

### STEP BY STEP on uCUSTOMS REGISTRATION





### Enter RMCD Home Page and Access uCustoms Home Page





#### Enter RMCD home page **http://www.customs.gov.my**.







Click on **uCustoms logo** to access uCustoms home page.







#### Click **Sign Up** button to access uCustoms home page.







#### Click '**HERE**' link as shown below to sign up to uCustoms.

🛱 HOME 🔥 CORPORATE INFO	📃 HIGHLIGHT 🕞 CONSUMER 🛗 INDUSTRY 🙀 TRAVELLERS 📑 PROCEDURE & GUIDELINES 💽 MULTIMEDIA
North	ROYAL MALAYSIAN CUSTOMS DEPARTMENT
Home / uCustoms / uCustoms Homepage	
uCustoms Homepage Latest News & Announcement Introduction	uCustoms Signup
FAQ uCustoms Bulletin Quick References Video Guide Other References	Login only applicable for the Registration process Any changes will be informed later For registration guideline please click HERE Signup to uCustoms HERE

### Sign Up





#### The **New User Registration** form appears as shown.



Enter the required valid information. Be sure to enter an **active email address**.

Official Portal ROYAL MALAYSIAN CUSTOMS DEPARTMENT For Trade Facilitation		
	NEW USER REGISTRATION	
Account Information		*Mandatory Field
*Login Name (Email Address): Alternate Email Address: *Password:	xxxx@sample.com xxxxx@sample.com	Email Address Please avoid using Temporary Email Services such as Yandex mail, Guerilla mail, ThrowAway mail and etc Password Rules
*Confirm Password: *Security Question: *Security Answer:	▼	<ul> <li>Must be between 6-12 characters</li> <li>Must include at least one number</li> <li>Must include at least one special character ~! @ # \$ % ^ &amp; * + \   /</li> <li>Must include at least one alphabet character.</li> <li>Password cannot be similar to the Name</li> </ul>
Personal Information		
*Name: *Gender: *Nationality:	Male Female MALAYSIA	

UCUSTORS Ingovier: • any device



After completed, fill in all the mandatory information, accept the **Term of Services and Privacy Policy**, then click **Submit**.







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



ROYAL MALAYSIAN CUSTOMS DEPARTMENT For Trade Facilitation

Official Portal

Your registration is successful. An activation link has been sent to your Primary Email address.

Please click the activation link in the email to activate your account. (Please check your spam/junk folder if the email is not found in your inbox.)

(If this page does not redirect automatically in 60 seconds, click here.)

## **Verify Email**







#### Check your inbox for an **account activation email** from RMCD.

By clicking on the **link specified** in the email, you will be directed to confirmation page.

You have successfully registered in RMCD Portal. Please activate your account within 24 hour(s) to avoid cancellation. Once your account is cancelled, re-registration of your account is required. Please click here to activate your account. OR Please copy the link below and paste into your web browser to activate your account https://register.customs.gov.my/UserActivation.aspx?userguid=fd76aae4-66e2-4e5b-802c 9f2392a5c762&dt=QBy0bIIQZbTiC3IFGx5IJZuf4sU0XBCj2wtjcx4UIRnoA+ IJ74BvoTXWH6v13Rte&mp= Thank you Regards, RMCD Portal Disclaimer: This ia an auto generated email. Please do not reply to this email address. Any enquiry please contact RMCD Customs Call Center at +601300888500 or visit our website at http://www.customs.gov.my/front.html





Click 'here' link to access to uCustoms login page.



## Sign In







#### Log in with **registered email address** and **password**.



### Fill In Mandatory Field in Registration Form





Fill in individual/organization information, and click **Proceed** once completed.

Contraction of the second seco	stoms rsian Customs Department			Q SI
UCUSTOMS REGISTRATION F	DRM			-
Stakeholder Type	Individual I Organization I			
Registration Authority	* COMPANIES COMMISSION OF MALAYSIA ( V	Business Entity	* REGISTRATION OF COMPANY (ROC)	•
BRN	*	Organization Name	*	0
	Proceed	Back		





