



**InvestMalaysia**  
investmalaysia.mida.gov.my

# Evaluation – Post Approval Grant User Guide for Applicant

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Learn About the System

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## Chapter 1 INTRODUCTION

This user guide will walkthrough the process of submitting Post Approval Grant application by providing step-by-step instructions with illustrations to help applicant understand each step.

### 1.1 Intended User

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This user guide is targeted for:

- Applicant or Company

### 1.2 Web Browser

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

### 1.3 URL

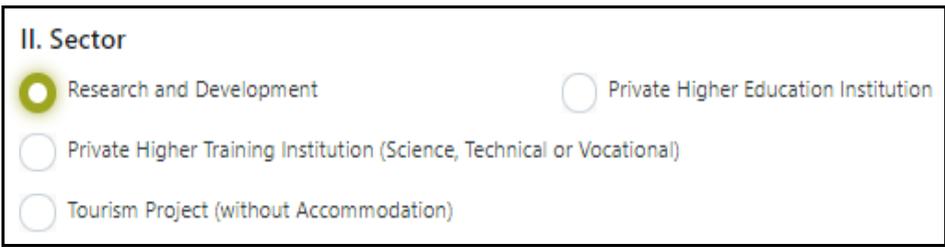
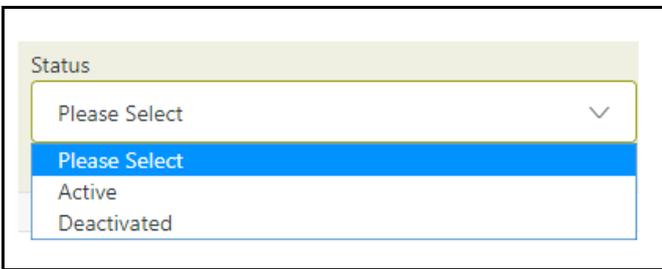
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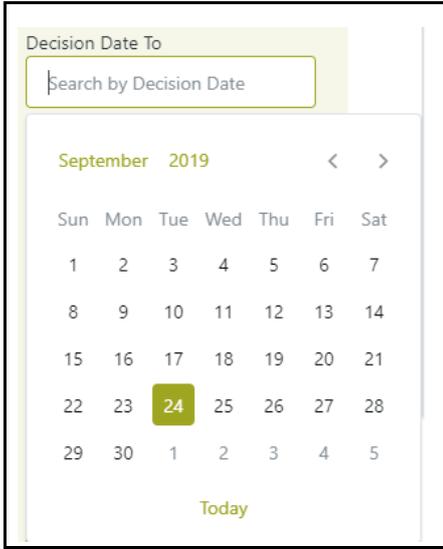
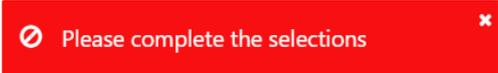
<https://investmalaysia.mida.gov.my>

### 1.4 Common Fields and Definitions

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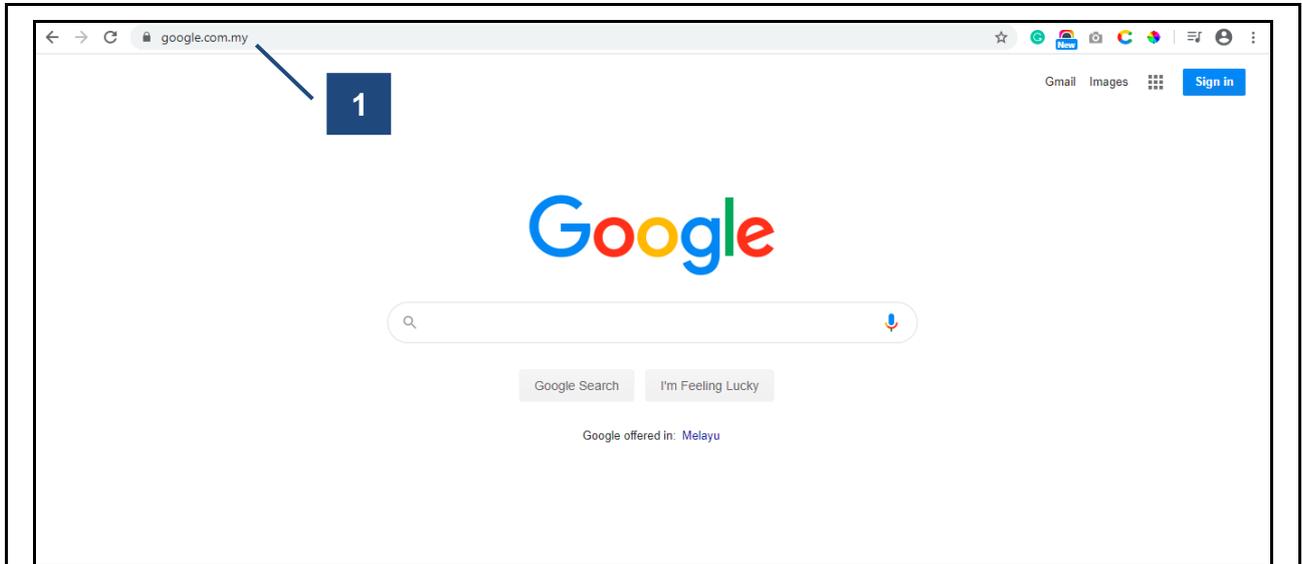
No.	Field	Description
1.	Textbox	<p>A box that allow user to type-in information. Usually, it has characters limit.</p>  <p>If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.</p>

No.	Field	Description
2.	Button	<p>An item that allow user to click and it will respond according to it's purpose; usually denoted as the button's name.</p> 
3.	Radio button	<p>A selection features that allows the user to choose only ONE selection from the data sets. Usually it's round-shaped.</p> 
4.	Check Box	<p>A selection features that allows the user to check/uncheck selections from the data sets. Usually it's box-shaped.</p> 
5.	Dropdown	<p>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.</p> 
6.	Calendar	<p>A features that allows user to select a date from a calendar and/or time from a time range.</p>

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

## Chapter 2 INVEST MALAYSIA ONLINE PORTAL

### 2.1 Login Page



1. Open web browser.

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

## Online Application

To provide a single gateway of informational access to applications, company profile and MIDA promotional events. MIDA Investor / Company Portal will integrate with Investor Relationship Management System (IRPM) for access to company profiles and integrate with MIDA Care Application for access to company application and history.



2

Login | Register

2. Click Login | Register to enter Online Application.



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## Online Application

To provide a single gateway of informational access to applications, company profile and MIDA promotional events. MIDA Investor / Company Portal will integrate with Investor Relationship Management System (IRPM) for access to company profiles and integrate with MIDA Care Application for access to company application and history.

Login

Remember me [Forgot password?](#)

[Register](#)



Announcements

[Online Payment](#) | [i - Incentives](#) | [Learn About The System](#) | [etrans-FAQs](#) | [Technical Support](#)



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3. Enter username (must use the email that has been registered);
  4. Enter password; and
  5. Click the **[Log In]** button
- System will redirect to the **'Dashboard'** page.

