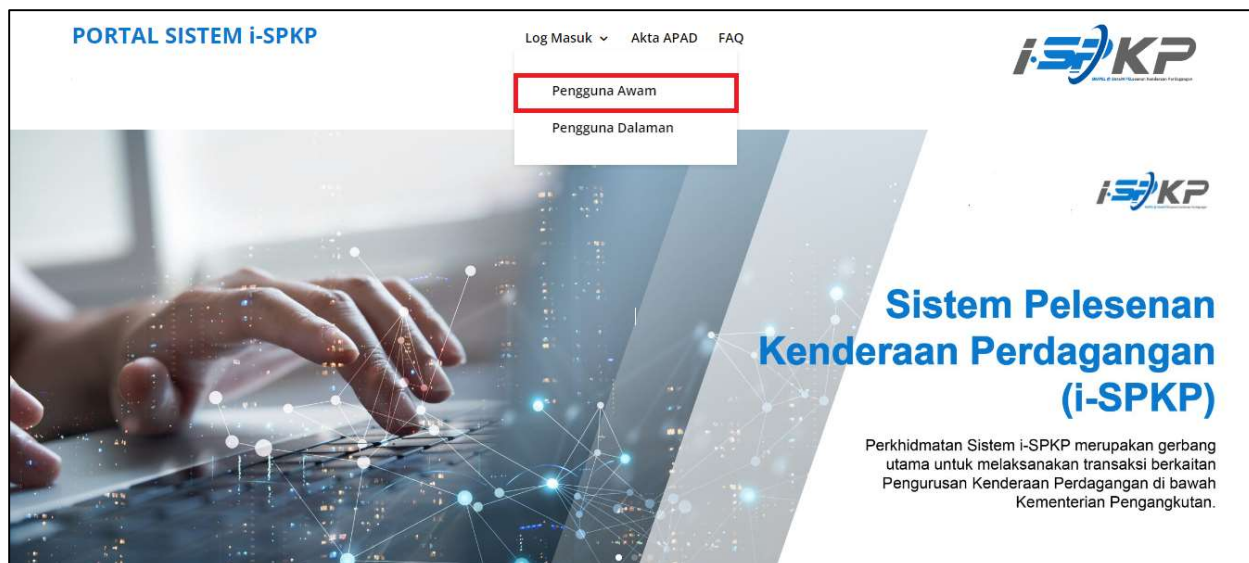


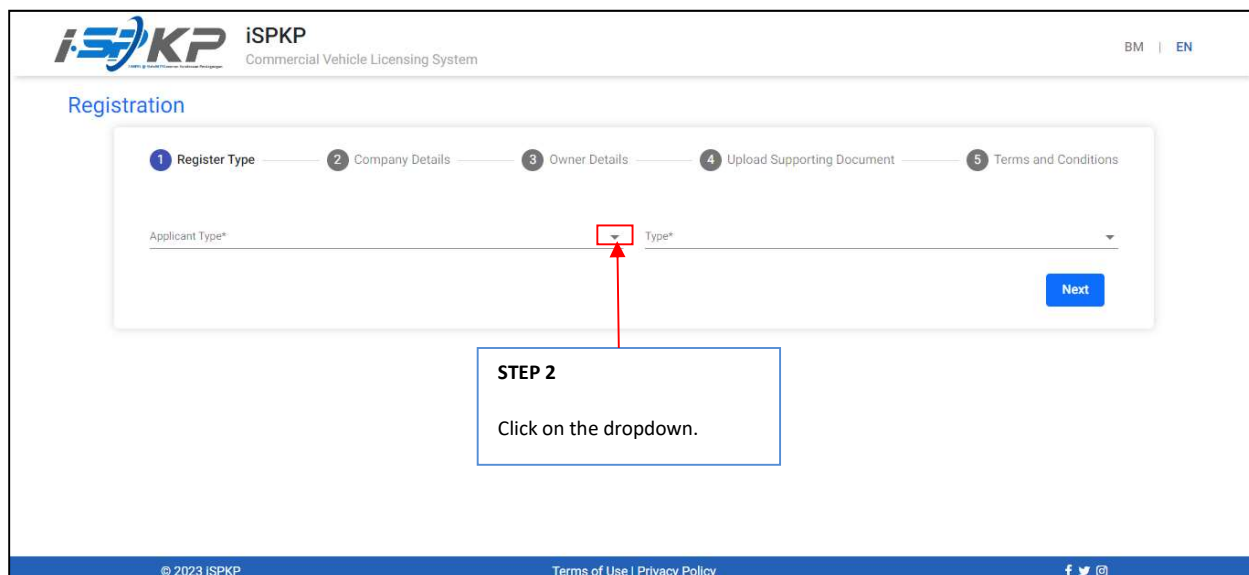


iSPKP QUICK GUIDE PROFILE (ENG)