#### Fill in all the **mandatory** details and then click **Next**.

UCUSTOMS REGISTRATION FORM			STATUS : NEW 🇮 🗖
Stakeholder Type	<ul> <li>Individual</li> <li>Organization</li> </ul>	Registration Date	* 27-03-2018
ORGANIZATION INFORMATION			
Organization Name	* CIRCUITS PLUS (M) SDN. BHD.	BRN	* 327042D
Registration Authority	* COMPANIES COMMISSION OF MALAYSIA ( $\checkmark$	Business Entity	* REGISTRATION OF COMPANY (ROC)
GST No.	837419008		
PERSONAL DETAILS			
Nationality	Malaysian O Non-Malaysian	ID Type	• NRIC No.
Full Name	*	Gender	🖲 Male 🛛 Female 🔍 Neuter Gender
NRIC No.	*		
Login ID	* ainiazhar91@gmail.com		
Communication Email ID	Primary Email ID     O Alternative Email ID	Primary Email ID	* ainiazhar91@gmail.com
Designation	* SELECT THE VALUE	Alternative Email ID	
	Nex	t Back Close	





### The **uCustoms Registration Form** changed to **Created** status.

■ UCUSTOMS REGISTRATION FORM STATU								
Stakeholder Type	Individual	Registration Date	* 27-03-2018					
ORGANIZATION INFORMATION								
Organization Name	* CIRCUITS PLUS (M) SDN. BHD.	BRN	* 327042D					
Registration Authority	* COMPANIES COMMISSION OF MALAYSIA ( •	Business Entity	* REGISTRATION OF COMPANY (ROC)					
GST No.	837419008							

### Fill In Business Stakeholder Category





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





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

Select the **checkbox** from the available **Business Stakeholder Category list** or enter the **Stakeholder Category** on the **search** field.

#### Then **Save** the details.

Q Search	≣в	USINES	5 STAKEHOLDER CATEGORY
Stakeholder Category		No.	Stakeholder Category
%		1	TRADER (IMPORTER/EXPORTER)
Search Reset Search		2	SHIPPING AGENT
		3	FORWARDING AGENT
		4	CARRIER AGENT
		5	WAREHOUSE OPERATOR
		6	FREE ZONE OPERATOR
		7	DUTY FREE SHOP OPERATOR
		8	KTM USER
		9	FREIGHT FORWARDER
		10	PSB OPERATOR
		•	





### The **uCustoms Registration Form** appears with the updated **Business Stakeholder Category** section.

	BUSINESS STAKEHOLDER CATEGORY							
		No.	Stakeholder Category	Status				
		1	TRADER (IMPORTER/EXPORTER)	Created				
Ş	3 9	રે	<pre></pre>		Items per list 5 🔻			

### Fill In Master User

- Associate Ports
- Associate Profiles
- Associate Customs Station





#### On the **uCustoms Registration Form**, click **Associate Ports** in **Primary User** section.

PR	MARY US	SER									
	No.	Login ID	Full Name	Master User		•			Status	View / Edit	
	1	trader01@cryp.email	MOHD ASRI BIN YOUSRI	Yes	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Active	Ø	
A Page 1 Of 1 Total 1 Item(s) > >									Item	s per list 5 🔻	



#### Select the **checkbox** and click **Associate** icon.

Q Search	■AV	AILABLE	PORTS LIST		•		
Port Code		No.	Port Code	Port Name	Port Type		
%		1	MYPK- TEST001	PORT KLANG - TEST001 9SEA)	SEA PORT		
Port Name		2	MYPKG-TEST01-S	TEST01	SEA PORT		
%		3	MYPKG-B1X-S	PORT KLANG - ASA NIAGA (SEA)	SEA PORT		
Port Type		4	MYBLE-P24-Z	KOMPLEKS KARGO UDARA KEDUA (FREEZONE)	FREE ZONE		
SELECT THE VALUE =		5	MYBLE-P12-Z	FCZ LTA KARGO (FREEZONE)	FREE ZONE		
Search Reset Search		6	MYBLE-P76-Z	FIZ BAYAN LEPAS (FASA IV) (FREEZONE)	FREE ZONE		
		7	MYIPH-A19-Z	ZPB KINTA (FREEZONE)	FREE ZONE		
		8	MYMEA-M12-Z	TANJUNG KELING (FREEZONE)	FREE ZONE		
		9	MYMEA-M18-Z	BATU BERENDAM (ZON 3) (FREEZONE)	FREE ZONE		
		10	MYMEA-M17-Z	BATU BERENDAM (ZON 2) (FREEZONE)	FREE ZONE		
	QO		« < Pag	e 1 Of 120 Total 1192 Item(s) > >	Items per list 10 🔻		
	م	ASSO	CIATED PORTS LIST		•		
	ALL PORTS ARE ASSOCIATED.						







