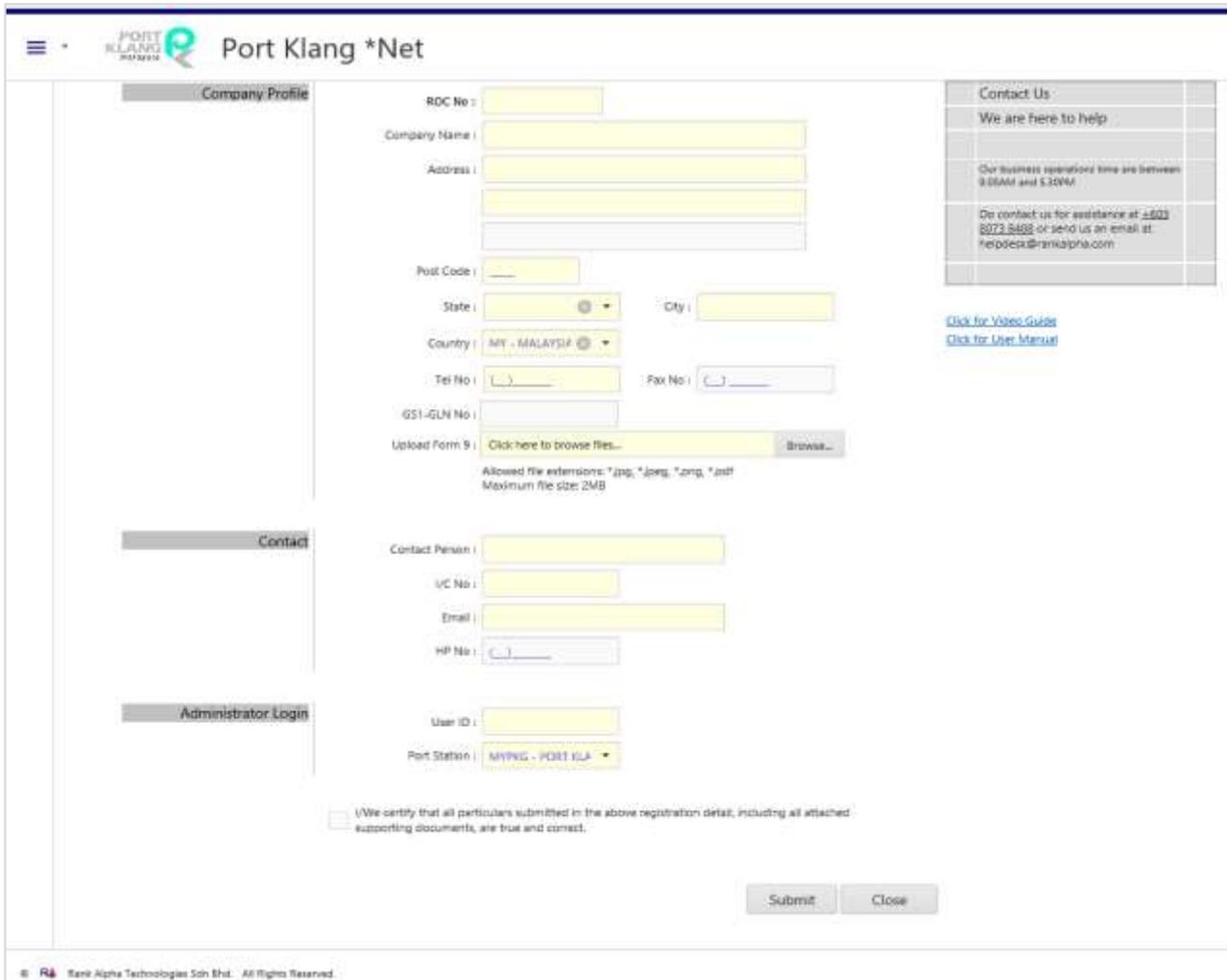


PORT KLANG*NET – SHIPPER REGISTRATION

GUIDELINES – HOW TO COMPLETE THE BOXES ?



ROC NO:

This box refers to your Company’s Registration Number of the certificate issued by Registrar of Companies (ROC/SSM). This certificate is your Form 9. If your Company is not a SDN BHD, then use the Registration Number of the certificate issued by Registrar of Businesses (ROB).

