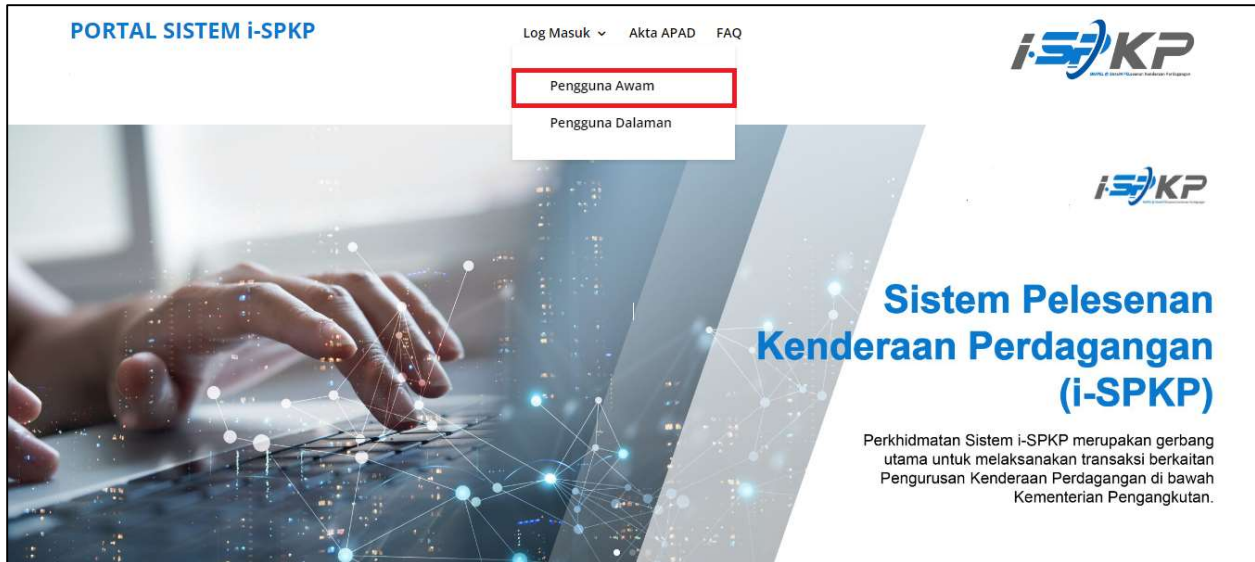


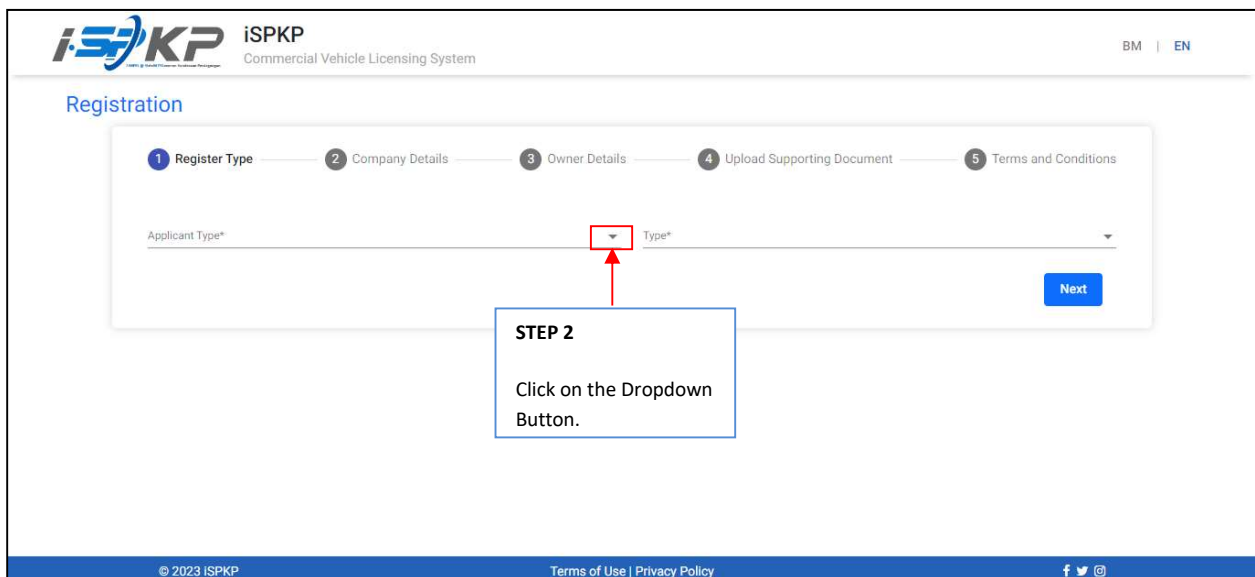


iSPKP QUICK GUIDE PROFILE (ENG)

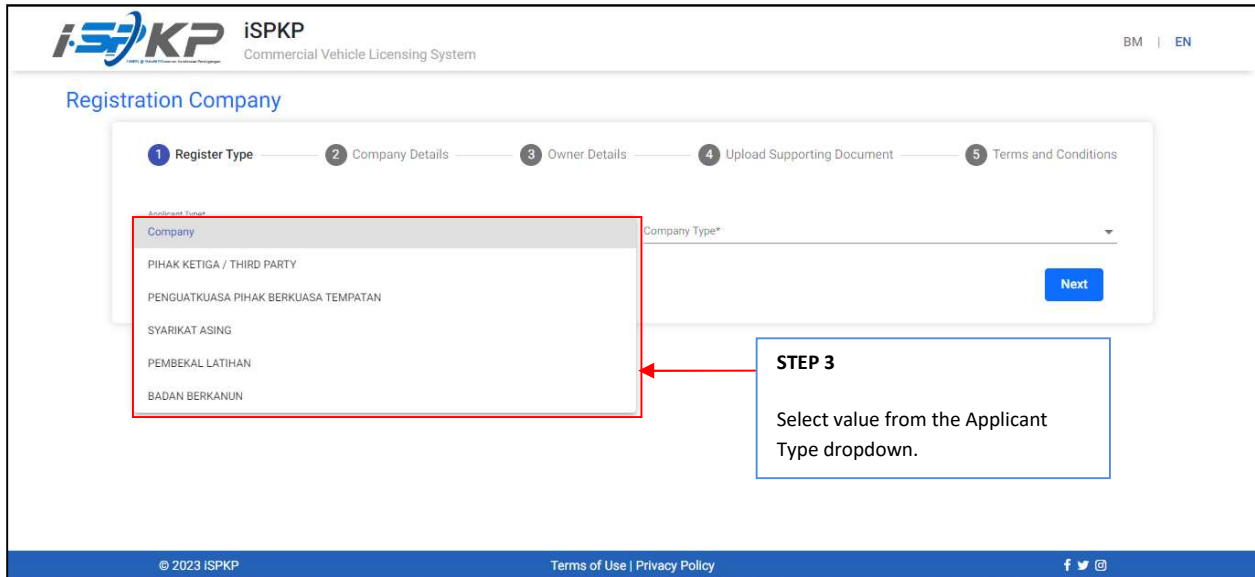
Module	Profile Management
Application Type	Profile Registration
Objective	Applicant should be able to register company profile. (Sdn. Bhd./Berhad)
Expected Result	Applicants should be able to login to the iSPKP system with credentials generated by the system.
URL	http://ispkp.apad.gov.my/apad/#/ http://ispkp.lpkpsabah.gov.my/sabah/#/ http://ispkp.lpkpsarawak.gov.my/sarawak/#/



