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Document Version 1.0

LPJ Lay Up User Manual

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1. Accessing the System

1.1 Login

 To start accessing the LPJ Console Lay Up Module, open up the web browser (e.g. Google Chrome) and type in the given URL:

http://www.lpjpcs.gov.my

2. This will bring up LPJ Console Applicant Page as shown below.



3. Enter ROC No, User ID and Password then click on [Login] button.



4. The menu available for Lay Up user are as follows:

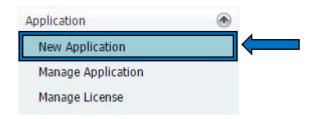


- New Application
- Manage Application

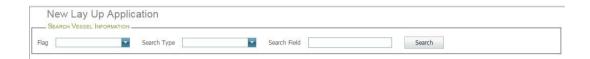
- > Edit Application
- View Application
- > Resubmit Application
- Make Payment
- View License
- Manage License
 - > View License Information
 - > Renew License
 - View License

2. New Application

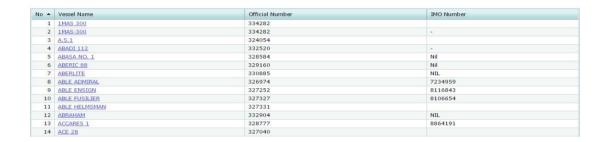
1. On [Lay Up] tab, click on [New Application] menu as shown below.



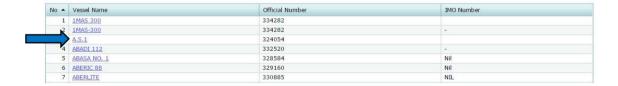
2. Select Flag Type, Search Type and key in Search field. Then, click on the [Search] button.



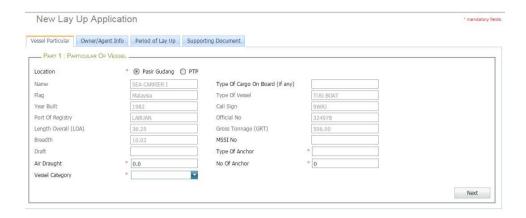
3. System will show the list of vessel in the grid as below.



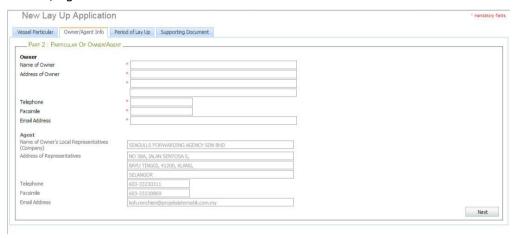
4. To create new application click on [Vessel Name] link



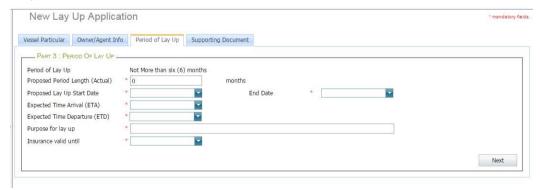
5. Fill in the new lay up application details information for Part 1: Particular Of Vessel



6. Fill in the new lay up application details information for Part 2: Particular Of Owner/Agent

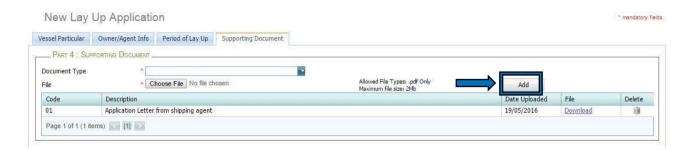


7. Fill in the new lay up application details information for Part 3: Period Of Lay Up

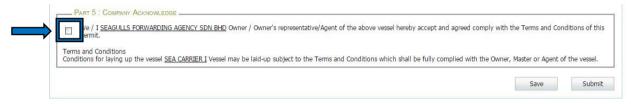


8. Upload supporting document in Part 4: Supporting Document. Select document type, and then click [Choose File] to browse for local file and click on [Add]

button to upload the document. Successfully uploaded file will display in below list.



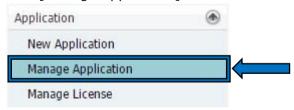
9. Upon completion, tick on Part 5: Company Acknowledge and then click [Submit] button to submit the application. Click [Save] button to save the application. Then a message will appear to inform that your application has been submitted successfully.



3. Manage Application

3.1 Edit Application

1. On [Lay Up] tab, click on [Manage Application] menu as shown below.



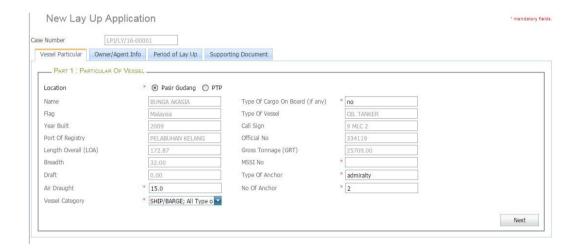
2. This will bring up list of lay up application:



3. Click on [Edit] icon as shown below.



- 1. On
- 4. Make changes on the application. Then click [Submit] button to submit the application or click [Save] button to save the application.

