



InvestMalaysia
investmalaysia.mida.gov.my

Evaluation (Expatriate Post) User Guide for Applicant

Learn About the System

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Chapter 1 INTRODUCTION

This user guide will walkthrough the process of submitting Import Duty and/or Sales Tax Exemption application by providing step-by-step instructions with illustrations to help applicant understand each step.

1.1 Intended User

This user guide is targeted for:

- Applicant or Company

1.2 Web Browser

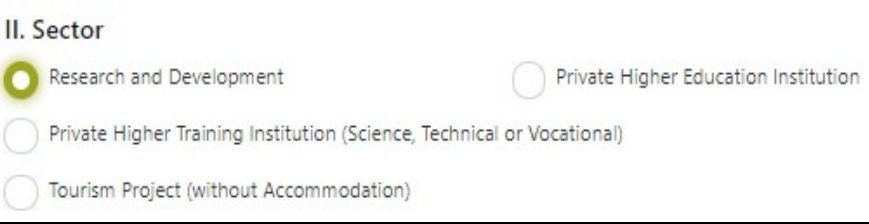
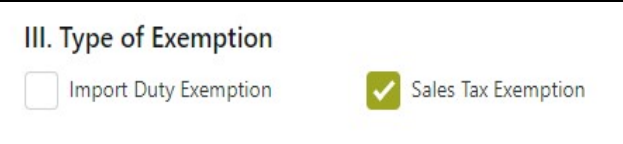
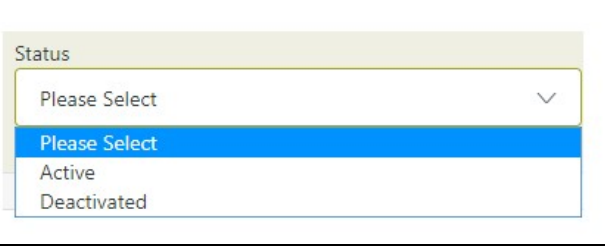
Best viewed in 1024 x 768 using [Google Chrome](#) or [Mozilla Firefox](#). This website is mobile responsive.

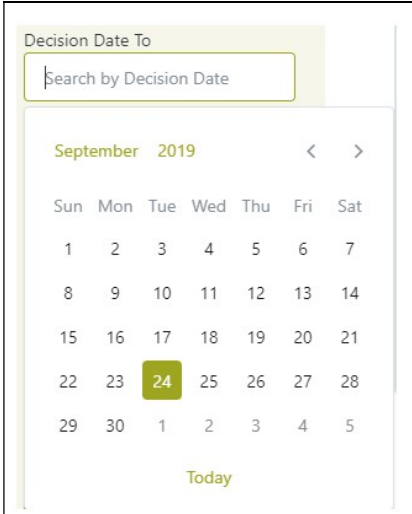
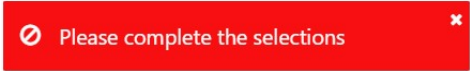
1.3 URL

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

1.4 Common Fields and Definitions

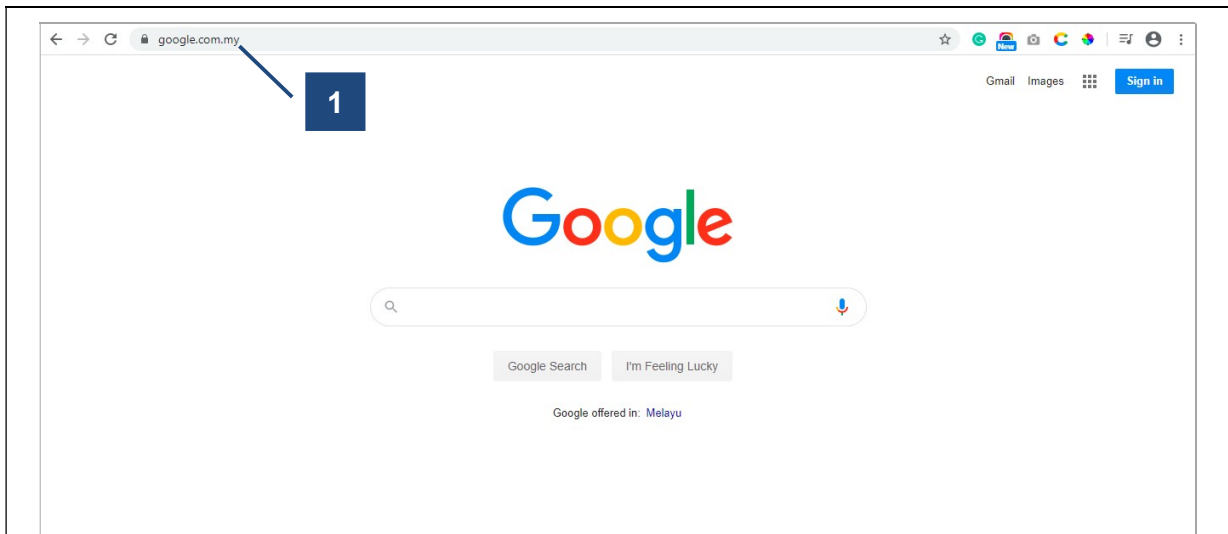
No.	Field	Description
1.	Textbox	A box that allow user to type-in information. Usually, it has characters limit.  If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.
2.	Button	An item that allow user to click and it will respond according to it's purpose; usually denoted as the button's name.

No.	Field	Description
		
3.	Radio button	A selection features that allows the user to choose only ONE selection from the data sets. Usually it's round-shaped. 
4.	Check Box	A selection features that allows the user to check/uncheck selections from the data sets. Usually it's box-shaped. 
5.	Dropdown	A features that allows user to select a value from a series of option. Usually when user click a dropdown, a list of options will be displayed vertically and user may select one value from the list. 
6.	Calendar	A features that allows user to select a date from a calendar and/or time from a time range.

No.	Field	Description
		
7.	Success Message	A message that is displayed once an action taken was successful. It is displayed in green color. 
8.	Error/Failure message	A message that is displayed once an action taken was failed. It is displayed in red color. 

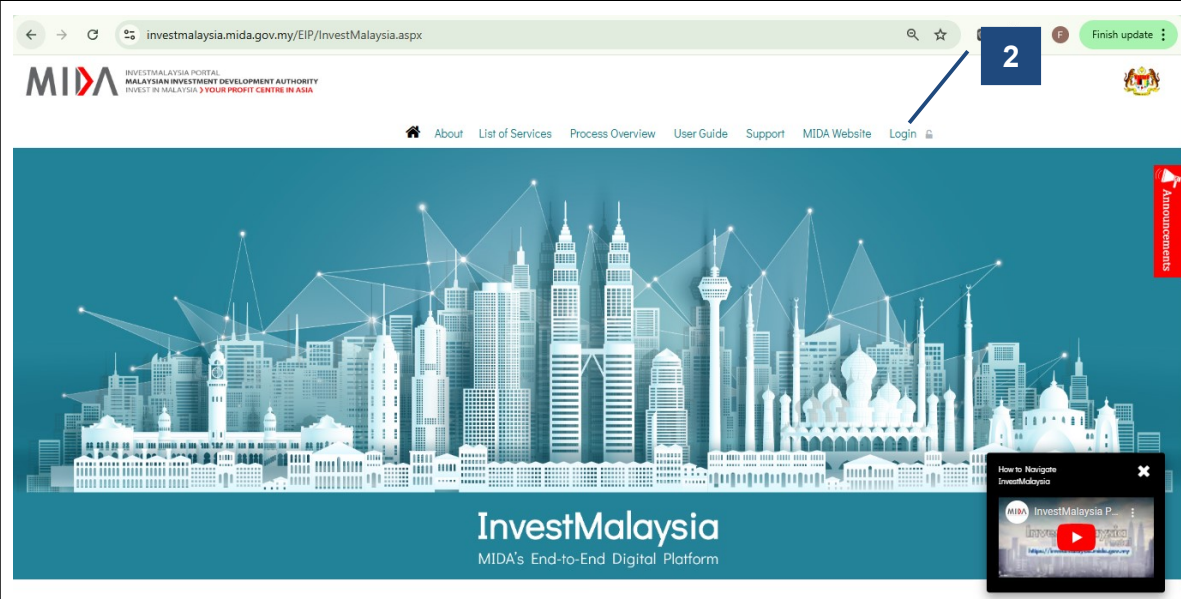
Chapter 2 INVEST MALAYSIA ONLINE PORTAL

2.1 Login Page

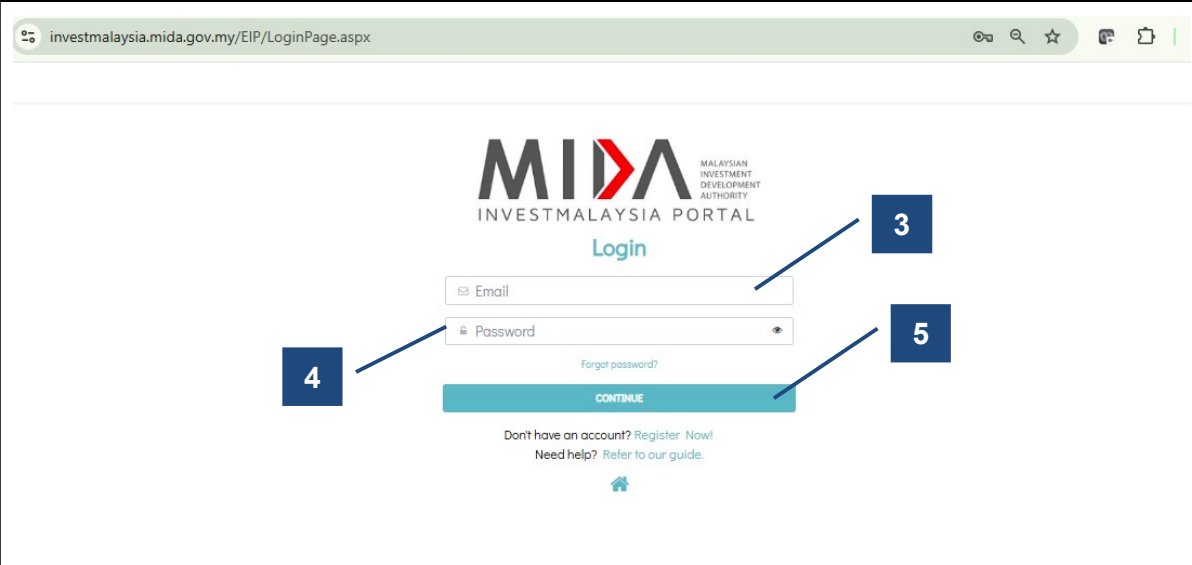


1. Open web browser.

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



2. Click [Login](#) link to login to the system.



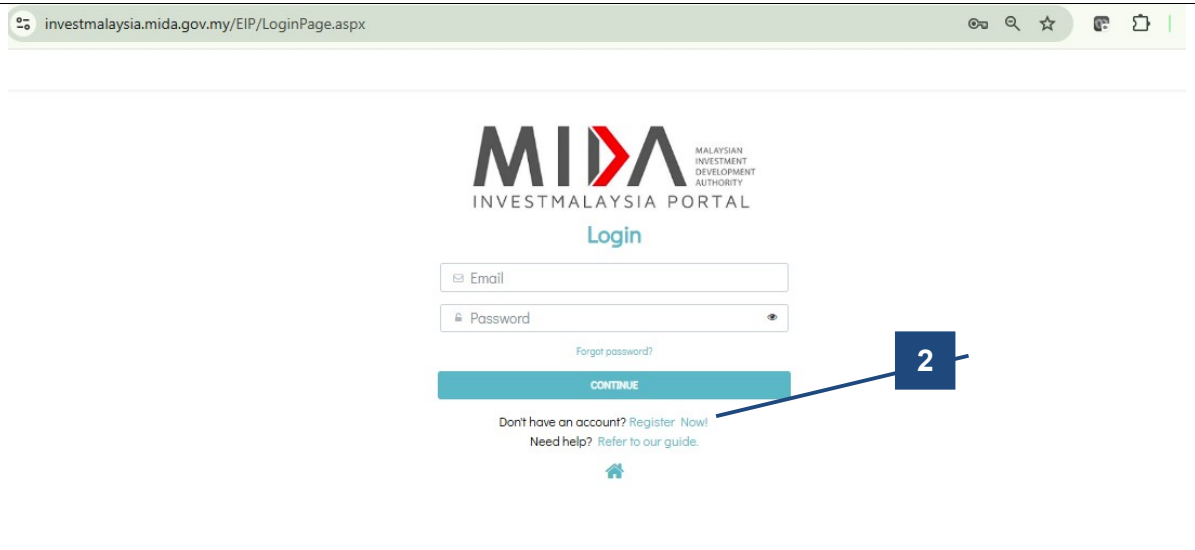
The screenshot shows the login page of the InvestMalaysia Portal. The URL in the browser's address bar is `investmalaysia.mida.gov.my/EIP/LoginPage.aspx`. The page features the MIDA logo and the text "MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY" and "INVESTMALAYSIA PORTAL". Below the logo is a "Login" heading. There are two input fields: "Email" and "Password". A "Forgot password?" link is located below the password field. A blue "CONTINUE" button is positioned below the input fields. Below the button, there are links for "Don't have an account? Register Now!" and "Need help? Refer to our guide." with a home icon. Three numbered blue boxes with arrows indicate the login steps: 3 points to the Email field, 4 points to the Password field, and 5 points to the CONTINUE button.

3. Enter username (must use the email that has been registered);
4. Enter password; and
5. Click the **[Continue]** button

System will redirect to the '**Dashboard**' page.

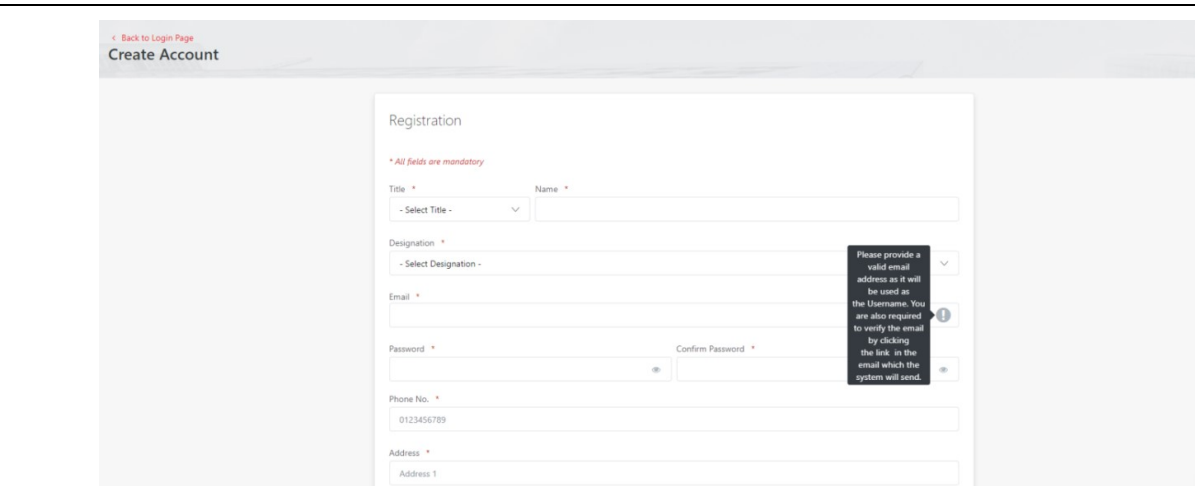
2.2 Registration Page

1. Go to Investmalaysia website :



The screenshot shows the InvestMalaysia Portal Login Page. The browser address bar displays "investmalaysia.mida.gov.my/EIP/LoginPage.aspx". The page features the MIDA logo (MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY) and the text "INVESTMALAYSIA PORTAL". Below the logo is a "Login" section with input fields for "Email" and "Password", a "Forgot password?" link, and a blue "CONTINUE" button. A blue box with the number "2" is positioned next to the "CONTINUE" button, with a line pointing to the "Register Now!" link below it. At the bottom, there are links for "Don't have an account? Register Now!" and "Need help? Refer to our guide." with a home icon.