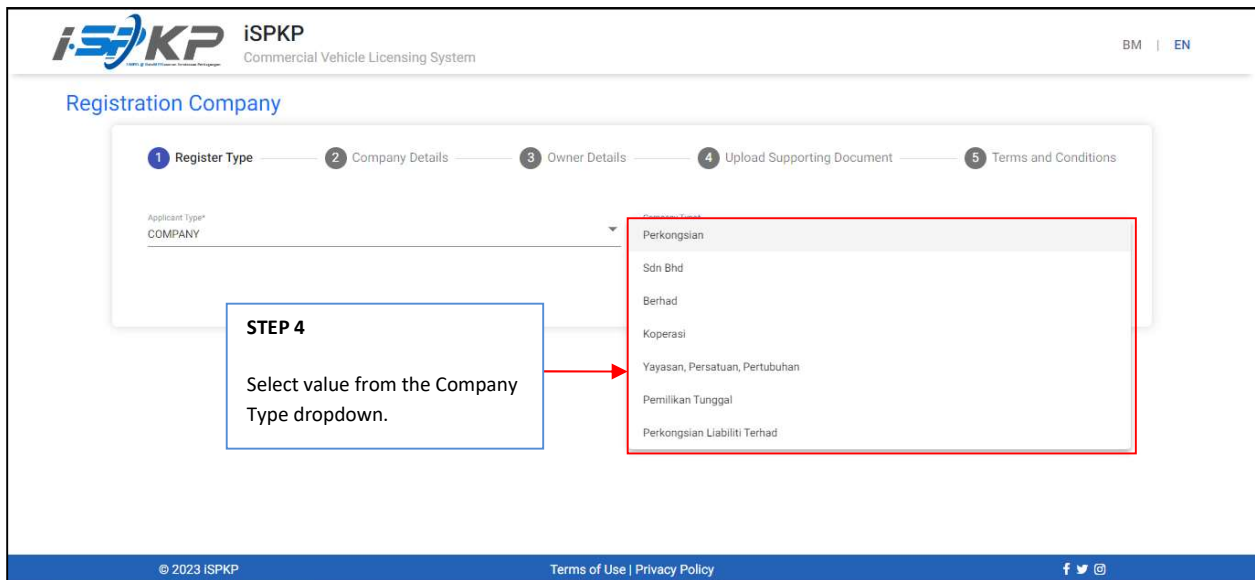
STEP 1 : On the main page of the iSPKP website, please press “**Log Masuk**” button and select “**Pengguna Awam**” to be directed to the Profile Registration screen. Next, press **New Registration** to continue with the registration process.



STEP 2 : Click on the dropdown button to select the values of the dropdown.

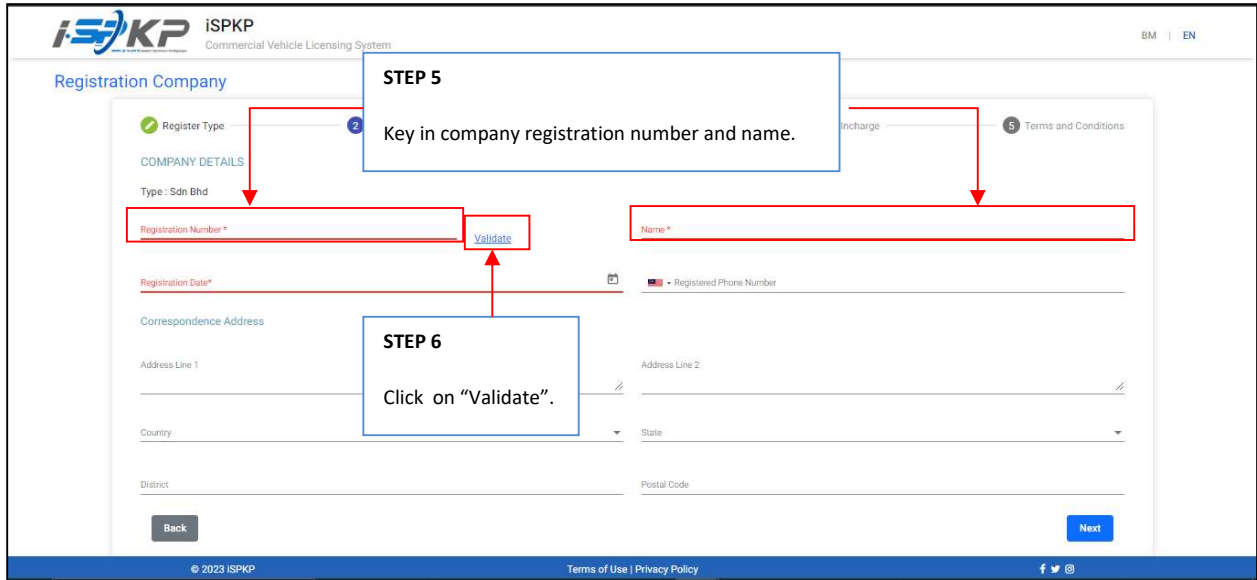


- STEP 3** : Click on the Dropdown Button and select the applicant type. As follows are the values in the dropdown:
- Value 1: Company (Chosen)
 - Value 2: PIHAK KETIGA / THIRD PARTY
 - Value 3: PENGUATKUASA PIHAK BERKUASA TEMPATAN
 - Value 4: SYARIKAT ASING
 - Value 5: PEMBEKAL LATIHAN
 - Value 6: BADAN BERKANUN

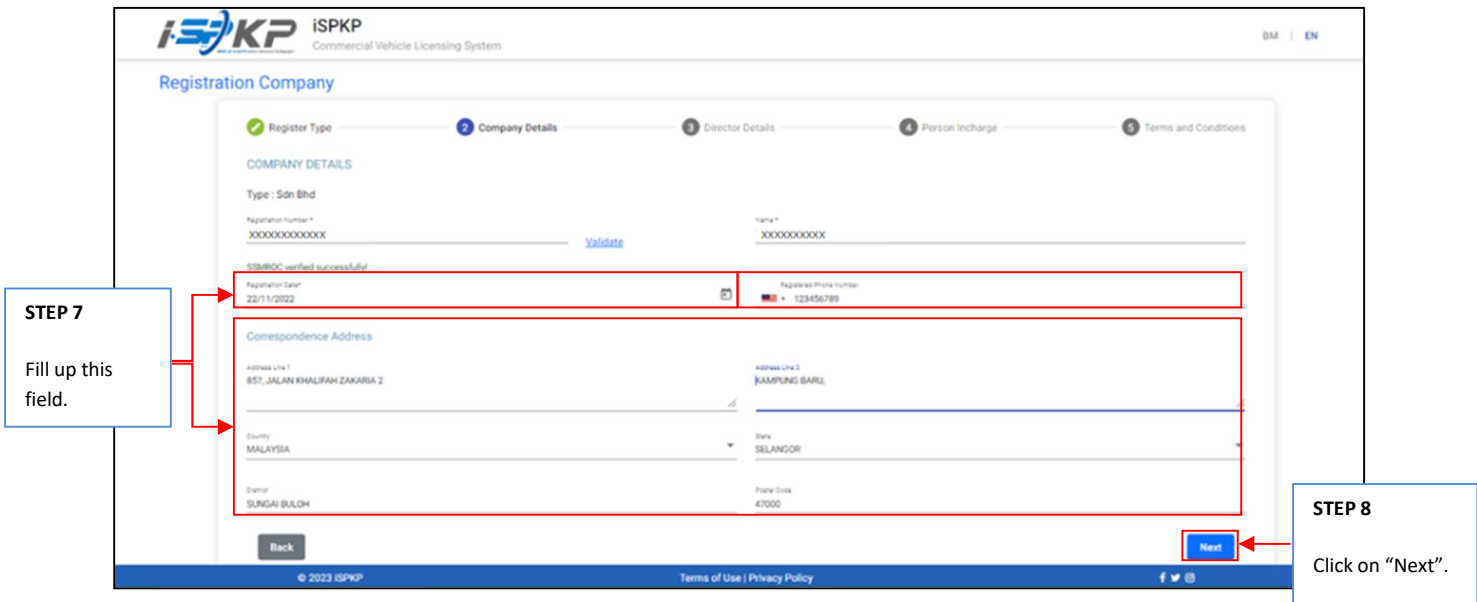


- STEP 4** : Click on the Dropdown Button and select the company type. As follows are the values in the dropdown:
- Value 1: Perkongsian
 - Value 2: Sdn. Bhd. (Chosen)
 - Value 3: Berhad
 - Value 4: Koperasi
 - Value 5: Yayasan, Persatuan, Pertubuhan
 - Value 6: Pemilikan Tunggal

