Permit Module
Group 3 – AGR, MORA, MOH & RCED
Development Guide

for

Brunei Darussalam National Single Window

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CHAPTER 1
Introduction

Overview

Permit Module Batch 2 – Part 1 covers import permits that are handled and owned by four government agency. Importing controlled goods requires permission from the relevant government agencies before coming into Brunei Darussalam. Previously, this process is still paper-based and traders and agents have to make frequent travel visits to submit and collect the permits. However, with the introduction of Brunei Darussalam National Single Window (BDNSW) the process is now made easy by digitizing it and making it accessible online.

Traders or agents will be able to submit their permit applications to one or more government agencies electronically within BDNSW. Government authorities will be able to receive, endorse, verify, record payments and make approval process to the permit applications. Once permit is processed, trader and agents will be able to view the status of their permit application whether it is accepted or rejected. An Import Permit (IP) reference number will be generated for each goods applied that is going to be useful as an input to Declaration process of controlled goods.

Permit module covers:

Getting Started
Permit Application
Permit Payment
Permit Endorsement
Permit Verification
Permit Approval

This User Guide will help the user to get a quick reference on usage of the system. It will also act as an immediate reference for any clarifications on the system.

This chapter covers the following topics:
- Purpose
- Document Conventions

Features

Workflow Implementation for Traders, Agents and Government Agencies

The proposed system facilitates the implementation of Import Permit application for traders and agents, verification, endorsement, payment and approval for Government agencies. The workflow also includes integration with Declaration module where verification of permit application existence can be made.

Import Permit Form Printing

The proposed system enables printing of Import Permit to accommodate the various needs of the users of the system. The import permit is available for print in many states of the permit such as draft state, submission state, processing state, endorsed state, verified state, approved and even rejected state. One of the main useful purposes is for traders and agents to print it as a proof of approval during RCED clearance.

Permit Application Status Search

Users are able to view the latest processing as well as approval status of an import permit. Traders and agents will find this useful to track the latest progress of their permit application. Government officers will find this useful for reference, archive and tracking purposes as well.

Payment Statement

This system incorporates extra feature for the tracking of payment as well as to generate payment bill of statement. This ensures payment have been legitimately made in order for OGA to proceed processing the permit application.

User Roles

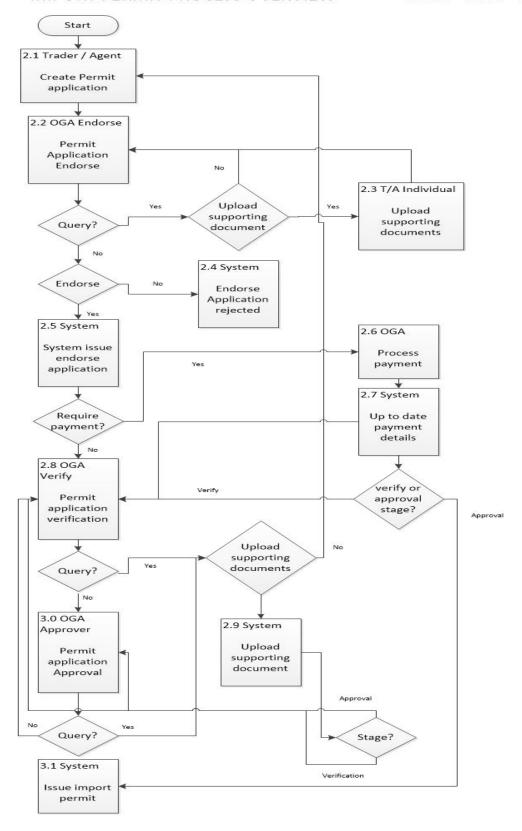The following parties (organizations) are involved in various phases of the entire certification process:

- Traders
- Agents
- Other Government Agencies Officer

The OGAs involved are:

1. Department of Agriculture and Agrifood (AGR), Ministry of Industry and Primary Resources.
2. Halal Food Control Division (MORA), Ministry of Religious Affairs.
3. Food Safety and Quality Control Division (MOH), Ministry of Health.
4. Royal Customs and Excises Department (RCED), Ministry of Finance.

IMPORT PERMIT PROCESS OVERVIEW

Batch 2 – Part 1 – Halal & Non Halal

Minimum System Requirements

Hardware

- PC or laptop computer
- Internet access
- Printer (if the user requires printing of Permit Application)
- Scanner if requires to attach the supporting document images.

Browser

- Latest Google Chrome with JRE 1.5.04 and above (Java Runtime Environment)
- Internet Explorer version 11 or above with JRE 1.5.04 and above (Java Runtime Environment)
    - Set BDNSW website to be in the compatibility view.
    - Install Adobe PDF Reader at http://get.adobe.com/reader/
- Supports JavaScript.
- Pop up is allowed for BDNSW website.

Steps to Install Adobe PDF Reader

Adobe PDF Reader is required for printing Permit Applications.

1. Go to the URL http://get.adobe.com/reader/ to get a free Adobe PDF Reader.
2. Follow the Instruction given to install the Adobe PDF Reader.

Steps to Install Java Run-Time Environment.

For the signed applets to be downloaded successfully, the user needs to install the Java Run-Time Environment (JRE) on their PC. The software can be downloaded from the Internet.

1. The users can go to this website
   http://java.sun.com/javase/downloads/index.jsp to download the JRE software.

2. Follow the Instruction given to install the JRE software.

General Information

- If first click does not work, click the button or link again. It might be due to internet connectivity problem.
- If the animation of the browser icon is in motion, this indicates that the application is still processing, please wait until the animation stops before selecting or clicking any other options on the screen.

Support

For any inquiry, problems with the application or feedback on the system, please contact **ICT Department, Royal Customs and Excise Department** at:

Tel: +6732 382361
Fax: +6732 382666
E-mail: bdnsw.sect@mof.gov.bn

CHAPTER 2
Getting Started

Refer to this chapter to familiarise yourself with the BDNSW System; how to log in and log off from the system.

This chapter covers the following topics:
- Log In
- Log Out

Log In

To log in into BDNSW.

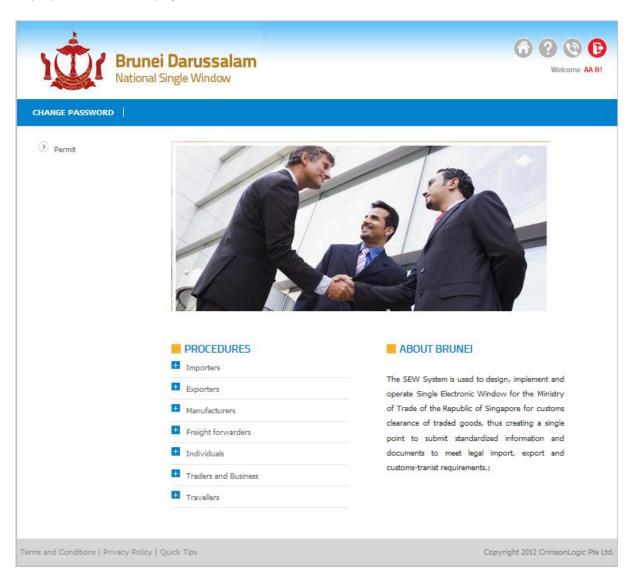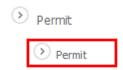1. Enter the BDNSW URL in your browser. The Login page will be displayed

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@   Preferred browser is **Google Chrome**

Home Page

1. Enter your Username and Password.
2. Click **Login** and the system will validate your details and upon successful login, system will display the Main Menu page.

3. Click Permit > Permit to proceed to Permit page.

Log Out

To log out after using the system.

1. On right top corner of the page, click **Log Out**.
2. User will be redirected to the Login page.

@ If system remains idle for more than 30 minutes after login, session will expire and user will be logged out automatically.

! It is always recommended to Logout from the system rather than simply closing the browser
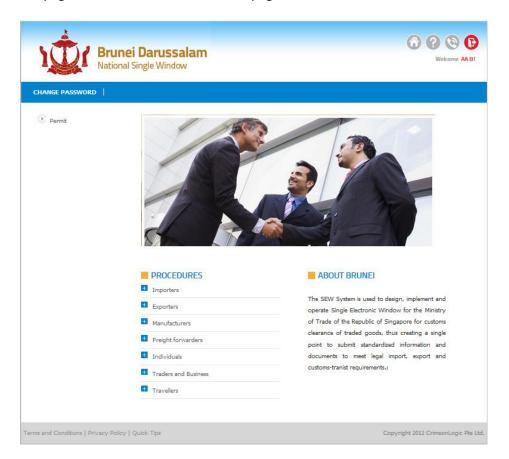
Link to Homepage

To go to the main homepage and access other menu. Users can access other parts of the system based on the role they are assigned.

4. Go to Home.

5. The page will redirect to BDNSW Homepage.

CHAPTER 3
Permit Application

This section allows traders or agents to apply, save, search or print Permit application online.

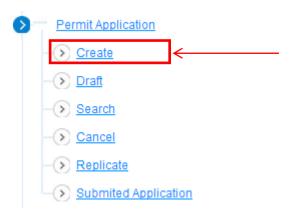This chapter covers the following areas:
- Create Permit
  - Permit Type
  - Permit Items
  - Draft
  - Submission
- Search Permit
- Cancel Permit
- Replicate Permit
- Print Permit
- Messages
  - Inbox
  - Outbox
- Permit Payment

Create Permit

Log in

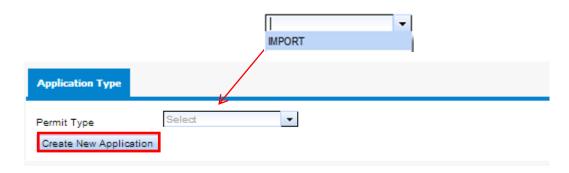Step by step to create permit application.

