

Module	Profile Management
Application Type	Profile Registration
Objective	Applicant should be able to register company profile. (Sdn. Bhd./Berhad)
Expected Result	Applicant should be able to login to the 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/#/



**STEP 1** : On the main page of the iSPKP website, press the Profile Registration button to be directed to the Profile Registration screen.

iSPKP Commercial Vehicle Licens	sing System	BM   EN
	Login	
	Luser Id	
	Password 🍋	
	I'm not a robot	
	LOGIN Forgot Password Forgot User ID	STEP 2
	NEW REGISTRATION Version 1.7.29	Click on "New Registration"
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STEP 2 : On the landing screen click on "New Registration" to start with the registration process.

<b>; 5</b>		P rcial Vehicle Licensing System			BM   EN
Regis	tration				
	1 Register Type —	2 Company Details	3 Owner Details	4 Upload Supporting Document —	5 Terms and Conditions
	Applicant Type*		Type*		Next
			Click on the Dropdow Button.	'n	
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**STEP 3** : Click on the dropdown button to select the values of the dropdown.

ation Company					
1 Register Type —	2 Company Details	Owner Details	<b>4</b> Uplo	oad Supporting Document	Terms and Conditions
Company			Company Type*		•
PIHAK KETIGA / THIRD PAR	ΓY				
PENGUATKUASA PIHAK BER	KUASA TEMPATAN				Next
SYARIKAT ASING					
PEMBEKAL LATIHAN				STEP 4	
BADAN BERKANUN					
			-	Select value from t Type dropdown.	he Applicant

 

 STEP 4
 : Click on the Dropdown Button and select the applicant type. As follows are the values in the dropdown: Value 1: Company (Chosen)

 Value 2: PIHAK KETIGA / THIRD PARTY

 Value 3: PENGUATKUASA PIHAK BERKUASA TEMPATAN

 Value 4: SYARIKAT ASING

 Value 5: PEMBEKAL LATIHAN

 Value 6: BADAN BERKANUN

1 Registe	r Type 2 Company Details	- 3 Owner Details	Upload Supporting Document	5 Terms and Conditions	
Applicant Type* COMPANY	STEP 5	· ·	Provestor Foreian Perkongsian Sdn Bhd Berhad		
	Select value from the Compar Type dropdown.	iy —	Yayasan, Persatuan, Pertubuhan Pemilikan Tunggal Perkongsian Liabiliti Terhad		

 STEP 5
 : Click on the Dropdown Button and select the company type. As follows are the values in the dropdown:

 Value 1: Perkongsian
 Value 2: Sdn. Bhd. (Chosen)

 Value 3: Berhad
 Value 4: Koperasi

 Value 5: Yayasan, Persatuan, Pertubuhan

- Value 6: Pemilikan Tunggal
- Value 7: Perkongsian Liabiliti Terhad

	stem			BM   EN
Registration Company	STEP 6			
Register Type     OMPANY DETAILS	Key in company regist	tration number and name.	incharge	Terms and Conditions
Type : Sdn Bhd Registration Number *	Validate	Name *		<u>+</u> ]
Registration Date*		Registered Phone Number		
Correspondence Address	STEP 7	]		
Address Line 1	Click on "Validate".	Address Line 2		<i>H</i>
Country		✓ State		
District		Postal Code		
Back				Next
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STEP 6:Key in the registration number and name before click on the validate button to proceed to the next field.STEP 7:Click on validate button to proceed filling up other field.

Regist	ration Company						
	COMPANY DETAILS	2 Company Details	3 Director	Details	Person Incharge —	5 Terms and Conditions	
	Type : Sdn Bhd XXXXXXXXXXXXX SSMROC verified successfully!	Validate		COMPANY A	·		
TEP 8	Regaration Desa* 22/11/2022 Correspondence Address		Ē	Registered Phone Number • 123456789			
up this Id.	ASOFESE LINE 1 857, JALAN KHALIFAH ZAKARIA 2		<i>h</i>	Address Line 2 KAMPUNG BARU,		<u>//</u>	
	Country MALAYSIA		•	State SELANGOR Postal Coos		•)	

- **STEP 8** : Proceed in filing up the registration date, phone number and correspondence address before proceed to the next screen.
- **STEP 9** : Click on "Next" to proceed to the next screen.

