



National Pharmaceutical Regulatory Agency

Ministry of Health Malaysia

USER MANUAL

QUEST 3+ System

Module: COMPLIANCE & LICENSING

(Front-End)

Document No.: Q3+/User Manual/M5/1

Version 1.0

Published by

PersadaDIGITAL

PERSADA DIGITAL SDN BHD

B-15-2, BLOCK B, BISTARI DE KOTA

JALAN TEKNOLOGI 3/9, KOTA DAMANSARA,

47810 PETALING JAYA,

SELANGOR

Pengemaskinian Dokumen

Versi	Tarikh	Dikemaskini oleh	Ringkasan Perubahan	Senarai Edaran
1.0	15/07/2016	Saiful Bahar Baharuddin	Final	Pasukan Projek, Jawatankuasa Teknikal Projek, Jawatankuasa Pemandu Projek

Table of Content

1.0	INTRODUCTION.....	4
1.1	LOGIN.....	5
2.0	INSPECTION APPLICATION	6
3.0	CORRESPONDENSE FOR INSPECTION APPLICATION	14
4.0	LICENSE APPLICATION	18
5.0	CORRESPONDENSE FOR LICENSE APPLICATION	24
6.0	RENEW LICENSE	26
7.0	PRODUCT LIST APPLICATION.....	30
8.0	CERTIFICATE APPLICATION.....	34

1.0 INTRODUCTION

Compliance & Licensing module is to record information from user application such as:-

- i) License application, renewal and assessment
- ii) Certificate production and verification
- iii) Inspection application and assessment
- iv) Add supplementary user

Each application must meet the necessary procedures and documents. If there is insufficient information, the applicant must submit the information needed or else the incomplete applications will be rejected.

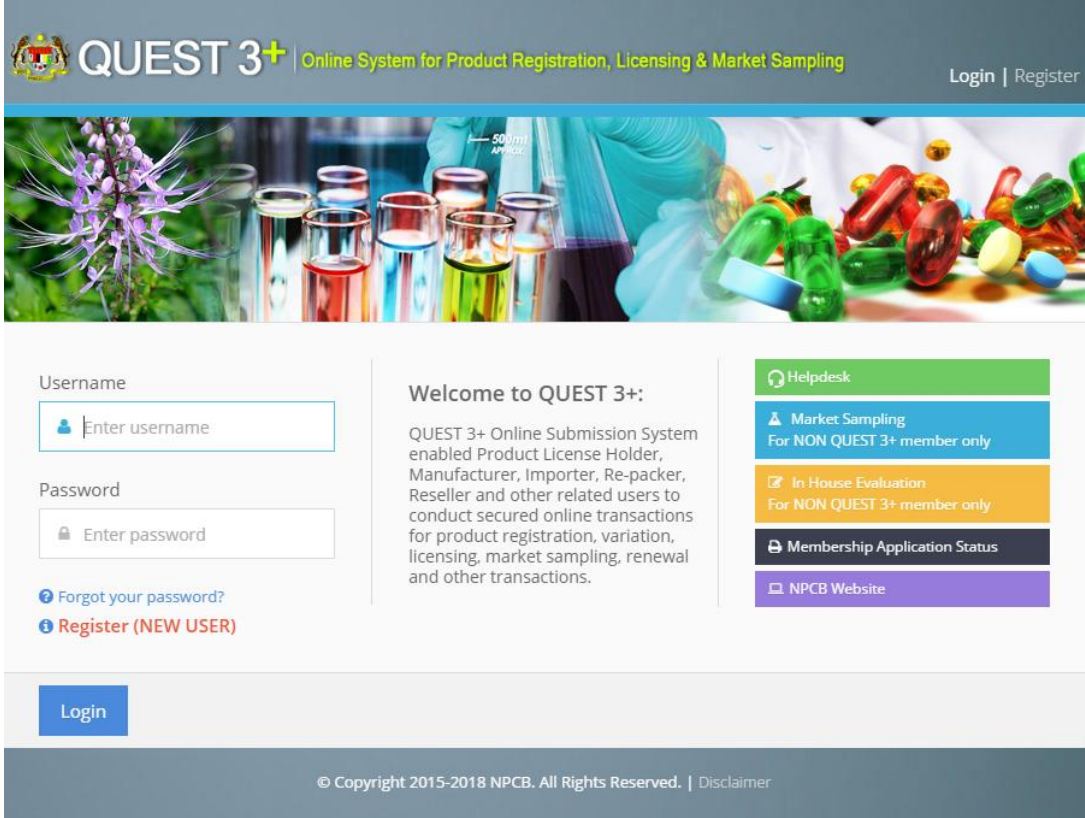
Reports on every application also can be generated from the system.

Pre-requisite:

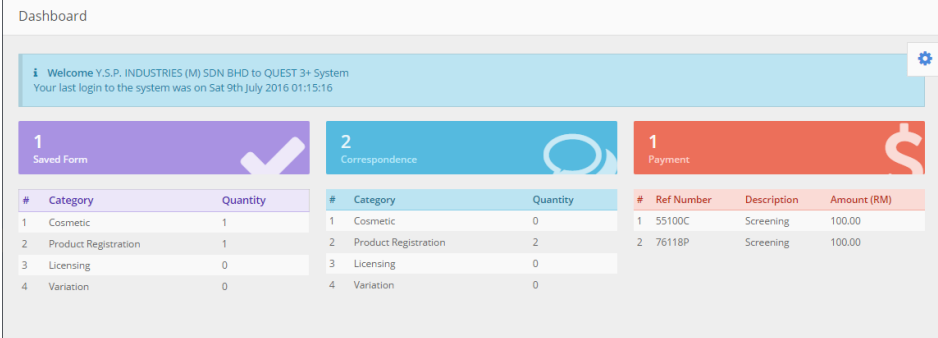
The application / registration process by the applicants will be conducted completely online including payments. The following are the pre-requisites before conducting the transactions in QUEST 3+:

1. Internet Ready PC
2. Broadband Internet connection
3. Internet Explorer 9.0 and above
4. Valid Digital Certificate (USB Token) – To be purchased online during Membership Application
5. Scanner
6. PDF Reader/Writer Software
7. Photo editor to edit (crop, resize or other editing functions) your attachments in jpg format
8. Valid email account for correspondences and system notifications
9. Online banking account (Personal or Business) or credit card to conduct payment transactions via FPX (Financial Process Exchange). FPX is a payment channel that allows you to make payment via online real-time through your current or savings account. All you need is an Internet banking account with any of FPX participating banks.

1.1 LOGIN

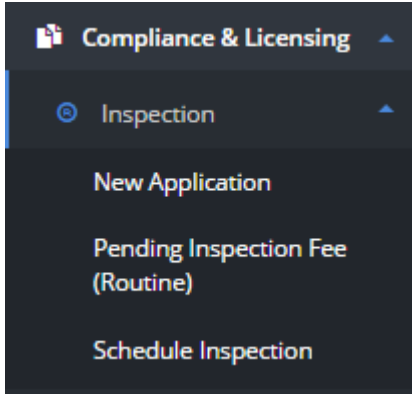
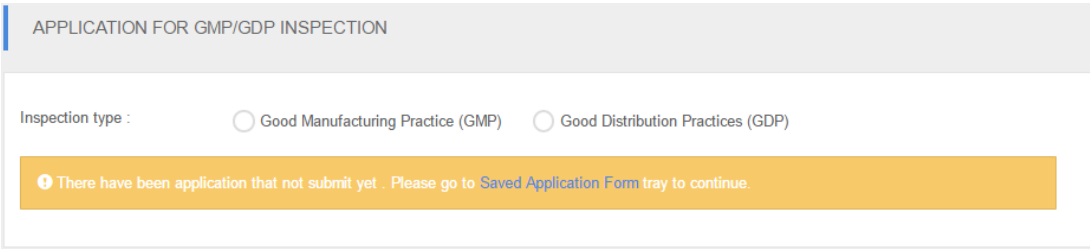
#	DESCRIPTION
FG1	 <p style="text-align: center;">FIGURE 1</p>

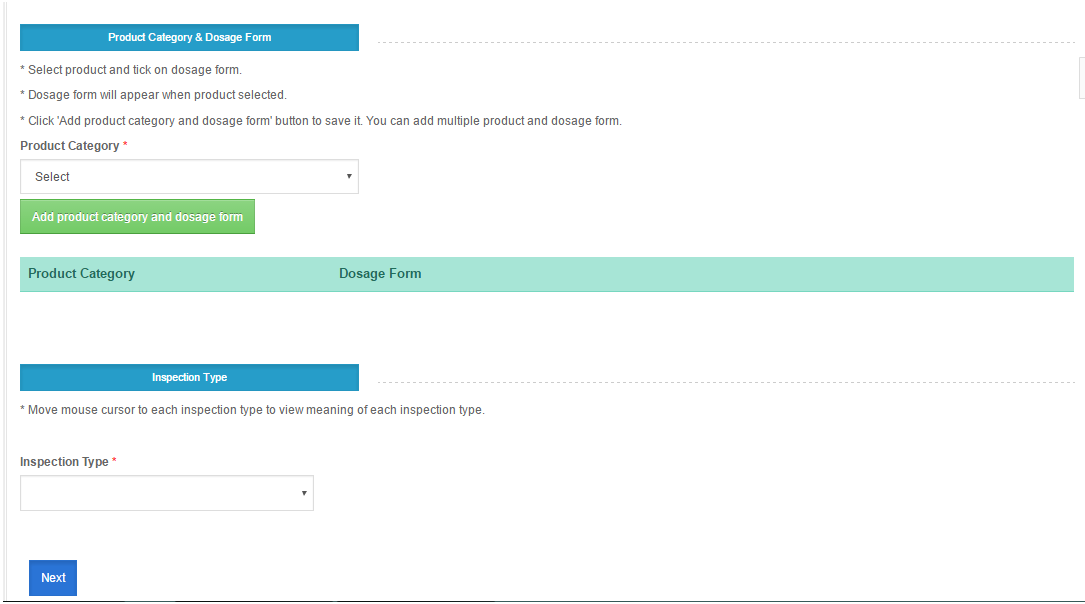
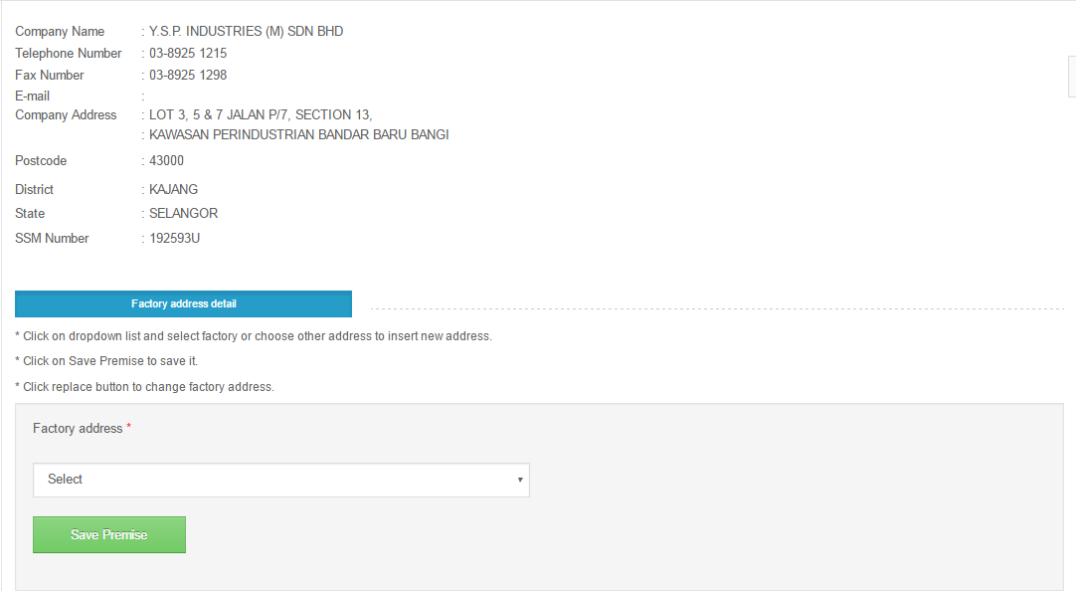
EX1	<p>Explanation: To access the QUEST 3+ system, user need to use the URL as below: https://quest3plus.bpfk.gov.my</p> <p>Figure 1 as the above will appear and the user will need to enter the following information:</p> <ol style="list-style-type: none"> Staff ID: Enter IC No. Password: Enter Password. Login (button): Click to log in to system. If the information is correct, system will display dashboard page as Figure 2.
-----	--