6.   Log in as **Trader or Agent** and click to Permit > Permit
7.   Go to Permit Application > Create

Application Type

To select the permit type: IMPORT

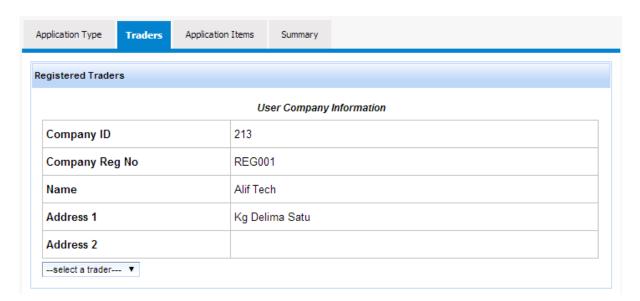8. Click on the Permit Type drop down list and select **IMPORT**.

9. Click **Create New Application** button to proceed to the next section.

Trader Information

For traders, this tab is just for viewing their information. For agents, this tab requires them to select the specific trader they want to apply permit for.
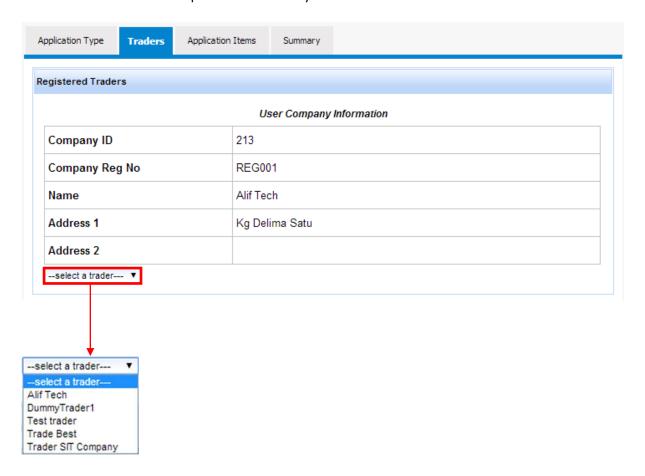
10. The **Traders Tab** will be shown.

@   Only authorised Agents will be able to select trader.

1. Click on **-- select a trader—**option and select any trader.

Application Items

To add item(s) into the permit application.
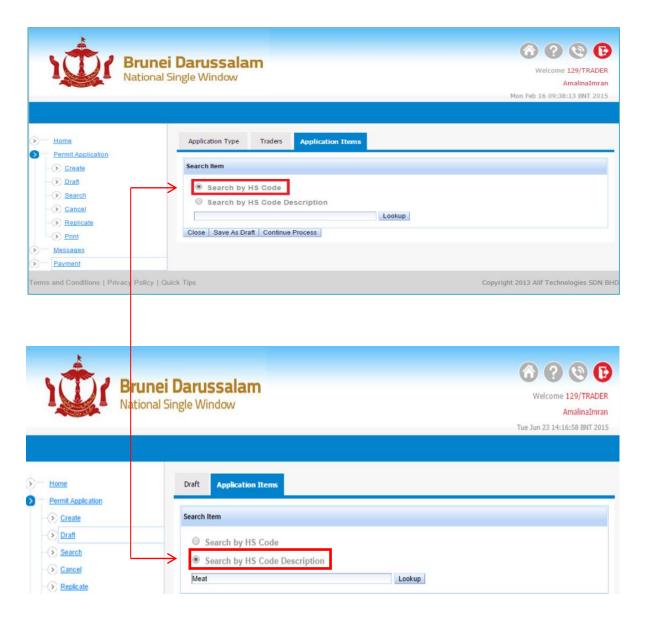
1. Click **Search by HS Code** and enter the 10 digits HS Code that you require.
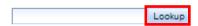

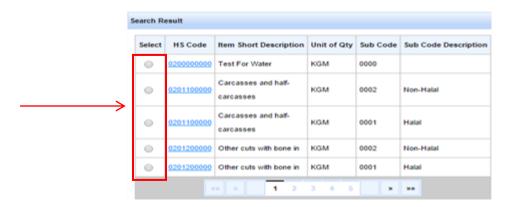**@**   A minimum of 2 digits can be entered when searching for item using HS Code.

OR

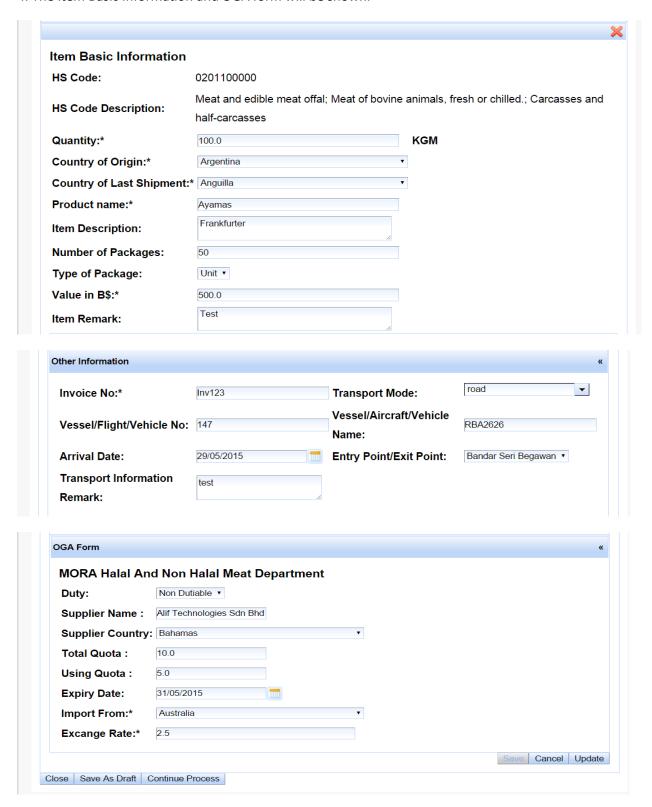Click **Search by HS Code Description** and enter any keyword(s) from the item description.

2. Click **Lookup** button

3. The Search Result will be displayed. Select any of the listed items.

4. The Item Basic Information and OGA form will be shown.

Item Basic Information

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:*	100.0 KGM
Country of Origin:*	Argentina
Country of Last Shipment:*	Anguilla
Product name:*	Ayamas
Item Description:	Frankfurter
Number of Packages:	50
Type of Package:	Unit
Value in B$:*	500.0
Item Remark:	Test

Other Information «

Invoice No:*	Inv123	**Transport Mode:**	road
Vessel/Flight/Vehicle No:	147	**Vessel/Aircraft/Vehicle Name:**	RBA2626
Arrival Date:	29/05/2015	**Entry Point/Exit Point:**	Bandar Seri Begawan
Transport Information Remark:	test		

OGA Form «

MORA Halal And Non Halal Meat Department

Duty:	Non Dutiable
Supplier Name :	Alif Technologies Sdn Bhd
Supplier Country:	Bahamas
Total Quota :	10.0
Using Quota :	5.0
Expiry Date:	31/05/2015
Import From:*	Australia
Excange Rate:*	2.5

Save   Cancel   Update

Close | Save As Draft | Continue Process

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@   Different OGAs will have different form.

!   Field marked with * is a required field. The form will not submit if the required fields are left blanked.
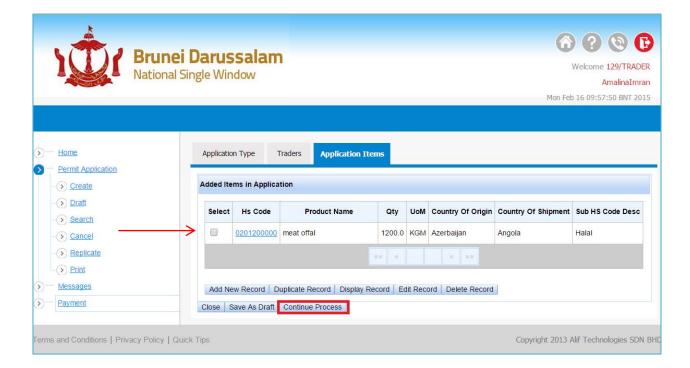
ITEM BASIC INFORMATION		
Field Name	**Mandatory**	**Remarks**
HS Code		The Harmonized System Code.
HS Code Description		The Harmonized System code description.
Quantity	M	The quantity of the product.
Country of Origin	M	The country of manufacture.
Country of Last Shipment	M	The product's last shipment country.
Product Name	M	The name of the product.
Item Description		The description of the product.
Number of packages		The total packages of the item.
Type of Package		The item type of package.
Value in B$	M	The total amount of the item in Brunei Dollars (BND).
Item Remark		The remarks of the item.
Invoice No	M	The Invoice number of the item.
Transport Mode		The mean of transport for the item.
Vessel/Flight/Vehicle No		The transport registration number.
Vessel/Aircraft/ Vehicle Name		The transport name.
Arrival Date		The arrival date of the product
Entry Point/Exit Point		The place of entry of the item if it is imported. The place of the exit if the item is exported.
Transport Information Remark		The transport remarks.