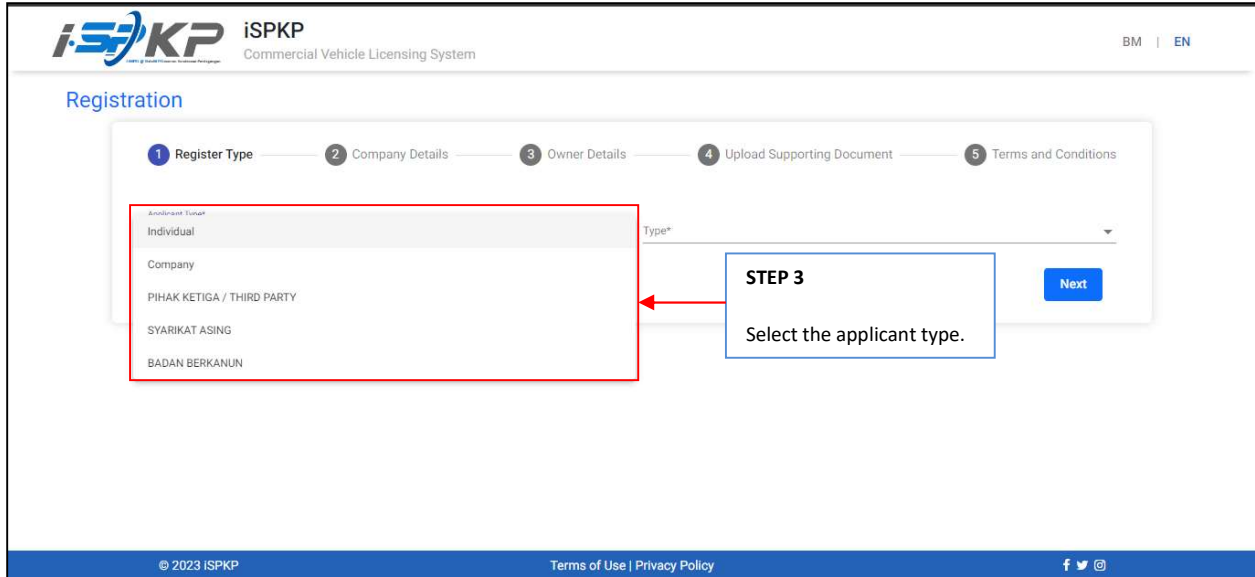
Module	Profile Management
Application Type	Profile Registration
Objective	Applicant should be able to register company profile. (Individual)
Expected Result	Applicants should be able to login to the iSPKP system with credentials generated by the system.
URL	http://ispkp.lpkpsabah.gov.my/sabah/#/ http://ispkp.lpkpsarawak.gov.my/sarawak/#/



