



USER GUIDE

2017

User Registration

Version 2.0



PORT KLANG *NET



Rank Alpha Technologies Sdn Bhd®

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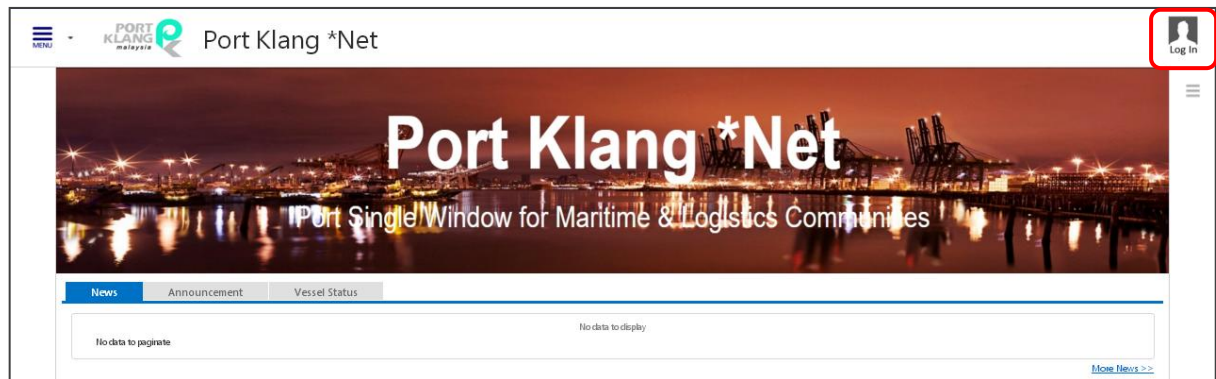
Chapter 1 LPK Registration

1 Lembaga Port Klang (LPK) Registration

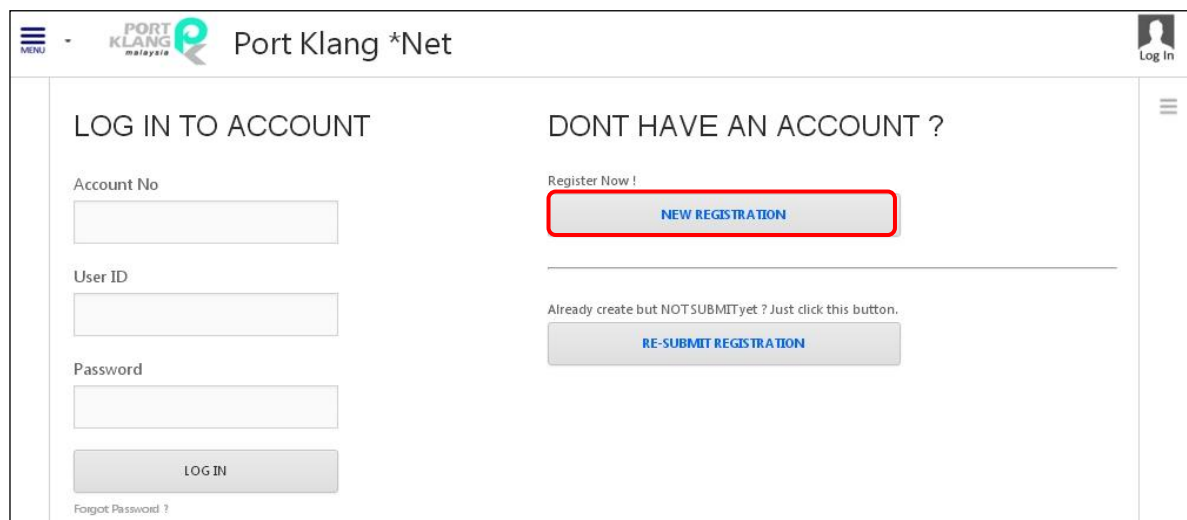
Lembaga Pelabuhan Klang (LPK) Registration module allows users to register their company information so that they will be able to access and use the system anytime.

1.1 New User Registration

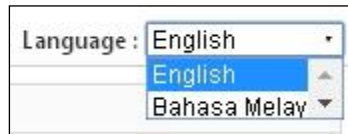
1. Go to Port Klang *Net main page and click on the **Log In** icon and system will bring user to the login screen.



