



LPJ Pilotage User Manual (Applicant)

10th May 2016

Document Version 1.0

LPJ Pilotage User Manual

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1. Accessing the System

1.1 Login

1. To start accessing the LPJ Console Pilotage 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.

Login

☒ Non-Government ☐ Government

ROC/ROB/Org. No.:

User ID:

Password:

Login

4. The menu available for non-government users are as follows:

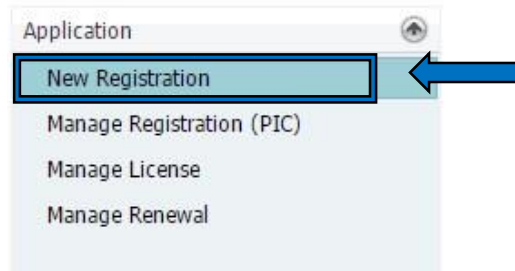


The menu list will be filtered based on user access right.

- ◆ New Registration
- ◆ Manage Registration
- ◆ Manage License
- ◆ Manage Renewal

2. New Registration

1. Click on [New Registration] menu as shown below.



2. Key in I/C Number. Then, click on the [Registration Form] button.

New Registration * mandatory fields

REGISTRATION

Port Operation	<input type="text" value="Pasir Gudang"/>
Schedule Type	<input type="text" value="Oral Examination"/>
Schedule Name	<input type="text" value="Oral Examination"/>
Registration End Date	<input type="text" value="13/05/2016"/>
I/C No	<input type="text" value=""/>

(eg. 891006011231)

3. System will display new registration form. Fill up the form.

PART 1: PARTICULAR OF CANDIDATE

Status	<input type="text" value="Draft"/>	I/C No (Old)	<input type="text" value=""/>
Name	<input type="text" value=""/>	Place of Birth	<input type="text" value=""/>
I/C No (New)	<input type="text" value="891006011231"/>	Race	<input type="text" value=""/>
Date of Birth	<input type="text" value=""/>	Contact No	<input type="text" value=""/>
Gender	<input type="text" value=""/>	Weight	<input type="text" value=""/>
Religion	<input type="text" value=""/>	Date C.O.C Expired	<input type="text" value=""/>
Height	<input type="text" value=""/>	Date of Commissioning	<input type="text" value=""/>
C.O.C Class	<input type="text" value=""/>		
Date of Service	<input type="text" value=""/>		
Current License Class	<input type="text" value=""/>		
Exam Registration for Class	<input type="text" value=""/>		
Address	<input type="text" value=""/>		
Postal Code	<input type="text" value=""/>		

4. Upload required documents by select document type, then browse for local file and click on [Add] button to upload the document. Successfully uploaded file will display on the below list.

PART 2: SUPPORTING DOCUMENT

Document Type * ▼

File * Choose File No file chosen Allowed File Types: .pdf Only
Maximum file size: 2Mb Add

Code	Description	File	Delete
M01	Copy of C.O.C	Download	
M03	PILOT F1	Download	

Page 1 of 1 (2 Items) < 1 >

5. Upon completion, then click on [Save] button to save the form. Tick on the acknowledge and click on [Register] button to submit the registration. Then, a message will appear to inform that registration has been submitted successfully.

PART 3: ACKNOWLEDGE

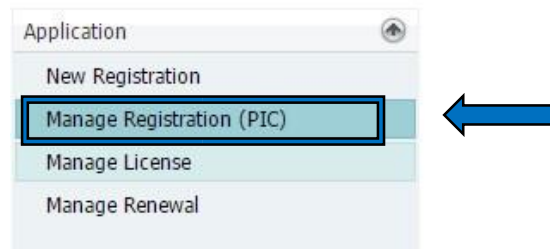
☐ I hereby / we acknowledged that all details of information above mentioned is true.

Save Register

3. Manage Registration

3.1 Edit Registration Information


1. Click on [Manage Registration (PIC)] menu as shown below.



2. Select port, year and schedule name. Then click on [Search] button.

A screenshot of a search form. It has three input fields: 'Port' with a dropdown menu showing 'Pasir Gudang', 'Year' with a text box containing '2016', and 'Schedule Name' with a dropdown menu showing 'W002/002/2016-Written exam 02'. There is a 'Search' button on the right.

