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.

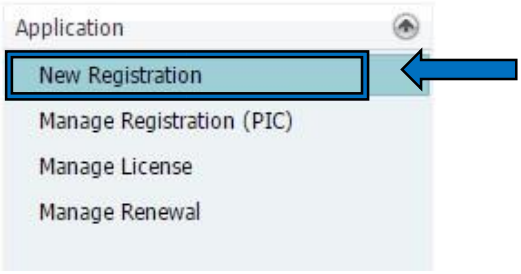
4. The menu available for non-government users are as follows:

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

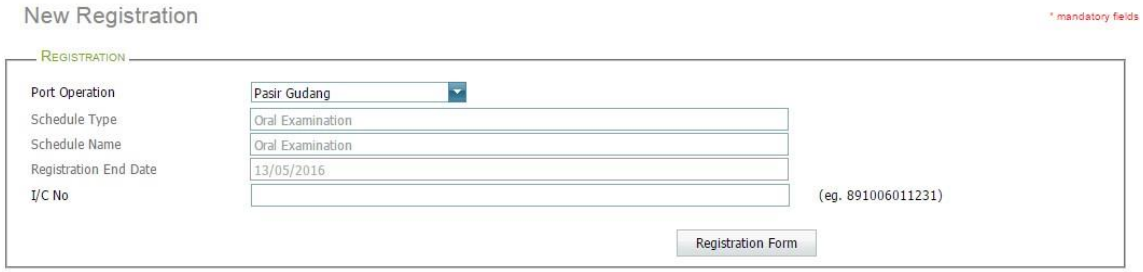
- New Registration
- Manage Registration
- Manage License
- Manage Renewal

2. New Registration

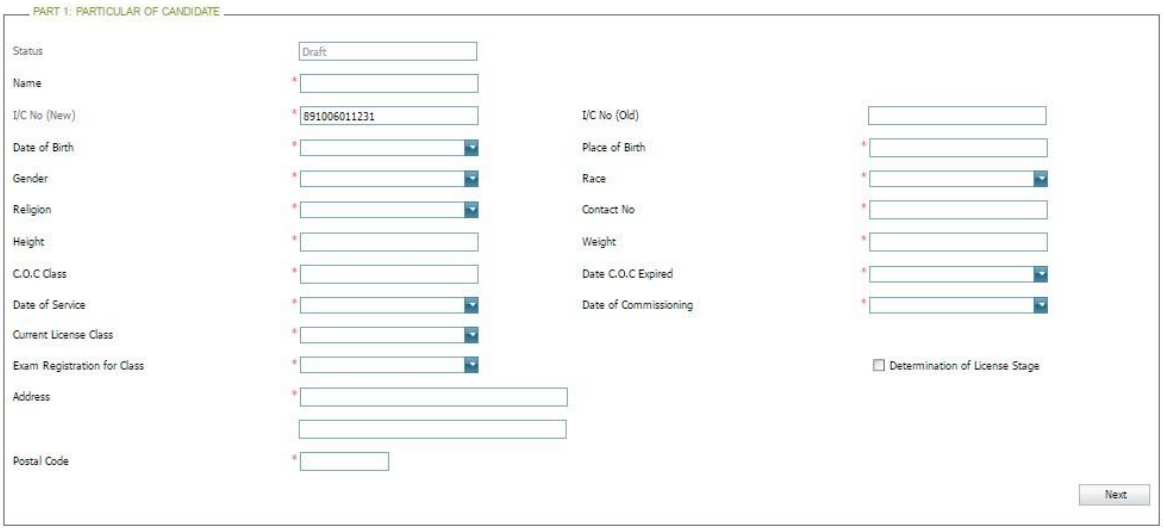
1. Click on [New Registration] menu as shown below.



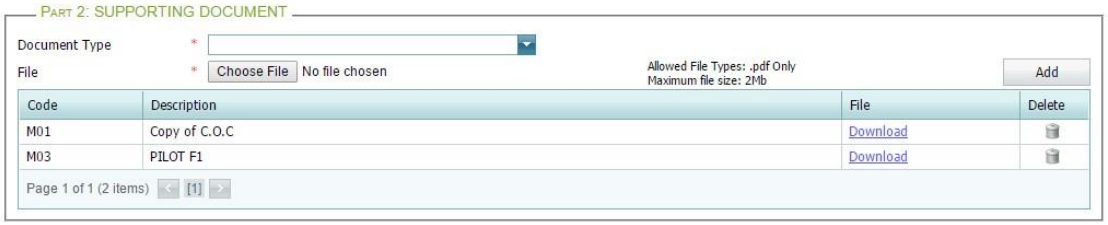
2. Key in I/C Number. Then, click on the [Registration Form] button.



