MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia

investmalaysia.mida.gov.my

Post Approval
Representative Office (RE) / Regional Ofice (RO)
User Guide for Applicant

Learn About the System
(Version 1.3)

Powered by eTRANS

Updated Date :29/01/2024

Table of Contents

Chapter 1 INTRODUCTION 4

1.1 Intended User 4
1.2 Web Browser 4
1.3 URL 4
1.4 Common Fields and Definitions 4

Chapter 2 INVEST MALAYSIA ONLINE PORTAL 7

2.1 Login Page & Registration Page 7
2.2 Dashboard Page 12
2.2.1 Task and Task List 13
2.2.2 My Company 14
2.2.3 Register Company 18
2.2.4 Applications 22
2.2.5 Color Brush 25

Chapter 3 COMMON SECTIONS FOR (ALL APPLICATION) 26

3.1 Company 26
3.2 Previous Approval Records 28
3.3 Project Cost 29
3.3.1 Application Type – New 29
3.3.2 Application Type – Expansion/Diversification 31
3.4 Project Financing 34
3.4.1 Application Type - New 34
3.4.2 Application Type – Expansion/Diversification 38
3.5 Manpower 41
3.5.1 Application Type - New 41
3.5.2 Application Type – Expansion/Diversification 43
3.6 Specific Industry 45
3.6.1 Application Type – New 45
3.6.2 Application Type – Expansion/Diversification 47
3.7 Supporting Documents 51
3.8 Declaration 53
3.9 Print Preview Application Form 58
3.10 Application is Submitted to Processing Division 59
3.11 Application is Returned by MIDA due to incomplete information 60
3.12 Acknowledgement Email and Letter when application is received and being processed 62
3.13 Email Notification when application is successful 63
3.14 Download Decision Letter and Verify QR Code 63
3.14.1 View Successful Application 64

3.14.2 Download Decision Letter 65
3.14.3 Verify QR Code 67

Chapter 4 APPLICATION (RE / RO STATUS) 69

4.1 Change of Company Name 69
4.2 Change of Address 76
4.3 Surrender of RE / RO 83

Chapter 1 INTRODUCTION

This user guide will walkthrough the process of submitting Import Duty and/or Sales Tax Exemption application by providing step-by-step instructions with illustrations to help applicant understand each step.

1.1 Intended User

This user guide is targeted for:

- Applicant or Company

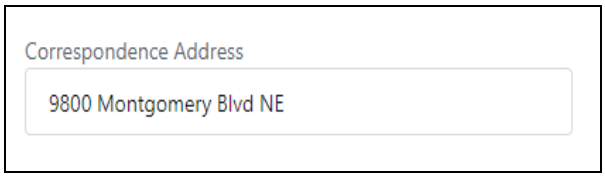
1.2 Web Browser

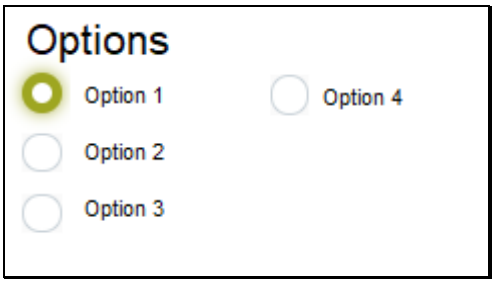
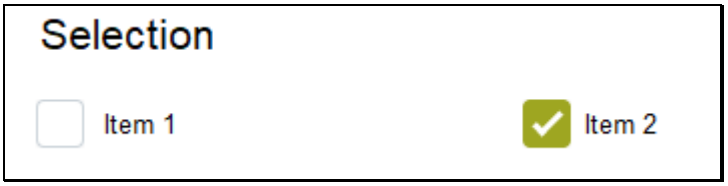
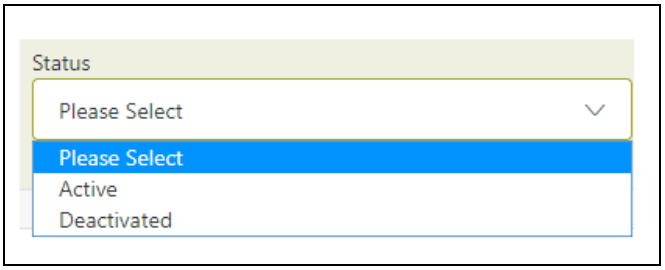
Best viewed in 1024 x 768 using Google Chrome or Mozilla Firefox. This website is mobile responsive.

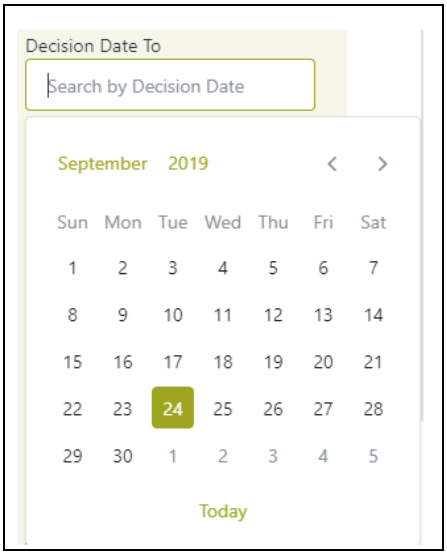
1.3 URL

https://investmalaysia.mida.gov.my

1.4 Common Fields and Definitions

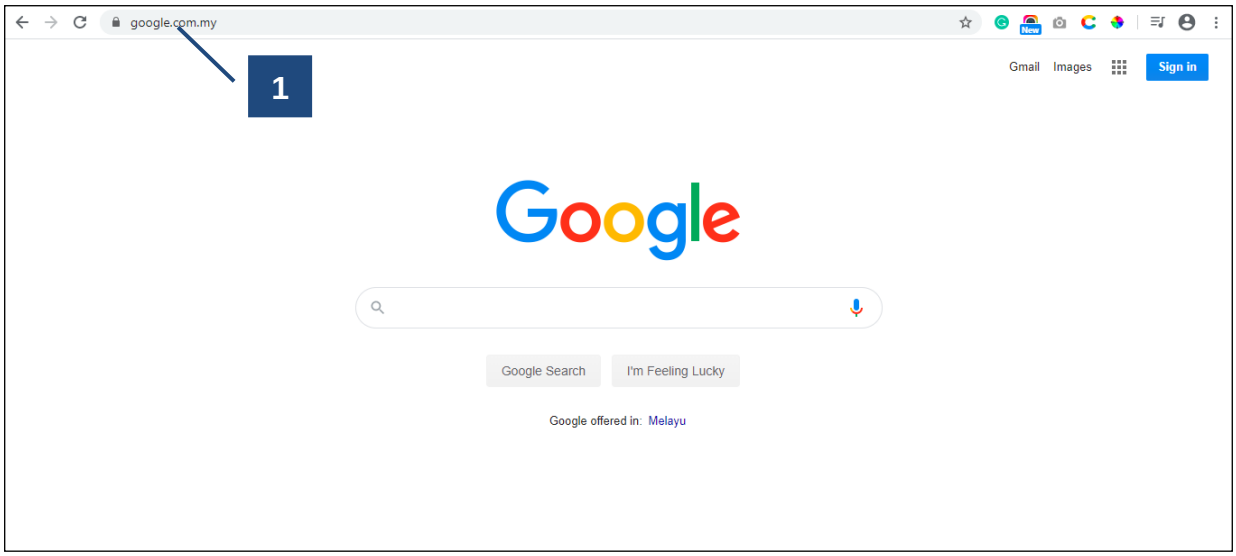
No.	Field	Description
1.	Textbox	A box that allow user to type-in information. Usually, it has characters limit.  If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.

No.	Field	Description
2.	Button	An item that allow user to click and it will respond according to it's purpose; usually denoted as the button's name.
3.	Radio button	A selection features that allows the user to choose only ONE selection from the data sets. Usually it's round-shaped. 
4.	Check Box	A selection features that allows the user to check/uncheck selections from the data sets. Usually it's box-shaped. 
5.	Dropdown	A features that allows user to select a value from a series of option. Usually when user click a dropdown, a list of options will be displayed vertically and user may select one value from the list. 
6.	Calendar	A features that allows user to select a date from a calendar and/or time from a time range.

No.	Field	Description
		
7.	Success Message	A message that is displayed once an action taken was successful. It is displayed in green color.
8.	Error/Failure message	A message that is displayed once an action taken was failed. It is displayed in red color.

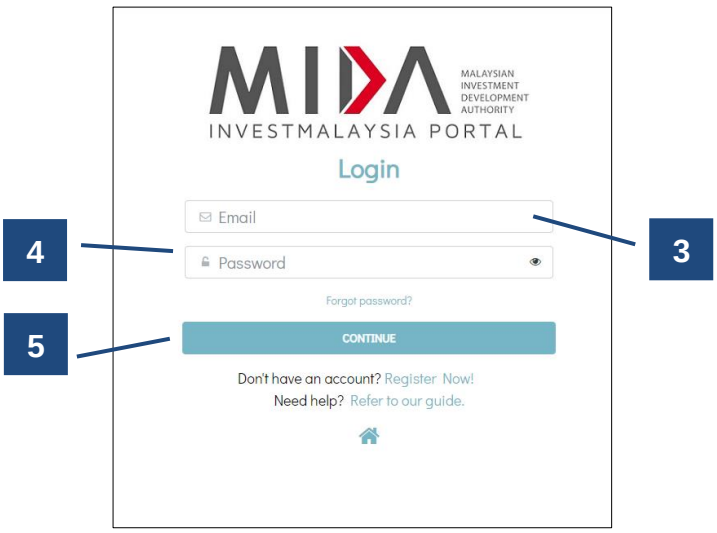
Chapter 2 INVEST MALAYSIA ONLINE PORTAL

2.1 Login Page & Registration Page



1. Open web browser.

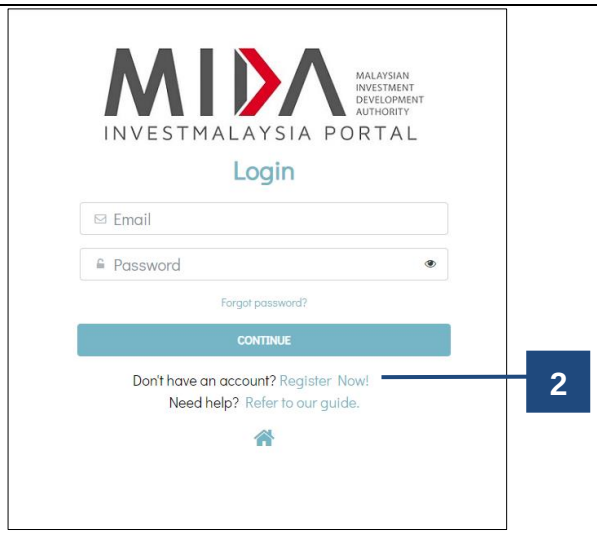
   Insert URL: http://investmalaysia.mida.gov.my



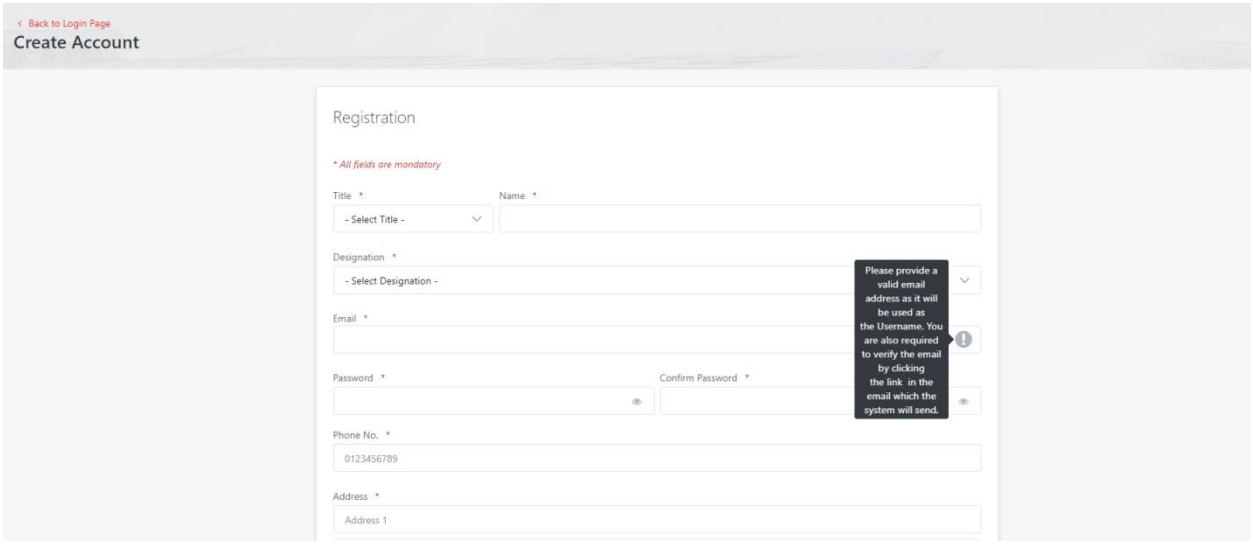
2. Click the **Login** link. New login page will be displayed
3. Enter username (must use the email that has been registered);
4. Enter password; and
5. Click the **[CONTINUE]** button

   System will redirect to the **'Dashboard'** page.

1. Go to Investmalaysia website :

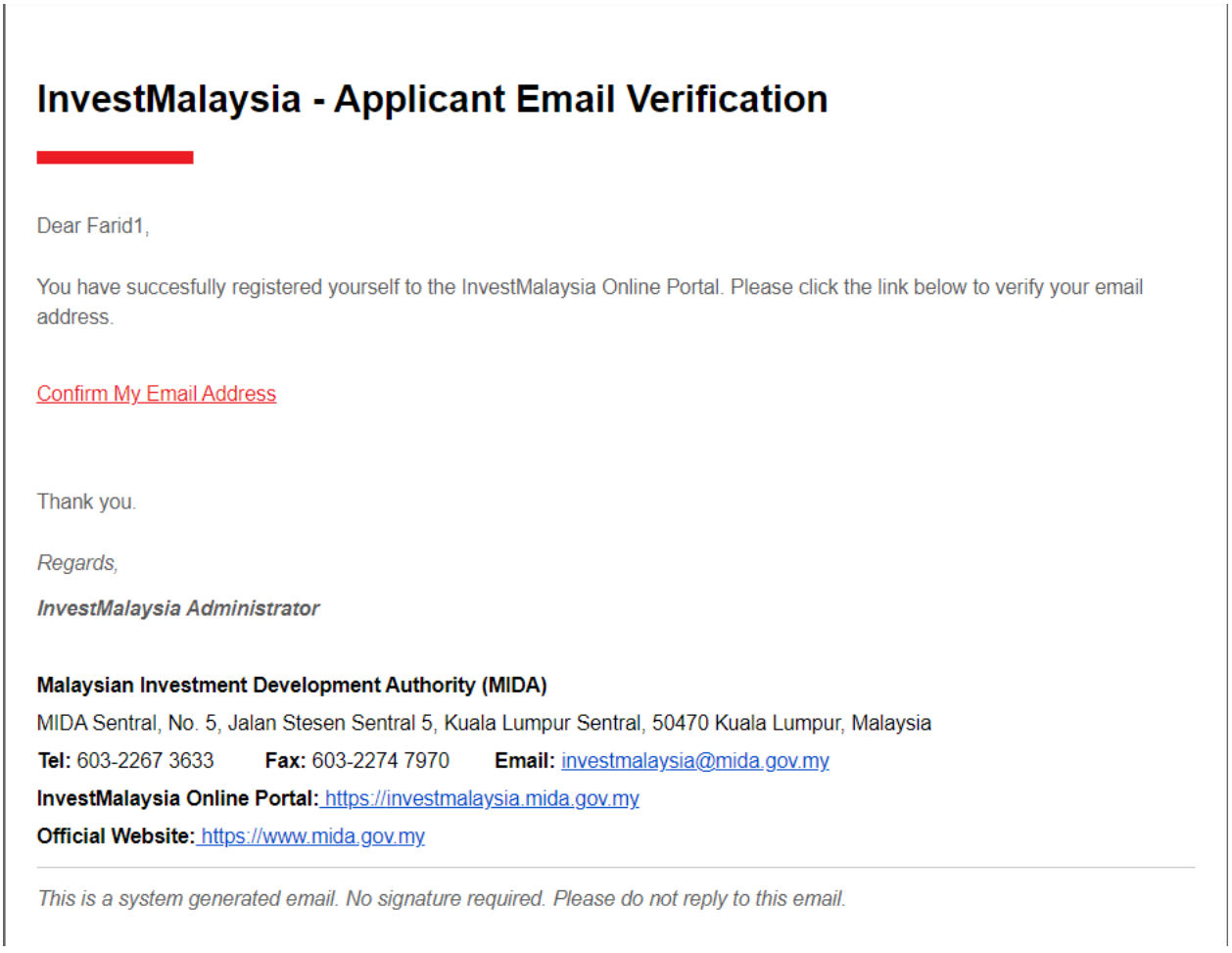


2. Click **[Register Now!]**



3. Fill up all the details and click **[Register]**

4. Applicant Email Verification *First time registration



InvestMalaysia - Applicant Email Verification

Dear Farid1,

You have succesfully registered yourself to the InvestMalaysia Online Portal. Please click the link below to verify your email address.

Confirm My Email Address

Thank you.

Regards,

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

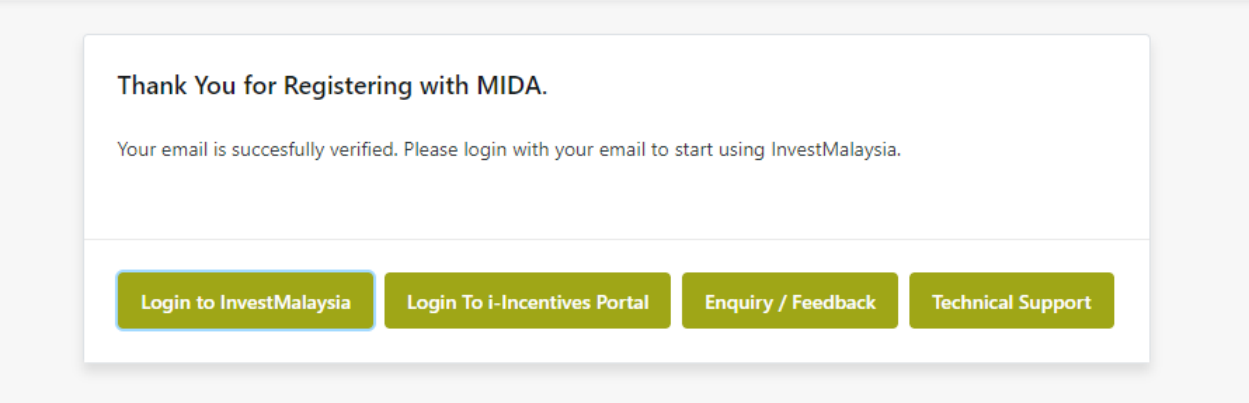
Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my

InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

Official Website: https://www.mida.gov.my

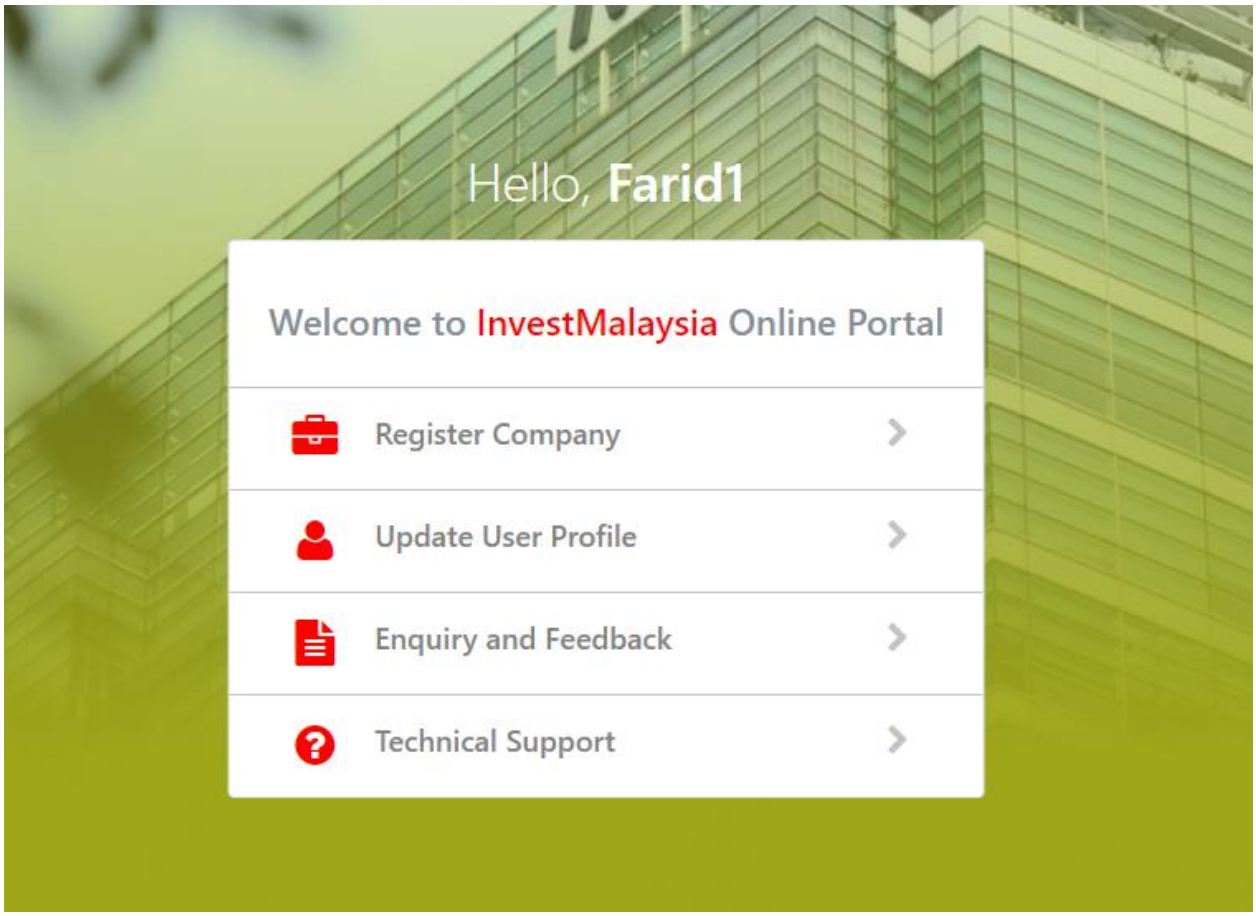
This is a system generated email. No signature required. Please do not reply to this email.

5. Once click on – **[Confirm My Email Address]** – system will pop up navigation screen



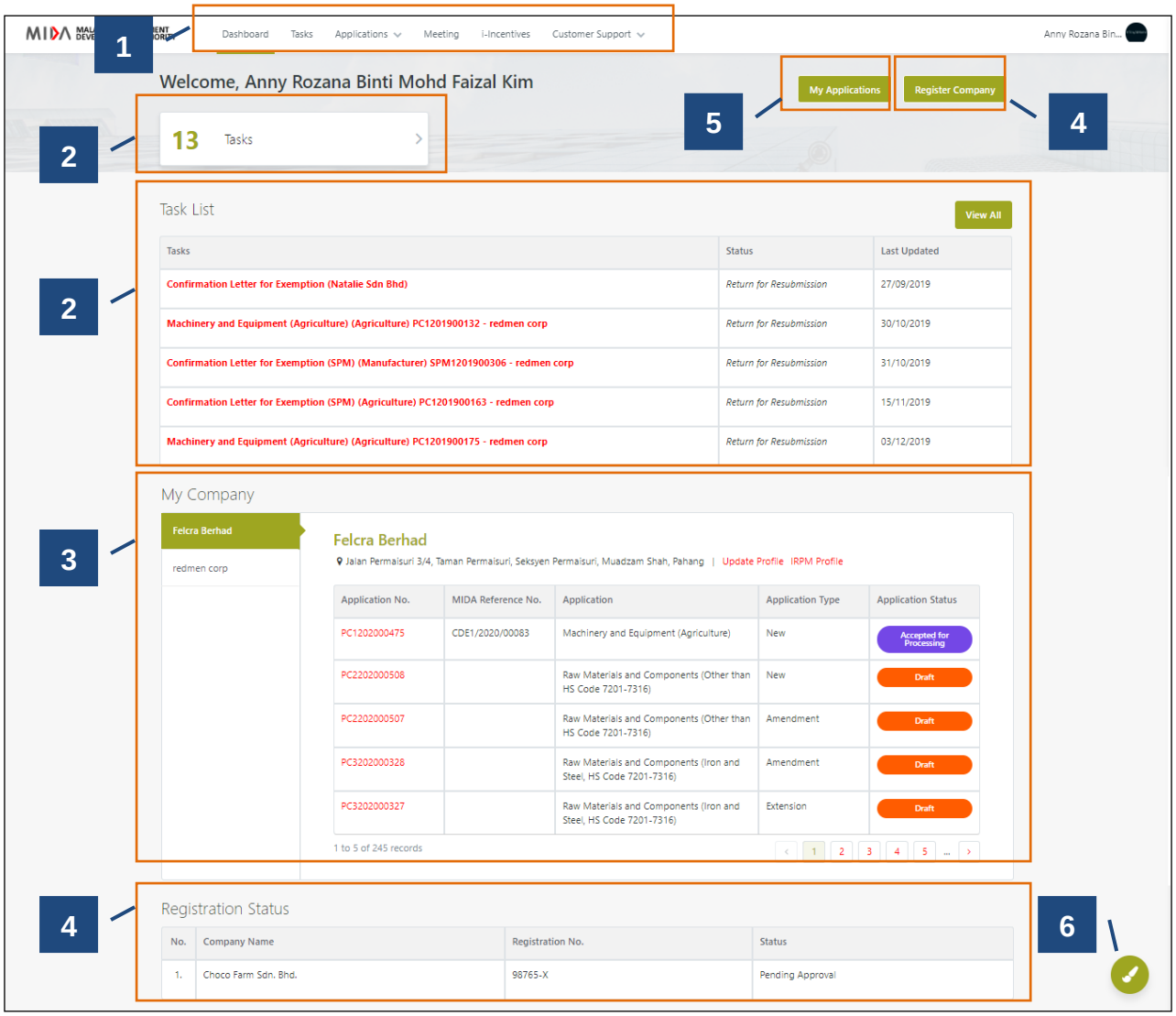
6. Click **[Login to investMalaysia]**

7. Applicant can start to applying applications



8. Click **[Register Company]** and refer to 2.2.3 for further details.

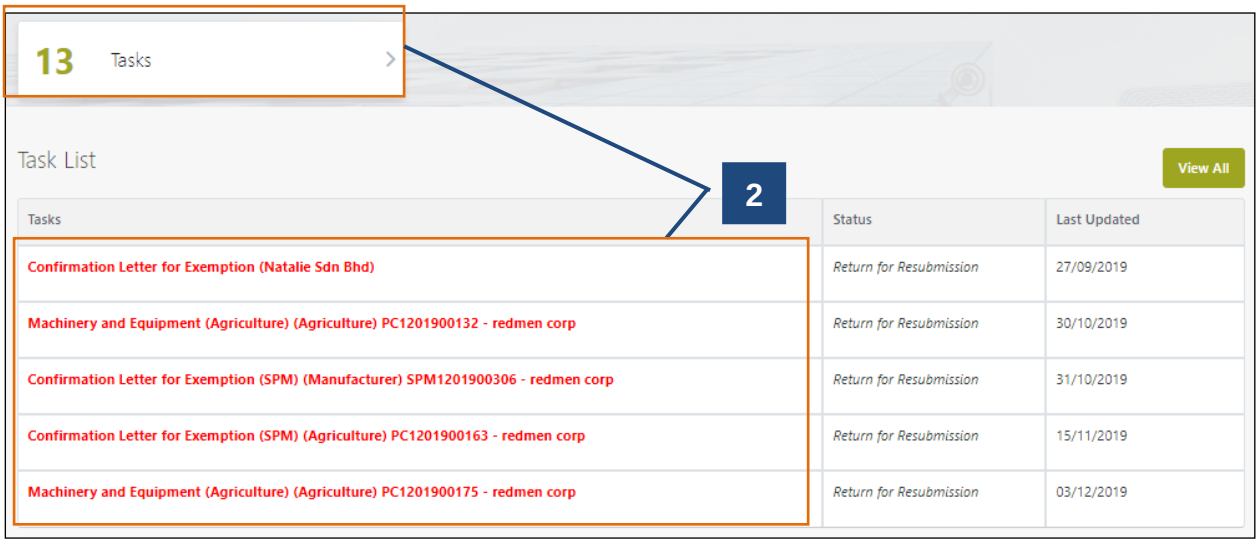
2.2 Dashboard Page



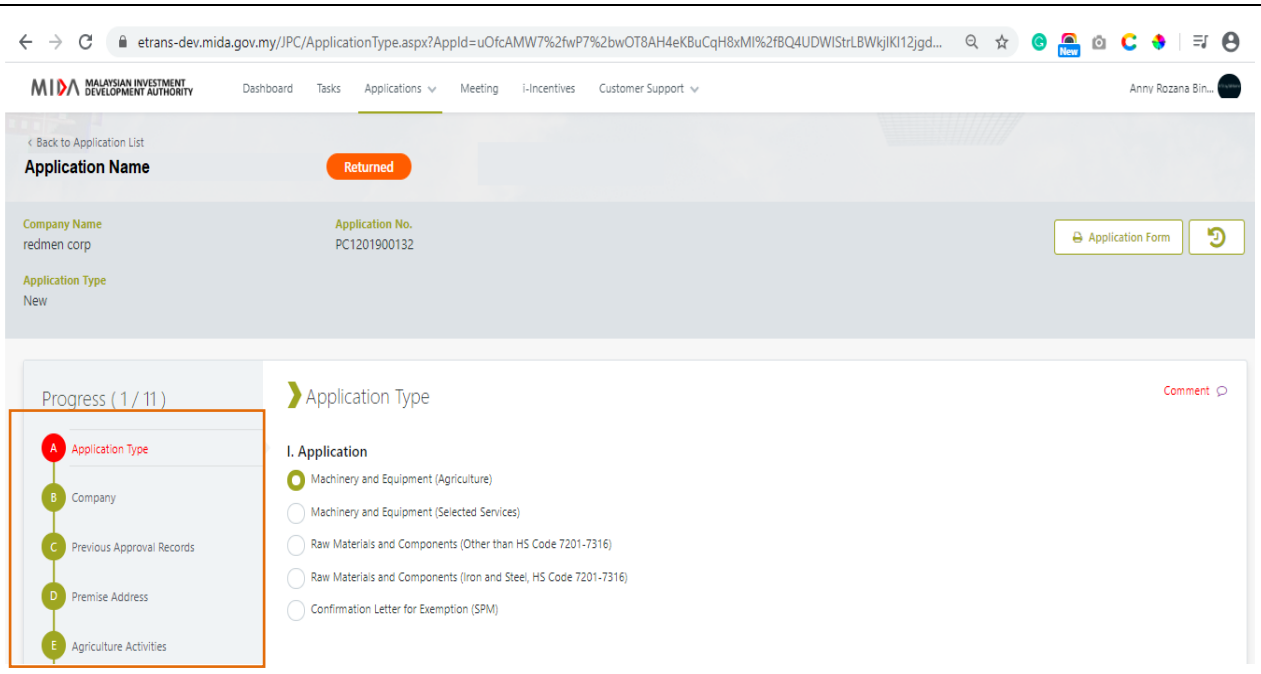
1. The **Main Menu** is a menu that will be on every page to make it easy for users to access each page.
2. The **Tasks and Task List** shall display a task list that needs to take action by the applicant **(Refer 2.2.1 Task List)**.
3. **My Company** shall display a list of companies and applications for the applicant **(Refer 2.2.2 My Company)**.
4. **Register Company** to allow applicants to create a new company **(Refer 2.2.3 Register Company)**.

5. **My Applications** shall display a list of applications for the company and to create new application **(Refer 2.2.4 My Applications)**.
6. **Color Brush** to customize the theme **(Refer 2.2.5 Color Brush)**.

2.2.1 Task and Task List

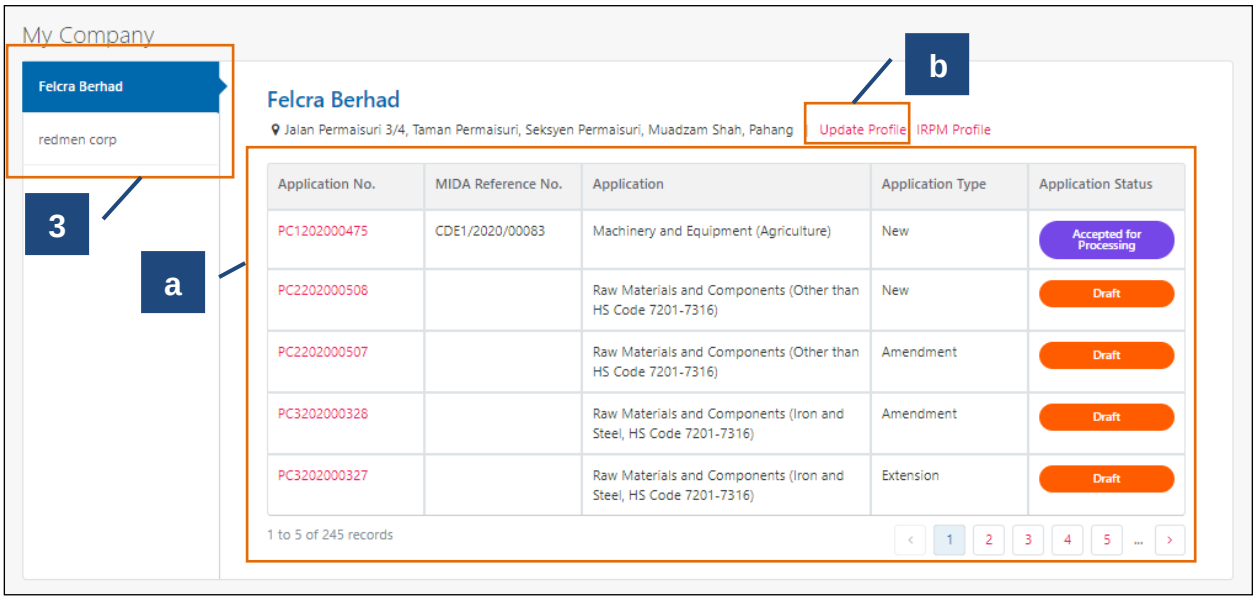


2. Click the application and below page shall be displayed.



Applications that are returned by the officer for correction purposes or for more information will be listed on the task list.

