

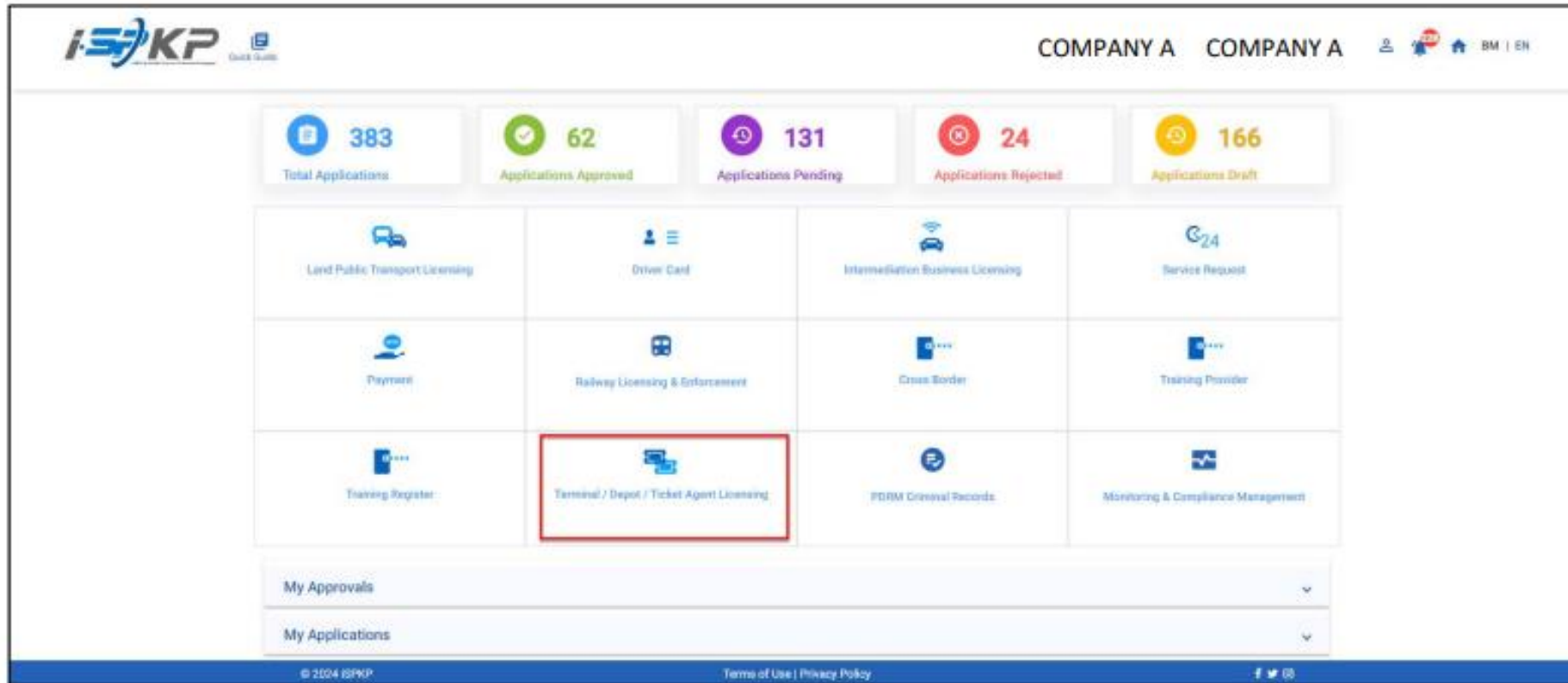


**KEMENTERIAN PENGANGKUTAN**

APAD | LPKP SARAWAK | LPKP SABAH

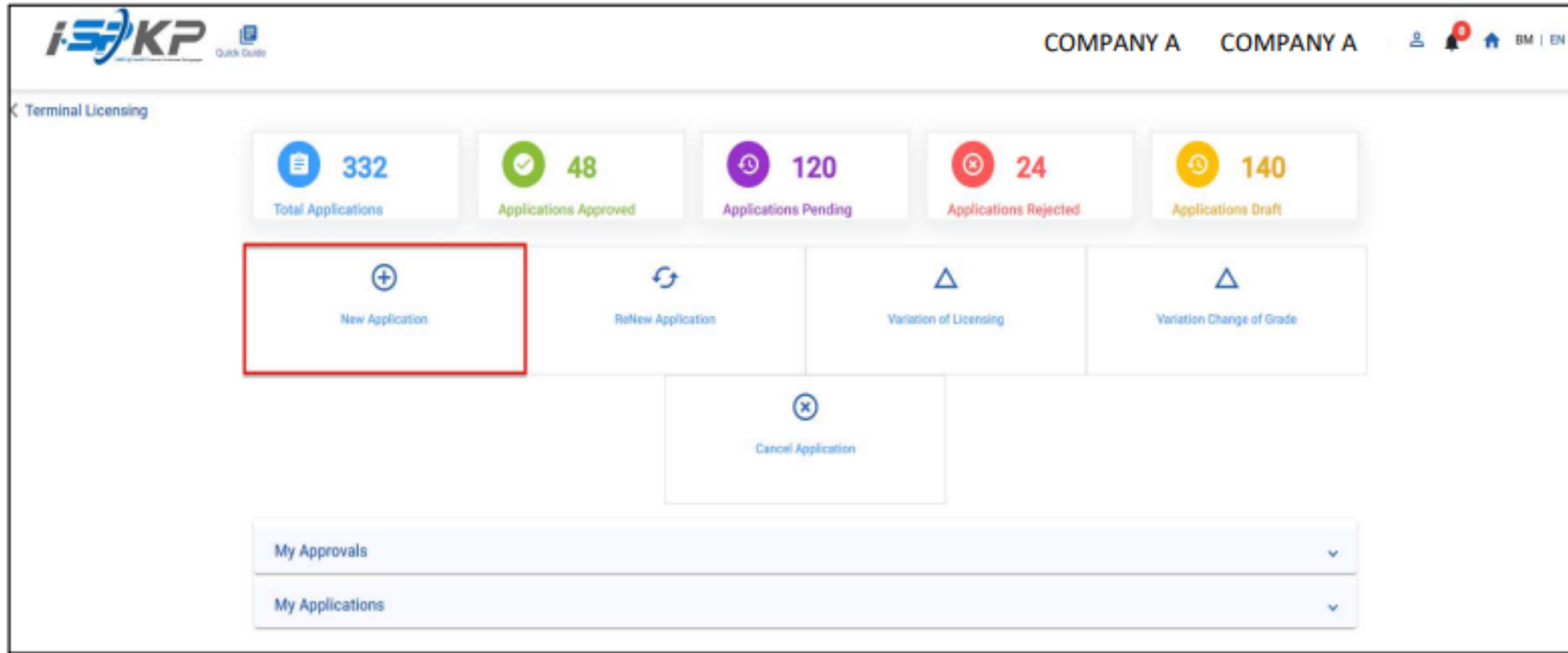
**QUICK GUIDE**

**APPLICATION TERMINAL / DEPOT / TIKET  
AGENT LICENSING**



The screenshot displays the ISJKP dashboard for 'COMPANY A'. At the top left is the ISJKP logo and 'Quick Guide' link. The top right shows the user profile, notification bell, home icon, and language settings (BM | EN). Below the header is a row of five summary cards: 'Total Applications' (383), 'Applications Approved' (62), 'Applications Pending' (131), 'Applications Rejected' (24), and 'Applications Draft' (166). The main content area is a grid of 12 tiles: 'Land Public Transport Licensing', 'Driver Card', 'Intermediation Business Licensing', 'Service Request', 'Payment', 'Railway Licensing & Enforcement', 'Cross Border', 'Training Provider', 'Training Register', 'Terminal / Depot / Ticket Agent Licensing' (highlighted with a red border), 'PDRM Criminal Records', and 'Monitoring & Compliance Management'. At the bottom are two dropdown menus: 'My Approvals' and 'My Applications'. The footer contains copyright information (© 2024 ISJKP), 'Terms of Use | Privacy Policy', and social media icons.