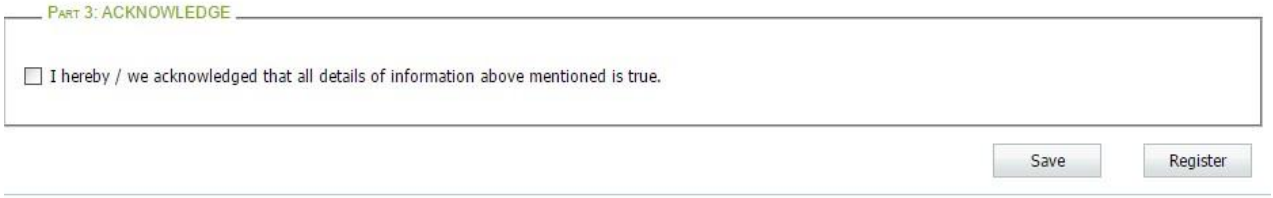
3. System will display new registration form. Fill up the form.



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



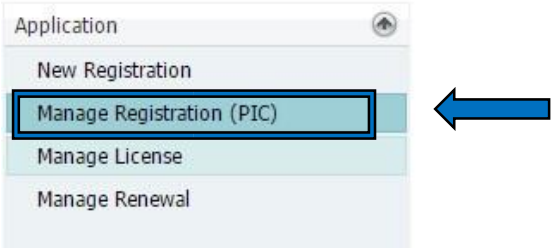
5. Upon completion, then click on [Save] button to save the form. Tick on the acknowledge and click on [Register] button to submit the registration. Then, a message will appear to inform that registration has been submitted successfully.



3. Manage Registration

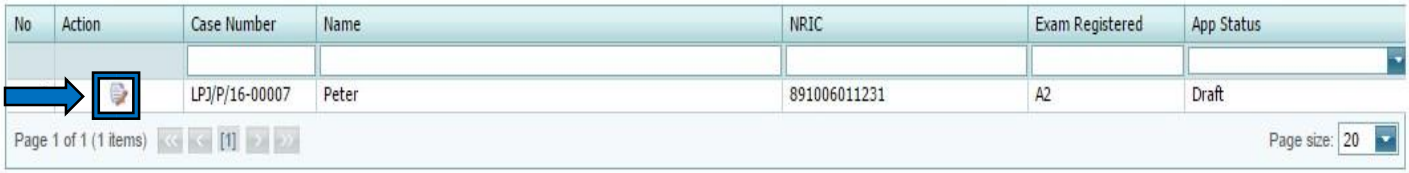
3.1 Edit Registration Information

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

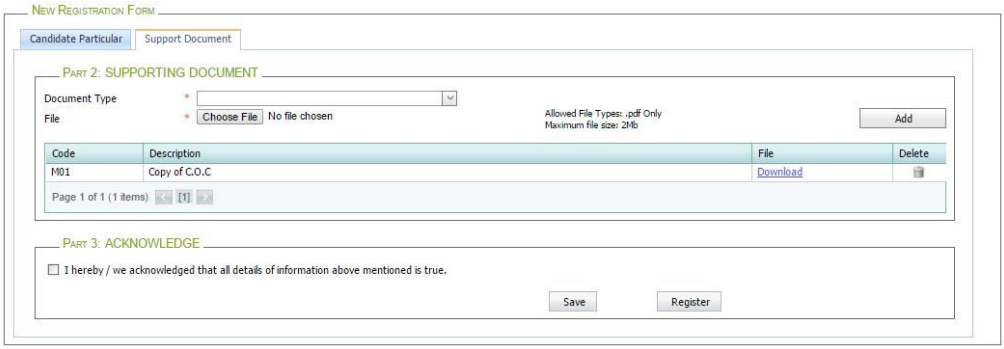


2. Select port, year and schedule name. Then click on [Search] button.

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

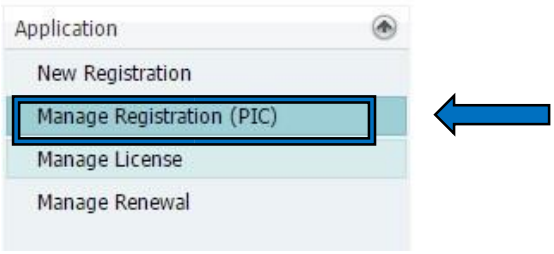


4. Make changes on the application. Upon completion, then click on [Save] button to save the form. Tick on the acknowledge and click on [Register] button to submit the registration. Then, a message will appear to inform that registration has been submitted successfully.



