

ROYAL MALAYSIAN CUSTOMS DEPARTMENT



USER MANUAL

uCustoms

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





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Abbreviations

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

Definitions

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



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.

Intended Users and their Roles

Registration	
Users	User Role Description
Users - Single Sign On (SSO)	<ol style="list-style-type: none">SSO Registration.Register (Individual, Organization or Governmental User (SSO)).
Business Stakeholder (Individual)	<ol style="list-style-type: none">Register Business Stakeholder (Individual) Online.<ol style="list-style-type: none">Create Business Stakeholder (Individual).Create Bank Details.Associate or Disassociate Ports.Associate or Disassociate Customs Station.



Registration	
Users	User Role Description
	<ul style="list-style-type: none"> v. View or Upload Documents. vi. View History. <ol style="list-style-type: none"> 2. Submit and Activate Business Stakeholder (Individual). 3. Edit Profile Information. 4. Create New Agent Association. <ul style="list-style-type: none"> i. Associate or Disassociate Customs Stations. ii. View or Upload Documents. 5. Submit Agent Association.
Business Stakeholder (Organization)	<ol style="list-style-type: none"> 1. Register Business Stakeholder (Organization) Online. <ul style="list-style-type: none"> 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). <ul style="list-style-type: none"> 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 Labuan	<ol style="list-style-type: none"> 1. Approve or Decline uCustoms Registration Form.



Registration	
Users	User Role Description
Authority (External Other Governmental Agency (OGA) Authorities)	<ol style="list-style-type: none">i. Print uCustoms Registration Form.2. Approve, Amend or Return Additional Organization Information (Sabah, Sarawak or Labuan) for Correction.
Governmental Stakeholder (OGA) , Permit Issuing Agency (PIA) or Authorities)	<ol style="list-style-type: none">1. Edit Profile Information.2. Add Additional Users.<ol style="list-style-type: none">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.



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, Subsection names, Column names, Menus, Submenus, Figure Numbers, and Cross References appear in Title Case and are bold-faced.	Commands and Screen elements. Example: On the Government Stakeholders submenu, click New .
Blue text underlined.	URLs, links and hyperlinks. Example: http://www.customs.gov.my/en
Note: <text> Bold Note font and the text highlighted with grey.	Note refers to additional information related to 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 labels. Example: Enter the <i>Full Name</i> .
<Glossary Term> - Bold, Title Case	Glossary terms. Example: Consignee – A person or company to whom commodities are shipped.
Enter and select	Example: Enter and select the name of the Country from where the Passport number is issued. 
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.



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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:

JABATAN KASTAM DIRAJA MALAYSIA
Royal Malaysian Customs Department

PAUTAN PANTAS
Quick Links

PORTAL
Portal Rasmi Jabatan Kastam Diraja Malaysia
Official Portal of Royal Malaysian Customs Department

uCUSTOMS
Laman Sehenti bagi Sistem uCustoms
One Stop Portal for uCustoms System

GST
Laman Sehenti bagi Maklumat berkaitan Cukai Barang dan Perkhidmatan Malaysia
One Stop Portal For Information On Goods & Services Tax Malaysia

TAP
Portal akses bagi pembayar cukai
TaxPayer Access Point

Semakan Syarikat Berdaftar GST (Berdasarkan Pendaftaran Syarikat, Nama Syarikat atau Nombor GST)
Check For GST Registered Company (By Company Registration, Company name or GST Number)

Senarai Barangan Bercukai & Tidak Bercukai
List of Taxable & Non-taxable Items

Sesuai dipapar menggunakan Chrome versi terkini dengan paparan 1280 x 800 Hak Cipta Terpelihara 2015, Jabatan Kastam Diraja Malaysia. Hak terpelihara.
Best viewed in Chrome latest version with screen 1280 x 800 Copyright Reserved 2015, Royal Malaysian Customs Department. All rights reserved



Logging in

To login to uCustoms:

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

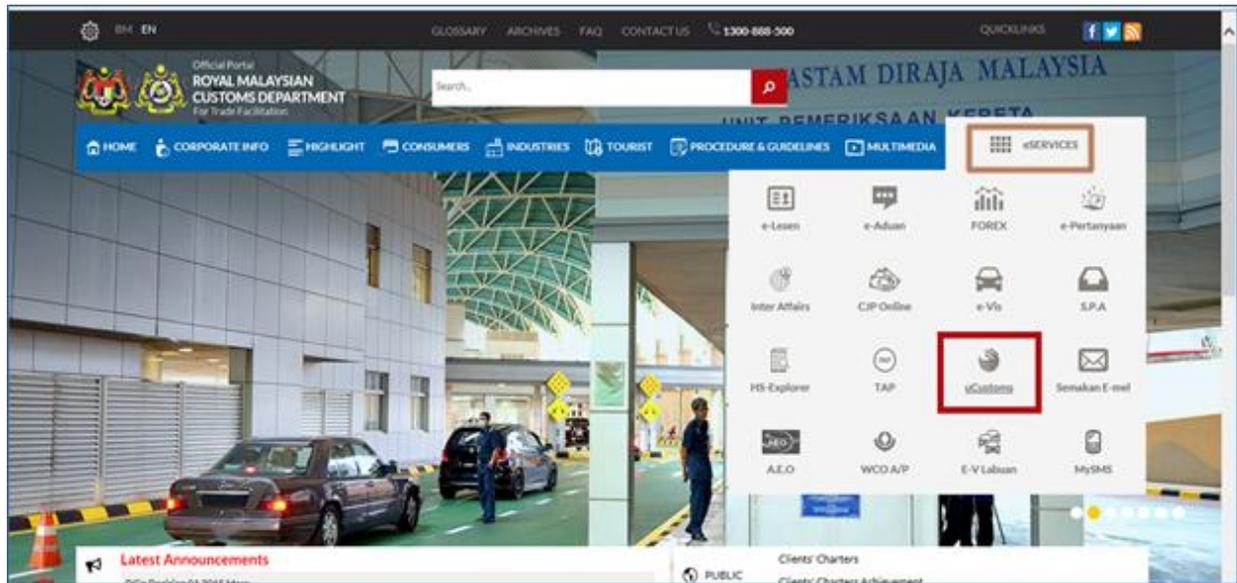
The screenshot shows the homepage of the Royal Malaysian Customs Department (Jabatan Kastam Diraja Malaysia). At the top, there is a blue header with the department's name and logo. Below the header, there is a section titled "PAUTAN PANTAS" (Quick Links). This section contains several icons and text links:

- uCUSTOMS**: Laman Sehenti bagi Sistem uCustoms. One Stop Portal for uCustoms System.
- PORTAL**: Portal Rasmi Jabatan Kastam Diraja Malaysia. Official Portal of Royal Malaysian Customs Department.
- GST**: Laman Sehenti bagi Maklumat berkaitan Cukai Barang dan Perkhidmatan Malaysia. One Stop Portal For Information On Goods & Services Tax Malaysia.
- TAP**: Portal akses bagi pembayar cukai. TaxPayer Access Point.
- Check For GST Registered Company**: Semakan Syarikat Berdaftar GST (Berdasarkan Pendaftaran Syarikat, Nama Syarikat atau Nombor GST). Check For GST Registered Company (By Company Registration, Company name or GST Number).
- List of Taxable & Non-taxable Items**: Senarai Barangan Bercukai & Tidak Bercukai. List of Taxable & Non-taxable Items.

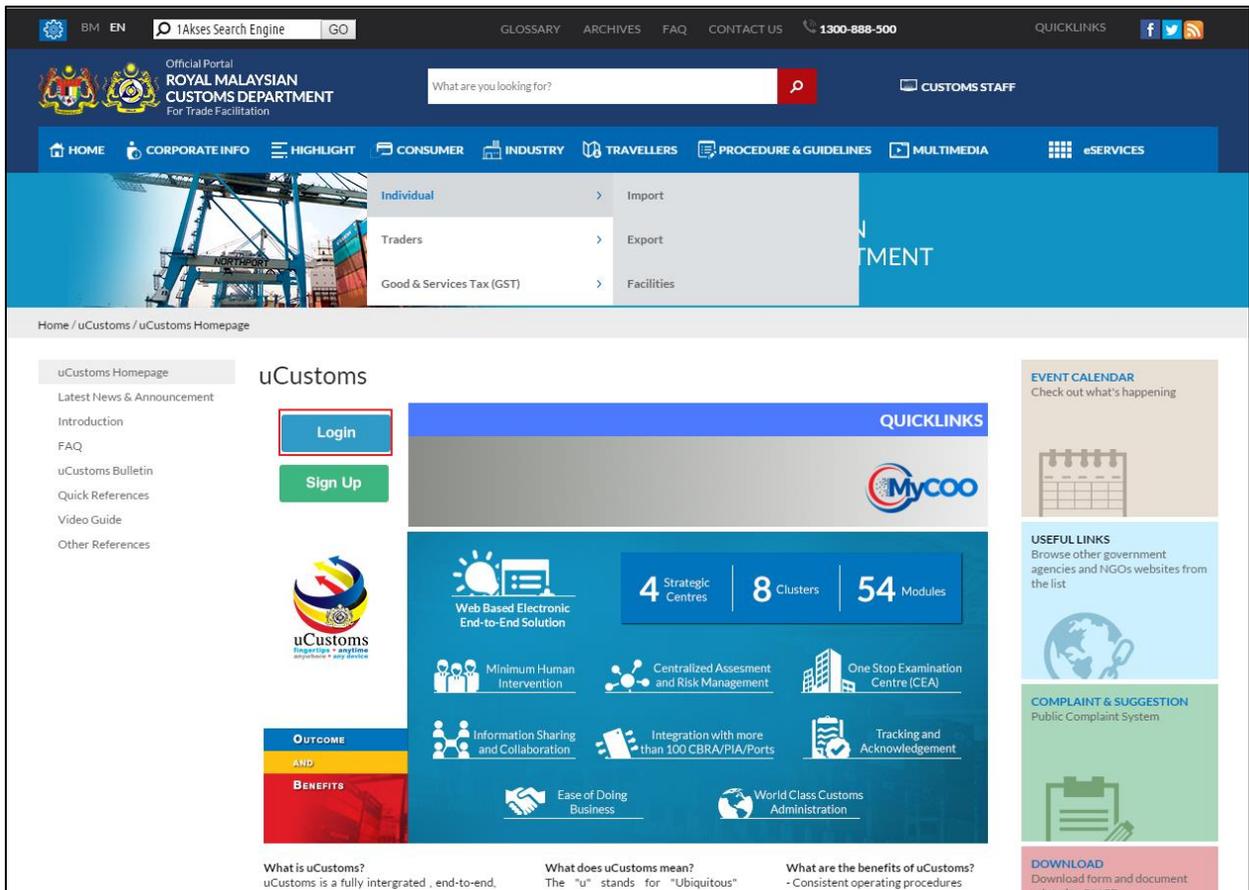
At the bottom of the page, there is a footer with the following text: "Sesuai dipapar menggunakan Chrome versi terkini dengan paparan 1280 x 800 Hak Cipta Terpelihara 2015, Jabatan Kastam Diraja Malaysia. Hak terpelihara. Best viewed in Chrome latest version with screen 1280 x 800 Copyright Reserved 2015, Royal Malaysian Customs Department. All rights reserved."

Or

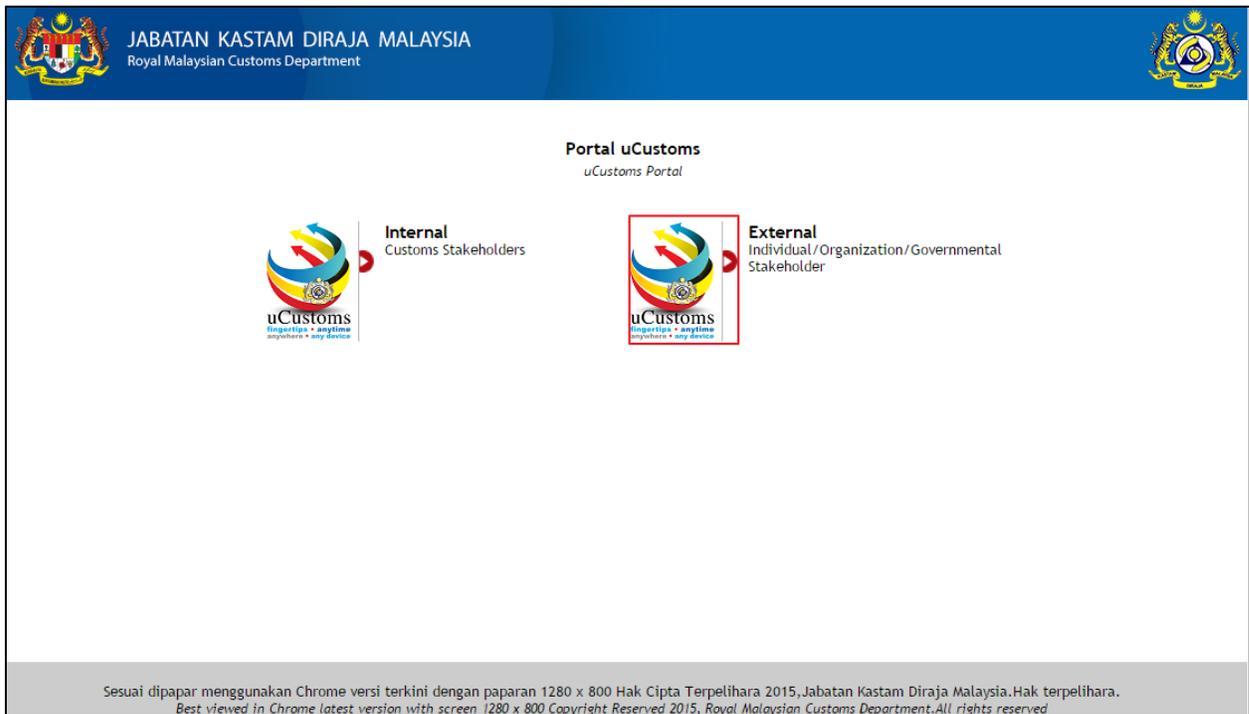
2. On the **RMCD** portal, select **eSERVICES** menu and then click **uCustoms** as shown below.



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

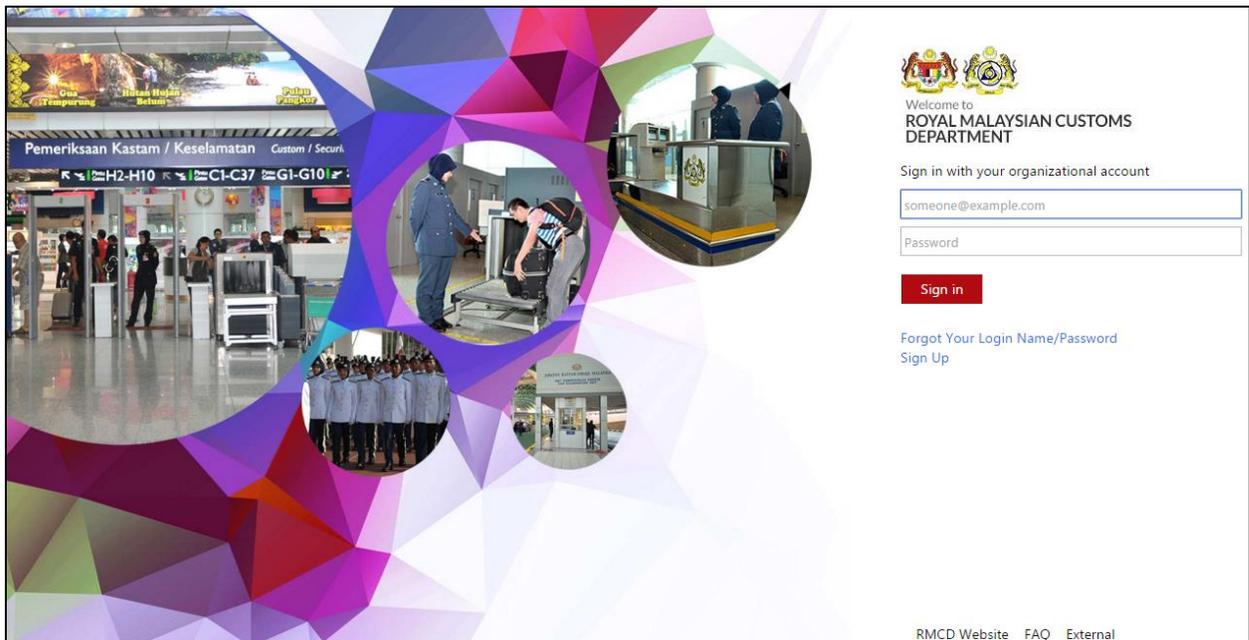


Portal uCustoms page appears as shown below.



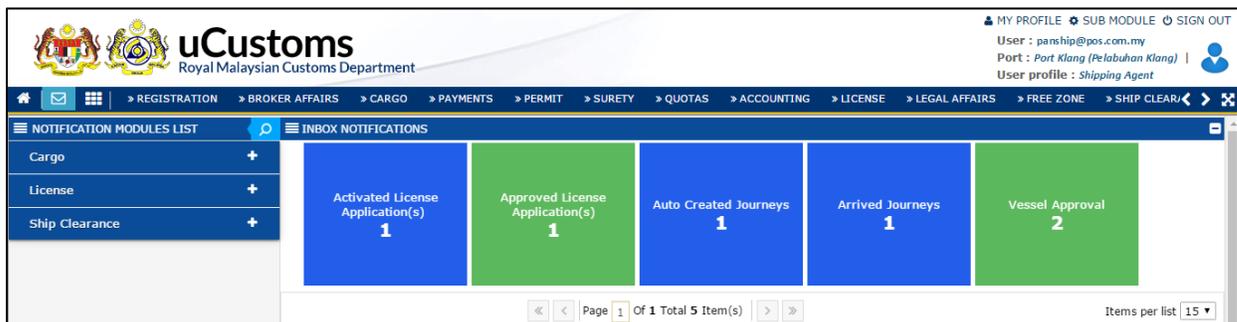
4. Click the **External Stakeholders** logo to sign in as an External User.

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



5. Enter the *Login ID* for example, jpatil@agility.com.
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.



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.



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

uCustoms Home Page

The uCustoms home page is shown below.

1	My Profile
2	Sub Module
3	Sign out
4	User Details
5	Menu Bar
6	Mailbox
7	Page Navigation
8	Items per List

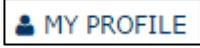
The uCustoms home page features are listed below:

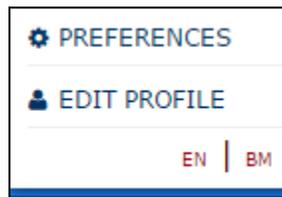
- My Profile,
- Sub Module,
- Sign Out,



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

I. My Profile

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

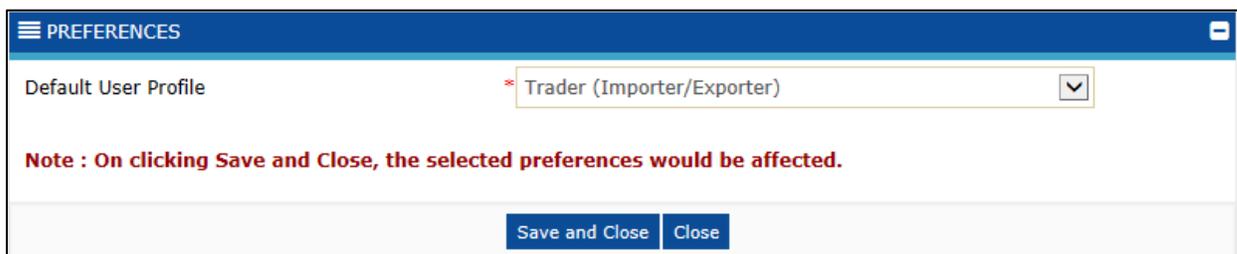


Preferences

To edit the preferences:

1. Click .

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



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**.



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

1. Click .
2. Make the required changes in the respective **Registration Form**.



UCUSTOMS REGISTRATION FORM STATUS: ACTIVATED

Registration Ref No. _____

Stakeholder Type Individual Organization Registration Date: 19-06-2015

ORGANIZATION INFORMATION

Organization Name: PanOcean Shipping Co Ltd BRN: 724012P

Registration Authority: Select the value Business Entity: Partnership

GST No. _____

PERSONAL DETAILS

Nationality: Malaysian Non-Malaysian ID Type: NRIC No. Passport No.

Full Name: John Gender: Male Female

NRIC No.: 78965214

Login ID: panship@pos.com.my

Communication Email ID: Primary Email ID Alternative Email ID Primary Email ID: panship@pos.com.my

Designation: Executive Alternative Email ID: panship@pos.com.my

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 +632015487 Telephone Number 2: +60

Telephone Number 1: +60 Fax Number: +60

ORGANIZATION PRIMARY ADDRESS

Address: LCC Terminal, Jalan KLIA S3
Southern Support Zone, KLIA,64000
Selangor Darul Ehsan,Malaysia

Postal Code: 01512 City/Town/Area/Land: Penasihah Undang-Undang Negeri

State: Perlis Country: Malaysia

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: KANGAR,PERLIS R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Shipping Agent	Active

Page 1 Of 1 Total 1 Item(s) Items per list 5

AGENT ASSOCIATION

NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Master User	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Status
1	panship@pos.com.my	John	Yes	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Active

Page 1 Of 1 Total 1 Item(s) Items per list 5

ADDITIONAL USERS

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Deactivate	Reset Password	Cancel User	Status
1	Krishnacustoms@customs.gov.my		Associate Ports	Associate Profiles	Associate Customs Station	Deactivate	Reset Password	Cancel User	Active

Max Allowed Users : 20 No. Of Users : 1 Page 1 Of 1 Total 5 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

Save Print Back

3. Click **Save**.





The profile changes are saved successfully.

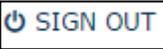
Switch Language: By default, the application’s content appears in English (EN). To view the content in Bahasa Melayu, click **BM**.



II. Sub Module

This includes the  link.

III. Sign Out

Click  to sign out of uCustoms.

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.

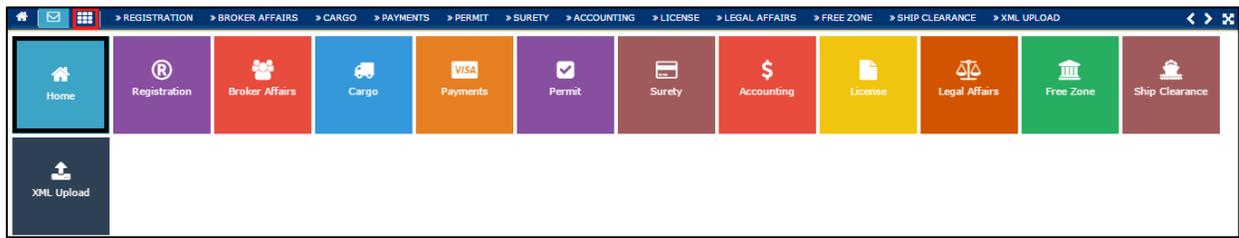


Or

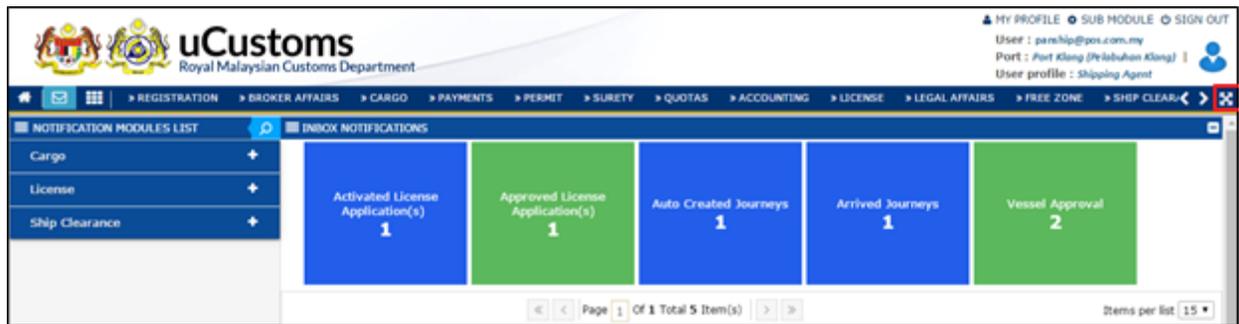




- Click  to view the pictorial list of menus accessible to the profile as shown below.



