



E Trans Phase II- Application for Infrastructure Grant User Guide for Applicant

Learn About the System

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Chapter 1 INTRODUCTION

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

1.1 Intended User

This user guide is targeted for:

- Applicant or Company


1.2 Web Browser



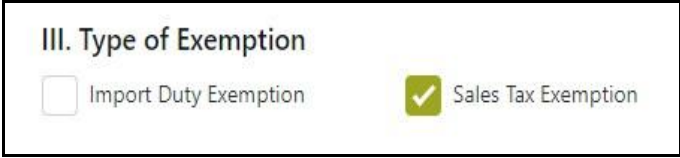

Best viewed in 1024 x 768 using [Google Chrome](#) or [Mozilla Firefox](#). This website is mobile responsive.

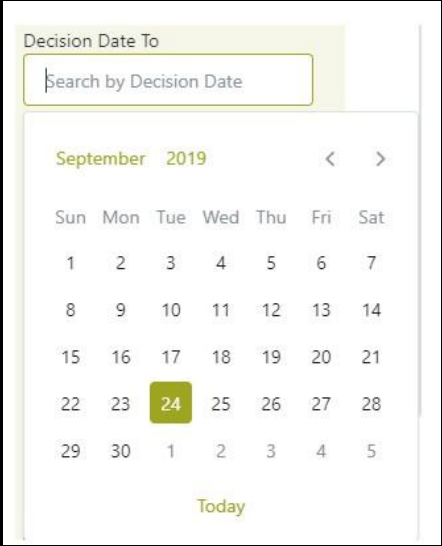


1.3 URL

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

1.4 Common Fields and Definitions

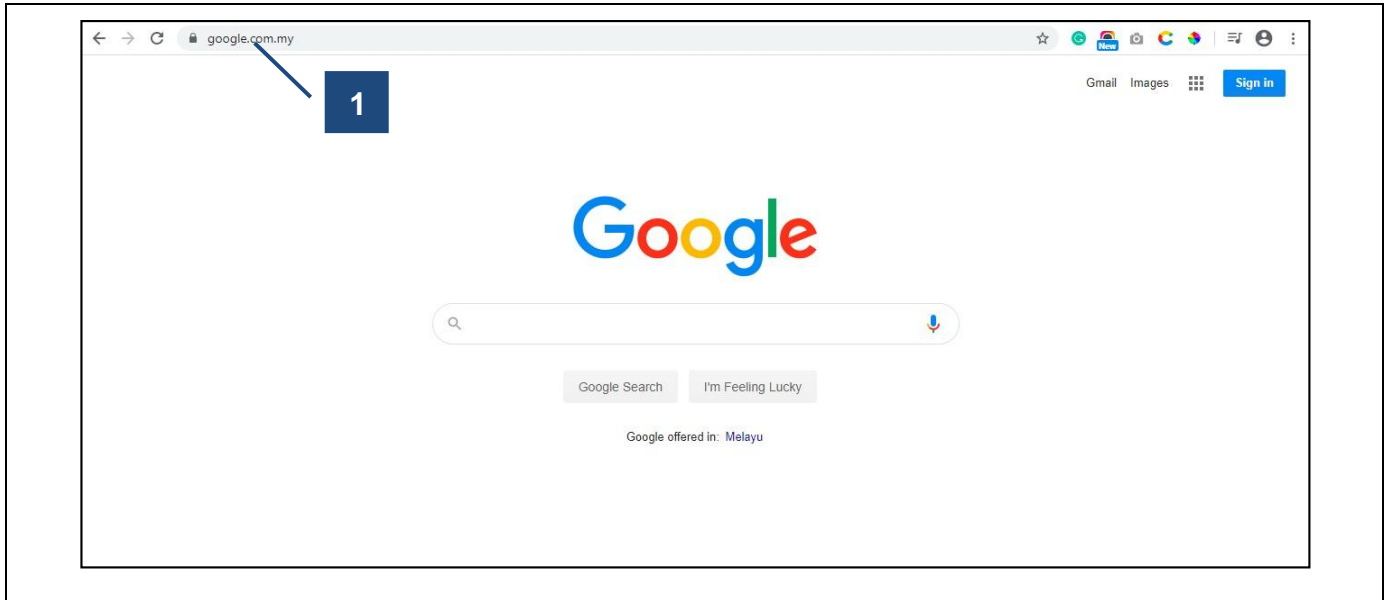
No.	Field	Description
1.	Textbox	<p>A box that allow user to type-in information. Usually, it has characters limit.</p>  <p>If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.</p>
2.	Button	<p>An item that allow user to click and it will respond according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

No.	Field	Description
		
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>  <p>II. Sector</p> <p><input checked="" type="radio"/> Research and Development <input type="radio"/> Private Higher Education Institution</p> <p><input type="radio"/> Private Higher Training Institution (Science, Technical or Vocational)</p> <p><input type="radio"/> Tourism Project (without Accommodation)</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>  <p>III. Type of Exemption</p> <p><input type="checkbox"/> Import Duty Exemption <input checked="" type="checkbox"/> Sales Tax Exemption</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>  <p>Status</p> <p>Please Select</p> <p>Please Select</p> <p>Active</p> <p>Deactivated</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> 

