

KEMENTERIAN PENGANGKUTAN MALAYSIA

COMMERCIAL VEHICLE LICENSING SYSTEM (iSPKP)

iSPKP SYSTEM USER MANUAL (FRONT-END)

TERMINAL/DEPOT/AGENT TICKET & ONLINE AGENT TICKET MANAGEMENT MODULE

AGENCY NAME	•	Agensi Pengangkutan Awam Darat (APAD)
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i. Document Description

- The User Manual shall provide step-by-step instructions to the User with regards to the Terminal/Depot/Agent Ticket & Online Agent Ticket 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 Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module 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:

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Please refer to separate Appendix document for details.

Appendix 1: Acronyms

Appendix 2: General Terms

1. INTRODUCTION

This Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module 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 module is to apply new, apply renewal, apply variation, apply cancellation, audit, inspection and enforcement of Terminal/Depot/Agent Ticket & Online Agent Ticket license.

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 Terminal/Depot/Agent Ticket & Online Agent Ticket 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 Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module in managing the various processes involving Terminal activities.

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 Terminal/Depot/Agent Ticket & Online Agent Ticket 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 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

Hotline Number: 03-8000 8000 / 1800 88 7723 Email Support: aduan@mot.gov.my

1.4 List of References

- This Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module User Manual is written in reference to the sources below:

No.	Source
1.	Land Public Transport Act 2010 (ACT 715)
2.	Road Transport Act 1987 (Act 333)
3.	APAD Licensing Policy
4.	Commercial Vehicle Licensing Board Act 1987 (ACT 334)
5.	Circular num. 1 of 2013: Operator License Issuance Process
6.	S.P.A.D. Licensing Policy
7.	Standard Operating Procedure (SOP) SPAD

No.	Source		
	i. Application for Renewal of Operator License / Vehicle Permit for		
	Goods Vehicles, Public & Services and Tourist Vehicle Licenses.		
	ii. Re-Application for Operator License / Vehicle Permit for Goods		
	Vehicles, Public & Services and Tourist Vehicle Licenses; and		
	iii. Application to Extend the Age Limit Period of the Vehicle for		
	Goods Vehicles, Public & Services and Tourist Vehicle Licenses.		
8.	Land Public Transport Commission Circular No. 1 of year 2013		
9.	Section 245 of the Land Public Transport Act 2010		
10.	Personal Data Protection Act 2010		
11.	Licensing Guidelines (UPDATE: 8/3/2018 (LC4/2018) REVISION: 0)		
12.	KRISA Document Template		
	(https://sqa.mampu.gov.my/index.php/ms/templat-artifak/dokumen-		
	pembangunan-sistem)		
13.	Business Requirement Specification		
	a. BRS Administration Management		
	b. BRS Profile Management		
	c. BRS Land Public Transportation Licensing Management		
	d. BRS Driver Card Management		
	e. BRS E-Hailing License Management		
	f. BRS Monitoring & Compliance Management		
	g. BRS Railway Licensing & Enforcement Management		
	h. BRS Payment Management		
	i. BRS Terminal/Depot/Agent Ticket Management		
	j. BRS Meeting Management		
	k. BRS Dashboard and Reporting Management		
	l. BRS Counter Management		
	m. BRS Cross Border Management		
	n. BRS Mobile Application Management		
14.	Website APAD (<u>https://www.APAD.gov.my/</u>)		

Table 2: List of References

1.5 Definition And Acronyms

Acronym	Description
APAD	Land Public Transport Agency
	Agensi Pengangkutan Awam Darat
iSPKP	Commercial Vehicle Licensing System
	Sistem Pelesenan Kenderaan Perdagangan
JANM	Accounting Department of Malaysia
	Jabatan Akauntan Negara Malaysia
КР	Ketua Pengarah
LC	Licensing Committee
	Mesyuarat Jawatankuasa Pelesenan APAD
License Condition	Syarat Lesen
	Document issued upon approval/issuance of Operator'
	License
мрро	Mesyuarat Permohonan Peringkat Operasi
MyGDX	Malaysian Government Central Data Exchange
МуGPKI	Government Public Key Infrastructure
	Prasarana Kunci Awam Kerajaan
ROS	Department of Registration of Societies Malaysia
	Jabatan Pendaftaran Pertubuhan Malaysia
SIKAP	Commercial Vehicle Licensing System (current system)

Acronym	Description
	Sistem Perlesenan Kenderaan Perdagangan
SKM	Malaysian Cooperative Commission
	Suruhanjaya Cooperative Malaysia
SP	Surat Pengesahan
	Confirmation Letter
	Issued upon the approval of cross zone application
SPAD	Land Public Transport Commission
	Suruhanjaya Pengangkutan Awam Darat
SSM	Companies Commission of Malaysia
	Suruhanjaya Syarikat Malaysia
ТКР	Timbalan Ketua Pengarah
UI	User Interface

Table	3:	Dej	finition	and	Acronyms
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1.6 Definition of Terms

Terms	Definition			
Appeal	An appeal is a formal request for a decision to be changed.			
	Operators will send a formal letter to make an appeal for			
	their results that they get from the LC/MPPO meeting.			
	The letter will be sent via email to the Processing			
	Officer. If the letter is from the Ministry, operators need			
	to hand it at the counter. The Processing Officer will key			

Terms	Definition			
	in the request for appeal in the system and bring it into the			
	LC/MPPO meeting.			
Complaint	File an online complaint or send a suggestion to the			
	Respective Divisions. Operators must fill in an online form			
	under Service Request Module to complete the process.			
	Information such as complaint details, incident date, name			
	of the staff, place of occurrence, etc. is required. Personal			
	details like name, contact number, email id, address, etc.			
	must be provided in the form. Users can describe the			
	complaint along with supported documents.			
Digital Certificate	A Digital Certificate is an electronic document that allows			
	a person, organization to exchange data securely over the			
	Internet using the public key.			
	It contains the public key for a digital signature and			
	specifies the identity associated with the key, such as the			
	name of an organization. The certificate is used to confirm			
	that the public key belongs to the specific organization.			
Document	Information in print or digital in the form of			
	slides/paper/video or another intermediate medium which			
	appropriate.			
Meeting Members	The meeting members play a major role during the			
	discussion and decision-making. They are expected to			
	interact actively in activities like brainstorming. Because			
	they can create suggestions and can even precede the			
	function of a facilitator, these participants broadly			
	determine the course of the meeting			
Presentation	Consideration recommendations / briefing papers to get			
	results or inform the meeting's members in LC meeting.			
Recommendation	A suggestion or proposal as to the best course of action,			
	especially one put forward by an authoritative body.			

Terms	Definition				
	Recommendation can be made by system, Process Officer				
	or Verification Officer.				
Secretariat	The secretary's role in any formal group is to be guardian				
	of the process of meetings. They are usually the person				
	who makes the arrangements for the meetings, including,				
	and keeps formal records of the group's process and				
	decisions: the minutes of the meeting. This may include				
	keeping records of BODs correspondence.				
	The secretary prepares the minutes of the meeting and				
	submits them to the chairman for approval.				
SK	(Surat Kelulusan) - It's an approval letter to issue the				
	license.				
Operator Licence	After an application is approved, operator obtains the				
	Operator Licence.				

Table 4: Definition of Terms

1.7 System Overview

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

1.8 Glossary

Kindly refer to Appendix 2 - General Terms.

1.9 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 can detect errors made when keying in your data 20

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

The Terminal/Depot/Agent Ticket & Online Agent Ticket modules will briefly explain the process of obtaining a terminal license and the criteria involved. Enforcement & Site Officers need to check all the terminals for grading and compound purposes before the Terminal License is issued either new or renewal. Depot, Online Agent & Agent Ticket license application can be done in this module EXCEPT not having an audit like Terminal Licensing. For the rest of it, similar steps can be taken in obtaining the license.

2.2 Module Description

The Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module enables the User to perform the key activities related to Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module in the iSPKP system.





Figure 1 above illustrates the high-level overview of the Terminal/Depot/Agent Ticket & Online Agent Ticket 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.

Procedures on Terminal/Depot/Agent Ticket & Online Agent Ticket:

For new application for Terminal/Depot/Agent Ticket/Online Agent Ticket licensing. Only Terminal application is required to have process on requirement match and audit (based on self-declaration submit) before obtain license. The rest of the applications (like; Depot/Agent Ticket & Online Agent Ticket) are not required to do self-declaration and audit procedures.

For renewal, the process is similar with other licensing, however before doing a renewal, the terminal is required to both perform an audit based on self-declaration submit in system and compound and penalty if findings and decision from meeting is decided. However, the Terminal operation is allowed IF there is a delay on payment penalty and compound.

The process on variation of certain condition for existing application is similar with other licensing process. However, only changes in shareholder equity is having Fast Approval compare the rest of variation listed. For this variation, penalty and compound will be imposed same as process on Renewal.

For cancellation or termination of license, the process is similar where there no is compound and penalty required to pay when owner wishes to terminate/cancel the license.

This module also explains the Audit or "Pematuhan" flow process when receiving the task log and performing the investigation, before explaining on how the report/findings were processed before proceeding on licensing.

Apart from that, this module also explains on how enforcement is done during audit on site, as well as explaining on how compound is issued to Operator, and how the other procedures also occur during authorized enforcement staff to initiate action such as an Investigation Paper issued and Administrative Proceeding.

3. MODULE FUNCTIONALITY DESCRIPTION

This Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module document introduces an overview of how other main modules can be applied. There are 5 sub modules inside this user manual, which are:

- i. New Application
- ii. Renew Application
- iii. Cancel Application
- iv. Variation of Licensing
- v. Variation Change of Grade

3.1 Terminal/Depot/Agent Ticket & Online Agent Ticket Management Functionality

The Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module enables the User to perform the key activities related to Terminal Management Module in the iSPKP system. All processing is then done online via automated workflows that will enable official reviews and approvals to be done more efficiently and effectively.

3.1.1 New Application

This module will briefly explain the process of obtaining a terminal license and the criteria involved. Enforcement & Site Officers need to check all the terminals for grading purposes before the Terminal Licensing is issued. Depot, Online Agent & Agent Ticket license application can be done in this module EXCEPT not having an audit like Terminal Licensing.

3.1.2 Renew Application

Besides that, this module also explains how the process of renewing a licensing application works. The process of renewing license will have another audit especially for the terminal, the rest (Depot/Agent & Online Agent) not required to have a process audit.

3.1.3 Cancel Application

Those licenses required on cancellation do not have penalty or compound charges to the operator company.

3.1.4 Variation of Licensing

While for variation, there is a fast approval on certain conditions which apply to ALL applications (Terminal/Depot/Agent Ticket/Online Agent Ticket), however variation for Terminal license still goes on audit as current practices.

3.1.5 Variation Change of Grade

While for Variation Change of Grade, there is a variation with regards to Grading Passengers Facilities and Grading Bus Operators Facilities on certain conditions which apply to Terminal Category.

3.2 User Types and Roles

There are different types of Users involved in the Front-End Terminal/Depot/Agent Ticket & Online Agent Ticket Management Module.

No.	External Users		
1	Private Company		
2	Third Party Company		
3	Government Agencies		

Table 5: iSPKP System External Users

3.3 Work Process Flow

- The following work process flow considers the different types of User role.
- The User enters the APAD URL Link to access the Login Page.
- The URL links are as stated below:

Peninsular Malaysia:

URL for APAD:

https://ispkp.apad.gov.my/apad/#/

4. USER MANUAL

4.1 New Application

This module will briefly explain the process of obtaining a terminal license and the criteria involved. Enforcement & Site Officers need to check all the terminals for grading purposes before the Terminal Licensing is issued. Depot, Online Agent & Agent Ticket license application can be done in this module EXCEPT not having an audit like Terminal Licensing.



Figure 2: New Application Process Flow



2 10 Applications Approved	12 Applications Pending	S 7 Applications Rejected	3 5 Applications Draft	
L E	E ard Int	🚖	C ₂₄ Service Request	
Railway Licensing 8	Enforcement	Cross Border	9*** Training Provider	
Terminal / Depot / Ticke	et Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
	E 10 Applications Approved C C C C C C C C C C C C C C C C C C	Image: Second system Image: Second system Applications Approved Image: Second system Image: Second system Image: Second system Image: Secon	Image: Second system Applications Approved Image: Second system Image: Second	Image: Constraint of the second se

Figure 3: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS	
1	Terminal /	This menu allows	User to click the	* Mandatory field.	
	Depot / Ticket	access to various	"Terminal / Depot /	Click button	
	Agent	Terminal / Depot /	Ticket Agent	Click Ducton.	
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu	
	Module	Licensing Module	menu option.	will be displayed as	
		sub-menus.		shown in Figure 4.	

nal Licensing					
Total	72 Applications	2 15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F5 ReNew Appl	lication V	Arriation of Licensing	Variation Change of Grade
	1		Cancel Application		
My	Approvals				~
My	Applications				~

Figure 4: New Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New	Provides access to	User to click on	Click button.
	Application	various tasks under "New Application".	"New Application" button.	Next screen is displayed as per Figure 5.

=			Company A	·	Company A	3	D 🔒	BM EN
Δ	Application Type	Terminal / Depot / Ticket Agent Licensing - New Application - Terminal						
Ŧ	Application Details	Select License Type						
@+	Terminal Detail	Terminal ~ 1						
Q+	Grading Passengers Facilities							
@+	Facilities for Bus Operators and S							
6	Terminal Category							
Ø	Requirement Document							
	Review Application							
Ø	Integration Verification							
Ô	Declaration							
					2	Next		

Figure 5: Application Type - Select License Type

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Application	Enable user to	User to select from	Mandatory.
	Type - Select License Type	choose which License Type to proceed with the next steps	the dropdown list: - Terminal (Selected) - Depot - Agent Ticket	Dropdown list.
2	Next	Enables user to proceed to the next	 Online Agent Ticket User to click on the Next button to proceed to the next screen 	Click button. Next screen is
		3010011		displayed as per Figure 6.

=	<i>i.≤}K</i> ₽	LA Cuda			Company A	- Company A 📍 🏫 🛤 i	EN
	Application Type	Terminal / Depot / Ticket Agent Licensing - New App	plication - Terminal				
	Application Details	Mustimum Cost (Murthy)	Policy Check The terminal license applicant must intend to operat	e the terminal as below:	🐻 Majatanana & Clannina	🐻 Sanuth Sustan]
Ø,	Grading Passengers Facilities	Terminal Minimum Facilities Requirement	Contraction	E management a cupe ration	a manasana a casang	🖬 aconty ayatem	2
©.	Grading Bus Operators Facilities Terminal Category	Express Bus Ticketing Counter Covered Waiting Area	Passenger Drop-off Platfon 😰 Garbage Bin	n .	Passenger Pickup Platform Public Toilets (Men & Women)	Permanent Seats / Bench in Departure Hall Lighting at Counter Ticket / Bus Platform /Walkway	
0	Requirement Document					Area (Min. 300 Lux)	
0	Integration Verification						
8	Declaration						
						3 Previous Save & Next	

Figure 6: Application Details

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Maintenance Cost (monthly)	Enables user to insert information on Maintenance Cost (monthly).	User to key in information on Maintenance Cost (monthly) in the fields required.	Number format.
2	Checkbox items	Enable user to select items applicable for their application.	User to tick on the checkbox on the items which are applicable to the application.	Tick checkbox.
3	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 7.

	ISIN KP			Company A 🔹	Company A 🔒	😰 🔒 ВМ ЕМ
Δ	Application Type					1
Ŧ	Application Details	Terminal Area as built drawing (Size m2)				^
Ø4	Terminal Detail	Land Area *	Building Area *	Terminal Area *		
¢	Grading Passengers Facilities					
Q+	Facilities for Bus Operators and S	Detail Area as built drawing (Size m2) Departure Rooms *	Arrival Platform *	Holding Bay *	Lobby *	0
B	Terminal Category	<u>.</u>				
٦	Requirement Document	Public Vehicle Lane *	Counter Area *	Prayer Room *	LR+	
p	Review Application	Staircase *	Escalator *	Departure Hall *	Arrival Hall *	
0	Integration Verification	Tolet -				
Ô	Declaration		-			
				2	Previous Save	§ Next

Figure 7: Terminal Detail

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal Detail	Enables user to insert information on the Terminal Details.	User to key in information in the fields required.	Text or number format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 8.

=				Cor	npany A 👻 Compa	пу А 🖕 🧬 🏫 вм јем
	Application Type	Wheelchair Access				
Ŧ	Application Details	Ramp at Departure Area	No	- Quantity	Remarks	
Q+	Terminal Detail	Ramp at Arrival Area	No	- Quantity	Remarks	
¢	Grading Passengers Facilities					
Q+	Facilities for Bus Operators and S					1
	Terminal Category	Refreshment				^
۵	Requirement Document	Kiosk	No	- Quantity	Remarks	
	Review Application	Convenience Store / F&B Shop	No	- Quantity	Remarks	
0	Integration Verification	Shon Late	No	- Quantity	Remarks	
õ	Declaration	Calify Ports		- Sanary		
					2 Previous	Save & Next

Figure 8: Grading Passengers Facilities

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Grading Passengers Facilities	Enables user to insert information on the Grading Passengers Facilities.	User to select from dropdown and key in information in the fields required.	Dropdown List. Text or number format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 9.

				Co	mpany A 📮 Compa	iny A 🖕 📌 🔒 🖬 i en
Δ	Application Type	Covered Bus Platform				^
÷ Ø	Application Details	Full covered Roof	No	- Quantity	Remarks	
Q+	Grading Passengers Facilities	Half covered Roof	No	- Quantity	Remarks	
¢	Facilities for Bus Operators and S_	Three Quarter (3/4) covered Roof	No	• Quantity	Remarks	1
8	Terminal Category					
۶	Requirement Document	Bus Platform Number Dashboard				^
	Review Application	Fixed Number Display on Bus Platform	No	• Quantity	Remarks	
Ø	Integration Verification	Digital Display on Bus Platforms	No	- Quantity	Remarks	
6	Declaration					
					2 Previou	s Save & Next

Figure 9: Facilities for Bus Operators and Safety Operations

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Facilities for Bus Operators and Safety Operations	Enables user to insert information on the Facilities for Bus Operators and Safety Operations.	User to select from dropdown and key in information in the fields required.	Dropdown List. Text or number format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 10.