COMPANY NAME:

Complete this box the FULL name of your company or firm in CAPITAL LETTERS as appears in your ROC certificate.

ADDRESS:

Complete this box with your actual address of your company or firm. DO NOT use P.O. Box address.

POST CODE:

Enter your Postal Code of your address.

STATE:

Enter the state you are located. Here you need to click on the down arrow at the right side of the box and you will get a drop-down dialog box where it contains all the states available from the system database.

CITY:

Enter the name of the city you are located.

COUNTRY:

This box is defaulted to Malaysia.

TEL NO:

Enter the telephone number of your office, including the prefix number. DO NOT enter your mobile number here as there is another box below for you to complete.

FAX NO:

Enter your fax number of your office, including the prefix. This box is optional. Completing this box allows Port Klang Net to fax important notices or documents.

GS1-GLN NO:

This box is for those companies who are registered users of GS1 standards. DO NOT complete here if your company or firm is not registered with GS1 Malaysia.

UPLOAD FORM 9:

You are required to upload a copy of the Form 9. You need to have a scanned copy of the Form 9. Click the "Browse" button and the system will request you to look for the scanned file located in your local computer folder. Find the file name of your scanned Form 9 and double click that file name. The system will upload that scanned Form 9. Similarly, if your company name has changed, please upload Form 13 instead. **NOTE:** the scanned file must be in either .jpg .jpeg .png or .pdf format. Please look before uploading the extension after the name of the scanned file. (Example: D0001.pdf or PIC001.jpg)

CONTACT PERSON:

Enter the name of the person who shall be the administrator of this account at Port Klang Net. Use only CAPITAL LETTERS. This person shall also be the contact person if required by Port Klang Net. **NOTE:** As an administrator, he /she has the authority provided by the system to input another 4 more users, who are able to login and use the facilities of Port Klang Net.

I/C NO:

Enter the NRIC number of the CONTACT PERSON.

EMAIL:

Enter the email address of the CONTACT PERSON. **NOTE:** Ensure a correct email address is entered here as Port Klang Net will respond to this registration request by sending emails, including initial notification and later the approval of the registration, detailing your Login Acct No as well as your default password.

HP NO:

Enter the mobile number of the CONTACT PERSON. This box is optional. Providing this mobile number will assist Port Klang Net to contact you in the case of any URGENCY.

I/We certify that all particulars submitted in the above registration detail, including all attached supporting documents, are true and correct.

Click at this check-box to indicate your agreement to the statement besides it. Once you click on this check-box, you may proceed to submit your REGISTRATION FORM.

Upon your clicking of the SUBMIT button, the system will respond on the screen to inform you that your submission is successful.

Close all the active screen(s) of Port Klang Net.

Next, you need to open up your email program to see the email response from Port Klang Net, where this email will be sent to the registered email address of the CONTACT PERSON.

If you do not receive this email within the next 10 or 15 minutes, please contact the Help Desk of Rank Alpha Technologies Sdn Bhd, Tel No: **03-8073 8488** or simply sent an email to **helpdesk@rankalpha.com**. NOTE: Generally, you will receive this initial email within the first few minutes upon your submission.

Port Klang Net will take a few days to approval your registration request. Upon approval, you will receive another email address to the administrator (CONTACT PERSON) indicating the approval and within this email you will get the details of the LOGIN ACCOUNT NUMBER plus the default password.

NOTE: This default password is only used by the administrator to login into Port Klang Net. Upon the first login, Port Klang Net will ask the ADMINISTRATOR to enter his own password. Once the default password has been changed, the password entered by the ADMINISTRATOR shall be deemed the permanent password for any future login.

IMPORTANT NOTICE

Besides registering in Port Klang Net, YOU are reminded that your Company is also required to register at Marine Department, Malaysia (Jabatan Laut Malaysia) for the compliance of SOLAS VGM regulations. Visit the website www.marine.gov.my. For fast-track, go to <http://202.129.173.37/shipper/Document/Rev1.pdf> to download this form. Upon completion of this form, you are required to either hand-over at the Jabatan Laut offices or email them the scanned form.

[THIS GUIDE CONTAINS 3 PAGES ONLY]