

# **User Manual**

## **Sistem Pelesenan Industri Pelancongan**

**August 26, 2015**

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## 1) Introduction

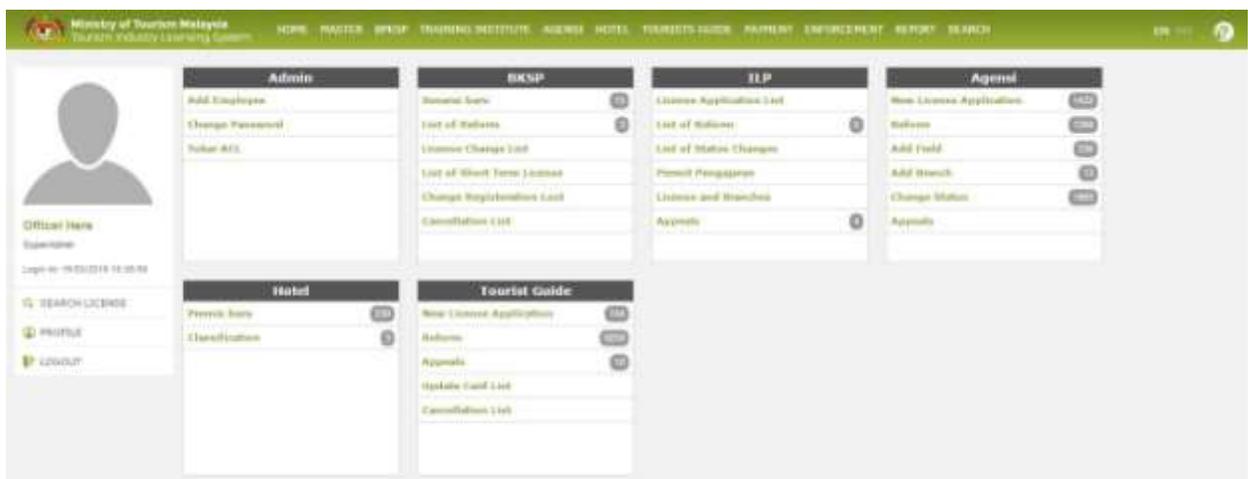
Tourism Licensing System (SPI) is a leading ICT system of the Ministry of Tourism and Culture developed in 9<sup>th</sup> Malaysian Plan. A medium that allows the licensing business tourism sectors conducted through the online portal. Purposeful increase the quality and efficiency of service delivery to customers streamline the process, to more rapidly and efficiently.

## 2) How to Sign In

Authenticate User will sign in to get access to the system.



- Authentic User name and Password will require for Signing In.
- Signing in User will Land to Home Page.



### 3) How to create an external User

There are two types of external users in this system.

- Company
- Individual

To create an external staff member (company) user need to perform following tasks.

- Click on new user to get started.



Following screen will appear for new user.



Provide required details to Register a new company account

- Company No : Company no should be unique
- Name: Company Name
- Address: Address of company
- Postcode: Area postcode
- State: State where user want to open company
- Daerah/Bandar: City/Region where user want to open company
- Telephone No: Contact no of user
- Email: Must be unique
- How to contact: How others can contact user being create
- No Telefon Bimbit: Number where other will contact
- Verification Code:

After providing details click on save to save company user in system.

- By clicking Save Button, company user will save.

**4) How to apply for license for TOBTAB**

To get a license under MOT-SPIP, user account is required, that user account could be internal or external.

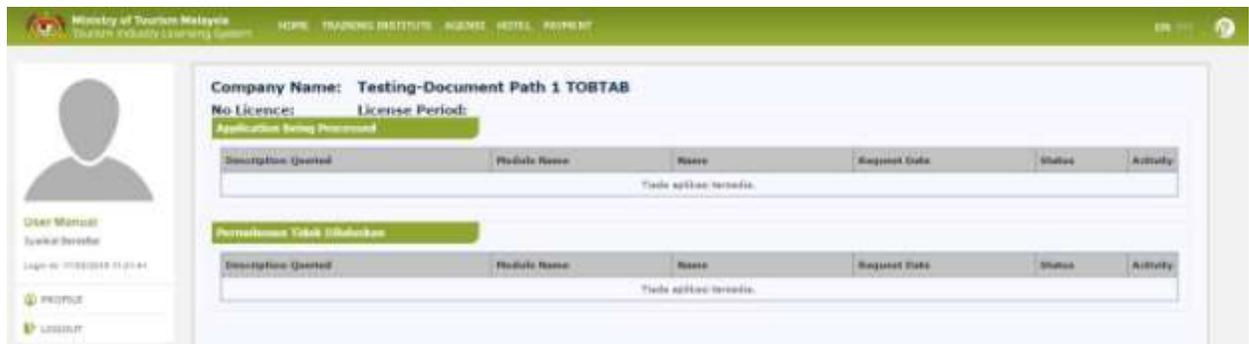
- How to get a license for internal or external user's company.

Here is the process to Apply for license for an external user's company.  
User need to login with authenticate user to apply license under MOT-SPIP.

- Sign in with authentic user



- Authentic User name and Password will require for Signing In.
- After Signing in User will Land to Dashboard.



- After Signing-in, User will land to Home page of System from where user will be able to use Those features of system which are allow/granted to him by system administrator.

### Note:

Fields with \* are mandatory and can't be empty.

By clicking,  user will able to see desired details in read only mode.

By clicking,  user will able to edit desired details.

By clicking,  user will able to delete desired details from system.

- **How to get a license for company?**

To get a license for company user will click on AGENSI.

- Following screen will open by clicking agensi from menu.



### How to apply for new license application?

- Click New License Application from menu on left.

- **Company information:**

Provide required details to apply a new license

- Jenis Permohonan : Type of company
  - I. Tobtab
  - II. MM2H

Each has own permissions/rights to perform operations.

- Fields: Fields are rights/permissions for company to perform that specific operation.
- Company Info: This data will auto fill from registration information of company.

**Property Office :**

- Location: Location of office
- Possession: Type of Property
  - I. Private: Own Property
  - II. Rent: Rental Property

- Area Office Area. In Square feet

### Company Secretary:

- Nama Syarikat: Name of Company Secretary
- Alamat: Address of Company Secretary
- Postcode: Postcode of Company Secretary
- Telephone No: Telephone no of Company Secretary
- Emel: Email Address of Company Secretary
- Fax No: Fax No of Company Secretary

### Registration Details:

- No Pendaftaran: Registration no
- Tarikh Diperbadankan: Date of incorporation
- Capital:
- Dibenarkan (RM): Allowed/Declared Capital
- Paid (RM): Paid Capital - Initially will 0

After Providing Company details user can proceed to next step by clicking save.

- By clicking Save Button, Company information will save and user will proceed to next step.
- By clicking Again Button, whole form will reset.

Following screen will appear by clicking save button.

### ➤ Shareholders:

A shareholder or stockholder is an individual or institution (including a corporation) that legally owns a share of stock in a public or private corporation.

The screenshot displays the MOT-SPIP web application interface. The top navigation bar includes 'HOME', 'TRAINING INSTITUTE', 'AGENCY', 'HOTEL', and 'PAYMENT'. The main content area is titled 'New License Application' and contains a form with the following fields:

- Company Name: User Manual
- SSP Number: Testing-000
- SPL License No:

Below the form, there are tabs for 'Company', 'Shareholders', 'Director', 'Staff', and 'Certificate'. The 'Shareholders' tab is active, showing a table with the following columns: 'No.', 'Shareholder Status', 'Name', 'No of NRIC/Passport/Company Registration', 'Value Stock (RM)', 'Percentage Share (%)', and 'Activity'. Below the table, there is a section titled 'The breakdown of the issued share capital of the Company' with a table for 'Shareholder Status' and 'Percentage Share (%)'.

Shareholder Status	Value (RM)	Percentage Share (%)
Director/Shareholder	0.00	0.00
New Shareholders	0.00	0.00
Foreign nationals (ASEAN)	0.00	0.00
Foreign Nationals (Non-ASEAN)	0.00	0.00
Local Companies	0.00	0.00
Foreign Companies	0.00	0.00
Total	0.00	0.00

A 'Save' button is located at the bottom right of the form.

- Click on Add button to add a new shareholder. Following screen will open to a new shareholder.

- Status Pegangan Saham: Type of Share holder
  - I. Bumiputera: Local Residence of Malaysia
  - II. Non Bumiputera: Non-Local Residence of Malaysia
  - III. Foreign nationals (ASEAN ): Asian forigner
  - IV. Foreign Nationals (Non-ASEAN ): Non-Asian forigner
  - V. Local Company: Local Malaysian Company
  - VI. Foreign Companies: Forigner Company
- Nama: Name of Shareholder
- No KP/Passport: KP/Passport number of Shareholder
- Alamat: Address of Shareholder
- Telefon: Telephone No of Shareholder
- Umur: Age of Shareholder
- Jantina: Gender of Shareholder
- Negara: Country of Shareholder
- Nilai Saham (RM): Value Stocks

**Evidence Document Experience:**

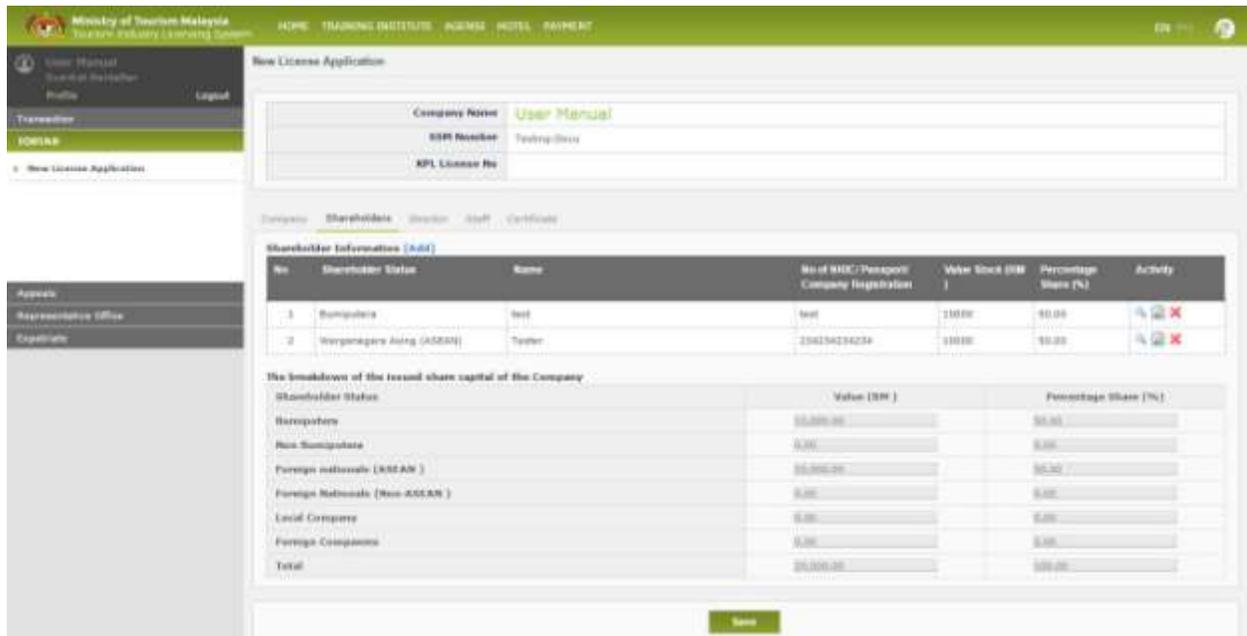
Add experience if available.

After providing required details:

- Click Send, to submit these details.
- Click Again to reset form.

Similarly applicant can add shareholders unless it reaches the authorised Capital.

Following screen will appear:



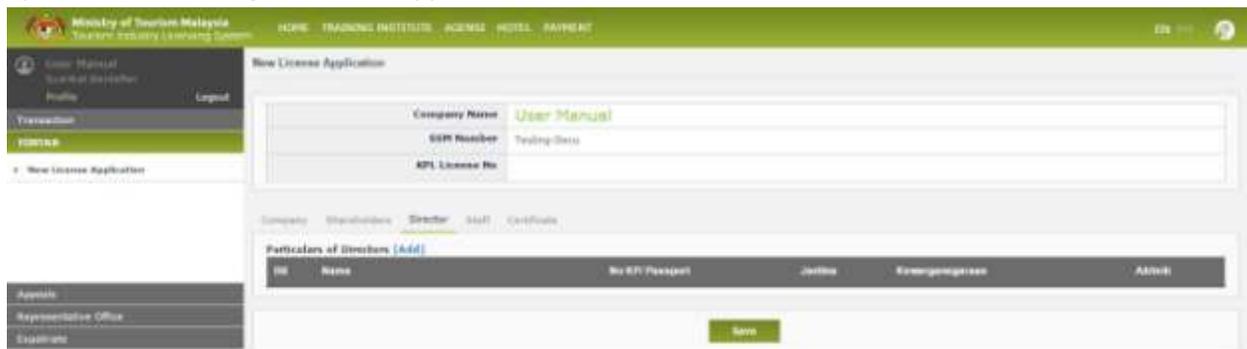
- Shareholder will add to the list of shareholders
- User can add until stock amount reached 100%.

List of shareholders will visible here.

- Details of Capital:

To save, shareholders details user will perform following action.

- By clicking save button, User will proceed to next step and details of shareholders will save in System and following screen will appear.



➤ **Director:**

A director is a person from a group of managers who leads or supervises a particular area of a company, program, or project.

- Click Add button, To add a new Director. Following screen will appear.

The screenshot shows the 'Director's Details' form. At the top, there is a text box with the instruction 'Enter the information in the space below - \* Required'. Below this, the 'Director's Details' section is visible. The 'Shareholders\*' field has a radio button for 'Yes' which is selected, and a radio button for 'No'. There are also checkboxes for 'Send' and 'Folder'. At the bottom of the form, there are 'Send' and 'Again' buttons.

- Shareholder: This is a conditional Statement so:
- Yes: If want to add a share holder as director.

New form will open if Selcted No.

- No: To add new other directors click on No.

Following screen will appear if user has selected No

The screenshot shows the 'Director's Details' form with the 'No' radio button selected. The form contains several input fields: 'Name\*', 'IC / Passport\*', 'Address\*', 'Telephone\*', 'Birth Date\*', 'Age\*', 'Gender\*' (with 'Male' selected), 'Local\*' (with 'Afghanistan' selected), and 'Qualification\*'. Below these fields is a table for 'Evidence Document Experience [Add] [Print]'. The table has columns for 'No', 'Position / Designation', 'Company', 'Starting Period', 'Ending Period', and 'Supporting Documents'. The first row shows '1', 'Financial Policying', a company name, and dates. At the bottom, there are 'Send' and 'Again' buttons.

- Name: Director's name
- IC/Passport: Director's passport no
- Address: Address of Director
- Telefon: Telephone no of Director
- Birth Date: Birth Date of Director
- Age: Age of director will auto calculate on basis of birth date
- Gander: Image of Director
- Local: Country of Stay

**Evidence Document Experience:**

Add experience if available.

After providing required details:

- Click Send, to submit these details.

- Click Again to reset form.
- Following screen will appear:

ID	Name	No. KP/Passport	Jabatan	Kewarganegaraan	Admin
1	Test	234234234234	Latih	Cyberjaya	
2	Test	9999991222	Latih	Shahar	

Applicant can't add more directors here. As 2 are minimum required for application submission.

- By clicking save button, User will proceed to next step and directors will save in system.
- **Staff:**

To add a new staff member click on Add.

ID	Name	No. KP/Passport	Jabatan	Kewarganegaraan	Admin
----	------	-----------------	---------	-----------------	-------

Click Add button to add a new staff member.

No	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1	Remanda Pelbagai				Choose File No file chosen

- Jawatan : Type of staff member
- Tourist Guide: Search by TG No.

Following screen will appear to add a new staff member by TG no. (TG number must be valid)

The screenshot shows the 'Staff Details' form with the following pre-filled information:

- Staff Details:**
  - Jawatan:  Tourist Guide  Other
  - No. TG: 112222
  - Name: User Manual here
  - No. ID/Passport: Docment02
  - Alamat: This is listing of document path
  - Jenis: 29
  - Jantina: Laki-laki
  - Warganegara: Warganegara
  - Kelahiran: [Empty]
- Tourist Guide:**
  - Working Language: [Empty]
  - Date of Training: 08-03-2018 to 03-03-2018
  - Value of Training: [Empty]
  - License Period: 18-03-2018 to 18-03-2018
- Evidence Document Experience:**

No	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1	Perantara Pelancong	[Empty]	[Empty]	[Empty]	Choose File No file chosen

This information is auto-filled from system.

Add experience if available.

After providing required details:

- Click Send, to submit these details.
- Click Again to reset experience form.

User will not be able to change any detail of TG from here.

- Other: To add new other staff member click on other.

Following screen will appear to add other staff member.

The screenshot shows the 'Staff Details' form with the following details:

- Staff Details:**
  - Jawatan:  Tourist Guide  Other
  - Name Jawatan: Perantara Pelancong Sdn Bhd
  - Name: [Empty]
  - No. ID/Passport: [Empty]
  - Alamat: [Empty]
  - Jenis: [Empty]
  - Jantina:  Male  Female
  - Warganegara: [Empty]
  - Kelahiran: [Empty]
- Evidence Document Experience:**

No	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1	Perantara Pelancong	[Empty]	[Empty]	[Empty]	Choose File No file chosen

A dropdown menu is open for 'Jawatan', showing options: 'Perantara Pelancong Sdn Bhd', 'Perantara Pelancong Sdn Bhd', and 'Lain-Lain'. A green arrow points to the 'Other' radio button.

Provide details for new staff member being add to system.

- Jawatan: Other Selected.
- Name Jawatan:
  - I. Rest

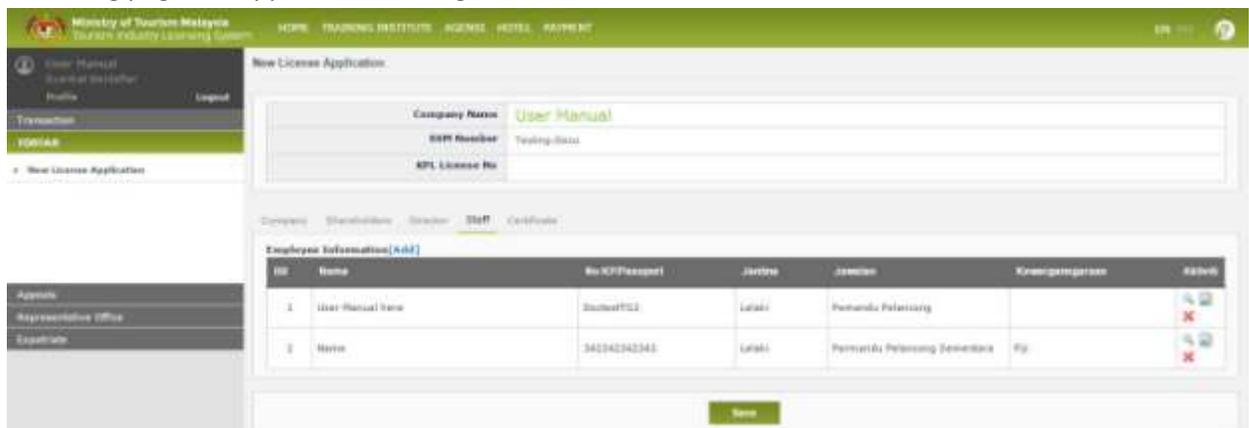
II. While travelers Permandu.

- No KP/Passport: Passport number of staff member
- Alamat: Address of Staff member.
- Umur: Age of Staff Member
- Jantina: Gender of Staff Member
- Warganegara: Country of Staff member
- Kelayakan: Worthiness of staff member
- Experience: if any

After providing all the information click on send to submit information.

- By clicking Send Button, information of staff member will submit.
- By clicking Again Button, fields will become empty.

Following page will appear after saving record of staff member.



Click Save to proceed and to see following screen.

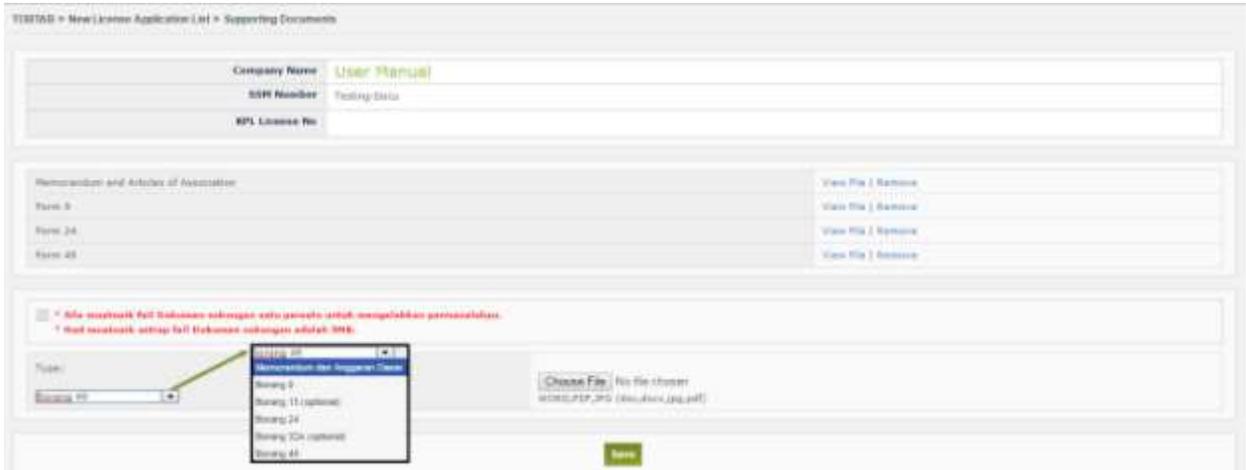
### ➤ Certificate:



### Supporting Document:

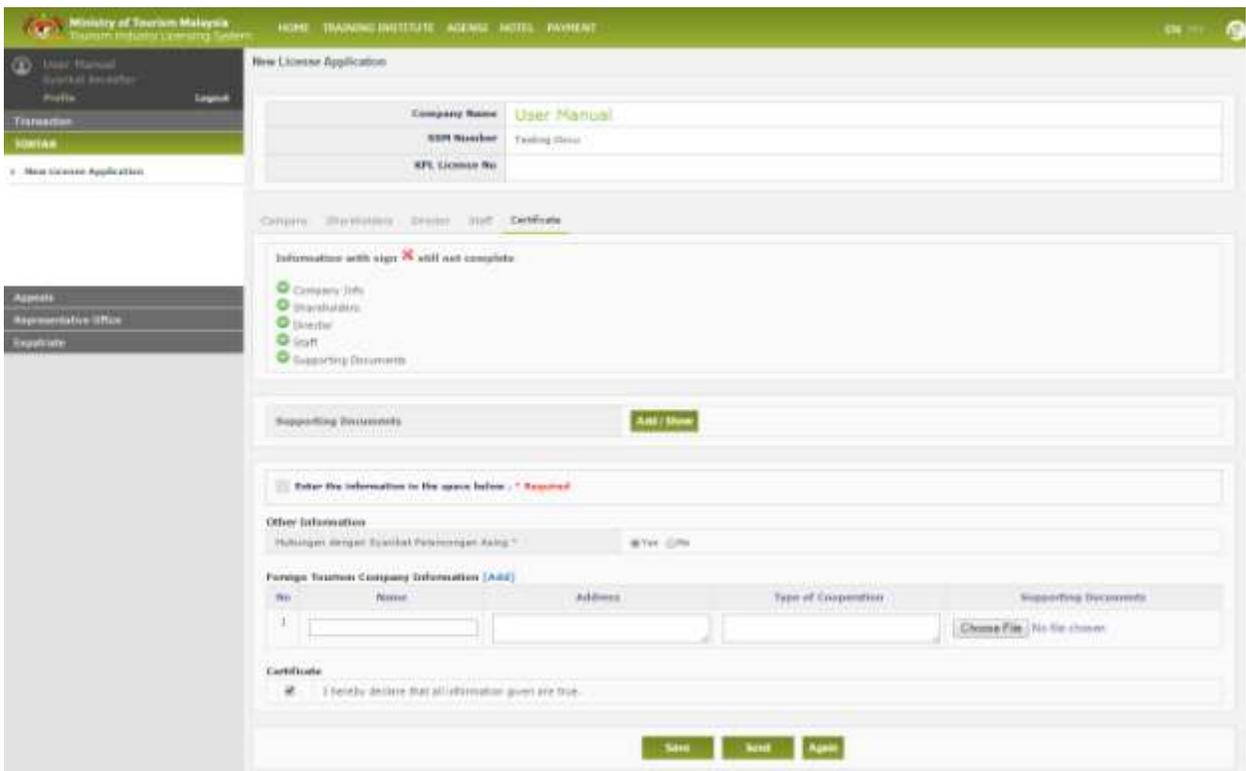
Supporting Documents are missing for the application.

Click Add/Show to see following screen.



Provide all required documents here.

Once all documents are provided following screen will appear after closing this window.



**Other Information:** Relations with Foreign Tourism Company

- Yes: If there is link with foreign company then user will provide following information.
- No. If there is no link with foreign company.

**Foreign Tourism Company Information:**

Provide Following details for company.



- Certificate: Make sure has been selected before performing next action.
- By clicking Save Button, Application will save as draft and will not submit to MOT-SPIP.
- By clicking Send Button, Application will submit to MOT-SPIP.
- By clicking Again Button, fields will become empty.

After submission /send user will redirect to application transaction page.

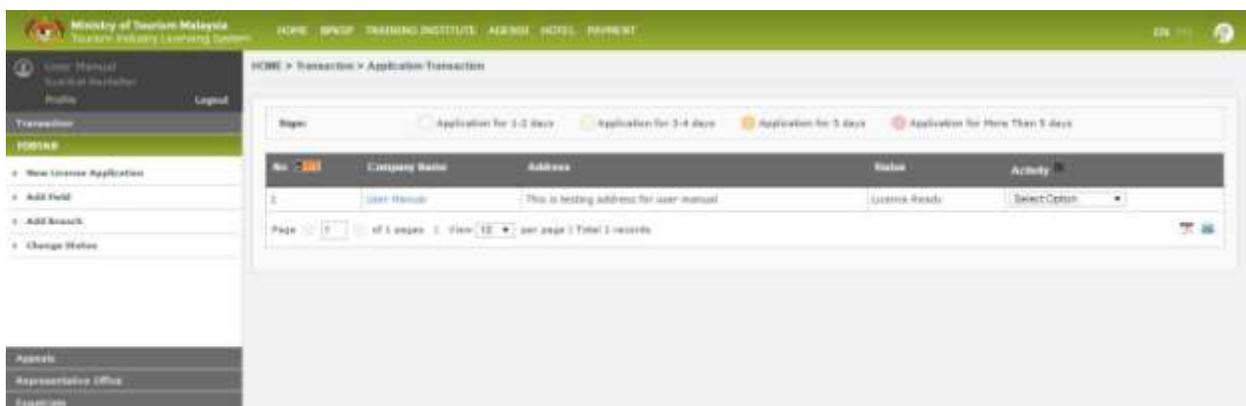


This is how an external user/internal user will apply for a tourism company license. Once application has been submitted status of application will change to awaiting payment.

User who submitted application will go for manual or online payment for Application processing.

## 5) How to add a new field for TOBTAB

To Add a new field external user (syarikat bardaftar) account, and approved license for tobtabs is allowed.



- **How to apply for new field?**  
Click on Add Field to see following:

- Field: User will check field which user wants to add.

**Income & Handling Client:**

- Total income (revenue) year before (RM): Revenue Amount
- Total expenditure before RM: Expenses amount
- Total net income before RM: Difference of Revenue & Expenses

**Supporting Document:**

Click on Save button, **Add / Show** Button will appear by clicking Save button as per below:

Click **Add / Show** to see the following screen:

HOME > TOBTAB > Application to Add field > New Application

Company Name	User Manual
SSN Number	Testing Data
KPL License No	KPL/UM799

Personal Statement  
Terms Package Structure

File Upload: [View File | Remove](#)  
[View File | Remove](#)

**\* Sila masukkan fail Dokumen sahaja sahaja satu per satu untuk mengilakkan permasalahan.  
\* Had maksimum setiap fail Dokumen sahaja adalah 3MB.**

Form: [Pilih Pakej/struktur Branch](#) [Pilih Pakej/struktur Branch](#)

[Choose File](#) (No file chosen)  
WORD/PDF, PNG, JPG, GIF, PDF

[Save](#)

Once supporting documents provided, following screen will appear.

Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME | SINGP | TRAINING INSTITUTE | AGENT | HOTEL | PAYMENT

HOME > TOBTAB > Application to Add field > New Application

Company Name	User Manual
SSN Number	Testing Data
KPL License No	KPL/UM799

**Add Field**

Enter the information in the space below. \* **Required**

Information with sign **X** still not complete

Supporting Documents

Field \*

Income & Handling Client

Total income (oversea) users before GST *	00,000.00
Total expenditure before GST *	00,000.00
Total net income before GST	0,000.00

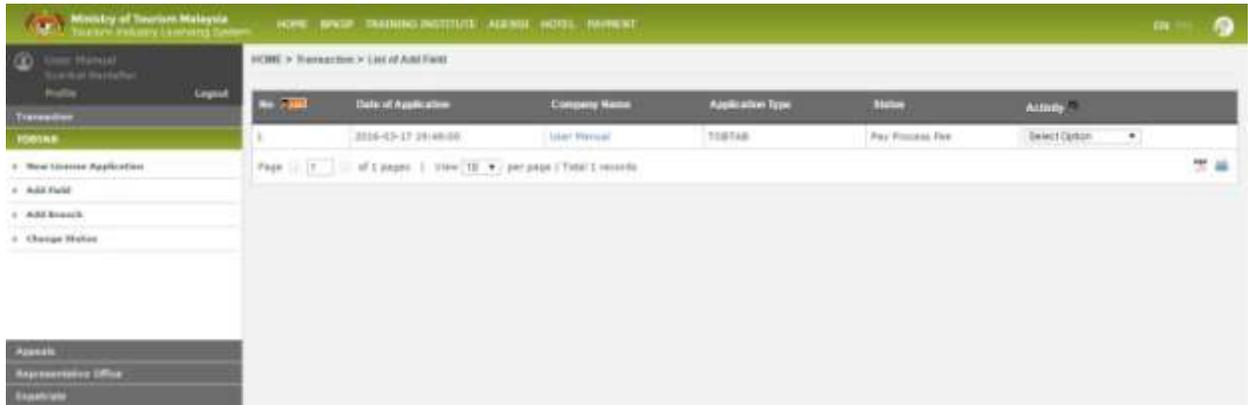
Supporting Documents [Add / Show](#)

[Save](#) [Send](#) [Again](#)

User will automatically redirect to this page after clicking send button.

- Click Save button, Application will save as draft.
- Click Send button, Application will submit to MOTAC.
- Click again to reset the form.

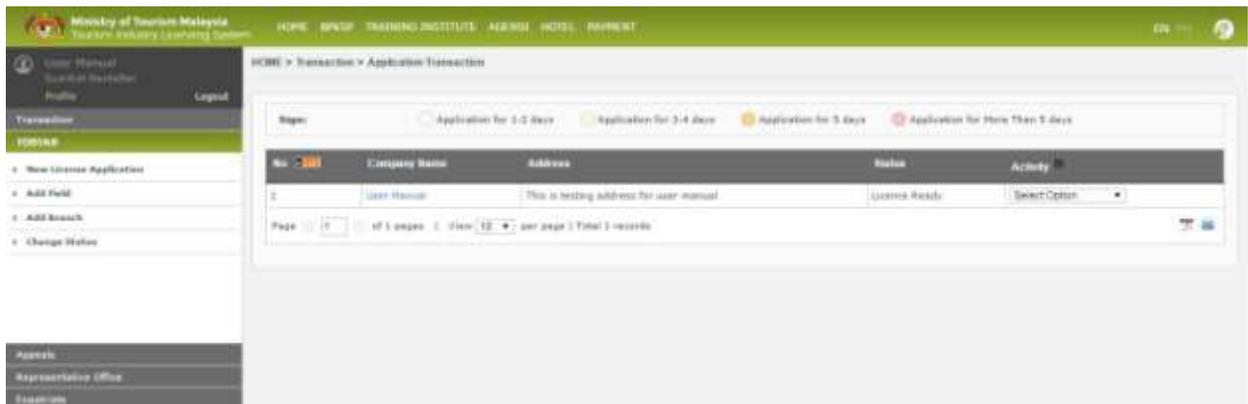
Following screen will appear by clicking Send button:



Application has been submitted to MOTAC. Applicant will pay processing fee online or manually by visiting MOTAC office.

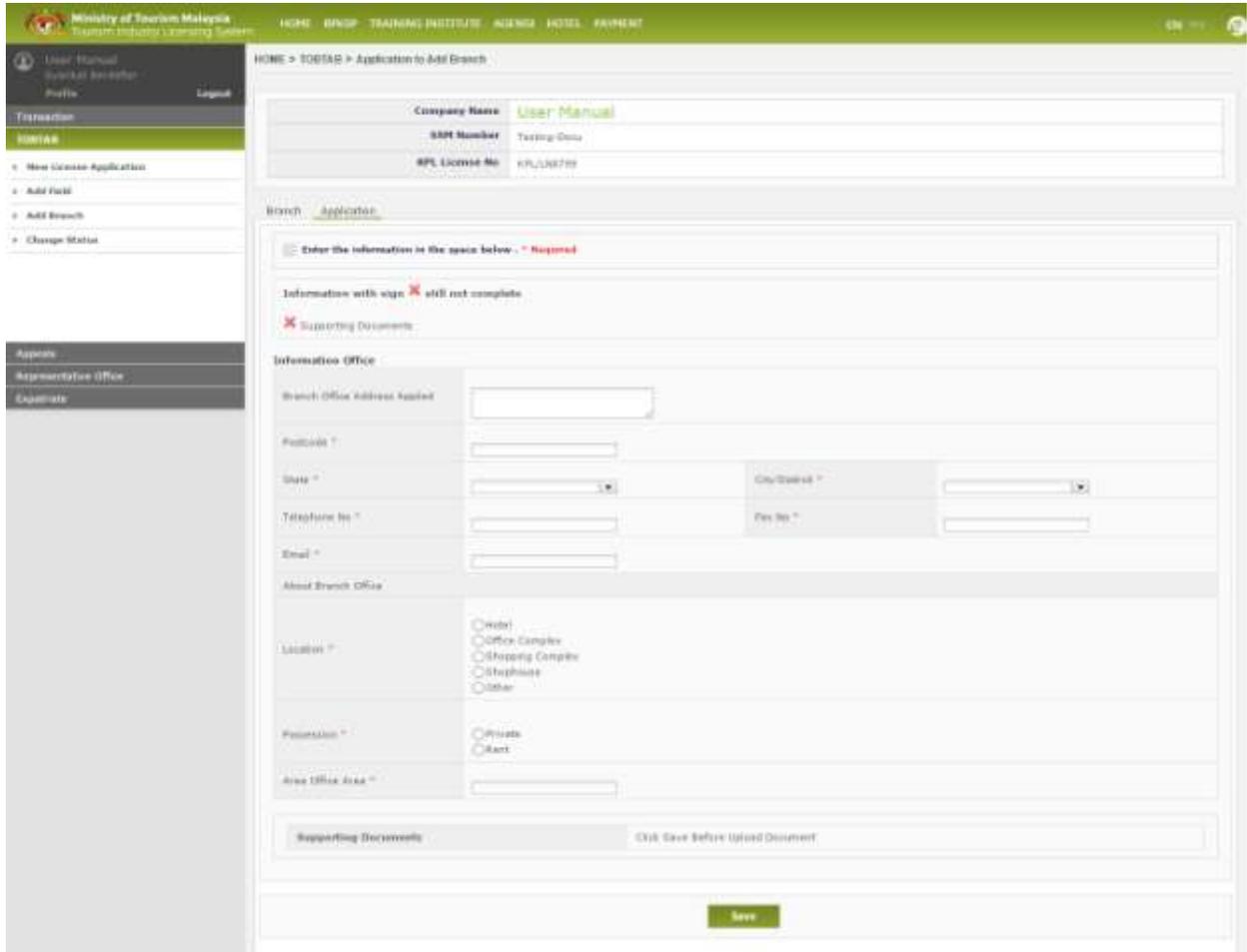
## 6) How to add a new Branch for TOBTAB

To Add a new branch external user (syarikat bardaftar) account, and approved license for tobtabs is allowed.



- **How to apply for new field?**

Click on Add Branch to see Following:



**Information Office:**

- Branch Office Address Applied: Address of Branch
- Postcode: Postcode of Area of Branch
- State: State of Branch where user want to open branch
- City/District: City/District of Branch where user want to open branch
- Telephone no: Telephone no of Branch
- Fax No: Fax no of Branch
- Email: Email Address for Branch

**About Branch Office :**

- Location: Location of office
- Possession: Type of Property
  - I. Private: Own Property
  - II. Rent: Rental Property

**Supporting Document:**

Click on Save button, **Add / Show** Button will appear by clicking Save button as per below:

The screenshot shows the 'Application to Add Branch' form. The header includes the Ministry of Education Malaysia logo and navigation links. The left sidebar contains user profile and navigation options. The main content area displays the following information:

- Company Name:** User Manual
- SPT Number:** Testing Data
- SPL License No:** KPL/LA0700

Below this is a red warning message: "Enter the information in the space below. \* Required". A status message indicates "Information with sign X still not complete" and "Supporting Documents".

The **Information Office** section includes:

- Branch Office Address Applied:** Testing User Manual Branch
- Postcode:** 20250
- State:** Kedah
- City/Town:** Kota Setar
- Telephone No.:** 045425400
- Fax No.:** 045425400
- Email:** TESTING@TESTER.com

The **About Branch Office** section includes:

- Location:**  Retail,  Office Complex,  Shopping Complex,  Showrooms,  Other
- Processor:**  Private,  Rent
- Area Office Area:** 2000

At the bottom, there is a **Supporting Documents** section with an **Add / Show** button and a **Save** button.

Click **Add / Show** to see the following screen:

The screenshot shows the 'Supporting Documents' section of the application. It displays the same company information as the previous screen:

- Company Name:** User Manual
- SPT Number:** Testing Data
- SPL License No:** KPL/LA0700

Below this is a red warning message: "Sila pastikan fail dokumen sahaja satu per satu untuk mengelakkan pemampatan." and "Mata-mata untuk setiap fail dokumen sahaja adalah 3MB".

The **Type:** dropdown menu is set to "Pernyataan Pernyataan". There is a **Choose File** button with a file size limit of "No file chosen" and supported file types: "WORD, PDF, PPT, DOC, DOCX, XLS, XLSX". A **Save** button is located at the bottom.

Once supporting documents provided, following screen will appear.

The screenshot shows the 'Add Branch' form in the MOTAC system. The form is titled 'Application to Add Branch' and includes the following fields and sections:

- Company Name:** User Manual
- SIP Number:** Testing Data
- SPL License No.:** KPL/LM070
- Information Office:**
  - Branch Office Address Applied: Testing User Manual Branch
  - Postcode: 43204
  - State: FJDRH
  - City/District: POTA, SETIA
  - Telephone No.: 034343434
  - Fax No.: 034343434
  - Email: TESTING@TESTER.com
- About Branch Office:**
  - Location:  Retail,  Office Complex,  Shopping Complex,  Shophouse,  Other
  - Possession:  Private,  Rent
  - Area Office Area: 4320
  - Financial Statement: File Name: Testing\_Broch\_ID18217-2014H\_3-2-2014\_3-40-94\_PP104
- Supporting Documents:** Add: Show
- Buttons:** Save, Send

User will automatically redirect to this page after clicking send button.

Once user has provide all details, can perform following actions.