Figure 10: Terminal Category

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal Category	Enables user to insert information on the Terminal Category.	User to key in information in the fields required.	Text or number format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 11.

=	<i>i∋∲KP</i>	E Quick Guide	,					Company A 👻	Company A	5 🧬 🏫 BM EN
Δ	Application Type	0	Required Documents Relevant documents			٥				
Ŧ	Application Details	\bigcirc	*Bank Statements							
Q+	Terminal Detail	\bigcirc								Add Statement
~			Financial Statement	Month		Amount (RM)				
Q.	Grading Passengers Facilities		CIMB	11/01/2024	•	200	٥	Testing (1).pdf 💽		
Q+	Facilities for Bus Operators a	. 📀	CIMB	11/01/2024	-	200	٥	Testing (1).pdf 💿 🍍	1	
	Terminal Category		CIMB	11/01/2024		200	٥	Testing (1).pdf 👥 🝍		
•	Terminal Category	S				Total(RM) 600.00				
e	Requirement Document									
			*Financial Evidence							
P	Review Application									Add Evidence
0	Integration Verification		Type of Documents	Month		Amount (RM)				
			Surat Kelulusan Pinjaman Ke 👻	11/01/2024	•	200	٥	Testing (1).pdf 💽		
Ô	Declaration					Total(RM) 200.00				
									Previous	Save & Next

Figure 11: Requirement Document
No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 12.

=	<i>i∋}K₽</i>	Company A - Company A	А 🧯 🦀 🔒 ВМ Ј ЕМ
	Application Type	Terminal / Depot / Ticket Agent Licensing - New Application - Terminal	ē
÷	Application Details	Application Details	^
€+	Terminal Detail	Maintenance Cost : 1000 Policy Check	
@+	Grading Passengers Facilities	Charge Collection Management & Maintenance & Security System	
<i>©</i> +	Facilities for Bus Operators a	Minimum Criteria & Grading	~
B	Terminal Category		
٦	Requirement Document	Terminal Detail	
•	Review Application	Terminal Information	~
Ø	Integration Verification	Terminal Area as built drawing (Size m2)	~
Ô	Declaration	Grading Passengers Facilities	
		Previous	Save & Next

Figure 12: Review Application

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

=	i = /KP	Quick Guide		Company A 🔹 Company A , 🥠 🕯
Δ	Application Type	0	Terminal / Depot / Ticket Agent Licensing - New Application - Terminal Applic	cation Status: Draft
Ŧ	Application Details	0	Integration Verification	
¢	Terminal Detail	0	Type of Validation	Status Remarks
¢	Grading Passengers Facilities	0	Semakan Maklumat Syarikat daripada Sistem SSM. (198701005333)	Change in Director Information: "LEE PHAY CHEANG" is not matching. Change in Director Information: "RABIANI BINTI SHAIKH MOHAMED" is not matching. Change in Director Information: "ZAINOL ABIDN BIN MOHD HASSAN" is not matching.
¢	Facilities for Bus Operators a			
	Terminal Category	0		
٦	Requirement Document	0		
·	Review Application	0		
Ø	Integration Verification			
Ô	Declaration			
				Previous Save & Next Accept Variation

Figure 13: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next /	Enables either viewing of previous	User to click on the following options:	Click button. Next screen is
	Variation	the uploaded documents and move to the next	 Previous Save & Next (selected) 	displayed as per Figure 14.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		screen or Accept	- Accept	
		Variation.	Variation	



Figure 14: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare	User to tick the	Mandatory field.
		that User has read	checkbox once	Tick chockbox
		& understood the	understood on the	
		terms & conditions	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.	Provious	
	& Pay Later /		- FIEVIOUS	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	Submit & Pay		- Save Draft &	
	Now		Exit	
			- Submit & Pay	
			Later	
			- Submit & Pay	
			Now	

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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



Company A - Company A & P 🛧 BM						🔒 вм е
	34 Total Applications	2 10 Applications Approved	12 Applications Pending	S 7 Applications Rejected	S Applications Draft	
	Land Public Transport Licensing	L E	and Int	ermediation Business Licensing	©24 Service Request	
	Payment	Railway Licensing &	Enforcement	Cross Border	Training Provider	
	Orreining Register	Terminal / Depot / Ticke	et Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
	rraning Kegister	Terminal / Depot / Tick	et Agent Libertaing	PDRM Criminal Records	Monitoring & Compliance Management	

Figure 15: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Dutton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 16.

nal Licensing					
Total	72 Applications	2 15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F5 ReNew Appl	lication V	Arriation of Licensing	Variation Change of Grade
	1		Cancel Application		
My	Approvals				v
My	Applications				~

Figure 16: New Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New	Provides access to	User to click on	Click button.
	Application	various tasks under "New Application".	"New Application" button.	Next screen is displayed as per Figure 17.

=	iSPKP Commercial Vehicle	Licensing System	Company A	👻 Company A	2 🥐 BM EN
Δ	Application Type	Terminal / Depot / Ticket Agent Licensing - New Application - Depot			
÷	Application Details	Select License Type			
Q+	Depot Details	Depot -			
Q+	Terminal Depot Facilities				
٦	Requirement Document				
p	Review Application				
0	Integration Verification				
6	Declaration				
				•	
				2	Next

Figure 17: Application Type - Select License Type

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Application Type - Select License Type	Enable user to choose which License Type to proceed with the next steps	User to select from the dropdown list: - Terminal - Depot (Selected) - Agent Ticket - Online Agent Ticket	Select from dropdown.
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 18.

=	iSPKP Commercial Vehicle	Licensing System			Company A	 Company A 	в
Δ	Application Type	Terminal / Depot / Ticket Agent Licens	ing > New Application > Depot				
₹	Application Details	Policy Check					
Q‡	Depot Details	Charge Collector	Management & Supervision	1			
Q4	Terminal Depot Facilities						
E	Requirement Document						
•	Review Application						
Ø	Integration Verification						
Ô	Declaration						
						2 Previous	Save & Next

Figure 18: Application Details - Policy Check

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Application Details - Policy Check	Enables user to select on the items related.	User to tick the checkbox for items which is related to the application.	Tick checkbox.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 19.

=	iSPKP Commercial Vehicle Licens	ing System				Company A	Company A	2 🍄 n BM EN
Δ	Application Type	Container	20 Feet	40 Feet	45 Feet			
Ŧ	Application Details	Isotank	V	V				
¢	Depot Details	Open Top	V	Y				
Ø+	Terminal Depot Facilities	Europe I.				0		
E	Requirement Document	Flat Rack						
P	Review Application	High Cube Dry						
Ø	Integration Verification	High Cube Reefer		y	Y			
Ô	Declaration	Reefer		V				
						2	Previous	Save & Next

Figure 19: Depot Details

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Depot Details	Enables user to select on the items related.	User to tick the checkbox for items which is related to the application.	Tick checkbox.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 20.

=	iSPKP Commercial Vehicle Li	censing System				Company A	👻 Company A	≗ 🤗 bm en
	Application Type	Office		Yes		Quantity	Remarks	
Ŧ	Application Details	Entrance		Yes	•	Quantity 2	Remarks	
Q+	Depot Details	5.0		Ves		Quantity 2	Remarks	
¢	Terminal Depot Facilities	EXI				-	-	0
٦	Requirement Document	Depot Door Charge Information						
p	Review Application	Type Of Charge XXX	Current Charge			Remarks		
Ø	Integration Verification							
Ô	Declaration	Other Charges Information	Current Charge			Remarks		
			1 8.0]
							2 Previous	Save & Next

Figure 20: Terminal Depot Facilities

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal Depot Facilities	Enables user to insert information on the Terminal Depot Facilities	User to select from dropdown and key in information in the fields required.	Dropdown List. Text or number format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 21.

=	iSPKP Commercial Vehicle L	icensing System				Company A 👻	Company A	2 🥙 вм ем
		*Company Registration Do	cument		C reasing	thu 🕰		
	Application Type	Relevant documents			۵			
$\overline{\tau}$	Application Details	*Bank Statements						
Q+	Depot Details							Add Evidence
		Type of Documents	Month		Amount (RM)			
Q+	Terminal Depot Facilities	Bank	07/12/2023	•	20	Testing.pdf (X)		
۵	Requirement Document				Total(RM) 20.00			
	Review Application	*Financial Document						
0	Internation Mode and an							Add Statement
0	Integration Verification	Financial Statement	Month		Amount (RM)			
向	Declaration	bank	07/12/2023	•	20	Testing.pdf		
				_	Total(RM) 20.00			
						2	Previous	Save & Next

Figure 21: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 22.

=	iSPKP Commercial Vehicle Lice	nsing System Company A 🔹 🦀 вм н	EN EN
	Application Type		ē
Ŧ	Application Details	Application Details Policy Check	Â
⊘+	Depot Details	Charge Collector Management &	
<i>©</i> +	Terminal Depot Facilities		
٦	Requirement Document	Depot Information	~
-	Review Application	Container Storage	~
Ø	Integration Verification	Type of Container	~
Ô	Declaration		
		territinal Depot Pachities	*
		1 Previous Save & Next	

Figure 22: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 23.

		nicle Licensing System Сотрапу А 👻 🥐 вм т 🗈
	Application Type	Terminal / Depot / Ticket Agent Licensing - New Application -> Depot Application Status: Draft
Ŧ	Application Details	Integration Verification
Q+	Depot Details	Type of Validation Status Remarks
¢	Terminal Depot Facilities	Difference in Name, Address and Directors identified: Change of Registration address (Not chargeable) Change in Director Information: 'SUM THAN HUAT is not matching. Change in Director Information: 'LIM JUA CHEAN is not matching. Change in Director Information: 'LIM JUA CHEAN is not matching. Change in Director Information: 'LIM JUA CHEAN is not matching. Change in Director Information: 'LIM JUA CHEAN is not matching.
	Requirement Document	Change in Director Information: VICTOR TALYONG SHENG is not matching. Change in Director Information: 'LIM SEOW CHEAH' is not matching.
14	Review Application	
0	Integration Verification	
ŝ	Declaration	
		1 Previous Save & Next Accept Variation

Figure 23: Integration Verification

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

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		screen or Accept Variation.	- Accept Variation	



Figure 24: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare	User to tick the	Mandatory field.
		that User has read	checkbox once	Tick chackbox
		& understood the	understood on the	
		terms & conditions	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.	- Previous	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	& Pay Later /		- Save Draft &	
	Submit & Pay		Exit	
	Now		- Submit & Pay	
			Later	
			- Submit & Pay	
			Now	

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

4.′	1.3	Agent	Ticket
-----	-----	-------	--------

Company A - Company A 2 🥐 🏫 BM					
2 10 Applications Approved	12 Applications Pending	S 7 Applications Rejected	S Applications Draft		
L E	E and Inter	🚖 mediation Business Licensing	C24 Service Request		
Railway Licensing 8	& Enforcement	Cross Border	Orrest Control of Cont		
Terminal / Depot / Tickr	et Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management		
	10 Applications Approved	Image: Second system Image: Second system Image: Second	Image: Second state	Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Request Image: Service Reque	

Figure 25: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Button.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 26.

nal Licensing					
Total	72 Applications	2 15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F5 ReNew Appl	lication V	Arriation of Licensing	Variation Change of Grade
	1		Cancel Application		
My	Approvals				~
My	Applications				~

Figure 26: New Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New	Provides access to	User to click on	Click button.
	Application	various tasks under "New Application".	"New Application" button.	Next screen is displayed as per Figure 27.

=	iSPKP Commercial Vehicle	Licensing System	Company A	Ŧ	Company A	2 🖗 i	BM EN
Δ	Application Type	Terminal / Depot / Ticket Agent Licensing > New Application > Agent Ticket					
÷	Application Details	Select License Type					
Ø+	Ticket Agent Detail	Agent Ticket ~ 1					
۵	Requirement Document						
p	Review Application						
Ø	Integration Verification						
Ô	Declaration						
					2	Next	

Figure 27: Application Type - Select License Type

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License Type	Enable user to choose which License Type to proceed with the next steps	User to select from the dropdown list: - Terminal - Depot - Agent Ticket (Selected) - Online Agent Ticket	Select from dropdown.
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 28.

=	iSPKP Commercial Vehicle	Licensing System	Company A	*	Company A	2 🧖	ł	в	BN
Δ	Application Type	Terminal / Depot / Ticket Agent Licensing > New Application > Agent Ticket							
₹	Application Details	Policy Check							
⊘₊	Ticket Agent Detail	Charge Collector Management & Supervision							
E	Requirement Document								
	Review Application								
0	Integration Verification								
Ô	Declaration								
									_
				2	Previous	Save & Next			

Figure 28: Application Details - Policy Check

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Application Details - Policy Check	Enables user to select on the items related.	User to tick the checkbox for items which is related to the application.	Tick checkbox.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 29.

	iSPKP Commercial Vehicle Lice	ensing System		Company A 👻 Co	ompany A 🛛 a 🥐 🔒 BM EN
	Application Type	Contract Validity 12			
÷	Application Details	Agent Business Time In	Agent Business Time Out	Method of Selling Ticket	Type of Selling Ticket
Ø	Ticket Agent Detail	12 : 00 PM	11 : 00 AM		
٥	Requirement Document				0
P	Review Application	Counter Information			^
Ø	Integration Verification	Premise Name *	Counter No 123	State * JOHOR	test
ô	Declaration	Postcode * 1234	Total Counter Agent Ticket. 123	Monthly counter rental fee 123	Provider System validity test
		Payment rental to test			
				2	Previous Save & Next

Figure 29: Ticket Agent Detail

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Ticket Agent Detail	Enables user to insert information on the fields required.	User to select from dropdown and key in information in the fields required.	Dropdown List. Text or number format. Time format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 30.

=	iSPKP Commercial Vehicle Licer	nsing System				Company A	• Co	ompany A	2 🖗 f BM EN
^		Company Registration Doci	ument		•	-			
		Relevant documents			۵				
Ŧ	Application Details	*Bank Statements							
<i>©</i> +	Ticket Agent Detail								Add Evidence
	-	Type of Documents	Month		Amount (RM)	Testing add			
e	Requirement Document	Bank 👻	04/12/2023	•	20	resting.pdr		0	
	Review Application				Total(RM) 20.00			•	
0	Integration Varification	*Financial Document							
0	integration vernication								Add Statement
Ô	Declaration	Financial Statement	Month		Amount (RM)				
		bank	04/12/2023	Ē	20	🔥 Testing.pdf 💽			
				_	Total(RM) 20.00				
							2	Previous	Save & Next

Figure 30: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 31.

=	iSPKP Commercial Vehicle Licer	nsing System		Company A 👻 Cor	npany A 😩 🥐 🔒 вм । EN
	Application Type	123 Contract Validity	XXX	04/Dec/2023	09/Dec/2023
Ŧ	Application Details	12			
⊘₊	Ticket Agent Detail	Agent Business Time In	Agent Business Time Out	Method of Selling Ticket XX	Type of Selling Ticket XX
٦	Requirement Document				
Þ	Review Application	Counter Information			^
Ø	Integration Verification	Premise Name XX	Counter No 123	State 01	District
Ô	Declaration	Postcode 1234	Total Counter Agent Ticket 123	Monthly counter rental fee 123	Provider System validity test
		Payment rental to test		-	
				0	Previous Save & Next

Figure 31: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 32.

	iSPKP Commercial	rehicle Licensing System Сотрапу А 🖕 🖓 вм । EN
	Application Type	Terminal / Depot / Ticket Agent Licensing - New Application -> Agent Ticket
Ŧ	Application Details	Application Status: Draft Integration Verification
@+	Ticket Agent Detail	Type of Validation Status Remarks
٦	Requirement Document	Difference in Name, Address and Directors identified: Change of Registration address (Not chargeable) change of Registration address (Not Anargeable) change interfor Information: SOW THIAM HUAT is not matching.
p	Review Application	 Semakan Maklumat Syarikat daripada Sistem SSM. (202101034772) Change in Director Information: 'UK JJA CHEAN' is not matching. Change in Director Information: 'UCTOR TAI YONG SHERG' is not matching. Change in Director Information: 'UM SEQN CHEAN' is not matching.
0	Integration Verification	
6	Declaration	
		Previous Save & Next Accest Variation

Figure 32: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next / Accept Variation	Enables either viewing of previous screen / saving of the uploaded documents and move to the next	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 33.
			- Accept Variation	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		screen or Accept Variation.		

=	iSPKP	al Vehicle Licensing System Сотралу А 👻 Company A 🔺 Сотралу А 🙎 🥙 🛉 вм т ем
	Application Type	 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
Ŧ	Application Details	3. Telan mematuhi sebarang keperluan lain yang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang terpakai. 1 / We declare that:
Q+	Ticket Agent Detail	 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
٦	Requirement Document	 Complied with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.
	Review Application	Peringatan/Reminder 1. Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, mana-mana orang yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palau belah didapakan denda tidak kerang BH1 000 00 dan tidak melabilik BH10 000 00 atau dimenjarkana tidak melabilik atau (1) tahun atau kedua dumun adali
Ø	Integration Verification	 Anan-mana cong diwajikan membaca, membami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui pejabat APAD yang berhampiran.
6	Declaration	 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. 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.
		1 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 33: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare	User to tick the	Mandatory field.
		that User has read	checkbox once	Tick chockbox
		& understood the	understood on the	
		terms & conditions	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.	- Provious	
	& Pay Later /		T CYIOUS	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	Submit & Pay		- Save Draft &	
	Now		Exit	
			- Submit & Pay	
			Later	
			- Submit & Pay	
			Now	

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

i si) k	(P			Compar	iy A 👻 Company A 🙎 🧬 🏫	BM
	34 Total Applications	2 10 Applications Approved	12 Applications Pending	S 7 Applications Rejected	5 Applications Draft	
	Land Public Transport Licensing	L =	rd Inter	🚖 nediation Business Licensing	©24 Service Request	
	Payment	Railway Licensing &	Enforcement	Cross Border	Training Provider	
	Training Register	Terminal / Depot / Ticke	t Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
		1				

Figure 34: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 35.

nal Licensing					
Total	72 Applications	2 15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F5 ReNew Appl	lication V	Arriation of Licensing	Variation Change of Grade
	1		Cancel Application		
My	Approvals				~
My	Applications				~

Figure 35: 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 36.