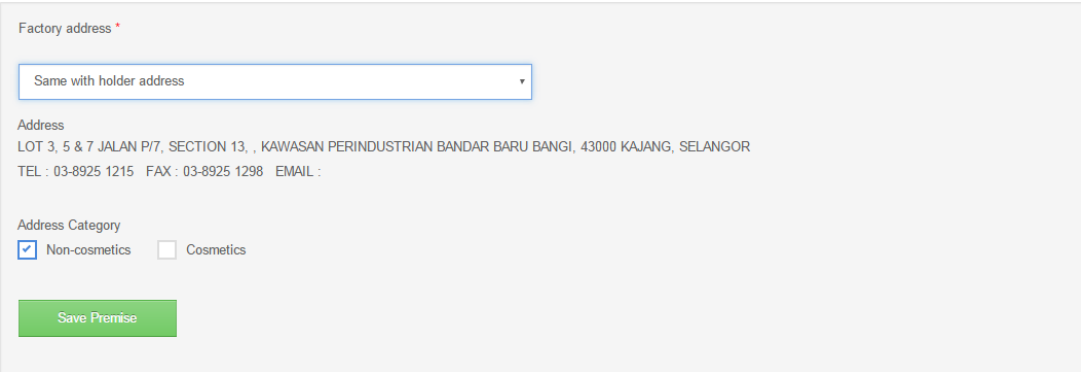
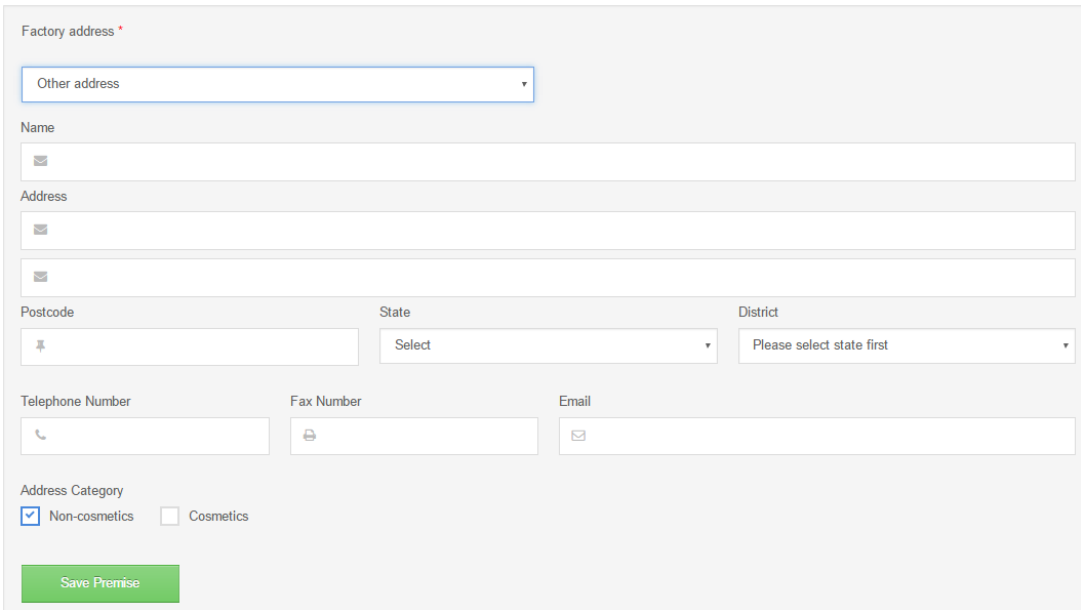
FG2	 <p style="text-align: center;">FIGURE 2</p>
-----	---

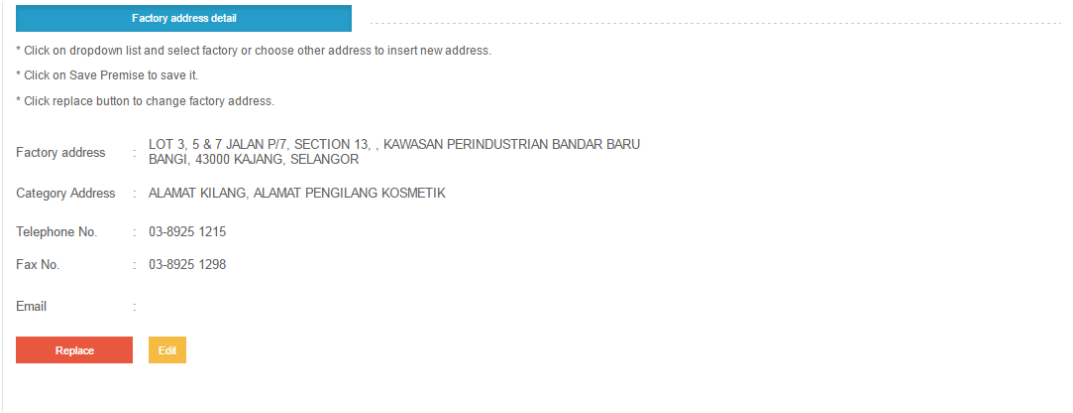
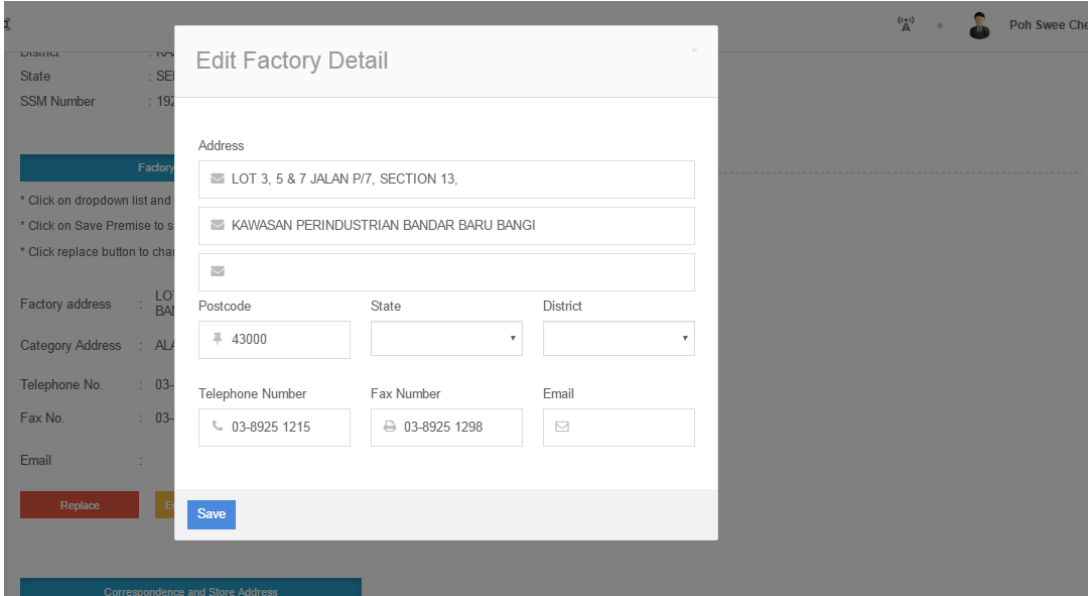
#	DESCRIPTION
EX2	<p>Explanation: Figure 2 shows a summarize tables that contained the information of user applications and transactions such as:</p> <ol style="list-style-type: none"> 1. Saved Form 2. Correspondence 3. Payment


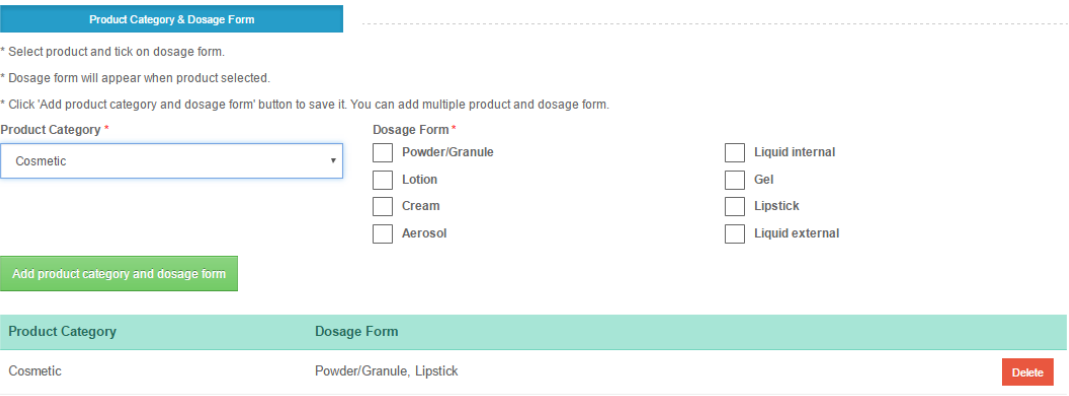
2.0 INSPECTION APPLICATION

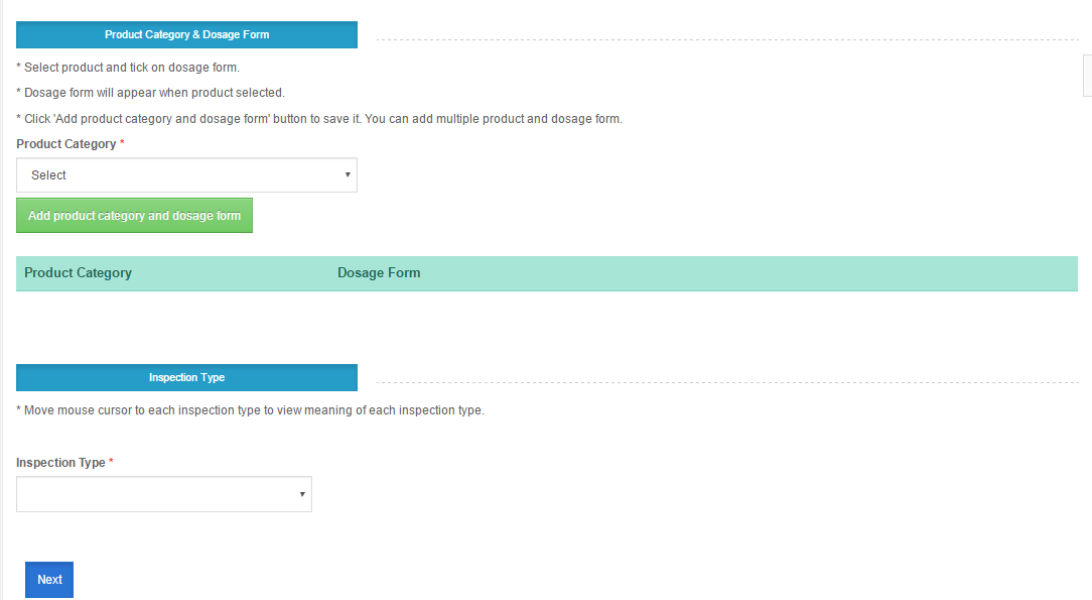
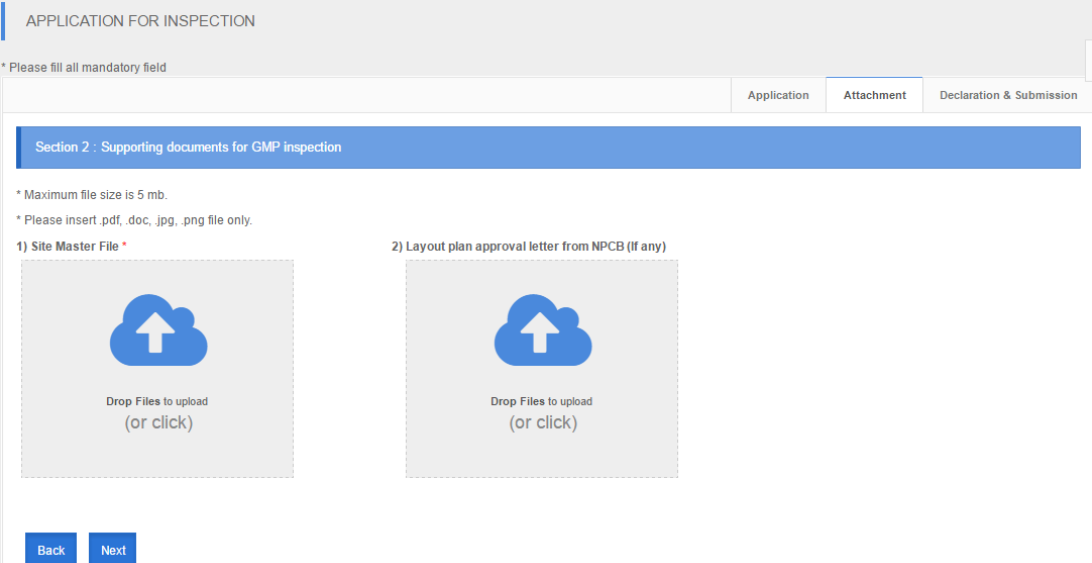
#	DESCRIPTION
FG3	 <p style="text-align: center;">FIGURE 3</p>
EX3	<p>Explanation: Click Compliance & Licensing -> Inspection -> New Application</p>
FG4	 <p style="text-align: center;">FIGURE 3</p>
EX4	<p>Explanation: Inspection type: Click radio button to choose either GMP or GDP and Application for Inspection Form as Figure 5 will appear.</p>

