

Module	Profile Management
Type Application	Agent Registration
Objective	The Director / Person in Charge (PIC) should be able to register agent company.
Expected Results	Agent registered should be able to log in to iSPKP system with credential generated by the system.
URL	http://ispkp.apad.gov.my/apad/#/ http://ispkp.lpkpsabah.gov.my/sabah/#/ http://ispkp.lpkpsarawak.gov.my/sarawak/#/

i s) KP		BM EN
STEP 1 Key in User ID, Password and click the Captcha.	Login User Id Second Password Password	
	LOGIN Forgot Password Forgot User ID NEW REGISTRATION	
	Version 1.7.32.5	
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STEP 1 : Please fill in User ID, password and click Captcha to login to the iSPKP system.

			COMPANY	A COMPANY A 2 2	BM EN
19 Total Applications	9 Applications Approved	5 Applications Pending	Oli Applications Reject	ick icon. 5 ed Applications Draft	
Land Public Transport Licensing	Length Ender Card	Intermediat	ion Business nsing	C24 Service Request	
Payment	Railway Licensing: Enforcement	a Cross	Border	Terminal / Depot / Ticket Agent Licensing	
My Approvals	M				~
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STEP 2 : On the landing page, please click on the icon above.

Curck Guide Curck Guide 19 Total Applications Curck Guide Applic	9 3 ations Approved Application	5 Applications f	file".
Land Public Transport Licensing	L E Driver Card	Intermediation Business Licensing	C24 Service Request
Payment	Railway Licensing & Enforcement	Cross Border	Terminal / Depot / Ticket Agent Licensing
My Approvals			~
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STEP 3 : Click on profile to be directed to the profile menu.

=/		Quick Guide						COMPANY A	COMPAN	YA 2 🔏	DA BM EN
0	Information Compa_	Company	> Sdn Bhd			Age	nt				
6	Director Details	Name	N	RIC	Email Address		Country	State	Status	Action	
B	Person In-Charge	Γ	STEP 4		1						
Ŀ	Agent										STEP 5
8	Address Info		Click "Agent"	tab.							
器	Agent Termination	L			-						Click icon.
8	PIC Termination										
8	Branch Address										
d	Operator License										
ŵ	Vehicle License										
θ	Share/Equity Holders										
20	Board Of Directors										
rh.	IBL Operator License										
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STEP 4	:	On the profile menu, select the agent t	ab to be directed to the agent screen.

STEP 5 : Please click on the icon above to add agent.

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0	Information Com				Agent				STEP 7	I
•	Director Details	Nome* XXXXXXXXX			NRC*			Validate NRIC		
D	Person In-Charge	Phone Rumber *			Email Address *				Click Validate	inne
6	Agent								-	
8	Address Info	Correspondence Address			Address as in NRIC					
88	Agent Terminatio	Address Line 1	Address Li	STEP 6			Address Line 2			
22	PIC Termination		<i>h</i>			4		ti.		
8	Branch Address			Key in Agent	's Name and					
d	Operator License	Country	* State	NRIC.		•	State	*		
d	Vehicle License	District	Postal Code		District		Postal Code			
Θ	Share/Equity Hold									
20	Board Of Director			NRIC	Verification success.					
d	IBL Operator Lice						Reso	t Save Cancel		
ŵ	IBL Vehicle Licen									
00	¢ 202	13 ISPKP		Term	s of Use Privacy Policy				f 🕊 💿	

- **STEP 6** : Key in Agent's Name and NRIC.
- **STEP 7** : Click "Validate NRIC" to make Identity Card verification.

