

KEMENTERIAN PENGANGKUTAN MALAYSIA

COMMERCIAL VEHICLE LICENSING SYSTEM (iSPKP)

iSPKP SYSTEM USER MANUAL (FRONT-END)

LAND PUBLIC TRANSPORT LICENSING MANAGEMENT MODULE

		1. Agensi Pengangkutan Awam Darat	
		(APAD)	
AGENCY NAME	•	2. Lembaga Pelesenan Kenderaan	
	•	Perdagangan Sabah (LPKP Sabah)	
		3. Lembaga Pelesenan Kenderaan	
		Perdagangan Sarawak (LPKP Sarawak)	
MAIN AGENCY	• •	Ministry of Transport	
DOCUMENT DATE	•	6 th January 2023	
DOCUMENT VERSION	:	0.1	

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i. Document Description

- The User Manual shall provide a step-by-step instruction to the User with regards to the Land Public Transport Licensing Management Module.
- This User Manual will be used by the User which provides details on the activities and steps for the various sub-Modules related to the Land Public Transport Licensing Management in the iSPKP system.

ii. Document Control

- This section will highlight the User Manual Version No / Date / Summary of Changes / Author as and when changes are made and the latest version is fit for release as determined by the relevant agency personnel.

Important Note:

- All changes shall be tracked and stored in iSPKP Project Repository after the necessary signoff has been obtained as per the format below:

Version No.	Date	Summary of Changes	Author

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Please refer to separate Appendix document for details.

Appendix 1: Acronyms

Appendix 2: General Terms

1. INTRODUCTION

This Land Public Transport Licensing Management User Manual contains all the important guidelines and information to help the User to navigate through the iSPKP system. The Manual also includes a description of the Module's functionality and capabilities, contingencies and alternative modes of operation, and step-by-step procedures for accessing the system and methods of its use.

1.1 Purpose and Scope

- This document provides an introduction to the Land Public Transport Licensing Management Module and the guidelines & steps for the various sub-Modules related to the Land Public Transport Licensing Management in the iSPKP system.

1.2 Document Organization

- Below is a summary table to describe each section in this document.

Section No.	Section Title	Section Description
1	Introduction	This section provides a description of what this document is all about. It is a comprehensive guide in using the Land Public Transport Licensing Management Module.
2	Module Overview	This section is a high level description of the iSPKP system functionality.
3	Module Functionality Description	This section provides an overview of different functions available in the Land Public Transport Licensing Management Module in managing the various processes involving Land Public Transport Licensing.

Section No.	Section Title	Section Description
4	User Manual	This section is a guide for the User to perform step-by-step action for various activities related to the various sub-Modules related to the Land Public Transport Licensing Management Module via the iSPKP system.
5	Error Handling	This section guides the User on what to do in the event the User is not able to access the iSPKP system and also how to rectify errors during keying-in process so that User will be able to proceed to the next section or complete a certain activity.

Table 1: Document Organization

1.3 Helpdesk Contact Information

1.4 List of References

- This Land Public Transport Licensing Management User Manual is written in reference to the sources below:

No.	Source
1.	Land Public Transport Act 2010 (ACT 715) - 15 January 2019
2.	Road Transport Act 1987 (Act 333)
3.	Personal Data Protection Act 2010
4.	Website APAD (<u>https://www.apad.gov.my/</u>)
	Website LPKP Sabah
	(<u>http://www.lpkpsabah.gov.my/lpkp/index.php/ms-my/</u>)

No.	Source
	Website LPKP Sarawak
	(<u>http://www.lpkpsarawak.gov.my/lpkp/en/node/42</u>)
5.	KRISA Document Template
	(https://sqa.mampu.gov.my/index.php/ms/tempat
	<u>-artifak/dokumen-pembangunan-sistem</u>)
6.	Main iSPKP System User Manual Document

Table 2: List of References

The Land Public Transport Licensing Management Module is mainly focused on Land Public Transport Licensing related processes consisting of the various sub-Modules related to the Land Public Transport Licensing Management.

1.5 System Overview

Please refer to Section 2.0 in MAIN User Manual for details.

1.6 Glossary

Kindly refer to Appendix 2 - General Terms.

1.7 Important Reminders

- Please read through the respective sections carefully in the User Manual before proceeding.
- Documents uploaded into the iSPKP system as supporting documents must be in PDF format with a maximum file size of 3MB each. Details of supporting documents are stated under the respective Upload Supporting Documents section.
- The iSPKP system is capable of detecting errors made when keying in your data by highlighting the error in red. This serves as a guide for you to fill in your data correctly and enables successful application submission with the correct information provided.
- Applications must be duly completed with relevant supporting documents failing which the submission will not go through.

- If left idle for 5 minutes, the User will be automatically logout from the system.
- The iSPKP system is available in two languages Bahasa Malaysia and English. In the iSPKP Login Page, users will be able to select the preferred language before logging into the system.

2. MODULE OVERVIEW

2.1 Purpose

This section provides an overview of the Land Public Transport Licensing Management Module for the purpose of the various sub-Modules management in the iSPKP system.

2.2 Module Description

The Land Public Transport Licensing Management Module enables the User to perform the key activities related to Land Public Transport Licensing Management Module in the iSPKP system.



Figure 1: High Level Land Public Transport Licensing Management Module

Figure 1 above illustrates the high-level overview of the Land Public Transport Licensing Management Module. It shows the interaction between the actors that will have access privileges to this Module, the sub-Modules, all the internal interfaces with the other system Modules and the integration interfaces with external Agencies. The Land Public Transport Licensing Management sub-Modules consist of New Application, Renew / Re-application, Variation of Licensing, Temporary Change of Licensing, Short Term License Application, Issuance of License and Cancellation of Vehicle / Operator License.

This Module also integrates with the Service Request Management Module, Monitoring & Compliance Management Module, Dashboard Management Module, Payment Management Module, Meeting Management Module, Profile Management Module, Administration Management Module, Driver Card Management Module, Mobile Management Module and Cross-Border Management Module.

3. MODULE FUNCTIONALITY DESCRIPTION

The Users for this Module are Operators (Companies) or Agent(s) appointed by the Company. In the case of LPKP Sabah / LPKP Sarawak, this includes Individuals as well.

The Operator's Users are the Company Director and Company PIC (if this is a different person). Each will have specific role for the Land Public Transport Licensing Management Module in the iSPKP system which will be elaborated under Section 3.2.

3.1 Land Public Transport Licensing Management Functionality

The Operator must have their vehicles licensed and ensure that their driver(s) have a valid Driving License and Public Service Vehicle (PSV) Permit prior to performing the following functions.

Additionally, the Operator and their appointed Agent must have their Profile set-up in the Profile Management Module before proceeding further.

3.1.1 New Application

This section explains how an Operator can apply for a New License for all types of Licenses under public transport. The Operator must have a profile in the iSPKP system.

3.1.2 Renew / Re-Application

This section explains how an Operator can do Renew or Re-Application for all types of Licence. Renew Application must be done before license expiry. Re-Application must be done within 2 years upon license expiry.

3.1.3 Variation of Licensing

This section explains how an Operator can apply for a variation of the License. There are many types of variation changes that can be applied by the Operator. However, the Operator must fulfil the License

Condition rules listed by the Akta Pengangkutan Awam Darat 2010 (Akta 715).

3.1.4 Temporary Change of Licensing

This section explains how the Operator can apply for Temporary Change of Use of License. This License is valid only for up to 3 months.

3.1.5 Short Time License Application

This section explains how an Operator can apply for a Short-Term License. This License is valid for 3 months.

3.1.6 Issuance of License

This section explains how an Operator can apply for the Licence after getting the SK / STK. The Operator can get the Digital Licence or opt to print at the counter for LPKP.

3.1.7 Cancellation of Vehicle / Operator License

This section explains how an Operator can cancel the Vehicle License or Vehicle Registration Number or SK/STK.

3.2 User Types and Roles

There are different types of Users involved in the Land Public Transport Licensing Management Module. As these Users access the system, their names are displayed at the top right hand of the Landing Page as follows:

USER TYPE	USER NAME DISPLAY ON LANDING PAGE			
	LEFT	RIGHT		
Company Director	Company Name	Company Name		
Company PIC	Company Name	PIC Name		
Company Agent	Company Name	Agent Name		

Table 3: Land Public Transport Licensing - User Name Display on Landing Page

iSPKP Commercial	Vehicle Licensing System			Ca	LEFT RIGHT	A 🔒 BM I EN
	D Total Applications	O Applications Approved	Applications Pending	Applications Rejected	O Applications Draft	
	Land Public Transport Licensing	L E Driver Card	Antermediation Business Licensing	C24 Service Request	Payment	
		Relivey Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
	My Applications				×	
	Application History				~	

Below is a sample of the User Name displayed on the Landing Page.

Figure 2: User Name Display on Landing Page

Each of these User perform specific roles as below:

	LAND PUBLIC TRANSPORT LICENSING MANAGEMENT				
USERTIPE	COMPANY DIRECTOR	COMPANY PIC	COMPANY AGENT		
New Application	/	/	/		
Renew / Re-Application	/	/	/		
Variation of Licensing	/	/	/		
Temporary Change of Licensing	/	/	/		
Short Time License Application	/	/	/		
Issuance of License	/	/	/		
Cancellation of Vehicle / Operator					
License	/	/	/		

Table 4: Land Public Transport Licensing Management - User Types and Roles

3.3 Work Process Flow

- The following work process flow takes into account the different types of User role.
- The User enters the APAD, LPKP Sabah or LPKP Sarawak URL Link depending on the User location to access the Login Page.
- The URL links are as stated below:

Peninsular Malaysia:

URL for APAD: https://ispkp.apad.gov.my/apad/#/

<u>Sarawak:</u>

URL for LPKP SARAWAK: https://ispkp.lpkpsarawak.gov.my/sarawak/#/

<u>Sabah:</u>

URL for LPKP SABAH: https://ispkp.lpkpsabah.gov.my/sabah/#/

4. USER MANUAL

4.1 New Application

This activity is for the purpose of the Operator (Company or Individual) to apply for Vehicle License for their vehicles.

This activity can be performed by Company Director / Company PIC / Company Agent using their respective credentials (User ID and Password).

Please refer to Table 3.2 in this manual for details.



Figure 3: Application for New Licensing Process Flow

Kindly refer to Section 3.3 in this manual for the URL link based on location. The iSPKP Login Page is displayed (refer to Main User Manual). In this manual, we have selected the Company Director as an example. Similar steps apply for Company PIC / Company Agent and as and when there is variation, this will be highlighted accordingly. In such a scenario, Company Director approval is required where necessary.

The Company Director (User) will need to Login to the iSPKP system. Please refer to Section 4.1 of the Main User Manual for Login guidance. Upon successful Login by the Company Director (User), the Front-End Landing Page of iSPKP system will be displayed. User will then proceed to the Land Public Transport Licensing Menu as follows:

F 4 Total Applications	Applications Approved	Applications Pending	Applications Rejected	3 0 Applications Draft	
Land Public Transport Licensing	E E Driver Card	Intermediation Business Licensing	C ₂₄ Service Request	Payment	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals				~	
My Applications				~	

Figure 4: Landing Page - Land Public Transport Licensing Management Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Land Public	This menu allows	User to click the	* Mandatory field.
	Transport	access to various	"Land Public	Click button
	Licensing	Land Public	Transport Licensing	Click Button.
	Management	Transport Licensing	Management" menu	Land Public
		Management sub-	option.	Transport Licensing
		menus.		Management sub-
				menus will be

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
				displayed as shown
				in Figure 5.

	4	0	4	(3)	0	\odot	0	0	0
Total Applica	tions	Application	s Approved	Application	s Pending	Application	s Rejected	Application	s Draft
	Ð		G			Δ		S	
Nev	w Application		Renew / Re-App	lication	Vari	ation of Licensing		Temporary change	of Licensing
		Ō			/		\otimes		
	Shor	t time License Appli	cation	Issuance	of License	Cancella	tion of Vehicle / Op	erator License	
My Approval	ls								*
My Applicati	ions								~

Figure 5: Land Public Transport Licensing Management - New Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New Application	Provides access to various tasks under "New Application".	User to click on "New Application" button.	Click button. Next screen is displayed as per Figure 6.

Each panel of the left must be completed in order to initiate the New Application for Licensing.

4.1.1 License Information

"License Information" is the first panel to be completed.

=	iSPKP	al Vehicle Licensing System	Comp	any A 🔹 Company A 😤 🧬 🕈 🛤 т 🛤
4	License Information	Land Public Transport Licensing - New Application - NEW LICENSE		
	GPS Information	Contractor		Linear Char Trees
-	Parking Information	NEW OPERATOR LICENSE -	PERKHIDMATAN AWAM -	BAS EKSPRES -
٥	Requirement Document			
	Review Application			
0	Integration Verification			
Co.	Declaration			
				Net 4

Figure 6: New Application - License Information

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Category	Provides access to	User to click on any	Dropdown button.
		various New	of the following	
		Application	dropdown button:	
		"Category" listing.	- New Operator	
			License	
			(selected)	
			- New Vehicle	
			Permit	
			- New Tourist	
			Vehicle Permit	
2	License Service	Provides access to	User to click on any	Dropdown button.
	Туре	various New	of the following	
		Application "License	dropdown button:	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
3	License Class Type	Service Type" listing. Provides access to various New Application "License Class Type" listing.	 Kenderaan Barangan Perkhidmatan Awam Selected) User to click on any of the following dropdown button: Bas Berhenti- Henti Bas Carter Bas Ekspress	Dropdown button.
			- Teksi	
4	Next	Completes the selection process for "License Information" panel	User to click on "Next" button.	Click button. Next screen is displayed as per Figure 7.

Œ	iSPKP	al Vehicle Licensing System		Company A - Company A 🛎 🧬 🍙 🛤 🗆 🛤
- A - A - A - A - A - A - A - A - A - A	Connected License information GPS Information Parking Information Review Application Integration Verification Declaration	al Vehicle Licensing System License Service Type: PERKHUMATAN AWAM Vehicle Vehicle	LUCENCE LICENCE Class Type: BAS EXCEPTES Service Type: BUS Number of vehicles a	esod 0
				Previous: Save 8 Next

Figure 7: License Information - Add Vehicle Details

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	+ Vehicle	Enables input of "Vehicle" details.	User to click on "+ Vehicle" button.	Click button.
2	Vehicle details	Specific "Vehicle" details are updated	User to update the following information: - Area of Operation (select from dropdown button) - Service Type (select from dropdown button) - Bus Type	*Mandatory field. Combination of Dropdown button and Text format.
			- Bus Type (select from	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			dropdown button) - Number of Seats Including Driver (key-in number) - Number of Passengers (key-in number) - Commercial Name in the Bus Agency (key-in number) - Number of Trips per day (key-in number)	
3	Cancel / Save	Enables either cancellation / saving of the "Vehicle" details.	User to click on the following options: - Cancel - Save (selected)	Click button. Next screen is displayed as per Figure 8.

Lorente Indonesiania		iSPKP	I Vehicle Licensing System				Company A 🕞 Compa	any A 🙎 🧬 🕈 🛤 i en
PB information Purking information Purking informating Purking informatinformation Purking info	2	License Information	Land Public Transport Licensing - New Application - NE	IV LICENSE				
Parking Information Provide of Services No. of Deates No. of Deates of Operation Image of Operation Review Application Image of Verification Image of Verification Image of Verification Image of Verification		GPS Information	License Service Type: PERKHIDMATAN AWAM	License Class Type: BAS EKSPRES	Service Type: BUS	Number of vehicles added: 1		
Persupernant Document Persupernant Document Persupernant Document Persupernant Document Review Application 40 40 SELAMOOR - KUALA SELAMOOR		Parking Information	venicies					vencie
Review Application Integration Verification		Requirement Document	Type of Service	No. of Seats	No. of Passengers	Area of Operation		
Prevex Application Declaration		Requirement postument	EXECUTIVE	40	40	SELANGOR - KUALA SELANGOR		
Integration Verification		Review Application						
Declaration		Integration Verification						
		Declaration						

Figure 8: License Information - Add Vehicle Details (Edit / Delete)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Edit icon	Enables editing of	User to click "Edit	lcon button.
		"Vehicle" details.	1000".	User will be
				redirected to
				Figure 8 to make
				changes and save
				again.
2	Delete icon	Enables deleting of	User to click "Delete	lcon button.
		"Vehicle" details.	icon".	The entire Vehicle Details as per Figure 8 shall be deleted.

License information	Land Public Transport Licensing - New Application - NEW LICE	NSE			
GPS Information	License Service Type: PERKHIDMATAN AWAM License	cense Class Type: BAS EKSPRES Servic	e Type: BUS Number of vehicles added: 1		
Parking Information	Vehicles			O Vehicle	
Concernant Concernant	Type of Service	No. of Seets	No. of Passengers Area of Operation		
Requirement Document	EXECUTIVE	40	40 SELANGOR - KUALA SELANGOR	× • × •	
Hernew Application					
Integration Verification		Select Op	eration Areas		
Declaration		Selangor - Batu Caves	Selangor - Klang		
		Selangor - Cheras	🛃 Kuala Lumpur - Ampeng		
		Selangor - Segambut	Selangor - Klang Lama		
		Selangor - Petaling Jaya	Selangor - Shah Alam		
		Selangor - Banting	Seluruh Semenanjung Malaysia		
			Cancel Stem		
		1000			

Figure 9: License Information - Add Vehicle Details (Select Operation Areas)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select Operation Areas icon	Enables access into "Operation Area" listing.	User to click "Select Operation Areas" icon.	lcon button.
2	Operation Areas details	Details of "Operation Area" shown.	User to click and select "Operation Areas" listed.	Click button.
3	Cancel / Save	Enables either cancellation / saving of the "Operation Areas" details.	User to click on the following options: - Cancel - Save (selected)	Click button. Next screen is displayed as per Figure 10.

License Information	Land Public Transport Licens	Prev Application - NEW LICENSE
GPS Information Parking Information Requirement Document	Ucense Service Type: PE Vehicles Type of Service	ERIOROMATAN AWAW Locense Class Type: BAS DADRES Service Type: BUS Number of vehicles added 1
Review Application Integration Verification		To Stops Basthese HENTIAN KAMPUNG PF HENTIAN TAMAN PERT HENTIAN TAMAN PERT HENTIAN KAMPUNG PF

Figure 10: License Information - Add Vehicle Details (Route)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select Route	Enables access into "Route" details.	User to click "Route" icon.	lcon button.
2	Route details	Details of "Route" shown.	User to click and select "Route" details based on dropdown button: - State - Route Code - To Stops (Start Point) - To Stops (End Point) - Return Stops (Start Point) - Return Stops (End Point)	Click button.

In the event there are additional stops for the same vehicle, the User may include using the "+ ADD" icon below.

= Kispe	(P ercial Vehicle Licensing System				Company	A - Compan	уА 🕿 🧬 🕈 вм і ем	
License Information	Land Public Transport Licensin License Service Type: PER	g - New Application - NEW LICENSE KHIDMATAN AWAM License Class Type: BAS EKSPRES	Service Type: BUS	Number of vehicles added: 1				
GPS Information	Vehicles	Stutes		Route Code		O Vehi	cle	
Requirement Document	EXECUTIVE	SELANGOR O ADD STATE		101		1 2 W		
Review Application		To Stops Starl Point End Point HENTIAN KAMPUNG P/ HENTIAN TAMAN PERIT	»	Return Stops Start Point HENTIAN TAMAN PERII	Same as Start End Point HENTIAN KAMPUNG P/			
Declaration		HENTIAN BANDAR PUTERI PUCHONG 5	1	HENTIAN KAMPUNG PASIR BARU PL	ICH O ADD	2		
		1 HENTIAN BANDAR PUTERI PUCHONG 5 JALAN INDUSTRI PBP1		1 HENTIAN KAMPUNG PASIR BARU	PUCHONG			
		2 HENTIAN KAMPUNG PASIR BARU PUCHONG		2 HENTIAN BANDAR PUTERI PUCHI PBP1	ONG 5 JALAN INDUSTRI			
				3	Cancel Save			
							Previous Save & Next	4

Figure 11: License Information - Add Vehicle Details (Route - Add Stops)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	To Stops + Add	Enables inclusion of additional "To Stop" route.	User to click on "To Stops +Add" button and select from listing.	Combination of click icon and click button.
2	Return Stops +Add	Enables inclusion of additional "Return Stops" route.	User to click on "Return Stops +Add" button and select from listing.	Combination of click icon and click button.
3	Cancel / Save	Enables either cancellation / saving of the "Route" details.	User to click on the following options: - Cancel - Save (selected)	Click button. Next screen is displayed as per Figure 12.

4.1.2 GPS Information

User will proceed to the "GPS Information" panel which is auto-populated as below and review the information displayed.



Figure 12: GPS Information - Auto Populated

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "GPS Information".	following options: - Previous - Save & Next (selected)	Next screen is displayed as per Figure 13.

4.1.3 Parking Information

User will proceed to the "Parking Information" panel whereby the mandatory fields are also auto-populated as below. The descriptions field is non-mandatory.

iSPKF	Cial Vehicle Licensing System		Compa	any A 👻 Company A	온 🧬 🏦 BM EN
License Information	Land Public Transport Licensing > New Application Parking Information	n > NEW LICENSE			
GPS Information	Parking Owner Name	Owner Phone Number	Address Line 1	Address Line 2	 Add Parki
Parking Information	ALI	• 011-2322 6577	NO G11, PLAZA SERI SETIA	SERI SETIA	
Requirement Document	MALAYSIA *	SELANGOR *	Postal Code 47300	Description	
Review Application					
Integration Verification					
Declaration					
				Pi	evicus Save & Next

Figure 13: Parking Information - Auto Populated

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Parking Information".	following options: - Previous - Save & Next (selected)	Next screen is displayed as per Figure 14.

4.1.4 Requirement Document

User will proceed to the "Requirement Document" panel which would require upload of various supporting documents related to the Application of New Licensing.

License Information	Land Public Transport Licensing - Nev	r Application - NEW LICENSE						
GPS Information	Copy of latest Audited Finance	ial Report		۵	1			
Parking Information	Accumulated Capital						1	
Requirement Document								O Add Evider
Vision Andication	Type of Documents	Month			Amount (RM)		2	
control opportunition	ASE / TABUNG HAJI (JIKA ADA	A) - SEPTEMBER	ē		10000.00	0		
ntegration Verification	Sample contraction from the solution of the so				10,000.00			
Declaration								
	Letter of Appointment of Repr	resentative that does not exceed 3	30 days	0				
	0	E		0	-			
	Copy of Representative Identifi	hcation Laro			3			
	A copy of the approval letter f	rom the Terminal or Stop Operator	6	0				
Business Planning Plan								
	Bank's Financial Statement for the last three (3) months				_	1		
							•	O Add Statem
	Financial Statement	Month			Amount (IRM)		4	
	A\$5.	SEPTEMBER	E		1000.00	0		
					1,000.00			

Figure 14: Requirement Document: Upload Supporting Documents

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Copy of Audited Financial Report	This applies for Sdn Bhd or Bhd companies.	User to click the Upload Icon & upload the document(s): - Latest Audited Financial Report	*Mandatory field. Upload icon. Multiple documents can be uploaded for each field.
2	Accumulated Capital	This applies for capital savings.	User to click the Upload Icon & upload the document(s):	Follow documents upload
No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
----	--------------------------------------	---	---	--
3	Upload Documents	This applies to any additional relevant documents.	 Example: ASB / Tabung Haji User to click the Upload Icon & upload the document(s): Letter of Appointment of Representative that does not exceed 30 days Copy of Representative Identification Card A copy of the approval letter from the Terminal or Stop Operator Business Planning Plan Bank's Financial Statement for the last three (3) months 	specifications in Section 1.7. - If no document is uploaded, there is a system message will prompt "Please select a file" message will appear.
4	Bank's Financial Statement for	This applies to monthly bank's financial statement.	User to click the Upload Icon & upload the document(s) specifying:	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	the last three (3) months		 Which Financial Institution Statement Month Amount (RM) 	
5	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Requirement Document".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 15.

