

PANDUAN PERMOHONAN

APPLICATION GUIDE

PENDAHULUAN/INTRODUCTION

SELAMAT DATANG KE SISTEM e-REGISTRATION SPAN - PERMOHONAN ATAS TALIAN BAGI ORANG BERKELAYAKAN!!

WELCOME TO SPAN e-REGISTRATION - QUALIFIED PERSON ONLINE APPLICATION SYSTEM!!

Panduan ini memberikan penerangan kepada pengguna bagaimana untuk membuat permohonan menggunakan sistem e-Registration SPAN – Orang Berkelayakan. Ianya akan mengandungi panduan berikut :

This documentation will explain on how to submit an application via the SPAN e-Registration - Qualified Person system. It will cover the following areas:

- 1. Panduan Permohonan Baru Orang Berkelayakan/ How To Apply For New Qualified Person**
- 2. Panduan Permohonan Tukar Syarikat / How To Apply For Change Company**

PANDUAN PERMOHONAN BARU ORANG BERKELAYAKAN/ HOW TO APPLY FOR NEW QUALIFIED PERSON APPLICATION

1. Untuk menggunakan sistem e-Registration – Orang Berkelayakan, sila pastikan alamat pada paparan anda adalah seperti berikut :

To start using e-Registration - Qualified Person, please ensure that the url your browser is pointing to is as follows:

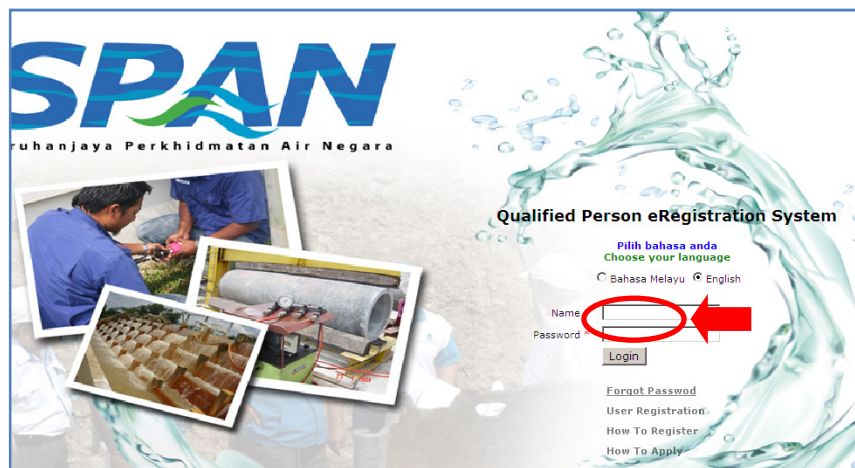
http://SPANAPPS3/eRegistration_QP_Internet/Login.aspx.

PERINGATAN: Laman ini sesuai untuk resolusi 1044 x 900 dengan sokongan paparan Internet Explorer 7.0

REMINDER : *This site is best viewed with resolution of 1044 x 900 and supports Internet Explorer 7.0*

2. Di skrin login, anda boleh log masuk ke dalam sistem dengan memasukkan maklumat login dan kata laluan di medan yang ditunjukkan dan klik pada butang **Masuk** seperti di bawah.

*At the **Login** page, key in your login id and password. Then, click on the **Login** button.*



SPAN
Suruhanjaya Perkhidmatan Air Negara

Qualified Person eRegistration System

Pilih bahasa anda
Choose your language
☐ Bahasa Melayu ☒ English

Name

Password

Login

[Forgot Password](#)
[User Registration](#)
[How To Register](#)
[How To Apply](#)

PANDUAN PERMOHONAN BARU ORANG BERKELAYAKAN/ HOW TO APPLY FOR NEW QUALIFIED PERSON APPLICATION

3. Sistem akan memaparkan skrin utama

The system will redirect the user to the user main page.

4. Pengguna akan dipaparkan dengan tiga pilihan iaitu :

- a. **Kemaskini Profil**
- b. **Permohonan Baru**
- c. **Permohonan Tukar Syarikat**

At the main page, user will be presented with three options. The options are

- a. **Edit Profile**
- b. **New Application**
- c. **Request for Change of Company**



5. Bagi pemohon yang ingin memohon untuk Orang Berkelayakan buat pertama kalinya dengan SPAN, sila klik menu **Permohonan Baru**. Sistem akan memaparkan skrin permohonan untuk pengguna memasukkan maklumat yang diperlukan.

