LPJ Private Jetty User Manual (Applicant)

15th May 2016

Document Version 1.0

LPJ Private Jetty User Manual

TABLE OF CONTENTS

1. ACCESSING THE SYSTEM 3
1.1 LOGIN 3
2. NEW APPLICATION 4
3. MANAGE APPLICATION 8
3.1 EDIT APPLICATION 8
3.2 VIEW APPLICATION 9
3.3 RESUBMIT APPLICATION 10
3.4 MAKE PAYMENT 11
3.5 VIEW LICENSE 13
4. MANAGE LICENSE 14
4.1 VIEW LICENSE INFORMATION 14
4.2 LICENSE RENEWAL 15
4.3 VIEW LICENSE 16

1. Accessing the System

1.1 Login

1. To start accessing the LPJ Console Private Jetty 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 Private Jetty user are as follows:

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

- New Application

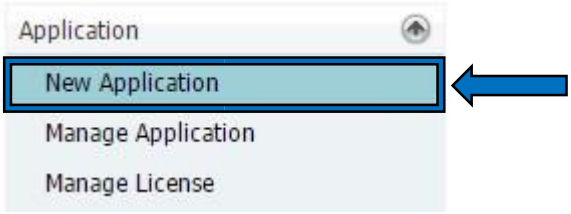
- Manage Application

- Edit Application
- View Application
- Resubmit Application
- Make Payment
- View License

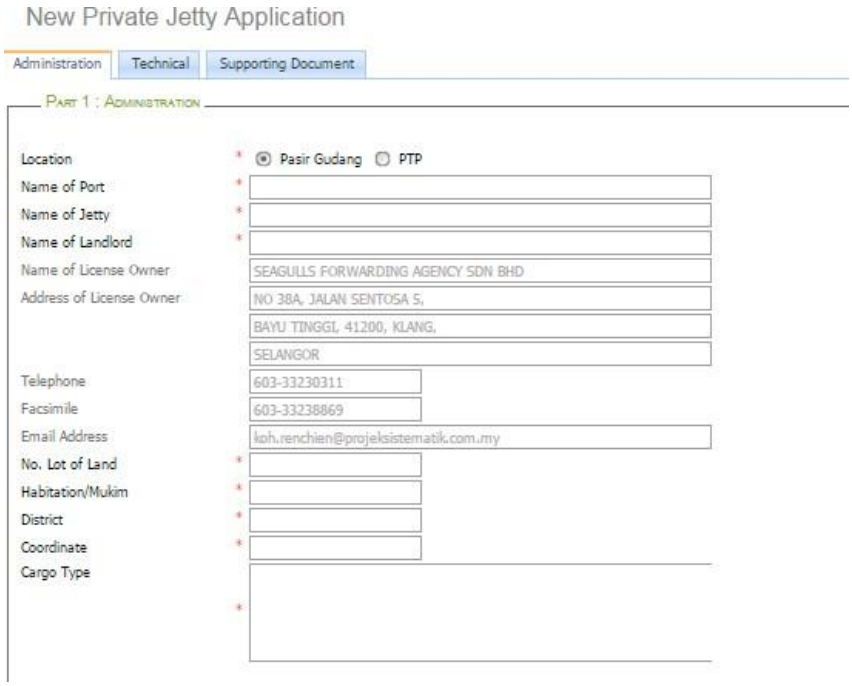
- Manage License
  - View License Information
  - License Renewal
  - View License

2. New Application

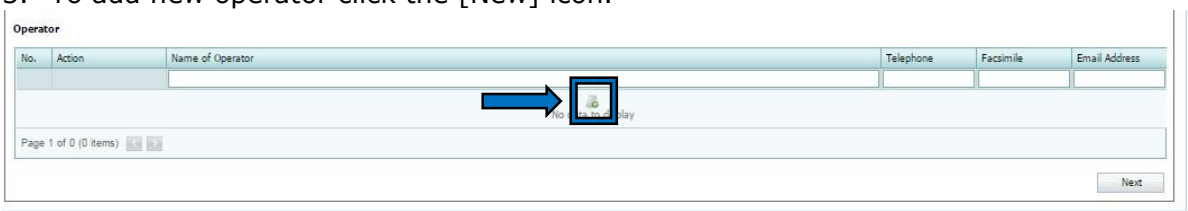
1. On [Private Jetty] tab, click on [New Application] menu as shown below.