#	DESCRIPTION
	 <p style="text-align: center;">FIGURE 5</p>
EX5	<p>Explanation: Figure 5 show an Application for Inspection Form and user need to fill up the entire mandatory field in the form.</p>
FG6	 <p style="text-align: center;">FIGURE 6</p>
EX6	<p>Explanation: Section: Factory Address Detail Factory Address: Select either Same with holder address or Other address. A screen like Figure 7(if user selects Same with holder address) or Figure 8(if user selects Other address) as below will appear. User need to fill up the entire mandatory field.</p>

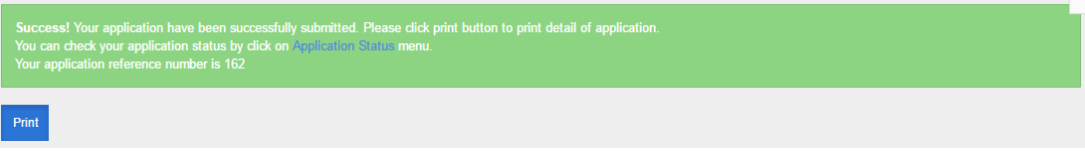
#	DESCRIPTION
FG7	 <p style="text-align: center;">FIGURE 7</p>
EX7	<p>Explanation:</p> <ol style="list-style-type: none"> Address Category: Select address category Save Premise (button): Click to saved address category and section Factory Address Detail will updated as Figure 9.
FG8	 <p style="text-align: center;">FIGURE 8</p>
EX8	<p>Explanation:</p> <ol style="list-style-type: none"> Name: Enter factory name Address: Enter factory address Postcode: Enter postcode State: Select state District: Select district Telephone Number: Enter telephone number Fax Number: Enter Fax Number Email: Enter email Address Category: Select address category Save Premise (button): Click to saved address category and section Factory Address Detail will updated as Figure 9.

#	DESCRIPTION
FG9	 <p style="text-align: center;">FIGURE 9</p>
EX9	<p>Explanation:</p> <ol style="list-style-type: none"> 1. Replace (button): Click to delete Factory Address Detail 2. Edit (button): Click to edit Factory Address Detail and popup form as Figure 10 will appear.
FG10	 <p style="text-align: center;">FIGURE 10</p>
EX10	<p>Explanation:</p> <ol style="list-style-type: none"> 1. Address: Update factory address 2. Postcode: Update postcode 3. State: Re-Select state 4. District: Re-Select district 5. Telephone Number: Update telephone number 6. Fax Number: Update Fax Number 7. Email: Update email 8. Save (button): Click to save form

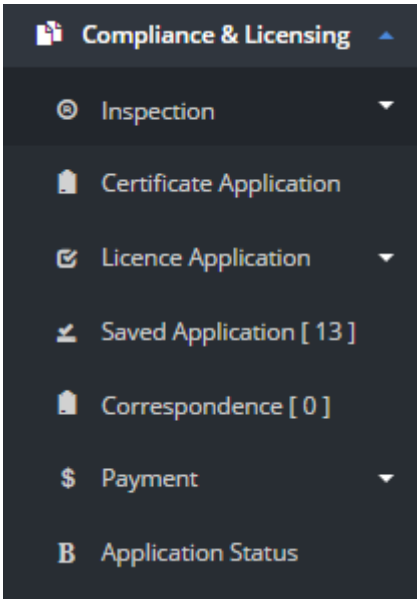
#	DESCRIPTION
FG11	 <p style="text-align: center;">FIGURE 11</p>
EX11	<p>Explanation: Section: Correspondence and Store Address</p> <ol style="list-style-type: none"> 1. Click radio button to choose either Same as holder address, Other or Not Applicable. If Other, fill up entire mandatory field. 2. Name: Enter factory name 3. Address: Enter factory address 4. Postcode: Enter postcode 5. State: Select state 6. District: Select district 7. Click to choose either Correspondence Address or Store Address. 8. Add (button): Click to add address and saved address will appear in the address table as Figure 11 above 9. Delete (button): Click to delete address in the address table
FG12	 <p style="text-align: center;">FIGURE 12</p>
EX12	<p>Explanation: Section: Product Category and Dosage Form</p> <ol style="list-style-type: none"> 1. Product Category: Select Product Category and Dosage Form field will appear. 2. Dosage Form: Click Dosage Form

#	DESCRIPTION
	<p>3. Add Product category and dosage form (button): Click to add Product category and Dosage form. Added data will appear in the Product Category table as Figure 12 above.</p> <p>4. Delete (button): Click to delete Product Category in the Product Category table.</p>
<p>FG13</p>	 <p style="text-align: center;">FIGURE 13</p>
<p>EX13</p>	<p>Explanation: Section: Inspection Type</p> <ol style="list-style-type: none"> Inspection Type: Choose inspection type Next (button): Click to go to next tab and Figure 14 as below will appear.
<p>FG14</p>	 <p style="text-align: center;">FIGURE 14</p>
<p>EX14</p>	<p>Explanation:</p> <ol style="list-style-type: none"> Site Master File (mandatory): Click to upload master file Layout plan approval letter from NPCB: Click to upload layout plan approval letter from

#	DESCRIPTION
	<p>NPCB</p> <ol style="list-style-type: none"> Back (button): Click to go to previous and Figure 5 as above will appear Next (button): Click to go next tab and Figure 15 as below will appear
FG15	 <p style="text-align: center;">FIGURE 15</p>
EX15	<p>Explanation:</p> <ol style="list-style-type: none"> Click check box to agree with the terms. Back (button): Click to go to previous tab and Figure 14 as above will appear. Submit (button): Click to submit application form and Figure 16 as below will appear. Submit - No Payment (button): Click to submit application form without payment. A Notification page as Figure 17 will appear.
FG16	 <p style="text-align: center;">FIGURE 16</p>
EX16	<p>Explanation:</p> <p>Select payment method either VIA PERSONAL ACCOUNT, VIA CORPORATE ACCOUNT or VIA CREDIT CARD to make immediate payment or click Payment Menu to make payment later or to make bulk payment. A Notification page as Figure 17 will appear if payment successful</p>

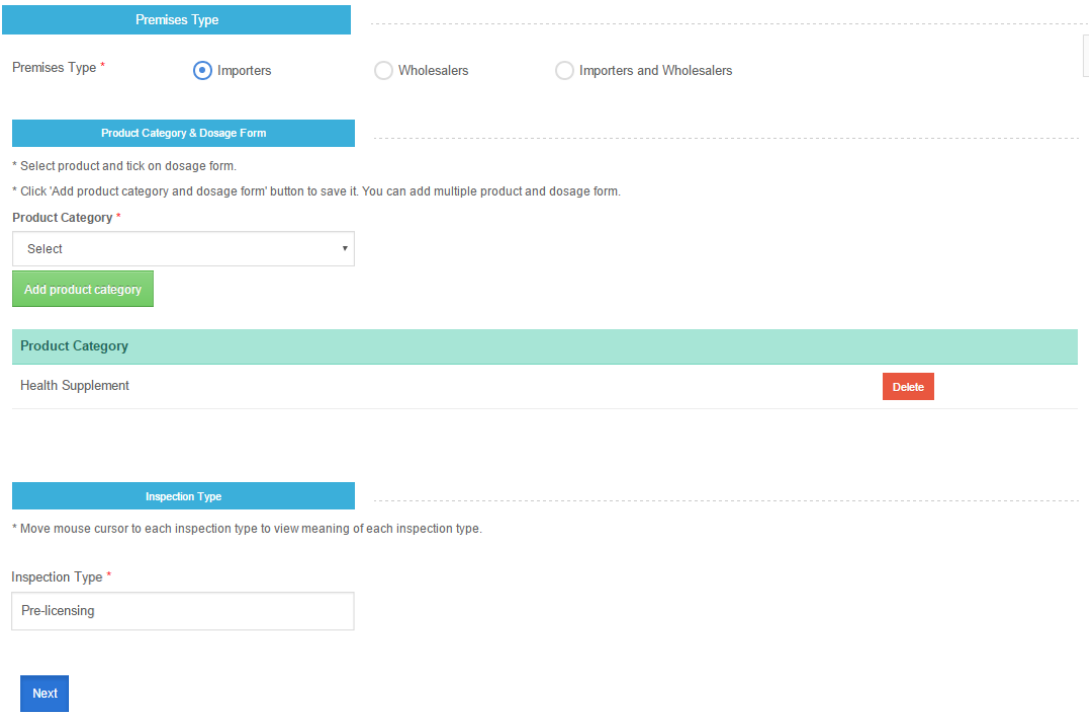
#	DESCRIPTION
FG17	 <p style="text-align: center;">FIGURE 17</p>
EX17	<p>Explanation: Print (button): Click to print payment receipt</p>

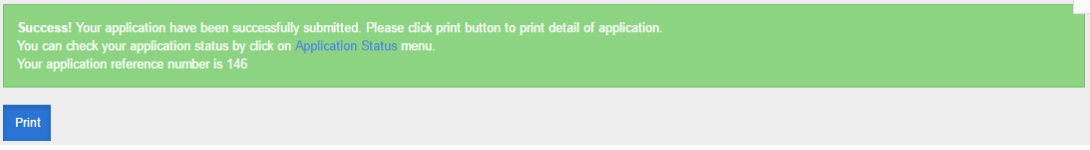
3.0 CORRESPONDENSE FOR INSPECTION APPLICATION

#	DESCRIPTION
FG18	 <p style="text-align: center;">FIGURE 18</p>
EX18	<p>Explanation: Click Compliance & Licensing -> Correspondence</p>

