# MIDA E-MANUFACTURING LICENCE (E-ML) USER REFERENCE GUIDE

Ver. 2.0

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### 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	o Google Chrome (best viewed) o Mozilla Firefox o IE 11 & above

# **4 Getting Started**

User

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



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

Company Registration Form				
Company Information				
* Company Name	Company Name			
* New CCM /SSM Registration No.		Old CCM/SSM Registration No.		
* Date of Incorporation	00-00-0000	* Income Tax Ref. No.		
* Correspondence Address	Address 1			
	Address 2			
	Address 3			
* City	City	* Postcode	Postcode	
* State	Please select			٣
* Office Telephone No.	Contact No	Fax No	Fax No	
Contact Person				
* Name	Name	* Designation	Designation	
* Email	Email	* Mobile Telephone No.	Tel No	
* Enter Code	(Non-Case Ser	nsitive)		
	[ change image ]			
				Register 🔶

- Please fill-in all required information. Make sure you use valid email address as signin information will be sent to your email.
- Click button Register 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.

<b>Success!</b> Your registration is successfull. Please check your email and login to complete the application form.	×
Below is example of email you will receive after you successfully regis	tered.
e-Manufacturing Licence (eML) - Account Registration eMLAdministrator to: haziqah Please respond to no_reply	21/05/2020 11:46 PM <u>Show Details</u>
Dear Sir/Madam,	
Thank you for registering MIDA e-Manufacturing License.	
Your login information as below.	
Login ID: test@gmail.gov.my Temporary Password: <b>\$40QRG</b>	
Please login, update your information and submit the form if haven't done so.	
Please feel free to reach out to us if you have any further concerns.	
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: <u>admin.eml@mida.gov.my</u>	
Note: This is a system generated email. No signature required. Please do not response to this email	

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

Success! Your registration is successfull. Please check your email and login to complete the application form.	,
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	Page   5

