



SARAWAK INFORMATION SYSTEMS SDN BHD

# EnvISS – Greenhouse Gas Management System (GHG-MS)

System Version 2.0

User Guide (Business Entity) Version 2.0



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## 1. Introduction

This user guide provide information about how to perform specific job tasks. They are useful as they include detailed information about procedures that need to be followed as well as instructions regarding what needs to be done and how.

**Environmental Information System Sarawak (EnvISS)** is an integrated digital platform developed to support environmental governance in Sarawak. It comprises several key modules, including:

- Greenhouse Gas Management System (GHG-MS)
- SWMS (Electronic Scheduled Waste Information System Sarawak)
- Enforcement
- Revenue Collection
- Approval & Endorsement

Among these, GHGMS is a newly introduced module that facilitates the registration of **Business Entities (BEs)** and **Accredited External Auditors (AEAs)**, **Emission Report Submission** and **Consent of Flaring and Venting**.

### 1.1. User Guide Objective

When you have completed this user guide, you will be able to:

- Understand the purpose, scope and flow of GHG-MS
- Register Business Entity and Facilities
- Understand the process flow of submitting GHG Emission Reports in GHG-MS
- Input data and submit the GHG Emission Reports
- Application for disclosure of facilities Information
- Application for Consent to Flare and Vent (CFV)
- Application digital signing by applicant and witness
- Application for Consent to Flare and Vent (CFV) Extension

## 1.2. EnvISS Platform

The Prerequisite to access EnvISS as Business Entity users, each user must be registered SarawakPass Admin user under SarawakPass Corporate. Please refer to **Appendix** to view the registration process.

### 1.2.1. EnvISS Signup – EnvISS Signup Entry Submission / Resubmission

This section is for Company Administrator to submit EnvISS Signup. In the case of submission being rejected, Company Administrator will redo the same process. This process applies for first Administrator registered for each Corporate.

1. Browse to provide EnvISS URL (<https://enviss.nreb.gov.my/>).
2. Login to the EnvISS application using **SarawakPass**. Click on **Login** button.

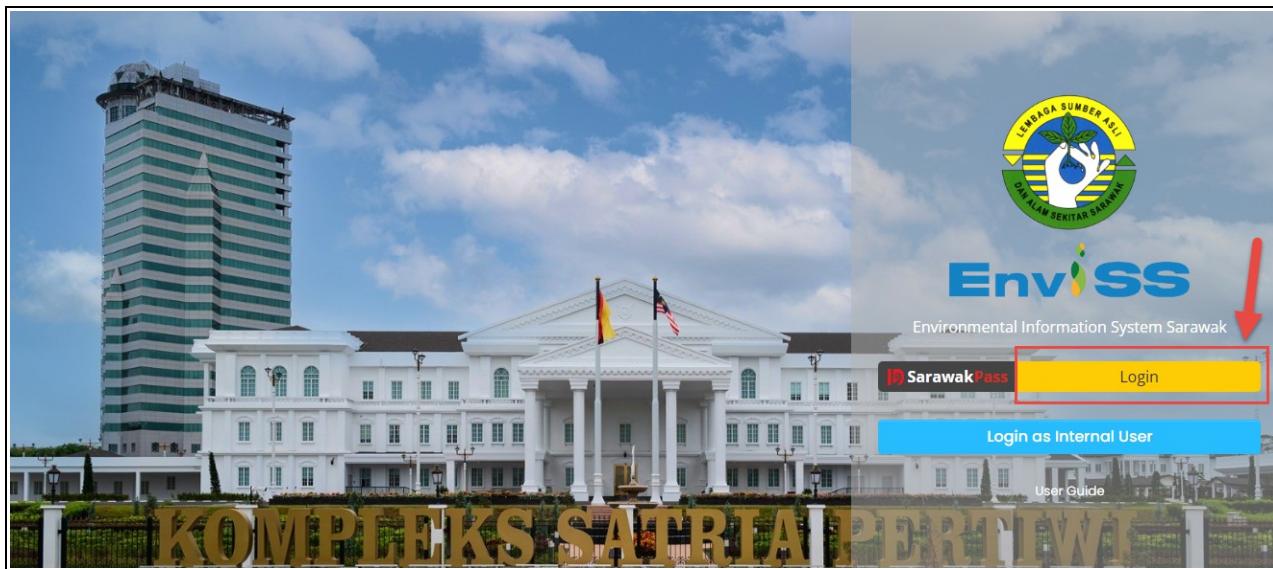


Figure : 1

3. Choose to login via SarawakPass App or Password Login.

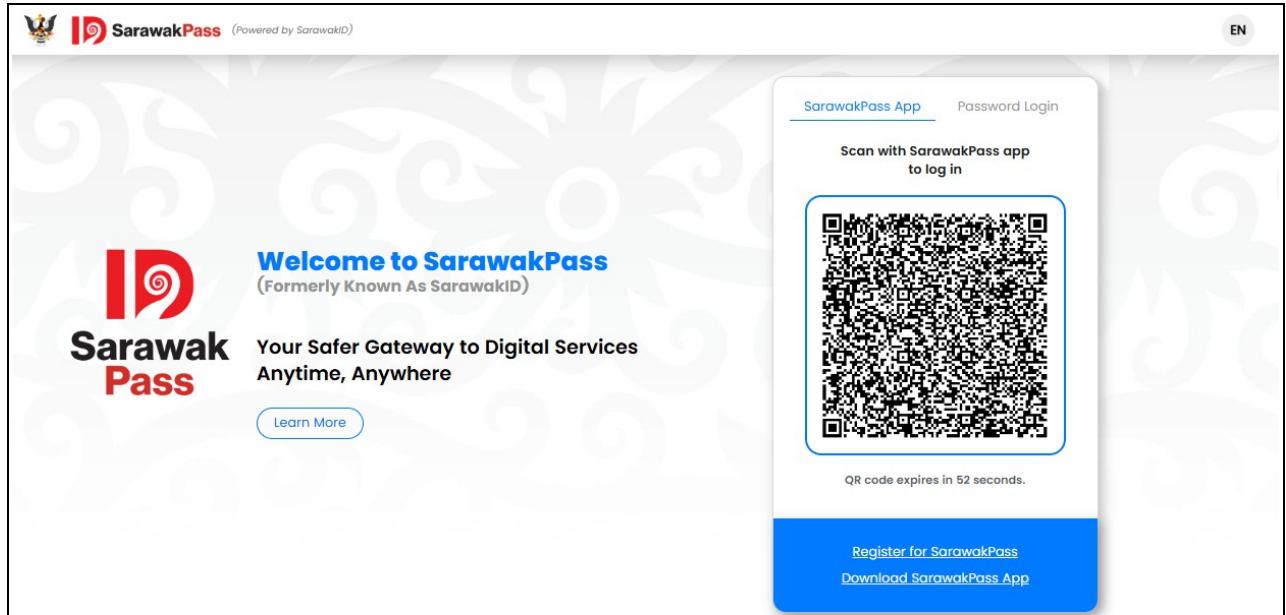


Figure : 2

4. Upon successful login, click on **Corporate** and type in the corporate email address.

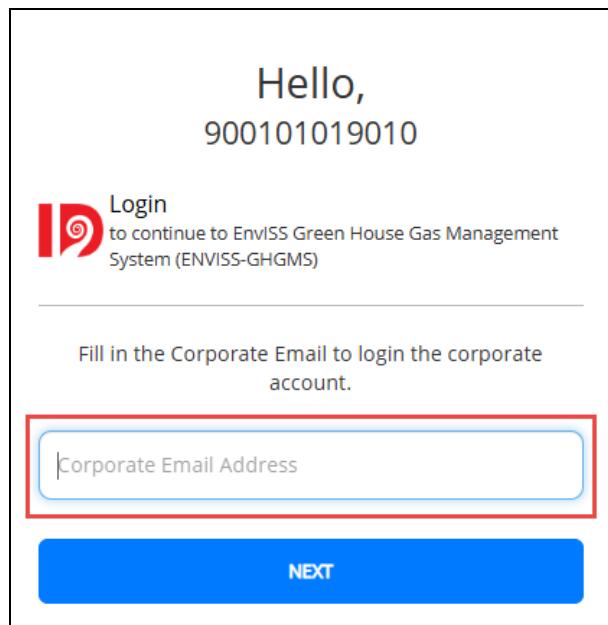


Figure : 3

5. Click on **Request OTP** and enter the OTP number.

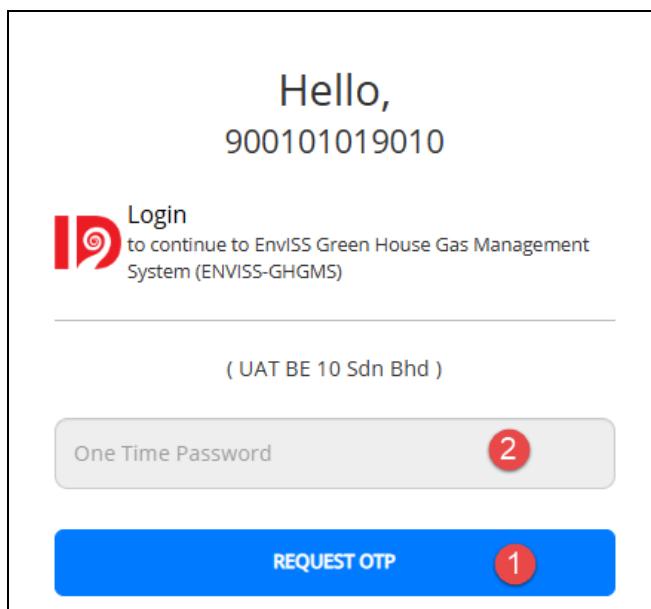
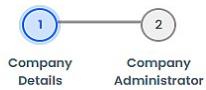


Figure : 4

6. The following screen will appear upon successful login.



**EnvISS Signup**

**Company Details**

ROC No. TR-2024-24

Name Trainee 24 Sdn. Bhd.

Type

- Private Limited Company
- Foreign Registered Company
- Partnership
- Public Limited Company
- Sole Proprietorship

**Main Address**

Main Address	Lot 1235
	Jalan 24
	Section 24
Postcode	93000
Country	Malaysia
State	Sarawak
Division	-- Please Select --
District	Nothing selected
Local Council (optional)	
Phone No.	+60 1234567
Office No.	+60
Fax No.	+60

**Email Address** trainee24@com.my

**Application Reason**

**Save as Draft** **Next**

Figure : 5

7. Under **EnvISS Signup**, fill in all of the compulsory fields. User may also click on **Save as Draft** button to save the signup submission as draft.

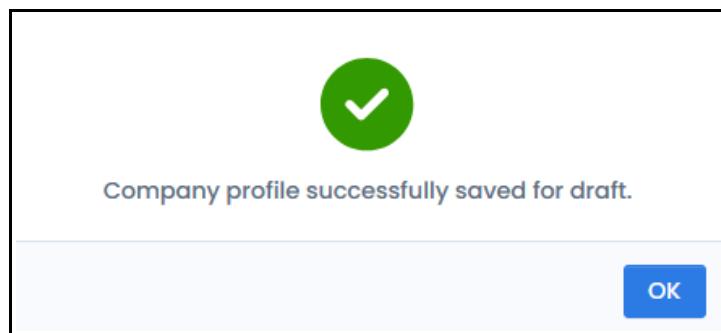
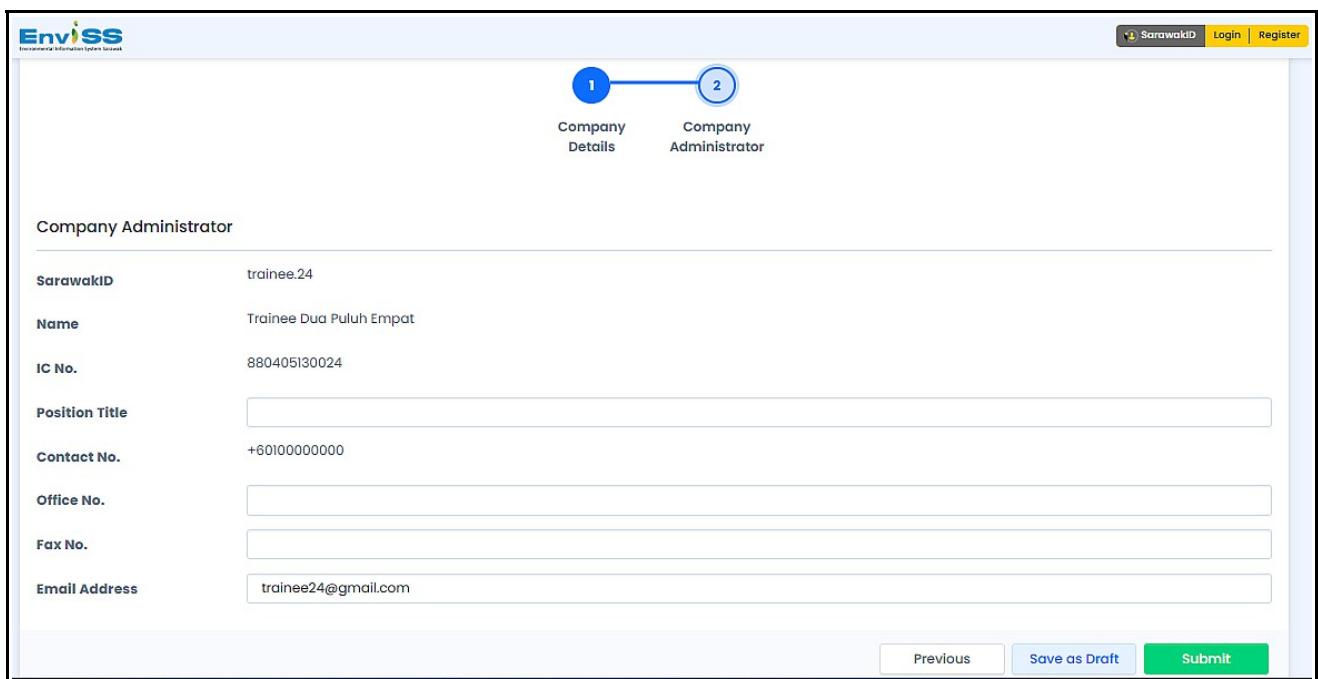


Figure : 6

8. Click on **Next** button to go to the next page. **Company Administrator** screen will appear.



A screenshot of the "Company Administrator" form page. At the top, there is a navigation bar with the EnvISS logo, a SarawakID login link, and a "Register" button. Below the navigation bar, there is a horizontal flow diagram with two circles labeled "1" and "2" connected by a blue line. Circle 1 is labeled "Company Details" and circle 2 is labeled "Company Administrator".

The main form area is titled "Company Administrator". It contains the following fields:

SarawakID	trainee.24
Name	Trainee Dua Puluh Empat
IC No.	880405130024
Position Title	<input type="text"/>
Contact No.	+60100000000
Office No.	<input type="text"/>
Fax No.	<input type="text"/>
Email Address	trainee24@gmail.com

At the bottom of the form, there are three buttons: "Previous", "Save as Draft" (in blue), and "Submit" (in green).

Figure : 7

9. Once done, click on **Submit** button. Then, click on **OK**.

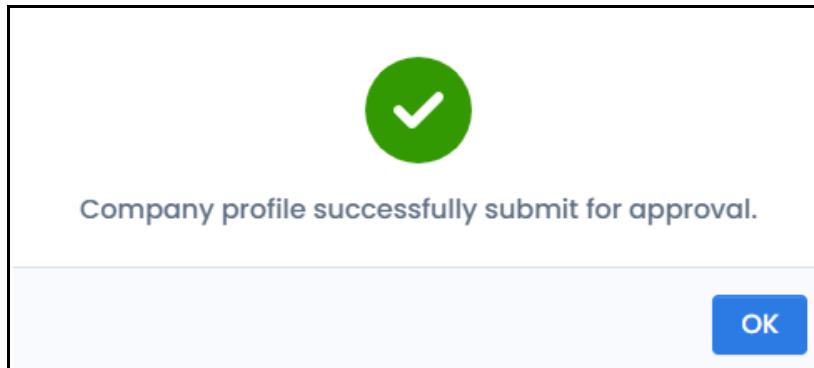


Figure : 8

10. Popup message will appear upon click on **OK**. To close, click on **OK**.

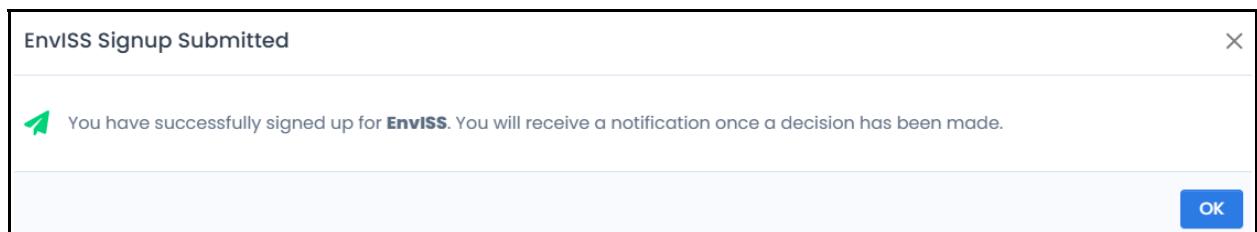


Figure : 9

11. The signup submission will be routed to NREB CIO for approval process.

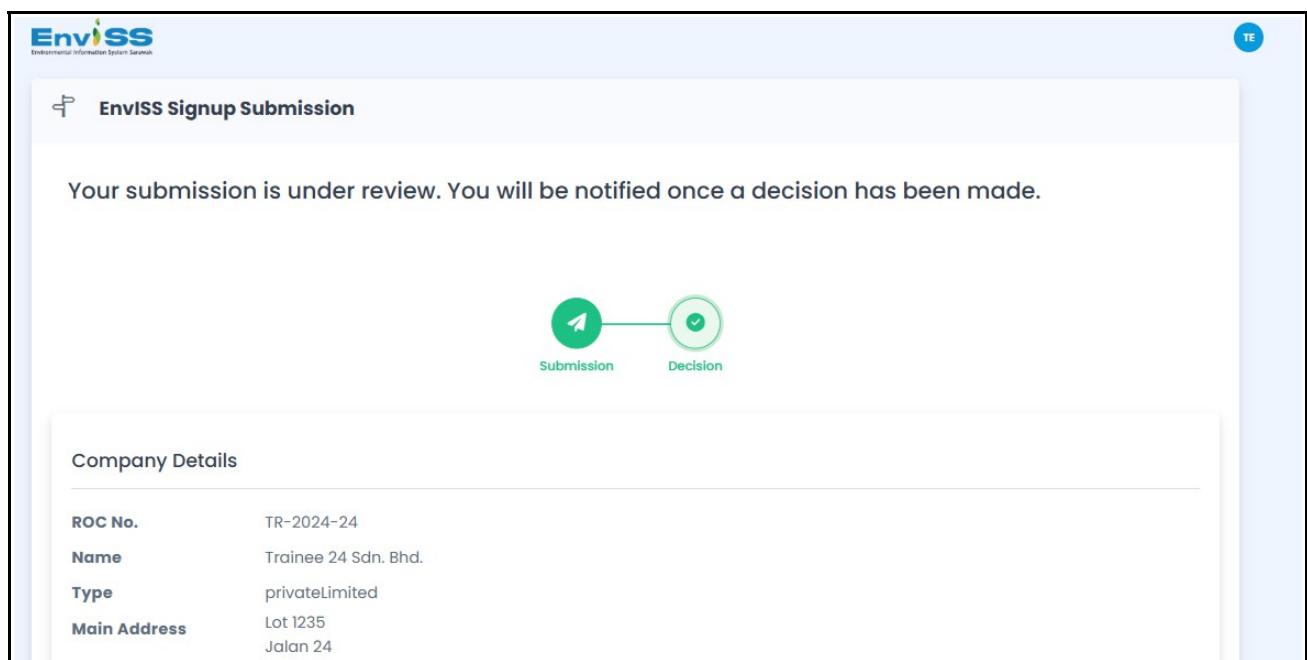


Figure : 10

12. Once submission approved, User will be able to access EnvISS.

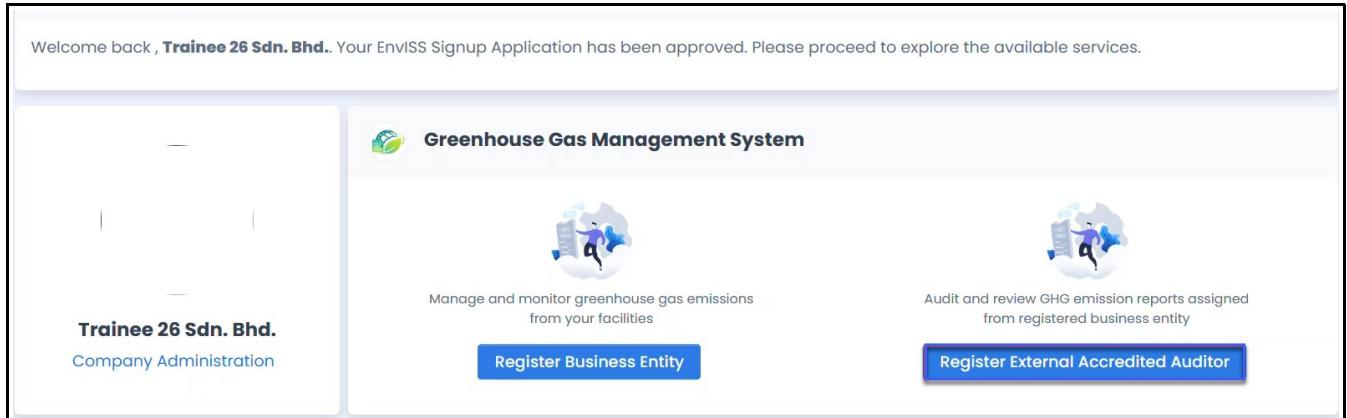


Figure : 11

**Notes :**

- Refer to **Appendix** for SarawakPass and SarawakPass Corporate Registration before proceed to access EnvISS.
- Approved submission of EnvISS access by NREB CIO will be notified via email to applicant and corporate email.

### 1.2.2. EnVISS – Company Details and Employee Management

This section is for Company Administrator to fill in/update company and employee details once the application **has been approved**.

1. Login to the EnVISS application using SarawakPass and SarawakPass Corporate.
2. The following screen will appear upon successful login.

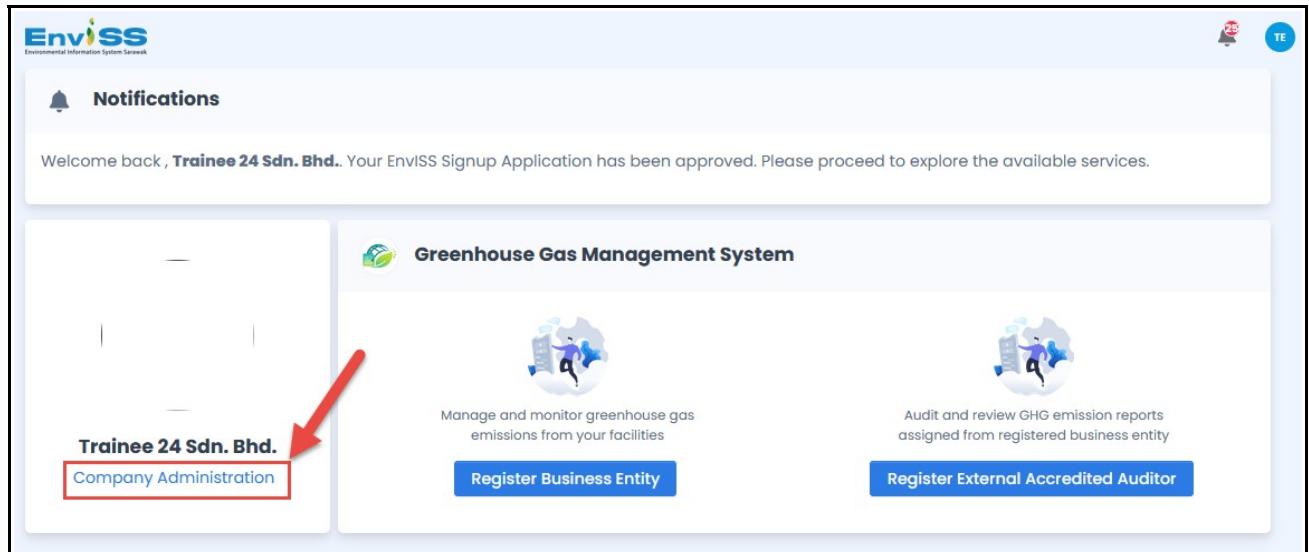


Figure : 12

3. Navigate to **Company Administration > Company Details** tab.
4. The following page will appear. Add in company photo.