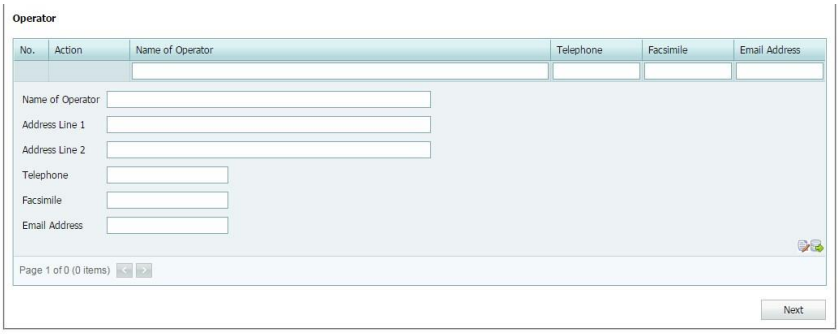
2. Fill in the new private jetty application details information for Part 1: Administration



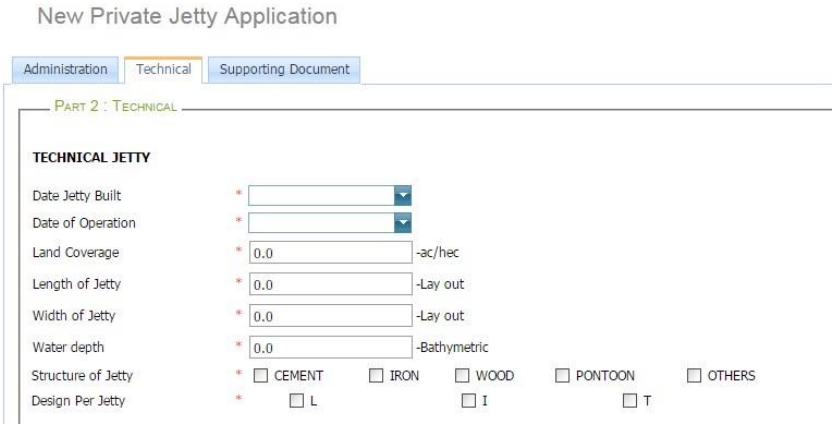
3. To add new operator click the [New] icon.



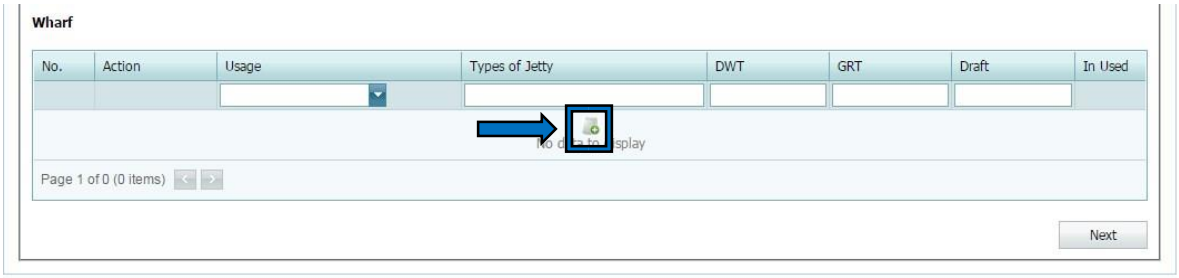
4. Fill the operator details and click [Update] icon to save the record.



