

Application for International Integrated Logistics Services (IILS) Status User Guide for Applicant

Learn About the System



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Chapter 1 INTRODUCTION

This user guide will walkthrough the process of submitting the application for International Integrated Logistics Services (IILS) Status by providing step-by-step instructions with illustrations to help applicant understand each step.

1.1 Intended User

This user guide is targeted for:

Applicant or Company

1.2 Web Browser

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

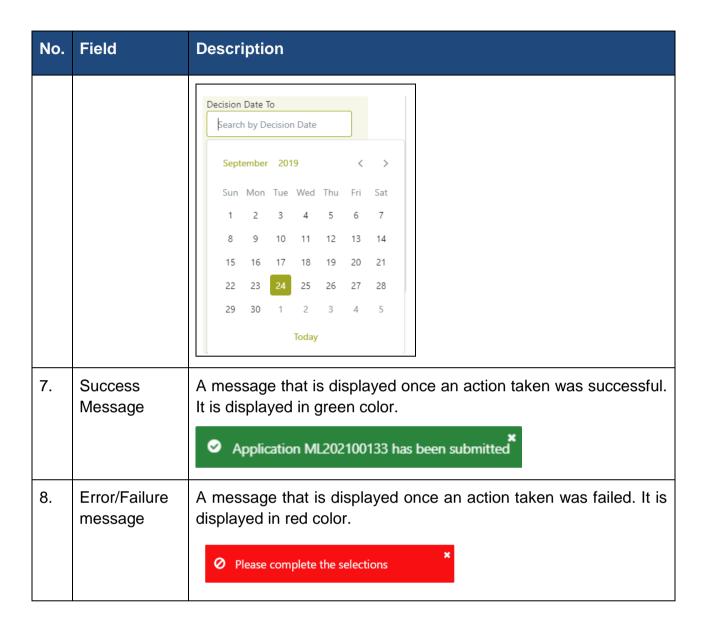
1.3 URL

https://investmalaysia.mida.gov.my

1.4 Common Fields and Definitions

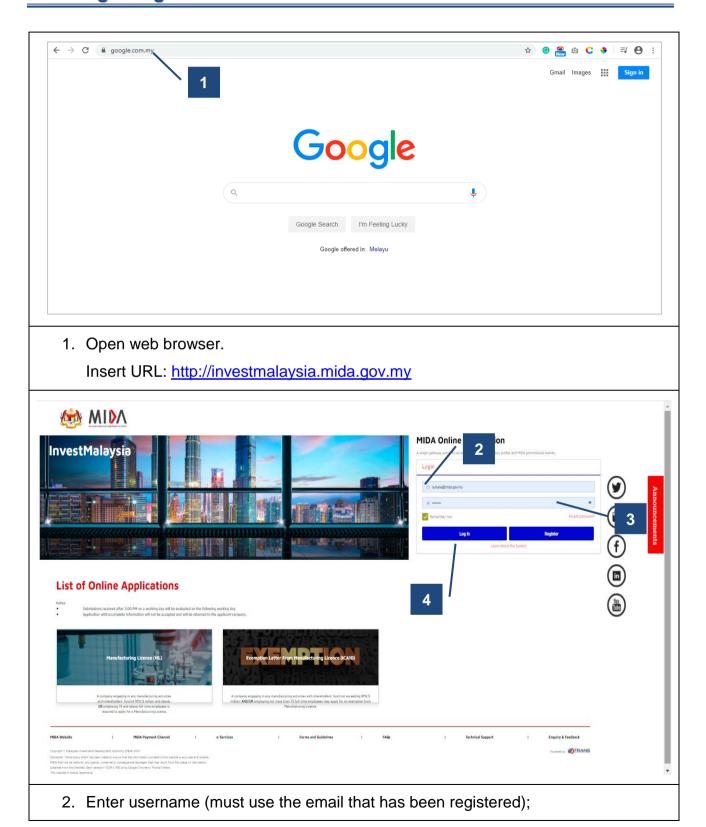
No.	Field	Description
1.	Textbox	A box that allow user to type-in information. Usually, it has characters limit. Correspondence Address 9800 Montgomery Blvd NE If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.
2.	Button	An item that allow user to click and it will respond according to it's purpose; usually denoted as the button's name.

No.	Field	Description
		Search
3.	Radio button	A selection features that allows the user to choose only ONE selection from the data sets. Usually it's round-shaped. II. Sector Research and Development Private Higher Training Institution (Science, Technical or Vocational) Tourism Project (without Accommodation)
4.	Check Box	A selection features that allows the user to check/uncheck selections from the data sets. Usually it's box-shaped. III. Type of Exemption Import Duty Exemption Sales Tax Exemption
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. Status
6.	Calendar	A features that allows user to select a date from a calendar and/or time from a time range.



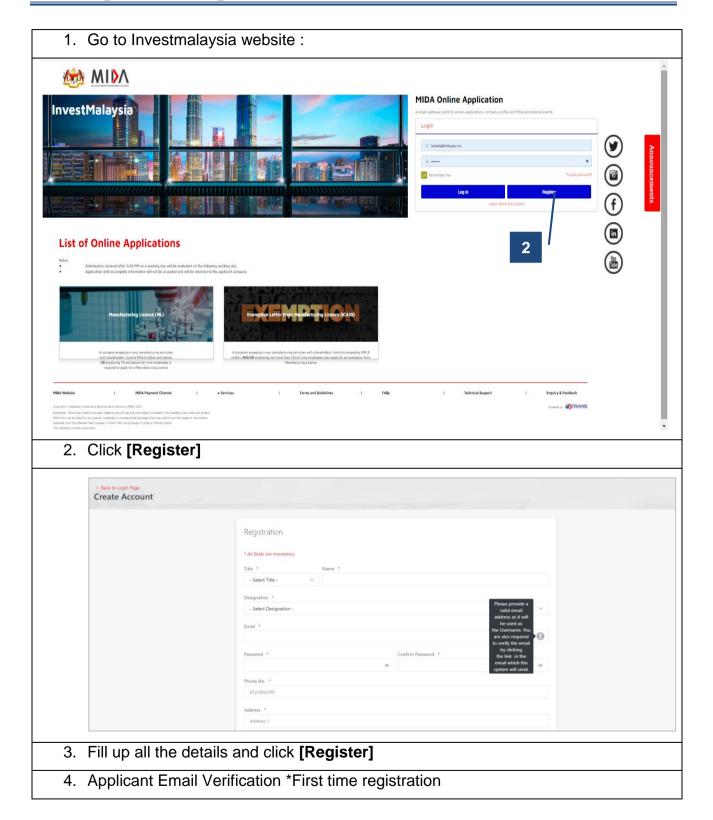
Chapter 2 INVEST MALAYSIA ONLINE PORTAL

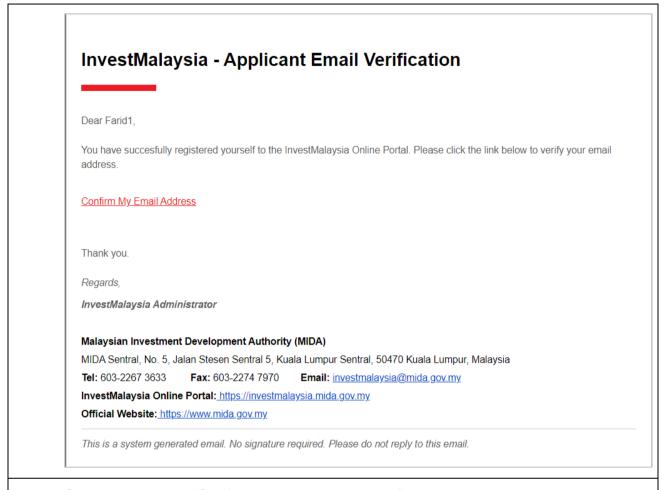
2.1 Login Page



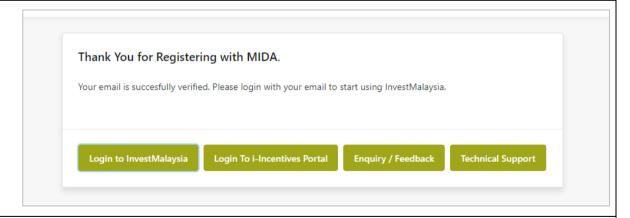
- 3. Enter password; and
- Click the [Log In] button
 System will redirect to the 'Dashboard' page.

2.2 Registration Page

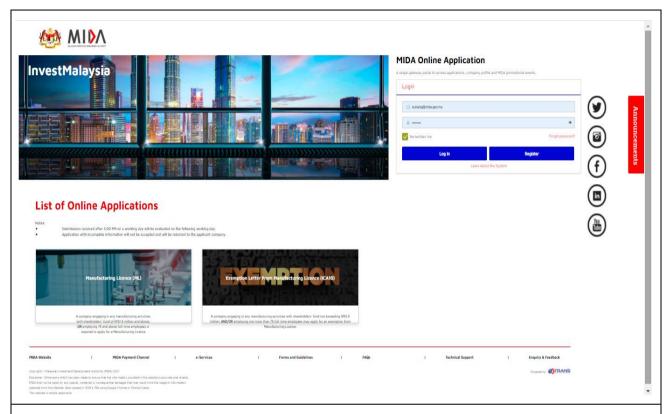




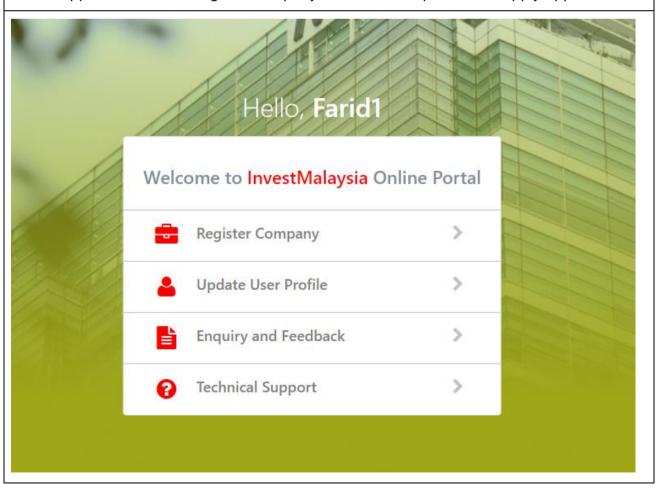
5. Once click on – [Confirm My Email Address] – system will pop up navigation screen



