InvestMalaysia

investmalaysia.mida.gov.my

Representative Office (RE)

Regional Office (RO)

User Guide for Applicant

Learn About the System

Powered by 𝒆TRANS

Table of Contents

Chapter 1   INTRODUCTION

This user guide will walkthrough the process of submitting a Representative Office[RE] / Regional Office[RO] application by providing step-by-step instructions with illustrations to help applicant understand each step requires.

1.1 Intended User

This user guide is targeted for:

- Applicant or Company

1.2 Web Browser

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

1.3 URL

https://investmalaysia.mida.gov.my
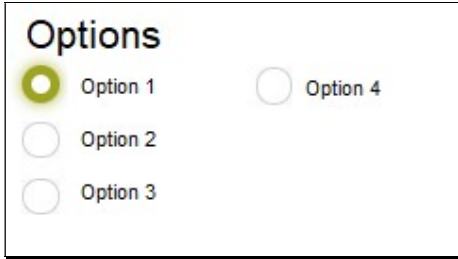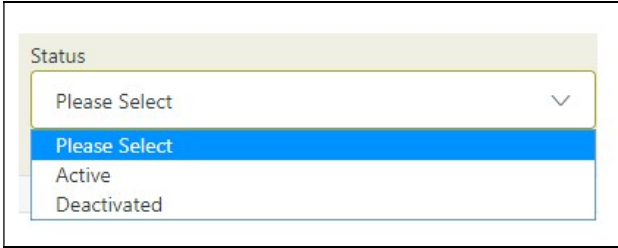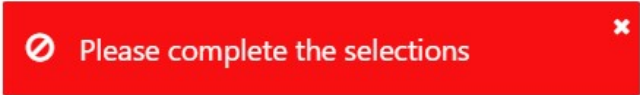
1.4 Common Fields and Definitions

No.	Field	Description
1.	Textbox	A box that allow user to type-in information. Usually, it has characters limit. Correspondence Address 9800 Montgomery Blvd NE If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.

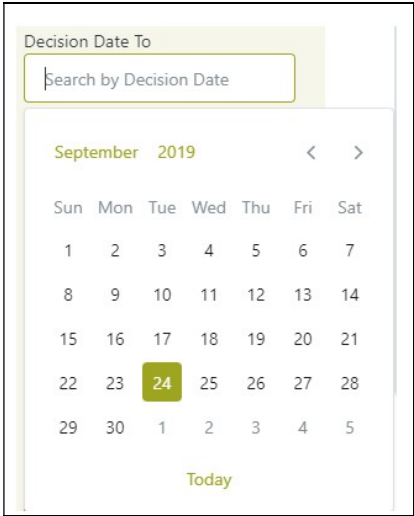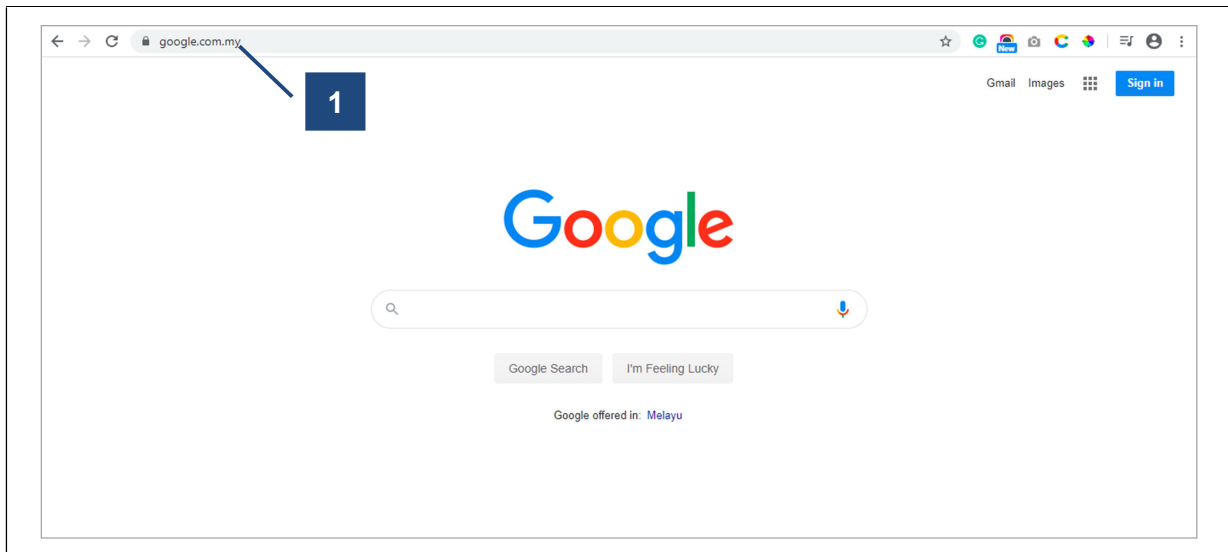| No.	Field	Description
2.	Button	An item that allow user to click and it will respond according to it's purpose; usually denoted as the button's name.
3.	Radio button	A selection features that allows the user to choose only ONE selection from the data sets. Usually it's round-shaped.
4.	Check Box	A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

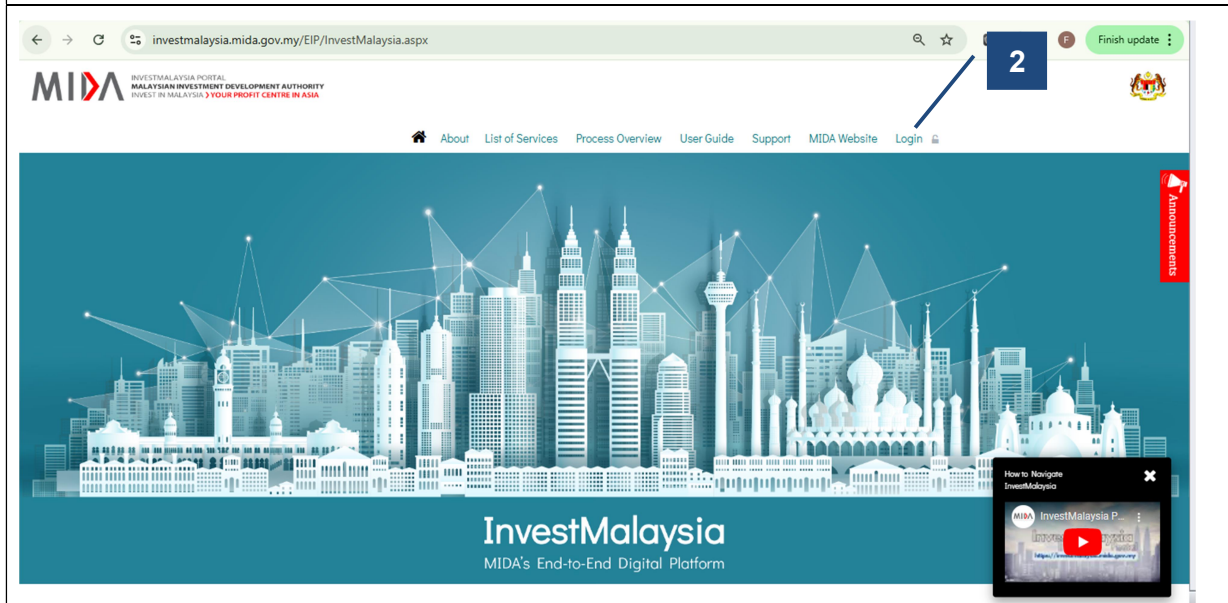| No.	Field	Description
7.	Success Message	A message that is displayed once an action taken was successful. It is displayed in green color.
8.	Error/Failure message	A message that is displayed once an action taken was failed. It is displayed in red color.

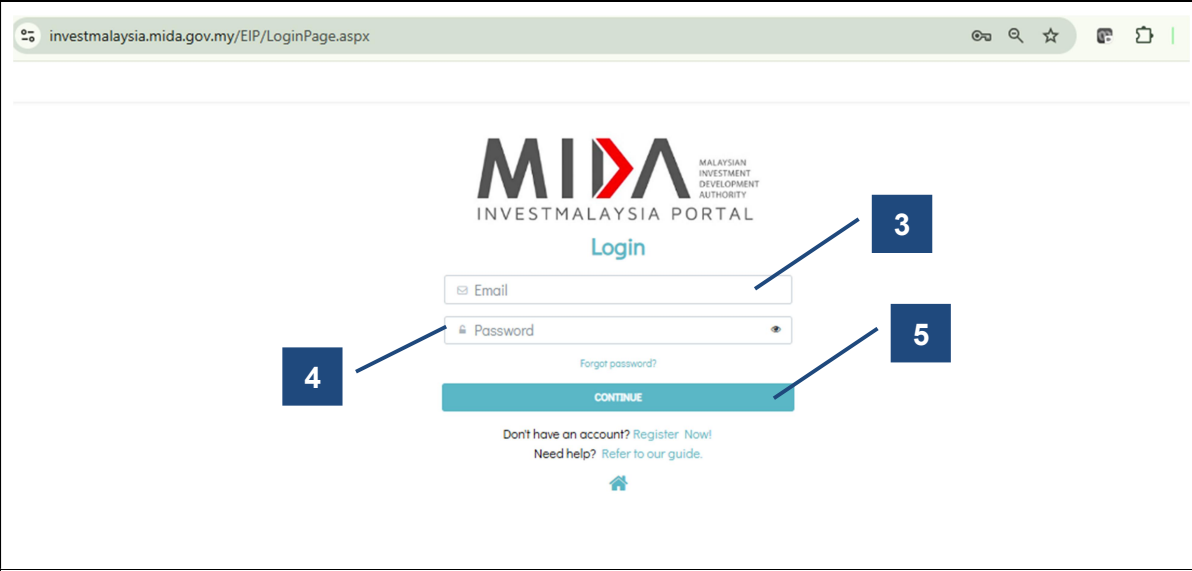# Chapter 2   INVEST MALAYSIA ONLINE PORTAL

2.1   Login Page

1. Open web browser.

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

2. Click Login link to login to the system.

3. Enter username (must use the email that has been registered);

4. Enter password; and

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

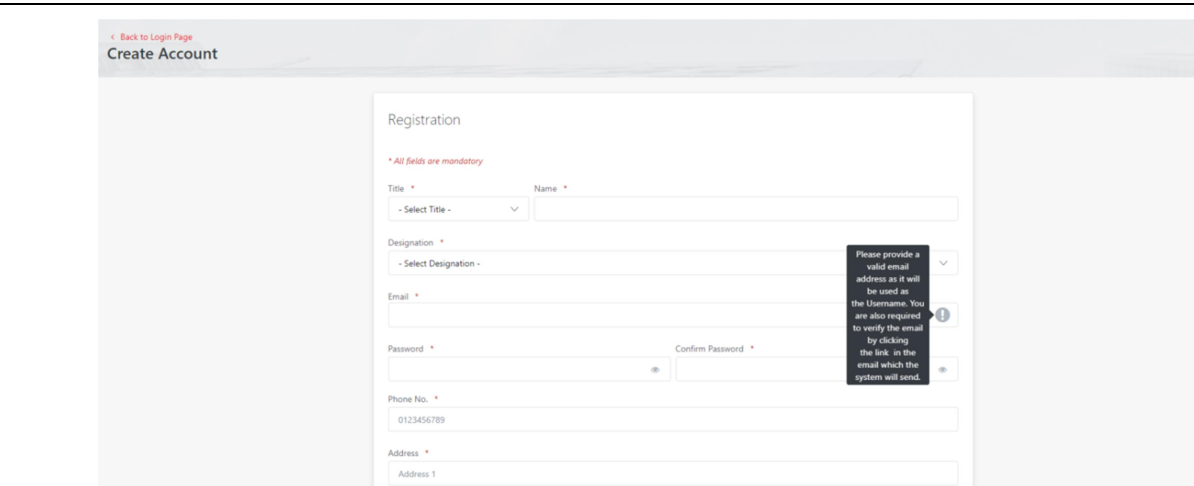   System will redirect to the **'Dashboard'** page.

2.2   Registration Page

1. Go to Investmalaysia website :
2. Click **[Register Now]**
3. Fill up all the details and click **[Register]**
4. Applicant Email Verification *First time registration

InvestMalaysia - Applicant Email Verification

Dear Farid1,

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

Confirm My Email Address

Thank you.

Regards,

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

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

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

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

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

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

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

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Thank You for Registering with MIDA.