**STEP 1** : On the Dashboard Page, Applicant should click on “Terminal / Depot / Ticket Agent Licensing” to be directed to the new application page.



Terminal Licensing

Total Applications	332	Applications Approved	48	Applications Pending	120	Applications Rejected	24	Applications Draft	140
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New Application

ReNew Application

Variation of Licensing

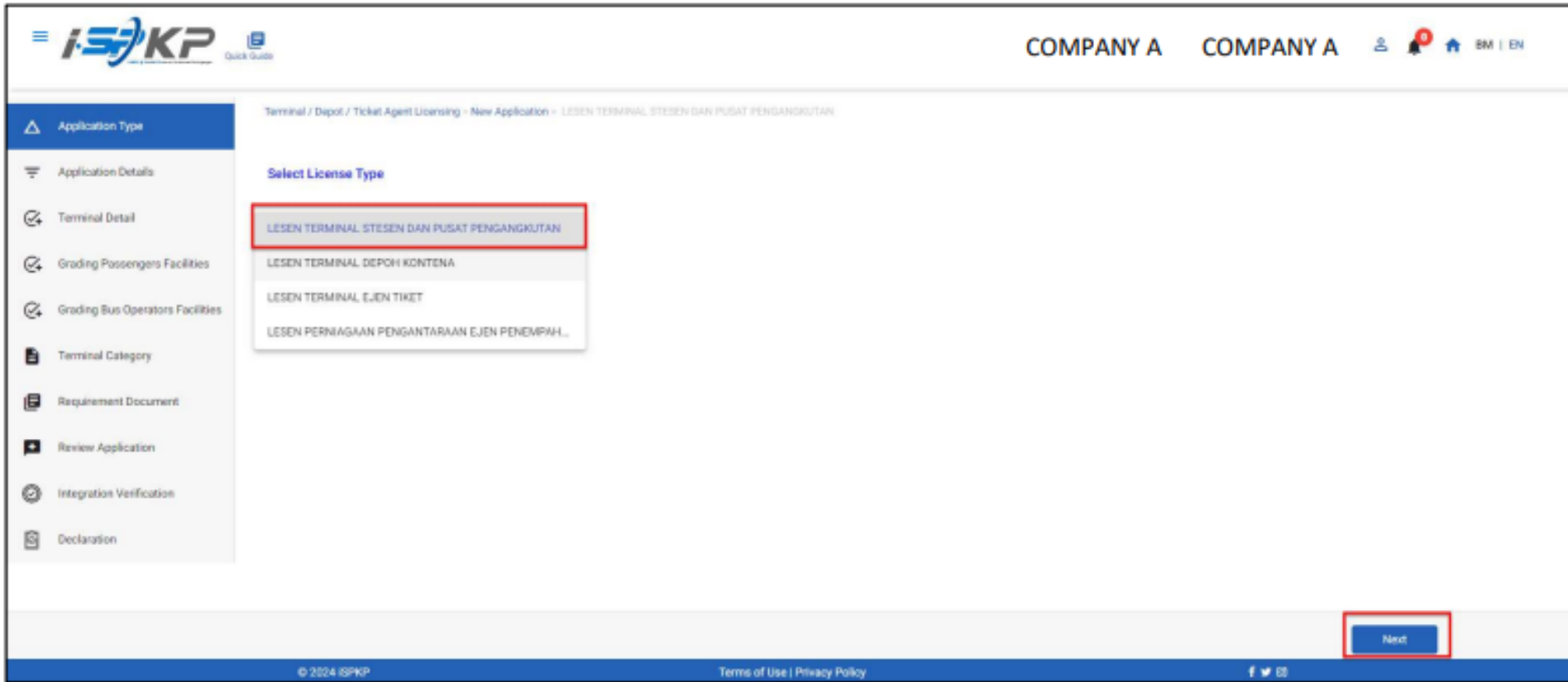
Variation Change of Grade

Cancel Application

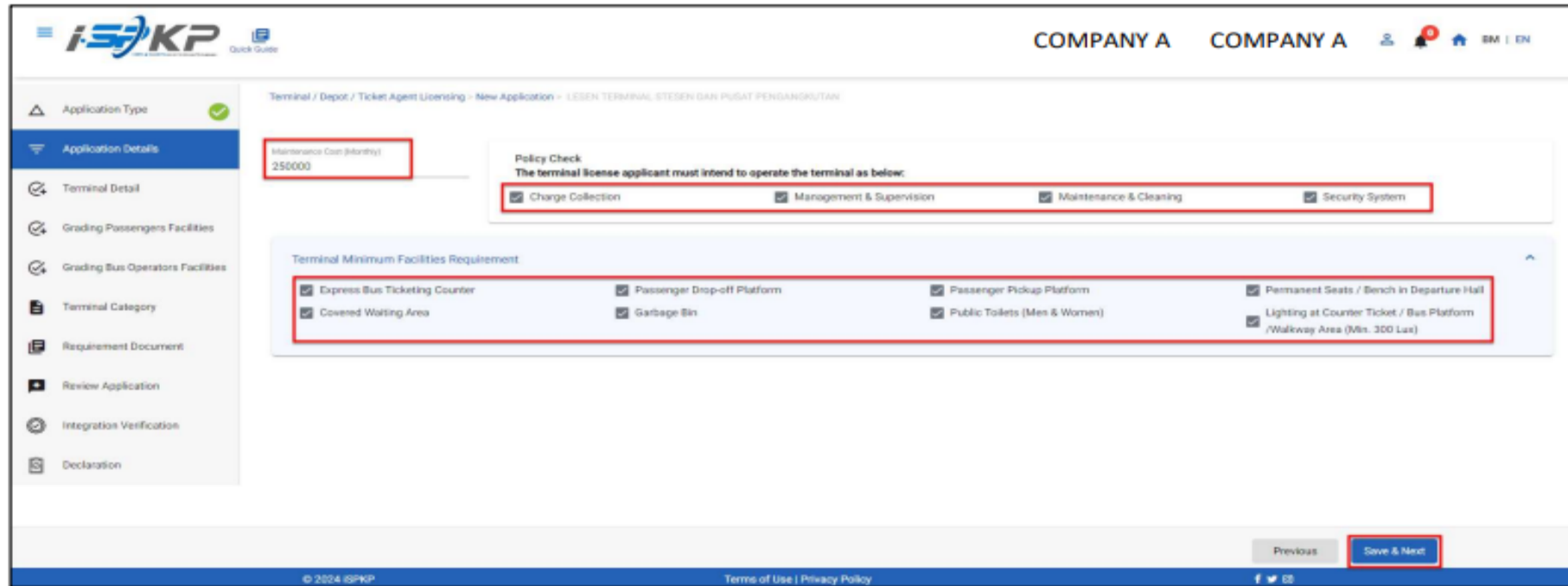
My Approvals

My Applications

**STEP 2** : Applicant should click on “New Application” to create an application.



**STEP 3** : Applicants should click on the Dropdown Button and select the LESEN TERMINAL STESEN DAN PUSAT PENGANGKUTAN and click on Next button.



