Permit Module
Group 3 – AGR, MORA, MOH & RCED
Development Guide
for
Brunei Darussalam National Single Window
## PREPARED BY

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE (DD.MM.YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Coordinator</td>
<td>Dk Siti Noor Izzah Nadzirah Bte Pg Hj Ibrahim</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## REVIEWED BY

<table>
<thead>
<tr>
<th>ROLE</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE (DD.MM.YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alif Technologies Project Manager</td>
<td>Pg Mohd Sufian bin DP Hj Maidin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIPR, MORA, MOH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICT Deputy Superintendent of RCED</td>
<td>Noralizah Bte Tarip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## APPROVALS BY

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE (DD.MM.YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCED Project Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## DISTRIBUTION LIST (APPLICABLE ONLY IF HARDCOPIES ARE DISTRIBUTED)

<table>
<thead>
<tr>
<th>DOCUMENT CONTROL NUMBER</th>
<th>VERSION NUMBER</th>
<th>RECIPIENT NAME</th>
<th>DATE (DD.MM.YYYY)</th>
</tr>
</thead>
</table>

## RELEASE HISTORY

<table>
<thead>
<tr>
<th>RELEASE NUMBER</th>
<th>ASSOCIATED CHANGE REQUEST NUMBER</th>
<th>DATE (MM,YYYY)</th>
<th>SUMMARY OF CHANGES</th>
<th>AUTHOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>First copy</td>
<td></td>
<td>Initial Version</td>
<td>Dk Siti Noor Izzah Nadzirah Pg Hj Ibrahim</td>
</tr>
</tbody>
</table>
CONTENTS

Chapter 1: Introduction

Overview ................................................................................................................................. 5
Features ................................................................................................................................. 6
User Roles ............................................................................................................................. 6
Permit Application Process Flow .......................................................................................... 7
Minimum System Requirements ......................................................................................... 8
General Information ........................................................................................................... 9
Support ................................................................................................................................. 9

Chapter 2: Getting Started

Log In .................................................................................................................................... 11
Log Out ................................................................................................................................. 12
Link to Homepage ............................................................................................................... 13

Chapter 3: Permit Application

Create Permit ...................................................................................................................... 14

Log in ................................................................................................................................. 14
Application Type ................................................................................................................ 15
Trader Information .............................................................................................................. 16
Application Items ................................................................................................................ 17
  Add New Record ............................................................................................................... 22
  Duplicate Record ............................................................................................................. 22
  Display Record .............................................................................................................. 26
  Edit Record ..................................................................................................................... 29
  Delete Record ................................................................................................................ 30
Draft .................................................................................................................................... 31
  Save As Draft .................................................................................................................. 31
  Search Draft Application ............................................................................................. 32
Submission .......................................................................................................................... 33
  Upload Document .......................................................................................................... 34
Search Permit ..................................................................................................................... 39
  View Permit Details and Status ................................................................................... 39
Cancel ................................................................................................................................. 45
  Cancel Application ........................................................................................................ 45
Replicate ............................................................................................................................. 48
  Replicate Application .................................................................................................... 48
Messages ............................................................................................................................. 50
  Inbox ............................................................................................................................... 50
  Outbox ............................................................................................................................ 61
Print ..................................................................................................................................... 64
  Print Permit Application ............................................................................................... 64
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.
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.