Your email is succesfully verified. Please login with your email to start using InvestMalaysia.
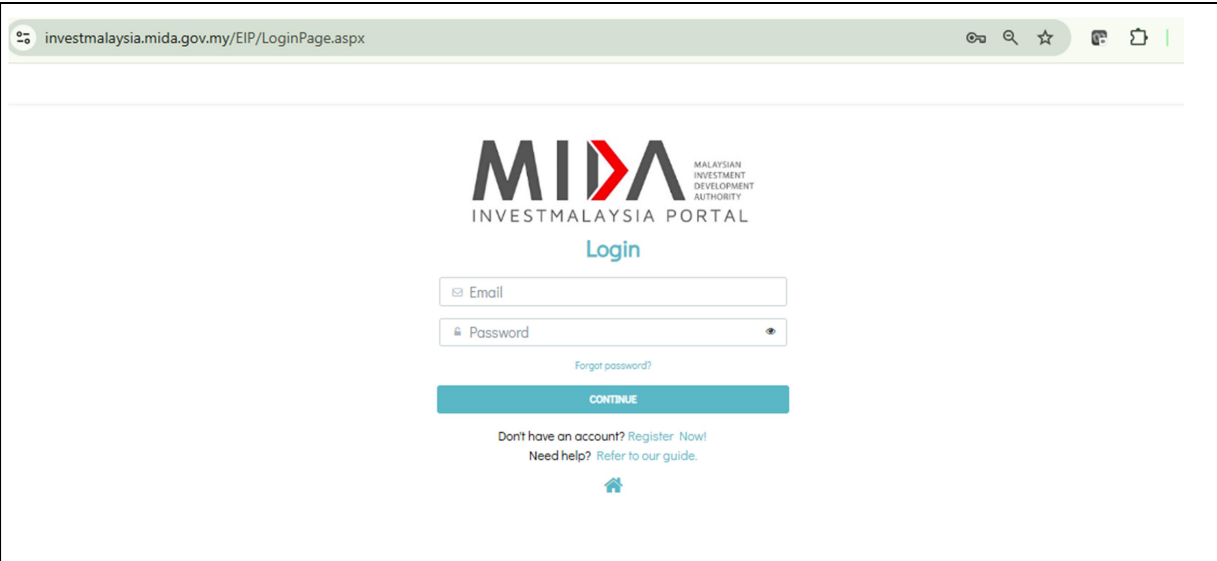
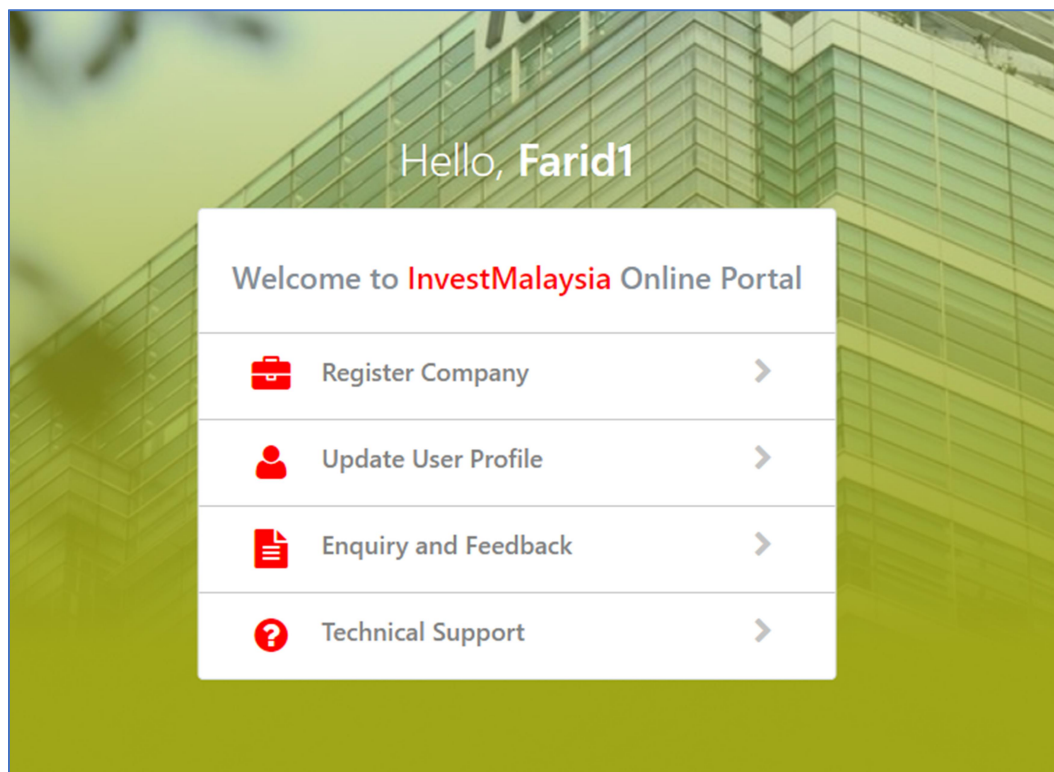| Login to InvestMalaysia | Login To i-Incentives Portal | Enquiry / Feedback | Technical Support |

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6. Click [Login to investMalaysia]

7. Applicant needs to register company details before proceed to apply applications.

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

2.3 Dashboard Page

1. The **Main Menu** is a menu that will be on every page to make it easy for users to access each page.

2. The **Tasks and Task List** shall display a task list that needs to take action by the applicant **(Refer 2.2.1 Task List)**.

3. **My Company** shall display a list of companies and applications for the applicant **(Refer 2.2.2 My Company)**.

4. **Register Company** to allow applicants to create a new company **(Refer 2.2.3 Register Company)**.

5. **My Applications** shall display a list of applications for the company and to create new application **(Refer 2.2.4 My Applications)**.

6. **Color Brush** to customize the theme **(Refer 2.2.5 Color Brush)**.

2.3.1   Task and Task List

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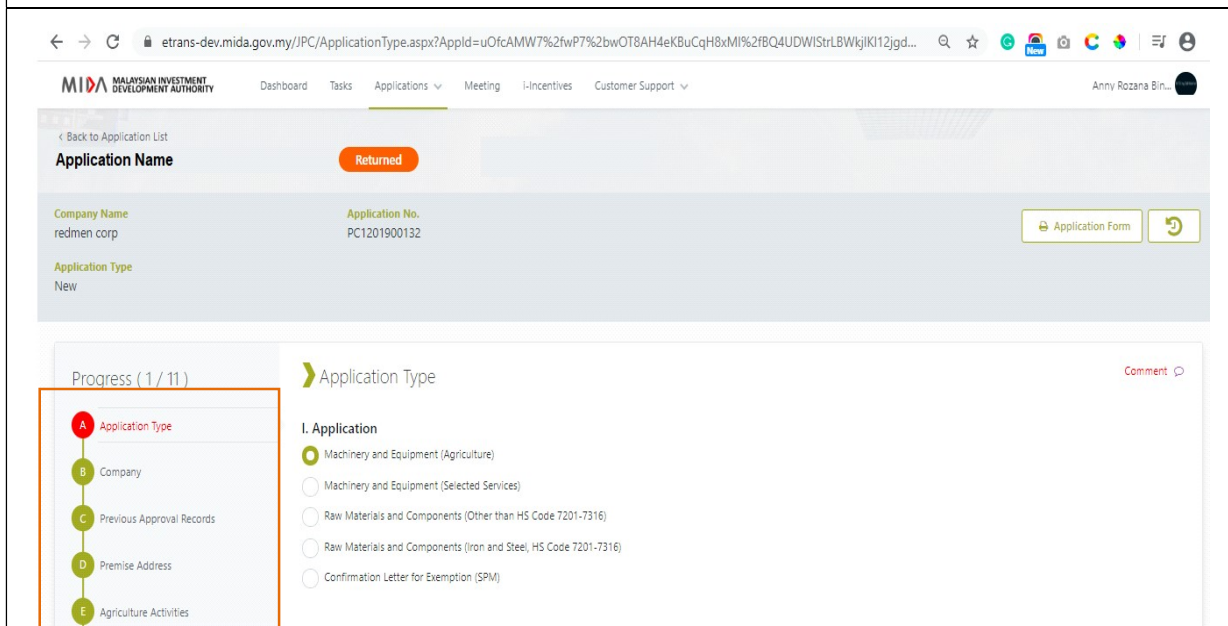

Applications that are returned by the officer for correction purposes or for more information will be listed on the task list.

2.3.2 **My Company**

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

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

A list of applications for the company shall be displayed.

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

The application page shall be displayed.

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

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

Company Details page shall be displayed.

Company Profile

Company Details

Company Name *

Felcra Berhad

Registration Type *

Registration Of Company (ROC)

Registration No. *

432483-U

Date of Incorporation *

01/08/2012

Income Tax Reference No.

TAX432483-U

EPF No.

EPF432483-U

SOCSO No.

SOCSO-432483-U

Address *

Jalan Permaisuri 3/4

Taman Permaisuri

Seksyen Permaisuri

Region *

Asia

Country *

Malaysia

State *

Pahang

City *

Muadzam Shah

Postcode *

40177

Company Website

Felcra Berhad

Company Background *

Established in 2012

Particular Board of Director *

No.	Name	Nationality	Shares Held in the Company
1.	Zana	Malaysia	100 %

+ Add Record

Total 100 %

Contact Person *

No.	Title *	Name *	Designation *	Email *	Phone No. *
1.	Ms.	Nur Hazwani	Executive	hazwani_ruslan@yahoo.com	116776616
2.	Ms.	Anny Rozana Binti Mohd Faizal Kim	Board of Director	anny@mesiniaga.com.my	0167520717

+ Add Record

Authorised Person (Position should be a Manager and above)

No.	Title	Name *	Designation *	ID Type *	Identity Car
1.	Ms.	Azhar	Manager	National Identity Card	987654321
2.	Mr.	Mohamad Azeem	Manager	National Identity Card	9999999988

+ Add Record

i

Update

ii

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

   a) Date of Incorporation *

   b) Income Tax Reference No.

   c) EPF No.

   d) Socso No.

   e) Address *

   f) Poscode *

   g) Region *

   h) Country *

   i) State *

   j) City *

   k) Company Website

   l) Company Background *

   m) Particular Board of Director *

   n) Contact Person *

   o) Authorised Person (Position: Manager and above) *

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

✔ Company info is updated. ✖

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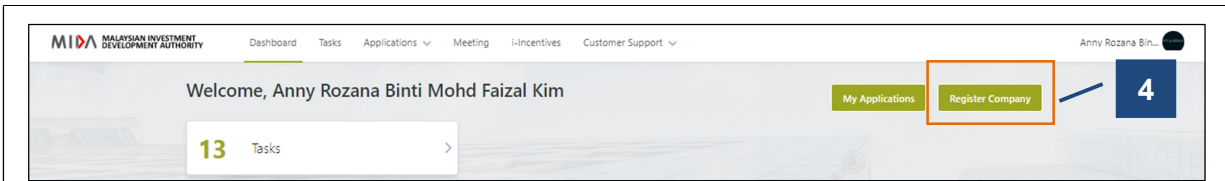
4. Click the **[Register Company]** button

    Register Company page shall be displayed.

a. Enter the exact details for Company Name * (This includes symbol characters (.) and abbreviations (Sdn Bhd));

b. Registration Type *;

c. Registration No. *; and

d. Click the **[Validate Company]** button

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

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

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

h. Enter company details such as:

 i. Date of Incorporation *

 ii. Income Tax Reference No.

  iii. SOCSO No.

  iv. EPF No.

  v. Address *

  vi. State *

  vii. City *

  viii. Postcode *

  ix. Company Website

  x. Company Document Attachment * (Latest SSM company profile)

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

Your Company Is Now Pending for Approval!

Your company is succesfully registered and pending for approval from MIDA. You will receive an email notification once your company registration is approved.

j

---

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

---

k

The company in search is already being registered and pending for approval.

Verify other company

Registration Status

l

No.	Company Name	Registration No.	Status
1.	Choco Farm Sdn. Bhd.	98765-X	Pending Approval

---

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

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

The company you're searching for already exist in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim

Verify other company

m

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

The company you're searching for already exist with same Company Name but different Registration No. in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim

Verify other company

n

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

The company you're searching for already exist with same Registration No. but different Company Name in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim
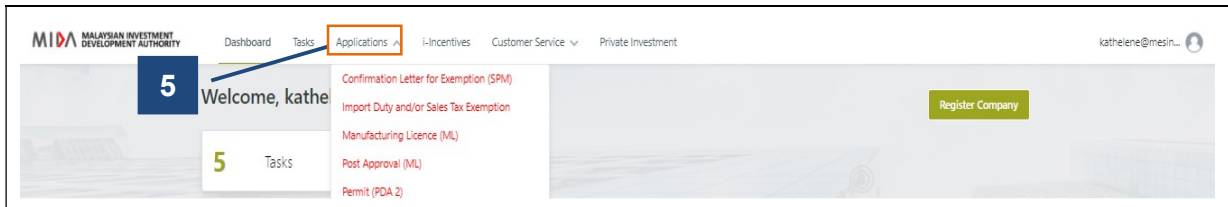
Verify other company

p

o

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

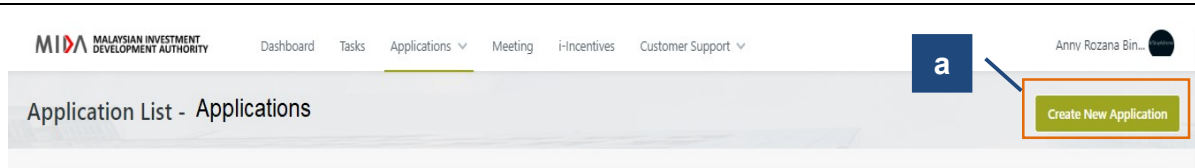p. Click the **[Verify other company]** button to verify other companies.