3. This will bring up list of registration. Click on [Edit] icon as shown below.

No	Action	Case Number	Name	NRIC	Exam Registered	App Status
		LP3/P/16-00007	Peter	891006011231	A2	Draft

Page 1 of 1 (1 items)  Page size: 20

4. Make changes on the application. Upon completion, then click on [Save] button to save the form. Tick on the acknowledge and click on [Register] button to submit the registration. Then, a message will appear to inform that registration has been submitted successfully.

A screenshot of the 'New Registration Form'. It has two tabs: 'Candidate Particular' and 'Support Document'. The 'Support Document' tab is active. It shows a section for 'PART 2: SUPPORTING DOCUMENT' with a table of documents. Below this is a section for 'PART 3: ACKNOWLEDGE' with a checkbox and a 'Register' button.

3.2 View Registration Information

1. Click on [Manage Registration (PIC)] menu as shown below.

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Application

- New Registration
- Manage Registration (PIC)**
- Manage License
- Manage Renewal



2. Select port, year and schedule name. Then click on [Search] button.



SEARCH

Port:

Year:

Schedule Name:

3. This will bring up list of registration. Click on [View] icon as shown below.

No	Action	Case Number	Name	NRIC	Exam Registered	App Status
1		LPJ/P/16-00008	Ali	870215065692	B	Written Test Passed
		LPJ/P/16-00009	Mohamad Akmal	89100601123	B	Verified

Page 1 of 1 (2 items) << < [1] > >> Page size: 20

4. View the information of the registration:

New Registration Form

Candidate Particular Support Document Verification Result Approval

PART 1: PARTICULAR OF CANDIDATE

Status:

Name:

I/C No (New):

I/C No (Old):

Date of Birth:

Place of Birth:

Gender:

Race:

Religion:

Contact No:

Height:

Weight:

C.O.C Class:

Date C.O.C Expired:

Date of Service:

Date of Commissioning:

Current License Class:

Exam Registration for Class:

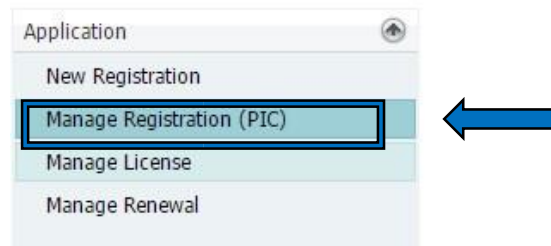
☐ Determination of License Stage

Address:

Postal Code:

3.3 Resubmit Application

1. Click on [Manage Registration (PIC)] menu as shown below.



3. Select port, year and schedule name. Then click on [Search] button.

A screenshot of a search form. It has three input fields: 'Port' with a dropdown menu showing 'Pasir Gudang', 'Year' with a text box containing '2016', and 'Schedule Name' with a dropdown menu showing 'W002/002/2016-Written exam 02'. A 'Search' button is located to the right of the fields.

4. This will bring up list of registration. Click on [Edit] icon as shown below.

No	Action	Case Number	Name	NRIC	Exam Registered	App Status
1		LPJ/P/16-00007	Peter	891006011231	A2	Incomplete Info

Page 1 of 1 (1 items) [Navigation icons] Page size: 20

5. Make changes on the application. Upon completion, then click on [Save] button to save the form. Tick on the acknowledge and click on [Register] button to submit the registration. Then, a message will appear to inform that registration has been submitted successfully.

A screenshot of the 'New Registration Form'. It has two tabs: 'Candidate Particular' and 'Support Document'. The 'Support Document' tab is active, showing 'PART 2: SUPPORTING DOCUMENT'. It includes a 'Document Type' dropdown, a 'File' input with a 'Choose File' button, and a table with columns 'Code', 'Description', 'File', and 'Delete'. The table contains one row: 'M01', 'Copy of C.O.C', and a 'Download' link. Below this is 'PART 3: ACKNOWLEDGE' with a checkbox for 'I hereby / we acknowledged that all details of information above mentioned is true.' and 'Save' and 'Register' buttons.

