

# **User Manual**

## **Sistem Pelesenan Industri Pelancongan**

**August 26, 2015**

## Contents

1) Introduction .....	3
2) How to Sign In .....	3
3) How to create an external User .....	4
4) How to apply for license for TOBTAB.....	5
5) How to add a new field for TOBTAB .....	17
6) How to add a new Branch for TOBTAB .....	20
7) How to Apply Renewal for TOBTAB .....	24
8) Change of Status Request for TOBTAB .....	29
9) How to Appeal for TOBTAB .....	34
10) How to add a Representative Office for TOBTAB .....	35
11) How to add an Expatriate for TOBTAB.....	40
12) How to apply for TG .....	44
13) How to apply for TG Renewal .....	53
14) How to apply for ILP License .....	58
15) How to add a new Branch for ILP.....	72
16) How to apply for Renewal for ILP .....	76
17) Teaching Permit for ILP .....	82
18) Renewal Teaching Permit for ILP .....	86
19) New License for BPKSP.....	90
20) Alteration of Licence Conditions.....	93
21) Alteration of Terms of the Letter of Conditional Approvals .....	97
22) Exclusion Guide .....	101
23) Application Coach Overseas.....	106
24) New License for Vehicle: .....	110
25) Renew of License .....	112
26) Hotel/Premise .....	116
27) Classification .....	122

## 1) Introduction

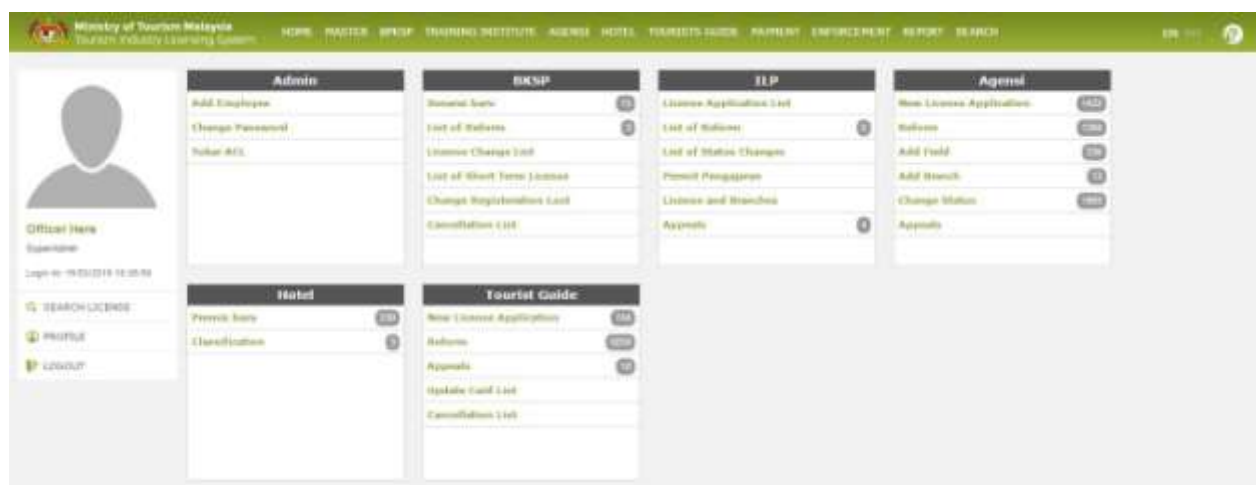
Tourism Licensing System (SPIP) is a leading ICT system of the Ministry of Tourism and Culture developed in 9<sup>th</sup> Malaysian Plan. A medium that allows the licensing business tourism sectors conducted through the online portal. Purposeful increase the quality and efficiency of service delivery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

The screenshot shows the 'Registration' page of the 'Ministry of Tourism Malaysia Tourism Industry Licensing System'. The page has a header with the 'Malaysia Truly Asia' logo and the system name. The registration form is titled 'Registration' and has tabs for 'Company' and 'Individual'. The 'Company' tab is selected. The form contains the following fields: 'Enter the information in the space below. \* Required', 'Payement will be sent to your email address.', 'CDR Number \*', 'Company Name \*', 'Address \*', 'Postcode \*', 'State \*', 'City/Town \*', 'Company Telephone No \*' (with examples: 0301388677 / 0121234567), 'Company Email \*' (with example: abc@def.com), 'How To Contact \*' (with checkboxes for 'Through SISP System', 'Email', and 'SMS'), 'No Telefon Bimbit \*' (with example: 0301388677 / 0121234567), and 'Verification Code \*'. A 'Save' button is at the bottom right of the form.

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 authentic 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**

Company Name: User Manual  
 SSM Number: Pending Data  
 RPL License No:

**Company Info**

Jenis Permohonan: ☒ TOBTAB ☐ MM2H  
 Nama Pemohon: User Manual  
 Alamat:   
 Postcode: 23423  
 Negara:   
 Sektor/Divisi:   
 Telefon Bk.: 0134234234  
 Email:   
 Fax No.:   
 Property Office:   
 Location:   
 Possession:   
 Jenis Office Area:   
 Jenis Permohonan:   
 Alamat:   
 Postcode:   
 Telefon Bk.:   
 Fax No.:   
 Registration Details:   
 No. Pendaftaran:   
 Tarikh Pendaftaran:   
 Capital:   
 Operasi (RM):   
 Pajak (RM):   
 Save Apply

## • **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 shows the 'New License Application' form in the MOT-SPIP system. The 'Shareholders' tab is selected. The form includes fields for 'Company Name', 'SSM Number', and 'APL License No'. Below these, there is a table for 'Shareholder Information' with columns for 'No.', 'Description', 'Status', 'Name', 'No. of SSM/Passport/Company Registration', 'Value Stock (RM)', 'Percentage Share (%)', and 'Activity'. The table is currently empty, and there is an 'Add' button to add new shareholders. A 'Save' button is at the bottom right.

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

Shareholder Details

Enter the information in the space below. \* Required

**Shareholder Details**

Status Pegangan Saham \*

Nama \*

No KP/Passport \*

Alamat \*

Telefon \*

Umur \*

Jantina \* ☒ Male ☐ Female

Negara \*

Nilai Saham (RM) \*

**Evidence Document Experience** [Add] [Reset]

No	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1	<input type="text" value="Research, Planning"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Choose File"/> No file chosen

- 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:

The screenshot shows the 'New License Application' screen with the 'Shareholders' tab selected. The 'Company Name' is 'User Manual', 'SPP Number' is 'Testing Data', and 'APL License No.' is empty. Below this, there is a table for 'Shareholder Information' with columns: No., Shareholder Status, Name, No. of RIDC/Passport/Company Registration, Value Stock (RM), Percentage Share (%), and Action. Two shareholders are listed: 1. Bumiputera, test, test, 1000, 10.00, and 2. Warganegara Asing (AGIAN), Taylor, 20420420420, 1000, 10.00. Below the table is a section for 'The breakdown of the total share capital of the Company' with columns: Shareholder Status, Value (RM), and Percentage Share (%). The breakdown shows: Bumiputera (10,000.00, 10.00%), Non-Bumiputera (0.00, 0.00%), Foreign Nationals (KIDAN) (10,000.00, 10.00%), Foreign Nationals (Non-KIDAN) (0.00, 0.00%), Local Company (0.00, 0.00%), Foreign Companies (0.00, 0.00%), and Total (20,000.00, 100.00%). A 'Save' button is at the bottom right.

- 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.

The screenshot shows the 'New License Application' screen with the 'Director' tab selected. The 'Company Name' is 'User Manual', 'SPP Number' is 'Testing Data', and 'APL License No.' is empty. Below this, there is a table for 'Particulars of Directors' with columns: No., Name, No. of RIDC/Passport, Value, Foreign Companies, and Action. A 'Save' button is at the bottom right.

## ➤ 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

Enter the information in the space below - \* Required

Director's Details

Shareholder? ☒ Yes ☐ No

Name\*

IC / Passport\*

Address\*

Telephone\*

Birth Date\*

Age\*

Gender\* ☐ Male ☐ Female

Local\*

Qualification\*

Save Again

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

New form will open if Selected No.

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

Following screen will appear if user has selected No

Director's Details

Enter the information in the space below - \* Required

Director's Details

Shareholder? ☐ Yes ☒ No

Name\*

IC / Passport\*

Address\*

Telephone\*

Birth Date\*

Age\*

Gender\* ☐ Male ☐ Female

Local\*

Qualification\*

Evidence Document Experience [Add] [Reset]

No	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1.	Financial Policy				Choose File No file chosen

Save Again

- 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:

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.

Click Add button to add a new staff member.

- 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)

Staff Details

Enter the information in the space below. \* Required

Staff Details

Jawatan \* ☒ Tourist Guide ☐ Other

No. TG \*

Name

No. ID/Passport

Alamat

Umsat

Jantina

Merganegara

Kelahiran

Tourist Guide

Building Language

Date of Training

Status of Training

License Period

Experience Document Experience

No	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1	Perantara Pelancong <input type="button" value="Add"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="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.

Staff Details

Enter the information in the space below. \* Required

Staff Details

Jawatan \* ☐ Tourist Guide ☒ Other

Name Jawatan \*

Name

No. ID/Passport

Alamat

Umsat

Jantina

Merganegara

Kelahiran

Tourist Guide

Building Language

Date of Training

Status of Training

License Period

Experience Document Experience

No	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1	Perantara Pelancong <input type="button" value="Add"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Choose File"/> No file chosen

Provide details for new staff member being add to system.

- Jawatan: Other Selected.
- Name Jawatan:
  - 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.

The screenshot shows the 'New License Application' form in the MOT-SPIP system. The 'Staff' tab is selected, displaying a table of employee information. The table has columns for ID, Name, No KP/Passport, Jantina, Jawatan, Kewarganegaraan, and Status. Two employees are listed: 'User Manual Item' and 'Naris'. The 'Send' button is visible at the bottom right of the form.

ID	Name	No KP/Passport	Jantina	Jawatan	Kewarganegaraan	Status
1	User Manual Item	Butterfly	Laki	Pemandu Pelancong		
2	Naris	340342342345	Laki	Pemandu Pelancong Sementara	My	

Click Save to proceed and to see following screen.

## ➤ Certificate:

The screenshot shows the 'New License Application' form in the MOT-SPIP system, now on the 'Certificate' tab. A message states 'Information with sign ✗ still not complete'. A list of items with status icons is shown: Company IDP (green), Shareholder (green), Director (green), Staff (green), and Supporting Documents (red). The 'Supporting Documents' section is highlighted, and the 'Add/Show' button is visible.

Information with sign ✗ still not complete

- Company IDP
- Shareholder
- Director
- Staff
- Supporting Documents

Supporting Documents

## 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.

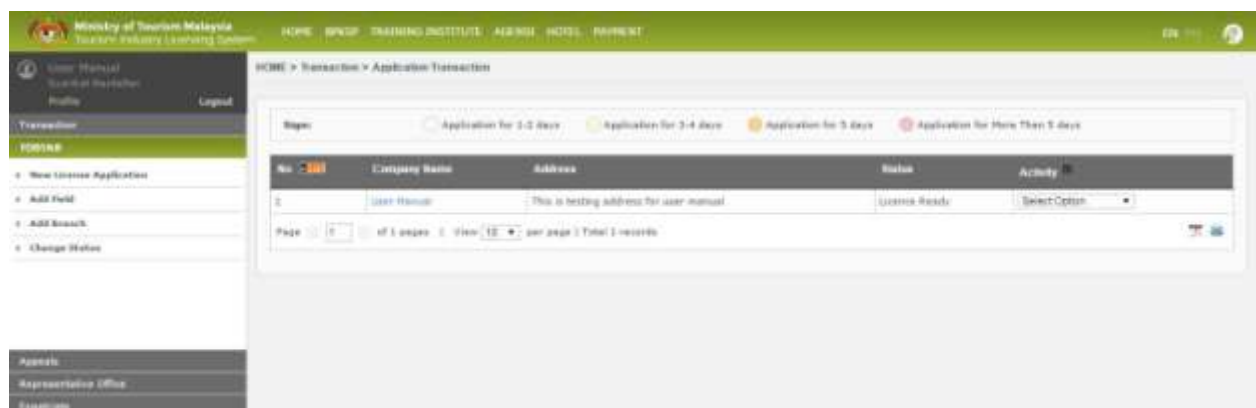


This is how an external user/internal user will apply for a tourism company license. Once application has been submitted status of application will change to awaiting payment.

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:

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME | SPSP | TRAINING INSTITUTE | AGRIS | HOTEL | PAYMENT

EN 111

User Manual  
Tourist Industry  
Profile Logout

Transaction  
KORSAK

New License Application  
Add Field  
Add Branch  
Change Status

Applicant  
Representative Office  
Examiner

HOME > TESTER > Application to Add Field > New Application

Category Name: User Manual  
SSN Number: Testing-Cent  
KPL License No: KPL/UM798

Add Field

Enter the information in the space below - \* Required

Information with sign ✗ still not complete

✗ Supporting Documents

Field \*

Inbound  
Inbound (SPV/MS)  
Outbound  
Ticketing

Income & Handling Client

Total income (revenue) year before (RM) \*

Total expenditure before RM \*

Total net income before RM

Supporting Documents

Click Save Before Upload Document

Save Again

- 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:

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME | SPSP | TRAINING INSTITUTE | AGRIS | HOTEL | PAYMENT

EN 111

User Manual  
Tourist Industry  
Profile Logout

Transaction  
KORSAK

New License Application  
Add Field  
Add Branch  
Change Status

Applicant  
Representative Office  
Examiner

HOME > TESTER > Application to Add Field > New Application

Category Name: User Manual  
SSN Number: Testing-Cent  
KPL License No: KPL/UM798

Add Field

Enter the information in the space below - \* Required

Information with sign ✗ still not complete

✗ Supporting Documents

Field \*

Inbound  
Inbound (SPV/MS)  
Outbound  
Ticketing

Income & Handling Client

Total income (revenue) year before (RM) \*

Total expenditure before RM \*

Total net income before RM

Supporting Documents

Add / Show

Save Again

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

HOME > TOBTAH > Application to Add Field > New Application

Company Name: **User Manual**

SSN Number: **Testing Data**

KPL License No: **KPL/188795**

Financial Statement: [View File | Remove](#)

Tourist Package Structure: [View File | Remove](#)

☐ **\* Sila masukkan fail Dokumen sokongan satu persatu untuk mengesahkan permohonan.**  
**\* Must upload each fail Dokumen sokongan adalah SBE.**

From: **Pada Penerimaan Benda**

**Pada Penerimaan Benda** **Pada Penerimaan Benda**

**Choose File** No file chosen  
 WORD,PDF, PNG (Max Size: 100K, jpg, pdf)

**Save**

Once supporting documents provided, following screen will appear.