2.3.4 **Applications**

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

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

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

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

   Depending on the selected application the system will redirect to the **'Application'** or **'Application Wizard'**. Click the **[Create New Application]** button and the system will redirect to the **'Application Form'**.
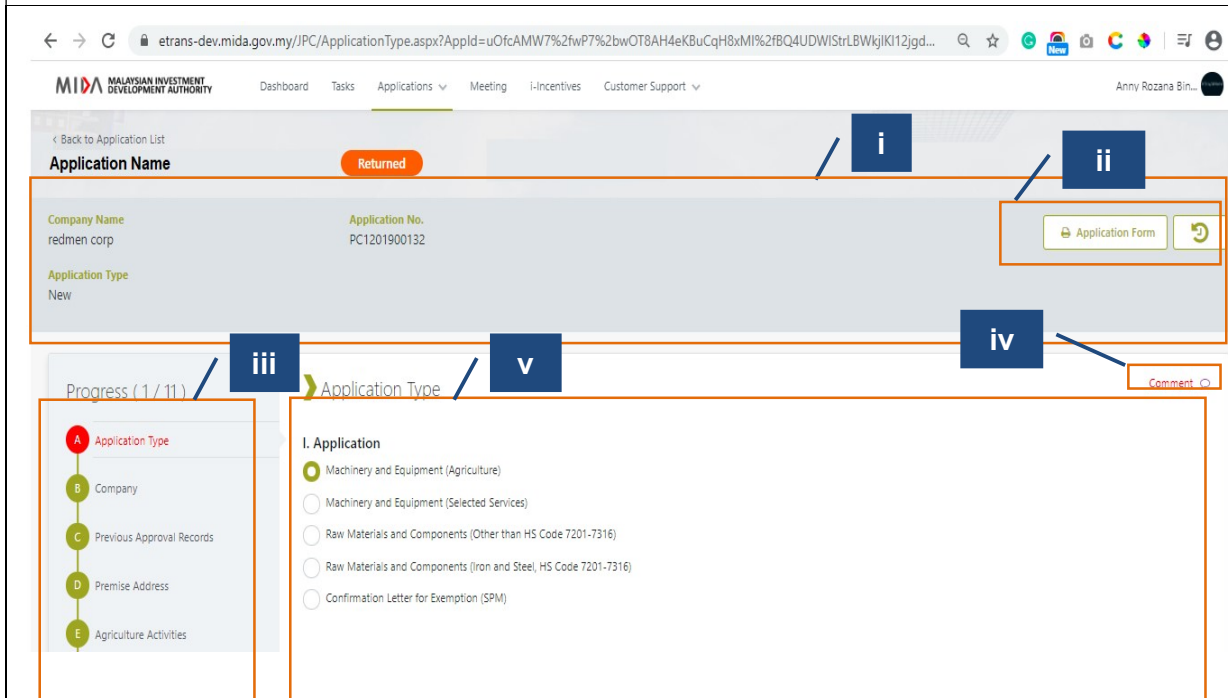
There is 4 component in the **'Application Form'** page which are:

i.   **Banner** - will display basic application information such as:

- Company Name

- Application No. and

- Application Type

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

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

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

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

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

2.3.5   **Color Brush**

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

The customize theme screen shall be displayed.

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

Chapter 3   COMMON SECTIONS FOR (ALL APPLICATION)

3.1 Previous Approval Records

1. Fill in required details in:
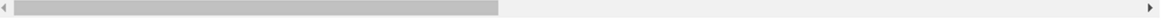
    a) Approval of Manufacturing Licence/Permit under the Petroleum Development Act, 1974 (Add at least 1 item)

    b) Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) (if applicable)

    c) Incentive Granted from MIDA and/or other Ministry/Agency (if applicable)

    d) Grant Granted from MIDA and/or other Ministry/Agency (if applicable)

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

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

3.2 Manpower

3.2.1 Application Type - New

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

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

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

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

I. Fill in required details:

a) Position

b) Qualification

c) Major

d) Course

e) Experience

f) Citizenship

g) Average Salary per Month (RM)

h) Number of Staff

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

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

IV. Click [image] button to delete the selected record.

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

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

3.2.2 **Application Type – Expansion/Diversification**

3. Exisiting and additional manpower application – default display only

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

❯ Manpower

Lot 10-11 Jalan Hi- Tech 7,Industrial Zone Phase 2,09000 Kulim, Kedah, Malaysia   ∧

⬇ Download Excel Template   ⬆ Upload Excel

No.	Position *	Qualification *	Major *	Course *	Experience *	Citizenship *	Average Monthly Salary (RM) *	Number of Staff *

➕ Add Record

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

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

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

⬇ Download Excel Template   ⬆ Upload Excel

No.	Position *	Qualification *	Major *	Course *	Experience *	Citizenship *	Average Monthly Salary (RM) *	Number of Staff *
1	-Select Position⌄	-Select Qualificat	-Select Major-⌄		-Select Experienc	-Select Citizenshi	0.00	

✔ ✖ 🗑

➕ Add Record

V.   Fill in required details:

   i)   Position

   j)   Qualification

   k)   Major

   l)   Course

   m)   Experience

   n)   Citizenship

   o)   Average Salary per Month (RM)

   p)   Number of Staff

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

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

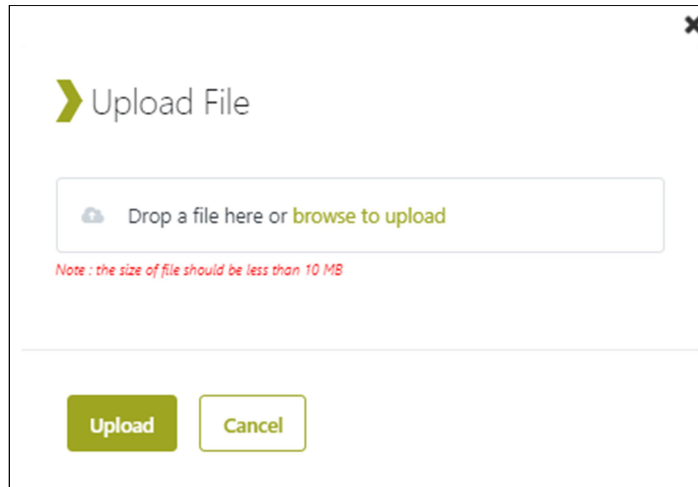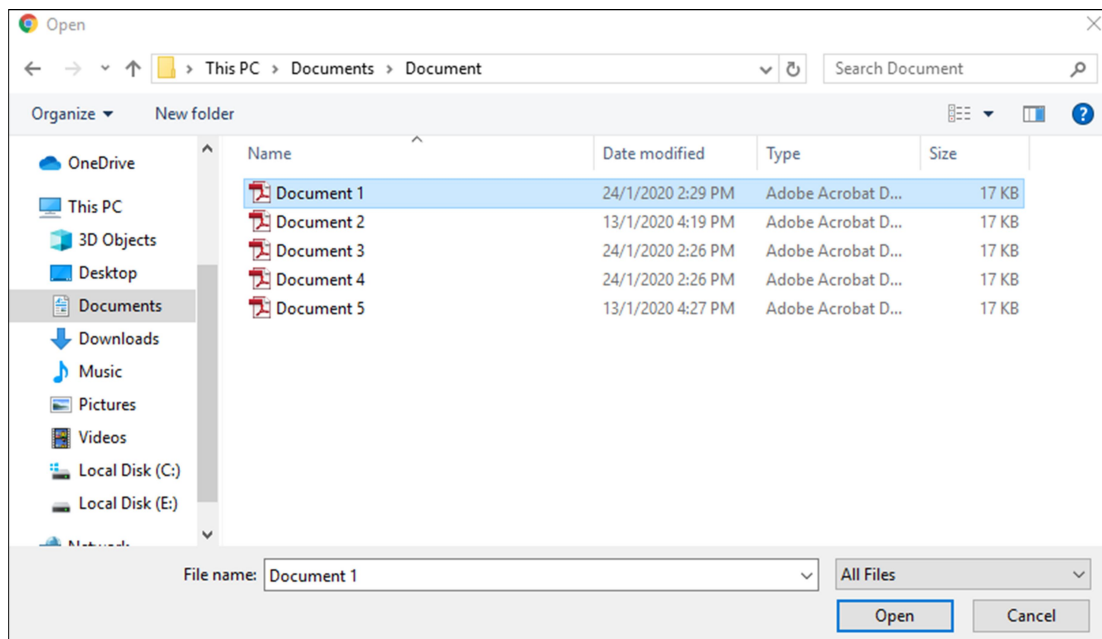|	
VIII. Click button to delete the selected record.	
5. Click the **[Next]** button The system will redirect to **'Next'** section.	

3.3 Supporting Documents

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

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

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

d) The system will open the windows file upload.

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

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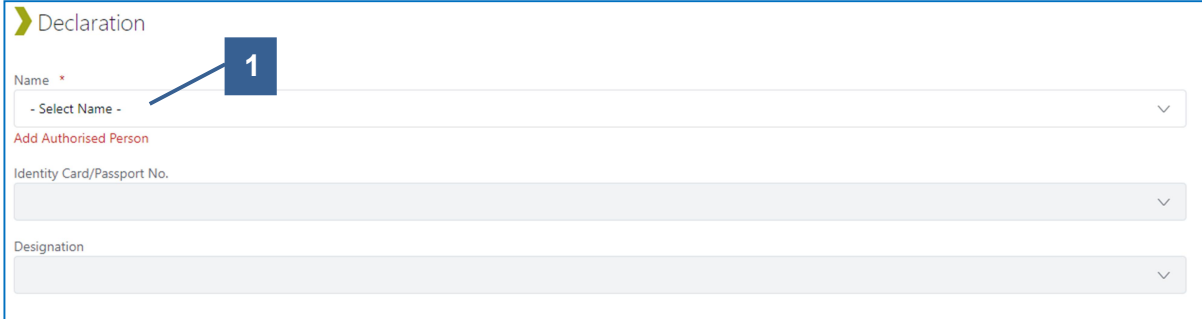

8. Click the **[Upload]** button

9. The system will display the filename at **'Supporting Document'.**

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

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

3.4 **Declaration**

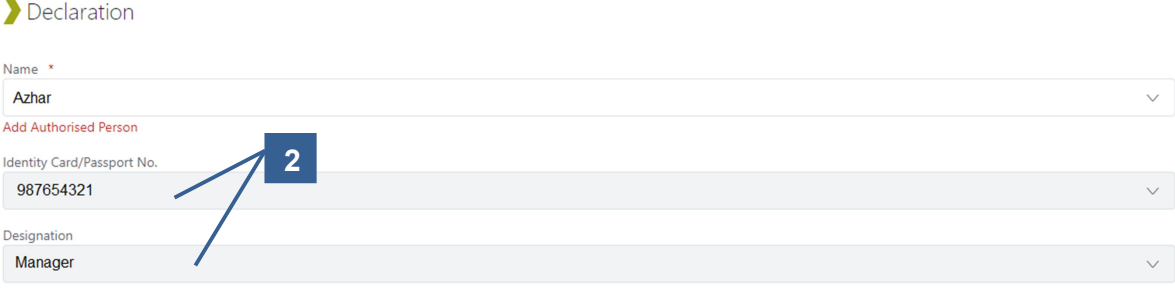1. Click the dropdown **'Name'**. Select an Authorised Person from the dropdown list.
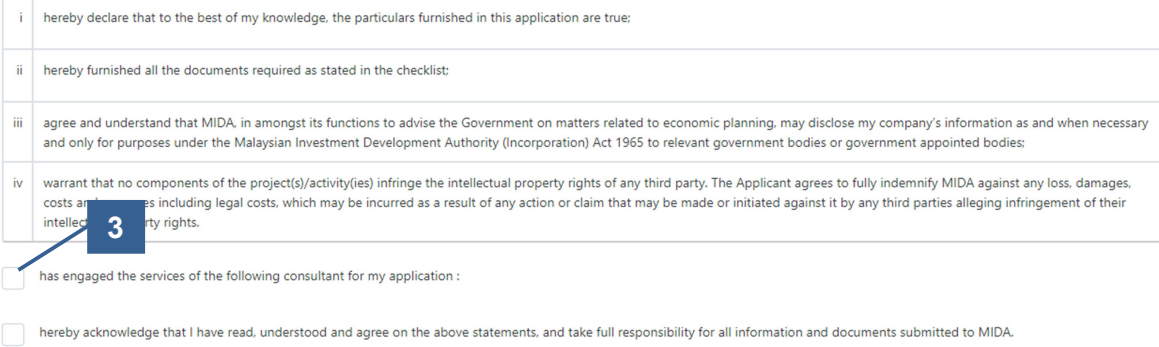

2. The system will auto-fill:
   a) Identity No./Passport No.
   b) Designation

i	hereby declare that to the best of my knowledge, the particulars furnished in this application are true;
ii	hereby furnished all the documents required as stated in the checklist;
iii	agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies;
iv	warrant that no components of the project(s)/activity(ies) infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.

has engaged the services of the following consultant for my application :

hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

3. Tick the checkbox if engaging consultant services.

4. 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

i	hereby declare that to the best of my knowledge, the particulars furnished in this application are true;
ii	hereby furnished all the documents required as stated in the checklist;
iii	agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies;
iv	warrant that no components of the project(s)/activity(ies) infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.

has engage [**5**] vices of the following consultant for my application :

hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

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

hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

[**6**]

Save   Submit

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

✓ Successfully saved details ✕

In Progress

Company Name	Application No.	Division	[**7**] $ Processing Fee 🖶 Application Form

Progress (5 / 5)

A Company

B Previous Company Activity/Project

C Application

D Additional/Supporting Documents

E Declaration

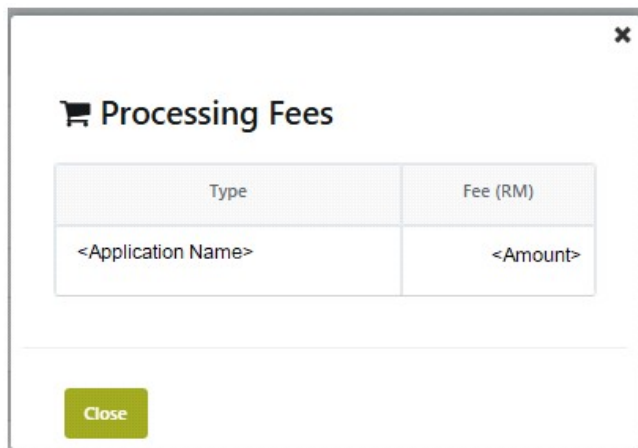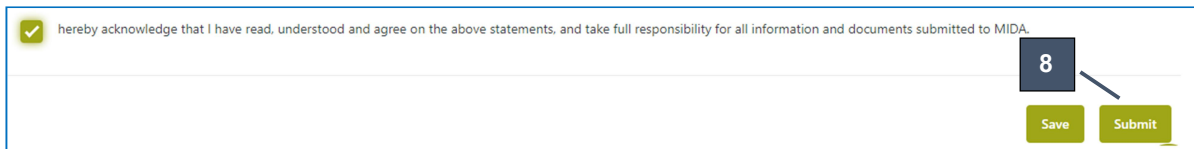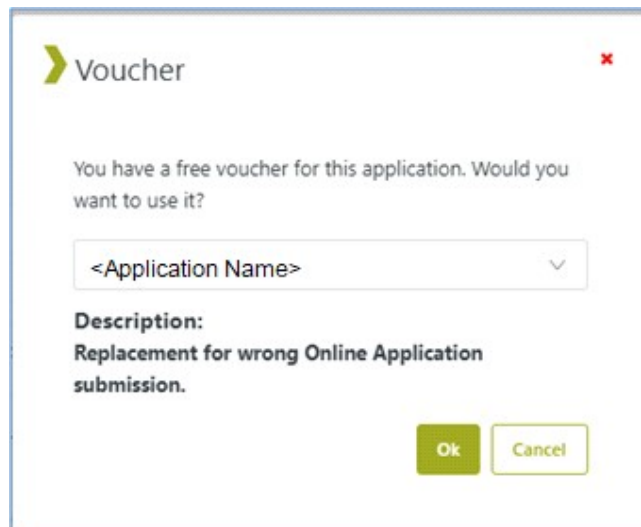Declaration   Comment 💬

Name *
- Select Name -

Identity Card/Passport No.