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

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.
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.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Mandatory</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Code</td>
<td></td>
<td>The Harmonized System Code.</td>
</tr>
<tr>
<td>HS Code Description</td>
<td></td>
<td>The Harmonized System code description.</td>
</tr>
<tr>
<td>Quantity</td>
<td>M</td>
<td>The quantity of the product.</td>
</tr>
<tr>
<td>Country of Origin</td>
<td>M</td>
<td>The country of manufacture.</td>
</tr>
<tr>
<td>Country of Last Shipment</td>
<td>M</td>
<td>The product’s last shipment country.</td>
</tr>
<tr>
<td>Product Name</td>
<td>M</td>
<td>The name of the product.</td>
</tr>
<tr>
<td>Item Description</td>
<td></td>
<td>The description of the product.</td>
</tr>
<tr>
<td>Number of packages</td>
<td></td>
<td>The total packages of the item.</td>
</tr>
<tr>
<td>Type of Package</td>
<td></td>
<td>The item type of package.</td>
</tr>
<tr>
<td>Value in B$</td>
<td>M</td>
<td>The total amount of the item in Brunei Dollars (BND).</td>
</tr>
<tr>
<td>Item Remark</td>
<td></td>
<td>The remarks of the item.</td>
</tr>
<tr>
<td>Invoice No</td>
<td>M</td>
<td>The Invoice number of the item.</td>
</tr>
<tr>
<td>Transport Mode</td>
<td></td>
<td>The mean of transport for the item.</td>
</tr>
<tr>
<td>Vessel/Flight/ Vehicle No</td>
<td></td>
<td>The transport registration number.</td>
</tr>
<tr>
<td>Vessel/Aircraft/ Vehicle Name</td>
<td></td>
<td>The transport name.</td>
</tr>
<tr>
<td>Arrival Date</td>
<td></td>
<td>The arrival date of the product</td>
</tr>
<tr>
<td>Entry Point/ Exit Point</td>
<td></td>
<td>The place of entry of the item if it is imported. The place of the exit if the item is exported.</td>
</tr>
<tr>
<td>Transport Information Remark</td>
<td></td>
<td>The transport remarks.</td>
</tr>
</tbody>
</table>
### OGA Form for LMH (MORA) – Lembaga Makanan Halal

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Mandatory</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Quota</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using Quota</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiry Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Import From M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>

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 and OGA form](image-url)

**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
- **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 BS:** 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:**
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.

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice No:</td>
<td>Inv123</td>
</tr>
<tr>
<td>Transport Mode:</td>
<td>road</td>
</tr>
<tr>
<td>Vessel/Flight/Vehicle No:</td>
<td>147</td>
</tr>
<tr>
<td>Vessel/Aircraft/Vehicle Name:</td>
<td>RBA2628</td>
</tr>
<tr>
<td>Entry Point/Exit Point:</td>
<td>Bandar Seri Begawan</td>
</tr>
<tr>
<td>Arrival/Departure Date:</td>
<td>29/05/2015</td>
</tr>
<tr>
<td>Transport Information Remark:</td>
<td>test</td>
</tr>
</tbody>
</table>

### OGA Specific Item Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty:</td>
<td>Non Dutiable</td>
</tr>
<tr>
<td>Supplier Name:</td>
<td>Alif Technologies Sdn Bhd</td>
</tr>
<tr>
<td>Supplier Country:</td>
<td>Bahamas</td>
</tr>
<tr>
<td>Total Quota:</td>
<td>10.0</td>
</tr>
<tr>
<td>Using Quota:</td>
<td>5.0</td>
</tr>
<tr>
<td>Expiry Date:</td>
<td>31/05/2015</td>
</tr>
<tr>
<td>Import From:</td>
<td>Australia</td>
</tr>
<tr>
<td>Exchange Rate:</td>
<td>2.5</td>
</tr>
</tbody>
</table>
1. Click `Close` to close the information.

![OGA Specific Item Information Table]

<table>
<thead>
<tr>
<th><strong>Duty:</strong></th>
<th>Non Dutiable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplier Name:</strong></td>
<td>Alif Technologies Sdn Bhd</td>
</tr>
<tr>
<td><strong>Supplier Country:</strong></td>
<td>Bahamas</td>
</tr>
<tr>
<td><strong>Total Quota:</strong></td>
<td>10.0</td>
</tr>
<tr>
<td><strong>Using Quota:</strong></td>
<td>5.0</td>
</tr>
<tr>
<td><strong>Expiry Date:</strong></td>
<td>31/05/2015</td>
</tr>
<tr>
<td><strong>Import From:</strong></td>
<td>Australia</td>
</tr>
<tr>
<td><strong>Exchange Rate:</strong></td>
<td>2.5</td>
</tr>
</tbody>
</table>

[Close Button]
**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.

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

![Required Documents Table]

Click **Close** to close the checklist.

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

![Upload Document Image]
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

Search Results

<table>
<thead>
<tr>
<th>OGA Ref</th>
<th>Permit Ref</th>
<th>Date Applied</th>
<th>OGA Status</th>
<th>Sub Code</th>
<th>Submission Charge</th>
<th>Approval Charge</th>
<th>Item Processing History</th>
<th>Company</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCE-062015-001055</td>
<td>PTN-062015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>0001/Halal</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Display</td>
<td>Display</td>
<td></td>
</tr>
<tr>
<td>LMH-062015-000271</td>
<td>PTN-062015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>0001/Halal</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Display</td>
<td>Display</td>
<td></td>
</tr>
<tr>
<td>AGR-062015-000393</td>
<td>PTN-062015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>0001/Halal</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Display</td>
<td>Display</td>
<td></td>
</tr>
<tr>
<td>FGS-062015-000397</td>
<td>PTN-062015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>0001/Halal</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Display</td>
<td>Display</td>
<td></td>
</tr>
</tbody>
</table>
Search by **Start Date and End Date** will return one or more results.