2. Click **[Register Now]**



The screenshot shows the InvestMalaysia Portal Registration Page. The page has a header with a link to "Back to Login Page" and a "Create Account" button. The main section is titled "Registration" and contains a form with the following fields: "Title" (dropdown menu), "Name" (text input), "Designation" (dropdown menu), "Email" (text input), "Password" (text input with a strength indicator), "Confirm Password" (text input with a strength indicator), "Phone No." (text input with a strength indicator), and "Address" (text input). A blue box with the number "2" is positioned next to the "Email" field, with a line pointing to the "Email" field. A tooltip message is displayed next to the "Email" field, stating: "Please provide a valid email address as it will be used as the Username. You are also required to verify the email by clicking the link in the email which the system will send." Below the form, there is a "Register" button.

3. Fill up all the details and click **[Register]**

4. Applicant Email Verification *First time registration

InvestMalaysia - Applicant Email Verification

Dear Farid1,

You have successfully 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

Thank You for Registering with MIDA.

Your email is successfully verified. Please login with your email to start using InvestMalaysia.

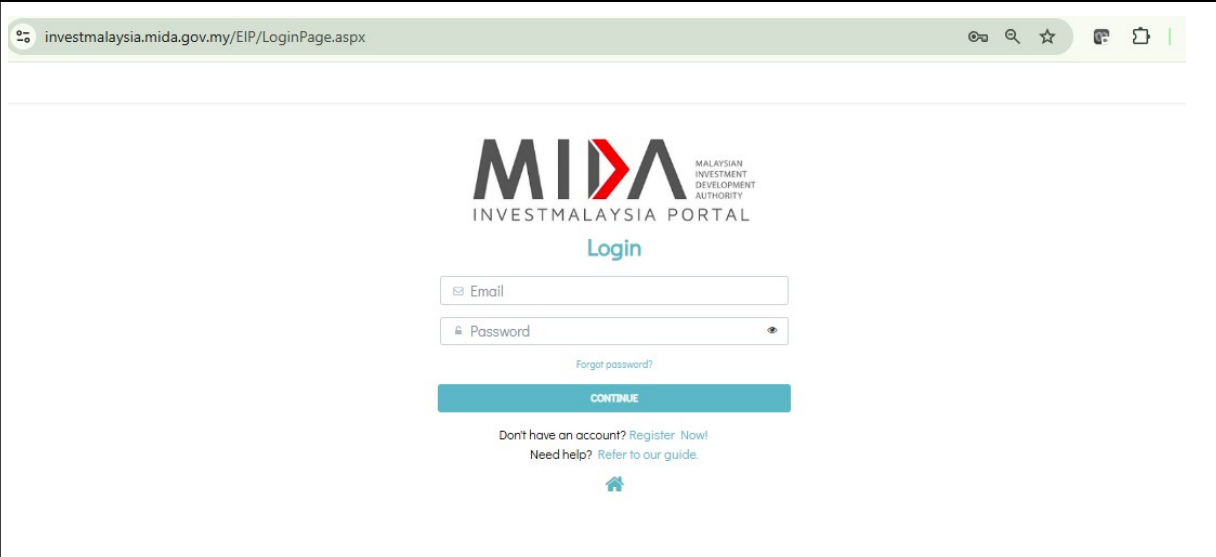
Login to InvestMalaysia

Login To i-Incentives Portal

Enquiry / Feedback

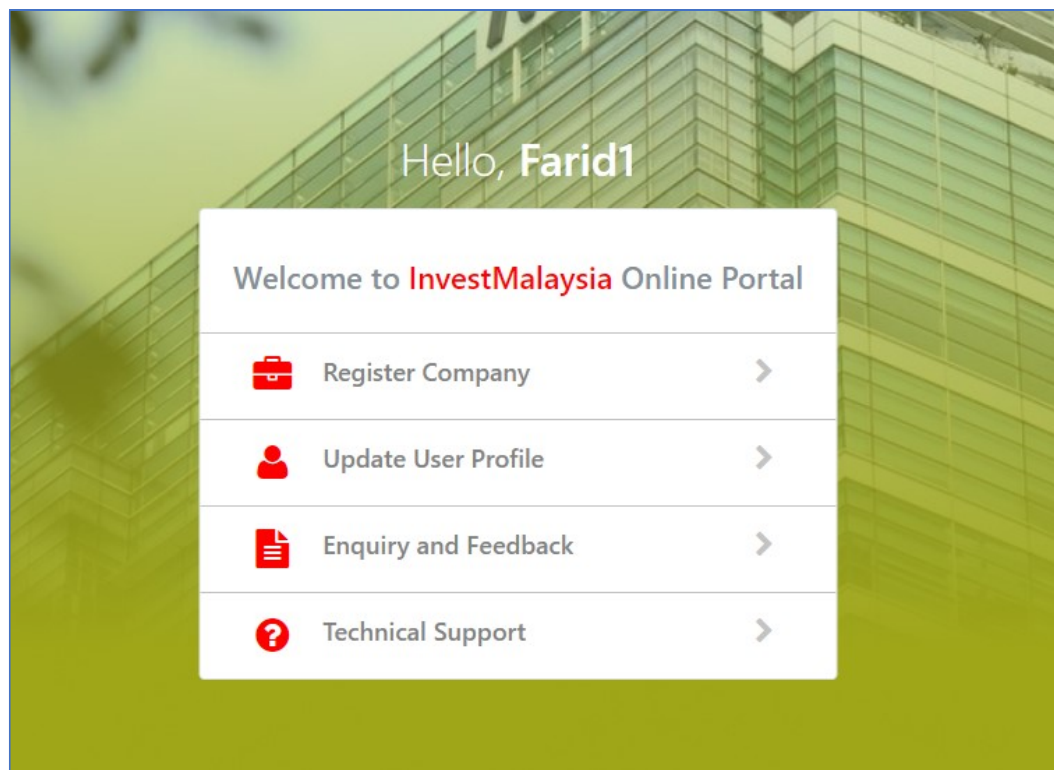
Technical Support

6. Click [Login to investMalaysia]



The screenshot shows the login page of the InvestMalaysia ICA10 portal. The browser address bar displays 'investmalaysia.mida.gov.my/EIP/LoginPage.aspx'. The page features the MIDA logo (MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY) and the text 'INVESTMALAYSIA PORTAL'. Below the logo is a 'Login' section with two input fields: 'Email' and 'Password'. A 'Forgot password?' link is positioned below the password field. A blue 'CONTINUE' button is located below the input fields. At the bottom of the login section, there are two links: 'Don't have an account? Register Now!' and 'Need help? Refer to our guide.' with a small house icon below them.

7. Applicant needs to register company details before proceed to apply applications.



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

2.3 Dashboard Page

The screenshot displays the InvestMalaysia ICA10 Applicant User Guide interface. The interface includes a main menu at the top, a welcome message for Jane Doe, a tasks section, and a company profile section. Numbered callouts 1 through 5 highlight key features:

- 1. Main Menu
- 2. Tasks and Task List
- 3. My Company
- 4. Register Company
- 5. Color Brush

The Task List section shows a table with the following data:

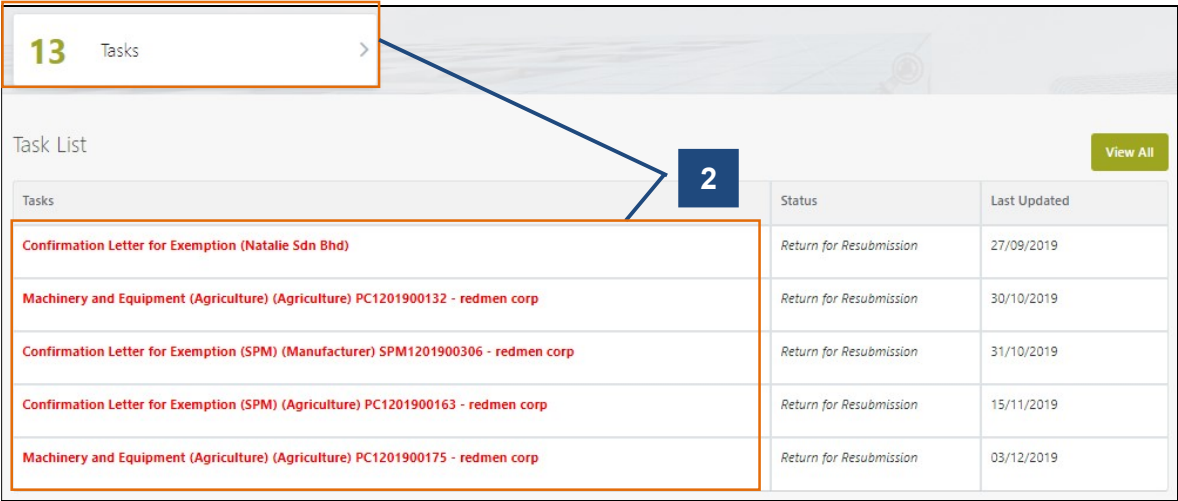
Tasks	Status	Last Updated
GOGS202100010(B803)(Grant)	Return for Resubmission	2 Feb (6 days ago)

The My Company section shows a table with the following data:

Application No.	MIDA Reference No.	Application	Application Type	Application Status
IRPM12021200009		Promotion of Investment Act 1986	New	Submitted
EP202100051		Expatriate Post	Extension	Submitted
IRPM12021200003	MRN20200001	Expatriate Post	New	Completed
EP202100048	EP/2021/00049	Expatriate Post	New	In Progress
EP202100047		Expatriate Post	New	Submitted

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**).

2.3.1 Task and Task List

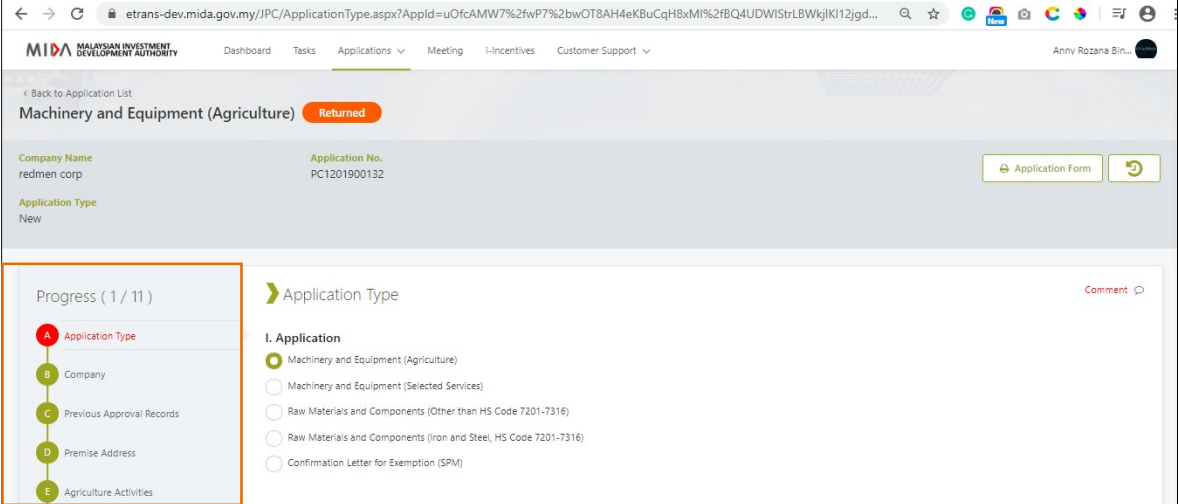


13 Tasks >

Task List View All

Tasks	Status	Last Updated
Confirmation Letter for Exemption (Natalie Sdn Bhd)	Return for Resubmission	27/09/2019
Machinery and Equipment (Agriculture) (Agriculture) PC1201900132 - redmen corp	Return for Resubmission	30/10/2019
Confirmation Letter for Exemption (SPM) (Manufacturer) SPM1201900306 - redmen corp	Return for Resubmission	31/10/2019
Confirmation Letter for Exemption (SPM) (Agriculture) PC1201900163 - redmen corp	Return for Resubmission	15/11/2019
Machinery and Equipment (Agriculture) (Agriculture) PC1201900175 - redmen corp	Return for Resubmission	03/12/2019

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



ettrans-dev.mida.gov.my/JPC/ApplicationType.aspx?AppId=uOfcAMW7%2fwP7%2bwOT8AH4eKBuCqH8xMI%2fBQ4UDWIStrLBWkjIK12jgd...

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard Tasks Applications Meeting i-Incentives Customer Support

Anny Rozana Bin...

< Back to Application List

Machinery and Equipment (Agriculture) Returned

Company Name: redmen corp Application No.: PC1201900132

Application Type: New

Application Form

Progress (1 / 11)

- A Application Type
- B Company
- C Previous Approval Records
- D Premise Address
- E Agriculture Activities

Application Type

I. Application

- ☒ Machinery and Equipment (Agriculture)
- ☐ Machinery and Equipment (Selected Services)
- ☐ Raw Materials and Components (Other than HS Code 7201-7316)
- ☐ Raw Materials and Components (Iron and Steel, HS Code 7201-7316)
- ☐ Confirmation Letter for Exemption (SPM)

Comment

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

2.3.2 My Company

My Company

Felcra Berhad
redmen corp

Felcra Berhad
Jalan Permaisuri 3/4, Taman Permaisuri, Seksyen Permaisuri, Muadzam Shah, Pahang

[Update Profile](#) [IRPM Profile](#)

Application No.	MIDA Reference No.	Application	Application Type	Application Status
PC1202000475	CDE1/2020/00083	Machinery and Equipment (Agriculture)	New	Accepted for Processing
PC2202000508		Raw Materials and Components (Other than HS Code 7201-7316)	New	Draft
PC2202000507		Raw Materials and Components (Other than HS Code 7201-7316)	Amendment	Draft
PC3202000328		Raw Materials and Components (Iron and Steel, HS Code 7201-7316)	Amendment	Draft
PC3202000327		Raw Materials and Components (Iron and Steel, HS Code 7201-7316)	Extension	Draft

1 to 5 of 245 records

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

1. Select any of the listed **companies**

A list of applications for the company shall be displayed.

Application No.	MIDA Reference No.	Application	Application Type	Application Status
PC1202000475	CDE1/2020/00083	Machinery and Equipment (Agriculture)	New	Accepted for Processing
PC2202000508		Raw Materials and Components (Other than HS Code 7201-7316)	New	Draft

a. Click the **[Application No.]** link

The application page shall be displayed.

The screenshot shows the MIDA (Malaysian Investment Development Authority) ICA10 application form. The user is logged in as 'Anny Rozana Bin...'. The application is in 'Draft' status. The form is titled 'Raw Materials and Components (Other than HS Code 7201-7316)'. The company name is 'Felcra Berhad' and the application number is 'PC2202000508'. The application type is 'New'. The form is divided into several sections: I. Application, II. Sector, III. Type of Exemption, IV. Type of Application, V. Market, and VI. Main Industry. The 'Progress (1 / 11)' bar shows the current step is 'A Application Type'. The 'Application Type' section includes: I. Application (Machinery and Equipment (Agriculture), Machinery and Equipment (Selected Services), Raw Materials and Components (Other than HS Code 7201-7316), Raw Materials and Components (Iron and Steel, HS Code 7201-7316), Confirmation Letter for Exemption (SPM)), II. Sector (Manufacturer), III. Type of Exemption (Import Duty Exemption, Sales Tax Exemption, Excise Duty Exemption), IV. Type of Application (New, Extension, Additional Quantity), V. Market (Domestic, Export (Direct and not through third party), Free Zone (FZ) (Direct and not through third party), Licenced Manufacturing Warehouse (LMW) (Direct and not through third party)), and VI. Main Industry (Furniture & Fixtures). A 'Next' button is visible at the bottom right.

The system shall display all sections and the section details. The company can view, update, and delete the information.

The screenshot shows the 'My Company' section of the application. It displays the company name 'FA Industries Sdn Bhd' and its address: 'No. 5A, Jalan S1/217, Off Jalan Templer, Petaling Jaya, Selangor'. There are two buttons: 'Company Profile (IRPM)' and 'Payment History'. A blue box with the letter 'b' is placed over the 'Company Profile (IRPM)' button, indicating the next step in the process.

