

Certification of Local Construction Product & Material (CCPM)

Applicant User Manual

Ver 1.1

Prepared By:
Dagang Net Technologies Sdn Bhd
Tower 3, Avenue 5, The Horizon, Bangsar South,
No 8, Jalan Kerinchi, 59200 Kuala Lumpur.
General Line: 03-2730 0200 Fax : 03-2713 2121

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Login Screen

- Existing Users can enter user id and password to login. New Users must register an account with system before preceding the certification of local construction product and material. For new Users, click on [Register As New User](#) to create new account and register Company.



The screenshot shows the login interface for the CIDB MALAYSIA system. At the top, the CIDB MALAYSIA logo is displayed, followed by the text "Online Application for Certification of Local Construction Product & Material". Below this, a light blue box contains the following text: "If you have created your Login ID and Password, please key in your Login ID and Password here. Important! Login ID and Password that you have created is case sensitive. Register as new customer/user, please click on the respective link." There are two input fields: "User ID:" and "Password:". Below these fields is a blue "LOGIN" button. Further down, there are links for "Forgot your ID/Password?", "Product Manufacturer (Factory) Listing" (with a "Click Here" link), and "Register As New User".

Figure 1.0: CCPM Login Screen

1.1 Forgot ID/Password

Enter Email address to receive forgotten username or password information via email.

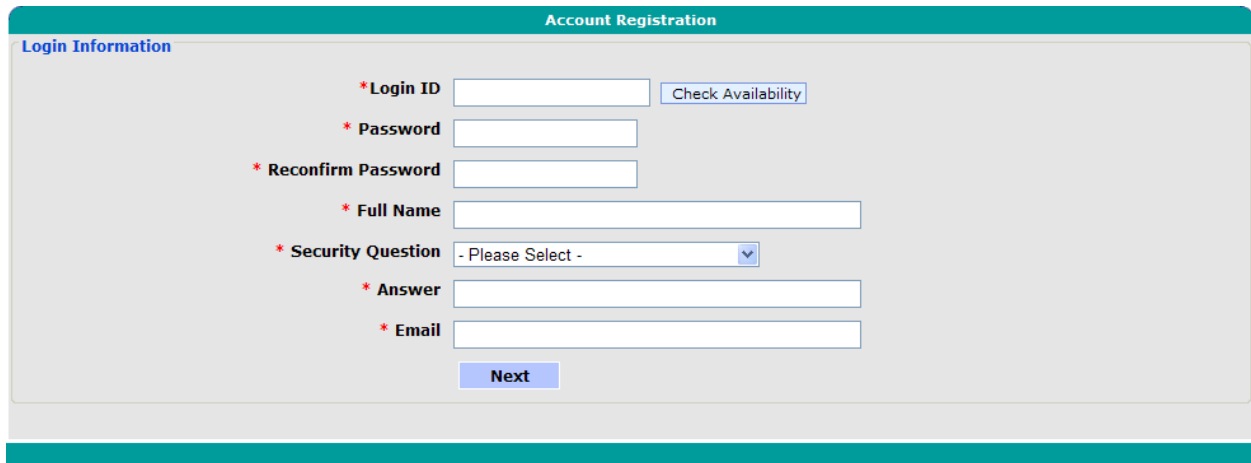


The screenshot shows a web interface for CIDB Malaysia. At the top, the CIDB MALAYSIA logo is displayed. Below the logo, the text "Online Application for Application Certification of Approval" is centered. The main content area has a light gray background and contains the following text: "Forgot Your UserName/Password?", "Enter you Email to receive your UserName/password", and "Your Email must be registered under CIDB.". Below this text is a text input field labeled "Email :". At the bottom of the form is a blue "Submit" button.

Figure 1.1: CCPM Password Recovery Screen

2.0 CCPM Account Registration (Register as New User)

2.1 Login Information



Account Registration

Login Information

* Login ID [Check Availability](#)

* Password

* Reconfirm Password

* Full Name

* Security Question

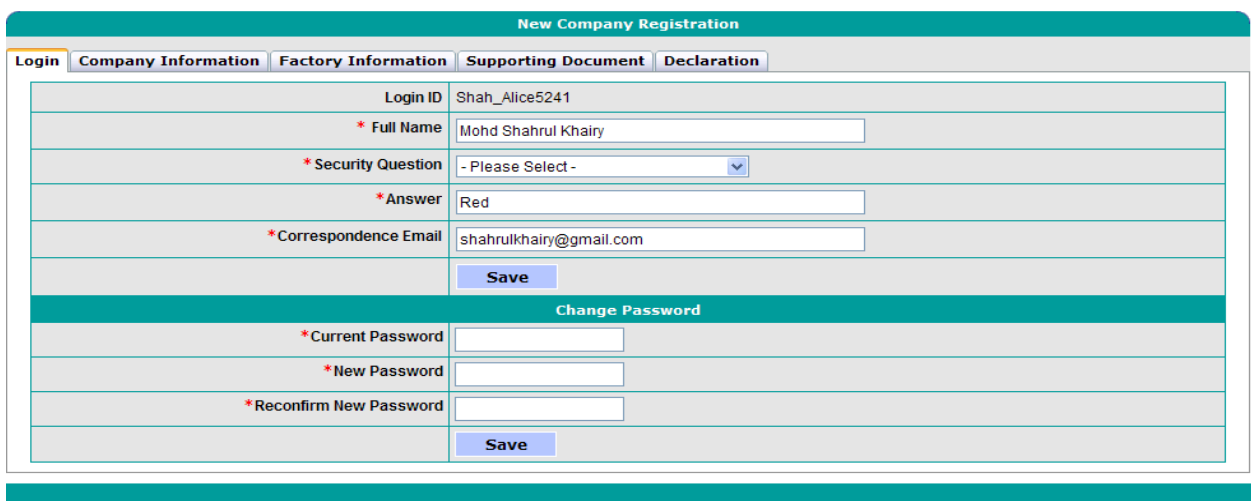
* Answer

* Email

[Next](#)

Figure 2.0: CCPM Account Registration - Enter Login Information Screen

- Enter required login information
- Click on [Check Availability](#) to check if Login ID (Username) is available. If not available, enter another new login ID.
- If Login Id is available, a remark highlighted in green will display, indicating Login Id. is valid :
Your Login ID is available.
- If Login Id. already has an account that exist with CCPM, the following remark will display in red :
This Login ID is not available.
- Click on [Next](#). Under Login Tab, the login details are displayed and are editable. You can also change the Password.



New Company Registration

Login **Company Information** **Factory Information** **Supporting Document** **Declaration**

Login ID: Shah_Alice5241

* Full Name:

* Security Question:

* Answer:

* Correspondence Email:

[Save](#)

Change Password

* Current Password:

* New Password:

* Reconfirm New Password:

[Save](#)

Figure 2.1: CCPM Account Registration - Login Information Screen

2.2 Company Information

New Company Registration			
Login Company Information Factory Information Supporting Document Declaration			
Company Information			
* Company Name	<input type="text"/>	* SSM No.	<input type="text"/>
* Company Type	- Please Select - <input type="button" value="v"/>		
* Address	<input type="text"/>	Post Code	<input type="text"/>
	<input type="text"/>	* State	- Please Select - <input type="button" value="v"/>
	<input type="text"/>	* District	- Please Select - <input type="button" value="v"/>
Phone No.	<input type="text"/>	Fax No.	<input type="text"/>
Contact Person 1	* Name	Contact Person 2	Name
	* Designation		Designation
	* Tel		Tel
	HP No.		HP No.
	Email		Email
Remarks	<input type="text"/>		
<input type="button" value="Next"/> <input type="button" value="Reset"/>			

Figure 2.2: CCPM Account Registration - Company Information Screen

- Enter mandatory details for Company Information (as indicated with *).
- Click on to reset all the fields.
- Click on to save the company information and proceed to Registration factory Information.

2.3 Factory Information

New Company Registration				
Login Company Information Factory Information Supporting Document Declaration				
Factory				
No.	Factory Name	State	District	Status
Factory Information				
* Factory Name	<input type="text"/>	* Address	<input type="text"/>	
SSM No.	TEST12345		<input type="text"/>	
Phone No.	<input type="text"/>		<input type="text"/>	
Fax No.	<input type="text"/>	Post Code	<input type="text"/>	
* State	- Please Select -	* District	- Please Select -	
Contact Person 1	<input type="checkbox"/> Same as company contact person 1			
	* Name	<input type="text"/>		
	* Designation	<input type="text"/>		
	* Tel	<input type="text"/>		
	HP No.	<input type="text"/>		
	Email	<input type="text"/>		
Contact Person 2	<input type="checkbox"/> Same as company contact person 2			
	Name	<input type="text"/>		
	Designation	<input type="text"/>		
	Tel	<input type="text"/>		
	HP No.	<input type="text"/>		
	Email	<input type="text"/>		
Status	<input checked="" type="checkbox"/> Active			
Remarks	<input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Reset"/>				

Figure 2.3: CCPM Account Registration - Factory Information Screen



- Enter mandatory details for Factory Information (as indicated with *).
- Click on **Reset** to reset all the fields.
- Click on **Save** to save the factory information. Users also can register another factory (Can have multiple factory)
- Click on the factory's list to update the saved factory information.

