GERBANG PERKHIDMATAN DALAM TALIAN KERAJAAN (GOS GATEWAY)

Digital Services User Manual

New Application for Lesen Peniaga / Taksidermi

Application for Renewal Lesen Peniaga / Taksidermi

UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA (MAMPU),
JABATAN PERDANA MENTERI

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1. Introduction

User Manual of *Lesen Peniaga Taksidermi* - Department of Wildlife and National Parks Peninsular Malaysia (DWNP/PERHILITAN) is developed as a reference to portal users using digital services under the DWNP developed on the Portal MyGovernment.

The services developed are as follows:

i. New Application for *Lesen Peniaga / Taksidermi;* and

ii. Application for Renewal *Lesen Peniaga / Taksidermi*;

1.1 Objective

The purpose of this user manual is to provide guidelines for user to use the services through Portal MyGovernment.

1.2 User Category

No	Category of User	Description
1.	Applicant	Registered users who want to use services under DWNP/PERHILITAN through Portal MyGovernment.

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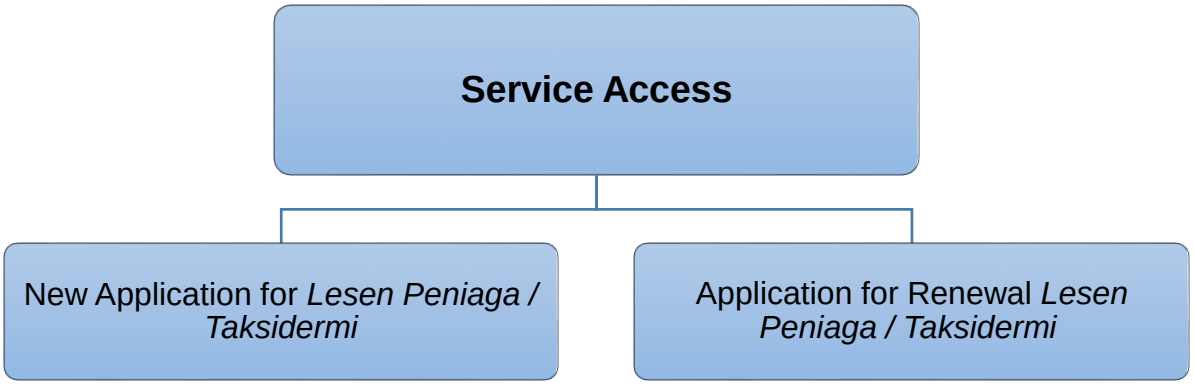
1.1 User Manual Structure

The structure of this user manual is as follows:



Para	Topic	Description
2.0	Service Access	Access to services includes:- i. Access to Portal MyGovernment; ii. User log in process; iii. Access to Digital Services.
2.1	New Application for *Lesen Peniaga / Taksidermi*	Access to New Application for *Lesen Peniaga / Taksidermi*
2.2	Application for *Renewal Lesen Peniaga / Taksidermi*	Access to Application for *Renewal Lesen Peniaga / Taksidermi*

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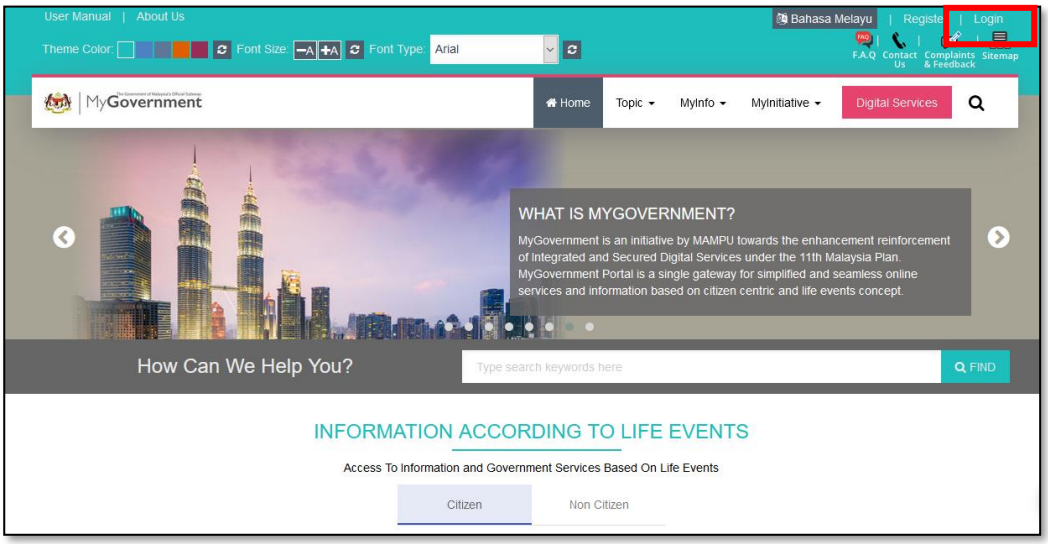
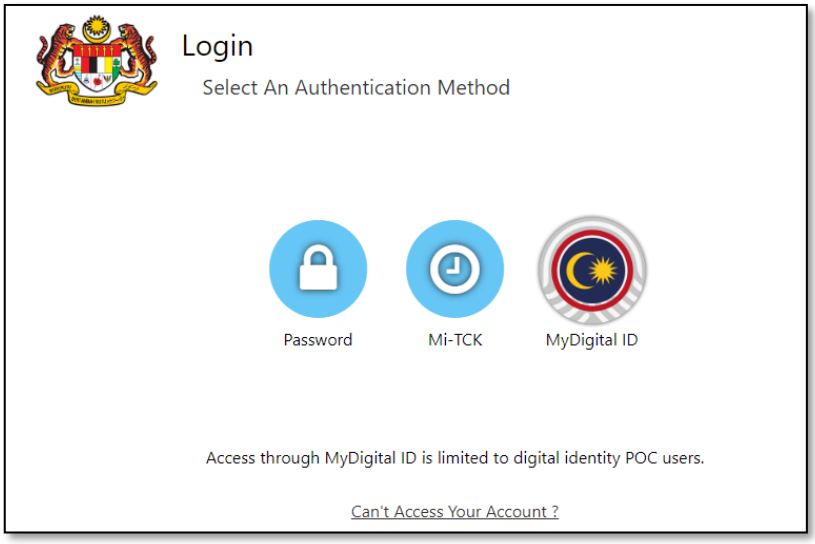
2. Service Access