C O N T E N T S

OGA Form for LMH (MORA) – Lembaga Makanan Halal		
Field Name	Mandatory	Remarks
Duty		
Supplier Name		
Supplier Country		
Total Quota		
Using Quota		
Expiry Date		
Import From	M	
Exchange Rate	M	

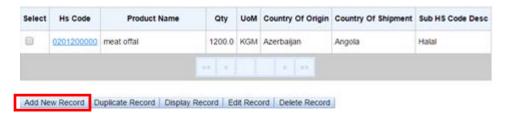5. Once form is completely filled, click **Save** to continue (or **Cancel** to cancel the application).
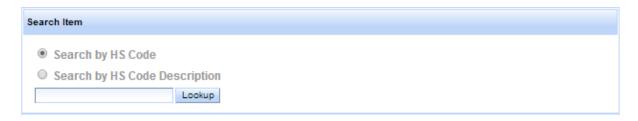

6. The item will be added and displayed in the 'Added Items in Application' list.

Add New Record

To add new item into the Permit Application.

    1. Click on **Add New Record.**

2. The Search Item panel will be shown.

3. Repeat steps from Application Items.

Duplicate Record

To copy an item and add into the Permit Application.

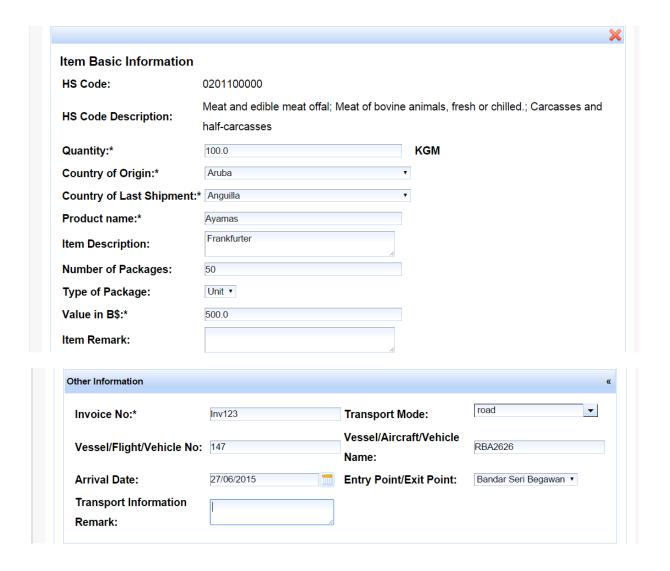   1. Select the item to duplicate and click **Duplicate Record.**

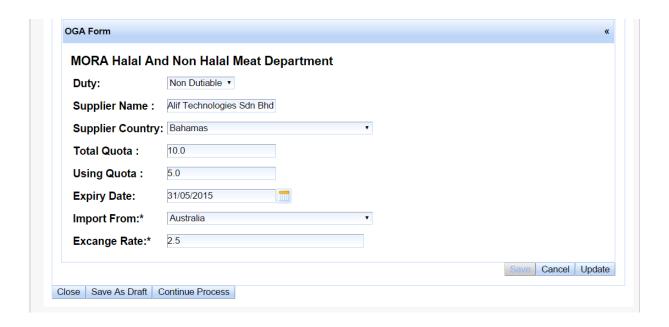2. A validation message will be pop up. Click **OK** to continue**.**

3. The selected item will be duplicated and added above it.

4. The Item Basic Information and OGA form will also be displayed on editable mode.

Item Basic Information

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:*	100.0 KGM
Country of Origin:*	Aruba
Country of Last Shipment:*	Anguilla
Product name:*	Ayamas
Item Description:	Frankfurter
Number of Packages:	50
Type of Package:	Unit
Value in B$:*	500.0
Item Remark:	

Other Information «

Invoice No:*	Inv123	**Transport Mode:**	road
Vessel/Flight/Vehicle No:	147	**Vessel/Aircraft/Vehicle Name:**	RBA2626
Arrival Date:	27/06/2015	**Entry Point/Exit Point:**	Bandar Seri Begawan
Transport Information Remark:			

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Once done making necessary information changes, click **Update** else click **Cancel.**

The item information will be updated.

Display Record

To view the added item basic information and OGA specific information.

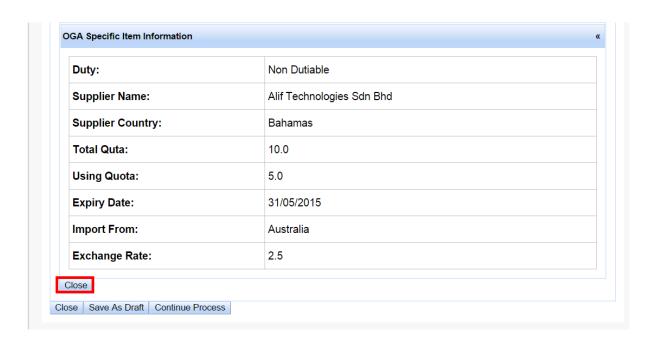1. Select the desired item and click **Display Record.**

Added Items in Application

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
☑	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal

«« « » »»

| Add New Record | Duplicate Record | Display Record | Edit Record | Delete Record |

| Close | Save As Draft | Continue Process |

2. Application Item Details, Other information and OGA form will be shown.

Application Item Details

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM
Country of Origin:	Argentina
Country of Last Shipment:	Anguilla
Product name:	Ayamas
Item Description:	Frankfurter
Number of Packages:	50
Type of Package:	UNT
Value in B$:	500.0
Item Remark:	Test

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Other Information «

Invoice No:	Inv123
Transport Mode:	road
Vessel/Flight/Vehicle No:	147
Vessel/Aircraft/Vehicle Name:	RBA2626
Entry Point/Exit Point:	Bandar Seri Begawan
Arrival/Departure Date:	29/05/2015
Transport Information Remark:	test

OGA Specific Item Information «

Duty:	Non Dutiable
Supplier Name:	Alif Technologies Sdn Bhd
Supplier Country:	Bahamas
Total Quta:	10.0
Using Quota:	5.0
Expiry Date:	31/05/2015
Import From:	Australia
Exchange Rate:	2.5

Close

Close | Save As Draft | Continue Process

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1. Click **Close** to close the information.

OGA Specific Item Information	«

Duty:	Non Dutiable
Supplier Name:	Alif Technologies Sdn Bhd
Supplier Country:	Bahamas
Total Quta:	10.0
Using Quota:	5.0
Expiry Date:	31/05/2015
Import From:	Australia
Exchange Rate:	2.5

Close

Close | Save As Draft | Continue Process

Edit Record

To update item information.

1. Select the item and click on **Edit Record**.

2. A validation message will pop out and click OK.

3. The OGA specific information form and basic form will be shown. Update any fields as necessary. Once done click on **Update**.

Else, click **Cancel** to cancel update.

Delete

To delete an item from the item list.

1. Select the item to delete and click **Delete Record.**

2. A pop up message will be shown. Click **OK.**

3. The item will be deleted from the list.

Draft

Save As Draft

To save the permit application as draft mode and continue the drafted application when required.

1. Click on **Save As Draft.**

2. The draft Reference ID will be shown.

!   It is very important to remember the reference ID for future use.

Search Draft Application

To search and continue the drafted Permit Application.

1. Go to Permit Application > Draft

2. Type in the draft reference number and click the **Search.**

3. The search result will be displayed. Click on the **permit draft reference ID** link.

@   Saving as draft is optional. Trader or Agent can also submit the application without saving as draft first.

Submission

Submitting the permit application for verification and approval.

1. The draft application will be opened and is available for trader and agent to continue.

2. Once done adding all the items, click **Continue Process** to continue.

Upload Document

@ Uploading document(s) is only optional for OGAs that require it.

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1. The **Document** page will be shown. This page will allow trader/agent to upload the required supporting document(s).

2. Click on **'Help'** will show the step by step on how to upload supporting documents.

CONTENTS

3. Click on **Required Documents** to view the list of supporting documents required to be upload by OGA

Click **Close** to close the checklist.

4. To upload supporting document, click **Browse** and select the supporting document to be uploaded.

5. Click **Upload.**

6. Edit the description and click **Save Document.**

7. The uploaded document will be shown in a list below, the status of the upload and the total files successfully uploaded will also be shown.

8. Click **Complete Process** once all the required documents have been uploaded.

9. The **Summary** page will be shown to mark the completion of the import permit application creation.

10. Click **Close** to close the application.

11. **View Payment Details** will be covered in Permit Payment section .

Search Permit

To search for Permit Applications that has been submitted or approved for reference purposes.

View Permit Details and Status

1. Go to Permit Application > Search

2. There are 4 options to search the Permit Application :

   i. Permit Reference ID – *PTN-999999-999999*

Enter Permit Reference : PTN-062015-004820

   ii. Start Date and End Date

Start Date : 26/06/2015   **End Date :** 27/06/2015

iii. Permit Application Status

iv. Mix criteria from i, ii and iii.