4.1.5 Review Application

User will proceed to the "Review Application" panel which is auto-populated as below.

License Information	Land Public Transport Licensing - Edit Application				
GPS Information	F				ē
Parking Information	License Information				^
Requirement Document 🧐	License Service Type	License Class Type		Number of Licenses	
Review Application	PERKHIDMATAN AWAM	BAS EKSPRES		1	
Integration Verification	Vehicles				
Declaration	Type of Service	No. of Seats	No. of Passengers	Area of Operation	
	Executive	40	40	Selangor - Kuala Selangor	
	GPS Information				~
	Parking Owner Name	Owner Phane Number		Address Line 1	
	puncak interactive	200101005990		https://www.ssm.com.my/pages/e-search.aspx	
	Parking Information				
	Linese a		Address land		

Figure 15: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Review Application".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 16.

4.1.6 Integration Verification

User will proceed to the "Integration Verification" panel to perform verification checking with SSM records as below.



Figure 16: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Integration Verification".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 17.

4.1.7 Declaration

User will need to proceed to "Declaration" panel to submit the declaration.

=	6	iSPKP Commercial	Vehicle Licensing System Company A 🔹 🥐 🛧 BM EN
1	License Informa	ion 🥝	Declaration
	GPS Information	0	
	Parking Informat	ion 🥝	Pengakuan Pelanggan / Customer's Declaration
٦	Requirement Do	cument 🥝	Saya / Kami mengaku bahawa:
p	Review Applicati	on 🥑	• Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TEKKINI. • Telah melantik wakil mengikut surat wakil untuk tujuan melaksanakan apa upa urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil tersebut; dan • Telah menatuki sebarang keperluan lain yang diteksan oleh Agend. Kaka Pengangkutan Awam Davat 2010 atau mana-mana undang undang yang terpakai.
•	Integration Verifi	cation 🥝	I / We declare that:
G	Declaration		 All information provided in this form including attachment documents is TRUE and UP TO DATE. Has appointed a representative as per the representative strets for the purpose of exercising any right to deal with APAD and will be responsible for any document or transactions made by such representative; and Complete with any other requirements ast by the Agency, the Land Public Transport Act 2010 or any applicable laws.
			Peringatan/Reminder
			 Di bawab Seksyen 204(1) Akta Pengangkutan Awam Danat 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palau boleh dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM10000.00 atau diperjurakan tidak melebihi asu (1) tahun atau kedua-duanya sekalit. Pelanggan divagiban membukan pelisia banyata yang ditapati melakupan penyataan atau mengemukakan butiran palau boleh dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM1000.00 atau diperjurakan tidak melebihi asu (1) tahun atau kedua-duanya sekalit. Pelanggan divagiban membukan pelisia banyata yang ditapati bala pelang diperjolehi dari laman web APAD atau melalui pejabat APAD yang berhampiran.
			 Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence faisifying a statement or submitting false details can be fined not less than RM1.000.00 and exceeding RM10.000.00 or imprisonment not exceeding one (1) year or both. The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office.
		1	Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fuffit all the Eligibility Criteria imposed
			2 Previous Some Dank & Exit Submit & Pay Name

Figure 17: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare that User has read & understood the terms & conditions and provided true & accurate information.	User to select checkbox.	Tick button.
2	Previous / Save Draft & Exit / Submit & Pay Later / Submit & Pay Now	Enables User to decide on next action.	User to select Action button as per options: - Previous - Save Draft & Exit - Submit & Pay Later - Submit & Pay Now	Click button.

4.1.8 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Licensing Fee and thereafter the license will visible to the applicant.

4.1.9 Approval Offer Letter (Surat Tawaran Kelulusan)

Upon approval by APAD / LPKP Sabah / LPKP Sarawak, the Operator will receive the Approval Offer Letter requesting the Operator to license their vehicles before the expiry date state stated in the letter (within 2 years).

There are three types of Approval Offer Letter:

- Commercial Vehicle License (Lesen Kenderaan Perdagangan)
- Public Service License (Lesen Perkhidmatan Awam)
- Tourist Vehicle License (Lesen Kenderaan Pelancong)

A sample of the Approval Offer Letter for Commercial Vehicle License is shown below:

	Designed			
	ISI PENGANGKUTAN AWAM DA ND PUBLIC TRANSPORT AGEN	CY	Ruj. Kami	: <reference_number></reference_number>
			Tarikh	: <date></date>
<c01< td=""><td>MPANY_NAME></td><td></td><td></td><td></td></c01<>	MPANY_NAME>			
<				
СОМ	PANY_ADDRESS			
>				
Tuan,				
SURA	T TAWARAN KELULUSA	N LESEN KENDERAAN PERDA	AGANGAN	
Adala	h dengan berhormatnya	dimaklumkan bahawa permoh	ionan tuan, no rujukan pe	ermohonan <application_no></application_no>
Derta	nikii < DATE> telan Dilu	LUSKAN Oleh Jawatankuasa Pe	enesenan pada (DATE) s	eperti benkut.
i.	Kelas Lesen :	<license class=""></license>		
п. ііі.	No. Set : Jenis Kenderaan :	<vehicle class=""></vehicle>		
iv.	BDM : Kawasan Operasi	<bdm></bdm>		
vi. vii.	Barang Dibawa : Syarat-syarat :	<goods carried=""> <special requirements<="" td=""><td>></td><td></td></special></goods>	>	
viii. ix. x.	Khas Alamat Depot : Tarikh Tamat : Catatan :	<depot address=""> <end date=""> <notes></notes></end></depot>		
<per< td=""><td>INGATAN : PERLU MEN</td><td>ASTIKAN SEMUA KENDERA</td><td>AN MEMATUHI ICOP KES</td><td>ELAMATAN></td></per<>	INGATAN : PERLU MEN	ASTIKAN SEMUA KENDERA	AN MEMATUHI ICOP KES	ELAMATAN>
2. Ji akan	ka kenderaan tidak dilese terbatal dengan sendirin	nkan sebelum atau pada tarikh ya.	n tamat di Agensi Pengan	gkutan Awam Darat, tawaran ini
Sekia	n, terima kasih.			
"BERKHIDMAT UNTUK NEGARA"				
Saya	yang menjalankan amana	ah,		
	Digitally signed			
	Dute: 2018.10.30 12.11.35 +05'30'			
2				

Figure 18: Approval Offer Letter (Surat Tawaran Kelulusan)

4.2 Renew / Re-Application

This activity is for the purpose of the Operator (Company or Individual) to apply for "Renew / Re-Application" of Operator License or Vehicle License for their vehicles.

This activity can be performed by Company Director / Company PIC / Company Agent using their respective credentials (User ID and Password).

Please refer to Section 3.2 in this manual for details.



Figure 19: Application for Renew / Re-Application Process Flow

Kindly refer to Section 3.3 in this manual for the URL link based on location. The iSPKP Login Page is displayed (refer to Main User Manual).

In this manual, we have selected the Company Director as an example. Similar steps apply for Company PIC / Company Agent and as and when there is variation, this will be highlighted accordingly. In such a scenario, Company Director approval is required where necessary.

The Company Director (User) will need to Login to the iSPKP system. Please refer to Section 4.1 of the Main User Manual for Login guidance. Upon successful Login by the Company Director (User), the Front-End Landing Page of iSPKP system will be displayed. User will then proceed to the Land Public Transport Licensing Menu as follows:



Figure 20: Landing Page - Land Public Transport Licensing Management Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Land Public	This menu allows	User to click the	* Mandatory field.
	Transport	access to various	"Land Public	Click button
	Licensing	Land Public	Transport Licensing	Click button.
	Management	Transport Licensing	Management" menu	Land Public
		Management sub-	option.	Transport Licensing
		menus.		Management sub-
				menus will be

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
				displayed as shown
				in Figure 21.

isport Licensing	A /	0 4				
	Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft	
	Ð	Ð		Δ	0	
	New Application	Renew / Re-Ap	olication A	ariation of Licensing	Temporary change of Licensing	
		Ö	~	\otimes		
		Short time License Application	Issuance of License	Cancellation of Vehicle / C	perator License	
	My Approvals				~	
	My Applications				~	

Figure 21: Renew / Re-Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Renew / Re- Application	Provides access to various tasks under "Renew / Re- Application".	User to click on "Renew / Re- Application" button.	Click button. Next screen is displayed as per Figure 22.

Below is a table for Renewal Type and Timeline:

Renewal Type	Timeline
Renew	Must be done at least 3 - 6 months before expiry.
- Operator License	If this is done less than 3 months before expiry,
- Vehicle License	there shall be a penalty charged.
- Vehicle Over Age	
Limit	
Re-Application	This is required when the license has expired and
- Re-Application	must be done within 2 years.
Operator License	If license has expired more than 2 years, a fresh
- Re-Application	new license application must be submitted.
Vehicle License	
- Re-Application	
Vehicle Over Age	
Limit	

Table 5: Renewal Type and Timeline	newal Type and Timeline	Table 5: Rene
------------------------------------	-------------------------	---------------

Each panel of the left must be completed in order to initiate the Renew / Re-Application process.

4.2.1 License Information

The User must select the right type of renewal type application.

"Operator License" renewal is selected for this manual. The same process is applicable for the remaining renewal types.

=	Commerce) cial Vehicle Licensii	ng System			C	ompany A 👻	Company A	2 🥐	BM EN
+	License Information	Land Public Tran	sport Licensing > Renew Application							
	GPS Information	Renewal Type Select Operate	Operator License Operator License Vehicle License	ľ 1						
Ø	Requirement Document		Vehicle over Age Limit Re-application Operator License Re-application Vehicle License Re-application Vehicle over Age L	e Type	License Class Type	Start Date	End Date	Expiry Days	No. Of Vehicle	Age Over
	Review Application		2022092840045 PERKHIDI	MATAN AWAM	TEKSI MEWAH	27/Mar/2020	30/Dec/2022	63		
٥	Integration Verification									
Co	Declaration									
									_	
									2	Next

Figure 22: License Information - Renewal Type

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Renewal Type	Provides access to	User to click on	Dropdown button.
		various Renewal	"Renewal Type"	
		Types.	dropdown button and	
			select from the list:	
			- Operator	
			License	
			- Vehicle License	
			- Vehicle Over	
			Age Limit	
			- Re-application	
			Operator	
			License	
			- Re-application	
			Vehicle License	
			- Re-application	
			Vehicle Over	
			Age Limit	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Next	Completes the selection process for "License Information" panel	User to click on "Next" button.	Click button. Next screen is displayed as per Figure 23.

User to select the license for renewal.

=	iSPK	P rcial \	/ehicle Licensir	ig System			C	Company A 👻	Company A	e 🥐 f	BM EN
±	License Information		Land Public Tran	sport Licensing > Renew App	lication						
	GPS Information		Renewal Type :	Operator License	~						
٦	Requirement Document			Operator License Number	License Service Type	License Class Type	Start Date	End Date	Expiry Days	No. Of Vehicle	Age Over
F	Review Application	2	۲	2022092840045	PERKHIDMATAN AWAM	TEKSI MEWAH	27/Mar/2020	30/Dec/2022	63		
۲	Integration Verification										
ſ	Declaration										
										3	Next

Figure 23: License Information - Operator License (Select Operator License to Renew)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select	Enables access to	User to click "Select	Click button.
	Operator	Operator License	Operator License to	
	License to	Listing	Renew".	
	Renew			
2	Operator	Listing of license for	User to click the	Radio button.
	License Listing	renewal under the	radio button on the	
		Operator.	selected Operator	
			License to renew.	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
3	Next	Completes the	User to click on	Click button.
		selection process for "License Information" panel.	"Next" button.	Next screen is displayed as per Figure 24.

Next, User needs to select vehicle license for renewal.

All the vehicle licenses under the Operator are auto-populated and "tick" in the check box by default.

If User would like to select certain vehicle license, then only these needs to be "tick" and the rest is" untick" accordingly.

=	iSPKF) cial V	/ehicle Licen:	sing System			C	òmpany A	- Company	A 🙎	2	BM	EN	
•	License Information		Land Public Tr	ansport Licensing > Renew A	pplication		License Clas	TWO: TEKSI M		arator Licons	a Number	2022002	240045	
٨	GPS Information		Renewal Typ		AWAM	ype. PERKITDWATAN	License olds	з туре. текоти	civan op		e Number.	2022092	340043	
٦	Requirement Document		Select Vehic	le License to Renew for:		Search								
F3	Review Application	1		0940020		27/Mar/2020	30/Dec/2022	Expiry Days	2016]			
٥	Integration Verification								Items per page: 5 -	0 of 0	<	< >	>	
Co	Declaration													1
									0	Previo		ave & Ne	a 1	

Figure 24: License Information - Operator License (Select Vehicle License to Renew)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Check box	Enables selection of	User to untick / tick	Tick button.
	button	vehicle license(s) where necessary.	where necessary in the check box.	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "License Information".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 25.

4.2.2 GPS Information

User will proceed to the "GPS Information" panel which is auto-populated as below and review the information displayed.

=		cial Vehicle Licensing System		Company A 👻	Company A 🙎 🧬 🏦 BM EN
•	License Information 🤗	Land Public Transport Licensing > Renew Ap	plication		
	GPS Information	Provider Name	Username	Password	URL + Add GPS
٦	Requirement Document		XXXXXXX		******
P	Review Application	Provider Name	Username XXXXXXX	Password	
۲	Integration Verification				
Ĉ	Declaration				
					1 Previous Save & Next

Figure 25: GPS Information - Auto Populated

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous	following options:	
		screen / saving of	- Previous	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		the "GPS	- Save & Next	Next screen is
		Information".	(selected)	displayed as per Figure 26.
				Figure 26.

4.2.3 Requirement Document

User will proceed to the "Requirement Document" panel which would require upload of various supporting documents related to Renew / Re-Application of Operator License.

=	Kispki	P rcial Ve	ehicle Licensing System			Company A 🔹	Сотрапу А 🐣 🥐 🔒 вм ем
:	License Information 🤣		and Public Transport Licensing - Renew Applicati Renewal Type: Operator License	License Service Type: PERK AWAM	HIDMATAN	License Class Type: TEKSI MEWAH	Operator License Number: 2022092840045
٥	Requirement Document		Required Documents				
E	Review Application		Copy of latest Audited Financial Report		0	xxxxxxx.pdf	0
•	Integration Verification		Letter of Appointment of Representative that does not e	xceed 30 days	•	xxxxxxx.pdf	0
Co	Declaration		Copy of Representative Identification Card		•	xxxxxx.pdf	0
		1	Copy of the Identity Card of the individual who signed th	e application form	•	xxxxxxx.pdf	0
			Copy of Vehicle Permit		•	xxxxxx.pdf	0
			Copy of Vehicle Registration Card / Copy of Vehicle Own	ership Certificate	۵	xxxxxxx.pdf	0
							2 Previous Save & Next

Figure 26: Requirement Document: Upload Supporting Documents

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement	This applies to	User to click the	
	Documents	supporting relevant documents.	Upload Icon & upload the document(s):	*Mandatory field. Upload icon.
			- Copy of Latest Audited	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			FinancialReportLetter ofAppointment ofRepresentativethat does notexceed 30 daysCopy ofRepresentativeIdentificationCardCopy of theIdentity Card ofthe Individualwho signed theApplicationFormCopy of VehiclePermitCopy of VehicleRegistrationCard / Copy ofVehicleOwnershipCertificate	Multiple documents can be uploaded for each field. Follow documents upload specifications in Section 1.7. If no document is uploaded, there is a system message will prompt "Please select a file" message will appear.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Requirement Documents".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 27.

4.2.4 Review Application

User will proceed to the "Review Application" panel which is auto-populated as below.

=	iSPKP Commercial Ve	chicle Licensing System			Company A 👻 C	čompany А 😤 🧬 🏠 вм ем	
⊥ ▲	License Information	Land Public Transport Licensing - Ren Renewal Type: Operator License Operator License to Review	ew Application License Service Ty; AWAM Appli	e: PERKHIDMATAN	License Class Type: TEKSI MEWAH	Operator License Number: 2022092840045	
•	Review Application	Operator License Number 2022092840045	License Service Type PERKHIDMATAN AWAM	License Class Type TEKSI MEWAH	Start Date 27 Mar, 2020	End Date 30 Dec, 2022	
© [°	Integration Verification	Vehicle information for Revie	W Depictedian Numb	~			
		XXXXXXX		e			l
						2 Previous Save & Next	

Figure 27: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Top Arrow icon	Enables display of Vehicle Information for Review	User to click Top Arrow icon.	Top Arrow icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Review Application".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 28 or Figure 29.

4.2.5 Integration Verification

User will proceed to the "Integration Verification" panel to perform verification checking with SSM records.

Two scenarios may be possible:

Scenario	Remarks	
No Information Discrepancy	Proceed with Declaration.	
Information Discrepancy Noted	Proceed with Variation Application -	
	refer to Section 4.3.1 in this manual.	

Table 6: Integration Verification - Scenarios

No Information Discrepancy

User will proceed with Declaration.

=	Commercial	Vehicle Licensing System Сотралу А 👻 📌 🔥 вм. н	EN
⊥ L ▲ G	License Information	Land Public Transport Licensing - Renew Application Renewal Type: Operator License License Service Type: PERKHIDMATAN License Class Type: TEKSI MEWAH Operator License Number: 202209 AWAM	92840045
E R	Requirement Document	Integration Verification Type of Validation Status Remarks Checked Company Information from the SSM System (Reg. No - 198301004709)	
🤣 II	Integration Verification		
6	Declaration		
		1 Previous Save & N	lext

Figure 28: Integration Verification - No Information Discrepancy

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Integration Verification".	following options: - Previous - Save & Next (selected)	Next screen is displayed as per Figure 30.

Information Discrepancy Noted:

User will proceed with Variation Application.

Please refer to Section 4.3.1 in this manual on the next step.



Figure 29: Integration Verification - Information Discrepancy Noted

User must complete the Variation Application process and receive approval first before the User is allowed with Declaration.

4.2.6 Declaration

User will need to proceed to "Declaration" panel to submit the Declaration.

=	iSPKP Commercial Veh	ilcle Licensing System Сотрапу А 👻 Сотрапу А 🙎 🙅 🛧 вм тем
:	License Information	 / We declare that: 1. All information provided in this form including attachment documents is TRUE and UP TO DATE. 2. Has appointed a representative as per the representative's letter for the purpose of exercising any right to deal with APAD and will be responsible for any document or transactions made by such representative; and 3. Complied with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.
	Requirement Document 🥑 Review Application 🛛 🥑	Peringatan/Reminder 1. Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palsu boleh dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM10,000.00 atau dipenjarakan tidak melebihi satu (1) tahun atau kedua-duanya sekali. 2. Pelanggan diwajibkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui pejabat APAD
🕹 (3	Integration Verification 🤡	yang berhampiran. 1. Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence falsifying a statement or submitting false details can be fined not less than RM1.000.00 and exceeding RM10.000.00 or imprisonment not exceeding one (1) year or both. 2. The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office.
	0	Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfii all the Eligibility Criteria imposed
		Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now

Figure 30: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare that User has read & understood the terms & conditions and provided true & accurate information.	User to select checkbox.	Tick button.
2	Previous / Save Draft & Exit / Submit & Pay Later / Submit & Pay Now	Enables User to decide on next action.	User to select Action button as per options: - Previous - Save Draft & Exit - Submit & Pay Later - Submit & Pay Now	Click button.

4.2.7 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Licensing Fee and thereafter the license will visible to the applicant.

4.2.8 Renew / Re-Application License Issuance

Once the Payment is done, then only User will be able to proceed & view the application status from the Landing Page & retrieve the License from the Profile option. The User will navigate to the landing page, as shown below:

Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft	
Land Public Transport Licensing	L = Driver Card	Construction Business Licensing	©24 Service Request	Peyment	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals				~	0
MEMPERBAHARUI LESEN OPERATOR (#25391) Application No: TL2022102804410522 PERRHEMATAN AWAK: TEKSI MEWAH	Completion Payment Processing Fee: Paid View Receipt:	View APPEAL (#2 Application No: No Approved With: Com	1701) Completion A Steens 19/Dct/2022	Payment View Processing Fee: Pending View Receipt:	-

Figure 31: My Applications - Application & Payment Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	My	Enables status	User to click on "My	Click button.
	Applications	checking on	Applications".	
		application and		
		payments made.		

Next, User will proceed to access the Profile menu and retrieve the License accordingly.

(1) 7	2	9 0	O	Reset Password
Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications oran
Ra		÷	G ₂₄	
Land Public Transport Licensing	Driver Card	Intermediation Business Licensing	Service Request	Payment
		• ····	-	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing	
My Approvals				
My Approvals				

Figure 32: Profile Menu

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Profile icon	Enables access to "Profile" menu.	User to click on "Profile" icon.	Click button.
2	Profile	Enables access to "Profile" sub- menus.	User to click on any of the following: - Profile (selected) - Reset Password - Logout	Click button. Next screen is displayed as per Figure 33.

=	Commer	• cial Vehicle Licensing System				Compar	ny A 🗸 C	Company A	2 🖓	🔒 BM EN
0	Information Compa	Company > Sdn Bhd (Syarikat)		Operator Lice	ense			Total Licenses: 6	STK Licenses	: 1 Vehicle Permits
6	Director Details	License Service Type	License Class Tups	Vahiela Pormi	No Start Data	-	End Date		Yotup	Rese
	Person In-Charge	License service type	License class type	- Venicle Penni			Lifu Date		natus	
8	Agent	License Service Type	License Class Type	STK?	Operator Licence Number	Status 1	Start Date	End Date	Vehicles	View License
_		PERKHIDMATAN AWAM	TEKSI MEWAH	×	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Active	27/Mar/2020	28/Oct/2024	1	a 2
-	Address Info	PERKHIDMATAN AWAM	KERETA SEWA	×	2022092840047	Active	28/Sep/2022	28/Sep/2024	2	
20	Agent Termination	KENDERAAN BARANGAN	PEMBAWA C	~	LC2022101902410366	Active	19/Oct/2022	19/Oct/2024	1	
20	PIC Termination	PERKHIDMATAN AWAM	BAS EKSPRES	×		Active	28/Oct/2022	28/Jan/2023	1	
-	Described delayers	KENDERAAN BARANGAN	PEMBAWA A	×	100332W(LA)	InActive	07/Aug/2020	19/Aug/2022	Z	
ė	Branch Address	PERKHIDMATAN AWAM	BAS PENGANTARA	×	2022092640027	InActive	26/Sep/2022	14/Oct/2022	1	
4	Operator License	0						. 10 -	5.016	
4	Vehicle License						items per page	e: 10 👻	1 - 0 01 0	
A	Share/Equity Holders									

Figure 33: Profile Sub-Menu: Operator License

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Operator License	Enables access to licenses issued.	User to click "Operator License".	Click button.
2	View License	Enables viewing of a selected license.	User to click on selected license.	Click button.

The system-generated Temporary Change License is issued via Digital Certificate.

The selected Operator License is displayed as per below:

KEMENTERIAN PENGANGKUTAN AGENSI PENGANGKUTAN AWAM DARAT							
LESEN PENGENDALI							
Adalah ini dengan diperakukan bahawa pengendali yang dinyatakan di bawah ini telah dilesekan oleh Agensi Pengangkutan Awam Darat mengikut Akta Pengangkutan Awam Darat 2010. Lesen ini tertakluk kepada syarat-syarat yang telah ditetapkan di dalam Keperluan Tahap Perkhidmatan.							
Nombor Lesen Pengendali	: XXXXXXXXXXXXXXXX						
Nama Pengendali	: Company A						
No.Daftar Syarikat	: WWT7799PERKHIDMATAN AWAM						
Alamat Berdaftar	: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						
Tarikh Mula Kuatkuasa	: 27/03/2020						
Tarikh Sahlaku Sehingga	: 28/10/2024						
* Pembaharuan ini hendaklah dib	uat sekurang-kurangnya 90 hari sebelum habis tempoh						

	Bertarikh : 28/09/2022						

Figure 34: Renew / Re-Application License - Operator License (Sample)

4.3 Variation of Licensing

This application is applicable for existing Operators in APAD / LPKP Sabah / LPKP Sarawak system with Operator License and Vehicle License.