6. Click [Login to investMalaysia]

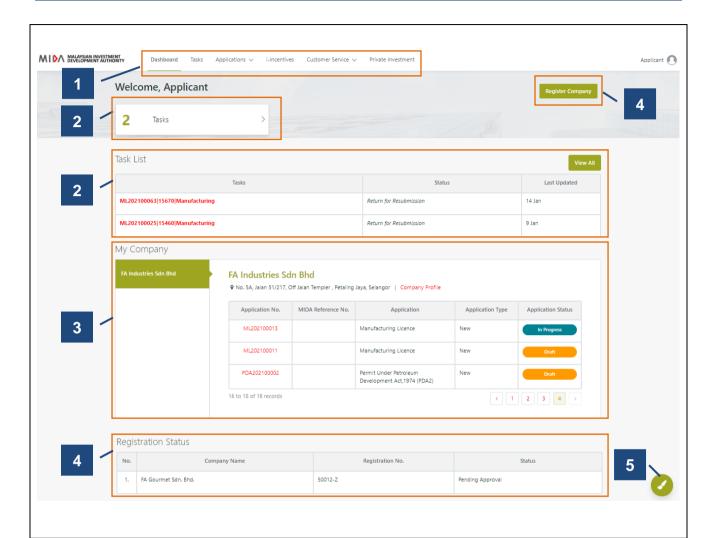


7. Applicant needs to register company details before proceed to apply applications.



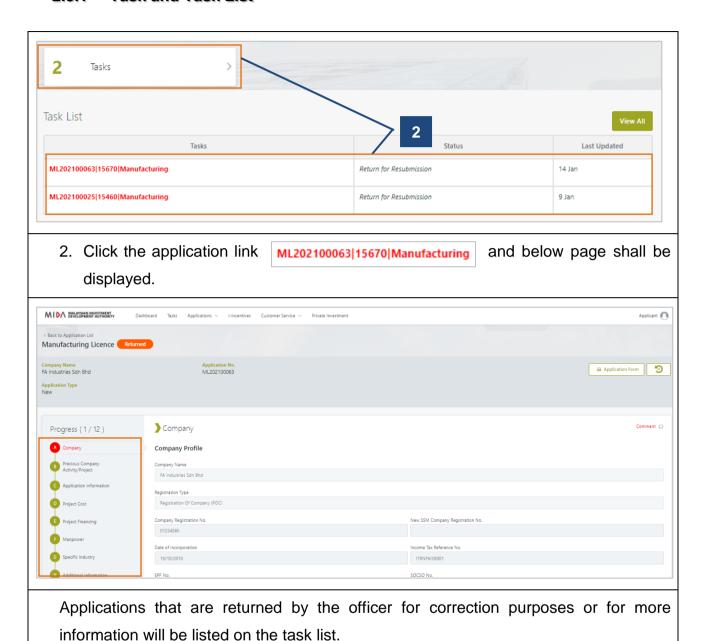
8. Click [Register Company] and refer to 2.2.3 for further details.

2.3 Dashboard Page

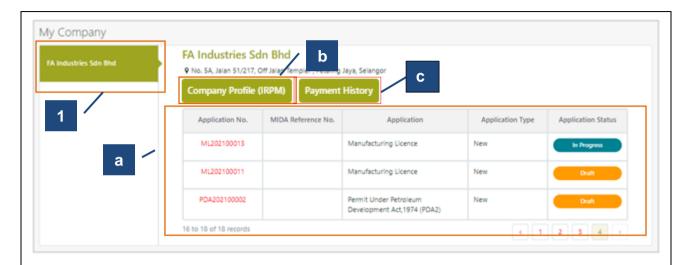


- 1. The **Main Menu** is a menu that will be on every page to make it easy for users to access each page.
- 2. The **Tasks and Task List** shall display a task list that needs to take action by the applicant (**Refer 2.2.1 Task List**).
- 3. My Company shall display a list of companies and applications for the applicant (Refer 2.2.2 My Company).
- Register Company to allow applicants to create a new company (Refer 2.2.3 Register Company).
- 5. Color Brush to customize the theme (Refer 2.2.5 Color Brush).

2.3.1 Task and Task List



2.3.2 My Company



My Company section included 2 main items which are a list of companies, a list of applications, and a company profile.

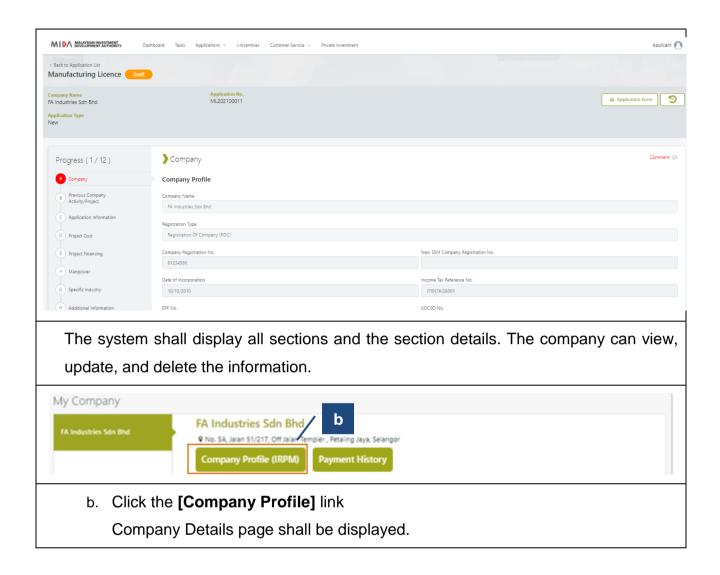
1. Select any of the listed **companies**

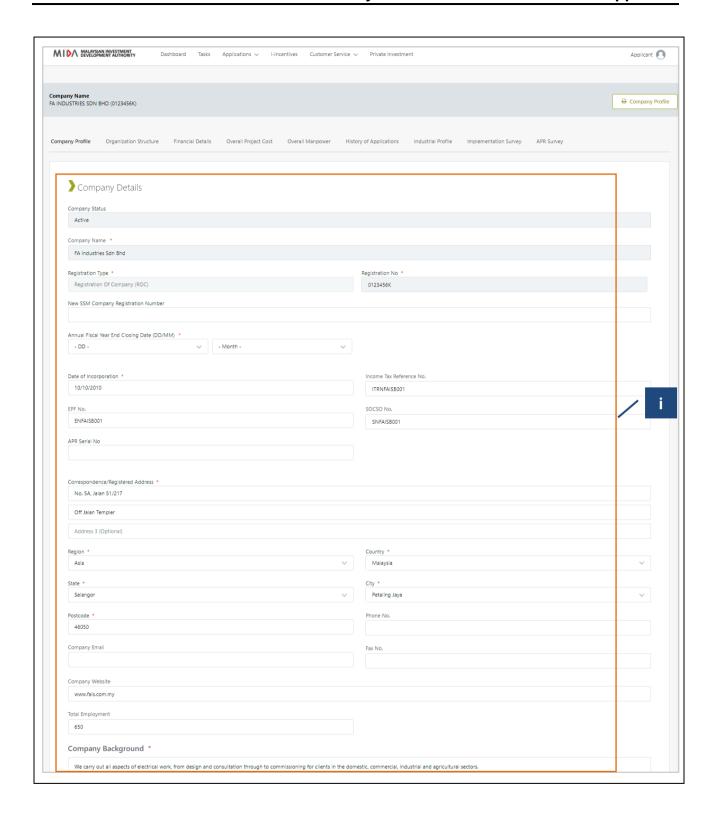
A list of applications for the company shall be displayed.

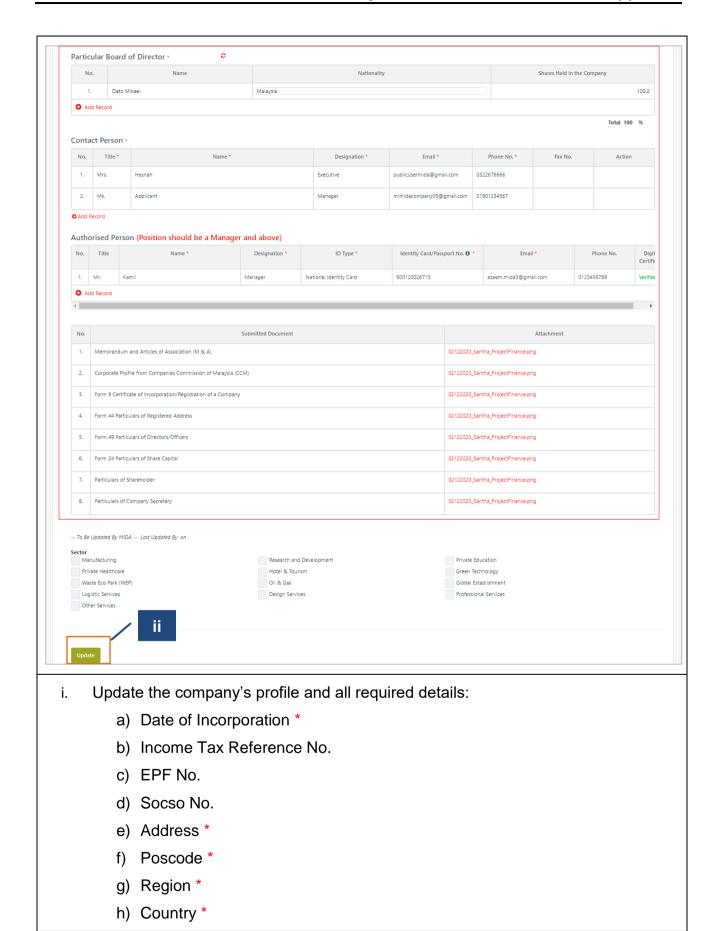


a. Click the [Application No.] link

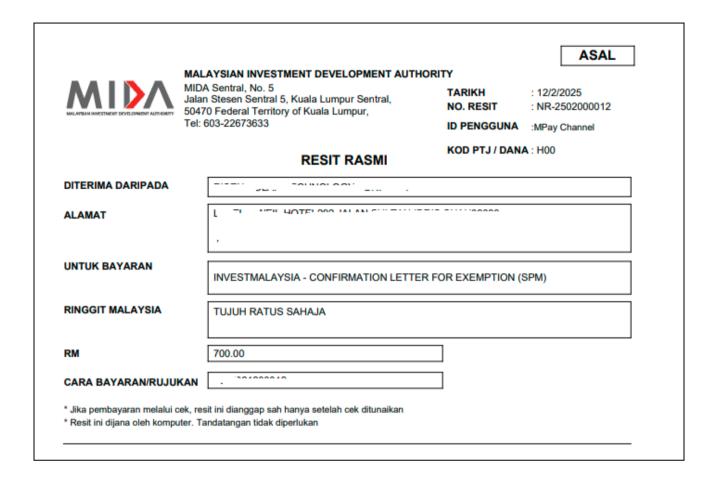
The application page shall be displayed.