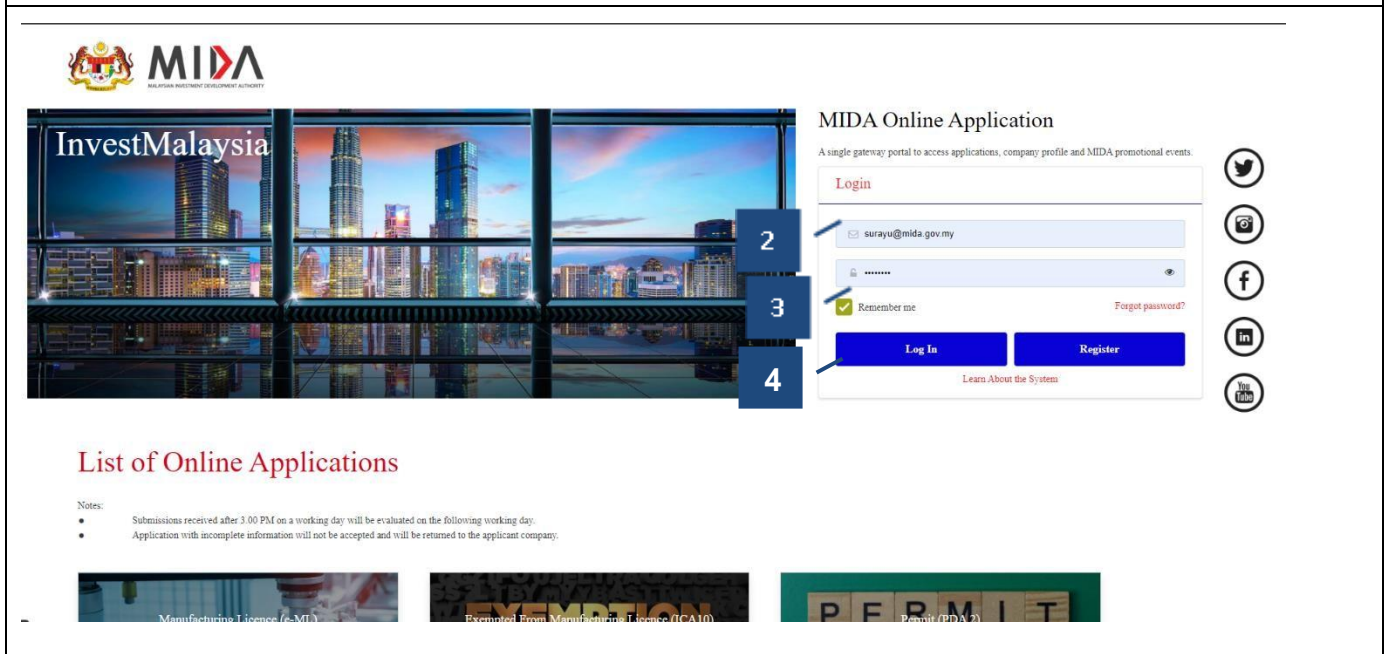
2.1 Login and Registration Page

Chapter 2 INVESTMALAYSIA ONLINE PORTAL



1. Open web browser.

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



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

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

1. Go to InvestMalaysia website :

MIDA Online Application

A single gateway portal to access applications, company profile and MIDA promotional events.

Login

surayu@mida.gov.my

Remember me

Log In Register

Learn About the System

Announcements

List of Online Applications

Notes:

- Submissions received after 3.00 PM on a working day will be evaluated on the following working day.
- Application with incomplete information will not be accepted and will be returned to the applicant company.

Manufacturing License (e-MI)

Structured Town Manufacturing License (e-TM)

Permit (e-PA)

2. Click **[Register]**

< Back to Login Page

Create Account

Registration

* All fields are mandatory

Title * Name *

- Select Title -

Designation * - Select Designation -

Email *

Password * Confirm Password *

Phone No. * 0123456789

Address * Address 1

Please provide a valid email address as it will be used as the Username. You are also required to verify the email by clicking the link in the email which the system will send.

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

4. Applicant Email Verification *1st time registration

InvestMalaysia - Applicant Email Verification

Dear Farid1,

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

[Confirm My Email Address](#)

Thank you.

Regards,

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

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

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

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

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

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

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

Thank You for Registering with MIDA.