There are different circumstances causing the need for different types of Variation of Licensing application which will be elaborated further in this section.

The types of Variation of Licensing application depend on the type of ROC Company or ROB Business that are applying as below:

	Registrar of	Registrar of
Variation of Licensing Application	Companies (ROC)	Businesses (ROB)
Туре	Sdn Bhd / Bhd /	Sole Proprietorship /
	Co-operative	Partnership
Change of Company's Shareholder	/	/
Change of Operator's License Class	/	/
Change of Vehicle Classification	/	/
Change of Vehicle	/	/
Transfer of Ownership	Х	/

Table 7: Types of Variation Application / Type of Company or Business

This activity can be performed by the Director / PIC / Agent. This sub-Module is applicable for Operators who would like to apply for variation of their existing Operator/ Vehicle licenses.



Figure 35: Variation of Licensing Process Flow

Kindly refer to Section 3.3 in this manual for the URL link based on location. The iSPKP Login Page is displayed (refer to Main User Manual).

In this manual, we have selected the Director as an example. Similar steps apply for PIC / Agent and as and when there is variation, this will be highlighted accordingly. In such a scenario, the Director approval is required where necessary.

The Director (User) will need to Login to the iSPKP system. Please refer to Section 4.1 of the Main User Manual for Login guidance.

Upon successful Login by the Director (User), the Front-End Landing Page of iSPKP system will be displayed. User will then proceed to the Land Public Transport Licensing Menu as follows:

Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft	
Land Public Transport Licensing	L = Driver Card	Reference of the second	C24 Service Request	Payment	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals				~	
My Applications	My Applications 🗸				

Figure 36: Landing Page - Land Public Transport Licensing Management Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Land Public	This menu allows	User to click the	* Mandatory field.
	Transport	access to various	"Land Public	Click button
	Licensing	Land Public	Transport Licensing	
	Management	Transport Licensing	Management" menu	Land Public
		Management sub-	option.	Transport Licensing
		menus.		Management sub-
				menus will be
				displayed as shown
				in Figure 37.

Commercial Ver Public Transport Licensing	licle Licensing System					
	a d d d d d d d d d d d d d d d d d d d	4 Applications Approved	Applications Pending	S 0 Applications Rejected	Applications Draft	
	• New Application	Renew / Re-Appl	ication V	A riation of Licensing	C Temporary change of Licensing	
	Short time	C License Application	Issuance of License	Cancellation of Vehicle /	Operator License	
	My Approvals				v.	
	My Applications				~	

Figure 37: Land Public Transport Licensing Management Module - Variation of Licensing

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of Licensing	Provides access to various tasks under "Variation of Licensing".	User to click on "Variation of Licensing" button.	Click button. Next screen is displayed as per Figure 38 or Figure 39 depending on whether it's a ROC / ROB type pf company or
				business respectively.

The work processes below in are major tasks under Variations of Licensing Application.

=	iSPKP	ial Vehicle Licensing System	Company A 🗣 Company A	ය Ք 🏦 BM EN
▲ ≪ ■	Variation Types Variations Applied Requirement Document Review Application	Land Public Transport Licensing - Variation of Licensing - Select Variation For Company Change Of Company's Shareholder Select Variation For Operator Change Of Operator's Licence Class		
0	Declaration	Select Variation For Vehicle		
				Next

Figure 38: Variation of Licensing Application - ROC Company



Figure 39: Variation of Licensing Application - ROB Company

Kindly note the following:

Section 4.3.1 to 4.3.4:

- An example of a ROC Company is used, but also applicable for a ROB Business as well.

Section 4.3.5

- An example of a ROB Business is used, as this task is not applicable for a ROC Company.

Under each Section from 4.3.1 to 4.3.5, each panel must be completed / reviewed accordingly which is similar for both ROC and ROB type.

4.3.1 Change of Company's Shareholder

This task is applicable for both ROC and ROB type of companies.

The write-up below uses a ROC type of company as an example.

In the event there is a need to update the company or business shareholder information in the iSPKP system to match the SSM information, User will need to perform the Change of Company's Shareholder application.

During Renew / Re-application process, in the event the User sees Figure 29 during Integration Verification task as per Section 4.2.5, the following process needs to take place.

Scenario	Remarks			
Difference in Name, Address and	This will be updated in iSPKP system via			
Directors	Fast Approval by using "Accept Variation" button below.			
Difference in Shareholders / Equity	Proceed with Variation Application by			
Holders	clicking on the blue colored link below.			

Table 8: Integration Verification - Directors & Shareholders / Equity Holders Scenarios

=	iSPKP	chicle Licensing System	Company A 👻 Company A 😩 🐢 🛧 вм і ем		
•	License Information	Type of Validation	StatusRemarks		
_ ▲ ₪	GPS Information		 Difference in Name, Address and Directors identified: Change of Registration address Change in Director Information: 'MOHD RIDZUAN BIN DAUD @ AB RAZAK' is not matching. Change in Director Information: 'KHERUNNESSA BINTI SAMSUDDIN' is not matching. 		
p	Review Application	Checked Company Information from the SSM System (Reg.No - 201201011786)	Change in Director Information: 'MOHD FAKRIN BIN NOR DIN' is not matching. Change in Director Information: 'ANUAR BIN BAHADOR' is not matching. Difference in Shareholders/Equity holders identified. Click here to create a Variation		
۲	Integration Verification		application, Shareholder (IC: 740920026064) Total Shares changed. Shareholder (IC: 811026035199) Total Shares changed. Shareholder (IC: 811020131564) Total Shares changed.		
Co	Declaration	Checked Vehicle Details From JPJ System (Veh.Reg.No - VCF182)	Shareholder (it. 611266113261) Total Shares Changed. BGK Missing - (Data in JPJ: 0)		
		JPJ Summon Details by Vehicle Registration Number Verification (Veh.Reg.No - VCF182)	Vo. of Summons: No Any Outstanding Summons		
		A Variance Charge of RM 5 each, will be applied for updating these changes of the section of the	ges to the system		
			1 Accept Variation Previous Save & Next		

Figure 40: Integration Verification - Information Discrepancy Noted

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Accept Variation	Enables system to auto-update Difference in Name, Address and Directors	User to click on "Accept Variation" button.	Click button. "Accept Variation" enables Director information in iSPKP system to be updated as per SSM data.
2	Click here to Create Variation Application	Enables Difference in Shareholders / Equity Holders to be updated.	User to click "Click here to Create Variation Application" button.	Click button. "Click here to Create Variation Application" enables Shareholder / Equity Holder information in iSPKP system to be

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
				updated as per SSM
				data.

4.3.1.1 Variation Types

User to select Change of Company's Shareholder and make the necessary changes.

=	iSPKP Commercial	I Vehicle Licensing System	Company A 👻 Company A 🙎 Ք 🏦 вм т ем
Δ	Variation Types	Land Public Transport Licensing > Variation of Licensing > Select Variation For Company	
Q‡	Variations Applied	Change Of Company's Shareholder	
٦	Requirement Document	Select Variation For Operator	
	Review Application	Change Of Operator's Licence	
Ô	Declaration	Class	
		Select Variation For Vehicle	
		Change Of Vehicle Classification	
			2 Next

Figure 41: Variation Type - Change of Company's Shareholder

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change of	Provides access to	User to click on	Click button.
	Company's	various tasks under	"Change of	
	Shareholder	"Change of	Company's	
		Company's	Shareholder" button.	
		Shareholder".		

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Next	Enables User to proceed to next screen.	User to click "Next".	Click button. Next screen is displayed as per Figure 42.

4.3.1.2 Variation Applied

The following information is auto-populated whereby information as per the iSPKP system is displayed alongside SSM system.

= 🙋	iSPKP Commercial Vehicle Licensin	ig System	Сотрапу А 👻 Сотрапу А 😩 Ք 🛧 вм । EN
∆ Variatio	n Types 🔗	sport Licensing > Variation of Licensing > Change of Equity Existing Shareholder/Equity Holder Details	SSM Shareholder/Equity Holder Details
	ns Applied Nam	16: 2000000000000000000000000000000000000	Name: X000000000000000000000000000000000000
Review	Application	umber: XXXXXXXXXXXXX I of Shares: 60000	IC Number:XXXXXXXXXX Total of Shares: 60000
Declara	ion IC N Tota	ne: 2000000000000000000000000000000000000	Name:≫0000000000000000000000 ▲ IC Number:>000000000000000000000000000000000000
	Nam IC N Tota	ne:2000000000000000000000000000000000000	Name: ⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰⁰
	Nam IC N Tota	he:/0000000000000000 umber:/000000000000000000000000000000000000	
			1 Previous Save & Next

Figure 42: Variation Type - Change of Company's Shareholder

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous	following options:	
		screen / saving of	- Previous	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		the "Variation	- Save & Next	Next screen is
		Applied".	(selected)	displayed as per Figure 43.

4.3.1.3 Requirement Document

User will proceed to the "Requirement Document" panel which would require upload of various supporting documents related to Change of Company Shareholder application.

=	Commercial	/ehicle Licensing System			Company A 👻 Comp	рапу А 🙎 Ք 🏦 вм । ем
Δ	Variation Types	Land Public Transport Licensing > Variation of Licensing > Change of E				
Q+	Variations Applied	Required Documents				
٥	Requirement Document	The appointment letter must not exceed 30 days	۵	xxxx.pdf	0	
p	Review Application	A copy of the representative's Identity Card	٥	xxxx.pdf	0	
Ô	Declaration	The appointment letter must not exceed 30 days	•	xxxxxxxx.pdf	0	
	0	A copy of the representative's Identity Card	•	xxxxxxxx.pdf	0	
		The appointment letter must not exceed 30 days	0	xxxxxxxxx.pdf	0	
		A copy of the representative's Identity Card	•	xxxxxxxx.pdf	0	
		Copy of Tourism Operating License and Travel Agency (TOBTAB)	•	xxxxxxxxx.pdf	0	
					2	Previous Save & Next

Figure 43: Requirement Document: Upload Supporting Documents

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Required	This applies to	User to click the	*Mandatory field.
	Documents	relevant supporting	Upload Icon & upload	Upload icon
		documents.	the document(s):	
				Multiple
				documents can be
No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
----	---------------------------	--	---	--
			 The appointment letter must not exceed 30 days. A copy of the representative's Identity Card Copy of Tourism Operating License and Travel Agency (TOBTAB) 	uploaded for each field. Follow documents upload specifications in Section 1.7. - If no document is uploaded, there is a system message will prompt "Please select a file" message will appear.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Requirement Documents".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 44.

4.3.1.4 Review Application

User will proceed to the "Review Application" panel which is auto-populated as below.

=	iSPKP Commercial	Vehicle Licensi	ing System		Company A 🕞	Company A	🐣 Ք 🏦 вм ј	EN
	Variation Types	Land Public	Transport Licensing > Variation of Licens	ing > Change of Equity				ē
Ø+	Variations Applied		Shareholders to be Deleted:					•
٥	Requirement Document 🥪	10	C Number	Name	Total	l of Shares		
1	Review Application	x	****	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	3000	00		
Ó	Declaration		Shareholders to be Added:					
			Shareholders to be Updated:					
						1 Previous	Save & Next	

Figure 44: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Review	User to click on the following options: - Previous	Click button. Next screen is displayed as per
		Application".	- Save & Next (selected)	rigure 45.

4.3.1.5 Declaration

User will need to proceed to "Declaration" panel to submit the Declaration.

	iSPKP	Vehicle Licensing System Сотралу А 🖌 Сотралу А 🙎 🕐 🏤 вм т ем				
		Pengakuan Pelanggan / Customer's Declaration				
Δ	Variation Types 🥑	Saya / Kami mengaku bahawa:				
€‡	Variations Applied	 Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TERKINI. Telah melantik vakil mengkut surat wakil untuk tujuan melaksanakan apa-apa urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil tersebut dan 				
٦	Requirement Document	 Telah mematuhi sebarang keperluan lain yang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang terpakai. 				
		1 / We declare that:				
F 3	Review Application	1. All information provided in this form including attachment documents is TRUE and UP TO DATE. 2. Has appointed a representative as per the representative's letter for the purpose of exercising any right to deal with APAD and will be responsible for any document or transactions made				
ĝ	Declaration	by such representative; and 3. Complied with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.				
		Peringatan/Reminder				
	 Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palsu boleh dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM10,000.00 atau dipenjarakan tidak melebihi satu (1) tahun atau kedua-duanya sekali. Pelanggan diwajibkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui pejabat APAD yang berhampiran. 					
	 Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence falsifying a statement or submitting false details can be fined not less than RM1,000.00 and exceeding RM10,000.00 or imprisonment not exceeding one (1) year or both. The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office. 					
	3 Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfil all the Eligibility Criteria imposed					
		2 Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now				

Figure 45: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare that User has read & understood the terms & conditions and provided true & accurate information.	User to select checkbox.	Tick button.
2	Previous / Save Draft & Exit / Submit & Pay Later / Submit & Pay Now	Enables User to decide on next action.	User to select Action button as per options: - Previous - Save Draft & Exit - Submit & Pay Later	Click button.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			- Submit & Pay	
			Now	

4.3.1.6 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Approval Fee and thereafter the Approval Letter will visible to the applicant.

4.3.1.7 Approval Letter (Surat Kelulusan)

Upon approval by APAD / LPKP Sabah / LPKP Sarawak, the Operator will receive the Approval Letter.

A sample Approval Letter is shown below:

Please provide sample Approval Letter - change of company shareholder

User may check application and payment status as per below:

Once the Payment is done, then only User will be able to proceed & view the application status from the Landing Page & retrieve the Approval Letter from the Profile option. The user will navigate to the landing page, as shown below:

E 302 Total Applications	56 Applications Approved	137 Applications Pending	Applications Rejected	109 Applications Draft	
Land Public Transport Licensing	L I≡ Driver Card	References	©24 Service Request	Payment	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals				~	
My Applications				^	1

Figure 46: My Applications - Application & Payment Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	My	Enables status	User to click on "My	Click button.
	Applications	checking on	Applications".	
		application and		
		payments made.		

4.3.2 Change of Operator's License Class

This task is applicable for both ROC and ROB type of companies.

The write-up below uses a ROC type of company as an example.

In the event there is a need to change an Operator license class to another license class but within the same vehicle category, the company or business will need to apply for Change of Operator's License Class. This change will not affect the Operator License and saves time for the company without the hassle of having to submit a fresh New Application.

4.3.2.1 Variation Types

User to select Change of Operator's License Class and make the necessary changes.

=	ispkp	Cial Vehicle Licensing System	Company A 🖌 Company A 🙎 Ք 🛧 вм т ем
Δ	Variation Types	Land Public Transport Licensing > Variation of Licensing > Select Variation For Company	
Ŧ	Variation Criteria	Change Of Company's Shareholder	
Q+	Variations Applied	Select Variation For Operator	
٦	Requirement Document	Change Of Operator's Licence	
	Review Application	Class	
Ø	Application Verification	Select Variation For Vehicle	
Ô	Declaration	Change Of Vehicle Classification	
			2 Next

Figure 47: Variation Types - Change of Operator's License Class

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change of Change of Operator's License Class	Provides access to various tasks under "Change of Operator's License Class".	User to click on "Change of Operator's License Class" button.	Click button.
2	Next	Enables User to proceed to next screen.	User to click "Next".	Click button. Next screen is displayed as per Figure 48.

4.3.2.2 Variation Criteria

User needs to determine the correct License Service Type / New License Class Type / License Class Type.

=		Cial Vehicle Licensing System		Company A 👻 Co	отрапу А 🙎 Ք 🏤 вм т ем
Δ	Variation Types	Land Public Transport Licensing > Variation of Licens	sing > Change of Operator License Class	New License Class Type	
Ŧ	Variation Criteria	Perkhidmatan Awam	TEKSI	TEKSI MEWAH	•
Q‡	Variations Applied	0	2	3	
٦	Requirement Document				
p	Review Application				
Ø	Application Verification				
Ô	Declaration				
				4	Previous Save & Next

Figure 48: Variation Criteria

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	License Service	Enables selection of	User to select from	*Mandatory field.
	Туре	the License Service	dropdown button as	Dropdown button.
		Type.	below:	•
			- Perkhidmatan	
			Awam	
			(selected)	
			- Kenderaan	
			Barangan	
2	License Class	Enables selection of	User to select from	*Mandatory field.
	Туре	existing License	dropdown button as	Dropdown button.
		Class Type	per their existing	
			License Class Type(s)	
			in the Operator	
			License:	
			- Teksi (selected)	
			- Teksi Lapangan	
			Terbang	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
3	New License Class Type	Enables selection of New License Class Type	 Bas Berhenti- Henti Bas Pengantara Bas Carter User to select from dropdown button based on the options available within the existing vehicle license type: Teksi Mewah (selected) Kereta Sewa dan Pandu Kereta Sewa Teksi Lapangan 	*Mandatory field. Dropdown button.
	Duraciana	Frables either		
4	Save & Next	Enables either viewing of previous screen / saving of the "Variation Criteria".	oser to click on the following options: - Previous - Save & Next (selected)	Next screen is displayed as per Figure 49.

4.3.2.3 Variation Applied

The Company will need to give details of the existing and new vehicle.

=	iSPKF	P rcial Vehicle Licensing System			Company A 👻 Company A	2 Ք 🏫 BM EN
	Variation Types 🔗	Land Public Transport Licen License Service Type: P Vehicles:	sing > Variation of Licensing > Change of + erkhidmatan Awam License Class	Operator License Class S Type: TEKSI New Lice	nse Class Type: TEKSI MEWAH	Add Vehicle
¢	Variations Applied	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	
۵	Requirement Document					
E	Review Application					
Ø	Application Verification					
Ô	Declaration					
					2	

Figure 49: Variation Applied

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Add Vehicle	Enables existing vehicle information to be added.	User to click "Add Vehicle" button.	Click button. Next screen is displayed as per Figure 50.

	ial Vehicle Licensing System		Co	mpany A 🔹 Company A	2 Ք 🔒 BM EN
△ Variation Types	Land Public Transport Licensin License Service Type: Per Vehicles:	g - Variation of Licensing - Change of Op khidmatan Awam License Class T	mator License Class ype: TEKSI New License (Class Type: TEKSI MEWAH	Add Vehicle
Variations Applied	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	
Requirement Document		0	Vehicle		
Review Application		Vahicle Reg. No. *	Variation Type * None	1	
Application Verification		Old Veriation	Naw Variation		
Declaration			3 Save Cancel		
				Previous	Save & Next

Figure 50: Variation Applied - Add Vehicle (Information)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Vehicle Reg No	Enables selection of existing Vehicle Reg No to be added.	User to select from dropdown button the current Vehicle Reg No. which is auto- populated.	Dropdown button.
2	Variation Type	Enables selection of variation to vehicle (if any).	User to select from dropdown button: - None - Service Type - Seating No	Dropdown button.
3	Save / Cancel	Enables User to make decision.	User to click either: - Save (to proceed) - Cancel (to abort)	Next screen is displayed as per Figure 51.

≡		Cial Vehicle Licensing System			Company A 👻 Company A	දී Ք 🏦 BM EN
△ 	Variation Types 🔗 Variation Criteria	Land Public Transport Licensing > Va License Service Type: Perkhidr Vehicles:	ariation of Licensing > Change of Operator Licens natan Awam License Class Type: TEKSI	e Class New Lice	ense Class Type: TEKSI MEWAH	Add Vehicle
Ø,	Variations Applied	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	
٦	Requirement Document		None			
P	Review Application					
Ø	Application Verification					
Ô	Declaration					
					1 Previous	Save & Next

Figure 51: Variation Applied - Add Vehicle (Review & Save)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Variation Applied".	following options: - Previous - Save & Next (selected)	Next screen is displayed as per Figure 52.

4.3.2.4 Requirement Document

User will proceed to the "Requirement Document" panel which would require upload of various supporting documents related to Change of Operator's License Class application.

≡		D rcial V	ehicle Licensing System			Company A 🕞	Company A	2 🕮 🏫 BM EN	
	Variation Types		and Public Transport Licensing > Variation of Licensing > Change of Operator License Class						
Ŧ	Variation Criteria 🥑		Required Documents						
⊘ ₊	Variations Applied 🥑		VCF182		▲ xxxx.pc	df		0	
٥	Requirement Document		The letter of appointment of a representative does not exceed 30 days	۵	xxxx.pdf		0		
	Review Application		" A copy of the representative's Identity Card"	۵	xxxxxxxxx.pdf		0		
Ø	Application Verification	1	" Confirmation from the operator"	۵	xxxxxxxxx.pdf		0		
2	Declaration		Copies of Bank Statements (3) for the latest month	۵	xxxxxxxx.pdf		0		
			Accumulate Capital	۵	xxxxxxxxx.pdf		0		
							2 Previous	Save & Next	

Figure 52: Requirement Document: Upload Supporting Documents

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Required	This applies to	User to click the	*Mandatory field.
	Documents	relevant supporting documents.	Upload Icon & upload the document(s):	Upload icon.
			- Vehicle	Multiple
			Registration Card	documents can be
			- The letter of	uploaded for each
			appointment of a	field.
			representative	Follow documents
			does not exceed	upload
			30 days	specifications in
			- A copy of the	Section 1.7.
			representative's	
			Identity Card	- If no document
			- Confirmation	is uploaded, there
			from the	is a system
			operator	message will
			- Copies of Bank	prompt "Please
			Statements (3)	select a file"

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			for the latest month - Accumulated Capital	message will appear.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Required Documents".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 53.

4.3.2.5. Review Application

User will proceed to the "Review Application" panel which is auto-populated as below.

=	Commercial	/ehicle Licensing System		Company A	🗸 Company A 🛛 🙎 Ք 🏫	BM EN
	Variation Types	Land Public Transport Licensing - Variation of L	icensing > Change of Operator License Class			÷
Ŧ	Variation Criteria	License Service Type: Perkhidmatan Awam	License Class Type: TEKSI	New License Class Type: TE	KSI MEWAH	
Q+	Variations Applied	Vehicles:				^
٦	Requirement Document	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	
	Review Application	XXXXXXXX	None			
Ø	Application Verification					
Ó	Declaration					
					1 Previous Save & Ne	ext

Figure 53: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Review Application".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 54.

4.3.2.6 Application Verification

User will proceed to the "Application Verification" panel to perform verification checking with SSM and JPJ records.

≡	iSPKP	Vehicle Licensing System	Company A 🖌 Company A 🙎 Ք 南 вм т ем
Δ	Variation Types	Land Public Transport Licensing > Variation of Licensing > Change of Operator License Class	
Ŧ	Variation Criteria	Application Verification	
⊘ ∔	Variations Applied	Type of Validation	Status Remarks
٦	Requirement Document 🥪	Checked Company Information from the SSM System (Reg.No ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	\checkmark
P	Review Application	Checked Vehicle summons from JPJ system (Veh.Reg.No ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	No. of Summons: No Any Outstanding Summons
Ø	Application Verification		
Ô	Declaration		
			1 Previous Save & Next

Figure 54: Application Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen /	following options:	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		saving of the	- Previous	Next screen is
		"Application	- Save & Next	displayed as per
		Verification".	(selected)	Figure 55.
			()	

4.3.2.7 Declaration

User will need to proceed to "Declaration" panel to submit the Declaration.

