Sistem Pelesenan Industri Pelancongan

August 26, 2015

User Manual

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1) Introduction

Tourism Licensing System (SPIP) is a leading ICT system of the Ministry of Tourism and Culture developed in 9th 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.

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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.



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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.

User Manual

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

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

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• 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.

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How to apply for new license application?

• Click New License Application from menu on left.



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• 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
- Posession: Type of Property
 - I. Private: Own Property
 - II. Rent: Rental Property

User Manual

• Area Office Area. In Square feet

Company Secretary:

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

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.

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



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- 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:

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- Shareholder will add to the list of shareholders
- User can add untill 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.

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> 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.



Director's Details			
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		Sent Apple	

- 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

Enter the information in the space below . **	head total			
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- 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:

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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.

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Click Add button to add a new staff member.

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Penanda Petersong (*)					• Chote	File No No chosen	

- Jawantan : 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)



ng Paried Bugginting Decements
· Choose File Inv No the shower

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.

Enter the information in the space below . * A					
staff Details		Parments Dates on Dates			
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Provide details for new staff member being add to system.

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

User Manual

- 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: Wothiness of staff member
- Experience: if any

After providing all the information click on send to submitt 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.

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Click Save to proceed and to see following screen.

> Certificate:

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Agenne Representative Office Experiment	Conserve Measurements Beauty Int Continues Informations with edge X with not enougheds Compary Info Organizations Organizations Organizations State S	
	Supporting Documents Add/ None	

Supporting Document:

Supporting Documents are missing for the application.

Click Add/Show to see following screen.



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ASH Number Testing b	u la
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Provide all required documents here.

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

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Other Information: Relations with Foreign Tourism Company

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

Foreign Tourism Company Information:

Provide Following details for company.

1

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- 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.

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Approx						
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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 tobtab is allowed.

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



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		Rana Agam	

• 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:

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Click Add/Show to see the following screen:



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Once supporting documents provided, following screen will appear.

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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:

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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 tobtab is allowed.

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• How to apply for new field?

Click on Add Branch to see Following:



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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
- Posession: 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:

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Click Add / Show to see the following screen:

HOME > 300/180 > Supporting Documents

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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.

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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.

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annah Aproximitiya 200a Approximi					

• How to Apply for Renewal?

Following screen will open by clicking Renewal.

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User Manual

• 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.

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- 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 mendatory/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.



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

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Shareholder:

• Change Shareholderr: Change of status request- To change shareholder, user will follow change

status procedure (will cover later).

User will perform following action here.

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Staff:

Following screen appears when user will click on staff.

Click Add to see following:

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Staff will add as per new application mentioned earlier.

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Appendix			
Representative Office			
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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.



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Certificate: Application submission Screen.

- Indicates that required item is complete.
- X Indicates that required item is not complete.

Following screen will open by clicking Add/Show.

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Supporting Documents:

Provide documents for application of renwal.

• 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.



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- 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.

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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:



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How to apply for Change of Status?

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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.

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- **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.

User Manual

• Form 13: This is a required field. Change form will submitt 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:

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- 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

User Manual

• 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.

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- 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 shareholer 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.

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- **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.

MOT-SPIP

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:

		Mail annual	Contenent Name	Cate of Application	Address	Station	Activity	
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User will fill required information to appeal.

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- Kind of Appeal:
- There are saveral types of appeal which user can do.
- Application:
- Rejected Applications for seleced 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.

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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.



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Application :

- The Puprose of Formation: The Puprose 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

Benifits 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 reuired 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:



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

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Click Add to see following screen:

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- 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

MOT-SPIP

- 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 Teactors Malaysia Teactors and any Landsong Teacord	HORE BACK THIRDING INSTITUTE ALS						9
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• 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:



Ministry of Tourism Malagsia Tourism Industry Covering Sed			Con mich
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Provide Following details: user will provide details in documetns form. Fields with * are mendatory. 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:

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



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New Application / Extension	-						
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This is how an user will apply for a Representative Officerlicense. 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 Expartriate by following:

Agensi -> Expatriate -> New Application / Extension

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How to apply for Expatriate?

User will click on New Applciation / Extension. Following page will open after clicking new application/extension

Provide required details to apply a new license



Ministry of Tourism Malaysia Tourism Actually Lawrence General	- HORN PROF. INVINING MOT			9
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			Law Law	

> 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:



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> 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 speek and understand.
- Because the appointement of Expatriates: Reason of Expatriate hiring
- Experience: Experience of Expatriate (if any)

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.