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

Login to InvestMalaysia

Login To i-Incentives Portal

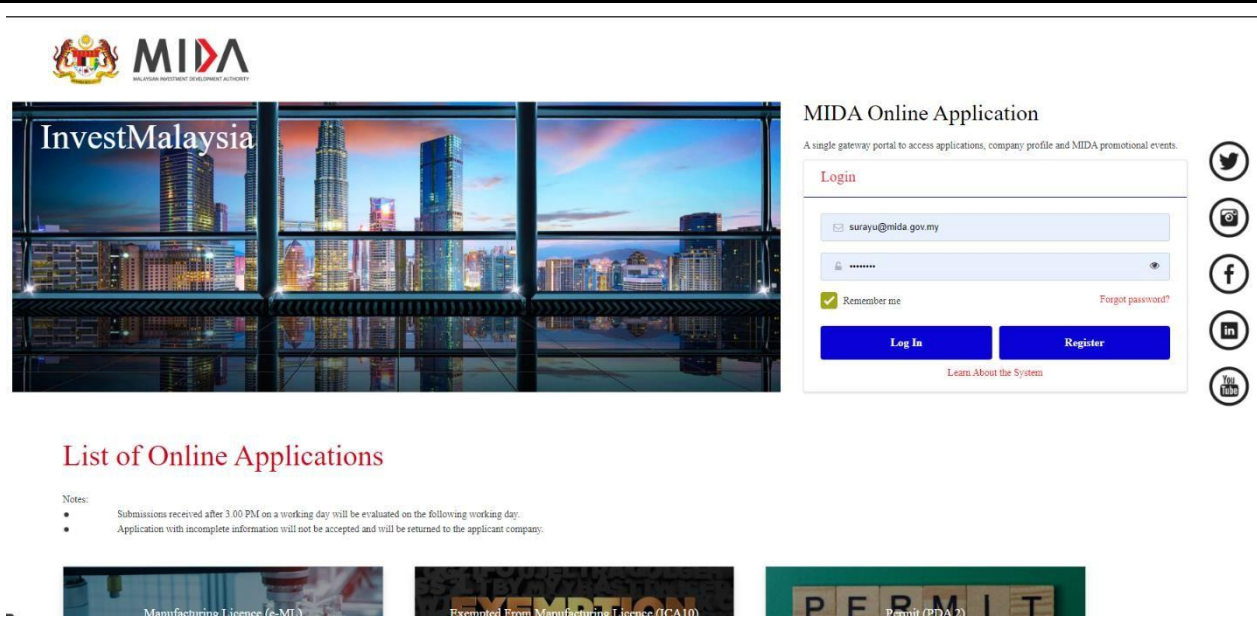
Enquiry / Feedback

Technical Support

6. Click [**Login to investMalaysia**]



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



8. Applicant can start to applying grant

2.2 Dashboard Page

The screenshot displays the InvestMalaysia dashboard for user 'mimidacompany001@gmail.com'. The dashboard includes a navigation menu at the top with options like 'Dashboard', 'Tasks', 'Applications', 'Incentives', 'Customer Service', and 'Private Investment'. A 'Welcome' message and a 'Register Company' button are visible. A 'Tasks' section shows a 'Task List' with one item: 'IRPM Application' with a status of 'Draft' and a last updated date of '14 Jan (3 days ago)'. The 'My Company' section is highlighted with a blue box and a '3' in a blue circle. It shows the profile for 'Syarikat Kimia Malaysia Bhd' and a table of applications. A 'Color Brush' icon is also visible in the bottom right corner.

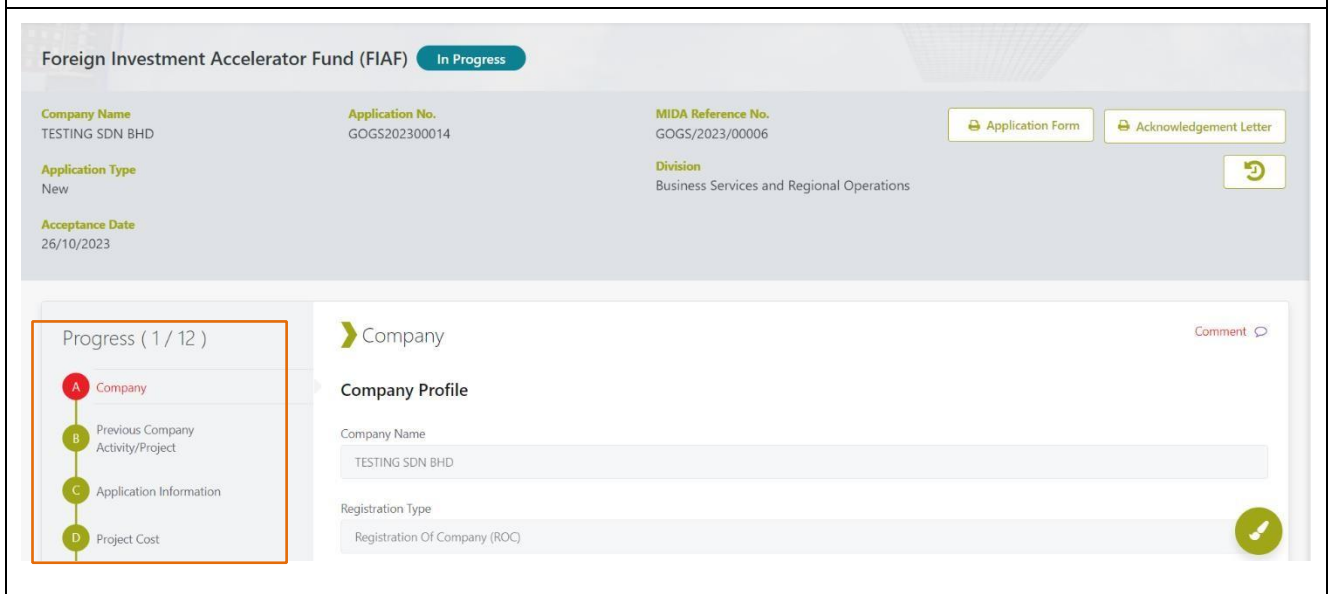
Application No.	MIDA Reference No.	Application	Application Type	Application Status
PL02202100001		Amendment of Factory Address	New	Draft
PL12202100002		Transfer of Shares	New	Submitted
INC202100027		- Please Select -	New	Draft
PL01202100004		Change of Company Name	New	Draft
GOGS202100004		Domestic Investment Strategic Fund	New	Draft