2. Click on **New Registration** button.



3. This system provides two languages for this page. Select the language.



A screenshot of a web form showing a language selection dropdown menu. The label 'Language :' is followed by a dropdown box. The dropdown is open, showing three options: 'English' (selected and highlighted in blue), 'English', and 'Bahasa Melayu'. Each option has a small downward-pointing arrow to its right.

4. There are seven (7) tabs under User Registration. User need to complete all the sections:



A screenshot of a vertical list of seven tabs for user registration. The tabs are: 'Company Particulars', 'Director Particulars', 'Shareholders Particulars', 'Document', 'Acknowledgement', 'Submit', and 'Term and Conditions'. The 'Company Particulars' tab is highlighted with a light grey background.

1.1.1 Company Particulars

1. Click on **Company Particulars** tab to fill in company details. All yellow color fields are mandatory.

Figure 1

2. Fill in the information as below :
 - Registration Type
 - Company Name
 - ROC/ROB No
 - Date of Registration of Company/Business
 - Paid-up Capital: RM
 - Registered Address
 - Postal Code
 - Tel No 1
 - Tel No 2

- Fax No 1
- Fax No 2
- Business Address
- Customs/PKA Agent Code

3. Fill in the information under **Authorized Contact** :

- Authorized Contact 1
- User ID
- Designation
- Tel No
- Email
- Mobile Phone No
- Authorized Contact 2
- Designation
- Tel No
- Designation
- Email Mobile Phone No

Business

Business

Address :

Postal Code :

Tel No : () _ - _ 2 : () _ - _

Fax_No : () _ - _ 2 : () _ - _

Website :

Figure 2

4. Fill in all the information under **Business** tab :

- Company Address 2
- Postal Code
- Tel No 1
- Tel No 2
- Fax No 1
- Fax No 2
- Website

5. Click on **<Save>** button to save the record,

Company Particulars

Registration Type: SA - AGEN PERKAPALAN / SHIPPING AGENT

Name Of Company: _____

Date of Company Registration: 24/01/2017

Registered Address: _____

Postal Code: _____

Tel No: () ____-____ 2: () ____-____

Fax No: () ____-____ 2: () ____-____

Business Address: _____ As above

Postal Code: _____

Tel No: () ____-____ 2: () ____-____

Fax No: () ____-____ 2: () ____-____

Customs / PKA Registered Code: _____ if exist e.g : BS1234

Save

Figure 3

6. **“Successfully Saved!”** message will be displayed.

1.1.2 Director Particulars

- Once successfully saved, all the information of Company Particulars, **Director Particulars** tab will be enabled.
- Director Particulars page will display as below :

Director Particulars

Name: _____

NRIC / Passport: _____

Address: _____

Postal Code: _____

Nationality: _____

Gender: _____

Designation: _____

Save **Cancel**

Add **Edit** **Delete**

#	No	Name	NRIC / Passport	Gender	Nationality	Designation
No data to display						

Figure 4

3. Click **<Add>** button to add new Director. All yellow color fields are mandatory.

Director Particulars

Name:

NRIC / Passport:

Address:

Postal Code:

Nationality:

Gender:

Designation:

Figure 5

4. Fill in all the information :

- Name
- NRIC/Passport No
- Address
- Postal Code
- Designation
- Nationality
- Sex

5. Click on **<Save>** button.

6. **“Successfully Saved!”** message will be displayed.

7. New Director record will be display in the listing.

#	No ↑	Name	NRIC / Passport	Gender	Nationality	Designation
<input type="checkbox"/>	0001	RAHMAT BIN RAZAMAN	841234015930	L - Lelaki	MALAYSIA	CEO

Figure 6

1.1.2.1 Edit Director Particulars Record

1. Select any record to edit by ticking the checkbox .

#	No ↑	Name	NRIC / Passport	Gender	Nationality	Designation
<input checked="" type="checkbox"/>	0001	RAHMAT BIN RAZAMAN	841234015930	L - Lelaki	MALAYSIA	CEO