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



The home page appears as shown below.

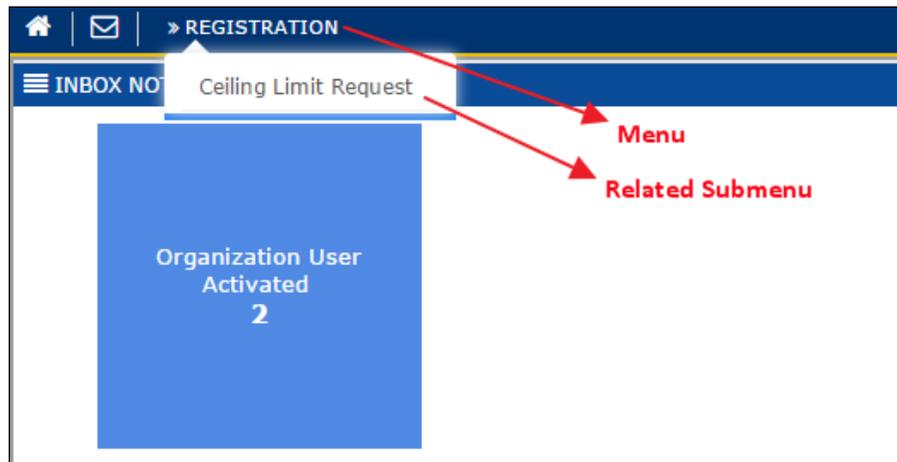


Note: To view the header again, click .

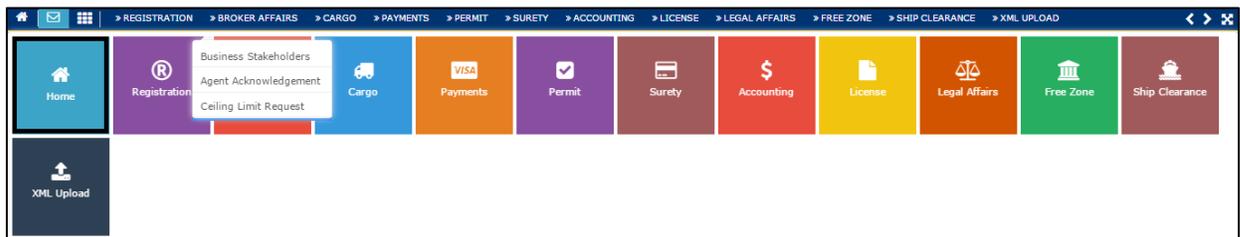
Submenu

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.



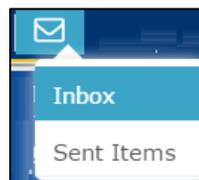
The list of submenus can also be viewed through the pictorial list as shown below.



VI. Mailbox

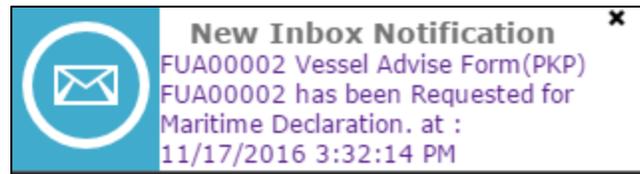
Mailbox allows user to view all the messages received from and sent to other uCustoms users.

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.



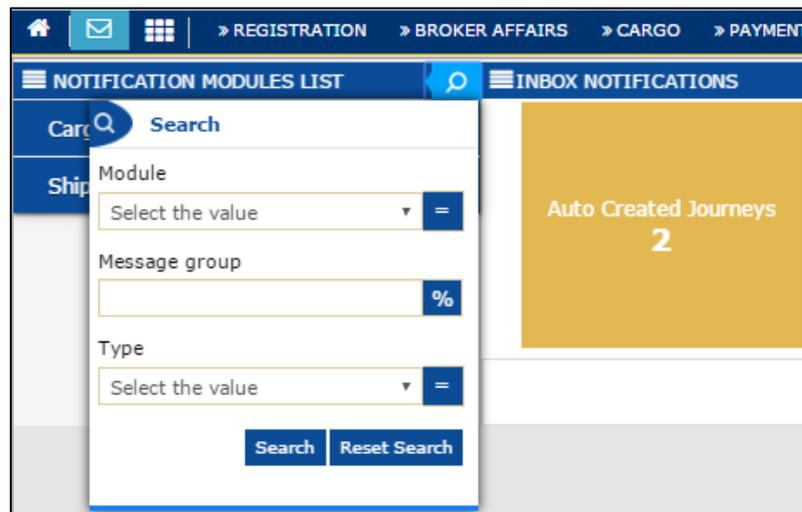
- Click the message to view the details.
- Or
- Click  and then click **Inbox** submenu.

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



Notification Modules List

- It specifies the list of modules for which notifications have been received or sent.
- Click  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.



NOTIFICATION MODULES LIST	
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	
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.



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	1
	Read	1
	Unread	0
	Pending Task	0
	Completed Task	0
	Info	1
Page 1 Of 1 Total 2 Item(s) Items per list 15		

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

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) Items per list 10

- To view the message details, click . The **Message Details** appears as shown below.

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
Back	

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



- In to the **Inbox** click the [Reference](#) to navigate to the relevant form and view further details or perform an action.

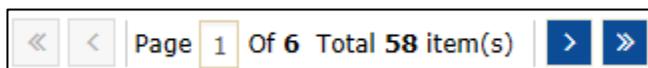
Sent Items

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



VII. Page Navigation

uCustoms displays ten (10) records per page, with the rest of the records displayed on the remaining pages. While navigating through the record pages, page navigation links will appear



which are located below the list of records. Click



to move to the next page, or



to navigate to the previous page. To navigate to first page of

the records list, click



and to navigate to last page of the records list, click



To directly navigate to a page, enter the page number and then press TAB.



VIII. Items per List

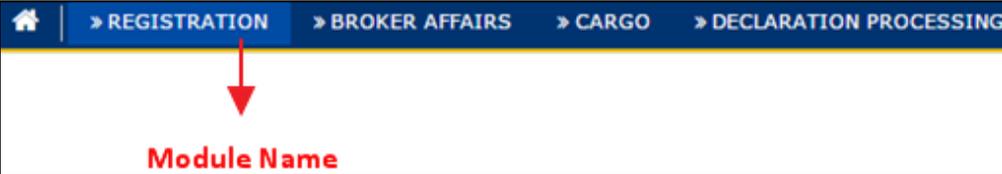
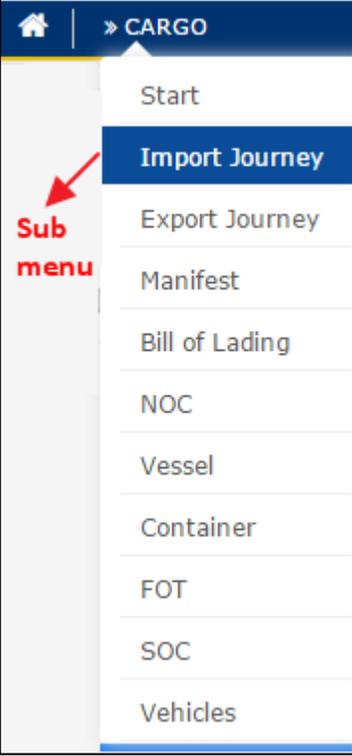
The number of items listed per page can be selected from the drop-down list

The page refreshes with the selected number of items.

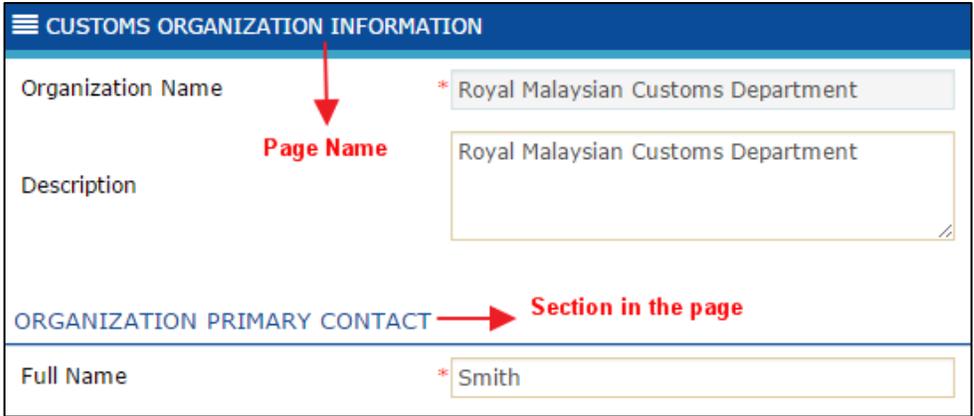


UCUSTOMS USABILITY CONVENTIONS

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

Identification	Description
Identify the Module	 <p>Used to identify the module or menu name. The module name is highlighted when any process within its sub-module is being executed. A menu bar is located below the uCustoms logo on the home page. The menu bar shows all the modules accessible to the user.</p>
Identify Sub-menu	 <p>Used to identify the submenu. The submenu bar is displayed as an expandable list below the menu bar. All the</p>



Identification	Description
View/edit record details	<p>submenus available in a particular menu are displayed on clicking that menu.</p>  <p>To view or edit any record details, click  corresponding to the particular record.</p>
Identify page or screen	 <p>Any page header or screen title indicates the page or screen name. The sections on the page are also seen in the above image. The section header shows the section name.</p>



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.

The screenshot shows a search interface with the following elements:

- Title:** Search
- Fields:**
 - Journey No.:** Text input field with a percentage icon (%) on the right.
 - Port of Origin:** Text input field with a percentage icon (%) on the right.
 - Expected Arrival Date:** Text input field with a calendar icon on the right.
 - Status:** Dropdown menu with 'Select' as the current selection and a downward arrow.
- Buttons:** 'Search' and 'Reset Search' buttons at the bottom.

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.

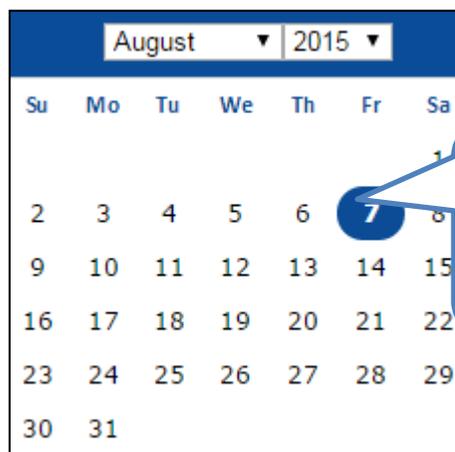
To perform a smart search (i.e. search by entering partial characters):



- In  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

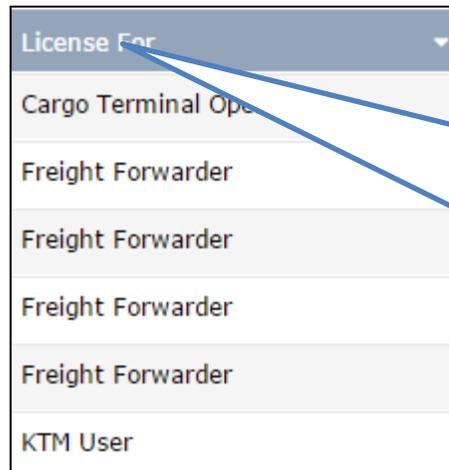
Calendar helps to fetch the records based on the selected Day, Month, and Year. The downward pointing arrow icon  on the calendar helps the user to select the required year and month.



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

Sort

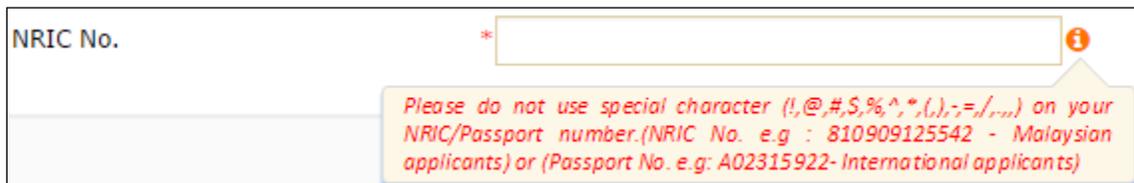
Sort function in uCustoms enables the user to sort the records in ascending or descending order. Click the column heading in a list to sort the records.



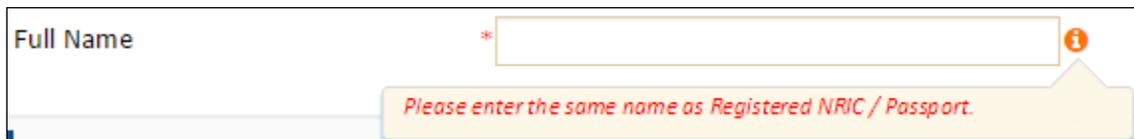
Click the Column heading to sort the records in ascending or descending order.

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.

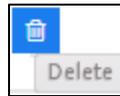


The screentip can also be used to indicate certain validations as shown below.



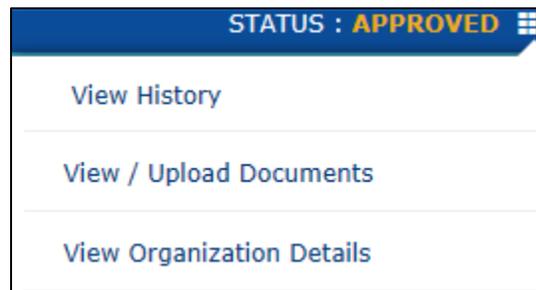
ToolTip

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.



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.



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:

Icon	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.
	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.
	Associate icon: Used to associate record(s).



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



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



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 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.



1.1 Roles and Functionality Matrix

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

Roles	Responsibilities												
	SSO Registration	Register /Create Individual Business Stakeholders (Online)	Submit and Activate Business Stakeholders (Individual)	Edit Profile information (Individual/Organization/Governmental Stakeholders)	Create and Submit Agent 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗
Organization Business Stakeholders	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗



Roles	Responsibilities												
	SSO Registration	Register /Create Individual Business Stakeholders (Online)	Submit and Activate Business Stakeholders (Individual)	Edit Profile information (Individual/Organization/Governmental Stakeholders)	Create and Submit Agent 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	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓

Table 1.1-1: Roles and Functionality Matrix



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).
 - 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.



- 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.



- 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 Register (Individual/Organization/Governmental) User (SSO)

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**.

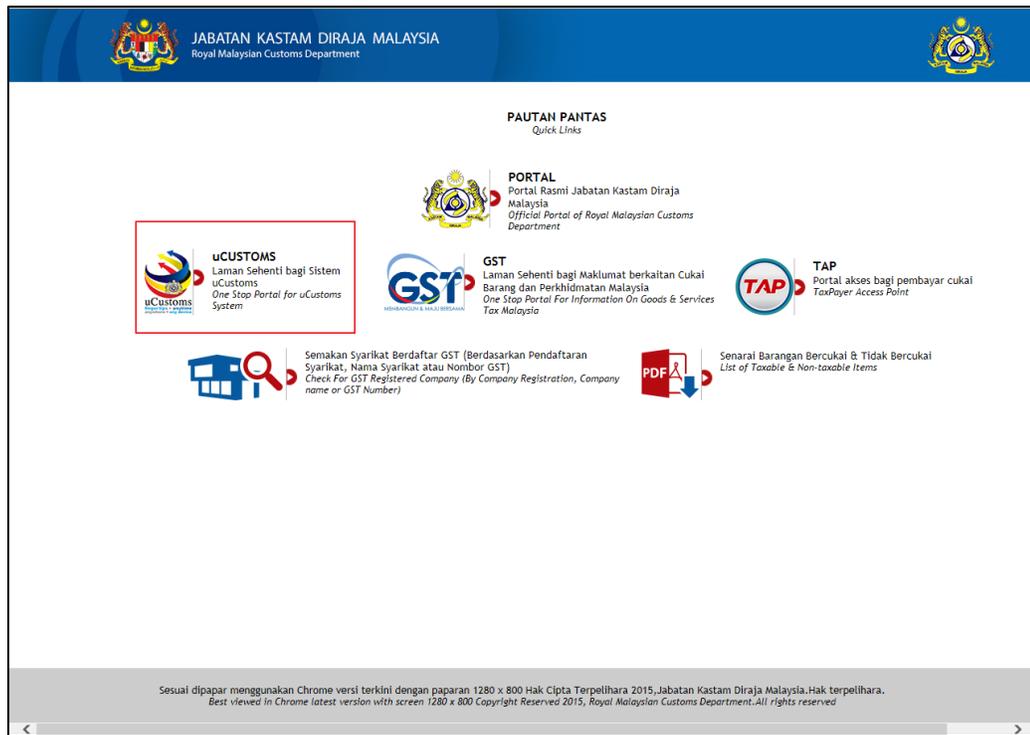


Figure 1.3-1: RMCD Home Page – uCustoms

Or

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

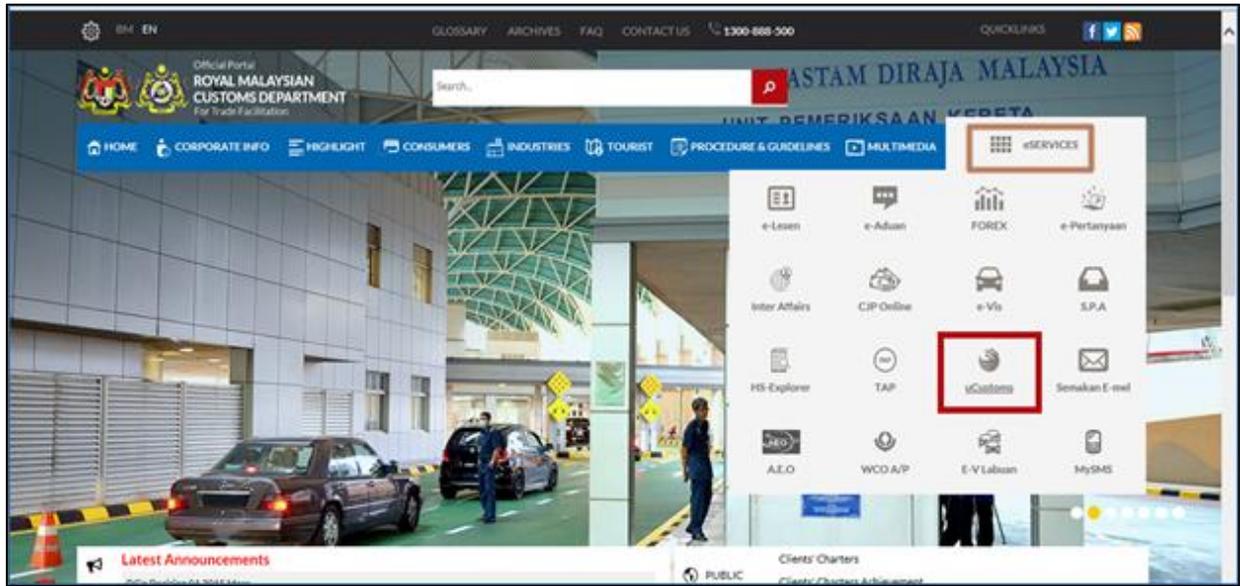


Figure 1.3-2: RMCD Home Page – eSERVICES

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

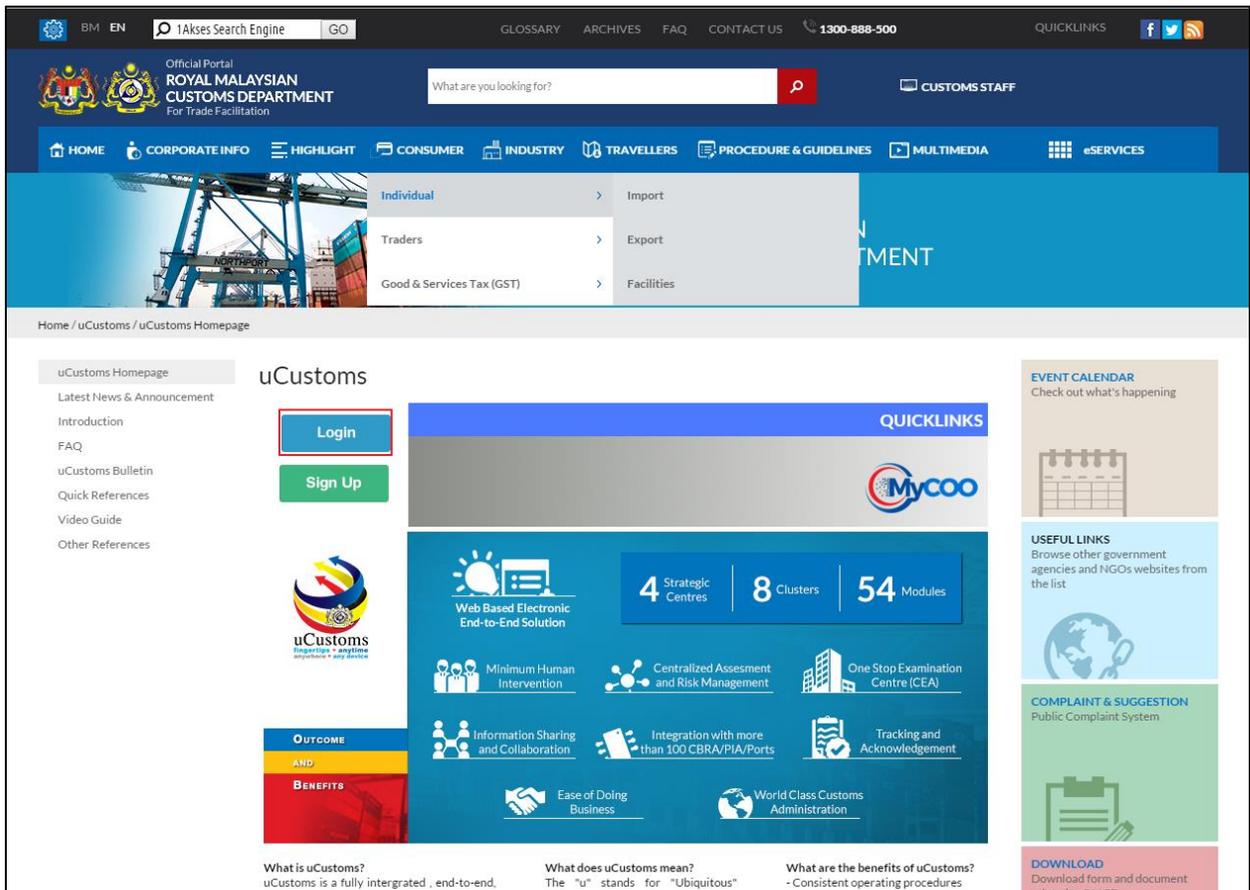


Figure 1.3-3: RMCD Home Page – Login

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

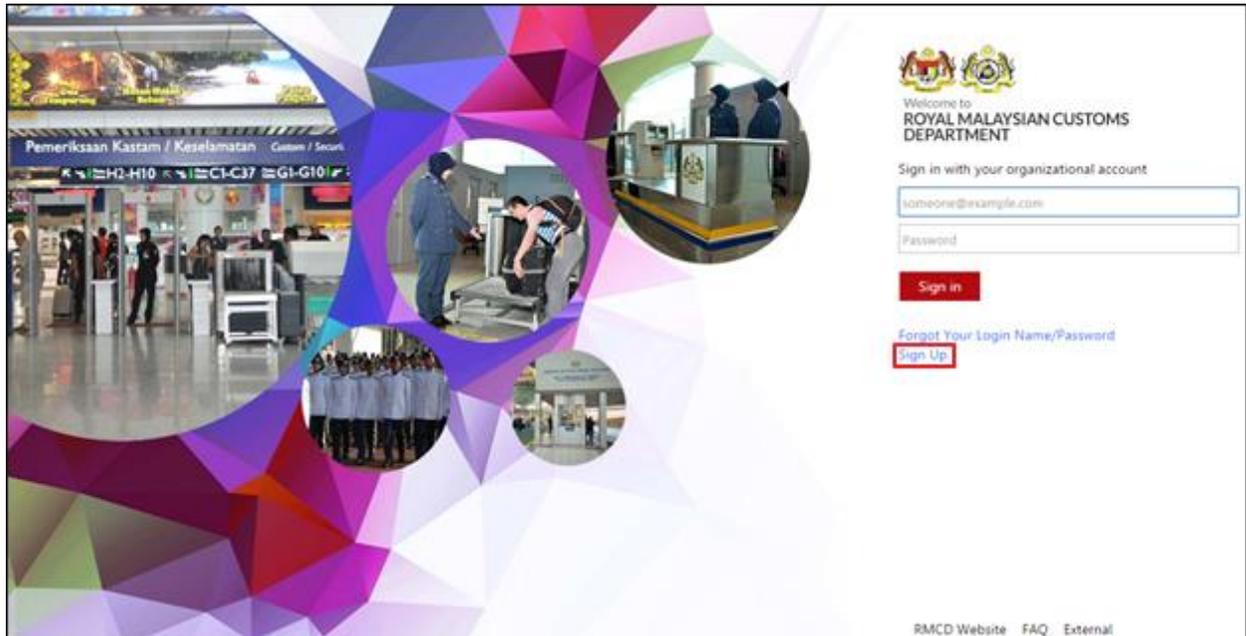


Figure 1.3-4: RMCD Sign In Page

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**.



