

InvestMalaysia

investmalaysia.mida.gov.my

Application for Fulfillment of Definition as Contract R&D Company/R&D Company **Status User Guide for Applicant**

Learn About the System



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Chapter 1 **INTRODUCTION**

This user guide will walkthrough the process of submitting application by providing stepby-step instructions with illustrations to help applicant understand each step. Following are the applications covered in this user guide:

- Application for Fulfillment of Definition as Contract R&D Company/R&D Company
- 2. Application for International Integrated Logistics Services (IILS) Status
- 3. Application for Additional Products For International Procurement Centre/Regional Distribution Centre (IPC)/ (RDC)
- 4. Representative Office/Regional Office (RE/RO)

1.1 Intended User

This user guide is targeted for:

· Applicant or Company

1.2 **Web Browser**

Best viewed in 1024 x 768 using <u>Google Chrome</u> or <u>Mozilla Firefox</u>. This website is mobile responsive.

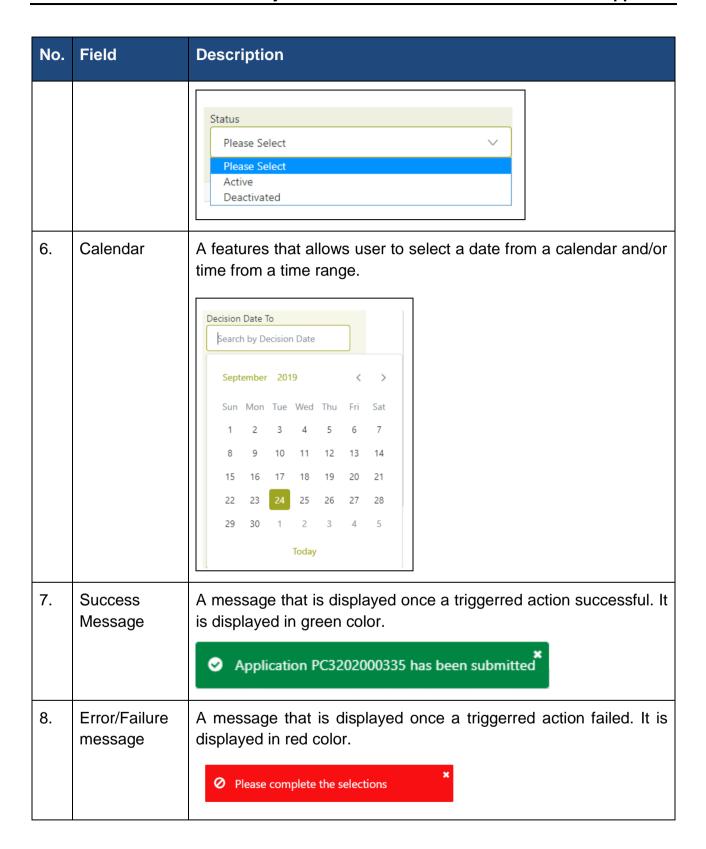
1.3 **URL**

https://investmalaysia.mida.gov.my

1.4 Common Fields and Definitions

No.	Field	Description
1.	Textbox	A box that allows user to type-in information. Normally, it has characters limit.

No.	Field	Description
		Orrespondence Address 9800 Montgomery Blvd NE If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.
2.	Button	An item that allows user to click and it will respond according to it's purpose; normally denoted as the button's name. Search
3.	Radio button	A selection features that allows the user to choose only ONE selection from the data set. Normally it is round-shaped. II. Sector Research and Development Private Higher Training Institution (Science, Technical or Vocational) Tourism Project (without Accommodation)
4.	Check Box	A selection features that allows the user to check/uncheck selections from the data sets. Normally it is box-shaped. III. Type of Exemption Import Duty Exemption Sales Tax Exemption
5.	Dropdown	A features that allows user to select a value from a series of option. When user click a dropdown, a list of options will be displayed vertically and user may select one value from the list.



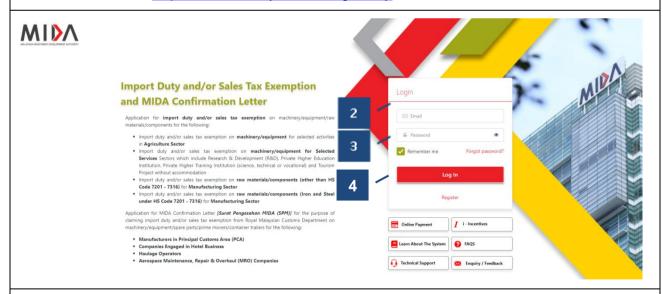
Chapter 2 INVEST MALAYSIA ONLINE PORTAL

2.1 Login and Registration Page

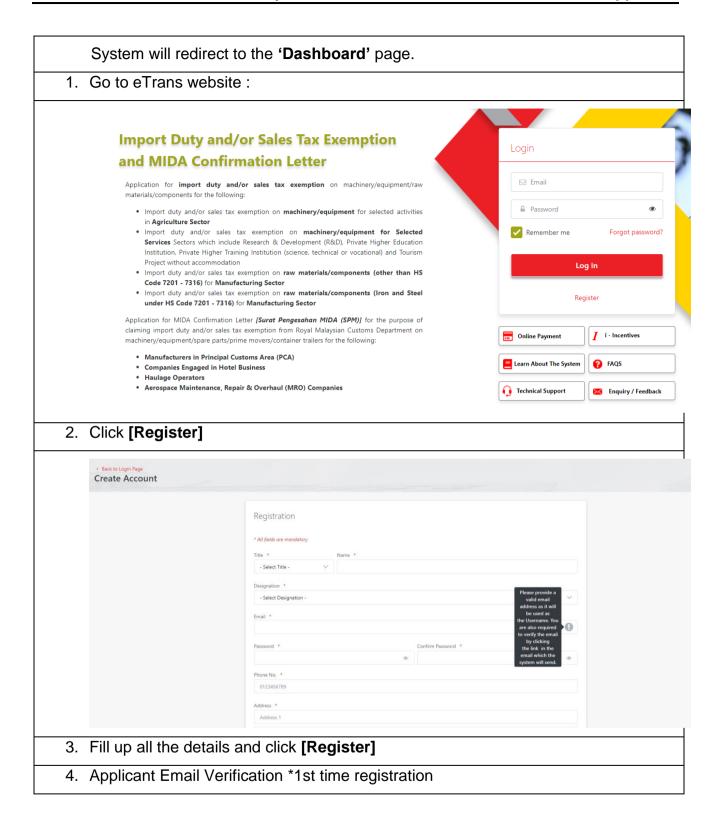


1. Open web browser.

Insert URL: http://investmalaysia.mida.gov.my



- 2. Enter username (use the email address that has been registered);
- 3. Enter password; and
- 4. Click the [Log In] button



InvestMalaysia - Applicant Email Verification

Dear Farid1,

You have succesfully registered yourself to the InvestMalaysia Online Portal. Please click the link below to verify your email address

Confirm My Email Address

Thank you.

Regards,

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

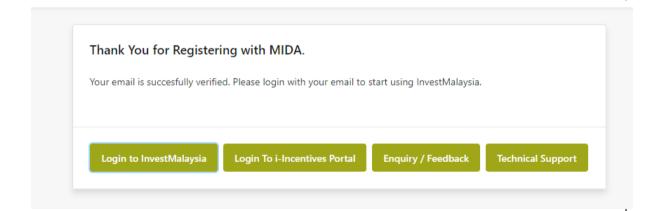
Tel: 603-2267 3633 Fax: 603-2274 7970 Email: investmalaysia@mida.gov.my

InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

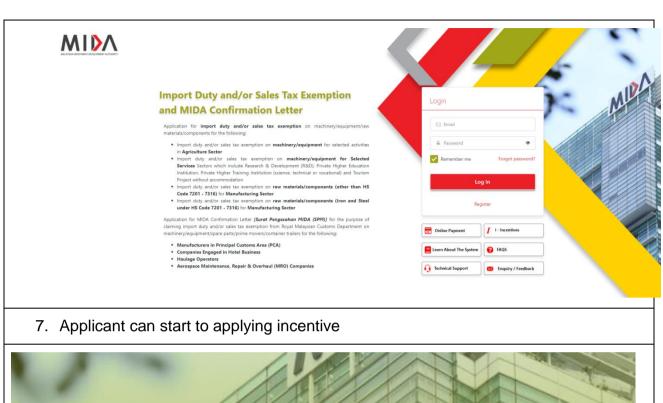
Official Website: https://www.mida.gov.my

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

5. Once click on – [Confirm My Email Address] – system will pop up navigation screen



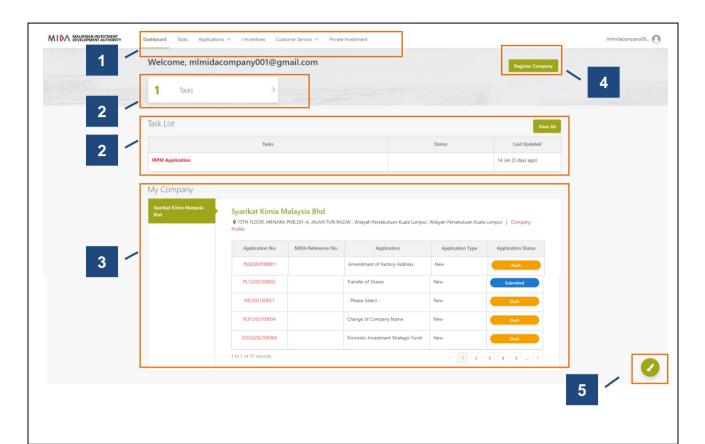
6. Click [Login to investMalaysia]





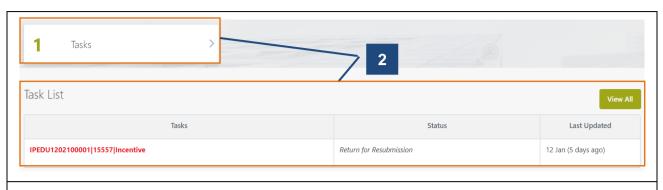
8. Click [Register Company] and refer to 2.2.3 for further details

2.2 Dashboard Page

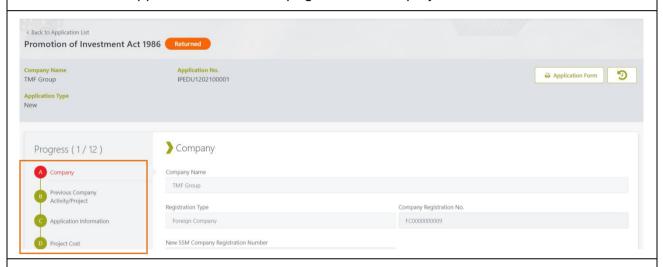


- 1. The **Main Menu** is a menu that will be on every page to make it easy for users to access each page.
- 2. The **Tasks and Task List** shall display a task list that needs to take action by the applicant (**Refer 2.2.1 Task List**).
- 3. **My Company** shall display a list of companies and applications for the applicant (Refer 2.2.2 My Company).
- 4. Register Company to allow applicants to create a new company (Refer 2.2.3 Register Company).
- 5. Color Brush to customize the theme (Refer 2.2.5 Color Brush).

2.2.1 Task and Task List



2. Click the application and below page shall be displayed.



Applications that are returned by the officer for correction purposes or for more information will be listed on the task list.

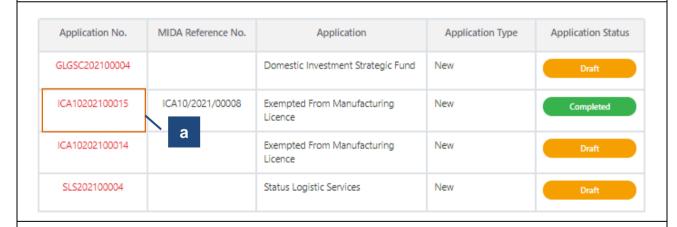
2.2.2 My Company



My Company section included 3 main items which are a list of companies, a list of applications, and a company profile.

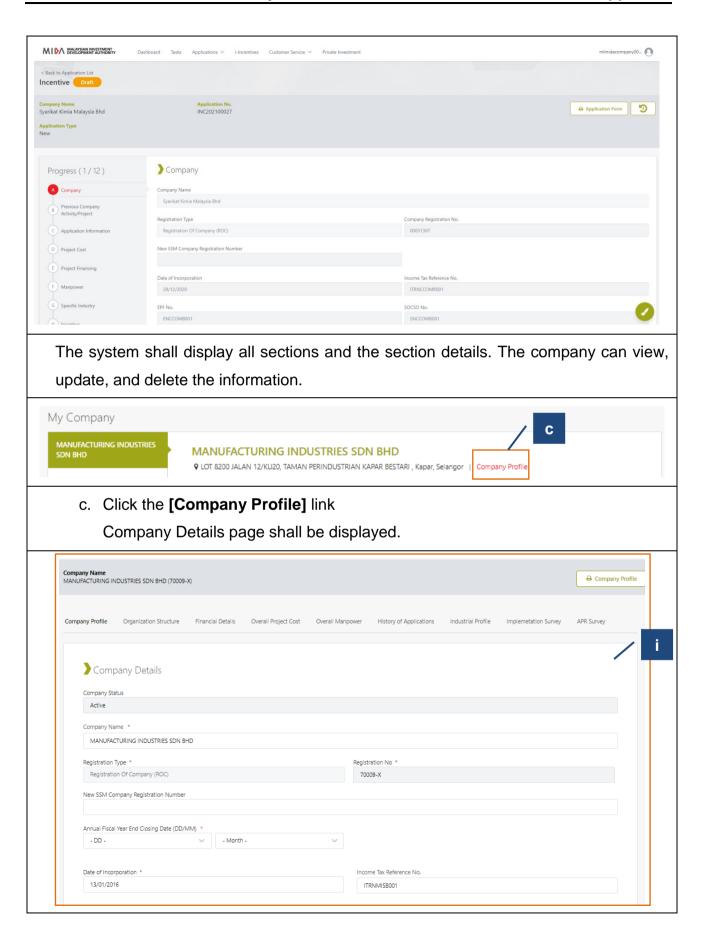
3. Select any of the listed companies

A list of applications for the company shall be displayed.