=	iSPKP Commercial Vehicle	Licensing System	Company A	Ŧ	Company A	온 🍄 🔒 BM EN
۵	Application Type	Terminal / Depot / Ticket Agent Licensing > New Application > Online Agent Ticket				
Ŧ	Application Details	Select License Type				
Q4	Platform Selling Ticket Information	Online Agent Ticket				
٩	Requirement Document					
	Review Application					
0	Integration Verification					
Ô	Declaration					
-						
					2	Next

Figure 36: Application Type - Select License Type

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Application	Enable user to	User to select from	Select from
	Type - Select License Type	choose which License Type to	the dropdown list: - Terminal	dropdown.
		proceed with the	- Depot	
		next steps	- Agent Ticket	
			- Online Agent	
			Ticket	
			(Selected)	
2	Next	Enables user to	User to click on the	Click button.
		proceed to the next	Next button to proceed	Next screen is
		screen	to the next screen	displayed as per
				Figure 37.

=	iSPKP Commercial Vehicle	Licensing System	Company A	*	Company A	온 4 m EN
\bigtriangleup	Application Type	Terminal / Depot / Ticket Agent Licensing > New Application > Online Agent Ticket				
Ŧ	Application Details	Policy Check				
Q+	Platform Selling Ticket Information	Charge Collector				
۵	Requirement Document					
F	Review Application					
Ø	Integration Verification					
Ô	Declaration					
				2	Previous	Save & Next

Figure 37: Application Details - Policy Check

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Application Details - Policy Check	Enables user to select on the items related.	User to tick the checkbox for items which is related to the application.	Tick checkbox.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 38.

=	iSPKP Commercial Vehicle Lie	censing System		Company A 👻 Co	ompany A 🙎 Ք 🔒 вм н	EN
	Application Type	Terminal / Depot / Ticket Agent Licensing > N	lew Application > Online Agent Ticket			
Ŧ	Application Details	Platform Selling Ticket Information				^
¢	Platform Selling Ticket Information	Registered Operator Bus *	Total hallway *	Commission for each selling ticket (%)	Selling Platform	
e	Requirement Document	Application name/Browser name	Terminal Integration	10		
F1	Review Application					
Ø	Integration Verification					
Ô	Declaration					
				2	Previous Save & Next	

Figure 38: Platform Selling Ticket Information

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Platform Selling Ticket Information	Enables user to insert information on the fields required.	User to key in information in the fields required.	Text or number format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 39.

=	iSPKP Commercial Vehicle Lice	censing System				Company A 👻	Company	'A 😤 Ք	🕇 BM EN
	Application Type	Required Documents							
÷	Application Details	*Company Registration Do	cument		Testing.	pdf 👿			
C+	Platform Selling Ticket Inform 🔗	Relevant documents			۵				
B	Requirement Document	*Bank Statements							Add Evidence
p	Review Application	Type of Documents	Month	-	Amount (RM)	Testing.pdf		•	
Ø	Integration Verification	Bank •	05/12/2023	•	20 Total(RM) 20.00	-		1	
ା	Declaration	*Financial Document							
									Add Statement
		Financial Statement	Month	Ē	Amount (RM)	▲ Testing.pdf ▼			
		Dank			Total(RM) 20.00				
						2	Previou	s Save & N	ext
							L		

Figure 39: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 40.

=	iSPKP Commercial Vehicle Lice	nsing System		Company A 👻	Company A 📑 🖓 🔒 BM	A EN
	Application Type	Terminal / Depot / Ticket Agent Licensing New A	pplication > Online Agent Ticket			ē
Ŧ	Application Details	Application Details				^
Ø,	Platform Selling Ticket Inform 🤣	Policy Check				
۵	Requirement Document	Charge Collector Manag Super	gement & vision			
•	Review Application					
Ø	Integration Verification	Platform Selling Ticket Information				^
Ô	Declaration	Registered Operator Bus	Total hallway 123	Commission for each selling ticket (%) 10	Selling Platform	
		Application name/Drowser name XXX	Terminal Integration			
				0	Previous Save & Next	

Figure 40: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 41.

=	iSPKP Commercial Vehicle I	.icensing System	Company A 👻 Company A 🙎 🦀 BM EN
	Application Type	Terminal / Depot / Ticket Agent Licensing > New Application > Online Agent Ticke Applicat	tion Status: Draft
Ŧ	Application Details	Integration Verification	
Q+	Platform Selling Ticket Inform 🤣	Type of Validation	Status Remarks
٦	Requirement Document		Difference in Name, Address and Directors identified: Change of Registration address (Not chargeable) Change in Director Information: 'SOW THIAM HUAT' is not matching.
	Review Application	Semakan Maklumat Syarikat daripada Sistem SSM. (202101034772)	 Change in Director Information: 'UIM JIA CHEAN' is not matching. Change in Director Information: VICTOR TAI YONG SHENG' is not matching. Change in Director Information: 'UIM SEOW CHEAH' is not matching.
0	Integration Verification		 onenge in on over internations and open on each streaming.
Ô	Declaration		
			1 Previous Save & Next Accept Variation

Figure 41: 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	following options:	Next screen is
	Accept	screen / saving of	- Previous	displayed as per
	Variation	the uploaded	- Save & Next	Figure 42.
		documents and move to the next	(selected)	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		screen or Accept	- Accept	
		Variation.	Variation	

=	iSPKP	nicle Licensing System Сотралу А 👻 Сотралу А 🕹 🥠 вм тем
Δ	Application Type	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
Ŧ	Application Details	 s. tean mematuni sebarang kepenuan iain yang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang undang yang terpakai. I / We declare that:
Q.	Platform Selling Ticket Inform	 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
٦	Requirement Document	 Complied with any other requirements set by the Agency, the Land Public Transport Act 2010 or any applicable laws.
	Review Application	Peringatan/Reminder 1. Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, mana-mana orang yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran natau boleh dikesi boleh dikesi korang BM 1000 00 dan tidak melehibi BM 10.000 00 atau dipeniarakan tidak melebibi satu (1) tahun atau kedua-duanya sekali.
0	Integration Verification	 Apart dent data haar haa ng ren pool oo dat haang ren pool oo dat haan needan na too oo data dapagaatan haar heedan aan too oo data daga gabaat haar heedan aan haar heedan aan too oo data daga gabaat haar heedan aan haar heedan aan ya mada heedan aan ya mada Apada heedan aan ya mada h
6	Declaration	 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. 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.
		1 Pave 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 42: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare	User to tick the	Mandatory field.
		that User has read	checkbox once	Tick chockbox
		& understood the	understood on the	
		terms & conditions	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.	- Previous	
	& Pay Later /		i i c vious	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	Submit & Pay		- Save Draft &	
	Now		Exit	
			- Submit & Pay	
			Later	
			- Submit & Pay	
			Now	

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

4.2 Renew Application

Besides that, this module also explains how the process of renewing a licensing application works. The process of renewing license will have another audit especially for the terminal, the rest (Depot/Agent Ticket & Online Agent Ticket) not required to have a process audit.



Figure 43: Renew Application Process Flow

1 34	10	9 12	8 7	9 5
otal Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft
Cand Public Transport Licensing	L E	ard Interm	🧟 ediation Business Licensing	©24 Service Request
2	æ			• •••
Payment	Railway Licensing	Enforcement	Cross Border	Training Provider
0			Ð	
Teololog Decision	Terminal / Depart / Tick	at Agent Licensing	COM Criminal Danada	Manifester & Compliance Management

4.2.1 Terminal

Figure 44: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Dutton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 45.



Figure 45: Renew Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Renew	Provides access to	User to click on	Click button.
	Application	various tasks under "Renew Application".	"Renew Application" button.	Next screen is displayed as per Figure 46.

=	1 5) KP				Company A 🔹 Con	npany A	2 🧬 🏦 BM EN
Ŧ	Select License	Terminal / Depot / Ticket Agent Lice	ensing > Renewal Application > Termi	inal			
٩	Requirement Document	Select a License to proceed :					
	Review Application	License Number	License Type	License Start Date	License End Date	Status	View Details
0	Integration Verification	00126	Terminal	12/Dec/2023	11/Dec/2024	Active	
ାରି	Declaration	00132	Terminal	12/Dec/2023	11/Dec/2024	Active	
		00138	Agent Ticket	01/Jan/2023	01/Jan/2024	Active	8
		0 00152	Agent Ticket	21/Dec/2023	20/Dec/2024	Active	
		00155	Online Agent Ticket	14/Dec/2023	13/Dec/2024	Active	
		00194	Depot	21/Dec/2023	20/Dec/2024	Active	
		00199	Depot	21/Dec/2023	20/Dec/2024	Active	
						2	Save & Next

Figure 46: Select License to Renew

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License to Renew	Enable user to choose which License to proceed with the renewal	Users select license to renew from the list by clicking the radio button.	Mandatory. Click radio button.
2	Save & Next	Enables saving of the selected license and proceed to the next screen.	User clicks on the Save & Next button to proceed to the next screen.	Click button. Next screen is displayed as per Figure 47.

-	<i>i≤}KP</i>					Company A 🗣	Company /	А 🙎 🧬 🕈 ви	VI EN
Ŧ	Select License	Required Documents Relevant documents			Testing	g (1),pdf 😮			
Ð	Requirement Document	*Bank Statements							
	Review Application							O Add Sta	tement
0	Integration Verification	Financial Statement	Month	Ē	Amount (RM)	A Testing (1) pdf 🔞		0	
Ô	Declaration	cimb	22/12/2023		Total(RM) 200.00				
		•Financial Evidence						😗 Add Ev	vidence
		Type of Documents	Month		Amount (RM)				
		Surat Kelulusan Pinjam 👻	22/12/2023	Ē	200 Total(RM) 200.00	Testing (1).pdf S			
						2	Previous	Save & Next	

Figure 47: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS				
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.				
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 48.				
=	i ≡ ∕KP				Company A	. • Company A	a 🖉 📌	BM EN
---	--------------------------	------------------------------	--------------------------------	-----------------------------------	---------------------------------	------------------	-------------	---------
÷	Select License	Terminal / Depot / Ticket Ag	ent Licensing > Renewal Applic	ation > Terminal				ē
E	Requirement Document							^
F	Review Application	License Number 00126	License Type Terminal	License Start Date 12/Dec/2023	License End Date 11/Dec/2024	Status Active		
0	Integration Verification							
Ô	Declaration							
						Previous	Save & Next	

Figure 48: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
No 1	FIELD (ENG) Previous / Save & Next	FIELD DESCRIPTION Enables either viewing of previous screen / saving of the information inserted and	ACTION REQUIRED User to click on the following options: - Previous - Save & Next (selected)	REMARKS Click button. Next screen is displayed as per Figure 49.
		proceed to the next screen.		

=	i ≤} KP			Company A 👻 Company A 🙎 🦧 🏫 BM EN
Ŧ	Select License	0	Terminal / Depot / Ticket Agent Licensing > Renewal Application > Applica	tion Status: Draft
٦	Requirement Document	\bigcirc	Integration Verification	
	Review Application	0	Type of Validation	Status Remarks
Ø	Integration Verification		Semakan Maklumat Syarikat daripada Sistem SSM. (198701005333)	Change in Director Information: 'LEE PHAY CHEANG' is not matching. Change in Director Information: 'RABIANI BINTI SHAIKH MOHAMED' is not matching. Change in Director Information: 'ZAINOL ABIDIN BIN MOHO HASSAN is not matching.
Ô	Declaration			
				Previous Save & Next Accept Variation

Figure 49: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next / Accept Variation	Enables either viewing of previous screen / saving of the information inserted or document uploaded and move to the next screen or Accept Variation.	User to click on the following options: - Previous - Save & Next - Accept Variation (selected)	Click button. Next screen is displayed as per Figure 50.

=	i ≡ ∲KP	Сотрапу А 👻 Сотрапу А 🙎 🚀 🏫 вм ј ем				
÷	Select License	 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 				
٦	Requirement Document	3. 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:				
Þ	Review Application	3 1. All information provided in this form including attachment documents is TRUE and UP TO DATE.				
Ø	Integration Verification	 This appointed a representative as per line representative and the purpose or exercising any right to be with PPAD 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. 				
Ø	Declaration	Peringatar/Reminder				
		 Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, mana-mana orang yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran paisu 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. 				
	 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 th RM1,000.00 and exceeding RM10,000.00 or imprisonment not exceeding one (1) year or both. 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 Al Office 					
		1 🛛 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 50: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

34 Total Applications	2 10 Applications Approve	Applications P	2 S 7 ending Applications F	Rejected Applications Draft
Land Public Transport Lice	msing	L : E Driver Card	Intermediation Business Licensin	©24 9 Service Request
Payment	Railway I	Licensing & Enforcement	Cross Border	Training Provider
Training Register	Terminal / De	Poot / Ticket Agent Licensing	EDDM Crimical Records	Monitorios & Commiliante Management

4.2.2 Depot

Figure 51: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Ducton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 52.



Figure 52: Renew Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Renew	Provides access to	User to click on	Click button.
	Application	various tasks under "Renew Application".	"Renew Application" button.	Next screen is displayed as per Figure 53.

	i s) KP					Company A 🔹 Com	ipany A	≗ 🧬 🔒 вм	EN
Ŧ	Select License	Terminal	/ Depot / Ticket Agent Licen	sing > Renewal Application > Term	nal				
٦	Requirement Document	Select a	License to proceed :						
F	Review Application		License Number	License Type	License Start Date	License End Date	Status	View Details	
Ø	Integration Verification	۲	00126	Terminal	12/Dec/2023	11/Dec/2024	Active		
ଜ	Declaration	0	00132	Terminal	12/Dec/2023	11/Dec/2024	Active		
-		0	00138	Agent Ticket	01/Jan/2023	01/Jan/2024	Active		
		0	00152	Agent Ticket	21/Dec/2023	20/Dec/2024	Active	8	
		0	00155	Online Agent Ticket	14/Dec/2023	13/Dec/2024	Active		
		10	00194	Depot	21/Dec/2023	20/Dec/2024	Active		
		0	00199	Depot	21/Dec/2023	20/Dec/2024	Active		
							2	Save & Next	

Figure 53: Select License to Renew

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License to Renew	Enable user to choose which License to proceed with the renewal	Users select license to renew from the list by clicking the radio button.	Mandatory. Click radio button.
2	Save & Next	Enables saving of the selected license and proceed to the next screen.	User clicks on the Save & Next button to proceed to the next screen.	Click button. Next screen is displayed as per Figure 54.

							Company A	- Cor	mpany A	e 🥐	👚 BM EN
		Required Documents			Westland #				-		
Ŧ	Select License	Relevant documents			Testing (1)	i).pdf	,				
٥	Requirement Document	*Bank Statements									Add Statement
	Review Application	Financial Statement	Month		Amount (RM)						AND SUBSTREE
				÷	200	٥	Testing (1).pdf 🗵				
\odot	Integration Verification	CIMB	28/09/2023		200	_	Testing (1) pdf 👩 🔋				
向	Declaration	CIMB	28/10/2023	•	200	•			0		
-		CIMB	28/11/2023	•	200	٥	Testing (1).pdf 💌 📕				
					Total(RM) 600.00						
		*Financial Evidence									
											Add Evidence
		Type of Documents	Month		Amount (RM)						
		Surat Kelulusan Pinjaman Ke 👻	28/12/2023	•	200	٥	Testing (1).pdf 💌				
				_	Total(RM) 200.00						
						_					
								2	Previous	Save & Next	

Figure 54: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 55.

=	<i>i∋}K</i> ₽	E lick Guide				Comp	oany A 👻 Co	ompany A 🔥 🦉	👚 BM EN
Ŧ	Select License		Terminal / Depot / Ticket Agent Licen	sing > Renewal Application >					ē
٦	Requirement Document								^
Þ	Review Application		License Number 00194	License Type Depot	License Start Date 21/Dec/2023	License End Date 20/Dec/2024	Status Active	E	
0	Integration Verification								
Ô	Declaration								
									_
							1	Previous Save & Next	

Figure 55: Review Application

1Previous /Enables eitherUser to click on theSave & Nextviewing of previousfollowing options:screen / saving of the information inserted and proceed to the next screenPrevious (selected)-	Click button. Next screen is displayed as per Figure 56.

=	i s /KP			Company A 👻 Company A 🙎 🦧 🏦 BM EN
Ŧ	Select License	0	Terminal / Depot / Ticket Agent Licensing > Renewal Application > Applica	tion Status: Draft
E	Requirement Document	0	Integration Verification	
P	Review Application	0	Type of Validation	Status Remarks
Ø	Integration Verification		Semakan Maklumat Syarikat daripada Sistem SSM. (198701005333)	Change in Director Information: 'LEE PHAY CHEANG' is not matching, Change in Director Information: 'RABIANI BINTI SHAIKH MOHAHED' is not matching, Change in Director Information: 'ZAINOL ABIDIN BIN MOHD HASSAN' is not matching.
Ô	Declaration			
				1 Previous Save & Next Accept Variation

Figure 56: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next / Accept Variation	Enables either viewing of previous screen / saving of the information inserted or document uploaded and move to the next screen or Accept Variation.	User to click on the following options: - Previous - Save & Next - Accept Variation (selected)	Click button. Next screen is displayed as per Figure 57.