2.2.2 My Company



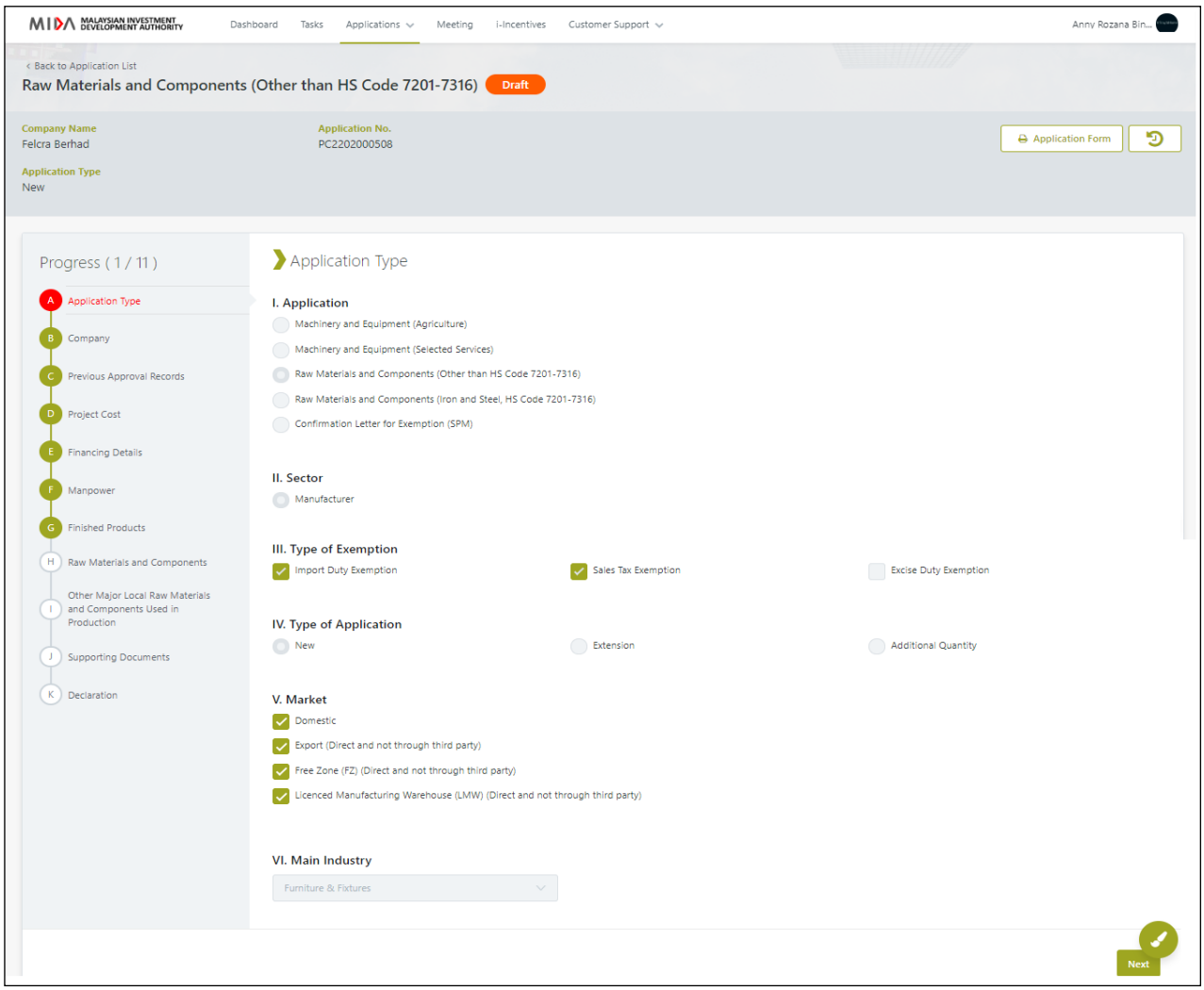
My Company section include 3 main items which are a list of companies, a list of applications, and a company profile update.

3. Select any of the listed **companies**

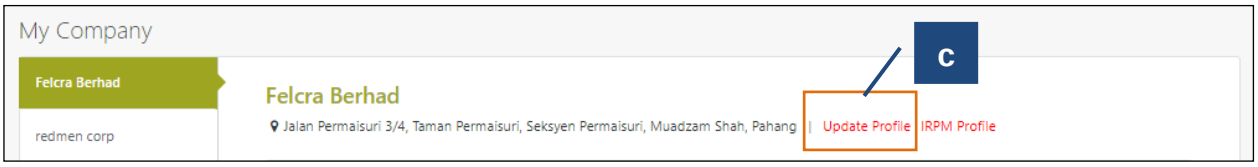
   A list of applications for the company shall be displayed.

a. Click the **[Application No.]** link

   The application page shall be displayed.

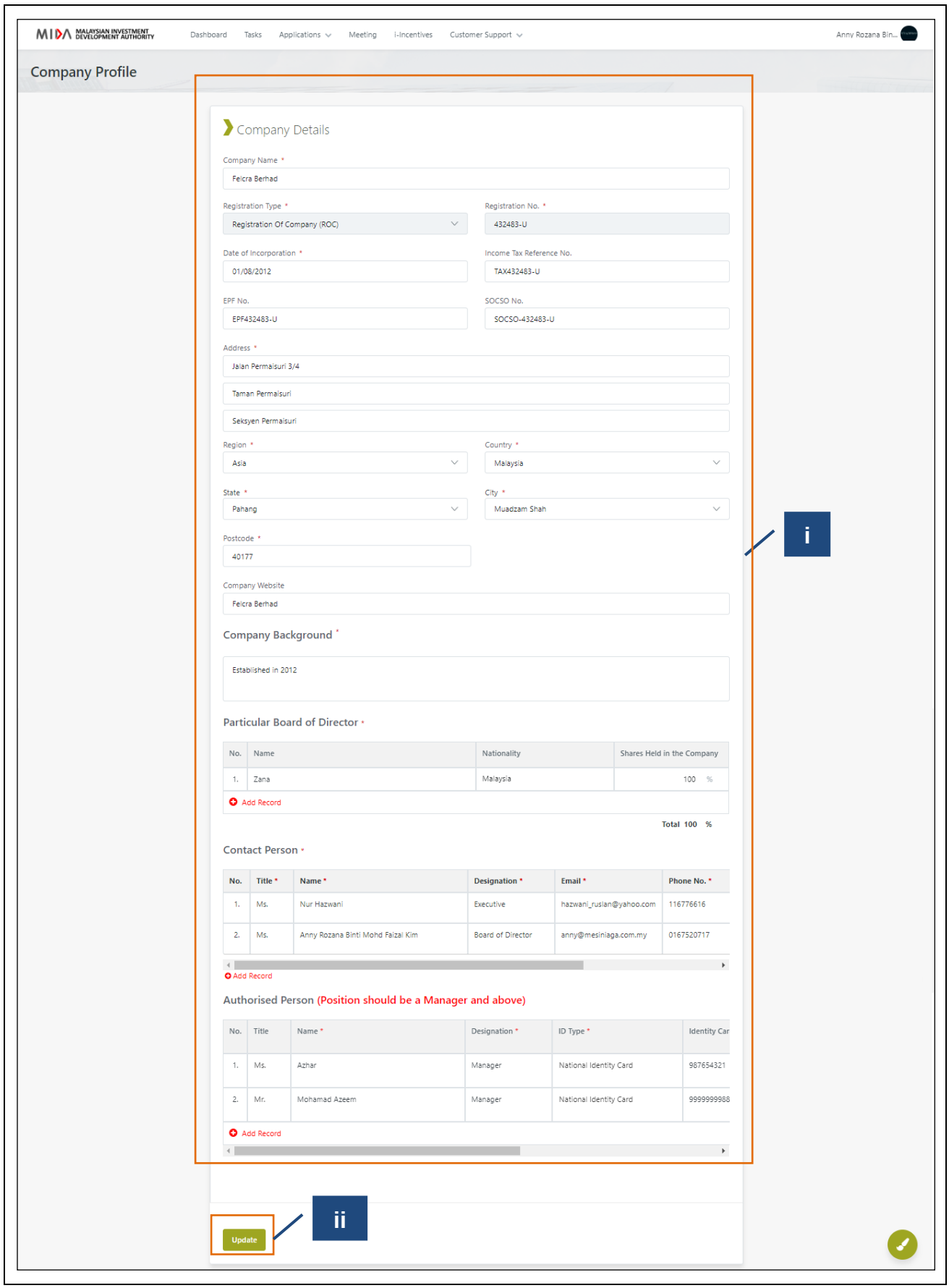


The system shall display all sections and the section details. The company can view, update, and delete the information.



c. Click the **[Update Profile]** link

Company Details page shall be displayed.

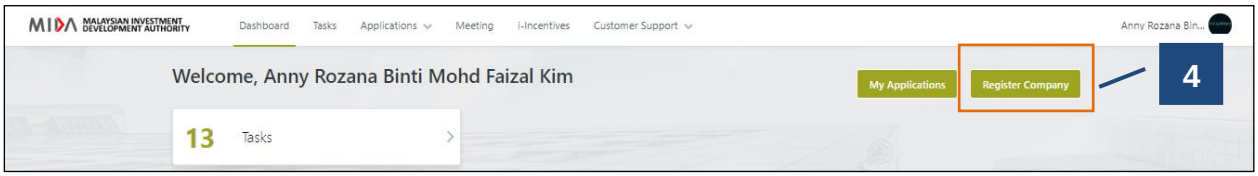

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
Dashboard
Tasks
Applications
Meeting
i-Incentives
Customer Support
Anny Rozana Bin...
Company Profile
Company Details
Company Name *
Felcra Berhad
Registration Type *
Registration Of Company (ROC)
Registration No. *
432483-U
Date of Incorporation *
01/08/2012
Income Tax Reference No.
TAX432483-U
EPF No.
EPF432483-U
SOCSO No.
SOCSO-432483-U
Address *
Jalan Permaisuri 3/4
Taman Permaisuri
Seksyen Permaisuri
Region *
Asia
Country *
Malaysia
State *
Pahang
City *
Muadzam Shah
Postcode *
40177
Company Website
Felcra Berhad
Company Background *
Established in 2012
Particular Board of Director *
No. Name Nationality Shares Held in the Company
1. Zana Malaysia 100 %
Add Record
Total 100 %
Contact Person *
No. Title * Name * Designation * Email * Phone No. *
1. Ms. Nur Hazwani Executive hazwani_ruslan@yahoo.com 116776616
2. Ms. Anny Rozana Binti Mohd Faizal Kim Board of Director anny@mesiniaga.com.my 0167520717
Add Record
Authorised Person (Position should be a Manager and above)
No. Title Name * Designation * ID Type * Identity Car
1. Ms. Azhar Manager National Identity Card 987654321
2. Mr. Mohamad Azeem Manager National Identity Card 9999999988
Add Record
Update
i
ii

i. Update the company's profile and all required details:

a) Date of Incorporation *
b) Income Tax Reference No.
c) EPF No.
d) Socso No.
e) Address *
f) Poscode *
g) Region *
h) Country *
i) State *
j) City *
k) Company Website
l) Company Background *
m) Particular Board of Director *
n) Contact Person *
o) Authorised Person (Position: Manager and above) *

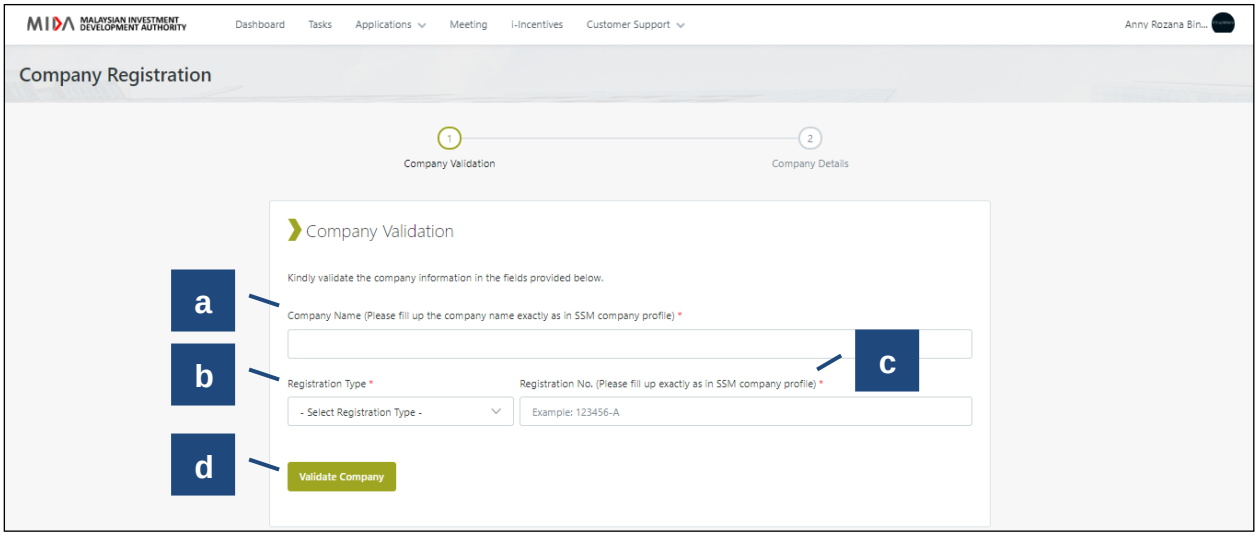
ii. Click the **[Update]** button and system shall display success message:

2.2.3 **Register Company**



4. Click the **[Register Company]** button

   Register Company page shall be displayed.

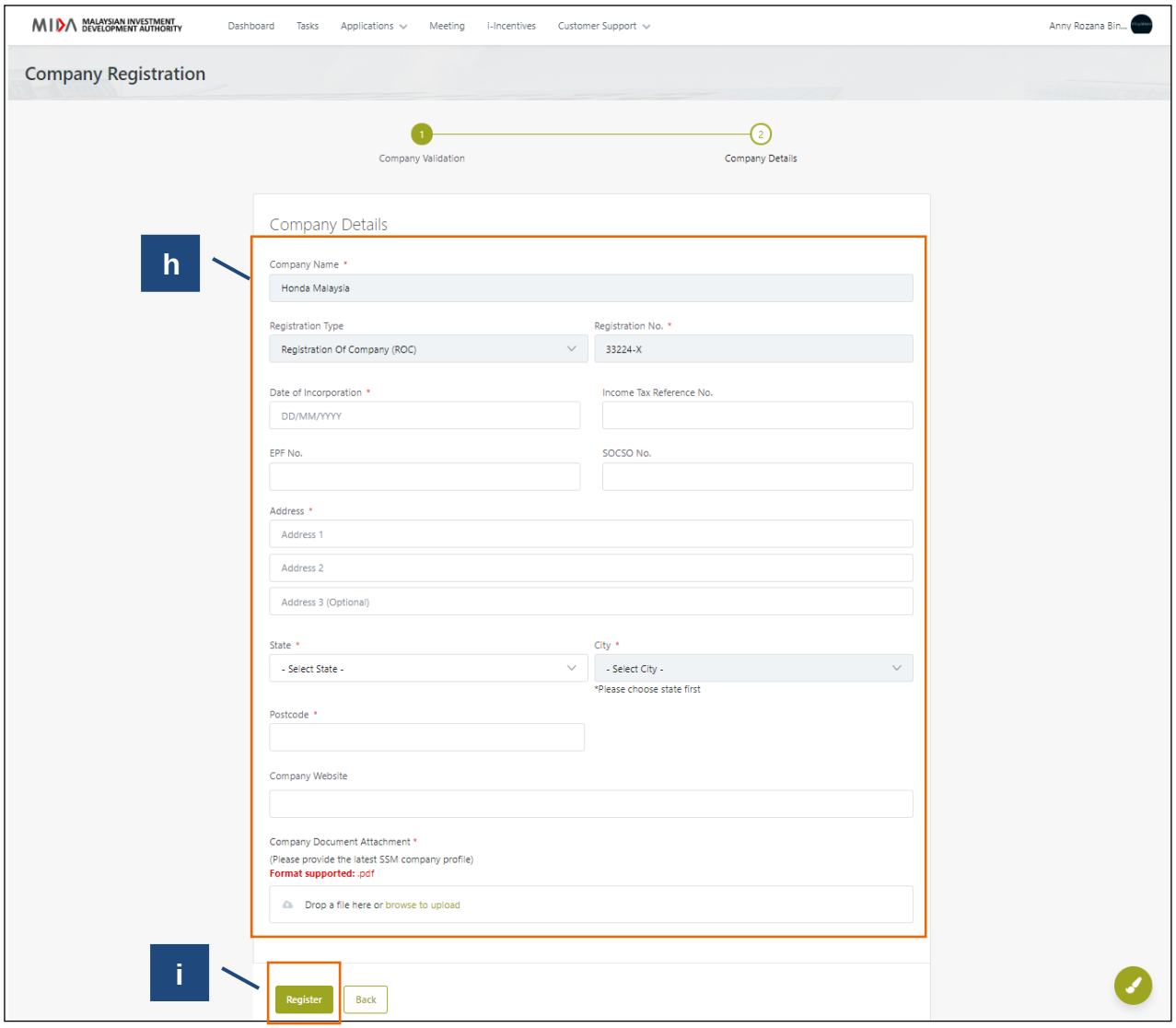


a. Enter the exact details for Company Name * (This includes symbol characters (.) and abbreviations (Sdn Bhd));
b. Registration Type *;
c. Registration No. *; and
d. Click the **[Validate Company]** button

e. If the company is registered with MIDA, the system will display the above message.

f. If the company is not registered with MIDA, the system will display the above message.

g. Click the **[Register]** button to proceed with company registration.



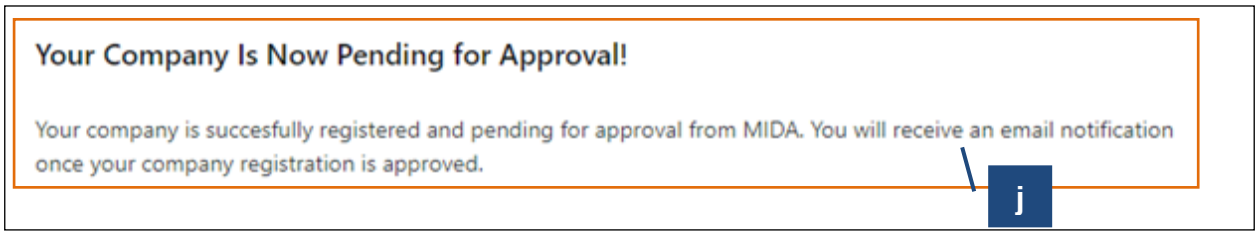
h. Enter company details such as:

i. Date of Incorporation *

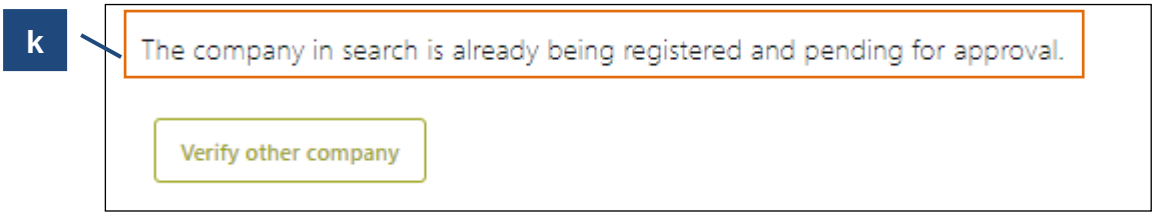
ii. Income Tax Reference No.

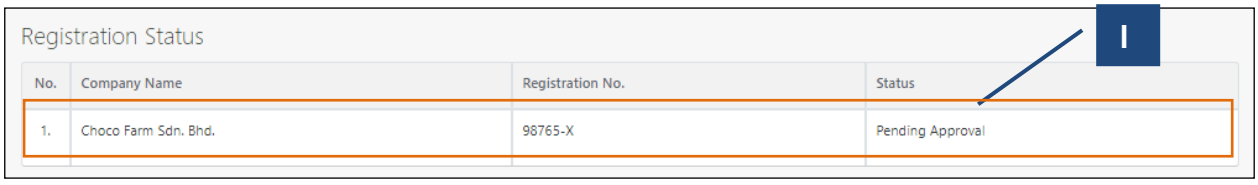
iii. SOCSO No.
iv. EPF No.
v. Address *
vi. State *
vii. City *
viii. Postcode *
ix. Company Website
x. Company Document Attachment * (Latest SSM company profile)

i. Click the **[Register]** button



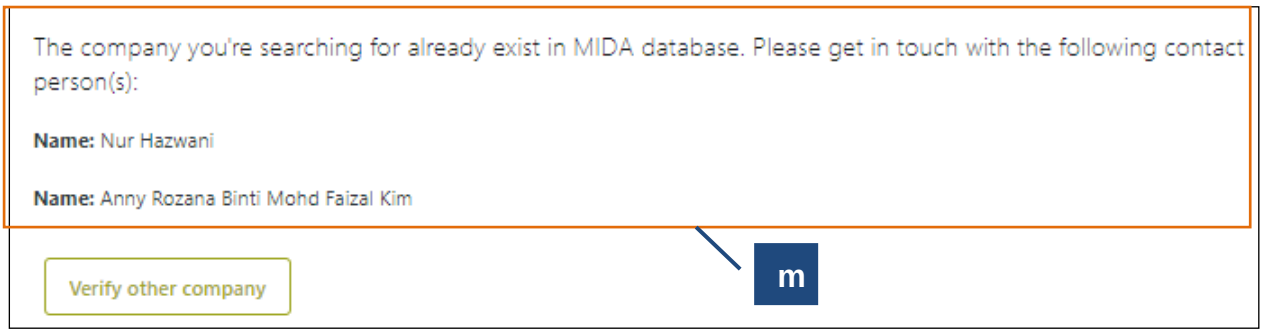
j. The system will prompt the above message. Once the result is ready, the user will receive an email.



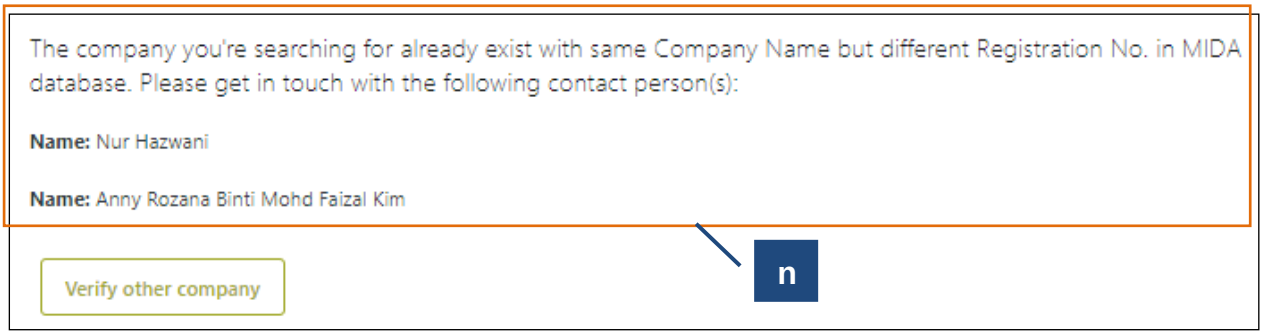


k. This validation shall be displayed if the company in search is already being registered and pending for approval.

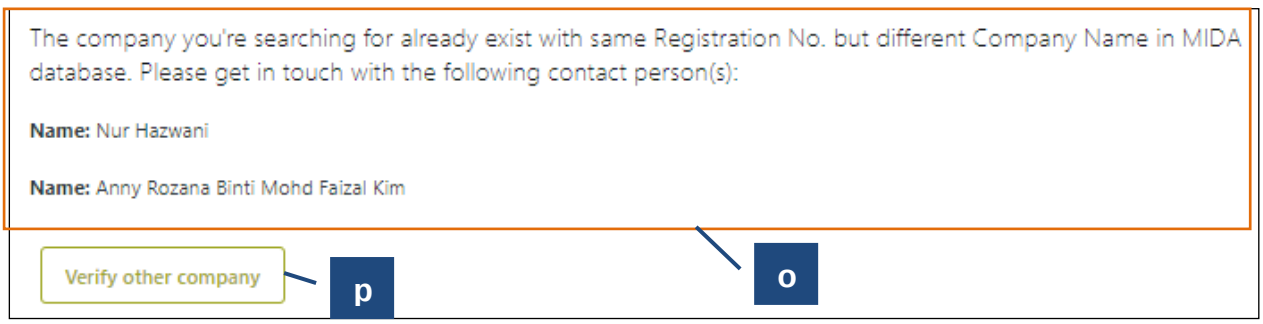
l. **Registration Status** will be displayed on the dashboard.



m. This validation shall be displayed if the company in search already exists.



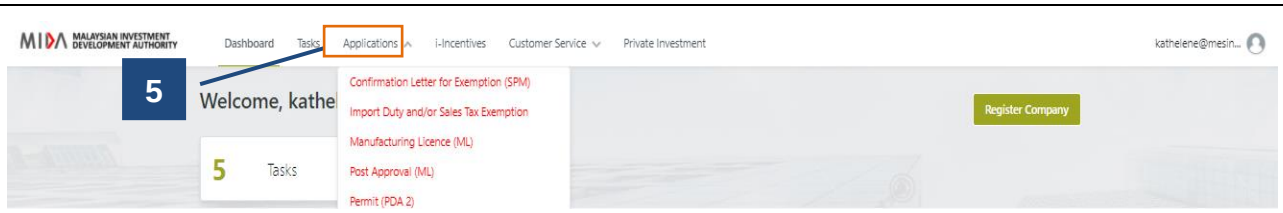
n. This validation shall be displayed if the company in search already exists but with different Registration No.



o. This validation shall be displayed if the company in search already exists with the same Registration No. but different Company Name.

p. Click the **[Verify other company]** button to verify other companies.

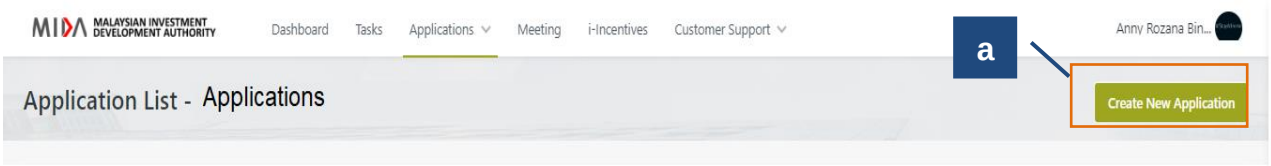
2.2.4 **Applications**



5. Click the **[Applications]** menu

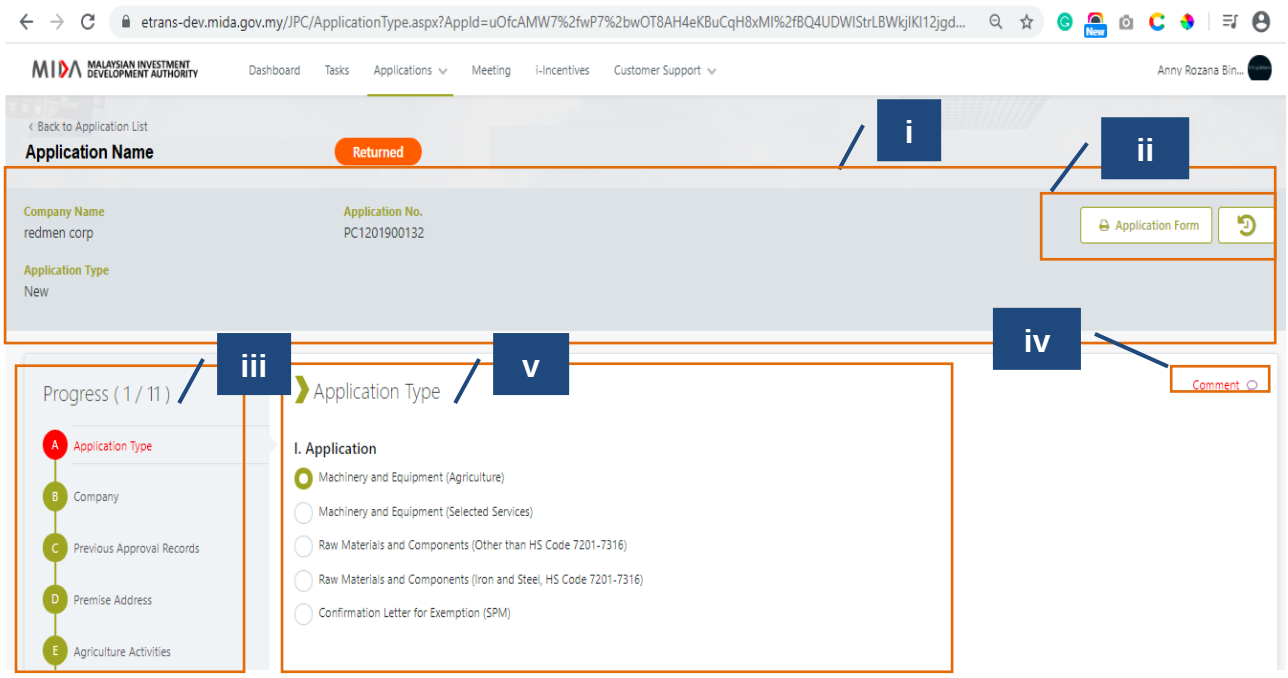
   The system will display all online applications in the dropdown menu.

   Click on the selected application the system will redirect to the **'Application'** page.



a. Click the **[Create New Application]** button

   Depending on the selected application the system will redirect to the **'Application**' **or 'Application Wizard**'. Click the **[Create New Application]** button and the system will redirect to the **'Application Form'**.



There is 4 component in the **'Application Form'** page which are:

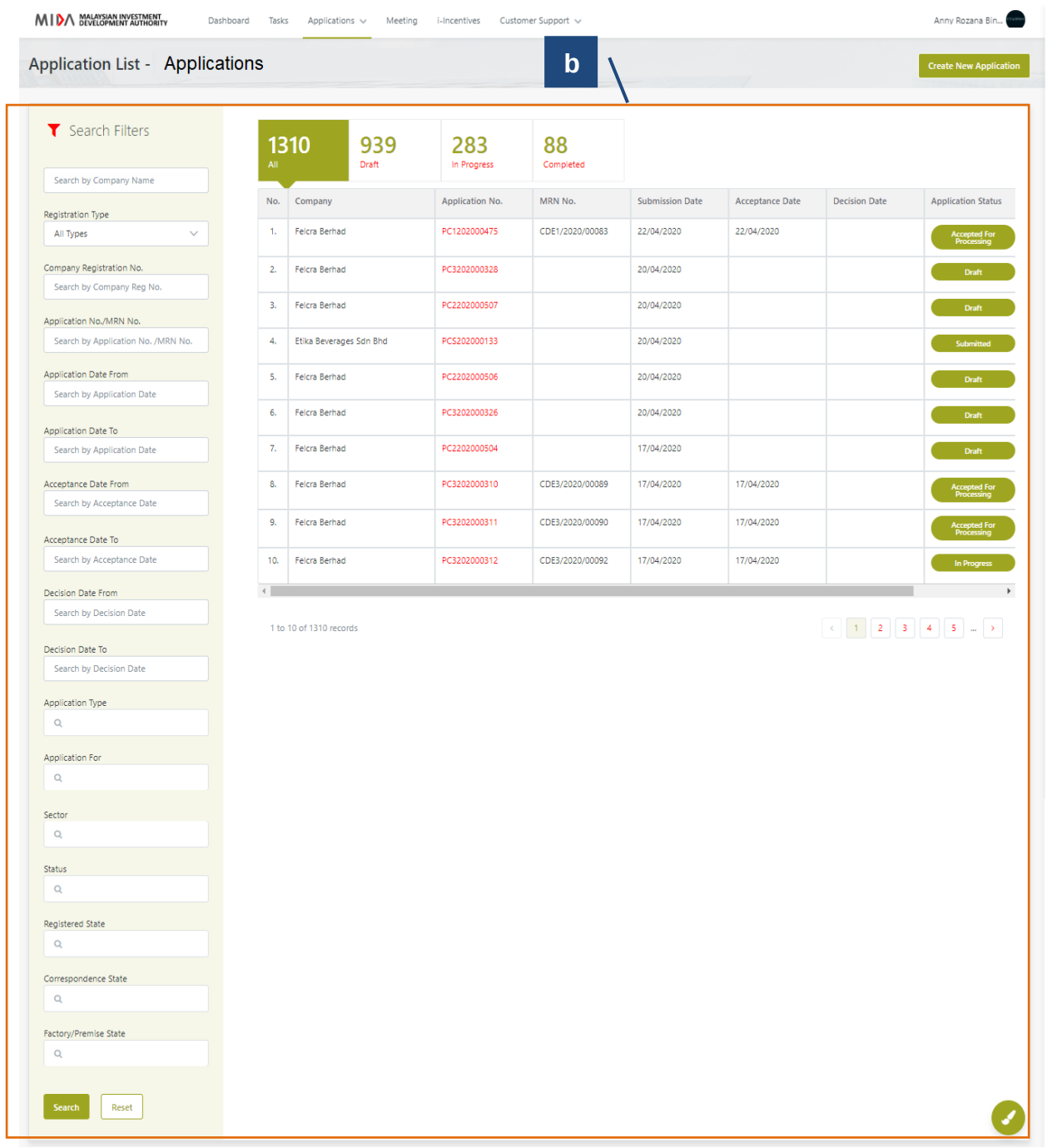
i. **Banner** - will display basic application information such as:
   - Company Name
   - Application No. and
   - Application Type

ii. List of **Buttons** - will display Application Form Print Preview and Application Trail

iii. List of **Sections** - will display all sections involved in the application form

iv. Section's **Comment** – MIDA officers and Applicant/Company can post, response and read comments related to the section.

v. **Application Form** - will display the detailed application form and need to fill in by the applicant/company

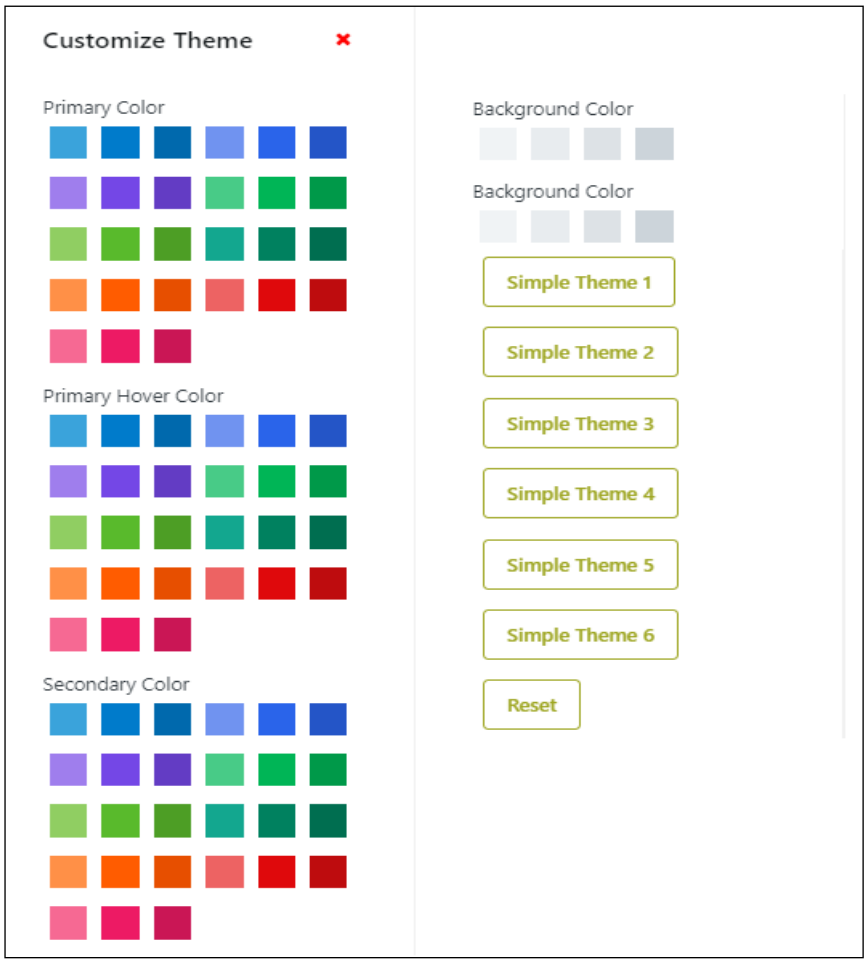


b. The system provides a search page for applicant/company to search the application information by entering information such as Company Name, Application No., MIDA Reference No., Sector, Status, and a combination of some application information.