**Start Date:** 01/06/2015  
**End Date:** 27/06/2015

---

### Search Results

<table>
<thead>
<tr>
<th>OGA Ref</th>
<th>Permit Ref</th>
<th>Date Applied</th>
<th>OGA Status</th>
<th>Sub Code</th>
<th>Submission Charge</th>
<th>Approval Charge</th>
<th>Item Processing History</th>
<th>Company</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR-062015-000383</td>
<td>PTN-002015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>0001/Halal</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>display</td>
<td>Display</td>
<td></td>
</tr>
<tr>
<td>EQS-062015-000397</td>
<td>PTN-002015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>0001/Halal</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>display</td>
<td>Display</td>
<td></td>
</tr>
<tr>
<td>BCE-062015-000155</td>
<td>PTN-002015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>0001/Halal</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>display</td>
<td>Display</td>
<td></td>
</tr>
<tr>
<td>LMLH-062015-000271</td>
<td>PTN-002015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>0001/Halal</td>
<td>Need Payment</td>
<td>Not Applicable</td>
<td>display</td>
<td>Display</td>
<td></td>
</tr>
<tr>
<td>PSZ-062015-000713</td>
<td>PTN-002015-004817</td>
<td>25/06/2015</td>
<td>Endorsing In Process</td>
<td>0012/Cosmetic</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>display</td>
<td>Display</td>
<td></td>
</tr>
</tbody>
</table>

---

Search by **Permit Status** will return one or more results.

**Status By**

- **Submitted**
5. Click Open on the selected Permit Application and Click Display. The item information will be shown.
To view the uploaded supporting documents, click **View Docs**.

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

<table>
<thead>
<tr>
<th><strong>File Name</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>E25.png</td>
<td>Document No.1</td>
</tr>
</tbody>
</table>
6. To view the approved Import Permit number and permit credentials, click the **OGA Reference Code**
Cancel

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

Cancel Application

1. Click on Permit Application > Cancel

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

3. Click Cancel to cancel the permit application.
Only applications with 'SUBMITTED' status are allowed to be cancelled.

<table>
<thead>
<tr>
<th>Permit Ref</th>
<th>Submitted Date</th>
<th>Status</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTN-062015-004820</td>
<td>27/06/2015</td>
<td>SUBMITTED</td>
<td>cancel</td>
</tr>
</tbody>
</table>

i. To cancel on Application level, click 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.

successFully application canceled
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

![Replicate Application](image)

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

![Replicate Tab](image)

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

![Application](image)
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.
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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Mandatory</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td></td>
<td>The selection box for deleting message.</td>
</tr>
<tr>
<td>OGA Code</td>
<td></td>
<td>The 3 characters OGA code.</td>
</tr>
<tr>
<td>Permit App Ref</td>
<td>M</td>
<td>The Permit application reference ID.</td>
</tr>
<tr>
<td>Subject</td>
<td>M</td>
<td>The subject of the message.</td>
</tr>
<tr>
<td>Date</td>
<td>M</td>
<td>The date when the message arrived.</td>
</tr>
<tr>
<td>Status</td>
<td>M</td>
<td>The status of the message.</td>
</tr>
</tbody>
</table>

#### Message Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New unopened message</td>
</tr>
<tr>
<td>Seen</td>
<td>Message opened but not replied</td>
</tr>
<tr>
<td>Sent</td>
<td>Message opened and has been replied</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sender/Role</td>
<td>The sender user ID / The user role.</td>
</tr>
<tr>
<td>Total Message()</td>
<td>The total message in the user’s inbox.</td>
</tr>
</tbody>
</table>

| 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.
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.
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.

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

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”

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

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

To refresh the outbox page.
3. Click the message **Subject** to view the sent message content.

Subject: wrong item description

Already corrected the item description and upload a document
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.

![Print Permit Applications Diagram]
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
ii. The print preview of the Permit Application will be shown.