- b. Click the **[Company Profile]** link
Company Details page shall be displayed.

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
Dashboard Tasks Applications Meeting i-Incentives Customer Support
Anny Rozana Bin...

Company Profile

Company Details

Company Name *

Feira Berhad

Registration Type *

Registration Of Company (ROC)

Registration No. *

432483-U

Date of Incorporation *

01/08/2012

Income Tax Reference No.

TAX432483-U

EPF No.

EPF432483-U

SOCSSO No.

SOCSSO-432483-U

Address *

Jalan Permaisuri 3/4

Taman Permaisuri

Seksyen Permaisuri

Region *

Asia

Country *

Malaysia

State *

Pahang

City *

Mudom Shah

Postcode *

40177

Company Website

Feira Berhad

Company Background *

Established in 2012

Particular Board of Director *

No.	Name	Nationality	Shares Held in the Company
1.	Zena	Malaysia	100 %

Add Record

Total 100 %

Contact Person *

No.	Title *	Name *	Designation *	Email *	Phone No. *
1.	Ms.	Nur Hazwani	Executive	hazwani_ruslan@yahoo.com	116776616
2.	Ms.	Anny Rozana Binti Mohd Faizal Kim	Board of Director	anny@mesiniaga.com.my	0167520717

Add Record

Authorised Person (Position should be a Manager and above)

No.	Title	Name *	Designation *	ID Type *	Identity Card
1.	Ms.	Azhar	Manager	National Identity Card	987654321
2.	Mr.	Mohamad Azeem	Manager	National Identity Card	99999999988

Add Record

Update

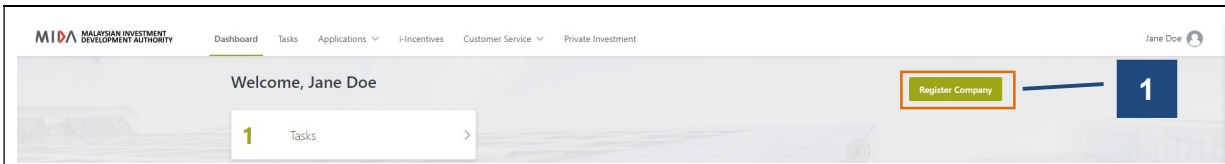
- i. Update the company's profile and all required details:
 - a) Date of Incorporation *
 - b) Income Tax Reference No.
 - c) EPF No.
 - d) Socso No.
 - e) Address *
 - f) Poscode *
 - g) Region *
 - h) Country *
 - i) State *
 - j) City *
 - k) Company Website
 - l) Company Background *
 - m) Particular 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.



2.3.3 Register Company



1. Click the **[Register Company]** button
Register Company page shall be displayed.

The screenshot shows the 'Company Registration' page with a progress bar indicating two steps: 'Company Validation' (active) and 'Company Details'. The 'Company Validation' form contains the following fields and a button:

- a**: Company Name (Please fill up the company name exactly as in SSM company profile) *
- b**: Registration Type *
- c**: Registration No. (Please fill up exactly as in SSM company profile) *
- d**: Validate Company button

- a. Enter the exact details for Company Name * (This includes symbol characters (.) and abbreviations (Sdn Bhd));
- b. Registration Type *;
- c. Registration No. *; and
- d. Click the **[Validate Company]** button

The screenshot shows a message box with the text: 'The company you're searching for already exist in MIDA database. Please get in touch with the following contact person(s):'. Below the message is a list of contact names:

- Name:** Nur Hazwani
- Name:** Anny Rozana Binti Mohd Faizal Kim

A blue box labeled 'e' highlights the contact list.

- e. If the company is registered with MIDA, the system will display the above message.

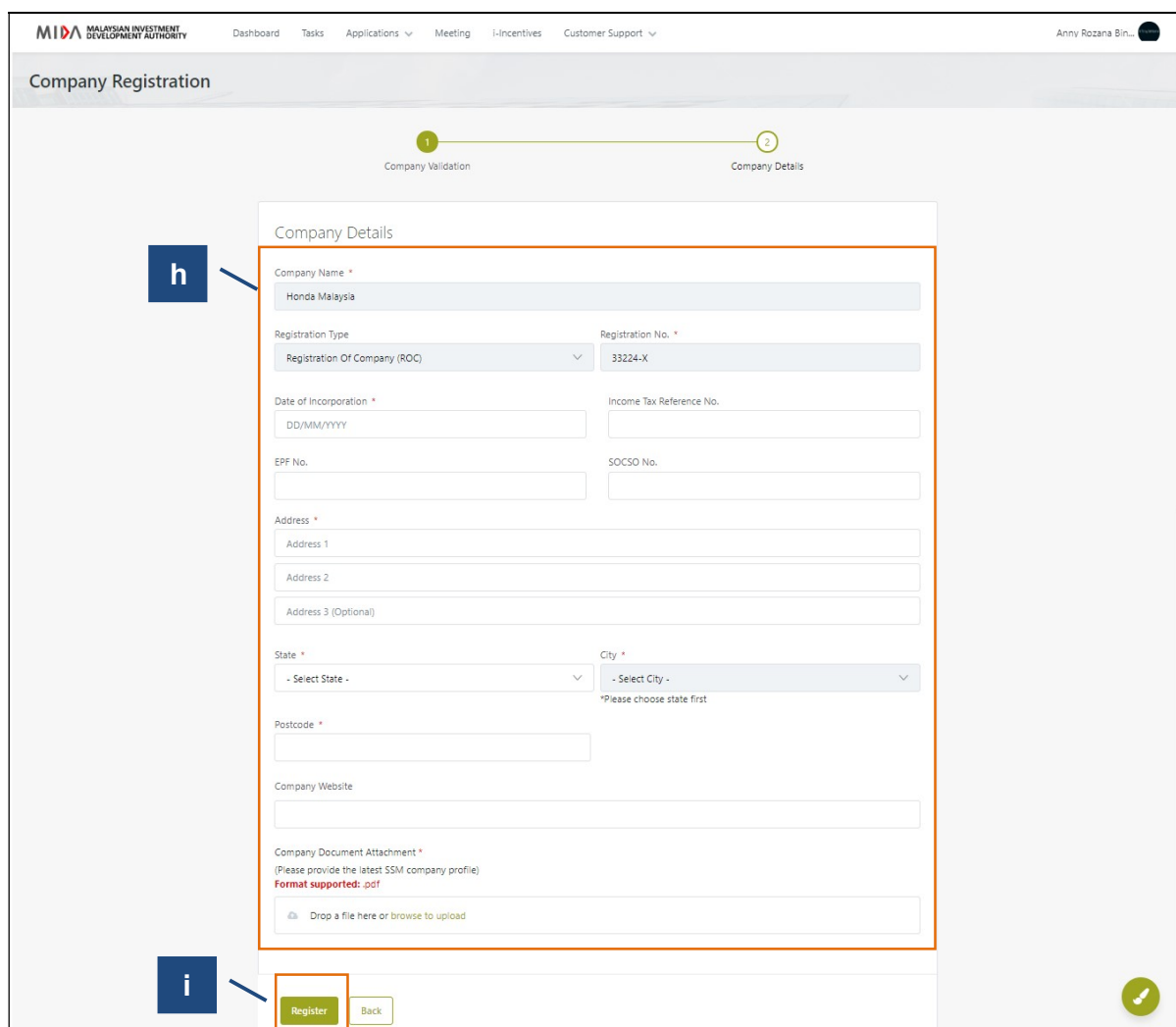


The company in search does not exist in MIDA's database. Please register to proceed.

Register **Verify other company**

f. If the company is not registered with MIDA, the system will display the above message.

g. Click the **[Register]** button to proceed with company registration.



Company Registration

1 Company Validation 2 Company Details

Company Details

Company Name *
Honda Malaysia

Registration Type
Registration Of Company (ROC)

Registration No. *
33224-X

Date of Incorporation *
DD/MM/YYYY

Income Tax Reference No.

EPF No.

SOCSSO No.

Address *
Address 1
Address 2
Address 3 (Optional)

State *
- Select State -

City *
- Select City -
*Please choose state first

Postcode *

Company Website

Company Document Attachment *
(Please provide the latest SSM company profile)
Format supported: .pdf
Drop a file here or browse to upload

Register **Back**

h. Enter company details such as:

- i. Date of Incorporation *
- ii. Income Tax Reference No.
- iii. SOCSSO No.

- iv. EPF No.
- v. Address *
- vi. State *
- vii. City *
- viii. Postcode *
- ix. Company Website
- x. Company Document Attachment * (Latest SSM company profile)
- i. Click the **[Register]** button

Your Company Is Now Pending for Approval!

Your company is successfully registered and pending for approval from MIDA. You will receive an email notification once your company registration is approved.

j

- j. The system will prompt the above message. Once the result is ready, the user will receive an email.

k

The company in search is already being registered and pending for approval.

Verify other company

Registration Status

No.	Company Name	Registration No.	Status
1.	Choco Farm Sdn. Bhd.	98765-X	Pending Approval

l

- k. This validation shall be displayed if the company in search is already being and pending for approval.
- l. **Registration Status** will be displayed on the dashboard.

The company you're searching for already exist in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim

Verify other company

m

m. This validation shall be displayed if the company in search already exists.

The company you're searching for already exist with same Company Name but different Registration No. in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim

Verify other company

n

n. This validation shall be displayed if the company in search already exists but with different Registration No.

The company you're searching for already exist with same Registration No. but different Company Name in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim

Verify other company

p

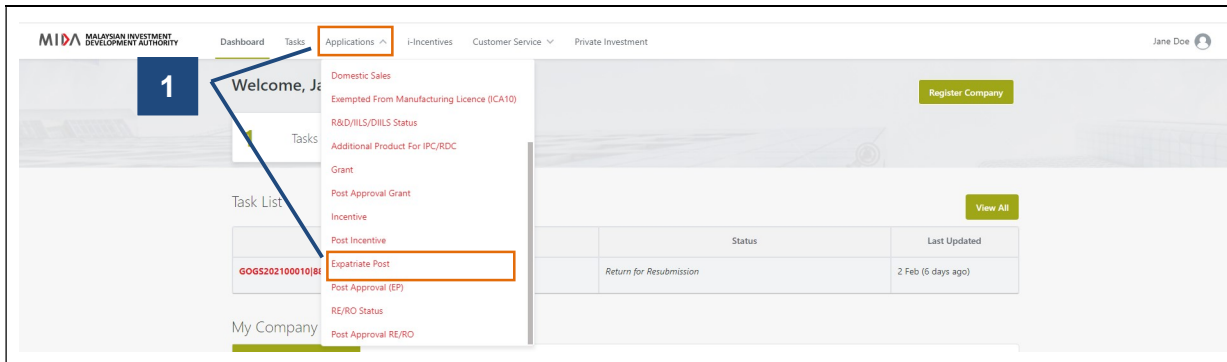
o

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.

2.3.4 Applications

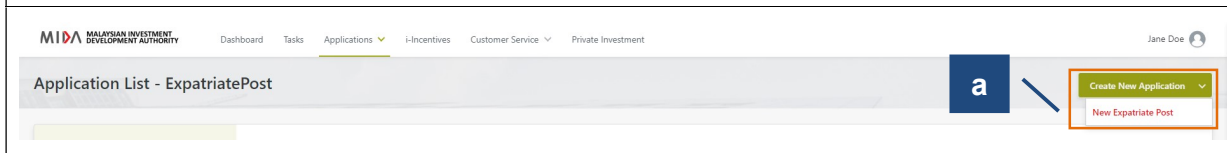
2.3.4.1 New/Additional Expatriate Post Application



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.



a. 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'**.

The screenshot shows the 'Expatriate Post' application form in a 'Draft' state. The top navigation bar (i) includes links for Dashboard, Tasks, Applications, I-Incentives, Customer Service, and Private Investment. The top right (ii) shows the user 'Jane Doe' and a 'Back to Application List' button. The left sidebar (iii) displays a progress bar with steps A through I, with 'A Company' selected. The main content area (iv) is titled 'Company Profile' and contains several input fields: Company Name, Application No. (EP202100053), Application Type (New), Registration Type (Registration Of Company (ROC)), Company Registration No., New SSM Company Registration Number, Date of Incorporation (01/01/1900), Income Tax Reference No., EPF No., SOCSO No., and Registered Address. There are also buttons for 'Application Form' and a refresh icon.

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 Application Trail
- 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

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY Dashboard Tasks Applications I-Incentives Customer Service Private Investment Jane Doe

Application List - ExpatriatePost Create New Application

Search Filters

Application No./MRN No.
Search by Application No./MRN No.

Company Name
Search by Company Name

Registration Type
All Types

Company Registration No.
Search by Company Reg No.

Application Date From
Search by Application Date

Application Date To
Search by Application Date

Acceptance Date From
Search by Acceptance Date

Acceptance Date To
Search by Acceptance Date

Decision Date From
Search by Decision Date

Decision Date To
Search by Decision Date

Application
Q

Application Type
Q

Sector
Q

Status
Q

Registered State
Q

Correspondence State
Q

Factory/Premise State
Q

26 All **10** Draft **13** In Progress **3** Completed

No.	Company	Application No.	MRN No.	Application Type	Submission Date	Acceptance Date	Decision Date	Application Status	
1.	Living Odyssey (M) Sdn. Bhd.	EP202100051		Extension	02/02/2021			Submitted	Delete
2.	Living Odyssey (M) Sdn. Bhd.	EP202100047		New	01/02/2021			Submitted	Delete
3.	Living Odyssey (M) Sdn. Bhd.	EP202100045	EP/2021/00049	New	01/02/2021	01/02/2021		In Progress	Delete
4.	Living Odyssey (M) Sdn. Bhd.	EP202100040		New	31/01/2021			Rejected	Delete
5.	Living Odyssey (M) Sdn. Bhd.	EP202100041	EP/2021/00042	New	31/01/2021	31/01/2021	03/02/2021	Completed	Delete
6.	Living Odyssey (M) Sdn. Bhd.	EP202100043	EP/2021/00044	New	31/01/2021	31/01/2021		Accepted For Processing	Delete
7.	Living Odyssey (M) Sdn. Bhd.	EP202100030	EP/2021/00031	Extension	27/01/2021	27/01/2021	27/01/2021	Completed	Delete
8.	Living Odyssey (M) Sdn. Bhd.	EP202100035	EP/2021/00036	New	27/01/2021	27/01/2021		In Progress	Delete
9.	Living Odyssey (M) Sdn. Bhd.	EP202100028	EP/2021/00033	New	26/01/2021	27/01/2021		Accepted For Processing	Delete
10.	Living Odyssey (M) Sdn. Bhd.	EP202100022	EP/2021/00034	New	25/01/2021	27/01/2021		Accepted For Processing	Delete

1 to 10 of 26 records

< 1 2 3 >

- b. 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.

2.3.4.2 Extension & Post Approval Expatriate Post Application

1

Tasks

Task List

Tasks	Status	Last Updated
G05202100010(8803)Grant	Return for Resubmission	2 Feb (14 days ago)

My Company

Living Odyssey (M) Sdn. Bhd.

Living Odyssey (M) Sdn. Bhd.
 Living Odyssey Tower, 1 Jalan Tunku Abdul Rahman, Wilayah Persekutuan Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

Company Profile

Application No.	MIDA Reference No.	Application	Application Type	Application Status
PAEP202100001		Post App Expatriate Post Surrender	New	Draft
EP202100054	EP/2021/00055	Expatriate Post	New	Completed
EP202100053		Expatriate Post	New	Draft
IRPM12021200009		Promotion of Investment Act 1966	New	Submitted
EP202100051		Expatriate Post	Extension	Submitted

1 to 5 of 41 records

1. Click on **[Company Profile]** link. System will navigate to IRPM profile.

2

Company Name
LIVING ODYSSEY (M) SDN. BHD. (1234567-X)

Company Profile

Company Profile | Organization Structure | Financial Details | Overall Project Cost | Overall Manpower | History of Applications | **Industrial Profile** | Implementation Survey | APR Survey

Company Details

Company Status
Active

Company Name *
Living Odyssey (M) Sdn. Bhd.