3.2 View Registration Information

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



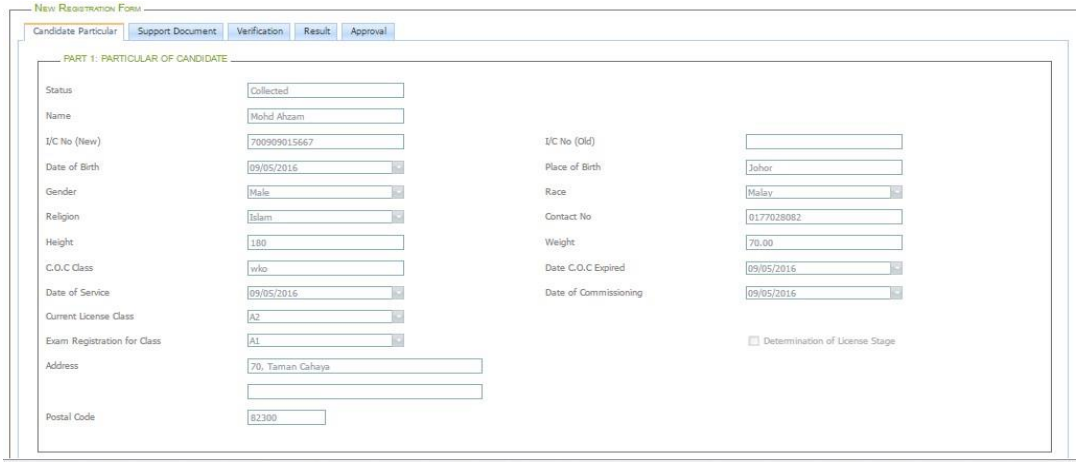
2. Select port, year and schedule name. Then click on [Search] button.

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
2		LPJ/P/16-00009	Mohamad Akmal	89100601123	B	Verified

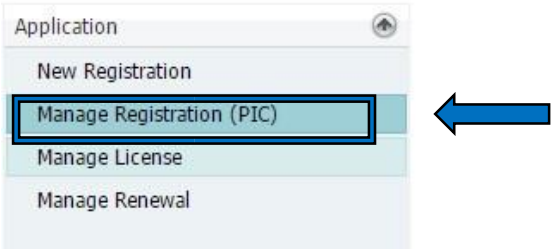
Page 1 of 1 (2 items) [1] Page size: 20

4. View the information of the registration:

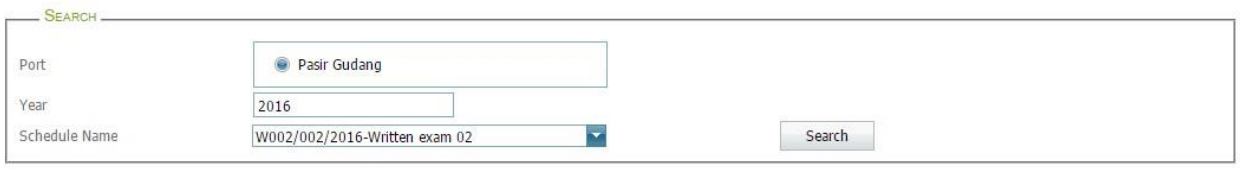


3.3 Resubmit Application

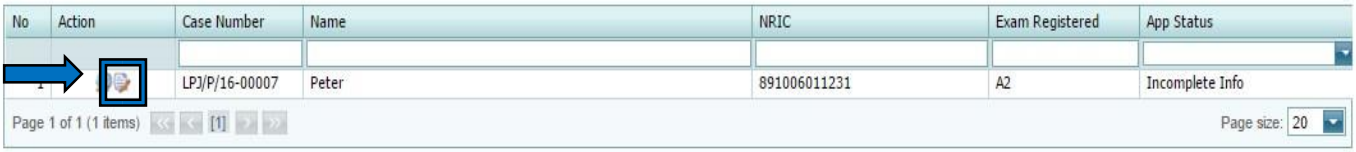
1. Click on [Manage Registration (PIC)] menu as shown below.