2.2.5 **Color Brush**

6. Click the **[Color Brush]** icon

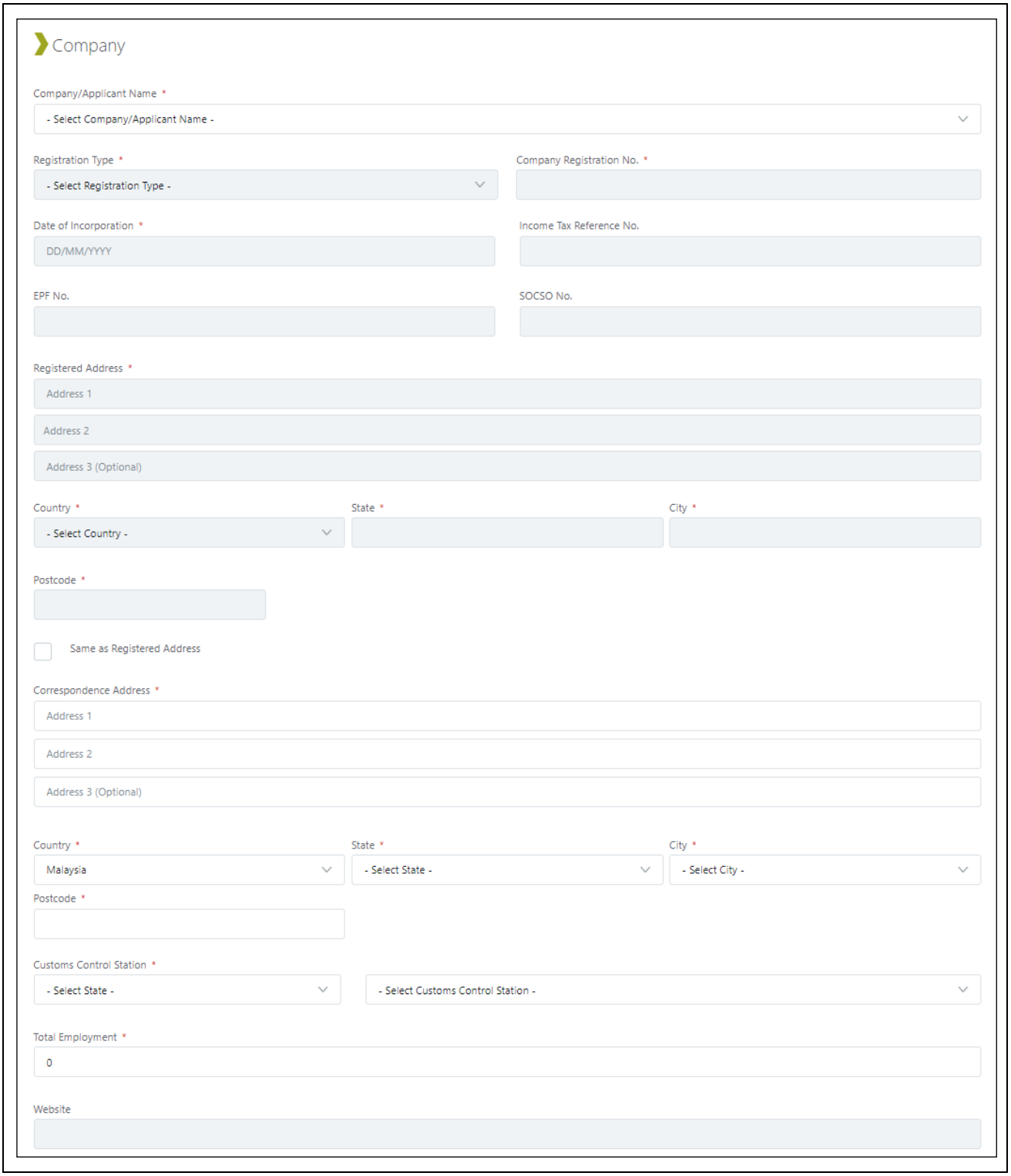
   The customize theme screen shall be displayed.



The applicant should be able to customize the InvestMalaysia theme by clicking Primary, Hover, Secondary, and Background Color. Customize themes can be saved and can be changed anytime. The theme can be reset as a default theme by clicking the **'Reset'** button.

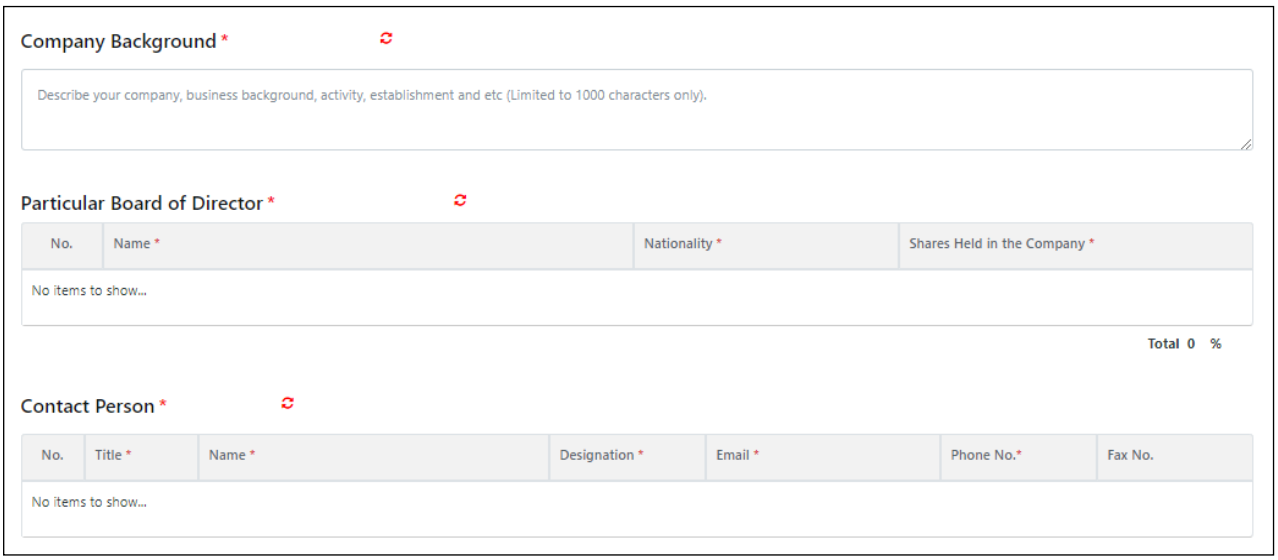
Chapter 3 COMMON SECTIONS FOR (ALL APPLICATION)

3.1 Company



a) Fill-in required details in:

a) Company



b) Company Background

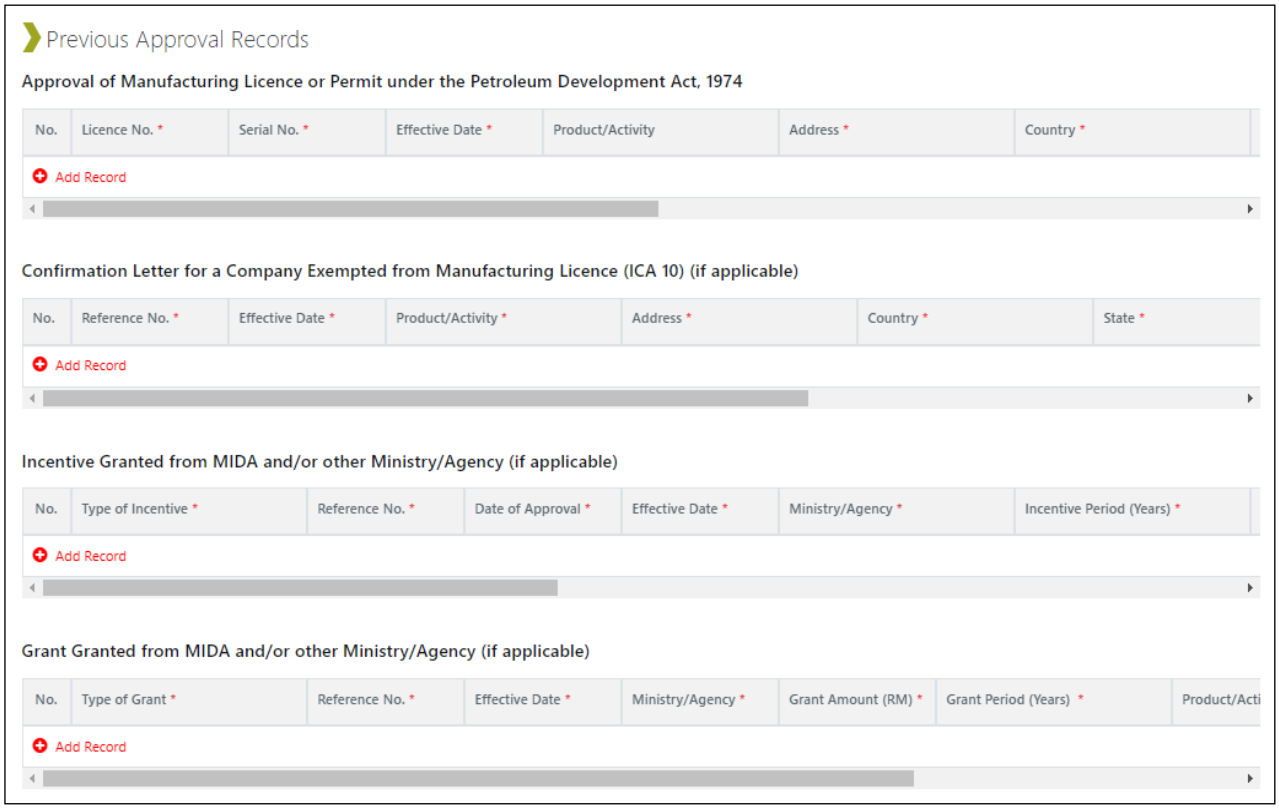
c) Particular Board of Director

d) Contact Person

e) Click the **[Next]** button

The system will redirect to the **'Previous Approval Records'** section.

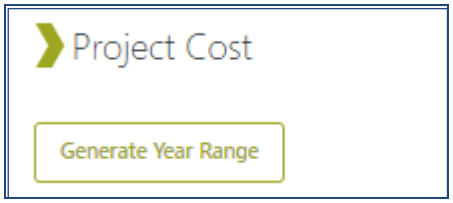
3.2 Previous Approval Records



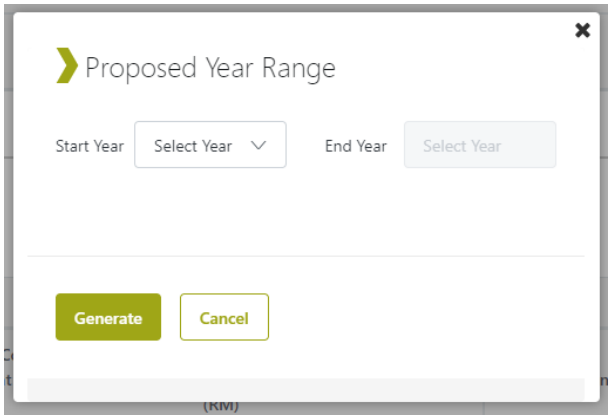
1. Fill in required details in:
   a) Approval of Manufacturing Licence/Permit under the Petroleum Development Act, 1974 (Add at least 1 item)
   b) Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) (if applicable)
   c) Incentive Granted from MIDA and/or other Ministry/Agency (if applicable)
   d) Grant Granted from MIDA and/or other Ministry/Agency (if applicable)
2. Click the **[Next]** button
   The system will redirect to **'Next'** section.

3.3 Project Cost

3.3.1 Application Type – New

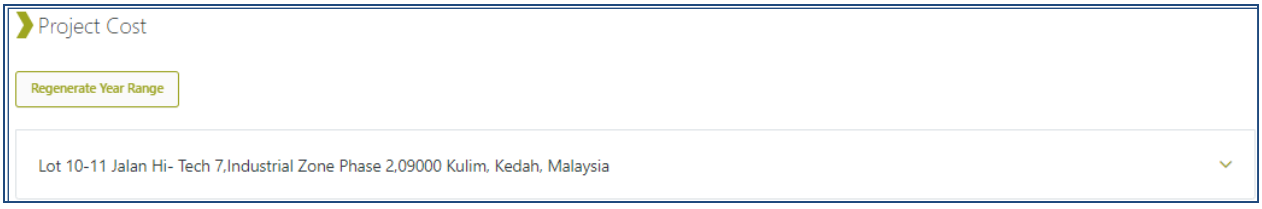


1. Generate Year Range – once applicant click the button, system will pop up the "proposed year range" screen

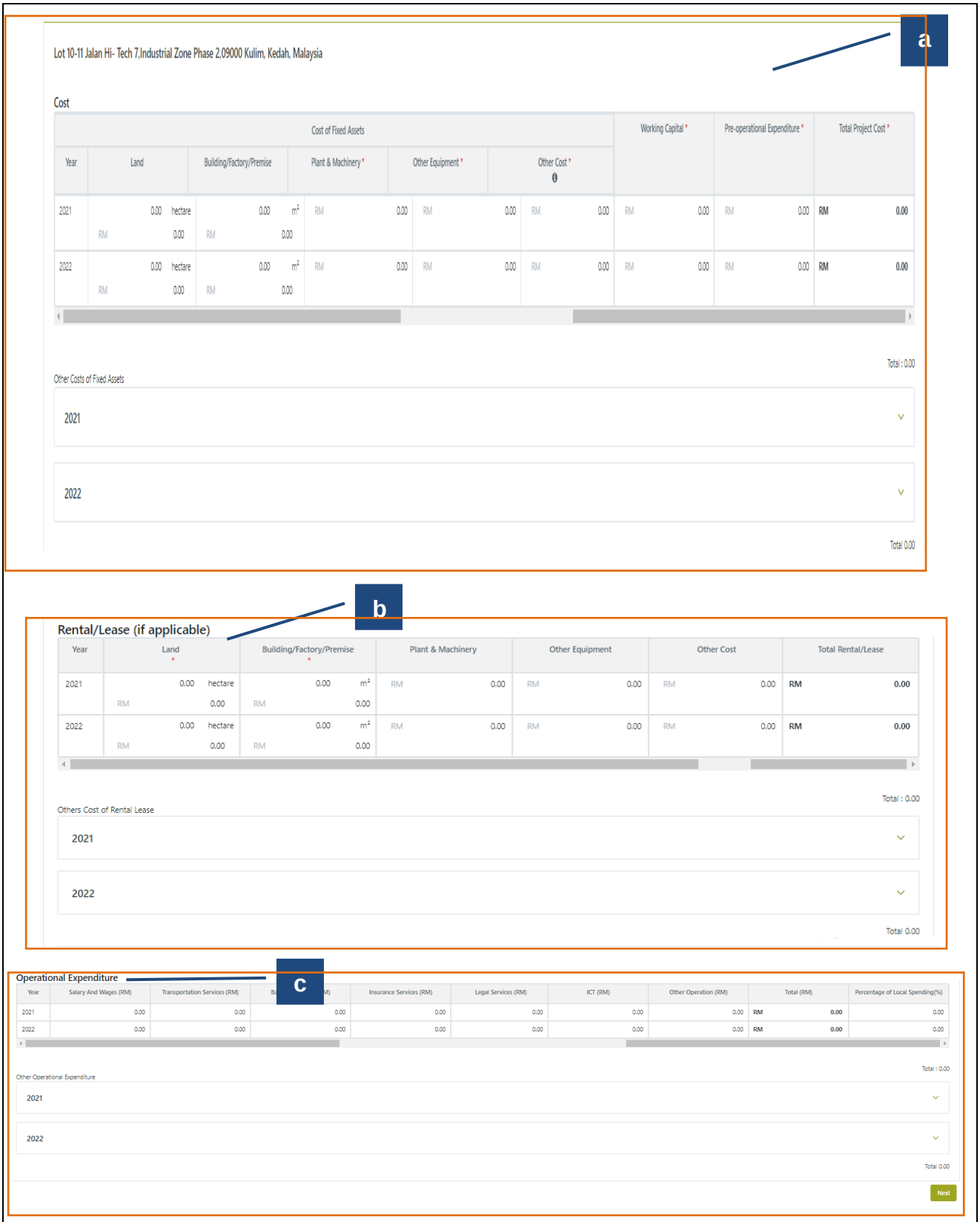


2. Applicant needs to add on start year and end year by click on

3. Click generate to generate year range by location screen and cancel to revert to current screen



4. Click on the (expand) button to expand the Project Cost details.



5. Fill in required details in:

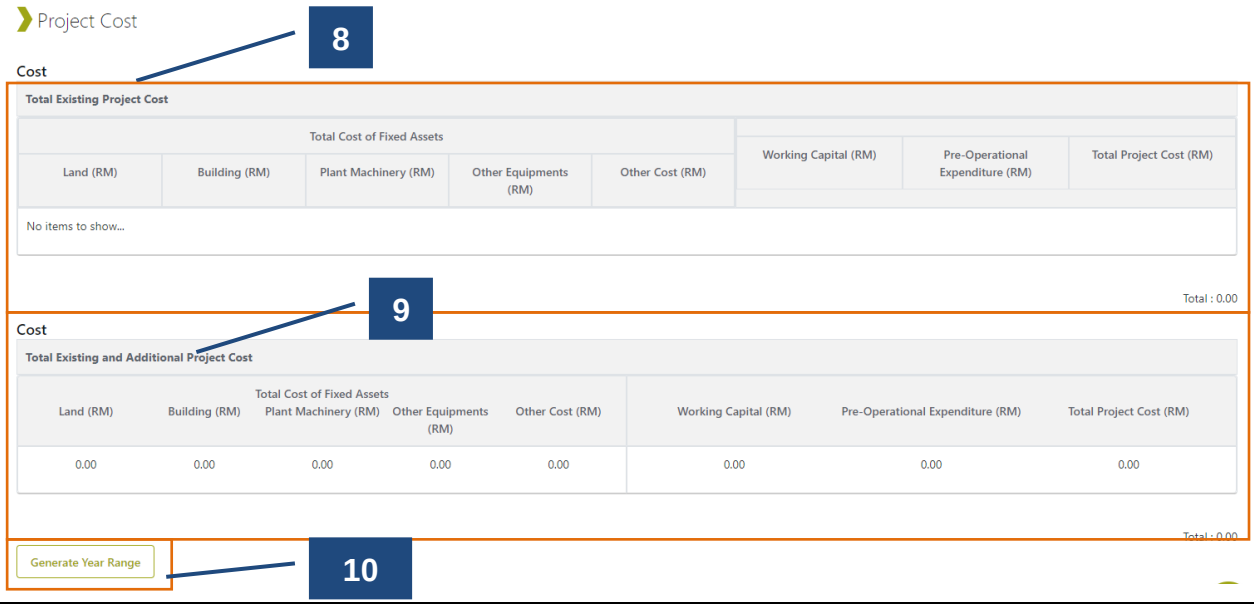
i. Cost

ii. Rental/Lease (if applicable)

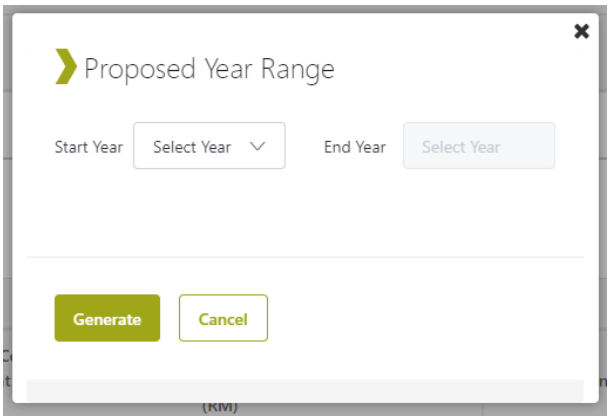
iii. Operational Expenditure

6. Click the **[Next]** button
7. The system will redirect to **'Next'** section.

3.3.2 Application Type – Expansion/Diversification

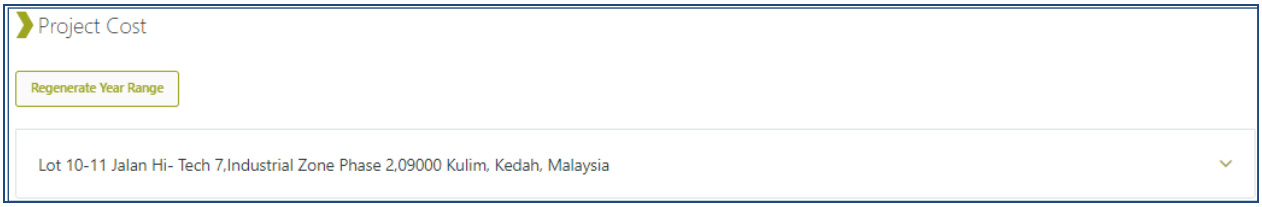


8. Total existing project cost – will be default display if this company have existing project cost before.
9. Total existing and additional project cost – will be default display if this company have total existing and additional project cost before.
10. Generate Year Range – once applicant click the button, system will pop up the "proposed year range" screen

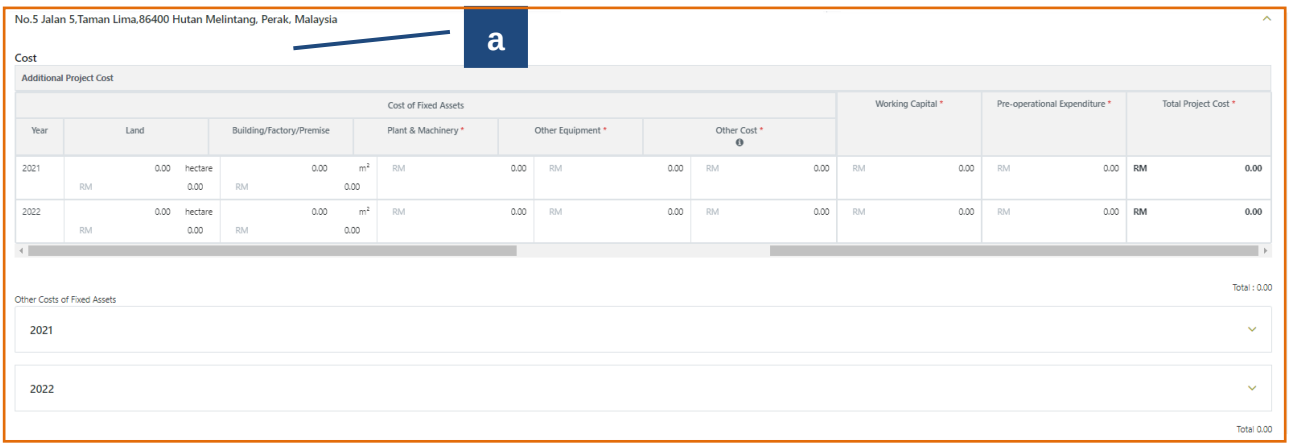


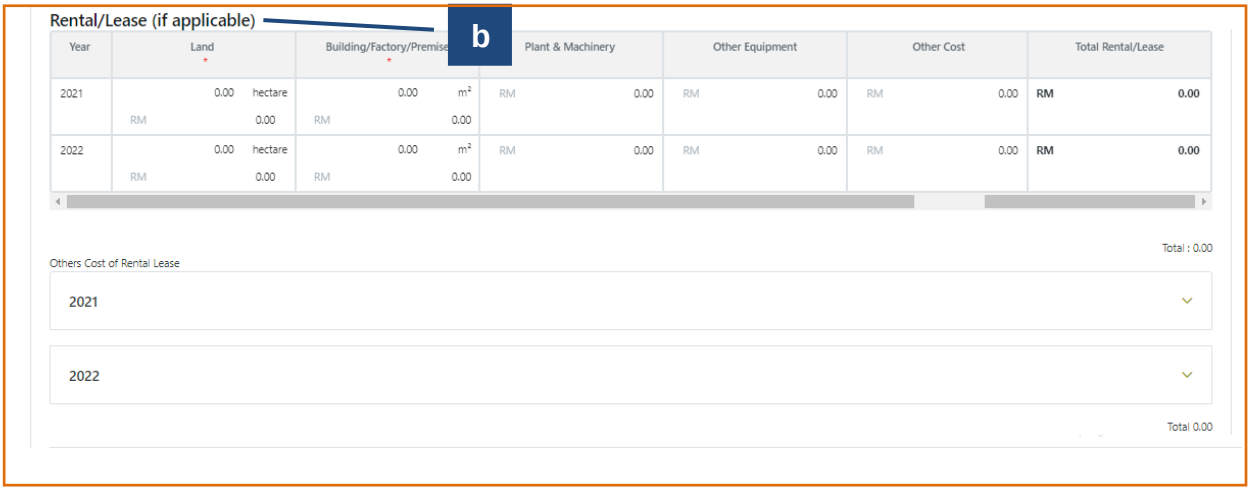
11. Applicant needs to add on start year and end year by click on

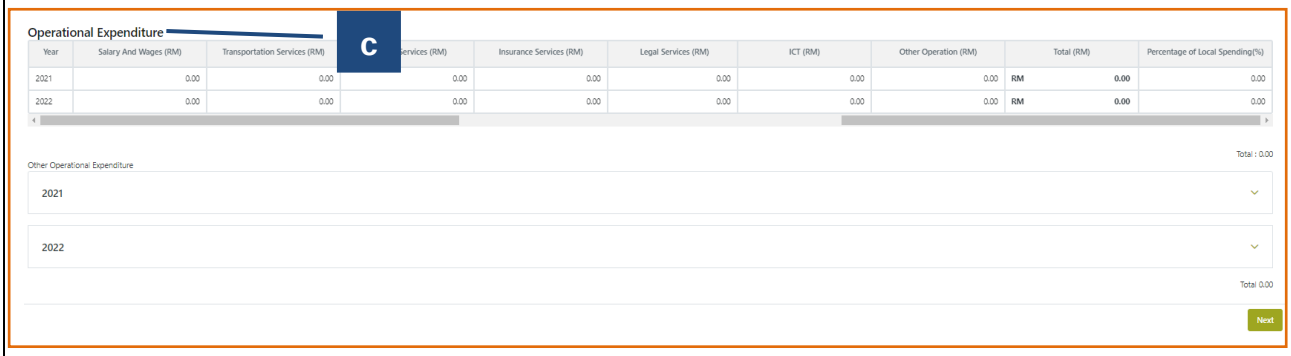
12. Click generate to generate year range by location screen and cancel to revert to current screen



13. Click on the (expand) button to expand the Project Cost details.







14. Fill in required details in:

    i. Cost

    ii. Rental/Lease (if applicable)

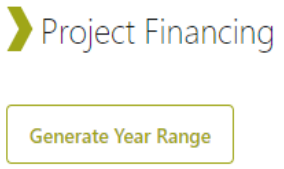
    iii. Opeational Expenditure

15. Click the **[Next]** button

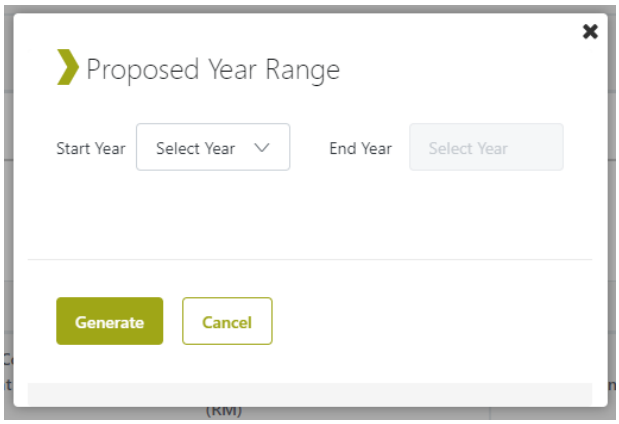
16. The system will redirect to **'Next'** section.