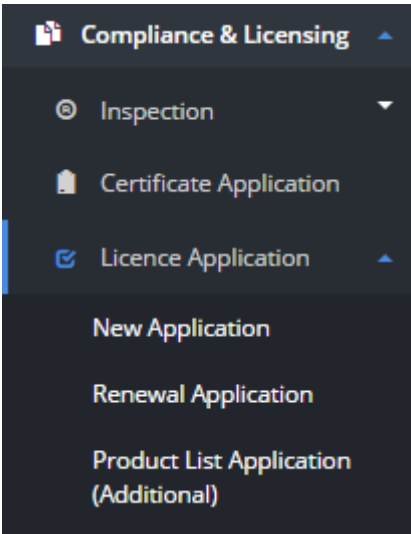
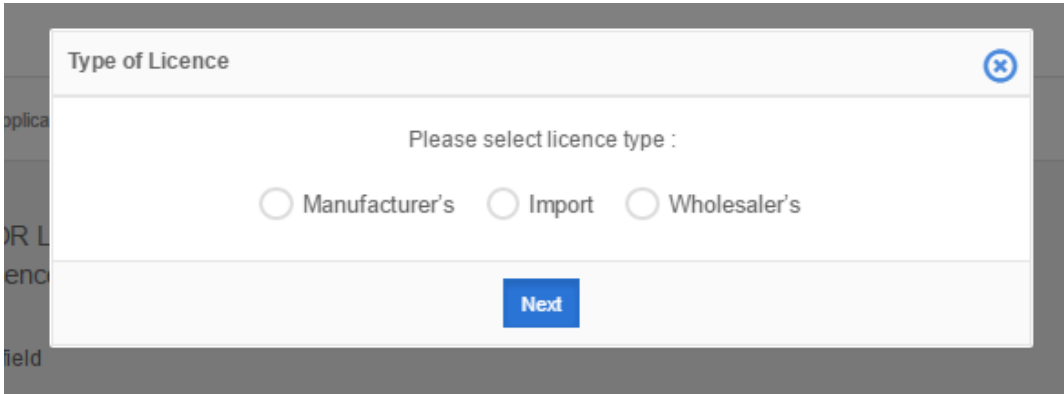
#	DESCRIPTION																					
FG19	<p>CORRESPONDENCE SEARCH</p> <p>* Select Licence / Inspection / Certificate tab. * Click on factory address to open correspondence detail.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">Licence [0] Additional Product [0] Inspection [2] Certificate [0]</p> <p>Inspection application</p> <p style="text-align: right;">Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Premise Address</th> <th>Type</th> <th>Inspection Type</th> <th>Status</th> <th>Date</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AHMAD SYAMSURY, NO. 8, JALAN 88., BANDAR 88, 46200 PETALING JAYA, SELANGOR</td> <td>GDP</td> <td>Initial Inspection</td> <td>CORRESPONDENCE</td> <td>20-06-2016</td> <td>Sila masukkan alamat emel.</td> </tr> <tr> <td>2</td> <td>TEST344555, TEST, TEST, 987000 AMPANG, SELANGOR</td> <td>GDP</td> <td>Initial Inspection</td> <td>CORRESPONDENCE</td> <td>22-06-2016</td> <td>Kindly provide the layout.</td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2 entries Previous 1 Next</p> </div> <p style="text-align: center;">FIGURE 19</p>	No.	Premise Address	Type	Inspection Type	Status	Date	Remark	1	AHMAD SYAMSURY, NO. 8, JALAN 88., BANDAR 88, 46200 PETALING JAYA, SELANGOR	GDP	Initial Inspection	CORRESPONDENCE	20-06-2016	Sila masukkan alamat emel.	2	TEST344555, TEST, TEST, 987000 AMPANG, SELANGOR	GDP	Initial Inspection	CORRESPONDENCE	22-06-2016	Kindly provide the layout.
No.	Premise Address	Type	Inspection Type	Status	Date	Remark																
1	AHMAD SYAMSURY, NO. 8, JALAN 88., BANDAR 88, 46200 PETALING JAYA, SELANGOR	GDP	Initial Inspection	CORRESPONDENCE	20-06-2016	Sila masukkan alamat emel.																
2	TEST344555, TEST, TEST, 987000 AMPANG, SELANGOR	GDP	Initial Inspection	CORRESPONDENCE	22-06-2016	Kindly provide the layout.																
EX19	<p>Explanation:</p> <ol style="list-style-type: none"> 1. Click Inspection tab 2. Premise Address: Click to view Correspondence History 																					
FG20	<p>CORRESPONDENCE APPLICATION FOR GMP/GDP INSPECTION</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">Application Attachment</p> <p>Section 1 : Application form</p> <p>Correspondence History</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PKP Remark</th> <th>Date</th> <th>Company Remark</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Sila masukkan alamat emel.</td> <td>20-06-2016</td> <td>Alamat tidak boleh dibetulkan atau dimasukkan. Bagaimana?</td> <td>20-06-2016</td> </tr> </tbody> </table> <p>Correspondence remark : Sila masukkan alamat emel. Company remark : <input type="text" value="email@email.com"/></p> </div>	PKP Remark	Date	Company Remark	Date	Sila masukkan alamat emel.	20-06-2016	Alamat tidak boleh dibetulkan atau dimasukkan. Bagaimana?	20-06-2016													
PKP Remark	Date	Company Remark	Date																			
Sila masukkan alamat emel.	20-06-2016	Alamat tidak boleh dibetulkan atau dimasukkan. Bagaimana?	20-06-2016																			

#	DESCRIPTION				
	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; text-align: center; margin-bottom: 5px;">Inspection detail</div> <p>Inspection type : GDP</p> <div style="background-color: #0070c0; color: white; padding: 2px 5px; text-align: center; margin-bottom: 5px;">Applicant detail</div> <p>Name : Poh Swee Cheng IC Number : 670930085382 Telephone Number : 03-8925 1215 E-mail : md@ypsah.com Position : Section Senior Manager</p> <div style="background-color: #0070c0; color: white; padding: 2px 5px; text-align: center; margin-bottom: 5px;">Company detail & holder address</div> <p>Company Name : Y.S.P. INDUSTRIES (M) SDN BHD Telephone Number : 03-8925 1215 Fax Number : 03-8925 1298 E-mail : Company Address : LOT 3, 5 & 7 JALAN P/7, SECTION 13, : KAWASAN PERINDUSTRIAN BANDAR BARU BANGI Postcode : 43000 District : KAJANG District : KAJANG State : SELANGOR SSM Number : 192593U</p> <div style="background-color: #0070c0; color: white; padding: 2px 5px; text-align: center; margin-bottom: 5px;">Premise address detail</div> <p>* Click on dropdown list and select factory or choose other address to insert new address. * Click on Save Premise to save it. * Click replace button to change factory address.</p> <p>Premise address : LOT 3, 5 & 7 JALAN P/7, SECTION 13, , KAWASAN PERINDUSTRIAN BANDAR BARU BANGI, 43000 KAJANG, SELANGOR Category Address : ALAMAT PENGIMPOR Telephone No. : 03-8925 1215 Fax No. : 03-8925 1298 Email :</p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Replace Edit </div> <div style="background-color: #0070c0; color: white; padding: 2px 5px; text-align: center; margin-bottom: 5px;">Correspondence and Store Address</div> <p><input type="radio"/> Same as company address <input type="radio"/> Other <input type="radio"/> Not applicable</p> <p>Name <input style="width: 100%;" type="text"/></p> <p>Address <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/></p> <p>Postcode <input style="width: 150px;" type="text"/> State <input style="width: 150px;" type="text" value="Select"/> District <input style="width: 150px;" type="text" value="Please select state first"/></p> <p><input type="radio"/> Correspondence Address <input type="radio"/> Store Address</p> <div style="background-color: #27ae60; color: white; padding: 2px 5px; text-align: center; margin-top: 5px; width: fit-content;">Add</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="background-color: #d9e1f2;">Address</th> <th style="background-color: #d9e1f2;">Category</th> </tr> </thead> <tbody> <tr> <td>1 LOT 3, 5 & 7 JALAN P/7, SECTION 13,, KAWASAN PERINDUSTRIAN BANDAR BARU BANGI, , 43000, KAJANG, SELANGOR</td> <td>COMPANY ADDRESS/CORRESPONDENCE ADDRESS Delete</td> </tr> </tbody> </table> </div>	Address	Category	1 LOT 3, 5 & 7 JALAN P/7, SECTION 13,, KAWASAN PERINDUSTRIAN BANDAR BARU BANGI, , 43000, KAJANG, SELANGOR	COMPANY ADDRESS/CORRESPONDENCE ADDRESS Delete
Address	Category				
1 LOT 3, 5 & 7 JALAN P/7, SECTION 13,, KAWASAN PERINDUSTRIAN BANDAR BARU BANGI, , 43000, KAJANG, SELANGOR	COMPANY ADDRESS/CORRESPONDENCE ADDRESS Delete				

#	DESCRIPTION
	 <p style="text-align: center;">FIGURE 20</p>
EX20	<p>Explanation: Company remark: Enter remark for correspondence Next (button): Click to go to next tab and Figure 21 as below will appear.</p>
FG21	 <p style="text-align: center;">FIGURE 21</p>
EX21	<p>Explanation:</p> <ol style="list-style-type: none"> 1. Click check box to agree with the terms. 2. Back (button): Click to go to previous tab and Figure 20 as above will appear. <p>Submit (button): Click to submit application form. A Notification page as Figure 22 will appear.</p>

#	DESCRIPTION
FG22	 <p>Success! Your application have been successfully submitted. Please click print button to print detail of application. You can check your application status by click on Application Status menu. Your application reference number is 146</p> <p>FIGURE 22</p>
EX22	<p>Explanation: Print (button): Click to print payment receipt</p>

4.0 LICENSE APPLICATION

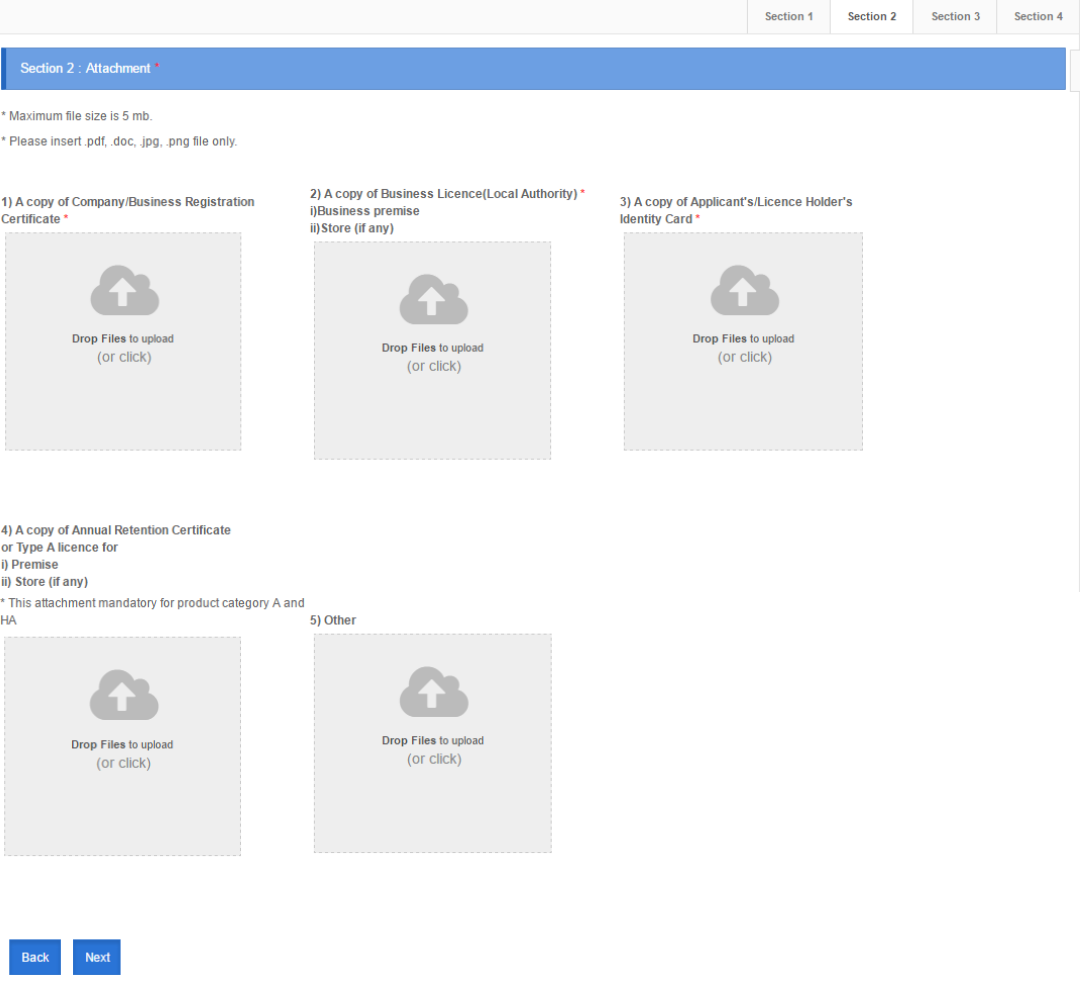
#	DESCRIPTION
FG23	 <p>Figure 23</p>
EX23	<p>Explanation: Click Compliance & Licensing -> License Application -> New Application</p>
FG24	 <p>Figure24</p>
EX24	<p>Explanation:</p>