*For applicants who wish to apply for Qualified Person certification for the first time with SPAN, click on **New Application menu**. The system will display the application screen for users to key in the required information.*

PANDUAN PERMOHONAN BARU ORANG BERKELAYAKAN/ HOW TO APPLY FOR NEW QUALIFIED PERSON APPLICATION

6. Maklumat yang diperlukan untuk permohonan baru Orang Berkelayakan terdiri daripada kategori berikut :

- a. Maklumat QP
- b. Maklumat Syarikat
- c. Maklumat Pengalaman Projek
- d. Maklumat Pengalaman QP

The information required for Qualified Person new application consists of the following information:

- a. QP Particulars*
- b. Company Particulars*
- c. Project Experience*
- d. QP Experience*

7. Sila isikan maklumat yang tertera pada skrin tersebut.

- a. Medan yang bertanda * adalah medan yang wajib diisi. Sistem tidak akan membenarkan anda untuk mendaftar jika terdapat medan-medan wajib yang tidak diisi.

Please fill in the information available on the online form.

*Fields marked as * are mandatory fields. The system will not allow you to submit the registrations if any of the mandatory fields are not supplied.*

PANDUAN PERMOHONAN BARU ORANG BERKELAYAKAN/ HOW TO APPLY FOR NEW QUALIFIED PERSON APPLICATION

8. Jika kesemua maklumat adalah betul dan benar dan anda ingin untuk menghantar permohonan tersebut, sila klik pada kotak pilihan di sebelah pernyataan deklarasi dan klik pada butang **Hantar**.

*Once all information has been filled, and you want to submit the application to SPAN, please tick on the checkbox next to the declaration statement and click on **Submit***

QUALIFIED PERSON APPLICATION SUBMISSION

☐ I am **TESTING1 (121212001212)** hereby

a) declare in accordance with the provisions of the Statutory Declaration Act 1960 that all the information given in this form is true and correct

b) grant my consent and authorize the Commission to access and obtain all such information from Board of Engineers Malaysia and Board of Architects Malaysia, and

c) further consent to authorize Board of Engineers Malaysia and Board of Architects Malaysia to release such information and document to the Commission, where the same is required by the Board of Engineers Malaysia and Board of Architects Malaysia

Submit **Print**

If you want to update your application information, click on Back To Application button. To print the application click on Print button. It is recommended that you keep a copy of your application submission for any future references. Please ensure the application information is correct and true before submitting the application. Once you submit your application, you are not allowed to perform any changes on the submitted application. If the application information has been completed and you want to submit your application, tick on the Declaration checkbox and click on Submit button.

9. Sistem akan memproses maklumat permohonan anda. Sekiranya penghantaran permohonan anda berjaya, sistem akan memaparkan maklumat berikut:
- Mesej bahawa penghantaran permohonan anda berjaya
 - Paparan maklumat ringkasan permohonan anda. Anda boleh klik pada butang **Cetak** untuk mencetak maklumat tersebut atau klik **Tutup** untuk menutup paparan tersebut.
 - Notifikasi melalui emel yang mengandungi ringkasan maklumat permohonan anda.
 - Maklumat ringkasan permohonan yang baru dihantar di laman utama skrin pengguna (seperti dibawah)

PANDUAN PERMOHONAN BARU ORANG BERKELAYAKAN/ HOW TO APPLY FOR NEW QUALIFIED PERSON APPLICATION

The system will process your application. If your application submission is successful, you will be able to receive the following:

- a. A message box prompting that the registration is successful.*
- b. A pop up page that contains the summary information of the user's application. User can click on **Print** button to print the application information. To close the page, click on **Close**.*
- c. An email notification to the applicant on his/her application submission*
- d. Summary information of the application that has just been submitted at the user's main page (as below)*

List of Online Applications						
No	Application Date	Application Type	Applicant Name	Company Name	Application Status	Certificate Duration
1	04 JUL 2011	NEW	TESTING1 - 121212001212	TESTING1 - TESTING1	SUBMITTED	-
Go To Page <input type="text" value="1"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="First"/> <input type="button" value="Last"/> Show Rows <input type="text" value="10"/>						

10. Dari maklumat senarai permohonan di atas, pemohon boleh mendapatkan maklumat status permohonan melalui sistem. Pengguna boleh merujuk kepada medan **Status Permohonan** untuk mendapatkan maklumat tersebut.

