selected as Non-Malaysian, then <i>ID Type</i> automatically changes to Passport No.				
10.	ID Type	<ul> <li>System auto-selects the ID Type as NRIC No.</li> <li>If the <i>Nationality</i> is selected as Malaysian, then <i>ID Type</i> is auto-selected as NRIC No.; or</li> <li>If the <i>Nationality</i> is selected as Non-Malaysian, then <i>ID Type</i> is auto-selected as Passport No.</li> </ul>				
11.	Full Name	Enter the Full Name as per the NRIC or Passport.				

& BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 101 of 198





No.	Field Name	Description			
		Note: Full Name should match with the name on the NRIC or			
		Passport.			
12.	Gender	Select the Gender as Male, Female or Neuter Gender.			
13.	NRIC No.	Enter the NRIC number. NRIC number is numeric and accepts 12 digits. The NRIC number should not contain any special characters (!, @, #, \$, %, ^, &, *, (, ), -, =, /,.).			
		<b>Note</b> : This field is displayed only if the <i>Nationality</i> is selected as Malaysian.			
14.	Passport No.	Enter the Passport number. Passport number is alphanumeric and it should not contain any special characters (!, @, #, \$, %, ^, &, *, (, ), -, =, /,.,).			
		Passport Issued From are displayed only if the Nationality is selected as Non-Malaysian.			
15.	Passport Expiry Date	Click to select the Passport Expiry Date from the calendar.			
16.	Country	Enter and select the name of the Country from where the Passport number is issued.			
17.	Passport Issued From	Enter the place from where the passport is issued.			
18.	Login ID	System auto-displays the Login ID of the Organization Business			
		Stakeholder, which is registered in SSO.			
19.	Communication Email	Select the Communication Email ID as Primary Email ID or			
	ID	Alternative Email ID.			
20.	Primary Email ID	System auto-populates the entered <i>Login ID</i> as the Primary Email ID of the Organization Business Stakeholder.			
21.	Designation	Select the Designation of the Organization Business Stakeholder			
		from the drop-down list.			
		Designation drop-down list values include:			
		<ul> <li>Managing Director,</li> </ul>			
		• Director,			
		<ul> <li>Manager,</li> </ul>			
		Senior Executive,			
		• Executive,			
		Non-Executive,			
		• Supervisor,			
		• Owner,			
		Partnership,			
		Ordinary Partnership,			
		Sole Proprietorship			

4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 102 of 198





No.	Field Name	Description				
		• Secretary,				
		• Clerk, and				
		Others.				
22.	Others	Enter the Others designation of the Organization Stakeholder as				
		shown below.				
		Designation Others				
		Others * System analyst				
		Figure 1.9-5: Designation - Others				
		<b>Note</b> : This field is displayed only if the <i>Designation</i> is selected as Others. It is mandatory to include the Designation details.				
23.	Alternative Email ID	By default, this field is disabled and it displays the email ID				
		entered in SSO. It is mandatory to enter the Alternative Email ID				
		of the Organization Business Stakeholder if the Communication				
		Email ID is selected as Alternative Email ID.				
Organia	zation Primary Contact					
24.	Mobile Number	System auto-populates the Mobile Number with the Country Code based on the entered Login ID.				
25	Telephone Number 2	Select the Country Code from the drop-down list and enter the				
23.		Telephone Number 2.				
		<b>Note</b> : Telephone Number should be in the format Country code- Number.				
26.	Telephone Number 1	System auto-populates the Telephone Number 1 with the Country Code based on the entered <i>Login ID</i> .				
27.	Fax Number	Select the Country Code from the drop-down list and enter the				
Organi	zation Drimary Addross	Fax Number.				
Organia 20	Addrass	System auto displays the Address, which can be edited				
20.	Audress Doctal Codo	System auto-displays the Postal Code, which can be edited.				
29.	rustui cuue	Code is numeric and accepts minimum five (5) digits.				
30.	City/Town/Area/Land	Click to browse and select the City, Town, Area or Land. The <b>City List</b> appears as shown in <b>Figure 1.9-6</b> .				

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in anv form or bv anv means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 103 of 198



No.	Field Name	Description					
		Search     ECTV List     Control       Oty/Town/Area/Land     No.     Oty/Town/Area/Land     State       Oty/Town/Area/Land     No.     Oty/Town/Area/Land     State       State     Perfis     Malaysia       State     Image: Control     Perfis       Country     Image: Control     Image: Control       State     Image: Control     Image: Control       Country     Image: Control     Image: Control       Search     Reset Search     Search					
		Figure 1.9-6: City List					
		In the <b>City List</b> :					
		<ol> <li>Click the required <i>City/Town/Area/Land</i> from the pop-up window or enter the <i>City/Town/Area/Land</i>, <i>State</i> and / or <i>Country</i> in the search panel and click <b>Search</b>. The available Cities are filtered based on the search criteria provided.</li> <li>In the <b>City List</b>, click the required <i>City/Town/Area/Land</i>.</li> </ol>					
		Note: Click Reset Search to reset the search parameters in the list.					
31.	State	System auto-populates the State based on the selected <i>City/Town/Area/Land</i> .					
32.	Country	System auto-populates the Country based on the selected <i>City/Town/Area/Land</i> .					
		<b>Note</b> : For Non-Malaysians, enter the <i>Address, Country, Postal</i> <i>Code, City/Town/Area/Land</i> and <i>State</i> fields.					
Registr	ation Customs Station	· · · · ·					
33.	Registration Station Name/Code	System auto-populates the default Registration Station Name or Code for Non-Malaysians. For Malaysians, system auto-populates the Registration Station Name or Code based on the selected <i>Postal Code</i> , if there is only one Customs Station.					
		Note: For Non-Malaysians, if the <i>Country</i> is selected as Malaysia, then the <i>Registration Station Name/Code</i> includes using which the Business Stakeholder (Online) can select the Customs Station, which is editable.					
		If there are multiple Customs Stations, click to browse and select the Registration Station Name/Code. The <b>Customs Station List</b> appears as shown in <b>Figure 1.9-7</b> .					

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 104 of 198



No.	Field Name	Description			
		Search CUSTORS STATION LIST CUSTORS STATION LIST Station Name Station Code Station Code Station Code Code Code Code Code Code Code Code			
		In the Customs Station List:			
		<ol> <li>Click the required Station Name from the list or enter the Station Name and/or Station Code in the search panel and click Search. The available Customs Stations are filtered based on the search criteria provided.</li> <li>In the Customs Station List, click the required Station Name.</li> </ol>			
		Note: Click Reset Search to reset the search parameters in the list.			
	Table 1.9-2: (	Organization Business Stakeholder Registration			

5. Click Next to continue the Business Stakeholder (Organization) Registration process.

The uCustoms Registration Form refreshes with *Created* status, Business Stakeholder Category, Master User, Bank List sections and checklist 🕑 as shown in Figure 1.9-8.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.





Page 105 of 198



UCUSTOMS REGISTRATION FORM	4						S	TATUS : CREATEI	) = =
takeholder Type	◯Individual 🔘	Organization		Registration Date	3	19-01-2017		<b></b>	
RGANIZATION INFORMATION									(
Organization Name	* KFC (SARAWAK)	SDN BHD		BRN		* 100280T			
Registration Authority	* Sabah State Aut	hority	$\checkmark$	Business Entity		Partnership		$\checkmark$	
GST No.									
ERSONAL DETAILS									
Nationality	⊖Malaysian 🔘	Von-Malaysian		ID Type		ONRIC No.	Passport No.		
Full Name	* ROHAYU BINTI A	BDUL RAHIM	0	Gender		⊖Male ⊚Fen	nale 🔘 Neuter G	Gender	
Passport No.	* MYEP333W		0	Passport Expiry Dat	e	31-01-2019		<b></b>	
Country	* Australia			Passport Issued Fro	m '	* Australia			
.ogin ID	* sraghavan98989	81@gmail.com							
Communication Email ID	Primary Email	ID 🔿 Alternative Email I	íD	Primary Email ID		sraghavan989	8981@gmail.com	ı	
Designation	* Director		~	Alternative Email IC	)	sraghavan1@g	gmail.com		
RGANIZATION PRIMARY CONTA	.CT								
Nobile Number	+60 🗸	8886668007	0	Telephone Number	2	+60 🗸	603377778		
felephone Number 1	+60 🗸			Fax Number		+60 🗸	780006688		
RGANIZATION PRIMARY ADDRE	SS								
Address	* Jalan 34-B-3, Bu	ilding 43							
	Selangor, KL								
Country	* Malaysia								
Postal Code	*	01	1007	City/Town/Area/Lar	nd ·	* Kangar - Peti :	surat		
State	Perlis								
EGISTRATION CUSTOMS STATIO	ОN								
Registration Station Name / Code	* KANGAR, PERLIS	* R10							
BUSINESS STAKEHOLDER CAT	EGORY								
	20010								_
<u>55</u> 8									
MASTER USER									•
No. Login ID		Full Name						Status	
1 sraghavan98989	81@gmail.com	ROHAYU BINTI ABDUL	RAHIM	Associate Ports	Associate Profiles	Associate C	ustoms Station	Created	7
Max Allowed Users : 20 N	lo. Of Users : 1			« < Page 1 Of 1	Total 1 Item(s)	> >>		Items per list 5	~
BANK LIST									
NO RECORDS AVAILABLE									

Figure 1.9-8: Created Organization Business Stakeholder



#### Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 106 of 198





Once the Registration Form for Organization is created and Business Stakeholder Category is associated, the links associated to the Registration Form appear in the Link Repository. Click it to view the Link Repository. The available links are displayed in an expandable list as listed below and shown in **Figure 1.9-9**.

- Additional Organization Information (for Sabah, Sarawak or Labuan Authority).
- View/Upload Documents (for all Registration Authorities).
- View History (for all Registration Authorities).
- View Organization Information (SSM) (if the *Registration Authority* is selected as Companies Commission of Malaysia (SSM) and *Business Entity* as ROB/ROC).
- View Organization Members (if the *Registration Authority* is selected as Companies Commission of Malaysia (SSM) and *Business Entity* as ROB/ROC).
- View Organization Information (uCustoms) (if the *Registration Authority* is selected Companies Commission of Malaysia (SSM) and *Business Entity* as ROB, ROC or LLP).
- Based on the selected *Registration Authority* and the *Business Entity* type, the **uCustoms Registration Form** links are displayed as listed below.

No.	Registration	Business	Available Links	Respective Approver
	Authority	Entity		
1.	Sabah State Authority	Any	<ul> <li>Additional Organization Information.</li> </ul>	Sabah State Authority
			View History.	
			<ul> <li>View/Upload Documents.</li> </ul>	
2.	Sarawak State Authority	ROB	<ul> <li>Additional Organization Information.</li> </ul>	Sarawak State Authority
			View History.	
			<ul> <li>View/Upload Documents.</li> </ul>	
3.	Companies Commission of Malaysia (SSM)	ROB/ROC	<ul> <li>View History.</li> <li>View/Upload Documents.</li> <li>Organization Information (uCustoms).</li> <li>Organization Members.</li> <li>Organization Information</li> </ul>	System automatically activates the Business Stakeholder (Organization).

4 BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 107 of 198





No.	Registration Authority	Business Entity	Available Links	Respective Approver
			(SSM).	
4.	Registrar of Society (ROS)	ROS	<ul><li>View History.</li><li>View/Upload Documents.</li></ul>	ROS Approver
5.	Labuan Authority	ROB	<ul> <li>Additional Organization Information.</li> <li>View History.</li> <li>View/Upload Documents.</li> </ul>	Labuan Authority
6.	Companies Commission of Malaysia (SSM)	LLP	<ul> <li>View History.</li> <li>View/Upload Documents.</li> <li>Organization Information (uCustoms).</li> </ul>	LLP Approver

Table 1.9-3: Approvers for different Registration Authority and Business Entities

The uCustoms Registration Form with the links is shown in Figure 1.9-9.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 108 of 198


UCUSTOMS REGISTRATION FOR	(M					Additional Orean	TATUS : CREATED	
takeholder Type	○Individual ● 0	Organization		Registration Date	* 19-01-20	Additional Organ	lization Information	-
RGANIZATION INFORMATION						History		- L
Organization Name	* KFC (SARAWAK)	SDN BHD		BRN	* 100280T	View / Upload D	ocuments	
Registration Authority	* Sabah State Aut	hority	~	Business Entity	* Partnershi	ip	$\checkmark$	
GST No.								
ERSONAL DETAILS								
Nationality	⊖Malaysian 🔘	Non-Malaysian		ID Type	ONRIC No	.      Passport No.		
Full Name	* ROHAYU BINTI A	ABDUL RAHIM	0	Gender	⊖Male 🖲	Female 🔘 Neuter (	Gender	
Passport No.	* MYEP333W		0	Passport Expiry Date	* 31-01-201	19	<b></b>	
Country	* Australia			Passport Issued From	* Australia			
Login ID	* sraghavan98989	981@gmail.com						
Communication Email ID	Primary Email	ID OAlternative Email ID		Primary Email ID	* sraghavan	9898981@gmail.con	n	
Designation	* Director		~	Alternative Email ID	sraghavan	1@gmail.com		
	ACT							
Mobile Number	+60 V	8886668007	0	Telephone Number 2	+60	603377778		
Telenhone Number 1	+60			Fax Number	+60	780006688		
					100			
RGANIZATION PRIMARY ADDR	ESS							
Address	* Jalan 34-B-3, Bu	ilding 43						
	Selangor, KL							
Country	* Malaysia							
Postal Code	*	010	07	City/Town/Area/Land	* Kangar - P	Peti surat		
State	Perlis							
REGISTRATION CUSTOMS STAT	ION							
Registration Station Name / Code	* KANGAR, PERLIS	* R10						
BUSINESS STAKEHOLDER CA	TEGORY							
<del>3</del> 3 8								
MASTER USER								
No. Login ID		Full Name					Status	
1 sraghavan9898	981@gmail.com	ROHAYU BINTI ABDUL F	RAHIM	Associate Ports Associate Profiles	Associa	te Customs Station	Created	Ø
Max Allowed Users : 20	No. Of Users : 1			<pre></pre>	> >>		Items per list 5	~
DANIZ LICT								
BANK LIST								

Figure 1.9-9: uCustoms Registration Form (Organization) – Link Repository

ABBINED	Brilliance In	nformation Sdn.	Bhd.
apierent e			

Issue 1.2

Page 109 of 198





Click 🕏 to view the next steps to complete the registration process as shown below.

CHECKLIST
X Associate Default Port (Optional).
X Associate Default Customs Station (Optional).
X Associate User Profiles.
X Business license under the Business Licensing.
X Associate Business Stakeholder Category.
X Submit Additional Organization Information.

### Figure 1.9-10: Checklist

**Note**: Once the steps mentioned in the checklist are completed, the  $\times$  changes to  $\checkmark$ . However, completing all the steps in checklist is not mandatory.

# 1.9.2 Create Bank Details

Organization Business Stakeholder can create the Bank details. For more details, refer section **1.4.2** Create Bank Details.

# 1.9.3 <u>Associate/Disassociate Ports</u>

Organization Business Stakeholder can associate the required ports to submit Organization Business Stakeholder information. For more details, refer section **1.4.3** Associate/Disassociate Ports.

# 1.9.4 Associate/Disassociate Customs Stations

Organization Business Stakeholder can associate the required customs stations to register Organization Business Stakeholder. For more details, refer section **1.4.4** Associate/Disassociate Customs Station.

BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 110 of 198



#### 1.9.5 Associate Business Stakeholder Category

After creating the uCustoms Registration Form, the Organization Business Stakeholder can associate

Business Stakeholder Category. To associate Business Stakeholder Category:

1. On the uCustoms Registration Form, in the Business Stakeholder Category section, click to associate the stakeholders as shown below.

٩	BUSINESS STAKEHOLDER CATEGORY
	NO RECORDS AVAILABLE
	55 <b>8</b>

### Figure 1.9-11: Business Stakeholder Category List

The Business Stakeholder Category list appears as shown below.

Q Search	≣в	USINESS	5 STAKEHOLDER CATEGORY	=
Stakeholder Category		No.	Stakeholder Category	
%		1	Trader (Importer/Exporter)	
Search Reset Search		2	Shipping Agent	
		3	Forwarding Agent	
		4	Carrier Agent	
		5	Warehouse Operator	
		6	Port Operator	
		7	Free Zone Operator	
		8	Duty Free Shop Operator	
		9	KTM User	
		10	Freight Forwarder	
	8	۲	«     <	10 🗸

Figure 1.9-12: Business Stakeholder Category – Associate

2. Select the check box from the available Business Stakeholder Category list or enter the Stakeholder Category in the search panel, and click Search.

The available Stakeholders are filtered based on the search criteria provided.

3. In the Business Stakeholder Category list, select the check box corresponding to the required Stakeholder Category and click <sup>B</sup> to save the selection.

	Brilliance Information Sdn. Bhd.
Issue 1.2	Page 111 of 198





This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any

lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.

The **uCustoms Registration Form** appears with the updated **Business Stakeholder Category** section as shown in **Figure 1.9-13**.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 112 of 198



UCUSTOMS REGISTRATION	FORM	ess Category 🤌 Assoc	ate Ports >> Associa	ne Promes PP Opioad required document		STATUS : CREATED
akeholder Type	○Individual ●	Organization		Registration Date	* 19-01-2017	
		-		-		
RGANIZATION INFORMATIC	* KEC (SADAWAK)			PPN	* 100290T	
Organization Name	* Cabab State Au			DKN	* Dartaarshin	
GST No.	Saban State Au	unonty	•	Business Enuty	Partitership	
Nationality	Malaysian ()	Non-Malaysian		ID Type	ONRIC No. Passport No.	
	ABDUL RAHIM	6	Gender	⊖Male  ●Female  ○ Neuto	er Gender	
Passport No. MYEP333W				Passnort Expiry Date	31-01-2019	<b>m</b>
Country	* Australia			Passnort Issued From	* Australia	
Login ID * sraghavan9898		191@gmoil.com		Passport Issued From	Australia	
Communication Email ID	Drimony Empil	ID O Altornative E	mail ID	Drimany Email ID	* gradbayan0000001@gmail.	10.77
communication Email 1D	ID O Alternative E	mail ID	Primary Email ID	sragnavan9898981@gmail.	om	
Jesignation	Director			Alternative Email ID	sragnavan1@gmail.com	
RGANIZATION PRIMARY CO	NTACT					
Mobile Number	+60	8886668007	0	Telephone Number 2	+60 🔽 603377778	
Felephone Number 1	+60 🗸			Fax Number	+60	
RGANIZATION PRIMARY AD	DRESS					
Address	* Jalan 34-B-3, Bu	uilding 43				
	Selangor, KL					
Country	* Malaysia					
Postal Code	*		01007	City/Town/Area/Land	* Kangar - Peti surat	
State	Perlis					
EGISTRATION CUSTOMS ST		* D10				
Registration Station Name / Co	de «KANGAR,PERLIS	KI0	••••			
BUSINESS STAKEHOLDER	CATEGORY					
No. Stakeholder	Category				Status	
1 Trader (Imp	orter/Exporter)				Created	
2 Shipping Ag	ent				Created	
3 Forwarding	Agent				Created	
<u>33</u> 70		< Page	1 Of 1 Total 3 It	em(s) > »		Items per list 5
MASTER USER						
No. Login ID		Full Name				Status
1 sraghavan98	398981@gmail.com	ROHAYU BINTI A	BDUL RAHIM	Associate Ports Associate	Profiles Associate Customs Static	n Created 🥖
Max Allowed Users : 20	No. Of Users : 1			<pre>« &lt; Page 1 Of 1 Total 1 It</pre>	eem(s) > >>	Items per list 5
BANKLIST						

Figure 1.9-13: uCustoms Registration Form – Associated Stakeholders

Brilliance In	ormation	Sdn.	Bhd.
---------------	----------	------	------

#### Issue 1.2

BRINFO

Page 113 of 198





Note:

- If the associated **Business Stakeholder Category** is Trader or Manufacturer, then these stakeholder categories are activated once the Organization is activated and do not require license.
- If the associated **Business Stakeholder Category** is other than Trader or Manufacturer, then these stakeholder categories are activated only when the respective licenses are approved.

To disassociate the Business Stakeholder Category:

- 1. On the **uCustoms Registration Form**, in the **Business Stakeholder Category** section, select the check box corresponding to the *Stakeholder Category* to be disassociated.
- 2. Click sto disassociate the selected *Stakeholder Category* as shown below.

σ	BUSINESS STAKEHOLDER CATEGORY								
		No.	Stakeholder Category		Status				
	✓	1	Trader (Importer/Exporter)		Created				
		2	Shipping Agent		Created				
		3	Forwarding Agent		Created				
	\$	90		<pre>《 &lt; Page 1 Of 1 Total 3 Item(s) &gt; &gt;</pre>	Items per list 5 🗸				

Figure 1.9-14: Business Stakeholder Category - Disassociate

System prompts to confirm the disassociation as shown below.



Figure 1.9-15: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.

**Note**: If a **Business Stakeholder Category** is associated to the user and set as default, then it cannot be disassociated.

& BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 114 of 198



# 1.9.6 Associate/Disassociate Profiles

Organization Business Stakeholder needs to associate Profiles to submit Organization Business Stakeholder. To associate Profiles:

1. On the **uCustoms Registration Form**, in the **Master User** section, click <u>Associate Profiles</u> as shown in **Figure 1.9-16**.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 115 of 198



UCUSTOMS REGISTRATION F	ORM				ST	ATUS : CREATED
takeholder Type	◯ Individual ) ● Org	anization	Registration Date	* 19-01-2017		
RGANIZATION INFORMATIO	N					
Organization Name	* KFC (SARAWAK) S	DN BHD	BRN	* 100280T		
Registration Authority	* Sabah State Autho	rity 💟	Business Entity	* Partnership		$\checkmark$
GST No.						
ERSONAL DETAILS						
Nationality	⊖Malaysian     ●Nor	n-Malaysian	ID Type	ONRIC No.	Passport No.	
Full Name	* ROHAYU BINTI ABI	DUL RAHIM 0	Gender	⊖Male ●Fen	ale 🔘 Neuter Ge	ender
Passport No.	* MYEP333W	0	Passport Expiry Date	* 31-01-2019		
Country	• Australia		Passport Issued From	* Australia		
Login ID	* sraghavan9898981	@gmail.com				
Communication Email ID	Primary Email ID	O Alternative Email ID	Primary Email ID	* sraghavan989	8981@gmail.com	
Designation	* Director		Alternative Email ID	sraghavan1@g	imail.com	
ORGANIZATION PRIMARY CO	NTACT				600077776	
Mobile Number	+60 💙 88	86668007	Telephone Number 2	+60	603377778	
Felephone Number 1	+60 🗸		Fax Number	+60	780006688	
RGANIZATION PRIMARY AD	DRESS					
Address	* Jalan 34-B-3, Build	ing 43				
	Selangor, KL					
Country	* Malaysia					
Postal Code	-	01007	City/Town/Area/Land	* Kangar - Peti :	urat	
State	Perlis					-
REGISTRATION CUSTOMS ST	ATION					
Registration Station Name / Co	de * KANGAR,PERLIS	* R10				
BUSINESS STAKEHOLDER	CATEGORY			71.		
No. Stakeholder	Category			St	atus	
1 Trader (Imp	orter/Exporter)			Cr	eated	
2 Shipping Age	ent			Cr	eated	
3 Forwarding #	lgent			Cr	eated	
\$\$ <b>%</b>		« < Page 1 Of 1 Total	3 Item(s) > >>			Items per list 5
MASTER USER						
No. Login ID		Full Name				Status
1 sraghavan98	98981@gmail.com	ROHAYU BINTI ABDUL RAHIM	Associate Ports Associate	e Profiles Associate C	ustoms Station	Created 7
Max Allowed Users 1 20	No. Of Users 1		// / Page 1 Of 1 Total 1 I	Itom(c)		There are list [5.1]
Max Anowed Users . 20	No. Of Users . 1			mem(s)		Items per list 5
BANK LIST						
NO RECORDS AVAILABLE						

Figure 1.9-16: uCustoms Registration Form – Associate Profiles



#### Issue 1.2

Brilliance Information Sdn. Bhd.

# Page 116 of 198





The Available User Profile List appears as shown below.

Q Search	■A	VAILABLE	USER PROFILE LIST	0		
Name			Name			
%		1	Trader (Importer/Exporter)			
Search Reset Search		2	Shipping Agent			
		3	Forwarding Agent			
	8		<pre></pre>	· •		
	≡ A	SSOCIAT	ED USER PROFILE LIST			
	NO	O RECORDS AVAILABLE				
	۲					

Figure 1.9-17: Available User Profile List – Associate

**Note**: The User Profiles are displayed as per the associated Business Stakeholder.

2. Select the check box from the **Available User Profile List** or enter the *Name* in the search panel, and click **Search**.

The available User Profiles are filtered based on the search criteria provided.

Note: Click Reset Search to reset the search parameters in the list.

3. In the Available User Profile List, select the check box corresponding to the Name and click

✤ to associate the User Profile.

The selected User Profile appears in the Associated User Profile List as shown below.

Q Search	■A	VAILABLE	USER PROFILE LIST		=
Name	e No. Name				
%		1	Forwarding Agent		
Search Reset Search	8			Items per list 10 🗸	
	≣A	SSOCIAT	ED USER PROFILE LIST		=
			Name		
		1	Trader (Importer/Exporter)	۲	
		2	Shipping Agent	0	
	\$3	8 🕩	<pre></pre>		Items per list 10 🗸

### Figure 1.9-18: Available User Profiles List – Associated

- 4. Click 🖹 to save the associated user profiles.
- 5. Click to close the Available User Profile List.

& BRINFD	Brilliance Information Sdn. Bhd.
Issue 1.2	Page 117 of 198





To disassociate the Profiles:

1. In the **Associated User Profile List**, select the check box corresponding to the profile *Name* that needs to be disassociated as shown below.

∎ As	■ ASSOCIATED USER PROFILE LIST						
			Is Default				
	1	Trader (Importer/Exporter)	۲				
	2	Shipping Agent	0				
ŝ	S 🗈 🕒 🔍 < Page 1 Of 1 Total 2 item(s) > > Ttems per list 10 🗸						

Figure 1.9-19: Available User Profile List – Disassociate

**Note**: The default user profile cannot be disassociated. To disassociate the default user profile, set another user profile as default and then disassociate.

2. Click <sup>33</sup> to disassociate the associated Profile.

System prompts to confirm the disassociation as shown below.



Figure 1.9-20: Confirm Disassociate

3. Click **OK** to disassociate or click **Cancel** to discard the action.

The disassociated Profiles are listed back in **Available User Profile List** as shown in **Figure 1.9-**21.



Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 118 of 198



Carret	Í≡∧		E LISER PROFILE LIST		
Name		No.	Name		_
%		1	Shipping Agent		
Search Reset Search		2	Forwarding Agent		
	8		<pre></pre>		Items per list 10 🔻
	≣A	SSOCIAT	ED USER PROFILE LIST		=
		No.	Name	Is Default	
		1	Trader (Importer/Exporter)	۲	
	\$3	8 🕩	<pre></pre>		Items per list 10 🔻

Figure 1.9-21: Available User Profile List - Disassociated

# 1.9.7 Create Additional Organization Information

Organization Business Stakeholder can create Additional Organization Information based on the selected Registration Authority. To create Additional Organization Information:

1. In the uCustoms Registration Form, click is and then click Additional Organization Information to create and save the Organization details as shown in Figure 1.9-22.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



MicroClear

Page 119 of 198



<ul> <li>Create Organization Business Stakeh</li> </ul>	olders >> Associate Business Categ	pry >> Associate Ports >> Asso	sciate Profiles >> Upload required document			
UCUSTOMS REGISTRATION FOR	м				ST	ATUS : CREATED
skeholder Type	○Individual ●Organiza	ition	Registration Date	19-01-20	Additional Organi	zation Information
RGANIZATION INFORMATION					History	
Irganization Name	* KFC (SARAWAK) SDN B	-ID	BRN	* 100280T	View / Upload Do	cuments
egistration Authority	* Sabah State Authority	$\checkmark$	Business Entity	Partnership		$\checkmark$
SST No.						
ERSONAL DETAILS						
lationality	⊖Malaysian ®Non-Mal	aysian	ID Type	ONRIC No.	Passport No.	
ull Name	* ROHAYU BINTI ABDUL R	AHIM 🕴	Gender	⊖Male ●Fe	emale 🔘 Neuter G	ender
assport No.	* MYEP333W	9	Passport Expiry Date	* 31-01-2019		<b>#</b>
Country	* Australia		Passport Issued From	* Australia		
.ogin ID	* sraghavan9898981@gm	ail.com				
Communication Email ID	●Primary Email ID ○A	lternative Email ID	Primary Email ID	* sraghavan98	898981@gmail.com	
Designation	* Director	~	Alternative Email ID	sraghavan1	@gmail.com	
RGANIZATION PRIMARY CONT	ACT					
1obile Number	+60 888666	8007 🚯	Telephone Number 2	+60	603377778	
elephone Number 1	+60 🗸		Fax Number	+60	780006688	
RGANIZATION PRIMARY ADDR	ESS					
Address	* Jalan 34-B-3, Building 4	3				
	Selangor, KL					
Country	Malaysia					
vostal Code	*	01007	City/Town/Area/Land	* Kangar - Pel	ti surat	
State	Perlis					
EGISTRATION CUSTOMS STAT	ON					
Registration Station Name / Code	* KANGAR, PERLIS	* R10				
BUSINESS STAKEHOLDER CA	TEGORY					
No. Stakeholder Cal	regory				Status	
I Irader (Importe     Shipping Agent	r/Exporter)				Created	
3 Forwarding Agent	nt				Created	
C Q	11	C Page 1 Of 1 Total 2	Item(c)			Itoms par list E A
NO 0						Items per list 5
MASTER USER						
No. Login ID	Full M	lame				Status
1 sraghavan9898	981@gmail.com ROH	AYU BINTI ABDUL RAHIM	Associate Ports Associate	Profiles Associate	Customs Station	Created 🧭
Max Allowed Users : 20	No. Of Users : 1		« < Page 1 Of 1 Total 1 If	tem(s) > >		Items per list 5 🚿
BANKLIST						
NO RECORDS AVAILABLE						

Figure 1.9-22: uCustoms Registration Form – Additional Organization Information

Brilliance I	nfor	mation	Sdn.	Bhd.
--------------	------	--------	------	------

#### Issue 1.2

BRINFO

Page 120 of 198





### The Organization Information form appears as shown below.

CORGANIZATION INFORMATION			STATUS : NEW -
ORGANIZATION INFORMATION			
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	* 100280T
Expiry Date	* 27-01-2021	Last Updated Date	
Company Category			$\hat{}$
OWNER/DIRECTOR INFORMATION			
ID Туре	○NRIC No.  ● Passport No.	Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	Passport Issued From	* Australia
Country	* Australia		
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	⊖ Male ● Female ○ Neuter Gender
GST No.		Nationality	O Malaysian       O Non-Malaysian
Designation	* Director		
Login ID	* sraghavan9898981@gmail.com	Alternative Email ID	sraghavan1@gmail.com
CONTACT INFORMATION			
Mobile Number	+60 🗹 8886668007 🚯	Telephone Number 2	+60 🖌 603377778
Telephone Number 1	+60	Fax Number	+60 780006688
ADDRESS INFORMATION			
Address	* Jalan 34-B-3, Building 43		
	Selangor, KL		
Country	* Malaysia		
Postal Code	01007	City/Town/Area/Land	Kangar - Peti surat
State	Perlis		
		Create Back	•

### Figure 1.9-23: Organization Information – Create

**Note**: System auto-displays the Organization information except the *Company Category* and *Expiry Date*, based on the details entered in the **uCustoms Registration Form**.

- 2. Click to select the Organization's *Expiry Date* from the calendar.
- 3. Enter the Company Category.
- 4. Click Create.

¢|BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

#### Page 121 of 198





The **Organization Information** form refreshes with the *Last Updated Date, Created* status and **Organization Member List** section as shown below.

CRGANIZATION INFORMATION			STATUS : CREATED 🗰
ORGANIZATION INFORMATION			
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	* 100280T
Expiry Date	* 27-01-2021	Last Updated Date	19-01-2017
Company Category			$\sim$
OWNER/DIRECTOR INFORMATION	I.		
ID Туре	○NRIC No.	Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	Passport Issued From	* Australia
Country	* Australia		
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	⊖Male ●Female ○ Neuter Gender
GST No.		Nationality	🔿 Malaysian 🔘 Non-Malaysian
Designation	* Director	]	
Login ID	* sraghavan9898981@gmail.com	Alternative Email ID	sraghavan1@gmail.com
CONTACT INFORMATION			
Mobile Number	+60 💙 8886668007	Telephone Number 2	+60 603377778
Telephone Number 1	+60	Fax Number	+60 780006688
ADDRESS INFORMATION			
Address	* Jalan 34-B-3, Building 43		
	Selangor, KL		
Country	* Malaysia		
Postal Code	01007	/ City/Town/Area/Land	Kangar - Peti surat
State	Perlis		
Q ORGANIZATION MEMBER LIST			
NO RECORDS AVAILABLE			
<b>≅ +</b>			
		Save Back	$\mathbf{O}$

Figure 1.9-24: Organization Information - Created

5. In the **Organization Member List** section, click 🛨 to create new organization member details.

The Organization Member Details form appears as shown in Figure 1.9-25.







CORGANIZATION MEMB	ER DETAILS			STATUS : NEW 😑
ID Type	○ NRIC No. ● Passport No.	Designation	* Manager	v
Full Name	* SHAHRI BIN ZAINAL ABIDIN	Passport No.	* BW4423A	0
Address	* Jalan 33, Building 34, Block D, Ultra			
	Salengor, KL			
		Create Back		

Figure 1.9-25: Organization Member Details - Create

6. Enter or select the following fields as described below.

No.	Field Name	Description		
1.	ID Type	By default, system auto-selects the ID Type as NRIC No. Select		
		Passport No. if the organization member is a Non-Malaysian.		
2.	Designation	Select the Designation of the Business Stakeholder from the drop-		
		down list.		
		Designation drop-down list values include:		
		<ul> <li>Managing Director,</li> </ul>		
		• Director,		
		• Manager,		
		Senior Executive,		
		• Executive,		
		Non-Executive,		
		• Supervisor,		
		• Owner,		
		Partnership,		
		Ordinary Partnership,		
		Sole Proprietorship		
		• Secretary,		
		Clerk, and		
		• Others.		
3.	Full Name	Enter the Full Name as per the NRIC No. or Passport No.		
4.	NRIC No.	Enter the NRIC number or Passport number.		
5.	Address	Enter the Address.		

Table 1.9-4: Organization Member Details – Create

7. Once all the required details are entered, click **Create**.

The **Organization Information** form refreshes with the new **Organization Member List** details as shown in **Figure 1.9-26**.

& BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 123 of 198





■ ORGANIZATION INFORMATION			STATUS : CREATED III 🖬 🗖					
ORGANIZATION INFORMATION	ORGANIZATION INFORMATION							
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	* 100280T					
Expiry Date	* 27-01-2021	Last Updated Date	19-01-2017					
Company Category			0					
OWNER/DIRECTOR INFORMATION								
ID Type	○NRIC No.	Passport No.	MYEP333W					
Passport Expiry Date	* 31-01-2019	Passport Issued From	* Australia					
Country	* Australia							
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	⊖Male ●Female ○ Neuter Gender					
GST No.		Nationality	OMalaysian   Non-Malaysian					
Designation	* Director							
Login ID	* sraghavan9898981@gmail.com	Alternative Email ID	sraghavan1@gmail.com					
CONTACT INFORMATION								
Mobile Number	+60 🕑 8886668007 🚯	Telephone Number 2	+60 🕑 603377778					
Telephone Number 1	+60 🗸	Fax Number	+60 💟 780006688					
ADDRESS INFORMATION								
	* Jalan 34-R-3, Ruilding 43							
Address	Selandor. KL							
Country	* Malavcia							
Poetal Code	01007	City/Town/Area/Land	Kangar - Peti surat					
Chate	Darlie	City romphical cana						
State	P 6115							
ORGANIZATION MEMBER LIST								
No. Full Name		NRIC / Passport No.						
1 SHAHRIL BIN ZAIN	NAL ABIDIN	BW44423A	C					
+	« < Page 1 Of 1 Total 1 Iter	m(s) > >	Items per list 5 V					
	Sa	ve Back	$\mathbf{\circ}$					

Figure 1.9-26: Organization Information – Updated Organization Member List

8. Click Save to save the details and click Back to navigate back to uCustoms Registration Form.

To delete the Organization Member details:

- 1. On the **Organization Information** form, in the **Organization Member List** section, select the check box corresponding to the *Full Name* to be deleted.
- 2. Click to delete the selected Organization Member details as shown in Figure 1.9-27.

ABRINED	Brilliance Information Sdn. Bhd.
4.0	

Issue 1.2

Page 124 of 198





Q OR	GANIZATI	ON MEMBER LIST			
	No.	Full Name		NRIC / Passport No.	
	1	SHAHRIL BIN ZAINAL ABIDIN		BW44423A	ľ
Û	•		<pre>《 &lt; Page 1 Of 1 Total 1 Item(s) &gt; &gt;</pre>		Items per list 5 V
			Save Back		

Figure 1.9-27: Organization Member Details – Delete

System prompts to confirm the deletion as shown below.

Message from webpage
Are you sure you want to delete selected items?
OK Cancel

Figure 1.9-28: Confirm Delete

3. Click **OK** to delete or click **Cancel** to discard the action.

Once the Additional Organization Information is created, the links associated to the Additional

**Organization Information** form appear in the Link Repository. Click **use** to view the Link Repository. The available links are displayed in an expandable list as listed below.

- Additional Address Information.
- History.

# 1.9.7.1 Create Additional Address Information

Organization Business Stakeholder can create Additional Address Information for the Organization. To create Additional Address Information:

1. In the **Organization Information** form, click and then click <u>Additional Address Information</u> to create the Additional Address Information as shown in **Figure 1.9-29**.

ABRINED	Brilliance Information Sdn. Bhd.
Issue 1.2	Page 125 of 198





CORGANIZATION INFORMATION			STATUS : CREATED
ORGANIZATION INFORMATION			Additional Address Information
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	* 100280T History
Expiry Date	* 27-01-2021	Last Updated Date	19-01-2017
Company Category			¢
OWNER/DIRECTOR INFORMATIO	N		
ID Type	○NRIC No.	Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	Passport Issued From	* Australia
Country	* Australia		
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	⊖Male ●Female ○ Neuter Gender
GST No.		Nationality	🔿 Malaysian 💿 Non-Malaysian
Designation	* Director		
Login ID	* sraghavan9898981@gmail.com	Alternative Email ID	sraghavan1@gmail.com
CONTACT INFORMATION			
Mobile Number	+60 🔽 8886668007	Telephone Number 2	+60 603377778
Telephone Number 1	+60 🗸	Fax Number	+60  780006688
ADDRESS INFORMATION			
Address	* Jalan 34-B-3, Building 43		
	Selangor, KL		
Country	* Malaysia		
Postal Code	01007	City/Town/Area/Land	Kangar - Peti surat
State	Perlis		
_			
ORGANIZATION MEMBER LIST			
No. Full Name		NRIC / Passport No.	
1 SHAHRIL BIN ZA	INAL ABIDIN	BW44423A	đ
<b>≅ +</b>	< < Page 1 Of 1 Total 1 Ite	ım(s) > >	Items per list 5
		ave Back	0

Figure 1.9-29: Organization Information – Additional Address Information

The Additional Address Information form appears as shown in Figure 1.9-30.



Issue 1.2

Brilliance Information Sdn. Bhd.



Page 126 of 198



ADDITIONAL ADDRE	SS INFORMATION				=
Address	* Jalan 444, Sri Petaling Street	t,			
	Building 43, Block-Utara				
	Selangor, KL				
Postal Code	*	01000	City/Town/Area/Land	Jalan Abi Tok Hashim	
State	Perlis		Country	Malaysia	
		Crea	ate Close		

Figure 1.9-30: Additional Address Information - Create

2. Enter or select the following fields as described below.

No.	Field Name	Description
1.	Address	Enter the Address.
2.	Postal Code	Enter and select the Postal Code.
1. 2. 3.	Postal Code City/Town/Area/Land	Enter and select the Postal Code. Click to browse and select the City, Town, Area or Land. The City List appears as shown below.
		<ol> <li>Click the required <i>City/Town/Area/Land</i> from the list or enter the <i>City/Town/Area/Land</i>, <i>State</i> and / or <i>Country</i> in the search panel and click <b>Search</b>. The available Cities are filtered based on the search criteria provided.</li> <li>In the <b>City List</b>, click the required <i>City/Town/Area/Land</i>.</li> <li>Note: Click <b>Reset Search</b> to reset the search parameters in the list.</li> </ol>
4.	State	System auto-populates the State based on the selected City/Town/Area/Land.

4 BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 127 of 198



5. Country System auto-populates the Country based on the selected	No.	Field Name	Description	
City/Town/Area/Land	5.	Country	System auto-populates the Country based on the selected	
City/Town/Area/Land.			City/Town/Area/Land.	

Table 1.9-5: Additional Address Information - Create

3. Once all the required details are entered, click **Create**.

The Additional Address Information form refreshes as shown below.

■ ADDITIONAL ADDRESS INFORM	-			
Address	* Jalan 444, Sri Petaling Street,			
	Building 43, Block-Utara			
	Selangor, KL			
Postal Code	* 01000	) City/Town/Area/Land	Jalan Abi Tok Hashim	
State	Perlis	Country	Malaysia	
		Save Close		

Figure 1.9-32: Additional Address Information – Save

4. Click Save to save the details or click Close to navigate back to the Organization Information form.

# 1.9.7.2 View History

Organization Business Stakeholder can view the history details of the Organization Information form. To view the History details:

In the **Organization Information** form, click <sup>IIII</sup> and then click History. ٠

For more details, refer section 1.4.6 View History.

### 1.9.8 View/Upload Documents

Organization Business Stakeholder can view or upload the required documents to submit the Registration Form. To view or upload the documents:

In the uCustoms Registration Form, click III and then click View/Upload Documents as ٠ shown in Figure 1.9-33.

ABRINED	Brilliance Information Sdn. Bhd.
A BRINED	
ISSUE 1.2	Page 128 of 198

Issue 1.2





Create Organization Business Stake	olders >> Associate Busin	ess Category >> Associ	iate Ports >> Associa	ate Profiles >> Upload required document			
UCUSTOMS REGISTRATION FO	RΜ					S	TATUS : CREATED
akeholder Type	🔾 Individual 🍥	Organization		Registration Date	* 19-01-20	Additional Organ	ization Information
GANIZATION INFORMATION						History	
ganization Name	* KFC (SARAWAK)	) SDN BHD		BRN	* 100280T	View / Upload Do	ocuments
gistration Authority	* Sabah State Au	thority	~	Business Entity	* Partnership		$\checkmark$
T No.							
SONAL DETAILS							
tionality	⊖Malaysian 🔘	Non-Malaysian		ID Type	ONRIC No.	Passport No.	
Name	* ROHAYU BINTI /	ABDUL RAHIM	0	Gender	⊖Male ●F	emale 🔘 Neuter G	Gender
sport No.	* MYEP333W		0	Passport Expiry Date	* 31-01-2019		<b>*</b>
untry	* Australia			Passport Issued From	* Australia		
gin ID	* sraghavan98989	981@gmail.com					
mmunication Email ID	Primary Email	ID OAlternative Er	mail ID	Primary Email ID	* sraghavan9	898981@gmail.com	n
esignation	* Director		~	Alternative Email ID	sraghavan1	@gmail.com	
GANIZATION PRIMARY CONT	ACT	000000000	•	Telephone N. J. C.		1 000000000	
bbile Number	+60	8886668007		Telephone Number 2	+60	603377778	
lephone Number 1	+60			Fax Number	+60	780006688	
GANIZATION PRIMARY ADDR	ESS						
ldress	* Jalan 34-B-3, Bu	uilding 43					
	Selangor, KL						
ountry	* Malaysia						
stal Code	*		01007	City/Town/Area/Land	* Kangar - Pe	ti surat	
State Periis							
GISTRATION CUSTOMS STAT	ION						
egistration Station Name / Code	* KANGAR,PERLIS	6 <b>*</b> R10					
BUSINESS STAKEHOLDER G	ATEGORY						
No. Stakeholder Ca	er/Exporter)					Status	
2 Shipping Agent	er/Exporter/					Created	
3 Forwarding Ag	ent					Created	
St 96		« < Page	1 Of 1 Total 3 It	em(s) > >>			Items per list 5
MASTER USER							
No. Login ID		Full Name					Status
1 sraghavan9898	981@gmail.com	ROHAYU BINTI A	BDUL RAHIM	Associate Ports Associate I	Profiles Associate	Customs Station	Created 🧭
Max Allowed Users : 20	No. Of Users : 1			« < Page 1 Of 1 Total 1 Ite	em(s) > >		Items per list 5 🗸
BANK LIST							
NO RECORDS AVAILABLE							

Figure 1.9-33: uCustoms Registration Form – View/Upload Documents



#### Issue 1.2

BRINFO

Brilliance Information Sdn. Bhd.

#### This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.

MicroClear<sup>®</sup>

Page 129 of 198



Note: The mandatory documents to be uploaded to register Business Stakeholder (Organization) are:

- For ROS, it is mandatory to upload Certificate of Society document.
- For Sarawak, it is mandatory to upload Registration Certificate (Form R.22 Amendments 1/96).
- For Sabah State Authority, it is mandatory to upload Business Licensing document.
- If the *Registration Authority* is selected as SSM, and the *Business Entity* is selected as LLP, then it is mandatory to upload Form D/Certificate of Incorporation document.

To know how to view or upload documents, refer section **1.4.5 View/Upload Documents**.

### 1.9.9 View History

Organization Business Stakeholder can view the history details of the uCustoms Registration Form. To view the History details:

In the uCustoms Registration Form, click and then click <u>History</u>.
 For more details, refer section 1.4.6 View History.

### 1.9.10 View Organization Information (SSM)

Organization Business Stakeholder can view the Organization Information (SSM) of the uCustoms Registration Form.

**Note**: This section is applicable if the *Registration Authority* is selected as Companies Commission of Malaysia (SSM) with *Business Entity* as Registrar of Business (ROB) or Registrar of Company (ROC). If the *Registration Authority* is selected as Companies Commission of Malaysia (SSM) with *Business Entity* as LLP, then <u>View</u> <u>Organization Members</u> link is not applicable and these links appear only after activation so that the Organization Business Stakeholder can make any change in the Organization Information.

To view the Organization Information (SSM):

1. In the uCustoms Registration Form, click and then click Organization Information (SSM) as shown in Figure 1.9-34.

A BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 130 of 198



legistration Ref No.			
			History
Stakeholder Type	O Individual      Organization	Registration Date	* 18-1 Organization Information(uCustoms)
RGANIZATION INFORMATION			Organization Information(SSM)
Drganization Name	* PERFECT FOOD MANUFACTURING (M) SDN	BRN	* 1234 View / Upload Documents
Registration Authority	Companies Commission Of Malaysia (5	Business Entity	Reg Organization Members
GST No.	Gst modified		
ERSONAL DETAILS			
Nationality	Malaysian ONN-Malaysian	ID Type	In NRIC No. OPassport No.
Full Name	* AMINAH BINTI ABDULLAH 🚯	Gender	⊖ Male
NRIC No.	* 700116718888 0		
Login ID	* mohofficer1181@gmail.com		
Communication Email ID	Primary Email ID     OAlternative Email ID	Primary Email ID	<ul> <li>mohofficer1181@gmail.com</li> </ul>
Designation	• Others	Alternative Email ID	spatil6@agility.com
Others	* OTHERES		
DOANTZATION POTATO COM	LACT.		
Mobile Number	+60 ¥ 6666666666666666666666666666666666	Telephone Number 2	+1
Tolophono Numbra 1		Fox Number	
releptione number 1	T20 00000000000000000	rax number	+1 000000000
DRGANIZATION PRIMARY ADDR	RESS		
Address	* ROOM 102 229-1 changed 6		
	JALAN PERKASA SATU changed 6		
	TAMAN MALURI, CHERAS, KUALA LUMPUR chang	ed 6	
Postal Code	* 40000	City/Town/Area/Land	* Shah Alam
State	Selangor	Country	Malaysia
1 Trader (Importe     2 Shipping Agent	r/Exporter)		Active
1 Trader (Importe     2 Shipping Agent     3 Forwarding Agen	r/Exporter) nt		Active Created Created
1     Trader (Importe       2     Shipping Agent       3     Forwarding Agent       4     Carrier Agent	ar/Exporter) nt		Active Created Created Created
1 Trader (Importe     2 Shipping Agent     3 Forwarding Agent     4 Carrier Agent     5 Warehouse Ope	r/Exporter) nt rator		Active Created Created Created Created
1     Trader (Importe       2     Shipping Agent       3     Forwarding Agent       4     Carrier Agent       5     Warehouse Open       S     S	r/Exporter) nt rator 《 < Page 1 Of 3 Total	13 Item(s) 🔰 🕨	Active Created Created Created Created Items per list 5
	ar/Exporter) nt rator 《 < Page 1 of 3 Total	13 (tem(s) 🤰 🎽	Active Created Created Created Created Items per list 5
	nr/Exporter) nt rator 《 < Page 1 Of 3 Total	13 Item(s) 2 3	Active Created Created Created Created Items per list 5
I Trader (Importe Shipping Agent Shipping Agent G S Forwarding Agent G S Warehouse Open S G G G G G G G G G G G G G G G G G G	ar/Exporter) nt rator 《 < Page 1 Of 3 Total view / Upload Documents	13 Item(s) 2 2 Associate Cust	Active Created Created Created Created Created Items per list  Status oms Statuo Created Created
I Trader (Importe Shipping Agent A Shipping Agent A Carrier Agent S Warehouse Ope  A Carrier Association AGENT ASSOCIATION  No. To Agent I Kingston Agents 2 Impoters Organi	ar/Exporter) nt rator ( ( ) Page 1 Of 3 Total ( ) View / Upload Documents ization View / Upload Documents	13 Item(s) 2 2 Associate Custo Associate Custo	Active Created
I Trader (Importe Shipping Agent A Carrier Agent S Warehouse Open S ACENT ASSOCIATION I No. To Agent I Kingston Agents I L Kingston Agents I A AGEXpress Shi	ar/Exporter) Int	13 ttem(s) 2 3	Active Created Created Created Created Created Created tems per list
	ar/Exporter) nt rator « < Page 1 Of 3 Total s View / Upload Documents ization View / Upload Documents 1 Bhd View / Upload Documents 4 C Page 1 Of 1 Total	13 Item(s) 2 2 Associate Cust Associate Cust Associate Cust 3 Item(s) 2 2	Active Created
	ar/Exporter) nt rator « < Page 1 Of 3 Total s View / Upload Documents ization View / Upload Documents 4 Bhd View / Upload Documents 4 Bhd View / Upload Documents (< < Page 1 Of 1 Total	13 Item(s) Associate Custo Associate Custo 3 Item(s) > > > >	Active Created
	ar/Exporter) nt rator (	13 Item(s) Associate Custo Associate Custo 3 Item(s) > >	Active Created Created Created Created Created Created Tems per list 5
	ar/Exporter)  nt  rator  s View / Upload Documents ization View / Upload Documents ization View / Upload Documents  s View / Upload Documents s	13 Item(s) 2 3 Associate Custo Associate Custo Associate Custo 3 Item(s) > 3 Associate Profiles	Active Created Created Created Created Created Created Created Teems per list
	sr/Exporter) nt rator (	13 Item(s) 2 3 Associate Custo Associate Custo Associa	Active Created Created Created Created Created Created Created Tems per list 5  mms Station Created Cr
	sr/Exporter)  nt  vator  (	13 Item(s) 2 3 Associate Custo Associate Custo Associate Custo 3 Item(s) > 3 Associate Profiles () > 3	Active Created
	sr/Exporter)  nt  rator  s View / Upload Documents  ization View / Upload Documents  s View / Upload Documents  s C Page 1 Of 1 Total  Full Name Master User  sil.com AMINAH EINTI AEDULLAH Yes  C Page 1 Of 1 Total 1 Ite	13 Item(s) 2 3 Associate Custo Associate Custo Associate Custo 3 Item(s) > > Associate Profiles () > > () > >	Active Created
	sr/Exporter)  nt  reator  s View / Uplead Documents  s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s View / Uplead Documents s view / Uplead	13 Item(s)  Associate Custo Associate Custo Associate Custo Barriero Associate Profiles Associate Profiles ()  Associate Profiles ()  Associate Profiles ()  ()  ()  ()  ()  ()  ()  ()  ()  ()	Active Created
	rr/Exporter) nt rrator (	13 Item(s)   Associate Custo  Associate Custo  Associate Custo  Associate Profiles	Active Created Create Created
	rr/Exporter) nt rrator (	13 Item(s)     2     2       13 Item(s)     2     2       13 Associate Customs     Associate Customs       13 Item(s)     >     >   Associate Profiles Associate Profiles  Profiles Associate Customs Station Profiles Associate Customs Station	Active Created Create Created
	rr/Exporter) nt rrator (	13 Item(s)     ≥       13 Item(s)     ≥       2     Associate Custo       2     Associate Custo       3     Associate Custo       3     Associate Custo       3     Associate Custo       3     Associate Custo       4     Associate Custo       4     Associate Custo       5     >	Active   Created   Created   Created   Created   Created   Created   Status   Status   Created   Created <tr< td=""></tr<>
	Ar/Exporter)  nt  rator  (	13 Item(s)     2       13 Item(s)     2       2     Associate Custo       3     Associate Custo       4     Associate Custo       5     Associate Profiles       am(s)     2       2     Associate Customs Station       e Profiles     Associate Customs Station       c     Page     1	Active Created Create Created
	Ar/Exporter)  nt  rrator  (	13 Item(s)     2     2       13 Item(s)     2     2       13 Associate Customs     Associate Customs       13 Item(s)     2     2       Associate Profiles     Associate Customs       13 Item(s)     2     2	Active Created
	rr/Exporter) nt rrator « < Page 1 Of 3 Total s View / Uplead Documents ization View / Uplead Documents d Bhd View / Uplead Documents « < Page 1 Of 1 Total Full Name Master User all.com AMINAH BINTI ABDULLAH Yes « < Page 1 Of 1 Total 1 Re Full Rame Associate Ports Associate rail.com flacon Associate Ports Associate ; 20 No. Of Users : 3 «	13 Item(s)     2     2       13 Item(s)     2     2       13 Associate Custo     Associate Custo       13 Item(s)     2     3       Associate Profiles     Associate Profiles       amm(s)     2     2	Active   Created   Created   Created   Created   Created   Tems per list 5

Figure 1.9-34: uCustoms Registration Form – Organization Information (SSM)

& BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

Page 131 of 198





# The Organization Information (SSM) form appears as shown below.

■ ORGANIZATION INFORMA	TION(SSM)		STATUS : NEW 😑
ORGANIZATION INFORMAT	TION		
Organization Name	* PERFECT FOOD MANUFACTURING (M) SI	BRN	* 12345678
Registration Authority	Select the value	Business Entity	Select the value
Expiry Date	*		
Remarks			¢
PERSONAL DETAILS			
ID Type	●NRIC No. ○ Passport No.	NRIC / Passport No.	* 700116718888
ID Expiry Date	*	ID Issued From	
Full Name	* AMINAH BINTI ABDULLAH	Gender	○ Male      ● Female      ○ Neuter Gender
Designation	* Select the value	Nationality	Malaysian ONOn-Malaysian
Login ID		Alternative Email ID	
GST No.	Gst modified		
ADDRESS INFORMATION			
Address	* ROOM 102 229-1 changed 6		
	JALAN PERKASA SATU changed 6		
	TAMAN MALURI, CHERAS, KUALA LUMPUR cha	anged 6	
Postal Code	* 40000	City/Town/Area/Land	
State		Country	
		Close	•

Figure 1.9-35: Organization Information Form

2. Click Close to navigate back to uCustoms Registration Form.

# 1.9.11 View Organization Information (uCustoms)

Organization Stakeholder can view the Organization Information (uCustoms) of the uCustoms Registration Form. To view the Organization Information (uCustoms):

1. In the **uCustoms Registration Form**, click <sup>IIII</sup> and then click <u>Organization Information</u> (uCustoms) as shown in Figure 1.9-36.