Ministry of Tourism Malaysia  
 Tourism Industry Licensing System

HOME | BSNP | TRAINING INSTITUTE | AGENT | HOTEL | PAYMENT

224

User Manual  
 Tourist Package Structure

Transaction  
**TOBTAH**

• New License Application  
 • Add Field  
 • Add Branch  
 • Change Status

Admin  
 Representative Office  
 Application

HOME > TOBTAH > Application to Add Field > New Application

Company Name: **User Manual**

SSN Number: **Testing Data**

KPL License No: **KPL/188795**

**Add Field**

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

Information with sign **X** still not complete

☒ Supporting Documents

Field \*

☐ Inland  
☐ Inland (Domestic)  
☒ Inland  
☐ Ticketing

**Income & Handling Client**

Total income (Domestic) before before (RM) \*

Total expenditure before RM \*

Total net income before RM \*

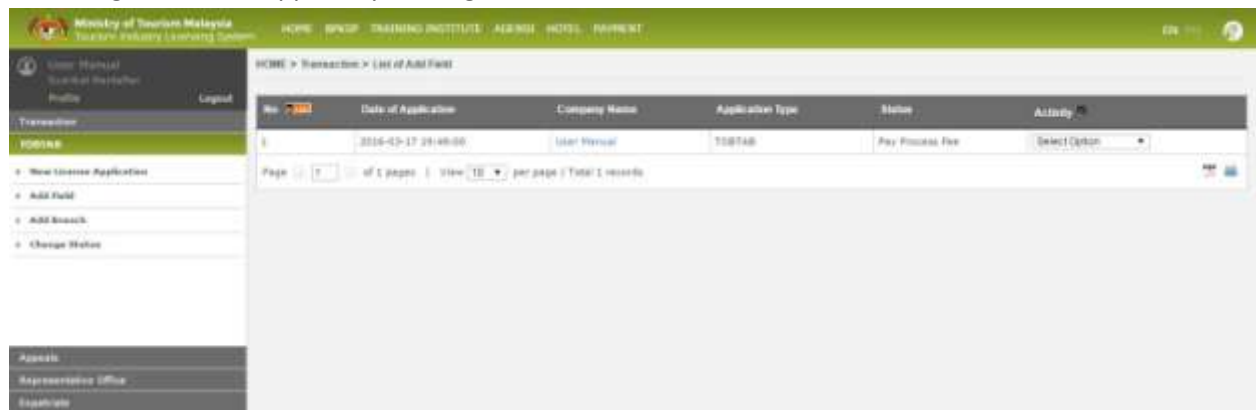
**Supporting Documents** **Add / More**

**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:

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME | BNSP | TRAINING INSTITUTE | AGENCY | HOTEL | PAYMENT

EN

User: Normal  
System: In-Active  
Profile Logout

Transaction

**MAIN**

- New Course Application
- Add Field
- Add Branch
- Change Status

Agency  
Representative Office  
Expenditure

HOME > TODAY > Application to Add Branch

Company Name: User Manual

SPM Number: Testing Data

MFL License No: KPL/106709

Branch Application

Enter the information in the space below - \* Required

Information with sign ✖ still not complete

✖ Supporting Documents

Information Office

Branch Office Address Applied: [Text Field]

Postcode: [Text Field]

State: [Dropdown Menu]

City/District: [Dropdown Menu]

Telephone No: [Text Field]

Fax No: [Text Field]

Email: [Text Field]

About Branch Office

Location: [Radio Buttons: Hotel, Office Complex, Shopping Complex, Shophouse, Other]

Possession: [Radio Buttons: Private, Rent]

Area Office Area: [Text Field]

Supporting Documents: [Text Field] Click Save Before Upload Document

Save

## 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
  - Private: Own Property
  - Rent: Rental Property

## Supporting Document:

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

Ministry of Tourism, Malaysia  
Tourism Industry Licensing System

HOME | WELCOME | TRAINING INSTITUTE | AGENTS | HOTELS | PWNMENT

HOME > TOURISM > Application to Add Branch

Company Name: **User Manual**

SPM Number: Testing Data

SPS License No: KPL/LA0700

Enter the information in the space below. \* Required

Information with sign ✖ still not complete

✖ Supporting Documents

Information Office

Branch Office Address Applied \*

Postcode \*

State \*

City/District \*

Telephone No \*

Fax No \*

Email \*

About Branch Office

Location \* ☒ Hotel  
☐ Office Complex  
☐ Shopping Complex  
☐ Shophouse  
☐ Other

Proprietor \* ☒ Private  
☐ Rent

Area Office Area \*

Financial Statement [File Name : Nama-Pada-Tidak-Pada-Dokument](#)

Supporting Documents **Add / Show**

**Save**

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

HOME > TOURISM > Supporting Documents

Company Name: **User Manual**

SPM Number: Testing Data

SPS License No: KPL/LA0700

Document Name:  [View File](#) [Remove](#)

\* Sila pastikan fail dokumen sahaja atau peranti untuk mengimbasan gambar.  
\* Fail dokumen sahaja fail dokumen sahaja adalah: PDF.

Type:

**Choose File** No file chosen  
w3dG/PSP/PD (doc, docx, jpg, pdf)

**Save**

Once supporting documents provided, following screen will appear.

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.

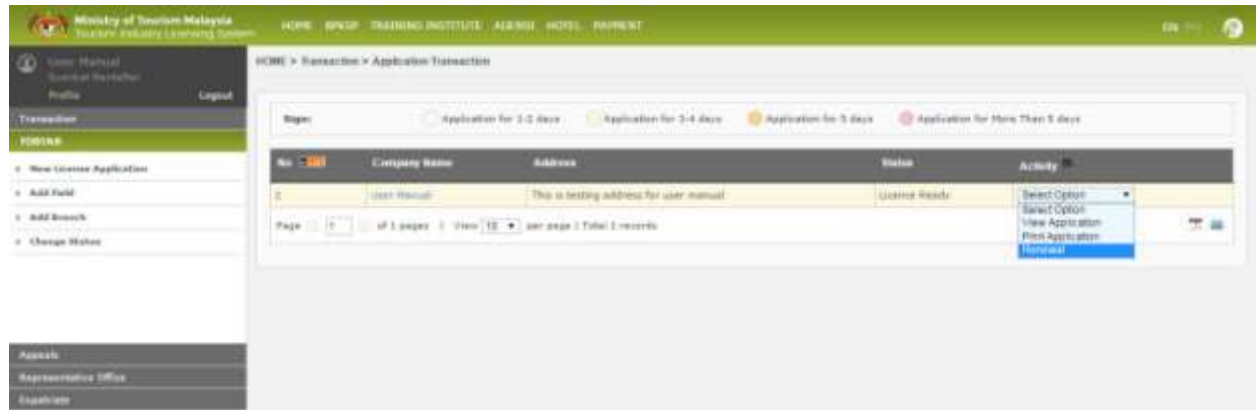
No.	No. License	Company Name	Date of Application	Address	Status	Activity
1	Testing Data	User Manual	2014-05-27 20:08:05	Testing User Manual Branch	Pay Process Fee	Select Option

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.

The screenshot shows the MOT-SPIP system interface. The top navigation bar includes links for HOME, RENEW, TRAINING INSTITUTE, AGENTS, HOTEL, and PAYMENT. The left sidebar contains a 'User Manual' link and a 'Transaction' section with options like 'New License Application', 'Add Field', 'Add Branch', and 'Change Status'. The main content area is titled 'HOME > RENEW > Renewal'. It features a form with the following sections:

- Company Info:** Fields for Company Name (User Manual), SPM Number, and SPM License No.
- Income & Handling Cost:** Fields for Total income (revenue) year before (RM), Total expenditure before (RM), and Net income before year (RM).
- The number of tourists handled:** Two tables for recording tourist data. The first table is for 'Following for future request (Optional)' and the second is for 'Domestic Tourist'. Both tables have columns for 'No', 'Country', 'Status cooperation', and 'No'. The 'Domestic Tourist' table includes a 'Total (Count)' field.
- Buttons:** 'Save' and 'Again' buttons at the bottom.

- 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.

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME > TOLIS > Renewal

Company Name: User Manual  
SSM Number: Trading Date  
KPL License No: KPLJ06750

Company: Director Shareholders Staff Search Certificate

Particulars of Director: [\[Change Director\]](#)

No.	Name	IC / Passport	Gender	Citizenship	AMRIN
1	Tan Sri	234234234	Laki	Malaysia	
2	Tan Sri	passport123	Laki	Malaysia	

Appeals  
Representative Office  
Expiry Date

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

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME > TOLIS > Renewal

Company Name: User Manual  
SSM Number: Trading Date  
KPL License No: KPLJ06750

Company: Shareholders Director Staff Search Certificate

Shareholder Information: [\[Change Shareholders\]](#)

No.	Shareholder Status	Name	IC / Passport / Sign Company	Value Share (RM)	Percentage Share (%)	AMRIN
1	Shareholder	Tan Sri	tan	10,000.00	50.00	
2	Wangmerang Group (ASIAN)	Tan Sri	234234234	10,000.00	50.00	

The breakdown of the issued share capital of the Company

Shareholder Status	Value (RM)	Percentage Share (%)
Shareholder	10,000.00	50.00
New Shareholder	0.00	0.00
Foreign nationals (KSAAN)	10,000.00	50.00
Foreign nationals (non-ASIAN)	0.00	0.00
Local Company	0.00	0.00
Foreign Companies	0.00	0.00
Total	20,000.00	100.00

Appeals  
Representative Office  
Expiry Date

**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.

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME > TOLIS > Renewal

Company Name: User Manual  
SSM Number: Trading Date  
KPL License No: KPLJ06750

Company: Staff Director Shareholders Search Certificate

Employee Information: [\[Add\]](#)

No.	Name	IC / Passport	Gender	Position / Designation	Citizenship	AMRIN
1	User Manual Inc.	234234234	Laki	Permanu Pelancong	KSAAN	
2	Rama	342342342	Laki	Permanu Pelancong	KSAAN	

Appeals  
Representative Office  
Expiry Date

## 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 message: 'Enter the information in the space below. \* Required'. Below this, the 'Staff Details' section includes a 'Jawapan' dropdown, a 'Terdapat Di' radio button (selected), and an 'Other' radio button. There is a 'No TS' field and a 'Search' button. Below this is the 'Evidence Document Experience' section with a table. The table has columns: No, Position / Designation, Company, Starting Period, Ending Period, and Supporting Documents. The first row shows '1', 'Penyelia Pemanduan', a company name, and dates. There are 'Add' and 'Reset' buttons at the bottom of the form.

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 has a 'Transaction' menu with options: 'New License Application', 'Add Field', 'Add Branch', and 'Change Status'. The main content area shows the 'Add Branch' form. It includes fields for 'Company Name' (User Manual), 'SSM Number' (Trading Date), and 'KPL License No' (KPL000700). Below these is a table with columns: Company, ID No, Director, Shareholder, Staff, Branch, and Certificate. The first row shows 'No', 'No License (KPL000700)', and 'KPL000700 Branch 1'. There is a 'Save' button at the bottom.

**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.

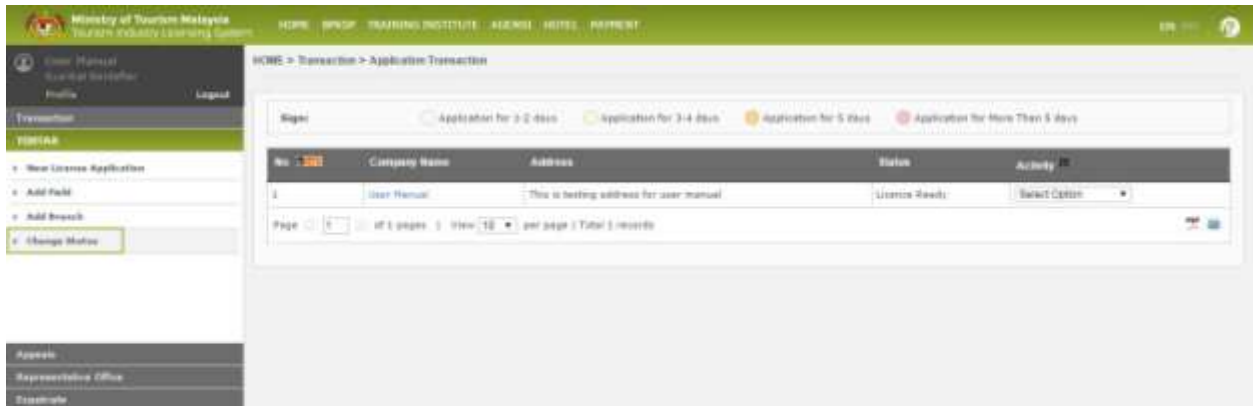
No.	Company Name	Application Type	Status	Activity
1	User Manual	TOBTAB	Pay Process Fee	Select Option

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

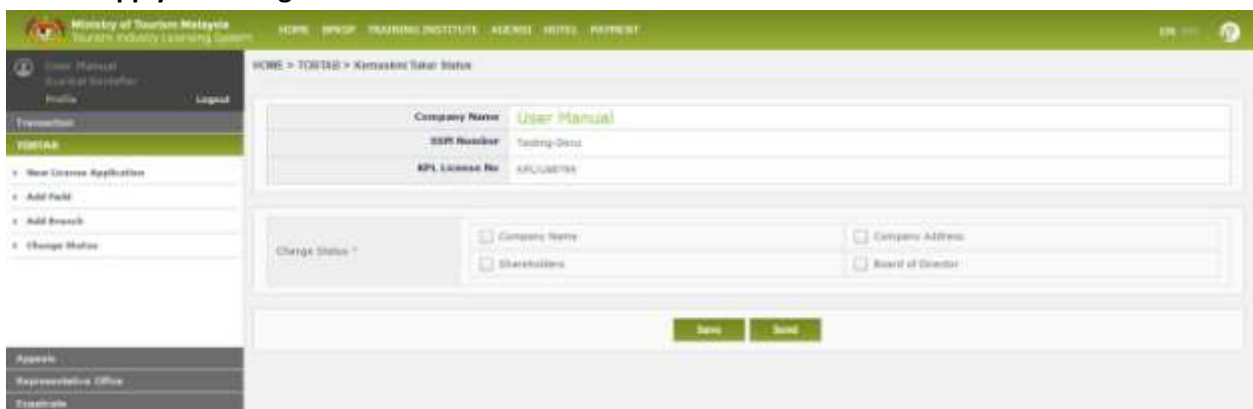
## 8) Change of Status Request for TOBTAB

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

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

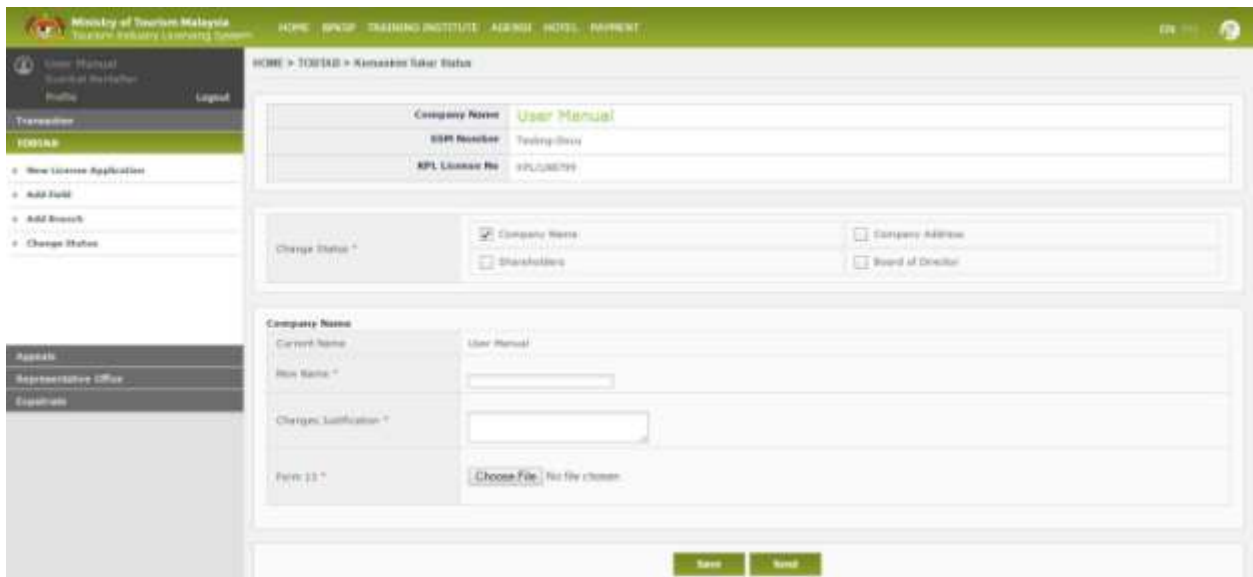


## How to apply for Change of Status?



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:

The screenshot shows the MOT-SPIP system interface. The top navigation bar includes links for HOME, BNSP, TRAINING INSTITUTE, AGENSI, HOTEL, and PAYMENT. The left sidebar contains a 'User Manual' section with options for Profile, Logout, Transaction, and FORMS. The main content area displays a table titled 'HOME > Transaction > List of Status Changes'. The table has columns for No., Date of Application, Status, and Action. A single record is shown with the date '2016-02-18 11:40:46' and status 'Application Being Processed'. Below the table, there are pagination controls showing 'Page 1 of 1 pages' and '1 record per page'. The bottom sidebar contains links for Appeals, Representative Office, and Examiners.

Similarly following can be applied:

The screenshot shows the MOT-SPIP system interface for the 'Company Address' form. The top navigation bar includes links for HOME, BNSP, TRAINING INSTITUTE, AGENSI, HOTEL, and PAYMENT. The left sidebar contains a 'User Manual' section with options for Profile, Logout, Transaction, and FORMS. The main content area displays the 'Company Address' form. The form includes fields for Company Name (User Manual), BSN Number (Testing-Data), and KPL License No (VPL/000000). There are checkboxes for 'Complete Name', 'Company Address', 'Shareholders', and 'Board of Director'. The 'Company Address' section includes fields for Current Address (This is testing address for user manual, 33423 807060, SWANWSP), New Address (Change Address for User manual), Postcode (1234), State (SELANGOR), and Changes Justification (Reason: Changing Application). There is a 'Supporting Documents' section with a 'Choose File' button and a file named 'testing.jpg'. At the bottom, there are 'Save' and 'Send' buttons.