This service is achievable if the user has logged into the Portal MyGovernment.

a) Login



i. Click **Login** on **Home page**, screen will be displayed as follow:-



ii. Choose **Password** icon, screen will be displayed as follow:-

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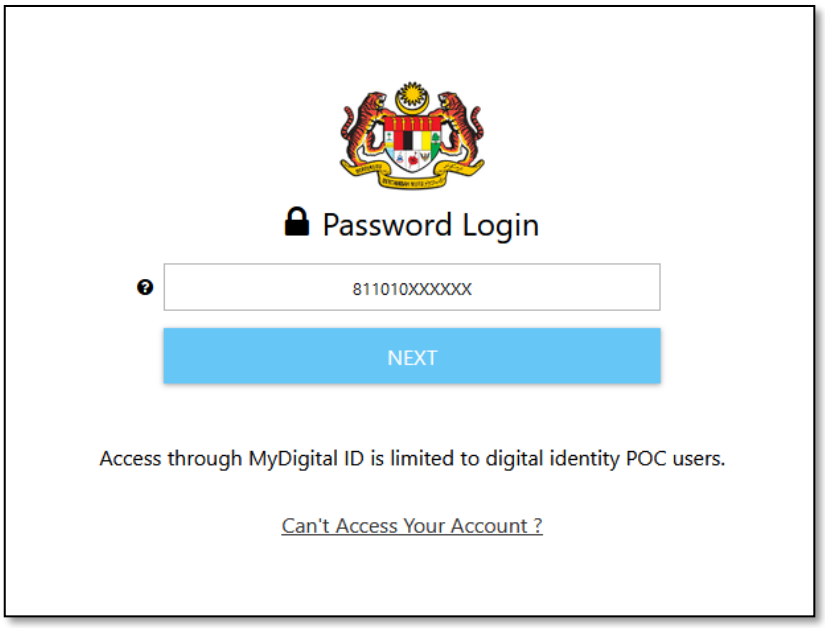
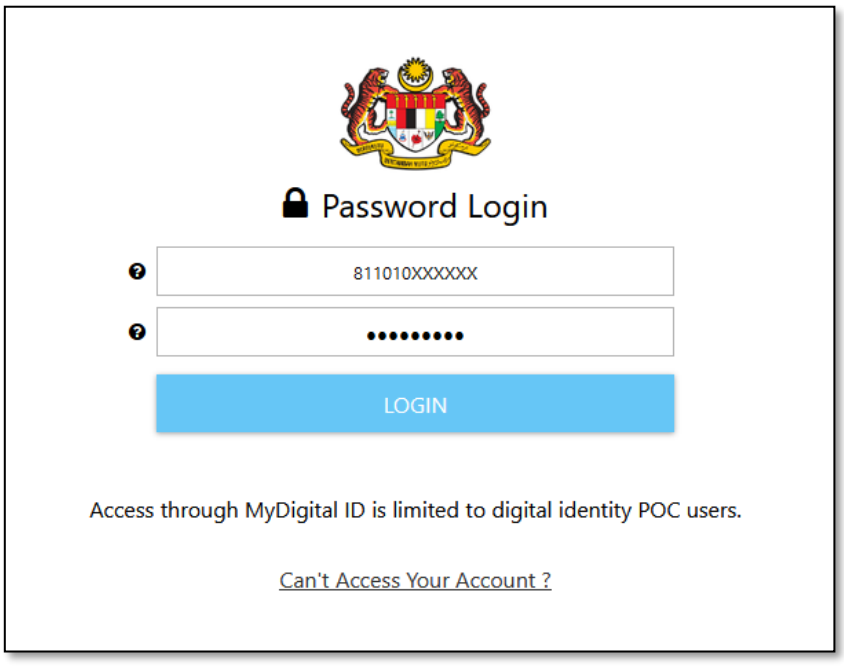


iii. Enter user **IC No. / Passport No. / Email;**

iv. Click [**NEXT**], screen will be displayed as follow:-



v. Enter **Password**;