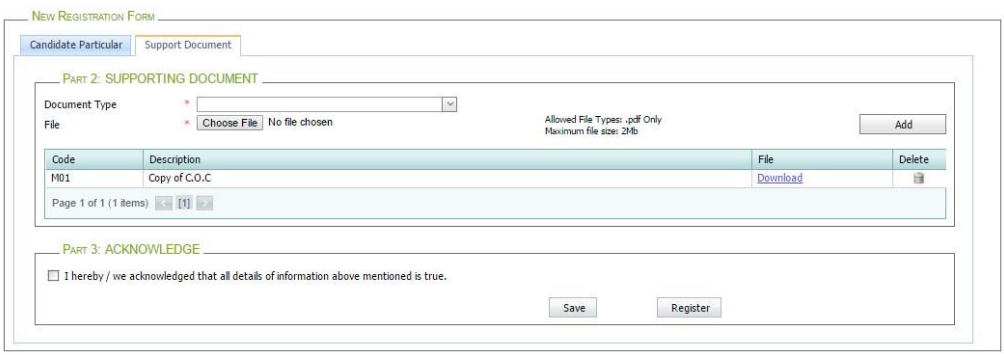
3. Select port, year and schedule name. Then click on [Search] button.



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

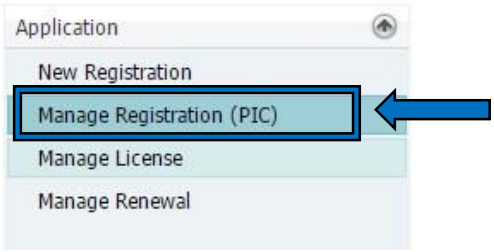


5. Make changes on the application. Upon completion, then click on [Save] button to save the form. Tick on the acknowledge and click on [Register] button to submit the registration. Then, a message will appear to inform that registration has been submitted successfully.



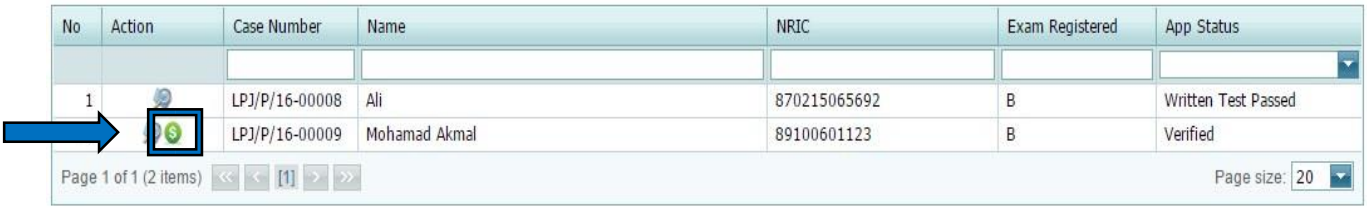
3.4 Make Payment

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

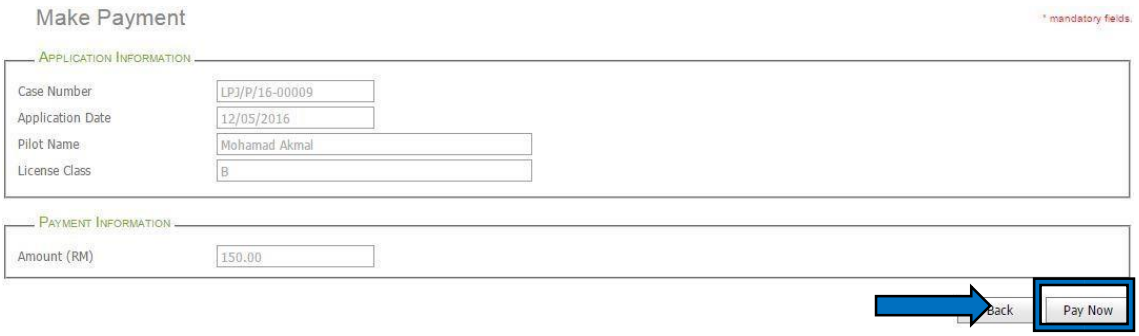


2. Select port, year and schedule name. Then click on [Search] button.

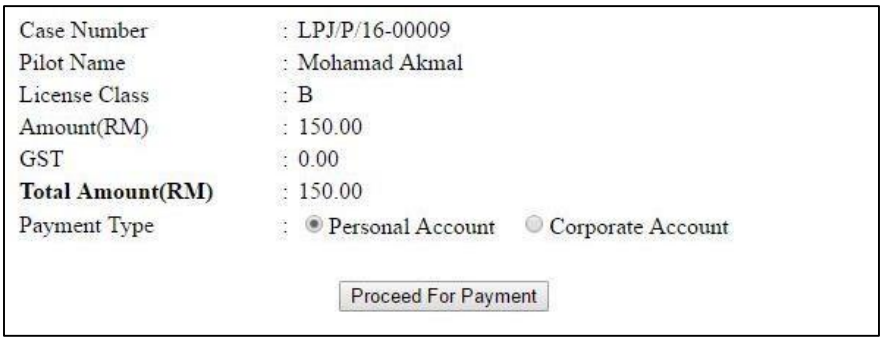
3. This will bring up list of registration. Click on [Payment] icon as shown below.



