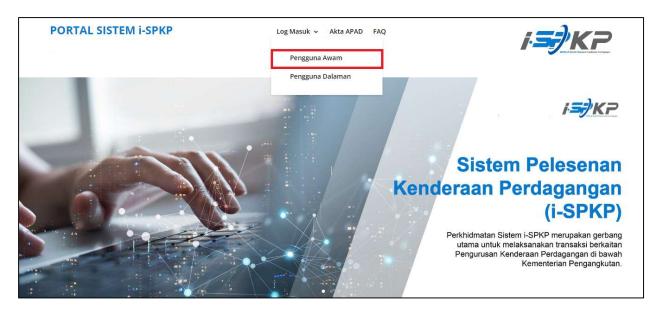


Module	Profile Management
Application Type	Profile Registration
Objective	Applicant should be able to register company profile. (Sdn. Bhd./Berhad)
Expected Result	Applicants should be able to login to the iSPKP system with credentials generated by the system.
URL	http://ispkp.apad.gov.my/apad/#/ http://ispkp.lpkpsabah.gov.my/sabah/#/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

1 Register Type	2 Company Details	3 Owner Details	Upload Supporting Document	5 Terms and Conditions
Applicant Type*		▼ Туре*		•
		Î		Next
		STEP 2		
		Click on the Dropd Button.	own	

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

egistration Company					
1 Register Type	2 Company Details	3 Owner Details	Upload Supporting Docum	nent 5 Terms and Conditions	
Andreast Turat Company		Co	impany Type*	•	
PIHAK KETIGA / THIRD PARTY PENGUATKUASA PIHAK BERKUAS	A TEMPATAN			Next	
SYARIKAT ASING			STEP 3		
BADAN BERKANUN				- form the Applicant	
			Type dropc	e from the Applicant Jown.	

 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

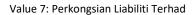
 Value 5: PEMBEKAL LATIHAN

 Value 6: BADAN BERKANUN

egister Type 2 Company Details	Owner Details 4 Upload Supporting Document 5	Terms and Conditions
ype* VY	Perkongsian	
STEP 4	Sdn Bhd Berhad	
Select value from the Compar Type dropdown.	Yayasan, Persatuan, Pertubuhan	
	STEP 4 Select value from the Compa	VY Perkongsian Sdn Bhd Berhad Koperasi Yayasan, Persatuan, Pertubuhan Yernilikan Tunggal

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

Quick Guide of Commercial Vehicle Licensing System (iSPKP) Profile Registration- Sdn. Bhd. (Version 1.0)



Registration Company	STEP 5			
COMPANY DETAILS	Key in company registrati	on number and name.	Incharge	Terms and Conditions
Type : Sdn Bhd Registration Number *	Validate	Name *		¥
Registration Date* Correspondence Address		Registered Phone Number		
Address Line 1	STEP 6 Click on "Validate".	Address Line 2		<i>h</i>
Country		✓ State		
		Postal Code		

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.

Il up this Correspondence Address		Registrat	tion Company						
TEP 7 Ill up this eld.			COMPANY DETAILS Type : Sdn Bhd	2 Company Details	Director		Person incharge	Terms and Conditions	
ill up this ield. ************************************	TEP 7	┐┌╸	SSMROC verified successfully! Reparation base	Validz		Applied Prote Number			
MAUSA SELNOR			Address Une 1		Å				
					*				
									STEP 8

**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			BM   EN
Registration Compan	Click and choose Direct	tor's Identity Type.		
Register Type     DIRECTOR DETAILS	Company Details	3 Director Details	Person Incharge	5 Terms and Conditions
NIIC* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	d	Name * 30000000	00000	Validate NRIC
Email Address *			ne Number *	
Postor		STE	P 10	
Back			in Director's NRIC and Name n click on "Validate NRIC" on.	e Next
© 2023 ISPKP		Terms of Use   Privacy P	olicy	f 🛩 @

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.
••••	•	

> Nome * Nome * Yourdate NRIC	💋 Register Type	⊘ Company Details	3 Director Details	STEP 11		Conditions	
00000000X x x000000000X Validate NRIC	DIRECTOR DETAILS	Local     Foreigner		Key in Director's	Information		
r record has been found I Address * Prone Number *	NIIC* XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				V-Education	]	
	Your record has been found				Validate NRI	<u> </u>	
wxx.com • 0/23456/89	Email Address * xxx@xxxx.com		Phone Numbe 012345				
	DIRECTOR						STEP 1

 STEP 11
 :
 Key in other information in the Director's detail field which are:

 - Email Address
 - Phone Number

 - Position
 - Position

 STEP 12
 :
 Click on "Next" to proceed to the next screen.

