

STEP BY STEP ON uCustoms

For Traders Appointing Forwarding Agent



Trader Appointing Forwarding Agent



Log in as “Trader”.

 **uCustoms**
Royal Malaysian Customs Department

PROFILE MANAGEMENT SUB MODULE SIGN

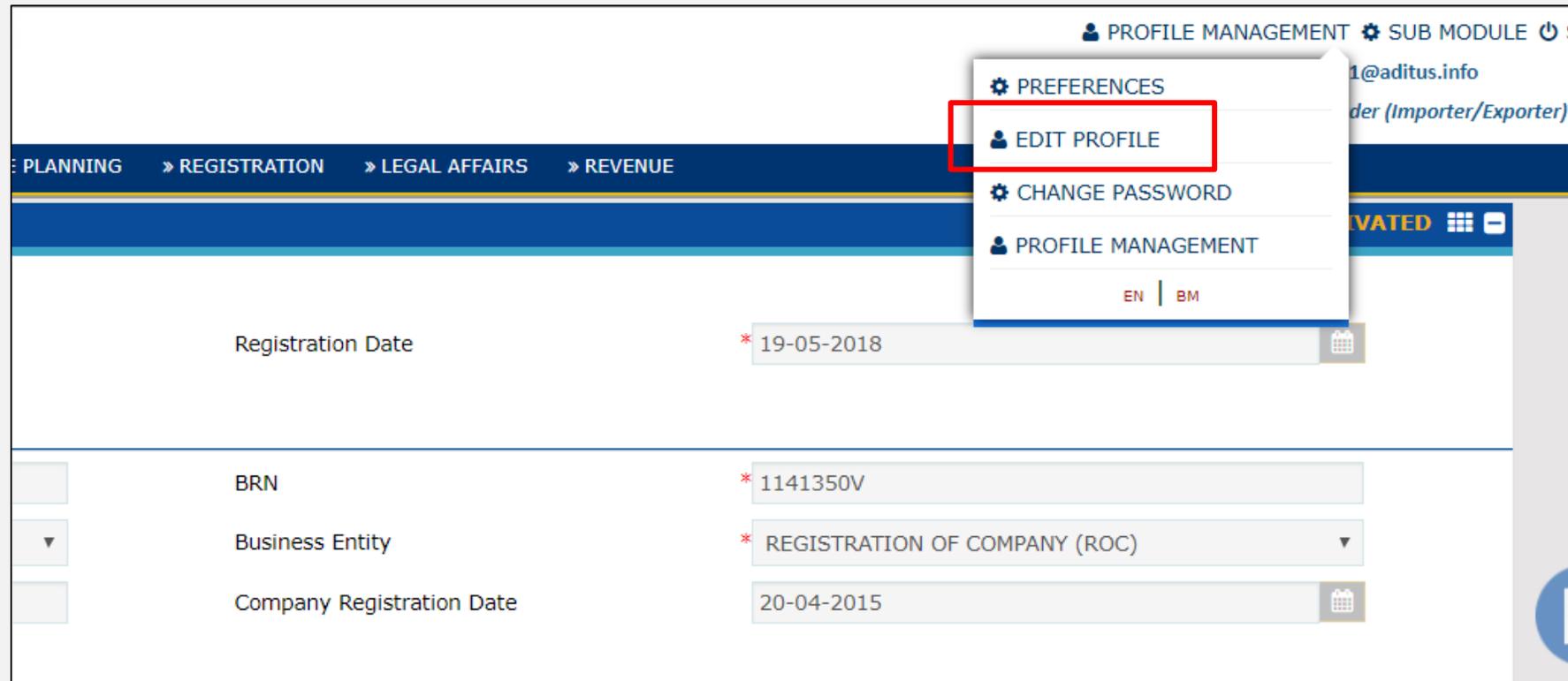
Login Id : trader21@aditus.info
User profile : Trader (Importer/Exporter)

» LICENSE RMCD » PERMIT/QUOTA » ADMIN » WAREHOUSE » TRADE FACILITATION » RESOURCE PLANNING » REGISTRATION » LEGAL AFFAIRS » REVENUE

UCUSTOMS REGISTRATION FORM STATUS : ACTIVATED

Registration Ref No.	REG-O-B10-1805-0158		
Stakeholder Type	<input type="radio"/> Individual <input checked="" type="radio"/> Organization	Registration Date	* 19-05-2018
ORGANIZATION INFORMATION			
Organization Name	* MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.	BRN	* 1141350V
Registration Authority	* COMPANIES COMMISSION OF MALAYSIA (SSM)	Business Entity	* REGISTRATION OF COMPANY (ROC)
GST No.	Search...	Company Registration Date	20-04-2015

Go to “Profile Management” and click “Edit Profile”.