The screenshot shows the 'Application Details' screen for a terminal license application. The interface includes a sidebar with navigation options, a main content area with input fields and checkboxes, and a footer with copyright and social media information.

**Application Type:** Terminal / Depot / Ticket Agent Licensing - New Application - LISEN TERMINAL STESAN DAN PUDAT PENGANGKUTAN

**Maintenance Cost (Monthly):** 250000

**Policy Check:** The terminal license applicant must intend to operate the terminal as below:

- Charge Collection
- Management & Supervision
- Maintenance & Cleaning
- Security System

**Terminal Minimum Facilities Requirement:**

- Express Bus Ticketing Counter
- Passenger Drop-off Platform
- Passenger Pickup Platform
- Permanent Seats / Bench in Departure Hall
- Covered Waiting Area
- Garbage Bin
- Public Toilets (Men & Women)
- Lighting at Counter Ticket / Bus Platform /Walkway Area (Min. 300 Lux)

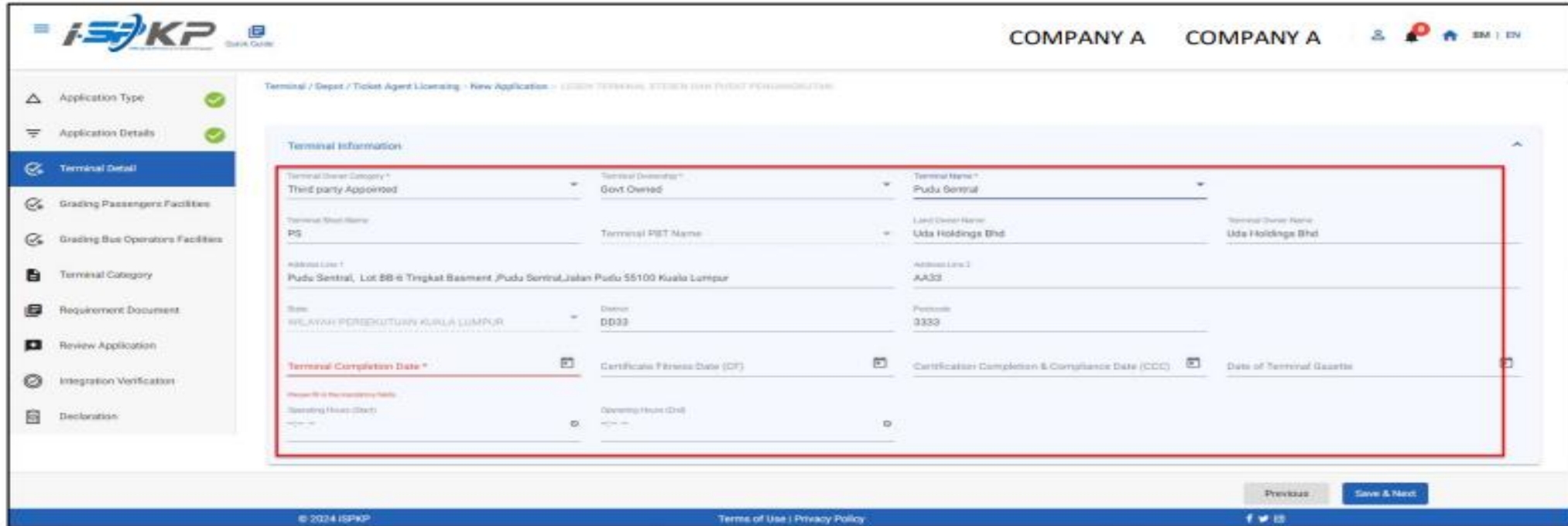
**Buttons:** Previous, Save & Next

**Footer:** © 2024 ISJKP, Terms of Use | Privacy Policy, f t ig

**STEP 4** : Applicants will be directed to the Application Details screen. Applicants need to fill in and tick all the mandatory items as below:

- Enter the Maintenance Cost amount.
- Tick on the Policy Check
- Tick on the Terminal Minimum Facilities Requirement

Then click on the Save & Next button.



Terminal / Depot / Ticket Agent Licensing - New Application - LOGIN TERMINAL DENGAN PUNDA PERKHIDMATAN

COMPANY A COMPANY A

Application Type

Application Details

**Terminal Detail**

Grading Passengers Facilities

Grading Bus Operators Facilities

Terminal Category

Requirement Document

Review Application

Integration Verification

Declaration

**Terminal Information**

Terminal Owner Category *	Terminal Ownership *	Terminal Name *
Third party Approved	Govt Owned	Pudu Sentral
Terminal Short Name	Terminal PST Name	Land Owner Name
PS		Uda Holdings Bhd
Terminal Owner Name		Terminal Owner Name
		Uda Holdings Bhd
Address Line 1	Address Line 2	
Pudu Sentral, Lot 58 @ Tingkat Basment ,Pudu Sentral,Jalan Pudu 55100 Kuala Lumpur	AA32	
State	District	Postcode
WILAYAH PERSEKUTUAN KUALA LUMPUR	DD32	3332
Terminal Completion Date *	Certificate Fitness Date (CF)	Certification Completion & Compliance Date (CCC)
		Date of Terminal Guarantee
Please fill in the mandatory fields		
Operating Hours (Start)	Operating Hours (End)	