vi. Click [**LOGIN**], screen will be displayed as follow:-

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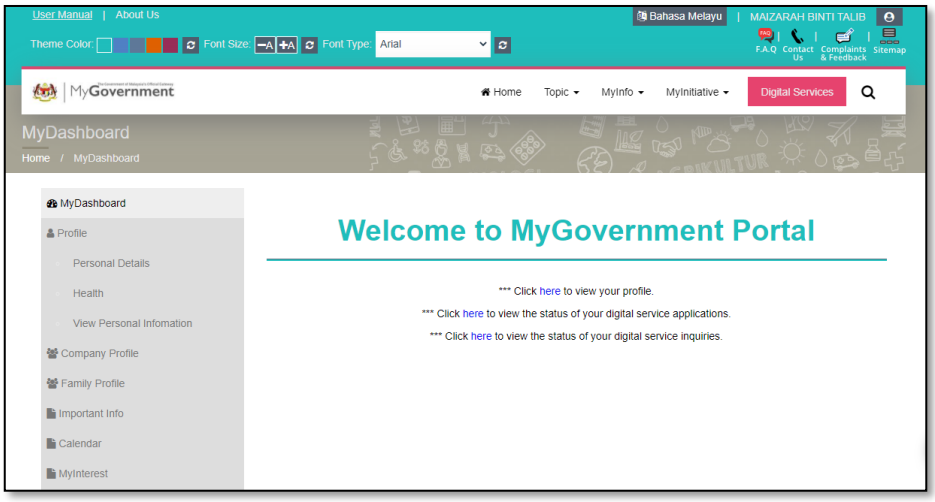
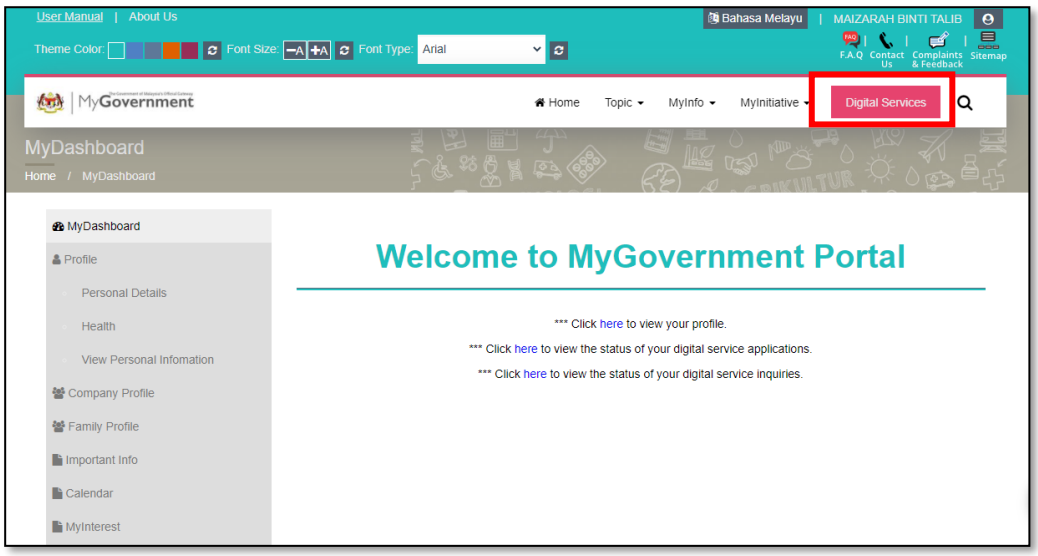


b) Digital Services Links

This screen displayed after the user successfully login into the portal.



i. Click [**Digital Services**] button, screen will be displayed as follow:-

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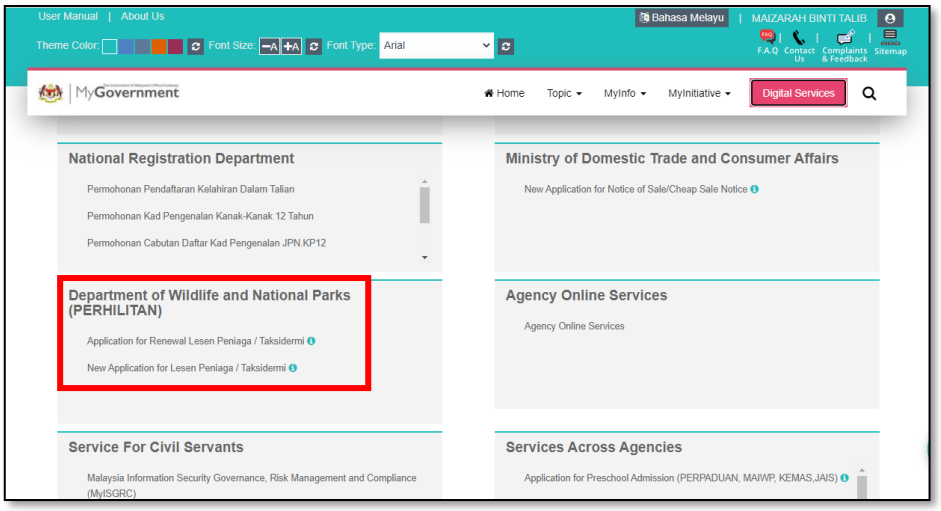

2.1 New Application for *Lesen Peniaga / Taksidermi*

i. Click on **New Application for Lesen Peniaga / Taksidermi** under Department of Wildlife and National Parks (PERHILITAN). Application form will be displayed as follows:-

ii. Check the **Maklumat Pemohon** and click [**Seterusnya**];

Note: The applicant's information is based on information registered in the user profile. Any information update should be done via the user profile.

