



**E-MANUFACTURING  
LICENCE  
(E-ML)  
USER REFERENCE  
GUIDE**

Ver. 2.0

# Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
<b>2</b>	<b>About e-Manufacturing Licence.....</b>	<b>3</b>
<b>3</b>	<b>General.....</b>	<b>3</b>
3.1	<b>URL .....</b>	<b>3</b>
3.2	<b>Username and Password .....</b>	<b>3</b>
3.3	<b>System Requirements .....</b>	<b>3</b>
<b>4</b>	<b>Getting Started .....</b>	<b>4</b>
<b>5</b>	<b>Edit Company Details .....</b>	<b>7</b>
<b>6</b>	<b>Application List – Search for Application .....</b>	<b>9</b>
<b>7</b>	<b>Register for New Application .....</b>	<b>10</b>
 <b>Chapter A: Application for New Manufacturing Licence .....</b>		<b>11</b>
Tab 1:	<b>General .....</b>	<b>11</b>
Tab 2:	<b>Cost .....</b>	<b>12</b>
Tab 3:	<b>Rental / Lease .....</b>	<b>13</b>
Tab 4:	<b>Financing .....</b>	<b>14</b>
Tab 5:	<b>Manpower .....</b>	<b>15</b>
Tab 6:	<b>Attachment .....</b>	<b>16</b>
Tab 7:	<b>Declaration .....</b>	<b>17</b>
 <b>Chapter B: Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer .....</b>		<b>19</b>
Tab 1:	<b>General .....</b>	<b>19</b>
Tab 2:	<b>Cost .....</b>	<b>20</b>
Tab 3:	<b>Rental / Lease .....</b>	<b>21</b>
Tab 4:	<b>Financing .....</b>	<b>22</b>
Tab 5:	<b>Manpower .....</b>	<b>23</b>
Tab 6:	<b>Attachment .....</b>	<b>24</b>
Tab 7:	<b>Declaration .....</b>	<b>25</b>

<b>Chapter C: Application for Confirmation Letter for a Company Exempted from Manufacturing Licence</b> .....	27
<b>Tab 1: General</b> .....	27
<b>Tab 3: Rental / Lease</b> .....	29
<b>Tab 4: Financing</b> .....	30
<b>Tab 5: Manpower</b> .....	31
<b>Tab 6: Attachment</b> .....	32
<b>Tab 7: Declaration</b> .....	33
<b>FAQ's</b> .....	34
<b>SYSTEM FLOW DIAGRAM</b> .....	35

## 1 Introduction

Welcome to the MIDA e-Manufacturing Licence User Reference Guide. This reference guide is designed to help you navigate through the system and maximize its full potential. It also explains on MIDA e-Manufacturing Licence features & functions in the system.

## 2 About e-Manufacturing Licence

MIDA e-Manufacturing Licence is a system for company to apply and submit an online form for the following applications:

- ❖ Application for New Manufacturing Licence or;
- ❖ Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer or;
- ❖ Application for Confirmation Letter for a Company Exempted from Manufacturing Licence.

This system will help company to manage their current or previous applications.

## 3 General

### 3.1 URL

<https://eml.mida.gov.my>

### 3.2 Username and Password

Username and password will be given after company register their profile in the system. Company username and password will be sent through their registered email. Please ensure that the company use valid email address during company registration.

### 3.3 System Requirements

Requirements	Details
Processor	At least Intel Pentium® III 400 MHz
Memory	At least 128 megabyte (MB)
Operating System	Microsoft Windows® XP or higher
Web Browser	<ul style="list-style-type: none"> <li>o Google Chrome (best viewed)</li> <li>o Mozilla Firefox</li> <li>o IE 11 &amp; above</li> </ul>

## 4 Getting Started

- Go to URL <https://eml.mida.gov.my>. You will be directed to below page.

**MIDA** Not yet register? **REGISTER**

**MIDA e-Manufacturing Licence**

- ✓ Application for New Manufacturing Licence
- ✓ Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer
- ✓ Application for Confirmation Letter for a Company Exempted from Manufacturing Licence

[Application Guideline](#) [Online Helpdesk](#)

Sign In

E-mail

Password

[Forgot password?](#)

Stay signed in

**Sign in**

- Click button **REGISTER** to register your company for the first time. You will be directed to below page.

**MIDA** MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY  
INVEST IN MALAYSIA > YOUR PROFIT CENTRE IN ASIA

Company Registration Form

**Company Information**

\* Company Name

\* New CCM /SSM Registration No.  Old CCM/SSM Registration No.

\* Date of Incorporation  \* Income Tax Ref. No.

\* Correspondence Address  
Address 1   
Address 2   
Address 3

\* City  \* Postcode

\* State

\* Office Telephone No.  Contact No.  Fax No.

**Contact Person**


\* Name  \* Designation

\* Email  \* Mobile Telephone No.

\* Enter Code  (Non-Case Sensitive)

[\[ Change Image \]](#)

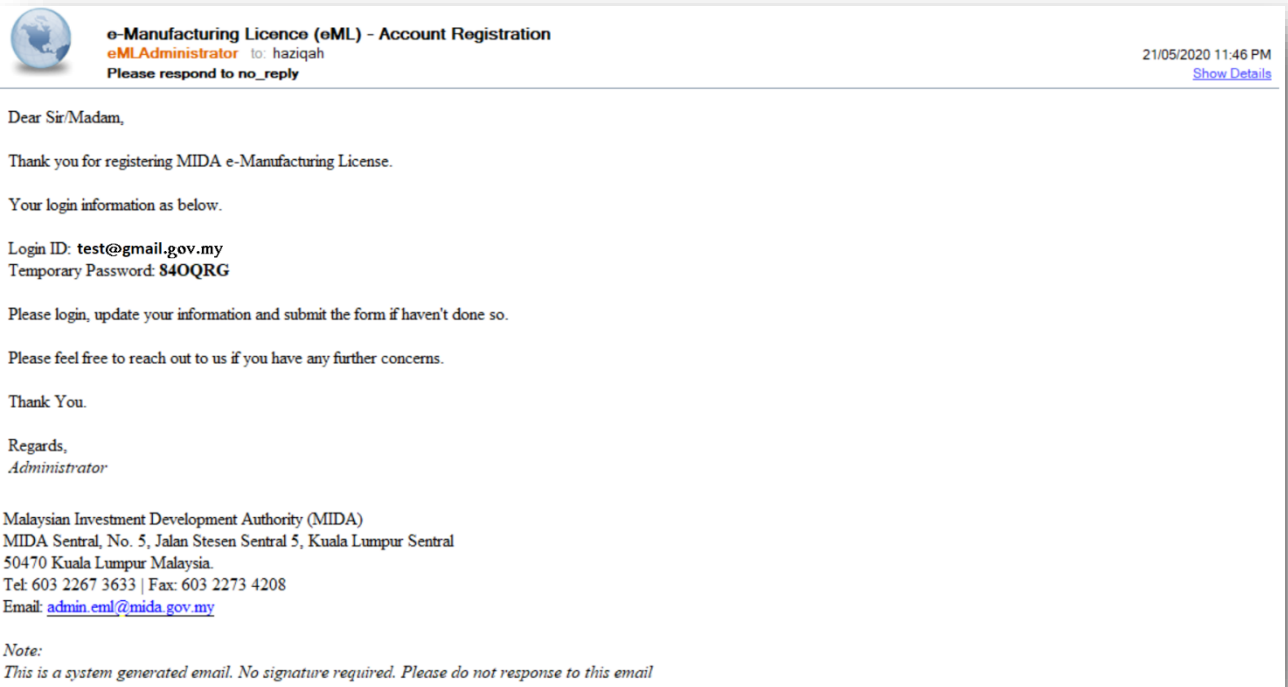
**Register** →


- Please fill-in all required information. Make sure you use valid email address as sign-in information will be sent to your email.
- Click button  to register your company details. Once you successfully register, you will receive your sign-in details.
- Below popup will be displayed once your information is successfully registered.