Registration Type *
Registration Of Company (ROC)

Registration No *
1234567-X

New SSM Company Registration Number

2. Click on **[Industrial Profile]** tab in IRPM.

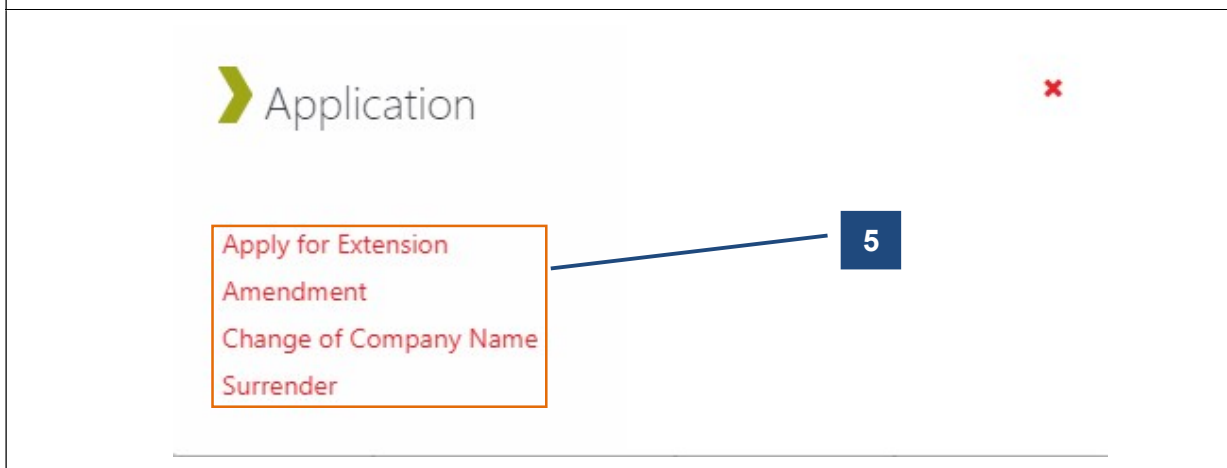
Approved Expatriate Post(s) by MIDA

No.	MIDA Reference No.	Approval Date	Designation	Type of Position	Duration Applied (Years)	Academic Qualification	Working Experience (Years)	Min Monthly Salary (RM)	Approval Expiry Date	3	Body View Date	Action
1	EP/2021/00055/01	10/02/2021	Manager	Term Post	5	Degree	3	5,000.00	10/02/2022		View eTRANS(eTRANS) Verified	Action
2	EP/2021/00055/01	10/02/2021	Manager	Term Post	5	Degree	3	5,000.00	10/02/2022		View eTRANS(eTRANS) Verified	Action
3	EP/2021/00055/01	10/02/2021	Manager	Term Post	5	Degree	3	5,000.00	10/02/2022		View eTRANS(eTRANS) Verified	Action
4	MRN20200001/01	01/02/2019	Manager	Term Post	2	Degree	5	33,455.00	01/02/2020	01/02/2019	View Pre-eTRANS(IRPM) Pending for Verification	Action
5	36A/00003C/03/087/00000004/ITP/01	30/10/2019	Product Executive		5	Degree	6	15,000.00	30/10/2020		View	Action

1 to 5 of 12 records

[Add Previous Expatriate Post](#) [Add Previous Expatriate Post RERO](#)

3. Under **[Approved Expatriate Post(s) by MIDA]**, select a record(s) and click on **[Action]** button



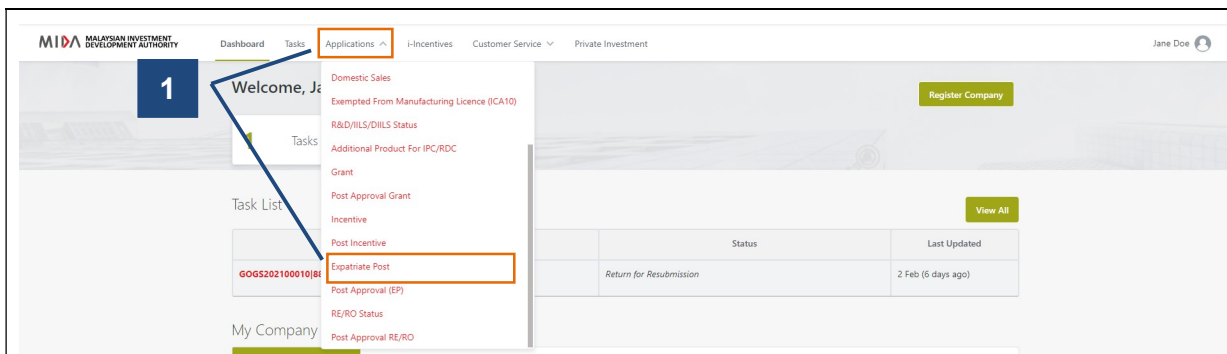
4. System will pop out list of action.

- For Extension, select **[Apply for Extension]** and system will redirect to the **'Application Form'**.
- For Amendment, select **[Amendment]** and system will redirect to the **'Application Form'**.
- For Change of Company Name, select **[Change of Company Name]** and system will redirect to the **'Application Form'**.
- For Surrender, select **[Surrender]** and 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 Application Trail
- 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

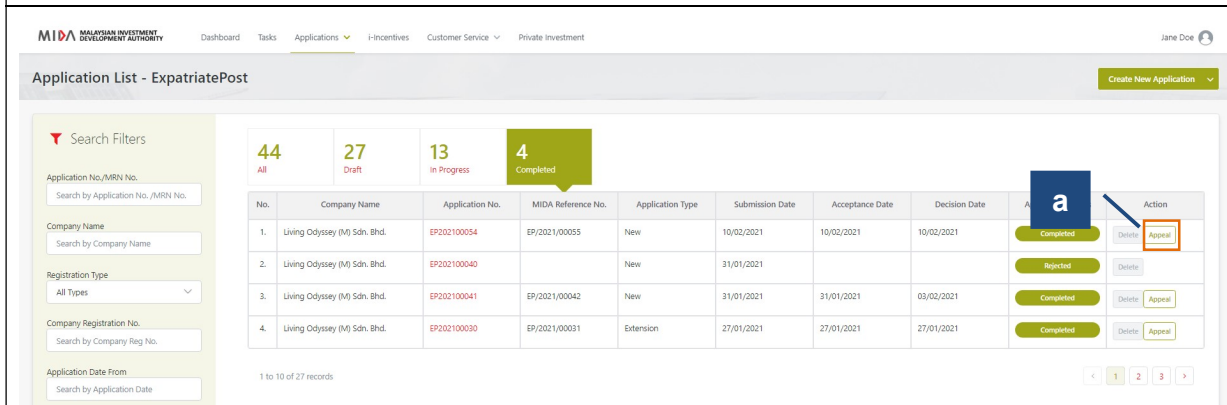
2.3.4.3 Appeal Expatriate Post Application



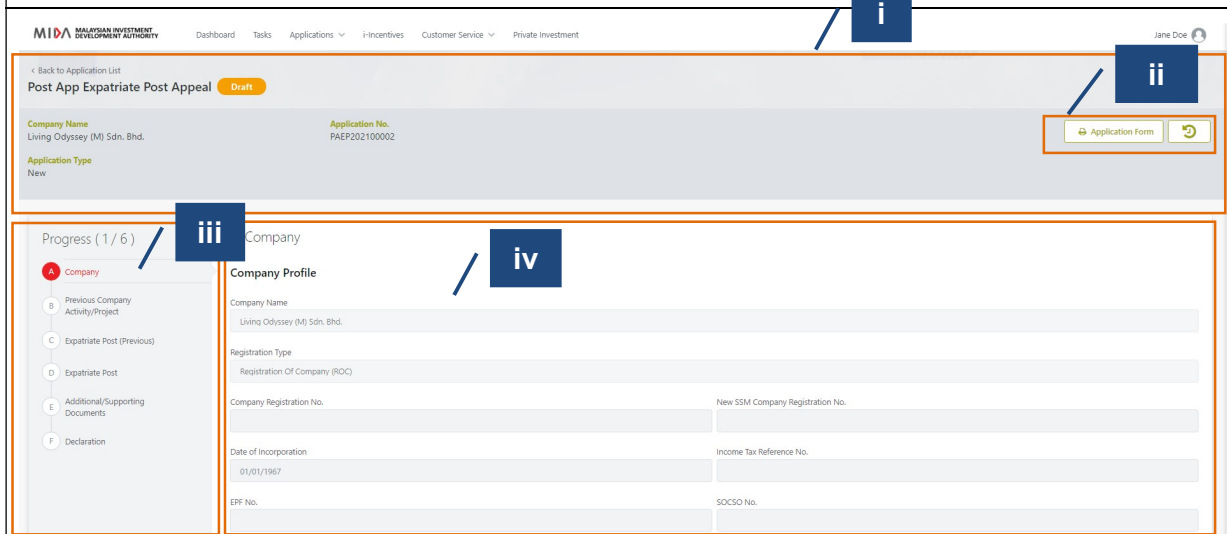
2. Click the **[Applications]** menu

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

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



c. Click the **[Appeal]** and the system will redirect to the '**Application Form**'.



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

- Banner** - will display basic application information such as:

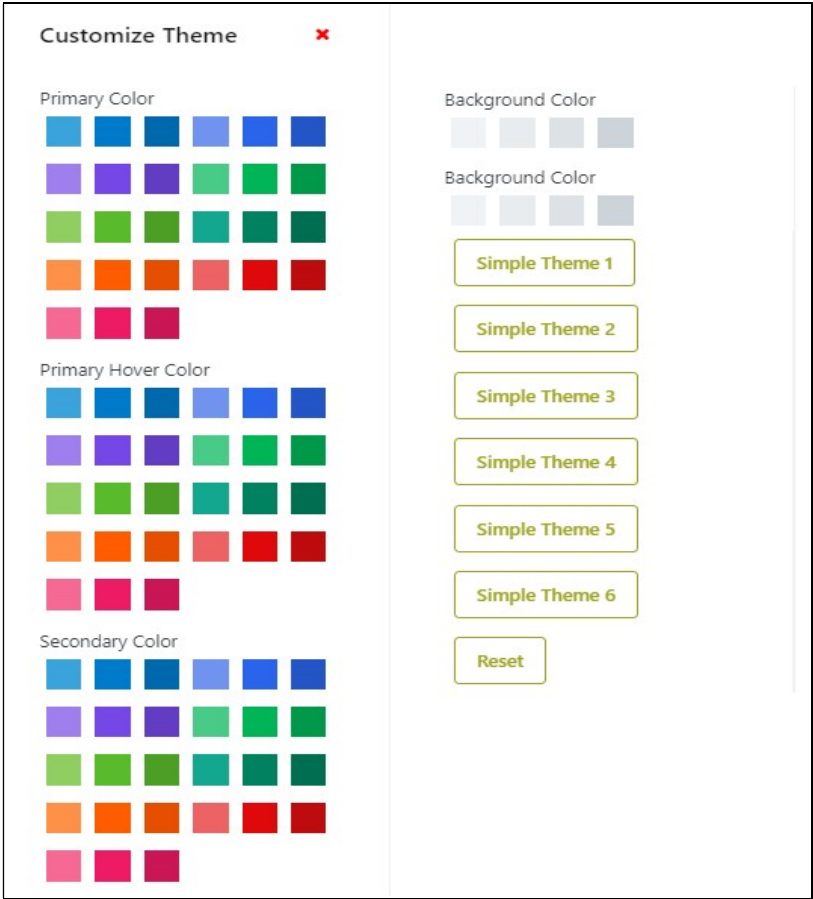
- Company Name
 - Application No. and
 - Application Type
- ii. List of **Buttons** - will display Application Form Print Preview and Application Trail
 - iii. List of **Sections** - will display all sections involved in the application form
 - iv. **Application Form** - will display the detailed application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

2.3.5 Color Brush

1



1. 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 COMMON SECTIONS FOR (ALL APPLICATION)

3.1 Company



Company/Applicant Name *

- Select Company/Applicant Name -

Registration Type *

- Select Registration Type -

Company Registration No. *

Date of Incorporation *

DD/MM/YYYY

Income Tax Reference No.

EPF No.

SOCSSO No.

Registered Address *

Address 1

Address 2

Address 3 (Optional)

Country *

- Select Country -

State *

City *

Postcode *

☐ Same as Registered Address

Correspondence Address *

Address 1

Address 2

Address 3 (Optional)

Country *

Malaysia

State *

- Select State -

City *

- Select City -

Postcode *

Customs Control Station *

- Select State -

- Select Customs Control Station -

Total Employment *

0

Website

1. Fill-in required details in:

a) Company

Company Background *

Describe your company, business background, activity, establishment and etc (Limited to 1000 characters only).

Particular Board of Director *

No.	Name *	Nationality *	Shares Held in the Company *
No items to show...			
			Total 0 %

Contact Person *

No.	Title *	Name *	Designation *	Email *	Phone No.*	Fax No.
No items to show...						

c) Company Background

d) Particular Board of Director

e) Contact Person

2. Click the **[Next]** button

The system will redirect to the **'Previous Approval Records'** section.

Page 31 of 73

3.2 Previous Approval Records

Previous Company's Activity(s)/Project(s)

Approval of Manufacturing Licence(s) under the Industrial Coordination Act, 1975

No.	Reference No.	Licence No.	Serial No.	Effective Date	Product(s)/Activity(s)	Premise(s)/Factory Location(s)	Equity Condition	Export Condition
1.	360/00025/035097/00030ITPD	A 019472	A 033028	05/12/2013	Wooden furniture Mattress	Living Odyssey Tower 1 Jalan Tunku Abdul Rahman 50210, Wilayah Persekutuan Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia		

Permit(s) under the Petroleum Development Act, 1974

No.	Reference No.	Permit No.	Serial No.	Date of Approval	Product(s)/Activity(s)	Premise(s)/Factory Location(s)	Filename
No items to show...							

Confirmation Letter(s) for a Company Exempted from Manufacturing Licence (ICA10)

No.	Reference No.	Date of Approval	Product(s)/Activity(s)	Premise(s)/Factory Location(s)	Filename
No items to show...					

OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA

No.	Reference No.	Application Type	Date of Approval	Effective Date	Status Period (Year)	Product(s)/Activity(s)	Premise(s)/Factory Location(s)	Filename
No items to show...								

Incentive Approved by MIDA

No.	Reference No.	Type of Incentive	Date of Approval	Effective Date	Incentive Period (Year)	Product(s)/Activity(s)	Incentive Status	Filename
No items to show...								

Grant Approved by MIDA

No.	Reference No.	Type of Grant	Effective Date	Grant Amount (RM)	Grant Period (Years)	Product(s)/Activity(s)	Grant Status	Filename
No items to show...								

Incentive Approved by Other Government Agencies

No.	Type of Incentive	Reference No.	Date of Approval	Effective Date	Ministry(s)/Agency(s)	Incentive Period (Years)	Product(s)/Activity(s)	Premise(s)/Factory Location
+ Add Record								

Grant Approved by Other Government Agencies

No.	Type of Grant	Reference No.	Effective Date	Ministry(s)/Agency(s)	Grant Amount (RM)	Grant Period (Years)	Product(s)/Activity(s)	Premise(s)/Factory Location
+ Add Record								

Expatriate Post Approved from MIDA

No.	Expatriate Post							Name	Nation
	Mida Reference No./Position No.	Designation	Type of Position	Minimum Basic Monthly Salary (RM)	Date of Approval	Post Start Date	Post Expiry date		
1.	340/36109/035097/00010ACI	Product Innovation and Technical	Term Post	15,000.00	21/04/2016	01/01/1900	01/01/1900		

Expatriate Post Approved from Agency

No.	Other Approving Agency	Designation	Type Of Position	Duration Approved (Year)	Post Start Date Filled	Post Expiry Date	Name
+ Add Record							

*Proposed Training Scheme For Malaysian Personnel to Fill The Relevant Post(s)
 **Initiatives to Appoint Malaysian(s) To Fill The Relevant Post(s)

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)
 - i) Expatriate Post Approved from Agency
2. Click the **[Next]** button
- The system will redirect to '**Next**' section.

