

ROYAL MALAYSIAN CUSTOMS DEPARTMENT



## USER MANUAL

**uCustoms**

**USER MANUAL  
PHASE 9 – SHIP CLEARANCE VESSEL REGISTRATION  
(EXTERNAL USER)**

31<sup>st</sup> August 2017/Issue 1.1





## DOCUMENT CONTROL

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## References

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13.03.48	Ship Clearance SDS



## Abbreviations

Abbreviation	Expansion
ATA	Actual Time of Arrival
ATD	Actual Time of Departure
BL	Bill of Lading
DI	Department of Immigration
DG	Dangerous Goods
ETA	Expected Time of Arrival
ETD	Expected Time of Departure
FAL	Facilitation of International Maritime Traffic
ISM	International Safety Management code
IMO	International Maritime Organization
ISSC	Issuing International Ship Security Certificate
ISPS	International Ship and Port Facility Security code
LD	Light Dues
MOH	Ministry of Health
MTS	Maritime Transport Security
OGA	Other Government Agencies
OSS	Order of Ship Sanitation
PANS	Pre-Arrival Notification of Security (Port Authority)
PD	Port Dues
PHC	Port Health Clearance
PKP	<i>Pejabat Kesihatan Pelabuhan</i>
PHO	Port Health Officer
SA	Shipping Agent
SSC	Ship Sanitation Certificate
SCN	Ship Call Number



Abbreviation	Expansion
STA	Strategic Trade Act
TEU	Twenty Foot Equivalent Units
WHO	World Health Organization

## 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 Ship Clearance Module of uCustoms. It describes the features of Ship Clearance Module, and explains the procedures to be followed for performing the system functions in the Ship Clearance 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, however, lack of this basic knowledge and familiarity may affect the learning rate from the course.

The application software is a standardized Web Application. Once the attendee learns the basic functions, using the other 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

Ship Clearance	
Users	User Role Description
Ship Owner/Shipping Agent (SA)	<ol style="list-style-type: none"><li>1. Create Foreign Ship Registration Request.<ol style="list-style-type: none"><li>i. Create Ship Owner Details.</li><li>ii. View or Upload Certificates.</li><li>iii. Create Charterer Details.</li><li>iv. View Remarks History.</li></ol></li><li>2. Submit Foreign Ship Registration Request.</li><li>3. Create Foreign Ship Registration Amendment Request.</li></ol>



Ship Clearance	
Users	User Role Description
	4. Delete Vessel.
JLM Port Officer	<ol style="list-style-type: none"><li>1. Approve, Reject or Return Foreign Ship Registration Request for Correction.</li><li>2. Approve, Reject or Return Foreign Ship Registration Amendment Request for Correction.</li></ol>
JLM Administrator	<ol style="list-style-type: none"><li>1. Manage Reason Details.<ol style="list-style-type: none"><li>i. Create and Activate Reason Details.</li><li>ii. Delete Reason Details.</li></ol></li><li>2. Manage Ship Certificates.<ol style="list-style-type: none"><li>i. Create and Activate Ship Certificates.</li><li>ii. Delete Ship Certificates.</li></ol></li><li>3. Manage Issuance Society List.<ol style="list-style-type: none"><li>i. Create and Activate Issuance Society Details.</li><li>ii. Delete Issuance Society Details.</li></ol></li></ol>



## 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 <b>New</b> .
Blue text underlined.	URLs, links and hyperlinks. Example: <a href="http://www.customs.gov.my/en">http://www.customs.gov.my/en</a>
<b>Note:</b> <text> Bold Note font and the text highlighted with grey.	Note refers to additional information related to the described content.  Example: <b>Note:</b> 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: <b>Consignee</b> – 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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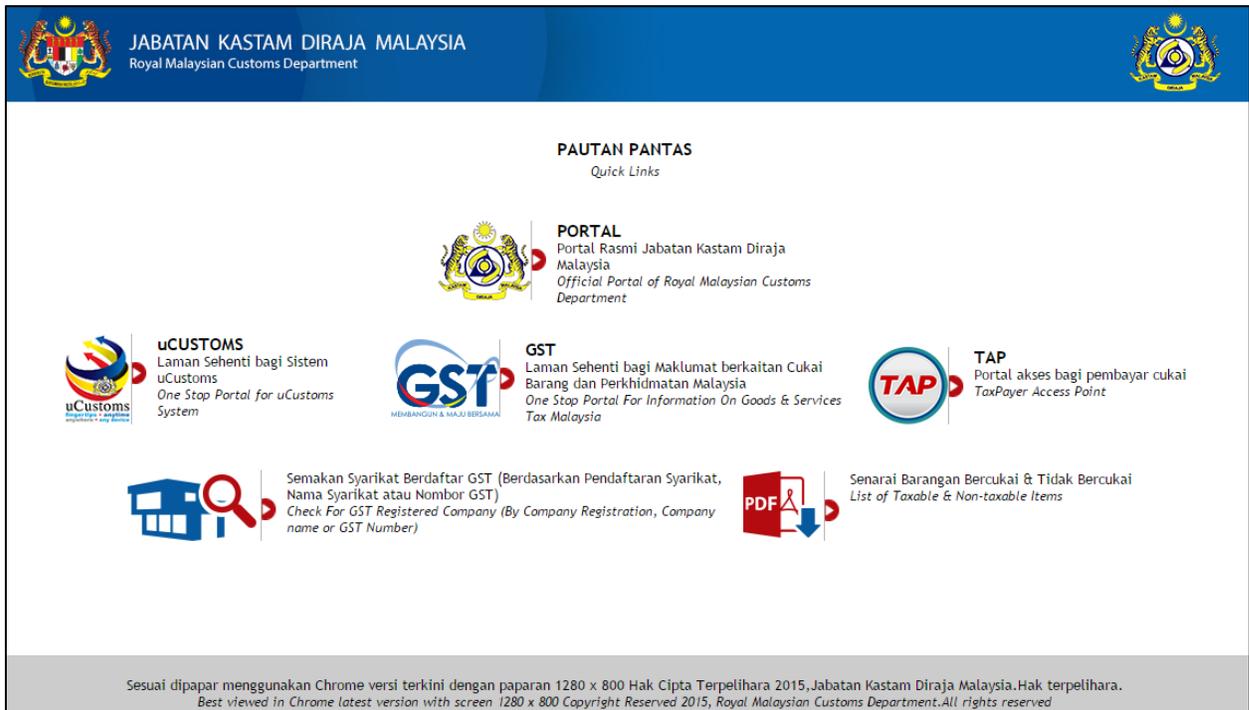
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## GETTING STARTED

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:





## 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). The header includes the department's name and logo. Below the header is a section titled "PAUTAN PANTAS" (Quick Links). The links include:

- 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.

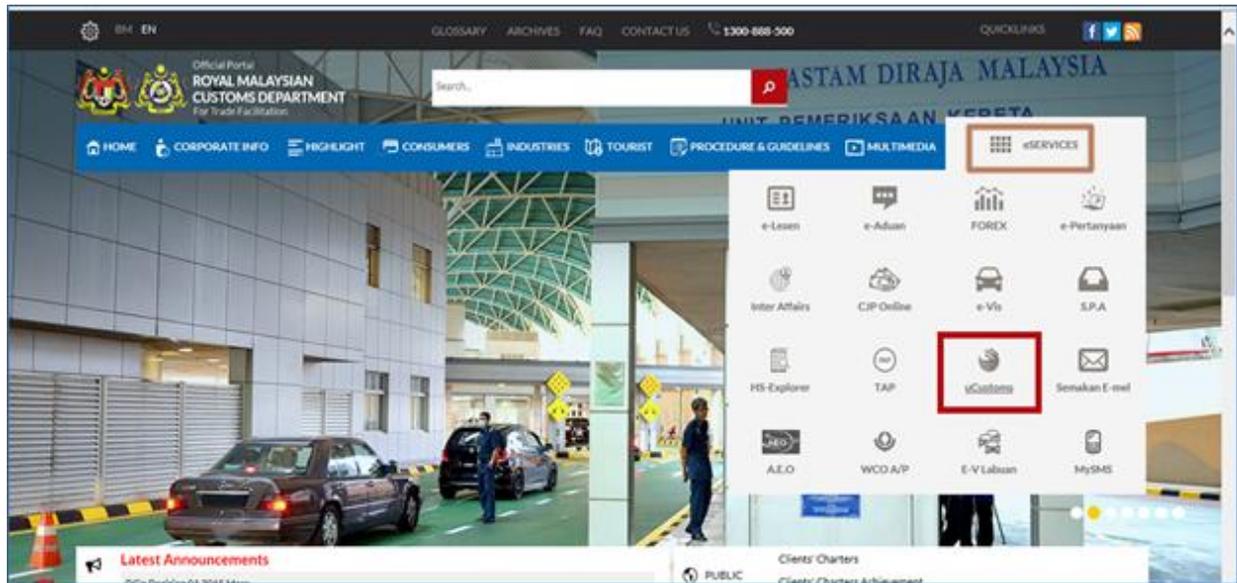
Additional links include:

- 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.

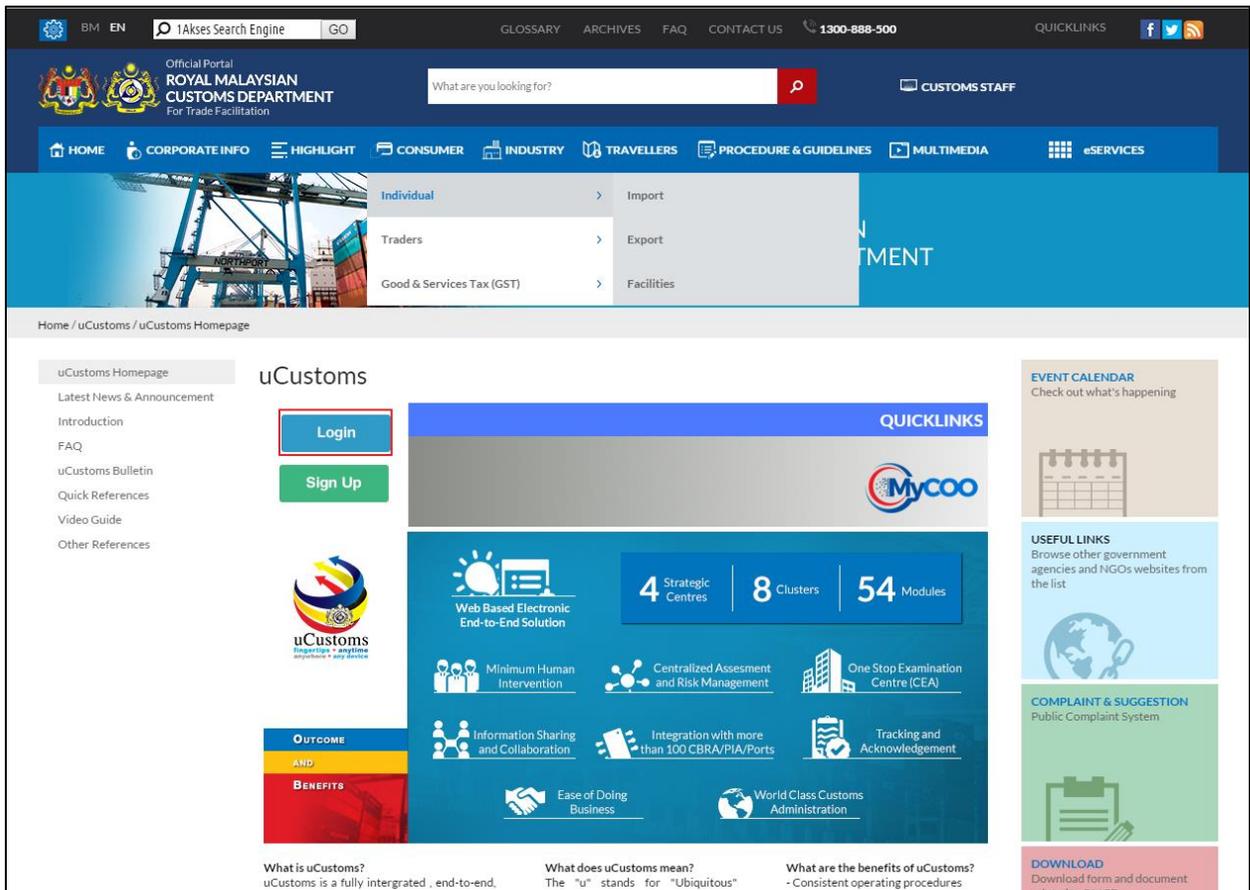
At the bottom, there is a footer note: "Sesuai dipapar menggunakan Chrome versi terkini dengan paparan 1280 x 800 Hak Cipta Terpelihara 2015, Jabatan Kastam Diraja Malaysia. Hak terpelihara. Best viewed in Chrome latest version with screen 1280 x 800 Copyright Reserved 2015, Royal Malaysian Customs Department.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

Or

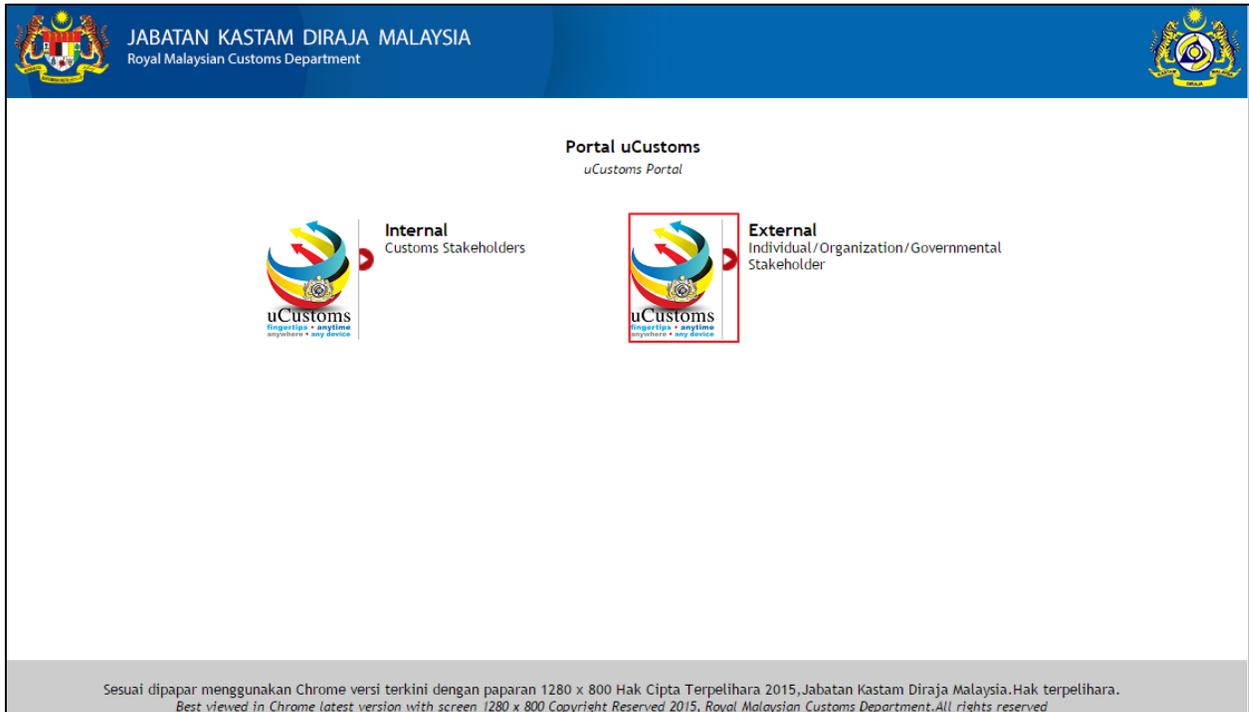
2. On the **RMCD** portal, select **eSERVICES** menu and then click **uCustoms** as shown below.