=	iSPKP Commercial Vel	hicle Licensing System Сотралу А 👻 🕐 🏫 вм т ем
		Pengakuan Pelanggan / Customer's Declaration
Δ	Variation Types	Saya / Kami mengaku bahawa:
÷	Variation Criteria	 Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TERKINI. Telah melantik wakil mengikut surut wakil untuk tujuan melaksanakan apa-apa urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil tersebut; dan
Q+	Variations Applied	 Telah mematuhi sebarang keperluan lain yang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang terpakai.
		I / We declare that:
	Requirement Document	 All information provided in this form including attachment documents is TRUE and UP TO DATE. Has appointed a representative as per the representative's letter for the purpose of exercising any right to deal with APAD and will be responsible for any document or transactions made by such representative; and
	Review Application	Complied with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.
0	Application Verification	Peringatan/Reminder
0		1. Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palsu boleh
6	Declaration	dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM10,000.00 atau dipenjarakan tidak melebihi satu (1) tahun atau kedua-duanya sekail. 2. Pelanggan diwajibkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari faman web APAD atau melalui pejabat APAD yang berhampiran.
		 Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence falsifying a statement or submitting false details can be fined not less than RM1.000.00 and exceeding RM10.000.00 or imprisonment not exceeding one (1) year or both. The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office.
	0	Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfil all the Eligibility Criteria imposed
		2 Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now

Figure 55: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare	User to select	Tick button.
		that User has read	checkbox.	
		& understood the		
		terms & conditions		
		and provided true &		

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2		accurate information.	User to select Action	Click button
2	Save Draft & Exit / Submit & Pay Later / Submit & Pay Now	decide on next action.	 button as per options: Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now 	

4.3.2.8 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Approval Fee and thereafter the Approval Letter will visible to the applicant.

4.3.2.9 Approval Letter (Surat Kelulusan)

Upon approval by APAD / LPKP Sabah / LPKP Sarawak, the Operator will receive the Approval Letter.

A sample Approval Letter is shown below:

	2.3	
Are	AND DESIGNATION AND DESIT	
-	INST PERMANANTIAN ANIAN DAKAT	
5	INFORT TRADUCT PROPERTY	Tarikh : <tarikh></tarikh>
<wi< td=""><td>NSHIRE CORPORATION SON B</td><td>HD></td></wi<>	NSHIRE CORPORATION SON B	HD>
<a-< td=""><td>2-6 TTDI PLAZA 2A</td><td></td></a-<>	2-6 TTDI PLAZA 2A	
JAL	AN WAN KADIR 3	
TAN	IAN TUN DR ISMAIL	
6000	00 KUALALUMPUR	
WIL	AYAH PERSEKUTUAN KUALA LI	JMPUR>
Tua	n,	
<u>sur</u>	AT KELULUSAN PERMOHONA	N UBAHSYARAT <ubah bdm=""> BAGI KELAS LESEN <pembawa a=""></pembawa></ubah>
Ada	lah dengan hormatnya dia	rah merujuk kepada permohonan tuan, no. rujukan permohon
<la< td=""><td>K20A03W20007> bertarikh <1</td><td>0 Nov 2020> berhubung perkara tersebut di atas.</td></la<>	K20A03W20007> bertarikh <1	0 Nov 2020> berhubung perkara tersebut di atas.
I.	Jenis Ubahsvarat	: <ubah bdm=""></ubah>
ii.	Kelas Lesen	: <pembawa a=""></pembawa>
iii.	No. Kenderaan	: <bjy5391></bjy5391>
iv.	Rujukan Lesen	: <3J0032864-4 / 12>
٧.	Tarikh Tamat Melesenkan	: <22 Sep 2022>
-	Kenderaan Tempoh Kuatkuasa Locon	48 bid 20105 - 418 Die 20245
¥1.	rempon kuatkuasa tesen	·
SPE	SIFIKASI KENDERAAN	
į.	Jenis Kenderaan	: <prime (p)="" mover=""></prime>
ii.	BDM	: <45001 -50000 KG>
iii.	Kawasan Operasi	: <seluruh malaysia="" semenanjung=""></seluruh>
IV.	Barangan Dibawa	SUARANG DIBAWA
vi.	Catatan	CITILIS BERSYARAT - KENDERAAN PERITI MEMATUHUCOP
		KESELAMATAN APAD (TERMASUK GPS) SEBELUM MELESENKAN KENDERAAN>
2	Surat Tawaran Kelulusan i	ni adalah bukan Lesen Kenderaan Perdagangan.
3. Pen pen	Agensi Pengangkutan Av dagangan yang diluluskan nohon/pemegang lesen itu al	vam Darat boleh membatalkan Surat Tawaran Kelulusan/Lese atas alasan terdapat kenvataan palsu mengenai fakta olei tau bagi pihaknya.
Sek	ian, terima kasih	
"BEF	RKHIDMAT UNTUK NEGARA"	
Saya	yang menjalankan amanah,	
	Werk Dealer Spink 10, 50 Text Dealer Spink 10, 50 Text 115 - 407 307	
	KETUA PENGARAH	
	the second se	

Figure 56: Approval Letter - Surat Kelulusan (Sample)

User may check application and payment status as per below:

Once the Payment is done, then only User will be able to proceed & view the application status from the Landing Page & retrieve the Approval Letter from the Profile option. The user will navigate to the landing page, as shown below:

Total Applications	S7 Applications Approved	Applications Pending	O Applications Rejected	124 Applications Draft
Land Public Transport Licensing	L = Driver Card	Intermediation Business Licensing	C24 Service Request	Payment
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing	
				•
My Approvals My Applications				^

Figure 57: My Applications - Application & Payment Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Му	Enables status	User to click on "My	Click button.
	Applications	checking on	Applications".	
		application and		
		payments made.		

4.3.3 Change of Vehicle Classification

This task is applicable for both ROC and ROB type of companies.

The write-up below uses a ROC type of company as an example.

There could arise situations whereby variation application is needed for a specific or multiple vehicles to change Registration Number / Corporate Colour / Service Type / Route & Fare / Chassis Number / Engine Number / Seating Number / etc.

4.3.3.1 Variation Types

User to select Change of Vehicle Classification and make the necessary changes.

	Commer	P cial Vehicle Licensing System	Company A 👻 Company A 😩 🥐 🏫 BM EN
Δ	Variation Types	Land Public Transport Licensing - Variation of Licensing - Select Variation For Company	
Ŧ	Variation Criteria	Change Of Company's Shareholder	
Q+	Variations Applied	Select Variation For Operator	
٦	Requirement Document	Change Of Operator's Licence	
	Review Application	Class	
Ø	Application Verification	Select Variation For Vehicle	
Ô	Declaration	O Change Of Vehicle Classification Change Of vehicle	
			2 Next

Figure 58: Variation Types - Change of Vehicle Classification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change of	Provides access to	User to click on	Click button.
	Vehicle	various tasks under	"Change of Vehicle	
	Classification	"Change of Vehicle	Classification"	
		Classification".	button.	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Next	Enables User to proceed to next screen.	User to click "Next".	Click button. Next screen is displayed as per Figure 59.

4.3.3.2 Variation Criteria

User needs to determine the correct License Service Type / License Class Type.

=	Commerce	Cial Vehicle Licensing System		Company A 👻 Company A 🙎	弾 🛧 вм ем
Δ	Variation Types	Land Public Transport Licensing > Variation of Licensing	ensing > Change of Vehicle Classification		
Ŧ	Variation Criteria	Perkhidmatan Awam	TEKSI		
⊘+	Variations Applied	1	2		
٦	Requirement Document				
F	Review Application				
Ø	Application Verification				
Ô	Declaration				
				3 Previous	Save & Next

Figure 59: Variation Criteria

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	License Service	Enables selection of	User to select from	*Mandatory field.
	Туре	the License Service Type.	dropdown button as below:	Dropdown button.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	License Class Type	Enables selection of License Class Type	 Perkhidmatan Awam (selected) Kenderaan Barangan User to select from dropdown button as per their existing License Class Type(s) in the Operator License: Teksi (selected) Teksi Lapangan Terbang Bas Berhenti- Henti Bas Pengantara Bas Carter 	*Mandatory field. Dropdown button.
3	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Variation Criteria".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 60.

4.3.3.3 Variation Applied

The Company will need to give details of the vehicle(s).

=	iSPKI	D cial Vehicle Licensing System			Company A 👻 Company A	2 Ք ስ вм і ен
△ _	Variation Types	Land Public Transport Licen License Service Type: P Vehicles:	sing > Variation of Licensing > Change of erkhidmatan Awam License Cla	f Vehicle Classification ss Type: TEKSI		Add Vehicle
¢	Variations Applied	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	
٦	Requirement Document					
P	Review Application					
Ø	Application Verification					
0	Declaration					
					Previous	s Save & Next

Figure 60: Variation Applied

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Add Vehicle	Enables existing vehicle information to be added.	User to click "Add Vehicle" button.	Click button. Next screen is displayed as per Figure 61.

=	Commerce	ial Vehicle Licensing System			Company A 👻 Company A	2 Ք 🏦 BM EN
 ⇒	Variation Types 🔗	Land Public Transport Licensin License Service Type: Per Vehicles:	ig > Variation of Licensing > Change of Vehi khidmatan Awam License Class Ty	cle Classification pe: TEKSI		Add Vehicle
¢	Variations Applied	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	
٦	Requirement Document			Vehicle		
	Review Application Application Verification		1 Vehicle Reg. No. *	Variation Type * Registration Number	<u> </u>	
Ø	Declaration		3	5 Seve Cance		
					Previou	s Save & Next

Figure 61: Variation Applied - Add Vehicle (Information)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Vehicle Reg No	Enables selection of existing Vehicle Reg No to be added.	User to select from dropdown button the current Vehicle Reg No. which is auto- populated.	Dropdown button.
2	Variation Type	Enables selection of variation to vehicle (if any).	User to select from dropdown button: - Registration Number (selected) - Corporate Colour - Service Type - Route & Fare - Chassis Number - Engine Number	Dropdown button.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
3	Old Variation	Enables input of old variation (where relevant)	User to key-in details (e.g., old corporate colour)	Alpha-numeric format
4	New Variation	Enables input of new variation (where relevant)	User to key-in details (e.g., new corporate colour)	Alpha-numeric format
5	Save / Cancel	Enables User to make decision.	User to click either: - Save (to proceed) - Cancel (to abort)	Next screen is displayed as per Figure 62.

=	iSPKP	ial Vehicle Licensing System		C	ompany A 👻 Company A	2 Ք 🏫 BM EN
	Variation Types 🔗	Land Public Transport Licensing License Service Type: Perk Vehicles:	y > Variation of Licensing > Change of hidmatan Awam License Classification License Classification License Classification (License Classification) (License Classificat	f Vehicle Classification ss Type: TEKSI		Add Vehicle
Q.	Variations Applied	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	0
C.F		XXXXXXXXX	REG	XXXXXXXXX	XXXXXXXXX	/ • •
₿	Requirement Document					
P	Review Application					
Ø	Application Verification					
Ô	Declaration					
					Previous	s Save & Next

Figure 62: Variation Applied - Add Vehicle (Upload Document Icon)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Upload	Enables upload of	User to click "Upload	lcon button.
	document icon	vehicle related documents.	document icon".	Next screen is displayed as per Figure 63.

=	iSPKP	al Vehicle Licensing System		Co	mpany A 👻 Company A	2 🏴 🏦 BM EN
	Variation Types 📀	Land Public Transport Licens License Service Type: Po Vehicles:	ing > Variation of Licensing > Change erkhidmatan Awam License Cl	of Vehicle Classification ass Type: TEKSI		Add Vehicle
Ø.	Variations Applied	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	
C+		XXXXXXXX	REG	20000000	<u>X000000</u> X	/ 0 1
	Requirement Document			Documents (XXXXXXX)		
	Review Application		Approval Letter:	xxxx.pdf		
0	Application Verification			-		
Ø	Declaration			2 Save	Cancel	
					Previous	Save & Next

Figure 63: Variation Applied - Add Vehicle (Document Upload)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Upload document icon	Enables upload of vehicle related documents such as Vehicle Ownership Certificate (VOC) or periodic inspection report by Puspakom	User to click "Upload document icon".	*Mandatory field. Upload icon. Multiple documents can be uploaded if necessary. Follow documents
		(VR1).		upload

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
				specifications in Section 1.7.
2	Save / Cancel	Enables User to make decision.	User to click either: - Save (to proceed) - Cancel (to abort)	Click button. Next screen is displayed as per Figure 64.

=	iSPKP	ial Vehicle Licensing System		Cor	mpany A 👻 Company A	≗ Ք 🏦 BM EN
	Variation Types	Land Public Transport Licensir License Service Type: Per Vehicles:	g > Variation of Licensing > Change o khidmatan Awam License Cla	of Vehicle Classification ass Type: TEKSI		Add Vehicle
¢	Variations Applied	Vehicle Reg.No.	Variation Type	Old Variation	New Variation	
٦	Requirement Document	XXXXXXX	REG	XXXXXXX	XXXXXXX	/ 6
P	Review Application					
Ø	Application Verification					
Ô	Declaration					
					1 Previous	Save & Next

Figure 64: Variation Applied - Add Vehicle (Review & Save)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Variation Applied".	following options: - Previous - Save & Next (selected)	Next screen is displayed as per Figure 65.

4.3.3.4 Requirement Document

User will proceed to the "Requirement Document" panel which would require upload of various supporting documents related to Change of Vehicle Classification application.

=	iSPKI	ial Vehicle Licensing System	Company A 👻 Company A 🙎 🙅 🛧 вм т ем
Δ	Variation Types 🛛 🤣	Land Public Transport Licensing - Variation of Licensing - Change of Vehicle Classification	
Ŧ	Variation Criteria 🛛 🗸	Required Documents	
@ ‡	Variations Applied 🧹		df 💿
₿	Requirement Document		
E	Review Application		
Ø	Application Verification		
Ô	Declaration		
			2 Previous Save & Next

Figure 65: Requirement Document: Upload Supporting Documents

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Required	This applies to	User to click the	*Mandatory field.
	Documents	relevant supporting	Upload Icon & upload	Upload icon
		documents in	additional vehicle	
		addition to those	related document(s).	Multiple
		already uploaded		documents can be
		under Sec 4.3.3.3		uploaded for each
		earlier.		field.
				Follow documents upload specifications in Section 1.7.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
				- If no document is uploaded, there is a system message will prompt "Please select a file" message will appear.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Required Documents".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 66.

4.3.3.5 Review Application

User will proceed to the "Review Application" panel which is auto-populated as below.



Figure 66: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Review Application".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 67.

4.3.3.6 Application Verification

User will proceed to the "Application Verification" panel to perform verification checking with SSM and JPJ records.

≡	iSPKP	I Vehicle Licensing System	Company A 🖌 Company A 🙎 🥐 🏫 BM EN
	Variation Types	Land Public Transport Licensing > Variation of Licensing > Change of Vehicle Classification	
÷	Variation Criteria	Application Verification	
@ +	Variations Applied	Type of Validation	Status Remarks
٦	Requirement Document	Checked Company Information from the SSM System (Reg.No ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
P	Review Application	Checked Vehicle summons from JPJ system (Veh.Reg.No -XXXXXXX)	No. of Summons: No Any Outstanding Summons
Ø	Application Verification		
Ó	Declaration		
			1 Previous Save & Next

Figure 67: Application Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen / saving of the	following options:	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		"Application	- Save & Next	Next screen is
		Verification".	(selected)	displayed as per Figure 68.

4.3.3.7 Declaration

User will need to proceed to "Declaration" panel to submit the Declaration.

=	KINA Commercial V	rehicle Licensing System Сотрапу А 🖌 Сотрапу А 🕹 🐙 🏤 вм т ем
		Pengakuan Pelanggan / Customer's Declaration
	Variation Types	Saya / Kami mengaku bahawa:
Ŧ	Variation Criteria	 Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TERKINI. Telah melantik wakil mengikut surat wakil untuk tujuan melaksanakan apa-apa urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil tersebut; dan
Q+	Variations Applied	 Jelan mematuni sebarang keperluan lain yang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang terpakai.
		1/We declare that:
6	Requirement Document 🔗	 All information provided in this form including attachment documents is TRUE and UP TO DATE. Has appointed a representative as per the representative's letter for the purpose of exercising any right to deal with APAD and will be responsible for any document or transactions made by such representative, and
•	Review Application	3. Complied with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.
		Peringstan/Reminder
	Application Verification	1. Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palsu boleh
Ó	Declaration	dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM10,000.00 atau dipenjarakan tidak melebihi satu (1) tahun atau kedua-duanya sekali. 2. Pelanggan diwajibkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui pejabat APAD yang berhampiran.
		 Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence falsifying a statement or submitting false details can be fined not less than RM1,000.00 and exceeding RM10,000.00 or imprisonment not exceeding one (1) year or both. The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office.
	•	Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfil all the Eligibility Criteria imposed
		2 Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now

Figure 68: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare	User to select	Tick button.
		that User has read	checkbox.	
		& understood the		
		terms & conditions		
		and provided true &		
		accurate		
		information.		

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Previous /	Enables User to	User to select Action	Click button.
	Save Draft & Exit / Submit	decide on next action.	button as per options:	
	& Pay Later /		- Previous - Save Draft &	
	Submit & Pay		Exit	
	NOW		- Submit & Pay	
			Later	
			Now	
	1			

4.3.3.8 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Approval Fee and thereafter the Approval Letter will visible to the applicant.

4.3.3.9 Approval Letter (Surat Kelulusan)

Upon approval by APAD / LPKP Sabah / LPKP Sarawak, the Operator will receive the Approval Letter.

A sample Approval Letter is shown below:

			: <tarikh></tarikh>
<lem <bani 23409 TEREN</bani </lem 	BAGA KEMAJUAN TERENGGANU DAR AL MUKTAFI BILLAH SHAH DUNGUN IGGANU DARUL IMAN>	TENGAH (KETENGA	H)>
Tuan,			
KELUL	USAN PERMOHONAN PENGGUN	AAN WARNA KORPO	RAT
Denga bernor berkat	n hormatnya sava merujuk ke nbor <u>rujukan</u> <a2022010009 tan,</a2022010009 	pada perkara di a 5> <u>bertarikh</u> <05	tas dan permohonan tuan JANUARI 2022> adalah
2. bahaw	Agensi Pengangkutan Awam Da a permohonan tuan telah DILULI	arat telah memperti JSKAN.	mbangkan dan memutuskan
3.	Sila patuhi syarat kelulusan sep	erti berikut:	
	i. < Perlu mematuhi syarat l	kelayakkan dan syar	rat grafik warna korporat.
	ii. <u>Membawa Pekerja - Peke</u> Terengganu Tengah (KET	rja dan Kakitangan ENGAH) <u>sahaja</u> .	Lembaga <mark>Kemaiuan</mark>
	iii. <u>Tempoh kelulusan warr</u> Warna korporat yang tel dan ditukar kembali ke w	na korporat sehing ah tamat tempoh ke varna asal kelas lese	ga 13.09.2023 (2 <u>tahun)</u> . elulusan perlu ditanggalkan m.
	iv. Pengendali perlu men mematuhi ICOP keselama	nastikan semua k atan.>	enderaan yang berlesen

7.	Butiran kelulusan sepert	i be	erikut:
	Institusi/Syarikat	:	<lembaga kemaiuan="" tengah<br="" terengganu="">(KETENGAH)></lembaga>
	Kelas Lesen	:	<bas pekeria=""></bas>
	Kawasan Operasi	:	<seluruh malaysia="" semenaniung=""></seluruh>
	Jumlah Kenderaan	-	<1>
	No. Daftar Kenderaan		<tal 5980=""></tal>
	Tema	:	<lembaga <u="">Kemajuan Terengganu Tengah (KETENGAH)></lembaga>
	Tempoh Kelulusan		<sehingga 13.09.2023=""> <(2 Tahun)>.</sehingga>
	Warna	2	Lampiran - Lakaran Grafik Yang Diluluskan oleh APAD
(
6. dibe Seki	Penampalan sebarang narkan. an, terima kasih.	P	elekat (<i>sticker</i>) di semua cermin bas tida
6. dibe Seki	Penampalan sebarang narkan. an, terima kasih. RKHIDMAT UNTUK NEGARA	P	elekat <i>(sticker)</i> di semua cermin bas tida
6. dibe Sekii "BEI Saya	Penampalan sebarang narkan. an, terima kasih. RKHIDMAT UNTUK NEGARA yang menjalankan amanah	P	elekat (sticker) di semua cermin bas tida
6. dibe Sekii "BEI Saya	Penampalan sebarang narkan. an, terima kasih. RKHIDMAT UNTUK NEGARA yang menjalankan amanah Wata Sana Sana Sana Sana Sana Sana Sana S		elekat (sticker) di semua cermin bas tida
6. dibe Sekii "BEI Saya	Penampalan sebarang narkan. an, terima kasih. RKHIDMAT UNTUK NEGARA yang menjalankan amanah Watan sebarang KETIJA PENGARAH	." L	elekat (sticker) di semua cermin bas tida
6. dibe Sekti "BEI Saya Be	Penampalan sebarang markan. an, terima kasih. RKHIDMAT UNTUK NEGARA yang menjalankan amanah Juk ^{Negarag} KETUA PENGARAH rtarikh : «Approval Date»	."	elekat (sticker) di semua cermin bas tida
6. dibe Sekii "BEI Saya <u>Be</u>	Penampalan sebarang markan. an, terima kasih. RKHIDMAT UNTUK NEGARA yang menialankan amanah Jur ^{Puna} wari terina basi KETUA PENGARAH rtarikh : <u>Approval Date</u> >	. P	elekat (sticker) di semua cermin bas tida

Figure 69: Approval Letter - Surat Kelulusan (Sample)

User may check application and payment status as per below:

Once the Payment is done, then only User will be able to proceed & view the application status from the Landing Page & retrieve the Approval Letter from the Profile option. The user will navigate to the landing page, as shown below:

Total Applications	S7 Applications Approved	138 Applications Pending	Applications Rejected	125 Applications Draft	
Land Public Transport Licensing	L ≡ Driver Card	Reference of the second	©24 Service Request	Payment	
	Railway Licensin) & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals My Applications				~	0
		Change of V	ehicle (#58531) Completion	Payment Edit	

Figure 70: My Applications - Application & Payment Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	My	Enables status	User to click on "My	Click button.
	Applications	checking on	Applications".	
		application and		
		payments made.		

4.3.4 Change of Vehicle

This task is applicable for both ROC and ROB type of companies.

The write-up below uses a ROC type of company as an example.

There could arise situations whereby variation application is needed for change of vehicle involving a specific or multiple vehicles. This could be due to the fact that the existing vehicle was involved in an accident or exceeded age limit.

4.3.4.1 Variation Types

User to select Change of Vehicle and make the necessary changes.

	iSPKP	ial Vehicle Licensing System	Сотрапу А 👻 Сотрапу А 🙎 Ք 🛧 вм т ем
Δ	Variation Types	Land Public Transport Licensing > Variation of Licensing > Change of Vehicle Select Variation For Company	
Ŧ	Variation Criteria	Change Of Company's Shareholder	
@+	Variations Applied	Select Variation For Operator	
٦	Requirement Document	Change Of Operator's Licence	
53	Review Application	Class	
Ø	Application Verification	Select Variation For Vehicle	
Ô	Declaration	Classification Change Of vehicle	
			2 Next

Figure 71: Variation Types - Change of Vehicle

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change of Vehicle	Provides access to various tasks under "Change of Vehicle".	User to click on "Change of Vehicle" button.	Click button.
2	Next	Enables User to proceed to next screen.	User to click "Next".	Click button. Next screen is displayed as per Figure 72.