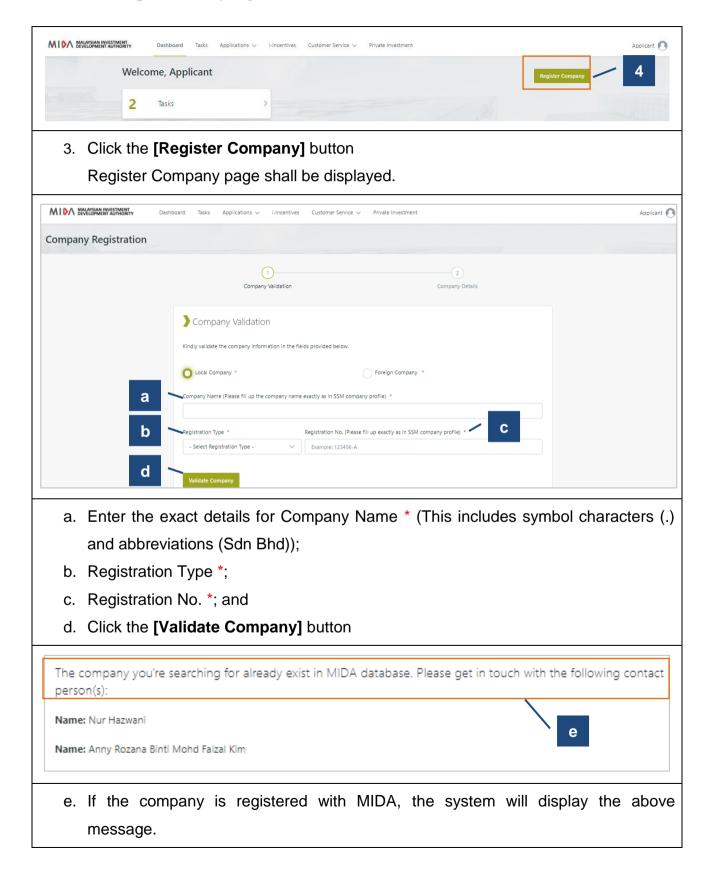




State * j) City * k) Company Website Company Background * m) Particular Board of Director * n) Contact Person * o) Authorised Person (Position: Manager and above) * Click the [Update] button and system shall display success message: ii. × Company info is updated. My Company FA Industries Sdn Bhd No. 5A, Jalan 51/217, Off Jalan Templer , Petaling Jaya, Selangor Company Profile (IRPM) Payment History Click the [Payment History] link to display the payment history popup page. Payment History Start Date * d End Date * 13/02/2025 x Excel Transaction ID Amount (RM) Decriptions 12/02/2025 15:02:02 30941888 Confirmation Letter for Exemption Download Payment Receipt 700.00 Credit/Debit Card Successful d. Click the [Download Payment Receipt] link to open and download the payment receipt..

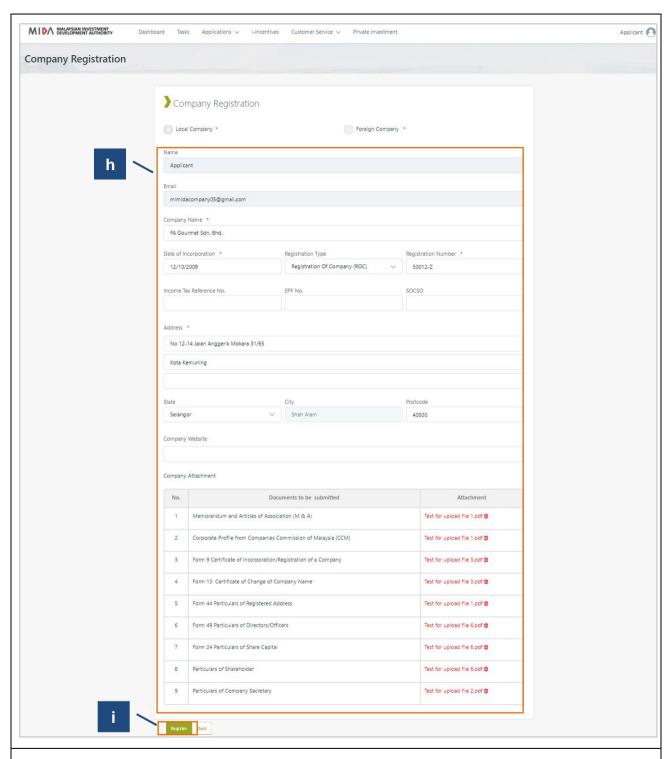


2.3.3 Register Company





- 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.



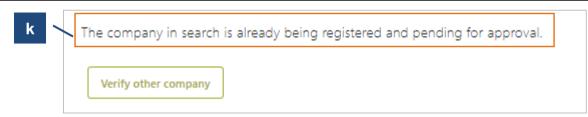
- h. Enter company details such as:
 - i. Date of Incorporation *
 - ii. Income Tax Reference No.
 - iii. SOCSO No.
 - iv. EPF No.
 - v. Address *

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

j. The system will prompt the above message. You will receive an email after registration approve by MIDA.

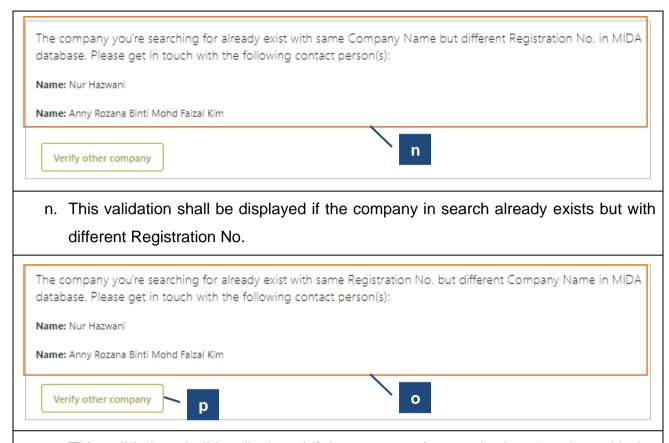




- k. This validation shall be displayed if the company in search is already being registered and pending for approval.
- I. **Registration Status** will be displayed on the dashboard.



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



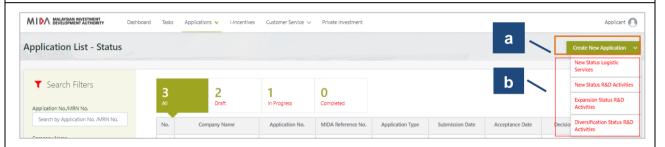
- o. This validation shall be displayed if the company in search already exists with the same Registration No. but different Company Name.
- p. Click the **[Verify other company]** button to verify other companies.

2.3.4 Applications

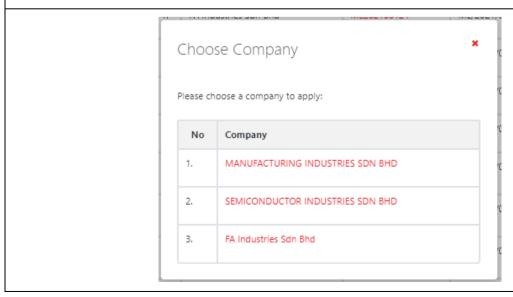


4. Click the [Applications] menu

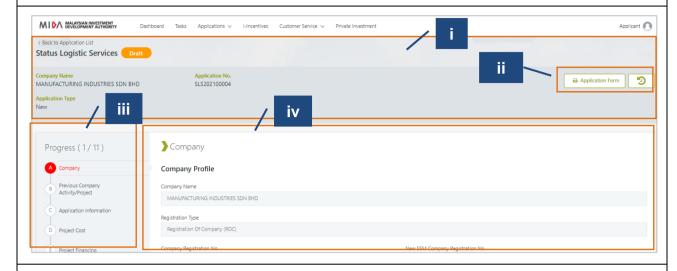
The system will display all online applications in the dropdown menu. Click on the selected application. The system will redirect to the 'Application' page.



- a. Click the [Create New Application] button
- b. The system will display the application types in the dropdown list.Click on the selected application type.
- c. If the user had registered more than one company, system will prompt user to select the company user wish to apply for.

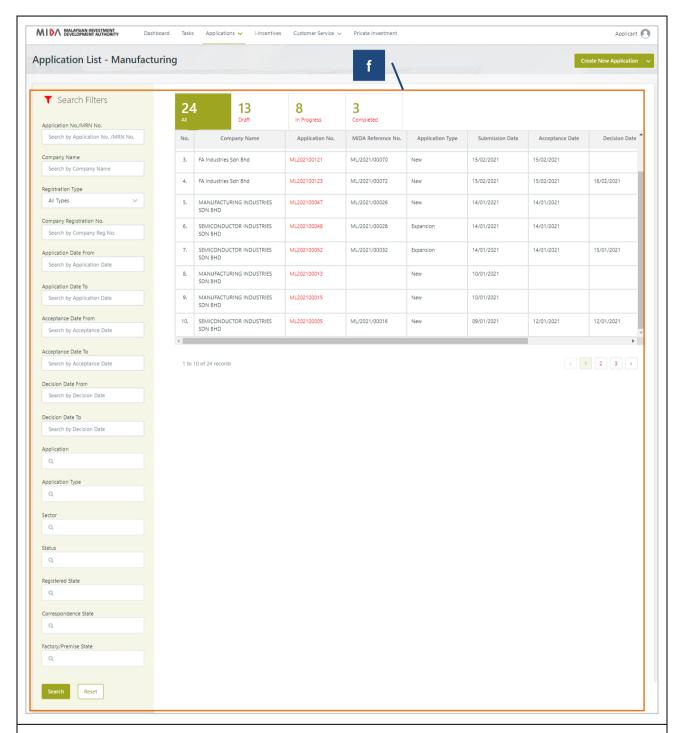


- d. Click on the company name.
- e. The system will redirect the user to the 'Application Form'.



There are 4 components 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 ApplicationTrail
- iii. List of **Sections** will display all sections involved in the application form
- iv. **Application Form** will display the detailed application form and need to fill in by the applicant/company



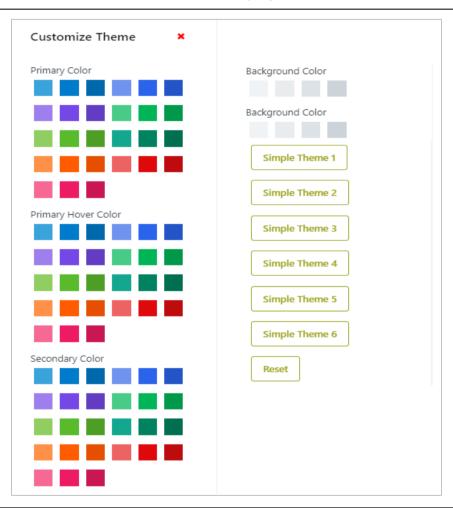
f. The system provides a search page for applicant/company to search the application information by entering information such as Company Name, Application No., MIDA Reference No., Sector, Status, and a combination of some application information.