		BM   EN
Registration Company	STEP 13	
🖉 Register Type 📃 💋 Company	Key in PIC NRIC and Name. Then, click on "Validate NRIC".	S Terms and Conditions
PERSON INCHARGE		
	Name * 2000000000000	Validate NRIC
Email Address *	Phone Number *	
Position		
Back		Next
© 2023 ISPKP	Terms of Use   Privacy Policy	f 🛩 🞯

**STEP 13** : Key in PIC NRIC and Name before click on "Validate NRIC".

Regis	tration Company	STEP 14		
	Register Type Ormpany Details PERSON INCHARGE	Key in PIC'	s Information	3 Person Incharge 5 Terms and Conditions
	MICC * X0000000000000		Name * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Validate NRIC
	Please Verify NRIC.		•	Yalldate INIte
	xxx@xxx.com		• 12345678	39
	PIC			
	Back			STEP 15
				Click on "Next"
	© 2023 ISPKP	Terms of Use	e   Privacy Policy	f 🛩 @

- Email Address
- Phone Number
- Position
STEP 15
: Click on "Next" to proceed to the next screen.

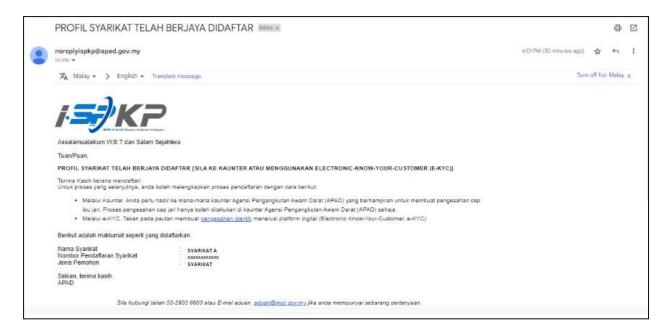
egistration Company				
💋 Register Type	💋 Company Details	💋 Director Details	🧭 Person Incharge	5 Terms and Conditions
Pengakuan Pelanggan / C	ustomer's Declaration			
Saya / Kami mengaku bah	awa:			
2. Telah melantik wakil	ng diberikan dalam borang ini termasuk dokumen sokong mengikut surat wakil untuk tujuan melaksanakan apa-apa rrang keperluan lain yang ditetapkan oleh Agensi, Akta Pe	a urusan dengan APAD dan akan bertanggungjawab		ibuat oleh wakil tersebut; dan
I / We declare that:				
	led in this form including attachment documents is TRUE			
STEP 16	anontative as per the representative's letter for the purpos uirements set by the Agency, the Land Public Tran		be responsible for any document or transactions ma	de by such representative; and
Click on the checkbox.	0.00 atau dipenjarakan tidak melebihi satu (1) tahu	un atau kedua-duanya sekali.	nyataan atau mengemukakan butiran palsu boleh dike an web APAD atau melalui pejabat APAD yang berhar	
	Land Public Transport Act 2010, customers found seeding one (1) year or both. led to read, understand, and comply with the policies and		itting false details can be fined not less than RM1,000 m APAD's website or through the nearest APAD Office	
•	with the terms and conditions mentioned above. Lonfin	m that I fulfil all the Eligibility Criteria imposed	STEP 17	
have read and agreed	with the terms and conditions mentioned above. I comm	CONTRACTOR AND A		

STEP 16 : Click on the checkbox.

**STEP 17** : Click on "Submit" to submit the application.

ISPKP	ng System	BM   EN
	Thank You!	
The application has been rece	ived. Registration form submit will be verified.	
© 2023 ISPKP	Terms of Use   Privacy Policy	f 🎔 🛛

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.





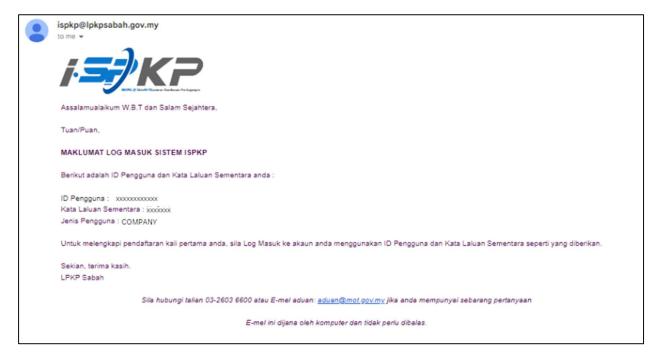


FIGURE 2: Notification email of Log in Credentials after verification is done.

ISPKP Commercial Vehicle Licensin	g System	BM   EN
STEP 20 Click the checkbox.	Login User Id A XXXXXXXXXX Password XXXXXXX C Immot a robot CCAPTCHA Primey-Tema LLOGIN	STEP 19 Key in User Id and temporary password.
	Forgot Password Forgot User ID NEW REGISTRATION Version 2.4.13.3	
© 2023 iSPKP	Terms of Use   Privacy Policy	f 🛩 G

**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.

ISPKP Commercial Vehicle	Licensing System		COMPANY A 👻 BM   EN
We welcome you to change your passwo	rd for login, the password you used during login is generated by or	ur system.	
Change Password	· · · · · · · · · · · · · · · · · · ·	STEP 21	
	Enter new password Must be atleast 6 characters in length! Must contain at least 1 number!	Enter new password.	
	Must contain at least 1 letter in Capital Case!		
STEP 22	Must contain at least 1 special character such as (@#\$%	^&*)+=	
Confirm new password.	Confirm new password		
© 2023 ISPKP	Terms of Use   Privacy Policy		f 🌶 🗹