2.4 Supporting Document

New Company Registration


Pending

Login Company Information Factory Information **Supporting Document** Declaration

Supporting Documents Needed		
No.	Document Description	Attach
1	Copy of Registration Certificate of Suruhanjaya Syarikat Malaysia (SSM)(Pendaftaran Perniagaan/Pendaftaran Syarikat)	 Attach
2	Copy of Lesen Perdagangan-Borang 1(Sarawak State)	 Attach
3	Copy of Lesen Perniagaan - Borang B (Sabah State)	 Attach

Supporting Documents Attached

Figure 2.4.1: CCPM Account Registration - Listing Required Supporting Document Screen

- Only required at least one from the supporting document listing and can attach multiple attachment.
- Click on  [Attach](#) to attach the related supporting document
- After successfully attach the related supporting document, the system will display the listing current attached document.





Supporting Documents Attached				
No.	Document Description	File Size	Attached Document	Delete
1	Copy of Registration Certificate of Suruhanjaya Syarikat Malaysia (SSM)(Pendaftaran Perniagaan/Pendaftaran Syarikat)	0 Bytes	 View	 Delete

Figure 2.4.2: CCPM Account Registration - Attached Supporting Document Screen

- Click on  [View](#) to view the current attached document
- Click on  [Delete](#) to delete the current attached document

2.5 Declaration

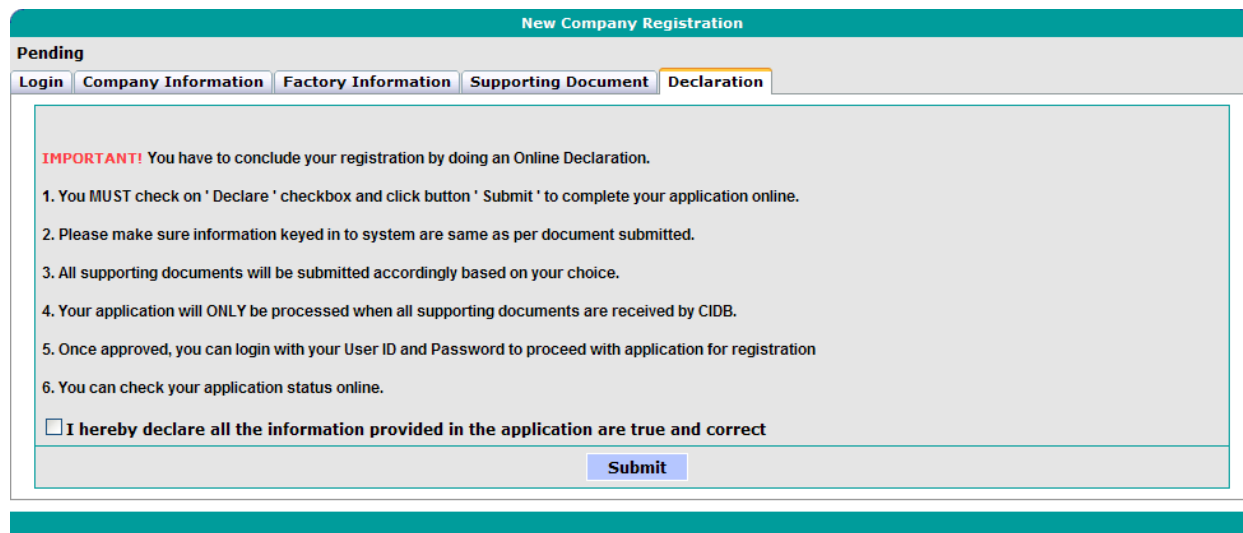
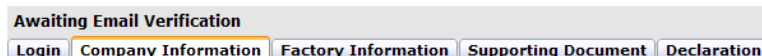
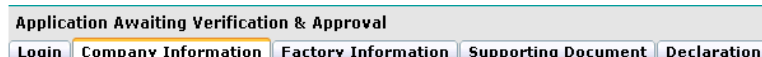


Figure 2.5.1: CCPM Account Registration - Declaration Screen

- Complete the CCPM Account Registration by checking “**I hereby declare all the information provided in the application are true and correct**” to confirm information on screen. Click on **Submit** to Submit registration.
- Upon submission, Application Status will display as ‘Awaiting Email Verification’.



- An email notification requesting for account activation will be sent to User's correspondence email. User must view email and click on [Activate](#) to validate authenticity of correspondence email provided earlier.
- User will automatically be directed to client screen.
- Application Status will display as ‘Application Awaiting Verification & Approval’. CIDB will proceed to Verify and Approve account registration.



- Once account registration is Approved by CIDB, User's account will be activated and User will be notified via email. Proceed to login to CCPM with Username and Password created.

3.0 Menu Bar

- After Company Registration has been approved, User can view and have access to the following screens. Point to the main menu, and click on sub menu to access to particular screen.



- The Menu Bar above is explained as follows :-
 - a) Application Records: List of applications created / submitted.
 - b) New Application: CCPM Application Form.
 - c) Company Profile: Company, Factory, User Information displayed.
 - d) User Profile: List of users and their information displayed.
 - e) User Manual / FAQ: CCPM User Manual / Guide / FAQ.

4.0 CCPM Application Form

The CCPM Application Form is used to apply for Certification of Local Construction Product & Material. This Form consists of the following sections to be filled by user :-

4.1 New Application Form

4.1.1 Company and Inspection Information

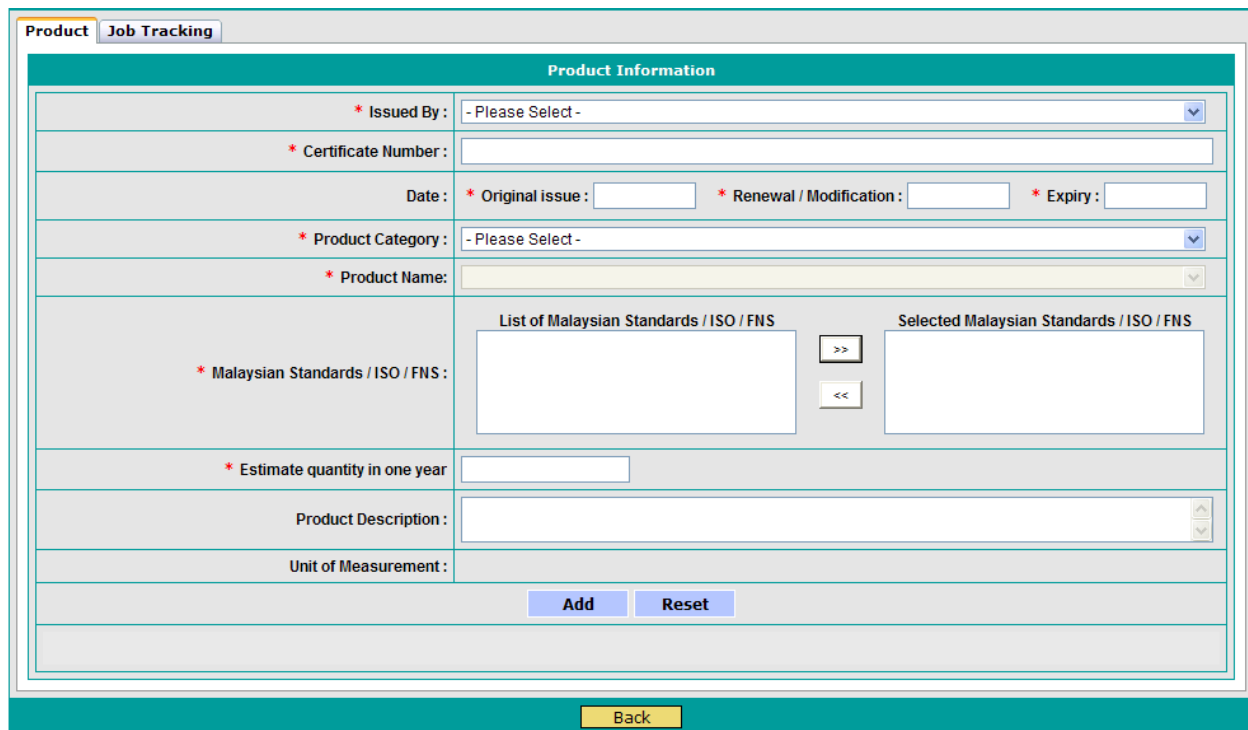
Application Form				
Job No.	DRAFT_CIDB000163		Status	Draft Application. Awaiting Submission
CIDB Branch	CIDB NEGERI TERENGGANU		File No.	-
Submission Date	-		Approve Date	-
Applicant Information				
Company Name	NETT SYSTEMS (MSC) SDN. BHD.		Address	NO. 546, BLOCK A2,
SSM No.	TEST12345		Address 2	LEISURE COMMERCE SQUARE,
Phone No	03-7877 2327		Address 3	PETALING JAYA
Fax No.	03-7877 6327		Post Code	46150
District	PETALING		State	SELANGOR
Contact Person 1	Name	TIRUMARRAN		
	Designation	MANAGER		
	Tel	03-7877 2327		
	HP No.			
	Email	info@nettsys.com		
Contact Person 2	Name			
	Designation			
	Tel			
	HP No.			
	Email			
Inspection Information				
* Factory Name	- Please Select -		Address	ADDRESS 1
SSM No.	TEST12345			ADDRESS 2
Phone No.	032123443			ADDRESS 3
Fax No.	0344242		Post Code	23000
District			State	TERENGGANU
Contact Person	Name	TIRUMARRAN		
	Designation	MANAGER		
	Tel	03-7877 2327		
	HP No.			
	Email	info@nettsys.com		
* Propose date / time	11/Sep/2013 : 9:00 am			
<div>Save</div> <div>Reset</div>				