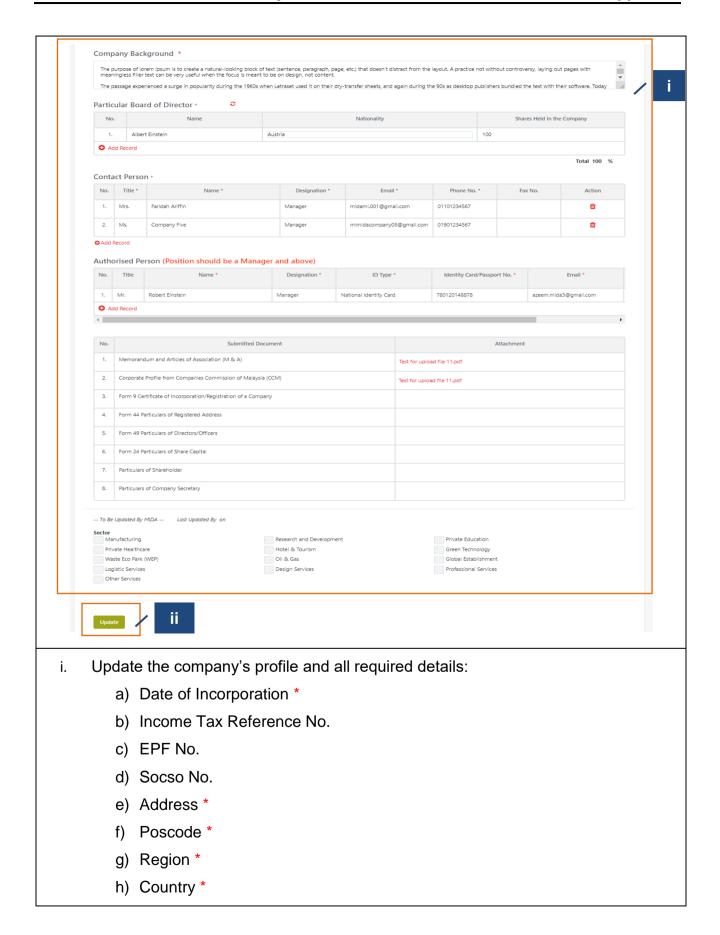
a. Click the [Application No.] link

The application page shall be displayed.



InvestMalaysia Evaluation R&D Status User Guide for Applicant

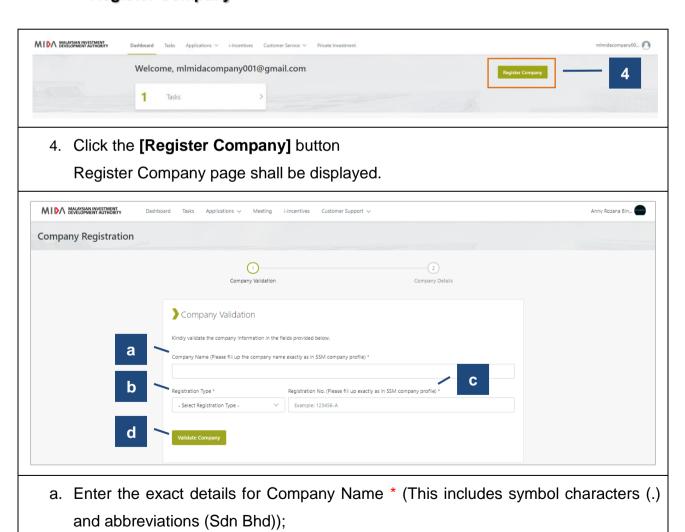


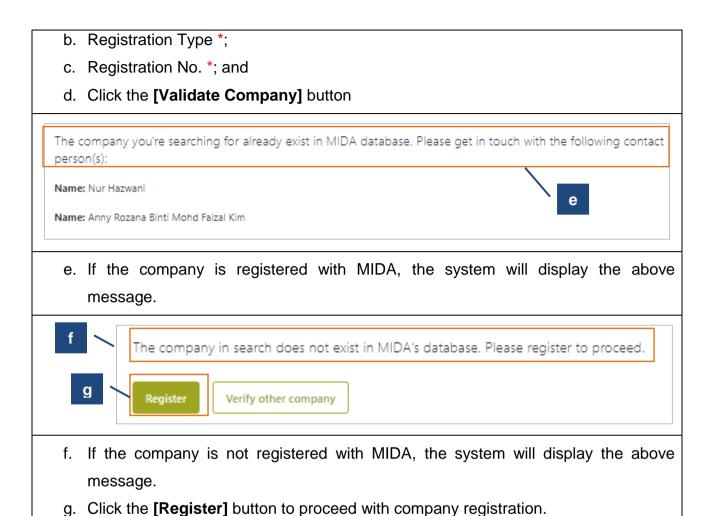


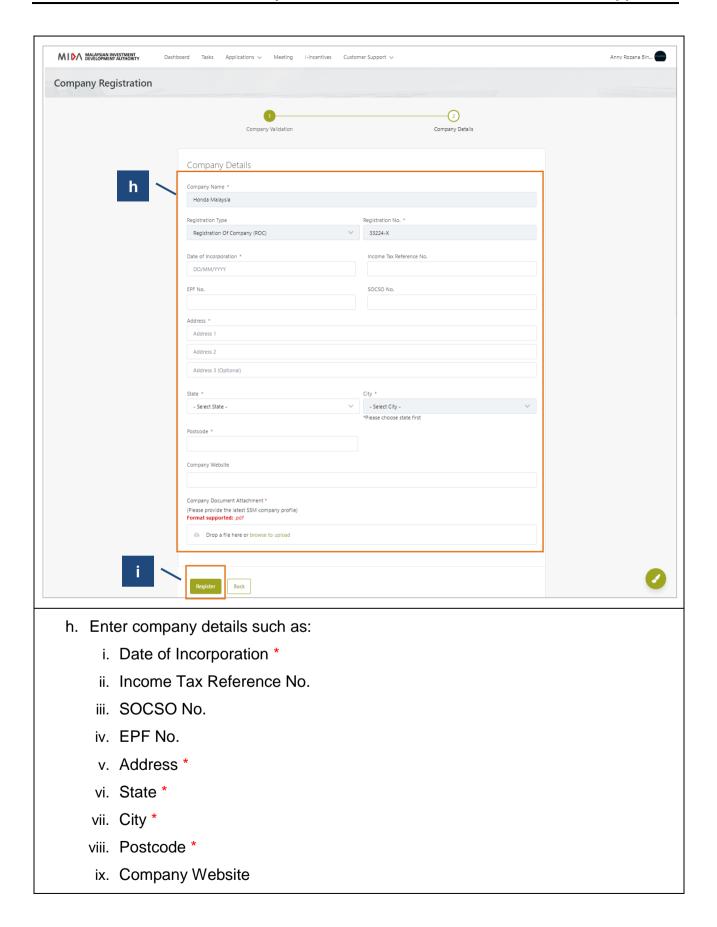
i) State *
j) City *
k) Company Website
l) Company Background *
m) Particular Board of Director *
n) Contact Person *
o) Authorised Person (Position: Manager and above) *
ii. Click the [Update] button and system shall display success message:

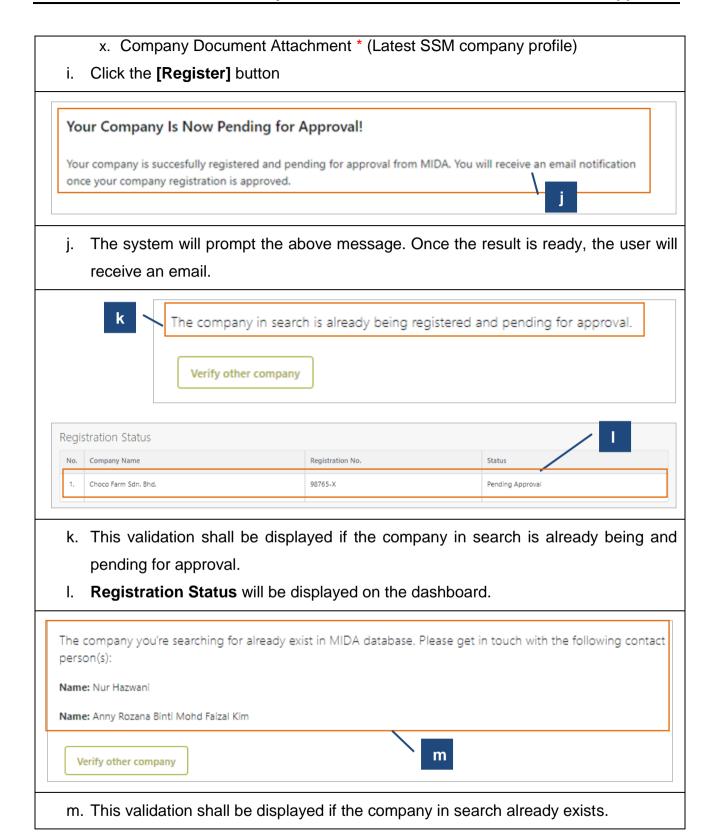
Company info is updated.

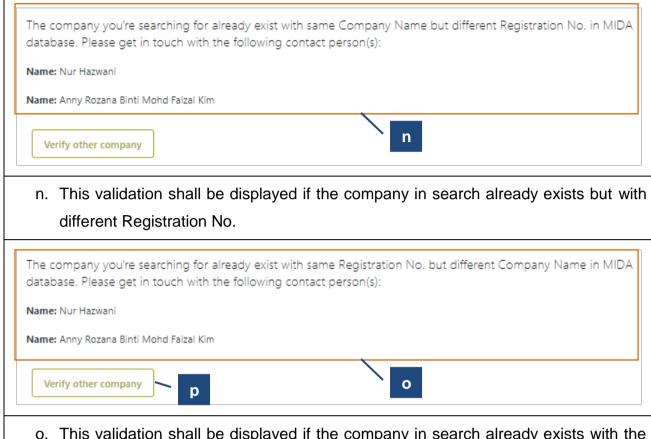
2.2.3 Register Company





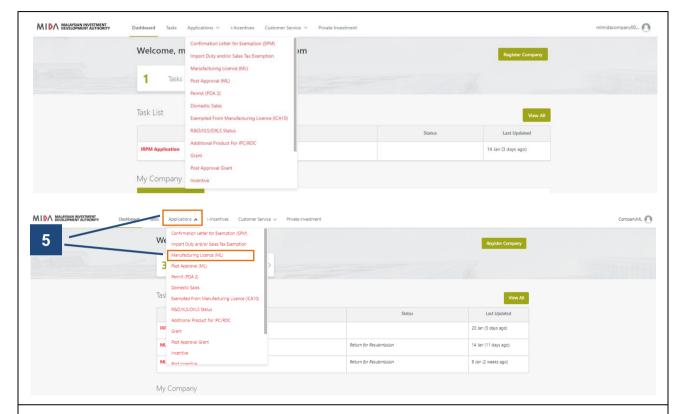






- o. This validation shall be displayed if the company in search already exists with the same Registration No. but different Company Name.
- p. Click the **[Verify other company]** button to verify other companies.

2.2.4 Applications



5. Click the [Applications] menu

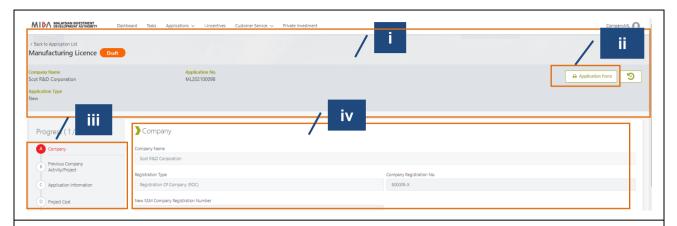
The system will display all online applications in the dropdown menu.

Click on the selected application the system will redirect to the 'Application' page.



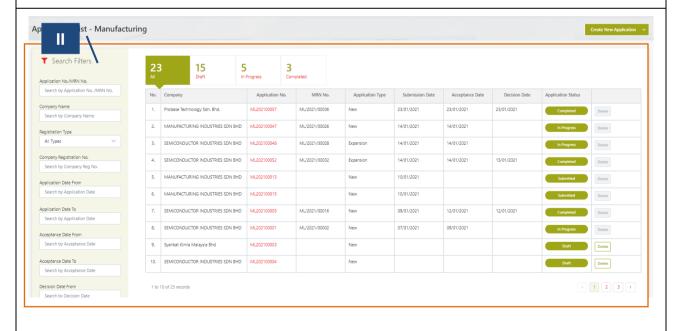
I. Click the [Create New Application] button

Depending on the selected application the system will redirect to the 'Application' or 'Application Wizard'. Click the [Create] button and the system will redirect to the 'Application Form'.



There is 4 component in the 'Application Form' page which are:

- i. Banner will display basic application information such as:
 - Company Name
 - Application No. and
 - Application Type
- ii. List of **Buttons** will display Application Form Print Preview and ApplicationTrail
- iii. List of **Sections** will display all sections involved in the application form
- iv. **Application Form** will display the detailed application form and need to fill in by the applicant/company



II. The system provides a search page for applicant/company to search the

application information by entering information such as Company Name, Application No., MIDA Reference No., Sector, Status, and a combination of some application information.

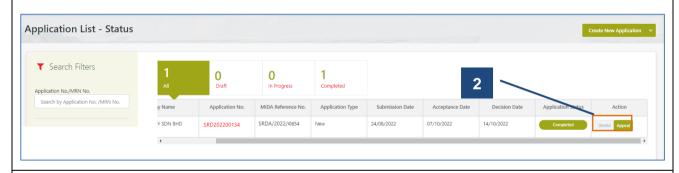
2.2.5 Applications (Appeal)



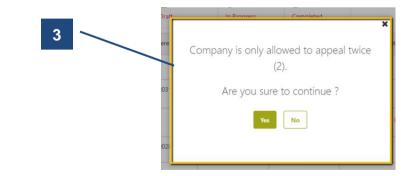
1. Click the [Applications] menu

The system will display all online applications in the dropdown menu.

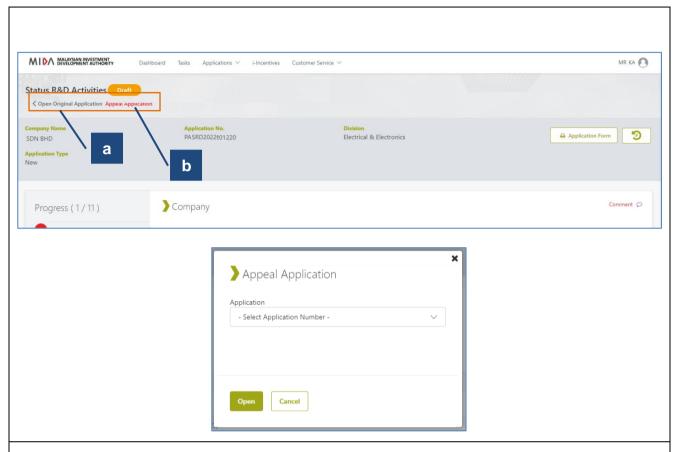
Click on the selected application. The system will redirect to the 'Application' page.



2. Click the **[Appeal]** button on the application you wish to appeal. (Appeal can only be initiated for application that has been rejected in the Decision Letter).



3. System will request for confirmation to proceed. Once click **[Yes]**, the system will redirect the user to the **'Application Form'**.