=	i ≡ ∲KP	Сотрапу А 👻 Сотрапу А 🙎 🚀 🏫 вм ј ем		
÷	Select License	 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 		
٦	Requirement Document	3. 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:		
P	Review Application	3 1. All information provided in this form including attachment documents is TRUE and UP TO DATE.		
Ø	Integration Verification	 This appointed a representative as per line representative and the purpose or exercising any right to be with PPAD 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. 		
Ø	Declaration	Peringatar/Reminder		
 Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, mana-mana orang yang didapati melakukan kesalahan memalsukan penyataan atau mengemukaka 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 diwajikkan membaca, memahami dan mematuhi polisi dan syarat yang ditetapkan oleh APAD yang diperolehi dari laman web APAD atau melalui g APAD yang berhampiran. 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 RM1,000.00 and exceeding RM10,000.00 or imprisonment not exceeding one (1) year or both. 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 near Office 				
		2 Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now		

Figure 57: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

7			Compar	ny A 👻 Company A 🙎
34 Total Applications	2 10 Applications Approved	12 Applications Pending	S 7 Applications Rejected	5 Applications Draft
Land Public Transport Licensing	L) = Driver Ca	rd Inter	🚔 mediation Business Licensing	C ₂₄ Service Request
Payment	Railway Licensing &	Enforcement	Cross Border	o···· Training Provider
2···· Training Register	Terminal / Depot / Ticke	t Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management

4.2.3 Agent Ticket

Figure 58: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Dutton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 59.



Figure 59: Renew Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Renew	Provides access to	User to click on	Click button.
	Application	various tasks under "Renew Application".	"Renew Application" button.	Next screen is displayed as per Figure 60.

Ш	i s) KP					Company A 👻 Con	npany A	2 🥐 🔒 в	BM EN
₹	Select License	Termina	al / Depot / Ticket Agent Licen	sing > Renewal Application > Term	inal				
e	Requirement Document	Select	a License to proceed :						
	Review Application		License Number	License Type	License Start Date	License End Date	Status	View Details	
Ø	Integration Verification		00126	Terminal	12/Dec/2023	11/Dec/2024	Active		
Ø	Declaration	C	00132	Terminal	12/Dec/2023	11/Dec/2024	Active		
			00138	Agent Ticket	01/Jan/2023	01/Jan/2024	Active		
		C	00152	Agent Ticket	21/Dec/2023	20/Dec/2024	Active		
		C	00155	Online Agent Ticket	14/Dec/2023	13/Dec/2024	Active		
		C	00194	Depot	21/Dec/2023	20/Dec/2024	Active		
		C	00199	Depot	21/Dec/2023	20/Dec/2024	Active		
							2	Save & Next	

Figure 60: Select License to Renew

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License to Renew	Enable user to choose which License to proceed with the renewal	Users select license to renew from the list by clicking the radio button.	Mandatory. Click radio button.
2	Save & Next	Enables saving of the selected license and proceed to the next screen.	User clicks on the Save & Next button to proceed to the next screen.	Click button. Next screen is displayed as per Figure 61.

=		•					Company A	- Co	mpany A	3 🥵 1	🕈 BM EN
_	Select Licence	Relevent documents			Testing (1	1).pdf			7		
÷	Select License	Relevant documents			-						
	Requirement Document	*Bank Statements									
	Review Application									0	Add Statement
-	пенен Аррисацоп	Financial Statement	Month		Amount (RM)				_		
Ø	Integration Verification	CIMB	28/09/2023	•	200	٥	Testing (1).pdf 💌				
-		CIMB	28/10/2023	-	200	٥	Testing (1).pdf 😠 🔋		1		
0	Declaration	CIMB	28/11/2023	•	200	۵	Testing (1).pdf 💽 🔋				
					Total(RM) 600.00						
		*Financial Evidence									
											Add Evidence
		Type of Documents	Month		Amount (RM)						
		Surat Kelulusan Pinjaman Ke	28/12/2023	Ē	200	•	Testing (1).pdf 😒				
			20/12/2023		Total(RM) 200.00						
								2	Previous	Save & Next	

Figure 61: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 62.

=					Company A	✓ Company	A 🙎 🧬 f	BM EN
Ŧ	Select License	Terminal / Depot / Ticket Ag	ent Licensing > Renewal Applicat	tion >				ē
٩	Requirement Document							^
P	Review Application	License Number 00138	License Type Agent Ticket	License Start Date 26/Dec/2023	License End Date 25/Dec/2024	Status Active		
0	Integration Verification							
Ô	Declaration							
						1 Previous	Save & Next	

Figure 62: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 63.

=	i = /KP			Company A 👻 Company A 🙎 🧬 🏫 BM I EN
÷	Select License Requirement Document	0	Terminal / Depot / Ticket Agent Licensing - Renewal Application - Application - Application Verification	tion Status: Draft
	Review Application	0	Type of Validation	Status Remarks
0	Integration Verification		Semakan Maklumat Syarikat daripada Sistem SSM. (198701005333)	Change in Director Information: 'LEE PHAY CHEANG' is not matching. Change in Director Information: 'RABIANI BINT SHAKI SHAKHA MOHAMED' is not matching. Change in Director Information: 'ZAINOL ABIDIN BIN MOHD HASSAN' is not matching.
Ô	Declaration			
				1 Previous Save & Next Accept Variation

Figure 63: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next / Accept Variation	Enables either viewing of previous screen / saving of the information inserted or document uploaded and move to the next screen or Accept Variation.	User to click on the following options: - Previous - Save & Next - Accept Variation (selected)	Click button. Next screen is displayed as per Figure 64.

=	i s) KP	Company A 👻 Company A 🙎 🧬 🏫 BM EN				
÷	Select License	 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 deh wakil tersebut; dan 				
٦	Requirement Document	3. 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:				
	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 				
Ø	Integration Verification	 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. 				
Ô	Declaration	Peringatan/Reminder				
		Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, mana-mana orang 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. 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.				
	 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. 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 					
		1 🛛 View of 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 64: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

<i>ii</i> /k	(P			Compan	y A 👻 Company A 🙎 🥐	🔒 BM EM
	34 Total Applications	2 10 Applications Approved	12 Applications Pending	7 Applications Rejected	5 Applications Draft	
	Land Public Transport Licensing	L ≡ Driver Car	d Intern	ediation Business Licensing	G24 Service Request	
	Payment	Railway Licensing & I	Enforcement	Cross Border	Training Provider	
	Training Register	Terminal / Depot / Ticket	Agent Licensing p	DRM Criminal Records	Monitoring & Compliance Management	
		1				

4.2.4 Online Agent Ticket

Figure 65: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Dutton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 66.



Figure 66: Renew Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Renew	Provides access to	User to click on	Click button.
	Application	various tasks under "Renew Application".	"Renew Application" button.	Next screen is displayed as per Figure 67.

=	i ∋ }K₽				Company A 👻 Cor	mpany A	2 🧬 🏦 BM EN
₹	Select License	Terminal / Depot / Ticket Agent Li	censing > Renewal Application > Term	inal			
e	Requirement Document	Select a License to proceed :					
	Review Application	License Number	License Type	License Start Date	License End Date	Status	View Details
Ø	Integration Verification	00126	Terminal	12/Dec/2023	11/Dec/2024	Active	8
ାହି	Declaration	00132	Terminal	12/Dec/2023	11/Dec/2024	Active	
-		00138	Agent Ticket	01/Jan/2023	01/Jan/2024	Active	
		00152	Agent Ticket	21/Dec/2023	20/Dec/2024	Active	
		0 00155	Online Agent Ticket	14/Dec/2023	13/Dec/2024	Active	
		0 00194	Depot	21/Dec/2023	20/Dec/2024	Active	
		0 00199	Depot	21/Dec/2023	20/Dec/2024	Active	
						2	Save & Next

Figure 67: Select License to Renew

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License to Renew	Enable user to choose which License to proceed with the renewal	Users select license to renew from the list by clicking the radio button.	Mandatory. Click radio button.
2	Save & Next	Enables saving of the selected license and proceed to the next screen.	User clicks on the Save & Next button to proceed to the next screen.	Click button. Next screen is displayed as per Figure 68.

							Company A	- Con	npany A	3 🥐 🏫 BI	M EN
Ŧ	Select License	Relevant documents			Testing (1	I).pdf 💽)		1		
٦	Requirement Document	*Bank Statements								• • • • • • • • • • • • • • • • • • •	Talamant
	Review Application	Financial Statement	Month		Amount (RM)						ADDET FRET IL
Ø	Integration Verification	CIMB	28/09/2023	•	200	٥	Testing (1).pdf 💌				
-		CIMB	28/10/2023	i i	200	٥	Testing (1).pdf 👿 🍍		0		
0	Declaration	CIMB	28/11/2023	Ē	200	٥	Testing (1).pdf 文 🍍				
				_	Total(RM) 600.00						
		*Financial Evidence								•	Evidence
		Type of Documents	Month		Amount (RM)						
		Surat Kelulusan Pinjaman Ke 👻	28/12/2023	•	200	٥	Testing (1).pdf 💽				
				-	Total(RM) 200.00						
								2	revious	Save & Next	

Figure 68: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 69.

=	<i>i≡}KP</i>	Quick Guide				Com	pany A 👻 Coi	mpany A 🔥 🥐 🧍	BM EN
Ŧ	Select License	0	Terminal / Depot / Ticket Agent	Licensing > Renewal Application >					ē
e	Requirement Document	0							^
•	Review Application		License Number 00155	License Type Online Agent Ticket	License Start Date 14/Dec/2023	License End Date 13/Dec/2024	Status Active	B	
0	Integration Verification								
Ô	Declaration								
							1	Save & Next	

Figure 69: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 70.

=	i s /KP			Company A 👻 Company A 🙎 🦧 🏦 BM EN
Ŧ	Select License	0	Terminal / Depot / Ticket Agent Licensing > Renewal Application > Applica	tion Status: Draft
E	Requirement Document	0	Integration Verification	
P	Review Application	0	Type of Validation	Status Remarks
Ø	Integration Verification		Semakan Maklumat Syarikat daripada Sistem SSM. (198701005333)	Change in Director Information: 'LEE PHAY CHEANG' is not matching, Change in Director Information: 'RABIANI BINTI SHAIKH MOHAHED' is not matching, Change in Director Information: 'ZAINOL ABIDIN BIN MOHD HASSAN' is not matching.
Ô	Declaration			
				1 Previous Save & Next Accept Variation

Figure 70: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next / Accept Variation	Enables either viewing of previous screen / saving of the information inserted or document uploaded and move to the next screen or Accept Variation.	User to click on the following options: - Previous - Save & Next - Accept Variation (selected)	Click button. Next screen is displayed as per Figure 71.

=	i ≡ ∲KP	Сотрапу А 👻 Сотрапу А 🙎 🚀 🏫 вм ј ем
÷	Select License	 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
٦	Requirement Document	3. 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:
P	Review Application	3 1. All information provided in this form including attachment documents is TRUE and UP TO DATE.
Ø	Integration Verification	 This appointed a representative as per line representative and the purpose or exercising any right to be with PPAD 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.
Ø	Declaration	Peringatar/Reminder
		 Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, mana-mana orang yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran paisu 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.
		 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. 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
		1 🛛 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 71: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

4.3 Cancel Application

Cancel Application is to withdraw the application that has been made due to any reasons. Those licenses required on cancellation do not have penalty or compound charges to the operator company.



Figure 72: Cancel Application Process Flow

4.3.1	Terminal

<i>ik</i>	(7			Compa	iny A 👻 Company A 😤 🌠	P 🏫 BM EN
	34 Total Applications	2 10 Applications Approved	12 Applications Pending	S 7 Applications Rejected	5 Applications Draft	
	Land Public Transport Licensing	Driver Ca	rd Int	😤	©24 Service Request	
	Payment	Railway Licensing &	Enforcement	Cross Border	or Training Provider	
	Training Register	Terminal / Depot / Ticke	t Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
		1				

Figure 73: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 74.



Figure 74: Cancel Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Cancel Application	Provides access to various tasks under "Cancel Application".	User to click on "Cancel Application" button.	Click button. Next screen is displayed as per Figure 75.

=	i S) KP					Company /	A ₊ Comp	any A	P 🔒	ВМ	I EN
-	Select License		License Number	License Type	License Start Date	License End Date	Status	View Details			
		0	00126	Terminal	12/Dec/2023	11/Dec/2024	Active				
6	Requirement Document		00132	Terminal	12/Dec/2023	12/May/2024	Active				
	Review Application	0	00138	Agent Ticket	10/Jan/2024	09/Jan/2025	Active				
8	Declaration	0	00152	Agent Ticket	21/Dec/2023	20/Dec/2024	Active				
		0	00155	Online Agent Ticket	14/Dec/2023	13/Dec/2024	Active				
		0	00194	Depot	21/Dec/2023	20/Dec/2024	Active				
		0	00199	Depot	21/Dec/2023	20/Dec/2024	Active				
		0	00206	Agent Ticket	26/Dec/2023	25/Dec/2024	Active				
		0	00208	Online Agent Ticket	26/Dec/2023	25/Dec/2024	Active				
							Therms per pager. 5 🔷	1 - 5 of 9	1< <	>	>1
	2	Reason for 6	Cancellation		Operation XXXX	er Shap Dawi GOODOOOX	•				
								3 Sove & N	-		

Figure 75: Select License to Cancel

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License to Cancel	Enable user to choose which License to proceed with the cancellation	Users select license to cancel from the list by clicking the radio button.	Mandatory. Click radio button.
2	Reason for Cancellation / Operation Stop Date	Enable user to insert reason for cancellation & Operation stop date	User to key in cancellation reason & Operation Stop Date	Text format. Calendar format.
3	Save & Next	Enables saving of the selected license and proceed to the next screen.	User clicks on the Save & Next button to proceed to the next screen.	Click button. Next screen is displayed as per Figure 76.

				Company A		Company A	æ 🕈	BM EN
∓ Select License	Terminal / Depot / Ticket Agent Licensing - Cancel Application - Terminal							
Requirement Document Review Application	Required Documents Relevant documents	۵	Testing (1).pdf 👩	1				
Declaration								
					2	Previous Save	L Next	

Figure 76: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 77.

=	<i>i.</i> ⇒ } K₽					Compan	y A Company	A 🥵 🏫 BM I EN
Ŧ	Select License	Terminal / Depot / Ticket Agent Lic	ensing - Cancel Application - Termin	al				ē
٩	Requirement Document							^
	Review Application	License Number 00126	Losse Type Terminal	License Start Cate 12/Dec/2023	License End Date 11/Dec/2024	Status Active		
8	Declaration	Reason for Cancellation testing	Operation thep Date 10/Jan/2024					
							1 Previous	Save & Next
								3

Figure 77: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 78.



Figure 78: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

<i>i si</i> k	(7			Co	ompany A 👻 Company A 🙎	🔗 🏫 BM EN
	34 Total Applications	2 10 Applications Approved	12 Applications Pene	ding	ected Applications Draft	
	Cand Public Transport Licensing	L = Driver Ca	rd	Reference intermediation Business Licensing	G ₂₄ Service Request	
	Payment	Railway Licensing &	Enforcement	Cross Border	orreating Provider	
	o Training Register	Terminal / Depot / Ticket	Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
		1)			

4.3.2 Depot

Figure 79: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Dutton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 80.



Figure 80: Cancel Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Cancel	Provides access to	User to click on	Click button.
	Αρριτατιοπ	"Cancel Application".	button.	Next screen is displayed as per Figure 81.

	1.50 KP	×				Company A	.• Com	pany A 🤌 🏫 BM I EN
-	Select License		License Number	License Type	License Start Date	License End Date	Status	View Details
		0	00126	Terminal	12/Dec/2023	11/Dec/2024	Active	
e	Requirement Document	0	00132	Terminal	12/Dec/2023	12/May/2024	Active	
	Review Application	0	00138	Agent Ticket	10/Jan/2024	09/Jan/2025	Active	•
6	Declaration	0	00152	Agent Ticket	21/Dec/2023	20/Dec/2024	Active	8
		0	00155	Online Agent Ticket	14/Dec/2023	13/Dec/2024	Active	8
	1		00194	Depot	21/Dec/2023	20/Dec/2024	Active	
		0	00199	Depot	21/Dec/2023	20/Dec/2024	Active	
		0	00206	Agent Ticket	26/Dec/2023	25/Dec/2024	Active	
		0	00208	Online Agent Ticket	26/Dec/2023	25/Dec/2024	Active	
							Items per page: 5	1-5 of 9 < < > >1
	2	Reason for C XXXXXXXX	an ontation OOX		Constitution of the second sec	ten Stop Dele XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	۵	
								3 Save & Next

Figure 81: Select License to Cancel

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License to Cancel	Enable user to choose which License to proceed with the cancellation	Users select license to cancel from the list by clicking the radio button.	Mandatory. Click radio button.
2	Reason for Cancellation / Operation Stop Date	Enable user to insert reason for cancellation & Operation stop date	User to key in cancellation reason & Operation Stop Date	Text format. Calendar format.
3	Save & Next	Enables saving of the selected license and proceed to the next screen.	User clicks on the Save & Next button to proceed to the next screen.	Click button. Next screen is displayed as per Figure 82.

					Company A	÷	Company A	📌 🔒 ВМ EN
Ŧ	Select License	Terminal / Depot / Ticket Agent Licensing - Cancel Application > Depot						
E P	Requirement Document Review Application	Required Documents Relevant documents	٥	Testing (1).pdf 💽	1			
Ô	Declaration							
						2	Previous Save	& Next

Figure 82: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 83.