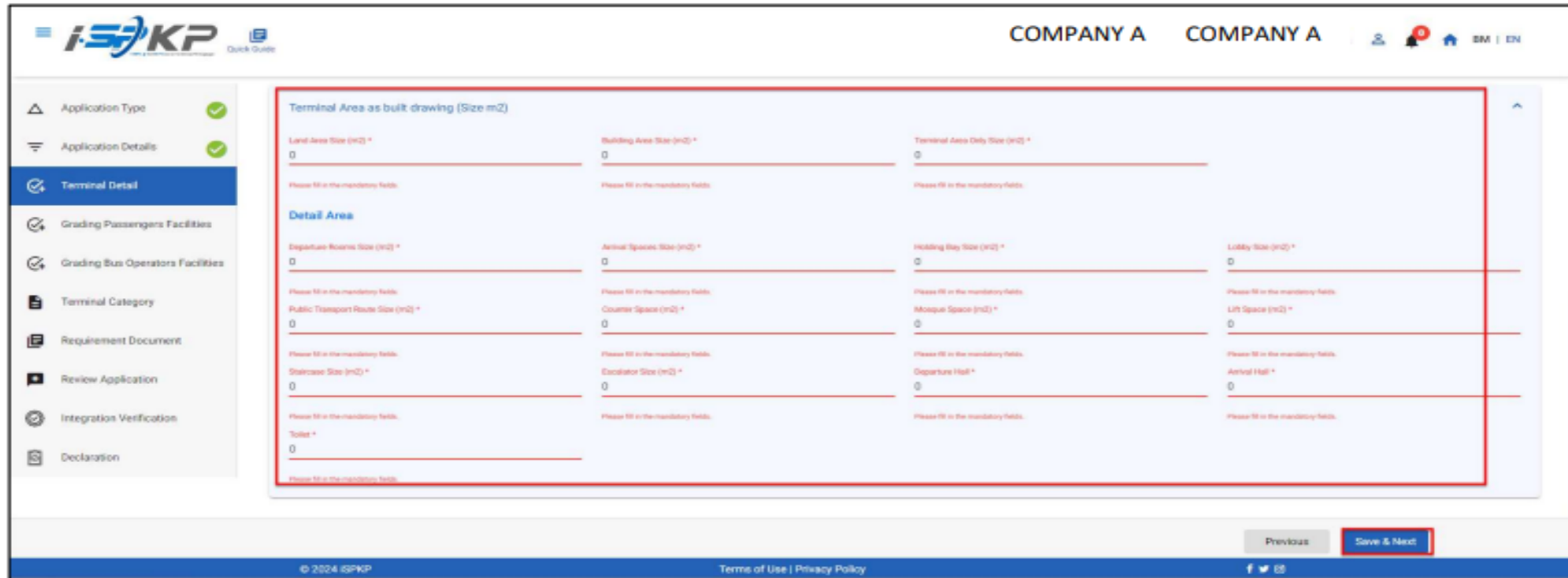
Previous Save & Next

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**STEP 5** : Applicant will be directed to “Terminal Detail” screen. Applicants need to choose from the dropdown for:

- Terminal Owner Category
- Terminal Ownership
- Terminal Name

**STEP 6** : Applicants need to fill in all details on the screen. Then scroll down to view another detail.

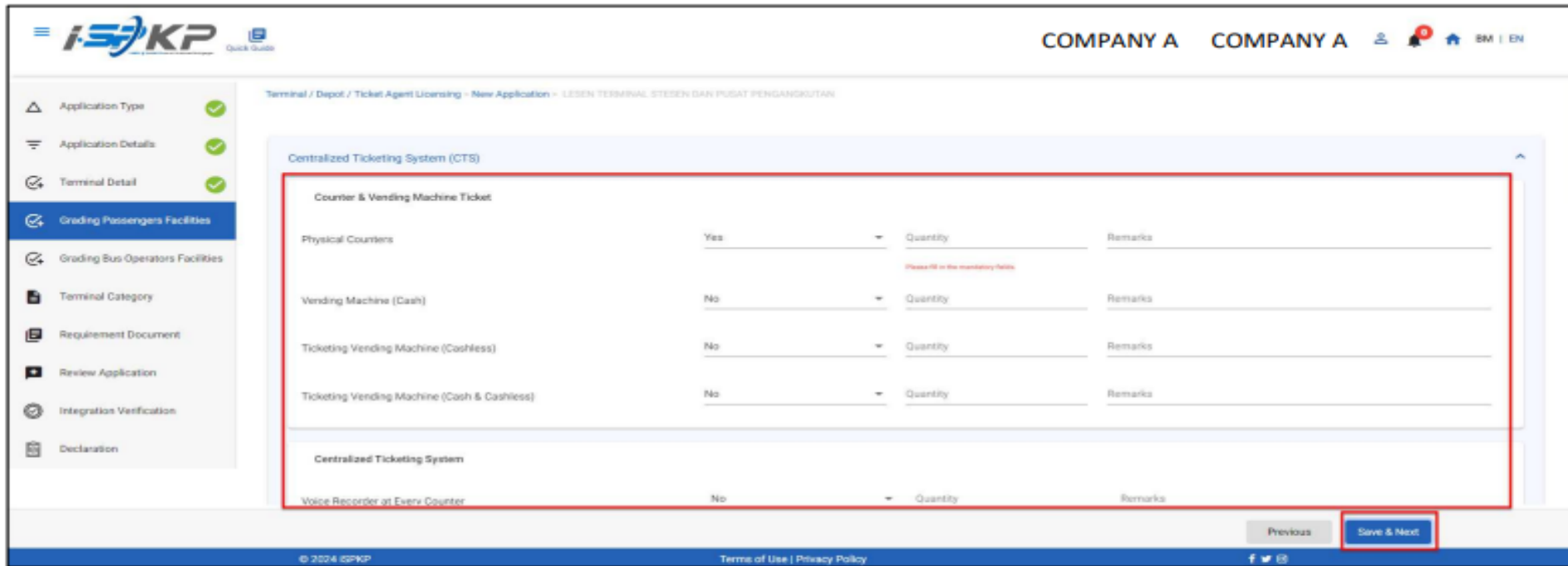


**Terminal Area as built drawing (Size m2)**

Land Area Size (m2) *	Building Area Size (m2) *	Terminal Area Only Size (m2) *	
0	0	0	
Please fill in the mandatory fields.	Please fill in the mandatory fields.	Please fill in the mandatory fields.	
<b>Detail Area</b>			
Departure Rooms Size (m2) *	Arrival Spaces Size (m2) *	Holding Bay Size (m2) *	Lobby Size (m2) *
0	0	0	0
Please fill in the mandatory fields.	Please fill in the mandatory fields.	Please fill in the mandatory fields.	Please fill in the mandatory fields.
Public Transport Route Size (m2) *	Counter Space (m2) *	Mosque Space (m2) *	Lift Space (m2) *
0	0	0	0
Please fill in the mandatory fields.	Please fill in the mandatory fields.	Please fill in the mandatory fields.	Please fill in the mandatory fields.
Staircase Size (m2) *	Escalator Size (m2) *	Departure Hall *	Arrival Hall *
0	0	0	0
Please fill in the mandatory fields.	Please fill in the mandatory fields.	Please fill in the mandatory fields.	Please fill in the mandatory fields.
Toilet *			
0			
Please fill in the mandatory fields.			

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**STEP 7** : Applicants will be able to see these details on the screen. All details are mandatory and need to be filled out to proceed to the next screen. After done, click on Save & Next button.



Terminal / Depot / Ticket Agent Licensing - New Application - LISEN TERMINAL, STESEN DAN PUSAT PENGANGKUTAN

Centralized Ticketing System (CTS)