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

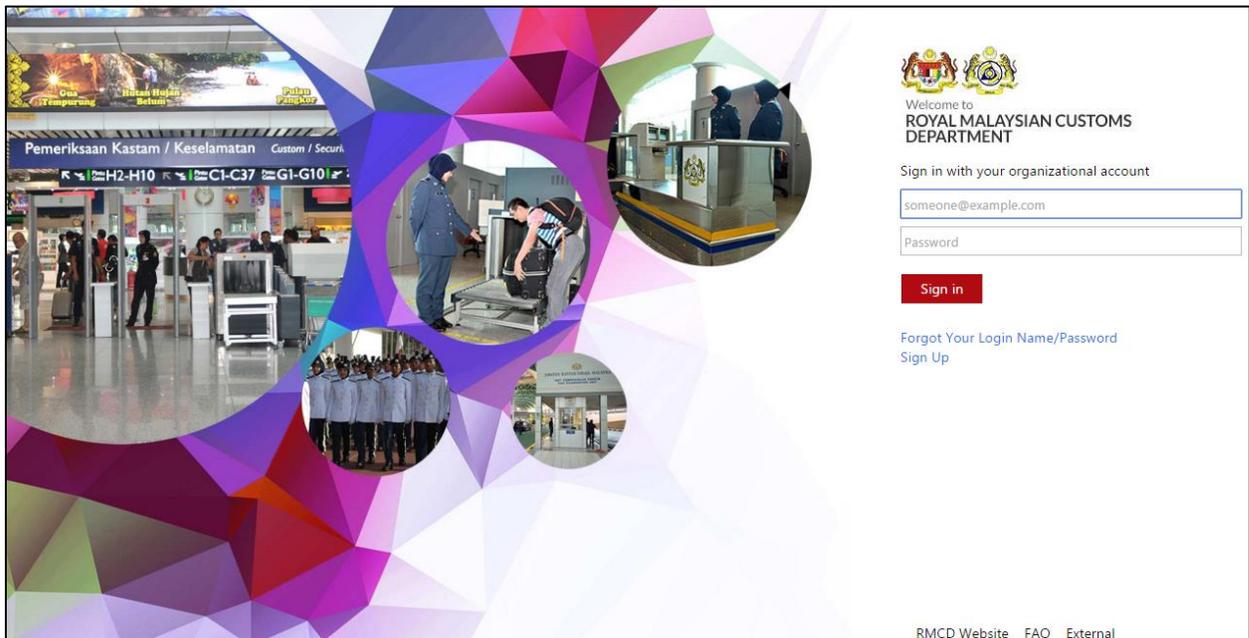


Portal uCustoms page appears as shown below.



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

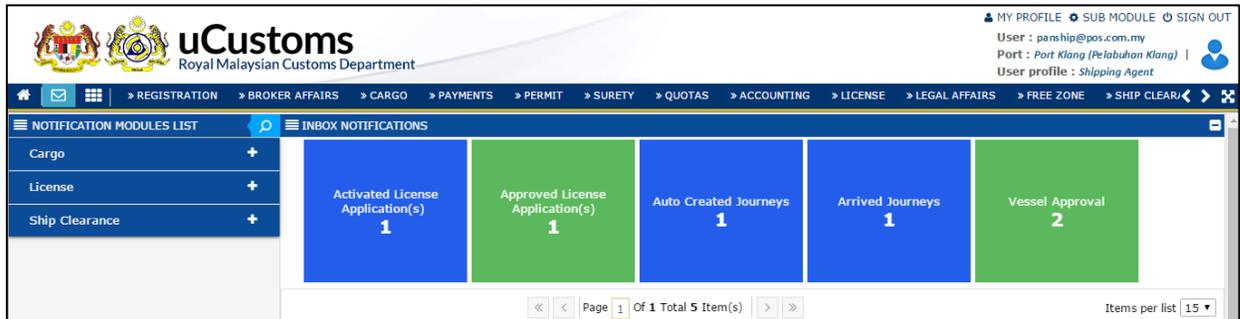
The following **RMCD** sign in page appears.





5. Enter the *Login ID* for example, [jpatil@agility.com](mailto: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.

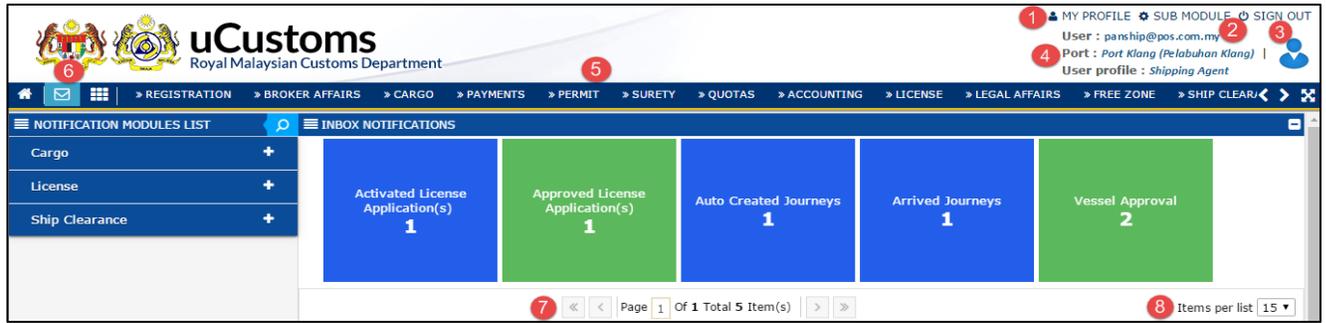


If the Stakeholder is registered with more than one organization, or if the *Login ID* is the same for an Individual or Organization Stakeholder, then the following **Organization Selection** form appears.

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.



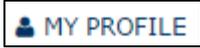
1	My Profile
2	Sub Module
3	Sign out
4	User Details
5	Menu Bar
6	Mailbox
7	Page Navigation
8	Items per List

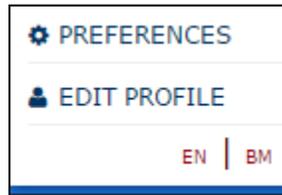
The uCustoms home page features are listed below:

- 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.

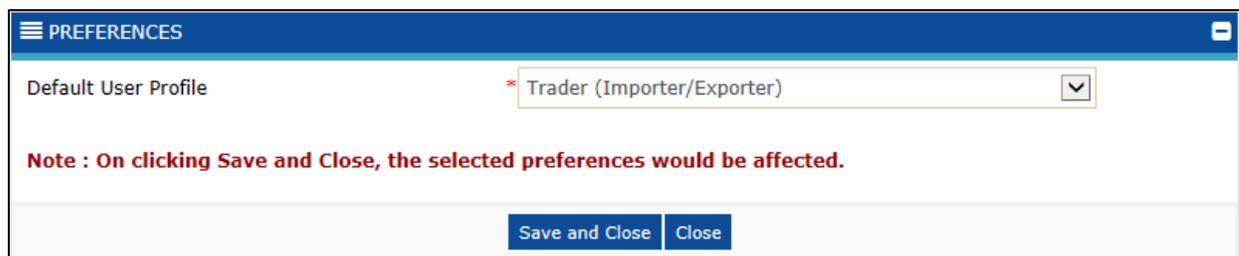


## Preferences

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	Krishanacustoms@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**.



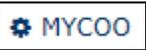


The profile changes are saved successfully.

**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:

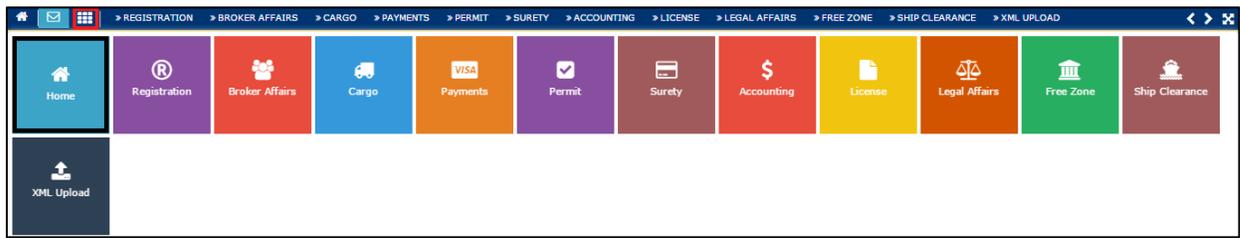
- Click the particular menu on the menu bar as shown below.



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 .

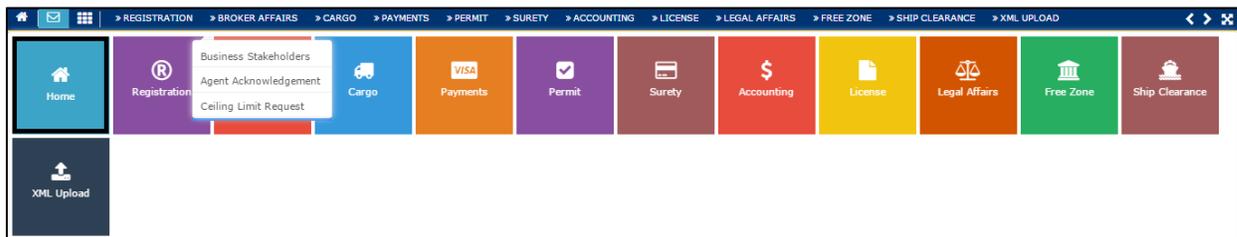
## Submenu

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.



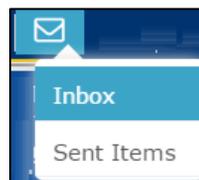
The list of submenus can also be viewed through the pictorial list as shown below.



## VI. Mailbox

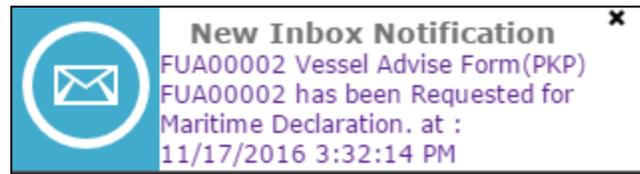
Mailbox allows user to view all the messages received from and sent to other uCustoms users.

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.



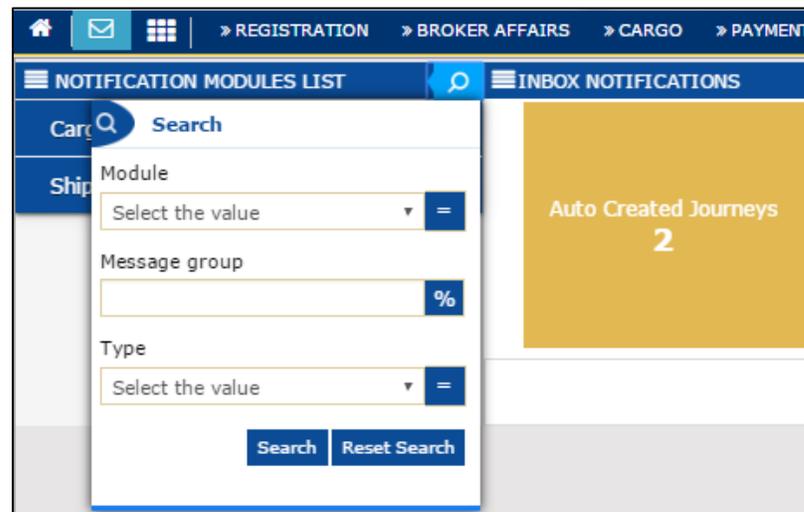
- Click the message to view the details.
- Or
- Click  and then click **Inbox** submenu.

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 <b>3</b>	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	<a href="#">Open</a>

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](#)

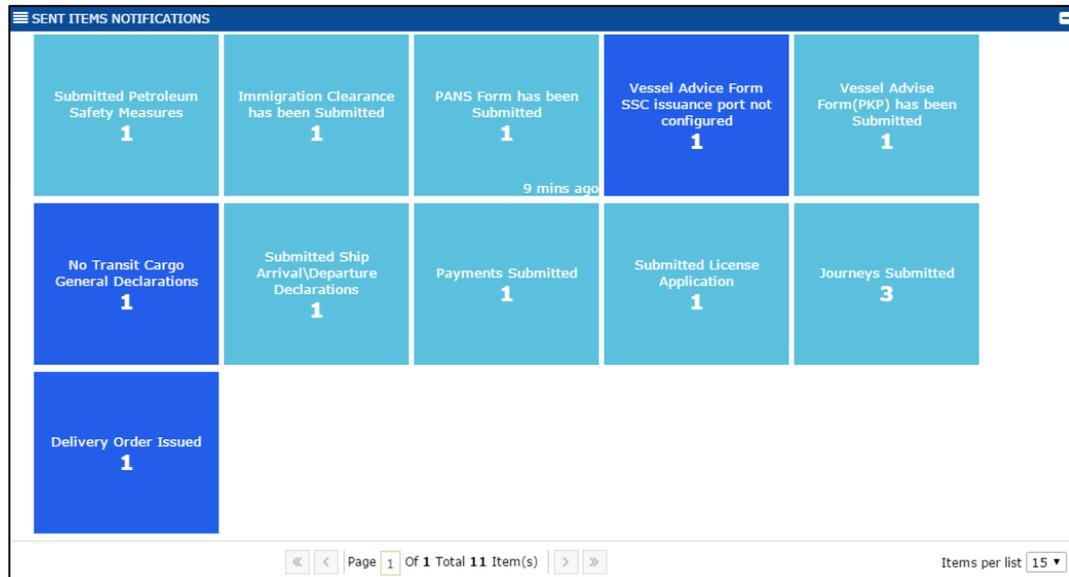
- Click **Back** to navigate back to the **Inbox**.