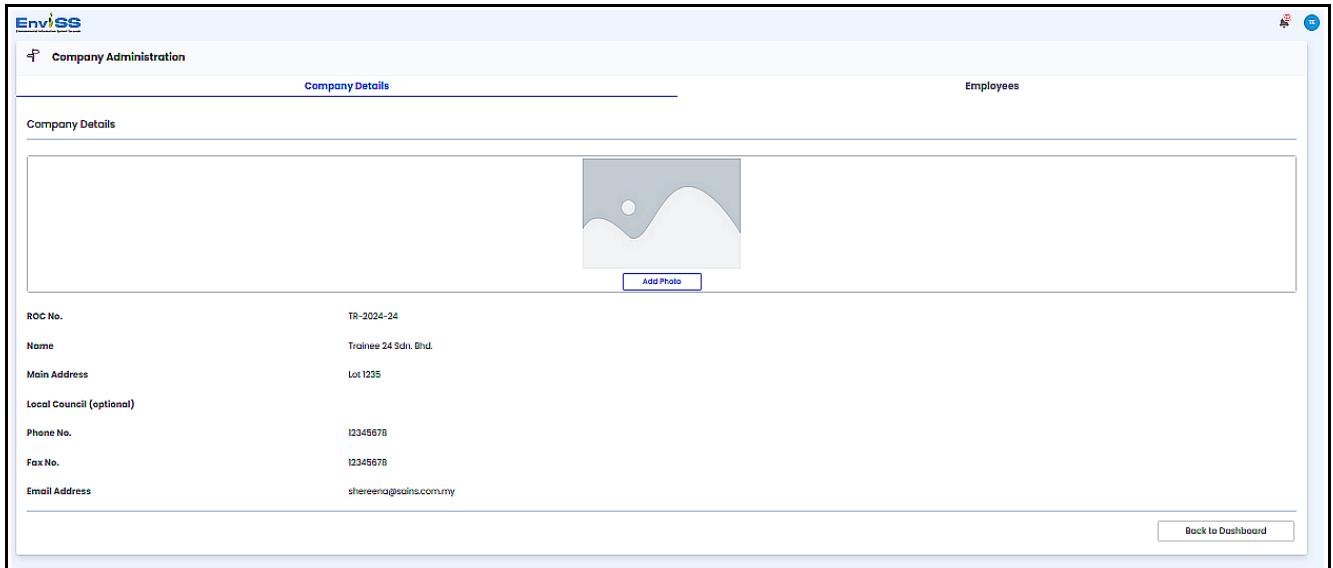
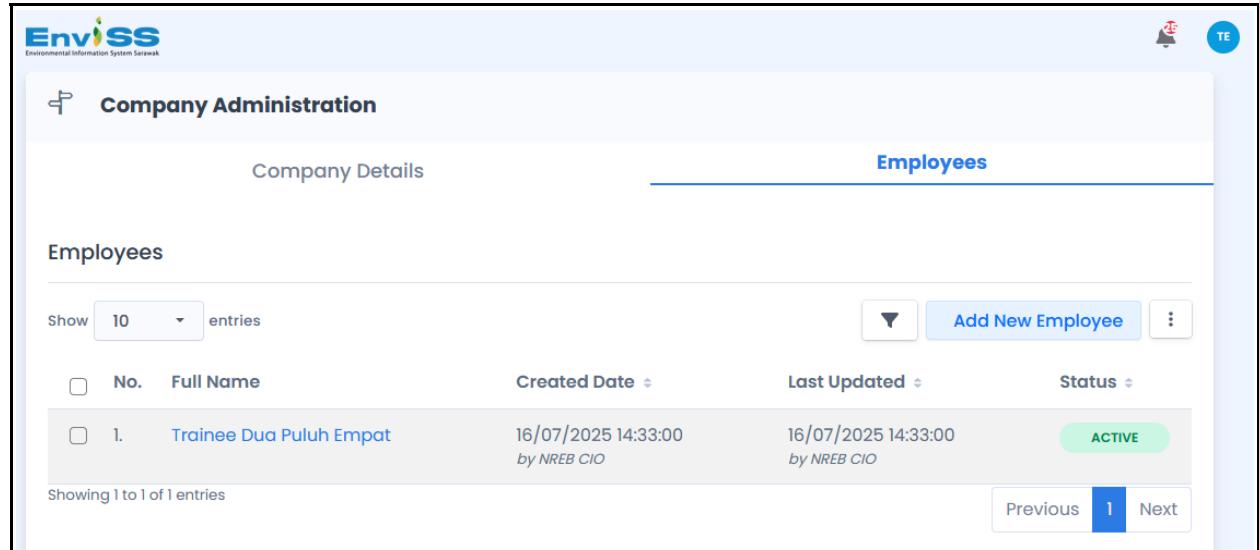


Figure : 13

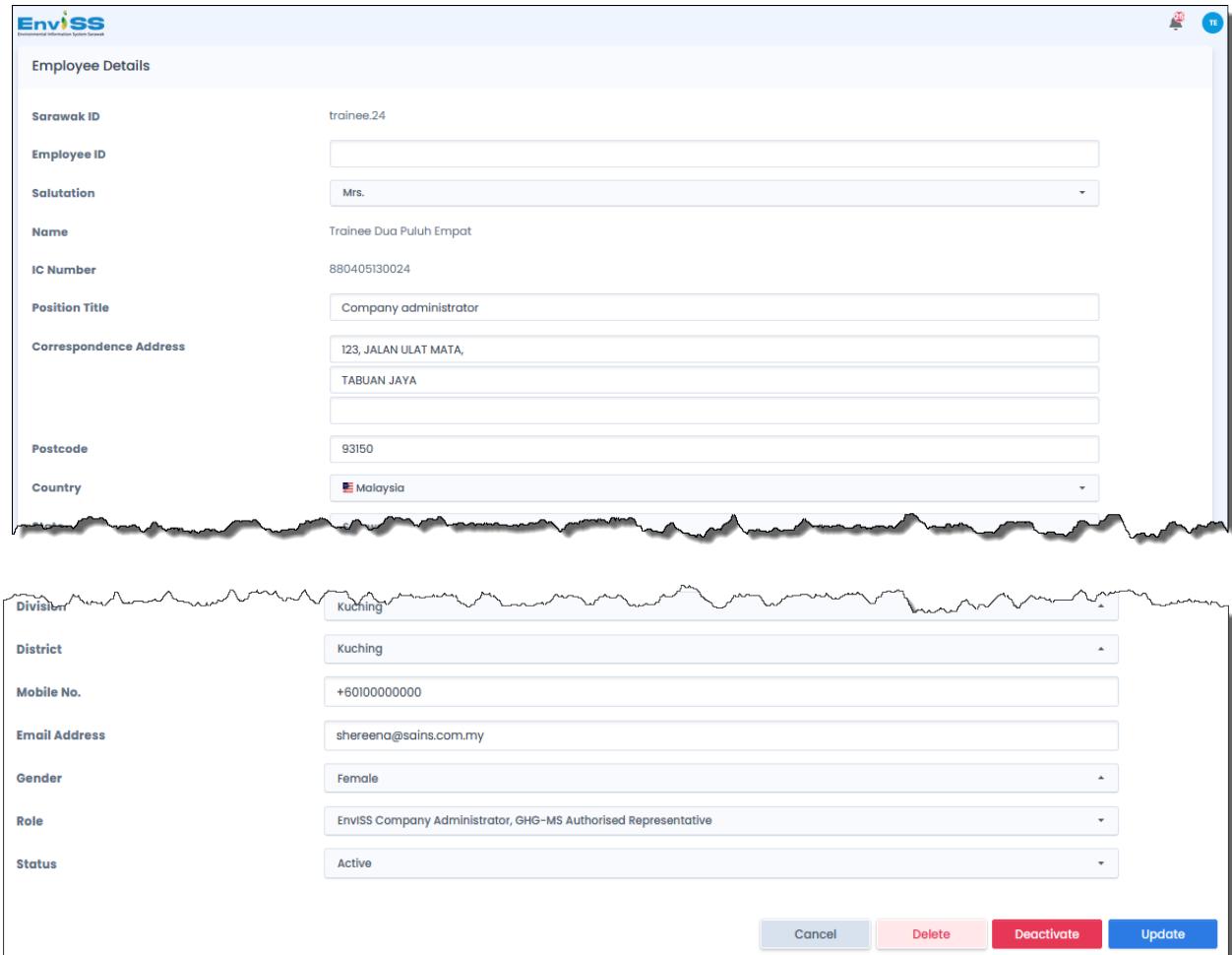
5. Navigate to **Company Administration > Employees tab**.
6. The following page will appear. System shall display the employee listing that has been registered.



No.	Full Name	Created Date	Last Updated	Status
1.	Trainee Dua Puluh Empat	16/07/2025 14:33:00 by NREB CIO	16/07/2025 14:33:00 by NREB CIO	ACTIVE

Figure : 14

7. Click on the employee name. Update the details of the existing employee registered. Once done, click on **Update** button.



Employee Details

Sarawak ID	trainee.24
Employee ID	
Salutation	Mrs.
Name	Trainee Dua Puluh Empat
IC Number	880405130024
Position Title	Company administrator
Correspondence Address	123, JALAN ULAT MATA, TABUAN JAYA
Postcode	93150
Country	Malaysia

Division	Kuching
District	Kuching
Mobile No.	+60100000000
Email Address	shereena@sains.com.my
Gender	Female
Role	EnvISS Company Administrator, GHG-MS Authorised Representative
Status	Active

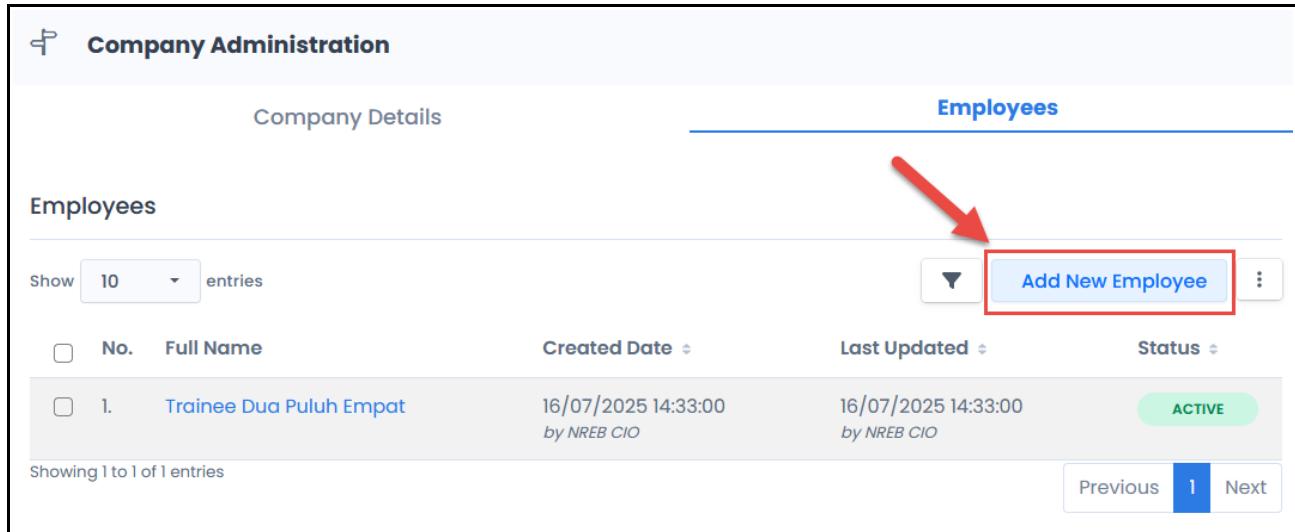
Cancel Delete Deactivate Update

Figure : 15

**Notes :**

- Fill in required fields with \*.
- Assign Roles with EnvISS Company Administrator / GHG-MS Authorised Representative / AEA Authorised Representative as per intended role.

8. To add new employee, click on **Add New Employee** button.



Company Administration

Employees

Show 10 entries

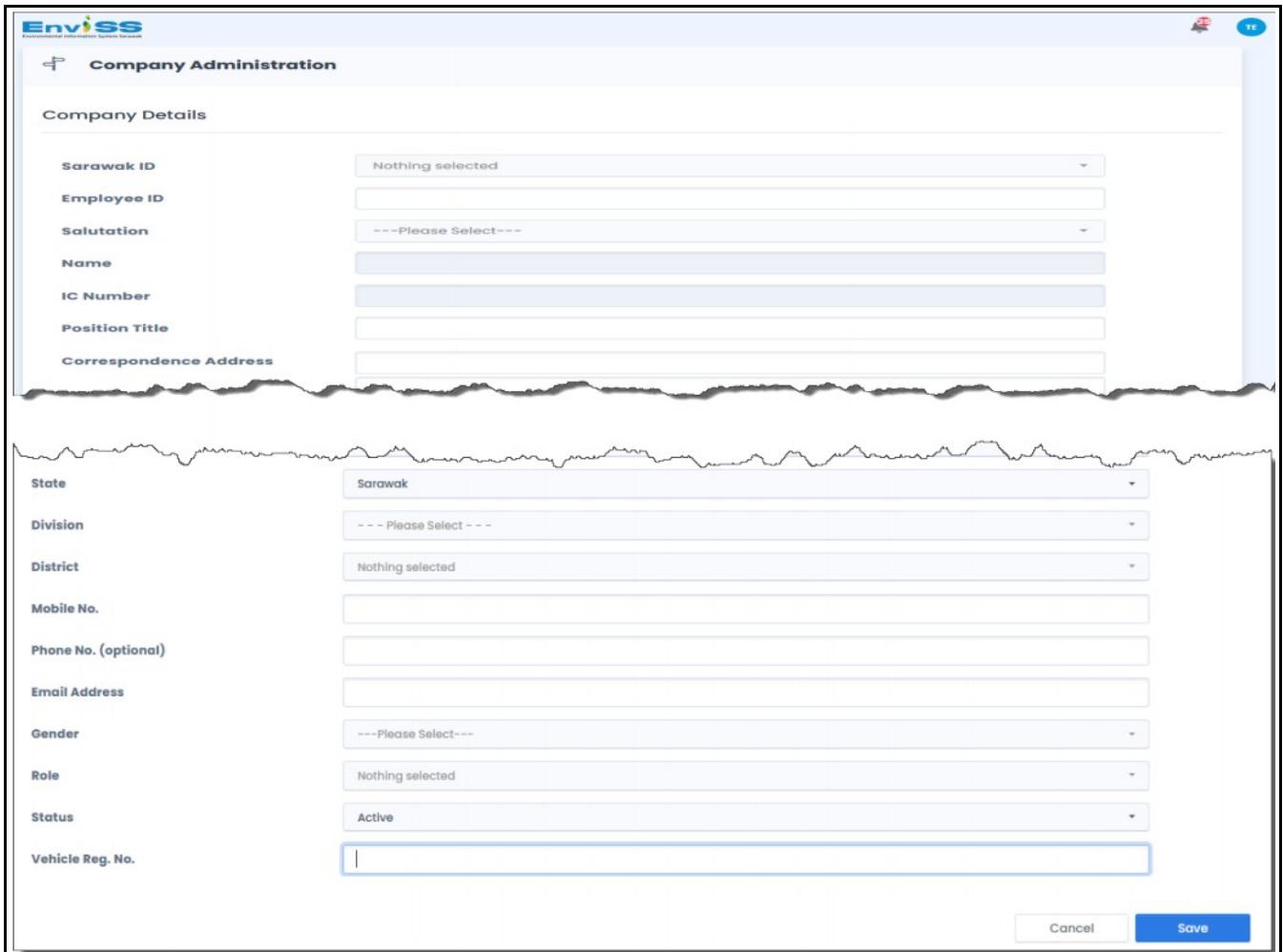
No.	Full Name	Created Date	Last Updated	Status
1.	Trainee Dua Puluh Empat	16/07/2025 14:33:00 by NREB CIO	16/07/2025 14:33:00 by NREB CIO	ACTIVE

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure : 16

9. System shall direct Company Administrator to a blank employee registration form as shown in the figure below.



The screenshot shows the 'Company Administration' section of the EnvISS system. The 'Company Details' section contains fields for Sarawak ID (dropdown, 'Nothing selected'), Employee ID (text input, empty), Salutation (dropdown, '---Please Select---'), Name (text input, empty), IC Number (text input, empty), Position Title (text input, empty), and Correspondence Address (text input, empty). Below this is a large separator line with a wavy pattern. The 'Personal Details' section contains fields for State (dropdown, 'Sarawak'), Division (dropdown, '--- Please Select ---'), District (dropdown, 'Nothing selected'), Mobile No. (text input, empty), Phone No. (optional) (text input, empty), Email Address (text input, empty), Gender (dropdown, '---Please Select---'), Role (dropdown, 'Nothing selected'), Status (dropdown, 'Active'), and Vehicle Reg. No. (text input, empty). At the bottom right are 'Cancel' and 'Save' buttons.

Figure : 17

10. Fill in all the required details. Once done, click on **Save** button. The new employee should be listed under employee listing.

### 1.3. Business Entity and Facilities (BE)

#### 1.3.1. BE Application – BE application form entry and submission

This section is for Company Administrator to submit BE application and facility.

1. Login to the EnvISS application using SarawakPass and SarawakPass Corporate.
2. The following screen will appear upon successful login. Click on **Register Business Entity** button as shown on the dashboard.

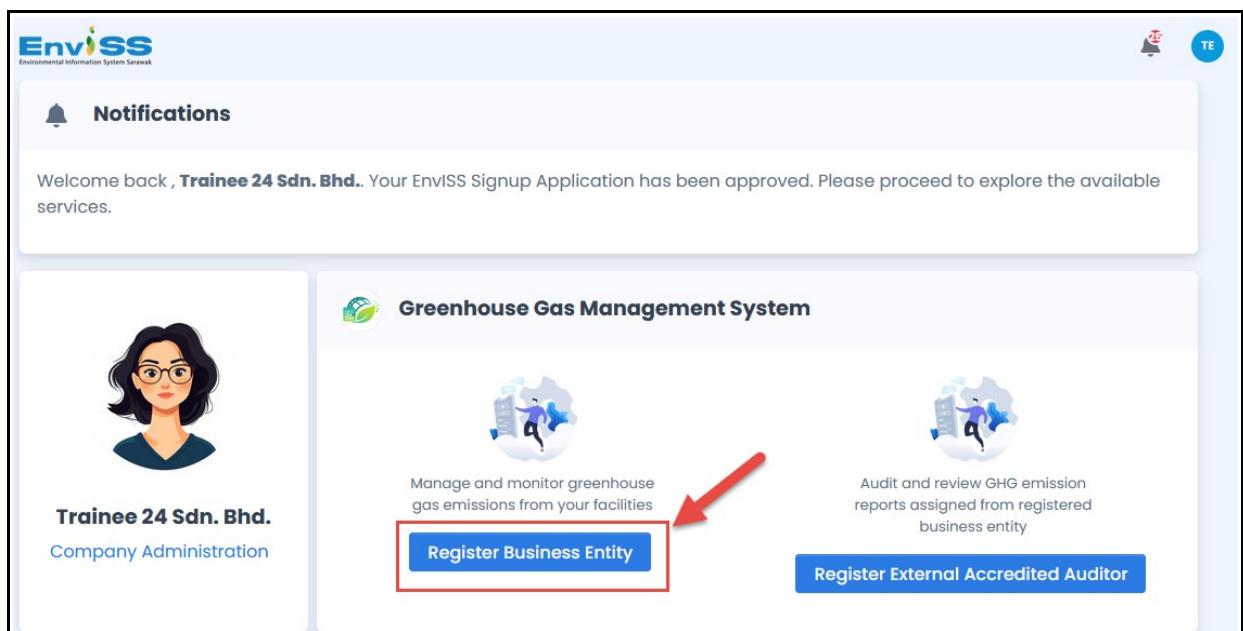
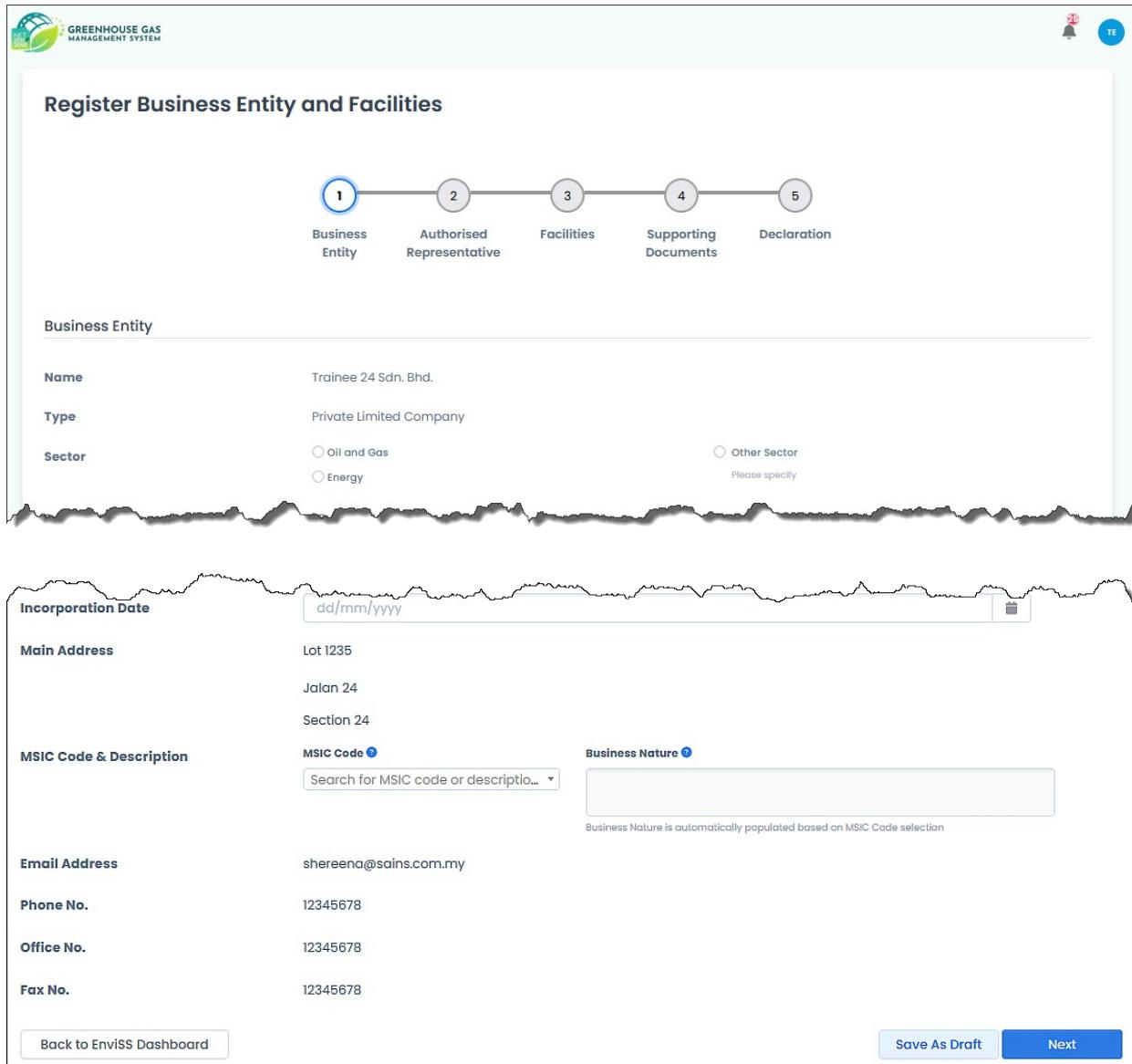


Figure : 18

3. Applicant will be redirected to the BE Form : **Business Entity** form to proceed with registration.



**Register Business Entity and Facilities**

1 2 3 4 5

Business Entity      Authorised Representative      Facilities      Supporting Documents      Declaration

**Business Entity**

**Name** Trainee 24 Sdn. Bhd.

**Type** Private Limited Company

**Sector**

Oil and Gas  
 Energy  
 Other Sector  
 Please specify

**Incorporation Date** dd/mm/yyyy

**Main Address**  
 Lot 1235  
 Jalan 24  
 Section 24

**MSIC Code & Description**

**MSIC Code**

**Business Nature**

Business Nature is automatically populated based on MSIC Code selection

**Email Address** shereena@sains.com.my

**Phone No.** 12345678

**Office No.** 12345678

**Fax No.** 12345678

[Back to EnVISS Dashboard](#) [Save As Draft](#) [Next](#)

Figure : 19

4. Fill in all of the required information. Once done, click on **Next** button.

5. The system will direct applicant to BE Form : **Authorised Representative** as shown in the figure below.

**Register Business Entity and Facilities**



**Authorised Representative**

Name	Trainee Dua Puluh Empat
IC Number	880405130024
Position Title	Company administrator
<input checked="" type="checkbox"/> Current logged-in user (cannot be removed)	

[Back to EnviSS Dashboard](#) [Previous](#) [Save As Draft](#) [Next](#)

Figure : 20

6. Select Authorised Representative and proceed to the next step by clicking on **Next** button.  
 7. The system will direct applicant to BE Form : **Facilities** as shown in the figure below.

**Register Business Entity and Facilities**



**Facilities**

To register this business entity, you are required to add at least one facility.

[Add Facility](#)

[Back to EnviSS Dashboard](#) [Previous](#) [Save as Draft](#) [Next](#)

Figure : 21

8. Click on **Add Facility** button. System shall display a form for applicant to fill in facility information.

**Add Facility**

  
**Add Photo**  
Max file size: 10MB. Accepted formats: JPG, PNG, TIFF

<b>Facility Name</b>	<input type="text"/>
<b>Facility Operating Name</b>	<input type="text"/>
<b>Facility Mode</b>	<input type="radio"/> Pre-Production <input type="radio"/> Production
<b>Description of Business Activity</b>	<input type="text"/>
<b>Facility Location</b>	<input checked="" type="radio"/> Onshore <input type="radio"/> Offshore

<b>Address</b>	<input type="text"/>
	<small>Optional</small>
	<small>Optional</small>
<b>Postcode*</b>	<input type="text"/>
	<small>Numbers only</small>
<b>State*</b>	<input type="text" value="-- Select State --"/>
<b>Division*</b>	<input type="text" value="-- Select Division --"/>
<b>District*</b>	<input type="text" value="-- Select District --"/>
<b>Coordinates</b>	<input type="text" value="Latitude (Y-coordinate) e.g. 3.140853"/> <input type="text" value="Longitude (X-coordinate) e.g. 101.693207"/> <small>Enter coordinates in decimal degrees (DD)</small>

**Close** **Save**

Figure : 22

9. Fill in all of the required information. Once done, click on **Save** then click on **OK**.

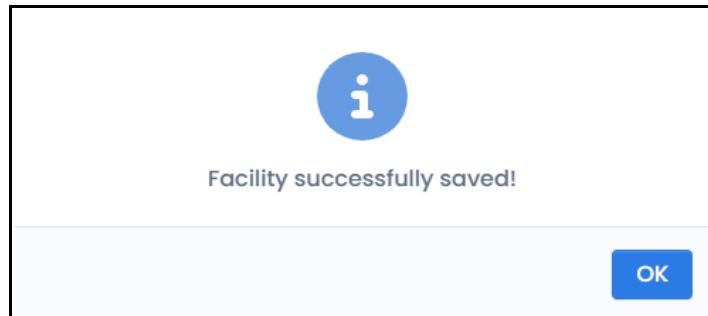
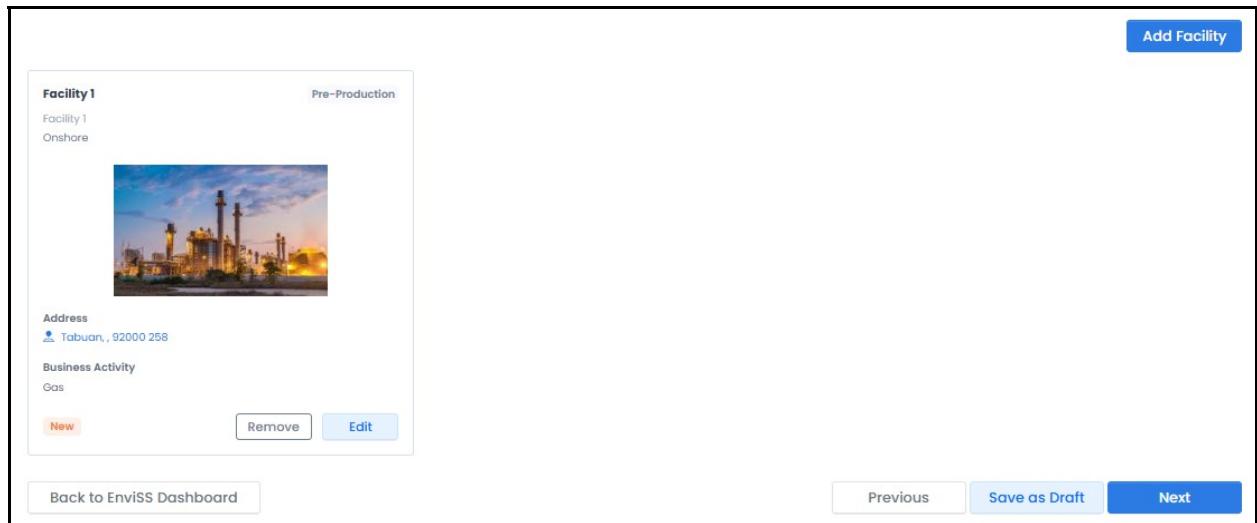


Figure : 23

10. System shall display the facility in the listing. To add more facility, click on **Add Facility** button. To proceed with the next page, click on **Next** button.