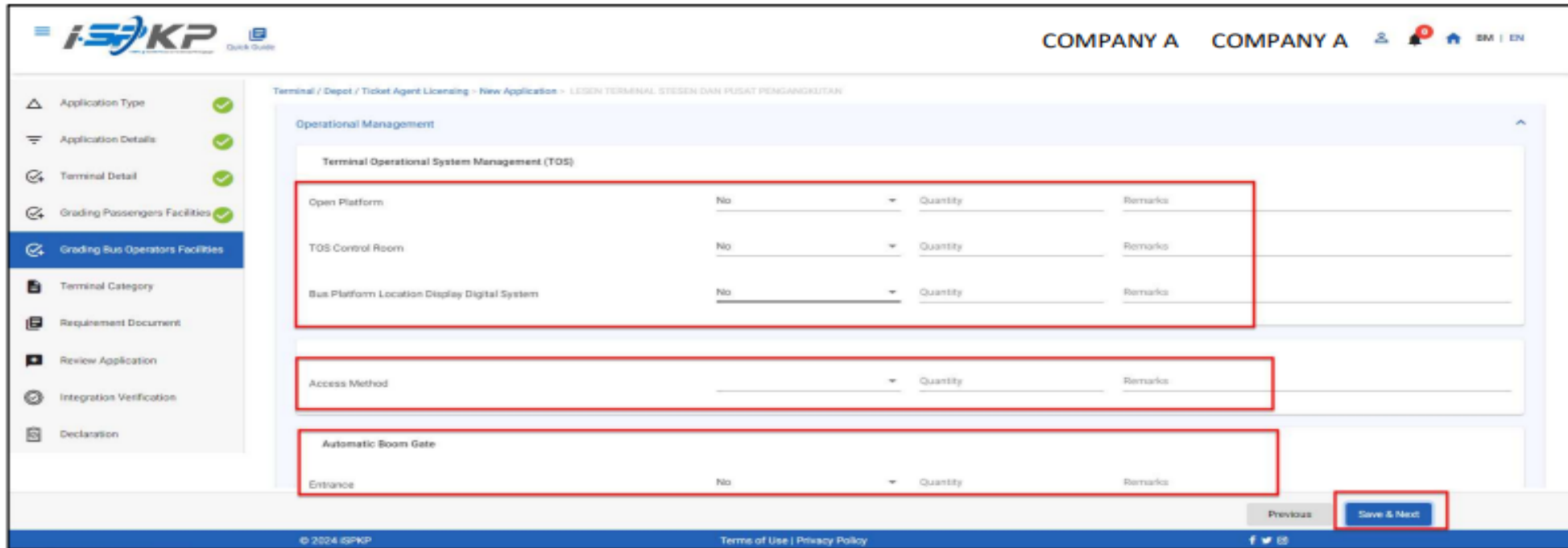
Counter & Vending Machine Ticket			
	Yes	Quantity	Remarks
Physical Counters	<input type="text" value="Yes"/>	<input type="text" value="Quantity"/>	<input type="text" value="Remarks"/>
<small>Please fill in the mandatory fields.</small>			
Vending Machine (Cash)	<input type="text" value="No"/>	<input type="text" value="Quantity"/>	<input type="text" value="Remarks"/>
Ticketing Vending Machine (Cashless)	<input type="text" value="No"/>	<input type="text" value="Quantity"/>	<input type="text" value="Remarks"/>
Ticketing Vending Machine (Cash & Cashless)	<input type="text" value="No"/>	<input type="text" value="Quantity"/>	<input type="text" value="Remarks"/>
Centralized Ticketing System			
Voice Recorder at Every Counter	<input type="text" value="No"/>	<input type="text" value="Quantity"/>	<input type="text" value="Remarks"/>

© 2024 ISJKP | Terms of Use | Privacy Policy | Previous | **Save & Next**

**STEP 8** : Applicants will be directed to the Grading Passenger Facilities screen. Details in this screen, applicant need to select from dropdown Yes for facilities availability and No for not available.

For each Yes selection, applicant need to enter Quantity and remarks if necessary.  
For each No selection, applicant only need to fill in remarks if necessary.

After done fill in all data in this screen, applicant need to click on Save & Next button.



Terminal / Depot / Ticket Agent Licensing - New Application - LESEN TERMINAL STESEN DAN PUSAT PENGANGKUTAN

Operational Management

Terminal Operational System Management (TOS)

Facility	Availability	Quantity	Remarks
Open Platform	No		
TOS Control Room	No		
Bus Platform Location Display Digital System	No		
Access Method			
Automatic Boom Gate			
Entrance	No		

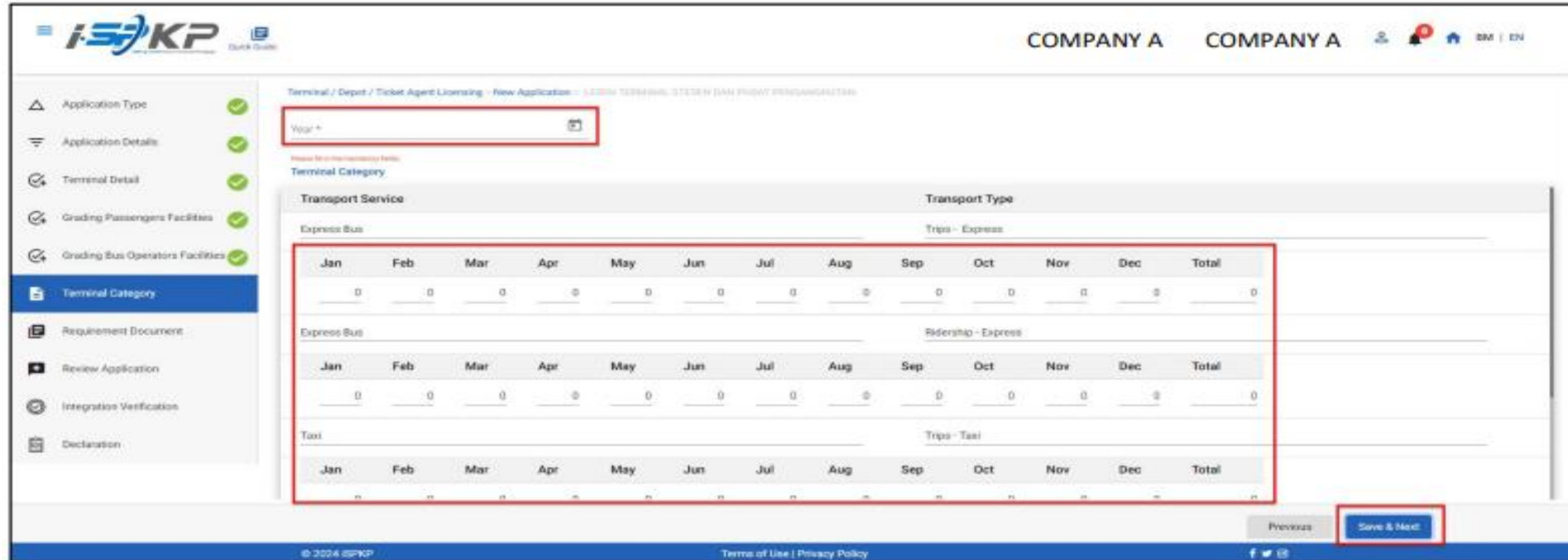
Previous Save & Next

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**STEP 9** : Applicants will be directed to the Grading Bus Operator Facilities screen. Details in this screen, applicant need to select from dropdown Yes for facilities availability and no for not available.

For each Yes selection, applicant need to enter Quantity and remarks if necessary.  
For each No selection, applicant only need to fill in remarks if necessary.

After done fill in all data in this screen, applicant need to click on Save & Next button.