## 2.2 Dashboard Page

The screenshot shows the dashboard for user Anny Rozana Binti Mohd Faizal Kim. The interface includes a main menu, a tasks section with 13 tasks, a 'My Company' section for Felcra Berhad, and a 'Registration Status' section. The 'Task List' table is as follows:

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

The 'My Company' section for Felcra Berhad shows a list of applications:

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

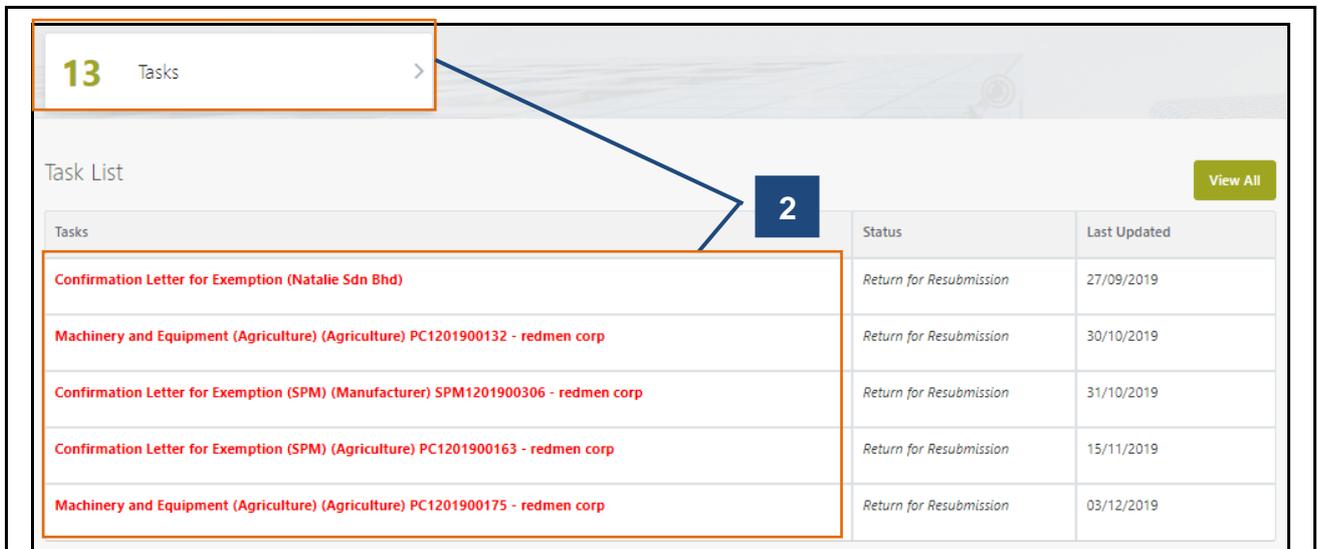
The 'Registration Status' table is as follows:

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

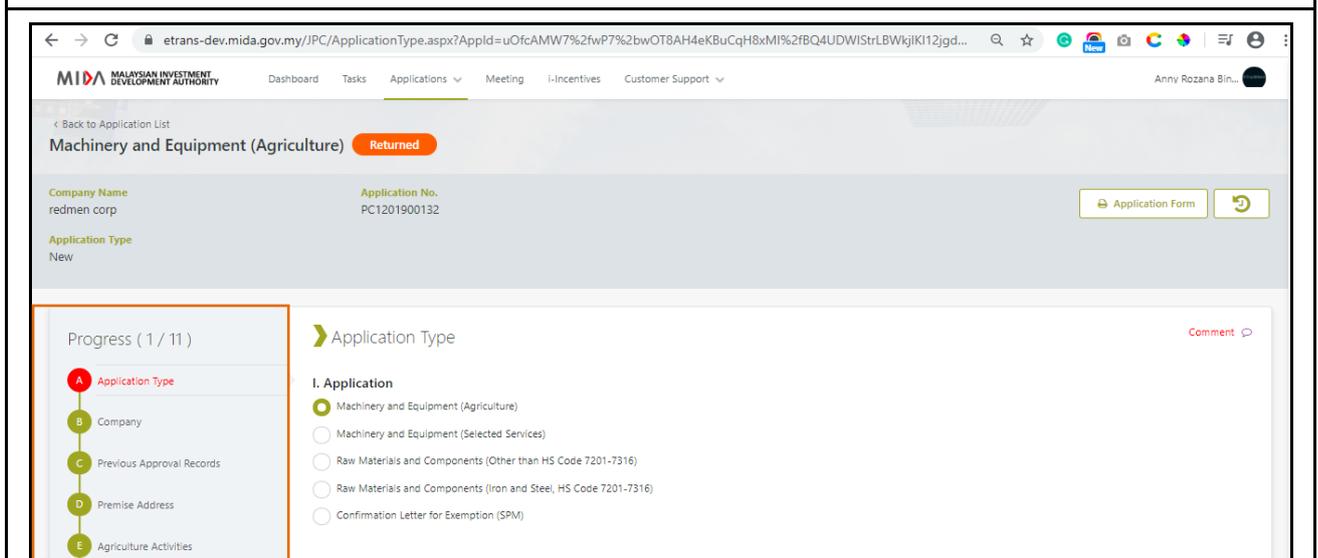
1. The **Main Menu** is a menu that will be on every page to make it easy for users to access each page.
2. The **Tasks and Task List** shall display a task list that needs to take action by the applicant (**Refer 2.2.1 Task List**).
3. **My Company** shall display a list of companies and applications 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. **My Applications** shall display a list of applications for the company and to create new application (**Refer 2.2.4 My Applications**).
6. **Color Brush** to customize the theme (**Refer 2.2.5 Color Brush**).

### 2.2.1 Task and Task List



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



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

2.2.2 My Company

My Company

Felcra Berhad  
redmen corp

**3**

**a**

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

**b**

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.

3. 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

**b**

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

The application page shall be displayed.

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

< Back to Application List

**Raw Materials and Components (Other than HS Code 7201-7316)** Draft

Company Name: Felcra Berhad Application No.: PC2202000508 Application Form Refresh

Application Type: New

Progress ( 1 / 11 )

- A Application Type
- B Company
- C Previous Approval Records
- D Project Cost
- E Financing Details
- F Manpower
- G Finished Products
- H Raw Materials and Components
- I Other Major Local Raw Materials and Components Used in Production
- J Supporting Documents
- K Declaration

**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)

**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)

**VI. Main Industry**

Furniture & Fixtures

Next

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

**My Company**

**Felcra Berhad**

redmen corp

**Felcra Berhad**

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

[Update Profile](#) [RPM Profile](#)

C

- c. Click the **[Update 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 \*  
Felcra 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 \*  
Muadzam Shah

Postcode \*  
40177

Company Website  
Felcra Berhad

#### Company Background \*

Established in 2012

#### Particular Board of Director \*

No.	Name	Nationality	Shares Held in the Company
1.	Zana	Malaysia	100 %
<b>Total 100 %</b>			

[+ Add Record](#)

#### 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@mesinlaga.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	9999999988

[+ Add Record](#)