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

ISPKP	cle Licensing System		COMPANY A 👻 BM	EN
We welcome you to change your pas	sword for login, the password yo	u used during login is generated by our system.		
Change Password	Enter new password	ଷ		
	Must be atleast	6 characters in length!		
	Must contain at	least 1 number! least 1 letter in Capital Case!		
	-	least 1 letter in Small Case!		
	Must contain at	least 1 special character such as (@!#\$%^&*)+=		
STEP 23	Confirm new password	0		
Click "Change Password"	Change Password			
© 2023 iSPKP		Terms of Use   Privacy Policy	f 🛩 @	

**STEP 23** : Click on "Change Password" to continue the process.

1.57	ISPKP Commercial Vehicle Licensing System		BM   EN
	Change Password		
	New Password has been updated successfully		
	Please Log in with new Password STEP 24 Click on "Log In"		
	© 2023 ISPKP	Terms of Use   Privacy Policy f	

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

<i> </i> .5						COMPANY A	
	D Total Applications	Applic	O ations Approved	3 Applicatio	<b>O</b> ons Pending	Applications Rejected	STEP 25 Click the profile icon.
	Land Public Transport Lice	nsing	L E		Intermediatio	Con Business Licensing	C24 Service Request
	Payment		Railway Licensing &	Enforcement	Cr	oss Border	Terminal / Depot / Ticket Agent Licensing
	My Approvals				1		×
	My Applications						~
	© 2023 iSPKP			Terms of Use	Privacy Policy		f ¥ ©

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

Course Guide	O Applications Approved	(3) Applications Perce		Log out
Res Land Public Transport Lic	ensing Driver C		rtermediation Business Licensing	C24 Service Request
Payment	Railway Licensing I	& Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing
My Approvals My Applications	I			· · ·
© 2023 iSPKP		Terms of Use   Privacy	Policy	f 🛩 ©

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

Information Compa	Company > Sdn Bhd		Person In	-Charge		
Director Details	Name	NRIC	Position	Phone Number	Email Address	Status Action
Person In-Charge	XXXXX	XXX00000000XX	PIC	60123456789	xxx@xxx.com	InActive Edit
Agent						T
Address Info						STEP 27
Agent Termination						5121 27
B PIC Termination						Click on "Edit"
Branch Address						
Operator License						
Vehicle License						
Share/Equity Holders						
Board Of Directors						
Board Of Directors IBL Operator License						



: Click "Edit" to edit PIC information.

=1.57K	<b>-</b>					BM   EN
		Person	In-Charge			
	ame KXXXX	NRC XXXXXXXXXXXXXXX	Validate	Position * PIC		Action
Person In-Charge		al Address * tx@xxx.com				Edit
Agent C	Correspondence Address		Address as in NRIC			
_	Address Line 7	ess Line 2	Address Line 1	Address	Line 2	
STEP 28 Click on Active b			Country	./. ↓ State	<i>ii</i>	
	Click on Yes		District	Postal C	Code	
		Yes 💿 No				
IBL Operator Lice					Update Cancel	
IBL Vehicle Licen:						
© 2023 iSi	PKP	Terms of Us	e   Privacy Policy		f	90

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

**STEP 29** : Click on "Yes" for approval.

=	: <i>5)</i> K									🙆 🕇 BM   EN
					Persor	n In-Charge				
0	Information Comp			N	NC .					
6	Director Details	XXXXXX			xxxxxxxxxx		Vesition *			Action
B	Person In-Charge	Phone Number * 123456789		Email Address * XXX@XXX.COM	1					Edit
Ľ	Agent	Correspondence Address				Address as in NRI	0			
ē	Address Info	correspondence Address				Address as in NRM	0			
22	Agent Termination	Address Line 1		Address Line 2		Address Line 1		Addres	is Line 2	
88	PIC Termination		- 11		11			11	h	
8	Branch Address	Country	*	State	*	Country		▼ State	STEP 31	
<b>d</b>	Operator License									
ŵ	Vehicle License	District		Postal Code		District		Postal	Click on Update.	
θ	Share/Equity Hold	Status		Is Approved						
20	Board Of Director	Active     Inactive		• Yes O No					<b>↓</b>	
<b>d</b>	IBL Operator Lice								Update Cancel	
d	IBL Vehicle Licen:									
	© 2023	3 ispkp			Terms of U	Jse   Privacy Policy				f <b>⊻</b> ⊚

STEP 30 : Click on update to activate PIC

Information Compa	Company > Sdn Bhd		Person I	n-Charge			*
Director Details	Name	NRIC	Position	Phone Number	Email Address	Status	Action
Person In-Charge	XXXXX	XXX00000000XX	PIC	60123456789	xxx@xxx.com	Active	Edit
Agent							
Address Info							
Agent Termination							
PIC Termination							
Branch Address							
Branch Address							
Branch Address Operator License							
Branch Address Operator License Vehicle License							
Branch Address     Operator License     Vehicle License     Share/Equity Holders							

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.