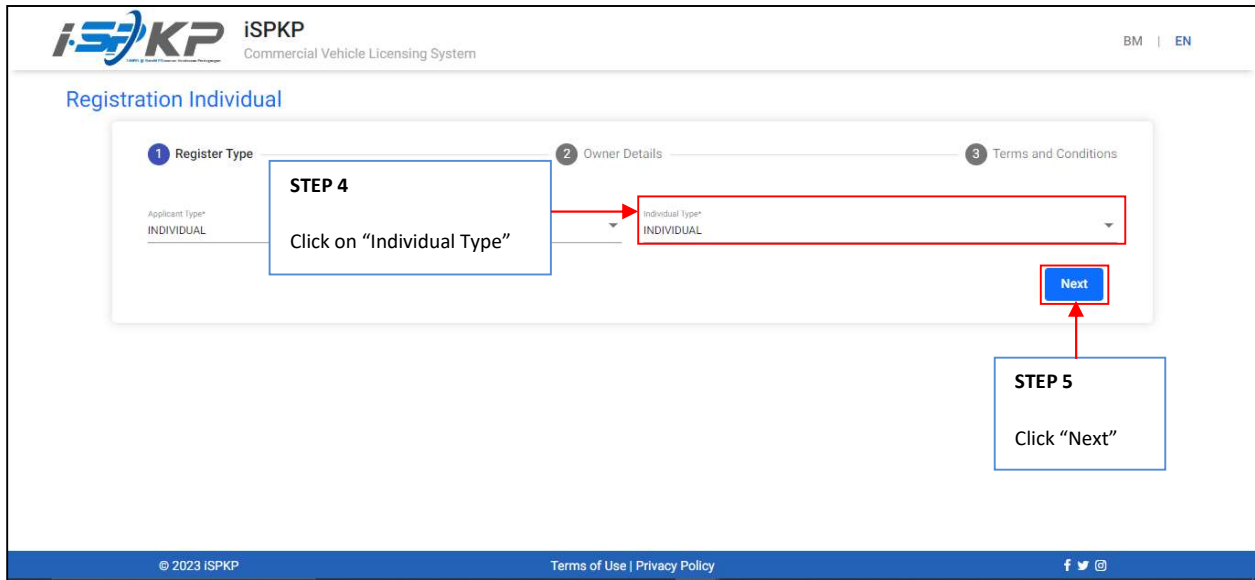
STEP 1 : On the main page of the iSPKP website, please press “**Log Masuk**” button and select “**Pengguna Awam**” to be directed to the Profile Registration screen. Next, press **New Registration** to continue with the registration process.



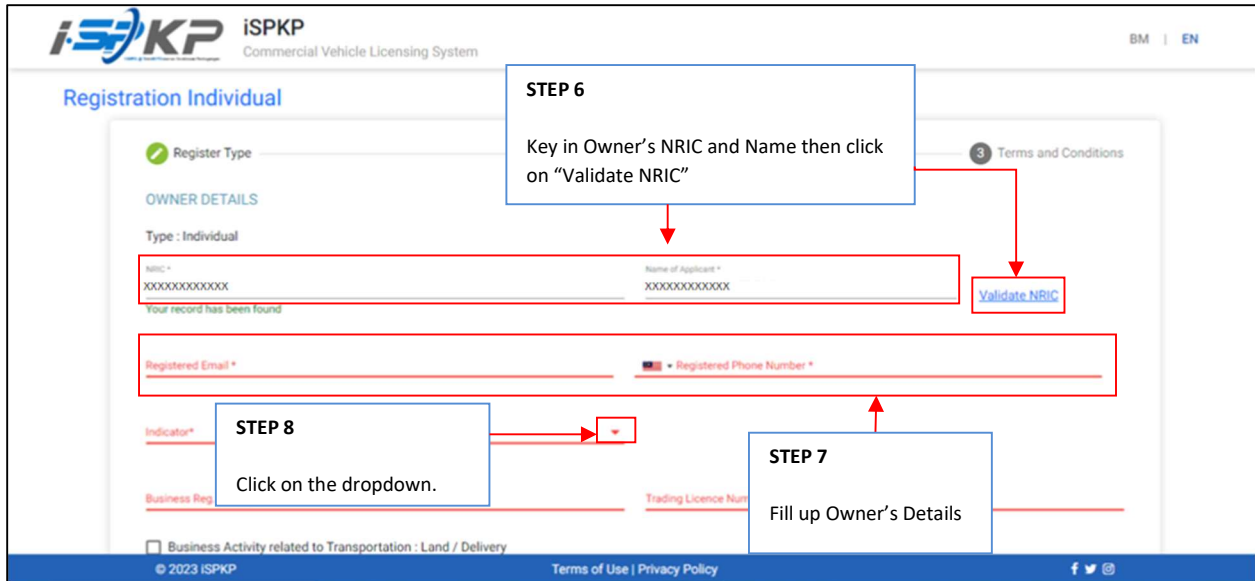
STEP 2 : Click on the dropdown button to select the values of the dropdown.