- 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.



The screenshot shows a dashboard titled "SENT ITEMS NOTIFICATIONS" with a grid of notification tiles. The tiles are as follows:

Submitted Petroleum Safety Measures 1	Immigration Clearance has been Submitted 1	PANS Form has been Submitted 1 9 mins ago	Vessel Advice Form SSC Issuance port not configured 1	Vessel Advice Form(PKP) has been Submitted 1
No Transit Cargo General Declarations 1	Submitted Ship Arrival\Departure Declarations 1	Payments Submitted 1	Submitted License Application 1	Journeys Submitted 3
Delivery Order Issued 1				

At the bottom of the dashboard, there is a pagination control: "Page 1 Of 1 Total 11 Item(s)" and "Items per list 15".

### 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

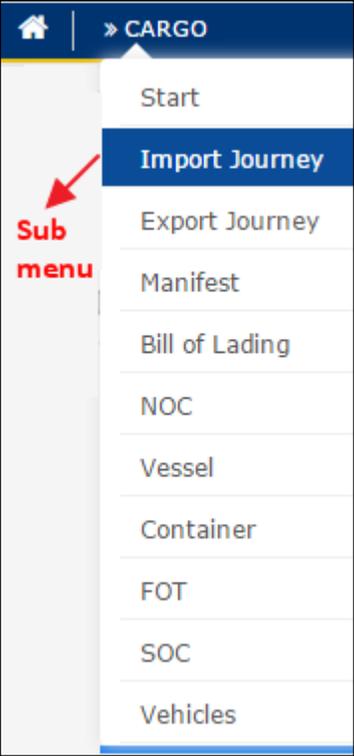
The number of items listed per page can be selected from the drop-down list

The page refreshes with the selected number of items.

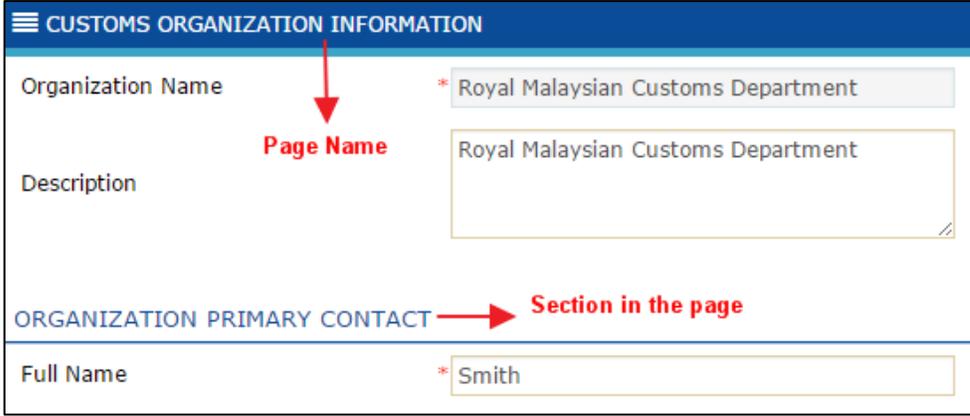


## UCUSTOMS USABILITY CONVENTIONS

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 symbol icon.
  - Port of Origin:** Text input field with a percentage symbol icon.
  - Expected Arrival Date:** Text input field with a calendar icon.
  - Status:** Dropdown menu with 'Select' as the current value and a dropdown arrow.
- Buttons:** Search and Reset Search

To search:

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

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

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

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



- 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

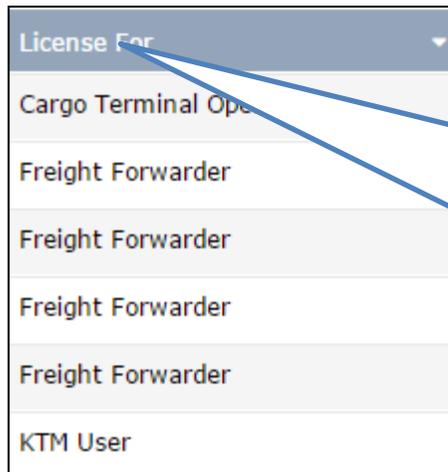
Calendar helps to fetch the records based on the selected Day, Month, and Year. The downward pointing arrow icon  on the calendar helps the user to select the required year and month.



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

## Sort

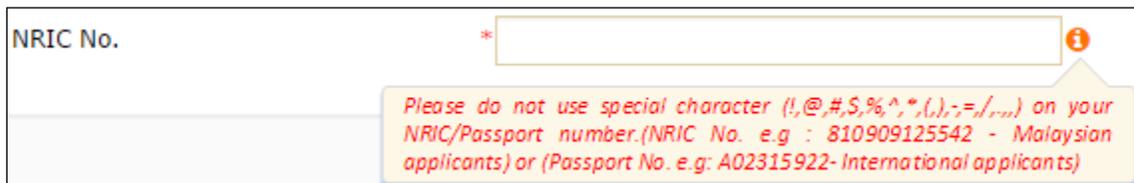
Sort function in uCustoms enables the user to sort the records in ascending or descending order. Click the column heading in a list to sort the records.



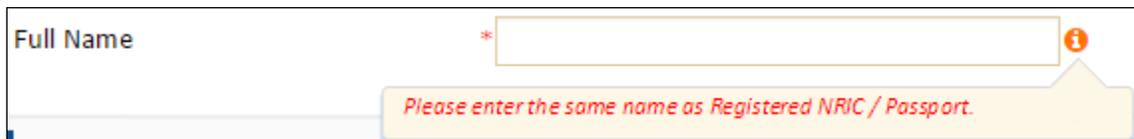
Click the Column heading to sort the records in ascending or descending order.

### 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.

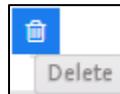


The screentip can also be used to indicate certain validations as shown below.



### ToolTip

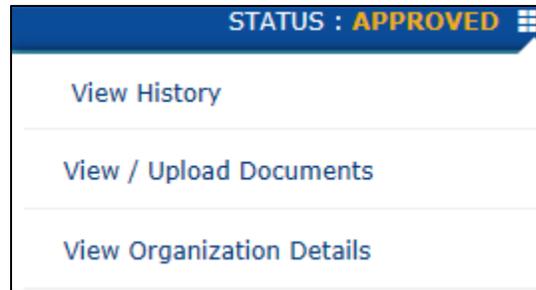
ToolTip helps the user to view the names of controls used across the application. Rest the mouse on the controls to view its details as shown below.





## 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).
	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.



Icon	Description
	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.
	Screen tip 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. SHIP CLEARANCE

Ship Clearance Vessel Registration Module SDS deals with the ship clearance process for any ship entering or departing Malaysian water and docking at any Malaysian Customs Ports. The main objectives are to prevent unnecessary delays in maritime traffic, to aid co-operation between Governments, and to secure the highest practicable degree of uniformity in formalities and other procedures. In particular, the Convention reduces the number of declarations, required by the Other Government Agencies (OGA).

All Ships need to be registered in uCustoms or JLM (in case of Local Ships) before they can submit their arrival declaration. Ship Owner or SA submits the registration details, which are reviewed and approved by the Marine department.

Both Foreign and Local ships need to be registered. Foreign ships are registered in the uCustoms and Local ships are registered in the JLM System. Marine Department system sends the registration details of the Local Ships through integration.



### 1.1 Roles and Functionality Matrix

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

Roles	Responsibilities				
	Create and Submit Foreign Ship Registration and Amendment Request	Approve/Reject/Return Foreign Ship Registration /Ship Amendment Request for Correction	Manage Issuance Society List, Ship Certificates and Reason Details	Delete Ship Arrival/Departure Declarations	Manage Endemic Countries List/Issuance Ports List
Ship Owner/SA	✓	✗	✗	✗	✗
JLM Port Officer	✗	✓	✗	✗	✗
JLM Administrator	✗	✗	✓	✓	✗

Table 1.1-1: Roles and Functionality Matrix



## 1.2 Features in Ship Clearance Module

The features available in the Ship Clearance include:

- Create Foreign Ship Registration Request.
  - Create Ship Owner Details.
  - View or Upload Certificates.
  - Create Charterer Details.
  - View Remarks History.
- Submit Foreign Ship Registration Request.
- Create Foreign Ship Registration Amendment Request.
- Delete Vessel.
- Approve, Reject or Return Foreign Ship Registration Request for Correction.
- Approve, Reject or Return Foreign Ship Registration Amendment Request for Correction.
- Manage Reason Details.
  - Create and Activate Reason Details.
  - Delete Reason Details.
- Manage Ship Certificates.
  - Create and Activate Ship Certificates.
  - Delete Ship Certificates.
- Manage Issuance Society List.
  - Create and Activate Issuance Society Details.
  - Delete Issuance Society Details.



## A. Ship Owner/Shipping Agent(SA)

The features accessible to the Ship Owner or SA are explained in the following sections.

### 1.3 Create Foreign Ship Registration Request

Ship Owner or SA creates Foreign Ship Registration request and uploads the required certificates. After submission, the Ship Registration request is sent to JLM Port Officer for approval. To create the Foreign Ship Registration request:

1. On the **Registration** menu, click **Carrier** and then click **Vessel Registration** submenu.

The **Vessel List** appears as shown below.

No.	Ship Identification No.	Vessel Nationality Type	Official No.	IMO Number	Vessel Name	Vessel Type	Status
1	FAL00003	Foreign Ship		234234	Vessel R0001	UTILITY VESSEL	Active

Figure 1.3-1: Vessel List

2. In the **Vessel List**, click **+** to create the Ship Registration request.

The **Ship Registration** form appears as shown below.

Vessel Nationality Type  Foreign Ship  Local Ship

**Create** **Back**

Figure 1.3-2: Ship Registration – Create

3. Select the *Vessel Nationality Type* as Foreign Ship.



4. Click **Create** to proceed.

The **Vessel Registration** form appears as shown below.

The screenshot shows a web form titled "VESSEL REGISTRATION" with a status of "NEW". The form is divided into two columns of input fields. The left column includes fields for Ship Identification No., Vessel Nationality Type (radio buttons for Foreign Ship and Local Ship), Vessel Type (dropdown menu), Nationality of Ship, Flag State of Ship, LBP (Meters), Vessel Term, TEU Capacity, Port of Registration, Year Built (YYYY), Dead Weight (Metric Tons), Net Registered Tons, Beam, Position of Bridge, Standard Draught, Vessel Capacity (Tons), and Area of Operation. The right column includes fields for Registration Date, Name of Ship, Other Vessel Type, IMO Number, Call Sign No., Vessel Trade, Cargo Type, Registration No., Certificate Registration Date, Gross Registered Tons, P and I Club, LOA (Meters), Ship with Gear (Built in Crane), Displacement Weight (Kg/m3), Type of Hull, and Applicant Remarks. At the bottom, there are "Create" and "Back" buttons.

**Figure 1.3-3: Vessel Registration – Create**

5. Enter and select the fields as described in the following table.

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>Ship Identification No.</i>	System auto-generates the Ship Identification number once the Foreign Ship Registration request is approved.
3.	<i>Registration Date</i>	System auto-displays the current date as Registration Date once the Foreign Ship Registration request is approved.
4.	<i>Vessel Nationality Type</i>	System auto-selects the Vessel Nationality Type as Foreign Ship and it is non-editable.
5.	<i>Name of Ship</i>	Enter the Name of Ship.
6.	<i>Vessel Type</i>	Select the Vessel Type from the drop-down list.



No.	Field Name	Description
7.	<i>Other Vessel Type</i>	Enter the Other Vessel Type if the <i>Vessel Type</i> is selected as others.  <b>Note:</b> Other Vessel Type field is mandatory if the <i>Vessel Type</i> is selected as others.
8.	<i>Nationality of Ship</i>	Enter and select the Nationality of the Ship.
9.	<i>IMO Number</i>	Enter the International Maritime Organization (IMO) number of the ship.  <b>Note:</b> This is a unique number provided by the IMO for each Vessel.
10.	<i>Flag State of Ship</i>	Enter and select the Flag State of the Ship.
11.	<i>Call Sign No.</i>	Enter the Call Sign number.
12.	<i>LBP(Meters)</i>	Enter the LBP in meters.
13.	<i>Vessel Trade</i>	Select the Vessel Trade from the drop-down list. The Vessel Trade drop-down list includes: <ul style="list-style-type: none"><li>• Main Trade,</li><li>• Costal,</li><li>• Feeder,</li><li>• Barge, and</li><li>• Tug Boat.</li></ul>
14.	<i>Vessel Term</i>	Select the Vessel Term from the drop-down list. The Vessel Term drop-down list includes: <ul style="list-style-type: none"><li>• Just In Time,</li><li>• Weekly,</li><li>• Liner, and</li><li>• Trampler.</li></ul>
15.	<i>Cargo Type</i>	Select the Cargo Type from the drop-down list. The Cargo Type drop-down list includes: <ul style="list-style-type: none"><li>• Containerized,</li><li>• Vehicle, and</li><li>• Loose.</li></ul>
16.	<i>TEU Capacity</i>	Enter the TEU Capacity.
17.	<i>Registration No.</i>	Enter the Registration number.
18.	<i>Port of Registration</i>	Enter and select the Port of Registration.
19.	<i>Certificate Registry Date</i>	Click  to select the Certificate Registry date from the calendar.  <b>Note:</b> <i>Certificate Registry Date</i> should be greater than or



No.	Field Name	Description
		equal to current date.
20.	<i>Year Built</i>	Enter the Year Built.
21.	<i>Dead Weight (Metric Ton)</i>	Enter the weight of the vessel when it is empty, in terms of metric tons.
22.	<i>Gross Registered Tons</i>	Enter the Gross Registered weight of the Vessel in tons.
23.	<i>Net Registered Tons</i>	Enter the Net Registered weight of the Vessel in tons.
24.	<i>P and I Club</i>	Enter the Protection and Indemnity (P and I) club information.  <b>Note:</b> This is to specify that who take ownership of any loss occurring to the container.
25.	<i>Beam</i>	Enter the beam weight of the Vessel. This field indicates the overall width of the vessel.
26.	<i>LOA (Meters)</i>	Enter the length value of the Vessel. LOA (Length Overall) refers to the total length of the frame or body of the ship.
27.	<i>Position of Bridge</i>	Select the Position of the Bridge from the drop-down list. The Position of Bridge drop-down list includes: <ul style="list-style-type: none"> <li>• AFT,</li> <li>• FWD, and</li> <li>• MID.</li> </ul>
28.	<i>Ship with Gear (Built in Crane)</i>	Select the Ship with Gear (Built in Crane) as Yes or No.  <b>Note:</b> By default, the <i>Ship with Gear (Built in Crane)</i> is selected as No.
29.	<i>Standard Draught</i>	Enter the standard draught details of the Vessel.
30.	<i>Displacement Weight (Kg/m3)</i>	Enter the Displacement weight of the Vessel.  <b>Note:</b> This is the weight of water, which a Vessel displaces when it is floating, which in turn is the weight of Vessel (and its contents).
31.	<i>Vessel Capacity(Tons)</i>	System auto-calculates the Vessel Capacity in tons based on the entered <i>Dead Weight</i> and <i>Net Registered Weight</i> .
32.	<i>Type of Hull</i>	Select the Type of Hull from the drop-down list. The Type of Hull drop-down list includes: <ul style="list-style-type: none"> <li>• Single Hull, and</li> <li>• Double Hull.</li> </ul>
33.	<i>Area of Operation</i>	Select the Area of Operation from the drop-down list. The Area of Operation drop-down list includes: <ul style="list-style-type: none"> <li>• Local Trade,</li> <li>• Foreign Going, and</li> </ul>



No.	Field Name	Description
		<ul style="list-style-type: none"> <li>Home Trade.</li> </ul>
34.	<i>Applicant Remarks</i>	Enter the Applicant Remarks if any.