The screenshot shows the 'PROFILE MANAGEMENT' sub-module interface. A dropdown menu is open, highlighting the 'EDIT PROFILE' option with a red box. The menu also includes 'PREFERENCES', 'CHANGE PASSWORD', and 'PROFILE MANAGEMENT'. Below the menu, the user's email '1@aditus.info' and role 'der (Importer/Exporter)' are visible. The breadcrumb trail shows 'PLANNING > REGISTRATION > LEGAL AFFAIRS > REVENUE'. The main content area displays a form with the following fields:

Registration Date	* 19-05-2018
BRN	* 1141350V
Business Entity	* REGISTRATION OF COMPANY (ROC)
Company Registration Date	20-04-2015

Go to “Agent Association” then, click at “+” sign to add new agent.

AGENT ASSOCIATION						
<input type="checkbox"/>	No.	To Agent			Status	View / Edit
<input type="checkbox"/>	1	ANGKUTAN PERMAI (M) SDN. BHD.	View / Upload Documents	Associate Customs Station	Submitted	
<input type="checkbox"/>	2	HAN HAI FORWARDING SDN. BHD.	View / Upload Documents	Associate Customs Station	Submitted	

  Page 1 Of 1 Total 2 Item(s) Items per list 5 ▼

The status appear as “New”. Then, click on icon  to browse the agent.

AGENT ASSOCIATION STATUS : NEW 

From Trader * MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.

To Agent * 

Agent Code

Remarks

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

A pop-up window appears with the **Agent List** as shown below. Search the agent by entering the agent name in the “**Organization Name**” field. Then, click “**Search**” to start searching.

Search

Existing Agent Code %

License No. %

Organization Name %

BRN %

Search **Reset Search**

AGENT ASSOCIATION LIST

No.	Existing Agent Code	License No.	Organization Name	BRN
1	BF0001	CFA000004	CENTRAL FORWARDING AGENCY SDN. BHD.	25944V
2	BF0487	CFA000007	PERDAGANGAN SEMUALAUT	001169402P
3	BF0705	CFA000013	HAN HAI FORWARDING SDN. BHD.	561033U
4	BF0019	CFA000023	PELANGI FORWARDING SDN. BHD.	138422U
5	BF0093	CFA000022	SUMISO (MALAYSIA) SDN. BHD.	175561H
6	BF0738	CFA000029	SRI BUGIS VENTURES SDN. BHD.	572981T
7	BF0548	CFA000031	PRINCIPLE LOGISTICS (MALAYSIA) SDN. BHD.	257512D
8	BF0697	CFA000036	S.A.B. FORWARDING SDN. BHD.	556670X
9	BF0824	CFA000038	GLOBAL CARGO FORWARDING (M) SDN. BHD.	620467U
10	BF0563	CFA000039	ANGKUTAN PERMAI (M) SDN. BHD.	501671W

Page 1 Of 41 Total 403 Item(s) Items per list 10

A pop-up window appears as shown below. Click at the **Organization Name (blue color)** to start searching.

Search

Existing Agent Code %

License No. %

Organization Name %

BRN %

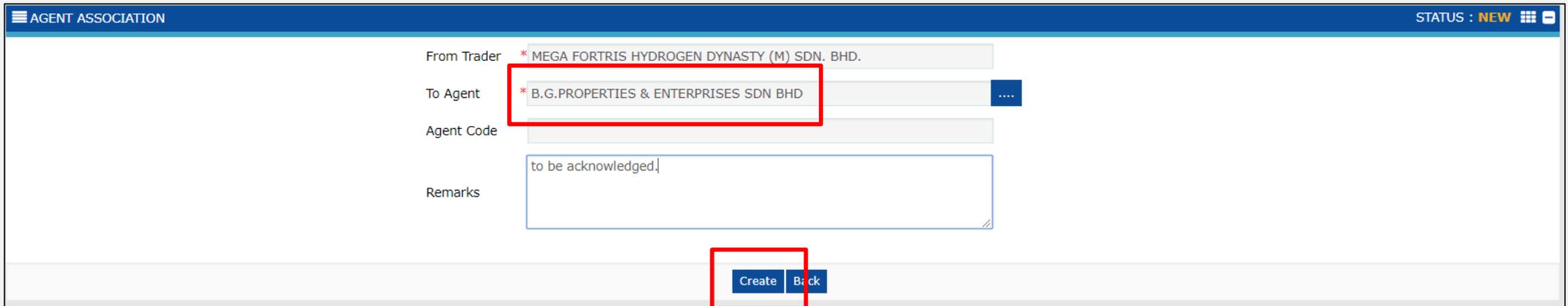
Search **Reset Search**

AGENT ASSOCIATION LIST

No.	Existing Agent Code	License No.	Organization Name	BRN
1		CFA000733	B.G.PROPERTIES & ENTERPRISES SDN BHD	1783X