Figure 7

2. Click on **<Edit>** button.

3. Edit the information.

Director Particulars

Name:	<input type="text" value="RAHMAT BIN RAZAMAN"/>		
NRIC / Passport:	<input type="text" value="841234015930"/>		<input type="button" value="Save"/>
Address:	<input type="text" value="NO 1 JALAN API 1"/>	Nationality:	<input type="text" value="MALAYSIA"/>
	<input type="text" value="TAMAN API"/>	Gender:	<input type="text" value="Male"/>
Postal Code:	<input type="text" value="98754"/>	Designation:	<input type="text" value="CEO"/>

Figure 8

4. Click on <Save> button.
5. “Successfully Saved!” message will be displayed.

1.1.2.2 Delete Director Particulars Record

1. Select any record to delete.

#	No ↑	Name	NRIC / Passport	Gender	Nationality	Designation
<input checked="" type="checkbox"/>	0001	RAHMAT BIN RAZAMAN	841234015930	L - Lelaki	MALAYSIA	CEO

Figure 9

2. Click on <Delete> button.
3. “Successfully Deleted!” message will be displayed.
4. Successfully deleted record(s) will be removed from the listing.

1.1.3 Shareholders Particulars

1. Click on At **Shareholders Particulars** tab.
2. The Shareholders Particulars page will be displayed as below:

Shareholders Particulars

Name:	<input type="text"/>		
NRIC / Passport / ROC:	<input type="text"/>		<input type="button" value="Save"/>
Address:	<input type="text"/>	Nationality:	<input type="text"/>
	<input type="text"/>	Gender:	<input type="text" value="Male"/>
Postal Code:	<input type="text"/>		

#	No ↑	Name	NRIC / Passport	Gender	Nationality
No data to display					

Figure 10

1.1.4 Shareholders Particulars

- Click on At **Shareholders Particulars** tab.
- The Shareholders Particulars page will be displayed as below:

Shareholders Particulars

Name:

NRIC / Passport / ROC:

Address:

Postal Code:

Nationality:

Gender: Male

Save

Cancel

Add Edit Delete

#	No	Name	NRIC / Passport	Gender	Nationality
No data to display					

Figure 11

- Click **<Add>** to add new Shareholder. All yellow color fields are mandatory.

Shareholders Particulars

Name:

NRIC / Passport / ROC:

Address:

Postal Code:

Nationality:

Gender: Male

Save

Cancel

Add Edit Delete

#	No	Name	NRIC / Passport	Gender	Nationality
No data to display					

Figure 12

- Fill in all the information :
 - Name NRIC/Passport No
 - Address
 - Postal Code
 - Nationality
 - Sex
- Click on **<Save>** button and **"Successfully Saved!"** message will be displayed.
- New Shareholders record will be displayed in the listing.

#	No	Name	NRIC / Passport	Gender	Nationality
<input type="checkbox"/>	0001	ROZIHAN BINTI SALAM	920132016464	P - Perempuan	MALAYSIA

1.1.4.1 Edit Shareholders Particulars Record

1. Select any record to edit.

#	No	Name	NRIC / Passport	Gender	Nationality
<input checked="" type="checkbox"/>	0001	ROZIHAN BINTI SALAM	920132016464	P - Perempuan	MALAYSIA

Add Edit Delete

Figure 13

2. Click on <Edit> button.
3. Edit the information.

Shareholders Particulars

Name: ROZIHAN BINTI SALAM

NRIC / Passport / ROC: 920132016464

Address: NO 2 JALAN LIMAU 2
TAMAN LIMAU

Postal Code: 479846

Nationality: MALAYSIA

Gender: Female

Save Cancel

Figure 14

4. Click on <Save> button.
5. “**Successfully Saved!**” message will be displayed.

1.1.4.2 Delete Shareholders Particulars Record

1. Select any record to delete.

#	No	Name	NRIC / Passport	Gender	Nationality
<input checked="" type="checkbox"/>	0001	ROZIHAN BINTI SALAM	920132016464	P - Perempuan	MALAYSIA

Add Edit Delete

Figure 15

2. Click on <Delete> button.
3. “**Successfully deleted!**” message will be displayed.
4. Successfully deleted record(s) will be removed from the listing.