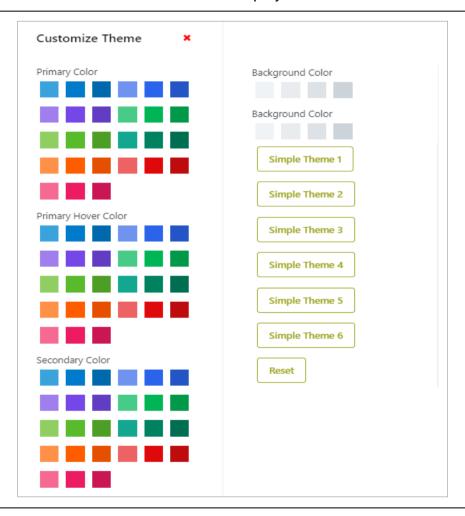
- 4. Additional feature for Appeal application:
 - a. Click [Open Original Application], system will display the original application in a new tab.
 - b. Click [Appeal Application], system will pop-up a window for user to select the appeal application user wish to open. System will display the selected application in a new tab.

2.2.6 Colour Brush



6. Click the [Color Brush] icon

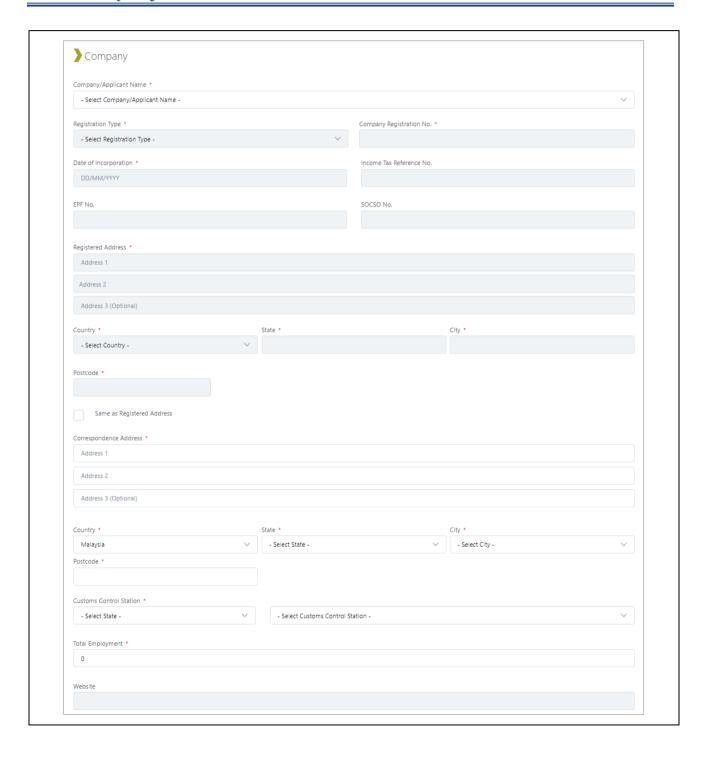
The customize theme screen shall be displayed.



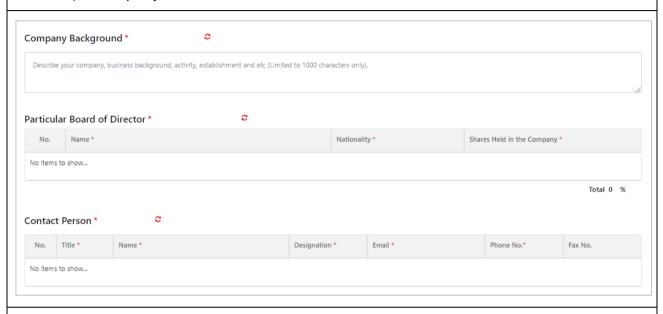
The applicant should be able to customize the InvestMalaysia theme by clicking Primary, Hover, Secondary, and Background Color. Customize themes can be saved and can be changed anytime. The theme can be reset as a default theme by clicking the 'Reset' button.

Chapter 3 APPLICATION FOR FULFILLMENT OF DEFINITION AS CONTRACT R&D COMPANY/R&D COMPANY

3.1 Company

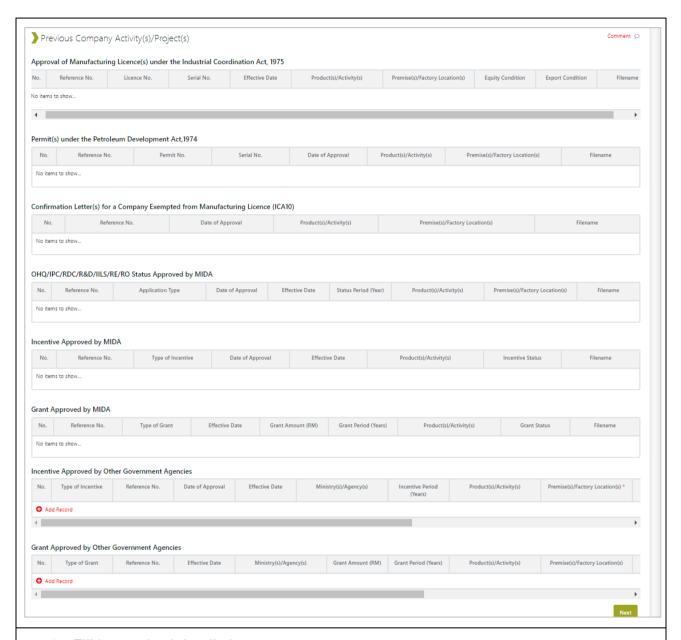


- 1. Fill-in required details in:
 - a) Company



- c) Correspondence Address
- d) Company Background
- 2. Click the [Next] button, system will redirect to 'Next' section.

3.2 Previous Approval Records



1. Fill in required details in:

- a) Approval of Manufacturing Licence(s) under the Industrial Coordination Act,
 1975. (System will be default listed if applicant have apply manufacturing licence(s))
- b) Permit(s) under the Petroleum Development Act, 1974. (System will be default listed if applicant have apply Permit (s))

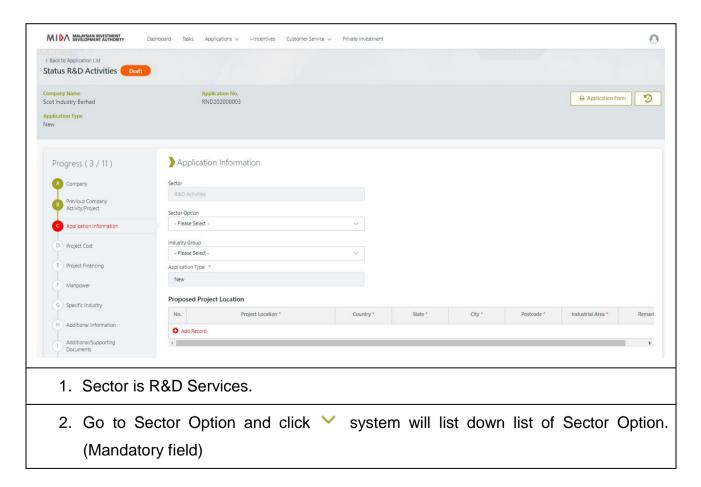
- c) Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) (System will be default listed if applicant have ICA10 confirmation letter)
- d) OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA (System will default listed if OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA)
- e) Incentive Approved by MIDA (System will default listed if application have status completed by MIDA)
- f) Grant Approved by MIDA (System will default listed if application have status completed by MIDA)
- g) Incentive Approved by Other Government Agencies (add record if applicable)
- h) Grant Approved by Other Government Agencies (add record if applicable)
- 2. Click the [Next] button

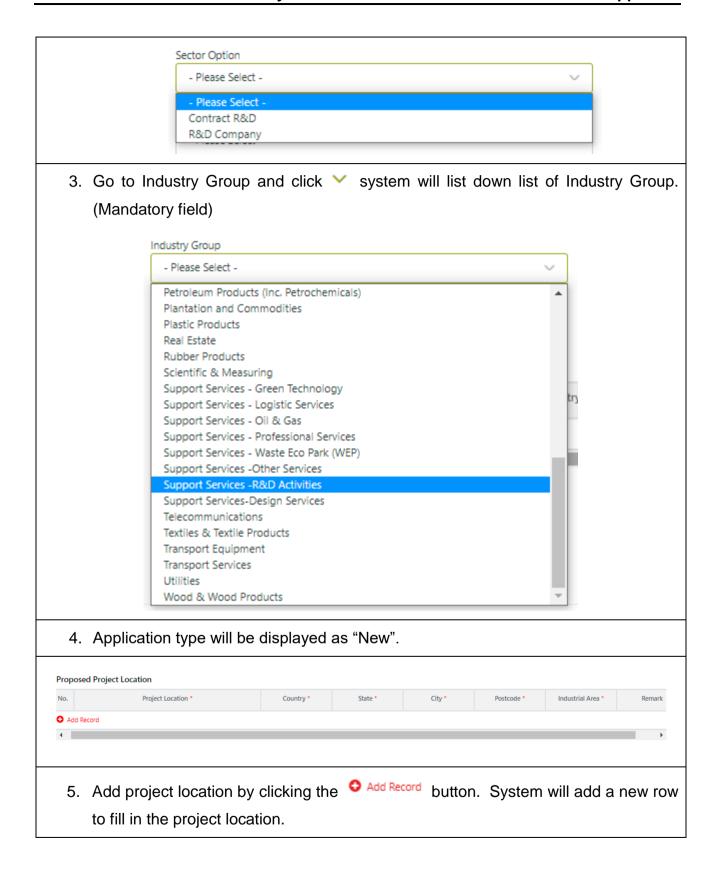
The system will redirect to 'Next' section.

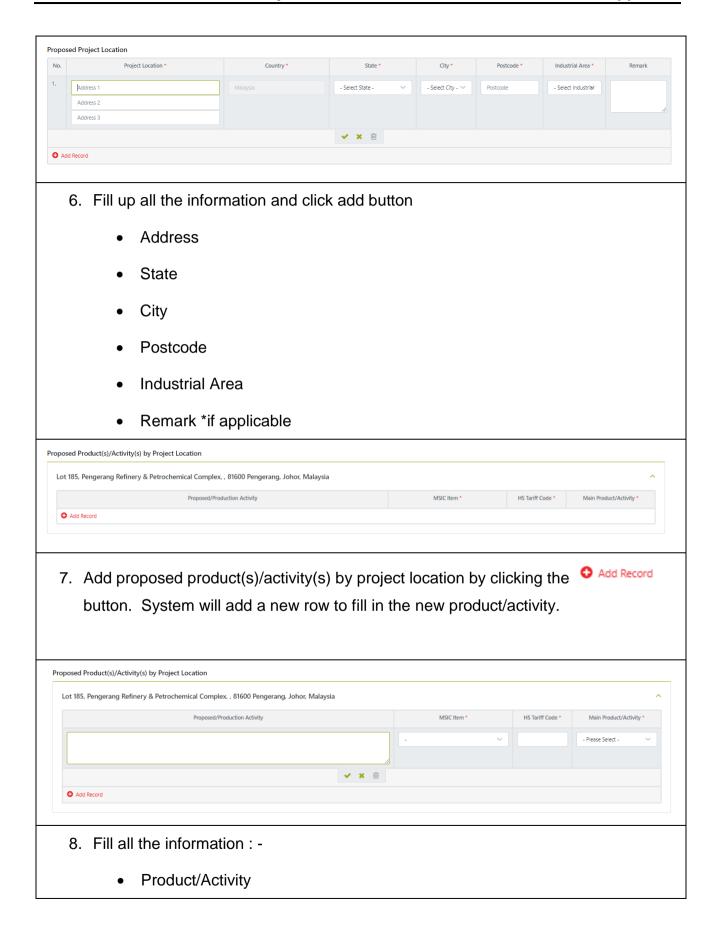
3.4 **Application Information**

No.	Туре	Description
1.	New	New Application for Fulfillment of Definition as Contract R&D Company/R&D Company
2.	Expansion	Expansion on Fulfillment of Definition as Contract R&D Company/R&D Company
3.	Diversification	Diversification on Fulfillment of Definition as Contract R&D Company/R&D Company

3.4.1 **Application Type – New**



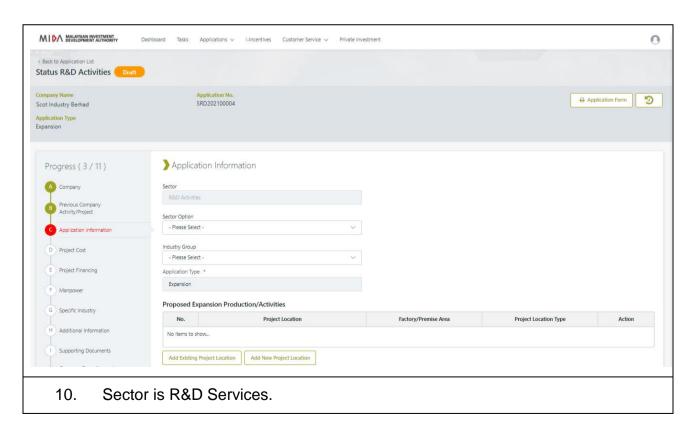


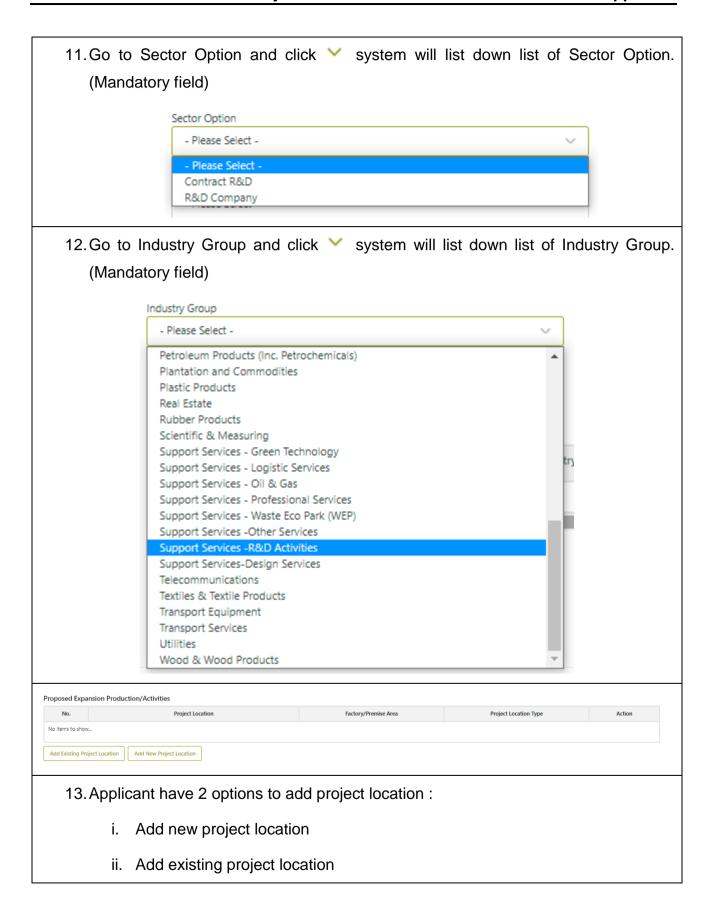


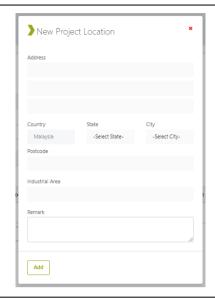
MSIC Item (drop down list, filtered based on the selected Industry Group) **Tariff Code** Main Product/Activity (drop down list) Proposed Project Location Project Location * Industrial Area * Country * State * City * Postcode * Lot 230 Jalan Kilang Kawasan Perindustrian Bebas Address 3 Malaysia Selangor 47500 Subang Jaya Subang Jaya IE Add Record Proposed Product(s)/Activity(s) by Project Location Lot 230 Jalan Kilang, Kawasan Perindustrian Bebas, , 47500 Subang Jaya, Selangor, Malaysia Proposed/Production Activity HS Tariff Code * Main Product/Activity * Iron rod 24311 - Casting of iron 101010000 Main Product Add Record