3.4 Make Payment

1. Click on [Manage Registration (PIC)] menu as shown below.



2. Select port, year and schedule name. Then click on [Search] button.

A screenshot of a search form. It has three input fields: 'Port' with a dropdown menu showing 'Pasar Gudang', 'Year' with a text box containing '2016', and 'Schedule Name' with a dropdown menu showing 'W002/002/2016-Written exam 02'. A 'Search' button is located to the right of the 'Schedule Name' field.

3. This will bring up list of registration. Click on [Payment] icon as shown below.

A screenshot of a table showing a list of registrations. The table has columns: No, Action, Case Number, Name, NRIC, Exam Registered, and App Status. The first row is highlighted. In the 'Action' column of the first row, there is a green icon with a dollar sign and a blue arrow pointing to it from the left.

No	Action	Case Number	Name	NRIC	Exam Registered	App Status
1		LPJ/P/16-00008	Ali	870215065692	B	Written Test Passed
		LPJ/P/16-00009	Mohamad Akmal	89100601123	B	Verified

Page 1 of 1 (2 items) << < [1] > >> Page size: 20

4. System will display the payment information. Click on [Pay Now] button to proceed with payment.

A screenshot of the 'Make Payment' form. It is divided into two sections: 'APPLICATION INFORMATION' and 'PAYMENT INFORMATION'. The 'APPLICATION INFORMATION' section has fields for Case Number, Application Date, Pilot Name, and License Class. The 'PAYMENT INFORMATION' section has a field for Amount (RM). At the bottom right, there are two buttons: 'Back' and 'Pay Now'. The 'Pay Now' button is highlighted with a blue box, and a blue arrow points to it from the left.

Make Payment

APPLICATION INFORMATION

Case Number: LPJ/P/16-00009
Application Date: 12/05/2016
Pilot Name: Mohamad Akmal
License Class: B

PAYMENT INFORMATION

Amount (RM): 150.00

Back Pay Now

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

Case Number	: LPJ/P/16-00009
Pilot Name	: Mohamad Akmal
License Class	: B
Amount(RM)	: 150.00
GST	: 0.00
Total Amount(RM)	: 150.00
Payment Type	: <input checked="" type="radio"/> Personal Account <input type="radio"/> Corporate Account

[Proceed For Payment](#)

6. Upon successful transaction, system will display a receipt for the payment.

LEMBAGA PELABUHAN JOHOR JALAN MAWAR MERAH 2 PUSAT PERDAGANGAN PASIR GUDANG 2 81700 PASIR GUDANG, JOHOR DARUL TAKZIM Tel : 607-253 4000 Fax : 607-251 7684 Web : http://www.lpj.gov.my/ No Pendaftaran GST : 001264918528		TARIKH : 13 MAY 2016 NO.RESIT : HQLM00014 KOD PTJ/DANA : HQ
RESIT RASMI		
DITERIMA DARIPADA	: Johor Port Berhad	
ALAMAT	: P.O. Box 151, Pasir Gudang, 81707 Pelabuhan Johor Pasir Gudang 81700 Pasir Gudang, Johor	
UNTUK BAYARAN	: Pilotage (B)	
RINGGIT MALAYSIA	: Satu Ratus Lima Puluh Ringgit Sahaja	
RM	: 150.00	
CARA BAYAR / RUJUKAN	: 12345	
GST (6%)	: 0.00	

3.5 View License

1. Click on [Manage Registration (PIC)] menu as shown below.



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

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No	Action	Name	NRIC	Exam Registered	App Status
		Koh Ren Chien	891006015447	A2	Passed
2		Mohd Ahzam	700909015667	A1	Collected

Page 1 of 1 (2 items) << < [1] > >> Page size: 20

LEMBAGA PELABUHAN JOHOR

LESEN MALIM
(Section 29CA, Port Authorities Act:1963)
(Revised 1993)

Adalah dengan ini dimaklumkan bahawa
This is to certify that
KOH REN CHIEN
Yang bertugas dengan
of
JOHOR PORT BERHAD
telah diperiksa
has been examined
pada 16 MAY 2016
on

Jawatankuasa peminan telah berpuas hati bahawa calon diatas mempunyai kecakapan untuk berkhidmat sebagai seorang malim tertakluk kepada had peminan (seperti dibawah) termasuk terma dan syarat-syarat seperti yang ditetapkan oleh Lembaga Pelabuhan Johor.
The Pilotage Committee is satisfied as to the above candidate's competency to act as pilot subject to such restrictions (see below), terms and conditions as the Authority thinks fit.

