



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

for
Brunei Darussalam National Single Window

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CONTENTS

Chapter 1: Introduction	5
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	10
Log In.....	11
Log Out.....	12
Link to Homepage.....	13
Chapter 3: Permit Application	14
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 4: Permit Endorsement	71
<hr/>	
Permit Endorsement	71
Search Permit Application.....	71
Review Items.....	73
Review Supporting Documents.....	74
Query to Trader or Agent.....	76
Set Item Action.....	82
Finalize Processing.....	83
Search Permit.....	84
Print Permit Application.....	84
Chapter 5: Permit Payment	86
<hr/>	
Permit Payment	86
View Payment Charges.....	86
Payment to Other Government Agencies.....	89
View Paid Permits.....	92
View Payment Status.....	94
Chapter 6: Permit Verification	95
<hr/>	
Permit Verification	95
Search Permit Application.....	96
Review Items.....	97
Review Supporting Documents.....	99
Query to Trader or Agent.....	101
Approval Settings.....	107
Set Item Action.....	109
Finalize Processing.....	111
Search Permit.....	112
Print Permit Application.....	113
Chapter 7: Permit Approval	114
<hr/>	
Permit Approval	114
Search Permit Application.....	115
Review Items.....	117
Review Supporting Documents.....	120
Query to Trader or Agent	122
Approval settings.....	122
Set Item Action.....	125
Display History.....	126
Finalize Processing.....	127
Search Permit.....	128
Print Permit Application.....	130

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:

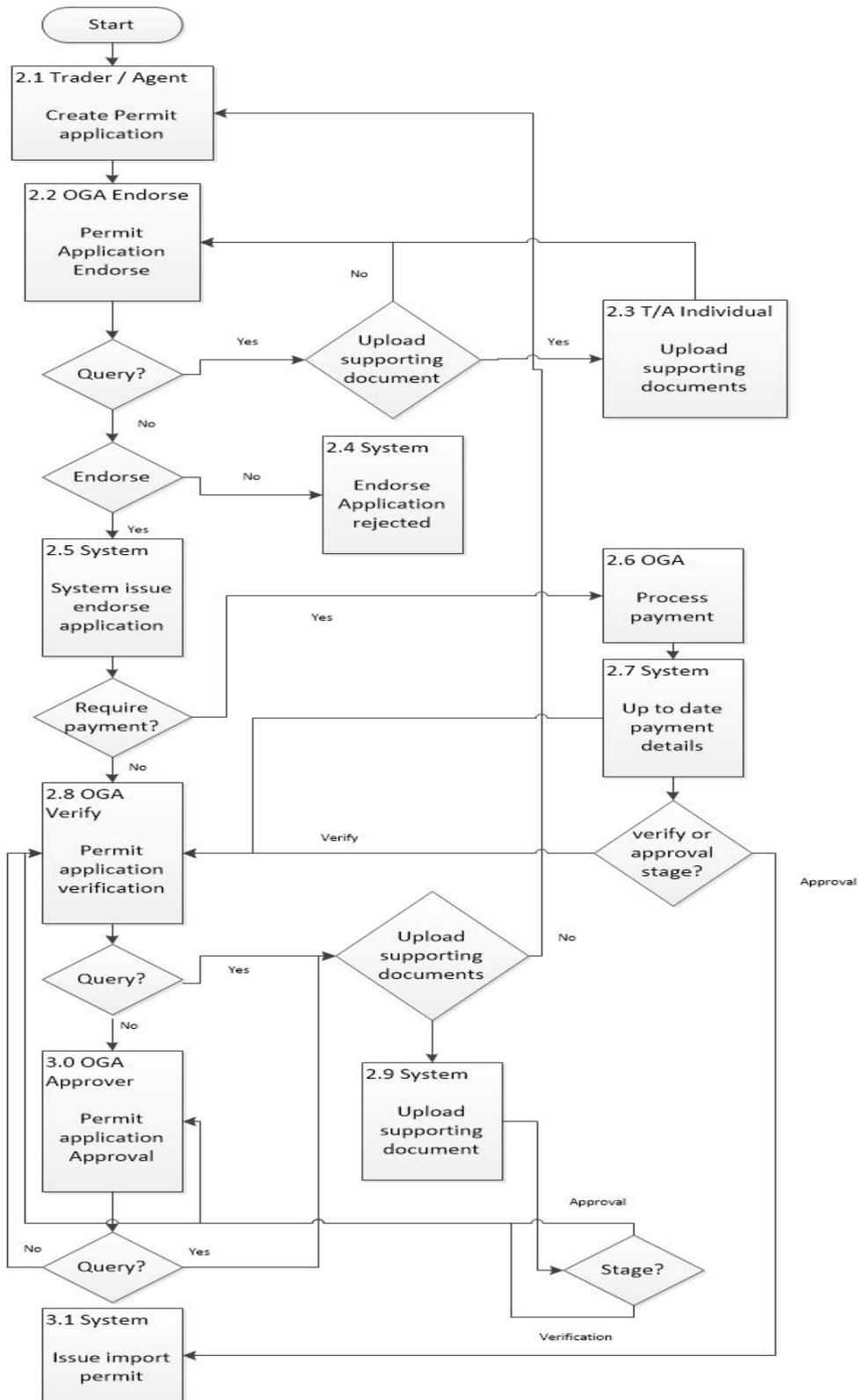
- Traders
- Agents
- Other Government Agencies Officer

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 BDNWSW website to be in the compatibility view.
 - Install Adobe PDF Reader at <http://get.adobe.com/reader/>
- Supports JavaScript.
- Pop up is allowed for BDNWSW 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

Brunei Darussalam
National Single Window

USER NAME

PASSWORD

Login

COMPANY REGISTRATION

- [To Register Your Company](#)
Click Here: This link is disabled as it is not nested within a JSF form.

PUBLIC USER SEARCH

- [To Search Public User](#)
[Click Here](#)

ABOUT SINGLE WINDOW

The BDNSW System is used to design, implement and operate Single Electronic Window for the Ministry of Finance of Brunei Darussalam for customs clearance of traded goods, thus creating a single point to submit standardized information and documents to meet legal import, export and customs-tranist requirements.

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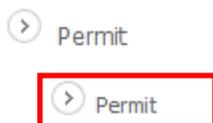
@ Preferred browser is **Google Chrome**

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.

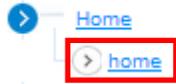
@ If system remains idle for more than 30 minutes after login, session will expire and user will be logged out automatically.

! 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 BDNBW 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:

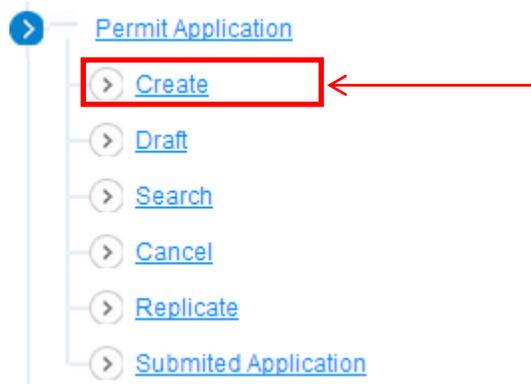
- Create Permit
 - Permit Type
 - Permit Items
 - Draft
 - Submission
- Search Permit
- Cancel Permit
- Replicate Permit
- Print Permit
- Messages
 - Inbox
 - Outbox
- Permit Payment

Create Permit

Log in

Step by step to create permit application.

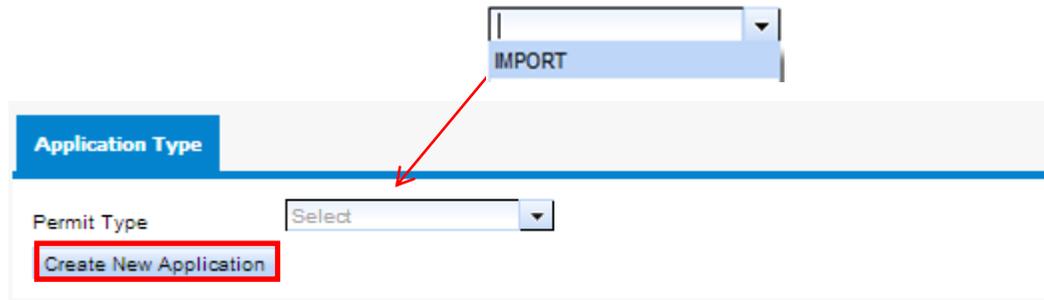
6. Log in as **Trader or Agent** and click to Permit > Permit
7. Go to Permit Application > Create



Application Type

To select the permit type: IMPORT

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



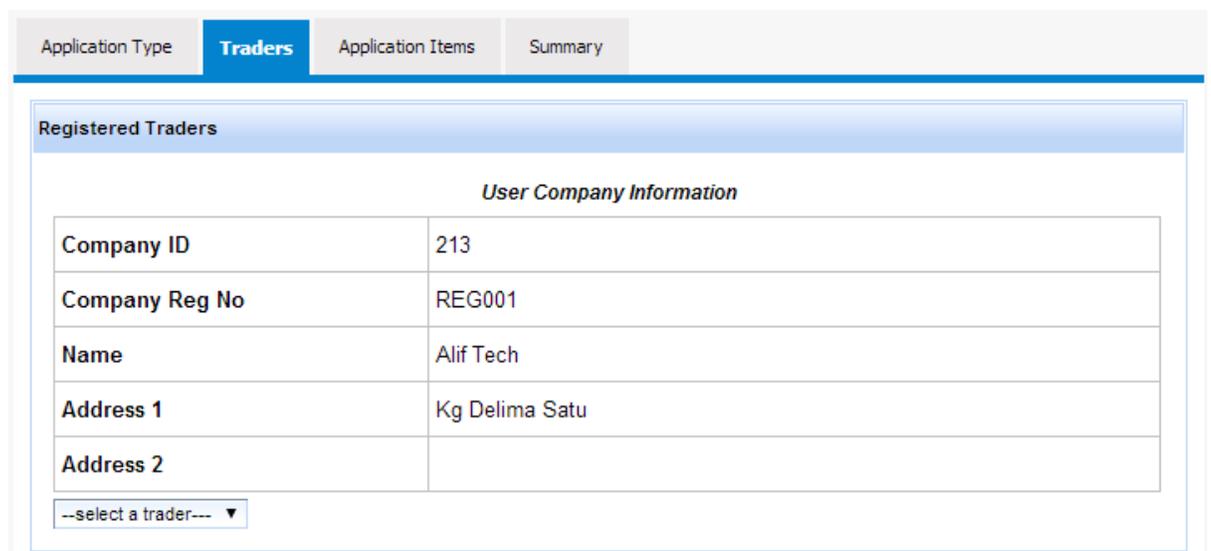
The screenshot shows a web form with a tab labeled "Application Type". Below the tab, there is a "Permit Type" dropdown menu currently showing "Select". A dropdown menu is open above it, displaying "IMPORT". A red arrow points from the "IMPORT" option in the dropdown to the "Create New Application" button, which is highlighted with a red rectangular box.

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.



The screenshot shows the "Traders" tab selected in a navigation menu. Below the menu, there is a section titled "Registered Traders" containing a table of "User Company Information".

User Company Information	
Company ID	213
Company Reg No	REG001
Name	Alif Tech
Address 1	Kg Delima Satu
Address 2	

Below the table, there is a dropdown menu with the text "--select a trader--" and a downward arrow.

@ Only authorised Agents will be able to select trader.

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

The screenshot shows a web application interface with a navigation bar containing 'Application Type', 'Traders', 'Application Items', and 'Summary'. The 'Traders' tab is active. Below the navigation bar is a section titled 'Registered Traders' containing a table of 'User Company Information'.

User Company Information	
Company ID	213
Company Reg No	REG001
Name	Alif Tech
Address 1	Kg Delima Satu
Address 2	

Below the table is a dropdown menu with the text '--select a trader--'. A red arrow points from this dropdown to a larger, expanded view of the dropdown menu below it.

The expanded dropdown menu shows the following options:

- select a trader--
- Alif Tech
- DummyTrader1
- Test trader
- Trade Best
- Trader SIT Company

Application Items

To add item(s) into the permit application.