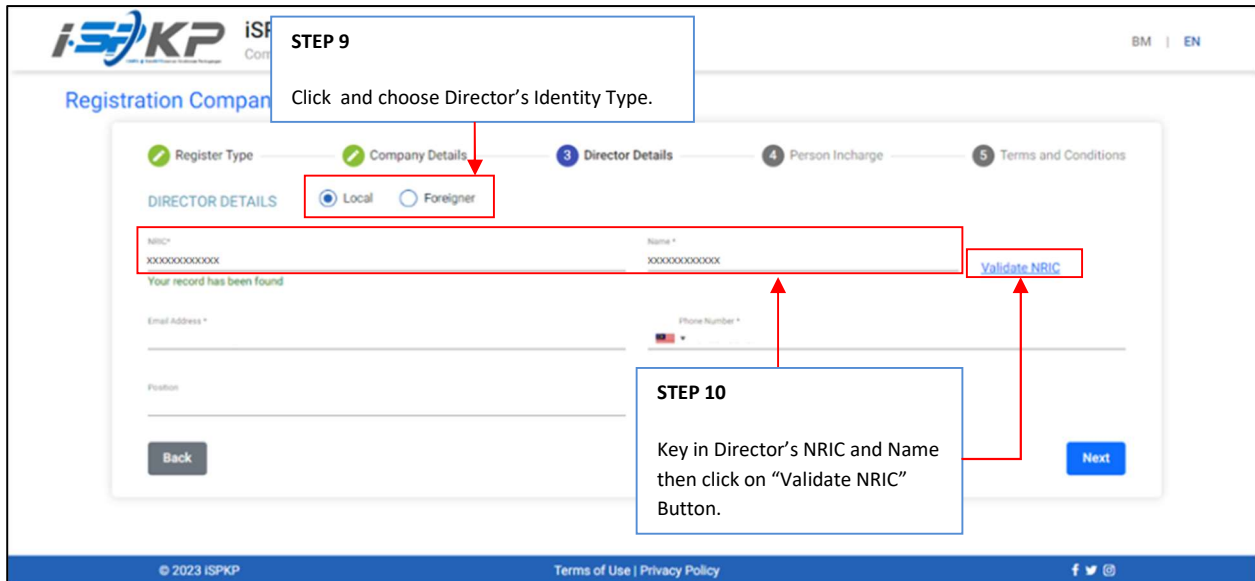
Value 7: Perkongsian Liabiliti Terhad



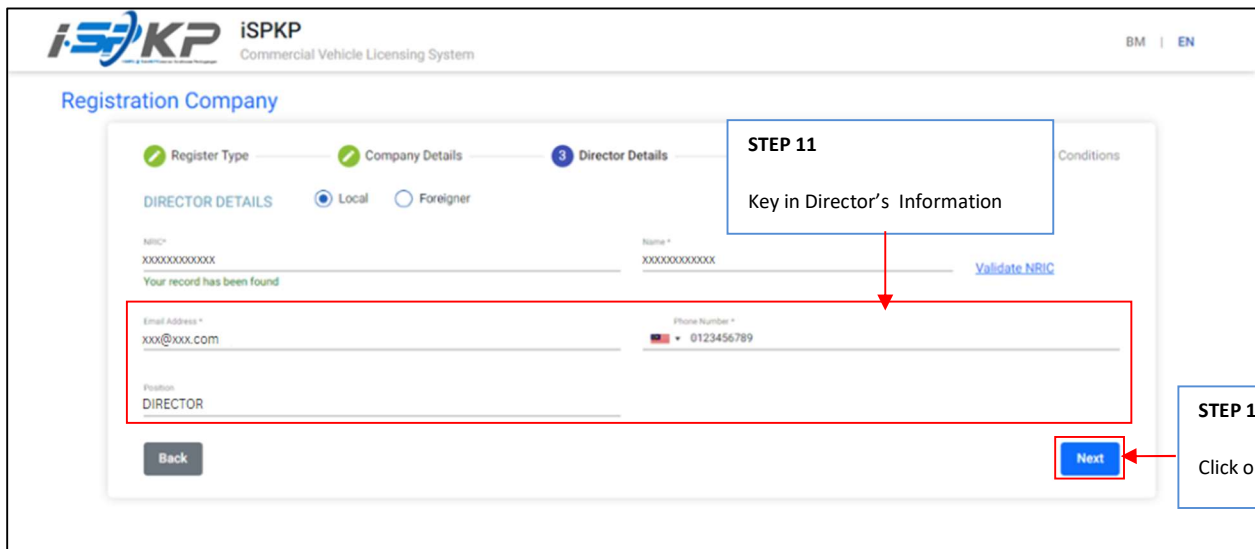
- STEP 5** : Key in the registration number and name before click on the validate button to proceed to the next field.
- STEP 6** : Click on validate button to proceed filling up other field.



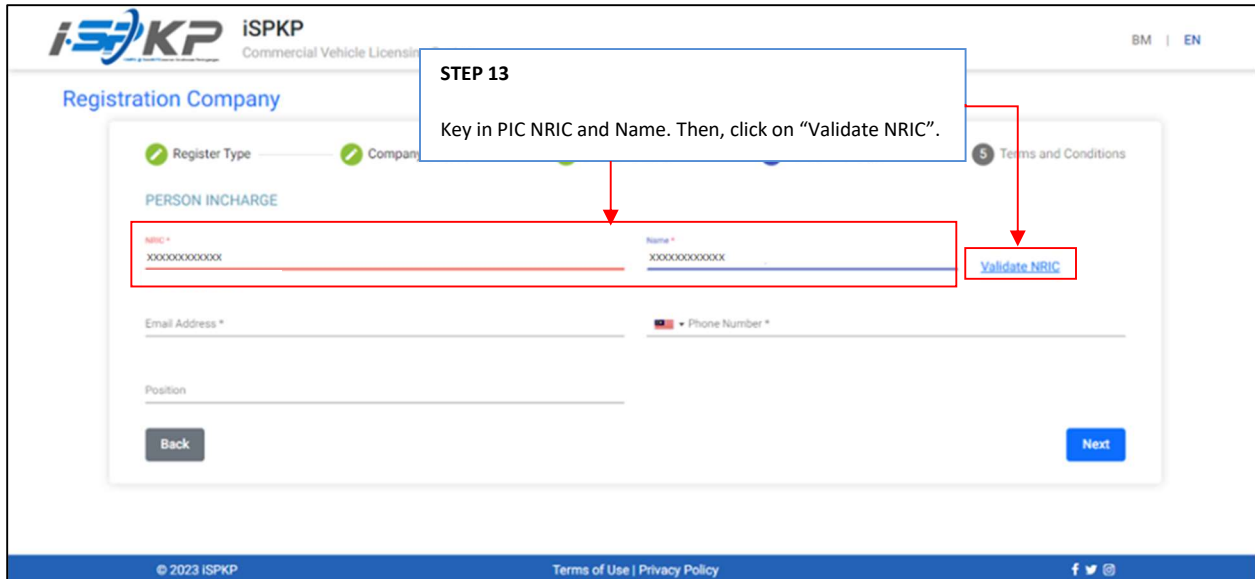
- STEP 7** : Continue in filing up other field before proceeding to the next screen such as:
 - Registration date
 - Phone number
 - Correspondence address
- STEP 8** : Click on "Next" to proceed to the next screen.