**Table 1.3-1: Vessel Registration – Create**

6. Once the required details are entered, click **Create**.

The **Vessel Registration** form refreshes with *Created* status as shown below.

**Figure 1.3-4: Vessel Registration – Created**

Once the Vessel Registration request is created, the links associated to the **Vessel Registration** form appear in the Link Repository. Click  to view the Link Repository. The available links are displayed in an expandable list as listed in **Figure 1.3-5**.

- Ship Owner Details.
- View/Upload Certificates.
- Charterer Details.



- View Remarks History.

The screenshot shows the 'VESSEL REGISTRATION' form with a status of 'CREATED'. A dropdown menu is open over the 'IMO Number' field, showing options: 'Ship Owner Details', 'View / Upload Documents or Certificates', 'Charterer Details', and 'View Remarks History'. The form fields include:

Ship Identification No.	Registration Date
Vessel Nationality Type: <input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship: Pans
Vessel Type: PASSENGER SHIP FERRY (NEW)	Other Vessel Type
Nationality of Ship: Malawi	IMO Number: 12234
Flag State of Ship: Malawi	Call Sign No.
LBP (Meters): 50.00	Vessel Trade: Main Trade
Vessel Term: Just In Time	Cargo Type: Containerized
TEU Capacity: 50	Registration No.: RJ123454
Port of Registration: MALAR-MAR-S-Larache	Certificate Registration Date: 04-05-2017
Year Built (YYYY): 2017	Gross Registered Tons: 400.000
Dead Weight (Metric Tons): 400.00	P and I Club: Inspection Department
Net Registered Tons: 200.000	LOA (Meters): 200.00
Beam: 20.00	Ship with Gear (Built in Crane): <input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge: MID	Displacement Weight (Kg/m3): 100.00
Standard Draught: 20.00	Type of Hull: Single Hull
Vessel Capacity (Tons): 200.000	Applicant Remarks: Create Vessel Registration
Area of Operation: Foreign Going	

Buttons at the bottom: Save, Submit, Back.

Figure 1.3-5: Vessel Registration- Link Repository

### 1.3.1 Create Ship Owner Details

Ship Owner or SA creates the Ship Owner details. To create the Ship Owner details:

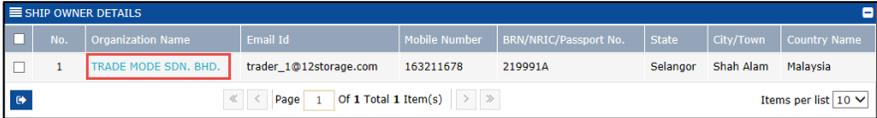
1. In the **Vessel Registration** form, click  and then click [Ship Owner Details](#).

The **Ship Owner Details** form appears as shown in **Figure 1.3-6**.



**Figure 1.3-6: Ship Owner Details – Create**

2. Enter and select the fields as described in the following table.

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>Ship Owner</i>	Select the radio button as <i>Registered</i> if the Ship Owner is a registered user in uCustoms else <i>Unregistered</i> .  <b>Note:</b> System auto-displays all the fields if the Ship Owner is a Registered User else all the fields need to be entered.
3.	<i>BRN/NRIC/Passport No</i>	Enter the BRN/NRIC/Passport No of the ship owner. <b>Note:</b> System auto-displays the BRN/NRIC/Passport number based on the selected Ship Owner Name.
4.	<i>Ship Owner Name</i>	Click  to browse and select the <i>Ship Owner Name</i> if registered. The Ship Owner Details pop-up window appears as shown below.   <p style="text-align: center;"><b>Figure 1.3-7:Ship Owner Details pop up</b></p> In the Ship Owner Details, click the required Organization Name from the pop-up window.
5.	<i>Email Id</i>	System automatically displays the <i>Email Id</i> if the Ship Owner is registered.
6.	<i>Address</i>	System automatically displays the <i>Address</i> if the Ship Owner is the registered



No.	Field Name	Description
		user.
7.	<i>Postal Code</i>	System automatically displays the <i>Postal Code</i> if the Ship Owner is the registered user.
8.	<i>City/Town</i>	System automatically displays the <i>City/Town</i> , if the Ship Owner is the registered user.
9.	<i>State</i>	System automatically displays the <i>State</i> , if the Ship Owner is the registered user.
10.	<i>Country</i>	System automatically displays the <i>Country</i> if the Ship Owner is registered.

**Table 1.3-2: Ship Owner Details – Create**

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

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

The screenshot shows the 'SHIP OWNER DETAILS' form with a 'STATUS : CREATED' indicator in the top right corner. The form contains the following data:

- Ship Owner:** \*  Registered  Unregistered. BRN/NRIC/Passport No.: 219991A
- Ship Owner Name:** \* TRADE MODE SDN. BHD.
- Email Id:** \* trader\_1@12storage.com. **Mobile Number:** +60 \* 163211678
- Address:** \* B706 7TH FLOOR PHASE 2, WISMA MERDEKA, JALAN TUN RAZAK
- Postal Code:** 40000. **City/Town:** Shah Alam
- State:** Selangor. **Country:** \* Malaysia

Buttons for 'Save' and 'Close' are visible at the bottom of the form.

**Figure 1.3-8: Ship Owner Details – Created**

### 1.3.2 View/Upload Certificates

Ship Owner or SA needs to upload required certificates before submission of Ship Registration. Based on the selected *Vessel Type*, certain certificates are mandatory to upload to submit the Ship Registration. To view or upload the Certificates:

1. In the **Vessel Registration** form, click  and then click [View/Upload Certificates](#).



The **Upload Document Form** appears as shown below.

**Figure 1.3-9: Upload Documents**

2. Enter or select the fields described in the following table.

No.	Field Name	Description
1.	<i>Certificate name</i>	Select the Document Type from the drop-down list.  <b>Note:</b> <ul style="list-style-type: none"> <li>The Certificate Name with prefix 'O' indicates that the document is optional to upload and 'M' indicates that it is mandatory to upload the document.</li> <li>The <i>Certificate name</i> drop-down list values are displayed based on the selected <i>Vessel Type</i> in the <b>Vessel Registration</b> form. For more details, refer <b>Table 1.3-1</b>.</li> <li>If Certificate Name is selected as Others, Other Document Type field is displayed and entering is mandatory.</li> </ul>
2.	<i>Other Document Type</i>	This field is enabled only if the Certificate Name is selected as <i>Others</i> and it is mandatory to enter the Other Document Type.
3.	<i>File Upload</i>	Click <b>Browse...</b> and select the document to be uploaded.  <b>Note:</b> Maximum size allowed for each file is 3 MB and up to 10 MB or 25 files can be uploaded.
4.	<i>Document/Certificate Reference No.</i>	Enter the Document Reference number.  <b>Note:</b> <i>Document Reference No.</i> is mandatory.



No.	Field Name	Description
5.	<i>Expiry Date</i>	Enter the Expiry date in dd-mm-yyyy format, or click  to select the date from the calendar.  <b>Note:</b> <ul style="list-style-type: none"> <li>• <i>Expiry Date</i> should be greater than the current date.</li> <li>• Expiry Date is mandatory based on the Certificate configuration. For the below certificates Expiry Date is optional. <ul style="list-style-type: none"> <li>○ International Tonnage Certificate,</li> <li>○ Certificate of Registry,</li> <li>○ Surat Laut/Pass Tahunan, and</li> <li>○ International Anti-Fouling System Certificate.</li> </ul> </li> </ul>
6.	<i>Issuing Authority</i>	Enter the certificate Issuing Authority name.  <b>Note:</b> Entering either <i>Issuing Authority</i> or <i>Issuance Society</i> is mandatory.
7.	<i>Issuance Date</i>	Enter the Issuance date in dd-mm-yyyy format, or click  to select the date from the calendar.  <b>Note:</b> <i>Issuance Date</i> should be less than or equal to current date.
8.	<i>Issuance Fee</i>	Enter the Issuance Fee.  <b>Note:</b> If the Issuance Fee is available for the uploaded Certificate, then it is mandatory to enter the Currency.
9.	<i>Currency</i>	Enter and select the Currency of the Issuance Fee.
10.	<i>Issuing Society</i>	Select the Issuing Society from the drop-down list.  <b>Note:</b> Issuing Societies are listed based on the Certificate Configuration. Entering either <i>Issuing Authority</i> or <i>Issuance Society</i> is mandatory.
11.	<i>Additional Comments</i>	Enter the Additional Comments if any.

**Table 1.3-3: Upload Documents**

3. Once the required details are entered, click **Upload** to upload the document.

The uploaded document is displayed in the **Uploaded Document List** section. [View/Download](#) link allows viewing and downloading the selected document as shown in **Figure 1.3-10**.



**UPLOAD DOCUMENTS**

Document Type \*

File Upload \*

Maximum size allowed for each file is 3 MB and can attach upto 10 MB/25 files

Document / Certificate Reference No. \*  Expiry Date \*

Issuing Authority  Issuance Date

Issuance Fee  Currency

Issuing Society  Additional Comments

---

**UPLOADED DOCUMENTS LIST**

	Document Type	Other Document Type	File Name	Issuing Authority	Issuing Society	Issuance Fee	Currency	Uploaded By	Expiry Date	Status
<input type="checkbox"/>	Others	Vessel Registration Certificate	Chrysanthemum.jpg	RMCD		1000.00	Malaysia Ringgit	Shipping Agent	05/31/2017	Active <span style="color: yellow; font-weight: bold;">■</span>

[View / Download](#)

**Figure 1.3-10: Uploaded Document List**

**Note:** For the certificates, which are configured with respective *Expiry Date*, system validates the uploaded Certificate Expiry Date and the status is displayed with a colour code as listed below:

- ■ Expired – If the Certificate’s Expiry Date is either equal to or less than the current date.
- ■ Active – If the Certificate’s Expiry Date is more than one (1) month from the current date.
- ■ Active – If the Certificate’s Expiry Date is either equal to or less than one (1) month from the current date.
- A notification is sent to the Ship Owner if the Ship Owner is registered in uCustoms. If not registered, then a notification is sent to the Email Id of Ship Owner, which is registered during Ship Registration process and also to the Ship Owner or SA. For more details, refer section **1.3.1 Create Ship Owner Details**.
- A notification is sent one (1) month before expiry of the certificate. The duration for the notification period is configured as weekly reminder notification from the notification initiation date to till the *Expiry Date*.



To delete the Uploaded Documents:

1. In the **Uploaded Document List** section, select the check box corresponding to the *Certificate Ref. No.* that needs to be deleted.
2. Click  to delete the selected document as shown below.

Figure 1.3-11: Uploaded Documents – Delete

System prompts to confirm the deletion as shown below.

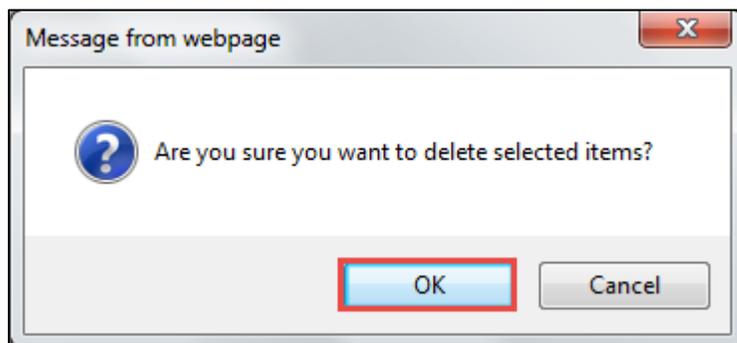


Figure 1.3-12: Delete Confirmation



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

### 1.3.3 Create Charterer Details

Ship Owner or SA creates the Charterer details. To create the Ship Charterer details:

- In the **Vessel Registration** form, click  and then click [Charterer Details](#).

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

**Figure 1.3-13: Charterer Details – Create**

- Enter and select the fields as described in the following table.

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>Charter Code</i>	Enter the Charter Code.
3.	<i>Charterer Name</i>	Enter the Charterer Name.
4.	<i>Address 1</i>	Enter the Address 1.
5.	<i>Address 2</i>	Enter the Address 2 if any.
6.	<i>Address 3</i>	Enter the Address 3 if any.
7.	<i>Postal Code</i>	Enter the Postal Code.
8.	<i>City/Town</i>	Enter the City/Town.



No.	Field Name	Description
9.	<i>State</i>	Enter the State.
10.	<i>Country</i>	Enter and select the County.
11.	<i>Mobile Number</i>	Enter the Mobile number.
12.	<i>Email Id</i>	Enter the Email Id.