3.4 Project Financing

3.4.1 Application Type - New

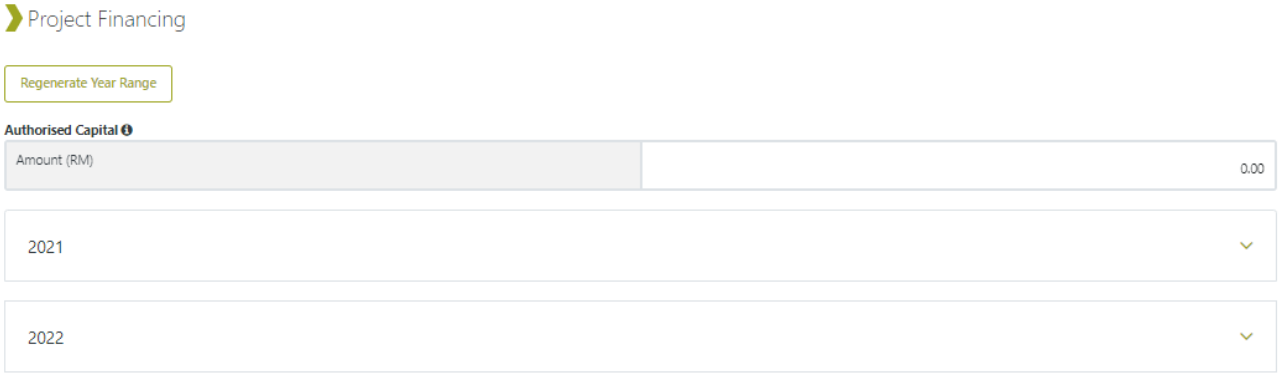


1. Generate Year Range – once applicant click the button, system will pop up "proposed year range" screen



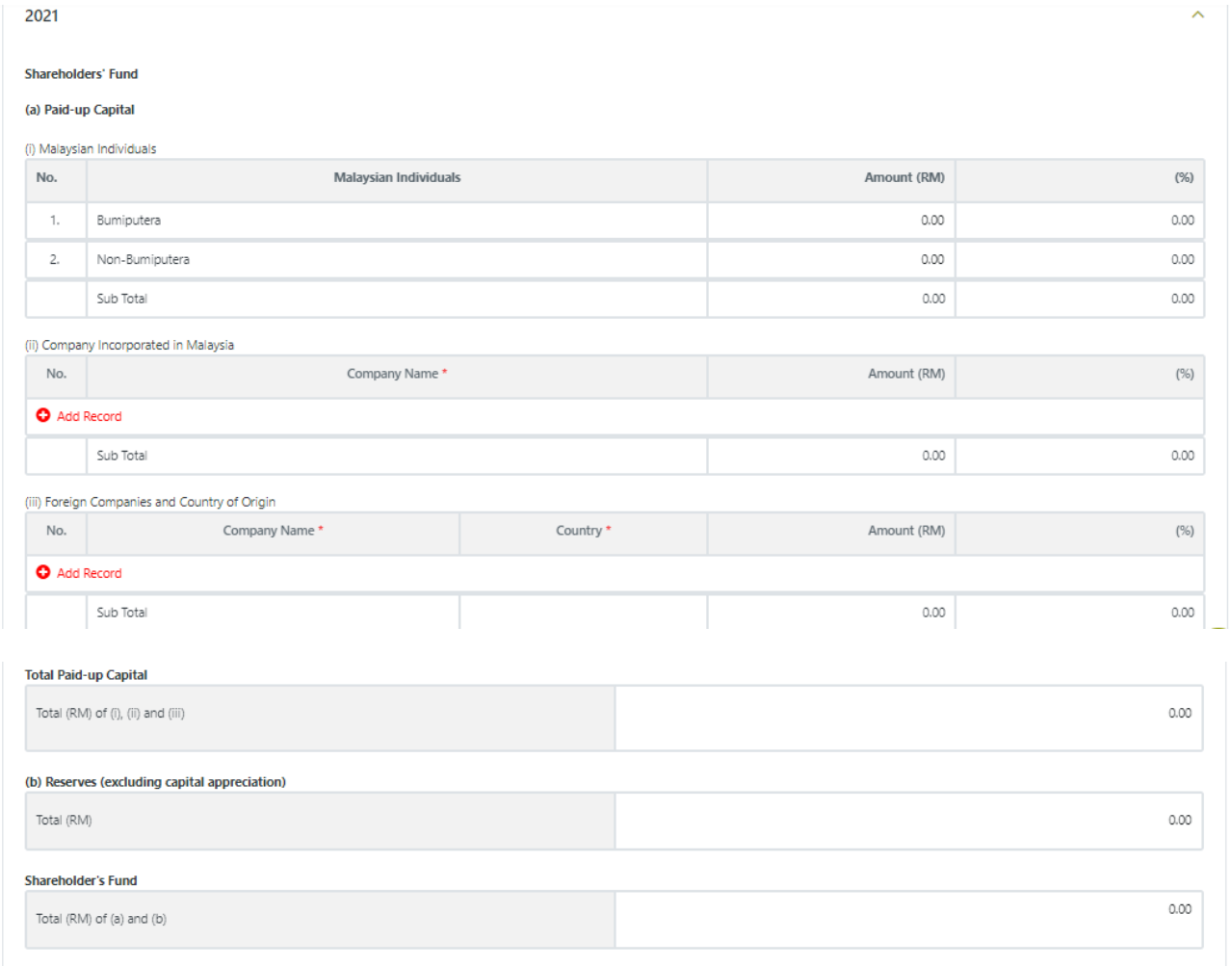
2. Applicant needs to add on start year and end year by click on

3. Click generate to generate year range by location screen and cancel to revert to current screen



4. Regenerate year range – applicable for re generate year

5. Authorised Capital - Applicable for companies who incorperated before 31 January 2017



2021

Shareholders' Fund

(a) Paid-up Capital

(i) Malaysian Individuals

No.	Malaysian Individuals	Amount (RM)	(%)
1.	Bumiputera	0.00	0.00
2.	Non-Bumiputera	0.00	0.00
	Sub Total	0.00	0.00

(ii) Company Incorporated in Malaysia

No.	Company Name *	Amount (RM)	(%)
Add Record			
	Sub Total	0.00	0.00

(iii) Foreign Companies and Country of Origin

No.	Company Name *	Country *	Amount (RM)	(%)
Add Record				
	Sub Total		0.00	0.00

Total Paid-up Capital

Total (RM) of (i), (ii) and (iii)	0.00

(b) Reserves (excluding capital appreciation)

Total (RM)	0.00

Shareholder's Fund

Total (RM) of (a) and (b)	0.00

6. Fill in shareholder fund details in :

   a) Paid-up Capital

   b) Reserves(excluding capital appreciation)

Company Incorporated in Malaysia as indicated in (ii), please provide the equity structure as follows:

No.	Company Name	Local Company Type *	Amount (RM)	Bumiputera (%)	Non-Bumiputera (%)	Foreign Country (%)	Total (%)
1.	MANUFACTURING INDUSTRIES SDN BHD	-	0.00	0.00	0.00	Add Country	0.00

7. Company incorporated Company Incorporated in Malaysia as indicated in (ii please provide the equity structure as follows:

b) Required if “Company Incorporated in Malaysia”

Ultimate Parent/Holding Company for Foreign Company as indicated (iii):

No.	Company Name	Ultimate Company *	Country Of Origin *
1.	MANUFACTURING INDUSTRIES SDN BHD		-

8. Ultimate Parent/Holding Company for Foreign Company as indicated (iii):
   - Required if “Foreign Companies”

Equity Structure

No.	Equity Structure	Amount (RM)	Percentage (%)
A.	**Malaysian**		
	Total Bumiputera	0.00	0.00
	Total Non-bumiputera	0.00	0.00
	Total Malaysian	**0.00**	**0.00**
B.	**Foreign**		
	Total Foreign	**0.00**	**0.00**
	Total Effective Equity Structure	**0.00**	**0.00**

9. For equity structure details, system will auto calculate depends on input above.
   a) Malaysian
   b) Foreign (if applicable)

Loan

1. Domestic Loan

Total (RM)	0.00	0.00%

Description (to insert details of the domestic loan such as type of loan, name of the loan provider etc)

2. Foreign Loan

No.	Country *	Amount (RM)	(%)

Add Record

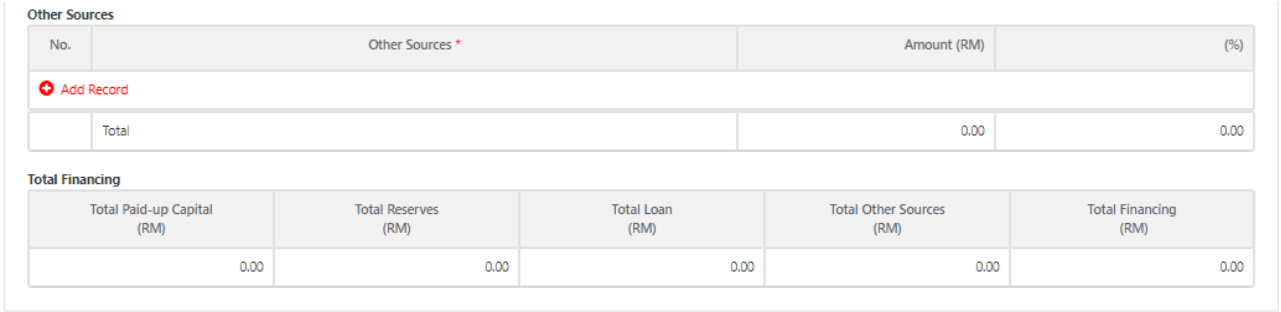
Description (to insert details of the foreign loan such as type of loan, name of the loan provider etc)

3. Total Loan

Total (RM)	0.00	0.00%

10. Fill in loan details in :
    a) Domestic Loan
    b) Foreign Loan

c) Total Loan - will be auto calculate depends on input above



Other Sources

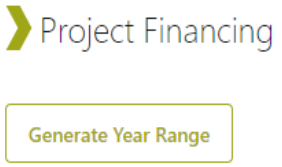
No.	Other Sources *	Amount (RM)	(%)
Add Record			
	Total	0.00	0.00

Total Financing

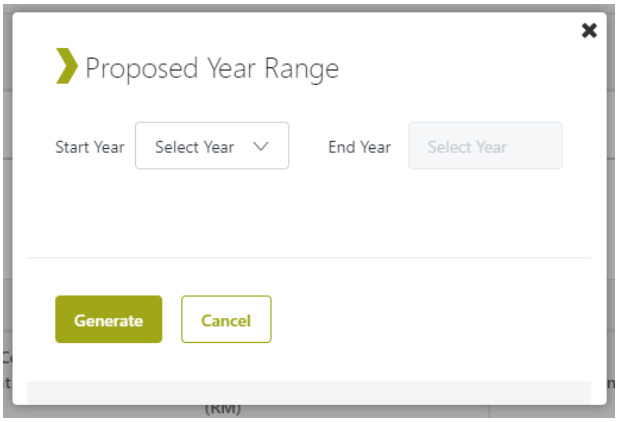
Total Paid-up Capital (RM)	Total Reserves (RM)	Total Loan (RM)	Total Other Sources (RM)	Total Financing (RM)
0.00	0.00	0.00	0.00	0.00

11. Fill in other source details in
12. Total Financing will be will be auto calculate depends on input above.
13. Click the **[Next]** button.
14. The system will redirect to **'Next'** section.

3.4.2 Application Type – Expansion/Diversification

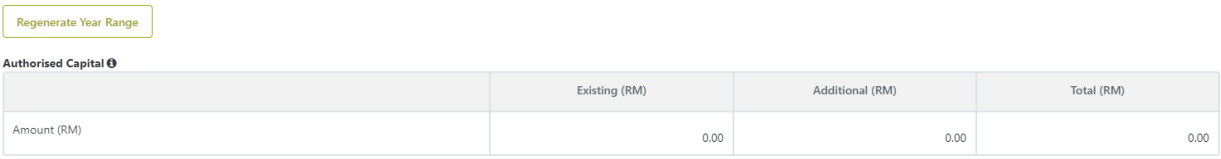


15. Generate Year Range – once applicant click the button, system will pop up "proposed year range" screen



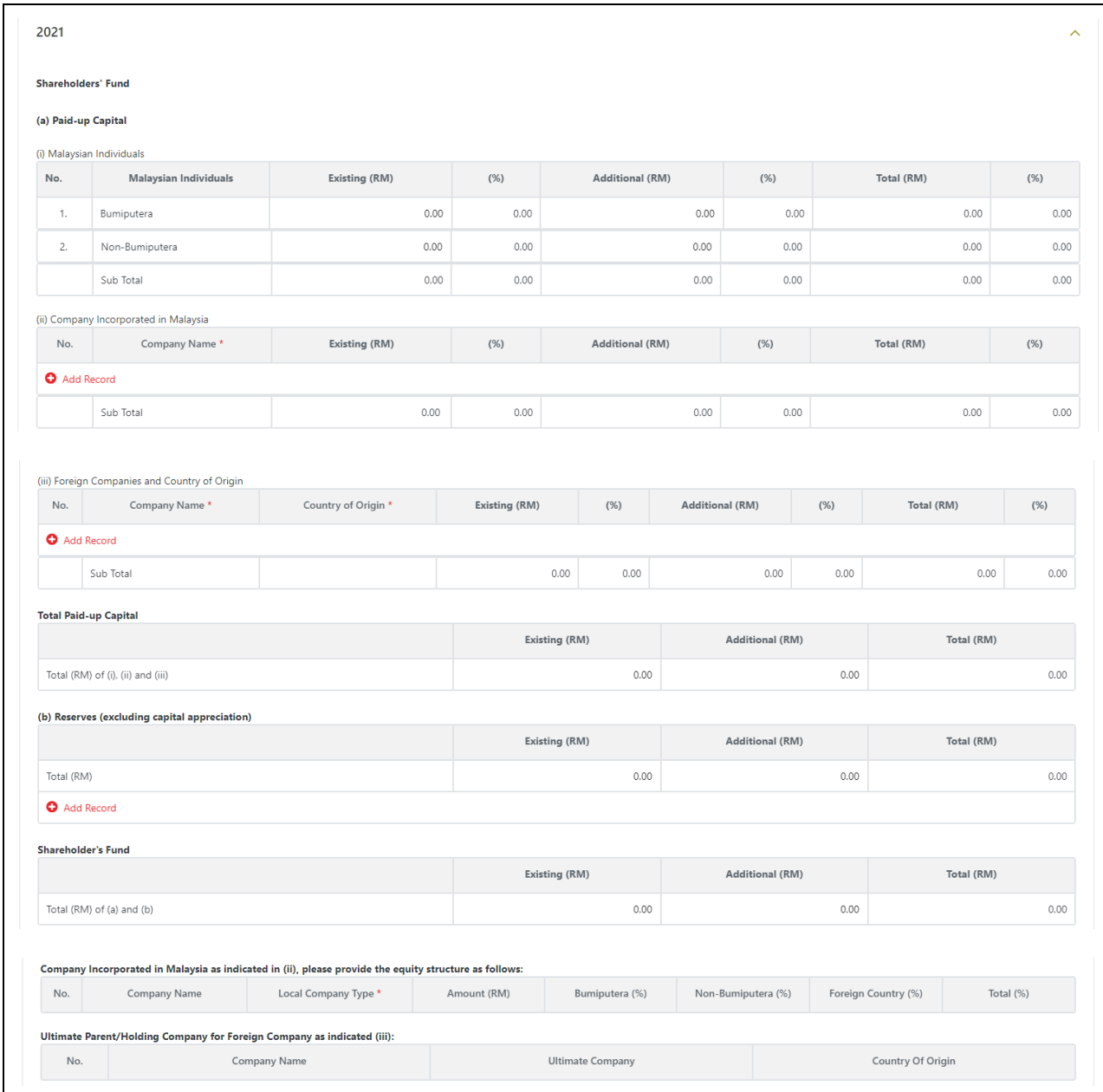
16. Applicant needs to add on start year and end year by click on

17. Click generate to generate year range by location screen and cancel to revert to current screen



18. Regenerate year range – applicable for re generate year

19. Authorised Capital - Applicable for companies who incorperated before 31 January 2017



2021

Shareholders' Fund

(a) Paid-up Capital

(i) Malaysian Individuals

No.	Malaysian Individuals	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
1.	Bumiputera	0.00	0.00	0.00	0.00	0.00	0.00
2.	Non-Bumiputera	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Total	0.00	0.00	0.00	0.00	0.00	0.00

(ii) Company Incorporated in Malaysia

No.	Company Name *	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
Add Record							
	Sub Total	0.00	0.00	0.00	0.00	0.00	0.00

(iii) Foreign Companies and Country of Origin

No.	Company Name *	Country of Origin *	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
Add Record								
	Sub Total		0.00	0.00	0.00	0.00	0.00	0.00

Total Paid-up Capital

	Existing (RM)	Additional (RM)	Total (RM)
Total (RM) of (i), (ii) and (iii)	0.00	0.00	0.00

(b) Reserves (excluding capital appreciation)

	Existing (RM)	Additional (RM)	Total (RM)
Total (RM)	0.00	0.00	0.00
Add Record			

Shareholder's Fund

	Existing (RM)	Additional (RM)	Total (RM)
Total (RM) of (a) and (b)	0.00	0.00	0.00

Company Incorporated in Malaysia as indicated in (ii), please provide the equity structure as follows:

No.	Company Name	Local Company Type *	Amount (RM)	Bumiputera (%)	Non-Bumiputera (%)	Foreign Country (%)	Total (%)

Ultimate Parent/Holding Company for Foreign Company as indicated (iii):

No.	Company Name	Ultimate Company	Country Of Origin

20. Fill in shareholder fund details in :

    c) Paid-up Capital

    d) Reserves(excluding capital appreciation)

Equity Structure

No.	Equity Structure	Amount (RM)	Percentage (%)
A.	**Malaysian**		
	Total Bumiputera	0.00	0.00
	Total Non-bumiputera	0.00	0.00
	Total Malaysian	**0.00**	**0.00**
B.	**Foreign**		
	Total Foreign	**0.00**	**0.00**
	Total Effective Equity Structure	**0.00**	**0.00**

21. For equity structure details, system will auto calculate depends on input above.

    c) Malaysian

    d) Foreign (if applicable)

Loan

1. Domestic Loan

No.	Loans	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
1.	Total	0.00	0.00	0.00	0.00	0.00	0.00

Description (to insert details of the foreign loan such as type of loan, name of the loan provider etc)

2. Foreign Loan

No.	Country *	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)

Add Record

Description (to insert details of the foreign loan such as type of loan, name of the loan provider etc)

3. Total Loan

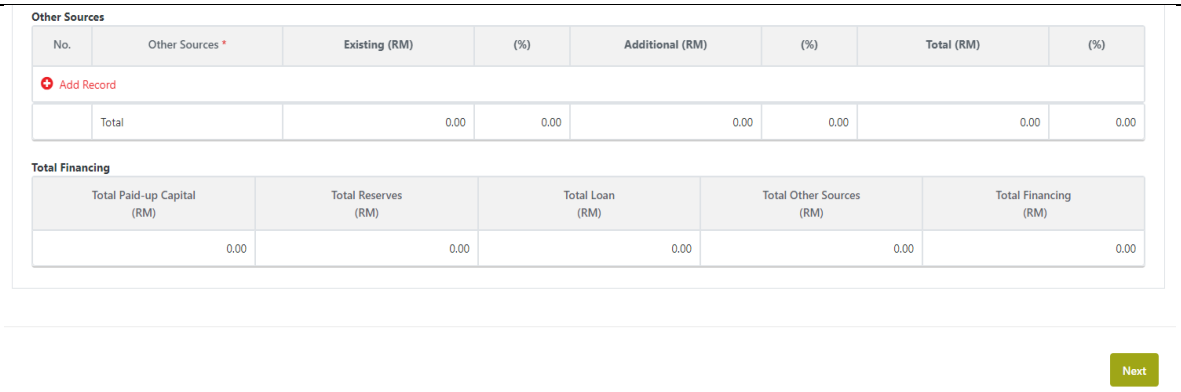
No.	Loans	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
1.	Total	0.00	0.00	0.00	0.00	0.00	0.00

22. Fill in loan details in :

    d) Domestic Loan

    e) Foreign Loan

    f) Total Loan - will be auto calculate depends on input above



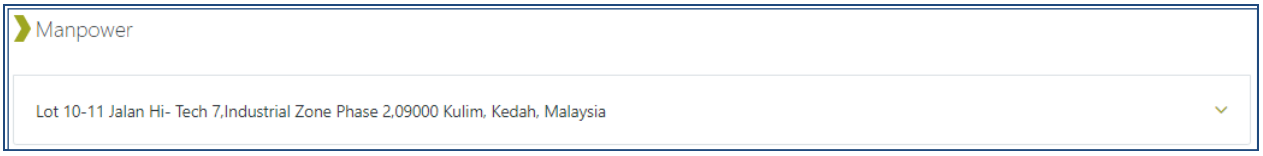
23. Fill in other source details in
24. Total Financing will be will be auto calculate depends on input above.

25. Click the **[Next]** button.

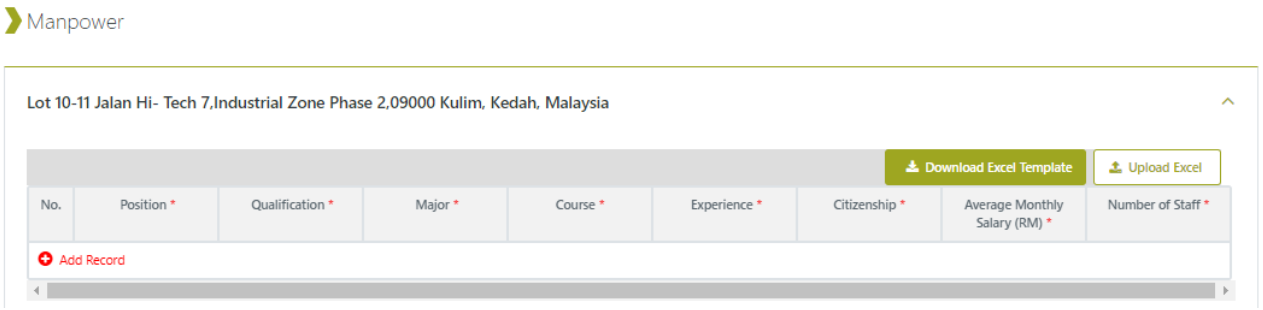
    The system will redirect to **'Next'** section.

3.5 Manpower

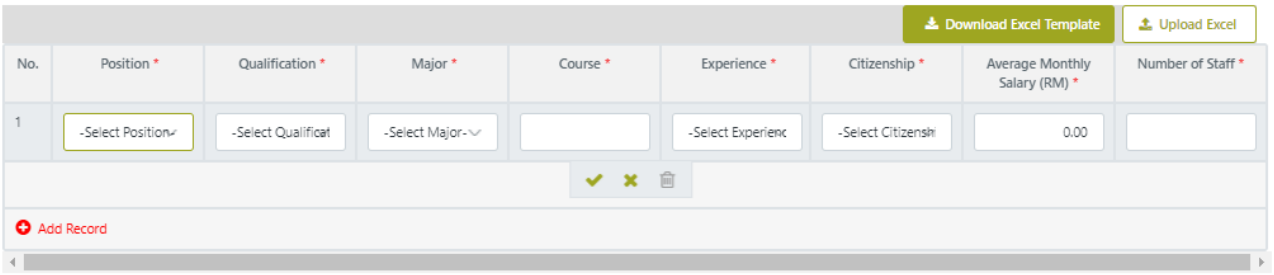
3.5.1 Application Type - New



1. Click on the (expand) button to expand the Manpower details.



I. Fill in required details in **'Manpower'**
II. Click the **[+Add Record]**
III. The system will add a new row to insert the details.



I. Fill in required details:

a) Position

b) Qualification

c) Major

d) Course

e) Experience

f) Citizenship

g) Average Salary per Month (RM)

h) Number of Staff

II. Click button to save. The system will save and display the manpower details.

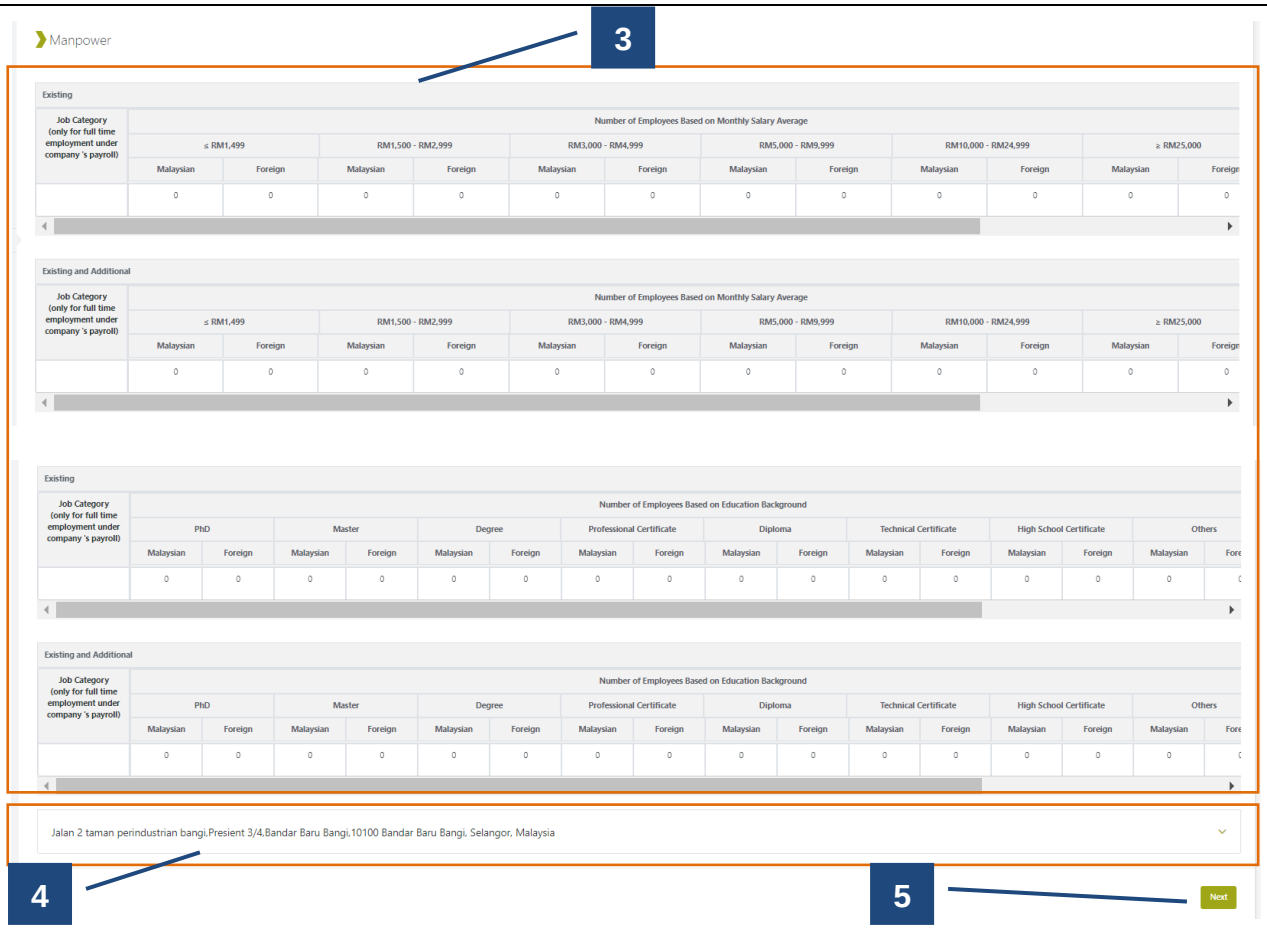
III. Click button to cancel. The system will clear the active row.

IV. Click button to delete the selected record.

2. Click the **[Next]** button

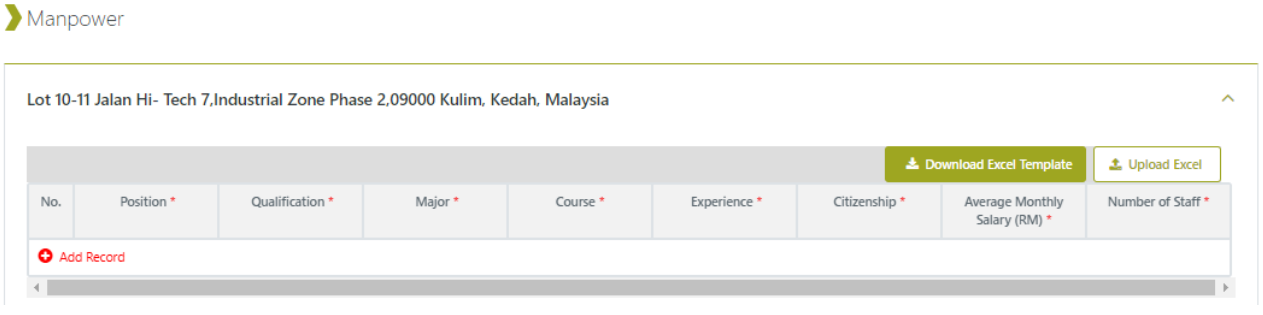
The system will redirect to **'Next'** section.

3.5.2 Application Type – Expansion/Diversification



3. Exisiting and additional manpower application – default display only

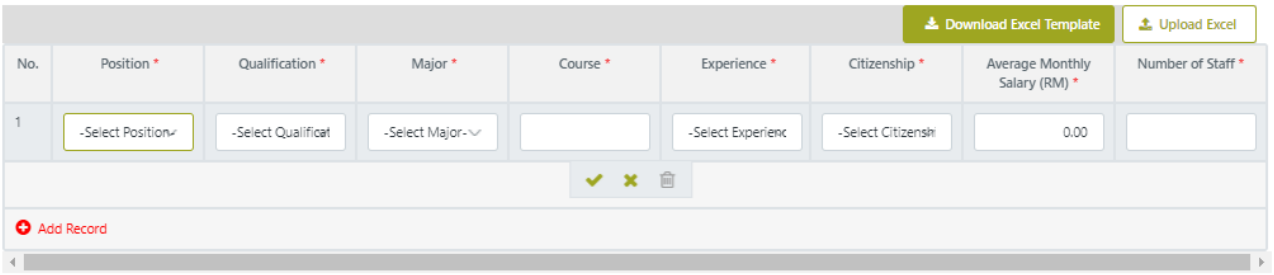
4. Click on the (expand) button to expand the Manpower details.



IV. Fill in required details in **'Manpower'**

V. Click the **[+Add Record]**

VI. The system will add a new row to insert the details.



V. Fill in required details:

i) Position

j) Qualification

k) Major

l) Course

m) Experience

n) Citizenship

o) Average Salary per Month (RM)

p) Number of Staff

VI. Click button to save. The system will save and display the manpower details.

VII. Click button to cancel. The system will clear the active row.

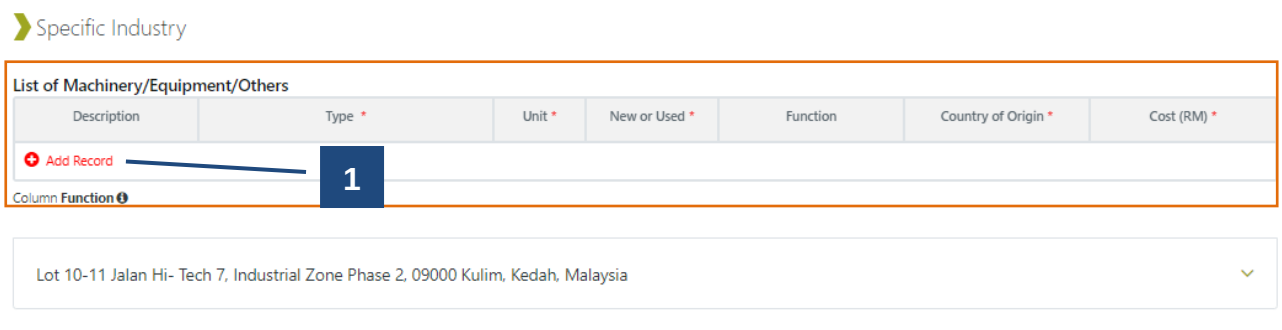
VIII. Click button to delete the selected record.

5. Click the **[Next]** button

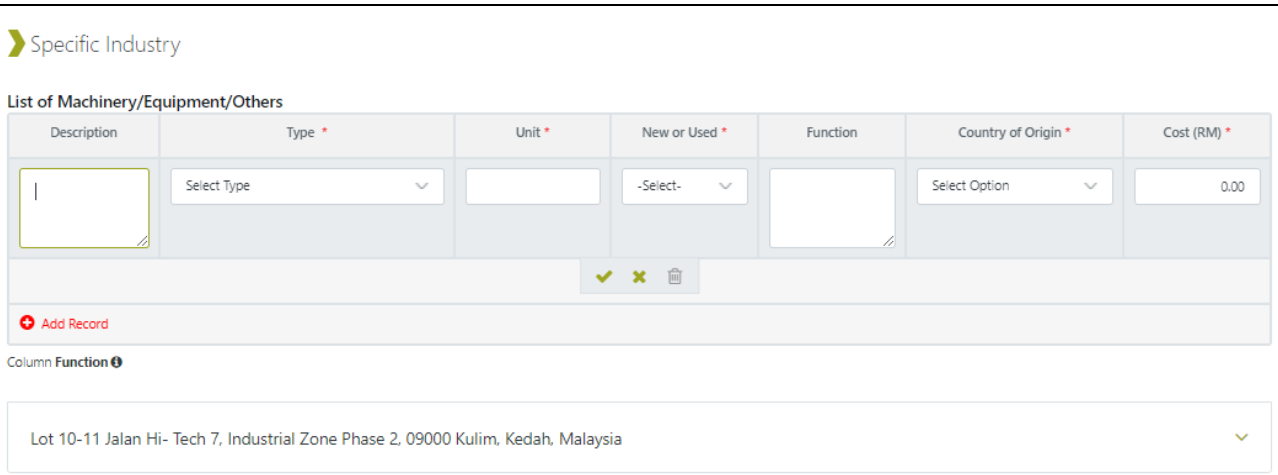
The system will redirect to **'Next'** section.

3.6 Specific Industry

3.6.1 Application Type – New



1. Click **[+Add Record]** button



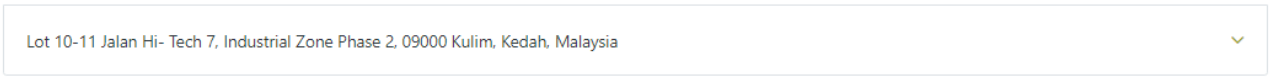
2. Fill in all information:
    a. Description
    b. Type
    c. Unit
    d. New or Used
    e. Function
    f. Country of Origin
    g. Cost (RM)

3. Click button to save. The system will save and display the manpower details.

4. Click button to cancel. The system will clear the active row.

5. Click button to delete the selected record.

6. Click **[+Add Record]** to add additional machine (if applicable)

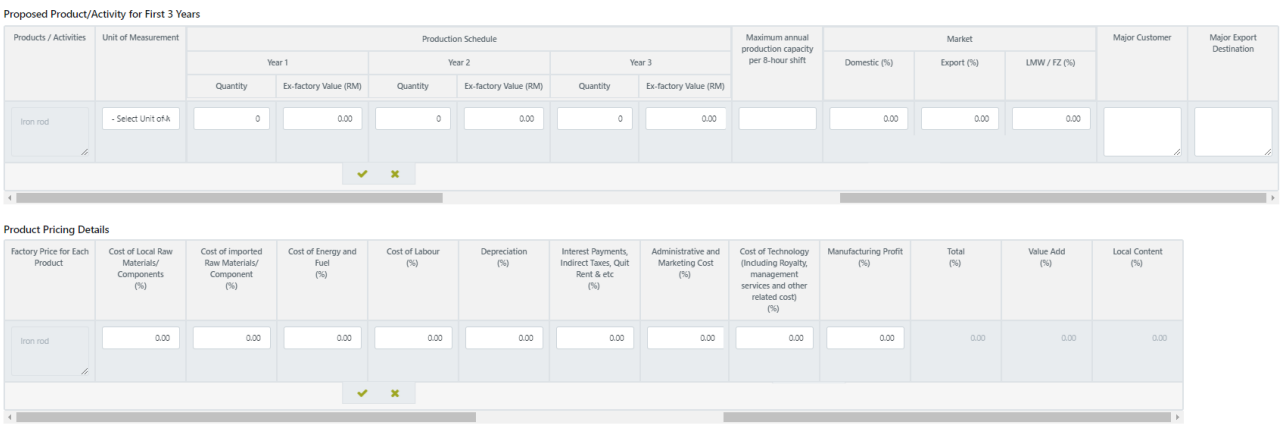


7. Click on the (expand) button to expand the project location details.

8. Fill in the details for:

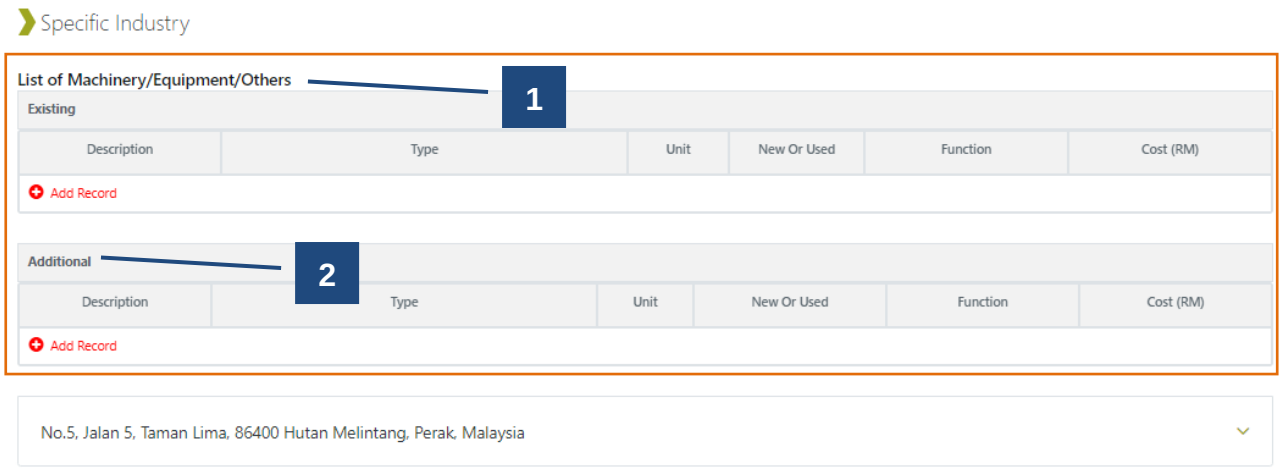
   a. Proposed Product/Activity for First 3 Years

   b. Product Pricing Details

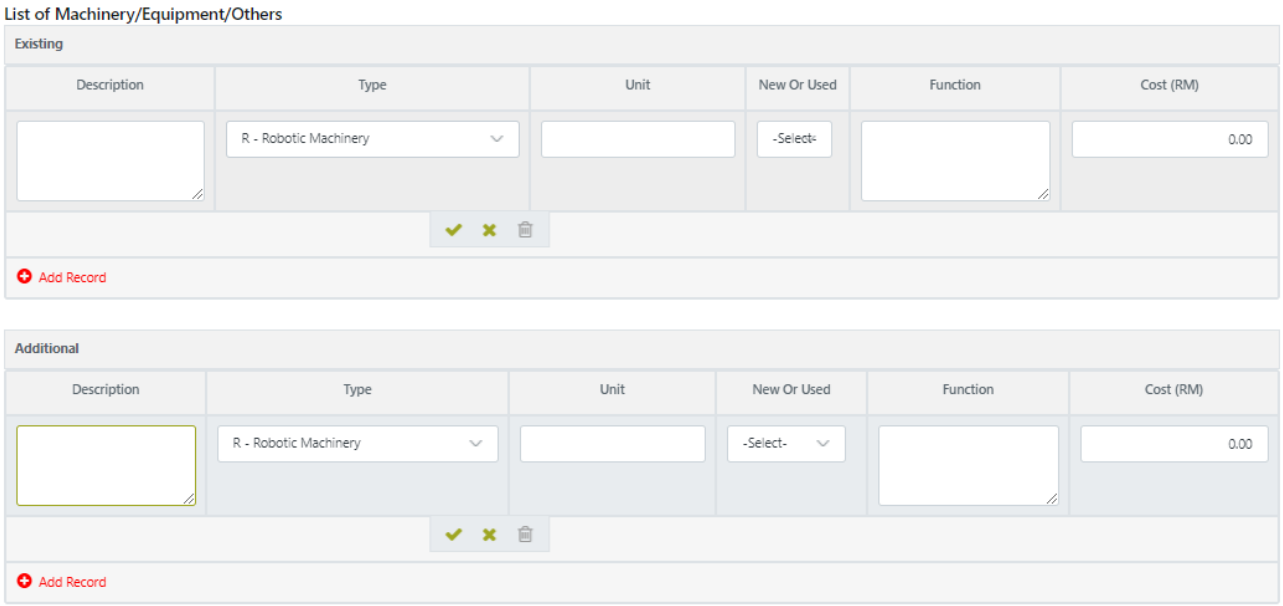


9. Click item in the Proposed Product/Activity, system will allow applicant to fill in the details.
10. Click item in the Product Pricing Details, system will allow applicant to fill in the details.
11. Click button to save. The system will save and display the manpower details.
12. Click button to cancel. The system will clear the active row.
13. Click button to delete the selected record.
14. Click the **[Next]** button, system will redirect to **'Next'** section.