The screenshot shows a facility listing interface. On the right, a blue 'Add Facility' button is visible. The main area displays a facility entry for 'Facility 1'. The entry includes the name 'Facility 1', status 'Pre-Production', location 'Onshore', and a thumbnail image of an industrial facility at dusk. Below the image, the address is listed as 'Tabuan, 92000 258'. The business activity is 'Gas'. At the bottom of this card are three buttons: 'New' (orange), 'Remove' (grey), and 'Edit' (blue). At the bottom of the page are navigation buttons: 'Back to EnviSS Dashboard', 'Previous', 'Save as Draft' (blue), and 'Next' (blue).

Figure : 24

11. The system will direct applicant to BE Form : **Supporting Documents** as shown in the figure below.

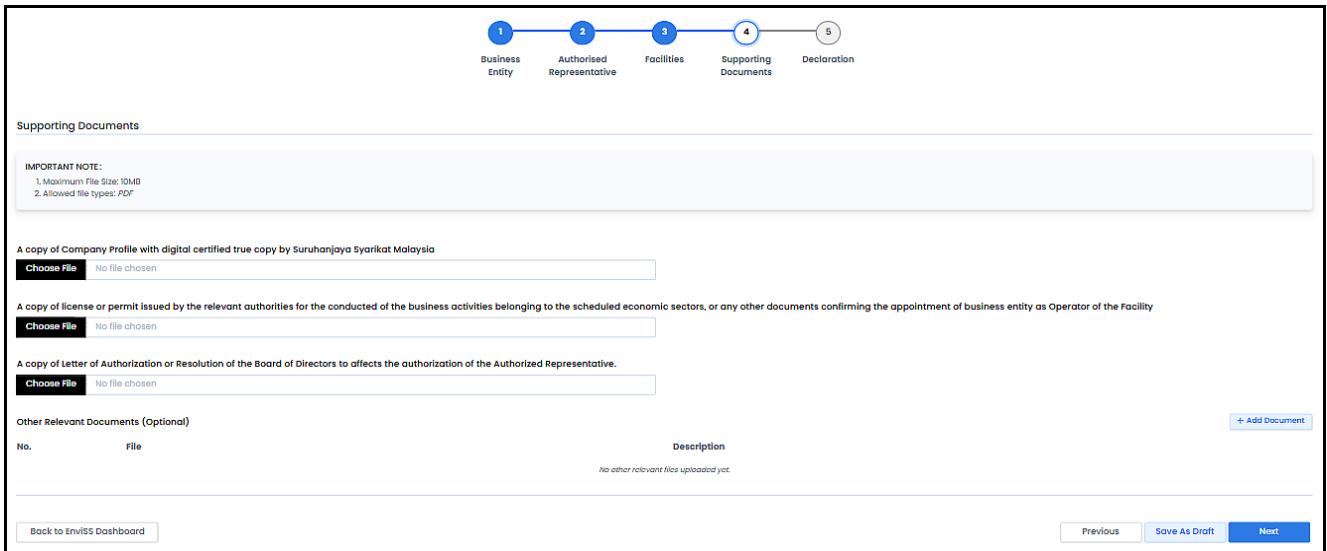


Figure : 25

12. Upload all of the required documents by click on **Choose File** and select the document from related location.  
 13. Once done, click on **Next** button to proceed.  
 14. The system will direct applicant to BE Form : **Declaration** as shown in the figure below.

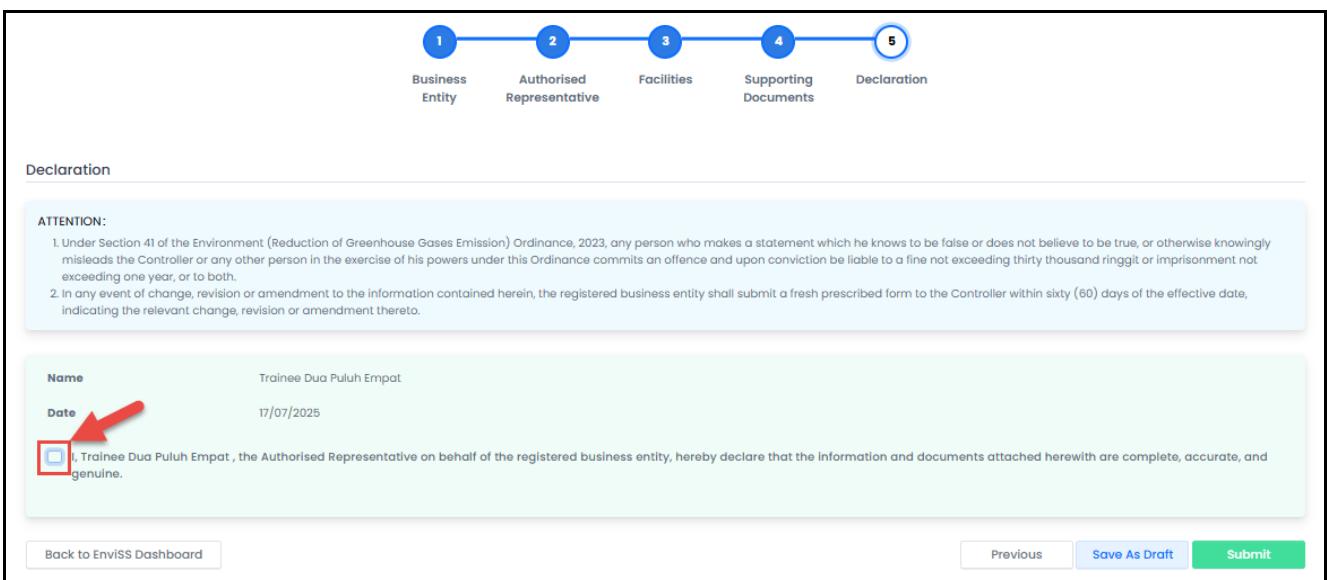


Figure : 26

15. Select on the declaration checkbox and then click on **Submit** button. The update request is submitted to NREB checker for checking and approval. A popup message will appear on the screen as shown below.

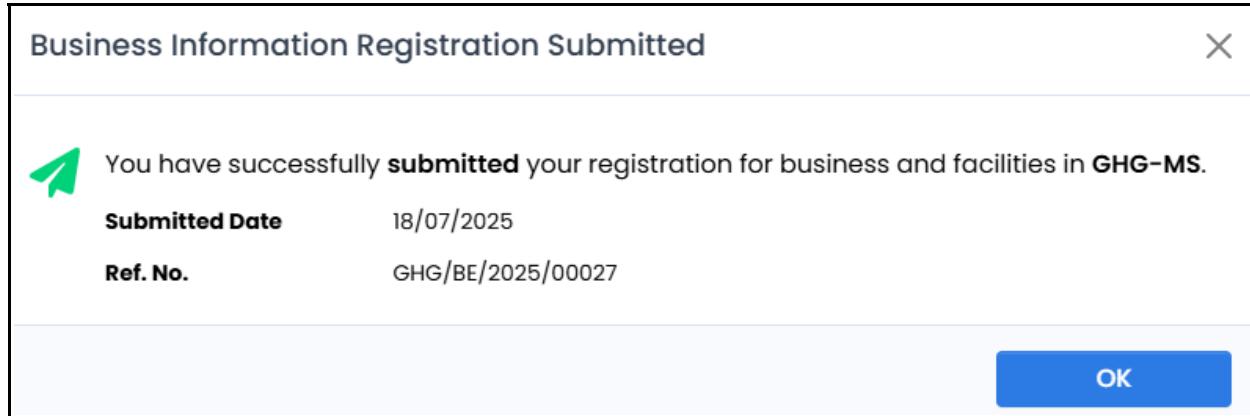
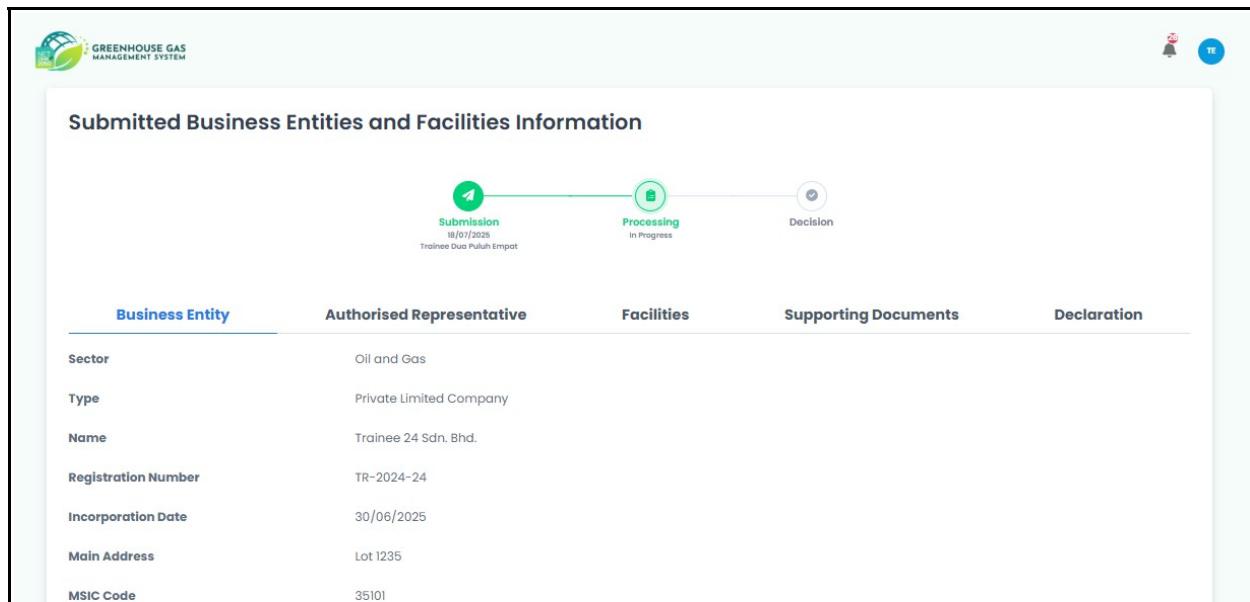


Figure : 27

16. System will display the summary content of the submitted BE application as shown in the figure below.



Business Entity	Authorised Representative	Facilities	Supporting Documents	Declaration
Sector	Oil and Gas			
Type	Private Limited Company			
Name	Trainee 24 Sdn. Bhd.			
Registration Number	TR-2024-24			
Incorporation Date	30/06/2025			
Main Address	Lot 1235			
MSIC Code	35101			

Figure : 28

**Notes :**

- *Submitted BE Application will undergo checking, verification and approval process by NREB.*
- *Queried application will be returned to application for amend and resubmit.*

### 1.3.2. BE Amendment – Amendment Request Submission by Applicant

This section is for Company Administrator (applicant) to amend BE application that has been **approved and completed**.

1. Login to the EnvISS application using SarawakPass and SarawakPass Corporate.
2. The following screen will appear upon successful login. Click on **Go to GHG-MS** button.

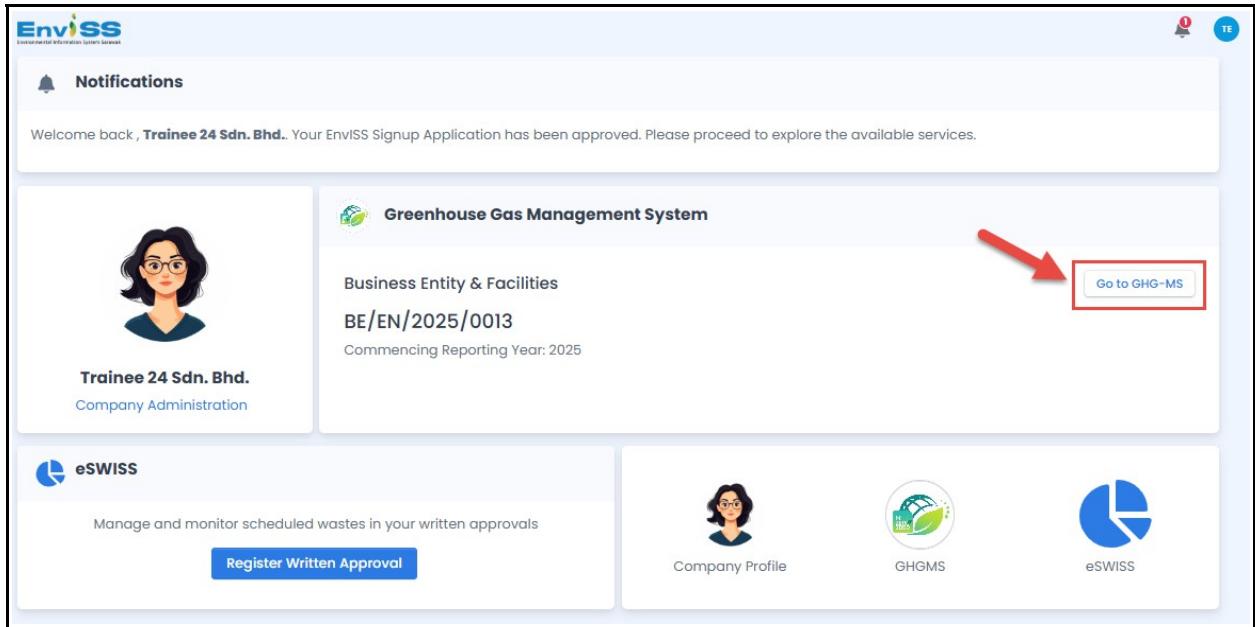


Figure : 29

3. GHG-MS dashboard will appear on the screen.

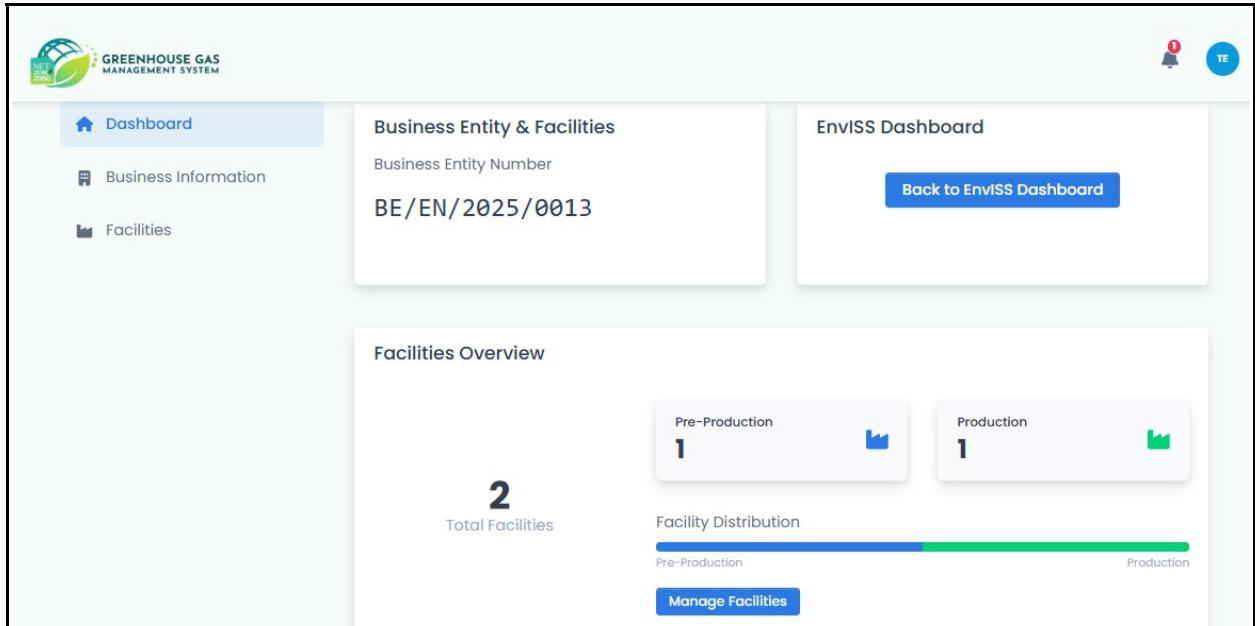


Figure : 30

4. Navigate to **Business Information** menu and click on **Amendment of Business Entity and Facilities** link.

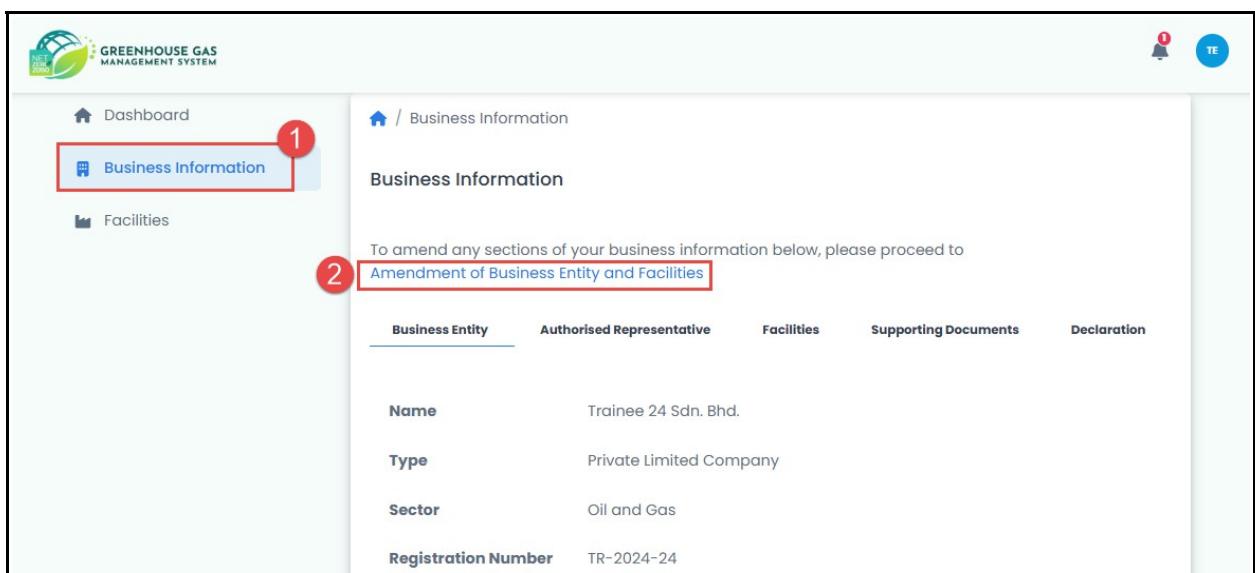


Figure : 31

5. The system will direct applicant to **BE Application Form**.  
 6. System shall display all the information submitted and has been approved by NREB.  
 7. To view the uploaded file, click on  icon.

8. Applicant may proceed with amending the BE form. Once done, click on **Submit** button to submit to NREB for approval.

---

**Notes :**

- *Submitted BE Application will undergo checking, verification and approval process by NREB.*
- *Queried application will be returned to application for amendments.*

---

### 1.3.3. BE Queried Application – Submit Queried Application

This part is for Company Administrator (applicant) to view remarks, reupload and resubmit files upon queried by NREB.

1. Login to the EnvISS application using SarawakPass and SarawakPass Corporate.
2. The following screen will appear upon successful login. Click on **Resolve Queries** button to view the queried details.

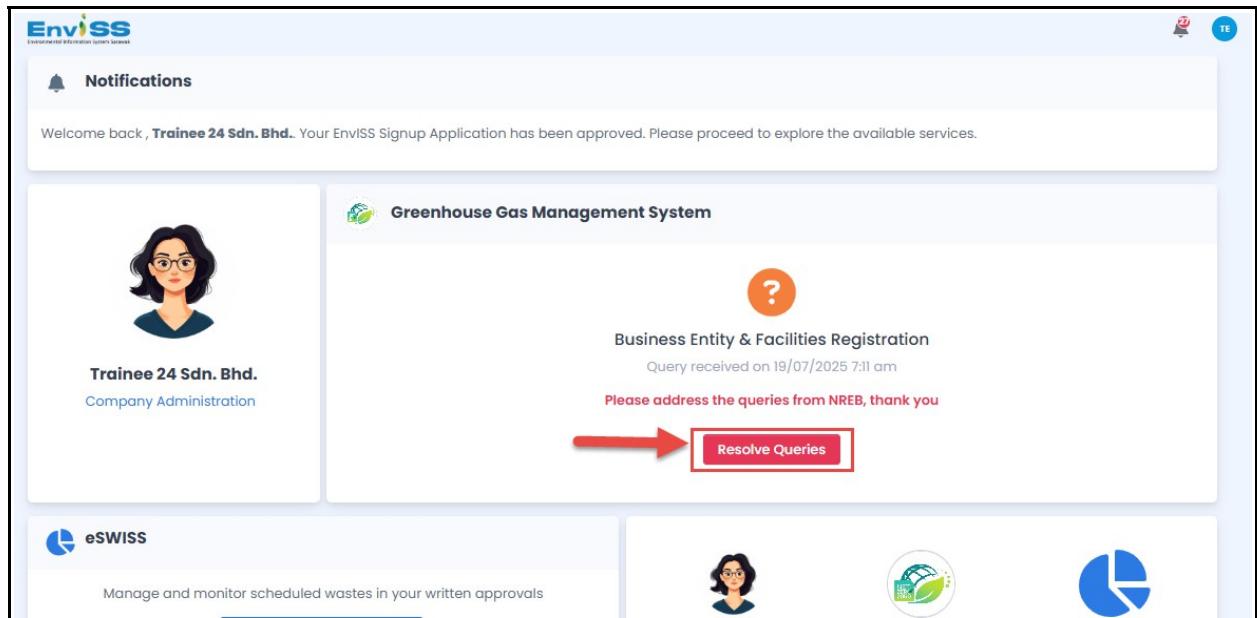
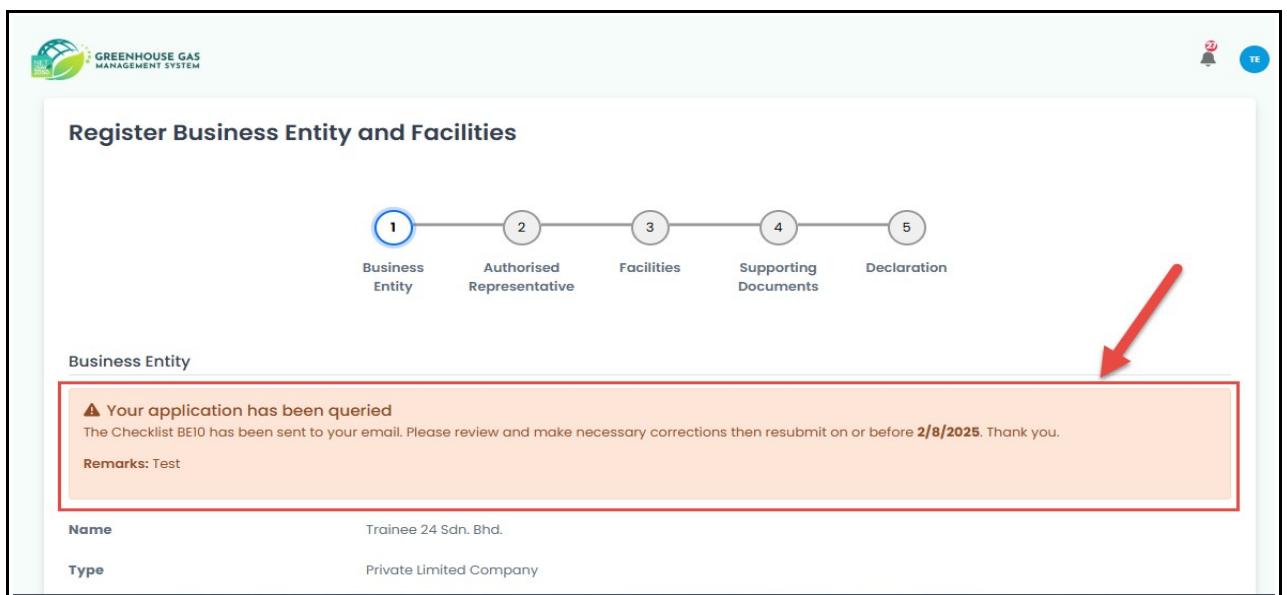


Figure : 32

3. The following screen will pop out.



The screenshot shows the 'Register Business Entity and Facilities' application form. At the top, there is a progress bar with five steps: 1. Business Entity, 2. Authorised Representative, 3. Facilities, 4. Supporting Documents, and 5. Declaration. A red arrow points to the 'Business Entity' section. Inside this section, there is a message: 'Your application has been queried. The Checklist BE10 has been sent to your email. Please review and make necessary corrections then resubmit on or before 2/8/2025. Thank you.' Below this message, there is a 'Remarks' field containing 'Test'. At the bottom of the form, there are fields for 'Name' (Trainee 24 Sdn. Bhd.) and 'Type' (Private Limited Company).