Figure 4.1.1: CCPM Application Form Applicant and Inspection Information

- Select Factory Name where inspection is to be processed (mandatory).
- Enter propose data and select time for inspection (mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
- Click on **Save** to save changes.
- Application Status is displayed as: 'Draft Application. Awaiting Submission'.

Status of application changes according to different processing stage of application. Check the status of application regularly.

4.1.2 Product Information



The screenshot shows the 'Product Information' form within the 'Job Tracking' tab. The form includes fields for 'Issued By', 'Certificate Number', 'Date' (with sub-fields for 'Original issue', 'Renewal / Modification', and 'Expiry'), 'Product Category', 'Product Name', 'Malaysian Standards / ISO / FNS' (with a list and a selected list), 'Estimate quantity in one year', 'Product Description', and 'Unit of Measurement'. There are 'Add' and 'Reset' buttons at the bottom of the form, and a 'Back' button at the very bottom.

Figure 4.1.2.1: CCPM Application Form Product Information

- Enter mandatory details for product certificates Information (as indicated with *).
- Select product category and select product name.
- Enter estimate quantity in one year
- Click on **Add** to save product information.
- The saved product information will display in table (grid view) form as shown below

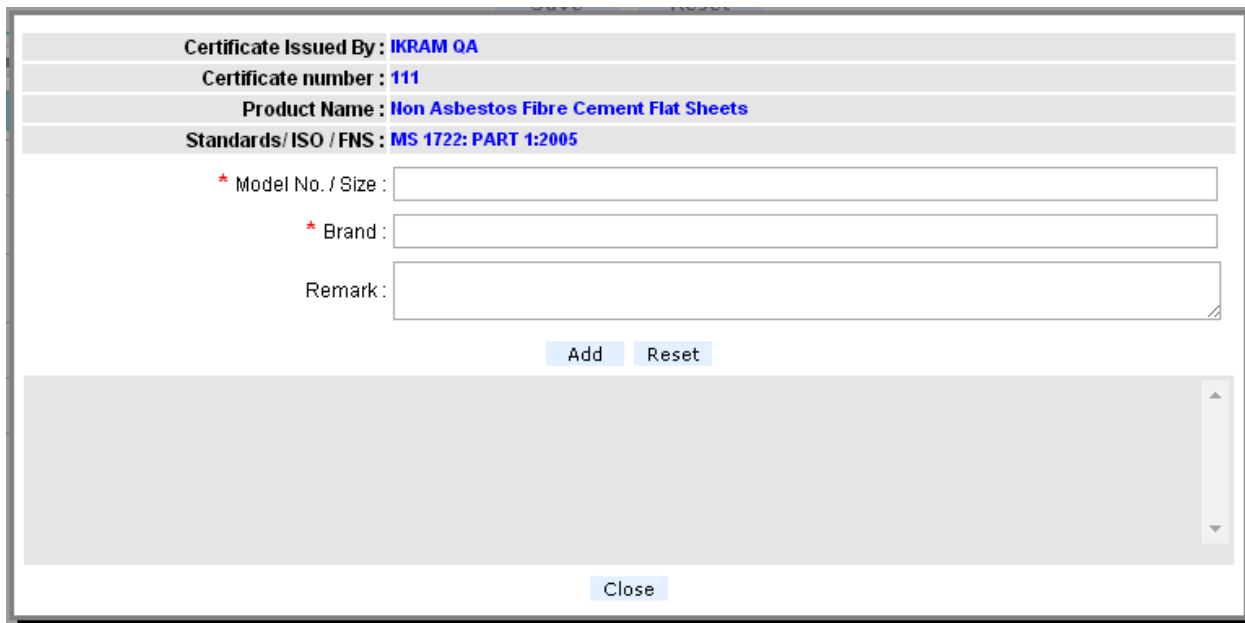
No.	Issued By	Certificate No.	Product Name	Malaysian Standards / ISO / FNS	Expiry Date		
1	IKRAM QA	IKRAM ABC-XXX12345	Non-alloy Steel Tube and Fittings	MS 1968,MS 863:2004,MS 275,MS 1862,MS 1968:2007	19/Feb/2013	Model / Size	X Remove
2	SIRIM QAS	SIRIM-XXX123-ABC	Ceramic Wash Basin (Pedestal)	MS 147:2001	28/Feb/2013	Model / Size	X Remove

Figure 4.1.2.2: List of saved product information

- Click on each row on the table to view and edit details of each product.
- Click on [X Remove](#) to delete the current product information

4.1.3 Model / Size Information

- Click on [Model / Size](#) on the listing saved product information for add the model / size / brand of product
- A popup window will appear as shown below. Enter the Model / Size / Brand information for selected product and click on [Add](#) to save the Model / Size / Brand information



Certificate Issued By : **IKRAM QA**

Certificate number : **111**

Product Name : **Iron Asbestos Fibre Cement Flat Sheets**

Standards/ISO/FNS : **MS 1722: PART 1:2005**

* Model No. / Size :

* Brand :

Remark :

[Add](#) [Reset](#)

[Close](#)

Figure 4.1.3.1: CCPM Application Form Model / Size Information

- The saved Model / Size / Brand information will display in table (grid view) form as shown below

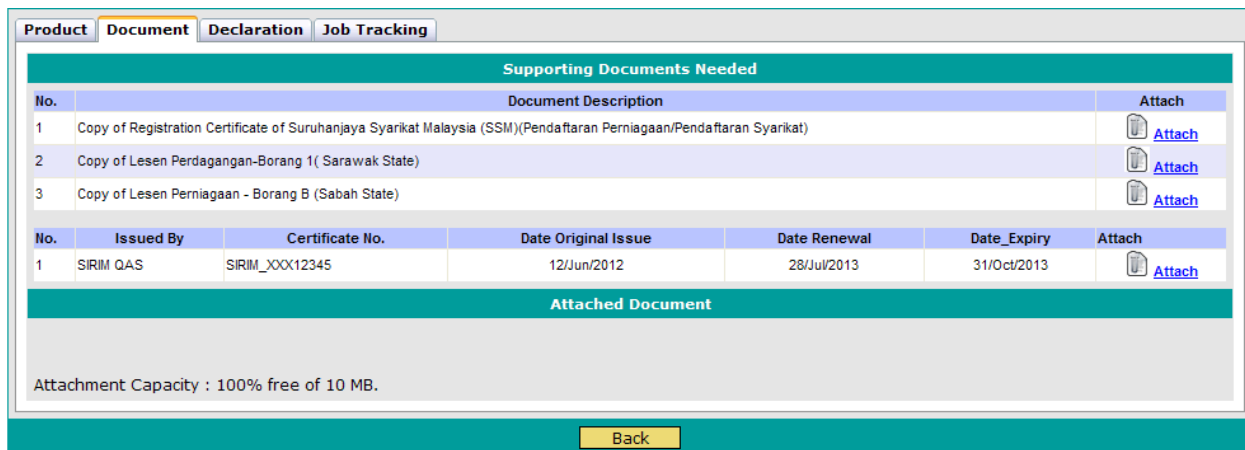
No.	Model No. / Size	Remark
1	MODEL 1	-
2	MODEL 2	-
3	MODEL 3	-




Figure 4.1.3.2: List of saved Model / Size information


- Click on each row on the table to view and edit details of each product – Update or delete. (Row is highlighted in blue when clicked).
- Click on [Delete](#) to delete the selected Model / Size / Brand information. (After select one of listing record).
- Click on [Reset](#) to reset all the fields.
- Click on [Close](#) to close the modal popup.