2.3.5 Colour Brush



5. Click the [Color Brush] icon

The customize theme screen shall be displayed.

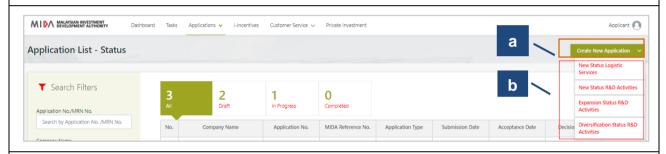


The applicant should be able to customize the InvestMalaysia theme by clicking Primary, Hover, Secondary, and Background Color. Customize themes can be saved and can be changed anytime. The theme can be reset as a default theme by clicking the 'Reset' button.

Chapter 3 APPLICATION FOR INTERNATIONAL INTEGRATED LOGISTICS SERVICES (IILS) STATUS

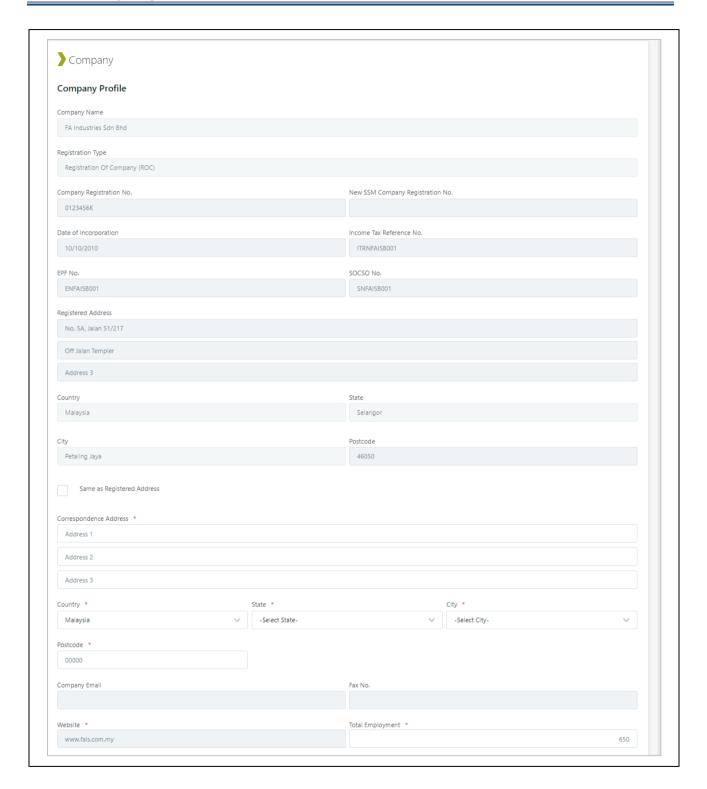
- 1. Once user successful navigate to the Manufacturing Licence page :
 - a) Click the [Create New Application] button.
 - b) Then click the [New Status Logistic Services] button.

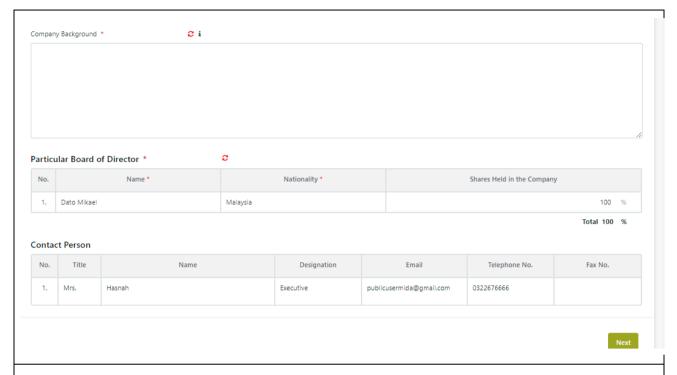
(Refer to Chapter 2 Invest Malaysia Online Portal; 2.3.4 Applications)



2. The system will redirect to the 'Company' section.

3.1 Company

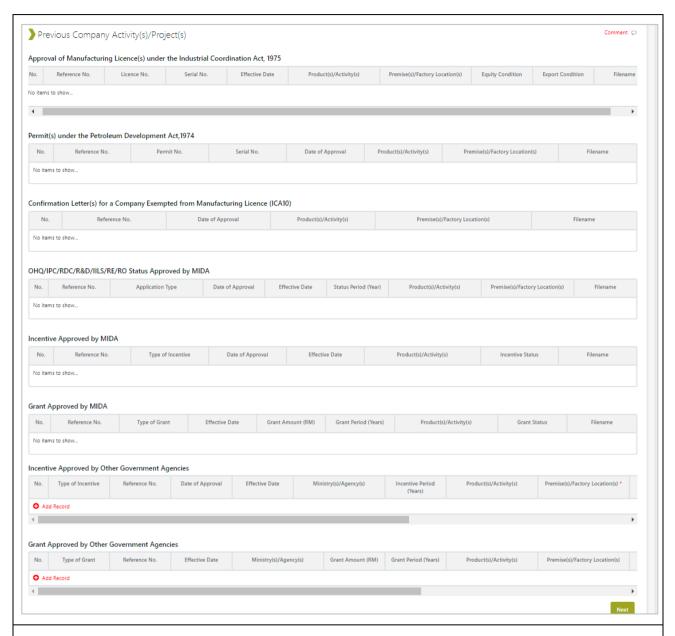




- 1. Fill-in required details in:
 - a) Correspondence Address
 - b) Total Employment
 - c) Company Background
- 2. Click the [Next] button

The system will redirect to the 'Next' section.

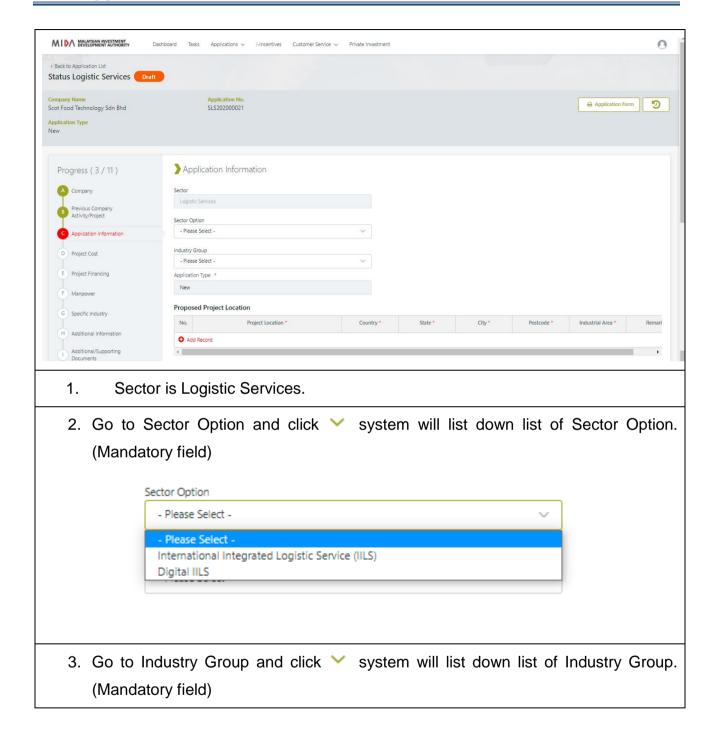
3.2 Previous Approval Records

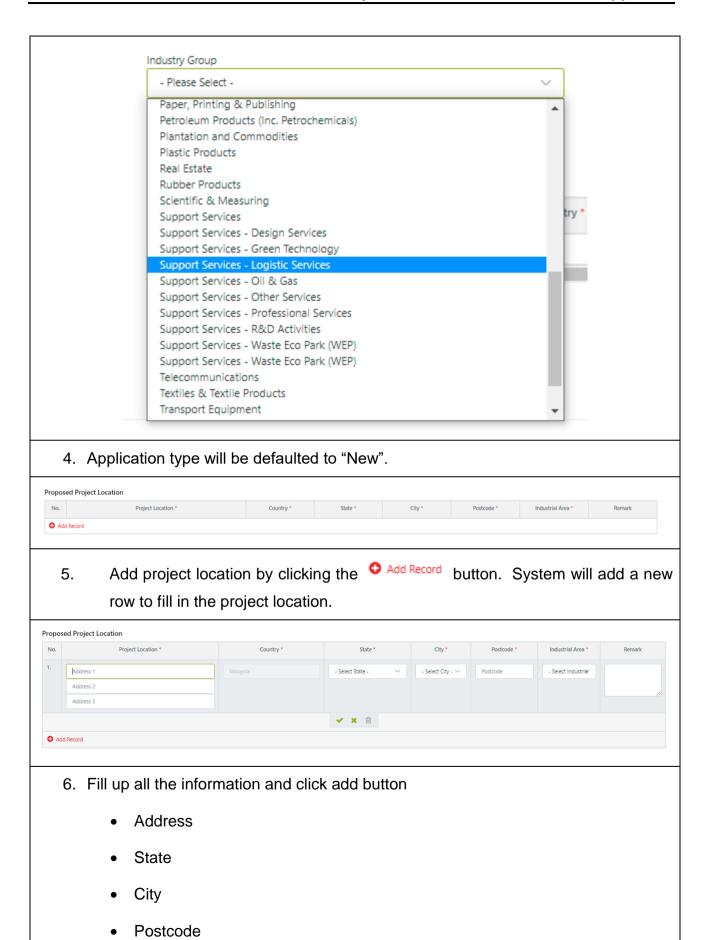


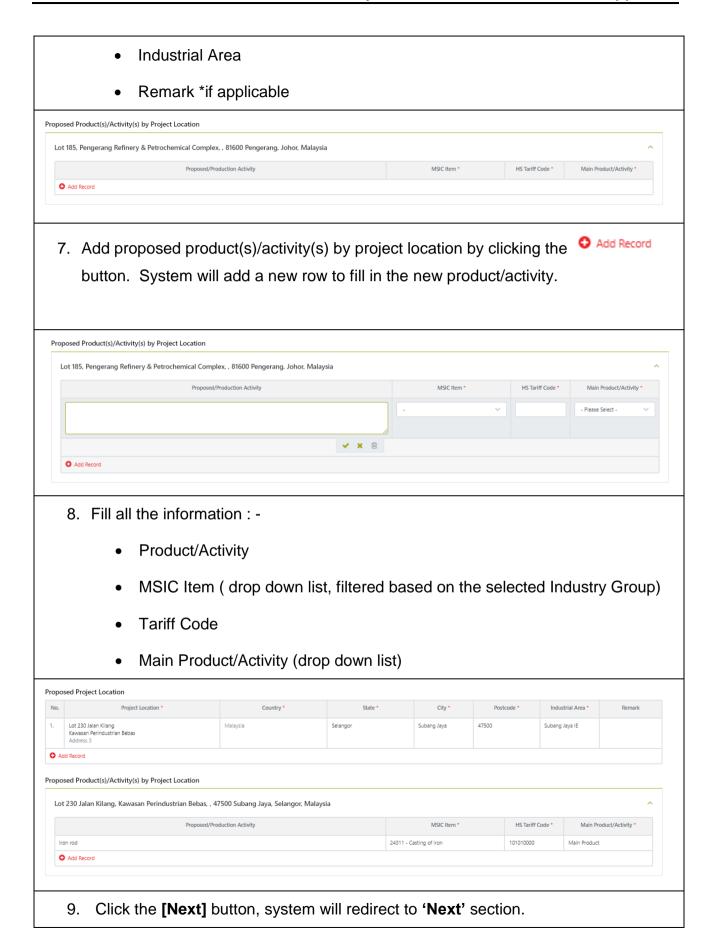
- 1. Fill in required details in:
 - a) Incentive Approved by Other Government Agencies (if applicable)
 - b) Grant Approved by Other Government Agencies (if applicable)
- 2. Click the [Next] button

The system will redirect to 'Next' section.