Figure : 33

4. Navigate to supporting documents section to view the queried uploaded file, remarks of each incomplete file and previous as well as latest version of uploaded file.

**Supporting Documents**

**⚠ Your application has been queried**  
 Please review the comments below and update your documents accordingly.

**IMPORTANT NOTE:**

- 1. Maximum File Size: 10MB
- 2. Allowed file types: PDF

**A copy of Company Profile with digital certified true copy by Suruhanjaya Syarikat Malaysia**

Lorem\_ipsum\_Testdoc1.pdf

(1)
(1)
(1)

**A copy of license or permit issued by the relevant authorities for the conducted of the business activities belonging to the scheduled economic sectors, or any other documents confirming the appointment of business entity as Operator of the Facility**

Lorem\_ipsum\_Testdoc2.pdf

(1)
(1)
(1)

⚠ Wrong document  
(1) [Lorem\\_ipsum\\_Testdoc1.pdf](#)

**A copy of Letter of Authorization or Resolution of the Board of Directors to affects the authorization of the Authorized Representative.**

Lorem\_ipsum\_Testdoc3.pdf

(1)
(1)
(1)

**Other Relevant Documents (Optional)**

[+ Add Document](#)

No.	File	Description

Figure : 34

5. To reupload file, click on the  icon to remove the previous file. Once done, click on Choose File to reupload. Then, proceed with the submission process.

Choose File

⚠ Wrong document
(1)
[Lorem\\_ipsum\\_Testdoc1.pdf](#)

Figure : 35

6. A message will prompt out on the screen as shown on the figure below. Submitted application will undergo checking, verification and approval process by NREB.

**Business Information Registration Submitted**

 You have successfully **submitted** your registration for business and facilities in **GHG-MS**.

**Submitted Date** 19/07/2025

**Ref. No.** GHG/BE/2025/00027

OK

Figure : 36

## 1.4. BE Emission Report Submission

This part covers the process of Emission Report Submission by Business Entity.

1. Login to the EnvISS application using SarawakPass and SarawakPass Corporate.
2. The following screen will appear upon successful login. Click **Go to GHG-MS** button.

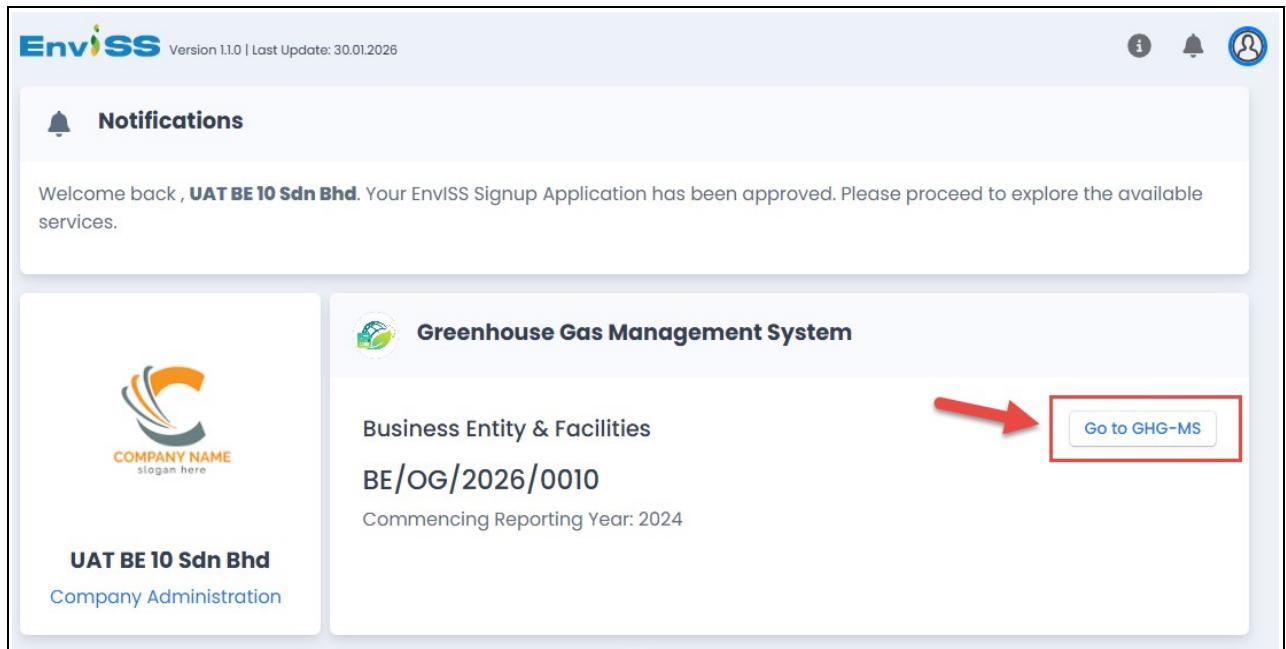


Figure : 37

3. Click **Report Submission** from the left sidebar.

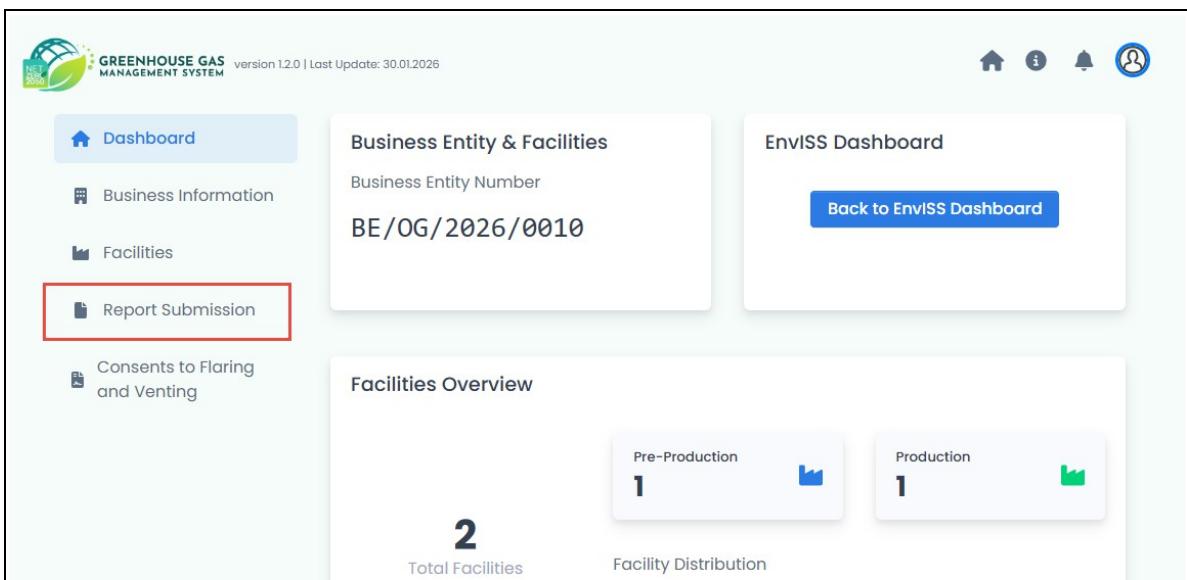
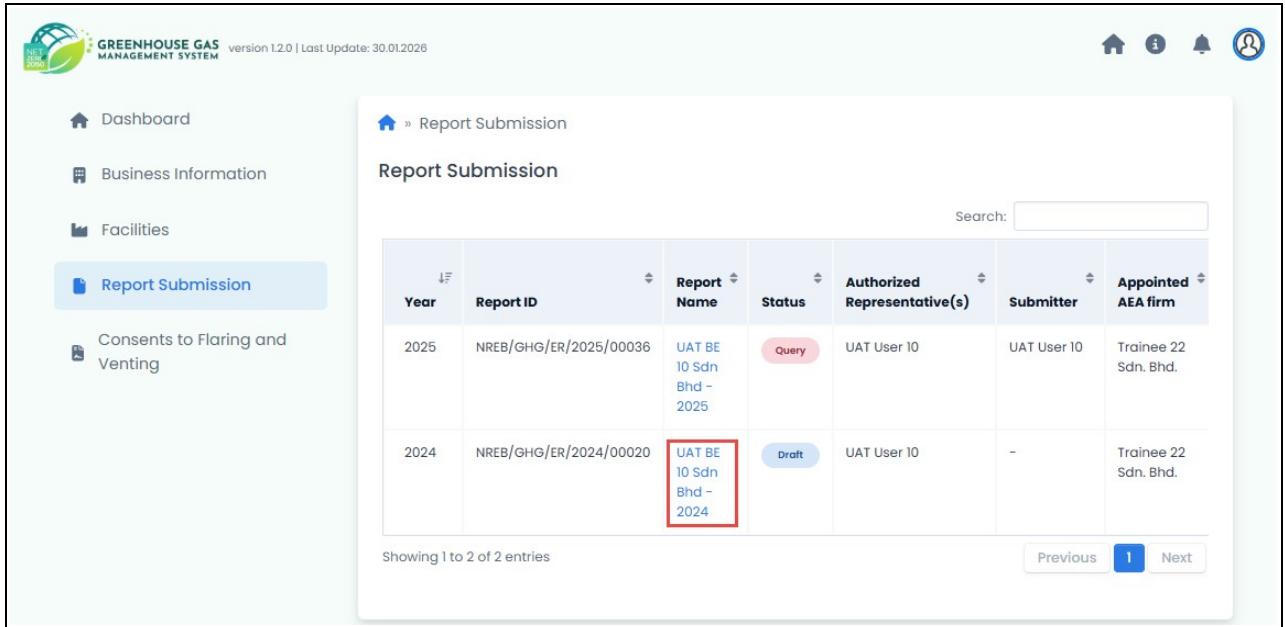


Figure : 38

#### 1.4.1. Appoint AEA Firm

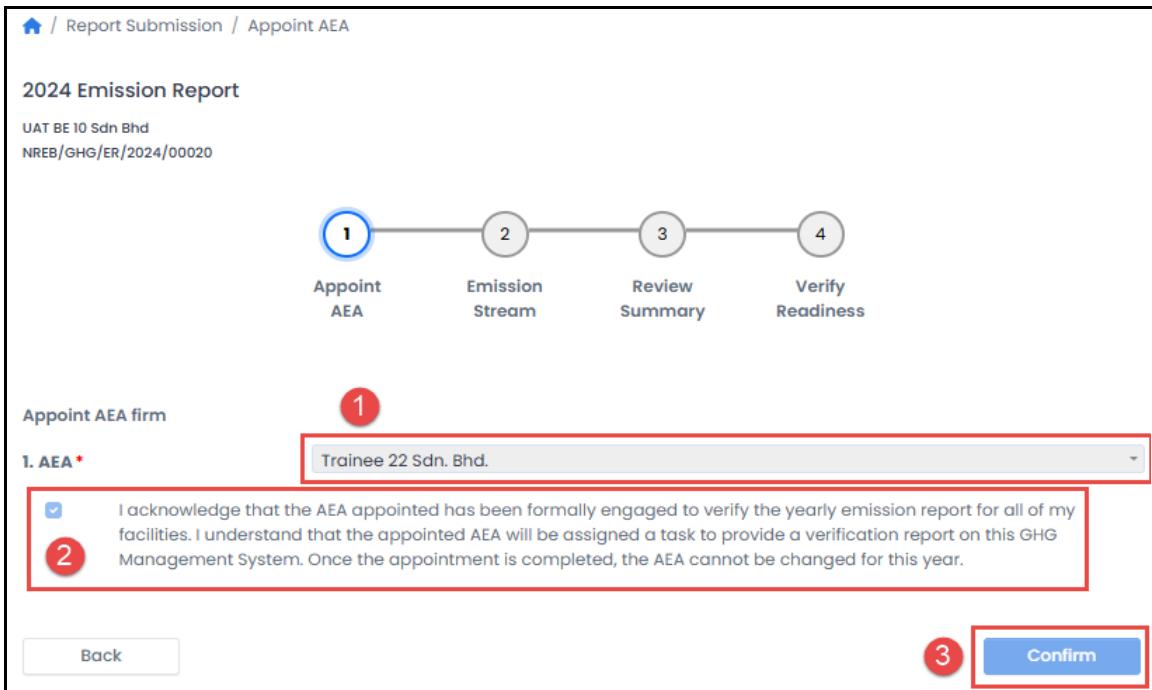
- Upon click on Report Submission sidebar, BE will be redirected to below screen. Click on the **Report Name**.



Year	Report ID	Report Name	Status	Authorized Representative(s)	Submitter	Appointed AEA firm
2025	NREB/GHG/ER/2025/00036	UAT BE 10 Sdn Bhd - 2025	Query	UAT User 10	UAT User 10	Trainee 22 Sdn. Bhd.
2024	NREB/GHG/ER/2024/00020	UAT BE 10 Sdn Bhd - 2024	Draft	UAT User 10	-	Trainee 22 Sdn. Bhd.

Figure : 39

- BE will be redirected to below screen.



2024 Emission Report

UAT BE 10 Sdn Bhd  
NREB/GHG/ER/2024/00020

1. Appoint AEA firm

1. AEA \* Trainee 22 Sdn. Bhd.

2. I acknowledge that the AEA appointed has been formally engaged to verify the yearly emission report for all of my facilities. I understand that the appointed AEA will be assigned a task to provide a verification report on this GHG Management System. Once the appointment is completed, the AEA cannot be changed for this year.

3. Back Confirm

Figure : 40

Item	Description
1	Click the drop-down list to select active registered AEA firm.
2	Select the checkbox to acknowledge the statement.
3	Click the button to confirm. Then the page will move to the “ <b>Enter Emission Figures</b> ” page. Take note that once the <b>Confirm</b> button has been clicked, no changes can be made to this page even if the GHG Emission Report is still in draft stage.

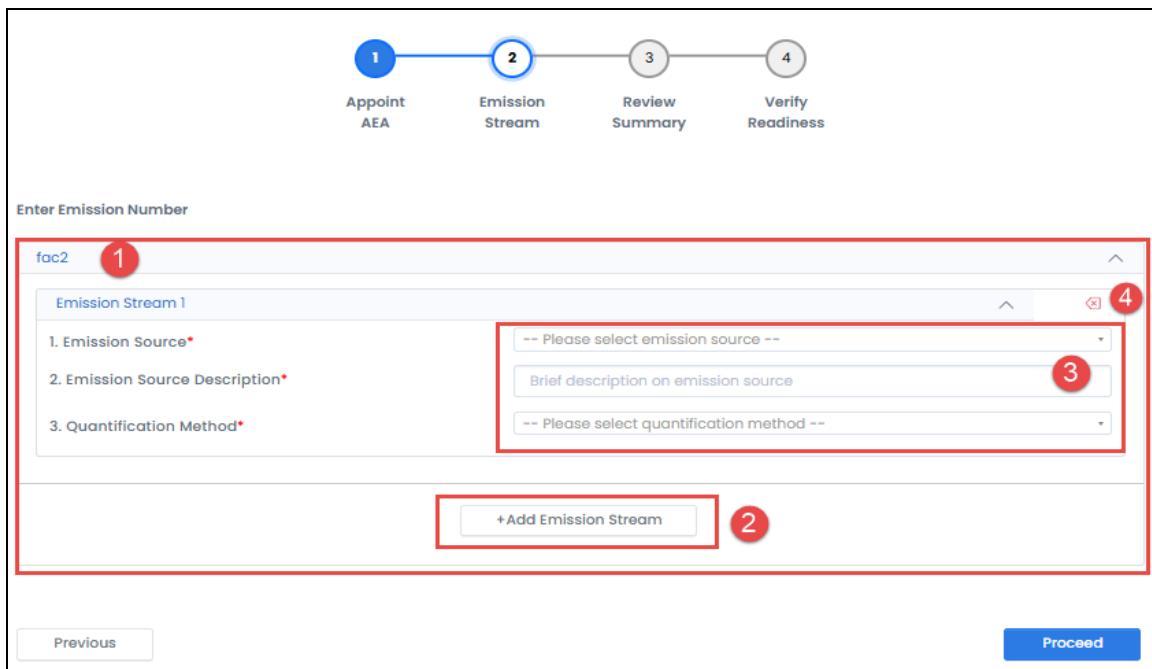
**Notes:**

- Once AEA has been assigned to verify the emission report, appointed AEA is allowed to upload the verification report.

#### 1.4.2. Enter Emission Stream

Business Entity users are able to add emission streams based on the active facilities in relation to the business entity.

1. BE users will be redirected to **Emission Stream** after confirm details in Appoint AEA screen.



1. Appoint AEA    2. Emission Stream    3. Review Summary    4. Verify Readiness

Enter Emission Number

Emission Stream 1	
1. Emission Source*	-- Please select emission source --
2. Emission Source Description*	Brief description on emission source
3. Quantification Method*	-- Please select quantification method --

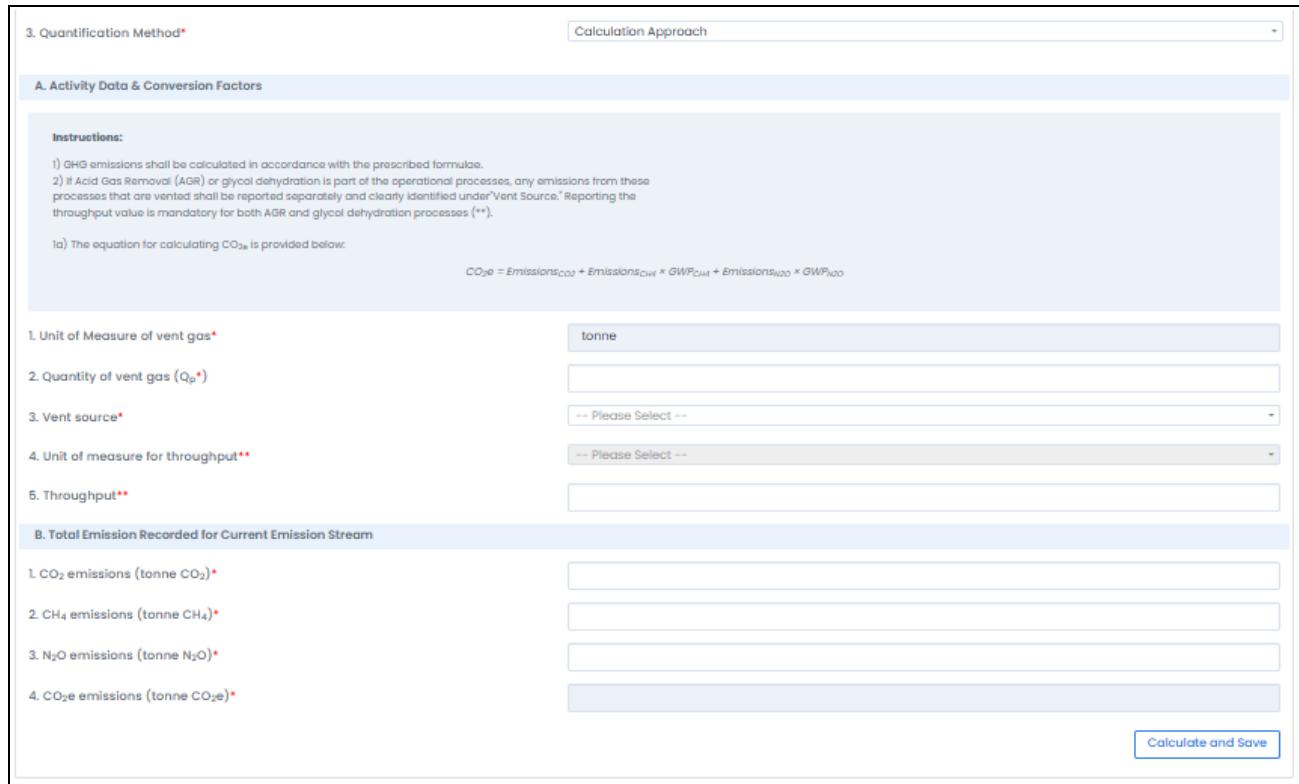
+ Add Emission Stream    2

Previous    Proceed

Figure : 41

Item	Description
1	Click the accordion of a facility to open it up and show the emission streams available.
2	Click to add emission stream.
3	Click to select Emission Source. Once done, type in a brief description on emission source. Then, click to select the quantification method.
4	Click on the <b>X</b> button which will prompt a confirmation for deleting the emission stream. Click on <b>Confirm</b> to delete it.

2. The data entry forms generated depend on the emission source and quantification method selected. Below is a sample of layout of **Venting** with **Calculation Approach**.



3. Quantification Method\*

Calculation Approach

**A. Activity Data & Conversion Factors**

**Instructions:**

1) GHG emissions shall be calculated in accordance with the prescribed formulae.  
 2) If Acid Gas Removal (AGR) or glycol dehydration is part of the operational processes, any emissions from these processes that are vented shall be reported separately and clearly identified under 'Vent Source.' Reporting the throughput value is mandatory for both AGR and glycol dehydration processes (\*\*).

1a) The equation for calculating CO<sub>2</sub>e is provided below:

$$CO_{2e} = Emissions_{CO_2} + Emissions_{CH_4} \times GWP_{CH_4} + Emissions_{N_2O} \times GWP_{N_2O}$$

1. Unit of Measure of vent gas\*

tonne

2. Quantity of vent gas (Q<sub>p</sub>\*)

3. Vent source\*

-- Please Select --

4. Unit of measure for throughput\*\*

-- Please Select --

5. Throughput\*\*

**B. Total Emission Recorded for Current Emission Stream**

1. CO<sub>2</sub> emissions (tonne CO<sub>2</sub>)\*

2. CH<sub>4</sub> emissions (tonne CH<sub>4</sub>)\*

3. N<sub>2</sub>O emissions (tonne N<sub>2</sub>O)\*

4. CO<sub>2</sub>e emissions (tonne CO<sub>2</sub>e)\*

Calculate and Save

Figure : 42

3. Once done, click **Calculate and Save** in order for the system to calculate all volume of gases entered.

4. Click **Proceed** to move to the **Review Summary** page.

### 1.4.3. Review Summary

1. A summary table showing all the saved emission data by facility will be shown based on the respective gas types.

1
2
3
4

Appoint AEA
Emission Stream
Review Summary
Verify Readiness

Review Summary

Facility	Emission Source	Emission Stream	Total CO <sub>2</sub> e (Tonne CO <sub>2</sub> e)	Total CO <sub>2</sub> (Tonne CO <sub>2</sub> )	Total CH <sub>4</sub> (Tonne CH <sub>4</sub> )	Total N <sub>2</sub> O (Tonne N <sub>2</sub> O)	Total HFCs (Tonne HFCs)	Total PFCs (Tonne PFCs)	Total SF <sub>6</sub> (Tonne SF <sub>6</sub> )
fac2			48,692.400	324.000	423.000	131.000	0.000	0.000	0.000
	Venting		48,692.400	324.000	423.000	131.000	0.000	0.000	0.000
		f002-V-CA-001	48,692.400	324.000	423.000	131.000	0.000	0.000	0.000
		<b>Total</b>	<b>48,692.400</b>	<b>324.000</b>	<b>423.000</b>	<b>131.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

Previous
Confirm

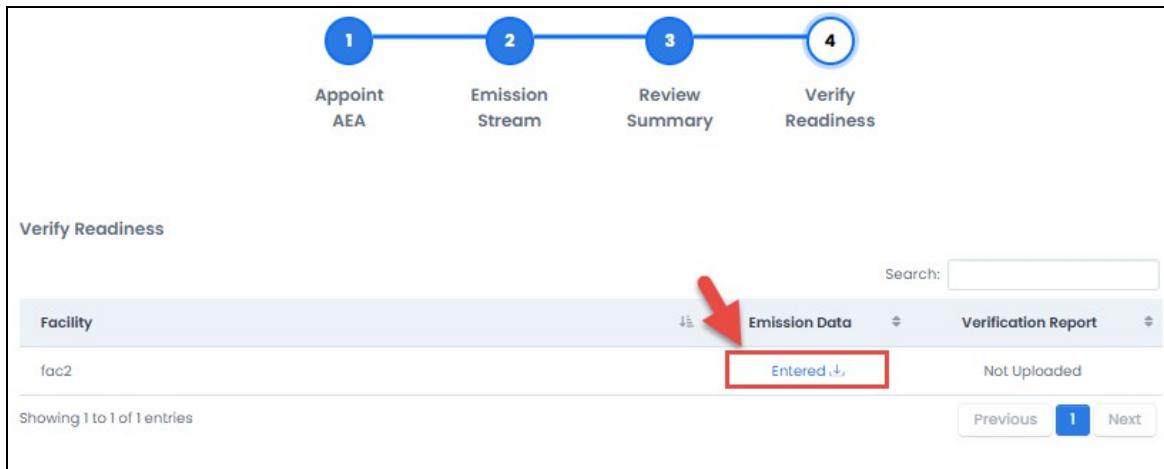
Figure : 43

2. Click **Confirm** to proceed. The system will redirect BE user to the **Verify Readiness** page.

#### 1.4.4. Verify Readiness

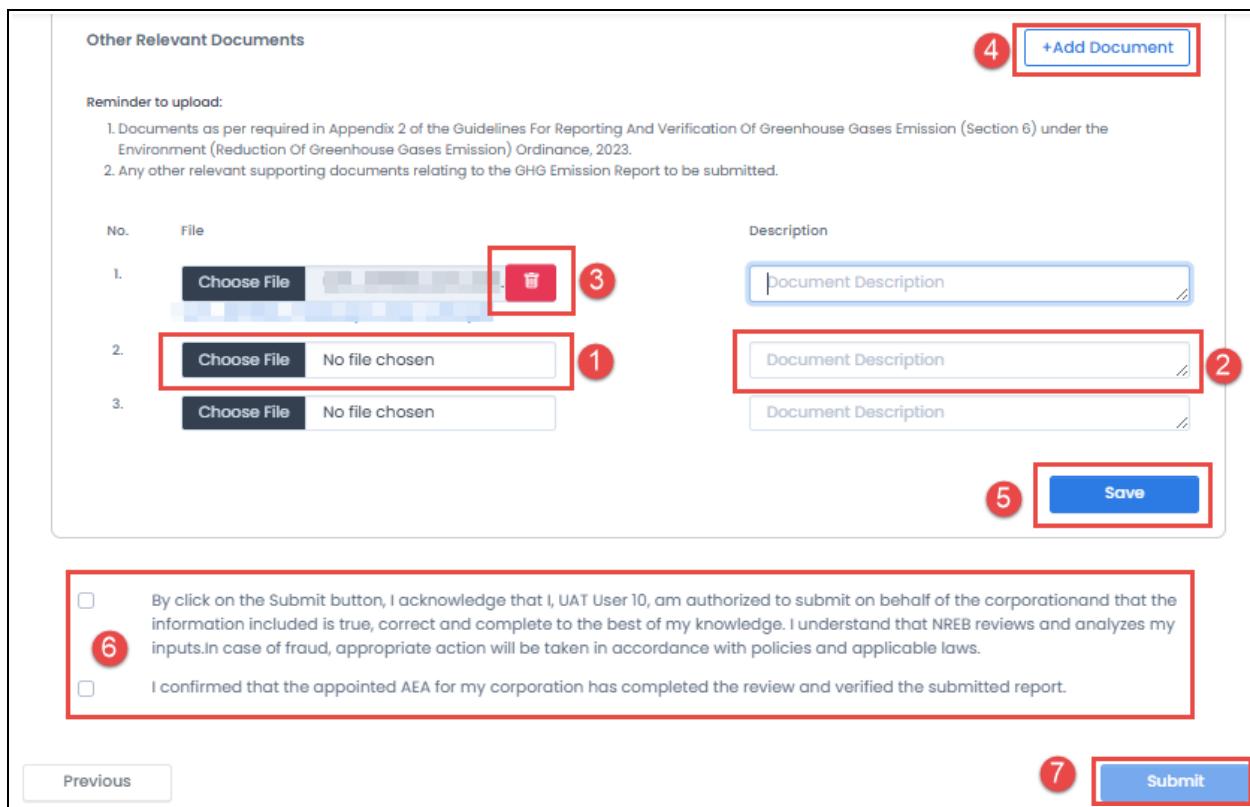
Business Entity Users are able to verify the submission readiness of each Facility and upload any relevant documents to submit along with the GHG Emission Report.