1.1.5 Document



*Please ensure that the soft copies of the documents are scanned in *.pdf or *.img files before you fill up this section,*

1. Click on **Document** tab
2. Document page will be displayed as below :

Figure 16

3. Click **<Add>** to add new document.
4. Fill in all the information :
 - Document Type
 - Document Name
 - Remark
5. Click on **<Save>** button.
6. **“Successfully Saved!”** message will be displayed.
7. New Document will be displayed in the listing.

#	No.	Nama Dokumen Document Name	Catatan Remark
<input type="checkbox"/>	1	2.png	ZB4 form

Figure 17

8. Click **<Next>** button to go to **Acknowledgement** page.

1.1.5.1 Delete Document Record

1. Select any record to delete.

Dokumen

#	No.	Nama Dokumen Document Name	Catatan Remark	Add
<input checked="" type="checkbox"/>	1	2.png	ZB4 form	Delete

Figure 18

2. Click on <Delete> button.
3. “**Successfully Deleted!**” message will be displayed.
4. Successfully deleted record(s) will be removed from the listing.

1.1.6 Acknowledgement

1. Click on **Acknowledgement** tab.
2. The tab will be enabled based on selected user registration type.
3. Acknowledgement page will be displayed as below :

Terma & Syarat-Syarat Pendaftaran | Term & Conditions Of Registration

Warehouse Operator FF / SA / FA (Non Warehouse Operator) Haulier Container Depot

FF / SA / FA (Non Warehouse Operator)

1. The operator shall notify the Free Zone Authority if there are any amendments or changes relating to company particulars, such as name change, change of address, Board of Directors and others within 1 month/30 days. Particulars of the applicant, if not notified and updated may cause the Free Zone Authority to withdraw this approval.
2. The Free Zone Authority reserved its right to amend or add or imposed any conditions related to this approval to conduct activity, if deemed necessary.
3. This approval to conduct activity may be suspended/revoked, if the Agent, including individual or company that is authorized by Free Zone Authority, violates any condition stated above or found guilty of violating Free Zone Act 1990, Free Zone Regulations 1991, Customs Act 1967 or any other Act, Regulation, Directives or Circulars currently in force or any future amendments/ changes.
4. All parties, including "main line operator", "feeder operator", "box operator", "freight forwarder" and "Forwarding Agent" are obliged to declare the gazette ZB1 form (Import), ZB2 (Export), ZB3 (Transshipment), or any other methods approved by Free Zone Authority, LPK as provided under Article 21(1), 22 & 23 of Free Zone Regulations 1991, before handling the goods.

I agree Term & Condition above

Figure 19

4. Tick on the checkbox to agree with the Terms& Conditions.

1.1.7 Submit

1. Click on **Submit** tab.
2. Submit page will display as below :

The screenshot shows a web form titled "Submit". At the top, there are two tabs, both labeled "Declaration". Below the tabs is a section titled "Declaration" containing two paragraphs of text. The first paragraph states: "I/We certify that all particulars submitted in the above registration form, including all attached supporting documents, are true and correct. I/We agree to accept all the terms and conditions, including rules and regulation as stated in the annex, Port Authorities Act, 1963, Port Klang Authority Regulations, Free Zone Act, 1990, Free Zone Regulations, 1991, Customs Act, 1967, and other laws and regulations currently in force and all amendments from time to time." The second paragraph states: "I/We understand that should there be falsification in the particulars provided in the above registration form or in violation with any of the laws, regulations, rules and conditions, my/our application for registration will not be considered and any approval, if given, will be revoked." Below the text is a checkbox labeled "I agree Term & Condition above", which is checked. At the bottom of the form, there are three input fields: "Name" with the value "MANIAM", "NRIC / Passport", and "Email" with the value "syazwanirankalpa@gr". A "Submit" button is located to the right of the email field.

Figure 20

3. User need to read Declaration section.
4. Tick the checkbox to agree with the declaration.
5. Insert the NRIC/Passport.
6. Click on <Submit> button to complete the registration.
7. A popup will display as below. Click <Home>to go to Home. Click <Print Form> to print the complete registration document.