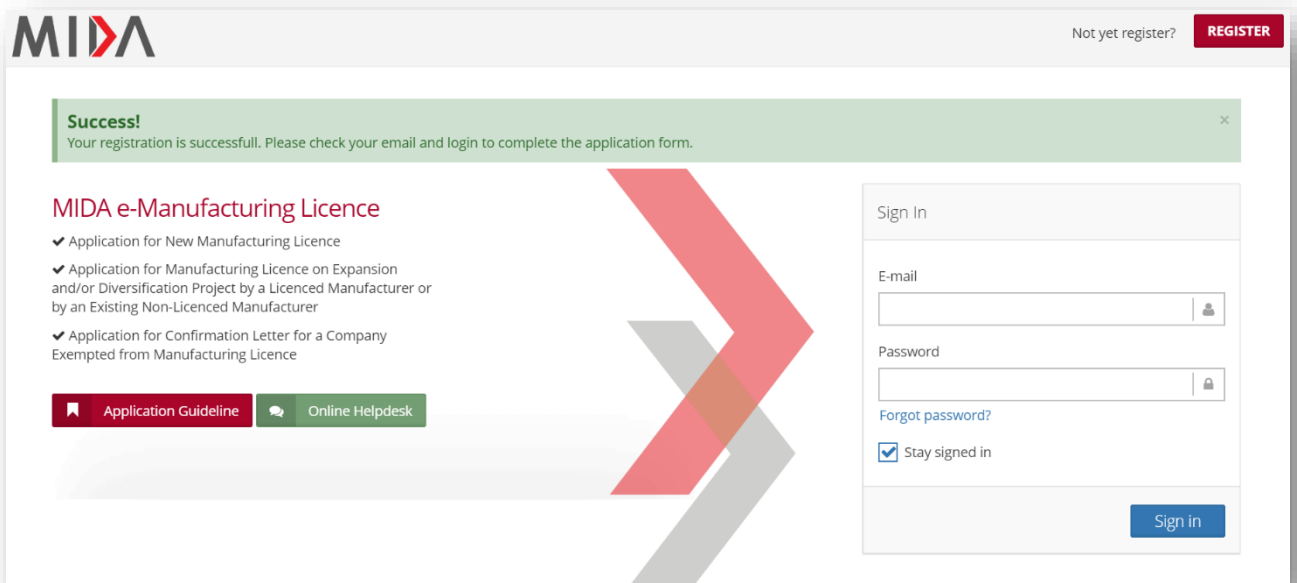
**Success!**

Your registration is successful. Please check your email and login to complete the application form.

- Below is example of email you will receive after you successfully registered.

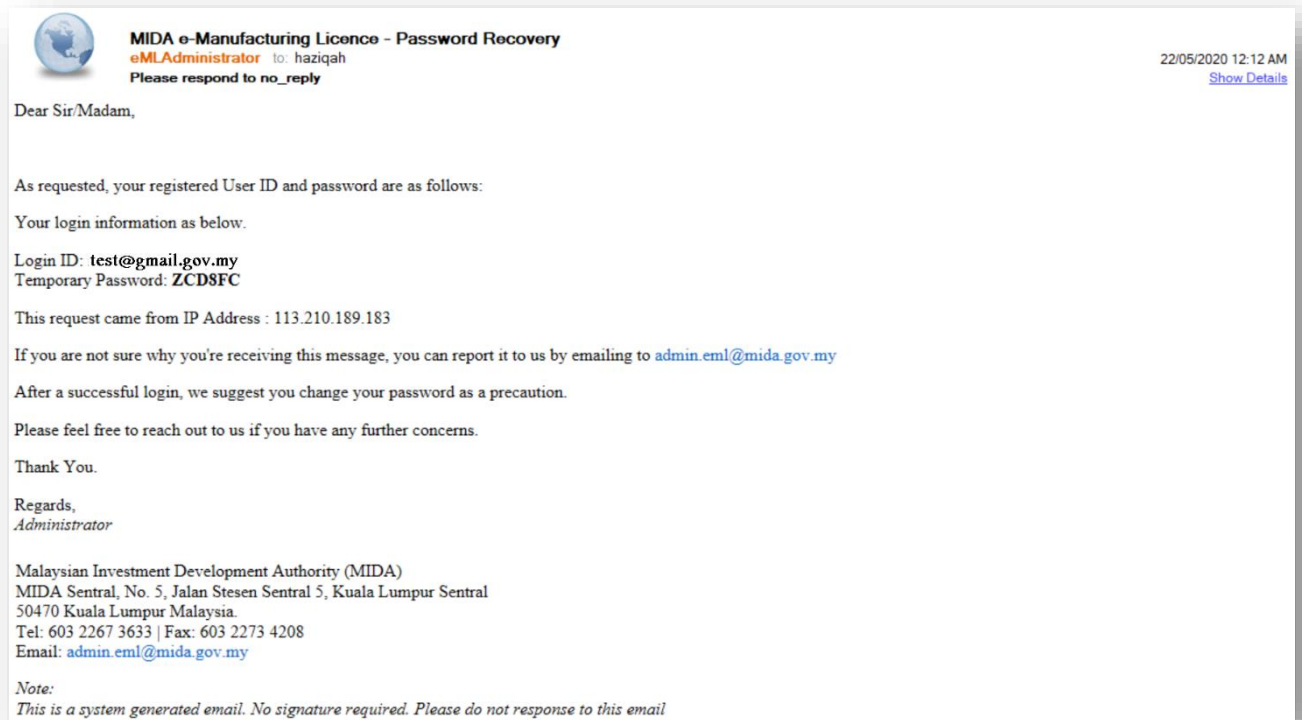


- Enter Login ID in Email field and Temporary Password in Password field. Then click button  to sign in.



- If you forgot your password you can click [Forgot password?](#) to reset your password. Below box will popup.

- Enter you registered email address. Then click button [Reset Password](#) to reset your password. Your new password will be sent to your email.
- Below is example of email you will receive after you reset your password.



## 5 Edit Company Details

- Once you have successfully login, you will be directed to below page.

The screenshot shows the MIDA e-Manufacturing Licence (e-ML) dashboard. The top navigation bar includes the MIDA logo and a user profile icon labeled 'Company ABC'. The left sidebar contains 'Application List' and 'New Application' options. The main content area is titled 'List Of Application' and features a search section with the following elements:

- Search:** A search bar with the placeholder 'Insert MIDA Ref No'.
- Application Type:** A dropdown menu with the placeholder 'Please select..'.
- Status:** Radio buttons for 'All' (selected), 'Submitted', 'In-Process', and 'Returned'.
- Buttons:** 'Reset' and 'Search' buttons.

Below the search section is a table titled 'List Of Application (All)'. The table has the following columns: 'No', 'Application ID / MIDA Ref No', 'Application Type', 'Date Submitted', 'Date Completed', 'Status', and 'Action'. The table content is currently empty, displaying '- No result found -'.

- To update your company details, click Company Name.

The screenshot shows the MIDA e-Manufacturing Licence (e-ML) dashboard with the 'Edit Company Profile' page. The top navigation bar includes the MIDA logo and a user profile icon labeled 'Company ABC'. The left sidebar contains 'Application List' and 'New Application' options. The main content area is titled 'Edit Company Profile' and features two tabs: 'Company Profile' (active) and 'Change Password'.