AIBRINED	Brilliance Information Sdn. Bhd.
	D 400 (400
Issue 1.2	Page 132 of 198

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise,



Page 132 of 198



	KM .			STATUS	S: ACTIVATED
egistration Ref No.				History	
takeholder Type	🔾 Individual 🛛 🖲 O	rganization	Registration Date	* 18-1 Organization Informa	ation(uCustoms)
				Organization Informa	ation(SSM)
RGANIZATION INFORMATION	* DEDEECT FOOD MAN	UEACTURING (M) CDA	DDN	* 102	
rganization Name	PERFECT FOOD MAN	ine of Melauria (Chil	BRN Business Cotitu	View / Opload Docum	ients
egistration Automity	Companies Commiss		business enuty	Organization Membe	rs
ST No.	Gst modified				
RSONAL DETAILS					
ationality	. ● Malaysian ○ N	on-Malaysian	ID Type	NRIC No. OPassport No.	
ull Name	AMINAH BINTI ABDU	LLAH 🕴	Gender	⊖Male ®Female ⊖Neu	iter Gender
RIC No.	• 700116718888	0			
ogin ID	* mohofficer1181@gm	ail.com			
ommunication Email ID	Primary Email ID	OAlternative Email ID	Primary Email ID	* mohofficer1181@gmail.com	
esignation	* Others	~	Alternative Email ID	spatil6@agility.com	
thers	* OTHERES				
RGANIZATION PRIMARY CONT	ACT				
obile Number	+60 🔽 6666	566666666666666666666666666666666666666	Telephone Number 2	+1	
elephone Number 1	+20 🔽 6666	66666666666	Fax Number	+1 666666666	
GANIZATION PRIMARY ADDR	ESS				
ldress	* ROOM 102 229-1 ch:	anged 6			
	JALAN PERKASA SAT	U changed 6			
	TAMAN MALURI CHE	RAS KUALA LUMPUR changed	6		
ustal Cada	*	40000	City/Town/Area/Land	Chab Alam	
istal code	- 1	40000	City/Town/Area/Land	Shan Alam	
ate	Selangor		Country	Malaysia	
1 Trader (Importe     2 Shipping Agent	r/Exporter)			Active Created	
3 Forwarding Ager	nt			Created	
4 Carrier Agent				Created	
5 Warehouse Oper	rator			Created	
S5 8	«	< Page 1 Of 3 Total 13	Item(s) > »	1	tems per list 5 🚿
AGENT ASSOCIATION					
No. To Agent				Stal	tus
	1	View / Upload Documents	Associate Cust	oms Station Crea	ated 📝
1 Kingston Agents					
1 Kingston Agents     2 Impoters Organi	ization	View / Upload Documents	Associate Cust	oms Station Cre	ated 🧭
1 Kingston Agents     2 Impoters Organi     3 AOGExpress Sho	ization J Bhd	View / Upload Documents View / Upload Documents	Associate Cust	oms Station Creations Station Creation	ated 🕜
1     Kingston Agents       2     Impoters Organi       3     AOGExpress Sho	ization d Bhd	View / Upload Documents View / Upload Documents	Associate Cust Associate Cust tem(s) > >	oms Station Crea	ated C
1 Kingston Agents      2 Impoters Organi      3 AOGExpress Sho      •      strer USER	d Bhd	View / Upload Documents View / Upload Documents	Associate Cust	oms Station Cre.	ated 🕜
1 Kingston Agents     2 Impoters Organ     3 AOGExpress Sho     •	ization d Bhd &	View / Upload Documents View / Upload Documents Page 1 Of 1 Total 3 If Master User	Associate Cust	oms Station Cre.	ated 🕜 ated 🔗 ttems per list 5 🔨 Status
1 Kingston Agents     2 Impoters Organ     3 AOGExpress Sho     4     •	ization J Bhd	View / Upload Documents View / Upload Documents  Page 1 Of 1 Total 3 II  Master User  KBDULLAH Yes Ass	Associate Cust	oms Station Cre oms Station Cre Associate Customs Station Reset Pas	ated  ated  Status  sword Active
1 Kingston Agents     2 Impoters Organ     3 AOGEspress Sho     4  KSTER USER  Ko. Login ID     mohofficer1181@gma	ization d Bhd Compared American Compared American il.com AMINAH BINTI / Compared American Compared American	View / Upload Documents View / Upload Documents  Page 1 Of 1 Total 3 II  BDULLAH Yes Ass age 1 Of 1 Total 1 Item/	Associate Cust Associate Cust term(s) > > > pociate Ports Associate Profiles	oms Station Cre oms Station Cre Associate Customs Station Reset Pass	ated  ated  Status  Status  sword Active  tems per list
I Kingston Agents     Z Impoters Organ     AOGExpress Shr     AOGExpr     AOGExpress Shr     AOGExpr     AOGExpr     AOGEx	ization d Bhd Eill Name til.com AMINAH BINTI / Com Com Commentation	View / Upload Documents View / Upload Documents View / Upload Documents Page 1 Of 1 Total 3 II Master User HBDULLAH Yes Ass vage 1 Of 1 Total 1 Item(r	Associate Cust Associate Cust teem(s) > > > sociate Ports Associate Profiles e) > >	oms Station Cre oms Station Cre Associate Customs Station Reset Pas	ated
1 Kingston Agents     2 Impoters Organ     3 AOGExpress Shu     4  STER USER No. Login ID     1 mohofficer1181@gma  ADDITIONAL USERS	ization d Bhd Full Name ill.com AMINAH BINTI / @ < 1	View / Upload Documents View / Upload Documents View / Upload Documents Page 1 Of 1 Total 3 II Master User BDULLAH Yes Ass age 1 Of 1 Total 1 Item(	Associate Cust Associate Cust teem(s) > > sociate Ports Associate Profiles s) > >	oms Station Cre oms Station Cre Associate Customs Station Reset Pas	ated ? ated ? ttems per list 5 v sword Active ? tems per list 5 v
I Kingston Agents     Z Impoters Organ     AOGExpress Shi     +	Izadon d Bhd & & & & & & & & & & & & & & & & & & &	View / Upload Documents View / Upload Documents C Pape 1 Of 1 Total 3 In Master User ABDULLAH Yes Ass Pape 1 Of 1 Total 1 Item (	Associate Cust Associate Cust tem(s) > > sociate Ports Associate Profiles s) > >	oms Station Cre oms Station Cre Associate Customs Station Reset Pas	ated ? ated ? ttems per list 5 Status tems per list 5 tems per list 5 Status
1         Kingston Agents           2         Impoters Organ           3         AOGExpress Shi           3         AOGExpress Shi           4         +           No.         Login ID           1         mohofficer181@gma	Izadion d Bhd & & & & & & & & & & & & & & & & & & &	View / Upload Documents View / Upload Documents C Page 1 Of 1 Total 3 I Master User BDULLAH Yes Ass Page 1 Of 1 Total 1 Item( Associate Ports Associate Pr	Associate Cust Associate Cust tem(s) > > sociate Ports Associate Profiles s) > > offiles Associate Customs Station	Activate Reset Password Cancel	ated ? ated ? ttems per list 5 sword Active ? tems per list 5 tems per list 5 Status User Created ?
1         Kingston Agents           2         Impoters Organ           3         AOGExpress Shi           4         +   Note: USER Note: Login ID I mohofficer1181@gma	Izadion d Bhd Call Name ill.com AMINAH BINTI / Call Name nall.com flacon gmail.com sapti	View / Upload Documents View / Upload Documents <> (Page 1 Of 1 Total 3 1 Haster User HabULLAH Yes Ass Page 1 Of 1 Total 1 Item( Associate Ports Associate Pr Associate Ports Associate Pr	Associate Cust Associate Cust tem(s) >>> sociate Ports Associate Profiles s) >>> offiles Associate Customs Station offiles Associate Customs Station	Activate Reset Password Cancel Activate Reset Password Cancel	ated ? atems per list 5 . atems per list
	Izadion d Bhd Full Name ail.com AMINAH BINTI J EUI Name nail.com flacon gmail.com sapti : 20 No. Of Users :	View / Upload Documents View / Upload Documents () Page 1 Of 1 Total 3 1 Master User HBDULLAH Yes Ass Page 1 Of 1 Total 1 Item() Associate Ports Associate Pr Associate Ports Associate Pr 3	Associate Cust term(s) > > > > > > > > > > > > > > > > > > >	Activate Reset Password Cancel Activate Reset Password Cancel	ated
<ul> <li>1 Kingston Agents</li> <li>2 Impoters Organ</li> <li>3 AOGExpress Shi</li> <li>4 *</li> </ul> ANSTER USER No. Login ID 1 mohofficer1181@gma ADDITIONAL USERS No. Login ID 1 falcon54333@gr 2 sankeerth1321@ 8 * Max Allowed Users :	ization d Bhd Full Name ail.com AMINAH BINTI J EUI Name nail.com flacon gmail.com sapti ; 20 No. Of Users ;	View / Upload Documents View / Upload Documents ( ) Page 1 Of 1 Total 3 I Master User ABDULLAH Yes Ass Page 1 Of 1 Total 1 Item Associate Ports Associate Pr Associate Ports Associate Pr 3	Associate Cust Associate Cust teem(s) > > > codate Ports Associate Profiles s) > > > coffles Associate Customs Station offles Associate Customs Station offles Associate Customs Station	Associate Customs Station Associate Customs Station Associate Reset Password Activate Reset Password Cancel	stated ? Status Status Created ? Status Status St
<ul> <li>1 Kingston Agents</li> <li>2 Impoters Organ</li> <li>3 AOGExpress Shi</li> <li>4 AOGExpress Shi</li> <li>4 AOGExpress Shi</li> <li>4 AOGExpress Shi</li> <li>1 mohofficer1181@gma</li> <li>ADDITIONAL USERS</li> <li>1 falcon54332@gr</li> <li>1 falcon54332@gr</li> <li>2 sankerth321@</li> <li>8 Max Allowed Users :</li> <li>BANK LIST</li> </ul>	Ization d Bhd Il.com AMINAH BINTI II.com AMINAH BINTI II.com Fall Name nall.com saptil : 20 No. Of Users :	View / Uplaad Documents View / Uplaad Documents ( ) Page 1 Of 1 Total 3 I Master Uber ABDULLAH Yes Ass Page 1 Of 1 Total 1 Item Associate Ports Associate Pr Associate Ports Associate Pr 3	Associate Cust Associate Cust teem(s) > > > codate Port Associate Profiles e) > > > offles Associate Customs Station offles Associate Customs Station offles Associate Customs Station	Associate Cete Associate Reset Password Activate Reset	stated ?? tems per list 5 status sword Active ? tems per list 5 Status Status User Created ? User Active ? tems per list 5
<ul> <li>1 Kingston Agents</li> <li>2 Impoters Organ</li> <li>3 AOGExpress Shi</li> <li>4 STER USER</li> <li>No. Login ID</li> <li>1 mohofficer1181@gma</li> </ul> ADDITIONAL USERS <ul> <li>No. Login ID</li> <li>1 falcon54333@gr</li> <li>2 sankeerthi321@</li> <li>8 Max Allowed Users :</li> <li>BANK LIST</li> </ul> NO RECORDS AVAILABLE	Ization d Bhd ill is in the second se	View / Uplaad Documents View / Uplaad Documents (Pape 1 Of 1 Total 3 I Master Uber ABDULLAH Yes Ass Page 1 Of 1 Total 1 Item( Associate Ports Associate Pr 3 C <	Associate Cust Associate Cust teem(s) > > > ofiles Associate Profiles e) > > > ofiles Associate Customs Station ofiles Associate Customs Station ofiles (Customs Station) Page 1 of 1 Total 3 Item(s)	Associate Cete Associate Reset Password Cancel Activate Reset Password Cancel	sted ? Status . Status . Status . Status . Status . Status . Status . Status . Status
I Kingston Agents      Z Impoters Organ      AOGExpress Sh      STER USER      No. Login ID      mohofficer1181@gma      ADDITIONAL USERS      No. Login ID      I falcon5433.@gm      Z sankeerthi321@      Max Allowed Users :      BANK LIST  NO RECORDS AVAILABLE      +	Ization d Bhd full Name sil.com AMINAH BINTI / Com Full Name mail.com Facon gmail.com saptil : 20 No. Of Users :	View / Uplaad Documents View / Uplaad Documents View / Uplaad Documents C   Page 1 Of 1 Total 3 I Master Uber NBDULLAH Yes Ass Page 1 Of 1 Total 1 Item( Associate Ports Associate Pr 3 C C	Associate Cust Associate Cust term(s) > > > sociate Port Associate Profiles s) > > > ofiles Associate Customs Station ofiles Associate Customs Station Page 1 Of 1 Total 3 Item(s)	Activate Reset Password Cancel Activate Reset Password Cancel Activate Reset Password Cancel	ated

Figure 1.9-36: uCustoms Registration Form – Organization Information (uCustoms)

|--|

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 133 of 198





The Organization Information form appears as shown below.

ORGANIZATION INFORMATION			STATUS : NEW
ORGANIZATION INFORMATION			
Organization Name	* PERFECT FOOD MANUFACTURING (M) SDN.	BRN	* 12345678
Expiry Date	* 31-03-2017	Last Updated Date	
Company Category			÷
OWNER/DIRECTOR INFORMATION	1		
ID Туре	●NRIC No. ○ Passport No.	NRIC No.	* 700116718888
Full Name	* AMINAH BINTI ABDULLAH	Gender	○ Male
GST No.	Gst modified	Nationality	Malaysian ONNOn-Malaysian
Designation	* Others	Other Designation	* OTHERES
Login ID	* mohofficer1181@gmail.com	Alternative Email ID	spatil6@agility.com
CONTACT INFORMATION			
Mobile Number	+60 🗸 6666666666666666666666666666666666	Telephone Number 2	+1
Telephone Number 1	+20 🗸 666666666666666	Fax Number	+1 666666666
ADDRESS INFORMATION			
Address	* ROOM 102 229-1 changed 6		
	JALAN PERKASA SATU changed 6		
	TAMAN MALURI, CHERAS, KUALA LUMPUR changed 6	;	
Postal Code	* 40000	City/Town/Area/Land	* Shah Alam
State	Selangor	Country	Malaysia
	Cre	eate Close	

Figure 1.9-37: Organization Information – Create

Note: System auto-displays the Organization information except the Company Category and Expiry Date,

based on the details entered in the uCustoms Registration Form.

- 2. Click do select the Organization's *Expiry Date* from the calendar.
- 3. Enter the Company Category (if any).
- 4. Click Create.

The **Organization Information** form refreshes with the *Last Updated Date* and *Created* status as shown in **Figure 1.9-38**.

Brilliance Information Sdn. Bhd.

#### Issue 1.2

& BRINFO

Page 134 of 198





CRGANIZATION INFORMATIO	ON		STATUS : CREATED 🗰 🗖
OPCANIZATION INFORMATIC	NN .		
Organization Name	* PERFECT FOOD MANUFACTURING (M) SDN.	BRN	* 12345678
Expiry Date	* 31-03-2017 <b>m</b>	Last Updated Date	16-03-2017
Company Category			( )
OWNER/DIRECTOR INFORMA	TION		
ID Туре	● NRIC No. ○ Passport No.	NRIC No.	* 700116718888
Full Name	* AMINAH BINTI ABDULLAH	Gender	○ Male
GST No.	Gst modified	Nationality	Malaysian ONNOn-Malaysian
Designation	* Others	Other Designation	* OTHERES
Login ID	* mohofficer1181@gmail.com	Alternative Email ID	spatil6@agility.com
CONTACT INFORMATION			
Mobile Number	+60 🗹 6666666666666666666666666666666666	Telephone Number 2	+1
Telephone Number 1	+20 🔽 66666666666666	Fax Number	+1 666666666
ADDRESS INFORMATION			
Address	* ROOM 102 229-1 changed 6		
	JALAN PERKASA SATU changed 6		
	TAMAN MALURI, CHERAS, KUALA LUMPUR changed 6	;	
Postal Code	× 40000 (1)	City/Town/Area/Land	* Shah Alam
State	Selangor	Country	Malaysia
			6
	Sa	ave Close	

Figure 1.9-38: Organization Information – Created

5. Click **Save** to save the entered details and click **Close** to close the form.

# 1.9.12 View Organization Members

Organization Stakeholder can view the Organization members of the uCustoms Registration Form. To view the Organization Members:

1. In the uCustoms Registration Form, click and then click Organization Members as shown in Figure 1.9-39.

BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.