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Supporting Documents:

Provide Following details: user will provide details in documetns form. Fields with * are mendatory. When filled reuired information on this page, user will perform following actions.

• Click Save to see following:

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> Certificate:

• User will declare that all information provided are correct.

When filled reuired 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.



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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.



	Application Doing Processed					
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Click on Tourist Guide to see following screen.

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Appendix											

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.



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				Name 21		

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

Application type:

Select Type of TG from above form as per:

- City Guide
- Nature Guide
- RSTG
- CTHG

Ganeral Infomation :

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

MOT-SPIP

User Manual

- 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.



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	and Bases morring on Transit States -	

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.



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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 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



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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

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

MOT-SPIP

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

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

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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.



	144		

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

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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 reffer 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.

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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

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Following screen will appear by clicking Reform.



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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.





Ministry of Teactors Malaguia		ATTACAT				m. 11
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- 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.

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



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Click Add/Show for missing document. Following screen will appear by clicking Add/Show.

Supporting documents:

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After attaching required document close above window to see following:



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		See .	

- 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:

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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.

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• 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.

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• Company information:

Following screen will open after above action.



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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
- Posession: Type of Property
- (i) Private: Own Property
- (ii) Rent: Rental Property
- Area Office area.
- Company Secretary:
- Nama Syarikat: Name of Company Secratery
- Alamat: Address of Company Secratery
- Postcode: Postcode of Company Secratery

MOT-SPIP

User Manual

- Telephone No: Telephone no of Company Secratery
- Emel: Email Address of Company Secratery
- Fax No: Fax No of Company Secratery
- 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:

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



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- 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.

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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:



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• 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.

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	Director's Details		
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- 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



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- 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.

-	Pastine		Company	Warfing Parted	Evolves Ferred	Repairing Decements
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	1.					Churne File No. the phonen

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.





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• By clicking Next Button, following screen will appear.

Instructor:

• To add a new instructor click on Add.

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Following screen will appear to add a new instructor.

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árrana (*)

- 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.

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By clicking Next button, following screen will appear.

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Staff:

• To add a new staff click on Add.

Following screen will appear to add a new staff member.



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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: Wothiness 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.

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



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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:



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Provide details for new staff member being add to system.

Supporitng Document:

10.0 + Acception Control

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.

Company Name Test	ng-Document Path 2 Tobtab			
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Once all documents are provided following screen will appear.



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 Feasting Preset Research Ltd. 	Buf Liamos No.	
Aseab	Description Bandom State	

Where send Button to submitt 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.

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Appents						

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 applcication will process and applicant will get a license number.

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

MOT-SPIP

User Manual

15) How to add a new Branch for ILP

To add a new branch applicant need to sign.

• Sign in with authentic user

Malaysia Drudy Auto	Ministry of Tourism Malaysia Tourism Industry Licensing System	134 MY	9
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- 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.

And Ministry of Description	talayon econe income territor	E ROENER PROTEL PAYMENT				0615-20
	Company Name: Testing-Document/Path 2. SND ^ T & Tobtab No Licence: License Period:					
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When applicant will click on INSTITUT LATIHAN (TRAINING INSTITUTE) following page will appear.



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Application to Add Browsh		
Application Tracking Formal		

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.

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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

User Manual

- 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
- Posession: 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.

Ministry of Tourism Malaysia Tourism Addative Lawreims Server							
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Transaction	Company Name	Testing-Document Fath 2 Fobtal	1				
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Applicant can add Instructor here for this branch. This is an optional step. Can bypass by by clicking send button.

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



Enter the information in the space	below , * Required		
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NOTE: Items marked with * are mendatory.

- 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 sumitt application or Again to reset form.

• Click Send button to see following screen.

nale of tusiners				
Enter the Information in the space below	* Boundary			
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Provide Academic information and experience in Tourism Industry as per required.

Once everything is provided following screen will appear.

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

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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.



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timiting	120	Company Name	Date of Application	Statue :	Remarks Th	
Application List	a Page II ((Family) comment family 2 formula of 3 property of the (E +) per page (Family Lensers)	2005-03-40	Linguis Massiy	Select Option Belect Option University University	7 =

By clicking Renewal ILP License, following screen will open.

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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

User Manual

- 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.

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• Change Shareholder: Change of status request- To change Shareholder, applicant will follow

change status procedure(as per tobtab).

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





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• Instructor Information: Instructor Information can be add as per new ILP Application as

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• Employee Information: Employee Information can be add as per new ILP Application as

mentioned earlier.

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User Manual

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

If there are multiple branches applicant can select/deselect branches for renewal here only

approved branches will appear.