- Click Save Button to keep application as draft.
- Click Send Button, to submit application to MOTAC.

The screenshot shows the 'List of Add Branch' table in the MOTAC system. The table has the following columns: No., No License, Company Name, Date of Application, Address, Status, and Activity. The table contains one row of data:

No.	No License	Company Name	Date of Application	Address	Status	Activity
1	Testing Data	User Manual	2014-03-27 20:08:05	Testing User Manual Branch	PAY Process Fee	Select Option

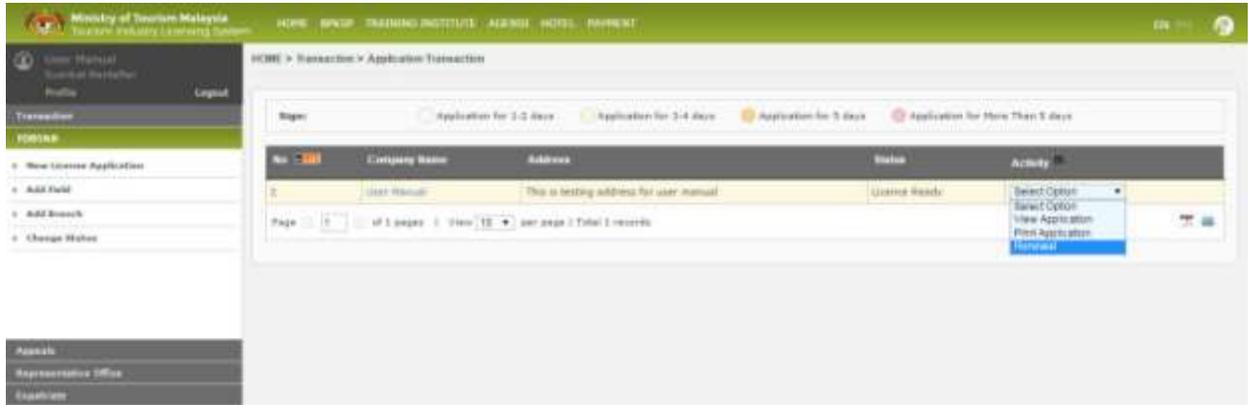
Page 1 of 1 pages | View 10 per page | Total 1 records

Applicant will go to MOTAC for online or manual payment for processing of application to start processing. So can start operations in Branch.

## 7) How to Apply Renewal for TOBTAB

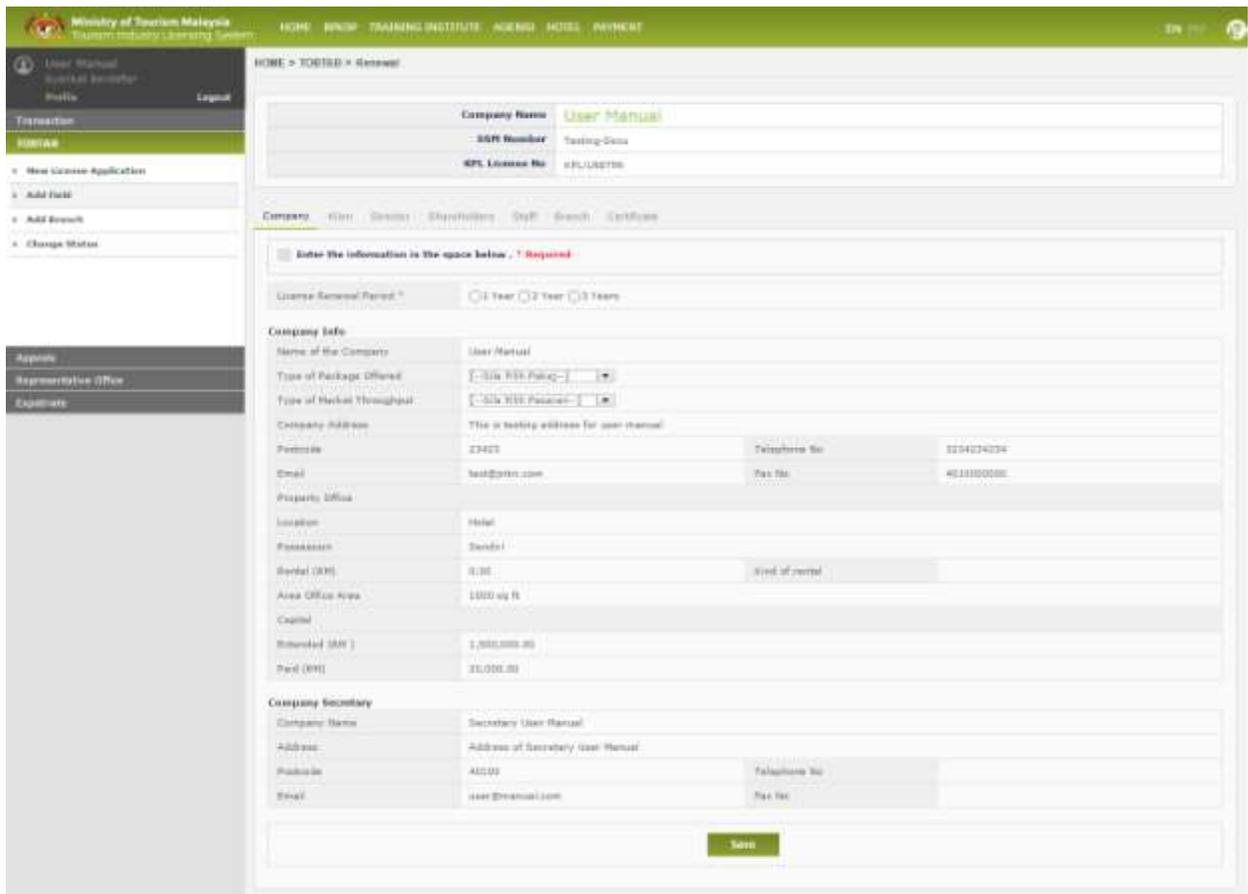
Renewal is the process to extend license expiry date.

Login -> Agensi



- **How to Apply for Renewal?**

Following screen will open by clicking Renewal.



- License Renewal Period: Time to extend.

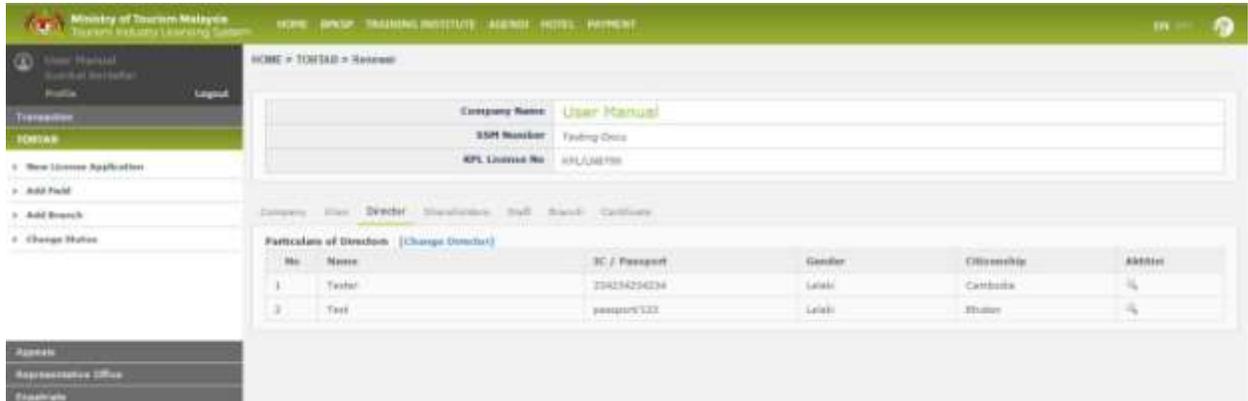
## Company info

- Name of the company: Autofilled
- Type of package offered: Type of business company doing
- Type of Market throughput: Market user's business covering
- Address of Company: Auto-Filled
- By clicking save Button, User will move to next step where user can perform following Actions/operation.

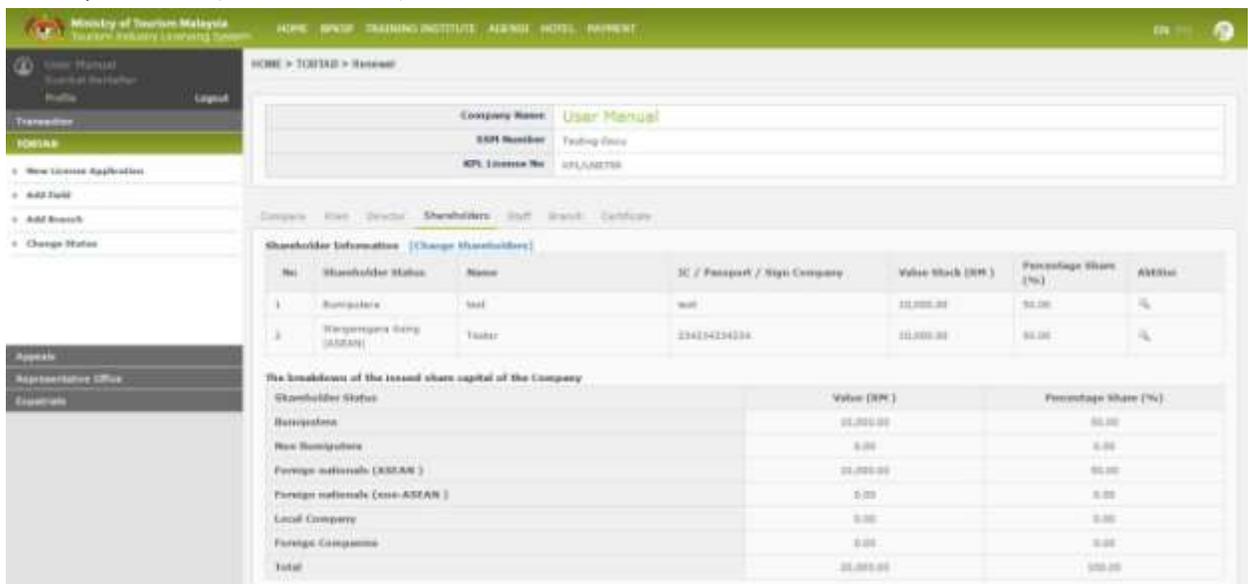
- Income & Client handling:
- Total income (revenue) year before (RM): Revenue Amount
- Total expenditure before RM: Expenses amount
- Total net income before RM: Difference of Revenue & Expenses
- The number of tourists handle: (optional)
- Domestic Tourists: (optional):

After providing mandatory/optional information, user can perform following actions.

- By clicking Save Button, Application will move to next step.
- By clicking Again Button, fields will become empty.



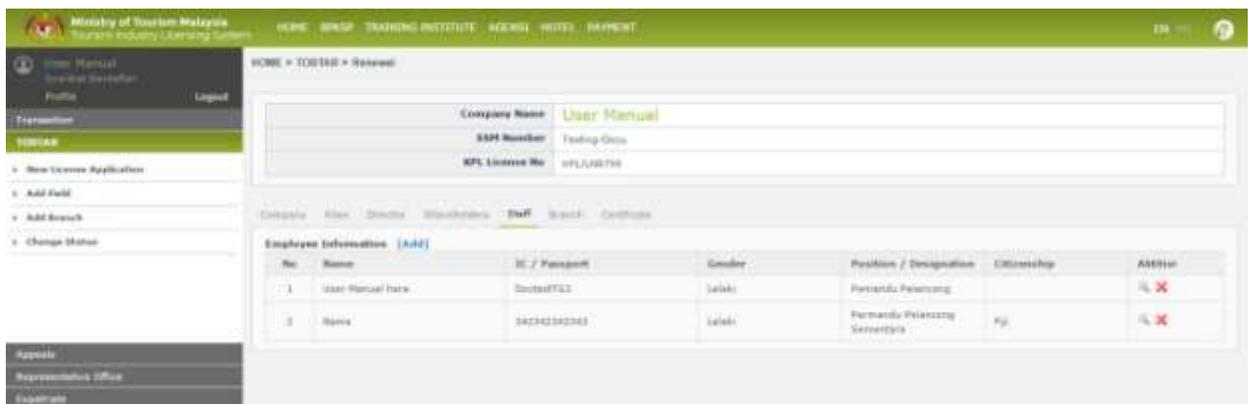
**Director:** Change Director: Change of status request- To change director, user will follow change status procedure (will cover later).



**Shareholder:**

- Change Shareholder: Change of status request- To change shareholder, user will follow change status procedure (will cover later).

User will perform following action here.



## Staff:

Following screen appears when user will click on staff.

Click Add to see following:

The screenshot shows the 'Staff Details' form. At the top, there is a red warning message: 'Enter the information in the space below. \* Required'. Below this, the 'Staff Details' section includes a 'Section' dropdown menu, radio buttons for 'Postal Code' and 'Other', and a 'Search' button. The 'Evidence Document Experience' section features a table with columns for 'No.', 'Position / Designation', 'Company', 'Starting Period', 'Ending Period', and 'Supporting Documents'. The table contains one row with 'Penangis Penerima' in the 'Position / Designation' column and a 'Choose File' button in the 'Supporting Documents' column. At the bottom of the form, there are 'Save' and 'Add' buttons.

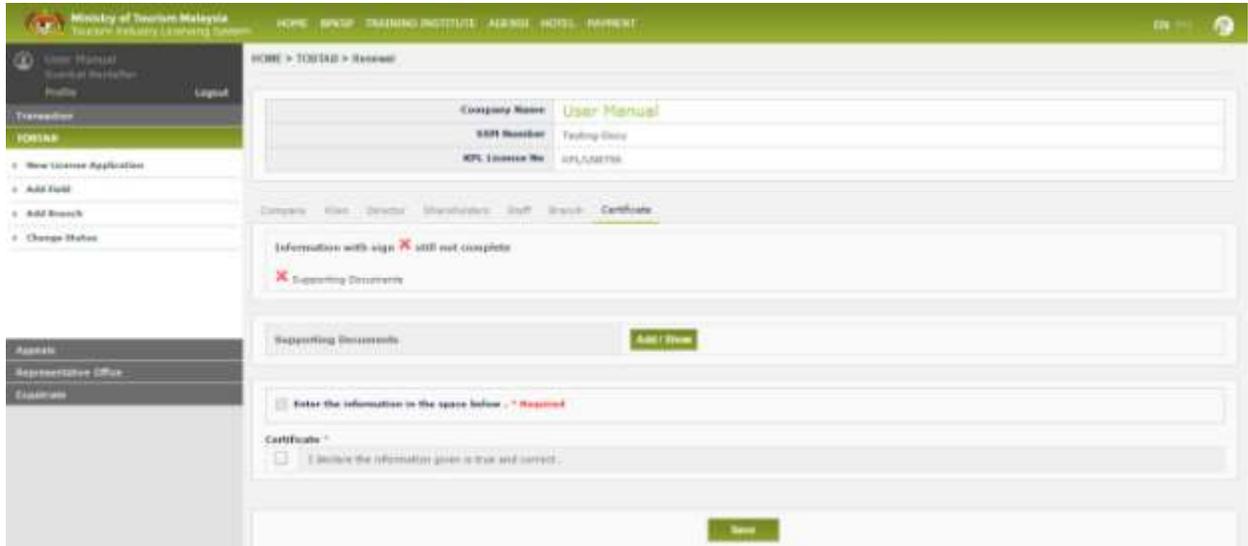
Staff will add as per new application mentioned earlier.

The screenshot shows the MOT-SPIP system interface. The top navigation bar includes 'HOME', 'SPSP', 'TRAINING INSTITUTE', 'AGENCY', 'HOTEL', and 'PAYMENT'. The left sidebar contains a 'Transaction' menu with options like 'New License Application', 'Add Field', 'Add Branch', and 'Change Status'. The main content area shows the 'Renewal' process. It includes a 'Company Name' field with 'User Manual' entered, an 'SSM Number' field with 'Tanjung Dato', and an 'KPL License No.' field with 'KPL086750'. Below this, there is a table with columns for 'Company', 'City', 'Branch', 'Shareholder', 'Staff', 'Branch', and 'Certificate'. The table has one row with 'No.' in the 'Company' column and 'No License (Kategori)' in the 'Branch' column. A 'Save' button is located at the bottom right of the form.

**Branch:** User will go to next step.

Following screen appears when user will click on Branch.

- Branch/Branches will appear here. User can check those branches which user wants to add for Renewal.
- If there are multiple branches user can select/deselect branches for renewal.
- This Branch will include in renewal process.
- After selecting branch/branches user can perform following actions.
- By clicking Save Button, selected branches will save and user will remain on same page.  
User will perform following action here.



**Certificate:** Application submission Screen.

- ✔ Indicates that required item is complete.
- ✘ Indicates that required item is not complete.

Following screen will open by clicking Add/Show.

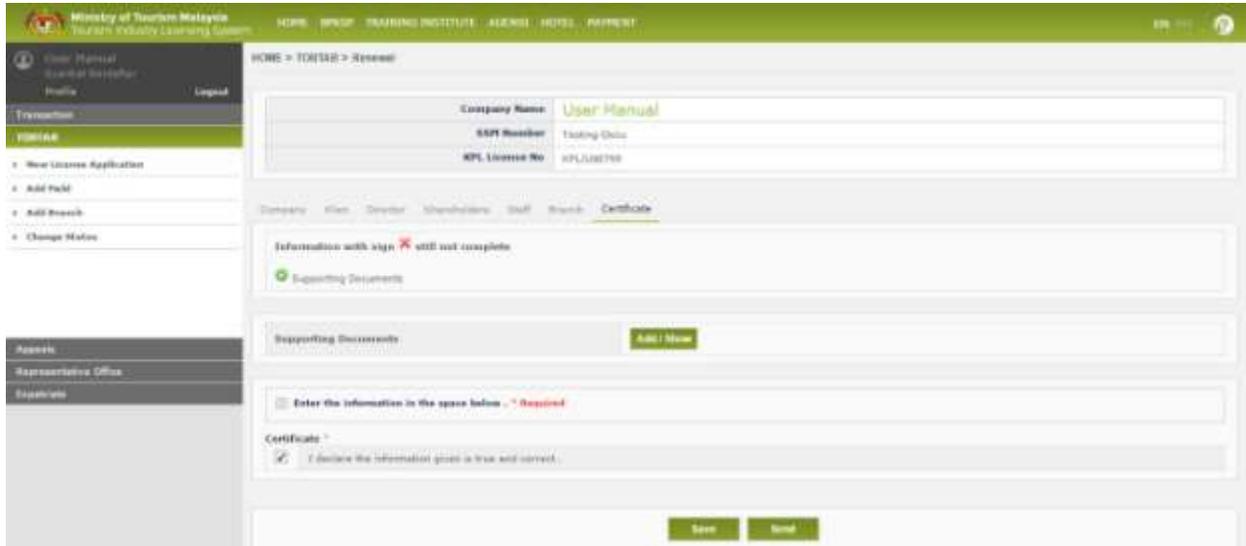


### Supporting Documents:

Provide documents for application of renewal.

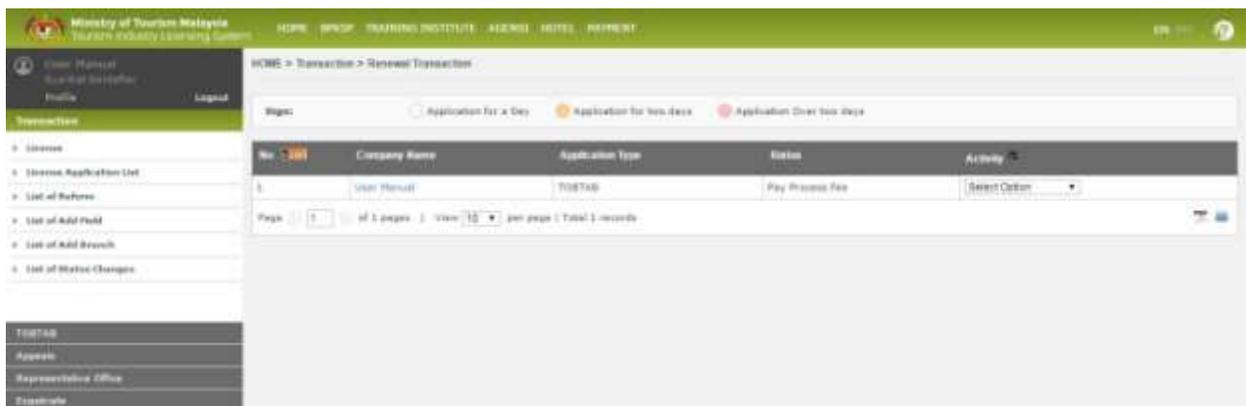
- By Clicking Save Button, selected document will save for selected form.
- Once all documents are, uploaded user can close the window and proceed for application submission.

Following options will appear after closing pop-up window.



- User will check the box here to declare that all information, which provided here, are correct.
- User will able to perform following action when checked the box for certificate.
- By clicking Save Button, Application will save as draft and will not submit for renewal to MOT SPIP.
- By clicking Send Button, Application will submit to MOT-SPIP for renewal/extension in expiry Date.

After submission /send user will redirect to application transaction page.



Applicant is awaiting for process fee. Once fee is submitted application will go for processing.

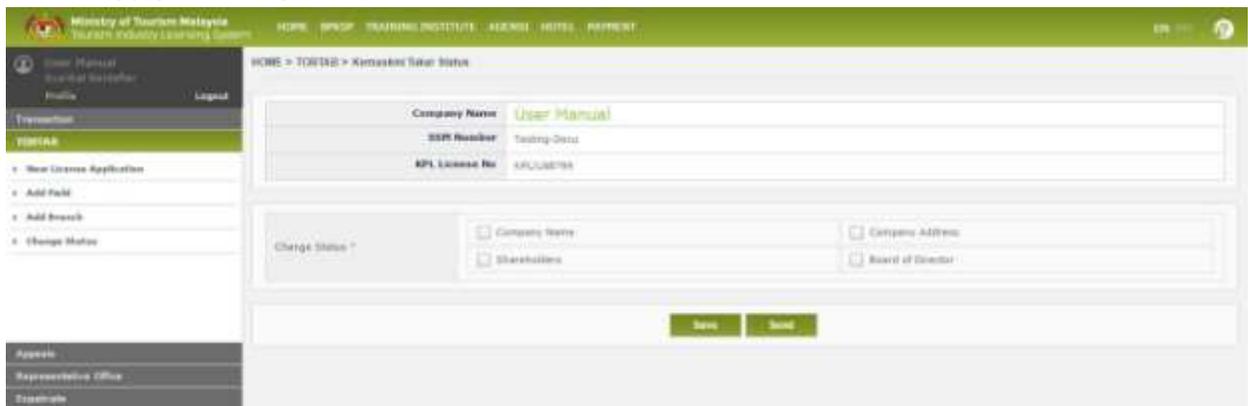
## 8) Change of Status Request for TOBTAB

Change status is used to change different aspect of applications from Syarikat Bardeftar.

Agensi -> Tobtab -> Change Status as per below:

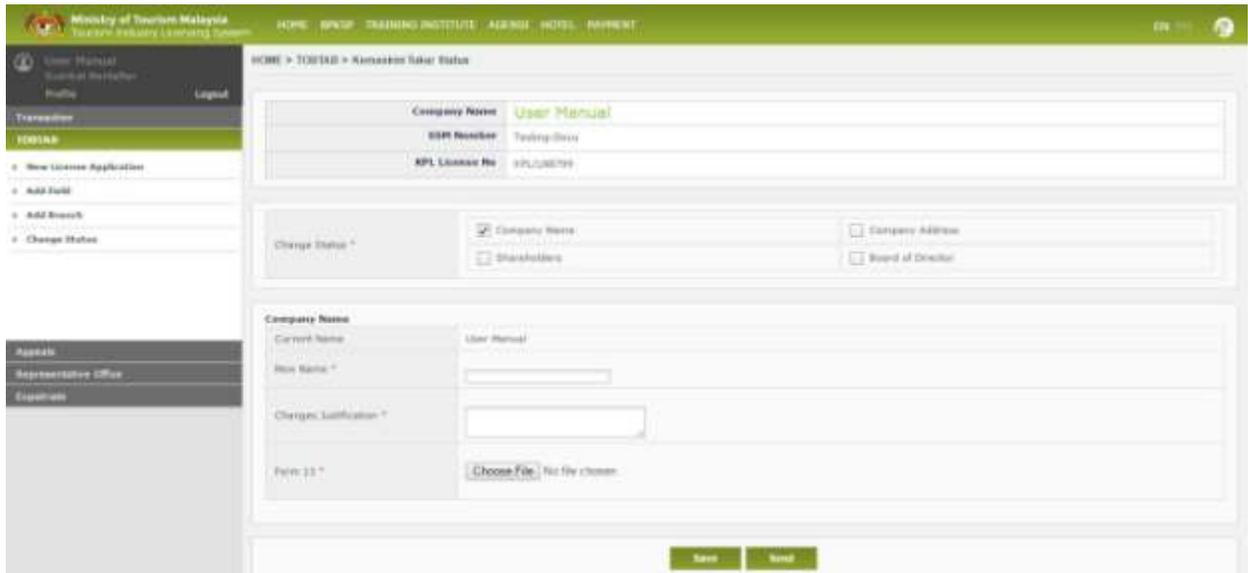


**How to apply for Change of Status?**



To apply for Change of Status, user will select required field/area which wants to change.

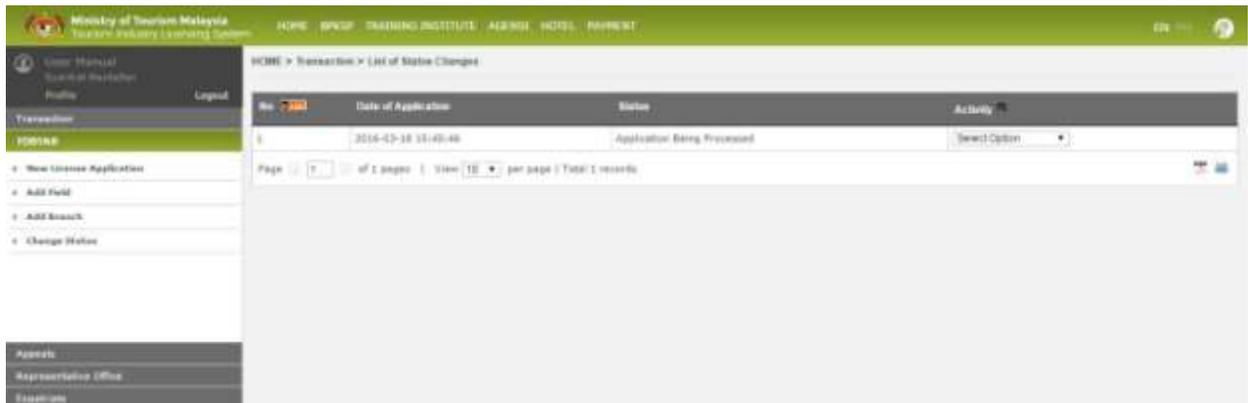
- Select any of the area user want to change status for.



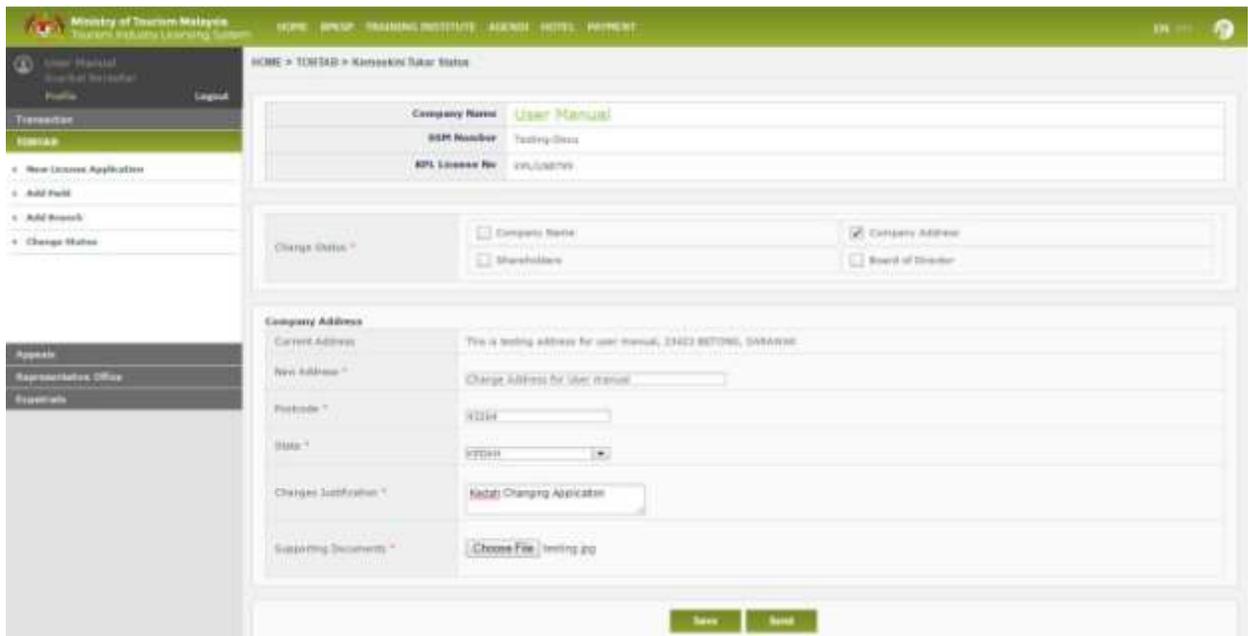
- **Company Name:** Click Company Name and provide following details:
  - Current Name: Current name will auto-fill
  - New Name: New name which user want to change with old name.
  - Change justification: Why user want to change Name? user should populate here.

- Form 13: This is a required field. Change form will submit with request  
Once User has made change, can perform following actions.
- Click Send Button, Change request application will submit.
- Click Save, application will save as Draft.

Following screen will appear:



Similarly following can be applied:



- **Company Address:** Click Company address and provide following details:
  - Current Address: Current Address of Company. Auto-Filled
  - New Address: New Address for company
  - Postcode: Post Code of Company
  - State: State of company
  - Changes Justification: Change Justification

- Supporting Document: Supporting document for required change.

Once User has made change, can perform following actions.

- Click Send Button, Change request application will submit.
- Click Save, application will save as Draft.

The screenshot displays the 'KEMASKINAN SIAH Status' page. The header shows 'Ministry of Tourism Malaysia' and navigation links like 'HOME', 'SPICP', 'TRAINING INSTITUTE', 'AGENCY', 'MODEL', and 'PAYMENT'. The left sidebar contains a user profile and a 'Transaction' menu with options like 'New License Application', 'Add Draft', 'Add Branch', and 'Change Status'. The main content area has a breadcrumb 'HOME > TOPIK > KEMASKINAN SIAH Status' and a form with the following fields:

- Company Name: **User Manual**
- SIAH Number: **Testing Docu**
- NPL License No: **NPL000755**
- Change Status:  Company Name,  Company Address,  Shareholders,  Board of Director
- Shareholders section:
  - The Board of YG to Withdraw (Tick the relevant):  Bumiputera Testing Document Path 1 Tolak,  Non Bumiputera Testing Document Path 2 Tolak,  Not,  Tester
  - Current Share Values (RM): **22,000.00**
  - Jumlah Saham Baru (RM) [auto]: **22,000.00**
  - Changes Justification:
  - Resignation letter & Shares (Form 32A):  No file chosen
- [Add Shareholders] table:
 

No	Shareholder Status	Name	I / Passport	Value Stock (RM)	Percentage Share (%)	Status	Action
1	Bumiputera	Bumiputera Testing Document Path 1 Tolak	44314520452	1,300.00	6.52	aktif	
2	Bukan Bumiputera	Non Bumiputera Testing Document Path 2 Tolak	45214521422	1,300.00	6.52	aktif	
3	Bumiputera	Not	Not	10,000.00	45.45	aktif	
4	Warganegara Asing (ASIA)	Tester	234234234234	10,000.00	45.45	aktif	

At the bottom of the form are 'Save' and 'Send' buttons.

➤ **Shareholders:** Click shareholders and provide following details:

- The Board of YG to Withdraw (Tick the relevant ): Check the shareholder want to delete /

Withdraw.

- Current Share Values (RM): Current values of shares
- Jumlah Saham Baru (RM) [auto]: Total Values of Share
- Changes Justification: Change Justification
- Resignation letter & Shares (Form 32A): Document for justification

Once User has made change, can perform following actions.

Click **Add Shareholder** to add new shareholder, page as per new application will open to add shareholder here. Application for deletion, and add shareholder can be send in one or saperate applications form here.

- Click Send Button, Change request application will submit.
- Click Save, application will save as Draft.

The screenshot shows the MOT-SPIP web application interface. The top navigation bar includes 'HOME', 'SPKP', 'TRAINING INSTITUTE', 'AIR RUI', 'HOTEL', and 'REPORT'. The left sidebar contains 'User Manual', 'Profile', 'Logout', 'Transaction', 'KODING', 'New License Application', 'Add Field', 'Add Branch', and 'Change Value'. The main content area is titled 'HOME > SPKP > Kemaskini Sektor Status'. It displays a form for 'Change Status' with the following fields:

- Company Name: User Manual
- SSPN Number: Training-Direct
- APL License No: 1PL0000100
- Change Status: \* (Dropdown menu)
- Company Name:
- Company Address:
- Shareholders:
- Board of Director:

The 'Board of Directors' section includes:

- The Board of YG to Withdraw (Tick the relevant) \* (Dropdown menu)
- Changes Justification \* (Text input field)
- Resignation letter (Form 49) \* (Choose File / No file chosen)

At the bottom, there is a table for 'Add Board Director' with the following data:

No	Name	IC / Passport	Gender	Citizenship	Action
1	Test	210220234234	Lelaki	Canada	
2	Test	220220234234	Lelaki	Malaysia	

At the bottom of the form, there are 'Save' and 'Send' buttons.

- **Board of Director:** Click board of director and provide following details:
  - The Board of YG to Withdraw (Tick the relevant) : Check the director want to delete /

Withdraw.

- Changes Justification: Change Justification
- Resignation letter (Form 49): Document for justification
- Click **Add Director** to add new director, page as per new application will open to add

director here. Application for deletion, and add director can be send in one or saperate applications form here.

Once User has made change, can perform following actions.

- Click Send Button, Change request application will submit.
- Click Save, application will save as Draft

Change request has been submitted to MOT-SPIP. now further process will perform by MOT-SPIP staff to change accordingly.

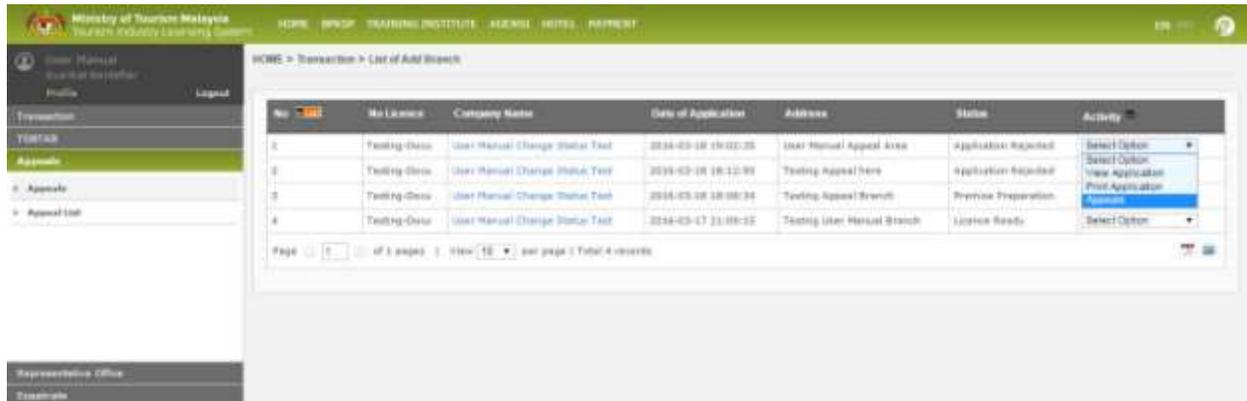
**9) How to Appeal for TOBTAB**

Appeal, is the process against rejected applications, for new license, branches, Field, Status Change Appeal, Decrease/Cancel Compound Appeal, License Revocation Appeal.

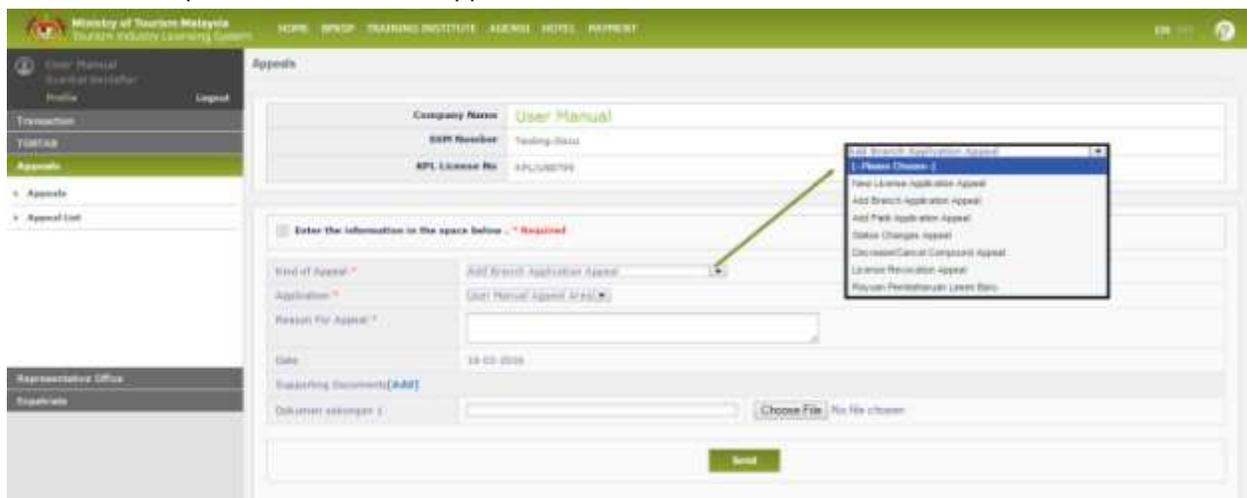
**• How to Appeal?**

To Appeal against any rejected application can go as per below.

Agensi -> Transaction -> List of Any Application. If Status rejected can appeal as per below:



User will fill required information to appeal.



- Kind of Appeal:
- There are several types of appeal which user can do.
- Application:
- Rejected Applications for selected kind of appeal will appear here.
- Reason of Appeal: must be valid reason
- Date: Date Of Appeal
- Supprting Document: If required. User can add upto 5 documetns for appeal.

After providing required information user can perform following task.

- By clicking Send Button, Appeal will submit.

After submission / Send user will redirect to application transaction page.

Appeal has been submitted to MOT-SPIP. now further process will perform by MOT-SPIP staff to review appeal accordingly.

## 10) How to add a Representative Office for TOBTAB

To add a Representative office applicant will go as per below.  
Agensi -> Representative Office -> New Application / Extension

### How to apply for Representative Office?

Click New Application / Extension to see following.

The screenshot displays the MOT-SPIP web application interface. The top navigation bar includes links for HOME, SPPSP, TRAINING INSTITUTE, AGENCY, HOTEL, and PAYMENT. The user is logged in as 'User Manual' with a profile picture and a 'Logout' button. The main content area shows the breadcrumb 'HOME > TOBTAB > Representative Office > New Application / Extension'. Below this, there are three input fields: 'Company Name' (containing 'User Manual'), 'SPP Monitor' (containing 'Testing-Dava'), and 'KPL License No.' (containing 'VPL/08/79'). A 'Back' button is located below these fields. The 'Application' section contains two rows of radio buttons: 'Type of Office' with options for Representative Office (selected), District Office, and Branch Office; and 'Application Type' with options for Direct Application (selected) and Through Agent. The 'Applicant Information' section includes five input fields: 'Company Name', 'Company Address', 'Date Established', 'Place of Incorporation', and 'Nature of Business'. A 'Back' button is also present at the bottom right of this section.