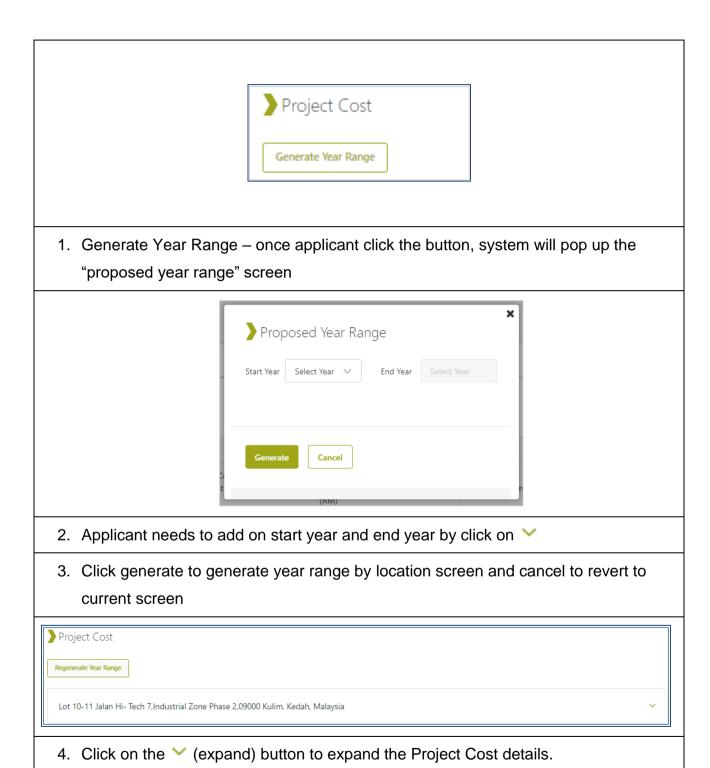
3.3 Application Information

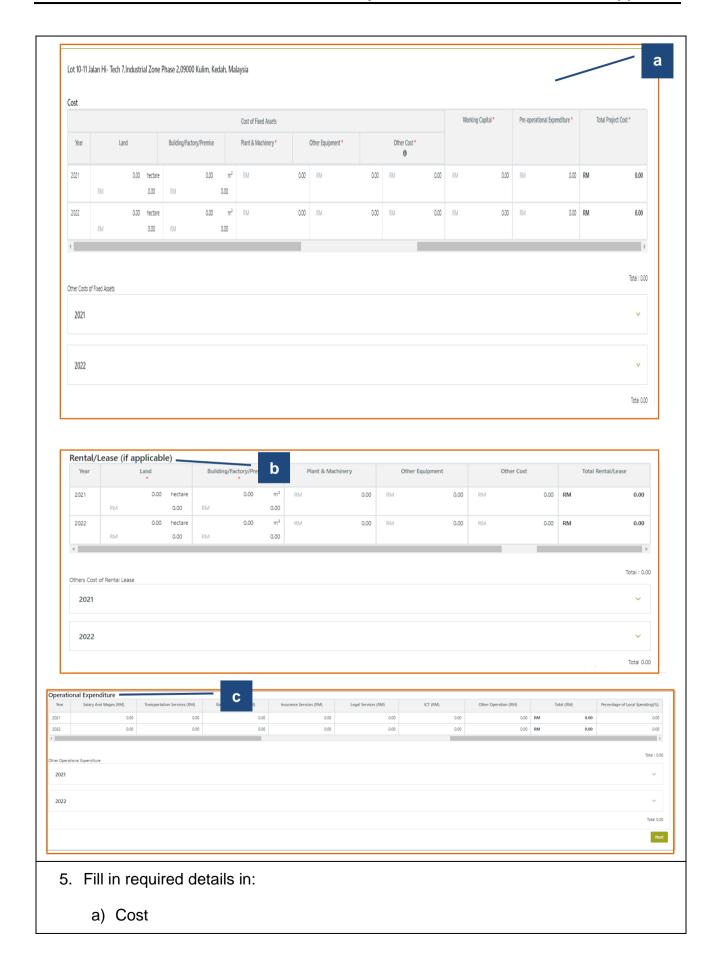






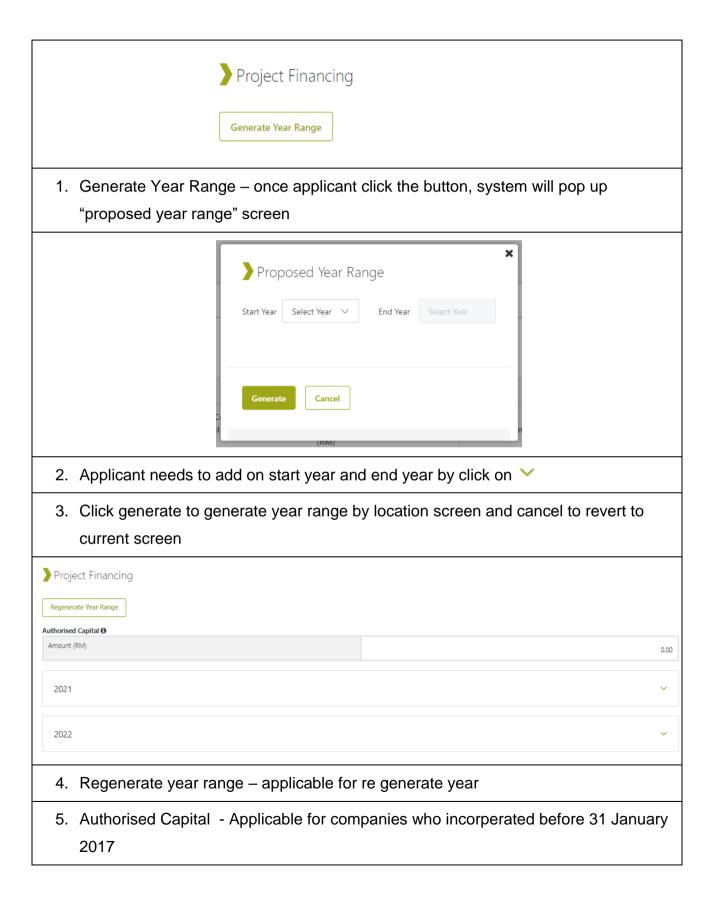
3.4 Project Cost

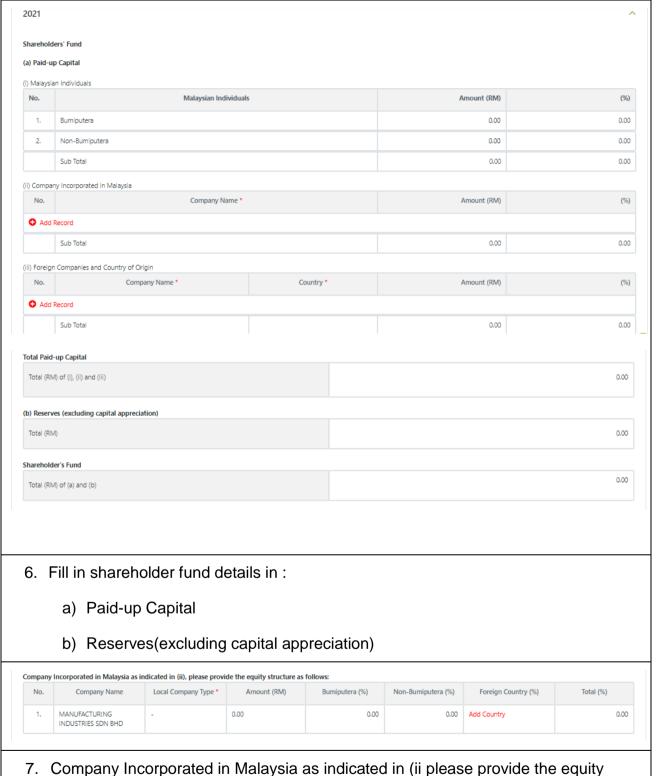




- b) Rental/Lease (if applicable)
- c) Operational Expenditure
- 6. Click the [Next] button
- 7. The system will redirect to 'Next' section.