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	Forgot Password			×		
	Please insert your email add	dress				
	Email Address					
			Cancel Reset Pa	ssword		
Enter y passw Below	you registered email addre ord. Your new password w is example of email you wi	ess. Then vill be sen Il receive	click button to your email. after you reset y	eset Password OUr passv	to reset y	our
				•		
	MIDA e-Manufacturing Licence - Password Re	ecovery			22	05/2020 12:12
~	Please respond to no_reply					Show Det
ar Sir/Madan	n,					
requested, ye	our registered User ID and password are as follows:					
our login info	rmation as below.					
gin ID: teste	@gmail.gov.my					
emporary Pass	Sword. LCDorC					
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Company ABC	c			
Application List	List Of Application			
	<b>Q</b> Search			
	MIDA Ref No	Insert MIDA Ref No		
	Application Type	Please select		
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Company ABC	Edit Company Profile Company Information Company Information Company Name New CCM /SSM Registration No. Date of Incorporation Correspondence Address Correspondence Cotty State Coffice Telephone No. Contact Person	<ul> <li>Change Password</li> <li>Company ABC</li> <li>12345678</li> <li>2010-03-09</li> <li>Company ABC Jalan 1</li> <li>Company ABC Jalan 2</li> <li>Company ABC Jalan 3</li> <li>Kuala Lumpur</li> <li>W.P Kuala Lumpur</li> <li>0123456789</li> </ul>	* Old CCM/SSM Registration No. * Income Tax Ref. No. * Postcode	123456-H 12345678 12345 12345 0312345678
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Company ABC	Edit Company Profile  Company Information  Company Information  Company Name  New CCM /SSM Registration No.  Date of Incorporation  Correspondence Address  City  State  Coffice Telephone No.  Contact Person  Name  Email	<ul> <li>Change Password</li> <li>Company ABC</li> <li>12345678</li> <li>2010-03-09</li> <li>Company ABC Jalan 1</li> <li>Company ABC Jalan 2</li> <li>Company ABC Jalan 3</li> <li>Kuala Lumpur</li> <li>W.P Kuala Lumpur</li> <li>0123456789</li> <li>ABC Manager</li> </ul>	• Old CCM/SSM Registration No.     • Income Tax Ref. No.     • Income Tax Ref. No.     • Postcode     Fax No     • Postcode     Fax No     • Designation     • Mobile Telephone No.	123456-H 12345678 12345 12345 0312345678 0312345678 0312345678 0123456789
Company ABC Application List New Application C	Edit Company Profile  Company Information  Company Information  Company Name  New CCM /SSM Registration No.  Date of Incorporation  Correspondence Address  Correspondence Address  Contact Person  Name  Email	<ul> <li>Change Password</li> <li>Company ABC</li> <li>12345678</li> <li>2010-03-09</li> <li>Company ABC Jalan 1</li> <li>Company ABC Jalan 2</li> <li>Company ABC Jalan 3</li> <li>Kuala Lumpur</li> <li>W.P Kuala Lumpur</li> <li>0123456789</li> <li>ABC Manager</li> </ul>	Old CCM/SSM Registration No.     'Income Tax Ref. No.     'Postcode     Fax No     'Designation     'Mobile Telephone No.	123456-H 12345678 12345 12345 0312345678 0312345678 0312345678
Company ABC	Edit Company Profile  Company Information  Company Information  Company Name  New CCM /SSM Registration No.  Date of Incorporation  Correspondence Address  Correspondence Address  Contact Person  Name Email	<ul> <li>Change Password</li> <li>Company ABC</li> <li>12345678</li> <li>2010-03-09</li> <li>Company ABC Jalan 1</li> <li>Company ABC Jalan 2</li> <li>Company ABC Jalan 3</li> <li>Kuala Lumpur</li> <li>W.P Kuala Lumpur</li> <li>0123456789</li> <li>ABC Manager</li> </ul>	Old CCM/SSM Registration No.     'Income Tax Ref. No.     'Postcode     Fax No     'Designation     'Mobile Telephone No.	123456-H 12345678 12345 12345 0312345678 0312345678 0123456789
Company ABC	Edit Company Profile  Company Information  Company Information  Company Name  New CCM /SSM Registration No.  Date of Incorporation  Correspondence Address  Cotrespondence Address  Contact Person  Name Email	Company ABC  Company ABC  12345678  2010-03-09  Company ABC Jalan 1  Company ABC Jalan 2  Company ABC Jalan 3  Kuala Lumpur  W.P Kuala Lumpur  0123456789  ABC Manager	Old CCM/SSM Registration No.     'Income Tax Ref. No.     'Postcode     Fax No     'Designation     'Mobile Telephone No.	123456-H 12345678 12345678 0312345678 0312345678 0123456789

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

Company ABC	a		L. L
Application List	Edit Company Profile		
New Application	Company Profile	2 Change Password	
	Change Password		
	* New Password	Type Password	
	*Retype Password	Re-Type Password	
			Save
	_		Save

ப

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

Well Done..!

Your pasword has been changed...

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

# 6 Application List – Search for Application

							• =
Company ABC	C						
Application List	List Of Application						
New Application	Q Search						
	MIDA Ref No	Insert MIDA Ref No					
	Application Type	Please select					•
	Status	All     Submitted	In-Process Retu	urned			
						2 Reset	Q Search
		)					
	No Application ID / M	IIDA Ref No	Application Type	Date Submitted	Date Completed	Status	Action
			- No result for	und -			

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 Q Search 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.