![Image of Permit Application Form]

**CONTENTS**

<table>
<thead>
<tr>
<th>Application Details</th>
<th>FOR OFFICIAL USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>95</td>
<td>05/11/2015</td>
</tr>
<tr>
<td>2. Types Of Goods</td>
<td>26. Duty</td>
</tr>
<tr>
<td>Meat Code</td>
<td>MEAT</td>
</tr>
<tr>
<td>3. Name</td>
<td>8. Name</td>
</tr>
<tr>
<td>Zara Jia Company</td>
<td>Zara Jia Company</td>
</tr>
<tr>
<td>4. Address</td>
<td>5. Registration</td>
</tr>
<tr>
<td>Jn Selashi</td>
<td>ROC1010102</td>
</tr>
<tr>
<td>6. Telephone</td>
<td>Jn Selashi</td>
</tr>
<tr>
<td>S252147</td>
<td>S252147</td>
</tr>
<tr>
<td>7. Postal</td>
<td>BU2014</td>
</tr>
<tr>
<td>Goods</td>
<td></td>
</tr>
<tr>
<td>5.00</td>
<td>br $ 45.19</td>
</tr>
<tr>
<td>Australia</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 UNT</td>
<td>Ayamais</td>
<td>00029500000</td>
<td>KGM</td>
<td>50.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Australia</td>
<td>Austria</td>
<td>20.0</td>
</tr>
</tbody>
</table>

No. of pages (including additional pages) 1  Total Value (b$) 20.0

Declaration

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

23. Name: Dk 4lyaa
24. IC No.: 30202020
25. Designation: Declarent

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: mcronald
Document Ref.: AGRD
Name: Agriculture Department
Designation: null

Endorsement by Other Agencies

Department: mcronald
Document Ref.: AGRD
Name: Agriculture Department
Designation: null
iii. Click the **OGA Ref** to view the items in the OGA-specific Permit Application.

To further view the item information, click **display**.
<table>
<thead>
<tr>
<th><strong>Application Item Details</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Code:</td>
<td>0201100000</td>
</tr>
<tr>
<td>HS Code Description:</td>
<td>Meat and edible meat offal, Meat of bovine animals, fresh or chilled.; Carcasses and half-carcasses</td>
</tr>
<tr>
<td>Quantity:</td>
<td>100.0.KGM</td>
</tr>
<tr>
<td>Country of Origin:</td>
<td>Argentina</td>
</tr>
<tr>
<td>Country of Last Shipment:</td>
<td>Anguilla</td>
</tr>
<tr>
<td>Product name:</td>
<td>Ayamas</td>
</tr>
<tr>
<td>Item Description:</td>
<td>Frankfurter</td>
</tr>
<tr>
<td>Number of Packages:</td>
<td>50</td>
</tr>
<tr>
<td>Type of Package:</td>
<td>UNT</td>
</tr>
<tr>
<td>Value in B$:</td>
<td>500.0</td>
</tr>
<tr>
<td>Item Remark:</td>
<td>Test</td>
</tr>
</tbody>
</table>

**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 |

**DG Specific Item Information**

| Duty:                        | Non Dutable |
| Supplier Name:               | AIF Technologies Sdn Bhd |
| Supplier Country:            | Bahamas |
| Import From:                 | Australia |
| Exchange Rate:               | 2.6 |
Draft Permit Application

i. Click on the Permit Ref and the breakdown of OGAs in the permit application will be shown.
ii. Click **Print** to view the print preview of the draft permit application.
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.

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

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.

Subject: **PLEASE ADD THE REQUIRED DOCUMENT**

already uploaded the requested document
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.

```
Thank you

Hi, I would like to say Thank you for your respond.]
```

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.

![Search Status Tab]

Enter Permit Reference: 
Start Date: 
End Date: 
Status: 
Approved

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

![Print Status Tab]
2. Enter your search options and click **Search**.

![Print Application Form](image)

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
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.
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.
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**.