3.6.2 Application Type – Expansion/Diversification



1. Click **[+Add Record]** button for "Existing" machinery or
2. Click **[+Add Record]** button for "Additional" machinery



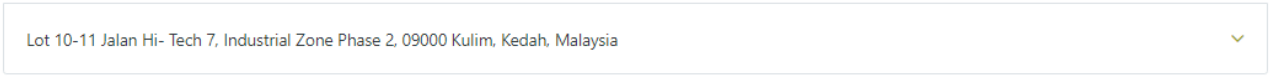
3. Fill in all information:
    a. Description
    b. Type
    c. Unit
    d. New or Used
    e. Function
    f. Country of Origin
    g. Cost (RM)

4. Click button to save. The system will save and display the manpower details.

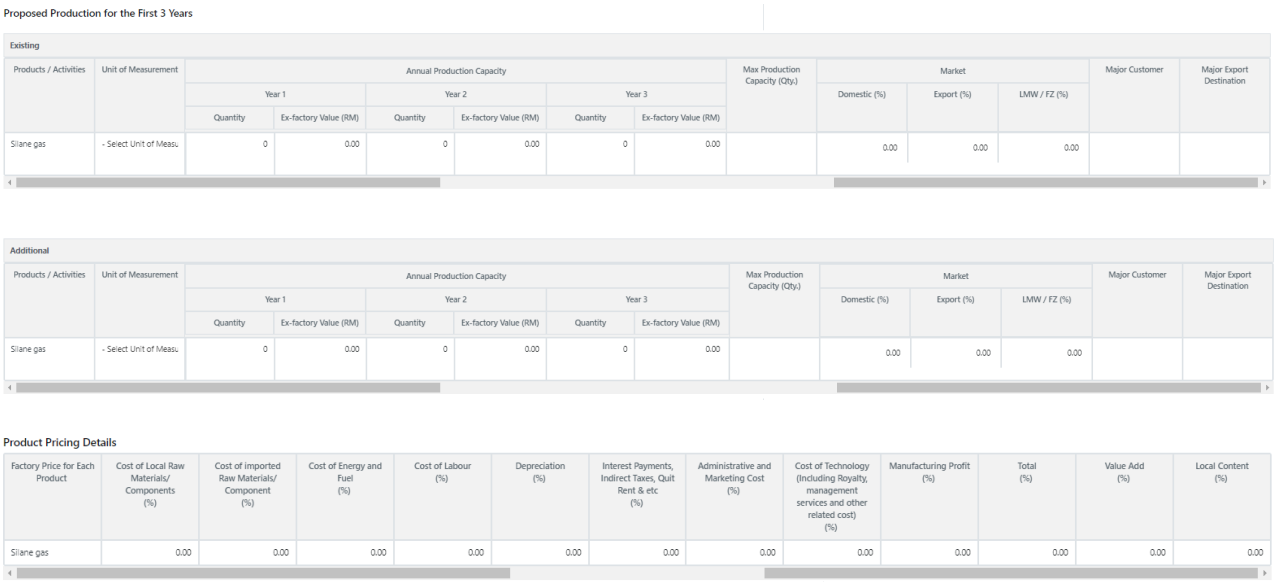
5. Click button to cancel. The system will clear the active row.

6. Click button to delete the selected record.

7. Click **[+Add Record]** to add additional machine (if applicable)



8. Click on the (expand) button to expand the project location details.



9. Fill in the details for:
    a. Existing Proposed Product/Activity for First 3 Years
    b. Additional Proposed Product/Activity for First 3 Years
    c. Product Pricing Details

10. Click item in the Existing Proposed Product/Activity, system will allow applicant to fill in the details.

11. Click item in the Additional Proposed Product/Activity, system will allow applicant to fill in the details.

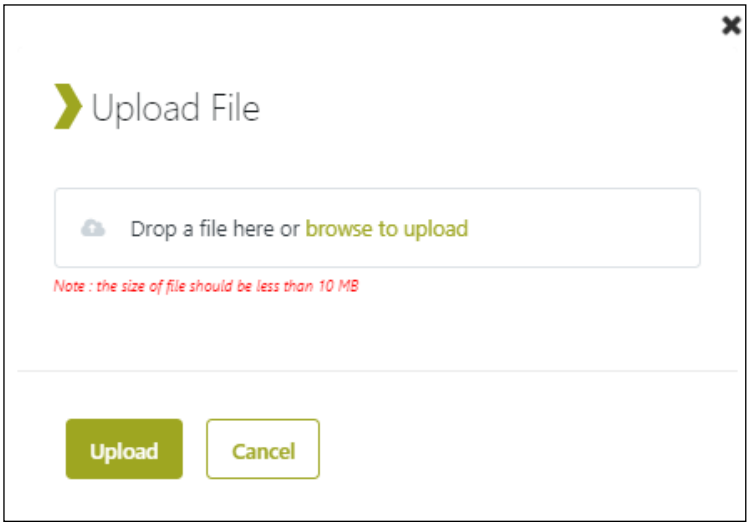
12. Click item in the Product Pricing Details, system will allow applicant to fill in the details.

13. Click button to save. The system will save and display the details.
14. Click button to cancel. The system will clear the active row.
15. Click button to delete the selected record.
16. Click the **[Next]** button, system will redirect to **'Next'** section.

3.7 Supporting Documents

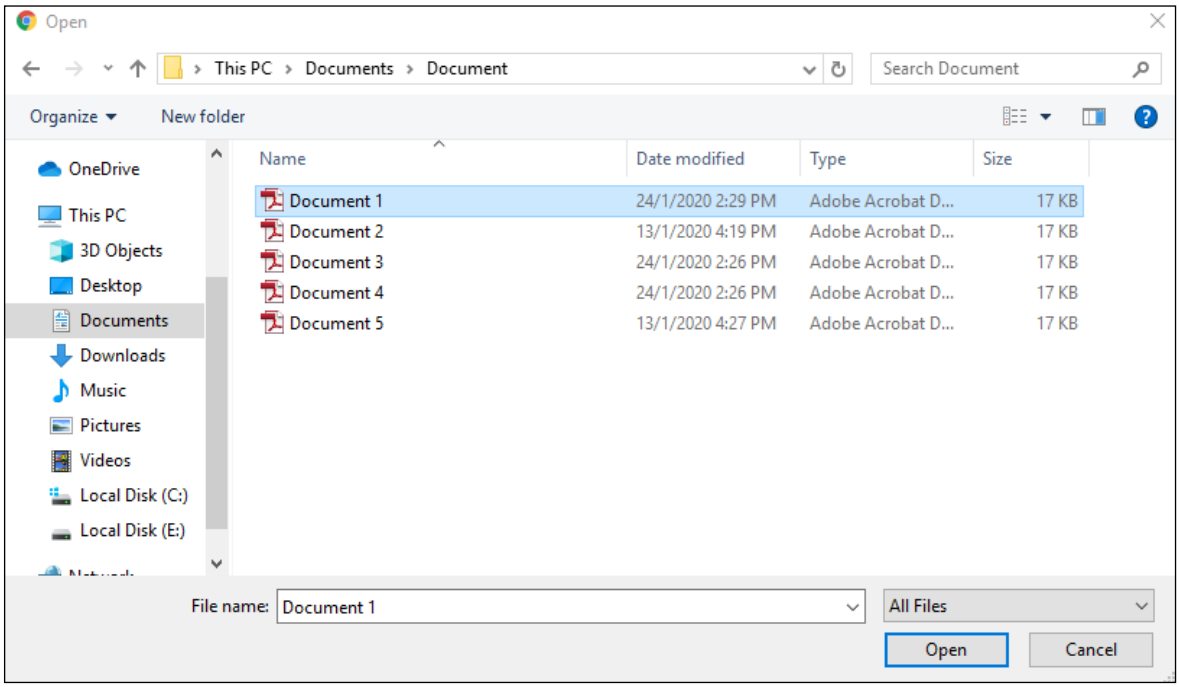
a) Upload mandatory document (denoted as '*' sign) by click **[Upload File]**

b) The system will display pop-up message **'Upload File'**



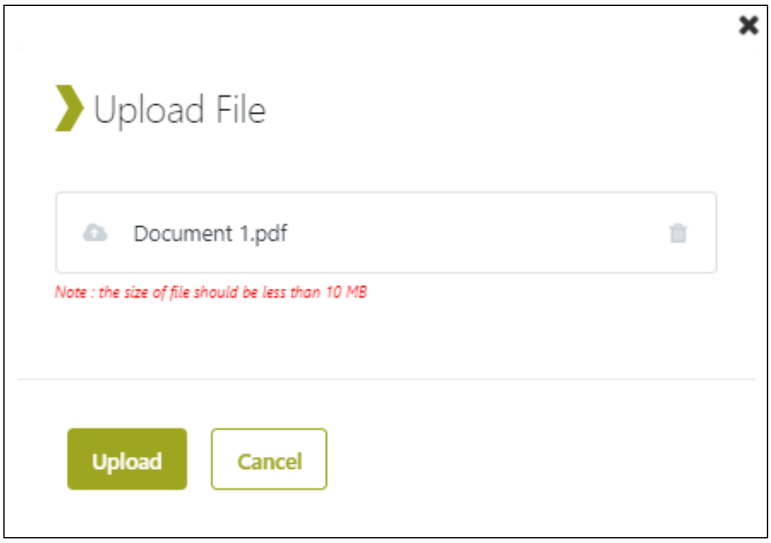
c) Click the **'browse to upload'**

d) The system will open the windows file upload.

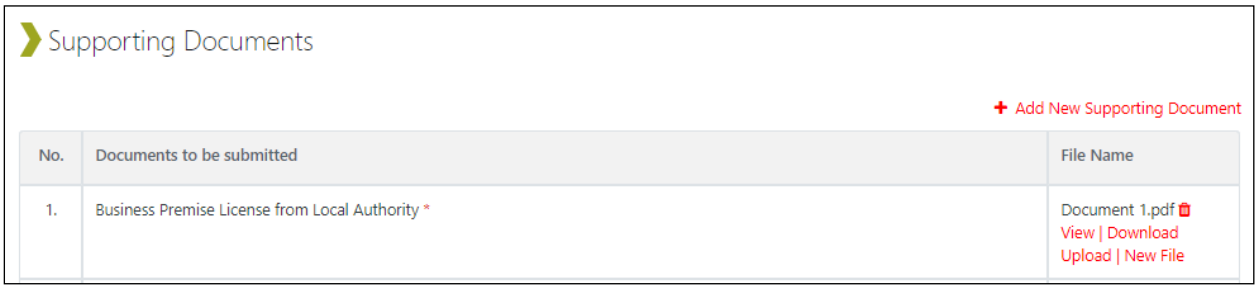


6. Select a file and click **[Open]** button

7. Then system will display the filename and ready to be uploaded.



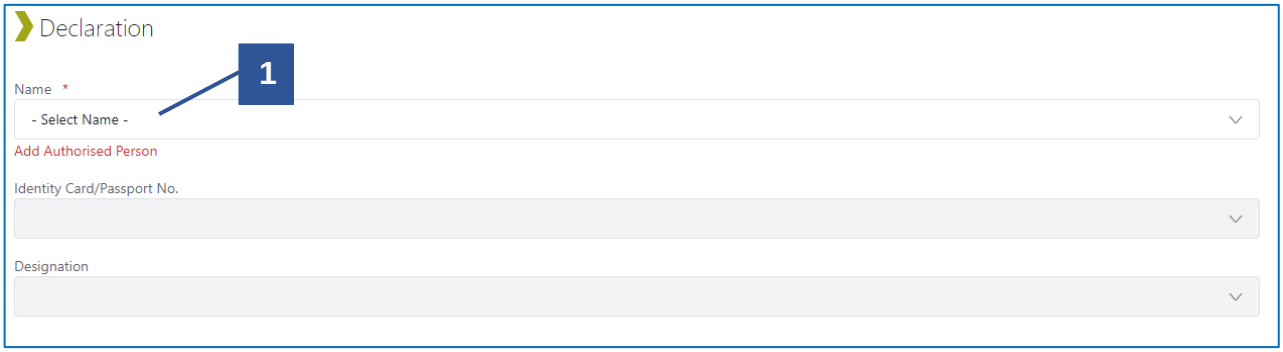
8. Click the **[Upload]** button
9. The system will display the filename at **'Supporting Document'.**



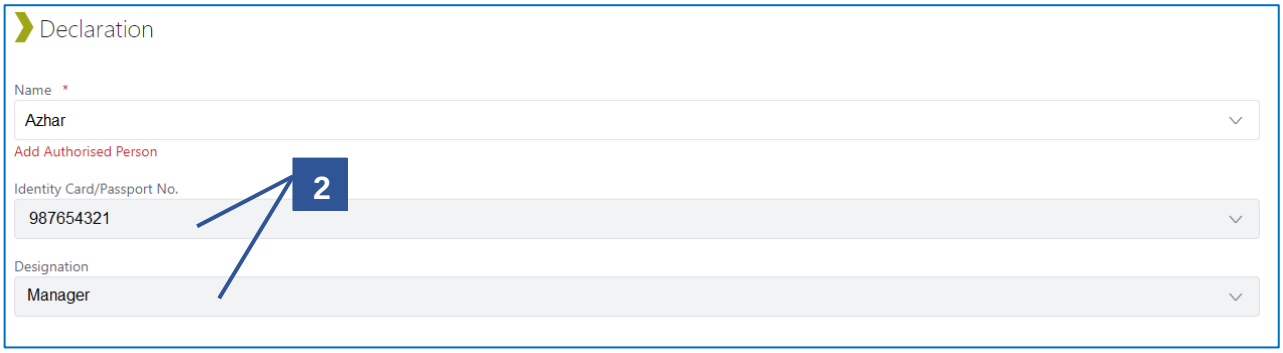
10. Click the **[Next]** button

    The system will redirect to the **'Declaration'** section.

3.8 Declaration



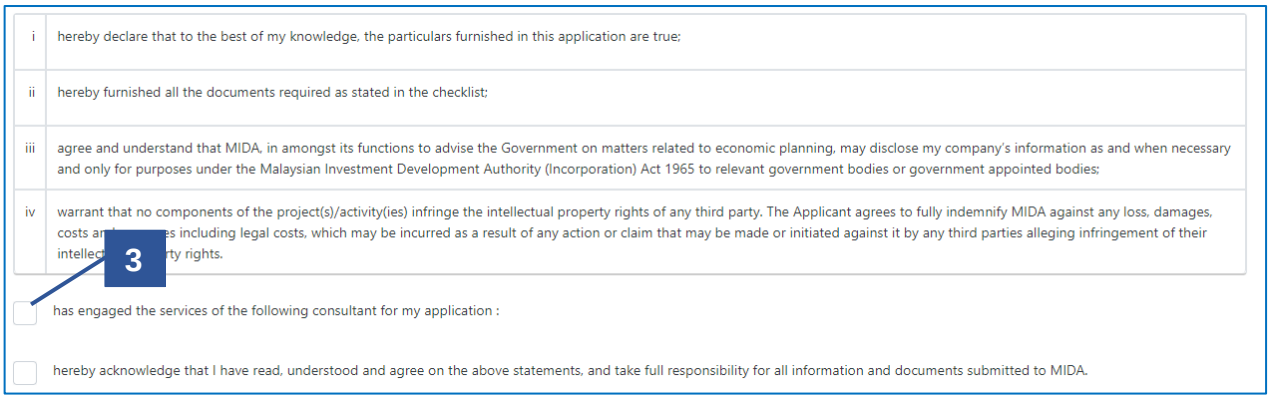
a) Click the dropdown **'Name'**. Select an Authorised Person from the dropdown list.



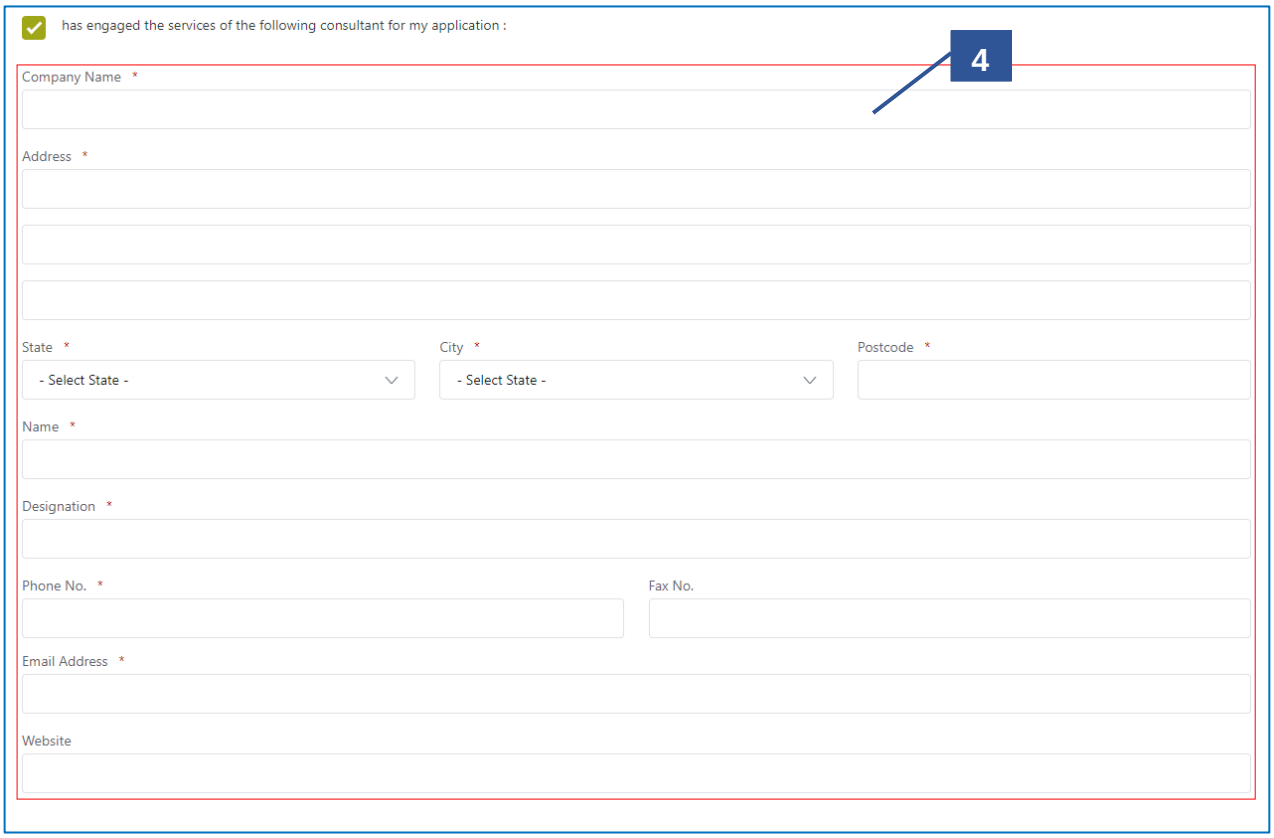
b) The system will auto-fill:

   a) Identity No./Passport No.

   b) Designation



c) Tick the checkbox if engaging consultant services.



d) Fill in Consultant details such as:

(a) Company Name

(b) Address

(c) State

(d) City

(e) Postcode

(f) Name

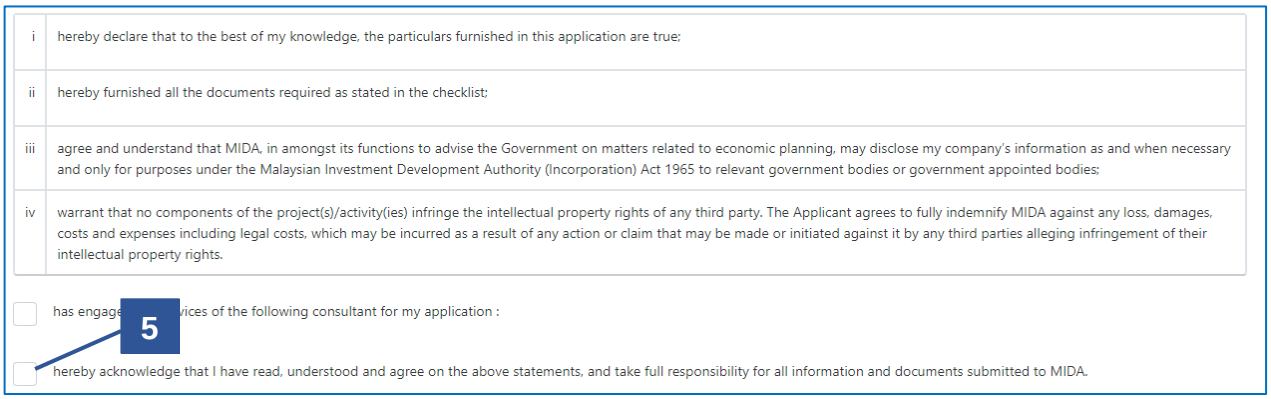
(g) Designation

(h) Phone No.

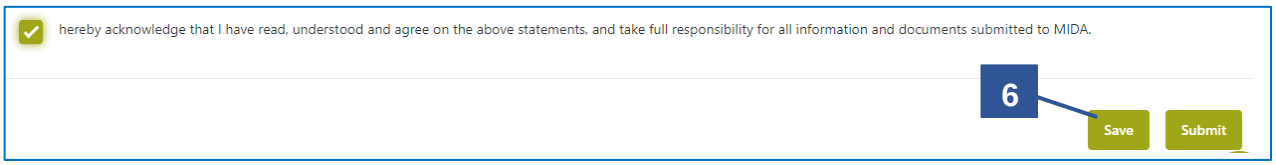
(i) Fax No.

(j) Email Address

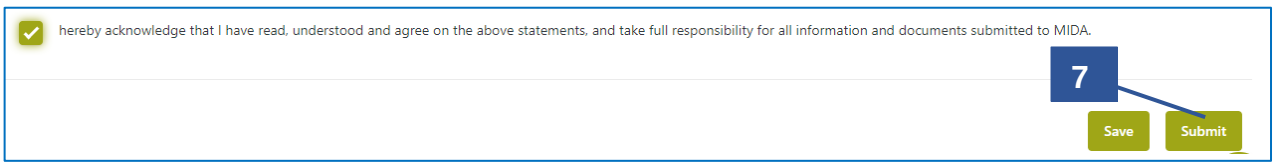
(k) Website



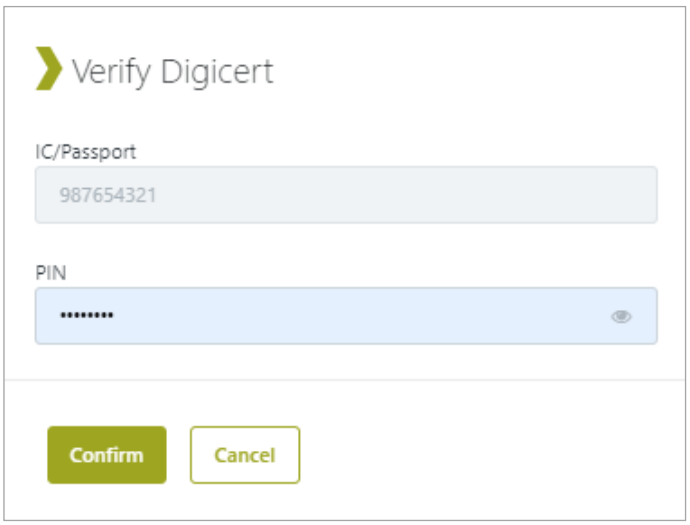
e) Tick the checkbox to agree with the terms and conditions stated in the **'Declaration'** section.



f) Click the **[Save]** button. The system will display a success message.



g) Click the **[Submit]** button and a popup message will appear to verify the Digicert.



h) Click the **[Cancel]** button system will return to the **'Declaration'** section.

i) Insert PIN and click the **[Confirm]** button

j) The system will display a success message.

k) The system will show the above pop-up message as the submission is successful. Now the user may wait for the notification email from MIDA regards the further process.

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia - Application ICA10202100033 is in Review

Dear [redacted]

You have successfully submitted your application to InvestMalaysia Online Portal. MIDA is reviewing the application.

The details of the application are as follows:

Company Name : [redacted]
Application No. : ICA10202100033
Application : Exempted From Manufacturing Licence (Manufacturing)

Thank you.

Regards,
InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my
InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my
Official Website: https://www.mida.gov.my

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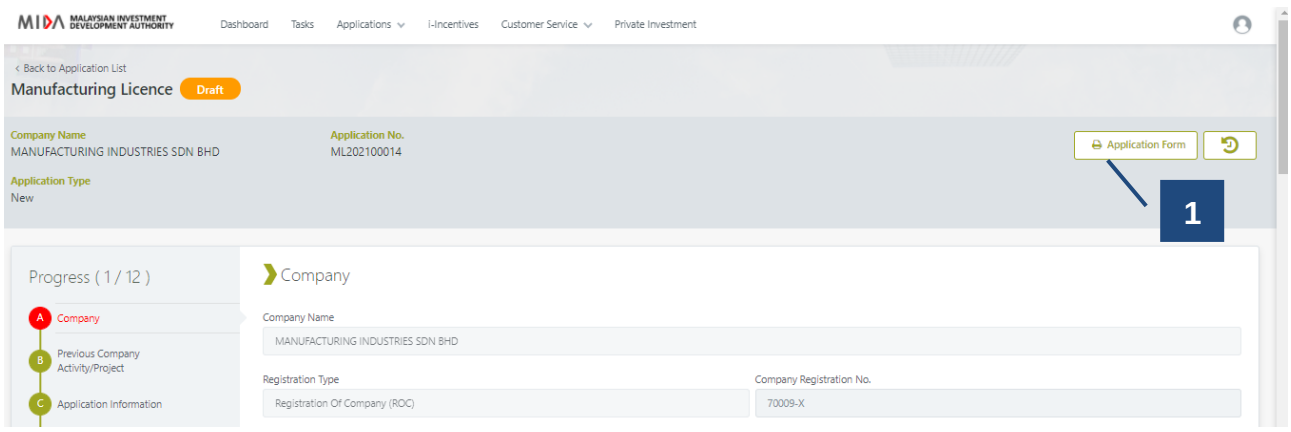
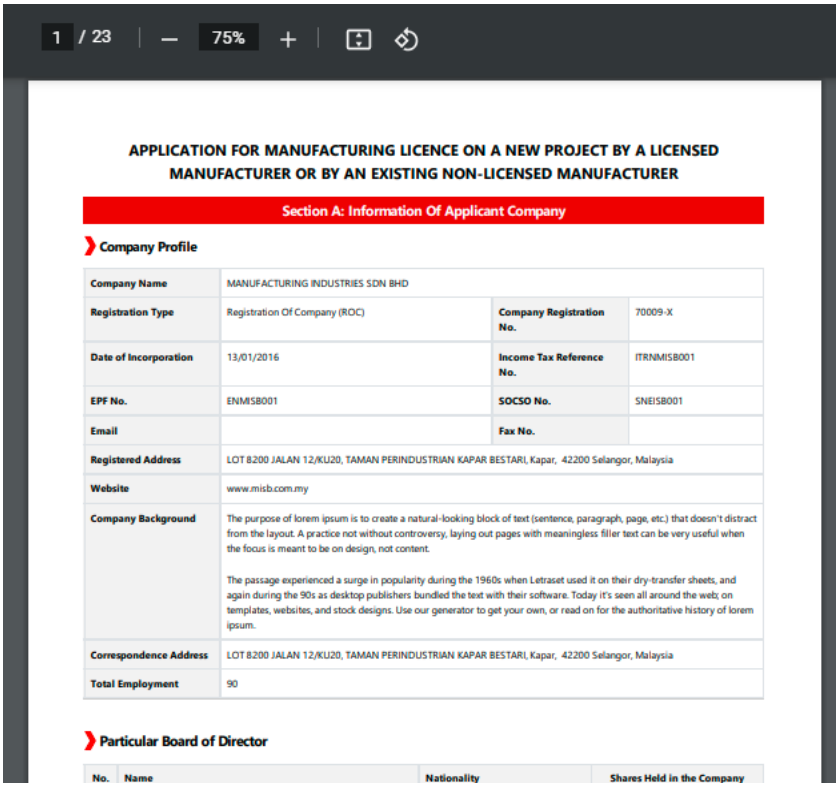
3.9 Print Preview Application Form

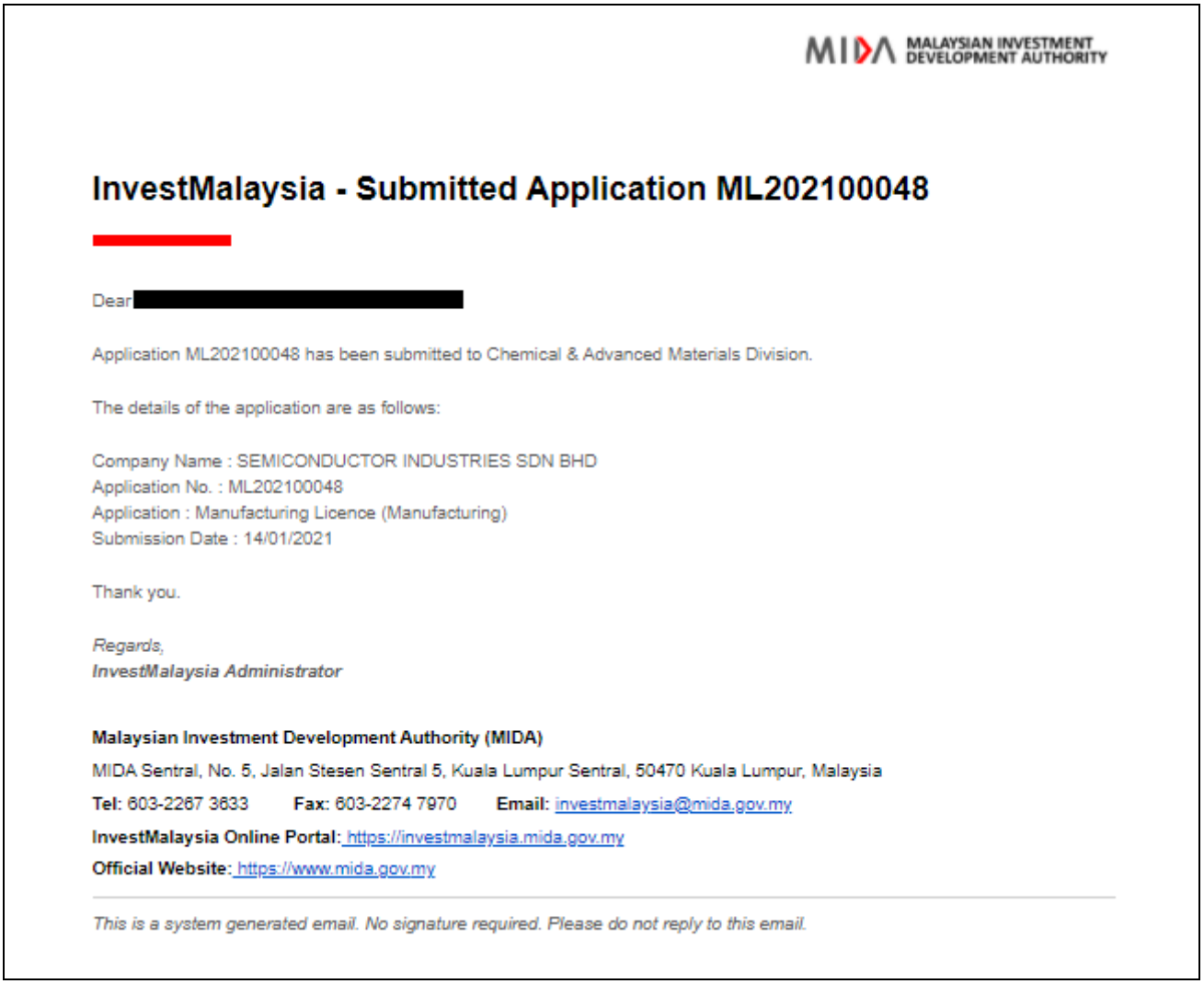


1. Click on the **[Application Form]** button.



2. The web browser will open a new tab and display the print preview format of the Application Form. Scroll down the document to view all pages.