3.3 Project Cost

Project Cost

Jalan Permata SS34, Taman Permata, 25150 Gambang, Pahang, Malaysia

1. Click on the (expand) button to expand the Project Cost details.

Project Cost

Jalan Permata SS34, Taman Permata, 25150 Gambang, Pahang, Malaysia

Cost

Cost of Fixed Assets				Pre-operational Expenditure *		V
Land *		Building/Factory/Premise *		Plant & Machinery *		Equipment *
0.00	hectare	0.00	m ²	RM	0.00	RM
RM	0.00	RM	0.00	RM	0.00	RM

Rental/Lease (if applicable)

Land		Building/Factory/Premise		Plant & Machinery		Equipment		Total Rental/Lease	
0.00	hectare	0.00	m ²	RM	0.00	RM	0.00	RM	0.00
RM	0.00	RM	0.00						

2. Fill in required details in:

- Cost
- Rental/Lease (if applicable)

 Project Cost

Jalan Permata SS34, Taman Permata, 25150 Gambang, Pahang, Malaysia

Cost

Cost of Fixed Assets				Pre-operational Expenditure *		
Land *	Building/Factory/Premise *	Plant & Machinery *	Equipment *			
1,000.00 hectare	1,000.00 m ²	RM 10,000.00	RM 10,000.00	RM 10,000.00	RM	
RM 10,000.00	RM 10,000.00					

Rental/Lease (if applicable)

Land	Building/Factory/Premise	Plant & Machinery	Equipment	Total Rental/Lease
1,000.00 hectare	1,000.00 m ²	RM 10,000.00	RM 10,000.00	RM 0.00
RM 10,000.00	RM 10,000.00			

3. Click the **[Next]** button
 4. The system will redirect to the **'Financing Details'** section.

3.4 Financing Details

 Financing Details

Authorised Capital

RM
0.00

Paid-up Capital (Bumiputera/Non-Bumiputera)

Malaysian Individuals				Total (RM)
Bumiputera		Non-Bumiputera		
(RM)	(%)	(RM)	(%)	
0.00	0.00	0.00	0.00	0.00

Paid-up Capital (Incorporated/Foreign)

No.	Malaysian Company Incorporated in Malaysia				
	Company Name	(RM)	(%)	Company Name	
Add Record					

Loan (Domestic)

Domestic (RM)
0.00

Loan (Foreign)

No.	Country of Origin *	Foreign (RM) *
Add Record		

Total Loan (Domestic/Foreign) RM 0.00

Loan (Other Sources of Financing)

No.	Loan *	Amount (RM) *
Add Record		

Total Loan (Other Sources of Financing) RM 0.00

1. Fill in required details in:
 - a) Authorised Capital
 - b) Paid-up Capital (Bumiputera/Non-Bumiputera)
 - c) Paid-up Capital (Incorporated/Foreign)
 - d) Loan (Domestic)
 - e) Loan (Foreign)
 - f) Loan (Other Sources of Financing)

Shareholder's Fund				
Paid-up Capital (RM)	Reserves (RM)	Loan (Domestic/Foreign) (RM)	Loan (Other Sources of Financing) (RM)	Total Financing (RM)

Equity Structure

Note: Total equity must be equal to 100%

Equity Structure for Malaysian Company Incorporated in Malaysia

No.	Company Name	(RM)	Bumiputera (%)	Non-Bumiputera (%)	Total (%)

Equity Structure for Foreign Nationals/Companies

No.	Company Name	Foreign Country	Foreign (RM)	Foreign (%)

Total Equity 0.00%

Ultimate Parent/Holding Company

No.	Company Name *	Country of Origin *

 Add Record

g) Shareholder's Fund

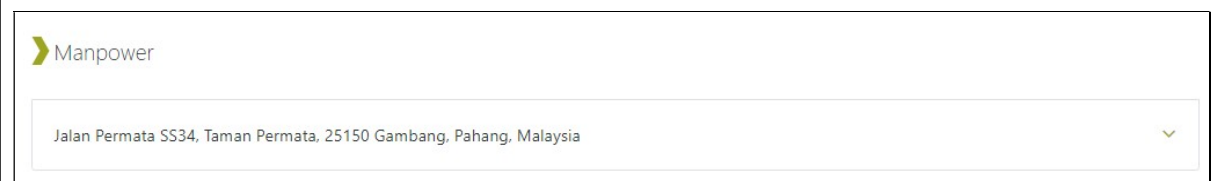
h) Equity Structure

i) Ultimate Parent/Holding Company

2. Click the **[Next]** button

The system will redirect to the **'Manpower'** section.

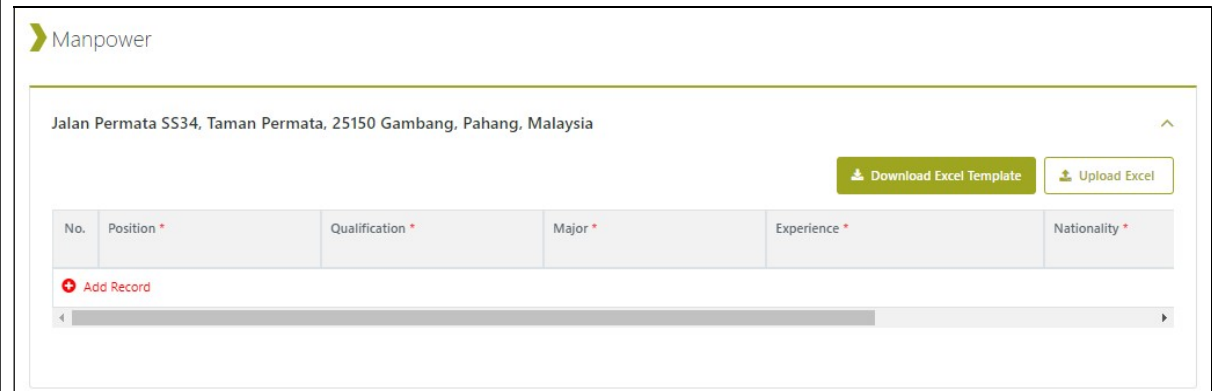
3.5 Manpower



Manpower

Jalan Permata SS34, Taman Permata, 25150 Gambang, Pahang, Malaysia

1. Click on the  (expand) button to expand the Manpower details.



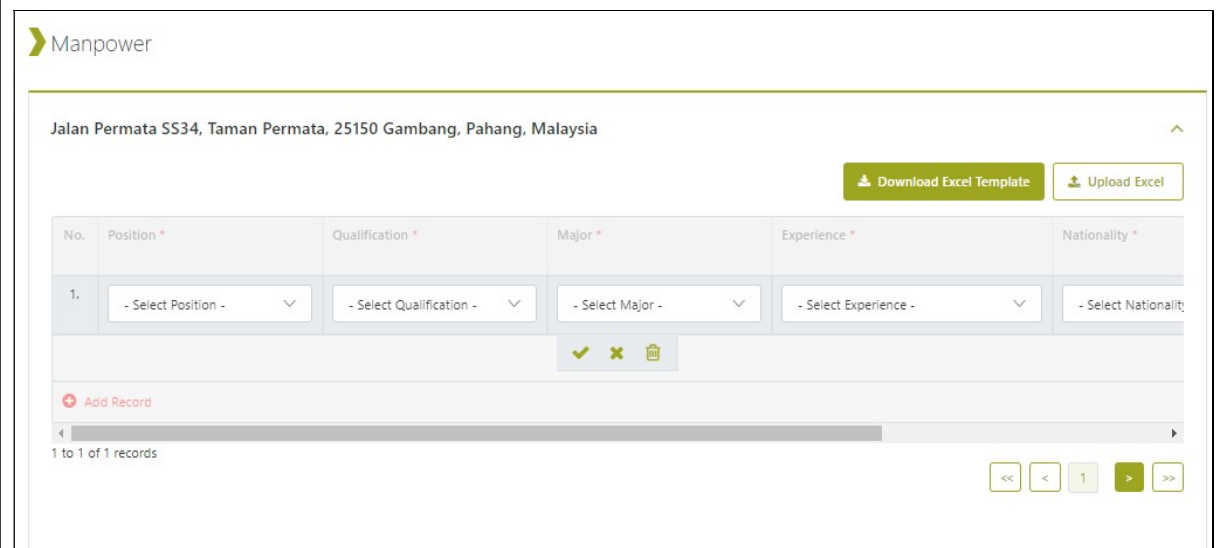
Manpower

Jalan Permata SS34, Taman Permata, 25150 Gambang, Pahang, Malaysia

Download Excel Template Upload Excel

No.	Position *	Qualification *	Major *	Experience *	Nationality *
Add Record					

1. Fill in required details in '**Manpower**'
2. Click the **[+Add Record]**
3. The system will add a new row to insert the details.



Manpower

Jalan Permata SS34, Taman Permata, 25150 Gambang, Pahang, Malaysia

Download Excel Template Upload Excel

No.	Position *	Qualification *	Major *	Experience *	Nationality *
1.	- Select Position -	- Select Qualification -	- Select Major -	- Select Experience -	- Select Nationality -

Add Record

1 to 1 of 1 records

<< < 1 > >>

4. Fill in required details:

- a) Position
- b) Qualification
- c) Major
- d) Experience
- e) Nationality
- f) Average Salary per Month (RM)
- g) Number of Staff

 Manpower

Jalan Permata SS34, Taman Permata, 25150 Gambang, Pahang, Malaysia

[Download Excel Template](#) [Upload Excel](#)

No.	Position *	Qualification *	Major *	Experience *	Nationality *
1.	Managerial	PhD	Engineering	Experienced (more 5 years)	Malaysian

 Add Record

1 to 1 of 1 records

[<<](#) [<](#) [1](#) [>](#) [>>](#)

5. Click  **[Save]** button

6. The system will save and display a services activity.

 Manpower

Jalan Permata SS34, Taman Permata, 25150 Gambang, Pahang, Malaysia

[Download Excel Template](#) [Upload Excel](#)

No.	Position *	Qualification *	Major *	Experience *	Nationality *
1.	Managerial	PhD	Engineering	Experienced (more 5 years)	Malaysian

 Add Record

1 to 1 of 1 records

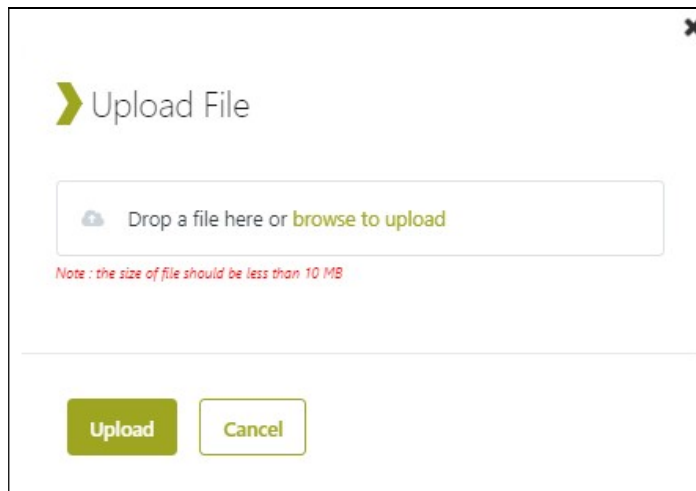
[<<](#) [<](#) [1](#) [>](#) [>>](#)

7. Click the **[Next]** button

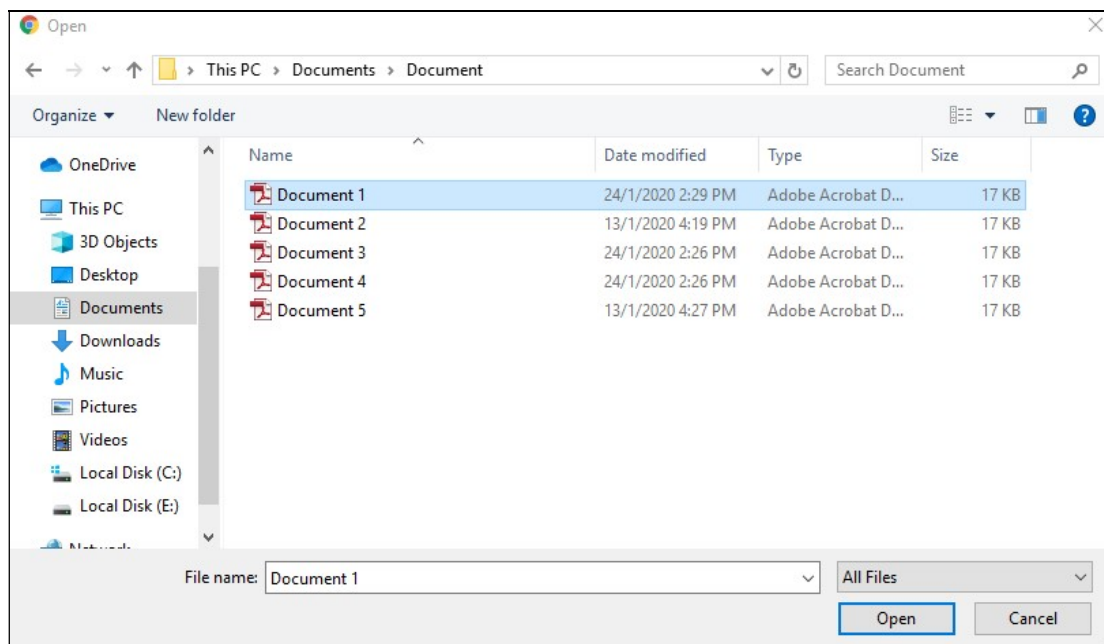
The system will redirect to '**Next**' section.

3.6 Supporting Documents

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



- c) Click the **'browse to upload'**
- d) The system will open the windows file upload.



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

8. Click the **[Upload]** button

9. The system will display the filename at **'Supporting Document'**.

No.	Documents to be submitted	File Name
1.	Business Premise License from Local Authority *	Document 1.pdf View Download Upload New File

10. Click the **[Next]** button

The system will redirect to the **'Declaration'** section.

3.7 Declaration

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

 Declaration

Name *
Azhar

Add Authorised Person

Identity Card/Passport No.
987654321

Designation
Manager

2. The system will auto-fill:

- Identity No./Passport No.
- Designation

i	hereby declare that to the best of my knowledge, the particulars furnished in this application are true:
ii	hereby furnished all the documents required as stated in the checklist:
iii	agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies:
iv	warrant that no components of the project(s)/activity(ies) infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.

☐ has engaged the services of the following consultant for my application :

☐ hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

3. Tick the checkbox if engaging consultant services.

☒ has engaged the services of the following consultant for my application :

4

Company Name *

Address *

State * City * Postcode *

- Select State - - Select State -

Name *

Designation *

Phone No. * Fax No.

Email Address *

Website

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

i	hereby declare that to the best of my knowledge, the particulars furnished in this application are true:
ii	hereby furnished all the documents required as stated in the checklist:
iii	agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies;
iv	warrant that no components of the project(s)/activity(ies) infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.