- **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 shows the MOT-SPIP web application interface. The top navigation bar includes links for HOME, SPSP, TRAINING INSTITUTE, AGENCY, HDOL, and PAYMENT. The left sidebar contains a 'User Manual' section with links for 'Profile', 'Logout', 'Transaction', and 'KEMASUKAN'. The main content area is titled 'HOME > TOLTAH > KEMASUKAN SIAH STATUS'. It features a form with the following sections:

- Company Information:** Fields for 'Company Name' (User Manual), 'SIAH Number' (Testing Docu), and 'NPL License No' (NPL/00125).
- Change Status:** A dropdown menu for 'Change Status'.
- Shareholders:** A section with checkboxes for 'The Board of YG to Withdraw (Tick the relevant)', 'Bumiputera Testing Document Path 1 Toldak', 'Non Bumiputera Testing Document Path 2 Toldak', 'Test', and 'Tester'.
- Current Share Values (RM):** A field for 'Current Share Values (RM)' with a value of 22,000.00.
- Jumlah Saham Baru (RM) [auto]:** A field for 'Jumlah Saham Baru (RM) [auto]' with a value of 22,000.00.
- Changes Justification:** A text area for 'Changes Justification'.
- Resignation letter & Shares (Form 32A):** A field for 'Resignation letter & Shares (Form 32A)' with a 'Choose File' button.
- Add Shareholders:** A table with columns: No, Shareholder Status, Name, IC / Passport, Value Stock (RM), Percentage Share (%), Status, and Action.

The table 'Add Shareholders' contains the following data:

No	Shareholder Status	Name	IC / Passport	Value Stock (RM)	Percentage Share (%)	Status	Action
1	Bumiputera	Bumiputera Testing Document Path 1 Toldak	143314320452	1,300.00	6.52	aktif	<a href="#">%</a>
2	Bukan Bumiputera	Non Bumiputera Testing Document Path 2 Toldak	452145214522	1,300.00	6.52	aktif	<a href="#">%</a>
3	Bumiputera	Test	100	10,000.00	45.45	aktif	<a href="#">%</a>
4	Warganegara Asing (GSSAR)	Tester	204204204234	10,000.00	45.45	aktif	<a href="#">%</a>

At the bottom of the form, there 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 displays the MOT-SPIP web application interface. The top navigation bar includes links for HOME, SPSP, TRAINING INSTITUTE, AIR-ROU, HOTEL, and RAMPART. The left sidebar contains a 'User Manual' profile section with 'Profile' and 'Logout' options, and a 'Transactions' section with 'New License Application', 'Add Field', 'Add Branch', and 'Change Status'. The main content area is titled 'HOME > SPSP > Kemasukan Status' and shows a form for 'Change Status'. The form includes fields for 'Company Name' (User Manual), 'SPSP Number' (Testing-0000), and 'KPL License No' (1PL000000). Below these are checkboxes for 'Company Name', 'Company Address', 'Shareholders', and 'Board of Director'. The 'Board of Director' section has a 'The Board of YG to Withdraw (Tick the relevant)' checkbox, a 'Changes Justification' field, and a 'Resignation letter (Form 49)' field with a 'Choose File' button. At the bottom, there is a table for 'Add Board Member' with columns for No., Name, IC / Passport, Gender, Citizenship, and Action. The table contains two rows: one for 'Test' with IC 210030234234 and Citizenship 'Cambodia', and another for 'Test' with IC passport123 and Citizenship 'Bhutan'. 'Save' and 'Send' buttons are at the bottom right.

- **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.

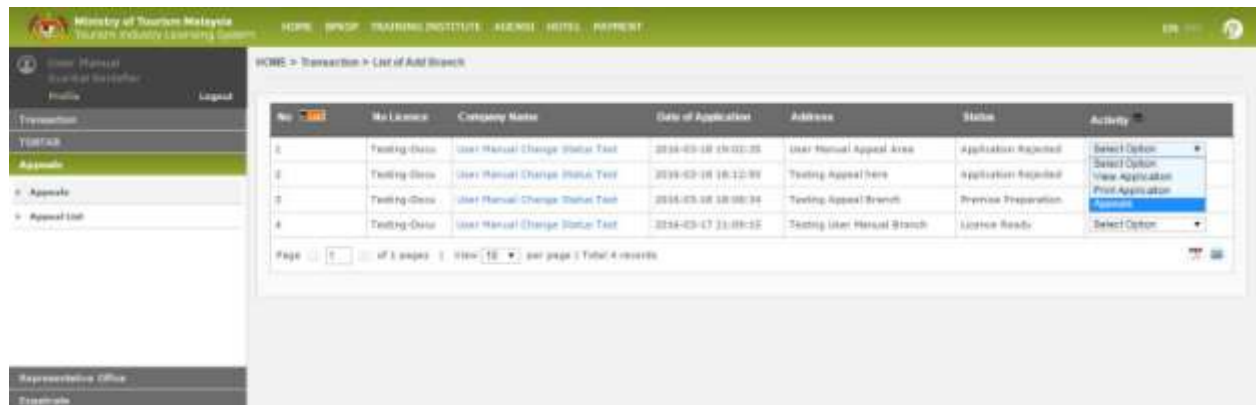
## 9) How to Appeal for TOBTAB

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

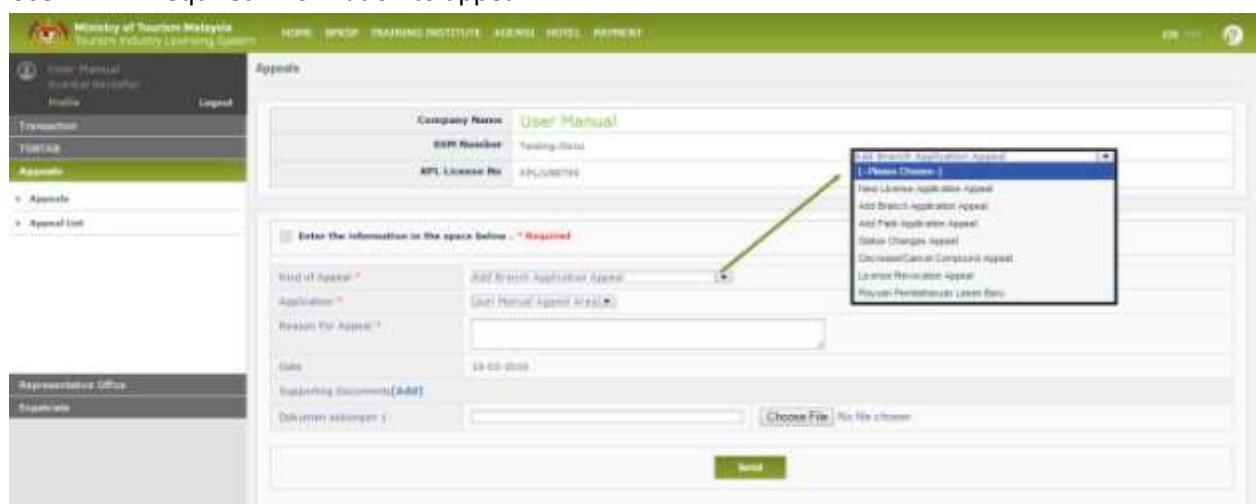
### • How to Appeal?

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
- Supporting Document: If required. User can add upto 5 documents 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 shows the MOT-SPIP web application interface. The top navigation bar includes links for HOME, SPSP, TRAINING INSTITUTE, AGENCY, HOTEL, and PAYMENT. The left sidebar contains a user profile section for 'User Mahidul' and a menu with options like 'Transaction', 'Training', 'Agency', and 'Representative Office'. The main content area is titled 'HOME > TOBTAB > Representative Office > New Application / Extension'. It features a form with fields for 'Company Name' (containing 'User Mahidul'), 'SPSP Number' (containing 'Training Office'), and 'KPL License No' (containing 'KPL/000/000'). Below these fields is a tabbed interface with 'Application' selected. The 'Application' tab has sub-tabs for 'Proposed Office', 'Organizational Structure', 'Expenditure', 'Sales Revenue', 'Supporting Documents', and 'Certificate'. The 'Application' sub-tab contains a message 'Enter the information in the space below \* Required' and two sections: 'Application' with radio buttons for 'Type of Office' (Representative Office, District Office, Branch Office) and 'Application Type' (Direct Application, Through Agent), and 'Applicant Information' with text boxes for 'Company Name', 'Company Address', 'Date Established', 'Place of Incorporation', and 'Nature of Business'. A green 'Save' button is at the bottom right of the form.

### Application :

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

### Application Information :

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

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

Page.

Ministry of Tourism Malaysia  
Business Industry Licensing System

HOME > MOTSPIP > Representative Office > New Application / Extension

Company Name  
SSM Number  
KPE License No.

Application Proposed Office Organizational Structure Associate Sales Revenue Supporting Documents Certificate

Enter the information in the space below. \* Required

**Application**

The purpose of formation \*

Business Activities Office / Branch \*

Income Source \* ☐ dari operasi di Malaysia ☐ dari operasi di luar ☐ dari sumber tidak

Location of Office / Branch Proposal \* ☐ dari pejabat ☐ Sharing

Address \*

Nature of Business \*

Annual Budget \*

Annual Estimates \*

Does the office / branch is proposed to conduct or participate in the administration of its affiliates / subsidiaries in or to be established in Malaysia \* ☐ Yes ☐ No

**Benefits to Malaysia**

The benefits to Malaysia arising from the creation of the office / branch \*

Save

## 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:

Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME > TOSTAB > Representative Office > New Application / Extension

Company Name  
SSM 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	Total
Executive Management	0	0	0
Technical	0	0	0
Admin	0	0	0
Clinical	0	0	0
Skilled	0	0	0
Non-skilled	0	0	0
General	0	0	0
Executive Management	0	0	0
Total	0	0	0

Save

Provide Following details: User will provide these details accoringly.

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.

Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME > TOSTAB > Representative Office > New Application / Extension

Company Name  
SSM 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 15 per page | Total 0 records

Save

Click Add to see following screen:

Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME > TOSTAB > Representative Office > New Application / Extension

Company Name  
SSM Number  
KPL License No

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

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

NEW! > TOURISM > Representative Office > New Application - Extension

Company Name: User Manual

SPM Number: Training Office

APL License No: 4PL/2018/79

Assignments: Proposed Office | Organizational Structure | Expenses | Sales Revenue | Supporting Documents | Certificate

Enter the information in the space below - \* Required

Turnover of the Holding Company is a period of two years

Year	2018	2019
Sales revenue *	RM 1000	RM 1000
Net profit *	RM 1000	RM 1000
Authorized capital *	RM 1000	RM 1000
The authorized capital at the date of this application *	RM 1000	RM 1000

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:

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME > MOT-SPIP > Representative Office > New Application / Extension

Company Name: User Manual  
SSM Number: Trading-0000  
KPL License No: KPL/UN709

Application | Proposed Office | Organization Structure | Expiry Date | Sales Record | **Supporting Documents** | Certificate

**Must Risk Dokumen sahaja \* Required**

Doc Type	Upload
The latest annual report *	<input type="button" value="Choose File"/> No file chosen File Name : No file uploaded
The certificate of incorporation and change of company name *	<input type="button" value="Choose File"/> No file chosen File Name : No file uploaded
Approved from other ministry/department/agency (if applicable)	<input type="button" value="Choose File"/> No file chosen File Name : No file uploaded
Company/ Representative Office's Profile *	<input type="button" value="Choose File"/> No file chosen File Name : No file uploaded
The information activities that have been carried out (advanced)	<input type="button" value="Choose File"/> No file chosen File Name : No file uploaded
A letter of approval before (advanced)	<input type="button" value="Choose File"/> No file chosen

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:

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME > MOT-SPIP > Representative Office > New Application / Extension

Company Name: User Manual  
SSM Number: Trading-0000  
KPL License No: KPL/UN709

Application | Proposed Office | Organization Structure | Expiry Date | Sales Record | **Supporting Documents** | **Certificate**

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

**Certificate \***

☒ I / we hereby declare that all information given above is true and accurate, I / we also understand that the Ministry of Tourism reserves the right to reject any application if I / we fail to provide an accurate and complete information above.

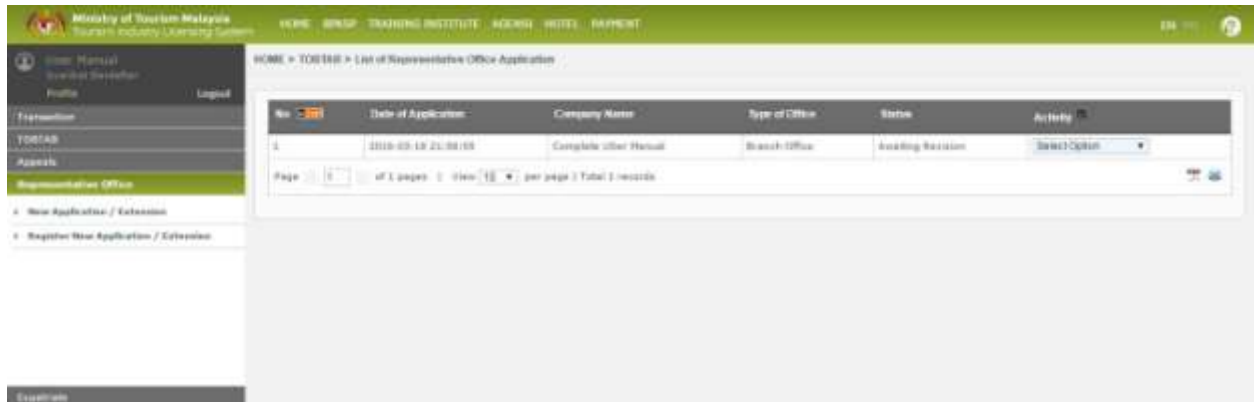
**Certified by**

Name: Complete other Manual  
Date: 19-03-2025

- 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



The screenshot displays the MOT-SPIP system interface. The top navigation bar includes links for HOME, SPIN, TRAINING INSTITUTE, AGENSI, HOTEL, and REPORT. The left sidebar contains a menu with options like User Manual, Profile, Logout, Transaction, TUTORIAL, Appeals, Representative Office, and Exports. The main content area shows the 'Application for New Exports' form. The form has a header section with fields for Company Name (User Manual), BSN Number (Testing-Beta), and BSN License No (SALUS0704). Below this is a section for 'Company Info' with fields for Company Name, No License, Applicant Address, Authorized Capital (RM), Paid-up Capital (RM), Nature of Business, and Justification of Application. A 'Save' button is located at the bottom right of the form.

## ➤ Company:

### Company Info :

- Company Name: Auto-Fill
- No License: License No of Company Auto-fill
- Application 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:

The screenshot displays the MOT-SPIP system interface. The top navigation bar includes links for HOME, SPIN, TRAINING INSTITUTE, AGENCY, HOTEL, and REPRESENT. The left sidebar shows a user profile for 'User Manual' with a 'Logout' button. The main content area is titled 'HOME > TESTED > Expatriate > Application for New Expatriate'. It features a form with the following fields:

- Company Name: User Manual
- BSM Number: Testing-Beta
- BPL License No: SARJ08756

Below these fields, there is a section for 'Company Info' with the following details:

- Company Name: User Manual
- No License: SARJ08756
- Applicant Address: Test Apartment Hotel (23421 887788) SARJ08756
- Authorized Capital (RM): 1,200,000.00
- Paid-up Capital (RM): 25,000.00
- Nature of Business: Hotel (23421 887788) Ticketing
- Justification of Application: (Empty text box)

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

## ➤ 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.

The screenshot shows the 'Supporting Documents' section of the MOT-SPIP application. The user is logged in as 'User Manual' (Tourism Industry Learning System). The application is for a new expatriate. The 'Company Name' is 'User Manual', 'SSM Number' is 'Tayang-Bera', and 'KPL License No' is 'VPL000799'. The 'Supporting Documents' section includes a 'Copy Type' dropdown and three 'Upload' buttons for 'Expatriate Bio-data\*', 'Expatriate Job Offer Letter\*', and 'Picture of Expatriate\*'. Each upload button has a 'Choose File' link and a 'No file chosen' message. A 'Save' button is at the bottom right.

## ➤ 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:

The screenshot shows the 'Certificate' section of the MOT-SPIP application. The user is logged in as 'User Manual' (Tourism Industry Learning System). The application is for a new expatriate. The 'Company Name' is 'User Manual', 'SSM Number' is 'Tayang-Bera', and 'KPL License No' is 'VPL000799'. The 'Certificate' section includes a 'Enter the information in the space below - \* Required' field, a 'Certificate' section with a checkbox and a declaration, and a 'Certified by' section with 'Name' (User Manual Change Status Test) and 'Date' (18-03-2020). 'Save' and 'Send' buttons are at the bottom right.