3. Click **Search** to search (**Reset** to clear all search criteria).

4. The result of the searched permit will be shown.

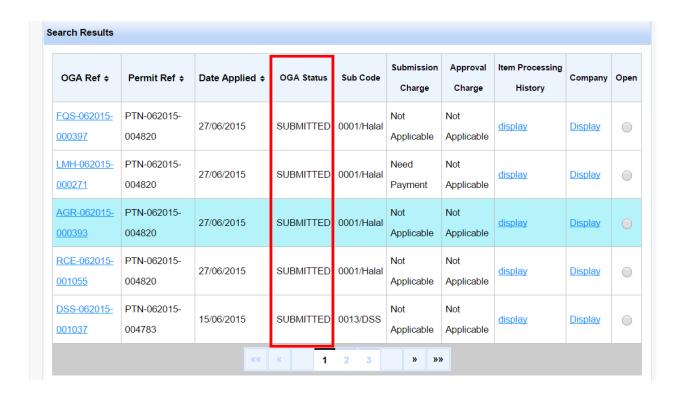Search by **_Permit Reference ID_** will return one result

OGA Ref ⬍	Permit Ref ⬍	Date Applied ⬍	OGA Status	Sub Code	Submission Charge	Approval Charge	Item Processing History	Company	Open
RCE-062015-001055	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	○
LMH-062015-000271	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Need Payment	Not Applicable	display	Display	○
AGR-062015-000393	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	○
FQS-062015-000397	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	○

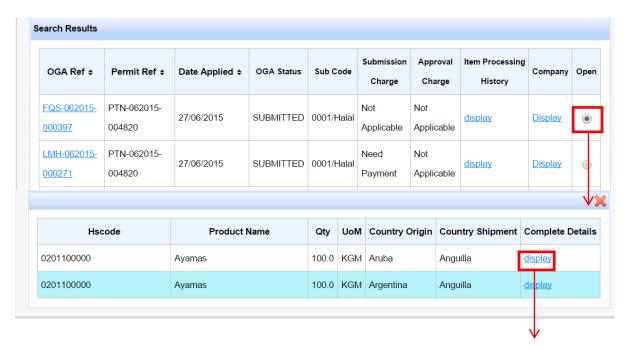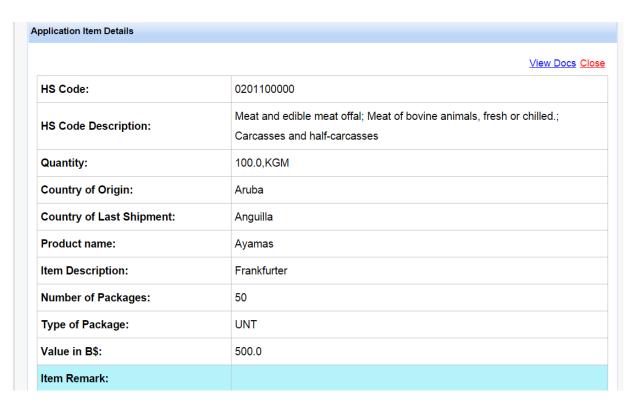Search by *Start Date and End Date* will return one or more result

Search by *Permit Status* will return one or more result
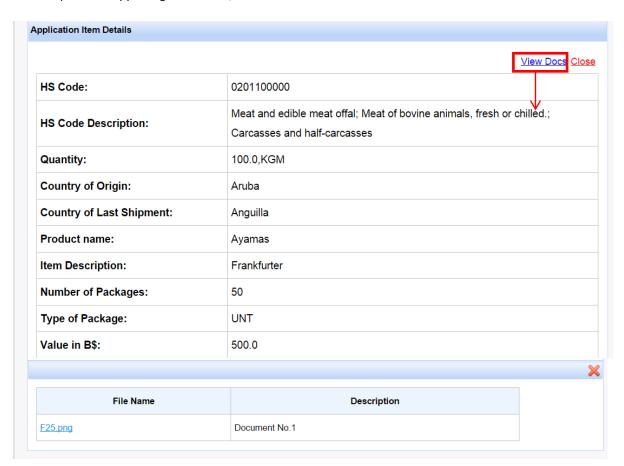
5. Click **Open** on the selected Permit Application and Click **Display**. The item information will be shown.

Application Item Details	

View Docs Close

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM
Country of Origin:	Aruba
Country of Last Shipment:	Anguilla
Product name:	Ayamas
Item Description:	Frankfurter
Number of Packages:	50
Type of Package:	UNT
Value in B$:	500.0
Item Remark:	

To view the uploaded supporting documents, click **View Docs**

Application Item Details	

View Docs Close

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM
Country of Origin:	Aruba
Country of Last Shipment:	Anguilla
Product name:	Ayamas
Item Description:	Frankfurter
Number of Packages:	50
Type of Package:	UNT
Value in B$:	500.0

File Name	Description
F25.png	Document No.1

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6. To view the approved Import Permit number and permit credentials, click the **OGA Reference Code**

Search Results

OGA Ref ⬍	Permit Ref ⬍	Date Applied ⬍	OGA Status	Sub Code	Submission Charge	Approval Charge	Item Processing History	Company	Open
RCE-052015-001026	PTN-052015-004721	23/05/2015	APPROVED	0001/Halal	Not Applicable	Not Applicable	display	Display	◉

Item Ref	HS Code	Permit Qty	Approval Type	Permit Type	Usage Type	Expiry Date	Require	Reference No
RCE-052015-001026-6987	0201100000	100.0	IP	IMPORT	SINGLE	29/05/2015	NO	

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Cancel

To search for Permit Applications that has been submitted or approved for reference purposes.

Cancel Application

1. Click on Permit Application > Cancel

   Permit Application
   - Create
   - Draft
   - Search
   - Cancel
   - Replicate
   - Submited Application

2. The permit cancellation page will be shown. Enter the *Permit Reference ID* and click **Search**.

   Application

   Permit Reference ID [ ] Search

3. Click **Cancel** to cancel the permit application.

Permit Ref	Submitted Date	Status	Cancel
PTN-062015-004820	27/06/2015	SUBMITTED	cancel

Only applications with 'SUBMITTED' status are allowed to be cancelled.

@

Permit Ref	Submitted Date	Status	Cancel
PTN-062015-004820	27/06/2015	SUBMITTED	cancel

i. To cancel on Application level, click **Cancel.**

Application

Permit Reference ID: PTN-062015-004820 [Search]

Submitted Applications

Permit Ref	Submitted Date	Status	Cancel
PTN-062015-004820	27/06/2015	SUBMITTED	cancel

ii.To cancel on OGA level, click the Permit Ref link and click **Cancel** on the specific OGA application to cancel.

4. A cancel success notification message will be shown on top of the page.

Replicate

To copy and reuse previous application for a new submission. This can save time for traders or agents who apply same permit information every now and then.

Replicate Application

1. Click on Permit Processing > Replicate

2. The permit replication page will be shown. Enter the *Permit Reference* ID and click **Search**.

3. The searched permit application will be shown. Click the link to open.

4. The permit page containing the exact copy of the items from the previous application will be open. This allows you to continue this application.

Added Items in Application

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
☐	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
☑	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal

| ‹‹ | ‹ | | | » | »» |

| Add New Record | Duplicate Record | Display Record | Edit Record | Delete Record |

Messages

To view and reply query messages from OGA officer.

Inbox

To view messages coming from OGA Verifier or OGA Approver officer.

1. Click on Messages > Inbox

2. The inbox page will be displayed.

INBOX		
Field Name	**Mandatory**	**Remarks**
Select		The selection box for deleting message.
OGA Code		The 3 characters OGA code.
Permit App Ref	M	The Permit application reference ID.
Subject	M	The subject of the message.
Date	M	The date when the message arrived.
Status	M	The status of the message.

Message Status	Description
New	New unopened message
Seen	Message opened but not replied
Sent	Message opened and has been replied

Sender/Role		The sender user ID /The user role.
Total Message()		The total message in the user's inbox.

New()	**The total new messages in user's inbox.**
Opened()	The total opened/read messages in user's inbox.
Sent()	The total replied messages.
Delete Record	The button to delete record
	To refresh the inbox page.

3. Click on the subject of the selected message and the message content will be displayed.

Select	OGA Code ⇕	Permit App Ref ⇕	Subject ⇕	Date ⇕	Status ⇕	Sender/Role ⇕
☐	RCE	PTN-042015-004623	wrong item description	23/04/2015	SEEN	rcedverifier/VERIFIER
☐	FQS	PTN-042015-004561	docs 1	13/04/2015	SEEN	fsquendorser/ENDORSER

New*(0) ,Opened(2) , Sent(0) - Total Messages(2)

Delete Record

Subject:wrong item description

Please correct your item description

Reply   Close

Upload document(s) here

4. If the message asks for uploading missing documents, click on the **Upload document(s) here** link to open the upload document page.

5. Click **Browse** and select the file to upload.

6. Click Upload.

7. Add **Remarks** and click **Save Remark**. The document information will be shown.

Select	File Name	Remark	File Size
Delete	F23.jpg	Document 2	68-KB

8. Click **Close Application** once done uploading the file(s). The page will be redirected back to the message content.

9. Click on **Reply** and the Reply page will be shown. Click on **Subject** to change the title and click **Tick** to confirm the change.

10. Double click on the message subject to change the message subject. Click tick ✔ to confirm the changes.

To edit subject,click on subject text

wrong item description

Send Close

11. Enter respond text in the textbox and click **Send.**

To edit subject,click on subject text

wrong item description

Already corrected the item description and upload a document

Send Close

Message sent status should be shown

Message sent successfully

Click **Close** to go back to Inbox. The previous replied message status should be changed to "Sent"

Select	OGA Code ⇕	Permit App Ref ⇕	Subject ⇕	Date ⇕	Status ⇕	Sender/Role ⇕
☐	RCE	PTN-042015-004623	wrong item description	23/04/2015	REPLIED	rcedverifier/VERIFIER
☐	FQS	PTN-042015-004561	docs 1	13/04/2015	SEEN	fsquendorser/ENDORSER

New*(0) ,Opened(1) , Sent(1) - Total Messages(2)

Delete Record

12. To delete a message in the inbox, tick the Select box and click **Delete.**

New*(0) ,Opened(1) , Sent(1) - Total Messages(2)

Select	OGA Code ⇕	Permit App Ref ⇕	Subject ⇕	Date ⇕	Status ⇕	Sender/Role ⇕
☑	RCE	PTN-042015-004623	wrong item description	23/04/2015	REPLIED	rcedverifier/VERIFIER
☐	FQS	PTN-042015-004561	docs 1	13/04/2015	SEEN	fsquendorser/ENDORSER

Delete Record

Outbox

To view previous sent messages.