4.1.4 Supporting Document

- Attach relevant supporting documents for the application as shown below :-



Supporting Documents Needed						
No.	Document Description					Attach
1	Copy of Registration Certificate of Suruhanjaya Syarikat Malaysia (SSM)(Pendaftaran Perniagaan/Pendaftaran Syarikat)					 Attach
2	Copy of Lesen Perdagangan-Borang 1(Sarawak State)					 Attach
3	Copy of Lesen Perniagaan - Borang B (Sabah State)					 Attach

No.	Issued By	Certificate No.	Date Original Issue	Date Renewal	Date_Expiry	Attach
1	SIRIM QAS	SIRIM_XXX12345	12/Jun/2012	28/Jul/2013	31/Oct/2013	 Attach

Attached Document

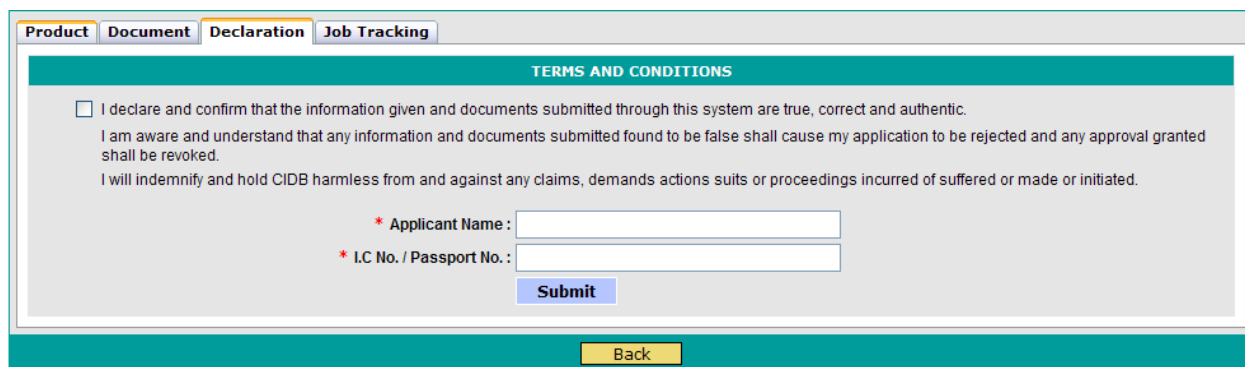
Attachment Capacity : 100% free of 10 MB.

[Back](#)

Figure 4.1.4.1: Consignment Test Application Form Document Attachment

- Only requires at least one from the supporting document listing for copy of Company Registration.
- Required attach the entire product certificate in product listing in table (grid view).

4.1.5 Declaration



TERMS AND CONDITIONS

☐ I declare and confirm that the information given and documents submitted through this system are true, correct and authentic.
I am aware and understand that any information and documents submitted found to be false shall cause my application to be rejected and any approval granted shall be revoked.
I will indemnify and hold CIDB harmless from and against any claims, demands actions suits or proceedings incurred of suffered or made or initiated.

* Applicant Name :

* I.C No. / Passport No. :

[Submit](#)

[Back](#)

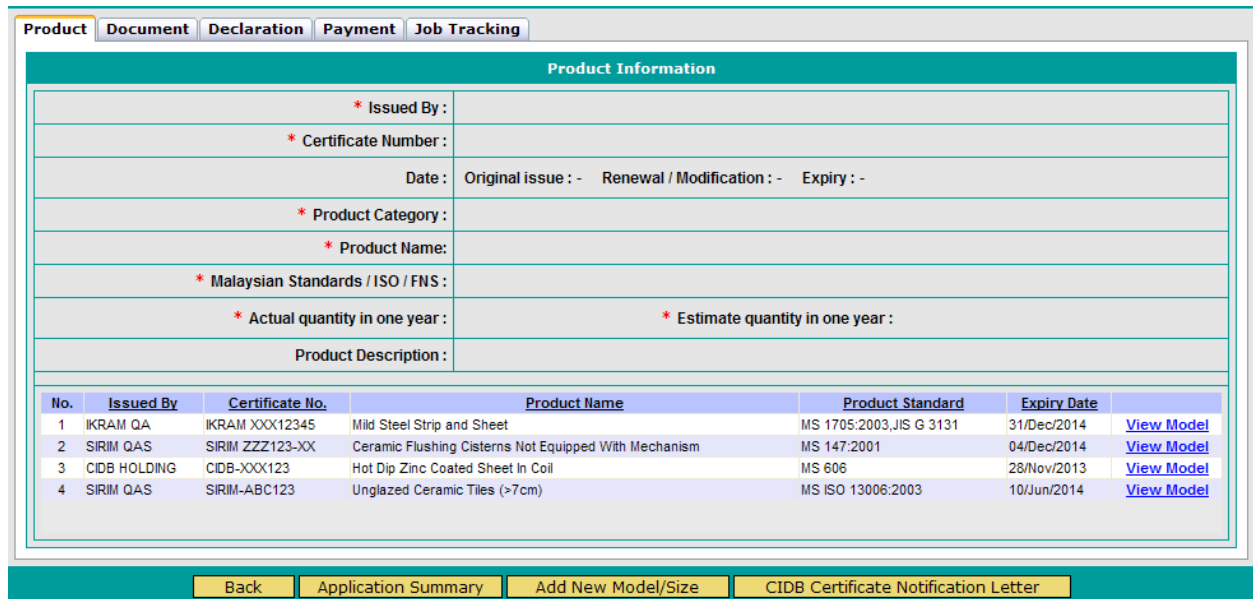
Figure 4.1.5: CCPM Application Form Declaration

- Complete the CCPM application with the Declaration section and Submit Application. Enter Applicant Name (name of person filling in application form details) and IC No, and click on [Submit](#) to Submit application (mandatory.)
- Applications not declared or submitted will be saved as 'Draft' and are still editable. Application already submitted cannot be modified (Submit button disappears upon successful submission).

- User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.
- Once completed submit application, user can make payment for this application

4.2 Additional Application Form

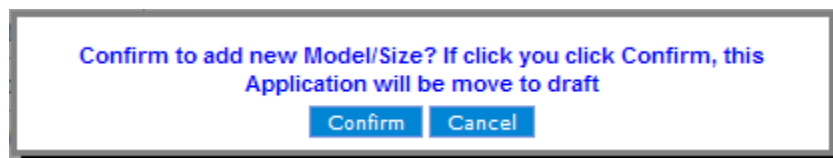
- Additional applications can only be made after the application has been approved and current CIDB certificate must be valid for more than two months from the expiry date.



No.	Issued By	Certificate No.	Product Name	Product Standard	Expiry Date	
1	IKRAM QA	IKRAM XXX12345	Mild Steel Strip and Sheet	MS 1705:2003, JIS G 3131	31/Dec/2014	View Model
2	SIRIM QAS	SIRIM ZZZ123-XX	Ceramic Flushing Cisterns Not Equipped With Mechanism	MS 147:2001	04/Dec/2014	View Model
3	CIDB HOLDING	CIDB-XXX123	Hot Dip Zinc Coated Sheet In Coil	MS 606	28/Nov/2013	View Model
4	SIRIM QAS	SIRIM-ABC123	Unglazed Ceramic Tiles (>7cm)	MS ISO 13006:2003	10/Jun/2014	View Model

Figure 4.2.1: Add New Model/Size Main Screen

- Click on **Add New Model/Size** to add new Model / Size in the current application
- Modal popup confirmation will appear to make confirmation that applicant sure to add new Model / Size

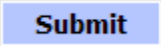


Confirm to add new Model/Size? If click you click Confirm, this Application will be move to draft

Confirm **Cancel**

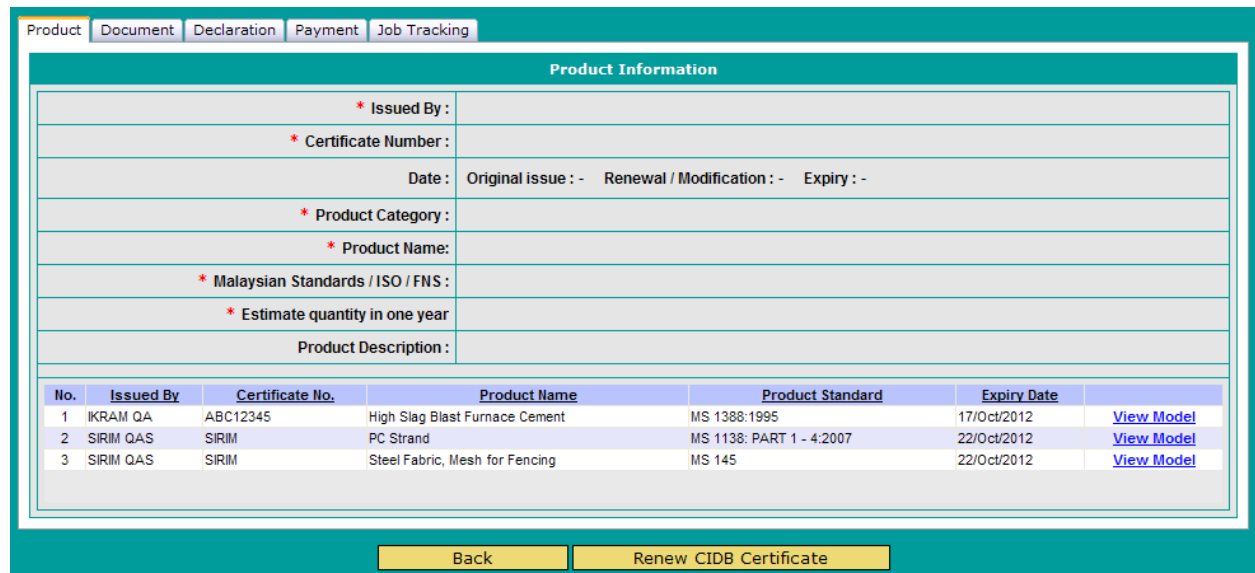
Figure 4.2.1: Modal popup confirmation Add new Model / Size Screen