Terminal / Dept / Ticket Agent Licensing - New Application - 1.0004 TERMINAL, STESEN DAN PRIBAY PENGANGKUTAN

Year \*

Please fill the necessary fields

Terminal Category

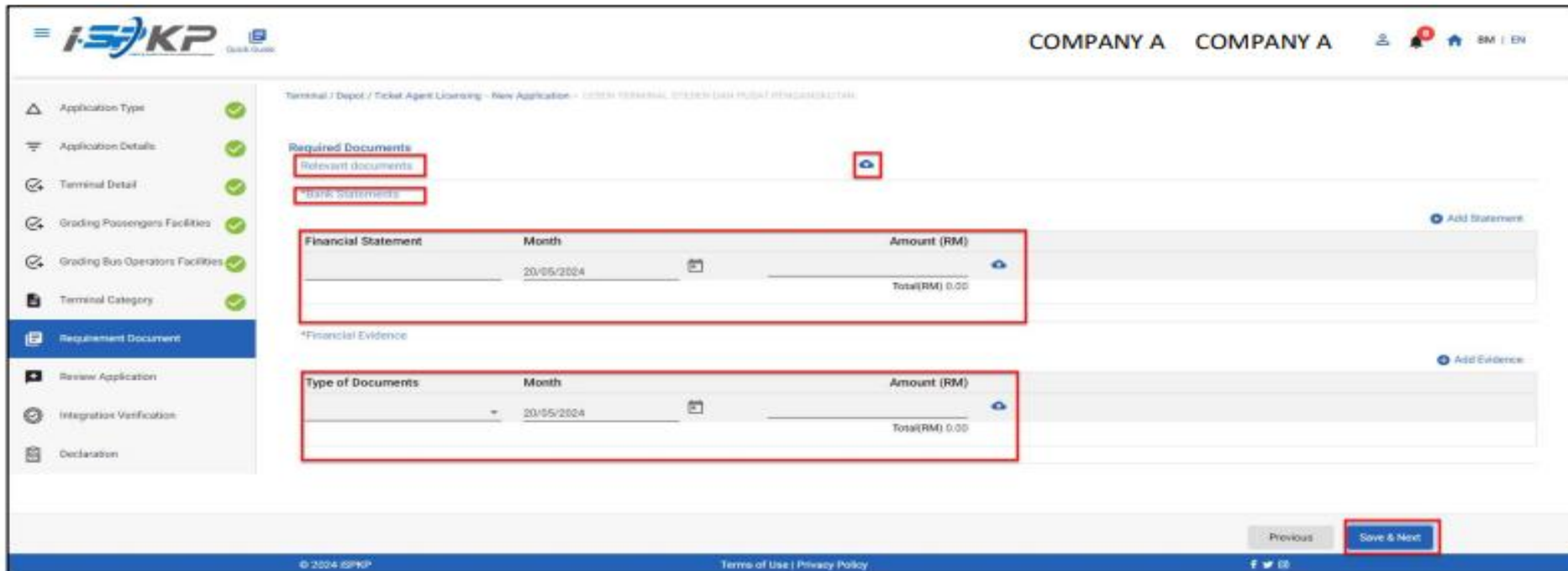
Transport Service	Transport Type												
Express Bus	Trips - Express												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	0	0	0	0	0	0	0	0	0	0	0	0	0
Express Bus	Ridership - Express												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	0	0	0	0	0	0	0	0	0	0	0	0	0
Taxi	Trips - Taxi												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	0	0	0	0	0	0	0	0	0	0	0	0	0

Previous Save & Next

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**STEP 10** : On Terminal Category screen, Applicant need to select the year and insert the trips and ridership for the whole year (12 Months). Only the previous year should be selected.


After done, click on Save & Next button.





Terminal / Depot / Ticket Agent Licensing - New Application - L025H TERMINAL/STOPS/DAH/PUDAT/REKONSTRUKSI

**Required Documents**



Relevant documents 

BANK statements 

**Financial Statement** Add Statement

Financial Statement	Month	Amount (RM)
	20/05/2024 	
		Total(RM) 0.00

\*Financial Evidence Add Evidence

Type of Documents	Month	Amount (RM)
	20/05/2024 	
		Total(RM) 0.00

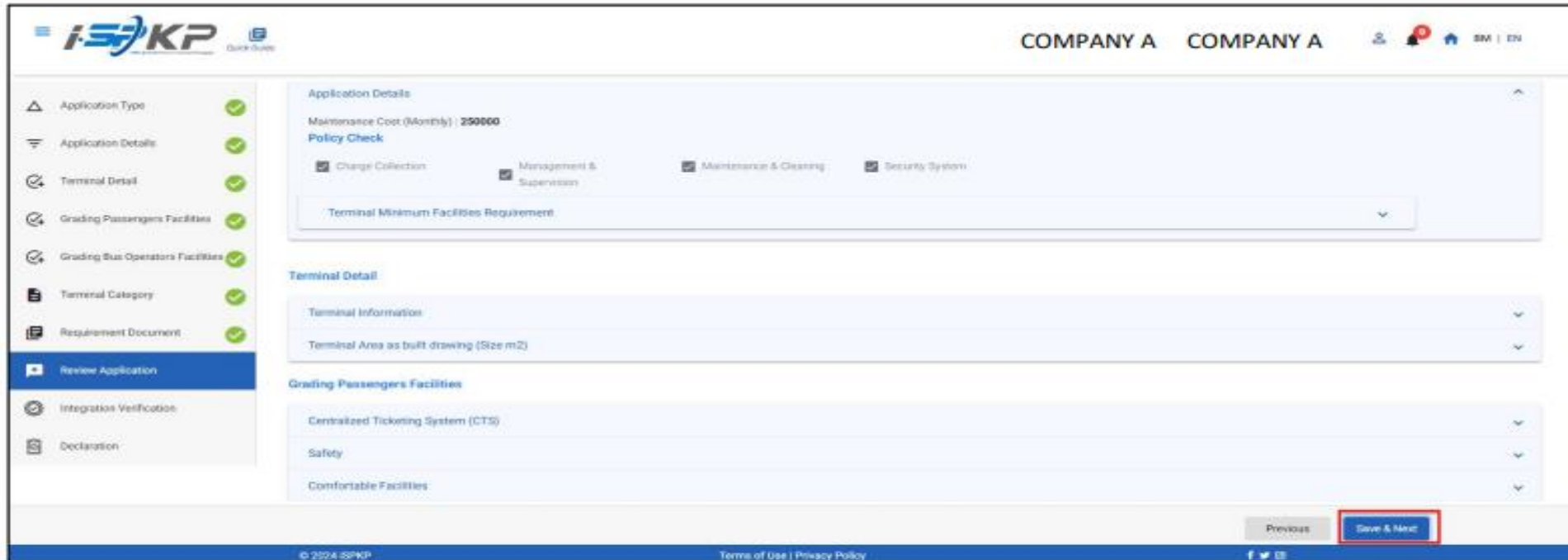
Previous Save & Next

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**STEP 11** : Applicants will be directed to the Required Documents screen. Applicants will need to upload required documents and mandatory documents. Together with the Bank Statements.

To upload the documents, applicants will need to click on the Cloud icon and select the document to be uploaded. The maximum limit for each document file size is 3 Megabytes (MB).