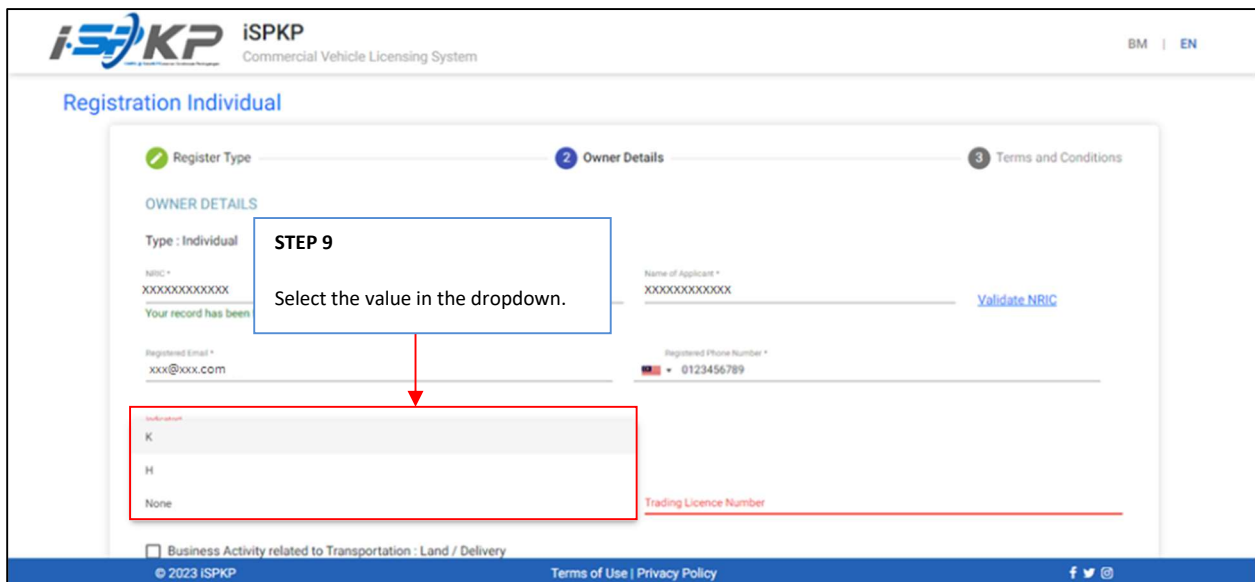
- STEP 3** : Click on the Dropdown Button and select the applicant type that they wish to register. As follows are the values in the dropdown:
- Value 1: Individual (Chosen example)
 - Value 2: Company
 - Value 3: PIHAK KETIGA / THIRD PARTY
 - Value 4: SYARIKAT ASING
 - Value 5: BADAN BERKANUN



- STEP 4** : After choosing applicant type, the Individual Type will automatically keyed in.
- STEP 5** : Click "Next" to be directed to the next screen.



- STEP 6** : Key in Owner's NRIC and Name of applicant then click on "Validate NRIC".
- STEP 7** : Key in other Owner's Details which are:
- Registered Email
 - Registered Phone Number
- STEP 8** : Click on Indicator dropdown button to see the values.



- STEP 9** : After clicking on the dropdowns, applicant should select one value from the three values available which are:
- K (Sarawak)
 - H (Sabah)
 - None

STEP 10
Key in this field.

Indicator*
K

Business Reg. Number
XXXXXXXXXXXX

Trading License Number
XXXXXXXXXXXX

Business Activity related to Transportation : Land / Delivery
Please check if Yes

Address as in NRIC

Address Line 1* **STEP 11**
Tick the check box.

Address Line 2*

Country* State*

District Postal Code*

Back Next

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- STEP 10** : Key in Business Registration Number and Trading License Number.
- STEP 11** : Tick the check box if the business is related to Transportation: Land/Delivery.

Registered Email*
xxx@xxx.com

Registered Phone Number*
0123456789

Indicator*
K

Business Reg. Number
XXXXXXXXXXXX

Business Activity related to Transportation : Land / Delivery
Please check if Yes