- If Applicant clicks on **Confirm**, Application moves to draft status.
- Enter the propose date and time for inspection (Mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
- Applicant can add the new product information (new OGA Certificate) if have new product or can add new model / size at existing product.
- Applicant can't remove or delete the existing product and Model / Size information
- Attach the latest OGA certificate for entire new product or Model / Size.

- Complete the CCPM Additional application with the Declaration section and Submit Application. Enter Applicant Name (name of person filling in application form details) and IC No, and click on  to Submit application (mandatory.)
- Applications not declared or submitted will be saved as 'Draft' and are still editable. Application already submitted cannot be modified (Submit button disappears upon successful submission).
- User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.
- Once completed submit application, user can make payment for this application

4.3 Renewal Application Form

- Renewal Application can only be made after the application has been approved and current CIDB certificate must be less than two months from the expiry date.



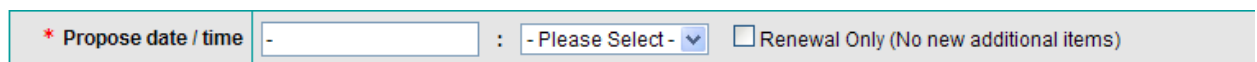
The screenshot shows the 'Product Information' section of the renewal application form. It includes fields for Issued By, Certificate Number, Date (Original issue, Renewal / Modification, Expiry), Product Category, Product Name, Malaysian Standards / ISO / FNS, Estimate quantity in one year, and Product Description. Below these fields is a table listing existing products.

No.	Issued By	Certificate No.	Product Name	Product Standard	Expiry Date	
1	IKRAM QA	ABC12345	High Slag Blast Furnace Cement	MS 1388:1995	17/Oct/2012	View Model
2	SIRIM QAS	SIRIM	PC Strand	MS 1138: PART 1 - 4:2007	22/Oct/2012	View Model
3	SIRIM QAS	SIRIM	Steel Fabric, Mesh for Fencing	MS 145	22/Oct/2012	View Model

At the bottom of the form, there are two buttons: 'Back' and 'Renew CIDB Certificate'.

Figure 4.3.1: Renewal Application Main Screen

- Click on **Renew CIDB Certificate** to renew the current application
- Enter the propose date and time for inspection (Mandatory). Inspection date propose have to be more than 2 weeks from the apply date.
If no additional product or Model / Size, applicant can tick 'Renewal only (No new additional items)' and no need to enter propose date and time for inspection.

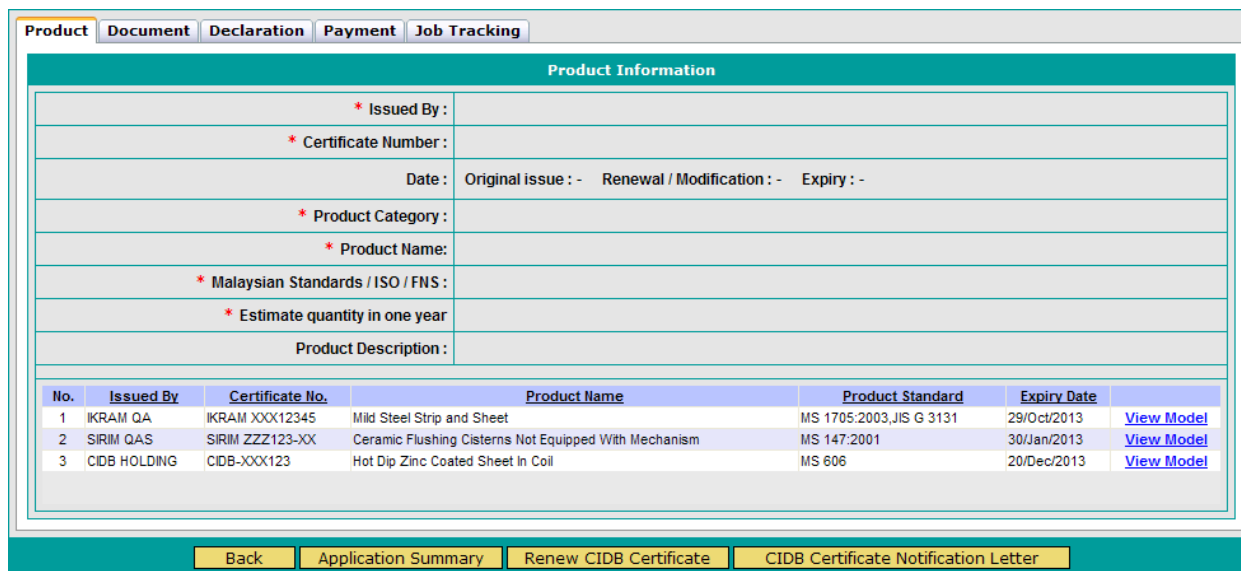


* Propose date / time : - Please Select - ☐ Renewal Only (No new additional items)

- Applicant need to update the all OGA certificate information with the new issue date & expiry date and enter the estimated quantity and actual quantity.
- Applicant can remove any existing product or model\size at this time
- Applicant can add new product or model\size during renewal
- Attach the latest copy of Company Registration and OGA certificate for entire product.
- Enter Applicant Name (name of person filling in application form details) and IC No, and click on **Submit** to Submit application (mandatory.)
- Applications not declared or submitted will be saved as 'Draft' and are still editable. Application already submitted cannot be modified (Submit button disappears upon successful submission).
- User must regularly check their email for notifications (Application Summary) or login to system and check for application status updates.
- Once completed submit application, user can make payment for this application

4.4 CIDB Certificate Notification Letter

- Once the application is approved by CIDB, applicant will receive an email including the link to view the CIDB Certificate Notification Letter.



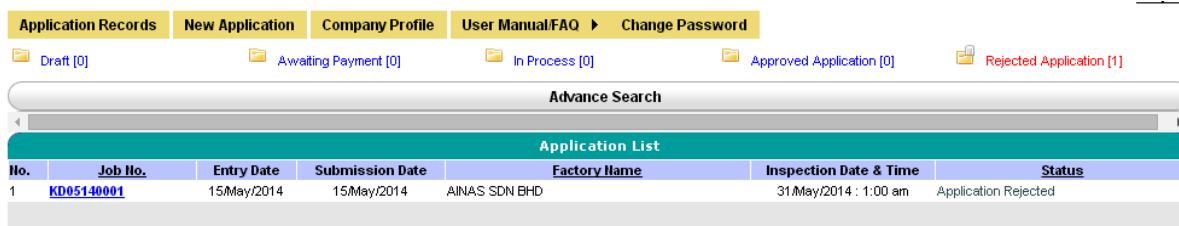
No.	Issued By	Certificate No.	Product Name	Product Standard	Expiry Date	View Model
1	IKRAM QA	IKRAM XXX12345	Mild Steel Strip and Sheet	MS 1705:2003, JIS G 3131	29/Oct/2013	View Model
2	SIRIM QAS	SIRIM ZZZ123-XX	Ceramic Flushing Cisterns Not Equipped With Mechanism	MS 147:2001	30/Jan/2013	View Model
3	CIDB HOLDING	CIDB-XXX123	Hot Dip Zinc Coated Sheet In Coil	MS 606	20/Dec/2013	View Model

Figure 4.3.1: CIDB Certificate Notification Main Screen

- Applicant also can login to system and Click on [CIDB Certificate Notification Letter](#) to view the CIDB Certificate Notification Letter
- Print the CIDB Certificate Notification Letter and bring this hard copy to CIDB counter to collect the Original CIDB Certificate for approved application