Designation
Managing Director

i   hereby agree that this application can be closed by MIDA if the application under my purview is non-responsive to the requested information within the stipulated period.

✓ hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

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

8. 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.
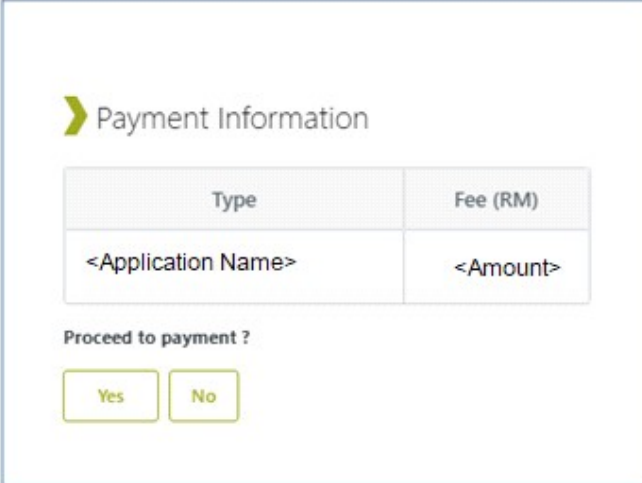
9. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company either does not have a free voucher or
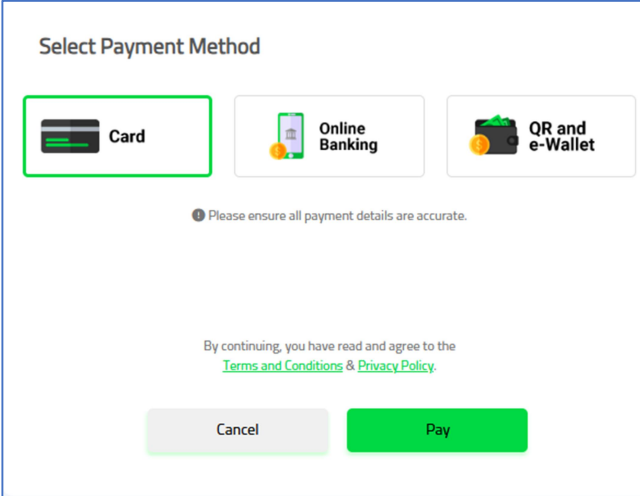
has chosen not to use it.

10. 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.

11. If the company select Card as payment option.

12. If the company select Online Banking as payment option.

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

14. 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.

15. Click the [Cancel] button system will return to the 'Declaration' section.

16. Insert PIN and click the [Confirm] button

17. The system will display a success message.

18. 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. : ~~PG3202000335~~
Application : ~~Raw Materials and Components (Iron and Steel, HS Code 7201-7816)~~

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.

3.2 Print Preview Application Form

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

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

3.3 Application is Submitted to processing division

InvestMalaysia - Submitted Application ML202100048

Dear ████████████████

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

The details of the application are as follows:

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

Thank you.

Regards,
InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

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

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

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

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

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3.4 Application is Returned by MIDA due to incomplete information

MIDA MALAYSIAN INVESTMENT
DEVELOPMENT AUTHORITY

InvestMalaysia - Returned Application ML202100049

Dear midamalaysia123,

Your application ML202100049 has been returned.

Remark : No product description

Please update and resubmit your application.

Thank you.

Regards,
InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

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

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

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

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

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

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

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

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

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

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia - Permohonan Diterima MIDA ML/2021/00026

Tuan/Puan,

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

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

Sekian, terima kasih.

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

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

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

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

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

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

3.6 Email Notification when application is successful

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

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

Tuan/Puan,

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

Surat Keputusan tersebut boleh dimuat turun menerusi:

Surat Keputusan

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

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

Sekian, terima kasih.

InvestMalaysia Administrator

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

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

3.7   Download Decision Letter and Verify QR Code

3.7.1 View Successful Application

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

1. To view the application, click on the **[Applications]** menu. The system will display all online modules in the dropdown menu.

2. Click on the module link that user wish to open

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

4. System will display the selected application form

3.7.2 Download Decision Letter

1. From the Application Form header, click on the **[Decision Letter]** action button.
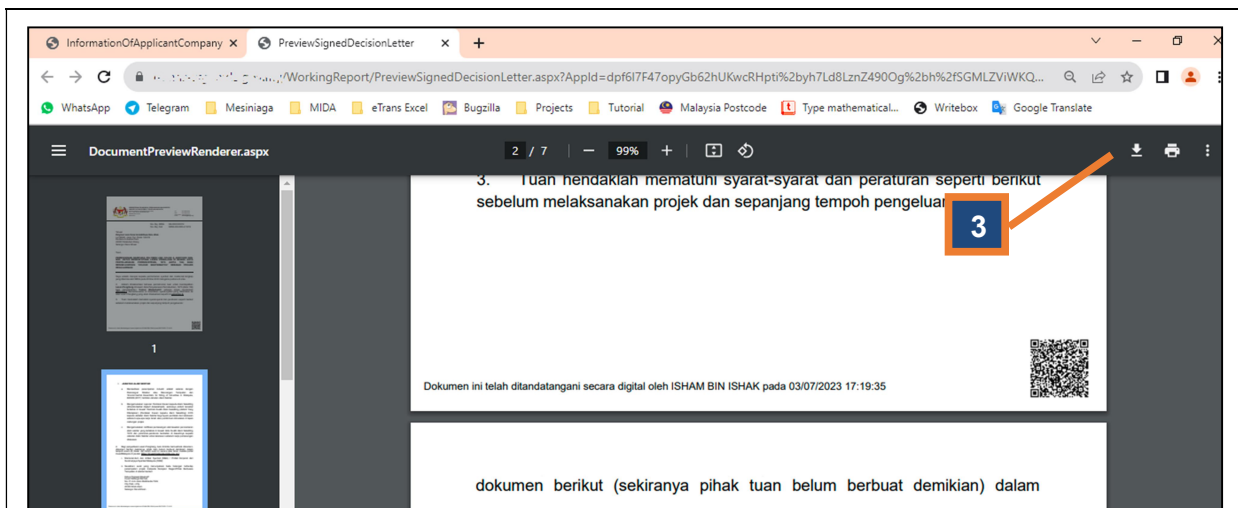
2.	System will display the Decision Letter in a new browser tab.
3.	Click on the **[Download]** icon to download the document to local folder.
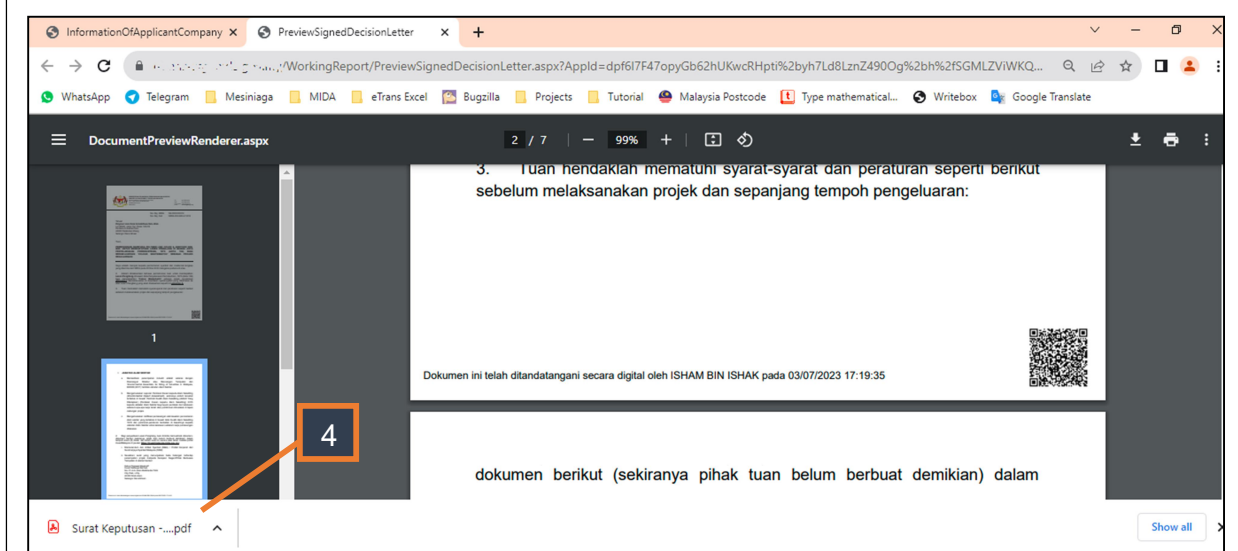
4.	System will download the Decision Letter and save in PDF format.

3.7.3   **Verify QR Code**
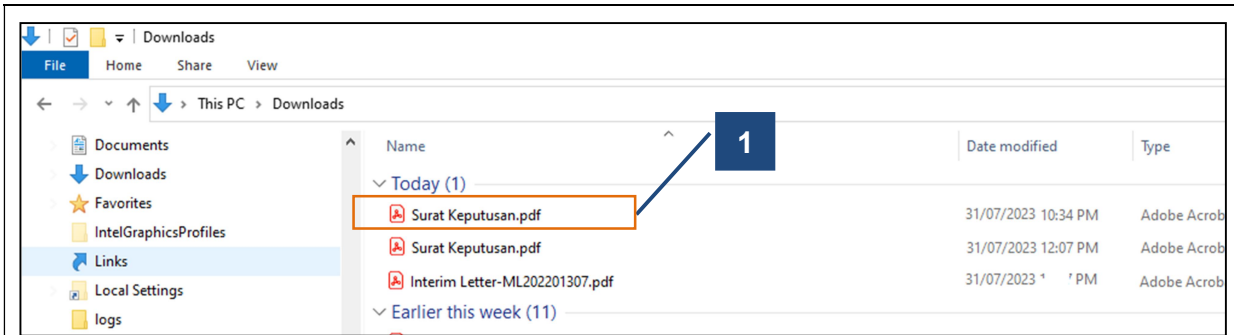
1. Once the Decision Letter is downloaded, navigate to the location of the document and launch the document.
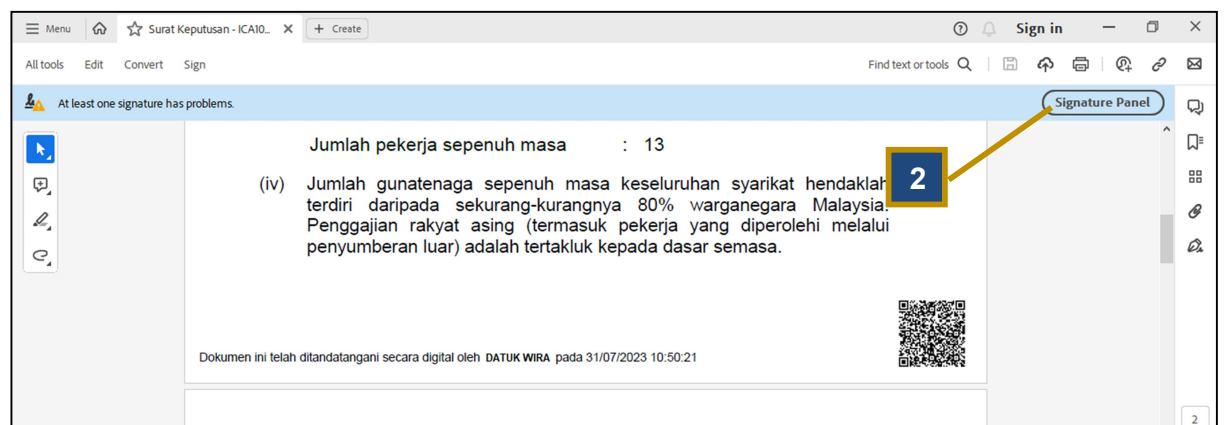
2. System will display the selected document in PDF Reader application. At the top right of the document, user can click the **[Signature Panel]** to view the digital signature details.
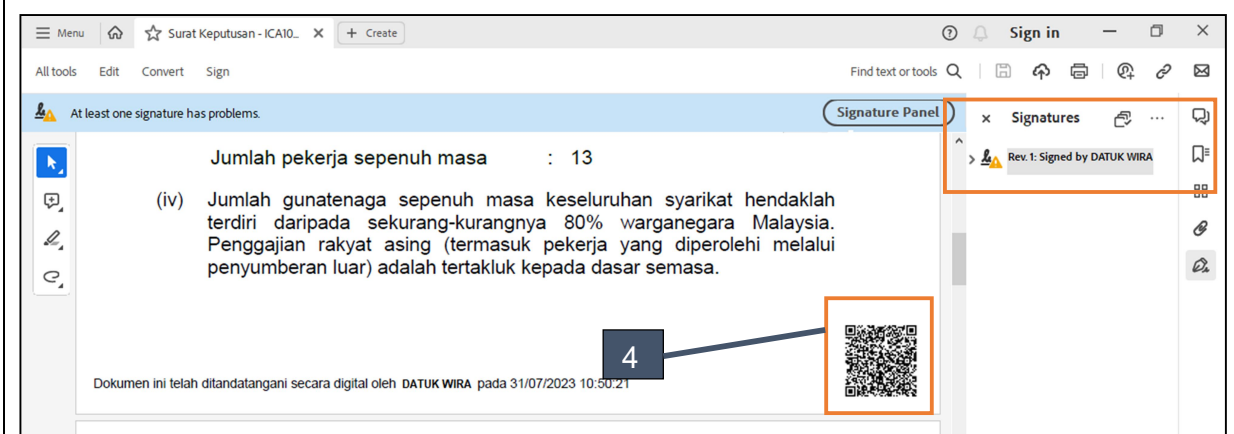
3.	System will display the name of the Officer who digitally signed the letter.
4.	At the bottom of the first page, there is a QR Code that user can scan using a mobile application to validate the letter.
5.	The QR Code embedded in the document <u>**can only**</u> be read by **eValidator** mobile application.
6.	Please refer to the User Guide document "**[Invest Malaysia] eValidator Mobile Application**" (MIDA QR Code mobile application) on how to install the mobile application.