## ➤ 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.

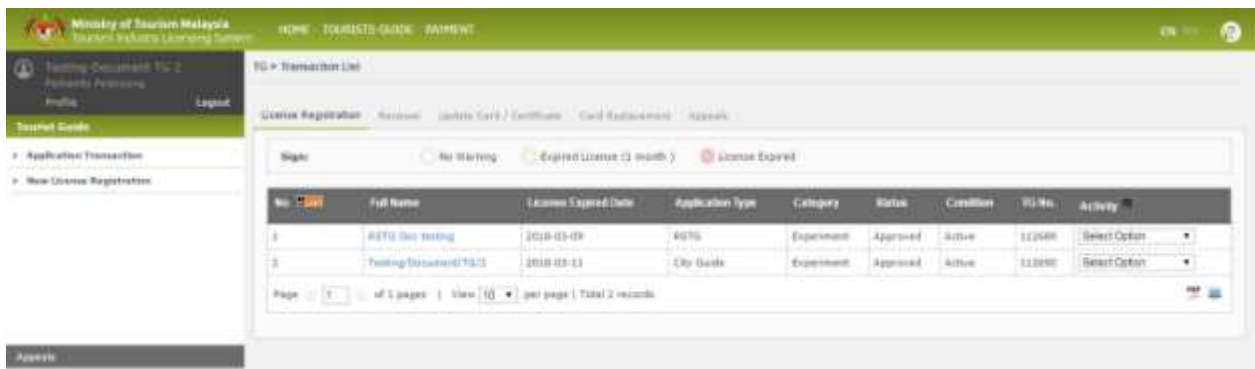


- Authentic User name and Password will require for Signing In.
- After Signing in User will Land to Dashboard where applications (if under-process) will appear

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.

**Ministry of Tourism Malaysia**  
Tourism Industry Licensing System

HOME TOURISTS GUIDE PAYMENT

EN

**TG - New Application**

**Tourist Guide Name** Testing-Documents TG 2  
**Identification No.** DuriatTG2

**General Information**

☐ Enter the information in the space below : **\* Required**  
Make sure you PASS THE TOURIST GUIDE FOUNDATION (DGBB) before fill this application.  
RSTG applications only applicable to SABAH/SARAWAK states.

**Application Type:**

Type of Tourist Guide license \*

☒ City Guide  
☐ Nature Guide  
☐ RSTG  
☐ CTHG

**General Information:**

Full Name \* Testing-Documents TG 2 Other Name \*

Birth Date \* Age \*

Gender \* ☐ Local ☒ Foreign

Document Passport  No file chosen

Country \*

Passport Expiry Date \* Work Permit Expiry Date \*

Gender \* ☒ Male ☐ Female Marital Status \* ☐ Married ☐ Single

Place of Birth \* Certificate of Citizenship No. \*

Old New IC No. / Passport No. \* IC Expiry (For IC No. Only) \*

Date Issue \* Place Issued \*

Home Address \* This is testing of document path:

Postcode \* 40100

Telephone No (R) 0123456789 Telephone No (M) 0123456789

Address for contact if different from above address \*

**Job Information**

Current Job \*

Current Employer Name & Address \*

Employer Telephone No. \*

**Education Information** [Add](#)

Certificate/Diploma/Degree	Year	School/College/Institute/University

**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 Information :**

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

#### **Education Information :**

- 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 displays the 'New Application' form within the MOT-SPIP Tourist Guide Registration System. The form is titled 'TG > New Application' and includes a sidebar with navigation links: 'Tourist Guide Name', 'Application Transcription', and 'New License Registration'. The main form area contains the following fields and sections:

- Tourist Guide Name:** Testing-Documents TG 2
- Identification No.:** 00000000
- General:** Experience, Tourist Guide Registration Course, Application, Certificate
- 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)**
  - Pengalaman :** (Dropdown menu)
  - Position / Description:** (Text input)
  - Salary Per Month:** (Text input)
  - Employer Name & Address:** (Text input)
  - Working Period:** (Dropdown menu)
  - Other Statement:** (Text input)
- Has been working as Tourist Guide :** (Radio buttons for Yes/No)
- Save** button

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.



**Ministry of Tourism Malaysia**  
Tourist Industry Licensing System

HOME TOURISTS GUIDE FEEDBACK

Tg - New Application

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](#)**

**Personal Details**

Position / Designation:  Salary Per Month:

Employer Name & Address:

Working Period:  To

Other Statement:

**Has Been Working as Tourist Guide \*** ☒ Yes ☐ No

**No License\***  **Date of license issued\***

**End of license\***

**Language Used\***

<input type="checkbox"/> ARABIC (A)	<input type="checkbox"/> BANGSA MELAYU (B)	<input type="checkbox"/> MANDARIN (C)	<input type="checkbox"/> CANTONESE (CE)
<input type="checkbox"/> HINDI (E)	<input type="checkbox"/> JAWA (F)	<input type="checkbox"/> TIGOHEN (G)	<input type="checkbox"/> OTHER CHINESE DIALECTS (CE)
<input type="checkbox"/> DUTCH (D)	<input type="checkbox"/> ENGLISH (E)	<input type="checkbox"/> FRENCH (F)	<input type="checkbox"/> GERMAN (G)
<input type="checkbox"/> GREEK (GK)	<input type="checkbox"/> HEBREW (H)	<input type="checkbox"/> ITALIAN (I)	<input type="checkbox"/> JAPANESE (J)
<input type="checkbox"/> KOREAN (K)	<input type="checkbox"/> NORWEGIAN (N)	<input type="checkbox"/> SWEDISH (S)	<input type="checkbox"/> PORTUGUESE (P)
<input type="checkbox"/> RUSSIA (R)	<input type="checkbox"/> SPANISH (S)	<input type="checkbox"/> SWEDISH (SD)	<input type="checkbox"/> SWISS (SW)
<input type="checkbox"/> TAMIL (T)	<input type="checkbox"/> THAI (TH)	<input type="checkbox"/> TURKISH (TK)	<input type="checkbox"/> VIETNAMESE (V)
<input type="checkbox"/> PARS (PERSIA)	<input type="checkbox"/> LAOS (LAOS)		

**Estimates of number of tourist guide job last year\***

**Employment Status\***

☐ Full Time  
☐ Part Time  
☐ Free

**Save**

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 the 'New Application' page for a Tourist Guide. The header includes the Ministry of Tourism Malaysia logo and navigation links. The left sidebar contains a menu with 'Tourist Guide' selected. The main content area is titled 'TG > New Application'. It features a form with the following sections:

- Tourist Guide Name:** Testing-Documents TG 2
- Identification No.:** 123456789
- Progress Bar:** Shows completion status for General Information, Experience, Tourist Guide Foundation Course Information, Association, and Supporting Documents.
- Supporting Documents:** A section with an 'Add/Show' button.
- Self Reference:** A section with fields for Name, Address, Current Job, and Telephone No.
- Certificate:** A section with a checkbox and text: 'I declare all information given is true. I would also be free from criminal record.'

## 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.

TG > New Application

Tourist Guide Name: **Testing-Documents TG 2**

Identification No.: **DashedTG2**

Copy of Identification No/Passport [View File](#) [Remove](#)

Latest Passport Size [View File](#) [Remove](#)

Copy of Receipts of Tour Guide Association Membership [View File](#) [Remove](#)

A Copy of the Medical Report [View File](#) [Remove](#)

**Additional Document for City Guide License Applicant (City Guide)**

Copy of Approval Letter and Tourist Guide Foundation Course Certificate [View File](#) [Remove](#)

Copy of the Malaysian Skills Certificate, or Form SPK/SD (ST/SDS) [View File](#) [Remove](#)

Copy of academic certification (Diploma, Degree, STPM, SPM or equivalent) / AAO Declaration Letter [View File](#) [Remove](#)

Copy of Recent Malaysia Program Certificate [View File](#) [Remove](#)

**Additional Document for City Guide License Applicant (City Guide)**

Type: **Program Hasil Rujukan**

Close File: No file chosen

WORD.PDF.jpg (doc.docx.jpg.pdf)

**Save**

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

Ministry of Tourism Malaysia  
Tourist Industry Licensing System

HOME TOURIST GUIDE PAYMENT

TG > New Application

Tourist Guide Name: **Testing-Documents TG 2**

Identification No.: **DashedTG2**

General Experience Tourist Guide Foundation Course Information **Certificate**

Information with sign **X** still not complete

General Information  
Experience  
Tourist Guide Foundation Course Information - accept  
Academic  
Supporting Documents

Supporting Documents [Add More](#)

Enter the information in the space below - **\* Required**  
Make sure you **PASS THE TOURIST GUIDE FOUNDATION COURSE** before fill this application.

**Self Reference**

Reference 1	Reference 2
Name *	Name *
Address *	Address *
Current Job *	Current Job *
Telephone No *	Telephone No *

**Certificate \***

☒ I declare all information given is true.  
I must also be true from criminal record

**Send Save**

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

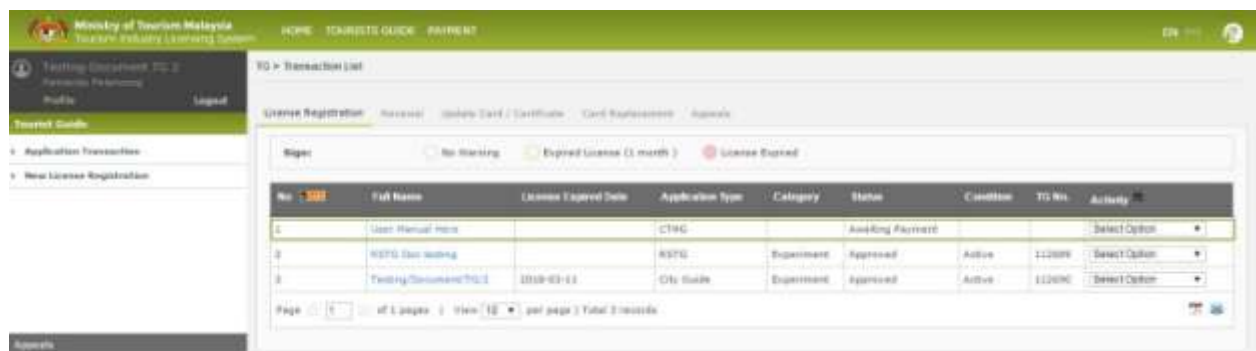
- Certificate:

- User will declare that all information provided are correct.

When filled required information 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.

The screenshot shows the 'TG > Renewal' form in the MOT-SPIP system. The form is titled 'Enter the information in the space below : \* **Important** You were compensated RM100 due to your delay. Renew your license before the license expired'. The form includes the following fields:

- Tourist Guide Name: User Manual here
- TG No.: 112009
- Date of Original Apply: 10-03-2018
- Original Language: ARABIC, HAKKA, MALAYSIAN
- Type of License Guide and Reform Period: ☐ CTHG (1 Tahun), ☒ CTHG (2 Tahun)
- Alamat Rumah: This is testing of document path
- Telephone No: 0431043424
- Contact Address:
- Negeri Kutipan Kad TG: KEDAH
- Taraf Pekerjaan: ☐ Full Time, ☒ Part Time, ☐ Free
- Nama & Alamat Majikan Sekarang: BQA
- No Telefon Majikan: 00011100110

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

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 Tourism Malaysia  
Tourism Industry Licensing System

HOME TOURISTS GUIDE PAYMENT

TG > Renewal

Tourist Guide Name: User Manual here  
TG No.: 112345

General Association Touring Guide Job Certificate

Enter the information in the space below - \* Important: You were compensated RM150 due to your delay Renew your license before the license expired

Persatuan Perantau Perantau Model  
Tarikh Mendaftar: 01-01-2015

Save

- 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.

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME TOURISTS GUIDE PAYMENT

TG > Renewal

Tourist Guide Name: User Manual here  
TG No.: 112345

General Association Touring Guide Job Certificate

Enter the information in the space below - \* Important: 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.

Anggaran bilangan karga memandu pelancong yg diperlukan tahun lalu: 20

No.	Date	Place of visit	Type & Registration Vehicle No.	Bilangan Pelancong
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Save

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





Ministry of Tourism Malaysia  
Tourist Industry Licensing System

HOME TOURISTS GUIDE PAYMENT

TG > Renewal

Tourist Guide Name: **User Manual here**  
TG No.: 12345

General Association Tourist Guide Info **Certificate**

Information with sign X still not complete

- General Information
- Association
- Korpis Pemenda
- At least 25 assignments
- Supporting Documents

Supporting Documents **Add / Show**

Enter the information in the space below : \* **Important**  
You were compensated RM100 due to your delay Renew your license before the license expired

End of license : 12-03-2019

Driving language

- ☒ ARABIC
- ☐ BAHASA MELAYU
- ☐ MANDARIN
- ☐ CANTONESE
- ☐ HOKKIEN
- ☒ HAKKA
- ☐ TEIOCHOW
- ☐ OTHER CHINESE DIALECTS
- ☐ DUTCH
- ☒ ENGLISH
- ☐ FRENCH
- ☐ GERMAN
- ☐ GREEK
- ☐ HINDI
- ☐ ITALIAN
- ☐ JAPANESE
- ☐ KOREAN
- ☐ NORWEGIAN
- ☐ OTHER
- ☐ PORTUGUESE
- ☐ RUSSIA
- ☐ SPANISH
- ☐ SWEDISH
- ☐ SWISS
- ☐ TAMIL
- ☐ THAI
- ☐ TURKISH
- ☐ VIETNAMESE
- ☐ URDU
- ☐ URDU

Certificate \*

☒ I acknowledge that all information given in this form are true and correct.

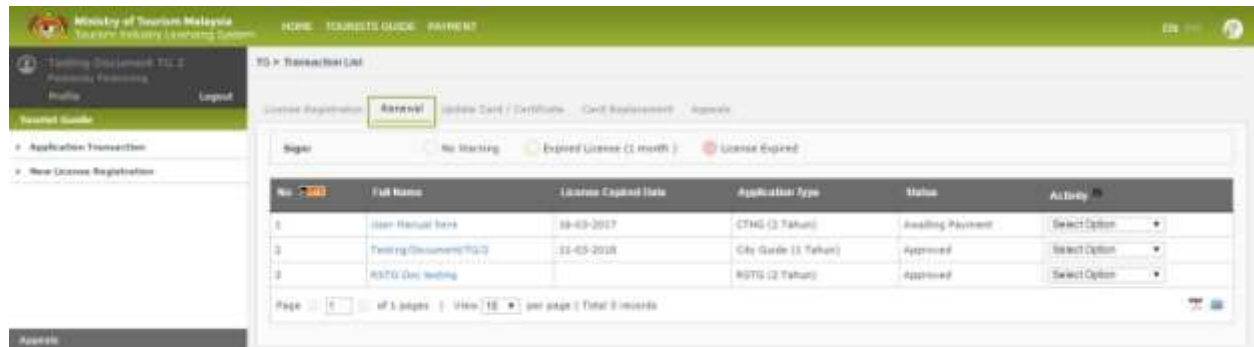
**Send**

- 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.

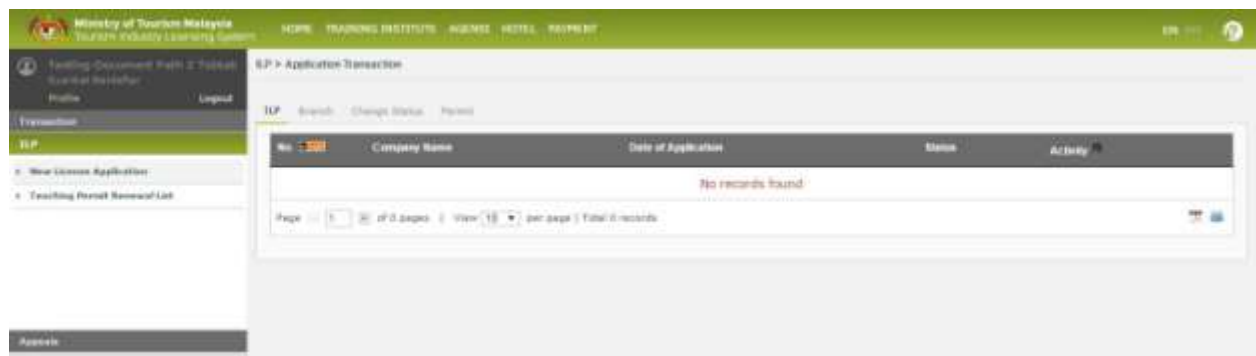
- After Signing in Applicant will Land to Dashboard where pending application (if there is any) will Appear.



- 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.

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME TRAINING INSTITUTE AGENCY HOTEL PAYMENT

EJP > License Application EJP

Company Name: Testing-Documents Path 2 Totals

SSM Number: Testing Path

EJP License No.