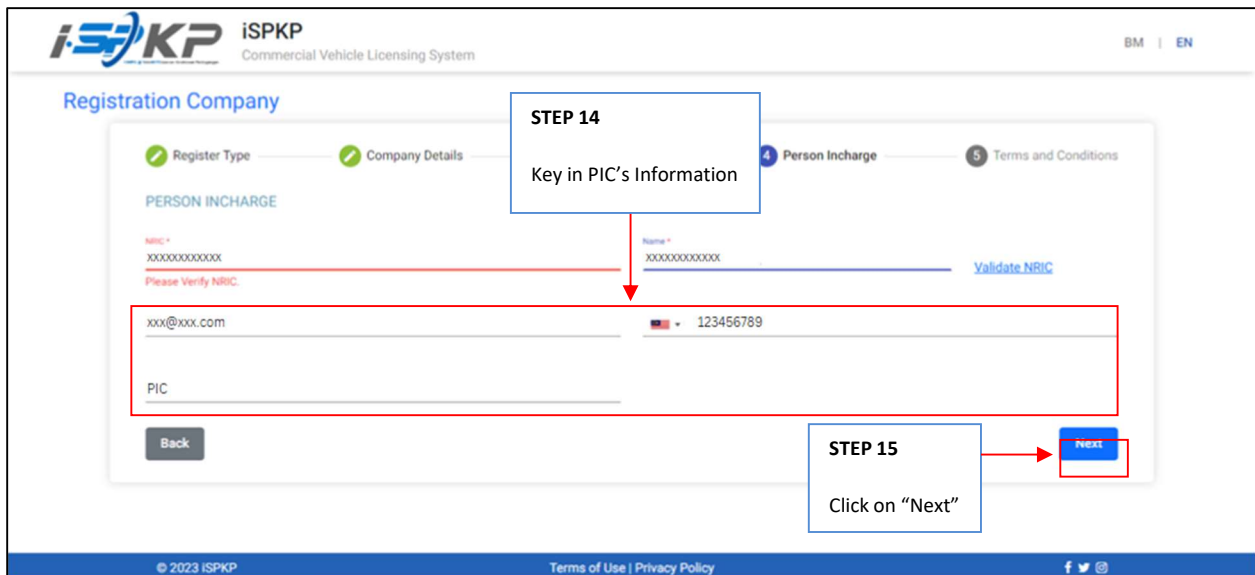
- STEP 9** : Click and choose Director's Identity Type:
 Item 1: Local
 Item 2: Foreigner
- STEP 10** : Fill up Director Details by key in Director's NRIC and Name before clicking the "Validate NRIC" Button.



- STEP 11** : Key in other information in the Director's detail field which are:
 - Email Address
 - Phone Number
 - Position
- STEP 12** : Click on "Next" to proceed to the next screen.

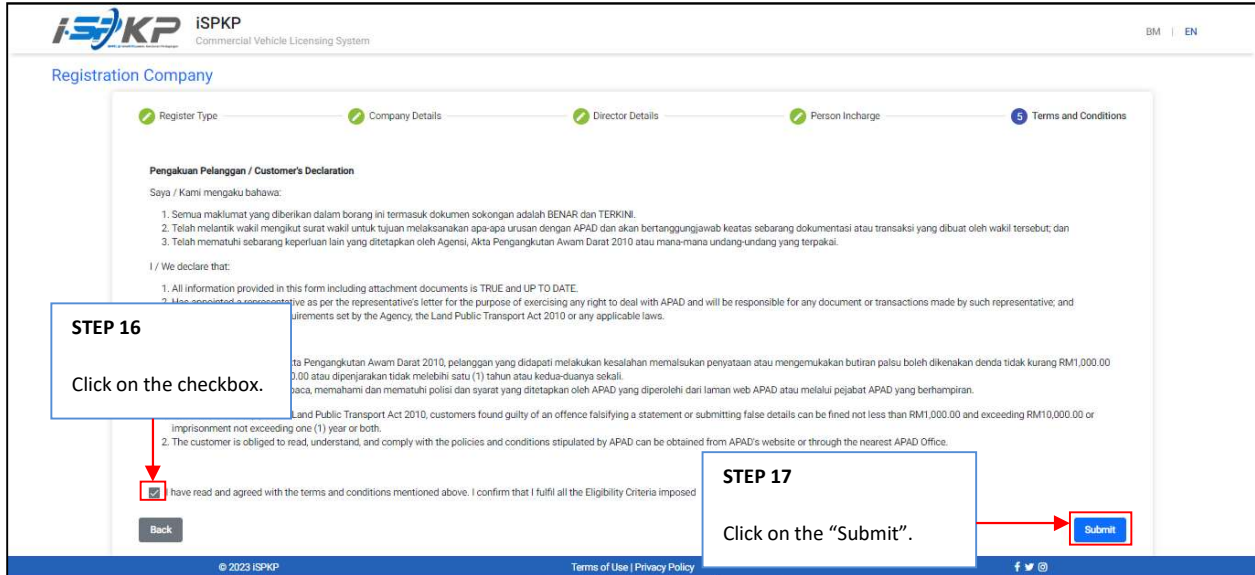


STEP 13 : Key in PIC NRIC and Name before click on “Validate NRIC”.

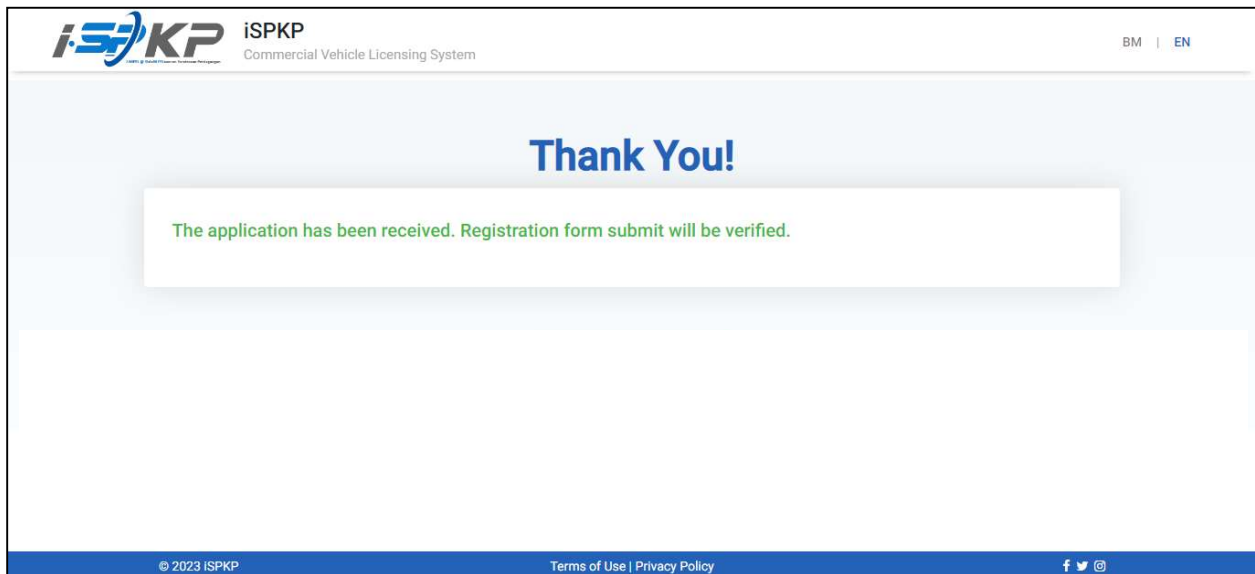


STEP 14 : Fill up other field which are:
 - Email Address
 - Phone Number
 - Position

STEP 15 : Click on “Next” to proceed to the next screen.