MIN									• =
Company Hartina	S								1
E Application List	New Application								
New Application	() General								
	General								
	* Application Type	Please select							~
	* Industry	Please select							~
	* Factory	+ Add							
		No	Address		State	Product		Delete	
	* Project Description	Please select							~
	Factory Tuno	Diagon colort							
	* Broducte	+ Add							•
	Products	No Products	HS Tariff Code	Cost of Local Raw Materials (	%) Cost of Imported Rav	v Materials (%)	Cost of Others (%)	Manufacturing Profit (%)	Delete
								_	
								s	ave 🖺

- 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

New Application	New Application									
Θ	1 General									
	General									
	*Application Type	Арр	lication for	New Manufac	turing Licence					
	* Industry	Info	Information Technology System Development (IT)							
	* Factory	* Add	* Add							
		No	Address		State	Product	Annual Pro	duction Capacity	Delete	
		1	Company / Company / Company / Kuala Lum 50470	ABC Jalan 1 ABC Jalan 2 ABC Jalan 3 Ipur	W.P Kuala Lumpur	Make Up and Beautyline			Del Del	lete
	* Project Description	Nev	v Project							
	* Factory Type	1 N	ew Locatior	ı						
	* 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	De	elete
									Save	e 🖺
Fill-in all required	d field. to add <b>Fa</b>	ctor	<b>y</b> an	d <b>Pro</b>	ducts.	-			Sav	e 🖪
Fill-in all required Click button * Add Click button 💼	d field. to add <b>Fa</b> belee delete	ctoi Faci	' <b>y</b> an tory	d <b>Pro</b> and <b>P</b>	ducts. roducts.	_			Sav	e 🖺
Fill-in all required Click button * Add Click button 💼 Then click buttor	d field. ¹ to add <b>Fa</b> ◘elete delete n Save ≌ to s	ctoi Fac ave	<b>'y</b> an t <b>ory</b> your	d <b>Pro</b> and <b>P</b> data.	ducts. roducts.				Sav	e 🖺
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							MIDA e-N	Manufacturing L	icence (e-ML)
Tab 2: Cost									
MIDA									
Company ABC	C								
Application List	New Application	1							
New Application	1 General	2 Cost	3	Rental / Lease	Financing	5 Manpower	6 Attachments	Declaration	
	Project Cos	t							
		*Land	RM	1000000					
	*Facto	ory Building	RM	500000					
	* Plant 8	Machinery	RM	500000					
	* Other	Equipment	RM	200000					
	Total	Fixed Asset	RM	11200000					
	*Pre-	Operational	RM	150000					
	* Worl	king Capital	RM	350000					
	Total F	Project Cost	RM	11700000					
									Save

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



# MIDA e-Manufacturing Licence (e-ML) Tab 3: Rental / Lease MIN • 3 \$ Application List New Application New Application 1 General 2 Cost 3 Rental / Lease 4 Financing 6 Manpower 6 Attachments Declaration G Project Rental / Lease (If assets are rented / leased, please indicate the annual cost of rental / lease below) Land RM 150000 Factory Building RM 150000 Plant & Machinery RM 150000 Other Equipment RM 150000 Fill in all required field in project rental / lease. (if related to you). \_ Then click button save to save your data. \_ Successful..! 🖺 This page has been saved... ப

<image/>	Tab 4: Finar		
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Company ABC	;							
Application List	New Applicatio	n						
New Application	1 General	2 Cost 3 Re	ental / Lease 🕢 Financin	g <b>(5)</b> Manpower	6 Attachments 7 Dec	laration		
	Project Ma	npower						
	Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales, Clerical & Others	General Workers	TOTAL
	Malaysian	10	30	30	30	15	20	
	Foreign	5	5	25	20	5	30	
	TOTAL							