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

2.2.1 Task and Task List



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



2. 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

FA Industries Sdn Bhd

FA Industries Sdn Bhd

No. 5A, Jalan 51/217, Off Jalan Kemping, Petaling Jaya, Selangor

Company Profile (IRPM) Payment History

Application No.	MIDA Reference No.	Application	Application Type	Application Status
ML202100013		Manufacturing Licence	New	In Progress
ML202100011		Manufacturing Licence	New	Draft
PDA202100002		Permit Under Petroleum Development Act, 1974 (PDA2)	New	Draft

16 to 18 of 18 records

My Company section included 2 main items which are a list of companies, a list of applications, and a company profile.

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

A list of applications for the company shall be displayed.

Application No.	MIDA Reference No.	Application	Application Type	Application Status
ML202100013		Manufacturing Licence	New	In Progress
ML202100011		Manufacturing Licence	New	Draft
PDA202100002		Permit Under Petroleum Development Act, 1974 (PDA2)	New	Draft

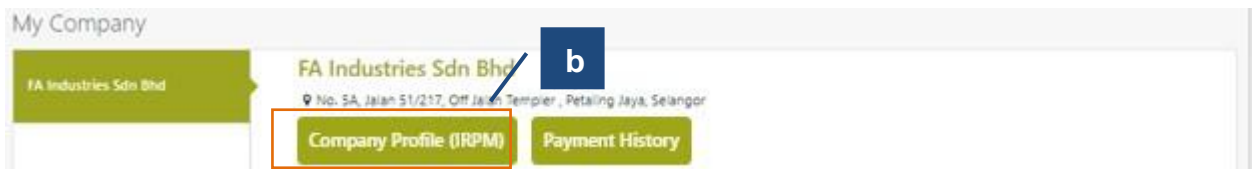
a. Click the **[Application No.]** link

The application page shall be displayed.

The screenshot shows the 'Manufacturing Licence' application form in a 'Draft' state. The header includes the MIDA logo and navigation tabs: Dashboard, Tasks, Applications, Incentives, Customer Service, and Private Investment. The main content area displays the company name 'FA Industries Sdn Bhd' and application number 'ML202100011'. A progress bar on the left indicates the current step is 'Company' (1/12). The 'Company Profile' section contains the following fields:

Company Name	FA Industries Sdn Bhd		
Registration Type	Registration Of Company (ROC)		
Company Registration No.	0123456K	New SSM Company Registration No.	
Date of Incorporation	10/10/2010	Income Tax Reference No.	ITR/FAIS8001
EPF No.		SOCSSO No.	

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



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

MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

[Dashboard](#)
[Tasks](#)
[Applications](#)
[i-Incentives](#)
[Customer Service](#)
[Private Investment](#)

Applicant

Company Name

FA INDUSTRIES SDN BHD (0123456K)

Company Profile

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

Company Details

Company Status

Active

Company Name *

FA Industries Sdn Bhd

Registration Type *

Registration Of Company (ROC)

Registration No *

0123456K

New SSM Company Registration Number

Annual Fiscal Year End Closing Date (DD/MM) *

- DD -

v

- Month -

v

Date of Incorporation *

10/10/2010

Income Tax Reference No.

ITRNF AISB001

EPF No.

ENFAISB001

SOCSSO No.

SNFAISB001

APR Serial No

Correspondence/Registered Address *

No. 5A, Jalan 51/217

Off Jalan Tempier

Address 3 (Optional)

Region *

Asia

Country *

Malaysia

State *

Selangor

City *

Petaling Jaya

Postcode *

46050

Phone No.

Company Email

Fax No.