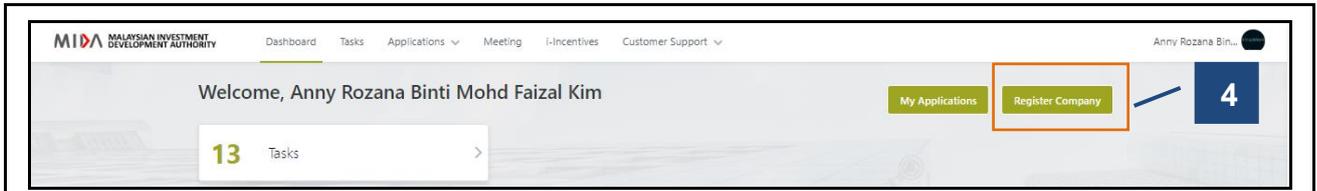
Update

ii

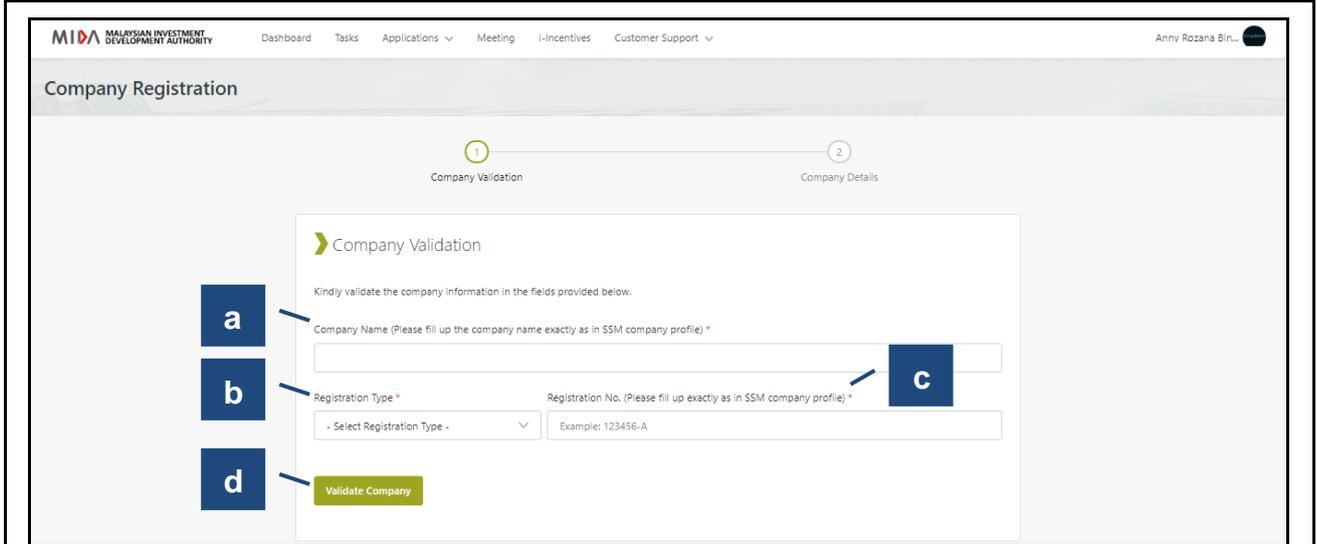
- i. Update the company's profile and all required details:
  - a) Date of Incorporation \*
  - b) Income Tax Reference No.
  - c) EPF No.
  - d) Socso No.
  - e) Address \*
  - f) Poscode \*
  - g) Region \*
  - h) Country \*
  - i) State \*
  - j) City \*
  - k) Company Website
  - l) Company Background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



### 2.2.3 Register Company



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



- 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

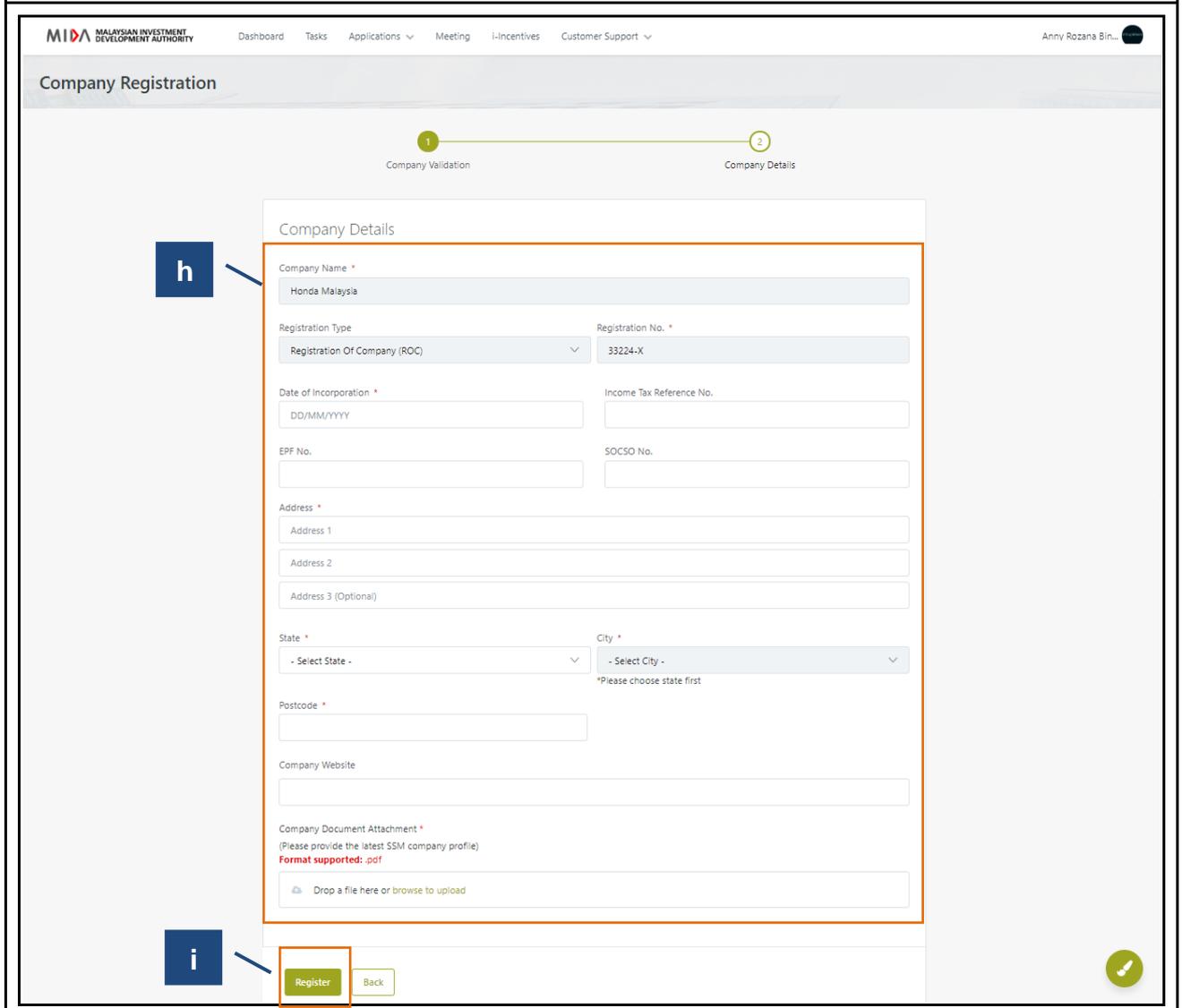


- e. If the company is registered with MIDA, the system will display the above message.



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.