The 'Company Profile' tab contains a form for 'Company Information' and 'Contact Person'.


**Company Information:**

- Company Name:** Company ABC
- New CCM/SSM Registration No.:** 12345678
- Old CCM/SSM Registration No.:** 123456-H
- Date of Incorporation:** 2010-03-09
- Income Tax Ref. No.:** 12345678
- Correspondence Address:** Company ABC Jalan 1, Company ABC Jalan 2, Company ABC Jalan 3
- City:** Kuala Lumpur
- Postcode:** 12345
- State:** W.P. - Kuala Lumpur
- Office Telephone No.:** 0123456789
- Fax No.:** 0312345678

**Contact Person:**

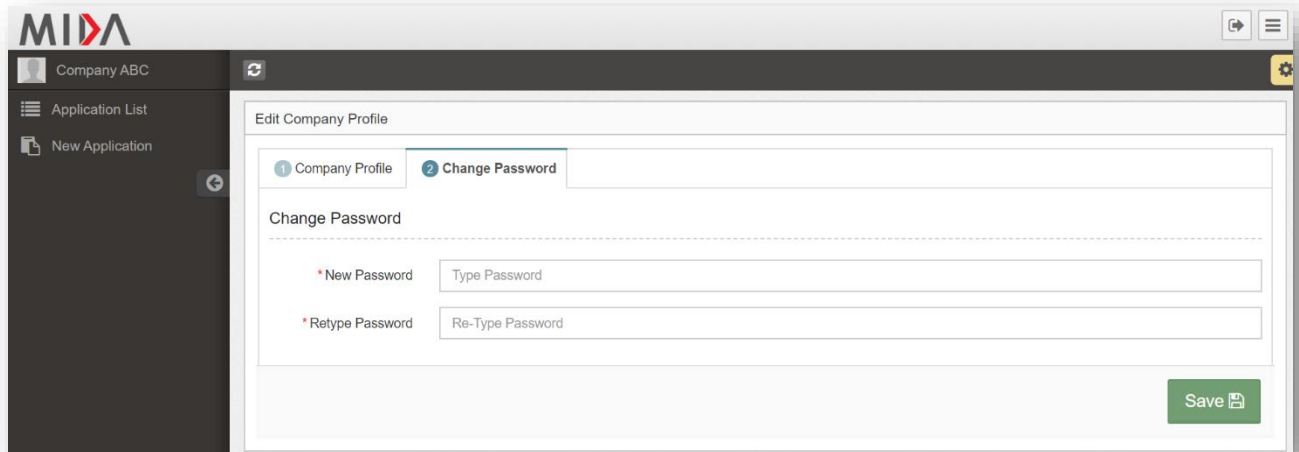
- Name:** ABC Manager
- Designation:** Manager
- Email:** [Redacted]
- Mobile Telephone No.:** 0123456789


A 'Save' button is located at the bottom right of the form. An orange arrow points from the 'Company Name' field in the 'Company Information' section to the 'Company ABC' label in the top navigation bar.

- Update your company profile, then click button  to save your data.



- To change password click Changes Password tab.
- Below page will be displayed.



- Enter your New Password then Retype Password.
- Then click button  to save your new password.

Well Done..!

 Your password has been changed...




- You can now sign-in using your new password.


## 6 Application List – Search for Application

The screenshot shows the MIDA e-Manufacturing Licence (e-ML) application list search interface. The interface includes a search form with the following fields and options:

- MIDA Ref No:** A text input field with the placeholder text "Insert MIDA Ref No".
- Application Type:** A dropdown menu with the placeholder text "Please select..".
- Status:** Radio buttons for "All" (selected), "Submitted", "In-Process", and "Returned".
- Buttons:** "Reset" and "Search" buttons.

Below the search form is a table titled "List Of Application (All)". The table has the following columns: No, Application ID / MIDA Ref No, Application Type, Date Submitted, Date Completed, Status, and Action. The table currently displays "- No result found -".

- By default, system will display list of applications related to your company. However, you can also search for your application. Below are the steps:
  - i. Enter MIDA Ref No / Application Type.
  - ii. Then click button  to search for your application.
  - iii. Your application will be displayed in the List of Application (All) section.

 **Note:** Once you've submitted your application, you will be able to see the status of application under this screen.

## 7 Register for New Application

- On this page, the system will automatically display the General Tab as shown below.

The screenshot shows the 'New Application' form in the MIDA e-Manufacturing Licence (e-ML) system. The form is titled 'New Application' and has a 'General' tab selected. The form contains several fields: 'Application Type', 'Industry', 'Project Description', and 'Factory Type', all with 'Please select...' dropdown menus. There are two '+ Add' buttons for 'Factory' and 'Products'. Below the 'Factory' button is a table with columns: No, Address, State, Product, and Delete. Below the 'Products' button is a table with columns: No, Products, HS Tariff Code, Cost of Local Raw Materials (%), Cost of Imported Raw Materials (%), Cost of Others (%), Manufacturing Profit (%), and Delete. A 'Save' button is located at the bottom right of the form.

- You are required to fill in all information based on selection of Application Type which are as follow:
  - ❖ [Application for New Manufacturing Licence](#)
  - ❖ [Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer](#)
  - ❖ [Application for Confirmation Letter for a Company Exempted from Manufacturing Licence \(ICA10\)](#)

## Chapter A: Application for New Manufacturing Licence

### Tab 1: General

- Click New Application to register for new application.
- Select Application Type: **Application for New Manufacturing Licence**

**MIDA**

Company ABC

Application List

New Application

#### New Application

**1 General**

General

\* Application Type: Application for New Manufacturing Licence

\* Industry: Information Technology System Development (IT)

\* Factory: + Add

No	Address	State	Product	Annual Production Capacity	Delete
1	Company ABC Jalan 1 Company ABC Jalan 2 Company ABC Jalan 3 Kuala Lumpur 50470	W.P. - Kuala Lumpur	Make Up and Beautyline		Delete

\* Project Description: New Project

\* Factory Type: 1 New Location

\* Products: + Add

No	Products	HS Tariff Code	Cost of Local Raw Materials (%)	Cost of Imported Raw Materials (%)	Cost of Others (%)	Manufacturing Profit (%)	Delete
1.	Mask	HS12345678	50.00	30.00	0.00	20.00	Delete

Save

- Fill-in all required field.
- Click button **+ Add** to add **Factory** and **Products**.
- Click button **Delete** delete **Factory** and **Products**.
- Then click button **Save** to save your data.

Successful..!  
 This page has been saved...