☐ has engaged **5** services of the following consultant for my application :

☐ hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

5. Tick the checkbox to agree with the terms and conditions stated in the 'Declaration' section.

☒ hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

6

6. Click the **[Save]** button. The system will display a success message.



In Progress

7

Company Name Application No. Division

Progress (5 / 5)

- A Company
- B Previous Company Activity/Project
- C Application
- D Additional/Supporting Documents
- E Declaration**

Declaration

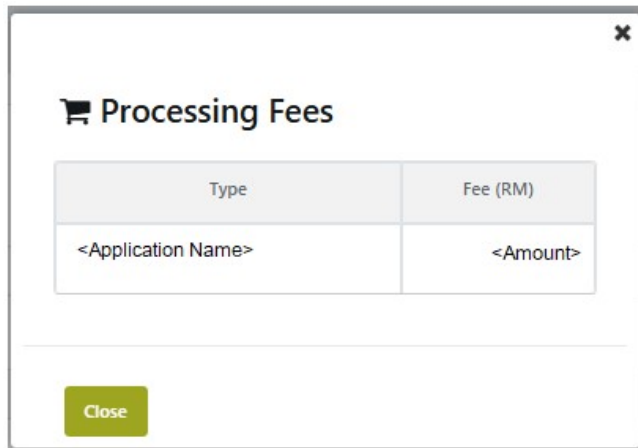
Name *
- Select Name -

Identity Card/Passport No.
-

Designation
Managing Director

☐ hereby agree that this application can be closed by MIDA if the application under my purview is non-responsive to the requested information within the stipulated period.

☒ hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

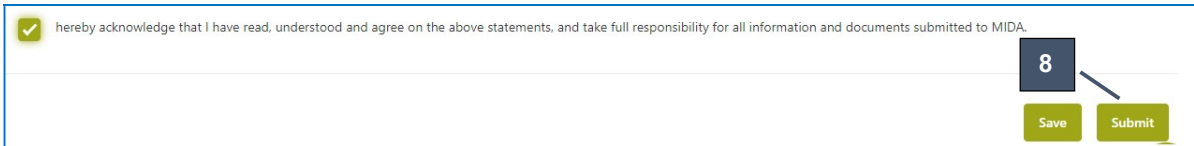


A popup window titled "Processing Fees" with a close button (X) in the top right corner. It contains a table with two columns: "Type" and "Fee (RM)". The table has one row with the values "<Application Name>" and "<Amount>". Below the table is a green "Close" button.

Type	Fee (RM)
<Application Name>	<Amount>

Close

7. To check the application processing fee in the application header, click the [Processing Fee] button.



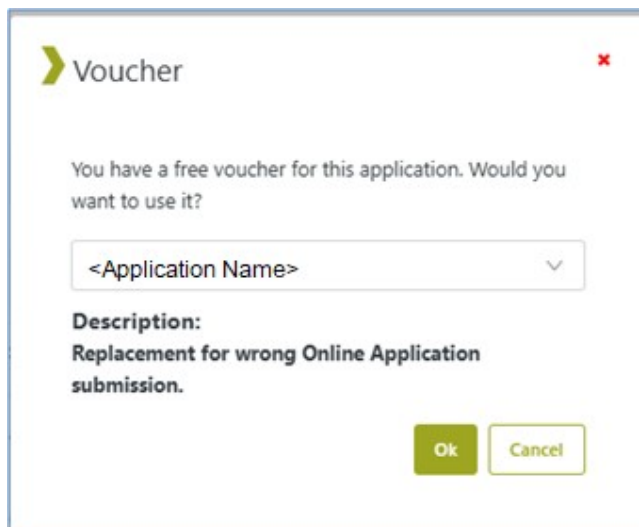
A section with a green checkmark icon and the text: "hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA." To the right is a blue box with the number "8" and a blue arrow pointing to a green "Submit" button. Below the acknowledgment text is a green "Save" button.

☒ hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

8

Save Submit

8. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company has a free voucher, allowing it to be applied.



A popup window titled "Voucher" with a close button (X) in the top right corner. It contains the text: "You have a free voucher for this application. Would you want to use it?". Below this is a dropdown menu with the value "<Application Name>". Underneath is the text: "Description: Replacement for wrong Online Application submission." At the bottom are two buttons: "Ok" and "Cancel".

Voucher

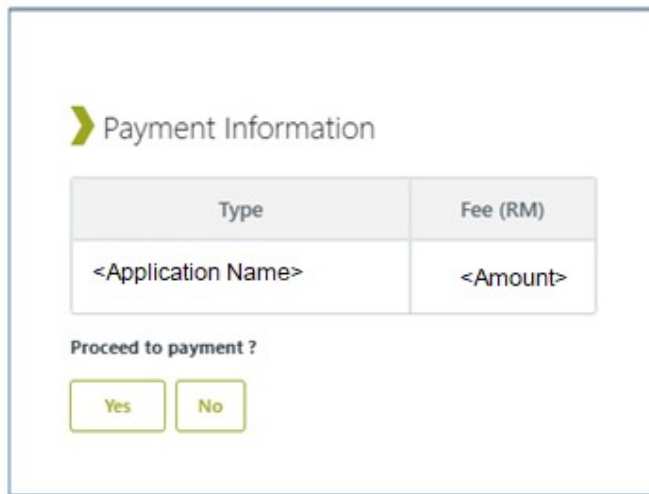
You have a free voucher for this application. Would you want to use it?

<Application Name>

Description:
Replacement for wrong Online Application submission.

Ok Cancel

9. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company either does not have a free voucher or has chosen not to use it.



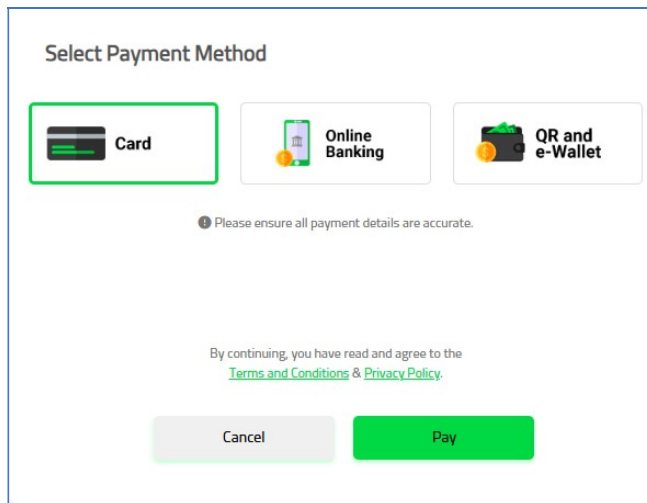
The screenshot shows a 'Payment Information' screen. At the top, there is a green arrow icon followed by the text 'Payment Information'. Below this is a table with two columns: 'Type' and 'Fee (RM)'. The first row of the table contains the placeholders '<Application Name>' and '<Amount>'. Below the table, the text 'Proceed to payment ?' is displayed. At the bottom, there are two buttons: 'Yes' and 'No'.

Type	Fee (RM)
<Application Name>	<Amount>

Proceed to payment ?

Yes No

10. If the company clicks [Yes] to proceed with payment, the system will display the payment screen for the company to select payment option and click on [Pay] to make the payment.



The screenshot shows a 'Select Payment Method' screen. At the top, the text 'Select Payment Method' is displayed. Below this are three payment options, each with an icon and a label: 'Card' (with a credit card icon), 'Online Banking' (with a smartphone icon), and 'QR and e-Wallet' (with a QR code icon). The 'Card' option is highlighted with a green border. Below these options, a small information icon is followed by the text 'Please ensure all payment details are accurate.' At the bottom, there is a line of text: 'By continuing, you have read and agree to the [Terms and Conditions](#) & [Privacy Policy](#).' Below this text are two buttons: 'Cancel' and 'Pay'.

Select Payment Method

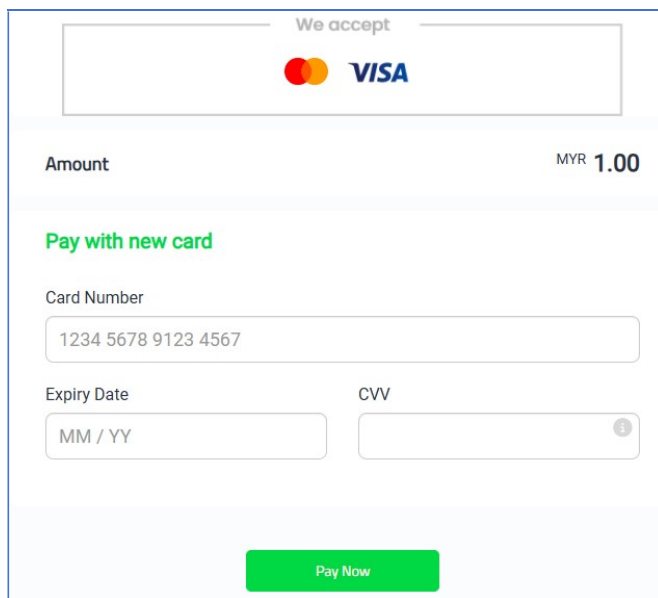
Card Online Banking QR and e-Wallet

Please ensure all payment details are accurate.

By continuing, you have read and agree to the [Terms and Conditions](#) & [Privacy Policy](#).

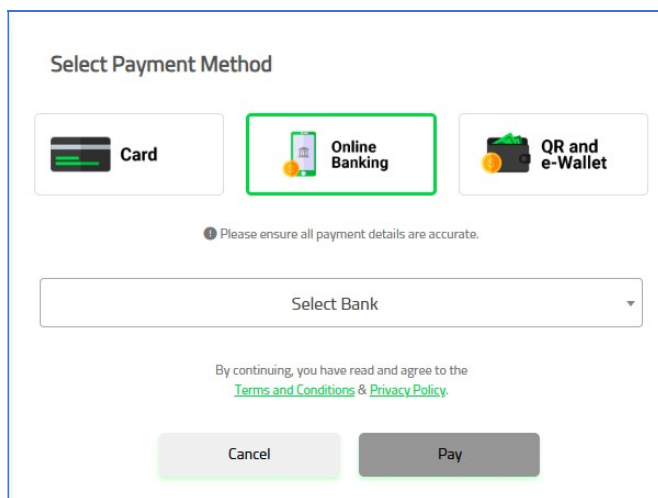
Cancel Pay

11. If the company select Card as payment option.



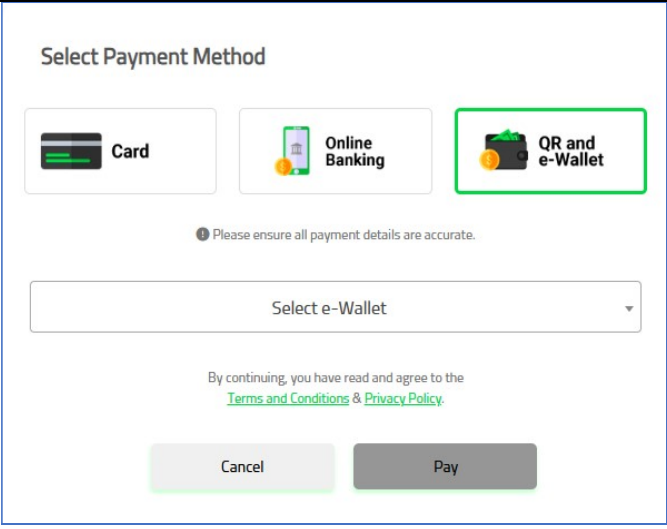
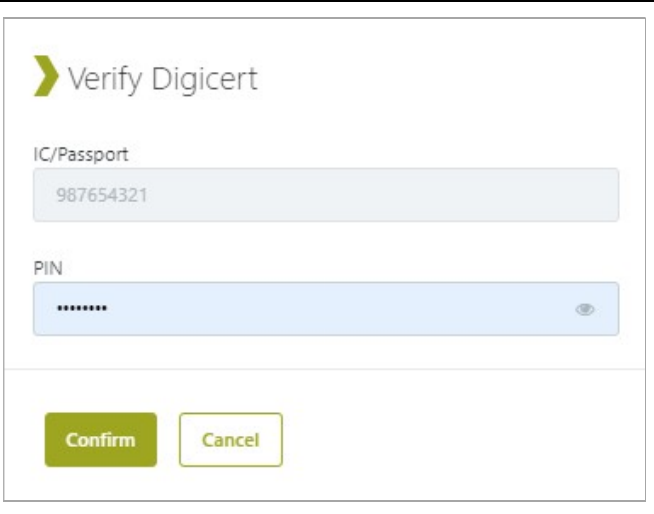
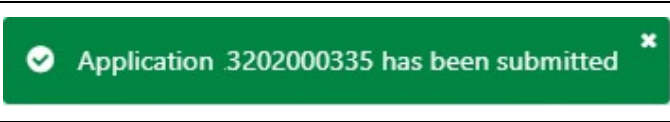
The screenshot displays a payment interface. At the top, it says "We accept" followed by the Mastercard and VISA logos. Below this, the amount to be paid is shown as "MYR 1.00". A green button labeled "Pay with new card" is visible. Underneath, there are input fields for "Card Number" (containing "1234 5678 9123 4567"), "Expiry Date" (with a placeholder "MM / YY"), and "CVV" (with a placeholder and an information icon). A green "Pay Now" button is at the bottom.

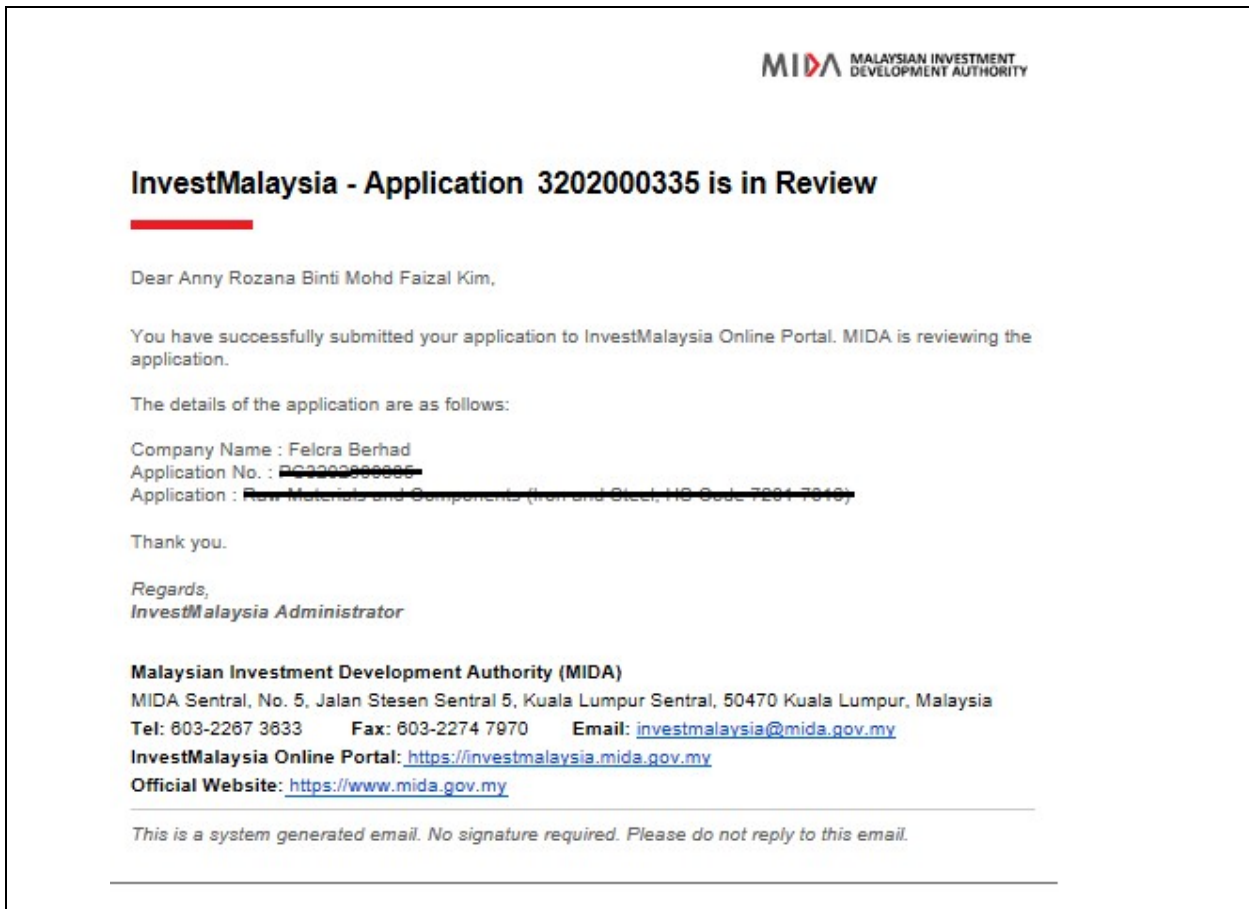
12. If the company select Online Banking as payment option.