Chapter 4   APPLICATION (RE / RO)

4.1 Add Previously RE / RO Status Approved by MIDA Record

1. Dashboard

1. Start by:
 	
    i.   Start on the Dashboard page goto the **[My Company].** If the created company more than one, the system shall display a list of the created company. Select preferred Company
 	
   ii.   Click on the Company Profile.

2. Investor Relationship & Profiling Management (IRPM)

2. System shall redirect to 'Investor Relationship & Profiling Management (IRPM) - Company Profile' screen.
3. Click on the 'Industrial Profile' tab

3. Industrial Profile

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

5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'**

table.

6. Click the **[Add Previous Approved RERO Record]** button.

4. Add Previously RE/RO Status by MIDA

7. The system will redirect to the **'Add Previously RE/RO Status by MIDA'** page,

complete the form. Please ensure mandatory fields completely fill-in.

8. Click the **[Submit]** button to proceed.

** Attachment will only enable once all fields completely fill-in**

5.   Submission Confirmation

9. The system shall display confirmation notification message if submission successful.

4.2 Add Previously Approved Expatriate Post(s) RE / RO by MIDA Record

1. Dashboard

1. Start by:
 	
    iii.   Start on the Dashboard page goto the **[My Company].** If the created company more than one, the system shall display a list of the created company. Select preferred Company
 	
    iv.   Click on the Company Profile.

2. Investor Relationship & Profiling Management (IRPM)

2. System shall redirect to 'Investor Relationship & Profiling Management (IRPM) - Company Profile' screen.
3. Click on the 'Industrial Profile' tab

3. Industrial Profile
4. System shall redirect to **'Industrial Profile'** screen.
5. Scroll down to view **'Approved Expatriate Post(s) by MIDA'** table. 6. Click the **[Add Previous Expatriate Post RERO]** button.

---

4. Add Previously Approved Expatriate Post for RE/RO Status Company by MIDA

❯ Add Previously Approved Expatriate Post for RE/RO Status Company by MIDA ——— **7**

Type of Approval Record *
```
Expatriate Post
```

EP Reference No. *(Format eg. EP/2021/00538/01)(MIDA Reference No/ Position Sequence No.))
```
```

MIDA Reference No. *
```
-Select Rero Project-                            ⌄
```

Academic Qualification *
```
Select Academic Qualification                    ⌄
```

Designation *
```
```

Working Experience (Years) *
```
0
```

Type of Position *
```
Term Post
```

Minimum Monthly Salary (RM) *
```
0.00
```

Duration (Years) *
```
0
```

Post Start Date
```
DD/MM/YYYY
```

Approval Date *
```
DD/MM/YYYY
```

Post Expiry Date
```
DD/MM/YYYY
```

Approval Expiry Date *
```
DD/MM/YYYY
```

Expatriate Location Address *

No	Project Reference No	Address	Sector	Select One Main Sector	Select One Main Location
No items to show...					

+ Add Project

☐ Add Company Registered Address as Location

Expatriate Details

No.	MIDA Reference No	Name	ID/Passport	Nationalty	Designation/Job Title	Duration Applied (Year)	Start Date	End Date	Minimum Basic Monthly Salary (RM)
⊕ Add Record									

Approval Letter *

No.	Description	Filename
No items to show...		

+ Add New

Other Supporting Documents eg. Agreement, Lampiran 1, Lampiran 2

No.	Description	Filename
No items to show...		

+ Add New Supporting Document

--For Office Use Only--

Application previously processed by Division *
```
- Select Division -
```

File Reference Number
```
```

Additional Remarks
```
```

8

[Submit]

---

7. The system will redirect to the **'Add Previously Approved Expatriate Post for RE/RO**

Status Company by MIDA' page, complete the form. Please ensure mandatory fields

completely fill-in.

8. Click the **[Submit]** button to proceed.

** Attachment will only enable once all fields completely fill-in**

---

5. Submission Confirmation

9. The system shall display confirmation notification message if submission successful.

4.3 New RE / RO

1. Dashboard
Pre-requisite/Reference:-   **1. RE/RO only applicable for company type with "Foreign" status and not applicable for local company.**
1. Start by: I.   Mouse over to the top of Main Menu on Dashboard page and click to
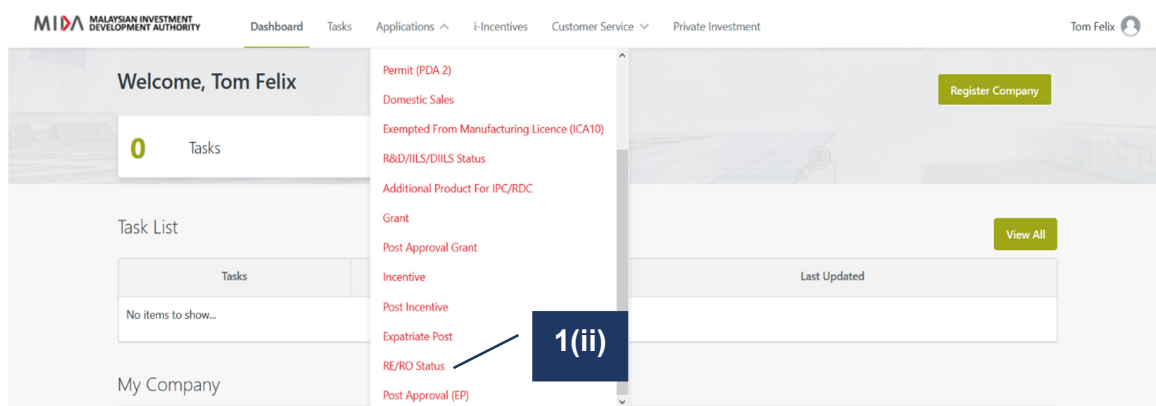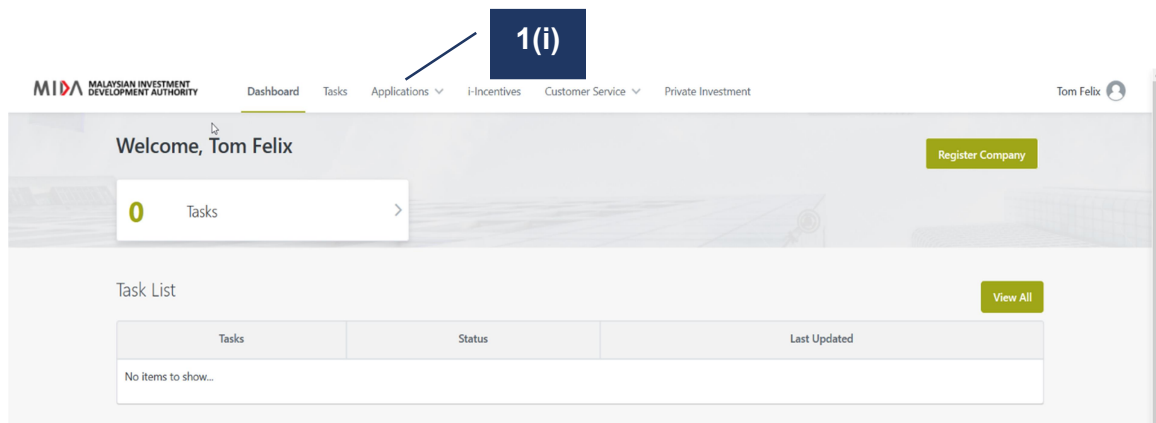
expand **[Application]** list.

II.   From the list item select **[RE/RO Status]**

---

2.   Application List

2.   Click the **[Create New Application]** button to expand list item.

3.   Click the **[New RERO]** option.

---

3.   Application Wizard

4.   System will redirect to **'Application Wizard'** screen.

5.   Select the prefered **[Sector Option – Representative Office or Regional Office]**

radiobutton.

6. Click **[Create]** button.

4. Tab [A] - Company

Progress (1 / 9)

A. Company
B. Previous Company Activity/Project
C. Application Information
D. RE/RO Status
E. Manpower
F. Expenditure
G. Expatriate Post
H. Additional/Supporting Documents
I. Declaration

❯ Company **7**

Company Name
Repi Co ltd

Registration Type
Foreign Company

Company Registration No.
FC0000000004

New SSM Company Registration Number

Date of Incorporation
15/05/2009

Income Tax Reference No.

EPF No.

SOCSO No.

Registered Address
Singapore
Singapore
Address 3

Country
Singapore

State
nope

City
nope

Postcode
40000

Primary Email

Fax No.

✅ Same as Registered Address

Correspondence Address *
Singapore
Singapore
Address 3

Country *
Singapore

State *
nope

City *
nope

Postcode *
40000

Total Employment *
120

Company Background * ⟳ i
Provides project management, subsea engineering, vessels operations and diving operation for oil and gas and marine sectors.

Contact Person

No.	Title	Name	Designation	Email	Telephone No.	Fax No.
1.	Mr.	Tom Felix	Executive	azimshariff1505@gmail.com	0173237176	

Particular Board of Director * ⟳

No.	Name *	Nationality *	Shares Held in the Company	
1.	Razi	Singapore		0 %

Total 0 %

8

Previous   Next   ✏

7. The system will redirect to the **'A - Company'** page, to be fill-in by user if the form

fields is incomplete.

(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

8. Click the **[Next]** button in the Company section to proceed.

---

5. Tab [B] – Previous Company Activity / Project

9. The system will redirect to the previous approval records section. The title in RERO shall be '**B - Previous Company Activity / Project'** page, data shall display if previous record found.

(Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Approval Records)

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

---

6. Tab [C] – Application Information

11. The system will redirect to the **'C - Application Information'** page.

12. Select the required checkbox with prefered selection.

13. Select the radiobutton with preferred selection

14. Complete the **'Sales Turnover & Paid-up Capital of parent company for the past 2 years'** table with preferred value.

14

Sales Turnover & Paid-up Capital of parent company for the past 2 years

Year	Sales Turn Over	Paidup Capital
2019	RM 1,000,000.00	RM 500,000.00
2020	RM 1,000,000.00	RM 600,000.00

15

✔ ✖

16

Next

15. Click the [✔] button to complete or Click the [X] button to cancel.

16. Once the table value completed with preferred value, Click the **[Next]** button.

7. Tab [D] – RE/RO Status

17

Progress (4 / 9)

A Company

B Previous Company Activity/Project

C Application Information

D RE/RO Status

E Manpower

F Expenditure

G Expatriate Post

H Additional/Supporting Documents

I Declaration

❯ RE/RO Status

18

Particular of Proposed Representative Office/Regional Office

Name of Representative Office/Regional Office

Repi Co ltd

Proposed Address *

Address1

Address2

Address3

Country *	State *	City *
Malaysia	- Please Select -	- Please Select -

Postcode *

Contact Person *
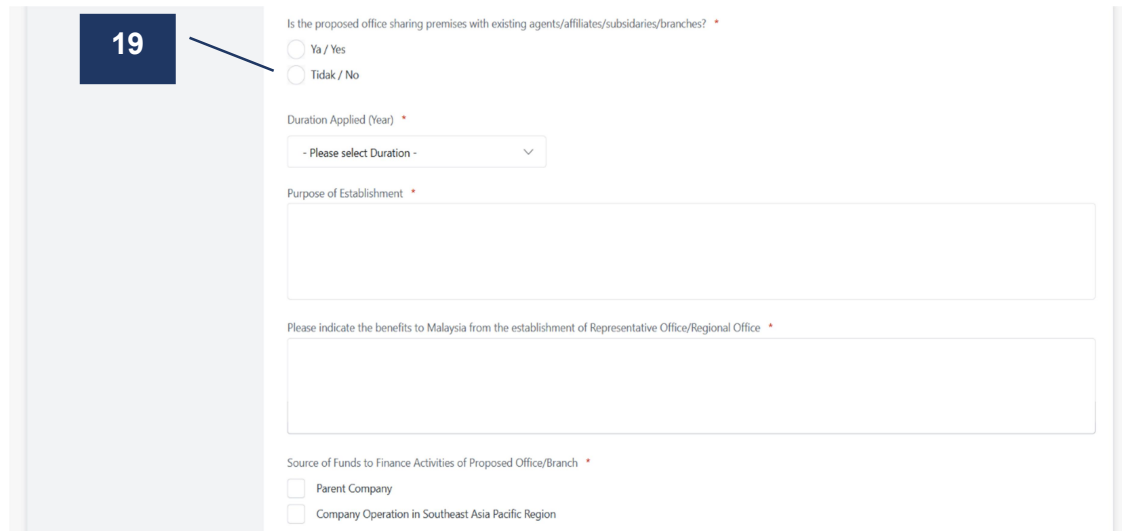
Designation *

Telephone No. *   Fax No.