*From the list of applications as above, applicant can check the status of their application through the system. Users can refer to column **Application Status** for the status information.*

PANDUAN PERMOHONAN TUKAR SYARIKAT/ HOW TO APPLY FOR CHANGE COMPANY

1. Untuk menggunakan sistem e-Registration – Orang Berkelayakan, sila pastikan alamat pada paparan anda adalah seperti berikut :

To start using e-Registration - Qualified Person , please ensure that the url your browser is pointing to is as follows:

http://SPANAPPS3/eRegistration_QP_Internet/Login.aspx.

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2. Di skrin login, anda boleh log masuk ke dalam sistem dengan memasukkan maklumat login dan kata laluan di medan yang ditunjukkan dan klik pada butang **Masuk** seperti di bawah.

*At the **Login** page, key in your login id and password. Then, click on the **Login** button.*

SPAN
Suruhanjaya Perkhidmatan Air Negara

Qualified Person eRegistration System

Pilih bahasa anda
Choose your language
☐ Bahasa Melayu ☒ English

Name

Password

Login

[Forgot Password](#)
[User Registration](#)
[How To Register](#)
[How To Apply](#)

PANDUAN PERMOHONAN TUKAR SYARIKAT/ HOW TO APPLY FOR CHANGE COMPANY

3. Sistem akan memaparkan skrin utama

The system will redirect the user to the user main page.

4. Pengguna akan dipaparkan dengan tiga pilihan iaitu :

- a. **Kemaskini Profil**
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- c. **Permohonan Tukar Syarikat**

At the main page, user will be presented with three options. The options are

- a. **Edit Profile**
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- c. **Request for Change of Company**



5. Bagi pemohon yang ingin memohon untuk menukar syarikat Orang Berkelayakan, sila klik menu **Permohonan Tukar Syarikat**. Sistem akan memaparkan skrin permohonan untuk pengguna memasukkan maklumat yang diperlukan.

*For applicants who wish to apply for Change Company for Qualified Person, click on **Request Change of Company menu**. The system will display the application screen for users to key in the required information.*

PANDUAN PERMOHONAN TUKAR SYARIKAT / HOW TO APPLY FOR CHANGE COMPANY

6. Maklumat yang diperlukan untuk permohonan tukar syarikat Orang Berkelayakan terdiri daripada kategori berikut :

- a. Maklumat QP
- b. Maklumat Syarikat
- c. Maklumat Pengalaman Projek
- d. Maklumat Pengalaman QP

The information required for Qualified Person new application consists of the following information:

- a. QP Particulars*
- b. Company Particulars*
- c. Project Experience*
- d. QP Experience*

7. Untuk permohonan tukar syarikat, sistem akan memaparkan semula maklumat asal yang terdapat di dalam pangkalan data bagi Orang Berkelayakan tersebut. Sila semak maklumat yang dipaparkan dan kemaskini jika terdapat sebarang perubahan.

- a. Medan yang bertanda * adalah medan yang wajib diisi. Sistem tidak akan membenarkan anda untuk mendaftar jika terdapat medan-medan wajib yang tidak diisi.

For Change Company application, the system shall display the information of the related Qualified Person that is available in the database. Please verify the information and update the information if there are any changes.

*Fields marked as * are mandatory fields. The system will not allow you to submit the registrations if any of the mandatory fields are not supplied.*

PANDUAN PERMOHONAN TUKAR SYARIKAT / HOW TO APPLY FOR CHANGE COMPANY

8. Jika kesemua maklumat adalah betul dan benar dan anda ingin untuk menghantar permohonan tersebut, sila klik pada kotak pilihan di sebelah pernyataan deklarasi dan klik pada butang **Hantar**.

*Once all information has been filled, and you want to submit the application to SPAN, please tick on the checkbox next to the declaration statement and click on **Submit***

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10. Dari maklumat senarai permohonan di atas, pemohon boleh mendapatkan maklumat status permohonan melalui sistem. Pengguna boleh merujuk kepada medan **Status Permohonan** untuk mendapatkan maklumat tersebut.

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