- STEP 16** : Click on the checkbox.
- STEP 17** : Click on “Submit” to submit the application.



- STEP 18** : After completing the registration, applicants need to wait for an email notification to verify their identity using the two methods that have been provided. First, face verification by using a smartphone through the **e-KYC** (Electronic-Know-Your-Customer) application. Applicants who wish to verify their identity through eKYC, an additional charge of RM 4.20 will be charged for each transaction. If there is a failure during the process, the applicant is allowed to re-verify 3 times in one transaction. The second method is to verify the user’s thumbprint at the nearest **APAD/ LPKP counter**. Upon completion of verification, the applicant will receive an email regarding the applicant's login information containing the **User ID** and **temporary password**. Next, the applicant is required to log in to the iSPKP system and change a new password for security purposes.

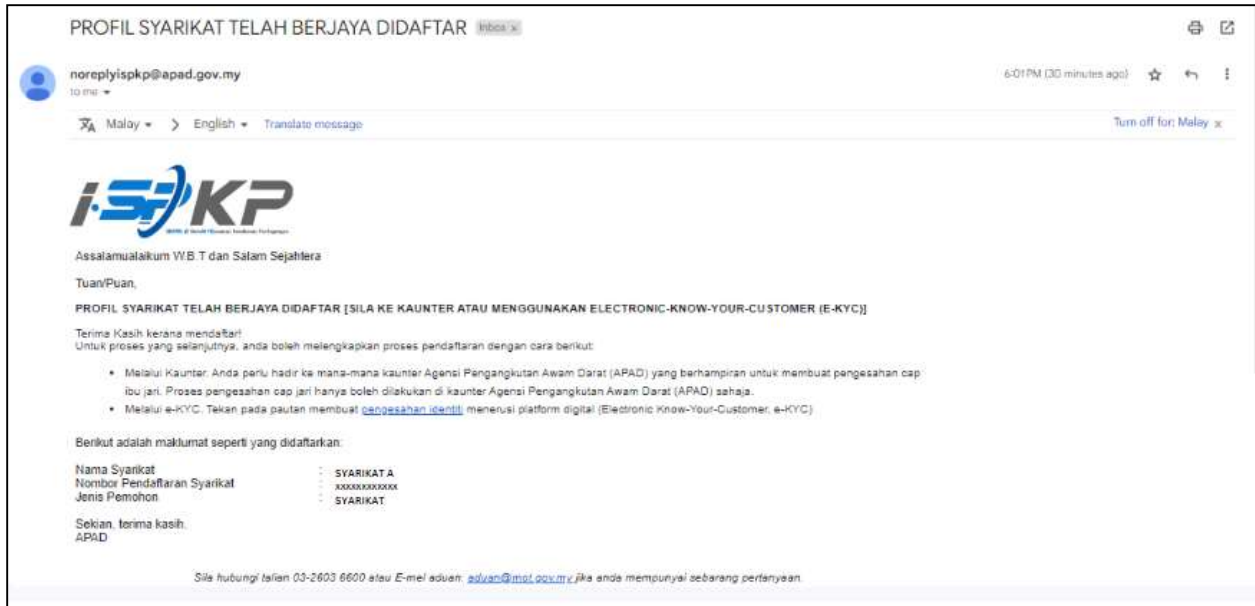


FIGURE 1: Notification email of successfully registered and need to verify identity.

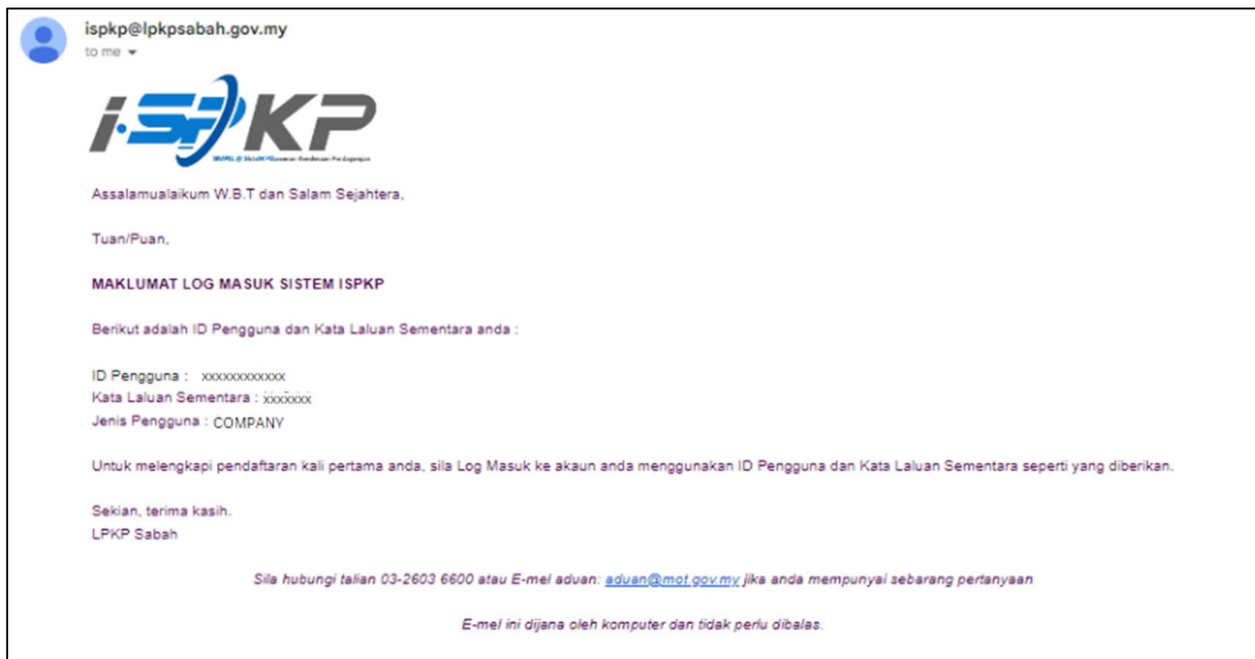
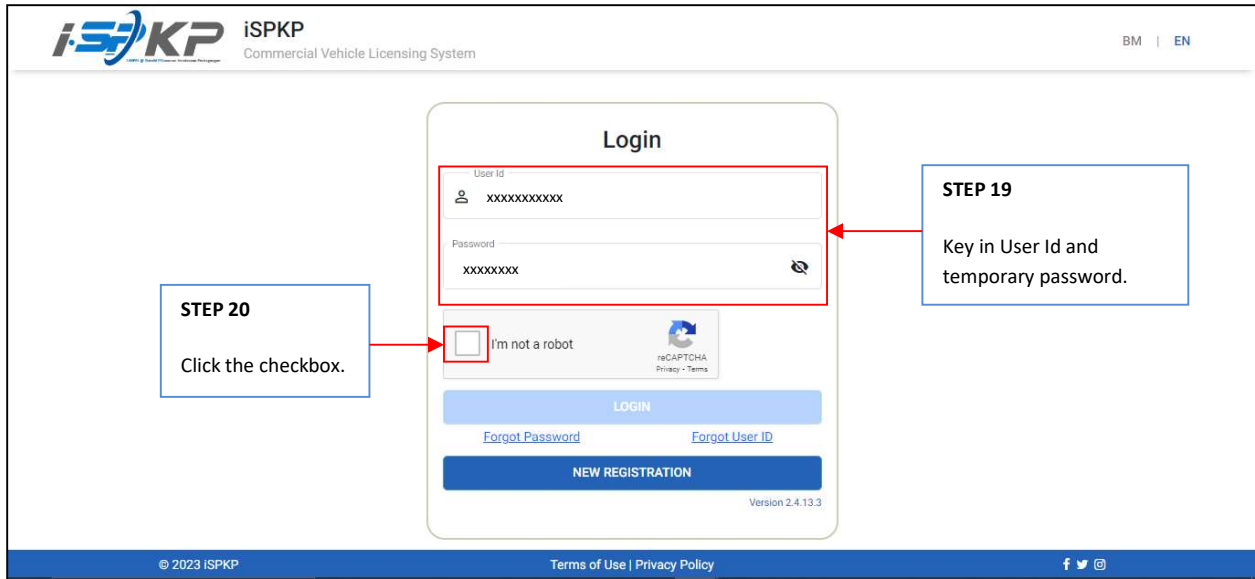
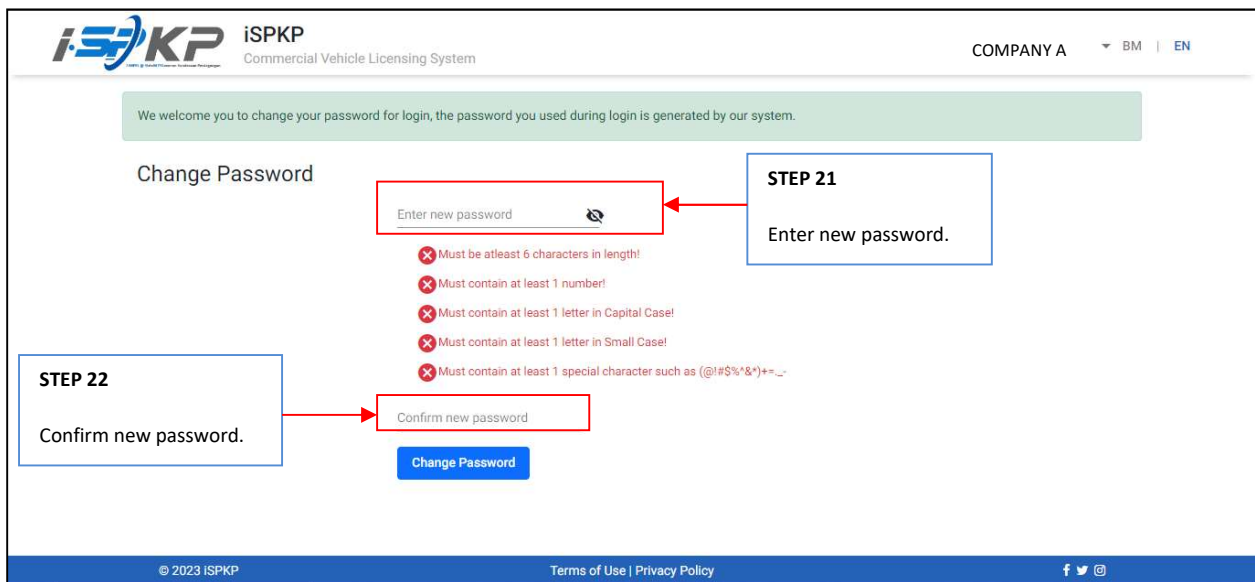