### Application :

- Type Of Office: Select one of the given types
- Application Type: Select one of the given applications types

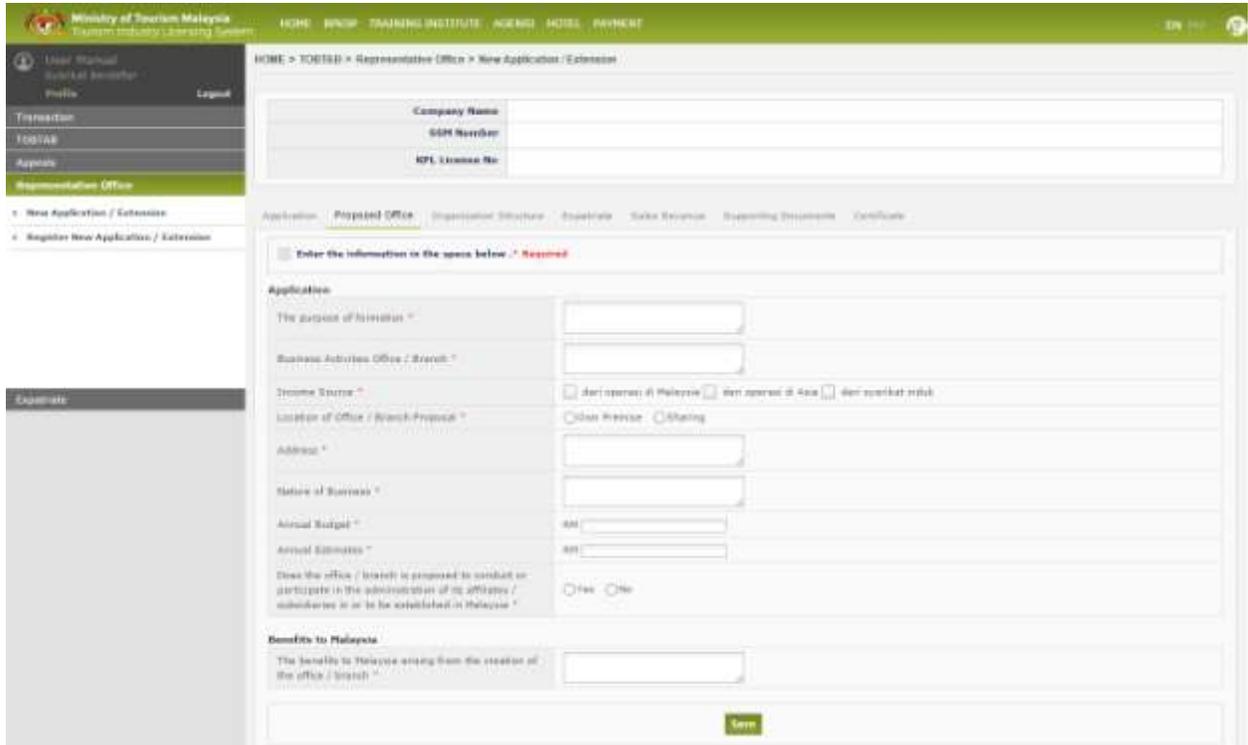
### Application Infomation :

- Company Name: Company name will provide here
- Company Address: User will tell company address here
- Date Established: Date when Company Established
- Place of Incorporation: Place will provide here by user
- Nature of business

When filled reuired informaiton on this page, user will perform following actions.

- By clicking Back Button, All information will lose and user will redirect to Representative Office

Page.



**Application :**

- The Purpose of Formation: The Purpose of Formation will mention here
- Business Activities Office / Branch: Office / Branch of office
- Income Source: Source of income will mention here from 3 given selections
- Location of Office / Branch Proposal: Location of office
- Address: Address of office
- Nature of Business: Nature of Business will mention here.
- Annual Budget : Annual budget will mention here
- Annual Estimates: Annual estimates will mention here

**Benefits to Malaysia :**

- Does the office / branch is proposed to conduct or participate in the administration of its

Affiliates / subsidiaries in or to establish in Malaysia: Answer will mention here

When filled required information on this page, user will perform following actions.

- By clicking Save Button, Company information will save and user will proceed to next step. Click Save to see following:

HOME > TOETAB > Representative Office > New Application / Extension

Company Name  
SSP Number  
KPL License No

Application Proposed Office Organization Structure **Expatriate** Sales Revenue Supporting Documents Certificate

Enter the information in the space below - \* Required

Category of Workers	Local	Foreigner	
		Number of Workers	Per Set (Month)
Executive Management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technical	<input type="text"/>	<input type="text"/>	<input type="text"/>
Admin	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clinical	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skilled	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-skilled	<input type="text"/>	<input type="text"/>	<input type="text"/>
General	<input type="text"/>	<input type="text"/>	<input type="text"/>
Executive Management	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

Provide Following details: User will provide these details accordingly.

When filled required information on this page, user will perform following actions.

- By clicking Save Button, Company information will save and user will proceed to next step.

Click Save to see following: User will perform following operation.

HOME > TOETAB > Representative Office > New Application / Extension

Company Name  
SSP Number  
KPL License No

Application Proposed Office Organization Structure **Expatriate** Sales Revenue Supporting Documents Certificate

Expatriate [Add](#)

No.	Name	Local	Position / Designation	Dates	Activity
No records found					

Page 1 of 0 pages | View 10 per page | Total 0 records

Save

Click Add to see following screen:

Expatriate Information Sign

Enter the information in the space below - \* Required

Particulars of Expatriate

Name \*

Birth Date \*

Local \*

Position / Designation \*

Qualification & Experience \*

Assignments \*

- Particular of expatriate :
- Name: Name of expatriate who's information is being add.
- Birth Date: Birth date of expatriate who's information is being add
- Citizens: Dropdown for countries will open. user will tell about country of expatriate

- Position: Position in Departement
- Qualification & Experience: Qualification & experience (if any), of expatriate who's information is being add
- Assignments: Assignemt of Expatriate
- By clicking Save Button, Company information will save and user will proceed to next step.

Click Save to see following:

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME | SPMSP | TRAINING INSTITUTE | AGENCY | HOTEL | PAYMENT

HOME > TOURISM > Representative Office > New Application - Extension

Company Name: **User Manual**

SPM Number: **Testsp-0001**

SFL License No: **0123456789**

Applications: Proposed Office | Organizational Structure | Experience | **Sales Revenue** | Supporting Documents | Certificate

Enter the information in the space below - \* Required

Turnover of the Holding Company in a period of two years

Year	2018		2019	
Sales revenue *	RM [000]	RM [000]	RM [000]	RM [000]
Net profit *	RM [000]	RM [000]	RM [000]	RM [000]
Authorized capital *	RM [000]	RM [000]	RM [000]	RM [000]
The authorized capital at the date of this application *	RM [000]	RM [000]	RM [000]	RM [000]

Save

- Provide Following details: user will provide details about turnover of 2 years.

Once user has provided details will able to perform following actions

- By clicking Save Button, Company information will save and user will proceed to next step.
- Click Save to see following:

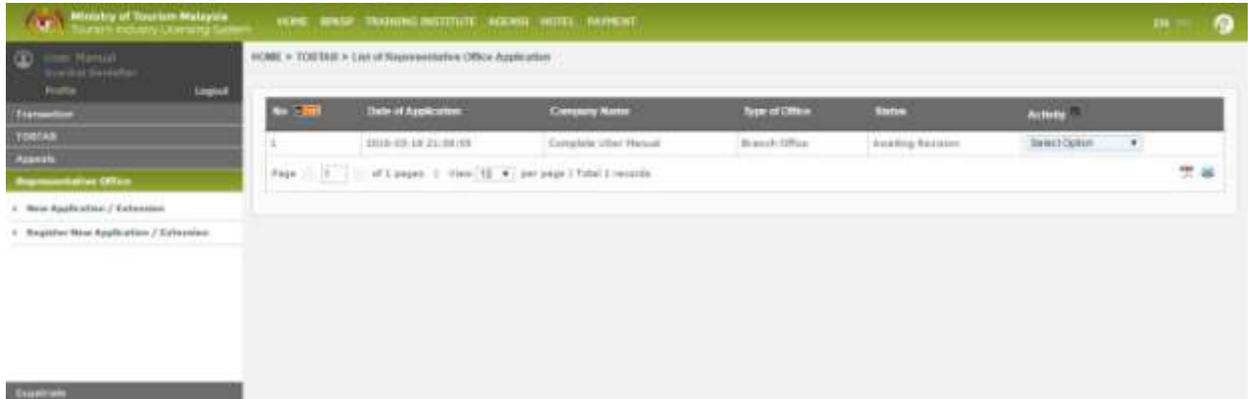
Provide Following details: user will provide details in documents form. Fields with \* are mandatory. Once user has provided details will perform one of the following operation.

- By clicking Save Button, Company information will save and user will proceed to next step. Click Save to see following:

- Certificate:
- User will declare that all information provided are correct.

When filled required information on this page, user will perform following actions.

- By clicking Save Button, It will save and user will redirect to list of REPRESENTATIVE OFFICER. After submission /send user will redirect to Representative office page.



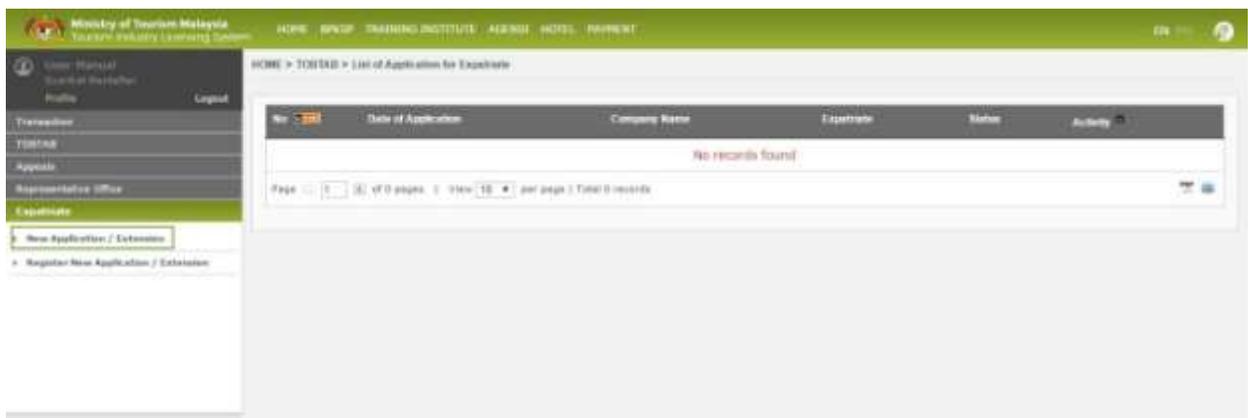
This is how an user will apply for a Representative Officer license. Once application has been submitted status of application will change to awaiting review.

User will able to see every status of application submitted to MOT-SPIP. Application Processing will change its status on every stage. User will able to perform other operations once application will process and user will get an approval for REPRESENTATIVE OFFICER.

## 11) How to add an Expatriate for TOBTAB

Apply for a new Expatriate by following:

Agensi -> Expatriate -> New Application / Extension

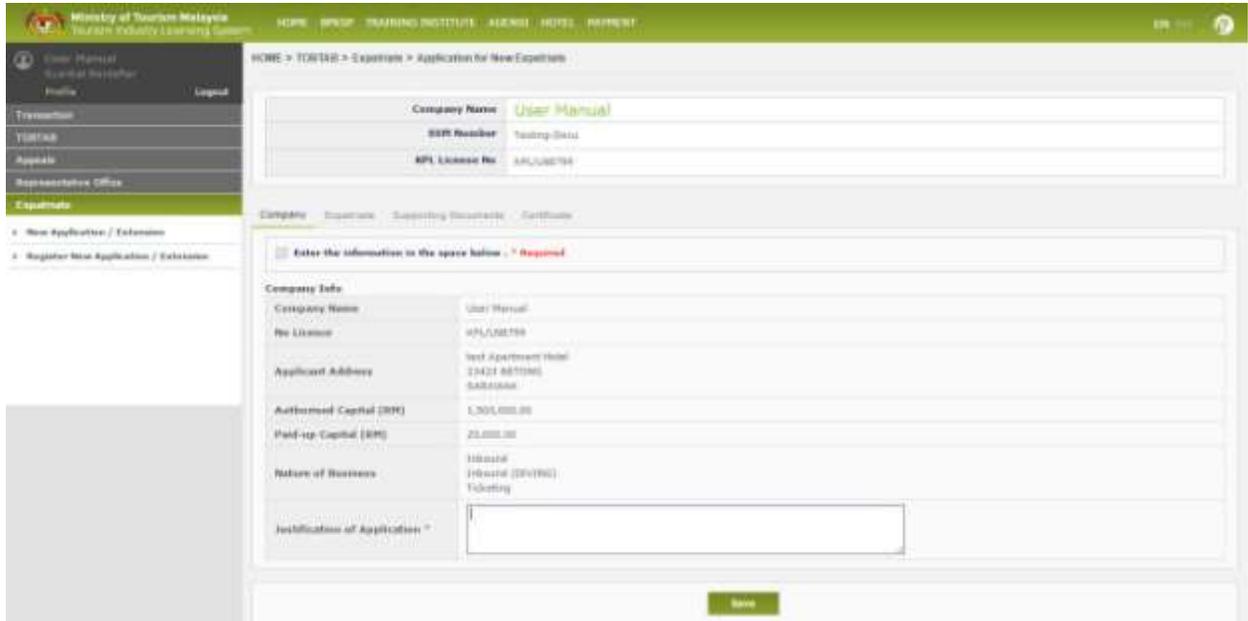


### How to apply for Expatriate?

User will click on New Application / Extension.

Following page will open after clicking new application/extension

Provide required details to apply a new license



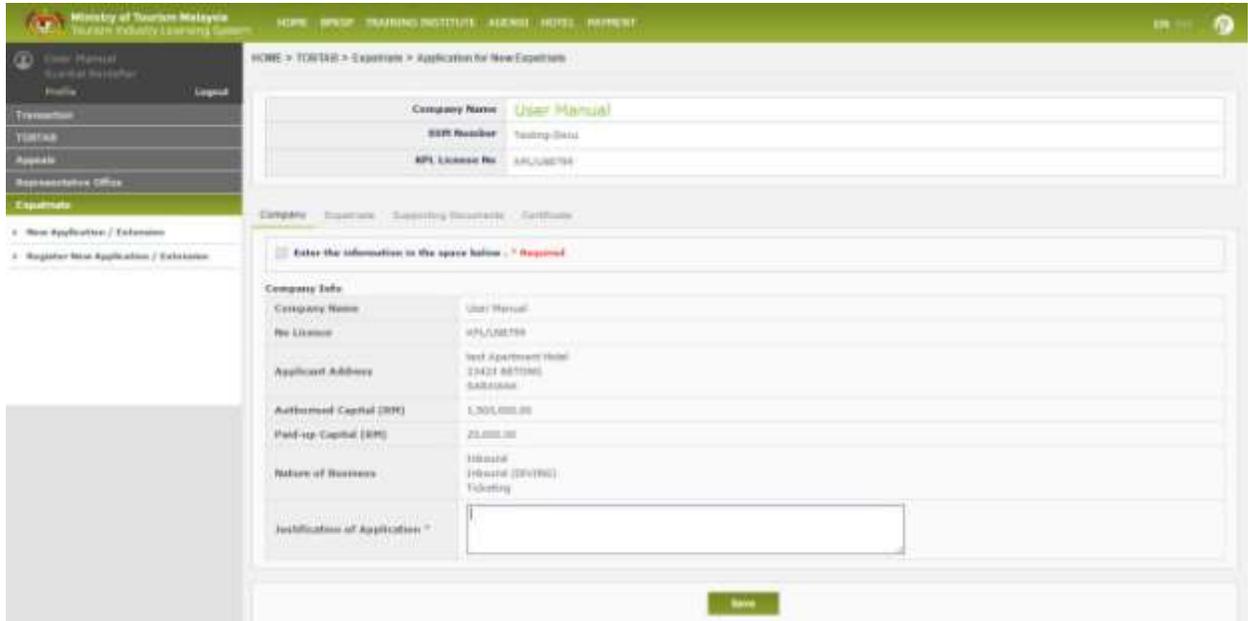
➤ **Company:**

**Company Info :**

- Company Name: Auto-Fill
- No License: License No of Company Auto-fill
- Applicaiton Address: Auto-Fill
- Authorised Capital: Auto-Fill
- Paid-up Capital: Auto-Fill
- Nature of Business: Auto-Fill
- Justification of Application: Auto-Fill

After Providing information user will perform one of the following operation.

- By clicking Save Button, Company information will save and user will proceed to next step.  
Click Save to see following:



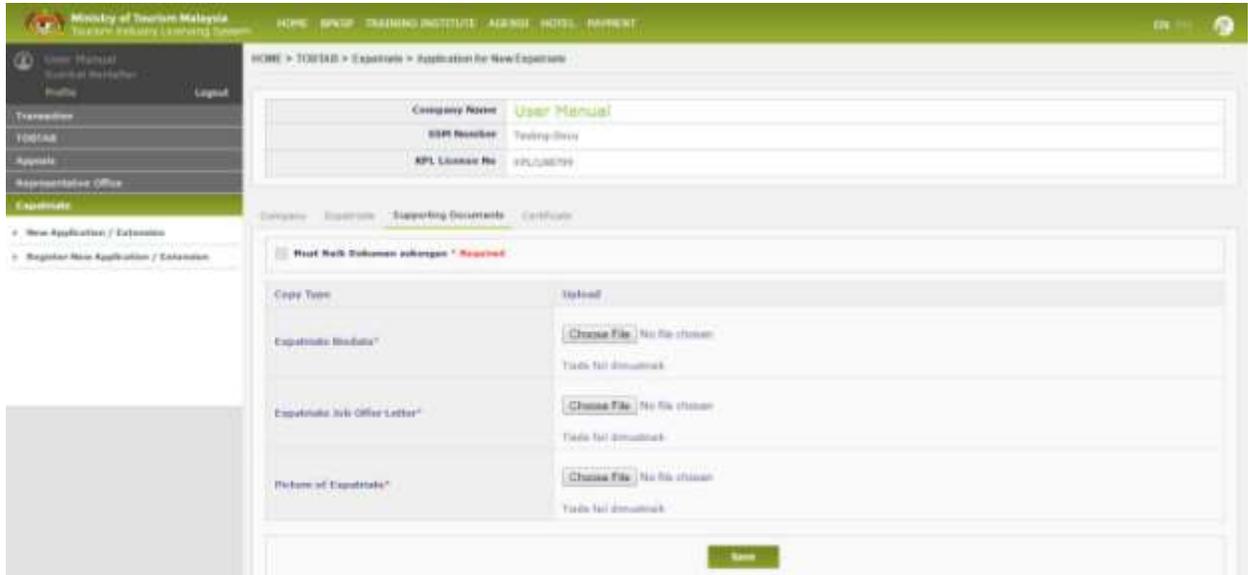
➤ **Expatriate:**

**Expatriate Background :**

- Name: Name of Expatriate
- No Passport: Passport no of Expatriate
- Birth Date Date of Birth of Expatriate
- Gender: Gender of Expatriate
- Citizens: Dropdown will open, and country of Expatriate will select.
- Position Offered: Position of job offered
- Monthly Salary: Monthly Salary (RM) of Expatriate
- Hiring Duration: Maximum and minimum limit of job will mention
- Spoken Languages: Languages Expatriate can speak and understand.
- Because the appointment of Expatriates: Reason of Expatriate hiring
- Experience: Experience of Expatriate (if any)

When filled required information on this page, user will perform following actions.

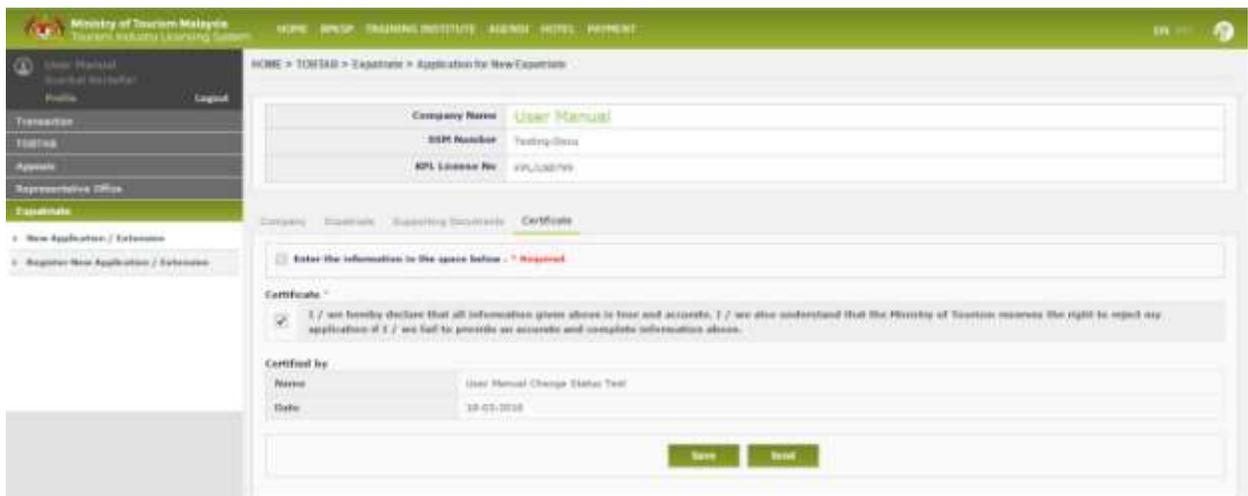
- By clicking Save Button, Company information will save and user will proceed to next step.



➤ **Supporting Documents:**

Provide Following details: user will provide details in documents form. Fields with \* are mandatory. When filled required information on this page, user will perform following actions.

- Click Save to see following:



➤ **Certificate:**

- User will declare that all information provided are correct.

When filled required information on this page, user will perform following actions.

- By clicking Save Button, It will save and user will redirect to list of EXPATRIATE.
- By clicking send button, Application will submit to MOT-SPIP

After submission /send user will redirect to Expatriate page.



This is how an user will apply for a Expatriate. Once application has been submitted status of application will change to awaiting review.

User will able to see every status of application submitted to MOT-SPIP. Application Processing will change its status on every stage. User will able to perform other operations once application will process and user will get an approval for EXPATRIATE.

## 12) How to apply for TG

To add a new Tourist Guide user need to sign-in.

Authenticate User will sign in to get access to the system.

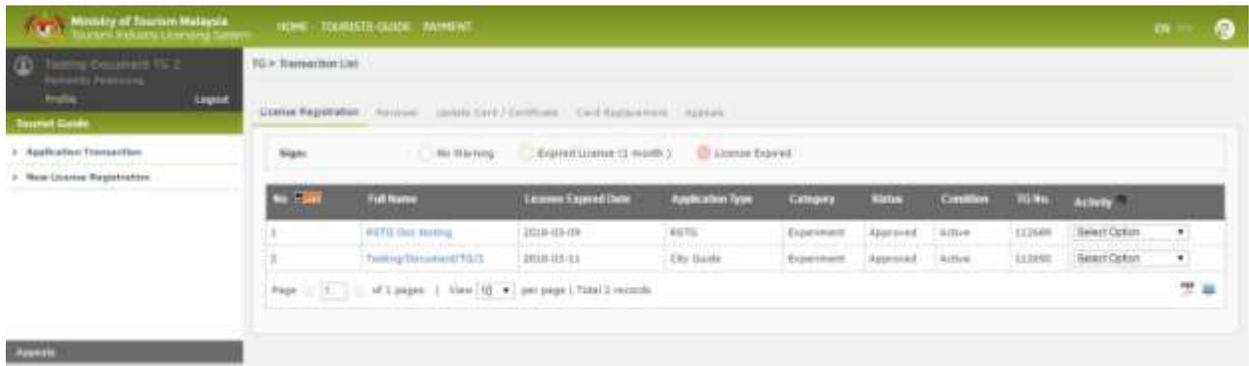


- Authentic User name and Password will require for Signing In.
- After Signing in User will Land to Dashboard where applications (if under-process) will appear

Otherwise there will not be any application.



Click on Tourist Guide to see following screen.



User can apply for a new Tourist Guide from here.

### How to apply for new Tourist Guide?

To add a new Tourist Guide, Click on New license Registration from menu on left.

Following screen will appear for new TG registration where information provided on sign-up screen will populate. Highlighted fields can be changed as per requirement.

The screenshot shows the 'New Application' page in the MOT-SPIP system. The header includes the Ministry of Tourism Malaysia logo and navigation links for HOME, TOURISTS GUIDE, and PAYMENT. The user is logged in as 'Testing-Documen TG 2'. The form is titled 'TG - New Application' and contains the following sections:

- General Information:** Fields for Full Name (\*), Birth Date (\*), Local (\*), Document Passport, Country (\*), Passport Expiry Date (\*), Gender (\*), Place of Birth (\*), Old/New IC No. / Passport No. (\*), Date Issue, Home Address (\*), Postcode (\*), Telephone No (R), Telephone No (WF), and Address for contact (if different from above address).
- Application Type:** Radio buttons for City Guide, Nature Guide, RSTG, and CTHG. The 'City Guide' option is selected.
- Other Information:** Fields for Other Name, Age (\*), Work Permit Expiry Date (\*), Marital Status (\*), Certificate of Classification No., IC Expiry (For IC No. Only), and Photo Upload.
- Education Information:** A table with columns for Certificate/Diploma/Degree, Year, and School/College/Institute/University.

A 'Save' button is located at the bottom right of the form.

**Note:** Fields with \* are mandatory and can't be empty.

**Application type:**

Select Type of TG from above form as per:

- City Guide
- Nature Guide
- RSTG
- CTHG

**General Information :**

- Full Name: Name of TG
- Other Name: (if any)
- Birth Date: Birthdate of TG.
- Age: Age of TG

- Local: Type of Citizen
- ➔ Drop down for country will appear if not a local citizen.
- Document IC: Document for Identification Card
- Gender: Gender of TG
- Marital Status: Marital Status of TG
- Place of Birth: Place of Birth of TG
- Certificate of Citizenship No: Citizenship No of TG
- Old/ New IC No/ Passport No: Any of these
- IC Color: Color of IC
- Date Issue: Date issue
- Place Issued: Place of IC issued
- Home Address : Home Address
- Postcode: Postcode of Area
- Telephone No (R): Telephone no TG
- Telephone No (HP): Home telephone number
- Address for contact (if different from above address ): Optional

#### **Job Infomation :**

- Current Job: If doing job some where
- Current Employer Name & Address: (if applicable)
- Employer telephone number

#### **Education Infomation :**

- Click on Add button if required for more then one information

When filled reuired informaiton on this page, user will perform following actions.

- By clicking Save Button, Company information will save and user will proceed to next step.  
Clicking Save button, following screen will appear.

The screenshot shows the 'New Application' page for a Tourist Guide. The header includes the Ministry of Tourism Malaysia logo and navigation links. The main content area is titled 'TG - New Application' and contains the following fields and sections:

- Tourist Guide Name:** Testing-Documents TG 2
- Identification No.:** DocumTG2
- Navigation:** General, Experience, Tourist Guide Registration Channel, Application, Certificate
- Required Information:** Enter the information in the space below. \* Required. Make sure you PASS THE TOURIST GUIDE FOUNDATION COURSE before fill this application.
- Working Experience in Tourism Industry (Add):**
  - Position:** Text input field
  - Salary Per Month:** Text input field
  - Position / Description:** Text input field
  - Employer Name & Address:** Text input field
  - Working Period:** Text input field with a dropdown menu set to 'No'
  - Other Statement:** Text input field
- Has been working as Tourist Guide:** Radio buttons for 'Yes' and 'No'
- Save:** Green button at the bottom

This is an optional step if TG dont have any experience in TG industry can skip this step.  
Provide required details to proceed.

**Working experience in Tourism industry :**

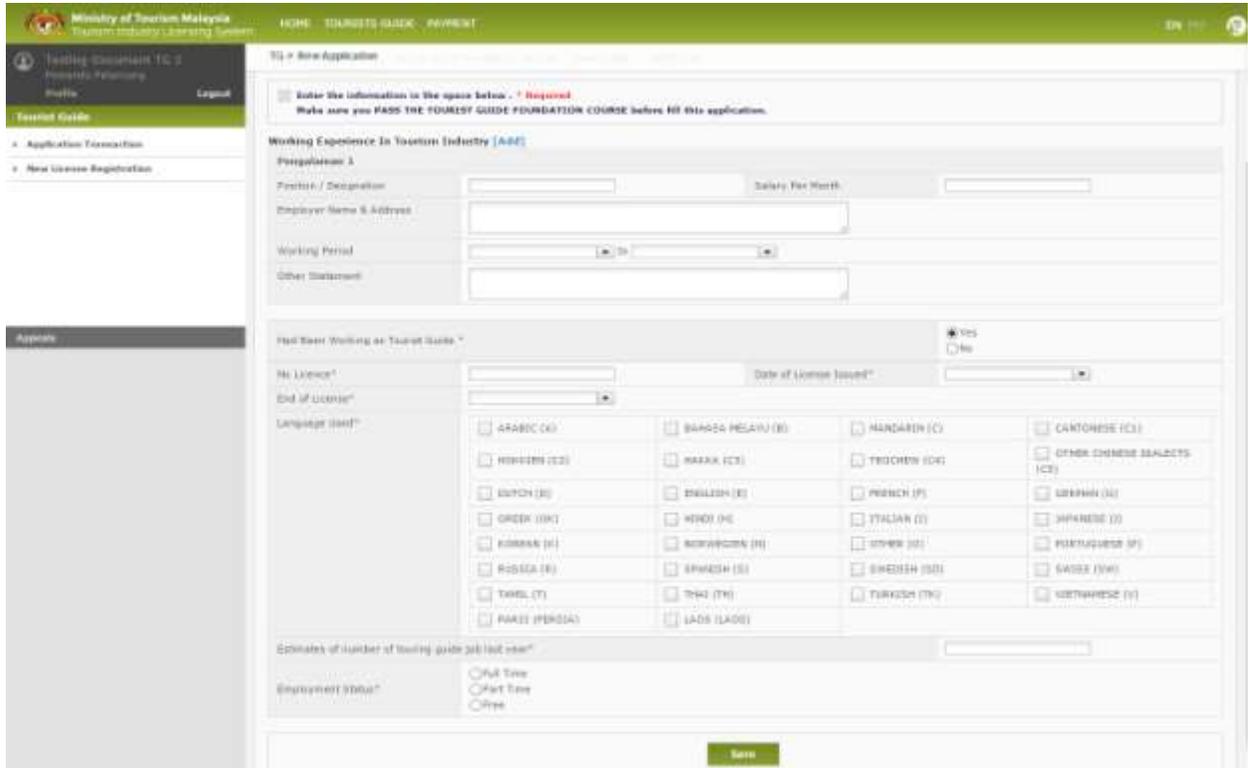
- Position: Position worked for.
- Salary per month: optional
- Working period: Optional.
- Other Statement: Optional
- Citizens: Type of citizen

User can add more then one experiences if wants to by clicking Add Button, User will able to add other experiences

**Has been working as tourist guide :**

- Yes: if yes a new window will open
- No: Will remain same

If selected yes following screen will appear and applicant will provide information accordingly.



Provide Following details:

- No License: Previous license no.
- Date of license issued: Provide date when license started
- End of license: Provide last date of license.

**Languages used:**

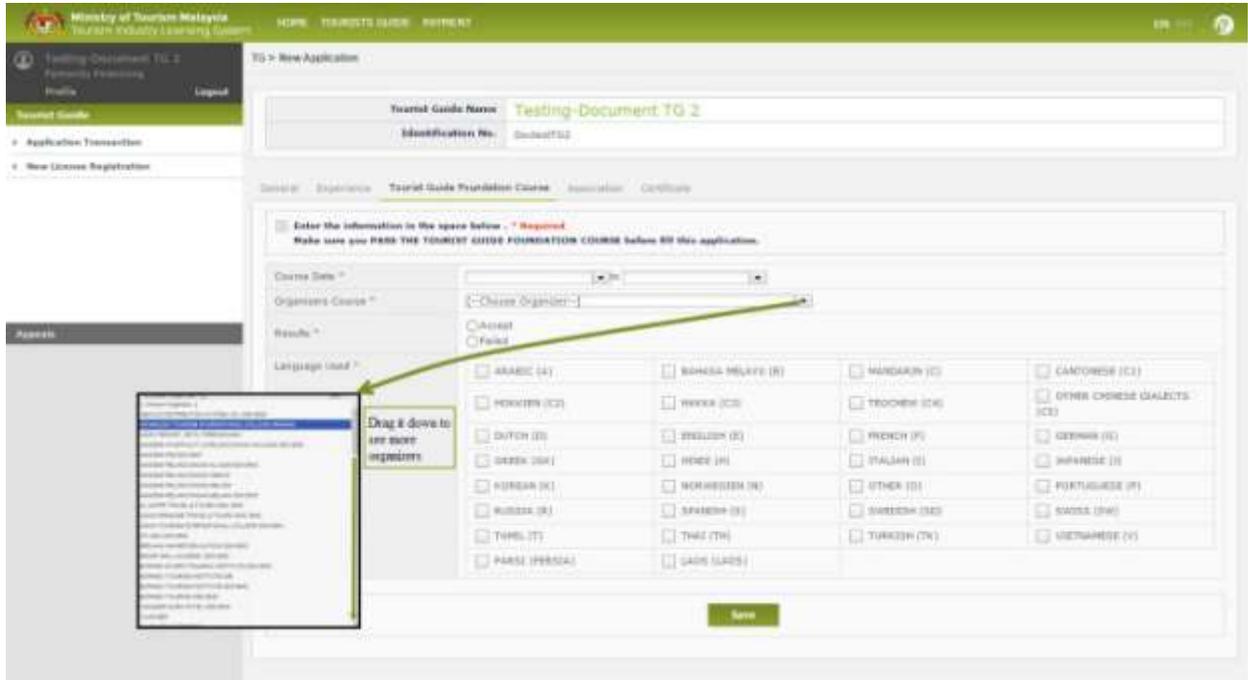
- Check those languages which TG can understand and speak

Employment status: Time when TG will available.

- Full time
- Part time
- Free time

When filled required information on this page, user will perform following actions.

- By clicking Save Button, Company information will save and user will proceed to next step. After Clicking save button following screen will appear



Provide Following details:

- Course Date: date of course . to and from

**Organisers Course:**

- Name of university

**Results:**

- Accept: Will consider as pass
- Failed: applicaiton will not submitt if course is failed.

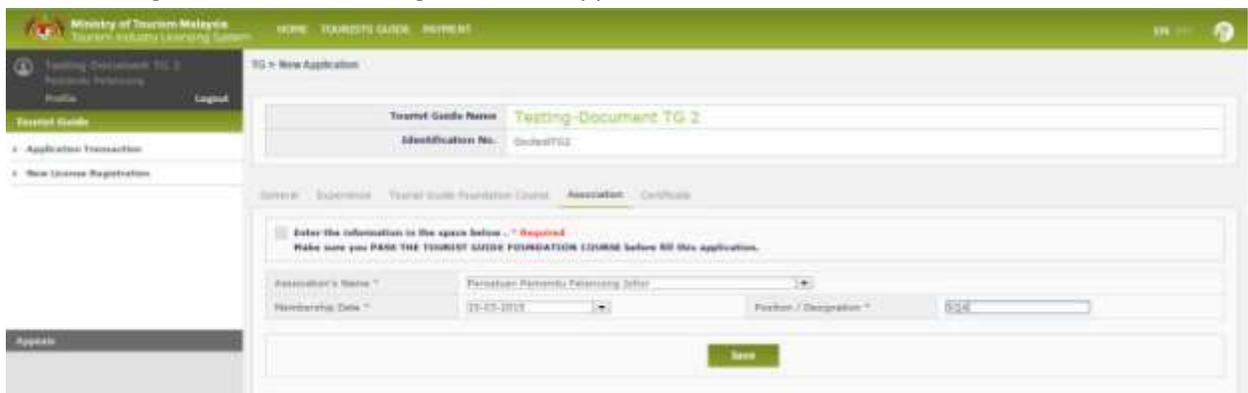
**Languages used:**

- Check those languages which TG can understand and speak

When filled reuired informaiton on this page, user will perform following actions.

- By clicking Save Button, Company information will save and user will proceed to next step.

After Clicking save button following screen will appear



- Association's name: There are several associations user will select one of them.

- Membership Date: Date of Membership is mandatory
- Position: Position in that associated date

When filled required information on this page, user will perform following actions.

- By clicking Save Button, Company information will save and user will proceed to next step.

After Clicking save button following screen will appear

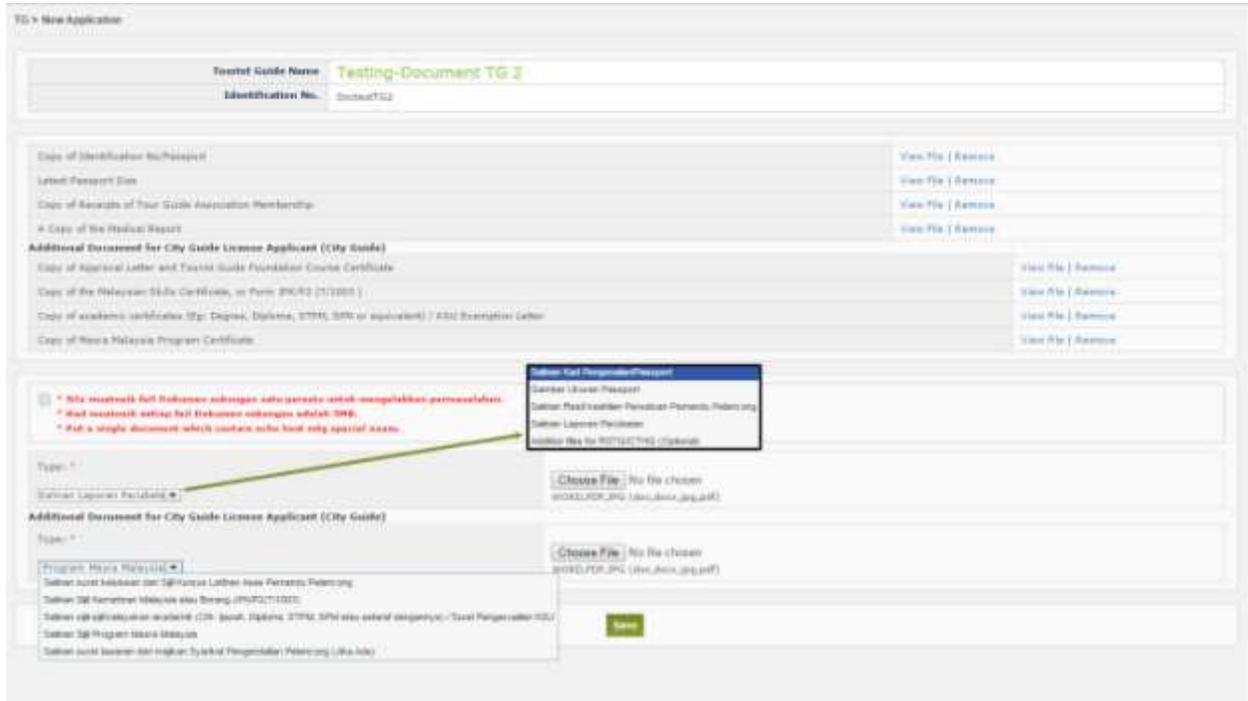
The screenshot shows a web application interface for 'MOTAC - TOURIST GUIDE - APPLICANT'. The main content area is titled 'TG > New Application'. It features a form with the following fields and sections:

- Tourist Guide Name:** Testing-Document TG 2
- Identification No.:** DokulTG2
- Progress Bar:** Shows completion status for General Information (green), Experience (green), Tourist Guide Foundation Course Information (green), Association (red), and Supporting Documents (red).
- Supporting Documents:** A section with an 'Add/Show' button.
- Self Reference:** A table with two columns for Reference 1 and Reference 2, each containing fields for Name, Address, Current Job, and Telephone No.
- Certificate:** A section with a checkbox and the text: 'I declare all information given is true. I would also be free from criminal record.'
- Save Button:** A green button at the bottom right of the form.