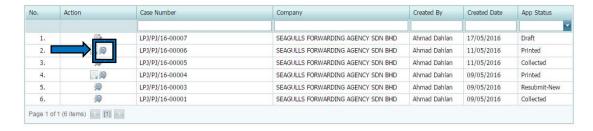


3.2 View Application

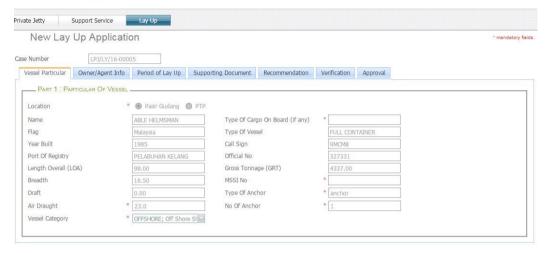
[Lay Up] tab, click on [Manage Application] menu as shown below.



2. This will bring up list of lay up application. To view the application, click on [View] icon of that application.



3. View the application information.

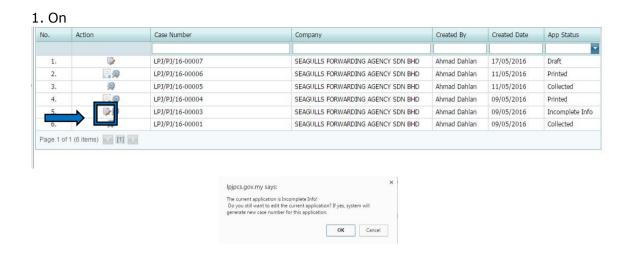


3.3 Resubmit Application

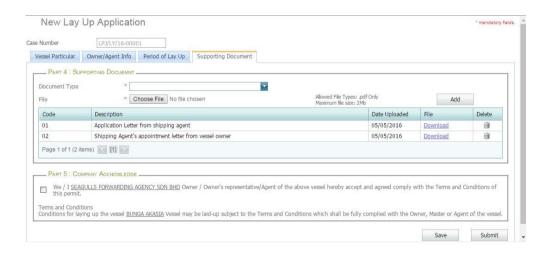
1. On [Lay Up] tab, click on [Manage Application] menu as shown below.



2. This will bring up list of lay up application. To resubmit the application, click on [Resubmit] icon of that application and system will prompt a confirmation message. Click [Ok] to continue.

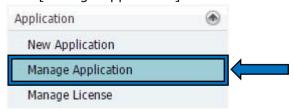


3. Make changes on the application. Then click [Submit] button to submit the application or click [Save] button to save the application.



3.4 Make Payment

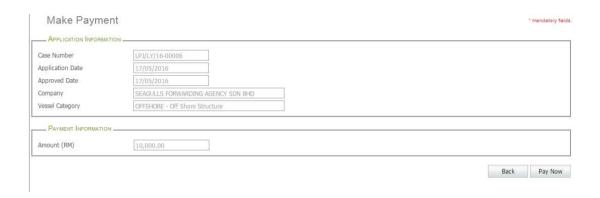
[Lay Up] tab, click on [Manage Application] menu as shown below.



2. This will bring up list of lay up application. To make payment, click on [Pay] icon of that application and system will display information payment information



3. Then, Click on [Pay Now] button to proceed with payment.



4. System will display a pop up information about the payment. Select the type of payment. Then click on [Proceed for Payment].



- 1. On
- 5. Upon successful transaction, system will display a receipt for the payment.

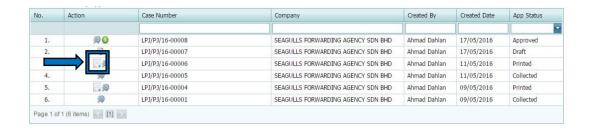


3.5 View License

[Lay Up] tab, click on [Manage Application] menu as shown below.



2. This will bring up list of lay up application. To view the license, click on [License] icon of that application and system will display the license.

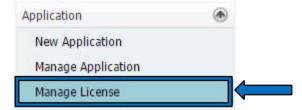




4. Manage License

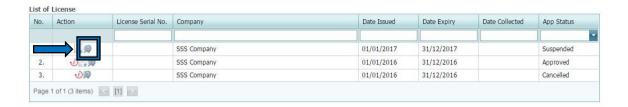
4.1 View License Information

1. On [Lay Up] tab, click on [Manage License] menu as shown below.



2. This will bring up list of lay up license. To view the license, click on [License] icon of that application.

1. On



3. View the license information.

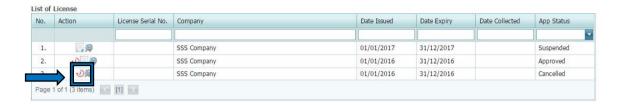


4.2 License Renewal

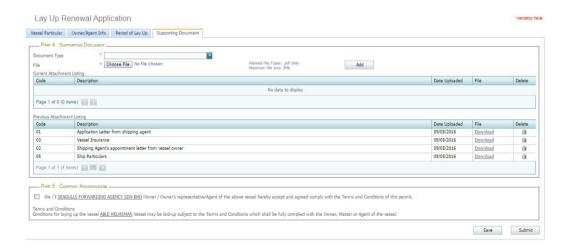
[Lay Up] tab, click on [Manage License] menu as shown below.



2. This will bring up list of lay up license. To renew the license, click on [Renew] icon of that application.



3. The system will display lay up renewal application page. Fill the entire mandatory fields. Click on button [Save] to save the renewal application or [Submit] to submit the application.



4.3 View License

1. On [Lay Up] tab, click on [Manage License] menu as shown below.



- 1. On
- 2. This will bring up list of lay up license. To view the license, click on [License] icon of that application and system will display the license.