9. Click the [Next] button, system will redirect to 'Next' section.

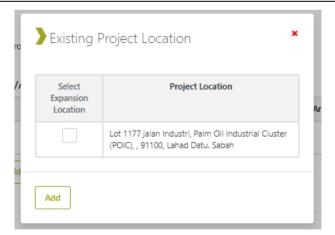
3.4.2 **Application Type – Expansion**



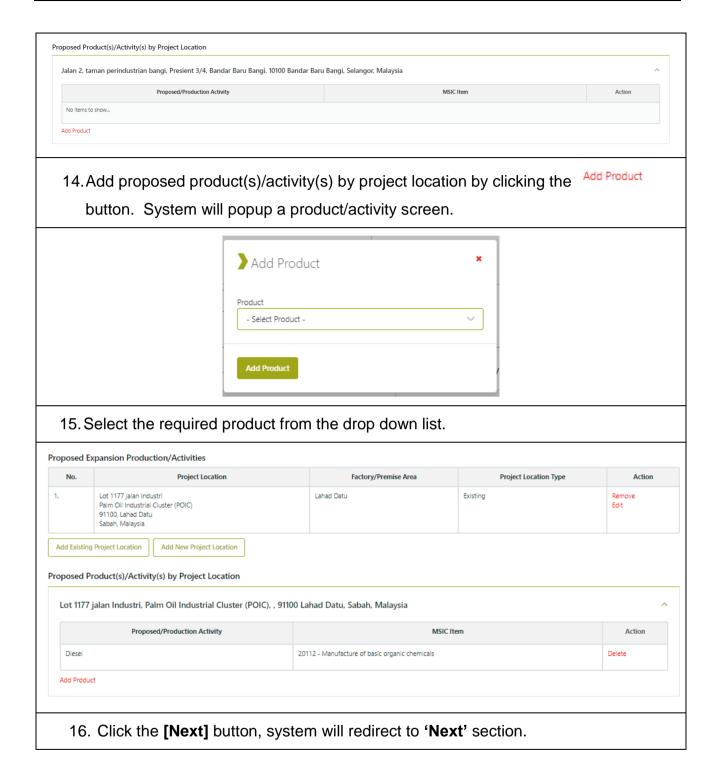




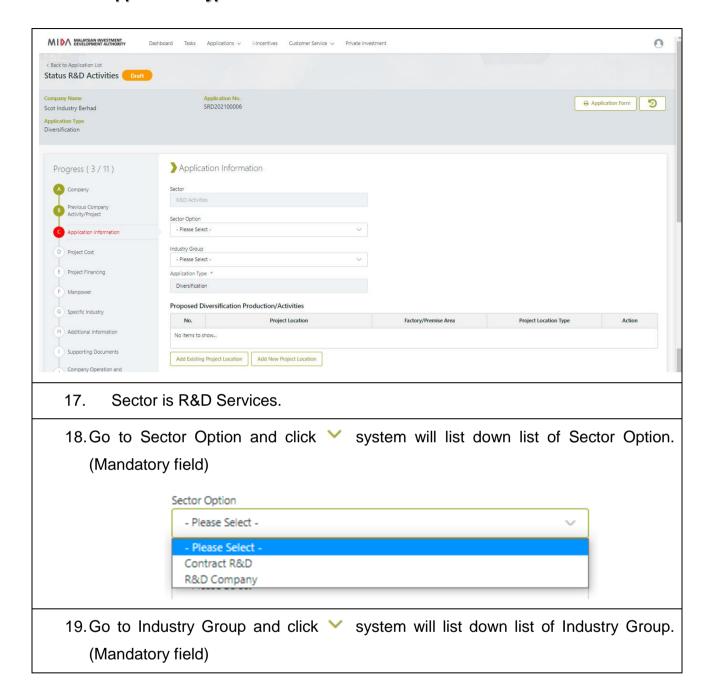
- i. Fill up all the information for new project location and click add button
 - Address
 - State
 - City
 - Postcode
 - Industrial Area
 - Remark *if applicable

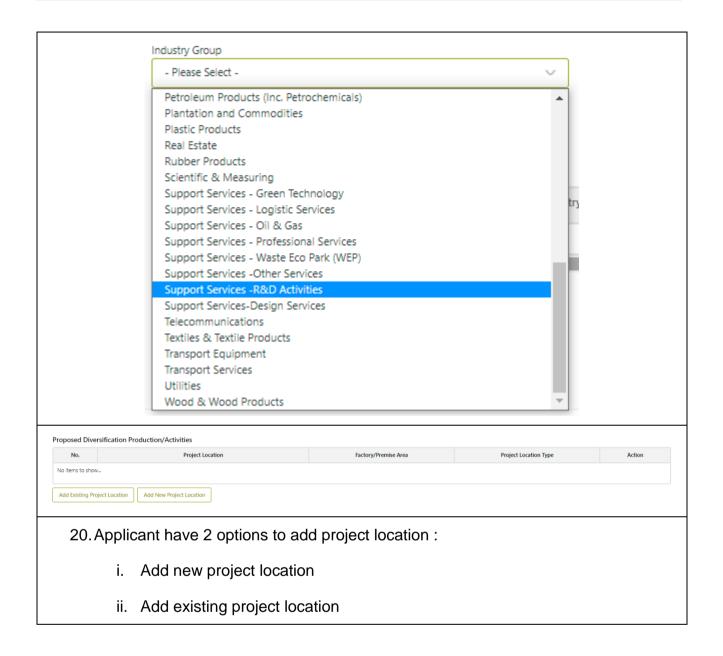


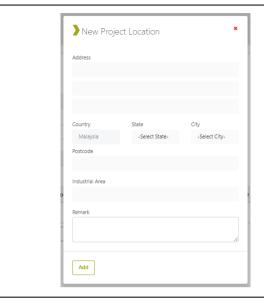
ii. Applicant shall be able to tick existing project location and click add button.



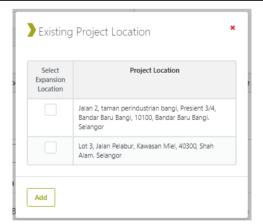
3.4.3 Application Type - Diversification



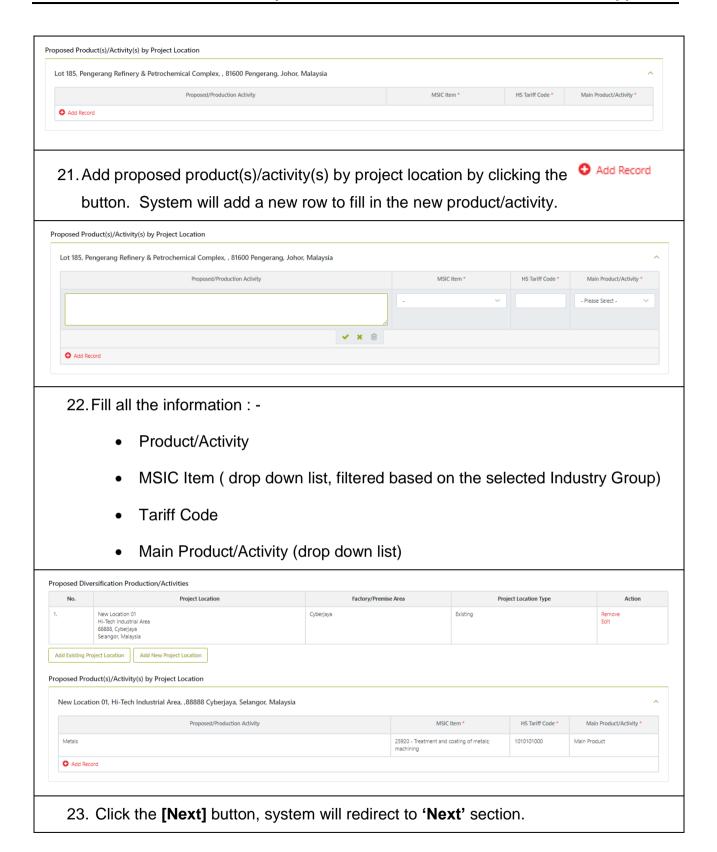




- i. Fill up all the information for new project location and click add button
- Address
- State
- City
- Postcode
- Industrial Area
- Remark *if applicable



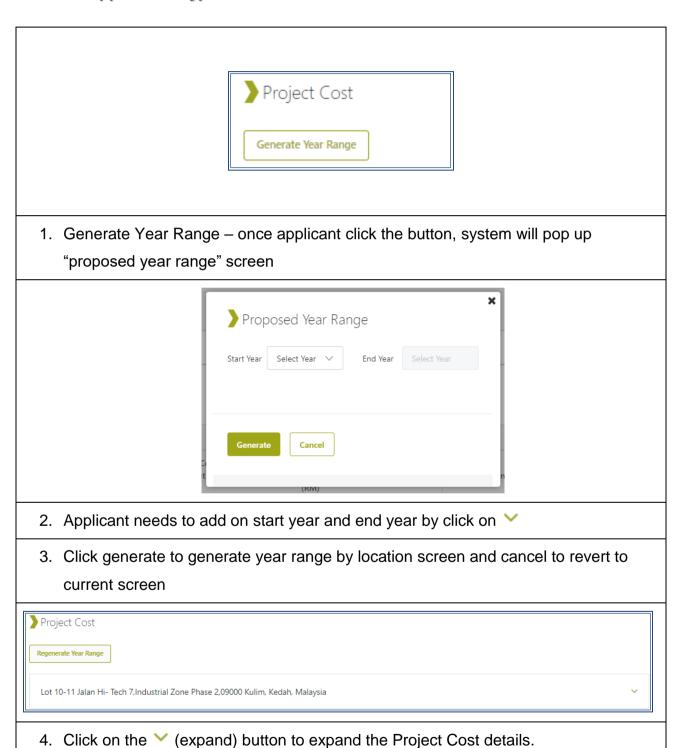
ii. Applicant shall be able to tick existing project location and click add button.

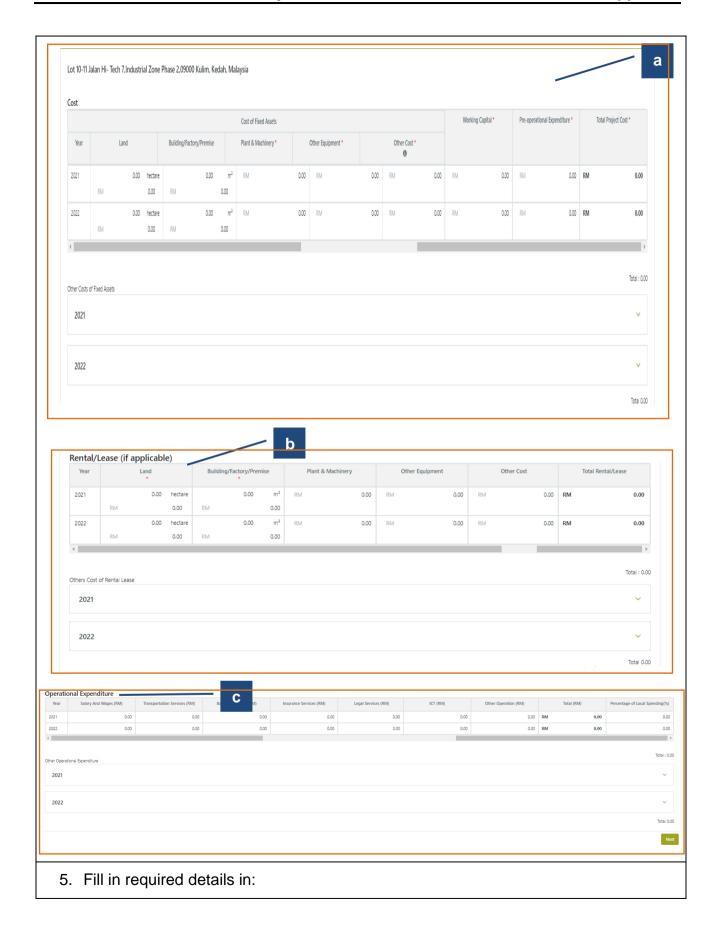


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3.5 **Project Cost**

3.5.1 Application Type - New



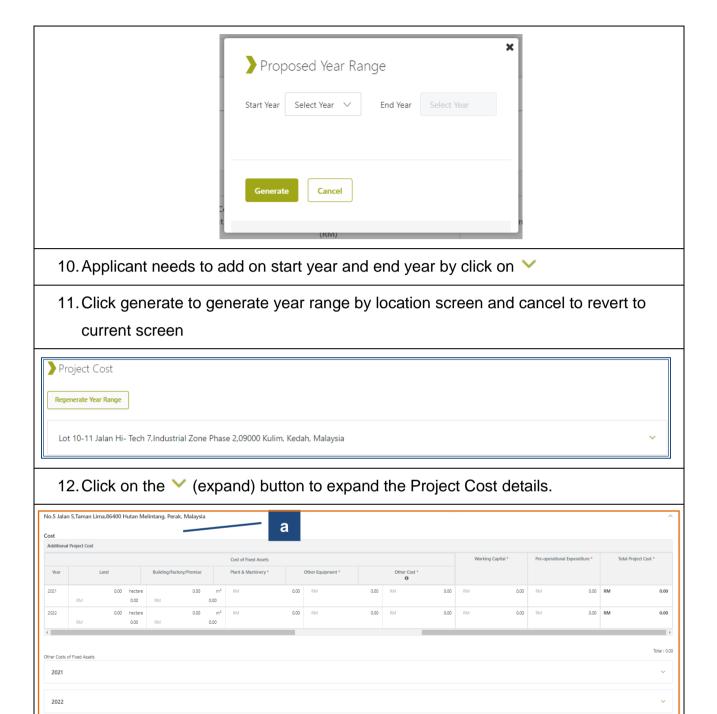


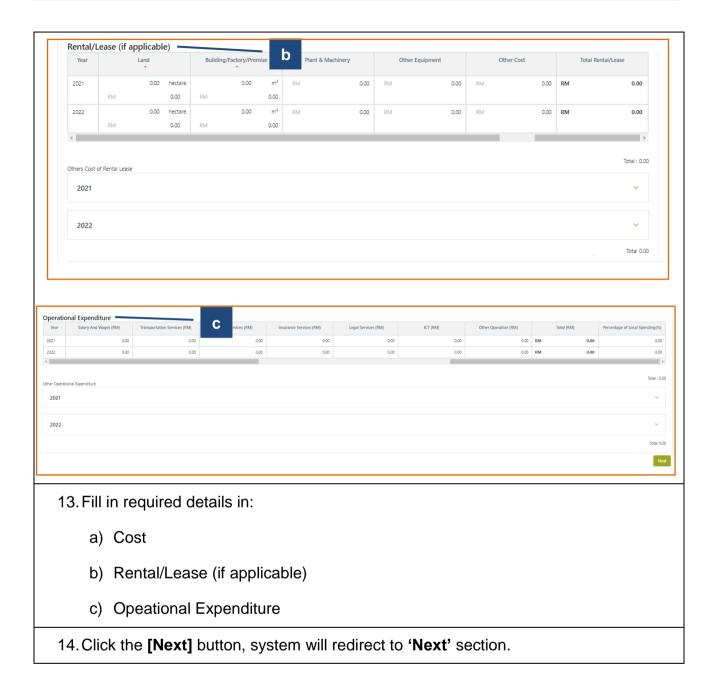
- a) Cost
- b) Rental/Lease (if applicable)
- c) Operational Expenditure
- 6. Click the [Next] button, system will redirect to 'Next' section.