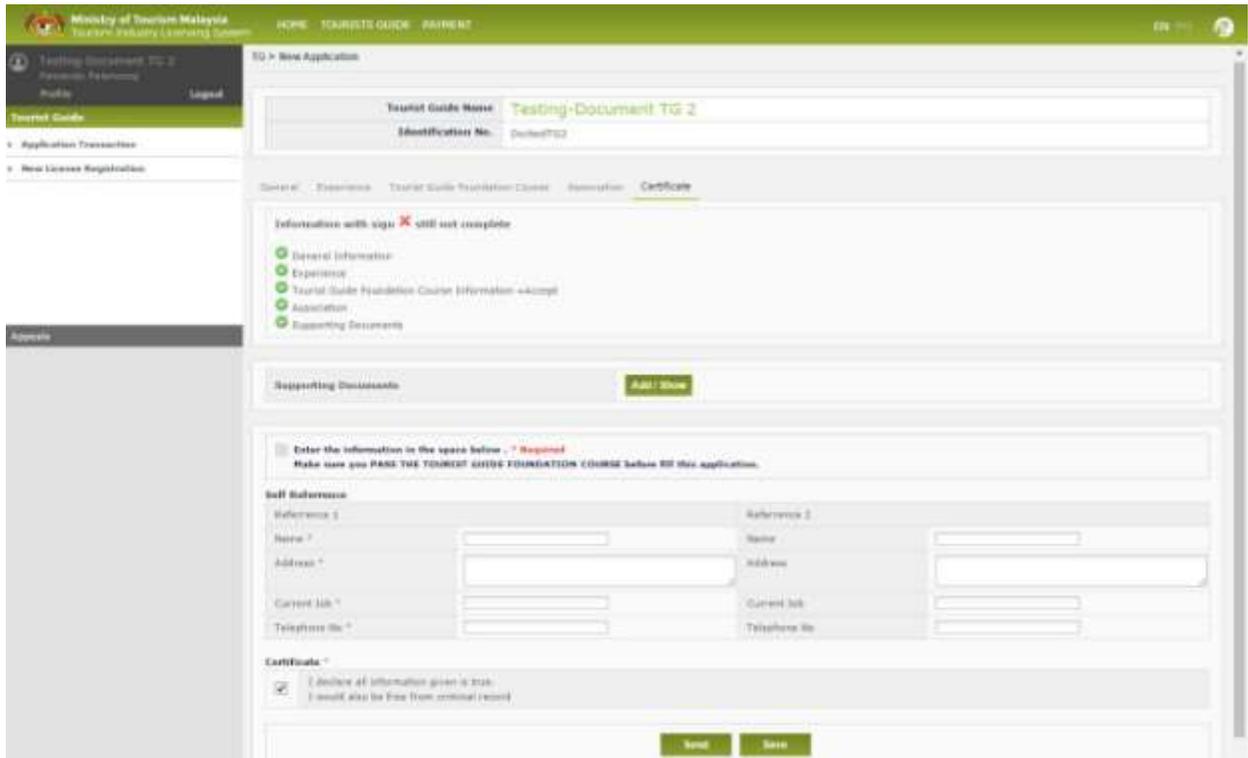
### Supporting Document:

Without Supporting, document application will not submit to MOTAC.

Click Add/Show to see following screen where applicant will provide all required document for application processing.



Close this window to get back to certificate page for TG application.



Once all checks are completed Send button will appear to submit application to MOTAC Staff.

- Provide Following details:

- Reference:
- Name: Name of your reference
- Address: Address of person who is being refer here
- Current Job: Job of person being refer
- Telephone No: telephone no or person being refer
- Certificate:
- User will declare that all information provided are correct.

When filled reuired informaiton on this page, user will perform following actions.

- By clicking Save Button, application will draft.
- By clicking Send Button, Application will submit to MOTAC staff.

After submission /send user will redirect to following screen.



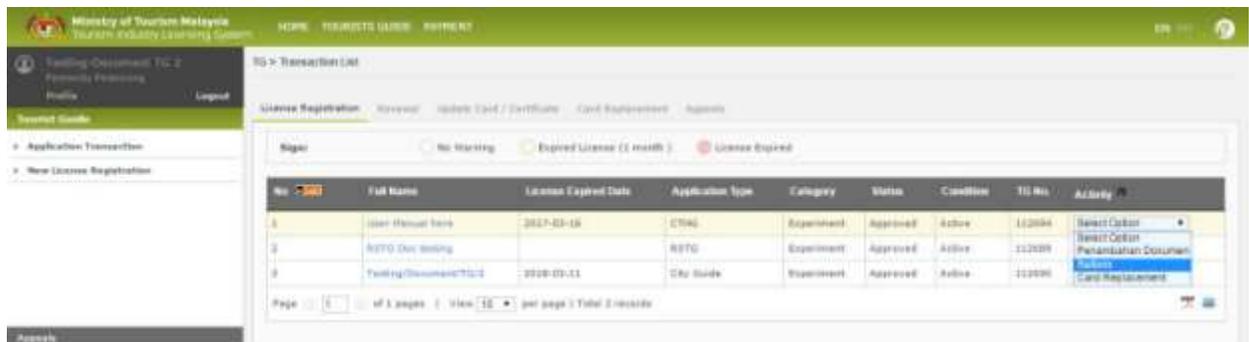
Application has been submitted and status of application is now awaiting payment.

User who submitted application will go for manual or Online payment for Application processing and further process will proceed.

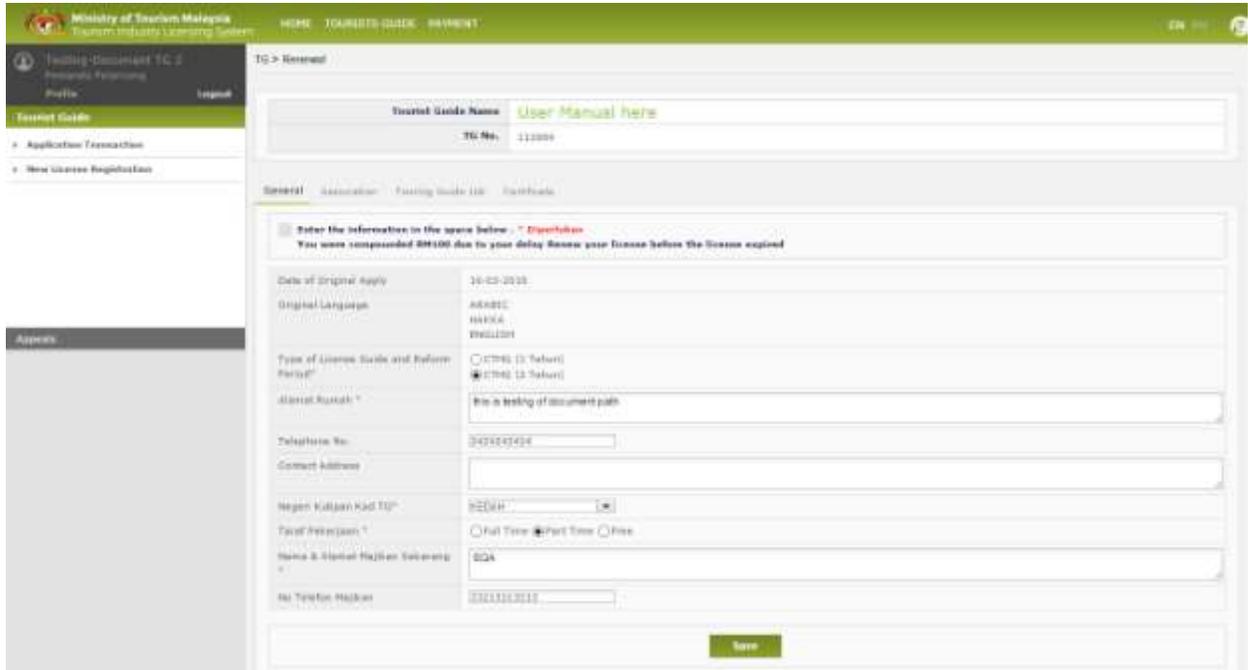
### 13) How to apply for TG Renewal

To Apply for TG Renewal user need have a TG license. Following path will use to apply renewal.

Tourist Guide -> Transaction -> License Registration



Following screen will appear by clicking Reform.



To apply for renewal user will provide required information.

- Date of Original Apply: Autofilled

**Type of License Guide and Reform Period:**

- CTHG (1 Tahun): For 1 year Extension as CTHG
- CTHG (2 Tahun): For 2 years Extension as CTHG
- Alamat Rumah: Address of TG
- Telephone No: Telephone no of TG
- Contact Address: Contact Address of TG
- Negeri Kutipan Kad TG: State collection card of TG (dropdown) to select state
- Taraf Pekerjaan : Job Status
- Nama & Alamat Majikan Sekarang : Name and Address of Current Employer
- No Telefon Majikan: Telephone Employer

Once user has provided all details, can perform following actions.

- By clicking save Button, Following screen will appear.

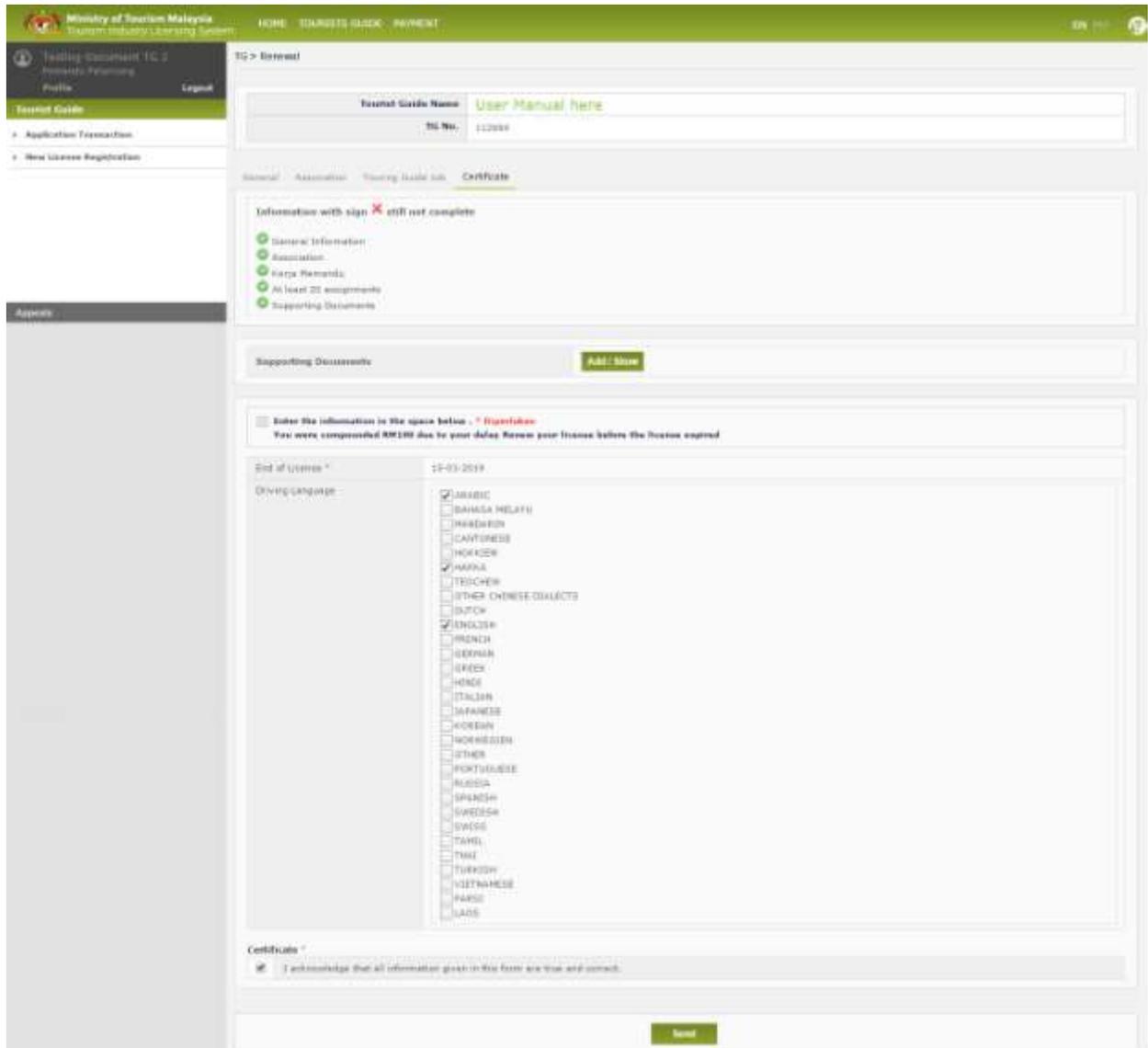
The screenshot shows the 'Renewal' page in the MOT-SPIP system. At the top, there is a navigation bar with 'HOME', 'TOURISTS GUIDE', and 'PAYMENT'. Below this, the user is logged in as 'Tourist Guide' with a profile icon and 'Logout' option. The main content area is titled 'Renewal' and shows the 'Tourist Guide Name' as 'User Manual here' and 'SG No.' as '112204'. There are tabs for 'General', 'Association', 'Touring Guide Job', and 'Certificate'. A warning message states: 'Enter the information in the space below. \* Disputable. You were compensated RM150 due to your delay. Renew your license before the license expired.' Below this, there are input fields for 'Nama Persatuan' (Association Name) set to 'Persatuan Perantau Perikanan Kelantan', 'Tarikh Mendaftar' (Registration Date) set to '01-01-2012', and a 'Jumlah' (Quantity) field set to '304'. A green 'Save' button is at the bottom right.

- Association's name: There are several associations user will select one of them.
- Membership Date: Date of Membership is mandatory
- Position: Position in that associated date
- By clicking Save Button, Information will save and following screen will appear.

The screenshot shows the 'Renewal' page with a table for listing tourists. The table has the following columns: 'No.', 'Date', 'Place of visit', 'Type & Registration Vehicle No.', and 'Jumlah Pelancong'. The table contains 20 rows, each with input fields for these details. Above the table, there is a warning message: 'Enter the information in the space below. \* Disputable. You were compensated RM150 due to your delay. Renew your license before the license expired. At least 20 assignments are required for renewal to be successfully process.' Below the table, there is a green 'Save' button.

- Approximate number of tourists, who drove last year. Minimum 20 are required.
- By clicking Save Button, Information will save and following screen will appear.



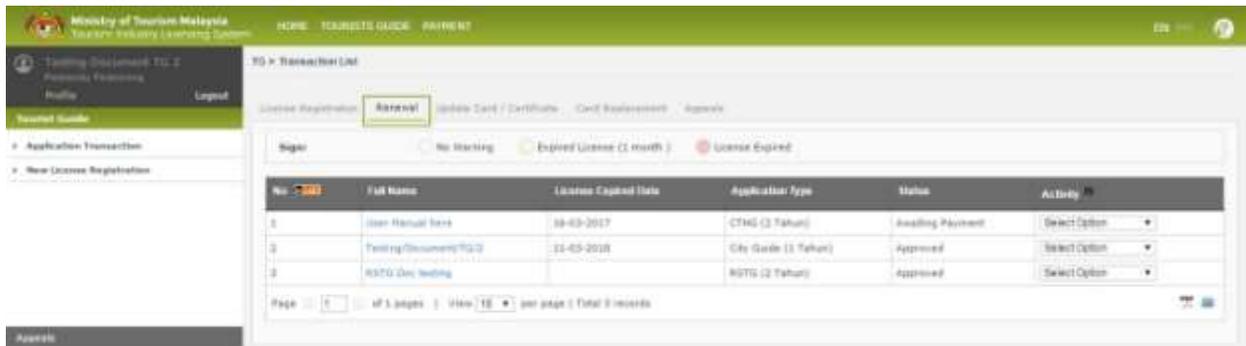


- Languages used:
- Check those languages which TG can understand and speak

**Certificate:**

- Check Certificate for Agreeing terms and conditions.
- By clicking Send Button, Application for renewal will submit to MOT-SPIP for Renewal.

Following screen will appear:



Similarly, payment will submit for processing online or manually.

## 14) How to apply for ILP License

To get a license under MOT-SPIP for ILP, applicant must have a applicant account, that applicant account could be internal or external based on ACL's allowed to that user.

- How to get a license for internal or external user's company.

Here is the process to Apply for license for an external user's company.

Applicant need to login with authenticate applicant to apply license under MOT-SPIP.

- Sign in with authentic user



- Authentic Applicant name and Password will require for Signing In.

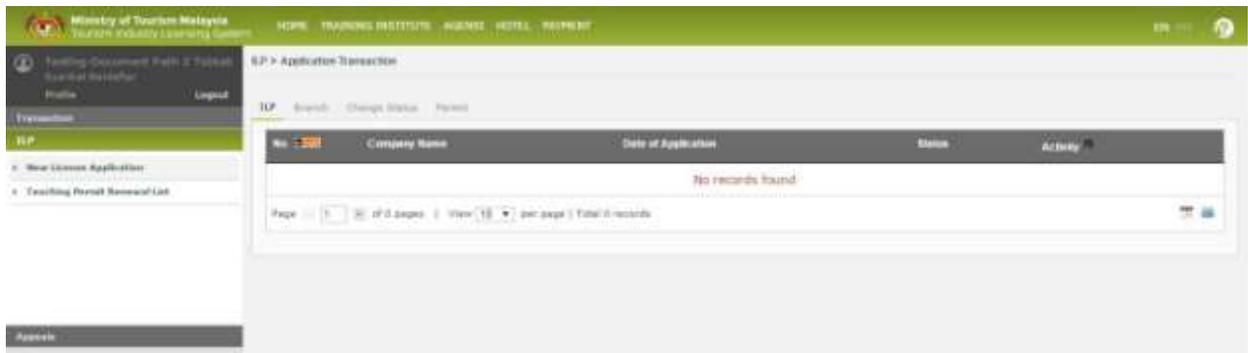
- After Signing in Applicant will Land to Dashboard where pending application (if there is any) will Appear.



- **How to get a license for company?**

To get a license for company applicant will click on Institut Latihan (training institute).

- When applicant will click on INSTITUT LATIHAN (TRAINING INSTITUTE) following page will appear.
- By clicking New License Application applicant will redirect to first page of license application.



- **Company information:**

Following screen will open after above action.

The screenshot shows a web-based form for applying for a license. The form is divided into several sections:
 

- Company Info:** Fields for 'Nama Perusahaan', 'Alamat Pejabat Perusahaan', 'Postcode', 'Negara', 'Bandar/daerah', 'Telephone No.', and 'Email'. There are also dropdown menus for 'Negara' and 'Bandar/daerah'.
- Property Office:** A section with radio buttons for 'Hotel', 'Office Complex', 'Shopping Complex', 'Shophouse', and 'Other'. Below this are radio buttons for 'Private' and 'Rent', and a text field for 'Area Office Area'.
- Company Secretary:** Fields for 'Nama Syarikat', 'Alamat', 'Postcode', 'Telephone No.', and 'Email'.
- Registration Details:** Fields for 'No Pendaftaran Syarikat', 'Trade Description', 'Capital', 'Other Details (RM)', and 'Paid (RM)'.

 At the bottom of the form, there are two buttons: 'Save' and 'Apply'.

Provide required details to apply a new license

- Company Info: This data will auto fill from registration information of account.
- **Property Office :**
- Location: Location of office
- Possession: Type of Property
  - (i) Private: Own Property
  - (ii) Rent: Rental Property
- Area Office area.
- **Company Secretary:**
- Nama Syarikat: Name of Company Secretary
- Alamat: Address of Company Secretary
- Postcode: Postcode of Company Secretary

- Telephone No: Telephone no of Company Secretary
- Emel: Email Address of Company Secretary
- Fax No: Fax No of Company Secretary
- **Registration Details:**
- No Pendaftaran: Registration no
- Tarikh Diperbadankan: Date of incorporation
- **Capital:**
- Dibenarkan (RM): Allowed/Declared Capital
- Paid (RM): Paid Capital - Initially will 0

After Providing Company details applicant can proceed to next step by clicking save.

- By clicking **Save Button**, ILP information will save and applicant will proceed to next step.
- By clicking **Again Button**, fields will become empty.

Following screen will appear by clicking save button.

- **Shareholders:**



The screenshot displays the 'ILP' (Individual Licensee Profile) application form. The 'Shareholders' section is highlighted, showing a table with columns for No., Shareholder Status, Name, No. KP/Passport/Other Syrial, Value Stock (RM), Percentage Share (%), and Activity. The table currently contains no records, with the text 'No records found' displayed below the header. The 'Add' button is visible next to the table header.

- Click on Add button to add a new shareholder.
- By clicking add button following screen will open.

- Status Pegangan Saham: Type of Share holder
- Bumiputera: Local Residence of Malaysia
- Non Bumiputera: Non-Local Residence of Malaysia
- Foreign nationals (ASEAN ): Asian forigner
- Foreign Nationals (Non-ASEAN ): Non-Asian forigner
- Local Company: Local Malaysian Company
- Foreign Companies: Forigner Company
- Nama: Name of Shareholder
- Telefon: Telephone No of Shareholder
- Nilai Saham (RM): Value Stocks
- Pengalaman Kerja: Experience
- Gambar: Image of Shareholder
- Dokumen Sokongan: Document of Shareholder

After Providing Shareholer details applicant can proceed to next step by clicking send.

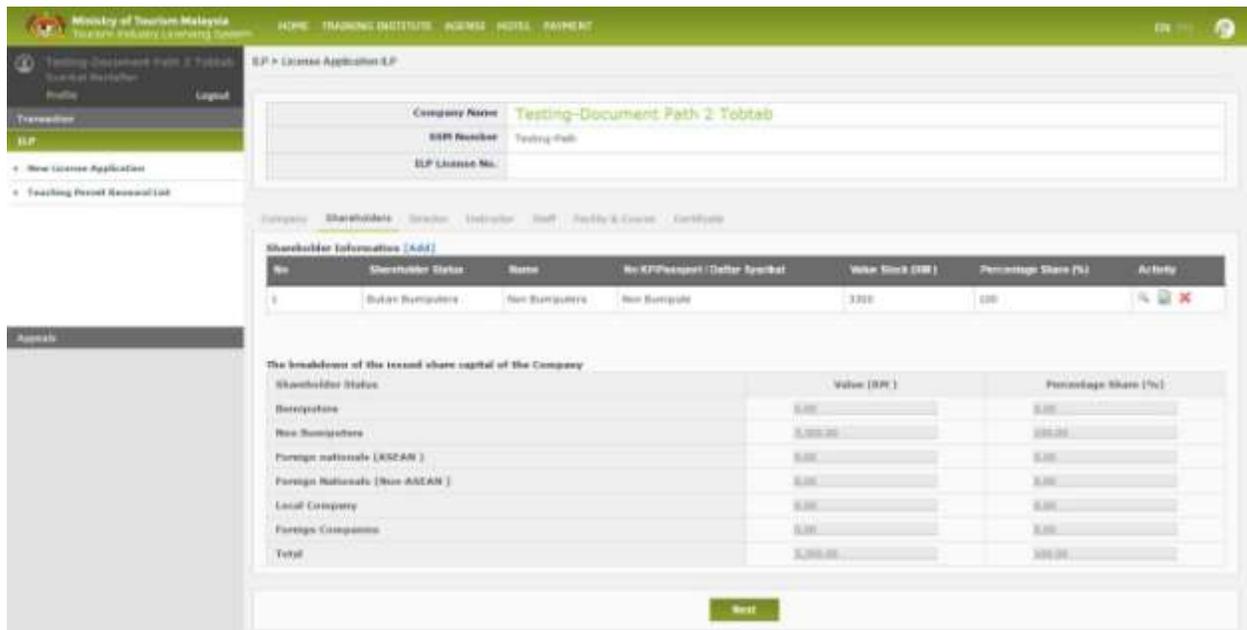
- By clicking **Send Button**, Shareholer information will save and applicant will proceed to next Step.

- By clicking **Again Button**, fields will become empty.

Following screen will appear by clicking save button

- Shareholder will add to the list of shareholders
- Applicant can add untill stock amount reached 100%.

Following screen will appear after adding shareholders.



Here is the list of shareholders.

Applicant can perform following operations from this screen.

- By clicking, applicant will able to see details of shareholder in read only mode.
- By clicking, applicant will able to see edit screen where applicant can make changes in details of specific shareholder.

Applicant can make changes in fields which applicant wants to change from here.

- By clicking Send Button, information of shareholder will edit.
- By clicking Again Button, fields will reset with previous information.
- By clicking, applicant will able to delte selected shareholder details from system.
- By clicking OK Button, Shareholder will delete.

**Details of Capital:**

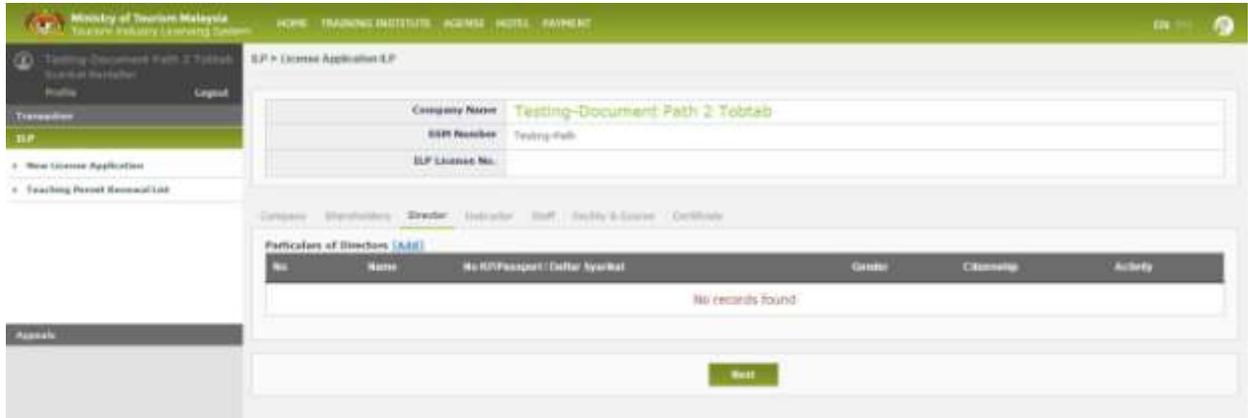
Details of Capital accordingly manage as shown in above screenshot.

To save, shareholders details applicant will perform following action.

- By clicking Next button, Applicant will proceed to next step and details of shareholders will save in system.

Following screen will appear after clicking on next button.

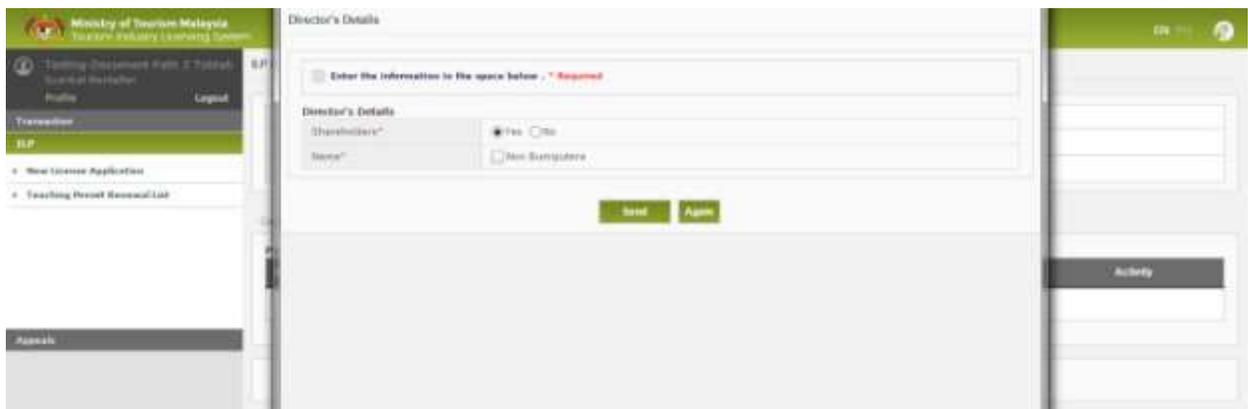
- **Director:**



- Applicant can add directors here. To add a director click on add button.

Following page will appear when applicant will click on add button.

Following page will open to add a new director.



- Shareholder: This is a conditional Statement so:
- Yes: Shareholders names are appearing here.

This is the scenario if yes is selected.

- No: To add new other directors click on No.

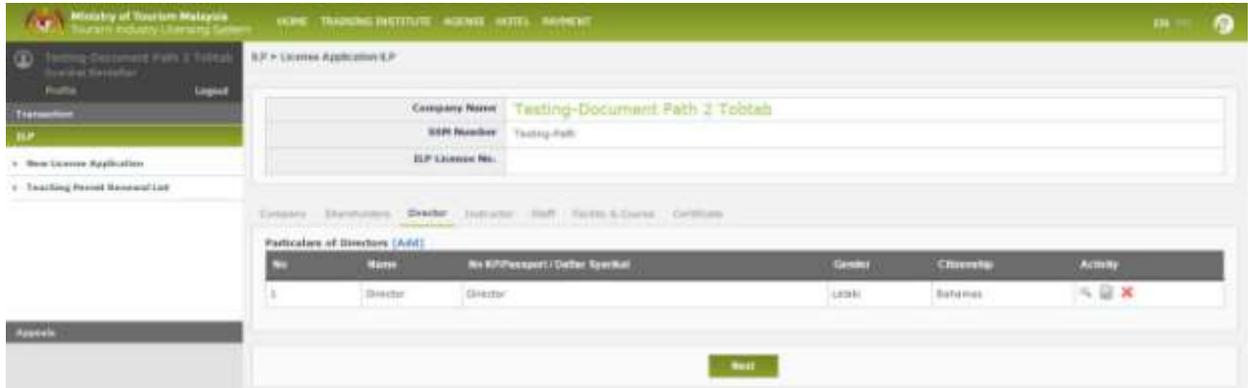
Following screen will appear if applicant has selected No

- Name: Director's name
- IC/Passport: Director's passport no
- Address: Address of Director
- Telefon: Telephone no of Director
- Birth Date: Birth Date of Director
- Age: Age of director will auto calculate on basis of birth date
- Gambar: Image of Director
- Dokumen Sokongan: Document of Director
- Experience in Tourism Industry: if any
- To add more than once experiences details applicant will click on add button.

No.	Position	Company	Starting Period	Ending Period	Supporting Documents
1	Pemerintah Palembang		01/01/14	30/01/15	Choose File No file chosen
2					Choose File No file chosen

After providing all details applicant will able to save data for director.

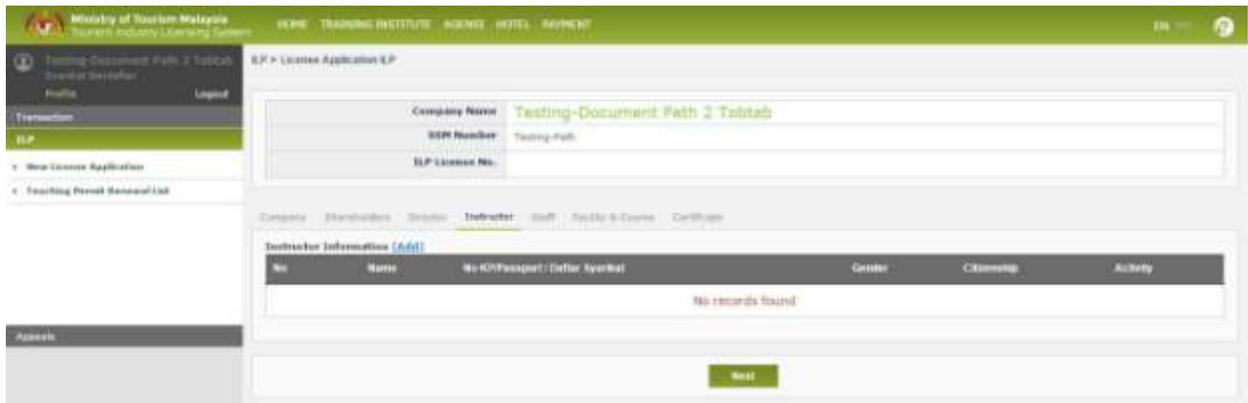
- By clicking send button, Director information will save and applicant will redirect to director Listing Page.



- By clicking Next Button, following screen will appear.

### Instructor:

- To add a new instructor click on Add.

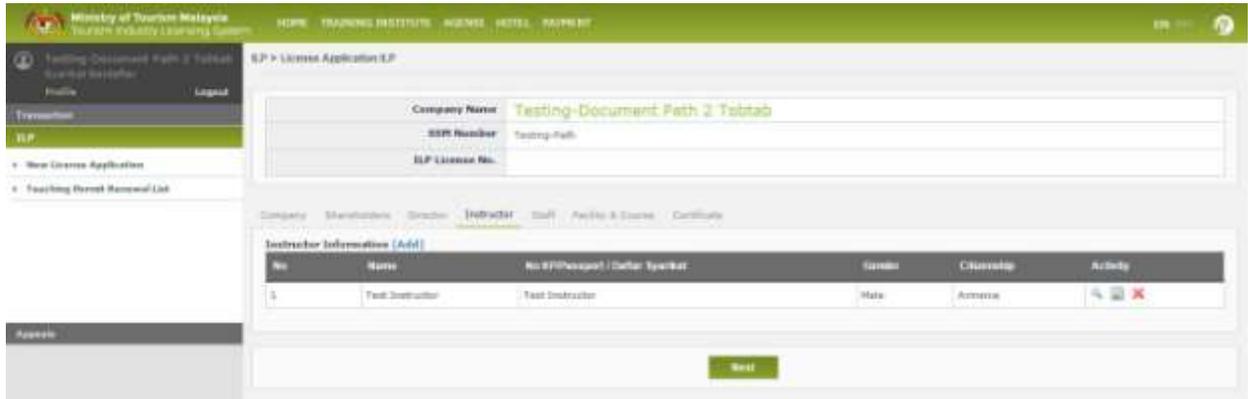


Following screen will appear to add a new instructor.

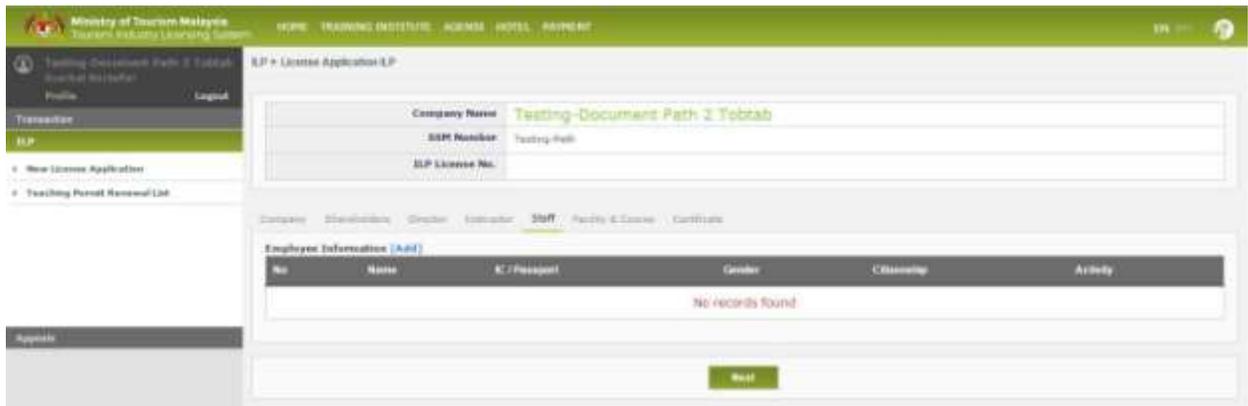
- Name: Name of Instructor
- IC / Passport: IC/Passport number of instructor
- Telephone No: Telephone No of Instructor
- Address: Address of Instructor

- Age: Age of Instructor
- Gender: Male /Female
- Local: Country of Instructor

By clicking send button, Instructor's information will save and applicant will redirect to instructor Listing Page.



By clicking Next button, following screen will appear.



### Staff:

- To add a new staff click on Add.

Following screen will appear to add a new staff member.

Provide required details to add a new staff member in system.

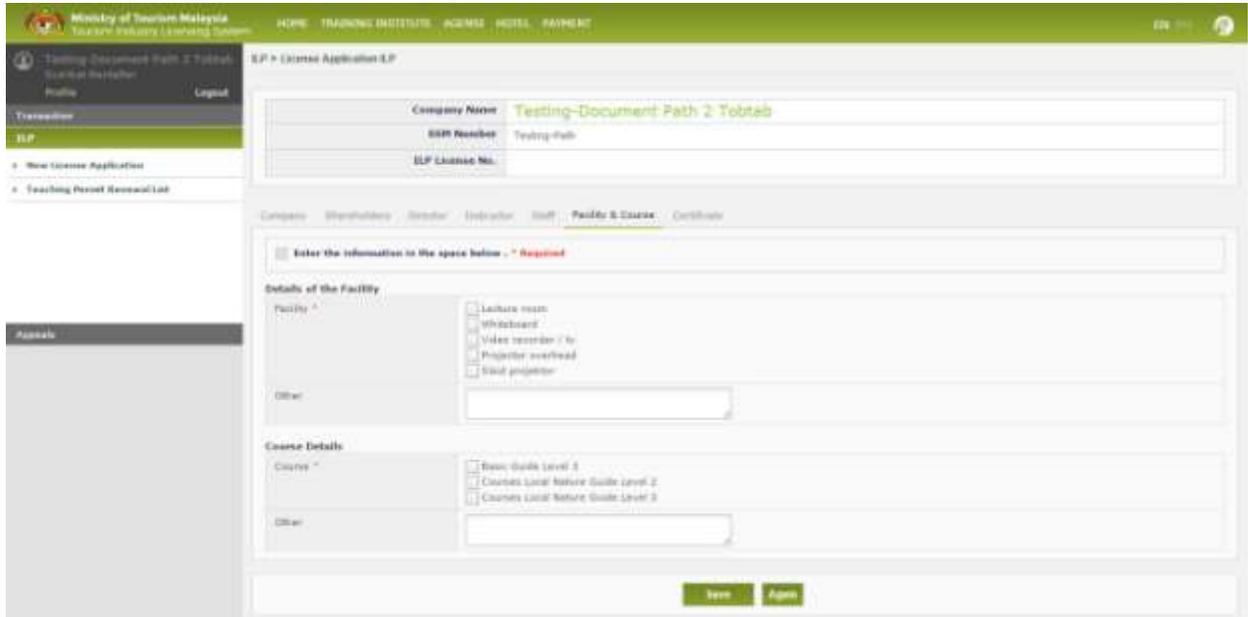
Provide details for new staff member being add to system.

- Name Jawatan: (i) Rest (ii) While travelers Permandu.
- No KP/Passport: Passport number of staff member
- Alamat: Address of Staff member.
- Umur: Age of Staff Member
- Jantina: Gender of Staff Member
- Warganegara: Country of Staff member
- Kelayakan: Worthiness of staff member
- By clicking Send Button, information of staff member will submit.
- By clicking Again Button, fields will become empty.

Following page will appear after saving record of staff member.