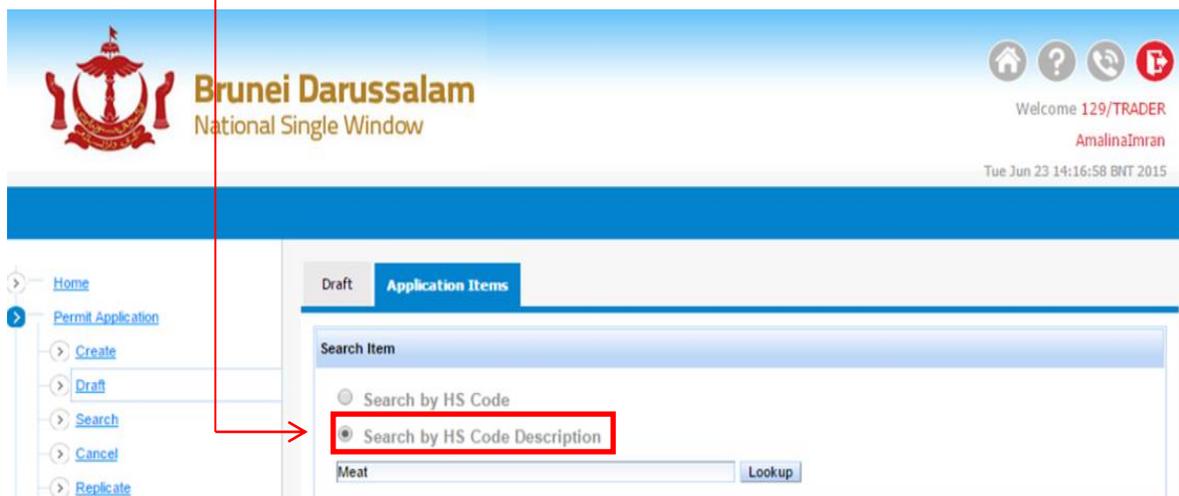
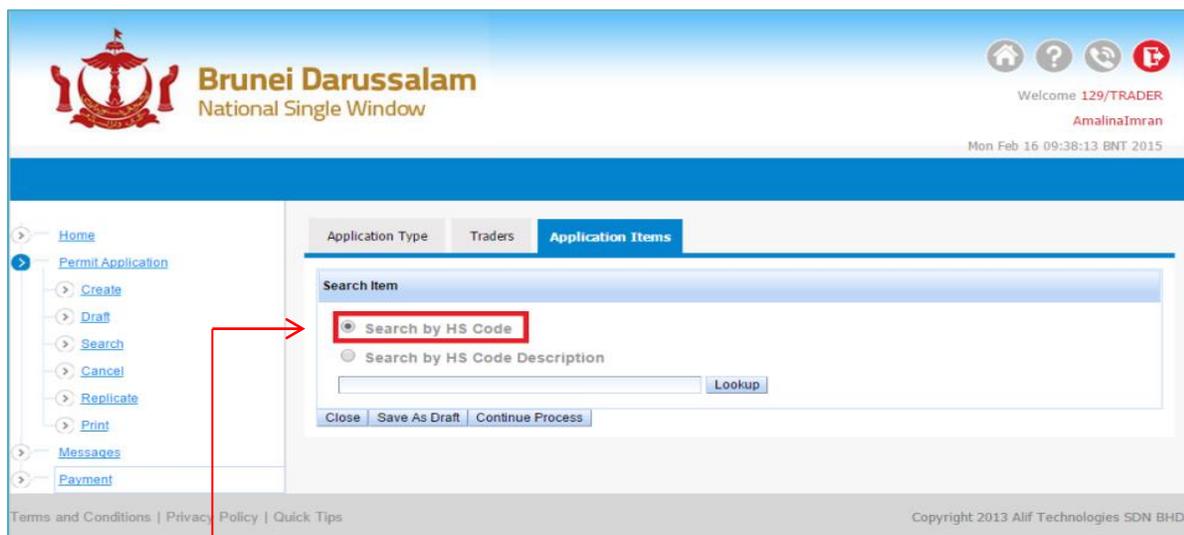
1. Click **Search by HS Code** and enter the 10 digits HS Code that you require.



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.

Select	HS Code	Item Short Description	Unit of Qty	Sub Code	Sub Code Description
<input type="radio"/>	0200000000	Test For Water	KGM	0000	
<input type="radio"/>	0201100000	Carcasses and half-carcasses	KGM	0002	Non-Halal
<input type="radio"/>	0201100000	Carcasses and half-carcasses	KGM	0001	Halal
<input type="radio"/>	0201200000	Other cuts with bone in	KGM	0002	Non-Halal
<input type="radio"/>	0201200000	Other cuts with bone in	KGM	0001	Halal

Navigation: << < 1 2 3 4 5 > >>

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:* **KGM**

Country of Origin:*

Country of Last Shipment:*

Product name:*

Item Description:

Number of Packages:

Type of Package:

Value in B\$:*

Item Remark:

«

Other Information

Invoice No:* **Transport Mode:**

Vessel/Flight/Vehicle No: **Vessel/Aircraft/Vehicle Name:**

Arrival Date: **Entry Point/Exit Point:**

Transport Information Remark:

«

OGA Form

MORA Halal And Non Halal Meat Department

Duty:

Supplier Name :

Supplier Country:

Total Quota :

Using Quota :

Expiry Date:

Import From:*

Exchange Rate:*

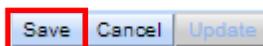
@ Different OGAs will have different form.

! 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.

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.

Brunei Darussalam National Single Window

Welcome 129/TRADER
AmalinaImran
Mon Feb 16 09:57:50 BNT 2015

Application Type Traders **Application Items**

Added Items in Application

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input type="checkbox"/>	0201200000	meat offal	1200.0	KGM	Azerbaijan	Angola	Halal

Add New Record Duplicate Record Display Record Edit Record Delete Record

Close Save As Draft **Continue Process**

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Add New Record

To add new item into the Permit Application.

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

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input type="checkbox"/>	0201200000	meat offal	1200.0	KGM	Azerbaijan	Angola	Halal

Add New Record Duplicate Record Display Record Edit Record Delete Record

2. The Search Item panel will be shown.

Search Item

Search by HS Code
 Search by HS Code Description

3. Repeat steps from [Application Items](#).

Duplicate Record

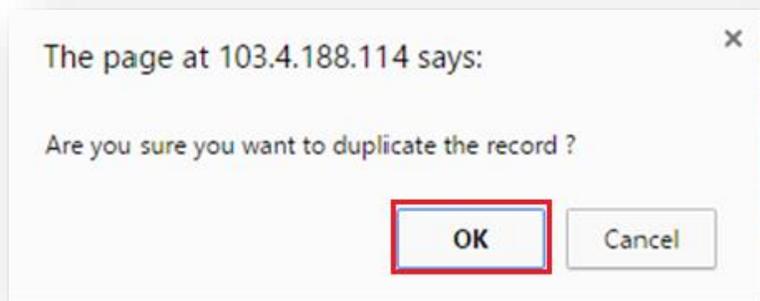
To copy an item and add into the Permit Application.

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

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input type="checkbox"/>	0201200000	meat offal	1200.0	KGM	Azerbaijan	Angola	Halal

Add New Record **Duplicate Record** Display Record Edit Record Delete Record

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



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

Added Items in Application							
Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
<input checked="" type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal

« « » »

Add New Record Duplicate Record Display Record Edit Record Delete Record

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 📅

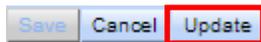
Import From:* Australia ▾

Exchange Rate:* 2.5

Save Cancel Update

Close Save As Draft Continue Process

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



The item information will be updated.

Added Items in Application

Item has been updated

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
<input checked="" type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Aruba	Anguilla	Halal

«« « »»

Add New Record Duplicate Record Display Record Edit Record Delete Record

Close Save As Draft Continue Process

Display Record

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

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

The screenshot shows a table titled "Added Items in Application" with the following data:

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input checked="" type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal

Below the table are navigation buttons: ««, «, », »». At the bottom, there are action buttons: Add New Record, Duplicate Record, **Display Record**, Edit Record, Delete Record, Close, Save As Draft, and Continue Process.

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

The screenshot shows the "Application Item Details" form with the following 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:	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
Total Quota:	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

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

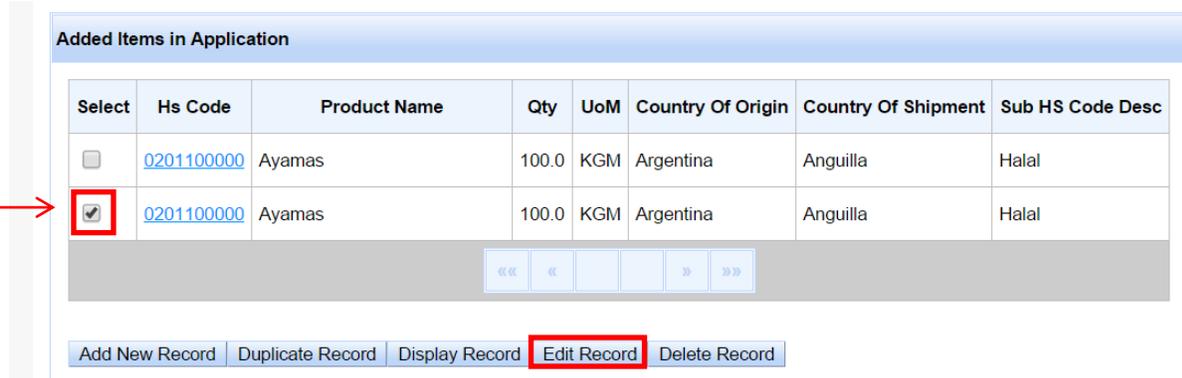
Close

Close Save As Draft Continue Process

Edit Record

To update item information.

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

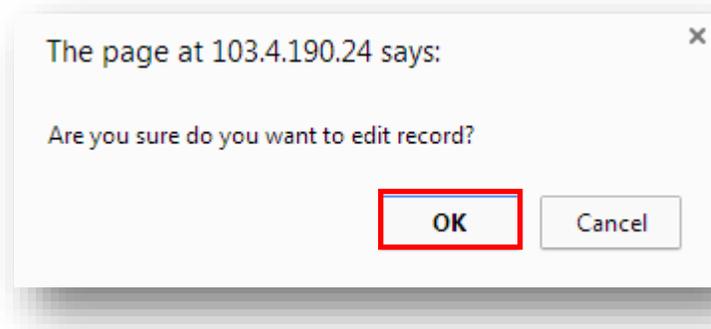


The screenshot shows a table titled "Added Items in Application" with the following columns: Select, Hs Code, Product Name, Qty, UoM, Country Of Origin, Country Of Shipment, and Sub HS Code Desc. There are two rows of data, both for "Ayamas" with Hs Code "0201100000". The second row's "Select" checkbox is checked and highlighted with a red box. A red arrow points to this checkbox. Below the table are navigation buttons: "Add New Record", "Duplicate Record", "Display Record", "Edit Record" (highlighted with a red box), and "Delete Record".

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
<input checked="" type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal

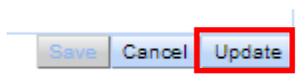
Navigation buttons: Add New Record, Duplicate Record, Display Record, **Edit Record**, Delete Record

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



The screenshot shows a dialog box with the title "The page at 103.4.190.24 says:" and the text "Are you sure do you want to edit record?". There are two buttons: "OK" (highlighted with a red box) and "Cancel".

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



The screenshot shows a form with three buttons: "Save", "Cancel", and "Update" (highlighted with a red box).

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

Delete

To delete an item from the item list.

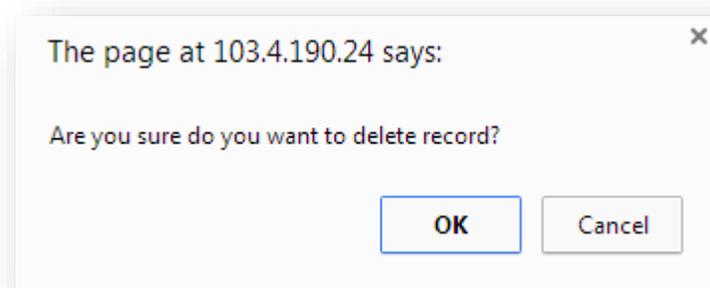
1. Select the item to delete and click **Delete Record**.

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
<input checked="" type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal

Navigation buttons: << < > >>

Buttons: Add New Record Duplicate Record Display Record Edit Record 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**.

Added Items in Application

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input checked="" type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
<input type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Aruba	Anguilla	Halal

«« « » »»

Add New Record Duplicate Record Display Record Edit Record Delete Record

Close Save As Draft Continue Process

2. The draft Reference ID will be shown.

Summary of Application

Application Ref No:	TMP-062015-004819
Application Type:	IMPORT
Total Items:	2
Involved/Processing OGA'S:	AGR,LMH,FQS,RCE
Items in Application:	Ayamas,Ayamas

Close

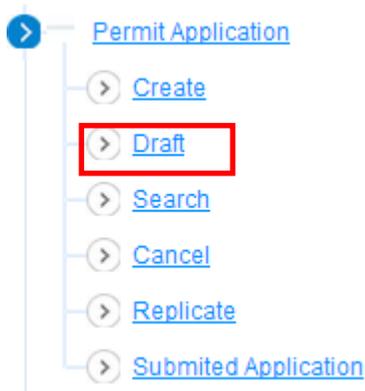


It is very important to remember the reference ID for future use.

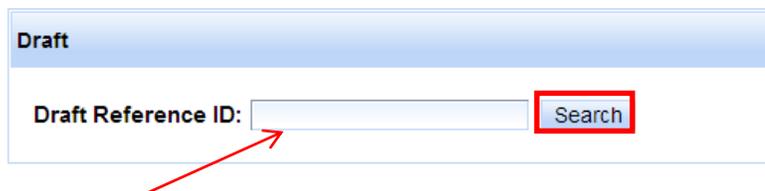
Search Draft Application

To search and continue the drafted Permit Application.

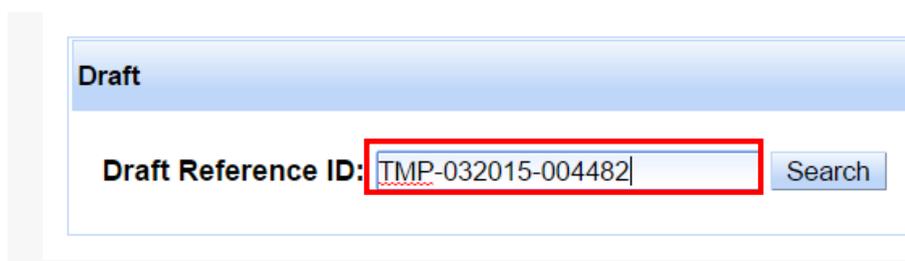
1. Go to Permit Application > Draft



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

A screenshot of a web application form titled 'Draft'. The form contains a label 'Draft Reference ID:' followed by an empty text input field and a 'Search' button. A red arrow points to the input field, and the 'Search' button is highlighted with a red rectangular box.

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

A screenshot of a web application form titled 'Draft'. The form contains a label 'Draft Reference ID:' followed by a text input field containing the value 'TMP-032015-004482' and a 'Search' button. The input field is highlighted with a red rectangular box.

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.