Enterprise: Institutions: Search: Institution: Staff: Faculty & Courses: Certificate

Enter the information in the space below. \* Required

**Company Info**

Nama Perniagaan \* Testing-Documents Path 2 Totals

Alamat Perniagaan

Postcode \* 51433

Negara \* 50888

Bandar/daerah \* KUALA PERANG

Telephone No. \* 3334234234

Email \* testing@path.com

Per No.

**Property Office**

☒ Hotel  
☐ Office Complex  
☐ Shopping Complex  
☐ Shopping Mall  
☐ Other

Possession \* ☒ Private ☐ Rent

Area Office Area \* kiki perangi

**Company Secretary**

Nama Syarikat \*

Alamat \* 101 Apartment Hotel

Postcode \*

Telephone No. \*

Email \*

Per No.

**Registration Details**

No Pendaftaran Syarikat \* Testing-Path

Tarikh Dinyatakan \*

Capital

Dibayar (RM) \* 5.00

Paid (RM) 5.00

Save 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 shows the 'Shareholders' section of the MOT-SPIP system. The interface includes a sidebar with navigation options like 'Profile', 'Transaction', and 'ILP'. The main area displays 'Shareholder Information' with a table that currently shows 'No records found'. The table has columns for No, Shareholder Status, Name, No.KP/Pasport / Other Symbol, Value Stock (RM), Percentage Share (%), and Activity. There is an 'Add' button next to the 'Shareholder Information' header.

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

Shareholder Details

Enter the information in the space below - \* Required

Shareholder Details

Status Pegangan Saham \*  
Bumiputera  
Non Bumiputera  
Foreign nationals (ASEAN)  
Foreign Nationals (Non-ASEAN)  
Local Company  
Foreign Companies

Name \*  
No. ID/Passport \*  
Alamat \*  
Telefon \*  
Email \*  
Gender \*  
Negara \*  
Nilai Saham (RM) \*

Evidence Document Experience (Add) (Reset)

No.	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1.	President/ Chairman				Choose File No file chosen

Send Again

- 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.

The screenshot displays the 'SLP License Application SLP' screen. At the top, there's a header with the Ministry of Tourism Malaysia logo and navigation links. The main content area is divided into sections. The 'Company Name' field is filled with 'Testing-Documents Path 2 Tobtab'. Below it, the 'SLP Number' is 'Testing-Pell' and the 'SLP License No.' is empty. A tabbed interface shows 'Shareholders' as the active tab. Below this, a table lists shareholder information. The table has columns for 'No', 'Shareholder Status', 'Name', 'No K/P (Passport / Driver's License)', 'Value Stock (RM)', 'Percentage Share (%)', and 'Action'. One shareholder is listed: 'Bulan Banting' with a value of '3,000' and a percentage of '100'. Below the table, there's a section titled 'The breakdown of the total share capital of the Company' with a table for 'Shareholder Status', 'Value (RM)', and 'Percentage Share (%)'. The table lists categories like 'Banting', 'Non Banting', 'Foreign National (KSEAN)', 'Foreign National (Non ASEAN)', 'Local Company', and 'Foreign Company', each with a value of '0.00' and a percentage of '0.00'. A 'Total' row shows a value of '3,000.00' and a percentage of '100.00'. A 'Send' button is at the bottom right.

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:**

The screenshot shows the 'SP License Application' form. The 'Particulars of Director' section is highlighted, showing a table with columns: No., Name, No. ID/Passport/Other Identical, Gender, Citizenship, and Activity. The table is currently empty, and a 'No records found' message is displayed. A green 'Add' button is visible at the bottom right of the table area.

- 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.

The screenshot shows the 'Director's Details' form. It includes a text input field for 'Enter the information in the space below : \* Required'. Below this, there are two sections: 'Shareholders\*' with a 'Yes' radio button selected, and 'None\*' with a 'No' radio button. At the bottom, there are 'Send' and 'Again' buttons.

- 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



Director's Details

Enter the information in the space below - \* Required

Director's Details

Shareholders\* ☐ Yes ☒ No

Name\*

IC / Passport\*

Address\*

Telefon\*

Birth Date\*

Age\*

Gender\* ☒ Male ☐ Female

Link\*

Qualification\*

Evidence Document Experience [Add](#) [Print](#)

No	Position / Designation	Company	Starting Period	Ending Period	Supporting Documents
1.	Pemimpin Pelaksana				<a href="#">Choose File</a> <a href="#">No file chosen</a>

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

- 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.

Experience in Tourism Industry [Add](#) [Print](#)

No	Position	Company	Starting Period	Ending Period	Supporting Documents
1.	Pemimpin Pelaksana	OO	01/03/14	30/03/15	<a href="#">Choose File</a> <a href="#">No file chosen</a>
2.					<a href="#">Choose File</a> <a href="#">No file chosen</a>

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.

No	Name	No. SP/Passport / Other Specifik	Gender	Citizenship	Activity
1	Test Instructor	Test Instructor	Male	Armenia	

By clicking Next button, following screen will appear.

No	Name	IC / Passport	Gender	Citizenship	Activity
No records found					

## 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.

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

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME TRAINING INSTITUTE AGENTS HOTEL PAYMENT

SLP License Application SLP

Company Name: Testing-Documen Path 2 Tolotab

SLP Number: Testing-Path

SLP License No.

Company Shareholders Director Staff Facility & Course Certificate

Enter the information in the space below - \* Required

Details of the Facility

Facility \*

☐ Lecture room

☐ Whiteboard

☐ Video recorder / tv

☐ Projector overhead

☐ Slaid projektor

Other:

Course Details

Course \*\*

☐ Basic Guide Level 3

☐ Courses Local Nature Guide Level 2

☐ Courses Local Nature Guide Level 3

Other:

Save Again

## 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.

The screenshot shows the 'SIP > License Application SIP' page. The left sidebar contains a 'Transaction' menu with 'SIP' selected, and a 'New License Application' link. The main content area has a 'Company Name' field with 'Testing-Documents Path 2 Tabtab' and an 'SIP Number' field with 'Testing-Path'. Below these is a 'Supporting Documents' section with an 'Add / Remove' button. At the bottom, there is a 'Certificate' section with a checkbox labeled 'I hereby declare that all information given are true.' and three buttons: 'Save', 'Send', and 'Again'.

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.

The screenshot shows the 'SIP > Application Transaction' page. It features a table with columns: 'No.', 'Company Name', 'Date of Application', 'Status', and 'Action'. The table contains one row with the company name 'Testing-Documents Path 2 Tabtab' and the date '2023-03-04'. Below the table, there is a pagination bar showing 'Page 1 of 1 pages' and a 'View 15 per page' option.

No.	Company Name	Date of Application	Status	Action
1	Testing-Documents Path 2 Tabtab	2023-03-04	Paid Process Fee	Select Option

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
- 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.

The screenshot displays the MOT-SPIP web application interface. The top navigation bar includes links for HOME, TRAINING INSTITUTE, AGENCIES, HOTELS, and EMPLOYMENT. The left sidebar contains a menu with options like 'Testing Document Path 2 Tabtab', 'Profile', 'Logout', 'Transaction', 'ISP', 'New License Application', 'Testing Document Path 2 Tabtab', 'Change Status', 'Application to Add Branch', and 'Application Testing Permit'. The main content area is titled 'S.P. > Application of Add Branch S.P.'. It features a form with fields for 'Company Name' (filled with 'Testing-Documen Path 2 Tabtab'), 'SPP Number' (filled with 'Testing-Path'), and 'SPP License No.' (filled with 'SPP'). Below the form is a table for 'Instructor Information' with columns: No., Name, No. KP/Pasport / Other Symbol, Gender, Citizenship, and Activity. The table is currently empty, displaying 'No records found'. At the bottom right of the form area, there are 'Save' and 'Send' buttons.

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 \*

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 \*

Local \*

Send Again

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.

No	Name	No KPP/Passport / Other Special	Gender	Citizenship	Activity
1	Name	IC	Male	Jordan	

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

No	Branch	Address of Branch	Date of Application	Status	Activity
1	KOTA SETIA	Testing Apartment Hotel	2018-03-05	Awaiting Payment	Select Option

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.

No	Shareholder Status	Name	IC / Passport / Visa Category	Value Share (RM)	Percentage Share (%)	Action
1	Bukit Buntara	Bukit Buntara	Bukit Buntara	3,300.00	100.00	%

Shareholder Status	Value (RM)	Percentage Share (%)
Bukit Buntara	3,300.00	100.00
Non-Bukit Buntara	0.00	0.00
Foreign nationals (ASEAN)	0.00	0.00
Foreign nationals (non-ASEAN)	0.00	0.00
Local Company	0.00	0.00
Foreign Companies	0.00	0.00
Total	3,300.00	100.00

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

No	Name	IC / Passport	Gender	Citizenship	Action
1	Director	Director	Male	Malaysia	%

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

The screenshot shows the 'SP > Renewal > Institute' page. The left sidebar contains a navigation menu with 'Transaction' selected. The main content area has a header with 'Company Name: Testing-Documents Path 2 Tobtab', 'SSM Number: Testing Path', and 'SLP License No.: ILV7'. Below this, there are tabs for 'Company', 'Shareholders', 'Director', 'Instructor', 'Staff', 'Course', 'Branch', and 'Certificate'. The 'Instructor' tab is active, displaying a table with columns: 'No.', 'Name', 'No. of Participant / Staff / Specialist', 'Gender', 'Citizenship', and 'Activity'. The table contains one record with 'No. 1', 'Name: Test Instructor', 'No. of Participant / Staff / Specialist: Test Instructor', 'Gender: Male', 'Citizenship: American', and 'Activity' with icons for edit, delete, and add.

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

The screenshot shows the 'SP > Renewal > Staff' page. The left sidebar contains a navigation menu with 'Transaction' selected. The main content area has a header with 'Company Name: Testing-Documents Path 2 Tobtab', 'SSM Number: Testing Path', and 'SLP License No.: ILV7'. Below this, there are tabs for 'Company', 'Shareholders', 'Director', 'Instructor', 'Staff', 'Course', 'Branch', and 'Certificate'. The 'Staff' tab is active, displaying a table with columns: 'No.', 'Name', 'IC / Passport', 'Gender', 'Citizenship', and 'Activity'. The table contains one record with 'No. 1', 'Name: Testing Staff', 'IC / Passport: 12424034034', 'Gender: Male', 'Citizenship: American', and 'Activity' with icons for edit, delete, and add.

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

The screenshot shows the 'SP > Renewal > Course' page. The left sidebar contains a navigation menu with 'Transaction' selected. The main content area has a header with 'Company Name: Testing-Documents Path 2 Tobtab', 'SSM Number: Testing Path', and 'SLP License No.: ILV7'. Below this, there are tabs for 'Company', 'Shareholders', 'Director', 'Instructor', 'Staff', 'Course', 'Branch', and 'Certificate'. The 'Course' tab is active, displaying a table with columns: 'No.', 'Course Name', 'No. of participant', 'No. of Pass Participant', '% Rate', and 'Activity'. The table contains one record with 'No. 1', 'Course Name: ', 'No. of participant: ', 'No. of Pass Participant: ', '% Rate: ', and 'Activity' with icons for edit, delete, and add.

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

The screenshot shows the 'Course Details' form. The form has a header with 'Enter the information in the space below : \* Required'. Below this, there are three input fields: 'Course Name', 'No. of participant', and 'No. of Pass Participant'. Each field has a 'Save' button next to it. At the bottom of the form, there are two buttons: 'Save' and 'Add'.

- 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 be 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.

The screenshot shows the 'Branch' tab in the 'SP > Renewal' section. The form displays company details: Company Name 'Testing-Documents Path 2 Tohtab', SPP Number 'Testing Path', and SLP License No. '11872'. Below this, there is a table with columns for Company, Shareholding, Branch, Instructor, Staff, Course, Branch, and Certificate. The table shows one entry with a 'No' status and a 'No License Change' message. A 'Send' button is at the bottom right.

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

The screenshot shows the 'Certificate' tab in the 'SP > Renewal' section. The form displays company details: Company Name 'Testing-Documents Path 2 Tohtab', SPP Number 'Testing Path', and SLP License No. '11872'. Below this, there is a section for 'Supporting Documents' with a 'Add / More' button. A message indicates 'Information with sign is still not complete' and 'Supporting Documents' are required. A 'Save' button is at the bottom right.



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.

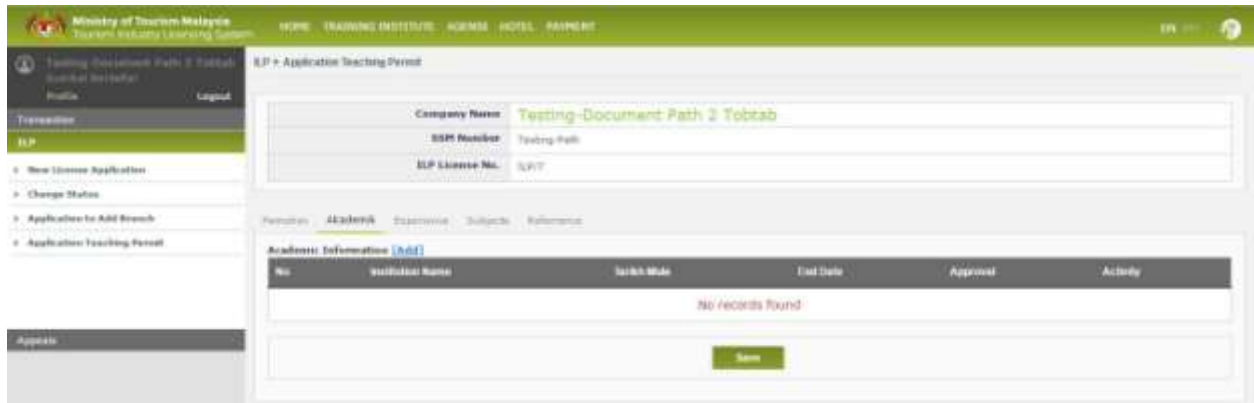
The screenshot shows the 'Application Teaching Permit' form in the MOT-SPIP system. The form is titled 'SPX Application Teaching Permit' and is part of the 'Training-Institute Path 3 Tabtab' system. The form includes a sidebar with navigation links: 'New License Application', 'Change Status', 'Application to Add Branch', and 'Application Teaching Permit'. The main form area contains a 'General Information' section with the following fields: 'Name Permit \*', 'Birth State \*', 'Birth Place \*', 'Gender \*' (with radio buttons for Male and Female), 'Work Permit No \*', 'No Old IC / New / No. Passport \*', 'Place Issued \*', 'Postcode \*', 'No Talian (K) \*', and 'No Yatafor (RP) \*'. There is also a 'Gender \*' field with a 'Choose File' button and a 'No file chosen' label. The form has a 'Save' button and a 'Cancel' button at the bottom right.

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

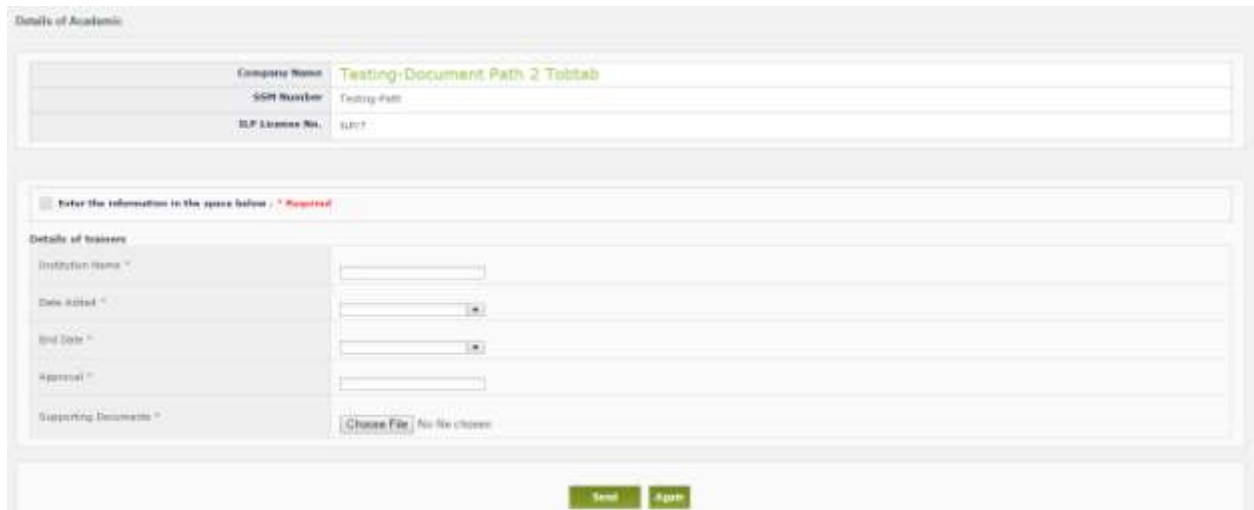
- Full name \*: Name of Applicant
- Birth Date \*: Date of birth of Applicant
- State \*: State of Applicant
- Birth Place \*: Birth Place of Applicant
- District \*: District of state choose
- gender \*: Gender of Applicant
- Nationality \*: Nationality of Applicant
- Work Permit No \*: Work permit 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.