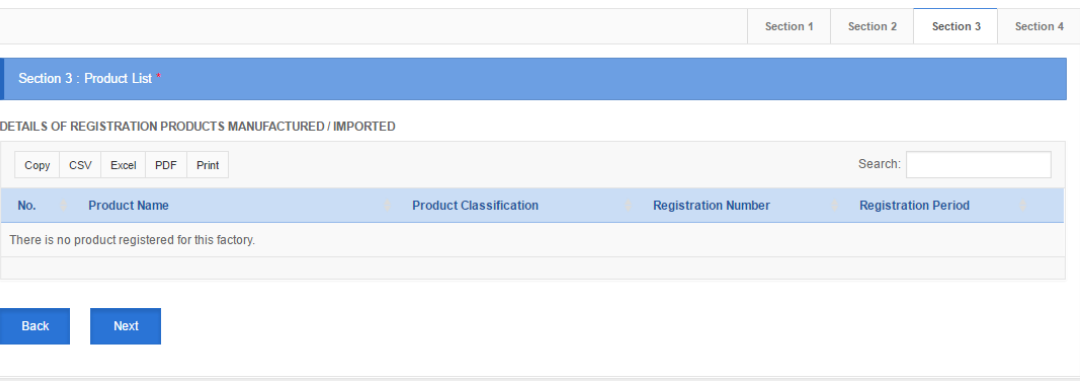
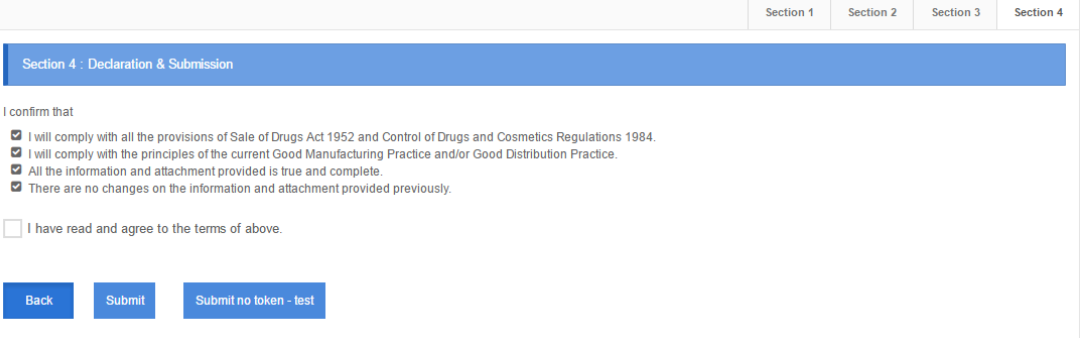
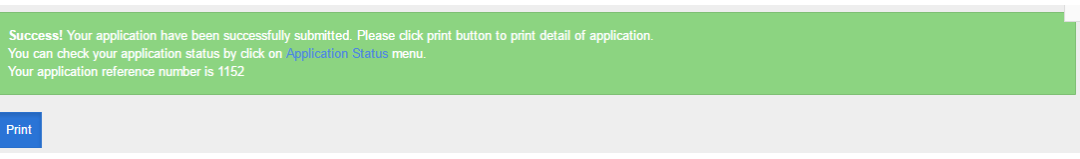
#	DESCRIPTION
	<p>License type (radio button): Select license type to apply. If select Manufacturer's, user need to select factory address Next (button): Click for next step</p>
FG25	<p>APPLICATION FOR LICENCE FOR REGISTERED PRODUCT (Manufacturer's Licence, Import Licence, Wholesaler's Licence)</p> <p>* Please fill all mandatory field</p> <p style="text-align: right;">Section 1 Section 2 Section 3 Section 4</p> <p>Section 1 : Application Details</p> <p>License Type : MENGIMPORT</p> <p>Application for year * : 2016</p> <p>Collection Method</p> <p>Method of collection * : <input type="radio"/> Post <input type="radio"/> Collect from Centre for Compliance and Licensing's Counter</p> <p>Applicant detail</p> <p>Name : Poh Swee Cheng IC Number : 670930085382 Telephone Number : 03-8925 1215 E-mail : md@yspsah.com Position : Section Senior Manager</p> <p>Company detail & holder address</p> <p>Company Name : Y.S.P. INDUSTRIES (M) SDN BHD Telephone Number : 03-8925 1215 Fax Number : 03-8925 1298 E-mail : Company Address : LOT 3, 5 & 7 JALAN P/7, SECTION 13, : KAWASAN PERINDUSTRIAN BANDAR BARU BANGI District : KAJANG State : SELANGOR SSM Number : 192593U Company ID : 68</p> <p>Factory / Premise detail</p> <p>Address *</p> <p>Postcode * State * District *</p> <p>Telephone Number Fax Number Email</p>

#	DESCRIPTION																						
	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; margin-bottom: 10px;">Correspondence and Store Address</div> <p>Correspondence and Store Address : <input checked="" type="radio"/> Other <input type="radio"/> Not Applicable</p> <p><input type="radio"/> Correspondence Address <input type="radio"/> Store Address</p> <p>Name and Address</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">✉</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">✉</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">✉</div> <p>Postcode <input style="width: 150px;" type="text"/> State <input type="text" value="Select"/> District <input type="text" value="Please select state first"/></p> <p style="text-align: center; margin-top: 10px;">ADD</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #fff9c4;"> <th style="width: 70%;">Address</th> <th style="width: 30%;">Category</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; margin-top: 10px;">Responsible Persons</div> <p>Details of Two Responsible Persons (contactable 24 hours) * :</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 40%;">Person 1</th> <th style="width: 40%;">Person 2</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> </tr> <tr> <td>IC No.</td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> </tr> <tr> <td>Position</td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> </tr> <tr> <td>Telephone</td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> </tr> <tr> <td>Handphone</td> <td><input style="width: 90%;" type="text"/></td> <td><input style="width: 90%;" type="text"/></td> </tr> </tbody> </table> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; margin-top: 10px;">Product Class</div> <p>Product Class * :</p> <p><input type="checkbox"/> Poison (A) <input type="checkbox"/> Non Poison (X) <input type="checkbox"/> Traditional (T)</p> <p><input type="checkbox"/> Health Supplement (N) <input type="checkbox"/> Poison Veterinary (HA) <input type="checkbox"/> Non Poison Veterinary (HX)</p> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; margin-top: 10px;">License Holder</div> <p>Detail of Applicant (License Holder) * :</p> <p>Name <input style="width: 200px;" type="text" value="Poh Swee Cheng"/> Ic No. or Passport No. <input style="width: 200px;" type="text" value="670930085382"/> E-mail <input style="width: 150px;" type="text" value="rmd@yspsah.com"/></p> <p>Gender <input type="radio"/> Male <input type="radio"/> Female</p> <p>Position <input style="width: 200px;" type="text" value="Section Senior Manager"/></p> <p>* Annual Retention Certificate's No. and Type A License's No. is mandatory for product class A and HA</p> <p>Annual Retention Certificate's No. <input style="width: 200px;" type="text"/> Type A License's No. <input style="width: 200px;" type="text"/></p> <p>Repacker <input type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: center; margin-top: 10px;">Next</p> </div>	Address	Category				Person 1	Person 2	Name	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	IC No.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	Position	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	Telephone	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	Handphone	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Address	Category																						
	Person 1	Person 2																					
Name	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>																					
IC No.	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>																					
Position	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>																					
Telephone	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>																					
Handphone	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>																					

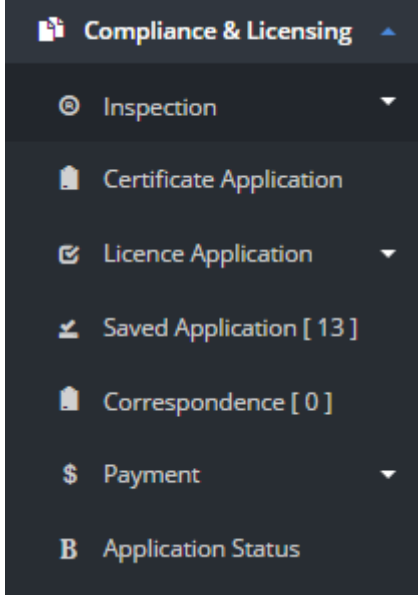
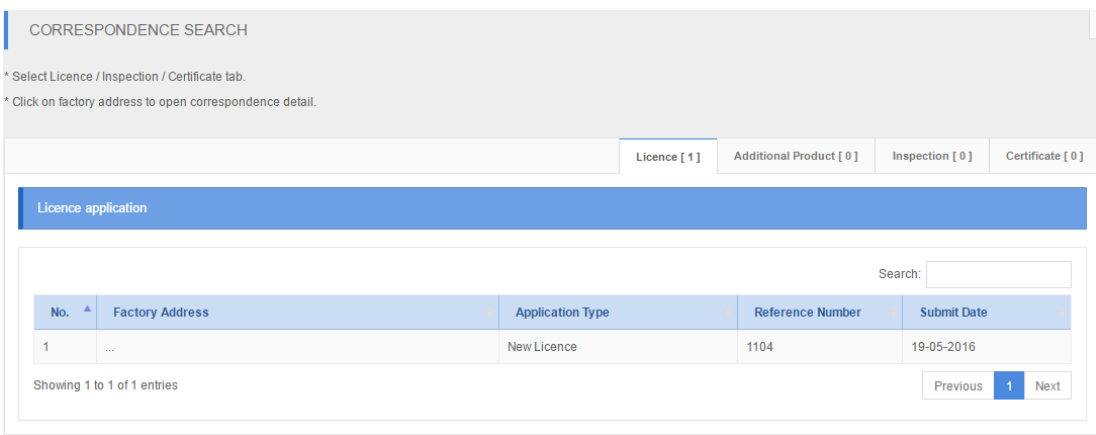
Figure 25



#	DESCRIPTION
EX25	<p>Explanation: Figure 25 shows Application For License For Registered Product form and user need to fill up the field as following:</p> <ol style="list-style-type: none"> 1. Application for year: Select year to apply 2. Method of collection (radio button): Select method of license collection 3. Address: Enter factory/premise address 4. Postcode: Enter factory/premise postcode 5. State: Enter factory/premise state 6. District: Enter factory/premise district 7. Telephone Number: Enter factory/premise telephone number 8. Fax Number: Enter factory/premise fax number 9. Email: Enter contact person's email 10. Correspondence and Store Address (radio button): select either Other or Not Applicable 11. Radio button: select either Correspondence Address or Store Address 12. Address: Enter Correspondence / Store address 13. Postcode: Enter Correspondence / Store postcode 14. State: Enter Correspondence / Store state 15. District: Enter Correspondence / Store district 16. Add (button): Click to add the address into the address table 17. Name: Enter responsible person's name 18. IC No: Enter responsible person's IC no 19. Position: Enter responsible person's position 20. Telephone: Enter responsible person's telephone number 21. Handphone: Enter responsible person's handphone number 22. Product Class (checkbox): Select product class 23. Name: Enter license holder's name 24. IC No or Passport No: Enter license holder's IC No or Passport No 25. E-mail: Enter license holder's email 26. Gender (radio button): Select license holder's gender 27. Position: Enter license holder's position 28. Annual Retention Certificate's No: Enter Annual Retention Certificate's No 29. Type A License's No: Enter Type A License's No 30. Repacker (radio button): Select either Yes or No 31. Next (button): Click to go to next tab

#	DESCRIPTION
FG26	 <p style="text-align: right;">Section 1 Section 2 Section 3 Section 4</p> <p>Section 2 : Attachment *</p> <p>* Maximum file size is 5 mb. * Please insert .pdf, .doc, .jpg, .png file only.</p> <p>1) A copy of Company/Business Registration Certificate *</p> <p>2) A copy of Business Licence(Local Authority) * i)Business premise ii)Store (if any)</p> <p>3) A copy of Applicant's/Licence Holder's Identity Card *</p> <p>4) A copy of Annual Retention Certificate or Type A licence for i) Premise ii) Store (if any) * This attachment mandatory for product category A and HA</p> <p>5) Other</p> <p style="text-align: center;">Back Next</p> <p style="text-align: center;">Figure 26</p>
EX26	<p>Explanation:</p> <p>Figure 26 shows documents attachment section for the following item:</p> <ol style="list-style-type: none"> 1. A copy of Company/Business Registration Certificate : Click or drop files to upload 2. A copy of Business License (Local Authority) : Click or drop files to upload 3. A copy of Applicant's License Holder's Identity Card: Click or drop files to upload 4. HA: Click or drop files to upload 5. Other Document: Click or drop files to upload 6. Back (button): Click to go to previous tab 7. Next (button): Click to go to next tab

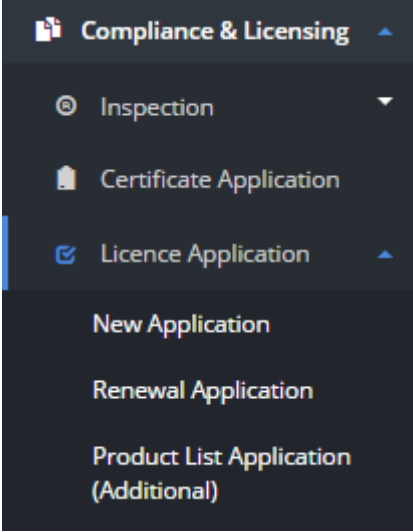
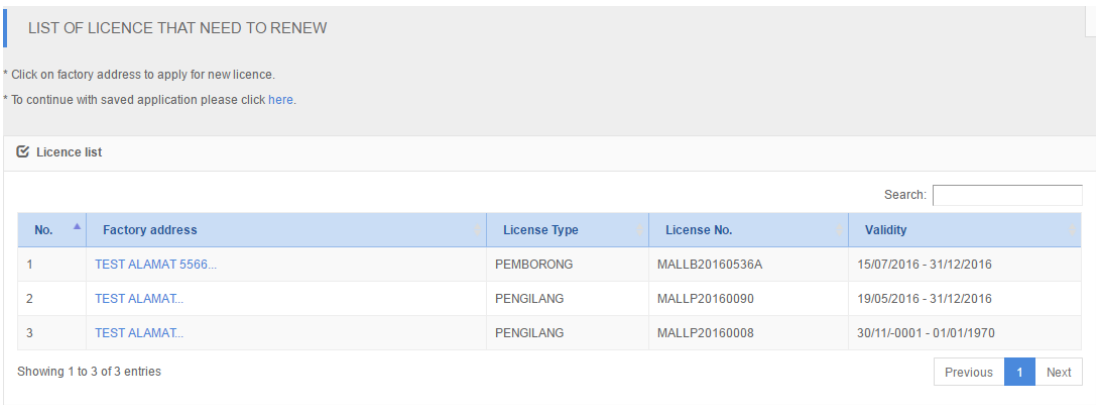
#	DESCRIPTION
FG27	 <p style="text-align: center;">Figure 27</p>
EX27	<p>Explanation: Figure 27 show the list registration products manufactured/imported</p> <ol style="list-style-type: none"> 1. Back (button): Click to go to previous tab 2. Next (button): Click to go to next tab
FG28	 <p style="text-align: center;">Figure 28</p>
EX28	<p>Explanation:</p> <ol style="list-style-type: none"> 1. Click check box to agree with the terms. 2. Back (button): Click to go to previous tab 3. Submit (button): Click to submit application form.
FG29	 <p style="text-align: center;">Figure 29</p>
EX29	<p>Explanation: Print (button): Click to print application form</p>