3.10 Application is Submitted to Processing Division



MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia - Submitted Application ML202100048

Dear [redacted]

Application ML202100048 has been submitted to Chemical & Advanced Materials Division.

The details of the application are as follows:

Company Name : SEMICONDUCTOR INDUSTRIES SDN BHD
Application No. : ML202100048
Application : Manufacturing Licence (Manufacturing)
Submission Date : 14/01/2021

Thank you.

Regards,
InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my
InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my
Official Website: https://www.mida.gov.my

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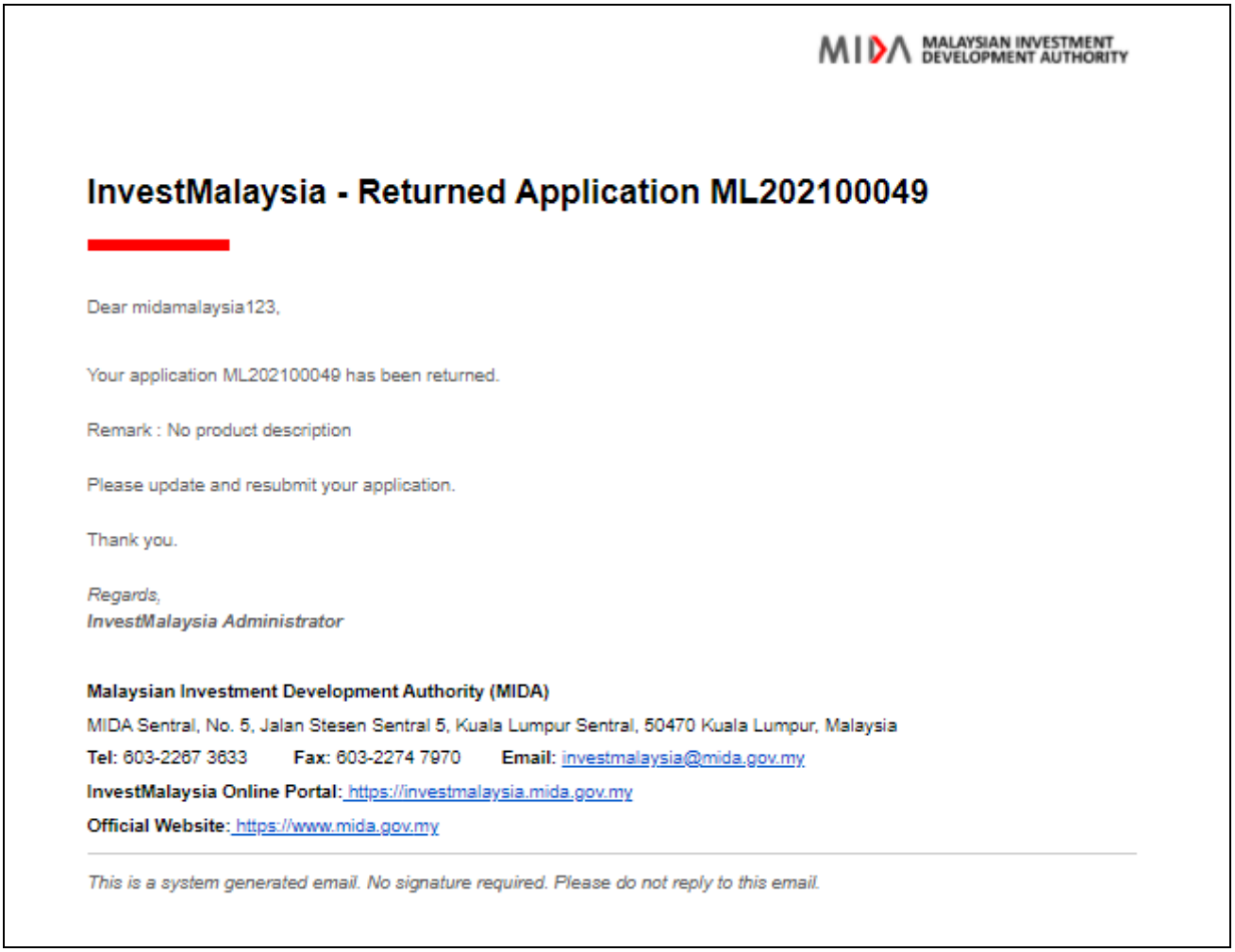
3.11 Application is Returned by MIDA due to incomplete information



MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia - Returned Application ML202100049

Dear midamalaysia123,

Your application ML202100049 has been returned.

Remark : No product description

Please update and resubmit your application.

Thank you.

Regards,
InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my
InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my
Official Website: https://www.mida.gov.my

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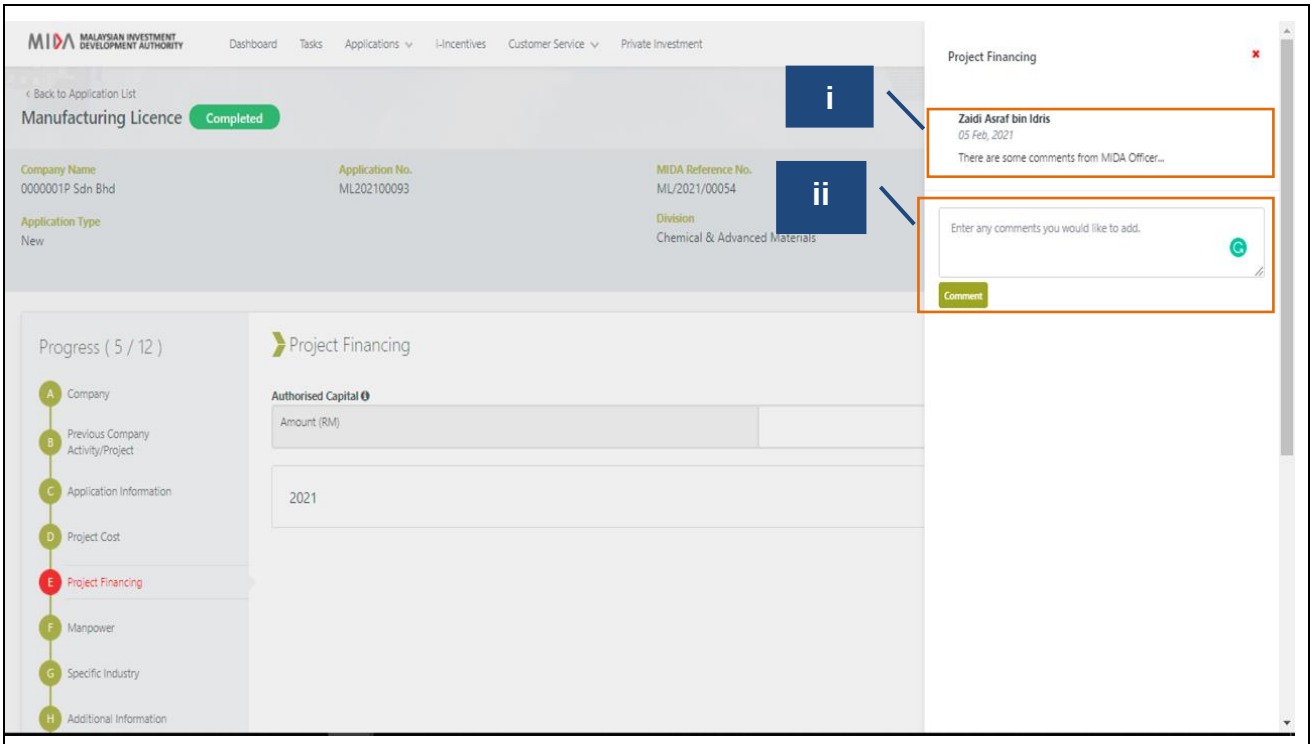

Applicant/Company able to read and response to Officer comments related to the selected section:

i. **Comments** - User name, posted date, and comments.

ii. **Post Comment** – Enter comments in the textbox and click on "**Comment**" button to post the comments.

3.12 Acknowledgement Email and Letter when application is received and being processed

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia - Permohonan Diterima MIDA ML/2021/00026

Tuan/Puan,

Adalah dimaklumkan bahawa permohonan syarikat tuan/puan telah diterima dan sedang dipertimbangkan.

No. Ruj. MIDA	: ML/2021/00026
No. Ruj. Permohonan	: ML202100047
Tarikh Diterima	: 14/01/2021 09:18:36
Nama Syarikat	: MANUFACTURING INDUSTRIES SDN BHD
No. Pendaftaran Syarikat	: 70009-X
Pegawai Dihubungi	: Faridah Ariffin
Jawatan	: Manager
No. Telefon	: 01101234567
Emel	: [redacted]
Alamat	: [redacted]
Bahagian	: Kimia dan Bahan Termaju
Pengarah/Timbalan Pengarah	: [redacted]
No. Telefon	: 0322676773
Emel	: [redacted]
Pegawai MIDA	: [redacted]
No. Telefon	: 0322676726
Emel	: [redacted]

Sekian, terima kasih.

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my

InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

Official Website: https://www.mida.gov.my

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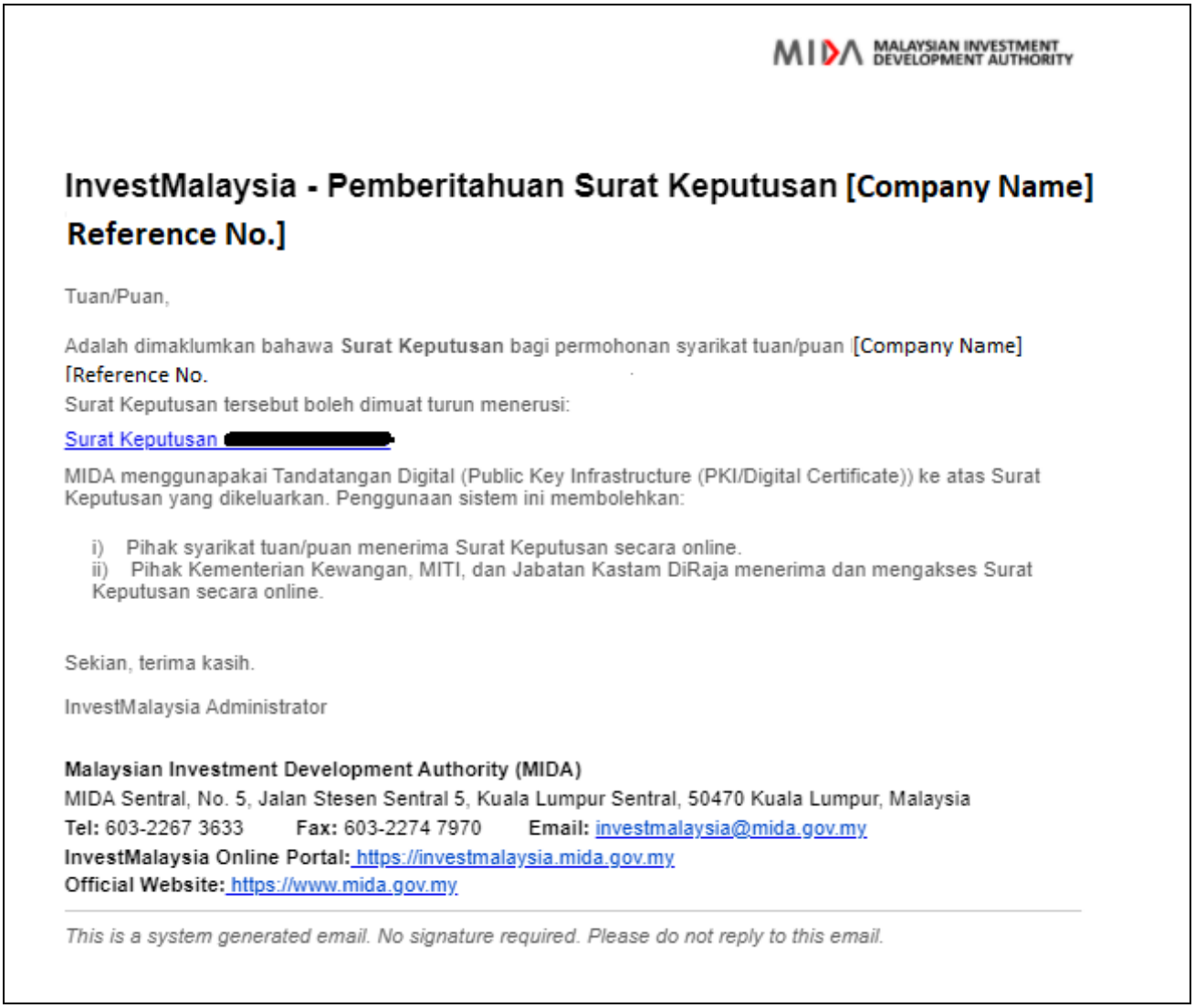
3.13 Email Notification when application is successful



MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia - Pemberitahuan Surat Keputusan [Company Name] Reference No.]

Tuan/Puan,

Adalah dimaklumkan bahawa **Surat Keputusan** bagi permohonan syarikat tuan/puan [Company Name] [Reference No.

Surat Keputusan tersebut boleh dimuat turun menerusi:

Surat Keputusan [redacted]

MIDA menggunapakai Tandatangan Digital (Public Key Infrastructure (PKI/Digital Certificate)) ke atas Surat Keputusan yang dikeluarkan. Penggunaan sistem ini membolehkan:

i) Pihak syarikat tuan/puan menerima Surat Keputusan secara online.
ii) Pihak Kementerian Kewangan, MITI, dan Jabatan Kastam DiRaja menerima dan mengakses Surat Keputusan secara online.

Sekian, terima kasih.

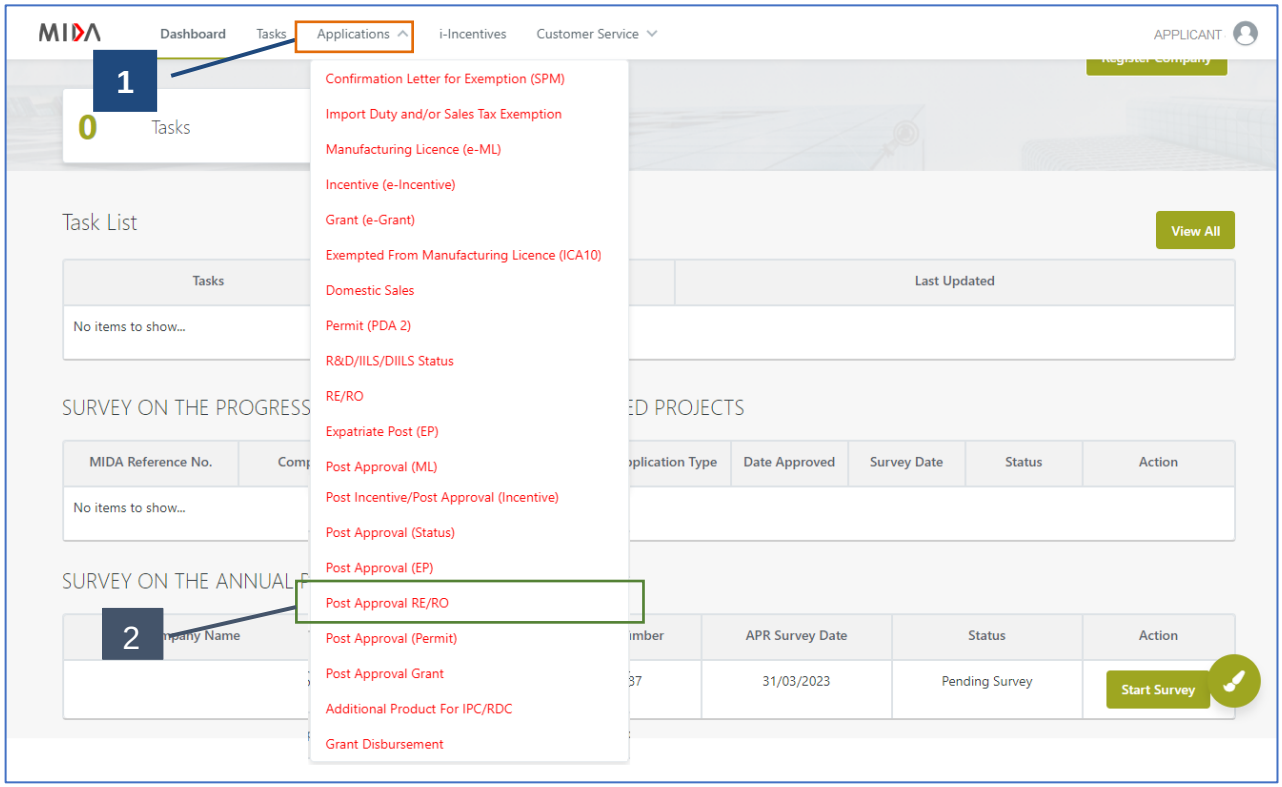
InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my
InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my
Official Website: https://www.mida.gov.my

This is a system generated email. No signature required. Please do not reply to this email.

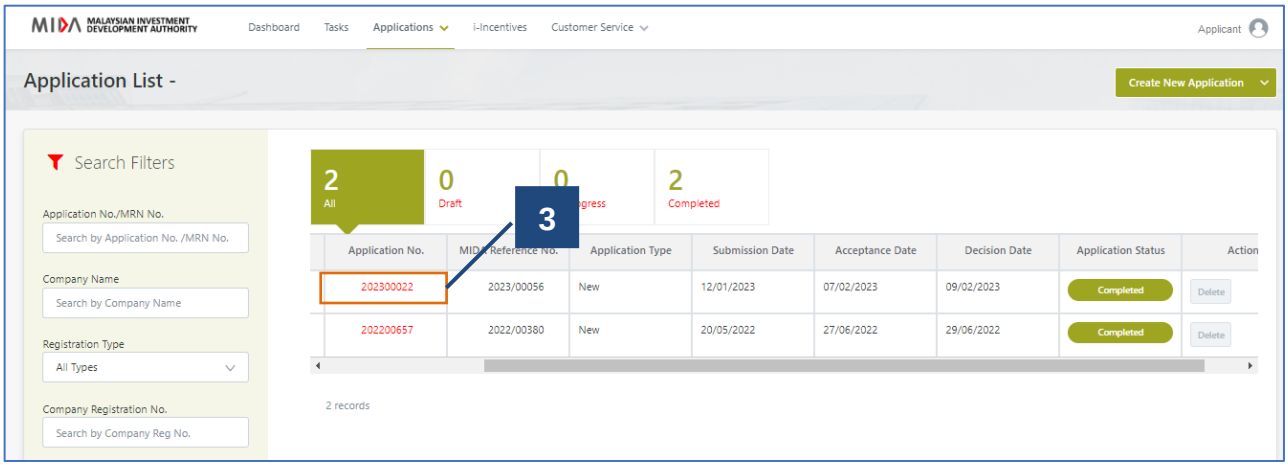
3.14 Download Decision Letter and Verify QR Code

3.14.1 View Successful Application

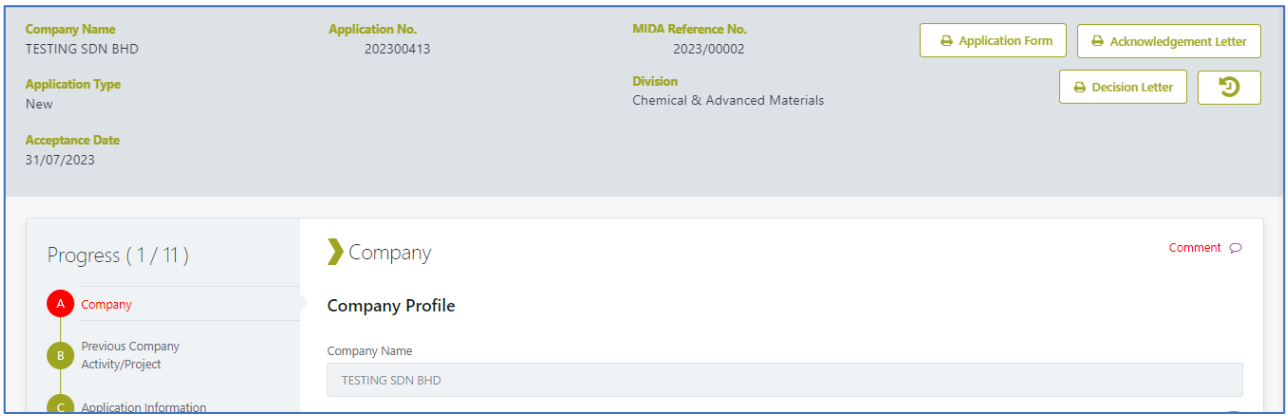


Upon receiving email notification when application is successful, user shall be able to view the Decision Letter in the application form.

1. To view the application, click on the **[Applications]** menu. The system will display all online modules in the dropdown menu.
2. Click on the module link that user wish to open



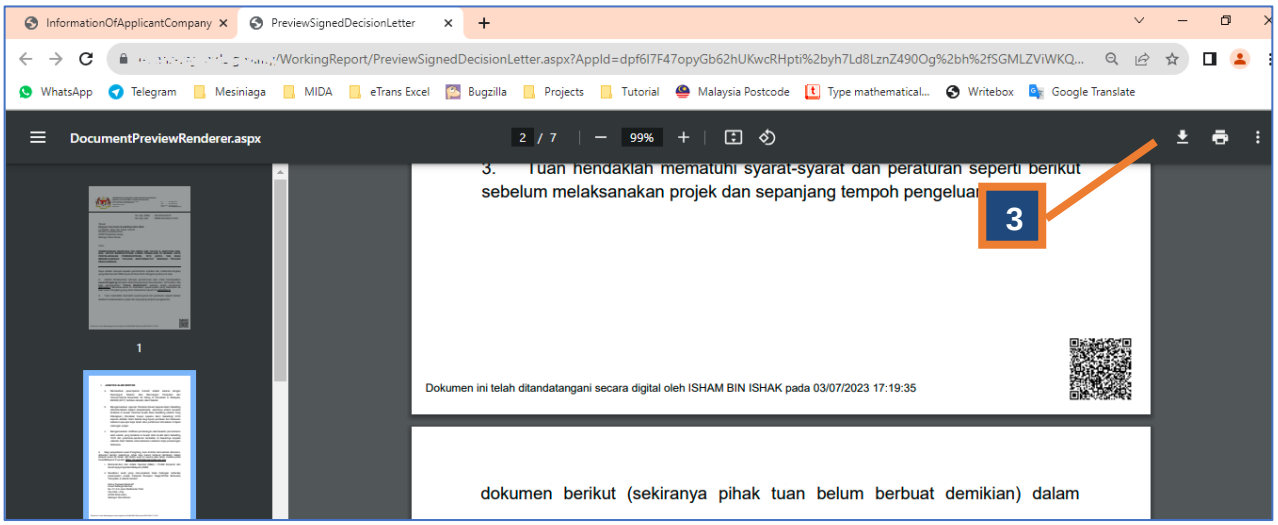
3. Once the **Application List** for the selected module is displayed, click on the **[Application No]** link that user wish to view**.**



4. System will display the selected application form

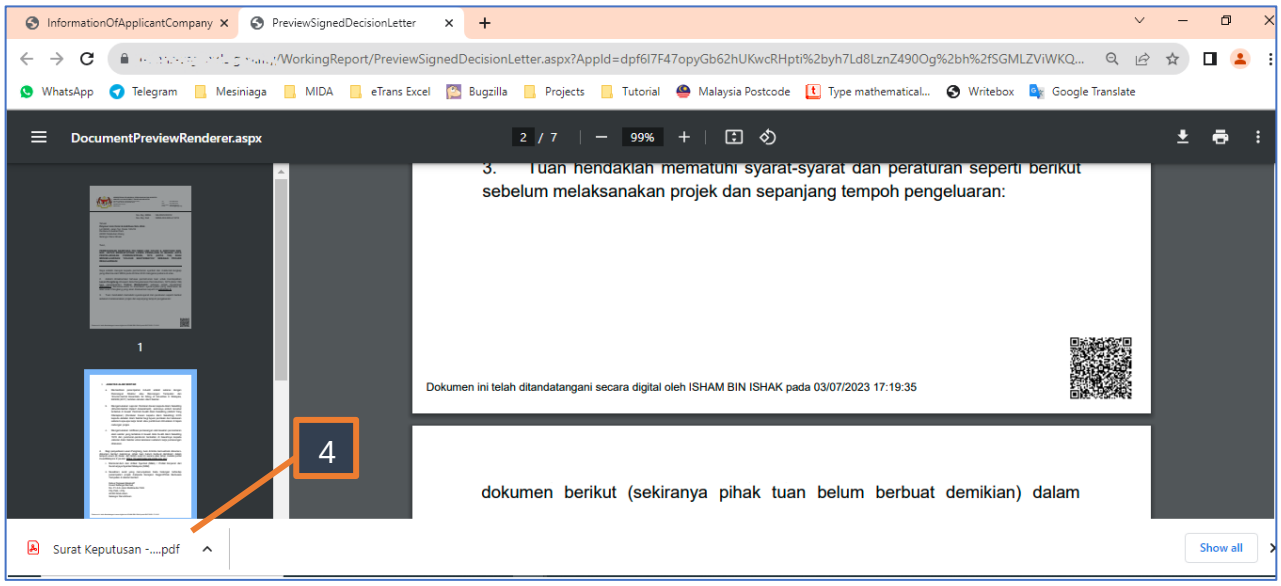
3.14.2 **Download Decision Letter**

1. From the Application Form header, click on the **[Decision Letter]** action button.



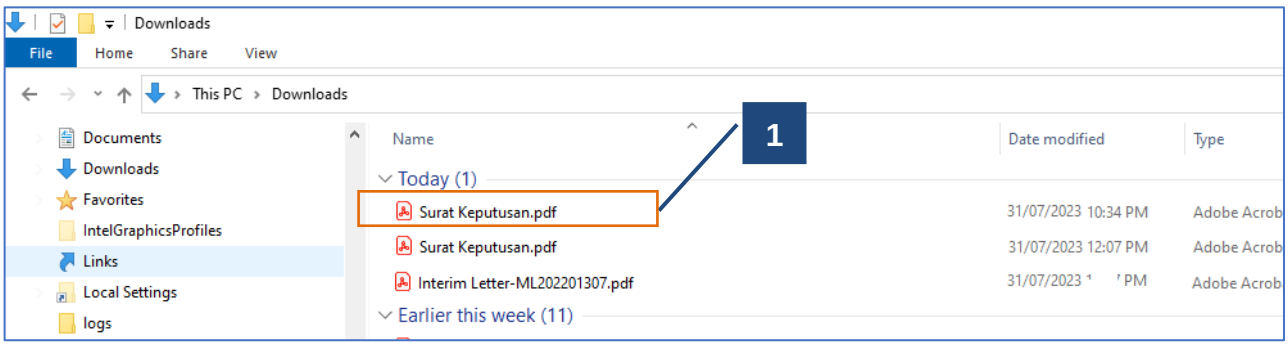
2. System will display the Decision Letter in a new browser tab.

3. Click on the **[Download]** icon to download the document to local folder.

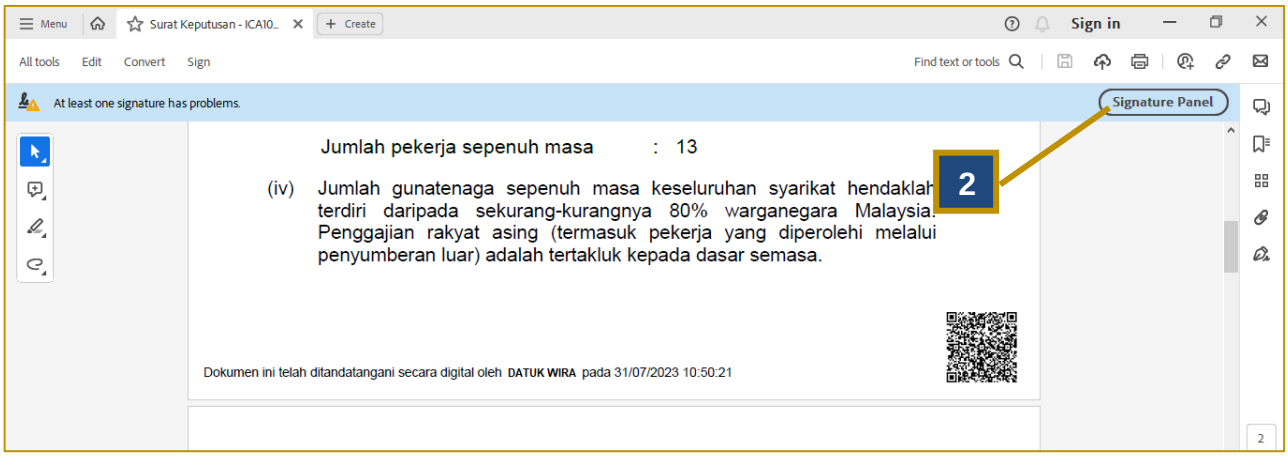


4. System will download the Decision Letter and save in PDF format.

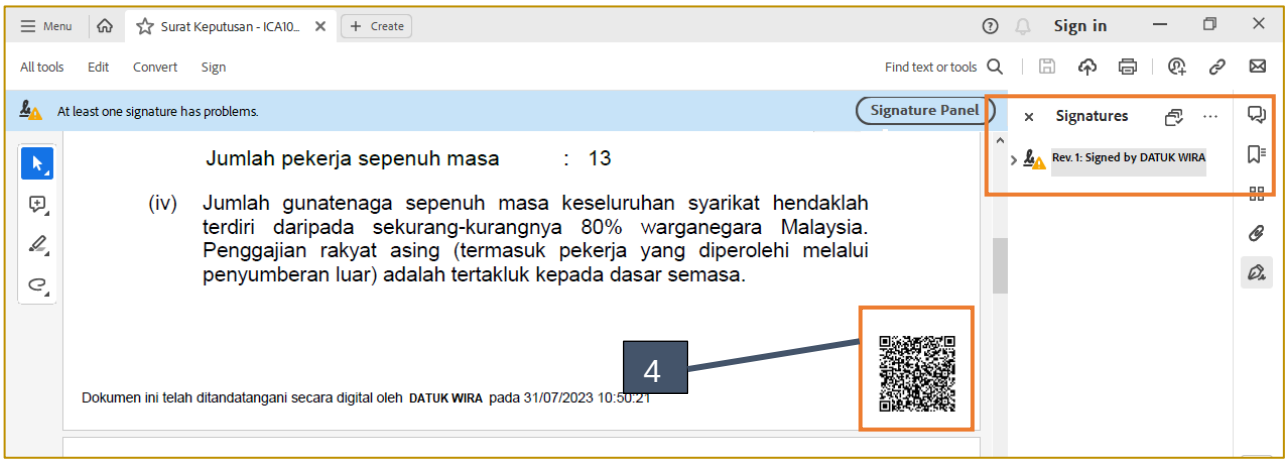
3.14.3 **Verify QR Code**



1. Once the Decision Letter is downloaded, navigate to the location of the document and launch the document.



2. System will display the selected document in PDF Reader application. At the top right of the document, user can click the **[Signature Panel]** to view the digital signature details.



3. System will display the name of the Officer who digitally signed the letter.

4. At the bottom of the first page, there is a QR Code that user can scan using a mobile application to validate the letter.

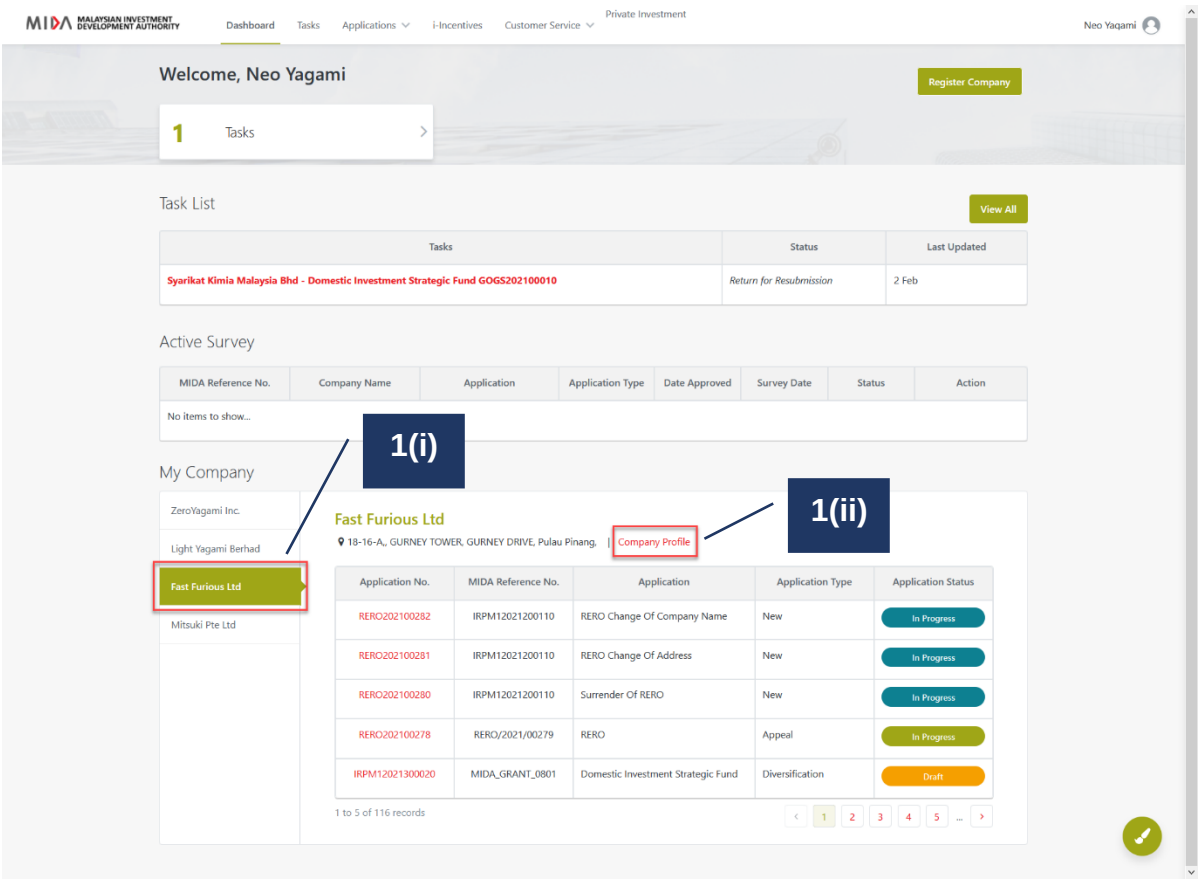
5. The QR Code embedded in the document **can only** be read by **eValidator** mobile application.

6. Please refer to the User Guide document "**[Invest Malaysia] eValidator Mobile Application**" (MIDA QR Code mobile application) on how to install the mobile application.