Click Save to see following screen.

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

- 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.

The screenshot shows the 'Experience' tab of the 'SP > Application Teaching Permit' form. The form includes fields for 'Company Name' (Testing-Documen Peth 2 Tobtab), 'SPM Number' (Testing-Peth), and 'SLP License No.' (SLPT). Below these fields are tabs for 'Personal', 'Workload', 'Experience', 'Subjects', and 'Performance'. The 'Experience Works' table has columns: No, Employer Name, Address of Employee, Start Date, End Date, Position / Designation, and Activity. A 'Save' button is at the bottom right.

No	Employer Name	Address of Employee	Start Date	End Date	Position / Designation	Activity
1	test	alat	2018-03-07	2018-03-14	test	

Click Save to see following screen.

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

The screenshot shows the 'Subjects' tab of the 'SP > Application Teaching Permit' form. The form includes fields for 'Company Name' (Testing-Documen Peth 2 Tobtab), 'SPM Number' (Testing-Peth), and 'SLP License No.' (SLPT). Below these fields are tabs for 'Personal', 'Workload', 'Experience', 'Subjects', and 'Performance'. The 'Subjects to be taught' table has columns: No, Program Name, Subjects, Level of Study, and Activity. A 'No records found' message is displayed in the table area. A 'Save' button is at the bottom right.

No	Program Name	Subjects	Level of Study	Activity
No records found				

- 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.

The screenshot shows the 'Subjects' tab of the 'SP > Application Teaching Permit' form after clicking 'Send'. The form includes fields for 'Company Name' (Testing-Documen Peth 2 Tobtab), 'SPM Number' (Testing-Peth), and 'SLP License No.' (SLPT). Below these fields are tabs for 'Personal', 'Workload', 'Experience', 'Subjects', and 'Performance'. The 'Subjects to be taught' table has columns: No, Program Name, Subjects, Level of Study, and Activity. A 'No records found' message is displayed in the table area. A 'Save' button is at the bottom right.

No	Program Name	Subjects	Level of Study	Activity
1	test	alat	asatd	

Click Save to see following screen.

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME TRAINING INSTITUTE AGENCY HOTEL AIRPORT

SP - Application Teaching Permit

Company Name: Testing-Documen Peth 2 Toltab

SPP Number: Testing-Peth

SPP License No.: 12345

Profile Method Experience Subjects **Reference**

Enter the information in the space below - \* Required

Maklumat Orang Rujukan

Referee 1

Name Person: text

Address: text

Telephone: text

Telephone No.: text

Telephone No.: 123456789

Email: test@test.com

Referee 2

Name Person: text

Address: text

Telephone: text

Telephone No.: text

Telephone No.: 987654321

Email: test@test.com

Save Send Again

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.

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME TRAINING INSTITUTE AGENCY HOTEL AIRPORT

SP - Application Transaction

SP Search Change Status Permit

No.	Company Name	Birth Date	Expiry Date	Status	Activity
1	test	1990-02-27		Application Being Processed	Send Confirmation

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

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



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.

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME TRAINING INSTITUTE AGENSI HOTEL PAYMENT

Testing-Document Path 2 Toltab  
Search by Institution  
Profile Logout

Transaction

- License
- Application List
- List of Refuse

BLP

Academic

BLP > Application Teaching Permit

Company Name: Testing-Document Path 2 Toltab

BPN Number: Testing-Path

BLP License No.: BLP7

Personal Academic Experience Subjects Reference

Academic Information [Add]

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

Save

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

Ministry of Tourism Malaysia  
Tourism Industry Licensing System

HOME TRAINING INSTITUTE AGENSI HOTEL PAYMENT

Testing-Document Path 2 Toltab  
Search by Institution  
Profile Logout

Transaction

- BLP
- New License Application
- Change Status
- Application to Add Search
- Application Teaching Permit

Academic

BLP > Application Teaching Permit

Company Name: Testing-Document Path 2 Toltab

BPN Number: Testing-Path

BLP License No.: BLP7

Personal Academic Experience Subjects Reference

Academic Information [Add]

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

Save

Click Save to see following screen.



Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME TRAINING INSTITUTE AGENTS HOTEL EMPLOYER

SP > Application Teaching Permit

Company Name: Testing-Documen Peth 2 Tobtab

SPM Number: Testing-Peth

SLP License No.: 0217

Personal Workload Experience Subjects References

Experience Works: 1 Add

No	Employer Name	Address of Employer	Start Date	End Date	Position / Designation	Activity
1	test	test	2018-03-07	2018-02-14	test	

Save

Click Save to see following screen.

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

Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME TRAINING INSTITUTE AGENTS HOTEL EMPLOYER

SP > Application Teaching Permit

Company Name: Testing-Documen Peth 2 Tobtab

SPM Number: Testing-Peth

SLP License No.: 0217

Personal Workload Experience Subjects References

Subjects to be taught: 1 Add

No	Program Name	Subjects	Level of Study	Activity
1	test	test	test	

Save

Click Save to see following screen.

Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME TRAINING INSTITUTE AGENTS HOTEL EMPLOYER

SP > Application Teaching Permit

Company Name: Testing-Documen Peth 2 Tobtab

SPM Number: Testing-Peth

SLP License No.: 0217

Personal Workload Experience Subjects References

Enter the information in the space below. \* Required

Maklumat Orang Berjajar

Reference 1		Reference 2	
Name Person *	test	Name Person *	test
Address *	test	Address *	test
Position *	test	Position *	test
Telephone No. *	test	Telephone No. *	test
Telephone No. *	01423456789	Telephone No. *	01423456789
Email *	test@test.com	Email *	test@test.com

Save Draft Again

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.

No.	Company Name	Renewal Application Date	Renewal Expiry Date	Status	Activity
1	test	2016-03-05		Application Being Processed	Select Option

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

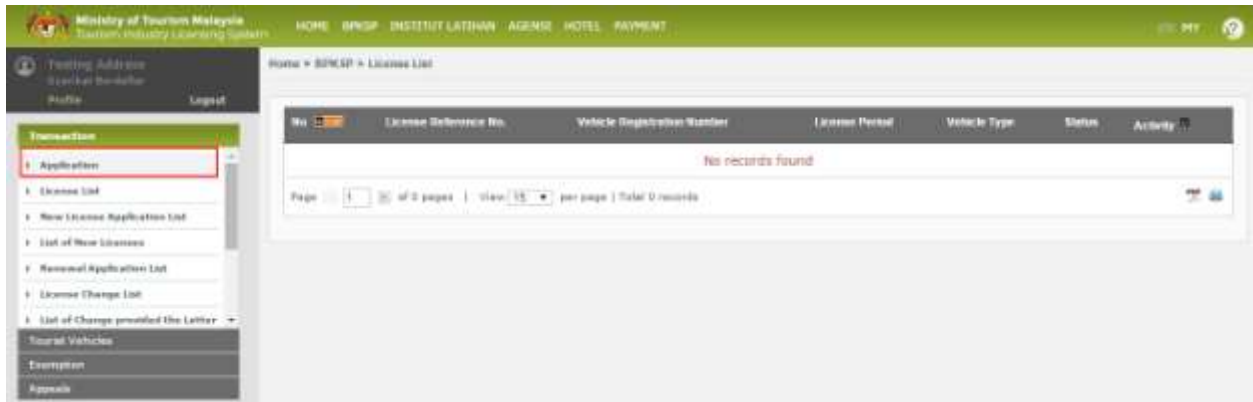
To add a BPKSP user will perform following action.

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.

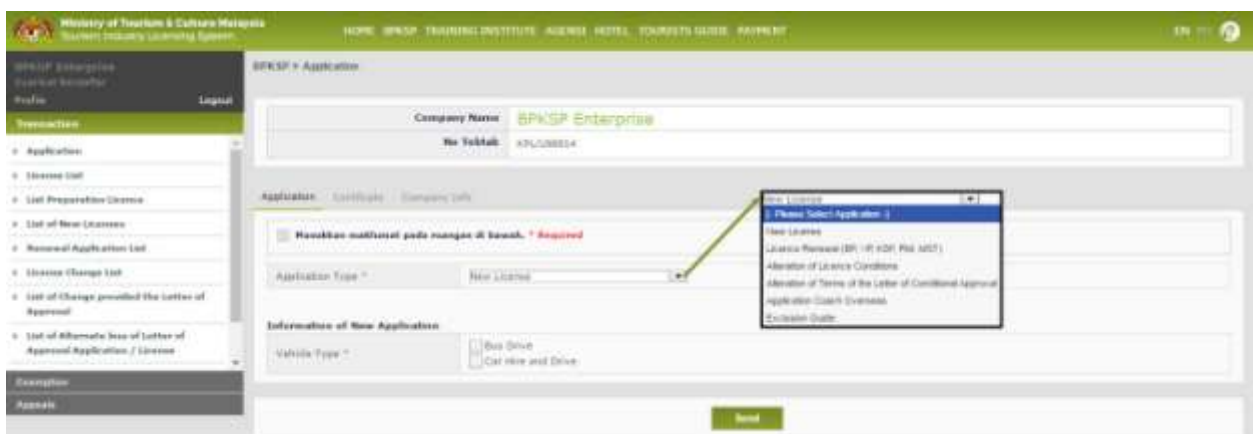
Description/Queued	Name	Request Date	Status	Activity
Tidak aplikasi tersedia.				

Description/Queued	Name	Request Date	Status	Activity
Tidak aplikasi tersedia.				

- 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.

The screenshot displays the BPS/SP Enterprise System interface. At the top, there is a header bar with the Ministry of Tourism & Cultural Heritage logo and the text "Ministry of Tourism & Cultural Heritage" and "Business Industry Licensing System". Below the header, there is a navigation bar with links: "HOME", "BPS/SP TRAINING INSTITUTE", "AGENCY", "HOTEL", "YOURSELF GUIDE", and "PAYMENT".

The main content area is titled "BPS/SP > Application". It features a sidebar on the left with a "Transaction" menu and a list of application types. The main area shows the "Company Name" as "BPS/SP Enterprise" and the "No. Taktik" as "APG/000014". Below this, there is a section for "Application" with a "Create" button and a "Company Info" link. The "Application" section includes a "New License" button and a "License Type" dropdown menu. The "Information of New Application" section includes a "Vehicle Type" dropdown menu and a "License Applied" table.

The "License Applied" table has the following structure:

License Type	Amount
Bus Drive	0-10
Truck Drive	17-20
Truck 40	25-40
Truck 40	1-10
Car Hire and Drive	0-10
Total	

At the bottom right, there is a "Save" button.

- 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.

No.	Application No.	Date of Application	Vehicle Type	Status	Action
1	8210	2016-09-07 16:15:54	Bus Drive	Awaiting Payment	Select Option

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.

The screenshot shows the user dashboard for 'Testing Address'. The header includes the Ministry of Tourism Malaysia logo and navigation links: HOME, BPKSP, INSTITUTE LATIHAN, AGENSI, HOTEL, PAYMENT. The user's profile is on the left, showing a login time of 27/03/2016 12:53:06. The main content area displays company information: Company Name: Testing Address, No Licenses: KPL/LN8798, and License Period: 02/03/2016 - 02/03/2017. Below this, there are two sections: 'Application Being Processed' and 'Persewaan Tidak Disediakan', both showing empty tables with headers: Description/Quoted, Name, Request Date, Status, and Activity. The status for both is 'Tidak aplikasi tersedia'.

- Click BPKSP to see following screen.

The screenshot shows the 'BPKSP - License List' screen. The left sidebar has a 'Transaction' menu with 'Application' highlighted. The main content area shows a table with headers: No, License Reference No., Vehicle Registration Number, License Period, Vehicle Type, Status, and Activity. The table is empty, displaying 'No records found'. Below the table, there is a pagination control showing 'Page 1 of 2 pages' and 'View 15 per page'.

- Click Application to Register an Alteration of BPKSP License.

The screenshot shows the 'BPKSP - Application' screen. The left sidebar has a 'Transaction' menu with 'Application' highlighted. The main content area shows a form for registering an alteration. The form includes fields for 'Company Name' (BPKSP Enterprise) and 'No. Pendaftaran' (KPL/LN8798). Below these, there is a section for 'Maklumat Pendaftaran' with a dropdown for 'Application Type' (Alteration of License Conditions) and a dropdown for 'No. Pendaftaran' (KPL/LN8798). There is also a section for 'Maklumat Perubahan Lesen' with checkboxes for 'Change Company Name', 'Change Address', 'Change Engine / Chassis', 'Change Vehicle', 'Change Number', and 'Read Transport Department, Registration Code'. A 'Save' button is at the bottom right.

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 selectiong alteration.

The screenshot shows the MOT-SPIP application interface. The header includes the Ministry of Tourism & Culture Malaysia logo and navigation links: HOME, BPKSP, TRAINING INSTITUTE, AGENSI, HOTEL, TOURISTS GUIDE, PAYMENT. The left sidebar contains a 'Transaction' menu with options: Application, License List, List Registration License, List of New License, Renewal Application List, License Change List, List of Change provided the Letter of Approval, and List of Alternative New of Letter of Approval Application / License. The main form area is titled 'BPKSP > Application' and includes a 'Company Name' field with 'BPKSP Enterprise' and a 'No. Pendaftaran' field with 'BPKSP00014'. Below this, there are tabs for 'Application', 'Certificate', and 'Company Info'. The 'Application' tab is active, showing a 'Hendak mahu buat permohonan di bawah' section with a dropdown menu for 'Application Type' set to 'Alteration of License Conditions'. A list of vehicle categories is shown on the right, with 'Vehicle Count: 7 (1 for driver)' selected. The 'Maklumat Pendaftaran' section includes fields for 'No Registration Vehicle', 'Date Registered Vehicle', 'Vehicle License Reference Number', 'License Commencement Date', and 'End of license'. The 'Maklumat Ubahsyarat Lesen' section includes checkboxes for 'Line Company Name', 'In accordance Address', 'Change Engine / Chassis', 'Change vehicle', 'Seating Number', and 'Road Transport Department, Registration Code'. A 'Submit' button is at the bottom right.

- 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 Kendaraan: 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.

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 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.

The screenshot shows the user dashboard for 'Testing Address'. The header includes the Ministry of Tourism Malaysia logo and navigation links: HOME, BPKSP, INSTITUTE LATIHAN, AGENSI, HOTEL, PAYMENT. The user's profile is on the left, showing a login time of 27/03/2016 12:53:06. The main area displays company information: Company Name: Testing Address, No Licenses: KPL/LN8798, License Period: 02/03/2016 - 02/03/2017. Below this, there are two sections: 'Application Being Processed' and 'Persewaan Tidak Dikeluarkan', both showing empty tables with columns: Description/Quoted, Name, Request Date, Status, and Activity. The status for both is 'Tidak aplikasi tersedia'.

- Click BPKSP to see following screen.

The screenshot shows the 'BPKSP > License List' screen. The header is the same as the previous screen. The left sidebar has a 'Transaction' menu with 'Application' highlighted. The main area shows a table with columns: No, License Reference No., Vehicle Registration Number, License Period, Vehicle Type, Status, and Activity. The table is empty with the message 'No records found'. Below the table, there is a pagination bar showing 'Page 1 of 2 pages', 'View 15 per page', and 'Total 0 records'.

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

The screenshot shows the 'BPKSP > Application' screen. The header is the same. The left sidebar has a 'Transaction' menu with 'Application' highlighted. The main area shows a form for 'BPKSP Enterprise'. The form includes fields for 'Company Name' (BPKSP Enterprise), 'No. Substansi' (KPL/AN8798), 'Application Type' (Selection of Terms of the letter of Conditional), 'Application No.', 'No. User Registration', and 'The Advanced Applied'. There is a checkbox for 'Masukkan maklumat petak mengenai di bawah' (Required). Below the form, there is a section for 'National Unemployment Social Release' with checkboxes for 'TIDAK Change of Status', 'Tidak Seseorang', 'Mengenai Tempat Dulu', and 'Road Transport Department, Registration Code'. A 'Send' button is at the bottom right.

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 selectiong alteration.