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

   ![Paid Permits Table]

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice No:</td>
<td>Inv123</td>
</tr>
<tr>
<td>Transport Mode:</td>
<td>road</td>
</tr>
<tr>
<td>Vessel/Flight/Vehicle No:</td>
<td>147</td>
</tr>
<tr>
<td>Vessel/Aircraft/Vehicle Name:</td>
<td>RBA2628</td>
</tr>
<tr>
<td>Entry Point/Exit Point:</td>
<td>Bandar Seri Begawan</td>
</tr>
<tr>
<td>Arrival/Departure Date:</td>
<td>28/05/2015</td>
</tr>
<tr>
<td>Transport Information Remark:</td>
<td>test</td>
</tr>
</tbody>
</table>

### OGA Specific Item Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty:</td>
<td>Non Dutiable</td>
</tr>
<tr>
<td>Supplier Name:</td>
<td>Alf Technologies Sdn Bhd</td>
</tr>
<tr>
<td>Supplier Country:</td>
<td>Bahamas</td>
</tr>
<tr>
<td>Import From:</td>
<td>Australia</td>
</tr>
<tr>
<td>Exchange Rate:</td>
<td>2.5</td>
</tr>
</tbody>
</table>
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.

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.

![Image of message table with a red box highlighting the subject: wrong item description]

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

![Image of message box with subject: Doc 2 uploaded and ok 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.
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**

![Diagram showing Permit Processing and Messages sections]

![Screenshot of Permit Processing > Queried]
10. Click **Revert** to put the application back to **Verify** category for further processing.
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.

2. The Permit Settings page will be shown. Fill in all the fields as necessary and click Ok.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Type</td>
<td>The type of the permit.</td>
</tr>
<tr>
<td>Permit Usage Mode</td>
<td>The manner which this permit can be use.</td>
</tr>
<tr>
<td>Require Endorsement/Inspection</td>
<td>Option if this permit requires endorsement or inspection after this approval.</td>
</tr>
<tr>
<td>Procedure Name</td>
<td>Procedure option to be applied after this approval.</td>
</tr>
<tr>
<td>Expiry Date</td>
<td>The expiry date of the permit application.</td>
</tr>
<tr>
<td>Remark</td>
<td>Comments from approver for trader/agent.</td>
</tr>
</tbody>
</table>

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

![Inbox](image)

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

![Items in Application](image)
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**.
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.

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 validity 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.
### Other Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice No:</td>
<td>Inv123</td>
</tr>
<tr>
<td>Transport Mode:</td>
<td>road</td>
</tr>
<tr>
<td>Vessel/Flight/Vehicle No:</td>
<td>147</td>
</tr>
<tr>
<td>Vessel/Aircraft/Vehicle Name:</td>
<td>RBA2626</td>
</tr>
<tr>
<td>Entry Point/Exit Point:</td>
<td>Bandar Seri Begawan</td>
</tr>
<tr>
<td>Arrival/Departure Date:</td>
<td>29/05/2015</td>
</tr>
<tr>
<td>Transport Information Remark:</td>
<td>test</td>
</tr>
</tbody>
</table>

### OGA Specific Item Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty:</td>
<td>Non Dutiable</td>
</tr>
<tr>
<td>Supplier Name:</td>
<td>Alif Technologies Sdn Bhd</td>
</tr>
<tr>
<td>Supplier Country:</td>
<td>Bahamas</td>
</tr>
<tr>
<td>Import From:</td>
<td>Australia</td>
</tr>
<tr>
<td>Exchange Rate:</td>
<td>2.5</td>
</tr>
</tbody>
</table>
4. Click Close to proceed with view documents.

<table>
<thead>
<tr>
<th>Application Item Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Code:</td>
</tr>
<tr>
<td>HS Code Description:</td>
</tr>
<tr>
<td>Quantity:</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>index.jpg</td>
<td>index</td>
</tr>
</tbody>
</table>

**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
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.

The Permit Settings page will be shown. Fill in all the fields as necessary and click **Ok**.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Type</td>
<td>The type of the permit.</td>
</tr>
<tr>
<td>Permit Usage Mode</td>
<td>The manner which this permit can be use.</td>
</tr>
<tr>
<td>Require Endorsement/Inspection</td>
<td>Option if this permit requires endorsement or inspection after this approval.</td>
</tr>
<tr>
<td>Procedure Name</td>
<td>Procedure option to be applied after this approval.</td>
</tr>
<tr>
<td>Expiry Date</td>
<td>The expiry date of the permit application.</td>
</tr>
<tr>
<td>Remark</td>
<td>Comments from approver for trader/agent.</td>
</tr>
</tbody>
</table>

7. Click **Close**.

8. 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.

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.

    ![Finalize Processing](image)

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

    ![Action Selection](image)

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

    ![Remark Entry](image)

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