**Table 1.3-4: Charterer Details – Create**

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

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

The screenshot shows a web form titled "CHARTERER DETAILS" with a status indicator "STATUS : CREATED". The form contains the following fields and values:

- Charterer's Code: CC002
- Charterer's Name: Benships
- Address 1: 23-4, Selangor, Malaysia
- Address 2: 23-4, Selangor, Malaysia
- Address 3: 23-4, Selangor, Malaysia
- Postal Code: 500079862
- City/Town: Selangor
- State: Perak
- Country: Malaysia
- Mobile Number: +60 2346877654
- Email Id: panships@pos.customs.my

At the bottom of the form, there are "Save" and "Close" buttons.

**Figure 1.3-14: Charterer Details – Created**

#### 1.3.4 View Remarks History

Ship Owner or SA can view the Remarks history. To view the Remarks History:

1. In the **Vessel Registration** form, click  and then click [View Remarks History](#).

The **Remarks History** pop-up window appears as shown in **Figure 1.3-15**.



REMARKS HISTORY					
No.	User Profile Name	Remarks Date	Remarks	Status	
1	Shipping Agent	31-03-2016	Creating Amendment Request	Amendment Requested	<input type="checkbox"/>
2	JLM Port Officer	31-03-2016	Approve the vessel registration	Active	<input type="checkbox"/>
3	Shipping Agent	31-03-2016	Create Vessel	Created	<input type="checkbox"/>
4	Shipping Agent	31-03-2016	Create Vessel	Created	<input type="checkbox"/>

Page 1 Of 1 Total 4 Item(s) Items per list 10

Figure 1.3-15: Remarks History – Pop-up Window

2. Click  to close the **Remarks History** pop-up window.

#### 1.4 Submit Foreign Ship Registration Request

Ship Owner or SA submits the Vessel Registration request to JLM Port Officer for approval. To submit the Foreign Ship Registration Request:

- In the **Vessel Registration** form, click **Submit** to submit the Vessel Registration request as shown in **Figure 1.4-1**.



VESSEL REGISTRATION		STATUS : CREATED	
Ship Identification No.		Registration Date	
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	Panships
Vessel Type	PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	Malawi	IMO Number	IMO1223
Flag State of Ship	Malawi	Call Sign No.	12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	2017	Gross Registered Tons	400.000
Dead Weight (Metric Tons)	400.00	P and I Club	Inspection Department
Net Registered Tons	200.000	LOA (Meters)	200.00
Beam	20.00	Ship with Gear (Built in Crane)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	20.00	Type of Hull	Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	Foreign Going		

Save Submit Back

Page Name : Ve

Figure 1.4-1: Vessel Registration – Submit

The **Vessel Registration** form refreshes with *Submitted* status as shown in Figure 1.4-2.



The screenshot displays the 'VESSEL REGISTRATION' form with a status of 'SUBMITTED'. The form is divided into two columns of fields. The left column includes: Ship Identification No., Vessel Nationality Type (radio buttons for Foreign Ship and Local Ship), Vessel Type (PASSENGER SHIP FERRY (NEW)), Nationality of Ship (Malawi), Flag State of Ship (Malawi), LBP (Meters) (50.00), Vessel Term (Just In Time), TEU Capacity (50), Port of Registration (MALAR-MAR-S-Larache), Year Built (YYYY) (2017), Dead Weight (Metric Tons) (400.00), Net Registered Tons (200.000), Beam (20.00), Position of Bridge (MID), Standard Draught (20.00), Vessel Capacity (Tons) (200.000), and Area of Operation (Foreign Going). The right column includes: Registration Date, Name of Ship (Panships), Other Vessel Type, IMO Number (IMO1223), Call Sign No. (12234), Vessel Trade (Main Trade), Cargo Type (Containerized), Registration No. (RJ123454), Certificate Registration Date (04-05-2017), Gross Registered Tons (400.000), P and I Club (Inspection Department), LOA (Meters) (200.00), Ship with Gear (Built in Crane) (Yes), Displacement Weight (Kg/m3) (100.00), Type of Hull (Single Hull), and Applicant Remarks (Create Vessel Registration). At the bottom, there are 'Print' and 'Back' buttons, and a 'Page Name : Ve...' label.

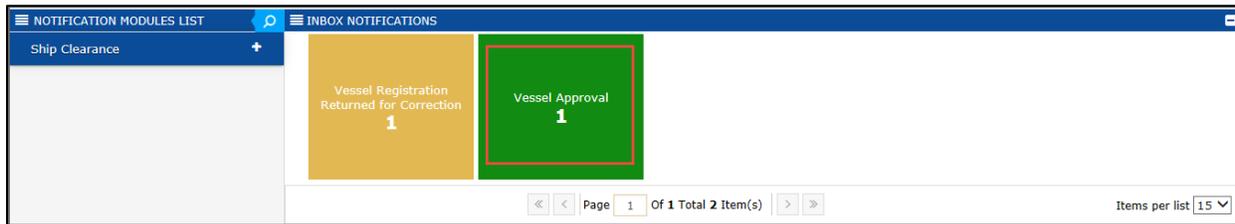
Figure 1.4-2: Vessel Registration – Submitted

**Note:** Once the Vessel Registration is submitted, a notification is sent to the JLM Port Officer for approval.

### 1.5 Create Foreign Ship Registration Amendment Request

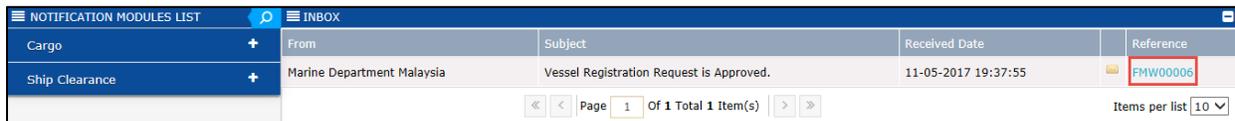
Ship Owner or SA creates the Foreign Ship Registration Amendment request after JLM Port Officer approves the Ship Registration. In the Ship Registration form, except the *IMO Number* and System generated fields, all the details can be amended. To create the Foreign Ship Registration Amendment request:

1. In the **Inbox Notifications**, click **Vessel Approval** message as shown in **Figure 1.5-1**.



**Figure 1.5-1: Vessel Approval – Inbox Notifications**

The **Vessel has been Approved List Inbox** appears with From, Subject, Received Date and Reference columns as shown below.



**Figure 1.5-2: Vessel Approved – List Inbox**

2. Click the [Reference](#) number of the Vessel Registration request message.

The **Vessel Registration** form appears as shown in **Figure 1.5-3**.



The screenshot shows a web-based form titled "VESSEL REGISTRATION" with a status of "ACTIVE". The form is divided into two columns of fields. The left column includes fields for Ship Identification No. (FMW0006), Vessel Nationality Type (Foreign Ship selected), Vessel Type (PASSENGER SHIP FERRY (NEW)), Nationality of Ship (Malawi), Flag State of Ship (Malawi), LBP (Meters) (50.00), Vessel Term (Just In Time), TEU Capacity (50), Port of Registration (MALAR-MAR-S-Larache), Year Built (YYYY) (2017), Dead Weight (Metric Tons) (400.00), Net Registered Tons (200.000), Beam (20.00), Position of Bridge (MID), Standard Draught (20.00), Vessel Capacity (Tons) (200.000), Area of Operation (Foreign Going), and Approved/Rejected Date (11-05-2017). The right column includes fields for Registration Date (11-05-2017), Name of Ship (Panships), Other Vessel Type, IMO Number (IMO1223), Call Sign No. (12234), Vessel Trade (Main Trade), Cargo Type (Containerized), Registration No. (RJ123454), Certificate Registration Date (04-05-2017), Gross Registered Tons (400.000), P and I Club (Inspection Department), LOA (Meters) (200.00), Ship with Gear (Built in Crane) (Yes selected), Displacement Weight (Kg/m3) (100.00), and Type of Hull (Single Hull). At the bottom of the form, there are three buttons: "Request For Amendment" (highlighted with a red box), "Print", and "Back". A "Page Name : Ve" label is visible in the bottom right corner.

Figure 1.5-3: Vessel Registration – Request for Amendment

3. Click **Request for Amendment** to create amendment request.

The **Vessel Registration** form refreshes with *Request for Amendment* status shown in **Figure 1.5-4**.



The screenshot shows a web-based form titled 'VESSEL REGISTRATION' with a status of 'REQUEST FOR AMENDMENT'. The form is divided into several sections:

- Ship Identification No.:** FMW00006
- Vessel Nationality Type:**  Foreign Ship  Local Ship
- Vessel Type:** PASSENGER SHIP FERRY (NEW)
- Nationality of Ship:** Malawi
- Flag State of Ship:** Malawi
- LBP (Meters):** 50.00
- Vessel Term:** Just In Time
- TEU Capacity:** 50
- Port of Registration:** MALAR-MAR-S-Larache
- Year Built (YYYY):** 2017
- Dead Weight (Metric Tons):** 400.00
- Net Registered Tons:** 200.000
- Beam:** 20.00
- Position of Bridge:** MID
- Standard Draught:** 20.00
- Vessel Capacity (Tons):** 200.000
- Area of Operation:** Foreign Going
- Approved/Rejected Date:** 11-05-2017
- Amended Date:** (empty)
- Amendment Remarks:** (empty)
- Registration Date:** 11-05-2017
- Name of Ship:** Panships
- Other Vessel Type:** (empty)
- IMO Number:** IMO1223
- Call Sign No.:** 12234
- Vessel Trade:** Main Trade
- Cargo Type:** Containerized
- Registration No.:** RJ123454
- Certificate Registration Date:** 04-05-2017
- Gross Registered Tons:** 400.000
- P and I Club:** Inspection Department
- LOA (Meters):** 200.00
- Ship with Gear (Built in Crane):**  Yes  No
- Displacement Weight (Kg/m3):** 100.00
- Type of Hull:** Single Hull
- Applicant Remarks:** Create Vessel Registration
- Review Remarks:** Return Vessel Registration for Correction
- Amendment Reason:** Select the value

At the bottom of the form, there are buttons for 'Save', 'Submit Amendment', and 'Back'. The page name is 'Page Name : Ve'.

Figure 1.5-4: Vessel Registration – Requested for Amendment

4. Modify the required changes and then select the *Amendment Reason* from the drop-down list.

**Note:** Configured Amendment Reasons are available for selection in the Amendment Reasons drop-down.

5. Enter the *Amendment Remarks*.

**Note:**

- To submit the Amendment, *Amendment Reason* and *Amendment Remarks* fields are mandatory.

6. System automatically populates the *Amended Date*, once approved. Click **Submit Amendment** to submit the Foreign Ship Registration Amendment request as shown in **Figure 1.5-5**.



**VESSEL REGISTRATION** STATUS : REQUEST FOR AMENDMENT

Ship Identification No.	FMW00006	Registration Date	11-05-2017
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	Panships
Vessel Type	PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	Malawi	IMO Number	IMO1223
Flag State of Ship	Malawi	Call Sign No.	12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	2017	Gross Registered Tons	400.000
Dead Weight (Metric Tons)	400.00	P and I Club	Inspection Department
Net Registered Tons	200.000	LOA (Meters)	200.00
Beam	20.00	Ship with Gear (Built in Crane)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	20.00	Type of Hull	Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	Foreign Going	Review Remarks	Return Vessel Registration for Correction
Approved/Rejected Date	11-05-2017	Amendment Reason	Reason
Amended Date			
Amendment Remarks	Create Amendment Request		

Save Submit Amendment Back

Page Name : Ve

Figure 1.5-5: Vessel Registration- Submit Amendment

The **Vessel Registration** form refreshes with *Amendment Requested* status as shown in **Figure 1.5-6**.



Ship Identification No.	FMW00006	Registration Date	11-05-2017
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	Panships
Vessel Type	* PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	* Malawi	IMO Number	* IMO1223
Flag State of Ship	* Malawi	Call Sign No.	* 12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	* Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	* 2017	Gross Registered Tons	* 400.000
Dead Weight (Metric Tons)	* 400.00	P and I Club	Inspection Department
Net Registered Tons	* 200.000	LOA (Meters)	200.00
Beam	* 20.00	Ship with Gear (Built in Crane)	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	* 20.00	Type of Hull	* Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	* Foreign Going	Review Remarks	Return Vessel Registration for Correction
Approved/Rejected Date	11-05-2017	Amendment Reason	Reason
Amended Date	11-05-2017		
Amendment Remarks	Create Amendment Request		

Print Back

Page Name : Ve

Figure 1.5-6: Vessel Registration – Amendment Requested

## 1.6 Delete Vessel

Ship Owner or SA can delete the Vessel in *Created* and *Modified* state. To delete the Vessel:

1. In the **Vessel List**, select the check box corresponding to the *Vessel Identification No.* to be deleted.
2. Click  to delete the selected Vessel as shown in **Figure 1.6-1**.



No.	Ship Identification No.	Vessel Nationality Type	Official No.	IMO Number	Vessel Name	Vessel Type	Status
<input checked="" type="checkbox"/>	1	Foreign Ship		IMO4344	Greenbird	Chemical	Created
<input type="checkbox"/>	2	Foreign Ship		1211	saleenaa	Survey V/L	Submitted
<input type="checkbox"/>	3	FID00004	Foreign Ship	32asdf	arasdf	Survey V/L	Active
<input type="checkbox"/>	4	Foreign Ship		IMO2444777	Super Cargo	Survey V/L	Submitted
<input type="checkbox"/>	5	FKH00002	Foreign Ship	Cargo-123	Cargo-123	Fishing Trawler	Amendment Requested
<input type="checkbox"/>	6	FBH00001	Foreign Ship	IMPVSL	RNVSL	Chemical	Active

Figure 1.6-1: Vessel List – Delete

System prompts to confirm the deletion as shown below.

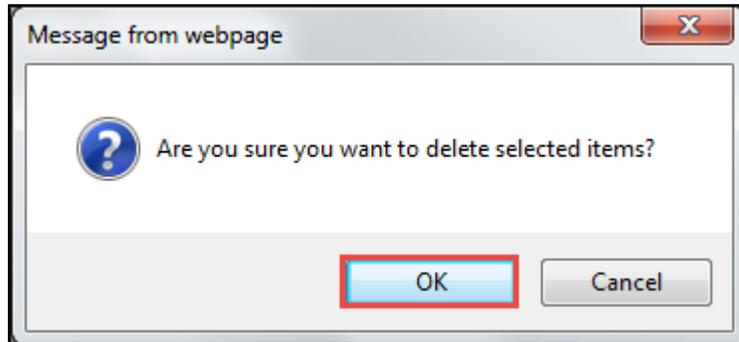


Figure 1.6-2: Delete Confirmation

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



## B. JLM Port Officer

The features accessible to the JLM Port Officer are explained in the following sections.

