MIDA
MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia

investmalaysia.mida.gov.my

Jawatankuasa Pengecualian Cukai (JPC)

User Guide for

Raw Materials and Components (Iron and Steel, HS Code 7201-7316) Domestic Market

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Learn About the System

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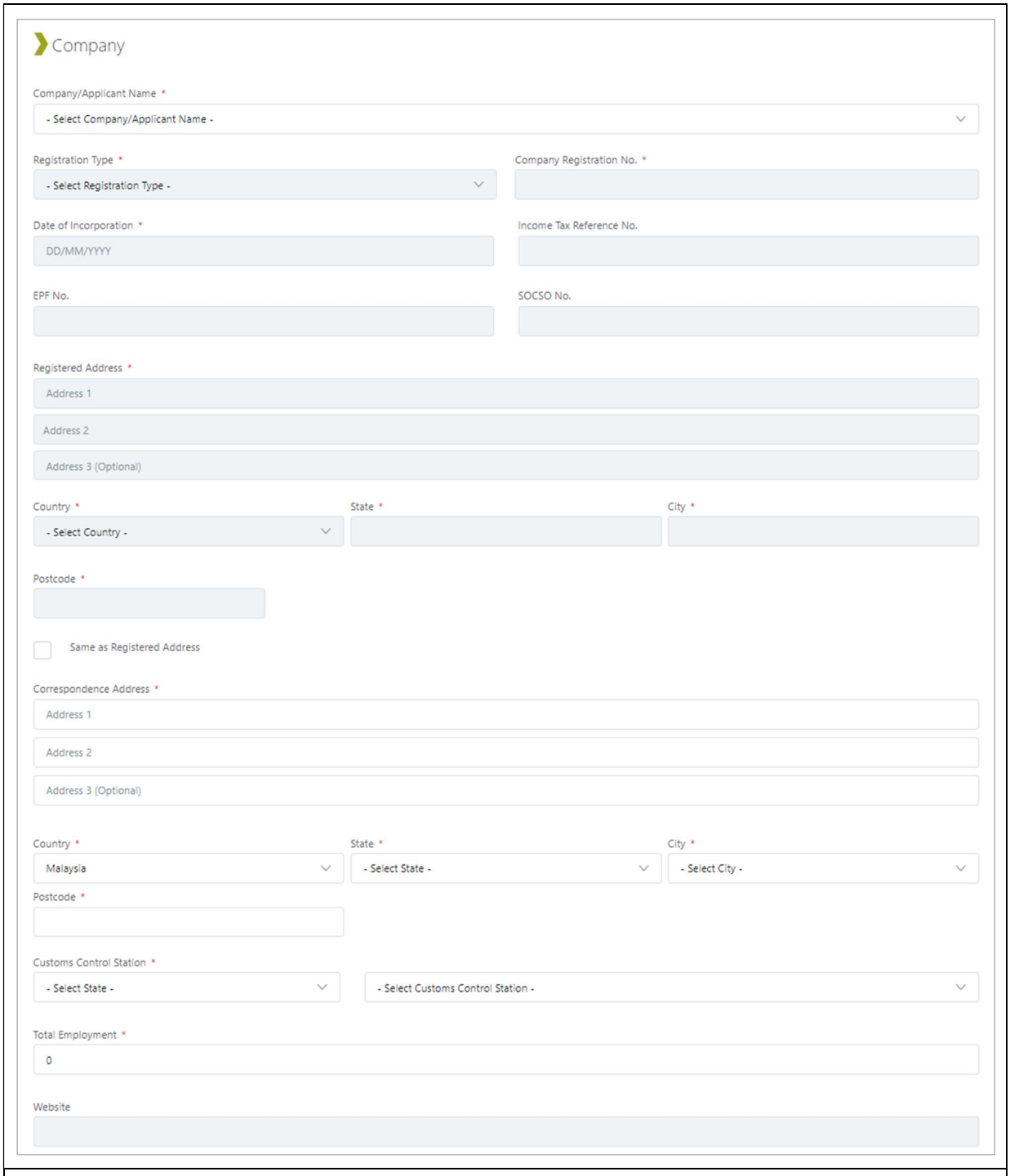
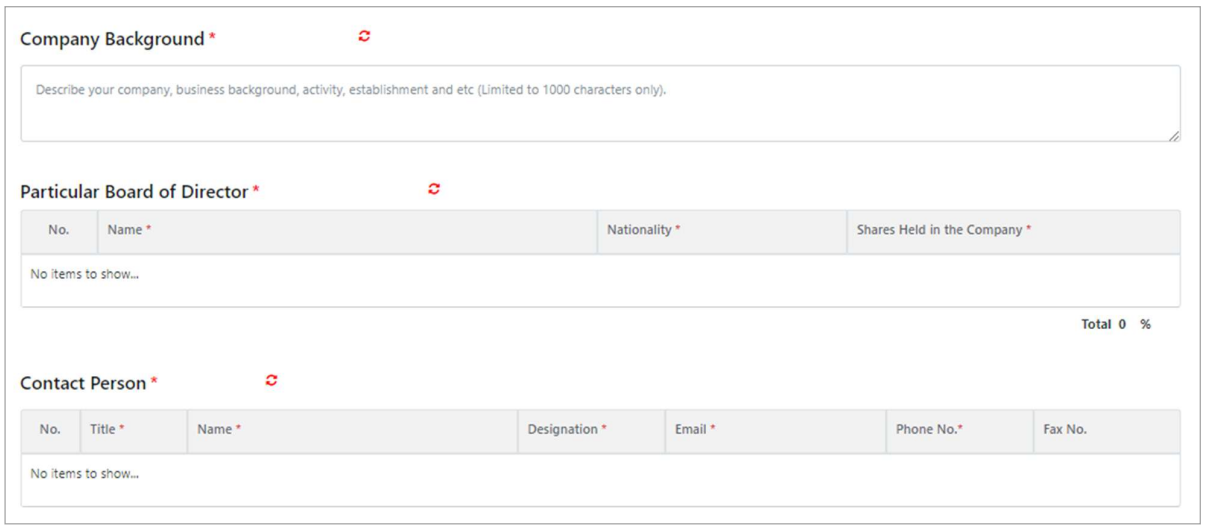
Chapter 1 COMMON SECTIONS

1.1 Company



1. Fill-in required details in:
   a) Company



c) Company Background

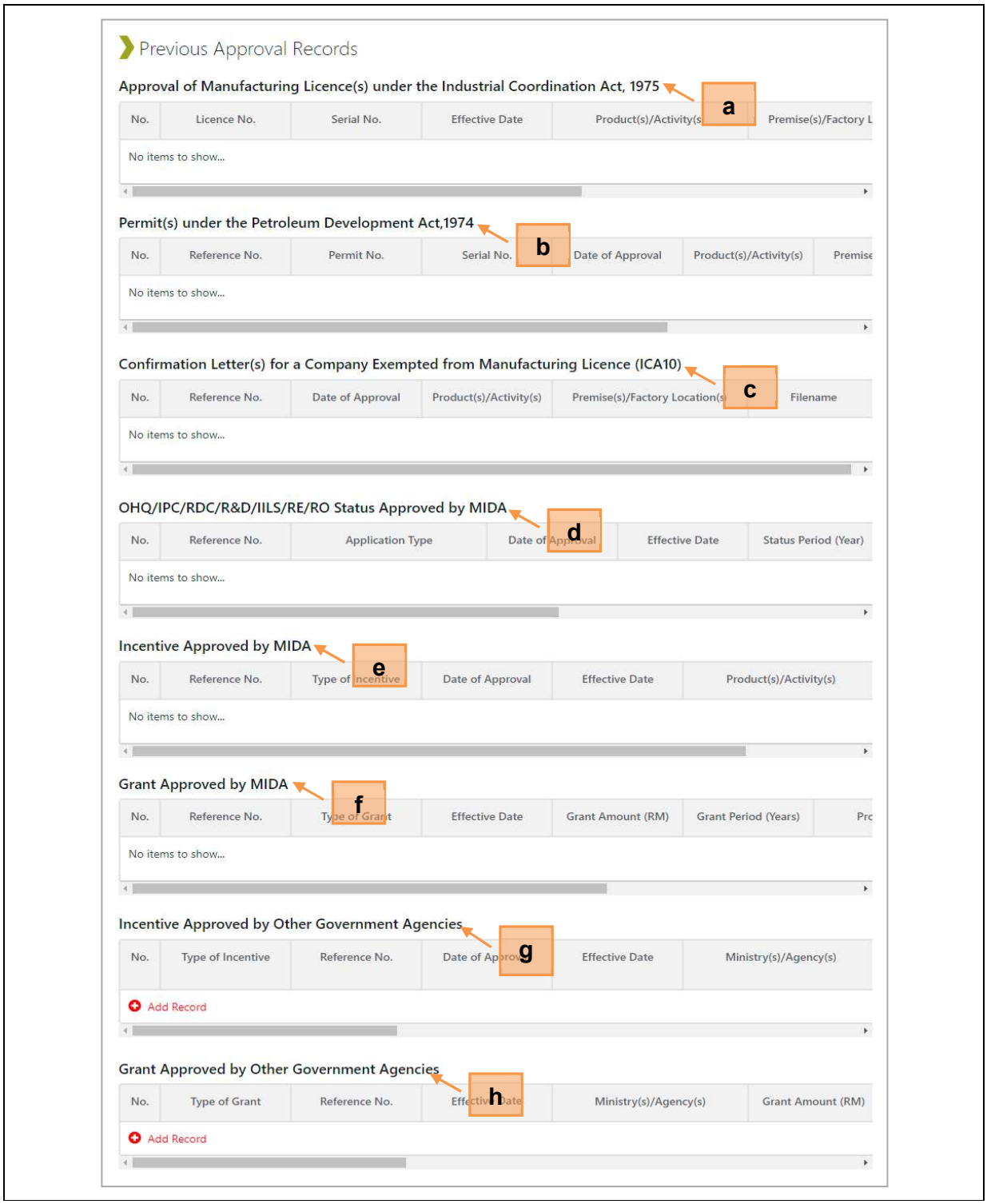
d) Particular Board of Director

e) Contact Person

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

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

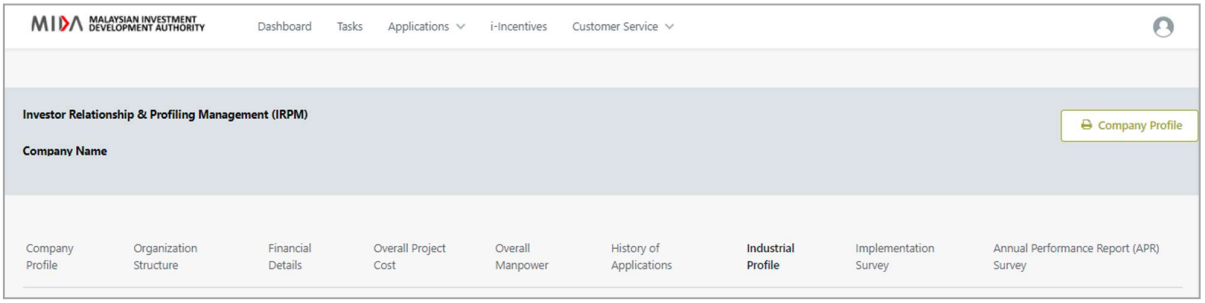
1.2 Previous Approval Records





Fill in all required information in the Company Profile

1. Go to Company Dashboard and click the **[Company Profile]** link

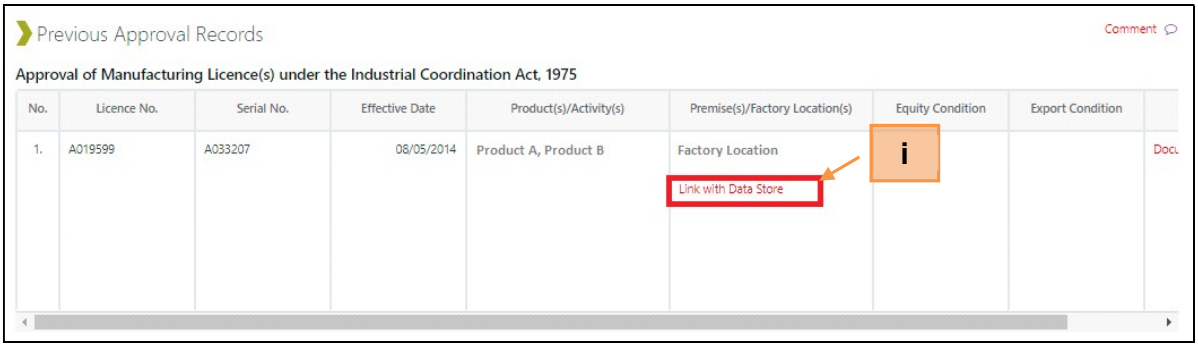


2. Click the **[Industrial Profile]** tab

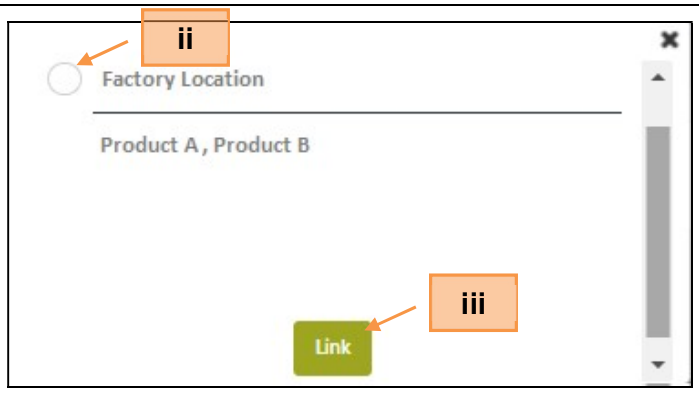


a) Approval of Manufacturing Licence(s) under the Industrial Coordination Act, 1975
(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.
Chapter 3 Industrial Profile : 3.8.1 and 3.8.2)

- Only Verified Manufacturing Licence(s) will be displayed in this section.

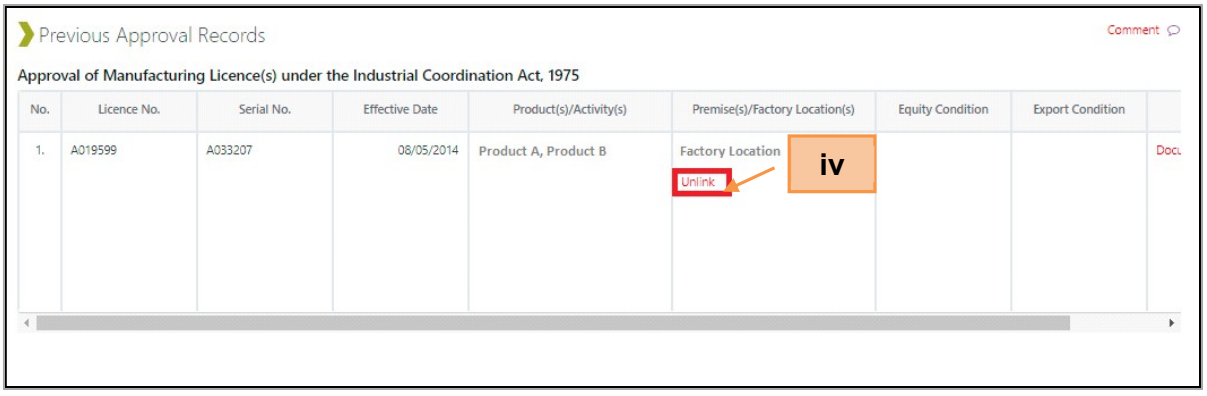


i. Click **[Link with Data Store]** to link/sync the Factory Location in Section C: Previous Approval Record/Data Store with Factory Location in IRPM (Industrial Profile).

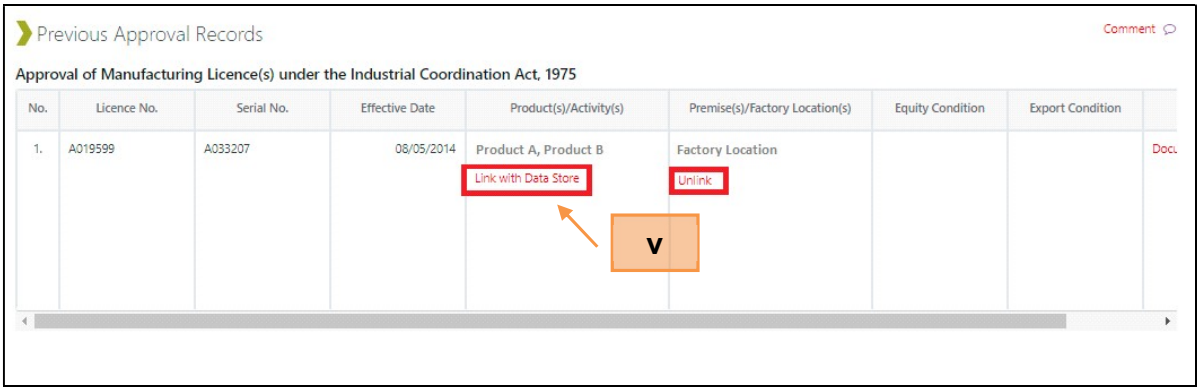


ii. Select the Factory Location radio button (Please ensure the Factory Location is same then can proceed to link/sync.

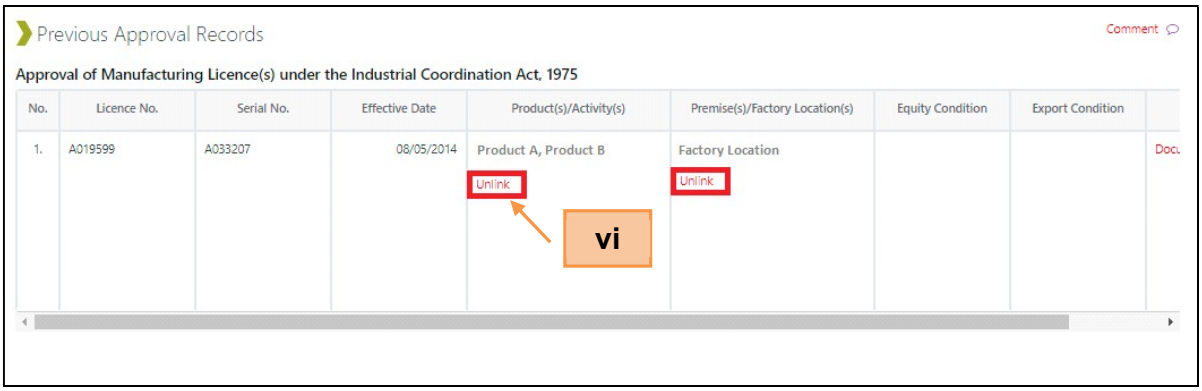
iii. Click the **[Link]** button



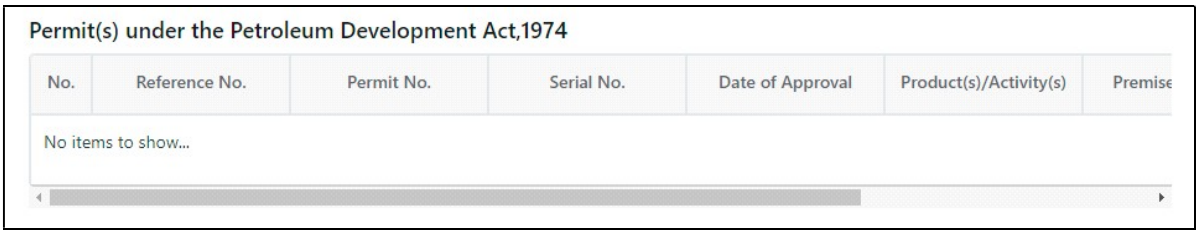
iv. Click **[Unlink]** to unlink/unsync the Factory Location in Section C: Previous Approval Record/Data Store with Factory Location in IRPM (Industrial Profile). This function can be used if the company select the wrong Factory Location.



v. Click **[Link with Data Store]** to link/sync the Product(s)/Activity(s) in Section C: Previous Approval Record/Data Store with Product(s)/Activity(s) in IRPM (Industrial Profile).



vi. Click **[Unlink]** to unlink/unsync the Product(s)/Activity(s) in Section C: Previous Approval Record/Data Store with Product(s)/Activity(s) in IRPM (Industrial Profile). This function can be used if the company select the wrong Product(s)/Activity(s).



b) Permit(s) under the Petroleum Development Act,1974

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide. Chapter 3 Industrial Profile : 3.8.3)

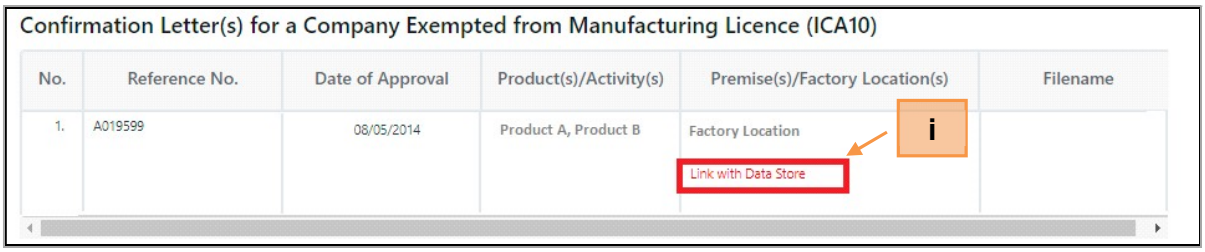
- Only Verified Permit(s) will be displayed in this section.



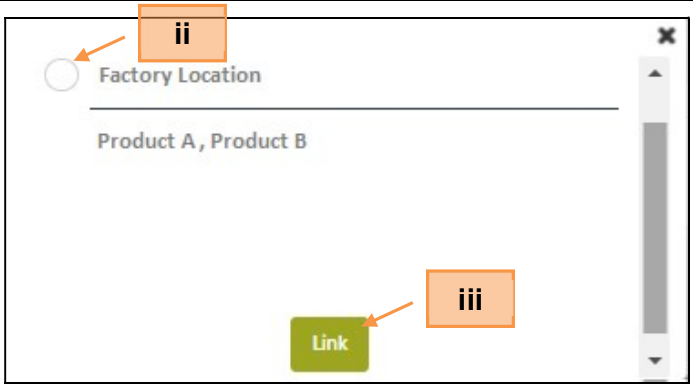
c) Confirmation Letter(s) for a Company Exempted from Manufacturing Licence (ICA10)

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide. Chapter 3 Industrial Profile : 3.8.5)

- Only Verified Confirmation Letter(s) will be displayed in this section.

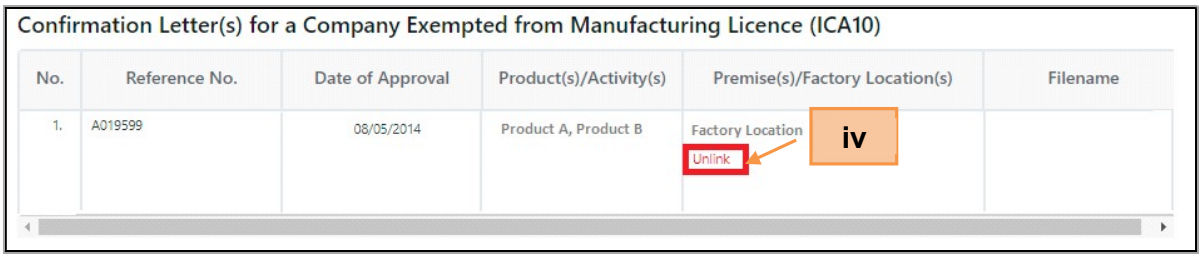


i. Click **[Link with Data Store]** to link/sync the Factory Location in Section C: Previous Approval Record/Data Store with Factory Location in IRPM (Industrial Profile).

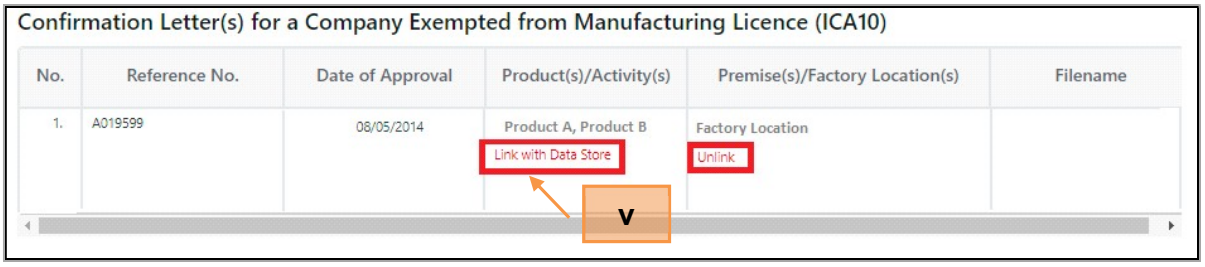


ii. Select the Factory Location radio button (Please ensure the Factory Location is same then can proceed to link/sync.

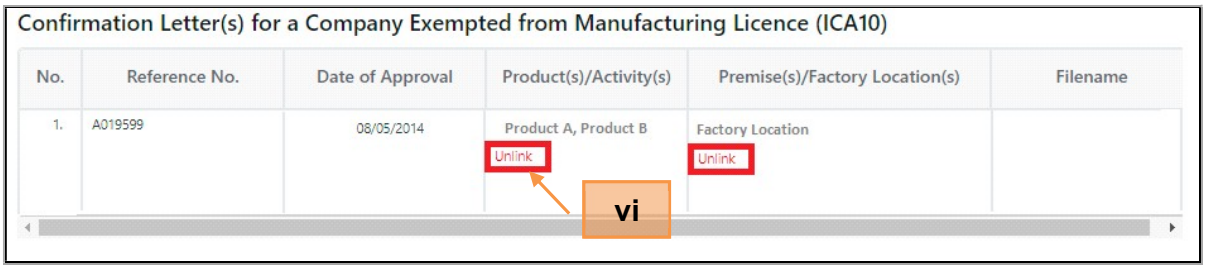
iii. Click the **[Link]** button



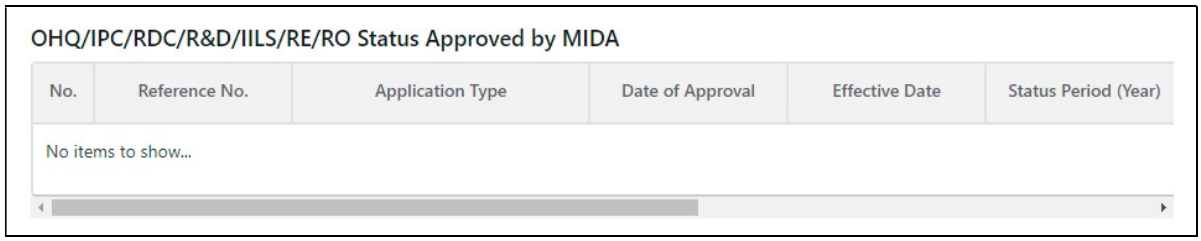
iv. Click **[Unlink]** to unlink/unsync the Factory Location in Section C: Previous Approval Record/Data Store with Factory Location in IRPM (Industrial Profile). This function can be used if the company select the wrong Factory Location.



v. Click **[Link with Data Store]** to link/sync the Product(s)/Activity(s) in Section C: Previous Approval Record/Data Store with Product(s)/Activity(s) in IRPM (Industrial Profile).



vi. Click **[Unlink]** to unlink/unsync the Product(s)/Activity(s) in Section C: Previous Approval Record/Data Store with Product(s)/Activity(s) in IRPM (Industrial Profile). This function can be used if the company select the wrong Product(s)/Activity(s).



d) OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile : 3.8.6)

- Only Verified OHQ/IPC/RDC/R&D/IILS/RE/RO will be displayed in this section.



e) Incentive Approved by MIDA

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile : 3.8.7)

- Only Verified Incentive will be displayed in this section.



f) Grant Approved by MIDA

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile : 3.8.8)

- Only Verified Grant will be displayed in this section.



g) Incentive Approved by Other Government Agencies (if applicable)

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

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

iii. Fill in required details:

- Type of Incentive
- Reference No.
- Date of Approval
- Effective Date
- Ministry(s)/Agency(s)
- Incentive Period (Years)
- Product(s)/Activity(s)
- Premise(s)/Factory Location(s)
- Incentive Status
- Filename (Attachment)

iv. Click **[Save) button**

v. The system will save and display an Incentive Approved by Other Government Agencies record.



h) Grant Approved by Other Government Agencies (if applicable)

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

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

iii. Fill in required details:

- Type of Grant
- Reference No.
- Effective Date
- Ministry(s)/Agency(s)
- Grant Amount (RM)
- Grant Period (Years)
- Product(s)/Activity(s)
- Premise(s)/Factory Location(s)
- Grant Status
- Filename (Attachment)

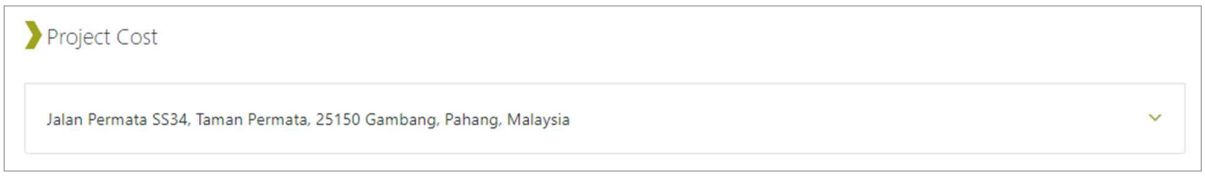
iv. Click  **[Save) button**

v. The system will save and display a Grant Approved by Other Government Agencies record.

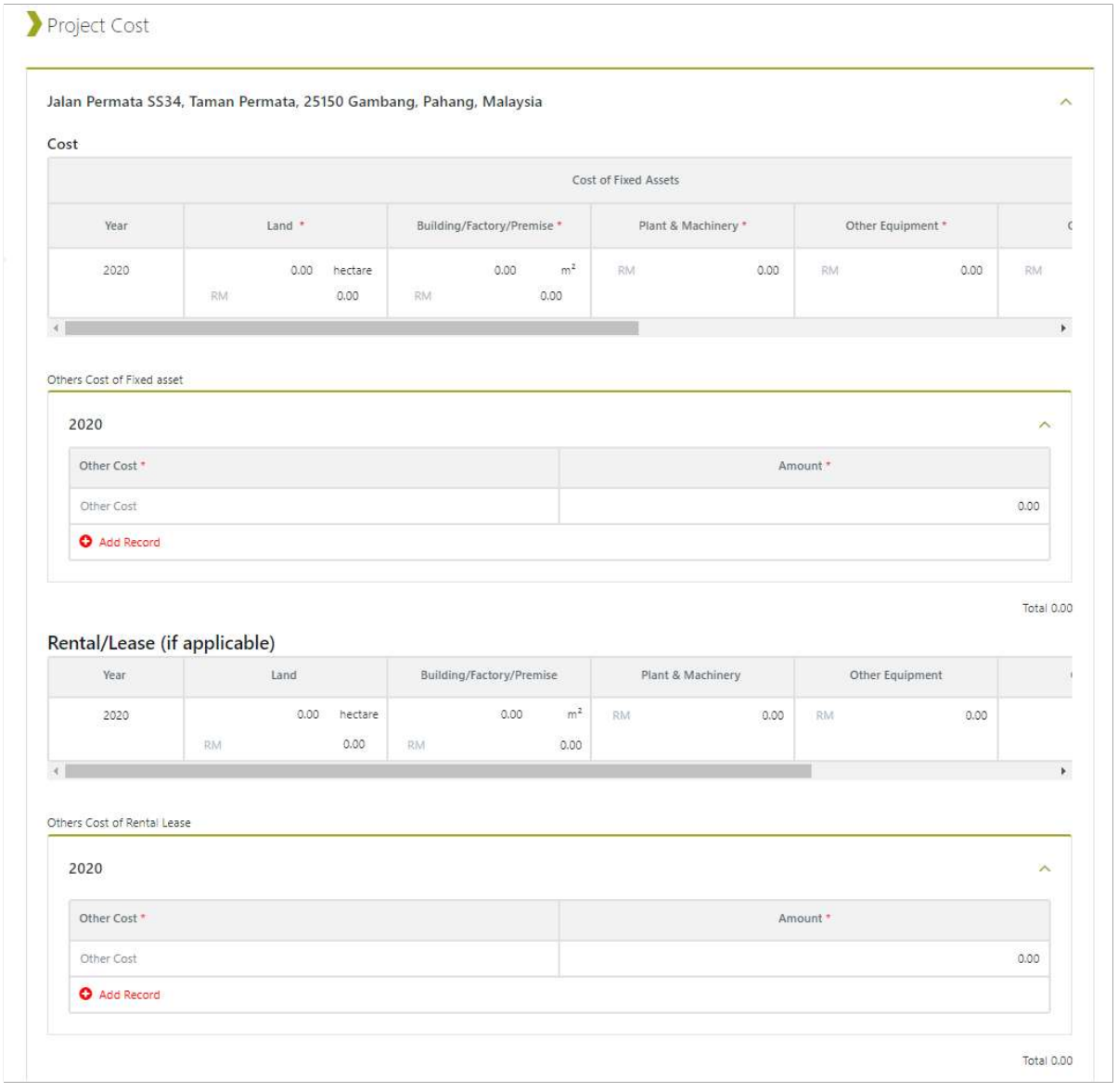
2. Click the **[Next]** button

   The system will redirect to **'Project Cost'** section.

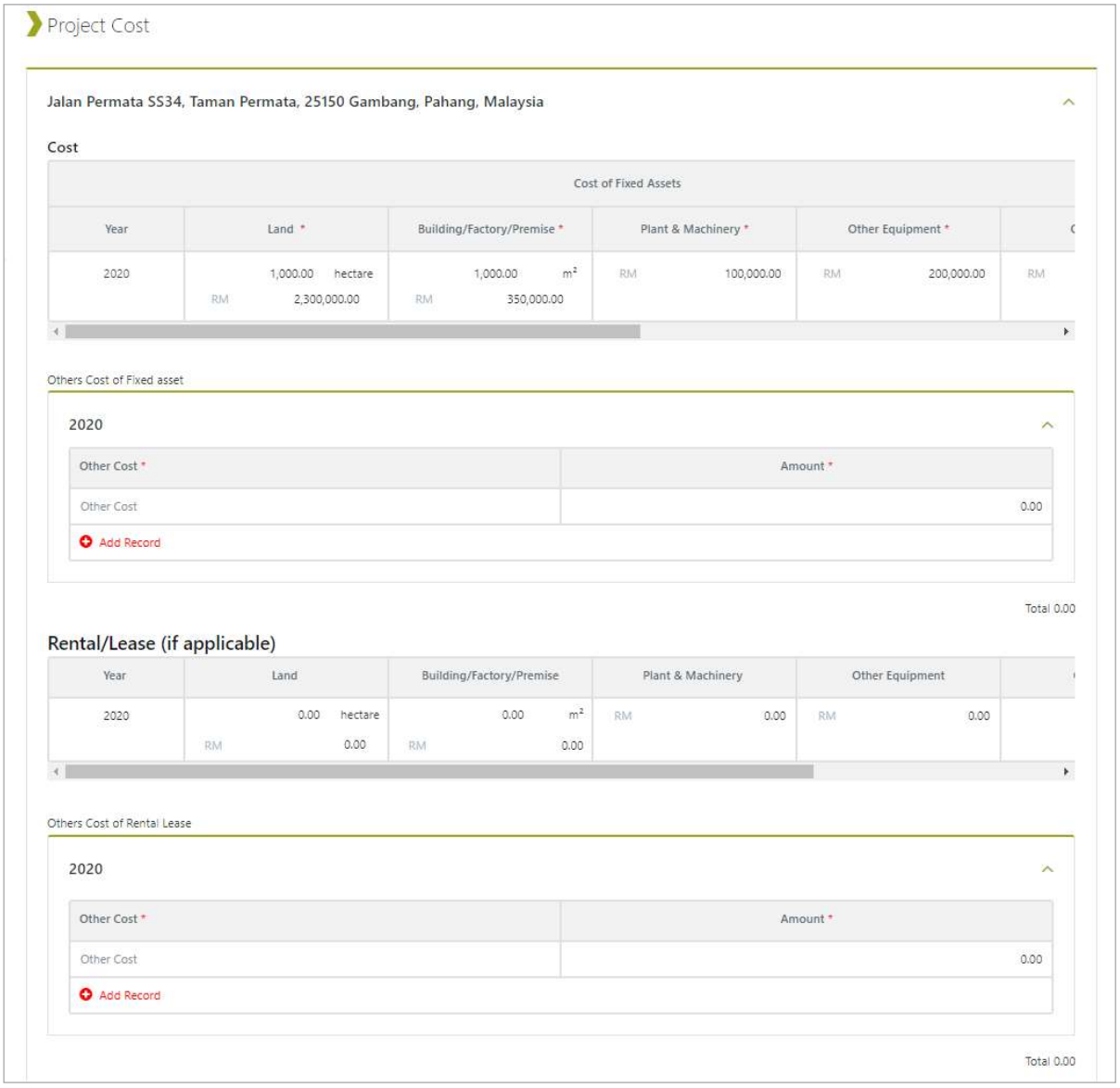
1.3 Project Cost



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

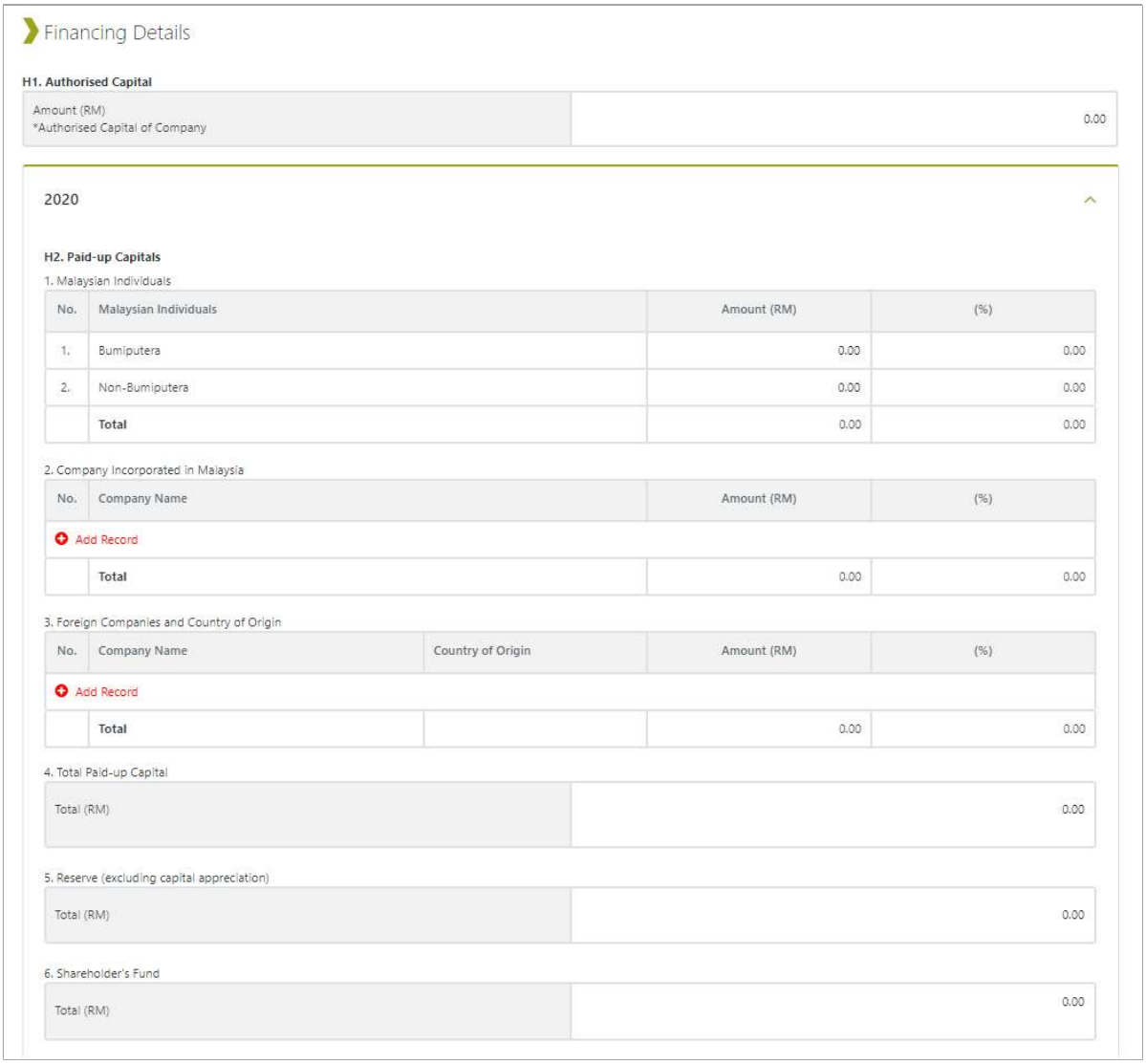


2. Fill in required details in:
   a) Cost
      i. Other Cost of Fixed Asset (if applicable)
   b) Rental/Lease (if applicable)
      i. Other Cost of Rental Lease (if applicable)

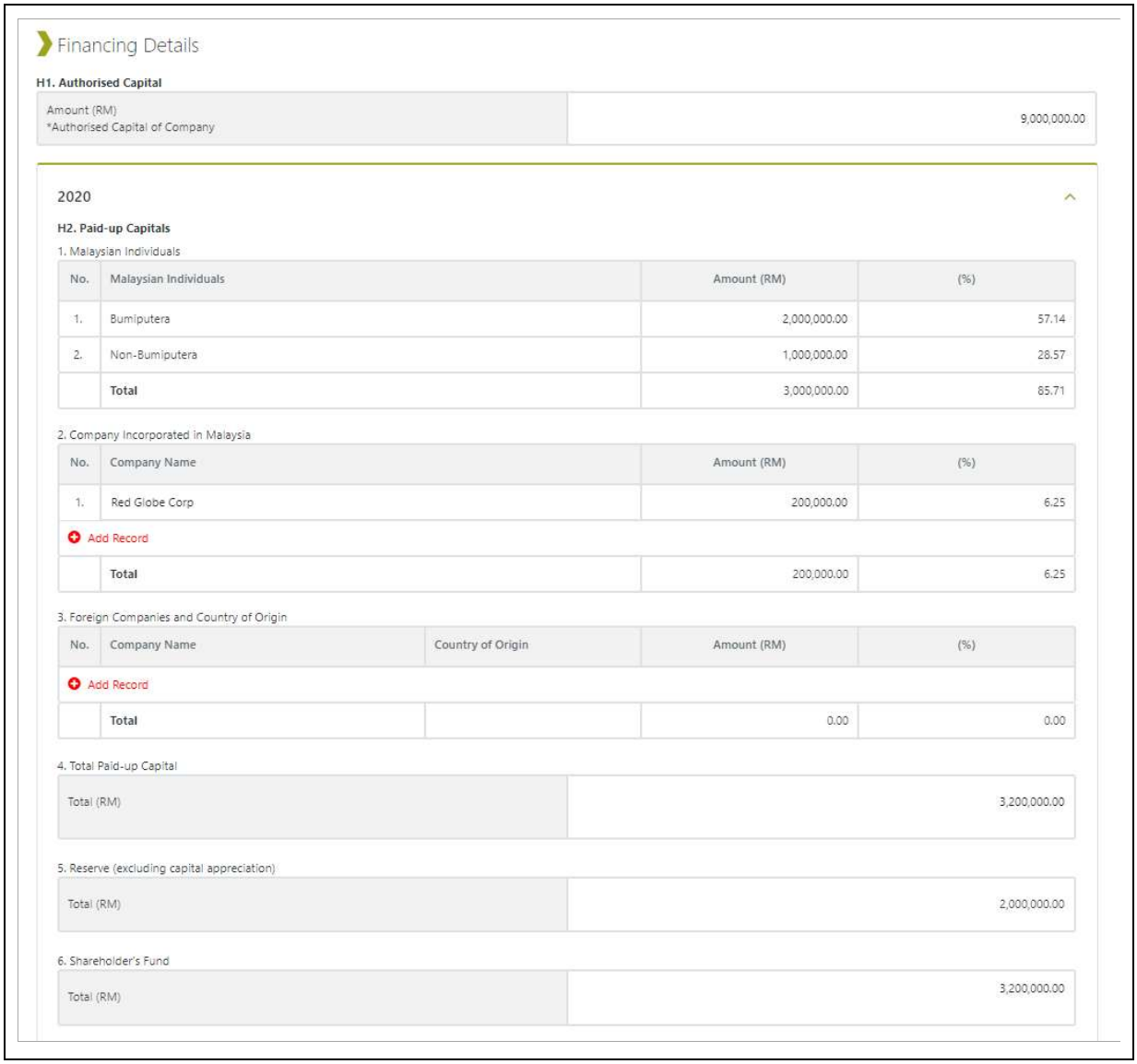


3. Click the **[Next]** button
4. The system will redirect to the **'Financing Details'** section.

1.4 Financing Details



1. Fill in required details in:
   a) Authorised Capital
   b) Paid-up Capital (Bumiputera/Non-Bumiputera)
   c) Company Incorporated in Malaysia
   d) Foreign Companies and Country of Origin
   e) Reserve (excluding capital appreciation)



Financing Details

H1. Authorised Capital

Amount (RM) *Authorised Capital of Company	9,000,000.00

2020

H2. Paid-up Capitals

1. Malaysian Individuals

No.	Malaysian Individuals	Amount (RM)	(%)
1.	Bumiputera	2,000,000.00	57.14
2.	Non-Bumiputera	1,000,000.00	28.57
	Total	3,000,000.00	85.71

2. Company Incorporated in Malaysia

No.	Company Name	Amount (RM)	(%)
1.	Red Globe Corp	200,000.00	6.25
Add Record			
	Total	200,000.00	6.25

3. Foreign Companies and Country of Origin

No.	Company Name	Country of Origin	Amount (RM)	(%)
Add Record				
	Total		0.00	0.00

4. Total Paid-up Capital

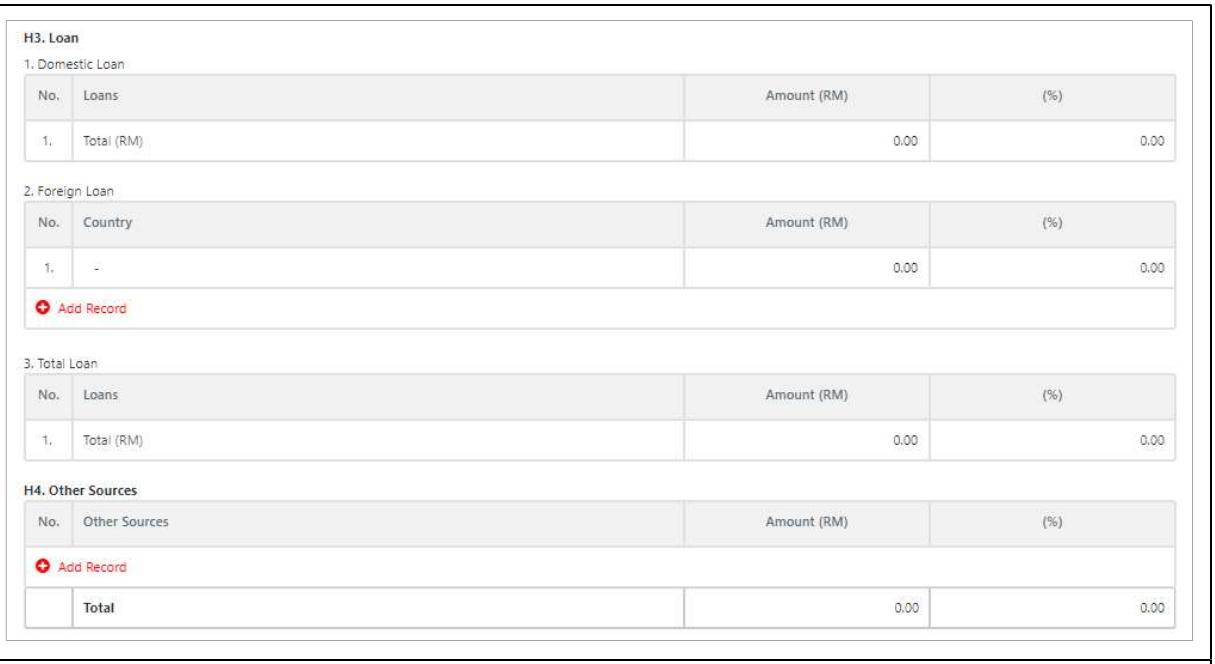
Total (RM)	3,200,000.00

5. Reserve (excluding capital appreciation)

Total (RM)	2,000,000.00

6. Shareholder's Fund

Total (RM)	3,200,000.00



H3. Loan

1. Domestic Loan

No.	Loans	Amount (RM)	(%)
1.	Total (RM)	0.00	0.00

2. Foreign Loan

No.	Country	Amount (RM)	(%)
1.	-	0.00	0.00

Add Record

3. Total Loan

No.	Loans	Amount (RM)	(%)
1.	Total (RM)	0.00	0.00

H4. Other Sources

No.	Other Sources	Amount (RM)	(%)