PENGERUSI
JAWATANKUASA PEMINAN
CHAIRMAN PILOTAGE COMMITTEE

Tarikh dikeluarkan :
RESTRICTION : (i) The holder of this license is of A2 class
(ii) Valid for Pilotage District of PASIR GUDANG only
(iii) Valid from 16 MAY 2016 until 16 MAY 2021

JOHOR PORT AUTHORITY
PILOT LICENSE

THE HOLDER OF THIS LICENSE IS A CLASS A2 PILOT AND IS HEREBY PERMITTED TO PILOT VESSEL OF NET TONS FIVE AND ABOVE ONLY IN THE PILOTAGE DISTRICT OF JOHOR PORT. FARE CHARGES AS PROVIDED FOR UNDER SECTION 29CA OF THE PORT AUTHORITIES ACT 1963 (REVISED 1993).

MUHAMMAD RAUF BIN AHMAD
CHAIRMAN
PILOTAGE COMMITTEE

NAME : KOH REN CHIEN
JIC NO : 891006015447
REGISTRATION : PILOT
LICENSE : CLASS A2
DATE OF ISSUE : 16 MAY 2016
DATE OF EXPIRY : 16 MAY 2021
SERIAL NO : 000001
SIGNATURE

4. Manage License

4.1 View License

1. Click on [Manage License] menu as shown below.






2. Select port. Then click on [Search] button.

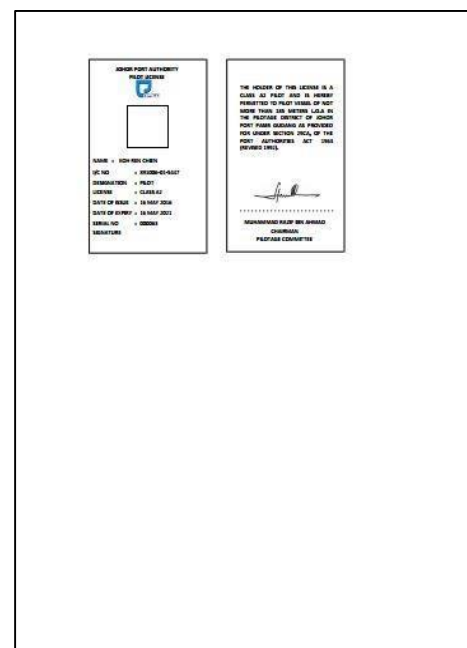
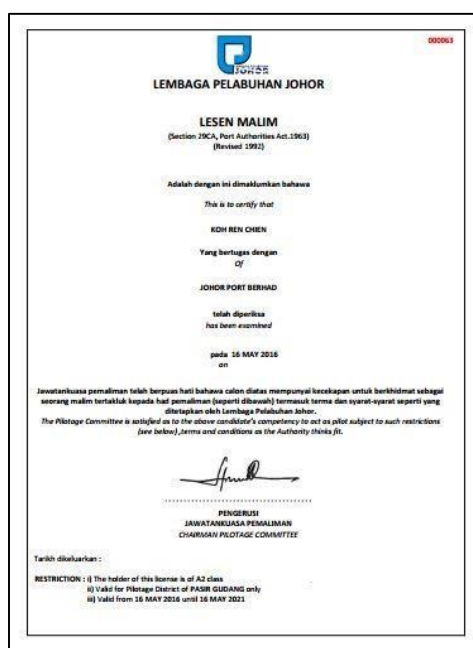
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SEARCH

Port

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

No	Action	Serial No	Pilot Name	Current License Class	Date Issued	Date Expired	Date Collected	App Status
1		00065	Mohd Nazri bin Isnin	A	27/05/2016	27/05/2021	09/05/2016	Suspended
2		00063	Koh Ren Chien	A2	16/05/2016	16/05/2021		Passed
3		00064	Mohd Ahzam	A1	16/05/2016	16/05/2021	12/05/2016	Passed



4.2 License Renewal

1. Click on [Manage License] menu as shown below.







2. Select port. Then click on [Search] button.

SEARCH

Port


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3. This will bring up list of license. To renew license, click on [renewal] icon of that license and system will display renewal application form.