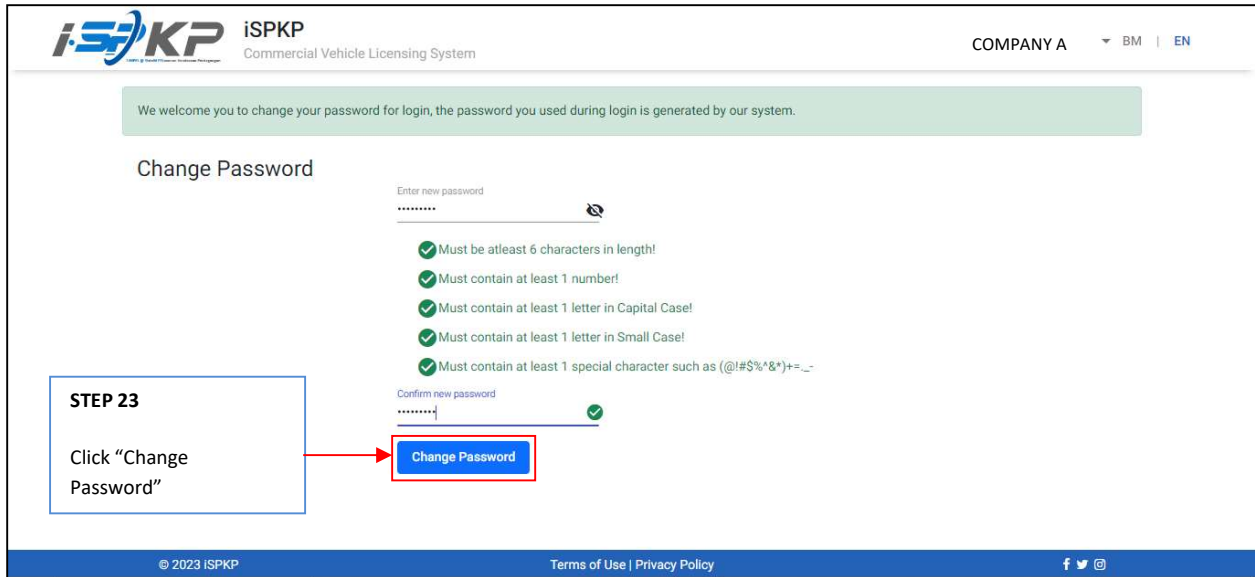
FIGURE 2: Notification email of Log in Credentials after verification is done.



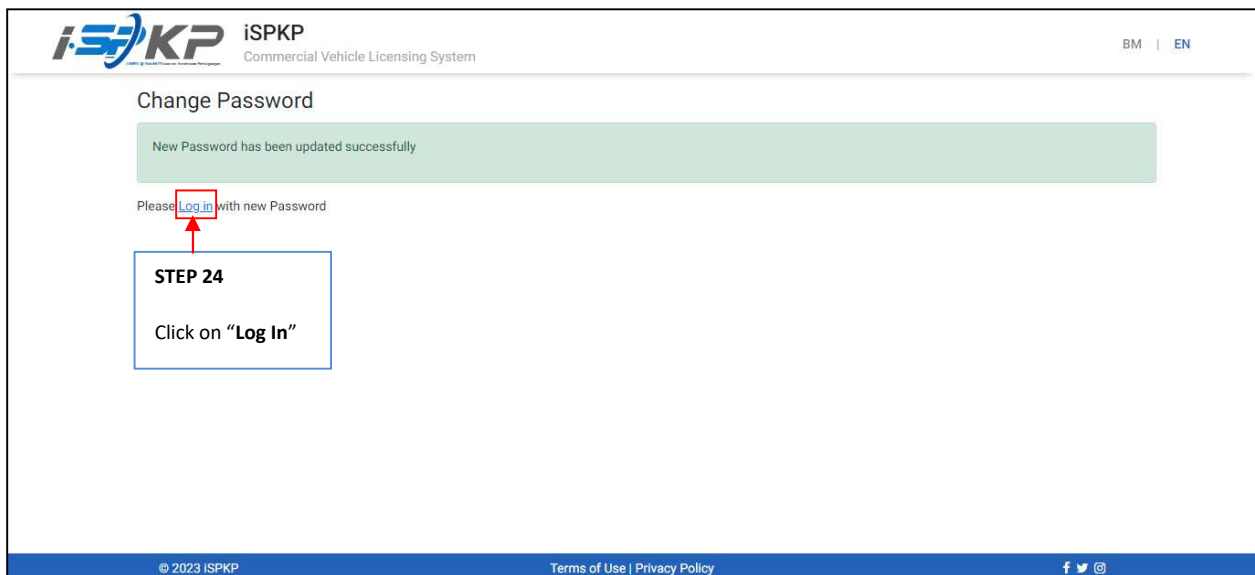
- STEP 19** : Key in User Id and temporary password that was generated by the iSPKP system.
STEP 20 : Click the Captcha checkbox to proceed login.