Add Record

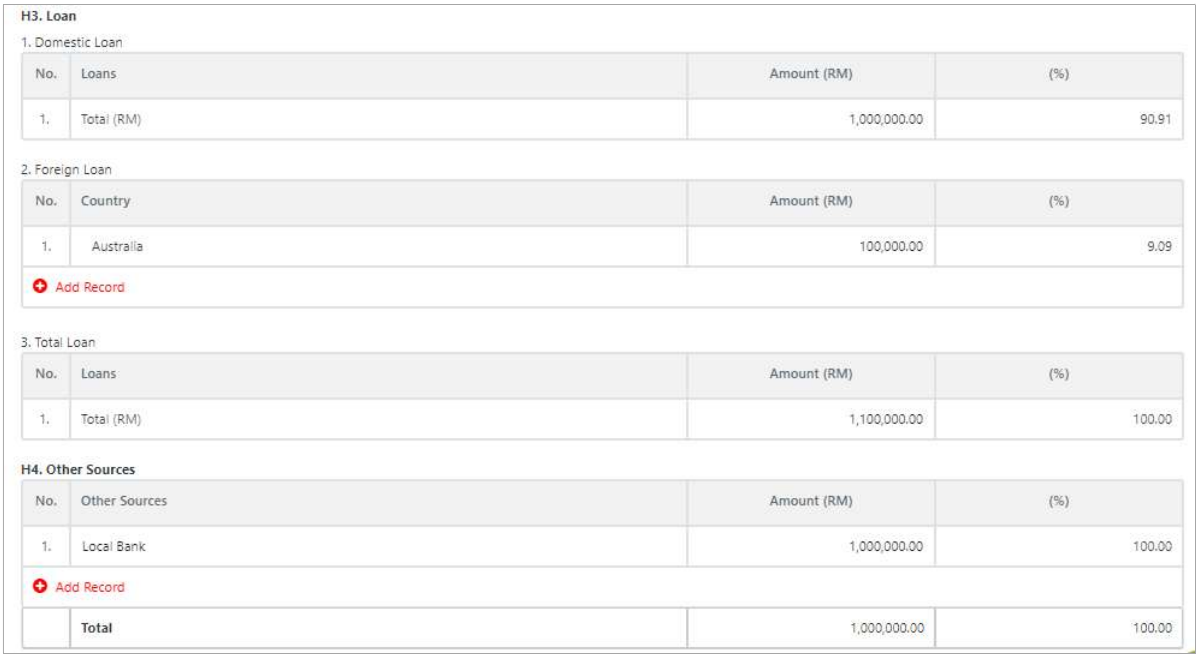
	Total	0.00	0.00

f) Loan

i. Domestic Loan (if applicable)

ii. Foreign Loan (if applicable)

iii. Other Sources (if applicable)



H3. Loan

1. Domestic Loan

No.	Loans	Amount (RM)	(%)
1.	Total (RM)	1,000,000.00	90.91

2. Foreign Loan

No.	Country	Amount (RM)	(%)
1.	Australia	100,000.00	9.09

Add Record

3. Total Loan

No.	Loans	Amount (RM)	(%)
1.	Total (RM)	1,100,000.00	100.00

H4. Other Sources

No.	Other Sources	Amount (RM)	(%)
1.	Local Bank	1,000,000.00	100.00

Add Record

	Total	1,000,000.00	100.00

H5. Total Financing

Total Paid-up Capital (RM)	Total Reserve (RM)	Total Loan (RM)	Total Other Sources (RM)	Total Financing (RM)
3,000,000.00	2,000,000.00	1,100,000.00	1,000,000.00	7,100,000.00

H6. Company Incorporated in Malaysia as indicated in H2 (No.2), please provide the equity structure as follows:

Company Name	Local Company Type	Amount (RM)	Bumiputera (%)	Non-Bumiputera (%)	Foreign Country (%)	Total
Red Globe Corp	- Select Local Company Type -	200,000.00	0.00	0.00	Add Country	Total needs to

H7. Ultimate Parent / Holding Company for Foreign Company as indicated H2 (No.3):

No.	Company Name	Ultimate Company	Country of Origin

g. Company Incorporated in Malaysia
   i. Local Company Type
   ii. Bumiputra (%)
   iii. Non-Bumiputra (%)
   iv. Foreign Country (%)

h. Ultimate Parent/Holding Company for Foreign Company

H6. Company Incorporated in Malaysia as indicated in H2 (No.2), please provide the equity structure as follows:

Company Name	Local Company Type	Amount (RM)	Bumiputera (%)	Non-Bumiputera (%)	Foreign Country (%)	Total (%
Red Globe Corp	Trust Agencies	200,000.00	50.00	30.00	Australia - 10.00 Argentina - 10.00 Total: 20.00 Add Country	

H8. Equity Structure

No.	Equity Structure	Amount (RM)	Percentage (%)
A.	Malaysian Citizenship		
	1. Total Bumiputera	2,100,000.00	65.63
	2. Total Non-Bumiputera	1,060,000.00	33.13
B.	Foreigner		
	1. Total Foreigner	40,000.00	1.25
	Total	3,200,000.00	100.00

i. Equity Structure (System will calculate the Amount and Percentage)

H9. Financial Performance Record

Revenue (RM)	Profit (Loss) Before Tax (RM)	Taxable Expenditure (RM)	Net Profit (Loss) (RM)	Reserve (RM)
0.00	0.00	0.00	0.00	0.00

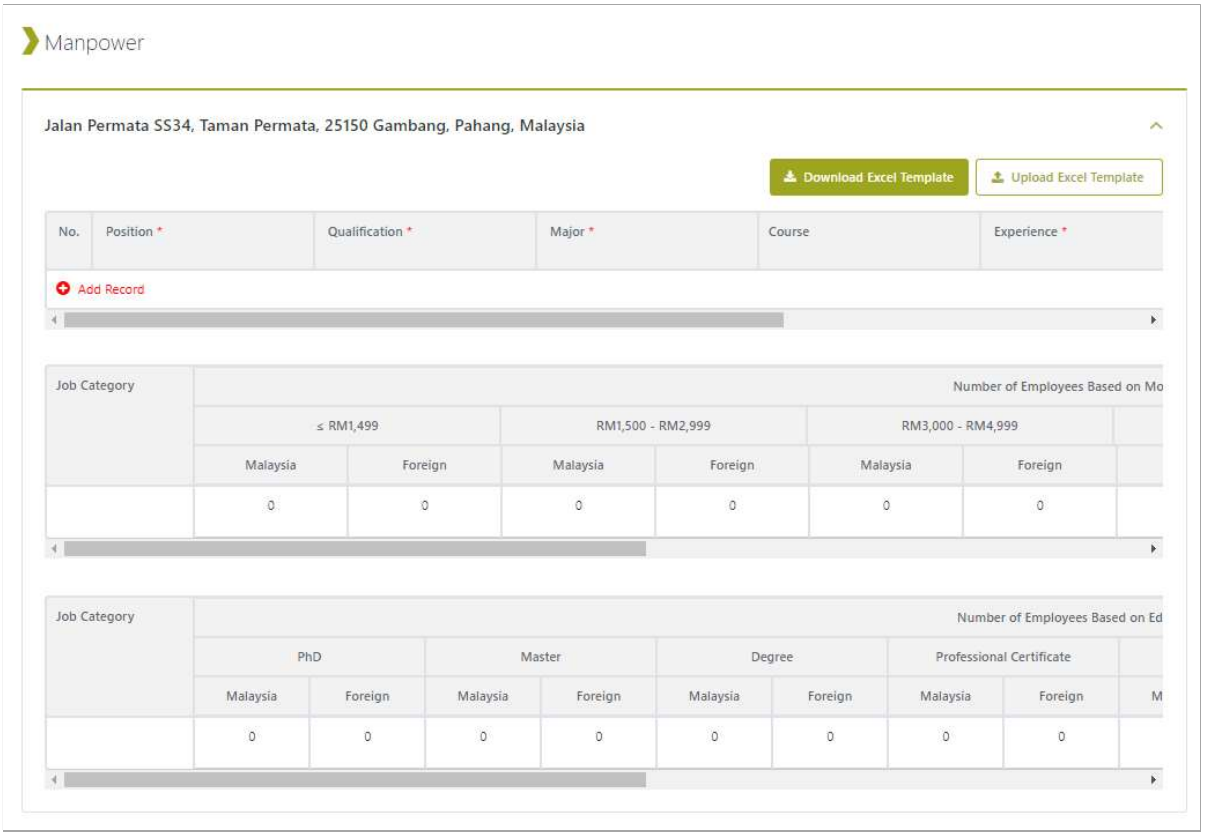
j. Financial Performace
    i. Revenue (if applicable)
    ii. Profit (Loss) Before Tax (if applicable)
    iii. Taxable Expenditure (if applicable)
    iv. Net Profit (Loss) (if applicable)
    v. Reserve (if applicable)

2. Click the **[Next]** button
3. The system will redirect to the **'Manpower'** section.

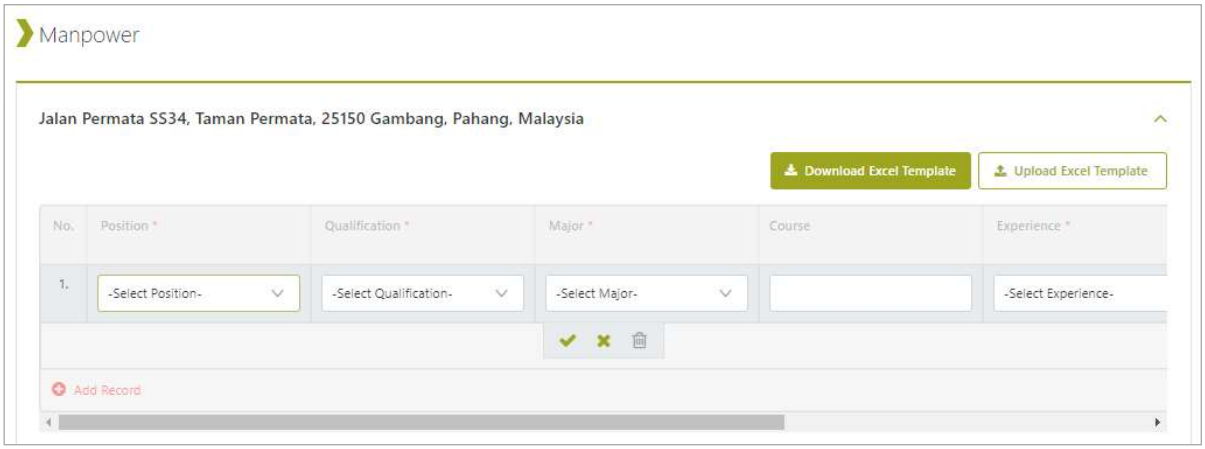
1.5 Manpower



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



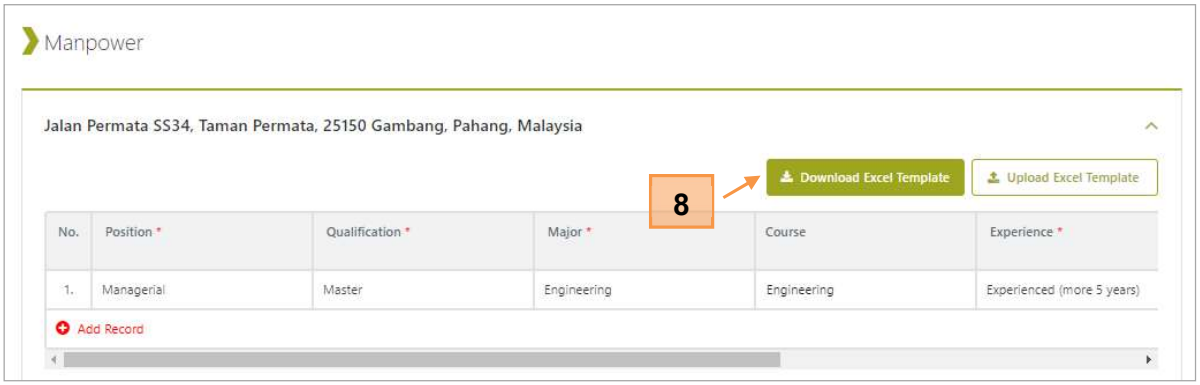
2. Fill in required details in **'Manpower'**
3. Click the **[+Add Record]**
4. The system will add a new row to insert the details.



5. Fill in required details:
    a) Position
    b) Qualification
    c) Major
    d) Course (if applicable)
    e) Experience
    f) Nationality
    g) Average Salary per Month (RM)
    h) Number of Staff

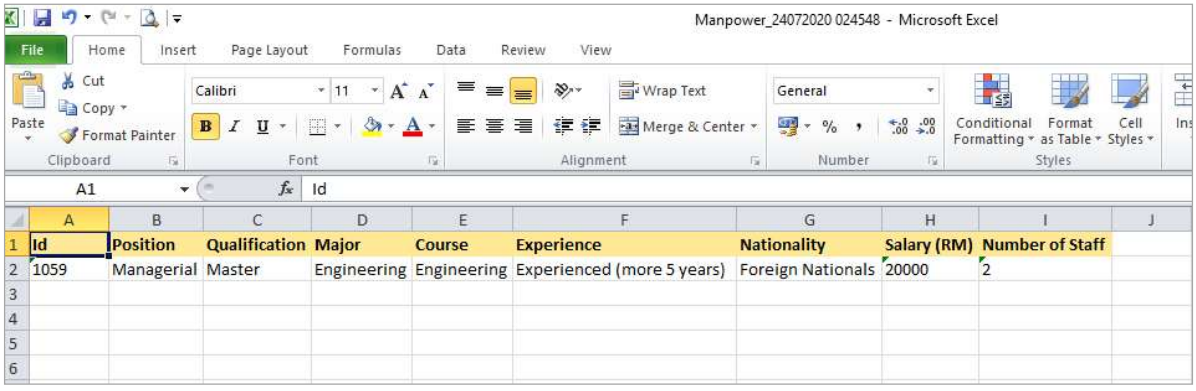


6. Click **[Save]** button
7. The system will save and display a Manpower record.





8. Click the **[Download Excel Template]** button and open the template.



9. Fill in required details:
   a) Position

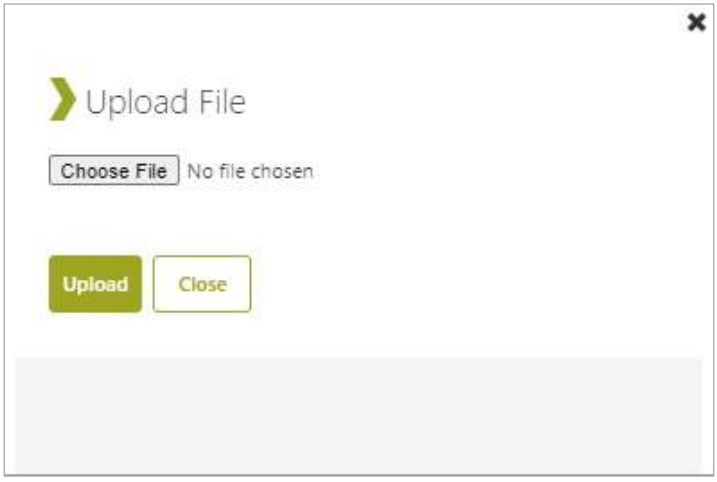
b) Qualification
c) Major
d) Course (if applicable)
e) Experience
f) Nationality
g) Average Salary per Month (RM)
h) Number of Staff

	A	B	C	D	E	F	G	H	I
1	**Id**	**Position**	**Qualification**	**Major**	**Course**	**Experience**	**Nationality**	**Salary (RM)**	**Number of Staff**
2	1059	Managerial	Master	Engineering	Engineering	Experienced (more 5 years)	Foreign Nationals	20000	2
3		Professionals (Engineers)	Master	Social Science	Science	Mid-career (2-5 years)	Malaysian	1000	1
4									
5									

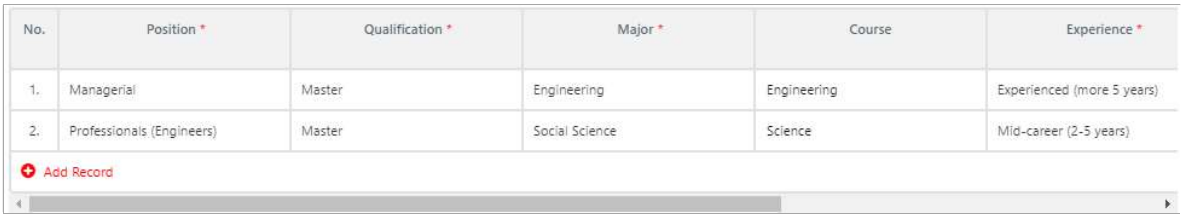
10. Save the excel file



11. Click the **[Upload Excel Template]** button and Upload File popup will be displayed.



12. Choose an excel file that has been filled in.
13. Click the **[Upload]** button and system will insert the data into the system.



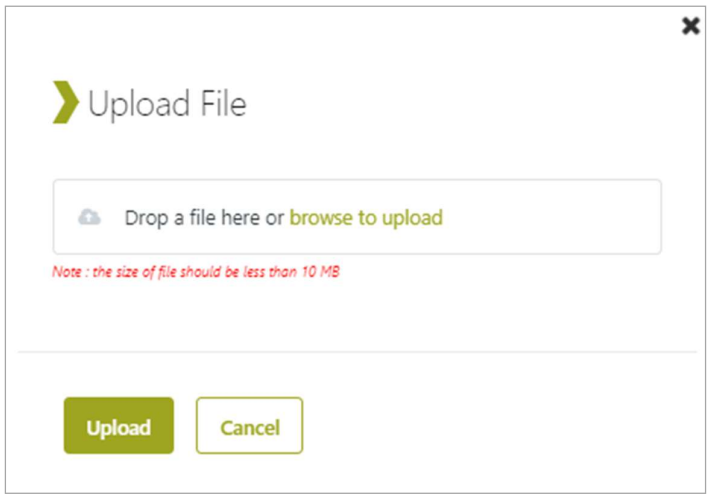
No.	Position *	Qualification *	Major *	Course	Experience *
1.	Managerial	Master	Engineering	Engineering	Experienced (more 5 years)
2.	Professionals (Engineers)	Master	Social Science	Science	Mid-career (2-5 years)

Add Record

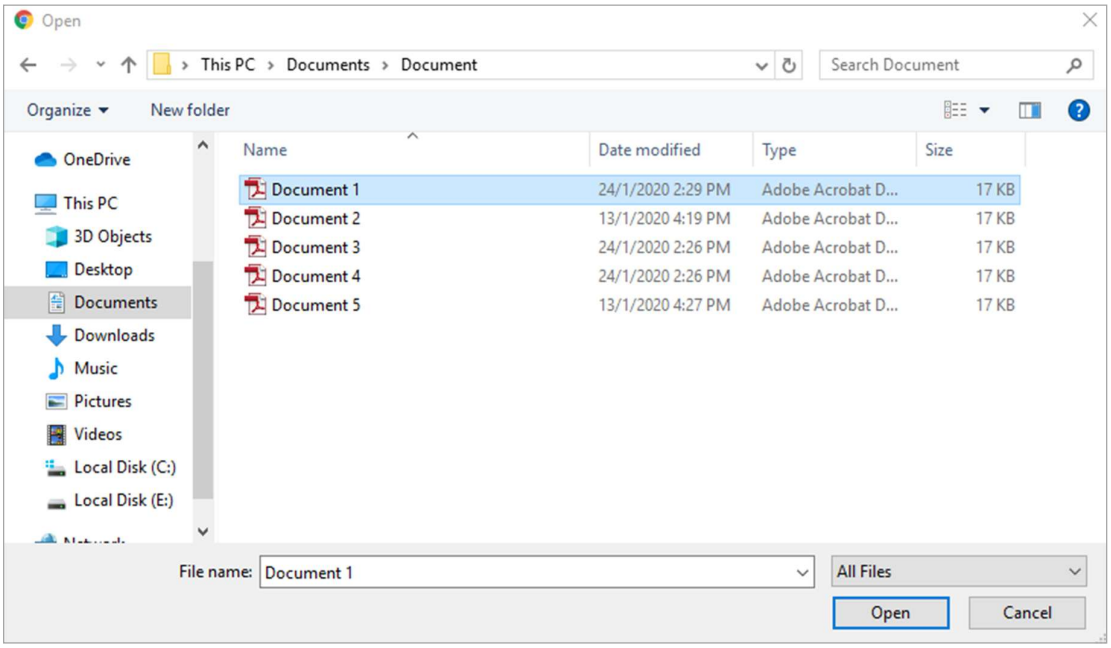
14. Click the **[Next]** button
15. The system will redirect to **'Next'** section.

1.6 Supporting Documents

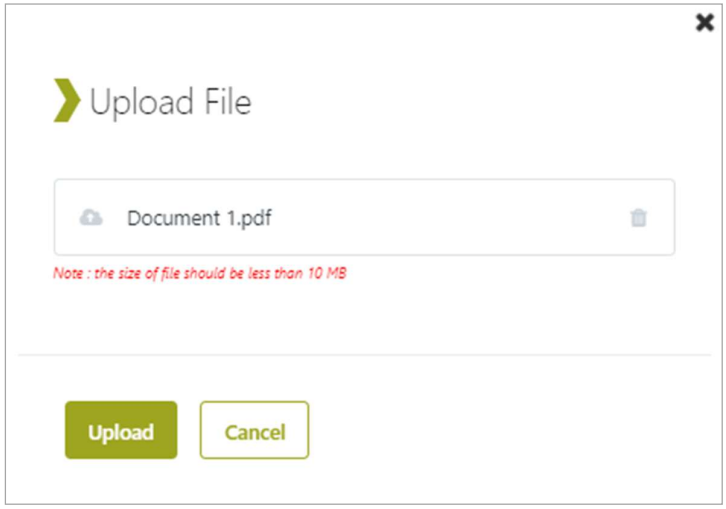
1. Upload mandatory document (denoted as '*' sign) by click **[Upload File]**
2. The system will display pop-up message **'Upload File'**



3. Click the **'browse to upload'**
4. The system will open the windows file upload.



2. Select a file and click **[Open]** button
3. Then system will display the filename and ready to be uploaded.



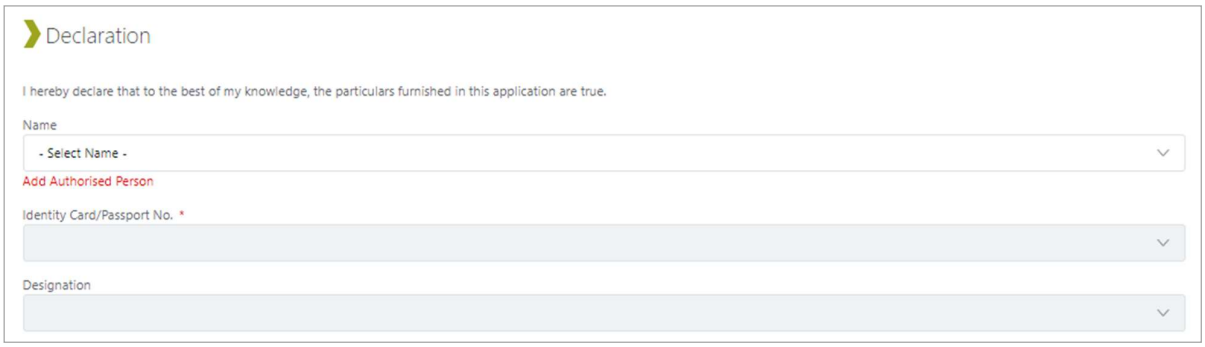
4. Click the **[Upload]** button
5. The system will display the filename at **'Supporting Document'.**



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

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

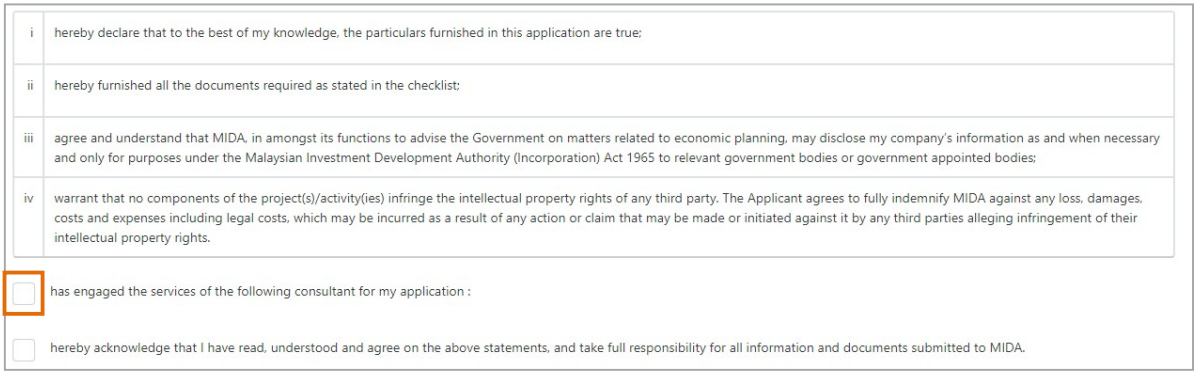
1.7 Declaration



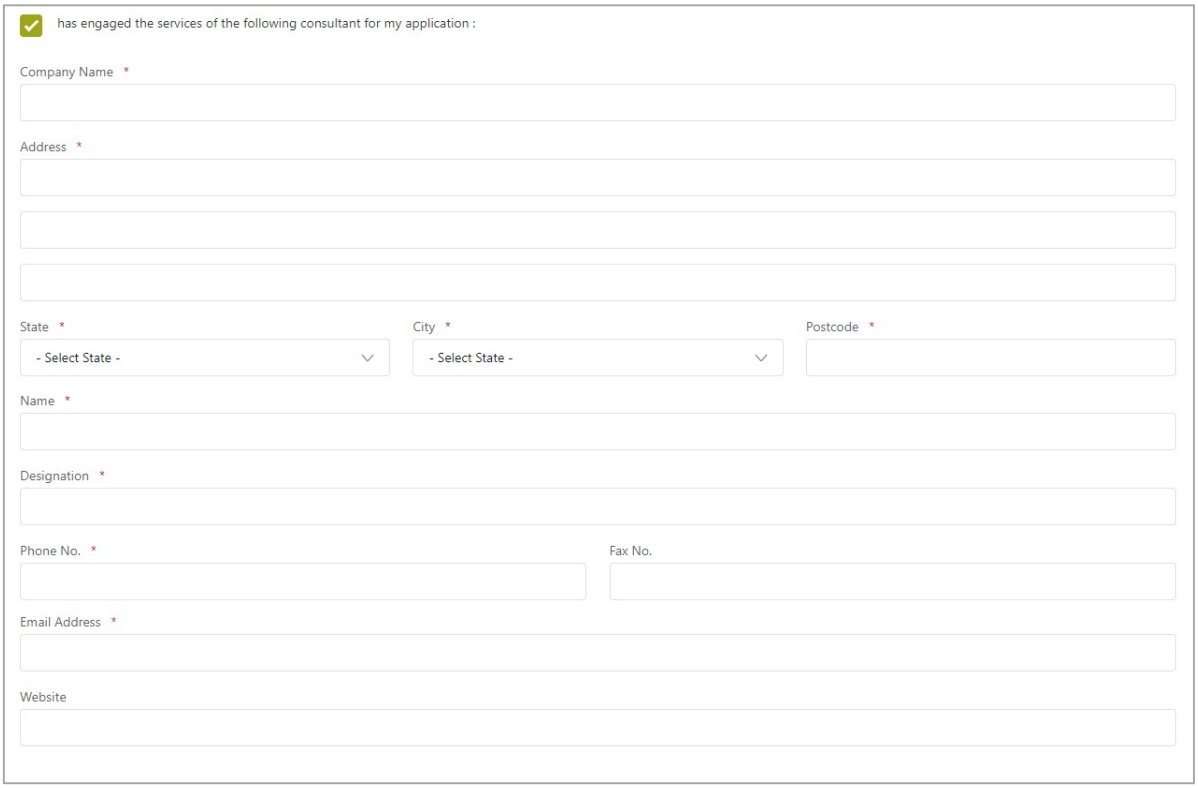
1. Click the dropdown **'Name'**
2. Select an Authorised Person from the dropdown list.



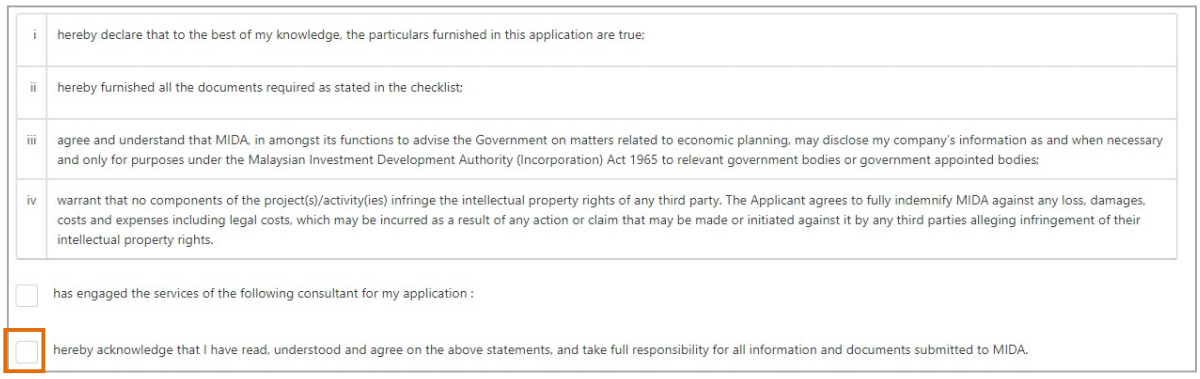
3. The system will auto-fill:
   a) Identity No./Passport No.
   b) Designation



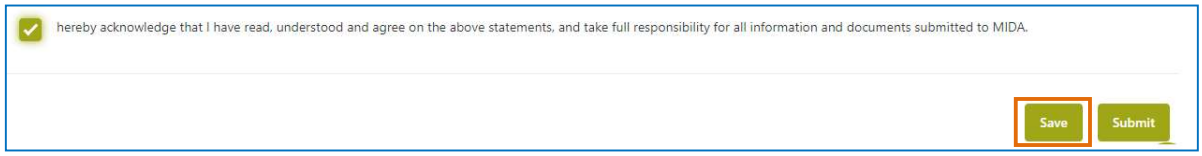
4. Tick the checkbox if engaging consultant services.



5. 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



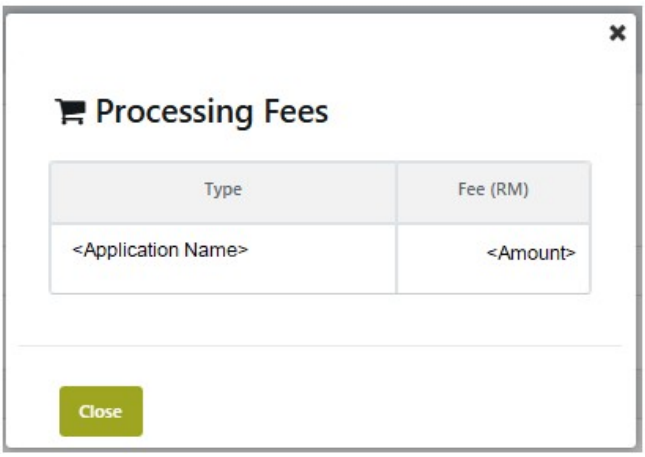
6. Tick the checkbox to agree with the terms and conditions stated in the **'Declaration'** section.



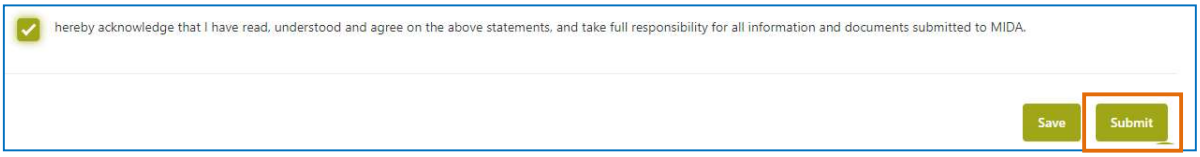
7. Click the **[Save]** button. The system will display a success message.



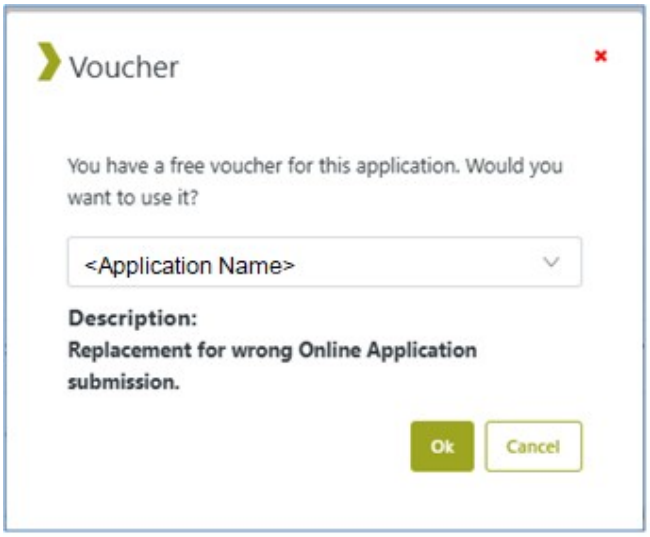




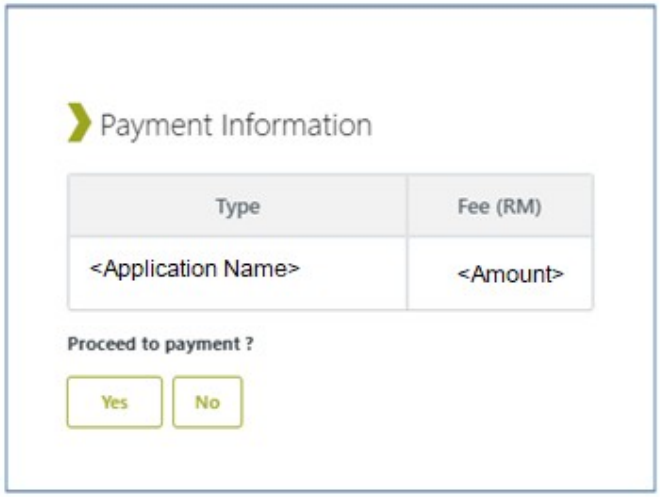
8. To check the application processing fee in the application header, click the [Processing Fee] button.



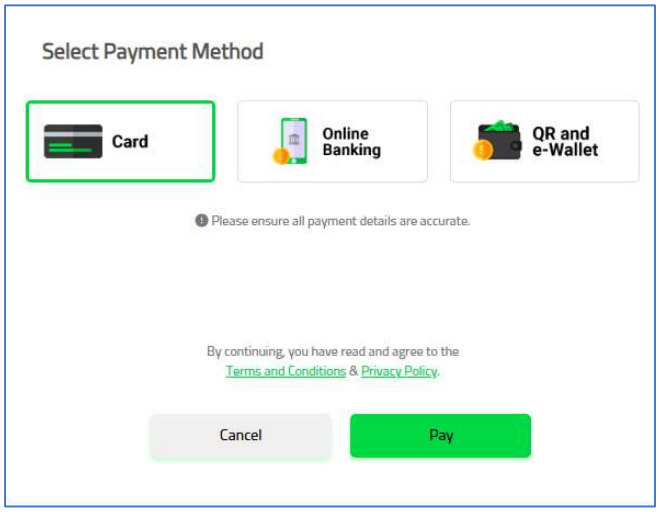
9. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company has a free voucher, allowing it to be applied.



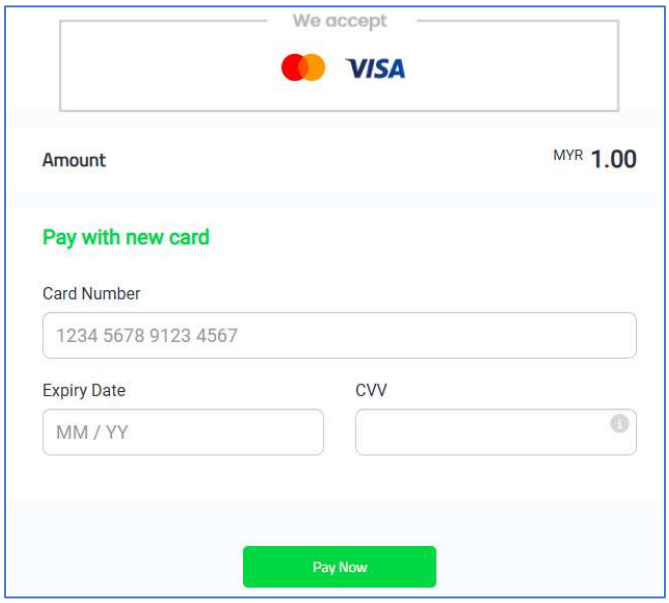
10. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company either does not have a free voucher or has chosen not to use it.



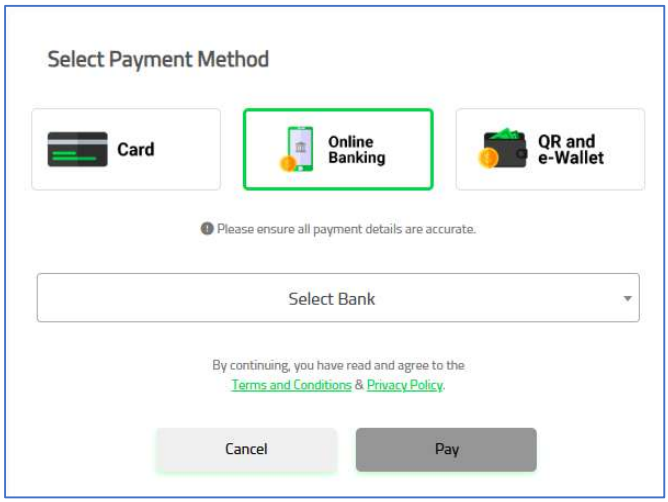
11. If the company clicks [Yes] to proceed with payment, the system will display the payment screen for the company to select payment option and click on [Pay] to make the payment.



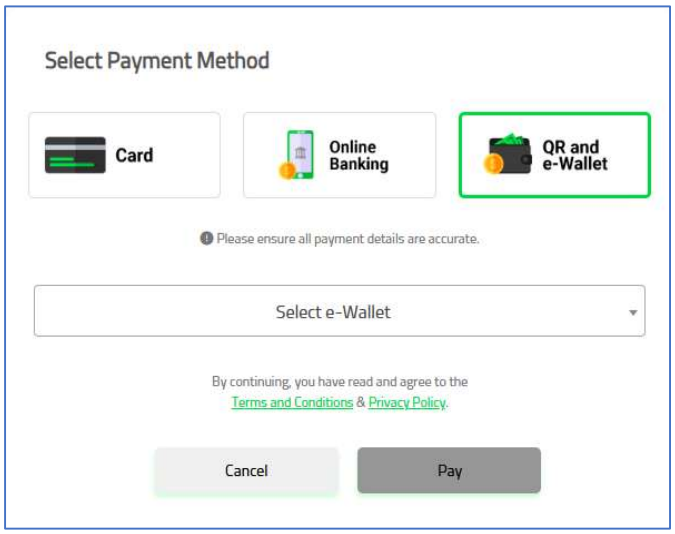
12. If the company, select Card as payment option.



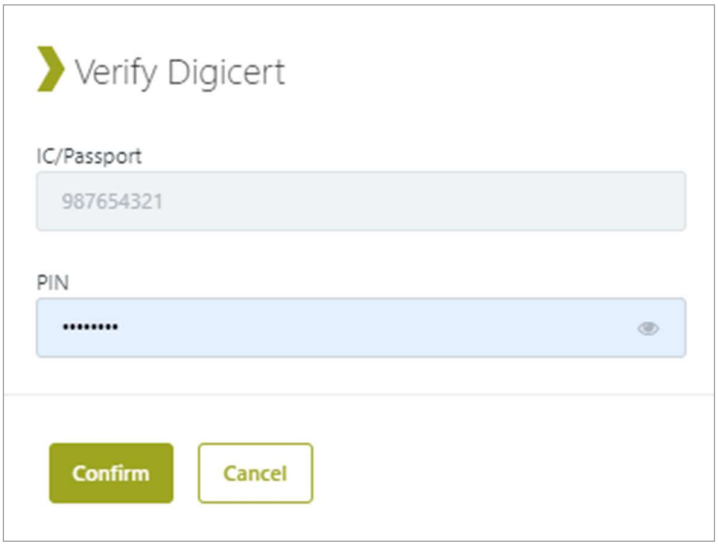
13. If the company, select Online Banking as payment option.



14. If the company, select QR and e-Wallet as payment option.



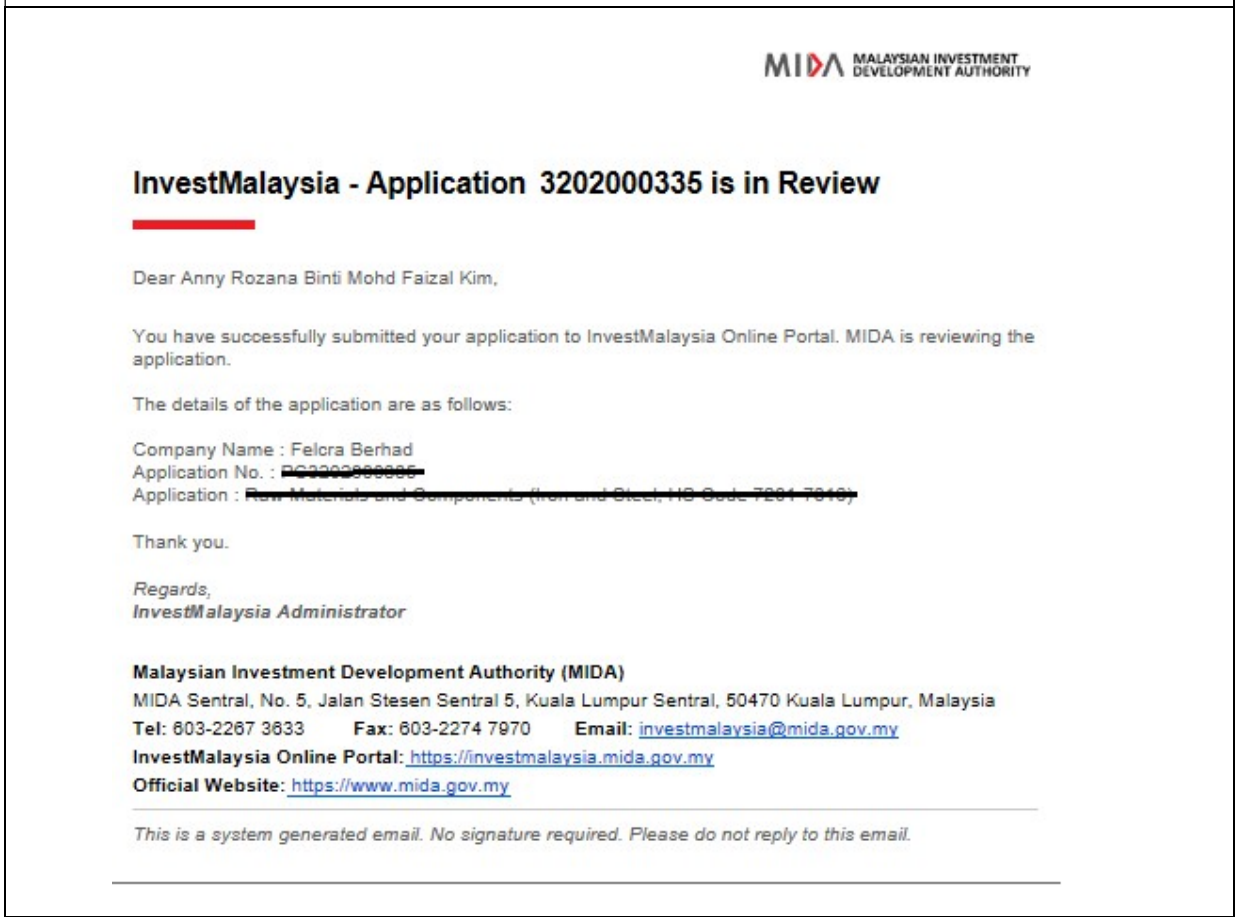
15. A popup message will appear to verify the Digicert if the payment has been made or if the application does not require a processing fee.



16. Click the **[Cancel]** button system will return to the **'Declaration'** section.
17. Insert PIN and click the **[Confirm]** button.
18. The system will display a success message.



19. 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 3202000335 is in Review

Dear Anny Rozana Binti Mohd Faizal Kim,

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 : Felcra Berhad
Application No. : [redacted]
Application : [redacted]

Thank you.