Added Items in Application

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input checked="" type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
<input type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Aruba	Anguilla	Halal

««
«
»
»»

Add New Record
Duplicate Record
Display Record
Edit Record
Delete Record

Close
Save As Draft
Continue Process

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

Added Items in Application

Select	Hs Code	Product Name	Qty	UoM	Country Of Origin	Country Of Shipment	Sub HS Code Desc
<input checked="" type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
<input type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Aruba	Anguilla	Halal

««
«
»
»»

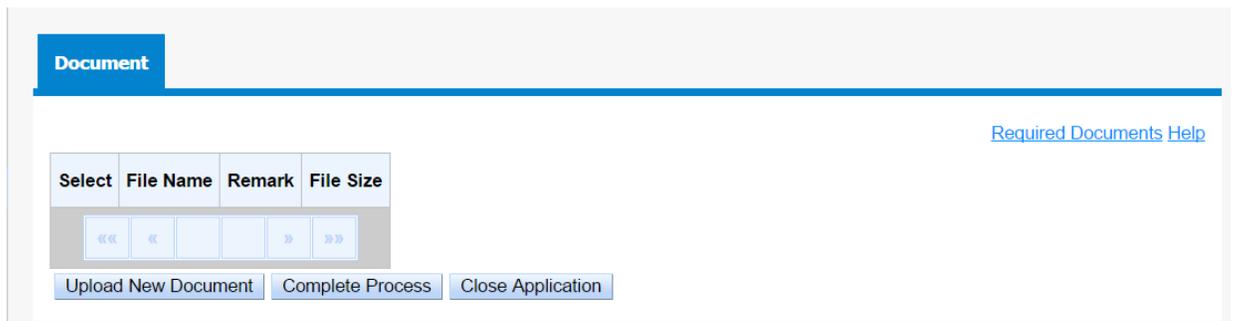
Add New Record
Duplicate Record
Display Record
Edit Record
Delete Record

Close
Save As Draft
Continue Process

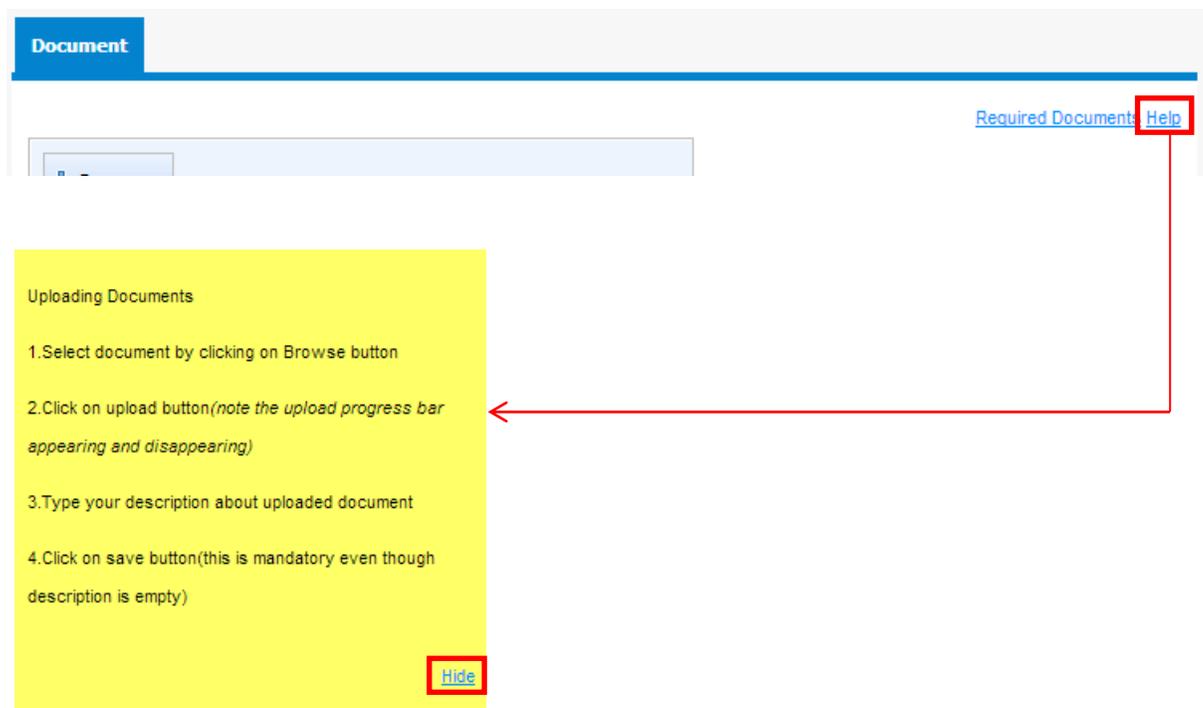
Upload Document

@ 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.



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

Document

[Required Documents](#) [Help](#)

Required Documents

SNo	Document Name	OGA
1	Health Certificate from Exporting Country	AGR
2	Packing List	AGR
3	Perfoma Invoice / Invoice	AGR

« « » »

Close

Click **Close** to close the checklist.

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

Document

[Required Documents](#) [Help](#)

+ Add...

Remark

Add Document

Back

Open

Desktop

Organize New folder

Libraries Homegroup All Technologies Computer Network Skype WinZip YTD Video Downloade

Aza_BDNS W HSCode mapping My other files OTHERS BSR-Screen Recorder 6 eclipse.exe -Shortcut Edraw Max Schedule_Q uarterly.xlsx

Skype TeamViewe r8 Test file.pdf Test.txt

File name: All Files

Open Cancel

5. Click **Upload**.

+ Add... X Clear All

F25.png [Clear](#)

Done

Remark

Add Document

Back

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

Remark

Document No.1

Add Document

Back

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.

[Required Documents Help](#)

Select	File Name	Remark	File Size
Delete	F25.png	Document No.1	531-KB

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

[Required Documents Help](#)

Select	File Name	Remark	File Size
Delete	F25.png	Document No.1	531-KB

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

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](#)

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

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

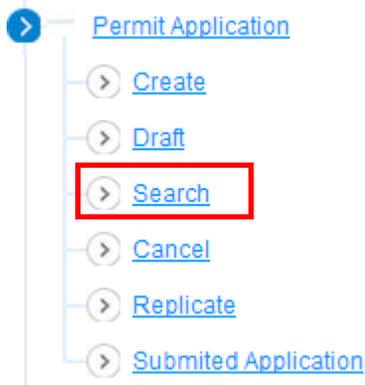
11. **View Payment Details** will be covered in [Permit Payment](#) section .

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 :

A screenshot of a web form titled 'Search Status Tab'. It contains the following fields and controls:

- Enter Permit Reference :
- Start Date :  End Date : 
- Status By : 
- Buttons: Search, Reset

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

Enter Permit Reference :

- ii. Start Date and End Date

Start Date :  **End Date :** 

iii. Permit Application Status

Status By

---Select search option--- ▾

---Select search option---

Approved

Verified

Processing

Submitted

Rejected

Queried

Cancelled

iv. Mix criteria from i, ii and iii.

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

Search Reset

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

Search by Permit Reference ID will return one result

Enter Permit Reference :



Search Results									
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	<input type="radio"/>
LMH-062015-000271	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Need Payment	Not Applicable	display	Display	<input type="radio"/>
AGR-062015-000393	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input type="radio"/>
FQS-062015-000397	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input type="radio"/>

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

Start Date :  **End Date :** 



Search Results									
OGA Ref ↕	Permit Ref ↕	Date Applied ↕	OGA Status	Sub Code	Submission Charge	Approval Charge	Item Processing History	Company	Open
AGR-062015-000393	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input type="radio"/>
FQS-062015-000397	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input type="radio"/>
RCE-062015-001055	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input type="radio"/>
LMH-062015-000271	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Need Payment	Not Applicable	display	Display	<input type="radio"/>
PS2-062015-000713	PTN-062015-004817	25/06/2015	Endorsing In Process	0012/Cosmetic	Not Applicable	Not Applicable	display	Display	<input type="radio"/>

«« « 1 2 3 » »»

Search by **Permit Status** will return one or more result

Status By ▼



Search Results

OGA Ref ↕	Permit Ref ↕	Date Applied ↕	OGA Status	Sub Code	Submission Charge	Approval Charge	Item Processing History	Company	Open
FQS-062015-000397	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input type="radio"/>
LMH-062015-000271	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Need Payment	Not Applicable	display	Display	<input type="radio"/>
AGR-062015-000393	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input checked="" type="radio"/>
RCE-062015-001055	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input type="radio"/>
DSS-062015-001037	PTN-062015-004783	15/06/2015	SUBMITTED	0013/DSS	Not Applicable	Not Applicable	display	Display	<input type="radio"/>

« « 1 2 3 » »

5. Click **Open** on the selected Permit Application and Click **Display**. The item information will be shown.

Search Results

OGA Ref ↕	Permit Ref ↕	Date Applied ↕	OGA Status	Sub Code	Submission Charge	Approval Charge	Item Processing History	Company	Open
FQS-062015-000397	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Not Applicable	Not Applicable	display	Display	<input checked="" type="radio"/>
LMH-062015-000271	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Need Payment	Not Applicable	display	Display	<input type="radio"/>

⌵

Hscode	Product Name	Qty	UoM	Country Origin	Country Shipment	Complete Details
0201100000	Ayamas	100.0	KGM	Aruba	Anguilla	display
0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	display

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

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	<input type="radio"/>

↓

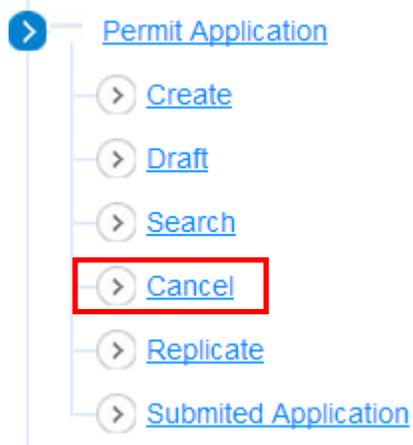
Item Ref	HS Code	Permit Qty	Approval Type	Permit Type	Usage Type	Expiry Date	Require	Reference No
RCE-052015-001026-6987	0201100000	100.0	IP	IMPORT	SINGLE	29/05/2015	NO	

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**.

Application

Permit Reference ID

 A screenshot of a web form titled 'Application'. It contains a text input field labeled 'Permit Reference ID' and a 'Search' button. A red arrow points to the input field, and the 'Search' button is highlighted with a red box.

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

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

 A screenshot of a table with four columns: 'Permit Ref', 'Submitted Date', 'Status', and 'Cancel'. The first row contains the permit reference 'PTN-062015-004820', the date '27/06/2015', the status 'SUBMITTED', and a 'cancel' button. The 'cancel' button is highlighted with a red box.

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:

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.

Application

Permit Reference ID:

Submitted Applications

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

OGA Ref No	OGA	Permit Type	Process Status	Cancel
RCE-062015-001055	RCE	IMPORT	SUBMITTED	cancel
FQS-062015-000397	FQS	IMPORT	SUBMITTED	cancel
AGR-062015-000393	AGR	IMPORT	SUBMITTED	cancel
LMH-062015-000271	LMH	IMPORT	SUBMITTED	cancel

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

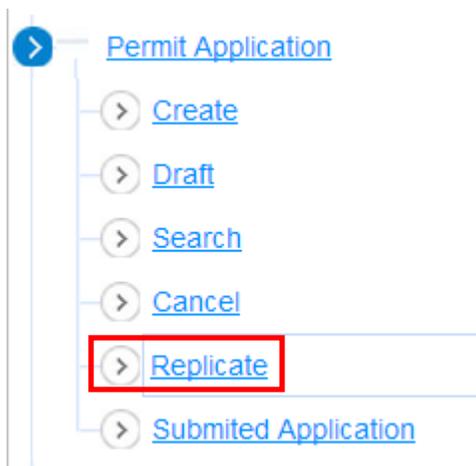
successfully application canceled

Replicate

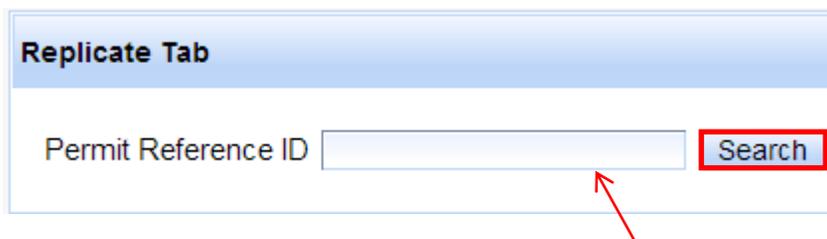
To copy and reuse previous application for a new submission. This can save time for traders or agents who apply same permit information every now and then.

Replicate Application

1. Click on Permit Processing > Replicate

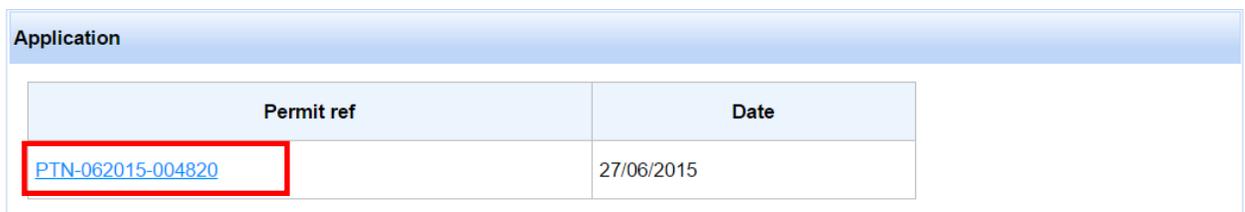


2. The permit replication page will be shown. Enter the *Permit Reference ID* and click **Search**.



A screenshot of the 'Replicate Tab' form. It features a text input field labeled 'Permit Reference ID' and a 'Search' button. The 'Search' button is highlighted with a red rectangular box. A red arrow points to the 'Permit Reference ID' input field.

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



A screenshot of the 'Application' table. The table has two columns: 'Permit ref' and 'Date'. The first row is highlighted with a red rectangular box, showing the permit reference ID 'PTN-062015-004820' and the date '27/06/2015'.