4.5 Rejected Application – Edit and re-submit Application for Approval

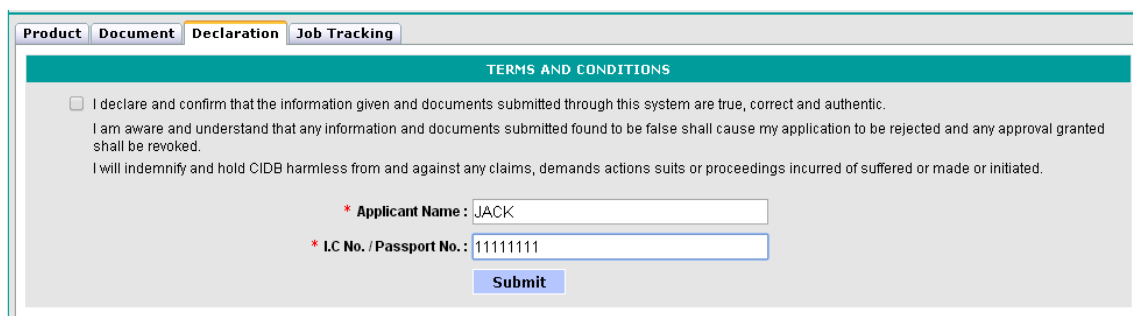
- If the application is rejected by CIDB, applicant will receive an email notification with application status as rejected and a request to edit application and resubmit for Approval again.
- Applicant can login to system, and select the rejected application. Rejected applications are open to edit for re-submission.



Application Records New Application Company Profile User Manual/FAQ Change Password							
Draft [0] Awaiting Payment [0] In Process [0] Approved Application [0] Rejected Application [1]							
Advance Search							
Application List							
No.	Job No.	Entry Date	Submission Date	Factory Name	Inspection Date & Time	Status	
1	KD05140001	15/May/2014	15/May/2014	AINAS SDN BHD	31/May/2014 : 1:00 am	Application Rejected	

Figure 4.3.2: Rejected Application Folder

- Applicant can proceed to edit the Product information accordingly. Once done, proceed to Declaration Tab, enter Applicant Name and IC No. / Passport No. and click **Submit** to re-submit application for Approval.



Product Document Declaration Job Tracking

TERMS AND CONDITIONS

☐ I declare and confirm that the information given and documents submitted through this system are true, correct and authentic.
I am aware and understand that any information and documents submitted found to be false shall cause my application to be rejected and any approval granted shall be revoked.
I will indemnify and hold CIDB harmless from and against any claims, demands actions suits or proceedings incurred of suffered or made or initiated.

* Applicant Name:

* IC No. / Passport No.:

Submit

Figure 4.3.3: Application re-submission

5.0 Payment

- Applicant can make payment via ePayment or manual payment (make payment at CIDB counter)

5.1 ePayment

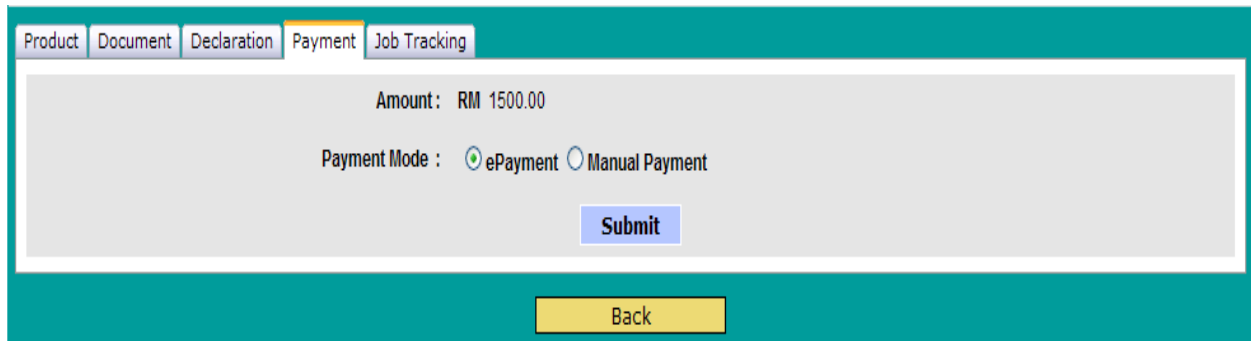
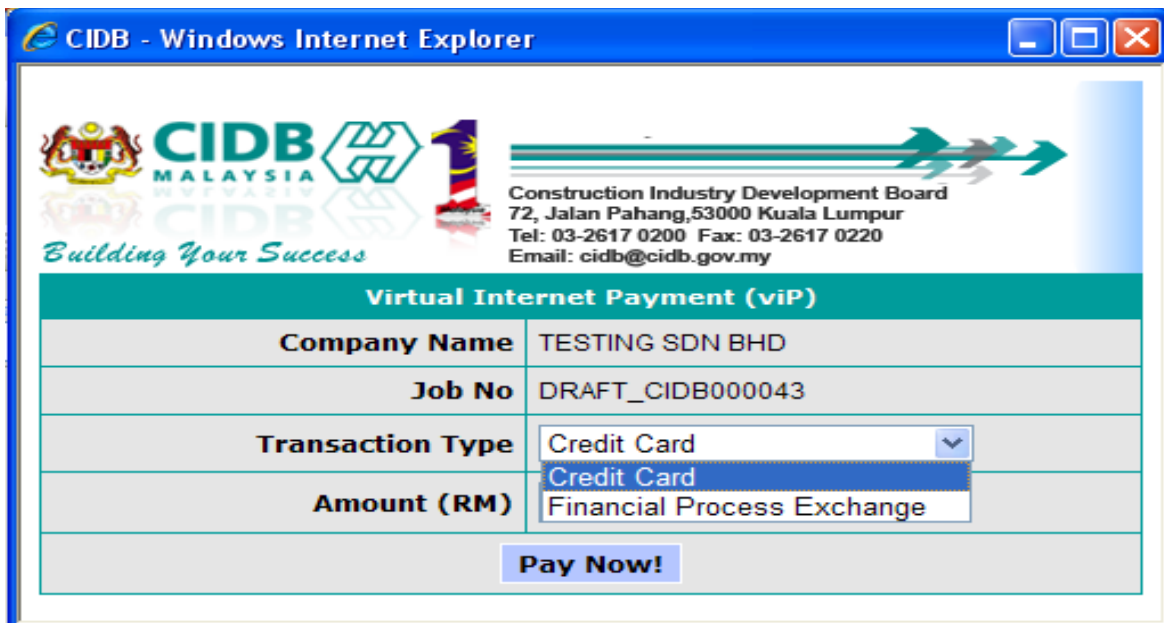


Figure 5.1.1: Payment Screen

- Step:
 - Select ePayment on Screen and click "Submit" Button
Notes: Don't close or refresh the current screen until the payment transaction successful
 - Choose either make Payment through Credit Card or Financial Process Exchange



Virtual Internet Payment (viP)	
Company Name	TESTING SDN BHD
Job No	DRAFT_CIDB000043
Transaction Type	Credit Card
Amount (RM)	Credit Card
<input type="button" value="Pay Now!"/>	

Figure 5.1.2: Selection Transaction Type Screen

5.1.1 Credit Card

- a) Select credit card type (Visa or MasterCard) as shown at Figure 5.1.1(a)