The screenshot shows the 'BPKSP > Application' form. The 'Company Name' is 'BPKSP Enterprise' and the 'No. Tobtab' is 'BPK/00000'. The 'Application Type' is 'Alteration of Terms of the Letter of Cond.'. The 'Application No.' is '5750'. The 'No. Lesen Kendaraan' is 'Vehicle 1 for Car 5 - 10'. The 'The Advanced Applied' is 'BPKSP'. The 'Maklumat Perubahan Surat Kelulusan' section includes checkboxes for 'TUBTAS Change of Status', 'Time Extension', 'Bilangan Tempat Duduk', and 'Road Transport Department, Registration Code'. A calendar widget shows the date 'May 2016'.

- Application no \*: No of application for which terms of the letter of conditional is applicable.
- No Lesen Kendaraan: 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.

The screenshot shows the 'SPKSP > New License Application' page. The 'Company Name' is 'SPKSP Enterprise' and the 'No. Taktak' is 'APJUN0004'. Under 'Supporting Documents', there is a red 'X' icon and the text 'Supporting Documents'. Below this, there is a 'Certificate' section with a declaration statement: 'I make this declaration that the information given is correct and in compliance with the Declaration Chartered in 2000'. There is a checkbox next to this statement. At the bottom, there are 'Save' and 'Again' buttons.


Supporting files \*: Provide required supporting documents here.

The screenshot shows the 'SPKSP > New License Application' page. The 'Company Name' is 'Testing Address' and the 'SPK Number' is 'KPL/000790'. Under 'Supporting Documents', there is a list of three documents: '2 Surat Asli Surat Kelulusan Berasap', '3 Berang Arah Spesifikasi Kendaraan', and 'Transport Map'. Each document has a 'View File' and 'Remove' button. Below the list, there is a 'Type' dropdown menu and a 'Choose File' button. A file named 'WIDJUPP.jpg (Berat: 100.1 KB)' is shown. At the bottom, there is a 'Send' button.

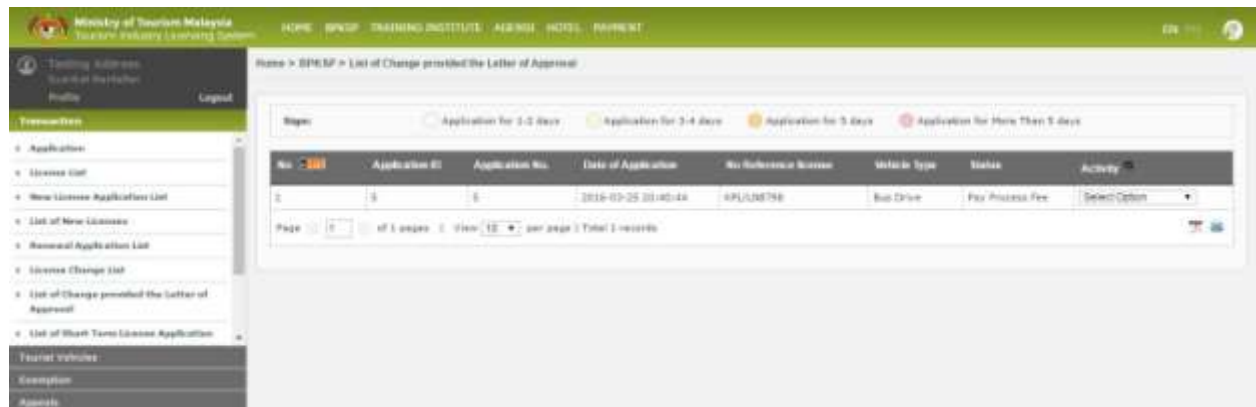
Following screen will appear once all documents are updated/provided.

The screenshot shows the 'SPKSP > New License Application' page. The 'Company Name' is 'SPKSP Enterprise' and the 'No. Taktak' is 'APJUN0004'. Under 'Supporting Documents', there is a green checkmark icon and the text 'Supporting Documents'. Below this, there is a 'Certificate' section with a declaration statement: 'I make this declaration that the information given is correct and in compliance with the Declaration Chartered in 2000'. There is a checkbox next to this statement. At the bottom, there are 'Send', 'Save', and 'Again' buttons.

- 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

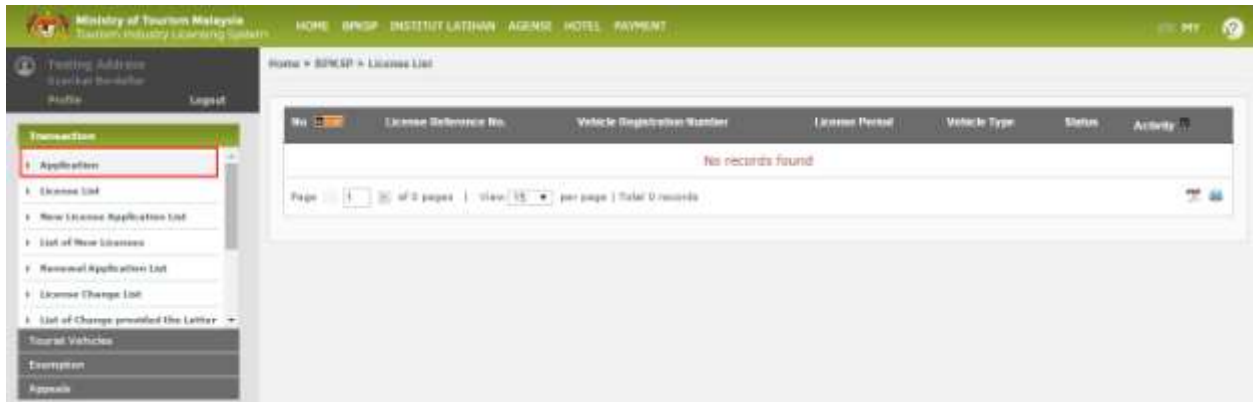
### ➤ Exclusion Guide

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 header includes the Ministry of Tourism & Culture Malaysia logo and navigation links: HOME, BPKSP, TRAINING INSTITUTE, AGENTS, HOTELS, TOURISTS GUIDE, PAYMENT. The left sidebar contains a 'Transaction' menu with options like Application, License List, Get Preparation License, List of New License, Renewal Application List, License Change List, List of Change provided the Letter of Approval, and List of Alternative form of Letter of Approval Application / License. Below this is an 'Exception' section with a 'Apply' button. The main content area is titled 'BPKSP P Application' and shows the 'Company Name' as 'BPKSP Enterprise' and 'No. Tabung' as 'BPKL00024'. The 'Application' tab is selected, showing a form with sections: 'Maklumat maklumat pada ruangan di bawah. \* Required', 'Application Type' (dropdown), 'Maklumat Pengecualian' (radio buttons for Regular Tourist Guide Exception and Festival Tourist Guide Exception), 'Organising Information' (fields for KPL License No., KPL License Expiry Date, Name, and Address), 'Bus Information' (fields for KPL License No., KPL License Expiry Date, Bus Owner, Bus Registration No., Number of Passengers, and a 'Send Message' button), and 'Information Journey' (fields for Purpose, Destination, Travel Pass, Date of departure, Place of departure, Return Date, Place of Return, Head of Delegation, Accommodation, Time Travel, Time Back, and Telephone No.). A 'Send' button is at the bottom right.

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: HOME, SPKSP, TRAINING INSTITUTE, AGENTS, HOTEL, TOURISTS GUIDE, PAYMENT. The left sidebar contains a menu with 'SPKSP Enterprise' and 'Training Institute' sections. The main content area is titled 'SPKSP > New License Application'. It features a form with a 'Company Name' field containing 'SPKSP Enterprise' and a 'No. Tadbir' field with 'APL/000004'. Below this, there are tabs for 'Application', 'Certificate', and 'Company Info'. The 'Application' tab is active, showing a 'Enter the information in the space below - \* Required' section. A red 'X' icon indicates a missing document, with a 'Supporting Documents' section and a 'Add / Show' button. At the bottom, there is a 'Certificate' section with a declaration statement and 'Save' and 'Again' buttons.



Home > SSP/SP > Dokumen Pengujian

Company Name	Testing Address
SSP Number	431,040,746

Copy of the Document	<a href="#">View File   Remove</a>
Document Name (No. SSP/Project)	<a href="#">View File   Remove</a>
Document Program	<a href="#">View File   Remove</a>

☐ \* file memiliki fail Dokumen sehingga akan secara otomatis mengakibatkan penolakan.  
☐ \* tidak memiliki setiap fail Dokumen sehingga adalah OK.

Type: ▼
Choose File for file choose  
 to CHG.PDF, JPG, Doc/Docx, jpg, pdf

Dokumen Jarak Pengujian  
 Dokumen Nama dan No. SSP/Project  
 Dokumen Formasi (jika berlatensi) (Optional)  
 Dokumen Torsi dan tahanan Pemeliharaan Regasi (Optional)  
 Dokumen berlatensi (Optional)  
 Dokumen Program

Save

**Ministry of Tourism & Cultural Malaysia**  
**STAMPING** | **SPK'SP** | **TRAINING INSTITUTE** | **AGENCY** | **HOTEL** | **TOURISTS GUIDE** | **RAYAH**

EN | MY | ID

**Bpk'SP Enterprise**  
 Bpk'SP Enterprise

**SPK'SP Enterprise**  
 No Taktak: 875138854

**Application** | **Certificate** | **Company Info**



☐ Enter the information in the space below - \* **Required**

☒ **Supporting Documents**  
 Supporting Documents **Sub / Show**

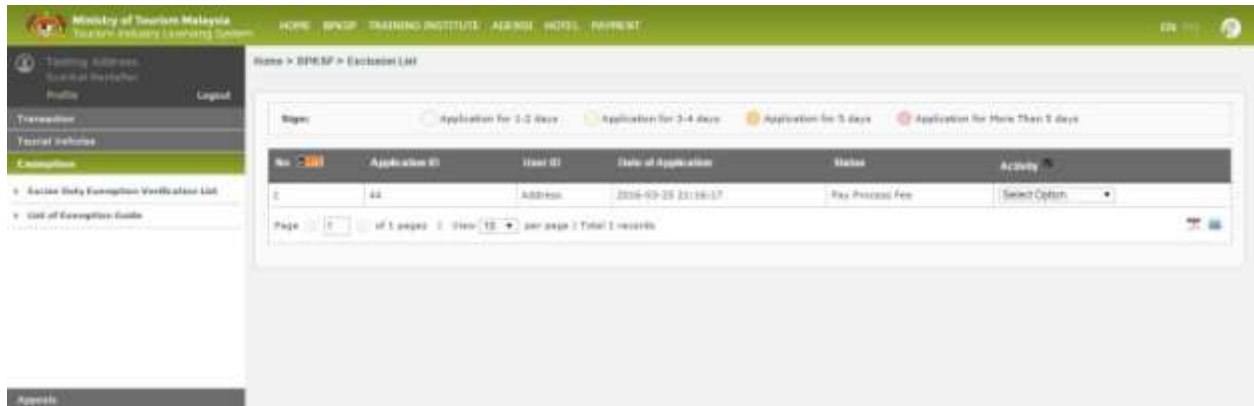
**Certificate**

☐ I, **Bpk'SP Enterprise**, confirm that the information given in this application and attached documents are true to the best of my knowledge and I make this declaration that the information given is correct and is compliance with the Declaration Chartered in 2005

**Save** **Save** **Apply**

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

*Private and Confidential*



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

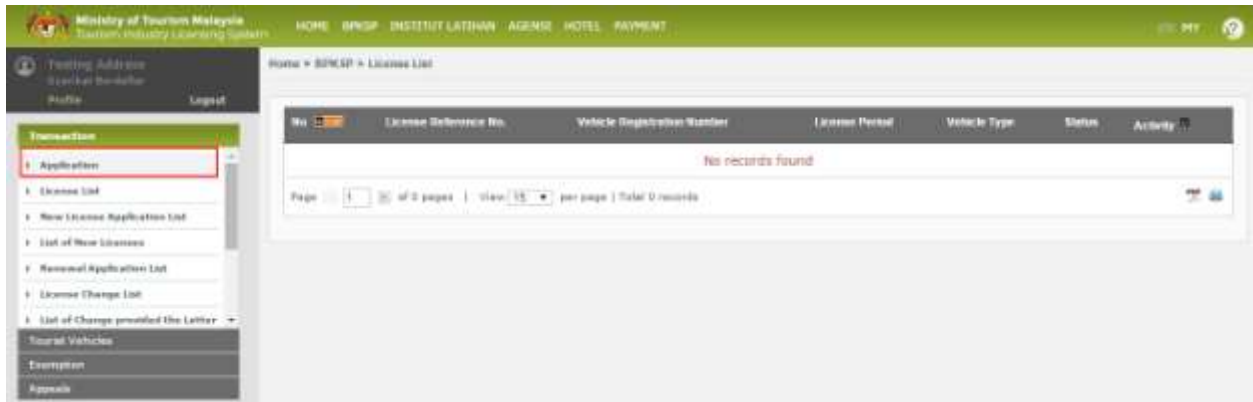
### ➤ Application Coach Overseas

To Add Exclusion Guide user will perform following action.

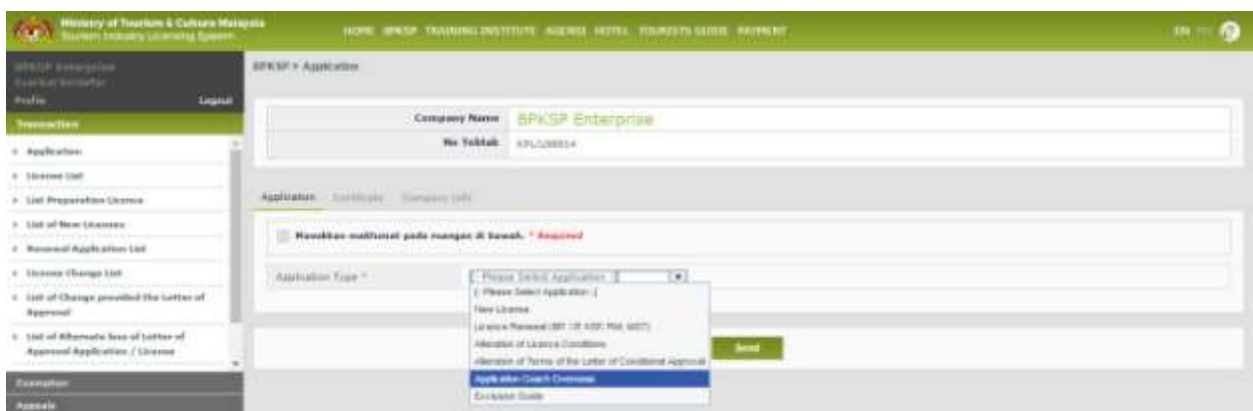
User will able to add an alteration in BPKSP only if, MOTAC system has granted ACL for alteration of BPKSP to that User's role. If MOTAC doesn't allow ACL's to add and alteration to BPKSP, user will not able to see alteration tab in menu.



- 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 selectiong Application Coach Overseas.

The screenshot shows the MOT-SPIP Application form for a company. The form is titled "SPKSP > Application" and includes a sidebar with navigation links. The main form area contains the following fields:

- Company Name:** SPKSP Enterprise
- No. Taktik:** SPK/2022
- Application Type:** Application Untuk Suruhan
- The Applied License:** 2-Sia Per Tempuh: 1
- Maklumat Bus Perviaran:**
  - Bus Registration No:
  - Model:
  - Seating Number:
  - Tahun Dibuat:
- Maklumat Pemandu:**
  - Name:
  - IC / Passport:
  - Home Address:
  - Birth Date:
  - Local:
  - Telephone No:
  - End of license:
  - Gender:
  - No. Lesen Pemandu:
  - Sila Pemandu:

A green "Send" button is located at the bottom right of the form.

- 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.

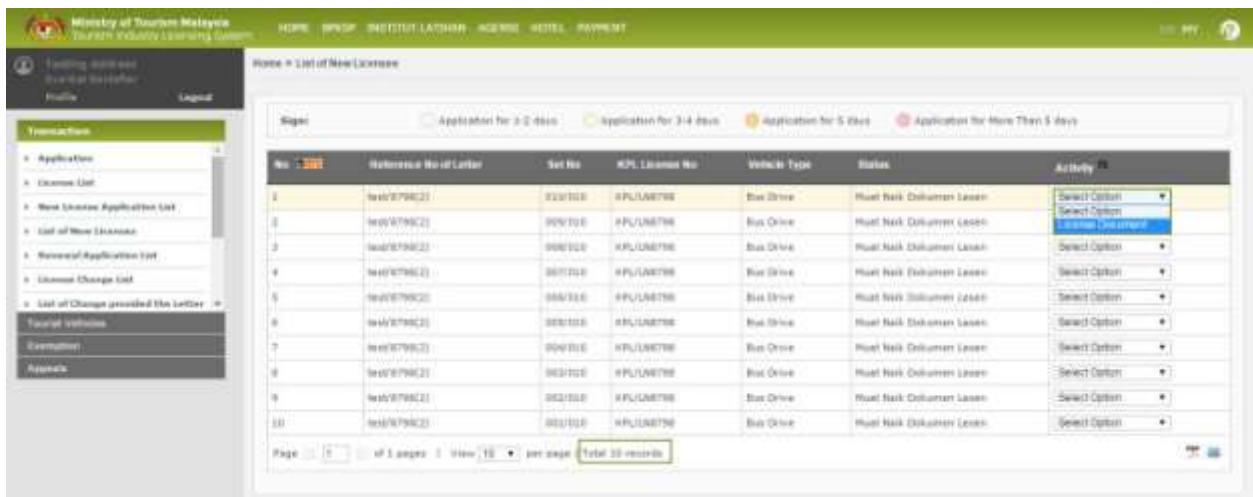
User will able to add a BPKSP's vehicle only if, MOTAC system has granted license for BPKSP to that Applicant. If MOTAC doesn't allow ACL's to add BPKSP's vehicle individually, user will not able to do so.