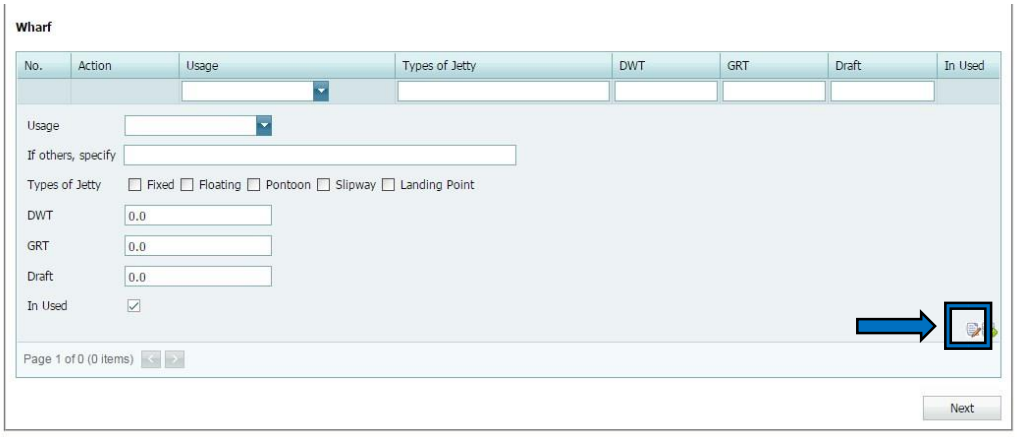
5. Fill in the new private jetty application details for Part 2: Technical.



6. To add new wharf click the [New] icon.

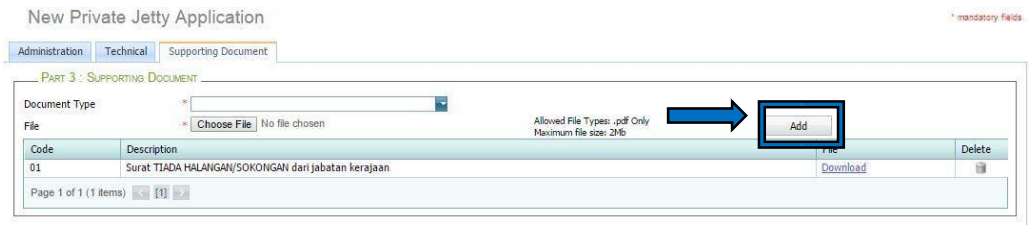


7. Fill the wharf details and click [Update] icon to save the record.

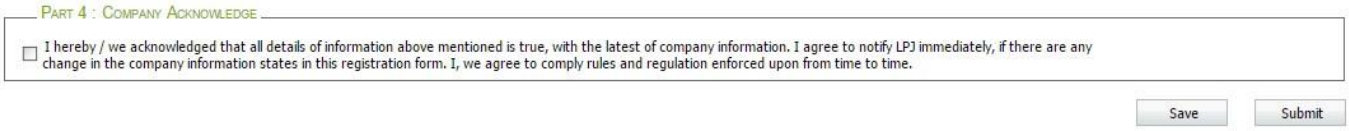


8. Upload supporting document in Part 3: Supporting Document. Select document type, and then click [Choose File] to browse for local file and click on [Add]