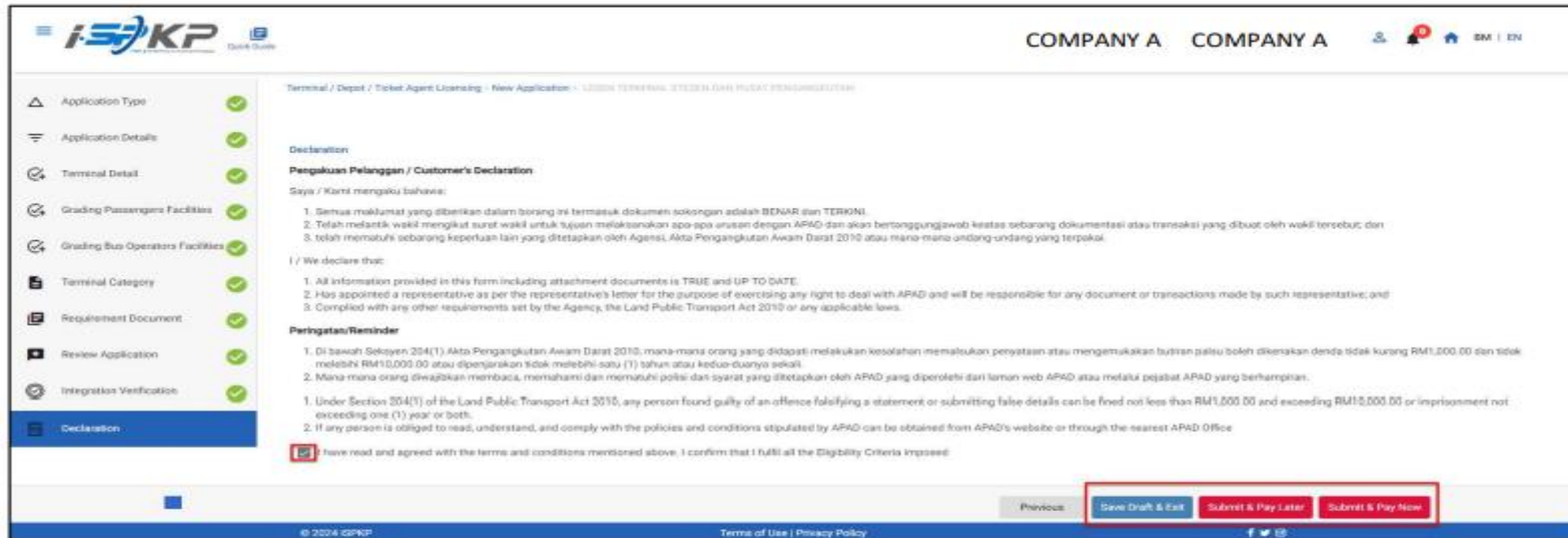
After done, click Save & Next button.



The screenshot displays the 'Review Application' screen in the ISJKP system. The top navigation bar includes the ISJKP logo, the text 'COMPANY A', and user profile information. The left sidebar lists various application stages, with 'Review Application' currently selected. The main content area is divided into three sections: 'Application Details' (showing a maintenance cost of 250,000 and checked policy items like Charge Collection and Security System), 'Terminal Detail' (with expandable sections for Terminal Information and Terminal Area), and 'Grading Passengers Facilities' (with expandable sections for Centralized Ticketing System, Safety, and Comfortable Facilities). At the bottom right, a 'Save & Next' button is highlighted with a red box, indicating the next step in the process.

**STEP 12** : Applicants will be directed to Review Application screen. Applicants will be able to review all the details entered.

After done, click on Save & Next button.



Terminal / Depot / Ticket Agent Licensing - New Application - 12004 TERMINAL, DEPOT DAN PUSAT PENGUNJUTAN

**Declaration**

**Pengakuan Pelanggan / Customer's Declaration**

Saya / Kami mengaku bahwa:

- 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 memabuh 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, mana-mana orang yang didapati melakukan kesalahan memalukan pernyataan 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.
- Mana-mana orang diwajibkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui pejabat APAD yang berhampiran.

1. Under Section 204(1) of the Land Public Transport Act 2010, any person 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.

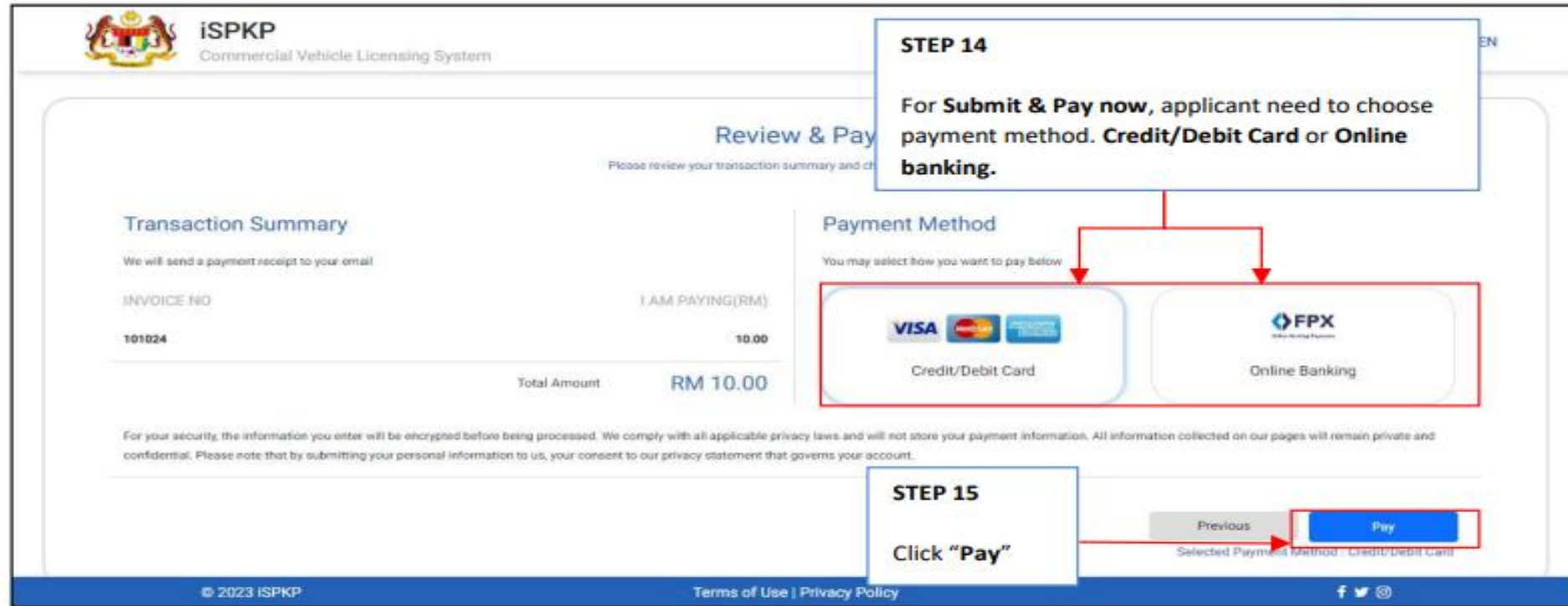
2. If any person is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or through the nearest APAD Office

I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfil all the Eligibility Criteria imposed.

Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now

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- STEP 13** : Applicant should tick the checkbox to confirm that have already read the declaration and agreed to it. Applicants should proceed by choosing either to **Save Draft & Exit**, **Submit & Pay Later** or **Submit & Pay Now**.
- **Save Draft & Exit** - To keep the application and will be directed back to the dashboard.
  - **Submit & Pay Later** - Fee will be generated and applicant can proceed with payment within the period given.
  - **Submit & Pay Now** - Will be directed to payment screen to proceed with transaction.