## Tab 2: Cost

The screenshot shows the 'New Application' form in the MIDA e-Manufacturing Licence (e-ML) system. The 'Cost' tab is selected, and the 'Project Cost' section is visible. The form contains the following data:

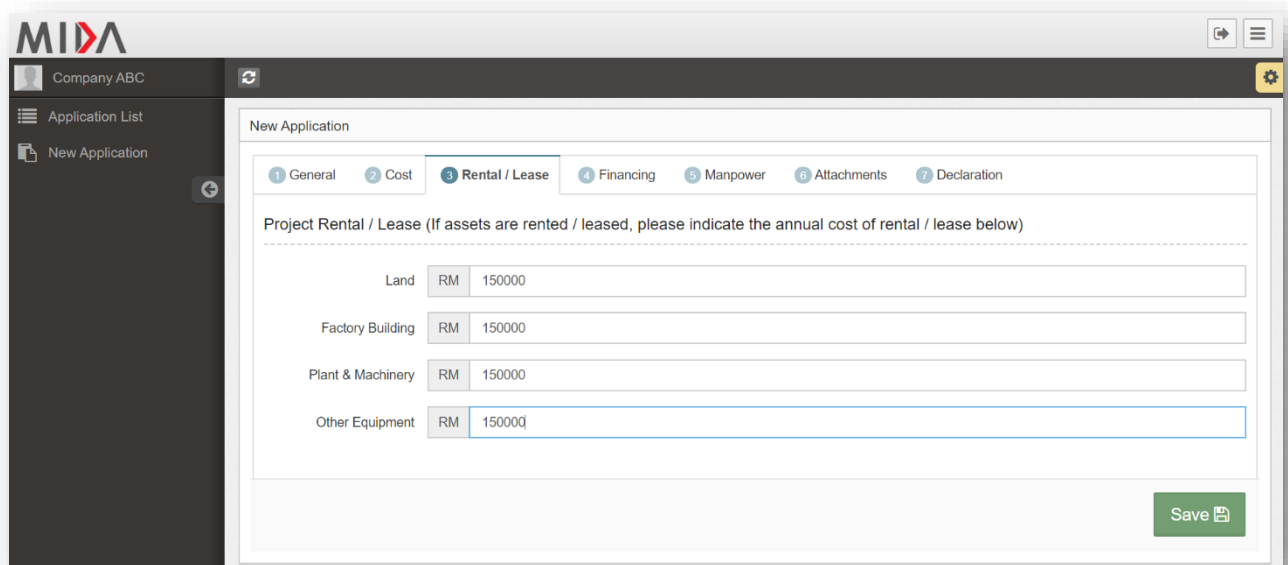
Category	Unit	Value
* Land	RM	1000000
* Factory Building	RM	500000
* Plant & Machinery	RM	500000
* Other Equipment	RM	200000
Total Fixed Asset	RM	11200000
* Pre-Operational Expenditure	RM	150000
* Working Capital	RM	350000
Total Project Cost	RM	11700000

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

- Fill in all required field in project cost.
- Then click button  to save your data.

Successful..!  
 This page has been saved... 


## Tab 3: Rental / Lease

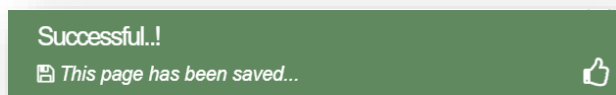


The screenshot displays the 'New Application' form in the MIDA e-Manufacturing Licence (e-ML) system. The form is divided into seven tabs: 1. General, 2. Cost, 3. Rental / Lease (selected), 4. Financing, 5. Manpower, 6. Attachments, and 7. Declaration. The 'Rental / Lease' tab contains the following fields:

Asset Type	Unit	Value
Land	RM	150000
Factory Building	RM	150000
Plant & Machinery	RM	150000
Other Equipment	RM	150000

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

- Fill in all required field in project rental / lease. (if related to you).
- Then click button  to save your data.



## Tab 4: Financing

**MIDA**

Company ABC

Application List  
New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 **Financing** 5 Manpower 6 Attachments 7 Declaration

**Project Financing**


Authorised Capital	RM	25000000
* (i) Paid Up Capital	RM	1000000
(ii) Reserves (excluding capital appreciation)	RM	0.00
(iii) Loan	RM	0.00
(iv) Other Sources	RM	0.00
(i + ii + iii + iv) Total Financing	RM	1000000



**Effective Equity Structure**

Total SUM must be 100%.

* Bumiputera	80	%
* Non-Bumiputera	0.00	%
* Foreign	20	%
* Major Country	Germany	

Save

- Fill in all required field in project financing. (if related to you).
- Then click button  to save your data.

Successful..!  
 This page has been saved... 

## Tab 5: Manpower


New Application



1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Declaration

Project Manpower

Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales, Clerical & Others	General Workers	TOTAL
Malaysian	10	30	30	30	15	20	135
Foreign	5	5	25	20	5	30	90
TOTAL	15	35	55	50	20	50	225

Save

- Fill in all required field in project manpower. (if related to you).
- Then click button  to save your data.


Successful..!  
 This page has been saved... 

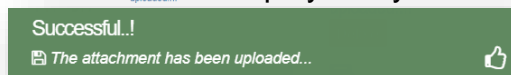


## Tab 6: Attachment

The screenshot displays the 'Attachments' section of a 'New Application' form. The interface includes a sidebar with 'Company ABC', 'Application List', and 'New Application' options. The main content area shows a table with 13 rows, each representing a different attachment requirement. Each row has columns for 'No', 'Details', 'Attach File', 'Upload', and 'Document'. The 'Attach File' column contains a 'Choose File' button and a 'No file chosen' message. The 'Upload' column contains an 'Upload' button. The 'Document' column shows the status of the upload, with some rows displaying a 'Successfully uploaded..!!' message and a 'Delete' button.

No	Details	Attach File	Upload	Document
1.	Business Premise Licence from Local Authority. This is applicable to a company exempted from Manufacturing Licence under the Industrial Coordination Act 1975	Choose File   No file chosen Max file size 2mb - jpeg  bmp  png  pdf	Upload	
2.	* Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia (CCM) Memorandum and Articles of Association (M&A)	Choose File   New Iso3 2020.jpg Max file size 2mb - jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
3.	Manufacturing Licence issued under Industrial Coordination Act 1975 or Confirmation Letter for a Company Exempted from Manufacturing Licence under the Industrial Coordination Act 1975 from MIDA	Choose File   No file chosen Max file size 2mb - jpeg  bmp  png  pdf	Upload	
4.	* Manufacturing Process Flow Chart	Choose File   New Iso3 2020.jpg Max file size 2mb - jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
5.	* List of Main/New Machinery and Equipment Download Template	Choose File   eML-5. List ...quipment.pdf Max file size 2mb - jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
6.	* List of Main/New Raw Materials and Components Download Template	Choose File   eML-5. List ...quipment.pdf Max file size 2mb - jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
7.	* Existing/New Production Schedule Download Template	Choose File   eML-5. List ...quipment.pdf Max file size 2mb - jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
8.	* Market for Existing/New Product Download Template	Choose File   eML-5. List ...quipment.pdf Max file size 2mb - jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
9.	Estimated Labour Cost Download Template	Choose File   eML-5. List ...quipment.pdf Max file size 2mb - jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
10.	Estimated Earning Download Template	Choose File   eML-5. List ...quipment.pdf Max file size 2mb - jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
11.	Others	Choose File   No file chosen Max file size 2mb - jpeg  bmp  png  pdf	Upload	
12.	Others	Choose File   No file chosen Max file size 2mb - jpeg  bmp  png  pdf	Upload	
13.	Others	Choose File   No file chosen Max file size 2mb - jpeg  bmp  png  pdf	Upload	

- Upload all related document.
- For certain section we provided standard template for you to use.
- Click [Download Template](#) to download our format. Make sure you changed the format into .pdf before re-upload the document.
- This icon  is displayed if your document is successfully attached.



- Click button  **Delete** to delete uploaded documents.

## Tab 7: Declaration

- Click button to preview your application.
- Below is the example of application preview.
- Tick  for declaration.
- Then click button to submit your application.