Regards,
InvestMalaysia Administrator

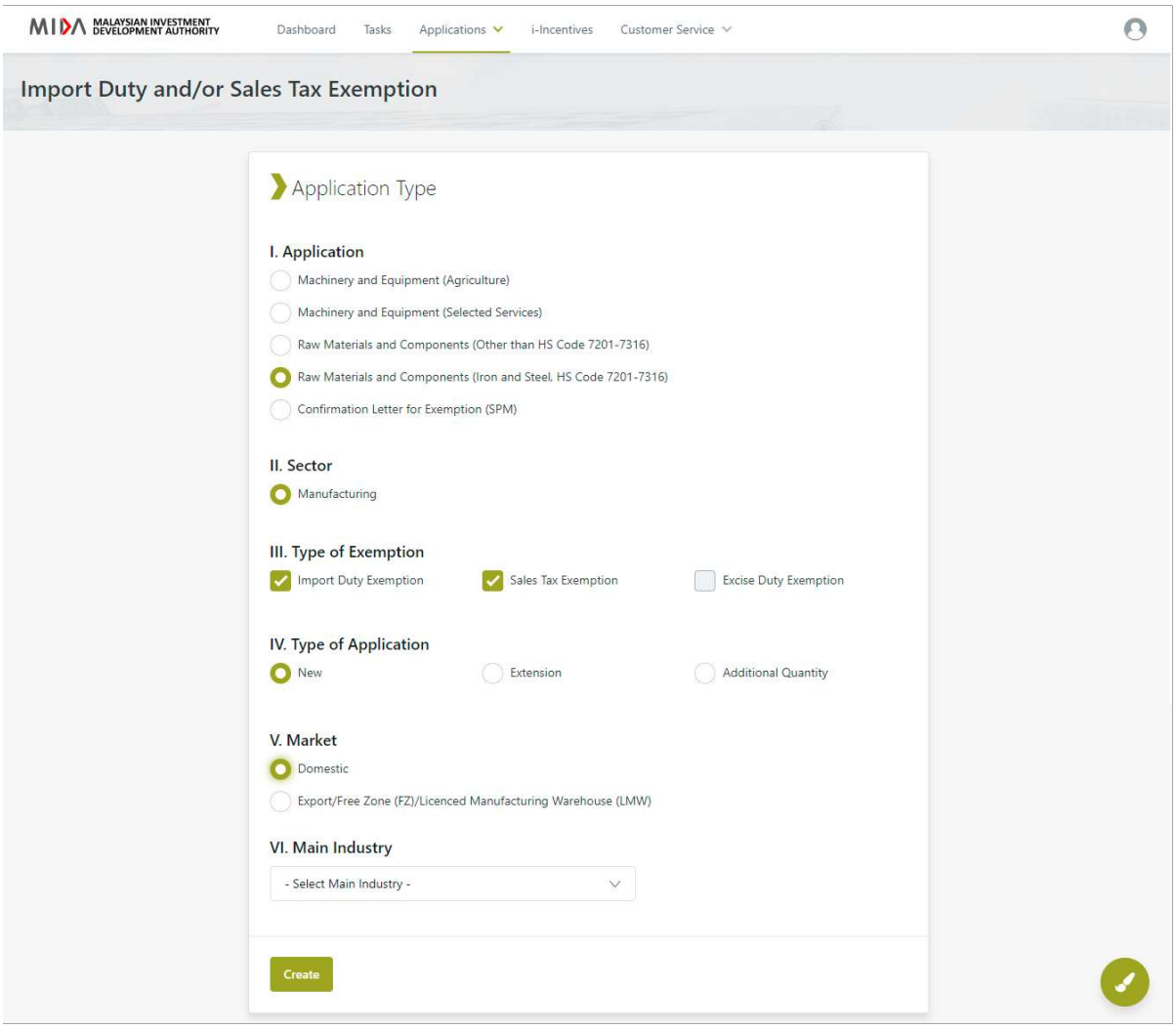
Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my
InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my
Official Website: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

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

Chapter 2 APPLICATION (NEW)

2.1 Raw Materials and Components (Iron and Steel, HS Code 7201-7316) - Domestic

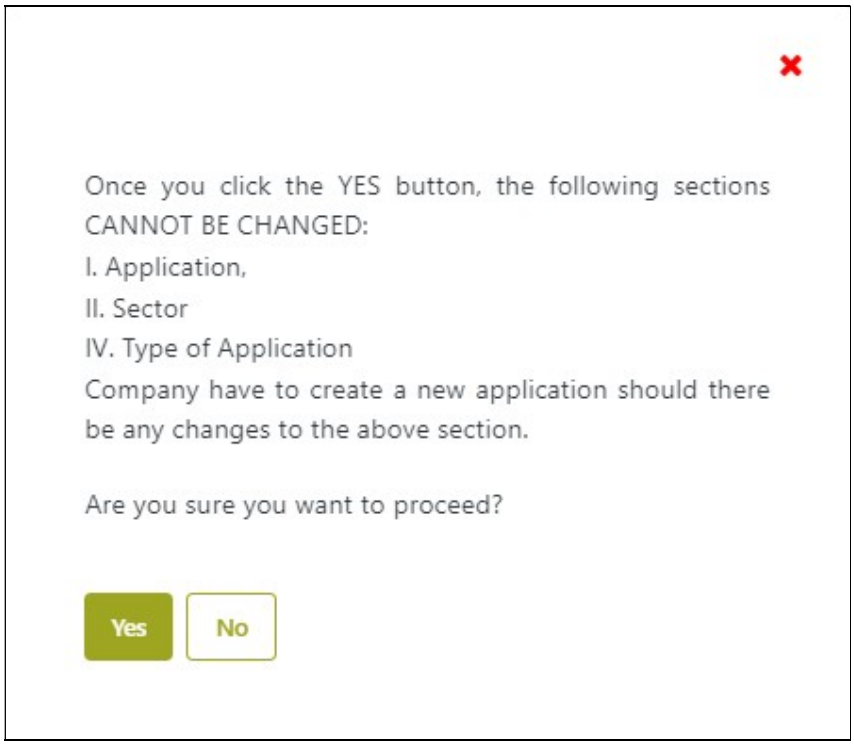
1. **Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL : 2.2.4 Applications**
   - Create **New** Application



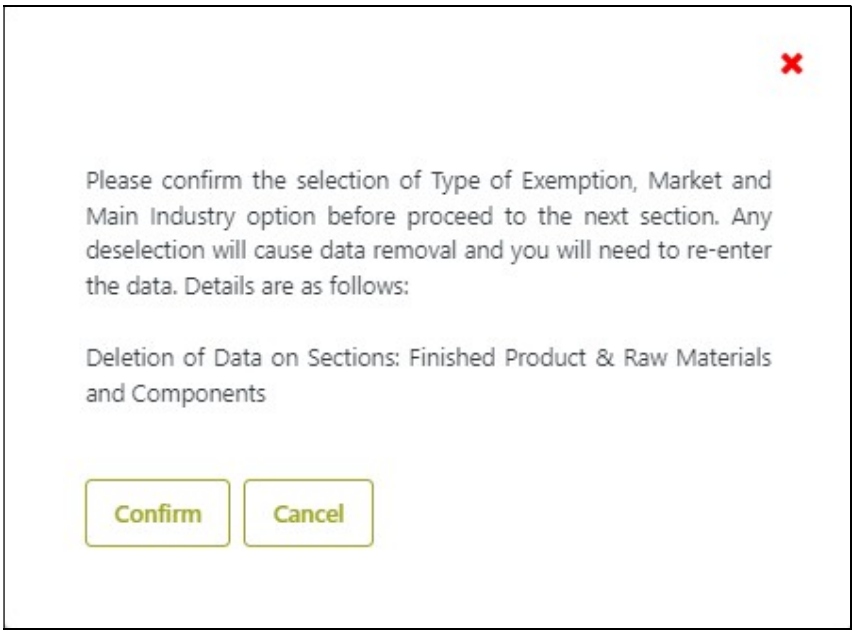
2. Select:

I. Application: **Raw Materials and Components (Iron and Steel, HS Code 7201-7316)**
II. Sector: **Manufacturer**
III. Type of Exemption:
   i. **Import Duty Exemption**
   ii. **Sales Tax Exemption**
IV. Type of Application: **New**
V. Market:
   i. **Domestic**
   ii. **Export/Free Zone (FZ)/Licenced Manufacturing Warehouse (LMW)**
VI. Main Industry: Default to **- Select Main Industry -** (Editable)

3. Click the **[Create]** button



4. The above message shall be displayed.
5. Click the **[Cancel]** button and the system will return to the Application Wizard.
6. Click the **[Yes]** button and the system will proceed to the next section.



7. The above message shall be displayed if there are changes to the Type of Exemption and Market.
8. Click the **[Cancel]** button and the system will return to the Application Wizard.
9. Click the **[Confirm]** button and the system will proceed to the next section.

10. The system will redirect to the **'Company'** section.
    (Refer to Chapter 1 Common Sections: 1.1 Company)

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

12. The system will redirect to the **'Previous Approval Records'** section.
    (Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)

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

14. The system will redirect to the **'Project Cost'** section.
    (Refer to Chapter 1 Common Sections: 1.3 Project Cost)

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

16. The system will redirect to the **'Financing Details'** section.
    (Refer to Chapter 1 Common Sections: 1.4 Financing Details)

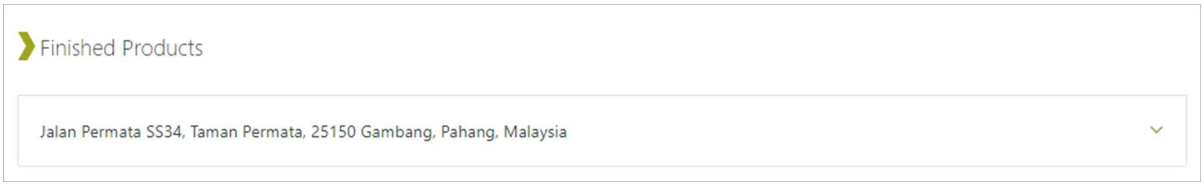
17. Click the [**Next**] button

18. The system will redirect to the **'Manpower'** section.

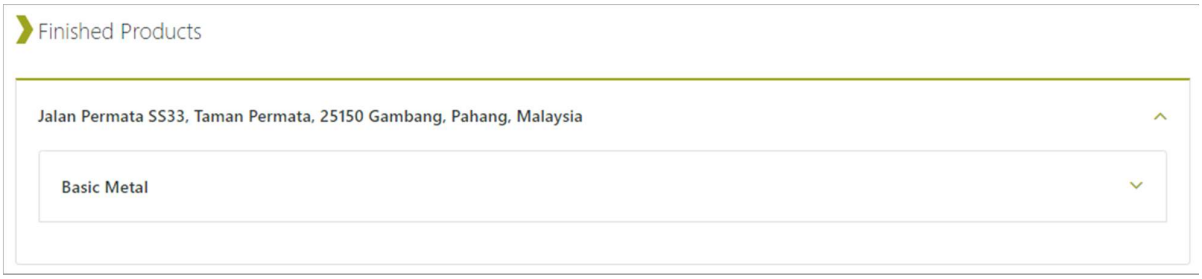
    (Refer to Chapter 1 Common Sections: 1.5 Manpower)

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

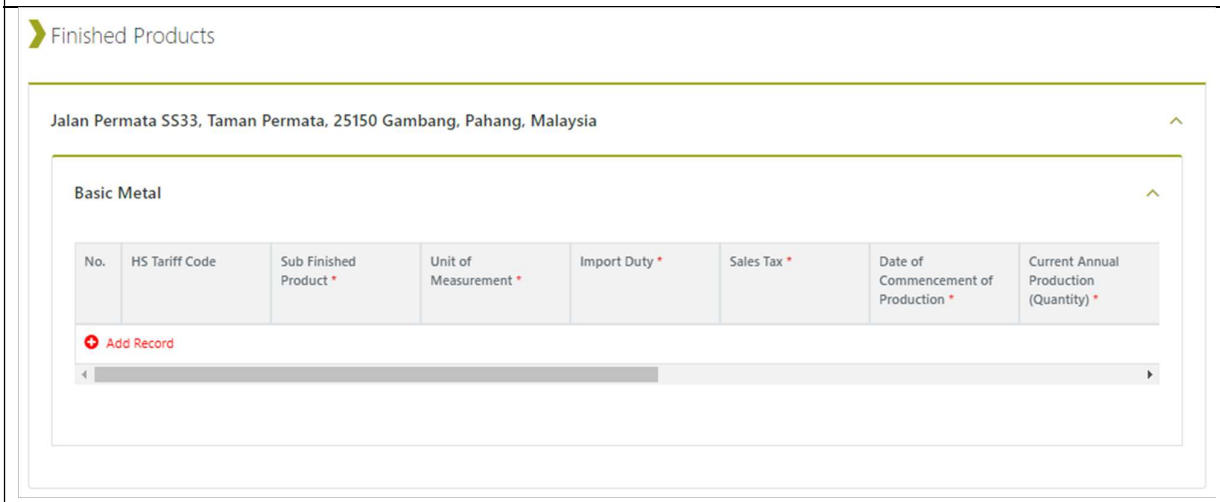
20. The system will redirect to the **'Finished Products'** section.



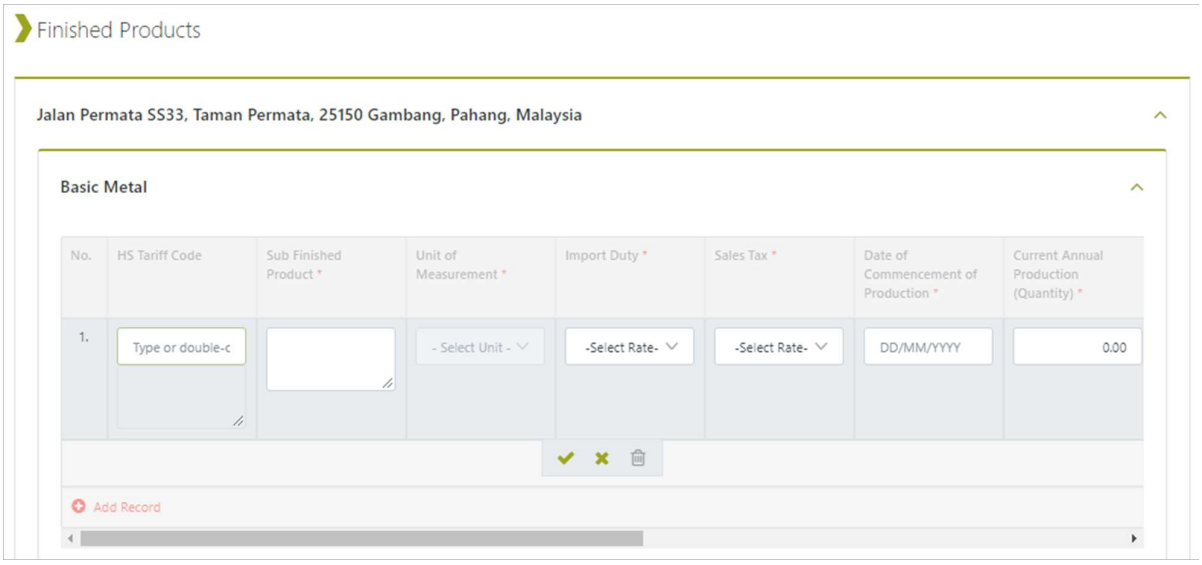
21. Click on the (expand) button to expand the details.



22. Click on the (expand) button to expand the details.



23. Fill in required details in **'Sub Finished Products'**
24. Click the **[+Add Record]**
25. The system will add new row to insert the details.

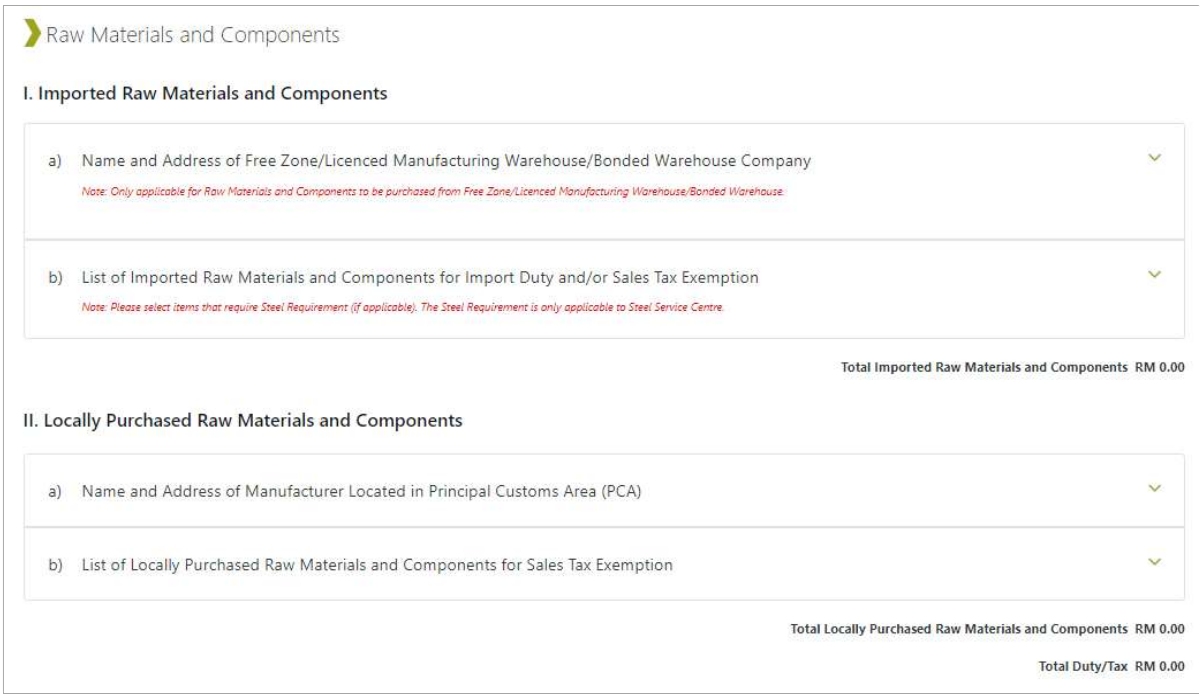


26. Fill in required details:
    a) HS Tariff Code
    b) Sub Finished Products
    c) Import Duty (If the Import duty is **'OR or /'**)
    d) Sales Tax (If the Sales Tax is **'OR or /'**)
    e) Date of Commencement of Production
    f) Current Annual Production (Quantity)
    g) Maximum Annual Production Capacity (Quantity)
    h) Market
    i) Major Customers
    j) Major Export Destinations (If the **Export Market** is filled)

27. Click **[Save]** button
28. The system will save and display the details.

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

30. The system will redirect to the **'Raw Materials and Components'** section.



31. **Notes:**
    a) Please fill in
        i. **a) Name and Address of Free Zone/Licensed Manufacturing/Bonded Warehouse Company** in order to enable it to be selected on
        ii. **b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption** (column: **Customs Station** and **Name and Address of Free Zone/LMW/Bonded Warehouse Company**.
    b) Please fill in
        i. **a) Name and Address of Manufacturer Located in Principal Customs Area (PCA)** in order to enable it to be selected on
        ii. **b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption** (column: **Name and Address of Manufacture in PCA**)
    c) How to add **HS Tariff Code**?
        i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.
        ii. The system will search and display the autocomplete **HS Tariff Code**.

iii. Select the **HS Tariff Code** from the autocomplete listing.

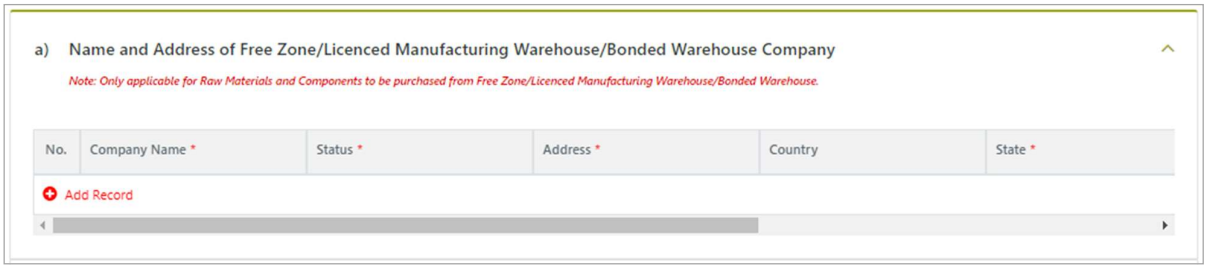
iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:

- HS Code Description
- Unit of Measurement
- Import Duty and
- Sales Tax

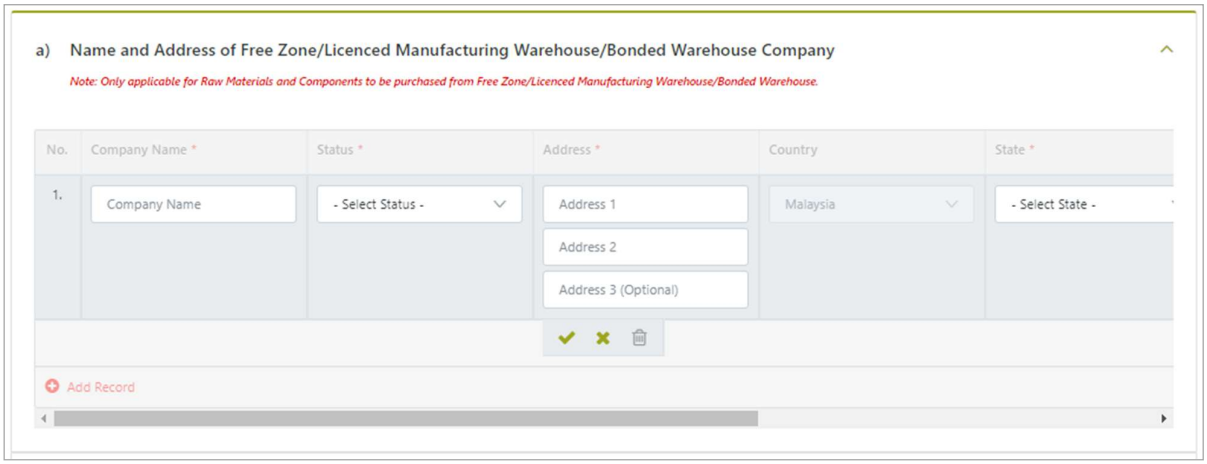
d) Total Duty and/or Tax Exemption must be **RM5,000.00** and above.



32. Click on the (expand) button to expand the details.

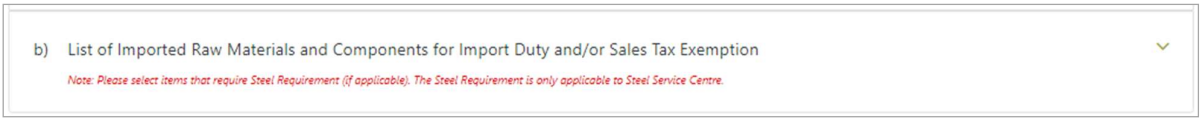


33. Fill in required details in **'Name and Address of Free Zone/Licensed Manufacturing Warehouse/Bonded Warehouse Company'**
34. Click the **[+Add Record]**
35. The system will add new row to insert the details.

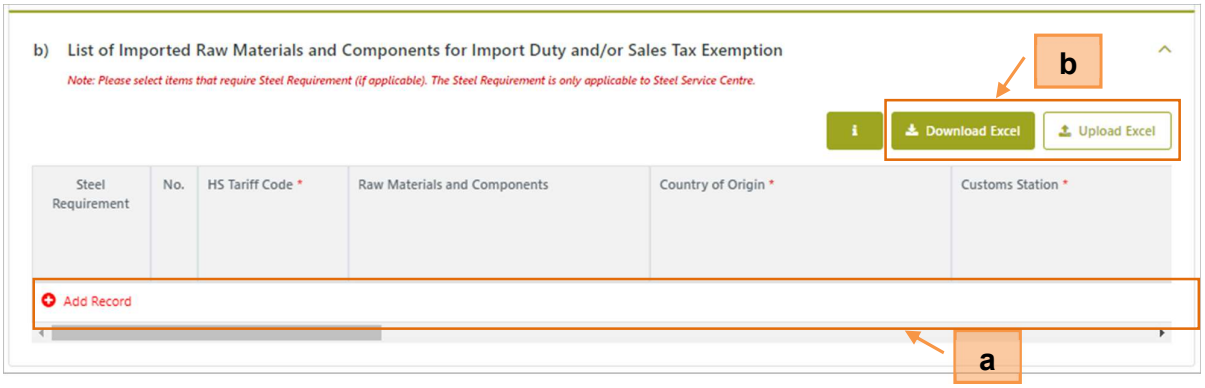


36. Fill in required details:
    a) Company Name
    b) Status
    c) Address
    d) Country
    e) State
    f) City
    g) Postcode and
    h) File Name/File upload (If required)

37. Click the **[Save]** button
38. The system will save and display the details.

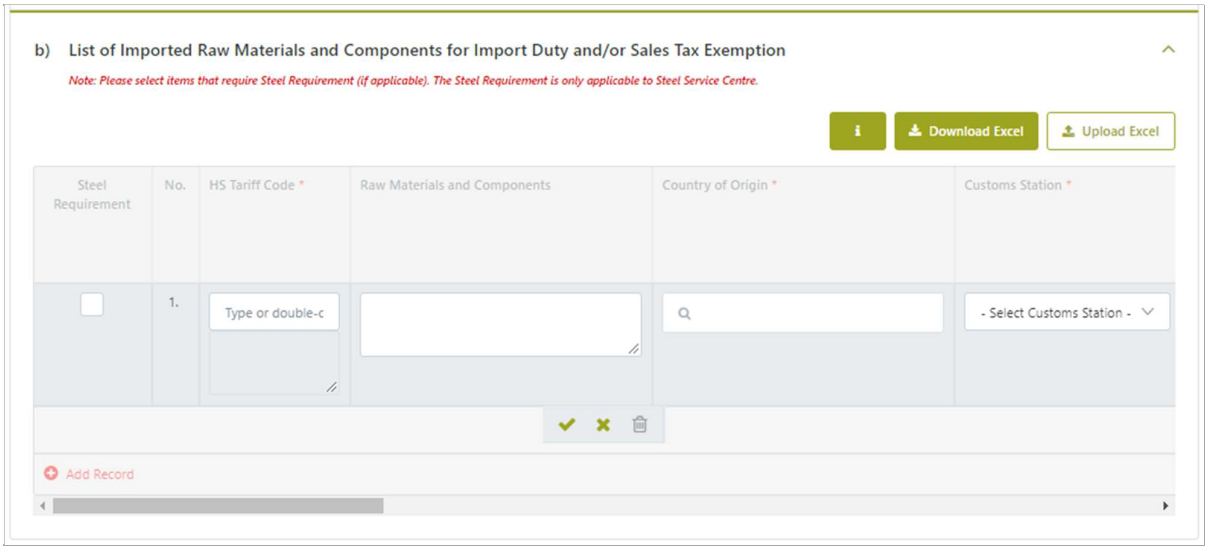


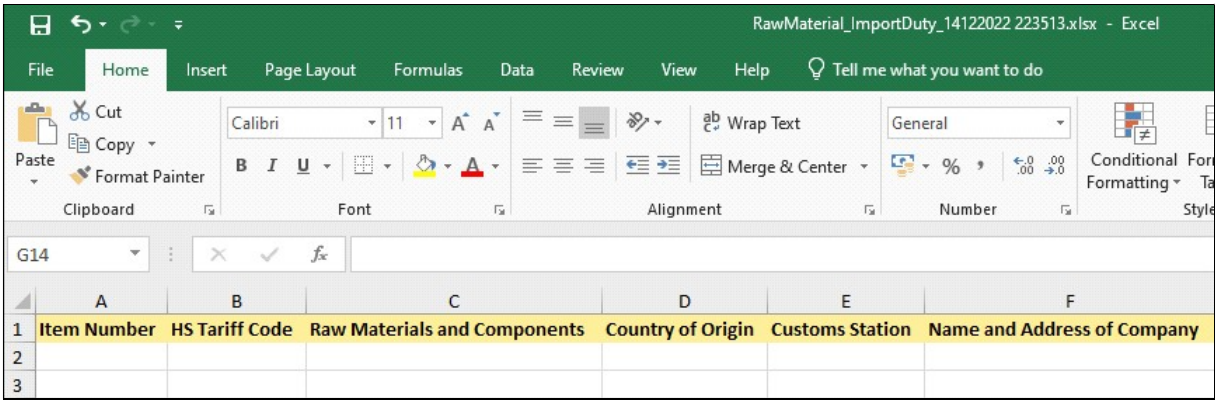
39. Click on the (expand) button to expand the details.



40. The details in **'List of Imported Raw Materials and Components'** can be added by:
    a. Using the screen (Editable Table)
    b. Using the Download/Upload Excel Template
        i. Click the **[Download Excel Template]** button.
        ii. Update the required information in Excel.
        iii. Click the **[Upload Excel Template]** button and to upload the Excel.

41. Click the **[+Add Record]**
42. The system will add new row to insert the details.





43. Fill in required details:
    a) Steel Requirement checkbox (Please tick in order to enable the **Customer List and Steel Requirement Section**)
    b) HS Tariff Code
    c) Raw Materials and Components
    d) Country of Origin
    e) Customs Station
    f) Name and Address of Free Zode/LMW/Bonded Warehouse Company (If required)
    g) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
    h) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
    i) Import Duty (If the Import duty is **'OR or /'**)
    j) Sales Tax (If the Sales Tax is **'OR or /'**)
    k) Quantity Applied per Annum
    l) CIF Value (RM) and
    m) Sub Finished Products

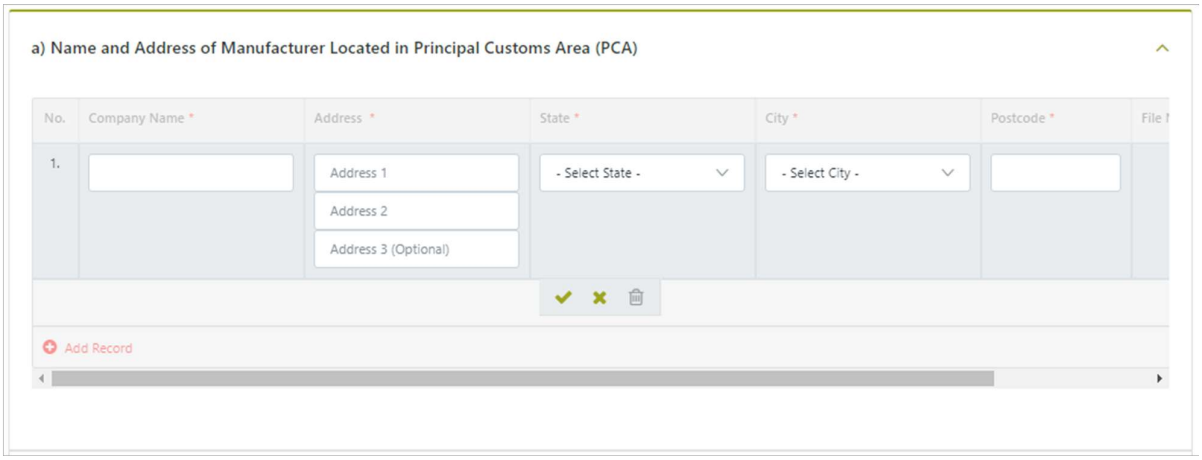
44. Click the **[Save]** button
45. The system will save and display the details.



46. Click on the (expand) button to expand the details.



47. Fill in required details in **'Name and Address of Manufacturer Located in Principal Customs Area (PCA)'**
48. Click the **[+Add Record]**
49. The system will add new row to insert the details.

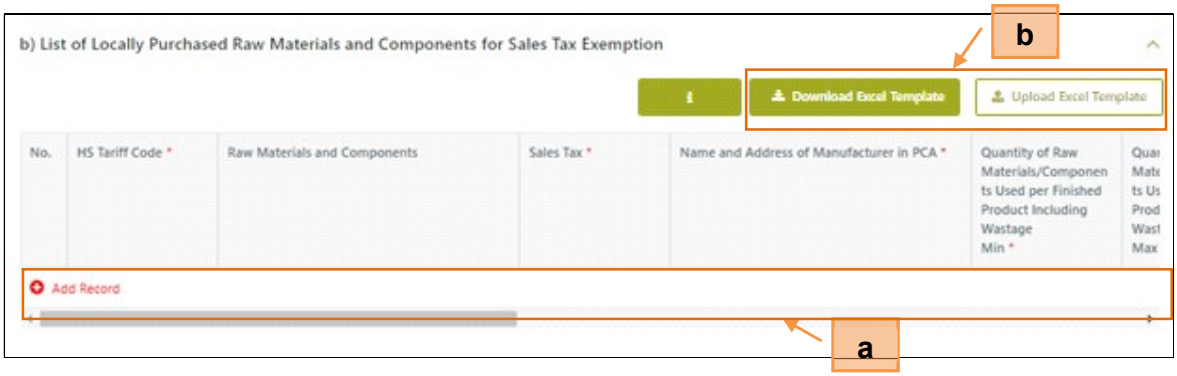


50. Fill in required details:
    a) Manufacturer Name
    b) Address
    c) Country
    d) State
    e) City
    f) Postcode and
    g) File Name/File upload

51. Click the **[Save]** button
52. The system will save and display the details.

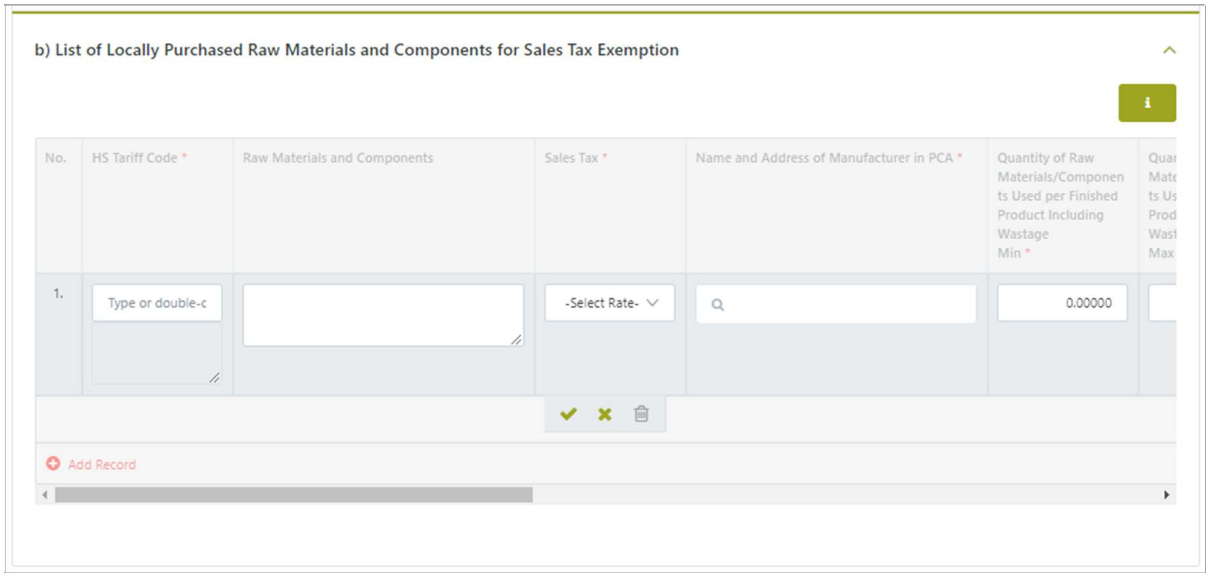


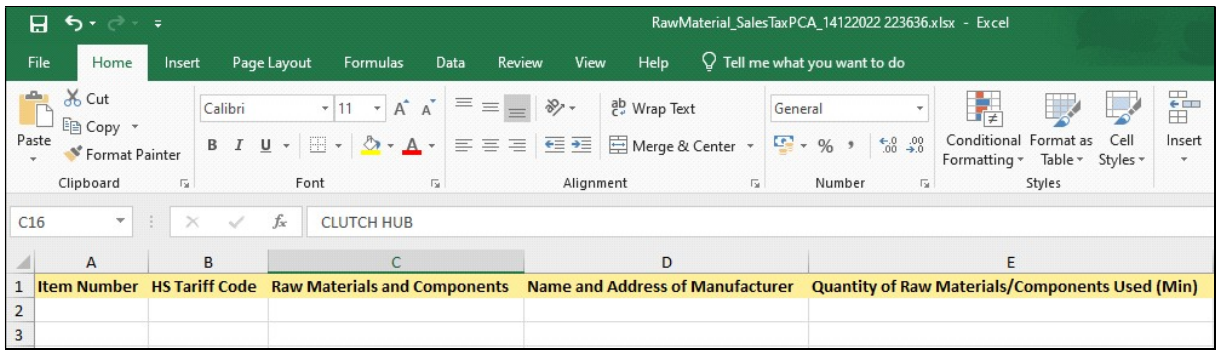
53. Click on the (expand) button to expand the details.



54. The details in **'List of Locally Purchased Raw Materials and Components'** can be added by:
    a. Using the screen (Editable Table)
    b. Using the Download/Upload Excel Template
        i. Click the **[Download Excel Template]** button.
        ii. Update the required information in Excel.
        iii. Click the **[Upload Excel Template]** button and to upload the Excel.

55. Click the **[+Add Record]**
56. The system will add new row to insert the details.





57. Fill in required details:
    a) HS Tariff Code
    b) Raw Materials and Component
    c) Sales Tax (If the Sales Tax is **'OR or /'**)
    d) Name and Address of Manufacturer in PCA
    e) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
    f) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
    g) Quantity Applied per Annum
    h) Value (RM) and
    i) Sub Finished Products

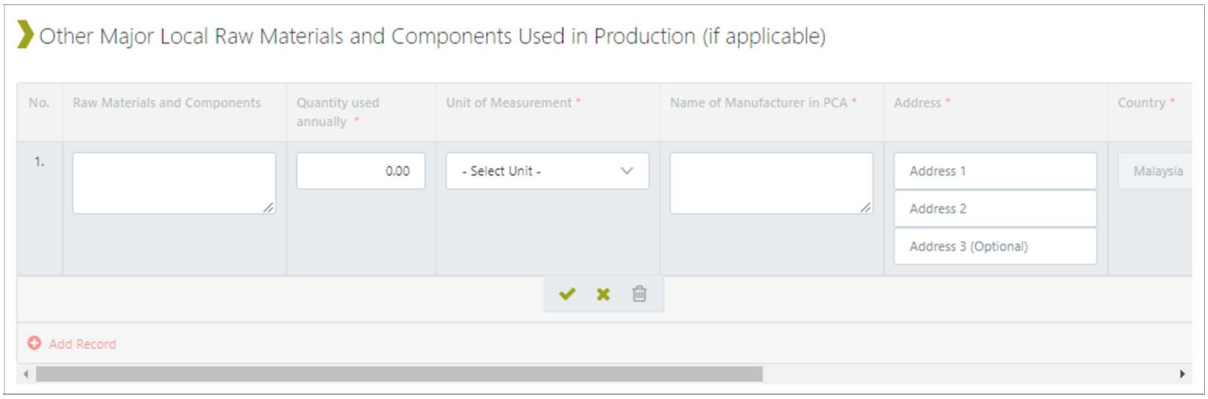
58. Click the **[Save]** button
59. The system will save and display the details.

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

61. The system will redirect to the **'Other Major Local Raw Materials and Components Used in Production'** section.



62. Fill in required details in **'Other Major Local Raw Materials and Components in Used'**
63. Click the **[+Add Record]**
64. The system will add new row to insert the details.



65. Fill in required details:
    a) Raw Materials and Components
    b) Quantity used annually
    c) Name of Manufacturer in PCA
    d) Address
    e) Country
    f) State
    g) City

h) Postcode and

i) Phone No. (If required)

66. Click the **[Save]** button
67. The system will save and display the details.

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

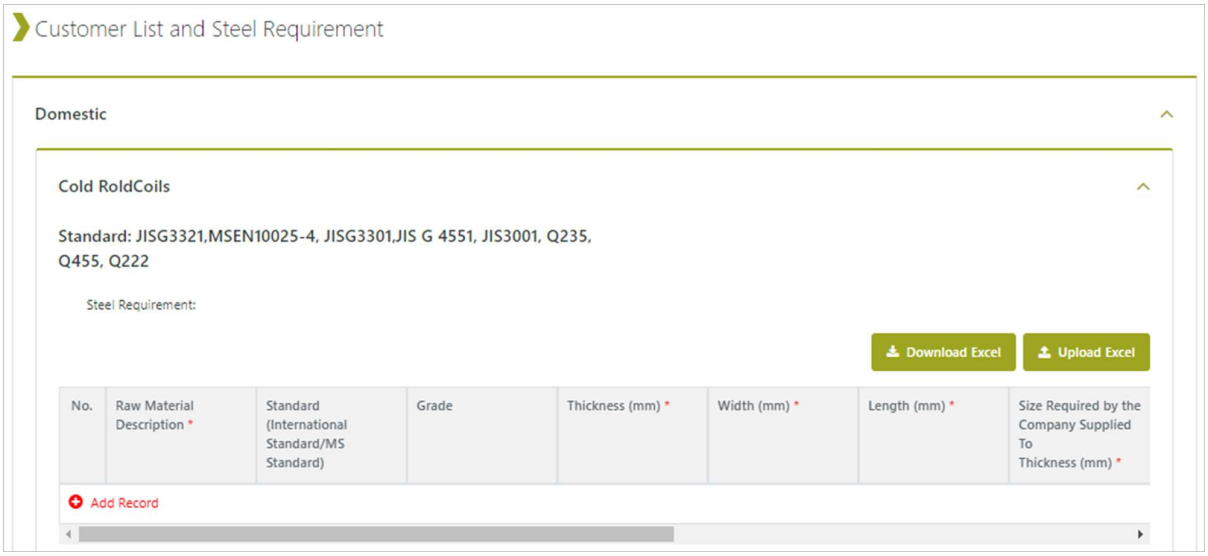
69. The system will redirect to the **'Customer List and Steel Requirement'** section.



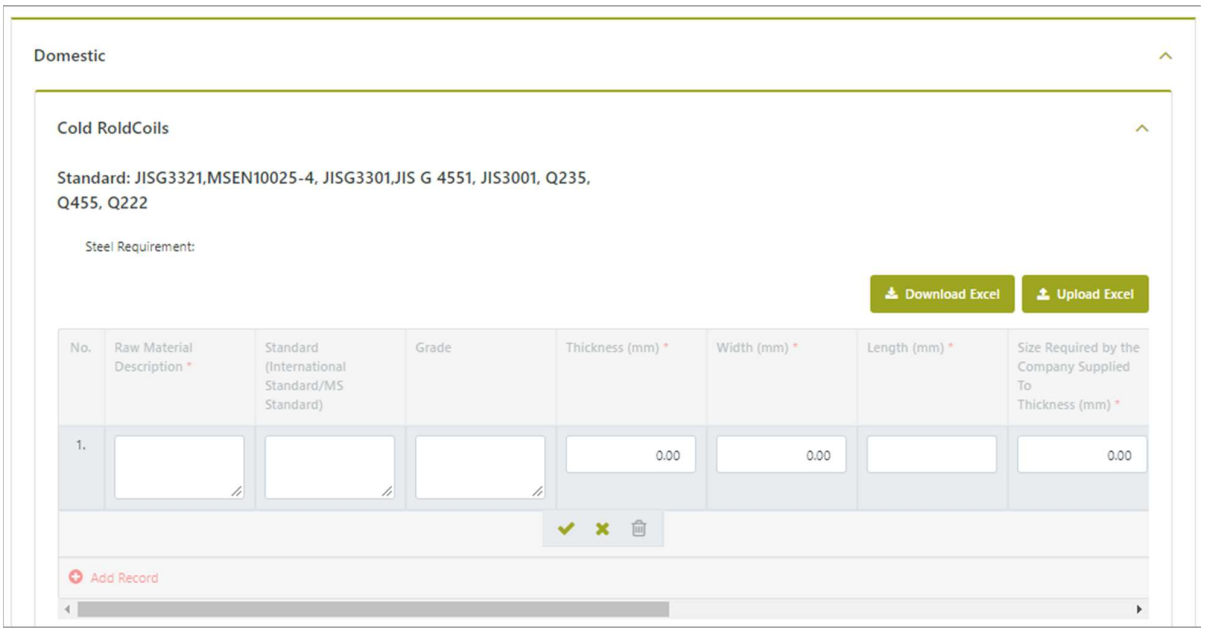
70. Click on the (expand) button to expand the details.



71. Click on the (expand) button to expand the details.

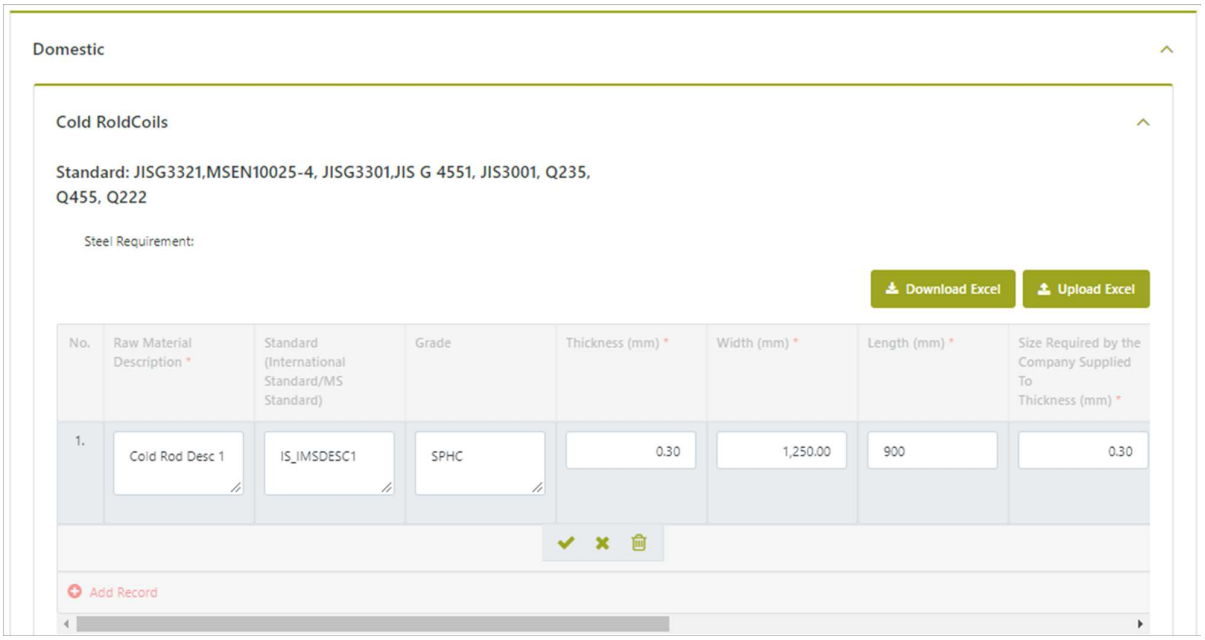


72. Fill in required details in **'Steel Requirement'**
73. Click the **[+Add Record]**
74. The system will add new row to insert the details.