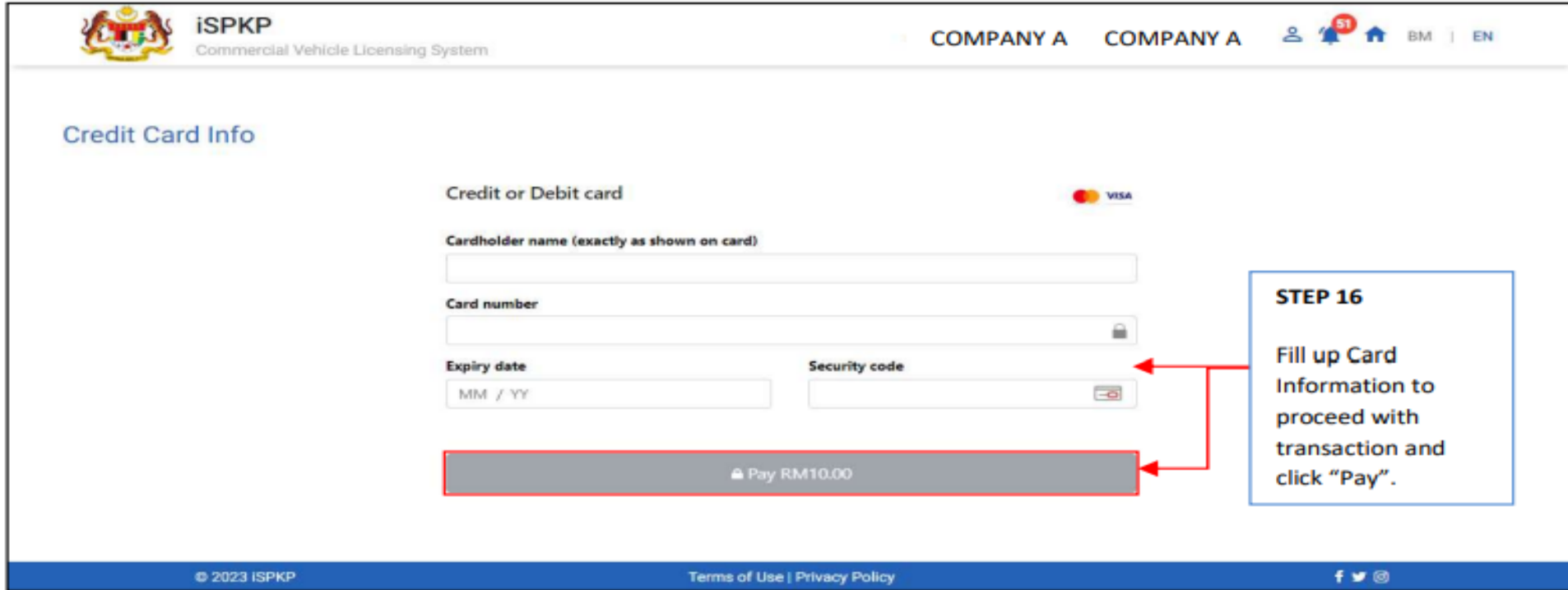


**STEP 14**  
For **Submit & Pay now**, applicant need to choose payment method. **Credit/Debit Card** or **Online banking**.

**STEP 15**  
Click **"Pay"**

**STEP 14** : For **Submit & Pay now**, Applicant needs to choose payment method either **Credit/Debit Card** or **Online Banking**.


**STEP 15** : Applicant should click on **"Pay"** button to be directed to the next screen.



**iSPKP**  
Commercial Vehicle Licensing System

COMPANY A COMPANY A

**Credit Card Info**

Credit or Debit card 

Cardholder name (exactly as shown on card)

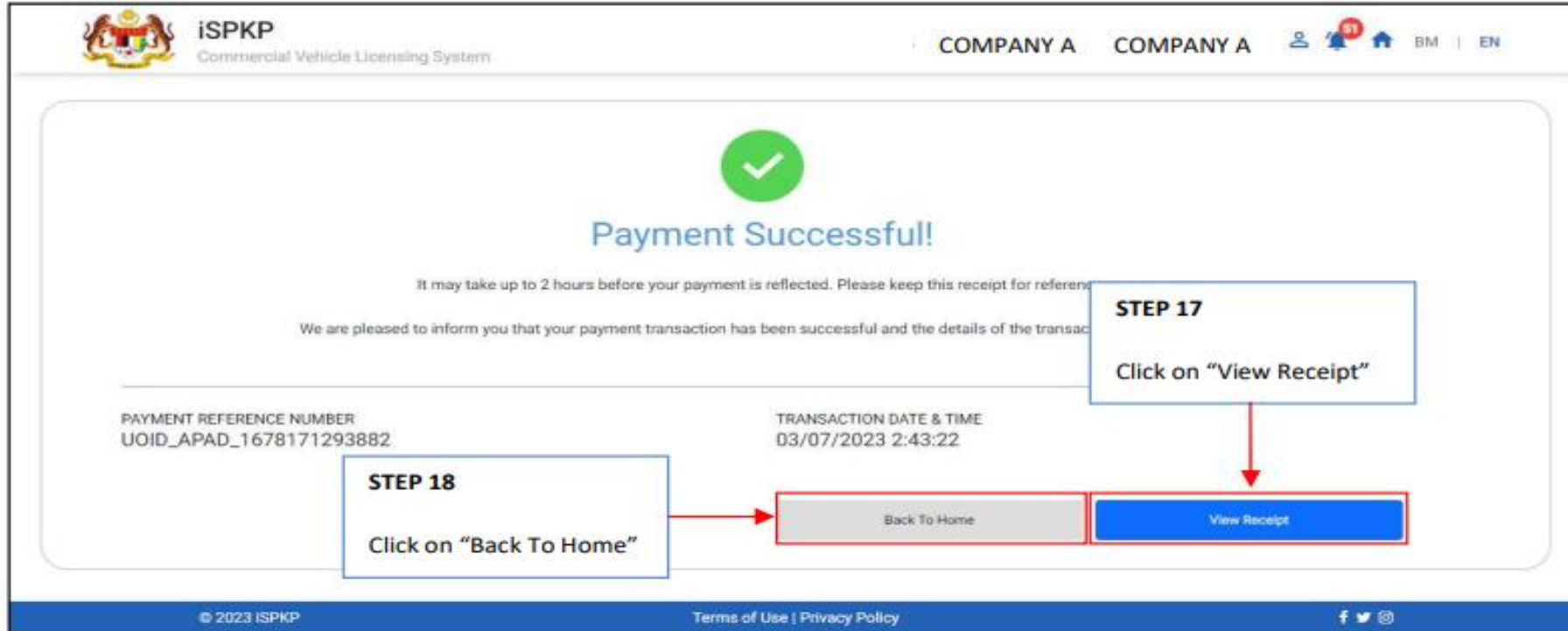
Card number

Expiry date  Security code

**STEP 16**  
Fill up Card Information to proceed with transaction and click "Pay".

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- STEP 16** : Applicant should fill up Credit or Debit card Information to proceed with transaction and click on "Pay" button.  
For applicants who wish to use "Online Banking", Applicants must fill in the information displayed on the "online banking" screen.



**iSPKP**  
Commercial Vehicle Licensing System

COMPANY A COMPANY A

Payment Successful!

It may take up to 2 hours before your payment is reflected. Please keep this receipt for reference.

We are pleased to inform you that your payment transaction has been successful and the details of the transaction are as follows:

PAYMENT REFERENCE NUMBER  
UOID\_APAD\_1678171293882

TRANSACTION DATE & TIME  
03/07/2023 2:43:22

**STEP 17**  
Click on "View Receipt"

**STEP 18**  
Click on "Back To Home"

Back To Home View Receipt

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**STEP 17** : Applicants can click on "**View Receipt**" button to view digital receipt.

**STEP 18** : Applicant can click on "**Back To Home**" button to be directed back to the dashboard.



**THANK YOU**