- 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 mendatory. 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.

No.	Matriculation No of Lender	Sat No	KPL License No	Vehicle Type	Status	Activity
1	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Checking Out of License	Select Option
2	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option
3	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option
4	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option
5	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option
6	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option
7	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option
8	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option
9	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option
10	WIRUPSP(2)	000100	KPL/UN8798	Bus Drive	Must Wait Outcomes License	Select Option

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

## 25) Renew of License

For renewal of BPKSP applicant will perform following action.

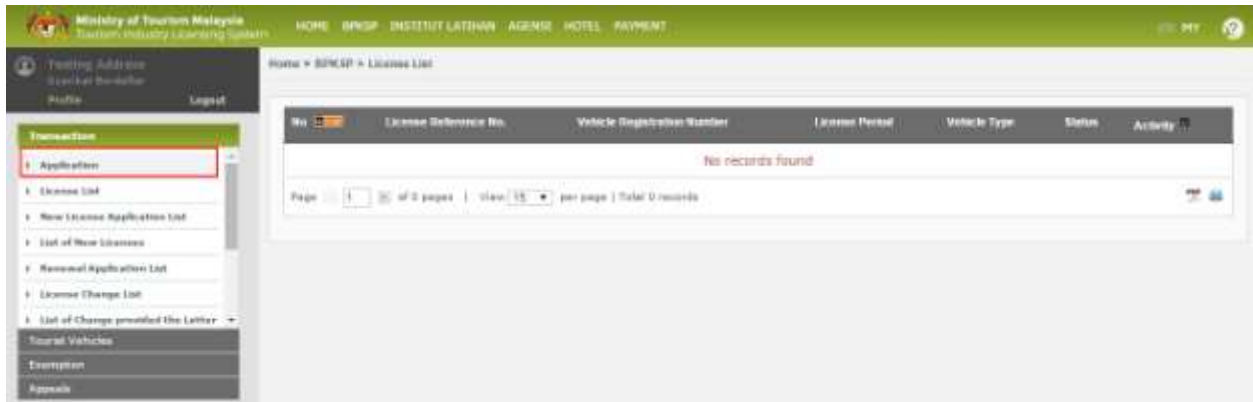
### ➤ Renew BPKSP

To renew a BPKSP user will perform following action.

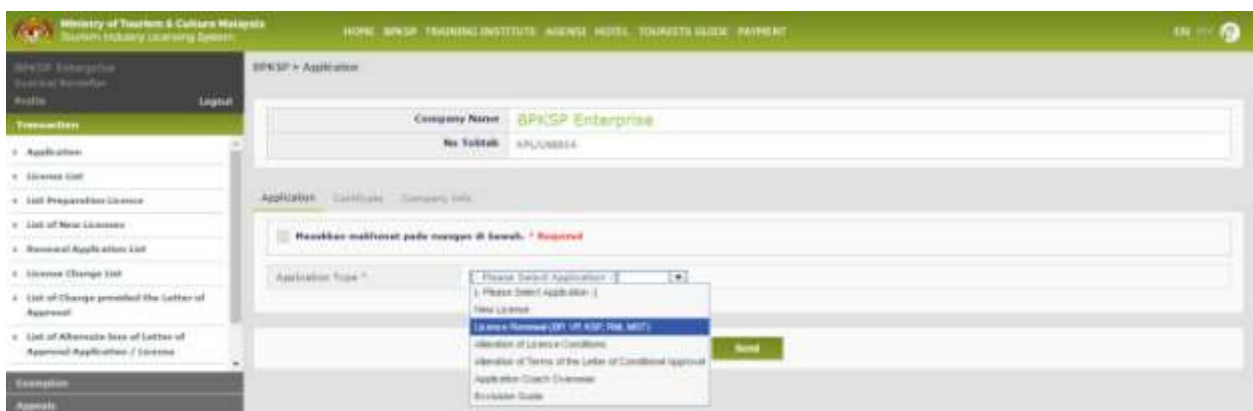
User will able to renew a BPKSP only if, MOTAC system has granted ACL for BPKSP's renewal to that User's role. If MOTAC doesn't allow ACL's to renew BPKSP, user will not able to see option to do so.

- Click BPKSP to see following screen.





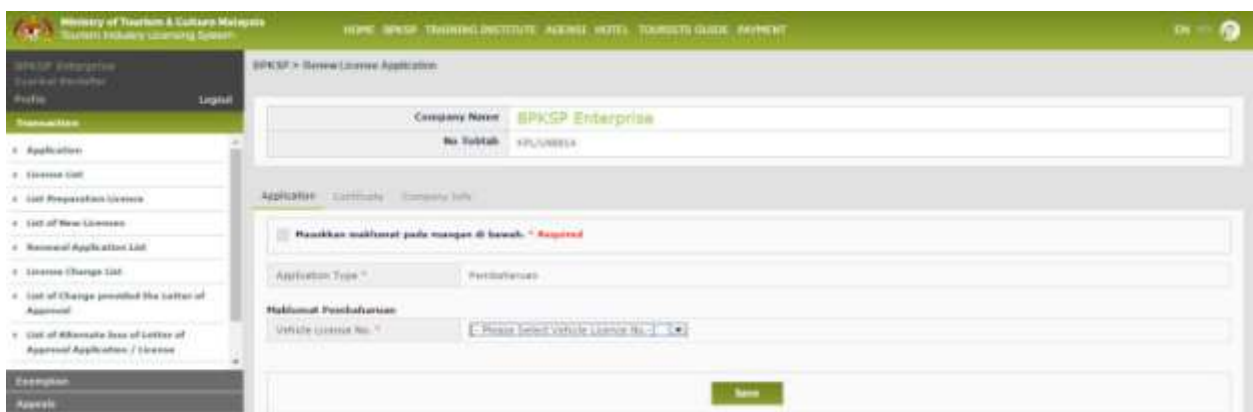
- Click Application to Register apply renewal.



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.

**SPKSP > Renew License Application**

Company Name: **SPKSP Enterprise**  
No. Taktak: **SPK/000014**

Application: **Pendaftaran**

Maklumat Pendaftaran: **Gedung 1, No. 10**

**Details of Vehicle License**

Tarikh Pengeluaran Lesen	11-09-2018
End of license	11-09-2019

**Details of Vehicle**

Vehicle Registration Number	Charging Type Bus Drive 17-08-24
Tarikh Pendaftaran Kendaraan	11-09-2018
Vehicle Manufactured Year	2018
Vehicle Type	Bus Pemandu
Seating Number	17-24

**Save**

Click save button for following screen.

**SPKSP > Renew License Application**

Company Name: **SPKSP Enterprise**  
No. Taktak: **SPK/000014**

Application: **Pendaftaran**

Maklumat Pendaftaran: **Gedung 1, No. 10**

**Details of Vehicle License**

Tarikh Pengeluaran Lesen	11-09-2018
End of license	11-09-2019

**Details of Vehicle**

Vehicle Registration Number	Charging Type Bus Drive 17-08-24
Tarikh Pendaftaran Kendaraan	11-09-2018
Vehicle Manufactured Year	2018
Vehicle Type	Bus Pemandu
Seating Number	17-24

**Supporting Documents**

Supporting Documents: **Add / Show**

**Certificate**

I, **SPKSP Enterprise**, hereby declare that the information given in this application and attached documents are true to the best of my knowledge and I make this declaration that the information given is correct and in compliance with the Declaration Chartered in 1980.

**Save** **Again**

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

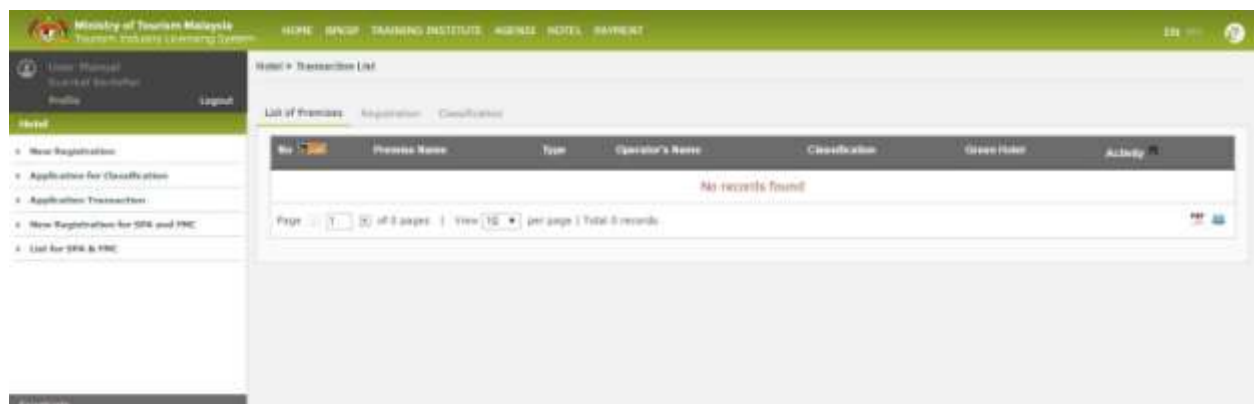
When a Company/Agensi/TobTab Application is verified/Approved, user will able to add more things to its company. One of them is hotel/Premise.

### ➤ 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

The screenshot shows the 'New Application' form in the MOT-SPIP system. The form is for a 'Hotel' and includes the following fields:

- Company Name: User Manual
- SSN Number: Training One
- Premise Type: (Dropdown menu open, showing options: Hotel, Apartment/Hotel, Rest House, Guest House, Bed House, Accommodation & Breakfast)
- Premise Name: \*
- Premise Address: \*
- State: \*
- District/City: \*
- Telephone No.:
- Fax No.:
- No. of room: \*
- Description of Premises: \*

A green arrow points from the dropdown menu to the Premise Type field. A 'Save' button is located at the bottom right of the form.

## ➤ 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.

Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME | SPSP | TRAINING INSTITUTE | AIR-ROU | HOTELS | RAMPART

EN |

User Manual  
Tourism Instructor  
Profile Logout

Hotel

- New Registration
- Application for Classification
- Application Transaction
- New Registration for SPA and FMC
- List for SPA & FMC

Operator

Company Name: User Manual

SSM Number: Testing Data

Previous Operator Company Staff Association Certificate

Enter the information in the space below. \* Required

Operator

Operator's Name \*

Operator's Address \*

State \*

District/City \*

Telephone No. \*

Fax No.

Save

## ➤ 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.

Ministry of Tourism Malaysia  
Tourism Industry Learning System

HOME | SPSP | TRAINING INSTITUTE | AIR-ROU | HOTELS | RAMPART

EN |

User Manual  
Tourism Instructor  
Profile Logout

Hotel

- New Registration
- Application for Classification
- Application Transaction
- New Registration for SPA and FMC
- List for SPA & FMC

Company

SSM Number: Testing Data

Capital Structure

Authorized Capital (RM) \*

Paid-up Capital (RM) \*

Details of the issued share capital

Summaries (RM) *	Percentage (%) *
Net Summaries (RM) *	Percentage (%) *
Foreign (RM) *	Percentage (%) *
Total (RM) *	Total Percentage (%) *

Save

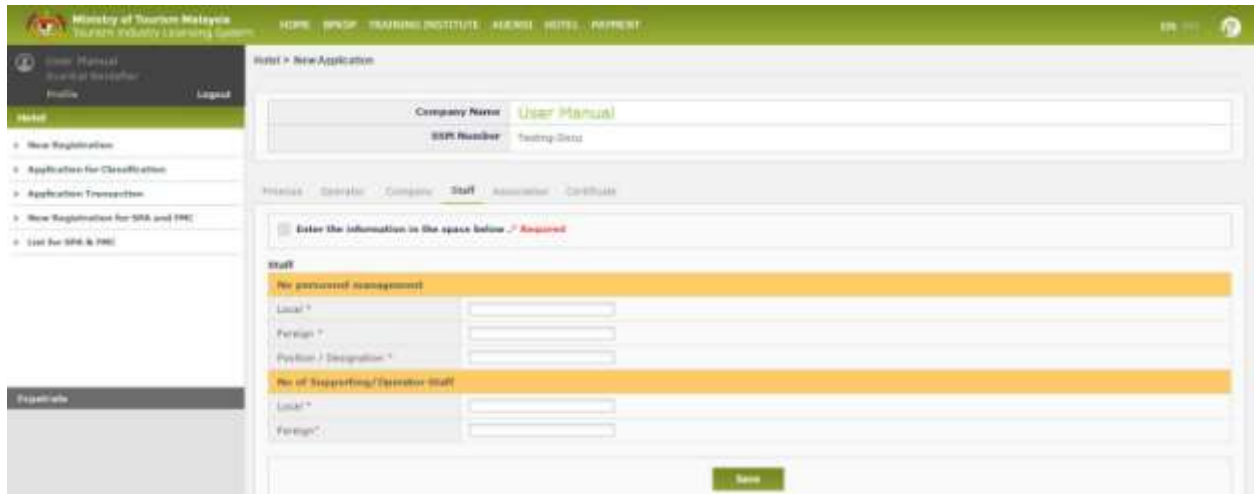
## ➤ Company:

- 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.

The screenshot displays the 'New Application' form within the MOT-SPIP system. The interface features a green header with the Ministry of Tourism Malaysia logo and navigation links. A left sidebar contains a menu with options like 'New Registration', 'Application for Classification', and 'Application Transcription'. The main form area is titled 'New Application' and includes input fields for 'Company Name' (containing 'User Manual') and 'SSP Number' (containing 'Testing Data'). Below these, a tabbed interface shows 'Staff' as the active section. This section is divided into two yellow-highlighted sub-sections: 'No personnel management' and 'No of Supporting/Operator Staff'. Each sub-section contains input fields for 'Local \*', 'Foreign \*', and 'Position / Designation \*'. A green 'Save' button is located at the bottom right of the form.

## ➤ 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 the 'New Application' form in the MOT-SPIP system. At the top, there are fields for 'Company Name' (filled with 'User Manual') and 'SSRN Number' (filled with 'Testing-Satu'). Below these are several document upload sections, each with a 'View File' and 'Remove' link. The first section is for 'Company Management Registration' with fields for 'Form 24', 'Form 48', 'SSN', and 'Lampiran Perizinan/SPD/CCE/Edukasi/Teknis/Status/Status Kelulusan Pelajar/Bangunan/Spj/PET'. The second section is for 'Spj Kelembagaan Perizinan Hotel'. A red error message is displayed: 'Anda wajib upload full dokumen sebagai satu paket untuk menyelesaikan permasalahan. And wajib upload setiap full dokumen sebagai sebuah ZIP.' Below the error message is a 'Type' dropdown menu with options: 'Perizinan Perizinan Hotel', 'Informasi Teknis/Edukasi/Spj', 'Form 24', 'Form 48', 'SSN', and 'Lampiran Perizinan/SPD/CCE/Edukasi/Teknis/Status/Status Kelulusan Pelajar/Bangunan/Spj/PET'. A 'Choose File' button is next to the dropdown, and a 'Save' button is at the bottom right.

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.

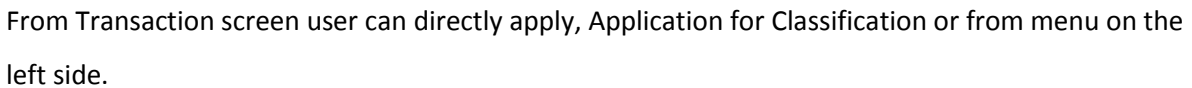
No.	Premise Name	Address	Status	Action
1	User Manual Hotel	Address: User Manual Hotel 42343 X00000	Awaiting Payment	Select Option

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.



- Click send button to submit application for classification to MOTAC. Following screen will appear after doing so.