	STEP 10			BM   EN
Registration Compan	Click and choose Director's	s Identity Type.		
Register Type — DIRECTOR DETAILS	Company Details	3 Director Details	Person Incharge	6 Terms and Conditions
NRIC*		Name *	•	_ <u>Validate NRIC</u>
Email Address *		- Pi	none Number *	
Position		STE	P11	
Back		Key ther Butt	in Director's NRIC and Name n click on "Validate NRIC" on.	Next
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- STEP 10
   :
   Click and choose Director's Identity Type:

   Item 1: Local
   Item 2: Foreign
- **STEP 11** : Fill up Director Details by key in Director's NRIC and Name before clicking the "Validate NRIC" Button.

istration Company				
🔗 Register Type ——— 🔗 Compan	STEP 12	4 Person Incharge	5 Terms and Conditions	
DIRECTOR DETAILS	Key in Director's Info	ormation	Ū	
****		****	Validate NRIC	
Your record has been found	<b>\</b>			
Email Address * nuruinathasha26@gmail.com		Phone Number * 0123456789		
Position PENGARAH				STEP 1
Back			Next	Click or

 STEP 12
 : Key in other information in the Director's detail field which are:

 -Email Address
 -Phone Number

 -Position
 -Position

 STEP 13
 : Click on "Next" to proceed to the next screen.

	Commercial venicle Licen	STEP 14		
Regis	Register Type     O Register Type     O Comp	Key in PIC NRIC and Nam	e. Then, click on "Validate	NRIC".
	PERSON INCHARGE	Ļ		
	NRC* 670911715019	Na	ime * HNIN BIN MOHD SOM	Validate NDIC
	Please Verify NRIC.			Validate INNIC
	Email Address *		• Phone Number *	
	Position			

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STEP 14

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

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Registration Company	STEP 15	
Register Type     Comp     PERSON INCHARGE	Key in PIC's Information	Person Incharge      6 Terms and Conditions
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	*****	Validate NRIC
abcd@gmail.com	Phone Number * ■■ ✓ 0198765432	
Position PIC		
Back		STEP 16
		Click on "Next"

- STEP 15 : Fill up other field which are: -Email Address -Phone Number -Position
- **STEP 16** : Click on "Next" to proceed to the next screen.

Registration Company				
🔗 Register Type	💋 Company Details	Director Details	🧭 Person Incharge	5 Terms and Conditions
Pengakuan Pelanggan /	/ Customer's Declaration			
Saya / Kami mengaku b	ahawa:			
<ol> <li>Semua maklumat</li> <li>Telah melantik wal</li> <li>Telah mematuhi se</li> </ol>	yang diberikan dalam borang ini termasuk dokumen sokong kil mengikut surat wakil untuk tujuan melaksanakan apa-apa ebarang keperluan lain yang ditetapkan oleh Agensi, Akta Pe	an adalah BENAR dan TERKINI. I urusan dengan APAD dan akan bertanggungjawab ngangkutan Awam Darat 2010 atau mana-mana unc	keatas sebarang dokumentasi atau transaksi yang d lang-undang yang terpakai.	ibuat oleh wakil tersebut; dan
I / We declare that:				
1. All information pro	wided in this form including attachment documents is TRUE	and UP TO DATE.		
STEP 17	urements set by the Agency, the Land Public Trans	e of exercising any right to deal with APAD and will i sport Act 2010 or any applicable laws.	e responsible for any document or transactions ma	se by such representative; and
Click on the checkbo	ta Pengangkutan Awam Darat 2010, pelanggan ya 0.00 atau dipenjarakan tidak melebihi satu (1) tahu paca, memahami dan mematuhi polisi dan syarat y	ng didapati melakukan kesalahan memalsukan pen in atau kedua-duanya sekali. aang ditetapkan oleh APAD yang diperolehi dari lama	vataan atau mengemukakan butiran palsu boleh dike n web APAD atau melalui pejabat APAD yang berhar	nakan denda tidak kurang RM1,000.00 npiran.
imprisonment not	Land Public Transport Act 2010, customers found exceeding one (1) year or both.	guilty of an offence falsifying a statement or submit	ting false details can be fined not less than RM1,000	.00 and exceeding RM10,000.00 or
2. The customer is of	bliged 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	<u>ģ</u>
have read and agree	eed with the terms and conditions mentioned above. I confirm	n that I fulfil all the Eligibility Criteria imposed	STEP 18	

- STEP 17 : Click on the checkbox.
- **STEP 18** : Click on "Submit" to submit the application.