Q Search		/AILABLE	ABLE PORTS LIST				
Port Code		No.	Port Code	Port Name	Port Type		
%		1	MYPK- TEST001	PORT KLANG - TEST001 9SEA)	SEA PORT		
Port Name		2	MYPKG-TEST01-S	TEST01	SEA PORT		
%		3	MYPKG-B1X-S	PORT KLANG - ASA NIAGA (SEA)	SEA PORT		
		4	MYBLE-P24-Z	KOMPLEKS KARGO UDARA KEDUA (FREEZONE)	FREE ZONE		
		5	MYBLE-P12-Z	FCZ LTA KARGO (FREEZONE)	FREE ZONE		
Search Reset Search		6	MYIPH-A19-Z	ZPB KINTA (FREEZONE)	FREE ZONE		
		7	MYMEA-M12-Z	TANJUNG KELING (FREEZONE)	FREE ZONE		
		8	MYMEA-M18-Z	BATU BERENDAM (ZON 3) (FREEZONE)	FREE ZONE		
		9	MYMEA-M17-Z	BATU BERENDAM (ZON 2) (FREEZONE)	FREE ZONE		
		10	MYKCH-Y45-Z	FIZ SAMA JAYA (FREEZONE)	FREE ZONE		
	æ		« < Pag	e 1 Of 120 Total 1191 Item(s) > >	Items per list 10 🔻		
	٩	ASSO	CIATED PORTS LIST		8		
		No.	Port Code Is	Default Port Name	Port Type		
		1	MYBLE-P76-Z	ITZ BAYAN LEPAS (FASA IV) (FREEZONE)	FREE ZONE		
	<b>\$</b> 3	8	«	< Page 1 Of 1 Total 1 Item(s) > >>	Items per list 10 🔻		







#### On the **uCustoms Registration Form**, click **Associate Profiles** in **Primary User** section.

PR	MARY US	SER									
	No.	Login ID	Full Name	Master U	ser				Status	View / Edit	
	1	trader01@cryp.email	MOHD ASRI BIN YOUSRI	Yes	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Active	Ø	
	<pre></pre>									s per list 5 🔻	





#### Select the checkbox corresponding to the **Name** and click **Associate** icon.

Q Search		AVAILABLE USER PROFILE LIST					
Name		No.	Name				
%		1	Trader (Importer/Exporter)				
Search Reset Search	°o		<pre></pre>	Items per list 10 🔻			
	۹	ASSO	CIATED USER PROFILE LIST	-			
	NO	RECORDS	AVAILABLE				
	۲						





Set the required profile as default by selecting **Is Default** option if required and click **Save** icon.

Q Search		VAILABLE	USER PROFILE LIST		=					
Name	NO	NO RECORDS AVAILABLE								
%	<b>%</b>									
Search Reset Search	٩	ASSO	CIATED USER PROFILE LIST		=					
		No.	Name	Is Default						
		1	Trader (Importer/Exporter)	۲						
	<b>\$</b> 3	8	$\ll$ < Page 1 Of 1 Total 1 Item(s) > >		Items per list 10 🔻					





#### On the **uCustoms Registration Form**, click **Associate Customs Station** in **Master User** section.

PR	MARY US	SER									
	No.	Login ID	Full Name	Master l	Jser				Status	View / Edit	
	1	trader01@cryp.email	MOHD ASRI BIN YOUSRI	Yes	Associate Ports	Associate Profiles	Associate Customs Station	Reset Password	Active	đ	
				Item	s per list 5 🔻						





Select the **checkbox** from the **Available Customs Station** list or enter **Station Code/Station Name/State Name** on the **search** field, and then click **Associate** icon.

Q Search	∎A	VAILABLE	CUSTOMS STATIONS		=
Station Code		No.	Station Code	Station Name 🕈	State Name
%		1	B1F	3M MALAYSIA S.B.	SELANGOR
Station Name		2	B2B	ABLE AUTOMOBILE S.B.	SELANGOR
%		3	B75	ABLE BONDED WAREHOUSE (2)	SELANGOR
State Name		4	B62	ABLE BONDED WAREHOUSE S.B.	SELANGOR
70		5	B1S	ABLE BONDED WAREHOUSE S.B. (3)	SELANGOR
Search Reset Search		6	B35	AGATE (M) S.B.	SELANGOR
		7	B81	AGATE DUTY FREE (M) S.B.	SELANGOR
		8	C24	AGM DUTY FREE (TENGAH) SDN BHD	PAHANG
		9	M11	AKMAL,MELAKA	MELAKA
		10	К10	ALOR SETAR, KEDAH	KEDAH
	8		« <	Page 1 Of <b>178</b> Total <b>1771</b> Item(s) > >	Items per list 10 🔻