4.3.4.2 Variation Criteria

User needs to determine the correct License Service Type / License Class



=	iSPKP	Cial Vehicle Licensing System		Company A 🚽 Co	трапу А 🙎 Ք 🏫 вм тем
Δ	Variation Types 🛛 📀	Land Public Transport Licensing > Variation of Licen	sing > Change of Vehicle		
Ŧ	Variation Criteria	Perkhidmatan Awam	BAS BERHENTI-HENTI		
€+	Variations Applied	1	2		
٦	Requirement Document				
p	Review Application				
Ø	Application Verification				
Ô	Declaration				
				3	Previous Save & Next

Figure 72: Variation Criteria
No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	License Service Type	Enables selection of the License Service Type.	User to select from dropdown button as below: - Perkhidmatan	*Mandatory field. Dropdown button.
			(selected) - Kenderaan Barangan	
2	License Class Type	Enables selection of License Class Type	User to select from dropdown button as per their existing License Class Type(s) in the Operator License: - Teksi (selected) - Teksi Lapangan Terbang - Bas Berhenti- Henti - Bas Pengantara - Bas Carter	*Mandatory field. Dropdown button.
3	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Variation Criteria".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 73.

4.3.4.3 Variation Applied

The Company will need to give details of the vehicle(s).

=	iSPKF	ial Vehicle Licensing System	Company A 👻 Comp	pany A 🙎 Ք 🏫 вм । EN
	Variation Types 🔗 Variation Criteria	Land Public Transport Licensing > Variation of Licensing > Change of Vehicle License Service Type: Perkhidmatan Awam License Class Type: BAS BERHENTI-HENTI Vehicles:		Add Vehicle
Ø,	Variations Applied	Vehicle Reg.No. New Vehicle	Reg.No	
٦	Requirement Document			
F3	Review Application			
Ø	Application Verification			
Ó	Declaration			
				Previous Save & Next

Figure 73: Variation Applied

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Add Vehicle	Enables vehicle information to be added.	User to click "Add Vehicle" button.	Click button. Next screen is displayed as per Figure 74.

=	iSPKP	ial Vehicle Licensing System		Company A 👻 Cor	mpany A 🙎 Ք 🏠 вм т ем
△ 	Variation Types 🤣 Variation Criteria 🥑	Land Public Transport Licensing - Var License Service Type: Perkhidm Vehicles:	ation of Licensing > Change of Vehicle atan Awam License Class Type: BAS BERHENTI-HENTI		Add Vehicle
Q.	Variations Applied	Vehicle Reg.No.	New Vehicle Reg.No		
٥	Requirement Document		_		
	Review Application		1 Vehicle 2		
0	Application Verification		Vehicle Reg. No. *		
Ô	Declaration		3 Save Cano	el	
					Previous Save & Next

Figure 74: Variation Applied - Add Vehicle (Information)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Vehicle Reg No	Enables selection of existing Vehicle Reg No to be added.	User to select from dropdown button the current Vehicle Reg No. which is auto- populated.	Dropdown button.
2	New Vehicle Reg No	Enables new Vehicle Reg No to be keyed- in.	User to key-in new Vehicle Reg No.	Alpha-numeric format.
3	Save / Cancel	Enables User to make decision.	User to click either: - Save (to proceed) - Cancel (to abort)	Next screen is displayed as per Figure 75.

=	iSPKP	ial Vehicle Licensing System		Company A 👻 🤇	Company A	2 🍄 🏦 BM EN
Δ	Variation Types	Land Public Transport Licensing > Variation of Licen License Service Type: Perkhidmatan Awam	sing > Change of Vehicle License Class Type: BAS BERHENTI-HENTI			
Ŧ	Variation Criteria	Vehicles:				Add Vehicle
<i>©</i> +	Variations Applied	Vehicle Reg.No.	New Vehicle Reg.No			
B	Requirement Document	XXXXXXXX	XXXXXXXX			/ •
E	Review Application					
Ø	Application Verification					
Ô	Declaration					
				1	Previous	Save & Next

Figure 75: Variation Applied - Add Vehicle (Review & Save)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Variation Applied".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 76.

4.3.4.4 Requirement Document

User will proceed to the "Requirement Document" panel which would require upload of various supporting documents related to Change of Vehicle application.

≡		P cial Vehicle Licensing System	Company A 🗸 Company A 🙎 🥐 🆍 вм । ем	I.
Δ	Variation Types	Land Public Transport Licensing > Variation of Licensing > Change of Vehicle		
Ŧ	Variation Criteria 🛛 🔗	Required Documents		
⊘₊	Variations Applied 🥪	The appointment letter must not exceed 30 days 💿 🗴	0	
۶	Requirement Document	A copy of the representative's Identity Card a xxxx.pdf	0	
P	Review Application			
0	Application Verification			
Ô	Declaration			
			2 Previous Save & Next	

Figure 76: Requirement Document: Upload Supporting Documents

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
No 1	FIELD (ENG) Required Documents	FIELD DESCRIPTION This applies to relevant supporting documents.	ACTION REQUIRED User to click the Upload Icon & upload the document(s): - The letter of appointment of a representative does not exceed 30 days - A copy of the representative's Identity Card	REMARKS *Mandatory field. Upload icon. Multiple documents can be uploaded for each field. Follow documents upload specifications in Section 1.7. - If no document is uploaded, there is a system message will
				prompt "Please select a file"

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
				message will appear.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Required Documents".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 77.

4.3.4.5 Review Application

User will proceed to the "Review Application" panel which is auto-populated as below.

≡	iSPKP	Vehicle Licensing System	Company	r A 👻 Company A	2 Ք 🏦 BM EN
	Variation Types	Land Public Transport Licensing > Variation of Licensing > Cha	ige of Vehicle		e
÷	Variation Criteria	License Service Type: Perkhidmatan Licens Awam HENTI	a Class Type: BAS BERHENTI-		
⊘+	Variations Applied	Vehicles:			^
٦	Requirement Document 🥑	Vehicle Reg.No.	New Vehicle Reg.No		
Þ	Review Application	XXXXXXXX	XXXXXXX		
Ø	Application Verification				
Ô	Declaration				
				1 Previou	Js Save & Next

Figure 77: Review Application

N	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous	following options:	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		screen / saving of	- Previous	Next screen is
		the "Review	- Save & Next	displayed as per
		Application".	(selected)	Figure 78.

4.3.4.6 Application Verification

User will proceed to the "Application Verification" panel to perform verification checking with SSM and JPJ records.

=	iSPKP	Tehicle Licensing System	Company A 👻	Company A	ය Ք 🏫 BM EN
	Variation Types	Land Public Transport Licensing - Variation of Licensing - Change of Vehicle			
÷	Variation Criteria	Application Verification			
<u>@</u> +	Variations Applied	Type of Validation			Status Remarks
٦	Requirement Document	Checked Company Information from the SSM System (Reg.No ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			~
E	Review Application				
Ø	Application Verification				
Ô	Declaration				
				1 Previou	is Save & Next

Figure 78: Application Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen / saving of the "Application Verification".	following options: - Previous - Save & Next (selected)	Next screen is displayed as per Figure 79.

4.3.4.7 Declaration

User will need to proceed to "Declaration" panel to submit the Declaration.



Figure 79: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare	User to select	Tick button.
		that User has read	checkbox.	
		& understood the		
		terms & conditions		
		and provided true &		
		accurate		
		information.		
2	Previous /	Enables User to	User to select Action	Click button
	Save Draft &	decide on next	button as per options:	
	Exit / Submit	action.		
	& Pay Later /		- Previous	
	Submit & Pay		- Save Draft &	
	Now		Exit	
			- Submit & Pay	
			Later	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			- Submit & Pay	
			Now	

4.3.4.8 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Approval Fee and thereafter the Approval Letter will visible to the applicant.

4.3.4.9 Approval Letter (Surat Kelulusan)

Upon approval by APAD / LPKP Sabah / LPKP Sarawak, the Operator will receive the Approval Letter.

A sample Approval Letter is shown below:



Figure 80: Approval Letter - Surat Kelulusan (Sample)

User may check application and payment status as per below:

Once the Payment is done, then only User will be able to proceed & view the application status from the Landing Page & retrieve the Approval Letter from the Profile option. The user will navigate to the landing page, as shown below:

Total Applications	Applications Approved	138 Applications Pending	Applications Rejected	125 Applications Draft	
Land Public Transport Licensing	L E Driver Card	Received at the second	©24 Service Request	Payment	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals My Applications				~	0
Change of Operator License Class (#58641)	Completion Payment & Doys luft Processing Fact NIA	Edit Change of V Application No. 20	ehicle (#58621) Completion	Payment View Processing Feet Paint	

Figure 81: My Applications - Application & Payment Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Му	Enables status	User to click on "My	Click button.
	Applications	checking on application and payments made.	Applications".	

4.3.5 Transfer of License (Ownership)

This task is only applicable for ROB type of businesses.

The write-up below uses a ROB type of businesses.

This is applicable only for ROB businesses whereby there is a need for transfer within the immediately family tree due to death or total disability.

The transfer will involve transfer from one ROB Business to another ROB Business only (Sole Proprietor or Partnership).

4.3.5.1 Variation Types

User to select Transfer of License (Ownership) and make the necessary changes.

=	iSPKP	al Vehicle Licensing System	Сотралу А 🗸 Сотралу А 🙎 🦺 🏦 вм ј ем
Δ	Variation Types	Land Public Transport Licensing > Variation of Licensing > Select Variation For Company	
Ŧ	Variation Criteria	Change Of Company's Shareholder	
€+	Variations Applied	Select Variation For Operator	
ē	Requirement Document	Change Of Operator's Licence	
	Review Application	Select Variation For Vehicle	
Ø	Application Verification	Change Of Vehicle	
Ô	Declaration	Classification	
			2 Next

Figure 82: Variation Types - Transfer of License (Ownership)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Transfer of License (Ownership)	Provides access to various tasks under "Transfer of License (Ownership".	User to click on " Transfer of License (Ownership)" button.	Click button.
2	Next	Enables User to proceed to next screen.	User to click "Next".	Click button. Next screen is displayed as per Figure 83.

4.3.5.2 Variation Criteria

User needs to provide details for the new ROB Business.

=	ispkr Commer	Cial Vehicle Licensing System		Company A 🖌 Company A 😩 🦀 🏤	BM EN
Δ	Variation Types 🛛 🤣	Land Public Transport Licensing > Variation Transfer Company Registration Number * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	of Licensing > Transfer of Ownership		
- 	Variation Criteria Variations Applied	Transfer Company Details: Company Name	Сотрапу Туре	Company Address	
e	Requirement Document	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	30000000000000000000000000000000000000	
F 3	Review Application	Transfer Type * Vehicle Permit only with Vehicle	Relationship * Parents	·	
0	Application Verification	2		3	
0	Declaration				
					_
				4 Previous Next	

Figure 83: Variation Criteria

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Transfer	Enables User to key	User to key-in	*Mandatory field.
	Company	in the Company	Company	12-digit number.
	Registration	Registration Number	Registration Number.	
	Number	for the new ROB		Eg. 123456789012
		Company to transfer		Information on
		to.		Company Name /
				Company Type /
				Company Address is
				auto-populated.
2	Transfer Type	Enables selection of	User to select from	*Mandatory field.
		Transfer Type.	dropdown button:	Dropdown button.
			- Operator	
			License and	
			Vehicle Permit	
			only	
			- Operator	
			License only	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
3	Relationshin	Enables selection of	 Operator License, Vehicle Permit with Vehicle Vehicle Permit only with Vehicle (selected) Vehicle Permit only without Vehicle 	*Mandatory field
3	Relationship	nature of Relationship.	dropdown button: - Grand Parents - Parents - Siblings - Spouse - Children - Grand Children	Dropdown button.
4	Previous / Next	Enables either viewing of previous screen / proceed to next screen.	User to click on the following options: - Previous - Next	Click button. Next screen is displayed as per Figure 84.

4.3.5.3 Variation Applied

The Company will need to select the existing Operator or Vehicle License / Permit to transfer. The license / permit must be active. In the event it's expired, renewal must be done first before the Transfer of Ownership can be done. In such an event, the system will block the transfer until the renewal is done.

=	Comment	D rcial Vehic	cle Licensing Sys	tem			Company A 🔹	Company A	2 Ք	BM EN
Δ	Variation Types	Land	d Public Transport L lected Company	icensing > Variation of (: ADI ENTERPRISE	Licensing > Transfer of Ownership	Transfe	er Type : Vehicle Permit only	with Vehicle		
₹	Variation Criteria 🤡		License S	ervice Type	License Class Type	Operator License Number	r Start Date	End Date	Status	Vehicles
Ø,	Variations Applied		O Perkhidmat	tan Awam	BAS PENGANTARA		22/Apr/2022	22/Apr/2023	A	1
٦	Requirement Document		O Perkhidmat	tan Awam	BAS SEKOLAH		01/Aug/2022	01/Aug/2024	A	1
	Review Application	0	Perkhidmat	tan Awam	BAS PEKERJA	XXXXXXXXXX	01/Aug/2022	23/Jan/2024	А	1
Ø	Application Verification									
Ó	Declaration									

Figure 84: Variation Applied - Select & Save

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Operator or Vehicle License /	Enables selection of the license / permit to transfer.	User to select using radio button from the list of license / permit.	*Mandatory field. Radio button.
	Permit			
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Variation Applied".	User to click on the following options: 5 Previous 6 Save & Next (selected)	Click button. Next screen is displayed as per Figure 85.

4.3.5.4 Requirement Document

User will proceed to the "Requirement Document" panel which would require upload of various supporting documents related to Change of Operator's License Class application.

	iSPKP) cial Ve	hicle Licensing System		Company A 👻 C	Сотрапу А 🙎 Ք 🏦 вм т е	N
	Variation Types	L	and Public Transport Licensing > Variation of Licensing > Transfer of Ownership	Applicatio	on Status: Draft		
Ŧ	Variation Criteria		Required Documents				
⊘;	Variations Applied 🔗		The appointment letter must not exceed 30 days	۵	xxxx.pdf	0	
٥	Requirement Document	1	A copy of the representative's Identity Card	٥	xxxx.pdf	0	
p	Review Application		A valid copy of the Service Contract	۵	xxxx.pdf	0	
Ø	Application Verification						
Ô	Declaration						
					2	Previous Save & Next	

Figure 85: Requirement Document: Upload Supporting Documents

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Required Documents	This applies to relevant supporting documents.	User to click the Upload Icon & upload the document(s): - The letter of appointment of a representative does not exceed 30 days - A copy of the representative's Identity Card	*Mandatory field. Upload icon. Multiple documents can be uploaded for each field. Follow documents upload specifications in Section 1.7.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			- A valid copy of the service contract	 If no document is uploaded, there is a system message will prompt "Please select a file" message will appear.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Required Documents".	User to click on the following options: 7 Previous 8 Save & Next (selected)	Click button. Next screen is displayed as per Figure 86.

4.3.5.5. Review Application

User will proceed to the "Review Application" panel which is auto-populated as below.

	iSPKP	ehicle Licensing System			Compan	y A 👻 Company A	🛎 🥐 🍙 вм	EN
Δ	Variation Types	Land Public Transport Licensing > Vi	ariation of Licensing > Transfer	of Ownership Applicati	on Status: Draft			
Ŧ	Variation Criteria	Selected Company : ADI ENT	ERPRISE		Transfer Type : Ope	erator License, Vehicle Permit	t With Vehicle	ē
Ø+	Variations Applied	Operator License						^
e	Requirement Document	Operator License Number	License Service Type	License Class Type	Start Date	End Date	Status	
•	Review Application	xxxxxxxxxx	Perkhidmatan Awam	BAS PEKERJA	01/Aug/2022	23/Jan/2024	A	
Ø	Application Verification							
Ô	Declaration	Vehicle License						
		Vehicle License Number	Vehicle Reg. No.	Start Date	End Date	Status		
			XXXXXXXXXXXX	01/Aug/2022	23/Jan/2024	A		
						1 Previou	us Save & Next	

Figure 86: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Review Application".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 87.

4.3.5.6 Application Verification

User will proceed to the "Application Verification" panel to perform verification checking with SSM and JPJ records.

	(1)	iSPKP Commercia	Vehicle Licensing System	у А 👻	Company A	🐣 Ք 🔒 вм	EN
Δ	Variation Typ	es 🥑	Land Public Transport Licensing > Variation of Licensing > Transfer of Ownership Application Status: Draft				
Ŧ	Variation Criteria	a 📀	Application Verification				
Q‡	Variations Appli	ed 🕑	Type of Validation		Status	Remarks	
٦	Requirement Do	cument 🗸	Checked Company Information from the SSM System (Reg.No - X00000000000)		\checkmark		
	Review Applicat	ion	Checked Company Information from the SSM System (Reg.No - XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		~		
	rienen y priod		Checked Company Information from the SSM System (Reg.No - >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		\checkmark		
\odot	Application Veri	fication	Checked Company Information from the SSM System (Reg.No - >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		\checkmark		
Ô	Declaration		Checked Vehicle summons from JPJ system (Veh.Reg.No ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		×	No. of Summons: 7	
			Checked Vehicle summons from JPJ system (Veh.Reg.No ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		×	No. of Summons: 7	
					1 Previou	JS Save & Next	

Figure 87: Application Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen / saving of the	following options: - Previous	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		"Application	- Save & Next	Next screen is
		Verification".	(selected)	displayed as per Figure 88.

4.3.5.7 Declaration

User will need to proceed to "Declaration" panel to submit the Declaration.



Figure 88: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare that User has read & understood the terms & conditions and provided true & accurate	User to select checkbox.	Tick button.
		information.		

No	FIELD (ENG)	FIELD DESCRIPTION	A	CTION REQUIRED	REMARKS
2	Previous /	Enables User to	User	to select Action	Click button.
	Save Draft &	decide on next	butt	on as per options:	
	Exit / Submit	action.	9	Previous	
	& Pay Later /		10	Save Draft &	
	Submit & Pay		_	Exit	
	NOW		11	Submit & Pay	
				Later	
			12	Submit & Pay	
				Now	

4.3.5.8 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Approval Fee and thereafter the Approval Letter will visible to the applicant.

4.3.5.9 Approval Letter (Surat Kelulusan)

Upon approval by APAD / LPKP Sabah / LPKP Sarawak, the Operator will receive the Approval Letter.

A sample Approval Letter is shown below:

Please provide sample Approval Letter - transfer of license (ownership)

Figure 89: Approval Letter - Surat Kelulusan (Sample)

User may check application and payment status as per below:

Once the Payment is done, then only User will be able to proceed & view the application status from the Landing Page & retrieve the Approval Letter from the Profile option. The user will navigate to the landing page, as shown below:

53 Total Applications	7 Applications Approved	3 24 Applications Pending	O Applications Rejected	3 22 Applications Draft	
Land Public Transport Licensing	L = Driver Can	d Se	©24 rvice Request	Payment	
Railway Lic	Censing & Enforcement	Cross Border	Terminal / Depot / Ticket Ag	ent Licensing	
My Approvals				~	0
(#58581) Application No: N/A Deat	Completion Payment 6 Days left Processing Fee: N/A View Roceige: License Fee: N/A	Edit Transfer of O. (#585661) Application No: 2022 Perhildmatan Awars: Agenoral 04/16/203	VINERShip Completion 11104304100400 AAS PEKERJA 22	Payment View Processing Fee: Past View Locase Fee: Past Locase Fee: Past Locase Fee: Past Past Past Past Past Past Past Past	

Figure 90: My Applications - Application & Payment Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	My	Enables status	User to click on "My	Click button.
	Applications	checking on	Applications".	
		application and		
		payments made.		

4.4 Temporary Change of Licensing (LPS)

This application is also known as Lesen Perubahan Sementara (LPS) and is applicable only for existing Operators in APAD / LPKP Sabah / LPKP Sarawak system with Operator License and Vehicle License involving busses.

Circumstances that may arise causing the need for this application are as follows:

- Demand for more express busses during festive season requiring conversion of school busses / employee busses / tour busses to express busses temporarily
- The Operator would like to test a new route to determine demand for public transport service temporarily
- During pandemic such as Covid, to move incoming travellers at KLIA to the quarantine centres temporarily

The time duration may vary from one week up to three months.

This activity can be performed by the Company Director / Company PIC / Company Agency. This sub-Module is applicable for Operators who would like to cancel their existing Operator/ Vehicle licenses or their Approval Letters (STK / SK).



Figure 91: Application for Temporary Change of Licensing (LPS) Process Flow

Kindly refer to Section 3.3 in this manual for the URL link based on location. The iSPKP Login Page is displayed (refer to Main User Manual).

In this manual, we have selected the Company Director as an example. Similar steps apply for Company PIC / Company Agent and as and when there is variation, this will be highlighted accordingly. In such a scenario, Company Director approval is required where necessary.

The Company Director (User) will need to Login to the iSPKP system. Please refer to Section 4.1 of the Main User Manual for Login guidance.

Upon successful Login by the Company Director (User), the Front-End Landing Page of iSPKP system will be displayed. User will then proceed to the Land Public Transport Licensing Menu as follows:

Total Applications	Applications Approved	Applications Pending	Applications Rejected	S 0 Applications Draft	
Land Public Transport Licensing	E E	Intermediation Business Licensing	C24 Service Request	Payment	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals				×	
My Applications				~	

Figure 92: Landing Page - Land Public Transport Licensing Management Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Land Public	This menu allows	User to click the	* Mandatory field.
	Transport	access to various	"Land Public	Click button
	Licensing	Land Public	Transport Licensing	
	Management	Transport Licensing	Management" menu	Land Public
			option.	Transport Licensing
				Management sub-

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		Management sub-		menus will be
		menus.		displayed as shown
				in Figure 93.

blic Transport Licensing						
	a 4	O 4	(0	⊗ 0	<u>o</u> 0	
	Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft	
	(C)			0	
	New Application	Renew / Re-Ap	plication V	riation of Licensing	Temporary change of Licensing	
		Ö	~	\otimes		
	Shor	t time License Application	Issuance of License	Cancellation of Vehicle / Op	perator License	
	My Approvals				~	
	My Applications				~	

Figure 93: Land Public Transport Licensing Management Module - Temporary Change of Licensing

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Temporary	Provides access to	User to click on	Click button.
	Change of Licensing	various tasks under "Temporary Change of Licensing".	"Temporary Change of Licensing" button.	Next screen is displayed as per Figure 94.

Each panel of the left must be completed in order to initiate the Temporary Change of Licensing.

4.4.1 License Information

The User must select the correct License Service Type.

"Public Service (Perkhidmatan Awam) License" is selected for this manual.

The example below is for a School Bus Operator applying for Temporary Change of Licensing to convert the School Bus to be an Express Bus during festive season.

The same process is applicable for the remaining licenses.

=	iSPKP Commercia	al Ve	ehicle Licensing System				Compar	iy A 👻 Company	'A 😩 📌 🏫	BM EN
6	License Information		Land Public Transport Licensin	g > Temporary Change (of License	e *				
F	Review Application	1	PERKHIDMATAN AWAM		BAS SEKOLAH					
۲	Integration Verification		Vehicle Reg. No.	Liconco Sorvio			Licence Number	Travel Data From	Travel Date To	/ehicle Route
Ż	Declaration		Venicle Reg. No.	License Servic	,e type		License Number	Travel Date From	Have Date 10	Action
									Previous	Save & Next

Figure 94: License Information - Public Service License (Add Vehicle Route)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	License Service	Allows selection of	User to click and	* Mandatory field.
	Туре	the type of service	select from the	Drandour button
		vehicle.	dropdown button as	Dropdown button.
			follows:	
			- Goods Vehicle	
			- Public Service	
			(selected)	

			- Tourist Vehicle	
2	License Class	Enables selection of	User to click and	* Mandatory field.
	Туре	the type of bus	select from the	Drondown button
			dropdown button the	
			correct bus type:	
			- School Bus (selected)	
3	Add Vehicle	Provides details of	User to click "Add	Click button.
	Route	the vehicle route.	Vehicle Route".	Next screen is
				displayed as per
				Figure 95.
	Route	the vehicle route.	Vehicle Route".	Next screen is displayed as per Figure 95.