Company Website

www.fais.com.my

Total Employment

650

Company Background *

We carry out all aspects of electrical work, from design and consultation through to commissioning for clients in the domestic, commercial, industrial and agricultural sectors.

i

Particular Board of Director *

No.	Name	Nationality	Shares Held in the Company
1.	Dato Mikael	Malaysia	100.0

[Add Record](#)

Total 100 %

Contact Person *

No.	Title *	Name *	Designation *	Email *	Phone No. *	Fax No.	Action
1.	Mrs.	Hasnah	Executive	publicusermida@gmail.com	0322676666		
2.	Ms.	Applicant	Manager	mimidacompany05@gmail.com	01901234567		

[Add Record](#)

Authorised Person (Position should be a Manager and above)

No.	Title	Name *	Designation *	ID Type *	Identity Card/Passport No. *	Email *	Phone No.	Digit Certifi
1.	Mr.	Kamil	Manager	National Identity Card	900120026715	azeem.mida3@gmail.com	0123456789	



[Add Record](#)

No.	Submitted Document	Attachment
1.	Memorandum and Articles of Association (M & A)	02122020_Santha_ProjectFinance.png
2.	Corporate Profile from Companies Commission of Malaysia (CCM)	02122020_Santha_ProjectFinance.png
3.	Form 9 Certificate of Incorporation/Registration of a Company	02122020_Santha_ProjectFinance.png
4.	Form 44 Particulars of Registered Address	02122020_Santha_ProjectFinance.png
5.	Form 49 Particulars of Directors/Officers	02122020_Santha_ProjectFinance.png
6.	Form 24 Particulars of Share Capital	02122020_Santha_ProjectFinance.png
7.	Particulars of Shareholder	02122020_Santha_ProjectFinance.png
8.	Particulars of Company Secretary	02122020_Santha_ProjectFinance.png

-- To Be Updated By MIDA -- Last Updated By: on

Sector

<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Research and Development	<input type="checkbox"/> Private Education
<input type="checkbox"/> Private Healthcare	<input type="checkbox"/> Hotel & Tourism	<input type="checkbox"/> Green Technology
<input type="checkbox"/> Waste Eco Park (WEP)	<input type="checkbox"/> Oil & Gas	<input type="checkbox"/> Global Establishment
<input type="checkbox"/> Logistic Services	<input type="checkbox"/> Design Services	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Other Services		

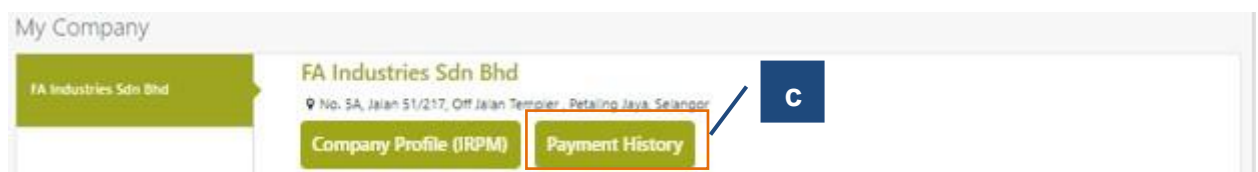
 

i. Update the company's profile and all required details:

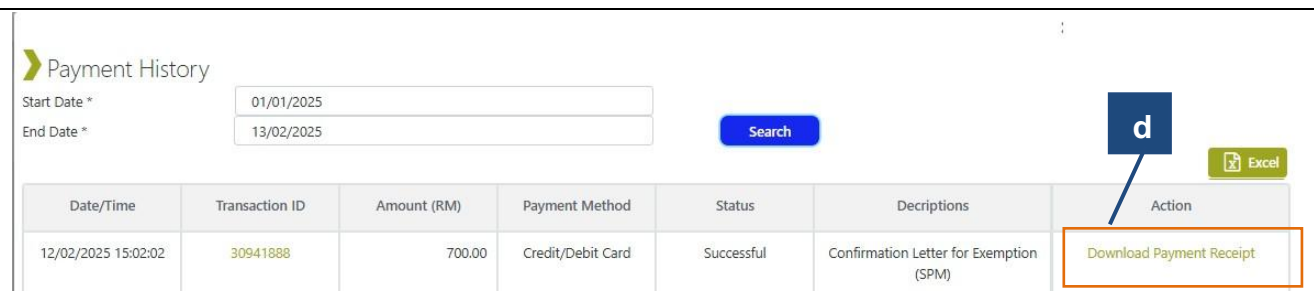
- a) Date of Incorporation *
- b) Income Tax Reference No.
- c) EPF No.
- d) Socso No.
- e) Address *
- f) Poscode *
- g) Region *

- 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:



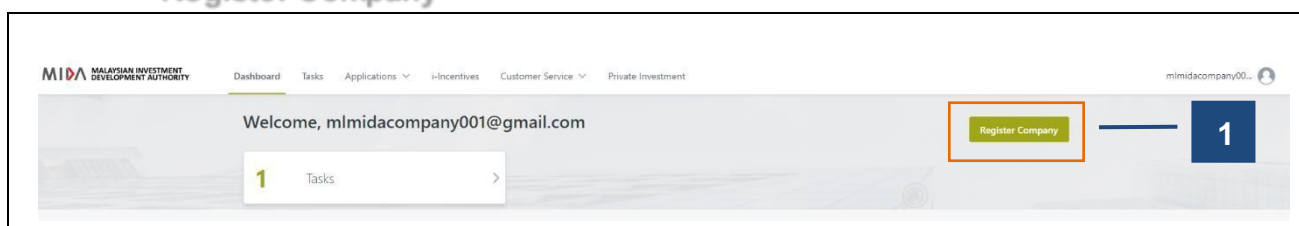
c. Click the **[Payment History]** link to display the payment history popup page.



d. Click the **[Download Payment Receipt]** link to open and download the payment receipt..

 MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY MIDA Sentral, No. 5 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Federal Territory of Kuala Lumpur, Tel: 603-22673633		ASAL
		TARIKH : 12/2/2025 NO. RESIT : NR-2502000012 ID PENGGUNA :MPay Channel KOD PTJ / DANA : H00
RESIT RASMI		
DITERIMA DARIPADA	<input type="text" value="MIDA SENTRAL, KUALA LUMPUR SENTRAL"/>	
ALAMAT	<input type="text" value="LE MERIDIAN HOTEL 002, JALAN SUTERA DUA, 50088"/>	
UNTUK BAYARAN	<input type="text" value="INVESTMALAYSIA - CONFIRMATION LETTER FOR EXEMPTION (SPM)"/>	
RINGGIT MALAYSIA	<input type="text" value="TUJUH RATUS SAHAJA"/>	
RM	<input type="text" value="700.00"/>	
CARA BAYARAN/RUJUKAN	<input type="text" value="NR-2502000012"/>	
<p>* Jika pembayaran melalui cek, resit ini dianggap sah hanya setelah cek ditunaikan</p> <p>* Resit ini dijana oleh komputer. Tandatangan tidak diperlukan</p>		

2.2.3 Register Company



1. 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

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

Callout box 'e' points to the contact information.

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

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

Register Verify other company

Callout box 'f' points to the error message, and callout box 'g' points to the Register button.


- 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

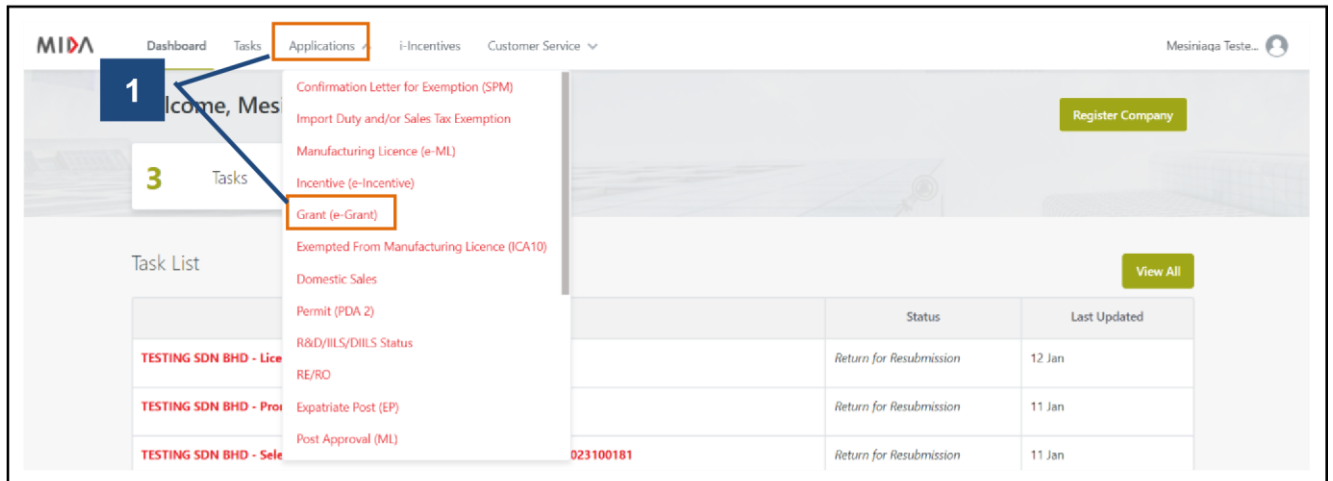
p

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.