	м				STATUS : ACTIVATED
egistration Ref No.				History	
takeholder Type	🔾 Individual 🛛 🖲 Organ	ization	Registration Date	* 18-1 Organizatio	n Information(uCustoms)
RGANIZATION INFORMATION				Organizatio	n Information(SSM)
rganization Name	* PERFECT FOOD MANUFAG	CTURING (M) SDN	BRN	* 1234 View / Uplo	ad Documents
egistration Authority	* Companies Commission	Of Malaysia (S 💙	Business Entity	* Regi Organizatio	n Members
ST No.	Gst modified				
RSONAL DETAILS					
ationality	Malaysian ○ Non-M	lalaysian	ID Type	Interpretation Interpretatio Interpretation Interpretation Interpretation Inte	ssport No.
ull Name	* AMINAH BINTI ABDULLA	H 🚯	Gender	⊖ Male	Neuter Gender
RIC No.	* 700116718888	9			
ogin ID	<ul> <li>mohofficer1181@gmail.c</li> </ul>	om			
ommunication Email ID	Primary Email ID	Alternative Email ID	Primary Email ID	* mohofficer1181@gm	ail.com
esignation	* Others		Alternative Email ID	spatil6@agility.com	
thers	OTHERES				
RGANIZATION PRIMARY CONT	ACT	·····	Telesland K. J		
lodile Number	+60 🗹 6666666	0000666666666	relephone Number 2	+1	
elephone Number 1	+20 🕑 66666666	566666666	Fax Number	+1 6666	66666
RGANIZATION PRIMARY ADDR	ESS				
ddress	* ROOM 102 229-1 change	d 6			
	JALAN PERKASA SATU ch	anged 6			
	TAMAN MALURI, CHERAS,	KUALA LUMPUR changed	6		
ostal Code	*	40000 🕄	City/Town/Area/Land	* Shah Alam	
tate	Selangor		Country	Malaysia	
egistration Station Name / Code	* WISMA KASTAM,PELABL	B10			
egistration Station Name / Code BUSINESS STAKEHOLDER CA No. Stakeholder Cate 1 Trader (Importer	* WISMA KASTAM,PELABL TEGORY gory //Exporter)	810	_	Status Active	_
egistration Station Name / Code BUSINESS STAKEHOLDER CA No. Stakeholder Cate 1 Trader (Importer 2 Shipping Agent	* WISMA KASTAM,PELABL TEGORY egory //Exporter)	B10		Status Active Created	
egistration Station Name / Code BUSINESS STAKEHOLDER CA No. Stakeholder Cat 1 Trader (Importer 2 Shipping Agent 3 Forwarding Agent	* WISMA KASTAM,PELABU TEGORY Agory //Exporter)	810	-	Status Active Created Created	-
egistration Station Name / Code BUSINESS STAKEHOLDER CA No. Stakholder Cat 1 Trader (Importe 2 Shipping Agent 3 Forwarding Agent 4 Carrier Agent	* WISMA KASTAM, PELABL TEGORY gggry /Exporter)	810 ····		Status Active Created Created Created	_
egistration Station Name / Code BUSINESS STAKEHOLDER CA DIA 1 Trader (Importer DIA 2 Shipping Agent DIA 2 Shipping Agent DIA 2 Carrier Agent DIA 2	* WISMA KASTAM,PELABI TEEGORY /Export /Exporter) t	810		Status Active Created Created Created Created	
egistration Station Name / Code BUSINESS STAKEHOLDER CA 1 No. Staksholder Cat 2 Shipping Agent 3 Forwarding Agent 4 Carrier Agent 5 Warehouse Oper 2 \$	* WISMA KASTAM, PELABI, TEGORY /Exports /Exports ator &	B10	Item(s) )	Status Active Created Created Created	ttems per list 5 ❤
egistration Station Name / Code BUSINESS STAKEHOLDER CA U Stakeholder Cat C Stakeholder Cat C Shipping Agent C Shipping Agent C SWarehouse Oper C SWArehouse Oper C SWARehouse Oper C SWARehouse Oper C SWAREHT ASSOCIATION	* WISMA KASTAM, PELABI, TEGORY /Exports /Exporter) et ator	B10 0	Rem(s) D	Status Active Created Created Created	Items per list 5 🗸
egistration Station Name / Code BUSINESS STAKEHOLDER CA UNIC Stakeholder Cata UNIC Stakeholder Cata UNIC Stakeholder Cata UNIC Stakeholder Cata Shipping Agent Shipping Agent Shipping Agent Cata Shipping Agent Shipping Agent Sh	* WISMA KASTAM, PELABI, TEGORY /Exports /Exports ator	B10 07	Item(s) 🔰 D	Status Active Created Created Created	Items per list 5 🗸
egistration Station Name / Code BUSINESS STAKEHOLDER CA 1 No. Staknholder Cat 1 Trader (Importer 2 Shipping Agent 3 Forwarding Agent 4 Carrier Agent 5 Warehouse Oper 2 S AGENT ASSOCIATION 1 No. To Agent 1 Kingston Agents	* WISMA KASTAM, PELABI, TEEGORY /Exporter) et ator & < < /	Page 1 of 3 Total 13	Item(s) D D	Status Active Created Created Created Created	Items per list 5 🗸
egistration Station Name / Code BUSINESS STAKEHOLDER CA I No. Staknholder Cate I 1 Trader (Importer Shipping Agent I 3 Forwarding Agent I 4 Carrier Agent S 5 Warehouse Open S 5 CACENT ASSOCIATION I 1 Kingston Agents I 2 Impoters Organi	* WISMA KASTAM, PELABI, TEEGORY /Exporter) et ator et ator Vie zation Vie	Page 1 of 3 Total 13	Item(s) > > Associate Cus Associate Cus	Status Active Created Created Created Created toms Station	Items per list 5 V Status Created Created
egistration Station Name / Code BUSINESS STAKEHOLDER CA I No. Staksholder Cate I 1 Trader (Importer Shipping Agent I 3 Forwarding Agent I 4 Carrier Agent S 5 Warehouse Open S 5 AGENT ASSOCIATION I 1 Kingston Agents I 2 Impoters Organi 3 AGExpress Shid	* WISMA KASTAM, PELABI, TEEGORY //Exporter ator ator & < < xtor xtor xtor xtor xtor xtor xtor xtor	Page 1 Of 3 Total 13 w/ Upload Documents w/ Upload Documents w/ Upload Documents	Item(s) > > Associate Cus Associate Cus Associate Cus	Status Active Created Created Created Created Created toms Station toms Station	Items per list 5 V Status Created 7 Created 7 Created 7
egistration Station Name / Code BUSINESS STAKEHOLDER CA 1 No. Staknholder Cate 1 Trader (Importer 2 Shipping Agent 3 Forwarding Agent 4 Carrier Agent 5 Warehouse Oper 2 S AGENT ASSOCIATION 1 Kingston Agents 2 Impoters Organi 3 AOGExpress Shd 2 M	* WISMA KASTAM, PELABI, TEEGORY //Exporter / te ator et ator et ator et bhd vie bhd vie et et et et et et et et et et et et et	Page 1 of 3 Total 13 w/ Upload Documents w/ Upload Documents w/ Upload Documents page 1 of 1 Total 3 1	Item(s) > > Associate Cus Associate Cus Associate Cus tem(s) > >	Status Active Created Created Created Created Created toms Station toms Station	Items per list 5 V Status Created 7 Created 7 Created 7 Created 7 Created 7 Created 7 Created 7 Created 7
egistration Station Name / Code BUSINESS STAKEHOLDER CA I No. Staknholder Cat I Trader (Importer Shipping Agent I A Carrier Agent I A Carrier Agent I S Warehouse Oper S S AGENT ASSOCIATION I No. To Agent I Kingston Agents I 2 Impoters Organi I 3 AOGExpress Shi I 4 AGEXT SSER USER	* WISMA KASTAM, PELABI, TEEGORY //Exporter / ator ator & < / Bhd Vie & <	Page 1 of 3 Total 13 w/ Upload Documents w/ Upload Documents w/ Upload Documents Page 1 of 1 Total 3 1	Item(s) > > Associate Cus Associate Cus Associate Cus tem(s) > >	Status       Active       Created       Created       Created       Created       created       toms Station       toms Station       toms Station	Items per list 5 V Status Created 7 Created 7 Created 7 Created 7 Items per list 5 V
egistration Station Name / Code BUSINESS STAKEHOLDER CA I No. Staknholder Cat I Trader (Importer I 2 Shipping Agent I 3 Forwarding Agent I 4 Carrier Agent I 5 Warehouse Open I 5 Warehouse Open I 5 Warehouse Open I 5 No. To Agent I 1 Kingston Agents I 2 Importers Organi I 3 AOGExpress Shi I 4 AGEXT ASSOCIATION I 4 AGEXT STATUS I 5 Login ID	* WISMA KASTAM, PELABI, TEEGORY ppory /Exporter) et ator et ator et ator vie Bhd vie Et I Vie vie vie vie vie vie vie vie v	Page 1 of 3 Total 13 w/ Upload Documents w/ Upload Documents w/ Upload Documents Page 1 of 1 Total 3 1 Page 1 of 1 Total 3 1	Item(s) > > Associate Cus Associate Cus Associate Cus tem(s) > >	Active Active Created	Items per list 5 V Status Created ? Created ? Created ? Items per list 5 V
egistration Station Name / Code BUSINESS STAKEHOLDER CA DIA 1 Trader (Importe DIA 2 Shipping Agent DIA 2 Shipping	* WISMA KASTAM, PELABI, TEEGORY  ppory  /Ekporter)  t t t t t t t t t t t t t t t t t t	Page 1 of 3 Total 13 w/ Upload Documents w/ Upload Documents w/ Upload Documents Page 1 of 1 Total 3 1 Valater Uper JLLAH Yes AB	Item(s) > > Associate Cus Associate Cus Associate Cus tem(s) > > Sociate Ports Associate Profiles	Active Ac	Items per list 5 V Status Created ? Created ? Created ? Litems per list 5 V Status Reset Password Active ?
egistration Station Name / Code BUSINESS STAKEHOLDER CA U Staknhidder Carl U Shipping Agent U Shiping Agent U Shipping Agent U Shipping Agen	* WISMA KASTAM, PELABI, TEEGORY  papory  //Exporter)  t ator  Comparison  (Comparison  (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (Comparison (	Page 1 of 3 Total 13 w/ Upload Documents w/ Upload Documents w/ Upload Documents Page 1 of 1 Total 3 1 Upload Documents Page 1 of 1 Total 3 1 Upload Documents	Item(s)  Associate Cus Associate Cus Associate Cus tem(s)  Sociate Ports Associate Profiles Sociate Ports	Associate Customs Station	Items per list 5 V Status Created ? Created ? Created ? Created ? Reset Password Active ? Items per list 5 V
egistration Station Name / Code BUSINESS STAKEHOLDER CA I No. Staknholder Cate I 1 Trader (Importer Shipping Agent I 3 Forwarding Agent I 5 Warehouse Oper S 3 Forwarding Agent I 5 Warehouse Oper S 3 AGENT ASSOCIATION I 1 Kingston Agents I 2 Impoters Organi I 3 AOGExpress Shi I 4 AGENT LUSER No. Login ID 1 mohofficer1181@gma	* WISMA KASTAM, PELABI, TEEGORY  Papory  te ator  ator  te ator te ator  te ator  te ator  te ator  te ator  te ator  te ator  te ator  te ator  te ator  te ator  t	Page 1 of 3 Total 13 w / Upload Documents w / Upload Documents w / Upload Documents Tubliak User Juliak Yes Ac 1 of 1 Total 1 Item(	Item(s) > > Associate Cus Associate Cus tem(s) > > sociate Ports Associate Profiles s) > >	Active Active Created	Items per list 5 V Created 2 Created 2 Created 2 Items per list 5 V Reset Password Active 2 Items per list 5 V
egistration Station Name / Code BUSINESS STAKEHOLDER CA I No. Stakeholder Cate I 1 Trader (Importer I 2 Shipping Agent I 3 Forwarding Agent I 4 Carrier Agent S Warehouse Oper S 5 Warehouse Oper S 5 Unpoters Organi I 1 Kingston Agents I 2 Impoters Organi I 2 Impoters Organi I 5 No. Login ID I mohofficer1181@gma	* WISMA KASTAM, PELABI, TEGORY spory te ator ator () () () () () () () (	Page 1 of 3 Total 13 w / Upload Documents w / Upload Documents w / Upload Documents I Upload Documents 1 of 1 Total 1 Item( 1 of 1 Total 1 Item(	Item(s) 2 2 Associate Cus Associate Cus Associate Cus Associate Cus Sociate Ports Associate Profiles Sociate Ports	Active Created	Items per list 5 🗸 Status Created 2 Created 2 Created 2 Items per list 5 ✓ Reset Password Active 2 Items per list 5 ✓
egistration Station Name / Code BUSINESS STAKEHOLDER CA U Stakeholder Cart U S S S S S S S S S S S S S S S S S S	* WISMA KASTAM, PELABI, TEGORY spory te ator ator e e e Full Name Rom Full Name E Full Name E Full Name E Full Name Full Name	Page 1 of 3 Total 13 w / Upload Documents w / Upload Documents w / Upload Documents I of 1 Total 1 Item( 1 of 1 Total 1 Item(	Item(s) 2 2 Associate Cus Associate Cus Associate Cus Associate Cus sociate Ports Associate Profiles 9) 2 9	Active Created	Items per list 5 🗸 Status Created 2 Created 2 Created 2 Items per list 5 ✓ Reset Password Active 2 Items per list 5 ✓
egistration Station Name / Code BUSINESS STAKEHOLDER CA BUSINESS STAKEHOLDER C	* WISMA KASTAM, PELABI, TEGORY //Exporter) //Exporter) At ator (	Page 1 of 3 Total 13 w / Upload Documents w / Upload Documents w / Upload Documents 1 of 1 Total 1 Item( 1 of 1 Total 1 Item( 2 octate Ports Associate P	ttem(s) 2 2 Associate Cus Associate Cus Associate Cus exclute Ports Associate Profiles s) 2 2 Colles Associate Customs Statlo	Active Created	Items per list 5 Status Created ? Created ? Created ? Created ? Reset Password Active ? Items per list 5 Reset Password Active ? Cancel User Created ?
egistration Station Name / Code BUSINESS STAKEHOLDER CA BUSINESS STAKEHOLDER CA BUSINESS STAKEHOLDER CA BUSINESS STAKEHOLDER CA Stakeholder Cata Catalog Catal	* WISMA KASTAM, PELABI, TEGORY //Exporter)	Page 1 of 3 Total 13 Page 1 of 3 Total 13 W / Upload Documents W / Upload Documents W / Upload Documents Upload Documents I of 1 Total 1 Item( Octate Ports Associate P Octate Ports Associate P	ttem(s)  Associate Cus Associate Cus Associate Cus esociate Ports Associate Profiles solution () Associate Customs Statio offiles Associate Customs Statio	Active Created	Items per list 5 Status Created ? Created ? Created ? Created ? Reset Passnord Active ? Reset Passnord Active ? Reset Passnord Active ? Cancel User Created ? Cancel User Created ? Cancel User Active ?
egistration Station Name / Code BUSINESS STAKEHOLDER CA BUSINESS STAKEHOLDER C	* WISMA KASTAM, PELABI, TEGORY //Exporter) //Exporter	Page 1 of 3 Total 13 Page 1 of 3 Total 13 W / Upload Documents W / Upload Documents Upload Documents Associate Page 1 of 1 Total 3 I I of 1 Total 1 Item( Ocdate Parts Associate P C < <	Item(s) > > > Associate Cus Associate Cus Associate Cus associate Cus associate Ports associate Ports associate Ports associate Customs Statio Page 1 Of 1 Total 3 Item(s	Image: status     Status       Active     Created       Created     Created       Created     Created       Image: status     Created       Image: status     Created       Activate     Status       Activate     Status       Image: status     Created       Activate     Status       Activate     Reset Password       Image: status     Created	Items per list 5 Status Created ? Created ? Create
egistration Station Name / Code BUSINESS STAKEHOLDER CA U 1 Trader (Importer 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent 4 Carrier Agent 5 Warehouse Oper 5	*WISMA KASTAM, PELABI, TEGORY //Exporter) //Exporter) //Exporter) ///// ///// ator //////	Page 1 of 3 Total 13 Page 1 of 3 Total 13 W / Uplead Documents W / Uplead Documents W / Uplead Documents I of 1 Total 3 I I of 1 Total 3 I I of 1 Total 1 Item( Coclate Ports Associate P C < <	Item(s) > > > Associate Cus Associate Cus Associate Cus associate Cus sociate Ports Associate Profiles sociate Ports Associate Profiles sociate Ports Associate Profiles sociate Customs Statio Page 1 Of 1 Total 3 Item(s	Status       Active       Created       Activate       Activate       Reset Password       Activate       Reset Password	Items per list 5 Status Created ? Created ? Created ? Items per list 5 Reset Password Active ? Items per list 5 Cancel User Created ? Cancel User Created ? Cancel User Active ? Items per list 5 Cancel User Active ?
egistration Station Name / Code BUSINESS STAKEHOLDER CA BUSINESS STAKEHOLDER C	*WISMA KASTAM, PELABI, TEGORY //Exporter) //Exporter) ////////////////////////////////////	Page 1 of 3 Total 13 Page 1 of 3 Total 13 W / Upload Documents W / Upload Documents Page 1 of 1 Total 3 I I of 1 Total 3 I I of 1 Total 3 I Item( Coclate Ports Associate P Coclate Ports Associate P C < <	Item(s)     >       Associate Cus       Associate Cus       Associate Cus       cociate Ports       Associate Profiles       sociate Ports       Associate Customs Statio       coffles       Associate Customs Statio       page       1       of 1	Image: status     Status       Active     Created       Created     Created       Created     Created       Image: status     Created       toms Station     Created       toms Station     Status       Activate     Created       Activate     Reset Password       Image: status     Created	Items per list 5 Status Created ? Created ? Created ? Items per list 5 Reset Password Active ? Items per list 5 Cancel User Created ? Cancel User Active ? Items per list 5 Cancel User Active ? Items per list 5 Cancel User Active ?

Figure 1.9-39: uCustoms Registration Form – Organization Members



Brilliance Information Sdn. Bhd.

#### Issue 1.2

Page 136 of 198



The **Organization Members** pop-up window appears as shown below.

	NIZATION MEMBERS			
No.	Full Name	Designation	NRIC / Passport No.	Address
1	YONG CHOONG HIN	Director	610612106251	15 JALAN MERBUK 5 BANDAR PUCHONG JAYA ,47100
2	YONG YOON CHIU	Director	840814105058	NO. 11A, USJ 19/5C UEP ,47620
3	YONG CHIEN TING	Director	870306105796	NO. 11A USJ 19/5C UEP ,47620
4	NG CHEE LOONG, DR.	Secretary	690611105823	NO. 66 JALAN HUJAN EMAS 5 OVERSEAS UNION GARDEN ,58200
•		« < Page	1 Of 1 Total 4 Item(s)	> > Ttems per list 10 V

### Figure 1.9-40: Organization Members Pop-up Window

2. Click 🖸 to close the pop-up window.

### 1.10 Submit and Activate Business Stakeholder (Organization)

Organization Business Stakeholder can submit the uCustoms Registration Form. Once the form is submitted, based on the selected Registration Authority, system activates the form directly or it is sent to the respective Registration Authority for approval. For more details, refer **Table 1.9-3**. To submit Business Stakeholder (Organization):

1. In the uCustoms Registration Form, click Submit as shown in Figure 1.10-1.

& BRINFO

Brilliance Information Sdn. Bhd.



Page 137 of 198



Create Organization Business Stal	eholders >> Associate Business	Category >> Associate Po	orts >> Associat	e Profiles >> Upload require	d document				
UCUSTOMS REGISTRATION F	ORM							51	ATUS : CREATED
akeholder Type:	○Individual ⑧Org	anization		Registration Date		* 19-01-201	7		iii ii
RGANIZATION INFORMATIO	N								
Organization Name	* KFC (SARAWAK) SI	ON BHD		BRN		* 100280T			
Registration Authority	* Sabah State Autho	rity	$\checkmark$	Business Entity		* Partnershi	р		$\checkmark$
3ST No.									
ERSONAL DETAILS									
vationality	🔾 Malaysian 🔘 Nor	1-Malaysian		ID Type		ONRIC No	. @Pa	assport No.	
ull Name	* ROHAYU BINTI ABD	OUL RAHIM	0	Gender		⊖Male 🔘	Female	e 🔘 Neuter G	ender
assport No.	* MYEP333W		0	Passport Expiry Dat	e	* 31-01-201	9		Ť.
Country	* Australia			Passport Issued Fro	m	* Australia			
.ogin ID	* sraghavan9898981	@gmail.com							
Communication Email ID	Primary Email ID	OAlternative Email J	ID	Primary Email ID		* sraghavan	989898	81@gmail.com	
Jesignation	* Director		~	Alternative Email ID	)	sraghavan	1@gm	ail.com	
RGANIZATION PRIMARY CON	ITACT		e						
lobile Number	+60 88	86668007	9	Telephone Number	2	+60		503377778	
elephone Number 1	+60 🗸			Fax Number		+60	<b>~</b>	780006688	
RGANIZATION PRIMARY ADD	RESS								
\ddress	* Jalan 34-B-3, Build	ing 43							
	Selangor, KL								
Country	* Malaysia								
ostal Code	*	0	1007	City/Town/Area/Lar	nd	* Kangar - P	eti sur	at	
itate	Perlis								
EGISTRATION CUSTOMS ST	TION								
Registration Station Name / Cod	e * KANGAR,PERLIS	* R10							
BUSINESS STAKEHOLDER	CATEGORY								
No. Stakeholder	Category						Statu	IS	
I Trader (Impo	rter/Exporter)						Creat	ed .	
2 Shipping Age	gent						Creat	ed.	
	gene	« < Page 1 Of	f 1 Total 3 Ite	m(s) > >			0.000		Items per list 5
<u>&gt;0</u>		a c Page I of	1 Total 5 Ite						Items per list 5
MASTER USER									
No. Login ID		Full Name							Status
1 sraghavan98	98981@gmail.com	ROHAYU BINTI ABDUL	L RAHIM	Associate Ports	Associate Profiles	Associa	te Cust	toms Station	Created
Max Allowed Users : 20	No. Of Users: 1			« < Page 1 Of 1	Total 1 Item(s)	> >>			Items per list 5
BANK LIST									
No Bank Name		Branch Nar	me		Bank A/C No			Status	
Bank Name		Branch Nar	ine inc		Bank A/C NO.			Status	
1 AFFIN BANK	BERHAD	AFFIN BAN	K BERHAD		00033399999400	)		Created	
1 AFFIN BANK	BERHAD	AFFIN BAN	I Total 1 It	n(c)	0003339999900	)		Created	Itoms per list 5

Figure 1.10-1: uCustoms Registration Form – Submit for Approval

Maausea	Brilli	ar
DIRECTAL		_

### Issue 1.2

iance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 138 of 198



**Note**: System automatically generates *Registration Ref No.* once the Organization Business Stakeholder is activated.

Once the registration is completed, the following **Registration Confirmation** form appears as shown below.

■ REGISTRATION CONFIRMATION
Dear ROHAYU BINTI ABDUL RAHIM,
Your registration request has been sent to State Authority Officer. Once registration is Approved, you will be notified through Email.
Registration confirmation details are sent to your registered Email Id.
For further enquiry, please contact Customs Registration Office stated below:
KANGAR,PERLIS,
JALAN KAMPONG PONDOK KANGAR,PERLIS,
01000 KANGAR, PERLIS, MALAYSIA,
Contact Number : 04-9761420.
Please click OK to Logout from uCustoms.
Thank you.
Regards.
Royal Malaysian Customs Department.
ок

Figure 1.10-2: Registration Confirmation

2. Click **OK**.

The uCustoms Registration Form appears with Registered status as shown in Figure 1.10-3.



Issue 1.2

Brilliance Information Sdn. Bhd.



Page 139 of 198



Information: To com >> Create Organizatio	nplete Organization Regi on Business Stakeholders	istration process s >> Associate B	usiness Category >> Assoc	iate Ports >> Associa	te Profiles >> Upload requi	ired document			
UCUSTOMS REGI	ISTRATION FORM							STATU	S:REGISTERED
Registration Ref No	o.	REG-O-R10-	1701-0031						
Stakeholder Type		◯Individual	Organization		Registration Date	* :	19-01-2017		<b></b>
ORGANIZATION IN	NFORMATION								
Organization Name		* KFC (SARAW	AK) SDN BHD		BRN	* :	L00280T		
Registration Author	rity	<ul> <li>Sabah State</li> </ul>	Authority	$\checkmark$	Business Entity	-	Partnership		$\checkmark$
GST No.									
PERSONAL DETAIL	LS								
Nationality		⊖Malaysian	Non-Malaysian		ID Type	C	NRIC No.  Passp	ort No.	
Full Name		* ROHAYU BIN	ITI ABDUL RAHIM	0	Gender	C	)Male  Female	) Neuter Ge	ender
Passport No.		* MYEP333W		0	Passport Expiry D	ate * :	31-01-2019		<b></b>
Country		* Australia			Passport Issued Fi	rom * /	Australia		
Login ID		* sraghavan98	98981@gmail.com						
Communication Em	nail ID	Primary En	nail ID 🔾 Alternative E	mail ID	Primary Email ID	* s	araghavan9898981@	gmail.com	
Designation		* Director		<b>~</b>	Alternative Email	ID s	sraghavan1@gmail.co	om	
							_		
ORGANIZATION P	RIMARY CONTACT								
Mobile Number		+60	8886668007	0	Telephone Numbe	r 2 ·	+60 🖌 6033	377778	
Telephone Number	1	+60	2		Fax Number		+60 7800	06688	
RGANIZATION PR	RIMARY ADDRESS								
Address		* Jalan 34-B-3	, Building 43						
		Selangor, KL							
Country		* Malaysia							
Postal Code		-		01007	City/Town/Area/La	and -	Kangar - Peti surat		-
State		Perlis							
CICIETRATION C	ICTOME CTATION								
Registration Station	n Namo / Codo	* KANGAR DEP	PLIC * P10						
		ORY							
No.	Stakeholder Categor	TY I					Status		
1 1	Trader (Importer/Ex	(porter)					Created		
2 5	Shipping Agent						Created		
3 1	Forwarding Agent						Created		
<u>5</u> 3 %			« < Page	1 Of 1 Total 3 Ite	em(s) > >				Items per list 5 🗸
MASTER USER									
No.	Login ID		Full Name						Status
□ 1 s	sraghavan9898981@	Dgmail.com	ROHAYU BINTI A	BDUL RAHIM	Associate Ports	Associate Profiles	Associate Customs	Station	Modified 🧭
Max Allowed L	Users : 20 No. (	Of Users : 1			« < Page 1 Of	1 Total 1 Item(s)	>		Items per list 5 🗸
BANKLICT									
DANK LIST	Deals Marrie		Pranc	h Nama		Bank A/C No.		Status	
No.	Bank Name		branc	ii Naille					
No. 1	AFFIN BANK BERHAD	D	AFFIN	BANK BERHAD		0003339999900		Created	3
No. i	AFFIN BANK BERHAD	D	AFFIN	BANK BERHAD	m(s) > >	0003339999900		Created	Items per list 5 🗸

### Figure 1.10-3: uCustoms Registration Form – Registered

NED	Brilliance I	nformation	Sdn.	Bhd.

#### Issue 1.2

4) B R

Page 140 of 198





Note:

- A notification is sent to the Registration Authority for approval. After approval, the Organization is activated.
- If the Business Stakeholder Category is selected as Trader, then the Agent Association section is displayed once the Organization Business Stakeholder Information is activated. For more details, refer sections 1.7 Create New Agent Association and 1.8 Submit Agent Association.

Click checklist B to validate whether the checklist items are completed as shown below.





Note: To submit the uCustoms Registration Form, completing all the steps in checklist is not mandatory.

# 1.11 Edit Profile Information

Organization Business Stakeholder can edit the Profile information. To edit the Profile Information:

On the uCustoms Home page, click PROFILE MANAGEMENT and then click EDIT PROFILE to edit the profile information of Organization Business Stakeholder as shown in Figure 1.11-1.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 141 of 198





Contraction of the second seco	toms n Customs Department	PROFILE MANAGEMENT     PREFERENCES     EDIT PROFILE	◆ SUB MODULE む SIGN OUT md113@gmail.com der (Importer/Exporter)
REGISTRATION » BRC	KER AFFAIRS » CARGO » DECLARATION PROCESSING » INSPECTION » ASSESSMENT	• HELP	» RESOURCE PLANNII 🕻 🗲 🔀
NOTIFICATION MODULES LIST	■ INBOX NOTIFICATIONS	EN BM	
	NO RECORDS AVAILABLE		·

Figure 1.11-1: Organization Business Stakeholder Home Page

The uCustoms Registration Form appears as shown in Figure 1.11-2.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 142 of 198



	PEC 0 P10 1701 0001				STATUS : ACTIVAT	
Registration Ref No.	REG-O-R10-1701-0031		Decisional de C			
Stakenolder Type	🕁 Individual 💿 Organization		Registration Date	• 19-01-2017	<b>a</b>	
ORGANIZATION INFORMATION						
Organization Name	* KFC (SARAWAK) SDN BHD		BRN	* 100280T		
Registration Authority	* Sabah State Authority	Ŧ	Business Entity	* Partnership	Ŧ	
GST No.						
PERSONAL DETAILS						
Nationality	🔵 Malaysian 💿 Non-Malaysian		ID Type	NRIC No.  Pass	port No.	
Full Name	* ROHAYU BINTI ABDUL RAHIM	0	Gender	🔵 Male 🔍 Female	Neuter Gender	
Passport No.	* MYEP333W	0	Passport Expiry Date	* 31-01-2019	<b>m</b>	
Country	* Australia		Passport Issued From	* Australia		
Login ID	* sraghavan9898981@gmail.com					
Communication Email ID	Primary Email ID     Alternative	Email ID	Primary Email ID	* sraqhavan9898981	@gmail.com	
Designation	* Director	*	Alternative Email ID	sraghavan 1 @ gmail	com	
Designation	Director			si ağıravanı 2 girian.	com	
ORGANIZATION PRIMARY CONTAC	т					
Mobile Number	+60 • 8886668007	0	Telephone Number 2	+60 • 60	3377778	
Telephone Number 1	+60 •		Fax Number	+60 78	0006688	
OPCANIZATION POMARY APPORT	6					
Address	* Jalan 34-R-3, Building 43					_
	Selandor, Kl					
	Schanger, Re					
Country	* Malausia					
country	malaysia					
Poetal Codo	+	01007	City/Town/Area/Land	Kangar Dati gurat		
Postal Code State REGISTRATION CUSTOMS STATIOI	* Perlis	01007	City/Town/Area/Land	• Kangar - Peti surat		
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE	* Perfis  KANGAR,PERLIS * R10  KGORY	01007	City/Town/Area/Land	• Kangar - Peti surat		
Postal Code State REGISTRATION CUSTOMS STATIOI Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Catego	* Perfis  * KANGAR,PERLIS * R10  GGORY	01007	City/Town/Area/Land	<ul> <li>Kangar - Peti surat</li> <li>Status</li> </ul>		_
Postal Code State REGISTRATION CUSTOMS STATION Registration Station Name / Code DUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E	* Perfis  * KANGAR,PERLIS * R10  GGORY  sry  (xporter)		City/Town/Area/Land	Kangar - Peti surat     Status     Active		
Postal Code State REGISTRATION CUSTOMS STATION Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent	* Perfis  KANGAR,PERLIS * R10  GGORY  ry  xporter)	01007	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created	an	_
Postal Code State REGISTRATION CUSTOMS STATION Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent 3 Forwarding Agent	* Perfis  * KANGAR,PERLIS * R10  cGGORY  pry  xxporter)	01007	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created     Created		
Postal Code State REGISTRATION CUSTOMS STATION Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent 3 Forwarding Agent 5 6	* Perfis  * KANGAR,PERLIS * R10 cGORY ory (xporter)	01007	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created	, Items per list	5 •
Postal Code State REGISTRATION CUSTOMS STATION Registration Station Name / Code DUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent 3 Forwarding Agent	* Perfis  * KANGAR,PERLIS * R10  GGORY  gry  xxporter)   « < Pag	01007	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created	, Items per list	5 7
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shippin Apent 3 Forwarding Agent 3 Forwarding Agent AGENT ASSOCIATION	* Periis N * KANGAR,PERLIS * R10 GGORY ary xporter)	01007	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created	un Items per list	5 7
Postal Code State Registration CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent AGENT ASSOCIATION NO RECORDS AVAILABLE	* Perfis  N  * KANGAR,PERLIS * R10  GGORY  gry  (Kangar, Perlis (Kangar, Perlis) (Kangar, P	01007	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created	un Items per list	5 7
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE UNO: Stakeholder Catego 2 Shipping Agent 2 Shipping Agent 3 Forwarding Agent AGENT ASSOCIATION NO RECORDS AVAILABLE 1 4	* Perfis N * KANGAR,PERLIS * R10 GGORY ary xporter) ( < Pag	01007	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created     Created	tems per list	5 •
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE UNIT Stakeholder Categ UNIT Stakeholder Categ Stakeholder Stakeholder Categ Stakeholder Categ Stakeholder Stakeholder S		01007	city/Town/Area/Land	Kangar - Peti surat     Status     Active     Created     Created	Items per list	5 •
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE UNO Stakeholder Catego 1 Trader (Importer/E 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent NO RECORDS AVAILABLE 1 ASTER USER 1 ASTER USER		e 1 Of 1 Total 3 Ite	city/Town/Area/Land	* Kangar - Peti surat Status Created Created	Items per list	5 *
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE UNO Stakeholder Catego 1 Trader (Importer/E 2 Shipping Agent 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent NO RECORDS AVAILABLE 1 Stree USER No. Login ID 1 croch marge@@@@@contering 1 croch marge@@@@contering 1 croch marge@@@@contering 1 croch marge@@@@contering 1 croch marge@@@@contering 1 croch marge@@@contering 1 croch marge@@@contering 1 croch marge@@@contering 1 croch marge@@contering 1 croch marge@@contering 1 croch marge@contering 1 croch marge@c		e 1 Of 1 Total 3 Ite	City/Town/Area/Land	* Kangar - Peti surat	Items per list	5 -
Postal Code State REGISTRATION CUSTOM'S STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent NO RECORDS AVAILABLE 1 STATER USER No. Login ID 1 sraghavan9898981@gm		e 1 Of 1 Total 3 Ite	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created     Created      Active     Created      Active     Created     Active     Active     Active     Created     Active     Active     Active     Active     Active     Created     Active     Active	Items per list	5 •
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE UNITED STAKEHOLDER CATE UNITED STAKEHOLDER CATE Stakeholder Categ Stakeholder Stakeholder Categ Stakeholder Categ Stakeholder Categ Stakeholder Categ Stakeholder Categ Stakeholder Stakeholder Categ Stakeholder Categ		e 1 Of 1 Total 3 Ite Master User IIM Yes Of 1 Total 1 Item(s)	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created     Created      Associate Customs Station	Items per list Reset Password Active Items per list	5 -
Postal Code State REGISTRATION CUSTOM'S STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE UNITED STAKEHOLDER CATE UNITED STAKEHOLDER CATE Stakeholder Categ Stakeholder Stakeholder Categ Stakeholder Stakeholder Categ Stakeholder Stakeholder Categ Stakeholder Stakeholder Stakeholder Stakeholder Stakeholder Stakeholder Stakeholder Categ Stakeholder Stakeholder		e 1 Of 1 Total 3 Ite Master User IM Yes Of 1 Total 1 Item(s)	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created     Created     Associate Customs Station	Items per list Reset Password Active Items per list	5 •
Postal Code State REGISTRATION CUSTOM'S STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent MASTER USER No. Login ID 1 sraghavan9898981@gn ADDITIONAL USERS No. Login ID	Perfis  N     KANGAR,PERLIS     RIO     KORY      Xporter)      ≪	e 1 Of 1 Total 3 Ite Master User IM Yes Of 1 Total 1 Item(s)	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created     Created	Items per list Reset Password Active Items per list	
Postal Code State REGISTRATION CUSTOM'S STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE BUSINESS STAKEHOLDER CATE Category Category	Perfis  N  KANGAR,PERLIS  RIO  KGORY  ary  xporter)	e 1 Of 1 Total 3 Ite Master User MM Yes of 1 Total 1 Item(s)	City/Town/Area/Land	Kangar - Peti surat     Status     Active     Created     Created     Status     Associate Customs Station     Statu     Statu     Statu	Reset Password Activ Items per list	
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE UNC. Stakholder Categ 1 Trader (Importer/E 2 Shipping Agent 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent 3 Forwarding Agent NO. Ecorobs AVAILABLE 8 + MASTER USER No. Login ID 1 sraghavan9898981@gn ADDITIONAL USERS No. Login ID 2 Max Allowed Users :	Full Name       Full Name       Full Name       Full Name       Full Name       Full Name	e 1 Of 1 Total 3 Ite Master User HM Yes Of 1 Total 1 Item(s)	City/Town/Area/Land		Reset Password Activ Reset Password Activ Reset Fastorer list	
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakholder Categ 1 Trader (Importer/E 2 Shipping Agent 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent 0 AGENT ASSOCIATION NO RECORDS AVAILABLE 8 • MASTER USER No. Login ID 1 sraghavan9898981@gn 1 sraghavan9898981@gn 2 ADDITIONAL USERS MADITIONAL USERS Mo. Login ID 8 • Max Allowed Users : BANK LIST	Full Name       Full Name       Full Name       Full Name       Full Name       Full Name	e 1 of 1 Total 3 Ite Master User HM Yes of 1 Total 1 Item(s)	City/Town/Area/Land	<ul> <li>Kangar - Peti surat</li> <li>Status</li> <li>Active</li> <li>Created</li> <li>Created</li> <li>Associate Customs Station</li> <li>Status</li> <li>Status</li> </ul>	Reset Password Active Reset Password Active Reset Password Active Reset Password	
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent 2 Shipping Agent 3 Forwarding Agent 3 Forwarding Agent 3 Forwarding Agent NO. RECORDS AVAILABLE 3 Forwarding Agent 1 Staghavang8989810 AGENT ASSOCIATION NO. Login ID 1 sraghavang8989810 ADDITIONAL USERS No. Login ID 8 Max Allowed Users : BANK LLST No. Bank Name	Full Name       Pull Name       ROHAYU BINTI AEDUL RAI       C     Page 1         Full Name         Page 1         Full Name	e 1 of 1 Total 3 Ite Master User IIM Yes Of 1 Total 1 Item(s)	City/Town/Area/Land	<ul> <li>Kangar - Peti surat</li> <li>Status</li> <li>Active</li> <li>Created</li> <li>Created</li> <li>Status</li> <li>Associate Customs Station</li> <li>Statu</li> <li>Status</li> </ul>	Reset Password Active Reset Password Active Reset Password Active Reset Password	
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Categ 1 Trader (Importer/E 2 Shipping Agent 3 Forwarding Agent 4 Forwarding Agent 4 Forwarding Agent 4 Forwarding Agent 5 Forwarding		e 1 Of 1 Total 3 Ite Master User HIM Yes Of 1 Total 1 Item(s)	City/Town/Area/Land	<ul> <li>Kangar - Peti surat</li> <li>Status</li> <li>Active</li> <li>Created</li> <li>Created</li> <li>Created</li> <li>Status</li> <li>Associate Customs Station</li> <li>Status</li> <li>Status</li> </ul>	s Status Created C C	
Postal Code State REGISTRATION CUSTOMS STATIO Registration Station Name / Code BUSINESS STAKEHOLDER CATE No. Stakeholder Cates 2 Shippin Qapent 3 Forwarding Agent 3 Forwarding Agent 4 Forwarding Agent 3 Forwarding Agent 3 Forwarding Agent 3 Forwarding Agent 4 Forwarding Ag	* KANGAR, PERLIS * R10 GGORY * KANGAR, PERLIS * R10 GGORY ary (Kangar, Perlis * R10 GGORY (Kangar, Perlis * R10 (Kangar, Page 1) (Kangar, Page 1)	e 1 Of 1 Total 3 Ite Master User HIM Yes Of 1 Total 1 Item(s) Ch Name N BANK BERHAD 1 Of 1 Total 1 Item	City/Town/Area/Land	<ul> <li>Kangar - Peti surat</li> <li>Status</li> <li>Active</li> <li>Created</li> <li>Created</li> <li>Associate Customs Station</li> <li>Associate Customs Station</li> <li>Status</li> </ul>	status Created	