Permit ref	Date
PTN-062015-004820	27/06/2015

- 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
<input type="checkbox"/>	0201100000	Ayamas	100.0	KGM	Argentina	Anguilla	Halal
<input checked="" type="checkbox"/>	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.

 A screenshot of an inbox page. At the top left is a blue refresh icon. Below it is a blue header bar with the text 'New*(0) , Opened(2) , Sent(0) - Total Messages(2)'. The main content is a table with the following columns: 'Select', 'OGA Code', 'Permit App Ref', 'Subject', 'Date', 'Status', and 'Sender/Role'. There are two rows of data. Below the table is a grey bar with navigation buttons: '<<<', '<', '>', and '>>>'. At the bottom left is a 'Delete Record' button.

Select	OGA Code	Permit App Ref	Subject	Date	Status	Sender/Role
<input type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	23/04/2015	SEEN	rcedverifier/VERIFIER
<input type="checkbox"/>	FQS	PTN-042015-004561	docs 1	13/04/2015	SEEN	fsquendorser/ENDORSE

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.								
		<table border="1"> <thead> <tr> <th>Message 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>	Message Status	Description	New	New unopened message	Seen	Message opened but not replied	Sent	Message opened and has been replied
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 ↕
<input type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	23/04/2015	SEEN	rceverifier/VERIFIER
<input type="checkbox"/>	FQS	PTN-042015-004561	docs 1	13/04/2015	SEEN	fsquendorser/ENDORSER

Navigation buttons: <<< < > >>>

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.

The image shows a sequence of two screenshots. The top screenshot is a message box with the subject "Subject:wrong item description" and the text "Please correct your item description". It contains "Reply" and "Close" buttons and a blue link "Upload document(s) here" which is highlighted with a red box. A red arrow points from this link to the bottom screenshot. The bottom screenshot shows an upload document page with a table header: "Select", "File Name", "Remark", and "File Size". Below the header are navigation buttons: "««", "«", "»", and "»»". At the bottom are three buttons: "Upload New Document", "Complete Process", and "Close Application".

Subject:wrong item description

Please correct your item description

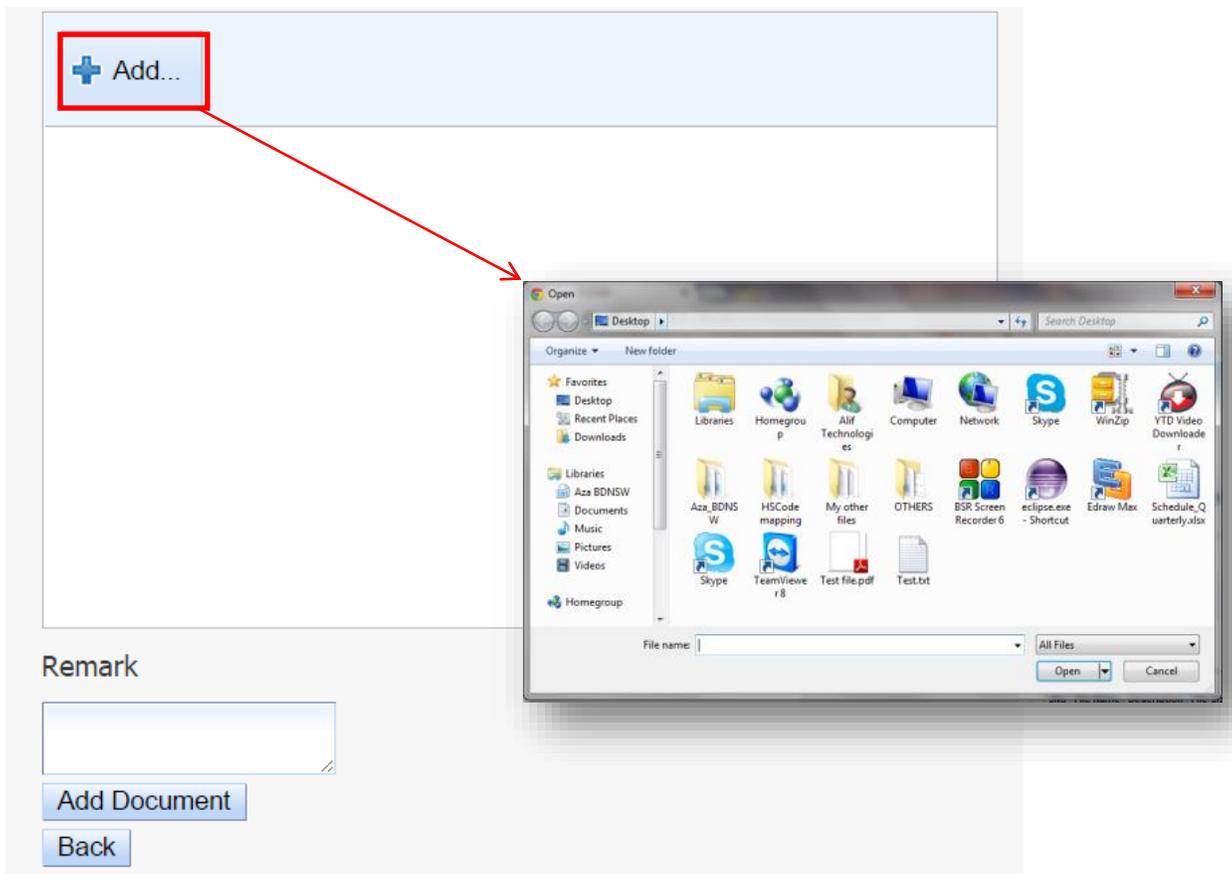
Reply Close

[Upload document\(s\) here](#)

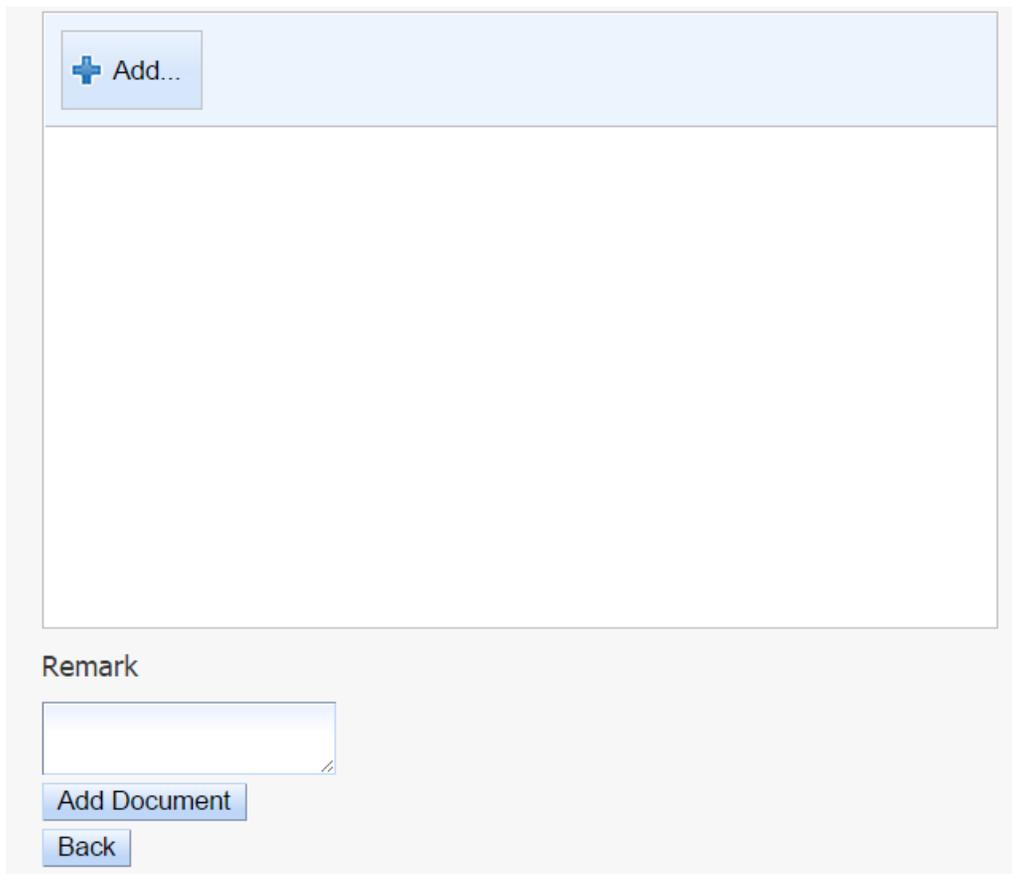
Select	File Name	Remark	File Size
««	«	»	»»

Upload New Document Complete Process Close Application

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



6. Click Upload.



The screenshot shows a web interface for document upload. At the top left, there is a light blue button with a plus sign and the text "Add...". Below this is a large, empty white rectangular area. At the bottom left, the word "Remark" is displayed above a small, empty text input field. Below the input field are two buttons: "Add Document" and "Back".

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

Remark

Document 2|

Add Document

Back



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

«« « » »»

Upload New Document Complete Process Close Application

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

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

«« « » »»

[Upload New Document](#) [Complete Process](#) [Close Application](#)

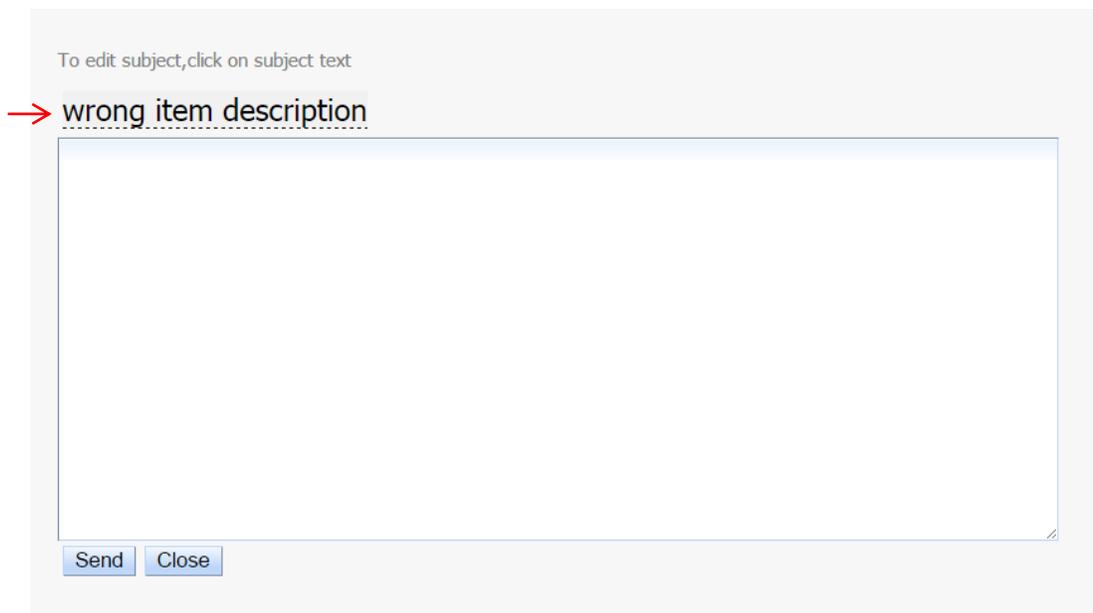
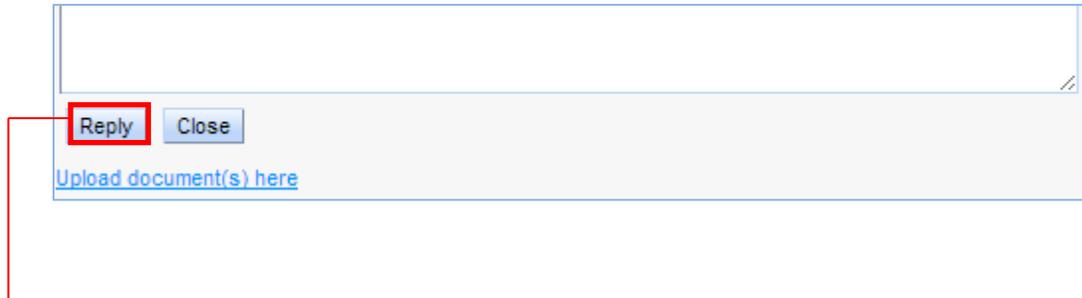
Subject:wrong item description

Please correct your item description

[Reply](#) [Close](#)

[Upload document\(s\) here](#)

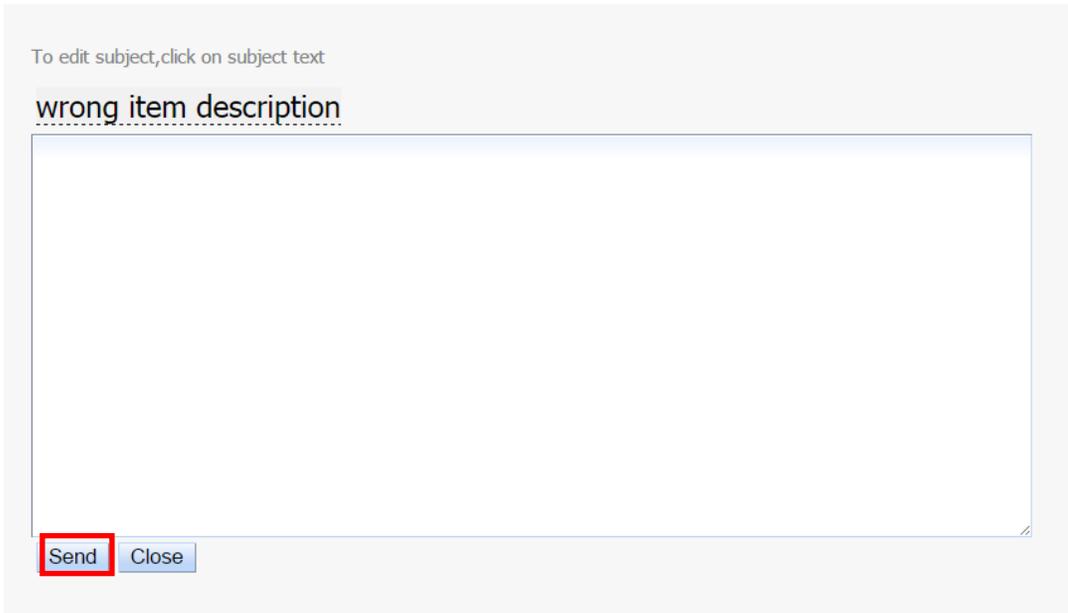
9. Click on **Reply** and the Reply page will be shown. Click on **Subject** to change the title and click **Tick** to confirm the change.