=	i =}KP	de				Company A	٠	Company A	🤗 🛖 в	M EN
Ŧ	Select License	Terminal / Depot / Ticket Agent Licensi	ng > Cancel Application > Depot					_		•
e	Requirement Document									^
P	Review Application	License Number 00194	License Type Depot	License Start Date 21/Dec/2023	License End Date 20/Dec/2024	Status Active				
6	Declaration	Reason for Cancellation testing	Operation Stop Date 10/Jan/2024							
							0	Previous Save & Ne	a l	

Figure 83: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 84.
	i = /KF	Duick Guide	Company A 🖕 Company A 🦧 🙀 🖬 I 🖬	
---	--------------------------------	-------------	---	
Ŧ	Select License	0	Terminal / Depot / Ticket Agent Licensing - Canoel Application - Deput	
	Review Application Declaration	0	Peoplase Pelangen / Outsome's Declaration Sparse Sparse Sparse Sparse 1 Statum menguka: balanum 1 Antio menguka: balanum 2 Antio menguka: balanum 3 Antio menguka: balanum 3 Antio menguka: balanum 3 <	
		1	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 APAO's website or through the nearest APAD Office. 1 Have read and agreed with the terms and conditions mentioned above. I confirm that I fulfi all the Eigibility Criteria imposed 2. Inverse and agreed with the terms and conditions mentioned above. I confirm that I fulfi all the Eigibility Criteria imposed 2. Inverse and agreed with the terms and conditions mentioned above. I confirm that I fulfi all the Eigibility Criteria imposed 2. Inverse and agreed with the terms and conditions mentioned above. I confirm that I fulfi all the Eigibility Criteria imposed 2. Inverse and agreed with the terms and conditions mentioned above. I confirm that I fulfi all the Eigibility Criteria imposed	

Figure 84: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

i 	(P				Company	A 🔹 Company A 🙎 省	🔑 🏫 BM EN
	E 34 Total Applications	0 10 pplications Approved	3 12 Applications Period	nding App	7 lications Rejected	5 Applications Draft	
	Land Public Transport Licensing	L =		Reference of the second	ss Licensing	C24 Service Request	
	Payment	Railway Licensing & El	nforcement	Cross Borde	er	o Training Provider	
	Training Register	Terminal / Depot / Ticket /	Agent Licensing	PDRM Criminal R	ecords	Monitoring & Compliance Management	
		1					

4.3.3 Agent Ticket

Figure 85: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Dutton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 86.



Figure 86: Cancel Application Sub-Module

No FIELD (ENG) FIELD DESCRIPTION A	ACTION REQUIRED	REMARKS
1CancelProvides access toUsApplicationvarious tasks under"C"CancelbuApplication".	Iser to click on Cancel Application" utton.	Click button. Next screen is displayed as per Figure 87.

Select License		License Number	License Type	License Start Date	License End Date	Status	View Details	
	0	00126	Terminal	12/Dec/2023	11/Dec/2024	Active		
Requirement Document	0	00132	Terminal	12/Dec/2023	12/May/2024	Active		
Review Application		00138	Agent Ticket	10/Jan/2024	09/Jan/2025	Active		
Declaration	0	00152	Agent Ticket	21/Dec/2023	20/Dec/2024	Active		
	0	00155	Online Agent Ticket	14/Dec/2023	13/Dec/2024	Active		
	0	00194	Depot	21/Dec/2023	20/Dec/2024	Active		
	0	00199	Depot	21/Dec/2023	20/Dec/2024	Active		
	0	00206	Agent Ticket	26/Dec/2023	25/Dec/2024	Active		
	0	00208	Online Agent Ticket	26/Dec/2023	25/Dec/2024	Active		
						lterns per page. 5	1 - 5 of 9 < <	;
2	Reason for XXXXXXX	Cancellation		Operation	Stop Date			

Figure 87: Select License to Cancel

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License to Cancel	Enable user to choose which License to proceed with the cancellation	Users select license to cancel from the list by clicking the radio button.	Mandatory. Click radio button.
2	Reason for Cancellation / Operation Stop Date	Enable user to insert reason for cancellation & Operation stop date	User to key in cancellation reason & Operation Stop Date	Text format. Calendar format.
3	Save & Next	Enables saving of the selected license and proceed to the next screen.	User clicks on the Save & Next button to proceed to the next screen.	Click button. Next screen is displayed as per Figure 88.

=		1 			Company A	÷	Company A	🔑 🏫 ВМ ЕМ
Ŧ	Select License	Terminal / Depot / Ticket Agent Licensing - Cancel Application - Agent Ticket						
•	Requirement Document	Required Documents Relevant documents	٥	Testing (1).pdf 💿	1			
Ô	Declaration							
						2	Previous Save	& Next

Figure 88: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 89.

=	<i>i∋}K</i> ₽					Company A	Compa	any A 🙎 🖞	🔊 🏫 BM EN
Ŧ	Select License	Terminal / Depot / Ticket Agent Licensin	ng > Cancel Application > Agent Ticket						ē
۵	Requirement Document								^
	Review Application	License Number 00138	License Type Agent Ticket	License Start Date 10/Jan/2024	License End Date 09/Jan/2025	Status Active			
Ô	Declaration	Reason for Cancellation testing	Operation Stop Date 10/Jan/2024						
							0	Previous Save & No	ext

Figure 89: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 90.



Figure 90: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

<i>i S†</i> K	(P				Compar	ny A 👻 Company A 🙁 🥤	P 🔒 BM EN
	34 Total Applications	2 10 Applications Approved	3 12 Applications P	2 rending	S 7 Applications Rejected	3 5 Applications Draft	
	Cand Public Transport Licensing	Driver Car	d	Intermedia	Constant Con	G24 Service Request	
	Payment	Railway Licensing & I	Enforcement		Cross Border	Training Provider	
	2 Training Register	Terminal / Depot / Ticket	Agent Licensing	PDRN	Criminal Records	Monitoring & Compliance Management	
		1	1				

4.3.4 Online Agent Ticket

Figure 91: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Dutton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 92.



Figure 92: Cancel Application Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Cancel	Provides access to	User to click on	Click button.
	Application	various tasks under "Cancel Application".	"Cancel Application" button.	Next screen is displayed as per Figure 93.

=	<i>i∋}K</i> ₽₽	le				Company A	*	Compa	any A	@	вм	I EN
-	Select License		License Number	License Type	License Start Date	License End Date		Status	View Deta	ails		
	Den la rest Den rest	0	00126	Terminal	12/Dec/2023	11/Dec/2024		Active				
	Requirement Document	0	00132	Terminal	12/Dec/2023	12/May/2024		Active				
	Review Application	0	00138	Agent Ticket	10/Jan/2024	09/Jan/2025		Active				
Ô	Declaration	0	00152	Agent Ticket	21/Dec/2023	20/Dec/2024		Active				
	1		00155	Online Agent Ticket	14/Dec/2023	13/Dec/2024		Active				
	-	0	00194	Depot	21/Dec/2023	20/Dec/2024		Active				
		0	00199	Depot	21/Dec/2023	20/Dec/2024		Active				
		0	00206	Agent Ticket	26/Dec/2023	25/Dec/2024		Active				
		0	00208	Online Agent Ticket	26/Dec/2023	25/Dec/2024		Active				
							ltems per pa	ge: <u>5</u>	1 - 5 of 9	<	\rightarrow	×
	2	Reason fo	Cancellation XXXXX		Operation Stop Date	(÷					
									3 Save	& Next		

Figure 93: Select License to Cancel

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select License to Cancel	Enable user to choose which License to proceed with the cancellation	Users select license to cancel from the list by clicking the radio button.	Mandatory. Click radio button.
2	Reason for Cancellation / Operation Stop Date	Enable user to insert reason for cancellation & Operation stop date	User to key in cancellation reason & Operation Stop Date	Text format. Calendar format.
3	Save & Next	Enables saving of the selected license and proceed to the next screen.	User clicks on the Save & Next button to proceed to the next screen.	Click button. Next screen is displayed as per Figure 94.

=	<i>is)KP</i>	L.			Company A	•	Company A	P	BM EN
Ŧ	Select License	Terminal / Depot / Ticket Agent Licensing - Cancel Application - Online Agent Ticket							
	Requirement Document Review Application	Required Documents Relevant documents	٥	Testing (1).pdf 💽	1				
Ø	Declaration								
						2	Previous Save	k Next	

Figure 94: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 95.

					Company	Ą ,	Company A 🛛 🤞	BM EN
Select License	Terminal / Depot / Ticket Agent Lic	censing > Cancel Application > Online A	pent Ticket				_	
Requirement Document								^
Review Application	License Number 00208	Lornst Type Online Agent Ticket	License Start Date 26/Dec/2023	License End Date 25/Dec/2024	Status Active			
Declaration	Reason for Cancellation testing	Operation Stop Date 10/Jan/2024						
								_
						1	Previous Save & Next	
	Select License Image: Control of Control o	Requerement Document Control C	Select Loons Image: A control of the control of th	Select Leense Image: Select Leense Requirement Document Image: Select Leense Requirement Document Image: Select Leense Declaration Online Agent Tacket Declaration Online Agent Tacket Declaration Online Agent Tacket Declaration Online Agent Tacket Declaration Online Agent Tacket	Select Leense Immediated Deput / Takket Agent Leensing - Cancel Application - Codine Agent Takkt Requirement Document Immediated Deput / Takket Agent Leensing - Cancel Application - Codine Agent Takkt Reduration Immediated Deput / Takket Agent Leensing - Cancel Application - Codine Agent Takkt Declaration Codine Agent Takkt Declaration Contraction Option Takkt Contraction Option Takkt Contraction Declaration Contraction	Select License Image: Select License Requirement Document Image: Select License Intelling Reducation Online Agent License Intelling Reducation Online Agent License Intelling Declaration Open / Ticket Agent License Intelling	Company	Company A Company A

Figure 95: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 96.



Figure 96: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

4.4 Variation of Licensing

While for variation, there is a fast approval on certain conditions which apply to ALL applications (Terminal/Depot/Agent Ticket/Online Agent Ticket), however variation for Terminal license still goes on audit as current practices.



Figure 97: Variation of Licensing Process Flow

4.4.1 Variation for Company

4.4.1.1 Company Shareholders

<i>i 57</i> K					Company A	A 🔹 Company A 🙎	Ք 🏤 ВМ ЕМ
	34 Total Applications	2 10	12 Applications Period	nding Applicat	7 tions Rejected	5 Applications Draft	
	Cand Public Transport Licensing	L ≡ Driver Cart	d	Entermediation Business Li	censing	©24 Service Request	
	Payment	Railway Licensing & f	inforcement	Cross Border		Training Provider	
	o Training Register	Terminal / Depot / Ticket	Agent Licensing	PDRM Criminal Record	rds	Monitoring & Compliance Management	
		0					

Figure 98: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Ducton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure 99.



Figure 99: Variation of Licensing Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of	Provides access to	User to click on	Click button.
	Licensing	various tasks under "Variation of Licensing".	"Variation of Licensing" button.	Next screen is displayed as per Figure 100.

	Curck Guide Terminal / Depot / Ticket Agent Licensing - Variation of Licensing -	отрануя - Сопрануя 5 🗶 🛪 вм ны
Variation Details Requirement Document Review Application	Select Variation For Terminal	
Declaration	Change Terminal Image: Change Terminal Name Image: Change Terminal Ownership Select Variation For Depot Image: Change Terminal Name Image: Change Terminal Ownership	Change Operation Time
	Change Depot Address	

Figure 100: Select variation for Company - Company Shareholders

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Company Shareholders	Enable user to select Variation for Company	User to click on the "Company Shareholders" button to proceed with	Click radio button.
2	Next	Enables user to proceed to the next screen	variation User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 101.

= /.5		Company A 🦂 Company A 🛛 🧬 🏠 🛤 I 🛤
Variation Type Variation Details	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Existing Shareholder/Equity Holder Details	SSM Shareholder/Equity Holder Details
Requirement Docus	ment Name: x000000000000000000000000000000000000	Name: 3000000000000000000000000000000000000
		Name: 3000000000000000000000000000000000000
		1 Next

Figure 101: Variation Details

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Next	Enables user to proceed to the next	User to click on the Next button to proceed	Click button.
		screen	to the next screen	Next screen is displayed as per Figure 102.

=	i .= †KF	Cuick Guide					Company A	.*	Company A	🔑 🏤 BM EN
⊙	Variation Details	Terminal / Depot / Ticket Agent Licensing > Required Documents *Financial Evidence	Variation of Licensing > Variation of	Share holder Enter	evidence information for row 1.					
• ©	Review Application	Type of Documents SLIP SIMPANAN TETAP	Month <u> 19/01/2024</u>	Ē	Amount (RM) 200 Total(RM) 200.00	٥	Testing (1).pdf 💿			Add twidence
		*Bank Statements	Month	Enter state	ment information for 3 month.					Add Statement
		CIMB	19/01/2024 19/01/2024	Ē Ē	200	•	Testing (1).pdf 💽 📕		U	
		CIMB Relevant documents	19/01/2024	E	200 Total(RM) 600.00	09:(1).pd				
									2 Previous	Save & Next

Figure 102: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert any information needed and upload any additional relevant supporting document	User to key in information and Click the Upload Icon & upload the supporting document.	*Mandatory field. Dropdown list. Date format. Number/text format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 103.

=	i ≡ ∲KP	Carles Guarte	Company A 👻 Comp	bany A 🏫 🛤 i EN
¢	Variation Details	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation of Drave holder Appli	cation Status: Draft	
•	Review Application	Shareholders to be Deleted:		^
Ø	Declaration	Shareholders to be Added:		^
		IC Number Name x000000000000 X000000000000000000000000	Total of Shares XXXXXXXXX	
		Shareholders to be Updated:		^
			0	Previous Save & Next
			•	

Figure 103: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 104.

=	i .57 /K	2	General Guarde	Company A	÷	Company A	P 🕈 BM I EN
@+	Variation Details	0	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation of Bhave holder				
٩	Requirement Docume	nt 📀	Declaration				
	Review Application	0	Pengakuan Pelanggan / Customer's Declaration				
-			Saya / Kami mengaku bahawa:				
E	Declaration		 Sema makinmi yang diberikan dalam borang ini termasuk dokumen sokongan dalah BENAR dan TERKINI. Telah melantik wakil mengikut surut wakil untuk tujuan melaksanakan apa apa unusan dengan APAD dan akan bertanggungjawab kestas sebarang dokumen Telah menatuhi sebarang kepelnun lain yang distetapkan oleh Agensi, Akta Pengangkutan Awam Dant 2010 atau mana-mana undang-undang yang terpakat 	ntasi atau transaksi yang i.	dibuat oleh	wakil tersebut; dan	
			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 littler for the purpose of exercising any right to deal with APAD and will be responsible for any doc 3. Completed with any other requirements set by the Apextor, bit Land Padia Transport Act 2010 or any applicable laws. 	ument or transactions m	ade by suct	n representative; and	
			Peringatar/Reminder				
			 Di bawah Sekayen 264(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalaukan penyataan atau mengemukak RM10,000.00 atau dipenjarakan tidak melehih satu (1) tahun atau kedua-duanya selali. Pelanggan diwajiban membaci, memahami dian menatahi polisi dan yanya siyang disetapatan oleh APAD yang diperolehi dari laman web APAD atau melalui 	an butiran palsu boleh di pejabat APAD yang berh	kenakan der ampiran.	nda tidak kurang RM1,000.	00 dan tidak melebihi
			 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 fin exceeding one (1) year or both. The customers in obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAD's website or througe 	ned not less than RM1,0	00.00 and n	ot exceeding RM10,000.00	or imprisonment not
		1	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 & Pay Later	Submit & Pay Now

Figure 104: Declaration

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Declaration	This is to declare	User to tick the	Mandatory field.
		that User has read	checkbox once	Tick chockbox
		& understood the	understood on the	
		terms & conditions	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 &	decide on next	button as per options:	
	Exit / Submit	action.	- Previous	
	& Pay Later /		- Save Draft &	
	Submit & Pay		Exit	
	NOW		- Submit & Pay	
			Later	
			- Submit & Pay	
			Now	

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

4.4.2 Variation for Terminal

<i>i S}</i> k				Co	ompany A 👻 Company A 😤 🖞	🔑 🏫 ВМ EN
	34 Total Applications	2 10 Applications Approved	12 Applications Pene	ding Applications Rej	ected Applications Draft	
	Cand Public Transport Licensing	L E	d	ntermediation Business Licensing	C24 Service Request	
	Payment	Railway Licensing & E	inforcement	Cross Border	9*** Training Provider	
	o···· Training Register	Terminal / Depot / Ticket	Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
		1				

4.4.2.1 Change Terminal

Figure 105: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure
				106.

I Licensing					
	Total Applications	15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F3 ReNew App	lication V	A ariation of Licensing	Variation Change of Grade
			Cancel Application	0	
	My Approvals				~
	My Applications				

Figure 106: Variation of Licensing Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of	Provides access to	User to click on	Click button.
	Licensing	various tasks under "Variation of Licensing".	"Variation of Licensing" button.	Next screen is displayed as per Figure 107.

= i.Ki	Duck Curr		Company A 🕌 Compa	ny A , 🧬 🏠 BM I EN
Variation Type Terminal License Variation Details Requirement Document	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Select Variation For Company			
Review Application Integration Verification Declaration	Change Terminal	Change Terminal Ownership	Change Operation Time	
	Change Depot Address	Change Operation Time		
				2 Next

Figure 107: Select variation for Terminal - Change Terminal

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change Terminal	Enable user to select Variation for Terminal	User to click on the "Change Terminal" button to proceed with variation	Click radio button.
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 108.

	<i>i≤}K</i> ₽	Quick Guide				Company A 👻 Comp	any A 🔥 🧬 🏫	BM EN
	Variation Type	Terminal /	/ Depot / Ticket Agent Licensing > Variatio	n of Licensing > Variation change of Terminal Temp	sonary Location		1	
=	Terminal License	۲	00126	License Type Terminal	Start Date 12/Dec/2023	End Date	A 1	
Ē	Requirement Document					Items per page: 10 👻	1-1of1 < <	> >
	Review Application							
6	Declaration							
						2	Previous Ne	et

Figure 108: Select Terminal License for Change Terminal

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select	User to select	User to click the	Click radio button
	Terminal	Terminal License for	button to select	
	License for	Change Terminal	which Terminal	
	Change		License to proceed	
	Terminal		with Change	
			Terminal process	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 109.

=	i s /Kr	Quick Guide		Company A	🔹 Company A 🔥 🧬 🏤 вм і вм
⊲ ⊩ &	Variation Type <	Terminal / Depot / Ticket Agent Licen Existing Terminal Details Terminal Name: Terminal Bas A	sing > Variation of Licensing > Variation change of Termi wana Genting Highland	nal Temporary Location	
٦	Requirement Document	Address Line 1: xxx		Address Line 2: xxx	
•	Review Application	State: 01	District: xxx	Postcode: 123	
Ø	Integration Verification				
Ó	Declaration	Temporary Terminal Deta	ils		
_		Temporary Terminal Name			
		testing			
					•
		Address Line 1		Address Lins 2	
		testing		Address Line 2	
		State *	District	Postcode	
		JOHOR	testing	12345	
					2 Previous Save & Next

Figure 109: Variation Details

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Temporary	User to insert	User to key in	Text format.
	Terminal	information on the	information on the	Number format
	Details	Temporary Terminal	Temporary Terminal	Number Tormat.
		Details	Details in the fields	Dropdown button.
			required	
2	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 information	- Save & Next	displayed as per
		inserted and saving	(selected)	Figure 110.
		of the uploaded		
		documents.		