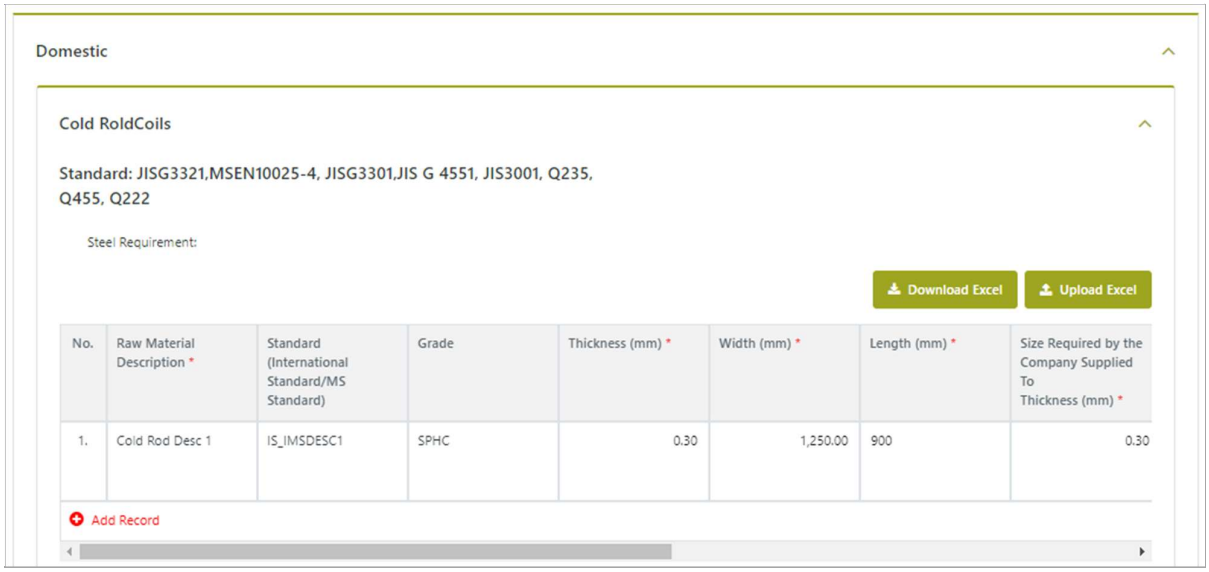


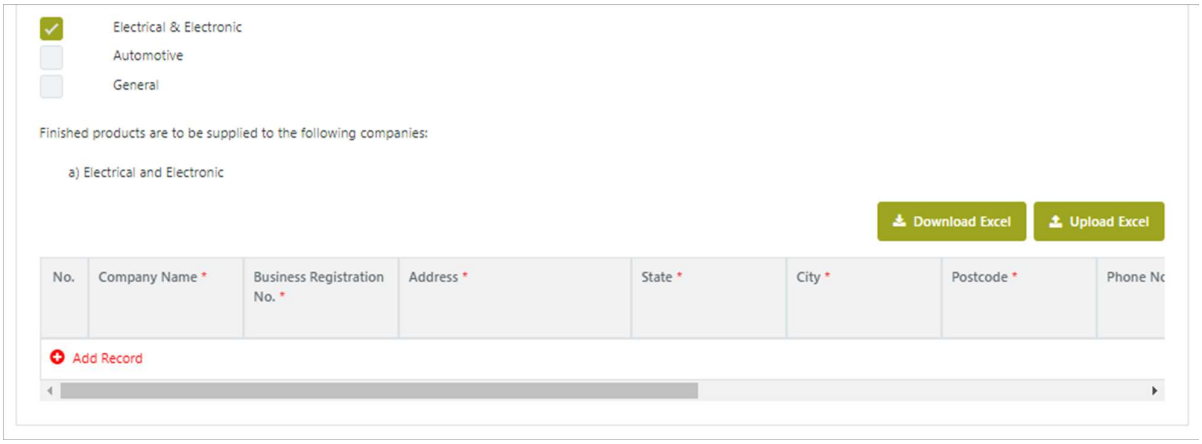
75. Fill in required details:
    a) Raw Material Description
    b) Standard (International Standard/MS Standard)
    c) Grade

d) Thickness (mm)
e) Width (mm)
f) Length (mm)
g) Size Required by the Company Supplied To Thickness (mm)
h) Size Required by the Company Supplied To Width (mm)
i) Size Required by the Company Supplied To Length (mm)
j) Product Produced by the Company Supplied To
k) Final User (Customer) and
l) Industry

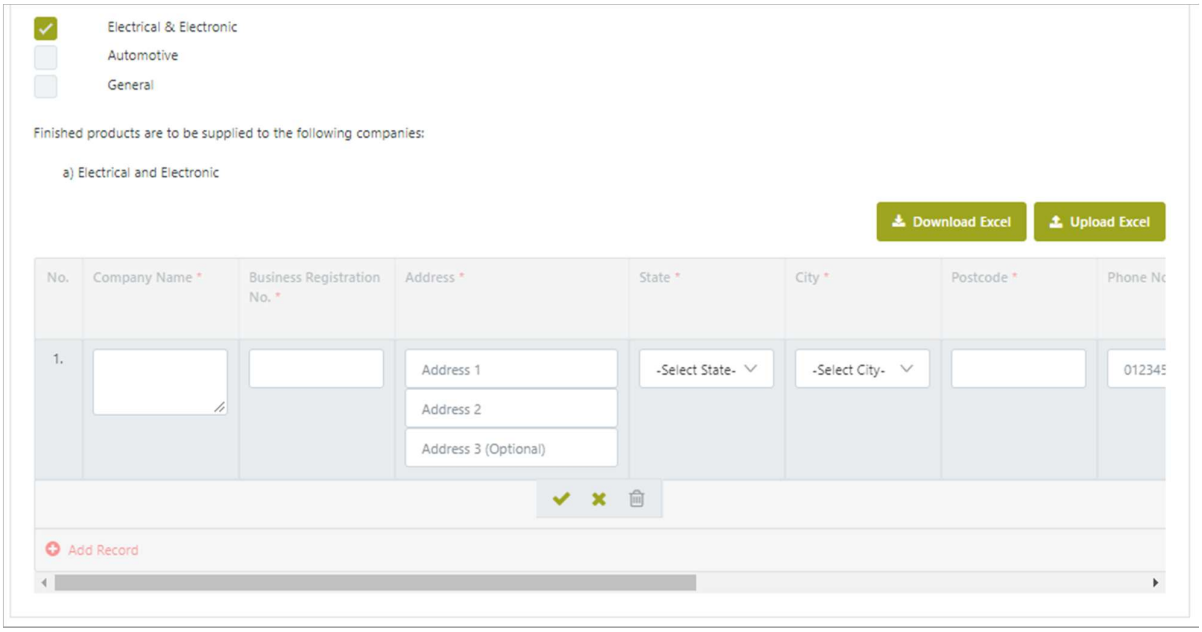


76. Click the **[Save]** button
77. The system will save and display the details.





78. Fill in required details in **'Customer List'**
79. Click the **[+Add Record]**
80. The system will add new row to insert the details.



81. Fill in required details:
    a) Company Name
    b) Business Registration No.
    c) Address
    d) State
    e) City
    f) Postcode
    g) Phone No.
    h) Product/Activity (Customer)
    i) Manufacturing Licence No./Business Premise Licence No. and
    j) File Name/File upload

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

83. The system will redirect to the **'Supporting Documents'** section.
    (Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)



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

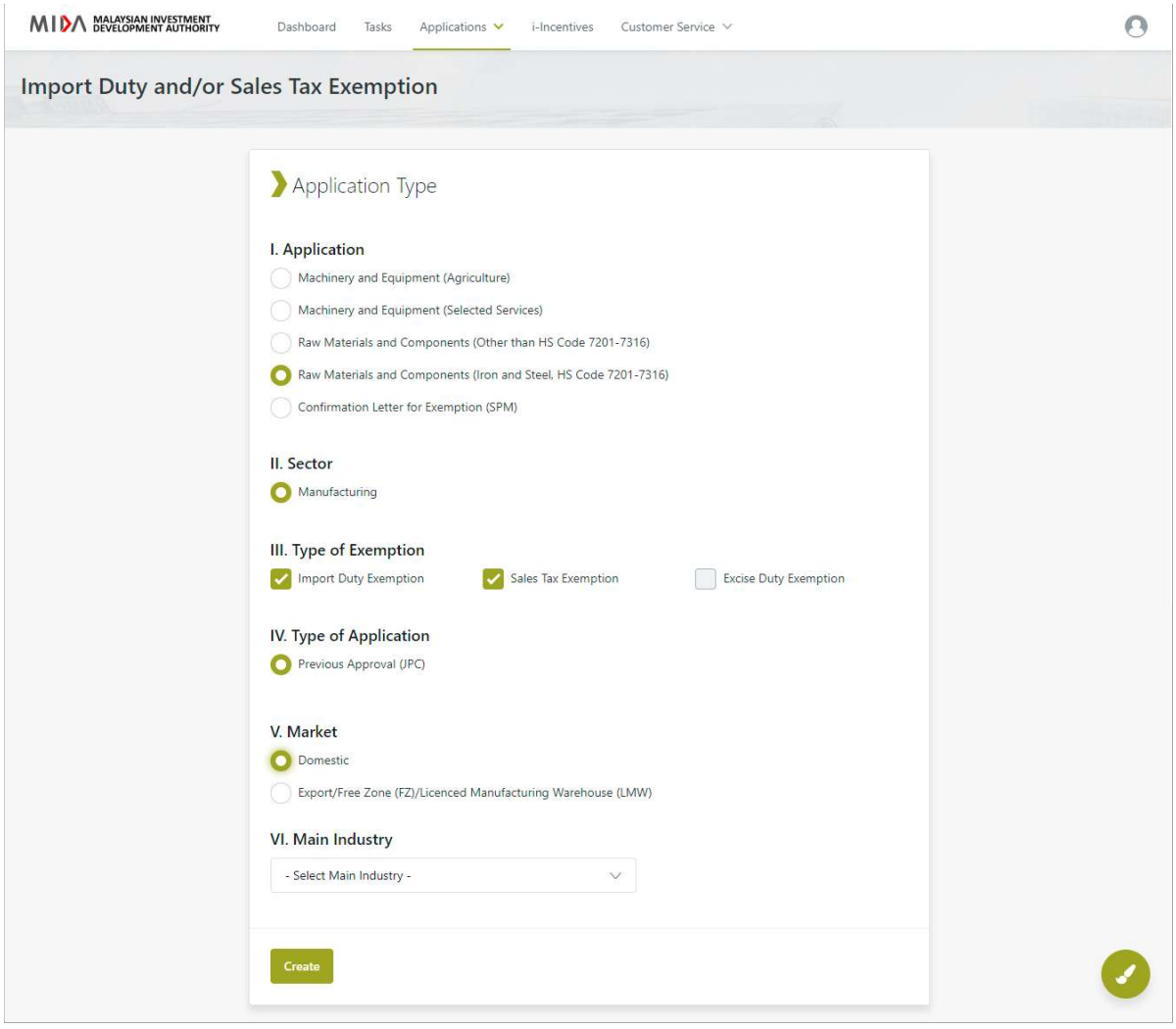
85. The system will redirect to the **'Declaration'** section.

    (Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 3 APPLICATION (PREVIOUS APPROVAL)

3.1 Raw Materials and Components (Iron and Steel, HS Code 7201-7316) - Domestic

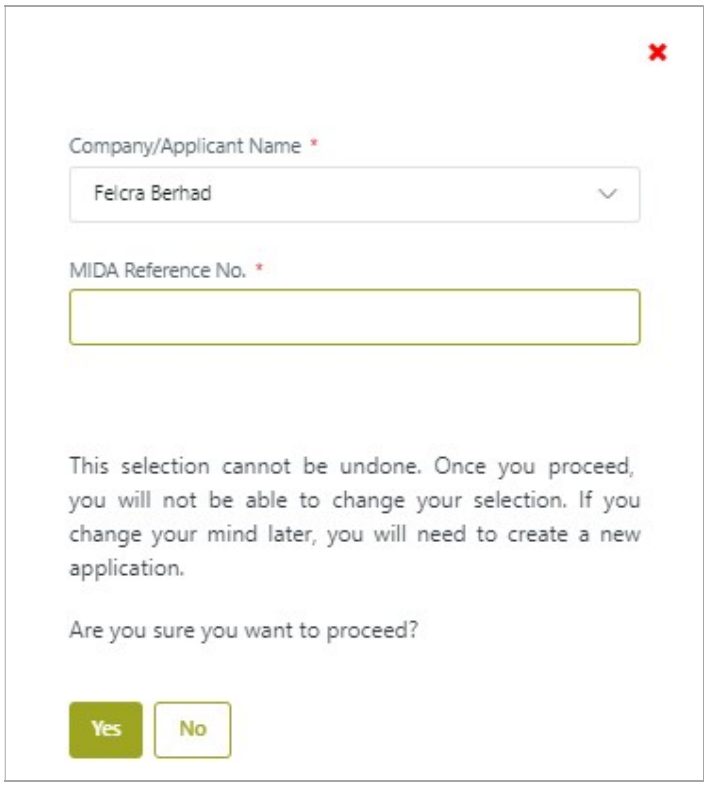
1. **Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL : 2.2.4 Applications**
   - Create **Previous Approval** Application



2. Select:

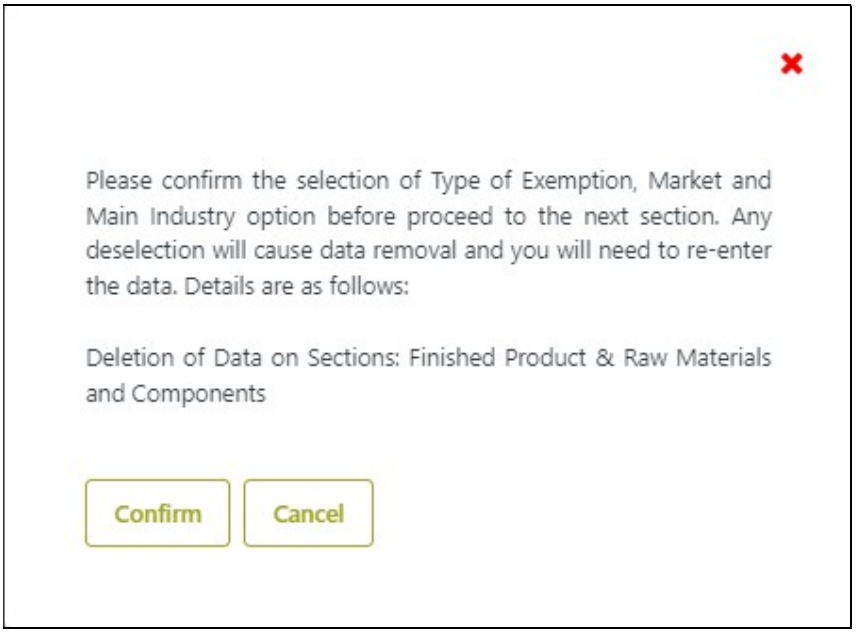
I. Application: **Raw Materials and Components (Iron and Steel, HS Code 7201-7316)**
II. Sector: **Manufacturer**
III. Type of Exemption (select at least one):
   i. **Import Duty Exemption**
   ii. **Sales Tax Exemption**
IV. Type of Application: **New**
V. Market:
   i. **Domestic**
   ii. **Export/Free Zone (FZ)/Licenced Manufacturing Warehouse (LMW)**
VI. Main Industry: Default to **- Select Main Industry -** (Editable)

3. Click the **[Create]** button



4. Above popup shall be displayed.
5. Select Company/Applicant Name.
6. Fill in MIDA Reference No. (Previous Approval MIDA Reference No.).

7. Click the **[No]** button and the system will return to the Application Wizard.
8. Click the **[Yes]** button and the system will proceed to the next section.



9. The above message shall be displayed if there are changes to the Type of Exemption and Market.
10. Click the **[Cancel]** button and the system will return to the Application Wizard.
11. Click the **[Confirm]** button and the system will proceed to the next section.

12. The system will redirect to the **'Company'** section.
    (Refer to Chapter 1 Common Sections: 1.1 Company)

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

14. The system will redirect to the **'Previous Approval Records'** section.
    (Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)

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

16. The system will redirect to the **'Project Cost'** section.
    (Refer to Chapter 1 Common Sections: 1.3 Project Cost)

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

18. The system will redirect to the **'Financing Details'** section.

(Refer to Chapter 1 Common Sections: 1.4 Financing Details)

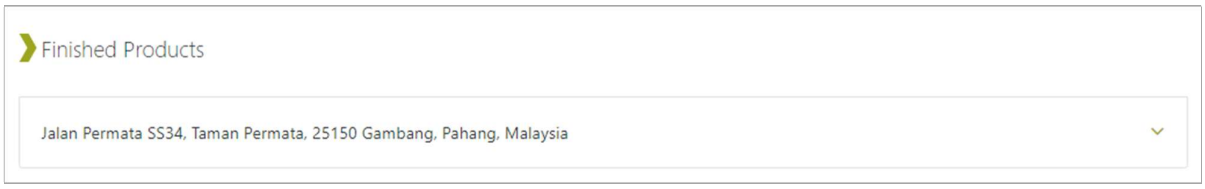
19. Click the [**Next**] button

20. The system will redirect to the **'Manpower'** section.

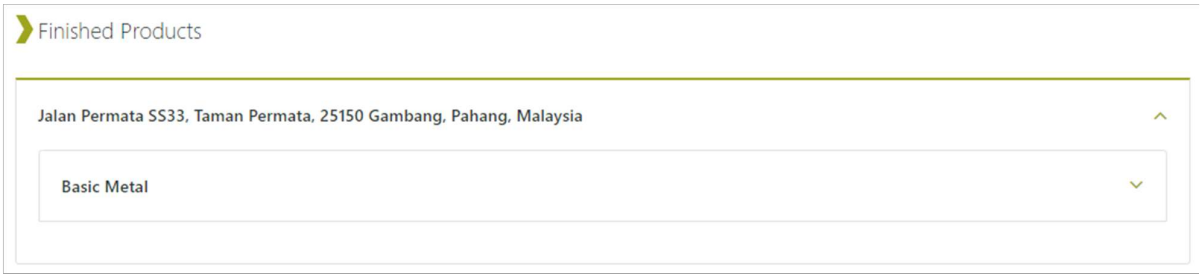
    (Refer to Chapter 1 Common Sections: 1.5 Manpower)

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

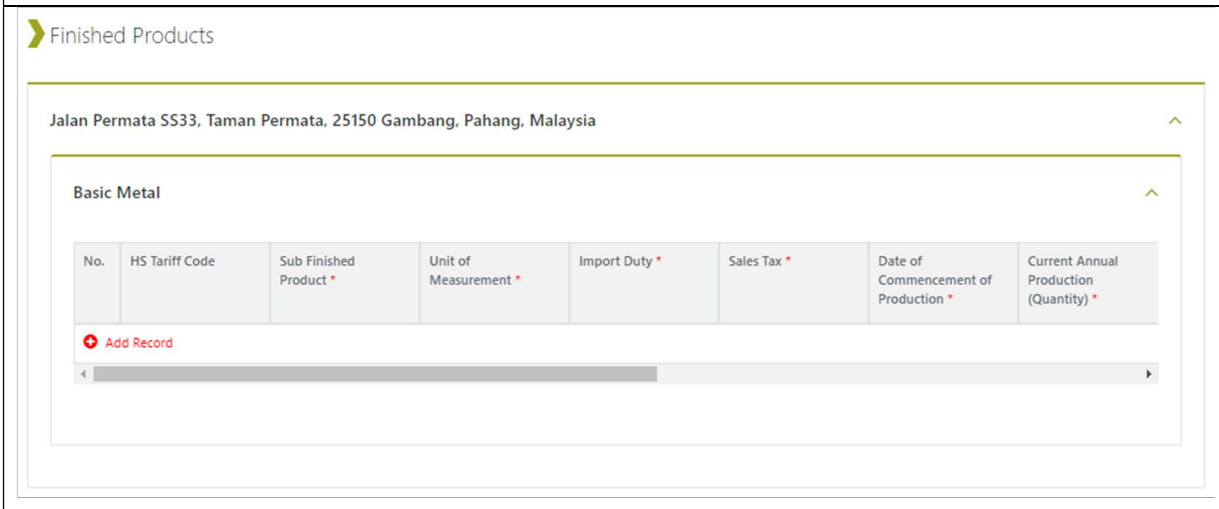
22. The system will redirect to the **'Finished Products'** section.



23. Click on the (expand) button to expand the details.

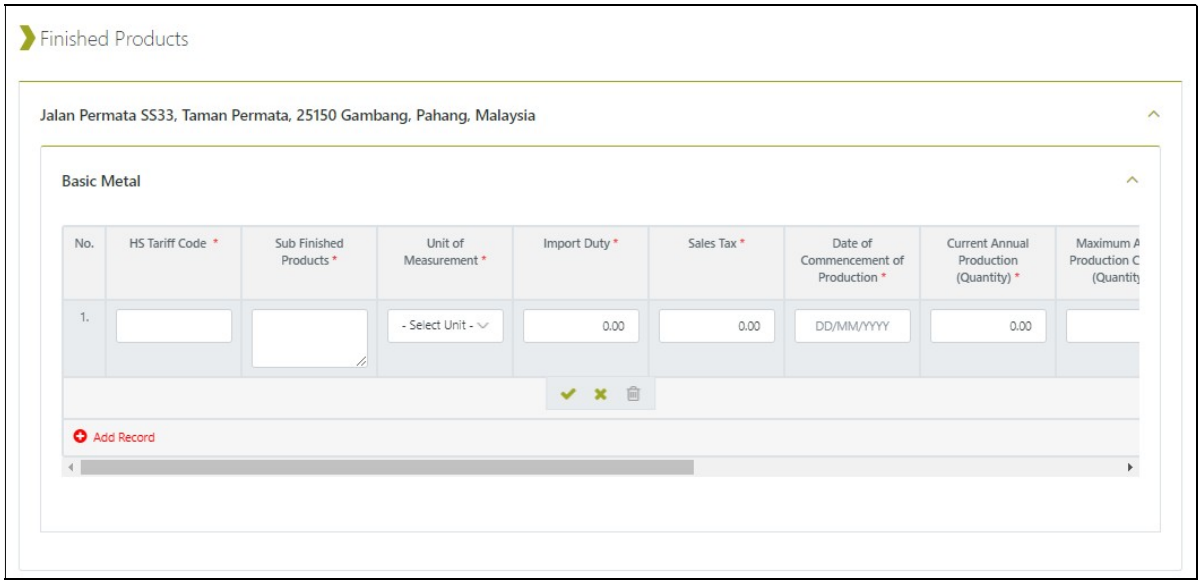


24. Click on the (expand) button to expand the details.



25. Fill in required details in **'Sub Finished Products'**

26. Click the **[+Add Record]**
27. The system will add new row to insert the details.

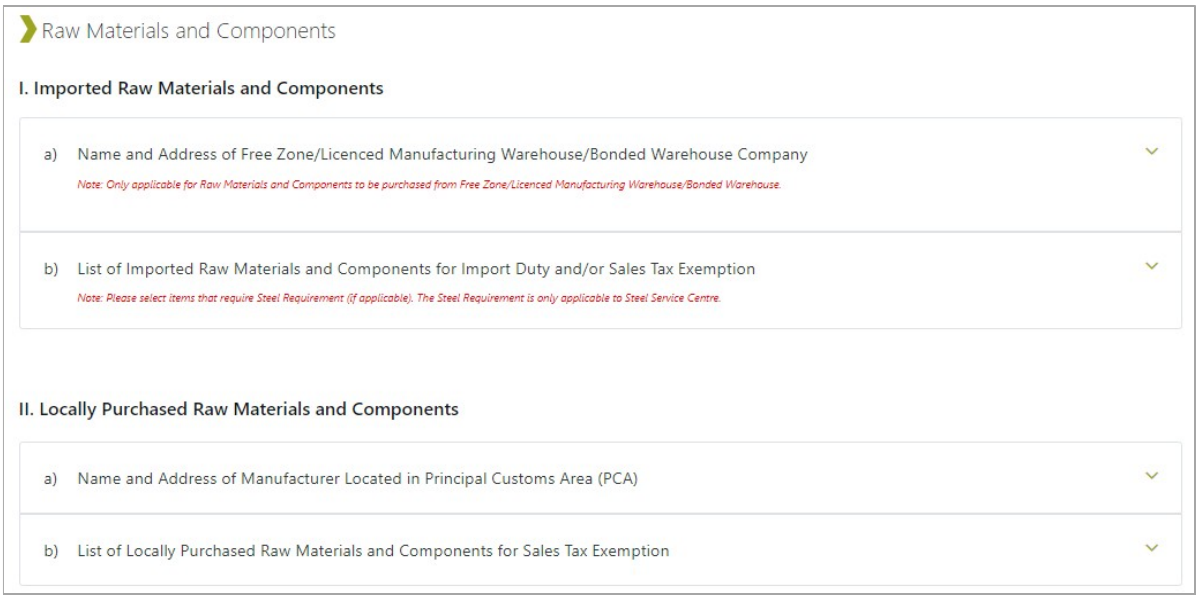


28. Fill in required details:
    a) HS Tariff Code
    b) Sub Finished Products
    c) Unit of Measurement
    d) Import Duty
    e) Sales Tax
    f) Date of Commencement of Production
    g) Current Annual Production (Quantity)
    h) Maximum Annual Production Capacity (Quantity)
    i) Market
    j) Major Customers
    k) Major Export Destinations (If the **Export Market** is filled)

29. Click the **[Save]** button
30. The system will save and display the details.

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

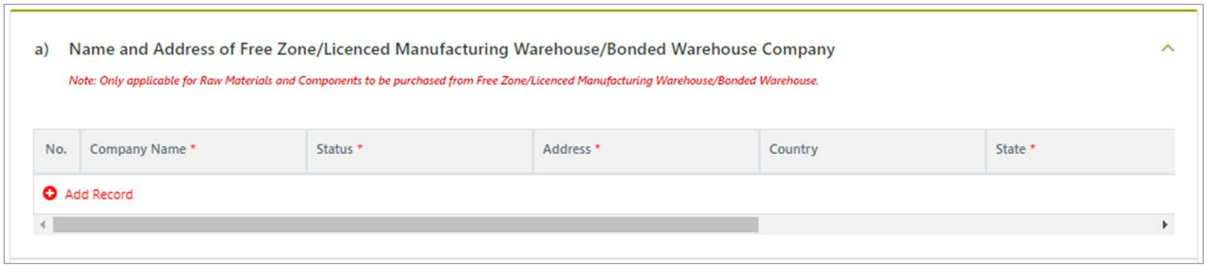
32. The system will redirect to the **'Raw Materials and Components'** section.



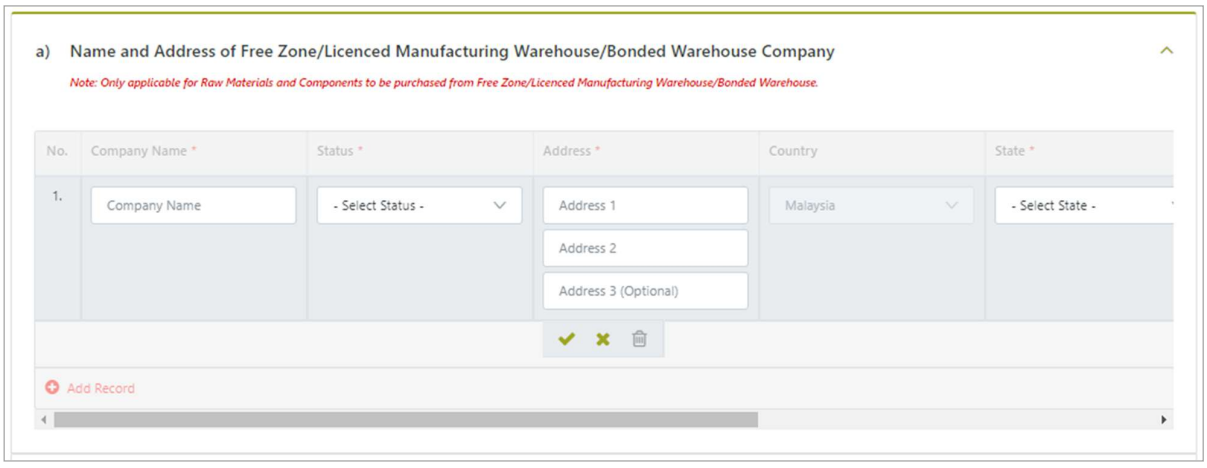
33. **Notes:**
    a. Please fill in
        i. **a) Name and Address of Free Zone/Licensed Manufacturing/Bonded Warehouse Company** in order to enable it to be selected on
        ii. **b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption** (column: **Customs Station** and **Name and Address of Free Zone/LMW/Bonded Warehouse Company**.
    b. Please fill in
        i. **a) Name and Address of Manufacturer Located in Principal Customs Area (PCA)** in order to enable it to be selected on
        ii. **b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption** (column: **Name and Address of Manufacture in PCA**)
    c. Fill in Raw Materials and Components item based on previous approval which are:
        i. **Item Diluluskan**
        ii. **Item Ditolak**
        iii. **Item Tidak Dipertimbangkan**



34. Click on the (expand) button to expand the details.



35. Fill in required details in **'Name and Address of Free Zone/Licensed Manufacturing Warehouse/Bonded Warehouse Company'**
36. Click the **[+Add Record]**
37. The system will add new row to insert the details.

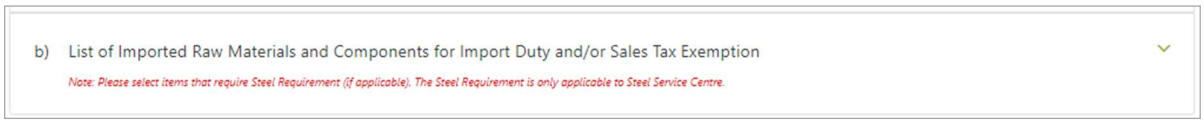


38. Fill in required details:
    a) Company Name
    b) Status
    c) Address
    d) Country
    e) State
    f) City

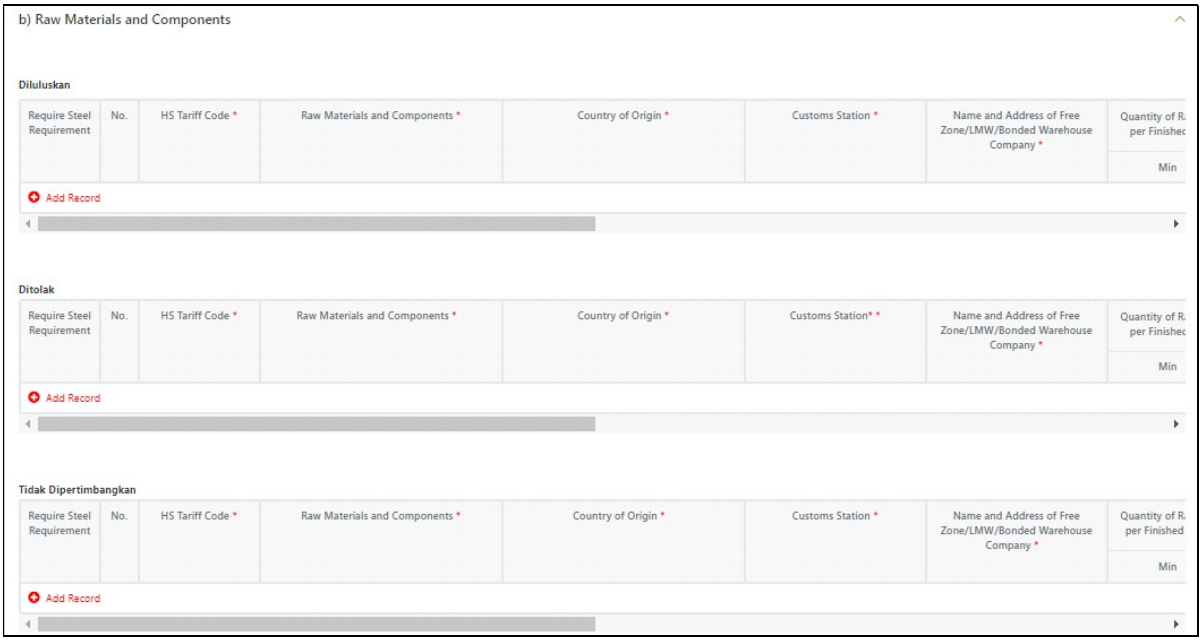
g) Postcode and

h) File Name/File upload (If required)

39. Click the **[Save]** button
40. The system will save and display the details.

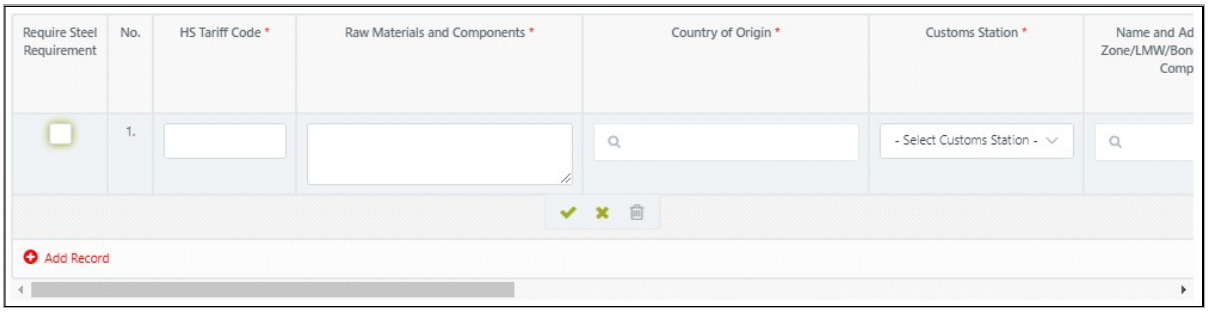


41. Click on the (expand) button to expand the details.



42. The details in **'List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption'** can be added by:
    a. Using the screen (Editable Table)
    b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel
        i. Click the **[Download Excel Template]** button.
        ii. Update the required information in Excel.
        iii. Click the **[Upload Excel Template]** button and to upload the Excel.
43. Click the **[+Add Record]**

44. The system will add new row to insert the details.



45. Fill in required details:
    a) Steel Requirement checkbox (Please tick in order to enable the **Customer List and Steel Requirement Section**)
    b) HS Tariff Code
    c) Raw Materials and Components
    d) Country of Origin
    e) Customs Station
    f) Name and Address of Free Zode/LMW/Bonded Warehouse Company (If required)
    g) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
    h) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
    i) Unit of Measurement
    j) Import Duty
    k) Sales Tax
    l) Quantity Approved and
    m) Sub Finished Products

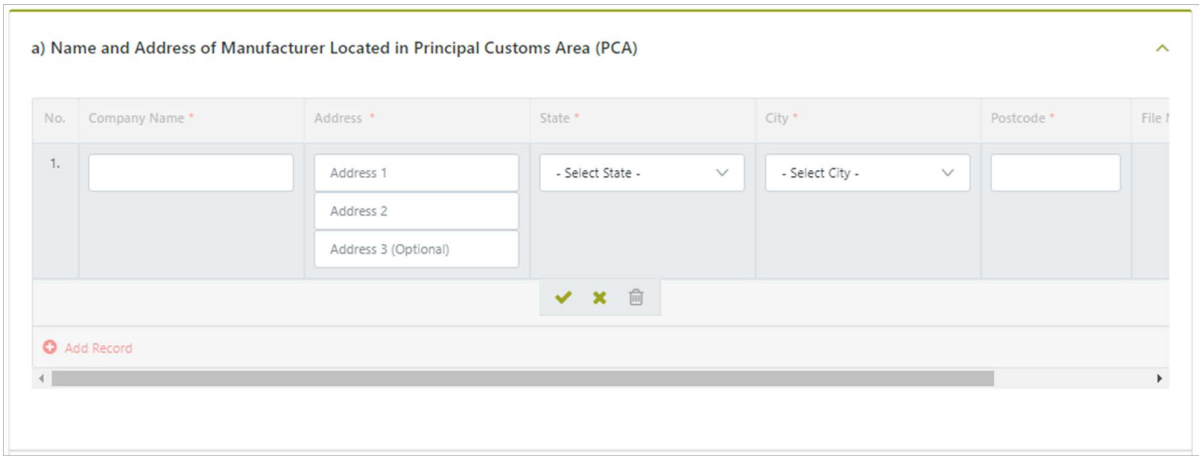
46. Click the **[Save]** button
47. The system will save and display the details.



48. Click on the (expand) button to expand the details.



49. Fill in required details in **'Name and Address of Manufacturer Located in Principal Customs Area (PCA)'**
50. Click the **[+Add Record]**
51. The system will add new row to insert the details.

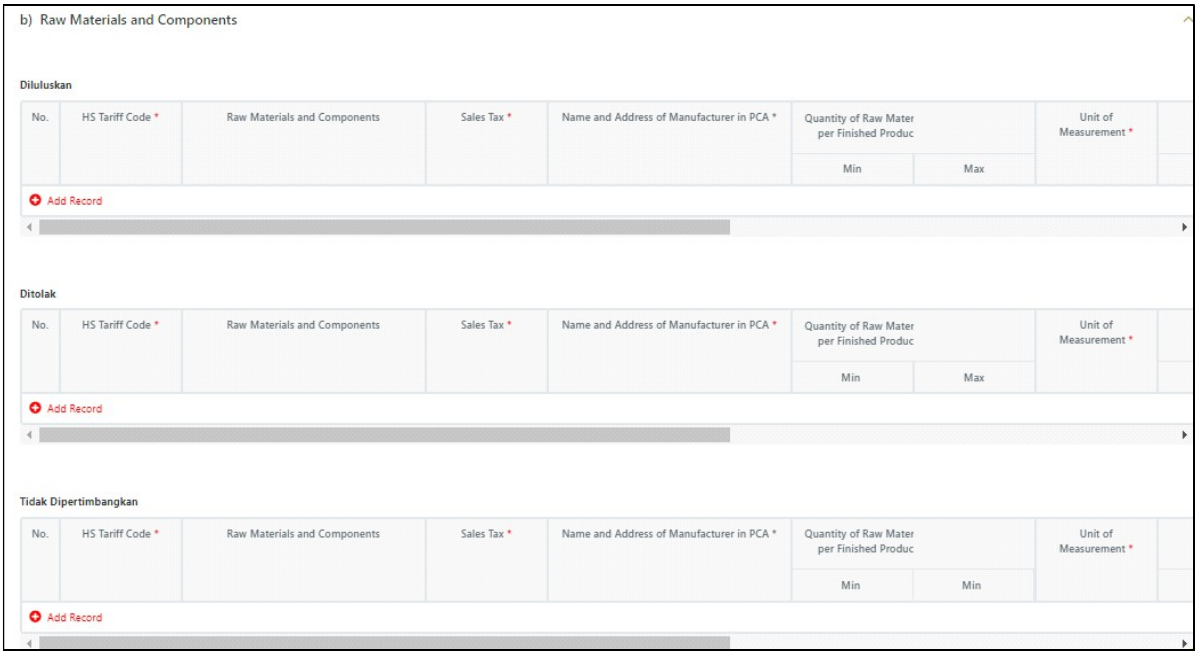


52. Fill in required details:
    a) Company Name
    b) Address
    c) Country
    d) State
    e) City
    f) Postcode and
    g) File Name/File upload

53. Click the **[Save]** button
54. The system will save and display the details.

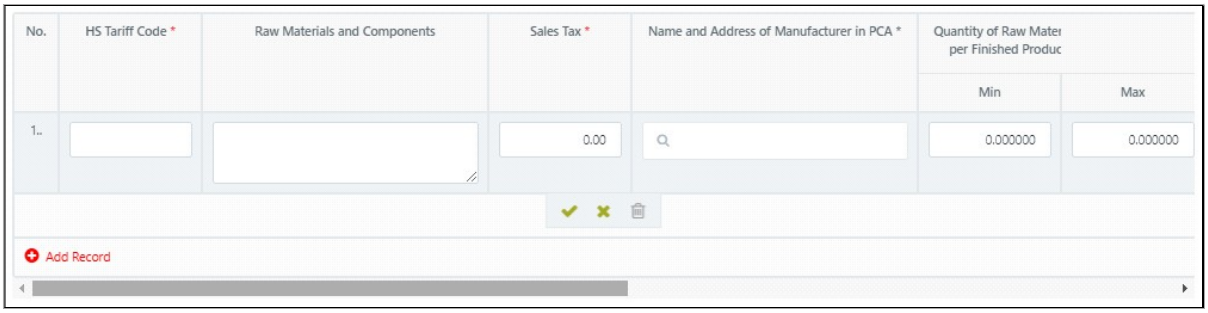


55. Click on the (expand) button to expand the details.



56. The details in **'List of Locally Purchased Raw Materials and'** can be added by:
    a. Using the screen (Editable Table)
    b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel
        i. Click the **[Download Excel Template]** button.
        ii. Update the required information in Excel.
        iii. Click the **[Upload Excel Template]** button and to upload the Excel.

57. Click the **[+Add Record]**
58. The system will add new row to insert the details.



59. Fill in required details:
    a) HS Tariff Code
    b) Raw Materials and Components
    c) Sales Tax
    d) Name and Address of Manufacturer in PCA
    e) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
    f) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
    g) Quantity Approved and
    h) Sub Finished Products

60. Click the **[Save]** button
61. The system will save and display the details.

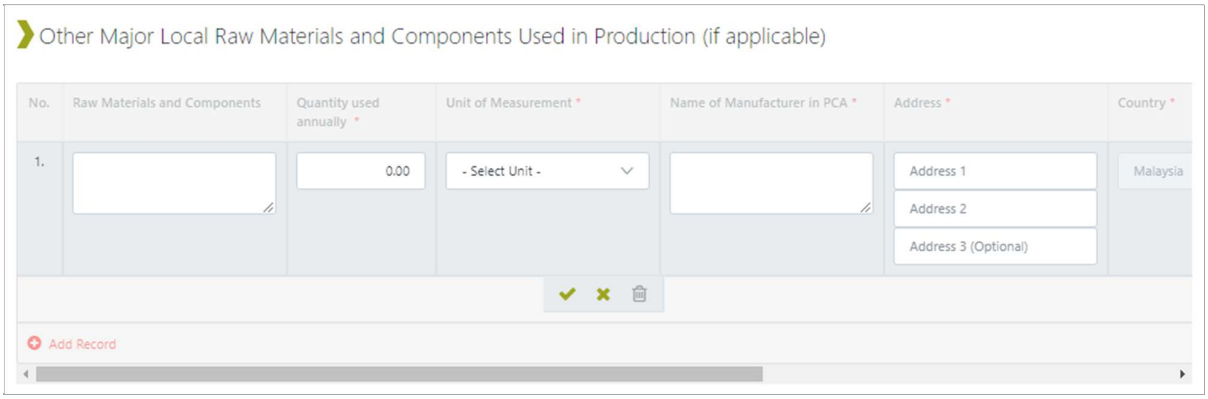
62. Click the [**Next**] button

63. The system will redirect to the **'Other Major Local Raw Materials and Components Used in Production'** section.



64. Fill in required details in **'Other Major Local Raw Materials and Components in Used'**

65. Click the **[+Add Record]**
66. The system will add new row to insert the details.



67. Fill in required details:
    a) Raw Materials and Components
    b) Quantity used annually
    c) Name of Manufacturer in PCA
    d) Address
    e) Country
    f) State
    g) City
    h) Postcode and
    i) Phone No. (If required)

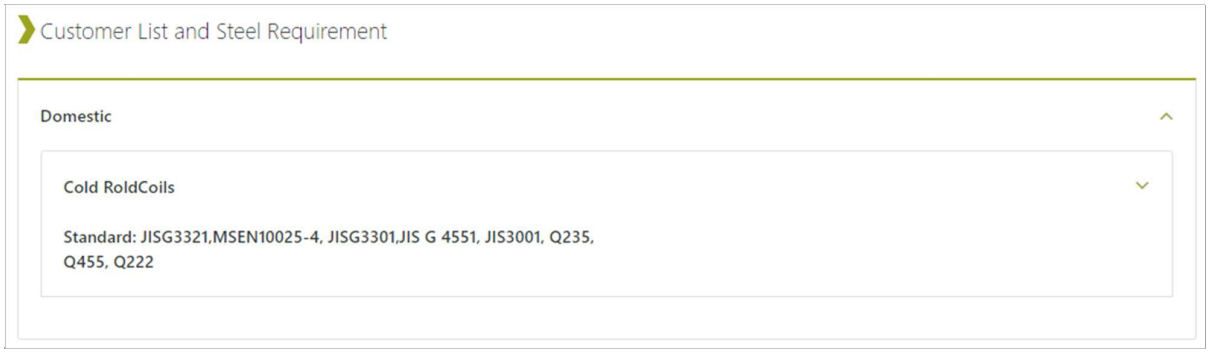
68. Click **[Save]** button
69. The system will save and display the details.

70. Click the **'Next'** button

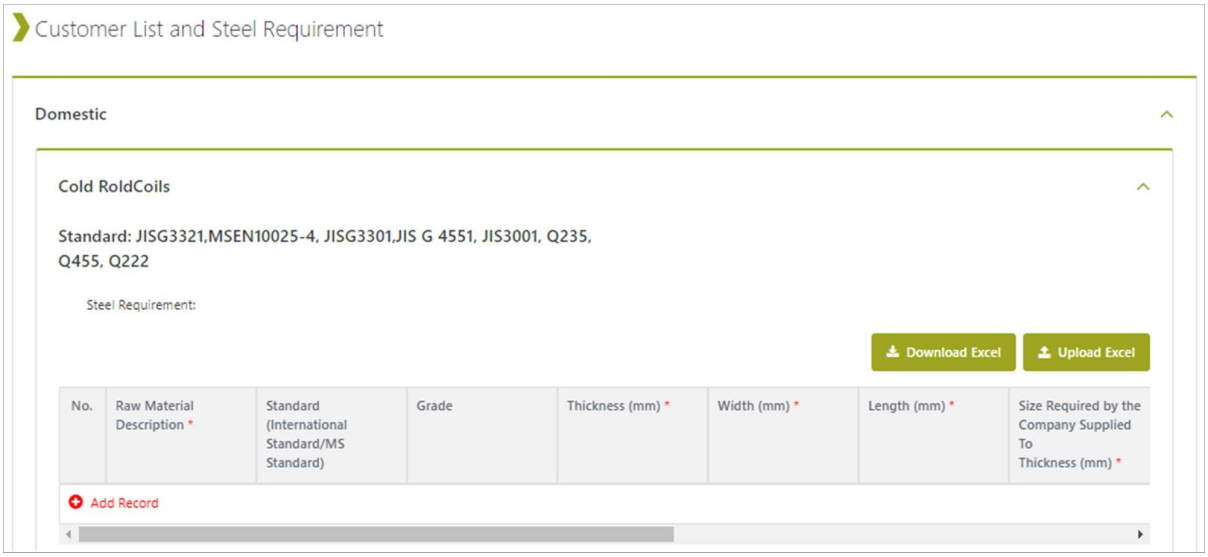
71. The system will redirect to the **'Customer List and Steel Requirement'** section.



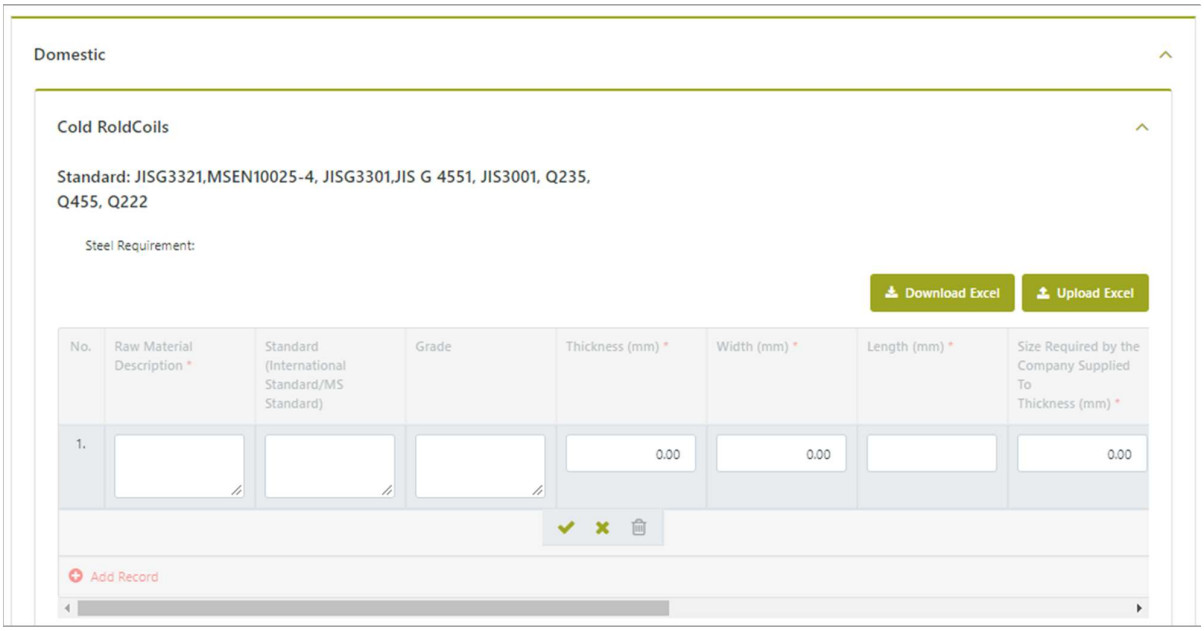
72. Click on the (expand) button to expand the details.



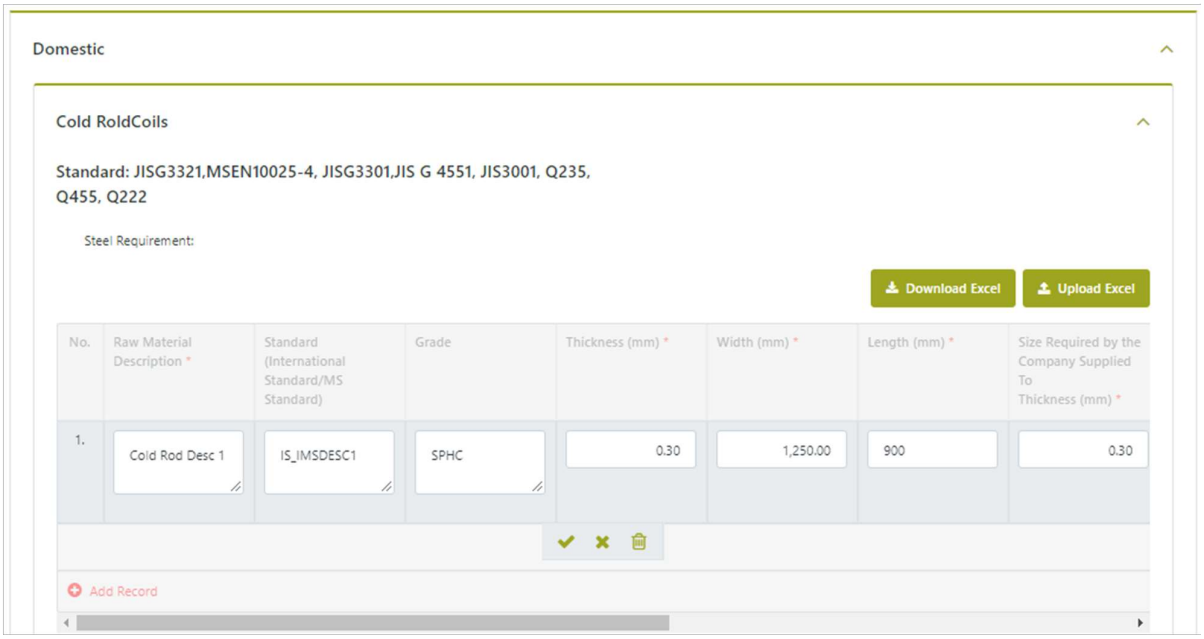
73. Click on the (expand) button to expand the details.