### Set the required station as default by selecting **Is Default** option if required and click **Save** icon.



#### Then, click **Close** icon.

Q Search	<b>■</b> AV	AILABLE	CUSTOMS STATIONS		=
Station Code		No.	Station Code	Station Name *	State Name
%		1	B1F	3M MALAYSIA S.B.	SELANGOR
Station Name		2	B2B	ABLE AUTOMOBILE S.B.	SELANGOR
%		3	B75	ABLE BONDED WAREHOUSE (2)	SELANGOR
State Name	<b>4</b> B62			ABLE BONDED WAREHOUSE S.B.	SELANGOR
		5	B1S	ABLE BONDED WAREHOUSE S.B. (3)	SELANGOR
Search Reset Search		6	B35	AGATE (M) S.B.	SELANGOR
	<b>7</b> B81			AGATE DUTY FREE (M) S.B.	SELANGOR
		8	C24	AGM DUTY FREE (TENGAH) SDN BHD	PAHANG
		9	K10	ALOR SETAR, KEDAH	KEDAH
		10	B63	AMAN FREIGHT (M) S.B. (1)	SELANGOR
	8		« < P	Page 1 Of 177 Total 1770 Item(s) > >	Items per list 10 🔻
ର୍		CIATED CUSTOMS STATIONS L	IST	=	
		No.	Station Code	Is Default Station Name S	State Name
		1	M11	AKMAL,MELAKA	1ELAKA
	ş	8		« < Page 1 Of 1 Total 1 Item(s) > >	Items per list 10 🔻

### Validate Checklist







Click **Checklist** icon on the right to **validate** whether the checklist items are completed.

	ê +			<pre></pre>	3 Item(s) > >			Items per list 5 🔻	R
PR	IMARY	USER							
	No.	Login ID	Full Name	Master User					- 1
	1	trader01@cryp.email	MOHD ASRI BIN YOUSF	RI Yes Associat	e Ports Associate Profiles	Associate Customs Sta	ion	Associate Default Port (Optional).	- 1
			~	Page 1 Of <b>1</b> Total <b>1</b> Iter	m(s) > >			✓ Associate Default Customs Station (Optional).	- 1
							_	✓ Associate User Profiles.	- 1
۵)	ADDIT	IONAL USERS					Ц	✓ Associate Business Stakeholder Category.	_
	-	No. Login ID	Full Name	Master User		SL	atus	view/Edit	
	<b>1</b>	Max Allowed Users : 20	No. Of Users: 1			al 1 Item(s) > >		Items per list 5 🔻	
۹)	BANK I	LIST							
	NO REC	ORDS AVAILABLE							

### Submit uCustoms Registration Form





#### Click **Submit** to submit the registration form.

PRIMA	RY USER									
N	o. La	ogin ID	Full Name	Master User					Status	View / Edit
	1 tra	ader01@cryp.email	MOHD ASRI BIN YOUSRI	Yes As	sociate Ports	Associate Profiles	Associate Customs Station	Reset Password	Active	
			« <	Page 1 Of 1 Total	1 Item(s)	>			Item	s per list 5 🔻
	ITIONAL	USERS								•
	No.	Login ID	Full Name	Master Use	r		Status	View / Ed	lit	
Û	+ Max	Allowed Users : 20	No. Of Users: 1		« <	Page 1 Of <b>1</b> Total	1 Item(s) > >>		Item	s per list 5 🔻
a BAN	K LIST									•
NO F	ECORDS	AVAILABLE								
Û	+									
					Sav Submit	Close				





#### Successful uCustoms registrant will be notified through uCustoms inbox notification.

#### Click OK.

■ REGISTRATION CONFIRMATION
Dear NUR'AINI BINTI AZHAR,
You are now successfully registered in uCustoms. Registration confirmation details are sent to your registered Email Id.
For further enquiry, please contact Customs Registration Office stated below:
TG PUTERI JOHOR BAHRU,JOHOR,
Contact Number :+60 07-2202167.
Please click OK to Continue.
Thank you.
Regards,
Royal Malaysian Customs Department
οκ

### Check Status at uCustoms Inbox







#### In the **Inbox Notifications**, click **Organization User Activated** message as shown.







On the list of inbox notifications, click **Open** to open the New Individual or Organization registered message.