Figure 1.11-2: Organization Stakeholder – Edit Profile Information



### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.

Page 143 of 198





- 2. Make the necessary changes.
- 3. Click **Save** to save the changes.

### 1.12 Reset Password

Master User can reset the Password for the Login ID once the Organization information is activated.

To reset the password:

1. On the **uCustoms Registration Form**, in the **Maser User** section, click <u>Reset Password</u> corresponding to the *Login ID* as shown below.

Μ	MASTER USER												
	No.	Login ID	Full Name	Master User					Status				
	1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM	Yes	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Active	7			
	<pre></pre>												

Figure 1.12-1: Reset Password

System prompts to confirm resetting the password as shown below.



Figure 1.12-2: Reset Password Confirmation

2. Click **OK** to reset the password or click **Cancel** to discard the action.

An Alert message appears as shown below.



### Figure 1.12-3: Alert Message – Password Reset



### Issue 1.2

Page 144 of 198




System sends the following Email message to the Stakeholder as shown below.



Figure 1.12-4: Email Message – Password

3. In the email, click <u>Reset Password</u> to reset the password.

The SSO window appears to update the password.

## 1.13 Add Additional Users (Organization)

Master User can add new users or additional users with the required Business Stakeholder Category. Master User can request for Additional User Management if the limit to create additional users exhausts.

## 1.13.1 Create New Additional User Information

Master User can create new or additional users. To create new Additional User Information:

1. On the uCustoms Registration Form, in the Additional Users section, click to create New User as shown in Figure 1.13-1.

BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.





Page 145 of 198



Confidential uCustoms 24.03.04

UCUSTOMS REGISTRATIO	N FORM				STATUS	ACTIVATED
egistration Ref No.	REG-O-R10-1701-003	1				
akeholder Type:	<ul> <li>Individual </li> <li>Organiza</li> </ul>	tion	Registration Date	* 19-01-2017		<b></b>
RGANIZATION INFORMA	TION					
rganization Name	* KFC (SARAWAK) SDN BH	ID	BRN	* 100280T		
egistration Authority	* Sabah State Authority	τ.	Business Entity	* Partnership		Ŧ
ST No.						
RSONAL DETAILS						
ationality	🔵 Malaysian 💿 Non-Mala	aysian	ID Type	NRIC No.	Passport No.	
II Name	* ROHAYU BINTI ABDUL R	AHIM 🚯	Gender	🔵 Male 🔍 Fen	nale 💿 Neuter Gende	r
ssport No.	* MYEP333W	6	Passport Expiry Date	* 31-01-2019		<b> </b>
untry	* Australia		Passport Issued From	* Australia		
gin ID	* sraghavan9898981@gm	nail.com				
ommunication Email ID	Primary Email ID A	lternative Email ID	Primary Email ID	* sraghavan989	8981@gmail.com	
esignation	* Director	•	Alternative Email ID	sraghavan1@g	mail.com	
GANIZATION PRIMARY	+60 • 800444	58007	Telephone Number 2	+60 -	603377778	
Jenhone Number 1	+60 * 888666		Fax Number	+00 *	780006699	
repriorie Number 1	+00 *		Fax Number	+60 *	/80000088	
GANIZATION PRIMARY	ADDRESS					
dress	* Jalan 34-B-3, Building 43	3				
	Selangor, KL					
untry	* Malaysia					
						_
stal Code ate GISTRATION CUSTOMS	Perlis  STATION Code     VANCAB DEBLIS	01007	City/Town/Area/Land	* Kangar - Peti s	urat	
ostal Code tate EGISTRATION CUSTOMS egistration Station Name / BUSINESS STAKEHOLD	Formis     STATION Code * KANGAR,PERLIS ER CATEGORY	01007 • R10	City/Town/Area/Land	• Kangar - Peti s	urat	••••
ostal Code cate egistration CUSTOMS egistration Station Name / BUSINESS STAKEHOLE No. Stakehol	Ferlis  STATION  Code * KANGAR,PERLIS  ER CATEGORY  der Category	01007 • R10	City/Town/Area/Land	* Kangar - Peti s	urat	
sistal Code tate EGISTRATION CUSTOMS EDISTRATION Station Name / BUSINESS STAKEHOLD No. Stakehold 1 Trader (Ir	Ferlis     STATION Code * KANGAR,PERLIS ER CATEGORY der Category mporter/Exporter)	01007 • R10	City/Town/Area/Land	* Kangar - Peti s Sta Act	urat itus itve	
sstal Code tate CGSTRATION CUSTOMS EQUINESS STAKEHOLD No. Stakehold 1 Trader (Ir 2 Shipping	Ferlis     Ferlis     STATION Code * KANGAR,PERLIS ER CATEGORY der Category mporter/Exporter) Agent	01007 • R10	City/Town/Area/Land	* Kangar - Peti s Sta Act	urat Itus ive aated	
stal Code ate GISTRATION CUSTOMS gistration Station Name / BUSINESS STAKEHOLD No. Statehold 1 Trader (Ir 2 Shipping 3 Forwardir		01007 • R10	City/Town/Area/Land	* Kangar - Peti s Sta Act Cre Cre	urat itus itus ated iated	
stal Code ate GISTRATION CUSTOMS gistration Station Name / BUSINESS STAKEHOLD No. Stakehol 1 Trader (II 2 Shipping 3 Forwardin S &	STATION STATION Code * KANGAR,PERLIS EER CATEGORY der Category mporter/Exporter) Agent Ig Agent	01007	City/Town/Area/Land	* Kangar - Peti s Sta Adt Cre	ttus ive oated ated Itu Itu	ems per list 5
stal Code ate GISTRATION CUSTOMS gistration Station Name / BUSINESS STAKEHOLE 1 Trader (II 2 Shipping 3 Forwardin S S AGENT ASSOCIATION		01007	City/Town/Area/Land	* Kangar - Peti s Sta Ad	itus itus ive iated iated Ite	ems per list 5
stal Code ate GISTRATION CUSTOMS gistration Station Name / BUSINESS STAKEHOLD 1 Trader (II 2 Shipping 3 Forwardir 8 % AGENT ASSOCIATION NO RECORDS AVAILABLE		01007 • R10	City/Town/Area/Land	* Kangar - Peti s Sta Add	itus ive ivated ited Ite	ems per list 5
stal Code tate ACCESTRATION CUSTOMS EQUINESS STAKEHOLD No. Stakehold 1 Trader (II 2 Shipping 3 Forwardir C % AGENT ASSOCIATION NO RECORDS AVAILABLE 4		01007	City/Town/Area/Land	* Kangar - Peti s Sta Act	itus ive ivated ivated Itu	ems per list 5
ASTER USER		01007 • R10	City/Town/Area/Land	* Kangar - Peti s Sta Act Cre	urat itus ive ated Itr Itr	ems per list 5
ASTER USER		01007 • R10	City/Town/Area/Land	* Kangar - Peti s	urat itus itus itus itus itus itus itus itu	sms per list 5
Astal Code ate ate ASTAL A		RIO     Master User	City/Town/Area/Land	* Kangar - Peti s	urat urat urat urat urat urat urat urat	ams per list 5
atai Code ate ate GISTRATION CUSTOMS GISTRATION Station Name / BUSINESS STAKEHOLE 1 Trader (II 2 Shipping 3 Forwardir 3 Forwardir 3 Forwardir 3 Forwardir 3 Forwardir 3 Forwardir 3 Forwardir 4 Forwardir 5 Forwar		O1007      R10      Master User      EDUL RAHIM Yes  Page 1 Of 1 Total 1 Item(s)	City/Town/Area/Land	* Kangar - Peti s	ation Reset Passwo	ems per list 5
stal Code ate ate ate ate ate ate ate ate ate at	STATION  Code  KANGAR,PERLIS  SEC CATEGORY  mporter/Exporter)  Agent  g Agent  Sec Category  mporter/Exporter)  Agent  Sec Category  Sec Cate	O1007      R10      Master User      EDUL RAHIM     Yes  Page 1 Of 1 Total 1 Item(s)	City/Town/Area/Land	* Kangar - Peti s	itus itus itus itus itus itus itus itus	sms per list 5
stal Code ate ate GISTRATION CUSTOMS GISTRATION Station Name / BUSINESS STAKEHOLD 1 Trader (II 2 Shipping 3 Forwardir 2 Shipping 3 Forwardir 3 Forwardi	STATION  Code  KANGAR,PERLIS  Code  KANGAR,PERLIS  Code  Codegory  mporter/Exporter)  Agent  Sea Category  mporter/Exporter)  Agent  Sea Category  Full Name  Sea Category  Code  Codegory  Codegory Codegory  Codegory  Codegory  Codegory  Codegory  Codegory  Codegory	O1007      R10      Master User      EDUL RAHIM     Yes  Page 1 Of 1 Total 1 Item(s)	City/Town/Area/Land	* Kangar - Peti s	ation Reset Passwor Its	ms per list 5 ms
stai Code ate ate ate ate ate ate ate ate ate at	STATION Code * KANGAR,PERLIS ER CATEGORY der Category mporter/Exporter) Agent ig Age	01007 R10 R10 Page 1 Of 1 Total 3 Its BDUL RAHIM Yes Page 1 Of 1 Total 1 Item(s) Iteme	City/Town/Area/Land	* Kangar - Peti s	urat urat tus tus tus tus tus tus tus tus tus tu	ems per list 5
stal Code ate ate ate ate ate ate ate ate ate at	STATION Code * KANGAR,PERLIS ER CATEGORY der Category mporter/Exporter) Agent ag Agent	01007 R10 Page 1 Of 1 Total 3 Its BDUL RAHIM Yes Page 1 Of 1 Total 1 Item(s) Iteme	City/Town/Area/Land	* Kangar - Peti s	urat urat urat	ems per list 5 -
sotal Code tate cate cate cate cate cate cate cat	STATION Code * KANGAR,PERLIS ER CATEGORY der Category mporter/Exporter) Agent  se Sesser RoHAYU BINTI A Sesser 20 No. Of Users 1		City/Town/Area/Land	* Kangar - Peti s	urat urat urat urat	ms per list 5 m status rd Active e sms per list 5 m sms per list 5 m
Action of the second se	STATION  Code * KANGAR,PERLIS  ER CATEGORY  der Category mporter/Exporter) Agent  g Agent  E  Sesses  Full Name  B981@gmail.com ROHAYU BINTI A  E  Full Name  ROHAYU BINTI A  E  Full N  Full Name  NE REFEHAD  NN REFEHAD		City/Town/Area/Land	* Kangar - Peti s	urat urat urat urat urat urat urat urat	ms per list 5 m rd Active ams per list 5 m ms per list 5 m
Action of the second se	STATION  Code * KANGAR,PERLIS  ER CATEGORY  der Category mporter/Exporter) Agent  g Agent  E  B981@gmail.com ROHAYU BINTI A  E  Sers : 20 No. Of Users : 1  ne  NK BERHAD		City/Town/Area/Land	* Kangar - Peti s	urat urat urat urat urat urat urat urat	ms per list 5 m status rd Active @ ms per list 5 m ms per list 5 m ms per list 5 m ms per list 5 m

Figure 1.13-1: uCustoms Registration Form – Additional Users



Brilliance Information Sdn. Bhd.

#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 146 of 198



USER INFORMATION					5	TATUS : NEW 🎫 🗖
Organization Name	COMPANY SARAWAK MAIRA					
Nationality	O Malaysian       Non-Malaysian		ID Type	ONRIC No.	Passport No.	
Passport No.	* AV8675654	0	Passport Expiry Date	* 31-03-2017		Ê
Country	* India		Passport Issued From	* India		
Full Name	* JENTIA ANAK DUNDUNG	0	Gender	Male	OFemale	ONeuter Gender
Login ID	* spatil@agility.com		GST No.			
Communication Email ID	Primary Email ID     OAlternative Ema	il ID	Primary Email ID	* spatil@agility	.com	
Master User			Alternative Email ID	krishana.org@	⊉gmail.com	
Designation	* Manager	]				
CONTACT INFORMATION						
Mobile Number	+60 🛛 8790550621	0	Telephone Number 2	+60 🗸	235689323	
Telephone Number 1	+60 8790550621		Fax Number	+60 🔽	235689566	
ADDRESS INFORMATION						
Address	* Jalan rd. 66, Stree No. 7					
Country	* Malaysia					
Postal Code	* 01009	- ) []	City/Town/Area/Land	* Kangar		
State	Perlis		Country	Malaysia		
		Create	Back			

Figure 1.13-2: User Information Form

2. Enter or select the following fields as described below.

No.	Field Name	Description		
1.	Status	System auto-displays the status as New indicating the		
		process has started.		
2.	Organization Name	System auto-displays the Organization Name based on the		
		details provided in uCustoms Registration Form.		
3.	Nationality	Select the Nationality as Malaysian or Non-Malaysian.		
		<ul> <li>If the Business Stakeholder is a Malaysian citizen, select Malaysian; or</li> </ul>		
		<ul> <li>If the Business Stakeholder is a Foreigner, select Non- Malaysian.</li> </ul>		
		Note: If Nationality is selected as Non-Malaysian, then ID		

## 4 BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 147 of 198



No.	Field Name	Description
		Type automatically changes to Passport No.
4.	ID Type	System auto-selects the ID Type as NRIC No.
		• If the Nationality is selected as Malaysian, then ID
		<i>Type</i> is auto-selected as NRIC No.; or
		• If the Nationality is selected as Non-Malaysian, then
		ID Type is auto-selected as Passport No.
5.	NRIC No.	Enter the NRIC number. NRIC number is numeric and accepts
		12 digits and it should not contain any special characters (!,
		@, #, \$, %, ^, &, *, (, ), -, =, /,.).
		<b>Note</b> : This field is displayed only if the <i>Nationality</i> is selected
		as Malaysian.
6.	Passport No.	Enter the Passport No. Passport number is alphanumeric for
		example, K3639262 and it should not contain any special
		characters (!, @, #, \$, %, ^, &, *, (, ), -, =, /,.).
		Note: The fields Passport No., Passport Expiry Date, Country
		and Passport Issued From are displayed only if the
		Nationality is selected as Non-Malaysian.
7.	Passport Expiry Date	Click dia to colort the Decenent Suring Date from the
		Click control to select the Passport Expiry Date from the
0	Country	Calefiuldi.
δ.	Country	issued.
9.	Passport Issued From	Enter and select the place from where the Passport is issued.
10.	Full Name	Enter the Full Name as per NRIC.
		<b>Note</b> : For Malaysians the <i>Full Name</i> should be as per the
		NRIC and it cannot be changed. For Non-Malaysians Full
		Name is editable and it should be same as in Passport.
11.	Gender	Select the Gender as Male, Female or Neuter Gender.
12.	Login ID	Enter the Login ID of the Business Stakeholder which is registered in SSO.
13.	GST No.	System auto-populates the GST number from SSM if it is
		registered with the entered NRIC No. or BRN.
14.	Communication Email ID	Select the Communication Email ID as Primary Email ID or
		Alternative Email ID.
15.	Primary Email ID	System auto-populates the entered Login ID as the Primary
		Email ID of the Organization Business Stakeholder.
16.	Master User	Select the check box to register a Master User.
		Note <sup>.</sup>

## 4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 148 of 198



No.	Field Name	Description
		<ul> <li>Current Master User can make the additional user as the Master user if required. Once the additional user is activated, the Master User profile is deactivated automatically.</li> <li>The previous Master User cannot login in uCustoms until the new Master user activates the profile.</li> </ul>
17.	Alternative Email ID	By default, this field is disabled and it displays the email ID entered in SSO. It is mandatory to enter the Alternative Email ID of the Organization Business Stakeholder if the <i>Communication Email ID</i> is selected as Alternative Email ID.
18.	Designation	Select the Designation of the Business Stakeholder from the drop-down list. Designation drop-down list values include: • Managing Director, • Director, • Manager, • Senior Executive, • Executive, • Non-Executive, • Supervisor, • Owner, • Partnership, • Ordinary Partnership, • Sole Proprietorship • Secretary, • Clerk, and
19.	Others	Enter the Others designation of the Business Stakeholder.  Designation Others • System analyst  Figure 1.13-3: Designation - Others  Note: This field is displayed only if the Designation is selected
20.	Mobile Number	as Others. It is mandatory to include Others Designation details. System auto-displays the Mobile Number with the country
21	Telenhone Numher 2	code based on the entered <i>Login ID</i> .

Brilliance Information Sdn. Bhd.

#### Issue 1.2

BRINFO

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 149 of 198



No.	Field Name	Description
		enter the Telephone Number 2.
22.	Telephone Number 1	System auto-displays the Telephone Number 2 with the
		country code based on the entered Login ID.
23.	Fax Number	Select the country code from the drop-down list and then
		enter the Fax Number.
24.	Address	Enter the Address.
25.	Postal Code	Enter and select the Postal Code. Postal Code is numeric and
		accepts minimum five (5) digits.
26.	City/Town/Area/Land	Click to browse and select the City, Town, Area or Land. The City List appears as shown below.
		Figure 1.13-4: City List
		In the <b>City List</b> :
		<ol> <li>Click the required <i>City/Town/Area/Land</i> from the list or enter the <i>City/Town/Area/Land</i>, <i>State</i> and / or <i>Country</i> in the search panel and click <b>Search</b>. The available Cities are filtered based on the search criteria provided.</li> <li>In the <b>City List</b>, click the required <i>City/Town/Area/Land</i>.</li> </ol>
		<b>Note</b> : Click <b>Reset Search</b> to reset the search parameters in the list.
27.	State	System auto-populates the State based on the selected <i>City/Town/Area/Land</i> .
28.	Country	System auto-populates the Country based on the selected <i>City/Town/Area/Land</i> .
		<b>Note</b> : For Non-Malaysians, enter the <i>Address, Country, Postal Code, City/Town/Area/Land</i> and <i>State</i> fields.

#### Table 1.13-1: User Information Form - Create

3. Once all the required details are entered, click **Create**.

# BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 150 of 198





The	llser	Information	form	refreshes	with	Created	status as	shown	helow
IIIC	USEI	mormation	101111	1011031103	VVILII	CIEULEU	status as	3110 0011	DEIUW

USER INFORMATION			STATUS : CREATED			
Organization Name	COMPANY SARAWAK MAIRA		Associate Ports			
Nationality	🔿 Malaysian 💿 Non-Malaysian	ID Type	O NRIC No. Associate Profiles			
Passport No.	* AV8675654 8	Passport Expiry Date	* 31-03-2017 Associate Customs Station			
Country	* India	Passport Issued From	* India View / Upload Documents			
Full Name	* JENTIA ANAK DUNDUNG 8	Gender	Male     Male			
Login ID	* spatil@agility.com	GST No.				
Communication Email ID	Primary Email ID     OAlternative Email ID	Primary Email ID	* spatil@agility.com			
Master User		Alternative Email ID	krishana.org@gmail.com			
Designation	* Manager					
CONTACT INFORMATION Mobile Number Telephone Number 1 ADDRESS INFORMATION	+60 ✓ 8790550621 € +60 ✓ 8790550621	Telephone Number 2 Fax Number	+60 🕑 235689323 +60 💟 235689566			
Address	* Jalan rd. 66, Stree No. 7					
Country	* Malaysia					
Postal Code	* 01009 🕄	City/Town/Area/Land	* Kangar			
State	Perlis	Country	Malaysia			
Save Activate Back						

Figure 1.13-5: User Information – Created

Once the **User Information** form is created, the links associated to the form appear in the Link Repository. Click  $\blacksquare$  to view the Link Repository. The available links are displayed in an expandable list as listed below.

- Associate Ports.
- Associate Profiles.
- Associate Customs Stations.
- View/ Upload Documents.

BRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

Page 151 of 198





## 1.13.2 Associate/Disassociate Ports

Organization Business Stakeholder can associate and disassociate the associated Ports if required. For more details, refer section **1.4.3** Associate/Disassociate Ports.

## 1.13.3 Associate/Disassociate Profiles

Organization Business Stakeholder can associate and disassociate the associated profiles if required. For more details, refer section **1.9.6 Associate/Disassociate Profiles.** 

## 1.13.4 Associate/Disassociate Customs Stations

Organization Business Stakeholder can associate and disassociate the associated Customs Stations if required. For more details, refer section **1.4.4** Associate/Disassociate Customs Stations.

## 1.13.5 View/Upload Documents

Organization Business Stakeholder can view or upload documents. For more details, refer section

## 1.4.5 View/Upload Documents.

## 1.14 Activate User Information

Organization Business Stakeholder can activate the User Information. To activate the User Information:

1. In the **User Information** form, click **Activate** as shown in **Figure 1.14-1**.

& BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 152 of 198



EUSER INFORMATION STATUS : CREATED ## C						
Organization Name	COMPANY SARAWAK MAIRA					
Nationality	🔾 Malaysian 💿 Non-Malaysian		ID Type	ONRIC No.	Passport No.	
Passport No.	* AV8675654	0	Passport Expiry Date	* 31-03-2017		<b>#</b>
Country	* India		Passport Issued From	* India		
Full Name	* JENTIA ANAK DUNDUNG	0	Gender	Male	OFemale	ONeuter Gender
Login ID	* spatil@agility.com		GST No.			
Communication Email ID	Primary Email ID     OAlternative Ema	il ID	Primary Email ID	* spatil@agility.	.com	
Master User			Alternative Email ID	krishana.org@	gmail.com	
Designation	* Manager	ł				
CONTACT INFORMATION						
Mobile Number	+60 💙 8790550621	0	Telephone Number 2	+60 🗸	235689323	
Telephone Number 1	+60 💙 8790550621		Fax Number	+60 🗸	235689566	
ADDRESS INFORMATION						
Address	* Jalan rd 66. Stree No. 7					
Address	Jalan 10. 00, Stree No. 7					
Country	* Malaysia	7				
Postal Code	* 0100	9 🚯	City/Town/Area/Land	* Kangar		
State	Perlis		Country	Malaysia		
		Save Acti	vate Back			

Figure 1.14-1: User Information Form (Organization) – Activate

System prompts to activate the user as shown below.



Figure 1.14-2: Activate User

2. Click **OK** to activate or click **Cancel** to discard the action.

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 153 of 198





The User Information form refreshes with Active status as shown below.