Email

17. The system will redirect to the **'D - RE/RO Status'** page.

18. Complete the mandatory details of Company name and address in the **'Particular of Proposed Representative Office/Regional Office'**.

19. Complete the rest of the required mandatory details to describe the Proposed Office.

20. Click **[Add Record]** button to fill-in the 'Activities of Proposed Office' table.

21. Click the **[✔]** button to complete or Click the **[X]** button to cancel.

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

8. Tab [E] – Manpower

23. The system will redirect to the **'Manpower'** page. Complete the form accordingly.

   (Refer to Chapter 3 Common Sections for (All Application): 3.5 Manpower)

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

---

9. Tab [F] – Expenditure
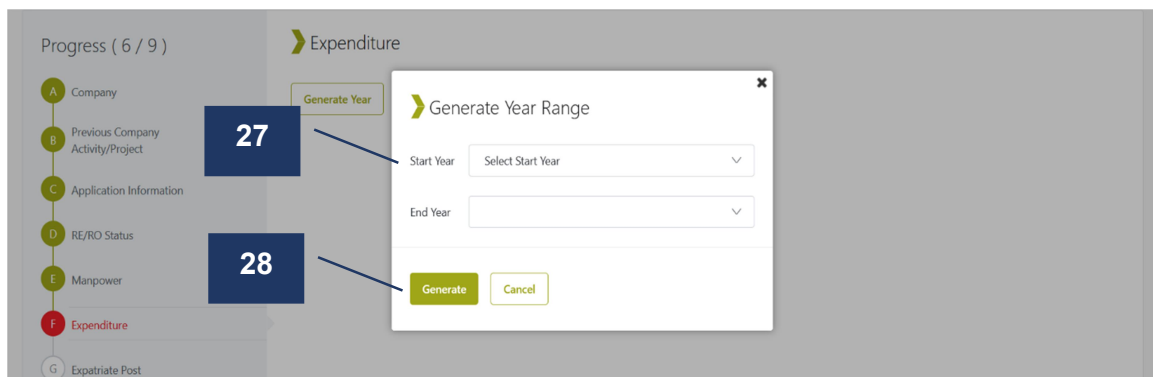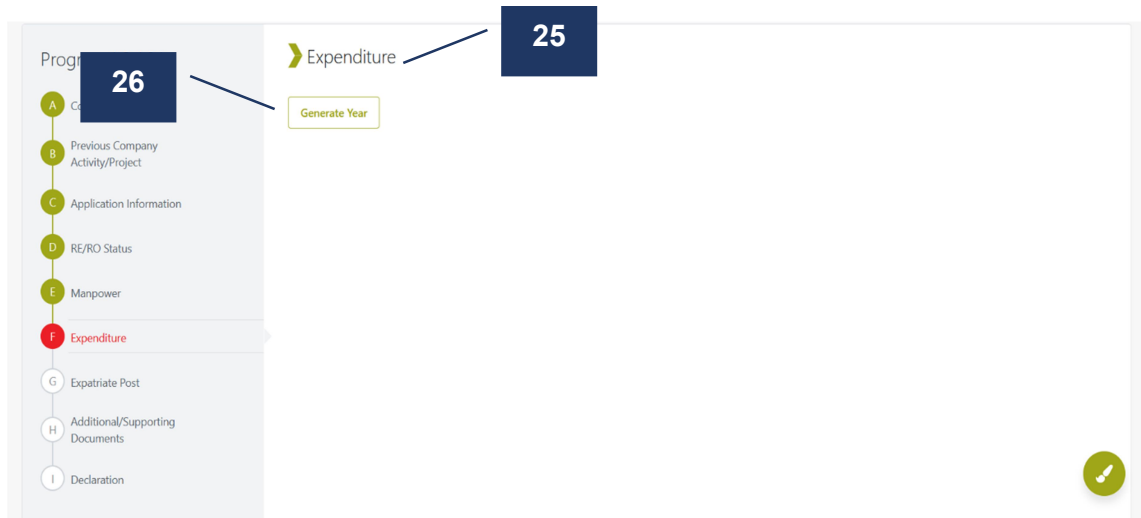
25. The system will redirect to the **'Expenditure'** page.
26. Click **[Generate Year]** button.
27. Select dropdown option for **[Start Year]** and **[End Year]**
28. Click **[Generate]** button.

29. Complete the table in form for the selected year

30. Click the [⌄] button to expand and add other expenditures if any.

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

10. Tab [G] – Expatriate Post

32. The system will redirect to the **'Expatriate Post'** page.

33. Select preferred applicable option **[Yes]** or **[No]** radiobutton.

34. If option selected **[No]**, user shall proceed to next page without **'Expatriate Post'** details.

35. If option **[Yes]**, the system shall display **'Company Application for Expatriate Post'** section.

36. Click the **[Add Position]** button.

37. Enter **'Designation/Job Title'** value and Click the **[Add]** button.

38.	Expand the title and complete this section accordingly.
39.	If required, Click the **[Delete This Position]** button to delete the post creation.
40.	Click the **[Next]** button.

11. Tab [H] – Additional/Supporting Documents

41. The system will redirect to the **'Supporting Documents'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.6 Supporting Documents)

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

12. Tab [I] – Declaration

43. The system will redirect to the **'Declaration'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)

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

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

4.4 Extension RE / RO

1. Pre-requisite and Flows
Pre-requisite/Reference:- **1. Previous Approved RE/RO record already created in IRPM, refer to Chapter 4.3 for more step and details to proceed.**
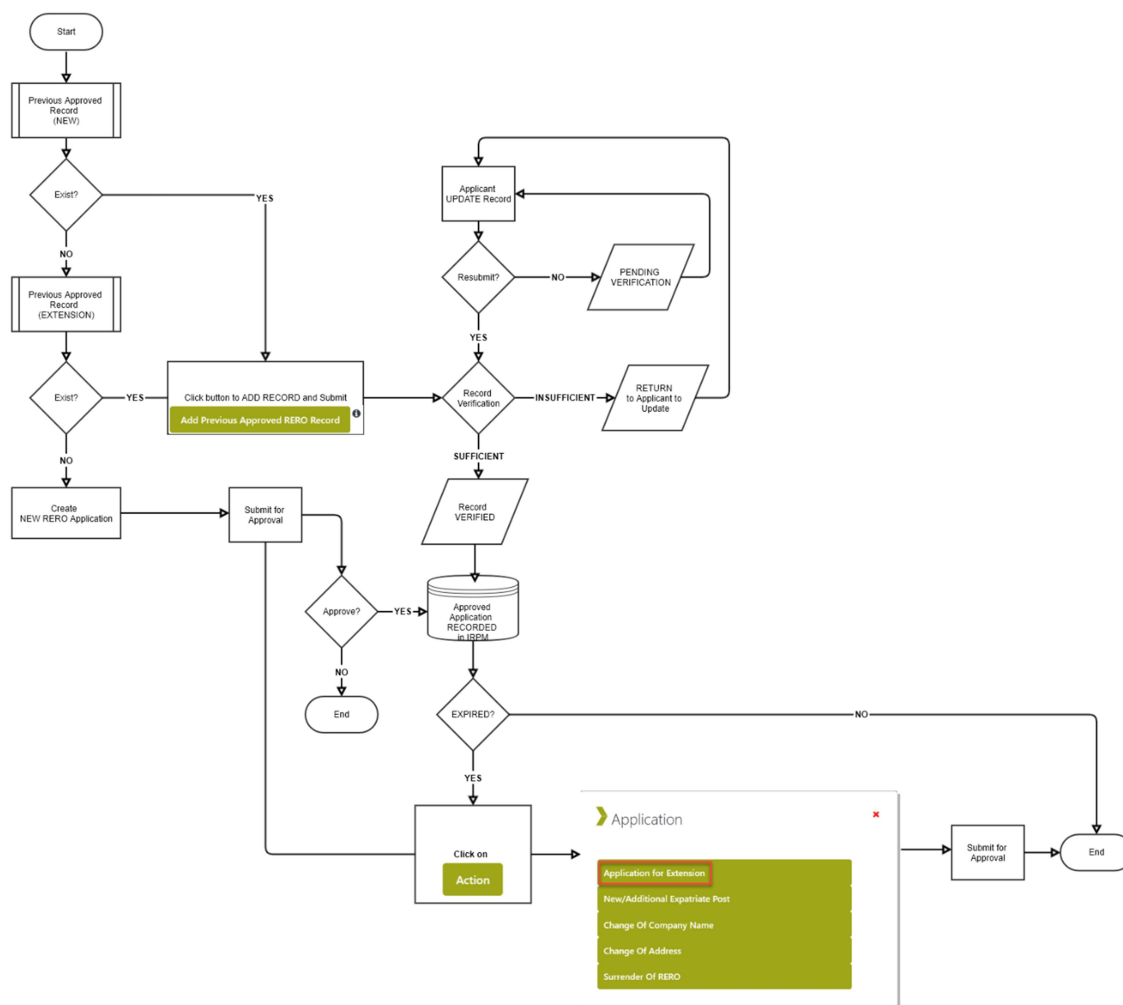
2. Dashboard
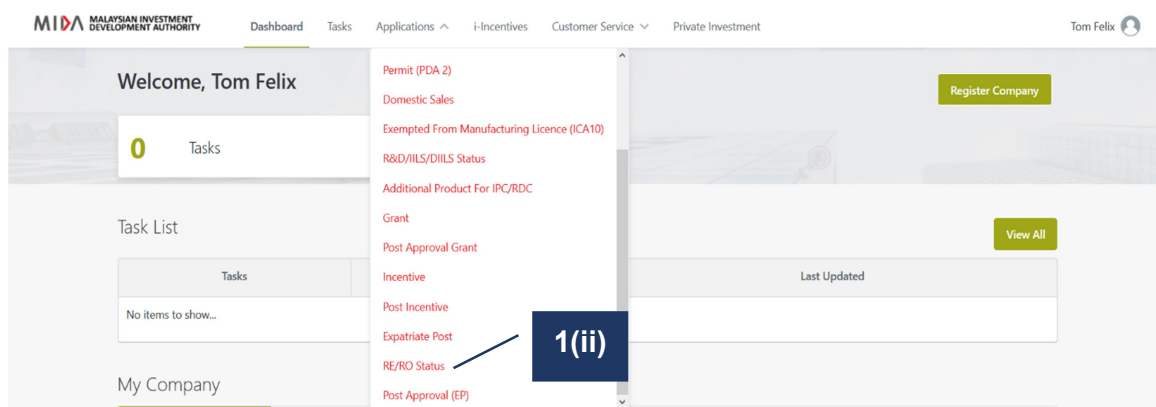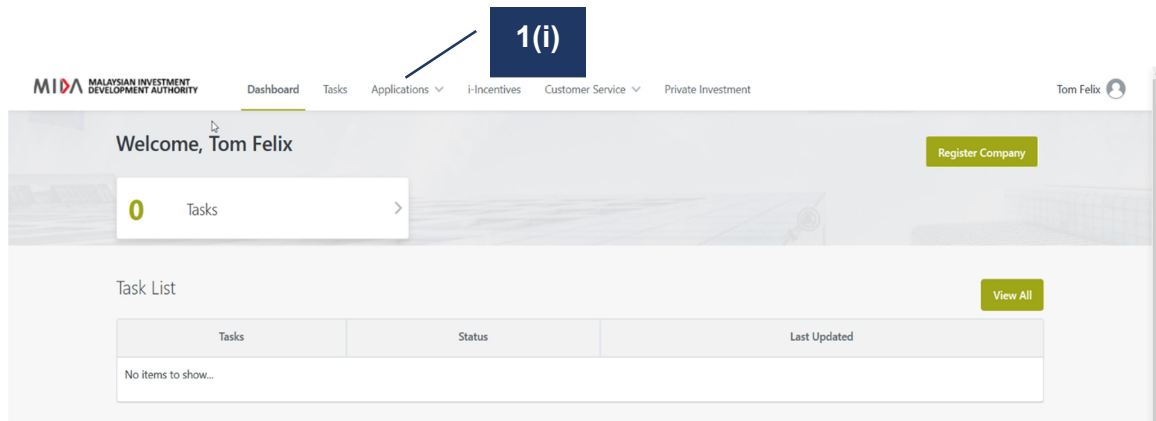
1. Start by:

    i.   Mouse over to the top of Main Menu on Dashboard page and click to expand **[Application]** list.

    ii. From the list item select **[RE/RO Status]**

3. Application List
2. Click the **[Create New Application]** button to expand list item. 3. Click the **[Extension RERO]** option.
4. Industrial Profile
4. System will redirect to **'Industrial Profile'** screen.