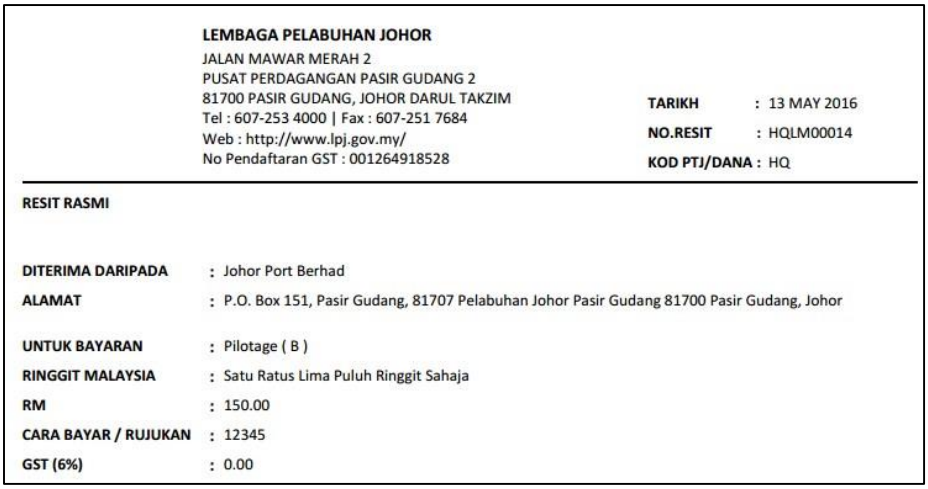
4. System will display the payment information. Click on [Pay Now] button to proceed with payment.



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

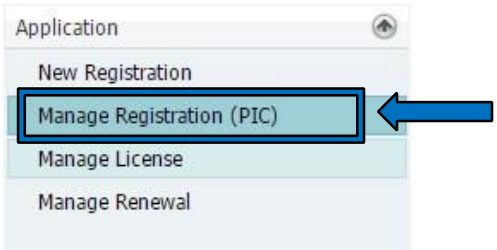


6. Upon successful transaction, system will display a receipt for the payment.

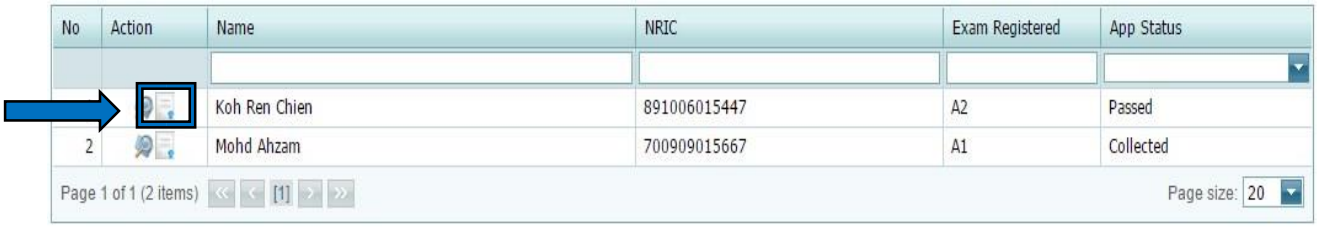


3.5 View License

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

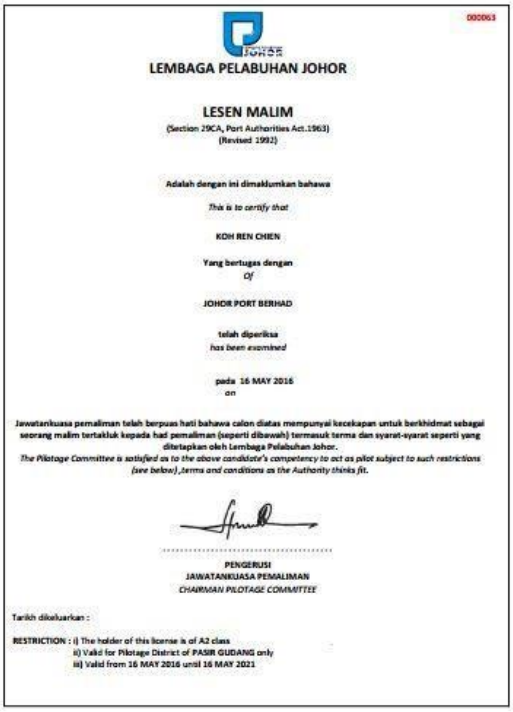


2. This will bring up list of registration. To view the license, click on [License] icon of that registration and system will display the license.