1. Click on Messages > Outbox

2. The Message outbox page will be shown. Click the message **subject** to view the sent message content.

	INBOX	
Field Name	**Mandatory**	**Remarks**
Select		The selection box for deleting message.
OGA Code		The 3 characters OGA code.
Permit App Ref		The Permit application reference ID.
Subject		The subject of the message.
Date		The date when the message arrived.
Receiver		The sender user ID /The user role.
Total Message()		The total message in the user's inbox.
Delete Record		The button to delete record

	To refresh the outbox page.

3. Click the message **Subject** to view the sent message content.

Select	OGA Code ⇕	Permit App Ref ⇕	Subject	Date ⇕	Receiver ⇕
☐	RCE	PTN-042015-004623	wrong item description	27/06/2015	rcedverifier
☐	FQS	PTN-042015-004561	docs 1	09/06/2015	fsquendorser

Total Message(2)

«« « » »»

Delete Record

Subject:wrong item description

Already corrected the item description and upload a document

Close

4. Click **close** to close the message and return to outbox page.

5. To delete a message in the outbox, tick the message in the Select box and click **Delete Record.**

Print

To print drafted, submitted, processing, queried, verified approved or rejected permit applications for trader/agent own copy or reference.

Print Permit Applications

1. Click on Permit Application > Print

2. Select your search options and click **Search.**

3. The search result will be displayed. There are 2 different views:
   a. Non-Draft Permit Application (Status: Other than draft)
   b. Draft Permit Application (Status: Draft)

Non-Draft Permit Application

i. Click **Print**

OGA Applications

OGA Ref ⇕	Permit No ⇕	OGA Code ⇕	Sub Code ⇕	Status ⇕	Received Date ⇕	Task
RCE-052015-001026	PTN-052015-004721	RCE	0001/Halal	APPROVED	23/05/2015	Print
RCE-052015-001025	PTN-052015-004720	RCE	0001/Halal	APPROVED	23/05/2015	Print
AIT-052015-001026	PTN-052015-004707	AIT	0000/AITI	APPROVED	20/05/2015	Print
EPR-052015-001024	PTN-052015-004701	EPR	0005/EPR	APPROVED	18/05/2015	Print
EPR-052015-001023	PTN-052015-004693	EPR	0005/EPR	APPROVED	15/05/2015	Print

«« « 1 2 3 4 5 » »»

ii.   The print preview of the Permit Application will be shown.

NEGARA BRUNEI DARUSSALAM
ROYAL CUSTOMS AND EXCISE DEPARTMENT
APPROVAL PERMIT APPLICATION FORM

CONTROLLER OF IMPORTS AND EXPORTS

		Page 1 of 2

Application Details			FOR OFFICIAL USE		
1. Customs :	Code :		28. Approval Reference :	29. Approved :	
IMPORT	05		null	05/11/2015	
2. Types Of Goods :	Code :		30. Duty :		
Meat	MEAT				

Importer			Agent		
3. Name : Zara Zia Company			8. Name : Zara Zia Company		
4. Address :	5. Registration : ROC1010102		9. Address :	10. Registration : ROC1010102	
Jln Selasih	6. Telephone : 5252147		Jln Selasih	11. Telephone : 5252147	
	7. Postal : BU2014			12. Postal : BU2014	

Goods					
13. Import :	Code :		14. Exchange Rate :		
Australia	null		MYR 45.19		

SN	15. No. Of Packages	16. Goods Description	17. HS Code	18. UOM	19. Quantity
			20. Country Of Origin	21. Last Country of Shipment	22. Value (BS)
1	5 UNT	Ayamas	0206290000	KGM	50.0
			Australia	Austria	20.0

No. of pages (including additional pages			No. of goods 1	Total Value (BS) :	20.0

Declaration

I hereby declare that the above application to a true and correct statement of the goods. I wish to import these goods into Negara

23. Name   : Dk Alyaa
24. IC No.   : 30202020   26. IC   : null
25. Designation   : Declarant   27.   :

Note: In completing this declaration, units and codes should be in accordance with the Brunei Trade Classification that is currently enforced. Penalty for making an untrue or incorrect declaration: up to 12 months imprisonment and B$40,000 fine.

FOR OFFICIAL USE

Endorsement by Other Agencies	
Department : mcdonald	
Document Ref. : AGRD	Expiry Date : null
Name : Agriculture Department	
Designation : null	Date :

Endorsement by Other Agencies	
Department : mcdonald	
Document Ref. : AGRD	Expiry Date : null
Name : Agriculture Department	
Designation : null	Date :

iii.   Click the **OGA Ref** to view the items in the OGA-specific Permit Application

To further view the item information, click **display**

Application Item Details

Close

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM
Country of Origin:	Argentina
Country of Last Shipment:	Anguilla
Product name:	Ayamas
Item Description:	Frankfurter
Number of Packages:	50
Type of Package:	UNT
Value in B$:	500.0
Item Remark:	Test

Other Information «

Invoice No:	Inv123
Transport Mode:	road
Vessel/Flight/Vehicle No:	147
Vessel/Aircraft/Vehicle Name:	RBA2626
Entry Point/Exit Point:	Bandar Seri Begawan
Arrival/Departure Date:	2015-05-29 00:00:00.0
Transport Information Remark:	test

OGA Specific Item Information «

Duty:	Non Dutiable
Supplier Name:	Alif Technologies Sdn Bhd
Supplier Country:	Bahamas
Import From:	Australia
Exchange Rate:	2.5

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Draft Permit Application

i.   Click on the **Permit Ref** and the breakdown of OGAs in the permit application will be shown.

ALL Draft Applications

Permit Ref ⇕	Submitted Date ⇕	Save Status ⇕	Permit Type ⇕	User Name ⇕
TMP-032015-004482	26/03/2015	DRAFT	IMPORT	129
TMP-032015-004488	27/03/2015	DRAFT	IMPORT	129
TMP-032015-004492	27/03/2015	DRAFT	IMPORT	129
TMP-032015-004495	27/03/2015	DRAFT	IMPORT	129
TMP-032015-004506	30/03/2015	DRAFT	IMPORT	129

«« « **1** 2 3 4 » »»

Drafts OGA Applications

Serial No'	OGA Code	Status	Task
6663	PS2	DRAFT	Print

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ii.   Click **Print** to view the print preview of the draft permit application.

NEGARA BRUNEI DARUSSALAM
ROYAL CUSTOMS AND EXCISE DEPARTMENT
APPROVAL PERMIT APPLICATION FORM

CONTROLLER OF IMPORTS AND EXPORTS

Page 1 of 2

Application Details				FOR OFFICIAL USE			
1. Customs :		Code :		28. Approval Reference :		29. Approved :	
IMPORT		05		RCE-052015-001026		23/05/2015	
2. Types Of Goods :		Code :		30. Duty :			
Meat		MEAT					

Importer				Agent			
3. Name : null				8. Name : null			
4. Address :		5. Registration :		9. Address :		10. Registration :	
		null				null	
		6. Telephone :				11. Telephone :	
null		null		null		null	
		7. Postal : null				12. Postal : null	

Goods						
13. Import :			Code :	14. Exchange Rate :		
Bahamas			null	2.65		
SN	15. No. Of Packages	16. Goods Description		17. HS Code	18. UOM	19. Quantity
				20. Country Of Origin	21. Last Country of Shipment	22. Value (B$)
1	50 UNT	Ayamas		0201100000	KGM	100.0
				Argentina	Anguilla	500.0

No. of pages (including additional pages		No. of goods 1	Total Value (B$) :	500.0

Declaration

I hereby declare that the above application to a true and correct statement of the goods. I wish to import these goods into Negara

23. Name : null		
24. IC No. : null	26. IC : null	
25. Designation : null	27. :	

Note: In completing this declaration, units and codes should be in accordance with the Brunei Trade Classification that is currently enforced. Penalty for making an untrue or incorrect declaration: up to 12 months imprisonment and B$40,000 fine.

FOR OFFICIAL USE

Endorsement by Other Agencies

Department : null	
Document Ref. : null	Expiry Date : null
Name : null	
Designation : null	Date :

Endorsement by Other Agencies

Department : null	
Document Ref. : null	Expiry Date : null
Name : null	
Designation : null	Date :

CHAPTER 4
Permit Endorsement

Permit Endorsement

OGA Endorser endorses permit application received from traders and agents by either accept it and forwards to OGA Verifier and Approver or to reject it. OGA Endorser can also query incomplete or erroneous permit application as well as search permit applications.

This chapter covers the following areas:
* Search Permit Application
* Review Items
* Review Supporting Documents
* Query to Trader or Agent
* Set Item Action
* Finalize Processing
* Search Permit

1. Login as **OGA Endorser**
2. Go to Permit Processing > Endorse

Search Permit Application

OGA Endorser can search the permit applications received to be processed.

3. Review the permit applications and view the company information.

4. Select the permit application to be endorsed

5. Item(s) in the application will be shown.

Review Items

To review each item basic information, other information and OGA specific information.