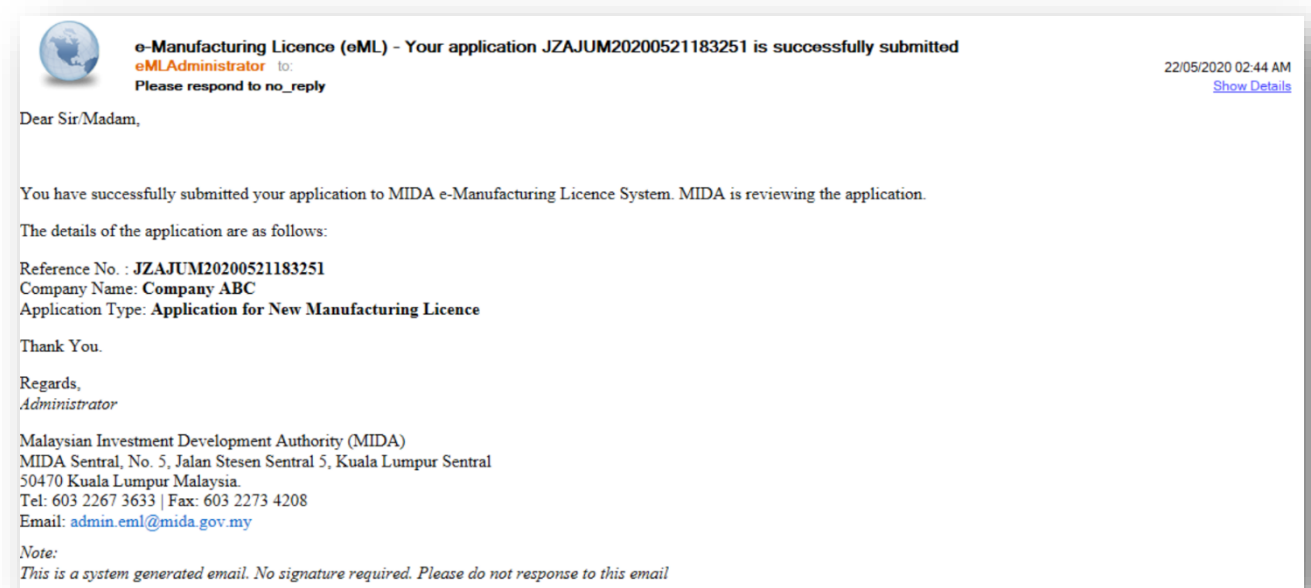
Thank you..!

Your application has been successfully submitted...



COMPANY PROFILE	
Company Name	: COMPANY ABC
Company Registration No. (CCM - New No)	: 12345678
Company Registration No. (CCM - Old No)	: 123456-H
Income Tax Ref. No. (if applicable)	: 12345678
Date of Incorporation	: 09/03/2010
Correspondence Address	: Company ABC Jalan 1, Company ABC Jalan 2, Company ABC Jalan 3, 12345 Kuala Lumpur, W.P. - Kuala Lumpur
Office Tel. No.	: 0123456789
Office Fax No.	: 0312345678
CONTACT PERSON	
Name	: ABC MANAGER
Designation	: MANAGER
Email	:
Mobile Phone No.	: 0123456789
APPLICATION DETAILS	
Processing Division	: INFORMATION TECHNOLOGY SYSTEM DEVELOPMENT (IT)
Project Description	: NEW PROJECT
Factory Type	: TAPAK BAHARU

- Once your application has been submitted you will receive a notification email.
- Below is example of email you will receive after your application is successfully submitted.



## Chapter B: Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer

### Tab 1: General

- Click New Application to register for new application.
- Select Application Type: **Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer**

**MIDA**

Company ABC

Application List

New Application

New Application

General

General

\* Application Type: Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufac

\* Industry: Information Technology System Development (IT)

\* Factory: + Add

No	Address	State	Product	Annual Production Capacity	Delete
1	Company ABC Jalan 1 Company ABC Jalan 2 Company ABC Jalan 3 Kuala Lumpur 50250	W.P. - Kuala Lumpur	Confectionery		Delete

\* Project Description: Expansion Project

\* Factory Type: 1 Existing Location

\* Products: + Add

No	Products	HS Tariff Code	Cost of Local Raw Materials (%)	Cost of Imported Raw Materials (%)	Cost of Others (%)	Manufacturing Profit (%)	Delete
1.	Confectionery	HS12345678	30.00	50.00	0.00	20.00	Delete

\* Manufacturing Licence: H123456

\* Manufacturing Serial No.: H123456

Save

- Fill-in all required field.
- Click button **+ Add** to add **Factory** and **Products**.
- Click button **Delete** delete **Factory** and **Products**.
- Below is list of **Project Description** that you can select:
  - Additional Product Project
  - Expansion Project
  - Diversification Project
  - Regularisation Project
  - Capacity Expansion Project
- Then click button **Save** to save your data.

Successful..!  
This page has been saved...

## Tab 2: Cost

**MIDA** Company ABC

Application List  
New Application

New Application

1 General 2 **Cost** 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Declaration


**Existing Cost**



* Land	RM	150000
* Factory Building	RM	250000
* Plant & Machinery	RM	100000
* Other Equipment	RM	200000
Total Fixed Asset	RM	700000
* Pre-Operational Expenditure	RM	300000
* Working Capital	RM	500000
Total Project Cost	RM	1500000

**Additional Cost**

* Land	RM	50000
* Factory Building	RM	15000
* Plant & Machinery	RM	10000
* Other Equipment	RM	10000
Total Fixed Asset	RM	85000
* Pre-Operational Expenditure	RM	10000
* Working Capital	RM	10000
Total Project Cost	RM	105000

Save

- Fill in all required field in existing cost and additional cost.
- Then click button  to save your data.

Successful..!  
 This page has been saved... 

## Tab 3: Rental / Lease

**MIDA**

Company ABC

Application List

New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Declaration


Existing Rental / Lease (If assets are rented / leased, please indicate the annual cost of rental / lease below)



Land	RM	50000
Factory Building	RM	30000
Plant & Machinery	RM	20000
Other Equipment	RM	10000

Additional Rental / Lease (If assets are rented / leased, please indicate the annual cost of rental / lease below)

Land	RM	10000
Factory Building	RM	10000
Plant & Machinery	RM	10000
Other Equipment	RM	10000

Save

- Fill in all required field in existing rental / lease and additional rental / lease.
- Then click button  to save your data.

Successful..!  
 This page has been saved... 

## Tab 4: Financing

**MIDA**

Company ABC

Application List

New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 **Financing** 5 Manpower 6 Attachments 7 Declaration

**Existing Financing**

Authorised Capital	RM	1500000
* (i) Paid Up Capital	RM	1000000
(ii) Reserves (excluding capital appreciation)	RM	500000
(iii) Loan	RM	250000
(iv) Other Sources	RM	0.00
(i + ii + iii + iv) Total Financing	RM	1750000

**Additional Financing**


Authorised Capital	RM	750000
* (i) Paid Up Capital	RM	500000
(ii) Reserves (excluding capital appreciation)	RM	250000
(iii) Loan	RM	0.00
(iv) Other Sources	RM	0.00
(i + ii + iii + iv) Total Financing	RM	750000



**Effective Equity Structure**

Total SUM must be 100%.

* Bumi	90	%
* Non-Bumi	10	%
* Foreign	0	%
* Major Country	Please select..	

Save

- Fill in all required field in existing financing, additional financing and effective equity structure. (if related to you).
- Then click button  to save your data.

Successful..!  
 This page has been saved... 

## Tab 5: Manpower

**MIDA** Company ABC

Application List  
New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 **Manpower** 6 Attachments 7 Declaration


Existing Manpower



Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales, Clerical & Others	General Workers	TOTAL
Malaysian	30	50	30	30	15	30	185
Foreign	10	20	20	15	10	50	125
TOTAL	40	70	50	45	25	80	310

Additional Manpower

Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales, Clerical & Others	General Workers	TOTAL
Malaysian	20	20	20	20	20	20	120
Foreign	15	10	10	15	15	15	80
TOTAL	35	30	30	35	35	35	200

Save

- Fill in all required field in existing manpower and additional manpower. (if related to you).
- Then click button  to save your data.