The screenshot shows the "Select Payment Method" screen. There are three options: "Card", "Online Banking" (which is highlighted with a green border), and "QR and e-Wallet". Below these options, a message states: "Please ensure all payment details are accurate." followed by a "Select Bank" dropdown menu. At the bottom, there is a disclaimer: "By continuing, you have read and agree to the [Terms and Conditions](#) & [Privacy Policy](#)." and two buttons: "Cancel" and "Pay".

13. If the company select QR and e-Wallet as payment option.

	
14. A popup message will appear to verify the Digicert if the payment has been made or if the application does not require a processing fee.	
	
15. Click the [Cancel] button system will return to the 'Declaration' section. 16. Insert PIN and click the [Confirm] button 17. The system will display a success message.	
	
18. 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.	



3.8 APPLICATION FOR EXPATRIATE POST

3.9 Company

This section is applicable for all types of Expatriate Post applications.

The application form shall use the standardised "Company" section with no variations. Please refer item 3.1 for details.

3.10 Previous Approval Records

This section is applicable for all types of Expatriate Post applications.

The application form shall use the standardised "Previous Approval Records" section with no variations. Please refer item 3.2 for details.

3.11 Application Information

This section is applicable for the following Expatriate Post application:

1. New/Additional
2. Extension
3. Post Approval Amendment

Application Information

Application

Expatriate Post

Type of Application

New

Company Operation Start Date *

DD/MM/YYYY

Company Activity *

No.	Product/Activity	Action
No items to show...		

Add Product

4

Market

No	Market	Total Percentage (%) *	Direct Client/Brand *	Country Destination *
Add Record				

- Fill-in required details in:
 - Company Operation Start Date
 - Market

Sum of Total Percentage (%) must be equal to 100%
- To add Company Activity, click on **[Add Product]** button. System shall pop up **“Add Company Activity”**

Add Company Activity	
- Please Select Application Type -	5
Q	5
Close Confirm	
3. Applicant shall be able to filter Company Activity by Application Type.	
4. Click on [Confirm] button once applicant is done selecting Company Activity.	
5. Click the [Next] button The system will redirect to the 'Financing Details' section.	

3.12 Financing Details

This section is applicable for the following Expatriate Post application:

1. New/Additional
2. Extension
3. Post Approval Amendment

The application form shall use the standardised "Financing Details" section with no variations. Please refer item 3.4 for details.

3.13 Expatriate Post (Previous)

This section shall be applicable for the following Expatriate Post applications:

1. Post Approval Appeal
2. Post Approval Amendment
3. Post Approval Change of Company Name
4. Post Approval Surrender

Company Application for Expatriate Post

Designation/Job Title: Manager

Designation/Job Title *

Manager

Type of Position *

Term Post

Minimum Basic Monthly Salary (RM) *

5,000.00

Academic Qualification *

Degree

Working Experience (Year) *

3

Duration Applied (Year) *

5

Job Function *

Proposed Training Scheme for Malaysian Personnel to fulfill the post *

Initiative To Appoint Malaysian (Collaboration with all the initiative to localise the position) *

Expatriate Location

No.	MIDA Reference No	Application Type	Location	Sector	Product Activity	Select One Main Sector	Select One Main Location	Action
1			Living Odyssey Tower, 1 Jalan Tunku Abdul Rahman					Remove

☐ Add Company Registered Address as Location

View Summary

Next

3.14 Expatriate Post

3.14.1 New/Additional Application

Expatriate Post

Company Application for Expatriate Post

Add Position

1

View Summary

1. Click on **[Add Position]** button. System shall pop up a screen for application to enter position to apply.

Add Designation/Job Title

Designation/Job Title

*Please spell designation/job title in full name

3

Add

Cancel

2. Fill up Designation/Job Title

3. Click on **[Add]** button. Position will be added on the screen.

Expatriate Post

Company Application for Expatriate Post

Add Position

4

Designation/Job Title: Manager

View Summary

4. Click on the  (Expand) icon to expand the position details.

 Expatriate Post

Company Application for Expatriate Post [Add Position](#)

Designation/Job Title: Manager ^

Designation/Job Title *	Type of Position *	No. of Position *
Manager	Key Post	0
Minimum Basic Monthly Salary (RM) *	Academic Qualification *	Working Experience (Year) *
0.00	- Please Select Academic Qualification-	0

Duration Applied (Year) *

Job Function *

Expatriate Location

No.	MIDA Reference No	Application Type	Location	Sector	Product Activity	Select One Main Sector	Select One Main Location	Action
No items to show...								

[Add Project Location](#)

☐ Add Company Registered Address as Location

[Delete This Position](#) **6**

5. Fill-in required details in:

- a) Type of Position
- b) No. of Position
- c) Minimum Basic Monthly Salary (RM)
- d) Academic Qualification
- e) Working Experience (Year)
- f) Duration Applied (Year)

This field shall be available only when Type of Position is Term Post.

- g) Job Function

6. Click on **[Add Project Location]** button. System shall pop out **“Approved Project & Location Search”**.

Approved Project & Location Search

Application Type

- Please Select Application Type -

No	Project Reference No.	Application Type	Project Location
☐	360/00025/035097/000030JTPD	Manufacturing Licence	Living Odyssey Tower , 1 Jalan Tunku Abdul Rahman ,



7. Applicant shall be able to filter Approved Project & Location by Application Type.
8. Click on **[Add]** button once applicant is done selecting Approved Project & Location.

Expatriate Location

No	MIDA Reference No	Application Type	Location	Sector	Product Activity	Select One Main Sector	Select One Main Location	Action
1	360/00025/035097/000030JTPD	Manufacturing	Living Odyssey Tower, 1 Jalan Tunku Abdul Rahman	Manufacturing	Mattress, Wooden furniture	☐	☐	Remove



9. Check on **“Add Company Registered Address as Location”** if the expatriate post is expected to also be based at the company address.
10. Select one main sector and one main location from the list of expatriate location
11. Click on **[Delete This Position]** button to delete the position.

View Summary

12 

No	Designation/Job Title	Type Of Position	No Of Position	Duration Applied (Year)	Minimum Monthly Basic Salary (RM)	Academic Qualification	Working Experience	Expatriate Location
1	Manager	Key Post	2	0	6000	Degree	5	Living Odyssey Tower,1 Jalan Tunku Abdul Rahman,50210,Wilayah Persekutuan Kuala Lumpur,Wilayah Persekutuan Kuala Lumpur

12. Click on the  (Expand) icon to expand the summary.

13. All the position applied will be displayed in View Summary.

3.14.1 Extension Application

Expatriate Post

Company Application for Expatriate Post

Reference No: 340/36109/035097/000010ACI Designation/Job Title: Product Development Manager

Designation/Job Title *
 Product Development Manager

Type of Position *
 Term Post

Minimum Basic Monthly Salary (RM) *
 15,000.00

Academic Qualification *
 Degree

Working Experience (Year) *
 3

Extension Applied (Year) *
 3

Post Start Date *
 01/01/1900

Post Expiry Date *
 01/01/1900

Job Function *

Proposed Training Scheme for Malaysian Personnel to fulfill the post *

Initiative To Appoint Malaysian (Collaboration with all the initiative to localise the position) *

Confirmation letter from Perkeso on job advertisement with MYFutureJobs *

Have MIDA stated that this position is final extension? Please refer the MIDA letter for the approved post. *
☐ Yes
☒ No

Expatriate Location

No.	MIDA Reference No	Application Type	Location	Sector	Product Activity	Select One Main Sector	Select One Main Location	Action
No items to show...								

☐ Add Company Registered Address as Location

Delete This Position

Reference No: 340/36109/035097/000010ACI Designation/Job Title: Product Innovation and Technical Manager

View Summary

Next

1. Fill up the following fields:

- a. Extension Applied (Year)
 - b. Job Function
 - c. Proposed Training Scheme for Malaysian Personnel to fulfill the post
 - d. Initiative To Appoint Malaysian (Collaboration with all the initiative to localise the position)
 - e. Justification
2. click **[Next]**.

3.14.2 Appeal Application

Expatriate Post

Company Application for Expatriate Post

Designation/Job Title: Manager

Designation/Job Title *
Manager

Type of Position *
Term Post

Duration Applied (Year) *
5

Minimum Basic Monthly Salary (RM) *
5,000.00

Academic Qualification *
Degree

Working Experience (Year) *
3

Job Function *

Proposed Training Scheme for Malaysian Personnel to fulfill the post *

Initiative To Appoint Malaysian (Collaboration with all the initiative to localise the position) *

Post Start Date *
01/01/1900

Post Expiry Date *
01/01/1900

Expatriate Location

No.	MIDA Reference No	Application Type	Location	Sector	Product Activity	Select One Main Sector	Select One Main Location	Action
No items to show...								

☐ Add Company Registered Address as Location

Justification *

View Summary

Next

1. Fill up the Justification field and click **[Next]**.

3.14.3 Amendment Application

Company Application for Expatriate Post

PositionReference No: EP/2021/00055/01
Designation/Job Title: Manager

☐ Change Of Designation/Title
☐ Change Of Expatriate Post Location
☐ Change Of Qualification
☐ Change Of Minimum Basic Monthly Salary

Designation/Job Title *

Manager

Type of Position *

Term Post

Duration Applied (Year) *

5

Minimum Basic Monthly Salary (RM) *

5,000.00

Academic Qualification *

Degree

Working Experience (Year) *

3

Job Function *

Proposed Training Scheme for Malaysian Personnel to fulfill the post *

Initiative To Appoint Malaysian (Collaboration with all the initiative to localise the position) *

Post Start Date *

16/02/2021

Post Expiry Date *

16/02/2021

Expatriate Location

No.	MIDA Reference No	Application Type	Location	Sector	Product Activity	Select One Main Sector	Select One Main Location	Action
1	360/00025/035097/000030/TPD	Manufacturing	Living Odyssey Tower,1 Jalan Tunku Abdul Rahman					Remove

Add Project Location

☐ Add Company Registered Address as Location

Justification *

View Summary

Next

1. Select the **“Type of Amendment”**.
2. Amend the applicable field.
3. Fill up the **“Justification”**.
4. Click **[Next]** button.

3.14.4 Change of Company Name Application

Change of Company Name

I. Company Application for Expatriate Post

No	Position Reference No.	Designation/Job Title	Type Of Position	Minimum Monthly Basic Salary (RM)	Academic Qualification	Working Experience	Expatriate Location	Post Start Date	Post End Date
1	380/00025/03097/000024/TPD/1	Product Development Manager	Term Post	15,000.00	Degree	6	No items to show...	01/01/1900	01/01/1900

II. Company Details

Existing Company Name *

Living Odyssey (M) Sdn. Bhd.

Registration Type

Registration Of Company (ROC)

Company Registration Number *

Date Of Incorporation *

01/01/1987

New Company Name *

Living Odyssey (M) Berhad

Justification *

Change of organization structure hence the name to reflect the new structure.

Next

1. Fill up the “**New Company Name**” and “**Justification**” field.
2. Click **[Next]**.

3.14.5 Surrender Application

Surrender for Expatriate Post

I. Company Application for Expatriate Post

No	Position Reference No.	Designation/Job Title	Type Of Position	Minimum Monthly Basic Salary (RM)	Academic Qualification	Working Experience	Expatriate Location	Post Start Date	Post End Date
1	380/00025/03097/000024/TPD/1	Product Development Manager	Term Post	15,000.00	Degree	6	No items to show...	01/01/1900	01/01/1900

Justification *

The position is no longer required as the expatriate has obtained RPT.

Next

1. Fill up the Justification field and click **[Next]**.

3.15 Manpower

This section is applicable for the following Expatriate Post application:

1. New/Additional
2. Extension

The application form shall use the standardised “Manpower” section with no variations. Please refer item 3.5 for details.

3.16 Supporting Document

This section is applicable for all types of Expatriate Post applications.

The application form shall use the standardised “Supporting Document” section with no variations. Please refer item 3.6 for details.

3.17 Company Operation and Technology

This section is applicable for all types of Expatriate Post applications.

The application form shall use the standardised “Company Operation and Technology” section with no variations. Please refer item 3.1 for details.

3.18 Declaration

This section is applicable for all types of Expatriate Post applications.

The application form shall use the standardised “Declaration” section with no variations. Please refer item 3.7 for details.

3.19 Application is Returned by MIDA due to incomplete information



InvestMalaysia - Returned Application ML202100049

Dear midamalaysia123,

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 3833 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.

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


MIDA MALAYSIAN INVESTMENT
DEVELOPMENT AUTHORITY

InvestMalaysia - Permohonan Diterima MIDA ICA10/2021/00024

Tuan/Puan,

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

No. Ruj. MIDA	: ICA10/2021/00024
No. Ruj. Permohonan	: ICA10202100033
Tarikh Diterima	: 14/02/2021 02:10:25

Nama Syarikat	: 0000003P SDN BHD
No. Pendaftaran Syarikat	: 0000003P
Pegawai Dihubungi	: [REDACTED]
Jawatan	: Manager
No. Telefon	: 01101234567
Emel	: [REDACTED]
Alamat	: [REDACTED]

Bahagian	: Kimia dan Bahan Termaju
Pengarah/Timbalan Pengarah	: [REDACTED]
No. Telefon	: 0322676773
Emel	: [REDACTED]

Pegawai MIDA	: [REDACTED]
No. Telefon	: 0322676726
Emel	: [REDACTED]

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>

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

3.21 Email Notification when application is successful

**MIDA** MALAYSIAN INVESTMENT
DEVELOPMENT AUTHORITY

**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 menggunakan 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.
- ii) Pihak Kementerian Kewangan, MITI, dan Jabatan Kastam DiRaja menerima dan mengakses Surat
Keputusan secara online.

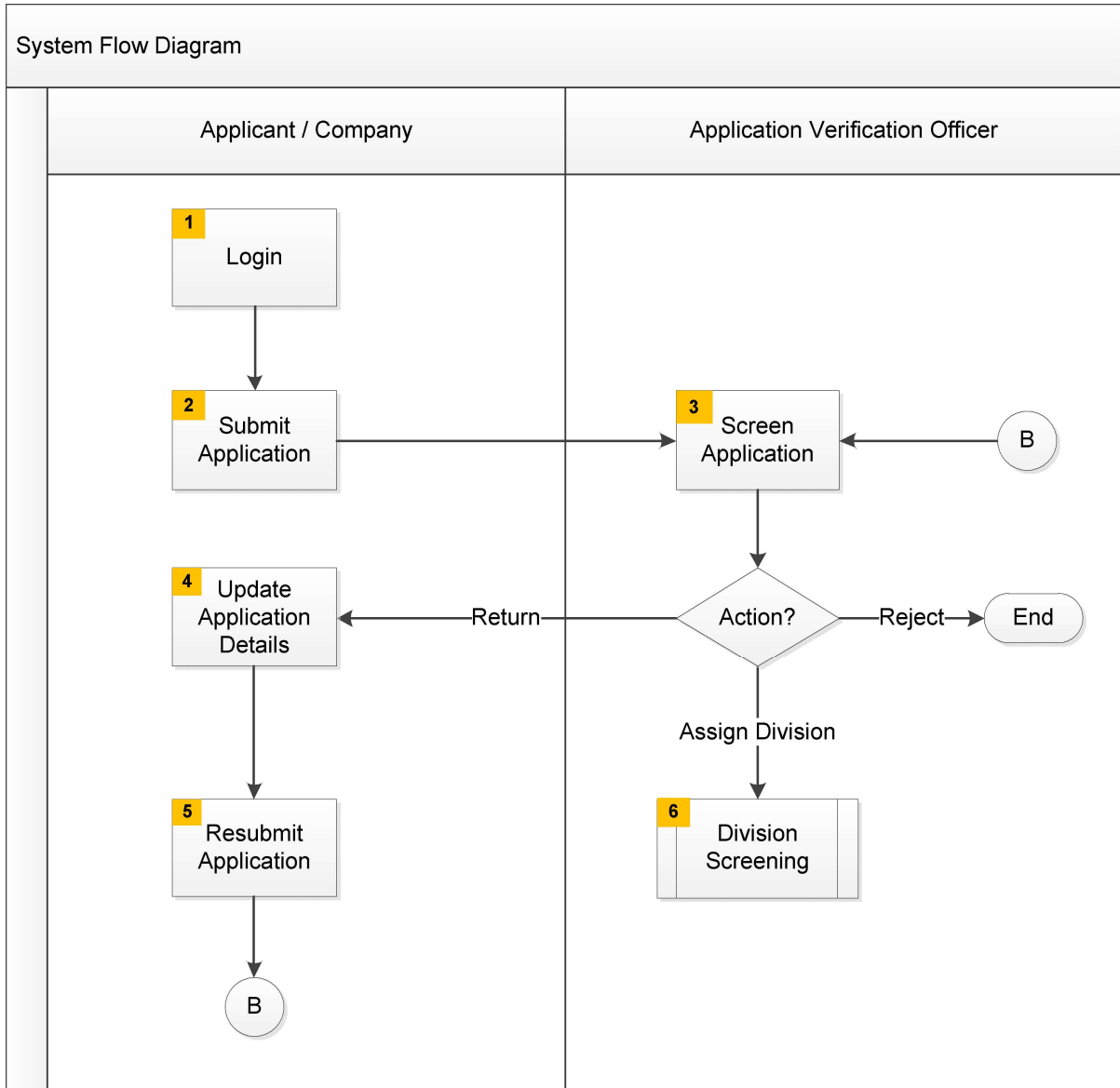
Sekian, terima kasih.