1. To view the further detail of the item, click **display**

Review Supporting Documents

To review the supporting documents uploaded by traders/agents

1. To review supporting documents, click **View Docs**.

2. The supporting document(s) page will be shown. Click on the **document name** to preview.

3. A pop up window will be shown to save the document. Click the **Save** button and once saved, open the file for preview.

4. Click **X** to go back to the previous page.

Query to Trader or Agent

To send query message to trader or agent regarding inaccurate or incomplete supporting document or regarding erroneous permit details or other matters.

1. In case of a need for clarification or notice, click **Query** to send message to trader/agent.

Application Item Details	
	Query View Docs Close
HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM

2. Fill in the subject and message and click **Send.**

Query Panel

Subject: Document inquiry

Message

Hi, can you provide us with document #2.

Send   Close

3. Notification message will be displayed.

Query sent successfully...

4. Go to Messages > Outbox

5. Click on the message **Subject** to view the content of the message.

6. Go to Messages>Inbox to view the reply from Trader/Agent

7. Click the message **subject** to view the received message.

8. OGA can interact with Trader/Agent through exchanging messages in this query function unlimitedly. Click **Reply** to respond to Trader/Agent message.

Click subject to edit the title.

Enter the new subject title and click **tick** to apply or **x** to cancel.

The subject will be updated.

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Fill in the query box and click **Send.** A notification message will be displayed.

Query can only be sent by OGA to Trader/Agent. Trader/Agent cannot initiate a query message to OGA.

@

The steps for trader/agent to reply a received message is the same as explained above. Trader/Agent have to go to Messages >Inbox to view incoming message and Message>Outbox to view outgoing message.

9. As long as the application is still queried, it will be temporarily located under **Permit Processing > Queried**

10. Click **Revert** to put the application back to *Verify* category for further processing.

Set Item Action

To decide and set decision status for each item whether it is passed or rejected.

1. Select any of the application to be endorsed.

2. Choose the **Action** taken for the item whether to reject by selecting **Rejected** or passed by selecting **Endorsed**

Finalize Processing

To set the final decision for the permit application whether to endorse and pass it to OGA verifier or to reject it.

1. Click **Finalize Processing** to set the final decision for the application.

2. Select the **Action** or decision taken for the permit

3. Enter any remarks for the approver to refer and click **OK**.

Search Permit

To search for newly received, in process, endorsed or rejected permit applications relevant to them.

1. Go to Permit Processing > Search

2. The Permit search will be shown.

Please refer to **_Permit Application > Search Permit_** to view the steps.

Print Permit Application

To print drafted, submitted, processing, queried, endorsed, verified, approved or rejected permit applications for Endorser own copy or reference.

1. Go to Permit Processing > Print

2. Enter your search options and click **Search.**

Please refer to *Permit Application > Create Permit > Print* to view the steps.

CHAPTER 5
Permit Payment

Permit Payment

Some OGAs impose payment charges on applying or on approval of Permit applications. Traders and agents are required to make payments to OGA and OGA payment officer will record the payment in the system and issue it through the bill of statement.

This chapter covers the following areas:
- View Payment Charges
- Payment to Other Government Agencies
- View Paid Permits
- View Payment Status

View Payment Charges

Traders and agents can view the payment charges imposed for application and approval stages.

1. There are 2 options to view the Permit tab:
    i. Directly after Permit submission
    ii. Go to Payment menu

2. **Option 1: Directly after Permit Submission**

Summary		
Summary of Application		
Application Ref No:	PTN-062015-004820	
Application Type:	IMPORT	
Total Items:	2	
Involved/Processing OGA'S:	AGR,LMH,FQS,RCE	
Items in Application:	Ayamas,Ayamas	

View payment details

Close

3. Option 2: Go to Payment menu

Note down the Permit Application Reference number

Go to Payment > View

4. Type in the Permit Reference ID and click **Display.**

5. The Permit payment details will be listed.
To view further payment breakdown for each government agency, click **details.**

Total Amount :B$50.00

OGA	OGA Ref No	Charging Stage	OGA total Charge	Open Detail
LMH	LMH-052015-000269	N/A	B$50.00	details
FQS	FQS-052015-000386	N/A	B$0.00	details
AGR	AGR-052015-000382	N/A	B$0.00	details
RCE	RCE-052015-001026	N/A	B$0.00	details

«« « » »»

Details of Application Processing Charges

OGA	OGA Ref	Price	State	Charge Description
LMH	LMH-052015-000269	B$50.00	application	Please pay charges directly to LMH(Lembaga Halal)

Close

Payment to Other Government Agencies

OGA payment officers can record the payment received from Traders or Agents and issue bill of statement copy to them.

@   There are 2 stage of payment:

1. Submit – After permit application submission.

2. Approve – After permit application approved.

---

1. Log in as OGA Payment officer

2. Go to Fee Payment > Permit

3. Permit Payment Search page will be shown.

Paid Permits

OGA Reference ID: [_____] [Search]

OGA App Ref ⇕	Permit Type ⇕	Permit Ref ⇕	Date Submitted ⇕	Pay Details
LMH-052015-000265	IMPORT	PTN-052015-004676	09/05/2015	Pay Info
LMH-042015-000253	IMPORT	PTN-042015-004565	15/04/2015	Pay Info
LMH-042015-000255	IMPORT	PTN-042015-004571	15/04/2015	Pay Info
LMH-042015-000257	IMPORT	PTN-042015-004577	16/04/2015	Pay Info
LMH-052015-000261	IMPORT	PTN-052015-004670	07/05/2015	Pay Info

«« « **1** 2 3 » »»

There are 2 ways to search for the permit to pay:
   i.   By OGA Reference ID
   ii.   By Manual browsing

4. By OGA Reference ID

1. Enter OGA Reference ID and click **Search.**

Paid Permits

OGA Reference ID: _____ [Search]

OGA App Ref ⇕	Permit Type ⇕	Permit Ref ⇕	Date Submitted ⇕	Pay Details
LMH-052015-000265	IMPORT	PTN-052015-004676	09/05/2015	Pay Info
LMH-042015-000253	IMPORT	PTN-042015-004565	15/04/2015	Pay Info
LMH-042015-000255	IMPORT	PTN-042015-004571	15/04/2015	Pay Info
LMH-042015-000257	IMPORT	PTN-042015-004577	16/04/2015	Pay Info
LMH-052015-000261	IMPORT	PTN-052015-004670	07/05/2015	Pay Info
	«« « **1** 2 3 » »»			

2. The searched permit will be shown. Click on **Pay Info** to proceed on confirming payments.

OGA Reference ID: LMH-052015-000265 [Search]

OGA App Ref ⇕	Permit Type ⇕	Permit Ref ⇕	Date Submitted ⇕	Pay Details
LMH-052015-000265	IMPORT	PTN-052015-004676	09/05/2015	Pay Info
	«« « » »»			

90

5. By Manual Browsing

1. Click on the forward or backward arrows or the page number to browse for specific permit to confirm the payment for.

ii. Once done, click on **Pay Info** of the selected Permit.

6. The statement billing page will be shown. Click on **Pay** to proceed confirming the payment.

1. The date of payment will be recorded.

7. Click **Print Receipt Here** to view the print preview of the bill of statement.

View Paid Permits

OGA Payment officer can view permits that have been paid.

1. Log in as OGA Payment officer
2. Go to Fee Payment > Paid Permits

3. Paid Permits listings page will be shown. Click on **Pay Info** on the selected permit.

Paid Permits

OGA Reference ID: [   ] [Search]

OGA App Ref ⇕	Permit Type ⇕	Permit Ref ⇕	Date Submitted ⇕	Pay Details
LMH-052015-000265	IMPORT	PTN-052015-004676	09/05/2015	Pay Info
LMH-042015-000253	IMPORT	PTN-042015-004565	15/04/2015	Pay Info
LMH-042015-000255	IMPORT	PTN-042015-004571	15/04/2015	Pay Info
LMH-042015-000257	IMPORT	PTN-042015-004577	16/04/2015	Pay Info
LMH-052015-000261	IMPORT	PTN-052015-004670	07/05/2015	Pay Info

«« « **1** 2 3 » »»

Amount Details

OGA Reference NO:	LMH-052015-000265
Permit Reference NO:	PTN-052015-004676
Total Amount:	50.0
Payment Time:	submit
Applicant Name:	agent11
Payment Status:	Paid
Date Of Transaction:	30/06/2015

[Close] Print Bill of Statement

View Payment Status

Traders and agents can view their payment status for specific permit application.

1. Log in as Trader/Agent.

2. Please refer the steps in **Permit Application section** under **Search Permit.**

3. The payment status will be displayed.

Details of Application Processing Charges

OGA	OGA Ref	Price	State	Charge Description
LMH	LMH-052015-000269	B$50.00	application	Please pay charges directly to LMH(Lembaga Halal)

Close

@   Non Halal Meat will skip the process of :

1. Payment to LMH - Lembaga Makanan Halal
2. Endorsement by LMH

CHAPTER 6
Permit Verifier

Permit Verifier

OGA Verifier verifies permit application received from traders and agents by either accept it and forwards to OGA Approver or to reject it. OGA Verifier can also query incomplete or erroneous permit application as well as search permit applications.

This chapter covers the following areas:
- Search Permit Application
- Review Items
- Review Supporting Documents
- Query to Trader or Agent
- Set Item Action
- Finalize Processing
- Search Permit

1. Login as **OGA Verifier**

2. Go to Permit Processing > Verify

Search Permit Application

OGA Verifier can search the permit applications received to be processed.

3. Review the permit applications and view the company information.

4. Select the permit application to be verified.

5. Item(s) in the application will be shown

Review Items

To review each item basic information, other information and OGA specific information.