Successful..!  
 This page has been saved... 



## Tab 6: Attachment

The screenshot shows the 'New Application' form with the 'Attachments' tab selected. The form contains a table with 13 rows, each representing a different attachment requirement. Each row includes a 'No.', 'Details', 'Attach File' section with a 'Choose File' button and a 'Max file size 2mb - .jpeg| bmp| png| pdf' note, an 'Upload' button, and a 'Document' column. Some rows show a 'Successfully uploaded..!!' message and a 'Delete' button. Rows 2, 3, 4, 5, 6, 7, and 8 have a 'Download Template' link next to their details.

No	Details	Attach File	Upload	Document
1.	Business Premise Licence from Local Authority. This is applicable to a company exempted from Manufacturing Licence under the Industrial Coordination Act 1975	Choose File No file chosen Max file size 2mb - .jpeg  bmp  png  pdf	Upload	
2.	* Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia (CCM) Memorandum and Articles of Association (M&A)	Choose File eML-5. List ...quipment.pdf Max file size 2mb - .jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
3.	* Manufacturing Licence Issued under Industrial Coordination Act 1975 or Confirmation Letter for a Company Exempted from Manufacturing Licence under the Industrial Coordination Act 1975 from MIDA	Choose File eML-5. List ...quipment.pdf Max file size 2mb - .jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
4.	* Manufacturing Process Flow Chart	Choose File eML-5. List ...quipment.pdf Max file size 2mb - .jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
5.	* List of Main/New Machinery and Equipment <a href="#">Download Template</a>	Choose File eML-5. List ...quipment.pdf Max file size 2mb - .jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
6.	* List of Main/New Raw Materials and Components <a href="#">Download Template</a>	Choose File eML-5. List ...quipment.pdf Max file size 2mb - .jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
7.	* Existing/New Production Schedule <a href="#">Download Template</a>	Choose File eML-5. List ...quipment.pdf Max file size 2mb - .jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
8.	* Market for Existing/New Product <a href="#">Download Template</a>	Choose File eML-5. List ...quipment.pdf Max file size 2mb - .jpeg  bmp  png  pdf	Upload	Successfully uploaded..!! Delete
9.	Estimated Labour Cost <a href="#">Download Template</a>	Choose File No file chosen Max file size 2mb - .jpeg  bmp  png  pdf	Upload	
10.	Estimated Earning <a href="#">Download Template</a>	Choose File No file chosen Max file size 2mb - .jpeg  bmp  png  pdf	Upload	
11.	Others	Choose File No file chosen Max file size 2mb - .jpeg  bmp  png  pdf	Upload	
12.	Others	Choose File No file chosen Max file size 2mb - .jpeg  bmp  png  pdf	Upload	
13.	Others	Choose File No file chosen Max file size 2mb - .jpeg  bmp  png  pdf	Upload	

- Upload all related document.
- For certain section we provided standard template for you to use.
- Click [Download Template](#) to download our format. Make sure you changed the format into .pdf before re-upload the document.
- This icon  is displayed if your document is successfully attached.
- Click button  delete **uploaded documents**.



## Tab 7: Declaration

**MIDA**

Company ABC

Application List  
New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Declaration

Declaration

I/We hereby undertake and declare that all the information submitted herein above, is true, accurate and complete, to the best of my/our knowledge and belief, and that I/We have not withheld and/or distorted any material facts therein.

MIDA reserves the right to request for additional information and/or documents if required.

PREVIEW

Submit

- Click button to preview your application.
- Below is the example of application preview.
- Tick  for declaration.
- Then click button to submit your application.

Thank you..!  
 Your application has been successfully submitted...

**MIDA**

**APPLICATION FOR MANUFACTURING LICENCE ON EXPANSION AND/OR DIVERSIFICATION PROJECT BY A LICENSED MANUFACTURER OR BY AN EXISTING NON-LICENSED MANUFACTURER**

**COMPANY PROFILE**

Company Name : COMPANY ABC

Company Registration No. (CCM - New No) : 12345678

Company Registration No. (CCM - Old No) : 123456-H

Income Tax Ref. No. (if applicable) : 12345678

Date of Incorporation : 09/03/2010

Correspondence Address : Company ABC Jalan 1, Company ABC Jalan 2, Company ABC Jalan 3, 12345 Kuala Lumpur, W.P. - Kuala Lumpur

Office Tel. No. : 0123456789

Office Fax No. : 0312345678

**CONTACT PERSON**

Name : ABC MANAGER

Designation : MANAGER

Email :

Mobile Phone No. : 0123456789

**APPLICATION DETAILS**

Processing Division : INFORMATION TECHNOLOGY SYSTEM DEVELOPMENT (IT)

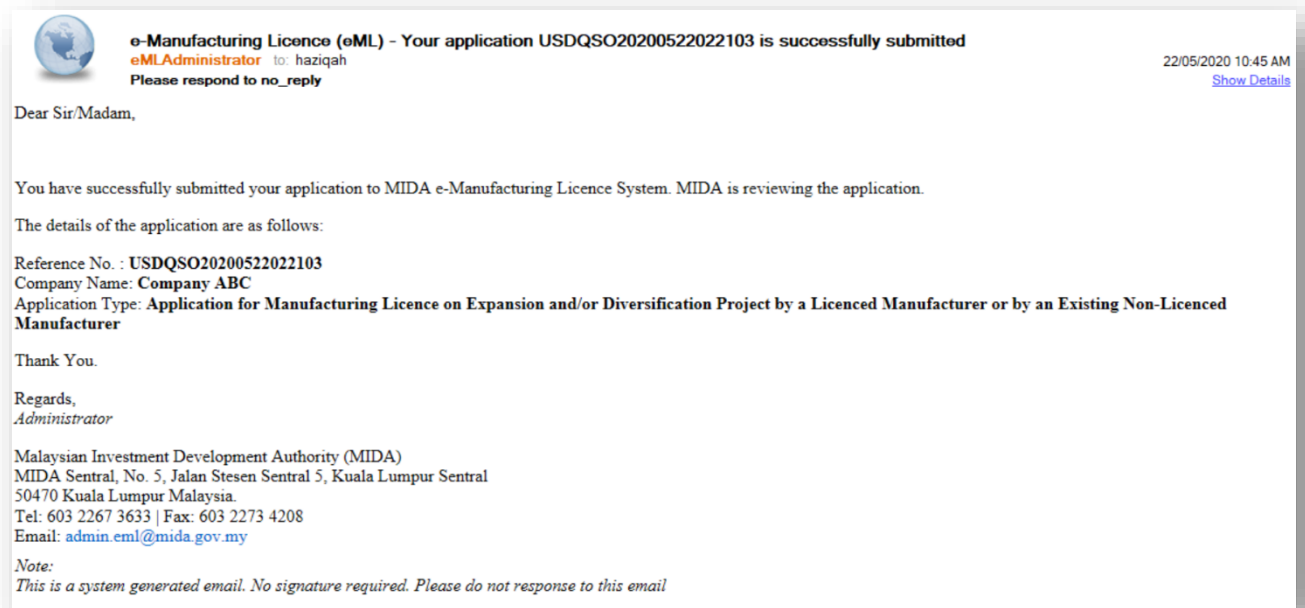
Project Description : EXPANSION PROJECT

Factory Type : TAPAK WUJUD

Manufacturing License : H123456

Manufacturing Serial No : H123456

- Once your application has been submitted you will receive a notification email.
- Below is example of email you will receive after your application is successfully submitted.