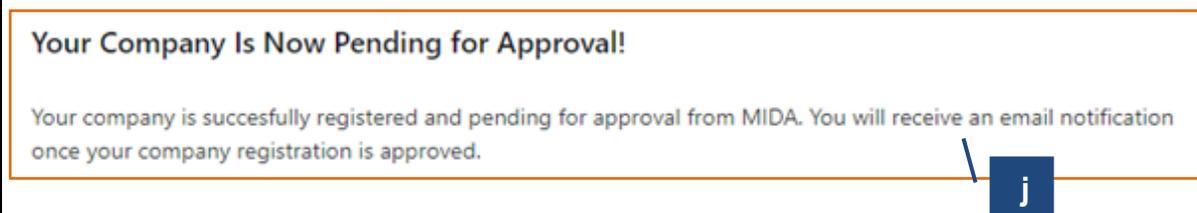
h. Enter company details such as:

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

- iii. SOCSO 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!**

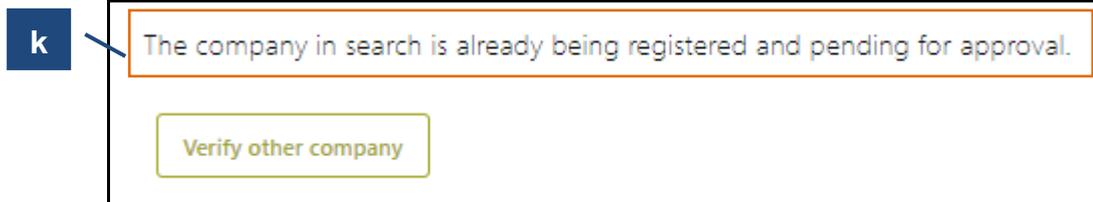
Your company is successfully registered and pending for approval from MIDA. You will receive an email notification once your company registration is approved.



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

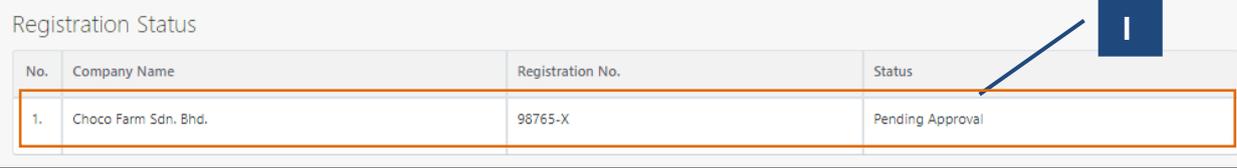
**k** The company in search is already being registered and pending for approval.

Verify other company



Registration Status

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



- 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

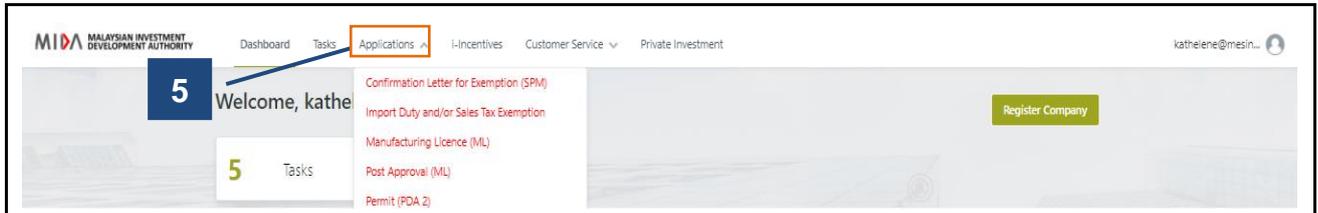
p

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.

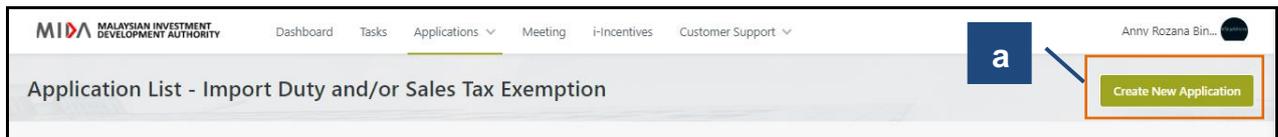
## 2.2.4 Applications



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

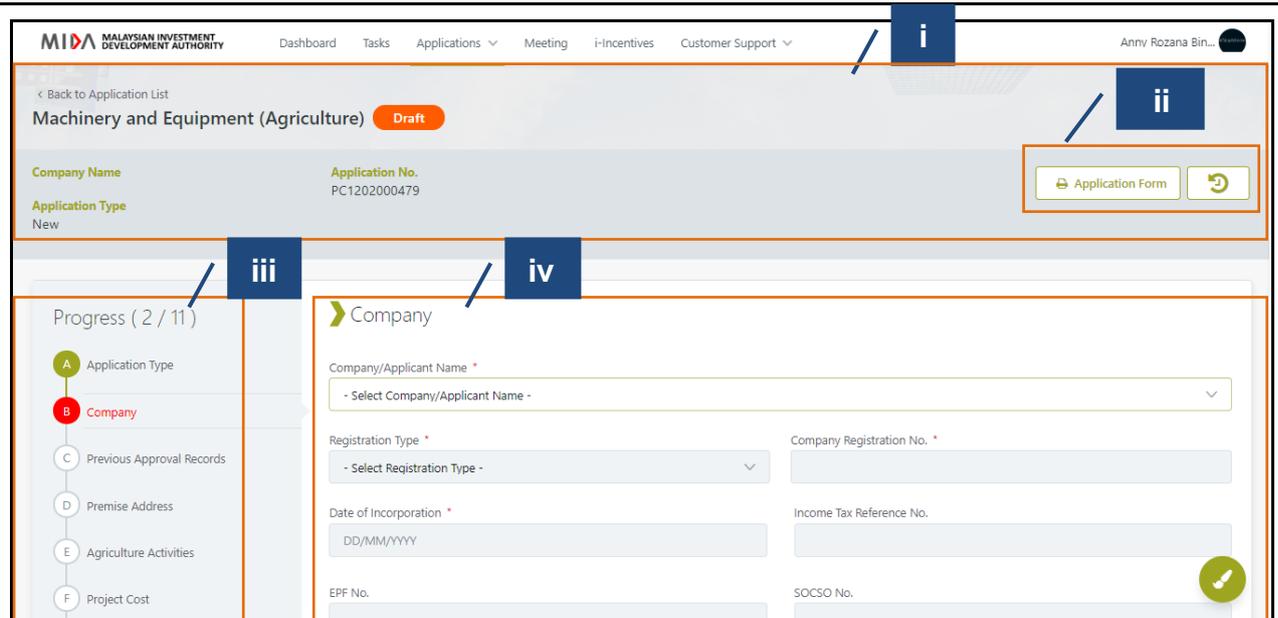
The system will display all online applications in the dropdown menu.

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



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'**.



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

## InvestMalaysia Evaluation – Post Approval Grant for Applicant

MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard
Tasks
Applications
Meeting
I-Incentives
Customer Support

Anny Rozana Bin...

Application List - Import Duty and/or Sales Tax Exemption

b

Create New Application

Search Filters

Registration Type

All Types
▼

Company Registration No.

Application No./MRN No.