### 1.7 Approve/Reject/Return Foreign Ship Registration Request for Correction

JLM Port Officer can approve, reject or return the Foreign Ship Registration request for correction. If Ship Registration is approved, then a notification is sent to the Ship Owner or SA and Port Authority. To approve the Foreign Ship Registration request:

1. In the **Inbox Notifications**, click **Vessel Submitted** message as shown below.



Figure 1.7-1: Vessel Submitted – Inbox Notifications

**Note:** Inbox 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 **Vessel Registration Request is Submitted List Inbox** appears with From, Subject, Received Date and Reference columns as shown below.

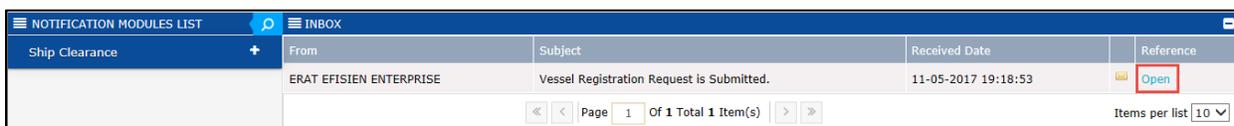


Figure 1.7-2: Vessel has been Submitted – List Inbox

2. Click [Open](#) of the Foreign Ship Registration request message.

The **Vessel Registration** form appears as shown in **Figure 1.7-3**.



The screenshot shows a web-based form titled 'VESSEL REGISTRATION' with a status of 'SUBMITTED'. The form is divided into two columns of input fields. The left column includes fields for Ship Identification No., Vessel Nationality Type (radio buttons for Foreign Ship and Local Ship), Vessel Type (dropdown menu), Nationality of Ship, Flag State of Ship, LBP (Meters), Vessel Term, TEU Capacity, Port of Registration, Year Built (YYYY), Dead Weight (Metric Tons), Net Registered Tons, Beam, Position of Bridge, Standard Draught, Vessel Capacity (Tons), Area of Operation, and Approved/Rejected Date. The right column includes fields for Registration Date, Name of Ship, Other Vessel Type, IMO Number, Call Sign No., Vessel Trade, Cargo Type, Registration No., Certificate Registration Date, Gross Registered Tons, P and I Club, LOA (Meters), Ship with Gear (Built in Crane), Displacement Weight (Kg/m3), Type of Hull, Applicant Remarks, and Review Remarks. At the bottom of the form, there are five buttons: 'Approve' (highlighted in red), 'Return for Correction', 'Reject', 'Print', and 'Back'. A red triangle graphic is visible in the top right corner of the page.

Figure 1.7-3: Foreign Ship Registration Request – Approve

3. Enter the *Review Remarks*.
4. Click **Approve** to approve the Foreign Ship Registration request.

The **Vessel Registration** form refreshes with *Active* status as shown in **Figure 1.7-4**.



VESSEL REGISTRATION		STATUS : ACTIVE	
Ship Identification No.	FMW00006	Registration Date	11-05-2017
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	Panships
Vessel Type	PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	Malawi	IMO Number	IMO1223
Flag State of Ship	Malawi	Call Sign No.	12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	2017	Gross Registered Tons	400.000
Dead Weight (Metric Tons)	400.00	P and I Club	Inspection Department
Net Registered Tons	200.000	LOA (Meters)	200.00
Beam	20.00	Ship with Gear (Built in Crane)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	20.00	Type of Hull	Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	Foreign Going	Review Remarks	Approved
Approved/Rejected Date	11-05-2017		

Figure 1.7-4: Foreign Ship Registration Request – Approved

**Note:** Once approved or rejected, the *Approved/Rejected Date* is automatically updated with the Approved or rejected date.

To reject the Foreign Ship Registration request:

1. Enter the *Review Remarks*.
2. Click **Reject** to reject the Foreign Ship Registration request as shown in **Figure 1.7-5**.



The screenshot shows a web-based form titled "VESSEL REGISTRATION" with a status of "SUBMITTED". The form is divided into two columns of input fields. The left column includes fields for Ship Identification No., Vessel Nationality Type (radio buttons for Foreign and Local Ship), Vessel Type (dropdown menu), Nationality of Ship, Flag State of Ship, LBP (Meters), Vessel Term, TEU Capacity, Port of Registration, Year Built (YYYY), Dead Weight (Metric Tons), Net Registered Tons, Beam, Position of Bridge, Standard Draught, Vessel Capacity (Tons), Area of Operation, and Approved/Rejected Date. The right column includes fields for Registration Date, Name of Ship, Other Vessel Type, IMO Number, Call Sign No., Vessel Trade, Cargo Type, Registration No., Certificate Registration Date, Gross Registered Tons, P and I Club, LOA (Meters), Ship with Gear (Built in Crane), Displacement Weight (Kg/m3), Type of Hull, Applicant Remarks, and Review Remarks. At the bottom of the form, there are five buttons: "Approve", "Return for Correction", "Reject" (highlighted in red), "Print", and "Back".

Figure 1.7-5: Foreign Ship Registration Request – Reject

The **Vessel Registration** form refreshes with *Rejected* status as shown in **Figure 1.7-6**.



VESSEL REGISTRATION		STATUS : REJECTED	
Ship Identification No.	FMW0006	Registration Date	11-05-2017
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	* Panships
Vessel Type	* PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	* Malawi	IMO Number	* IMO1223
Flag State of Ship	* Malawi	Call Sign No.	* 12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	* Containerized
TEU Capacity	50	Registration No.	R1123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	* 2017	Gross Registered Tons	* 400.000
Dead Weight (Metric Tons)	* 400.00	P and I Club	Inspection Department
Net Registered Tons	* 200.000	LOA (Meters)	200.00
Beam	* 20.00	Ship with Gear (Built in Crane)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	* 20.00	Type of Hull	* Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	* Foreign Going	Review Remarks	
Approved/Rejected Date	11-05-2017		

Figure 1.7-6: Foreign Ship Registration Request – Rejected

**Note:** If the Ship Registration is rejected, then a notification is sent to the Ship Owner or SA.

To return the Foreign Ship Registration request for correction:

1. Enter the *Review Remarks*.
2. Click **Return for Correction** to return the Foreign Ship Registration request for correction as shown in **Figure 1.7-7**.



**VESSEL REGISTRATION** STATUS : **SUBMITTED**

Ship Identification No.		Registration Date	
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	* Panships
Vessel Type	* PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	* Malawi	IMO Number	* IMO1223
Flag State of Ship	* Malawi	Call Sign No.	* 12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	* Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	* 2017	Gross Registered Tons	* 400.000
Dead Weight (Metric Tons)	* 400.00	P and I Club	Inspection Department
Net Registered Tons	* 200.000	LOA (Meters)	200.00
Beam	* 20.00	Ship with Gear (Built in Crane)	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	* 20.00	Type of Hull	* Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	* Foreign Going	Review Remarks	Return Vessel Registration for Correction
Approved/Rejected Date			

Approve **Return for Correction** Reject Print Back

Figure 1.7-7: Foreign Ship Registration Request – Return for Correction

The **Vessel Registration** form refreshes with *Returned for Correction* status as shown in **Figure 1.7-8**.



**VESSEL REGISTRATION** STATUS : RETURNED FOR CORRECTION

Ship Identification No. \_\_\_\_\_

Vessel Nationality Type  Foreign Ship  Local Ship

Vessel Type \* PASSENGER SHIP FERRY (NEW)

Nationality of Ship \* Malawi

Flag State of Ship \* Malawi

LBP (Meters) 50.00

Vessel Term Just In Time

TEU Capacity 50

Port of Registration MALAR-MAR-S-Larache

Year Built (YYYY) \* 2017

Dead Weight (Metric Tons) \* 400.00

Net Registered Tons \* 200.000

Beam \* 20.00

Position of Bridge MID

Standard Draught \* 20.00

Vessel Capacity (Tons) 200.000

Area of Operation \* Foreign Going

Approved/Rejected Date \_\_\_\_\_

Registration Date \_\_\_\_\_

Name of Ship \* Panships

Other Vessel Type \_\_\_\_\_

IMO Number \* IMO1223

Call Sign No. \* 12234

Vessel Trade Main Trade

Cargo Type \* Containerized

Registration No. RJ123454

Certificate Registration Date 04-05-2017

Gross Registered Tons \* 400.000

P and I Club Inspection Department

LOA (Meters) 200.00

Ship with Gear (Built in Crane)  Yes  No

Displacement Weight (Kg/m3) 100.00

Type of Hull \* Single Hull

Applicant Remarks  
Create Vessel Registration

Review Remarks  
Return Vessel Registration for Correction

Back

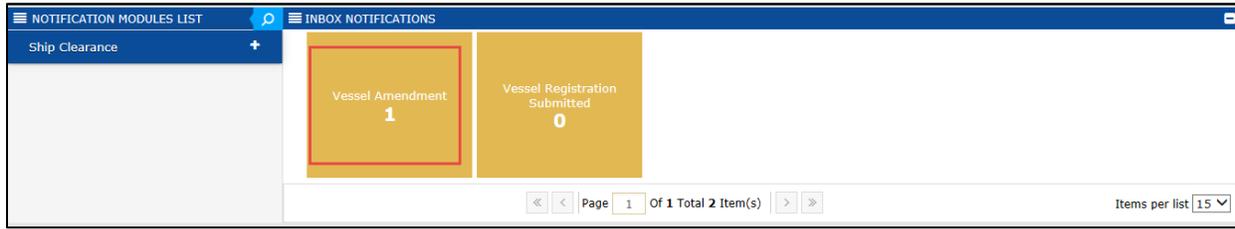
**Figure 1.7-8: Foreign Ship Registration Request – Returned for Correction**

**Note:** If the Ship Registration is returned for correction, then a notification is sent to the Ship Owner or SA.

### 1.8 Approve/Reject/Return Foreign Ship Registration Amendment Request for Correction

JLM Port Officer can approve, reject or return the Foreign Ship Registration Amendment request for correction. To approve the Foreign Ship Registration Amendment request:

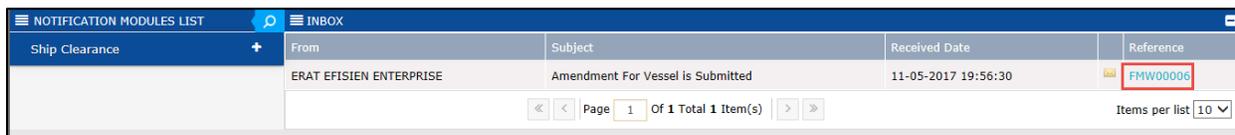
1. In the **Inbox Notifications**, click **Vessel Amendment** message as shown in **Figure 1.8-1**.



**Figure 1.8-1: Vessel Amendment – Inbox Notifications**

**Note:** Inbox 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 **Ship Amendment has been submitted List Inbox** appears with From, Subject, Received Date and Reference columns as shown below.



**Figure 1.8-2: Vessel Amendment Submitted – List Inbox**

2. Click the [Reference](#) number of the Foreign Ship Registration Amendment request message.

The **Vessel Registration** form appears as shown in **Figure 1.8-3**.



Figure 1.8-3: Foreign Ship Registration Amendment Request – Approve

3. Enter the *Review Remarks*.
4. Click **Approve** to approve the Vessel Registration Amendment request.

The **Vessel Registration** form refreshes with *Active* status as shown in **Figure 1.8-4**.



The screenshot displays the 'VESSEL REGISTRATION' form with a status of 'ACTIVE'. The form is divided into two columns of fields. The left column includes fields for Ship Identification No. (FMW00006), Vessel Nationality Type (Foreign Ship selected), Vessel Type (PASSENGER SHIP FERRY (NEW)), Nationality of Ship (Malawi), Flag State of Ship (Malawi), LBP (Meters) (50.00), Vessel Term (Just In Time), TEU Capacity (50), Port of Registration (MALAR-MAR-S-Larache), Year Built (YYYY) (2017), Dead Weight (Metric Tons) (400.00), Net Registered Tons (200.000), Beam (20.00), Position of Bridge (MID), Standard Draught (20.00), Vessel Capacity (Tons) (200.000), Area of Operation (Foreign Going), Approved/Rejected Date (11-05-2017), Amended Date (11-05-2017), and Amendment Remarks (Create Amendment Request). The right column includes fields for Registration Date (11-05-2017), Name of Ship (Panships), Other Vessel Type, IMO Number (IMO1223), Call Sign No. (12234), Vessel Trade (Main Trade), Cargo Type (Containerized), Registration No. (RJ123454), Certificate Registration Date (04-05-2017), Gross Registered Tons (400.000), P and I Club (Inspection Department), LOA (Meters) (200.00), Ship with Gear (Built in Crane) (Yes selected), Displacement Weight (Kg/m3) (100.00), Type of Hull (Single Hull), Applicant Remarks, Review Remarks, and Amendment Reason (Reason). At the bottom of the form, there are 'Print' and 'Back' buttons and a scroll-up arrow.

Figure 1.8-4: Foreign Ship Registration Amendment Request – Active

To reject the Foreign Ship Registration Amendment request:

1. Enter the *Review Remarks*.
2. Click **Reject** to reject the Foreign Ship Registration Amendment request as shown in **Figure 1.8-5**.



**VESSEL REGISTRATION** STATUS : AMENDMENT REQUESTED

Ship Identification No.	FMW00006	Registration Date	11-05-2017
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	Panships
Vessel Type	PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	Malawi	IMO Number	IMO1223
Flag State of Ship	Malawi	Call Sign No.	12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	2017	Gross Registered Tons	400.000
Dead Weight (Metric Tons)	400.00	P and I Club	Inspection Department
Net Registered Tons	200.000	LOA (Meters)	200.00
Beam	20.00	Ship with Gear (Built in Crane)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	20.00	Type of Hull	Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	Foreign Going	Review Remarks	Return Vessel Registration for Correction
Approved/Rejected Date	11-05-2017	Amendment Reason	Reason
Amended Date	11-05-2017		
Amendment Remarks	Create Amendment Request		

Approve Reject Return for Correction Print Back

Figure 1.8-5: Vessel Registration – Reject

The **Vessel Registration** form refreshes with *Amendment Rejected* status as shown in **Figure 1.8-6**.