NEW USER REGISTRATION

Account Information *Mandatory Field

*Login Name (Email Address): psinha@agility.com
 Alternate Email Address: Krishana.org@gmail.com
 *Password: *****
 *Confirm Password: *****
 *Security Question: In what city/town was your first job?
 *Security Answer: Hyderabad

Email Address
 • Please avoid using Temporary Email Services such as Yandex mail, Guerilla mail, ThrowAway mail and etc.

Password Rules
 • Must be between 6-12 characters
 • Must include at least one number
 • Must include at least one special character ~ ! @ # \$ % ^ & * _ - + | /
 • Must include at least one alphabet character.

Personal Information

*Name: K SINGH
 *Gender: Male Female
 *Nationality: MALAYSIA

Address Information

Country: MALAYSIA
 Address Line1: KL
 Address Line2: Malaysia
 Address Line3:
 State: Johor
 City/Town: Ayer Baloi
 Postcode: 82100

Contact Information

Contact Information is mandatory. Please fill in your:
 Mobile No. OR Telephone No.

*Mobile No. (+601234567): +60 8790550621
 *Telephone No. (+6034567890): +60 8790550621
 *Enter Code: 5733
 Code is not in Case Sensitive

Term of Service and Privacy Policy

5. Changes To This Statement
 • This statement may be revised and updated from time to time. RMCD recommends that you visit this webpage to review the most updated version of this statement each time you provide your personal data to RMCD.

6. Contact us:
 • Ibu Pejabat Kastam Diraja Malaysia, Kompleks Kementerian Kewangan, No 3, Persiaran Perdana Presint 2, 62596, Putrajaya
 • ccc@customs.gov.my

I accept to the Term of Services and Privacy Policy

Reset **Cancel** **Submit**

Activation email will be sent to primary email after registration and will be expired after 24 hours.

CONTACT US
 +601 300 888 500 (General Enquiries)
 +603 8882 2111 (GST General Enquiries)
 +601 800 888 855 (Smuggling Report)
 ccc@customs.gov.my

HEADQUARTERS
 Ibu Pejabat Kastam Diraja Malaysia, Kompleks Kementerian Kewangan, No 3, Persiaran Perdana Presint 2, 62596, Putrajaya

Privacy Policy | Safety Policy | Disability Access | Disclaimer | Site Map | RSS Feed

Best viewed in chrome latest version with screen 1280 x 800
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Figure 1.3-5: New User Registration Form

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



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



Figure 1.3-6: Registration Successful

6. Open the Login email ID and view the RMCD [Account Activation](#) message as shown below.

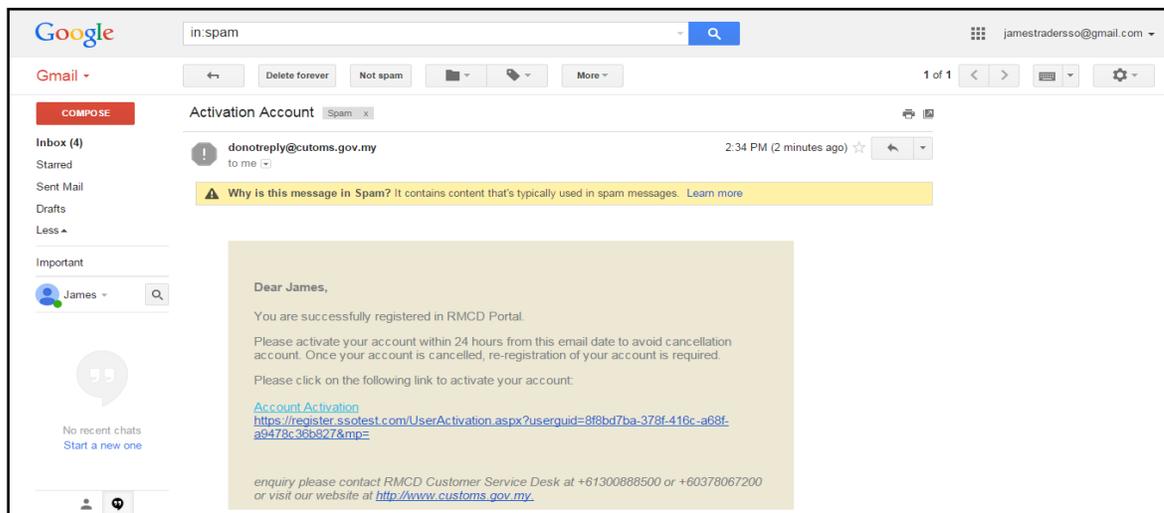


Figure 1.3-7: Account Activation

7. Click the [Account Activation](#).

Account Activation Successful page appears as shown below.

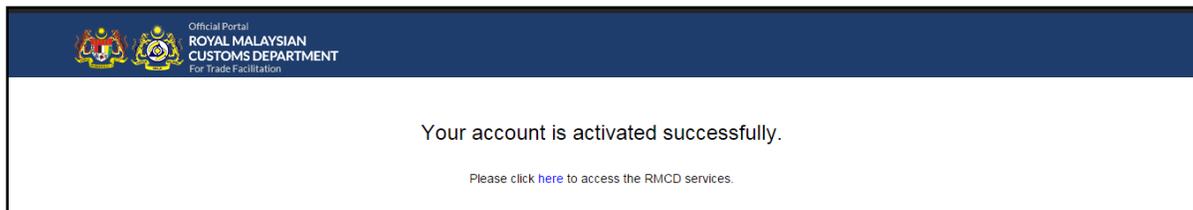


Figure 1.3-8: Account Activation Successful



8. Once the Account is activated, click 'Please click [here](#) 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.



Figure 1.3-9: uCustoms Portal

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

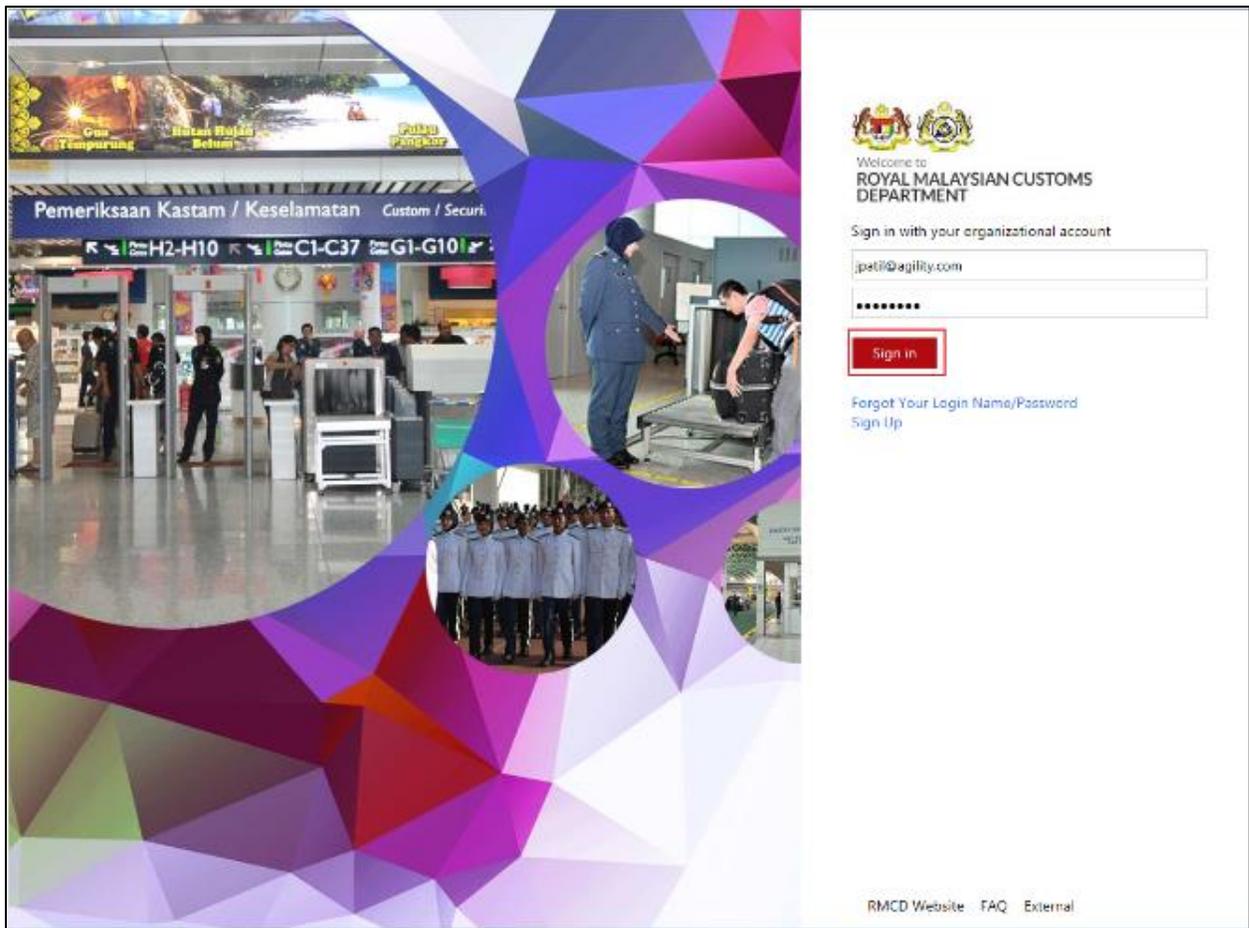


Figure 1.3-10: RMCD Sign in Page

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**.



Figure 1.3-11: uCustoms Registration Form – Individual

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

No.	Field Name	Description
1.	<i>Stakeholder Type</i>	Select the Stakeholder Type as Individual. Note: By default, the <i>Stakeholder Type</i> is selected as Individual.
2.	<i>Nationality</i>	Select the Nationality as Malaysian or Non-Malaysian. <ul style="list-style-type: none"> If the Business Stakeholder (Individual) is a Malaysian citizen, select Malaysian; or If the Business Stakeholder (Individual) is a Foreigner, select Non-Malaysian.
3.	<i>ID Type</i>	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.	<i>NRIC No.</i>	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.	<i>Full Name</i>	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.

Figure 1.3-12: uCustoms Registration Form – Organization



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

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



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.

Figure 1.4-1: uCustoms Registration Form – Individual

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

No.	Field Name	Description
1.	<i>Stakeholder Type</i>	Select the Stakeholder Type as Individual. Note: 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.



No.	Field Name	Description
2.	<i>Nationality</i>	Select the Nationality as Malaysian or Non-Malaysian. <ul style="list-style-type: none">• If the Business Stakeholder (Individual) is a Malaysian citizen, select Malaysian; or• If the Business Stakeholder (Individual) is a Foreigner, select Non-Malaysian. Note: If the <i>Nationality</i> is selected as Non-Malaysian, then <i>ID Type</i> automatically changes to <i>Passport No.</i>
3.	<i>ID Type</i>	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.	<i>NRIC No.</i>	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.	<i>Full Name</i>	Enter the Full Name. Note: <i>Full Name</i> 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**.



Information: To complete the Business Stakeholder Individual Registration process
>> Create Individual Business Stakeholders >> Associate Ports >> 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 Type NRIC No. Passport No.
 Full Name * SUHAIMI BIN ABD WAHID Gender Male Female Neuter Gender
 NRIC No. * 880529045333
 Login ID * spatil@agility.com GST No.
 Communication Email ID Primary Email ID Alternative Email ID Primary Email ID * spatil@agility.com
 Designation Manager Alternative Email ID krishana.org@gmail.com

INDIVIDUAL PRIMARY CONTACT

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 - Peti surat 82301 - 82330
 State Wilayah Persekutuan Labuan Country Malaysia

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 . <ul style="list-style-type: none"> If the <i>Nationality</i> is selected as Malaysian, then <i>ID Type</i> is auto-selected as NRIC No.; or If the <i>Nationality</i> is selected as Non-Malaysian, then <i>ID Type</i> is auto-

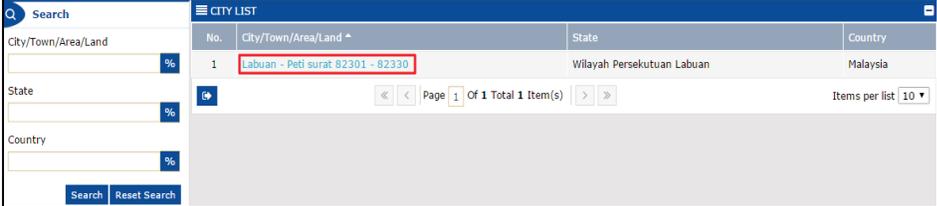
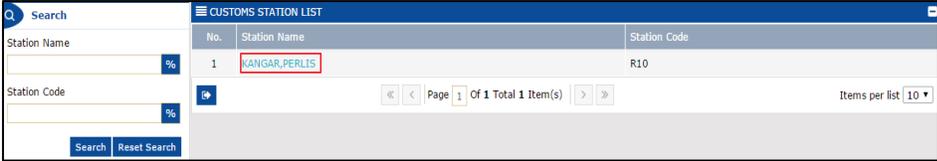


No.	Field Name	Description
		selected as Passport No.
6.	<i>Full Name</i>	System auto-displays the Full Name based on the values entered in the previous uCustoms Registration Form and it is non-editable. Note: For Malaysians, <i>Full Name</i> should be same as per the NRIC.
7.	<i>Gender</i>	System auto-selects 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 uCustoms Registration Form .
8.	<i>NRIC No.</i>	System auto-displays the NRIC number based on the details provided in the previous uCustoms Registration Form . Note: <ul style="list-style-type: none"> This field is displayed only if the <i>Nationality</i> is selected as Malaysian. System validates the <i>NRIC No.</i> and <i>Full Name</i> against the JPN.
9.	<i>Passport No.</i>	System auto-populates the Passport number based on the values entered in the previous uCustoms Registration Form . Note: <i>Passport No.</i> field is displayed only if the <i>Nationality</i> is selected as Non-Malaysian in the previous uCustoms Registration Form .
Note: System auto-displays the <i>Passport No.</i> and <i>Full Name</i> as per the details entered in the previous uCustoms Registration Form .		
10.	<i>Passport Expiry Date</i>	Click  to select the Passport Expiry Date from the calendar.
11.	<i>Country</i>	Enter and select the Country name from where the Passport number is issued.
12.	<i>Passport Issued From</i>	Enter the place from where the Passport is issued.
13.	<i>Login ID</i>	System auto-populates the SSO registered Login ID of the Individual Business Stakeholder.
14.	<i>GST No.</i>	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.	<i>Communication Email ID</i>	Select the Communication Email ID as Primary Email ID or Alternative Email ID.
16.	<i>Primary Email ID</i>	System auto-populates the SSO registered Login ID as the Primary Email ID of the Individual Business Stakeholder.
17.	<i>Designation</i>	Select the Designation of the Individual Business Stakeholder from the drop-down list. Designation drop-down list values includes: <ul style="list-style-type: none"> Managing Director, Directors, Manager, Senior Executive, Executive,



No.	Field Name	Description
		<ul style="list-style-type: none"> • Non-Executive, • Supervisor, • Owner, • Partnership, • Ordinary Partnership, • Sole Partnership, • Secretary, • Clerk, and • Others.
18.	<i>Others</i>	<p>Enter the relevant designation of the Individual Stakeholder as shown below.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Designation Others <input type="text"/></p> <p>Others * System analyst <input type="text"/></p> </div> <p style="text-align: center;">Figure 1.4-3: Designation - Others</p> <p>Note: This field is displayed only if the <i>Designation</i> is selected as Others. It is mandatory to enter Other Designation details.</p>
19.	<i>Alternative Email ID</i>	<p>By default, this field is disabled and displays the email ID entered in SSO.</p> <p>Note: It is mandatory to enter the Alternative Email ID of the Individual Business Stakeholder if the <i>Communication Email ID</i> is selected as Alternative Email ID.</p>
Individual Primary Contact		
20.	<i>Mobile Number</i>	System auto-populates the Mobile number based on the entered <i>Login ID</i> .
21.	<i>Telephone Number 2</i>	<p>Select the Country Code from the drop-down list and then enter the Telephone number 2.</p> <p>Note: Telephone Number should be in the format Country Code - number.</p>
22.	<i>Telephone Number 1</i>	System auto-populates the Telephone number 1 based on the entered <i>Login ID</i> .
23.	<i>Fax Number</i>	Select the Country Code from the drop-down list and then enter the Fax number.
Individual Primary Address		
24.	<i>Address</i>	System auto-populates the Address based on the entered <i>NRIC No</i> . However, it is editable.
25.	<i>Postal Code</i>	Enter and select the Postal Code. Postal code is numeric and accepts five (5) digits.
26.	<i>City/Town/Area/Land</i>	<p>Click to browse and select the City, Town, Area or Land. The City List appears as shown in Figure 1.4-4.</p>



No.	Field Name	Description
		 <p style="text-align: center;">Figure 1.4-4: City List</p> <p>In the City List:</p> <ol style="list-style-type: none"> 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 Search. The available Cities are filtered based on the search criteria provided. 2. In the City List, click the required <i>City/Town/Area/Land</i>. <p>Note:</p> <ul style="list-style-type: none"> • Click Reset Search to clear the search criteria in the list. • The <i>City/Town/Area/Land</i> values are displayed based on the selected <i>Postal Code</i>.
27.	<i>State</i>	System auto-populates the State based on the selected <i>City/Town/Area/Land</i> .
28.	<i>Country</i>	System auto-populates the Country based on the selected <i>City/Town/Area/Land</i> . <p>Note: For Non-Malaysians, enter the <i>Address</i>, <i>Postal Code</i>, <i>City/Town/Area/Land</i>, <i>State</i> and <i>Country</i> fields.</p>
Registration Customs Station		
29.	<i>Registration Station Name/Code</i>	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. <p>If there are multiple Customs Stations, then click ... to browse and select the Registration Station Name/Code.</p> <p>The Customs Station List appears as shown in Figure 1.4-5.</p> 



No.	Field Name	Description
		<p style="text-align: center;">Figure 1.4-5: Customs Station List</p> <p>In the Customs Station List:</p> <ol style="list-style-type: none"> 1. Click the required <i>Station Name</i> from the Customs Station List, or enter the <i>Station Name</i> and/or <i>Station Code</i> in the search panel, and click Search. The available Customs Stations are filtered based on the search criteria provided. 2. In the Customs Station List, click the required <i>Station Name</i>. <p>Note:</p> <ul style="list-style-type: none"> • Click Reset Search 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 <i>Registration Station Name/Code</i>.

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  as shown in **Figure 1.4-6**.



Information: To complete Individual Registration process
 >> Create Individual Business Stakeholders >> Associate Ports >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date 19-01-2017

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Other
 Full Name SUHAIMI BIN ABD WAHID Gender Male Female
 NRIC No. 880529045333
 Login ID spatil@agility.com GST No.
 Communication Email ID Primary Email ID Alternative Email ID Primary Email ID spatil@agility.com
 Designation Manager Alternative Email ID krishana.org@gmail.com

INDIVIDUAL PRIMARY CONTACT

Mobile Number +60 8790550621 Telephone Number 2 +60 44555343
 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
 State Wilayah Persekutuan Labuan Country Malaysia

REGISTRATION CUSTOMS STATION

Registration Station Name / Code WISMA KASTAM LABUAN/ E10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created

Page 1 Of 1 Total 1 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

Save Submit Logout

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

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

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

Figure 1.4-7: Checklist



Note: Once the steps mentioned in the checklist are completed, the  changes to . 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  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:

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



Information: To complete Individual Registration process
 >> Create Individual Business Stakeholders >> Associate Ports >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date * 19-01-2017

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.
 Full Name * SUHAIMI BIN ABD WAHID Gender Male Female Neuter Gender
 NRIC No. * 880529045333
 Login ID * spatil@agility.com GST No.
 Communication Email ID Primary Email ID Alternative Email ID Primary Email ID * spatil@agility.com
 Designation Manager Alternative Email ID krishana.org@gmail.com

INDIVIDUAL PRIMARY CONTACT

Mobile Number +60 8790550621 Telephone Number 2 +60 44555343
 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 - Peti surat 82301 - 82330
 State Wilayah Persekutuan Labuan Country Malaysia

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * WISMA KASTAM LABUAN/ * E10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created

Page 1 Of 1 Total 1 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

Save Submit Logout

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

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



Figure 1.4-9: Bank Details – Create

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

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

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**.



Information: To complete Individual Registration process
 >> Create Individual Business Stakeholders >> Associate Ports >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date 19-01-2017

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.
 Full Name * SUHAIMI BIN ABD WAHID Gender Male Female Neuter Gender
 NRIC No. * 880529045333
 Login ID * spatil@agility.com GST No.
 Communication Email ID Primary Email ID Alternative Email ID Primary Email ID * spatil@agility.com
 Designation Manager Alternative Email ID krishana.org@gmail.com

INDIVIDUAL PRIMARY CONTACT

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 - Peti surat 82301 - 82330
 State Wilayah Persekutuan Labuan Country Malaysia

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * WISMA KASTAM LABUAN/ * E10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created

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 BERHAD	AFFIN BANK BERHAD	0002323399921	Created

Page 1 Of 1 Total 1 Item(s) Items per list 5

Save Submit Logout

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:





1. In the **uCustoms Registration Form**, click  and then click [Associate Ports](#).

The **Available Ports List** appears as shown below.

No.	Port Name	Port Type	Port Code
<input checked="" type="checkbox"/>	1 Langkawi	DFS	MYLGK
<input checked="" type="checkbox"/>	2 Johor Bahru	DFS	MYJHB
<input checked="" type="checkbox"/>	3 Pengkalan Kubor	DFS	MYPKK
<input type="checkbox"/>	4 Temerloh	DFS	MYTEM
<input type="checkbox"/>	5 Port Klang (Pelabuhan Klang)	DFS	MYPKG

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**.



No.	Port Name	Port Type	Port Code
1	Temerloh	DFS	MYTEM
2	Port Klang (Pelabuhan Klang)	DFS	MYPKG
3	Westport/Port Klang	Warehouse	MYWSP
4	Tanjung Pelepas	Warehouse	MYTPP
5	Sungai Way	Warehouse	MYSUW

No.	Port Name	Is Default	Port Type	Port Code
1	Pengkalan Kubor	<input type="radio"/>	DFS	MYPKK
2	Johor Bahru	<input type="radio"/>	DFS	MYJHB
3	Langkawi	<input type="radio"/>	DFS	MYLGK

Figure 1.4-13: Available Ports List – Associated

- 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:

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

No.	Port Name	Is Default	Port Type	Port Code
1	Pengkalan Kubor	<input type="radio"/>	DFS	MYPKK
<input checked="" type="checkbox"/>	Johor Bahru	<input type="radio"/>	DFS	MYJHB
3	Langkawi	<input type="radio"/>	DFS	MYLGK

Figure 1.4-14: Available Ports List – Disassociate



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.