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 1992)

Adalah dengan ini diakkumkan bahawa

This is to certify that

KOH REN CHIEN

Yang bertugas dengan
Of

JOHOR PORT BERHAD

telah diperiksa
has been examined

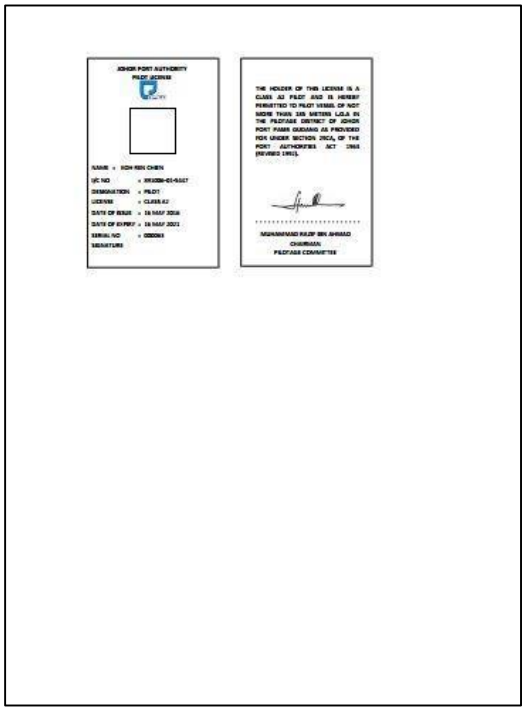
pada 16 MAY 2016
on

Jawatankuasa pemaliman telah berpuas hati bahawa calon diatas mempunyai kecekapan untuk berkhidmat sebagai seorang malim tertakluk kepada had pemaliman (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 PEMALIMAN
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

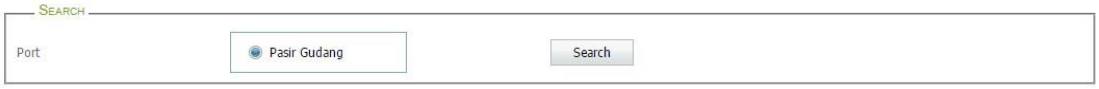


4. Manage License

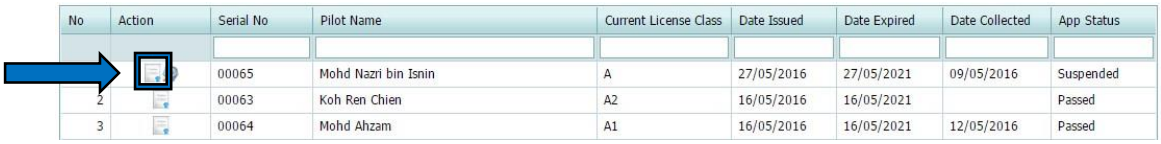
4.1 View License

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

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



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

LEMBAGA PELABUHAN JOHOR

LESEN MALIM

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

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

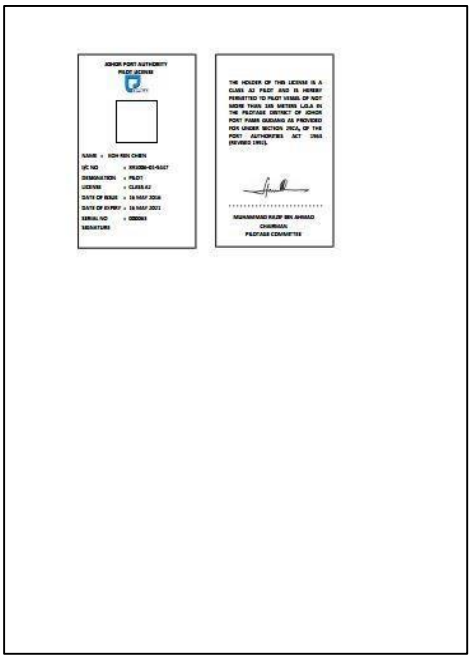
pada 16 MAY 2016
on

Jawatankuasa pemaliman telah berpuas hati bahawa calon diatas mempunyai kecekapan untuk berkhidmat sebagai seorang malim tertakluk kepada had pemaliman (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 PEMALIMAN
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