Application Date From

Application Date To

Acceptance Date From

Acceptance Date To

Decision Date From

Decision Date To

Application Type

Application For

Sector

Status

Registered State

Correspondence State

Factory/Premise State

Search
Reset

1310  
All

939  
Draft

283  
In Progress

88  
Completed

No.	Company	Application No.	MRN No.	Submission Date	Acceptance Date	Decision Date	Application Status
1.	Felcra Berhad	PC1202000475	CDE1/2020/00063	22/04/2020	22/04/2020		Accepted For Processing
2.	Felcra Berhad	PC3202000328		20/04/2020			Draft
3.	Felcra Berhad	PC2202000507		20/04/2020			Draft
4.	Etika Beverages Sdn Bhd	PCS202000133		20/04/2020			Submitted
5.	Felcra Berhad	PC2202000506		20/04/2020			Draft
6.	Felcra Berhad	PC3202000326		20/04/2020			Draft
7.	Felcra Berhad	PC2202000504		17/04/2020			Draft
8.	Felcra Berhad	PC3202000310	CDE3/2020/00069	17/04/2020	17/04/2020		Accepted For Processing
9.	Felcra Berhad	PC3202000311	CDE3/2020/00090	17/04/2020	17/04/2020		Accepted For Processing
10.	Felcra Berhad	PC3202000312	CDE3/2020/00092	17/04/2020	17/04/2020		In Progress

1 to 10 of 1310 records

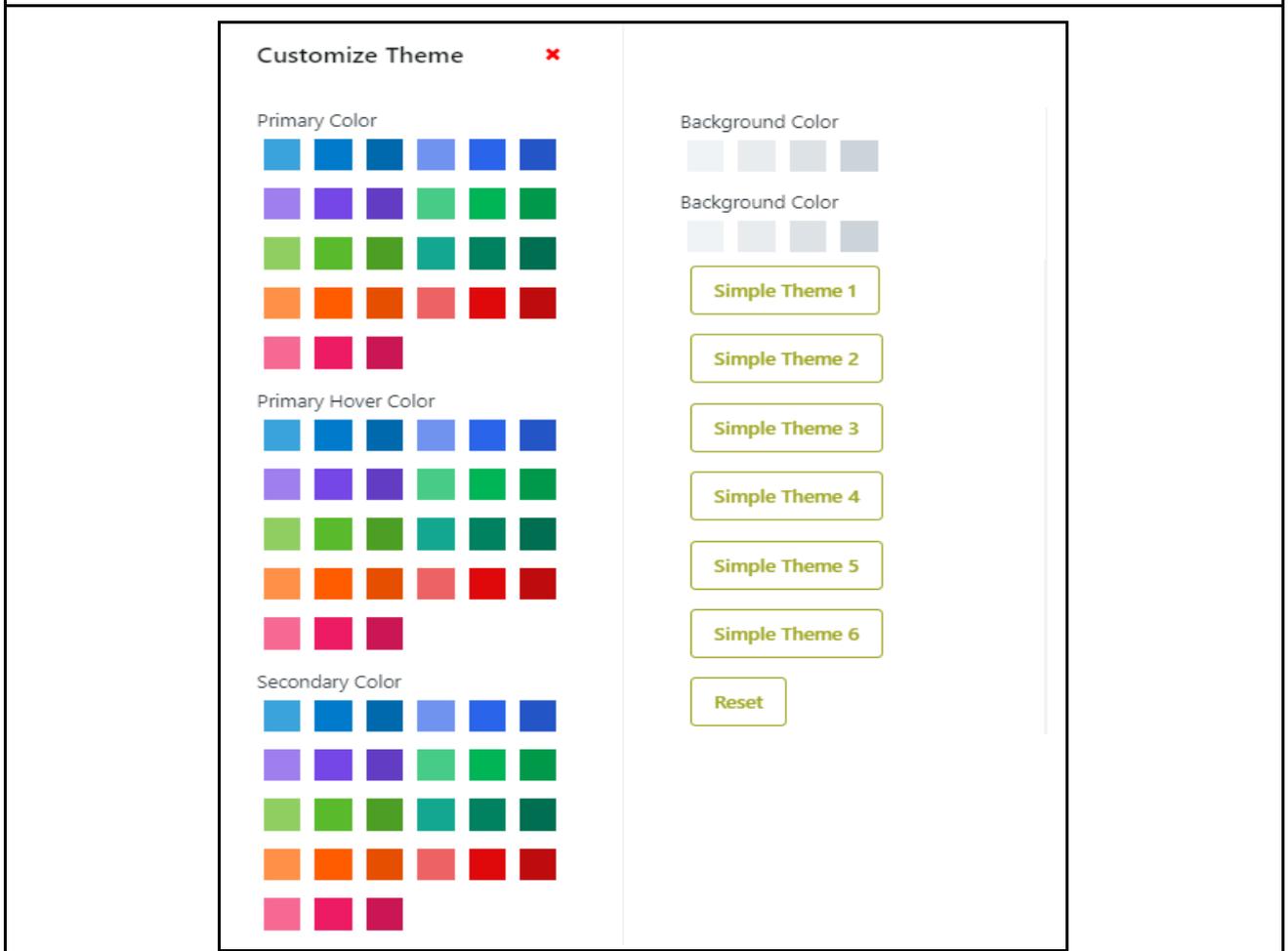
<
1
2
3
4
5
...
>

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.

### 2.2.5 Color Brush



6. Click the **[Color Brush]** icon  
The customize theme screen shall be displayed.



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

## Chapter 3 COMMON SECTIONS FOR (ALL APPLICATION)

### 3.1 Company

**Company**

Company/Applicant Name \*  
- Select Company/Applicant Name -

Registration Type \*  
- Select Registration Type -

Date of Incorporation \*  
DD/MM/YYYY

EPF 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. The following information are automatically pulled from the system when compose any new form listed under chapter 4 and chapter 5:-

a) Company

**Company Background \***

Is about chemical manufacturing (added text in Company Profile-IRPM)

**Particular Board of Director \***

No.	Name	Nationality	Share Held in Company (%)
1.	Abu	Malaysia	75 %
2.	Added BOD01-Malaysia	Malaysia	25 %
<b>Total</b>			<b>100 %</b>

**Contact Person**

No.	Title	Name	Designation	Email	Phone No.	Fax No.
1.	Mrs.	Faridah Ariffin	Manager	midam1.001@gmail.com	01101234567	

c) Company Background

d) Particular Board of Director

e) Contact Person

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

The system will redirect to the **'Previous Company Activity/Project'** section.

### 3.2 Previous Company Activity / Projects

 Previous Approval Records

Approval of Manufacturing Licence or Permit under the Petroleum Development Act, 1974

No.	Licence No. *	Serial No. *	Effective Date *	Product/Activity	Address *	Country *
 Add Record						

---

Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA 10) (if applicable)

No.	Reference No. *	Effective Date *	Product/Activity *	Address *	Country *	State *
 Add Record						

---

Incentive Granted from MIDA and/or other Ministry/Agency (if applicable)

No.	Type of Incentive *	Reference No. *	Date of Approval *	Effective Date *	Ministry/Agency *	Incentive Period (Years) *
 Add Record						

---

Grant Granted from MIDA and/or other Ministry/Agency (if applicable)