No	Name	IC / Passport	Gender	Citizenship	Action
1	Testing Staff	324234234	Male	Albania	

To save Staff member's information click on next. Following screen will appear by clicking next button.



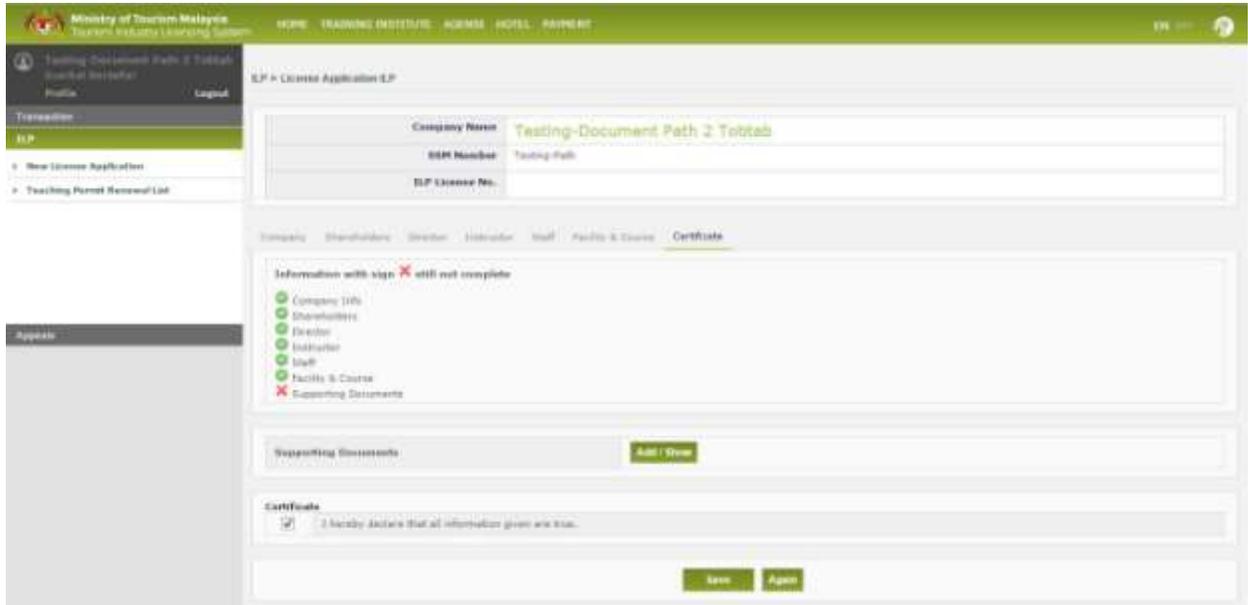
**Details of the Facility.**

- **Facility:**
- Lecture room
- Whiteboard
- Video recorder / tv
- Projector overhead
- Slaid projektor
- Other: Can mention here if any other facility is required.
- **Corse Detials:**
- Basic Guide Level 3
- Courses Local Nature Guide Level 2
- Courses Local Nature Guide Level 3
- Other: Can mention here if any other facility is required.

Applicant will mention Reuired facilites and corse details here.

- By Clicking Save button, this will save in system, and following screen will appear.
- By clicking Again button, fields will become empty.

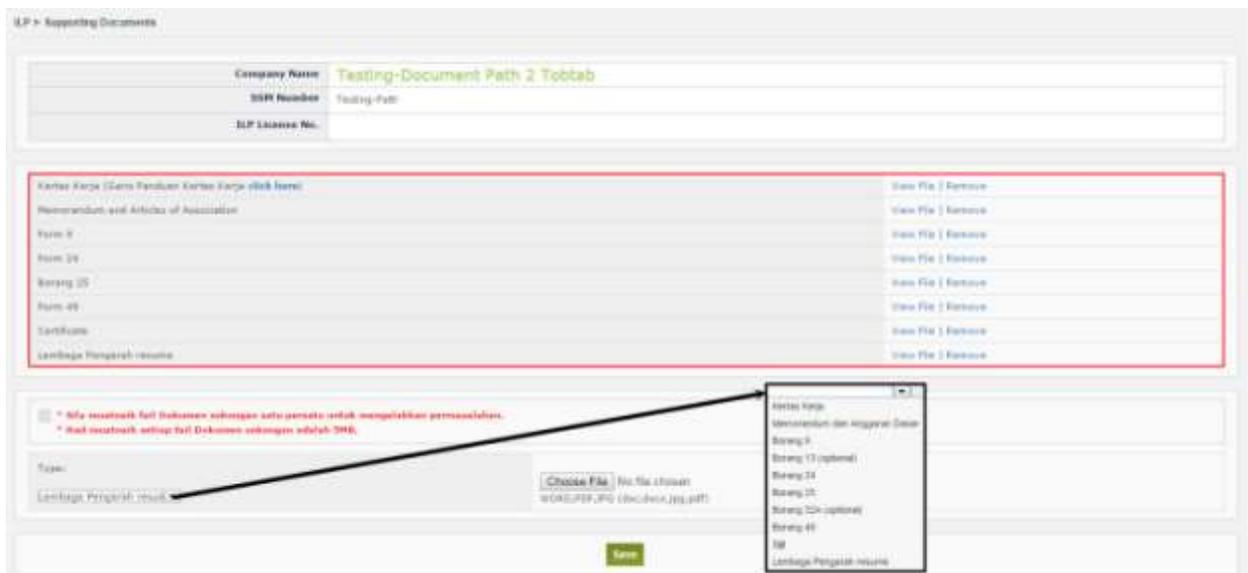
**Certificate:**



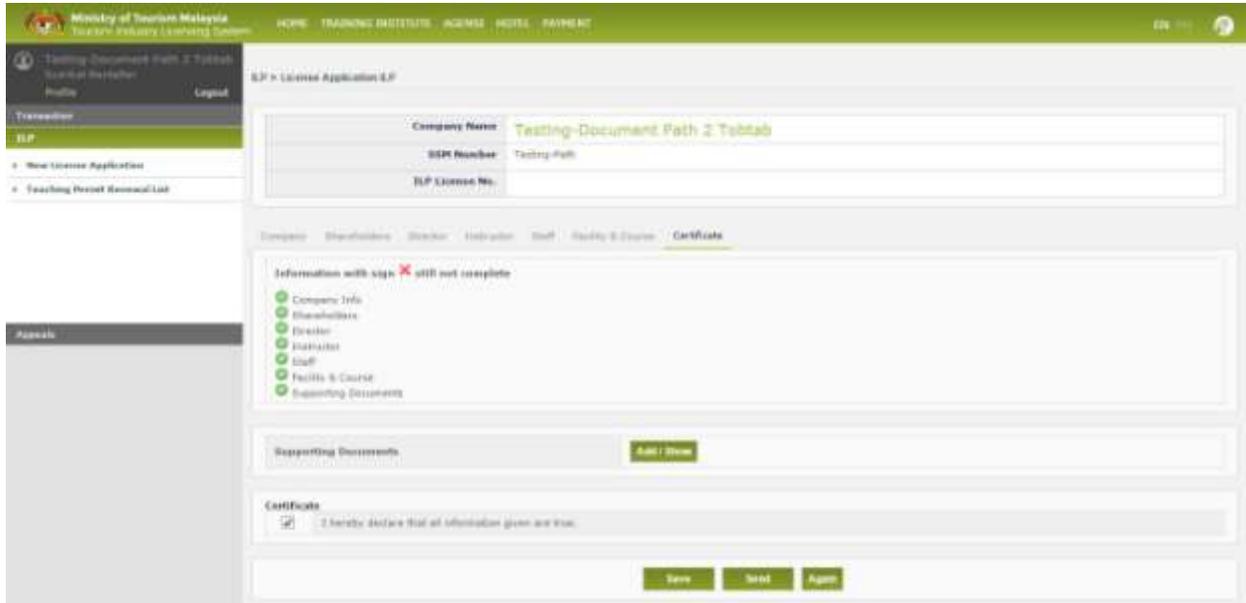
Provide details for new staff member being add to system.

### Supporting Document:

Applicant will provide supporting document here. For this applicant will click on **Add / Show**, where applicant will provide all required documents. Following screen will appear as mentioned.



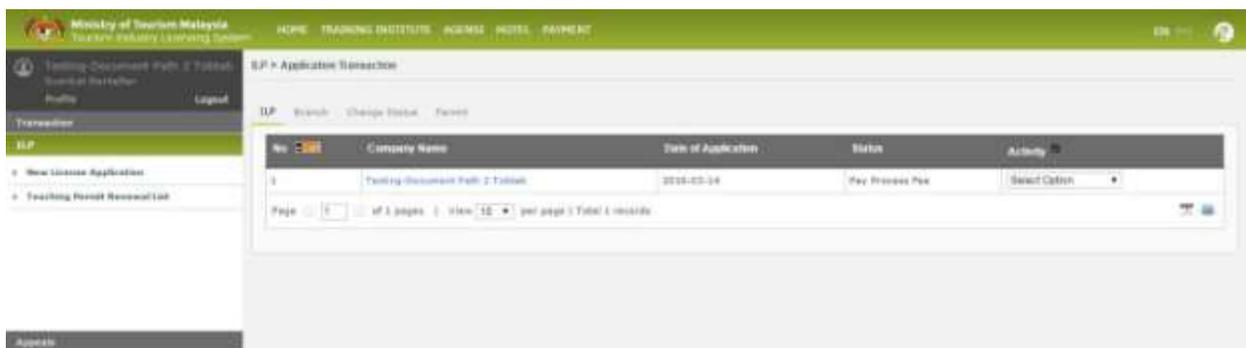
Once all documents are provided following screen will appear.



Where send Button to submit application will appear.

- Certificate: Make sure  has been selected before performing next action.
- By clicking Save Button, Application will save as draft and will not submit to MOT-SPIP.
- By clicking Send Button, Application will submit to MOT-SPIP.
- By clicking Again Button, fields will become empty.

After submission /send applicant will redirect to application transaction page.



This is how an external user/internal applicant will apply for a tourism company license. Once application has been submitted status of application will change to awaiting payment.

Applicant will able to perform other operations once application will process and applicant will get a license number.

Applicant who submitted application will go for manual/online payment for Application processing.

## 15) How to add a new Branch for ILP

To add a new branch applicant need to sign.

- Sign in with authentic user



- Authentic Applicant name and Password will require for Signing In.
- After Signing in Applicant will Land to Dashboard where pending application (if there is any) will Appear.



When applicant will click on INSTITUT LATIHAN (TRAINING INSTITUTE) following page will appear.

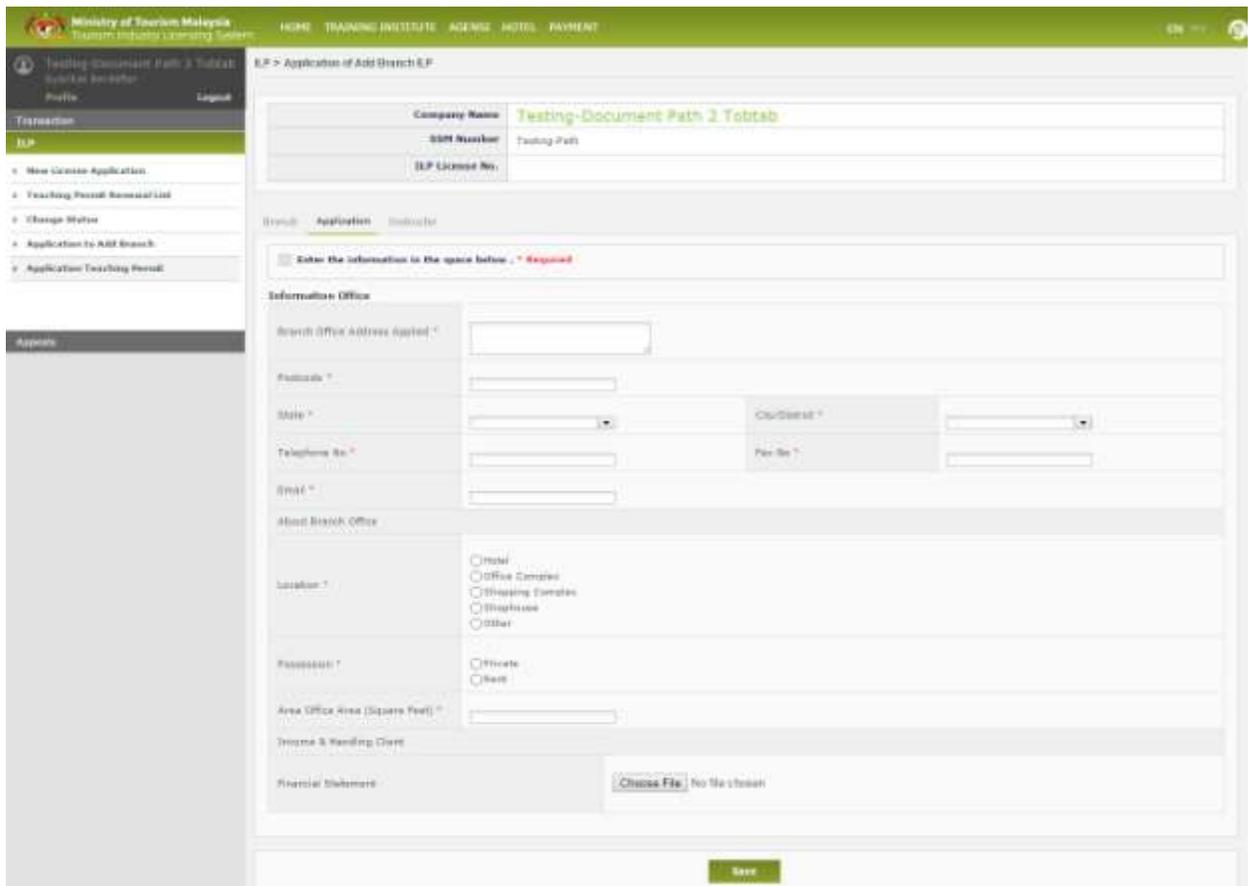


Once license application has been approved other options will open to avail as per requirement.

**How to apply for new branch?**

Click on Application to Add branch from above mentioned screen.

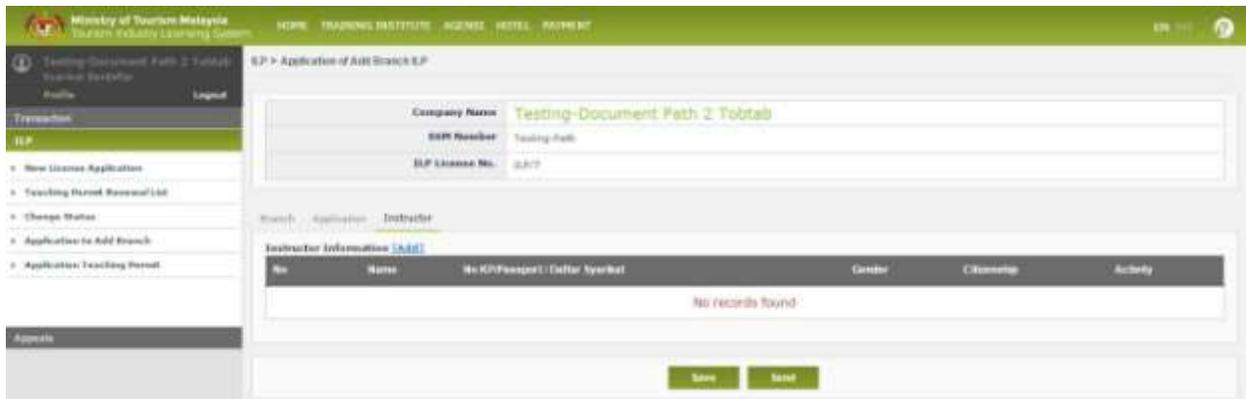
Following screen will appear.



Provide required details to apply a new Branch

- Branch Office Address Applied: Address of Branch
- Postcode: Postcode of Area of Branch
- State: State of Branch where applicant want to open branch

- City/District: City/District of Branch where applicant want to open branch
- Telephone no: Telephone no of Branch
- Fax No: Fax no of Branch
- Email: Email Address for Branch
- About Branch Office :
- Location: Location of office
- Possession: Type of Property
  - I. Private: Own Property
  - II. Rent: Rental Property
    - Area Office area.
    - Income & Heading Clients :
    - Financial Statement: Financial statement document will require here.
    - By clicking Save Button, following screen will open.



Applicant can add Instructor here for this branch. This is an optional step. Can bypass by clicking send button.

To add a new instructor click on Add from above screen.

Details of trainers

Enter the information in the space below \* Required

Details of trainers

Name \*

IC / Passport \*

Telephone No. \*

Address \*

Age \*

Gender \*  Male  Female

Local \*

Send Again

**NOTE:** Items marked with \* are mandatory.

- Name \*: Name of instructor
- IC / Passport \*: IC/Passport number of instructor
- Telephone No \*: Telephone number of instructor
- Address \*: Address of instructor
- Age \*: Age of instructor
- Gender \*: Gender of instructor
- Local \*: Country of instructor

Once all details are filled click Send button to submit application or Again to reset form.

- Click Send button to see following screen.

Details of trainers

Enter the information in the space below \* Required

Details of trainers

Name \*

IC / Passport \*

Telephone No. \*

Address \*

Age \*

Gender \*  Male  Female

Local \*

Academic Information [Add]

No.	Qualification	Specialization	Activity
No records found			

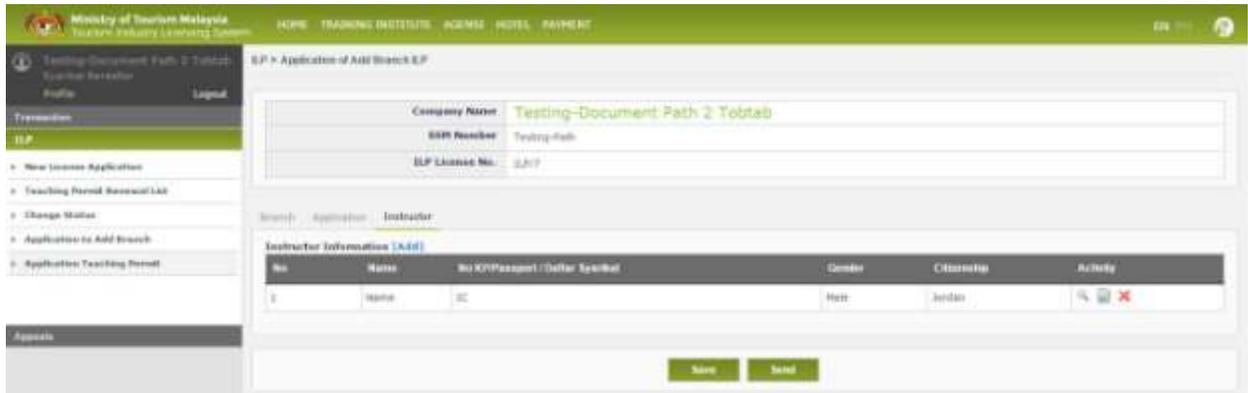
Experience in Tourism Industry [Add]

No.	Position / Designation	Company	Starting Period	Ending Period	Activity
No records found					

Send Again

Provide Academic information and experience in Tourism Industry as per required.

Once everything is provided following screen will appear.



Instructor has been added to the system. Click send to proceed. By clicking send button applicant will get back to following screen.



To get to this screen from anywhere applicant (syarikat bardaftar) can follow this path:

Training Institute -> Transaction -> Application List -> Branch

Status of application has been changed to awaiting payment.

## 16) How to apply for Renewal for ILP

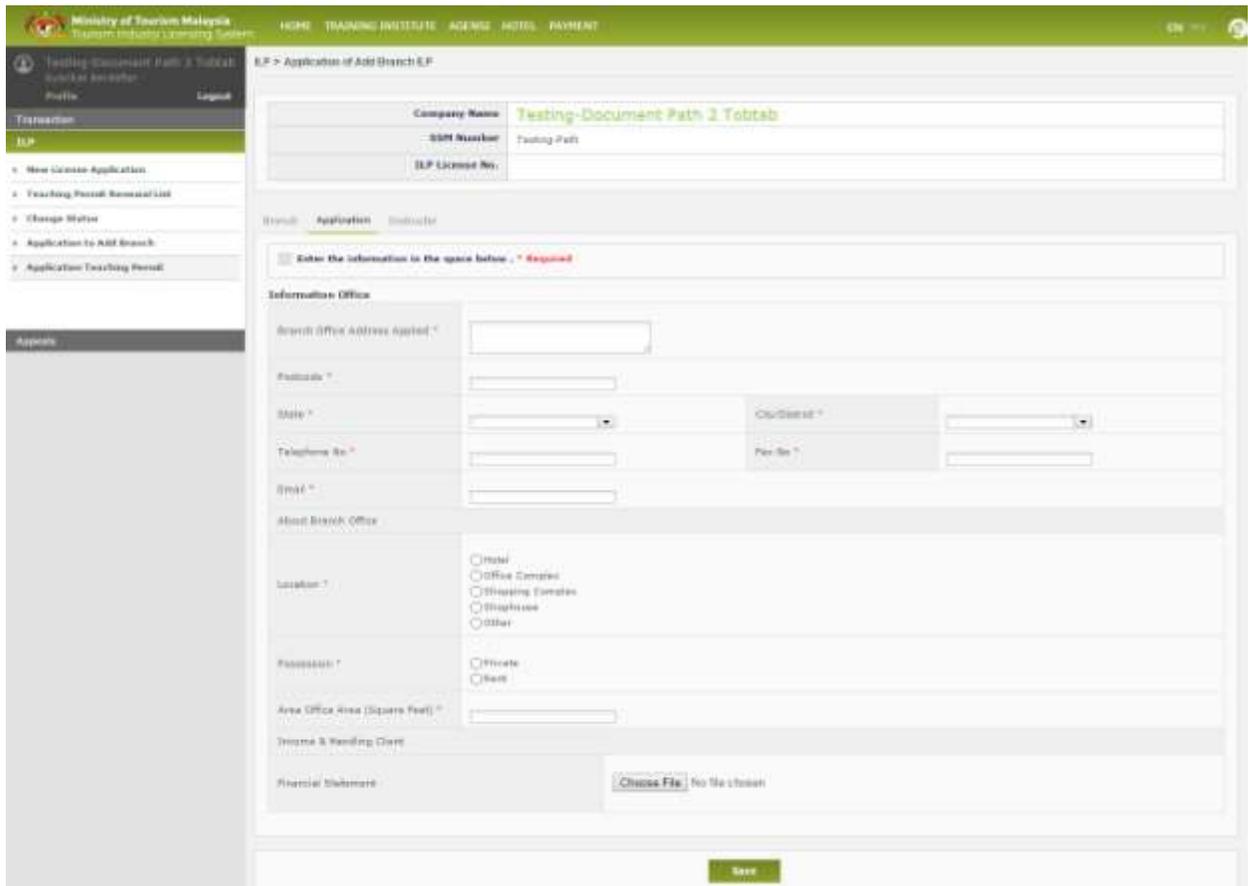
To apply for renewal applicant need to access the following path from menu after logging-in.

INSTITUT LATIHAN (TRAINING INSTITUTE) -> Transaction -> Application list -> ILP

as mentioned below.



By clicking Renewal ILP License, following screen will open.

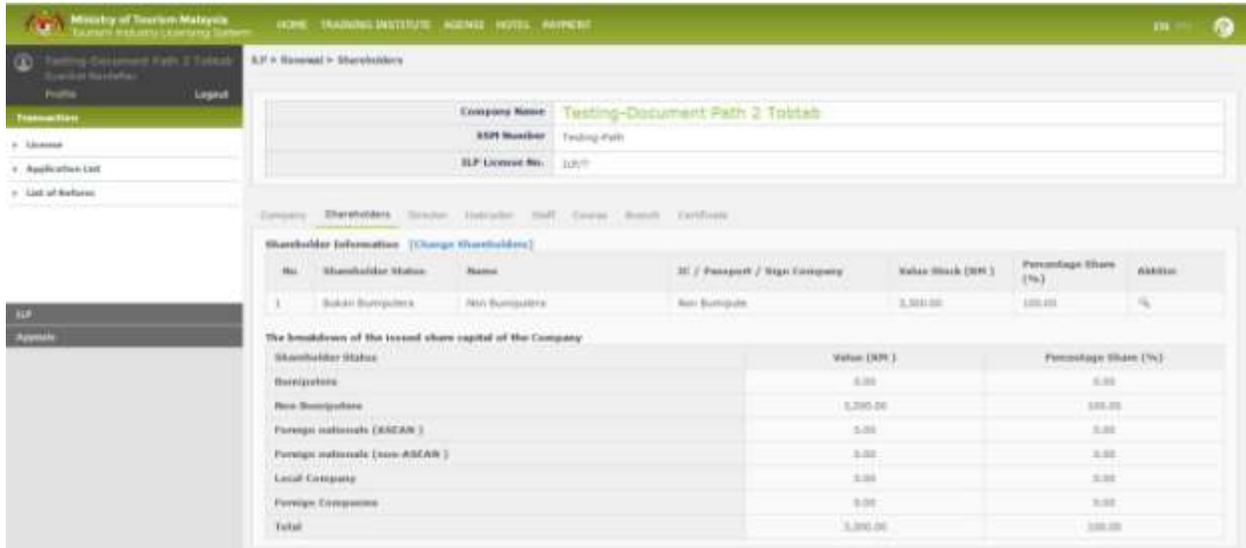


## Apply for Renewal?

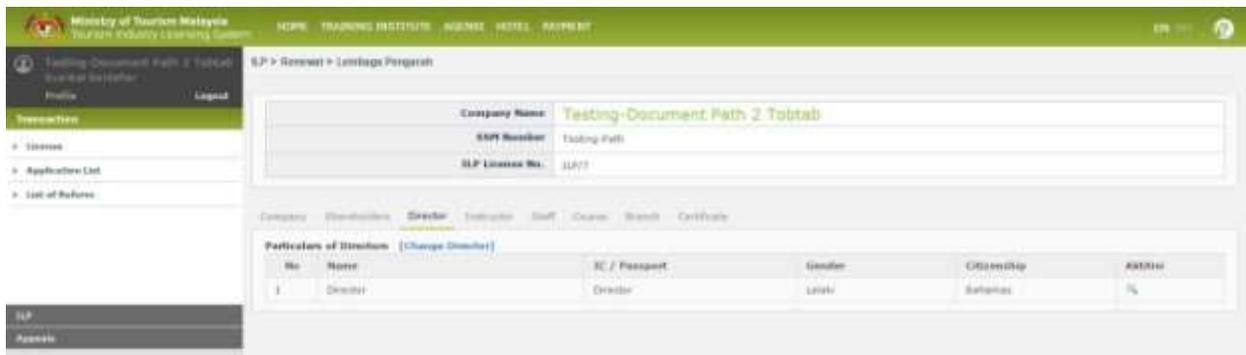
To apply for renewal applicant will provide required information in above mentioned screen.

- License Renewal Period: Time to extend.
- Income & Client handling:
- Total income (revenue) year before (RM): Revenue Amount
- Total expenditure before RM: Expenses amount

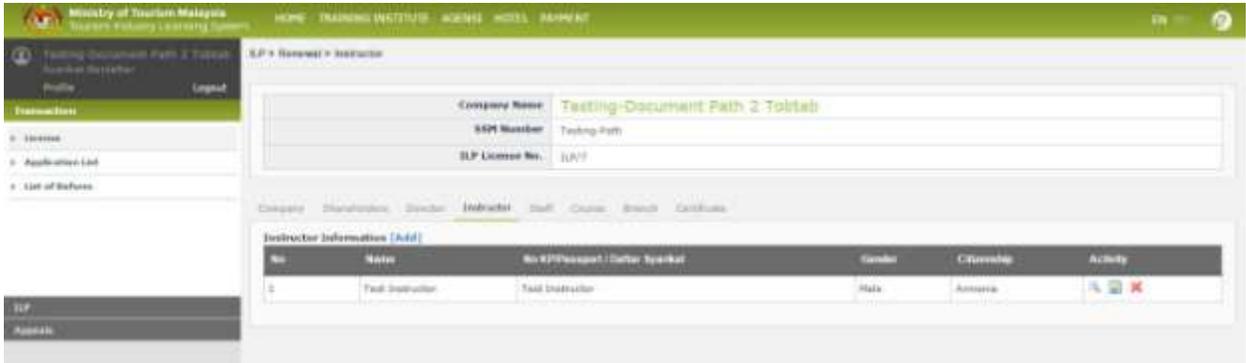
- Total net income before RM: Difference of Revenue & Expenses
- By clicking save Button, Applicant will move to next step where applicant can perform following Actions/Operation.
- By clicking Again button, form will reset.



- **Change Shareholder:** Change of status request- To change Shareholder, applicant will follow change status procedure(as per tobtob).



- **Change Director:** Change of status request- To change director, applicant will follow change status procedure (as per tobtob).



- **Instructor Information:** Instructor Information can be add as per new ILP Application as mentioned earlier.



- **Employee Information:** Employee Information can be add as per new ILP Application as mentioned earlier.



- **Maklumat Kursus:** Course information can be added by following:

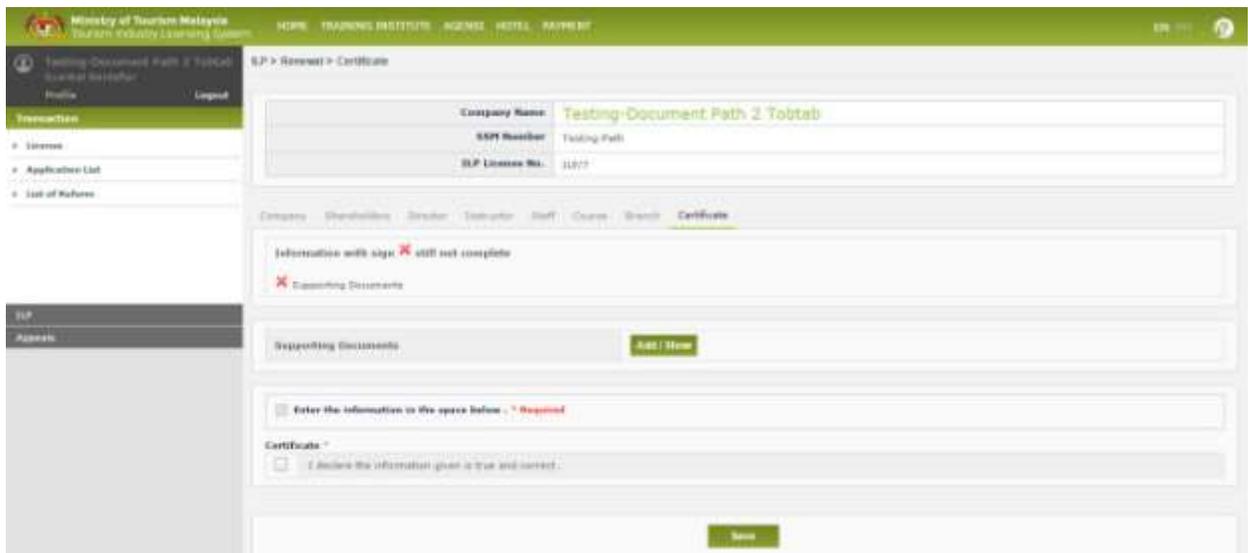


- Course Name: Name of Courses
- No of Participant: Total participant attended the course.
- No of Pass Participant: Total participants passed course
- By clicking Send, Details will submit and applicant will able to see branch.
- **Branches:** Branches can be added by following:

If there are multiple branches applicant can select/deselect branches for renewal here only approved branches will appear.



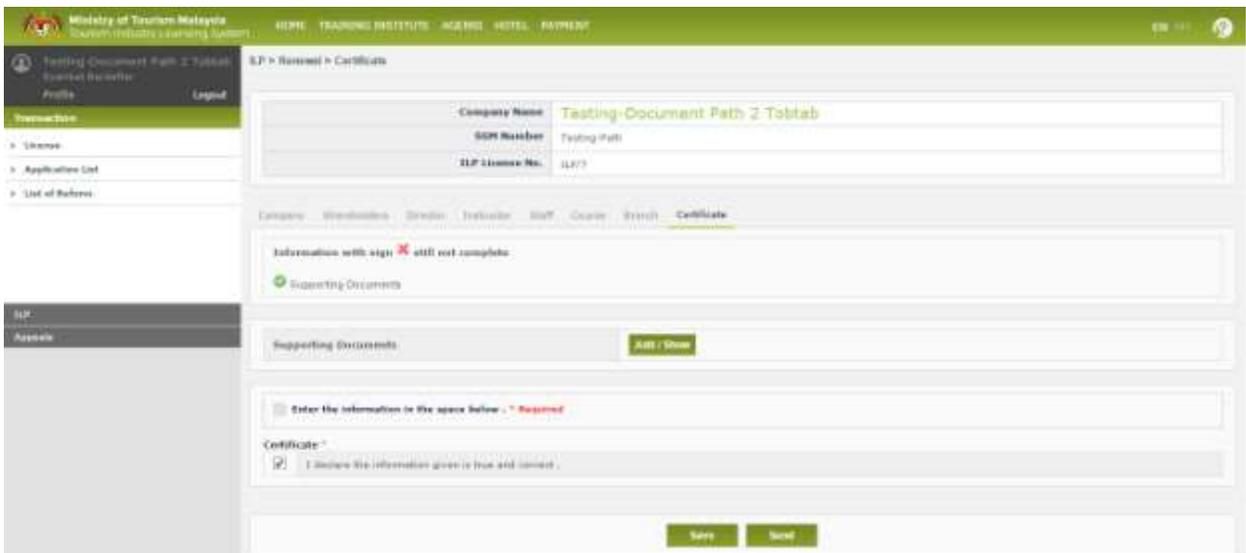
- **Certificate:** Agree with terms and conditions checked, can be added by following:



-  Indicates that required item is complete.
  -  Indicates that required item is not complete.
- Following screen will open by clicking Add/Show.



Following options will appear after attaching all documents.



- Applicant will check the box here to declare that all information, which provided here, are Correct.
- Applicant will able to perform following action when checked the box for certificate.
- By clicking Save Button, Application will save as draft and will not submit for renewal to MOT-SPIP.
- By clicking Send Button, Application will submit to MOT-SPIP for renewal/extension in expiry Date.

After submission /send applicant will redirect to application transaction page.

## 17) Teaching Permit for ILP

When applicant will click on **INSTITUT LATIHAN (TRAINING INSTITUTE)** to get access to teaching permit screen.

Applicant will follow this path to see following screen:

Training Institute -> ILP -> Application teaching permit.

Following screen will appear for teaching permit application.

The screenshot shows the 'SP \* Application Teaching Permit' form in the MOT-SPIP system. The form is titled 'SP \* Application Teaching Permit' and has a 'Save' button at the bottom right. The form includes the following fields:

- Company Name: Testing-Documen Path 3 Tabtab
- SP# Number: Testing-Path
- SP# License No.: SPIT

The form is titled 'SP \* Application Teaching Permit' and has a 'Save' button at the bottom right. The form includes the following fields:

- Name Permit \*
- State \*
- Birth Date \*
- Birth Place \*
- Gender \*
- Nationality \*
- Work Permit No \*
- No Old IC / New / No. Passport \*
- Place Issued \*
- Postcode \*
- No. Talian (ID) \*
- No. Talian (RP) \*
- Gender \*

**NOTE:** Field with \* is required. Can't be empty

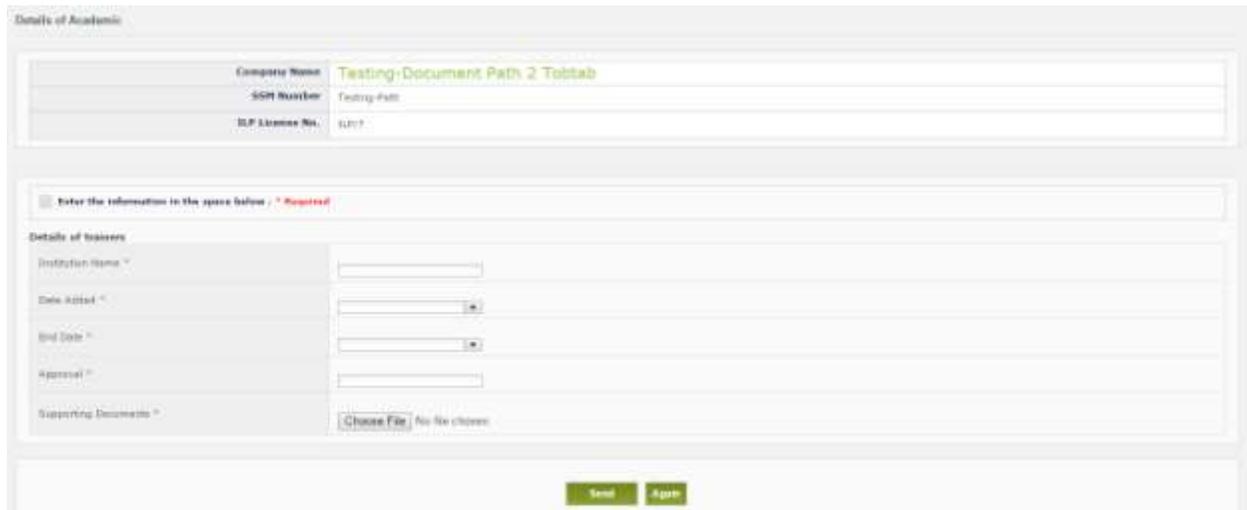
- Full name \*: Name of Applicant
- Birth Date \*: Date of birth of Applicant
- State \*: State of Applicant
- Birth Place \*: Birth Place of Applicant
- District \*: District of state choose
- gender \*: Gender of Applicant
- Nationality \*: Nationality of Applicant
- Work Permit No \*: Work permit no of Applicant
- No Old IC / New / No. Passport \*: IC/Passport No of Applicant
- Place Issued \*: Place issued of above provided IC/Passport of Applicant

- Address \*: Address of Applicant
- Postcode \*: Post code of Area
- Telephone (R) \*: Telephone no of Applicant (Residential)
- Telephone (HP) \*: Telephone no of Applicant (Home Phone)
- Pictures \*: Picture of Applicant

Click Save to see following screen.



- **Academic Information:** Click Add to see following screen to add academic information.



- Institution Name \*: Name of institution
- Date Added \*: Date added
- End Date \*: End Date
- Approval \*: Approval of information
- Supporting Document: Supporting document will provide here.

After providing details following screen will appear by clicking Send.

Click Again, to reset the form.

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME TRAINING INSTITUTE LICENSE HOTEL PAYMENT

Testing Document Path 2 Toltab  
Profile Logout

Navigation

SIP

- New License Application
- Change Status
- Application to Add Branch
- Application Teaching Permit

Academic Information [Add]

No.	Institution Name	Start Date	End Date	Approval	Action
1	test	2018-03-07	2018-03-04	test	

Save

Click Save to see following screen.

- **Experience Works:** Click Add to see following screen to add experience information.