3.5.2 Application Type – Expansion/Diversification



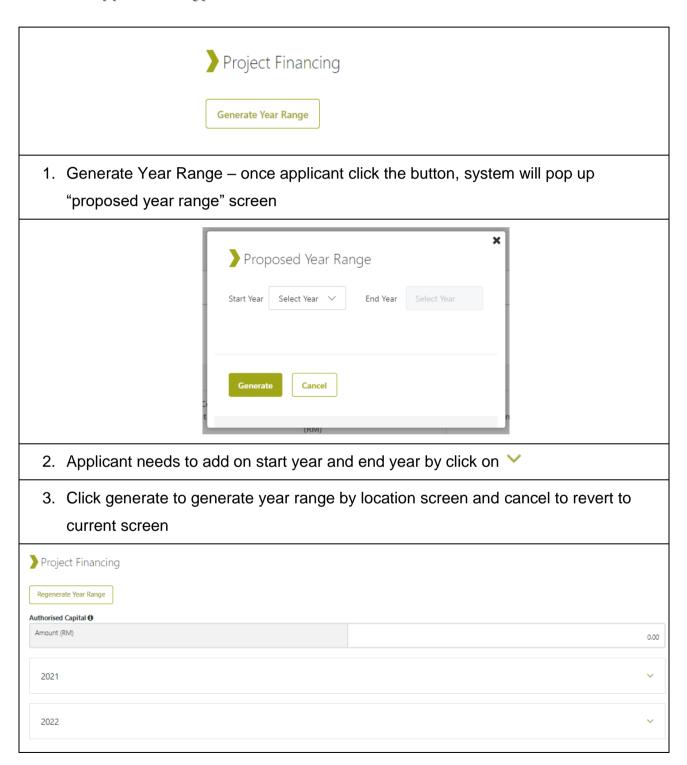
- 7. Total existing project cost will be default display if this company have existing project cost before.
- 8. Total existing and additional project cost will be default display if this company have total existing and additional project cost before.
- 9. Generate Year Range once applicant click the button,, system will pop up "proposed year range" screen

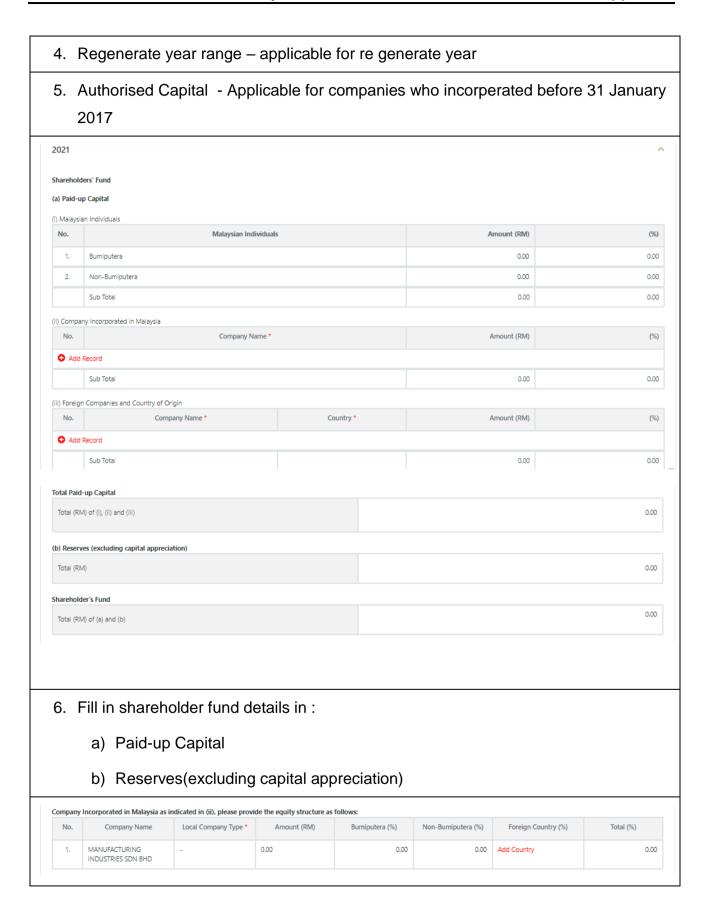




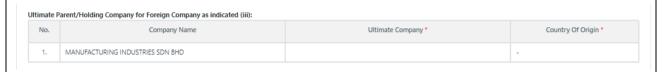
3.6 **Project Financing**

3.6.1 **Application Type - New**

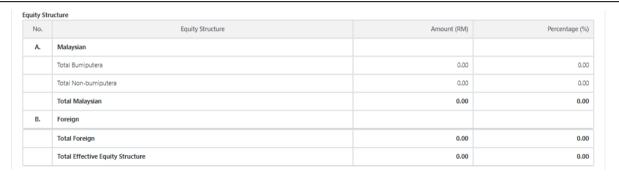




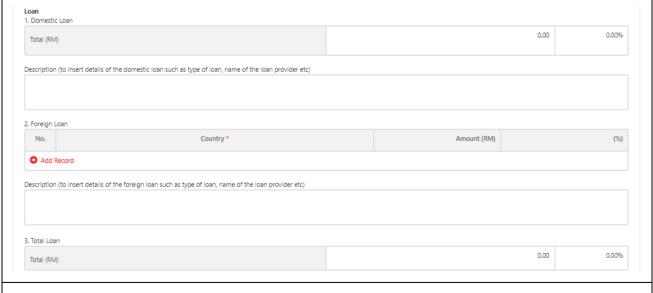
- 7. Company incorporated Company Incorporated in Malaysia as indicated in (ii please provide the equity structure as follows:
 - b) Required if "Company Incorporated in Malaysia"



- 8. Ultimate Parent/Holding Company for Foreign Company as indicated (iii):
 - Required if "Foreign Companies"



- 9. For equity structure details, system will auto calculate depends on input above.
 - a) Malaysian
 - b) Foreign (if applicable)



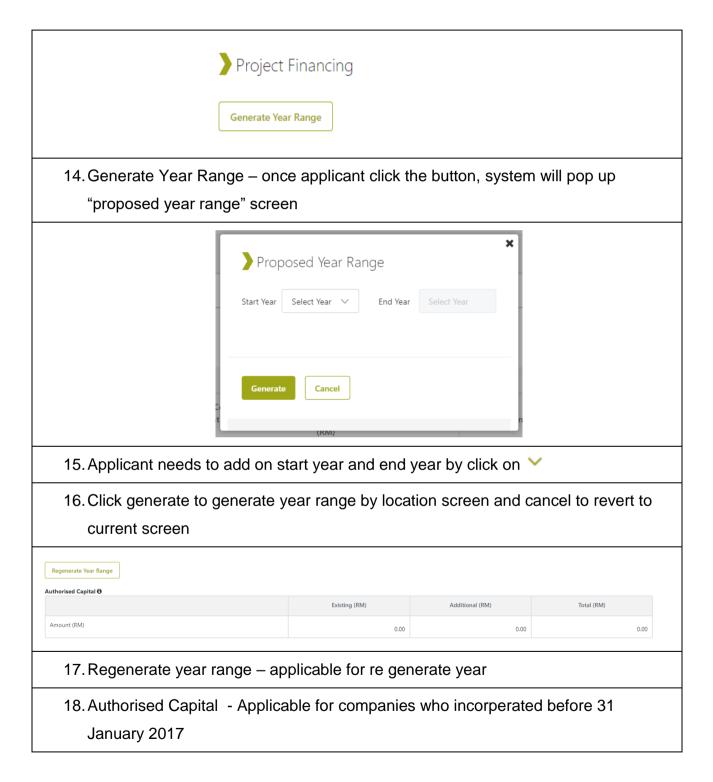
10. Fill in loan details in:

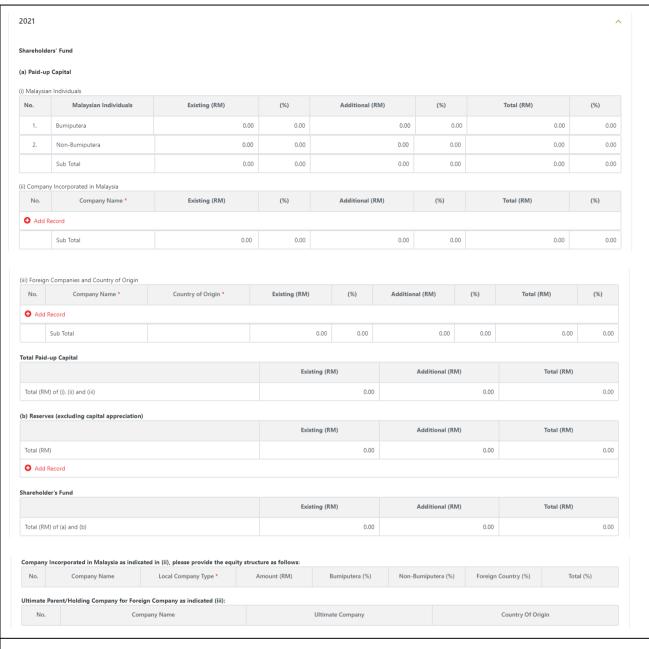
- a) Domestic Loan
- b) Foreign Loan
- c) Total Loan will be auto calculate depends on input above



- 11. Fill in other source details in
- 12. Total Financing will be will be auto calculate depends on input above.
- 13. Click the [Next] button, system will redirect to 'Next' section.

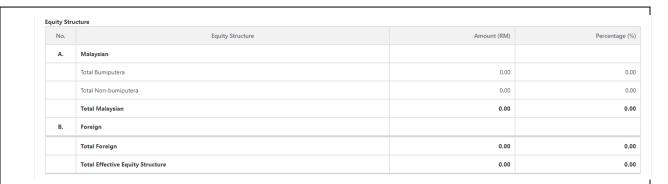
3.6.2 Application Type – Expansion/Diversification



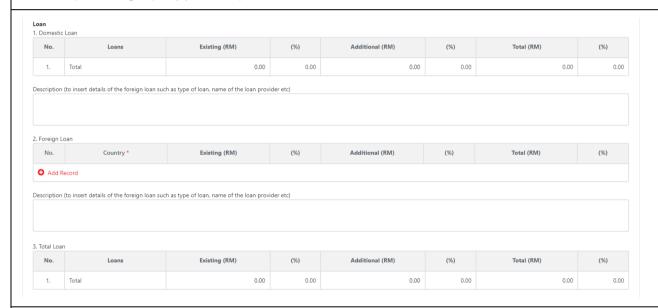


- 19. Fill in shareholder fund details in:
 - a) Paid-up Capital
 - b) Reserves(excluding capital appreciation)

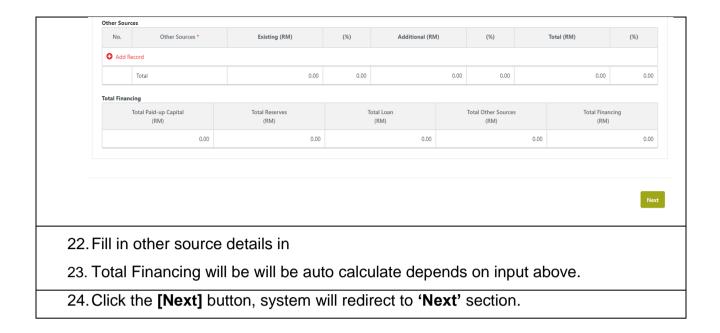
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- 20. For equity structure details, system will auto calculate depends on input above.
 - a) Malaysian
 - b) Foreign (if applicable)

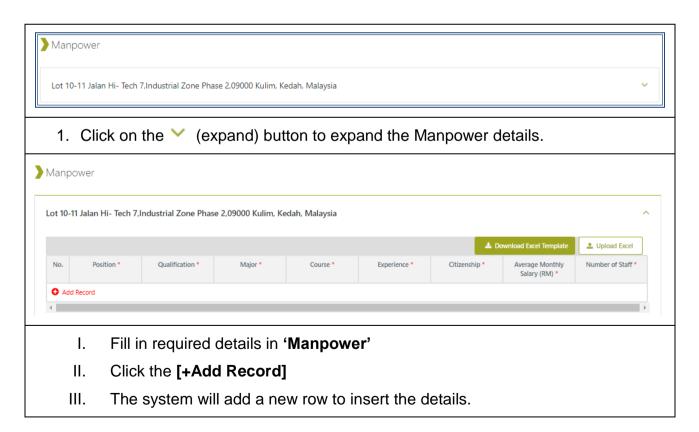


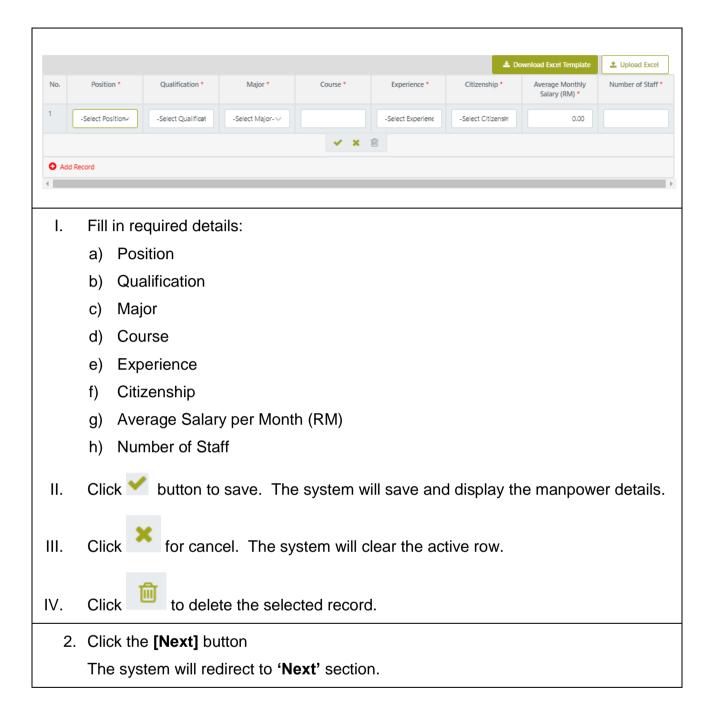
- 21. Fill in loan details in:
 - a) Domestic Loan
 - b) Foreign Loan
 - c) Total Loan will be auto calculate depends on input above