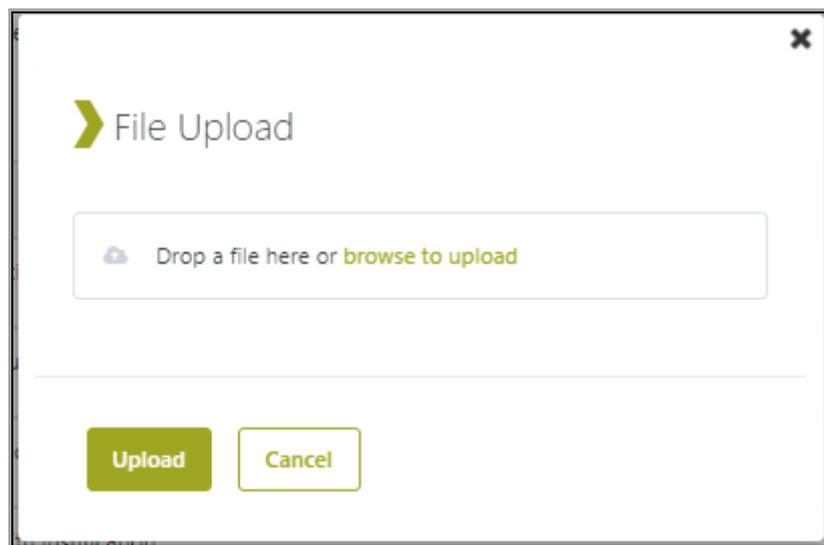
No.	Type of Grant *	Reference No. *	Effective Date *	Ministry/Agency *	Grant Amount (RM) *	Grant Period (Years) *	Product/Acti
 Add Record							

1. The following information are automatically pulled from the system:-
  - a) Approval of Manufacturing Licence(s) under the Industrial Coordination Act, 1975.
  - b) Permit(s) under the Petroleum Development Act, 1974
  - c) Confirmation Letter(s) for a Company Exempted from Manufacturing License (ICA 10)
  - d) OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA
  - e) Incentive Approved by MIDA
  - f) Grant Approved by MIDA
2. Fill up the following information if applicable:-
  - a) Incentive Approved by Other Government Agencies
  - b) Grant Approved by Other Government Agencies
3. Click the **[Next]** button

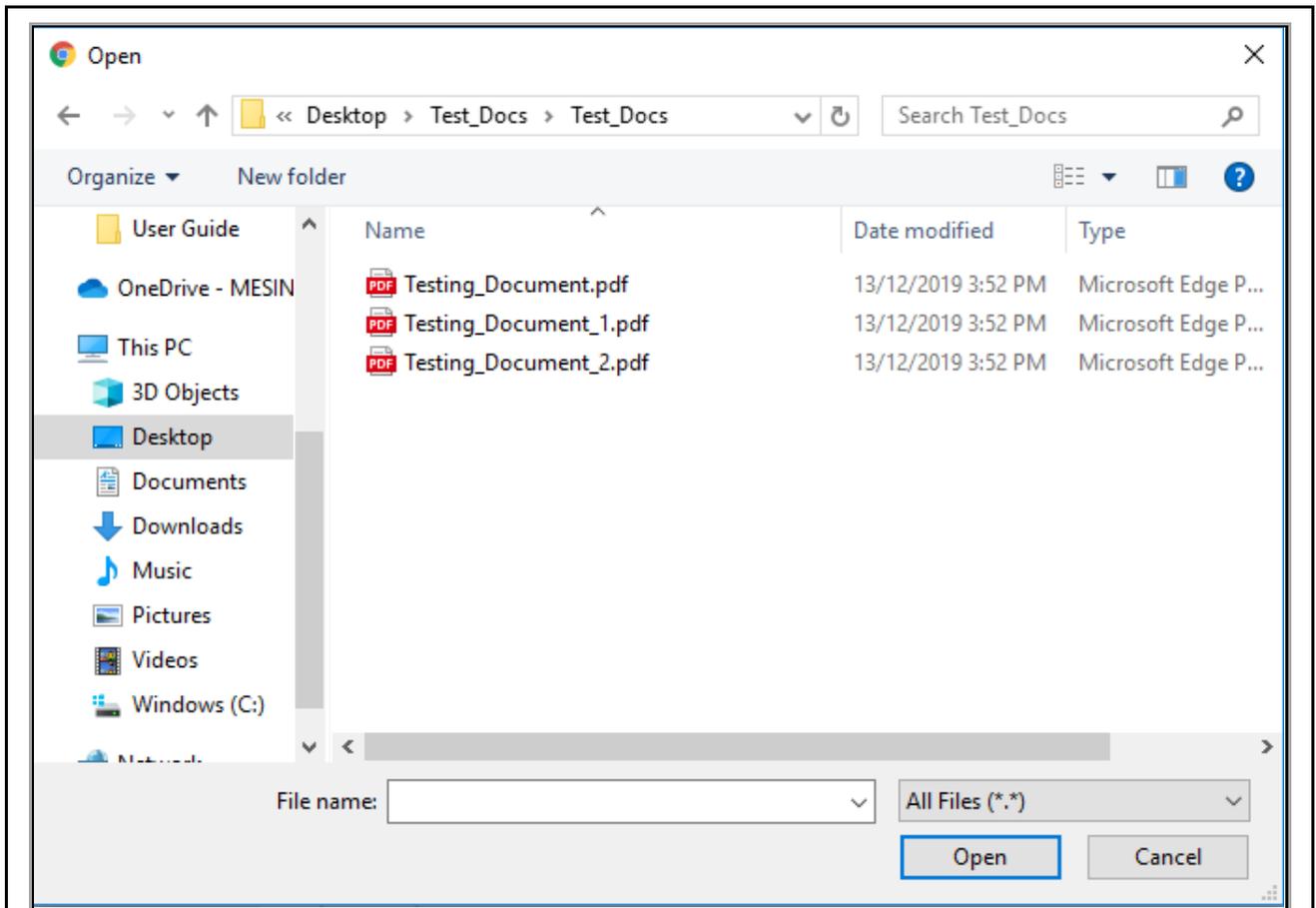
The system will redirect to **next** section. The next section that appears depends on the composed form, which are listed under chapter 4 and chapter 5.

### 3.3 Supporting Documents

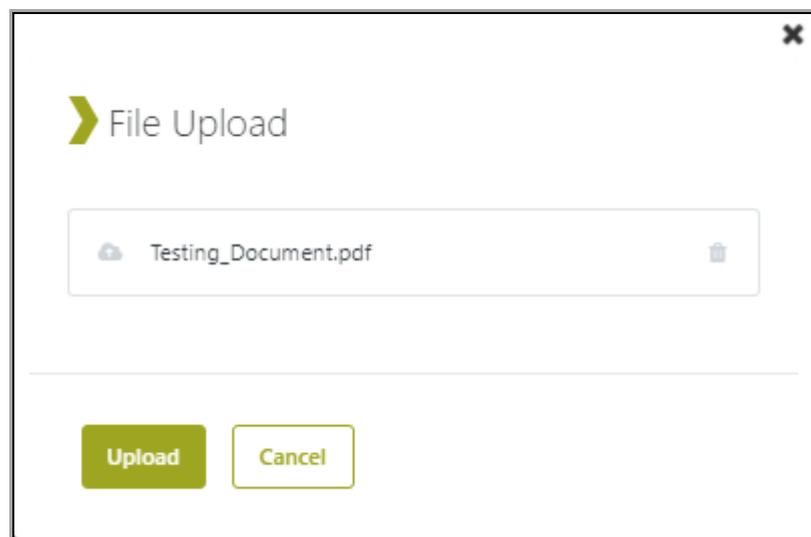
1. Depending on the form, system will list out the list of documents that you need to upload as supporting documents for the application.
2. Upload mandatory document (denoted as '\*' sign) by click **[Upload File]**
3. The system will display pop-up message **'File Upload'**



4. Click the **'browse to upload'**
5. 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 uploaded filename under the 'Filename' column. You may click on the  icon to remove the uploaded file.