1. To view the further detail of the item, click **display**

Other Information	«
Invoice No:	Inv123
Transport Mode:	road
Vessel/Flight/Vehicle No:	147
Vessel/Aircraft/Vehicle Name:	RBA2626
Entry Point/Exit Point:	Bandar Seri Begawan
Arrival/Departure Date:	29/05/2015
Transport Information Remark:	test

OGA Specific Item Information	«
Duty:	Non Dutiable
Supplier Name:	Alif Technologies Sdn Bhd
Supplier Country:	Bahamas
Import From:	Australia
Exchange Rate:	2.5

Review Supporting Documents

To review the supporting documents uploaded by traders/agents.

1. To review supporting documents, click **View Docs**.

2. The supporting document(s) page will be shown. Click on the **document name** to preview.

3. A pop up window will be shown to save the document. Click the **Save** button and once saved, open the file for preview.

4. Click **X** to go back to the previous page.

Query to Trader or Agent

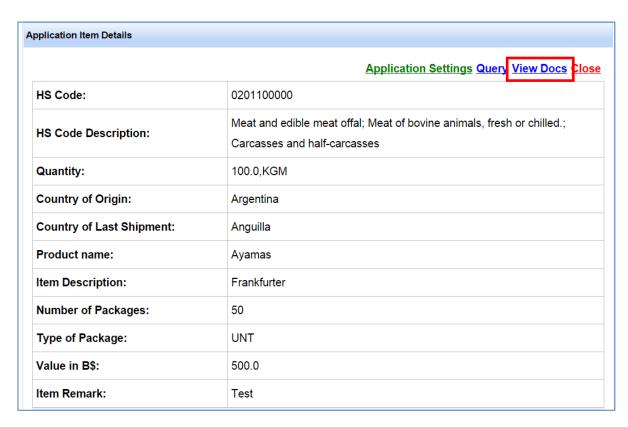To send query message to trader or agent regarding inaccurate or incomplete supporting document or regarding erroneous permit details or other matters.

1. In case of a need for clarification or notice, click **Query** to send message to trader/agent.

2. Fill in the subject and message and click **Send.**

3. Notification message will be displayed.

4. Go to Messages > Outbox

5. Click on the message **Subject** to view the content of the message.

6. Go to Messages>Inbox to view the reply from Trader/Agent

7. Click the message **subject** to view the received message.

8. OGA can interact with Trader/Agent through exchanging messages in this query function unlimitedly. Click **Reply** to respond to Trader/Agent message.

Click subject to edit the title.

Enter the new subject title and click **tick** to apply or **x** to cancel.

The subject will be updated.

Fill in the query box and click **Send.** A notification message will be displayed.

Message sent successfully

Query can only be sent by OGA to Trader/Agent. Trader/Agent cannot initiate a query message to OGA.

@

The steps for trader/agent to reply a received message is the same as explained above. Trader/Agent have to go to Messages >Inbox to view incoming message and Message>Outbox to view outgoing message.

1. As long as the application is still queried, it will be temporarily located under **Permit Processing > Queried**

Change Application Status	OGA App Ref	Permit Type	Permit Ref	Date Applied	Status
Revert	RCE-042015-001009	IMPORT	PTN-042015-004623	23/04/2015	QUERIED

10. Click **Revert** to put the application back to *Verify* category for further processing.

CONTENTS

Approval Settings

To set the permit approval type, usage mode, next action or procedure after approval and duration of permit validity.

1. Click on **Approval Settings** to set the permit credentials.

Application Item Details

Application Settings Query View Docs Close

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM

2. The Permit Settings page will be shown.
   Fill in all the fields as necessary and click **Ok**.

New Permit Settings

Single Use ▼
Single Use
Multiple Use

Approval Type   Import Permit(IP) ▼

Permit Usage Mode   Single Use ▼

☐   Require Endorsement/Inspection

Endorsement ▼
--select option--
Endorsement
Inspection

Issue Date   20/06/2014

Expiry Date

Remark

Ok   Close

<<	<	June, 2014			>	>>	x
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30	1	2	3	4	5
28	6	7	8	9	10	11	12

Today

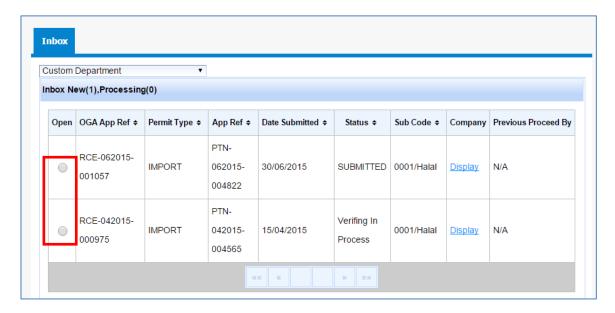| Field Name	Description
Approval Type	The type of the permit.
Permit Usage Mode	The manner which this permit can be use.
Require Endorsement/Inspection	Option if this permit requires endorsement or inspection after this approval.
Procedure Name	Procedure option to be applied after this approval.
Expiry Date	The expiry date of the permit application.
Remark	Comments from approver for trader/agent.

1. Click **Close**.

2. The **Approval Setting's** status will change to 'Done'.
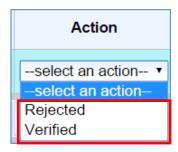
Set Item Action

To decide and set decision status for each item whether it is passed or rejected.

1. Select any of the application to be verified

2. Choose the **Action** taken for the item whether to reject by selecting **Rejected** or passed by selecting **Verified.**

3. Double click **Import Permit No** text "Double click for manual permit No", enter the reference number and once done, click enter or click elsewhere.

   A pop up notification message will be shown and click **OK.**

@	**Import Permit No** generated internally within your organization for each of the items. However, this is optional and can be left blank. This will be used for cross-referencing purposes in the Search section.

Finalize Processing

To set the final decision for the permit application whether to approve and pass it to OGA approver or to reject it.

1. Click **Finalize Processing** to set the final decision for the application.

Select the **Action** or decision taken for the permit

2. Enter any remarks for the approver to refer and click **OK**.

Search Permit

To search for newly received, in process, approved or rejected permit applications relevant to them.

    1. Go to Permit Processing > Search

    2. The Permit search will be shown.

       Please refer to *__Permit Application > Search Permit__* to view the steps.

Print Permit Application

To print drafted, submitted, processing, queried, endorsed, verified approved or rejected permit applications for Verifier own copy or reference.

1. Go to Permit Processing > Print

2. Enter your search options and click **Search.**

Please refer to *Permit Application > Create Permit > Print* to view the steps.

CHAPTER 7
Permit Approval

Permit Approval

OGA Approver process permit application received from traders and agents by either approve it or reject it. OGA Approver plays an important role to set the permit validit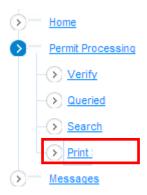y and next necessary actions after approval. OGA Approver can also query incomplete or erroneous permit application as well as search permit applications.

This chapter covers the following areas:
- Search Permit Application
- Review Items
- Review Supporting Documents
- Query to Trader or Agent
- Set Item Action
- Display History
- Finalize Processing
- Search Permit

3. Login as **OGA Approver**
4. Go to Permit Processing > Approve

Search Permit Application

OGA Approver can search the permit applications received to be processed.

1. Review the permit applications and view the company information.

2. Select the permit application to be approved. The items in the application will be shown.

Review Items

To review each item basic information, other information and OGA specific information.

1. Click on **display** link to view item complete details.

Items in Application

Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Reference No
0201100000	Ayamas	100.0	KGM	Done	display	--select an action-- ▾	Double click to enter Ref No

«« « » »»

Finalize Processing   Display History

Print Application Here

Application Item Details

Application Settings Query View Docs Close
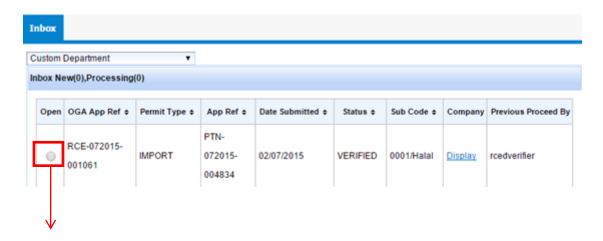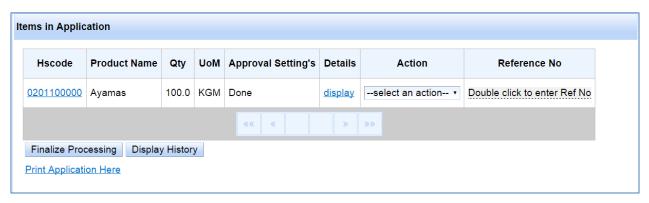
HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM
Country of Origin:	Argentina
Country of Last Shipment:	Anguilla
Product name:	Ayamas
Item Description:	Frankfurter
Number of Packages:	50
Type of Package:	UNT
Value in B$:	500.0
Item Remark:	Test

Other Information «

Invoice No:	Inv123
Transport Mode:	road
Vessel/Flight/Vehicle No:	147
Vessel/Aircraft/Vehicle Name:	RBA2626
Entry Point/Exit Point:	Bandar Seri Begawan
Arrival/Departure Date:	29/05/2015
Transport Information Remark:	test

OGA Specific Item Information «

Duty:	Non Dutiable
Supplier Name:	Alif Technologies Sdn Bhd
Supplier Country:	Bahamas
Import From:	Australia
Exchange Rate:	2.5