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

Agent association page shows the agent that has been chosen before. Key in remarks * to indicate the action need to be taken by agent later. Then click “Create”.



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

- From Trader:** * MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.
- To Agent:** * B.G.PROPERTIES & ENTERPRISES SDN BHD (highlighted with a red box)
- Agent Code:** (empty field)
- Remarks:** to be acknowledged. (highlighted with a red box)

At the bottom of the form, there are two buttons: "Create" and "Back" (both highlighted with a red box).

The status already change to **Created**.

AGENT ASSOCIATION STATUS : **CREATED**

From Trader * MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.

To Agent * B.G.PROPERTIES & ENTERPRISES SDN BHD

Agent Code

Remarks
to be acknowledged.

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

Click on the link repository  at the top right of the form, and click on “Associate Customs Station”.

AGENT ASSOCIATION STATUS : **CREATED**

From Trader * MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.

To Agent * B.G.PROPERTIES & ENTERPRISES SDN BHD

Agent Code

Remarks
to be acknowledged.

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


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

Search desired **Customs Station**. Select the **Customs Stations** your Agent available (Please got advice from your agent first) and click **Associate** button  .

Search

Station Code %

Station Name %

State Name %

AVAILABLE CUSTOMS STATIONS

No.	Station Code	Station Name ^	State Name	
<input type="checkbox"/>	1	B3D	JETI-PERUSAHAAN PELABUHAN UTARA SDN BHD	SELANGOR
<input checked="" type="checkbox"/>	2	B18	PELABUHAN BARAT, SELANGOR	SELANGOR
<input type="checkbox"/>	3	B11	PELABUHAN SELATAN, SELANGOR	SELANGOR
<input checked="" type="checkbox"/>	4	B10	WISMA KASTAM, PELABUHAN KLANG, SELANGOR	SELANGOR

Associate

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

ASSOCIATED CUSTOMS STATIONS LIST

ALL CUSTOMS STATIONS ARE ASSOCIATED.

The associated customs stations now listed in the bottom section. Then click **Close**.

Search

Station Code %

Station Name %

State Name %

Search **Reset Search**

AVAILABLE CUSTOMS STATIONS

No.	Station Code	Station Name ^	State Name
1	B3D	JETI-PERUSAHAAN PELABUHAN UTARA SDN BHD	SELANGOR
2	B11	PELABUHAN SELATAN, SELANGOR	SELANGOR

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

ASSOCIATED CUSTOMS STATIONS LIST

No.	Station Code	Station Name	State Name
1	B18	PELABUHAN BARAT, SELANGOR	SELANGOR
2	B10	WISMA KASTAM, PELABUHAN KLANG, SELANGOR	SELANGOR

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

The status already change to **Created**. Click **Submit**.

AGENT ASSOCIATION STATUS : **CREATED**

From Trader	* MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.
To Agent	* B.G.PROPERTIES & ENTERPRISES SDN BHD
Agent Code	
Remarks	to be acknowledged.

Save Submit Back

The status automatically change to **Submitted** once agent association is submitted. Then, click **Back**.

AGENT ASSOCIATION

STATUS : **SUBMITTED**

From Trader * MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.

To Agent * B.G.PROPERTIES & ENTERPRISES SDN BHD

Agent Code

Remarks
to be acknowledged.

Back

Appointed agent already in the list.