1. BE user shall be able to view list of each active facility with emission data entered in **Emission Stream**. Click **Entered** to view and download GHG Emission Report for that particular facility.



The screenshot shows a process flow with four steps: 1. Appoint AEA, 2. Emission Stream, 3. Review Summary, and 4. Verify Readiness. The 'Verify Readiness' step is highlighted with a blue circle. Below the steps, a table lists facilities. For the facility 'fac2', the 'Emission Data' button is highlighted with a red box and a red arrow pointing to it. The table also shows a 'Search' field, a 'Not Uploaded' status, and navigation buttons for 'Previous' and 'Next'.

Figure : 44



The screenshot shows a form for uploading documents. At the top, there is a section for 'Other Relevant Documents' with a '+Add Document' button. Below this, a reminder to upload documents is listed. The main area has three rows for file uploads, each with a 'Choose File' button, a file preview, and a delete icon. To the right, there are 'Description' fields for each row. At the bottom, there is a 'Save' button and a section with two checkboxes. The entire document section is highlighted with a red box and numbered 1 through 7.

Figure : 45

Item	Description
1	Click <b>Choose File</b> to upload supporting document. Uploaded file must not exceed 10 mb and must be a supported file format (PDF, PPT, XLS/XLSX, DOC/DOCX, JPG/PNG and ZIP)
2	Type in a brief description of the corresponding file into the field.
3	Click on the icon to delete the uploaded file.
4	Click to add additional supporting document.
5	Click to save all the descriptions of the files that has been entered.
6	Select the checkbox to acknowledge the statements.
7	Click the <b>Submit</b> button to submit the GHG Emission Report to NREB.  <i>Note: User are only able to click the <b>Submit</b> when all Emissions Data from all Facilities is marked as "Entered", Verification Report for all Facilities is marked as "Uploaded", and all Acknowledgement Boxes are checked.</i>

2. User will receive a GHG-MS notification and an email notification for confirmation upon submission.



Figure : 46

**Notes:**

- Report submission with **Query** status is when Emission Report has been rerouted/queried back to the BE by **NREB checker**. BE is able to view the list of queried emission report and its status. For re-submission purpose:

1. Click on the queried reference number
2. Rectify the records and proceed until re-submission for the whole process

## 1.5. Consents to Flaring and Venting (CFV)

This covers the available functions and details in the main Consent to Flare and Vent screen.

1. Login to the EnVISS application using SarawakPass and SarawakPass Corporate.
2. The following screen will appear upon successful login. Click **Go to GHG-MS** button.

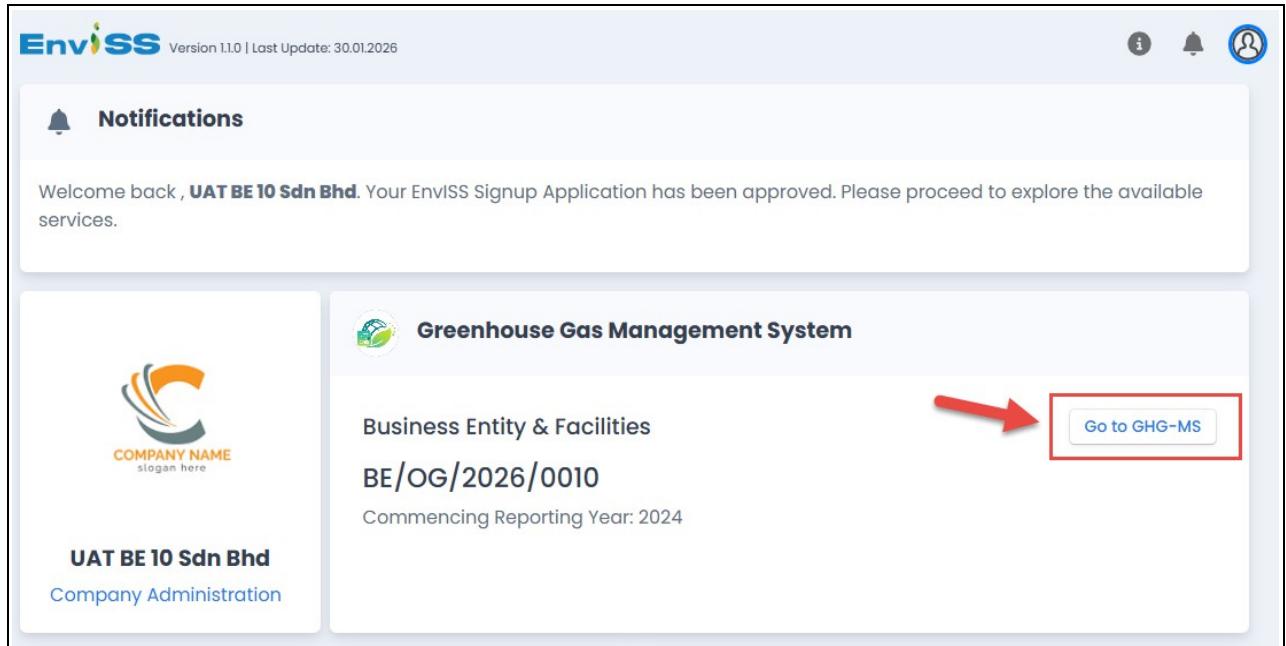


Figure : 47

3. Click **Consents to Flaring and Venting** from the left sidebar.

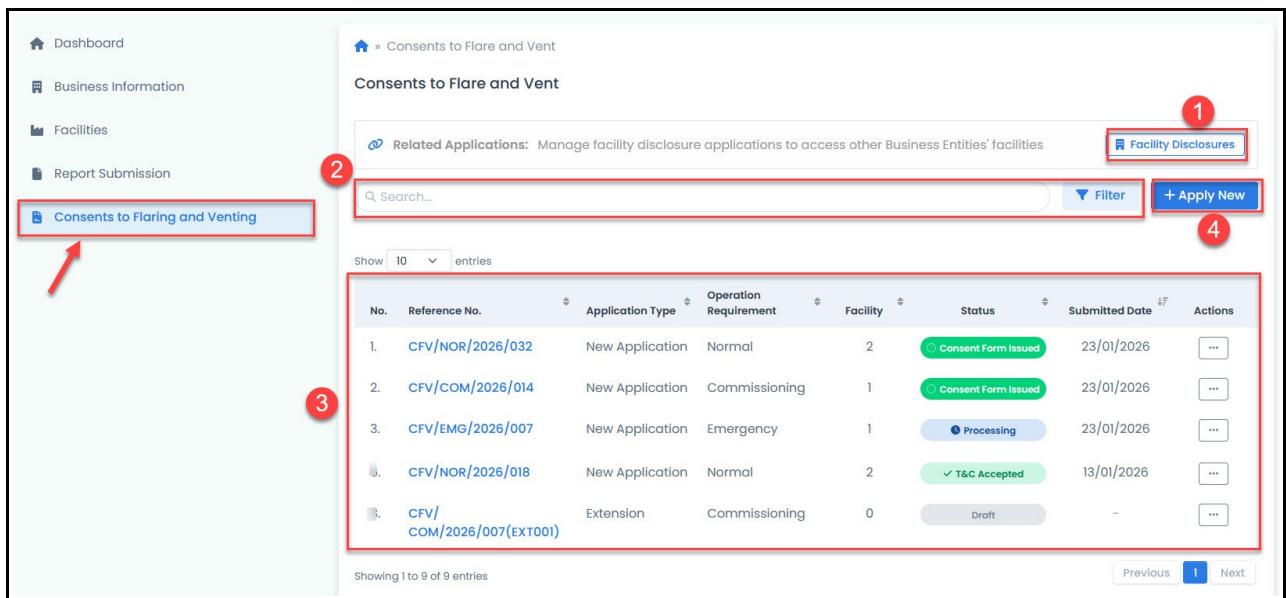


Figure : 48

<b>Item</b>	<b>Description</b>
1	Manage facility disclosure applications to access other Business Entities' facilities
2	Search criteria to filter CFV applications list
3	List of CFV applications to view the details, status, submission date and download issued consent form
4	Apply new CFV application

## 1.6. CFV: Facility Disclosures

This section is to show the facility disclosure application to access other Business Entities facilities.

### 1.6.1. Facility Disclosures Application Submission

This section is to show the facility disclosure application to access other Business Entities facilities.

1. Navigate to **Consents to Flaring and Venting**. Click on **Facility Disclosure** button.

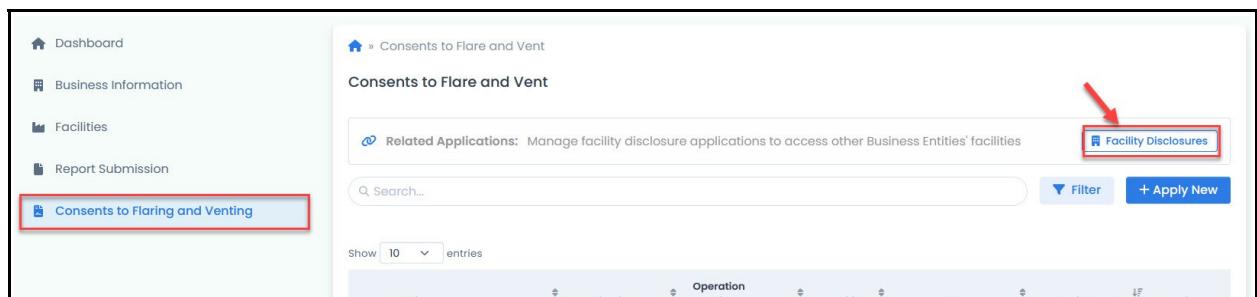


Figure : 49

2. Click **New Application**.

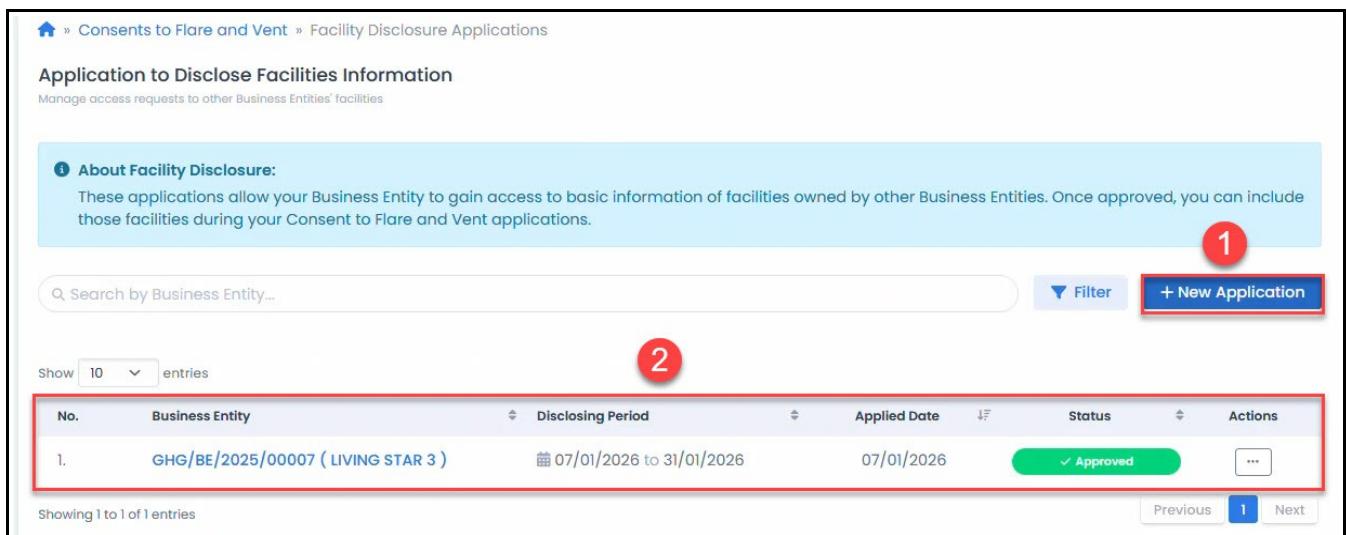


Figure : 50

Item	Description
1	Click <b>New Application</b> to apply facility disclosure
2	List of approved Facility Disclosure application

**Notes :**

*Application to Disclose Facilities Information allows a Business Entity to gain access on basic information of all facilities of another Business Entity. The disclosure will enable the Business Entity to include those facilities during application for Consent to Flare and Vent.*

3. Select Business Entity and enter the disclosing period. Then click **Submit**.

**Application to Disclose Facilities Information**

**Note:**  
Application to Disclose Facilities Information allows a Business Entity to gain access on basic information of all facilities of another Business Entity. The disclosure will enable the Business Entity to include those facilities during application for Consent to Flare and Vent.

**Business Entity \*** LIVING STAR 3 Select the Business Entity whose facilities you want to access 26/01/2026 12/02/2026 1

**Disclosing Period \*** 26/01/2026 12/02/2026 2

← Back Submit

Figure : 51

4. Message indicate application disclose facility created will be displayed. Disclose facility application will display with status **Pending**.

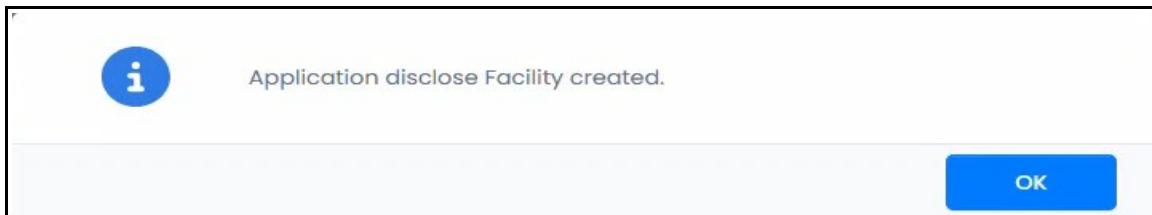


Figure : 52

No.	Business Entity	Disclosing Period	Applied Date	Status	Actions
1.	GHG/BE/2025/00007 ( LIVING STAR 3 )	26/01/2026 to 12/02/2026	22/01/2026	Pending	...

Figure : 53

**Notes :**

*Other Business Entity Admin will receive the notification of the disclose facility application.*

### 1.6.2. Facility Disclosures Application Approval by Other BE

This section is to show the facility disclosure application received by other Business Entities.

1. Other BE navigate to **EnVISS > GHG-MS > Consents to Flaring and Venting**. Click on **Facility Disclosure** button.

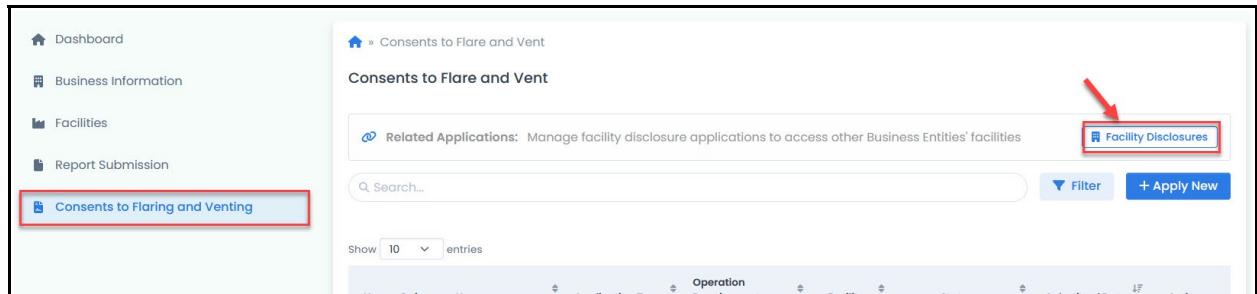
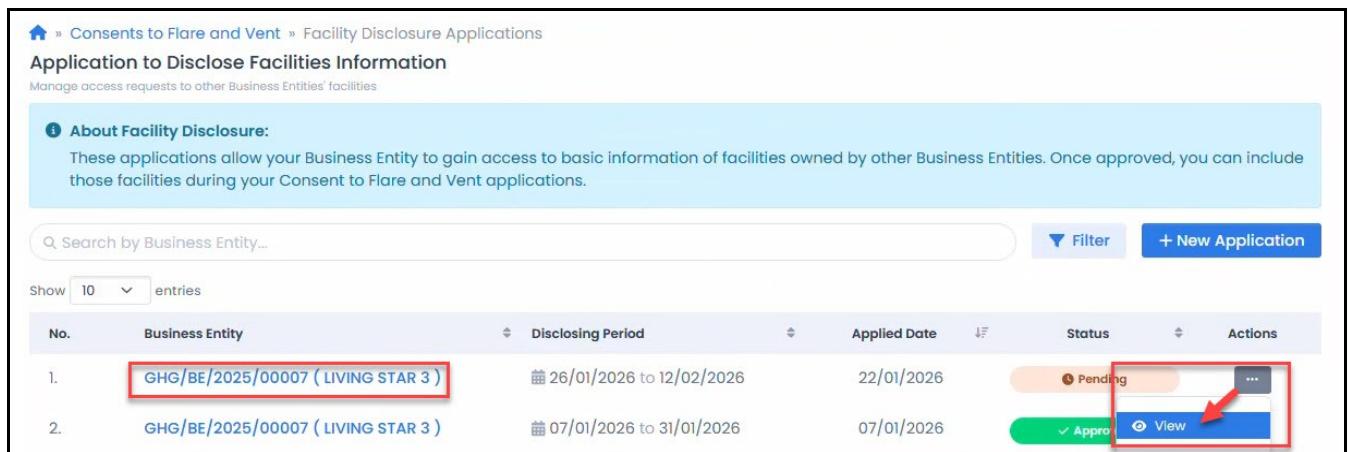


Figure : 54

2. Click the record link or the **Actions ...** to view the record.



The screenshot shows the 'Facility Disclosure Applications' page. The top navigation bar includes 'Consents to Flare and Vent' and 'Facility Disclosure Applications'. Below, a sub-section titled 'Application to Disclose Facilities Information' is shown with a description: 'Manage access requests to other Business Entities' facilities'. A callout box titled 'About Facility Disclosure' provides information: 'These applications allow your Business Entity to gain access to basic information of facilities owned by other Business Entities. Once approved, you can include those facilities during your Consent to Flare and Vent applications.' The main content is a table with columns: No., Business Entity, Disclosing Period, Applied Date, Status, and Actions. Two records are listed:

No.	Business Entity	Disclosing Period	Applied Date	Status	Actions
1.	GHG/BE/2025/00007 ( LIVING STAR 3 )	26/01/2026 to 12/02/2026	22/01/2026	Pending	<a href="#">View</a>
2.	GHG/BE/2025/00007 ( LIVING STAR 3 )	07/01/2026 to 31/01/2026	07/01/2026	Approved	<a href="#">View</a>

Figure : 55

3. Click **Approve Disclosure**. Proceed to click **Approve**.

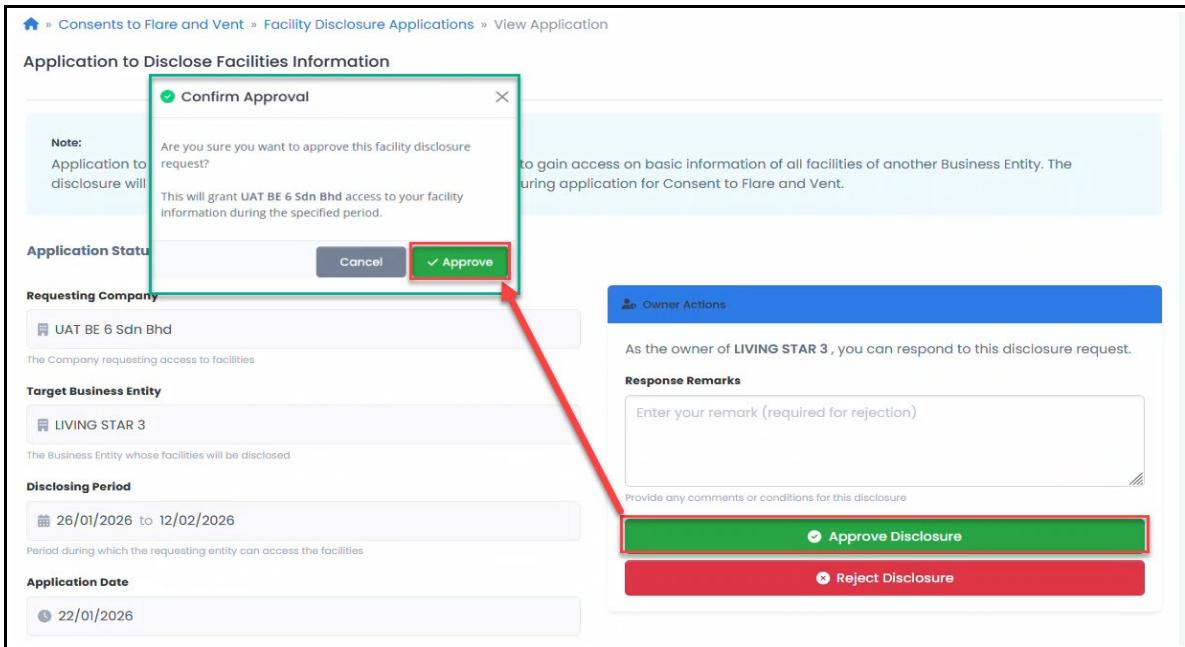


Figure : 56

**Notes :**

*To Reject facility disclosure, enter response remarks and proceed click **Reject Disclosure**.*

4. Message indicate application disclose facility updated will be displayed. Disclose facility application will display with status **Approved**.

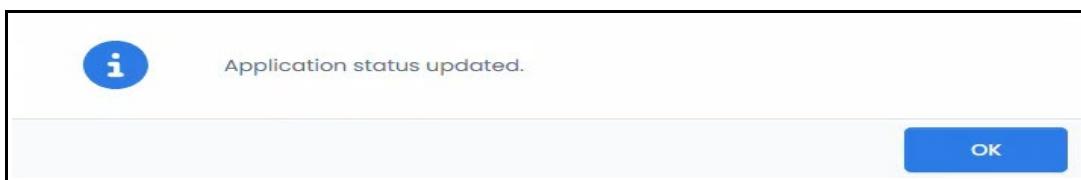


Figure : 57

No.	Business Entity	Disclosing Period	Applied Date	Status	Actions
1.	GHG/BE/2025/00007 ( LIVING STAR 3 )	26/01/2026 to 12/02/2026	22/01/2026	✓ Approved	...

Figure : 58

**Notes :**

*Requester Business Entity Admin will receive the notification of the disclose facility status.*

## 1.7. Consent to Flare and Vent Application

This section cover the Consent to Flare and Vent applications.