= ispkp	al Vehicle Licensing System	I		Company A 👻	Company A	2 🖗 🏫 BM EN
 License Information Review Application Integration Verification Declaration 	Land Public Transport Lic License Service Type PERKHIDMATAN AWA License For Tempo Vehicle Reg.	Vehicle Registration Number XXXXXXXXX Uccess Service Type PERKHIDMATAN AWAM Type of UPS Perayaan Passenger List Information 36	see Lease Type Add Vehicle Route Search 20 Locense Class Type BAS SEKOLAH Taylel Oaks From 14/11/2022	License Number X00000000X Transfer License Olass Type BAS EXSPRES Torel Date To 14/11/2022 Special Travel Insurance Information X0000000X Save Cancel	Date From	Add Vehicle Route Travel Date To Action
						Previous Save & Next

Figure 95: License Information - Add Vehicle Route

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Vehicle Registration Number	Enables the vehicle data to be retrieved.	User to key-in "Vehicle Registration Number" as per the iSPKP system.	*Mandatory Field. Alpha-numeric format. Eg: XXX 0123
2	Search	Enables the vehicle data to be auto- populated.	User to click "Search" button and the following are auto- populated: - License Service	* Mandatory field. Dropdown button.
			Type - License Class Type - License Number	
3	Additional Information	Provides additional details of the vehicle route.	User to click / enter the following information: - Transfer License Class Type (dropdown button) - Type of LPS (dropdown button) - Travel Date From / Travel Date To (up to	Click button. Dropdown button. Date Picker Alpha-numeric format.

FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		3 months	
		maximum)	
		- Passenger List	
		Information (no	
		of pax)	
		- One-way Travel	
		Distance	
		Information	
		(mileage in km)	
		- Special Travel	
		Insurance	
		Information	
		(insurance	
		agency name,	
		if any)	
Save / Cancel	Enables User to	User to click either:	Next screen is
	make decision	- Save (to	displayed as per
		proceed)	Figure 96.
		- Cancel (to	
		abort)	
	FIELD (ENG)	FIELD (ENG) FIELD DESCRIPTION Save / Cancel Enables User to make decision	FIELD (ENG)FIELD DESCRIPTIONACTION REQUIRED3 months maximum)3 months maximum)- Passenger List Information (no of pax)Information (no of pax)- One-way Travel DistanceDistance Information (mileage in km)- Special Travel Insurance information (insurance agency name, if any)Save / CancelEnables User to make decisionUser to click either: - Save (to proceed) - Cancel (to abort)

=	iSPKP Commercial	Vehicle Licensing System			C	ompany A 🕞	Company A	2 🖗 🏫	BM EN
6	License Information	Land Public Transport Licens License Service Type PERKHIDMATAN AWAM	ing > Temporary Change of License License Cit BAS SER	e ass Type KOLAH	•				
	Review Application	License For Temporary	Change					🔁 Add	/ehicle Route
	Declaration	Vehicle Reg. No.	License Service Type	License Class Type	License Number	Travel Date From	Travel Date To	Action	1
		XXXXXXXX	PERKHIDMATAN AWAM	BAS SEKOLAH	XXXXXXXXXXX	14/Nov/2022	14/Nov/2022	u 🧪	Î 🙆
							F	Previous	Save & Next

Figure 96: License Information - Upload Document Icon

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Upload	Enables User to	Click the Upload	*Mandatory Field.
	Document Icon	upload relevant document (Offer Letter).	Document Icon.	Click button.

=	ispkp Commercia	Company A - Company	y A	e ⁄	BM EN
6	License Information	Land Public Transport Licensing > Temporary Change of License License Service Type License Class Type			
D	Review Application	PERKHIDMATAN AWAM BAS SEKOLAH			
۲	Integration Verification	Livense ron reinponary change		et Ado	Vehicle Route
	Declaration	Vehicle Reg. No Documents (XXXXXXX)	Date To	Action	
		14/Nov/	2022	01	
		2 Save Cancel			
			Pr	revious	Save & Next

Figure 97: License Information - Upload Offer Letter

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Upload Offer Letter	Enables User to upload Offer Letter.	Click the Upload Document Icon to	Please upload the document in PDF,
			upload the Offer Letter which specifies that the Express Bus Operator is willing to allow the School Bus Operator to use their license.	file size not exceeding 3MB.
2	Save / Cancel	Enables User to make decision	User to click either: - Save (to proceed) - Cancel (to abort)	Next screen is displayed as per Figure 98.

≡	iSPKP Commercial	Vehicle Licensing System			C	ompany A 🕞	Company A	😤 🐢 🏠 BM EN
F 3	License Information Review Application	Land Public Transport Licens License Service Type PERKHIDMATAN AWAM	ing > Temporary Change of License License Ok BAS SEK Change	e iss Type (OLAH	•			Add Vehicle Route
•	Integration Verification	Vehicle Reg. No.	License Service Type	License Class Type	License Number	Travel Date From	Travel Date To	Action
	Decidration	XXXXXXX	PERKHIDMATAN AWAM	BAS SEKOLAH	XXXXXXXXXX	14/Nov/2022	14/Nov/2022 1	u 🖍 🔋 🛆
							Ρ	revious Save & Next

Figure 98: License Information - Route Icon

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Route icon.	Enables User to fill-	Click Route icon.	*Mandatory Field.
		in route details.		Click icon.
				Next screen is
				displayed as per
				Figure 99.

=	СПА іSPKP	-11/-1-1-1	de l'accester Datas			Compa	ny A 👻 Company A		S 🐢 🔒 BM EN
_	Commercia	al vehic	cie Licensing System						
8	License Information	La	and Public Transport Licensing > Temp	orary Change of License		Protection of the Institute			
	Review Application	1	SELANGOR S Add State			1			
0	Integration Verification	-	To Stops Start Point	End Point	»	Return Stops	Same as Start		Add Vehicle Route
	Declaration		TERMINAL BAS SABAK	TERMINAL BAS TANJUI		TERMINAL BAS TANJUI	TERMINAL BAS SABAK	10	Action
		2		+ ADD			+ ADD	-	
			1 TAMAN MURNI,KUALA SELAN	GOR		1 TAMAN MURNI,KUALA SEI	LANGOR		
						3	Cancel Save		
								Pr	Save & Next

Figure 99: License Information - Route Information

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Add State	Enables User to fill- in the state for the route.	User to select from dropdown button.	*Mandatory Field. Dropdown button.
2	To Stops / Return Stops	Enables Stops information to be keyed-in.	User to select from dropdown buttons the following details:	* Mandatory field. Dropdown button.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			 To Stops (Start Point / End Point / Mid Point, if any) Return Stops (Start Point / End Point / Mid Point, if any) Route Code 	If Return Stops information is same as starting point, just click the "Same as Start" button and information will be auto- populated.
3	Cancel / Save	Enables User to make decision	User to click either: - Cancel (to abort) - Save (to proceed)	Next screen is displayed as per Figure 100.

=	iSPKP	Vehicle Licensing System			C	ompany A 🕞	Company A	≗ ⁄ 1	в	M EN
	License Information Review Application	Land Public Transport Licens License Service Type PERKHIDMATAN AWAM License For Temporary	ing - Temporary Change of Licens License Cit BAS SEH Change	e iss Type IOLAH	•			• Ac	ld Vehi	cle Route
*	Declaration	Vehicle Reg. No.	License Service Type	License Class Type	License Number	Travel Date From	Travel Date To	Action		
	Declaration	XXXXXXX	PERKHIDMATAN AWAM	BAS SEKOLAH	xxxxxxxxx	14/Nov/2022	14/Nov/2022	n 🖍	Î	6
							1	revious	Sav	e & Next

Figure 100: License Information - Route Information (Save)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen / saving of the "License Information".	following options: 13 Previous 14 Save & Next (selected)	Next screen is displayed as per Figure 101.

4.4.2 Review Application

User will proceed to the "Review Application" panel which is auto-populated as below:

= Kispkp	al Vehicle Licensing System			Company A	- Company A	🛆 🐣 🐢 🛧 BM EN
License Information	Land Public Transport Licensing > Temporary Review Application	Change of License				
 Integration Verification 	Vehicle Reg. No. Licens	e Service Type	License Class Type	License Number	Travel Date From	Travel Date To
Declaration	XXXXXXX PERKHI	DMATAN AWAM	BAS SEKOLAH	XXXXXXXXXX	13/Nov/2022	13/Nov/2022 1
	Type of LPS Perayaan Special Travel Insurance Information XXXXXXXXXXX	Stop Points TAMAN MU	IRNI,KUALA SELANGOR	Travel Date From 13/Nov/2022 Passenger List Information 36	Travel Da	te To //2022
					2	Previous Save & Next

Figure 101: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Top Arrow icon	Enables display of Vehicle Information for review	User to click Top Arrow icon.	Top Arrow icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Review Application".	User to click on the following options: 15 Previous 16 Save & Next (selected)	Click button. Next screen is displayed as per Figure 102.

4.4.3 Integration Verification

User will proceed to the "Integration Verification" panel to perform verification checking with SSM and JPJ records.

=	iSPKP Commercia	I Vehicle Licensing System	Compan	iy А 👻 Company А 😩 🦨 🕈 вм тем
6	License Information	Land Public Transport Licensing > Temporary Change of License Integration Verification		
	Review Application 🤡	Type of Validation	Status	Remarks
-	Integration Verification	Checked Company Information from the SSM System (Reg.No - XXXXXXXXXXXXX)	~	
	Declaration	Checked Vehicle summons from JPJ system (Veh.Reg.No - XXXXXXX)	~	No. of Summons: No Any Outstanding Summons
				1 Previous Save & Next

Figure 102: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen / saving of the "Integration Verification".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 103.

4.4.4 Declaration

User will need to proceed to "Declaration" panel to submit the declaration.

=	iSPKP Commercial Vehic	cle Licensing System Сотралу А 👻 Сотралу А 🐣 🙅 🛧 вм т ем
	License Information	 Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TERKINI. Telah melantik wakil mengikut surat wakil untuk tujuan melaksanakan apa-apa urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil tersebut; dan Telah mematuhi sebarang keperluan lain yang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang terpakai. I / We declare that:
Ż	Declaration	 All information provided in this form including attachment documents is TRUE and UP TO DATE. Has appointed a representative as per the representative's letter for the purpose of exercising any right to deal with APAD and will be responsible for any document or transactions made by such representative; and Complied with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.
		 Peringatan/Reminder Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palsu boleh dikenakan denda tidak kunang RM1,000.00 dan tidak melebihi RM10,000.00 atau dipenjarakan tidak melebihi satu (1) tahun atau kedua-duanya sekali. Pelanggan diwajibkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui pejabat APAD yang berhampiran. Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence falsifying a statement or submitting false details can be fined not less than RM1,000.00 and exceeding RM10,000.00 or imprisonment not exceeding one (1) year or both. The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD office.
	0	Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfil all the Eligibility Criteria imposed
		2 Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now

Figure 103: Declaration
	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
No				
1	Declaration	This is to declare that User has read & understood the terms & conditions and provided true & accurate information.	User to select checkbox.	Tick button.
2	Previous / Save Draft & Exit / Submit & Pay Later / Submit & Pay Now	Enables User to decide on next action.	User to select Action button as per options: - Previous - Save Draft & Exit - Submit & Pay Later - Submit & Pay Now	Click button.

4.4.5 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Licensing Fee and thereafter the license will visible to the applicant.

4.4.6 Approval Letter (Surat Kelulusan) & Vehicle License Issued

Upon approval by APAD / LPKP Sabah / LPKP Sarawak, the Operator will receive the Approval Letter.

A sample Approval Letter is shown below:



Figure 104: Approval Letter - Surat Kelulusan (Sample)

User may check application and payment status as per below:

Once the Payment is done, then only User will be able to proceed & view the application status from the Landing Page & retrieve the License from the Profile option. The user will navigate to the landing page, as shown below:

Total Applications	23 Applications Approved	Applications Pending	O Applications Rejected	Applications Draft	
Land Public Transpi Licensing	t Driver Card	Reference intermediation Business Licensing	C24 Service Request	Payment	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals				~	
My Applications				^	1
LESEN PERUBAHA SEMENTARA (LPS) Application No: BS20221101 PERRHIDMATAN AWAM: BAS	N Completion Payment (#25801) 27410560 View Receipt: C IXROLAH License Fee: Paid	View UBAH SYAF (#25791) Application No. N PERKHOMATAN A	RAT KENDERAAN Completion 0 Days 0/A overdue WAAM: BAS SEKOLAH	Payment Edit Processing Fee: N/A View Receipt:	

Figure 105: My Applications - Application & Payment Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	My	Enables status	User to click on "My	Click button.
	Applications	checking on	Applications".	
		application and		
		payments made.		

Next, User will proceed to access the Profile menu and retrieve the License accordingly.

Total Applications	2 Applications Approved	Applications Pending	Applications Rejected	Reset Password Log out Applications prant
Land Public Transport Licensing	L E Driver Card	Free Contractions	C ₂₄ Service Request	Payment
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing	
My Approvals				~
My Applications				

Figure 106: Profile Menu

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Profile icon	Enables access to "Profile" menu.	User to click on "Profile" icon.	Click button.
2	Profile	Enables access to "Profile" sub- menus.	User to click on any of the following: - Profile (selected) - Reset Password - Logout	Click button. Next screen is displayed as per Figure 107.

=		cial Vehicle Licensing System				Company	A - Co	ompany A	ی 🖗 ک	BM EN
0	Information Compa	Company > Sdn Bhd (Syarikat)			Active Licenses	s: 12 InActive License	es: 8 Over Age	Limit Licenses: 0	Licenses Expirir	g within 3 months: (
8	Director Details				Vehicle License					
B	Person In-Charge	License Service Ty 👻 Licens	se Class Type 👻 Vehicle	Permit No	✓ Vehicle RegNo ✓	Start Date	← End Date	9 ~	Status	Reset
8	Agent	License Service Type	License Class Type	STK?	Vehicle Permit No	Vehicle Reg. No	Status	Start Date 1	End Date	View License
	Address Info	KENDERAAN BARANGAN	PEMBAWA C	~	LC2022101902410366001001	N/A	Active	01/Nov/2022	01/Nov/2022	
88	Agent Termination	PERKHIDMATAN AWAM	BAS BERHENTI-HENTI	~	BB2022103102410549001001	N/A	Active	01/Nov/2022	01/Nov/2022	
00	PIC Termination	PERKHIDMATAN AWAM	BAS MINI	~	BM2022103102410550002001	N/A	Active	01/Nov/2022	01/Nov/2022	
_		PERKHIDMATAN AWAM	BAS MINI	~	BM2022103102410550002002	N/A	Active	01/Nov/2022	01/Nov/2022	
	Branch Address	PERKHIDMATAN AWAM	BAS SEKOLAH	×	XXXXXXX	XXXXXXX	Active	01/Nov/2022	01/May/2023	a 2
da 📩	Operator License	KENDERAAN BARANGAN	PEMBAWA A	×	2A0070902007	<u>T/A9933</u>	InActive	07/Aug/2020	19/Aug/2022	
ela -	Vehicle License	KENDERAAN BARANGAN	PEMBAWA A	×	2A0066608507	<u>WYQ689</u>	InActive	07/Aug/2020	19/Aug/2022	
		KENDERAAN BARANGAN	PEMBAWA A	×	2A0066607507	<u>T/AA426</u>	InActive	07/Aug/2020	19/Aug/2022	
	Share/Equity Holders	KENDERAAN BARANGAN	PEMBAWA A	×	2407962501	<u>AHY689</u>	InActive	07/Aug/2020	19/Aug/2022	
20	Board Of Directors	KENDERAAN BARANGAN	PEMBAWA A	×	2408732401	WFS9941	InActive	07/Aug/2020	19/Aug/2022	
Å	IBL Operator License						Items per page: 1	0 👻 1-	10 of 20 <	< > >
Å	IBL Vehicle License									
器	IBL Drivers									

Figure 107: Profile Sub-Menu: Vehicle License

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Vehicle	Enables access to	User to click "Vehicle	Click button.
	License	licenses issued.	License".	
2	View License	Enables viewing of a	User to click on	Click button.
		selected license.	selected license.	

The system-generated Temporary Change License is issued via Digital Certificate.

A sample of the Vehicle License is shown below:

	KEMENTE AGENSI PEN	RIAN PENGANGKUTAN SANGKUTAN AWAM DAR	RAT	
	LESEN PERUBA	HAN JANGKA P	PENDEK	
AKALUMAT LESEN BERUBH	AHAN SEMENTARA			
		NO.LESEN PENG	IANDALI	
	NO.PERMIT/LESEN	KENDERAAN	TEMPOH PERMIT/LESEN KENDERAAI	
	*****	TEMPOH LESEN PERUBAH	HAN SEMENTARA	
		1/11/2022 12:00:00 PG-1/05	2023 12:00:00 PG	
K185B, JLN PASIR PUTIH, ,		TEMPOH LESEN PERUBAN	HAN SEMENTARA	
KINTA PERAK		181HARI		
MALAYSIA 31650	TARIKH M	ULA	MASA BERMULA :	
	01/11/2022			
	TARIKH AKHIR :		MASA TAMAT :	
	01/05/20	23		
NO.ENJIN	516910-10-028964	NO.CASIS	: 309191-60-367019	
TARIKH DIDAFTARKAN	01/06/1981	TAHUN DIPERBUAT		
MUATAN TEPAT DUDUK		BIL PENUMPANG	: 36	
	EKSDDES			
		101000	PROPRIOT	
		NULESEN	PENGENDALI	
		ТЕМРС	DH LESEN	
		TEMPC 1/11/2022	DH LESEN 2 - 1/05/2023	
		TEMPC 1/11/2022	DH LESEN 2 - 1105/2023	
AKLUMAT PEMBARI KONTRA	K/SYARIKAT E-HAILING(J	темрс 1/11/2022 IKA ADA)	DH LESEN 2 - 1105/2023	
AKLUMAT PEMBARI KONTRA	K/SYARIKAT E-HAILING(J	темес 1/11/2022 IKA ADA) Ж	34 LEBEN 2 - 106/2023	
AKLUMAT PEMBARI KONTRA Company	IK/SYARIKAT E-HAILING(J ligitally signed by Tester GF 42: 2022.11.01 12:13:06 M	темес 1/11/2022 IKA ADA) Ж IYT	5H LESEN 2 - 106/2023	

Figure 108: Vehicle License - Temporary Change of Licensing (Sample)

4.5 Short Term License Application

This application is also known as Lesen Perjalanan Jangka Pendek (LPJP) and is applicable only for Operators who have submitted New Application in APAD / LPKP Sabah / LPKP Sarawak and made Processing Fee payment.

The time duration may vary up to one year.

Due to an urgency, an Operator may apply for this license waiting for the approval of the New Application that has been submitted with payment.

Once the new license application approved, this Short-Term License shall be cancelled. However, if the New Application license application rejected, the Operator still can use the Short-Term License up to 1 year.

This activity can be performed by the Company Director / Company PIC / Company Agency.



Figure 109: Application for Short Term License Application Process Flow

Kindly refer to Section 3.3 in this manual for the URL link based on location. The iSPKP Login Page is displayed (refer to Main User Manual).

In this manual, we have selected the Company Director as an example. Similar steps apply for Company PIC / Company Agent and as and when there is variation, this will be highlighted accordingly. In such a scenario, Company Director approval is required where necessary.

The Company Director (User) will need to Login to the iSPKP system. Please refer to Section 4.1 of the Main User Manual for Login guidance. Upon successful Login by the Company Director (User), the Front-End Landing Page of iSPKP system will be displayed. User will then proceed to the Land Public Transport Licensing Menu as follows:

a 4	0 4	9 0	(3)	<u>o</u> 0
Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft
Land Public Transport Licensing	L E	Intermediation Business Licensing	C24 Service Request	Payment
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing	
My Approvals				~
My Applications				~

Figure 110: Landing Page - Land Public Transport Licensing Management Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Land Public	This menu allows	User to click the	* Mandatory field.
	Transport	access to various	"Land Public	Click button
	Licensing	Land Public	Transport Licensing	Click Dutton.
	Management	Transport Licensing	Management" menu	Land Public
		Management sub-	option.	Transport Licensing
		menus.		Management sub-
				menus will be

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
				displayed as shown
				in Figure 111.

port Licensing											
		4	\bigcirc	4	9	0	\odot	0	0	0	
	Total Applicat	ions	Application	Approved	Applications	Pending	Applications	s Rejected	Application	is Draft	
		Ð		G					0		
	New	Application		Renew / Re-App	lication	Vari	ation of Licensing		Temporary change	of Licensing	
			Ō		~	/		\otimes			
		Shor	t time License Appli	ation	Issuance of	of License	Cancellat	tion of Vehicle / Ope	rator License		
			0								
	My Approval	s								~	
	My Application	ons								~	

Figure 111: Land Public Transport Licensing Management Module - Short Term License Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Short Term	Provides access to	User to click on	Click button.
	Licensing Application	various tasks under "Short Term Licensing	"Short Term Licensing Application" button.	Next screen is displayed as per
		Application".		Figure 112.

Each panel of the left must be completed in order to initiate the Short-Term License Application.

4.5.1 License Information

≡	iSPKF	cial Vehicle Licensi	ng System			Cor	npany A 👻 Comj	oany A 🛛 🙎 Ք 🏫	BM EN
+	License Information	Land Public Transpo Select an Applica	ort Licensing > Shortterm License Aj tion to proceed :	oplication > LESEN PERJALANAN J/	ANGKA PENDEK (LPJP)				
	GPS Information		Application No	Application Type	License Serv	ice Type	License Class Type	Submitted Date	Status
	Parking Information	•	BE2022102802410525	PERMOHONAN BAHARU	PERKHIDMATA	N AWAM	BAS EKSPRES	28/Oct/2022	Submitted
F	Review Application	0	BJ2022092302410094	PERMOHONAN BAHARU	PERKHIDMATA	N AWAM	BAS PEKERJA	23/Sep/2022	Submitted
0	Integration Verification	0	TX2022092802410163	PERMOHONAN BAHARU	PERKHIDMATA	N AWAM	TEKSI	28/Sep/2022	Submitted
[°	Declaration					Items per page:	5	▼ 1 - 3 of 3	$\langle \rangle \rightarrow \rangle$
	2	Provide a Date Travel Date From 28/10/2022 Travel Date To 28/10/2023	range for the License : න න]					
							3	Previous Next	

User needs to select the correct New Application submitted.

Figure 112: License Application - Select an Application to Proceed

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select an	Allows selection of	User to click radio	* Mandatory field.
	Application to	a particular new	button and select	Padio button
	Proceed	application from a	from the list of new	
		list of new	applications.	
		applications.		
2	Provide a Date	Enables selection of	User to click and	* Mandatory field.
	Range for the	duration of the	select dates range	Data Dickor
	License	Short-Term License	which should not	Date Picker
			exceed one year:	
			- Travel Date	
			From	
			- Travel Date To	
1				

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
3	Previous /	Enables viewing of	User to click on the	Click button.
	Save	previous screen / saving of the information.	following options: - Previous - Save (selected)	Next screen is displayed as per Figure 113.

User needs to provide Vehicle Registration Number information.

	e 🥙 a							
=	iSPK Comme	P rcial Vehicle Licensing System			Company	A 🚽 Company A	A 😤 🍄 🏫 BM EN	
		Land Public Transport Licensing > Shortterm Licensing	cense Application > LESEN PERJALA	NAN JANGKA PENDEK (LP.	IP)			
-	License Information	Ref. Application Number : BE2022102802410525	Application Type : PER	MOHONAN BAHARU	License Service Type : PEF AWAM	RKHIDMATAN Lice	ense Class Type : BAS EKSPRES	
^	GPS Information	Travel Date From : 28/Oct/2022	Travel Date To : 28/Oct	/2023	Number of Licenses : 1			
	Parking Information	Vehicles:						
	Review Application	Type of Service	No. of Seats	No. of Passengers	Area of Operation	Vehicle Reg.No.		
	Integration Verification	PERDANA	44	44	Selangor - Batu Caves	• 1	tů.	
ſ°,	Declaration							
20								
						Previ	ous Save & Next	

Figure 113: License Application - Add Vehicle Reg No

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	+ Vehicle Reg	Enables inclusion of	User to click on "+	Click button.
	No.	Vehicle Reg No.	Vehicle Reg No.".	Next screen is displayed as per Figure 114.