AGENT ASSOCIATION

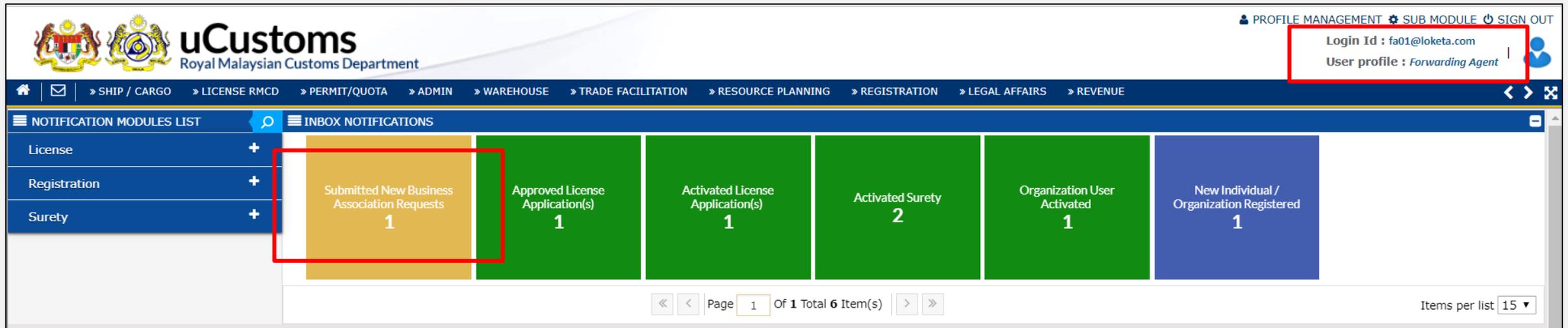
No.	TO Agent		Status	view / edit
1	B.G.PROPERTIES & ENTERPRISES SDN BHD	View / Upload Documents	Submitted	edit
2	ANGKUTAN PERMAI (M) SDN. BHD.	View / Upload Documents	Submitted	edit
3	HAN HAI FORWARDING SDN. BHD.	View / Upload Documents	Submitted	edit

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

Forwarding Agent Acknowledging Trader



Log in as “Forwarding Agent”, then click “Submitted New Business Association Requests”.



The screenshot displays the uCustoms dashboard interface. At the top left, the uCustoms logo and 'Royal Malaysian Customs Department' are visible. On the top right, there are links for 'PROFILE MANAGEMENT', 'SUB MODULE', and 'SIGN OUT', along with user information: 'Login Id : fa01@loketa.com' and 'User profile : Forwarding Agent'. A navigation bar below the header contains various menu items like 'SHIP / CARGO', 'LICENSE RMCD', 'PERMIT/QUOTA', 'ADMIN', 'WAREHOUSE', 'TRADE FACILITATION', 'RESOURCE PLANNING', 'REGISTRATION', 'LEGAL AFFAIRS', and 'REVENUE'. The main content area is titled 'INBOX NOTIFICATIONS' and features a list of notification modules. The first module, 'Submitted New Business Association Requests', is highlighted with a red box and shows a count of 1. Other modules include 'Approved License Application(s)' (1), 'Activated License Application(s)' (1), 'Activated Surety' (2), 'Organization User Activated' (1), and 'New Individual / Organization Registered' (1). A pagination bar at the bottom indicates 'Page 1 Of 1 Total 6 Item(s)' and 'Items per list 15'.

Notification Module	Count
Submitted New Business Association Requests	1
Approved License Application(s)	1
Activated License Application(s)	1
Activated Surety	2
Organization User Activated	1
New Individual / Organization Registered	1

In **Inbox Notifications**, click **Open**.

INBOX NOTIFICATIONS			
From	Subject	Received Date	Reference
MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.	Organization Business Association Request is Sent For Acknowledgement	06-06-2018 13:31:42	 Open

« < Page 1 Of 1 Total 1 Item(s) > »

Items per list 10 ▼

Click button Acknowledge.

AGENT ASSOCIATION STATUS : SUBMITTED

From Trader	* MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.
To Agent	* B.G.PROPERTIES & ENTERPRISES SDN BHD
Agent Code	
Remarks	to be acknowledged.

[Acknowledge](#) [Deny](#) [Back](#)

The status automatically change to **Acknowledged**. Then, click **Back**.

AGENT ASSOCIATION		STATUS : ACKNOWLEDGED
From Trader	* MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.	
To Agent	* B.G.PROPERTIES & ENTERPRISES SDN BHD	
Agent Code		
Remarks	to be acknowledged.	
Back		

Trader already acknowledged by Forwarding Agent.

AGENT ASSOCIATION				
No	From Trader	To Agent	Status	View / Edit
1	MEGA FORTRIS HYDROGEN DYNASTY (M) SDN. BHD.	B.G.PROPERTIES & ENTERPRISES SDN BHD	Acknowledged	

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

uCustoms Communication Channel

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for more
updates



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Trouble ?

Hotline : 1300-888-500

ucustoms.voices@customs.gov.my

Mon - Fri (8.30 a.m – 7.00 p.m)

THANK YOU