The screenshot shows a popup window titled "Submit" with a close button (X) in the top right corner. The main content of the popup is the message "You have successfully registered." in blue text. Below the message are three buttons: "Home", "Print Form", and "Back".

Figure 21

1.1.8 Print

1. When user clicks on <Print Form> button, print preview will be displayed. User can save the softcopy for reference.

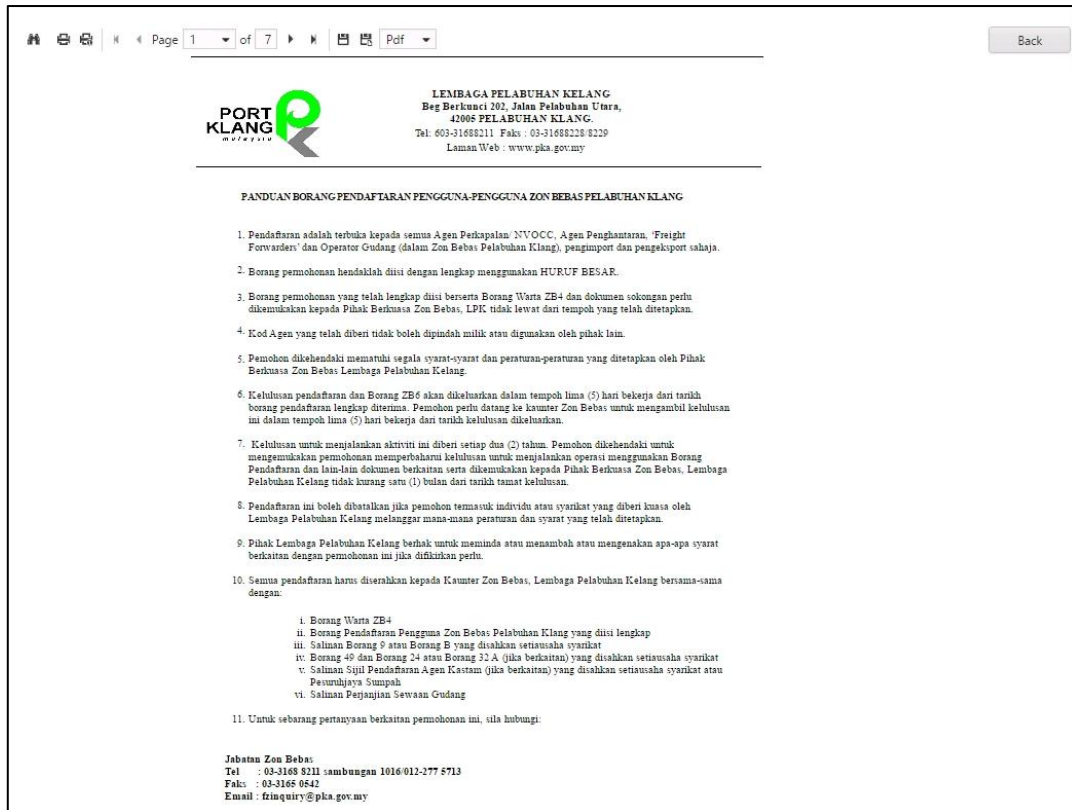


Figure 22

2. Upon approval from LPK, user will receive an email with your login details, sample as below:

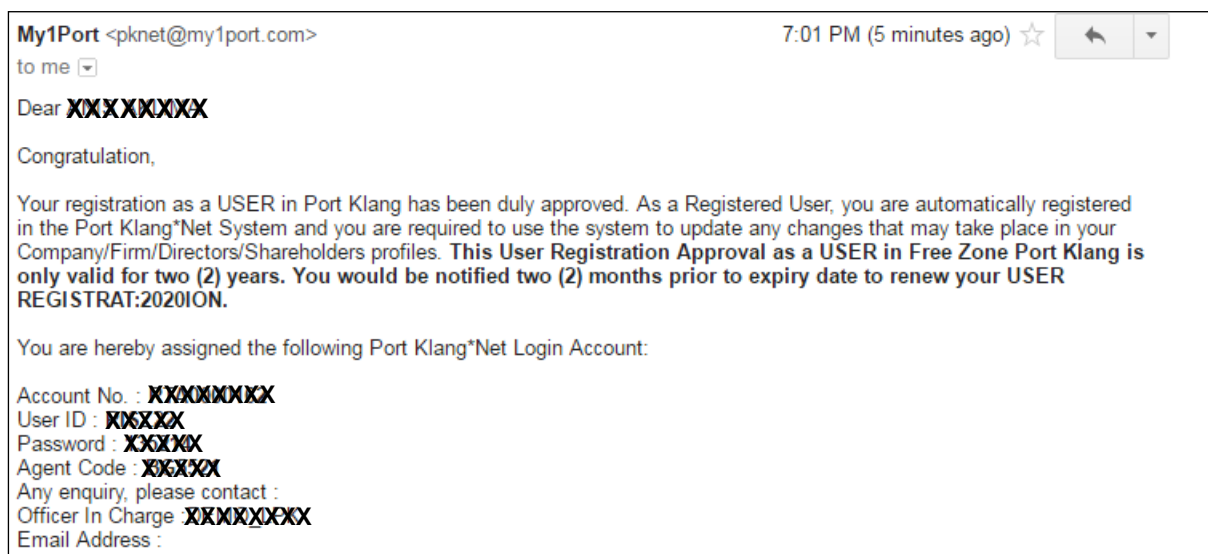


Figure 23

Chapter 2 Re-submit User Registration

2. Re-Submit User Registration

Re-Submit User registration allows user to continue key in the registration application form from last state without the need to key in all the information from the beginning.