VESSEL REGISTRATION		STATUS : AMENDMENT REJECTED	
Ship Identification No.	FMW00006	Registration Date	11-05-2017
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	* Panships
Vessel Type	* PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	* Malawi	IMO Number	* IMO1223
Flag State of Ship	* Malawi	Call Sign No.	* 12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	* Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	* 2017	Gross Registered Tons	* 400.000
Dead Weight (Metric Tons)	* 400.00	P and I Club	Inspection Department
Net Registered Tons	* 200.000	LOA (Meters)	200.00
Beam	* 20.00	Ship with Gear (Built in Crane)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	* 20.00	Type of Hull	* Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	* Foreign Going	Review Remarks	Return Vessel Registration for Correction
Approved/Rejected Date	11-05-2017	Amendment Reason	Reason
Amended Date	11-05-2017		
Amendment Remarks	Create Amendment Request		

Figure 1.8-6: Foreign Ship Registration Amendment Request – Rejected

To return the Foreign Ship Registration Amendment request for correction:

1. Enter the *Review Remarks*.
2. Click **Return for Correction** to return the Foreign Ship Registration Amendment request for correction as shown in **Figure 1.8-7**.



VESSEL REGISTRATION		STATUS : AMENDMENT REQUESTED	
Ship Identification No.	FMW00006	Registration Date	11-05-2017
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	Panships
Vessel Type	PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	Malawi	IMO Number	IMO1223
Flag State of Ship	Malawi	Call Sign No.	12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	2017	Gross Registered Tons	400.000
Dead Weight (Metric Tons)	400.00	P and I Club	Inspection Department
Net Registered Tons	200.000	LOA (Meters)	200.00
Beam	20.00	Ship with Gear (Built in Crane)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	20.00	Type of Hull	Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	Foreign Going	Review Remarks	Return Vessel Registration for Correction
Approved/Rejected Date	11-05-2017	Amendment Reason	Reason
Amended Date	11-05-2017		
Amendment Remarks	Create Amendment Request		

Approve Reject Return for Correction Print Back

Figure 1.8-7: Foreign Ship Registration Amendment Request – Return for Correction

The **Vessel Registration** form refreshes with *Amendment Returned for Correction* status as shown in **Figure 1.8-8**.



**VESEL REGISTRATION** STATUS : **AMENDMENT RETURNED FOR CORRECTION**

Ship Identification No.	<b>FMW00006</b>	Registration Date	11-05-2017
Vessel Nationality Type	<input checked="" type="radio"/> Foreign Ship <input type="radio"/> Local Ship	Name of Ship	* Panships
Vessel Type	* PASSENGER SHIP FERRY (NEW)	Other Vessel Type	
Nationality of Ship	* Malawi	IMO Number	* IMO1223
Flag State of Ship	* Malawi	Call Sign No.	* 12234
LBP (Meters)	50.00	Vessel Trade	Main Trade
Vessel Term	Just In Time	Cargo Type	* Containerized
TEU Capacity	50	Registration No.	RJ123454
Port of Registration	MALAR-MAR-S-Larache	Certificate Registration Date	04-05-2017
Year Built (YYYY)	* 2017	Gross Registered Tons	* 400.000
Dead Weight (Metric Tons)	* 400.00	P and I Club	Inspection Department
Net Registered Tons	* 200.000	LOA (Meters)	200.00
Beam	* 20.00	Ship with Gear (Built in Crane)	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Position of Bridge	MID	Displacement Weight (Kg/m3)	100.00
Standard Draught	* 20.00	Type of Hull	* Single Hull
Vessel Capacity (Tons)	200.000	Applicant Remarks	Create Vessel Registration
Area of Operation	* Foreign Going	Review Remarks	Return Vessel Registration for Correction
Approved/Rejected Date	11-05-2017	Amendment Reason	Reason
Amended Date	11-05-2017		
Amendment Remarks	Create Amendment Request		

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

**Figure 1.8-8: Foreign Ship Registration Amendment Request – Returned for Correction**



## C. JLM Administrator

The features accessible to the JLM Administrator are explained in the following sections.

### 1.9 Manage Reason Details

JLM Administrator manages the reason details.

#### 1.9.1 Create and Activate Reason Details

JLM Administrator can create and activate Reason Details such as Blacklist Reason details, Amendment Reasons, Deactivation Reason details, and Cancellation Reason details and others. To create and activate the Reason details:

1. On the **Ship Clearance** menu, click **Reasons** submenu.

The **Reasons List** appears as shown below.

No.	Reason Code	Reason For	Reason	Created Date	Status	Open	View History
1	RES019	Amendment	AmendReason	07-04-2016	Created		<a href="#">View History</a>
2	RES017			19-02-2016	Activated		<a href="#">View History</a>
3	RES016	Blacklist (JLM)		19-02-2016	Activated		<a href="#">View History</a>
4	RES015	Deactivation	Not verified	05-02-2016	Created		<a href="#">View History</a>
5	RES014	Deactivation	Name Change Request	04-02-2016	Activated		<a href="#">View History</a>
6	RES013	Amendment	CHange Request	04-02-2016	Deactivated		<a href="#">View History</a>
7	RES012	Blacklist (JLM)	Fraud Activity	04-02-2016	Activated		<a href="#">View History</a>

Figure 1.9-1: Reasons List

2. Click to create the Reasons details.

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

REASON DETAILS STATUS: NEW

Reason Code: \_\_\_\_\_ Created Date: 12-12-2016

Reason For: Deactivation

Reason: Deactivation of Blacklisted Organization

[Create](#) [Back](#)

Figure 1.9-2: Reason Details – Create



3. Enter and select the fields as described in the following table.

No.	Field Name	Description
1.	<i>Status</i>	System displays the status as <i>New</i> indicating that the process has started.
2.	<i>Reason Code</i>	System auto-generates the Reason Code once the Reason Details are created.
1.	<i>Created Date</i>	System auto-displays the current date as Created Date.
2.	<i>Reason For</i>	<p>Select the Reason For from the drop-down list. The Reason For drop-down list includes:</p> <ul style="list-style-type: none"> <li>• Black List (JLM),</li> <li>• Amendment,</li> <li>• Deactivation, and</li> <li>• Cancellation.</li> </ul> <p><b>Note:</b> The Reason details varies based on the <i>Reason For</i> value. Based on the logged in Administrator, the respective <i>Reason For</i> value is displayed for selection. <i>Reason For</i> values are listed as follows:</p> <ul style="list-style-type: none"> <li>• Blacklist (JLM) – Blacklist Ship Details for Ship Clearance;</li> <li>• Blacklist (Enforcement Unit) – Blacklist Ship Details for Loading and Unloading;</li> <li>• Amendment – Amendment of Arrival or Departure Declaration forms;</li> <li>• Deactivation – Deactivation of Ship Registration; and</li> <li>• Cancellation – Cancellation of Arrival or Departure Declaration.</li> </ul>
3.	<i>Reason</i>	Enter the Reason.

**Table 1.9-1: Reason Details – Create**

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

The **Reason Details** form refreshes with *Created* status as shown in **Figure 1.9-3**.



**Figure 1.9-3: Reason Details – Created**

5. Click **Activate** to activate the Reason Details.

The **Reason Details** form refreshes with *Activated* status as shown below.

**Figure 1.9-4: Reason Details – Activated**

**Note:** The activated Reason Details can be deactivated and the deactivated Reason Details can be reactivated.

6. Click **Back** to navigate back to **Reasons List**.

7. In the **Reasons List**, click [View History](#) corresponding to the Reason Code to view the history as shown below.

No.	Reason Code	Reason For	Reason	Created Date	Status	Open	View History
1	RES021	Blacklist (JLM)	Found Suspicious Goods	12-05-2016	Activated		<a href="#">View History</a>
2	RES019	Amendment	AmendReason	07-04-2016	Created		<a href="#">View History</a>
3	RES017			19-02-2016	Activated		<a href="#">View History</a>
4	RES016	Blacklist (JLM)		19-02-2016	Activated		<a href="#">View History</a>
5	RES015	Deactivation	Not verified	05-02-2016	Created		<a href="#">View History</a>
6	RES014	Deactivation	Name Change Request	04-02-2016	Activated		<a href="#">View History</a>
7	RES013	Amendment	Change Request	04-02-2016	Deactivated		<a href="#">View History</a>
8	RES012	Blacklist (JLM)	Fraud Activity	04-02-2016	Activated		<a href="#">View History</a>

**Figure 1.9-5: Reason Details – View History**

The **History** pop-up window appears as shown in **Figure 1.9-6**.



HISTORY							
No.	Reason Code	Reason For	Reason	Created By	Modified By	Operation	Status
1	RES049	Deactivation	Deactivation of Blacklisted Organiz	UA-Alis1003-6666	UA-Alis1003-6666	Update	Activated
2	RES049	Deactivation	Deactivation of Blacklisted Organiz	UA-Alis1003-6666	UA-Alis1003-6666	Insert	Created

Page 1 Of 1 Total 2 Item(s) Items per list 10

Figure 1.9-6: History – Pop-up Window

To deactivate the Reason Details:

- In the **Reason Details** form, click **Deactivate** to deactivate the Reason Details as shown below.

REASON DETAILS		STATUS : ACTIVATED	
Reason Code	RES047	Created Date	17-10-2016
Reason For	Cancellation		
Reason	cancellation		
		Deactivate	Back

Figure 1.9-7: Reason Details – Deactivate

The **Reason Details** form refreshes with *Deactivated* status as shown below.

REASON DETAILS		STATUS : DEACTIVATED	
Reason Code	RES047	Created Date	17-10-2016
Reason For	Cancellation		
Reason	cancellation		
		Activate	Back

Figure 1.9-8: Reason Details – Deactivated

### 1.9.2 Delete Reason Details

JLM Administrator can delete the Reason details in *Created* state. To delete the Reason Details:

- In the **Reasons List**, select the check box corresponding to the *Reason Code* to be deleted.

Click  to delete the selected Reason details as shown in **Figure 1.9-9**.



No.	Reason Code	Reason For	Reason	Created Date	Status	Open	View History
<input checked="" type="checkbox"/>	1	RES050	Blacklist (JLM)	Blacklisted	12-12-2016	Created	<a href="#">View History</a>
<input type="checkbox"/>	2	RES049	Deactivation	Deactivation of Blacklisted Organiz	12-12-2016	Activated	<a href="#">View History</a>
<input type="checkbox"/>	3	RES048	Deactivation	adaDdd	24-10-2016	Activated	<a href="#">View History</a>
<input type="checkbox"/>	4	RES047	Cancellation	cancellation	17-10-2016	Deactivated	<a href="#">View History</a>
<input type="checkbox"/>	5	RES046	Deactivation	Certificates expired	17-10-2016	Activated	<a href="#">View History</a>
<input type="checkbox"/>	6	RES045	Cancellation	fgfdg	29-08-2016	Deactivated	<a href="#">View History</a>
<input type="checkbox"/>	7	RES044		Reason4534	21-09-2016	Deactivated	<a href="#">View History</a>
<input type="checkbox"/>	8	RES043	Amendment	Reason	27-08-2016	Activated	<a href="#">View History</a>
<input type="checkbox"/>	9	RES042	Blacklist (JLM)	hgjf	26-08-2016	Deactivated	<a href="#">View History</a>
<input type="checkbox"/>	10	RES041	Blacklist (JLM)	Blacklist Reason	26-08-2016	Activated	<a href="#">View History</a>

Figure 1.9-9: Reason Details – Delete

System prompts to confirm the deletion as shown below.

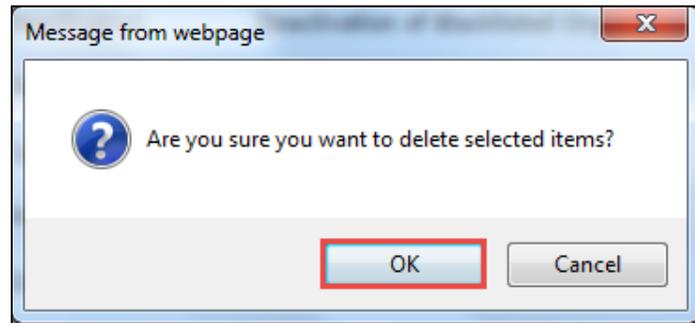


Figure 1.9-10: Delete Confirmation

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

## 1.10 Manage Ship Certificates

JLM Administrator manages the Ship Certificates.

### 1.10.1 Create and Activate Ship Certificates

JLM Administrator can configure the certificates, which are needed for each vessel type. To create and activate the Ship Certificates:

1. On the **Ship Clearance** menu, click **Certificate** submenu.



The **Certificates List** appears as shown below.

No.	Reference No.	Certificate Name	Status
1	REF-117	Ship Sanitation Control Certificate	Activated
2	REF-115	Ship Sanitation Control Exemption Certificate	Activated
3	REF-114	Certificate of Insurance in Respect of Civil Liability for Oil Pollution Damage	Activated
4	REF-113	Maritime Labour Certificate (MLC)	Activated
5	REF-112	International Anti-fouling System Certificate	Activated
6	REF-111	International Tonnage Certificate	Activated
7	REF-110	International Load Line Exemption Certificate	Activated
8	REF-105	International Air Pollution Prevention Certificate	Activated
9	REF-104	International Load Line Certificate	Activated
10	REF-103	International Sewage Pollution Prevention Certificate	Activated

**Figure 1.10-1: Certificates List**

- Click to create the Certificates.

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

**CERTIFICATE DETAILS** STATUS : NEW

Reference No. Created Date 12-12-2016

Certificate Name \* Ship Sanitation

Description \* Ship Sanitation Control Certificate

No Expiry

**Create Back**

**Figure 1.10-2: Certificate Details – Create**

- Enter and select the fields as described in the following table.

No.	Field Name	Description
1.	<i>Status</i>	System displays the status as <i>New</i> indicating that the process has started.
2.	<i>Reference No.</i>	System auto-generates the Reference number once the Certificate Details are created.
3.	<i>Created Date</i>	System auto-displays the current date as Created Date.
4.	<i>Certificate Name</i>	Enter the Certificate Name.
5.	<i>Description</i>	Enter the Description.
6.	<i>Status</i>	System displays the status as <i>New</i> indicating that the process has started.
7.	<i>No Expiry</i>	Select the No Expiry check box.



No.	Field Name	Description
		<b>Note:</b> If <i>No Expiry</i> check box is selected, then expiry date is not required for that certificate.

**Table 1.10-1: Certificate Details – Create**

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

The **Certificate Details** form refreshes with *Created* status and **Certificate Configuration List** section as shown below.

The screenshot shows the 'CERTIFICATE DETAILS' form with the following fields: Reference No. (REF-122), Created Date (12-12-2016), Certificate Name (Ship Sanitation), Description (Ship Sanitation Control Certificate), and No Expiry (checkbox). Below the form is a 'CERTIFICATE CONFIGURATION LIST' section with 'NO RECORDS AVAILABLE' and a '+ Add' button. At the bottom are 'Save', 'Activate', and 'Back' buttons.