**Application For Consent to Flaring and Venting**

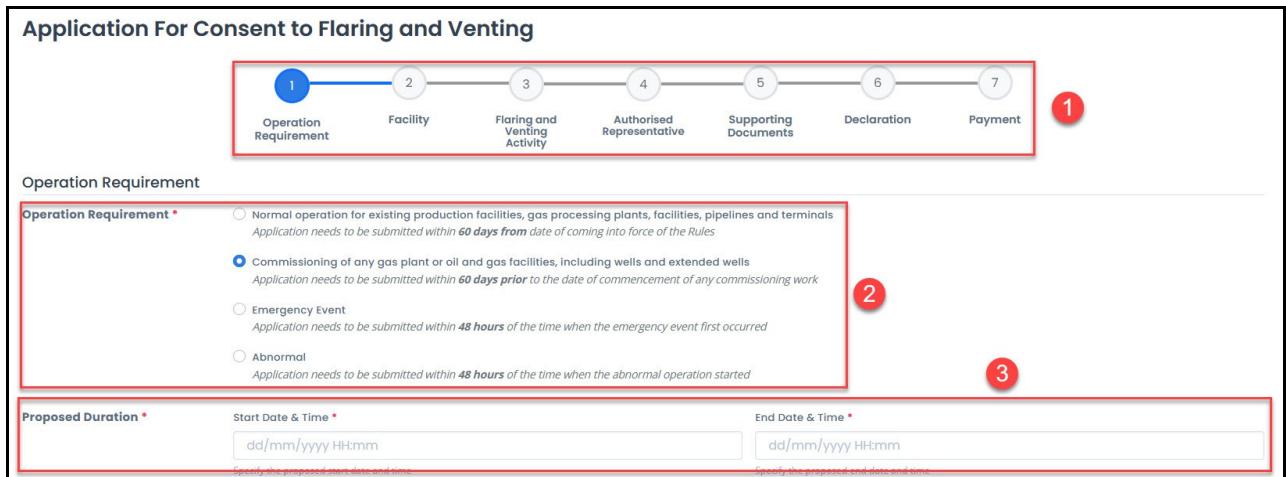


Figure : 59

Item	Description
1	Processes (1-7) in CFV Application
2	Operation Requirement options
3	Proposed Duration of selected operation requirement

### Notes :

*Proposed Duration for Normal operation is yearly whereas other operation is converted to weekly once applicant enter start and end date of time*

### 1.7.1. CFV Application Submission (Normal)

1. Navigate to **Consents to Flaring and Venting**. Click **Apply New**.

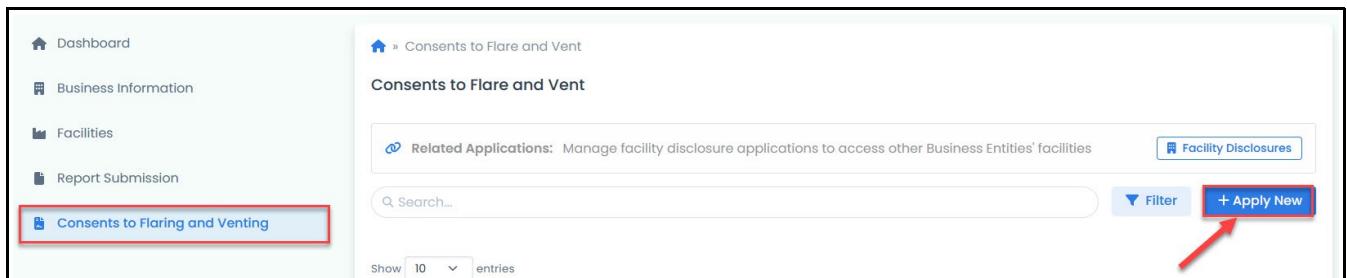


Figure : 60

2. Process 1 (Operation Requirement) displayed. Select **Normal** Operation Requirement,

enter Start Date & Time and click **Next**.

**Application For Consent to Flaring and Venting**

1 Operation Requirement
 2 Facility
 3 Flaring and Venting Activity
 4 Authorised Representative
 5 Supporting Documents
 6 Declaration
 7 Payment

**Operation Requirement**

**Operation Requirement \***

Normal operation for existing production facilities, gas processing plants, facilities, pipelines and terminals  
*Application needs to be submitted within 60 days from date of coming into force of the Rules*

Commissioning of any gas plant or oil and gas facilities, including wells and extended wells  
*Application needs to be submitted within 60 days prior to the date of commencement of any commissioning work*

Emergency Event  
*Application needs to be submitted within 48 hours of the time when the emergency event first occurred*

Abnormal  
*Application needs to be submitted within 48 hours of the time when the abnormal operation started*

**Proposed Duration \***

1 Start Date & Time \*  
 13/01/2026 08:00  
Specify the proposed start date and time

Cancel
Save As Draft
Next

Figure : 61

**Notes :**

- **Normal Operation Requirement** applications duration is valid for 1 year (52 weeks).
- **Save as Draft** will save the application with status Draft
- **Cancel** will remove the application

3. Process 2 (Facility) displayed. Select listed facilities checkbox on image top right, then click **Next**.

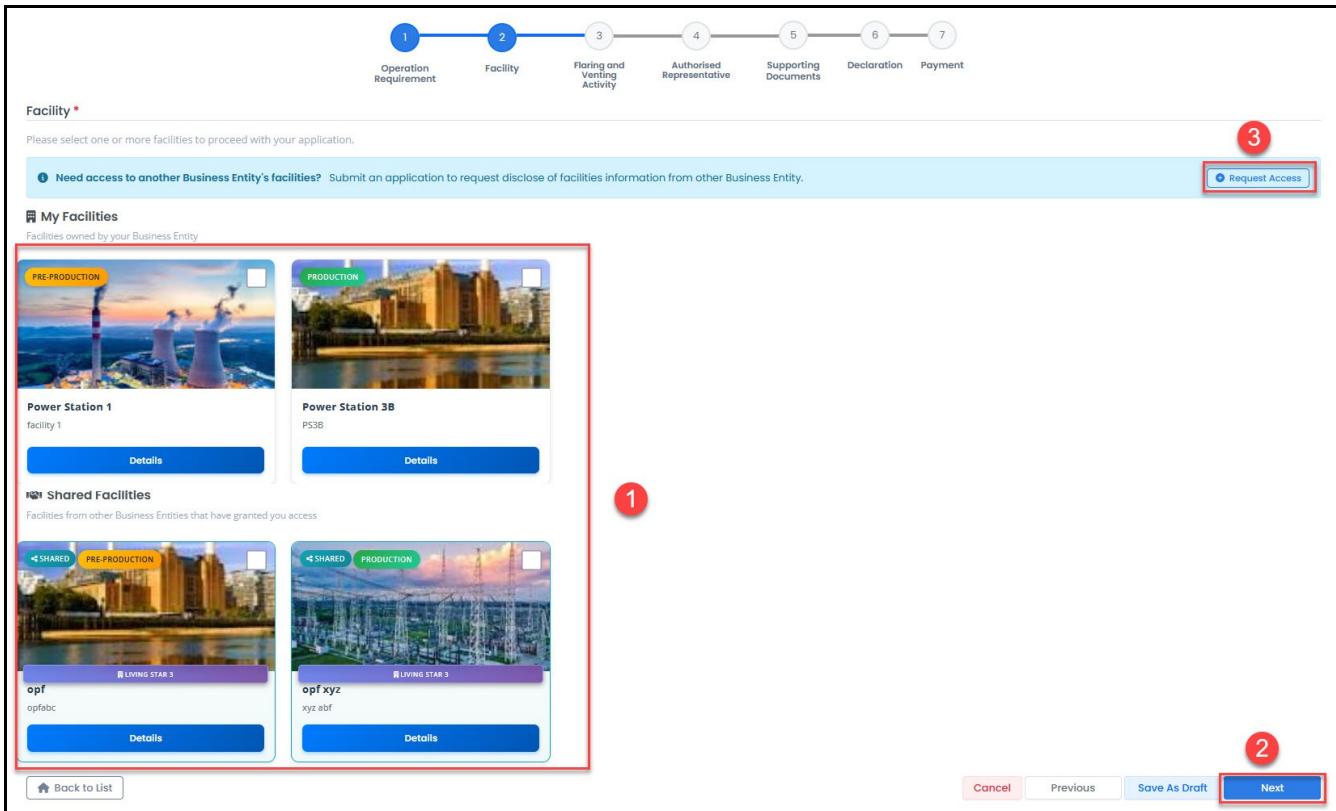


Figure : 62

**Notes :**

- **Request Access** button allow Applicant to apply facilities disclosure of other BE's facilities. Once the facilities disclosure request approved, shared facilities will be available to be included.

4. Process 3 (Flaring and Venting Activity) displayed. Enter relevant details and click **Next**.

**Application For Consent to Flaring and Venting**

1      2      3      4      5      6      7

Operation Requirement      Facility      Flaring and Venting Activity      Authorised Representative      Supporting Documents      Declaration      Payment

**Flaring and Venting Activity**

Please provide activity details for each selected facility.

**Power Station 1**

Activity Type \*  Flaring  Venting 1

Flaring Volume

Normal Operation-Routine  
4.21 mmscf/d

Max: 99999999.99999999

Normal Operation-Non-Routine  
3.89 mmscf/d

Max: 99999999.99999999

Normal Operation-Safety  
2.89 mmscf/d

Max: 99999999.99999999

I have a system in place to meter, monitor, and manage the flare gas composition and flare combustion efficiency to ensure minimum greenhouse gas emission resulting from the flaring or venting activity. 3

2 [Go List](#) Cancel Previous Save As Draft Next

Figure : 63

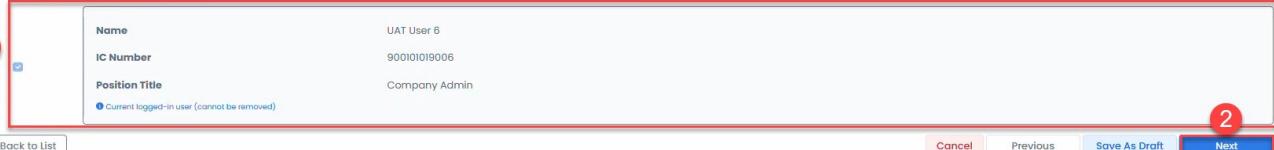
Item	Description
1	Select the checkbox of Activity Type. If both Flaring and Venting selected, additional fields will be available to enter details.
2	Select checkbox if BE have own system to measure, monitor and manage the activity. Additional field will be available to BE to enter system name.
3	Click <b>Next</b> to proceed next process.

**Notes :**

*BE required to enter the Flaring and Venting Activity details for each of the Facilities selected.*

5. Process 4 (Authorised Representative) displayed. Select authorised representative details and click **Next**.

**Application For Consent to Flaring and Venting**



Operation Requirement      Facility      Flaring and Venting Activity      Authorised Representative      Supporting Documents      Declaration      Payment

**Authorised Representative \***

1 Select up to 2 authorised representatives: 1 of 2 selected.

Name	UAT User 6
IC Number	900101019006
Position Title	Company Admin
2 Current logged-in user (cannot be removed)	

[Back to List](#) [Cancel](#) [Previous](#) [Save As Draft](#) **Next**

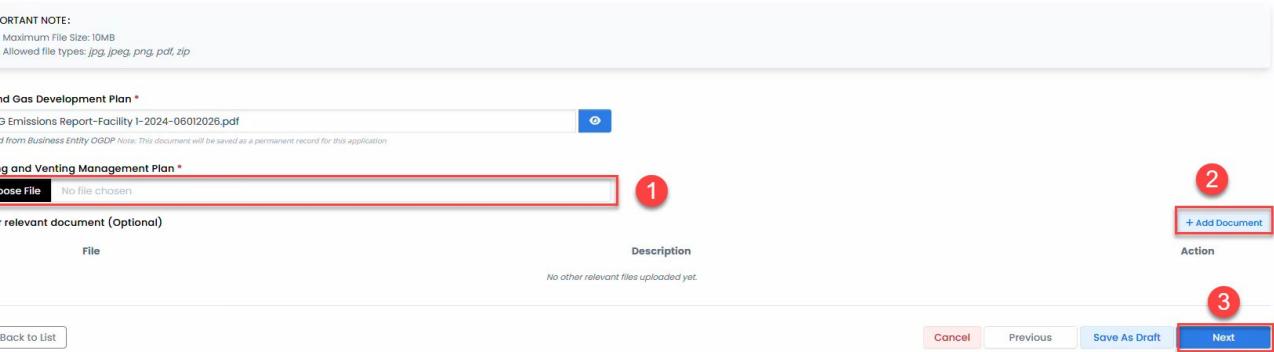
Figure : 64

**Notes :**

System allow up to 2 authorised representatives (including Operator).

6. Process 5 (Supporting Document) displayed. Upload supporting documents and click **Next**.

**Application For Consent to Flaring and Venting**



Operation Requirement      Facility      Flaring and Venting Activity      Authorised Representative      Supporting Documents      Declaration      Payment

**Supporting Documents**

**IMPORTANT NOTE:**  
1. Maximum File Size: 10MB  
2. Allowed file types: jpg, jpeg, png, pdf, zip

**Oil and Gas Development Plan \***  
 [@](#)  
Copied from Business Entity OGOP Note: This document will be saved as a permanent record for this application

**Flaring and Venting Management Plan \***  
 [@](#) **1** [+ Add Document](#) **2**

**Other relevant document (Optional)**

No.	File	Description	Action
No other relevant files uploaded yet.			

[Back to List](#) [Cancel](#) [Previous](#) [Save As Draft](#) **Next** **3**

Figure : 65

Item	Description
1	Click <b>Choose File</b> to browse file to upload
2	Click <b>Add Document</b> to add additional documents
3	Click <b>Next</b> to proceed next process.

**Notes :**

- *Oil and Gas Development Plan – file shall be automatically retrieved by system if uploaded before*

7. Process 6 (Declaration) displayed. Select checkbox of declaration and click **Next**.

**Application For Consent to Flaring and Venting**

1
2
3
4
5
6
7

Declaration

Name: UAT User 6  
Date: 23/01/2026 00:03:47

I, UAT User 6, the Authorised Representative on behalf of the registered business entity, hereby declare that the information and documents attached herewith are complete, accurate, and genuine. I understand that any misrepresentation or omission may result in the rejection of my application or subsequent actions as per applicable regulations.

1
2
3
4
5
6
7

Cancel
Previous
Save As Draft
Next

Figure : 66

8. Process 7 (Payment Preview) page displayed. Review payment and proceed click **Pay & Submit**.

**Application For Consent to Flaring and Venting**

1
2
3
4
5
6
7

Payment Preview

No.	GLA Code	Products	Unit	Status	Amount (RM)
1	CFV1	Normal CFV Operation (1 Year) Application fee for consent to flare and vent petroleum and greenhouse gas (with period of one year for normal operation)	1	Unpaid	20,000.00

Cancel
Previous
Pay & Submit

Figure : 67

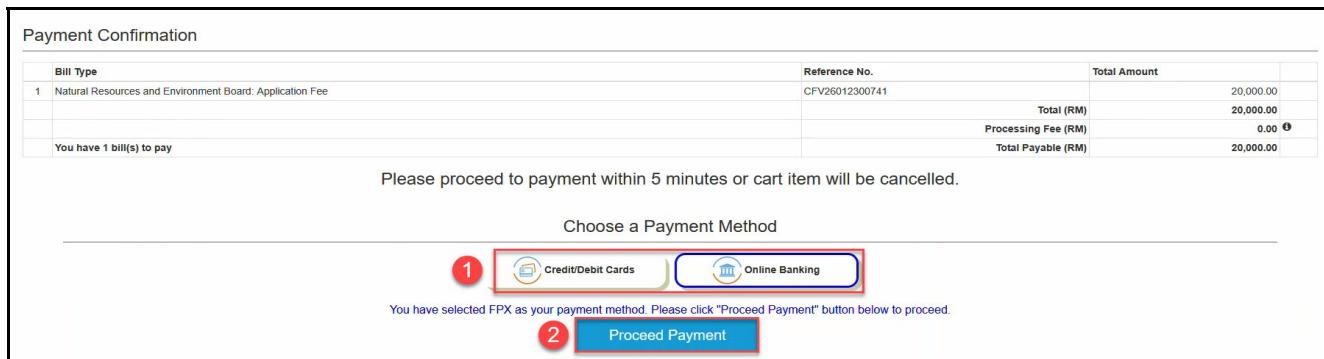
9. A message will be displayed. Click **Pay**.


Please ensure all details are correct before submit for payment.

Pay
Cancel

Figure : 68

10. Payment Confirmation page will be shown. Click on the preferred payment method (Credit/Debit Card or Online Banking). Click **Proceed Payment**.



The screenshot shows the 'Payment Confirmation' page. It displays a table of bills with the following data:

Bill Type	Reference No.	Total Amount
1 Natural Resources and Environment Board: Application Fee	CFV26012300741	20,000.00
	Total (RM)	20,000.00
	Processing Fee (RM)	0.00
	Total Payable (RM)	20,000.00

You have 1 bill(s) to pay

Please proceed to payment within 5 minutes or cart item will be cancelled.

Choose a Payment Method

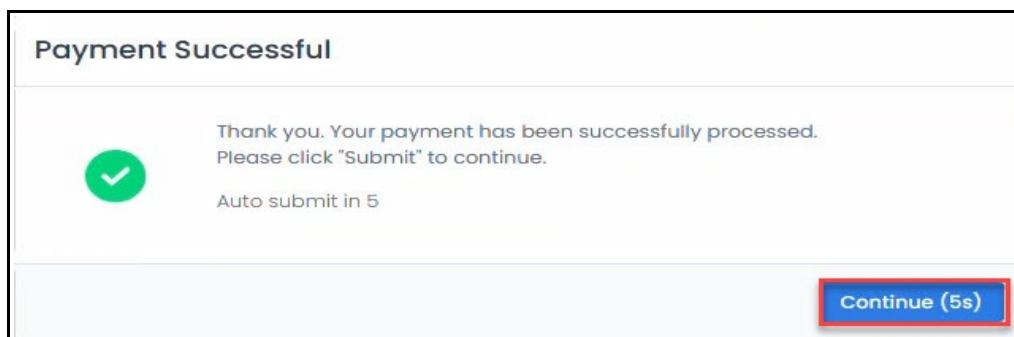
1 Credit/Debit Cards      2 Online Banking

You have selected FPX as your payment method. Please click "Proceed Payment" button below to proceed.

2 Proceed Payment

Figure : 69

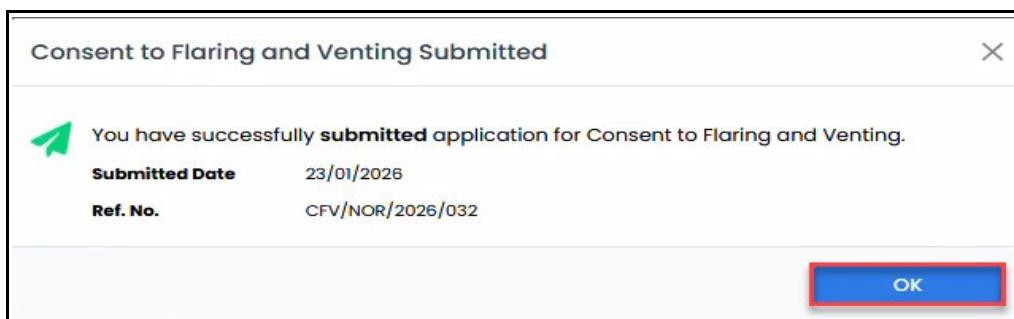
11. Once payment is successful, click **Continue** to proceed.



The screenshot shows the 'Payment Successful' page. It includes a green checkmark icon, a message saying 'Thank you. Your payment has been successfully processed. Please click "Submit" to continue.', an 'Auto submit in 5'计时器， and a 'Continue (5s)' button.

Figure : 70

12. Consent to Flaring and Venting submitted message will be displayed.



The screenshot shows the 'Consent to Flaring and Venting Submitted' message. It includes a green checkmark icon, a message saying 'You have successfully submitted application for Consent to Flaring and Venting.', and details of the submission: Submitted Date 23/01/2026 and Ref. No. CFV/NOR/2026/032. There is an 'OK' button at the bottom.

Figure : 71

**Notes :**

- Application submitted will undergo checking, verification and approval process by NREB.
- Queried applications will be notified and returned to Applicant for amendments before resubmit

### 1.7.2. CFV Application Submission (Other)

1. This section covers CFV Application submission for Commissioning / Emergency Event / Abnormal Operation Requirement. Navigate to **Consents to Flaring and Venting**. Click **Apply New**.

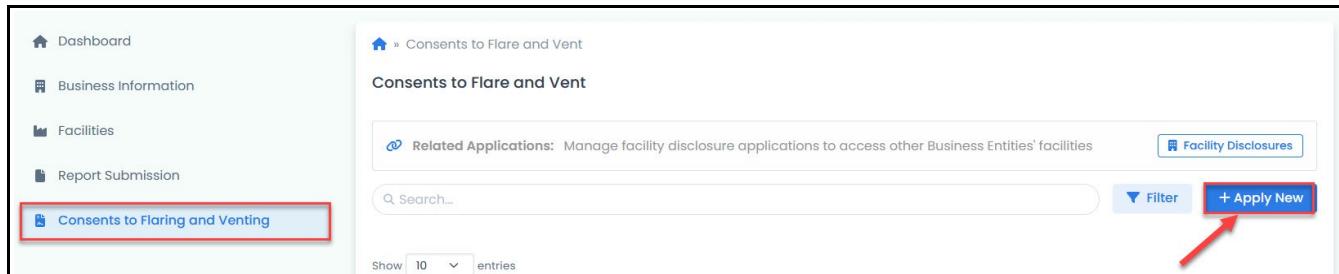


Figure : 72

2. Process 1 (Operation Requirement) displayed. Select either Commissioning / Emergency Event / Abnormal Operation Requirement, start date and time and click **Next**.

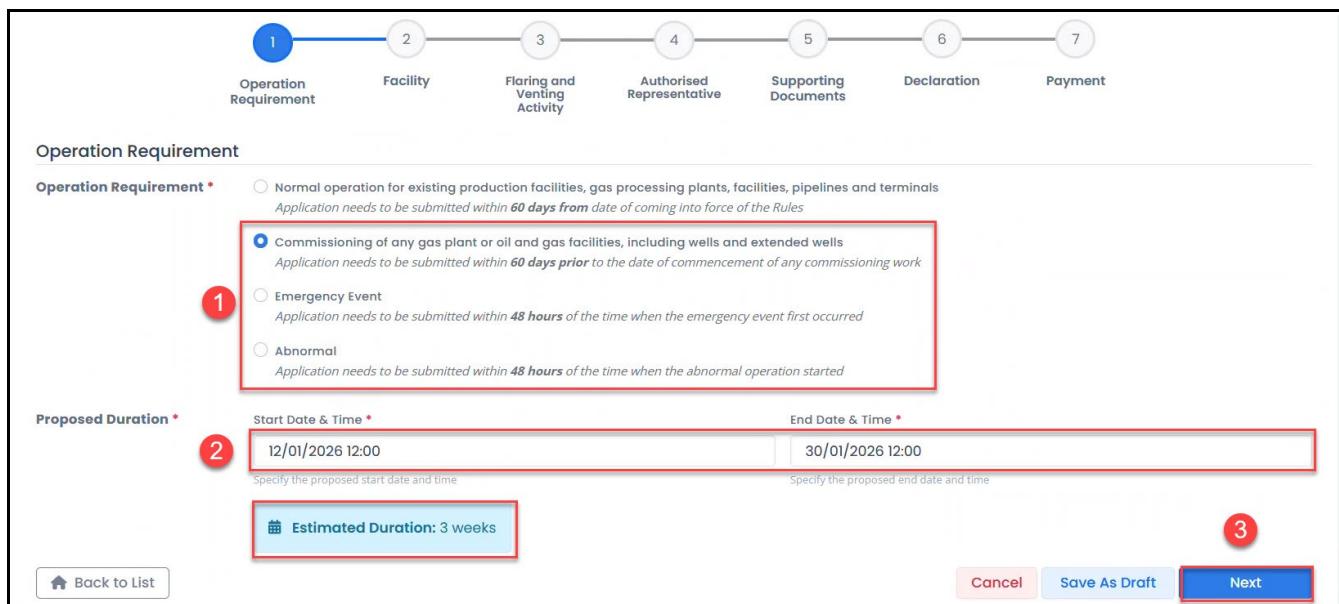


Figure : 73

#### Notes :

- For Commissioning, Emergency Event and Abnormal Operation Requirement, the estimated duration will be rounded up to week (i.e. Duration of 1-7 days is 1 week, duration of 15-21 days is 3 weeks)
- Save as Draft will save the application with status Draft
- Cancel will remove the application

3. Process 2 (Facility) displayed. Select listed facilities checkbox on image top right, then click **Next**.



**Facility \***

Please select one or more facilities to proceed with your application.

**Need access to another Business Entity's facilities?** Submit an application to request disclosure of facilities information from other Business Entity. 3 Request Access

**My Facilities**  
 Facilities owned by your Business Entity



**Power Station 1**  
 facility 1

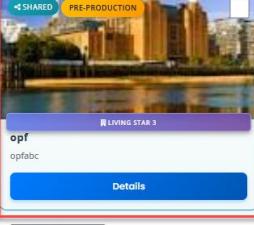
Details



**Power Station 3B**  
 PS3B

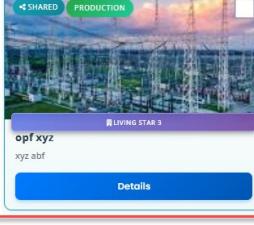
Details

**Shared Facilities**  
 Facilities from other Business Entities that have granted you access



**LIVING STAR 3**  
 opf  
 opfabc

Details



**LIVING STAR 3**  
 opf xyz  
 xyz abf

Details

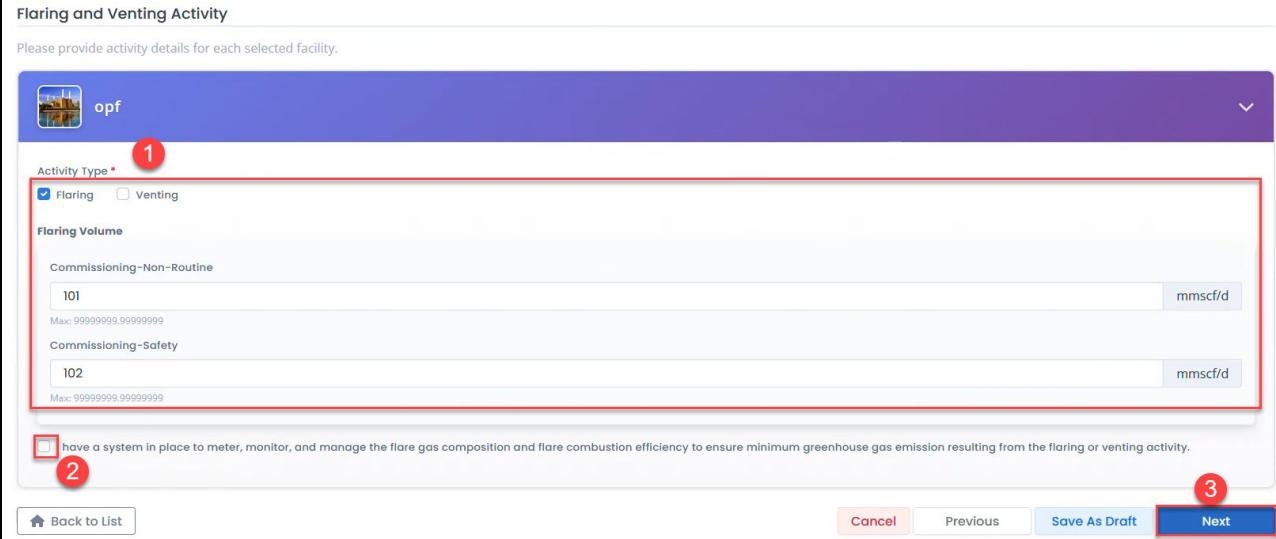
Cancel Previous Save As Draft Next 1 2 3

Figure : 74

**Notes :**

- **Request Access** button allow applicant to apply facilities disclosure of other BE's facilities. Once the facilities disclosure request approved, shared facilities will be available to be included.