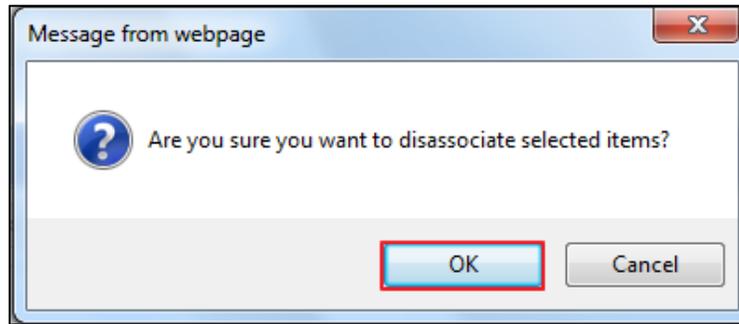


Figure 1.4-15: Confirm Disassociate

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.

AVAILABLE PORTS LIST				
No.	Port Name	Port Type	Port Code	
<input type="checkbox"/>	1	Johor Bahru	DFS	MYJHB
<input type="checkbox"/>	2	Temerloh	DFS	MYTEM
<input type="checkbox"/>	3	Port Klang (Pelabuhan Klang)	DFS	MYPKG
<input type="checkbox"/>	4	Westport/Port Klang	Warehouse	MYWSP
<input type="checkbox"/>	5	Tanjung Pelepas	Warehouse	MYTPP

ASSOCIATED PORTS LIST					
No.	Port Name	Is Default	Port Type	Port Code	
<input type="checkbox"/>	1	Pengkalan Kubor	<input checked="" type="radio"/>	DFS	MYPKK
<input type="checkbox"/>	2	Langkawi	<input type="radio"/>	DFS	MYLGK

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.



1.4.4 Associate/Disassociate Customs Station

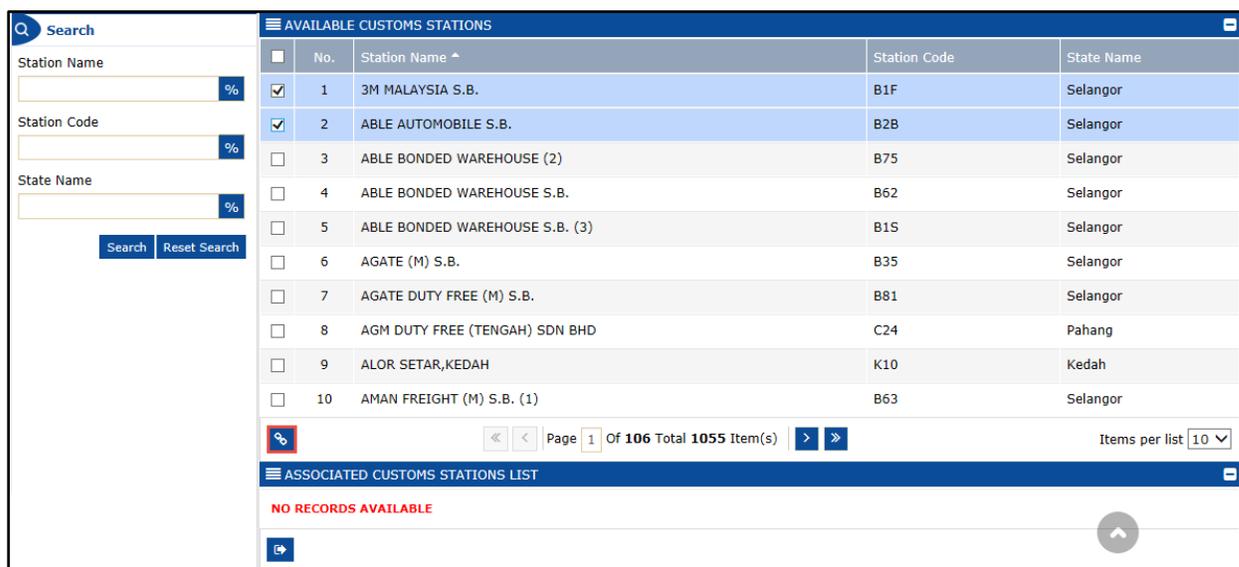
Individual Business Stakeholders can associate the Customs Stations for registration if required. Individual Business Stakeholders can disassociate the associated Customs Stations if required.

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 [Associate Customs Station](#).

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



No.	Station Name	Station Code	State Name
<input checked="" type="checkbox"/>	1 3M MALAYSIA S.B.	B1F	Selangor
<input checked="" type="checkbox"/>	2 ABLE AUTOMOBILE S.B.	B2B	Selangor
<input type="checkbox"/>	3 ABLE BONDED WAREHOUSE (2)	B75	Selangor
<input type="checkbox"/>	4 ABLE BONDED WAREHOUSE S.B.	B62	Selangor
<input type="checkbox"/>	5 ABLE BONDED WAREHOUSE S.B. (3)	B15	Selangor
<input type="checkbox"/>	6 AGATE (M) S.B.	B35	Selangor
<input type="checkbox"/>	7 AGATE DUTY FREE (M) S.B.	B81	Selangor
<input type="checkbox"/>	8 AGM DUTY FREE (TENGAH) SDN BHD	C24	Pahang
<input type="checkbox"/>	9 ALOR SETAR, KEDAH	K10	Kedah
<input type="checkbox"/>	10 AMAN FREIGHT (M) S.B. (1)	B63	Selangor

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 .

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



Search

Station Name %

Station Code %

State Name %

AVAILABLE CUSTOMS STATIONS				
<input type="checkbox"/>	No.	Station Name ^	Station Code	State Name
<input type="checkbox"/>	1	ABLE BONDED WAREHOUSE (2)	B75	Selangor
<input type="checkbox"/>	2	ABLE BONDED WAREHOUSE S.B.	B62	Selangor
<input type="checkbox"/>	3	ABLE BONDED WAREHOUSE S.B. (3)	B15	Selangor
<input type="checkbox"/>	4	AGATE (M) S.B.	B35	Selangor
<input type="checkbox"/>	5	AGATE DUTY FREE (M) S.B.	B81	Selangor
<input type="checkbox"/>	6	AGM DUTY FREE (TENGAH) SDN BHD	C24	Pahang
<input type="checkbox"/>	7	ALOR SETAR, KEDAH	K10	Kedah
<input checked="" type="checkbox"/>	8	AMAN FREIGHT (M) S.B. (1)	B63	Selangor
<input type="checkbox"/>	9	AMAN FREIGHT S.B.	B29	Selangor
<input type="checkbox"/>	10	AMAN LOGISTIK SDN BHD	B64	Selangor

Page 1 Of 106 Total 1053 Item(s) Items per list 10

ASSOCIATED CUSTOMS STATIONS LIST					
<input type="checkbox"/>	No.	Station Name	Is Default	Station Code	State Name
<input type="checkbox"/>	1	3M MALAYSIA S.B.	<input type="radio"/>	B1F	Selangor
<input type="checkbox"/>	2	ABLE AUTOMOBILE S.B.	<input type="radio"/>	B2B	Selangor

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**.

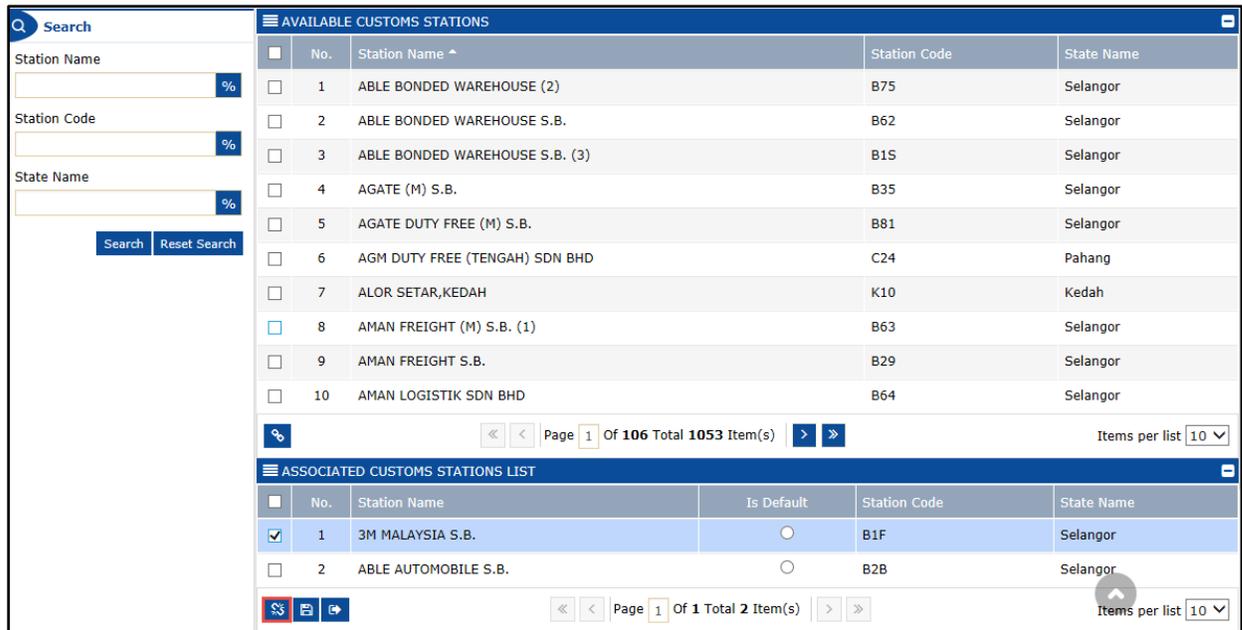


Figure 1.4-19: Available Customs Stations – Disassociate

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.

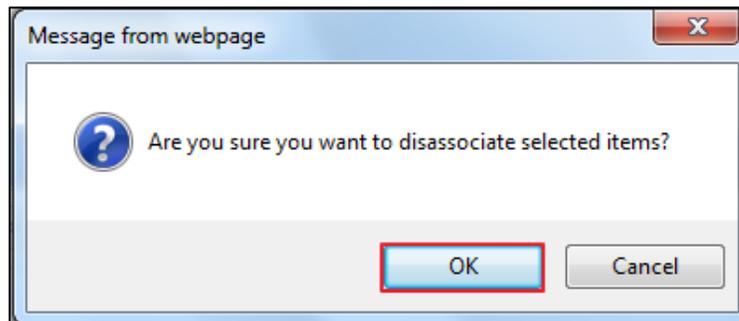


Figure 1.4-20: Confirm Disassociate

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**.



The screenshot displays two tables in a web application interface. The top table, titled 'AVAILABLE CUSTOMS STATIONS', lists 10 stations with columns for No., Station Name, Station Code, and State Name. The bottom table, titled 'ASSOCIATED CUSTOMS STATIONS LIST', lists 2 stations with columns for No., Station Name, Is Default, Station Code, and State Name. Both tables include checkboxes for selection and pagination controls at the bottom.

No.	Station Name	Station Code	State Name
1	ABLE BONDED WAREHOUSE (2)	B75	Selangor
2	ABLE BONDED WAREHOUSE S.B.	B62	Selangor
3	ABLE BONDED WAREHOUSE S.B. (3)	B15	Selangor
4	AGATE (M) S.B.	B35	Selangor
5	AGATE DUTY FREE (M) S.B.	B81	Selangor
6	AGM DUTY FREE (TENGAH) SDN BHD	C24	Pahang
7	ALOR SETAR, KEDAH	K10	Kedah
8	AMAN FREIGHT (M) S.B. (1)	B63	Selangor
9	AMAN FREIGHT S.B.	B29	Selangor
10	AMAN LOGISTIK SDN BHD	B64	Selangor

No.	Station Name	Is Default	Station Code	State Name
1	3M MALAYSIA S.B.	<input type="radio"/>	B1F	Selangor
2	ABLE AUTOMOBILE S.B.	<input type="radio"/>	B2B	Selangor

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.

1.4.5 View/Upload Documents

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  and then click [View/Upload Documents](#).

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



Figure 1.4-22: Upload Documents Form

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

No.	Field Name	Description
1.	<i>Document Type</i>	<p>Select the Document Type from the drop-down list. Document Type drop-down list includes:</p> <ul style="list-style-type: none"> • NRIC Copy, and • Others. <p>Note:</p> <ul style="list-style-type: none"> • The <i>Document Type</i> with Prefix O indicates that the document is Optional to upload and M denotes that it is mandatory to upload the document. • 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. • For Non-Malaysians, the drop-down list value includes Passport Copy, which is mandatory to upload.
2.	<i>Other Document Type</i>	<p>Enter the Other Document Type.</p> <p>Note: The <i>Other Document Type</i> field is displayed only when</p>



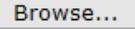
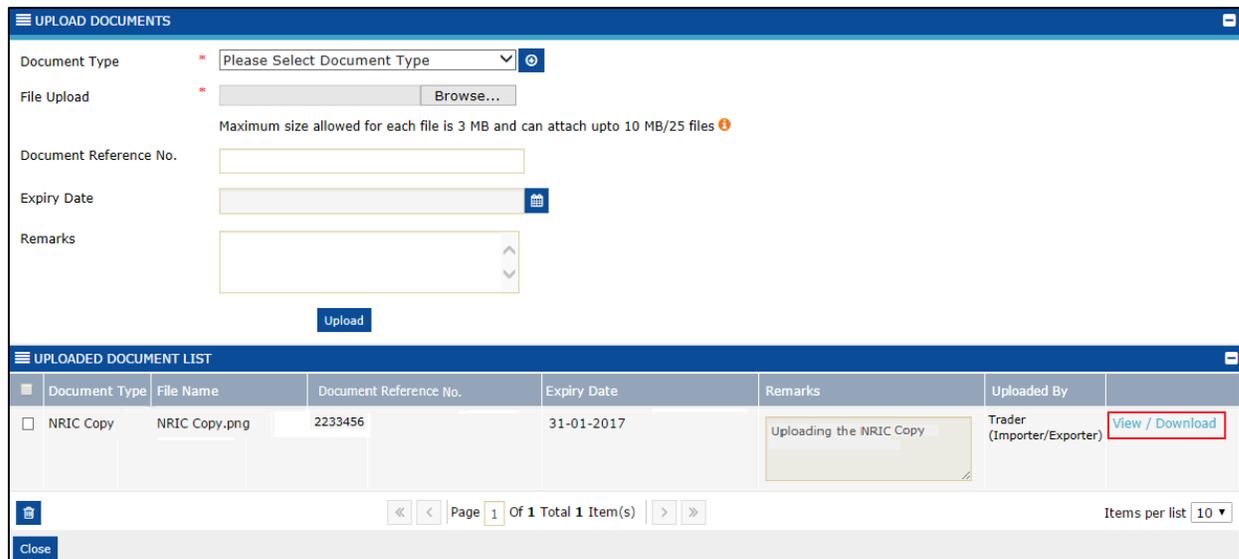
No.	Field Name	Description
		the <i>Document Type</i> is selected as Others and it is mandatory.
3.	<i>File Upload</i>	Click  and select the file to be uploaded. Note: <ul style="list-style-type: none"> Only .doc, .docx, .xls, xlsx, .pdf, .jpeg, .jpg, .gif, .txt, .rtf, .bmp, .png and .zip type files can be uploaded. 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.
4.	<i>Document Reference No.</i>	Enter the Document Reference Number.
5.	<i>Expiry Date</i>	Click  to select the Document Expiry Date from the calendar. Note: The <i>Expiry Date</i> should be greater than or equal to the current date.
6.	<i>Remarks</i>	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.



The screenshot displays the 'UPLOADED DOCUMENTS' form with fields for Document Type, File Upload (with a 'Browse...' button), Document Reference No., Expiry Date (with a calendar icon), and Remarks. An 'Upload' button is at the bottom. Below the form is the 'UPLOADED DOCUMENT LIST' table:

Document Type	File Name	Document Reference No.	Expiry Date	Remarks	Uploaded By	
NRIC Copy	NRIC Copy.png	2233456	31-01-2017	Uploading the NRIC Copy	Trader (Importer/Exporter)	View / Download

At the bottom of the list, it shows 'Page 1 Of 1 Total 1 Item(s)' and 'Items per list 10'.

Figure 1.4-23: Uploaded Document List



4. In the **Uploaded Document List**, click [View/Download](#) 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.

Document Type	File Name	Document Reference No.	Expiry Date	Remarks	Uploaded By
<input checked="" type="checkbox"/>	NRIC Copy	NRIC Copy.png	2233456	31-01-2017	Uploading the NRIC Copy
					Trader (Importer/Exporter)

Figure 1.4-24: Uploaded Document List – Delete

2. Click to delete the uploaded document.

System prompts to confirm the deletion as shown below.

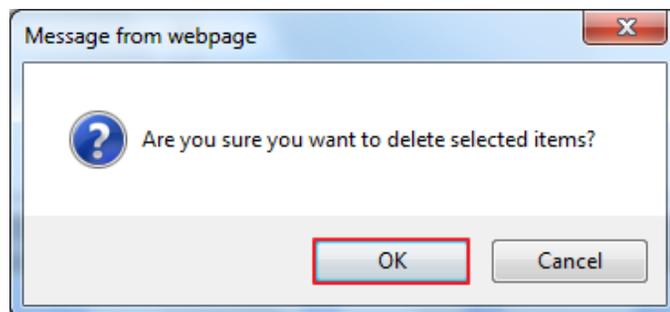


Figure 1.4-25: Confirm Delete



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 [History](#).

The **Individual History** list appears as shown below.

INDIVIDUAL HISTORY							
Individual Name		RUSLAN BIN HUSIN		NRIC No.		214357689	
Other Information		<input type="text" value="ALL"/>		<input type="button" value="Search"/>			
INDIVIDUAL HISTORY							
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
				<input type="button" value="Page 1 Of 1 Total 6 Item(s)"/>		<input type="button" value="Items 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,



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

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

INDIVIDUAL HISTORY							
Individual Name		MICHELE CHEW PEI SIAN			NRIC No.		820329045006
Other Information		ALL		Search			
INDIVIDUAL 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)			Items per list 5

Figure 1.4-27: Individual History Details

3. Click [History Details](#) to view the details.

The **History Details** form appears as shown below.

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

Figure 1.4-28: History Details Form

4. Click  to close the form.



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**.



Information: To complete Individual Registration process
 >> Create Individual Business Stakeholders >> Associate Ports >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date 19-01-2017

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.
 Full Name * SUHAIMI BIN ABD WAHID Gender Male Female Neuter Gender
 NRIC No. * 880529045333
 Login ID * spatil@agility.com GST No.
 Communication Email ID Primary Email ID Alternative Email ID Primary Email ID * spatil@agility.com
 Designation Manager Alternative Email ID krishana.org@gmail.com

INDIVIDUAL PRIMARY CONTACT

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 - Peti surat 82301 - 82330
 State Wilayah Persekutuan Labuan Country Malaysia

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * WISMA KASTAM LABUAN/ * E10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created

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 BERHAD	AFFIN BANK BERHAD	0002323399921	Modified

Page 1 Of 1 Total 1 Item(s) Items per list 5

Save Submit Logout

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**.

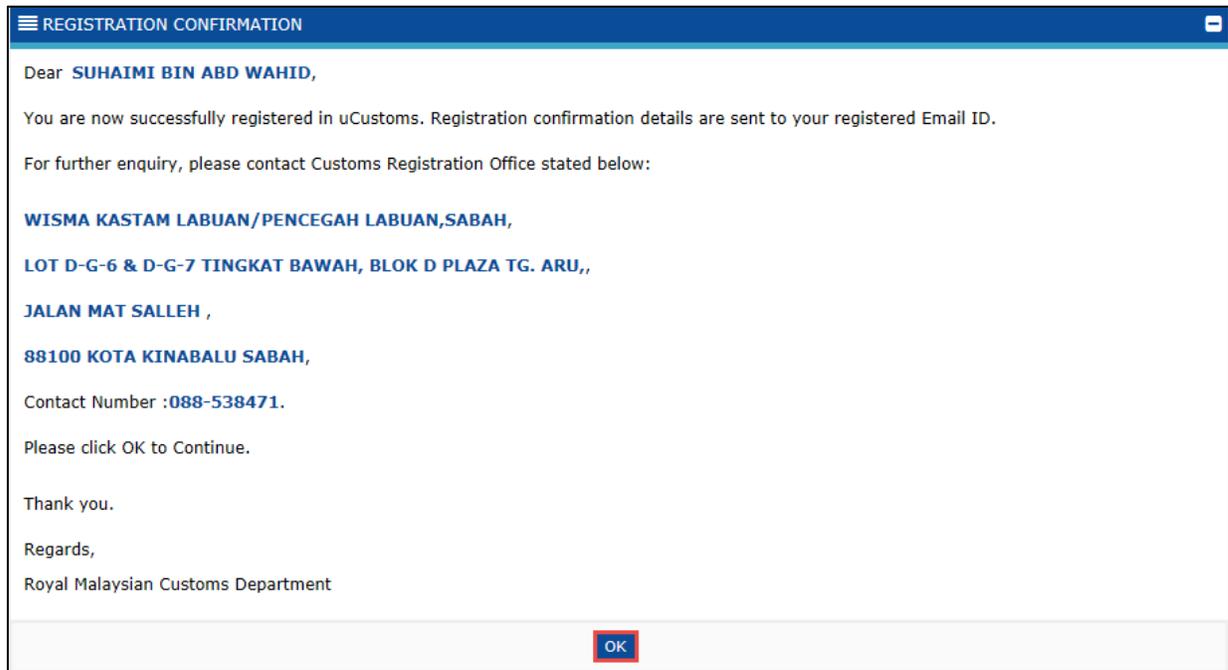


Figure 1.5-2: Registration Confirmation

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.



Figure 1.5-3: New Individual/Organization Registered – 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 **Registered Successfully – List Inbox** appears with From, Subject, Received Date and Reference columns as shown in **Figure 1.5-4**.



From	Subject	Received Date	Reference
SUHAIMI BIN ABD WAHID	SUHAIMI BIN ABD WAHID is Registered Successfully	19-01-2017 13:41:38	Open

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**.



UCUSTOMS REGISTRATION FORM
STATUS : ACTIVATED

Registration Ref No. **REG-I-E10-1701-0001**

Stakeholder Type Individual Organization Registration Date: 19-01-2017

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.

Full Name: SUHAIMI BIN ABD WAHID Gender: Male Female Neuter Gender

NRIC No.: 880529045333

Login ID: spatil@agility.com GST No.:

Communication Email ID: Primary Email ID Alternative Email ID Primary Email ID: spatil@agility.com

Designation: Manager Alternative Email ID: krishana.org@gmail.com

INDIVIDUAL PRIMARY CONTACT

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 - Peti surat 82301 - 82330

State: Wilayah Persekutuan Labuan Country: Malaysia

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: WISMA KASTAM LABUAN/ E10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Active

Page 1 of 1 Total 1 Item(s) Items per list: 5

AGENT ASSOCIATION

NO RECORDS AVAILABLE

BANK LIST

No.	Bank Name	Branch Name	Bank A/C No.	Status
1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0002323399921	Modified

Page 1 of 1 Total 1 Item(s) Items per list: 5

Save Print Back

Figure 1.5-5: uCustoms Registration Form – Activated



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.

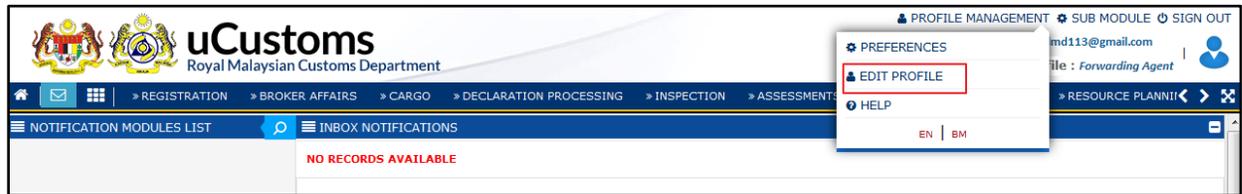


Figure 1.6-1: Individual Business Stakeholder Home Page

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



UCUSTOMS REGISTRATION FORM STATUS : ACTIVATED

Registration Ref No. **REG-I-E10-1701-0001**

Stakeholder Type Individual Organization Registration Date 19-01-2017

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.