Upon entering the Vehicle Reg No a validation against the JPJ is done. Upon successful validation, system message "Vehicle successfully validated" will be displayed.

=	iSPK Comme	P rcial Vehicle Licensing System	Сотралу А 👻 Сотралу А 😩 🧬 🕈 вм тем
•	License Information	Land Public Transport Licensing > Shortterm L	cense Application > LESEN PERJALANAN JANGKA PENDEK (LPJP) Application > LESEN PERJALANAN JANGKA PENDEK (LPJP) Application Type - PERMOHONAN RAHARI License Service Type - PERKHIDMATAN License Class Type - RAS EKSPRES
	GPS Information	BE2022102802410525 Travel Date From : 28/Oct/2022	Add Vehicle
A	Parking Information	Vehicles:	Vehicle Reg. No.*
P	Review Application	Type of Service	Service Type * Area of Operation * Vehicle Reg No.
٥	Integration Verification	PERDANA	PERDARVA Selangor - Batu Caves Number of Seats (including Driver) * Number of Passengers * 44 44
6	Declaration		Bus Type * 2
			Commercial Name in the Bus Agency * TEST
			Vehicle successfully validated!
			3 Save Cancel
			Previous Save & Next

Figure 114: License Application - Add Vehicle Reg No

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Vehicle Reg	Enable Vehicle Reg	User to key-in	* Mandatory field.
	No.	No. to be entered.	Vehicle Reg No.	Alpha-numeric format.
				Vehicle information is auto-populated.
2	Validate	Enables Vehicle Reg	User to click	* Mandatory field.
		No validation against JPJ system.	"Validate".	Click button.
3	Save / Cancel	Enables User to	User to click either:	Next screen is
		make decision	- Save (to proceed)	displayed as per Figure 115.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			- Cancel (to	
			abort)	

User will proceed to review vehicle information displayed.

=	iSPK	P rcial Vehicle Licensing System			Company A	A 🗸 Company	A 2 🦓 🔒	BM EN
		Land Public Transport Licensing > Shortterm Licensing	cense Application > LESEN PERJA	LANAN JANGKA PENDEK (LP.	JP)			
<u> </u>	License Information	Ref. Application Number : BE2022102802410525	Application Type : PE	RMOHONAN BAHARU	License Service Type : PER AWAM	KHIDMATAN Li	cense Class Type : BAS	EKSPRES
•	GPS Information	Travel Date From : 28/Oct/2022	Travel Date To : 28/0	ct/2023	Number of Licenses : 1			
	Parking Information	Vehicles:						
p	Review Application	Type of Service	No. of Seats	No. of Passengers	Area of Operation	Vehicle Reg.No.		
•	Integration Verification	PERDANA	44	44	Selangor - Batu Caves	XXXXXXX	/ UL	
ĥ	Declaration							
						1 Pre	evious Save & Next	

Figure 115: License Information - Vehicle Information

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen / saving of the "License Information".	following options: 17 Previous 18 Save & Next (selected)	Next screen is displayed as per Figure 116.

4.5.2 GPS Information

User will proceed to review GPS Information tab which is auto-populated based on information submitted during New License Application earlier.

License Information	Land Public Transport Licensing > Sho	rtterm License Application > LESEN PERJALANAN JA	NGKA PENDEK (LPJP)	
	Provider Name *	Username *	Password *	URL *
GPS Information	XXXXXXX	XXXXXXX		
	Provider Name *	Username *	Password *	URL *
Parking Information	XXXXXXX	XXXXXXX		*******
Integration Verification				
Declaration				

Figure 116: GPS Information

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "GPS Information".	following options: - Previous - Save & Next (selected)	Next screen is displayed as per Figure 117.

4.5.3 Parking Information

User will proceed to review Parking Information tab which is auto-populated based on information submitted during New License Application earlier.

_)		Company A	
	Commer	cial Vehicle Licensing System		company //	
•	License Information 🤗	Land Public Transport Licensing > Shortterm Li	icense Application > LESEN PERJALANAN JANGKA PENDEK (LPJP)	
	GPS Information	Parking Information			
	Parking Information	Parking Owner Name XXXXXXXXXXX	Owner Phone Number	Address Line 1 XXXXXXXXXXXXXXXX	Address Line 2
F	Review Application	Country MALAYSIA	State VILAYAH PERSEKUTUAN KUALA LUMPUR 👻	Postal Code XXXXXX	
۲	Integration Verification				
Co	Declaration				
					1 Previous Save & Next

Figure 117: Parking Information

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Parking Information".	following options: 19 Previous 20 Save & Next (selected)	Next screen is displayed as per Figure 118.

4.5.4 Review Application

User will proceed to the "Review Application" panel which is auto-populated as below:

=	iSPKF	• cial Vehicle Licensing System				Company A	- Company A 🙎	, 🦓 🔒 вм і е	N
•	License Information 🤗	Land Public Transport Licensing > Sho	ortterm License App	ication > LESEN PERJALANA	N JANGKA PENDEK (LP	(Ar			
	GPS Information 🛛 🎸								ē
	Parking Information 🤗	License Information							^
	Review Application	License Service Type PERKHIDMATAN AWAM		License Class Type BAS EKSPRES		Travel Date From 28/Oct/2022	Travel Date To 28/Oct/2023		
۲	Integration Verification	Vehicles							
Ĉ	Declaration	Vehicle Reg.No.	Type of Service		No. of Seats	No. of Passengers	Area of Operation		
			PERDANA		44	44	****		
		GPS Information							~
		Parking Information							~
		-							
							2	Previous Save &	Next

Figure 118: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Review Application".	following options: Previous Save & Next (selected) 	Next screen is displayed as per Figure 119.

4.5.5 Integration Verification

User will proceed to the "Integration Verification" panel to perform verification checking with SSM and JPJ records as below.

1	iSPKF Commer	Cial Vehicle Licensing System	Company A 👻 Company A 😩 🧬 🏦 вм т ем	
•	License Information 🤡	Land Public Transport Licensing - Shortterm License Application - LESEN PERJALANAN JANGKA PENDEK (LPJP) Integration Verification		
	GPS Information 🤣	Type of Validation	Status Remarks	
	Parking Information 🤗	Checked Company Information from the SSM System (Reg.No - 198301004709)	✓	
	Review Application 🥝	Checked Vehicle summons from JPJ system (Veh.Reg.No - WBM3950)	Vo. of Summons: No Any Outstanding Summons	
۲	Integration Verification			
Co	Declaration			
			1 Previous Save & Next	

Figure 119: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen / saving of the "Integration Verification".	following options: 21 Previous 22 Save & Next (selected)	Next screen is displayed as per Figure 120.

4.5.6 Declaration

User will need to proceed to "Declaration" panel to submit the declaration.

=	iSPKP Commercial	I Vehicle Licensing System
		Pengakuan Pelanggan / Customer's Declaration
1	License Information 🛛 📀	Saya / Kami mengaku bahawa:
	GPS Information	 Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TERKINI. Telah melantik wakil mengikut surat wakil untuk tujuan melaksanakan apa-apa urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil tersebut; dan
	Parking Information	 Telah mematuhi sebarang keperluan lain yang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang terpakai.
		1/ We declare that:
F	Review Application 🔗	 All information provided in this form including attachment documents is TRUE and UP TO DATE. Has appointed a representative as per the representative's letter for the purpose of exercising any right to deal with APAD and will be responsible for any document or transactions made by such representative ad.
	Integration Verification 🥑	aucri representance, and © Compiled with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.
		Peringatan/Reminder
6	Declaration	 Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palsu boleh dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM10,000.00 atau dipenjarakan tidak melebihi satu (1) tahun atau kedua-duanya sekali. Pelanggan diwajibkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui pejabat APAD yang berhampiran.
		 Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence falsifying a statement or submitting false details can be fined not less than RM1,000.00 and exceeding RM10,000.00 or imprisonment not exceeding one (1) year or both.
		 The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office.
	0	Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfil all the Eligibility Criteria imposed
		2 Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now

Figure 120: Declaration

	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
No				
1	Declaration	This is to declare that User has read & understood the terms & conditions and provided true & accurate information.	User to select checkbox.	Tick button.
2	Previous / Save Draft & Exit / Submit & Pay Later / Submit & Pay Now	Enables User to decide on next action.	User to select Action button as per options: - Previous - Save Draft & Exit - Submit & Pay Later - Submit & Pay Now	Click button.

4.5.7 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and meeting approval. Upon approval there will be a notification to customer to make payment for Licensing Fee and thereafter the license will visible to the applicant.

4.5.8 Operator License Issuance

Once the Payment is done, then only User will be able to proceed & view the application status from the Landing Page & retrieve the License from the Profile option. The user will navigate to the landing page, as shown below:

Total Applications	2 18 Applications Approved	Applications Pending	O Applications Rejected	Applications Draft	
Land Public Transport Licensing	L = Driver Card	Intermediation Business Licensing	C24 Service Request	Payment	
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals My Applications				~	0
	d composition a biogeneous	LESEN PER	JALANAN JANGKA Completion	Payment View	

Figure 121: My Applications - Application & Payment Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	My	Enables status	User to click on "My	Click button.
	Applications	checking on	Applications".	
		application and		
		payments made.		

Next, User will proceed to access the Profile menu and retrieve the License accordingly.

Total Applications	2 Applications Approved	Applications Pending	O Applications Rejected	Reset Password Log out Applications prant
Land Public Transport Licensing	L E	Intermediation Business Licensing	C24 Service Request	Payment
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing	
My Approvals				~

Figure 122: Profile Menu

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Profile icon	Enables access to "Profile" menu.	User to click on "Profile" icon.	Click button.
2	Profile	Enables access to "Profile" sub- menus.	User to click on any of the following: - Profile (selected) - Reset Password - Logout	Click button. Next screen is displayed as per Figure 123.

≡	E VIII iSPKP Commercial Vehicle Licensing System							рапу А 🗸 Company А 🙎 Ք 🏦 вм т в		
0	Information Compa	Company > Sdn Bhd (Syarikat)	Ор	erator Lice	ense			Total Licenses: 9	STK Licenses	: 4 Vehicle Permits: 1
6	Director Details								_	
B	Person In-Charge	License Service Type License	ense Class Type 👻 Ve	ehicle Permit	No Start Date	•	End Date	▼ S	tatus	Reset
	Agent	License Service Type	License Class Type 1	STK?	Operator Licence Number	Status	Start Date	End Date	Vehicles	View License
-		PERKHIDMATAN AWAM	BAS BERHENTI-HENTI	~	BB2022103102410549	Active	31/0ct/2022	31/Oct/2024	1	
	Address Info	PERKHIDMATAN AWAM	BAS EKSPRES	×		Active	28/Oct/2022	28/Jan/2023	1	
8	Agent Termination	PERKHIDMATAN AWAM	BAS MINI	~	BM2022103102410550	Active	31/0ct/2022	31/Oct/2024	2	
8	PIC Termination	PERKHIDMATAN AWAM	BAS PENGANTARA	×	2022092640027	InActive	26/Sep/2022	14/Oct/2022	1	
•	Branch Address	PERKHIDMATAN AWAM	BAS SEKOLAH	×	2022103140073	Active	31/0ct/2022	31/Oct/2024	1	
	branch Address	PERKHIDMATAN AWAM	KERETA SEWA	×	2022092840047	Active	28/Sep/2022	28/Sep/2024	2	
Ċ.	Operator License	U ENDERAAN BARANGAN	PEMBAWA A	×	100332W(LA)	InActive	07/Aug/2020	19/Aug/2022	Z	
da i	Vehicle License	KENDERAAN BARANGAN	PEMBAWA C	~	LC2022101902410366	Active	19/0ct/2022	19/Oct/2024	1	
0	Share/Equity Holders	PERKHIDMATAN AWAM	TEKSI MEWAH	×	2022092840045	Active	27/Mar/2020	28/Oct/2024	1	
20	Board Of Directors						Items per pag	ge: 10 👻 1	- 9 of 9	< < > >
£	IBL Operator License									
ŝ	IBL Vehicle License									
00	IBL Drivers									



No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Operator License	Enables access to licenses issued.	User to click "Operator License".	Click button.
2	View License	Enables viewing of a selected license.	User to click on selected license.	Click button.

The system-generated Short-Term License is issued via Digital Certificate. A sample of the Operator License is shown below:



Figure 124: Operator License - Short Term License (Sample)

4.6 Issuance of License

This activity can be performed by the Company Director / Company PIC / Company Agency. This sub-Module is applicable for existing Operators who own Taxis / Employee Busses / School Busses who would like to apply for "Issuance of License".



Figure 125: Issuance of License Process Flow

Kindly refer to Section 3.3 in this manual for the URL link based on location. The iSPKP Login Page is displayed (refer to Main User Manual).

In this section, we have selected the Company Director as an example. Similar steps apply for Company PIC / Company Agent and as and when there is variation, this will be highlighted accordingly. In such a scenario, Company Director approval is required where necessary.

The Company Director (User) will need to Login to the iSPKP system. Please refer to Section 4.1 of the Main User Manual for Login guidance. Upon successful Login by the Company Director (User), the Front-End Landing Page of iSPKP system will be displayed. User will then proceed to the Land Public Transport Licensing Menu as follows:



Figure 126: Landing Page - Land Public Transport Licensing Management Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Land Public	This menu allows	User to click the	* Mandatory field.
	Transport	access to various	"Land Public	Click button
	Licensing	Land Public	Transport Licensing	Click button.
	Management Transport Licensing		Management" menu	Land Public
		Management sub-	option.	Transport Licensing
		menus.		Management sub-
				menus will be

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
				displayed as shown
				in Figure 127.

User will proceed to select the Issuance of License sub-Module.

			•							
		4	\bigcirc	4	9	0	\odot	0	9	0
Total /	Applications		Applications	Approved	Applications	s Pending	Application	s Rejected	Application	is Draft
	Œ)		÷			Δ		0	
	New App	ication		Renew / Re-Appl	ication	Va	lation of Licensing		Temporary change	of Licensing
			Ō			/		\otimes		
		Short ti	me License Applie	ation	Issuance	of License	Cancellat	tion of Vehicle / Op	erator License	
Му Ар	provals			L						~

Figure 127: Land Public Transport Licensing Management - Issuance of License Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Issuance of License	Provides access to various tasks under "Issuance of License".	User to click on "Issuance of License" button.	Click button. Next screen is displayed as per Figure 128.

4.6.1 Application Information

"Application Information" is the first panel to be completed.

iSP	CP erclal Vehicle Licensing System	Company A 👻 Company A 😩 🧬 🖬 🕕 🗈
Application Information GPS Information Parking Information Requirement Document. Review Application Integration Verification Declaration	Land Public Transport Licensing - Issuance of License -	
		Save & Next

Figure 128: Issuance of License - Application Information (STK / SK Option)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Application	Enables access	User to click on either	Click button.
	Information	"Issuance of License" details	option: - STK (selected) - SK	Next screen is displayed as per Figure 129.

= isp	CP	Company A 👻 Company A 😩 🥠 🏫 🛤 i 🛤
Application Information	Land Public Transport Licensing - Issuance of License -	
GPS Information	Ref. Application Number	•
Parking Information	BB20220921024100151 (NEW LICENSE - PERKHIDMATAN AWAM - BAS BERHENTI-HENTI)	Application Date
Requirement Document	BJ20220921024100154 (NEW LICENSE - PERKHIDMATAN AWAM - BAS PEKERJA)	
Review Application	BS20220921024100155 (NEW LICENSE - PERKHIDMATAN AWAM - BAS SEKOLAH) TX20220921024100156 (NEW LICENSE - PERKHIDMATAN AWAM - TEKSI)	Add Vehicle 2
Integration Verification	Vehicle Reg. No. BE20220926024100199 (NEW LICENSE - PERKHIDMATAN AWAM - BAS EKSPRES)	Validity Period Age over? Action
Declaration		
		Sow & Nerr

Figure 129: Issuance of License - Application Information (Ref Application Number)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Reference Application Number	Enables system to generate information related to new licensing application submitted earlier.	User to select from dropdown button.	Dropdown button. Information on License Service Type, License Class Type, Total License and Application Date will be auto- populated.
2	Add Vehicle	Enables User to add Vehicle details.	User to click "Add Vehicle".	Click button. Next screen is displayed as per Figure 130.

User to proceed and fill-in Vehicle Registration Number.

=	iSP	KP nercial Vehicle Licensing System	1	Enter Registration	Number	Company A 👻 C	`ompany А 🛎 🥠 🕈 вм т ем
.	Application Information	Land Public Transport Licensing	- Issuance of License >	1 WET1530			
	GPS Information	Ref. Application Number:	BE20220926024100199 (NEW LICENSE - P	ER 2 AT Validate & Add	Cancel		
•	Parking Information	License Service Type PERKHIDMATAN AWAM	License Class Type BAS EKSPRES	Total License 1		Application Date 26/SEP/2022	
8	Requirement Document						
	Review Application					Add Vehicle	
•	Integration Verification	Vehicle Reg. No.	Year Made	STK Series Set Number	STK Validity Period	Age over? Action	
C	Declaration						
							Save & Next

Figure 130: Issuance of License - Application Information (Vehicle Registration Number & Validation)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Vehicle Registration Number	Enables User to enter Vehicle Registration Number.	User to enter "Vehicle Registration Number".	Alpha numeric format.
2	Validate & Add	Enables User to validate the Vehicle Registration Number against JPJ system.	User to click "Validate & Add".	Click button. Vehicle Reg No and Year Made is auto- populated. Next screen is displayed as per Figure 131.

=	Comm	KP nercial Vehicle Licensing System					Compa	iny A 👻	Company A 🙎	🥐 🏫 вм і ем
-	Application Information	Land Public Transport Licensing - It	isuance of License >							
•	GPS Information	Ref. Application Number:	BE20220926024100199 (NEW LP	CENSE - Perkhidmatan Awam - BA	S EKSPRES)	•				
	Parking Information	License Service Type Perkhidmatan Awam	License Class Type BAS EKSPRES		Total License		Application Date 26/Sep/2022			
۶	Requirement Document				0					
	Review Application							O Add Vehicle		
•	Integration Verification	Vehicle Reg. No.	Year Made	STK Series Set Numbe	er	STK Validity Period	Age over?	Action		
(°a	Declaration	WET1530	2007 🚺 🖪	E20220926024100199001001		27/Sep/2022 - 27/Sep/2024				
									2	Save & Next

Figure 131: Issuance of License - Application Information (STK Series Set Number)

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	STK Series Set	Enables User to	User to key-in "STK	Alpha-numeric
	Number	enter the details as	Series Set Number".	format.
		per STK letter.		STK Validity Period is auto-populated.
2	Save & Next	Enables User to save details.	User to click "Save & Next" button.	Click button.
				Next screen 1s
				displayed as per
				Figure 132.

4.6.2 GPS Information

User will proceed to review GPS Information tab which is auto-populated based on information submitted during New License Application earlier.



Figure 132: Issuance of License - GPS Information

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "GPS Information".	following options: 5 Previous 6 Save & Next (selected)	Next screen is displayed as per Figure 133.

4.6.3 Parking Information

User will proceed to review Parking Information tab which is auto-populated based on information submitted during New License Application earlier.

iSPKI	D cial Vehicle Licensing System			Compa	iny A 👻 Comp	any A 🙎 🥐 🕈 🛤 i 🛤
Application Information 🤣	Land Public Transport Licensing > Issuan	ice of License >				
GPS Information	Parking Information				Add Parking	
Parking Information	Parking Owner Name ali	Owner Phone Number 01123226577	Address Line 1 no g11, plaza seri setia	Address Line 2	4	
Requirement Document	Country	State	Postal Code	Description		
Review Application	MALAYSIA	▼ SELANGUR	✓ 4/300	sen setia		
Integration Verification						
Declaration						
						Previous Save & Next

Figure 133: Issuance of License - Parking Information

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Parking Information".	following options: 5 Previous 6 Save & Next (selected)	Next screen is displayed as per Figure 134.

4.6.4 Requirement Document

User will need to upload Requirement Documents as below:

= ispkp	I Vehicle Licensing System			Company A 👻	Company A 😩 🧬 🏦 BM I EN
Application Information	Required Documents	1			
▲ GPS Information 🥝	The appointment letter must not exceed 30 days*	٥	1.pdf	0	
🛱 Parking Information	A copy of the representative's Identity Card*	٥	2.pdf	0	
E Requirement Document	Original Letter of Offer of Approval (STK) / Letter of Approval (Application Change of Condition)	۵	3.pdf	0	
Review Application	Copy of Vehicle Registration Card / Copy of Vehicle Ownership Certificate*	۵	4.pdf	0	
Integration Verification	Copy of PUSPAKOM Report*	۵	5.pdf	0	
Declaration	Approval Letter for Licensing Vehicles Over the Age Limit that is valid (if over the age limit)	•	1.pdf	0	
	Copy of a valid Letter of Approval for the Use of Corporate Colors (if any)*	۵	2.pdf	0	
	A valid copy of the Letter of Permission to Display Advertisements (if any)*	۵	3.pdf	0	
	Fare Schedule*	٥	4.pdf	0	
	ttinerary*	٥	5.pdf	0	
					Previous Save & Next 2

Figure 134: Issuance of License - Requirement Documents

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
No 1	FIELD (ENG) Requirement Documents	FIELD DESCRIPTION This applies to any additional relevant documents.	ACTION REQUIRED User to click the Upload Icon & upload the document(s): - The Appointment Letter (must not exceed 30 days) - A copy of the representative' s Identity Card - Original Letter of Offer (STK) /	REMARKS *Mandatory field. Upload icon. Multiple documents can be uploaded for each field. Follow documents upload specifications in Section 1.7. - If no document is uploaded, there is
			of Offer (STK) /	uploaded, there is
			of Offer (STK) / Letter of	uploaded, there is a system message will prompt "Please
			(Application	select a file"

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			Change of	message will
			Condition)	appear.
			- Copy of Vehicle	
			Registration	
			Card / Copy of	
			Vehicle	
			Ownership	
			Certificate	
			- Copy of	
			PUSPAKOM	
			Report	
			- Approval Letter	
			for Licensing	
			Vehicles Over	
			the Age Limit	
			that is valid (if	
			over the age	
			limit)	
			- Copy of a valid	
			Letter of	
			Approval for	
			the use of	
			Corporate	
			Colors (if any)	
			- A valid copy of	
			the Letter of	
			Permission to	
			Display	
			Advertisements	
			(if any)	
			- Fare Schedule	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			- Itinerary	
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Requirement Documents".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 135.

4.6.5 Review Application

User will proceed to "Review Application" as below:

= ispkp	I Vehicle Licensing System			Company A 👻 Com	прапу А 🛎 🧬 🛧 вм т вм
Application Information	Land Public Transport Licensing > Issuance of Li	icense >			
GPS Information				ē	1
Parking Information	License Information			^	
E Requirement Document	Ref. Application Number Applic 53121 28/Sep	ation Date License Service Type p/2022 Perkhidmatan Awam	License Class Type BAS EKSPRES	Total License	
Review Application	Vehicles				
Integration Verification	Vehicle Reg. No.	STK Series Set Number	STK Validity Period	Age over?	
Declaration	WET1530	BE20220926024100199001001		true	
	GPS Information			^	-
	Provider Name	Username	Forms.Profile.UR	L.	
	puncak interactive	200101005990	https://www.ssr	m.com.my/pages/e-search.aspx	
	Parking Information			^	-
	Parking Owner Name	Owner Phone Number	Address Line 1	Address Line 2	
					Previous Save & Next

Figure 135: Issuance of License - Review Application
No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous screen / saving of the "Review Application".	following options: 7 Previous 8 Save & Next (selected)	Next screen is displayed as per Figure 136.