5.0 CORRESPONDENCE FOR LICENSE APPLICATION

#	DESCRIPTION										
FG30	 <p>The screenshot shows a dark-themed navigation menu with the following items: Compliance & Licensing (with a right-pointing arrow), Inspection (with a downward arrow), Certificate Application, Licence Application (with a downward arrow), Saved Application [13], Correspondence [0], Payment (with a downward arrow), and Application Status.</p> <p style="text-align: center;">Figure 30</p>										
EX30	<p>Explanation: Click Compliance & Licensing -> Correspondence</p>										
FG31	 <p>The screenshot shows the 'CORRESPONDENCE SEARCH' interface. It includes a search bar, a tabbed interface with 'Licence [1]', 'Additional Product [0]', 'Inspection [0]', and 'Certificate [0]' selected. Below the tabs is a table with the following data:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Factory Address</th> <th>Application Type</th> <th>Reference Number</th> <th>Submit Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>...</td> <td>New Licence</td> <td>1104</td> <td>19-05-2016</td> </tr> </tbody> </table> <p>Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.</p> <p style="text-align: center;">Figure 31</p>	No.	Factory Address	Application Type	Reference Number	Submit Date	1	...	New Licence	1104	19-05-2016
No.	Factory Address	Application Type	Reference Number	Submit Date							
1	...	New Licence	1104	19-05-2016							
EX31	<p>Explanation: Figure 31 shows the list of correspondence.</p> <ol style="list-style-type: none"> License tab: Select to view list of license's correspondence list Factory Address: Click to open correspondence details 										

#	DESCRIPTION																
FG32	<p>* Click label to open correspondence detail * Move cursor to  icon near label column to view label detail</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Label</th> <th>Remarks</th> <th>Correspond date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>F1</td> <td>no address</td> <td>10-07-2016</td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1 entries</p> <p style="text-align: right;">Previous 1 Next</p> </div> <p style="text-align: center;">Figure 32</p>	No.	Label	Remarks	Correspond date	1	F1	no address	10-07-2016								
No.	Label	Remarks	Correspond date														
1	F1	no address	10-07-2016														
EX32	<p>Explanation: Figure 32 shows the list of correspondence detail</p> <ol style="list-style-type: none"> Search: Enter value to search Label: Click to open correspondence detail 																
FG33	<div style="border: 1px solid #ccc; padding: 5px;"> <p><input checked="" type="checkbox"/> CORRESPONDENCE</p> <p>* Table show history for this correspondence. * Please enter new data and remark for this correspondence. * Correspondence limit is five times.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Submit Date</th> <th>Old data</th> <th>Remark office</th> <th>Remark user</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10-07-2016</td> <td>Correspondence and Store Address</td> <td>no address</td> <td></td> </tr> </tbody> </table> <p>Old data : Correspondence and Store Address Office remark : no address</p> <p>Correspondence and Store Address : </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Address</th> <th>Category</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 alamat baru, nama jalan, , 43100, HULU LANGAT, SELANGOR</td> <td>COMPANY ADDRESS/CORRESPONDENCE ADDRESS</td> <td style="text-align: center;">Delete</td> </tr> </tbody> </table> <p style="text-align: left;">Add</p> <p>Remarks (user)</p> <div style="border: 1px solid #ccc; padding: 2px; min-height: 20px;">address added</div> <p style="text-align: left;">Submit View Application Detail</p> </div> <p style="text-align: center;">Figure 33</p>	No.	Submit Date	Old data	Remark office	Remark user	1	10-07-2016	Correspondence and Store Address	no address		Address	Category		1 alamat baru, nama jalan, , 43100, HULU LANGAT, SELANGOR	COMPANY ADDRESS/CORRESPONDENCE ADDRESS	Delete
No.	Submit Date	Old data	Remark office	Remark user													
1	10-07-2016	Correspondence and Store Address	no address														
Address	Category																
1 alamat baru, nama jalan, , 43100, HULU LANGAT, SELANGOR	COMPANY ADDRESS/CORRESPONDENCE ADDRESS	Delete															
EX33	<p>Explanation: Figure 33 shows Correspondence Form for user to answer/replied.</p> <p>Delete (button): Click to delete address Add (button): click to add address Remarks: Enter remarks Submit (button): Click to submit form View Application Detail (button): Click to view application detail</p>																

6.0 RENEW LICENSE

#	DESCRIPTION
FG34	 <p style="text-align: center;">Figure 34</p>
EX34	<p>Explanation: Click Compliance & Licensing -> License Application -> Renewal Application</p>
FG35	 <p style="text-align: center;">Figure 35</p>
EX35	<p>Explanation: Figure 35 shows list of license that need to renew.</p> <ol style="list-style-type: none"> Search: Enter value to search Factory Address: Click to apply for new license

#	DESCRIPTION
	<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px 5px; margin-bottom: 10px;">Product Class</div> <p>Product Classification :</p> <p> <input type="checkbox"/> Poison (A) <input checked="" type="checkbox"/> Non Poison (X) <input type="checkbox"/> Traditional (T) </p> <p> <input checked="" type="checkbox"/> Health Supplement (N) <input type="checkbox"/> Poison Veterinary (HA) <input type="checkbox"/> Non Poison Veterinary (HX) </p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px 5px; margin-bottom: 10px;">Licence Holder</div> <p>Detail of Applicant (License Holder) * :</p> <p>Name <input type="text" value="Poh Swee Cheng"/> Ic No. or Passport No. <input type="text" value="670930085382"/> E-mail <input type="text" value="md@yspsah.com"/></p> <p>Gender <input type="radio"/> Male <input type="radio"/> Female </p> <p>Position <input type="text" value="Section Senior Manager"/> Annual Retention Certificate's No. <input type="text"/> Type A License's No. <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Next"/></p> </div>

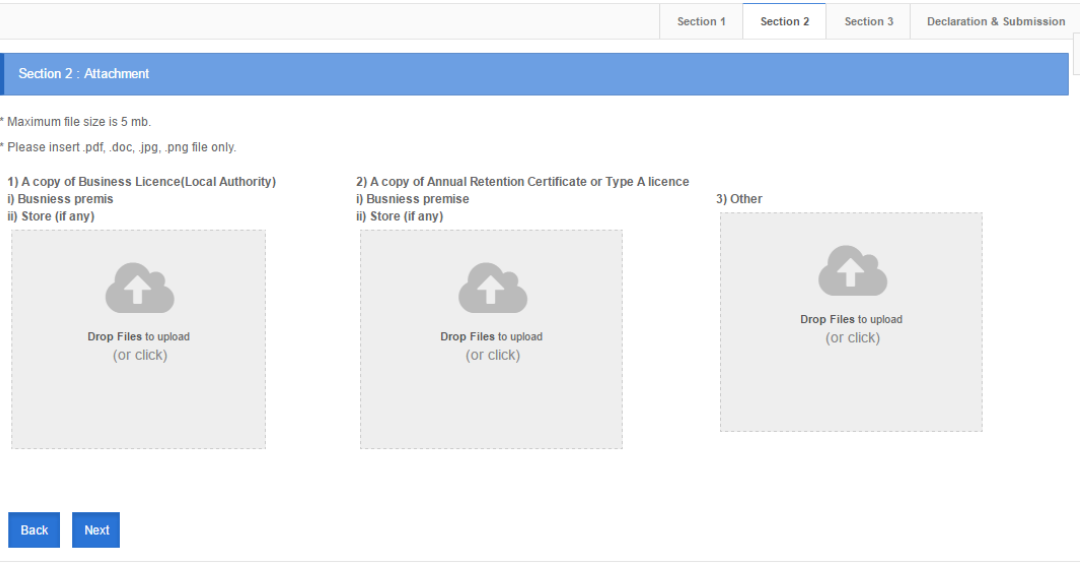
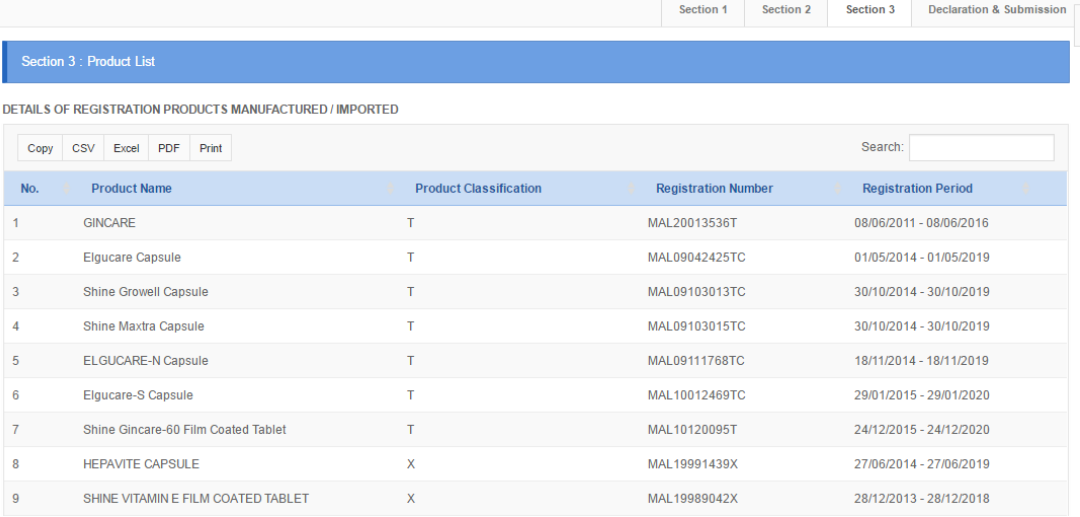
Figure 36

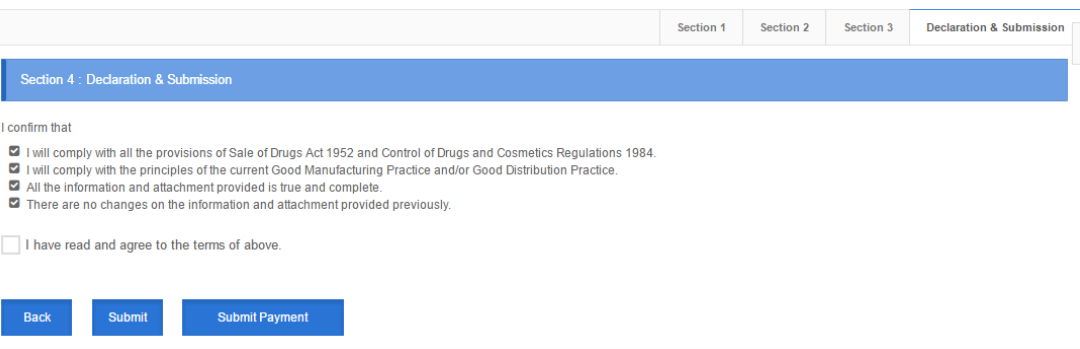
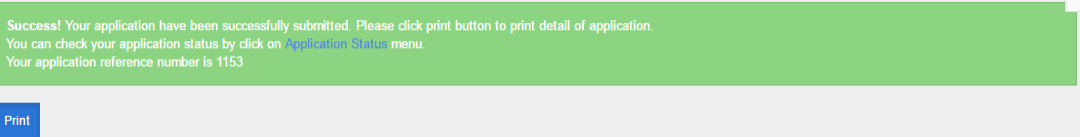
EX36

Explanation:

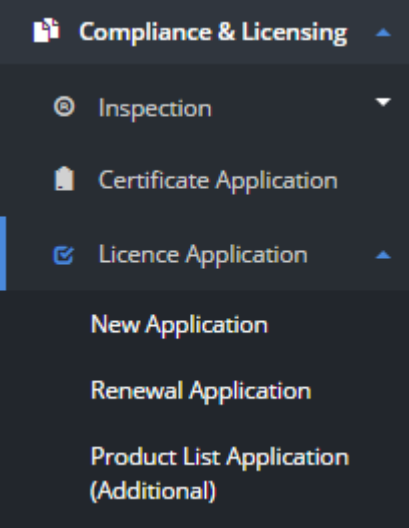
Figure 36 shows Application For License For Registered Product (Renew) form and user need to fill up the field as following:

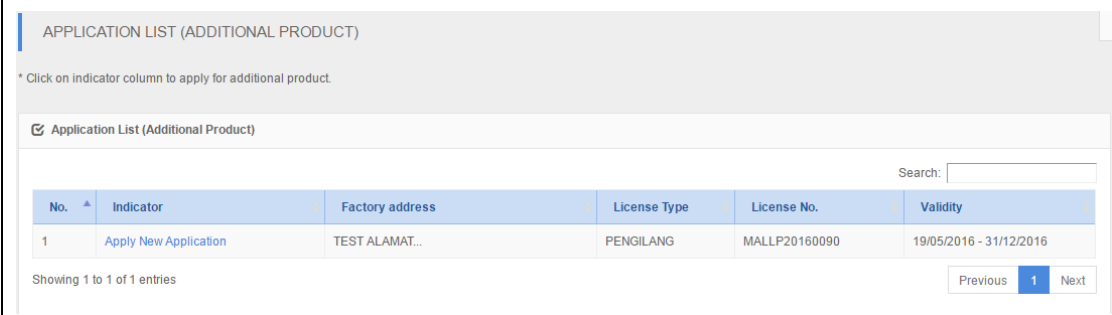
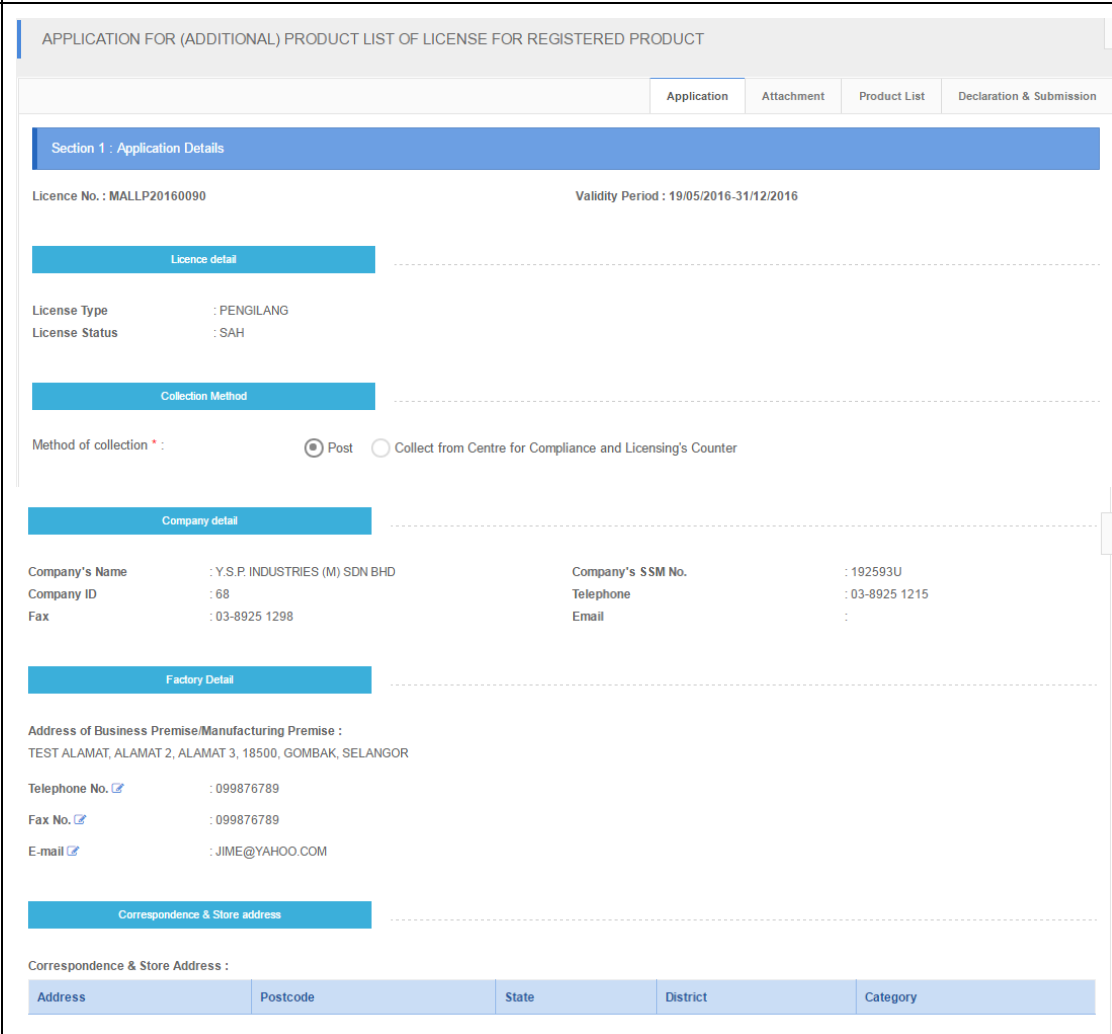
1. **Renew License for year:** Select year to apply
2. **Method of collection:** Click to edit method of license collection
3. **Address:** Click to edit factory/premise address
4. **Postcode:** Click to edit factory/premise postcode
5. **State:** Click to edit factory/premise state
6. **District:** Click to edit factory/premise district
7. **Telephone Number:** Click to edit factory/premise telephone number
8. **Fax Number:** Click to edit factory/premise fax number
9. **Email:** Click to edit contact person's email
10. **Correspondence and Store Address:** Click to edit Correspondence and Store Address
11. **Name:** Enter responsible person's name
12. **IC No:** Enter responsible person's IC no
13. **Position:** Enter responsible person's position
14. **Telephone:** Enter responsible person's telephone number
15. **Handphone:** Enter responsible person's handphone number
16. **Product Class (checkbox):** Select product class
17. **Name:** Enter license holder's name
18. **IC No or Passport No:** Enter license holder's IC No or Passport No
19. **E-mail:** Enter license holder's email
20. **Gender (radio button):** Select license holder's gender
21. **Position:** Enter license holder's position
22. **Annual Retention Certificate's No:** Enter Annual Retention Certificate's No
23. **Type A License's No:** Enter Type A License's No
24. **Next (button):** Click to go to next tab

#	DESCRIPTION
FG37	 <p style="text-align: center;">Figure 37</p>
EX37	<p>Explanation: Figure 37 shows documents attachment section for the following item:</p> <ol style="list-style-type: none"> A copy of Business License (Local Authority) : Click or drop files to upload A copy of Annual Retention Certificate or Type A license: Click or drop files to upload Other Document: Click or drop files to upload Back (button): Click to go to previous tab Next (button): Click to go to next tab
FG38	 <p style="text-align: center;">Figure 38</p>
EX38	<p>Explanation: Figure 38 show the list registration products manufactured/imported</p> <ol style="list-style-type: none"> Back (button): Click to go to previous tab Next (button): Click to go to next tab

#	DESCRIPTION
FG39	 <p style="text-align: center;">Figure 39</p>
EX39	<p>Explanation:</p> <ol style="list-style-type: none"> 1. Click check box to agree with the terms. 2. Back (button): Click to go to previous tab 3. Submit (button): Click to submit application form. 4. Submit Payment: Click to submit application form with payment.
FG40	 <p style="text-align: center;">Figure 40</p>
EX40	<p>Explanation:</p> <p>Print (button): Click to print application form</p>

7.0 PRODUCT LIST APPLICATION

#	DESCRIPTION
FG41	 <p style="text-align: center;">Figure 41</p>

#	DESCRIPTION
EX41	Explanation: Click Compliance & Licensing -> License Application-> Product List Application (Additional)
FG42	 <p style="text-align: center;">Figure 42</p>
EX42	Explanation: Figure 42 shows list of application for additional product. <ol style="list-style-type: none"> Search: Enter value to search Indicator: Click to apply new application
FG43	

#	DESCRIPTION																														
	<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px 5px; margin-bottom: 5px;">Responsible Person</div> <p>.....</p> <p>Details of Two Responsible Persons (contactable 24 hours)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #fff9c4;"> <th></th> <th>Person 1</th> <th>Person 2</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>a</td> <td>asad</td> </tr> <tr> <td>IC No.</td> <td>12121</td> <td>12213</td> </tr> <tr> <td>Position</td> <td>asas</td> <td>ada</td> </tr> <tr> <td>Telephone</td> <td>12121</td> <td>123123</td> </tr> <tr> <td>Handphone</td> <td>12121</td> <td>12312321</td> </tr> </tbody> </table> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px 5px; margin-top: 10px;">Product Class</div> <p>.....</p> <p>Product Classification :</p> <p> <input type="checkbox"/> Poison (A) <input checked="" type="checkbox"/> Non Poison (X) <input type="checkbox"/> Traditional (T) <input checked="" type="checkbox"/> Health Supplement (N) <input type="checkbox"/> Poison Veterinary (HA) <input type="checkbox"/> Non Poison Veterinary (HX) </p> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px 5px; margin-top: 10px;">Licence Holder</div> <p>.....</p> <p>Detail of Applicant (License Holder) * :</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Name</td> <td style="width: 33%;">Ic No. or Passport No.</td> <td style="width: 33%;">E-mail</td> </tr> <tr> <td><input type="text" value="Poh Swee Cheng"/></td> <td><input type="text" value="670930085382"/></td> <td><input type="text" value="rmd@yspsah.com"/></td> </tr> </table> <p>Gender</p> <p><input type="radio"/> Male <input type="radio"/> Female</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Position</td> <td style="width: 33%;">Annual Retention Certificate's No.</td> <td style="width: 33%;">Type A License's No.</td> </tr> <tr> <td><input type="text" value="Section Senior Manager"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px 5px; margin-top: 10px; width: 50px; float: left;">Next</div> </div>		Person 1	Person 2	Name	a	asad	IC No.	12121	12213	Position	asas	ada	Telephone	12121	123123	Handphone	12121	12312321	Name	Ic No. or Passport No.	E-mail	<input type="text" value="Poh Swee Cheng"/>	<input type="text" value="670930085382"/>	<input type="text" value="rmd@yspsah.com"/>	Position	Annual Retention Certificate's No.	Type A License's No.	<input type="text" value="Section Senior Manager"/>	<input type="text"/>	<input type="text"/>
	Person 1	Person 2																													
Name	a	asad																													
IC No.	12121	12213																													
Position	asas	ada																													
Telephone	12121	123123																													
Handphone	12121	12312321																													
Name	Ic No. or Passport No.	E-mail																													
<input type="text" value="Poh Swee Cheng"/>	<input type="text" value="670930085382"/>	<input type="text" value="rmd@yspsah.com"/>																													
Position	Annual Retention Certificate's No.	Type A License's No.																													
<input type="text" value="Section Senior Manager"/>	<input type="text"/>	<input type="text"/>																													

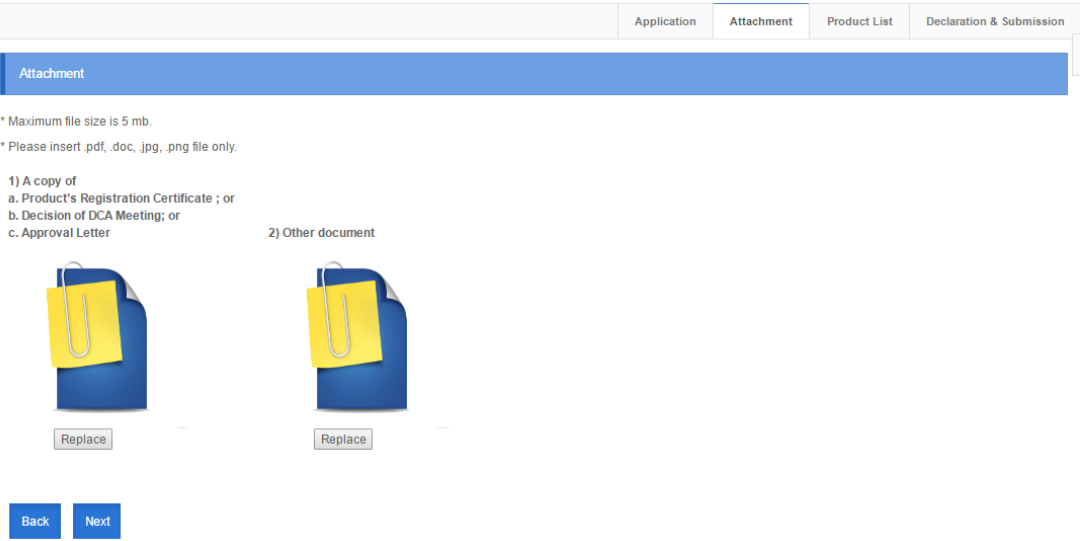
Figure 43

EX43

Explanation:

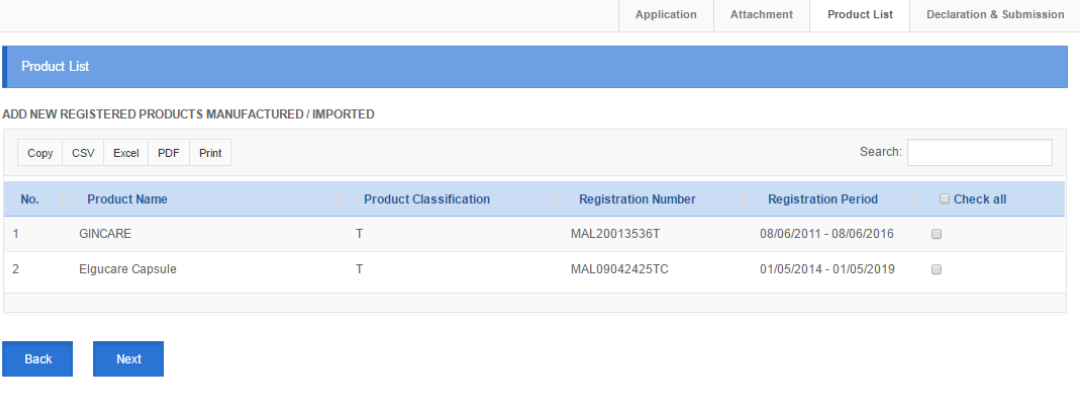
Figure 43 shows Application for (Additional) Product List Of License For Registered Product form. User need to fill up the entire field as following:

1. **Method of collection (radio button):** Select method of license collection
2. **Product Classification (checkbox):** Select product classification
3. **Name:** Enter License Holder's name
4. **IC No or Passport No:** Enter License Holder's IC No or Passport No
5. **E-mail:** Enter License Holder's email
6. **Gender:** Enter License Holder's gender
7. **Position:** Enter License Holder's position
8. **Annual Retention Certificate's No:** Enter Annual Retention Certificate's No
9. **Type A License's No:** Enter Type A License's No
10. **Next (button):** Click to go to next tab

#	DESCRIPTION
FG44	 <p style="text-align: center;">Figure 44</p>

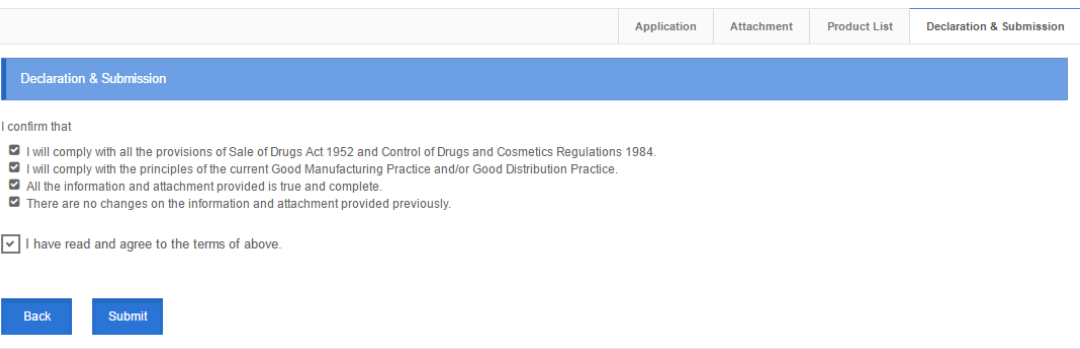
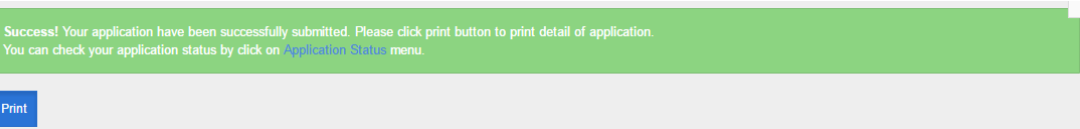
EX44 Explanation:
Figure 44 shows documents attachment section for the following item:

- A copy of Product Registration Certificate/Decision of DCA Meeting/Approval Letter :** Click replace uploaded document
- Other Document:** Click replace uploaded document
- Back (button):** Click to go to previous tab
- Next (button):** Click to go to next tab

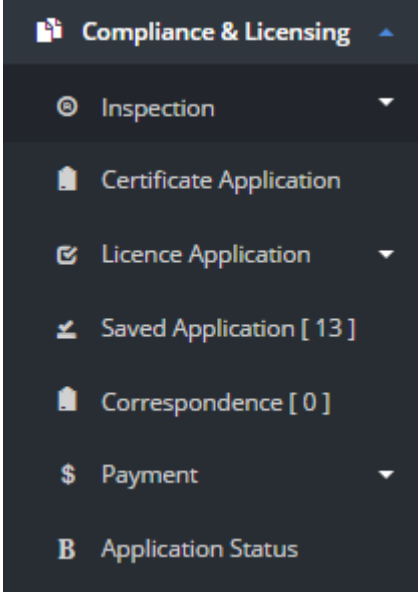
FG45	 <p style="text-align: center;">Figure 45</p>
------	--

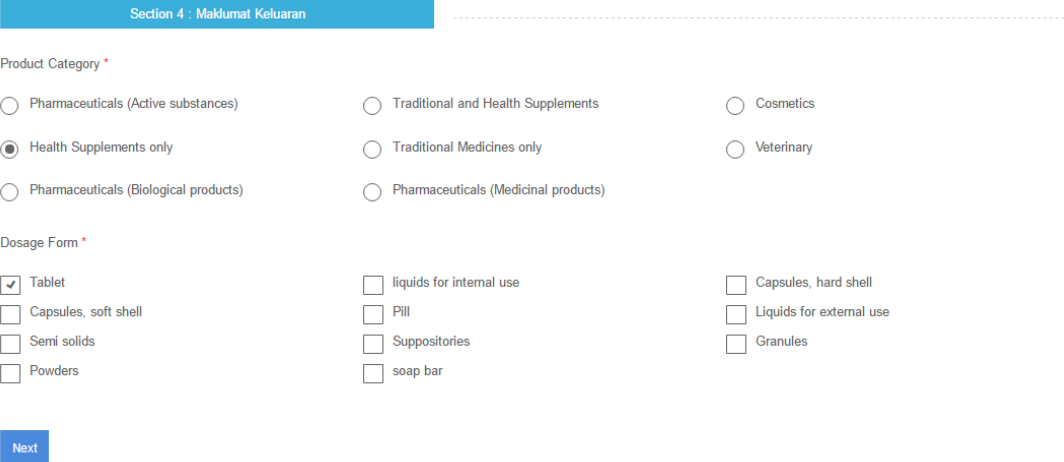
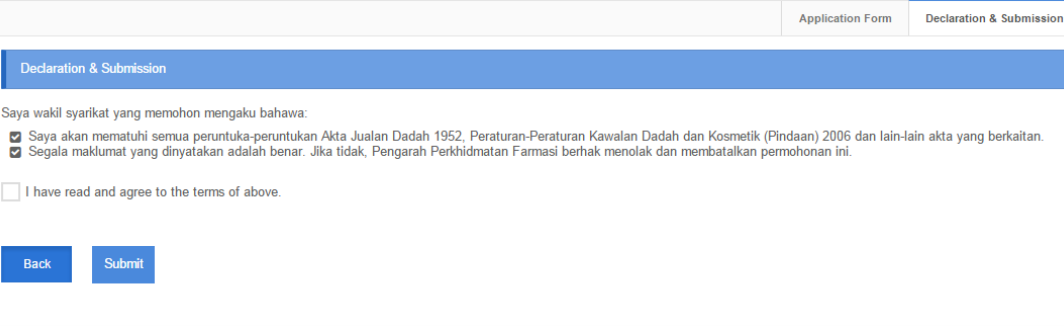
EX45 Explanation:
Figure 45 show list of product.

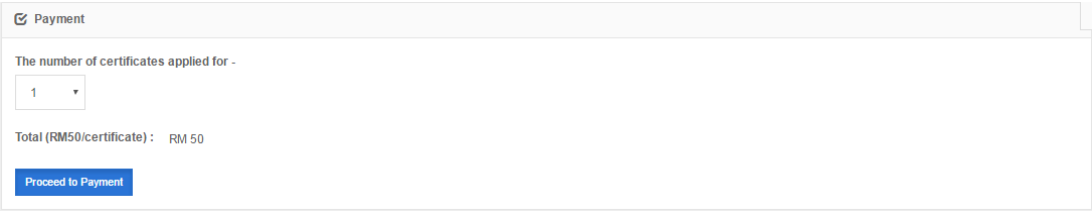
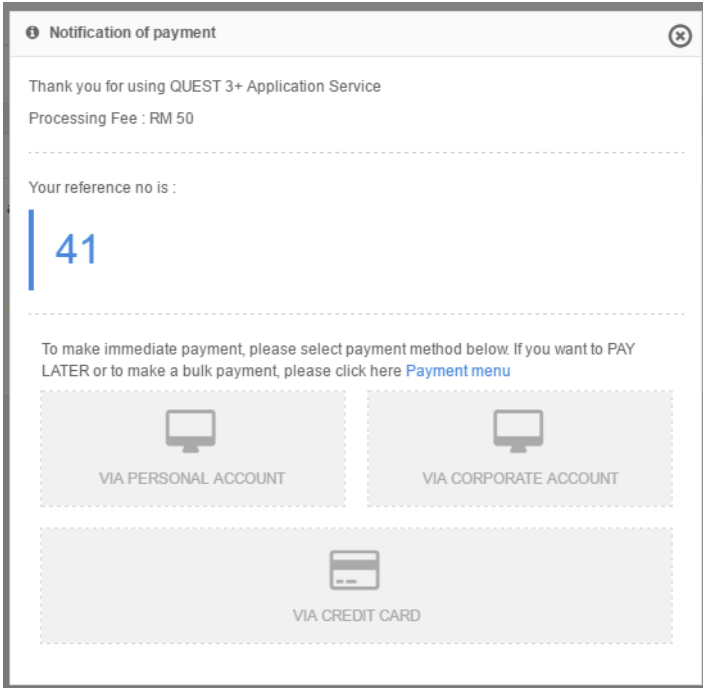
- Search:** Enter value to search
- Check box:** Select to add product
- Back (button):** Click to go to previous tab
- Next (button):** Click to go to next tab

#	DESCRIPTION
FG46	 <p style="text-align: center;">Figure 46</p>
EX46	<p>Explanation:</p> <ol style="list-style-type: none"> 1. Click check box to agree with the terms. 2. Back (button): Click to go to previous tab 3. Submit (button): Click to submit application form.
FG47	 <p style="text-align: center;">Figure 47</p>
EX47	<p>Explanation:</p> <p>Print (button): Click to print application form</p>

8.0 CERTIFICATE APPLICATION

#	DESCRIPTION
FG48	 <p style="text-align: center;">Figure 48</p>

#	DESCRIPTION
	 <p style="text-align: center;">Figure 49</p>
EX49	<p>Explanation: Figure 49 show Permohonan Sijil Amalan Perkilangan Baik form and user need to fill up entire field as following:</p> <ol style="list-style-type: none"> Factory address: select factory address Name: Enter name Address: Enter address Postcode: Enter postcode Country: Select country Product Category (radio button): Select product category Dosage Form (checkbox): Select dosage form Next (button): Click to go to next tab
FG50	 <p style="text-align: center;">Figure 50</p>
EX50	<p>Explanation:</p> <ol style="list-style-type: none"> Click check box to agree with the terms. Back (button): Click to go to previous tab Submit (button): Click to submit application form.

#	DESCRIPTION
FG51	 <p style="text-align: center;">Figure 51</p>
EX51	<p>Explanation: Figure 51 show payment form for certificate application.</p> <ol style="list-style-type: none"> The number of certification applied for: Select number of certificate to apply and this selection will effect total payment to pay Proceed to Payment: Click to proceed to payment page
FG52	 <p style="text-align: center;">Figure 52</p>
EX52	<p>Explanation: Select payment method either VIA PERSONAL ACCOUNT, VIA CORPORATE ACCOUNT or VIA CREDIT CARD to make immediate payment or click Payment Menu to make payment later or to make bulk payment.</p>