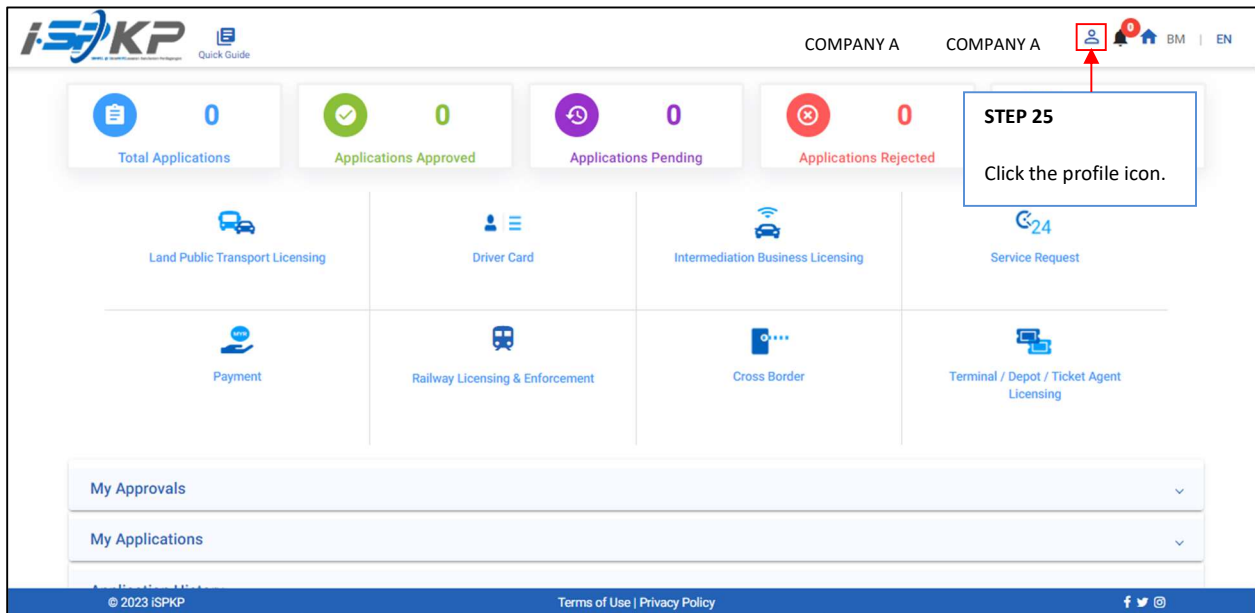
- STEP 21** : Enter new password to replace the temporary password generated by the system.
STEP 22 : Re-enter the new password to confirm.



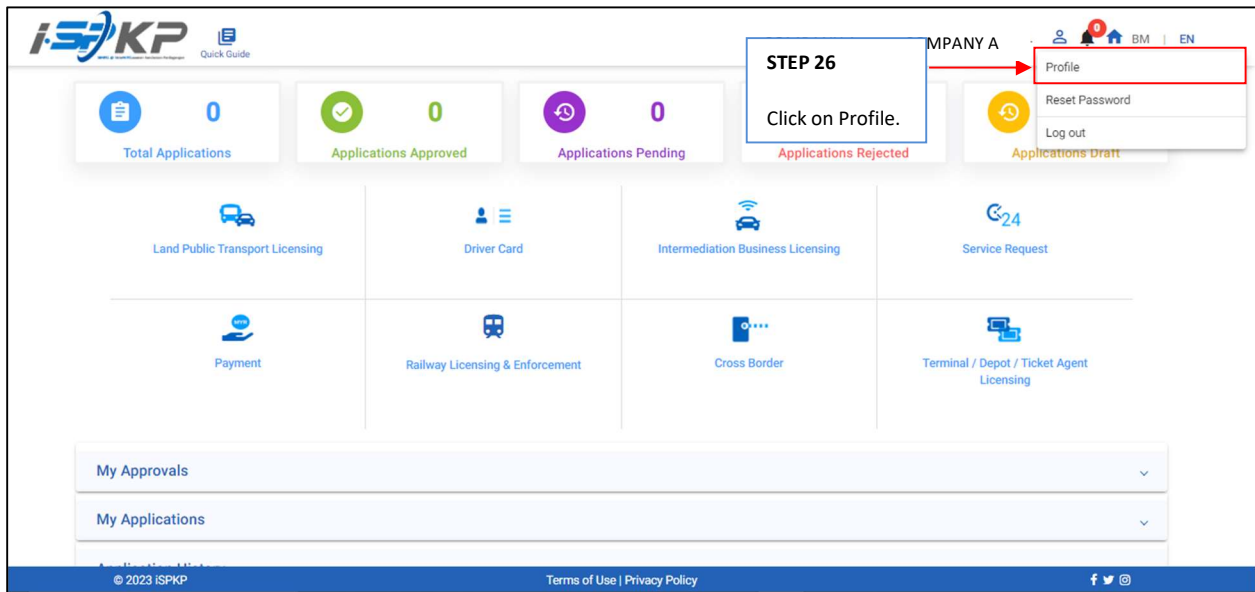
STEP 23 : Click on “Change Password” to continue the process.



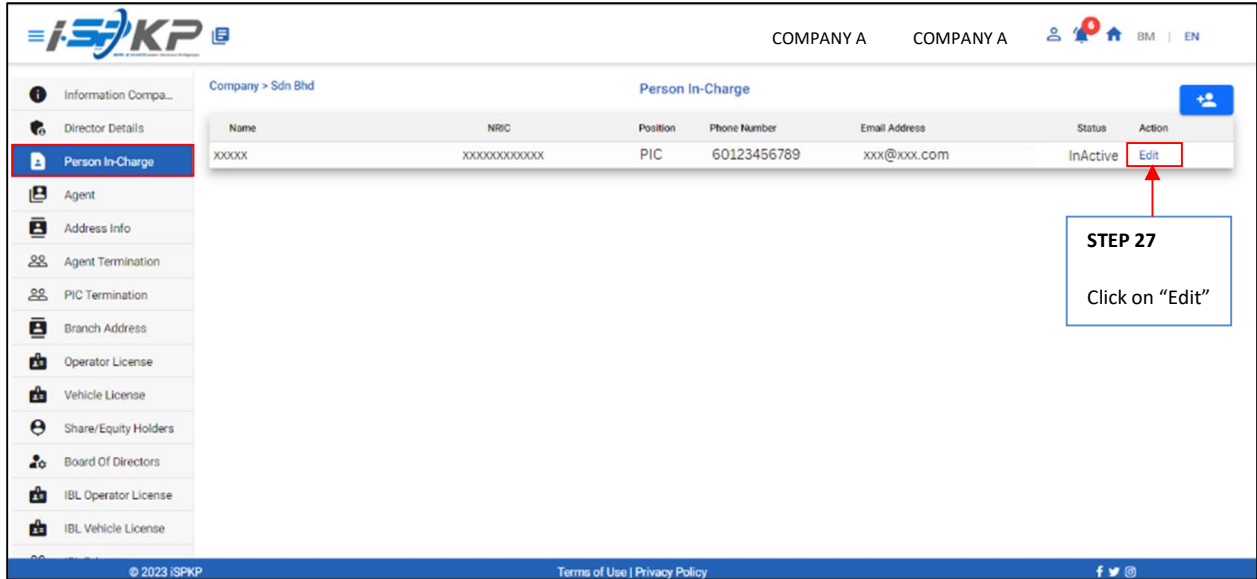
STEP 24 : Click the "Log in" link to be directed to the main page and log in with your new user ID and password.