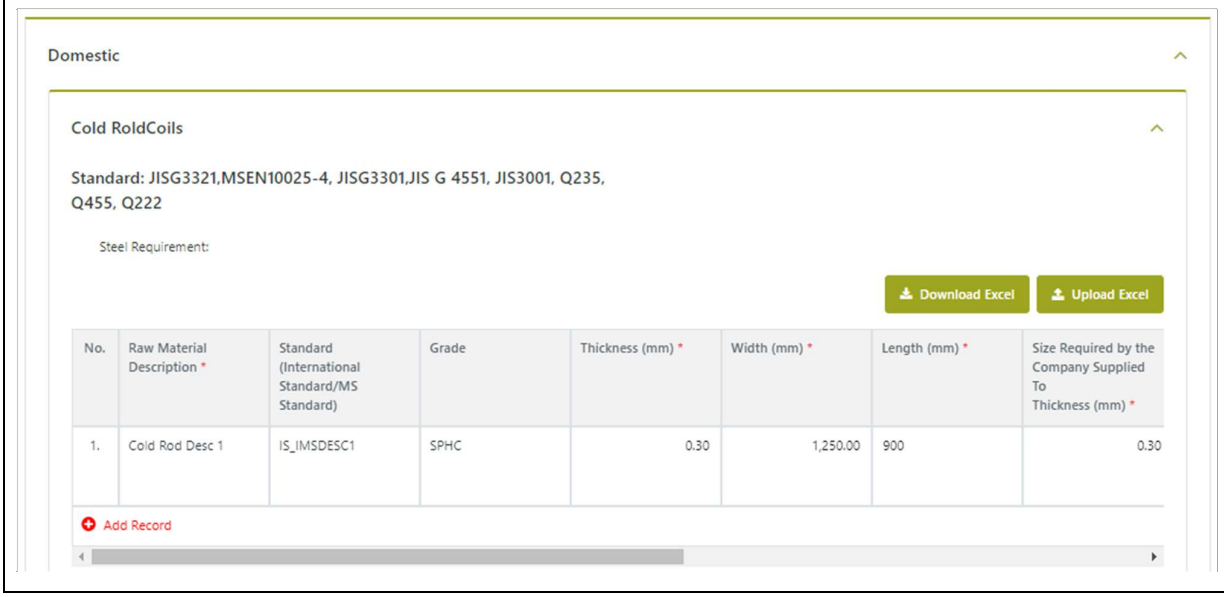
74. Fill in required details in **'Steel Requirement'**
75. Click the **[+Add Record]**
76. The system will add new row to insert the details.

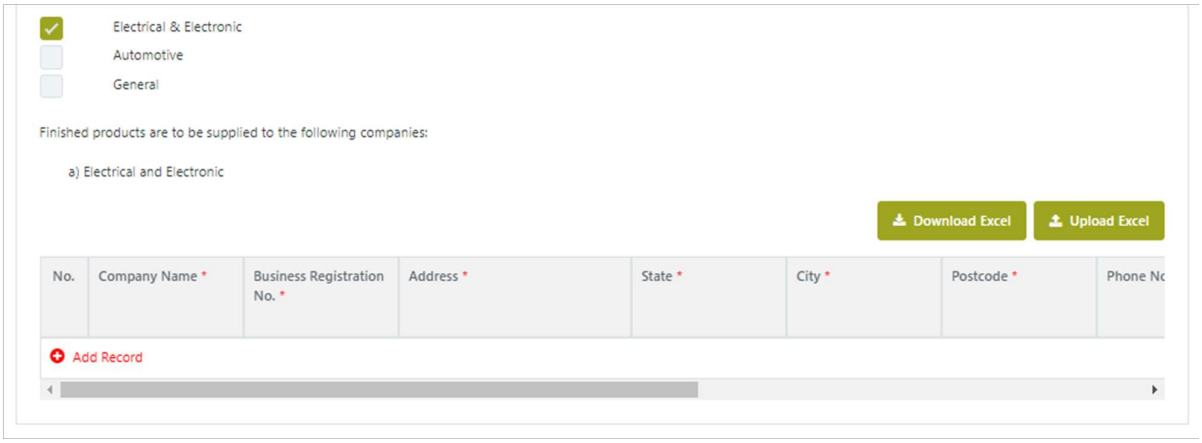


77. Fill in required details:
    a) Raw Material Description
    b) Standard (International Standard/MS Standard)
    c) Grade
    d) Thickness (mm)
    e) Width (mm)
    f) Length (mm)
    g) Size Required by the Company Supplied To Thickness (mm)
    h) Size Required by the Company Supplied To Width (mm)
    i) Size Required by the Company Supplied To Length (mm)
    j) Product Produced by the Company Supplied To
    k) Final User (Customer) and
    l) Industry

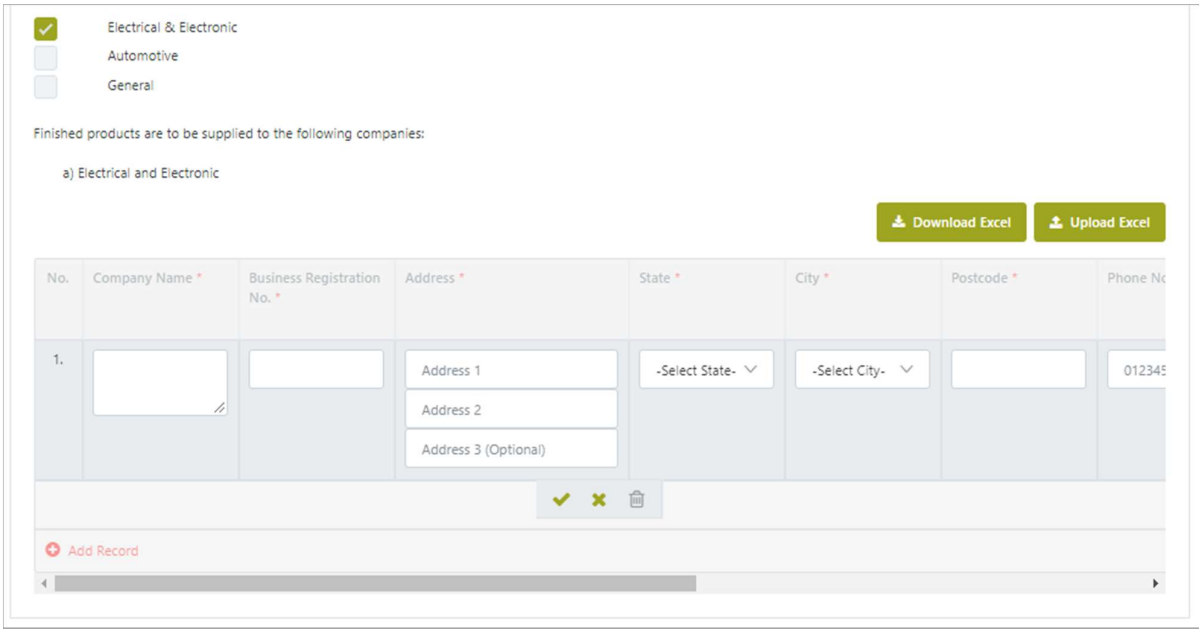


78. Click the **[Save]** button
79. The system will save and display the details.





80. Fill in required details in **'Customer List'**
81. Click the **[+Add Record]**
82. The system will add new row to insert the details.



83. Fill in required details:
    a) Company Name
    b) Business Registration No.
    c) Address
    d) State
    e) City

f) Postcode

g) Phone No.

h) Product/Activity (Customer)

i) Manufacturing Licence No./Business Premise Licence No. and

j) File Name/File upload

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

85. The system will redirect to the **'Supporting Documents'** section.

(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)



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

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

(Refer to Chapter 1 Common Sections: 1.7 Declaration)

88. After submitting the Previous Approval application, the company may apply below application which are:

d. **Refer to Chapter 4 APPLICATION (EXTENSION)** or

e. **Refer to Chapter 5 APPLICATION (ADDITIONAL QUANTITY)** or

f. **Refer to Chapter 6 APPLICATION (AMENDMENT)** or

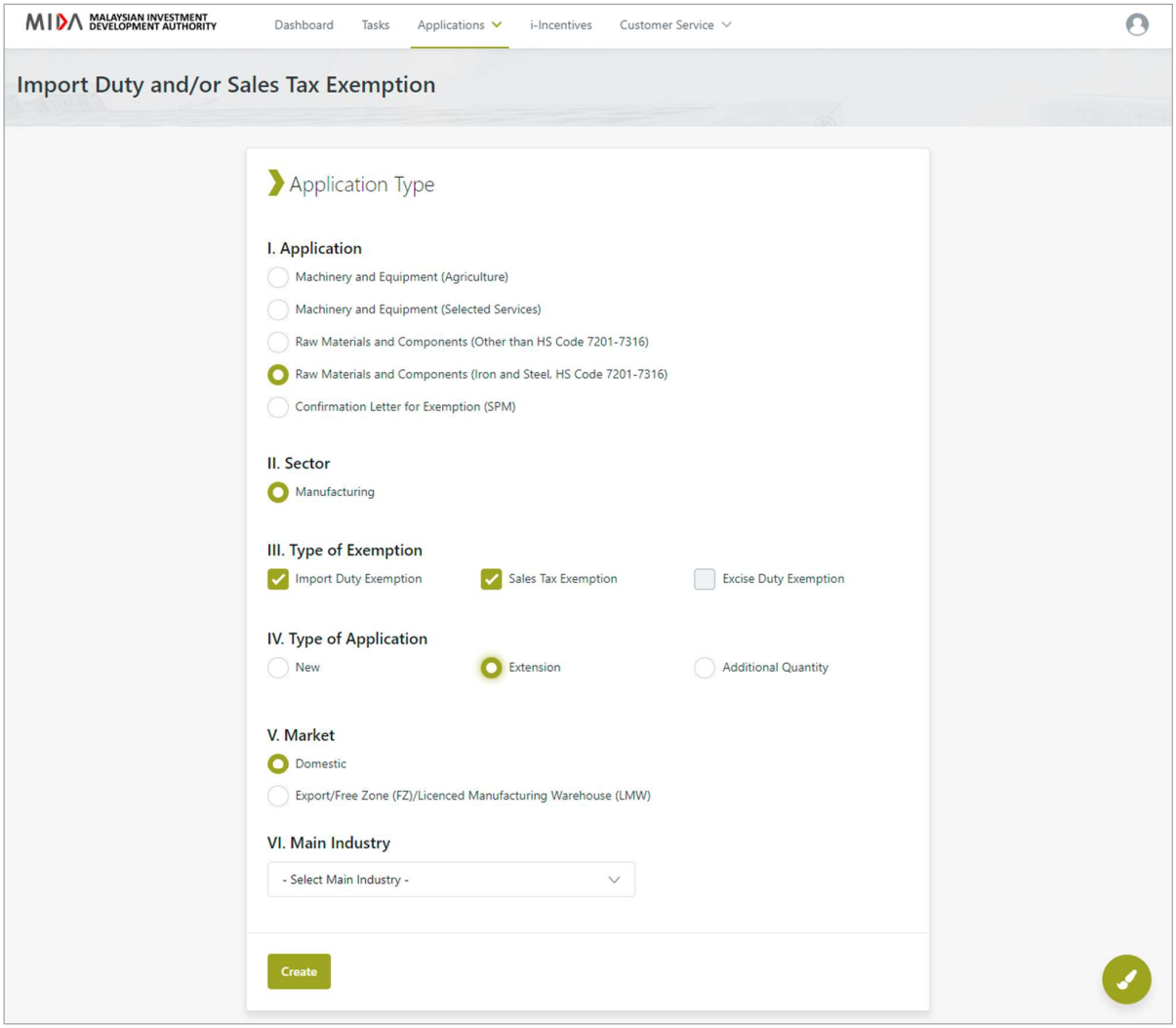
g. **Refer to Chapter 7 APPLICATION (APPEAL)** or

h. **Refer to Chapter 8 APPLICATION (SURRENDER)**

Chapter 4 APPLICATION (EXTENSION)

4.1 Raw Materials and Components (Iron and Steel, HS Code 7201-7316) - Domestic

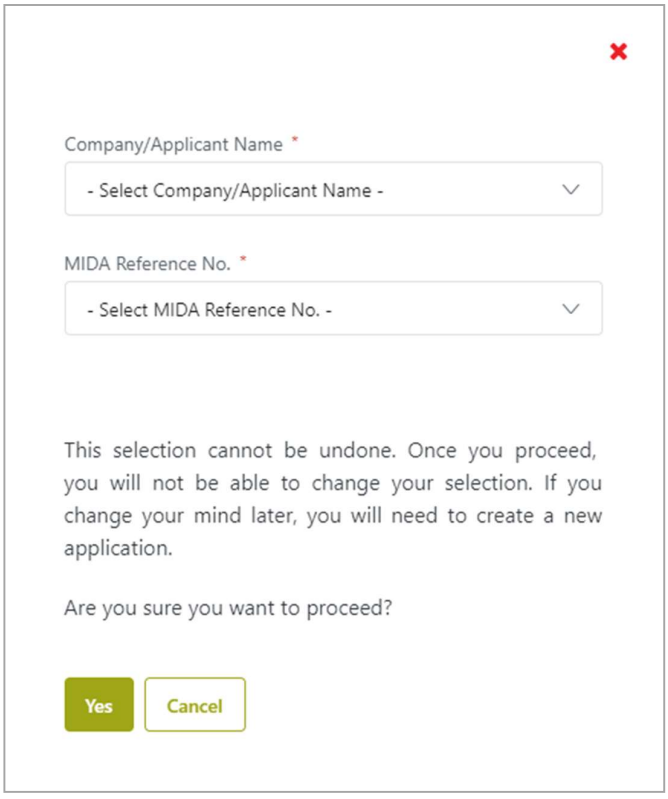
1. **Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL : 2.2.4 Applications**
   - Create **Extension** Application



2. Select:

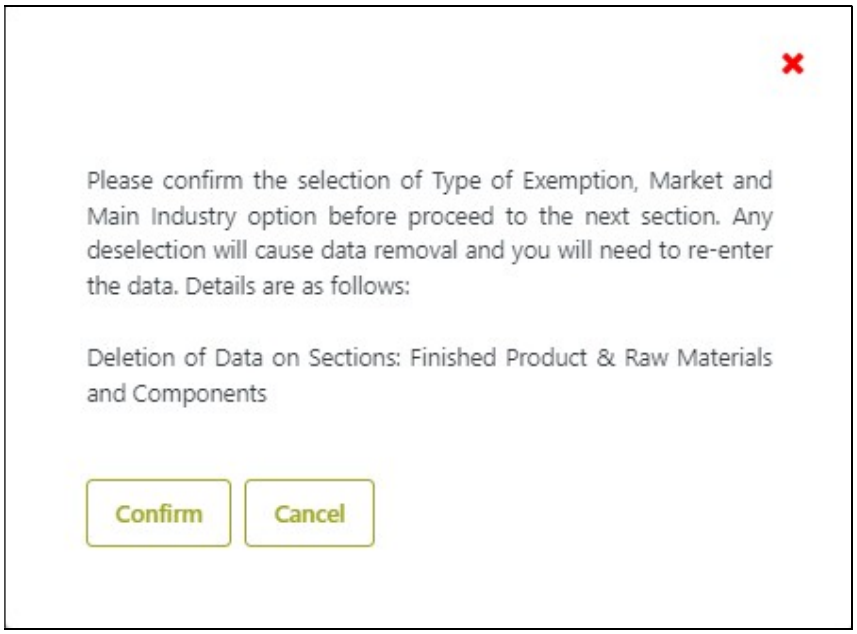
I. Application: **Raw Materials and Components (Iron and Steel, HS Code 7201-7316)**
II. Sector: **Manufacturer**
III. Type of Exemption:
   i. **Import Duty Exemption**
   ii. **Sales Tax Exemption**
IV. Type of Application: **New**
V. Market:
   i. **Domestic**
   ii. **Export/Free Zone (FZ)/Licenced Manufacturing Warehouse (LMW)**
VI. Main Industry: Default to **- Select Main Industry -** (Editable)

3. Click the **[Create]** button



4. Select Company/ Applicant Name.

5. Select MIDA Reference No.
    a. MRN Parent application will be not displayed if there are Completed Child Extension applications.
    b. Only Latest MRN Child Extension application will be displayed if there are multiple Completed Child Extension applications.
    c. MRN Parent application will be displayed if there are Completed Child Additional Quantity, Amendment and Appeal applications.
    d. All MRN Child Additional Quantity, Amendment and Appeal applications will be displayed if there are multiple Completed Additional Quantity, Amendment and Appeal applications.
6. Click the **[Cancel]** button and the system will return to the Application Wizard.
7. Click the **[Yes]** button and the system will proceed to the next section



8. The above message shall be displayed if there are changes to the Type of Exemption and Market.
9. Click the **[Cancel]** button and the system will return to the Application Wizard.
10. Click the **[Confirm]** button and the system will proceed to the next section.

11. The system will redirect to the **'Company'** section.
    (Refer to Chapter 1 Common Sections: 1.1 Company)

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

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

    (Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)

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

15. The system will redirect to the **'Project Cost'** section.

    (Refer to Chapter 1 Common Sections: 1.3 Project Cost)

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

17. The system will redirect to the **'Financing Details'** section.

    (Refer to Chapter 1 Common Sections: 1.4 Financing Details)

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

19. The system will redirect to the **'Manpower'** section.

    (Refer to Chapter 1 Common Sections: 1.5 Manpower)

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

21. The system will redirect to the **'Finished Products'** section.

    c. **Important**

        i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.

    d. How to edit **HS Tariff Code**?

        i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.

        ii. The system will search and display the autocomplete **HS Tariff Code**.

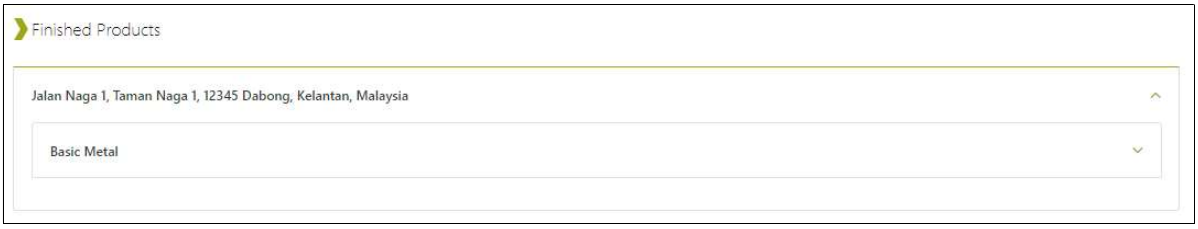
        iii. Select the **HS Tariff Code** from the autocomplete listing.

        iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:

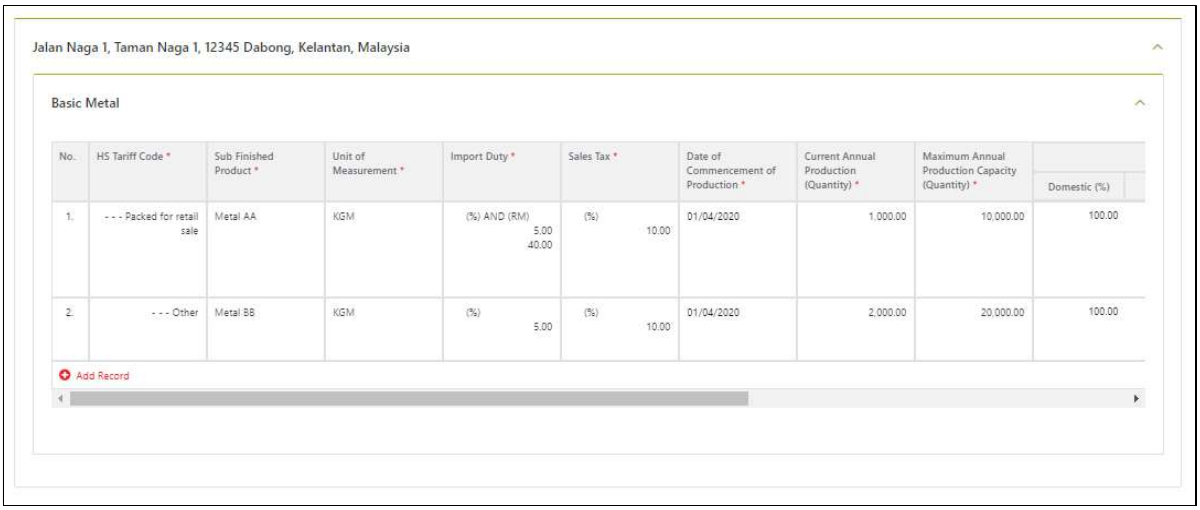
        - HS Code Description
        - Unit of Measurement
        - Import Duty and
        - Sales Tax



22. Click on the ⌄ (expand) button to expand the details.



23. Click on the ⌄ (expand) button to expand the details.



24. Fill in required details in **'Sub Finished Products'**
25. Click the **[+Add Record]**
26. The system will add new row to insert the details.



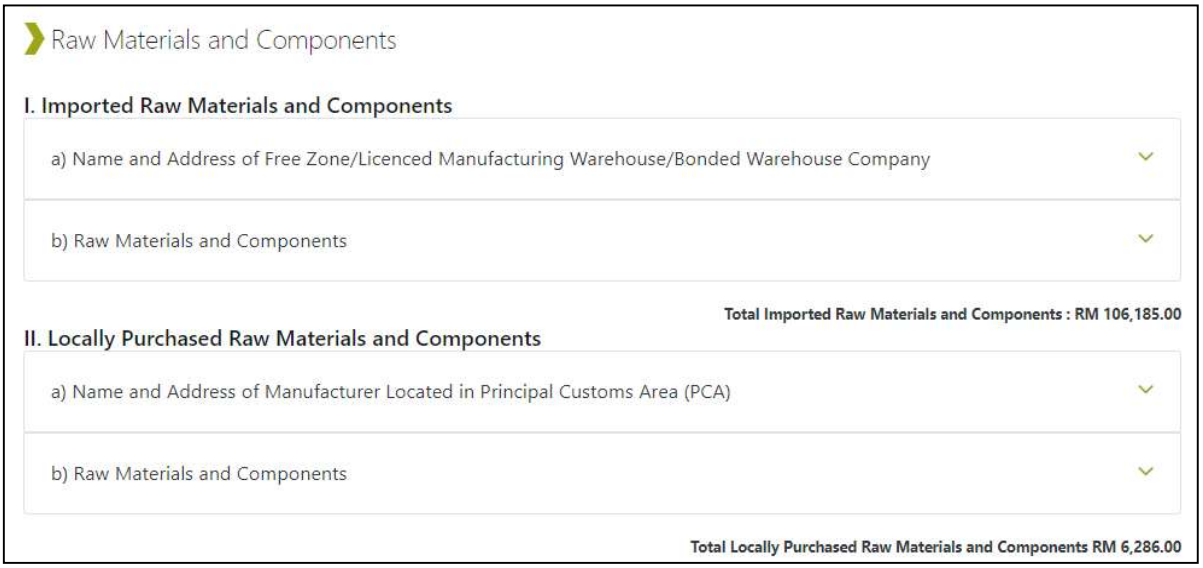
27. Fill in required details:

a. HS Tariff Code
b. Sub Finished Products
c. Import Duty (If the Import duty is **'OR or /'**)
d. Sales Tas (If the Sales Tax is **'OR or /'**)
e. Date of Commencement of Production
f. Current Annual Production (Quantity)
g. Maximum Annual Production Capacity (Quantity)
h. Market
i. Major Customers
j. Major Export Destinations (If the **Export Market** is filled)

28. Confirm your action:
    a. Save
    b. Cancel

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

30. The system will redirect to the **'Raw Materials and Components'** section.



31. Notes:

a. Please fill in or edit (if applicable)
    i. **a) Name and Address of Free Zone/Licensed Manufacturing/Bonded Warehouse Company** in order to enable it to be selected on
    ii. **b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption** (column: **Customs Station** and **Name and Address of Free Zone/LMW/Bonded Warehouse Company**.

b. Please fill in or edit (if applicable)
    i. **a) Name and Address of Manufacturer Located in Principal Customs Area (PCA)** in order to enable it to be selected on
    ii. **b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption** (column: **Name and Address of Manufacture in PCA**)

e. **Important**
    i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.

f. How to edit **HS Tariff Code**?
    i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.
    ii. The system will search and display the autocomplete **HS Tariff Code**.
    iii. Select the **HS Tariff Code** from the autocomplete listing.
    iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:
        - HS Code Description
        - Unit of Measurement
        - Import Duty and
        - Sales Tax



32. Click on the (expand) button to expand the details.



33. Click in the list

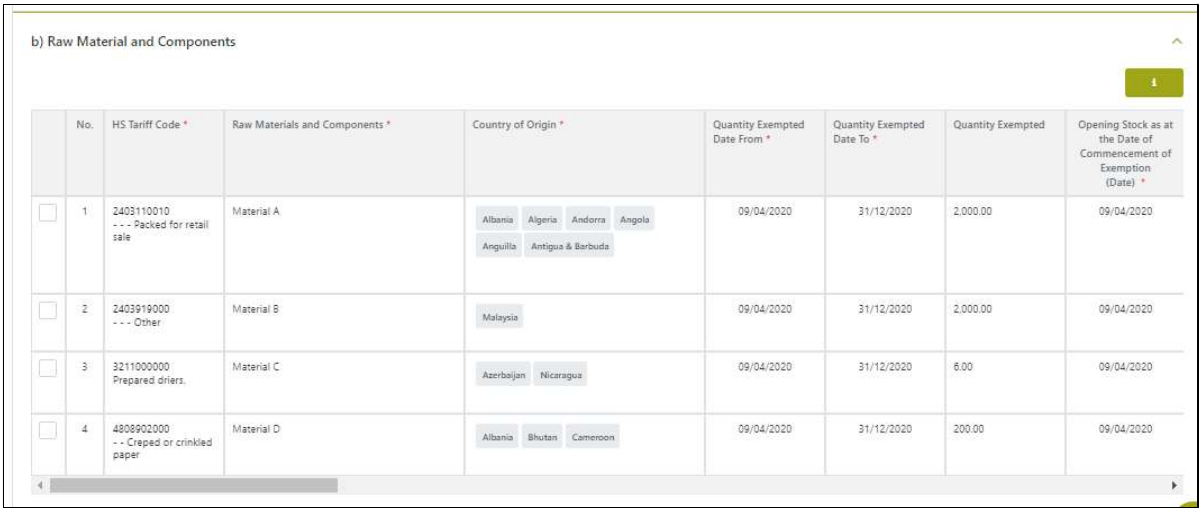


34. Fill in required details :
    a. Company Name
    b. Status
    c. Address
    d. State
    e. City
    f. Postcode
    g. File Name (Upload)

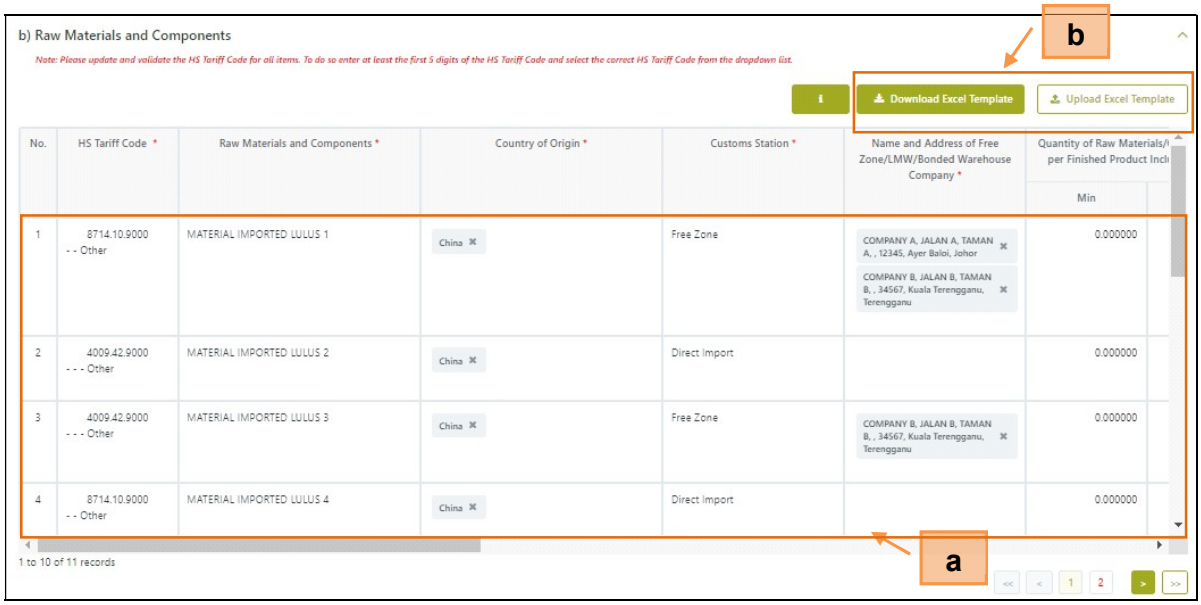
35. Confirm your action :
    a. Save / Update
    b. Cancel
    c. Delete



36. Click on the (expand) button to expand the details.



37. Click on the (expand) button to expand the details



38. The details in **'List of Imported Raw Materials and Components'** can be updated by:

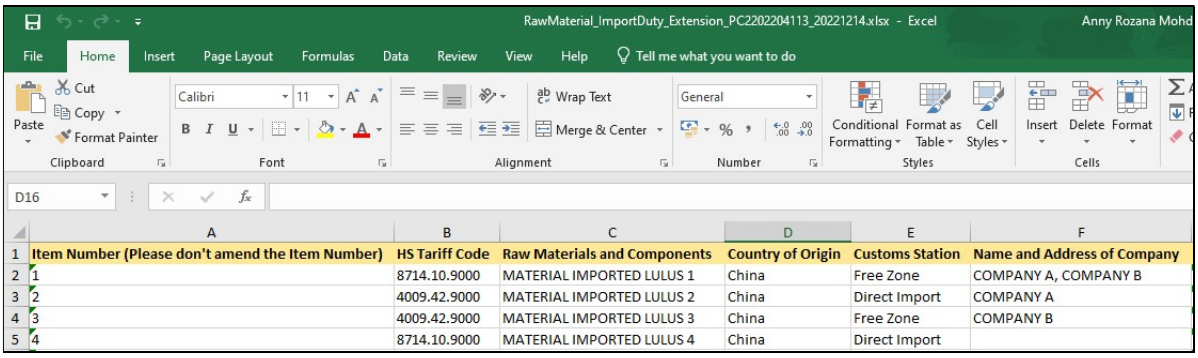
    a. Using the screen (Editable Table)

    b. Using the Download/Upload Excel Template

        i. Click the **[Download Excel Template]** button.

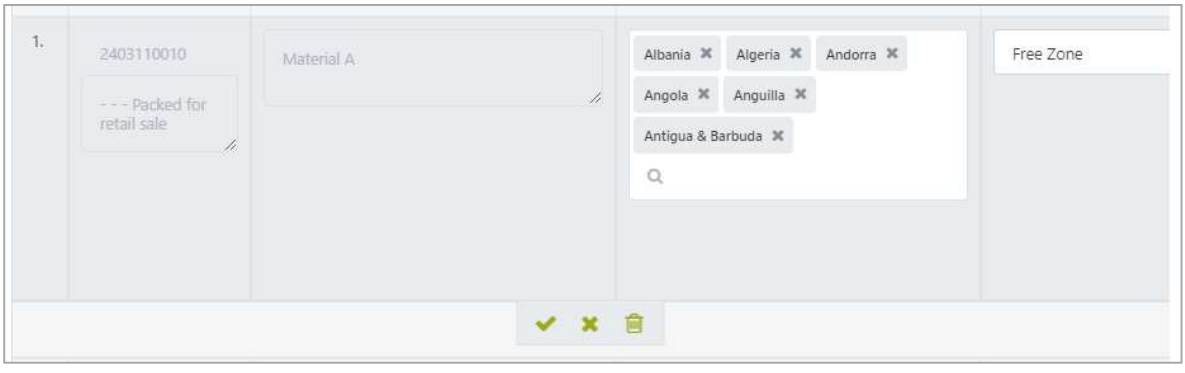
        ii. Update the required information in Excel.

        iii. Click the **[Upload Excel Template]** button and to upload the Excel.



	A	B	C	D	E	F
1	Item Number (Please don't amend the Item Number)	HS Tariff Code	Raw Materials and Components	Country of Origin	Customs Station	Name and Address of Company
2	1	8714.10.9000	MATERIAL IMPORTED LULUS 1	China	Free Zone	COMPANY A, COMPANY B
3	2	4009.42.9000	MATERIAL IMPORTED LULUS 2	China	Direct Import	COMPANY A
4	3	4009.42.9000	MATERIAL IMPORTED LULUS 3	China	Free Zone	COMPANY B
5	4	8714.10.9000	MATERIAL IMPORTED LULUS 4	China	Direct Import	

39. Update the required details:
    a. HS Tariff Code
    b. Raw Materials and Components
    c. Country of Origin
    d. Customs Station
    e. Name and Address of Free Zode/LMW/Bonded Warehouse Company (If required)
    f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
    g. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
    h. Quantity Applied per Annum (Free Zone)
    i. CIF Value (RM) and
    j. Sub Finished Products



40. Click on the list, and able to update, cancel and delete information:

a. Save / Update

b. Cancel

c. Delete



41. Click on the (expand) button to expand the details



42. Fill required details:
    a. Company Name
    b. Address
    c. Country
    d. State
    e. City
    f. Postcode
    g. File Name/File upload



43. Click on the list, and able to update, cancel and delete information:

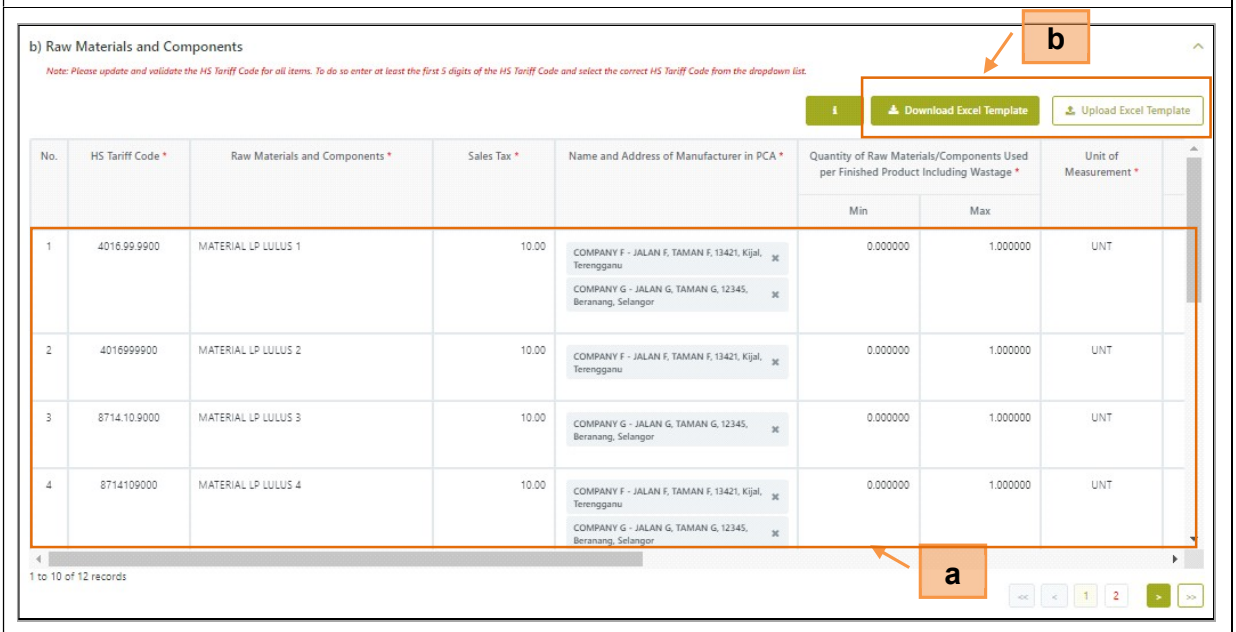
    a. Save / Update

    b. Cancel

    c. Delete



44. Click on the (expand) button to expand the details



45. The details in **'List of Locally Purchased Raw Materials and Components'** can be updated by:

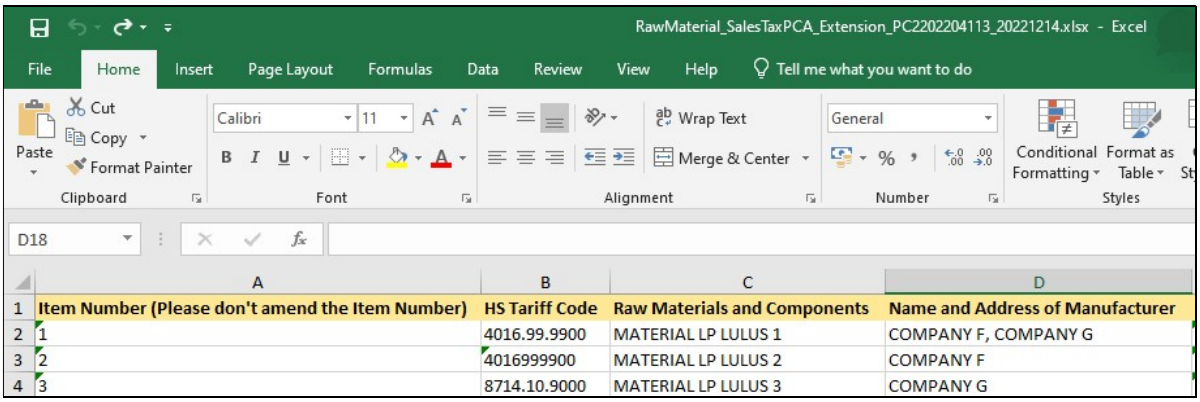
    a. Using the screen (Editable Table)

    b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel

        i. Click the **[Download Excel Template]** button.

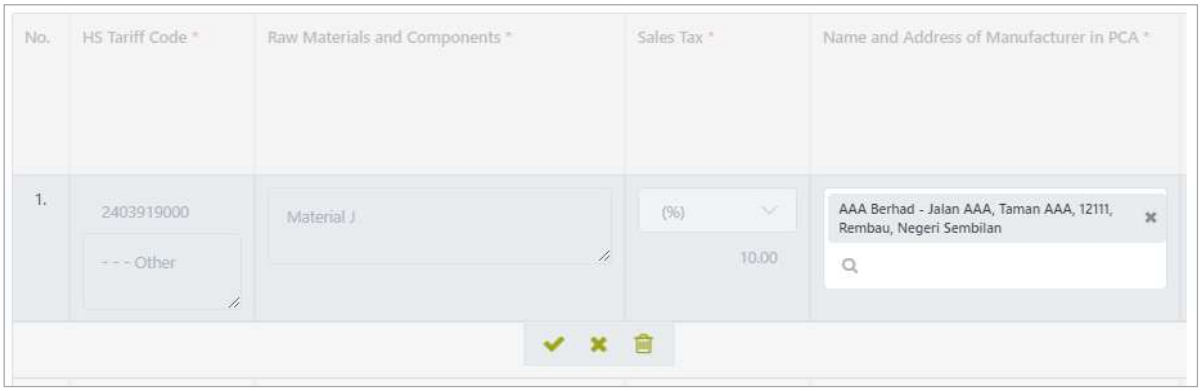
        ii. Update the required information in Excel.

        iii. Click the **[Upload Excel Template]** button and to upload the Excel.

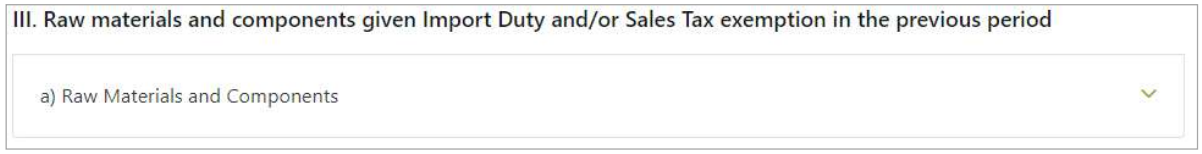


	A	B	C	D
1	Item Number (Please don't amend the Item Number)	HS Tariff Code	Raw Materials and Components	Name and Address of Manufacturer
2	1	4016.99.9900	MATERIAL LP LULUS 1	COMPANY F, COMPANY G
3	2	4016999900	MATERIAL LP LULUS 2	COMPANY F
4	3	8714.10.9000	MATERIAL LP LULUS 3	COMPANY G

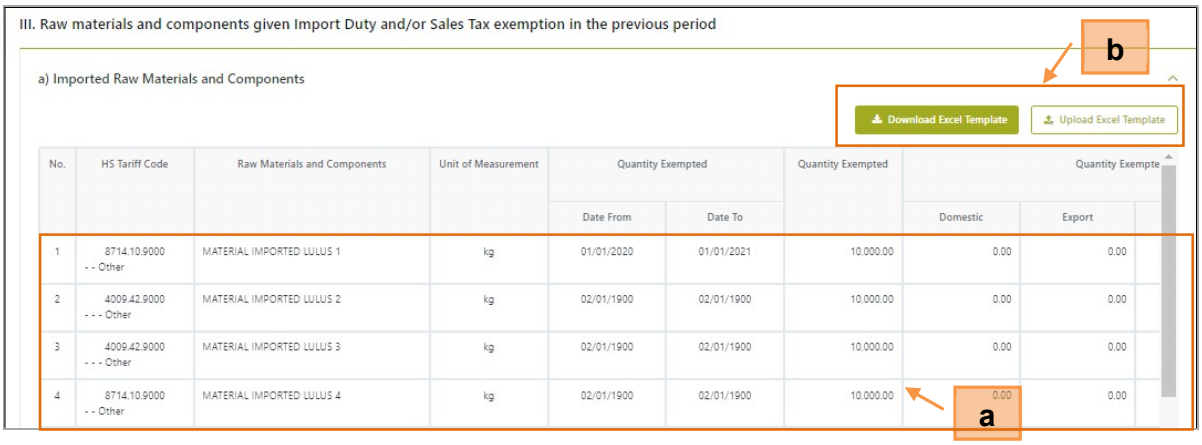
46. Update the required details:
    a. HS Tariff Code
    b. Raw Materials and Components
    c. Name and Address of Manufacturer in PCA
    d. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
    e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
    f. Value (RM) and
    g. Sub Finished Products



47. Click on the list, and able to update, cancel and delete information:
    a. Save / Update
    b. Cancel
    c. Delete



48. Click on the (expand) button to expand the details



49. The details in **'List of Raw Materials and Components given Import Duty and/or Sales Tax exemption in the previous period'** can be updated by:

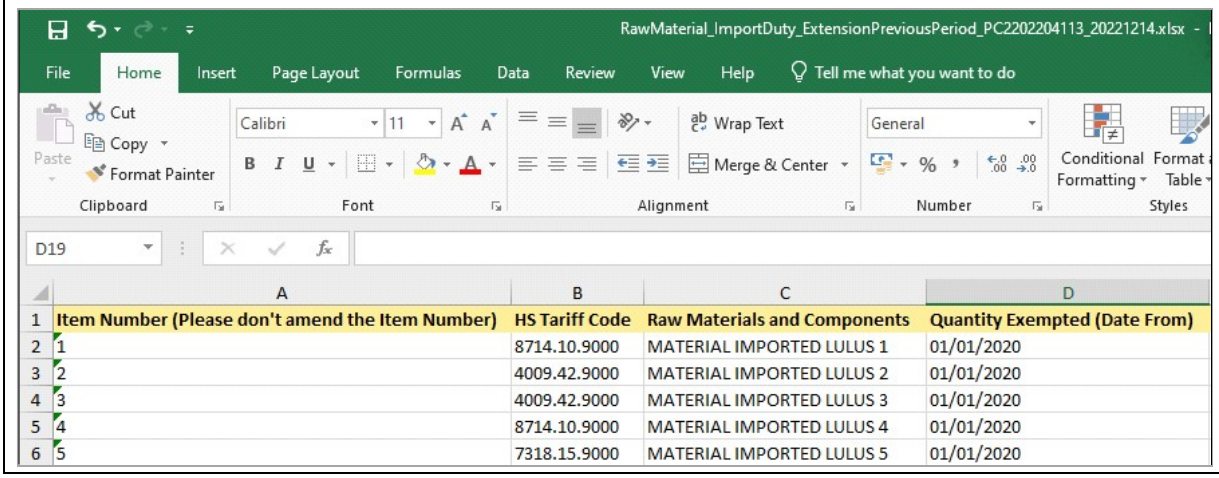
    g. Using the screen (Editable Table)

    h. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel

        i. Click the **[Download Excel Template]** button.

        ii. Update the required information in Excel.

        iii. Click the **[Upload Excel Template]** button and to upload the Excel.



50. Update the required details:
    a. Quantity Exempted Date From
    b. Quantity Exempted Date To
    c. Quantity Exempted
    d. Quantity Exempted by Market
    e. Opening Stock as at the Date of Commencement of Exemption (Date)
    f. Opening Stock as at the Date of Commencement of Exemption(Quantity)
    g. Quantity Imported Date From
    h. Quantity Imported Date To
    i. Quantity Imported
    j. Quantity Consumption Date From
    k. Quantity Consumption Date To
    l. Quantity Consumption
    m. Balance As at Date

51. Click on the ⌄ (expand) button to expand the details


a) Raw Materials and Components

No.	HS Tariff Code	Raw Materials and Components	Quantity Exempted Date From	Quantity Exempted Date To	Quantity Exempted
1	2403110010 - - - Packed for retail sale	Material A	09/04/2020	31/12/2020	2,000.(
2	2403919000 - - - Other	Material B	09/04/2020	31/12/2020	2,000.(



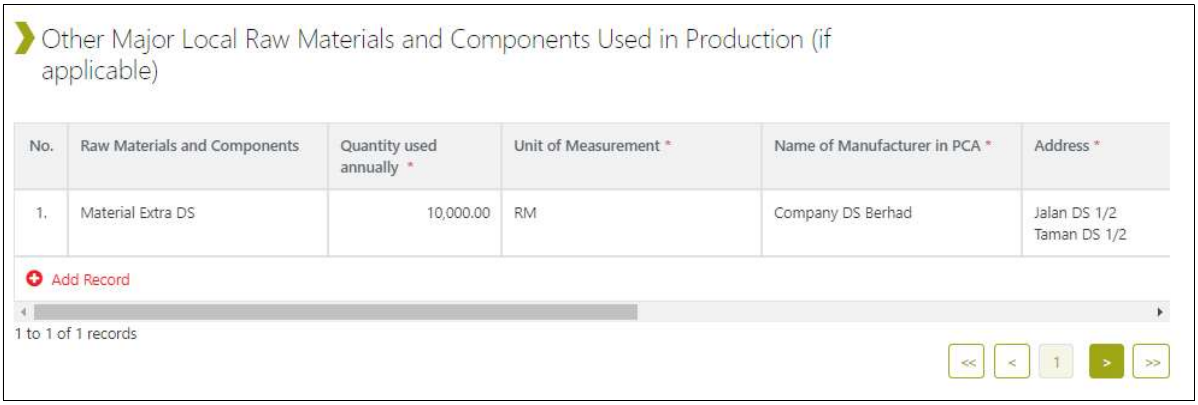
52. Click on the list, and able to update, cancel and delete information:

    e. Save / Update

    f. Cancel

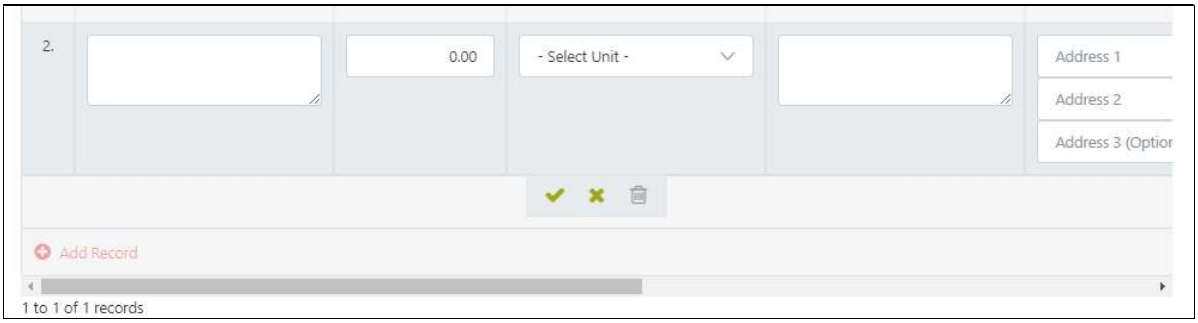
    g. Delete

53. Click the **[NEXT]** button to proceed to **'Other Major Local Raw Materials and Components Used in Production'** section.