4.6.6 Integration Verification

User will proceed to the "Integration Verification" panel to perform verification checking with SSM and JPJ records as below.

= ispkp	al Vehicle Licensing System	Company A 👻 Com	арапу А 🛎 🧬 🛧 вм. г ем
Application Information Information	Land Public Transport Licensing - Issuance of License -		
GPS Information	Integration Verification		
🛱 Parking Information 🥝	Type of Validation	Status Remarks	
E Requirement Document	Checked Company Information from the SSM System (Reg.No - 200101005990)	~	
🖻 Review Application 🥝	Checked Vehicle summons from JPJ system (Veh.Reg.No - WET1530)	 No. of Summons: No Any Outstanding Summons 	
Integration Verification 🥪	JPJ Surat Tawaran Kelulusan Enquiry Verification (Veh. Reg. No - WET1530; Comp. Reg. No - 200101005990)	✓	
Declaration			
			Previous Save & Nert

Figure 136: Issuance of License - Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous /	Enables viewing of	User to click on the	Click button.
	Save & Next	previous screen / saving of the "Integration Verification".	following options: 9 Previous 10 Save & Next (selected)	Next screen is displayed as per Figure 137.

4.6.7 Declaration

User will need to proceed to "Declaration" panel to submit the declaration.

1	is the second	SPKP	al Vehicle Licensing System Company A 👻 🥐 🕈 BM EN		
	Application Information	on 🥝			
	GPS Information	0	Declaration		
	Parking Information	0	Pengakuan Pelanggan / Customer's Declaration Saya / Kami mengaku bahawa:		
٦	Requirement Docume	nt 🤣	 Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TERKINI. Telah melantik wakil untuk tujuan melaksanakan apa-apa urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh 		
	Review Application	0	wark tersebua, bani Telah memulai sebarang keperluan lain yang ditetapkan oleh Agensi, Aksa Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang terpakai.		
0	Integration Verification I/ We declare that:				
ß	Declaration		 An information provide in this form including attachment occurrences is including of VDArL. His a spointed a prepresentative, and Complete with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws. 		
			Peringatan/Reminder		
			Di bawah Seksyen 20(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memaleukan penyataan atau mengemukukan butiran palsu boleh dikenakan denda sidak kurang RM1,000.00 dan tidak melebih RM1,000.00 atau dipenjarikan tidak melebih sau (1) pinatu natu kedua-duang sadat Pelanggan kwijakihan membase, memahami dan mematih polisi dan gang sang sataga natu kedua dipang sadat pelabu boleh dikenakan butiran palsu boleh dikenakan denda		
			 Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence falsifying a statement or submitting false details can be fined not less than RM1.000.00 and exceeding RM10.000.00 ari imprisonment not exceeding one (1) year or both. The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office. 		
		1	Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfi all the Eligibility Criteria imposed		
			Pervicus Swe Draft & Exit Submit & Pay Later Submit & Pay Later Submit & Pay Now 2		

Figure 137: Issuance of License - Declaration

	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
No				
1	Declaration	This is to declare that User has read & understood the terms & conditions and provided true & accurate information.	User to select checkbox.	Tick button.
2	Previous / Save Draft & Exit / Submit & Pay Later / Submit & Pay Now	Enables User to decide on next action.	User to select Action button as per options: - Previous - Save Draft & Exit - Submit & Pay Later - Submit & Pay Now	Click button.

4.6.8 Payment

Upon submission of the application, applicant have to pay the Processing Fee.

Depending on the type of action selected, there are two options available for the applicant to make the payment:

For "Submit & Pay Now" action:

Payment can be immediately done via Online Banking using Credit / Debit Card or using FPX payment system.

For "Submit & Pay Later" action:

Payment must be done within three working days via Counter Payment using Bank Draft, Money Order, Postal Order, Credit / Debit Card and also Cash (only applicable for LPKP Sabah & Sarawak).

Please refer to iSPKP System User Manual Payment Module for detailed steps and instructions on how to go about the payment details as well as the amount to be paid and the grace period.

Then the application goes to backend for processing and approval. Upon approval there will be a notification to customer to make payment for Licensing Fee and thereafter the license will visible to the applicant.

4.6.9 Vehicle License Issuance

Upon making the payment, the Vehicle License is issued accordingly. Below is the list of the types of vehicle licenses:

KELAS	JENIS LESEN (ENG)
Goods Vabisla	Carrier A
doods venicle	Carrier C
	Taxi
	Limousine Taxi
	Airport Taxi
	Hire Car
	Hire & Drive Car
Dublic Transportation	School Bus
Vehicle	Employee Bus
Venicle	Express Bus
	Stages Bus
	Mini Bus
	Charter Bus
	Feeder Bus
	TBA (Bas Kegunaan Sendiri)
Tourist Vehicle	Excursion Bus

Table 9: Class & Vehicle License Type

A sample of the Bus License is as follows:

KELAS LESEN : <license class=""></license>	
<company_name> <companyregistrationno></companyregistrationno></company_name>	NO. RUJUKAN FAIL < REFER PREFIX/>
<company_registration_address></company_registration_address>	NO. RUJUKAN LESEN <license number="" reference=""></license>
	TEMPOH LESEN <date_from>-<date_to></date_to></date_from>
1. NO. PENDAFTARAN KENDERAAN	: <vehicle number="" registration=""></vehicle>
2. NO. ENJIN	: <engine number=""></engine>
3. NO. CASIS	: <chasis number=""></chasis>
4. TARIKH DIDAFTARKAN	: <vehicle date="" registration=""></vehicle>
(Seperti pada Sijil Pendaftaran Kenderaan)	
5. TAHUN DIPERBUAT	: <date made=""></date>
6. TARIKH DIDAFTARKAN	: <registered date=""></registered>
7. BIL PENUMPANG	: <number of="" passengers=""></number>
8. MUATAN TEMPAT DUDUK	: <number of="" seats=""></number>
9. KAWASAN OPERASI/LALUAN	: <operation area="" route=""></operation>
10. SYARAT KHAS	: <special requirement=""></special>
11. ALAMAT DEPOT	: <depot address=""></depot>
12. CATATAN	: <notes></notes>
	1000 1000 1000 1000 1000
	KETUA PENGARAH
	Bertarikh : <approval_date></approval_date>

Figure 138: Issuance of License - Bus License (Sample)

4.7 Cancellation of Vehicle / Operator License

This activity can be performed by the Company Director / Company PIC / Company Agency. This sub-Module is applicable for Operators who would like to cancel their existing Operator/ Vehicle licenses or their Approval Letters (STK / SK).

There are four types of Cancellations:

Cancellation Types	Description
Operator License	Results in cancellation of the Operator
	License together with all the vehicle
	licenses under this Operator
Vehicle License	Results in cancellation of specific vehicle(s) only
Vehicle Registered Under	Results in cancellation of vehicle
the Vehicle License /	registration number but the permit can
Permit	still be renewed up to two times.
STK (during new	Results in cancellation of both the STK / SK
application)	in the event the Operator decides not to
SK (during variation application)	pursue the applications.

Table 10: Cancellation Types



Figure 139: Cancellation of Vehicle / Operator License Process Flow

Kindly refer to Section 3.3 in this manual for the URL link based on location. The iSPKP Login Page is displayed (refer to Main User Manual). In this section, we have selected the Company Director as an example. Similar steps apply for Company PIC / Company Agent and as and when there is variation, this will be highlighted accordingly. In such a scenario, Company Director approval is required where necessary.

The Company Director (User) will need to Login to the iSPKP system. Please refer to Section 4.1 of the Main User Manual for Login guidance. Upon successful Login by the Company Director (User), the Front-End Landing Page of iSPKP system will be displayed. User will then proceed to the Land Public Transport Licensing Menu as follows:

E 4 Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft	
Land Public Transport Licensing	L E Driver Card	Intermediation Business Licensing	C24 Service Request	Payment	
	Reilway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing		
My Approvals				×	
My Applications				~	
Application History				~	

Figure 140: Landing Page - Land Public Transport Licensing Management Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Land Public	This menu allows	User to click the	* Mandatory field.
	Transport	access to various	"Land Public	Click button
	Licensing	Land Public	Transport Licensing	Click Dutton.
	Management	Transport Licensing	Management" menu	Land Public
		Management sub-	option.	Transport Licensing
		menus.		Management sub-
				menus will be
				displayed as shown
				in Figure 141.

User will proceed to select the "Cancellation of Vehicle / Operator License" sub-Module.

rt Licensing					
(1) 4	O 4	(0) (0)	() 0	O O	
Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft	
\oplus	Ð			Q	
New Application	Renew / Re-Ap	plication V	ariation of Licensing	Temporary change of Licensing	
	Ö	~	\otimes		
	Short time License Application	Issuance of License	Cancellation of Vehicle / 0	perator License	
My Approvals				v	
My Applications				×	

Figure 141: Land Public Transport Licensing Management Module - Cancellation of Vehicle / Operator License Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Cancellation of	Provides access to	User to click on	Click button.
	Vehicle / Operator	various tasks under "Cancellation of	"Cancellation of Vehicle / Operator	Next screen is
	License	Vehicle / Operator License".	License" button.	Figure 142.

The User will proceed to go through every tab hereafter.

4.7.1 License Information

The example selected below is for the STK / SK cancellation. The steps involved are similar for all four types of cancellation.

= Contraction is	PKP mmercial Vehicle Licensing System		Company	/ A 👻 Compar	ny A 🙎 Ք	🕇 BM EN
License Information	Land Public Transport Licensing > Ca	ncel Application				
Review Application	Cancellation Type : STK Operator Lice Select Operator L	ense Ise teand under the Vehicle License / Dermit				
Declaration	STK	stered under the vehicle Licence/ Permit	License Class Type	Start Date	End Date	Expiry Days
	0	KENDERAAN BARANGAN	PEMBAWA C	19/Oct/2022	19/0ct/2024	717
	0	PERKHIDMATAN AWAM	BAS BERHENTI-HENTI	31/Oct/2022	31/Oct/2024	729
	0	PERKHIDMATAN AWAM	BAS MINI	31/0ct/2022	31/Oct/2024	729
						Next

Figure 142: License Information - Cancellation Type - STK

SK is missing

Next button redundant?

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Cancellation Type	Provides access to various tasks under "Cancellation of Vehicle / Operator License".	User to click on "Cancellation of Vehicle / Operator License" button and select from the dropdown button as follows: - Operator License - Vehicle License - Vehicle Registered Under the Vehicle License / Permit	Click button. Next screen is displayed as per Figure 143.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
			- STK / SK	

E 🚧 iSP	PKP merci	al Vehicle Licensing System		Compan	y A 👻 Compa	ny A 🙎 Ք .	🔒 BM EN
License Information		Land Public Transport Licensing > Cancel Application					
Review Application		Cancellation Type : STK	~				
Declaration		Operator License Number	License Service Type	License Class Type	Start Date	End Date	Expiry Days
		0	KENDERAAN BARANGAN	PEMBAWA C	19/0ct/2022	19/0ct/2024	717
		0	PERKHIDMATAN AWAM	BAS BERHENTI-HENTI	31/0ct/2022	31/Oct/2024	729
	1	۲	PERKHIDMATAN AWAM	BAS MINI	31/Oct/2022	31/Oct/2024	729
						2	Next

Figure 143: Select Operator License to Cancel

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select Operator License to Cancel	Enables User to enter the details as per STK letter.	User to click on selected "STK / SK".	Radio button.
2	Next	Enables User to proceed to next step.	User to click "Next" button.	Click button. Next screen is displayed as per Figure 144.

=	∎ 鏠 iS ∞	SPKI ommer	P rcial Vehicle I	Licensing System		Company	A 🗸 Company	А 🕰 4 🚹 вм ем
•	License Information		Land Public	Transport Licensing > Cancel Applicat	tion			
e	Review Application		Cancellation	on Type: SK/STK nicle Registered License to Cancel fo	License Service Type: PERKHI	IDMATAN AWAM License Class Type: BAS MII	NI Ope	rator License Number:
F	Declaration			License Number	Registration Number	STK SET Number	Start Date	End Date
						*****	02/Nov/2022	02/Nov/2022
						*****	02/Nov/2022	02/Nov/2022
								2 Previous Save & Next

Figure 144: Select Vehicle Registered License To Cancel For - STK / SK Set Number

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select Vehicle Registered Number To Cancel	Enables User to enter to select the STK / SK Set Number to cancel.	User to click on selected "STK / SK Set Number".	Tick button.
2	Previous / Save & Next	Enables viewing of previous screen / saving of the "License Information".	User to click on the following options: 11 Previous 12 Save & Next (selected)	Click button. Next screen is displayed as per Figure 145.

4.7.2 Review Application

User will proceed to the "Review Application" panel which is auto-populated as below:

=		(P ercial Vehicle Licensing System			Company A 👻 C	iompany A 🛛 🙎 🖞	4) 🏫 BM EN
•	License Information	Land Public Transport Licensing >	Cancel Application	KHIDMATAN AWAM License Clas	ss Tyde: BAS MINI	Operator License N	umber:
e	Review Application						ē
•	Declaration	Operator License Number	License Service Type	License Class Type	Start Date	End Date	
			PERKHIDMATAN AWAM	BAS MINI	31 Oct, 2022	31 Oct, 2024	^ 0
		Vehicle information for R	eview				
		License number	Registration Number	STK Reference	e Number		
						2 Previo	us Save & Next

Figure 145: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Top Arrow icon	Enables display of "Vehicle Information for Review".	User to click Top Arrow icon.	Top Arrow icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the "Review Application".	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 146.

4.7.3 Declaration

User will need to proceed to "Declaration" panel to submit the declaration.

=	iSPKP	ial Vehicle Licensing System Company A 😞 🙅 🏫 BM EN
	License Information 🔗	Pengakuan Pelanggan / Customer's Declaration
٥	Review Application 🤡	Saya / Kami mengaku bahawa: 1. Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TERKINI. 2. Telah melantik wakil mengikut surat wakil untuk tujuan melaksanakan apa-apa urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil trasebut dan
+	Declaration	3. Telah mematuhi sebarang keperluan lain yang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang terpakai.
		I / We declare that:
		 All information provided in this form including attachment documents is TRUE and UP TO DATE. Has appointed a representative as per the representative's letter for the purpose of exercising any right to deal with APAD and will be responsible for any document or transactions made by such representative; and Complied with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.
		Peringatan/Reminder
		 Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palsu boleh dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM10,000.00 atau dipenjarakan tidak melebihi satu (1) tahun atau kedua-duanya sekali. Pelanggan diwajibkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui pejabat APAD yang berhampiran.
		 Under Section 204(1) of the Land Public Transport Act 2010, customers found guilty of an offence falsifying a statement or submitting false details can be fined not less than RM1.000.00 and exceeding RM10.000.00 or imprisonment not exceeding one (1) year or both. The customer is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office.
	٩	Saya telah membaca dan bersetuju dengan terma dan syarat-syarat yang disebutkan di atas. Saya mengesahkan bahawa saya memenuhi kesemua Kriteria Kelayakan yang ditetapkan / I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfi all the Eligibility Criteria imposed
		2 Previous Save Draft & Exit Submit

Figure 146: Declaration

Na	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
NO				
1	Declaration	This is to declare	User to select	Tick button.
		that User has read	checkbox.	
		& understood the		
		terms & conditions		
		and provided true &		
		accurate		
		information.		
2	Previous /	Fnables User to	User to select Action	Click button
_	Save Draft &	decide on next	button as per options:	
	Frit / Submit	action		Next screen is
			- Previous	displayed as per
			- Save Draft &	Figure 147.
			Exit	
			- Submit	
			(selected)	

4.7.4 Cancellation Confirmation

Upon successful submission of the cancellation, a system generated "Thank You" message will be displayed as below:

=	iSPKF) cial Vehicle Licensing System	Company A 👻 Company A	2 4 🕈 bm en
÷	License Information 🤗	Land Public Transport Licensing > Cancel Application		
٦	Review Application 🤡		Them! Veul	
÷	Declaration			
			Your application has been submitted. Application number: BM2022110238410566	
			1 BACK TO DASHBOARD	

Figure 147: Cancel Application - System Notification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Back to	Enables return to	User to click on "Back	Click button.
	Dashboard	Landing Page.	to Dashboard" button	
			to exit the Complaint	
			menu.	

Cancellation application is fast approval and there is no Processing Fee required. There will be an Email Notification to the Operator on the cancellation.

Please provide sample Notification Email.

User will proceed to access "My Applications" and check the cancellation application records as below:

iSPKP Commercial Vehicl	e Licensing System			(Company A 🕞 Company	А 🛎 Ք 🛧 вм і в
C Land Public Transport Licensing	B 95 Total Applications	24 Applications Approved	Applications Pending	Image: Applications Rejected	3 57 Applications Draft	
	New Application	Renew / Re-A	pplication Vari	A ation of Licensing	Temporary change of Licensing	
	Short	© time License Application	Issuance of License	Cancellation of Vehicle	/ Operator License	
	My Approvals My Applications				~	1
	PEMBATALAN STK/SK (#26041) Application No: BN2022110238410566 PERSHEMATAN AWAM: BAS MINI Approved 02/Nov/2022	Completion Payment Processing Fee: N/ View Receipt: License Fee: N/A View Receipt:	A View UBAH SYAR OPERATOR (Application No: N/ PERIOIDMATAN AN Draft	AT KELAS LESEN #25921) 0 Days A overdue MM: BAS SEKOLAH	Payment Edit Processing Fee: N/A Veev Receipt: Locanas Fee: N/A Veev Receipt:	-

Figure 148: My Applications - Cancellation Status

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	My Applications	Enables status checking on application made.	User to click on "My Applications".	Click button.

Next, User will proceed to access the Profile menu and check on the system update.

Total Applications	2 Applications Approved	Applications Pending	Applications Rejected	Reset Password Log out Applications prant
Land Public Transport Licensing	L = Driver Card	Intermediation Business Licensing	C ₂₄ Service Request	Payment
	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing	
My Approvals				~

Figure 149: Profile

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Profile icon	Enables access to "Profile" menu.	User to click on "Profile" icon.	Click button.
2	Profile	Enables access to "Profile" sub- menus.	User to click on any of the following: 13 Profile (selected) 14 Reset Password 15 Logout	Click button. Next screen is displayed as per Figure 150.

=	iSPKF	• cial Vehicle Licensing System				Company	A 🖌 Co	mpany A	2 🖗	BM EN
0	Information Compa	Company > Sdn Bhd (Syarikat)	Operat	or License			Tota	al Licenses: 12 S	TK Licenses:	4 Vehicle Permits: 1
G	Director Details									_
	Person In-Charge	License Service Type L	icense Class Type Vehicl	e Permit No	Start Date	• En	d Date	▼ Stat	us	Reset
8	Agent	License Service Type	License Class Type	STK?	Operator Licence Number	Status	Start Date 🕹	End Date	Vehicles	View License
_		PERKHIDMATAN AWAM	BAS BERHENTI-HENTI	~	BB2022103102410549	Active	31/Oct/2022	31/0ct/2024	1	
	Address Info	PERKHIDMATAN AWAM	BAS MINI	~	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Cancelled	31/Oct/2022	31/Oct/2024	2	
200	Agent Termination	PERKHIDMATAN AWAM	BAS SEKOLAH	×	2022103140073	Active	31/Oct/2022	31/0ct/2024	1	
20	PIC Termination	PERKHIDMATAN AWAM	TEKSI LAPANGAN TERBANG	×	2022103140076	Active	31/Oct/2022	31/Oct/2024	1	
-	Propob Addroso	PERKHIDMATAN AWAM	BAS CARTER	×	2022103140077	Active	31/Oct/2022	31/0ct/2024	1	
	Branch Address	PERKHIDMATAN AWAM	KERETA SEWA	×	2022092840047	Active	28/Sep/2022	28/Sep/2024	2	B
4	Operator License	1 PERKHIDMATAN AWAM	BAS EKSPRES	×		Active	28/0ct/2022	28/Jan/2023	1	
£.	Vehicle License	PERKHIDMATAN AWAM	TEKSI MEWAH	×	2022092840045	Active	27/Mar/2020	28/0ct/2024	1	
A	Share/Equity Holders	PERKHIDMATAN AWAM	BAS PENGANTARA	×	2022092640027	Active	26/Sep/2022	26/Sep/2024	1	
~	onaro, Equity monution	KENDERAAN BARANGAN	PEMBAWA C	~	LC2022101902410366	Active	19/0ct/2022	19/0ct/2024	1	
φ.	Board Of Directors					14	ome per page: 10	- 1 - 10	of 12 L	
1	IBL Operator License					л	enis per page: 10	- 1-10	VI 16 1	
ŝ	IBL Vehicle License									
88	IBL Drivers									

Figure 150: Profile Menu - Operator License Sub-Menu

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Operator License	Enables access to licenses status.	User to click "Operator License".	Click button.

The cancellation application is shown as "Cancelled" under status.

5. ERROR HANDLING

As the User accesses the iSPKP system to perform certain functions, there could be some challenges faced by the User. This may result in the User not being able to use the iSPKP system or to proceed to the following section (using NEXT button) or to complete a certain process (using SUBMIT button).

5.1 General Errors

The generic errors hinder the User from using the iSPKP system such as:

- poor internet connectivity resulting in the screen showing loading button continuously.
- iSPKP system is down resulting in the User not being able to proceed to NEXT section or SUBMIT application.
- respective government agency system such as JPN, JPJ or SSM and/or payment gateway are down, thus the integration check cannot be done.

In such a situation, the following is advised:

- User to ensure internet connectivity is okay.
- Wait until the respective iSPKP or government systems are online before proceeding.
- If problem still persist, please refer to Section 5.3 on How to Get Help.

5.2 Specific Errors

Sometimes there are errors made during keying-in process that will result in the User not being able to proceed to the following section (using NEXT button) or to complete a certain process (using SUBMIT button).

Following is a list of such errors:

NO	TYPES OF ERROR	SYSTEM MESSAGE /	HOW TO RECTIFY
		REMARKS	
1	User may enter wrong	The following	User is advised to recheck
	password during Sign In	system message will	password keyed-in and
		appear:	ensure it is accurate.
		"Invalid	
		credentials. Please	
		try again."	
2	User may enter incorrect	The following	User is advised to ensure
	password format when	system message will	that the password created
	creating new password or	appear:	meets the password rules /
	reset password.	"The password is	syntax during password
		not complex"	creation.
3	User may select wrong	This may result in	User is advised to select
	dropdown button during	application error.	button carefully.
	application process.		
4	User may wrongly key-in	The following	User is advised to recheck
	Vehicle Details resulting in	message will	information that was key-in
	Integration Verification	appear:	using source document such
	Error.	"Your record is not	as Vehicle Registration
		found"	Card.
5	User may accidentally	The field is	User is advised to key-in
	leave the mandatory field	highlighted in red	information in the correct
	blank as follows such as:	and User is unable	format and the red line is
	Vohioloinformation	to proceed to next	changed to black line.
	- venicle information	screen.	

NO	TYPES OF ERROR	SYSTEM MESSAGE /	HOW TO RECTIFY
		REMARKS	
	 New vehicle corporate colour 		
6	User may overlook to click on the "tick" button resulting in Non- Declaration Error.	The following system message will appear: "Please tick the Declaration"	User is advised to "tick" button.
7	User may encounter errors during the file upload stage such as: - Forgot to uploaded file - File too big to upload (more than 3MB) - File not in PDF format	The following messages will appear: "Select File" "File size cannot exceed 3000kb" "Accepted File type application/pdf"	User is advised to upload the files in the correct format / size.

Table 11: Types of Errors and How to Rectify

5.3 Helpdesk Contact Information