=	<i>i≡∲KF</i>	Carat Could			Company A 🔍 🗸	Company A	🙅 🏫 BM EN
	Variation Type	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation change of Terminal Temporary Location Required Documents					
÷	Terminal License	* Relevant documents	٥	Testing (1).pdf			0
e.	Requirement Document	* Layout plan of temporary terminal	٥	Testing (1).pdf	1		•
	Review Application	Temporary Transfer Authorization Letter by PBT	٥	Testing (1).pdf			•
Ø	Integration Verification						-
窗	Declaration						
						2 Previous	Save & Next

Figure 110: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement	To upload any	User to upload the	*Mandatory field.
	Document	additional relevant supporting document	supporting document.	Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of	User to click on the following options:	Click button. Next screen is
		the information inserted and saving	- Previous	displayed as per Figure 111.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		of the uploaded	- Save & Next	
		documents.	(selected)	

=	i .5) K	7	Quick Guide				Comp	any A 🕞	Company A	P	🔒 BM EN
△ 	Variation Type Terminal License	00		Application Details Operator Licence Number: 00126	License Type: Ter	minal	Start Date: 12/Dec/2023		End Date: 11/Dec/2024		^
⊙	Variation Details Requirement Docum	ent 📀		Selected Variations							^
• 0	Review Application	'n		Existing Terminal Details	g Highland						
6	Declaration			Address Line 1: xxx State: 01	District: xxx		Address Line 2: xxx Postcode: 123				
				Temporary Terminal Details Temporary Terminal Name: testing Address Line 1: testing State: 0) Temporary Transfer Start Date: 15/Jan/2024	4	District: testing Temporary Transfer End Date: 1	Address Line 2: 17/Jan/2024	Postcode: 12345			
									Previous		ave & Next

Figure 111: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 112.

=	i .5) Ki	2	Contra Contra		Company A 👒 Company A	8. 🧬 🏫 BM EN
÷	Terminal License	0	Terminal / Depot / Ticket Agent Licensing - Variation of Lice	maing a Variation charge of Terminal Temporary Location Application	n Status: Draft	
Q.	Variation Details	2	Integration Verification			
۰	Requirement Document	>	Type of Validation	Status	Remarks	
	Review Application	2	Checked Company Information from the SSM System (1	98701005333) 🗸		
0	Integration Verification					
	Declaration					
					1 Previ	Save & Next

Figure 112: Integration Verification

	ACTION REQUIRED	REMARKS
1Previous / Save & NextEnables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 113.

<i>i∋}K₽</i>	Company A 💝 🏫 🛤 i 🖬
Variation Type Image: Comparison of the second se	 Gagal melengkapkan borang permohonan ini dan/atau melampirkan dokumen yang diperkkan; atau Maklumat yang disytharkan di dalam borang ini dan/atau dokumen yang diperkkan; atau Mempunyai sama SPA.D/ APAD/ Jabatan Pengangkutan Jalan (JPJ) / Poito IR Aga Malaysia (PDRM) yang masih belum diselesaikan; atau Tiratak memutika ga-pas deterkendik kai nyang ditetapkan oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang berkaitan. I/ We also understand that this application will be rejected if: Failure to complete this application form and/or attach the required documents; or The information declared in this form and/or attach the required documents; or New in S.P.A.D / APAD / Adad Transport Depark Makaysia Poitoe (PDRM) summons that has not been completed; or Failure to complete this application with er attached documents are failes: or Baiture to complete this optimation of the attached documents are failes: or Have an S.P.A.D / APAD / Abad Transport Depark Makaysia Poitoe (PDRM) summons that has not been completed; or Failure to comply with any other requirements set by the Agency, the Land Public Transport Act 2010 or any relevant laws. Periogratm Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, Pernohon yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan butiran palsu boleh dikenakan denda tidak kurang RM1000.00 da tu dipenjarakan tidak melebih isatu (1) ahan atau kedu-duanya sekali Pernohon diwagbian membaca, memahami dan mematuhi dasar dan syarat yang telah ditetagkan oleh APAD yang boleh dipercieh dari laman sesawang APAD http://apad.gov.my atau melalu pejabat APAD yang berkitan.
G	Waning • Under Section 204(1) of the Land Public Transport Act 2010, an applicant who is found guilty of falsifying statement or submission of false details may be subject to a fine of not less than RM1,000.00 and not more than RM1000.00 or imprisonment not exceeding one (1) year or both. • Applicants are required to read, understand and comply with the policies and conditions set by APAD that can obtained from the APAD website http://www.apad.gov.my or through the nearest APAD office. Image: The required to read, understand and comply with the policies and conditions set by APAD that can obtained from the APAD website http://www.apad.gov.my or through the nearest APAD office. Image: The required to read, understand and conditions mentioned above. I confirm that I fulfi all the Eligibility Criteria imposed
	2 Previous Save Draft & Exit Submit & Pay Later Submit & Pay Now

Figure 113: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

4.4.2.2 Change Terminal Name

<i>i.k</i>	(P			Compa	ny A 🔹 Company A 😤 🥤	P 🏫 BM EN
	E 34 Total Applications	10 Deplications Approved	12 Applications Pending	S 7 Applications Rejected	5 Applications Draft	
	Land Public Transport Licensing	L ≡ Driver Card	Inter	ediation Business Licensing	G ₂₄ Service Request	
	Payment	Railway Licensing & Enforce	ment	Cross Border	o Training Provider	
	Training Register	Terminal / Depot / Ticket Agent	Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
		1				

Figure 114: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Ducton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure
				115.

I Licensing					
	Total Applications	15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F3 ReNew App	lication V	A ariation of Licensing	Variation Change of Grade
			Cancel Application	0	
	My Approvals				~
	My Applications				

Figure 115: Variation of Licensing Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of	Provides access to	User to click on	Click button.
	Licensing	various tasks under "Variation of Licensing".	"Variation of Licensing" button.	Next screen is displayed as per Figure 116.

= <i>i.S.</i> /KF	- Сотрапу А 🖓 🏠 ми јем
Variation Type Terminal License Variation Details	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Select Variation For Company @G. O Company Shareholders
Requirement Document Review Application Integration Verification	Select Variation For Terminal
Declaration	Select Variation For Depot
	2 Next

Figure 116: Select variation for Terminal - Change Terminal Name

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change Terminal Name	Enable user to select Variation for Terminal	User to click on the "Change Terminal Name" button to proceed with variation	Click radio button.
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 117.

=	<i>i≤}K</i> F	Quick Guide				Company A 🛛 😽	Company A 👔 🤉	P 🛧	BM EN
△ =	Variation Type 🔗	Terminal	/ Depot / Ticket Agent Licensing > Vari Operator Licence Number	ation of Licensing > Variation charg	ge of Terminal Name Start Date	End Date	Status		
Q.	Variation Details	۲	00126	Terminal	12/Dec/2023	11/Dec/2024	A 1		
e	Requirement Document					Items per page:	10 👻 1 - 1 of 1	I< <	> >
	Review Application								
0	Integration Verification								
Ô	Declaration								
							Previous	Next	

Figure 117: Select Terminal License for Change Terminal Name

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select	User to select	User to click the	Click radio button
	Terminal	Terminal License for	button to select	
	License for	Change Terminal	which Terminal	
		Name	License to proceed	
			with Change	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	Change Terminal Name		Terminal Name process	
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 118.

=	<i>i∋}K</i> ₽	Quick Guide		Com	ipany A 🔍 🗧 Company A	5 🥐 🏦 BM EN
	Variation Type 🔗	Terminal / Depot / Ticket Agent Licensir	ng > Variation of Licensing > Variation change of Term	inal Name		
=	Terminal License	Operator Licence Number	Variation Type	Old Variation	New Variation	
Ø,	Variation Details	00126	Terminal Name	XXXXXXXXXXXXXXXXXX	New Terminal Name	1
E	Requirement Document					
F	Review Application					
Ø	Integration Verification					
Ô	Declaration					
					2 Prev	ious Save & Next

Figure 118: Variation Details - New Terminal Name

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New Terminal	User to insert	User to key in	Text/number
	Name	ame information on the inform		format.
	New Terminal Nam		New Terminal Name	
			in the field required	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 119.

=	i s /KP	Quest Guele			Company A	.* Ci	ompany A	" Р 🔥	BM EN
	Variation Type	Terminal / Depot / Ticket Agent Licensing > Variation of Licensing > Variation change of Terminal Name Required Documents							
F C	Terminal License	* Relevant documents	٥	Testing (1).pdf				0	
e.	Requirement Document	* Layout plan of temporary terminal	٥	Testing (1).pdf				•	1
	Review Application	* Temporary Transfer Authorization Letter by PBT	٥	Testing (1).pdf				0	
6	Declaration								
								_	
							2 Previous	Save 8	L Next

Figure 119: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement	To upload any	User to upload the	*Mandatory field.
	Document	additional relevant supporting document	supporting document.	Upload icon.
2	Previous /	Enables either	User to click on the	Click button.
	Save & Next	viewing of previous	following options:	
		screen / saving of		

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		the information	- Previous	Next screen is
		inserted and saving	- Save & Next	displayed as per
		of the uploaded	(selected)	Figure 120.
		documents.		

=	<i>i≡∲KP</i>	LE Quick Guide	,		Company A	🗸 Company A 🚦	🥵 🏫 BM EN		
	Variation Type	on Type 📀 Terminal / Depot / Ticket Agent Licensing > Variation of Licensing > Variation change of Terminal Name							
Ŧ	Terminal License 🛛 📀		Application Details				^		
¢	Variation Details		Operator Licence Number: 00126	License Type: Terminal	Start Date: 12/Dec/2023	End Date: 11/Dec/2024			
•	Review Application		Selected Variations				^		
0	Integration Verification		Variation Type	Old Variation	New Variation				
Ô	Declaration		Terminal Name	200000000000000000000000000000000000000	XXXXXXXXXXXXXXXXXXXX				
						1 Previous	Save & Next		

Figure 120: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 121.
=	i ≡ ∲KP	Quick Guide	Company A 👻	Company A 🔥 🧬 🏫 BM I EN
----	--------------------------	---	-------------	-------------------------
÷	Terminal License	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation change of Terminal Name Application Status: Draf	ft	7
¢+	Variation Details	Integration Verification		
٦	Requirement Document 🥪	Type of Validation Status	Remarks	
Þ	Review Application	Checked Company Information from the SSM System (198701005333)		
Ø	Integration Verification			
Ô	Declaration			
				Previous Save & Next

Figure 121: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 122.

	i s) KP	Company A 🖌 Company A 🦨 🖬 i 🗈
÷	Terminal License 🤣	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation change of Terminal Name
Q.	Variation Details	Declandion
e	Requirement Document	Pengakuan Pelanggan / Customer's Declaration
		Saya / Kami mengaku bahawa:
0	Review Application	1. Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah EDAAR dari TEXRUI. 2. Telah metantik wakil mengkut surut waki umuk hujuan metaksanakan apa agu urusan dengan APAD dan akan beranggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil tersebut, dan 3. Telah mematini besharaj keemitan lini yang disebugan oleh Agmis, Mak Pengangkutan Awam Davat 2010 atau mana-mana undang-undang yang terpakai.
~	· · · · ·	I / We declare that
8	Declaration	 All information provided in this form including attachment documents is TRUE and UP TO DATE. Nas 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. Complicit with any other requirements sets by the Agency but insport Art 2010 or any applicable laws.
		Peringatan/Reminder
		1. Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, pelanggan yang didapati melakukan kesalahan memalaukan penyataan atau mengemukakan bariran palsu boleh dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM1000.00 atau denganakan tidak melebi sisul (1) tahan atau kedua durang sekali. 2. Pelanggan dengakan membaan dan membahti polisi dan sisul yang detapatan oleh APAD yang diperolehi dari laman web APAD atau melaku pejabat APAD yang berhamgiran.
		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 not exceeding RM10,000.00 or imprisonment not exceeding one (1) year or both. 2. The customers is obliged to read, understand, and comply with the policies and conditions stipulated by APAD can be obtained from APAO's website or through the nearest APAD Office.
	1	I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfil all the Eligibility Criteria imposed
		2 Previous Serve Dash & EDit & Bahret & Pary Later Gademit & Pary New

Figure 122: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

Company A - Company A 2 📌 🛧							
	34 Total Applications	2 10 plications Approved	1 Applications F	2 Pending	7 Applications Rejected	3 5 Applications Draft	
	Land Public Transport Licensing	Driver Card		Intermediati	Con Business Licensing	G24 Service Request	
	Payment	Railway Licensing & Enfor	rcement	c	ross Border	Correction of the second secon	
	o Training Register	Terminal / Depot / Ticket Age	nt Licensing	PDRM	Criminal Records	Monitoring & Compliance Management	
		0					

4.4.2.3 Change Terminal Ownership

Figure 123: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Ducton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure
				124.

I Licensing					
	Total Applications	15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F3 ReNew App	lication V	A ariation of Licensing	Variation Change of Grade
			Cancel Application	0	
	My Approvals				~
	My Applications				

Figure 124: Variation of Licensing Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of	Provides access to	User to click on	Click button.
	Licensing	various tasks under "Variation of Licensing".	"Variation of Licensing" button.	Next screen is displayed as per Figure 125.

= ; 	Curk Gude	Company A 👻 Company A	S 🥐 🏦 BM EN
Variation Type Terminal License Variation Details Requirement Document Review Application	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Select Variation For Company g_ Company Shareholders Select Variation For Terminal		
Integration Verification Declaration	Select Variation For Depot	p Change Operation Time	
	Change Depot Address		
			2 Next

Figure 125: Select variation for Terminal - Change Terminal Ownership

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change Terminal Ownership	Enable user to select Variation for Terminal	User to click on the "Change Terminal Ownership" button to proceed with variation	Click radio button.
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 126.

=	i ≡ ∲KP	Quick Guide				Company A 🔹	Company A	P	n BM	I I EN
	Variation Type	Terminal .	/ Depot / Ticket Agent Licensing > Varia	tion of Licensing > Variation change	of Terminal Owner					
₹	Terminal License	-	Operator Licence Number	License Type	Start Date	End Date	Status			
C+	Variation Details		00126	Terminal	12/Dec/2023	11/Dec/2024	A	1		
e	Requirement Document					Items per page:	10 • 1 - 1 of 1	<	$\langle \rangle$	>1
	Review Application									
0	Integration Verification									
Ô	Declaration									
									Next	
							Previou		PREAL	

Figure 126: Select Terminal License for Change Terminal Ownership

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select	User to select	User to click the	Click radio button
	Terminal	Terminal License for	button to select	
	License for	Change Terminal	which Terminal	
	Change	Ownership	License to proceed	
			with Change	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	Terminal Ownership		Terminal Ownership process	
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 127.

=	i s) KP	Guick Guide				Company A 🕞 Com	pany A 🙎 🧬 🏫 BM I EM
^	Variation Type	Terminal / Depot / Ticket Agent L	icensing > Variation of Licensing >	Variation change of Terminal Owner			
-	Terminal License	Operator Licence Number	Terminal Name	Variation Type	Old Variation	New Variation	
¢	Variation Details	00126	*****	Terminal Ownership	Private		1
	Requirement Document						
	Review Application						
0	Integration Verification						
6	Declaration						
						2	Previous Save & Next

Figure 127: Variation Details - New Variation

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New Variation	User to insert	User to select from	Dropdown button.
		information on the	dropdown button on	
		New Ownership	the New Ownership	
			as below:	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	 - 3rd Party Appointed by Owner - Govt Owned User to click on the following options: Previous Save & Next (selected) 	Click button. Next screen is displayed as per Figure 128.

=	i s) KP	Quet Gude			Company A	- Company A	" Р 🛧	BM EN
	Variation Type	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation change of Terminal Owner Required Documents						
÷	Terminal License 🧭	* Relevant documents	٥	Testing (1).pdf			0	
€+	Requirement Document	Layout plan of temporary terminal	۵	Testing (1).pdf			0	
	Review Application	Temporary Transfer Authorization Letter by PBT	٥	Testing (1).pdf			•	
0	Integration Verification						•	
Ô	Declaration	L						
						2 Previou	rs Save &	Next

Figure 128: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement	To upload any	User to upload the	*Mandatory field.
	Document	additional relevant	supporting document.	Upload icon.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		supporting document		
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 129.

=	i ≡ ∲KP	Quick Guide			Company A	👻 Company A 🔥 🧬 1	🔒 BM EN
	Variation Type	Termin	nal / Depot / Ticket Agent Licensing > Variation of	Licensing > Variation change of Terminal Owne	r		,
÷ Ø	Terminal License Variation Details		Application Details Operator Licence Number: 00126	License Type: Terminal	Start Date: 12/Dec/2023	End Date: 11/Dec/2024	^
•	Review Application		Selected Variations				^
Ô	Declaration		Terminal Name	Variation Type Terminal Ownership	Old Variation Private	New Variation 000000000000000000000000000000000000	
						1 Previous Sav	re & Next

Figure 129: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 130.

≡	<i>i≡}K</i>	7	Quick Gode	Company A	.*	Company A	8	1	вм	EN
<u> </u>	Variation Type	0	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation change of Terminal Owner Integration Verification							
- C	Variation Datails		Type of Validation			Status	Re	marks		
€+ ■	Requirement Docume	nt 📿	Checked Company Information from the SSM System (198701005333)			~				
	Review Application	0	-							
Ø	Integration Verificatio	n								
Ô	Declaration									
										_
						1	Previous	Save	8 Next	

Figure 130: Integration Verification

1Previous / Save & NextEnables either viewing of previous screen / saving ofUser to click on the following options:Click button.1Previous / sorreen / saving ofSer to click on the following options:Click button.	No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
the information inserted and proceed to the next screen.	1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 131.