USER INFORMATION			STATUS : ACTIVE 🗰 🗖
Organization Name	COMPANY SARAWAK MAIRA		
Nationality	O Malaysian   Non-Malaysian	ID Type	○NRIC No. ●Passport No.
Passport No.	* AV8675654 ()	Passport Expiry Date	* 31-03-2017
Country	* India	Passport Issued From	* India
Full Name	* JENTIA ANAK DUNDUNG 🚯	Gender	Male     O Female     ONeuter Gender
Login ID	* spatil@agility.com	GST No.	
Communication Email ID	Primary Email ID     OAlternative Email ID	Primary Email ID	* spatil@agility.com
Master User		Alternative Email ID	krishana.org@gmail.com
Designation	* Manager 🔽		
CONTACT INFORMATION			
Mobile Number	+60 🗸 8790550621 🚯	Telephone Number 2	+60 235689323
Telephone Number 1	+60 8790550621	Fax Number	+60 235689566
ADDRESS INFORMATION			
Address	* Jalan rd. 66, Stree No. 7		
Country	* Malaysia		
Postal Code	* 01009 🚯	City/Town/Area/Land	* Kangar
State	Perlis	Country	Malaysia
	Save Dead	ctivate Cancel User Back	

Figure 1.14-3: User Information Form (Organization) – Active

## Note:

- Click **Deactivate** to deactivate the User Information.
- Click **Cancel User** to cancel the User Information.
- 3. Click **Back** to navigate back to the **uCustoms Registration Form**.

The **uCustoms Registration Form** refreshes with the updated **Additional Users** section as shown in **Figure 1.14-4**.



Issue 1.2

Brilliance Information Sdn. Bhd.

## Page 154 of 198





Registration Ref No.     REG-O-R10-1701-0031       Stakeholder Type     Individual © Organization     Registration Date     * 10-01-2017       ORGANIZATION INFORMATION     Organization Name     * KFC (SARAWAK) SDN BHD     BRN     * 100280T       Registration Authority     * Sabah State Authority     BBN     * 100280T       GST No.     Image: Control of Cont	•
Arginal Market     Miller Generation       Stakeholder Type     Individual @ Organization     Registration Date     19-01-2017       ORGANIZATION INFORMATION     Organization Name     • KFC (SARAWAK) SDN BHD     BRN     100280T       Registration Authority     • Sabah State Authority     • BBN     • 100280T       GST No.     • • • • • • • • • • • • • • • • • • •	•
ORGANIZATION INFORMATION     Image: Constraint of the second	Ţ
ORGANIZATION INFORMATION         Organization Name       • KFC (SARAWAK) SDN BHD       BRN       • 100280T         Registration Authority       • Sabah State Authority       • Business Entity       • Partnership         GST No.       • Mathematical State Authority       • Business Entity       • Partnership         PERSONAL DETAILS       • Malaysian • Non-Malaysian       ID Type       • NRIC No. • Passport No.         Full Name       • ROHAYU BINTI ABDUL RAHIM       • Gender       • Male • Female • Neuter Gender         Passport No.       • MYEP333W       • Passport Expiry Date       • 31-01-2019	Ŧ
Organization Name     • KFC (SARAWAK) SDN BHD     BRN     • 100280T       Registration Authority     • Sabah State Authority     • Business Entity     • Partnership       GST No.     • Personal DETAILS     • Malaysian @ Non-Malaysian     ID Type     • NRIC No. @ Passport No.       Full Name     • ROHAYU BINTI ABDUL RAHIM     • Gender     • Male @ Female @ Neuter Gender       Passport No.     • MYEP333W     • Passport Expiry Date     • 31-01-2019	Ŧ
Registration Authority     Sabah State Authority <ul> <li>Business Entity</li> <li>Partnership</li> </ul> <ul> <li>Partnership</li> <li>Partnership</li> </ul> <ul> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> </ul> <ul> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> <li>Partnership</li> </ul> <ul> <li>Partnership</li> <li>Partnership</li></ul>	Ŧ
GST No.     Image: Constraint of the second of	
PERSONAL DETAILS       Nationality     Malaysian @ Non-Malaysian     ID Type     NRIC No. @ Passport No.       Full Name     ® CNAYU BINTI ABDUL RAHIM     Ø Gender     Male @ Female @ Neuter Gender       Passport No.     MYEP333W     Ø Passport Expiry Date     * 31-01-2019	
Nationality     Malaysian     ID Type     NRIC No.     Passport No.       Full Name     * ROHAYU BINTI ABDUL RAHIM     Ø     Gender     Male * Female @ Neuter Gender       Passport No.     * MYEP333W     Ø     Passport Expiry Date     * 31-01-2019	
Full Name     * ROHAYU BINTI ABDUL RAHIM     Ø     Gender     Male     # Female     Neuter Gender       Passport No.     * MYEP333W     Ø     Passport Expiry Date     * 31-01-2019	
Passport No. • MYEP333W • Passport Expiry Date • 31-01-2019	
Country * Australia Passport Issued From * Australia	
Login ID sraghavan9898981@gmail.com	
Communication Email ID   Primary Email ID  Primary Email ID  Primary Email ID  sraphavan9898981@gmail.com	
Designation	
DRGANIZATION PRIMARY CONTACT	
Mobile Number         +60         ¥         88866668007         ①         Telephone Number 2         +60         ¥	
Telephone Number 1         +60         V         Fax Number         +60         V         780006688	
DRGANIZATION PRIMARY ADDRESS	
Address * Jalan 34-B-3, Building 43	
Selangor, KL	
* Malaysia	
O1007 City/Town/Area/Land     Kangar - Peti surat	
State Perils	
REGISTRATION CUSTOMS STATION	
Registration Station Name / Code * KANGAR, PERLIS * R10	
BUSINESS STAKEHOLDER CATEGORY	
No. Stakeholder Category     Status	
Trader (Importer/Exporter) Active	
2 Shipping Agent Created	
3 Forwarding Agent	
Si     %	per list 5 🔹
AGENT ASSOCIATION	
NO RECORDS AVAILABLE	Status
NO RECORDS AVAILABLE	Status Active
NO RECORDS AVAILABLE	Status Active
NO RECORDS AVAILABLE	Status Active Ø per list 5 •
NO RECORDS AVAILABLE	Status Active S per list 5 •
NO RECORDS AVAILABLE	Status Active Ø per list 5 v
NO. ECORDS AVAILABLE         Image: Stand St	Status Active per list 5 Status Active
NO RECORDS AVAILABLE	Status Active Per list 5 v Status Active Per list 5 v
NO RECORDS AVAILABLE	Status Active @ Per list 5 • Status Active @ per list 5 •
NO RECORDS AVAILABLE       Image: State USER       No.     Login ID       I     sraghavan9898981@gmail.com       ROHAYU BINTI ABDUL RAHIM     Yes       Associate Profiles     Associate Profiles       Associate Profiles     Associate Profiles       ADDITIONAL USERS     Items	Status Active @ per list 5 • Status Active @ per list 5 •
INO. ELOGIN ID       Full Name       Master User         No.       Login ID       Full Name       Master User         1       sraghavan9898981@gmail.com       ROHAYU BINTI ABDUL RAHIM       Yes       Associate Profiles       Associate Customs Station         Reset Password       Image: Compage 1       Of 1 Total 1 Item(s)       >>>       Items         ADDITIONAL USERS       Image: Compage 1       Of 1 Total 1 Item(s)       >>>>       Items         ADDITIONAL USERS       Image: Compage 1       Of 1 Total 2 Item(s)       >>>>       Items         Max Allowed Users :       20       No. Of Users :       2       Items         BANK LIST       Image: Dranch Name       Bark A/C No.       Status         No.       Bark K/C No.       Status	Status Active @ per list 5 • Status Active @ per list 5 •
NO RECORDS AVAILABLE         Image: Stand St	Status Active per list 5 Status Active per list 5
NO RECORDS AVAILABLE         Image: Status         MASTER USER         No.       Login ID         Full Name       Master User         I       sraghavan9898981@gmail.com         ROHAYU BINTI ABDUL RAHIM       Yes         Associate Profiles       Associate Customs Station         Reset Password       Image: Status         ADDITIONAL USERS       Image: Status         Mox       Login ID       Full Name         I       spatil@apdilty.com       JENTIA ANAK DUNDUNG         Associate Profiles       Associate Customs Station       Deactivate         Reset Password       Cancel User         I       spatil@apdilty.com       JENTIA ANAK DUNDUNG       Associate Profiles         AADDITIONAL USERS       Items         I       No.       Login ID       Full Name         I       No.       Barik Allowed Users : 20       No. Of Users : 2       Image: Page I of 1 Total 2 Item(s) > >       Items         BARK       LIST       Image: Page I of 1 Total 1 Item(s) > >       Items         I       AFFIN BANK BERHAD       AFFIN BANK BERHAD       000333999900       Created         I       AFFIN BANK BERHAD       Item(s) > >       Items	Status Active Status Active per list 5 •

## Figure 1.14-4: uCustoms Registration Form - Additional Users

BRINED	Brilliance Information	۱Sdn.	Bhd.

#### Issue 1.2

اک

Page 155 of 198





## 1.15 Cancel User

Organization Stakeholder can cancel the additional user's details. To cancel the User:

Note: Only additional user's details can be Cancelled.

1. On the **uCustoms Registration Form**, in the **Additional Users** section, click <u>Cancel User</u> corresponding to the *Login ID* in *Active* status as shown below.

	ADDITIONAL USERS										
	No.	Login ID	Full Name							Status	
	1	spatil@agility.com	JENTIA ANAK DUNDUNG	Associate Ports	Associate Profiles	Associate Customs Station	Deactivate	Reset Password	Cancel User	Active	Ø
1	Image: Second state       Max Allowed Users : 20 No. Of Users : 2       Image: Second state       Image: Second state										

Figure 1.15-1: Cancel Additional User

System prompts to confirm the user cancellation.



Figure 1.15-2: Cancel User

2. Click **OK** to cancel the user or click **Cancel** to discard the action.

The Additional Users section refreshes with Cancelled status as shown below.

	ADDITIONAL USERS											
	No	D.	Login ID	Full Name							Status	
	1		spatil@agility.com	JENTIA ANAK DUNDUNG	Associate Ports	Associate Profiles	Associate Customs Station	Activate	Reset Password	Cancel User	Cancelled	
ê												

Figure 1.15-3: Cancelled Additional User

**Note**: If the additional user is *Cancelled*, then the related links are disabled and the same *Login ID* and *NRIC No*. or *Passport No*. can be reused to create a new additional user.







## 1.16 Create and Submit Ceiling Limit Request

Master User has access to add additional users. Master User can request for Additional User Management if the limit to create additional users exhausts. The submitted ceiling limit request is approved by the Customs Registration Department. In case the Ceiling limit exhausts, system displays an alert message as shown below.

Alert
igta Please request to increase the Ceiling Limit once the existing limit exhausts.
Back

Figure 1.16-1: Alert Message – Ceiling Limit

To create and submit Ceiling Limit Request:

1. On the **Registration** menu, click **Ceiling Limit Request** submenu.

The Ceiling Limit Request List appears as shown below.

Q Search	≡ CEILING LIMIT REQUEST LIST □
Organization Name	NO RECORDS AVAILABLE
%	8 +
Request No.	
Requested Date	
Status	
Select the value 🔻 =	
Search Reset Search	

### Figure 1.16-2: Ceiling Limit Request List

In the Ceiling Limit Request List, click to create Ceiling Limit request as shown in Figure 1.16-3.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 157 of 198



■ CEILING LIMIT REQUEST				STATUS : NEW 📰 🗖
Organization Name	* KFC (SARAWAK) SDN BHD	Requested Date	* 20-01-2017	<b></b>
Allowed Ceiling Limit	20	Requested Ceiling Limit	*	23
	Additional users to be added			
Description				
		4		
		Create Back		

Figure 1.16-3: Ceiling Limit Request - Create

3. Enter or select the following fields as described below.

No.	Field Name	Description						
1.	Status	System auto-displays the status as New indicating the process has						
		started.						
2.	Organization Name	System auto-displays the Organization Name of the logged in						
		Master User.						
3.	Requested Date	System auto-displays the Requested Date as the current date by						
		default and it is non-editable.						
4.	Allowed Ceiling Limit	System displays the count of Allowed Ceiling Limit and it is non-						
		editable.						
5.	Requested Ceiling Limit	Enter the count of ceiling limit to be increased.						
		Note: The Requested Ceiling Limit should be greater than the						
		Allowed Ceiling Limit.						
6.	Description	Enter description of the Ceiling limit request.						

Table 1.16-1: Ceiling Limit Request – Create

4. Once all the required details are entered, click **Create**.

The Ceiling Limit Request form refreshes with Created status as shown below.

■ CEILING LIMIT REQUEST				STATUS : CREATED 🇱 🗖					
Organization Name	* KFC (SARAWAK) SDN BHD	Requested Date	* 20-01-2017	<b>#</b>					
Allowed Ceiling Limit	2	0 Requested Ceiling Limit	*	23					
	Additional users to be added								
Description	*								
		<u>~</u>							
	Save Submit Back								

Figure 1.16-4: Ceiling Limit Request – Created

5. Click **Save** and then click **Submit**.

AIRRINED	Brilliance Information Sdn. Bhd.
ALC REAL PROPERTY OF A	

Issue 1.2

Page 158 of 198





The Ceiling Limit Request form refreshes with Submitted status as shown below.

■ CEILING LIMIT REQUEST				STATUS : SUBMITTED 🇮 🗖
Request No.	CLR-R10-1701-0010			
Organization Name	* KFC (SARAWAK) SDN BHD	Requested Date	* 20-01-2017	<b>#</b>
Allowed Ceiling Limit	2	0 Requested Ceiling Limit	*	23
Description	Additional users to be added	<i>h</i>		
		Back		

Figure 1.16-5: Ceiling Limit Request – Submitted

The submitted request is sent to Customs Registration Department for approval.

## 1.17 Submit Additional Organization Information (Sabah/Sarawak/Labuan)

Master User can update Additional Organization Information if required, in order to add or modify Address Information in the Organization Information. Master User can update and send the Additional Organization Information for approval to the respective authority or can approach the Customs Registration Department to amend and update the required information. To submit Additional Organization Information (Sabah, Sarawak or Labuan):

## 1. In the Inbox Notifications, click Approved Organization message as shown below.

* 🖂 🏭   » REGISTRATION	» BROKER AF	AFFAIRS		< > :
NOTIFICATION MODULES LIST		INBOX NOTIFICATIONS		•
Registrations	+			
		Approved Organization 1		
			«         <	Items per list 15 🔻

#### Figure 1.17-1: Approved Organization – Inbox Notifications

**Note**: Inbox Notifications page appears by default after login. All the notifications received are grouped as per the message type, displaying the number of messages received in each group.

The **Organization is Registered Successfully – Inbox List** appears with From, Subject, Received Date and Reference columns as shown below.

Brilliance Information Sdn. Bhd.

Issue 1.2

BRINFO

Page 159 of 198







Figure 1.17-2: Organization Registered Successfully – Inbox List

2. Click <u>Open</u> to open the approved Organization message for which additional organization information is to be sent for approval.

The uCustoms Registration Form appears with Activated status as shown in Figure 1.17-3.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in anv form or bv anv means. be it electronic. mechanical. optical. maanetic or otherwise.

Page 160 of 198



Confidential uCustoms 24.03.04

COSTOMS REGISTRATION PC	DRM		STATUS : ACTIVAT	ED 🛛
egistration Ref No.	REG-O-R10-1701-0031		Additional Organization Informat	ion
takeholder Type	O Individual      Organization	Registration Date	• 19-01-20 History	
RGANIZATION INFORMATION			View / Upload Documents	
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	* 100280T	
Registration Authority	* Sabah State Authority	Business Entity	* Partnership	
GST No.		,		
PERSONAL DETAILS				
Nationality	🔾 Malaysian 💿 Non-Malaysian	ID Type	ONRIC No.  Passport No.	
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	Male Female Neuter Gender	
Passport No.	* MYEP333W	Passport Expiry Date	* 31-01-2019	
Country	* Australia	Passport Issued From	* Australia	
Login ID	sraghavan9898981@gmail.com			
Communication Email ID	● Primary Email ID ○ Alternative Email ID	Primary Email ID	* sraghavan9898981@gmail.com	
Designation	Director	Alternative Email ID	sraghavan1@gmail.com	
Mobile Number	+60 X 8886668007	Telephone Number 2	+60 602377778	
Tolonbono Number 1	+00 C C C C C C C C C C C C C C C C C C	Fax Number 2	160 V 720005500	
receptione Number 1	+00 V	rax number	+00 2 78000688	
ORGANIZATION PRIMARY ADD	RESS			
Address	* Jalan 34-B-3, Building 43			
	Selangor, KL			
Country	* Malaysia			
Postal Code	• 01007	City/Town/Area/Land	• Kangar - Peti surat	
State	Perlis			
State	Perlis			
State REGISTRATION CUSTOMS STA Registration Station Name / Code	Perfis TION Provide Automatical Automatica			
State REGISTRATION CUSTOMS STA Registration Station Name / Code	Perlis TION e *KANGAR,PERLIS *R10			
State REGISTRATION CUSTOMS STA Registration Station Name / Code BUSINESS STAKEHOLDER C	Periis TION • *KANGAR,PERLIS * R10 ATEGORY			_
State REGISTRATION CUSTOMS STA Registration Station Name / Code BUSINESS STAKEHOLDER C No. Stakeholder C	Periis TION * "KANGAR,PERLIS " R10 TATEGORY atogory		Status	
State  REGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  INO. Stakeholder C I Trader (Impor C) I Trader (Impor C) C State Code Code Code Code Code Code Code Cod	Periis TION a * KANGAR,PERLIS * R10 ATEGORY ategory ter/Exporter)		Status Active	
State  REGISTRATION CUSTOMS STA Registration Station Name / Code  BUSINESS STAKEHOLDER C  I No. Stakeholder C I Trader (Impor 2 Shipping Agen 3 Envariance Actions	Periis TION a * KANGAR,PERLIS * R10 ATEGORY ategory ter/Exporter) kt sert		Status Active Created Created	
State REGISTRATION CUSTOMS STA Registration Station Name / Code BUSINESS STAKEHOLDER C BUSI	Periis TION a * KANGAR,PERLIS * R10 TATEGORY atcgory ter/Exporter) at period		Status Active Created Created	
State REGISTRATION CUSTOMS STA Registration Station Name / Code BUSINESS STAKEHOLDER C BUSI	Periis TION a * KANGAR,PERLIS * R10 ATEGORY atcoory ter/Exporter) it eent « < Page 1 Of 1 Tota	al 3 Item(s) 👔 🔊	Status Active Created Created Items per list	5
State  REGISTRATION CUSTOMS STA Registration Station Name / Code  BUSINESS STAKEHOLDER C  BUSINESS STAKEHOLDER C  A trader (Impor C C S Shipping Agen S S G AGENT ASSOCIATION	Periis TION a * KANGAR,PERLIS * R10 ATEGORY atcoory ter/Exporter) it terent C C Page 1 Of 1 Tota	al 3 Item(s) > 🔌	Status Active Created Created Items per list	5
State  REGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  BUSINESS STAKEHOLDER C  A Stakehol	Periis TION a * KANGAR,PERLIS * R10 ATEGORY atcoory ter/Exporter) it terent C C Page 1 Of 1 Tota	al 3 Item(s) 👔 🔊	Status Active Created Created Items per list	5
State  REGISTRATION CUSTOMS STA  Registration Station Name / Cod  BUSINESS STAKEHOLDER C  BUSINESS STAKEHOLDER C  AGENT ASSOCIATION  NO RECORDS AVAILABLE	Periis TION a * KANGAR,PERLIS * R10 ATEGORY atcopory ter/Exporter) it ent (<) Page 1 Of 1 Tota	al 3 Item(s) 👔 🐌	Status Active Created Created Items per list	5
State REGISTRATION CUSTOMS STA Registration Station Name / Code BUSINESS STAKEHOLDER C BUSI	Periis TION a * KANGAR,PERLIS * R10 ATEGORY atcopory ter/Exporter) it ent ( ) Page 1 Of 1 Tota	al 3 Item(s) 👔 🐌	Status Active Created Created Items per list	5
State REGISTRATION CUSTOMS STA Registration Station Name / Code BUSINESS STAKEHOLDER C BUSI	Periis TION a * KANGAR,PERLIS * R10 ATEGORY atcopory ter/Exporter)       	al 3 Item(s) > >	Status Active Created Created Items per list	5
State  REGISTRATION CUSTOMS STA Registration Station Name / Code  BUSINESS STAKEHOLDER C  INO. Stakeholder C INTrader (Impor 2 Shipping Agen 3 Forwarding Ag SI AGENT ASSOCIATION NO RECORDS AVAILABLE	Perils TION a *KANGAR,PERLIS *R10 ATEGORY ategory ter/Exporter) it (	al 3 Item(s) >>>>	Status Active Created Created Items per list	5
State  REGISTRATION CUSTOMS STA Registration Station Name / Code  BUSINESS STAKEHOLDER C  I No. Stakeholder C I Trader (Impor 2 Shipping Agen 3 Forwarding Ag 3 Forwarding Ag 3 Forwarding Ag 4 AGENT ASSOCIATION NO RECORDS AVAILABLE  AGENT ASSOCIATION NO RECORDS AVAILABLE AGENT ASSOCIATION NO RECORDS AVAILABLE AGENT ASSOCIATION I sraghavan9898981	Perils       TION       a * KANGAR, PERLIS * R10	al 3 Item(s) > > User Associate Ports Associate Profile	Status Active Created Created Items per list	JS re (
State  REGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  BUSINESS STAKEHOLDER C  I Trader (Impor 2 Shipping Agen 3 Forwarding Ag 5 State 1 S	Perils       TION       a * KANGAR,PERLIS * R10       ATEGORY       ategory       ter/Exporter)       it       @ < < Page 1 Of 1 Total	al 3 Item(s) > > User Associate Ports Associate Ports Associate Ports	Status Active Created Created Items per list Items per list Status Associate Customs Station Reset Password Active	5 N
State  REGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  BUSINESS STAKEHOLDER C  AGENT ASSOCIATION  NO RECORDS AVAILABLE  AGENT ASSOCIATION  AGENT ASSOCIAT	Perils       TION       a * KANGAR,PERLIS * R10       ATEGORY       ategory       ter/Exporter)       it       @ < Page 1 Of 1 Total 1 It	al 3 Item(s) > > User Associate Ports Associate Profile (s) > >	Status           Active           Created           Created           Items per list	15 N 15 S
State  REGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  BUSINESS STAKEHOLDER C  AGENT ASSOCIATION  NO RECORDS AVAILABLE  AGENT ASSOCIATION  AGENT ASSOCIA	Perils       TION       a * KANGAR,PERLIS * R10	al 3 Item(s) > > User Associate Ports Associate Profile em(s) > >	status Active Created Created Items per list Associate Customs Station Reset Password Activ Items per list	JS V e (
State  REGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  I No. Stakeholder C I Trader (Impor 2 Shipping Agen 3 Forwarding Ag S S AGENT ASSOCIATION  NO RECORDS AVAILABLE  AGENT ASSOCIATION  AGENT ASSOCIATION	Perils         TION         a * KANGAR,PERLIS * R10	al 3 Item(s) > > User Associate Ports Associate Ports Associate Profile	es Associate Customs Status St	JS 10
State  EGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  I No. Stakeholder C I Trader (Impor 2 Shipping Agen 3 Forwarding Ag 1 STADE ST	Perils         TION         a * KANGAR,PERLIS * R10 mm         ATEGORY         ategory         ter/Exporter)         tt         e * C Page 1 Of 1 Total         gmail.com       ROHAYU BINTI ABDUL RAHIM         Yes         © Page 1 Of 1 Total 1 It         Full Name         Full Name         Yes         It	al 3 Item(s) > > User Associate Ports Associate Ports Associate Profile em(s) > >	es Associate Customs Status Active Created Items per list Items pe	JS re ( 5 \ 5 \
State  REGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  BUSINESS ST	Periis TION	User Associate Ports Associate Profile em(s) > > >	status  Status  Active  Created  Created  Items per list  status  status  Status  Items per list  Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Items per list Item	5 ×
State  REGISTRATION CUSTOMS STAR Registration Station Name / Code  BUSINESS STAKEHOLDER C  U STAKEHOLDER C  STAKEHOLDER C  STAKEHOLDER C  STAKEHOLDER C  AGENT ASSOCIATION  NO RECORDS AVAILABLE  AGENT ASSOCIATION  NO RECORDS AVAILABLE  AGENT ASSOCIATION  AGENT ASSOCIATION  AGENT ASSOCIATION  ADDITIONAL USERS  ADDITIONAL USERS ADD	Periis TION	al 3 Item(s) > > > User Associate Ports Associate Profile em(s) > >	status  Status  Created  Created  Items per list  status  status  tems per list  Croo.  Status  Croo.  Status	JS ee ( 5 \ 5 \
State REGISTRATION CUSTOMS STAR Registration Station Name / Codv BUSINESS STAKEHOLDER C I I I Trader (Import 2 Shipping Agen 2 AGENT ASSOCIATION NO RECORDS AVAILABLE I I AGENT ASSOCIATION NO RECORDS AVAILABLE I I AGENT ASSOCIATION AGENT AGE	Perils           TION           a         *KANGAR,PERLIS         * R10	Il 3 Item(s) > > > > > > > > > > > > > > > > > > >	status  Status  Created  Created  Created  Status  Status  Status  Created  Created Created  Created	5 ×
State  REGISTRATION CUSTOMS STA  Registration Station Name / Code  BUSINESS STAKEHOLDER C  I Trader (Impor 2 Shipping Age 3 Forwarding Ag  S S  AGENT ASSOCIATION  NO RECORDS AVAILABLE  AGENT ASSOCIATION  NO RECORDS AVAILABLE  AGENT ASSOCIATION  AGENT ASSOCIATI	Perils         TION         a       *KANGAR,PERLIS       *R10	al 3 Item(s) > > > > > > > > > > > > > > > > > > >	Status Active Created Created Items per list Active Created Items per list Status Status Status Created Items per list Status Created	5 ×

Figure 1.17-3: uCustoms Registration Form – Additional Organization Information



Brilliance Information Sdn. Bhd.

#### Issue 1.2

Page 161 of 198





3. In the **uCustoms Registration Form**, click and then click <u>Additional Organization</u> <u>Information</u>.

The **Organization Information** form appears with *Submitted* status as shown below.