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>

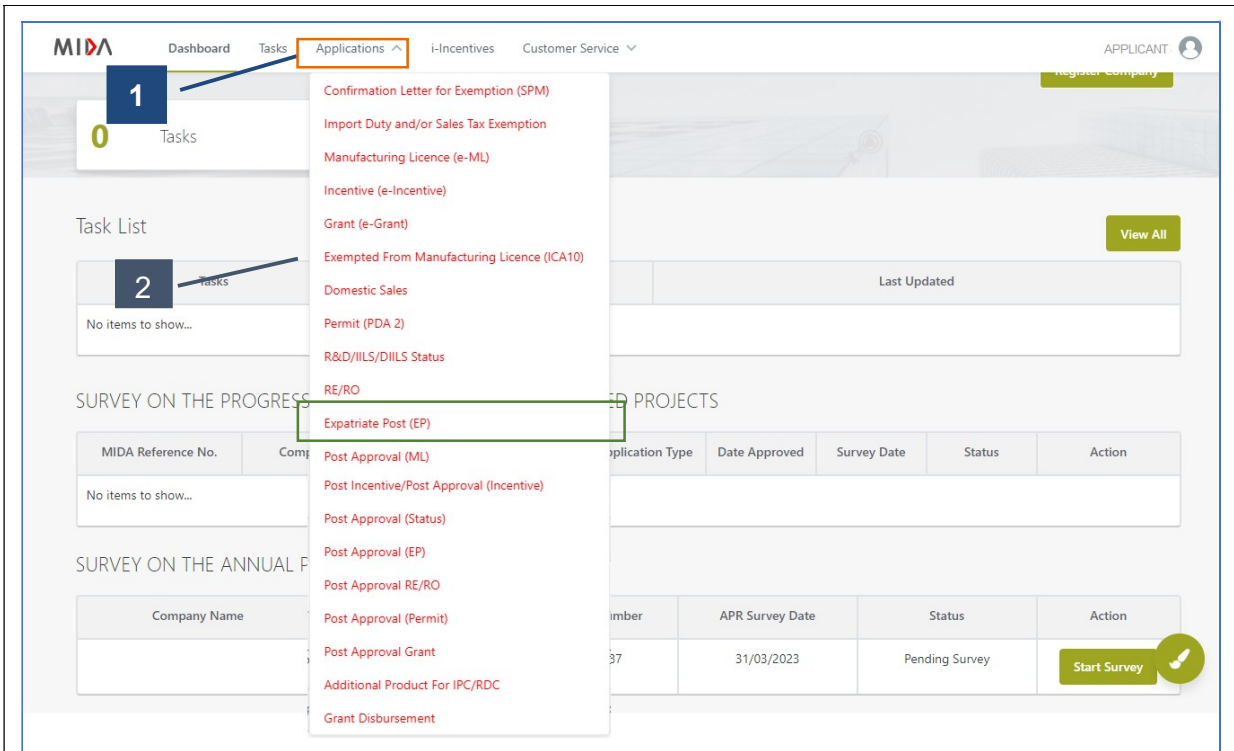
This is a system generated email. No signature required. Please do not reply to this email.

Appendix 1: System Flow Diagram



3.22 Download Decision Letter and Verify QR Code

3.22.1 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

Application List - [Create New Application](#)

Search Filters

Application No./MRN No.
Search by Application No. /MRN No.

Company Name
Search by Company Name

Registration Type
All Types

Company Registration No.
Search by Company Reg No.

Summary: 2 All, 0 Draft, 0 Progress, 2 Completed

Application No.	MIDA Reference No.	Application Type	Submission Date	Acceptance Date	Decision Date	Application Status	Action
202300022	2023/00056	New	12/01/2023	07/02/2023	09/02/2023	Completed	Delete
202200657	2022/00380	New	20/05/2022	27/06/2022	29/06/2022	Completed	Delete

2 records

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

Company Name
TESTING SDN BHD

Application No.
202300413

MIDA Reference No.
2023/00002

Application Type
New

Division
Chemical & Advanced Materials

Acceptance Date
31/07/2023

Progress (1 / 11)

- A Company** (Selected)
- B Previous Company Activity/Project
- C Application Information

Company Profile

Company Name
TESTING SDN BHD

[Application Form](#) [Acknowledgement Letter](#) [Decision Letter](#) [Refresh](#)

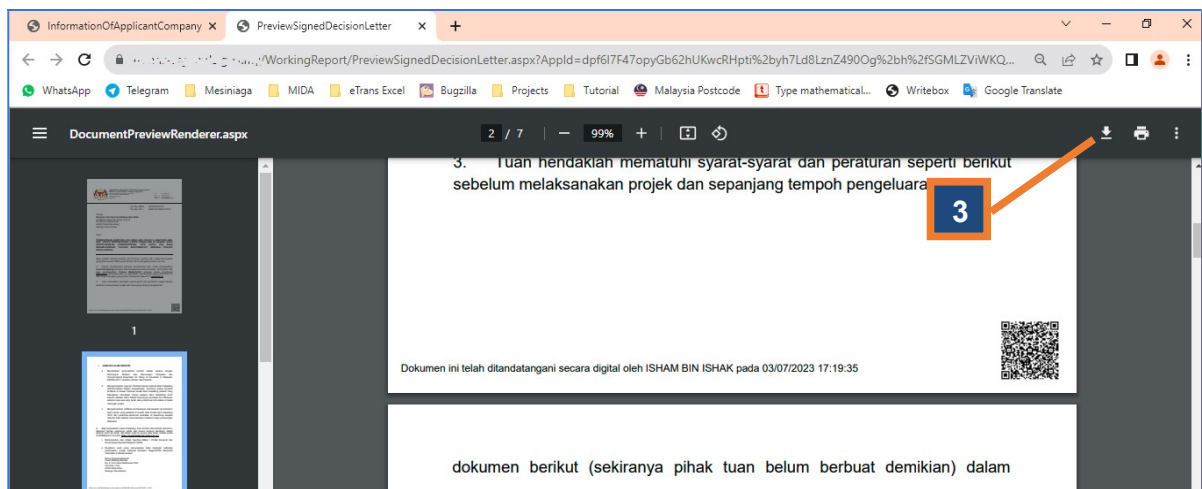
- System will display the selected application form

3.22.2 Download Decision Letter



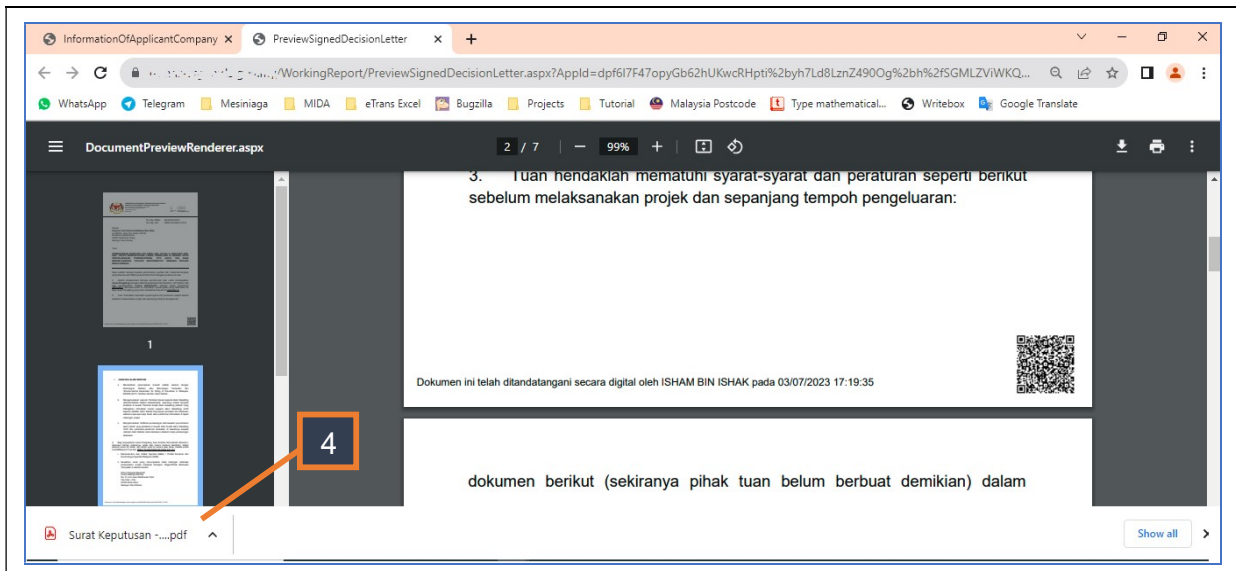
The screenshot shows the application dashboard for TESTING SDN BHD. The header contains fields for Company Name, Application No. (202300413), MIDA Reference No. (2023/00002), Application Type (New), and Acceptance Date (31/07/2023). The Division is Chemical & Advanced Materials. In the top right, there are buttons for 'Application Form', 'Acknowledgement Letter', 'Decision Letter' (highlighted with a red box), and a refresh icon. A blue box labeled '1' has an arrow pointing to the 'Decision Letter' button. Below the header, there is a 'Progress (1 / 11)' section with a sidebar showing 'Company' (selected), 'Previous Company Activity/Project', and 'Application Information'. The main content area shows 'Company Profile' with the company name 'TESTING SDN BHD'.

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



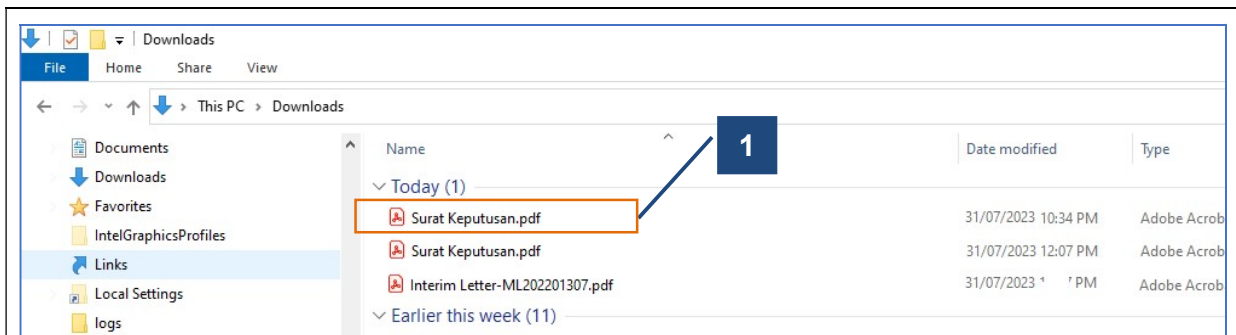
2. System will display the Decision Letter in a new browser tab.

3. Click on the **[Download]** icon to download the document to local folder.

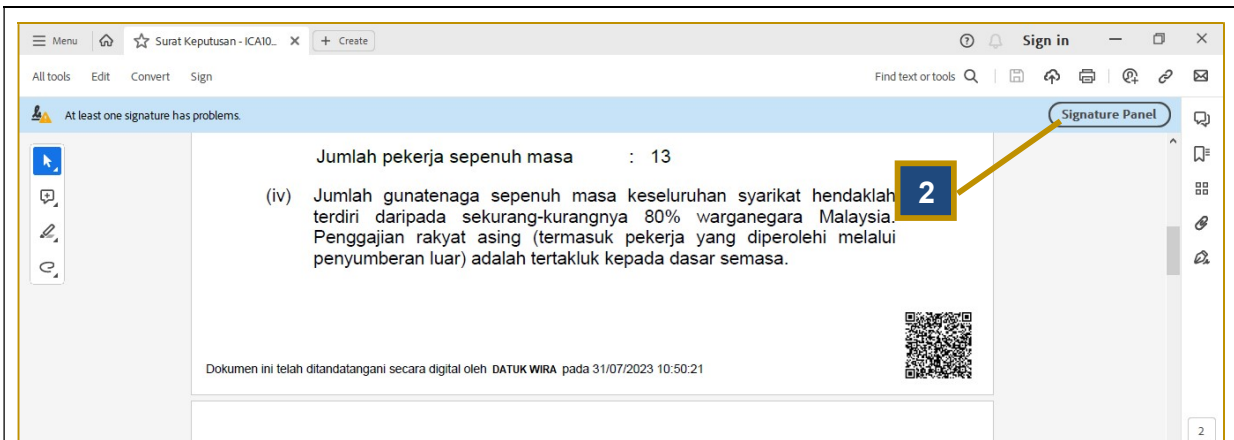


4. System will download the Decision Letter and save in PDF format.

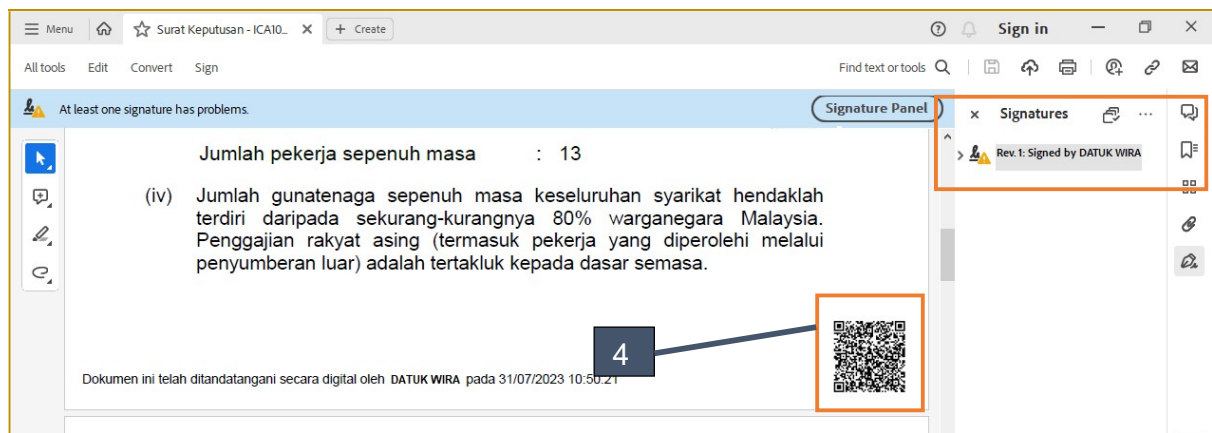
3.22.3 Verify QR Code



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.
6. Please refer to the User Guide document "**[Invest Malaysia] eValidator Mobile Application**" (MIDA QR Code mobile application) on how to install the mobile application.

Chapter 4 System Flow Diagram