Figure 131: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

<i>i∋∂K</i>	Company A - Company A 2 🥐							
	E 34 Total Applications	0 10 Applications Approved	12 Applications Period	2 ending	7 Applications Rejected	5 Applications Draft		
	Land Public Transport Licensing	L = Driver Card		Intermediation Bu	siness Licensing	C24 Service Request		
	Payment	Railway Licensing & Er	forcement	Cross	Border	Training Provider		
	Training Register	Terminal / Depot / Ticket A	gent Licensing	PDRM Crimi	nal Records	Monitoring & Compliance Management		
		1						

4.4.2.4 Change Operation Time

Figure 132: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Ducton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure
				133.

I Licensing					
	Total Applications	15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F3 ReNew App	lication V	A ariation of Licensing	Variation Change of Grade
			Cancel Application	0	
	My Approvals				~
	My Applications				

Figure 133: Variation of Licensing Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of	Provides access to	User to click on	Click button.
	Licensing	various tasks under "Variation of Licensing".	"Variation of Licensing" button.	Next screen is displayed as per Figure 134.

= /.	Э КР	Quíck Guide			Company A 👻 Company	/ A 🔥 🤷 🏫 BM EN
▲ Variation ★ Termina	ion Type nal License	Terminal / Depot / Ticket Agent Licensing > Var Select Variation For Company	iation of Licensing >			
C Variatio	ion Details rement Document v Application	Select Variation For Terminal				
Declara	ation Verification ation	Change Terminal Select Variation For Depot	Change Terminal Name	Change Terminal Ownership	Change Operation Time	
		Change Depot Address	Change Area Size	Change Operation Time		
						2 Next

Figure 134: Select variation for Terminal - Change Operation Time

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change Operation Time	Enable user to select Variation for Terminal	User to click on the "Change Operation Time" button to proceed with variation	Click radio button.
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 135.

=	i s) KF	Quek Guid				Company A 👻 🤇	Company A 🙎	1	BM EN
 ≂	Variation Type	Terminal	/ Depot / Ticket Agent Licensing - Var Operator Licence Number	lation of Licensing > Variation Cha	nge of Operation Time Start Date	End Date	Status		
Q+	Variation Details	۲	00126	Terminal	12/Dec/2023	11/Dec/2024	A 1)	
٦	Requirement Document					Items per page:	10 💌 1 - 1 of 1	1< <	> >1
	Review Application								
0	Integration Verification								
Ô	Declaration								
							2 Previous	Next	

Figure 135: Select Terminal License for Change Operation Time

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select	User to select	User to click the	Click radio button
	Terminal	Terminal License for	button to select which	
	License for	Change Operation	Terminal License to	
	Change Time proceed with Change			

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	Operation Time		Operation Time process	
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 136.

=	i ≡ ∲KP	Quick Guide			Company A	Company A 🔥 🧃	39 🏫 BM EN
^	Variation Type	Terminal / Depot / Ticket Agent Licensing > Variation	of Licensing > Variation Change of Operation Time			1	
	Terminal License	Variation Type	Old Variation	New Variation			
<₽	Variation Details	Operating Hours (Start)	11:40 AM	05:13 AM	0	0	
٦	Requirement Document	Operating Hours (End)	08:00 AM	11-18 PM	0		
	Review Application	operating rooms (Eno)	0.00 Pin				
\bigcirc	Integration Verification	Safety	Old Value	New Value			
Ô	Declaration						
						2 Previous	Save & Next

Figure 136: Variation Details - New Variation

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New Variation	User to insert	User to insert /	Time format.
		information on the	choose new	
		New Operation	Operation Time	
		Time		

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 137.

=	i =) Ki	Cues Cuel			Company A 📿 🖓	Company A	🧬 🏫 BM EN
	Variation Type 🤣 Terminal License 🧭	Taminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation Change of Operation Time Required Documents Relevant documents	٥	1			
⊘	Variation Details	* Layout plan of temporary terminal	٥	1			
p	Review Application	* Temporary Transfer Authorization Letter by PBT	٥				
0 6	Integration Verification						
						2 Previous	Save & Next

Figure 137: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement	To upload any	User to upload the	*Mandatory field.
	Document	additional relevant supporting document	supporting document.	Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of	User to click on the following options:	Click button.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		the information	- Previous	Next screen is
		inserted and saving	- Save & Next	displayed as per
		of the uploaded	(selected)	Figure 138.
		documents.		

=	i ≡ ∲KP	Quick Guide			Company A	👻 Company A 🙎 🥠	🏫 BM EN
Δ	Variation Type	Termin	al / Depot / Ticket Agent Licensing > Variation o	f Licensing > Variation Change of Operation Ti	776		
Ŧ	Terminal License 🧭		Application Details				^
¢	Variation Details		Operator Licence Number: 00126	License Type: Terminal	Start Date: 12/Dec/2023	End Date: 11/Dec/2024	
	Requirement Document						
	Review Application		Selected Variations				Â
0	Integration Verification		Variation Type	Old Variation	New Variation		
0	Declaration		Operating Hours (Start)	11:40	05:13		
			Operating Hours (End)	00:80	23:18		
			Safety	Old Value	New Value		
						1 Previous S	ave & Next

Figure 138: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 139.

=	i ; KP	Quet, Guide		Company A 🕞	Company A	≗ 🍄 🏦 BM EN
÷	Terminal License 🤣	Terminal / Depot / Ticket Agent Licensing > Variation of Licensing > Variation	n Change of Operation Time Application Status: Draft			
@+	Variation Details	Integration Verification			_	
۵	Requirement Document	Type of Validation	Status	Remarks		
	Review Application	Checked Company Information from the SSM System (198701005333)	~			
0	Integration Verification					
Ô	Declaration					
					1	evious Save & Next

Figure 139: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 140.

=	i ≡ ∲KP	Company A 🖌 Company A 🦨 🏫 🖿 I 🗈
Ŧ	Terminal License 🥥	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation Change of Operation Time
¢	Variation Details	Declaration
٦	Requirement Document	Pengakuan Pelanggan / Customar's Declaration Sara / Kami mengaku bahawa:
	Review Application	1. Semua maklumat yang diberikan dalam borang ini termasuk dokumen sokongan adalah BENAR dan TEBKINI. 2. Telah melantik wakil mengikut surat wakil untuk hujuan melaksanakan aga-aga urusan dengan APAD dan akan bertanggungjawab keatas sebarang dokumentasi atau transaksi yang dibuat oleh wakil tersebut; dan
0	Integration Verification	 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:
8	Declaration	1. All information provided in this form including attachment documents is TRUE and UP TO DATE. 2. It as 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. Complete with any other requirements set by the Apacency, the Land Public Transport Act 2010 or any applicable laws.
		Paringstan/Reminder
		 Di tawah Sekayas 204(1) Aka Pengangkutan Anam Davia 2010, pelanggan yang didapati melakukan kesalahan memalsukan penyataan atau mengemukukan butiran palsu boleh dikenakan denda tidak kurang RM1,000.00 dan tidak melebihi RM10,000 di tawah tidak melebihi satu (1) sahun atau kebu duanya sekala. Pelanggan diwajbikan membacan, memuluh opisi dai orayat yang disepakan oleh APAD yang diperdehi dari Jaman veb APAD atau melalui pejabat APAD 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 not 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.
	1	I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfi all the Eligibility Criteria imposed
		2 Previous Sees Dath & Exit & Budink & Physical & Physi

Figure 140: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

4.4.3 Variation for Depot

<i>i 57</i> K	(7			Compa	any A 👻 Company A 😤 🥤	P 🏫 BM EN
	34 Total Applications	2 10 Applications Approved	12 Applications Pending	7 Applications Rejected	5 Applications Draft	
	Cand Public Transport Licensing	L = Driver Car	d I	ntermediation Business Licensing	C ₂₄ Service Request	
	Payment	Railway Licensing & I	Enforcement	Cross Border	مبین Training Provider	
	Training Register	Terminal / Depot / Ticket	Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
		1				

4.4.3.1 Change Depot Address

Figure 141: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure
				142.

I Licensing					
	Total Applications	15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
	New Application	F3 ReNew App	lication V	A ariation of Licensing	Variation Change of Grade
			Cancel Application	0	
	My Approvals				~
	My Applications				

Figure 142: Variation of Licensing Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of	Provides access to	User to click on	Click button.
	Licensing	various tasks under "Variation of Licensing".	"Variation of Licensing" button.	Next screen is displayed as per Figure 143.

= /	- 	Curck Guide	Company A , Company A , 🧬 🏫 🛤 i 🖬
▲ V4 ∓ Te	fariation Type	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Select Variation For Company	
	ariation Details	2 Company Shareholders	
E R	lequirement Document	Select Variation For Terminal	
P Re	teview Application	Image: Change Terminal Image: Change Terminal Name Image: Change Terminal Ownership	ip Change Operation Time
	eclaration	Select Variation For Depot	
	•	Change Depot Address	
			2 Next

Figure 143: Select variation for Depot - Change Depot Address

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change Depot Address	Enable user to select Variation for Depot	User to click on the "Change Depot Address" button to proceed with variation	Click radio button.
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 144.

=	<i>i≡}K</i> F	Quick Guid	te			Company A 🔹	Company A 🔒	P	BM	EN
Δ	Variation Type	Termina	I / Depot / Ticket Agent Licensing > Vari	ation of Licensing > Tukar Alamat Dep	poh					
Ŧ	Terminal License		Operator Licence Number	License Type	Start Date	End Date	Status			
@+	Variation Details	0	00194	Depot	21/Dec/2023	20/Dec/2024	A 1)		
E	Requirement Document					Items per page:	10 • 1 - 1 of 1	< <	>	>1
	Review Application									
0	Integration Verification									
Ô	Declaration									
								_	_	٦
							2 Previous	N	lext	

Figure 144: Select Terminal License for Change Depot Address

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select	User to select	User to click the	Click radio button
	Terminal	Terminal License for	button to select	
	License for	Change Depot	which Terminal	
		Address	License to proceed	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
	Change Depot Address		with Change Depot Address process	
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 145.

=	i ≡ }KP	Quick Guide			Company A	•	Company A	Ŋo	P	BM EN
⊳ ₹	Variation Type 📀	Terminal / Depot / Ticket Agent Licensing - Variation of Existing Depot Details	Licensing > Tukar Alamat Depoh							
Ø.	Variation Details	Address Line 1: xxxx		Address Line 2:						
۵	Requirement Document	State: 10	District: petaling	Postcode: 40100						
	Review Application									=
Ø	Integration Verification	Temporary Depot Details								
Ø	Declaration	Address Line 1		Address Line 2		1				
		resong Sate * JOHOR	Duticit	Postcode 12345		1				-
							2 Pre	vious	Save	& Next

Figure 145: Variation Details - Change Depot Address

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change Depot	User to insert	User to key in	Text/number
	Address	information on the	information on the	format.
		Change Depot	Temporary Depot	
		Address	Details in the field	
			required	

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 146.

=	<i>i∋}K</i> ₽	Quark Edwa			Company A	.*	Company A	13	🔒 BM EN
	Variation Type	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Change Depot Address Required Documents		Teatler (b) all					
- (4	Variation Details	* Relevant documents	٥	Testing (1).pdf				0	
Ē	Requirement Document	* Layout plan of temporary terminal	٥	Testing (1).pdf				0	1
	Review Application	Temporary Transfer Authorization Letter by PBT	۵	Testing (1).pdf				0	
0	Integration Verification								
	Declaration								
							2 Previous	s	ave & Next

Figure 146: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement	To upload any	User to upload the	*Mandatory field.
	Document	additional relevant supporting document	supporting document.	Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of	User to click on the following options:	Click button.

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
		the information	- Previous	Next screen is
		inserted and saving	- Save & Next	displayed as per
		of the uploaded	(selected)	Figure 147.
		documents.		

	KP Quick Guide			Company A	A 👻 Company A 🔒	🍄 🔒 ВМ ЕМ
Variation Type Terminal Licen Variation Detail Requirement D	e S s S	Application Details Operator Licence Number: 00194 Selected Variations	License Type: Depot	Start Date: 21/Dec/2023	End Date: 20/Dec/2024	^
Review Applica Integration Ver Declaration	ion	Existing Depot Details Address Line 1: xxxx	Netite entities	Address Line 2:		
		Temporary Depot Details Address Line 1: testing State: 01	District: testing	Address Line 2: testing Pos	teode: 12345	
					1 Previous	Save & Next

Figure 147: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 148.

=	i KP	Quest Coder	Company A	*	Company A	ሬ ⁄	BM EN
	Variation Type	Terminal / Depot / Ticket Agent Licensing > Variation of Licensing > Tuker Alamat Depoh Integration Verification					
÷	Terminal License	Type of Validation			Status	Remarks	
⊙+	Requirement Document	Semakan Maklumat Syarikat daripada Sistem SSM. (198701005333)			~		
	Review Application						
Ø	Integration Verification						
Ô	Declaration						
					1 Pre	vious Save & N	ext

Figure 148: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 149.

i s) KP	Company A 👻 Company A 🚦 📌 🏫 BM I EN
Variation Type Image: Comparison of the sector of the se	 Gagal melengkapkan borang permohonan ini dan/atau melampirkan dokumen yang diperlukan; atau Maklumat yang dibytharkkan di dalam borang ini dan/atau dokumen yang diperlukan; atau Mempunyai sama SPA.D/ APA/D/ Jabatan Pengangkutan Jalan (JPJ)/ Polici D Raja Malaysia (DDRM) yang masih belum diselesaikan; atau Tiraik memultu ga-pag kehendik kai yang dilatepakin oleh Agensi, Akta Pengangkutan Awam Darat 2010 atau mana-mana undang-undang yang berkaitan. I/ We also understand that this application form and/or attach the required documents; or Telaik menutu ga-pag kehendik kai yang dilay pakang berkaitan. I/ We also understand that this application form and/or attach the required documents; or The information declared in this form and/or the attached documents are false; or The information declared in this form and/or the attached documents are false; or Balwe to complete this application will be required documents are false; or Tealiwe to complete this application that form and/or the attached documents are false; or Balwe to complete this application set by the Agency, the Land Public Transport Act 2010 or any relevant laws. Peringstan Di bawah Seksyen 204(1) Akta Pengangkutan Awam Darat 2010, Pemohon yang didapati melakukan kesalahan memalsukan penyataan atau mengemukakan buliran palsu boleh dikenakan denda tidak kurang MM1000.00 di tai diperairakan tidak melebih satu (1) tainu atau kedua-duanya sekali Pernohon divajbkan membaca, memahami dan mematuhi dasar dan syarat yang telah ditetapkan oleh APAD yang boleh diperceleh dari laman sesawang APAD http://apad.gov.my atau melalui pejabat APAD yang boleh diperceleh dari laman sesawang APAD http://apad.gov.my atau melalui pejabat APAD yang berking interview.
G	Warning Under Section 204(1) of the Land Public Transport Act 2010, an applicant who is found guilty of falsifying statement or submission of false details may be subject to a fine of not less than RM1,000.00 and not more than RM100000 or imprisonment not exceeding one (1) year or both. Applicants are required to read, understand and comply with the policies and conditions set by APAD that can obtained from the APAD website http://www.apad.gov.my or through the nearest APAD office. In ave 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 & Pay Later Submit & Pay Now

Figure 149: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

<i>i si</i> k	(2			Compa	any A 👻 Company A 😤 🧃	P 🏫 BM EN
	34 Total Applications	2 10 Applications Approved	12 Applications Pending	Applications Rejected	5 Applications Draft	
	Land Public Transport Licensing	La E	ind Inte	mediation Business Licensing	C24 Service Request	
	Payment	Railway Licensing 8	Enforcement	Cross Border	Training Provider	
	Training Register	Terminal / Depot / Ticke	t Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
		1				

4.4.3.2 Change Area Size

Figure 150: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Ducton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure
				151.

al Licensing					
	1 72	15	18	18	21
	Total Applications	Applications Approved	Applications Pending	Applications Rejected	Applications Draft
	(-CJ			Δ
	New Application	ReNew App	ication Vi	riation of Licensing	Variation Change of Grade
			8	0	
			Cancel Application		
	My Approvals				~
	My Applications				~

Figure 151: Variation of Licensing Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of	Provides access to	User to click on	Click button.
	Licensing	various tasks under "Variation of Licensing".	"Variation of Licensing" button.	Next screen is displayed as per Figure 152.

= .5) KF	Cruck Guile	Company A 👻 Company A 🖕 姫 🔒 вм ј ем
✓ Variation Type 〒 Terminal License ✓ Variation Details ■ Requirement Document ■ Review Application ✓ Integration Verification ✓ Declaration	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Select Variation For Company Image: Company Shareholders Select Variation For Terminal Image: Change Terminal <t< th=""><th>Change Operation Time</th></t<>	Change Operation Time
		2 Next

Figure 152: Select variation for Depot - Change Area Size

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change Area Size	Enable user to select Variation for Depot	User to click on the "Change Area Size" button to proceed	Click radio button.
2	Next	Enables user to proceed to the next screen	With variation User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per
				Figure 153.

=	i ≤} KP	Quick	Guide				Company A 🛛 👻	Company A 🔥	" Р 🛧	BM	EN
	Variation Type	Term	ninal / D	lepot / Ticket Agent Licensing - Varia	tion of Licensing > Variation Change	of Depot Area					
₹	Terminal License	_		Operator Licence Number	License Type	Start Date	End Date	Status			
@+	Variation Details		•	00194	Depot	21/Dec/2023	20/Dec/2024	A 1			
٦	Requirement Document						lterns per page:	10 🕶 1 - 1 of 1	< <	>	>1
	Review Application										
Ø	Integration Verification										
Ô	Declaration										
								2 Previous	Ne	xt	1

Figure 153: Select Terminal License for Change Area Size

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select Terminal License for Change Area Size	User to select Terminal License for Change Area Size	User to click the button to select which Terminal License to proceed with Change Area Size process	Click radio button
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 154.