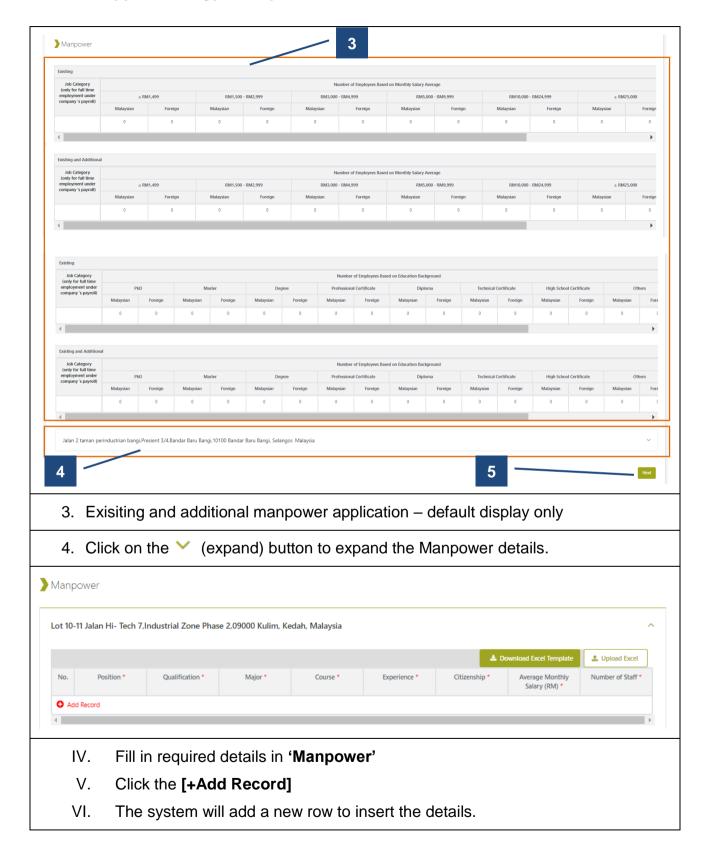
3.7 Manpower

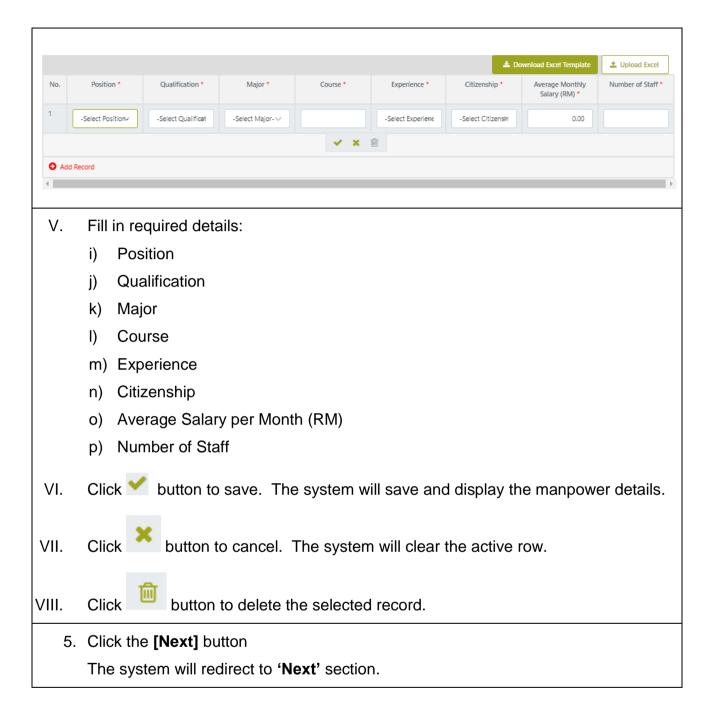
3.7.1 Application Type - New





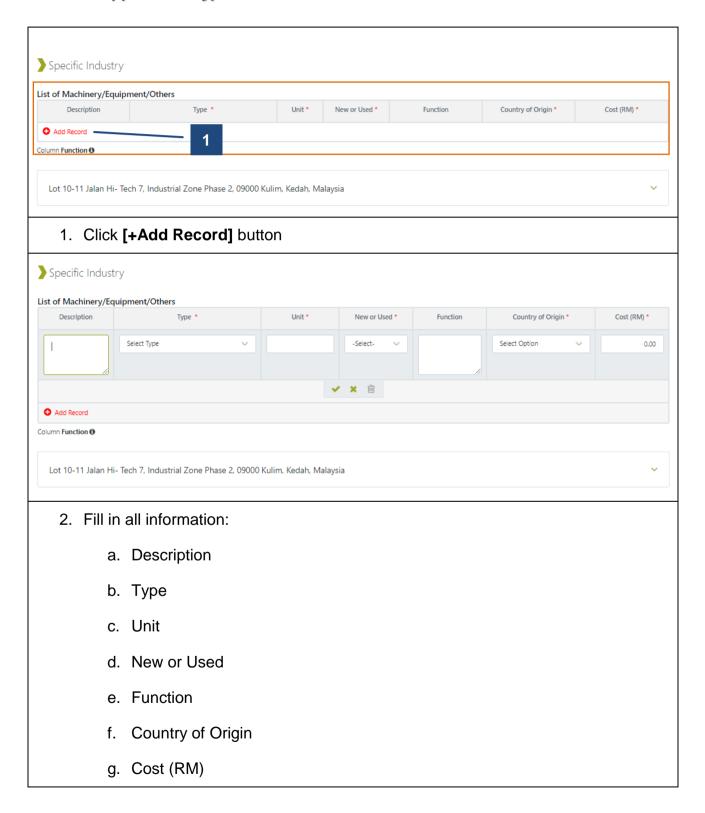
3.7.2 Application Type – Expansion/Diversification

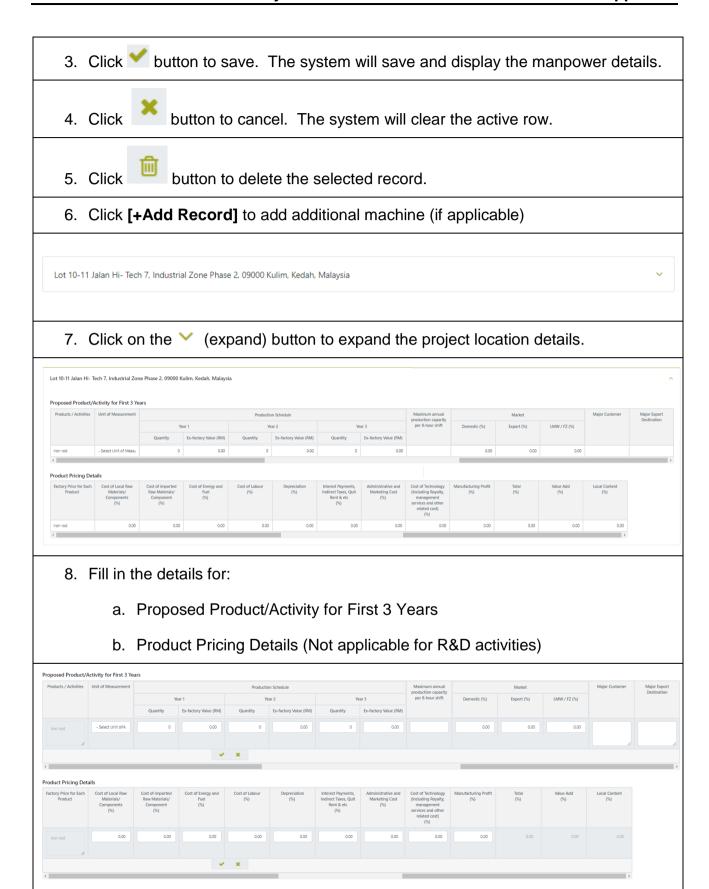




3.8 **Specific Industry**

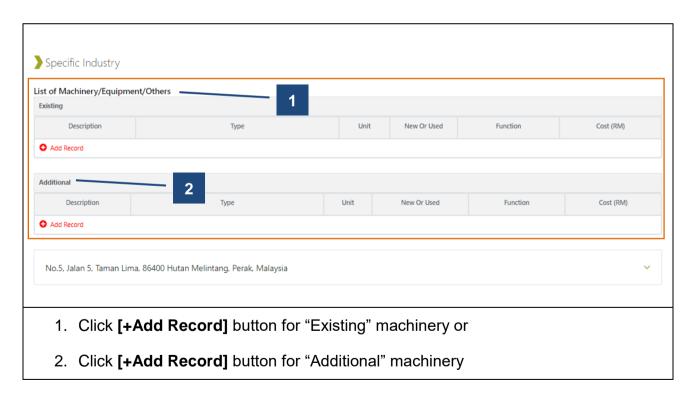
3.8.1 Application Type - New

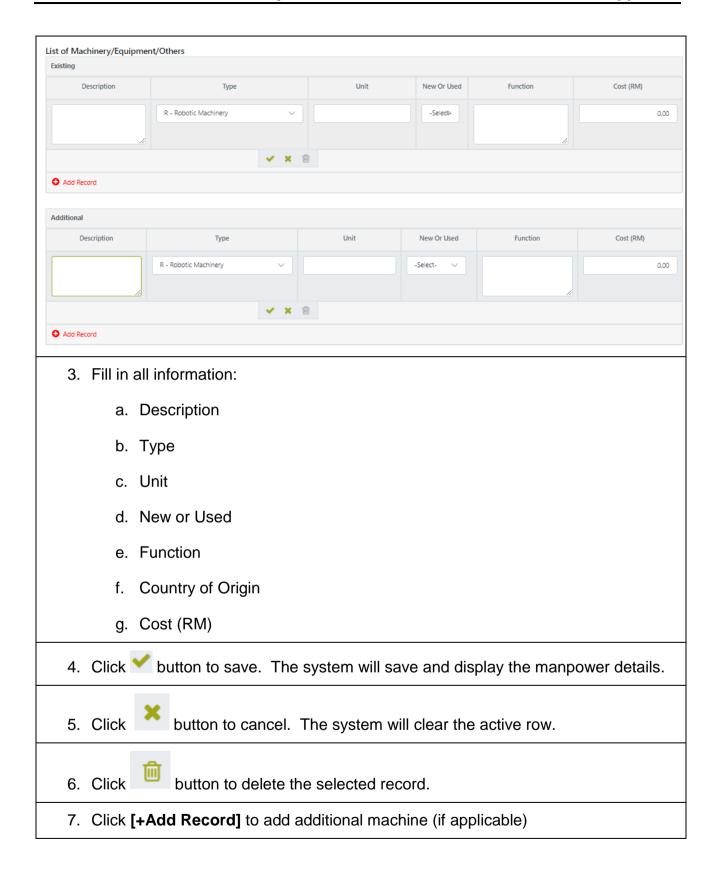


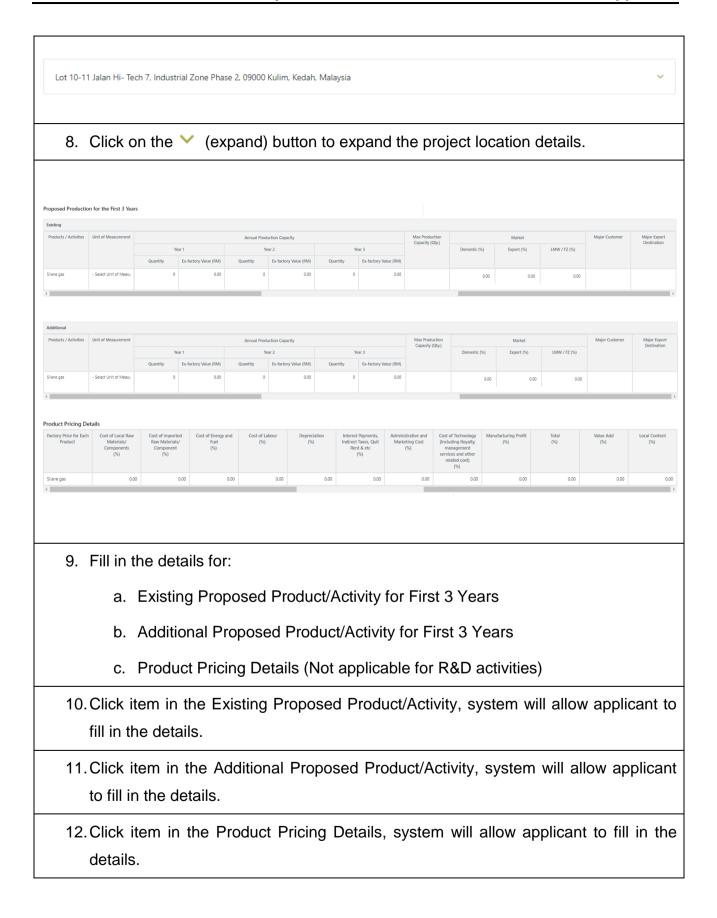


- 9. Click item in the Proposed Product/Activity, system will allow applicant to fill in the details.
 10. Click item in the Product Pricing Details, system will allow applicant to fill in the details.
 11. Click button to save. The system will save and display the manpower details.
 12. Click button to cancel. The system will clear the active row.
 13. Click button to delete the selected record.
 - 3.8.2 Application Type Expansion/Diversification

14. Click the **[Next]** button, system will redirect to 'Next' section.







InvestMalaysia Evaluation R&D Status User Guide for Applicant

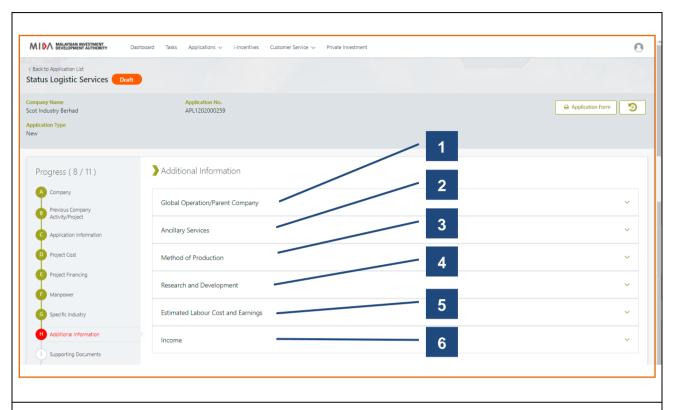
13. Click ✓ button to save. The system will save and display the details.