The owner's information screen will be displayed as follows: -

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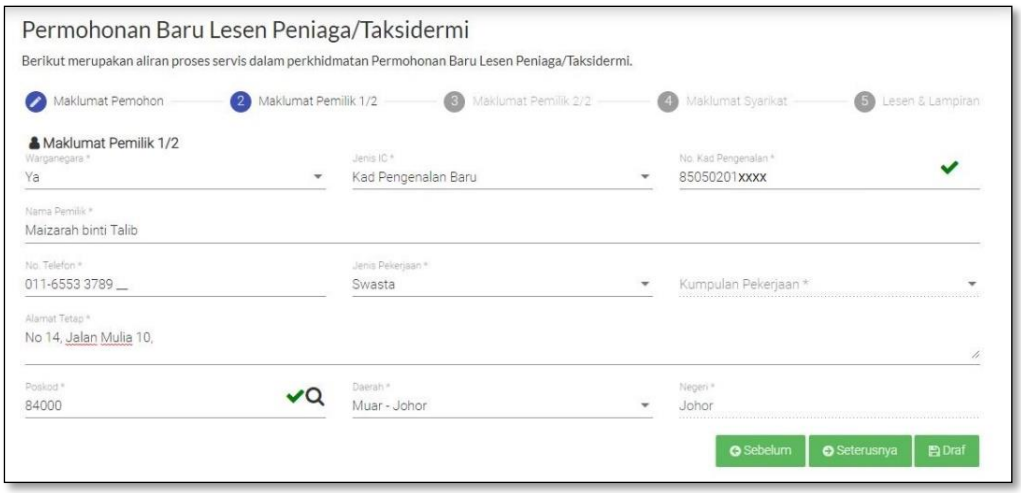

iii. Select **Warganegara** and **Jenis ID** through the dropdown list;

iv. Enter **No. Kad Pengenalan**, if the **No. Kad Pengenalan** is valid, the ✔ sign will be displayed. If **No. Kad Pengenalan** is invalid, user **can't proceed to the application**.

v. Enter **Nama Pemilik** and **No. Telefon**;

vi. Choose **Jenis Pekerjaan** and **Kumpulan Pekerjaan** through the dropdown list;

vii. Enter **Alamat Tetap** of the owner;

viii. Click [**Sebelum**] to return to the previous screen; or

ix. Click [**Draf**] to save the draft of the application; or

x. Click [**Seterusnya**] to proceed the application, screen will be displayed as follows:-

xi. Enter **Alamat Surat-Menyurat** of the owner; or

xii. Click on **Salin Alamat Tetap** to copy the permanent address registered on the user profile;

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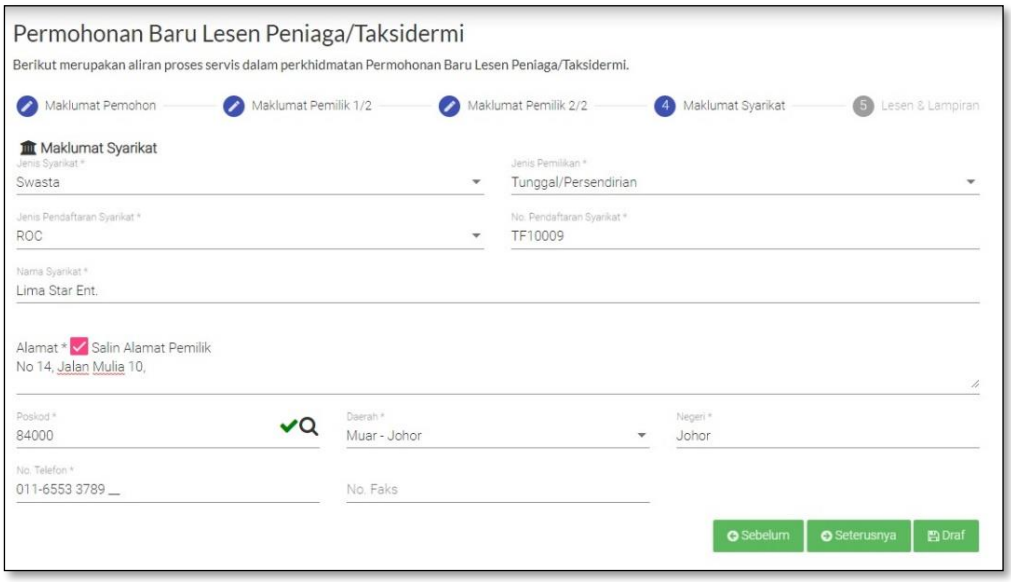
xiii. Click on [**Sebelum**] to return to the previous screen; or

xiv. Click on [**Draf**] to save the draft of the application; or

xv. Click on [**Seterusnya**] to proceed the application, **Maklumat Syarikat** screen will be displayed as follows:-



xvi. Choose **Jenis Syarikat**, **Jenis Pemilikan** and **Jenis Pendaftaran Syarikat** through the dropdown list;

xvii. Enter **No. Pendaftaran Syarikat** and **Nama Syarikat**;

xviii. Enter **Alamat Surat-Menyurat** of the owner; or

xix. Click on **Salin Alamat Pemilik** to copy the owner's permanent address registered;

xx. Click on [**Sebelum**] to return to the previous screen; or

xxi. Click on [**Draf**] to save the draft of the application; or

xxii. Click on [**Seterusnya**] to proceed the application, **Lesen dan Lampiran** screen will be displayed as follows:-