Chapter 4 APPLICATION (RE / RO STATUS)

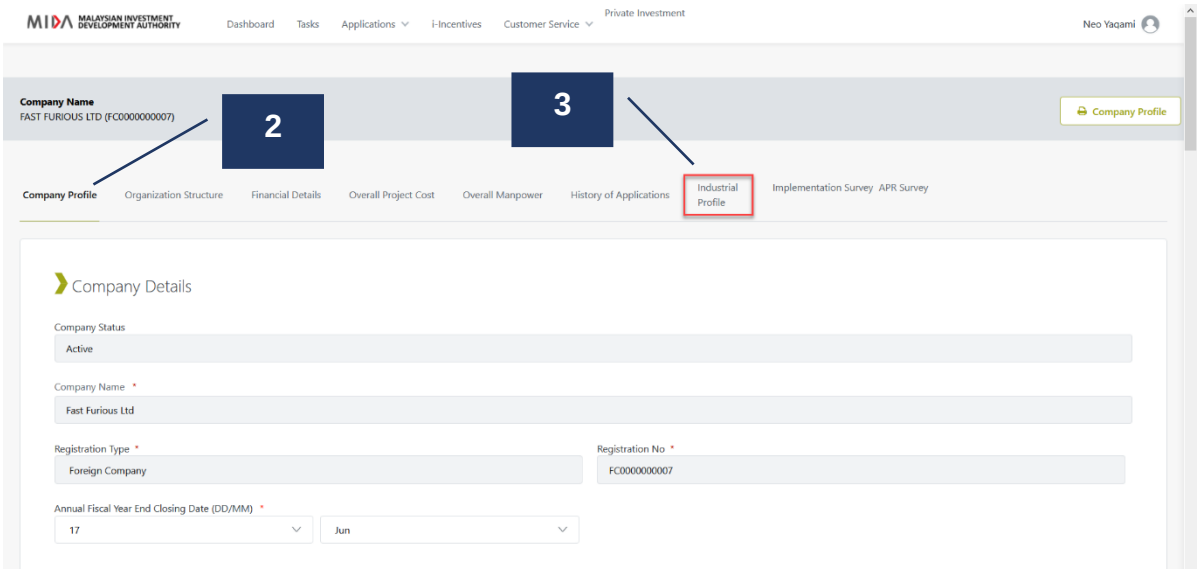
4.1 Change of Company Name

Dashboard



1. Start by:
   i. Hover mouse to the “My Company” section Side Menu on the **‘Dashboard’** page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.
   ii. In the selected company details, click on the **[Company Profile]** link**.**

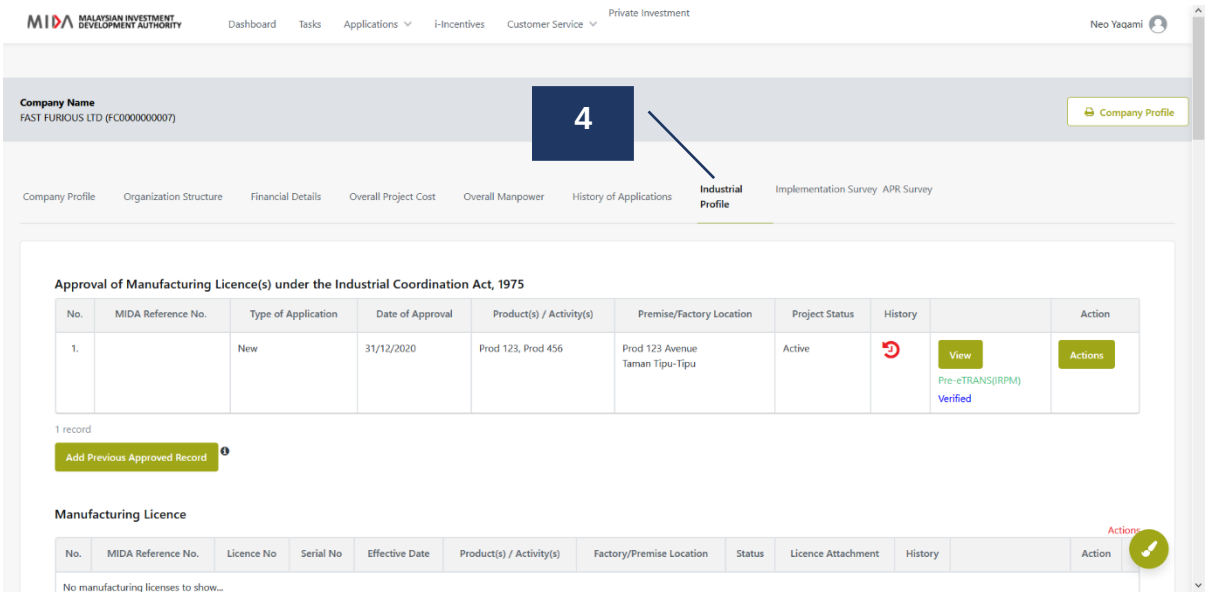
Company Profile



2. System shall redirect to **'Company Profile'** page.

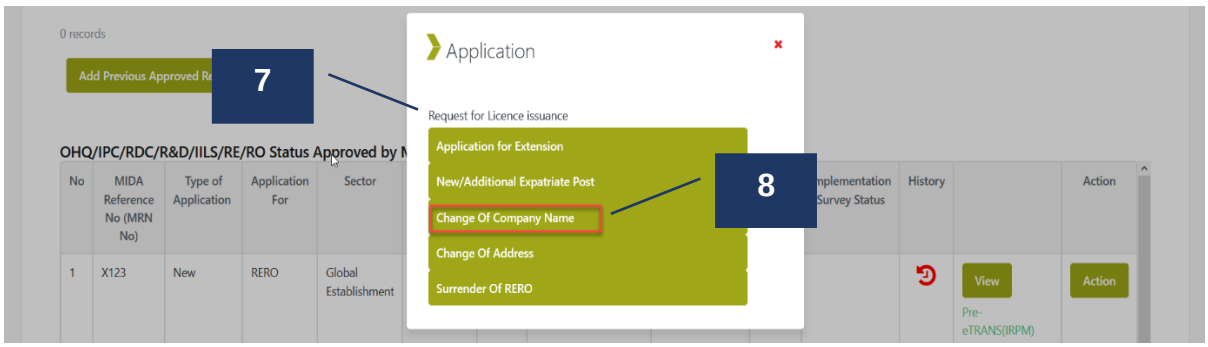
3. Click the **[Industrial Profile]** tab.

Industrial Profile



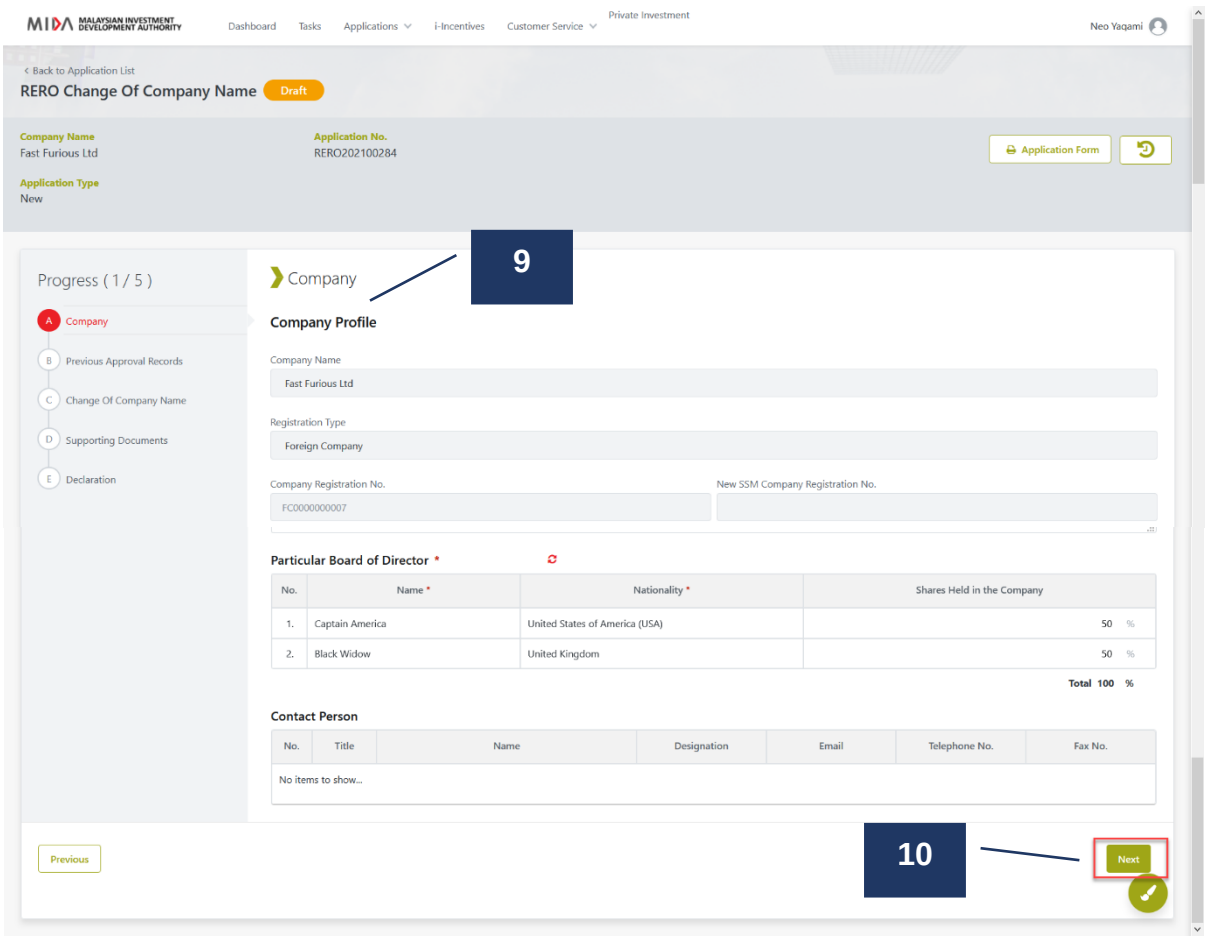
4. System shall redirect to **'Industrial Profile'** page.

5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.
6. Click the **[Action]** button, this applicable only for approved and verified status.



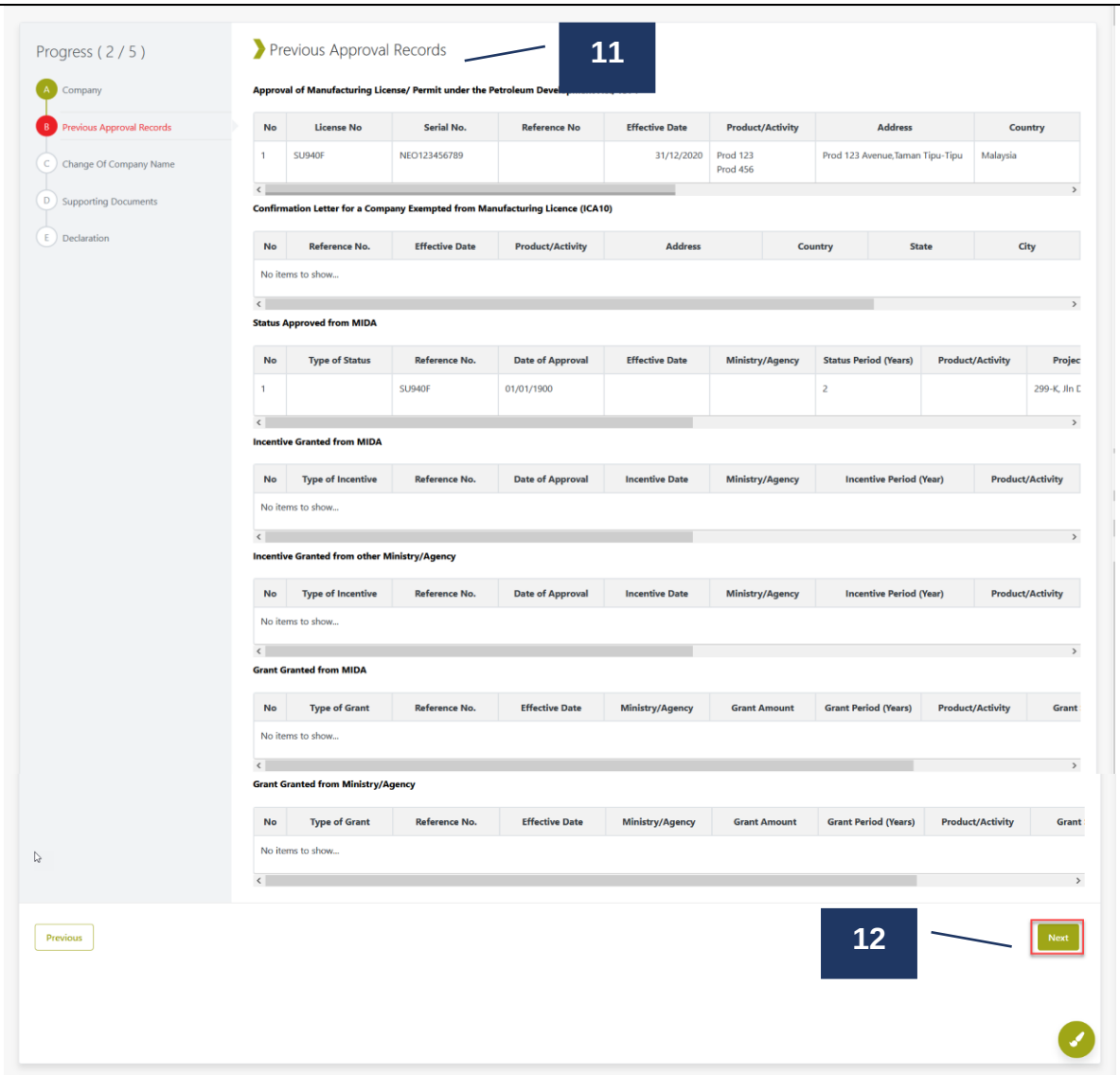
7. System shall display **'Application'** option list.
8. Click the **[Change of Company Name]** button.

Section A – Company



9. The system shall redirect to **'Section A – Company'** page, complete accordingly the required fields if any.
   (Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)
10. Click the **[Next]** button to proceed.

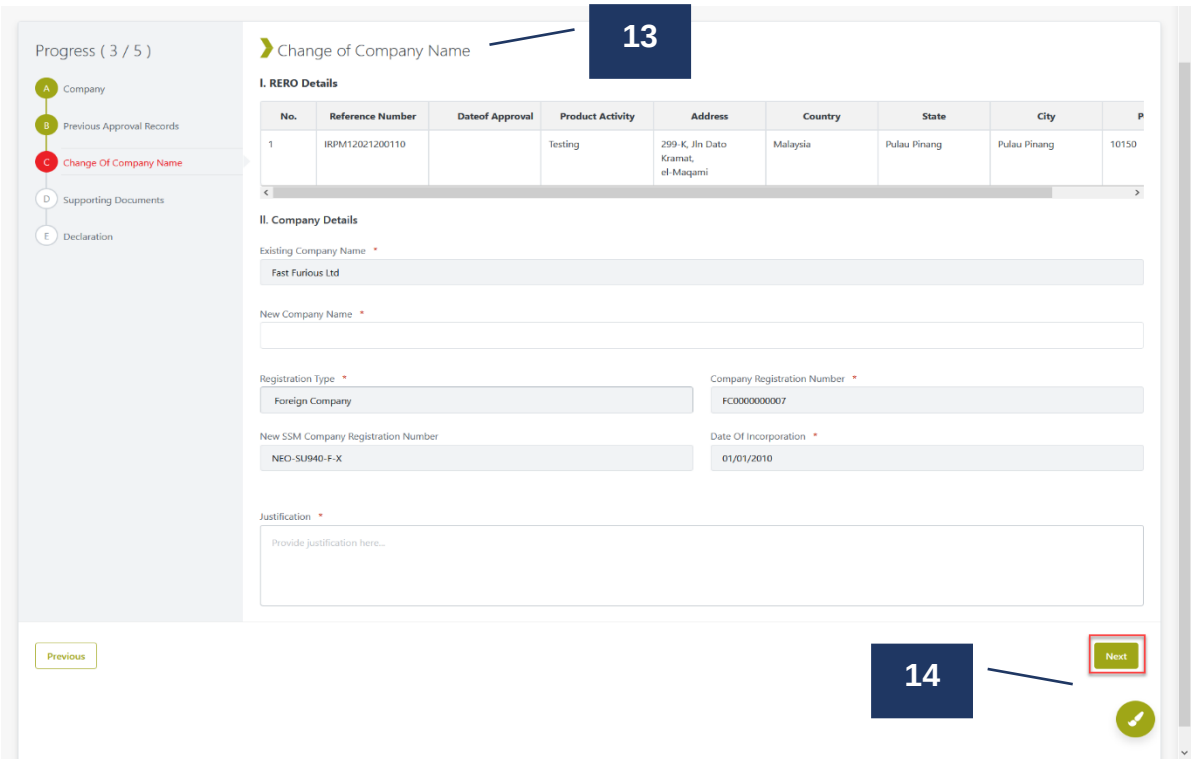
Section B – Previous Approval Records



11. The system shall redirect to **'Section B – Previous Approval Records'** page, previous approved records shall display for user reference.

12. Click the **[Next]** button.

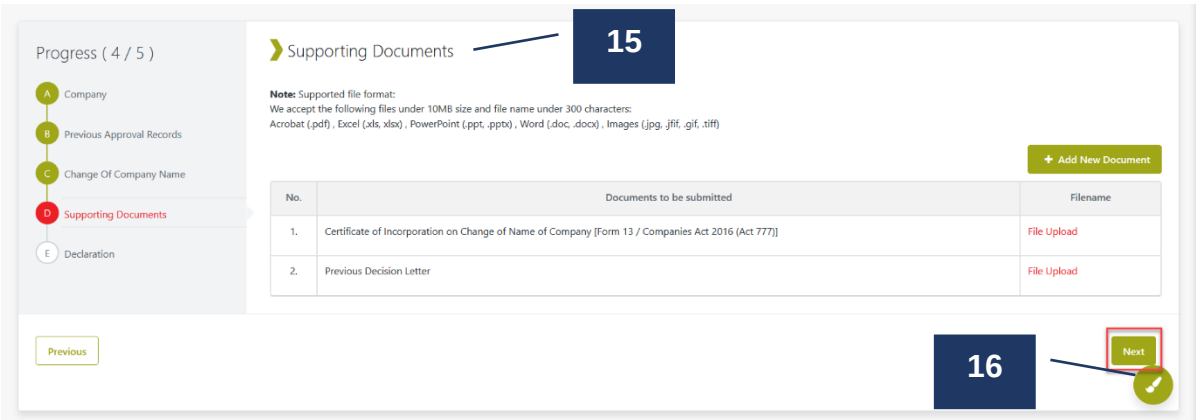
Section C – Change of Company Name



13. The system shall redirect to **'Section C – Change of Company Name'** page, complete the form accordingly.

14. Click the **[Next]** button.

Section D – Supporting Documents

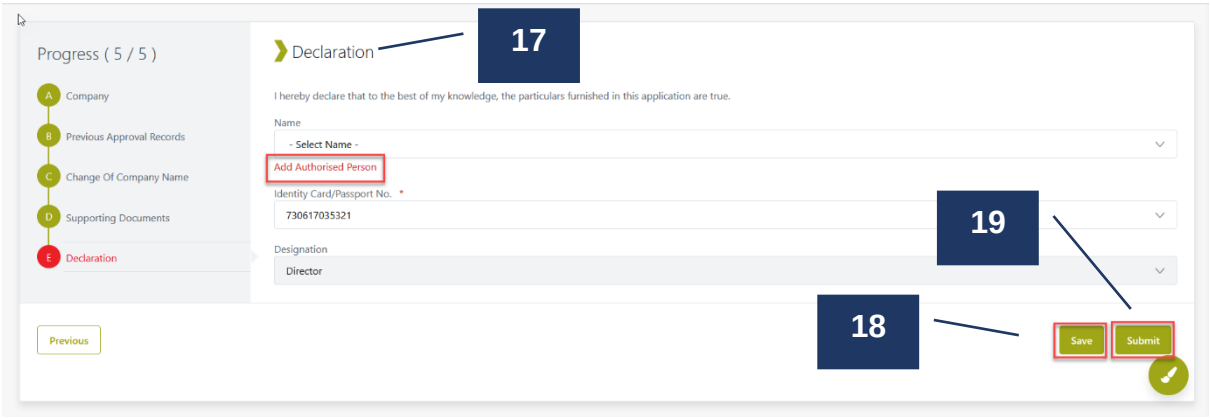


15. The system shall redirect to the **'Section D – Supporting Documents'** page. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.7 Supporting Documents)

16. Click the **[Next]** button once complete data entry.

Section E – Declaration



17. The system will redirect to the **'Section E – Declaration'** page. Complete the form accordingly.

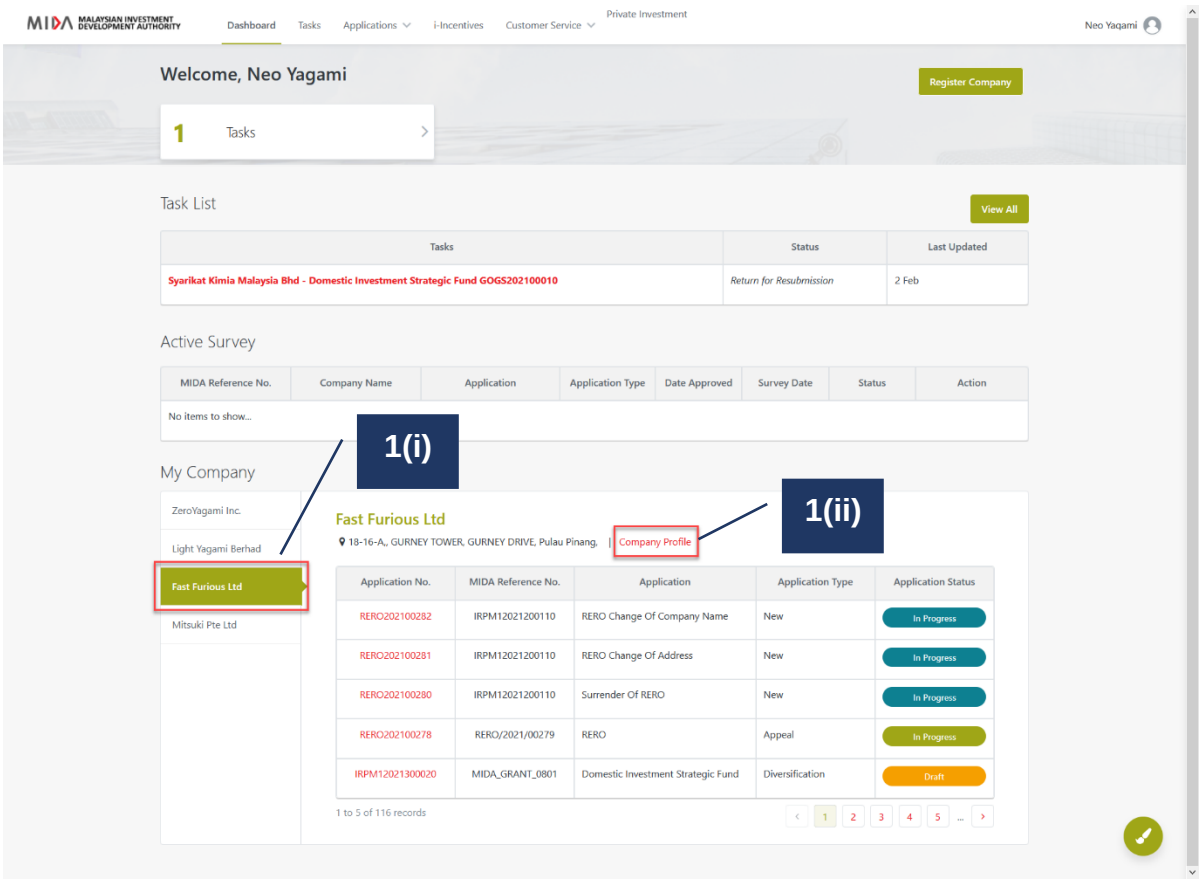
    (Refer to Chapter 3 Common Sections for (All Application): 3.8 Declaration).

18. Click the **[Save]** button will only save the application form as draft.

19. Click the **[Submit]** button will allow user user to proceed with the submission.

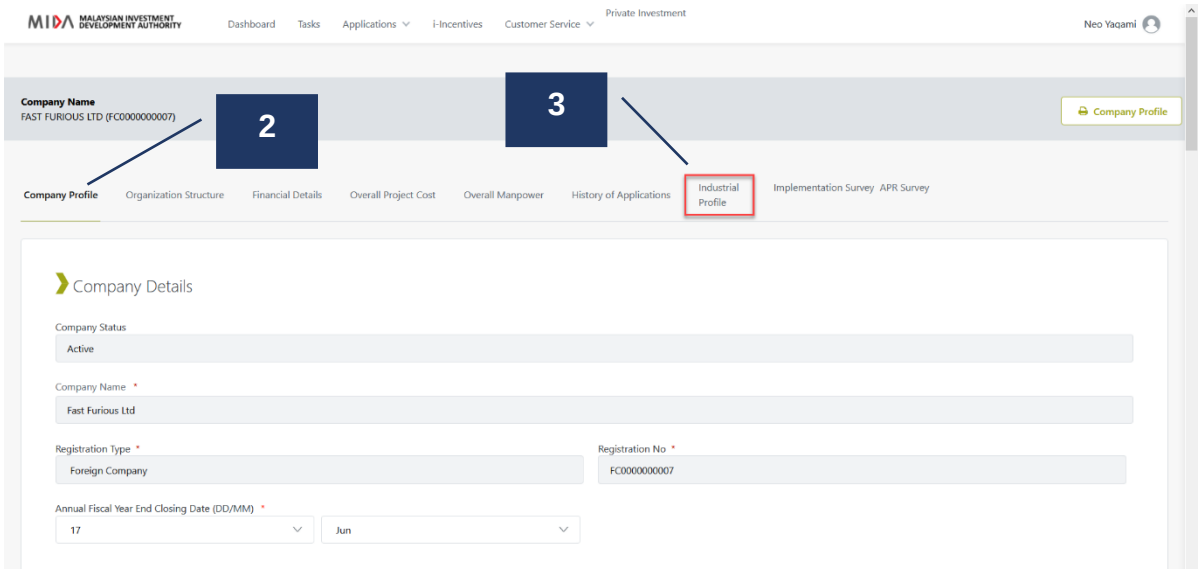
4.2 Change of Address

Dashboard



1. Start by:
    i. Hover mouse to the “My Company” section Side Menu on the **‘Dashboard’** page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.
    ii. In the selected company details, click on the **[Company Profile]** link**.**

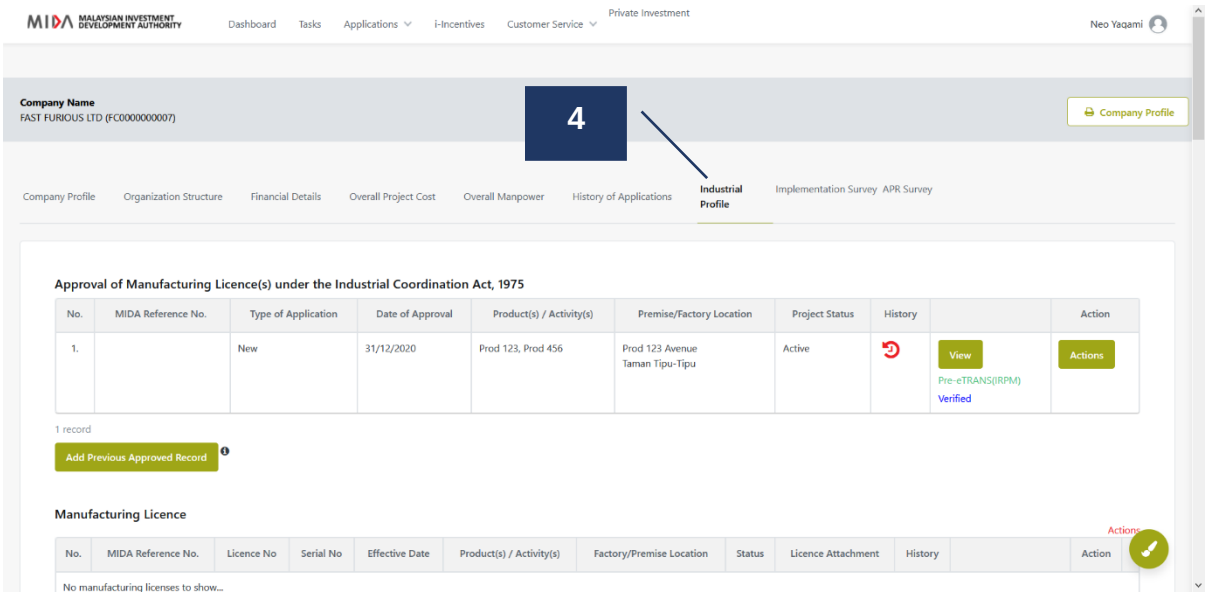
Company Profile



2. System shall redirect to **'Company Profile'** page.

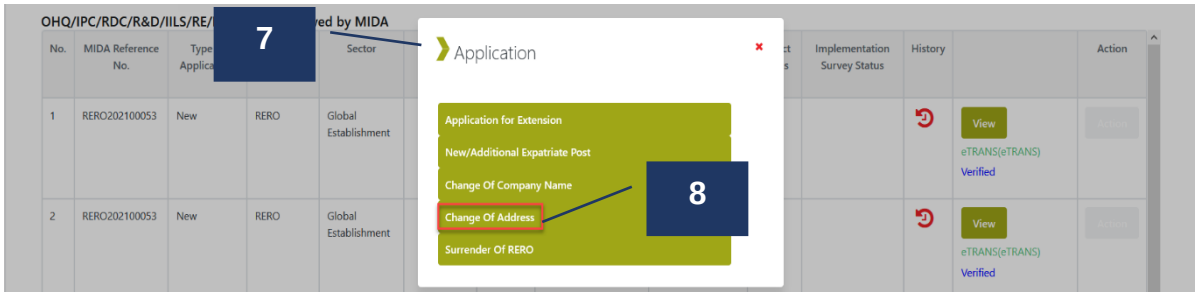
3. Click the **[Industrial Profile]** tab.

Industrial Profile



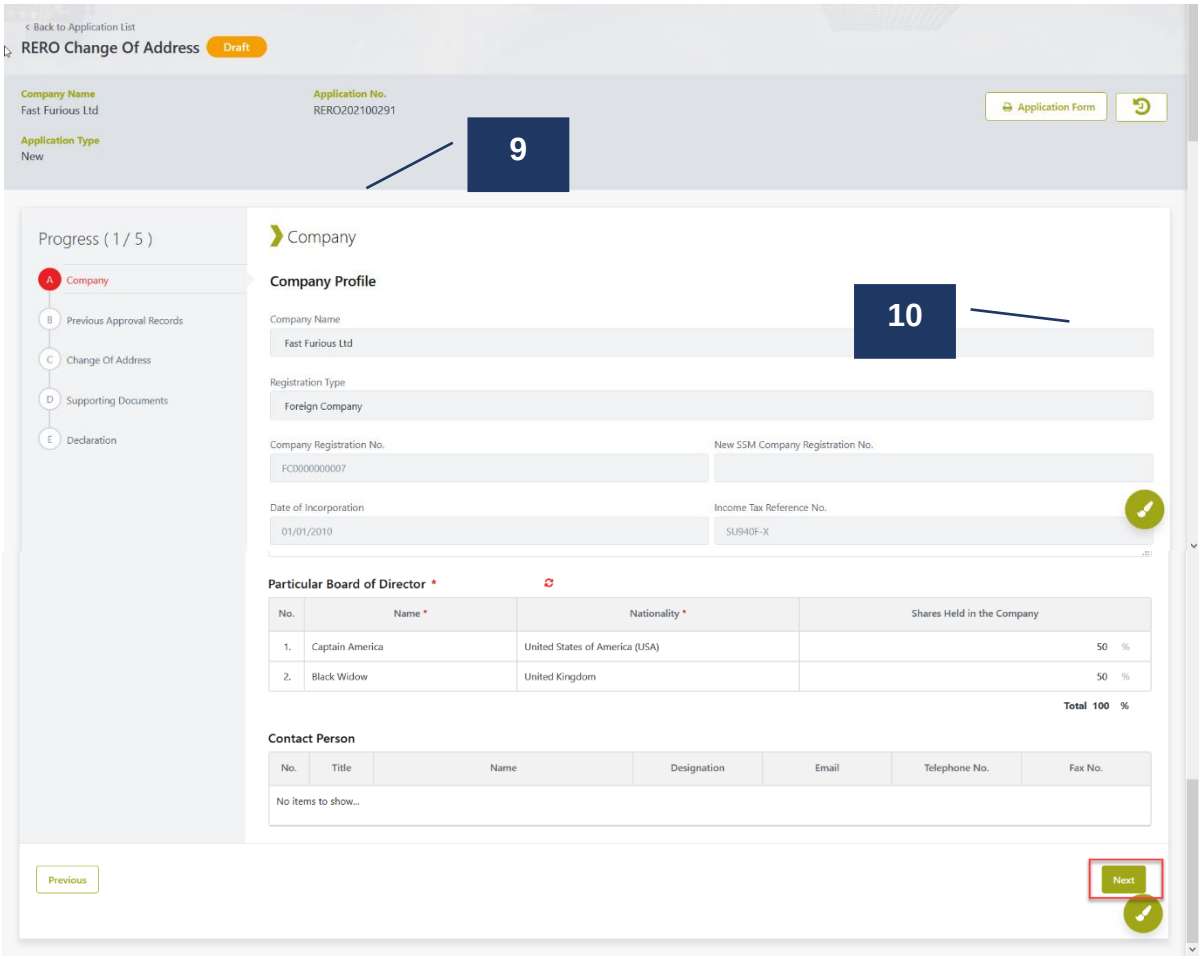
4. System shall redirect to **'Industrial Profile'** page.

5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.
6. Click the **[Action]** button, this applicable only for approved and verified status.