Working Experience Details

Company Name: Testing Document Path 2 Toltab  
SIP Number: Testing-path  
SIP License No.: LPPT

Enter the information in the space below. \* Required

Working Experience Details

Employer Name \*

Address of Employer \*

Date Added \*

End Date \*

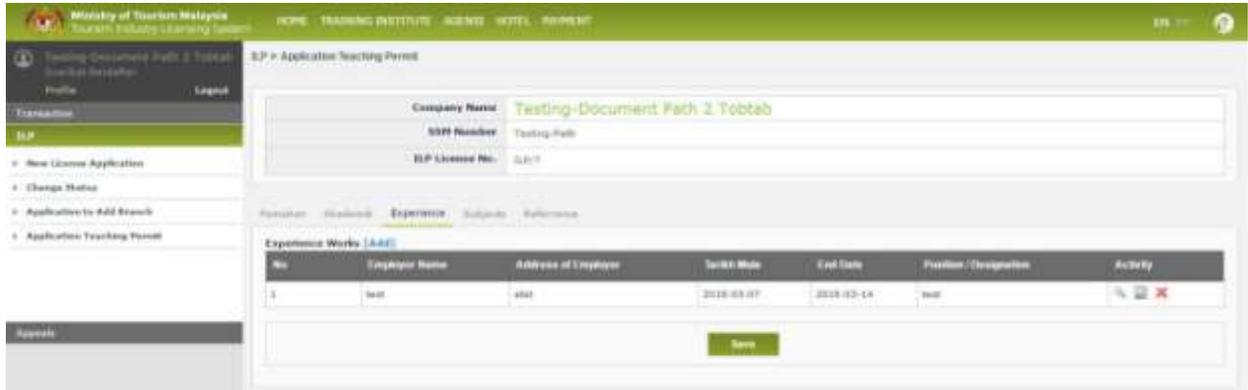
Position / Designation \*

Send Again

- Employer Name \*: Name of Employer
- Address of Employer \*: Address of Employer
- Date Added \*: Date Added
- End Date \*: End Date
- Position / Designation \*: Position/Designation

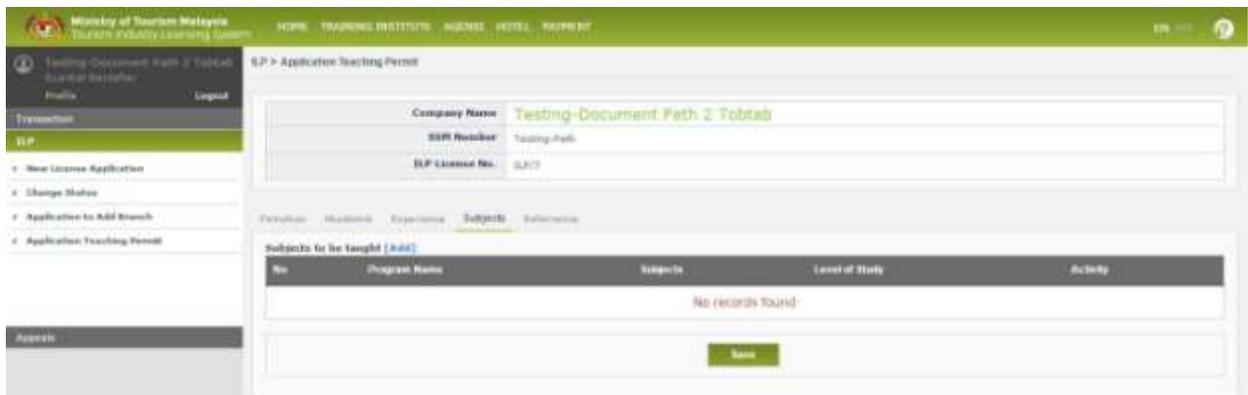
After providing details following screen will appear by clicking Send.

Click Again, to reset the form.



Click Save to see following screen.

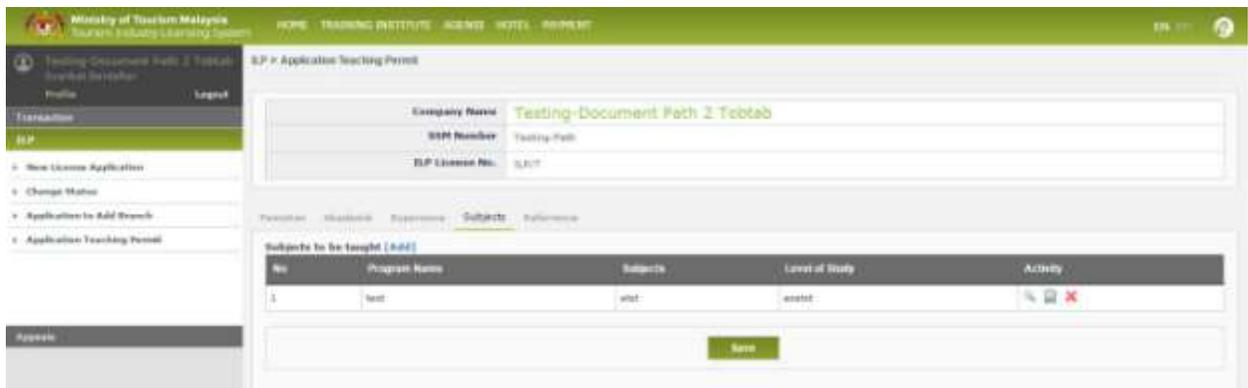
- **Subjects to be taught:** Click Add to see following screen to add subjects.



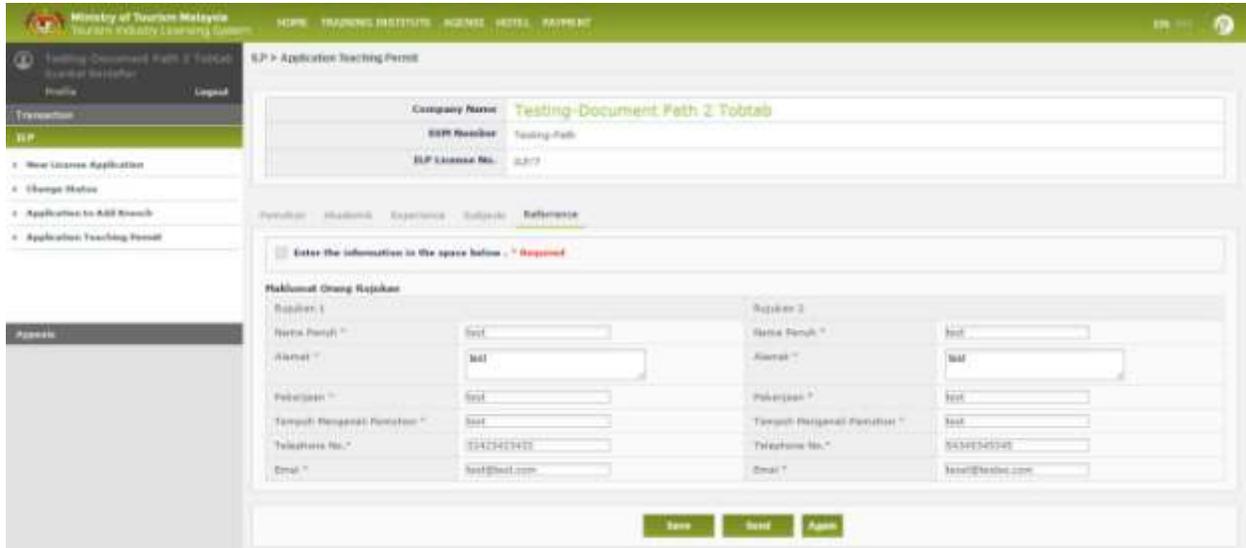
- Program Name \*: Name of Program
- Subjects \*: Subject to be taught
- Level of Study \*: Level of study.

After providing details following screen will appear by clicking Send.

Click Again, to reset the form.



Click Save to see following screen.

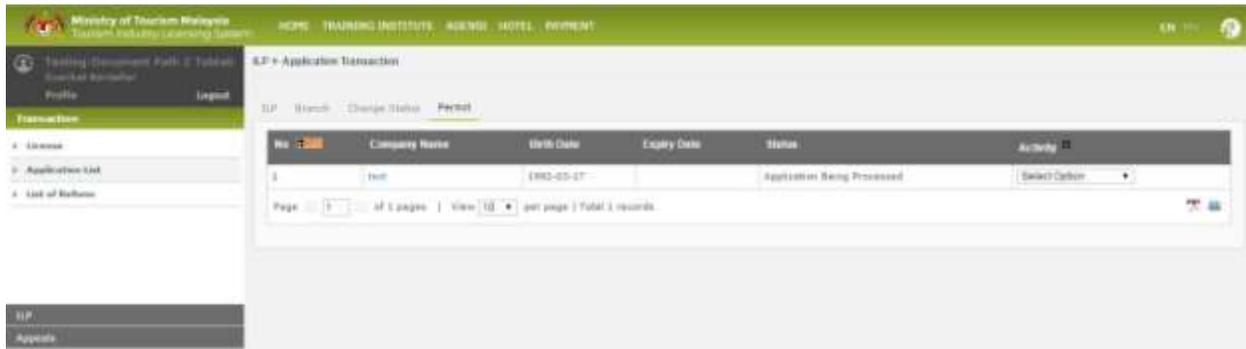


Provide References here.

Click Save to draft application if want to make anychange in future.

Click Send to submitt application.

Click Again to reset form.



Application is being process is the status of aplciation as mentioned here.

## 18) Renewal Teaching Permit for ILP

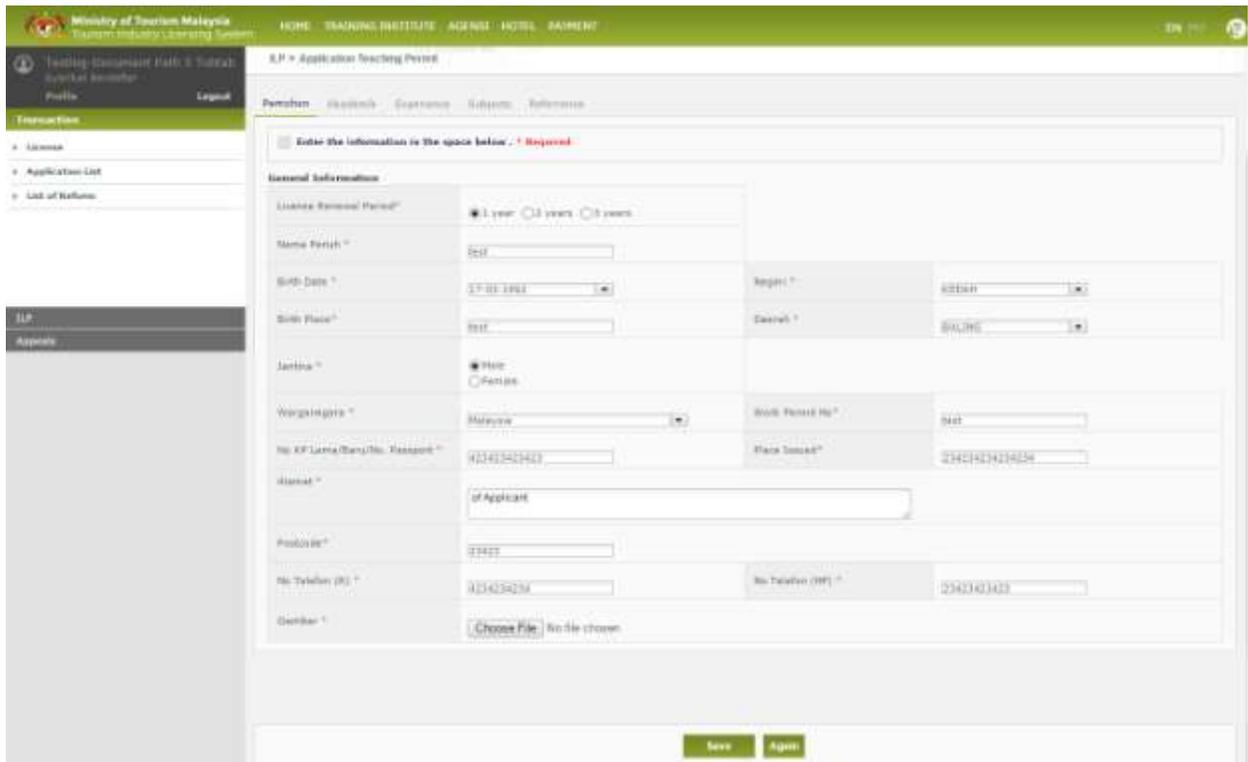
When applicant will click on **INSTITUT LATIHAN (TRAINING INSTITUTE)** to get access to teaching permit screen.

Applicant will follow this path to see following screen:

Training Institute -> Transaction -> Application List -> Permit



Following screen will appear for renewal teaching permit application.



**NOTE:** Field with \* is required. Can't be empty

- License Renew Period: Period for License Renewal
- Full name \*: Name of Applicant
- Birth Date \*: Date of birth of Applicant
- State \*: State of Applicant
- Birth Place \*: Birth Place of Applicant
- District \*: District of state choose
- gender \*: Gender of Applicant
- Nationality \*: Nationality of Applicant

- Work Permit No \*: Work permit no of Applicant
- No Old IC / New / No. Passport \*: IC/Passport No of Applicant
- Place Issued \*: Place issued of above provided IC/Passport of Applicant
- Address \*: Address of Applicant
- Postcode \*: Post code of Area
- Telephone (R) \*: Telephone no of Applicant (Residential)
- Telephone (HP) \*: Telephone no of Applicant (Home Phone)
- Pictures \*: Picture of Applicant

Click Save to see following screen.

The screenshot shows the 'SIP Application Teaching Period' form. The 'Academic Information' section is highlighted with a yellow background. It contains a table with the following data:

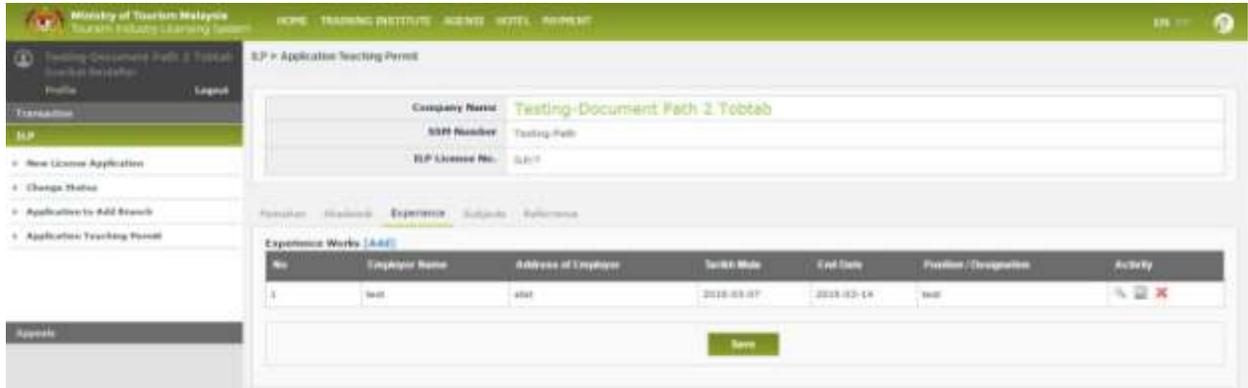
No.	Institution Name	Termin Month	End Date	Approval	Activity
1	test	2018-03-07	2018-03-04	test	 

Below the table is a 'Save' button.

- **Academic Information:** Can add as per new application.

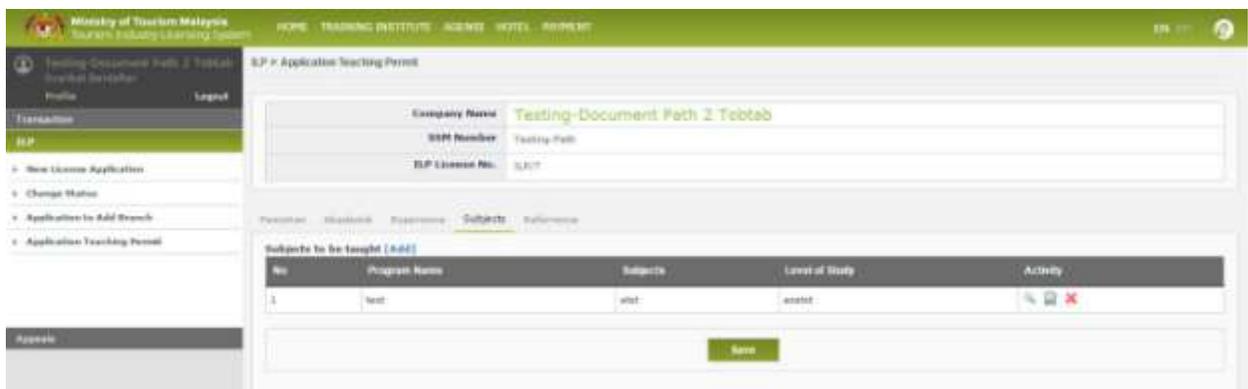
This screenshot is identical to the one above, showing the 'Academic Information' section of the application form with the same table and 'Save' button.

Click Save to see following screen.

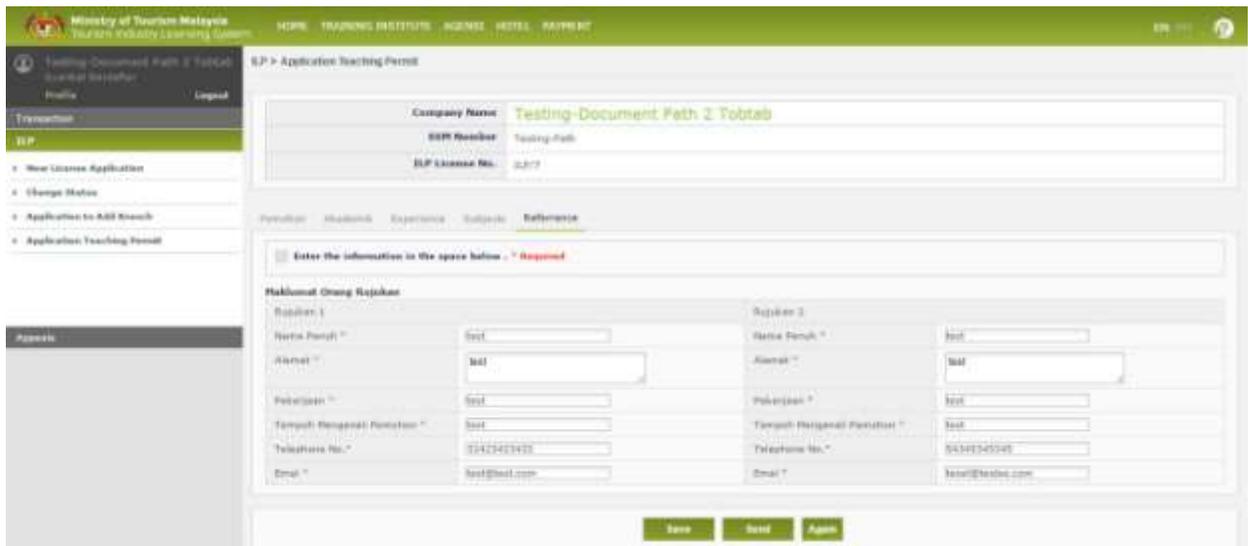


Click Save to see following screen.

- **Subjects to be taught:** Can add as per new application.



Click Save to see following screen.

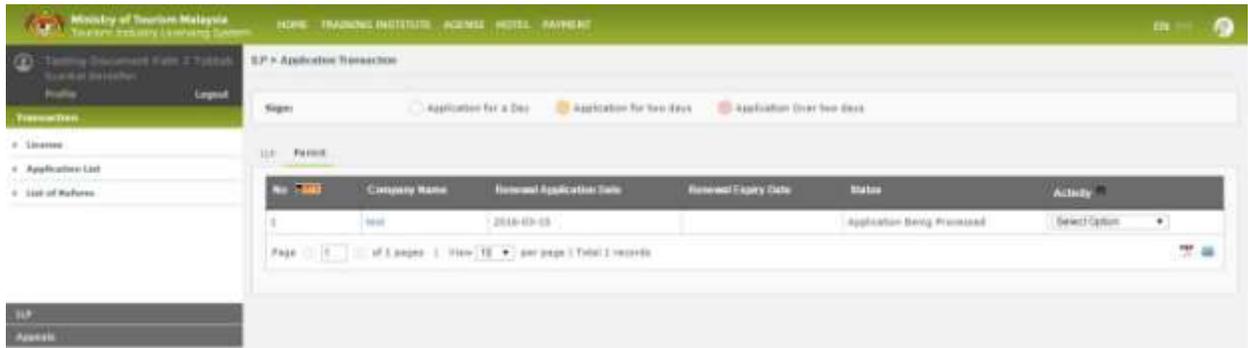


Provide References here.

Click Save to draft application if want to make anychange in future.

Click Send to submit application.

Click Again to reset form.



Application is being process is the status of application as mentioned here.

## 19) New License for BPKSP

When a Company/Agensi/TobTab Application of SABAH/SARAWAK (state) is verified/Approved, user will able to add more things to its company. One of them is BPKSP.

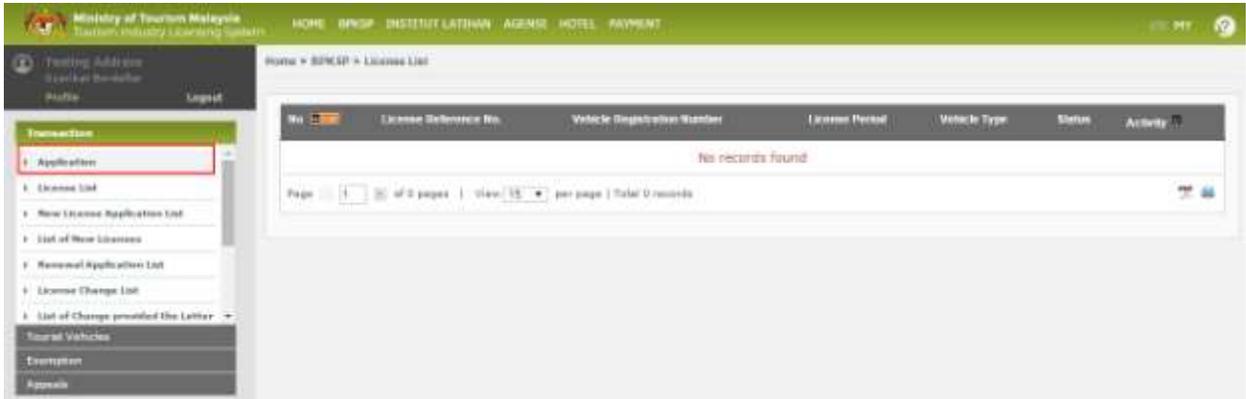
### ➤ Add a BPKSP

To add a BPKSP user will perform following action.

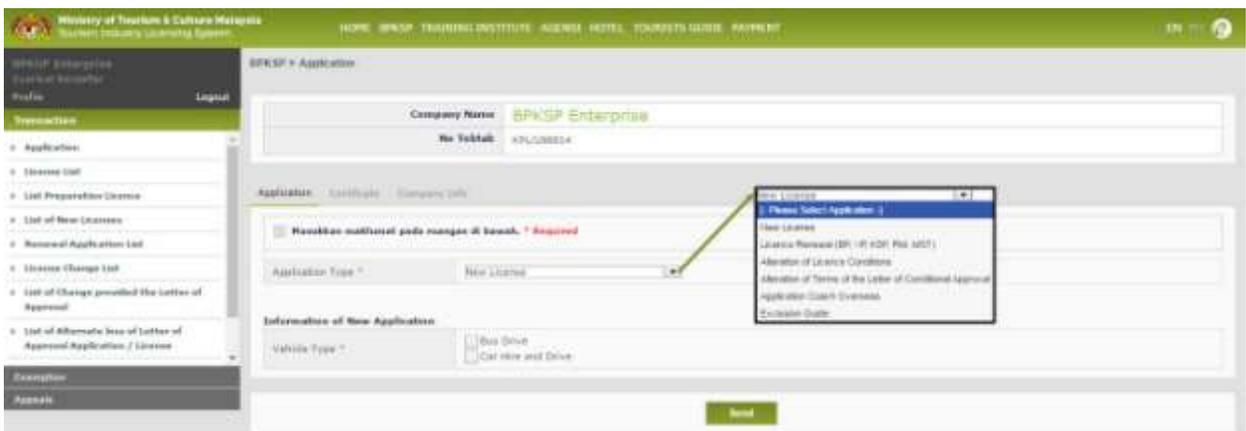
User will able to add a BPKSP only if, MOTAC system has granted ACL for BPKSP to that User's role. If MOTAC doesn't allow ACL's to add BPKSP, user will not able to see BPKSP tab in menu.



- Click BPKSP to see following screen.



- Click Application to Register a new BPKSP License.

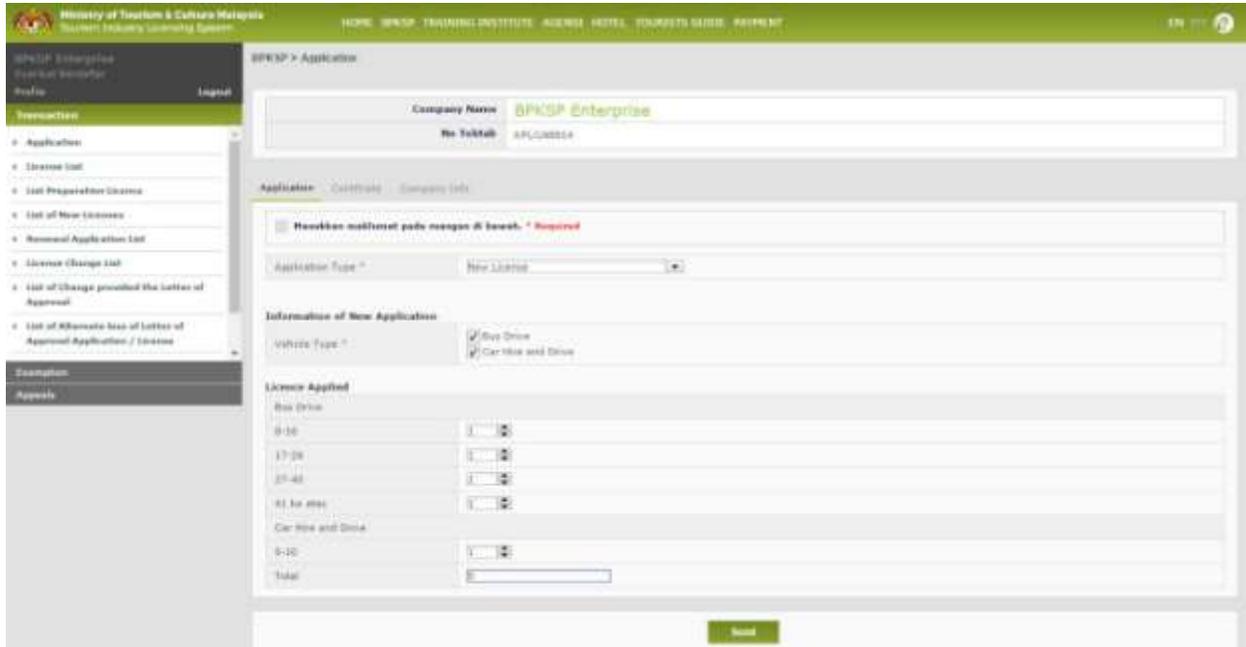


Above mentioned screen will open for New Registration of BPKSP under MOTAC System.

Provide required data here to get register.

**NOTE:** Items marked with \* are mandatory. User can't proceed without filling these fields.

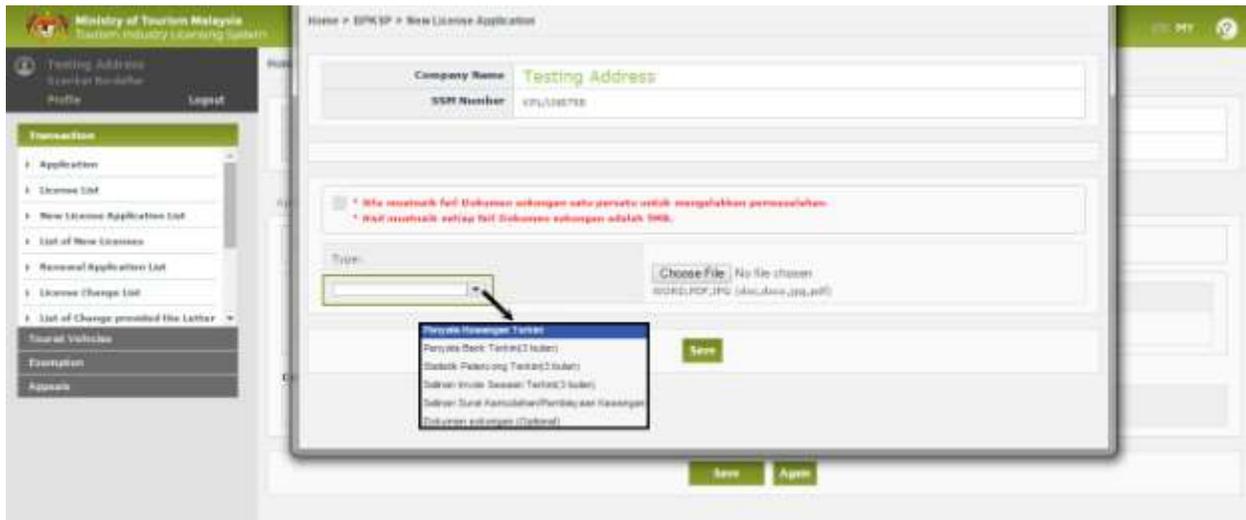
- Company Info: By clicking company info tab, information of tobtob will open.
- **Application Type** \*: Select type of Application to get License.



- Vehicle Type \*: Type of Vehicle will mention here.
- License Applied \*: Select number of vehicles.

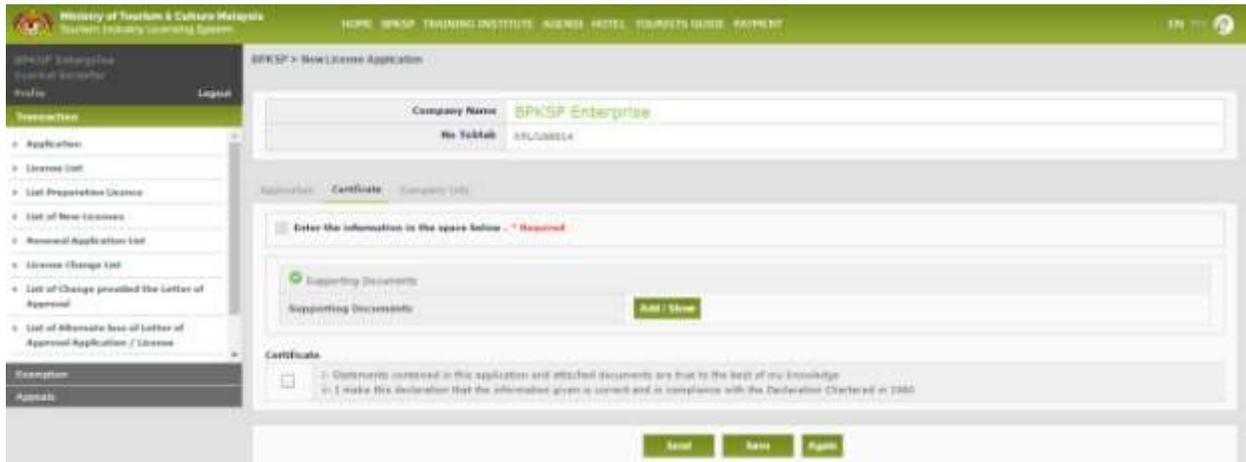
Click Send Button after providing all details.

Following screen will appear by clicking Send button.



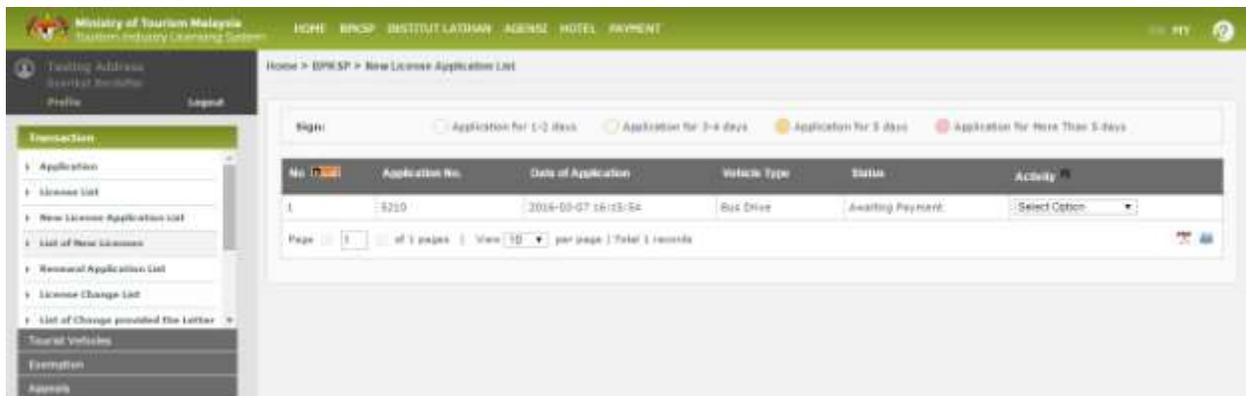
Supporting files \*: Provide required supporting documents here.

Following screen will appear once all documents are updated/provided.



- Certificate \*: Click on  and agree for terms and conditions.
- Send \*: Click send to  submit application.
- Save. \*: Click save to draft application for later updation.
- Again: Click Again to remove check  from certificate.

Following screen will appear after submission.



Status of application has been changed as application is submitted to MOTAC system. Applicant will pay online or will go to MOTAC Staff (Authentic Officer) for manual payment.

## 20) Alteration of Licence Conditions

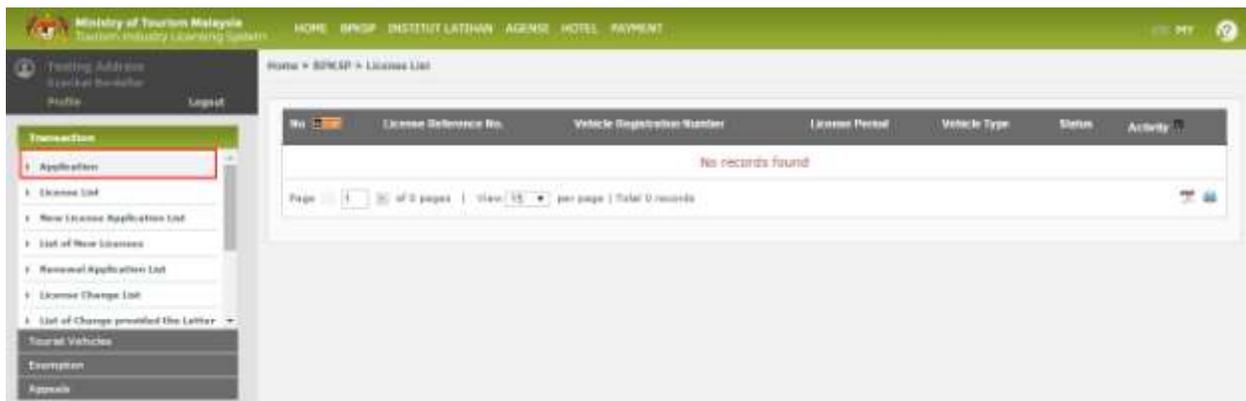
### ➤ Alter a license condition of a BPKSP Vehicle

To alter a license user will perform following action.

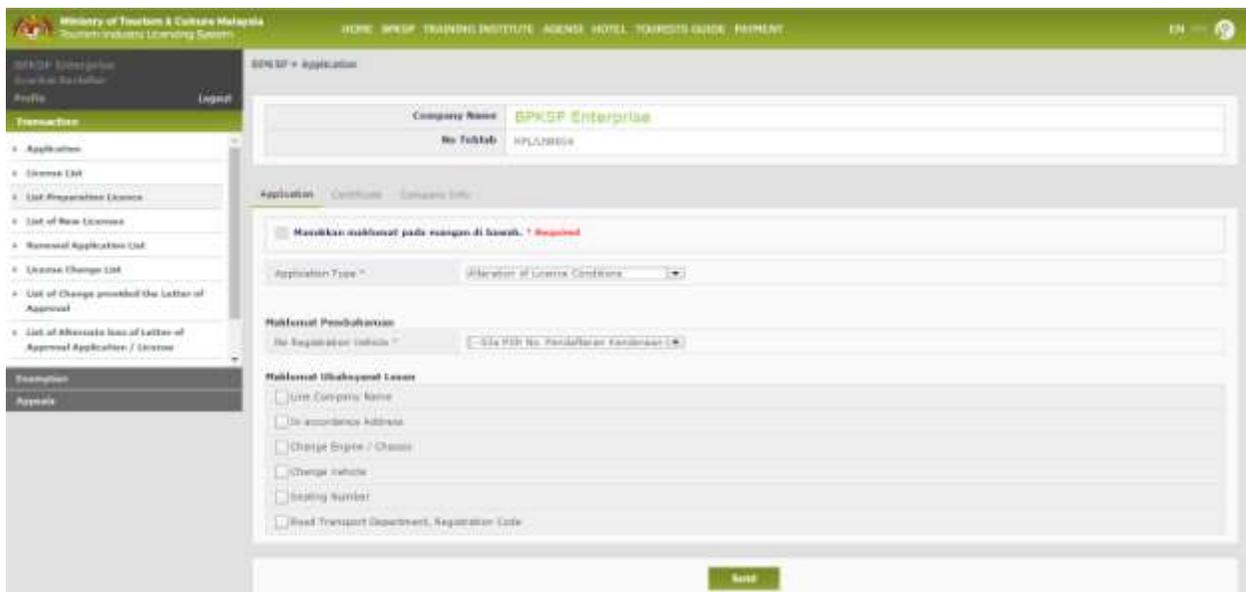
User will able to add an alteration in BPKSP only if, MOTAC system has granted ACL for alteration of BPKSP to that User's role. If MOTAC doesn't allow ACL's to add and alteration to BPKSP, user will not able to see alteration tab in menu.



- Click BPKSP to see following screen.



- Click Application to Register an Alteration of BPKSP License.



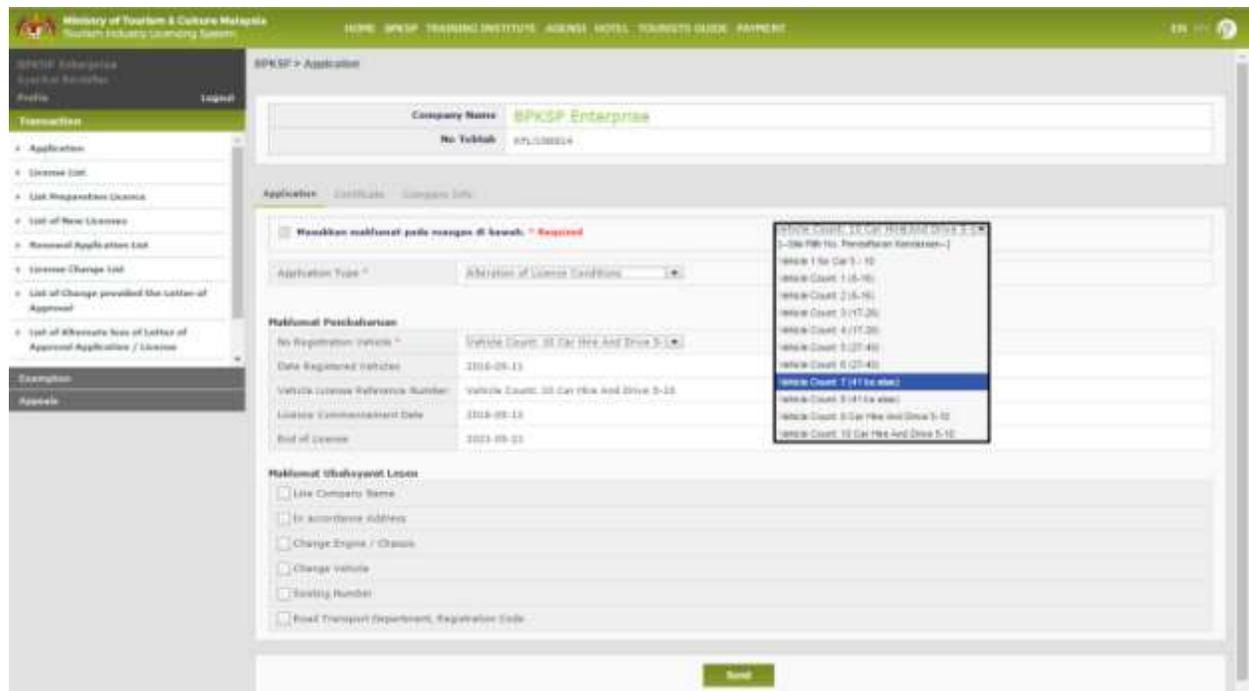
Above mentioned screen will open for New alteration in BPKSP under MOTAC System.