4. Process 3 (Flaring and Venting Activity) displayed. Enter relevant details and click **Next**.



Flaring and Venting Activity

Please provide activity details for each selected facility.

Activity Type\*

Flaring  Venting

Flaring Volume

Commissioning-Non-Routine

101  
Max: 99999999.99999999 mmscf/d

Commissioning-Safety

102  
Max: 99999999.99999999 mmscf/d

have a system in place to meter, monitor, and manage the flare gas composition and flare combustion efficiency to ensure minimum greenhouse gas emission resulting from the flaring or venting activity.

**Next**

Figure : 75

Item	Description
1	Select the checkbox of Activity Type. If both Flaring and Venting selected, additional fields will be available to enter details.
2	Select checkbox if BE have own system to measure, monitor and manage the activity. Additional field will be available to BE to enter system name.
3	Click <b>Next</b> to proceed next process.

#### Notes :

BE will need to enter the Flaring and Venting Activity details for each of the Facilities selected.

5. Process 4 (Authorised Representative) displayed. Select authorised representative details and click **Next**.



Application For Consent to Flaring and Venting

1 Operation Requirement 2 Facility 3 Flaring and Venting Activity 4 Authorised Representative 5 Supporting Documents 6 Declaration 7 Payment

Authorised Representative \*

Select up to 2 authorised representatives. 1 of 2 selected.

UAT User 6  
Name: UAT User 6  
IC Number: 900101019006  
Position Title: Company Admin  
Current logged-in user (cannot be removed)

**Next**

Figure : 76

**Notes :**

System allow up to 2 authorised representatives (including Operator).

6. Process 5 (Supporting Document) displayed. Upload supporting documents and click **Next**.

**Application For Consent to Flaring and Venting**

1      2      3      4      5      6      7

Operation Requirement      Facility      Flaring and Venting Activity      Authorised Representative      Supporting Documents      Declaration      Payment

**Supporting Documents**

**IMPORTANT NOTE:**  
 1. Maximum File Size: 10MB  
 2. Allowed file types: jpg, jpeg, png, pdf, zip

**Oil and Gas Development Plan \***  
 

Copied from Business Entity OGDP. Note: This document will be saved as a permanent record for this application

**Flaring and Venting Management Plan \***  
  

**Other relevant document (Optional)**

No.	File	Description	Action
		No other relevant files uploaded yet.	

Figure : 77

Item	Description
1	Click <b>Choose File</b> to browse file to upload
2	Click <b>Add Document</b> to add additional documents
3	Click <b>Next</b> to proceed next process.

**Notes :**

- *Oil and Gas Development Plan – file shall be automatically retrieved by system if uploaded before*

7. Process 6 (Declaration) displayed. Select checkbox of declaration and click **Next**.

**Application For Consent to Flaring and Venting**

1      2      3      4      5      6      7

Operation Requirement      Facility      Flaring and Venting Activity      Authorised Representative      Supporting Documents      Declaration      Payment

**Declaration**

Name	UAT User 6
Date	23/01/2026 00:03:47

I, UAT User 6 , the Authorised Representative on behalf of the registered business entity, hereby declare that the information and documents attached herewith are complete, accurate, and genuine. I understand that any misrepresentation or omission may result in the rejection of my application or subsequent actions as per applicable regulations.

Figure : 78

8. Process 7 (Payment Preview) page displayed. Review payment and proceed click **Pay & Submit**.

**Application For Consent to Flaring and Venting**

1 Operation Requirement    2 Facility    3 Flaring and Venting Activity    4 Authorised Representative    5 Supporting Documents    6 Declaration    7 Payment

**Payment Preview**

No.	GLA Code	Products	Unit	Status	Amount (RM)
1	CFV2	Commissioning/Emergency/Abnormal CFV Operation (1 Week) Application fees for consent to flare and vent petroleum and or greenhouse gas (with a maximum of one week for commissioning, Emergency events and Abnormal operations)	1	Unpaid	5.000.00
2	CFV3	CFV Operation Extension (1 Week) #1 Extension of consented period (with a maximum of one week for commissioning, Emergency events and Abnormal operations)	1	Unpaid	2.500.00

Total Amount (RM) : 7,500.00  
 Total Paid (RM) : -0.00  
 Unpaid (RM) : 7,500.00

[Back to List](#) [Cancel](#) [Previous](#) [Pay & Submit](#)

Figure : 79

9. A message will be displayed. Click **Pay**.

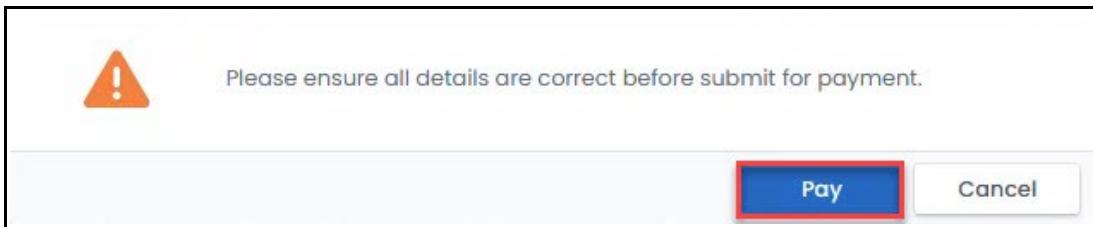


Figure : 80

10. Payment Confirmation page will be shown. Click on the preferred payment method (Credit/Debit Card or Online Banking). Click **Proceed Payment**.

**Payment Confirmation**

Bill Type	Reference No.	Total Amount
1 Natural Resources and Environment Board: Application Fee	CFV26012300743	7,500.00
	Total (RM)	7,500.00
	Processing Fee (RM)	0.00
You have 1 bill(s) to pay	Total Payable (RM)	7,500.00

Please proceed to payment within 5 minutes or cart item will be cancelled.

Choose a Payment Method

1  Credit/Debit Cards  2 Online Banking

You have selected FPX as your payment method. Please click "Proceed Payment" button below to proceed.

**Proceed Payment**

Figure : 81

11. Once payment is successful, click **Continue** to proceed.

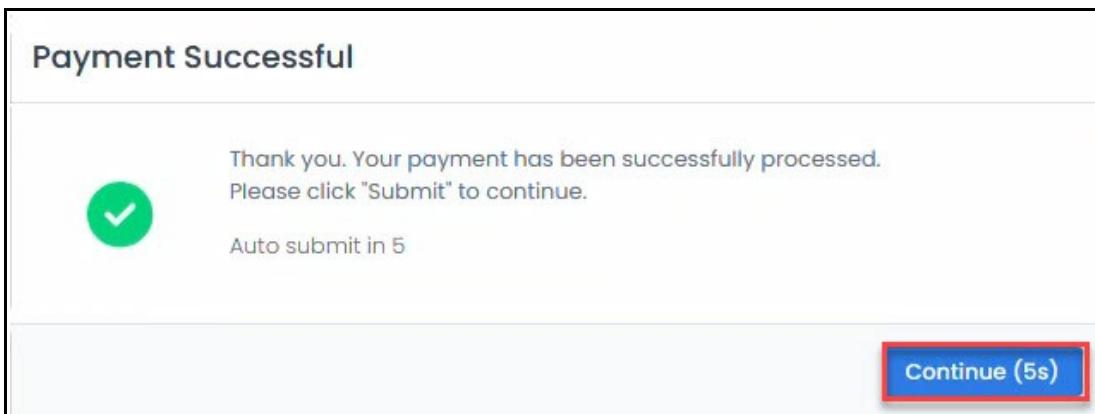


Figure : 82

12. Consent to Flaring and Venting submitted message will be displayed.

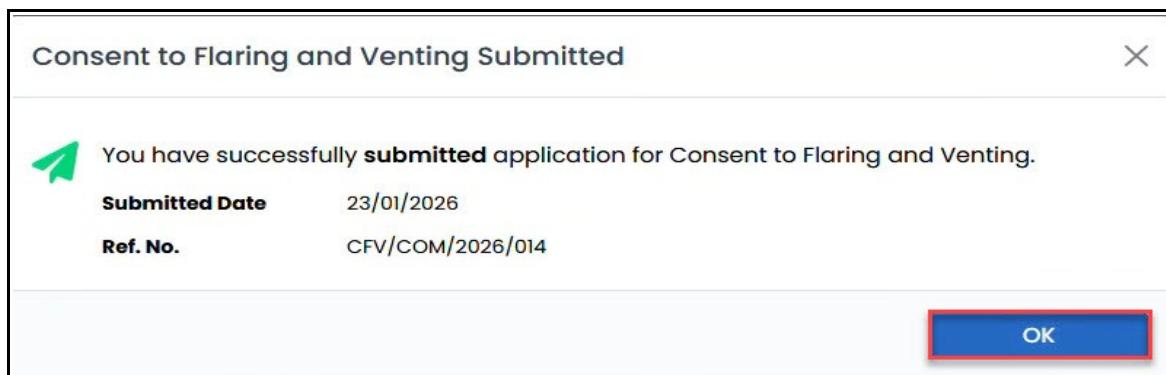


Figure : 83

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**Notes :**

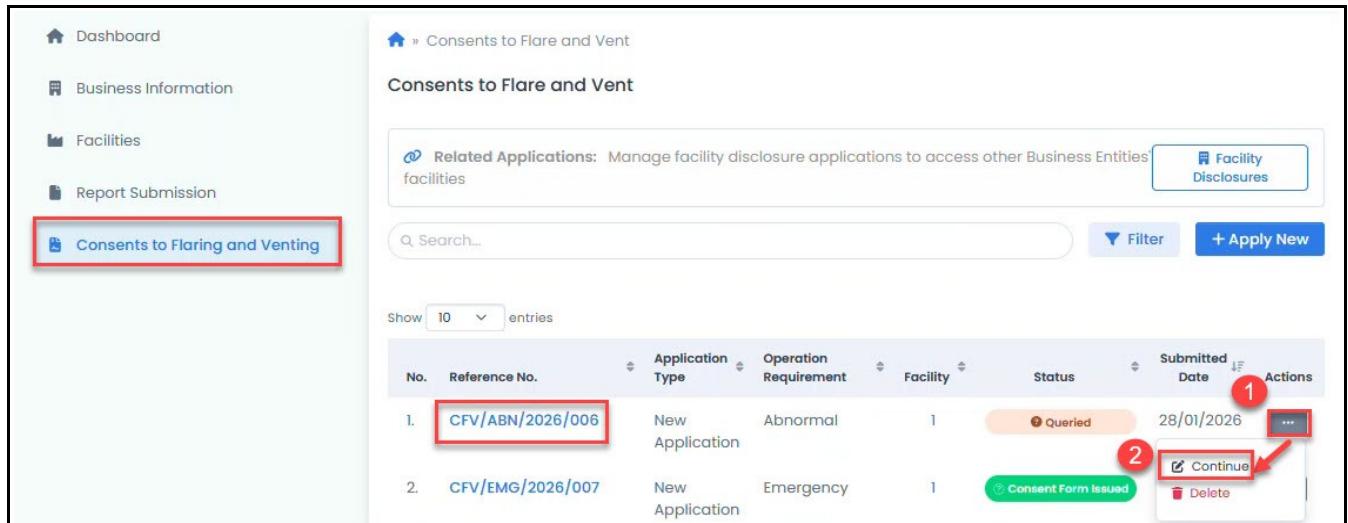
- Application submitted will undergo checking, verification and approval process by NREB.
- Queried applications will be notified and returned to Applicant for amendments before resubmit

---

### 1.7.3. Queried CFV Application Resubmission

1. This section covers resubmission of queried CFV Application. Applicant received email notification on queried application and instruction on required amendments before resubmit.

Navigate to **Consents to Flaring and Venting**. Click on **Actions ...** and click **Continue**.



No.	Reference No.	Application Type	Operation Requirement	Facility	Status	Submitted Date	Actions
1.	CFV/ABN/2026/006	New Application	Abnormal	1	Queried	28/01/2026	<span>...</span> <span>Continue</span> <span>Delete</span>
2.	CFV/EMG/2026/007	New Application	Emergency	1	Consent Form Issued		<span>...</span>

Figure : 84

2. Click **Proceed** to proceed apply for extension.

### Application For Consent to Flaring and Venting

1 2 3 4 5 6 7

Operation Requirement Facility Flaring and Venting Activity Authorised Representative Supporting Documents Declaration Payment

**Operation Requirement**

**Your Application Has Been Queried**  
 Please review the comments below and update your documents accordingly.

**Comments :**  
 Please refer to query attachment

**Operation Requirement \***

- Normal operation for existing production facilities, gas processing plants, facilities, pipelines and terminals  
*Application to be submitted **within 60 days** from date of coming into force of the Rules*
- Commissioning of any gas plant or oil and gas production facilities, including wells and extended wells  
*Application to be submitted **within 60 days** prior to the date of commencement of any commissioning work*
- Emergency Event  
*Application to be submitted **within 48 hours** from the time when the Emergency Event first occur*
- Abnormal operation  
*Application to be submitted **within 48 hours** from when the Abnormal operation started*

**Proposed Duration \***

<b>Start Date &amp; Time *</b> <input type="text" value="20/01/2026 14:00"/> <small>Specify the proposed start date and time</small>	<b>End Date &amp; Time *</b> <input type="text" value="26/01/2026 14:00"/> <small>Specify the proposed end date and time</small>
<b>Estimated Duration:</b> 1 week	

**Reason for Delay \***

<input type="text" value="link down"/>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">1</span>
<small>Application is day(s) and hour(s) late. Please provide reason for delay.</small>	

[Back to List](#)
[Cancel](#)
[Save As Draft](#)
**Next**

Figure : 85

3. Process 1 (Operation Requirement) displayed. Operation Requirement will remain as per original approved consent and is not allowed to change. Enter End date and time, Reason for Delay and click **Next**.

**Application for Extension of Consent to Flaring and Venting**



**Operation Requirement**

**Operation Requirement \***

Normal operation for existing production facilities, gas processing plants, facilities, pipelines and terminals  
Application needs to be submitted within 60 days from date of coming into force of the Rules

Commissioning of any gas plant or oil and gas facilities, including wells and extended wells  
Application needs to be submitted within 60 days prior to the date of commencement of any commissioning work

Emergency Event  
Application needs to be submitted within 48 hours of the time when the emergency event first occurred

Abnormal  
Application needs to be submitted within 48 hours of the time when the abnormal operation started

**Proposed Duration \***

Extension Start Date & Time \*  
  
Automatically set to the original application's end date

Extension End Date & Time \*  
  
Specify when the extension period should end

**Reason for Delay \***

2   
Application is day(s) and hour(s) late. Please provide reason for delay.

[Back to List](#) Cancel **Next** 3

Figure : 86

**Notes :**

- For Commissioning, Emergency Event and Abnormal Operation Requirement, the estimated duration will be counted by round up to week (i.e. Duration of 1-7 days is 1 week, duration of 15-21 days is 3 weeks)
- **Cancel** will remove the application

4. Process 2 (Facility) displayed. Select listed facilities checkbox on image top right, then click **Next**.

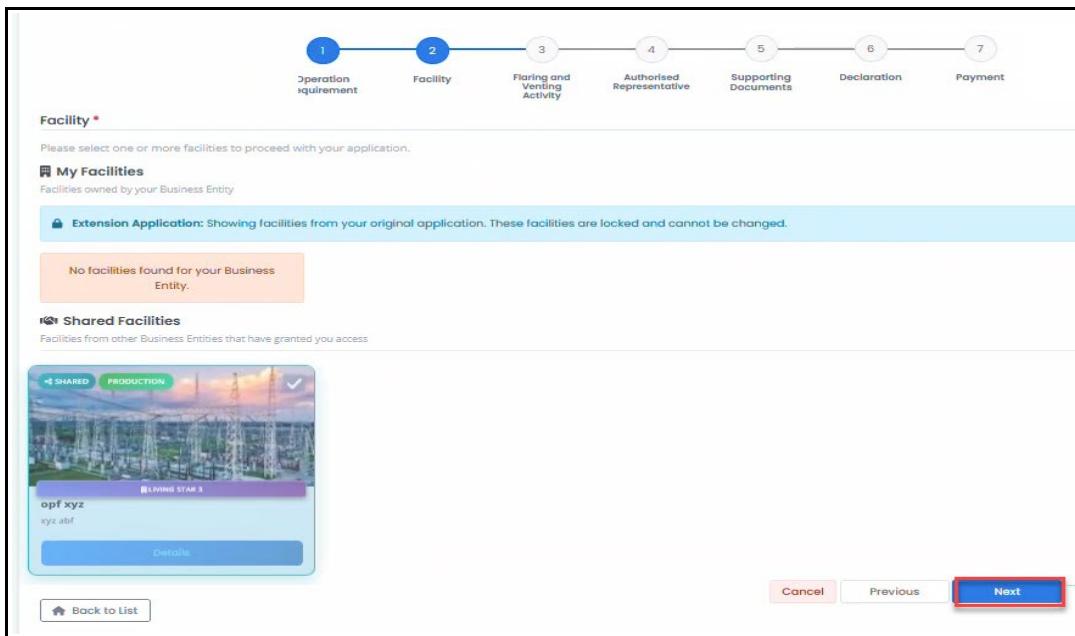


Figure : 87

**Notes :**

- **Request Access** button not available as the facility will be as per original application.

5. Process 3 (Flaring and Venting Activity) displayed. Click **Next**.

**Application for Extension of Consent to Flaring and Venting**

1 Operation Requirement  
 2 Facility  
 3 Flaring and Venting Activity  
 4 Authorised Representative  
 5 Supporting Documents  
 6 Declaration  
 7 Payment

**Flaring and Venting Activity**

Please provide activity details for each selected facility.

 opf xyz

**Cause of Emergency Event \***

**Activity Type \***  
 Flaring    Venting

**Flaring Volume**

**Emergency Operation-Safety**  
 mmscf/d  
Max: 99999999.99999999

I have a system in place to meter, monitor, and manage the flare gas composition and flare combustion efficiency to ensure minimum greenhouse gas emission resulting from the flaring or venting activity.

[Back to List](#)   [Cancel](#)   [Previous](#)   **Next**

Figure : 88

**Notes :**

*Flaring and Venting Activity details will follow as per original application.*

6. Process 4 (Authorised Representative) displayed. Click **Next**.

**Application for Extension of Consent to Flaring and Venting**

1 Operation Requirement  
 2 Facility  
 3 Flaring and Venting Activity  
 4 Authorised Representative  
 5 Supporting Documents  
 6 Declaration  
 7 Payment

**Authorised Representative \***

• Select up to 2 authorised representatives. 1 of 2 selected.

Name	UAT User 6
IC Number	900101019006
Position Title	Company Admin
<small>• Current logged-in user (cannot be removed)</small>	

[Back to List](#)   [Cancel](#)   [Previous](#)   **Next**

Figure : 89

**Notes :**

*Authorised Representative will follow as per original application.*

7. Process 5 (Supporting Document) displayed. Click **Next**.

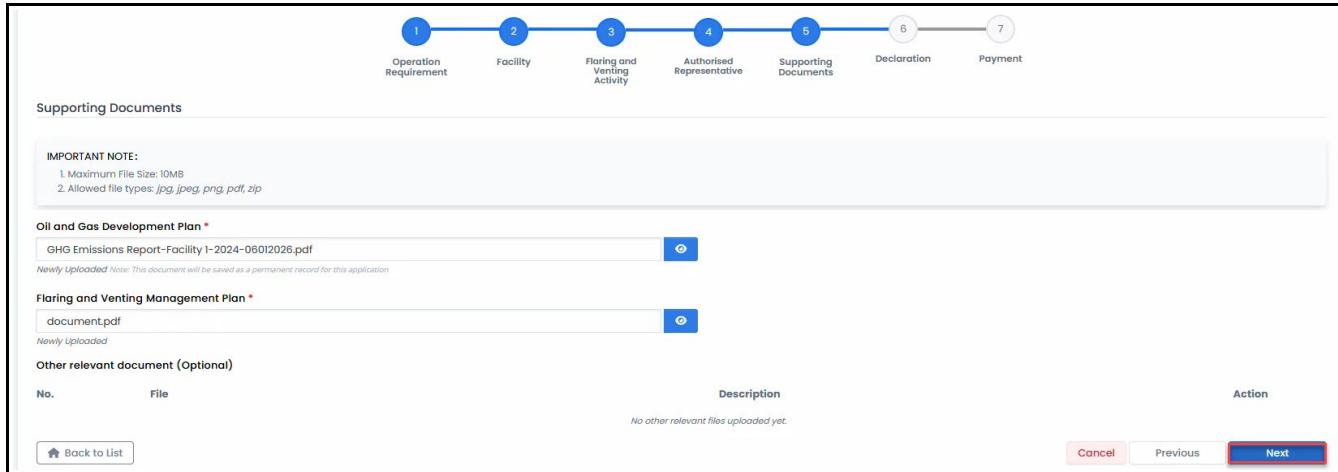


Figure : 90

**Notes :**

- *Files shall remain as per original application*

8. Process 6 (Declaration) displayed. Select checkbox of declaration and click **Next**.

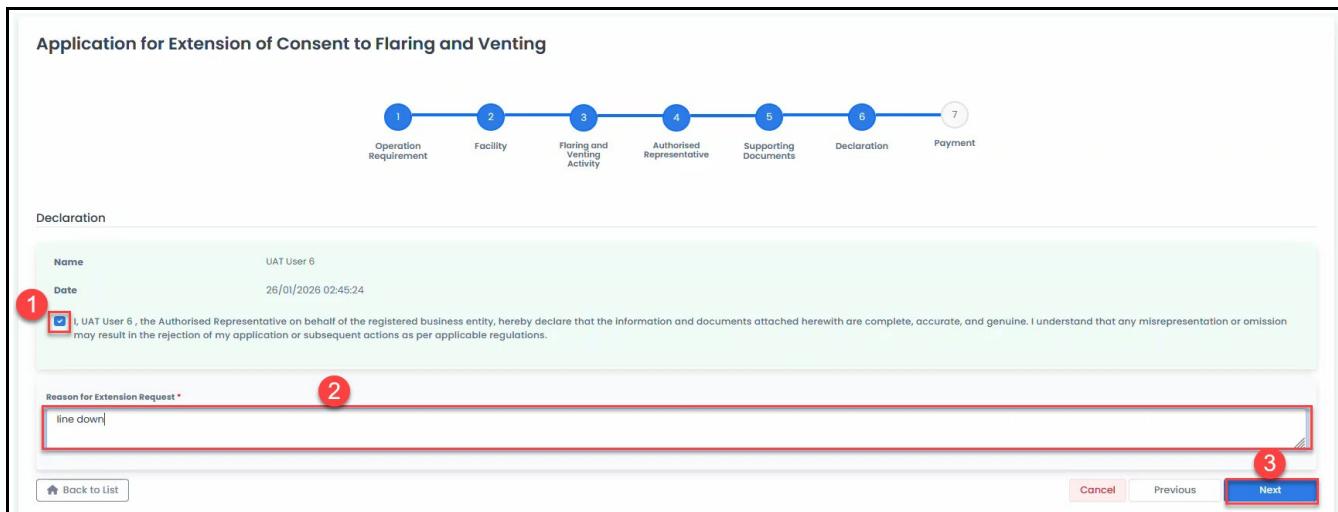


Figure : 91

9. Process 7 (Payment Preview) page displayed. Review payment and proceed click **Pay & Submit**.

**Application for Extension of Consent to Flaring and Venting**



**Payment Preview**

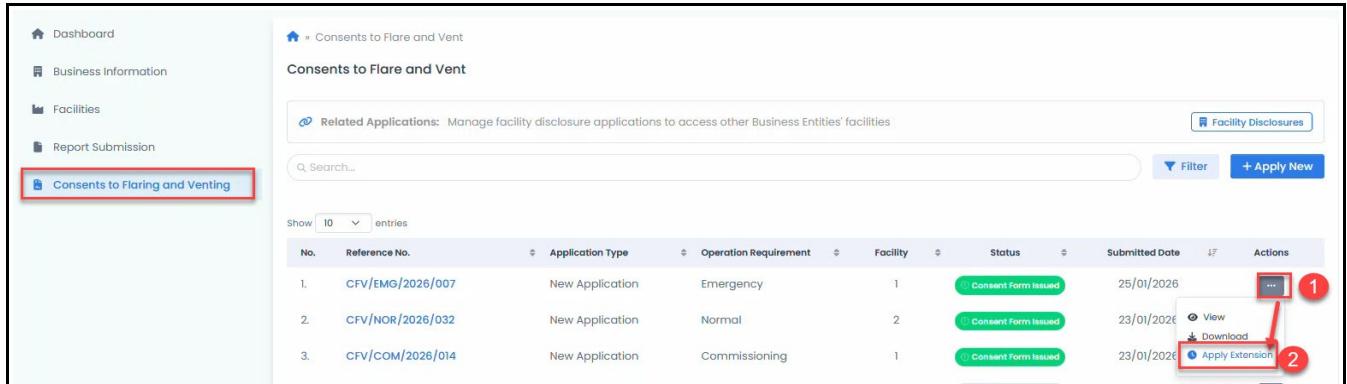
No.	GLA Code	Products	Unit	Status	Amount (RM)
1	CFV4	CFV Operation Extension (1 Week) Extension of consented period (with a maximum of one week for commissioning, Emergency events and Abnormal operations)	1	Unpaid	2,500.00

Cancel
Previous
Pay & Submit

Figure : 92

#### 1.7.4. Application For CFV Extension

1. This section covers Application for CFV Extension. Navigate to **Consents to Flaring and Venting**. Click on **Actions ...** and click **Apply Extension**.