5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.

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

7. System shall display **'Application'** option.

8. Click the **[Application for Extension]** button.

5. Tab [A] - Company

> Company **9**

Company Name

Repi Co ltd

Registration Type	Company Registration No.
Foreign Company	FC000000004

New SSM Company Registration Number

Date of Incorporation	Income Tax Reference No.
15/05/2009	

EPF No.	SOCSO No.

Registered Address

Singapore

Singapore

Address 3

Country	State
Singapore	nope

City	Postcode
nope	40000

Primary Email	Fax No.

☑ Same as Registered Address

Correspondence Address *

Singapore

Singapore

Address 3

Country *	State *	City *
Singapore	nope	nope

Postcode *

40000

Total Employment *

120

Company Background *

Provides project management, subsea engineering, vessels operations and diving operation for oil and gas and marine sectors.

Contact Person

No.	Title	Name	Designation	Email	Telephone No.	Fax No.
1.	Mr.	Tom Felix	Executive	azimshariff1505@gmail.com	0173237176	

Particular Board of Director *

No.	Name *	Nationality *	Shares Held in the Company
1.	Razi	Singapore	0 %

Total 0 %

10

Previous

Next

Progress (1 / 9)

- Ⓐ Company
- Ⓑ Previous Company Activity/Project
- Ⓒ Application Information
- Ⓓ RE/RO Status
- Ⓔ Manpower
- Ⓕ Expenditure
- Ⓖ Expatriate Post
- Ⓗ Additional/Supporting Documents
- Ⓘ Declaration

9. The system will redirect to the **'A - Company'** page, to be fill-in by user if the form fields is incomplete.

    (Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

10. Click the **[Next]** button in the Company section to proceed.

---

6. Tab [B] – Previous Company Activity / Project

11. The system will redirect to the previous approval records section. The title in RERO shall be '**B - Previous Company Activity / Project'**, data shall display if previous record found and the **'Status'** column shall display **'Extension'**.

    (Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Approval Records)

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

7. Tab [C] – Application Information

13. The system will redirect to the **'C - Application Information'** page.

14. Select the required checkbox with prefered selection.

15. Select the radiobutton with preferred selection

16. Complete the **'Sales Turnover & Paid-up Capital of parent company for the past 2 years'** table with preferred value.

16

Sales Turnover & Paid-up Capital of parent company for the past 2 years

Year	Sales Turn Over	Paidup Capital
2019	RM 1,000,000.00	RM 500,000.00
2020	RM 1,000,000.00	RM 600,000.00

17

✓ ✗

17. Click the **[✔]** button to complete or Click the **[X]** button to cancel.

18

Number of years Representative office / Regional office has been established:

0

19

Activities/Projects/Investments udertaken to date

Enter Activities

Enter Projects

Enter Investments

Reasons for extension of Representative Office/Regional Office

Reason

20

➕ Add Record

Previous

Next

18. Fill-in the **'Number of years Representative office / Regional office has been established'** value.

19. Fill-in the **'Activities/Projects/Investments undertaken to date'** fields

20. Click the **[Add Record]** button

21. Fill-in the 'Reasons for extension of Representative Office/Regional Office' field.

22. Click the [✔] button to complete or Click the [X] button to cancel.

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

8. Tab [D] – RE/RO Status
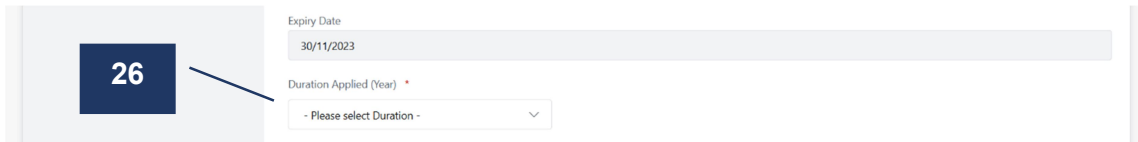
24. The system will redirect to the **'D - RE/RO Status'** page.

25. Verify the details in the **'Particular of Representative Office/Regional Office'** sufficient.

26. Select the **'Duration Applied (Year)'** option.
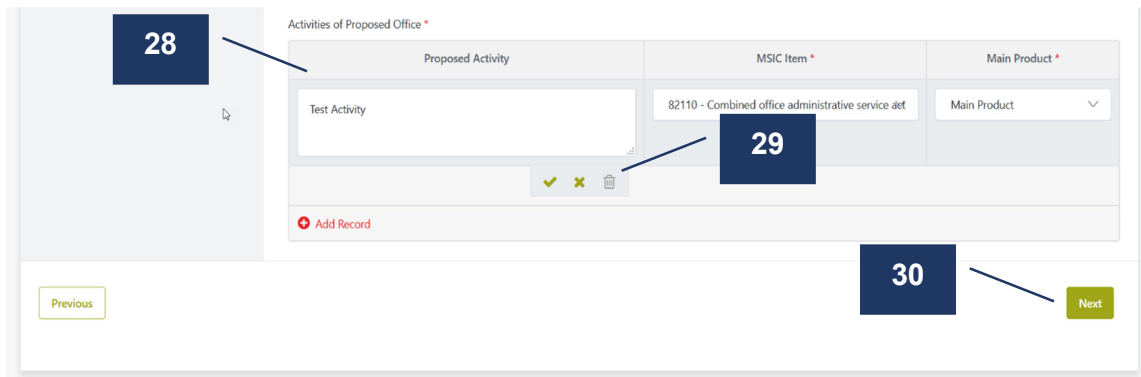
27. Click **[Add Record]** button

28. Complete the required field in the **'Activities of Proposed Office'** table.

29. Click the **[✔]** button to complete or Click the **[X]** button to cancel.

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

9. Tab [E] – Manpower

31. The system will redirect to the **'Manpower'** page. Complete the form accordingly.

   (Refer to Chapter 3 Common Sections for (All Application): 3.5 Manpower)

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

10. Tab [F] – Expenditure
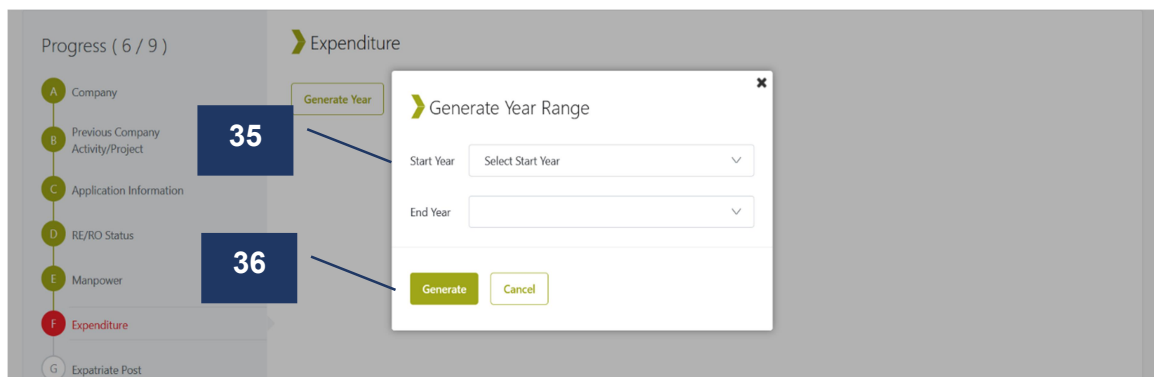
33. The system will redirect to the **'Expenditure'** page.

34. Click **[Generate Year]** button.

35. Select dropdown option for **[Start Year]** and **[End Year]**

36. Click **[Generate]** button.

37. Complete the table in form for the selected year

38. Click the [∨] button to expand and add other expenditures if any.

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

11. Tab [G] – Expatriate Post

40. The system will redirect to the **'Expatriate Post'** page.

41. Select preferred applicable option **[Yes]** or **[No]** radiobutton.

42. If option selected **[No]**, user shall proceed to next page without **'Expatriate Post'** details.

43. If option **[Yes]**, the system shall display previous title applied in **'Company Application for Expatriate Post'** section.

44. Click the **[⌄]** button to expand.

45. Verify the **'Company Application for Expatriate Post'** section value populated accordingly.

46. If required, Click the **[Delete This Position]** button to delete the current post creation.

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

---

12. Tab [H] – Additional/Supporting Documents

48. The system will redirect to the **'Supporting Documents'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.6 Supporting Documents)

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

13. Tab [I] – Declaration

50. The system will redirect to the **'Declaration'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)

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

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

4.5 New / Additional Expatriate Post RE / RO

1. Dashboard
Pre-requisite/Reference:- **1. This form is when company want to apply for Expatriate Post under RE/RO where RE/RO application has already been approved.** **2. The expiry date of Expatriate Post RE/RO, will follow once the RE/RO application approved.**
1. Start by: i.   Mouse over to the top of Main Menu on Dashboard page and click to

expand **[Application]** list.

    ii.   From the list item select **[RE/RO]**

---

2. Industrial Profile

2. System will redirect to **'Industrial Profile'** screen.

3. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.

4. Select preferred record and Click the **[Action]** button, this applicable for record which only already **verified** by MIDA.

5. System shall display **'Application'** option.

6. Click the **[New/Additional Expatriate Post]** button.

3. Tab [A] - Company

7

Company

Company Name

Repi Co ltd

Registration Type   Company Registration No.

Foreign Company   FC0000000004

New SSM Company Registration Number

Date of Incorporation   Income Tax Reference No.

15/05/2009

EPF No.   SOCSO No.

Registered Address

Singapore

Singapore

Address 3

Country   State

Singapore   nope

City   Postcode

nope   40000

Primary Email   Fax No.

☑ Same as Registered Address

Correspondence Address *

Singapore

Singapore

Address 3

Country *   State *   City *

Singapore   nope   nope

Postcode *

40000

Total Employment *

120

Company Background *   ↻ i

Provides project management, subsea engineering, vessels operations and diving operation for oil and gas and marine sectors.

Contact Person

No.	Title	Name	Designation	Email	Telephone No.	Fax No.
1.	Mr.	Tom Felix	Executive	azimshariff1505@gmail.com	0173237176	

Particular Board of Director *   ↻

No.	Name *	Nationality *	Shares Held in the Company	
1.	Razi	Singapore		0 %

Total 0 %

8

Previous

Next

Progress (1 / 9)

- A Company
- B Previous Company Activity/Project
- C Application Information
- D RE/RO Status
- E Manpower
- F Expenditure
- G Expatriate Post
- H Additional/Supporting Documents
- I Declaration

7. The system will redirect to the **'A - Company'** page, to be fill-in by user if the form

fields is incomplete.

(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

8. Click the **[Next]** button in the Company section to proceed.

---

4. Tab [B] – Previous Company Activity / Project

---

9. The system will redirect to the previous approval records section. The title in RERO shall be '**B - Previous Company Activity / Project'**, data shall display if previous record found and the **'Status'** column shall display **'Extension'**.

(Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Approval Records)

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

---

5. Tab [C] – Application Information

---

11. The system will redirect to the **'C - Application Information'** page.

12. Select the required checkbox with prefered selection.

13. Select the radiobutton with preferred selection

14. Complete the **'Sales Turnover & Paid-up Capital of parent company for the past 2 years'** table with preferred value.

Sales Turnover & Paid-up Capital of parent company for the past 2 years

Year	Sales Turn Over	Paidup Capital
2019	RM 1,000,000.00	RM 500,000.00
2020	RM 1,000,000.00	RM 600,000.00

15

✓ ✗

15. Click the **[✔]** button to complete or Click the **[X]** button to cancel.

16

Number of years Representative office / Regional office has been established:

0

17

Activities/Projects/Investments udertaken to date

Enter Activities

Enter Projects

Enter Investments

Previous

18

Next

16. Fill-in the **'Number of years Representative office / Regional office has been established'** value.

17. Fill-in the **'Activities/Projects/Investments undertaken to date'** fields.

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

6. Tab [D] – RE/RO Status

19. The system will redirect to the **'D - RE/RO Status'** page.

20. Verify the details in the **'Particular of Representative Office/Regional Office'** sufficient.

21. Click **[Add Record]** button **in 'Activities of Proposed Office *'** table.

22. Complete the required field in the **'Activities of Proposed Office'** table.

23. Click the **[✔]** button to complete or Click the **[X]** button to cancel.

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

7. Tab [E] – Manpower

25. The system will redirect to the **'Manpower'** page. Complete the form accordingly.
    (Refer to Chapter 3 Common Sections for (All Application): 3.5 Manpower)

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

---

8. Tab [F] – Expenditure

27. The system will redirect to the **'Expenditure'** page.

28. Click **[Generate Year]** button.

29. Select dropdown option for **[Start Year]** and **[End Year]**

30. Click **[Generate]** button.

31. Complete the table in form for the selected year

32. Click the **[∨]** button to expand and add other expenditures if any.

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

9. Tab [G] – Expatriate Post

34. The system will redirect to the **'Expatriate Post'** page.

35. Select preferred applicable option **[Yes]** or **[No]** radiobutton.

36. If option selected **[No]**, user shall proceed to next page without **'Expatriate Post'** details.

37. If option **[Yes]**, the system shall display previous title applied in **'Company Application for Expatriate Post'** section.