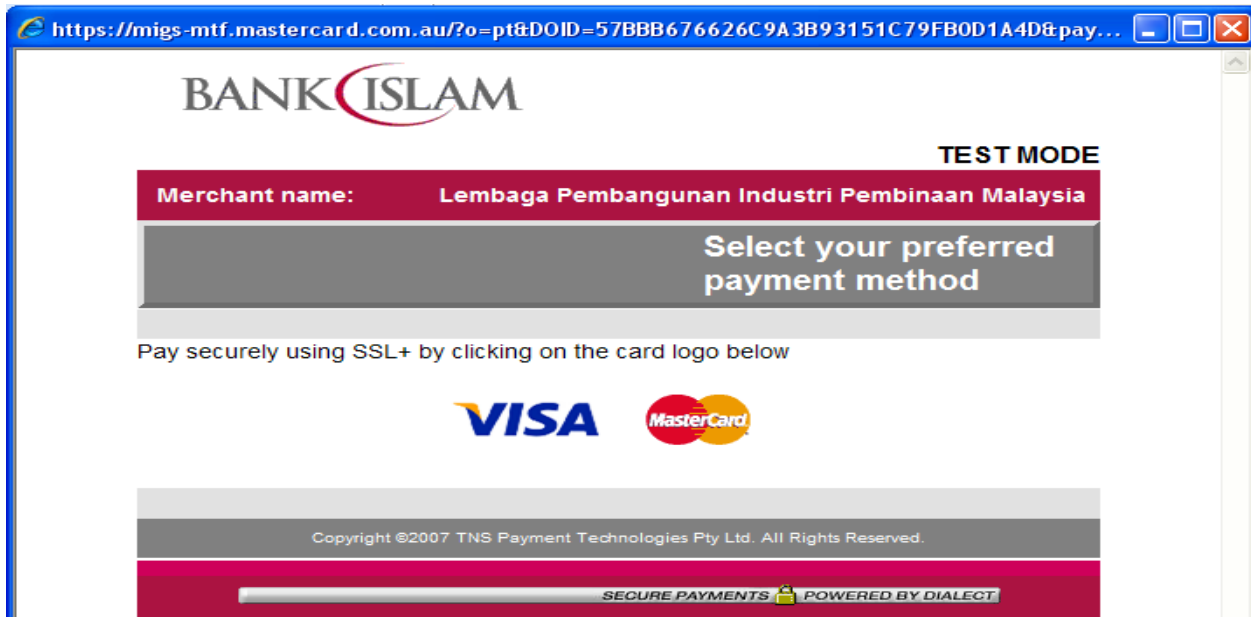


Figure 5.1.1(a): Selection Credit Card Type Screen

- b) Enter required field and click "Pay" Button

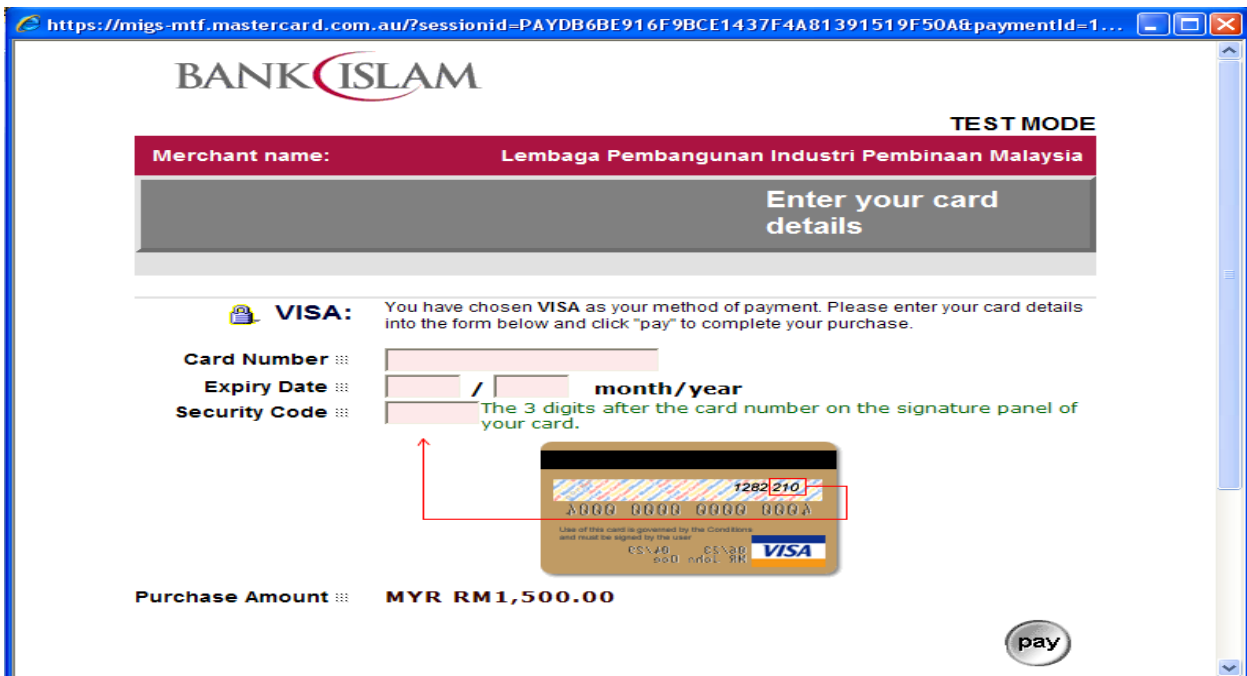


Figure 5.1.1(b): Credit Card Information Screen

5.1.2 Financial Process Exchange

a) Select Retail / Corporate internet banking and click “Agree and Continue” Button



Payment Details

Merchant Name : LEMBAGA PEMBANGUNAN INDUSTRI
 Merchant Order No. : PEMBINAAN MALAYSIA
 FPX Transaction ID : 20121015063442172
 Product Description : 1210151834420342
 Amount : PRODUCTDESCRIPTION
 : RM 1,500.00

Page 1 2 3 4 Bank Selection

Select your Retail / Corporate Internet Banking

Retail Banking

☐ AFFINBANK

☐ Hong Leong Online

☐ RHB Now

☒ TEST BANK C (Unsuccessful Tran Only)

☐ BANK ISLAM

☐ maybank2u.com

☐ TEST BANK A (Successful Tran Only)

☐ TEST BANK D (Unsuccessful Tran Only)

☐ CIMB Clicks

☐ PE Bank.com

☐ TEST BANK B (Successful Tran Only)

Corporate Banking

☐ maybank2u.net

Enter e-Mail address to receive transaction status (optional)

I agree with the [Terms and Conditions](#)

☐ Please disable your pop-up blocker. For more information, [please click here](#)

☐ On some browser, you may see the Transaction Response displayed in two (2) tabs. This will not affect your transaction. For more information, [please click here](#)

☐ Please do not click on browser's back button, refresh or close this page.

MEPS VeriSign

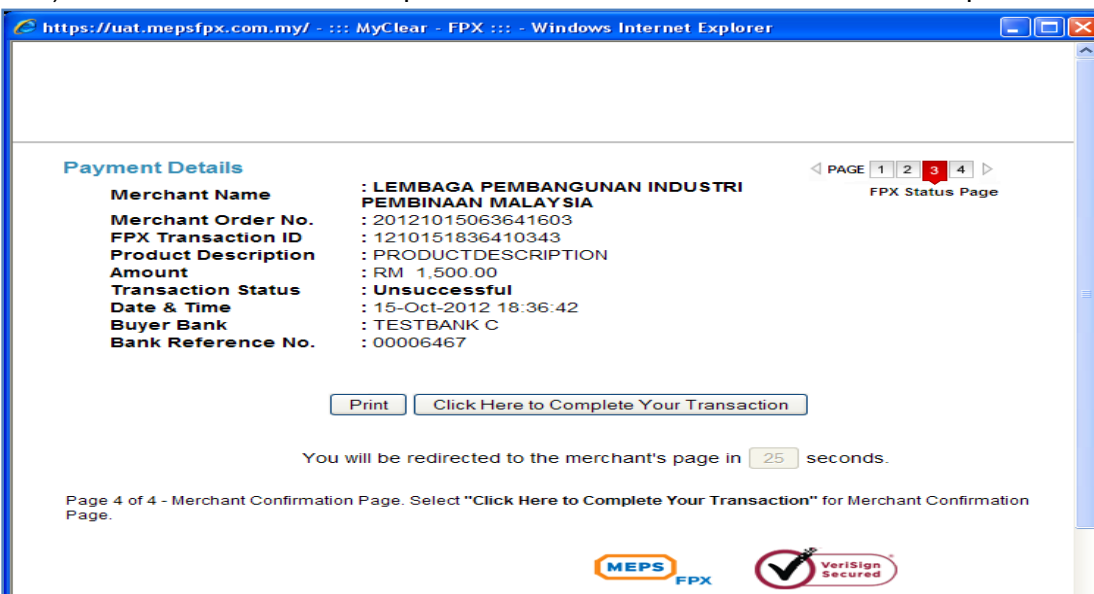
Figure 5.1.2(a): Selection Retail / Corporate Internet Banking Screen

b) The selected bank Online Banking website should appear on screen

c) Proceed with the login and payment.

d) Once the payment process complete, the next screen should appear.

e) Click “Click Here to Complete Your Transaction” to confirm and complete the transaction



https://uat.mepsfpx.com.my/ - :: MyClear - FPX :: - Windows Internet Explorer

Payment Details

Merchant Name : LEMBAGA PEMBANGUNAN INDUSTRI
 Merchant Order No. : PEMBINAAN MALAYSIA
 FPX Transaction ID : 20121015063641603
 Product Description : 1210151836410343
 Amount : PRODUCTDESCRIPTION
 : RM 1,500.00
 Transaction Status : Unsuccessful
 Date & Time : 15-Oct-2012 18:36:42
 Buyer Bank : TESTBANK C
 Bank Reference No. : 00006467

Page 1 2 3 4 FPX Status Page

You will be redirected to the merchant's page in 25 seconds.

Page 4 of 4 - Merchant Confirmation Page. Select "Click Here to Complete Your Transaction" for Merchant Confirmation Page.