Full Name * SUHAIMI BIN ABD WAHID Gender Male Female Neuter Gender

NRIC No. * 880529045333

Login ID * spatil@agility.com GST No.

Communication Email ID Primary Email ID Alternative Email ID Primary Email ID * spatil@agility.com

Designation Manager Alternative Email ID * krishana.org@gmail.com

INDIVIDUAL PRIMARY CONTACT

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 - Peti surat 82301 - 82330

State Wilayah Persekutuan Labuan Country Malaysia

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * WISMA KASTAM LABUAN/ * E10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Active

Page 1 Of 1 Total 1 Item(s) Items per list 5

AGENT ASSOCIATION

NO RECORDS AVAILABLE

BANK LIST

No.	Bank Name	Branch Name	Bank A/C No.	Status
1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0002323399921	Modified

Page 1 Of 1 Total 1 Item(s) Items per list 5

Save Print Back

Figure 1.6-2: Individual Stakeholder – Edit Profile Information

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



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.

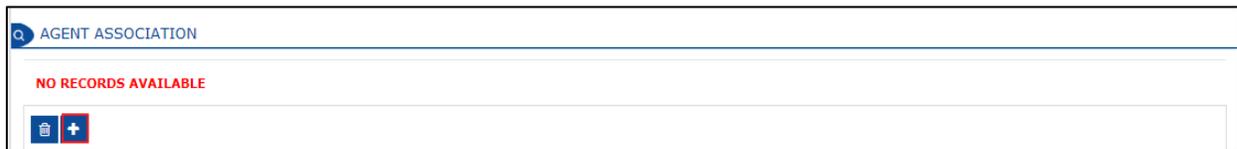


Figure 1.7-1: New Agent Association

The **Agent Association** form appears as shown below.

Figure 1.7-2: Agent Association

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

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



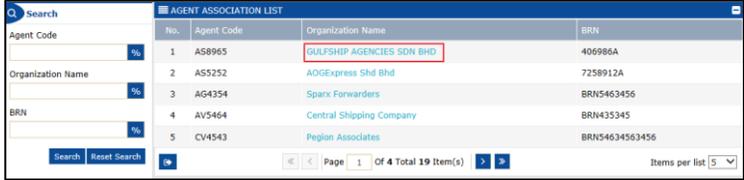
No.	Field Name	Description
		has started.
2.	<i>From Trader</i>	System auto-displays the From Trader field based on the Trader login and it is non-editable.
3.	<i>To Agent</i>	<p>Click  to browse and select the Agent. The Agent Association List appears as shown below.</p>  <p style="text-align: center;">Figure 1.7-3: Agent Association List</p> <p>In the Agent Association List:</p> <ol style="list-style-type: none"> In the Agent Association List, click the required <i>Organization Name</i>, or enter the <i>Agent Code</i>, <i>Organization Name</i> and/or <i>BRN</i> in the search panel, and click Search. The available Organizations are filtered based on the search criteria provided. In the Agent Association List, click the required <i>Organization Name</i>. <p>Note:</p> <ul style="list-style-type: none"> Click Reset Search to clear the search criteria in the list. Only activated Forwarding Agents are listed in the Agent Association List for association.
4.	<i>Agent Code</i>	System auto-populates the Agent Code based on the selected <i>To Agent</i> .
5.	<i>Remarks</i>	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**.



The screenshot shows a web form titled 'AGENT ASSOCIATION' with a status of 'CREATED'. The form contains the following fields:

- From Trader: SUHAIMI BIN ABD WAHID
- To Agent: GULFSHIP AGENCIES SDN BHD
- Agent Code: AS8965
- Remarks: Agent Association

At the bottom of the form are buttons for 'Save', 'Submit', and 'Back'. On the right side of the form, there is a blue circular icon with a checklist symbol, which is highlighted by a red box.

Figure 1.7-4: Agent Association – Created

- Click to view the next steps to complete the Agent association process.

The checklist box contains the following text:

CHECKLIST

✗ Associate Customs Stations (Optional).

Figure 1.7-5: Checklist

Note: Once the steps mentioned in the checklist are completed, the **✗** changes to **✓**. 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 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**.



The screenshot shows the 'AGENT ASSOCIATION' form. The 'From Trader' field contains 'SUHAIMI BIN ABD WAHID', 'To Agent' contains 'GULFSHIP AGENCIES SDN BHD', and 'Agent Code' contains 'A58965'. The 'Remarks' field contains 'Agent Association'. A dropdown menu is open, showing 'Associate Customs Station' and 'View / Upload Documents'. The status is 'SUBMITTED'. Buttons for 'Save', 'Submit', and 'Back' are at the bottom.

Figure 1.7-6: Agent Association – Link Repository

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 [Associate Customs Station](#) 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 [View/Upload Documents](#) 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.



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.

The screenshot shows a web interface for 'AGENT ASSOCIATION'. The status is 'CREATED'. The form contains the following fields: 'From Trader' with value 'SUHAIMI BIN ABD WAHID', 'To Agent' with value 'GULFSHIP AGENCIES SDN BHD', 'Agent Code' with value 'AS8965', and 'Remarks' with value 'Agent Association'. At the bottom, there are three buttons: 'Save', 'Submit' (highlighted with a red box), and 'Back'.

Figure 1.8-1: Agent Association Form – Submit

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

The screenshot shows the same 'AGENT ASSOCIATION' form, but the status is now 'SUBMITTED'. The 'Submit' button is no longer visible, and the 'Back' button at the bottom is highlighted with a red box.

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



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**.



UCUSTOMS REGISTRATION FORM
STATUS : ACTIVATED

Registration Ref No. **REG-I-R10-1701-0006**

Stakeholder Type Individual Organization Registration Date

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.

Full Name Gender Male Female Neuter Gender

NRIC No.

Login ID GST No.

Communication Email ID Primary Email ID Alternative Email ID Primary Email ID

Designation Alternative Email ID

INDIVIDUAL PRIMARY CONTACT

Mobile Number Telephone Number 2

Telephone Number 1 Fax Number

INDIVIDUAL PRIMARY ADDRESS

Address

Postal Code City/Town/Area/Land

State Country

REGISTRATION CUSTOMS STATION

Registration Station Name / Code

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Active

Items per list

AGENT ASSOCIATION

No.	To Agent	Status
1	GULFSHIP AGENCIES SDN BHD View / Upload Documents Associate Customs Station	Submitted

Items per list

BANK LIST

No.	Bank Name	Branch Name	Bank A/C No.	Status
1	BANK KERJASAMA RAKYAT MALAYSIA BERHAD	BANK KERJASAMA RAKYAT MALAYSIA BERHAD	9P767856457357	Created

Items per list

[Save](#) [Print](#) [Back](#)

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.

The screenshot shows the 'UCUSTOMS REGISTRATION FORM' interface. It features a blue header with a menu icon and a close button. Below the header, there are four main sections: 'Stakeholder Type' with radio buttons for 'Individual' and 'Organization' (selected); 'Registration Authority' with a dropdown menu showing 'Sabah State Authority'; 'BRN' with a text input field containing '100280T'; and 'Business Entity' with a dropdown menu showing 'Partnership'. Below these, there is an 'Organization Name' field with 'KFC (SARAWAK) SDN BHD'. At the bottom, there are two buttons: 'Proceed' (highlighted in red) and 'Back'.

Figure 1.9-1: uCustoms Registration Form – Organization

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



No.	Field Name	Description
1.	<i>Stakeholder Type</i>	Select the Stakeholder Type as Organization.
2.	<i>Registration Authority</i>	<p>Select the Registration Authority from the drop-down list.</p> <p>Note: The drop-down list values include:</p> <ul style="list-style-type: none"> • Sabah State Authority - Registration Authority of companies that belong to Sabah state (East Malaysia). • 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 uCustoms Registration Form needs to be approved for activation by the respective State Authority or by the respective Customs state authorities. • 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 Authority or by the respective Customs state authorities. • 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. • 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.
3.	<i>Business Entity</i>	<p>Select the Business Entity from the drop-down list.</p> <p>Note: Business Entity drop-down list values change based on the selected <i>Registration Authority</i>.</p> <p>For ROS, the drop-down list values include:</p> <ul style="list-style-type: none"> • Politics, • Welfare, • Social, • Recreation, • Mutual Benefit (Funeral Expenses), • Culture and Arts, • Iktisas,



No.	Field Name	Description
		<ul style="list-style-type: none"> • Human Rights, • Safety/Security/Salvation, • Religious, and • Trading/Commercial. <p>For Sabah State Authority, the drop-down list values include:</p> <ul style="list-style-type: none"> • Partnership, • Sole Proprietor, • Individual, • Registrar of Business (ROB), • Registrar of Company (ROC), and • Others. <p>For Sarawak State Authority, the drop-down list value includes:</p> <ul style="list-style-type: none"> • Registrar of Business (ROB). <p>For SSM, the drop-down list values include:</p> <ul style="list-style-type: none"> • Registrar of Business (ROB), • Registrar of Company (ROC), and • Limited Liability Partnership (LLP). <p>For Labuan Authority, the drop-down list value includes:</p> <ul style="list-style-type: none"> • Registrar of Business (ROB).
4.	BRN	<p>Enter the BRN.</p> <p>Note: BRN should contain only alphanumeric characters.</p> <ul style="list-style-type: none"> • If an Organization is already registered with same BRN, then system shows the Alert message for duplicate BRN as shown below. <div data-bbox="760 1213 1377 1398" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="background-color: #0056b3; color: white; padding: 2px;">Alert</p> <p style="text-align: center;"> ⚠ An organization with the same BRN - 592672V is already registered. Kindly contact the nearest Customs Office to continue with the registration. </p> <p style="text-align: center; background-color: #0056b3; color: white; padding: 2px;">Back</p> </div> <p style="text-align: center;">Figure 1.9-2: Alert – Duplicate BRN</p> <ul style="list-style-type: none"> • 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.



No.	Field Name	Description
		<div data-bbox="623 302 1511 407" style="border: 1px solid black; padding: 5px;"> <p>ORGANIZATION INFORMATION</p> <p>Organization Name: SABAH ORGANIZATION BRN: SB ASD1234567</p> <p>Registration Authority: Sarawak State Authority Business Entity: Registration Of Business (ROB)</p> <p>GST No.:</p> </div> <p style="text-align: center;">Figure 1.9-3: Duplicated BRN - Prefix</p> <ul style="list-style-type: none"> ○ 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. ○ 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. ● If a BRN has multiple companies, then user can select the Company name when logged into uCustoms. ● If an Organization registration is cancelled, then the same BRN can be used for registering a new Organization.
5.	<i>Organization Name</i>	Enter the Organization name. Note: <i>Organization Name</i> 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**.



Information: To complete the Business Stakeholder Organization Registration process
>> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : NEW

Stakeholder Type Individual Organization Registration Date 19-01-2017

ORGANIZATION INFORMATION

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 NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 8886668007 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 Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code KANGAR,PERLIS R10

Next Logout

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 <i>New</i> 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



No.	Field Name	Description
		Registration Date and it is non-editable.
Organization Information		
4.	<i>Organization Name</i>	System auto-displays the Organization Name based on the details entered in the previous uCustoms Registration Form . However, it can be edited.
5.	<i>BRN</i>	System auto-displays the Business Registration Number (BRN) based on the details entered in the previous uCustoms Registration Form . However, it can be edited. Note: <ul style="list-style-type: none"> • <i>BRN</i> is a unique number issued by the <i>Suruhanjaya Syarikat Malaysia</i> (SSM) while registering a business in Malaysia. • <i>Organization Name</i> and <i>BRN</i> are verified with SSM. If the provided BRN and Organization Name do not validate with SSM, then system notifies Registration failure to the Applicant. • SSM handles the registration of new businesses, renewal and amendments of registered businesses in Malaysia.
6.	<i>Registration Authority</i>	System auto-displays the Registration Authority based on the value selected in the previous uCustoms Registration Form .
7.	<i>Business Entity</i>	System auto-displays the Business Entity based on the value selected in the previous uCustoms Registration Form .
8.	<i>GST No.</i>	System auto-populates the GST number from SSM if it is registered with the entered <i>NRIC No.</i> or <i>BRN</i> .
Personal Details		
9.	<i>Nationality</i>	Select the Nationality as Malaysian or Non-Malaysian. <ul style="list-style-type: none"> • If the Business Stakeholder (Individual) is a Malaysian citizen, select Malaysian; or • If the Business Stakeholder (Individual) is a Foreigner, select Non-Malaysian. Note: If <i>Nationality</i> is selected as Non-Malaysian, then <i>ID Type</i> automatically changes to Passport No.
10.	<i>ID Type</i>	System auto-selects the ID Type as NRIC No. <ul style="list-style-type: none"> • If the <i>Nationality</i> is selected as Malaysian, then <i>ID Type</i> is auto-selected as NRIC No.; or • If the <i>Nationality</i> is selected as Non-Malaysian, then <i>ID Type</i> is auto-selected as Passport No.
11.	<i>Full Name</i>	Enter the Full Name as per the NRIC or Passport.

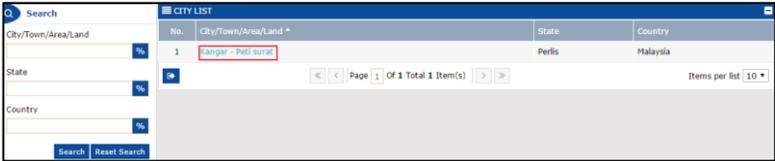


No.	Field Name	Description
		Note: <i>Full Name</i> should match with the name on the NRIC or Passport.
12.	<i>Gender</i>	Select the Gender as Male, Female or Neuter Gender.
13.	<i>NRIC No.</i>	Enter the NRIC number. NRIC number is numeric and accepts 12 digits. The NRIC number should not contain any special characters (!, @, #, \$, %, ^, &, *, (,), -, =, /, .). Note: This field is displayed only if the <i>Nationality</i> is selected as Malaysian.
14.	<i>Passport No.</i>	Enter the Passport number. Passport number is alphanumeric and it should not contain any special characters (!, @, #, \$, %, ^, &, *, (,), -, =, /, .). Note: The fields <i>Passport No.</i> , <i>Passport Expiry Date</i> , <i>Country</i> and <i>Passport Issued From</i> are displayed only if the <i>Nationality</i> is selected as Non-Malaysian.
15.	<i>Passport Expiry Date</i>	Click  to select the Passport Expiry Date from the calendar.
16.	<i>Country</i>	Enter and select the name of the Country from where the Passport number is issued.
17.	<i>Passport Issued From</i>	Enter the place from where the passport is issued.
18.	<i>Login ID</i>	System auto-displays the Login ID of the Organization Business Stakeholder, which is registered in SSO.
19.	<i>Communication Email ID</i>	Select the Communication Email ID as Primary Email ID or Alternative Email ID.
20.	<i>Primary Email ID</i>	System auto-populates the entered <i>Login ID</i> as the Primary Email ID of the Organization Business Stakeholder.
21.	<i>Designation</i>	Select the Designation of the Organization Business Stakeholder from the drop-down list. Designation drop-down list values include: <ul style="list-style-type: none"> • Managing Director, • Director, • Manager, • Senior Executive, • Executive, • Non-Executive, • Supervisor, • Owner, • Partnership, • Ordinary Partnership, • Sole Proprietorship



No.	Field Name	Description
		<ul style="list-style-type: none"> Secretary, Clerk, and Others.
22.	<i>Others</i>	<p>Enter the Others designation of the Organization Stakeholder as shown below.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Designation Others <input type="button" value="v"/></p> <p>Others * System analyst</p> </div> <p style="text-align: center;">Figure 1.9-5: Designation - Others</p> <p>Note: This field is displayed only if the <i>Designation</i> is selected as Others. It is mandatory to include the Designation details.</p>
23.	<i>Alternative Email ID</i>	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.
Organization Primary Contact		
24.	<i>Mobile Number</i>	System auto-populates the Mobile Number with the Country Code based on the entered <i>Login ID</i> .
25.	<i>Telephone Number 2</i>	<p>Select the Country Code from the drop-down list and enter the Telephone Number 2.</p> <p>Note: Telephone Number should be in the format Country code-Number.</p>
26.	<i>Telephone Number 1</i>	System auto-populates the Telephone Number 1 with the Country Code based on the entered <i>Login ID</i> .
27.	<i>Fax Number</i>	Select the Country Code from the drop-down list and enter the Fax Number.
Organization Primary Address		
28.	<i>Address</i>	System auto-displays the Address, which can be edited.
29.	<i>Postal Code</i>	System auto-displays the Postal Code, which can be edited. Postal Code is numeric and accepts minimum five (5) digits.
30.	<i>City/Town/Area/Land</i>	Click **** to browse and select the City, Town, Area or Land. The City List appears as shown in Figure 1.9-6 .



No.	Field Name	Description
		 <p style="text-align: center;">Figure 1.9-6: City List</p> <p>In the City List:</p> <ol style="list-style-type: none"> 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 Search. The available Cities are filtered based on the search criteria provided. In the City List, click the required <i>City/Town/Area/Land</i>. <p>Note: Click Reset Search to reset the search parameters in the list.</p>
31.	<i>State</i>	System auto-populates the State based on the selected <i>City/Town/Area/Land</i> .
32.	<i>Country</i>	System auto-populates the Country based on the selected <i>City/Town/Area/Land</i> . Note: For Non-Malaysians, enter the <i>Address</i> , <i>Country</i> , <i>Postal Code</i> , <i>City/Town/Area/Land</i> and <i>State</i> fields.
Registration Customs Station		
33.	<i>Registration Station Name/Code</i>	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 Customs Station List appears as shown in Figure 1.9-7 .



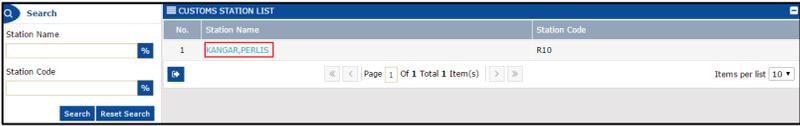
No.	Field Name	Description
		 <p style="text-align: center;">Figure 1.9-7: Customs Station List</p> <p>In the Customs Station List:</p> <ol style="list-style-type: none"> 1. Click the required <i>Station Name</i> from the list or enter the <i>Station Name</i> and/or <i>Station Code</i> in the search panel and click Search. The available Customs Stations are filtered based on the search criteria provided. 2. In the Customs Station List, click the required <i>Station Name</i>. <p>Note: Click Reset Search to reset the search parameters in the list.</p>

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**.



Information: To complete Organization Registration process
 >>> Create Organization Business Stakeholders >>> Associate Business Category >>> Associate Ports >>> Associate Profiles >>> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date 19-01-2017

ORGANIZATION INFORMATION

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 NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 8886668007 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 Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code *KANGAR,PERLIS *R10

BUSINESS STAKEHOLDER CATEGORY
 NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Status
1	sraghavan9898981@gmail.com	ROHAYU 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 Item(s) Items per list 5

BANK LIST
 NO RECORDS AVAILABLE

Save Submit Logout

Figure 1.9-8: Created Organization Business Stakeholder



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  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 Authority	Business Entity	Available Links	Respective Approver
1.	<i>Sabah State Authority</i>	Any	<ul style="list-style-type: none"> • Additional Organization Information. • View History. • View/Upload Documents. 	Sabah State Authority
2.	<i>Sarawak State Authority</i>	ROB	<ul style="list-style-type: none"> • Additional Organization Information. • View History. • View/Upload Documents. 	Sarawak State Authority
3.	<i>Companies Commission of Malaysia (SSM)</i>	ROB/ROC	<ul style="list-style-type: none"> • View History. • View/Upload Documents. • Organization Information (uCustoms). • Organization Members. • Organization Information 	System automatically activates the Business Stakeholder (Organization).



No.	Registration Authority	Business Entity	Available Links	Respective Approver
			(SSM).	
4.	<i>Registrar of Society (ROS)</i>	ROS	<ul style="list-style-type: none"> View History. View/Upload Documents. 	ROS Approver
5.	<i>Labuan Authority</i>	ROB	<ul style="list-style-type: none"> Additional Organization Information. View History. View/Upload Documents. 	Labuan Authority
6.	<i>Companies Commission of Malaysia (SSM)</i>	LLP	<ul style="list-style-type: none"> View History. View/Upload Documents. Organization Information (uCustoms). 	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**.



Information: To complete Organization Registration process
 >> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date * 19-01-20 Additional Organization Information

ORGANIZATION INFORMATION

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 NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 8886668007 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 Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * KANGAR,PERLIS * R10

BUSINESS STAKEHOLDER CATEGORY

NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Status
1	sraghavan9898981@gmail.com	ROHAYU 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 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

Save Submit Logout

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



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

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

Figure 1.9-10: Checklist

Note: Once the steps mentioned in the checklist are completed, the ✗ changes to ✓. 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 Associate/Disassociate Ports

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**.



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.

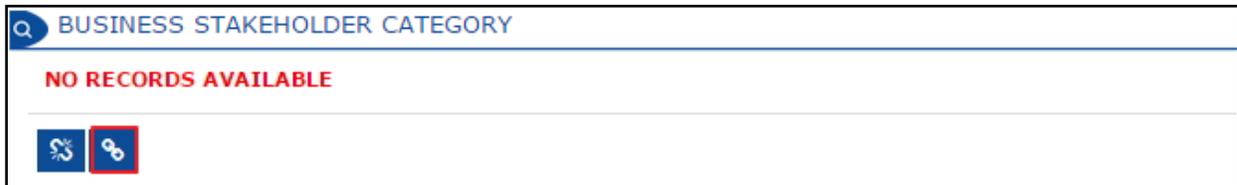


Figure 1.9-11: Business Stakeholder Category List

The **Business Stakeholder Category** list appears as shown below.

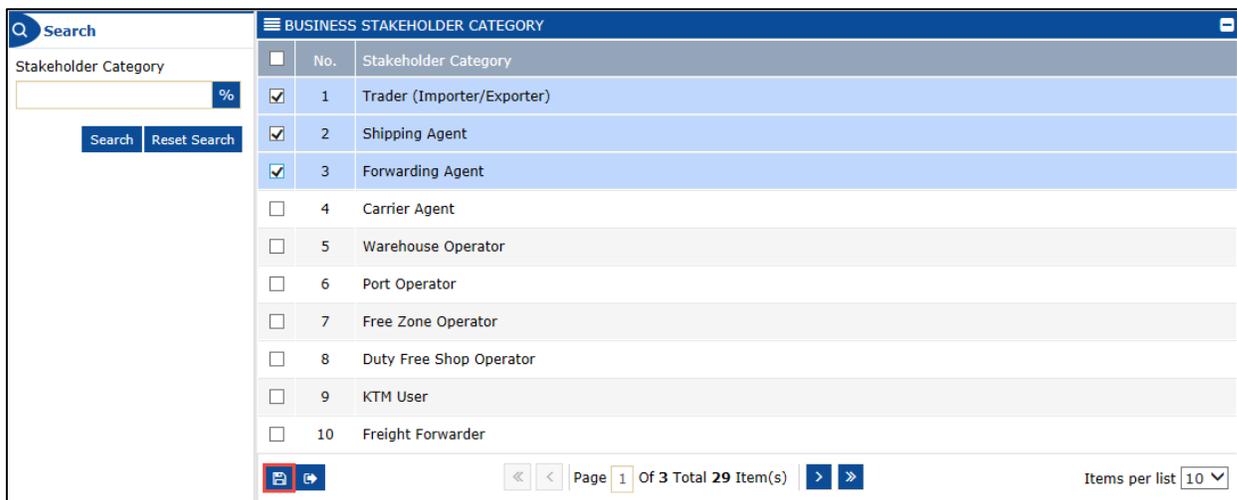


Figure 1.9-12: Business Stakeholder Category – Associate

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  to save the selection.