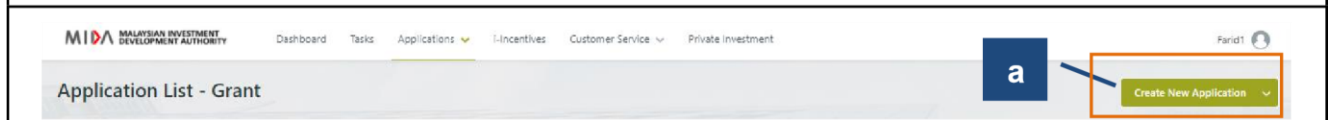
2.2.4 Applications



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

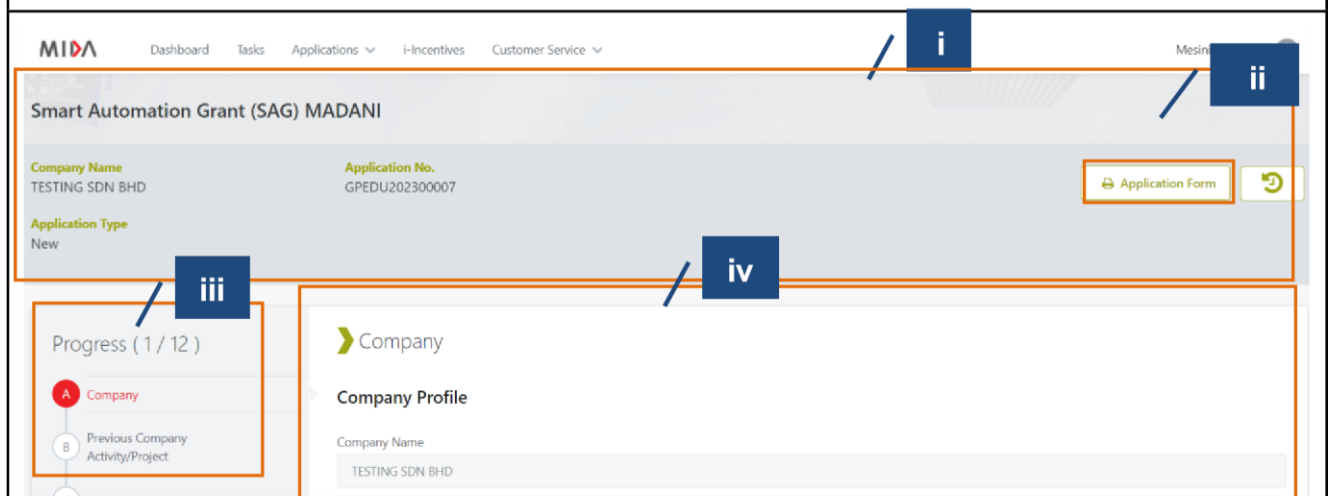
The system will display all online applications in the dropdown menu.

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



a. Click the **[Create New Application]** button

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



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

- i. **Banner** - will display basic application information such as:
 - 1. Company Name
 - 2. Application No. and
 - 3. 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

Application List - Grant

Search Filters

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

Company Name
Search by Company Name

Registration Type
All Types

Company Registration No.
Search by Company Reg No.

Application Date From
Search by Application Date

Application Date To
Search by Application Date

Acceptance Date From
Search by Acceptance Date

Acceptance Date To
Search by Acceptance Date

Decision Date From
Search by Decision Date

Decision Date To
Search by Decision Date

Application
Q

Application Type

Sector
Q

Status
Q

Registered State
Q

Correspondence State
Q

Factory/Premise State
Q

Search Reset

4 All 4 Draft 1 In Progress 3 Completed

No.	Company Name	Application No.	MIDA Reference No.	Application Type	Submission Date	Acceptance Date
1.	TESTING SDN BHD	GOGS202300026	GOGS/2023/00020	New	07/11/2023	07/11/2023
2.	TESTING SDN BHD	GOGS202300024	GOGS/2023/00018	New	06/11/2023	06/11/2023
3.	TESTING SDN BHD	GOGS202300014	GOGS/2023/00006	New	26/10/2023	26/10/2023
4.	TESTING SDN BHD	GOGS202300002	GOGS/2023/00002	New	25/10/2023	25/10/2023
5.	TESTING SDN BHD	GOGS202300006		New		
6.	TESTING SDN BHD	GOGS202300008		New		
7.	TESTING SDN BHD	GPEDU202300004		New		
8.	TESTING SDN BHD	GPEDU202300007		New		

8 records

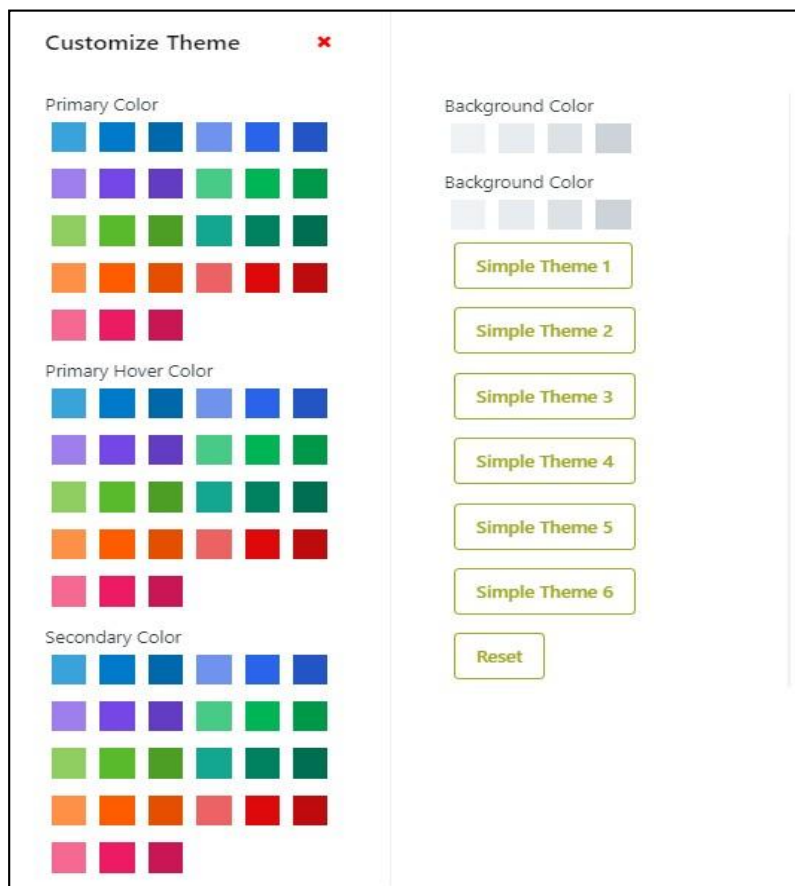
b. The system provides a search page for applicant/company to search the application information by entering information such as Company Name, Application No., MIDA Reference No., Sector, Status, and a combination of some application information.