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

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Indicates that required item is complete.

X Indicates that required item is not complete.

Following screen will open by clicking Add/Show.



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• 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.

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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

User Manual

- 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

Clcik Save to see following screen.

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

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- 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 clciking Send.

Clcik Again, to reset the form.



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Clcik Save to see following screen.

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

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- 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 clciking Send.

Clcik Again, to reset the form.



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

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

After providing details following screen will appear by clciking Send.

Clcik Again, to reset the form.

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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.

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Application is being process is the status of applciation 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



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Following screen will appear for renewal teaching permit application.

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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

User Manual

- 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

Clcik Save to see following screen.

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• Academic Information: Can add as per new application.

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

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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.

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Application is being process is the status of applciation 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.

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• Click BPKSP to see following screen.



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• Click Application to Register a new BPKSP License.

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

Provide requried data here to get register.

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

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



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- 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.

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Supporting files *: Provide required supporting documents here.

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

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Appendix	in 1 miles firs declaration that the information grows is served and is compliance with the Declaration Chartered in 1988	
	tent ten Agen	

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

Following screen will appear after submission.

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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 Manual

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.

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• Click BPKSP to see following screen.

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• Click Application to Register an Alteration of BPKSP License.

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

Provide requried data here to get register.

NOTE: Items marked with * are mendatory. 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 selectiong alteration.

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• 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.

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Supporting files *: Provide required supporting documents here.

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

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	Anne Anne Agen	

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

Following screen will appear after submission.

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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 Manual

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.

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• Click BPKSP to see following screen.

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

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

Provide requried data here to get register.

NOTE: Items marked with * are mendatory. 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 selectiong alteration.

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	Die para		10 10 11 1 1 2 2 1	
	Elarget Yanget Dubli		2015 2036 2017	
	Food Transport Department	Reportation Carlo		
			teres (

- 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.

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Supporting files *: Provide required supporting documents here.

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

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

User Manual

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

Following screen will appear after submission.

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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.

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PILE	Description Quested	Network	Request Date	Status	Activity
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• Click BPKSP to see following screen.



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F. Name and Applications Ltd.							
+ License Thorps List							
A that of Change presided the Letter +							
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Exemption Appendix							

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

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

Provide requried data here to get register.

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

• Application Type *: Select type of Application to get License. (Exclsuion Guide)

Following screen will open after selecting Exclusion Guide.



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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 journet
- 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: Accomodation

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Supporting files *: Provide required supporting documents here.

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

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

Following screen will appear after submission.





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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.

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• Click BPKSP to see following screen.



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

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

Provide requried data here to get register.

NOTE: Items marked with * are mendatory. 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 selectiong Application Coach Overseas.



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voltes Laignad		Name	BPICSP Enterprise					
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• 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: Coutnry 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

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Supporting files *: Provide required supporting documents here.

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MOT-SPIP

User Manual

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

Following screen will appear after submission.

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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.

	Company Name: Testing	Address			
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• Click BPKSP to see following screen.

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• 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 registrationg of BPKSP's are visible. Applicant will apply for individually for each vehicle.

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Following screen will open by above action.

Provide requried data here to get register.

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



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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.

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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.



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• Click Application to Register apply renewal.

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

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

• Application Type *: Select type of Application to get License.

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• 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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Click save button for following screen.

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Suppoting documents: Attach document for renewal.

Following screen will appear by clicking Add/Show.



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Supporting files *: Provide required supporting documents here.

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

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



Following screen will appear after submission.

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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.

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



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> 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.



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			- Arrest			

> 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.

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> Company:

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

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- Paid-up Capital *: Provide Paid-up Capital for the Premise
- Details of the issure share capital: In this section, Detials 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.

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> 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 suppoting/Operator staff.

- Local *: Local No of suppoting/Operator staff
- Foreign.*: Foreign No of suppoting/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.



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> 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.

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> Certificate:

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Click save button to save application. It will not submitt application to MOTAC staff. Here send button will not appear as supporing documents are not yer provided. Click Add/Show to add Supporting documents..

Spporting Documents:

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

If Click suppoting document following screen will open.

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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.



Ministry of Description Malagela Taxate Personal Statements Con	- HORE BACK DAMAGE DETTUTE ARBOIT HOTE, PAPERT	PR 19 10	
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Check Certificate box for agreeing terms and conditions and click Send & save button.

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

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User can change any document from Document upload screen and status of applciation will chagne to awaiting payment. This application will not start processing unless user will pay processing free 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.



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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.

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- 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.



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