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



### Tab 6: Attachment

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New P	ppication			
0	General 🕗 Cost 💿 Rental / Lease 🕜 Financing 💿 Manpower 💿 Atta	chments 🕜 Declaration		
Atta	chments			
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 Coerciliantics Act 1975	Choose File No file chosen	Upload 🚣	
	non manufacturing Licence under the industrial Coordination Act 1975	Max file size 2mb - jpeg  bmp  png  pdf		
2.	*Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia	Choose File New ISo3 2020.jpg	Upload 🛓	B
	(CCM)/ Memorandum and Articles of Association (M&A)	Max file size 2mb - jpeg  bmp  png  pdf		Success
3.	Manufacturing Licence issued under Industrial Coordination Act 1975 or Confirmation	Choose File No file chosen	Upload 1	Delete
	Letter for a Company Exempted from Manufacturing Licence under the Industrial Coordination Act 1975 from MIDA	Max file size 2mb - jpeg  bmp  png  pdf		
4.	*Manufacturing Process Flow Chart	Choose File New ISo3 2020 inc		R
		Max file size 2mb - jpeg  bmp  png  pdf		Success
				Delete
5.	* List of Main/New Machinery and Equipment Download Template	Choose File eML-5. Listquipment.pdf	Upload 🚣	Success
		Max file size 2mb - jpeg  bmp  png  pdf		uploaded Delete
6.	*List of Main/New Raw Materials and Components	Choose File eML-5. Listquipment.pdf	Upload 📤	B
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		wax we are rup Jhaal oublibual ba		Delete
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		Max file size 2mb - jpeg  bmp  png  pdf		uploaded
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13	Others	Choose File No file chosen	Upload 🚣	
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- 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.

Successful..!

The attachment has been uploaded...

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

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b 7: Declaration	
Company ABC 😂	
Application List New Application	
New Application	2 Cost 💿 Rental / Lease 🔹 Financing 💿 Manpower 💿 Attachments 🕢 Declaration
Declaration	
✓ I/We hereby un	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
not withheld and/o MIDA reserves the	Vor distorted any material facts therein.
	Su
Click button PREVIEW to Below is the example Tick I for declaration Then click button Subm	o preview your application. e of application preview. n. to submit your application.
Thank you! Prour application has been	n successfully submitted
Thank you!	n successfully submitted
Thank you!  Your application has been COMPANY PROFILE Company Name	n successfully submitted
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Thank you.! Processing Division Project Description Project Description	en successfully submitted.

- 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.



Dear Sir/Madam,

e-Manufacturing Licence (eML) - Your application JZAJUM20200521183251 is successfully submitted eMLAdministrator to: Please respond to no\_reply

22/05/2020 02:44 AM Show Details

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. : JZAJUM20200521183251 Company Name: Company ABC Application Type: Application for New Manufacturing Licence

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 J Fax: 603 2273 4208 Email: admin.eml@mida.gov.my

Note:

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

### 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

Company ABC	8								
Application List	New Application								
New Application	1 General								
	General								
	* Application Type	Ap	plication for Man	ufacturing Licen	ce on Expansion and/or Div	ersification Project by a Li	cenced Manufacturer or	by an Existing No	n-Licenced Manufac
	* Industry	Inf	ormation Technol	ogy System Dev	relopment (IT)				
	* Factory	+ Add							
		No	Address		State	Product	Annual Production C	apacity	Delete
		1	Company AB Company AB Company AB Kuala Lumpu 50250	C Jalan 1 C Jalan 2 C Jalan 3 r	W.P Kuala Lumpur	Confectionery			â Delete
	* Project Description	Ex	pansion Project						
	* Factory Type	1 E	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	H12	23456						
	* Manufacturing Serial No.	H1:	23456						
/									

- 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 B to save your data.

Successful..!