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



9. Upon completion, tick on Part 4: 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.

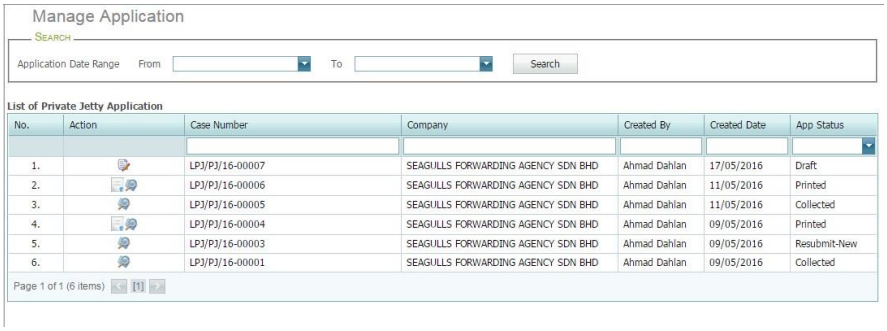


3. Manage Application

3.1 Edit Application

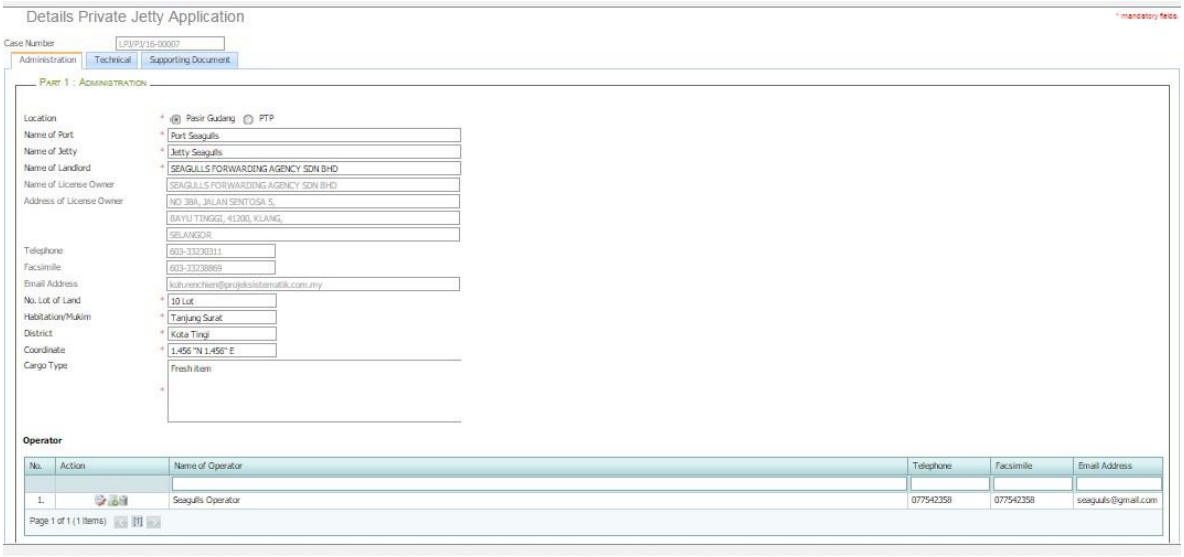
1. On [Private Jetty] tab, click on [Manage Application] menu as shown below.

2. This will bring up list of private jetty application:



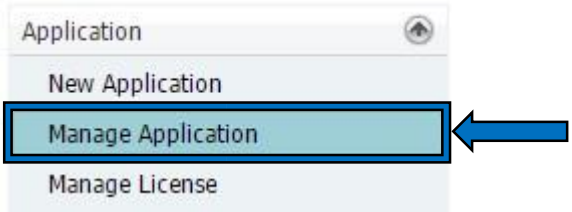
3. Click on [Edit] icon as shown below.

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



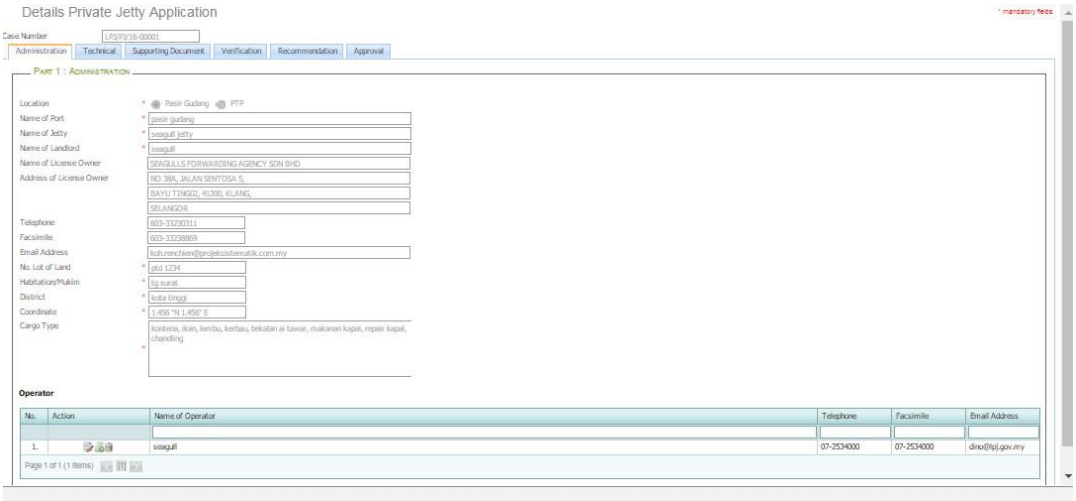
3.2 View Application

On [Private Jetty] tab, click on [Manage Application] menu as shown below.