3.5 Project Financing

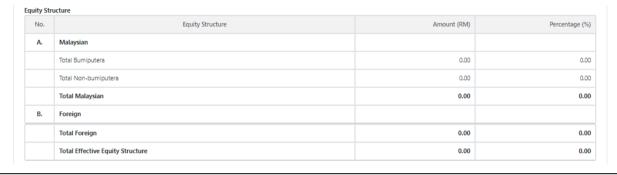




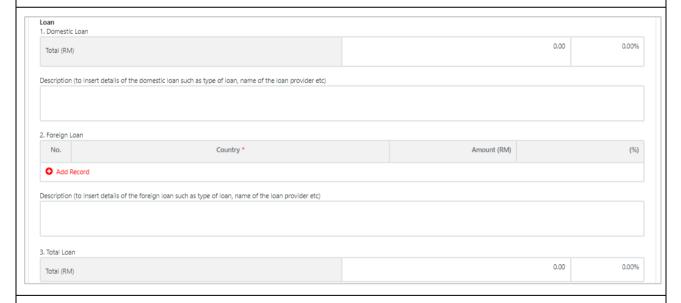
- structure as follows:
 - a) Required if "Company Incorporated in Malaysia"



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



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



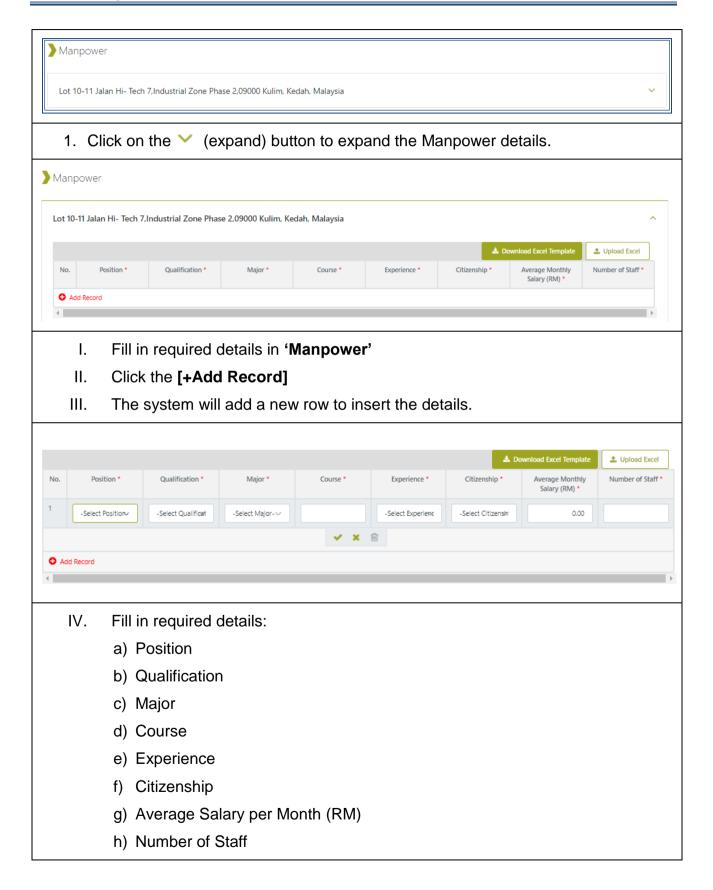
- 10. Fill in loan details in:
 - a) Domestic Loan
 - b) Foreign Loan
 - c) Total Loan will be auto calculate depends on input above



- 11. Fill in other source details in
- 12. Total Financing will be will be auto calculate depends on input above.
- 13. Click the [Next] button.

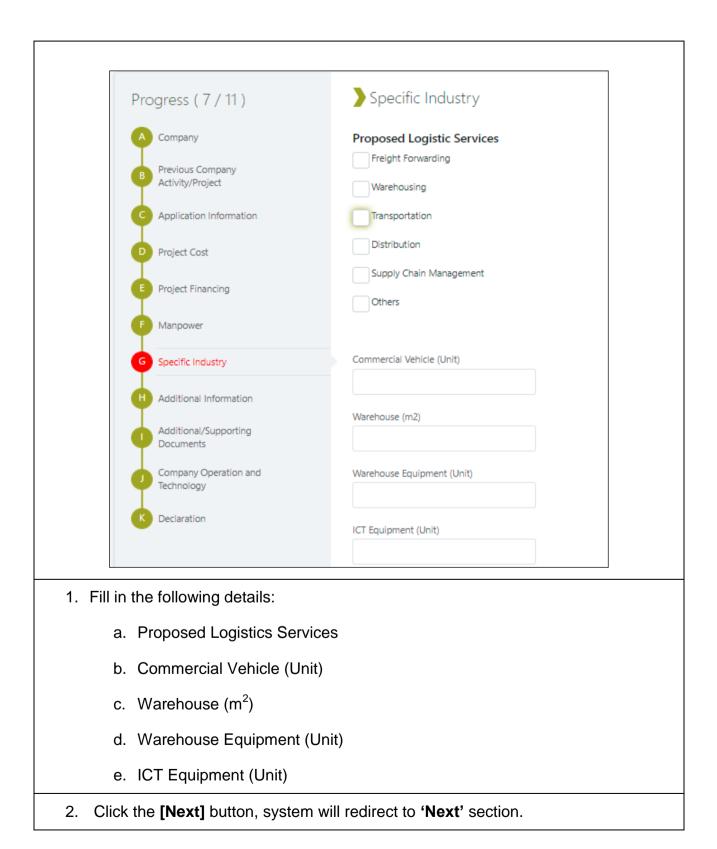
The system will redirect to 'Next' section.

3.6 Manpower

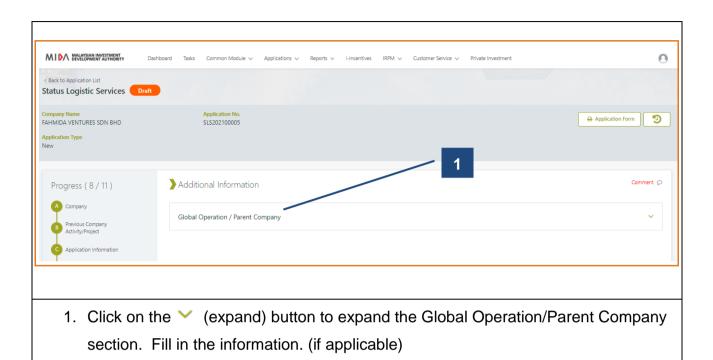


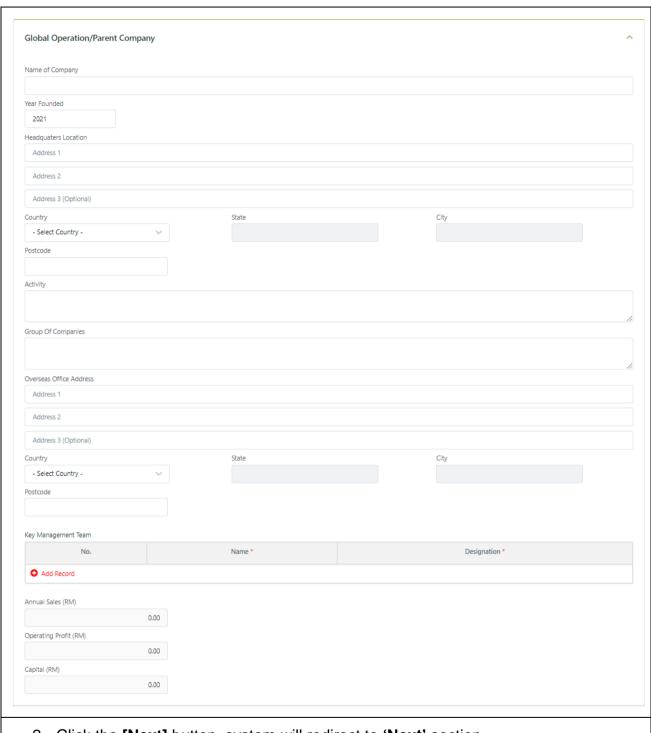
- V. Click button to save. The system will save and display the manpower details.
- VI. Click button to cancel. The system will clear the active row.
- VII. Click button to delete the selected record.
- Click the [Next] buttonThe system will redirect to 'Next' section.

3.7 Specific Industry



3.8 Additional Information



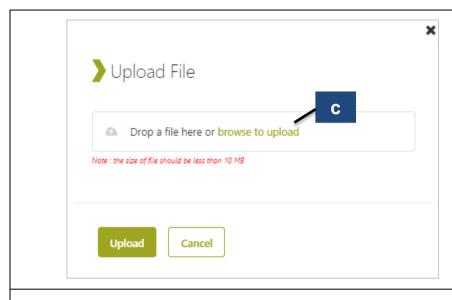


2. Click the **[Next]** button, system will redirect to 'Next' section.

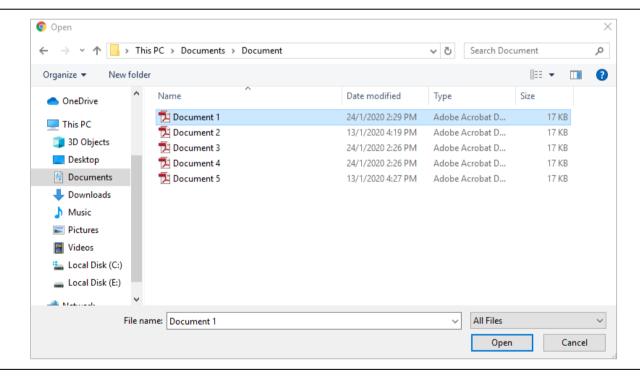
3.10 Company Operation and Technology



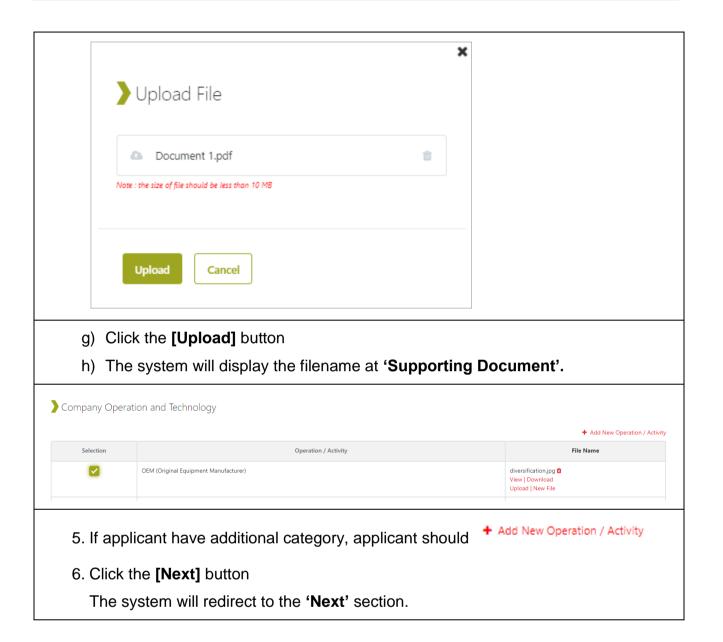
- a) Tick the Operation/Activity selection that user wish to upload document
- b) Click the [Upload File] link to upload document. The system will display pop-up message 'Upload File'



- c) Click the 'browse to upload'
- d) The system will open the windows file upload.



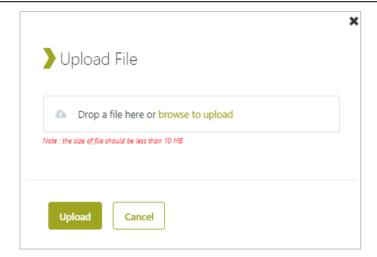
- e) Select a file and click [Open] button
- f) The system will display the filename and ready to be uploaded.