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We Application	Cost Rental / Lease  Rental /	Financing  S Manpower	Attachments     Occara	ation
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•Fa •Plan • Oth •Pr •W Tota Additional Co •Fa •Plan •Plan •Plan	*Land         RM         150000           actory Building         RM         250000           actory Building         RM         200000           her Equipment         RM         200000           her Equipment         RM         200000           tal Fixed Asset         RM         700000           re-Operational Expenditure         RM         300000           Vorking Capital         RM         500000           al Project Cost         RM         1500000           ost			
Plan Oth Tota Pr W Tota Additional Co Pan Plan Oth	activity Building     RM     230000       nt & Machinery     RM     100000       her Equipment     RM     200000       tal Fixed Asset     RM     700000       tal Fixed Asset     RM     300000       Vorking Capital     RM     500000       al Project Cost     RM     1500000       • Land     RM     50000       actory Building     RM     15000			
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Tota • Pr • W Tota Additional Co • Fa • Plan • Plan • Oth	atal Fixed Asset     RM     700000       tree-Operational Expenditure     RM     300000       Vorking Capital     RM     500000       al Project Cost     RM     1500000       ost			
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	9		
Company ABC			
Application List New Application	oplication		
New Application	General 😢 Cost 🌘	Rental / Lease I Financing 5 Manpower 6 Att:	achments 🕜 Declaration
Exis	ting Financing		
	Authorised Capital	RM 15000000	
	* (i) Paid Up Capital	RM 1000000	
	(ii) Reserves (excluding	RM 500000	
	capital appreciation) (iii) Loan	RM 250000	
	(Iv) Other Sources	RM 0.00	
	(i + ii + iii + iv) Total	RM 1750000	
Addi	Financing		
	Authorized Capital	DM 750000	
	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	
Effe	ctive Equity Structure		
0	Total SUM must be 100%		
	*Bumi	90	
	*Non-Bumi	10	
	* Foreign	0	
	* Major Country	Please select	
			_
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structure. (If rela	ated to you	l).	
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### Tab 5: Manpower

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New	Applicatio	n						
w Application	General	2 Cost 3 Re	ental / Lease 🔄 Financia	19 (5) Manpower	6 Attachments     7 De	eclaration		
Ex	kisting Ma	anpower						
N	lationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales, Clerical & Others	General Workers	TOTAL
M	falaysian	30	50	30	30	15	30	185
F	oreign	10	20	20	15	10	50	125
т	OTAL	40	70	50	45	25	80	310
Ac	ditional I	Manpower						
N	lationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales, Clerical & Others	General Workers	TOTAL
N	falaysian	20	20	20	20	20	20	120
F	oreign	15	10	10	15	15	15	80
т	OTAL	35	30	30	35	35	35	200

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



MIDA e-Manufacturing Licence (e-ML) Tab 6: Attachment MIDA () ≡ \$ 3 Application List New Application New Application General 2 Cost 3 Rental / Lease 3 Financing 5 Manpower 6 Attachments 7 Declaration Attachments No Details Attach File Upload Document 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 2 Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia Choose File eML-5. List ...quipment.pdf Upload 🚣 Ъ (CCM)/ Memorandum and Articles of Association (M&A) sfully Max file size 2mb - jpeg| bmp| png| pdf inloaded I Delete \* Manufacturing Licence issued under Industrial Coordination Act 1975 or Confirmation 3. Ъ Choose File eML-5. List ...quipment.pdf Upload 🚣 Letter for a Company Exempted from Manufacturing Licence under the Industrial Coordination Act 1975 from MIDA ofulh Max file size 2mb - jpeg| bmp| png| pdf Delete \* Manufacturing Process Flow Chart () Ъ Choose File eML-5. List ...quipment.pdf Upload 📤 cofulh Max file size 2mb - jpeg| bmp| png| pdf Delete 5 \* List of Main/New Machinery and Equipment Ъ Choose File eML-5. List ...quipment.pdf Upload 🔔 Download Template Max file size 2mb - jpeg| bmp| png| pdf ploaded..! )elete List of Main/New Raw Materials and Components Ъ 6. Choose File eML-5. List ...quipment.pdf Upload 🔔 Download Template ssfullv Max file size 2mb - jpeg| bmp| png| pdf inloaded I Delete 7 \* Existing/New Production Schedule Ъ Choose File eML-5. List ...quipment.pdf Upload 🚣 ad Temp cefully Max file size 2mb - jpeg| bmp| png| pdf Delete \* Market for Existing/New Product Choose File eML-5. List ...quipment.pdf Upload 🚣 Download Terr Max file size 2mb - jpeg| bmp| png| pdf ploaded..! Estimated Labour Cost 9 Upload 🚣 Choose File No file chosen Download Template Max file size 2mb - jpeg| bmp| png| pdf 10. Estimated Earning Choose File No file chosen Upload 🚣 Download Ten Max file size 2mb - jpeg| bmp| png| pdf 11. Others Choose File No file chosen Upload 🚣 Max file size 2mb - jpeg| bmp| png| pdf 12. Others Choose File No file chosen Upload 🚣 Max file size 2mb - jpeg| bmp| png| pdf 13. Others Upload 🚣 Choose File No file chosen Max file size 2mb - jpeg| bmp| png| pdf 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. Successful..!