* LICENSE RMCD * PERMIT/QUOTA	A » ADMIN » WAREHOUSE » TR/	DE FACILITATION	> LEGAL AFFAIRS >> REVENUE	< > X
$\equiv$ Notification modules list $\checkmark$	■ INBOX NOTIFICATIONS			- B
Registration +	From	Subject	Received Date	Reference
	HIGH ADVANCE SDN. BHD.	MOHD KHAIRI BIN MD HASNUDIN is Registered Successfully	23-03-2018 12:25:06	🖾 Open
		<pre></pre>	It	ems per list 10 🔻





The **uCustoms Registration Form** changed to **Active** status. For **Forwarding Agent** and **Shipping Agent**, they need to proceed for **agent license application**\*. The last step before user can start using uCustoms system, they have to directly contact customs officer to get **full access** on the system.

USER INFORMATION							STATL S : ACTIVE
Organization Name	CIRCUITS PLU	S (M) SDN. BHD.					
Nationality	Malaysian	Non-Malaysian		ID Type	NRIC No.	Passport No.	
Full Name	* NUR'AINI BINT	I AZHAR	0	Gender	Male	Female	Neuter Gender
NRIC No.	\$ 910904025490		0				
Login ID	* ainiazhar91@gi	mail.com		GST No.	837419008		
Communication Email ID	Primary Em	ail ID 🛛 🔘 Alternative Email ID	)	Primary Email ID	* ainiazhar91@g	gmail.com	
Master User	4			Alternative Email ID			
Designation	* MANAGER	٣	]				
CONTACT INFORMATION							
Mobile Number	+60 •	196580309	0	Telephone Number 2	+60 •		
Telephone Number 1	+60 •	196580309		Fax Number	+60 •		
			Save	Back			

\*Please refer Licensing Quick Guide on uCustoms portal for the step-by-step process.

### Add Sub User







#### At the right corner of the screen, go to **Profile Management** → click **Edit Profile**.

<b>O</b> Cus	<b>ms</b> toms Department			PROFILE MAN PREFERENCES EDIT PROFILE	T & SUB MODULE ( 11@cryp.email 10tr (Importer/Exporte	) SIGN er)			
»	PERMIT/QUOTA » ADMIN	» WAREHOUSE » TRADE FACI	GAL A	CHANGE PASSWORD		< >			
	Assessment Request Created 5	Gate Pass Awaiting Closure O	Bills Generated 6	Declaration Submission <b>7</b>		EN BM arations Created On Behalf Of You 2	nitted Shipment Orders <b>3</b>		
	Inspection Request Created 2	Permit Application Returned for Correction 1	Pending For Approval General Exemptions 2	Rejected General Exemptions O	G	Sate Pass Issued 1	Payn	nents Collected <b>2</b>	





The **uCustoms Registration Form** appears. On **Additional Users section**, click on the **'+'** button to add sub user.

ADDITIONAL USERS											
	-	No.	Login ID	Full Name	Master User		Status	View / Edit			
	é +	Max	Allowed Users :	20 No. Of Users: 1	«	< Page 1 Of 1 Total 1 Item(s) > >>			Items per list 5 🔻		





The **User Information** page appears. Fill in all the **mandatory** fields and click **Create** button.

USER INFORMATION						STATUS : NEW III 🗖
Organization Name	HAZEE FORWARDING SDN BHD					
Nationality	Malaysian		ID Type	INRIC No.	Passport No.	
Full Name	*	0	Gender	Male	Female	Neuter Gender
NRIC No.	*	6				
Login ID	*		GST No.			
Communication Email ID	Primary Email ID     OAlternative Email ID		Primary Email ID	*		
Master User			Alternative Email ID			
Designation	* SELECT THE VALUE	,				
CONTACT INFORMATION						
Mobile Number	+60 🔻	6	Telephone Number 2	+60	•	
Telephone Number 1	+60 🔻		Fax Number	+60	•	
ADDRESS INFORMATION						
Address	*					
		Create	Back			





### uCustoms Communication Channel



Do visit and follow for more updates





Instagram : www.instagram.com/ucustomsrmcd/



Twitter : <a href="https://twitter.com/uCustomsRMCD">https://twitter.com/uCustomsRMCD</a>







# Trouble ?

### Hotline :1300-888-500

ucustoms.voices@customs.gov.my

Mon - Fri (8.30 a.m - 7.00 p.m)



### THANK YOU