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



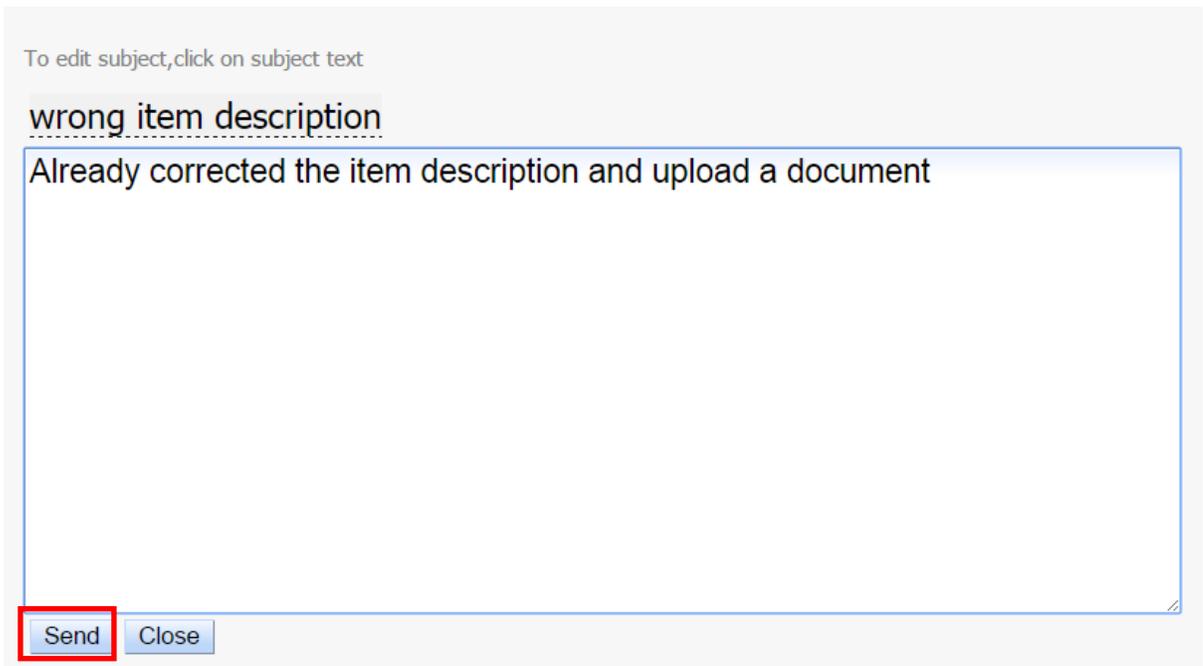
Send Close

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"

New*(0) ,Opened(1) , Sent(1) - Total Messages(2)						
Select	OGA Code ↕	Permit App Ref ↕	Subject ↕	Date ↕	Status ↕	Sender/Role ↕
<input type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	23/04/2015	REPLIED	rcedverifier/VERIFIER
<input type="checkbox"/>	FQS	PTN-042015-004561	docs_1	13/04/2015	SEEN	fsquendorser/ENDORSER

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 ↕
<input checked="" type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	23/04/2015	REPLIED	rcedverifier/VERIFIER
<input type="checkbox"/>	FQS	PTN-042015-004561	docs_1	13/04/2015	SEEN	fsquendorser/ENDORSER

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.

Total Message(2)					
Select	OGA Code ↕	Permit App Ref ↕	Subject	Date ↕	Receiver ↕
<input type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	27/06/2015	rcedverifier
<input type="checkbox"/>	FQS	PTN-042015-004561	docs_1	09/06/2015	fsquendorser

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.

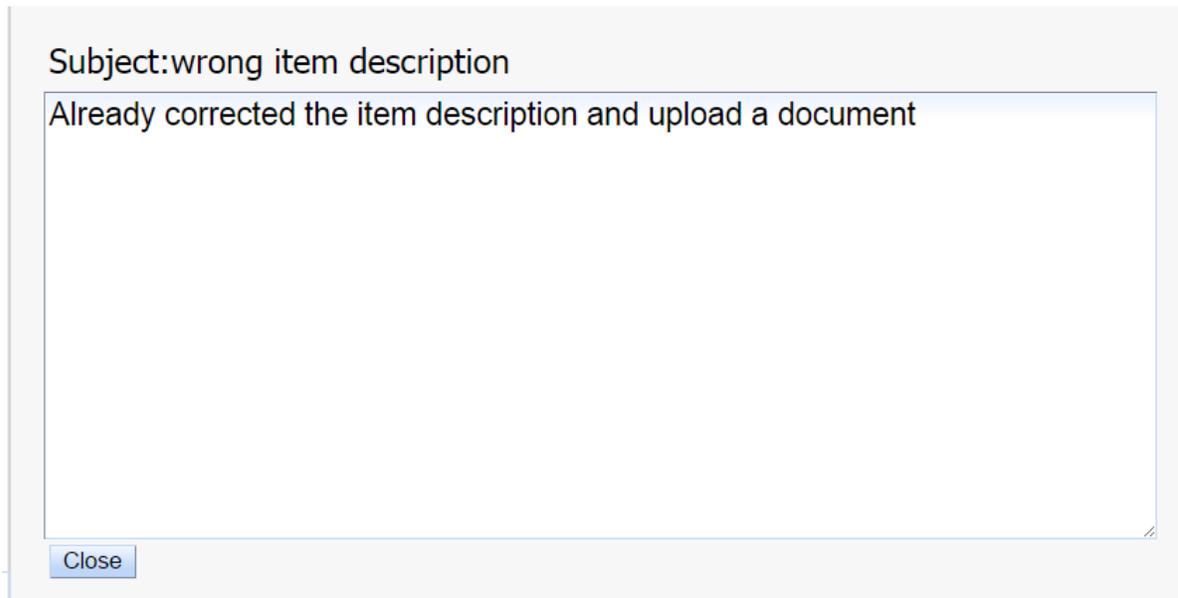
Total Message(2)

Select	OGA Code ↕	Permit App Ref ↕	Subject	Date ↕	Receiver ↕
<input type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	27/06/2015	rceverifier
<input type="checkbox"/>	FQS	PTN-042015-004561	docs_1	09/06/2015	fsquendorser

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**.

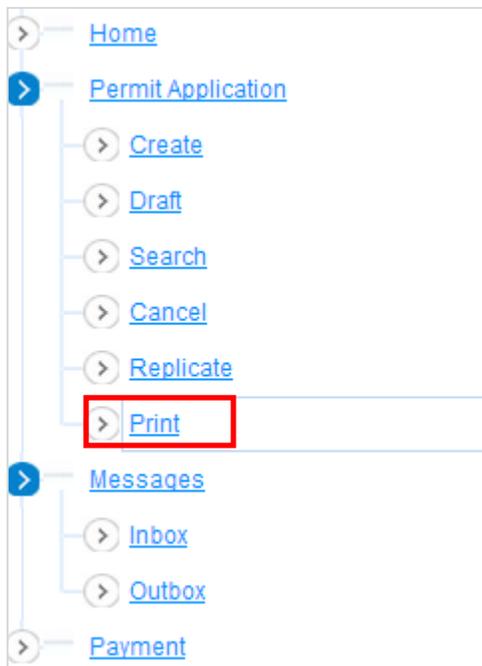


Print

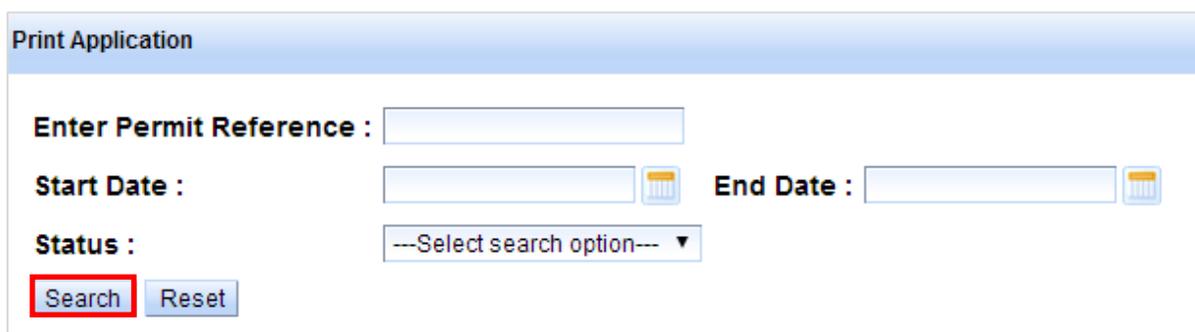
To print drafted, submitted, processing, queried, verified approved or rejected permit applications for trader/agent own copy or reference.

Print Permit Applications

1. Click on Permit Application > Print



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

A screenshot of a search form titled 'Print Application'. The form contains the following fields and controls:

- 'Enter Permit Reference :' followed by a text input field.
- 'Start Date :' followed by a date picker icon and an input field.
- 'End Date :' followed by a date picker icon and an input field.
- 'Status :' followed by a dropdown menu with the text '--Select search option--' and a downward arrow.
- At the bottom, there are two buttons: 'Search' (highlighted with a red box) and 'Reset'.

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

Application Details					FOR OFFICIAL USE				
1. Customs : IMPORT			Code : 05		28. Approval Reference : null			29. Approved : 05/11/2015	
2. Types Of Goods : Meat			Code : MEAT		30. Duty :				
Importer					Agent				
3. Name : Zara Zia Company					8. Name : Zara Zia Company				
4. Address : Jln Selasih			5. Registration : ROC1010102		9. Address : Jln Selasih			10. Registration : ROC1010102	
			6. Telephone : 5252147					11. Telephone : 5252147	
			7. Postal : BU2014					12. Postal : BU2014	
Goods									
13. Import : Australia			Code : null		14. Exchange Rate : 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 (B\$)		
1	5 UNT	Ayamas			0206290000	KGM	50.0		
					Australia	Austria	20.0		
No. of pages (including additional pages)					No. of goods	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 Ajyaa					26. IC : null				
24. IC No. : 30202020					27. : null				
25. Designation : Declarant									
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					Expiry Date : null				
Document Ref. : AGRD					Date :				
Name : Agriculture Department									
Designation : null									
Endorsement by Other Agencies									
Department : mcdonald					Expiry Date : null				
Document Ref. : AGRD					Date :				
Name : Agriculture Department									
Designation : null									

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

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 » »»

Hscode	Product Name	Qty	Country Of Origin	Country Of Shipment	UoM	Complete Details
0201100000	Ayamas	100.0	Argentina	Anguilla	KGM	display

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

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

Close



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

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

- 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

Application Details		FOR OFFICIAL USE		Page 1 of 2	
1. Customs : IMPORT	Code : 05	28. Approval Reference : RCE-052015-001026	29. Approved : 23/05/2015		
2. Types Of Goods : Meat	Code : MEAT	30. Duty :			
3. Name : null		8. Name : null			
4. Address :	5. Registration : null	9. Address :	10. Registration : null		
null	6. Telephone : null	null	11. Telephone : null		
	7. Postal : null		12. Postal : null		
13. Import : Bahamas		Code : null	14. Exchange Rate : B\$1		
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		26. IC	: null	
24. IC No.	: null		27.	:	
25. Designation	: null				
<small>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.</small>					
FOR OFFICIAL USE					
Endorsement by Other Agencies					
Department	: null		Expiry Date	: null	
Document Ref.	: null		Date	:	
Name	: null				
Designation	: null				
Endorsement by Other Agencies					
Department	: null		Expiry Date	: null	
Document Ref.	: null		Date	:	
Name	: null				
Designation	: null				

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.

The screenshot shows the OGA Endorser web application interface. The header includes the Brunei Darussalam National Single Window logo and navigation icons. The main content area displays an 'Inbox' table with one entry for a permit application.