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Click button delete uploaded documents.

MIDA e-Manufacturing Licence (e-ML) Tab 7: Declaration MIDA Company ABC • 3 Application List New Application New Application Declaration 1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments G 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. Click button Breview to preview your application. \_ Below is the example of application preview. Tick r for declaration. Then click button <sup>submit</sup> to submit your application. Thank you..! ഗ B Your application has been successfully submitted.. 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. 12345678 (CCM - New No) Company Registration No. 123456-H (CCM - Old No) 12345678 Income Tax Ref. No. (if applicable) Date of Incorporation 09/03/2010 Company ABC Jalan 1, Company ABC Jalan 2, Company ABC Jalan 3, 12345 Kuala **Correspondence Address** Lumpur, W.P. - Kuala Lumpur 0123456789 Office Tel. No. 0312345678 Office Fax No. CONTACT PERSON ABC MANAGER Name Designation MANAGER Email Mobile Phone No. 0123456789 APPLICATION DETAILS **Processing Division** INFORMATION TECHNOLOGY SYSTEM DEVELOPMENT (IT) **Project Description** EXPANSION PROJECT TAPAK WUJUD Factory Type 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.

Dear Sir/Madam,

e-Manufacturing Licence (eML) - Your application USDQSO20200522022103 is successfully submitted MLAdministrator to: haziqa Please respond to no\_reply

22/05/2020 10:45 AM Show Details

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. : USDQSO20200522022103 Company Name: Company ABC Application Type: Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer 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 Note:

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

### 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)

w Application											
G	) General										
G	eneral										
	*Application Type	Ap	plication for C	Confirmation Let	tter for	a Company Exempte	ed from N	Manufacturing Licence	(ICA10)		
	* Industry	Info	ormation Tecl	nology System	n Devel	lopment (IT)					
	* Factory	+ Add									
		No	Address			State		Product	Annual Production C	Capacity	Delete
		1	Company Company Company Kuala Lun 50470	ABC Jalan 1 ABC Jalan 2 ABC Jalan 3 npur		W.P Kuala Lumpi	ır	Face Steamer	930000		Delete
	* Products	+ Add	1								
		No	Products	HS Tariff Code	Cos Mat	et of Local Raw erials (%)	Cos Mat	st of Imported Raw terials (%)	Cost of Others (%)	Manufacturing Pre (%)	ofit Delete
		1.	Face Steamer	HS123456	20.0	00	70.	00	0.00	10.00	Delete
	Licence/Incentives	+ Add									
	Approved By Other Government Agencies	No	Licer	nce/Incentives			Governm	nent Agencies		Delete	
		1.	Licer	nce 1			Agencies	s 1		Delete	
	* Source of Technology	Gre	en Technolog	IV							
	Purpose of Application for Manufacturing Licence Exemption Letter	> > >	Duty/Tax ex Foreign labo Others (Plea	emption ours ise specify)				<ul><li>✓ Gover</li><li>✓ Subsid</li></ul>	nment/private sector dies on utilities	tenders	
		Oth	ers								

- Click button **\***Add to add **Factory**, **Products** and **Licence / Incentives Approved by Other Government Agencies**.
- Click button 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..!