54. Click **[+ Add Record]**

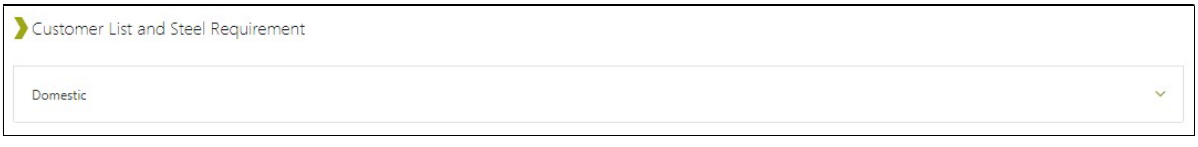
55. System will add new row to insert the details.



56. Fill in required details:
    a. Raw Materials and Components
    b. Quantity used annualy
    c. Unit of Measurement
    d. Name of Manufacturer in PCA
    e. Address
    f. State
    g. City
    h. Postcode
    i. Phone No.

57. Click on the list, and able to update, cancel and delete information:
    a. Save / Update
    b. Cancel
    c. Delete

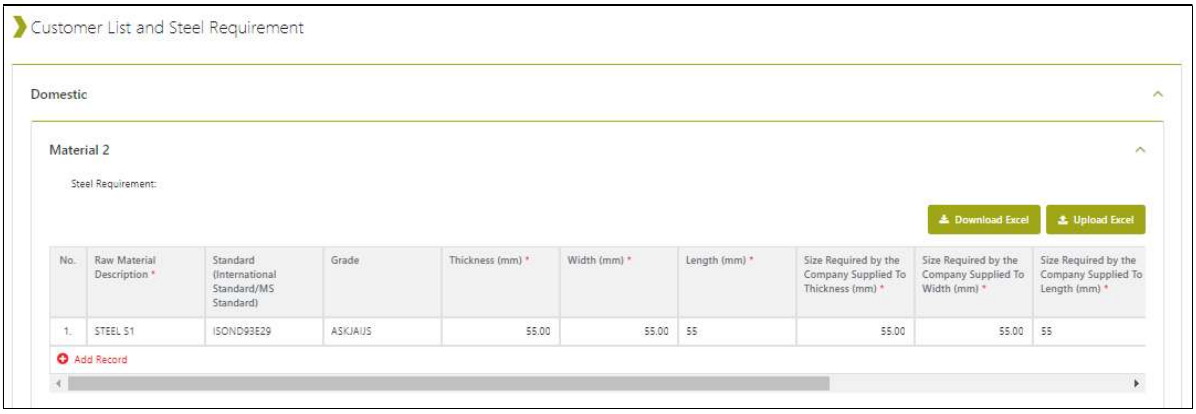
58. Click the **[NEXT]** button



59. Click on the (expand) button to expand the details.



60. Click on the ⌄ (expand) button to expand the details.



61. Click **[+ Add Record]**
62. System will add new row to insert the details

63. Fill the required details:
    a. Raw Material Description
    b. Standard (International Standard/MS Standard)
    c. Grade
    d. Thickness(mm)
    e. Width (mm)
    f. Length (mm)
    g. Size Required by the company supplied to thickness (mm)
    h. Size required by the company supplied to width (mm)
    i. Size required by the company supplied to length (mm)

j. Product produced by the company supplied to

k. Final user (Customer)

l. Industry

64. Confirm your action:

a. Save / Update

b. Cancel

c. Delete

65. Download Excel



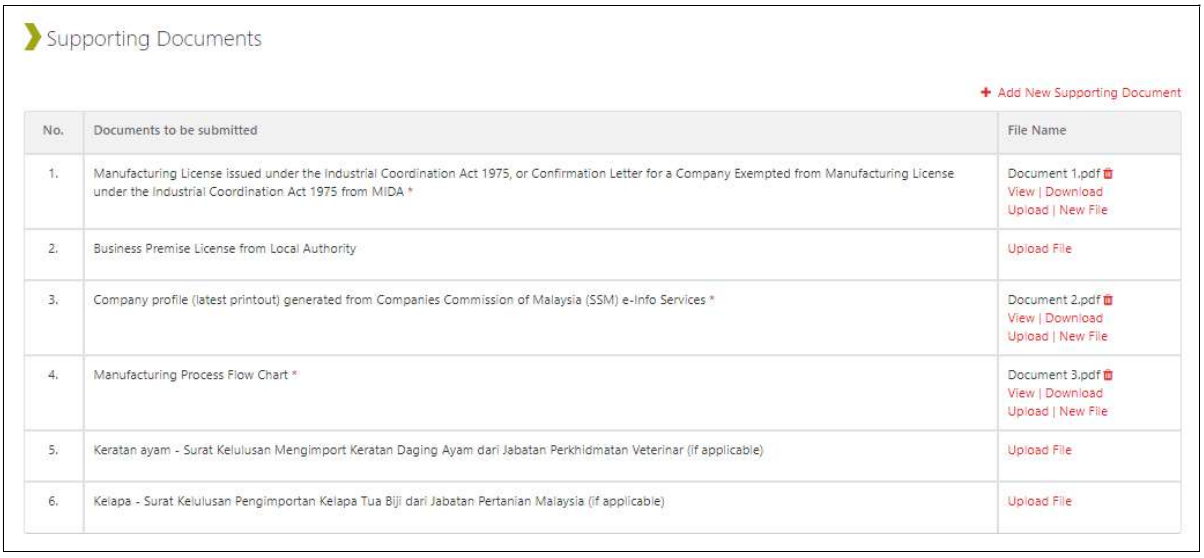
66. Upload Excel



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

68. The system will redirect to the **'Supporting Documents'** section.

(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)



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

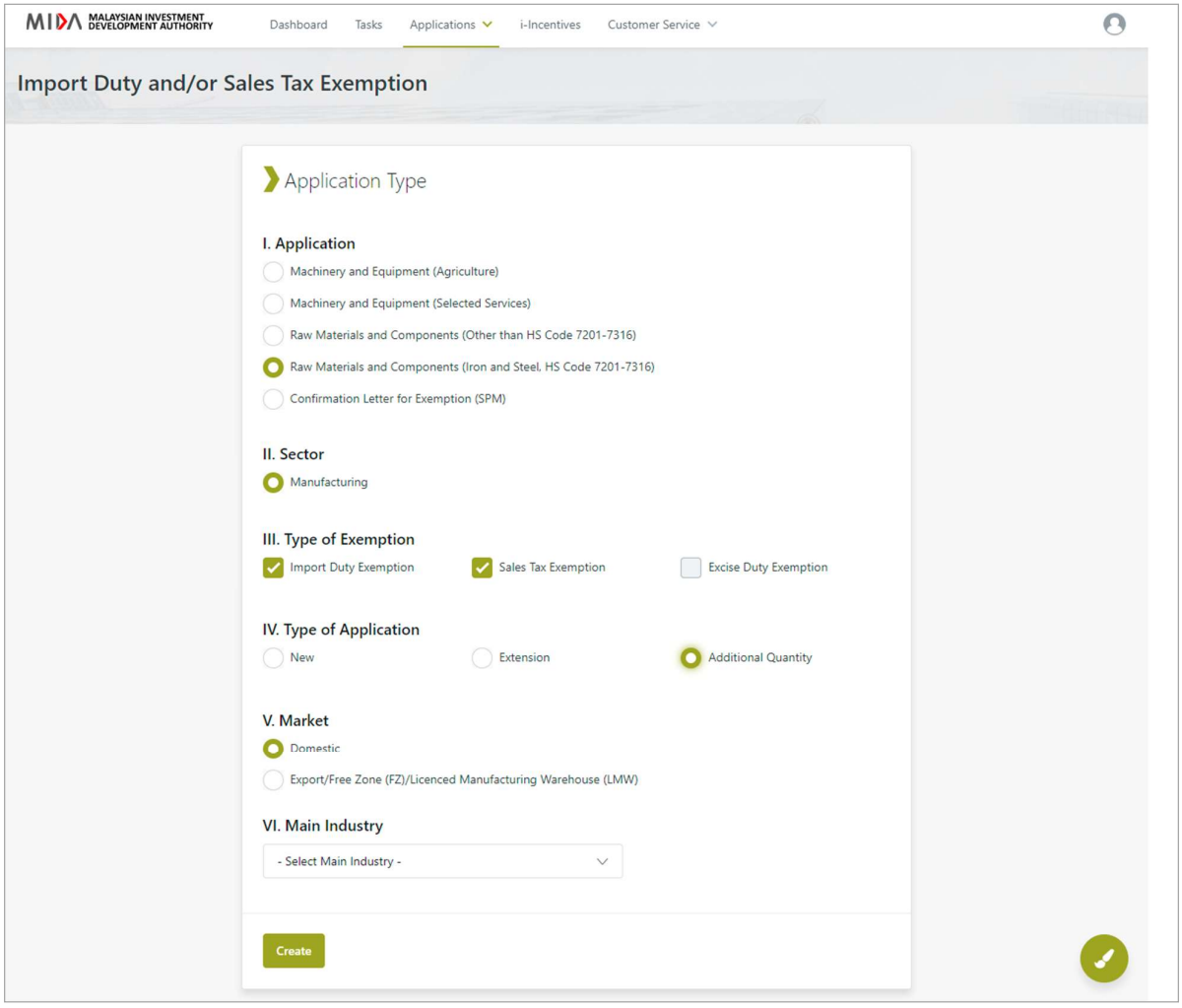
70. The system will redirect to the **'Declaration'** section.

(Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 5 APPLICATION (ADDITIONAL QUANTITY)

5.1 Raw Materials and Components (Iron and Steel, HS Code 7201-7316) - Domestic

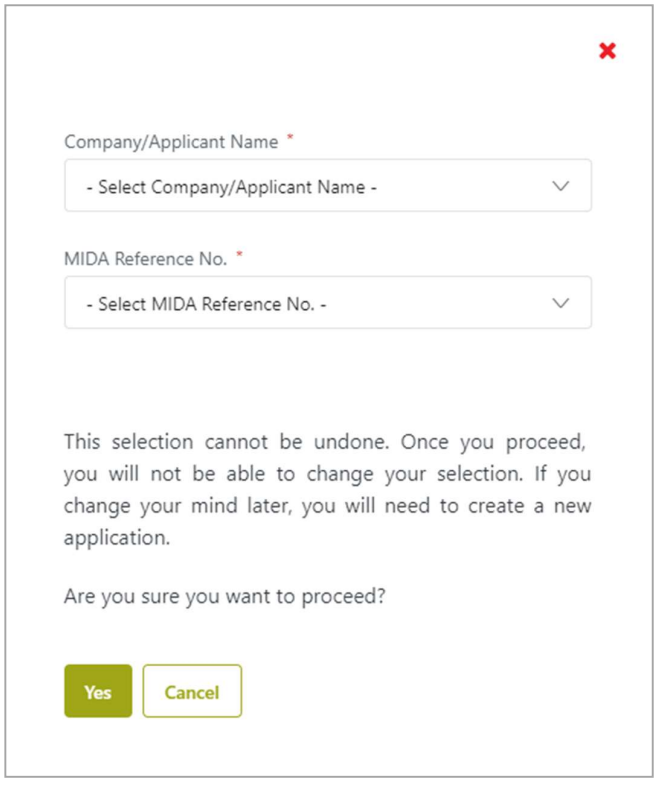
1. **Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL : 2.2.4 Applications**
   - Create **Additional Quantity** Application



2. Select:

I. Application: **Raw Materials and Components (Other than HS Code 7201-7316)**
II. Sector: **Manufacturer**
III. Type of Exemption:
    i. **Import Duty Exemption**
    ii. **Sales Tax Exemption**
IV. Type of Application: **Additional Quantity**
V. Market:
    i. **Domestic**
    ii. **Export/Free Zone (FZ)/Licenced Manufacturing Warehouse (LMW)**
VI. Main Industry: Default to **- Select Main Industry -** (Editable)

3. Click the **[Create]** button

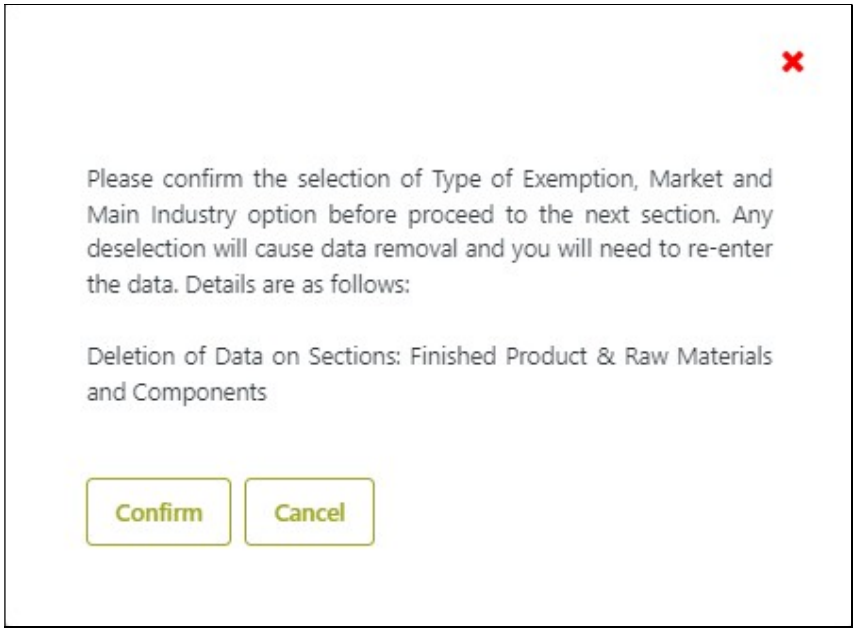


4. Select Company/ Applicant Name.
5. Select MIDA Reference No.

a. MRN Parent application will be displayed if there are Completed Child Extension, Additional Quantity, Amendment and Appeal applications.
b. Only Latest MRN Child Extension application will be displayed if there are multiple Completed Child Extension applications.
c. MRN Parent application will be displayed if there are Completed Child Additional Quantity, Amendment and Appeal applications.
d. All MRN Child Additional Quantity, Amendment and Appeal applications will be displayed if there are multiple Completed Additional Quantity, Amendment and Appeal applications.

6. Click the **[Cancel]** button and the system will return to the Application Wizard.
7. Click the **[Yes]** button and the system will proceed to the next section

4. The system will redirect to the **'Company'** section.
(Refer to Chapter 1 Common Sections: 1.1 Company)



5. The above message shall be displayed if there are changes to the Type of Exemption and Market.
6. Click the **[Cancel]** button and the system will return to the Application Wizard.
7. Click the **[Confirm]** button and the system will proceed to the next section.

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

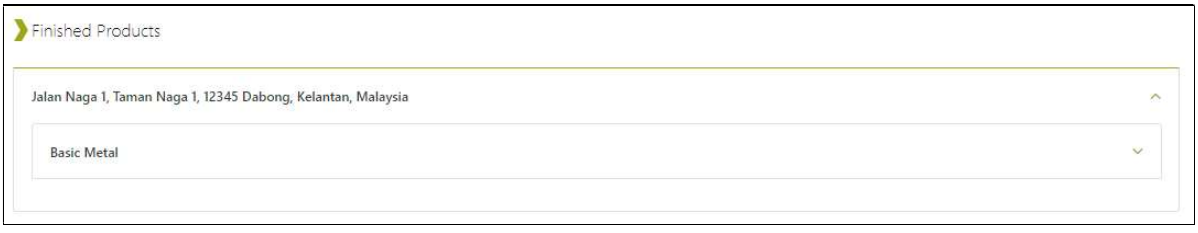
9. The system will redirect to the **'Previous Approval Records'** section. **(Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)**

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

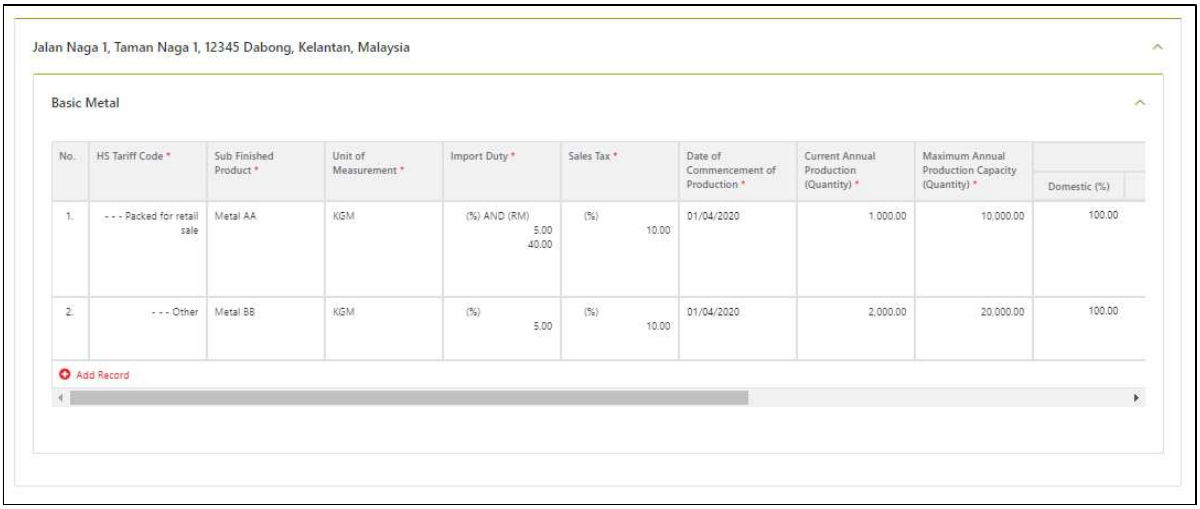
11. The system will redirect to the **'Finished Products'** section.
    a. **Important**
        i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
    b. How to edit **HS Tariff Code**?
        i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.
        ii. The system will search and display the autocomplete **HS Tariff Code**.
        iii. Select the **HS Tariff Code** from the autocomplete listing.
        iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:
            - HS Code Description
            - Unit of Measurement
            - Import Duty and
            - Sales Tax



12. Click on the (expand) button to expand the details.



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



14. Fill in required details in **'Sub Finished Products'**
15. Click the **[+Add Record]**
16. The system will add new row to insert the details.

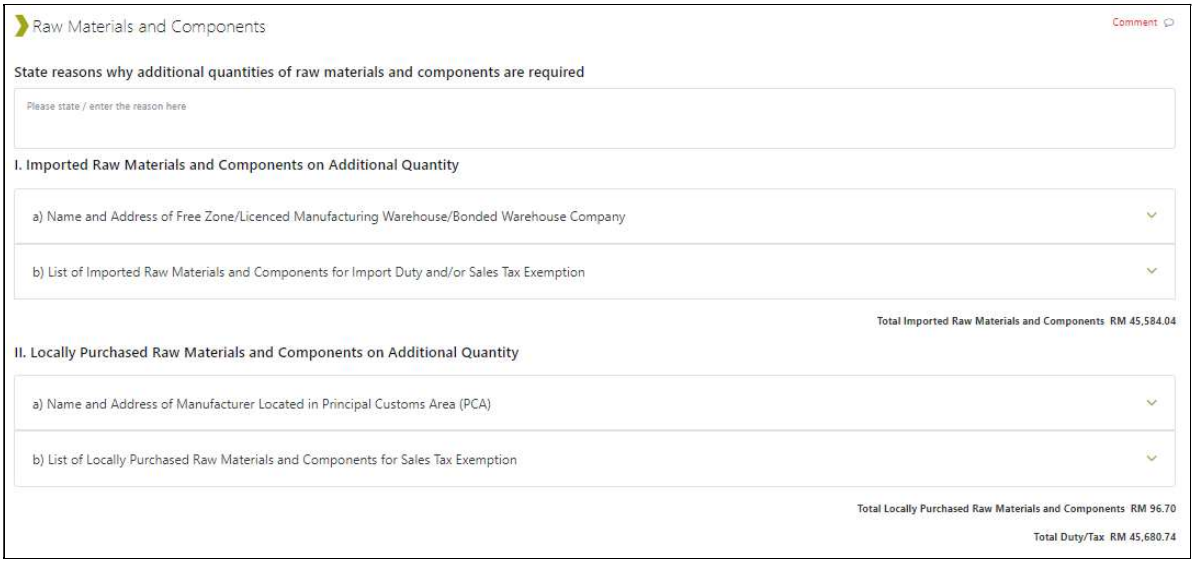


17. Fill in required details:
    a. HS Tariff Code
    b. Sub Finished Products
    c. Import Duty (If the Import duty is **'OR or /'**)
    d. Sales Tas (If the Sales Tax is **'OR or /'**)
    e. Date of Commencement of Production
    f. Current Annual Production (Quantity)
    g. Maximum Annual Production Capacity (Quantity)
    h. Market
    i. Major Customers
    j. Major Export Destinations (If the **Export Market** is filled)
    k. File Name/File upload (If required)

18. Confirm your action:
    c. Save
    d. Cancel

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

20. The system will redirect to the **'Raw Materials and Components'** section.



21. **Notes:**
    a. Please fill in or edit (if applicable)
        i. **a) Name and Address of Free Zone/Licensed Manufacturing/Bonded Warehouse Company** in order to enable it to be selected on
        ii. **b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption** (column: **Customs Station** and **Name and Address of Free Zone/LMW/Bonded Warehouse Company**.
    b. Please fill in or edit (if applicable)
        i. **a) Name and Address of Manufacturer Located in Principal Customs Area (PCA)** in order to enable it to be selected on

ii. **b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption** (column: **Name and Address of Manufacture in PCA**)

c. **Important**

i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.

d. How to edit **HS Tariff Code**?

i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.

ii. The system will search and display the autocomplete **HS Tariff Code**.

iii. Select the **HS Tariff Code** from the autocomplete listing.

iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:

- HS Code Description
- Unit of Measurement
- Import Duty and
- Sales Tax

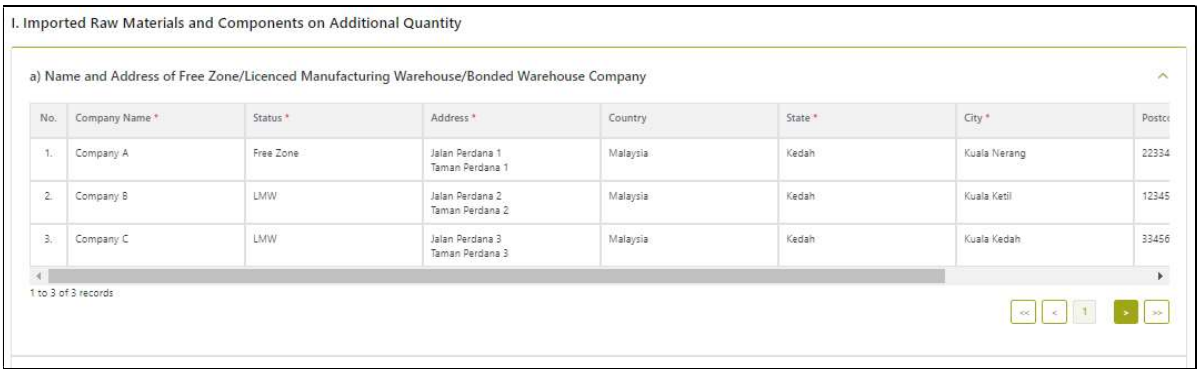
22. Fill in state or reason in the text area



23. Click on the (expand) button to expand the details.



24. Click on the (expand) button to expand the details.



25. Click in the list

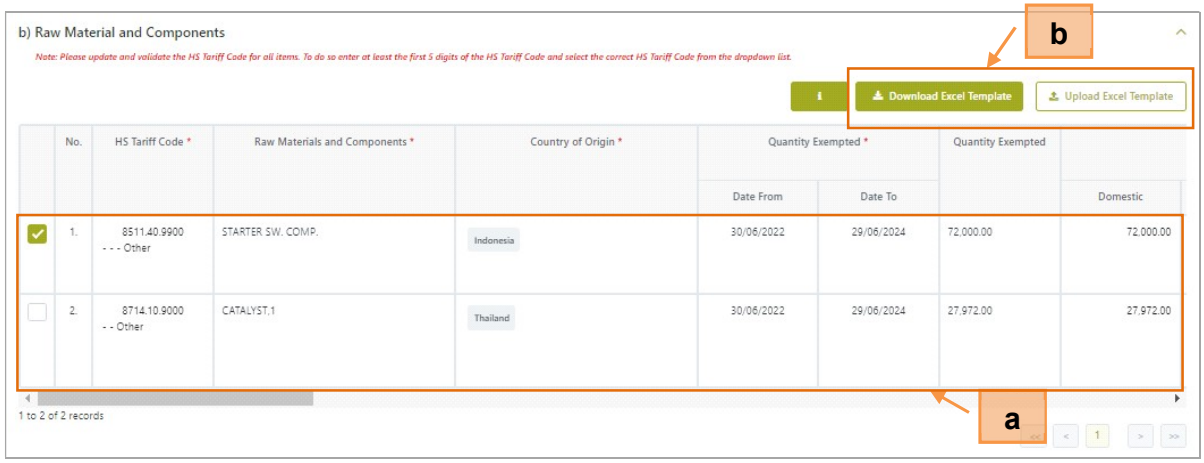


26. Fill in required details :
    a. Company Name
    b. Status
    c. Address
    d. State
    e. City
    f. Postcode
    g. File Name (Upload)

27. Confirm your action:
    a. Save / Update
    b. Cancel
    c. Delete



28. Click on the (expand) button to expand the details.



29. The details in **'List of Imported Raw Materials and Components** can be updated by:

    a. Using the screen (Editable Table)

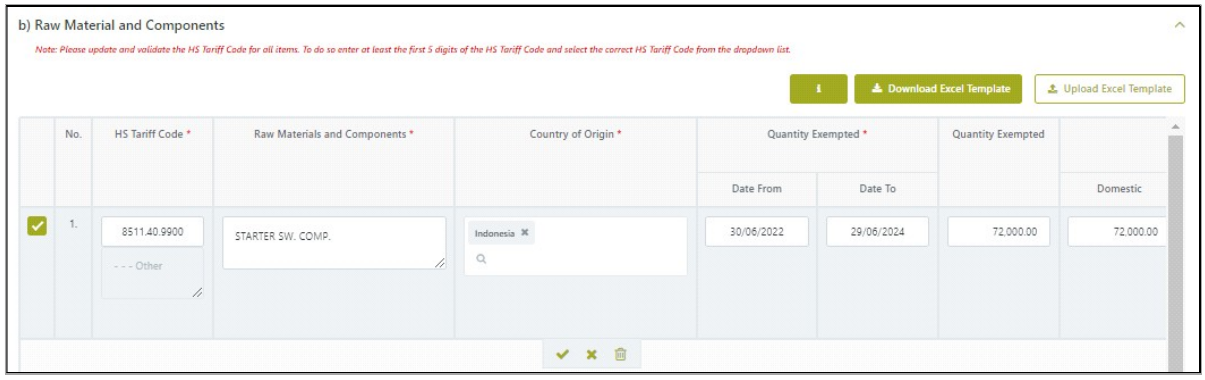
    b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel

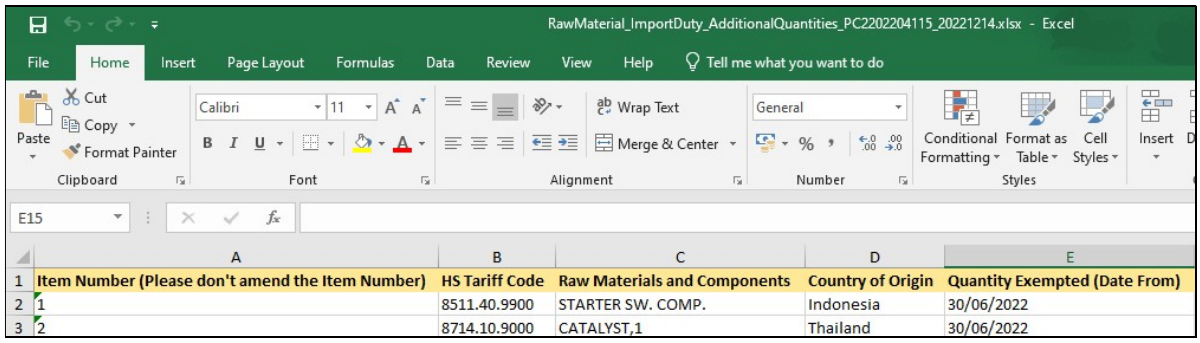
        i. Click the **[Download Excel Template]** button.

        ii. Update the required information in Excel.

        iii. Click the **[Upload Excel Template]** button and to upload the Excel.

30. Select and tick information on the list





	A	B	C	D	E
1	Item Number (Please don't amend the Item Number)	HS Tariff Code	Raw Materials and Components	Country of Origin	Quantity Exempted (Date From)
2	1	8511.40.9900	STARTER SW. COMP.	Indonesia	30/06/2022
3	2	8714.10.9000	CATALYST,1	Thailand	30/06/2022

31. Update the required details :
    a. HS Tariff Code
    b. Raw Materials and Components
    c. Country of origin
    d. Quantity Exempted Date From
    e. Quantity Exempted Date To
    f. Quantity Exempted
    g. Quantity Exempted by Market
    h. Opening Stock as at the Date Commencement of Exemption (Date)
    i. Opening Stock as at the Date of Commencement of Exemption (Quantity)
    j. Quantity Imported Date From
    k. Quantity Imported Date To
    l. Quantity Imported
    m. Quantity Consumption Date From
    n. Quantity Consumption Date To
    o. Quantity Consumption
    p. Customs Station
    q. Name and Address of Free zone/LMW/Bonded Warehouse Company
    r. Quantity of Raw Materials/Components Used per Finished Product Including Wastage (Min)
    s. Quantity of Raw Materials/Components Used per Finished Product Including Wastage (Max)
    t. Additional Quantity of Raw Materials/Components Applied by Market
    u. CIF Value (RM) and

v. Sub Finished Products

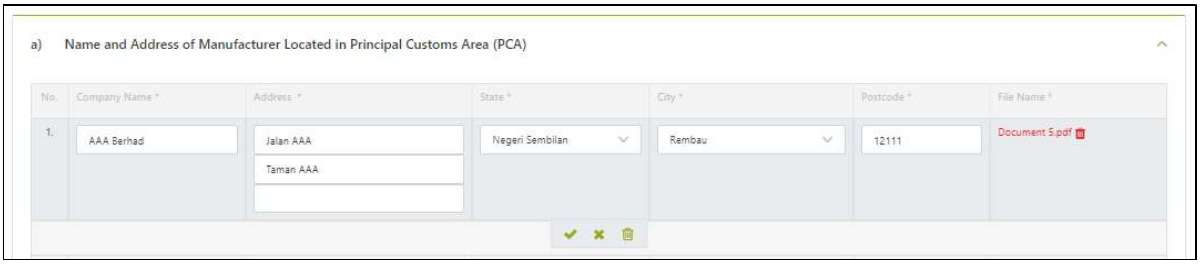
32. Confirm your action:
    a. Save / Update
    b. Cancel
    c. Delete



33. Click on the (expand) button to expand the details.



34. Click on the list



35. Fill in required details :
    a. Company Name
    b. Address
    c. State
    d. City
    e. Postcode

f. File Name (Upload)

36. Confirm your action:

a. Save / Update

b. Cancel

c. Delete



37. Click on the (expand) button to expand the details.



38. The details in **'List of Locally Purchased Raw Materials and Components'** can be updated by:

a. Using the screen (Editable Table)

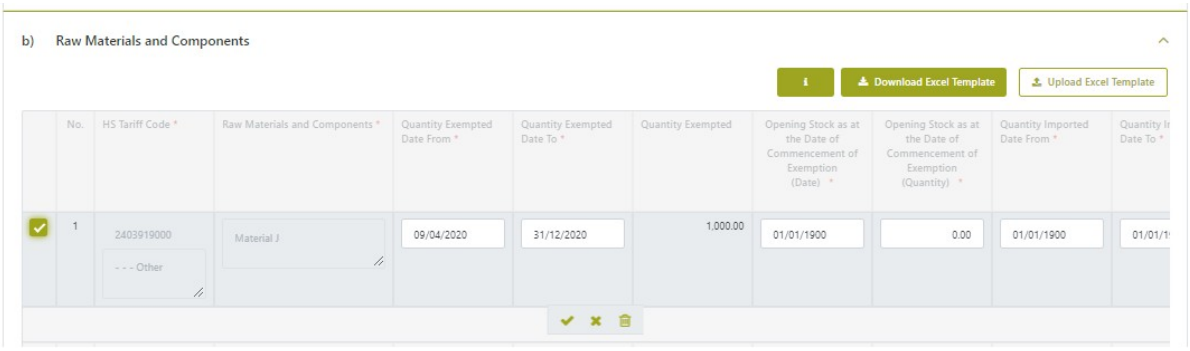
b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel

i. Click the **[Download Excel Template]** button.

ii. Update the required information in Excel.

iii. Click the **[Upload Excel Template]** button and to upload the Excel.

39. Select and tick information on the list



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

41. The system will redirect to the **'Other Major Local Raw Materials and Components Used in Production'** section.



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

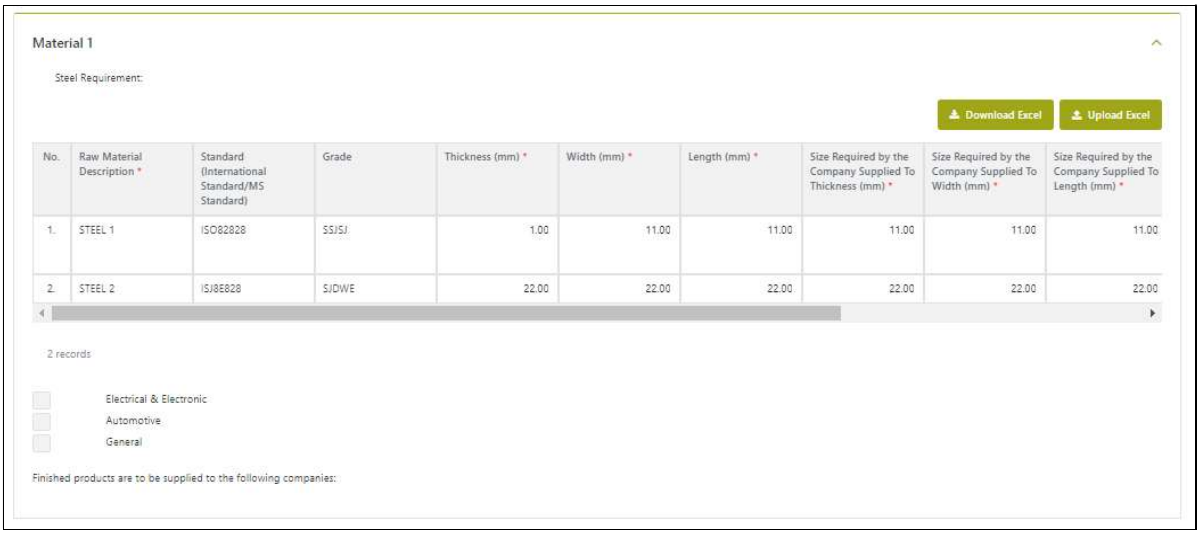
43. The system will redirect to the **'Customer List and Steel Requirement'** section.



44. Click on the ⌄ (expand) button to expand the details.



45. Click on the ⌄ (expand) button to expand the details.



46. Download Excel



47. Upload Excel



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

49. The system will redirect to the **'Supporting Documents'** section.

(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)


Supporting Documents

Comment

No.	Documents to be submitted	File Name
1.	Manufacturing License issued under the Industrial Coordination Act 1975, or Confirmation Letter for a Company Exempted from Manufacturing License under the Industrial Coordination Act 1975 from MIDA *	Document 1.pdf View | Download
2.	Business Premise License from Local Authority	
3.	Company profile (latest printout) generated from Companies Commission of Malaysia (SSM) e-Info Services *	Document 2.pdf View | Download
4.	Manufacturing Process Flow Chart *	Document 3.pdf View | Download
5.	Mill Certificate of the Raw Materials from the Manufacturer	

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

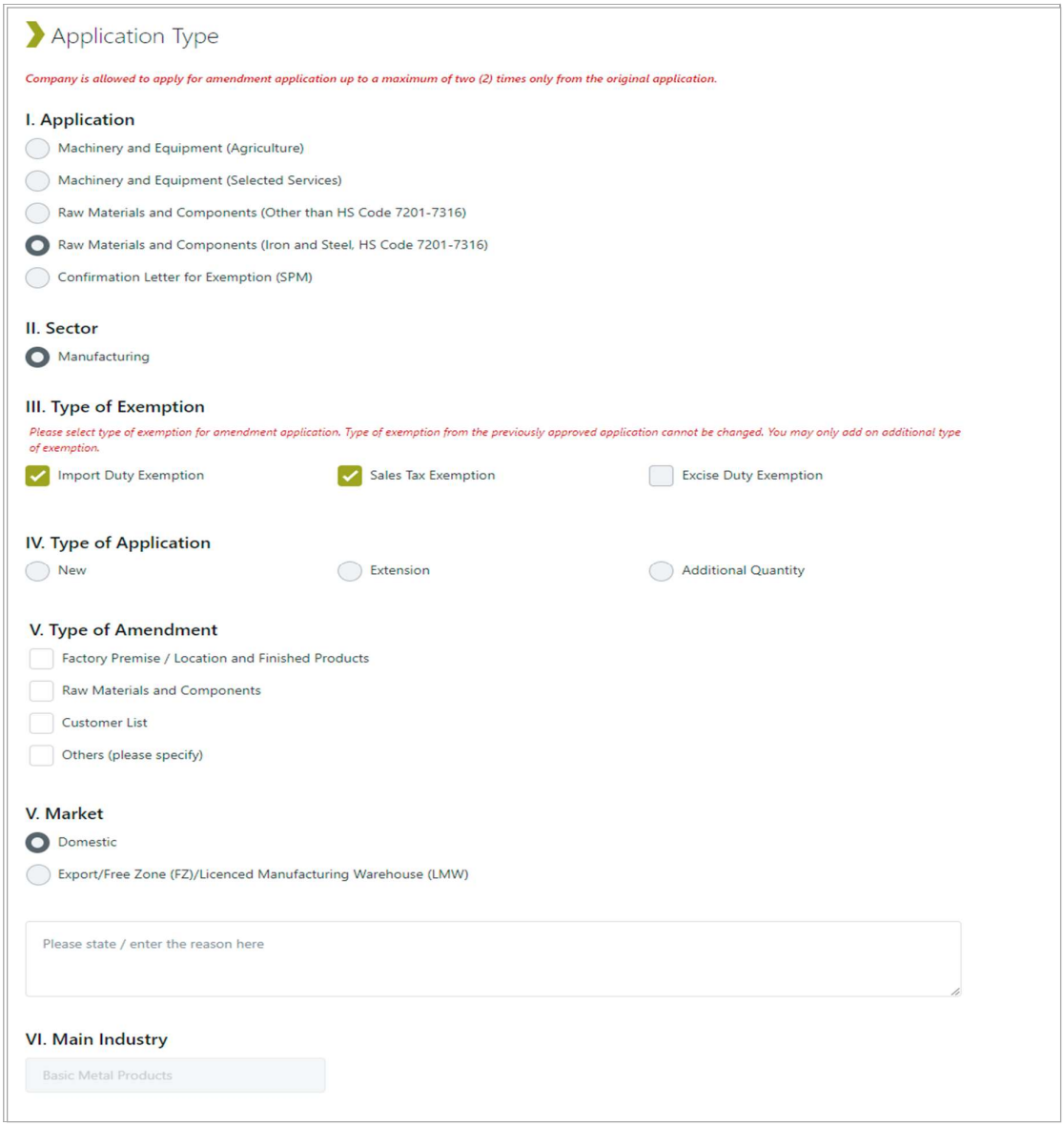
51. The system will redirect to the **'Declaration'** section.

    (Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 6 APPLICATION (AMENDMENT)

6.1 Raw Materials and Components (Iron and Steel, HS Code 7201-7316) - Domestic

1. **Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL : 2.2.4 Applications**
   - Create **Amendment** Application

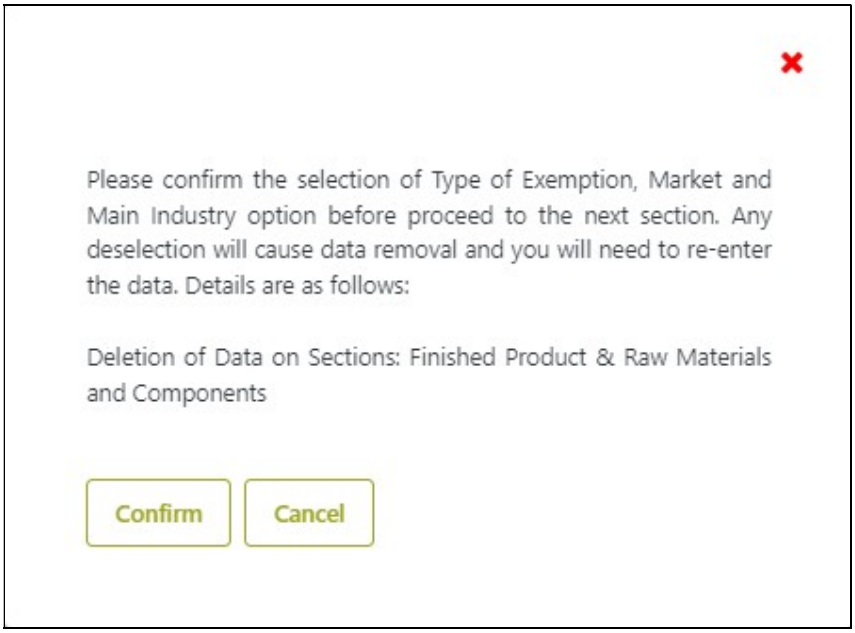


2. Select:
    I. Application: **Raw Materials and Components (Iron and Steel, HS Code 7201-7316)**
    II. Sector: **Manufacturer**
    III. Type of Exemption:
        i. **Import Duty Exemption**
        ii. **Sales Tax Exemption**
    IV. Type of Application: **Not applicable**

V. Market:
   i. **Domestic**
   ii. **Export/Free Zone (FZ)/Licenced Manufacturing Warehouse (LMW)**

VI. Main Industry: Default to **- Select Main Industry -** (Editable)

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



4. The above message shall be displayed if there are changes to the Type of Exemption and Market.
5. Click the **[Cancel]** button and the system will return to the Application Wizard.
6. Click the **[Confirm]** button and the system will proceed to the next section.