 Supporting Documents

**Note:** Supported file format:  
We accept the following files under 10MB size and file name under 300 characters:  
Acrobat (.pdf) , Excel (.xls, .xlsx) , PowerPoint (.ppt, .pptx) , Word (.doc, .docx) , Images (.jpg, .jpeg, .gif, .tiff)

[+ Add New Document](#)

No.	Documents to be submitted	Filename
1.	Certificate of Incorporation on Change of Name of Company (Form 13 / Companies Act 2016 (Act 777))	Testing_Document.pdf  <a href="#">View</a>   <a href="#">Download</a> <a href="#">Upload</a>   <a href="#">New File</a>
2.	Form of Transfer of Security (Form 32A / Company Act 2016 Section 105)	<a href="#">File Upload</a>
3.	Lampiran A (Incentive Conditions)	<a href="#">File Upload</a>
4.	Letter from company with justification.	<a href="#">File Upload</a>
5.	Original Incentives	<a href="#">File Upload</a>

10. If you would like to add other supporting document which is not listed in the table, click the **[Add New Document]** button.

11. The system will display pop-up message 'New Document & Upload File'

12. Enter the title of the document. Follow step 4 to 9 listed above to complete the upload process.



 **New Document & Upload File**

Title \*

 Drop a file here or [browse to upload](#)

---

Upload

Cancel

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

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

### 3.4 Declaration

The screenshot shows the 'Declaration' section of a form. The 'Name' field is a dropdown menu currently displaying '- Select Name -'. A blue box with the number '1' is positioned over this dropdown, with a blue arrow pointing to it. Below the name field, there is a red link 'Add Authorised Person'. The 'Identity Card/Passport No.' and 'Designation' fields are currently empty.

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

The screenshot shows the 'Declaration' section of a form. The 'Name' dropdown now displays 'Azhar'. The 'Identity Card/Passport No.' field is auto-filled with '987654321' and the 'Designation' dropdown is auto-filled with 'Manager'. A blue box with the number '2' is positioned over the 'Identity Card/Passport No.' field, with blue arrows pointing to it.

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

The screenshot shows a list of terms and conditions for the declaration. The list includes:  
 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.  
 Below the list, there is a checkbox with the text 'has engaged the services of the following consultant for my application :'. A blue box with the number '3' is positioned over this checkbox, with a blue arrow pointing to it. At the bottom, there is another checkbox with 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.'

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.



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.

**7**

7. Click the **[Submit]** button and a popup message will appear to verify the Digicert.

**> Verify Digicert**

IC/Passport

PIN

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

✔ Application 3202000335 has been submitted ✕

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

**MIDA** MALAYSIAN INVESTMENT  
DEVELOPMENT AUTHORITY

**InvestMalaysia - Application 3202000335 is in Review**

---

Dear Anny Rozana Binti Mohd Faizal Kim,

You have successfully submitted your application to InvestMalaysia Online Portal. MIDA is reviewing the application.

The details of the application are as follows:

Company Name : Felcra Berhad  
Application No. : ~~000000000000~~  
Application : ~~New Materials and Components (Iron and Steel, HS Code 7201 7010)~~

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](mailto:investmalaysia@mida.gov.my)  
InvestMalaysia Online Portal: <https://investmalaysia.mida.gov.my>  
Official Website: <https://www.mida.gov.my>

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

## Chapter 4 APPLICATION Post Approval Grant

### 4.1 Retaining Grant to a Wholly Owned Subsidiary

1. Identify the company on the dashboard.by selecting the registered company listed under the “My Company” section.



2. Click the **[Company Profile]** hyperlink.
3. The system will redirect to the ‘**Company Profile**’ page.

4. Click the **[Industrial Profile]** hyperlink located at the top of the screen.



5. The system will redirect to the ‘**Industrial Profile**’ page.
6. Locate the ‘**Grant Approved by MIDA**’ section and identify a previously approved grant record listed in the table.
7. Click on the **[Action]** button located at the right most column.

8. On the pop up window, click on **[Retaining Grant to a Wholly Owned Subsidiary]** hyperlink.

9. The system will redirect to the ‘**Retaining Grant to a Wholly Owned Subsidiary**’ section.

10. The details of the grant would be shown in the ‘**Grant Details**’ table.

11. The following information about the company is shown on the form:-

- i. Existing Company Name

- ii. Existing Company Registration No.
- iii. Registration Type
- iv. Date of Incorporation

Retaining Grant to a Wholly Owned Subsidiary

I. Grant Details

Reference No.	Date of Approval	Product/Activity	Address	Country	State	City
Testing Trustmark	08/12/2017	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	Kepala Batas

II. Company Details

Existing Company Name: TESTING SDN BHD  
Existing Company Registration No.: 12345-X

Registration Type: Registration Of Company (ROC)  
Date Of Incorporation: 13/08/2008

New Company Name: -Select Company-  
New Company Registration No.:

Justification \*  
Provide justification here...



12. Select the company from the dropdown under **'New Company Name'**. The selected company registration number will be shown under **'New Company Registration Number'**.

13. Provide the justification for retaining the grant to a wholly owned subsidiary under **'Justification'**.

14. If you would like to check for the existing company information, click on the **'Company'** hyperlink on the left menu.

15. The system will redirect to the **'Company'** section.

<p><b>(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)</b></p>
<p>16. If you would like to check for the previous activity / project for the existing company, click on the <b>'Previous Company Activity / Project'</b> hyperlink on the left menu.</p> <p>17. The system will redirect to the <b>'Previous Company Activity / Project'</b> section. <b>(Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Company Activity / Projects)</b></p>
<p>18. Click the <b>'Next'</b> button.</p> <p>19. The system will redirect to the <b>'Supporting Documents'</b> section. <b>(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)</b></p>
<p>20. Click the <b>'Next'</b> button.</p> <p>21. The system will redirect to the <b>'Declaration'</b> section. <b>(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)</b></p>
<p>22. Click on the <b>'Submit'</b> button to submit the application.</p>

## 4.2 Change of Company Name

1. Identify the company on the dashboard by selecting the registered company listed under the “My Company” section.



2. Click the **[Company Profile]** hyperlink.
3. The system will redirect to the ‘**Company Profile**’ page.

4. Click the **[Industrial Profile]** hyperlink located at the top of the screen.



5. The system will redirect to the ‘**Industrial Profile**’ page.

6. Locate the ‘**Grant Approved by MIDA**’ section and identify a previously approved grant record listed in the table.

7. Click on the **[Action]** button located at the right most column.

8. On the pop up window, click on **[Change of Company Name]** hyperlink.

9. The system will redirect to the ‘**Change of Company Name**’ section.

10. The details of the grant would be shown in the ‘**Grant Details**’ table.

11. The following information about the company is shown on the form:-

- i. Registration Type
- ii. Company Registration No.
- iii. Date of Incorporation

Change of Company Name

**I. Grant Details**

Reference No.	Date of Approval	Product/Activity	Address	Country	State	City
Testing Trustmark	08/12/2017	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	Kepala Batas

**II. Company Details**

Existing Company Name

Registration Type

Company Registration Number \*

Date Of Incorporation \*

New Company Name \*

Justification \*

12. Enter the new company name under **‘New Company Name’**.

13. Provide the justification for retaining the grant to a new company under **‘Justification’**.

14. If you would like to check for the existing company information, click on the **‘Company’** hyperlink on the left menu.