## Chapter C: Application for Confirmation Letter for a Company Exempted from Manufacturing Licence

### Tab 1: General

- Click New Application to register for new application.
- Select Application Type: **Application for Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)**

**MIDA**

Company ABC

Application List

New Application

New Application

**General**

General

\* Application Type: Application for Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)

\* Industry: Information Technology System Development (IT)

\* Factory

No	Address	State	Product	Annual Production Capacity	Delete
1	Company ABC Jalan 1 Company ABC Jalan 2 Company ABC Jalan 3 Kuala Lumpur 50470	W.P. - Kuala Lumpur	Face Steamer	930000	Delete

\* Products

No	Products	HS Tariff Code	Cost of Local Raw Materials (%)	Cost of Imported Raw Materials (%)	Cost of Others (%)	Manufacturing Profit (%)	Delete
1.	Face Steamer	HS123456	20.00	70.00	0.00	10.00	Delete

\* Licence/ Incentives Approved By Other Government Agencies

No	Licence/Incentives	Government Agencies	Delete
1.	Licence 1	Agencies 1	Delete

\* Source of Technology: Green Technology

\* Purpose of Application for Manufacturing Licence Exemption Letter

Duty/Tax exemption

Foreign labours

Others (Please specify)

Government/private sector tenders

Subsidies on utilities

Others

Save

- Fill-in all required field.
- Click button **+ Add** to add **Factory, Products and Licence / Incentives Approved by Other Government Agencies.**
- Click button **Delete** delete **Factory, Products and Licence / Incentives Approved by Other Government Agencies.**
- Tick one (1) or more Purpose of Application for Manufacturing Licence Exemption Letter.
- Then click button **Save** to save your data.

Successful..!  
This page has been saved...



## Tab 2: Cost

The screenshot shows the 'New Application' form in the MIDA e-Manufacturing Licence (e-ML) system. The 'Cost' tab is selected, and the 'Existing Cost' section is visible. The form contains the following data:

Item	Unit	Value
* Land	RM	250000
* Factory Building	RM	150000
* Plant & Machinery	RM	100000
* Other Equipment	RM	100000
Total Fixed Asset	RM	600000
* Pre-Operational Expenditure	RM	300000
* Working Capital	RM	500000
Total Project Cost	RM	1400000

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

- Fill in all required field in existing cost.
- Then click button  to save your data.

Successful..!  
 This page has been saved... 

## Tab 3: Rental / Lease

**MIDA**

Company ABC

Application List

New Application

New Application



1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Declaration

Existing Rental / Lease (If assets are rented / leased, please indicate the annual cost of rental / lease below)

Land	RM	150000
Factory Building	RM	50000
Plant & Machinery	RM	50000
Other Equipment	RM	25000

Save

- Fill in all required field in existing rental / lease.
- Then click button  to save your data.

Successful...!  
 This page has been saved... 

## Tab 4: Financing

The screenshot shows the 'New Application' form for 'Company ABC' with the 'Financing' tab selected. The form is divided into two main sections: 'Existing Financing' and 'Effective Equity Structure'.

**Existing Financing:**


Authorised Capital	RM	5000000
* (i) Paid Up Capital	RM	3000000
(ii) Reserves (excluding capital appreciation)	RM	750000
(iii) Loan	RM	1000000
(iv) Other Sources	RM	750000
(i + ii + iii + iv) Total Financing	RM	5500000



**Effective Equity Structure:**

Total SUM must be 100%.

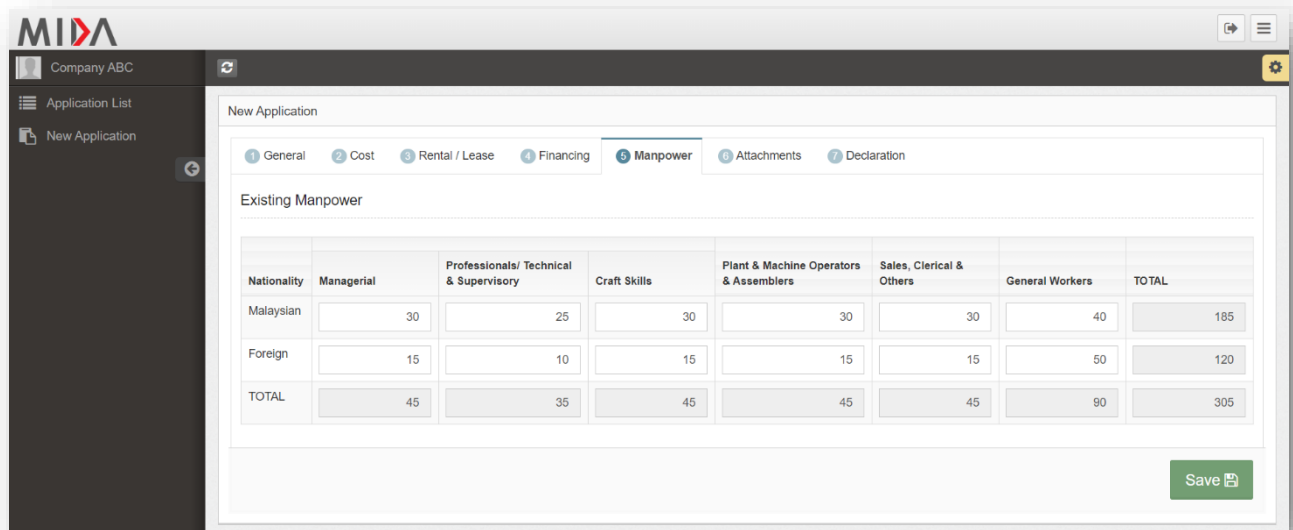
* Bumip	65	%
* Non-Bumip	25	%
* Foreign	10	%
* Major Country	France	

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

- Fill in all required field in existing financing and effective equity structure. (if related to you).
- Then click button  to save your data.

Successful..!  
 This page has been saved... 

## Tab 5: Manpower



Company ABC

Application List

New Application


New Application



General Cost Rental / Lease Financing **Manpower** Attachments Declaration

Existing Manpower

Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales, Clerical & Others	General Workers	TOTAL
Malaysian	30	25	30	30	30	40	185
Foreign	15	10	15	15	15	50	120
TOTAL	45	35	45	45	45	90	305

Save

- Fill in all required field in existing manpower. (if related to you).
- Then click button  to save your data.


Successful..!  
 This page has been saved... 



## Tab 6: Attachment

The screenshot shows the 'New Application' interface with the 'Attachments' tab selected. The interface includes a sidebar with 'Company ABC', 'Application List', and 'New Application'. The main content area displays a table of attachments with columns for 'No', 'Details', 'Attach File', 'Upload', and 'Document'.