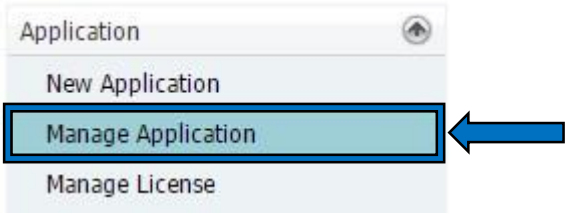
2. This will bring up list of private jetty application. To view the application, click on [View] icon of that application.

3. View the application information.

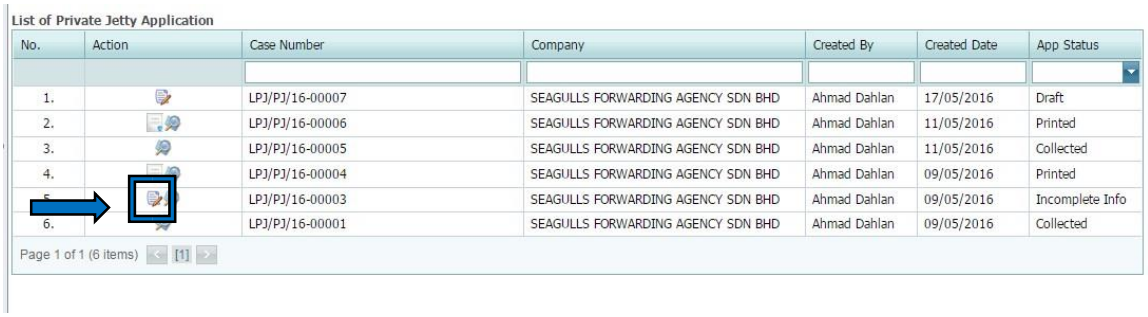


3.3 Resubmit Application

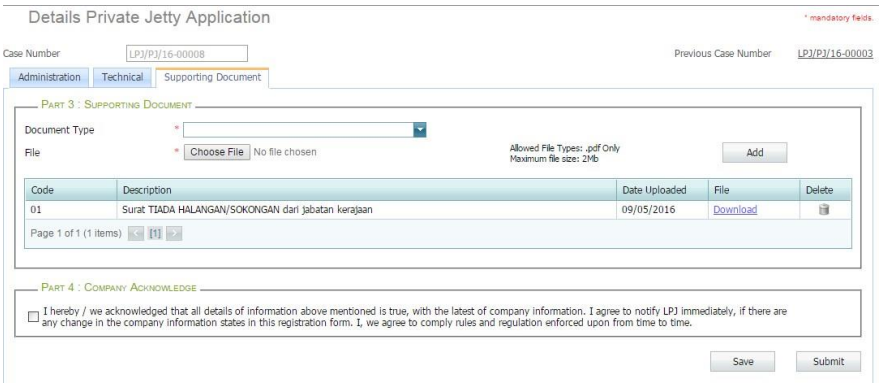
1. On [Private Jetty] tab, click on [Manage Application] menu as shown below.



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

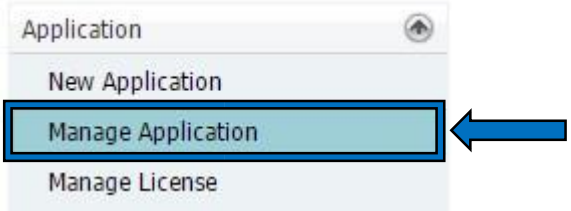


3. Make changes on the application. Then click [Submit] button to submit the application or click [Save] button to save the application.



3.4 Make Payment

On [Private Jetty] tab, click on [Manage Application] menu as shown below.