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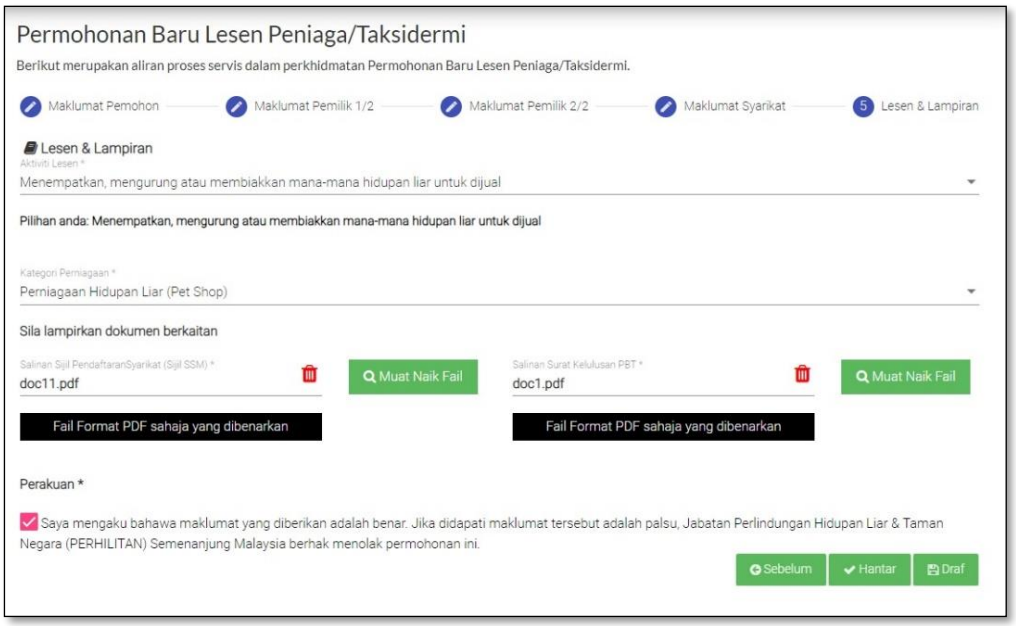


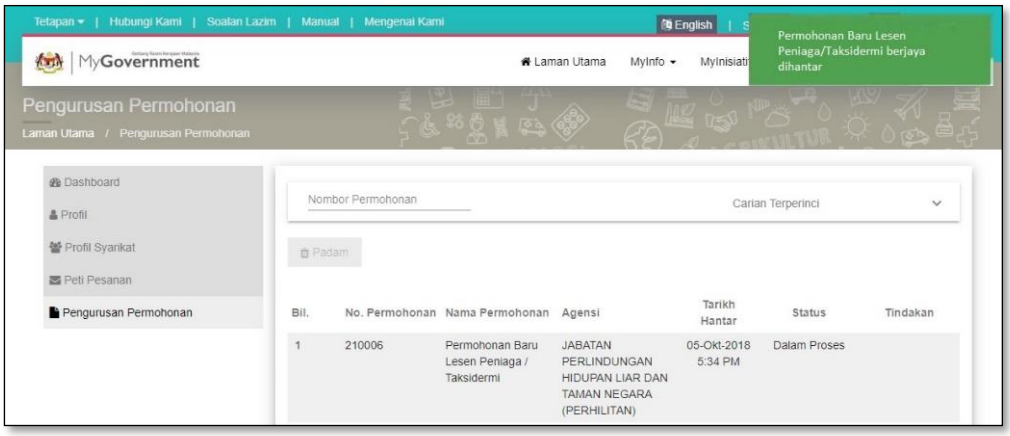
xxiii. Choose **Aktiviti Lesen** and **Kategori Perniagaan** through the dropdown list;

xxiv. Click on [**Muat Naik Fail**] to upload the attachment document required;

xxv. Click on to acknowledge the information entered;

xxvi. Click on [**Sebelum**] to return to the previous screen; or

xxvii. Click on [**Hantar**] to submit the application, screen will be displayed as follows:-



or

xxviii. Click on [**Draf**] to save the draft of the application.