1. Go to Port Klang Net main page and click on the person image icon .



Figure 24

2. Click on <Re-submit Registration> button.

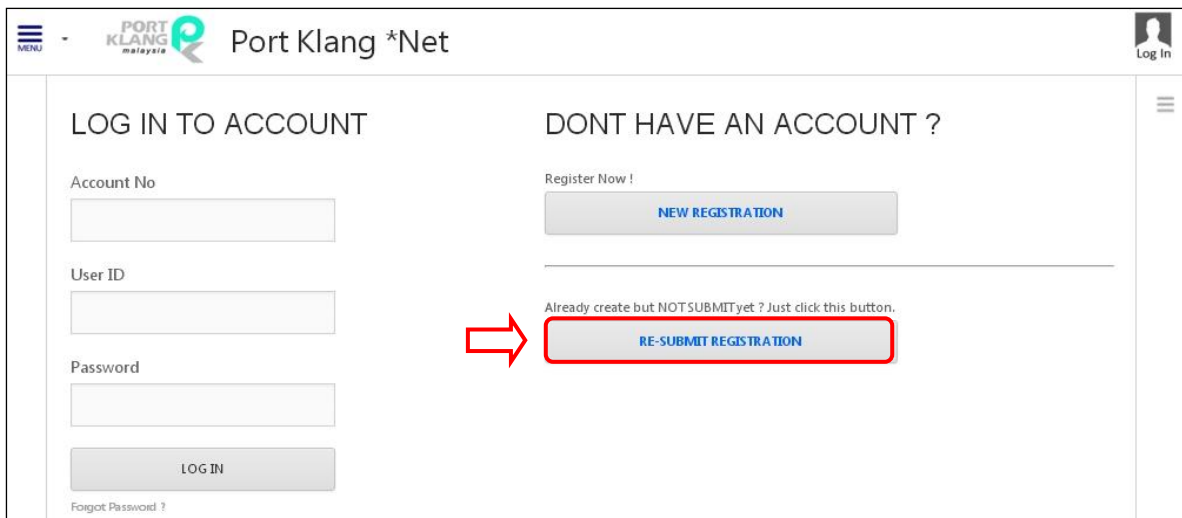


Figure 25

3. Re-submit user registration page will be display as below :

Re-Submit User Registration

ROC No *:

Category *:

Email Address *:

* Required field in order to proceed

Search Cancel

Figure 26

4. Fill in all the information. All yellow fields are mandatory.
5. Click on <Search> button.
6. System will go to user registration form containing information from previous key in.
7. User can continue edit the registration form and complete the form.
8. Once complete, user can submit and print out the form.

{ end }