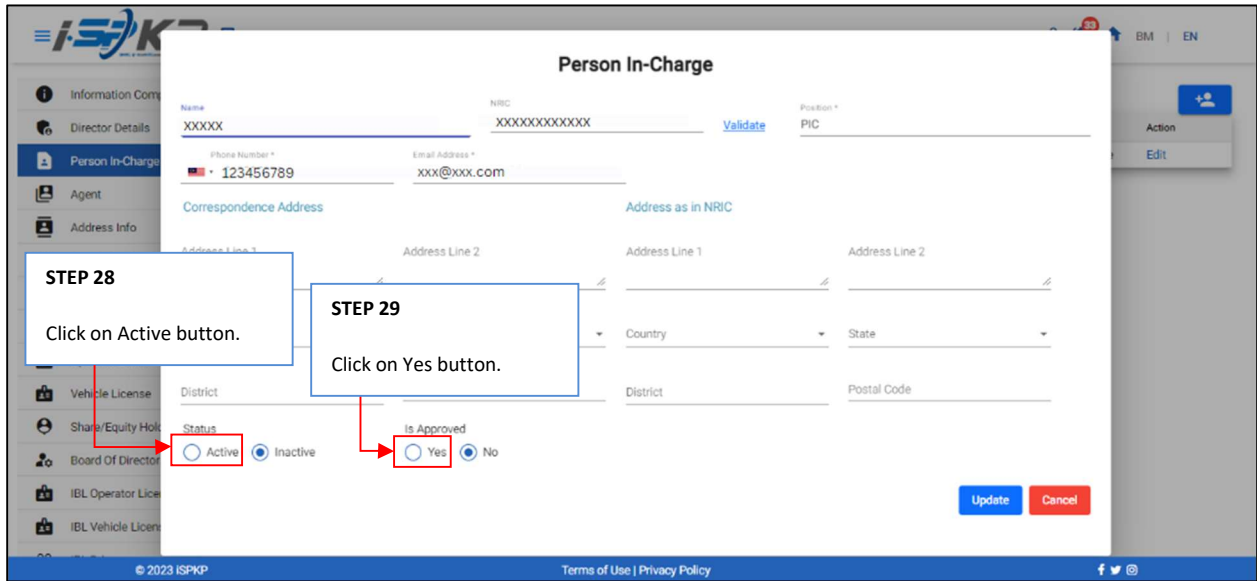
STEP 25 : On the landing page, click on the profile icon.



STEP 26 : Click on Profile to be directed to the profile screen.

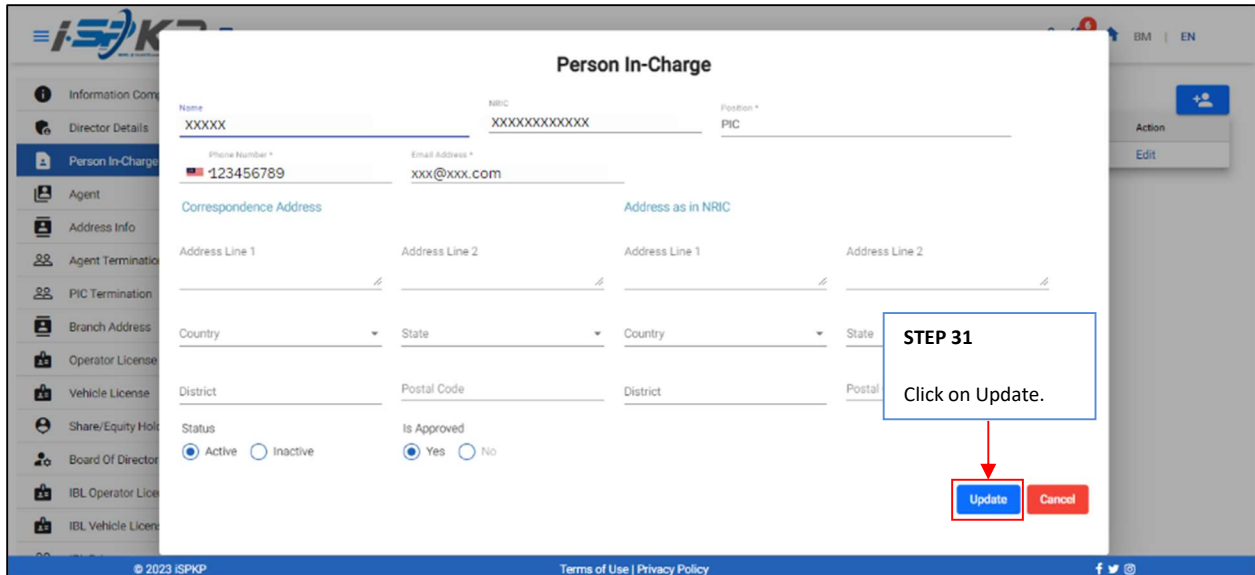


STEP 27 : Click "Edit" to edit PIC information.

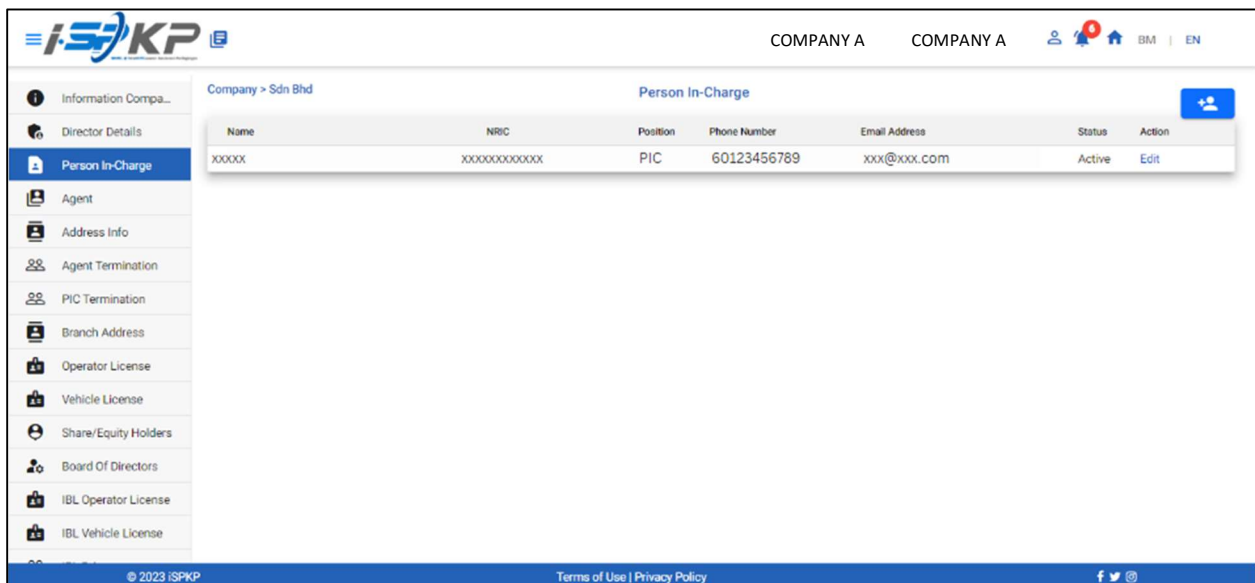


STEP 28 : Click on "Active" to activate PIC.

STEP 29 : Click on "Yes" for approval.



STEP 30 : Click on update to activate PIC



LANGKAH 31 : After completing the registration, applicants need to wait for an email notification to verify their identity using the two methods that have been provided. First, face verification by using a smartphone through the **e-KYC** (Electronic-Know-Your-Customer) application. Applicants who wish to verify their identity through eKYC, an additional charge of RM 4.20 will be charged for each transaction. If there is a failure during the process, the applicant is allowed to re-verify 3 times in one transaction. The second method is to verify the user's thumbprint at the nearest **APAD/LPKP counter**. Upon completion of verification, the applicant will receive an email regarding the applicant's login information containing the **User ID** and **temporary password**. Next, the applicant is required to log in to the iSPKP system and change to a new password for security purposes. After successful verification, the status on the PIC screen will change to Active as shown above.