Provide required data here to get register.

**NOTE:** Items marked with \* are mandatory. User can't proceed without filling these fields.

- Application Type \*: Select type of Application to get License. (Alteration of License Conditions)

Following screen will open after selecting alteration.



- No Registration Vehicle \*: Licesne no of registered vehicle will open here.

Provide Change conditions as per requirements.

- Maklumat Ubah syarat Lesen: Information Change License Requirements
- Line Company Name: Line Company Name
- In accordance Address: In accordance Address
- Change Engine / Chassis: Change Engine / Chassis

Asal: Current

New: New

- Ganti Kenderaan: Change Vehicle
- Bilangan Tempat Duduk: Number Seating

Asal: Current

New: New

- Road Transport Department, Registration Code:

Asal: Current

New: New

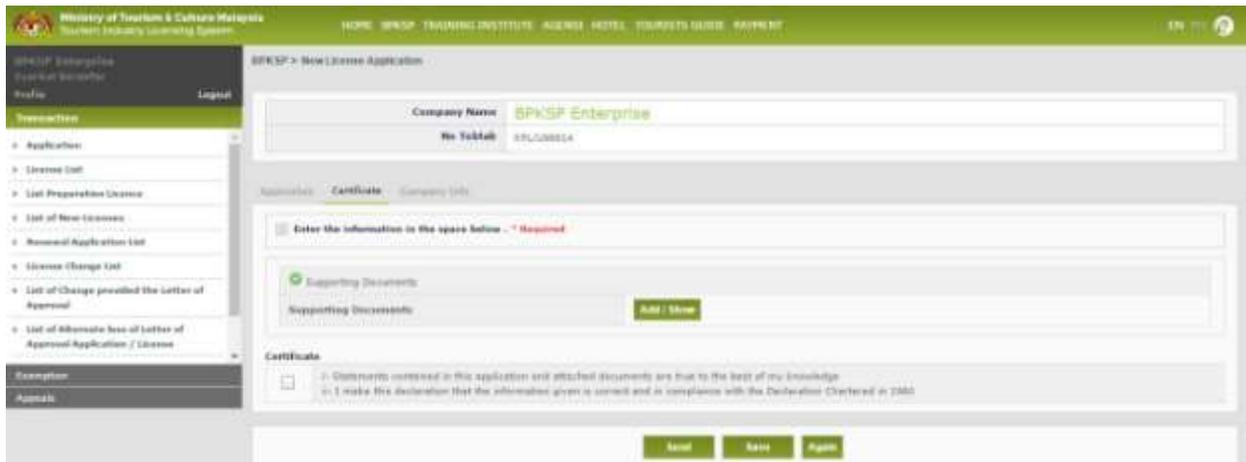
Following screen will appear after clicking Send button.

The screenshot shows the 'New License Application' form in the MOT-SPIP system. The form is for 'BPKSP Enterprise' with SSN Number 'APUN8884'. It includes a 'Supporting Documents' section with an 'Add / Show' button and a 'Certificate' section with a 'Save' button. The left sidebar contains navigation options like 'Application', 'License List', and 'List of New Licenses'.

Supporting files \*: Provide required supporting documents here.

The screenshot shows the 'Permit Renewal' form in the MOT-SPIP system. The form is for 'Testing Address' with SSN Number 'APUN8884'. It includes a 'Supporting Documents' section with a 'Choose File' button and a 'Save' button. The left sidebar contains navigation options like 'Application', 'License List', and 'List of New Licenses'.

Following screen will appear once all documents are updated/provided.



- Certificate \*: Click on  and agree for terms and conditions.
- Send \*: Click send to submit application.
- Save.\*: Click save to draft application for later updation.
- Again: Click Again to remove check from  certificate.

Following screen will appear after submission.



Status of application has been changed as application is submitted to MOTAC system. Applicant will pay online or will go to MOTAC Staff (Authentic Officer) for manual payment.

Processing of Alteration of License Conditions.

## 21) Alteration of Terms of the Letter of Conditional Approvals

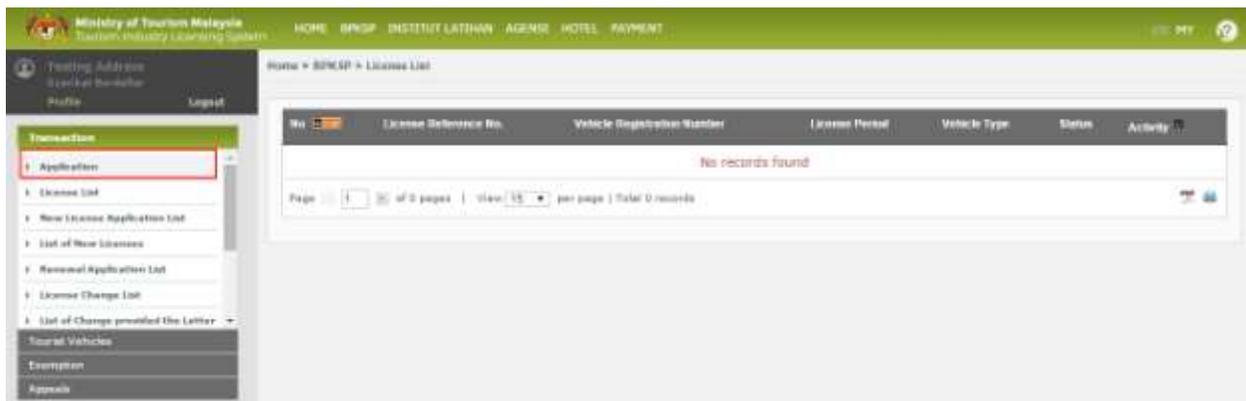
### ➤ Alteration of Terms of the Letter of Conditional Approval

To alter terms of the letter of conditional approval user will perform following action.

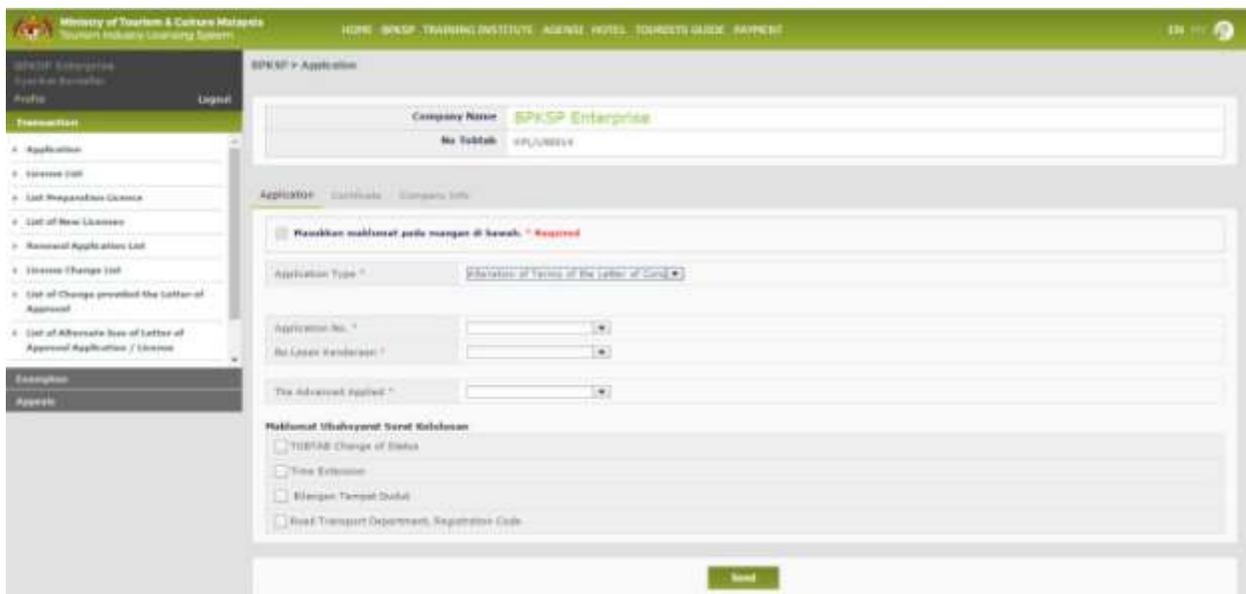
User will able to add an alteration in BPKSP only if, MOTAC system has granted ACL for alteration of BPKSP to that User's role. If MOTAC doesn't allow ACL's to add and alteration to BPKSP, user will not able to see alteration tab in menu.



- Click BPKSP to see following screen.



- Click Application to Register terms of the letter of conditional of BPKSP License.



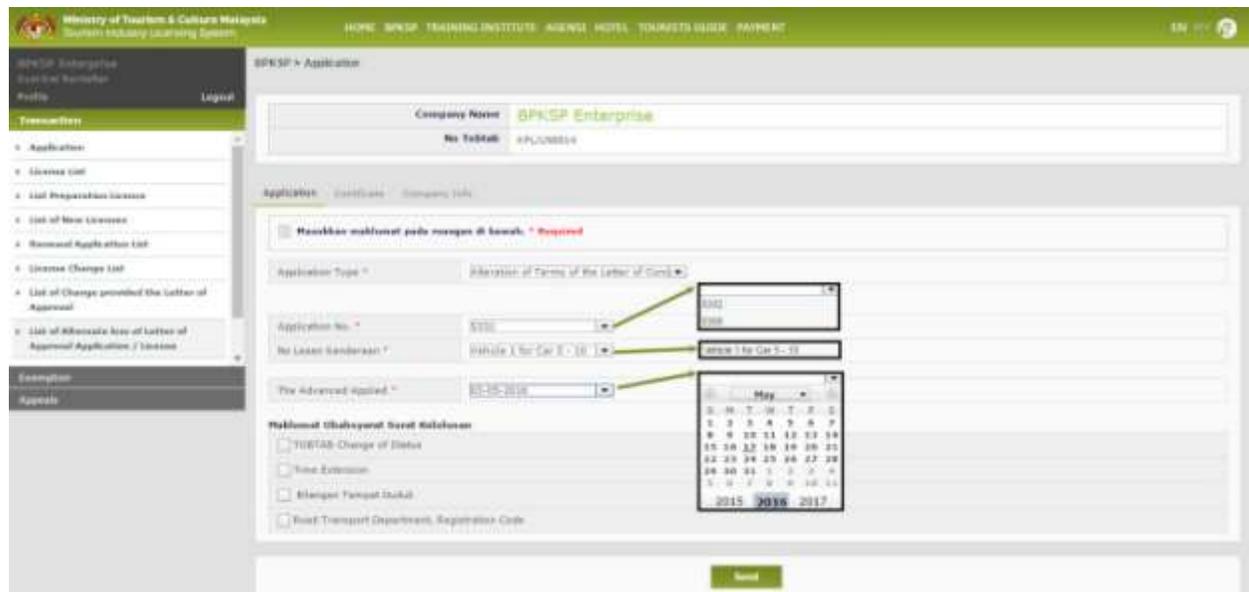
Above mentioned screen will open for New alteration in BPKSP under MOTAC System.

Provide required data here to get register.

**NOTE:** Items marked with \* are mandatory. User can't proceed without filling these fields.

- Application Type \*: Select type of Application to get License. (Alteration of License Conditions)

Following screen will open after selecting alteration.



- Application no \*: No of application for which terms of the letter of conditional is applicable.
- No Lesen Kenderaan: No Vehicle License
- The Advanced Applied: Provide Details for this.

### Change information provided Letter of Approval:

- Tobtab Change of Status: Mark if this change is required
- Time Extension: Time extension if required
- Bilangan Tempat Duduk: Seating number as per:

Asal: Current

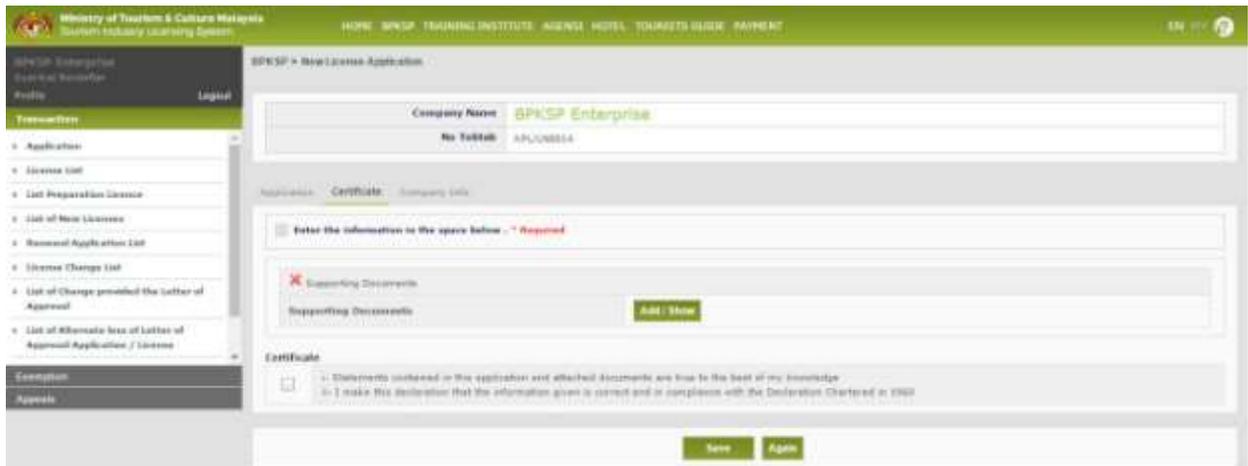
New: New

- Road Transport Department, Registration Code: Provide number here as per:

Asal: Current

New: New

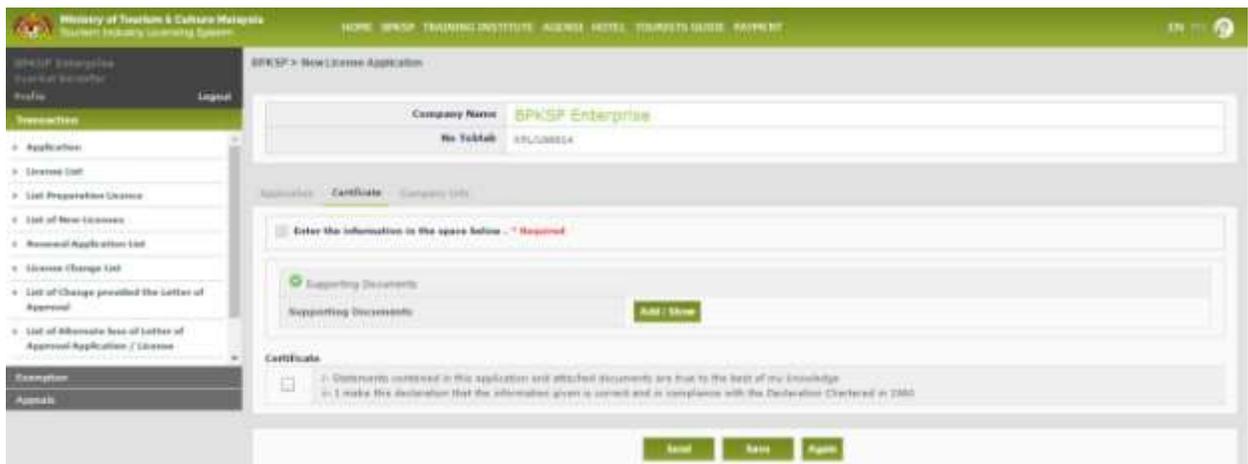
Following screen will appear after clicking Send button.



Supporting files \*: Provide required supporting documents here.



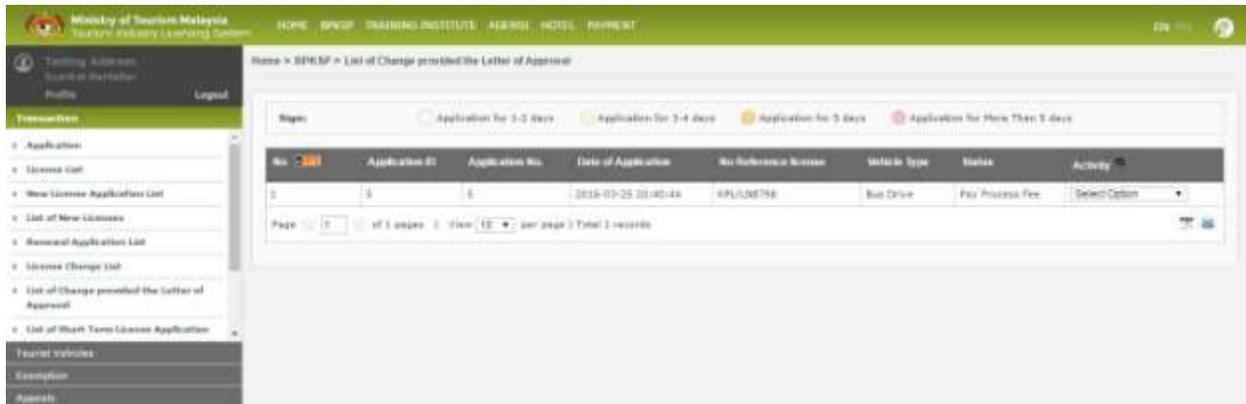
Following screen will appear once all documents are updated/provided.



- Certificate \*: Click on  and agree for terms and conditions.
- Send \*: Click send to submit application.

- Save.\*: Click save to draft application for later updation.
- Again: Click Again to remove check from  certificate.

Following screen will appear after submission.



Status of application has been changed as application is submitted to MOTAC system. Applicant will pay online or will go to MOTAC Staff (Authentic Officer) for manual payment.

Processing of alter terms of the letter of conditional approval will start after processing payment.

## 22) Exclusion Guide

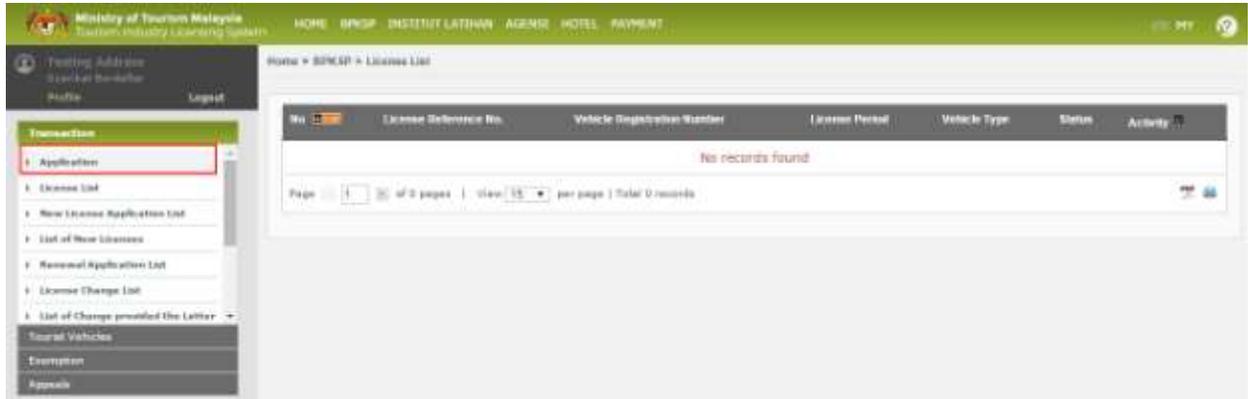
### ➤ Exclusion Guide

To Add Exclusion Guide user will perform following action.

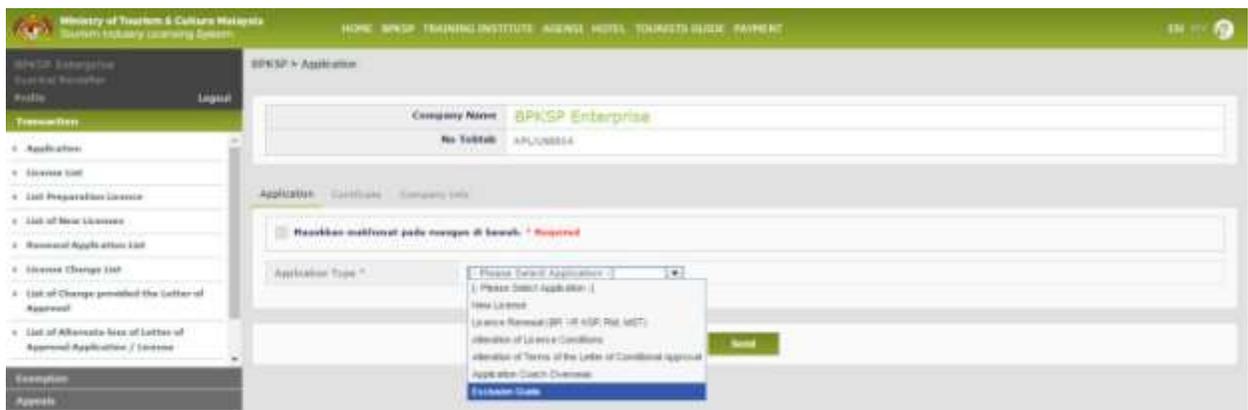
User will able to add an alteration in BPKSP only if, MOTAC system has granted ACL for alteration of BPKSP to that User's role. If MOTAC doesn't allow ACL's to add and alteration to BPKSP, user will not able to see alteration tab in menu.



- Click BPKSP to see following screen.



- Click Application to Register terms of the letter of conditional of BPKSP License.



Above mentioned screen will open for New alteration in BPKSP under MOTAC System.

Provide required data here to get register.

**NOTE:** Items marked with \* are mandatory. User can't proceed without filling these fields.

- Application Type \*: Select type of Application to get License. (Exclusion Guide)

Following screen will open after selecting Exclusion Guide.

The screenshot shows the MOT-SPIP application interface. The top navigation bar includes 'HOME', 'SIPSP TRAINING INSTITUTE', 'AGENCY', 'HOTEL', 'TOURISTS GUIDE', and 'FAHRENZ'. The left sidebar contains a menu with options like 'Application', 'License List', and 'Get Preparation License'. The main content area is titled 'SIPSP > Application' and shows the 'Company Name' as 'BPKSP Enterprise' and 'No. Pendaftaran' as 'BPKL00024'. The 'Application' section has a 'Maukah maklumat peng' option with a 'Required' status. Below this are sections for 'Organising Information', 'Bus Information', and 'Information Journey'. The 'Organising Information' section includes fields for 'KPL License No.', 'KPL License Expiry Date', 'Name', and 'Address'. The 'Bus Information' section includes fields for 'KPL License No.', 'KPL License Expiry Date', 'Bus Owner', 'Bus Registration No.', and 'Number of Passengers'. The 'Information Journey' section includes fields for 'Purpose', 'Destination', 'Travel Plan', 'Date of departure', 'Place of departure', 'Return Date', 'Place of Return', 'Head of Delegation', and 'Accommodation'. A 'Send' button is located at the bottom right of the form.

Provide Required details here:

**Maklumat Pengecualian**

• **Type of exception:**

Regular Tourist Guide Exception:

Festival Tourist Guide Exception:

- Organising information: Organising Information.
- KPL License No: KPL License No.
- KPL Licence Expiry Date: KPL Licence Expiry Date.
- Name: Name of Guide Being Add here.
- Address: Address of Guide being Add here.

## Bus Information

- KPL License No: License no of KPL.
- KPL Licence Expiry Date: Expiry Date of KPL.
- Bus Owners: Bus Owners.
- Bus Registration No: Bus Registration Number.
- Seating capacity: Number of seats available.
- Number of Passengers: Number of Passengers available.

## Information Journey

- Purpose: Purpose of journey
- Destination: Destination of journey
- Travel Pass: Travel pass
- Date of departure: Date of departure
- Time Travel: Time of journey
- Place of departure: Place of departure of journey
- Return Date: Return date
- Time Back: Time of return
- Place of Return: Place of return
- Head of Delegation: Head of Delegation
- Telephone No: Telephone No
- Accommodation: Accommodation

The screenshot displays the MOT-SPIP web application interface. The header includes the Ministry of Tourism & Culture Malaysia logo and navigation links for HOME, SPKSP TRAINING INSTITUTE, AGENTS, HOTEL, TOURISTS GUIDE, and PAYMENT. The main content area is titled 'SPKSP - New License Application'. It features a form with the following fields: 'Company Name' (filled with 'SPKSP Enterprise'), 'No. TUKOH' (filled with 'KPLUNB54'), and a section for 'Supporting Documents' with a 'Add More' button. Below the form is a 'Certificate' section with a declaration text and 'Save' and 'Again' buttons. A left sidebar contains a navigation menu with options like 'Application List', 'License List', and 'List of New Licenses'.

Supporting files \*: Provide required supporting documents here.

The screenshot shows a web form for document preparation. At the top, there are input fields for 'Company Name' (containing 'Testing Address'), 'SSR Number' (containing 'KPL000790'), and 'No. Tabung'. Below these are three rows, each with a document name and a 'View File | Remove' link: 'Copy of the Directory', 'Sertifikat Status dan No. IPI/Persepsi', and 'Akademi Program'. A red error message is displayed: '\* Sila masukkan fail Dokumen sehingga satu persatu untuk mengemukakan permohonan.' and '\* Fail hendaklah setiap fail Dokumen sehingga adalah 3MB.'. A 'Type:' dropdown menu is open, showing options like 'Dokumen Jajank Persepsi', 'Dokumen Status dan No. IPI/Persepsi', 'Dokumen Sertifikat (jika berkenaan) (Optional)', 'Dokumen Surat perijabatan/Permit/Rejeki (Optional)', 'Dokumen Persepsi (Optional)', and 'Akademi Program'. A 'Choose File' button is next to the dropdown, and a 'Save' button is at the bottom right.

Following screen will appear once all documents are updated/provided.

The screenshot shows the 'Certificate' section of the application form. The 'Company Name' field contains 'BPKSP Enterprise' and the 'No. Tabung' field contains 'KPL000004'. Below the fields, there is a section for 'Supporting Documents' with an 'Add / Show' button. A 'Certificate' section contains a checkbox and the text: '\* Dengan ini menyatakan bahawa maklumat yang diberikan dalam permohonan ini adalah benar dan sahih. \*'. At the bottom, there are three buttons: 'Send', 'Save', and 'Again'.

- Certificate \*: Click on  and agree for terms and conditions.
- Send \*: Click send to submit application.
- Save. \*: Click save to draft application for later updation.
- Again: Click Again to remove check from  certificate.

Following screen will appear after submission.



Status of application has been changed as application is submitted to MOTAC system. Applicant will pay online or will go to MOTAC Staff (Authentic Officer) for manual payment.

Processing of Exclusion Guide will start after processing payment.

### 23) Application Coach Overseas

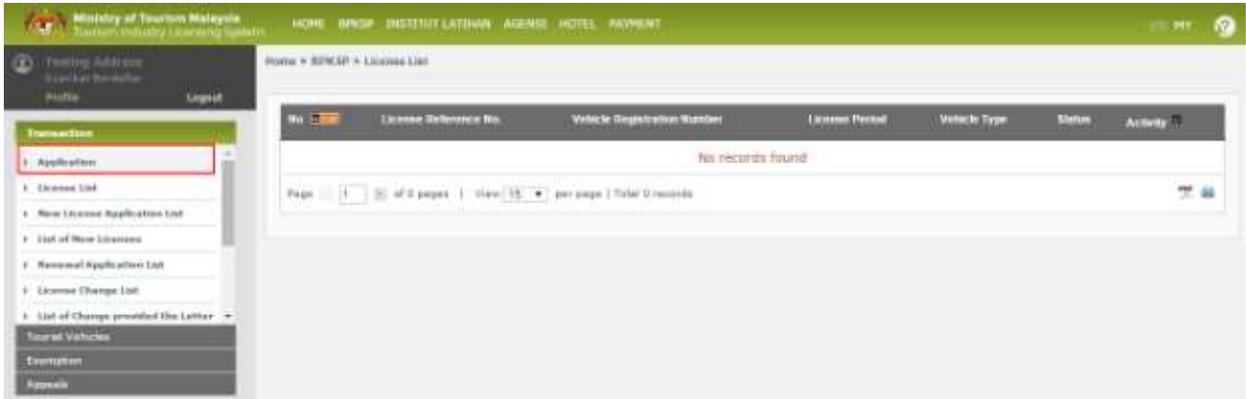
#### ➤ Application Coach Overseas

To Add Exclusion Guide user will perform following action.

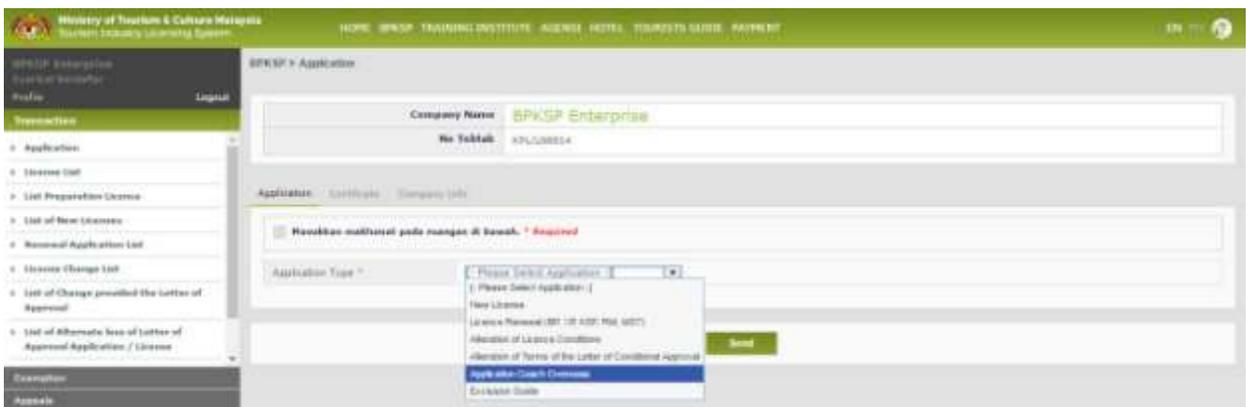
User will able to add an alteration in BPKSP only if, MOTAC system has granted ACL for alteration of BPKSP to that User’s role. If MOTAC doesn’t allow ACL’s to add and alteration to BPKSP, user will not able to see alteration tab in menu.



- Click BPKSP to see following screen.



- Click Application to Register terms of the letter of conditional of BPKSP License.



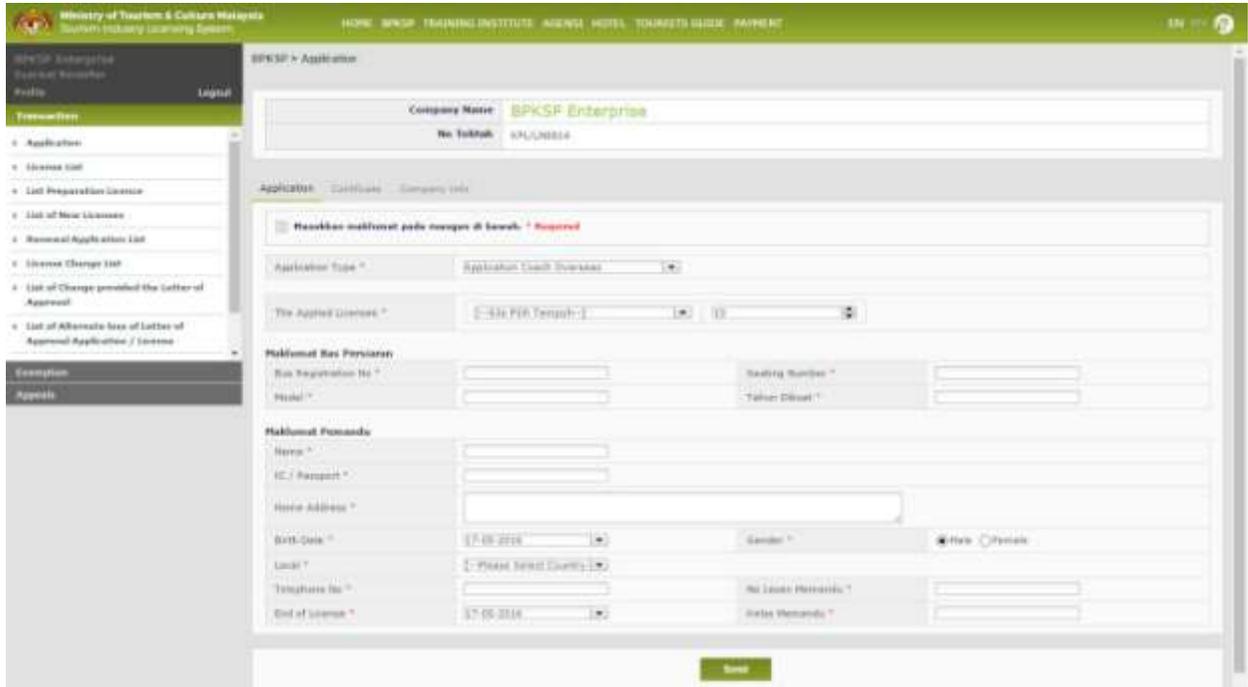
Above mentioned screen will open for New alteration in BPKSP under MOTAC System.

Provide required data here to get register.

**NOTE:** Items marked with \* are mandatory. User can't proceed without filling these fields.

- Application Type \*: Select type of Application to get License. (Application Coach Overseas)

Following screen will open after selecting Application Coach Overseas.



- The Applied Licenses: Select Time for license Validity

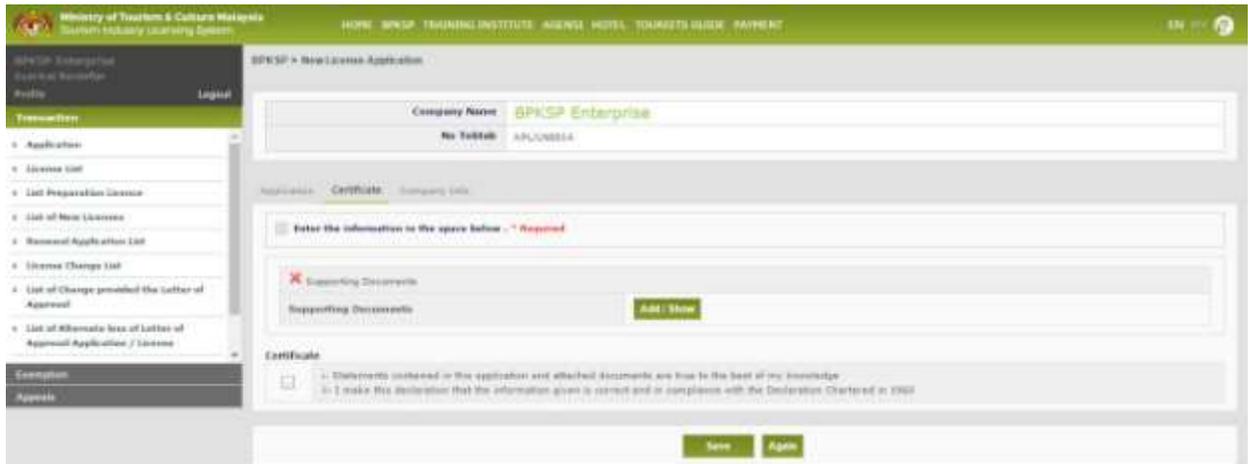
**Information Buses:**

- Bus Registration No: Bus Registration Number
- Seating Number: Number of seats in bus
- Model: Model of Bus
- Year Built: Year of Manufacture

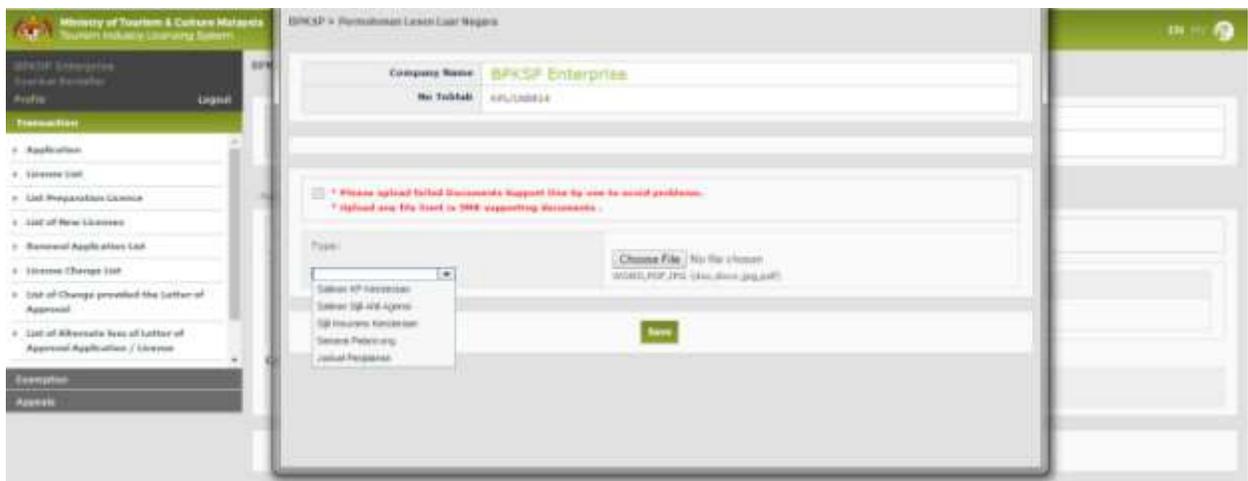
**Information guides:**

- Name: Name of guide
- IC / Passport: Identity/Passport Number of Guide
- Home Address: Home Address of guide
- Birth Date: Date of Birth of guide
- Gender: Gender of guide
- Local: Country of guide
- Telephone No: Telephone No of Guide
- No Driver's License: No Driver license of guide
- End of License: End Of License

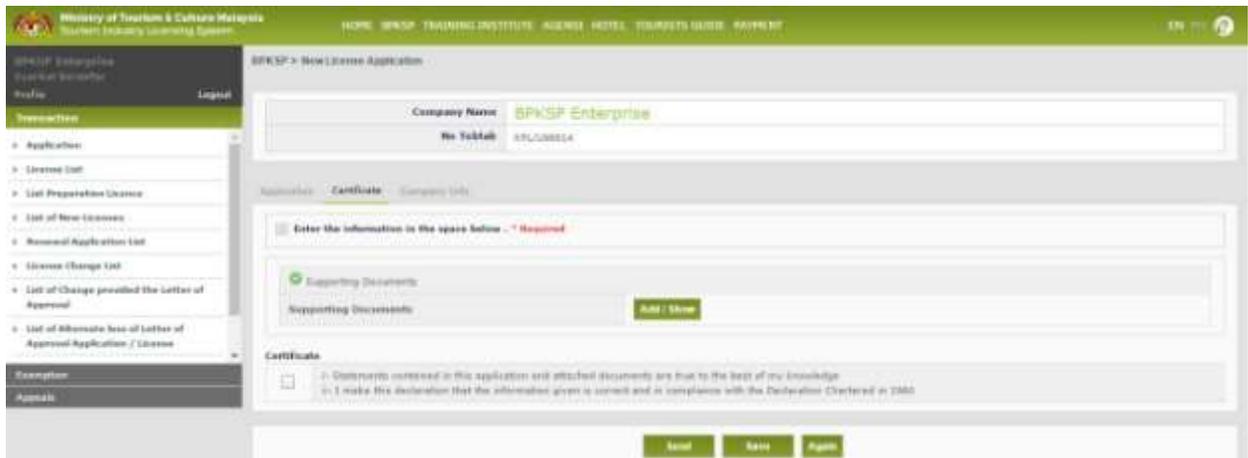
- Driving class: Driving Class



Supporting files \*: Provide required supporting documents here.