14. Click button to cancel. The system will clear the active row.

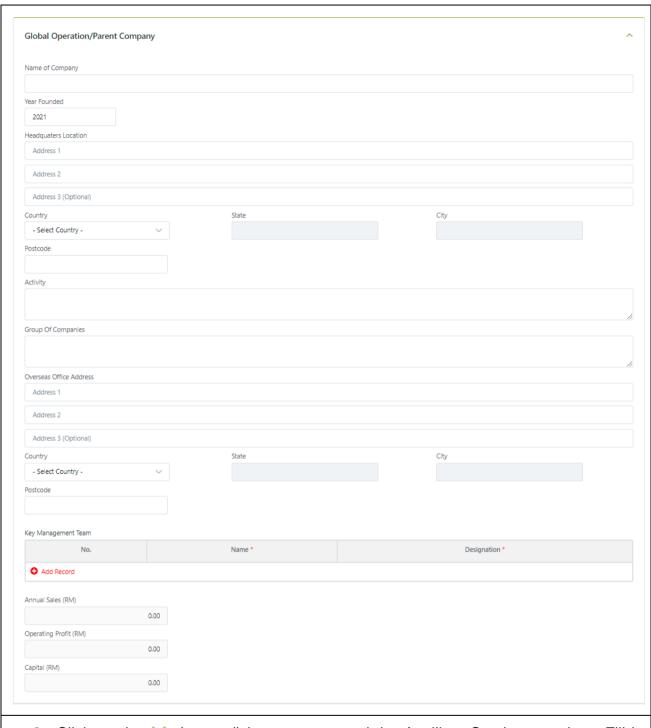
15. Click button to delete the selected record.

16. Click the [Next] button, system will redirect to 'Next' section.

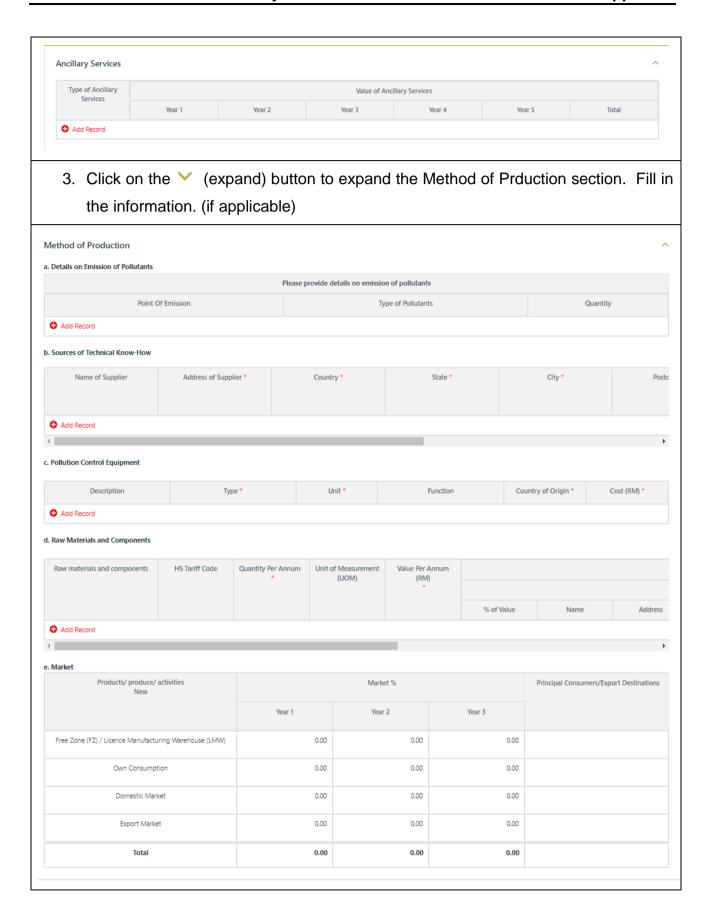
3.9 Additional Information



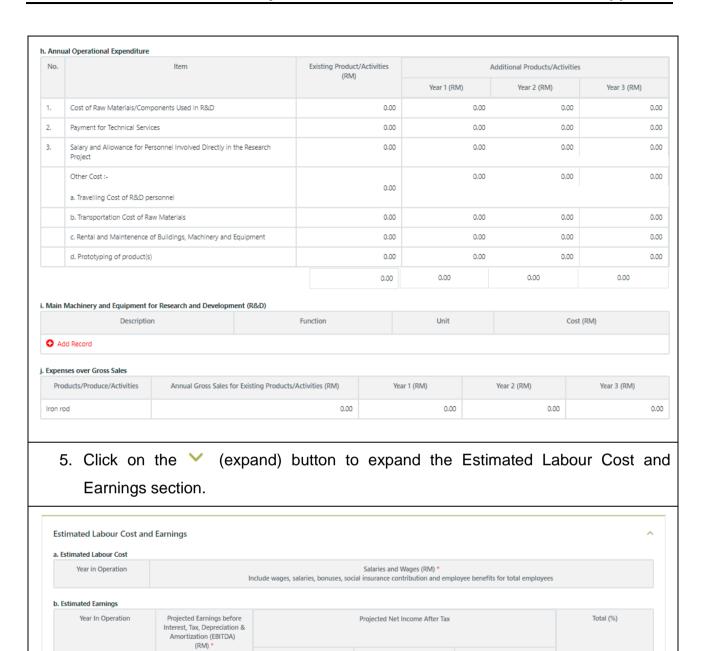
1. Click on the ✓ (expand) button to expand the Global Operation/Parent Company section. Fill in the information. (if applicable)



2. Click on the (expand) button to expand the Ancillary Services section. Fill in the information. (if applicable)



4. Click on the Y (expand) button to expand the Research and Development section. Research and Development a. Research and Development Activity *Company must comply with the new R&D definition under the Investment Promotions Act, 1986 as announced in Finance Act 2018 Title of Project/Activity Date of Commencement and duration Objective Add Record Designation Add Record c. Collaboration with Local Universities/Research Institutes/Companies (If any) Please indicate if your company plans to collaborate with Local Universities/Research Institutes/Companies Name of Universities/Research Institutes/Companies Type of Collaboration Add Record d. Creation, Filing & Registration of Intellectual Properties (IPs) (If any) Please indicate if your company plans to create \, file or register Intellectual Properties (IPs) -Please Selecte. Type of Intellectual Property (IP) developed, filed and registered Date of Filing i.e Malaysia Intellectual Property (MyIPO), Intellectual Property of Singapore (IPOS) Add Record f. If company owns and derives Intellectual Property (IPs) income, please provide information as below Type of IP Type of IP Expenditure Annual Income (RM) Percentage of IP cost embedded in the product pricing (%) i.e Patent, License, Copyrighted Software Add Record g. If company use licensing or purchasing of Intellectual Property (IP) from other parties, please provide information as below Form of Payment for Licensing Owner of IP Country Form for Payment for Purchasing i.e Lump Sum Payment or by Progress Type of IP Licensing/Acquisition Cost (RM) i.e Fees or Royalty Add Record



Remitted out of Malaysia (%)

0.00

Held in Malaysia as reserves (%)

6. Click on the (expand) button to expand the Income section.

0.00

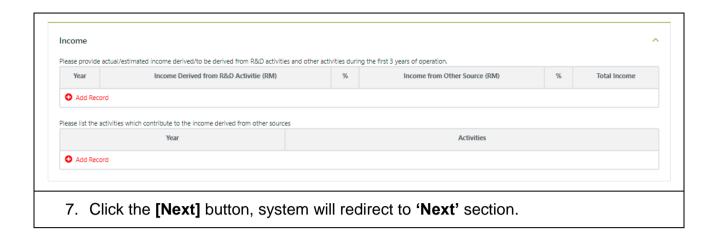
0.00

2020

Reinvested in Malaysia (%)

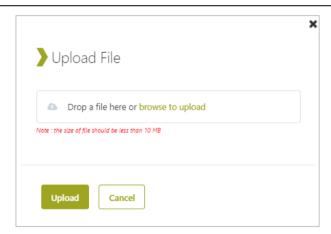
0.00

0.00

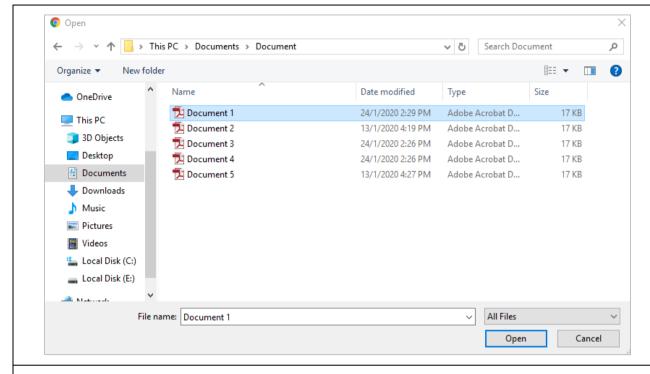


3.10 Supporting Documents

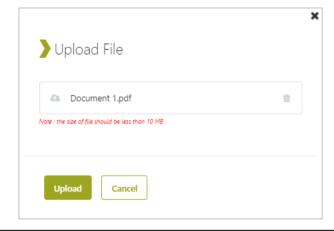
- 1. Upload mandatory document (denoted as '*' sign) by click [Upload File]
- 2. The system will display pop-up message 'Upload File'



- 3. Click the 'browse to upload'
- 4. The system will open the windows file upload.

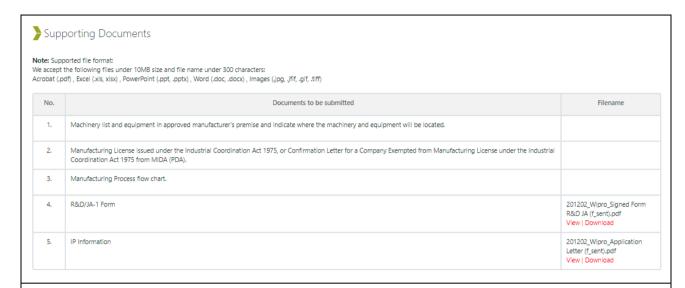


- 5. Select a file and click [Open] button
- 6. Then system will display the filename and ready to be uploaded.



- 7. Click the [Upload] button
- 8. The system will display the filename at 'Supporting Document'.

InvestMalaysia Evaluation R&D Status User Guide for Applicant



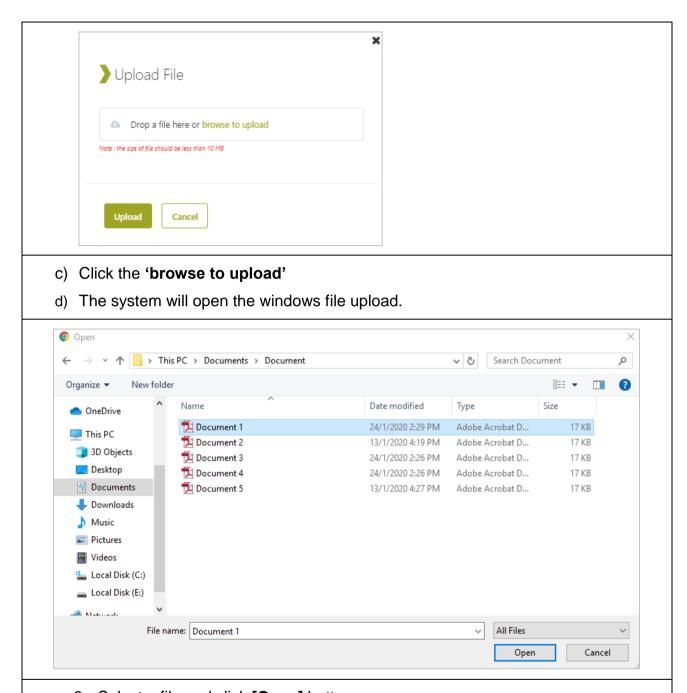
9. Click the [Next] button

The system will redirect to the 'Company Operation and Technology 'section.

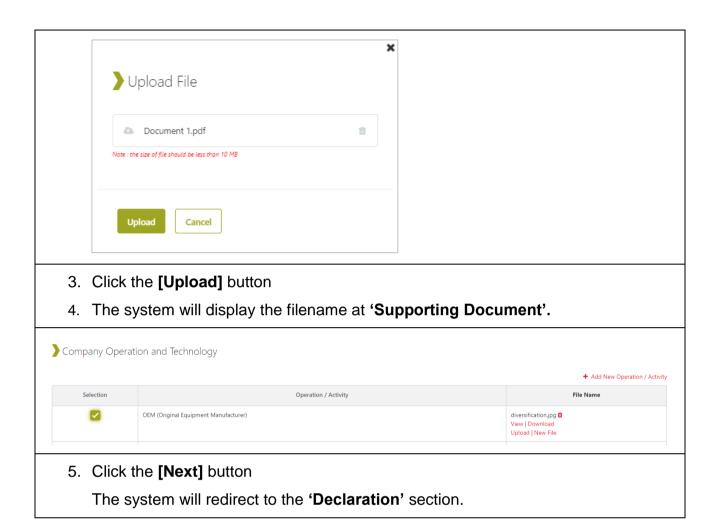
3.11 Company Operation and Technology

- 1. This section is mandatory to select and upload file at least 1 category 2. If applicant have additional category, applicant should + Add New Operation / Activity Selection Operation / Activity File Name OEM (Original Equipment Manufacturer) Upload File ODM (Original Design Manufacturer) Upload File Contract Manufacturing Upload File Undertake Research and Development R&D Activity Upload File Undertake Design and Development R&D Activity Upload File Adoption and Technology Upload File Biomass Upload File Consumption of Recycled Material / Components Upload File Quality Projects Upload File **~** Knowledge Based Upload File Simulation Upload File Additive Manufacturing Upload File Cybersecurity Upload File Cloud Computing Internet of Things (IoT) Upload File Big Data Analytics Upload File Autonomous Robot Upload File System Integration Upload File Augmented Reality Upload File Artificial Intelligence Upload File Advanced Materials Upload File a) Upload document by tick selection category and click [Upload File]

 - b) The system will display pop-up message 'Upload File'



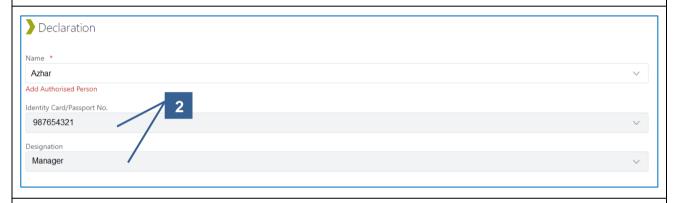
- 3 Select a file and click [Open] button
- 2. Then system will display the filename and ready to be uploaded.