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

List of Private Jetty Application

No.	Action	Case Number	Company	Created By	Created Date	App Status
1.		LPJ/PJ/16-00008	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	17/05/2016	Approved
2.		LPJ/PJ/16-00007	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	17/05/2016	Draft
3.		LPJ/PJ/16-00006	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	11/05/2016	Printed
4.		LPJ/PJ/16-00005	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	11/05/2016	Collected
5.		LPJ/PJ/16-00004	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	09/05/2016	Printed
6.		LPJ/PJ/16-00001	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	09/05/2016	Collected

Page 1 of 1 (6 items) [1]

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

Make Payment

Application Information

Application Information

Case Number: LPJ/PJ/16-00008
Application Date: 17/05/2016
Approved Date: 17/05/2016
Company: SEAGULLS FORWARDING AGENCY SDN BHD

Payment Information

Payment Information

Amount (RM): * 5,000.00

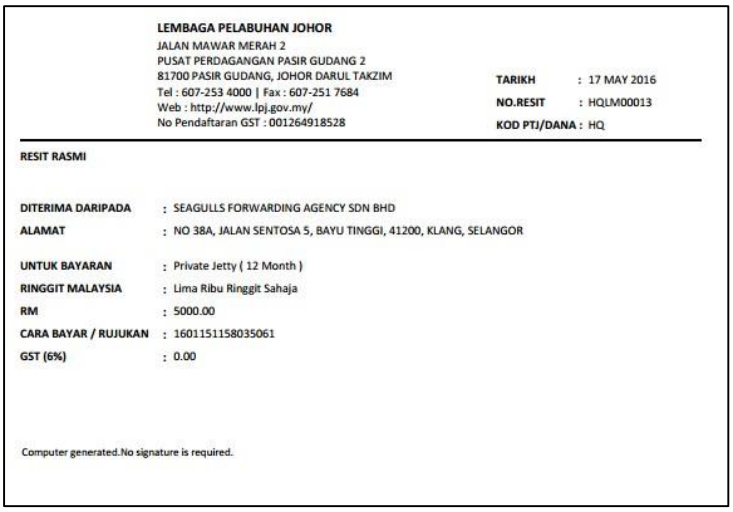
Back | Pay Now

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

Case Number : LPJ/PJ/16-00008
Company Name : SEAGULLS FORWARDING AGENCY SDN BHD
Jetty Name : seagull jetty
Amount(RM) : 5000.00
GST : 0.00
Total Amount(RM) : 5000.00
Payment Type : Personal Account Corporate Account

Proceed For Payment

5. 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 : 00126418528

TARIKH : 17 MAY 2016
NO.RESIT : HQLM00013
KOD PTJ/DANA : HQ

RESIT RASMI

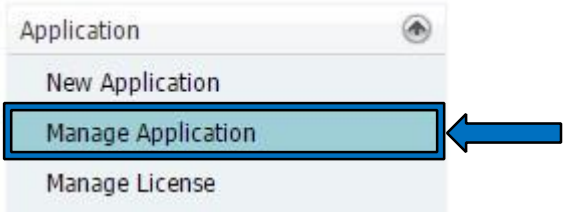
DITERIMA DARIPADA : SEAGULLS FORWARDING AGENCY SDN BHD
ALAMAT : NO 38A, JALAN SENTOSA 5, BAYU TINGGI, 41200, KLANG, SELANGOR

UNTUK BAYARAN : Private Jetty (12 Month)
RINGGIT MALAYSIA : Lima Ribu Ringgit Sahaja
RM : 5000.00
CARA BAYAR / RUJUKAN : 1601151158035061
GST (6%) : 0.00

Computer generated.No signature is required.

3.5 View License

On [Private Jetty] tab, click on [Manage Application] menu as shown below.



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

List of Private Jetty Application

No.	Action	Case Number	Company	Created By	Created Date	App Status
1.		LPJ/PJ/16-00008	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	17/05/2016	Approved
2.		LPJ/PJ/16-00007	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	17/05/2016	Draft
		LPJ/PJ/16-00006	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	11/05/2016	Printed
4.		LPJ/PJ/16-00005	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	11/05/2016	Collected
5.		LPJ/PJ/16-00004	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	09/05/2016	Printed
6.		LPJ/PJ/16-00001	SEAGULLS FORWARDING AGENCY SDN BHD	Ahmad Dahlan	09/05/2016	Collected