Open	OGA App Ref	Permit Type	App Ref	Date Submitted	Status	Sub Code	Company	Previous Proceed By
	AGR-062015-000393	IMPORT	PTI-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Display	N/A

4. Select the permit application to be endorsed

Open	OGA App Ref	Permit Type	App Ref	Date Submitted	Status	Sub Code	Company	Previous Proceed By
<input checked="" type="radio"/>	AGR-062015-000393	IMPORT	PTN-062015-004820	27/06/2015	Endorsing In Process	0001/Halal	Display	N/A

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

Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Reference No
0201100000	Ayamas	100.0	KGM	Not Done	display	--select an action--	Double click to enter Ref No
0201100000	Ayamas	100.0	KGM	Not Done	display	--select an action--	Double click to enter Ref No

Finalize Processing Display History

[Print Application Here](#)

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**

Items in Application							
Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Reference No
0201100000	Ayamas	100.0	KGM	Not Done	display	--select an action-- ▾	Double click to enter Ref No
0201100000	Ayamas	100.0	KGM	Not Done	display	--select an action-- ▾	Double click to enter Ref No

[««](#)
[«](#)
[»](#)
[»»](#)

[Finalize Processing](#)
[Display History](#)

[Print Application Here](#)



Application Item Details		Other Information	
Query View Docs Close			
HS Code:	0201100000	Invoice No:	E322
HS Code Description:	Meat and edible meat offal; Meat of bovine animals, fresh or chilled; Carcasses and half-carcasses	Transport Mode:	air
Quantity:	100.0,KGM	Vessel/Flight/Vehicle No:	
Country of Origin:	American Samoa	Vessel/Aircraft/Vehicle Name:	
Country of Last Shipment:	Guinea	Entry Point/Exit Point:	Lumut
Product name:	Test-local	Arrival/Departure Date:	29/05/2015
Item Description:		Transport Information Remark:	
Number of Packages:	0		
Type of Package:	UNT		
Value in B\$:	300.0		
Item Remark:	XXXX		

Review Supporting Documents

To review the supporting documents uploaded by traders/agents

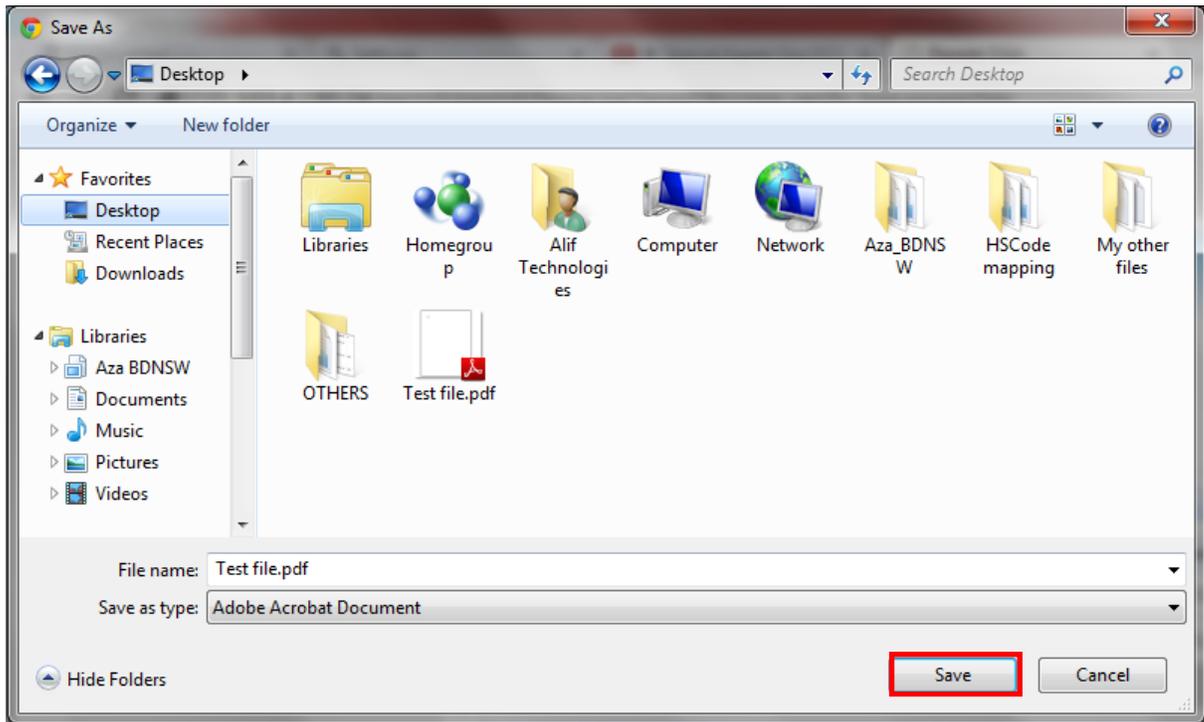
1. To review supporting documents, click **View Docs**.

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

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

File Name	Description
index.jpg	index

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



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

Application Item Details	
Query View Docs Close	
HS Code:	2711120000
HS Code Description:	Minerals fuels, mineral oils and products of their distillation; bituminous substances; mineral waxes; Petroleum gases and other gaseous hydrocarbons; Liquefied; Propane
Quantity:	11.0,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, 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

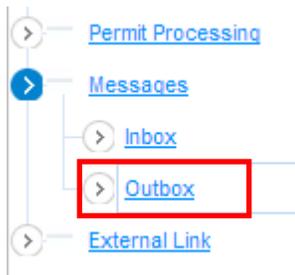
2. Fill in the subject and message and click **Send**.

Query Panel	
Subject:	<input type="text" value="Document inquiry"/>
Message	<input type="text" value="Hi, can you provide us with document #2."/>
<input type="button" value="Send"/>	<input type="button" value="Close"/>

3. Notification message will be displayed.

Query sent successfully...

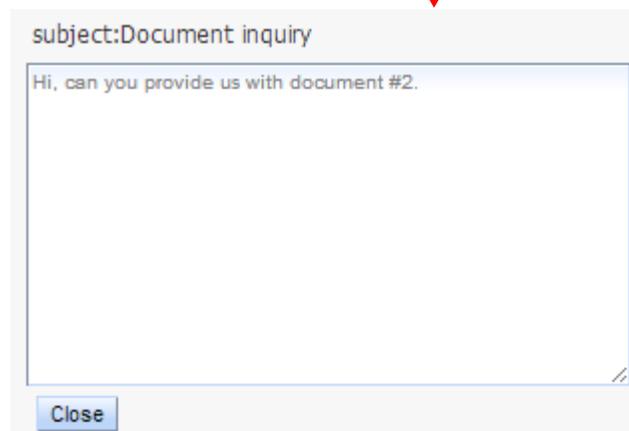
- Go to Messages > Outbox



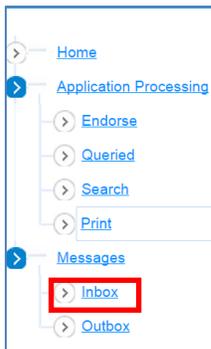
- Click on the message **Subject** to view the content of the message.

A screenshot of a table titled 'Total Applications(2)'. The table has four columns: 'OGA Code', 'Permit App Ref', 'Subject', and 'Date'. The first row has 'EPR', 'PTN-042014-001425', 'need more document', and '28/04/2014'. The second row has 'EPR', 'PTN-042014-001427', 'Document inquiry', and '28/04/2014'. The 'need more document' text is enclosed in a red box, and a red arrow points from this box down to the next screenshot.

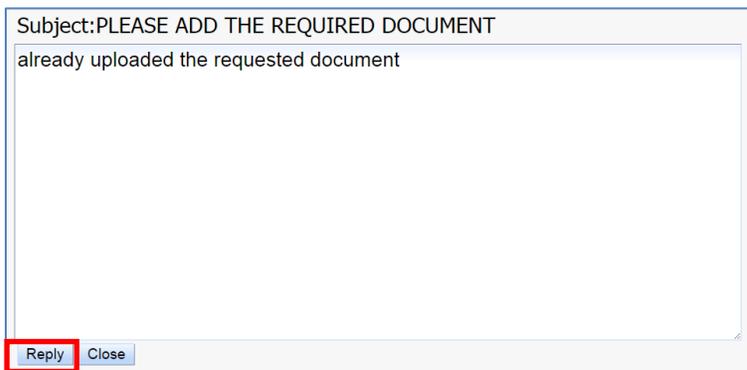
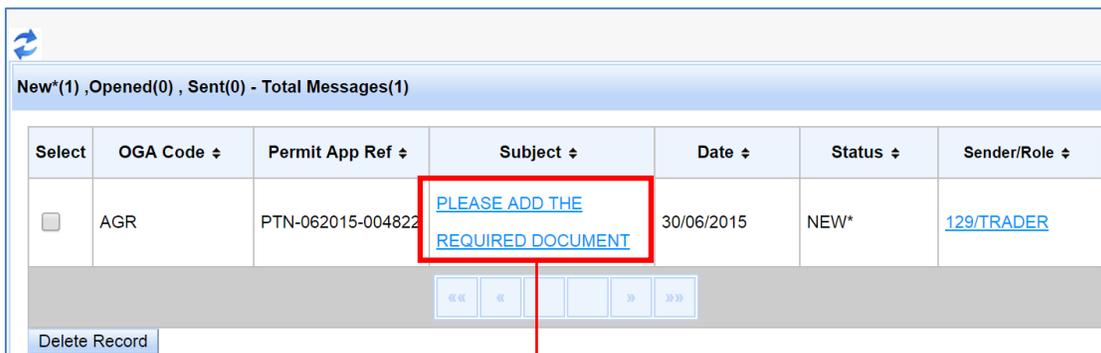
OGA Code	Permit App Ref	Subject	Date
EPR	PTN-042014-001425	need more document	28/04/2014
EPR	PTN-042014-001427	Document inquiry	28/04/2014



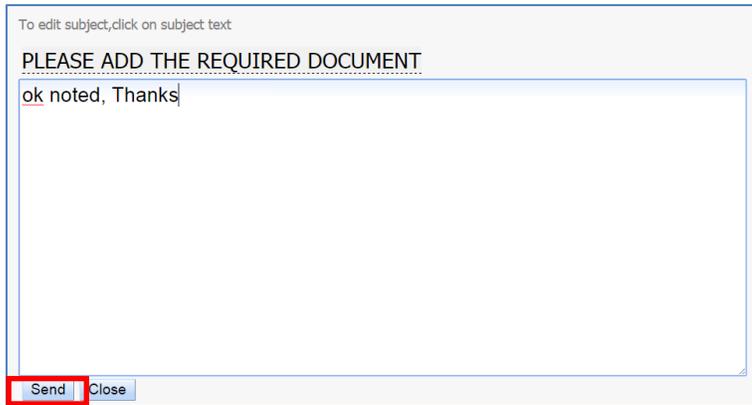
6. Go to Messages>Inbox to view the reply from Trader/Agent



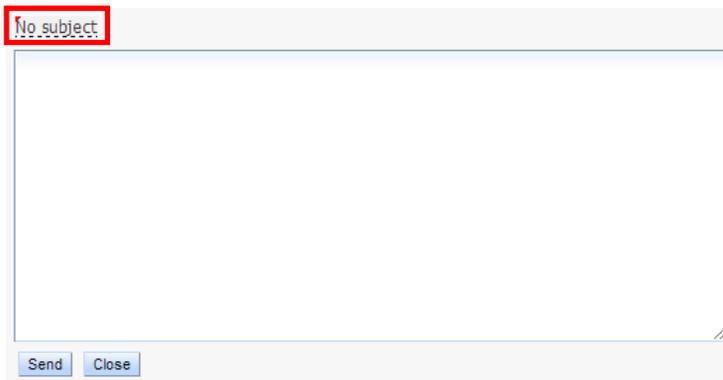
7. Click the message **subject** to view the received message.



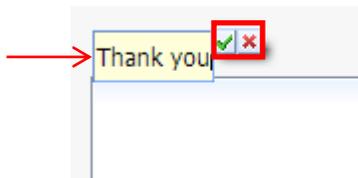
8. OGA can interact with Trader/Agent through exchanging messages in this query function unlimitedly. Click **Reply** to respond to Trader/Agent message.



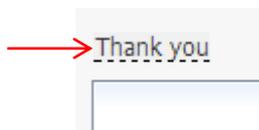
Click subject to edit the title.



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.



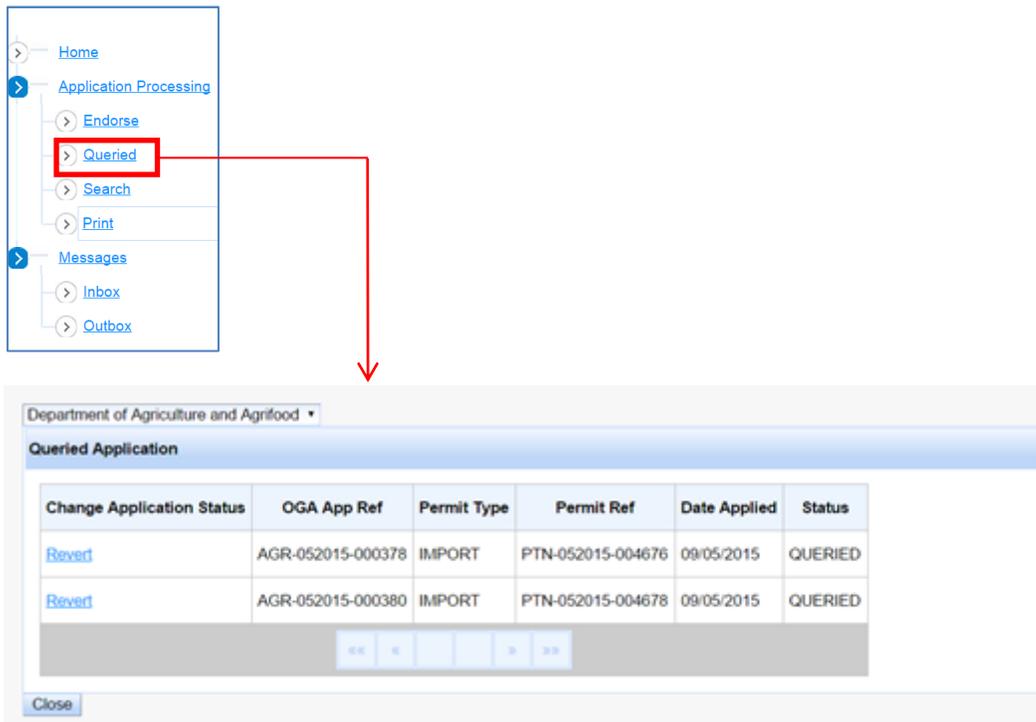
The screenshot shows a dialog box titled "Thank you". Inside the dialog, there is a text input field containing the text "Hi, I would like to say Thank you for your respond." A red arrow points to the start of this text. Below the text field are two buttons: "Send" and "Close". The "Send" button is highlighted with a red border, and a red arrow points down from it. Below the dialog box, a notification message "Message sent successfully" is displayed in blue text.