No	Action	Serial No	Pilot Name	Current License Class	Date Issued	Date Expired	Date Collected	App Status
1		00065	Mohd Nazri bin Isnin	A	27/05/2016	27/05/2021	09/05/2016	Suspended
2		00072	Joseph	A	23/05/2016	01/06/2016		Passed
3		00064	Mohd Ahzam	A1	16/05/2016	16/05/2021	12/05/2016	Passed
4		00063	Koh Ren Chien	A2	16/05/2016	16/05/2021		Passed



4. Upload required documents by select document type, then browse for local file and click on [Add] button to upload the document. Successfully uploaded file will display on the below list. Upon completion, then click on [Save] button to save the record and [Submit] button to submit the renewal application. Then, a message will appear to inform that your application has been submitted successfully. Click on the [Back] button to go back to the Manage Renewal page.

PART 2: SUPPORTING DOCUMENT

Document Type: 

File: Choose File No file chosen Allowed File Types: .pdf Only
Maximum file size: 2Mb

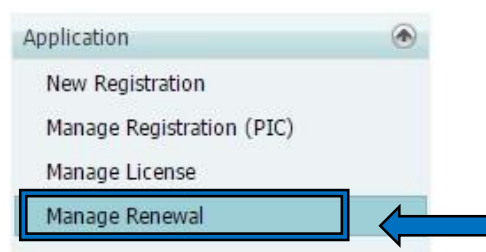
Code	Description	File	Delete
M01	Copy of C.O.C	Download	

Page 1 of 1 (1 items)  [1] 

5. Manage Renewal

5.1 View Renewal Application

1. Click on [Manage Renewal] menu as shown below.



2. Select application Date Range. Then click on [Search] button.

Manage Renewal

SEARCH

Application Date Range From  To 

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3. This will bring up list of renewal application. Click on [View] icon as shown below.

List of Renewal Application

No	Action	Case Number	Pilot Name	Created By	Created Date	App Status
1		LPJ/P/16-00012	Joseph	Salleh	13/05/2016	Renewal-New
		LPJ/P/16-00004	Mohd Nazri bin Isnin	Salleh	09/05/2016	Suspended

Page 1 of 1 (2 items) << < [1] > >> Page size: 20

4. View the information of the registration

Current Case Number: LPJ/P/16-00012 Previous Case Number: LPJ/P/16-00011

Candidate Particular Supporting Document

PART 1: PARTICULAR OF CANDIDATE

Name	Joseph	I/C No (Old)	
I/C No (New)	891006011231	Place of Birth	Johor
Date of Birth	01/05/1985	Race	Others
Gender	Male	Contact No	01452326259
Religion	Christian	Weight	70.00
Height	169	Date C.O.C Expired	01/05/2016
C.O.C Class	WOK	Other License Class	
Date of Service	01/05/2016	Date Expiry	01/06/2016
Current License Class	A		
Date of Commissioning	23/05/2016		
Address	80, Jalan Campedak 15, Taman Campedak		
Postal Code	81700		

5.2 Make payment

1. Click on [Manage Renewal] menu as shown below.



2. Select application Date Range. Then click on [Search] button.

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Manage Renewal

SEARCH

Application Date Range From To

3. This will bring up list of renewal application. Click on [Payment] icon to make payment.

List of Renewal Application

No	Action	Case Number	Pilot Name	Created By	Created Date	App Status
1		LPJ/P/16-00012	Joseph	Salleh	13/05/2016	Verified
2		LPJ/P/16-00004	Mohd Nazri bin Isnin	Salleh	09/05/2016	Suspended

Page 1 of 1 (2 items) << < [1] > >> Page size: 20


4. System will display the payment information. Click on [Pay Now] button to proceed with payment.

APPLICATION INFORMATION

Case Number	LPJ/P/16-00012
Application Date	13/05/2016
Pilot Name	Joseph
License Class	A