Page 1 of 1 (6 items) [1]

123456

LESEN BEROPERASI (JETI PERSENDIRIAN)

LEMBAGA PELABUHAN JOHOR

LESEN : JP 0091
NOMBOR PENDAFTARAN : LPJ/PJ/M/16/2(01)
TARIKH DIKELUARKAN : 17/05/2016
TARIKH TAMAT : 31/12/2016

Bahawa dengan ini diperakui Syarikat,

NAMA PEMEGANG LESEN : SEAGULLS FORWARDING AGENCY SDN BHD

ALAMAT BEROPERASI : aaa
abc
abc

LOKASI : PASIR GUDANG

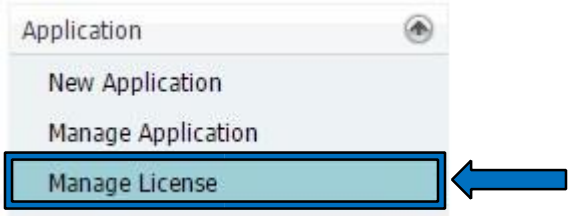
Lesen beroperasi yang dikeluarkan ini adalah tertakluk kepada syarat-syarat perlesenan serta peraturan-peraturan dibuwah Akta Lembaga - Lembaga Pelabuhan 1963 (Pindaan 1992) dan Undang - Undang Kecil Lembaga Pelabuhan Johor 1979 serta lain - lain syarat yang tertera dibelakang lesen ini.

MUHAMMAD RAZIF BIN AHMAD
PENGURUS BESAR
LEMBAGA PELABUHAN JOHOR

4. Manage License

4.1 View License Information

1. On [Private Jetty] tab, click on [Manage License] menu as shown below.



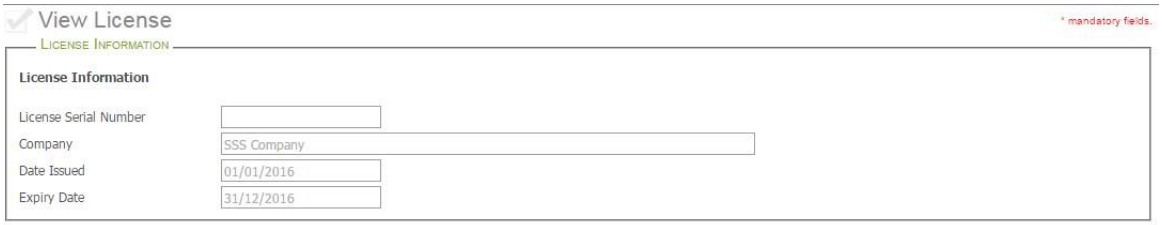
2. This will bring up list of private jetty license. To view the information, click on [View] icon of that application.

List of License

No.	Action	License Serial No.	Company	Date Issued	Date Expiry	Date Collected	App Status
1.			SSS Company	01/01/2017	31/12/2017		Suspended
2.			SSS Company	01/01/2016	31/12/2016		Approved
3.			SSS Company	01/01/2016	31/12/2016		Cancelled

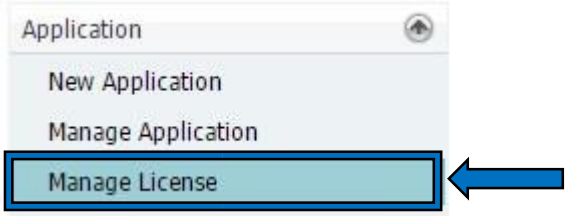
Page 1 of 1 (3 items) [1]