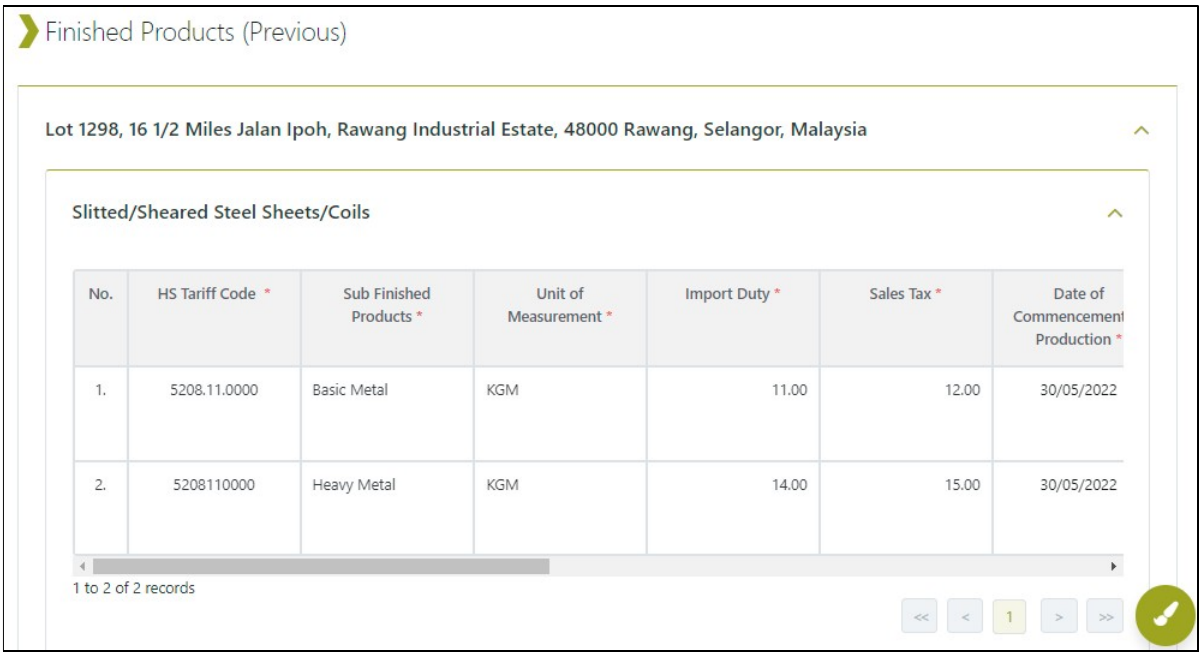
7. The system will redirect to the **'Company'** section.
   (Refer to Chapter 1 Common Sections: 1.1 Company)

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

9. The system will redirect to the **'Previous Approval Records'** section. **(Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)**

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

11. System will redirect to "**Finished Products (Previous)"** section

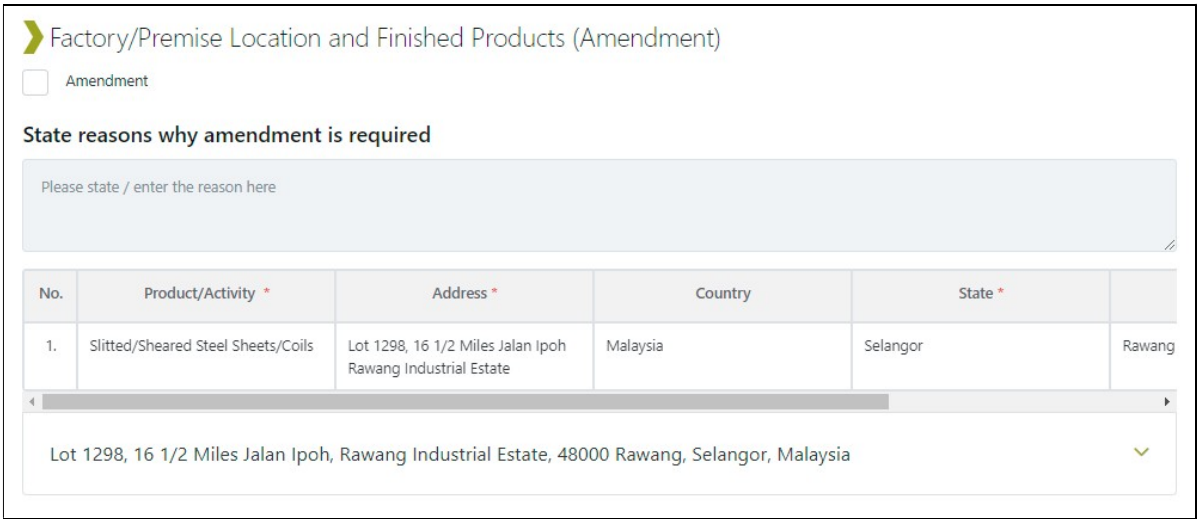


12. Click on the (expand) button to expand the details.

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

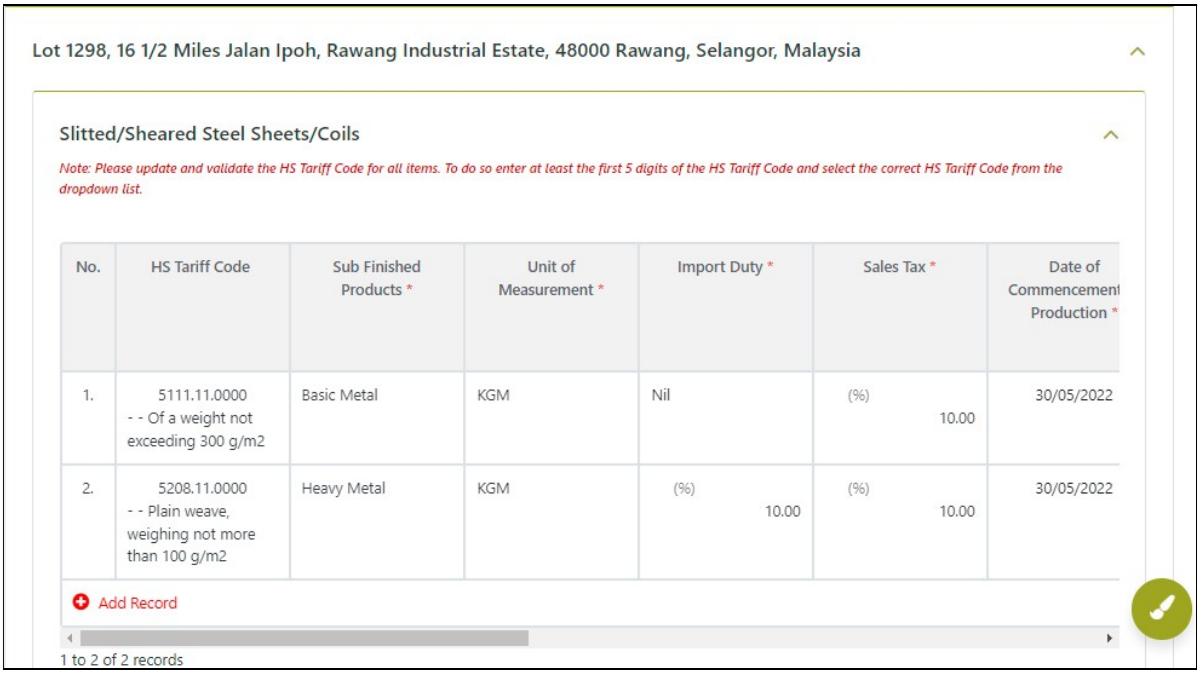
14. System will redirect to "**Factory/Premise Location and Finished Products (Amendment)**" section
    a. **Important**
        i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
    b. How to edit **HS Tariff Code**?
        i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.
        ii. The system will search and display the autocomplete **HS Tariff Code**.
        iii. Select the **HS Tariff Code** from the autocomplete listing.
        iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:
            - HS Code Description
            - Unit of Measurement
            - Import Duty and

- Sales Tax



15. Click the **[Amendment]** checkbox and system enable applicant to amend the information.

16. The applicant shall state reasons why amendment is required (**if required**).



17. Click on the (expand) button to expand the details.

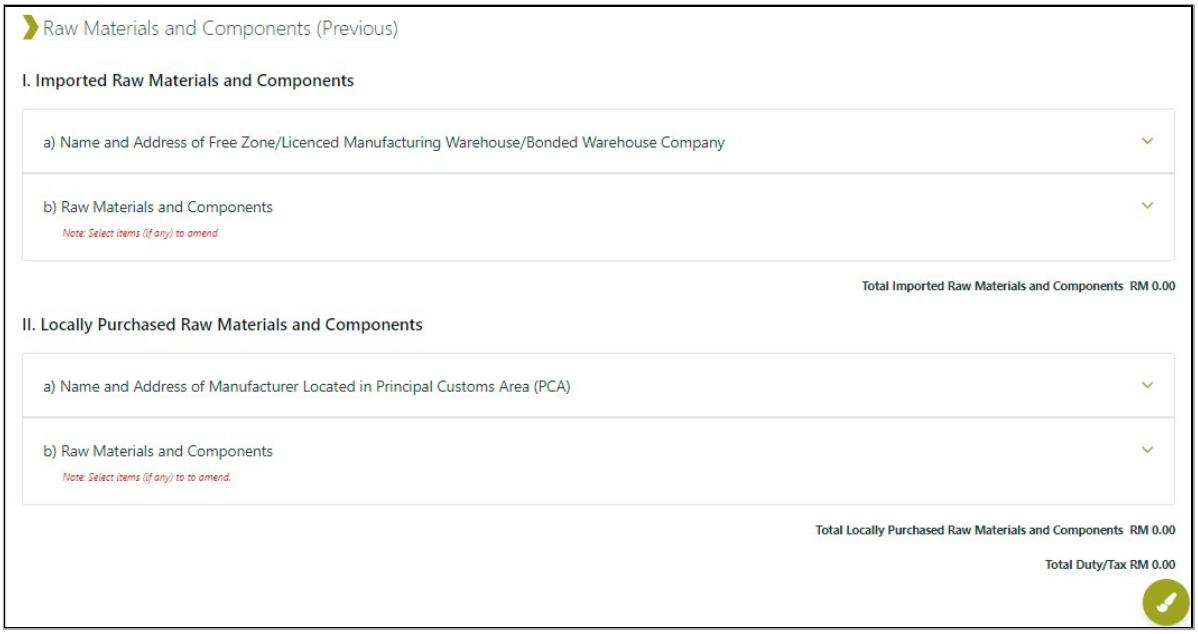
18. Update **'Sub Finished Products' (if required)**

19. Click **[Save]** button

20. Click the **[+Add Record]**
21. The system will add new row to insert the details.
22. Click **[Save]** button
23. The system will save and display the details.

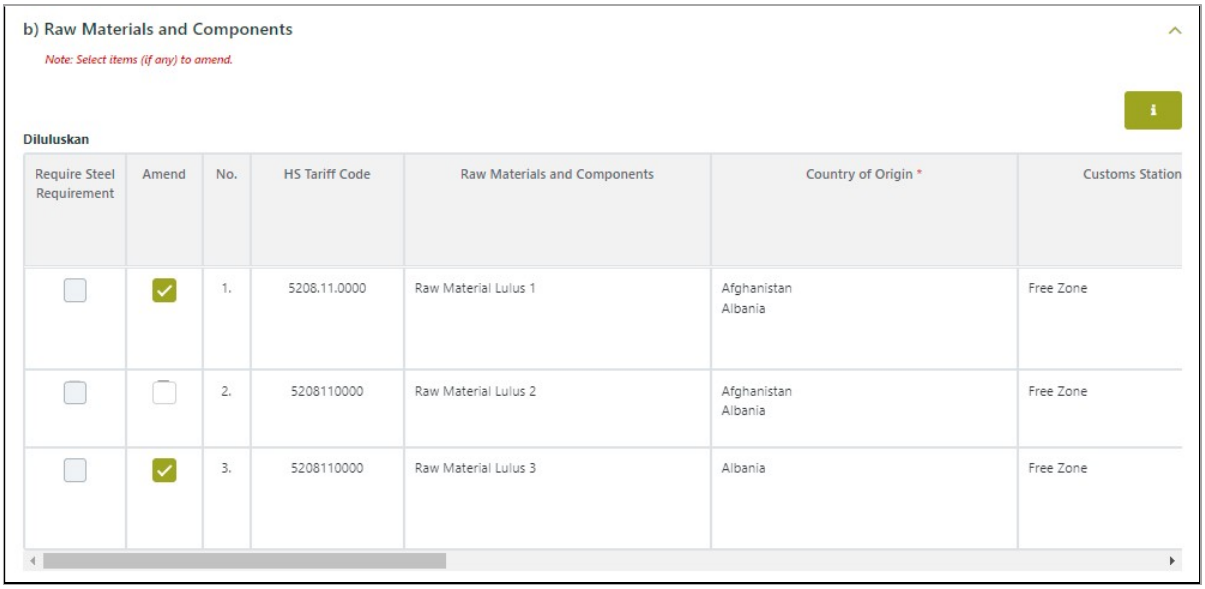
24. Click the **[Next]** button

25. The system will redirect to the **'Raw Materials and Components (Previous)'** section.



26. Go to "**Imported Raw Materials and Components**" > "**Raw Materials and Components"**

27. Click on the (expand) button to expand the details.



28. There will be 3 parts: "**Diluluskan**", "**Ditolak**" and "**Tidak Dipertimbangkan**". Applicant shall choose "**Diluluskan**" or/and "**Tidak Dipertimbangkan**" to amend.

29. Tick item ☑ (if any) to amend.

30. Tick item to amend:
    a. Require Steel Requirement
    b. Amend

31. Click the **[Save]** button

32. Go to "**Locally Purchased Raw Materials and Components**" > "**Raw Materials and Components"**

33. Click on the ⌄ (expand) button to expand the details



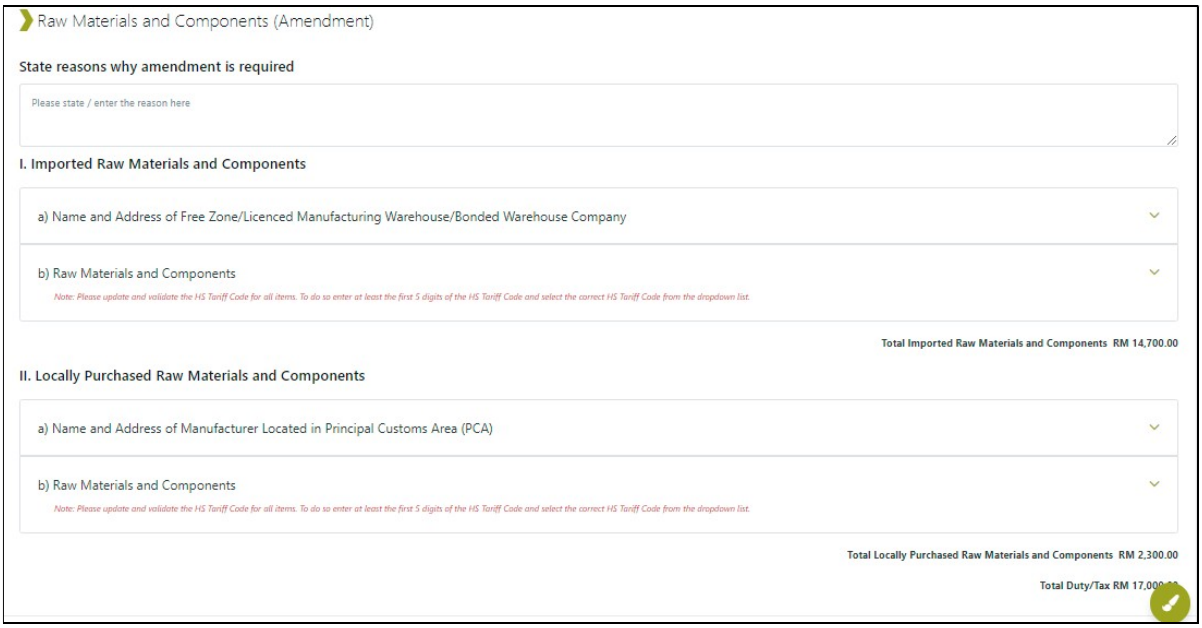
34. There will be 3 parts: "**Diluluskan**", "**Ditolak**" and "**Tidak Dipertimbangkan**". Applicant shall choose "**Diluluskan**" or/and "**Tidak Dipertimbangkan**" to amend.

35. Tick item ☑ (if any) to amend.

36. Tick item to amend"
    a. Amend

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

38. The system will redirect to the **'Raw Materials and Components (Amendment)'** section.



39. Notes:
    a. Please fill in or edit (if applicable)
        i. **a) Name and Address of Free Zone/Licensed Manufacturing/Bonded Warehouse Company** in order to enable it to be selected on
        ii. **b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption** (column: **Customs Station** and **Name and Address of Free Zone/LMW/Bonded Warehouse Company**.
    b. Please fill in or edit (if applicable)
        i. **a) Name and Address of Manufacturer Located in Principal Customs Area (PCA)** in order to enable it to be selected on
        ii. **b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption** (column: **Name and Address of Manufacture in PCA**)
    c. **Important**
        i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
    d. How to edit **HS Tariff Code**?

i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.
ii. The system will search and display the autocomplete **HS Tariff Code**.
iii. Select the **HS Tariff Code** from the autocomplete listing.
iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:
- HS Code Description
- Unit of Measurement
- Import Duty and
- Sales Tax

40. Go to "**Imported Raw Materials and Components**" section

41. Go to "**Name and Address of Free Zone/Licenced Manufacturing Warehouse/Bonded Warehouse Company**"

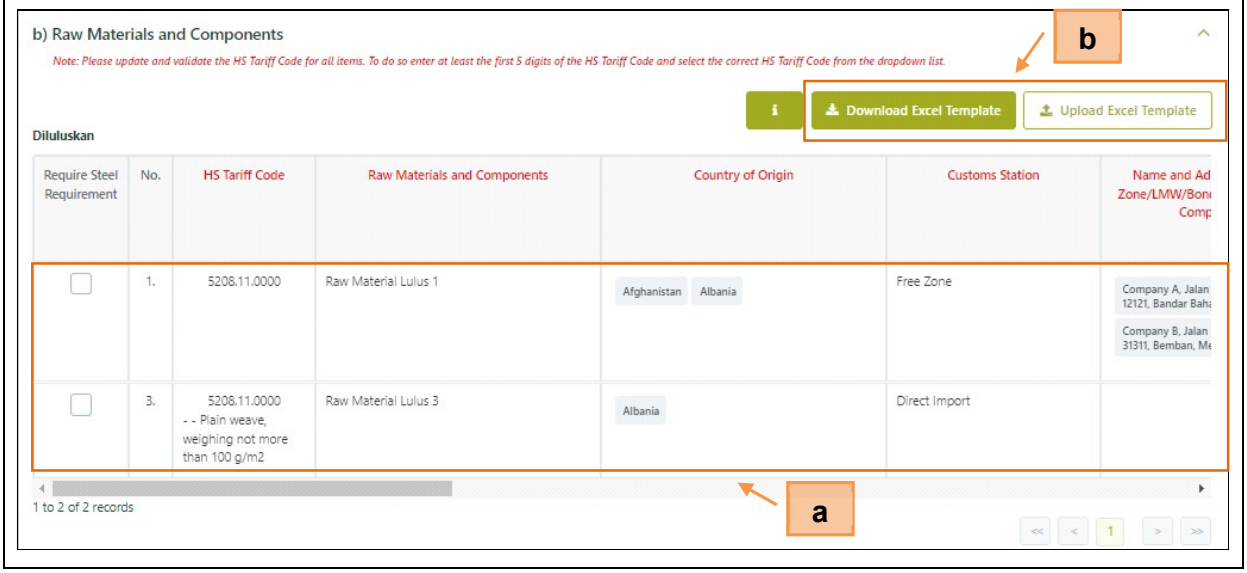
42. Click on the (expand) button to expand the details

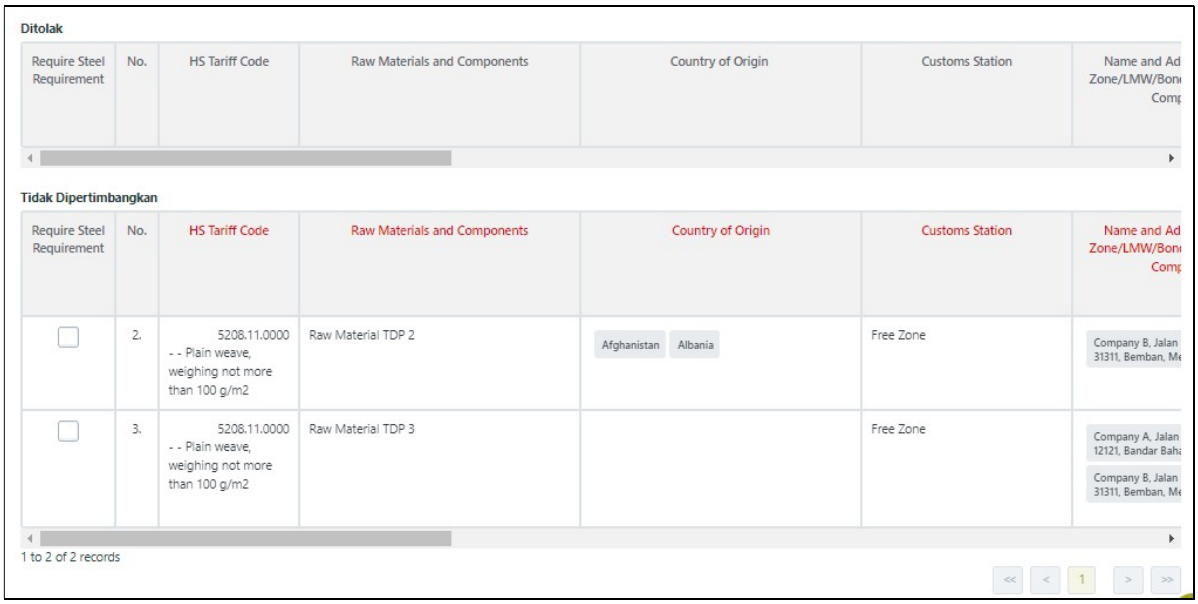


43. Select item to amend

44. Fill in required details:
a. Company Name
b. Status
c. Address
d. State
e. City
f. Postcode

45. Click the **[Save]** button
46. The applicant shall add new by clicking the **[+Add Record]** to add new record
47. The system will add a new row to insert the details.
48. Fill in required details: a. Company Name b. Status c. Address d. State e. City f. Postcode
49. Click the **[Save]** button
50. Go to "**Raw Materials and Components**" section
51. Click on the (expand) button to expand the details
52. There will be 3 parts: "**Diluluskan**", "**Ditolak**" and "**Tidak Dipertimbangkan**". Applicant shall choose "**Diluluskan**" or/and "**Tidak Dipertimbangkan**" to amend based on previous section.





Ditolak

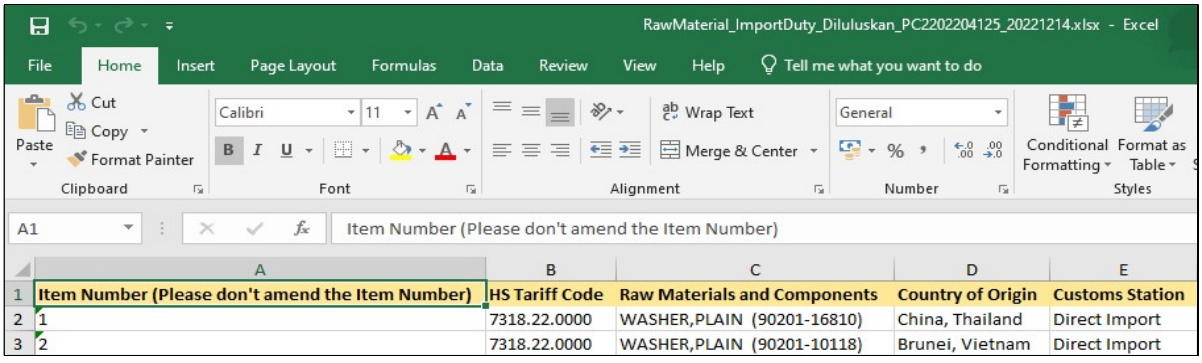
Require Steel Requirement	No.	HS Tariff Code	Raw Materials and Components	Country of Origin	Customs Station	Name and Ad Zone/LMW/Bon Com

Tidak Dipertimbangkan

Require Steel Requirement	No.	HS Tariff Code	Raw Materials and Components	Country of Origin	Customs Station	Name and Ad Zone/LMW/Bon Com
☐	2.	5208.11.0000 - - Plain weave, weighing not more than 100 g/m2	Raw Material TDP 2	Afghanistan, Albania	Free Zone	Company B, Jalan 31311, Bemban, M
☐	3.	5208.11.0000 - - Plain weave, weighing not more than 100 g/m2	Raw Material TDP 3		Free Zone	Company A, Jalan 12121, Bandar Bah Company B, Jalan 31311, Bemban, M

1 to 2 of 2 records

53. The details in **'List of Imported Raw Materials and Components'** can be updated by:
    a. Using the screen (Editable Table)
    b. Using the Download/Upload Excel Template
        i. Click the **[Download Excel Template]** button.
        ii. Update the required information in Excel.
        iii. Click the **[Upload Excel Template]** button and to upload the Excel.



	A	B	C	D	E
1	Item Number (Please don't amend the Item Number)	HS Tariff Code	Raw Materials and Components	Country of Origin	Customs Station
2	1	7318.22.0000	WASHER,PLAIN (90201-16810)	China, Thailand	Direct Import
3	2	7318.22.0000	WASHER,PLAIN (90201-10118)	Brunei, Vietnam	Direct Import

54. Update the required details:
    a. HS Tariff Code
    b. Raw Materials and Components
    c. Country of Origin
    d. Name and Address of Free Zone/LMW/Bonded Warehouse Company

e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
g. Quantity Applied per Annum
h. CIF Value (RM) and
i. Sub Finished Products

55. Tick or untick (if any) to amend for **Require Steel Requirement** column. This column will be enabled for **Domestic** market only.

56. Click the **[Save]** button

57. Go to "**Locally Purchased Raw Materials and Components**"

58. Go to "**Name and Address of Manufacturer Located in Principal Customs Area (PCA)**"

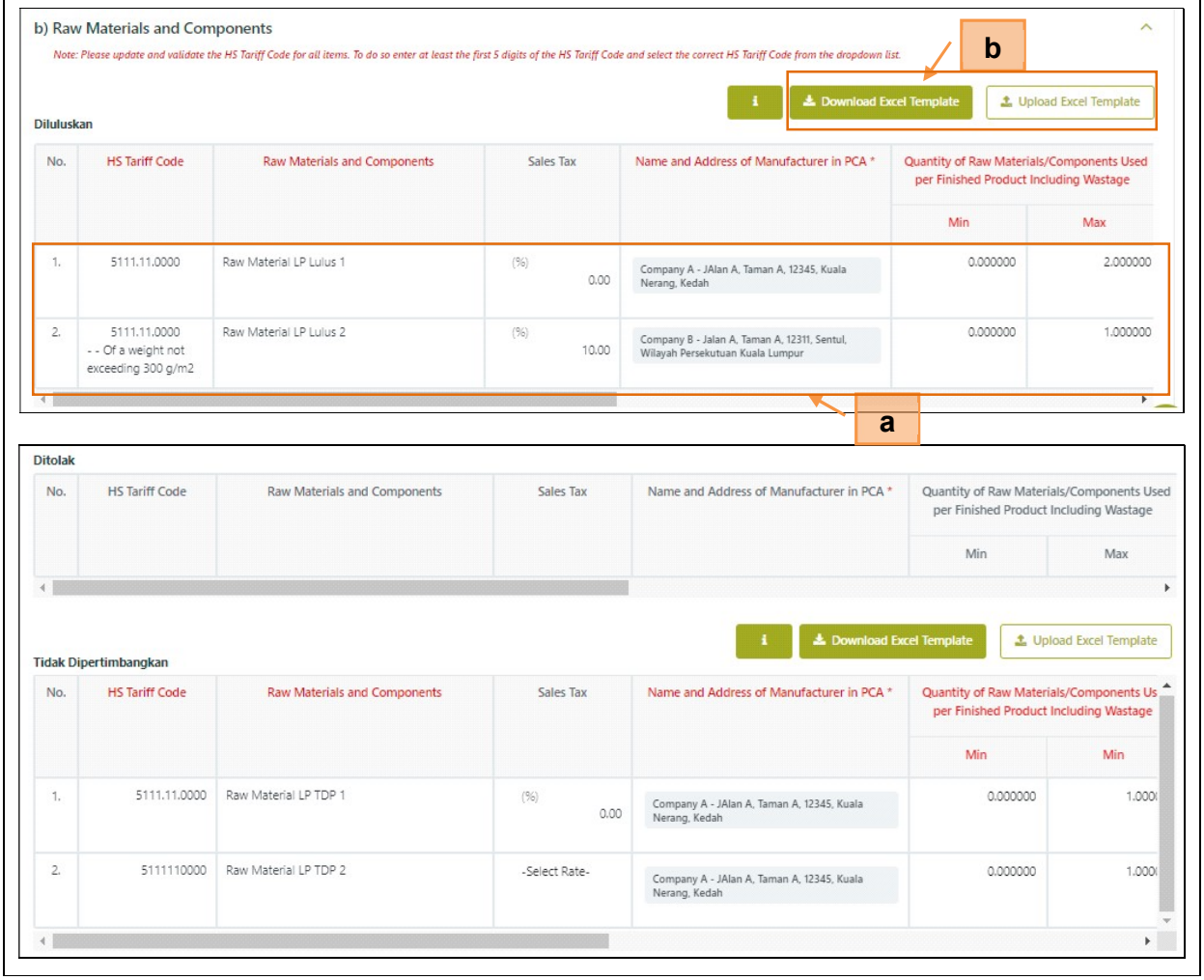
59. Click on the (expand) button to expand the details to view details



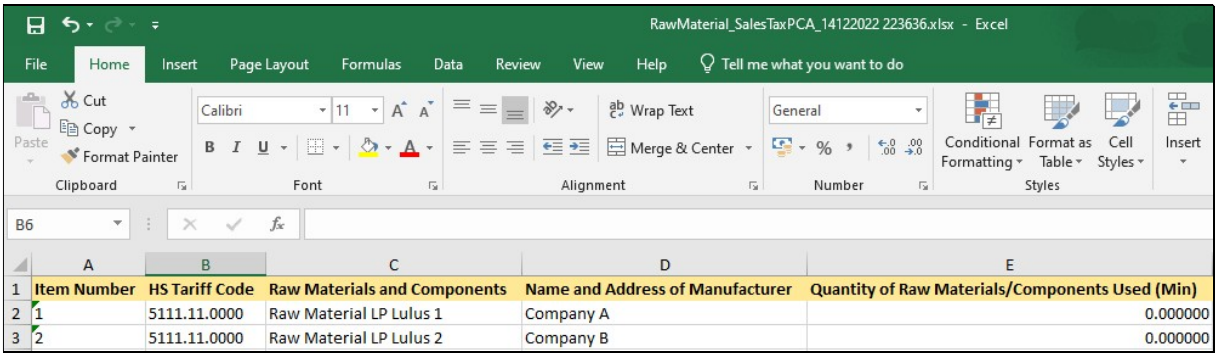
60. Select item to amend

61. Fill in required details:
    a. Company Name
    b. Status
    c. Address
    d. State
    e. City

f. Postcode g. Attachment
62. Click [**Save**] button
63. The applicant shall add new by clicking the **[+Add Record]** to add new record
64. The system will add a new row to insert the details.
65. Go to "**Raw Materials and Components**"
66. Click on the (expand) button to expand the details
67. There will be 3 parts: "**Diluluskan**", "**Ditolak**" and "**Tidak Dipertimbangkan**". Applicant shall choose "**Diluluskan**" or/and "**Tidak Dipertimbangkan**" to amend based on previous section.



68. The details in **'List of Locally Purchased Raw Materials and Components'** can be updated by:
    a. Using the screen (Editable Table)
    b. Using the Download/Upload Excel Template
        i. Click the **[Download Excel Template]** button.
        ii. Update the required information in Excel.
        iii. Click the **[Upload Excel Template]** button and to upload the Excel.



	A	B	C	D	E
1	Item Number	HS Tariff Code	Raw Materials and Components	Name and Address of Manufacturer	Quantity of Raw Materials/Components Used (Min)
2	1	5111.11.0000	Raw Material LP Lulus 1	Company A	0.000000
3	2	5111.11.0000	Raw Material LP Lulus 2	Company B	0.000000

69. Update the required details:
    a. HS Tariff Code
    b. Raw Materials and Components
    c. Country of Origin
    d. Name and Address of Free Zone/LMW/Bonded Warehouse Company
    e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
    f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
    g. Quantity Applied per Annum
    h. CIF Value (RM) and
    i. Sub Finished Products

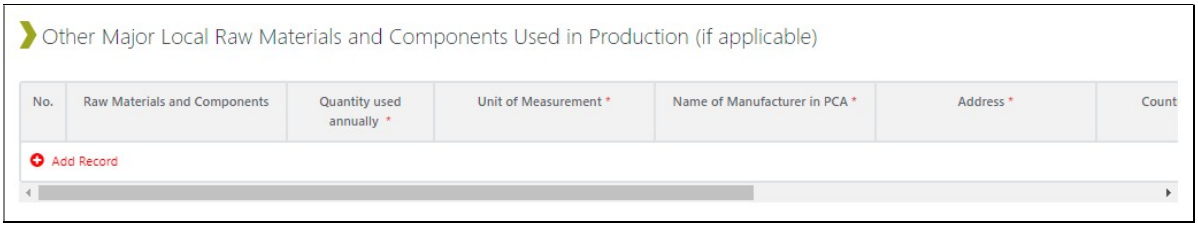
70. Click the **[Save]** button

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

72. System will redirect to "**Other Major Local Raw Materials and Components Used in Production (if applicable)"** section

73. Applicant select the record to amend

74. Fill in required details (if required)
    a. Raw Materials and Components
    b. Quantity used annually
    c. Unit of Measurement City
    d. Name of Manufacturer in PCA
    e. Address
    f. State
    g. City
    h. Postcode
    i. Phone Number



75. The applicant shall add new by clicking the **[+Add Record**] to add new record

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

77. Fill in required details:
    a. Raw Materials and Components
    b. Quantity used annually
    c. Unit of Measurement City
    d. Name of Manufacturer in PCA
    e. Address
    f. State
    g. City
    h. Postcode

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

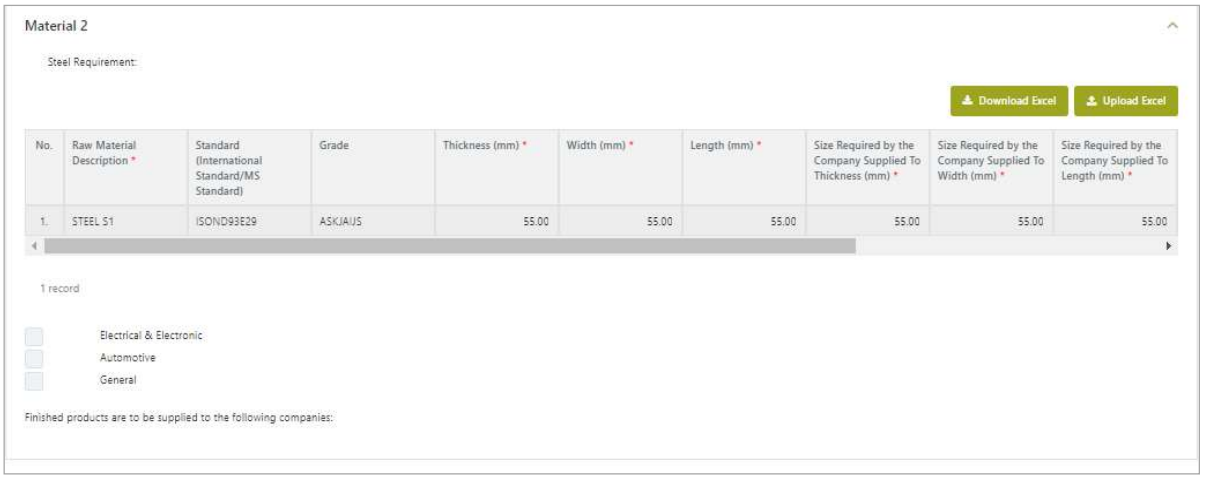
79. System will redirect to "**Customer List and Steel Requirement (Previous)**" section

80. Click on the ⌄ (expand) button to expand the details to view details



81. Click the Raw Materials under "**Steel Requirement**", to view the details

82. Next to the "**Steel Requirement**", there will display details for "**Customer List**":



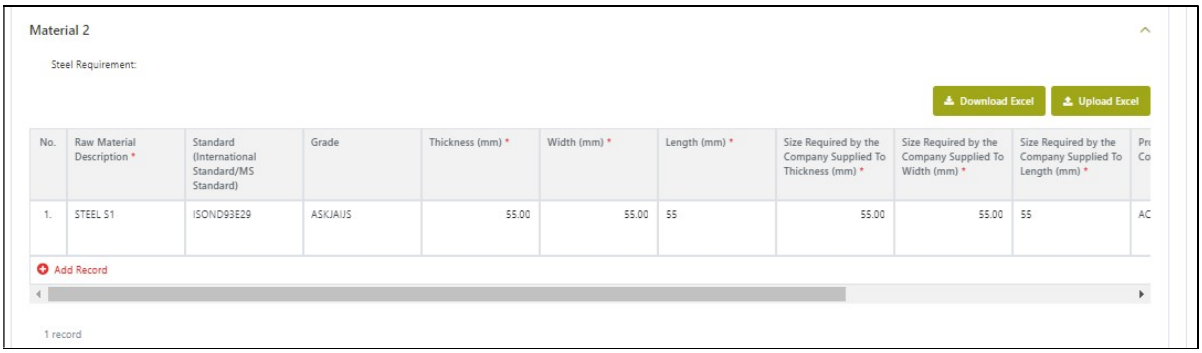
83. Click the **[Next]** button

84. System will redirect to "**Customer List and Steel Requirement (Amendment)**" section



85. In this section, it will take record from previous section. Applicant shall add new record in "**Steel Requirement**" and "**Customer List".**

86. Click on the ⌄ (expand) button to expand the details to view details



87. The applicant shall add new record for "**Steel Requirement"**

88. The applicant shall add the records by clicking the **[+Add Record**] or **[Download/Upload]** button.

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

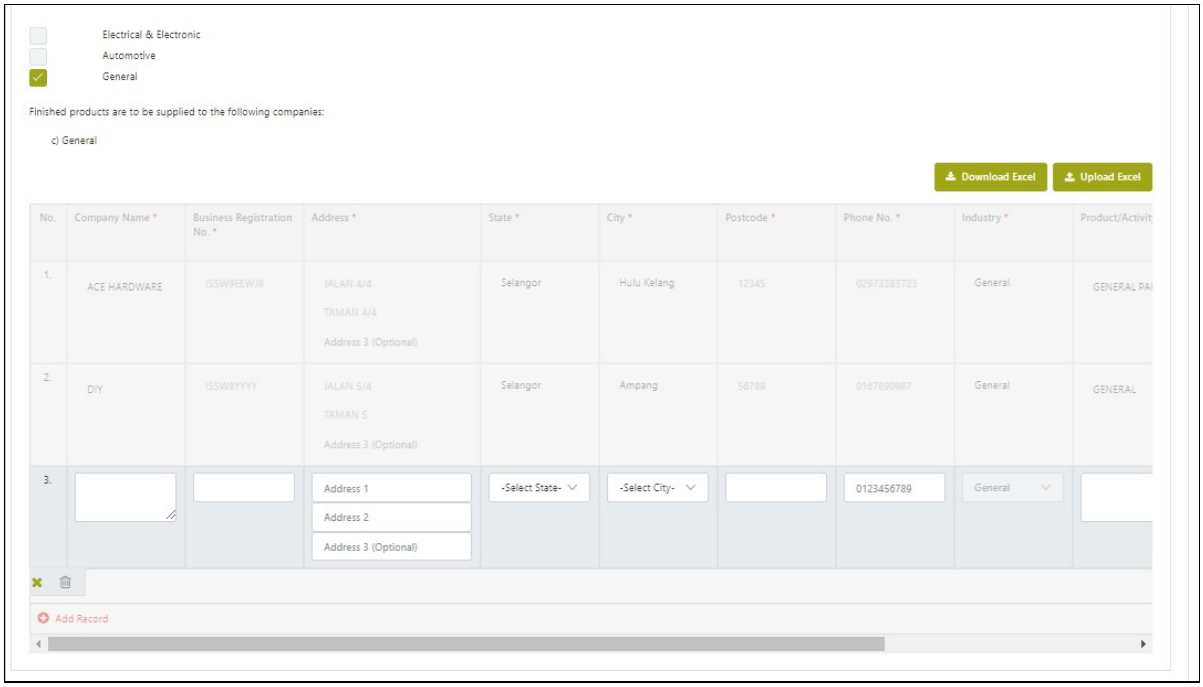
90. Fill in required details:
    a. Raw Materials Description
    b. Standard (International Standard/MS Standard
    c. Grade
    d. Thickness (mm)
    e. Width (mm)
    f. Length (mm)
    g. Size Required by the Company Supplied To Thickness (mm)
    h. Size Required by the Company Supplied To Width (mm)
    i. Size Required by the Company Supplied To Length (mm)
    j. Product Produced by the Company Supplied To
    k. Final User (Customer)
    l. Industry

91. Click the **[Save]** button

92. The applicant shall add new record for "**Customer List"**

93. The applicant shall add the records by clicking the **[+Add Record**] or **[Download/Upload]** button.

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



95. Fill in required details:
    a. Company Name
    b. Status
    c. Address
    d. State
    e. City
    f. Postcode
    g. Product/ Activity (Customer)
    h. Manufacturing Licence No./Business Premise Licence No.

96. Click the [**Save**] button

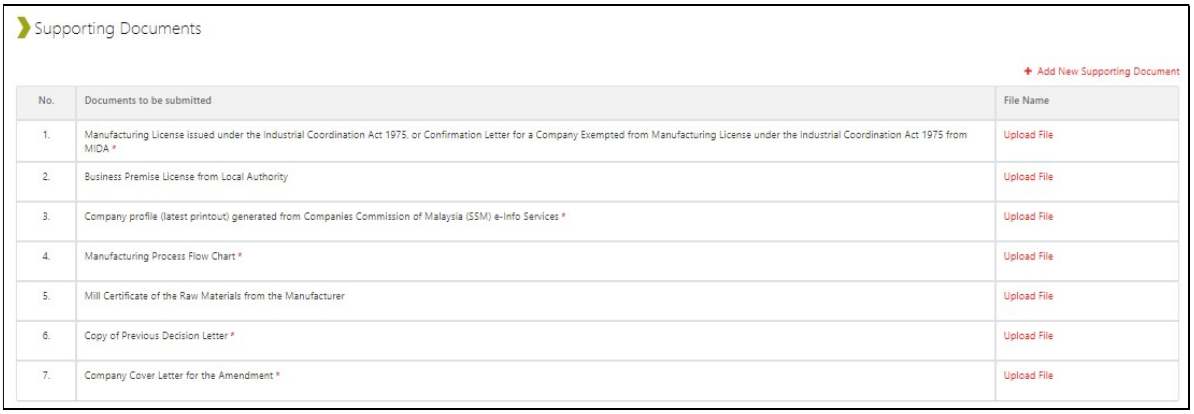


97. The applicant shall repeat same step for other Materials.

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

99. The system will redirect to the **'Supporting Documents'** section.

    (Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)



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

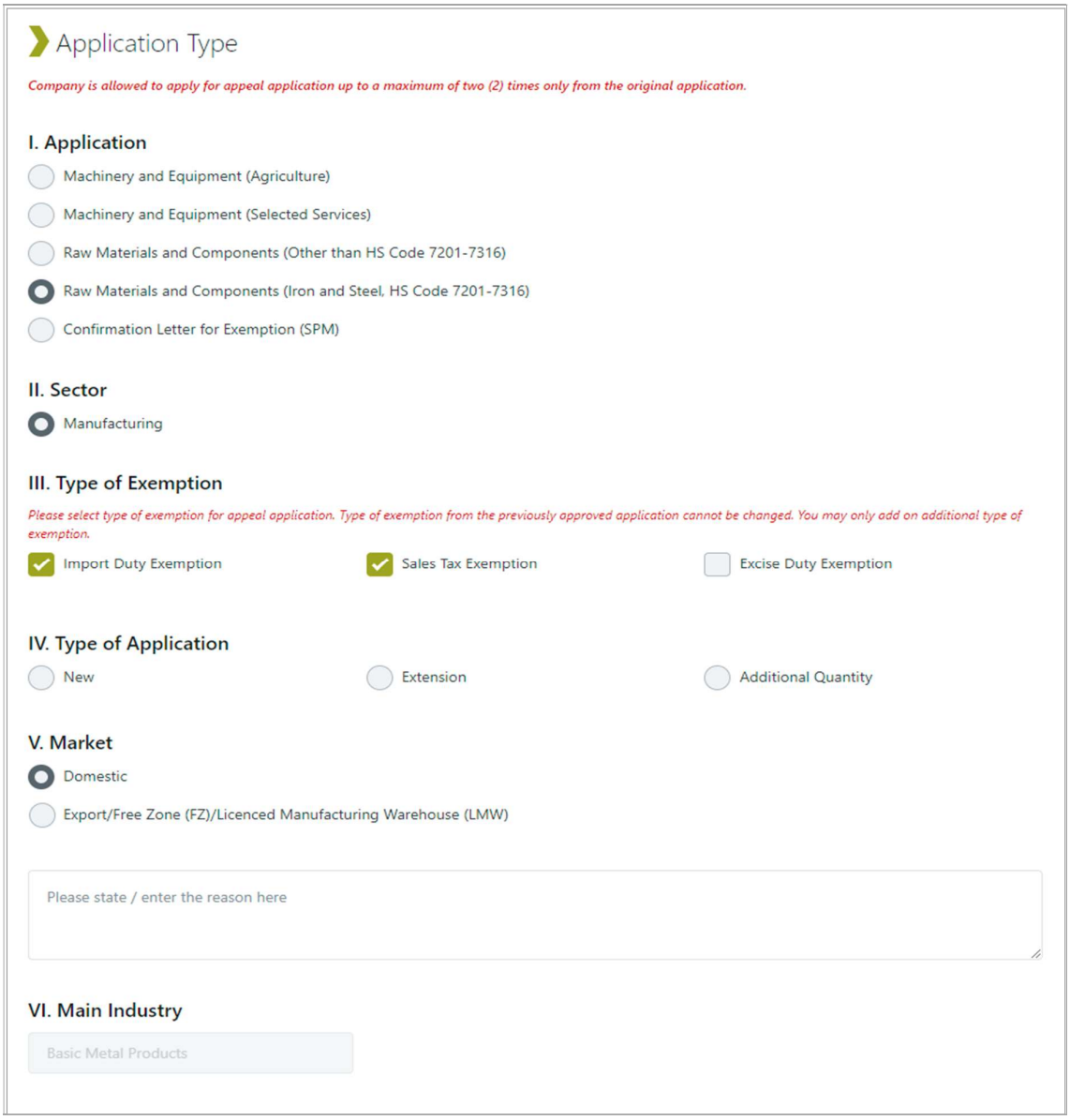
101. The system will redirect to the **'Declaration'** section.

     (Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 7 APPLICATION (APPEAL)

7.1 Raw Materials and Components (Iron and Steel, HS Code 7201-7316) - Domestic

1. **Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL : 2.2.4 Applications**
   - Create **Appeal** Application.



2. Select:
    I. Application: **Raw Materials and Components (Iron and Steel, HS Code 7201-7316)**
    II. Sector: **Manufacturer**
    III. Type of Exemption:
        i. **Import Duty Exemption**
        ii. **Sales Tax Exemption**

IV. Type of Application: **Not applicable**

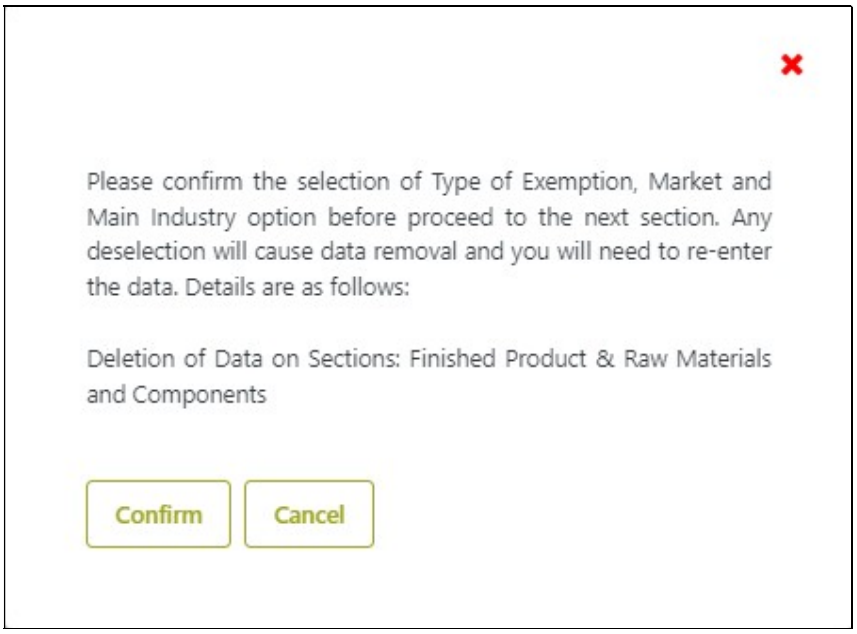
V. Market:

i. **Domestic**

ii. **Export/Free Zone (FZ)/Licenced Manufacturing Warehouse (LMW)**

VI. Main Industry: Default to **- Select Main Industry -** (Editable)

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



4. The above message shall be displayed if there are changes to the Type of Exemption and Market.
5. Click the **[Cancel]** button and the system will return to the Application Wizard.
6. Click the **[Confirm]** button and the system will proceed to the next section.