PAYMENT INFORMATION

Amount (RM)	100.00
-------------	--------



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

Case Number	: LPJ/P/16-00012
Pilot Name	: Joseph
License Class	: A
Amount(RM)	: 100.00
GST	: 0.00
Total Amount(RM)	: 100.00
Payment Type	: <input checked="" type="radio"/> Personal Account <input type="radio"/> Corporate Account

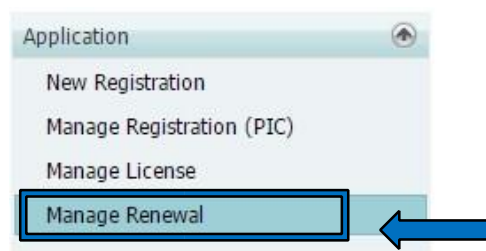
6. Upon successful transaction, system will display a receipt for the payment.

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LEMBAGA PELABUHAN JOHOR JALAN MAWAR MERAH 2 PUSAT PERDAGANGAN PASIR GUDANG 2 81700 PASIR GUDANG, JOHOR DARUL TAKZIM Tel : 607-253 4000 Fax : 607-251 7684 Web : http://www.lpj.gov.my/ No Pendaftaran GST : 001264918528		TARIKH : 13 MAY 2016 NO.RESIT : HQLM00016 KOD PTJ/DANA : HQ
RESIT RASMI		
DITERIMA DARIPADA	: Johor Port Berhad	
ALAMAT	: P.O. Box 151, Pasir Gudang, 81707 Pelabuhan Johor Pasir Gudang 81700 Pasir Gudang, Johor	
UNTUK BAYARAN	: Pilotage (A (Unlimited))	
RINGGIT MALAYSIA	: Satu Ratus Ringgit Sahaja	
RM	: 100.00	
CARA BAYAR / RUJUKAN	: 123456	
GST (6%)	: 0.00	

5.3 View License

1. Click on [Manage Renewal] menu as shown below.



2. Select application Date Range. Then click on [Search] button.

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Manage Renewal

SEARCH

Application Date Range From To

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

List of Renewal Application

No	Action	Case Number	Pilot Name	Created By	Created Date	App Status
		LPJ/P/16-00012	Joseph	Salleh	13/05/2016	Passed
2		LPJ/P/16-00004	Mohd Nazri bin Isnin	Salleh	09/05/2016	Suspended

Page 1 of 1 (2 items)


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LEMBAGA PELABUHAN JOHOR

LESEN MALIM
(Section 29CA, Port Authorities Act, 1963)
(Revised 1992)


Adalah dengan ini dimaklumkan bahawa
This is to certify that
KOH BEN CHEN
Yang bertugas dengan
of
JOHOR PORT BERHAD
telah dipertah
has been examined
pada 16 MAY 2016
on


Jawatankuasa pemelesen telah bersetuju bahawa calon diatas mempunyai kecukupan untuk berkhidmat sebagai
seorang malim bertaklik kepada hal pemelesen (berpilot) termasuk semua dan syarat-syarat seperti yang
ditetapkan oleh Lembaga Pelabuhan Johor.
The Pilotage Committee is satisfied as to the above candidate's competency to act as pilot subject to such restrictions
(see below) (terms and conditions as the Authority thinks fit).


PENGERUSI
JAWATANKUASA PEMALAMAN
CHAIRMAN PILOTAGE COMMITTEE

Tarikh dikeluarkan :
RESTRICTION : i) The holder of this license is of A2 class
ii) Valid for Pilotage District of PAJIR SUGUNG only
iii) Valid from 16 MAY 2016 until 16 MAY 2021

JOHOR PORT AUTHORITY
PILOTAGE



THE HOLDER OF THIS LICENSE IS A
CLASS OF PILOT AND IS HEREBY
AUTHORIZED TO NAVIGATE OR NAVY
WITHIN THE PORT AREA OF THE
PORT AUTHORITY OF JOHOR
PORT FROM 16 MAY 2016 TO 16 MAY 2021
NAME : KOH BEN CHEN
IC NO : 900000-000000
ORGANISATION : PILOT
LOCATION : JOHOR PORT
DATE OF BIRTH : 16 MAY 2000
DATE OF EXPIRY : 16 MAY 2021
SIGNATURE : 
MANAGEMENTAL PILOTAGE COMMITTEE