■ ORGANIZATION INFORMATION			STATUS : SUBMITTED 🇮 🗖
ORGANIZATION INFORMATION			
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	* 100280T
Expiry Date	* 27-01-2021	Last Updated Date	19-01-2017
Company Category			$\sim$
OWNER/DIRECTOR INFORMATION			
ID Type	○NRIC No.	Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	Passport Issued From	* Australia
Country	* Australia		
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	⊖Male  ●Female  ●Neuter Gender
GST No.		Nationality	O Malaysian   Non-Malaysian
Designation	* Director		
Login ID	* sraghavan9898981@gmail.com	Alternative Email ID	sraghavan1@gmail.com
CONTACT INFORMATION			
Mobile Number	+60 🕑 8886668007	Telephone Number 2	+60 🖌 603377778
Telephone Number 1	+60	Fax Number	+60 🔽 780006688
ADDRESS INFORMATION			
Address	* Jalan 34-B-3, Building 43		
	Selangor, KL		
Country	* Malaysia		
Postal Code	01007	City/Town/Area/Land	Kangar - Peti surat
State	Perlis		
ORGANIZATION MEMBER LIST			
No. Full Name		NRIC / Passport No.	
1 SHAHRIL BIN ZAIN	VAL ABIDIN	BW44423A	<u> </u>
<b>a +</b>	<pre></pre>	Item(s) > >	Items per list 5 V
	Save Se	and For Approval Back	$\mathbf{O}$

Figure 1.17-4: Organization Information – Send for Approval

4. Click **Send for Approval** to send the Organization Information for approval.







## The Organization Information form refreshes with Sent for Approval status as shown below.

■ ORGANIZATION INFORMATION			STATUS : SENT FOR APPROVAL
ORGANIZATION INFORMATION			
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	* 100280T
Expiry Date	* 27-01-2021	Last Updated Date	20-01-2017
Company Category			$\hat{}$
OWNER/DIRECTOR INFORMATION			
ID Type	○NRIC No.  ● Passport No.	Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	Passport Issued From	Australia
Country	* Australia		
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	⊖Male      ●Female      ●Neuter Gender
GST No.		Nationality	O Malaysian       O Non-Malaysian
Designation	* Director		
Login ID	* sraghavan9898981@gmail.com	Alternative Email ID	sraghavan1@gmail.com
CONTACT INFORMATION			
Mobile Number	+60 🛛 8886668007	• Telephone Number 2	+60 🖸 603377778
Telephone Number 1	+60	Fax Number	+60 780006688
ADDRESS INFORMATION			
Address	* Jalan 34-B-3, Building 43		
	Selangor, KL		
Country	* Malaysia		
Postal Code	01007	City/Town/Area/Land	Kangar - Peti surat
State	Perlis		
		NDTC / Decen	art No.
1     SHAHRIL BIN ZAI	NAL ABIDIN	BW44423A	JE NO.
ê +	« < Page 1 Of 1 To	al 1 Item(s) > >>	Items per list 5 V
		Back	

Figure 1.17-5: Organization Information – Sent for Approval

**Note**: The submitted Additional Organization Information is sent to the respective Registration Authority i.e., Sabah, Sarawak State Authority or Labuan Authority for approval.



Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 163 of 198



# C. Sabah/Sarawak State Authority/Labuan Authority (External OGA State Authorities)

Sabah, Sarawak State Authority or Labuan Authority receives the Business Stakeholder (Organization) Registration Forms for approval if the *Registration Authority* is Sabah State Authority, Sarawak State Authority or Labuan Authority respectively. Sabah, Sarawak State Authority or Labuan Authority can approve, decline or return the uCustoms Registration Form to Master User for correction. Once the uCustoms Registration Form is approved, Master User can activate the Agent Information through **Broker Affairs** module. Sabah, Sarawak State Authority or Labuan Authority can amend the Additional Organization details if requested by Master User over the counter. Sabah, Sarawak State Authority or Labuan Authority also receives the Additional Organization Information forms updated by Master User for approval. Sabah, Sarawak State Authority or Labuan Authority can amend, approve or return the Additional Organization Information for correction.

## 1.18 Approve/Decline uCustoms Registration Form

Sabah, Sarawak State Authority or Labuan Authority can approve or decline the Business Stakeholder (Organization) uCustoms Registration Form. To approve Business Stakeholder's uCustoms Registration Form:

1. In the Inbox Notifications, click New Individual/Organization Registered message as shown below.

■ NOTIFICATION MODULES LIST	ρ	■ INBOX NOTIFICATIONS
Registrations	÷	New Individual / Organization Registered <b>1</b>
		«         <         Page 1         Of 1 Total 1 Item(s)         >         >

Figure 1.18-1: New Individual/Organization Registered – Inbox Notifications



Issue 1.2

Page 164 of 198





**Note**: Inbox Notifications page appears by default after login. All the notifications received are grouped as per the message type, displaying the number of messages received in each group.

The New Individual/Organization is Registered Successfully – Inbox List appears with From, Subject, Received Date and Reference columns as shown below.

■ NOTIFICATION MODULES LIST	ρ	≡ INBOX	INBOX			
Registrations	+	From	Subject	Received Date		Reference
		KFC (SARAWAK) SDN BHD	KFC (SARAWAK) SDN BHD is Registered Successfully	19-01-2017 20:50:16		Open
		<pre>《 &lt; Page 1 Of 1 Total 1 Item(s) &gt; &gt;</pre>			Item	s per list 10 🗸

Figure 1.18-2: Registered Individual/Organization – Inbox List

2. Click Open to open the New Individual or Organization registered message.

The uCustoms Registration Form appears with Registered status as shown in Figure 1.18-3.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 165 of 198



Cleate organization business blatters	olders >> Associate Business Category >> Associate	Ports >> Associa	te Profiles >> Upload required document		
UCUSTOMS REGISTRATION FOR	м			ST	ATUS : REGISTERED
egistration Ref No.	REG-0-R10-1701-0031				
takeholder Type	○ Individual		Registration Date	19-01-2017	<b>#</b>
RGANIZATION INFORMATION					
rganization Name	* KFC (SARAWAK) SDN BHD		BRN	* 100280T	
egistration Authority	* Sabah State Authority	$\checkmark$	Business Entity	* Partnership	$\checkmark$
ST No.					
RSONAL DETAILS					
ationality	⊖Malaysian		ID Type	○NRIC No.  ●Passport No.	
ıll Name	* ROHAYU BINTI ABDUL RAHIM	0	Gender	⊖Male	er Gender
assport No.	* MYEP333W	0	Passport Expiry Date	* 31-01-2019	<b></b>
ountry	* Australia		Passport Issued From	* Australia	
ogin ID	* sraghavan9898981@gmail.com				
ommunication Email ID	Primary Email ID OAlternative Email	ID	Primary Email ID	* sraghavan9898981@gmail.	com
esignation	<ul> <li>Director</li> </ul>	$\checkmark$	Alternative Email ID	sraghavan1@gmail.com	
GANIZATION PRIMARY CONT	ACT				
obile Number	+60 🛛 8886668007	0	Telephone Number 2	+60 🕑 603377778	
lephone Number 1	+60 🗸		Fax Number	+60 780006688	l .
GANIZATION PRIMARY ADDR	ESS				
Idress	* Jalan 34-B-3, Building 43				
	Selangor, KL				
ountry	* Malaysia				
ostal Code	*	01007	City/Town/Area/Land	* Kangar - Peti surat	
tate	Perlis				
EGISTRATION CUSTOMS STATI	ON				
egistration Station Name / Code	* KANGAR,PERLIS * R10				
MARKS					
				^	
emarks					
				~	
BUSINESS STAKEHOLDER CA	TECORY				
No Stakebolder Ca	2000/			Statue	
1 Trader (Importe	r/Exporter)			Created	
2 Shipping Agent				Created	
3 Forwarding Age	nt			Created	
	« < Page 1 Of 1 T	otal 3 Item(s)	> >>		Items per list 5
MASTER USER					
No. Login ID	Full Name		endele Derte	Associate Queters Statis	Status
1 arashar	KUHAYU BINTI ABDUL H	Anim As	Sociate Ports Associate Profiles	Associate Customs Station Act	uvale modified
1 sraghavan9898				m(s) > >	Items per list 5
1 sraghavan9898 Max Allowed Users : 20	No. Of Users : 1				
1 sraghavan9898 Max Allowed Users : 20 I BANK LIST	No. Of Users : 1				
1 sraghavan9898 Max Allowed Users : 20 I BANK LIST No. Bank Name	No. Of Users : 1 Branch Na	ame	Bank A/C	C No. Statu	15
1     sraghavan9889       Max Allowed Users : 20     1       BANK LIST     No.       1     AFFIN BANK BE	No. Of Users : 1 Branch N: RHAD AFFIN BAI	ame NK BERHAD	Bank A/C 0003339	No. Statu 999900 Creat	is ded

Figure 1.18-3: uCustoms Registration Form – Submitted for Approval

- AL		1.54	<b>E 1</b>
- 49.0	 		

Brilliance Information Sdn. Bhd.

#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any

lanauaae. in anv form or bv anv means. be it electronic. mechanical. optical. maanetic or otherwise.





## 3. Click Approve.

The uCustoms Registration Form refreshes with Activated status as shown in Figure 1.18-4.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 167 of 198



	OME PE	CICTRATION FORM							STA	IIIS · ACTIVATED
Registrat	ion Ref	No.	REG-0-R10-1701-0021						514	
Stakehol	dor Tue					Registration Date		* 10-01-2017		<b>6</b> 4
Stakenon	чег тур	-	Sindividual Sorganization			Negroti actori Date		15-01-2017		
ORGANIZ	ZATION	INFORMATION								
Organiza	tion Nar	ne	KFC (SARAWAK) SDN BHD			BRN		• 100280T		
Registrat	ion Auth	nority	<ul> <li>Sabah State Authority</li> </ul>	~		Business Entity		<ul> <li>Partnership</li> </ul>		$\checkmark$
GST No.										
PERSONA	AL DET/	AILS								
Nationali	ty		⊖Malaysian	an		ID Type		ONRIC No.	Passport No.	
Full Nam	e		* ROHAYU BINTI ABDUL RAHI	м	0	Gender		⊖Male ⊚Fe	male 💿 Neuter G	ender
Passport	No.		* MYEP333W		0	Passport Expiry Date		* 31-01-2019		<b>#</b>
Country			• Australia			Passport Issued From		- Australia		
Login ID			* sraghavan9898981@gmail.c	om						
Commun	ication I	Email ID	Primary Email ID      Altern	native Email ID		Primary Email ID		* sraghavan98	98981@gmail.com	L. C.
Designati	ion		* Director	$\checkmark$		Alternative Email ID		sraghavan1@	gmail.com	
ORGANIZ	ZATION	PRIMARY CONTACT								
Mobile N	umber		+60 💙 888666800	7	0	Telephone Number 2		+60	603377778	
Telephon	e Numb	er 1	+60 🗸			Fax Number		+60 🔽	780006688	
ORGANIZ	ZATION	PRIMARY ADDRESS								
Address			* Jalan 34-B-3, Building 43							
			Selangor, KL							
Country			Malaysia							
Postal Co	de		*	01007		City/Town/Area/Land		* Kangar - Peti	surat	
State			Perlis							
REGISTR	ATION	CUSTOMS STATION	KANCAR DERING	<b>B10</b>	_					
Registrat	ion Stat	ion Name / Code	NANGAR, PERLIS		•					
BUSIN	IESS S	TAKEHOLDER CATEG	ORY							
	No.	Stakeholder Catego	гу					s	tatus	
	1	Trader (Importer/E	xporter)					A	ctive	
	2	Shipping Agent						c	reated	
	3	Forwarding Agent						c	reated	
			« < Pag	e 1 Of 1 Total 3	Item(s)	> >>				Items per list 5 🗸
AGEN	T ASSO	CIATION								
NO PE	CORDE	AVATLABLE								
MASTER	USER									
No	Loc	in ID	Full Name	Mast	er U <u>ser</u>					Status
1	sra	ghavan9898981@gma	il.com ROHAYU BINTI ABDI	JL RAHIM Yes		Associate Ports Associat	e Profiles Asso	ciate Customs	Station Reset P	assword Active
			a c Page	1 Of 1 Total 1	Item(s)	> >				Items ner list 5
			- Fayt							trans per list o
ADDI	TIONAL	USERS								
	No.	Login ID	Full Nam	e					Status	
Max	Allowe	d Users : 20 No.	Of Users : 1			« < Page 1 Of 1 To	otal 1 Item(s)	> >>		Items per list 5 🗸
BANK	LIST									
	No.	Bank Name		Branch Name			Bank A/C No.		Status	
	1	AFFIN BANK BERHA	U	AFFIN BANK BE	KHAD		0003339999900		Created	6
			« < Pag	e 1 Of 1 Total 1	Item(s)	> >>				Items per list 5 🗸
				Sa	ave Pri	nt Back				

Figure 1.18-4: uCustoms Registration Form – Activated

NICO.	Bril	liance
NFU		

#### Issue 1.2

4) B R

rilliance Information Sdn. Bhd.

Page 168 of 198





Note:

- The **uCustoms Registration Form** can be returned for correction if the submitted organization information is insufficient.
- The **uCustoms Registration Form** can be declined if the submitted organization information is incorrect.
- The *BRN* and the *Organization Name* of the Declined Organizations can be reused for registration if required.

## 1.18.1 Print uCustoms Registration Form

Sabah, Sarawak State Authority or Labuan Authority and Business (Individual, Organization and Governmental) Stakeholder can print the activated uCustoms Registration Form.

Note: Print button is available for all stakeholders once the respective stakeholder information is activated.

To print the uCustoms Registration Form:

• In the **uCustoms Registration Form,** click **Print** to print the uCustoms Registration Information Form as shown in **Figure 1.18-5**.

Issue 1.2

& BRINFO

Brilliance Information Sdn. Bhd.



Page 169 of 198



UCUSTOMS REGISTRATION FORM			STATUS : ACTIVA	ATED 📰 🗖
Registration Ref No.	REG-0-R10-1701-0031			
Stakeholder Type	OIndividual  Organization	Registration Date	* 19-01-2017	
Statemolder Type		Registration bate	15 01 2017	2
ORGANIZATION INFORMATION				
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	• 100280T	
Registration Authority	* Sabah State Authority	Business Entity	* Partnership	•
GST No.				
PERSONAL DETAILS				
Nationality	OMalaysian   Non-Malaysian	ID Type	○NRIC No.  ●Passport No.	
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	⊖Male   ● Female   ● Neuter Gender	
Passport No.	• MYEP333W 0	Passport Expiry Date	31-01-2019	)
Country	* Australia	Passport Issued From	* Australia	
Login ID	* sraghavan9898981@gmail.com			
Communication Email ID	Primary Email ID     Alternative Email ID	Primary Email ID	sranbayan0808081@nmail.com	
Designation	Director	Alternative Email ID	sraghavan1@amail.com	
Designation	Director	Alternative Email 10	siagnavan t@gman.com	
ORGANIZATION PRIMARY CONTACT				
Mobile Number	+60 🗹 8886668007 🕚	Telephone Number 2	+60 🖌 603377778	
Telephone Number 1	+60	Fax Number	+60 780006688	
OKGANIZATION PRIMARY ADDRESS	alan 24 B 2 Building 42			7
AUUI255	Colorest 10			
	Selangor, KL			
Country	* Malaysia			_
Postal Code	• 01007	City/Town/Area/Land	* Kangar - Peti surat	
State	Perlis			
REGISTRATION CUSTOMS STATION				
Registration Station Name / Code	* KANGAR,PERLIS * R10			
Q BUSINESS STAKEHOLDER CATEG	SORY			
No. Stakeholder Catego	ry		Status	
I Trader (Importer/E)     Shinaian Asset	xporter)		Active	
2 Shipping Agent			Created	
			created	
	« < Page 1 Of 1 lotal 3 item	(S) > >>	Items per li	st 5 🗸
AGENT ASSOCIATION				-
NO RECORDS AVAILABLE				
MASTER USER				-
No. Login ID	Full Name Master Us	er	Sta	atus
1 sraghavan9898981@gma	il.com ROHAYU BINTI ABDUL RAHIM Yes	Associate Ports Associate Profiles As	sociate Customs Station Reset Password Act	tive 📝
	< < Page 1 Of 1 Total 1 Item	(s) > >>	Items per li	st 5 🗸
Q ADDITIONAL USERS				=
No. Login ID	Full Name		Status	
Max Allowed Users : 20 No.	Of Users: 1	<pre>« &lt; Page 1 Of 1 Total 1 Item(s)</pre>	> > Items per li	st 5 🗸
DANKLICT				
DANK LIST				
No. Bank Name	Branch Name	Bank A/C No.	Status	-
1 AFFIN BANK BERHA	AFFIN BANK BERHAD	000333999990	U Created	<u>ک</u>
		(s) > >	Items per li	st 5 🗸
	Sa	ve Print Back		$\mathbf{O}$

## Figure 1.18-5: uCustoms Registration Form – Print

ABRINED	Brilliance Information Sdn. Bhd.

#### Issue 1.2

Page 170 of 198





## Auto-generated **uCustoms Registration Slip** appears in PDF format as shown below.

		R	OYAL		<u>у</u> stom	S DEPARTM	ENT
				uCustoms Reg	istratio	on Slip	
Registratio	n Reference Nu	mber	: REG	O-R10-1701-0031	Registratio	n Customs Station	: KANGAR, PERLIS/ R10
Stakeholde	r Type		: Orga	nization	Registratio	n Date	: 19/01/2017
Status			: Activa	ated	Activation	Dete	: 19/01/2017
Master U	ser Informati	on					
Nationality			Non-Malay	sian	Gender		Female
Full Name			ROHAYU E	BINTI ABDUL RAHIM			
NRIC No. /	Passport		MYEP333V	v			
Designation	n		Director				
Login ID			sraghavan	9898981@gmail.com			
Communic	ation Email		sraghavan	9898981@gmail.com			
Organiza	tion Informat	ion					
Organizatio	n Name	KFC (S	ARAWAK) S	SDN BHD			
BRN No.		100280	т		GST No.		
Registration	n Authority	Sabah	State Autho	rity	Business	Entity	Partnership
Organiza	tion Contact	Inform	ation				
Mobile Nun	nber		888666800	)7	Telephor	e Number (Home)	603377778
Telephone	Number (Office)	,			Fax Number		780006688
Organiza Address Jalan 34-B-	ation Address	inform	nation				
Selangor, K	L						
City	Kangar - Peti s	urat				Postal Code	01007
State	Perlis					Country	Malaysia
Associate	ed Information	on				-	]
Business S	takeholder Cate	gory		Trader (Importer/Exporter),Shi	ipping Age	nt,Forwarding Agent	
Default Por	t Associated			Kangar			
Default Cu	stoms Station As	sociated	1	KANGAR, PERLIS			
Default Pro	file Associated			Trader (Importer/Exporter)			
uCustoms	*This slip is con	nputer ge	enerated and	d signature is not required.			Date Slip Generated : 20/01/2017 18:03

## Figure 1.18-6: uCustoms Registration Form – Print

ABRINFO

Brilliance Information Sdn. Bhd.

#### Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any

lanauaae. in anv form or bv anv means. be it electronic. mechanical. optical. maanetic or otherwise.

Page 171 of 198





#### Note:

- By default, a print file is generated in PDF format. The generated print file allows to save a copy and also to print if the printer is configured.
- Click to save download a copy of the printed file.
- Click 🔁 to print the file.
- Click to rotate the file clockwise.
- Click to fit the file to page.
- Click + to zoom out of the printed file.
- Click 🕒 to zoom in the printed file.

## **1.19** Approve/Amend/Return Additional Organization Information (Sabah/Sarawak/Labuan) for Correction

Sabah, Sarawak State or Labuan Authority can approve, amend or return the Additional Organization Information for correction to the Master User who is registered as Sabah, Sarawak State or Labuan Authorities. To approve Additional Organization Information (Sabah, Sarawak or Labuan):

1. In the **Inbox Notifications**, click **Registered Organization Additional Information** message as shown below.

■ NOTIFICATION MODULES LIST	INBOX NOTIFICATIONS		
Registrations +	New Individual / Organization Registered <b>1</b>	Registered Organization Additional Information <b>2</b>	
		< Page 1	Of 1 Total 2 Item(s)





Issue 1.2

Page 172 of 198





**Note**: Inbox Notifications page appears by default after login. All the notifications received are grouped as per the message type, displaying the number of messages received in each group.

The **Organization Information is Submitted for Approval – List Inbox** appears with From, Subject, Received Date and Reference columns as shown below.

■ NOTIFICATION MODULES LIST	ρ	■ INBOX				=
Registrations	÷	From	rom Subject			Reference
KFC (SARAWAK) SDN BHD		KFC (SARAWAK) SDN BHD	KFC (SARAWAK) SDN BHD Organization Information is Submitted For Approval	20-01-2017 04:31:14		Open
		RMCD - Registration Department	KEMASIK INDUSTRIES (M) SDN.BHD. Organization Information is Submitted For Approval	19-01-2017 22:09:20		Open
		<pre>% &lt; Page 1 Of 1 Total 2 Item(s) &gt;&gt; &gt;&gt;</pre>		Items	s per	list 10 🗸

Figure 1.19-2: Organization Information Submitted for Approval – List Inbox

2. Click <u>Open</u> to open the Organization Information submitted for Approval message.

The **Organization Information** form appears with *Sent for Approval* status as shown in **Figure 1.19-3**.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in anv form or bv anv means. be it electronic. mechanical. optical. maanetic or otherwise.

n MicroSlear e-Government & Decision Support Solution

Page 173 of 198



SIGANIZATION INFORMATION				STATUS : SENT FOR APPROVAL 🗰
ORCANIZATION INFORMATION				
Organization Name	* KFC (SARAWAK) SDN BHD		BRN	* 100280T
Expiry Date	* 27-01-2021	<b>#</b>	Last Updated Date	20-01-2017
Company Category				$\widehat{}$
OWNER/DIRECTOR INFORMATION				
ID Type	○NRIC No.		Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	<b> </b>	Passport Issued From	* Australia
Country	* Australia			
Full Name	* ROHAYU BINTI ABDUL RAHIM		Gender	⊖Male ⑧Female ⊖Neuter Gender
GST No.			Nationality	⊖Malaysian <ul> <li>●Non-Malaysian</li> </ul>
Designation	* Director	$\checkmark$		
Login ID	* sraghavan9898981@gmail.com		Alternative Email ID	sraghavan1@gmail.com
CONTACT INFORMATION				
Mobile Number	+60 8886668007	9	Telephone Number 2	+60 🕑 603377778
Telephone Number 1	+60		Fax Number	+60 780006688
ADDRESS INFORMATION				
Address	* Jalan 34-B-3, Building 43			
	Selangor, KL			
Country	* Malaysia			
Postal Code		01007	City/Town/Area/Land	Kangar - Peti surat
State	Perlis			
ORGANIZATION MEMBER LIST				
No. Full Name			NRIC / Passport No.	
1 SHAHRIL BIN ZAINA	AL ABIDIN		BW44423A	ß
	« < Page 1 Of 1	Total 1 Item(s)	> >>	Items per list 5 🗸

Figure 1.19-3: Organization Information – Approve

Amend Approve Return for Correction Back

3. Click Approve.

The Organization Information form refreshes with Approved status as shown in Figure 1.19-4.



Issue 1.2

Brilliance Information Sdn. Bhd.







CRGANIZATION INFORMATION			STATUS : APPROVED 🇮 🗖
ORGANIZATION INFORMATION			
Organization Name	* KFC (SARAWAK) SDN BHD	BRN	* 100280T
Expiry Date	* 27-01-2021	Last Updated Date	20-01-2017
Company Category			$\hat{}$
OWNER/DIRECTOR INFORMATION	1		
ID Type	○NRIC No.	Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	Passport Issued From	* Australia
Country	* Australia		
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	⊖Male  ●Female  ● Neuter Gender
GST No.		Nationality	OMalaysian   Non-Malaysian
Designation	* Director		
Login ID	* sraghavan9898981@gmail.com	Alternative Email ID	sraghavan1@gmail.com
CONTACT INFORMATION			
Mobile Number	+60 💙 8886668007 🚯	Telephone Number 2	+60 🔽 603377778
Telephone Number 1	+60 🔽	Fax Number	+60 💟 780006688
ADDRESS INFORMATION			
Address	* Jalan 34-B-3, Building 43		
	Selangor, KL		
Country	* Malaysia		
Postal Code	01007	City/Town/Area/Land	Kangar - Peti surat
State	Perlis		
ORGANIZATION MEMBER LIST			
No. Full Name		NRIC / Passport No.	
1 SHAHRIL BIN ZAI	INAL ABIDIN	BW44423A	I
	< Page 1 Of 1 Total 1 Item(s)		Items per list 5 🗸
		Back	

Figure 1.19-4: Organization Information – Approved

**Note**: The **Return for Correction** button allows returning the Organization Information to the Master User for correction and the status of form changes to *Returned for Correction*.

To amend the Additional Organization Information:

• In the **Organization Information** form, click **Amend** to amend the Additional Organization Information as shown in **Figure 1.19-5**.

4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 175 of 198



ORGANIZATION INFORMATION			STATUS : SENT FOR APPROVAL 🗮			
ORGANIZATION INFORMATION						
Organization Name	* KEMASIK INDUSTRIES (M) SDN.BHD.	BRN	* 189633D			
Expiry Date	* 31-01-2018	Last Updated Date	19-01-2017			
Company Category	KEMASIK		$\hat{\downarrow}$			
OWNER/DIRECTOR INFORMATIC	ис					
ID Туре	○NRIC No.	Passport No.	* ASDF1234			
Passport Expiry Date	* 31-01-2017	Passport Issued From	* singapore			
Country	* Malta					
Full Name	* JOHN NAME	Gender	Male      Female      Neuter Gender			
GST No.		Nationality	O Malaysian   Non-Malaysian			
Designation	* Clerk					
Login ID	* moarshad@agility.com	Alternative Email ID	asd@gmail.com			
CONTACT INFORMATION						
Mobile Number	+60 🔽 601234567 🚯	Telephone Number 2	+60 🕑 89899989			
Telephone Number 1	+60 🔽 6034567890	Fax Number	+60 98098080			
ADDRESS INFORMATION						
Address	* Jalan 3423					
Country	* Malaysia					
Postal Code	01007	City/Town/Area/Land	Bangunan Komtar			
State	Pulau Pinang					
Ĺ						
ORGANIZATION MEMBER LIS	<u>π</u>					
No. Full Name		NRIC / Passport No.				
1 SHAHRIL BIN 24	AINAL ABIDIN	BW44423A				
Items per list						
	Amend Approve	Return for Correction Back				

Figure 1.19-5: Additional Organization Information – Amend

The Organization Information form refreshes with Amended status as shown in Figure 1.19-6.



Issue 1.2

Brilliance Information Sdn. Bhd.





Page 176 of 198



E ORGANIZATION INFORMATION STATUS : AMENDED # •						
ORGANIZATION INFORMATION						
Organization Name	* KEMASIK INDUSTRIES (M) SDN.BHD.	BRN		* 189633D		
Expiry Date	* 31-01-2018	🛗 Last Update	ed Date	20-01-2017		
Company Category	KEMASIK				$\langle \rangle$	
OWNER/DIRECTOR INFORMATION						
ID Type	○NRIC No.	Passport No	٥.	* ASDF1234		
Passport Expiry Date	* 31-01-2017	Passport Iss	sued From	* singapore		
Country	* Malta					
Full Name	* JOHN NAME	Gender		Male ○Fema	ale 💿 Neuter Gen	der
GST No.		Nationality		🔾 Malaysian 🔘	)Non-Malaysian	
Designation	* Clerk	$\checkmark$				
Login ID	* moarshad@agility.com	Alternative	Email ID	asd@gmail.con	n	
CONTACT INFORMATION						
Mobile Number	+60 🔽 601234567	Telephone N	Number 2	+60 🗸	89899989	
Telephone Number 1	+60 🔽 6034567890	Fax Number	r	+60 🗸	98098080	
ADDRESS INFORMATION						
Address	* Jalan 3423					
Country	* Malaysia					
Postal Code	01	.007 City/Town/#	Area/Land	Bangunan Kom	ıtar	
State	Pulau Pinang			-		
ORGANIZATION MEMBER LIST						
No. Full Name			NRIC / Passport No.			
1 SHAHRIL BIN ZAIN	NAL ABIDIN		BW44423A			ß
		al 1 Item(s) > >			1	Items per list 5 🗸
	App	prove Return for Correction	Back			0

Figure 1.19-6: Organization Information – Amended

**Note**: Sabah, Sarawak State Authority or Labuan Authority can amend the Additional Organization details, if the Master User approaches the Customs Registration Department over the Counter to amend the Organization Information. After amendment, the **Organization Information** form status changes to *Amended by Authority*.