15. The system will redirect to the **‘Company’** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)**

16. If you would like to check for the previous activity / project for the existing company, click on the **‘Previous Company Activity / Project’** hyperlink on the left menu.

17. The system will redirect to the **‘Previous Company Activity / Project’** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Company Activity / Projects)**

18. Click the **'Next'** button.

19. The system will redirect to the **'Supporting Documents'** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)**

20. Click the **'Next'** button.

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

**(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)**

22. Click on the **'Submit'** button to submit the application.

### 4.3 Amendment/Deletion of Conditions

1. Identify the company on the dashboard by selecting the registered company listed under the “My Company” section.



2. Click the **[Company Profile]** hyperlink.
3. The system will redirect to the ‘**Company Profile**’ page.

4. Click the **[Industrial Profile]** hyperlink located at the top of the screen.



5. The system will redirect to the ‘**Industrial Profile**’ page.
6. Locate the ‘**Grant Approved by MIDA**’ section and identify a previously approved grant record listed in the table.
7. Click on the **[Action]** button located at the right most column.
8. On the pop up window, click on **[Amendment/Deletion of Conditions]** hyperlink.
9. The system will redirect to the ‘**Amendment/Deletion of Conditions**’ section.
10. The details of the grant would be shown in the ‘**Grant Details**’ table.
11. The grant conditions from the approved grants are shown in the ‘**Grant Conditions**’ table.

 Amendment / Deletion of Conditions

I. Grant Details

Reference No.	Date of Approval	Product/Activity	Address	Country	State	City
Testing Trustmark	08/12/2017	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	Kepala Batas

II. Grant Conditions (Existing)

No.	Conditions	Update
1.	sdq	No Changes

III. Justification

Provide justification here...

[Next](#)

12. Select the options under each listed conditions in the table. Select **'Amend'** to amend the condition or select **'Delete'** to remove the condition

13. Provide the justification for amend / delete conditions under **'Justification'**.

14. If you would like to check for the existing company information, click on the **'Company'** hyperlink on the left menu.

15. The system will redirect to the **'Company'** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)**

16. If you would like to check for the previous activity / project for the existing company, click on the **'Previous Company Activity / Project'** hyperlink on the left menu.

17. The system will redirect to the **'Previous Company Activity / Project'** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Company Activity / Projects)**

18. Click the **'Next'** button.

19. The system will redirect to the '**Supporting Documents**' section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)**

20. Click the '**Next**' button.

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

**(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)**

22. Click on the '**Submit**' button to submit the application.

## 4.4 Redefinition of Products

1. Identify the company on the dashboard by selecting the registered company listed under the “My Company” section.



2. Click the **[Company Profile]** hyperlink.
3. The system will redirect to the ‘**Company Profile**’ page.

4. Click the **[Industrial Profile]** hyperlink located at the top of the screen.



5. The system will redirect to the ‘**Industrial Profile**’ page.
6. Locate the ‘**Grant Approved by MIDA**’ section and identify a previously approved grant record listed in the table.
7. Click on the **[Action]** button located at the right most column.
8. On the pop up window, click on **[Redifinition of Products]** hyperlink.
9. The system will redirect to the ‘**Redifinition of Products**’ section.
10. The details of the grant would be shown in the ‘**Grant Details**’ table.
11. The proposed products / activities from the approved grant are shown in the ‘**Existing Proposed Product/Activity by Project Location**’ table and ‘**Redefined Proposed Product/Activity by Project Location**’ table respectively.

 **Redefinition of Products**

**I. Grant Details**

Reference No.	Date of Approval	Product/Activity	Address	Country	State	City
Testing Trustmark	08/12/2017	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	Kepala Batas

**II. Proposed Product(s)/Activity(s) by Project Location**

No 1, Jalan Rahmit , 12366, Kepala Batas, Kedah, Malaysia ▼

**III. Justification**

Provide justification here...

Next


12. You may enter a new proposed product / activity on each available product / activity under **‘Redefined Proposed Product/Activity by Project Location’** table.

13. Provide the justification for redefinition of products/activities under **‘Justification’**.

14. If you would like to check for the existing company information, click on the **‘Company’** hyperlink on the left menu.

15. The system will redirect to the **‘Company’** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)**

16. If you would like to check for the previous activity / project for the existing company, click on the **‘Previous Company Activity / Project’** hyperlink on the left menu.

17. The system will redirect to the **‘Previous Company Activity / Project’** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous**

<b>Company Activity / Projects)</b>
<p>18. Click the <b>'Next'</b> button.</p> <p>19. The system will redirect to the <b>'Supporting Documents'</b> section.</p> <p><b>(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)</b></p>
<p>20. Click the <b>'Next'</b> button.</p> <p>21. The system will redirect to the <b>'Declaration'</b> section.</p> <p><b>(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)</b></p>
<p>22. Click on the <b>'Submit'</b> button to submit the application.</p>

## 4.5 Cancellation(Surrender)of Grant

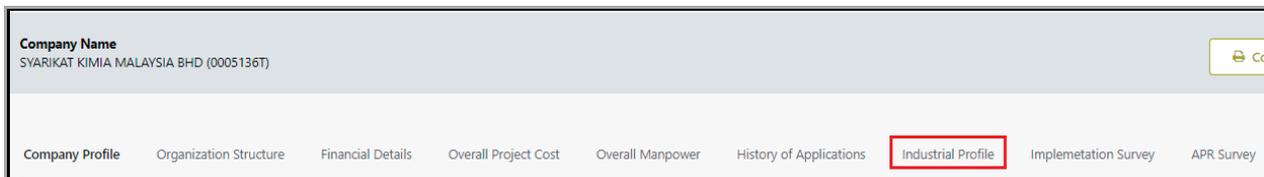
(Surrender) of Grant

1. Identify the company on the dashboard.by selecting the registered company listed under the “My Company” section.



2. Click the **[Company Profile]** hyperlink.
3. The system will redirect to the **'Company Profile'** page.

4. Click the **[Industrial Profile]** hyperlink located at the top of the screen.



5. The system will redirect to the **'Industrial Profile'** page.

6. Locate the **'Grant Approved by MIDA'** section and identify a previously approved grant record listed in the table.
7. Click on the **[Action]** button located at the right most column.

8. On the pop up window, click on **[Surrender of Grant]** hyperlink.

9. The system will redirect to the **'Surrender of Grant'** section.

10. The details of the grant would be shown in the **'Grant Details'** table.

11. Provide the justification for surrendering the grant under **'Justification'**.

**Surrender of Grant**

I. Grant Details

Reference No.	Date of Approval	Product/Activity	Address	Country	State	City
Testing Trustmark	08/12/2017	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	Kepala Batas

Justification \*

Provide justification here...

**Next**

12. If you would like to check for the existing company information, click on the **'Company'** hyperlink on the left menu.

13. The system will redirect to the **'Company'** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)**

14. If you would like to check for the previous activity / project for the existing company, click on the **'Previous Company Activity / Project'** hyperlink on the left menu.

15. The system will redirect to the **'Previous Company Activity / Project'** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Company Activity / Projects)**

16. Click the **'Next'** button.

17. The system will redirect to the **'Supporting Documents'** section.

**(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)**

18. Click the **'Next'** button.

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

**(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)**

20. Click on the '**Submit**' button to submit the application.