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

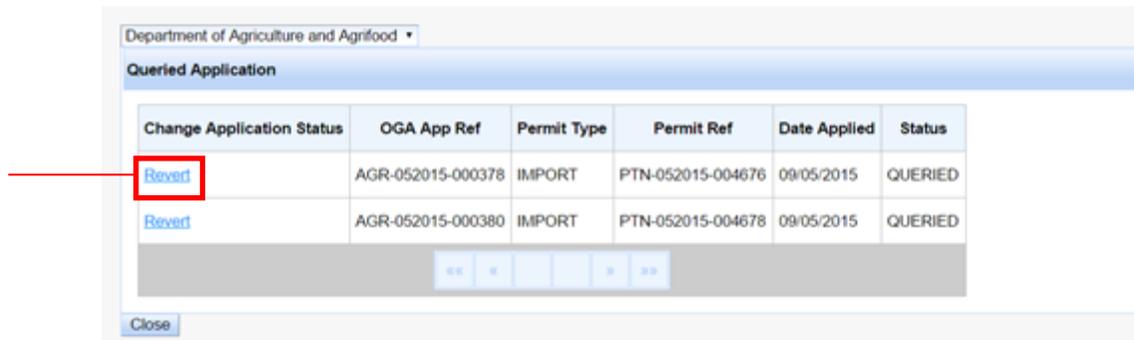
@

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.

Inbox

Department of Agriculture and Agrifood ▾

Inbox New(11),Processing(0)

Open	OGA App Ref	Permit Type	App Ref	Date Submitted	Status	Sub Code	Company	Previous Proceed By
<input type="radio"/>	AGR-062015-000393	IMPORT	PTN-062015-004820	27/06/2015	SUBMITTED	0001/Halal	Display	N/A
<input type="radio"/>	AGR-052015-000380	IMPORT	PTN-052015-004678	09/05/2015	SUBMITTED	0001/Halal	Display	N/A

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

Items in Application

Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Reference No
0201100000	Ayamas	100.0	KGM	Not Done	display	--select an action-- --select an action--	Double click to enter Ref No
0201100000	Ayamas	100.0	KGM	Not Done	display	Endorsed Rejected	Double click to enter Ref No

« « » »

[Finalize Processing](#) [Display History](#)

[Print Application Here](#)

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.

Items in Application

Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Reference No
0201100000	Ayamas	100.0	KGM	Not Done	display	Endorsed ▾	Double click to enter Ref No
0201100000	Ayamas	100.0	KGM	Not Done	display	Endorsed ▾	Double click to enter Ref No

[Print Application Here](#)

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

Action

Remark

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

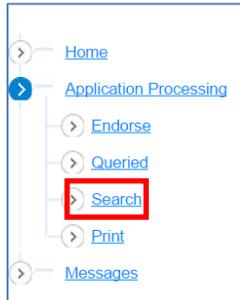
Action

Remark

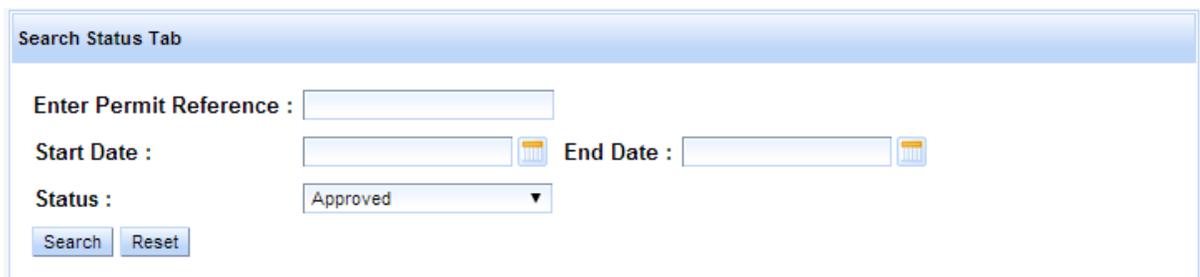
Search Permit

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.

A screenshot of a web form titled "Search Status Tab". The form contains the following fields and controls:

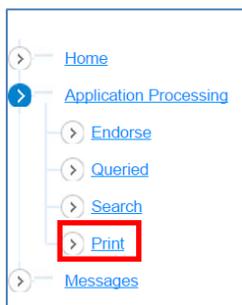
- Enter Permit Reference :
- Start Date :  End Date : 
- Status : 
- Search Reset

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**.

Print Application

Enter Permit Reference :

Start Date :  **End Date :** 

Status : ▼

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

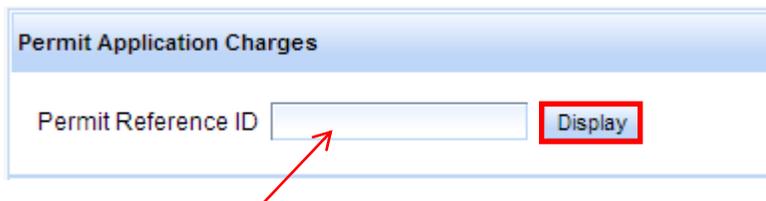
[View payment details](#)

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**.



The screenshot shows a web form titled "Permit Application Charges". It contains a text input field labeled "Permit Reference ID" and a button labeled "Display". A red arrow points to the input field, and a red box highlights the "Display" button.

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: <input type="text"/>				<input type="button" value="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

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:

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:

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

«« « » »»

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

OGA Reference ID:

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 » »»

- 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.

BILL OF STATEMENT

OGA Reference NO: LMH-052015-000264

Permit Reference NO: PTN-052015-004675

Total Amount: 50.0

Payment Time: submit

Applicant Name: alif1

[Paid on](#)

1. The date of payment will be recorded.
7. Click **Print Receipt Here** to view the print preview of the bill of statement.

BRUNEI DARUSSALAM NATIONAL SINGLE WINDOW

Bill No. :	6010	Bill Date :	07/07/2015
Permit Ref No. :	PTN-052015-004677	Status :	PAID
OGA Ref No. :	LMH-052015-000265		

Bill of Statement

Permit Information		Payment Information	
Applicant ID :	ASMRA TRADNG	Amount (B\$) :	500
Stage :	submit	OGA Code :	LMH
		Paid on :	7/7/15 10:47 AM

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

- > Home
- > Bill of Statement
- > Pay
- > **Paid Permits**
- > Collection
- > Banked In

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

Paid Permits

OGA Reference ID:

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

[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

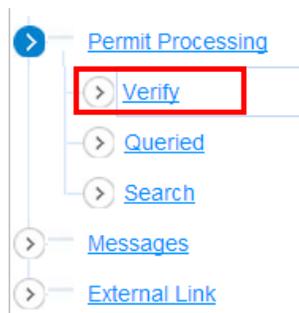
OGA Verifier verifies permit application received from traders and agents by either accept it and forwards to OGA Approver or to reject it. OGA Verifier can also query incomplete or erroneous permit application as well as search permit applications.

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.

- Review the permit applications and view the company information.

Custom Department

Inbox New(1),Processing(0)

Open	OGA App Ref ↕	Permit Type ↕	App Ref ↕	Date Submitted ↕	Status ↕	Sub Code ↕	Company	Previous Proceed By
<input type="radio"/>	RCE-062015-001057	IMPORT	PTN-062015-004822	30/06/2015	SUBMITTED	0001/Halal	Display	N/A

- Select the permit application to be verified.

Custom Department

Inbox New(1),Processing(0)

Open	OGA App Ref ↕	Permit Type ↕	App Ref ↕	Date Submitted ↕	Status ↕	Sub Code ↕	Company	Previous Proceed By
<input checked="" type="radio"/>	RCE-062015-001057	IMPORT	PTN-062015-004822	30/06/2015	SUBMITTED	0001/Halal	Display	N/A
<input type="radio"/>	RCE-042015-000975	IMPORT	PTN-042015-004565	15/04/2015	Verifying In Process	0001/Halal	Display	N/A

- Item(s) in the application will be shown

Items in Application							
Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Reference No
0201100000	Ayamas	100.0	KGM	Not Done	display	--select an action-- ▾	Double click to enter Ref No

[Print Application Here](#)

Review Items

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

- To view the further detail of the item, click **display**

Items in Application							
Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Reference No
0201100000	Ayamas	100.0	KGM	Not Done	display	--select an action-- ▾	Double click to enter Ref No

[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 BS:	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

Review Supporting Documents

To review the supporting documents uploaded by traders/agents.

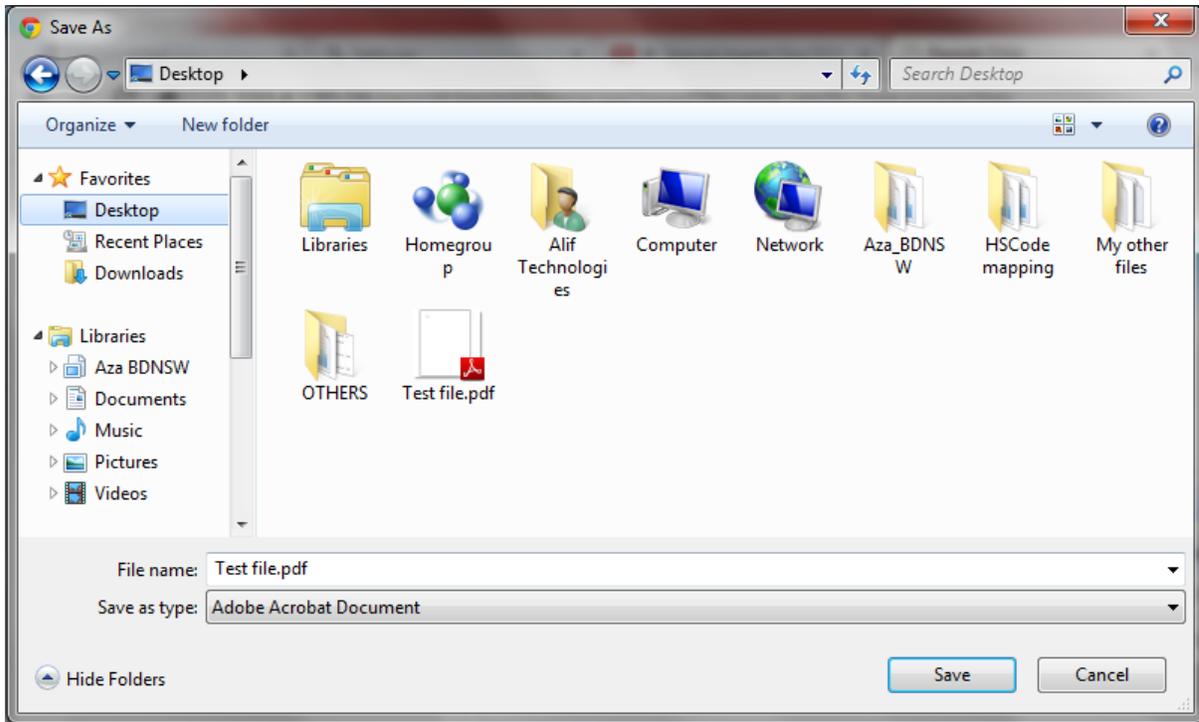
1. To review supporting documents, click **View Docs**.

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

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

File Name	Description
index.jpg	index

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.

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, click **Query** to send message to trader/agent.

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

Query Panel	
Subject:	<input type="text" value="Document inquiry"/>
Message	<input type="text" value="Hi, can you provide us with document #2."/>
<input type="button" value="Send"/>	<input type="button" value="Close"/>

3. Notification message will be displayed.

Query sent successfully...

4. Go to Messages > Outbox

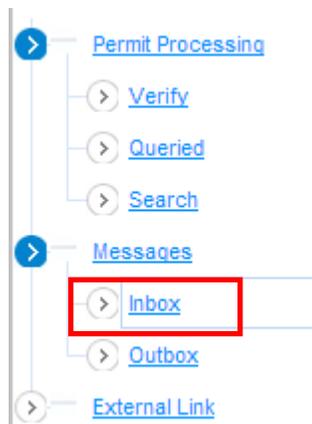


5. Click on the message **Subject** to view the content of the message.

A screenshot of a web application interface showing a table of messages. The table has columns for 'Select', 'OGA Code', 'Permit App Ref', 'Subject', 'Date', 'Status', and 'Sender/Role'. The 'Subject' column contains the text 'wrong item description', which is highlighted with a red rectangular box. Below the table are navigation controls and a 'Delete Record' button.

Select	OGA Code	Permit App Ref	Subject	Date	Status	Sender/Role
<input type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	27/06/2015	SEEN	129/TRADER

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



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

Select	OGA Code ↕	Permit App Ref ↕	Subject ↕	Date ↕	Status ↕	Sender/Role ↕
<input type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	27/06/2015	SEEN	129/TRADER

Navigation buttons: « « » »

Buttons: Delete Record

Subject:Doc 2 uploaded

ok

Buttons: Reply Close

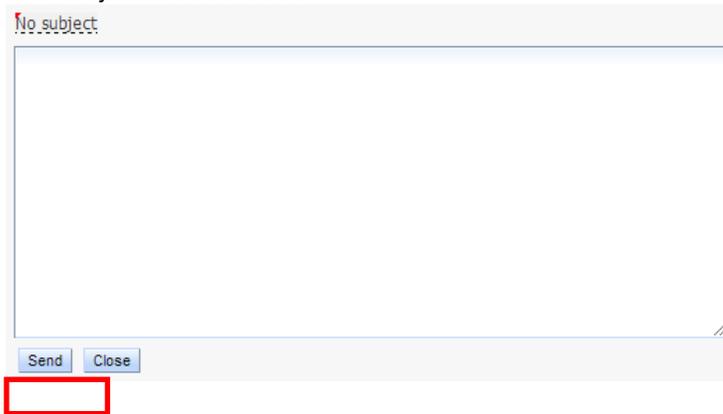
8. OGA can interact with Trader/Agent through exchanging messages in this query function unlimitedly. Click **Reply** to respond to Trader/Agent message.