2.2.5 Color Brush



1. Click the **[Color Brush]** icon

The customize theme screen shall be displayed.



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

Chapter 3 INFRASTRUCTURE GRANT APPLICATION

3.3.1 Search Application screen

The screenshot displays the 'Search - Infrastructure Grant Applications' interface. On the left, there is a 'Search Filters' sidebar with the following fields:

- Application Number:
- Negeri:
- Source of Year:
- Source of Fund:
- Agensi Pelaksana/Pihak Berkuasa Tempatan:
- Status:

The main table displays the following data:

No.	ApplicationNumber	State	Source of Year	Source of Fund	Project Name	Nama Pihak Berkuasa Tempatan (PBT) / Perbadanan Kemajuan Ekonomi Negeri (PKEN)
1.	INFRA202600050	Sabah	2026	RMK13	Menaiktaraf Infrastruktur Dan Kerja Kerja Berkaitan Sekitar Kota Kinabalu	Dewan Bandaraya Kota Kinabalu
2.	INFRA202600051	Sabah	2026	RMK13	Menaiktaraf Infrastruktur Daerah Tawau	Majlis Perbandaran Tawau
3.	INFRA202600052	Sabah	2026	RMK13	Menaiktaraf Infrastruktur Daerah Papar	Majlis Daerah Papar
4.	INFRA202600057	Pulau Pinang	2026	RMK13	Menaiktaraf infrastruktur Daerah Pulau Pinang	Majlis Bandaraya Pulau Pinang

A 'Create New Infrastructure Grant Application' button is located in the top right corner of the application area.

1. Applicants click Infra Grant menu and system will redirect to Search – Infrastructure Grant Applications screen.

2. At the search screen, system will display all the created Application and applicants able to search the application by using search filter function based on:-

- Application number
- Negeri
- Source of Year
- Source of Fund
- Agensi Pelaksana/Pihak Berkuasa Tempatan
- Status

3. Applicants are also able to create new applications by clicking on [Create New Infrastructure Grant Application] button and system will navigate to application form.

3.3.2 Infrastructure Grant Application form

The screenshot displays the MIDA Infrastructure Grant application interface. At the top, the user is logged in as Faiz Iman Bin J. The navigation menu includes Dashboard, Tasks, i-Incentives, Customer Service, Private Investment, IPAs & Corridor Application, and Infra Grant. The main header shows 'Infrastructure Grant' with 'Save' and 'Submit' buttons. The status is 'Draft' and the application number is 'INFRA202600122'. The 'Maklumat Projek' section contains the following fields:

- Negeri: -Please Select-
- Tahun: 2026
- Pihak Berkuasa Tempatan (PBT): -Please Select-
- Nama Pihak Berkuasa Tempatan (PBT) / Perbadanan Kemajuan Ekonomi Negeri (PKEN):
- Nama Projek:
- Kawasan Perindustrian: -Please Select-

Below the form is a table for 'Komponen Projek':

No	Komponen Projek *	Butiran Kerja *	Peruntukan Dipohon (RM) *
Add Record			
No items to show...			
Peruntukan Keseluruhan (RM)			0.00

The 'Dokumen Sokongan' section includes a table for document uploads:

No	Nama Dokumen	File	Operasi
No items to show...			

Additional fields include 'Tahap Kritikal Dan Keperluan Mendesak Projek' (dropdown) and 'Catatan' (text area).

Fill in required information in Maklumat Projek:-

- Negeri
- Pihak Berkuasa Tempatan (PBT)
- Nama Pihak Berkuasa Tempatan (PBT) / Perbadanan Kemajuan Ekonomi Negeri (PKEN)
- Nama Projek
- Kawasan Perindustrian
- Komponen Projek
- Butiran Kerja
- Peruntukan Dipohon
- Dokumen Sokongan (if any)
- Tahap Kritikal Dan Keperluan Mendesak Projek
- Catatan (if any)

Applicants need to click [Save] button before submitting the application by clicking [Submit] button.

Submitting the application will go to Director Task list for further process.