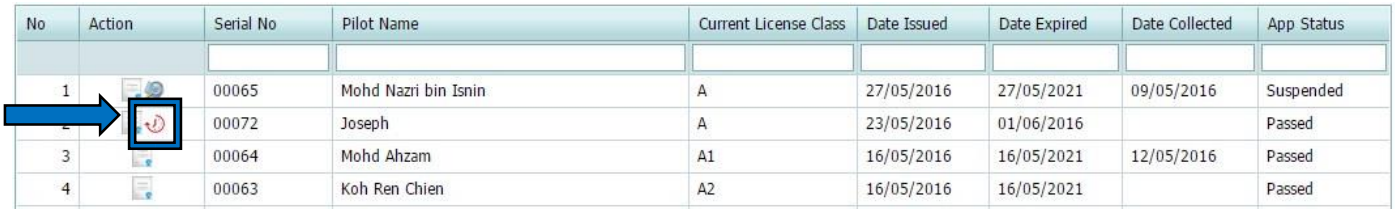


4.2 License Renewal

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

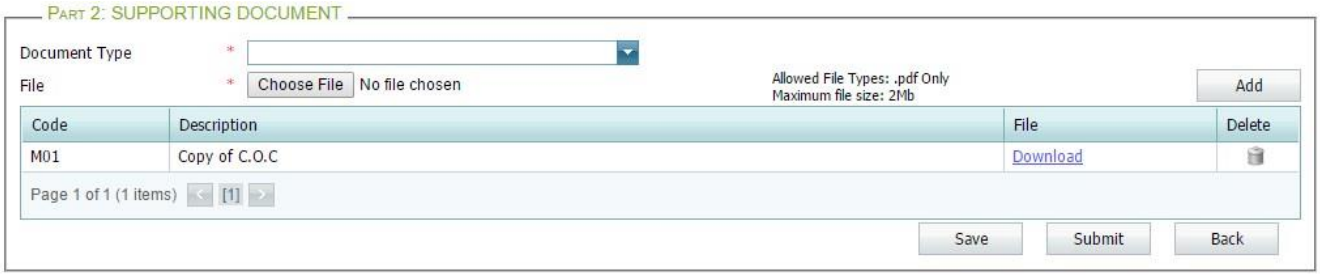
2. Select port. Then click on [Search] button.

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. Succesfully 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.



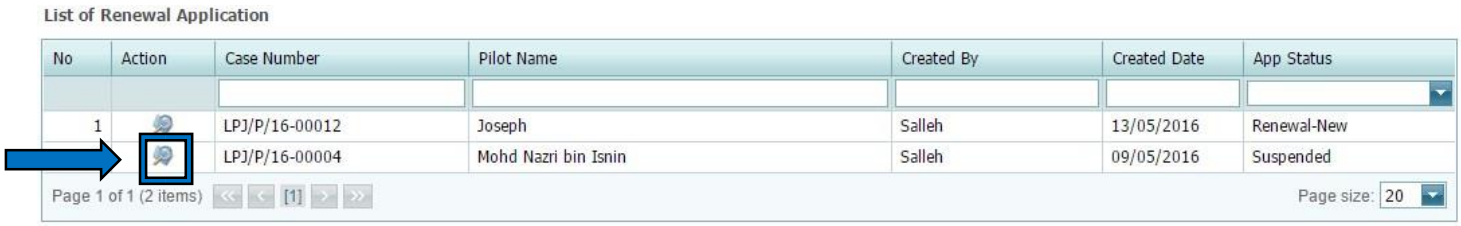
5. Manage Renewal

5.1 View Renewal Application

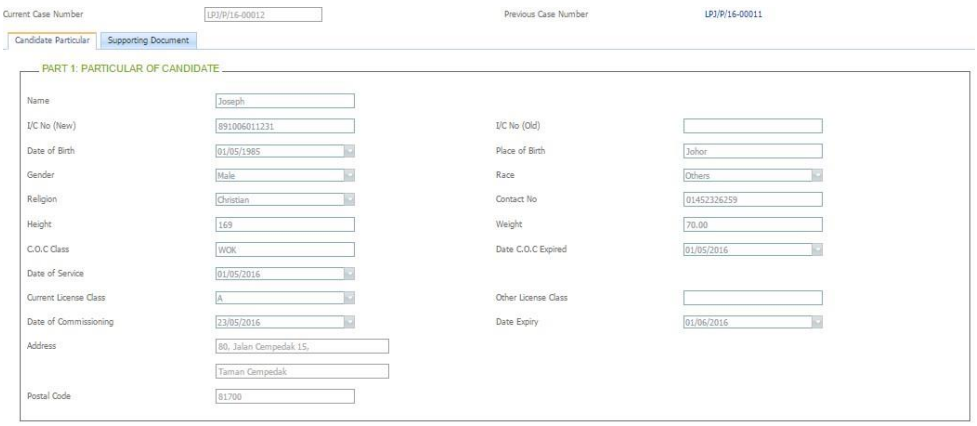
1. Click on [Manage Renewal] menu as shown below.