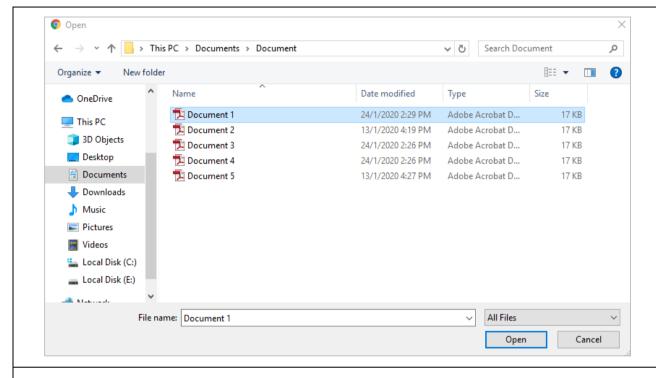
3.11 Supporting Documents



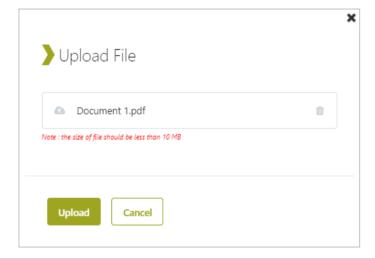
- 1. Upload mandatory document (denoted as '*' sign) by click [Upload File]
- 2. The system will display pop-up message 'Upload File'



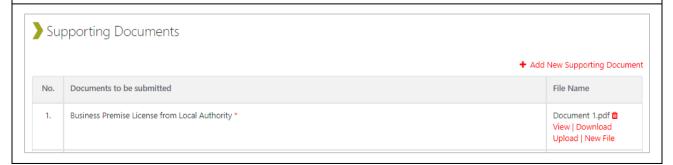
- 3. Click the 'browse to upload'
- 4. The system will open the windows file upload.



- 5. Select a file and click [Open] button
- 6. Then system will display the filename and ready to be uploaded.



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



9. Click the [Next] button

The system will redirect to the 'Next' section.

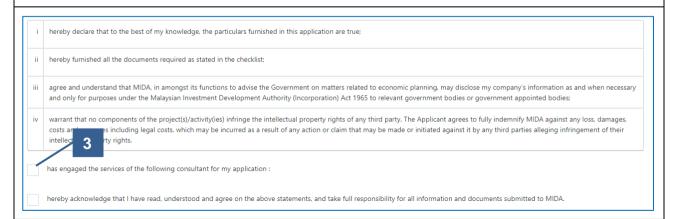
3.12 Declaration



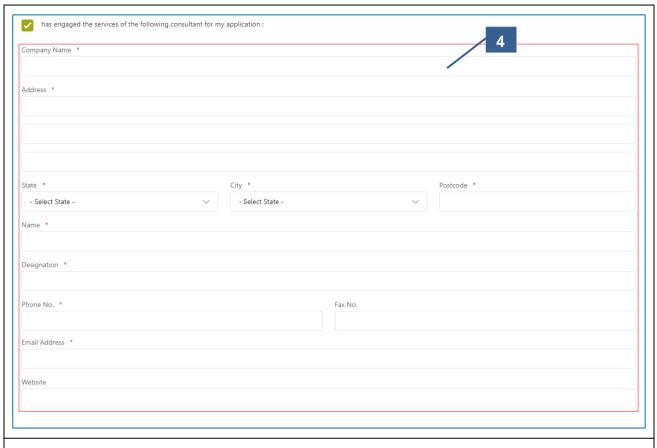
1. Click the dropdown 'Name'. Select an Authorised Person from the dropdown list.



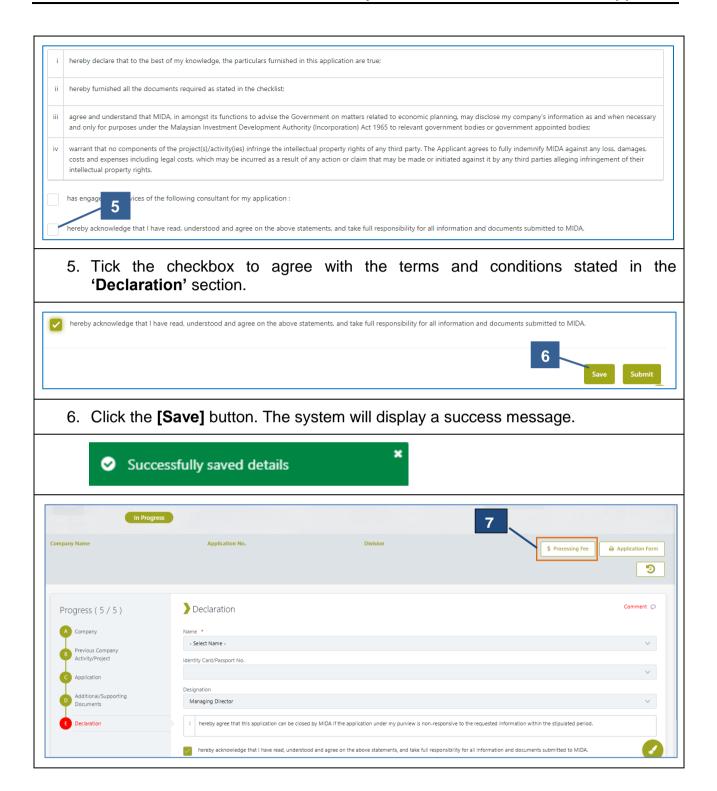
- 2. The system will auto-fill:
 - a) Identity No./Passport No.
 - b) Designation

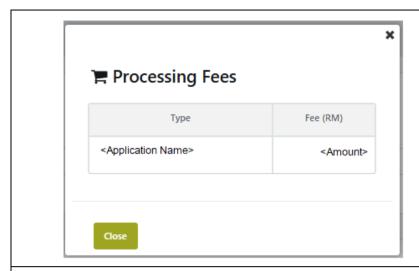


3. Tick the checkbox if engaging consultant services.



- 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

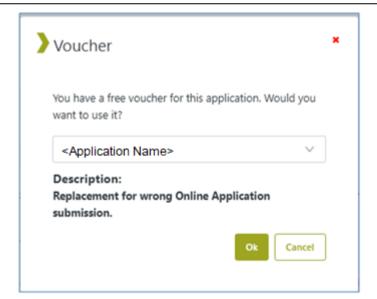




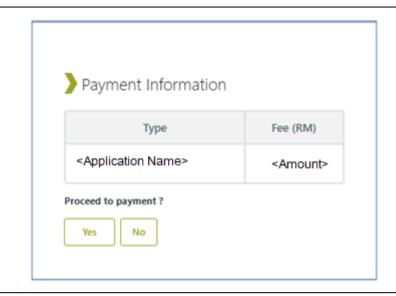
7. To check the application processing fee in the application header, click the [Processing Fee] button.



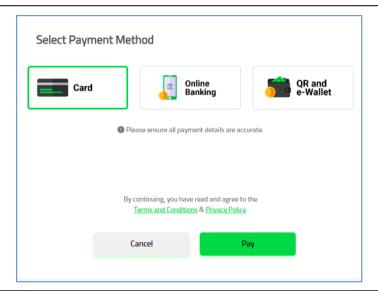
8. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company has a free voucher, allowing it to be applied.



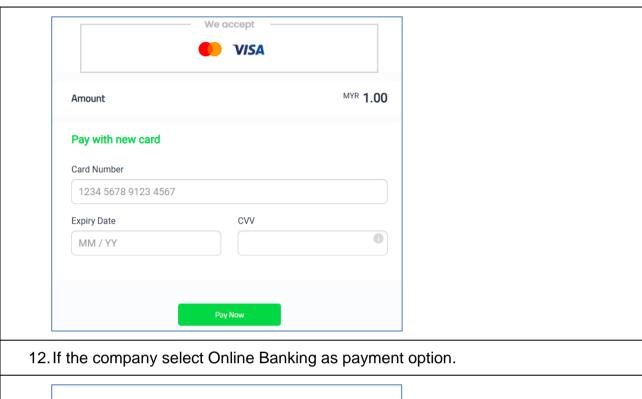
9. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company either does not have a free voucher or has chosen not to use it.

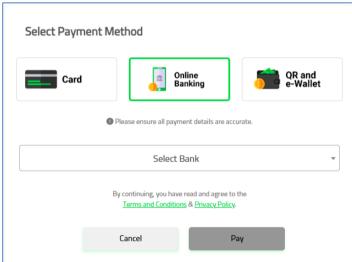


10. If the company clicks [Yes] to proceed with payment, the system will display the payment screen for the company to select payment option and click on [Pay] to make the payment.

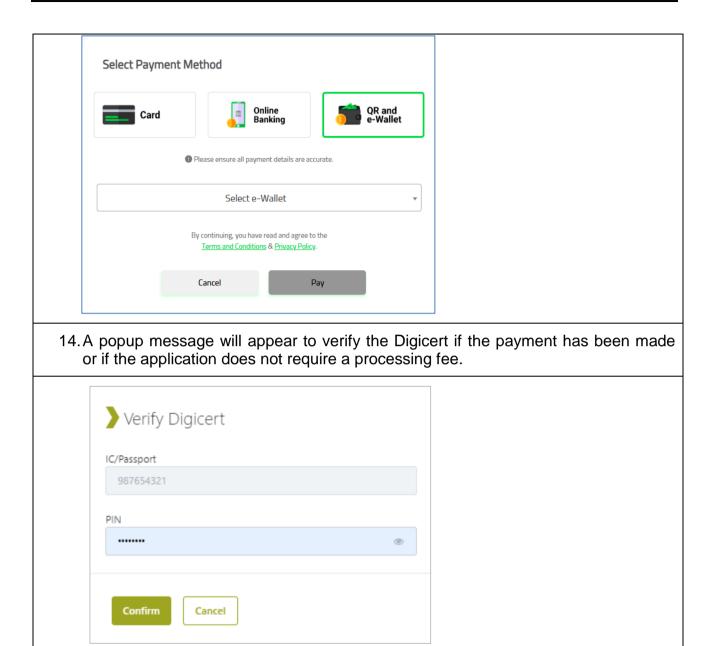


11. If the company select Card as payment option.





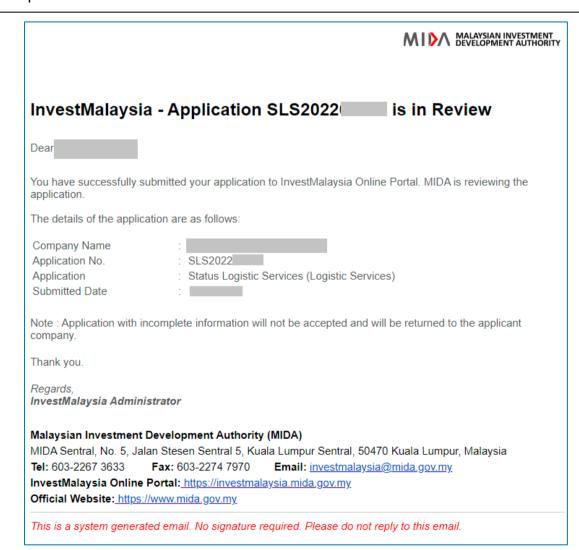
13. If the company select QR and e-Wallet as payment option.