=	i ≡ }KP	Quick Guide			Company A	- Company	A	🙆 🏫 ВМ ЕМ	N
	Variation Type	Terminal / Depot / Ticket Agent Licensing - Variatic	on of Licensing > Variation Change of Dep	oot Area					
-	Terminal License	Operator Licence Number	Variation Type	Old Variation	New Variation	PBT Approve Date			
Ø	Variation Details	00194	Overall Size Of Depot Area	123	Area Size (Acre) 12345	PBT Approve Date * 17/01/2024	ē		
	Requirement Document				1				
	Review Application				-				
Ø	Integration Verification								
Ô	Declaration								
						2	Previous	Save & Next	

Figure 154: Variation Details - New Area Size

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New Area Size	User to insert information on the New Area Size	User to key in information on the New Area Size in the field required	Number format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 155.

I	<i>i≡}KP</i>	Quick Guide					Company	A ≁ Co	mpany A 🧳 🏫 BM I EN
	Variation Type	Type of Documents	Month		Amount (RM)	2		7	Add Evidence
÷ ©‡	Variation Details	Slip Simpanan Tetap 👻	17/01/2024	🖻	200 Total(RM) 200.00	٥	Testing (1).pdf		0
D O	Review Application	* Bank Statement							Add Institution
Ø	Declaration	Financial Institution	Month 17/01/2024	Ē	Amount (RM)	٥	Testing (1).pdf	0	0
		CIMB	17/01/2024	Ē	200	٥	Testing (1).pdf		0
		СІМВ	17/01/2024	🖻	200 Total(RM) 600.00	٥	•		0
		* Layout Plan verified by the Profession	al Engineer by the Certifi	ed Board	 Testing ((1).pdf			0
								2	Previous Save & Next

Figure 155: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To insert information / upload any additional relevant supporting document	User to key in information needed / upload the supporting document.	*Mandatory field. Text/number format. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 156.

=	<i>i≤}K</i> ₽	LE Quick Guide				Company A	 Company A Sector 2 	<i>(</i> ² 1	BM I	ĒN
	Variation Type	Termir	nal / Depot / Ticket Agent Licensing > Variation o	of Licensing > Variation Change of Depot Area						•
Ŧ	Terminal License		Application Details						^	
	Variation Details		Operator Licence Number: 00194	License Type: Depot	٤	Start Date: 21/Dec/2023	End Date: 20/Dec/2024			
•	Review Application		Selected Variations						^	
0	Integration Verification		Operator Licence Number	Variation Type	Old Variation	New Variation	PBT Approve Date			
Ô	Declaration		00194	Overall Size Of Depot Area (Acre)	123	12345	17/Jan/2024			
										1
							1 Previous	Save	L Next	

Figure 156: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS			
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 157.			
=	i ≡ ∲KP	Quark Guide	Company A	÷	Company A	, <u>"</u> @	🔒 BM EN
---	--------------------------	---	-----------	---	-----------	--------------	-----------
	Variation Type	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation Change of Depot Area Integration Verification					
÷	Terminal License	Type of Validation			Status	Remarks	
	Requirement Document	Semakan Maklumat Syarikat daripada Sistem SSM. (198701005333)			~		
	Review Application						
Ø	Integration Verification						
Ô	Declaration						
					1 Prev	ious Se	ve & Next

Figure 157: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 158.



Figure 158: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

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

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

<i>i 57</i> k				Compar	ny A 🔹 Company A 😤 省	🤔 🏫 BM EN
	34 Total Applications	2 10	12 Applications Pending	7 Applications Rejected	5 Applications Draft	
	Cand Public Transport Licensing	L E	d Inter	😤	C24 Service Request	
	Payment	Railway Licensing & I	inforcement	Cross Border	Correct Instanting Provider	
	o Training Register	Terminal / Depot / Ticket	Agent Licensing	PDRM Criminal Records	Monitoring & Compliance Management	
		1				

4.4.3.3 Change Operation Time

Figure 159: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Ducton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure
				160.

Licensing				
Total Applications	2 15 Applications Approved	18 Applications Pending	18 Applications Rejected	21 Applications Draft
• New Application	F.J. ReNew Appl	ication Va	A station of Licensing	Variation Change of Grade
		8	0	
		Cancer Application		
My Approvals				~

Figure 160: Variation of Licensing Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation of	Provides access to	User to click on	Click button.
	Licensing	various tasks under "Variation of Licensing".	"Variation of Licensing" button.	Next screen is displayed as per Figure 161.

= ;.K	Company A - Company A - Company A - Company A
Variation Type Terminal License Variation Details Requirement Docume	Terminal / Depot / Ticket Agent Licensing > Variation of Licensing > Select Variation For Company
Review Application Integration Verification Declaration	n Diagonal Change Terminal Name Diagonal Change Terminal Name Diagonal Change Terminal Ownership Diagonal Change Operation Time Select Variation For Depot
	Change Depot Address
	2 Next

Figure 161: Select variation for Depot - Change Operation Time

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Change Operation Time	Enable user to select Variation for Terminal	User to click on the "Change Operation Time" button to proceed with variation	Click radio button.
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 162.

=	<i>i∋∲KP</i>	Quick G	3 Jude			Company A 🕞	Company A 🔥	P	BM EN
	Variation Type	Termin	al / Depot / Ticket Agent Licensing	> Variation of Licensing > Variation Char	nge of Operation Time				
Ŧ	Terminal License	_	Operator Licence Number	License Type	Start Date	End Date	Status		
@+	Variation Details	0	00194	Depot	21/Dec/2023	20/Dec/2024	A 1		
٦	Requirement Document					Items per page	10 ¥ 1-1 of 1	< <	> >
	Review Application								
0	Integration Verification								
6	Declaration								
							2 Previous	Ne	a

Figure 162: Select Terminal License for Change Operation Time

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Select Terminal License for Change Operation Time	User to select Terminal License for Change Operation Time	User to click the button to select which Terminal License to proceed with Change Operation Time process	Click radio button
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 163.

=	<i>i≤}K</i> ₽	Quick Guide			Company A	.*	Company A	5	"P	BM E	N
	Variation Type	Terminal / Depot / Ticket Agent Licensing > Variation	of Licensing > Variation Change of Operation Time								
Ŧ	Terminal License	Variation Type	Old Variation	New Variation							
¢	Variation Details	Operating Hours (Start)	09:23 AM	04:15 AM	0	0					
	Requirement Document	Operating Hours (End)	09:23 PM	08:15 PM	Ø						
0	Integration Verification										
Ô	Declaration										
							2 Pr	vious	Save &	Next	

Figure 163: Variation Details - New Variation

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	New Variation	User to insert information on the New Operation Time	User to insert / choose new Operation Time	Time format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 164.

=	<i>i∋}K</i> ₽	Guick Guide			Company A	.*	Company A	, 🥐 (BM EN
	Variation Type Image: Compare the system Terminal License Image: Compare the system Variation Details Image: Compare the system Review Application Image: Compare the system Integration Verification Image: Compare the system Declaration Image: Compare the system	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation Change of Operation Time Required Documents Relevant documents	٥	Testing (1).pdf				•	1
							2 Pee	ious Save	e & Next

Figure 164: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To upload any additional relevant supporting document	User to upload the supporting document.	*Mandatory field. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 165.

=	i ≤} KP	LE Quick Guide			Company A	🔹 Company A 🔒	🔗 🏫 BM EN
	Variation Type	Termin	hal / Depot / Ticket Agent Licensing - Variation of I	Jcensing > Variation Change of Operation Tim	•		e
÷ St	Terminal License Variation Details		Application Details Operator Licence Number: 00194	License Type: Depot	Start Date: 21/Dec/2023	End Date: 20/Dec/2024	^
⊡ , •	Requirement Document	Ì	Selected Variations				~
0	Integration Verification						
						C Previous	Saue E Mave

Figure 165: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 166.

=	<i>i∋}K</i> ₽	Curch Guide	Company A	 Company A	ሬ 🧬 🔒	BM EN
△	Variation Type	Terminal / Depot / Ticket Agent Licensing - Variation of Licensing - Variation Change of Operation Time Integration Verification				
Ē	Terminal License	Type of Validation		Status	Remarks	
	Requirement Document	Semakan Maklumat Syarikat daripada Sistem SSM. (196701005333)		~		
	Review Application					
Ø	Integration Verification					
0	Declaration					
				1 Pre	vious Save & N	ext

Figure 166: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 167.



Figure 167: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

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

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

4.5 Variation Change of Grade

While for Variation Change of Grade, there is a variation with regards to Grading Passengers Facilities and Grading Bus Operators Facilities on certain conditions which apply to Terminal Category.



Figure 168: Variation Change of Grade Process Flow

i s /Kr	Cuick Cuide			С	ompany A 🦂 Compan	уА 🧬 🏫 вм
	133 Total Applications	2 18 Applications Approved	41 Applications Pending	34 Applications Rejected	40 Applications Draft	
	Land Public Transport Licensing	L E	Interne	🚖 Adiation Business Licensing	G24 Service Request	
	Payment	Railway Licensing & Enfor	cement	Cross Border	Training Provider	
	Training Register	Terminal / Depot / Ticket Agen	t Licensing pr	RM Criminal Records	Monitoring & Compliance Management	
	My Approvals	1			~	
	My Applications				~	
	Application History				~	

Figure 169: Landing Page - Terminal / Depot / Ticket Agent Licensing Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal /	This menu allows	User to click the	* Mandatory field.
	Depot / Ticket	access to various	"Terminal / Depot /	Click button
	Agent	Terminal / Depot /	Ticket Agent	Click Dutton.
	Licensing	Ticket Agent	Licensing Module"	Sub-modules menu
	Module	Licensing Module	menu option.	will be displayed as
		sub-menus.		shown in Figure
				170.

erminal Licensing						
	E 130 Total Applications	2 18 Applications Approved	38 Applications Pending	34 Applications Rejected	40 Applications Draft	
	• New Application	F.J. ReNew App	lication	Variation of Licensing	Variation Change of Grade	
			Cancel Application		0	
	My Approvals				¥	
	My Applications					

Figure 170: Variation Change of Grade Sub-Module

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Variation	Provides access to	User to click on	Click button.
	Change of Grade	do task under "Variation Change of Grade".	"Variation Change of Grade" button.	Next screen is displayed as per Figure 171.

=	i si ka	E						Company A	- (`ompany A		•	BM EN
		Juick Guid	·										
Ŧ	Terminal License	Т	erminal / D	epot / Ticket Agent Licensing > Variance Cf	hange of Grade								
Ø,	Grading Passengers Facilities			Operator Licence Number	License Type	Start Da	te En	d Date		Status			
¢	Grading Bus Operators Facilities		۲	00126	Terminal	12/Dec/	2023 11,	/Dec/2024		A 1			
B	Terminal Category								items per page:	0 v 1-1	of 1	< <	> >
۲	Requirement Document												
P	Review Application												
Ø	Integration Verification												
Ô	Declaration												
										2	Next		

Figure 171: Select Terminal License for Variation Change of Grade

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1 Select Terminal License for Variation Change of Grade		User to select Terminal License for Variation Change of Grade	User to click the button to select which Terminal License to proceed with Variation Change of Grade	Click radio button
2	Next	Enables user to proceed to the next screen	User to click on the Next button to proceed to the next screen	Click button. Next screen is displayed as per Figure 172.

=	<i>is)KP</i>	A Code	Company A 💡	Company A	<mark>Р</mark> 🏤 ВМ EN
÷	Terminal License	Terminal / Depot / Ticket Agent Licensing - Variance Change of Grade			
Ø	Grading Passengers Facilities	Ticket & Information System			^
¢	Grading Bus Operators Facilities	Counter & Vending Machine Ticket View Old Values			
	Terminal Category	Physical Counters Ves 111	Remarks		
	Review Application	Vending Machine (Cash) Yes • 11	Remarks		
Ø	Integration Verification	Ticketing Vending Machine (Cashless) No • Quantify	Remarks		
0	Declaration	Ticketing Vending Machine (Cash & Cashless) No • Quantity	Remarks		
		Centralized Ticketing System <u>Yank Old Values</u>			
		Voice Recorder at every Counter Yes • 4	Remarks		
		CCTV at every Counter No	Remarks		
			2	Previous Save & Ne	xt

Figure 172: Grading Passengers Facilities

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Grading Passengers Facilities	User to insert information on the Grading Passengers Facilities Details	User to key in / update information on the Grading Passengers Facilities in the fields required	Text format. Number format. Dropdown button.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 173.

=		l de			Company A -	Company A 🛛 🤌 🏠 🛤 i 🛤
-	Terminal License 🔗	Terminal / Depot / Ticket Agent Licensing - Variance Change of Grade				
C+	Grading Passengers Facilities 🧭	Operational Management				^
¢	Grading Bus Operators Facilities	Terminal Operational System Management (TOS) <u>View Old Values</u>				
6	Terminal Category	Open Platform	No	• Quantity	Remarks	
٠	Requirement Document	TOS Control Room	No	- Quantity	Remarks	
	Review Application	Bus Platform Location Display Digital System	No	- Quantity	Remarks	
0	Integration Verification					0
1	Declaration	Access Method		- Quantity	Remarks	
		Automatic Boom Gate				
		Entrance	No	- Quantity	Remarks	
		Exit	No	- Quantity	Remarks	
					2	Previous Save & Next

Figure 173: Grading Bus Operators Facilities

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Grading Bus Operators Facilities	User to insert information on the Grading Bus Operators Facilities Details	User to key in / update information on the Grading Bus Operators Facilities in the fields required	Text format. Number format. Dropdown button.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 174.

=											Com	pany A	- Co	ompany A	"P	BM EN
÷	Terminal License	Terminal / Depot / Terminal Catego	Ticket Agent Licen	ising > Varianc	e Change of Grade	•										
¢	Grading Passengers Facilities 🄗	View Old Values Transport	Transport	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
⊙	Grading Bus Operators Facilities	Express Bus	Trips - Express	0	0	0	0	0	0	0	0	0	0	0	0	0
٩	Requirement Document	Express Bus	Ridership - Exp	0	0	0	0	0	0	0	0	0	0	0	0	0
	Review Application	Taxi	Trips - Taxi	0	0	0	0	0	0	0	0	0	0	0	0	0
0	Integration Verification	Stages Bus	Trips - Bus	0	0	0	0	0	0	0	0	0	0	0	0	0
_		Stages Bus	Ridership - Bus	0	0	0	0	0	0	0	0	0	0	0	0	0
									1							
													2 Pr	evious Sa	ave & Next	

Figure 174: Terminal Category

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Terminal Category	User to insert information on the Terminal Category Details	User to key in / update information on the Terminal Category in the fields required	Number format.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 175.

=	<i>i=)KP</i>	9 			Company A	*	Company A	🥐 🏫 BM EN
Ŧ	Terminal License	Terminal / Depot / Ticket Agent Licensing - Variance Change of Grade	Application Status: Draft					
Q.	Grading Passengers Facilities 📀	Required Documents						
Q.	Grading Bus Operators Facilities 🧭	*Layout plan of temporary terminal	۵	Testing (1).pdf 💌				
B	Terminal Category	*Temporary Transfer Authorization Letter by PBT	۵	Testing (1).pdf 💌	1			
۵	Requirement Document	*Relevant documents	۵	Testing (1).pdf 💽				
Þ	Review Application							
0	Integration Verification							
Ô	Declaration							
						2	Previous Save 8	Next

Figure 175: Requirement Document

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Requirement Document	To upload any additional relevant supporting document	User to upload the supporting document.	*Mandatory field. Upload icon.
2	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and saving of the uploaded documents.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 176.

=			Company A		Company A	🖗 🏦 BM EN
÷	Terminal License	Terminal / Depot / Ticket Agent Licensing - Variance Change of Grade				ē
¢	Grading Passengers Facilities	Terminal License				~
¢	Grading Bus Operators Facilities 🥑	Grading Passengers Facilities				
Ð	Terminal Category	Ticket & Information System				~
٦	Requirement Document	Safety				~
Þ	Review Application	Comfortable Facilities				~
0	Integration Verification	Refreshment				~
6	Declaration	Grading Bus Operators Facilities				
		Operational Management				~
		Security				~
		Driver's Comfort Space				~
		Driver's Lounge				×
		Crowrad Rue Diatform				
				0	Previous Save &	Next

Figure 176: Review Application

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 177.

=	i ∋ }KP	Quick Gui			Company A	Ŧ	Company A	Ք 🏦 ВМ EN
÷	Terminal License	0	Terminal / Depot / Ticket Agent Licensing - Variance Change of Grade	Application Status: Draft				
Ø,	Grading Passengers Facilities	0	Integration Verification					
¢	Grading Bus Operators Facilitie	s 💽	Type of Validation Checked Company Information from the SSM System (198701005333)	Status	Remarks			
	Terminal Category	0						
٦	Requirement Document	0						
	Review Application	0						
0	Integration Verification							
Ó	Declaration							
					(0	Previous Save &	Next

Figure 177: Integration Verification

No	FIELD (ENG)	FIELD DESCRIPTION	ACTION REQUIRED	REMARKS
1	Previous / Save & Next	Enables either viewing of previous screen / saving of the information inserted and proceed to the next screen.	User to click on the following options: - Previous - Save & Next (selected)	Click button. Next screen is displayed as per Figure 178.



Figure 178: 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 tick the checkbox once understood on the terms & conditions.	Mandatory field. Tick checkbox.
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.

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

For "Submit & Pay Later" action:

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

For "Submit & Pay Now" action:

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

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.

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 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	Users are advised to
	password during Sign In	system message will	recheck password keyed-in
		appear:	and 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.
		not complex	
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
5	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
		to proceed to next	changed to black line.
	- Vehicle 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"	Users are advised to "tick" button.
7	User may encounter errors during the file upload stage such as: - Forgot to be 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 3MB." "Accepted File type application/pdf"	Users are advised to upload the files in the correct format / size.

Table 6: Types of Errors and How to Rectify

5.3 Helpdesk Contact Information

Hotline Number: 03-8000 8000 / 1800 88 7723 Email Support: aduan@mot.gov.my