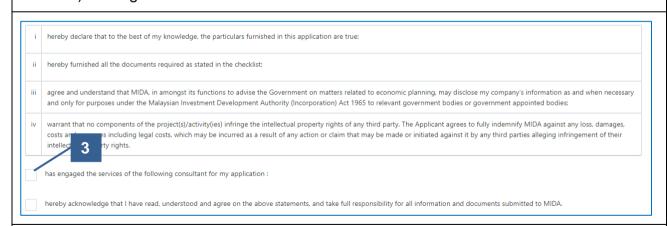
3.12 **Declaration**



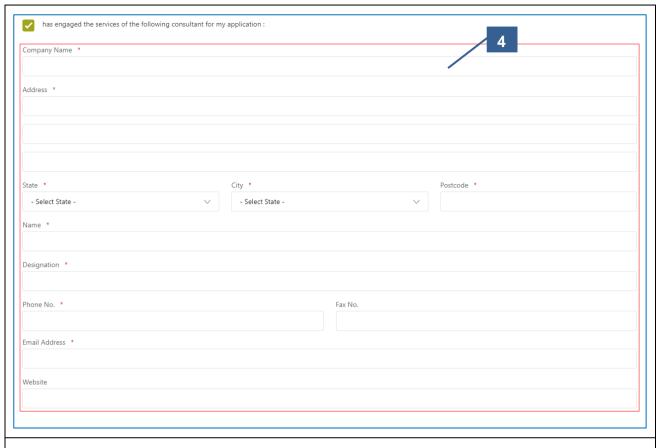
1. Click the dropdown 'Name'. Select an Authorised Person from the dropdown list.



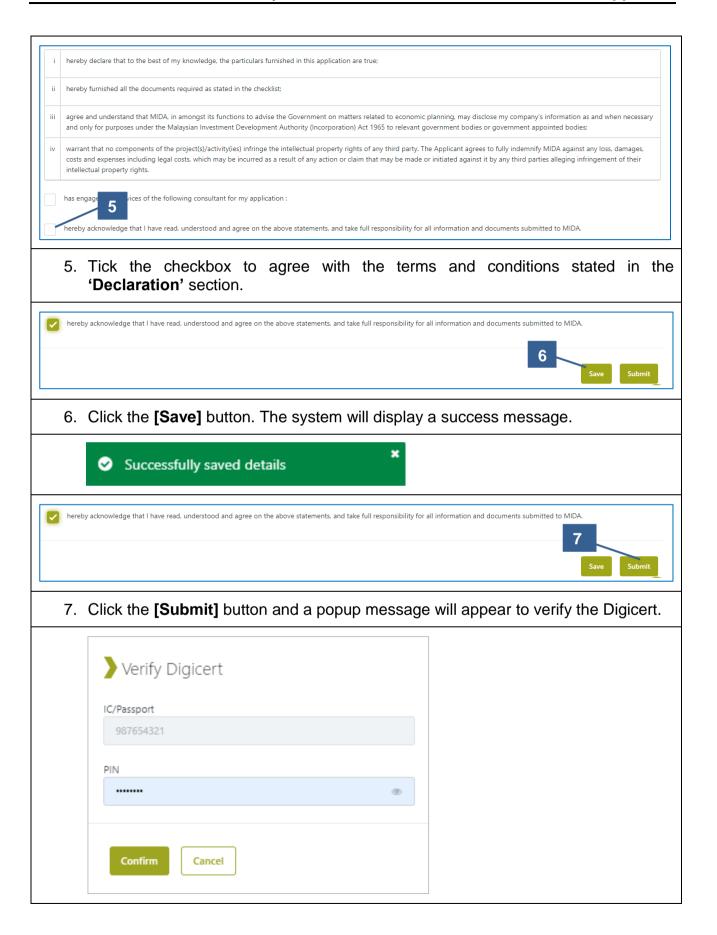
- 2. The system will auto-fill:
 - a) Identity No./Passport No.
 - b) Designation



3. Tick the checkbox if engaging consultant services.



- 4. Fill in Consultant details such as:
 - (a) Company Name
 - (b) Address
 - (c) State
 - (d) City
 - (e) Postcode
 - (f) Name
 - (g) Designation
 - (h) Phone No.
 - (i) Fax No.
 - (j) Email Address
 - (k) Website



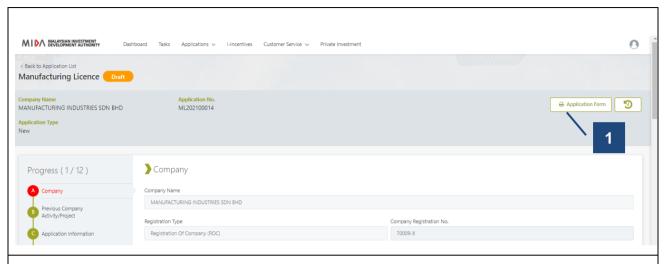
- 8. Click the [Cancel] button system will return to the 'Declaration' section.
- 9. Insert PIN and click the [Confirm] button
- 10. The system will display a success message.



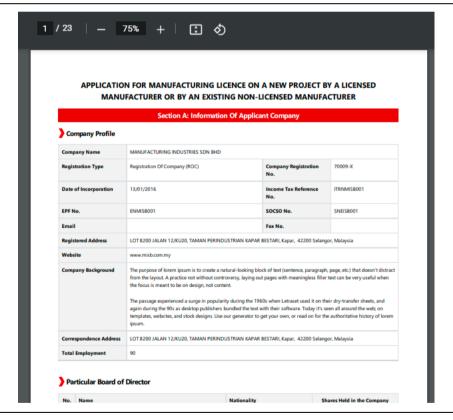
11. The system will show the above pop-up message as the submission is successful. Now the user may wait for the notification email from MIDA regards the further process.



3.13 Print Preview Application Form



1. Click on the [Application Form] button.



2. The web browser will open a new tab and display the print preview format of the Application Form. Scroll down the document to view all pages.

3.14 Application is Submitted to processing division



InvestMalaysia - Submitted Application ML202100048

Dear

Application ML202100048 has been submitted to Chemical & Advanced Materials Division.

The details of the application are as follows:

Company Name: SEMICONDUCTOR INDUSTRIES SDN BHD

Application No.: ML202100048

Application: Manufacturing Licence (Manufacturing)

Submission Date: 14/01/2021

Thank you.

Regards,

InvestMalaysia 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: 603-2274 7970 Email: investmalaysia@mida.gov.my

InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

Official Website: https://www.mida.gov.my

3.15 Application is Returned by MIDA due to incomplete information



InvestMalaysia - Returned Application ML202100049

Dear midamalaysia 123,

Your application ML202100049 has been returned.

Remark: No product description

Please update and resubmit your application.

Thank you.

Regards,

InvestMalaysia 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: 603-2274 7970 Email: investmalaysia@mida.gov.my

InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

Official Website: https://www.mida.gov.my

3.16 Acknowledgement Email and Letter when application is received and being processed



InvestMalaysia - Permohonan Diterima MIDA ML/2021/00026

Tuan/Puan.

Adalah dimaklumkan bahawa permohonan syarikat tuan/puan telah diterima dan sedang dipertimbangkan.

No. Ruj. MIDA : ML/2021/00026 No. Ruj. Permohonan : ML202100047 Tarikh Diterima : 14/01/2021 09:18:36

Nama Syarikat : MANUFACTURING INDUSTRIES SDN BHD

No. Pendaftaran Syarikat : 70009-X
Pegawai Dihubungi : Faridah Ariffin
Jawatan : Manager
No. Telefon : 01101234567

Emel :

Bahagian : Kimia dan Bahan Termaju

Pengarah/Timbalan Pengarah : ,
No. Telefon : 0322676773

Emel :

 Pegawai MIDA
 : 0322676726

 Emel
 : 0322676726

Sekian, terima kasih.

InvestMalaysia 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: 603-2274 7970 Email: investmalaysia@mida.gov.my

InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

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3.17 Email Notification when application is successful



InvestMalaysia - Pemberitahuan Surat Keputusan [Company Name] Reference No.]

Tuan/Puan.

Adalah dimaklumkan bahawa Surat Keputusan bagi permohonan syarikat tuan/puan [Company Name] [Reference No.

Surat Keputusan tersebut boleh dimuat turun menerusi:

Surat Keputusan: PDA/2021/00011

MIDA menggunapakai Tandatangan Digital (Public Key Infrastructure (PKI/Digital Certificate)) ke atas Surat Keputusan yang dikeluarkan. Penggunaan sistem ini membolehkan:

- i) Pihak syarikat tuan/puan menerima Surat Keputusan secara online.
- Pihak Kementerian Kewangan, MITI, dan Jabatan Kastam DiRaja menerima dan mengakses Surat Keputusan secara online.

Sekian, terima kasih.

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

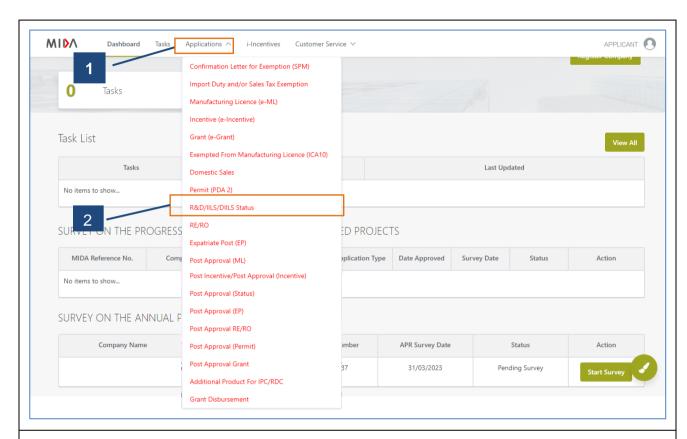
Tel: 603-2267 3633 Fax: 603-2274 7970 Email: investmalaysia@mida.gov.my

InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

Official Website: https://www.mida.gov.my

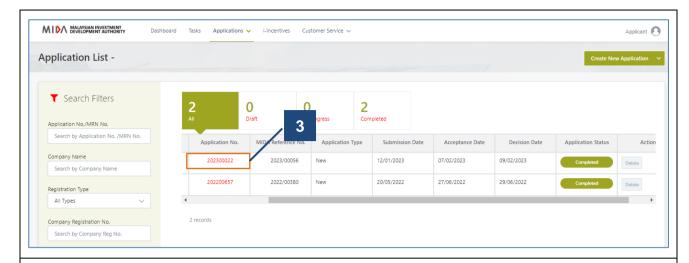
3.18 **Download Decision Letter and Verify QR Code**

3.18.1 View Successful Application



Upon receiving email notification when application is successful, user shall be able to view the Decision Letter in the application form.

- 1. To view the application, click on the **[Applications]** menu. The system will display all online modules in the dropdown menu.
- 2. Click on the module link that user wish to open



3. Once the **Application List** for the selected module is displayed, click on the **[Application No]** link that user wish to view.

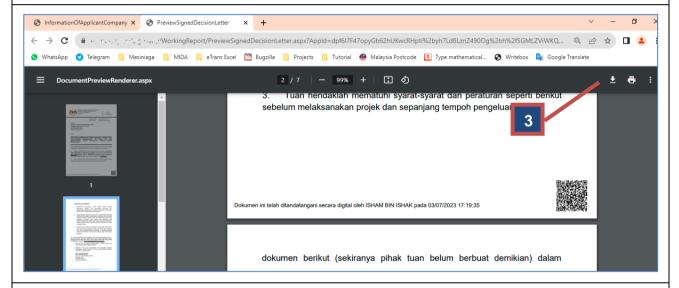


4. System will display the selected application form

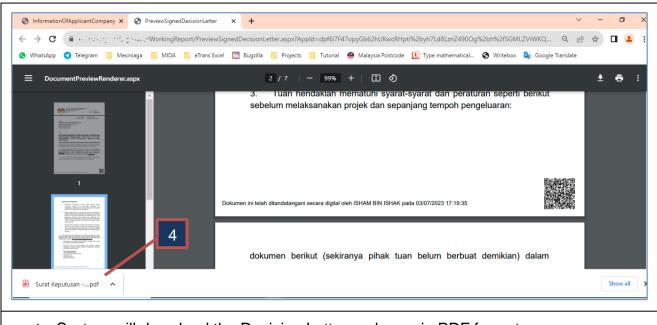
3.18.2 Download Decision Letter



1. From the Application Form header, click on the [Decision Letter] action button.

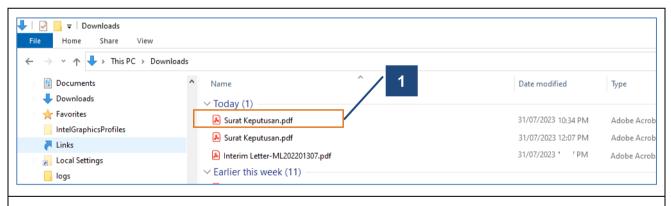


- 2. System will display the Decision Letter in a new browser tab.
- 3. Click on the [Download] icon to download the document to local folder.

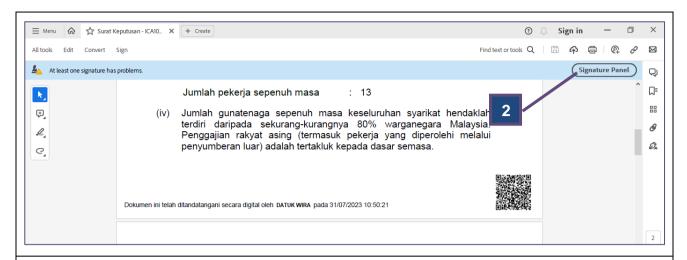


4. System will download the Decision Letter and save in PDF format.

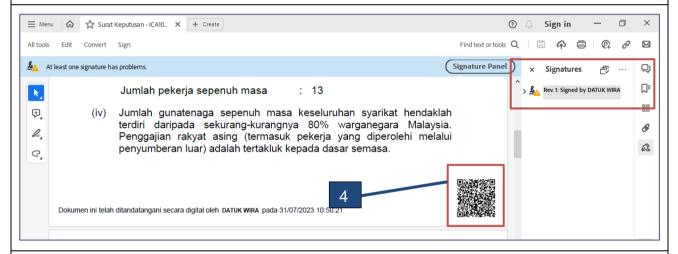
3.18.3 Verify QR Code



1. Once the Decision Letter is downloaded, navigate to the location of the document and launch the document.



2. System will display the selected document in PDF Reader application. At the top right of the document, user can click the **[Signature Panel]** to view the digital signature details.



- 3. System will display the name of the Officer who digitally signed the letter.
- 4. At the bottom of the first page, there is a QR Code that user can scan using a mobile application to validate the letter.
- 5. The QR Code embedded in the document **can only** be read by **eValidator** mobile application.
- Please refer to the User Guide document "[Invest Malaysia] eValidator Mobile Application" (MIDA QR Code mobile application) on how to install the mobile application.

Appendix 1: System Flow Diagram