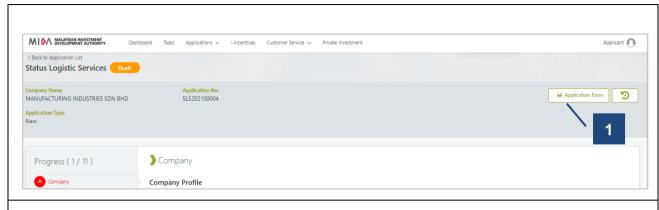
- 15. Click the [Cancel] button system will return to the 'Declaration' section.
- 16. Insert PIN and click the [Confirm] button
- 17. The system will display a success message.



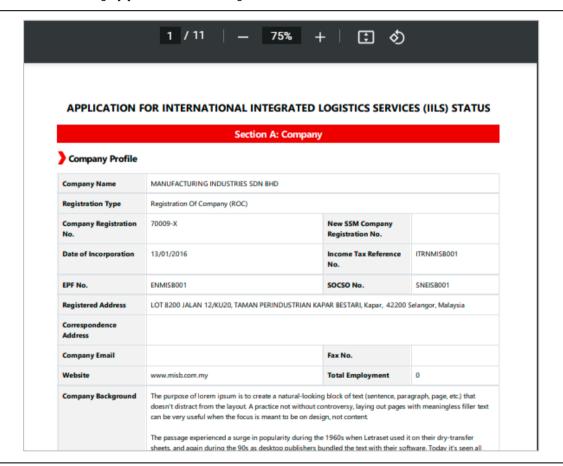
18. The system will show the above pop-up message as the submission is successful. Now the user may wait for the notification email from MIDA regards the further process.



3.13 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.

3.14 Application is Submitted to processing division

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia - Submitted Application SLS202100010

Dear

Application SLS202100010 has been submitted to Oil and Gas, Maritime and Logistics Services.

The details of the application are as follows:

Company Name: ELECTRICAL AND ELECTRONICS MALAYSIA SDN BHD Application No.: SLS202100010

Application : Status Logistic Services (Logistic Services)

Submission Date: 17/02/2021

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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3.15 Application is Returned by MIDA due to incomplete information



InvestMalaysia - Returned Application ML202100049

Dear midamalaysia 123,

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

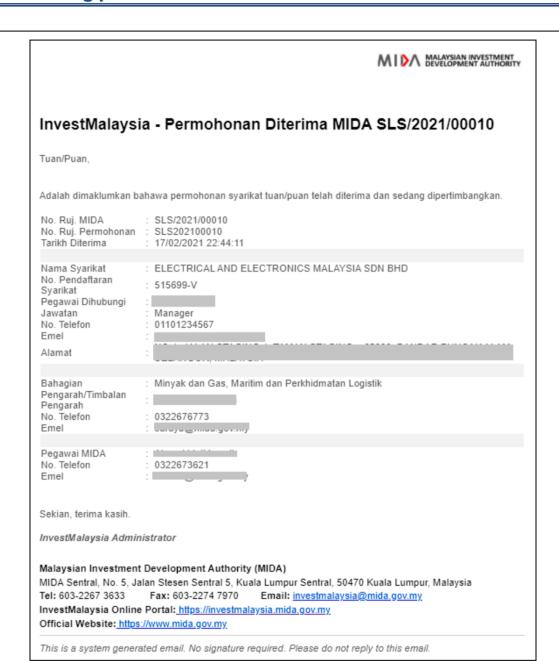
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3.16 Acknowledgement Email and Letter when application is received and being processed



3.17 Email Notification when application is successful



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: PDA/2021/00011

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

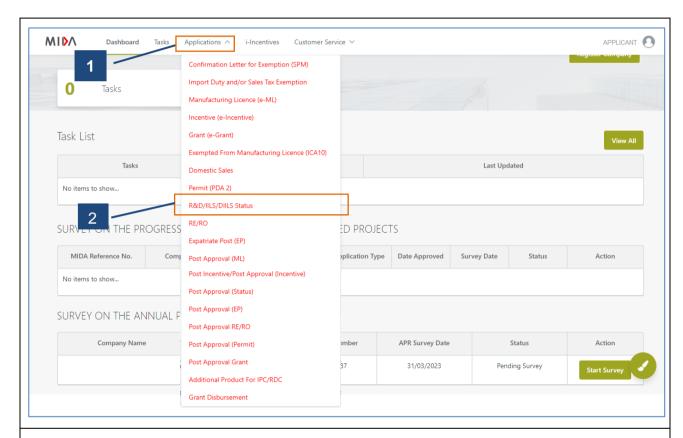
InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

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

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

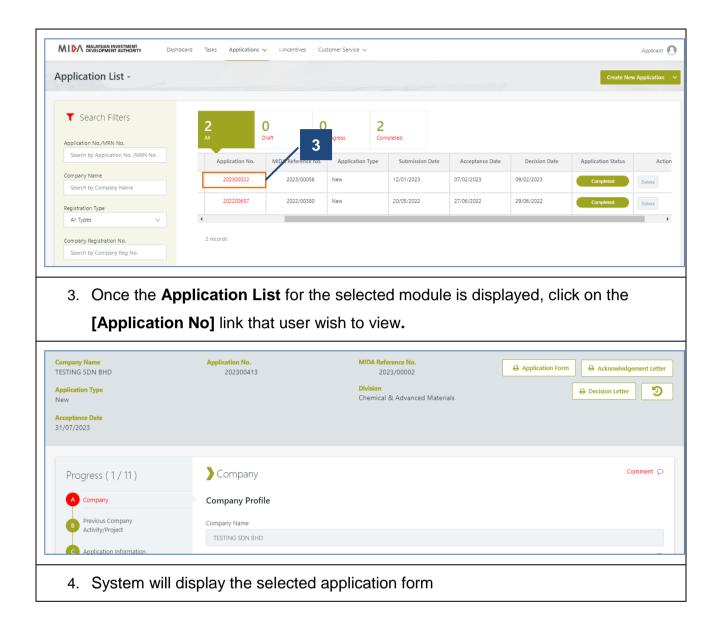
3.18 Download Decision Letter and Verify QR Code

3.18.1 View Successful Application



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

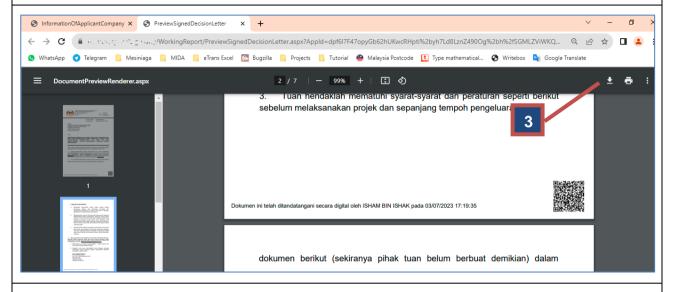
- 1. To view the application, click on the **[Applications]** menu. The system will display all online modules in the dropdown menu.
- 2. Click on the module link that user wish to open



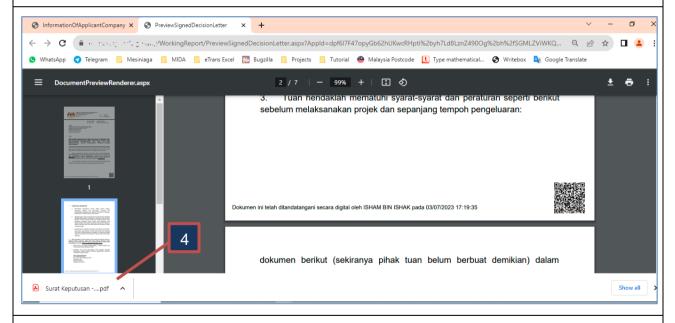
3.18.2 Download Decision Letter



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

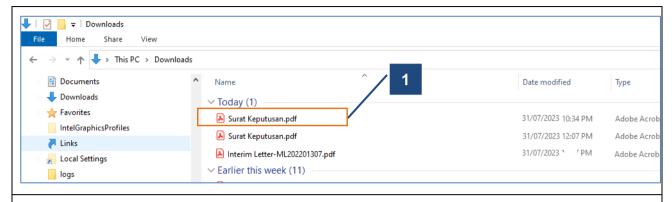


- 2. System will display the Decision Letter in a new browser tab.
- 3. Click on the [Download] icon to download the document to local folder.

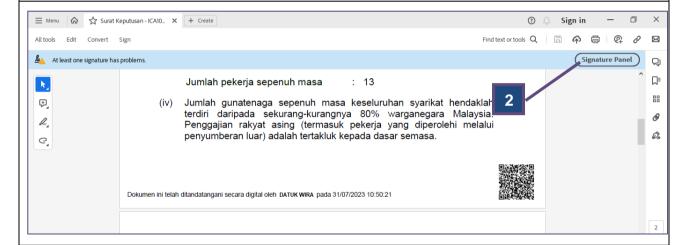


4. System will download the Decision Letter and save in PDF format.

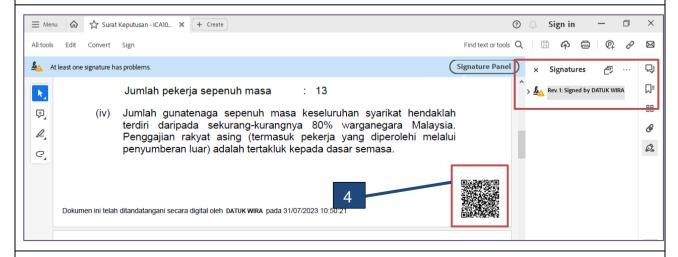
3.18.3 Verify QR Code



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



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



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

- 4. At the bottom of the first page, there is a QR Code that user can scan using a mobile application to validate the letter.
- 5. The QR Code embedded in the document **can only** be read by **eValidator** mobile application.
- 6. Please refer to the User Guide document "[Invest Malaysia] eValidator Mobile Application" (MIDA QR Code mobile application) on how to install the mobile application.

Appendix 1: System Flow Diagram