<i>i.</i>	ISPKP Commercial Vehicle Licensing System		BM   E	N
	The application has been received. Re	Thank You!		
		BACK TO HOMEPAGE		
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## STEP 19:After done submitting registration, applicant should wait for an email notification to make biometric<br/>verification through APAD counter or face verification through Electronic-Know-Your-Customer (e-KYC)<br/>application. After verification process is successful, applicant will receive an email with a temporary<br/>password. Applicant then shall login to the system and change the password for security purpose.

noreplyispkp@apad.gov.my
🛪 Malay 🕶 🗲 English 🕶 Translate message
Assalamualaikum W.B.T dan Salam Sejahtera
Tuan/Puan,
PROFIL SYARIKAT TELAH BERJAYA DIDAFTAR [SILA KE KAUNTER ATAU MENGGUNAKAN ELECTRONIC-KNOW-YOUR-CUSTOMER (E-KYC)]
Terima Kasih kerana mendaftar! Untuk proses yang selanjutnya, anda boleh melengkapkan proses pendaftaran dengan cara berikut:
<ul> <li>Melalui Kaunter. Anda perlu hadir ke mana-mana kaunter Agensi Pengangkutan Awam Darat (APAD) yang berhampiran untuk membuat pengesahan cap ibu jari. Proses pengesahan cap jari hanya boleh dilakukan di kaunter Agensi Pengangkutan Awam Darat (APAD) sahaja.</li> <li>Melalui e-KYC. Tekan pada pautan membuat <u>pengesahan identiti</u> menerusi platform digital (Electronic Know-Your-Customer, e-KYC)</li> </ul>
Berikut adalah maklumat seperti yang didaftarkan:
Nama Syarikat     COMPANY A       Nombor Pendaftaran Syarikat     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Sekian, terima kasih. APAD

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

ISPKP Commercial Vehicle Licensing	System	BM   EN
STEP 21 Click the checkbox.	Login User Id  XXXXXXXXXXXXX Password XXXXXXXX  Password  imm not a robot  imm not a robot  LOGIN  LOGIN  Errgot Password  Forgot User ID	STEP 20 Key in User Id and temporary password.
	NEW REGISTRATION Version 2.4.13.3	
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**STEP 20** : Key in User Id and temporary password that was generated by the iSPKP system.

**STEP 21** : Click the Captcha checkbox to proceed login.

ISPKP Commercial Vehicle I	icensing System		COMPANY A * BM   EN
We welcome you to change your passwor	d for login, the password you used during login is generated by our	r system.	
Change Password		STEP 22	
	Enter new password  Must be atleast 6 characters in length!	Enter new password.	
	Must contain at least 1 number!		
	Must contain at least 1 letter in Capital Case!     Must contain at least 1 letter in Small Case!		
STEP 23	♥ Must contain at least 1 special character such as (@!#\$%^	&*)+=	
Confirm new password.	Confirm new password		
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- **STEP 22** : Enter new password to replace the temporary password generated by the system.
- **STEP 23** : Re-enter the new password to confirm.

ISPKP	Vehicle Licensing System	COMPANY A - BM   EN
We welcome you to change your	password for login, the password you used during login is generated by our system.	
Change Password	Enter new password	
	✓ Must be atleast 6 characters in length!	
	Must contain at least 1 number!	
	Must contain at least 1 letter in Capital Case!	
	Must contain at least 1 letter in Small Case!	
	✓Must contain at least 1 special character such as (@!#\$%^&*)+=	
STEP 24	Confirm new password	
Click "Change Password"	Change Password	
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STEP 24 : Click on "Change Password"

ispkp Commercial Ver	hicle Licensing System	BM   EN
Change Password		
New Password has been update	d successfully	
Please Log in with new Password		
STEP 25		
Click on " <b>Log In</b> "		
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**STEP 25** : Click the "login" link to be directed to the main page and log in with your new user ID and password.