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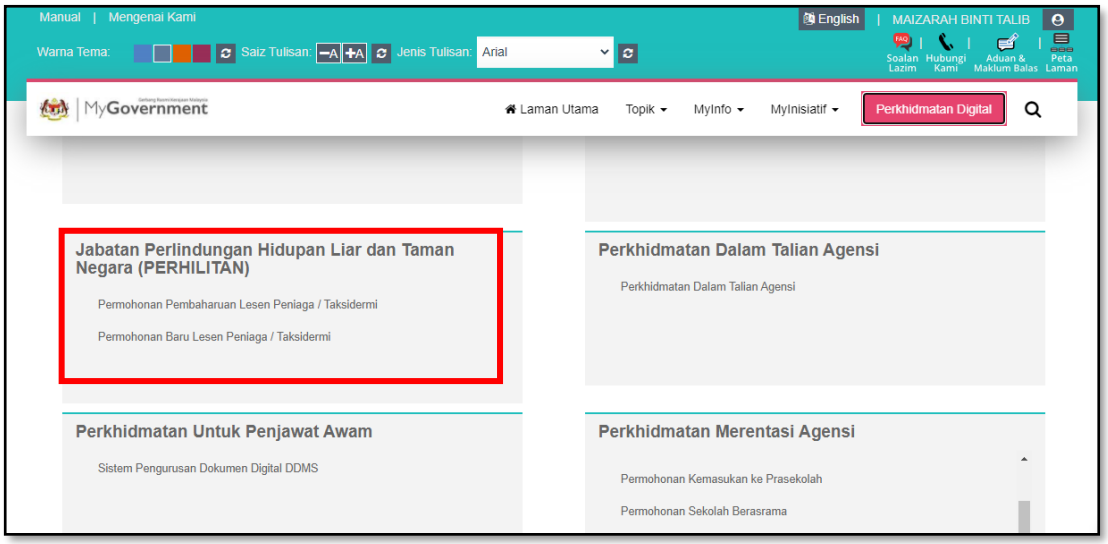
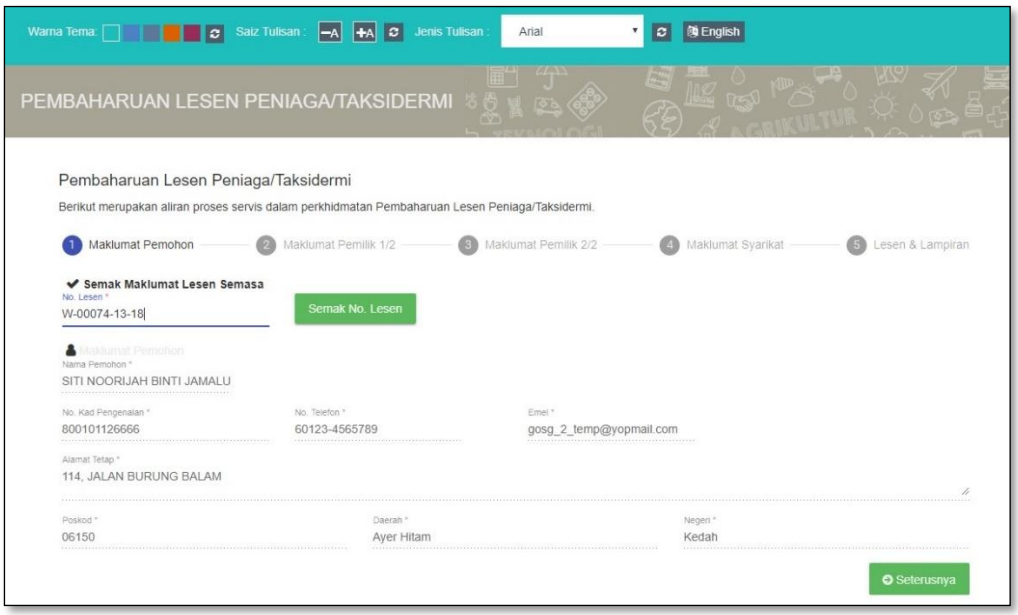
2.2 Application for Renewal *Lesen Peniaga / Taksidermi*



i. Click on **Application for Renewal *Lesen Peniaga / Taksidermi*** under Department of Wildlife and National Parks (PERHILITAN). Application form will be displayed as follows:-



ii. Enter **No. Lesen**;

iii. Click on [**Semak No. Lesen**];

Note: **No. Lesen** that has been entered will be verified with PERHILITAN and user profile information will be obtained through the review.

