SPECIAL APPROVAL

APPLICATION PROCESS FLOW

CATEGORY: COMPANY

COMPANY USE/DEMO/TRIAL /R&D/EXHIBITION/TRAINING



1

GO TO HTTPS://ECOMM.SIRIM.MY

- Log in to e-ComM system
- Select the 'New Special Approval Application Form' option under the Special Approval module.

SUBMISSION OF THE SA APPLICATION

Upload the required document

- Copy of proforma invoice
- Technical specification/ brochure
- Supporting letter from organizer (Demo/Trial/R&D/Exhibition/Training)

2





3

PAYMENT

- Quotation will be generated following the completion of the draft application.
- Various flexible online payment methods provided in eComM - FPX, Credit or debit card, Cheque, eWallet, Cash

GENERATION OF SPECIAL APPROVAL FILE NUMBER

- Applicant will be notified of the evaluation / testing schedule.

4





5

CUSTOM CLEARANCE

- Use the Special Approval file number to apply for import permit @ Certificate of Approval (CoA) for product clearance

EVALUATION OF SPECIAL APPROVAL APPLICATION

- SA approval & issuance of eSAC
- May required additional process. Refer Note*

6





7

ISSUANCE OF ELECTRONIC SPECIAL APPROVAL CERTIFICATE (ESAC)

- Upon application approval, applicant will receive the eSAC through eComM notification.

Note*:
May subject to additional process or document.
Refer to eSAC/DOC/01-1 for more information.

SPECIAL APPROVAL & CLEARANCE LETTER (SA & CL)

CATEGORY: INDIVIDUAL/PERSONAL USED



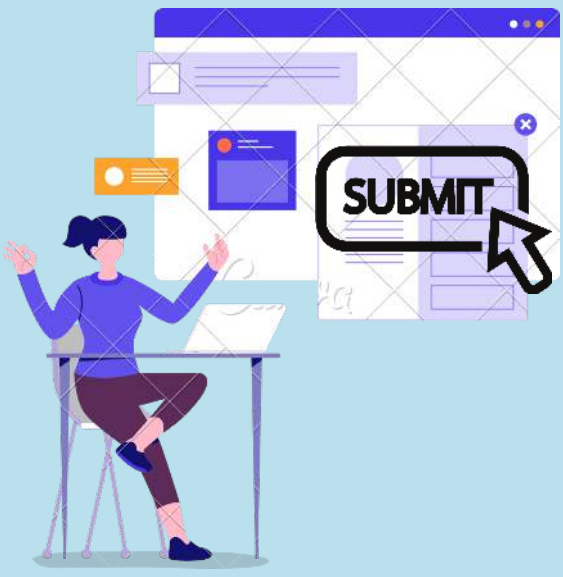
1. ONLINE REGISTRATION

- Go to https://ecomm.sirim.my
- Fill in your profile information
- Verify the registered account

2. PRODUCT CLEARANCE APPLICATION SUBMISSION

Document needed during submission

- Soft copy of Identification Card/Passport
- Product Technical Specification / Brochures
- Invoice (Shipment invoice/Pro-Forma Invoice)
- Product user manual





3. APPLICATION VERIFICATION

Verification & approval by SIRIM officer
Note:

- Any prohibited item will be rejected
- Application submission by consignee
- Max quantity 12 unit (One year period)

4. OGA (JKDM) APPROVAL & PAYMENT BY APPLICANT

- Awaiting OGA approval.
- Payment through e-ComM
- Subjected fee is from RM 20 to RM 40 per application.





5. CLERANCE LETTER READY

- Download your Product Clearance Letter from eComM
- Forward the PCL to Customs or your Forwarding Agent to clear your item.

Note:
May subject to additional process or document.
Refer to eSAC/DOC/01-1 for more information.