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

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



4. View the information of the registration



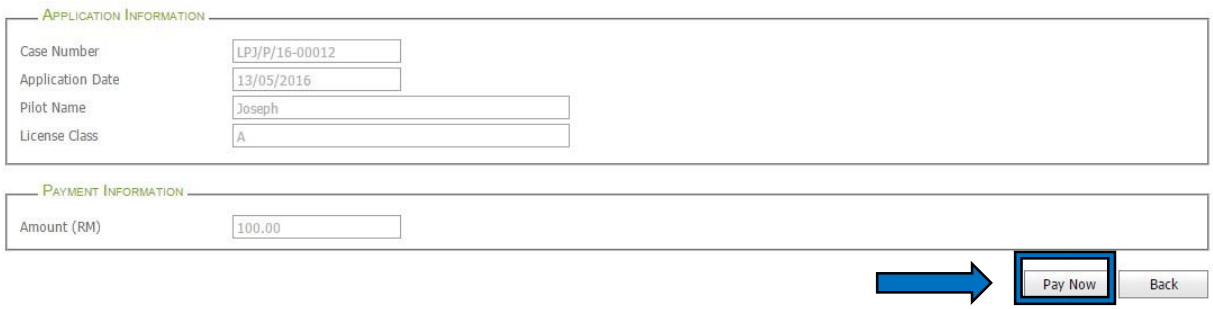
5.2 Make payment

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

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

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

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



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

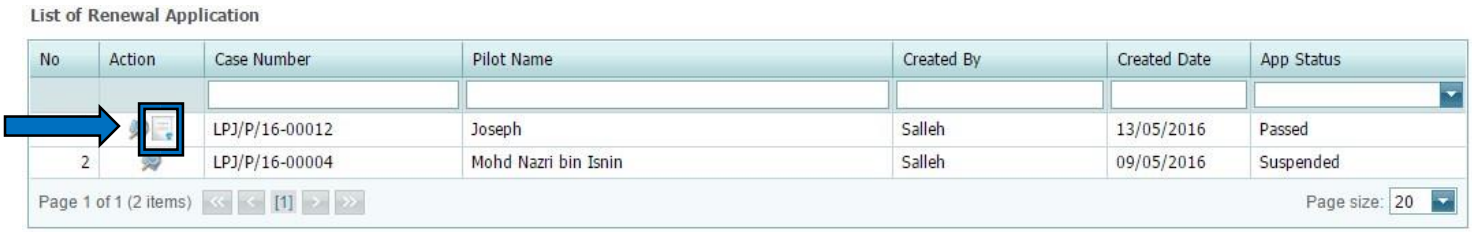
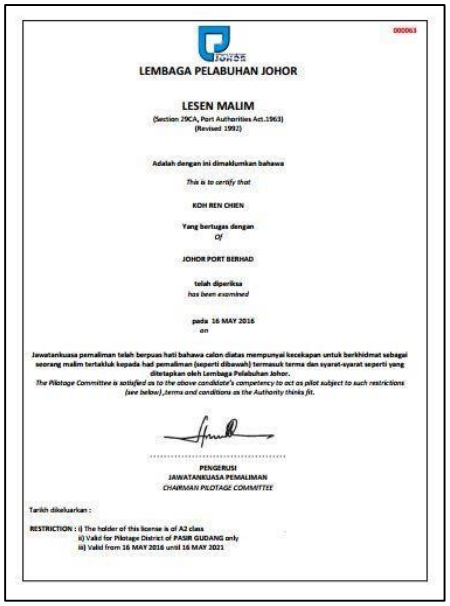
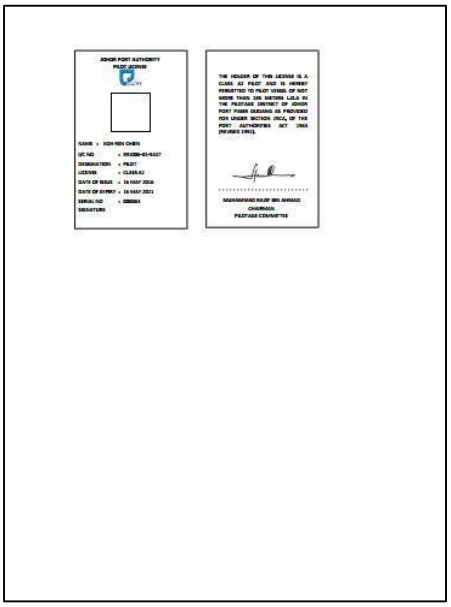
TARIKH : 13 MAY 2016
NO.RESIT : HQLM00016
KOD PTJ/DANA : HQ

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.

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.