Address as in NRIC

Address Line 1*
XXXXXXXXXX

Address Line 2*
XXXXXXXXXX

Country*
XXXXXXXXXX

State*
XXXXXXXXXX

District
XXXXXXXXXX

Postal Code*
XXXXXXXXXX

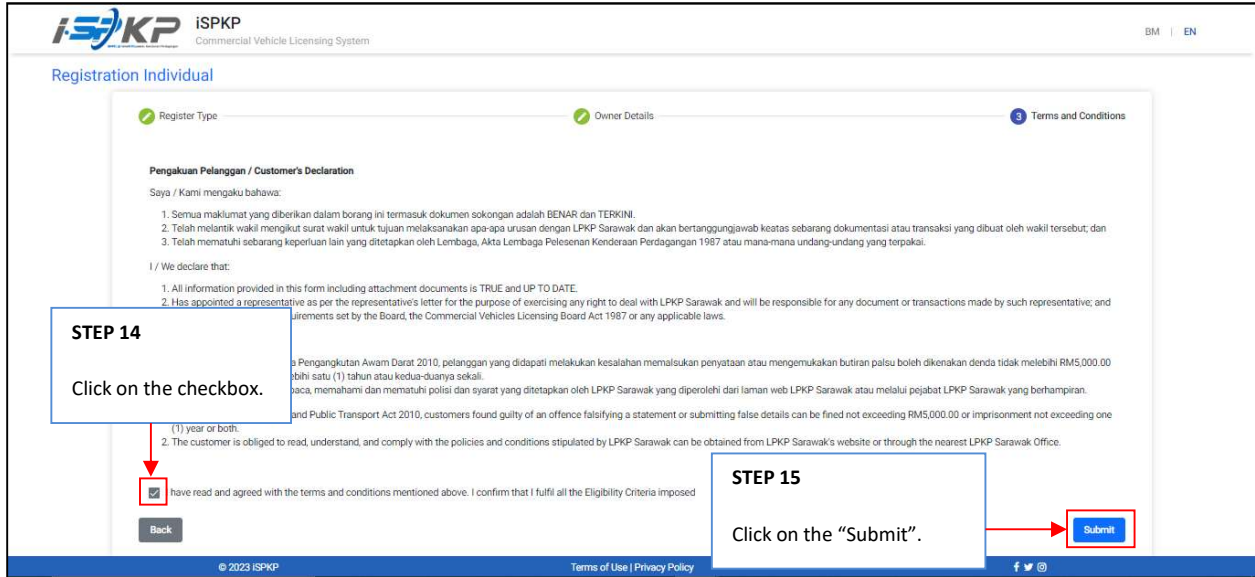
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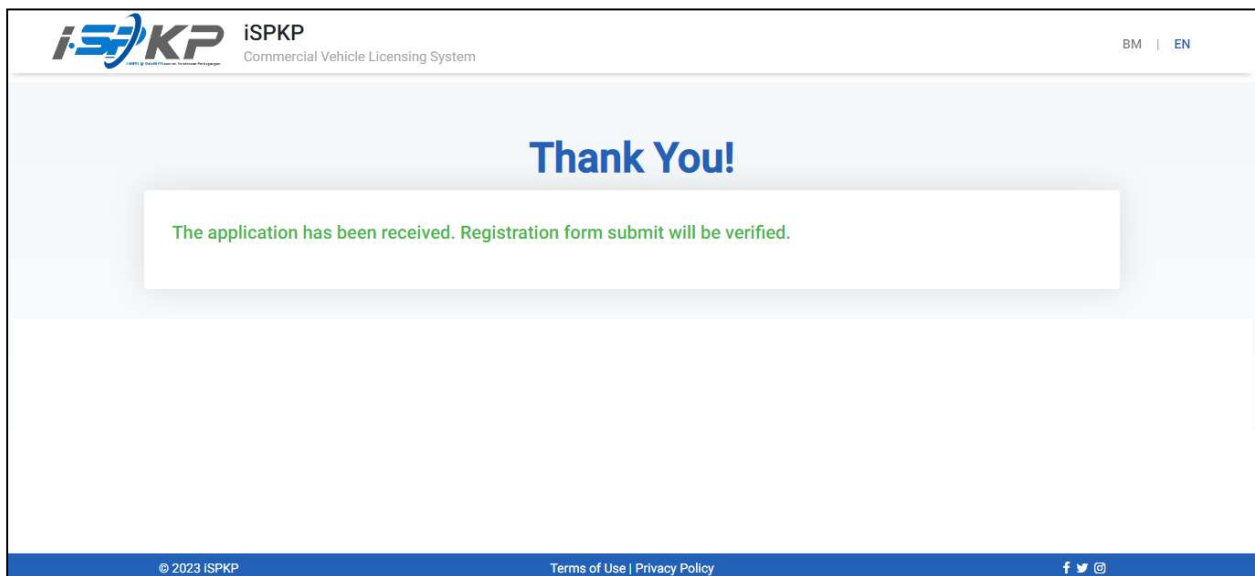
STEP 12
Fill up Owner's Address information.

STEP 13
Click on "Next"

- STEP 12** : Fill up Owner's Address information as per NRIC.
- STEP 13** : Click on "Next" to be directed to the next screen.



- STEP 14** : On the Customer’s Declaration screen, click on the checkbox in agreeing to the terms and conditions.
STEP 15 : Click on “Submit” to submit the application.



- STEP 16** : 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 **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.