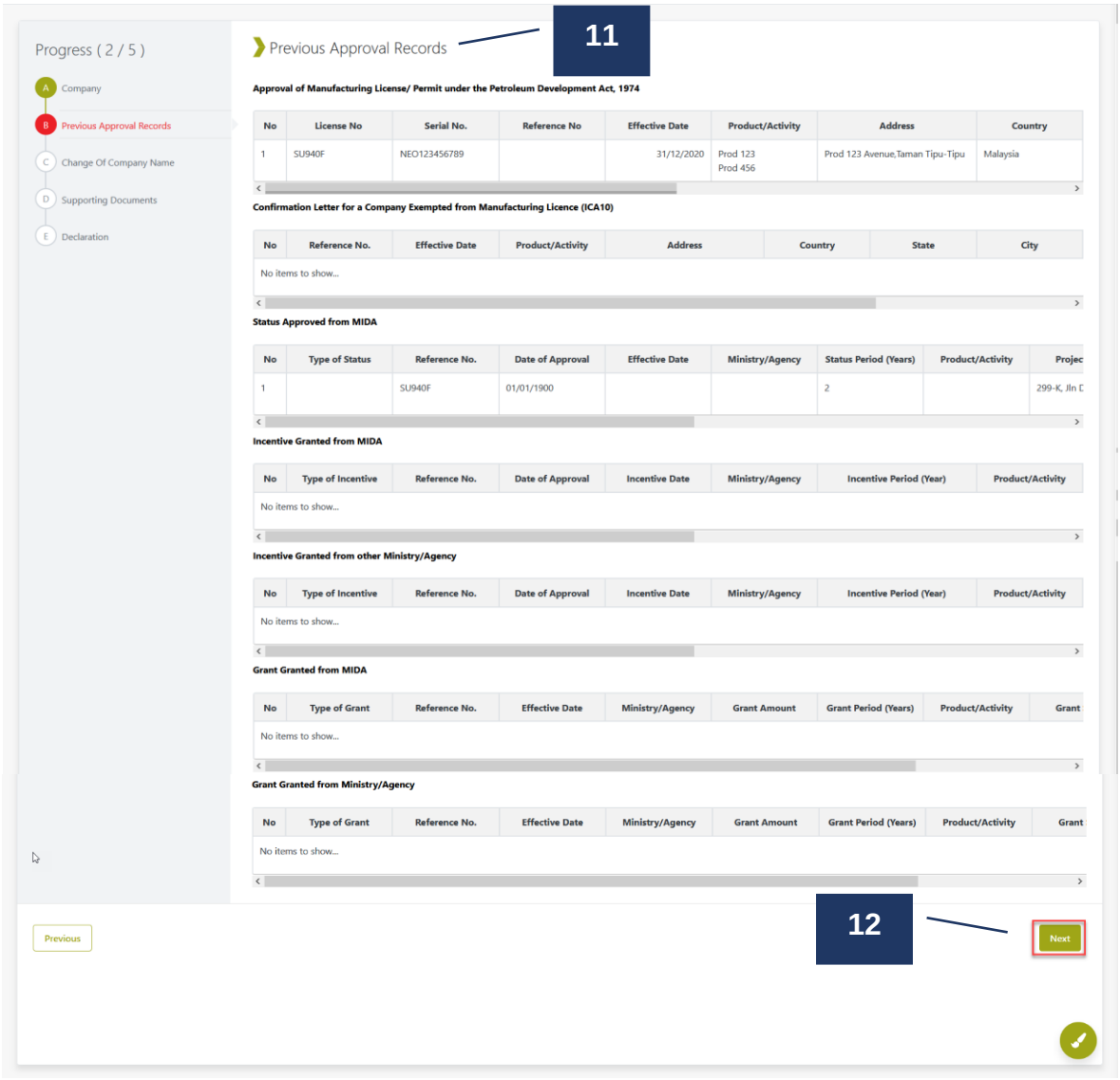
7. System shall display **'Application'** option list.
8. Click the **[Change of Address]** button.

Section A – Company



9. The system shall redirect to **'Section A – Company'** page, complete accordingly the required fields if any.
   (Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)
10. Click the **[Next]** button to proceed.

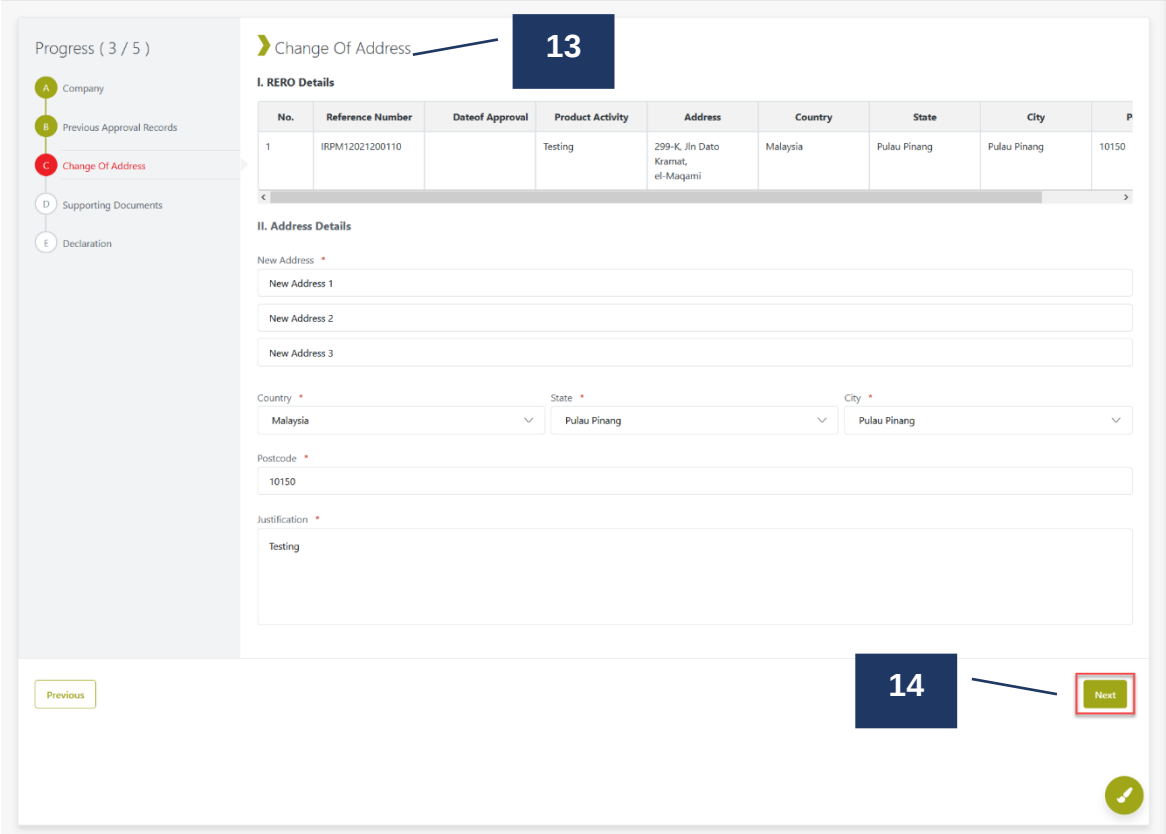
Section B – Previous Approval Records



11. The system shall redirect to **'Section B – Previous Approval Records'** page.

12. Click the **[Next]** button.

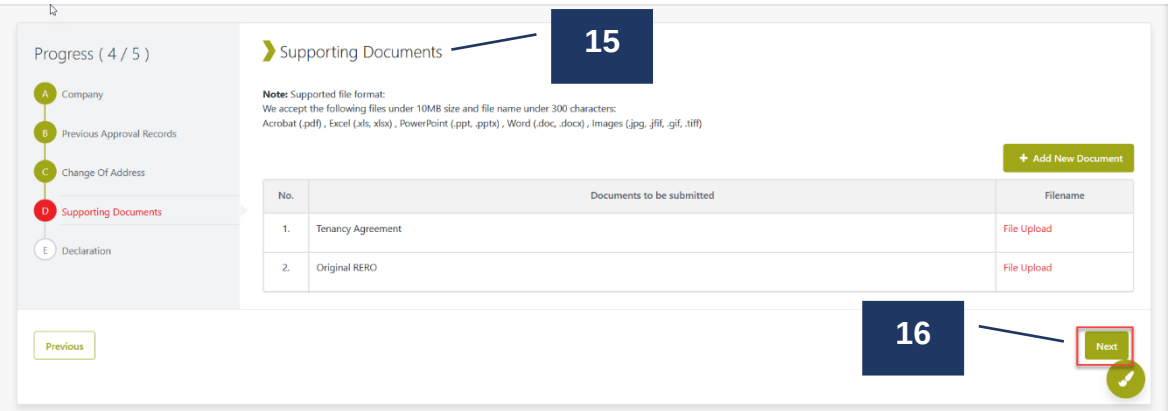
Section C – Change of Address



13. The system shall redirect to **'Section C – Change of Address'** page, complete the form accordingly.

14. Click the **[Next]** button.

Section D – Supporting Documents

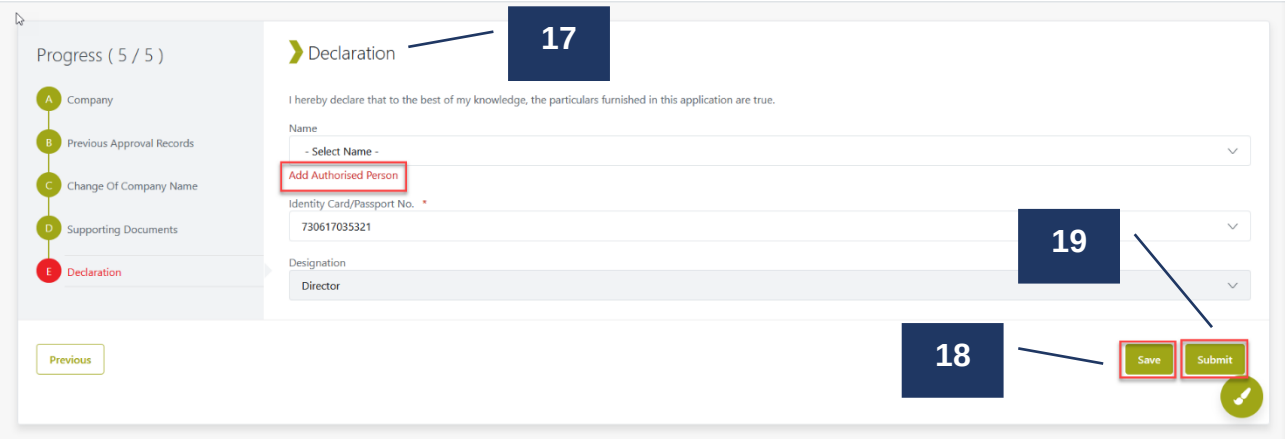


15. The system shall redirect to the **'Section D – Supporting Documents'** page. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.7 Supporting Documents)

16. Click the **[Next]** button once complete data entry.

Section E – Declaration



17. The system will redirect to the **'Section E – Declaration'** page. Complete the form accordingly.

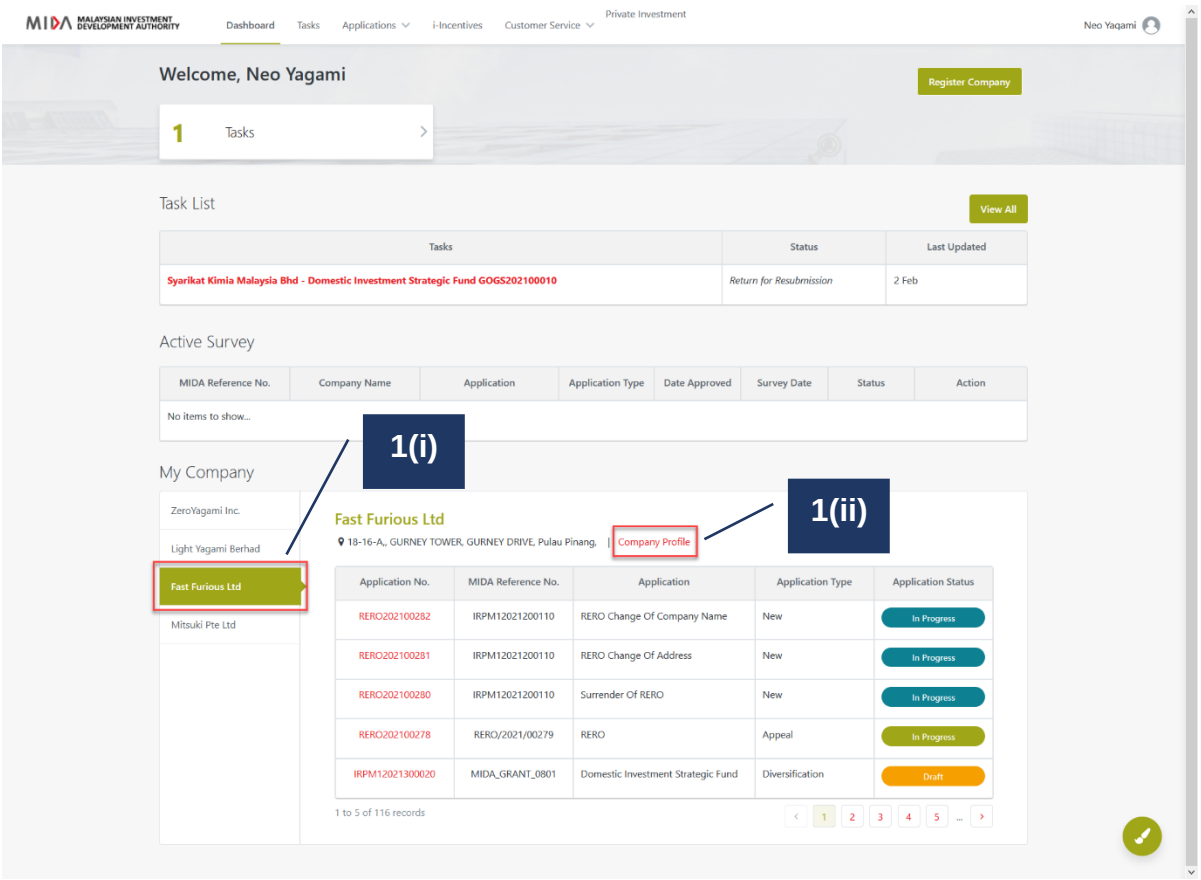
    (Refer to Chapter 3 Common Sections for (All Application): 3.8 Declaration).

18. Click the **[Save]** button will only save the application form as draft.

19. Click the **[Submit]** button will allow user user to proceed with the submission.

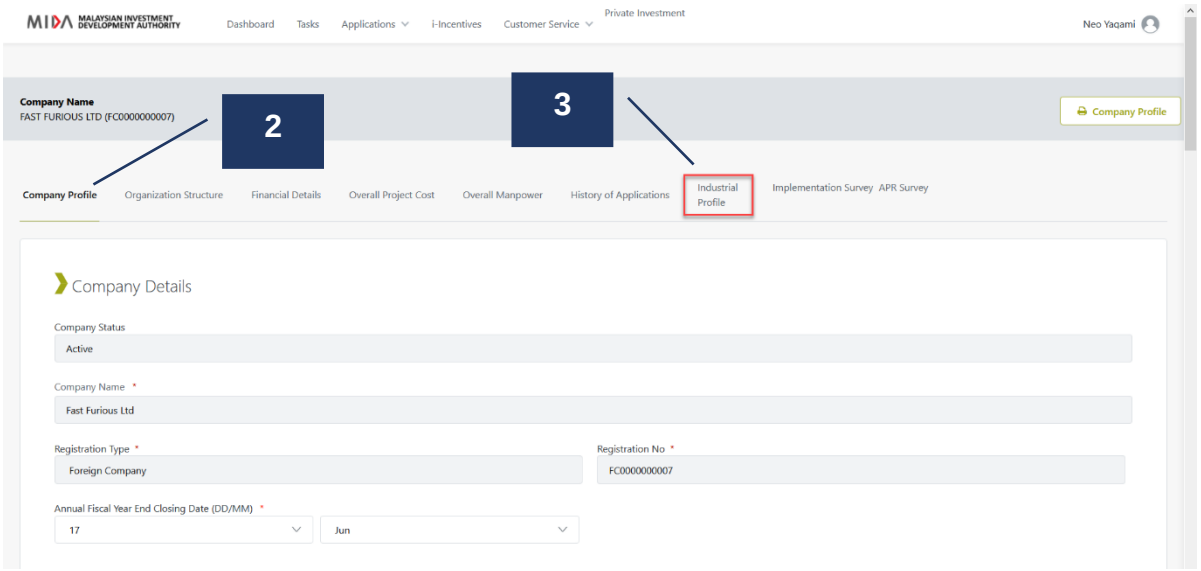
4.3 Surrender of RE / RO

Dashboard



1. Start by:
    i. Hover mouse to the “My Company” section Side Menu on the **‘Dashboard’** page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.
    ii. In the selected company details, click on the **[Company Profile]** link**.**

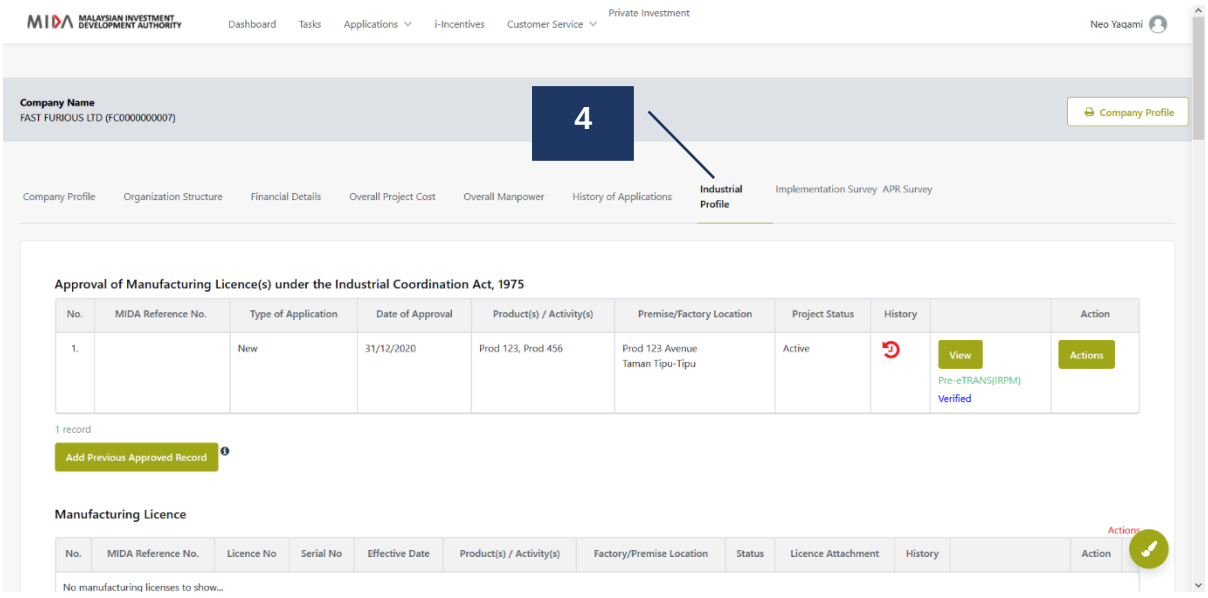
Company Profile



2. System shall redirect to **'Company Profile'** page.

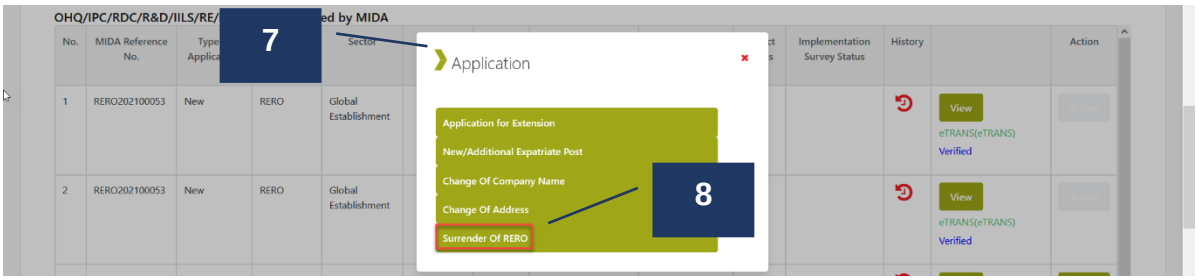
3. Click the **[Industrial Profile]** tab.

Industrial Profile



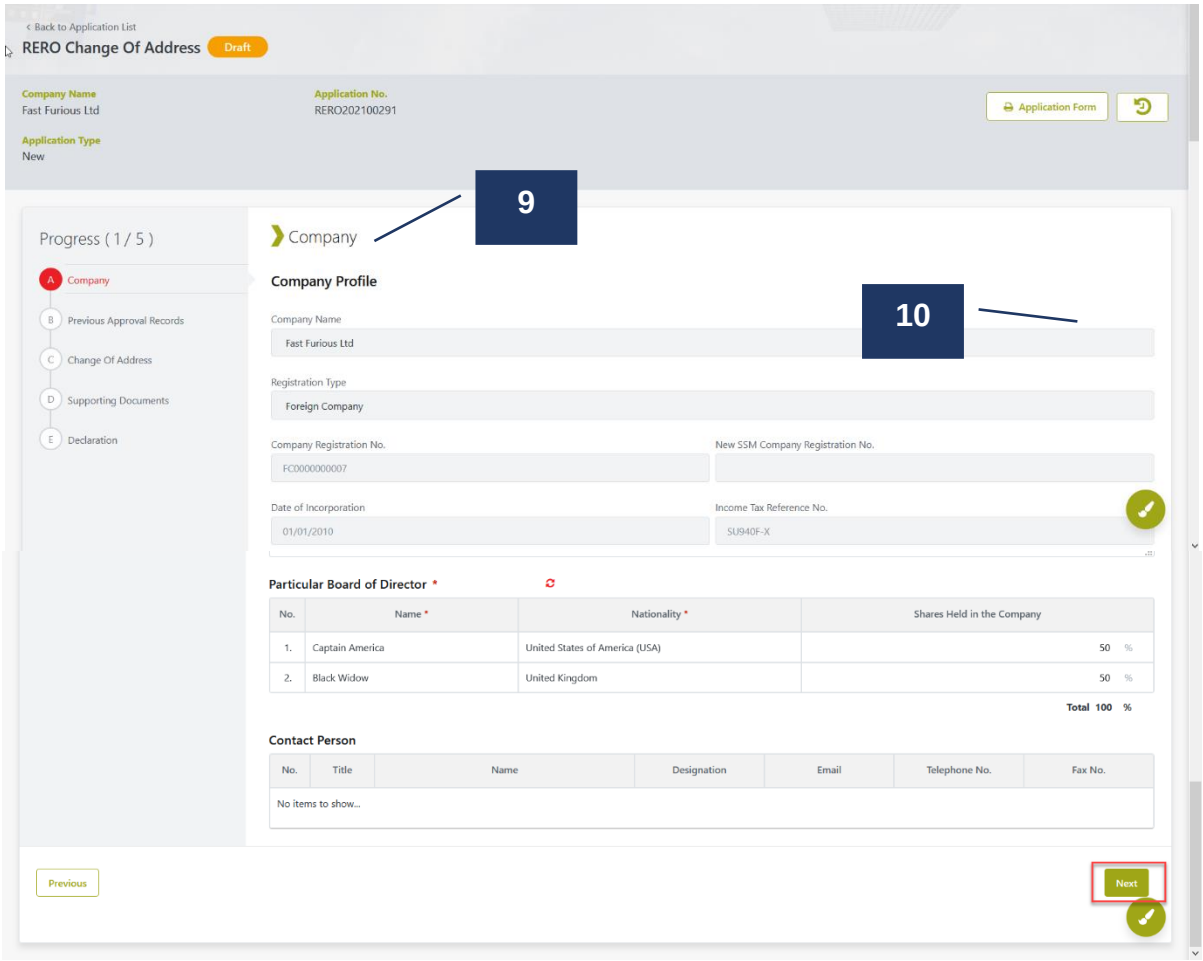
4. System shall redirect to **'Industrial Profile'** page.

5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.
6. Click the **[Action]** button, this applicable only for approved and verified status.



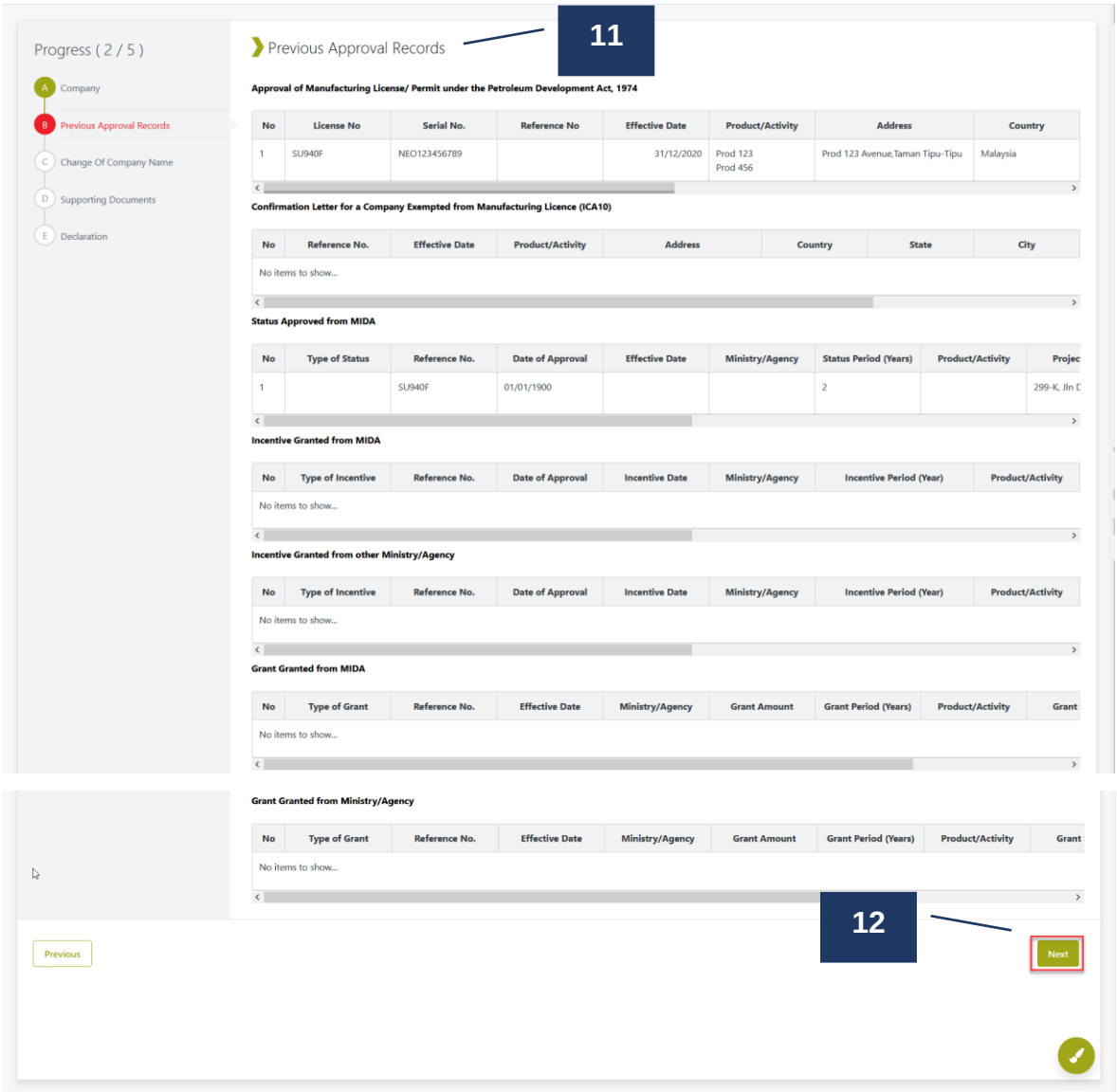
7. System shall display **'Application'** option list.
8. Click the **[Surrender of RERO]** button.

Section A – Company



9. The system shall redirect to **'Section A – Company'** page, complete accordingly the required fields if any.
   (Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)
10. Click the **[Next]** button to proceed.

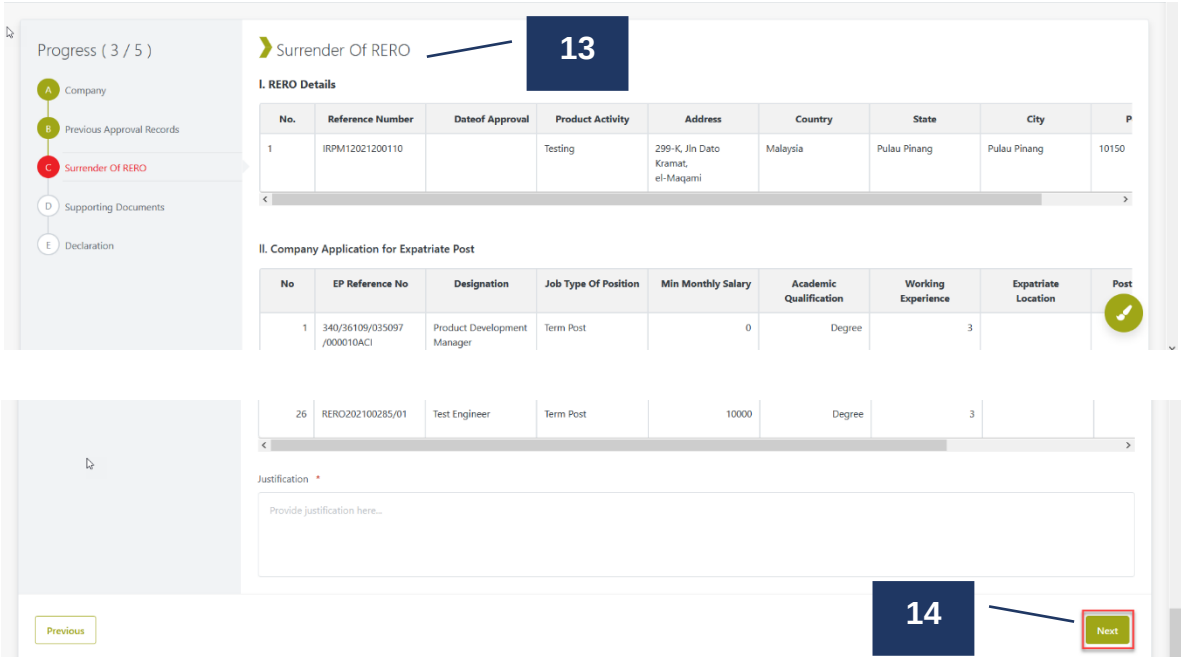
Section B – Previous Approval Records



11. The system shall redirect to **'Section B – Previous Approval Records'** page.

12. Click the **[Next]** button.

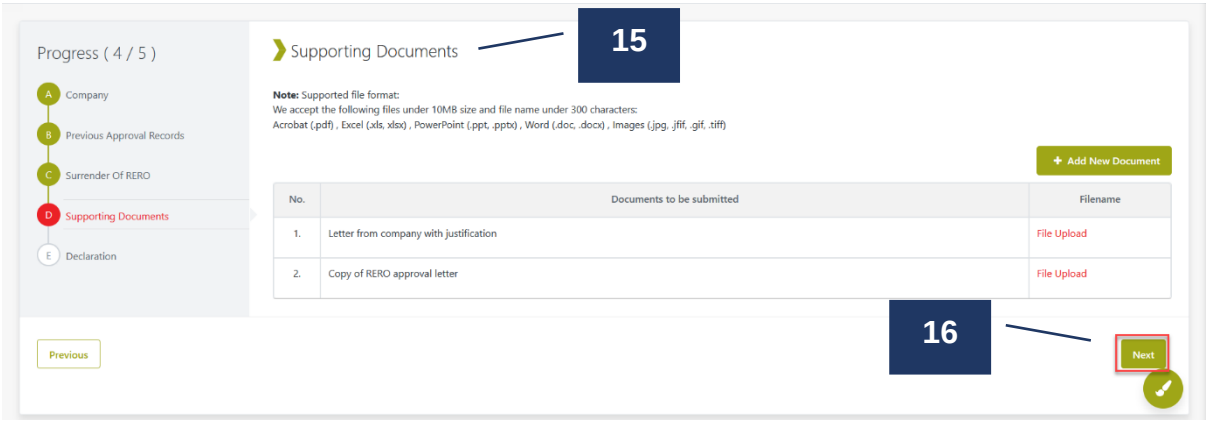
Section C – Surrender of RERO



13. The system shall redirect to **'Section C – Surrender of RERO** page, complete the form accordingly.

14. Click the **[Next]** button.

Section D – Supporting Documents

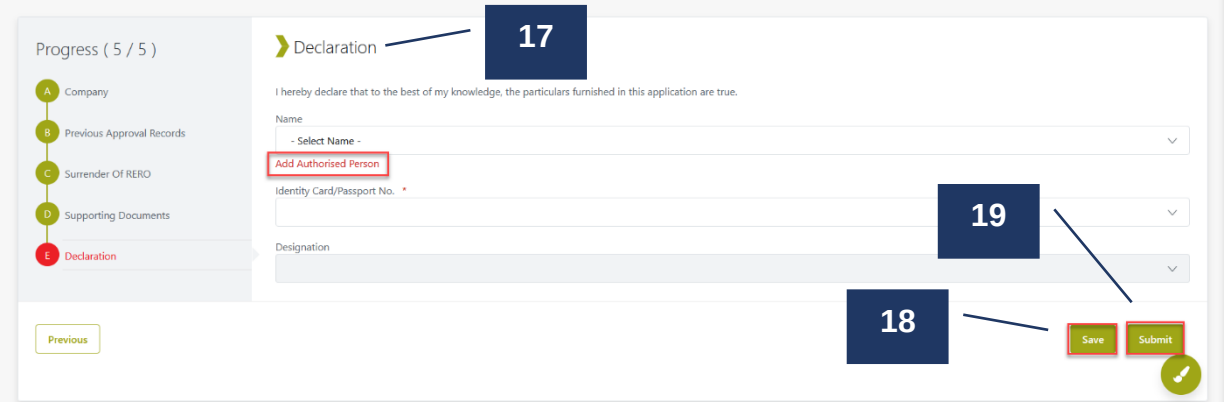


15. The system shall redirect to the **'Section D – Supporting Documents'** page. Complete the form accordingly.

(Refer to Chapter 3 Common Sections for (All Application): 3.7 Supporting Documents)

16. Click the **[Next]** button once complete data entry.

Section E – Declaration



17. The system will redirect to the **'Section E – Declaration'** page. Complete the form accordingly.
    (Refer to Chapter 3 Common Sections for (All Application): 3.8 Declaration).
18. Click the **[Save]** button will only save the application form as draft.
19. Click the **[Submit]** button will allow user user to proceed with the submission.