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User Guide - June2020

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Company ABC	0			
Application List	New Application			
New Application	General     Cost	Rental / Lease <a> </a> <li>4) Financing <a> </a> </li> <li>6) Manpowe</li>	Attachments     O     Declaration	1
	Existing Cost			
	*Land F	RM 250000		
	* Factory Building F	RM 150000		
	* Plant & Machinery	RM 100000		
	* Other Equipment F	100000		
	Total Fixed Asset	RM 600000		
	* Pre-Operational Expenditure	300000 S00000		
	Total Project Cost	RM 140000		
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	Factory Building     RM     50000       Plant & Machinery     RM     50000						
	Other Equipment RM 25000						



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	Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales, Clerical & Others	General Workers	TOTAL			
	Malaysian	30	25	30	30	30	40	1			
	Foreign	15	10	15	15	15	50	1			
	TOTAL	45	35	45	45	45	90	3			
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MIDA e-Manufacturing Licence (e-ML) Tab 6: Attachment • = MIN Company ABC \$ 0 E Application List New Application General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Declaration G Attachments No Details Attach File Upload Document \* Business Premise Licence from Local Authority. This is applicable to a company exempted from Manufacturing Licence under the Industrial Coordination Act 1975 В Successfully Choose File eML-5. List ...quipment.pdf Upload 📤 Max file size 2mb - jpeg| bmp| png| pdf Delete \* Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia (CCM)/ Memorandum and Articles of Association (M&A) 2. В Choose File eML-5. List ...quipment.pdf Upload 🚣 cessfull Max file size 2mb - jpeg| bmp| png| pdf uploaded..! Delete \*Manufacturing Process Flow Chart 4. В Choose File eML-5. List ... quipment.pdf Upload 🚣 cessfully Max file size 2mb - jpeg| bmp| png| pdf inloaded II Delete Successfully uploaded..!! 5 \* List of Main/New Machinery and Equipment Choose File eML-5. List ...quipment.pdf Upload 1 wnload Template Max file size 2mb - jpeg| bmp| png| pdf Delete \*List of Main/New Raw Materials and Components 6. Ъ Choose File eML-5. List ...quipment.pdf Upload 📤 Download Template Successfully Max file size 2mb - jpeg| bmp| png| pdf ploaded ..!! Delete 7. \* Existing/New Production Schedule В Choose File eML-5. List ...quipment.pdf Upload 📤 Download Template cessfully Max file size 2mb - jpeg| bmp| png| pdf uploaded .!! Delete 8. \*Market for Existing/New Product В Choose File eML-5. List ...quipment.pdf Upload 🚣 Download Temp essfully Max file size 2mb - [peg] bmp] png] pdf Delete Estimated Labour Cost 9. Choose File No file chosen Download Template Max file size 2mb - jpeg| bmp| png| pdf Estimated Earning 10. Choose File No file chosen Download Template Max file size 2mb - jpeg| bmp| png| pdf 11. Others Choose File No file chosen Max file size 2mb - jpeg| bmp| png| pdf 12. Others Choose File No file chosen Upload 🚣 Max file size 2mb - jpeg| bmp| png| pdf 13. Others Choose File No file chosen Upload 🚣 Max file size 2mb - jpeg| bmp| png| pdf

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MIDA e-Manufacturing Licence (e-ML) Tab 7: Declaration () ≡ ΜΙδΛ С \$ E Application List New Application New Application General 
 Cost 
 Rental / Lease 
 Financing 
 Manpower
 G Attachments Declaration G Declaration VWe 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. Click button \_ Below is the example of application preview. Tick 🗹 for declaration. \_ Then click button <sup>submit</sup> to submit your application. \_ Thank you ..! ഗ Your application has been successfully submitted.. e-Manufacturing Licence (eML) - Your application 065CJM20200522044025 is successfully submitted 22/05/2020 11:54 AM to: haziqah eMLAdministra Please respond to no\_reply 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 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 <u>here</u> to see more details.

#### Login Issues

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

- 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 Online Helpdesk (MIDA Online Helpdesk).
- 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