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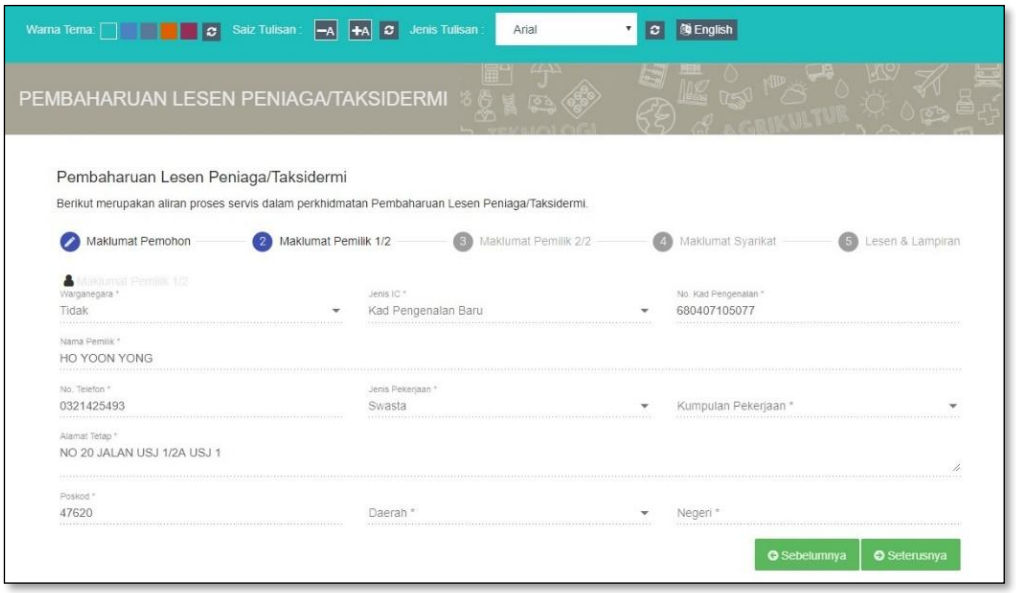
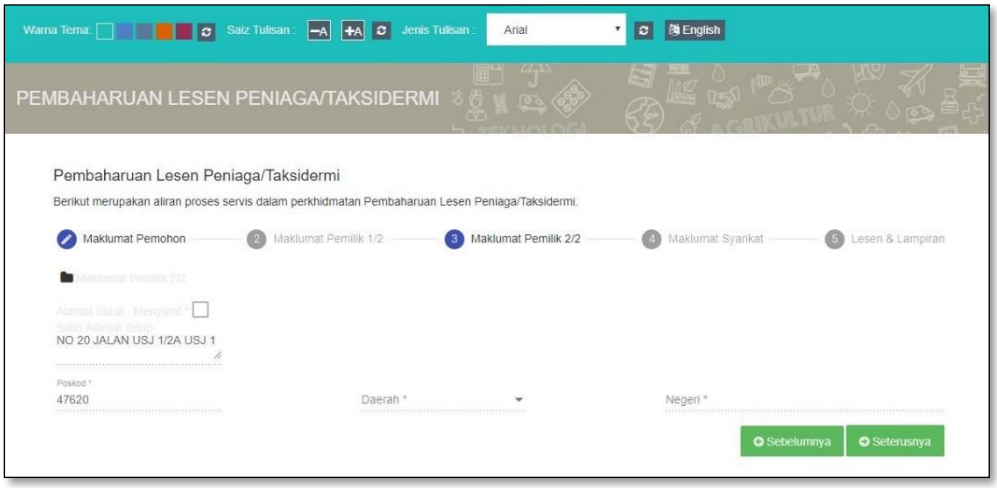
iv. Click on [**Seterusnya**] to proceed the application, **Maklumat Pemilik** screen will be displayed as follows:-





v. Verify the **Maklumat Pemilik**;

vi. Click on [**Seterusnya**], **Maklumat Syarikat** screen will be displayed as follows:-

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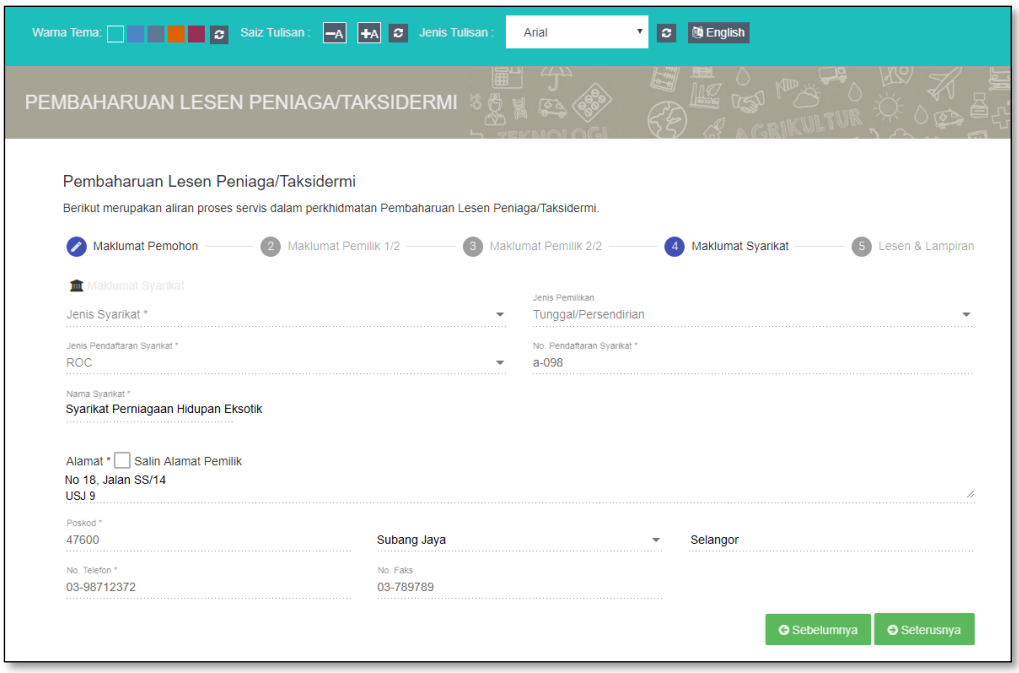
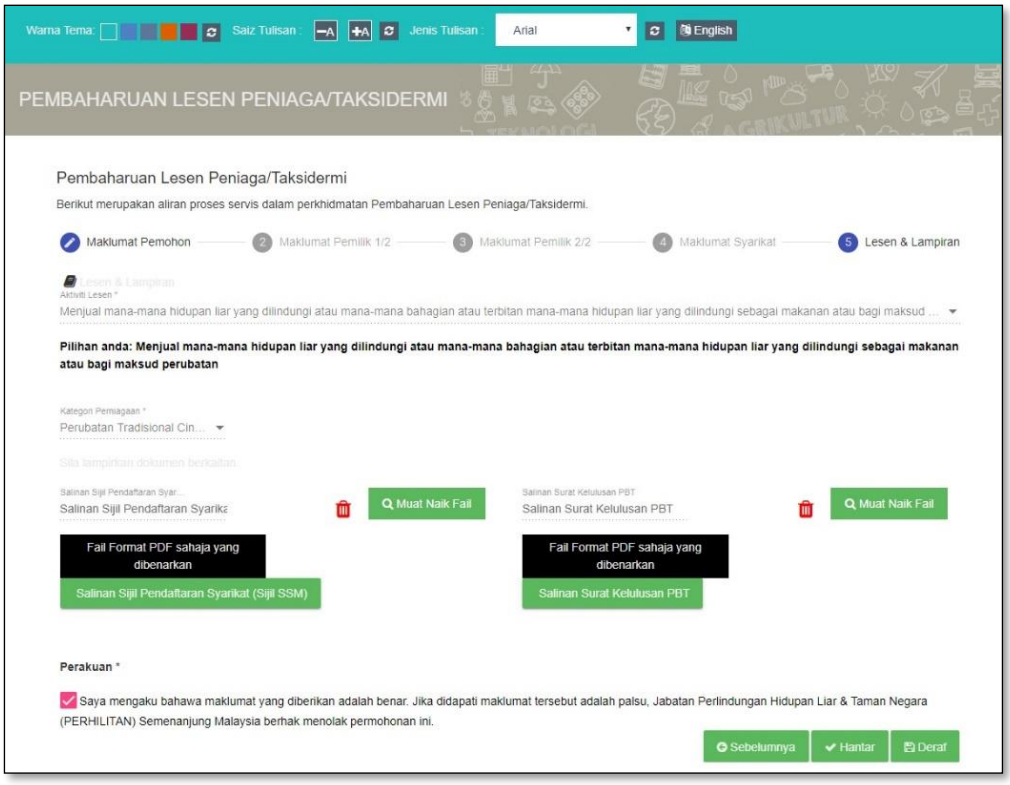