38. Click the **[∨]** button to expand.

39. Verify the **'Company Application for Expatriate Post'** section value populated accordingly.

40. If required, Click the **[Delete This Position]** button to delete the current post creation.

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

---

10. Tab [H] – Additional/Supporting Documents

42. The system will redirect to the **'Supporting Documents'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.6 Supporting Documents)

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

11. Tab [I] – Declaration

44. The system will redirect to the **'Declaration'** section. Complete the form accordingly.
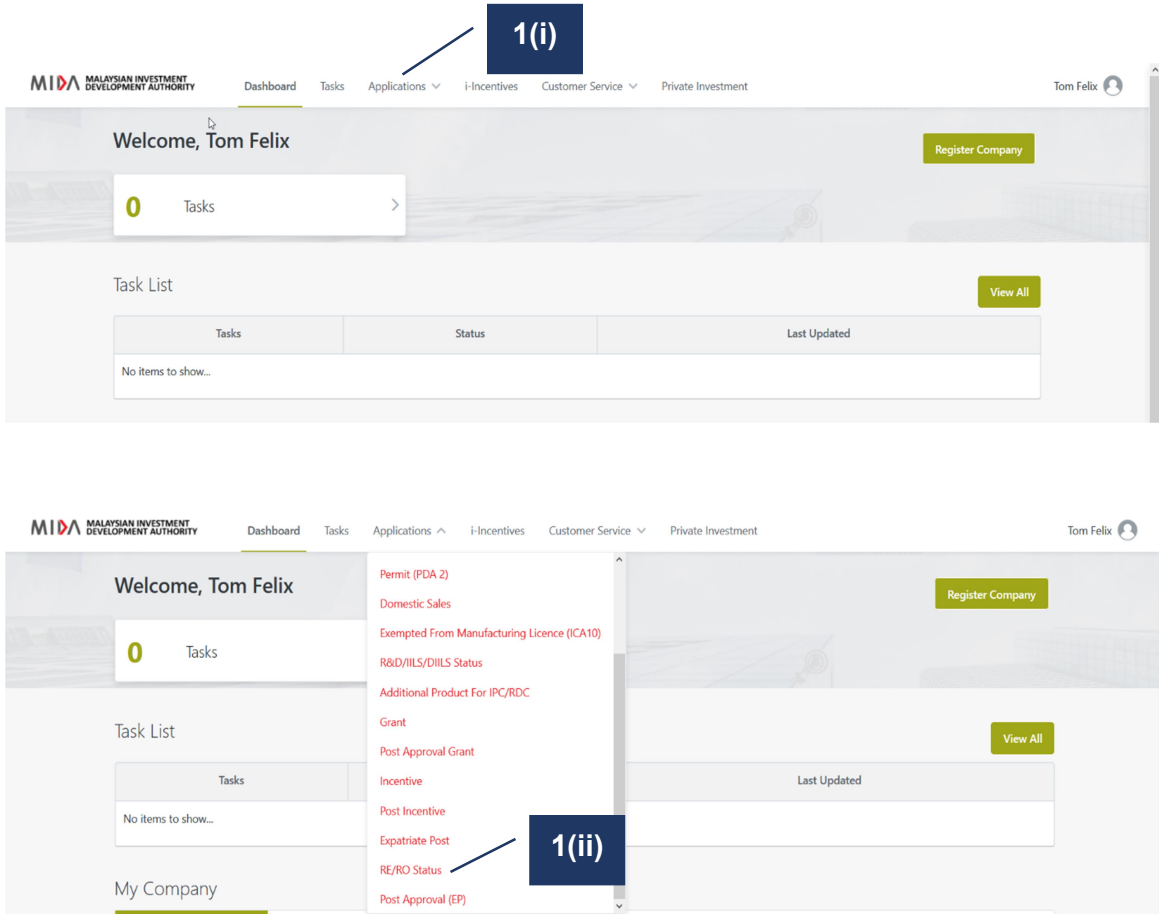
    (Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)

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

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

4.6 Appeal or Appeal Extension RE / RO

Dashboard

1. Start by:

     I.   Mouse over to the top of Main Menu on Dashboard page and click to expand **[Application]** list.

     II.   From the list item select **[RE/RO Status]**

Application List

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

3. Click the option **[Yes]** button.

Tab [A] - Company

Progress (1 / 9)

- **A** Company
- **B** Previous Company Activity/Project
- **C** Application Information
- **D** RE/RO Status
- **E** Manpower
- **F** Expenditure
- **G** Expatriate Post
- **H** Additional/Supporting Documents
- **I** Declaration

> Company **4**

Company Name

Repi Co ltd

Registration Type	Company Registration No.
Foreign Company	FC000000004

New SSM Company Registration Number

Date of Incorporation	Income Tax Reference No.
15/05/2009	

EPF No.	SOCSO No.

Registered Address

Singapore

Singapore

Address 3

Country	State
Singapore	nope

City	Postcode
nope	40000

Primary Email	Fax No.

☑ Same as Registered Address

Correspondence Address *

Singapore

Singapore

Address 3

Country *	State *	City *
Singapore	nope	nope

Postcode *

40000

Total Employment *

120

Company Background * ↻ i

Provides project management, subsea engineering, vessels operations and diving operation for oil and gas and marine sectors.

Contact Person

No.	Title	Name	Designation	Email	Telephone No.	Fax No.
1.	Mr.	Tom Felix	Executive	azimshariff1505@gmail.com	0173237176	

Particular Board of Director * ↻

No.	Name *	Nationality *	Shares Held in the Company	
1.	Razi	Singapore		0 %

Total 0 %

5

Previous   Next

4. The system will redirect to the **'A - Company'** page, to be fill-in by user if the form fields is incomplete.

    (Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

5. Click the **[Next]** button in the Company section to proceed.

Tab [B] – Previous Company Activity / Project

6. The system will redirect to the '**B - Previous Company Activity / Project'** page, data shall display if previous record found.

    (Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Approval Records)

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

Tab [C] – Application Information

8. The system will redirect to the **'C - Application Information'** page.

9. Select the required checkbox with prefered selection.

10. Select the radiobutton with preferred selection

11. Complete the **'Sales Turnover & Paid-up Capital of parent company for the past 2 years'** table with preferred value.

11

Sales Turnover & Paid-up Capital of parent company for the past 2 years

Year	Sales Turn Over	Paidup Capital
2019	RM 1,000,000.00	RM 500,000.00
2020	RM 1,000,000.00	RM 600,000.00

12

✔ ✖

13

Next

12. Click the [✔] button to complete or Click the [X] button to cancel.

13. Once the table value completed with preferred value, Click the **[Next]** button.

Tab [D] – RE/RO Status

14

RE/RO Status

15

Progress (4 / 9)

- A Company
- B Previous Company Activity/Project
- C Application Information
- D RE/RO Status
- E Manpower
- F Expenditure
- G Expatriate Post
- H Additional/Supporting Documents
- I Declaration

Particular of Proposed Representative Office/Regional Office

Name of Representative Office/Regional Office

Repi Co ltd

Proposed Address *

Address1

Address2

Address3

Country *   State *   City *

Malaysia   - Please Select -   - Please Select -

Postcode *

Contact Person *

Designation *
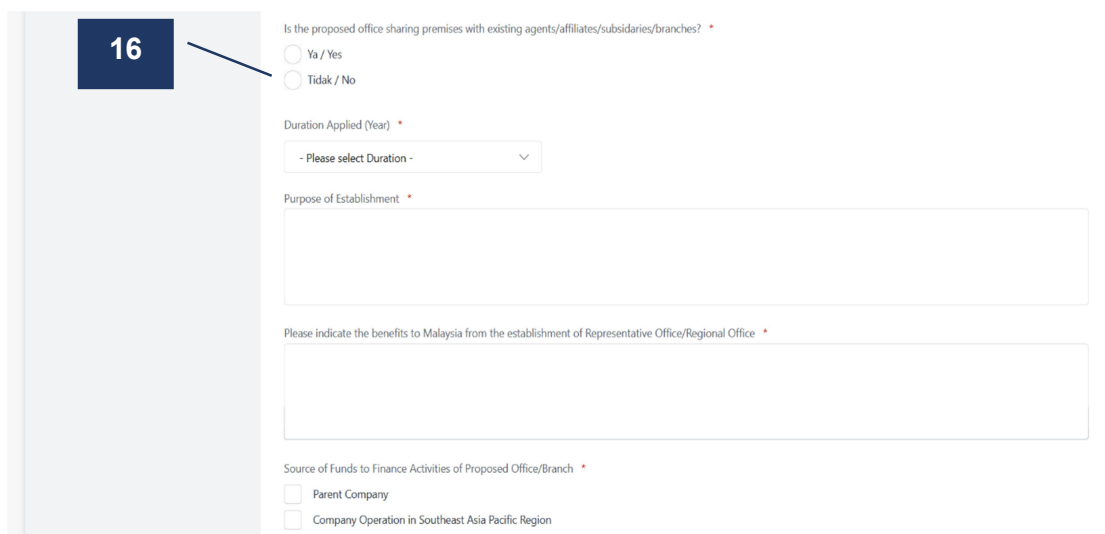
Telephone No. *   Fax No.

Email

14. The system will redirect to the **'D - RE/RO Status'** page.

15. Complete the mandatory details of Company name and address in the **'Particular of Proposed Representative Office/Regional Office'**.

16. Complete the rest of the required mandatory details to describe the Proposed Office.

17. Click **[Add Record]** button to fill-in the 'Activities of Proposed Office' table.

18. Click the **[✔]** button to complete or Click the **[X]** button to cancel.

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

Tab [E] – Manpower

20. The system will redirect to the **'Manpower'** page. Complete the form accordingly.

   (Refer to Chapter 3 Common Sections for (All Application): 3.5 Manpower)

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

Tab [F] – Expenditure

22. The system will redirect to the **'Expenditure'** page.
23. Click **[Generate Year]** button.
24. Select dropdown option for **[Start Year]** and **[End Year]**
25. Click **[Generate]** button.

26. Complete the table in form for the selected year

27. Click the **[∨]** button to expand and add other expenditures if any.

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

Tab [G] – Expatriate Post

29. The system will redirect to the **'Expatriate Post'** page.

30. Select preferred applicable option **[Yes]** or **[No]** radiobutton.

31. If option selected **[No]**, user shall proceed to next page without **'Expatriate Post'** details.

32. If option **[Yes]**, the system shall display **'Company Application for Expatriate Post'** section.

33. Click the **[Add Position]** button.

34. Enter **'Designation/Job Title'** value and Click the **[Add]** button.

35. Expand the title and complete this section accordingly.

36. If required, Click the **[Delete This Position]** button to delete the post creation.

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

Tab [H] – Additional/Supporting Documents

Progress (8 / 9)		

38. The system will redirect to the **'Supporting Documents'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.6 Supporting Documents)

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

Tab [I] – Declaration

40. The system will redirect to the **'Declaration'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration).

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

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

4.7 Change of Company Name

Dashboard

1. Start by:

    i.   Hover mouse to the "My Company" section Side Menu on the **'Dashboard'** page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.

    ii.   In the selected company details, click on the **[Company Profile]** link**.**

Company Profile

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

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

Industrial Profile

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

5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.

6. Click the **[Action]** button, this applicable only for approved and verified status.

7. System shall display **'Application'** option list.

8. Click the **[Change of Company Name]** button.

Tab [A] – Company

9. The system shall redirect to **'A – Company'** page, complete accordingly the required fields if any.

   (Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

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

Tab [B] – Previous Approval Records

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

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

Tab [C] – Change of Company Name

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

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

Tab [D] –Supporting Documents

15. The system shall redirect to the **'Supporting Documents'** section. Complete the

form accordingly.

(Refer to Chapter 3 Common Sections for (All Application): 3.6 Supporting Documents)

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

Tab [E] – Declaration

17. The system will redirect to the **'Declaration'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration).

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

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

4.8 Change of Address

Dashboard

1. Start by:

   i.   Hover mouse to the "My Company" section Side Menu on the **'Dashboard'** page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.

   ii. In the selected company details, click on the **[Company Profile]** link**.**

Company Profile

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

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

Industrial Profile

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

5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.

6. Click the **[Action]** button, this applicable only for approved and verified status.

7. System shall display **'Application'** option list.

8. Click the **[Change of Address]** button.

Tab [A] – Company

9. The system shall redirect to **'A – Company'** page, complete accordingly the required fields if any.

   (Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)
10. Click the **[Next]** button to proceed.

Tab [B] – Previous Approval Records

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

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

Tab [C] – Change of Address

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

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

Tab [D] –Supporting Documents

15. The system shall redirect to the **'Supporting Documents'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.6 Supporting Documents)

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

Tab [E] – Declaration

17. The system will redirect to the **'Declaration'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration).

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

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

4.9 Surrender of RE / RO

Dashboard

1. Start by:

   i. Hover mouse to the "My Company" section Side Menu on the **'Dashboard'** page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.

   ii. In the selected company details, click on the **[Company Profile]** link**.**

Company Profile

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

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

Industrial Profile

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

5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.

6. Click the **[Action]** button, this applicable only for approved and verified status.

7. System shall display **'Application'** option list.

8. Click the **[Surrender of RERO]** button.

Tab [A] – Company

9. The system shall redirect to **'A – Company'** page, complete accordingly the required fields if any.

   (Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

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

Tab [B] – Previous Approval Records

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

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

Tab [C] – Surrender of RERO

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

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

Tab [D] –Supporting Documents

15. The system shall redirect to the **'Supporting Documents'** section. Complete the form accordingly.

    (Refer to Chapter 3 Common Sections for (All Application): 3.6 Supporting

Documents)

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

Tab [E] – Declaration

17. The system will redirect to the **'Declaration'** section. Complete the form accordingly.

   (Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration).

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

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