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



Information: To complete Organization Registration process
 >> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date: 19-01-2017

ORGANIZATION INFORMATION

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: NRIC 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 Primary Email ID: sraghavan9898981@gmail.com
 Communication Email ID: Primary Email ID Alternative Email ID Alternative Email ID: sraghavan1@gmail.com
 Designation: Director

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 8886668007 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: Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: KANGAR,PERLIS R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created
2	Shipping Agent	Created
3	Forwarding Agent	Created

Page 1 Of 1 Total 3 Item(s) Items per list 5

MASTER USER

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM				Created

Max Allowed Users : 20 No. Of Users : 1 Page 1 Of 1 Total 1 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

[Save](#) [Submit](#) [Logout](#)

Figure 1.9-13: uCustoms Registration Form – Associated Stakeholders



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  to disassociate the selected *Stakeholder Category* as shown below.



Figure 1.9-14: Business Stakeholder Category - Disassociate

System prompts to confirm the disassociation as shown below.

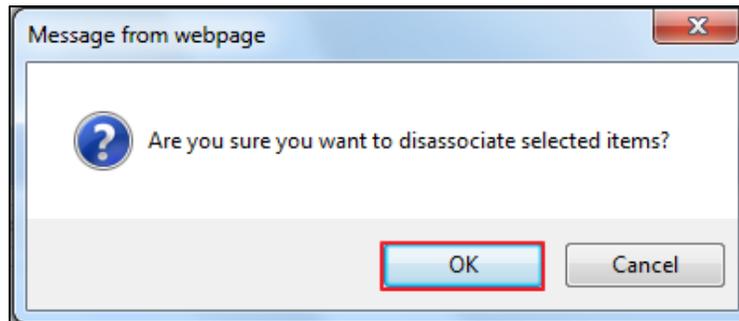


Figure 1.9-15: Confirm Disassociate

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.



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 [Associate Profiles](#) as shown in **Figure 1.9-16**.



Information: To complete Organization Registration process
 >> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date 19-01-2017

ORGANIZATION INFORMATION

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 NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 8886668007 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 Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code KANGAR,PERLIS R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created
2	Shipping Agent	Created
3	Forwarding Agent	Created

Page 1 Of 1 Total 3 Item(s) Items per list 5

MASTER USER

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Status
1	sraghavan9898981@gmail.com	ROHAYU 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 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

Save Submit Logout

Figure 1.9-16: uCustoms Registration Form – Associate Profiles



The **Available User Profile List** appears as shown below.

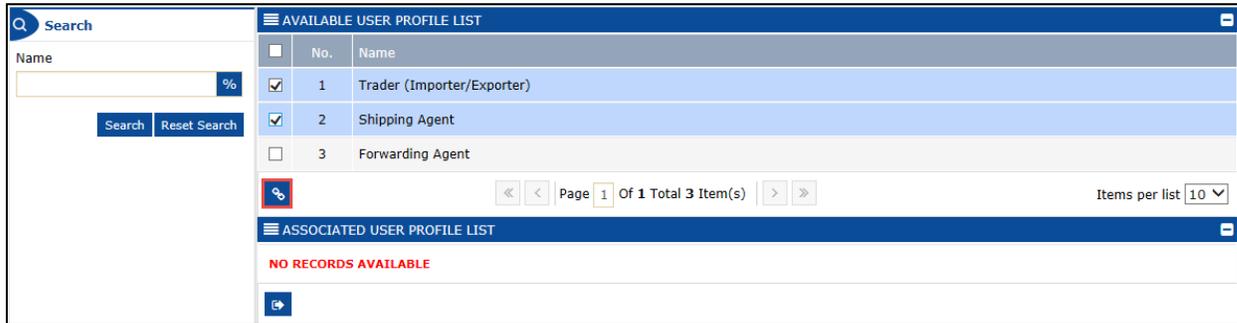


Figure 1.9-17: Available User Profile List – Associate

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.

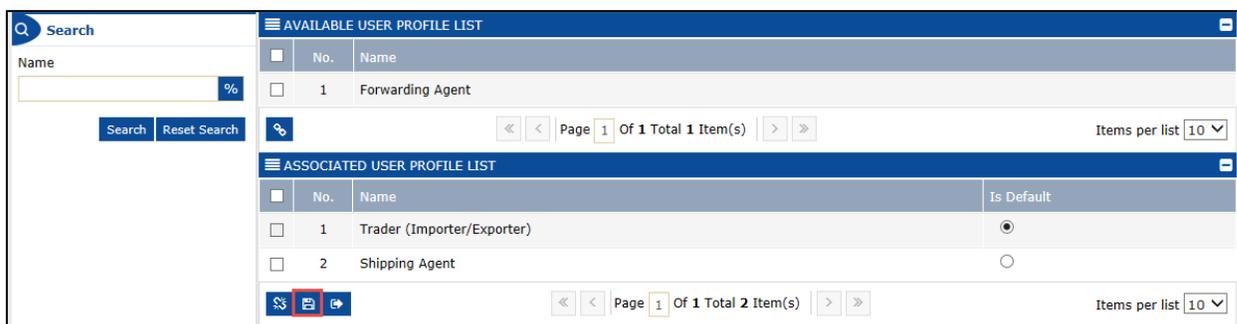


Figure 1.9-18: Available User Profiles List – Associated

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



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.

<input type="checkbox"/>	No.	Name	Is Default
<input type="checkbox"/>	1	Trader (Importer/Exporter)	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	2	Shipping Agent	<input type="radio"/>

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  to disassociate the associated Profile.

System prompts to confirm the disassociation as shown below.

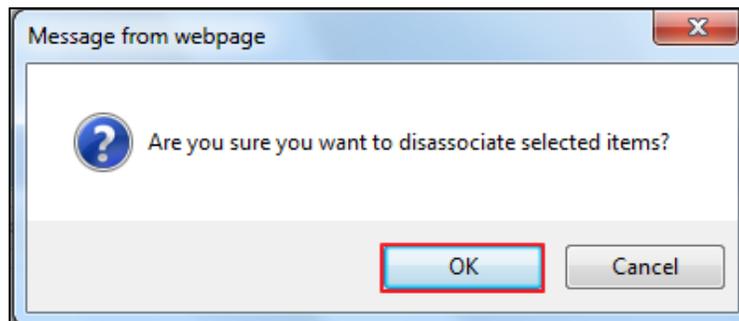


Figure 1.9-20: Confirm Disassociate

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**.



The screenshot displays two tables within a web application interface. The top table, titled 'AVAILABLE USER PROFILE LIST', contains two rows: '1 Shipping Agent' and '2 Forwarding Agent'. The bottom table, titled 'ASSOCIATED USER PROFILE LIST', contains one row: '1 Trader (Importer/Exporter)'. Both tables include search, refresh, and print icons, and pagination controls showing 'Page 1 Of 1 Total 2 Item(s)' and 'Page 1 Of 1 Total 1 Item(s)' respectively. A search bar is visible on the left side of the interface.

No.	Name
1	Shipping Agent
2	Forwarding Agent

No.	Name	Is Default
1	Trader (Importer/Exporter)	<input checked="" type="radio"/>

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  and then click [Additional Organization Information](#) to create and save the Organization details as shown in **Figure 1.9-22**.



Information: To complete Organization Registration process
 >> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date: 19-01-20 Additional Organization Information

ORGANIZATION INFORMATION

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: NRIC 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 Primary Email ID: sraghavan9898981@gmail.com
 Communication Email ID: Primary Email ID Alternative Email ID Alternative Email ID: sraghavan1@gmail.com
 Designation: Director

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 8886668007 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: Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: KANGAR,PERLIS R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created
2	Shipping Agent	Created
3	Forwarding Agent	Created

Page 1 Of 1 Total 3 Item(s) Items per list 5

MASTER USER

No.	Login ID	Full Name	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM	Created

Max Allowed Users : 20 No. Of Users : 1 Page 1 Of 1 Total 1 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

Save Submit Logout

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



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

The screenshot shows a web form titled "ORGANIZATION INFORMATION" with a "STATUS : NEW" indicator. The form is divided into several sections:

- ORGANIZATION INFORMATION:** Organization Name (KFC (SARAWAK) SDN BHD), BRN (100280T), Expiry Date (27-01-2021 with a calendar icon), Last Updated Date, and Company Category (dropdown menu).
- OWNER/DIRECTOR INFORMATION:** ID Type (radio buttons for NRIC No. and Passport No.), Passport No. (MYEP333W), Passport Expiry Date (31-01-2019 with a calendar icon), Passport Issued From (Australia), Country (Australia), Full Name (ROHAYU BINTI ABDUL RAHIM), Gender (radio buttons for Male, Female, Neuter Gender), GST No., Designation (Director), Nationality (radio buttons for Malaysian and Non-Malaysian), Login ID (sraghavan9898981@gmail.com), and Alternative Email ID (sraghavan1@gmail.com).
- CONTACT INFORMATION:** Mobile Number (+60 8886668007), Telephone Number 2 (+60 603377778), Telephone Number 1 (+60), and 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), and State (Perlis).

At the bottom of the form, there are "Create" and "Back" buttons, and a scroll-up arrow.

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**.



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

ORGANIZATION 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

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 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 RECORDS AVAILABLE

Save Back

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**.



Figure 1.9-25: Organization Member Details - Create

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

No.	Field Name	Description
1.	<i>ID Type</i>	By default, system auto-selects the ID Type as NRIC No. Select Passport No. if the organization member is a Non-Malaysian.
2.	<i>Designation</i>	Select the Designation of the Business Stakeholder from the drop-down list. Designation drop-down list values include: <ul style="list-style-type: none"> • Managing Director, • Director, • Manager, • Senior Executive, • Executive, • Non-Executive, • Supervisor, • Owner, • Partnership, • Ordinary Partnership, • Sole Proprietorship • Secretary, • Clerk, and • Others.
3.	<i>Full Name</i>	Enter the Full Name as per the <i>NRIC No.</i> or <i>Passport No.</i>
4.	<i>NRIC No.</i>	Enter the NRIC number or Passport number.
5.	<i>Address</i>	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**.



ORGANIZATION 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			

OWNER/DIRECTOR INFORMATION

ID Type	<input type="radio"/> NRIC No. <input checked="" type="radio"/> Passport No.	Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	Passport Issued From	* Australia
Country	* Australia		
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Neuter Gender
GST No.			
Designation	* Director	Nationality	<input type="radio"/> Malaysian <input checked="" type="radio"/> Non-Malaysian
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.
<input type="checkbox"/>	1	SHAHRLIL BIN ZAINAL ABIDIN	BW44423A

Page 1 Of 1 Total 1 Item(s) Items per list 5

Save
Back

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**.

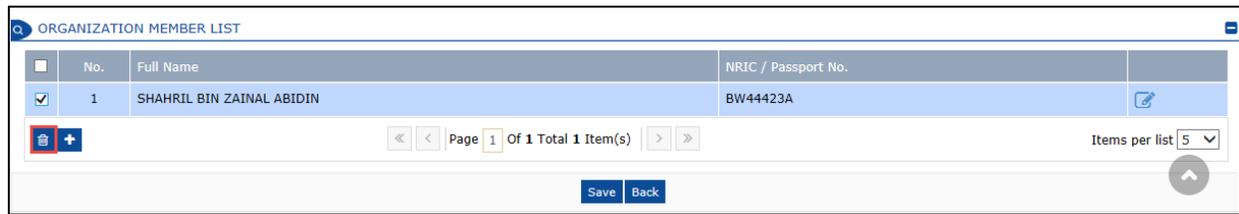


Figure 1.9-27: Organization Member Details – Delete

System prompts to confirm the deletion as shown below.

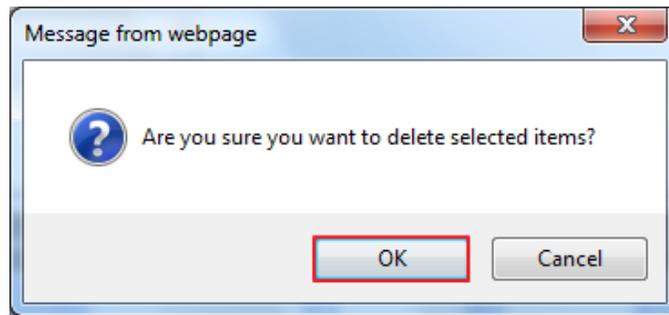


Figure 1.9-28: Confirm Delete

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  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 [Additional Address Information](#) to create the Additional Address Information as shown in **Figure 1.9-29**.



ORGANIZATION INFORMATION
STATUS : CREATED

Additional Address Information
History

ORGANIZATION INFORMATION

Organization Name * KFC (SARAWAK) SDN BHD BRN * 100280T

Expiry Date * 27-01-2021 Last Updated Date **19-01-2017**

Company Category

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 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	SHAHRLIL BIN ZAINAL ABIDIN	BW44423A

Page 1 Of 1 Total 1 Item(s)

Items per list 5

Save Back

Figure 1.9-29: Organization Information – Additional Address Information

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



Figure 1.9-30: Additional Address Information - Create

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

No.	Field Name	Description
1.	<i>Address</i>	Enter the Address.
2.	<i>Postal Code</i>	Enter and select the Postal Code.
3.	<i>City/Town/Area/Land</i>	<p>Click **** to browse and select the City, Town, Area or Land. The City List appears as shown below.</p> <p style="text-align: center;">Figure 1.9-31: City List</p> <p>In the City List:</p> <ol style="list-style-type: none"> 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 Search. The available Cities are filtered based on the search criteria provided. In the City List, click the required <i>City/Town/Area/Land</i>. <p>Note: Click Reset Search to reset the search parameters in the list.</p>
4.	<i>State</i>	System auto-populates the State based on the selected <i>City/Town/Area/Land</i> .



No.	Field Name	Description
5.	Country	System auto-populates the Country based on the selected 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.

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  and then click [History](#).
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  and then click [View/Upload Documents](#) as shown in **Figure 1.9-33**.



Information: To complete Organization Registration process
 >> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS: **CREATED**

Stakeholder Type: Individual Organization Registration Date: 19-01-20

ORGANIZATION INFORMATION

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: NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 8886668007 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: Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: KANGAR,PERLIS R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created
2	Shipping Agent	Created
3	Forwarding Agent	Created

Page 1 Of 1 Total 3 Item(s) Items per list 5

MASTER USER

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM				Created

Max Allowed Users: 20 No. Of Users: 1 Page 1 Of 1 Total 1 Item(s) Items per list 5

BANK LIST

NO RECORDS AVAILABLE

Save Submit Logout

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



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 [History](#).

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 [View Organization Members](#) 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**.



UCUSTOMS REGISTRATION FORM STATUS : ACTIVATED

Registration Ref No. Registration Date

Stakeholder Type Individual Organization

ORGANIZATION INFORMATION

Organization Name: PERFECT FOOD MANUFACTURING (M) SDN
 BRN: 12345678901234567890
 Registration Authority: Companies Commission of Malaysia (S)
 Business Entity: Reg
 GST No.: Get modified

PERSONAL DETAILS

Nationality: Malaysian Non-Malaysian
 ID Type: NRIC No. Passport No.
 Full Name: AMINAH BINTI ABDULLAH
 Gender: Male Female Neuter Gender
 NRIC No.: 700116718888
 Login ID: mohofficer1181@gmail.com
 Communication Email ID: Primary Email ID Alternative Email ID
 Primary Email ID: mohofficer1181@gmail.com
 Designation: Others
 Alternative Email ID: spatil6@agility.com
 Others: OTHERES

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 6666666666666666
 Telephone Number 2: +1
 Telephone Number 1: +20 6666666666666666
 Fax Number: +1 66666666

ORGANIZATION PRIMARY ADDRESS

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

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: WISMA KASTAM, PELABI B10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
<input type="checkbox"/> 1	Trader (Importer/Exporter)	Active
<input type="checkbox"/> 2	Shipping Agent	Created
<input type="checkbox"/> 3	Forwarding Agent	Created
<input type="checkbox"/> 4	Carrier Agent	Created
<input type="checkbox"/> 5	Warehouse Operator	Created

AGENT ASSOCIATION

No.	To Agent	Status
<input type="checkbox"/> 1	Kingston Agents	Created
<input type="checkbox"/> 2	Impoters Organization	Created
<input type="checkbox"/> 3	AOGExpress Shd Bhd	Created

MASTER USER

No.	Login ID	Full Name	Master User	Status
1	mohofficer1181@gmail.com	AMINAH BINTI ABDULLAH	Yes	Active

ADDITIONAL USERS

No.	Login ID	Full Name	Status
<input type="checkbox"/> 1	falcon54333@gmail.com	falcon	Created
<input type="checkbox"/> 2	sankeerthi321@gmail.com	saptil	Active

Max Allowed Users: 20 No. of Users: 3

BANK LIST

NO RECORDS AVAILABLE

Save Print Back

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



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

ORGANIZATION INFORMATION(SSM)		STATUS : NEW	
ORGANIZATION INFORMATION			
Organization Name	* PERFECT FOOD MANUFACTURING (M) SI	BRN	* 12345678
Registration Authority	Select the value	Business Entity	Select the value
Expiry Date	* [calendar icon]		
Remarks	[text area]		
PERSONAL DETAILS			
ID Type	<input checked="" type="radio"/> NRIC No. <input type="radio"/> Passport No.	NRIC / Passport No.	* 700116718888
ID Expiry Date	* [calendar icon]	ID Issued From	[text area]
Full Name	* AMINAH BINTI ABDULLAH	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Neuter Gender
Designation	* Select the value	Nationality	<input checked="" type="radio"/> Malaysian <input type="radio"/> Non-Malaysian
Login ID	[text area]	Alternative Email ID	[text area]
GST No.	Gst modified		
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	[text area]
State	[text area]	Country	[text area]
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  and then click [Organization Information \(uCustoms\)](#) as shown in **Figure 1.9-36**.



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



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

The screenshot shows a web form titled "ORGANIZATION INFORMATION" with a "STATUS : NEW" indicator. The form is divided into several sections:

- ORGANIZATION INFORMATION:**
 - Organization Name: PERFECT FOOD MANUFACTURING (M) SDN.
 - BRN: 12345678
 - Expiry Date: 31-03-2017 (with a calendar icon)
 - Last Updated Date: (empty)
 - Company Category: (empty dropdown menu)
- OWNER/DIRECTOR INFORMATION:**
 - ID Type: NRIC No. Passport No.
 - NRIC No.: 700116718888
 - Full Name: AMINAH BINTI ABDULLAH
 - Gender: Male Female Neuter Gender
 - GST No.: Gst modified
 - Nationality: Malaysian Non-Malaysian
 - Designation: Others (dropdown)
 - Other Designation: OTHERES
 - Login ID: mohofficer1181@gmail.com
 - Alternative Email ID: spatil6@agility.com
- CONTACT INFORMATION:**
 - Mobile Number: +60 6666666666666666
 - Telephone Number 2: +1
 - Telephone Number 1: +20 6666666666666666
 - Fax Number: +1 66666666
- 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

At the bottom of the form, there are "Create" and "Close" buttons, and a scroll-up arrow.

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 to 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**.



The screenshot displays the 'ORGANIZATION INFORMATION' form with the following details:

- Organization Name:** PERFECT FOOD MANUFACTURING (M) SDN. (BRN: 12345678)
- Expiry Date:** 31-03-2017 (Last Updated Date: 16-03-2017)
- Company Category:** (Empty dropdown)
- OWNER/DIRECTOR INFORMATION:**
 - ID Type:** NRIC No. (Passport No. unselected)
 - NRIC No.:** 700116718888
 - Full Name:** AMINAH BINTI ABDULLAH (Gender: Male, Female, Neuter Gender)
 - GST No.:** Gst modified (Nationality: Malaysian, Non-Malaysian)
 - Designation:** Others (Other Designation: OTHERES)
 - Login ID:** mohofficer1181@gmail.com (Alternative Email ID: spatil6@agility.com)
- CONTACT INFORMATION:**
 - Mobile Number:** +60 6666666666666666 (Telephone Number 2: +1)
 - Telephone Number 1:** +20 6666666666666666 (Fax Number: +1 66666666)
- 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)

Buttons: Save, Close, and a scroll-up arrow.

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**.



UCUSTOMS REGISTRATION FORM STATUS : ACTIVATED

Registration Ref No. Stakeholder Type Individual Organization Registration Date +18-3

ORGANIZATION INFORMATION

Organization Name * PERFECT FOOD MANUFACTURING (M) SDN BRN * 123
 Registration Authority * Companies Commission Of Malaysia (S) Business Entity * Reg
 GST No. Got modified

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.
 Full Name * AMINAH BINTI ABDULLAH Gender Male Female Neuter Gender
 NRIC No. * 700116718888
 Login ID * mohofficer1181@gmail.com
 Communication Email ID Primary Email ID Alternative Email ID Primary Email ID * mohofficer1181@gmail.com
 Designation * Others Alternative Email ID * spatll6@agility.com
 Others * OTHERES

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 6666666666666666 Telephone Number 2 +1
 Telephone Number 1 +20 6666666666666666 Fax Number +1 6666666666

ORGANIZATION PRIMARY ADDRESS

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

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * WISMA KASTAM, PELABI * B10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
<input type="checkbox"/> 1	Trader (Importer/Exporter)	Active
<input type="checkbox"/> 2	Shipping Agent	Created
<input type="checkbox"/> 3	Forwarding Agent	Created
<input type="checkbox"/> 4	Carrier Agent	Created
<input type="checkbox"/> 5	Warehouse Operator	Created

AGENT ASSOCIATION

No.	To Agent	Status
<input type="checkbox"/> 1	Kingston Agents View / Upload Documents Associate Customs Station	Created
<input type="checkbox"/> 2	Impoters Organization View / Upload Documents Associate Customs Station	Created
<input type="checkbox"/> 3	AOGExpress Shd Bhd View / Upload Documents Associate Customs Station	Created

MASTER USER

No.	Login ID	Full Name	Master User	Status
1	mohofficer1181@gmail.com	AMINAH BINTI ABDULLAH	Yes	Active

ADDITIONAL USERS

No.	Login ID	Full Name	Status
<input type="checkbox"/> 1	falcon54333@gmail.com	flacon	Created
<input type="checkbox"/> 2	sankeerthi321@gmail.com	saptll	Active

Max Allowed Users : 20 No. of Users : 3

BANK LIST

NO RECORDS AVAILABLE

Save Print Back

Figure 1.9-39: uCustoms Registration Form – Organization Members



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

ORGANIZATION 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) Items per list 10

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**.



Information: To complete Organization Registration process
>> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : **CREATED**

Stakeholder Type Individual Organization Registration Date: 19-01-2017

ORGANIZATION INFORMATION

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: NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 8886668007 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: Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: KANGAR,PERLIS R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
<input type="checkbox"/> 1	Trader (Importer/Exporter)	Created
<input type="checkbox"/> 2	Shipping Agent	Created
<input type="checkbox"/> 3	Forwarding Agent	Created

Page 1 Of 1 Total 3 Item(s) Items per list 5

MASTER USER

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Status
<input type="checkbox"/> 1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM				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 Name	Bank A/C No.	Status
<input type="checkbox"/> 1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0003339999900	Created

Page 1 Of 1 Total 1 Item(s) Items per list 5

Save Submit Logout

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



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.