=		7 🖪	STEP 8			COMPANY A	COMPANYA 🙎 Ք вм	1 EN
0	Information Com		Key in other informations.	4	Igent			
6	Director Details	Nome *		-	NEC ·		Validate NRIC	
B	Person In-Charge	Phone Number*	•		Limal Address * XXXX@XMAIL.COM			
8	Agent Address Info	Correspondence Address			Address as in NRIC			
- 28	Agent Terminatio	Address Line 1 XXX	Address Line 2 XXX		Addream Line 7 XXX	Address Une 2 XXX		
22	PIC Termination			11	6			
8	Branch Address	Country	* State	÷	Country XXXXXXXXX	Etate XXXXXXXXXX		
±	Vehicle License	District	Poital Code		Destrict	Postal Code		
Θ	Share/Equity Hold	*****		NEIC Vorifi				
20	Board Of Director			THUC THUS				
ŵ	IBL Operator Lice				STEP 9	Reset	Save Cancel	
Ċ	IBL Vehicle Licen						_	
	© 202	3 ISPKP		Terms of U	Click "Save"		f ≠ ©	

STEP 8 : After verification is done, key in Agent's information such as: Phone Number -Email Address _ -Correspondence Address -Address as in NRIC. STEP 9 : Click "Save" to load data. Applicants can also click on: **Reset**: If applicant wants to fill up again information of the agent. --**Cancel**: If the Applicant want to cancel registration of company agent.

Information Compa	Company > Sdn Bhd		Agent			
Director Details	Name	NRIC	Email Address	Country	State	Status Action
Person In-Charge	XXXXX	******	xxxx@xmail.com	ххх	ххх	InActive Edit
🚊 Agent						↑
Address Info					F	
Agent Termination						STEP 10
容 PIC Termination						Click "Edit"
Branch Address					L	Click Eult
Operator License						
Vehicle License						
9 Share/Equity Holders						
Board Of Directors						
IBL Operator License						
III Vahiola Licanza						

STEP 10 : After save the information, click "Edit " to continue the process.

=	: 5)K						BM I EN
				3	Agent		
0	Information Com	Name			NRIC		12
6	Director Details	XXXXXXXXX			XXXXXXXXXXXX		Action
Ð	Person In-Charge	Phone Number *			Email Address * xxxx@xmail.com		Edit
e	Agent	Correspondence Address			Address as in NRIC		-
8	Address Info	Address Line 1	Address Line 2		Address Line 1	Address Life 2	
8	Agent Terminatio	XXXXXX	XXXXXX		XXXXXX	хххххх	
88	PIC Termination		<u>li</u>	h		<u>h</u>	
ē	Branch Addres	STEP 11	STEP 12	÷	Country	*	
r da	Operator Licen	_			XXXXXXX	STEP 13	
rh.	Vehicle Licens	Click "Active"	Click "Yes".		District.	Click "Undato"	
8	Shace/Equity Hole	- Contract	Consultate Devilationian h	tell detter	NOOD NA	Click Opdate .	
•	Devel of Diversity	Active Inactive	Yes No	alidation		1	
-	Board Of Director	0	0				-
63	IBL Operator Lice					Update Cancel	
Ċ	IBL Vehicle Licen						-
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STEP 11	:	Click " Active " on the status to activate agent.
STEP 12		Click on "Yes" for the agent to do complete registration validation.
STEP 13	:	Click " Update " to save the data. Applicant can also click " Cancel " if they wish to cancel registration of agent company.

Quick Guide of Commercial Vehicle Licensing System (iSPKP) Profile Registration-Agent Registration (Version 1.0)

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0	Information Compa	Company > Sdn Bhd		Agent				*
6	Director Details	Name	NRIC	Email Address	Country	State	Status	Action
B	Person In-Charge	XXXXX	*******	xxxx@xmail.com	ххх	ххх	Active	Edit
₿	Agent							
0	Address Info							
88	Agent Termination							
88	PIC Termination							
8	Branch Address							
d	Operator License							
d	Vehicle License							
θ	Share/Equity Holders							
20	Board Of Directors							
d	IBL Operator License							
ß	IBL Vehicle License							
00	© 2023 iSPK	p	Terms of Use Priv	acy Policy			f 🛩 🛛	

STEP 14

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