Subject:Doc 2 uploaded

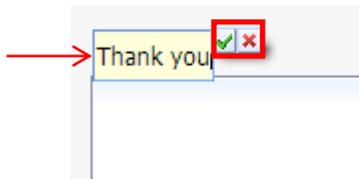
ok

Buttons: Reply Close

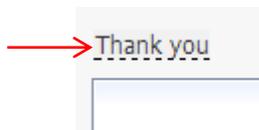
Click subject to edit the title.



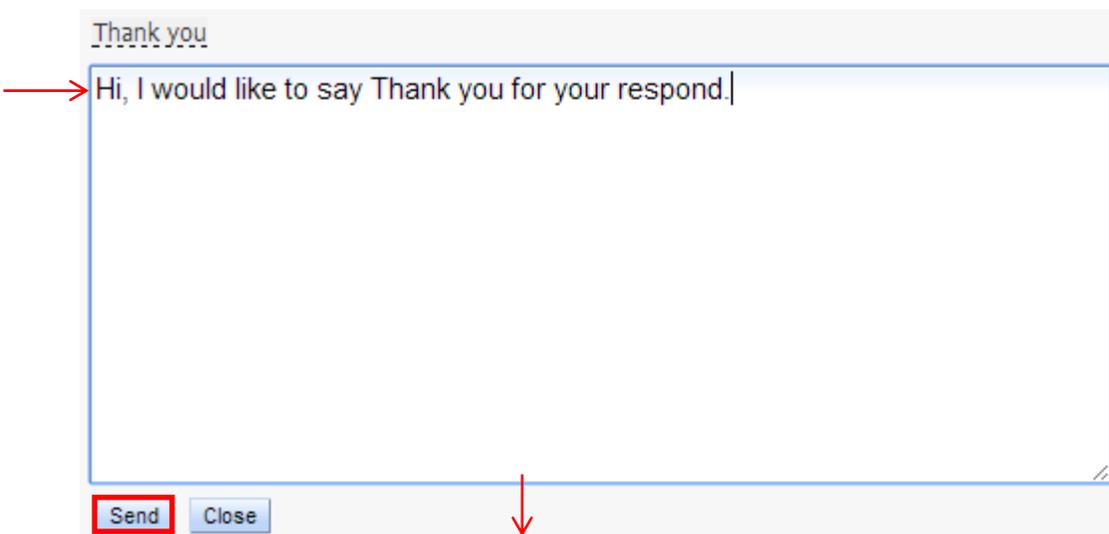
Enter the new subject title and click **tick** to apply or **x** to cancel.



The subject will be updated.



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



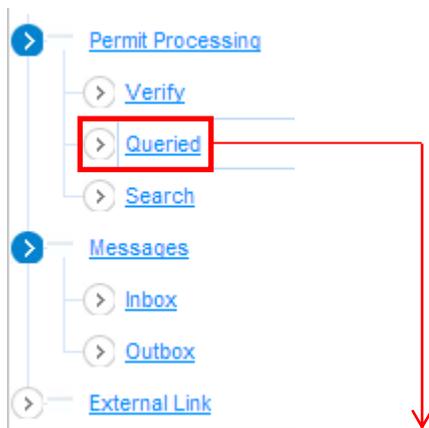
Message sent successfully

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**



Queried Application					
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.

Custom Department ▾

Queried Application

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

«« « » »»

Close

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

Select	OGA Code ▾	Permit App Ref ▾	Subject ▾	Date ▾	Status ▾	Sender/Role ▾
<input type="checkbox"/>	RCE	PTN-042015-004623	wrong item description	27/06/2015	SEEN	129/TRADER

«« « » »»

Delete Record

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	
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

[Application Settings](#)
[Query](#)
[View Docs](#)
[Close](#)

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

New Permit Settings

Approval Type:

Permit Usage Mode: Single Use
Single Use
Multiple Use

Require Endorsement/Inspection

Issue Date: 20/06/2014

Expiry Date: << < June, 2014 > >> x

Remark:

- select option--
- Endorsement
- Inspection

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**.

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 **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.

1. Select any of the application to be verified

Inbox

Custom Department

Inbox New(1),Processing(0)

Open	OGA App Ref	Permit Type	App Ref	Date Submitted	Status	Sub Code	Company	Previous Proceed By
<input checked="" type="radio"/>	RCE-062015-001057	IMPORT	PTN-062015-004822	30/06/2015	SUBMITTED	0001/Halal	Display	N/A
<input checked="" type="radio"/>	RCE-042015-000975	IMPORT	PTN-042015-004565	15/04/2015	Verifying In Process	0001/Halal	Display	N/A

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

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](#)

Action

--select an action--
Rejected
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.

Items in Application

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

« « » »

Finalize Processing [Display History](#)

[Print Application Here](#)

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

Action

Remark

Forward
Keep in View
Not Supported
Queried
Rejected

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

Action

Remark

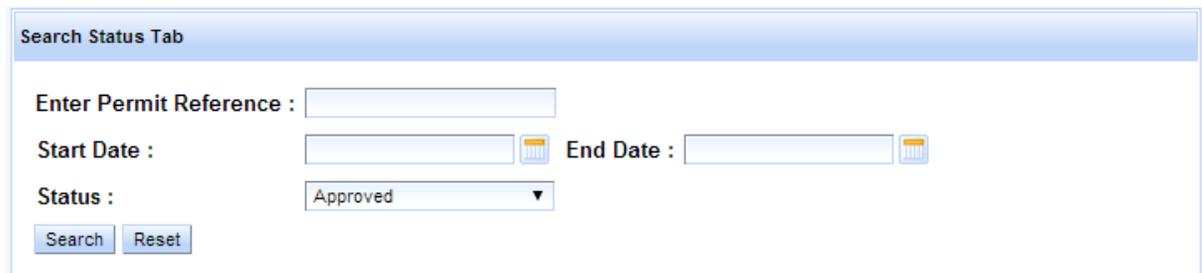
Search Permit

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.

A screenshot of a web form titled 'Search Status Tab'. The form contains the following fields and controls:

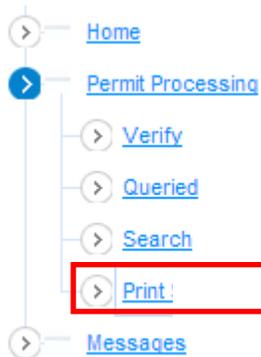
- 'Enter Permit Reference :' followed by a text input field.
- 'Start Date :' followed by a date picker icon and an input field.
- 'End Date :' followed by a date picker icon and an input field.
- 'Status :' followed by a dropdown menu with 'Approved' selected.
- At the bottom, there are two buttons: 'Search' and 'Reset'.

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**.

Print Application

Enter Permit Reference :

Start Date :  **End Date :** 

Status : ▼

Please refer to [Permit Application > Create Permit > Print](#) to view the steps.

CHAPTER 7

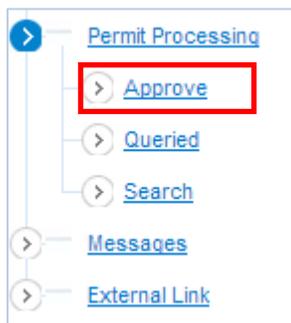
Permit Approval

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.

Inbox

Custom Department ▾

Inbox New(0),Processing(0)

Open	OGA App Ref ↕	Permit Type ↕	App Ref ↕	Date Submitted ↕	Status ↕	Sub Code ↕	Company	Previous Proceed By
<input type="radio"/>	RCE-072015-001061	IMPORT	PTN-072015-004834	02/07/2015	VERIFIED	0001/Halal	Display	rcedverfier

Agent Company Information

Company ID	726
Company Reg No	REG129
Company Name	Amalinalmran
Address 1	No. 19, Simpany 19,
Address 2	Kampung Alif

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

Inbox

Custom Department ▾

Inbox New(0),Processing(0)

Open	OGA App Ref ↕	Permit Type ↕	App Ref ↕	Date Submitted ↕	Status ↕	Sub Code ↕	Company	Previous Proceed By
<input type="radio"/>	RCE-072015-001061	IMPORT	PTN-072015-004834	02/07/2015	VERIFIED	0001/Halal	Display	rcedverifier

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

[Print Application Here](#)

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.

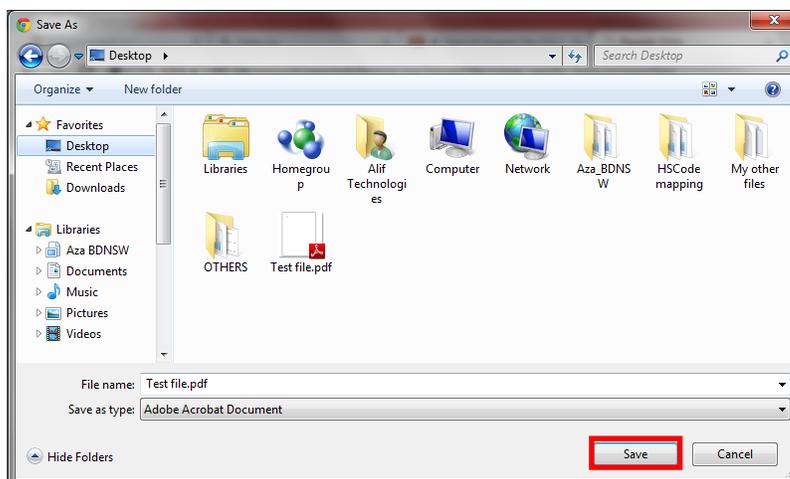
1. To view supporting documents, click **View Docs** link

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

File Name	Description
index.jpg	index

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



- 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.

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

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.

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

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

Approver Permit Setting	
Approval Type:	IP
Permit Usage Mode:	SINGLE
Require:	NO
Expiry Date:	30/07/2015
Remarks:	
<input type="button" value="Edit"/> <input type="button" value="Close"/>	

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

Endorsement	▼
--select option--	
Endorsement	
Inspection	

New Permit Settings

Approval Type

Permit Usage Mode

Require Endorsement/Inspection

Issue Date 20/06/2014

Expiry Date

Remark

Single Use ▼

- Single Use
- Multiple Use

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

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**.

Items in Application							
Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Import Permit No
2523101000	BINA- 2523101000	33.0	KGM	Done	display	<div style="border: 1px solid red; padding: 2px;"> --select an action-- --select an action-- Approved Rejected </div>	AIT-052014-000002

[Finalize Processing](#) [Display History](#)
[Print Application Here](#)

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.

Items in Application

Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Import Permit No
2523101000	BINA- 2523101000	33.0	KGM	Done	display	Approved ▼	AIT-052014-000002

«« « » »»

Finalize Processing Display History

[Print Application Here](#)

Hscode	Action	Remark
2523101000	VERIFIED	2,Verified

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.

The screenshot shows a table titled "Items in Application" with the following data:

Hscode	Product Name	Qty	UoM	Approval Setting's	Details	Action	Import Permit No
2523101000	BINA- 2523101000	33.0	KGM	Not Done	display	Approved ▼	AIT-052014-000002

Below the table, there are navigation buttons (back, forward, etc.) and two buttons: "Finalize Processing" (highlighted with a red box) and "Display History". A link "Print Application Here" is also present.

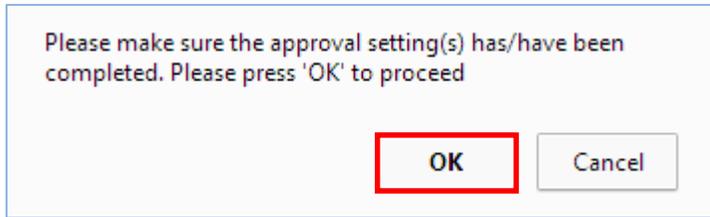
Select the **Action** for this permit. To approve, choose **Issue Approval**.

The screenshot shows a dialog box with an "Action" dropdown menu. The dropdown is open, showing the following options: "--choose an action--", "--choose an action--", "Issue Approval", "Keep in View", "Not Supported", "Queried", and "Rejected". The "Issue Approval" option is highlighted. Below the dropdown is a "Remark" text area. At the bottom, there are "OK" and "Close" buttons.

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

The screenshot shows the same dialog box as above, but now the "Action" dropdown is set to "Issue Approval" and the "Remark" text area contains the text "Permit is approved.". The "OK" button is highlighted with a red box.

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



11. Permit issuing status will be shown

Permit Issued

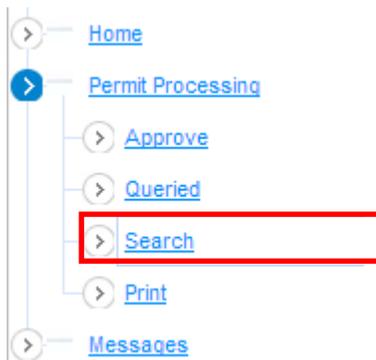
New Permit Issued									
Permit No	Approval No	Permit Type	HS Code	Permit Qty	Type	Usage Type	Issued Date	Expiry Date	Endorse/Inspect
PTN-052014-001687	IP-062014-000760	IMPORT	2523101000	33.0	IP	SINGLE	21/08/2014	30/08/2014	Endorsement

@ 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.

Search Status Tab

Enter Permit Reference :

Start Date :  End Date : 

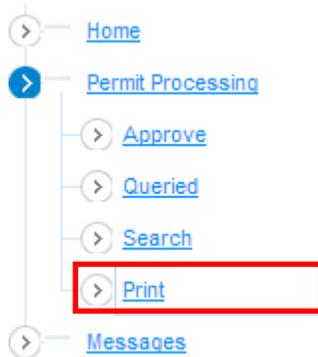
Status : ▼

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**.

Print Application

Enter Permit Reference :

Start Date :  **End Date :** 

Status : ▼

Please refer to [Permit Application > Create Permit > Print](#) to view the steps.