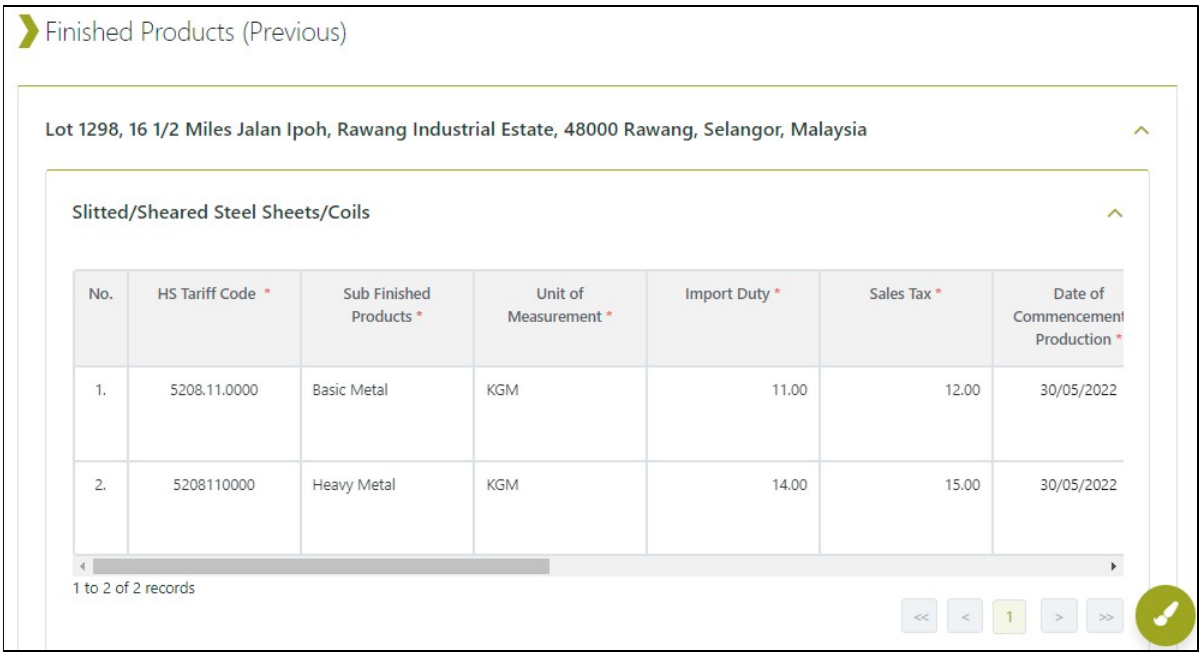
7. The system will redirect to the **'Company'** section.
(Refer to Chapter 1 Common Sections: 1.1 Company)

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

9. The system will redirect to the **'Previous Approval Records'** section. **(Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)**

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

11. System will redirect to "**Finished Products (Previous)"** section.

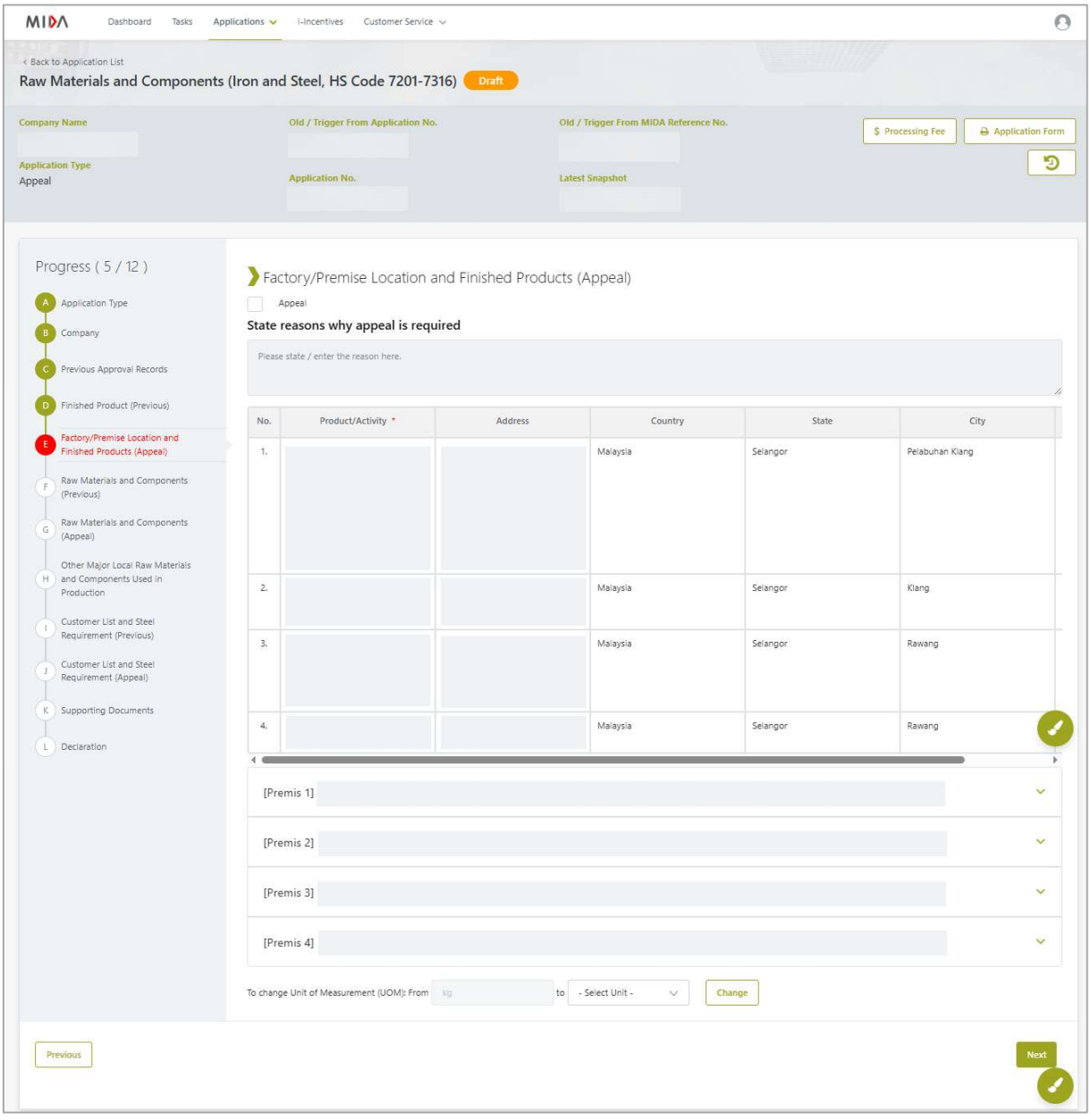


12. Click on the (expand) button to expand the details.

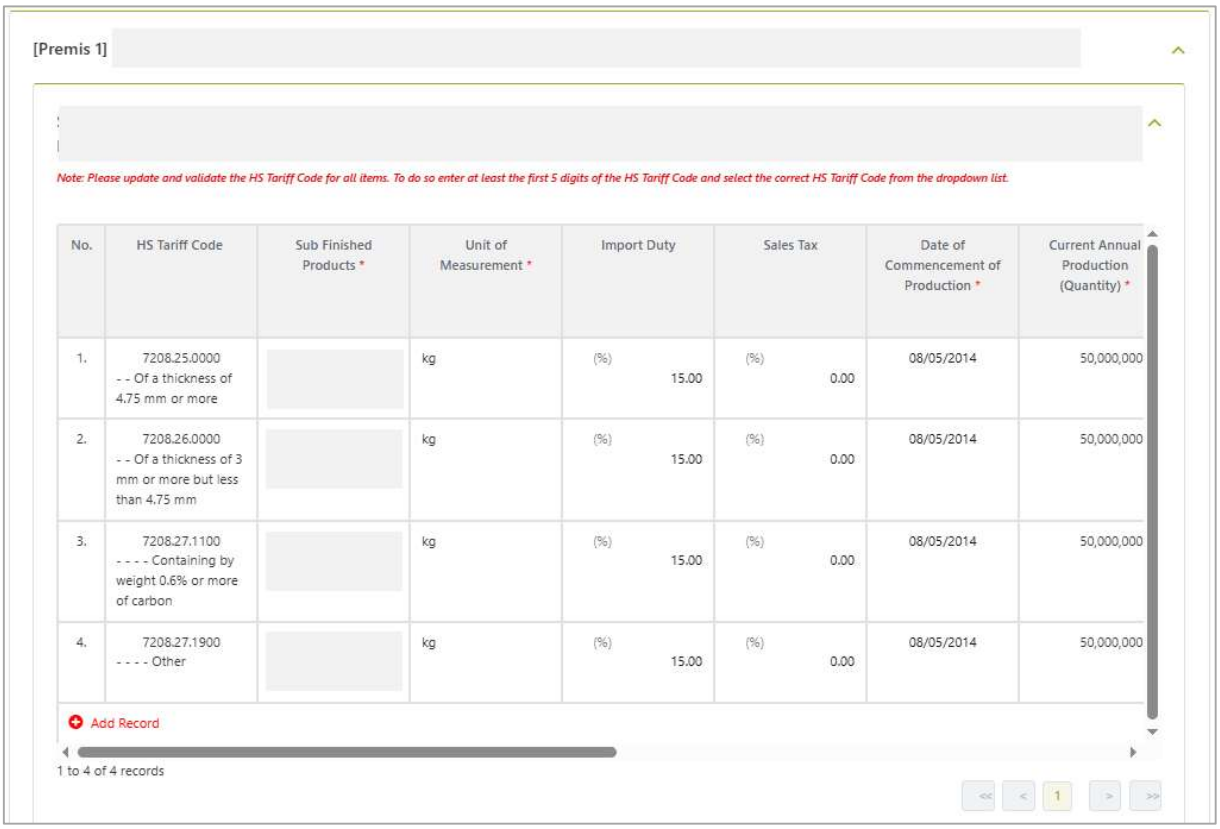
13. Click the [**Next**] button.

14. System will redirect to ""**Factory/Premise Location and Finished Products**" section
    a. Select the **Appeal** checkbox. The applicant shall state reasons why appeal is required. This section is applicable to appeal on the Finished Products only).
    b. **Important**
        i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
    c. How to edit **HS Tariff Code**?
        i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.
        ii. The system will search and display the autocomplete **HS Tariff Code**.
        iii. Select the **HS Tariff Code** from the autocomplete listing.
        iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:
            - HS Code Description
            - Unit of Measurement

- Import Duty and
- Sales Tax



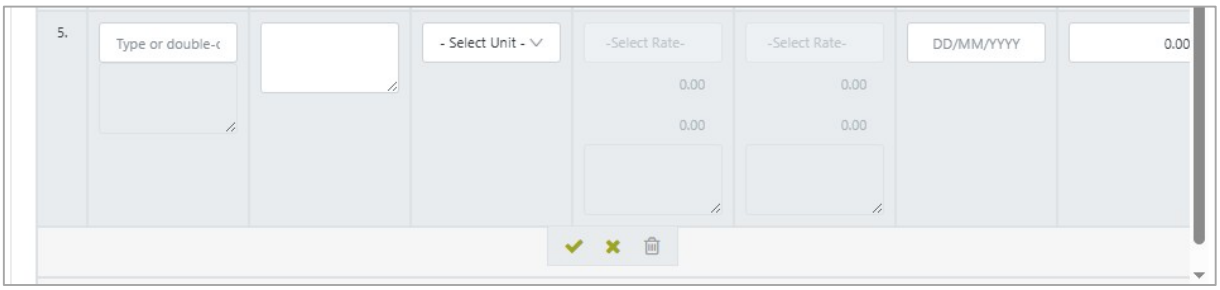
15. Click on the ⌄ (expand) button to expand the details.



16. The applicant shall add new by clicking the **[+Add Record]** to add new record. Otherwise, applicants shall click on previous record to amend details.

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

18. Fill in all the required fields:

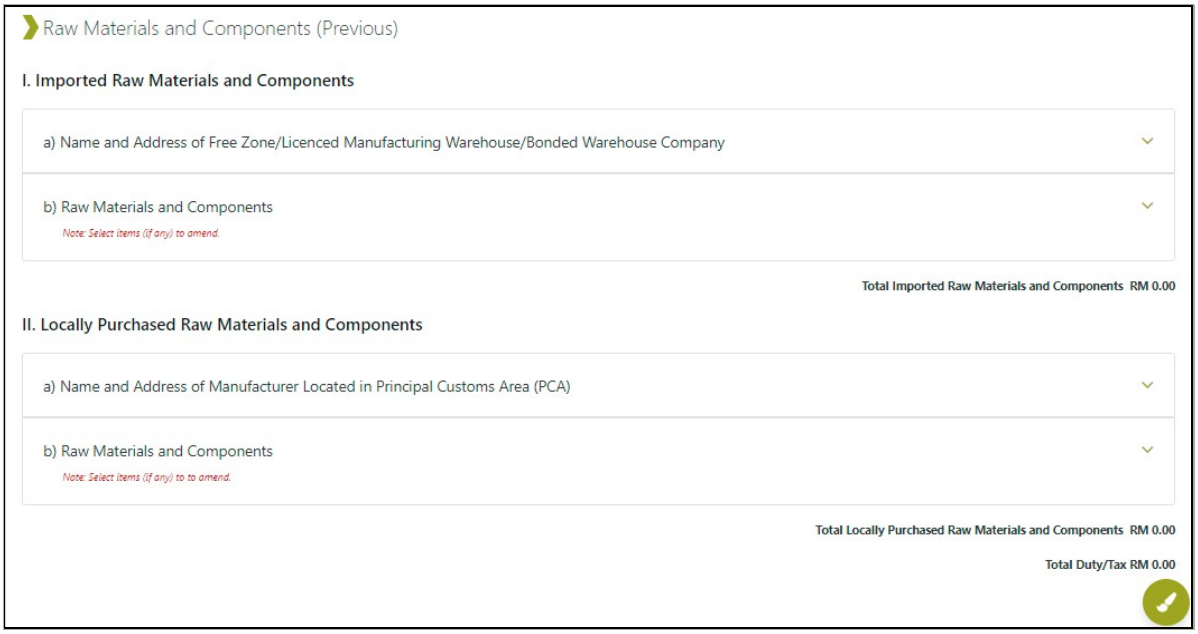


19. Click the **[Save]** button.

20. The system will save and display a successful message.

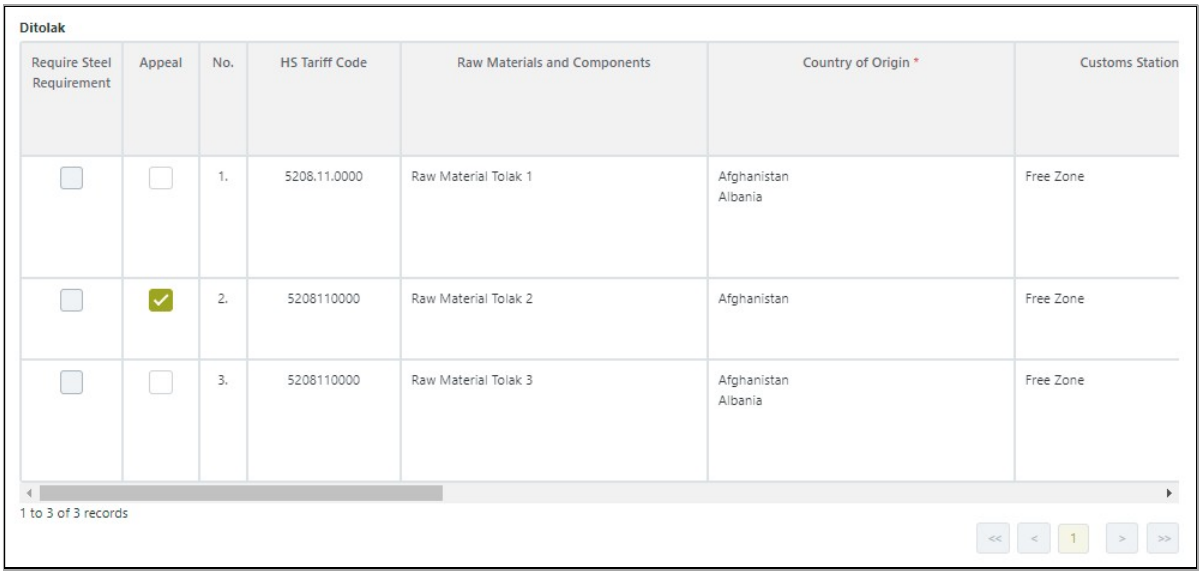
21. Click **[Next]** button.

22. The system will redirect to the **'Raw Materials and Components (Previous)'** section.



23. Go to "**Imported Raw Materials and Components**" > "**Raw Materials and Components".**

24. Click on the (expand) button to expand the details.



25. There will be 3 parts: "**Diluluskan**", "**Ditolak**" and "**Tidak Dipertimbangkan**". Applicant shall choose "**Diluluskan**" or/and "**Ditolak**" or/and "**Tidak Dipertimbangkan**" to appeal.

26. Tick item ☑ (if any) to appeal.

27. Tick item to appeal:
    a. Require Steel Requirement
    b. Appeal

28. Click the **[Save]** button.

29. Go to "**Locally Purchased Raw Materials and Components**" > "**Raw Materials and Components".**

30. Click on the ⌄ (expand) button to expand the details.



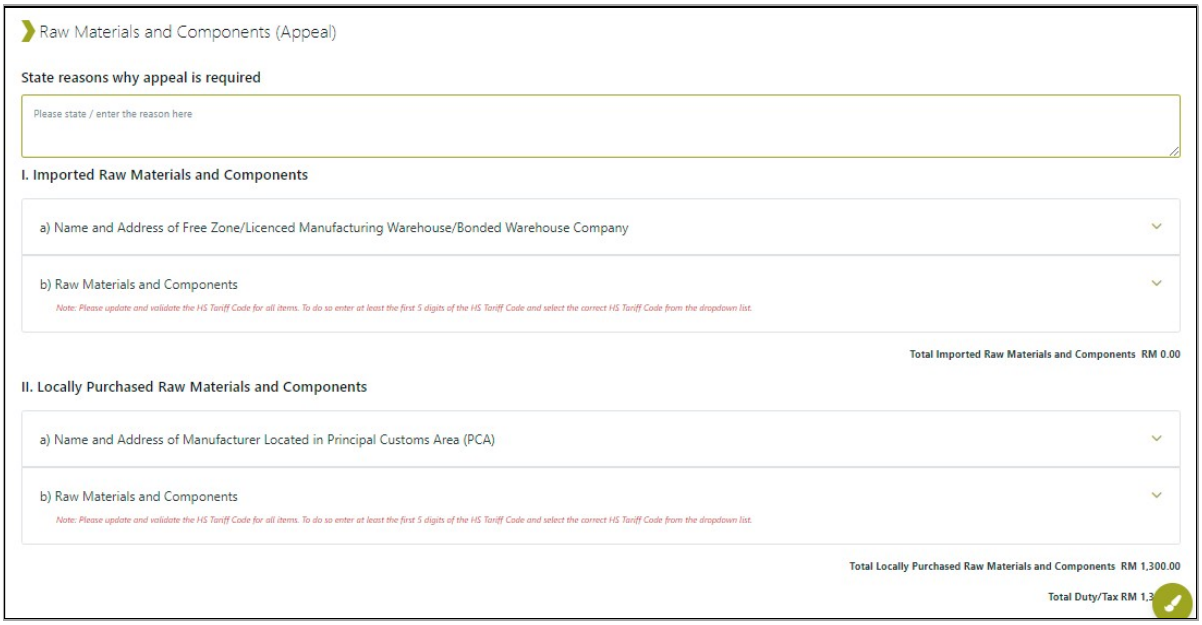
31. There will be 3 parts: "**Diluluskan**", "**Ditolak**" and "**Tidak Dipertimbangkan**". Applicant shall choose "**Diluluskan**" or/and "**Ditolak**" or/and "**Tidak Dipertimbangkan**" to appeal.

32. Tick item ☑ (if any) to appeal.

33. Tick item to appeal"
    a. Appeal

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

35. The system will redirect to the **'Raw Materials and Components (Amendment)'** section.



36. Notes:
    a. Please fill in or edit (if applicable)
        i. **a) Name and Address of Free Zone/Licensed Manufacturing/Bonded Warehouse Company** in order to enable it to be selected on
        ii. **b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption** (column: **Customs Station** and **Name and Address of Free Zone/LMW/Bonded Warehouse Company**.
    b. Please fill in or edit (if applicable)
        i. **a) Name and Address of Manufacturer Located in Principal Customs Area (PCA)** in order to enable it to be selected on
        ii. **b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption** (column: **Name and Address of Manufacture in PCA**)
    a. **Important**

i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.

b. How to edit **HS Tariff Code**?

i. Copy/fill in **5-12 HS Tarif Code digit/char (with/without dot)** into **HS Tariff Code** column.

ii. The system will search and display the autocomplete **HS Tariff Code**.

iii. Select the **HS Tariff Code** from the autocomplete listing.

iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:

- HS Code Description
- Unit of Measurement
- Import Duty and
- Sales Tax

37. Go to "**Imported Raw Materials and Components**" section.

38. Go to "**Name and Address of Free Zone/Licenced Manufacturing Warehouse/Bonded Warehouse Company**".

39. Click on the (expand) button to expand the details.



40. Select item to amend.

41. Fill in required details:

a. Company Name

b. Status

c. Address

d. State
e. City
f. Postcode

42. Click the **[Save]** button.

43. The applicant shall add new by clicking the **[+Add Record]** to add new record.

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

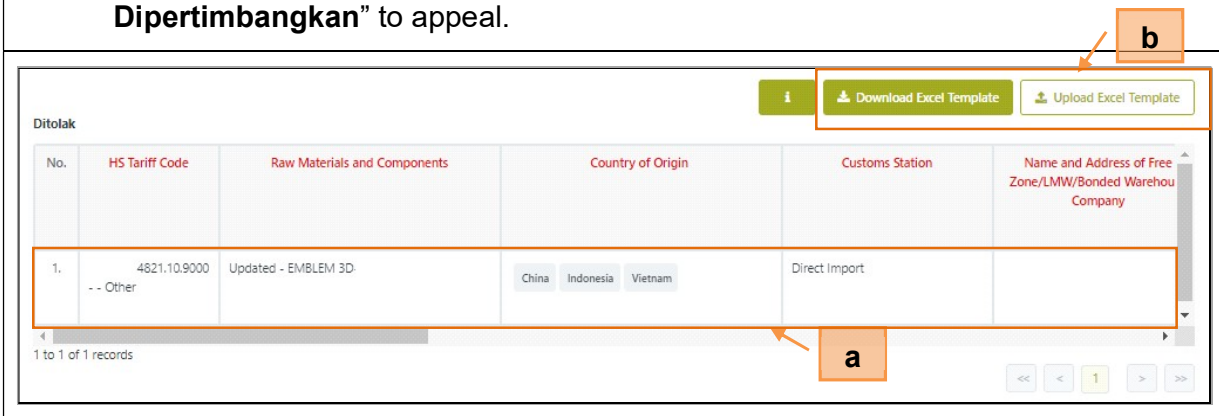
45. Fill in required details:
    a. Company Name
    b. Status
    c. Address
    d. State
    e. City
    f. Postcode

46. Click the **[Save]** button.

47. Go to "**Raw Materials and Components**" section.

48. Click on the (expand) button to expand the details.

49. There will be 3 parts: "**Diluluskan**", "**Ditolak**" and "**Tidak Dipertimbangkan**". Applicant shall choose "**Diluluskan**" or/and "**Ditolak**" or/and "**Tidak Dipertimbangkan**" to appeal.



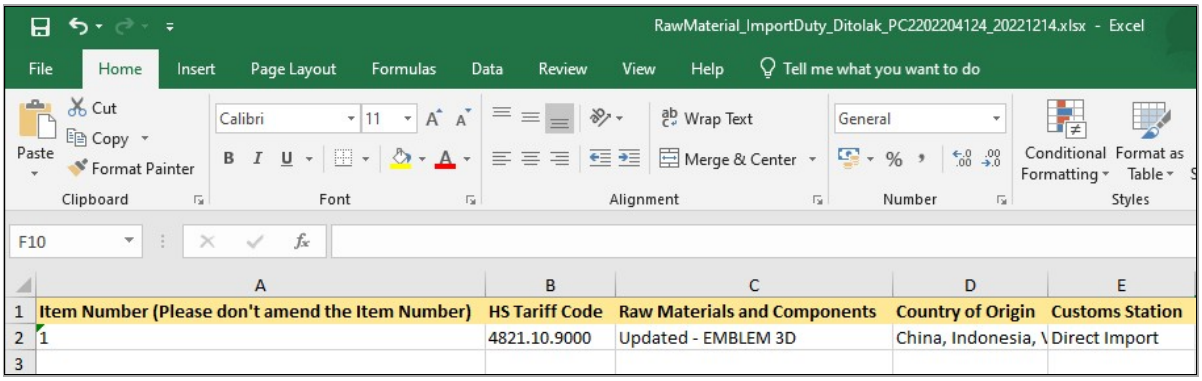
50. The details in **'List of Imported Raw Materials and Components'** can be updated by:
    a. Using the screen (Editable Table)

b. Using the Download/Upload Excel Template

i. Click the **[Download Excel Template]** button.

ii. Update the required information in Excel.

iii. Click the **[Upload Excel Template]** button and to upload the Excel.



51. Fill in required details:

a. HS Tariff Code

b. Raw Materials and Components

c. Country of Origin

d. Name and Address of Free Zone/LMW/Bonded Warehouse Company

e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min

f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max

g. Quantity Applied per Annum

h. CIF Value (RM) and

i. Sub Finished Products

52. Click **[Save]** button.

53. Go to "**Locally Purchased Raw Materials and Components**" > "**Name and Address of Manufacturer Located in Principal Customs Area (PCA)**".



54. Click on item to be amended.

55. Fill in required details:
    a. Company Name
    b. Status
    c. Address
    d. State
    e. City
    f. Postcode

56. Click **[Save]** button.

57. The applicant shall add new by clicking the **[+Add Record**] to add new record.

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

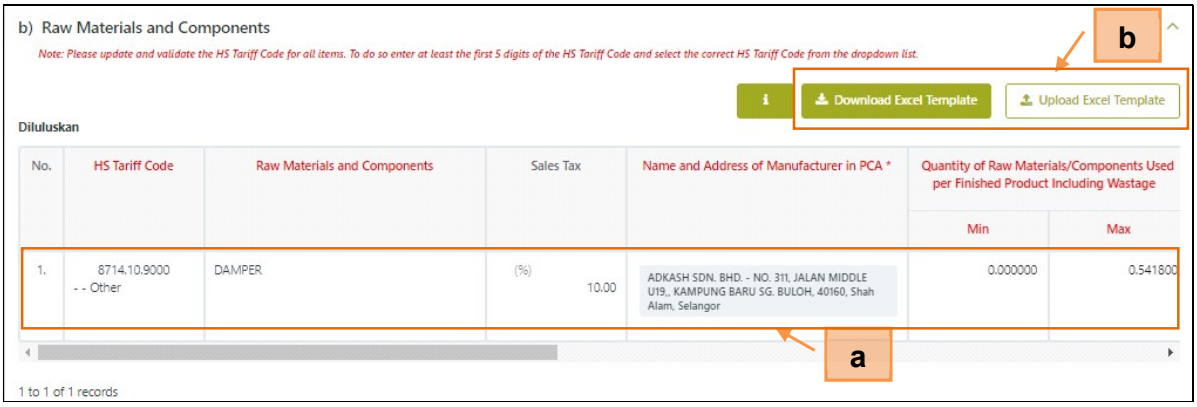
59. Fill in required details:
    a. Company Name
    b. Status
    c. Address
    d. State
    e. City
    f. Postcode

60. Click **[Save]** button.

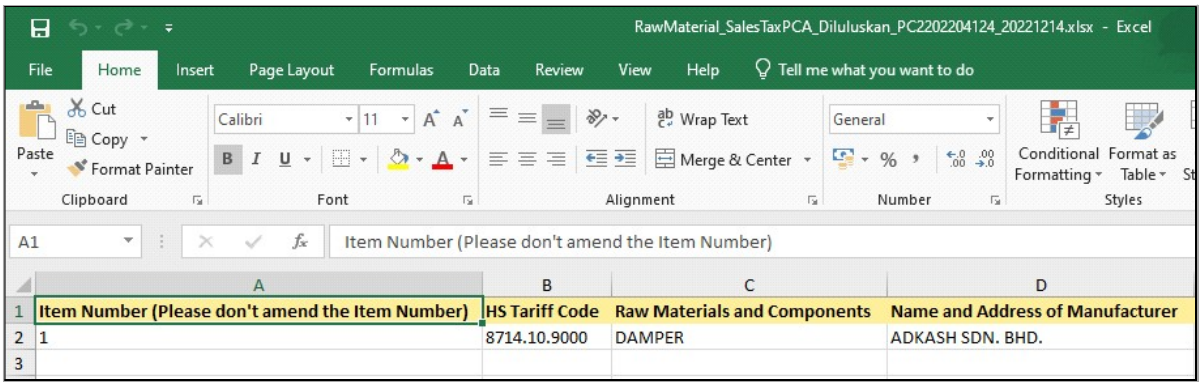
61. Go to "**Raw Materials and Components**".

62. Click on the (expand) button to expand the details.

63. There will be 3 parts: "**Diluluskan**", "**Ditolak**" and "**Tidak Dipertimbangkan**". Applicant shall choose any part.



64. Click on the record to appeal.



65. Update the required details:
    a. HS Tariff Code
    b. Raw Materials and Components
    c. Sales Tax
    d. Name and Address of Manufacturer in PCA
    e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
    f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
    g. Unit of Measurement
    h. Quantity Applied per Annum

i. Total Quantity Applied per Annum
j. Value (RM)
k. Value (RM)/Unit of Measurement
l. Total Sales Tax (RM) and
m. Sub Finished Products

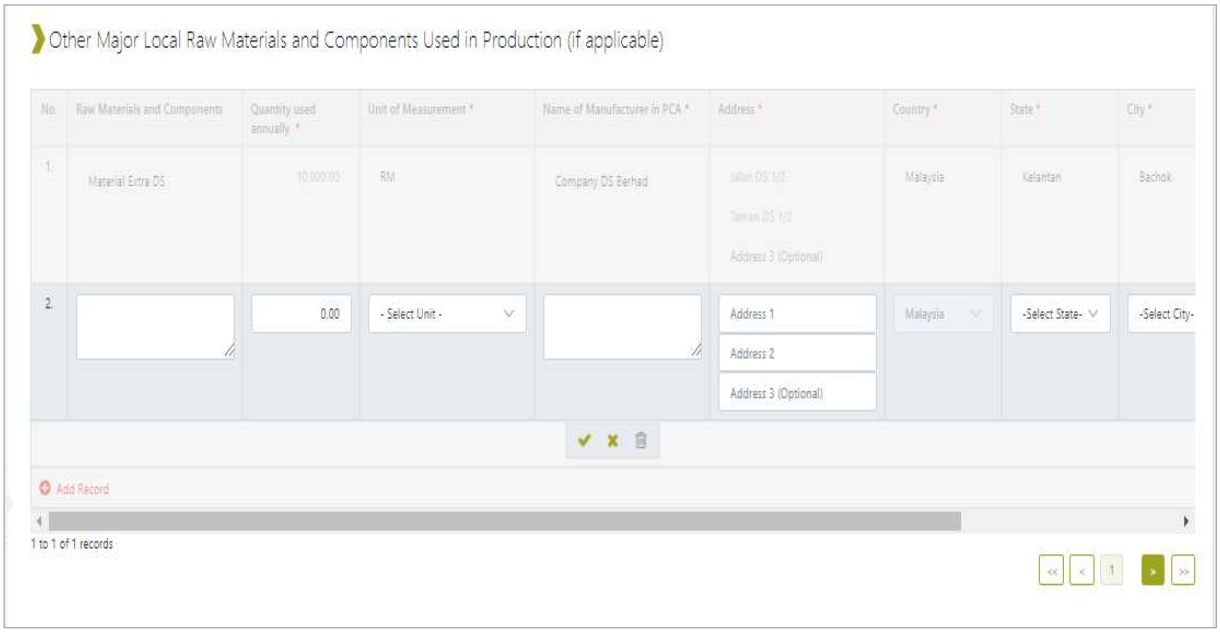
66. Click the **[Next]** button.

67. System will redirect to "**Other Major Local Raw Materials and Components Used in Production (if applicable)"** section.



68. The applicant shall add new by clicking the **[+Add Record**] to add new record.

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



70. Fill in required details:
a. Raw Materials and Components

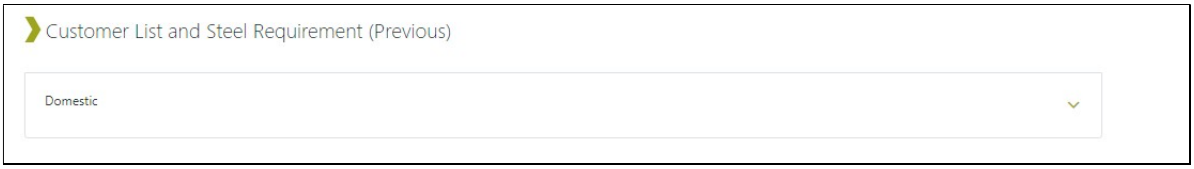
b. Quantity used annually
c. Unit of Measurement
d. Name of Manufacturer in PCA
e. Address
f. State
g. City
h. Postcode
i. Phone No.

71. Click the **[Save]** button.

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

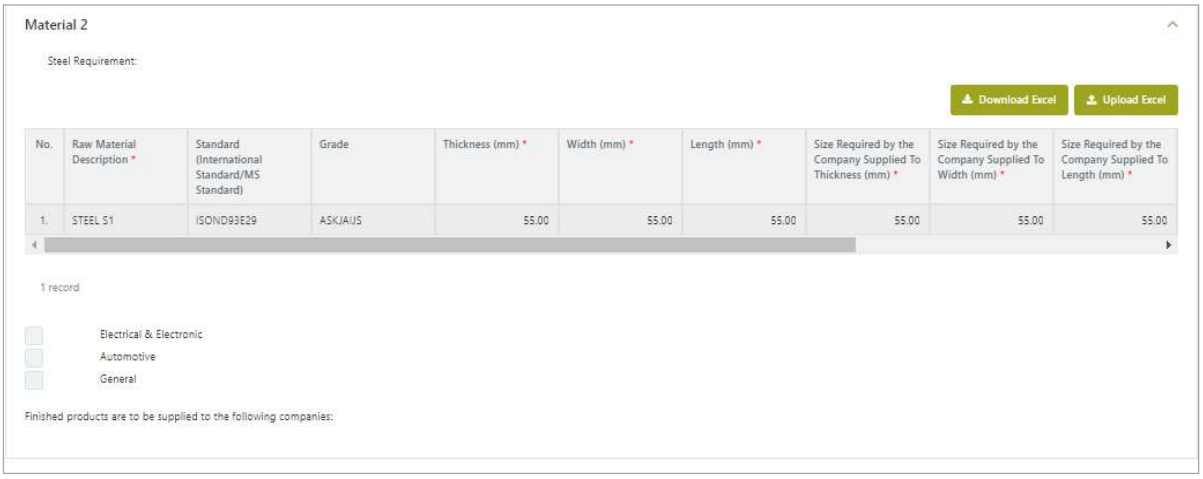
73. System will redirect to "**Customer List and Steel Requirement (Previous)**" section.

74. Click on the (expand) button to expand the details to view details.



75. Click the Raw Materials under "**Steel Requirement**", to view the details.

76. Next to the "**Steel Requirement**", there will display details for "**Customer List**":



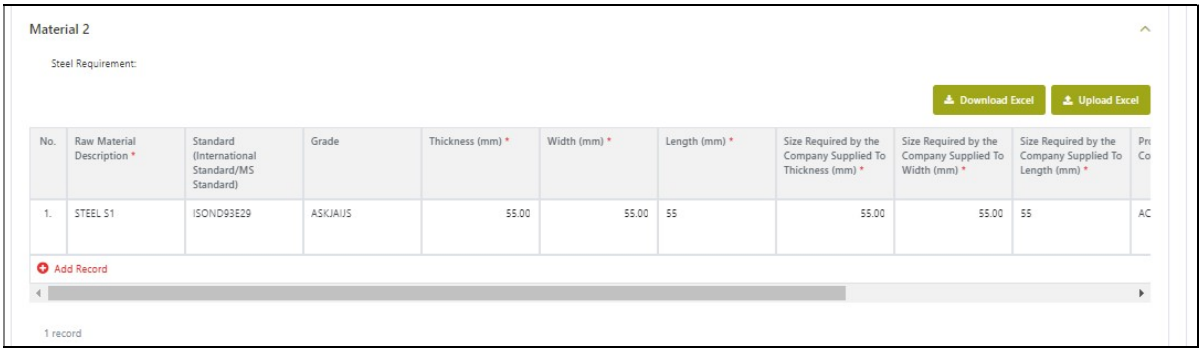
77. Click the **[Next]** button.

78. System will redirect to "**Customer List and Steel Requirement (Appeal)**" section.



79. In this section, it will take record from previous section. Applicant shall add new record in "**Steel Requirement**" and "**Customer List".**

80. Click on the (expand) button to expand the details to view details.



81. The applicant shall add new record for "**Steel Requirement".**

82. The applicant shall add the records by clicking the **[+Add Record]** or **[Download/Upload]** button.

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

84. Fill in required details:
    a. Raw Materials Description
    b. Standard (International Standard/MS Standard
    c. Grade
    d. Thickness (mm)
    e. Width (mm)
    f. Length (mm)
    g. Size Required by the Company Supplied To Thickness (mm)
    h. Size Required by the Company Supplied To Width (mm)
    i. Size Required by the Company Supplied To Length (mm)

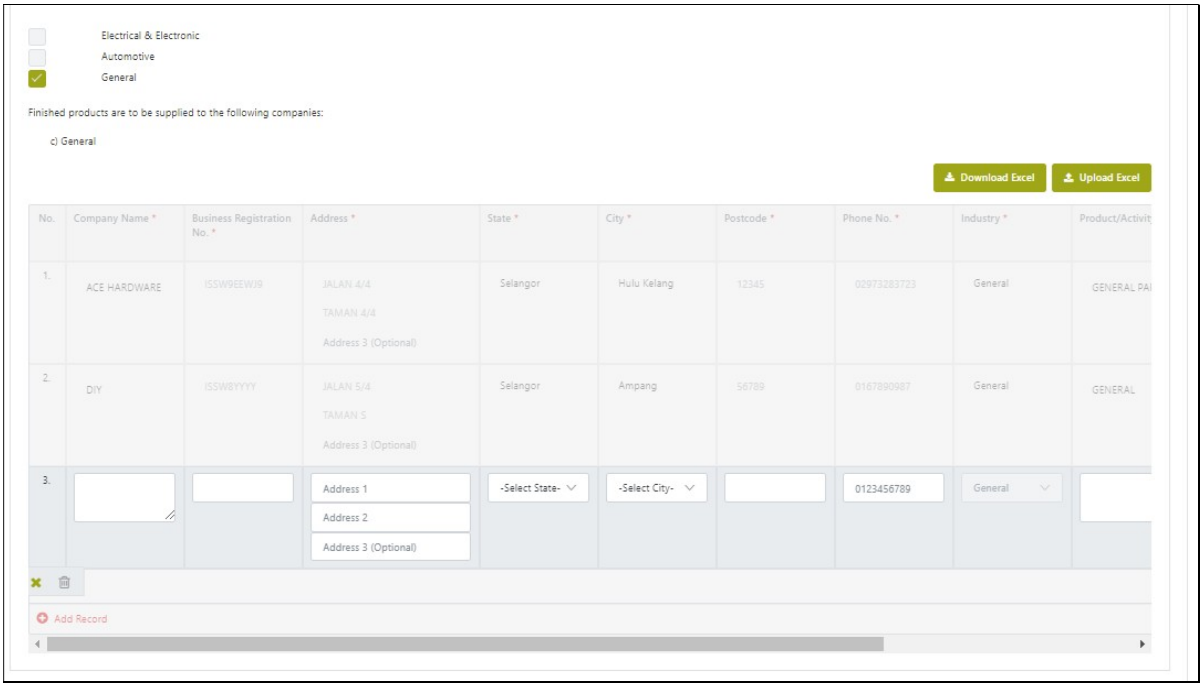
j. Product Produced by the Company Supplied To
k. Final User (Customer)
l. Industry

85. Click the **[Save]** button.

86. The applicant shall add new record for "**Customer List".**

87. The applicant shall add the records by clicking the **[+Add Record]** or **[Download/Upload]** button.

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



89. Fill in required details:
a. Company Name
b. Status
c. Address
d. State
e. City
f. Postcode
g. Product/ Activity (Customer)

h. Manufacturing Licence No./Business Premise Licence No.

90. Click the [**Save**] button.

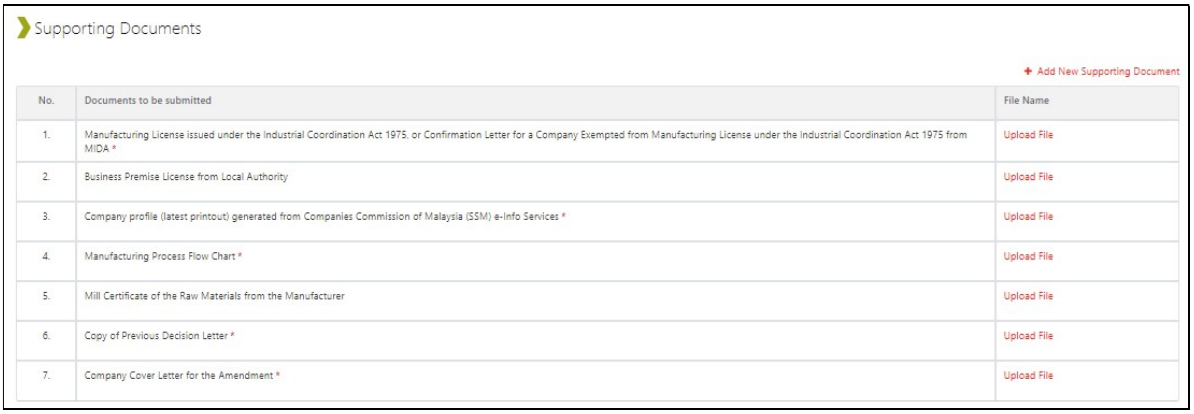


91. The applicant shall repeat same step for other Materials.

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

93. The system will redirect to the **'Supporting Documents'** section.

(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)



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

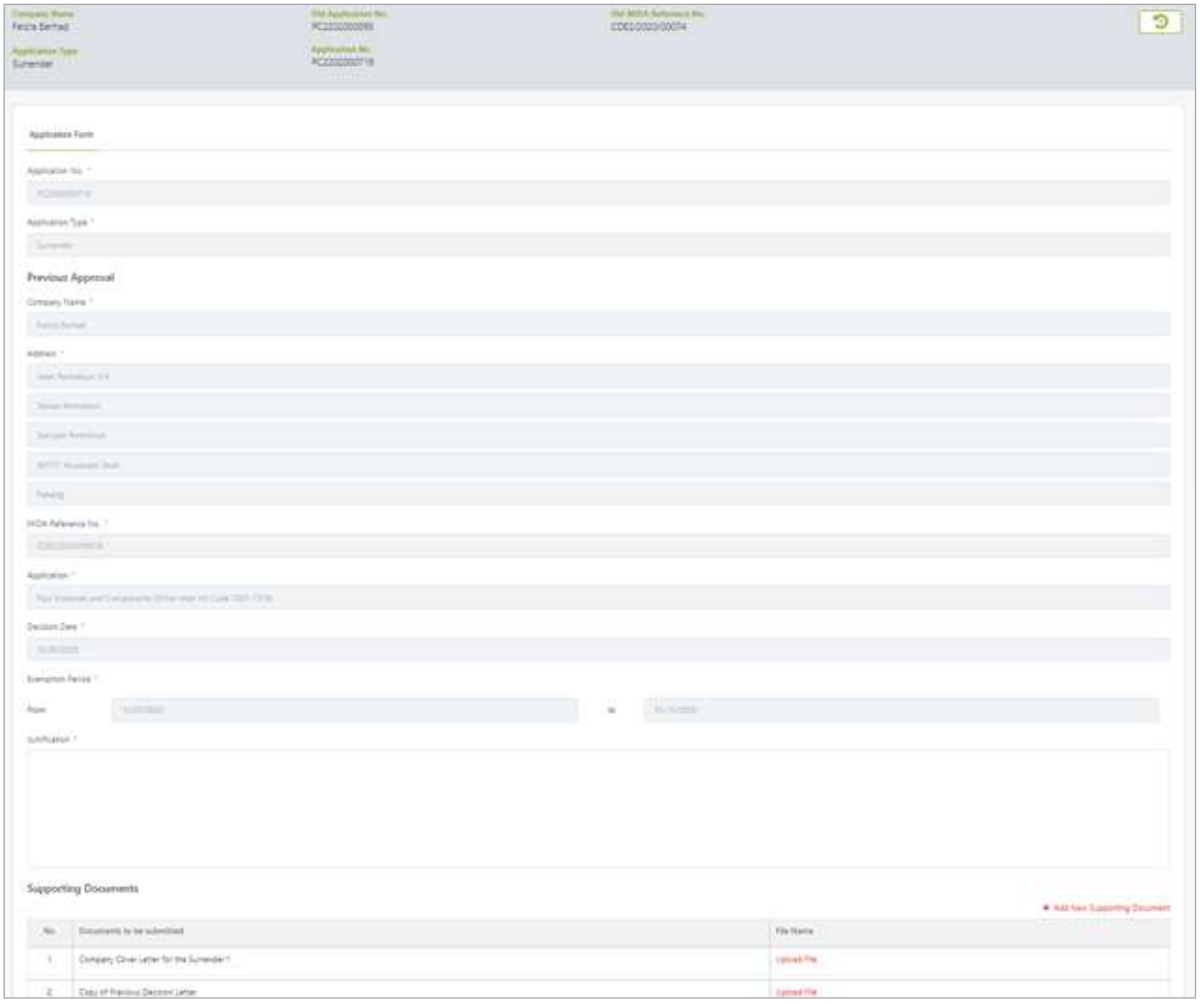
95. The system will redirect to the **'Declaration'** section.

(Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 8 APPLICATION (SURRENDER)

8.1 Raw Materials and Components (Iron and Steel, HS Code 7201-7316) - Domestic

1. **Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL : 2.2.4 Applications**
   - Create **Surrender** Application



2. Select:
   I. Application No: (Not editable)

II. Application Type: **Surrender** (Not editable)

III. Previous Approval:

i. Company Name: (Not editable)

ii. Address: (Not editable)

iii. MIDA Reference No: (Not editable)

iv. Application: Raw Materials and Components ((Iron and Steel, HS Code 7201-7316) (Not editable)

v. Decision Date: (Not editable)

vi. Exemption Period: From and To (Not editable)

IV. **Justification: Editable**

V. Supporting Documents: (Editable- Add New Supporting Documents)

3. Click the **[Save]** button to save changes and click the **[Submit]** button to submit

Chapter 9 EMAIL NOTIFICATION, REMINDER AND RESTRICTION

9.1 Raw Materials and Components (Iron and Steel, HS Code 7201-7316) - Domestic



MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

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

InvestMalaysia - Reminder on application [redacted] expiry.

Dear [redacted]

Your application will expire in 3 months on **31/10/2026**.

The details of the application are as follows:
Company Name [redacted]
Application No. :
Application : **Raw Materials and Components (Iron and Steel, HS Code 7201-7316)**

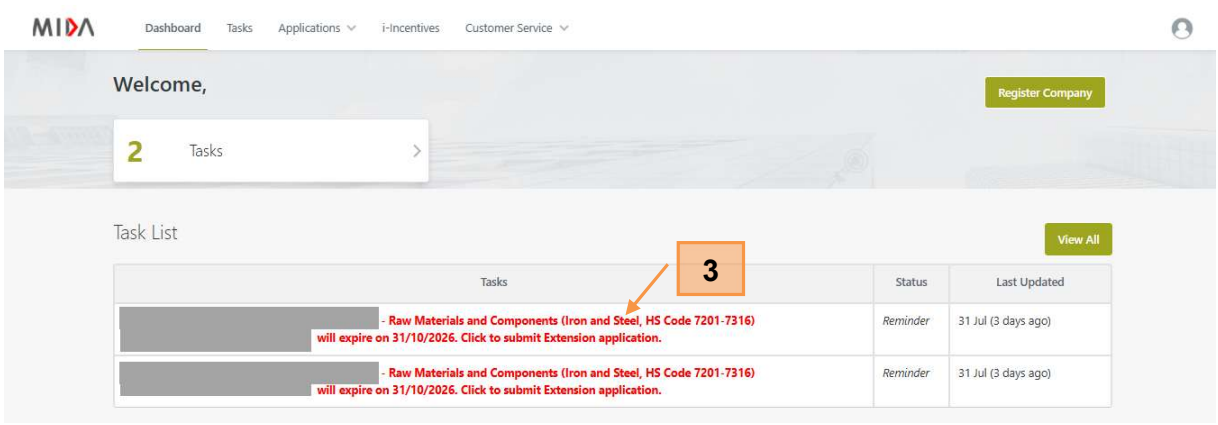
Note: Please be informed that the subsequent application (Additional Quantity, Amend and Appeal) must be submitted no later than 3 days before exemption end date of the approval, to avoid any issues during creating or processing application. Your cooperation and attention are greatly appreciated.

Thank you.

Regards,
InvestMalaysia Administrator

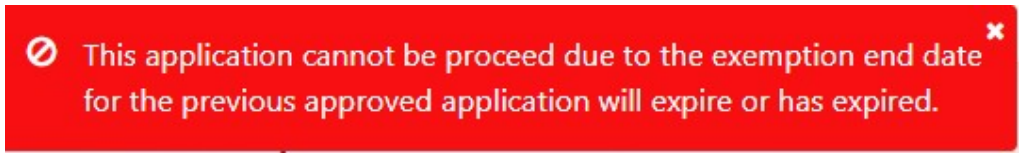
Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 **Fax:** 603-2274 7970
InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my
Official Website: https://www.mida.gov.my

1. The user will receive an email notification **three (3) months** prior to the end of exemption date on the approved application.



2. A reminder will appear on the Task List and Dashboard to remind the user on the approved application will be expire in **three (3) months**.

3. Click the reminder to create or submit the Extension application if applicable.



4. The user will unable to create, proceed for payment or submit below application and will receive a message, when the approved application will expire in **three (3) working days**.
   - Additional Quantity
   - Amendment
   - Appeal