**Figure 1.10-3: Certificate Details – Created**

5. In the **Certificate Configuration List** section, click **+** to create the Certificate Configuration details.

The **Certificate Configuration Details** form appears shown below.

The screenshot shows the 'CERTIFICATE CONFIGURATION DETAILS' form with the following fields: Certificate Name (Ship Sanitation), Vessel Type (Passenger), and Condition (Mandatory selected). At the bottom are 'Create' and 'Back' buttons.

**Figure 1.10-4: Certificate Configuration Details – Create**

6. Enter and select the fields as described in the following table.

No.	Field Name	Description
1.	<i>Status</i>	System displays the status as <i>New</i> indicating that the process has started.



No.	Field Name	Description
2.	<i>Certificate Name</i>	System auto-displays the Certificate Name created in the previous <b>Certificate Details</b> form.
3.	<i>Vessel Type</i>	Select the Vessel Type from the drop-down list to which the created Certificate to be assigned.
4.	<i>Condition</i>	Select the Condition as Mandatory or Optional.  <b>Note:</b> If <i>Condition</i> is selected as Mandatory, then the configured Certificate is mandatory to select while creating the respective Ship Registration.

**Table 1.10-2: Certificate Configuration Details – Create**

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

The **Certificate Configuration Details** form refreshes as shown below.

**Figure 1.10-5: Certificate Configuration Details – Created**

8. Click **Back** to navigate back to the **Certificate Details** form.

The **Certificate Details** form refreshes with the updated Certificate Configuration Details as shown below.

**Figure 1.10-6: Certificate Details – Activate**



**Note:** The Certificate Configuration details can be deleted before activating the Certificate Details.

9. Click **Activate** to activate the Certificate Details.

The **Certificate Details** form refreshes with *Activated* status as shown below.

**Figure 1.10-7: Certificate Details – Activated**

### 1.10.2 Delete Ship Certificates

JLM Administrator can delete the Ship Certificates in *Created* state. To delete the Ship Certificates:

1. In the **Certificates List**, select the check box corresponding to the *Reference No.* to be deleted.
2. Click  to delete the selected Ship Certificate details as shown below.

No.	Reference No.	Certificate Name	Status	
<input checked="" type="checkbox"/>	1	REF-123	Ship Registration	Created
<input type="checkbox"/>	2	REF-122	Ship Sanitation	Activated
<input type="checkbox"/>	3	REF-117	Ship Sanitation Control Certificate	Activated
<input type="checkbox"/>	4	REF-115	Ship Sanitation Control Exemption Certificate	Activated
<input type="checkbox"/>	5	REF-114	Certificate of Insurance in Respect of Civil Liability for Oil Pollution Damage	Activated
<input type="checkbox"/>	6	REF-113	Maritime Labour Certificate (MLC)	Activated
<input type="checkbox"/>	7	REF-112	International Anti-fouling System Certificate	Activated
<input type="checkbox"/>	8	REF-111	International Tonnage Certificate	Activated
<input type="checkbox"/>	9	REF-110	International Load Line Exemption Certificate	Activated
<input type="checkbox"/>	10	REF-105	International Air Pollution Prevention Certificate	Activated

**Figure 1.10-8: Ship Certificates – Delete**

System prompts to confirm the deletion as shown in **Figure 1.10-9**.

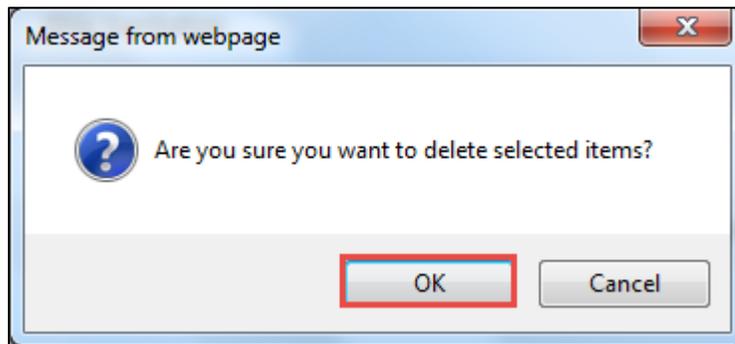


Figure 1.10-9: Delete Confirmation

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

## 1.11 Manage Issuance Society List

JLM Administrator manages the Issuance Society List.

### 1.11.1 Create and Activate Issuance Society Details

JLM Administrator can create and activate the Issuance Society details required for the ship registration certificates. Configured Issuance Society names are available for selection in the upload Certificates.

**Note:** Configured Issuance Society Names are listed in the Issuing Society drop-down in the Upload Certificate screen of Ship Registration.

To create and activate the Issuance Society Details:

1. On the **Ship Clearance** menu, click **Issuance Society** submenu.

The **Issuance Society List** appears as shown in **Figure 1.11-1**.



Figure 1.11-1: Issuance Society List

- Click **+** to create the Issuance Society.

The **Issuance Society Details** form appears as shown below.

Figure 1.11-2: Issuance Society Details – Create

- Enter and select the fields as described in the following table.

No.	Field Name	Description
1.	<i>Status</i>	System displays the status as <i>New</i> indicating that the process has started.
2.	<i>Society Code</i>	Enter the Society Code.
3.	<i>Society Name</i>	Enter the Society Name.
4.	<i>Description</i>	Enter the Description.
5.	<i>Status</i>	System displays the status as <i>New</i> indicating that the process has started.

Table 1.11-1: Issuance Society Details – Create

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



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

The screenshot shows the 'ISSUANCE SOCIETY DETAILS' form with the status 'MODIFIED'. The form contains the following fields:

Society Code	JLM	Society Name	Marine Department
Description	Marine Department		

Buttons at the bottom: Save, Activate, Back.

**Figure 1.11-3: Issuance Society Details – Created**

5. In the **Issuance Society Details** form, click **Activate** to activate the Issuance Society Details.

The **Issuance Society Details** form refreshes with *Active* status as shown below.

The screenshot shows the 'ISSUANCE SOCIETY DETAILS' form with the status 'ACTIVATED'. The form contains the following fields:

Society Code	JLM	Society Name	Marine Department
Description	Marine Department		

Buttons at the bottom: Back.

**Figure 1.11-4: Issuance Society Details – Active**

### 1.11.2 Delete Issuance Society Details

JLM Administrator can delete the Issuance Society Details in *Created* state. To delete the Issuance Society Details:

1. In the **Issuance Society List**, select the check box corresponding to the *Society Code* to be deleted.
2. Click  to delete the selected Issuance Society Details as shown below.

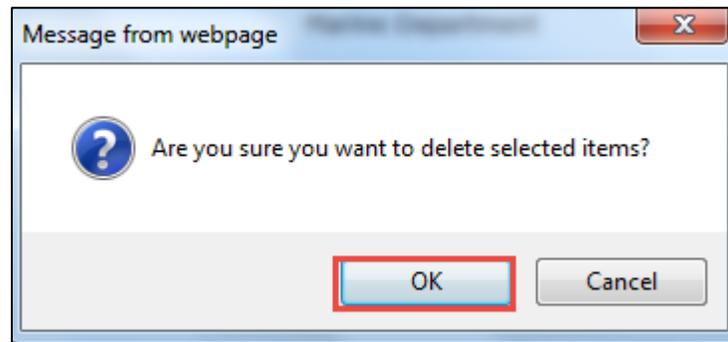
The screenshot shows the 'ISSUANCE SOCIETY LIST' table with the following data:

No.	Society Code	Society Name	Status	
<input checked="" type="checkbox"/>	1	PO	Port Authority	Created
<input type="checkbox"/>	2	JLM	Marine Department	Activated

Page 1 Of 1 Total 2 Item(s). Items per list 10.

**Figure 1.11-5: Issuance Society Details – Delete**

System prompts to confirm the deletion as shown in **Figure 1.11-6**.



**Figure 1.11-6: Delete Confirmation**

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

## 1.12 Module Summary

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

### Ship Owner/Shipping Agent (SA)

- Create Foreign Ship Registration Request.
  - Create Ship Owner Details.
  - View or Upload Certificates.
  - Create Charterer Details.
  - View Remarks History.
- Submit Foreign Ship Registration Request.
- Create Foreign Ship Registration Amendment Request.
- Delete Vessel.

### JLM Port Officer

- Approve, Reject or Return Foreign Ship Registration Request for Correction.
- Approve, Reject or Return Foreign Ship Registration Amendment Request for Correction.

### JLM Administrator

- Manage Reason Details.
  - Create and Activate Reason Details.



- Delete Reason Details.
- Manage Ship Certificates.
  - Create and Activate Ship Certificates.
  - Delete Ship Certificates.
- Manage Issuance Society List.
  - Create and Activate Issuance Society Details.
  - Delete Issuance Society Details.



## QUICK REFERENCE

**uCustoms Window**

**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 make the required changes to the *Default Port*, *Default Customs Station* and *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 Ship Clearance module:

1. Ship Owner/Shipping Agent(SA)
  - Create Foreign Ship Registration Request.
    - Create Ship Owner Details.
    - View or Upload Certificates.

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- Create Charterer Details.
- View Remarks History.
- Submit Foreign Ship Registration Request.
- Create Foreign Ship Registration Amendment Request.
- Delete Vessel.
- 2. JLM Port Officer
  - Approve, Reject or Return Foreign Ship Registration Request for Correction.
  - Approve, Reject or Return Foreign Ship Registration Amendment Request for Correction.
- 3. JLM Administrator
  - Manage Reason Details.
    - Create and Activate Reason Details.
    - Delete Reason Details.
  - Manage Ship Certificates.
    - Create and Activate Ship Certificates.
    - Delete Ship Certificates.
  - Manage Issuance Society List.
    - Create and Activate Issuance Society Details.
    - Delete Issuance Society Details.

## Functions

### How to Create Foreign Ship Registration Request?

On the **Ship Clearance** menu → click **Ship Registration** submenu.

In the **Vessel List**, click .

In the **Ship Registration** form, select *Foreign Ship* →click **Create**.

In the **Vessel Registration** form, enter the required details →click **Create**.

The **Vessel Registration** form status changes from *New* to *Created*.

Once the Vessel Registration request is created, the following details can be viewed or added.

- Ship Owner Details.
- View/Upload Certificates.
- Charterer Details.
- View Remarks History.

### How to Create Ship Owner Details?

In the **Vessel Registration** form, click  and then click [Ship Owner Details](#).

In the **Ship Owner Details** form, enter the required details →click **Create**.

The **Ship Owner Details** form status changes from *New* to *Created*.

### How to Create Charterer Details?

In the **Vessel Registration** form, click  and then click [Charterer Details](#).

In the **Charterer Details** form, enter the required details →click **Create**.

The **Charterer Details** form status changes from *New* to *Created*.



### How to Submit Foreign Ship Registration Request?

In the **Vessel Registration** form, click **Submit** to submit the Vessel Registration.  
The **Vessel Registration** form status changes from *Created* to *Submitted*.

### How to Create Foreign Ship Registration Amendment Request?

In the **Inbox Notifications**, click **Vessel Approval** message.

In the **Vessel has been Approved List Inbox**, click the [Reference](#) number.

Or

On the **Vessel Registration** menu → click **Ship Registration** submenu.

In the **Vessel List**, click  to open Vessel Registration request in *Active* state.

In the **Vessel Registration** form, click **Request for Amendment**.

The **Vessel Registration** form status changes from *Active* to *Request for Amendment*.

Make the necessary changes → click **Save**.

Click **Submit Amendment** to submit the Foreign Ship Registration Amendment request.

The **Vessel Registration** form status changes from *Request for Amendment* to *Amendment Submitted*.

### How to Delete Vessel?

In the **Vessel List**, select the check box corresponding to the Vessel to be deleted → Click  to delete the selected Vessel.

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

### How to Delete Issuance Society Details?

In the **Issuance Society List**, select the check box corresponding to the Society Code to be deleted → Click .

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

### How to Create and Activate Ship Certificates?

On the **Ship Clearance** menu, click **Certificate** submenu.

In the **Certificates List**, click  to create the Certificates.

In the **Certificate Details** form, enter the required details → Click **Create**.

The **Certificate Details** form status changes from *New* to *Created*.

In the **Certificate Configuration List** section, click  to create the Certificate Configuration details.

In the **Certificate Configuration Details** form, enter the required details → Click **Create**.

Click **Back** to navigate back to the **Certificate Details** form.

The **Certificate Details** form refreshes with the updated Certificate Configuration Details.

In the **Certificate Details** form, click **Activate** to activate the Certificate Details.

The **Certificate Details** form status changes from *Created* to *Activated*.

**Note:** The Certificate Configuration details can be deleted before activating the Certificate Details.



### How to Delete Ship Certificates?

In the **Certificates List**, select the Ship Certificates to be deleted → Click .  
Click **OK** to delete or click **Cancel** to discard the action.

### How to Create and Activate Reason Details?

On the **Ship Clearance** menu, click **Reasons** submenu.

In the **Reasons List**, click .

In the **Reason Details** form, enter the required details → Click **Create**.

The **Reason Details** form status changes from *New* to *Created*.

In the **Reason Details** form, click **Activate** to activate the Reason Details.

The **Reason Details** form status changes from *Created* to *Activated*.

To deactivate the Reason Details:

In the **Reason Details** form, click **Deactivate** to deactivate the Reason Details.

The Reason Details form status changes from *Activated* to *Deactivated*.

### How to Delete Reason Details

In the **Reasons List**, select the Reason Details be deleted → Click .

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

### How to Create and Activate Issuance Ports List?

On the **Ship Clearance** menu, click **SSC Issuance Ports** submenu.

In the **SSC Issuance Ports List**, click  to create the SSC Issuance Ports details.

In the **SSC Issuance Ports Details** form, enter the required details → Click **Create**.

The **SSC Issuance Ports Details** form status changes from *New* to *Created*.

In the **SSC Issuance Ports Details** form, click **Activate** to activate the SSC Issuance Ports Details.

The **SSC Issuance Ports Details** form status changes from *Created* to *Active*.



## GLOSSARY

**Bill of Lading** – A document issued by the cargo supplier which states the quantity of material delivered to the vessel

**Crew** - A crew is a body or a class of people who work at a common activity, generally in a structured or hierarchical organization. A location in which a crew works is called a crewyard or a workyard. The word has nautical resonances: the tasks involved in operating a ship, particularly a sailing ship, providing numerous specialties within a ship's crew, often organized with a chain of command.



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