Issue 1.2

BRINFO

Brilliance Information Sdn. Bhd.

Page 177 of 198







## D. Governmental Stakeholder (OGA/PIA/Authorities)

Governmental Stakeholder needs to register through RMCD Portal. After successful registration, Government Stakeholder receives SSO ID. After receiving the SSO ID, Governmental Stakeholder needs to approach Customs Registration Department for registration. The Governmental Stakeholder Registration process involves creating Departments, associating Ports, Profiles and Customs Stations which are registered with the required Master User information. The activated Master User can create Business Stakeholder (Organization, Individual and OGA) and can create, modify and delete new users. However, this is restricted to Malaysians only.

## **1.20** Edit Profile Information

The activated Governmental Stakeholder can edit the profile information. To edit the Profile Information:

1. On the uCustoms **Home** page, click **PROFILE** MANAGEMENT and then click **EDIT PROFILE** to edit the profile information of Governmental Stakeholder as shown below.

		Stakenoluer as	SHOWH DEIOW.	
_				-

Royal Malaysian Customs Department	PREFERENCES     EDIT PROFILE	rdonthi@agility.com le : OGA Port Operator
* 🗹 🏥   »REGISTRATION »PAYMENTS »PETROLEUM SUBSIDY	Ø HELP	< > X
■ NOTIFICATION MODULES LIST <b>O</b>	EN BM	
NO RECORDS AVAILABLE		-

Figure 1.20-1: Governmental Stakeholder (OGA) uCustoms Home Page

The **Governmental/Authorities Information** form appears with *Activated* status as shown in **Figure 1.20-2**.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.





Page 178 of 198



GOVERNMENTAL / AUTHORITIES	INFORMATION					STATUS : A	CTIVATED III 🗖
Registration Ref No.	REG-G-B1F-1702-0010						
Registration Station Name / Code	* 3M MALAYSIA S.B.	* B1F	Department	Required	$\checkmark$		
Government Agency Name	* Ministry of coal and mines		Government	Agency Code	* 001		
Description	Ministry of coal and mines	< >	GST No.			123	456789
RGANIZATION PRIMARY CONTAG	ст						
Full Name	* ASALAM		Email Id		* asalam@gn	nail.com	
Mobile Number	+60 🔽 12345662	0	Telephone N	lumber 2	+60	•	
elephone Number 1	+60 🗸		Fax Number		+60	•	
ddress	* Plot no.31, Road no.4, Sela	ngor, Kaulampur					
	Malaysia						
							_
Postal Code	*	10000 🕄	City/Town/A	rea/Land	* Bangunan I	Comtar	
itate	Pulau Pinang		Country		Malaysia		
DEPARTMENT INFORMATION							
No. Name		Code	Descr	iption	No. Of Us	ers	
1 Accounts Departm	ient	AC001			1		
<b>• +</b>		«	< Page 1 Of 1	Total 1 Item(s)	> >>	Items	s per list 5 🗸
USER PROFILE LIST							•
No. Profile Name							
1 OGA Port Operato	r						
2 Assigning and App	prover Officer						
3 OGA Cargo Termin	nal Operator						
8	< < Page	1 Of 1 Total 3 Item	(s) > >			Items	s per list 5 🗸
	ull Name	Department Nam	Master User				Status
1 rdonthi@agility.com S	AW SOON KIA @ SAW SOON	Accounts	Yes	Associate	Associate Profiles	Associate Customs	Active 📝
K	« < Page	1 Of 1 Total 1 Item	(s) > >			Itom	s per list 5 💙
						rem	
ADDITIONAL USERS							•
NO RECORDS AVAILABLE							
Max Allowed Users : 20	No. Of Users: 1						

#### Figure 1.20-2: Governmental/Authorities Information – Edit Profile Information

2. Make the necessary changes and click **Save** to save the changes.

AIBBINED	Brilliance Information Sdn. Bhd.
Issue 1.2	Page 179 of 198

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 179 of 198



Note: The user can only make changes in the Department Information and Master User sections.

- In the Department Information section, the additional Departments and users and can be added.
- In the **Master User** section, the Ports and Customs Stations can be added and the address information can be updated.

## 1.21 Add Additional Users

Governmental Authorities can add new users if required, once their profile is activated. To add the Additional users:

 If the Governmental/Authorities Information form is created without Department, then in the Additional User section, click

Or

- 2. If the **Governmental/Authorities Information** form is created with Department, then the Additional User Information can be created in any of the following methods:
  - On the Governmental/Authorities Information form, in the Department Information section, click is to open corresponding Department to create Additional User Information under that department.
  - On the Governmental/Authorities Information form, in the Department Information section, click to create Additional User Information in the new department.

The User Information form appears as show in Figure 1.21-1.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



**MicroClear** 

Page 180 of 198


USER INFORMATION				STATUS : NEW 🇮 🗖
ID Туре	• NRIC No.		Nationality	Malaysian
NRIC No.	* 530412075585	0		
Full Name	* SAW SOON KIA @ SAW SOON KAI	0	Gender	● Male ○ Female ○ Neuter Gender
Login ID	* rdonthi@agility.com	]	Primary Email ID	* RDonthi@agility.com
Communication Email ID	Primary Email ID     OAlternative Email	il ID	Alternative Email ID	ssamal@agility.com
Master User				
Designation				
Transaction Type	* ✔Port ✔Customs Station			
CONTACT INFORMATION				
Mobile Number	+60 ¥ 4569000	0	Telephone Number 2	+60 🔽
Telephone Number 1	+60 666679999		Fax Number	+60
ADDRESS				
Address	* C-35 SEC HOUSING			
	RANCA RANCA INDUSTRIAL			
	ESTATE			
Postal Code	* 87000	0	City/Town/Area/Land	* Kampung Batu Arang
State	Wilayah Persekutuan Labuan		Country	Malaysia
		Create	Back	

Figure 1.21-1: User Information – Create

3. Enter or select the following fields as described below.

No.	Field Name	Description
1.	Status	System auto-displays the status as New indicating the process
		has started.
2.	ID Type	System auto-selects the ID Type as NRIC No.
3.	Nationality	System auto-selects the Nationality as Malaysian.
4.	Full Name	Enter the Full Name as per the NRIC.
5.	Gender	Select the Gender as Male, Female or Neuter Gender.
6.	NRIC No.	Enter the NRIC number. NRIC number is numeric and accepts
		12 digits and it should not contain any special characters (!, @,
		#, \$, %, ^, &, *, (, ), -, =, /,.).
7.	Login ID	Enter the Login ID of the Governmental Stakeholder which is
		registered in SSO.
8.	Primary Email ID	System auto-populates the entered Login ID as the Primary
		Email ID of the Governmental Stakeholder.
9.	Communication Email ID	Select the Communication Email ID as Primary Email ID or

& BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 181 of 198





No.	Field Name	Description
		Alternative Email ID.
10.	Alternative Email ID	It is mandatory to enter the Alternative Email ID of the Governmental Stakeholder if the <i>Communication Email ID</i> is selected as Alternative Email ID.
11.	Master User	Select the check box to register a Master User.
12.	Designation	Select the Designation of the Governmental Stakeholder from the drop-down list. Designation drop-down list values include: • Managing Director, • Director, • Manager, • Senior Executive, • Executive, • Non-Executive, • Supervisor, • Owner, • Partnership, • Ordinary Partnership, • Sole Proprietorship • Secretary, • Clerk, and • Others
13.	Transaction Type	<ul> <li>Select the Transaction Type as Port Based and/or Customs Station Based, or select both or select Permits.</li> <li>Note:         <ul> <li>If the Transaction Type is selected as Port, then in the User Information form, associating the Ports to User Information (Master User and Additional Users) is mandatory.</li> <li>If the Transaction Type is selected as Customs Station, then in the User Information form associating the Customs Stations to User Information (Master User and Additional Users) is mandatory.</li> </ul> </li> </ul>
14.	Others	Enter the Others designation of the Governmental Stakeholder.  Designation Others *System analyst
		Figure 1.21-2: Designation – Others

4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 182 of 198



No.	Field Name	Description			
		<b>Note</b> : This field is displayed only if the <i>Designation</i> is selected as Others. It is mandatory to include the Designation details.			
15.	Mobile Number	System auto-displays the Mobile Number with the Country Code based on the entered <i>Login ID</i> .			
16.	Telephone Number (2)	Select the Country Code from the drop-down list and then enter the Telephone Number 2.			
17.	Telephone Number (1)	System auto-displays the Telephone Number 1 with the Country Code based on the entered <i>Login ID</i> .			
18.	Fax Number	Select the Country Code from the drop-down list and then enter the Fax Number.			
19.	Address	Enter the Address.			
20.	Postal Code	Enter and select the Postal Code. Postal Code is numeric and accepts minimum five (5) digits.			
21.	City/Town/Area/Land	Click to browse and select the City, Town, Area or Land.			
		State       Country         State       2       Kampung Gerkuk Aradigan       Wilayah Persekutuan Labuan       Malaysia         State       2       Kampung Gerkuk       Wilayah Persekutuan Labuan       Malaysia         State       3       Kampung Gerkuk       Wilayah Persekutuan Labuan       Malaysia         Country       4       Kampung Gerkuk       Wilayah Persekutuan Labuan       Malaysia         State       5       Kampung Gerkuk       Wilayah Persekutuan Labuan       Malaysia         State       6       Kampung Hembijal       Wilayah Persekutuan Labuan       Malaysia         State       6       Kampung Yembijal       Wilayah Persekutuan Labuan       Malaysia         9       Kampung Yembijal       Wilayah Persekutuan Labuan       Malaysia         9       Kampung Seguking       Wilayah Persekutuan Labuan       Malaysia         10       Labuat       Wilayah Persekutuan Labuan       Malaysia			
		In the <b>City List</b> : 1. Click the required <i>City/Town/Area/Land</i> from the list or			
		enter the <i>City/Town/Area/Land</i> , <i>State</i> and / or <i>Country</i> in the search panel and click <b>Search</b> .			
		The available Cities are filtered based on the search criteria provided.			
		2. In the <b>City List</b> , click the required <i>City/Town/Area/Land</i> .			
		<b>Note</b> : Click <b>Reset Search</b> to reset the search parameters in the list.			
22.	State	System auto-populates State based on the selected City/Town/Area/Land.			
23.	Country	System auto-populates Country based on the selected			

# 4 BRINFO

Brilliance Information Sdn. Bhd.

### Issue 1.2

Page 183 of 198





No.	Field Name	Description		
		City/Town/Area/Land.		
Table 1.21-1: User Information Form – Create				

- 4. Once all the required details are entered, click **Create**.

The **User Information** form refreshes with *Created* status as shown below.

USER INFORMATION				STATUS : CREATE	D III 🖬 🗖
ID Type	NRIC No.		Nationality	Malaysian	
NRIC No.	* 530412075585	0			
Full Name	* SAW SOON KIA @ SAW SOON KAI	0	Gender	◉ Male ◯ Female ◯ Neuter Gender	
Login ID	* rdonthi@agility.com		Primary Email ID	* RDonthi@agility.com	
Communication Email ID	Primary Email ID     OAlternative Email	ID	Alternative Email ID	ssamal@agility.com	
Master User					
Designation					
-					
Transaction Type	*   ✓ Port   ✓ Customs Station   Agency				
CONTACT INFORMATION					
Mobile Number	+60 💙 4569000	0	Telephone Number 2	+60 🗸	
Telephone Number 1	+60 🕑 666679999		Fax Number	+60	
ADDRESS					
ADDICESS					
Address	* C-35 SEC HOUSING				
	RANCA RANCA INDUSTRIAL				
	ESTATE				
Postal Code	* 87000	0	City/Town/Area/Land	* Kampung Batu Arang	
State	Wilayah Persekutuan Labuan		Country	Malaysia	
	S	Save Activ	vate Back		

### Figure 1.21-4: User Information form – Created

5. Click Save to save the details.

Once the **User Information** form is created, the links associated to the form appear in the Link Repository. Click **use** to view the Link Repository. The available links are displayed in an expandable list as listed below.

- Associate Ports.
- Associate Profiles.
- Associate Customs Stations.

BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

### Page 184 of 198





• View/Upload Documents.

**Note**: Based on the selected *Transaction Type* in the **User Information** form, association of Ports and Customs Stations varies as mentioned below:

- Port Association of Ports is mandatory.
- Customs Station Association of Customs Station is mandatory.

# 1.21.1 Associate/Disassociate Ports

Governmental Stakeholder can associate and disassociate the associated ports if required. For more details, refer section **1.4.3** Associate/Disassociate Ports.

# 1.21.2 Associate/Disassociate Profiles

Governmental Stakeholder can associate and disassociate the associated profiles if required. For more details, refer section **1.9.6 Associate/Disassociate Profiles.** 

# 1.21.3 Associate/Disassociate Customs Stations

Governmental Stakeholder Master User can associate and disassociate the associated Customs Stations if required. For more details, refer section **1.4.4** Associate/Disassociate Customs Stations.

### 1.21.4 View/Upload Documents

Governmental Stakeholder Master User can view or upload documents. For more details, refer section **1.4.5 View/Upload Documents.** 

### 1.22 Activate Additional User Information

Governmental Stakeholder Master User can activate the additional user information. For more details refer section **1.14 Activate User Information**.

A BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 185 of 198



# 1.23 Cancel User

Governmental Stakeholder Master User can cancel the additional user. For more details refer section

1.15 Cancel User.

# 1.24 Create Business Stakeholder (Individual)

The activated Governmental Stakeholder can create Business Stakeholder (Individual) for Malaysians if required, and can submit the registration details to the Customs Registration Department for approval. To create Business Stakeholder (Individual):

1. On the **Registration** menu, click **Business Stakeholders** submenu to create Business Stakeholder.

The Business Stakeholders list appears as shown below.

Q Search	■ BUSINESS STAKEHOLDERS
Organization Name / Individual Name	NO RECORDS AVAILABLE
%	8 +
Registration Ref No.	
%	
Registration Date	
Stakeholder Type	
Select v =	
Stakeholder Category	
Select the value 🔹 =	
Status	
Select the value 🔻 =	
Search Reset Search	



2. Click to create new Organization Business Stakeholder.

The uCustoms Registration Form appears as shown below.

UCUSTOMS REGISTRATION FOR	RM			
Stakeholder Type	Individual Organization		Nationality	Malaysian
ID Type	● NRIC No.			
NRIC No.	* 700101718228	0	Full Name	* Amrin bin idris ×
		Proceed	d Back	

Figure 1.24-2: uCustoms Registration Form – Individual

ABRINED	Brilliance Information Sdn. Bho
apparent a	

### Issue 1.2

Page 186 of 198





- 3. Click **Proceed**.
- 4. To proceed to next steps, refer section 1.4
- 5. Register Business Stakeholders (Individual) Online.

# 1.25 Create Business Stakeholder (Organization)

The activated Governmental Stakeholder can create Business Stakeholder (Organization) for Malaysians if required, and can submit the registration details to the Customs Registration Department for approval. To create Business Stakeholder (Organization):

1. On the **Registration** menu, click **Business Stakeholders** submenu to create Business Stakeholder.

The Business Stakeholders list appears as shown below.

Q Search	■ BUSINESS STAKEHOLDERS
Organization Name / Individual Name	NO RECORDS AVAILABLE
%	8 +
Registration Ref No.	
%	
Registration Date	
<b></b>	
Stakeholder Type	
Select v =	
Stakeholder Category	
Select the value 🔹 =	
Status	
Select the value 🔹 =	
Search Reset Search	

# Figure 1.25-1: Business Stakeholders – Create

2. Click to create new Organization Business Stakeholder.

The uCustoms Registration Form appears as shown below.

UCUSTOMS REGISTRATION	FORM				-
Stakeholder Type	OIndividual 🖲 💿 Organization 🖯				
Registration Authority	* Companies Commission Of Malays	sia (SSM 🔽	Business Entity	* Registration Of Business (ROB)	~
BRN	* 000695659M	0	Organization Name	CHONG KON POW	0
		_			
		Proc	eed Back		

Figure 1.25-2: uCustoms Registration Form – Proceed

	Brilliance Information Sdn.	Bhd.
apport to the		

#### Issue 1.2

Page 187 of 198





- 3. Click **Proceed**.
- 4. To proceed to next steps, refer section **1.9 Register Business Stakeholder (Organization)** Online.

# 1.26 Create and Submit Ceiling Limit Request

Governmental Stakeholder can also request for Additional User Management if the limit to create additional users exhausts. For more details, refer section **1.16 Create and Submit Ceiling Limit Request.** 

# 1.27 Module Summary

Following is the summary of the activities detailed in this chapter.

# **Register Users (SSO)**

- SSO Registration.
  - Register (Individual, Organization or Governmental User (SSO)).

# **Business Stakeholder (Individual)**

- Register Business Stakeholder (Individual) Online.
  - Create Business Stakeholder (Individual).
  - Create Bank Details.
  - Associate or Disassociate Ports.
  - Associate or Disassociate Customs Station.
  - View or Upload Documents.
  - View History.
- Submit and Activate Business Stakeholder (Individual).
- Edit Profile Information.
- Create New Agent Association.
  - Associate or Disassociate Customs Stations.
  - View or Upload Documents.

# 4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

### This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in anv form or bv anv means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 188 of 198

Confidential uCustoms 24.03.04

Submit Agent Association.

### **Business Stakeholder (Organization)**

- Register Business Stakeholder (Organization) Online.
  - Create Business Stakeholder (Organization).
  - Create Bank Details.
  - Associate or Disassociate Ports.
  - Associate or Disassociate Customs Stations.
  - Associate Business Stakeholder Category.
  - Associate or Disassociate Profiles.
  - Create Additional Organization Information.
    - Create Additional Address Information.
    - View History.
  - View or Upload Documents.
  - View History.
  - View Organization Information (SSM).
  - View Organization Information (uCustoms).
  - View Organization Members.
- Submit and Activate Business Stakeholder (Organization).
- Edit Profile Information.
- Reset Password.
- Add Additional Users (Organization).
  - o Create New Additional User Information.
  - Associate Ports.
  - Associate Profiles.
  - Associate Customs Stations.
  - View or Upload Documents.

# 4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

### Page 189 of 198





- Activate User Information.
- Cancel User.
- Create and Submit Ceiling Limit Request.
- Submit Additional Organization Information (Sabah, Sarawak or Labuan).

# Sabah, Sarawak State Authority or Labuan Authority (External OGA Authorities)

- Approve or Decline uCustoms Registration Form.
  - Print uCustoms Registration Form.
- Approve, Amend or Return Additional Organization Information (Sabah, Sarawak or Labuan) for Correction.

# Governmental Stakeholder (OGA, PIA or Authorities)

- Edit Profile Information.
- Add Additional Users.
  - Associate Ports.
  - Associate Profiles.
  - Associate Customs Stations.
  - View or Upload Documents.
- Activate User Information.
- Cancel User.
- Create Business Stakeholder (Individual).
- Create Business Stakeholder (Organization).
- Create and Submit Ceiling Limit Request.

# & BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 190 of 198



Confidential uCustoms 24.03.04

# QUICK REFERENCE



4 BRINFO

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 191 of 198



- View History.
- Submit and Activate Business Stakeholder (Individual).
- Edit Profile Information.
- Create New Agent Association.
  - Associate or Disassociate Customs Stations.
  - View or Upload Documents.
- Submit Agent Association.
- 3. Business Stakeholder (Organization)
  - Register Business Stakeholder (Organization) Online.
    - Create Business Stakeholder (Organization).
    - Create Bank Details.
    - o Associate Ports.
    - Associate Customs Stations.
    - Associate Business Stakeholder Category.
    - Associate Profiles.
    - Create Additional Organization Information.
    - Create Additional Address Information.
    - View or Upload Documents.
    - View History.
    - View Organization Information (SSM).
    - View Organization Information (uCustoms).
    - View Organization Members.
  - Submit and Activate Business Stakeholder (Organization).
  - Edit Profile Information.
  - Reset Password.
  - Add Additional Users (Organization).
  - Create New Additional User Information.
    - Associate Ports.
    - o Associate Profiles.
    - Associate Customs Stations.
    - View or Upload Documents.
  - Activate User Information.
  - Cancel User.
  - Create and Submit Ceiling Limit Request.
  - Submit Additional Organization Information (Sabah, Sarawak or Labuan).
- 4. Sabah, Sarawak State Authority or Labuan Authority (External OGA Authorities)
  - Approve or Decline uCustoms Registration Form.
    - Print uCustoms Registration Form.
    - Approve, Amend or Return Additional Organization Information (Sabah, Sarawak or Labuan) for Correction.
- 5. Governmental Stakeholder (OGA, PIA or Authorities)
  - Edit Profile Information.

# 4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 192 of 198







# A BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

Page 193 of 198





### How to Create Business Stakeholder (Organization)?

On the RMCD portal, register in SSO.  $\rightarrow$  Enter the required details and click **Submit** in **New User Registration Form** to complete the SSO registration. In **uCustoms Registration Form**  $\rightarrow$  select the *Stakeholder Type* as Organization. Enter all the mandatory fields in **uCustoms Registration Form**  $\rightarrow$  click **Next**.

The uCustoms Registration Form status changes from New to Created.

### How to Submit and Activate Business Stakeholder (Organization)?

On the **uCustoms Registration Form**, in the **Business Stakeholder Category** section, click **to** associate the Organization Business Stakeholder.

### Note:

- If the associated **Business Stakeholder Category** is Trader or Manufacturer, then these stakeholder categories are activated once the Organization is activated and do not require license.
- If the associated **Business Stakeholder Category** is other than Trader or Manufacturer, then these stakeholder categories are activated only when the respective licenses are approved.

# In the **uCustoms Registration Form,** click 🗰 to:

- Add Additional Organization Information.
- Add Additional Address Information.
- View/Upload Documents.
- Associate Ports.
- Associate Customs Stations.
- Associate Profiles.

Enter all the required details  $\rightarrow$  click **Submit**.

The **uCustoms Registration Form** status changes from *Created* to *Registered*.

**Note**: A notification is sent to the Registration Department for approval. After approval, the Organization is activated.

### How to Reset Password?

On the **uCustoms Registration Form**, in the **Maser User** section, click <u>Reset Password</u> corresponding to the *Login ID*. The system sends an **Email** message to the stakeholder. In the email, click <u>Reset Password</u> to reset the password. The SSO page appears to update the password.

### How to Create New Additional User?

On the **uCustoms Registration Form**, in the **Additional Users** section, click to create new Additional User. Enter all the mandatory fields in **User Information** form → click **Create**. The **User Information** form status changes from *New* to *Created*.

### 4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 194 of 198





In the User Information form, click 🧰 to:

- Associate Ports.
- Associate Customs Stations.
- Associate Profiles.
- View/Upload Documents.

Enter all the required details in the **User Information** form  $\rightarrow$  click **Activate**. The **User Information** form status changes from *Created* to *Active*.

### How to Cancel the User?

On the **uCustoms Registration Form**, in the **Additional Users** section, click <u>Cancel User</u> corresponding to the *Login ID*. System prompts to cancel the user.

The Additional Users section status changes from Active to Cancelled.

### How to Create and Submit Ceiling Limit request?

On the **Registration** menu, click **Ceiling Limit Request** submenu. In the **Ceiling Limit Request List**, click to create Ceiling Limit. Enter all the required details in **Ceiling Limit Request** form  $\rightarrow$  click **Create**. The **Ceiling Limit Request** form status from *New* to *Created*.  $\rightarrow$  Click **Save** and then click **Submit**. The **Ceiling Limit Request** form status from *Created* to *Submitted*.

How to Submit Additional Organizational Information (Sabah, Sarawak or Labuan)? In the Inbox Notifications, click Approved Organization message.  $\rightarrow$  Click <u>Reference</u>. In the uCustoms

**Registration Form**, click  $\blacksquare$  and then click <u>Additional Organization Information</u>.  $\rightarrow$  Click **Send for Approval**. The **Organization Information** form status changes from *Submitted* to *Sen for Approval*.

### How to Approve / Decline uCustoms Registration Form?

In the Inbox Notifications, click New Individual/Organization Registered message.  $\rightarrow$  Click Reference.  $\rightarrow$  Click Approve.

The uCustoms Registration Form status changes from Registered to Activated.

Note: Decline button allows declining the uCustoms Registration Form submitted by the Master User.

How to Approve/Amend/Return Additional Organization Information (Sabah, Sarawak or Labuan) for Correction?

In the Inbox Notifications, click Registered Organization Additional Information message.  $\rightarrow$  Click Reference.  $\rightarrow$  Click Approve.

The **Organization Information** form status changes from *Sent for Approval* to *Approved*.

To amend the Additional Organization Information:

In the **Organization Information** form  $\rightarrow$  click **Amend**.

The **Organization Information** form status changes from *Sent for Approval* to *Amended*.

### 4 BRINFO

Brilliance Information Sdn. Bhd.

Issue 1.2

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 195 of 198



**Note**: Sabah, Sarawak State Authority or Labuan Authority can amend the Additional Organization details, if the Master User approaches the Customs Registration Department over the Counter to amend the Organization Information. After amendment, the **Organization Information** form status changes to *Amended by Authority*.

To return the Additional Organization Information for correction: In the **Organization Information** form  $\rightarrow$  click **Return for Correction**. The **Organization Information** form status changes from *Sent for Approval* to *Returned for Correction*.

How to Create and Submit Additional User Information?

On the **Governmental/Authorities Information** form, in the **Additional Users** section, click  $\square$ . Enter all the required details in **User Information** form  $\rightarrow$  click **Create**.

The **User Information** form status from *New* to *Created*.  $\rightarrow$  Click **Save**.

In the **User Information** form, click <sup>IIII</sup> to:

- Associate Ports.
- Associate Customs Stations.
- Associate Profiles.
- View/Upload Documents.

Enter all the required details in the **User Information** form  $\rightarrow$  click **Activate**.

The User Information form status changes from Created to Active.

4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 196 of 198



# GLOSSARY

**BRN** - Business Registration Number (BRN) is a unique number issued by the Companies Commission of Malaysia (SSM) while registering a business in Malaysia.

Company Sabah - Registration of companies that belong to Sabah state (East Malaysia).

Company Sarawak - Registration of companies that belong to Sarawak state (East Malaysia).

**NRIC No.** – National Registration Identity Card Number is a unique Identification number issued by the Malaysian Government for the Malaysian citizens.

**ROB** - Registration of an enterprise, or a sole proprietor business.

**ROC** - Registration of a company with SDN BHD or 'Berhad' BHD.

**SSM** - Companies Commission of Malaysia (SSM) is a statutory body formed because of a merger between the Registrar of Companies (ROC) and the Registrar of Businesses (ROB) in Malaysia which regulates companies and businesses.

A BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any lanauaae. in any form or by any means. be it electronic. mechanical. optical. maanetic or otherwise.



Page 197 of 198



# INDEX

### В

Brilliance Information Sdn. Bhd., 2, 3 Brinfo, 3

### G

Goods and Services Tax, 3 GST, 3

I

ICS, 3

### .

MicroClear<sup>®</sup>, 3

### Ρ

Μ

Project Management Office, 2

# R

Royal Malaysian Customs Department, 2

### U

Uniform resource locator URL, 9

### 4 BRINFO

Issue 1.2

Brilliance Information Sdn. Bhd.



Page 198 of 198