4. Click Close to proceed with view documents.

Application Item Details	
	Application Settings Query View Docs Close
HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM

Review Supporting Documents

To review the supporting documents uploaded by traders/agents.
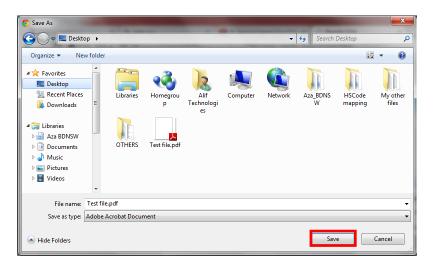
1. To view supporting documents, click **View Docs** link
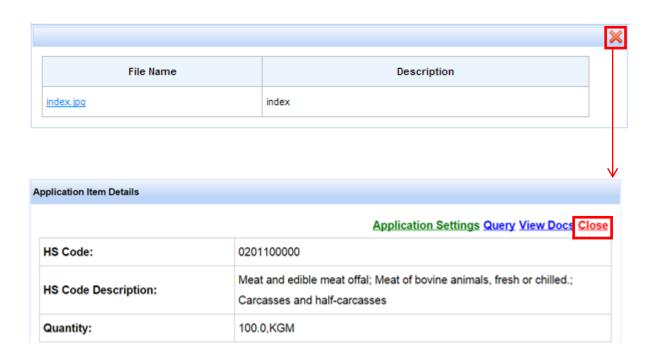

2. The supporting document(s) page will be shown. Click on the **document name** to preview.

3. A pop up window will be shown to save the document. Click the **Save** button and once saved, open the file for preview.

4. Click **X** to go back to the previous page.

File Name	Description
index.jpg	index

Application Item Details

Application Settings Query View Docs Close

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM

Query to Trader or Agent

To send query message to trader or agent regarding inaccurate or incomplete supporting document or regarding erroneous permit details or other matters.

1. In case of a need for clarification or notice from trader/agent, click **Query**. Please refer to *Permit Verification > Query to Trader or Agent* section in this user guide.
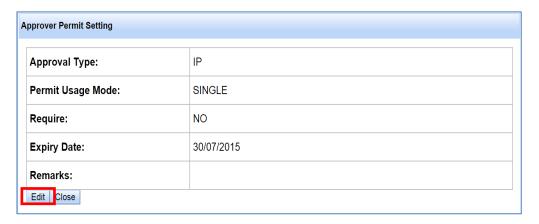

Approval Settings

To set the permit approval type, usage mode, next action or procedure after approval and duration of permit validity.
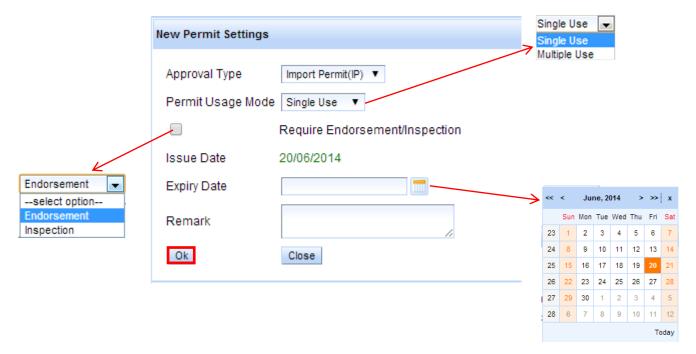
5. Click on **Approval Settings** to set the permit credentials.

6. RCED officer can edit application setting that has been set by the previous officer.

6. The Permit Settings page will be shown.
    Fill in all the fields as necessary and click **Ok**.

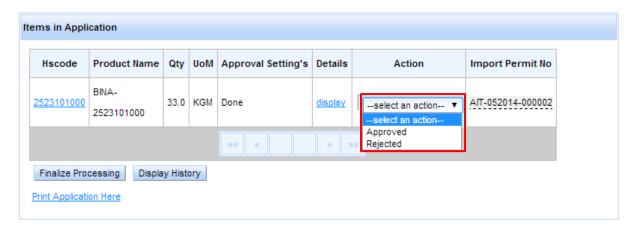| Field Name	Description
Approval Type	The type of the permit.
Permit Usage Mode	The manner which this permit can be use.
Require Endorsement/Inspection	Option if this permit requires endorsement or inspection after this approval.
Procedure Name	Procedure option to be applied after this approval.
Expiry Date	The expiry date of the permit application.
Remark	Comments from approver for trader/agent.

7. Click **Close**.

Application Item Details

Application Settings Query View Docs Close

HS Code:	0201100000
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses
Quantity:	100.0,KGM

8. The **Approval Setting's** status will change to 'Done'.

Items in Application

Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Reference No
0201100000	Ayamas	100.0	KGM	Done	display	--select an action-- ▾	Double click to enter Ref No

«« « » »»

Finalize Processing   Display History

Print Application Here

Set Item Action

To decide and set decision status for each item whether it is passed or rejected.

9. Choose the **Action** taken for the item whether to reject by selecting **Rejected** or passed by selecting Approved**.**
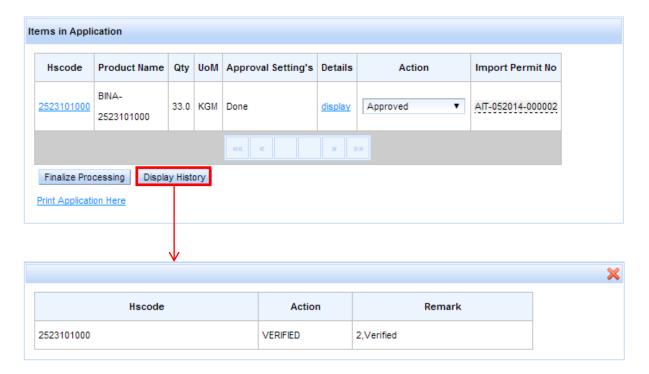

10. To make changes to the **Import Permit No** set by the Verifier, click twice on the **"Double click for manual permit No"** and enter the reference number and once done, click enter or click elsewhere.

A pop up notification message will be shown and click **OK.**

Display History

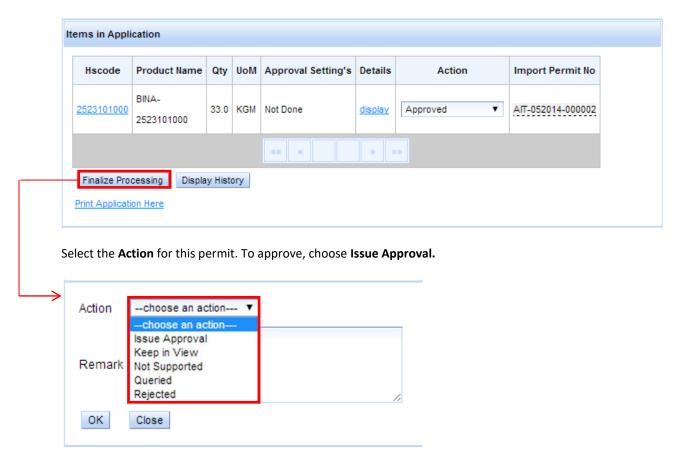To view the previous action or decision set by the verifier.

1. Before setting the final decision, a previous processing history by Verifier can be viewed for additional reference.

Finalize Processing

To set the final decision for the permit application whether to approve or to reject it.

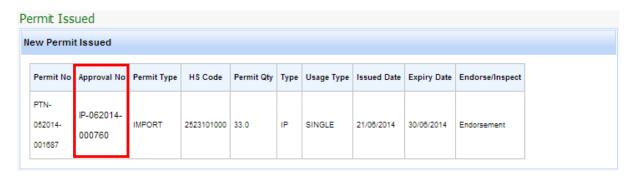1. Click **Finalize Processing** to set the final decision for the application.

Select the **Action** for this permit. To approve, choose **Issue Approval.**

2. Fill in any remarks for trader/agent reference and click **OK.**

A pop up will be displayed**,** click **OK** to proceed.

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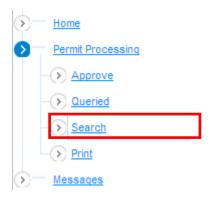
11. Permit issuing status will be shown

@ The Import Permit (IP) Approval Number (IP-999999-999999) will be generated for each item. Agents will need to enter the number in the Permit Section of Declaration Module.
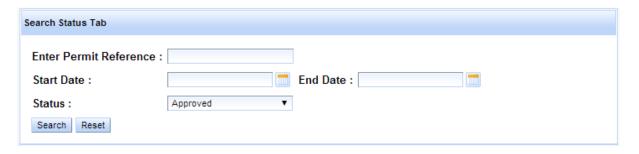
Search Permit

To search for newly received, in process, approved or rejected permit applications relevant to them.

1. Go to Permit Processing > Search

2. The Permit search will be shown.

Please refer to **Permit Application > Search Permit** to view the steps.
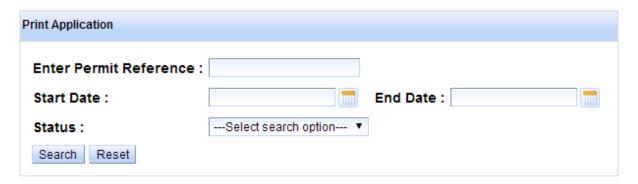
C O N T E N T S

Print Permit Application

To print drafted, submitted, processing, queried, verified approved or rejected permit applications for Approver own copy or reference.

1. Go to Permit Processing > Print

2. Enter your search options and click **Search.**

Please refer to *Permit Application > Create Permit > Print* to view the steps.