OK

Figure 1.10-2: Registration Confirmation

2. Click **OK**.

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



Information: To complete Organization Registration process
 >> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS: REGISTERED

Registration Ref No. **REG-O-R10-1701-0031**

Stakeholder Type Individual Organization Registration Date * 19-01-2017

ORGANIZATION INFORMATION

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 NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 8886668007 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 Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * KANGAR,PERLIS * R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
<input type="checkbox"/> 1	Trader (Importer/Exporter)	Created
<input type="checkbox"/> 2	Shipping Agent	Created
<input type="checkbox"/> 3	Forwarding Agent	Created

Page 1 Of 1 Total 3 Item(s) Items per list 5

MASTER USER

No.	Login ID	Full Name	Status
<input type="checkbox"/> 1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM	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 Name	Bank A/C No.	Status
<input type="checkbox"/> 1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0003339999900	Created

Page 1 Of 1 Total 1 Item(s) Items per list 5

Logout

Figure 1.10-3: uCustoms Registration Form – Registered



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

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

Figure 1.10-4: Checklist

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:

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

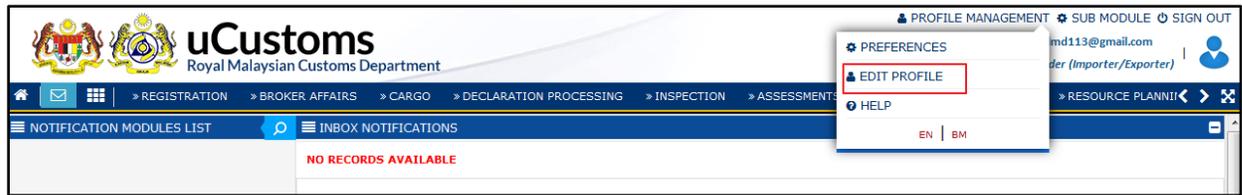


Figure 1.11-1: Organization Business Stakeholder Home Page

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



UCUSTOMS REGISTRATION FORM
STATUS : ACTIVATED

Registration Ref No. **REG-O-R10-1701-0031**

Stakeholder Type Individual Organization Registration Date: 19-01-2017

ORGANIZATION INFORMATION

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: NRIC 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 Primary Email ID: *sraghavan9898981@gmail.com

Communication Email ID: Primary Email ID Alternative Email ID Alternative Email ID: sraghavan1@gmail.com

Designation: *Director

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 8886668007 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 City/Town/Area/Land: *Kangar - Peti surat

Postal Code: * 01007 State: Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: *KANGAR,PERLIS *R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
<input type="checkbox"/> 1	Trader (Importer/Exporter)	Active
<input type="checkbox"/> 2	Shipping Agent	Created
<input type="checkbox"/> 3	Forwarding Agent	Created

AGENT ASSOCIATION

NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Master User	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM	Yes	Active

ADDITIONAL USERS

Max Allowed Users : 20 No. Of Users : 1

BANK LIST

No.	Bank Name	Branch Name	Bank A/C No.	Status
1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0003339999900	Created

Save Print Back

Figure 1.11-2: Organization Stakeholder – Edit Profile Information



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 [Reset Password](#) corresponding to the *Login ID* as shown below.

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

Figure 1.12-1: Reset Password

System prompts to confirm resetting the password as shown below.

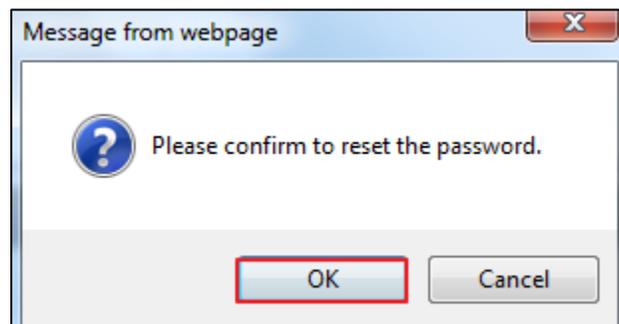


Figure 1.12-2: Reset Password Confirmation

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

An **Alert** message appears as shown below.

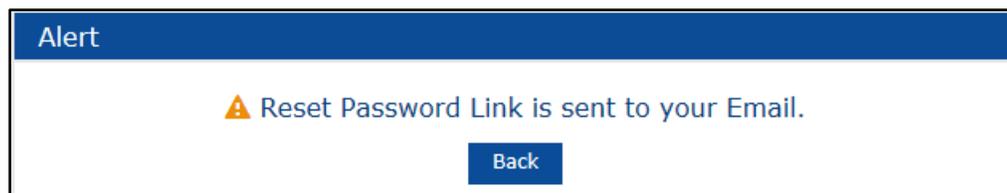


Figure 1.12-3: Alert Message – Password Reset



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

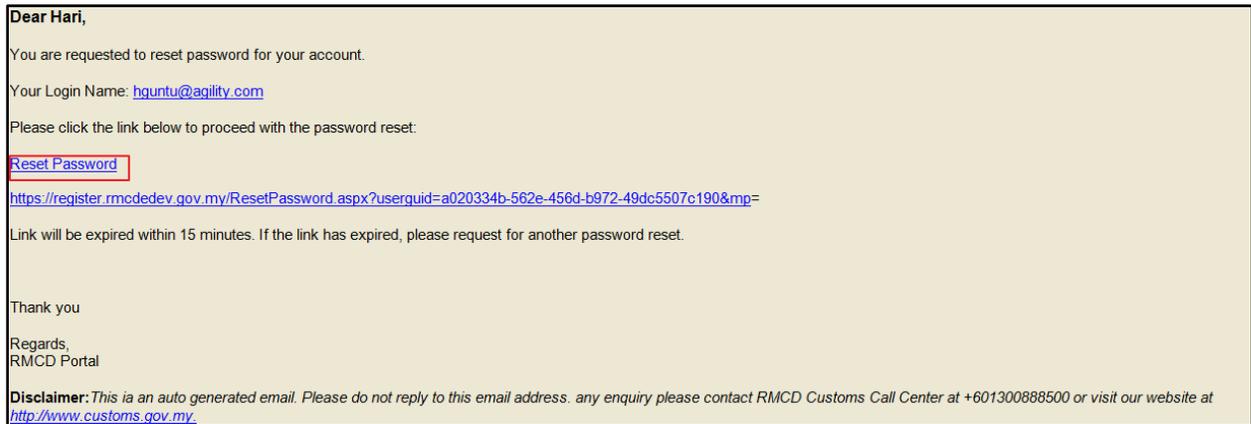


Figure 1.12-4: Email Message – Password

3. In the email, click [Reset Password](#) 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**.



UCUSTOMS REGISTRATION FORM
STATUS : ACTIVATED

Registration Ref No. **REG-O-R10-1701-0031**

Stakeholder Type Individual Organization Registration Date: 19-01-2017

ORGANIZATION INFORMATION

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: NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 8886668007 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: Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: * KANGAR,PERLIS * R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Active
2	Shipping Agent	Created
3	Forwarding Agent	Created

AGENT ASSOCIATION

NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Master User	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM	Yes					Active

ADDITIONAL USERS

Max Allowed Users : 20 No. Of Users : 1

BANK LIST

No.	Bank Name	Branch Name	Bank A/C No.	Status
1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0003339999900	Created

Save | Print | Back

Figure 1.13-1: uCustoms Registration Form – Additional Users



The **User Information** form appears as shown below.

Figure 1.13-2: User Information Form

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

No.	Field Name	Description
1.	<i>Status</i>	System auto-displays the status as <i>New</i> indicating the process has started.
2.	<i>Organization Name</i>	System auto-displays the Organization Name based on the details provided in uCustoms Registration Form .
3.	<i>Nationality</i>	Select the Nationality as Malaysian or Non-Malaysian. <ul style="list-style-type: none"> • If the Business Stakeholder is a Malaysian citizen, select Malaysian; or • If the Business Stakeholder is a Foreigner, select Non-Malaysian. <p>Note: If <i>Nationality</i> is selected as Non-Malaysian, then <i>ID</i></p>



No.	Field Name	Description
		<i>Type</i> automatically changes to Passport No.
4.	<i>ID Type</i>	System auto-selects the ID Type as NRIC No. <ul style="list-style-type: none"> If the <i>Nationality</i> is selected as Malaysian, then <i>ID Type</i> is auto-selected as NRIC No.; or If the <i>Nationality</i> is selected as Non-Malaysian, then <i>ID Type</i> is auto-selected as Passport No.
5.	<i>NRIC No.</i>	Enter the NRIC number. NRIC number is numeric and accepts 12 digits and it should not contain any special characters (!, @, #, \$, %, ^, &, *, (,), -, =, /, .). Note: This field is displayed only if the <i>Nationality</i> is selected as Malaysian.
6.	<i>Passport No.</i>	Enter the Passport No. Passport number is alphanumeric for example, K3639262 and it should not contain any special characters (!, @, #, \$, %, ^, &, *, (,), -, =, /, .). Note: The fields <i>Passport No.</i> , <i>Passport Expiry Date</i> , <i>Country</i> and <i>Passport Issued From</i> are displayed only if the <i>Nationality</i> is selected as Non-Malaysian.
7.	<i>Passport Expiry Date</i>	Click  to select the Passport Expiry Date from the calendar.
8.	<i>Country</i>	Enter the country name from where the Passport number is issued.
9.	<i>Passport Issued From</i>	Enter and select the place from where the Passport is issued.
10.	<i>Full Name</i>	Enter the Full Name as per NRIC. Note: For Malaysians the <i>Full Name</i> should be as per the NRIC and it cannot be changed. For Non-Malaysians <i>Full Name</i> is editable and it should be same as in Passport.
11.	<i>Gender</i>	Select the Gender as Male, Female or Neuter Gender.
12.	<i>Login ID</i>	Enter the Login ID of the Business Stakeholder which is registered in SSO.
13.	<i>GST No.</i>	System auto-populates the GST number from SSM if it is registered with the entered <i>NRIC No.</i> or <i>BRN</i> .
14.	<i>Communication Email ID</i>	Select the Communication Email ID as Primary Email ID or Alternative Email ID.
15.	<i>Primary Email ID</i>	System auto-populates the entered <i>Login ID</i> as the Primary Email ID of the Organization Business Stakeholder.
16.	<i>Master User</i>	Select the check box to register a Master User. Note:



No.	Field Name	Description
		<ul style="list-style-type: none"> • 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. • The previous Master User cannot login in uCustoms until the new Master user activates the profile.
17.	<i>Alternative Email ID</i>	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.	<i>Designation</i>	Select the Designation of the Business Stakeholder from the drop-down list. Designation drop-down list values include: <ul style="list-style-type: none"> • Managing Director, • Director, • Manager, • Senior Executive, • Executive, • Non-Executive, • Supervisor, • Owner, • Partnership, • Ordinary Partnership, • Sole Proprietorship • Secretary, • Clerk, and • Others.
19.	<i>Others</i>	Enter the Others designation of the Business Stakeholder. <div data-bbox="776 1329 1414 1461" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Designation <input type="text" value="Others"/> <input type="button" value="v"/></p> <p>Others <input type="text" value="* System analyst"/></p> </div> <p style="text-align: center;">Figure 1.13-3: Designation - Others</p> <p>Note: This field is displayed only if the <i>Designation</i> is selected as Others. It is mandatory to include Others Designation details.</p>
20.	<i>Mobile Number</i>	System auto-displays the Mobile Number with the country code based on the entered <i>Login ID</i> .
21.	<i>Telephone Number 2</i>	Select the country code from the drop-down list and then



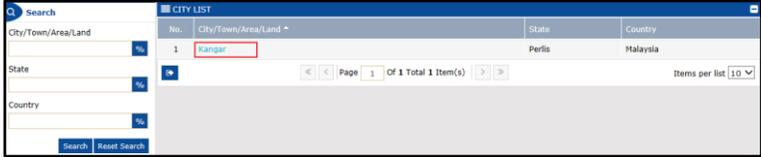
No.	Field Name	Description
		enter the Telephone Number 2.
22.	<i>Telephone Number 1</i>	System auto-displays the Telephone Number 2 with the country code based on the entered <i>Login ID</i> .
23.	<i>Fax Number</i>	Select the country code from the drop-down list and then enter the Fax Number.
24.	<i>Address</i>	Enter the Address.
25.	<i>Postal Code</i>	Enter and select the Postal Code. Postal Code is numeric and accepts minimum five (5) digits.
26.	<i>City/Town/Area/Land</i>	<p>Click  to browse and select the City, Town, Area or Land. The City List appears as shown below.</p>  <p style="text-align: center;">Figure 1.13-4: City List</p> <p>In the City List:</p> <ol style="list-style-type: none"> 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 Search. The available Cities are filtered based on the search criteria provided. In the City List, click the required <i>City/Town/Area/Land</i>. <p>Note: Click Reset Search to reset the search parameters in the list.</p>
27.	<i>State</i>	System auto-populates the State based on the selected <i>City/Town/Area/Land</i> .
28.	<i>Country</i>	System auto-populates the Country based on the selected <i>City/Town/Area/Land</i> . Note: For Non-Malaysians, enter the <i>Address</i> , <i>Country</i> , <i>Postal Code</i> , <i>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**.



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

The screenshot shows a web form titled "USER INFORMATION" with a status of "CREATED". The form is divided into several sections:

- Organization Name:** COMPANY SARAWAK MAIRA
- Nationality:** Radio buttons for Malaysian (unselected) and Non-Malaysian (selected).
- ID Type:** Radio button for NRIC No. (unselected).
- Passport No.:** AV8675654
- Passport Expiry Date:** 31-03-2017
- Country:** India
- Passport Issued From:** India
- Full Name:** JENTIA ANAK DUNDUNG
- Gender:** Radio buttons for Male (selected), Female, and Neutral Gender.
- Login ID:** spatil@agility.com
- GST No.:** (empty field)
- Communication Email ID:** Radio buttons for Primary Email ID (selected) and Alternative Email ID.
- Primary Email ID:** spatil@agility.com
- Master User:** (checkbox, unselected)
- Alternative Email ID:** krishana.org@gmail.com
- Designation:** Manager (dropdown menu)

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 (bottom):** Malaysia

Buttons at the bottom: Save, Activate, Back. A dropdown menu is open over the "View / Upload Documents" link, showing options: Associate Ports, Associate Profiles, Associate Customs Station, and View / Upload Documents.

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  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.



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**.



USER INFORMATION STATUS : **CREATED**

Organization Name: **COMPANY SARAWAK MAIRA**

Nationality: 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 Female Neuter Gender

Login ID: spatil@agility.com

GST No.:

Communication Email ID: Primary Email ID Alternative Email ID

Primary Email ID: spatil@agility.com

Alternative Email ID: krishana.org@gmail.com

Master User:

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

Buttons: Save, **Activate**, Back

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

System prompts to activate the user as shown below.

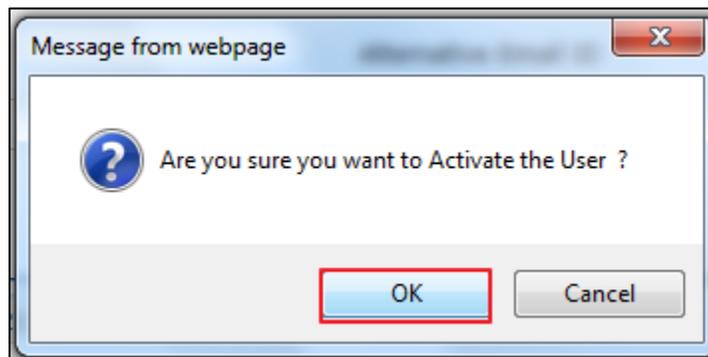


Figure 1.14-2: Activate User

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



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

USER INFORMATION STATUS : ACTIVE

Organization Name: **COMPANY SARAWAK MAIRA**

Nationality: 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 Female Neuter Gender

Login ID: spatil@agility.com GST No.:

Communication Email ID: Primary Email ID Alternative 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

Buttons: Save Deactivate 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**.



UCUSTOMS REGISTRATION FORM
STATUS: ACTIVATED

Registration Ref No. **REG-O-R10-1701-0031**

Stakeholder Type Individual Organization Registration Date: 19-01-2017

ORGANIZATION INFORMATION

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: NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number: +60 888668007 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: Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code: *KANGAR_PERLIS *R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Active
2	Shipping Agent	Created
3	Forwarding Agent	Created

AGENT ASSOCIATION

NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Master User	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM	Yes					Active

ADDITIONAL USERS

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Deactivate	Reset Password	Cancel User	Status
1	spatil@agility.com	JENTIA ANAK DUNDUNG							Active

Max Allowed Users: 20 No. Of Users: 2

BANK LIST

No.	Bank Name	Branch Name	Bank A/C No.	Status
1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	000339999900	Created

Save Print Back

Figure 1.14-4: uCustoms Registration Form - Additional Users



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 [Cancel User](#) corresponding to the *Login ID* in *Active* status as shown below.



Figure 1.15-1: Cancel Additional User

System prompts to confirm the user cancellation.

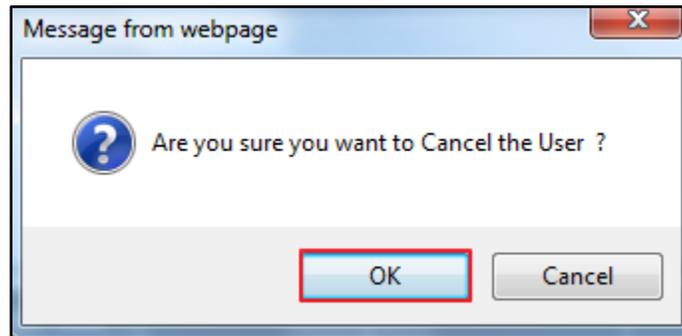


Figure 1.15-2: Cancel User

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.

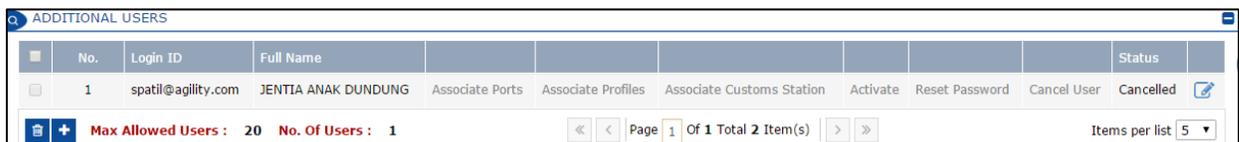


Figure 1.15-3: Cancelled Additional User

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.

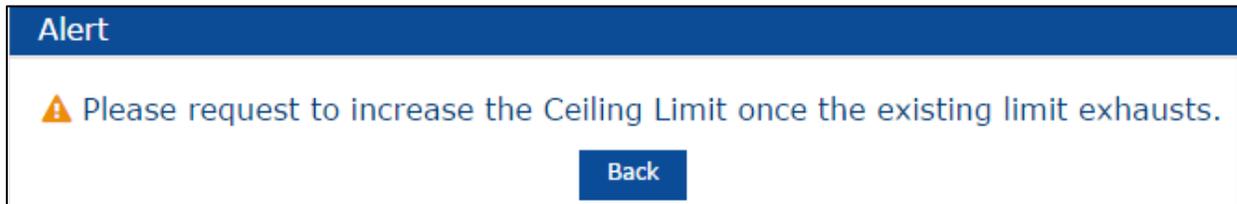


Figure 1.16-1: Alert Message – Ceiling Limit

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.

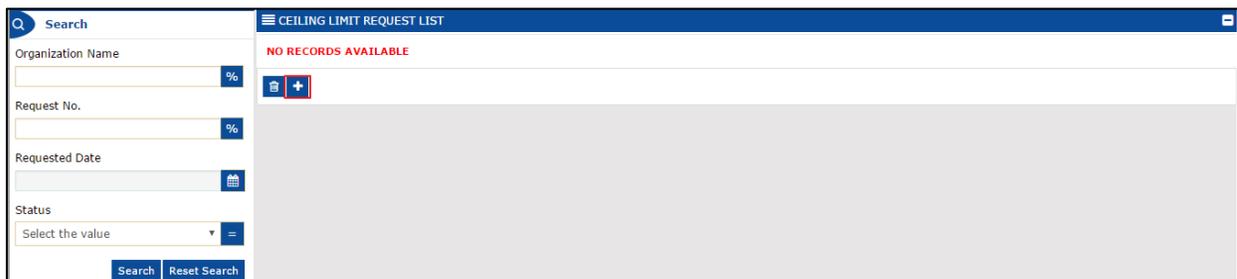


Figure 1.16-2: Ceiling Limit Request List

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



Figure 1.16-3: Ceiling Limit Request - Create

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

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

Figure 1.16-4: Ceiling Limit Request – Created

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



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
Allowed Ceiling Limit	20	Requested Ceiling Limit	23
Description	Additional users to be added		
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.



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.



NOTIFICATION MODULES LIST		INBOX		
Registrations	From	Subject	Received Date	Reference
	RMCD - registrationofficer	KFC (SARAWAK) SDN BHD is Registered Successfully Organization Information is Approved	19-01-2017 22:10:30	Open

Page 1 Of 1 Total 1 Item(s) Items per list 10

Figure 1.17-2: Organization Registered Successfully – Inbox List

2. Click [Open](#) 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**.



UCUSTOMS REGISTRATION FORM
STATUS : ACTIVATED

Registration Ref No. **REG-O-R10-1701-0031**

Stakeholder Type Individual Organization Registration Date **19-01-20**

Additional Organization Information
History

View / Upload Documents

ORGANIZATION INFORMATION

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 NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 888668007 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 * Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * KANGAR,PERLIS * R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
<input type="checkbox"/> 1	Trader (Importer/Exporter)	Active
<input type="checkbox"/> 2	Shipping Agent	Created
<input type="checkbox"/> 3	Forwarding Agent	Created

AGENT ASSOCIATION

NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Master User	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM	Yes					Active

ADDITIONAL USERS

Max Allowed Users : 20 No. Of Users : 1

BANK LIST

No.	Bank Name	Branch Name	Bank A/C No.	Status
<input type="checkbox"/> 1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0003339999900	Created

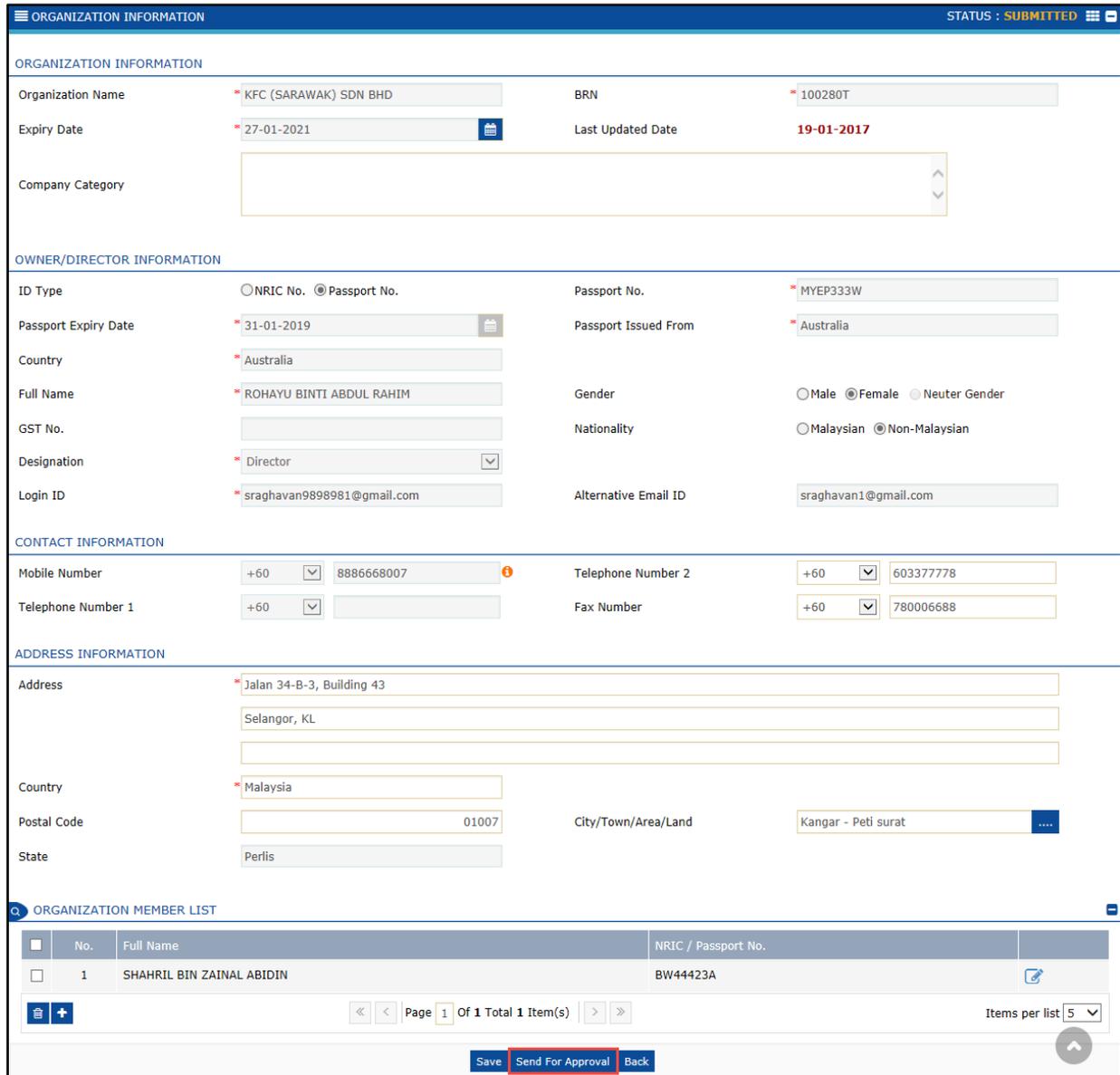
Save Print Back

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



3. In the **uCustoms Registration Form**, click  and then click [Additional Organization Information](#).

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

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 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	SHAHARIL BIN ZAINAL ABIDIN	BW44423A

Page 1 Of 1 Total 1 Item(s) Items per list 5

Save Send For Approval Back

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:

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: 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 ZAINAL ABIDIN	BW44423A

Page 1 Of 1 Total 1 Item(s) Items per list 5

[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.