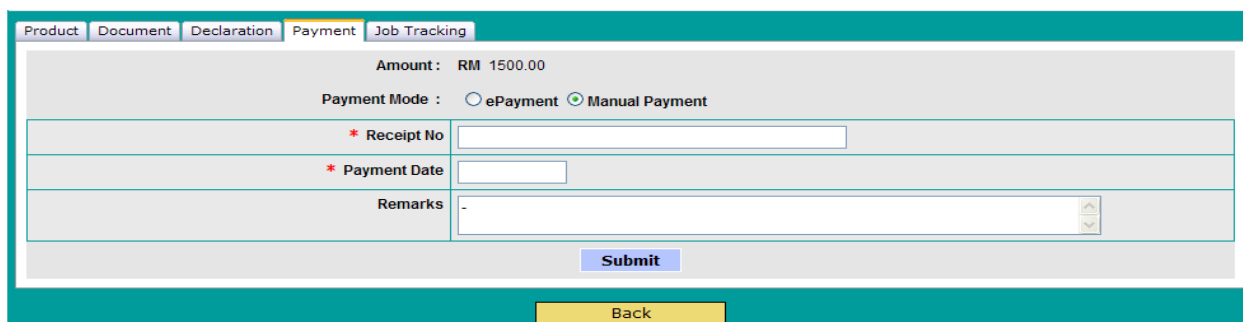
MEPS FPX VeriSign Secured

Figure 5.1.2(d): Transaction Status Information Screen

5.2 Manual Payment

Step:

1. Print the Application Summary and bring this hardcopy to CIDB counter
 - Click the "Payment Slip" button under payment tab to view and print the application summary
2. After payment done, login into CCPM System web site and go to CCPM application that under awaiting payment.
3. Choose the manual payment in payment tab and Applicant will need to enter CIDB receipt no. given by CIDB counter into the system.



Product Document Declaration **Payment** Job Tracking

Amount: RM 1500.00

Payment Mode: ☐ ePayment ☒ Manual Payment

* Receipt No

* Payment Date

Remarks

Submit

Back

Figure 5.2: Manual Payment Information Screen

4. Click on **Submit** to submit the payment information.
5. Receipt no. will also be validated with the existing receipt no in CCPM. Will only accept if receipt no. do not exist in CCPM
6. If this information is accepted, CCPM application move to "In process Status" and the CIDB officer will process this application

6.0 List of Applications and Application Status

Application Records		New Application		Company Profile		User Manual/FAQ			
Draft [1]		Awaiting Payment [0]		In Process [1]		Approved Application [1]		Rejected Application [0]	
Advance Search									
Application List									
No.	Job No.	Entry Date	Submission Date	Factory Name		Inspection Date & Time		Status	
1	CIDBPK12120001	13/Dec/2012	13/Dec/2012	FACTORY 2		04/Jan/2013 : 11:00 am		New Incoming Application. Awaiting Document Verification	

Figure 6.0: CCPM Application List Main Screen

- This screen displays the list of Applications submitted by applicant and application status
- Click on [DRAFT_CIDB000115](#) to view Application Form details.
- Status of each application explains the different processing stage that the application is currently in, and its description is displayed at the top right of the Application Form.

Application Form		
Job No.	DRAFT_CIDB000115	Status Draft Application. Awaiting Submission

Figure 6.1: e-CEE Application List Main Screen

Status / Processing Stage	Application Status (Description)
Draft	Draft Application. Awaiting Submission Applications that are not submitted yet and are still editable. Applicant can click on Job No (e.g. DRAFT_CIDB000115) to edit application details before submission.
Awaiting Payment	Awaiting Payment Application already submitted and cannot be edited Applicant can click on Job No (e.g. DRAFT_CIDB000115) to make payment through ePayment or manual payment.
In Process	<p>a) New Incoming Application. Awaiting Document Verification Application is currently being processed by CIDB for document verification</p> <p>b) Awaiting Scheduling Application is currently being processed by CIDB for scheduling to set date and time for verification.</p> <p>c) Awaiting Verification Application is currently being processed by CIDB for verification at applicant's factory Awaiting Verification Results Review Application is currently being processed by CIDB for verification result review.</p> <p>d) Awaiting Approval Application is currently being processed by CIDB for Approval</p>
Approved Application	Application Approved Application already approve by CIDB and applicant can view the CIDB Certificate Notification Letter
Rejected Application	Application Rejected Applications already reject by CIDB and applicant must update this rejected application and make new payment.

7.0 Search

- This screen allows Client Users to search for existing applications by entering relevant information in text field.

Advance Search		
Job No.	<input type="text"/>	
Entry Date	From <input type="text"/>	To <input type="text"/>
<input type="button" value="Search"/>		

Figure 7.0: Search Screen

- Client can search based on Job No, Entry Date, Category, and Status.

8.0 Company Profile

- This screen allows applicant to view company information including the existing factory and user information

Company Information						
Company Information		Factory Information		User		
Company Name		TESTING XXX SDN BHD		SSM No.	SSM XXX12345	
Address 1		NO 70 FELDA KERTEH 03		Post Code	23000	
		JALAN RAJA UDANG		District		
		KETENGAH JAYA		State	TERENGGANU	
Phone No.		098202453		Fax No.	0954544542	
Contact Person 1	Name	SHAHRUL		Contact Person 2	Name	ALICE
	Designation	Manager			Designation	Assistant Manager
	Tel	098202453			Tel	-
	Email	shahrul@nettsys.com			Email	illysf@yahoo.com
	HP No.	0123673404			HP No.	0172554123

Figure 6.1: Company Information Screen

Company Information																																																																																						
Company Information		Factory Information		User																																																																																		
<table border="1"> <thead> <tr> <th>No.</th> <th>Factory Name</th> <th>District</th> <th>State</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>FACTORY 1</td> <td>KUALA PILAH</td> <td>NEGERI SEMBILAN</td> <td>Active</td> </tr> <tr> <td>2</td> <td>FACTORY 2</td> <td>KAMPAR</td> <td>PERAK</td> <td>Active</td> </tr> </tbody> </table>						No.	Factory Name	District	State	Status	1	FACTORY 1	KUALA PILAH	NEGERI SEMBILAN	Active	2	FACTORY 2	KAMPAR	PERAK	Active																																																																		
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<table border="1"> <thead> <tr> <th colspan="6">Factory Information</th> </tr> </thead> <tbody> <tr> <td colspan="2">* Factory Name</td> <td colspan="4">* Address</td> </tr> <tr> <td colspan="2">SSM No.</td> <td colspan="4">SSM XXX12345</td> </tr> <tr> <td colspan="2">Phone No.</td> <td colspan="4"></td> </tr> <tr> <td colspan="2">Fax No.</td> <td colspan="2">Post Code</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">District</td> <td colspan="2">* State</td> <td colspan="2">- Please Select -</td> </tr> <tr> <td rowspan="5">Contact Person 1</td> <td>* Name</td> <td colspan="2"></td> <td rowspan="5">Contact Person 2</td> <td>Name</td> <td></td> </tr> <tr> <td>* Designation</td> <td colspan="2"></td> <td>Designation</td> <td></td> </tr> <tr> <td>* Tel</td> <td colspan="2"></td> <td>Tel</td> <td></td> </tr> <tr> <td>* HP No.</td> <td colspan="2"></td> <td>HP No.</td> <td></td> </tr> <tr> <td>* Email</td> <td colspan="2"></td> <td>Email</td> <td></td> </tr> <tr> <td colspan="2">Status</td> <td colspan="4"><input checked="" type="checkbox"/> Active</td> </tr> <tr> <td colspan="2">Remarks</td> <td colspan="4"></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Save</td> <td colspan="2">Reset</td> </tr> </tbody> </table>						Factory Information						* Factory Name		* Address				SSM No.		SSM XXX12345				Phone No.						Fax No.		Post Code				District		* State		- Please Select -		Contact Person 1	* Name			Contact Person 2	Name		* Designation			Designation		* Tel			Tel		* HP No.			HP No.		* Email			Email		Status		<input checked="" type="checkbox"/> Active				Remarks								Save		Reset	
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Remarks																																																																																						
		Save		Reset																																																																																		

Figure 6.2: Factory Information Screen

- Applicant can edit or add new factory.
- Enter mandatory details for Factory Information (as indicated with *).

- Click on **Save** to save factory information
- Click on **Reset** to reset all the fields.
- Click on Factory (row) to view and edit its details.

Company Information			
Company Information		Factory Information	User
User List			
No.	Full Name	User ID	Email
1	Mohd Shahrul Khairy Bin Awang Kenal	Applicant3	shahrulkhairy@gmail.com
User Details			
* Login ID	<input type="text"/>	Contact No.	<input type="text"/>
* Password	<input type="text"/>	* Email	<input type="text"/>
* Full Name	<input type="text"/>	Status	<input type="checkbox"/> Active
Remarks	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Search"/>			

Figure 6.3: User Information Screen

- Click on User (Row) to view and edit its details.
- Enter mandatory details for User Information (as indicated with *).
- Click on **Add** to Add new user.
- Click on **Reset** to reset all the fields.
- Click on **Search** to search the user information.