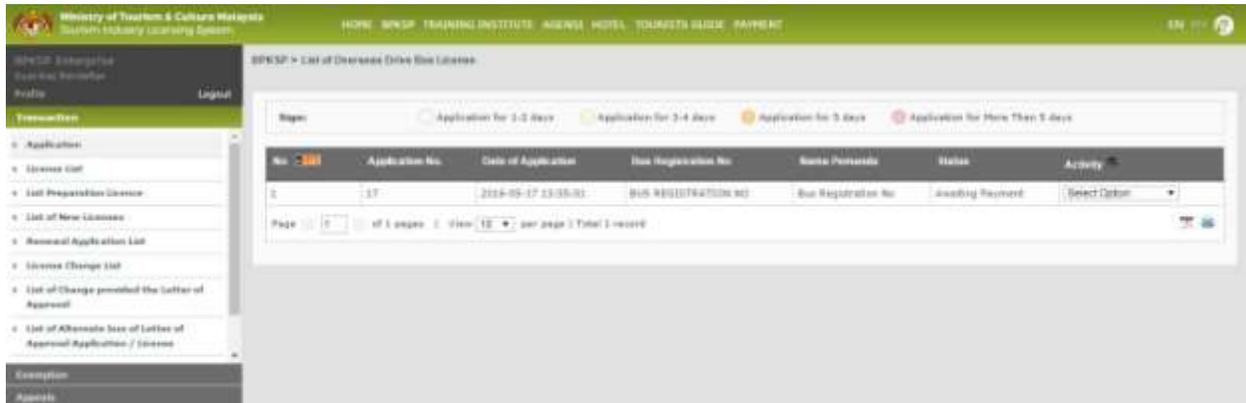


Following screen will appear once all documents are updated/provided.



- Certificate \*: Click on  and agree for terms and conditions.
- Send \*: Click send to submit application.
- Save.\*: Click save to draft application for later updation.
- Again: Click Again to remove check from  certificate.

Following screen will appear after submission.



Status of application has been changed as application is submitted to MOTAC system. Applicant will pay online or will go to MOTAC Staff (Authentic Officer) for manual payment.

Processing of Exclusion Guide will start after processing payment.

## 24) New License for Vehicle:

### ➤ Add a Vehicle for Granted License

To add a vehicle for granted license as mentioned above user will perform following action.

User will able to add a BPKSP's vehicle only if, MOTAC system has granted license for BPKSP to that Applicant. If MOTAC doesn't allow ACL's to add BPKSP's vehicle individually, user will not able to do so.

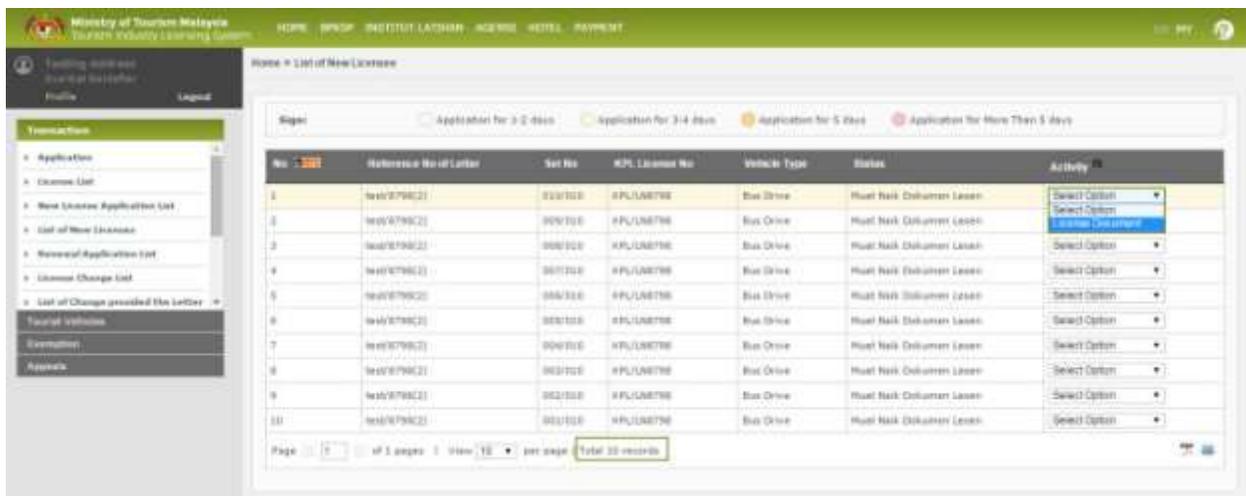


- Click BPKSP to see following screen.



- Click list of new licenses to add a new BPKSP's vehicle for above registered License.

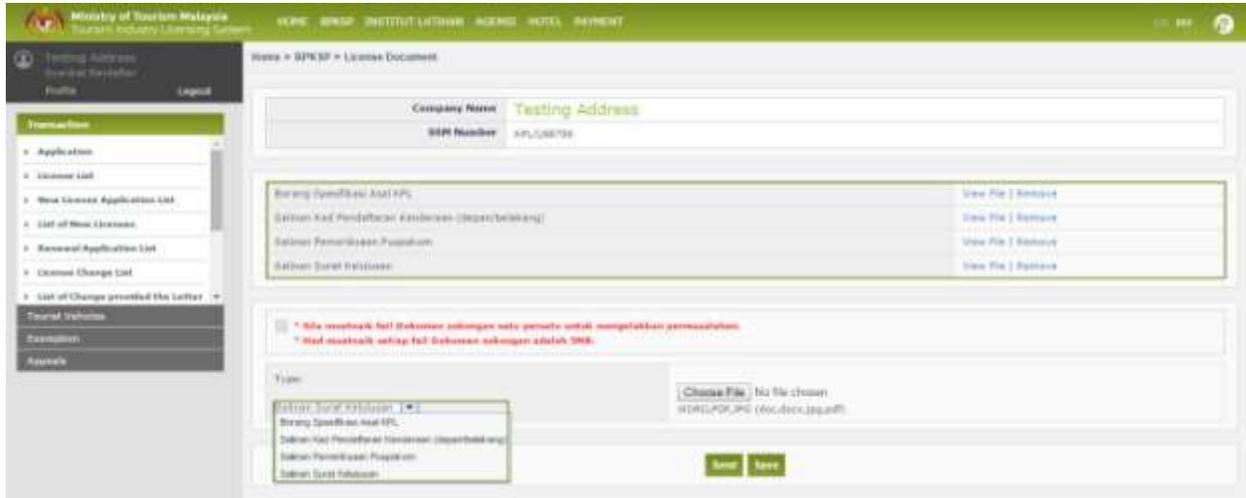
Following screen will appear by clicking List of New Licenses. Where list will open for New Registration of vehicle under MOTAC System. Where all mentioned no of vehicle at the time of registratong of BPKSP's are visible. Applicant will apply for individually for each vehicle.



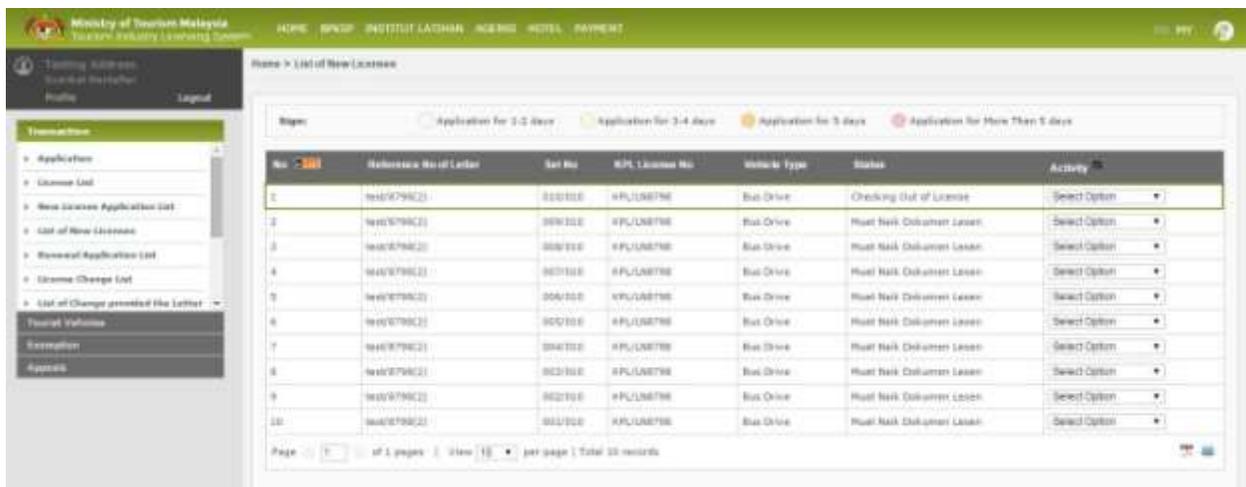
Following screen will open by above action.

Provide required data here to get register.

**NOTE:** Items marked with \* are mandatory. User can't proceed without filling these fields.



Applicant will provide above mentioned document to get licesne for individual vehicle. After doing so applicant can either Save application or send it to motac. Status of Application will change to checking out of license.



Processing for this particular vehicle’s license will start by following.

## 25) Renew of License

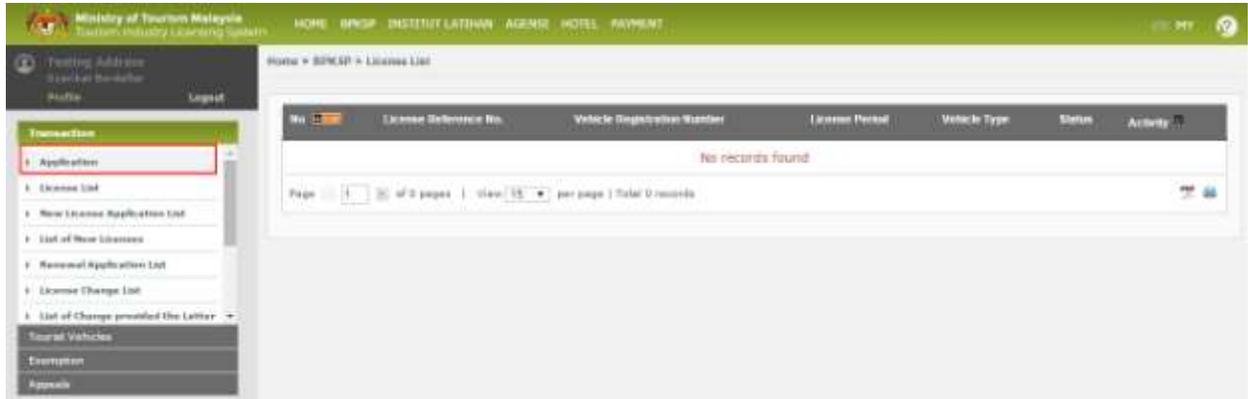
For renewal of BPKSP applicant will perform following action.

### ➤ Renew BPKSP

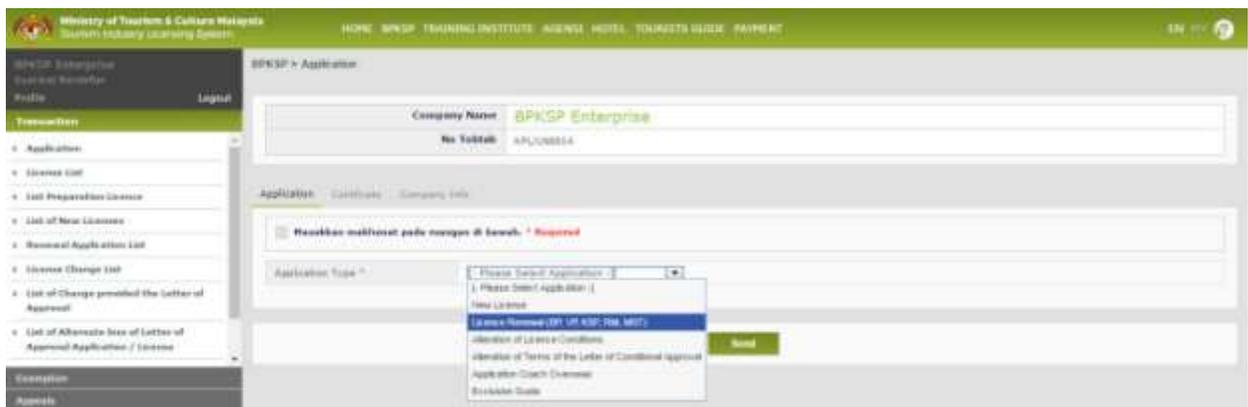
To renew a BPKSP user will perform following action.

User will able to renew a BPKSP only if, MOTAC system has granted ACL for BPKSP’s renewal to that User’s role. If MOTAC doesn’t allow ACL’s to renew BPKSP, user will not able to see option to do so.

- Click BPKSP to see following screen.



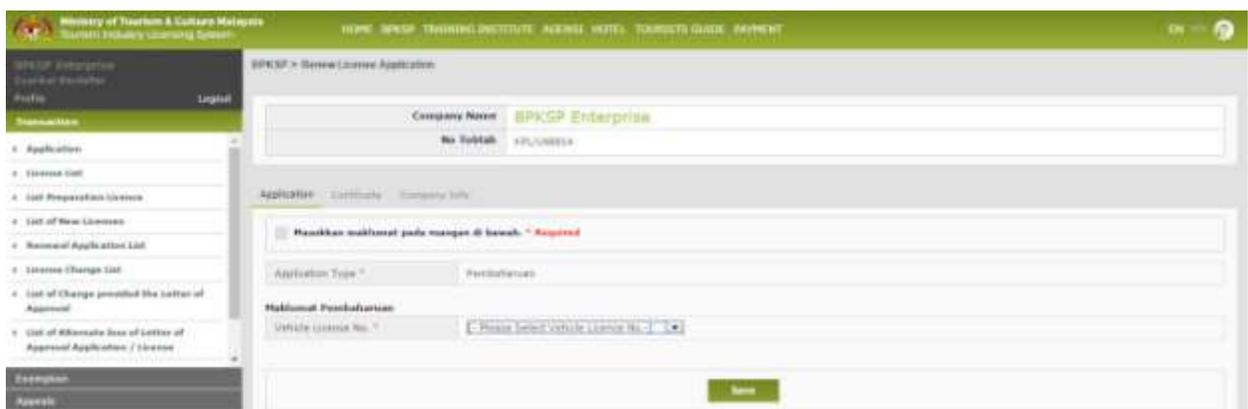
- Click Application to Register apply renewal.



Above mentioned screen will open for Renewal of BPKSP under MOTAC System.

**NOTE:** Items marked with \* are mandatory. User can't proceed without filling these fields.

- Application Type \*: Select type of Application to get License.



- Vehicle License No \*: Select Vehicle lesen number from here. All registered BPKSP's license will appear here. After selecting vehicle license number, following screen will appear.

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Tourism Industry Licensing System

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BPKSP Enterprise  
APUN0004

Profile Login

Transaction

- Application
- License List
- List Preparation License
- List of New Licenses
- Renewal Application List
- License Change List
- List of Change provided the Letter of Approval
- List of Khirahah fees of Letter of Approval Application / License

Exception

Approve

BPKSP > Renew License Application

Company Name: **BPKSP Enterprise**  
No. Tadbir: **APUN0004**

Application: Certificate Company Info

Handikan maklumat pada margin di bawah. \* Required

Application Type: **Perubahan**

Nasional Pendaftaran  
Vehicle License No.: **123456789**

Details of Vehicle License  
Tarikh Pengalihan Lesen: **11-09-2018**  
End of License: **11-09-2019**

Details of Vehicle  
Vehicle Registration Number: **Charging Type Bus Drive 17-28 24**  
Tarikh Pendaftaran Kenderaan: **11-09-2018**  
Vehicle Manufactured Year: **2018**  
Vehicle Type: **Bus Persewaan**  
Seating Number: **17-24**

Save

Click save button for following screen.

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BPKSP Enterprise  
APUN0004

Profile Login

Transaction

- Application
- License List
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- List of New Licenses
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- License Change List
- List of Change provided the Letter of Approval
- List of Khirahah fees of Letter of Approval Application / License

Exception

Approve

BPKSP > New License Application

Company Name: **BPKSP Enterprise**  
No. Tadbir: **APUN0004**

Application: Certificate Company Info

Enter the information in the space below. \* Required

Supporting Documents

Supporting Documents **Add / Show**

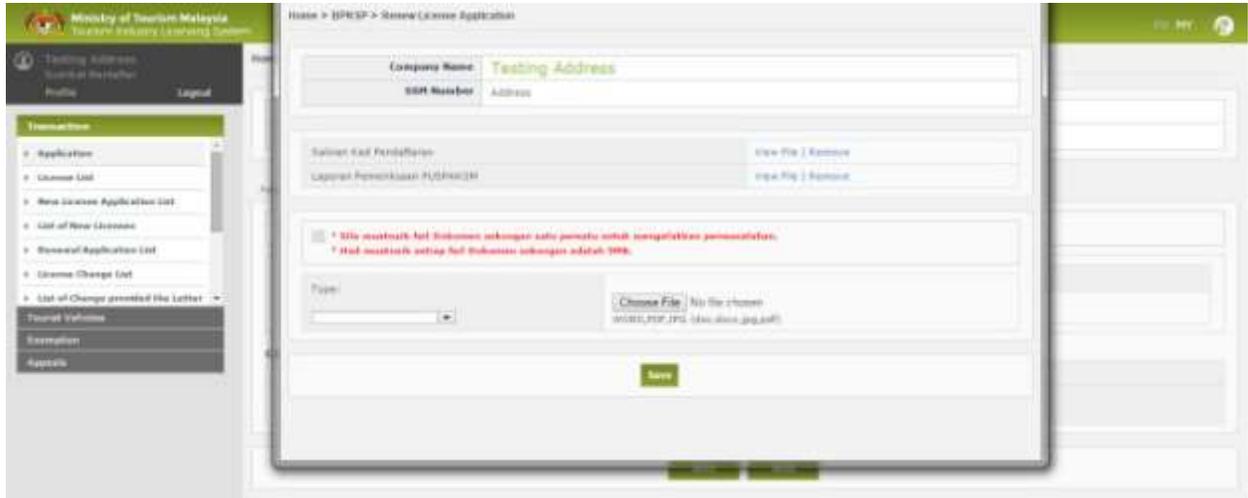
Certificate

Statements declared in the application and attached documents are true to the best of my knowledge  
I make this declaration that the information given is correct and in compliance with the Ordinance Chartered in 1960

Save Agree

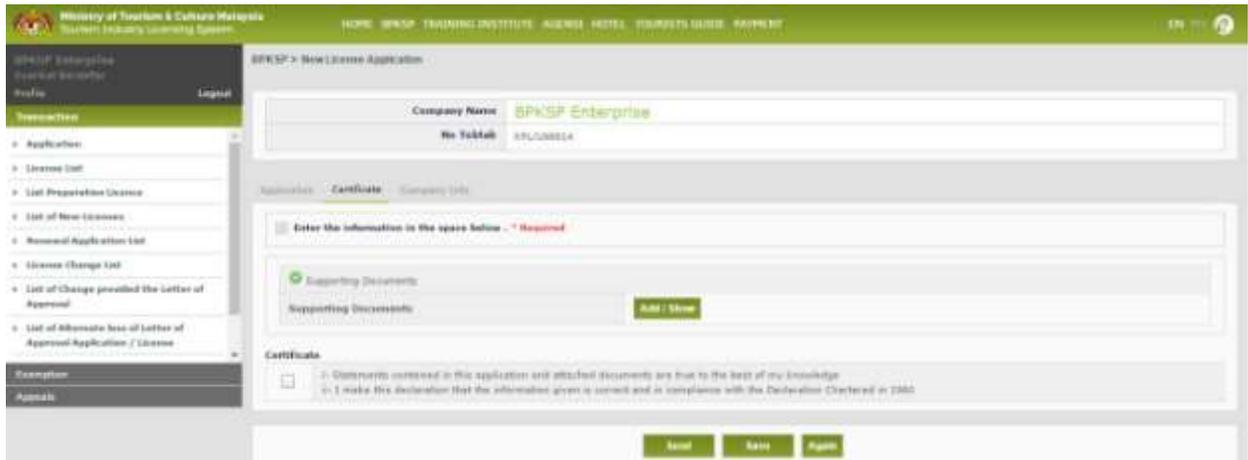
Supporting documents: Attach document for renewal.

Following screen will appear by clicking Add/Show.



Supporting files \*: Provide required supporting documents here.

Following screen will appear once all documents are updated/provided.



- Certificate : Click on  and agree for terms and conditions.
- Send : Click send to submit application.
- Save: Click save to draft application for later updation.

Following screen will appear after submission.



Status of application has been changed as application is submitted to MOTAC system. Applicant will pay online or will go to MOTAC Staff (Authentic Officer) for manual payment.

## 26) Hotel/Premise

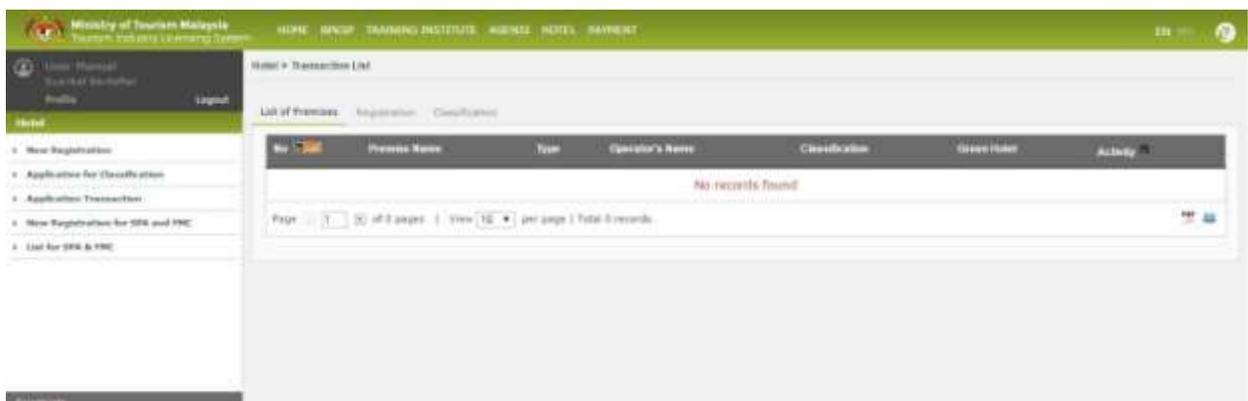
When a Company/Agensi/TobTab Application is verified/Approved, user will able to add more things to its company. One of them is hotel/Premise.

### ➤ Add a Hotel/Premise

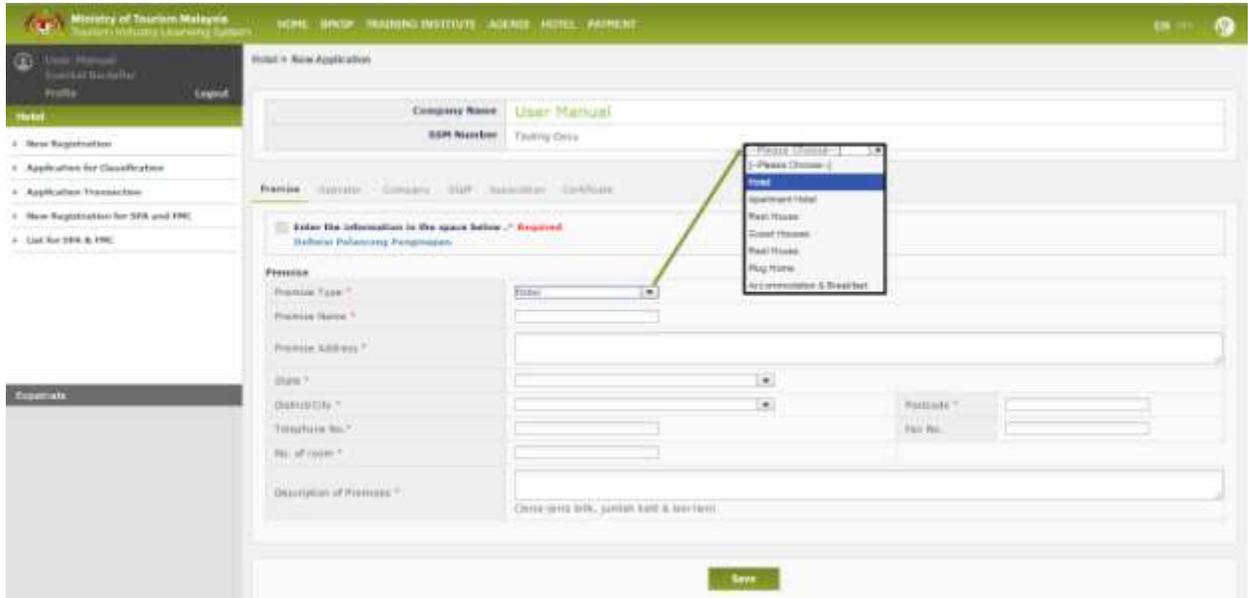
To add a hotel/Premise user will perform following action.

User will able to add a hotel only if, MOTAC system has granted ACL for hotel to that User's role. If MOTAC doesn't allow ACL's to add hotel, user will not able to see hotel tab in menu.

- Click Hotel from menu to see following screen.



- Click New Registration to Register a Hotel. Following screen will open for New Registration



➤ **Premise:**

- Premise Type \*: Select type of Premise to get License for that particular Premise.
- Premise Name \*: Provide Name of Premise
- Premise Address \*: Provide Address of Premise
- State \*: State where Premise exits
- District/City \*: District/City where Premise exits
- Postcode \*: Postcode
- Telephone No.\*: Telephone No of Premise
- Fax No: Fax No of Premise
- No. of room \*: Total Rooms in Premise being register in MOTAC System
- Description of Premises: Description/Short view about Premise.

Once Details on this screen are filled, Click Save Button to proceed to next step.

Following screen will open after clicking Save button.

➤ **Operator:**

- Operator’s Name \*: Provide Name of Operator
- Operator’s Address \*: Provide Address of Operator
- State \*: State from where operator belongs
- District/City \*: District/City from where operator belongs
- Telephone No.\*: Telephone No of operator

Once Details on this screen are filled, Click Save Button to proceed to next step.

Following screen will open after clicking Save button.

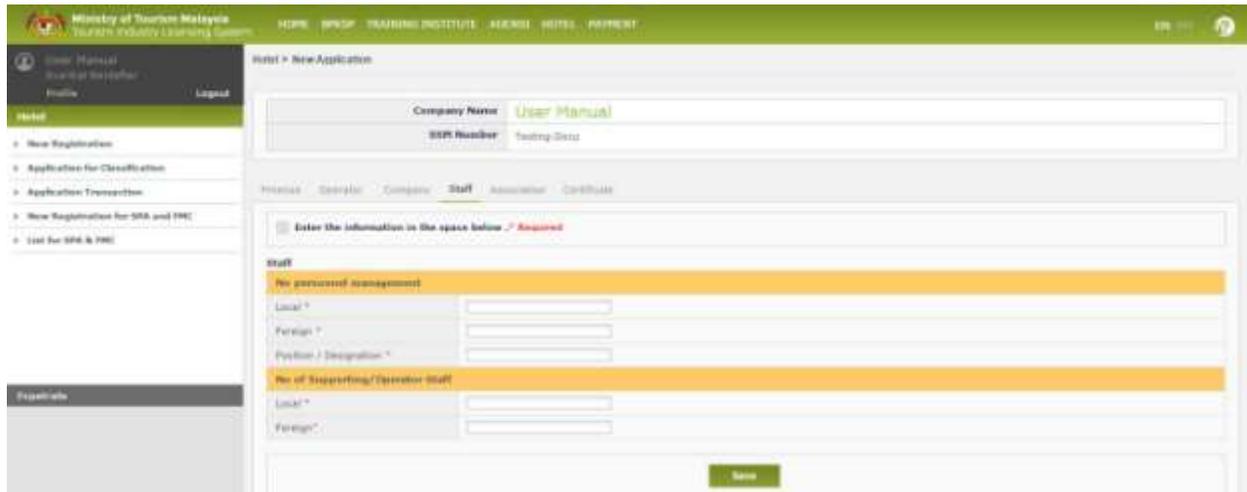
➤ **Company:**

- Registration Number \*: It will autofill as it is capturing Company’s Registration/SSM Number.
- Authorised Capital \*: Provide Capital for the Premise

- Paid-up Capital \*: Provide Paid-up Capital for the Premise
- Details of the issue share capital: In this section, Details of amount for shareholders.

Once Details on this screen are filled, Click Save Button to proceed to next step.

Following screen will open after clicking Save button.



## ➤ Staff:

In this section provide details of No personnel management.

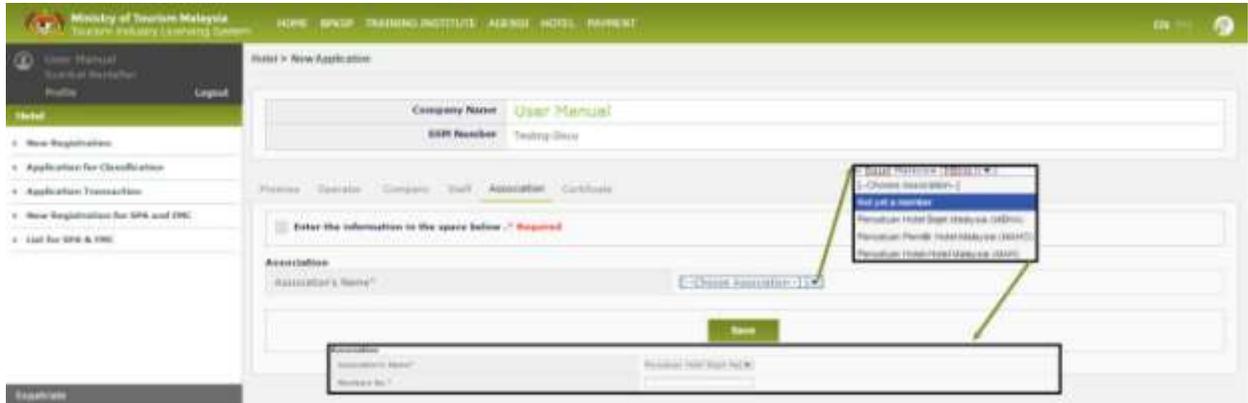
- Local \*: Local personnel management
- Foreign \*: Foreign personnel management
- Position/Designation \*: Number of Positions/Designations of personnel management

In this section provide details of No of supporting/Operator staff.

- Local \*: Local No of supporting/Operator staff
- Foreign.\*: Foreign No of supporting/Operator staff

Once Details on this screen are filled, Click Save Button to proceed to next step.

Following screen will open after clicking Save button.



### ➤ Association:

- Association Name.\*: Not yet a member (if not a member)

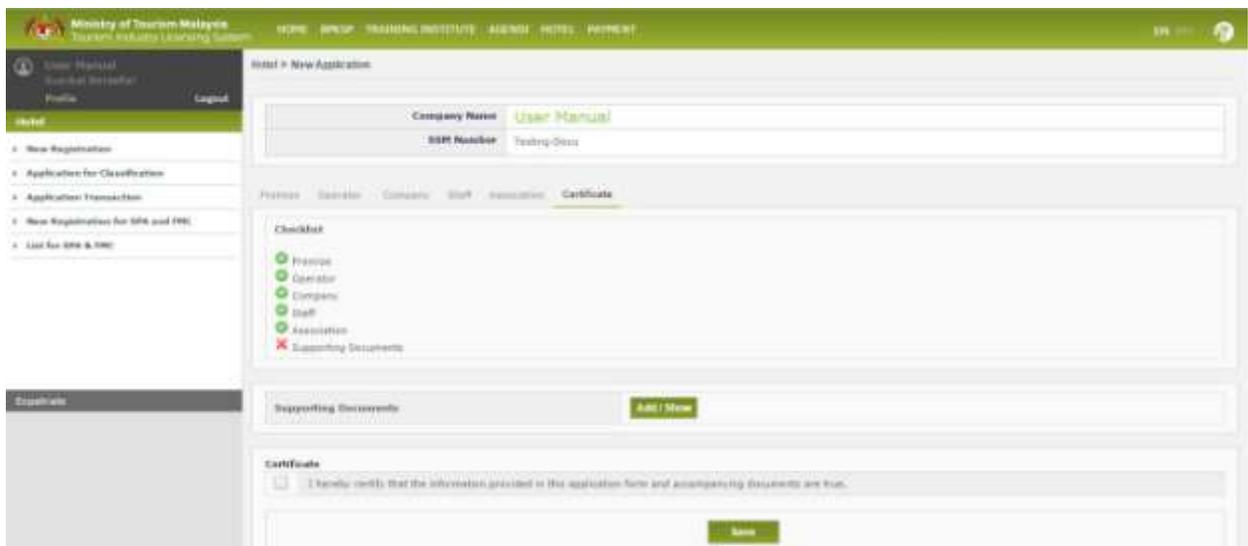
If someone has association number can proceed by following screen.

Select Association name and member no.

- Association Name.\*: Select association name from above screen
- Member No.\*: Select member number of selected association

Once Details on this screen are filled, Click Save Button to proceed to next step.

Following screen will open after clicking Save button.



### ➤ Certificate:

Click save button to save application. It will not submit application to MOTAC staff. Here send button will not appear as supporting documents are not yet provided.

Click Add/Show to add Supporting documents..

### Supporting Documents:

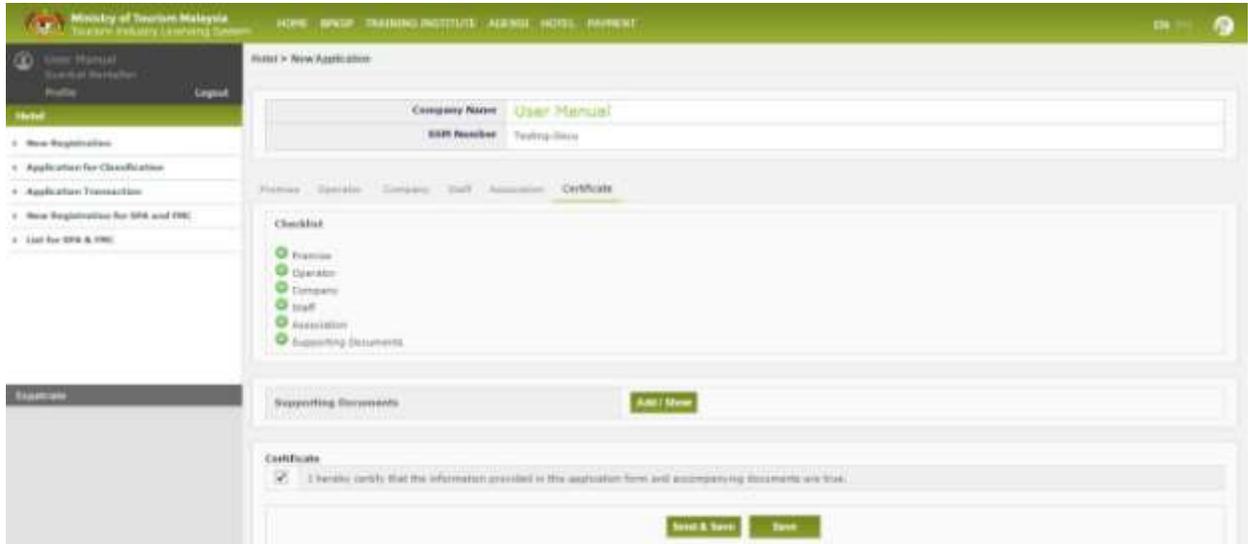
From here, can update application and can go to document upload screen.

If Click supporting document following screen will open.

The screenshot shows a web form titled "New Application". At the top, there are two input fields: "Company Name" with the value "User Manual" and "SSR Number" with the value "Testing-0000". Below these is a section for "Company Management Information" with several rows of data, each having "View File" and "Remove" links. A red warning message is displayed: "Jika membuat full dokumen sebagai satu paket untuk mengupload permohonan. Jika membuat setiap full dokumen sebagai upload SWB." Below this is a "Type" section with a dropdown menu set to "Kategori Permohonan SWB" and a "Choose File" button. A file selection dialog is open, showing a list of files: "Memorandum Tindakan Spikes", "Borang 24", "Borang 48", and "SSR". A "Save" button is visible at the bottom of the form.

Provide all required documents. For each document select document type, choose file from local system and click save.

Once all required files are provided following screen will appear.



Check Certificate box for agreeing terms and conditions and click Send & save button.

Application for Premise will submit to MOTAC and following screen appear.



User can change any document from Document upload screen and status of application will change to awaiting payment. This application will not start processing unless user will pay processing fee online or manually by visiting authenticate user of MOTAC system who can receive payment for Hotel.

## 27) Classification

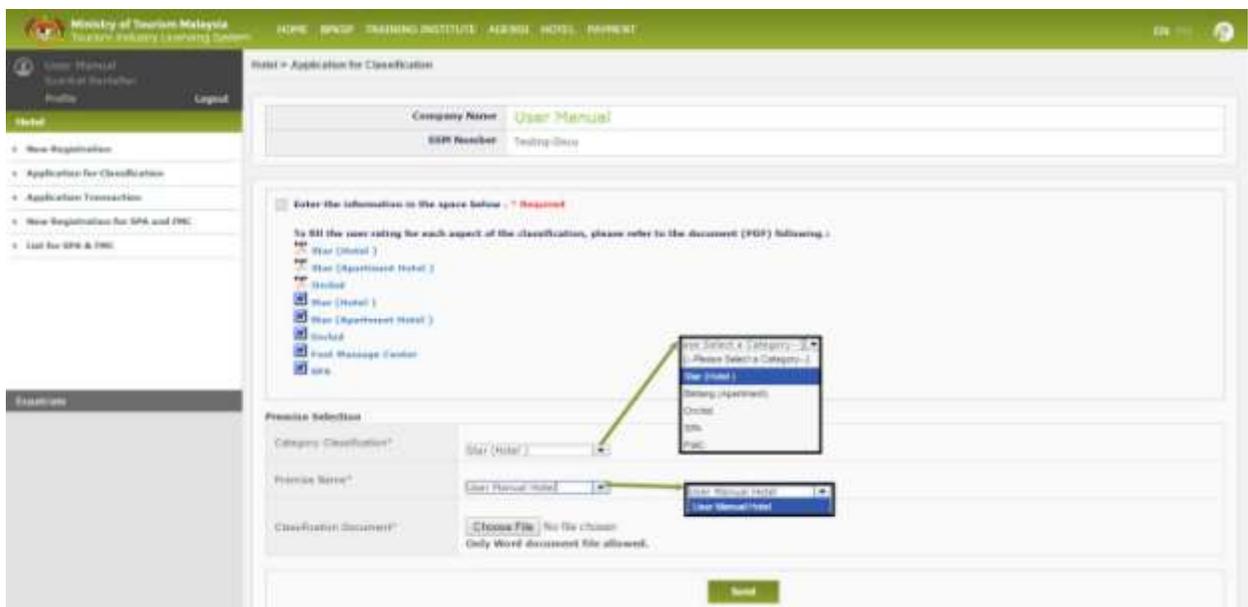
Hotels are classified according to the hotel size, location, target markets, levels of service, facilities provided, number of rooms, ownership and affiliation.

To do so applicant with registered Premises will perform following action.



From Transaction screen user can directly apply, Application for Classification or from menu on the left side.

By Clicking Application for Classification following screen will open.



- Category Classification: Select Category of Classification for registered type of Premise
  - Premise Name \*: Registered category's approved applications will appear here.
  - Classification Document \*: Classification document will upload here. Only Text file will upload.
- Click send button to submit application for classification to MOTAC. Following screen will appear after doing so.