No	Details	Attach File	Upload	Document
1.	*Business Premise Licence from Local Authority. This is applicable to a company exempted from Manufacturing Licence under the Industrial Coordination Act 1975	Choose File   eML-5. List ...quipment.pdf <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	Successfully uploaded...!! Delete
2.	*Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia (CCM) Memorandum and Articles of Association (M&A)	Choose File   eML-5. List ...quipment.pdf <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	Successfully uploaded...!! Delete
4.	*Manufacturing Process Flow Chart	Choose File   eML-5. List ...quipment.pdf <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	Successfully uploaded...!! Delete
5.	*List of Main/New Machinery and Equipment <a href="#">Download Template</a>	Choose File   eML-5. List ...quipment.pdf <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	Successfully uploaded...!! Delete
6.	*List of Main/New Raw Materials and Components <a href="#">Download Template</a>	Choose File   eML-5. List ...quipment.pdf <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	Successfully uploaded...!! Delete
7.	*Existing/New Production Schedule <a href="#">Download Template</a>	Choose File   eML-5. List ...quipment.pdf <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	Successfully uploaded...!! Delete
8.	*Market for Existing/New Product <a href="#">Download Template</a>	Choose File   eML-5. List ...quipment.pdf <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	Successfully uploaded...!! Delete
9.	Estimated Labour Cost <a href="#">Download Template</a>	Choose File   No file chosen <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	
10.	Estimated Earning <a href="#">Download Template</a>	Choose File   No file chosen <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	
11.	Others	Choose File   No file chosen <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	
12.	Others	Choose File   No file chosen <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	
13.	Others	Choose File   No file chosen <small>Max file size 2mb - .jpeg  bmp  png  pdf</small>	Upload	



- Upload all related document.
- For certain section we provided standard template for you to use.
- Click [Download Template](#) to download our format. Make sure you changed the format into .pdf before re-upload the document.
- This icon  is displayed if your document is successfully attached.



- Click button  delete **uploaded documents**.

## Tab 7: Declaration

- Click button  to preview your application.
- Below is the example of application preview.
- Tick  for declaration.
- Then click button  to submit your application.

Thank you..!  
 Your application has been successfully submitted... 

 **e-Manufacturing Licence (eML) - Your application 065CJM20200522044025 is successfully submitted**  
 eMLAdministrator to: haziqah  
 Please respond to no\_reply

22/05/2020 11:54 AM  
[Show Details](#)

Dear Sir/Madam,

You have successfully submitted your application to MIDA e-Manufacturing Licence System. MIDA is reviewing the application.

The details of the application are as follows:

Reference No. : 065CJM20200522044025  
 Company Name: Company ABC  
 Application Type: Application for Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)

Thank You.

Regards,  
 Administrator

Malaysian Investment Development Authority (MIDA)  
 MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral  
 50470 Kuala Lumpur Malaysia  
 Tel: 603 2267 3633 | Fax: 603 2273 4208  
 Email: [admin.eml@mida.gov.my](mailto:admin.eml@mida.gov.my)

Note:  
 This is a system generated email. No signature required. Please do not response to this email


## FAQ's

**The first time you login to access MIDA e-Manufacturing Licence Login Page, you will need to do the following:**

1. Click [here](#) to see more details.

### Login Issues

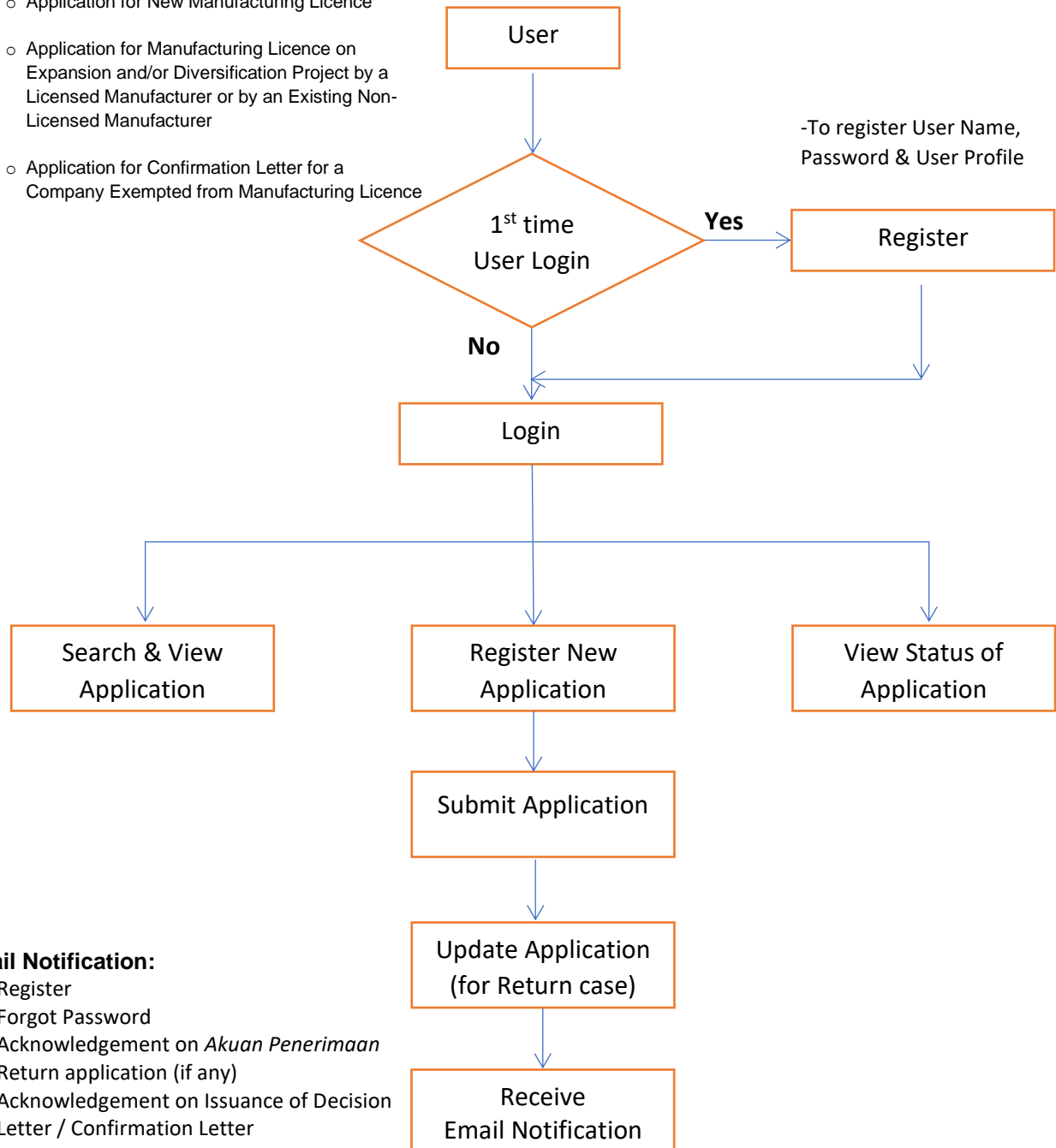
Some general things to note if you are having trouble logging in

1. Incorrect user ID or password.  
Make sure you're using the correct user ID and password. Refer to the email sent to you during the creation of the user ID and password.
2. I've forgotten my password or I can't remember my User ID or Password. It happens! In order to retrieve both, you will need to take below steps.
  - i. First, request your password by clicking Forgot Password on the login page.
  - ii. We will resend the user ID and password to the email address for the account created.
  - iii. If you're not sure about your email address created under MIDA e-Manufacturing Licence System, please call MIDA Helpdesk at 03-22673633 or log your problem in  (MIDA Online Helpdesk).
3. How can I tell if I'm logged in?  
If you are logged in, you will see page with your user registered name being displayed at top left corner of the page. If you are not logged in, you will see the Login Page.

# SYSTEM FLOW DIAGRAM

## Type of Application:

- Application for New Manufacturing Licence
- Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licensed Manufacturer or by an Existing Non-Licensed Manufacturer
- Application for Confirmation Letter for a Company Exempted from Manufacturing Licence



## Email Notification:

- Register
- Forgot Password
- Acknowledgement on *Akuan Penerimaan*
- Return application (if any)
- Acknowledgement on Issuance of Decision Letter / Confirmation Letter