vii. Verify the **Maklumat Syarikat** and **Alamat Pemilik**;

viii. Click on [**Seterusnya**], **Lesen & Lampiran** screen will be displayed as follows:-



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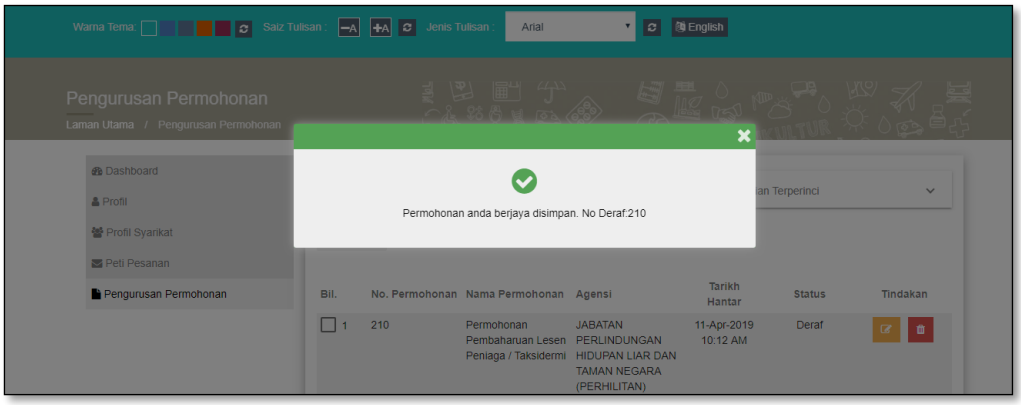
ix. Choose the **Kategori Perniagaan** through dropdown list;

x. Click on [**Muat Naik Fail**] to update/reupload the attachment document;

xi. Click on ☐ to acknowledge the information entered;

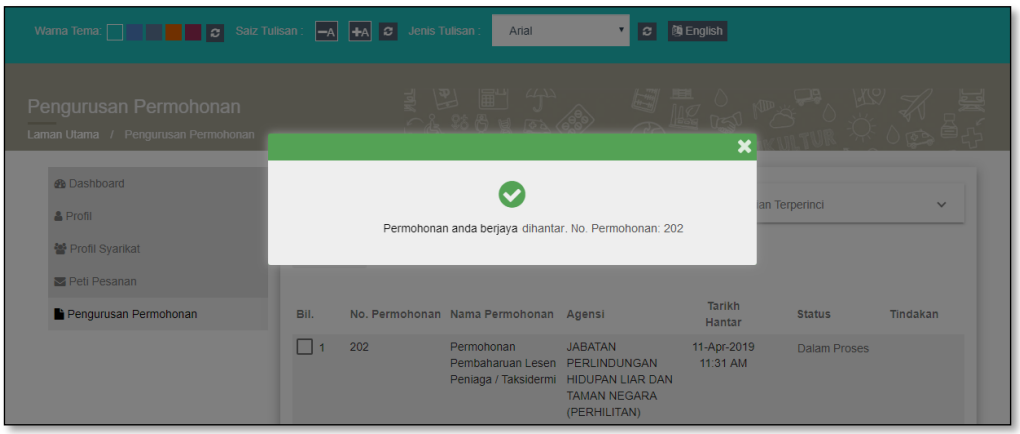
xii. Click on [**Sebelum**] to return to the previous screen; or

xiii. Click on [**Draf**] to save the draft of the application, screen will be displayed as follows:-



or

xiv. Click on [**Hantar**] to submit the application, screen will be displayed as follows:-



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