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.

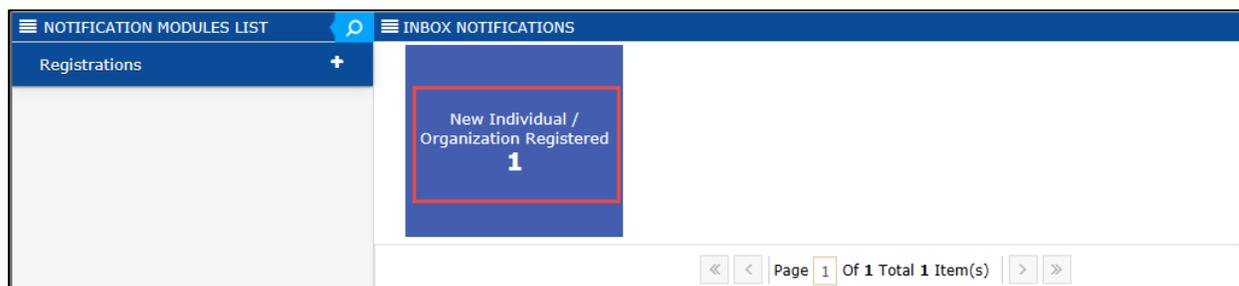


Figure 1.18-1: New Individual/Organization Registered – Inbox Notifications



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

From	Subject	Received Date	Reference
KFC (SARAWAK) SDN BHD	KFC (SARAWAK) SDN BHD is Registered Successfully	19-01-2017 20:50:16	Open

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**.



Information: To complete Organization Registration process
 >> Create Organization Business Stakeholders >> Associate Business Category >> Associate Ports >> Associate Profiles >> Upload required document

UCUSTOMS REGISTRATION FORM STATUS : REGISTERED

Registration Ref No. **REG-O-R10-1701-0031**

Stakeholder Type Individual Organization Registration Date 19-01-2017

ORGANIZATION INFORMATION

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 NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 8886668007 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 Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code *KANGAR,PERLIS *R10

REMARKS

Remarks

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
1	Trader (Importer/Exporter)	Created
2	Shipping Agent	Created
3	Forwarding Agent	Created

Page 1 of 1 Total 3 Item(s) Items per list 5

MASTER USER

No.	Login ID	Full Name	Associate Ports	Associate Profiles	Associate Customs Station	Activate	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM					Modified

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 Name	Bank A/C No.	Status
1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0003339999900	Created

Page 1 of 1 Total 1 Item(s) Items per list 5

Approve Return for Correction Decline Back

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



3. Click **Approve**.

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



UCUSTOMS REGISTRATION FORM
STATUS : ACTIVATED

Registration Ref No. **REG-O-R10-1701-0031**

Stakeholder Type Individual Organization Registration Date

ORGANIZATION INFORMATION

Organization Name BRN
 Registration Authority Business Entity
 GST No.

PERSONAL DETAILS

Nationality Malaysian Non-Malaysian ID Type NRIC No. Passport No.
 Full Name Gender Male Female Neuter Gender
 Passport No. Passport Expiry Date
 Country Passport Issued From
 Login ID
 Communication Email ID Primary Email ID Alternative Email ID Primary Email ID
 Designation Alternative Email ID

ORGANIZATION PRIMARY CONTACT

Mobile Number Telephone Number 2
 Telephone Number 1 Fax Number

ORGANIZATION PRIMARY ADDRESS

Address

 Country
 Postal Code City/Town/Area/Land
 State

REGISTRATION CUSTOMS STATION

Registration Station Name / Code

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
<input type="checkbox"/> 1	Trader (Importer/Exporter)	Active
<input type="checkbox"/> 2	Shipping Agent	Created
<input type="checkbox"/> 3	Forwarding Agent	Created

AGENT ASSOCIATION

NO RECORDS AVAILABLE

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

ADDITIONAL USERS

Max Allowed Users : 20 No. of Users : 1

BANK LIST

No.	Bank Name	Branch Name	Bank A/C No.	Status
<input type="checkbox"/> 1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0003339999900	Created

Figure 1.18-4: uCustoms Registration Form – Activated



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**.



UCUSTOMS REGISTRATION FORM
STATUS: ACTIVATED

Registration Ref No. **REG-O-R10-1701-0031**

Stakeholder Type Individual Organization Registration Date 19-01-2017

ORGANIZATION INFORMATION

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 NRIC 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

ORGANIZATION PRIMARY CONTACT

Mobile Number +60 8886668007 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 Perlis

REGISTRATION CUSTOMS STATION

Registration Station Name / Code * KANGAR,PERLIS * R10

BUSINESS STAKEHOLDER CATEGORY

No.	Stakeholder Category	Status
<input type="checkbox"/> 1	Trader (Importer/Exporter)	Active
<input type="checkbox"/> 2	Shipping Agent	Created
<input type="checkbox"/> 3	Forwarding Agent	Created

Page 1 of 1 Total 3 Item(s) Items per list 5

AGENT ASSOCIATION

NO RECORDS AVAILABLE

MASTER USER

No.	Login ID	Full Name	Master User	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Status
1	sraghavan9898981@gmail.com	ROHAYU BINTI ABDUL RAHIM	Yes					Active

Page 1 of 1 Total 1 Item(s) Items per list 5

ADDITIONAL USERS

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 Name	Bank A/C No.	Status
<input type="checkbox"/> 1	AFFIN BANK BERHAD	AFFIN BANK BERHAD	0003339999900	Created

Page 1 of 1 Total 1 Item(s) Items per list 5

Save Print Back

Figure 1.18-5: uCustoms Registration Form – Print



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

 ROYAL MALAYSIAN CUSTOMS DEPARTMENT uCustoms Registration Slip			
Registration Reference Number	: REG-O-R10-1701-0031	Registration Customs Station	: KANGAR,PERLIS/ R10
Stakeholder Type	: Organization	Registration Date	: 19/01/2017
Status	: Activated	Activation Date	: 19/01/2017
Master User Information			
Nationality	Non-Malaysian	Gender	Female
Full Name	ROHAYU BINTI ABDUL RAHIM		
NRIC No. / Passport	MYEP333W		
Designation	Director		
Login ID	sraghavan9898981@gmail.com		
Communication Email	sraghavan9898981@gmail.com		
Organization Information			
Organization Name	KFC (SARAWAK) SDN BHD		
BRN No.	100280T	GST No.	
Registration Authority	Sabah State Authority	Business Entity	Partnership
Organization Contact Information			
Mobile Number	8886668007	Telephone Number (Home)	603377778
Telephone Number (Office)		Fax Number	780006688
Organization Address Information			
Address			
Jalan 34-B-3, Building 43			
Selangor, KL			
City	Kangar - Peti surat	Postal Code	01007
State	Perlis	Country	Malaysia
Associated Information			
Business Stakeholder Category	Trader (Importer/Exporter), Shipping Agent, Forwarding Agent		
Default Port Associated	Kangar		
Default Customs Station Associated	KANGAR,PERLIS		
Default Profile Associated	Trader (Importer/Exporter)		
		<i>*This slip is computer generated and signature is not required.</i>	
		Date Slip Generated : 20/01/2017 18:03	

Figure 1.18-6: uCustoms Registration Form – Print



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.

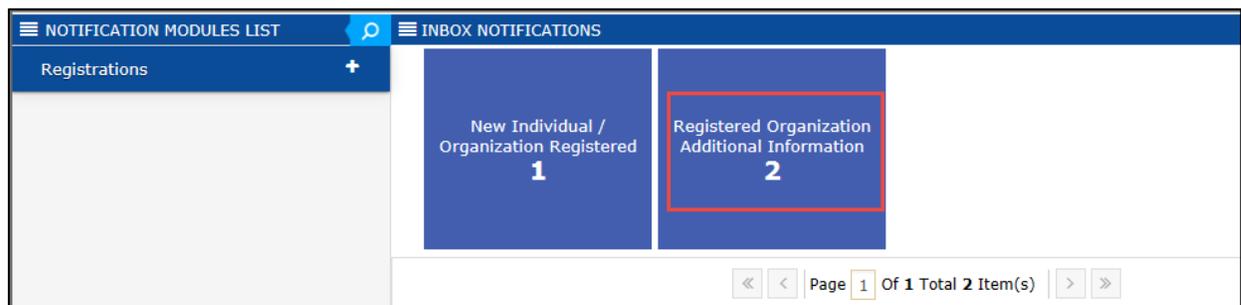


Figure 1.19-1: Registered Organization Additional Information – Inbox Notifications



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

From	Subject	Received Date	Reference
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

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

2. Click [Open](#) 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**.



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

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 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	SHAHRLIL BIN ZAINAL ABIDIN	BW44423A

Page 1 Of 1 Total 1 Item(s) Items per list 5

Amend
Approve
Return for Correction
Back

Figure 1.19-3: Organization Information – Approve

3. Click **Approve**.

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



ORGANIZATION 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			

OWNER/DIRECTOR INFORMATION

ID Type	<input type="radio"/> NRIC No. <input checked="" type="radio"/> Passport No.	Passport No.	* MYEP333W
Passport Expiry Date	* 31-01-2019	Passport Issued From	* Australia
Country	* Australia		
Full Name	* ROHAYU BINTI ABDUL RAHIM	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Neuter Gender
GST No.			
Designation	* Director	Nationality	<input type="radio"/> Malaysian <input checked="" type="radio"/> Non-Malaysian
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	SHAHRLIL BIN ZAINAL ABIDIN	BW44423A

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**.



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

OWNER/DIRECTOR INFORMATION

ID Type NRIC No. Passport No. Passport No. * ASDF1234

Passport Expiry Date * 31-01-2017 Passport Issued From * singapore

Country * Malta Gender Male Female Neuter Gender

Full Name * JOHN NAME Nationality Malaysian Non-Malaysian

GST No. 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

ORGANIZATION MEMBER LIST

No.	Full Name	NRIC / Passport No.
1	SHAHRIL BIN ZAINAL ABIDIN	BW44423A

Page 1 Of 1 Total 1 Item(s) Items per list 5

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**.



ORGANIZATION INFORMATION
STATUS : AMENDED

ORGANIZATION INFORMATION

Organization Name * KEMASIK INDUSTRIES (M) SDN.BHD. BRN * 189633D

Expiry Date * 31-01-2018 Last Updated Date 20-01-2017

Company Category KEMASIK

OWNER/DIRECTOR INFORMATION

ID Type NRIC No. Passport 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 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

ORGANIZATION MEMBER LIST

No.	Full Name	NRIC / Passport No.
1	SHAHRIL BIN ZAINAL ABIDIN	BW44423A

Page 1 Of 1 Total 1 Item(s) Items per list 5

Approve
Return for Correction
Back

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*.



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  and then click  to edit the profile information of Governmental Stakeholder as shown below.

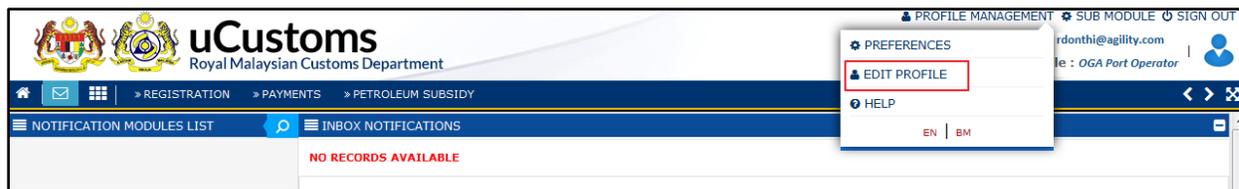


Figure 1.20-1: Governmental Stakeholder (OGA) uCustoms Home Page

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



GOVERNMENTAL / AUTHORITIES INFORMATION
STATUS : ACTIVATED

Registration Ref No. **REG-G-B1F-1702-0010**

Registration Station Name / Code * 3M MALAYSIA S.B. * B1F

Government Agency Name * Ministry of coal and mines

Description Ministry of coal and mines

Department Required

Government Agency Code * 001

GST No. 123456789

ORGANIZATION PRIMARY CONTACT

Full Name * ASALAM

Mobile Number +60 12345662

Telephone Number 1 +60

Email Id * asalam@gmail.com

Telephone Number 2 +60

Fax Number +60

ORGANIZATION PRIMARY ADDRESS

Address * Plot no.31, Road no.4, Selangor, Kaulampur

Malaysia

Postal Code * 10000 City/Town/Area/Land * Bangunan Komtar

State Pulau Pinang Country Malaysia

DEPARTMENT INFORMATION

No.	Name	Code	Description	No. Of Users
1	Accounts Department	AC001		1

USER PROFILE LIST

No.	Profile Name
1	OGA Port Operator
2	Assigning and Approver Officer
3	OGA Cargo Terminal Operator

MASTER USER

No.	Login ID	Full Name	Department Name	Master User	Associate Ports	Associate Profiles	Associate Customs Station	Status
1	rdonthi@agility.com	SAW SOON KIA @ SAW SOON KAI	Accounts Department	Yes	Associate Ports	Associate Profiles	Associate Customs Station	Active

ADDITIONAL USERS

NO RECORDS AVAILABLE

Max Allowed Users : 20 No. Of Users : 1

Save
Print
Back

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

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



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:

1. 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  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**.

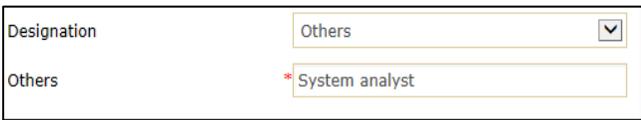


Figure 1.21-1: User Information – Create

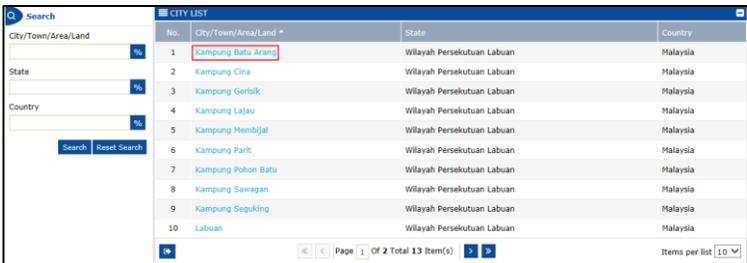
3. Enter or select the following fields as described below.

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



No.	Field Name	Description
		Alternative Email ID.
10.	<i>Alternative Email ID</i>	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.	<i>Master User</i>	Select the check box to register a Master User.
12.	<i>Designation</i>	Select the Designation of the Governmental Stakeholder from the drop-down list. Designation drop-down list values include: <ul style="list-style-type: none"> • Managing Director, • Director, • Manager, • Senior Executive, • Executive, • Non-Executive, • Supervisor, • Owner, • Partnership, • Ordinary Partnership, • Sole Proprietorship • Secretary, • Clerk, and • Others.
13.	<i>Transaction Type</i>	Select the Transaction Type as Port Based and/or Customs Station Based, or select both or select Permits. Note: <ul style="list-style-type: none"> • If the <i>Transaction Type</i> is selected as Port, then in the User Information form, associating the Ports to User Information (Master User and Additional Users) is mandatory. • If the <i>Transaction Type</i> 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.
14.	<i>Others</i>	Enter the Others designation of the Governmental Stakeholder.  <p style="text-align: center;">Figure 1.21-2: Designation – Others</p>



No.	Field Name	Description
		Note: This field is displayed only if the <i>Designation</i> is selected as Others. It is mandatory to include the Designation details.
15.	<i>Mobile Number</i>	System auto-displays the Mobile Number with the Country Code based on the entered <i>Login ID</i> .
16.	<i>Telephone Number (2)</i>	Select the Country Code from the drop-down list and then enter the Telephone Number 2.
17.	<i>Telephone Number (1)</i>	System auto-displays the Telephone Number 1 with the Country Code based on the entered <i>Login ID</i> .
18.	<i>Fax Number</i>	Select the Country Code from the drop-down list and then enter the Fax Number.
19.	<i>Address</i>	Enter the Address.
20.	<i>Postal Code</i>	Enter and select the Postal Code. Postal Code is numeric and accepts minimum five (5) digits.
21.	<i>City/Town/Area/Land</i>	<p>Click <input type="text" value="****"/> to browse and select the City, Town, Area or Land. The City List appears as shown below.</p>  <p style="text-align: center;">Figure 1.21-3: City List</p> <p>In the City List:</p> <ol style="list-style-type: none"> 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 Search. The available Cities are filtered based on the search criteria provided. In the City List, click the required <i>City/Town/Area/Land</i>. <p>Note: Click Reset Search to reset the search parameters in the list.</p>
22.	<i>State</i>	System auto-populates State based on the selected <i>City/Town/Area/Land</i> .
23.	<i>Country</i>	System auto-populates Country based on the selected



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.

The screenshot shows a web form titled "USER INFORMATION" with a status indicator "STATUS : CREATED". The form is divided into several sections:

- USER INFORMATION:**
 - ID Type: NRIC No.
 - NRIC No.: 530412075585
 - Nationality: Malaysian
 - Full Name: SAW SOON KIA @ SAW SOON KAI
 - Gender: Male, Female, Neuter Gender
 - Login ID: rdonthi@agility.com
 - Primary Email ID: RDonthi@agility.com
 - Communication Email ID: Primary Email ID, Alternative Email ID
 - Alternative Email ID: ssamal@agility.com
 - Master User:
 - Designation: [Empty field]
 - Transaction Type: Port, Customs Station, Agency
- CONTACT INFORMATION:**
 - Mobile Number: +60 4569000
 - Telephone Number 2: +60 [Empty field]
 - Telephone Number 1: +60 666679999
 - Fax Number: +60 [Empty field]
- ADDRESS:**
 - Address: C-35 SEC HOUSING, RANCA RANCA INDUSTRIAL, ESTATE
 - Postal Code: 87000
 - City/Town/Area/Land: Kampung Batu Arang
 - State: Wilayah Persekutuan Labuan
 - Country: Malaysia

At the bottom, there are buttons for "Save", "Activate", and "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 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.

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**.



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.

The screenshot shows a web interface titled 'BUSINESS STAKEHOLDERS'. On the left, there is a search filter panel with fields for 'Organization Name / Individual Name', 'Registration Ref No.', 'Registration Date', 'Stakeholder Type', 'Stakeholder Category', and 'Status'. Each field has a dropdown menu and a search icon. At the bottom of the filter panel are 'Search' and 'Reset Search' buttons. The main area of the page displays 'NO RECORDS AVAILABLE' in red text, with a blue '+' icon in a box below it.

Figure 1.24-1: Business Stakeholders – Create

2. Click  to create new Organization Business Stakeholder.

The **uCustoms Registration Form** appears as shown below.

The screenshot shows the 'UCUSTOMS REGISTRATION FORM' for an individual. It includes the following fields: 'Stakeholder Type' with radio buttons for 'Individual' (selected) and 'Organization'; 'Nationality' with a radio button for 'Malaysian' (selected); 'ID Type' with a radio button for 'NRIC No.'; 'NRIC No.' with a text input field containing '700101718228'; and 'Full Name' with a text input field containing 'AMRIN BIN IDRIS'. At the bottom, there are 'Proceed' and 'Back' buttons.

Figure 1.24-2: uCustoms Registration Form – Individual



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.

Figure 1.25-1: Business Stakeholders – Create

2. Click  to create new Organization Business Stakeholder.

The **uCustoms Registration Form** appears as shown below.

Figure 1.25-2: uCustoms Registration Form – Proceed



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.



- 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).
 - Create New Additional User Information.
 - Associate Ports.
 - 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).

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.



QUICK REFERENCE

uCustoms Window

The screenshot shows the uCustoms interface with a notification for 'Bills Generated 1'. Red arrows point from the text 'Logged in User's Inbox' to the notification card and from 'Message Group with Message' to the notification count '1'. A red arrow also points from 'Modules' to the top right navigation area.

The Fundamentals

To Search: Specify the search criteria in the fields and click **Search**.

To Sign Out: Click  located at the top of the screen.

To Sign in as a Different User: Sign out and then on the logon window, enter the alternative user information in the fields and logon.

To Change User Preferences: Click [Profile Management](#). In the expandable list, click [Preferences](#). In the **Preferences** window, user can change the *Default User Profile*.

To Edit Profile Details: Click [Profile Management](#). In the expandable list, click [Edit Profile](#). User can make the required changes in the Registration form.



Common Features

Open a record: Click  to open a record.

Sort a column: Click the Column heading to sort the records in ascending or descending order.

Delete a record: Select the record to be deleted from the list and click .



User Types and Characteristics

Following Stakeholders can access the Registration module:

1. Register Users (SSO)
 - SSO Registration.
 - Register (Individual, Organization or Governmental User (SSO)).
2. 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.
- Submit Agent Association.
- 3. Business Stakeholder (Organization)
 - Register Business Stakeholder (Organization) Online.
 - Create Business Stakeholder (Organization).
 - Create Bank Details.
 - 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.
 - 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.



- 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.

Functions

How to Create Business Stakeholder (Individual)?

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

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

How to Submit and Activate Business Stakeholder (Individual)?

In the **uCustoms Registration Form**, create the Bank details and then click  to:

- Associate Ports.
- Associate Customs Station.
- View/Upload Documents.

Enter all the required details → click **Submit**.

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

How to Edit Profile Information?

On the uCustoms **Home** page, click  and then click .

The **uCustoms Registration Form** appears to make any changes → click **Save**.

How to Create New Agent Association?

On the **uCustoms Registration Form**, in the **Agent Association** section, click  to create New Agent Association. Enter all the mandatory fields in **Agent Association** form → click **Create**.

The **Agent Association** form status changes from *New* to *Created*.

How to Submit New Agent Association?

In the **Agent Association** form, click  to:

- Associate Customs Station.
- View/Upload Documents.

Enter all the required details in **Agent Association** form → click **Save** and then click **Submit**.

Agent Association form status changes from *Created* to *Submitted*.



How to Create Business Stakeholder (Organization)?

On the RMCD portal, register in SSO. → Enter the required details and click **Submit** in **New User Registration Form** to complete the SSO registration. In **uCustoms Registration Form** → select the *Stakeholder Type* as Organization. Enter all the mandatory fields in **uCustoms Registration Form** → 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 → 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 [Reset Password](#) corresponding to the *Login ID*. The system sends an **Email** message to the stakeholder. In the email, click [Reset Password](#) 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*.



How to Activate New User?

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 → 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 [Cancel User](#) 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 → click **Create**. The **Ceiling Limit Request** form status from *New* to *Created*. → 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. → Click [Reference](#). In the **uCustoms Registration Form**, click  and then click [Additional Organization Information](#). → 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. → Click [Reference](#). → 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. → Click [Reference](#). → 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 → click **Amend**.

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

To return the Additional Organization Information for correction:

In the **Organization Information** form → 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 . Enter all the required details in **User Information** form → click **Create**.

The **User Information** form status from *New* to *Created*. → Click **Save**.

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 → click **Activate**.

The **User Information** form status changes from *Created* to *Active*.



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.



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