3. View the license information.

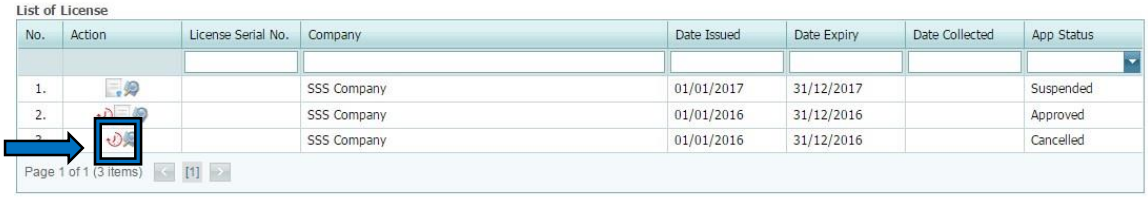


4.2 License Renewal

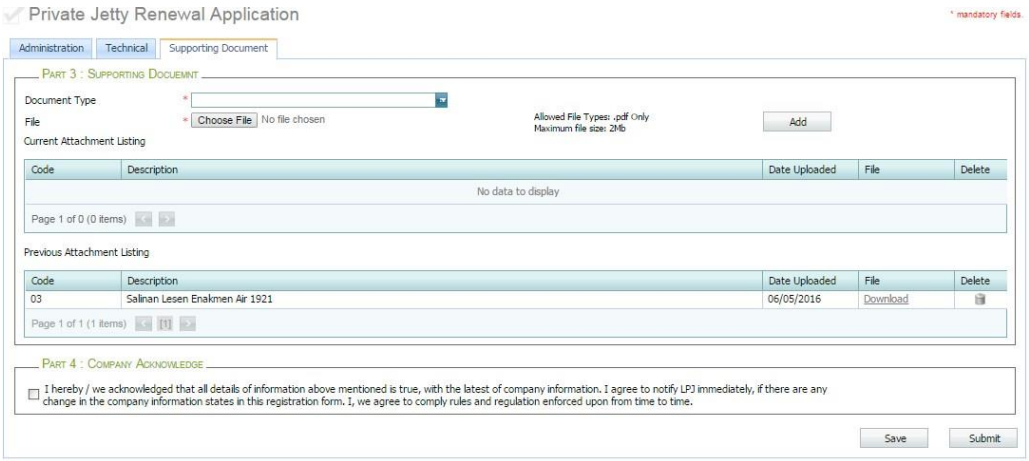
On [Private Jetty] tab, click on [Manage License] menu as shown below.



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

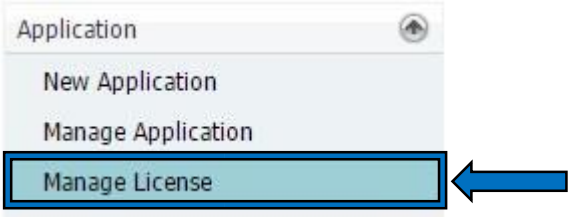


3. The system will display private jetty renewal application page. Fill all the mandatory fields. Click on button [Save] to save the renewal application or [Submit] to submit the application.



4.3 View License

1. On [Private Jetty] tab, click on [Manage License] menu as shown below.



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

List of License

No.	Action	License Serial No.	Company	Date Issued	Date Expiry	Date Collected	App Status
1.			SSS Company	01/01/2017	31/12/2017		Suspended
2.			SSS Company	01/01/2016	31/12/2016		Approved
3.			SSS Company	01/01/2016	31/12/2016		Cancelled

Page 1 of 1 (3 items) [1]

123456

LESEN BEROPERASI (JETI PERSENDIRIAN)

LEMBAGA PELABUHAN JOHOR

LESEN : JP 0091
NOMBOR PENDAFTARAN : LPJ/PP/M/16/2(91)
TARIKH DIKELUARKAN : 17/05/2016
TARIKH TAMAT : 31/12/2016

Bahawa dengan ini diperakui Syarikat,

NAMA PEMEGANG LESEN : SEAGULLS FORWARDING AGENCY SDN BHD
ALAMAT BEROPERASI : aaa
abc
abc
LOKASI : PASIR GUDANG

Lesen beroperasi yang dikeluarkan ini adalah tertakluk kepada syarat-syarat perkuatkuasa serta peraturan - peraturan dibawah Akta Lembaga - Lembaga Pelabuhan 1963 (Pindaan 1992) dan Undang - Undang Kecil Lembaga Pelabuhan Johor 1979 serta lain - lain syarat yang tertera dibelakang lesen ini.

MUHAMMAD RAZIF BIN AHMAD
PENGURUS BESAR
LEMBAGA PELABUHAN JOHOR