**STEP 26** : On the landing page, click on the profile icon.

i <del>s)</del> Ki	D 📑			STEP 27	DMPANY A 😤 📌 🛉	BM   EN
Total A	28	3 Applications Approved	9 Applications Pending	Click on Profile.	ected Applications Draft	d
	Land Public Transport Licensing	L E	Interme	diation Business Licensing	C24 Service Request	
	Payment	Railway Licensing Enforcement	& Cr	oss Border	Terminal / Depot / Ticket Agent Licensing	
Му Ар	rovals					~
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**STEP 27** : Click on Profile to be directed to the profile screen.

=	<b></b> Kr				COMPANY A	COMPANY A	2 ₽ 🛧	BM EN
0	Information Compa	Company > Sdn Bhd	р	erson In-Charge	8			
	Director Details	Name	NRIC	Position	Phone Number	Email Address	Status	Action
	Person In-Charge	XXXXX	XXXXXXXXXXXXXXXXX	PIC	60123456789	abcd@gmail.com		Edit
0	Agent							1
	Address Info						CTE	
88	Agent Termination						SIE	P 28
88	PIC Termination						Clic	k on "Edit"
	Branch Address							
ń	Operator License							
ŵ	Vehicle License							
θ	Share/Equity Holders							
20	Board Of Directors							
di.	IBL Operator License							
di	IBL Vehicle License							
00	@ 2023 (SP)	p	Terms of Lise   Pri	vacy Policy			f w	ଗ

STEP 28 : Click "Edit" to edit PIC information.

= <i>i.<b>S</b>.</i> /K	-	P	erso	n In-Charge				BM   EN
Information Com     Director Details     Person In-Charge	Name XXXXX Phase Number *	NIIIC XXXXXXXXXXX Email Address *	XX	Validate	Position • PIC			Action Edit
Agent	Correspondence Address	abcd@gmail.com		Address as in NRIC		Address Line 7		
STEP 29 Click on Active	e button.	9 30		Country	<i>//</i>	State	<i>h</i>	
Vehicle License     Share/Equity Hole	District	on Yes button		District		Postal Code	_	
Board Of Director	Active inactive	Yes No				L	Jpdate Cancel	
BL Vehicle Licen:	23 ISPKP	Т	erms of I	Jse   Privacy Policy			fø	0

STEP 29:Click on "Active" to activate PIC.STEP 30:Click on "Yes" to approve.

		Perso	n In-Charge		
Information Com	Name	MRC	Position +		
Director Details	XXXXX		PIC		Action
Person In-Charge	Phone Number*	abcd@gmail.com			Edit
Agent	Correspondence Address		Address as in NRIC		
Address Info					
Agent Terminatio	Address Line 1	Address Line 2	Address Line 1	Address Line 2	
<b>PIC Termination</b>	<i>h</i>	<i>h</i>	<i>h</i>	<u>//</u>	
Branch Address	Country	State 👻	Country -	STEP 31	
Operator License					
Vehicle License	District	Postal Code	District	Click on Update.	
Share/Equity Hold	Status	Is Approved			
Board Of Director	Active     Inactive	💽 Yes 🔘 No		↓	
IBL Operator Lice				Update Cancel	8
IBL Vehicle Licen					

STEP 31 : Click on update to activate PIC

= j	<b>S</b> KF	0			COMP	ANY A COMPANY A	ê ⁄ â	BM   EN
0	Information Compa	Company > Sdn Bhd		Person	In-Charge			
6	Director Details	Name	NRC	Position	Phone Number	Email Address	Status	Action
	Person In-Charge	ххххх	XXXXXXXXXXXXXXX	PIC	60123456789	abcd@gmail.com	Active	Edit
8	Agent							
	Address Info							
28	Agent Termination							
28	PIC Termination							
-	Branch Address							
8	Operator License							
8	Vehicle License							
9	Share/Equity Holders							
20	Board Of Directors							
4	IBL Operator License							
£.	IBL Vehicle License							
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LANGKAH 32 : After the update, the PIC needs to make biometric verification at any APAD Counter or make face recognition through the ELECTRONIC-KNOW-YOUR-CUSTOMER (e-KYC) digital platform. After successful verification, the status on the PIC screen will change to Active as shown above.