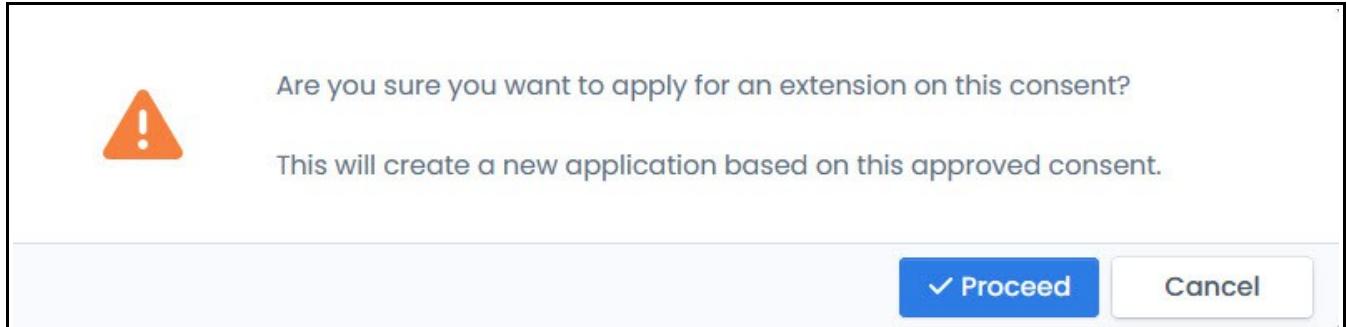
No.	Reference No.	Application Type	Operation Requirement	Facility	Status	Submitted Date	Actions
1.	CFV/EMG/2026/007	New Application	Emergency	1	<span>Consent Form Issued</span>	25/01/2026	<span>...</span> 1
2.	CFV/NOR/2026/032	New Application	Normal	2	<span>Consent Form Issued</span>	23/01/2026	<span>View</span> <span>Download</span>
3.	CFV/COM/2026/014	New Application	Commissioning	1	<span>Consent Form Issued</span>	23/01/2026	<span>View</span> <span>Download</span> <span>Apply Extension</span> 2

Figure : 93

#### Notes :

- *Normal Operation not allowed to request for extension and only allowed for new application.*

2. Click **Proceed** to proceed apply for extension.



Are you sure you want to apply for an extension on this consent?  
 This will create a new application based on this approved consent.

✓ Proceed Cancel

Figure : 94

3. Process 1 (Operation Requirement) displayed. Operation Requirement will remain as per original approved consent and is not allowed to change. Enter End date and time, Reason for Delay and click **Next**.

**Application for Extension of Consent to Flaring and Venting**



**Operation Requirement**

**Operation Requirement \***

- Normal operation for existing production facilities, gas processing plants, facilities, pipelines and terminals  
Application needs to be submitted within **60 days** from date of coming into force of the Rules
- Commissioning of any gas plant or oil and gas facilities, including wells and extended wells  
Application needs to be submitted within **60 days** prior to the date of commencement of any commissioning work
- Emergency Event  
Application needs to be submitted **within 48 hours** of the time when the emergency event first occurred
- Abnormal  
Application needs to be submitted **within 48 hours** of the time when the abnormal operation started

**Proposed Duration \***

Extension Start Date & Time \*  
11/01/2026 00:00  
Automatically set to the original application's end date

Extension End Date & Time \*  
dd/mm/yyyy HHmm  
Specify when the extension period should end

**Reason for Delay \***

2 Please explain why the application is submitted more than 48 hours after the event...  
Application is day(s) and hour(s) late. Please provide reason for delay.

[Back to List](#) Cancel **Next** 3

Figure : 95

**Notes :**

- For Commissioning, Emergency Event and Abnormal Operation Requirement, the estimated duration will be counted by round up to week (i.e. Duration of 1-7 days is 1 week, duration of 15-21 days is 3 weeks)
- **Cancel** will remove the application

4. Process 2 (Facility) displayed. Select listed facilities checkbox on image top right, then click **Next**.

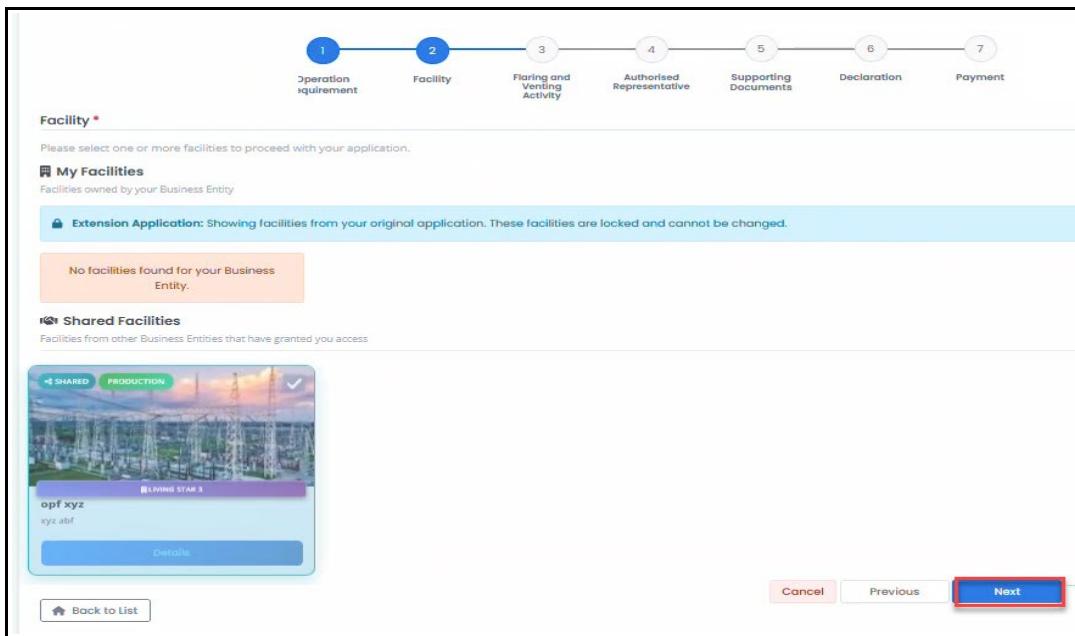


Figure : 96

**Notes :**

- **Request Access** button not available as the facility will be as per original application.

5. Process 3 (Flaring and Venting Activity) displayed. Click **Next**.

**Application for Extension of Consent to Flaring and Venting**



**Flaring and Venting Activity**

Please provide activity details for each selected facility.

 opf xyz

**Cause of Emergency Event \***

**Activity Type \***  
 Flaring  Venting

**Flaring Volume**

**Emergency Operation-Safety**  
 mmscf/d

I have a system in place to meter, monitor, and manage the flare gas composition and flare combustion efficiency to ensure minimum greenhouse gas emission resulting from the flaring or venting activity.

[Back to List](#) [Cancel](#) [Previous](#) **Next**

Figure : 97

**Notes :**

*Flaring and Venting Activity details will follow as per original application.*

6. Process 4 (Authorised Representative) displayed. Click **Next**.

**Application for Extension of Consent to Flaring and Venting**



**Authorised Representative \***

Select up to 2 authorised representatives. 1 of 2 selected.

Name	UAT User 6
IC Number	900101019006
Position Title	Company Admin
<small>• Current logged-in user (cannot be removed)</small>	

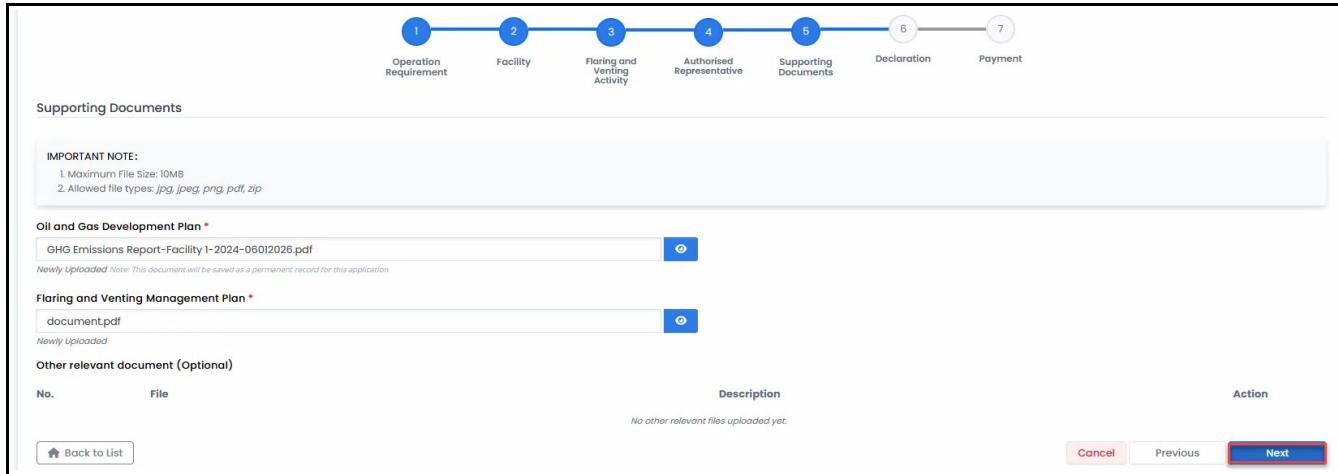
[Back to List](#) [Cancel](#) [Previous](#) **Next**

Figure : 98

**Notes :**

*Authorised Representative will follow as per original application.*

7. Process 5 (Supporting Document) displayed. Click **Next**.



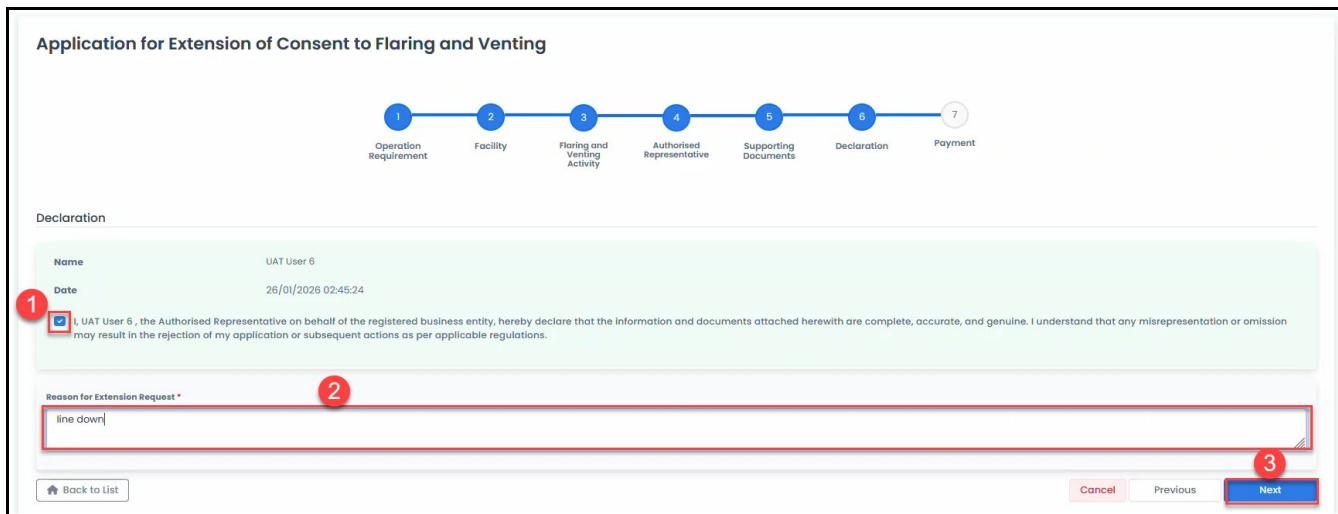
The screenshot shows the 'Supporting Documents' step of the process. A horizontal progress bar at the top indicates steps 1 through 7: Operation Requirement, Facility, Flaring and Venting Activity, Authorised Representative, Supporting Documents (which is the current step), Declaration, and Payment. Below the progress bar, the 'Supporting Documents' section is displayed. It includes an 'IMPORTANT NOTE' box with file size and type restrictions. Two files are listed: 'Oil and Gas Development Plan' (GHG Emissions Report-Facility I-2024-06012026.pdf) and 'Flaring and Venting Management Plan' (document.pdf). A table for 'Other relevant document (Optional)' is shown with one row: 'No other relevant files uploaded yet.' At the bottom are 'Back to List', 'Cancel', 'Previous', and a highlighted 'Next' button.

Figure : 99

**Notes :**

- *Files shall remain as per original application*

8. Process 6 (Declaration) displayed. Select checkbox of declaration and click **Next**.



The screenshot shows the 'Declaration' step of the process. A horizontal progress bar at the top indicates steps 1 through 7: Operation Requirement, Facility, Flaring and Venting Activity, Authorised Representative, Supporting Documents, Declaration (which is the current step), and Payment. Below the progress bar, the 'Declaration' section is displayed. It includes fields for 'Name' (UAT User 6) and 'Date' (26/01/2026 02:45:24). A declaration checkbox is checked, with a note: '1. UAT User 6 , the Authorised Representative on behalf of the registered business entity, hereby declare that the information and documents attached herewith are complete, accurate, and genuine. I understand that any misrepresentation or omission may result in the rejection of my application or subsequent actions as per applicable regulations.' A 'Reason for Extension Request' field (2) is present, and a 'Back to List', 'Cancel', 'Previous', and a highlighted 'Next' button (3) are at the bottom.

Figure : 100

9. Process 7 (Payment Preview) page displayed. Review payment and proceed click **Pay & Submit**.

Application for Extension of Consent to Flaring and Venting

Payment Preview

1 Operation Requirement    2 Facility    3 Flaring and Venting Activity    4 Authorised Representative    5 Supporting Documents    6 Declaration    7 Payment

No.	GLA Code	Products	Unit	Status	Amount (RM)
1	CFV4	CFV Operation Extension (1 Week) Extension of consented period (with a maximum of one week for commissioning, Emergency events and Abnormal operations)	1	Unpaid	2,500.00

Total Amount (RM) : 2,500.00  
Total Paid (RM) : -0.00  
Unpaid (RM) : 2,500.00

[Back to List](#) [Cancel](#) [Previous](#) [Pay & Submit](#)

Figure : 101

10. A message will be displayed. Click **Pay**.

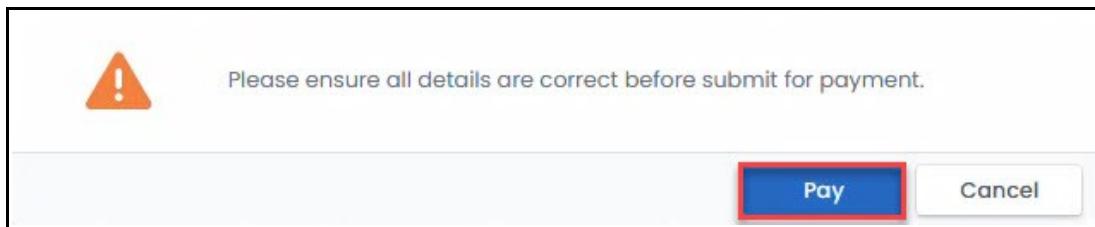


Figure : 102

11. Payment Confirmation page will be shown. Click on the preferred payment method (Credit/Debit Card or Online Banking). Click **Proceed Payment**.

Payment Confirmation

Bill Type	Reference No.	Total Amount
1 Natural Resources and Environment Board: Application Fee	CFV26012300743	7,500.00
	Total (RM)	7,500.00
	Processing Fee (RM)	0.00
You have 1 bill(s) to pay	Total Payable (RM)	7,500.00

Please proceed to payment within 5 minutes or cart item will be cancelled.

Choose a Payment Method

1  Credit/Debit Cards  Online Banking

You have selected FPX as your payment method. Please click "Proceed Payment" button below to proceed.

2 [Proceed Payment](#)

Figure : 103

12. Once payment is successful, click **Continue** to proceed.

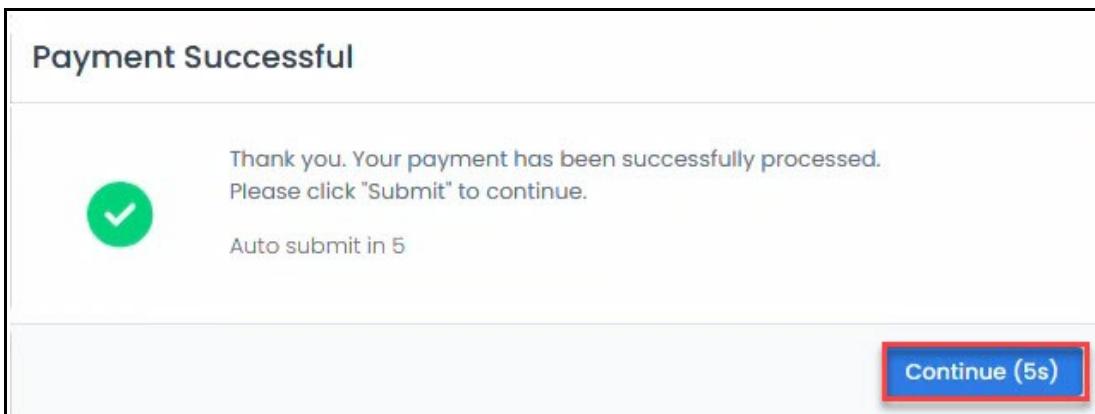


Figure : 104

13. Consent to Flaring and Venting submitted message will be displayed.

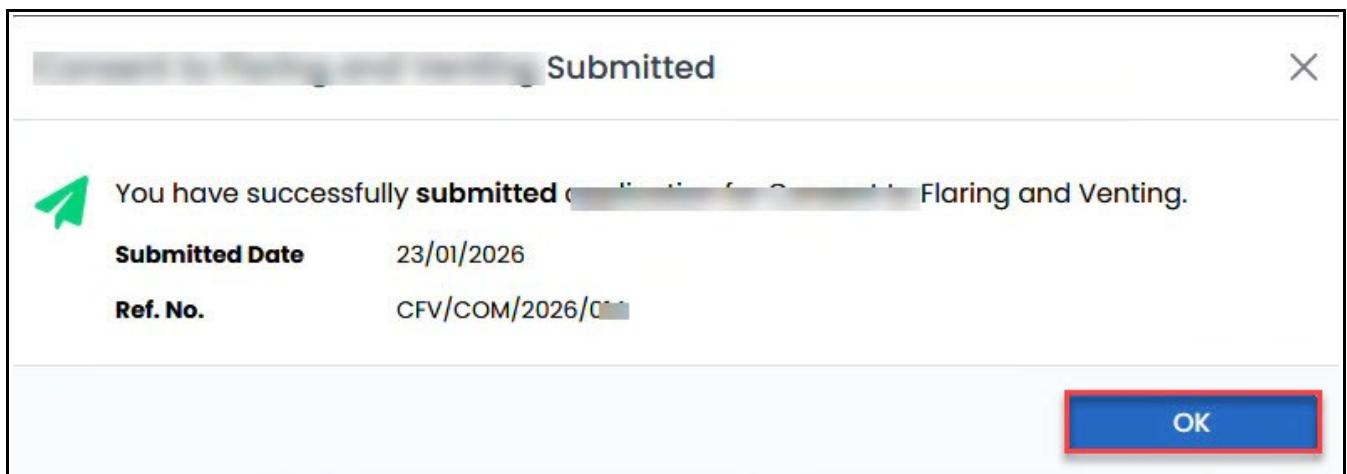


Figure : 105

**Notes :**

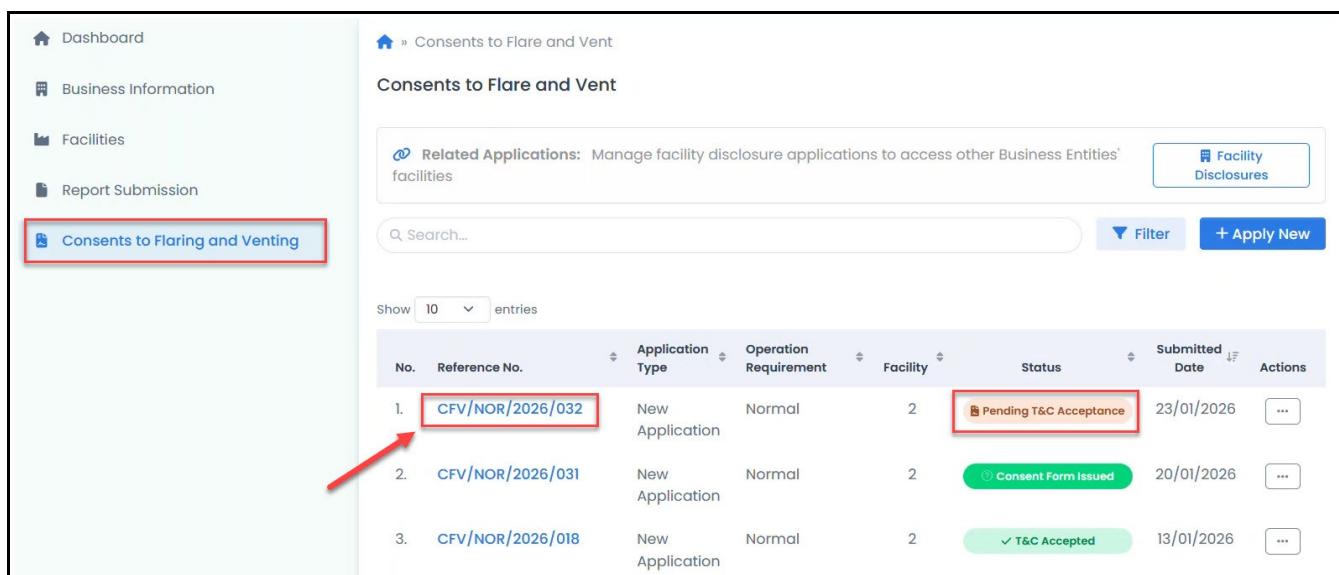
- Application submitted will undergo checking, verification and approval process by NREB.
- Queried applications will be notified and returned to Applicant for amendments before resubmit
- CFV Extension is only valid for the duration of maximum 1 week, continuing from the date of expiration.
- The Extension application does not require digital signing and will be issued after approval by NREB Controller.

## 1.8. Consent to Flare and Vent Form Digital Signing

This section is to show the Consent Form digital signing after CFV application has been approved. Applicant will appoint witness and update witness details in system. Applicant will digital sign the form, then system will notify witness via email to digital sign the form. After both applicant and witness have digital signed, system will forward the form to NREB Controller to digital sign. Once all parties have signed the Consent Form, Applicant will be able to view and download the consent form from the system.

### 1.8.1. CFV Form: Update Witness Details and Form Signature Setup

1. Navigate to **Consents to Flaring and Venting**. Approved CFV applications will have status **Pending T&C Acceptance**. Click on the Reference no.



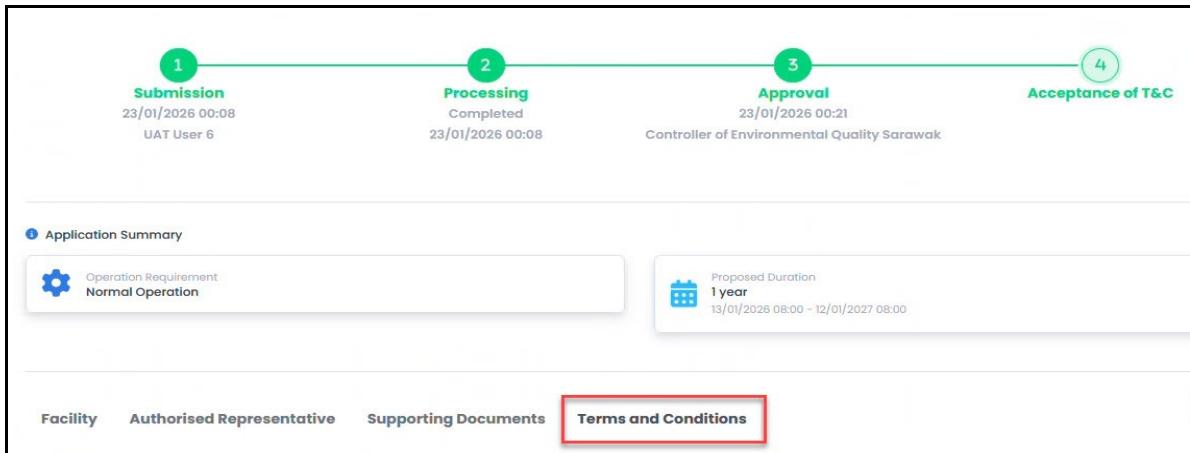
No.	Reference No.	Application Type	Operation Requirement	Facility	Status	Submitted Date	Actions
1.	CFV/NOR/2026/032	New Application	Normal	2	Pending T&C Acceptance	23/01/2026	[...]
2.	CFV/NOR/2026/031	New Application	Normal	2	Consent Form Issued	20/01/2026	[...]
3.	CFV/NOR/2026/018	New Application	Normal	2	✓ T&C Accepted	13/01/2026	[...]

Figure : 106

#### Notes :

- **Status Pending T&C Acceptance:** Consent Form ready for Acceptance by Applicant and Witness.
- **T&C Accepted:** Consent Form accepted by Applicant and Witness via Digital Sign (DSign).
- **Consent Form Issued:** Consent Form accepted by NREB Controller via Digital Sign (Pos Digidert)

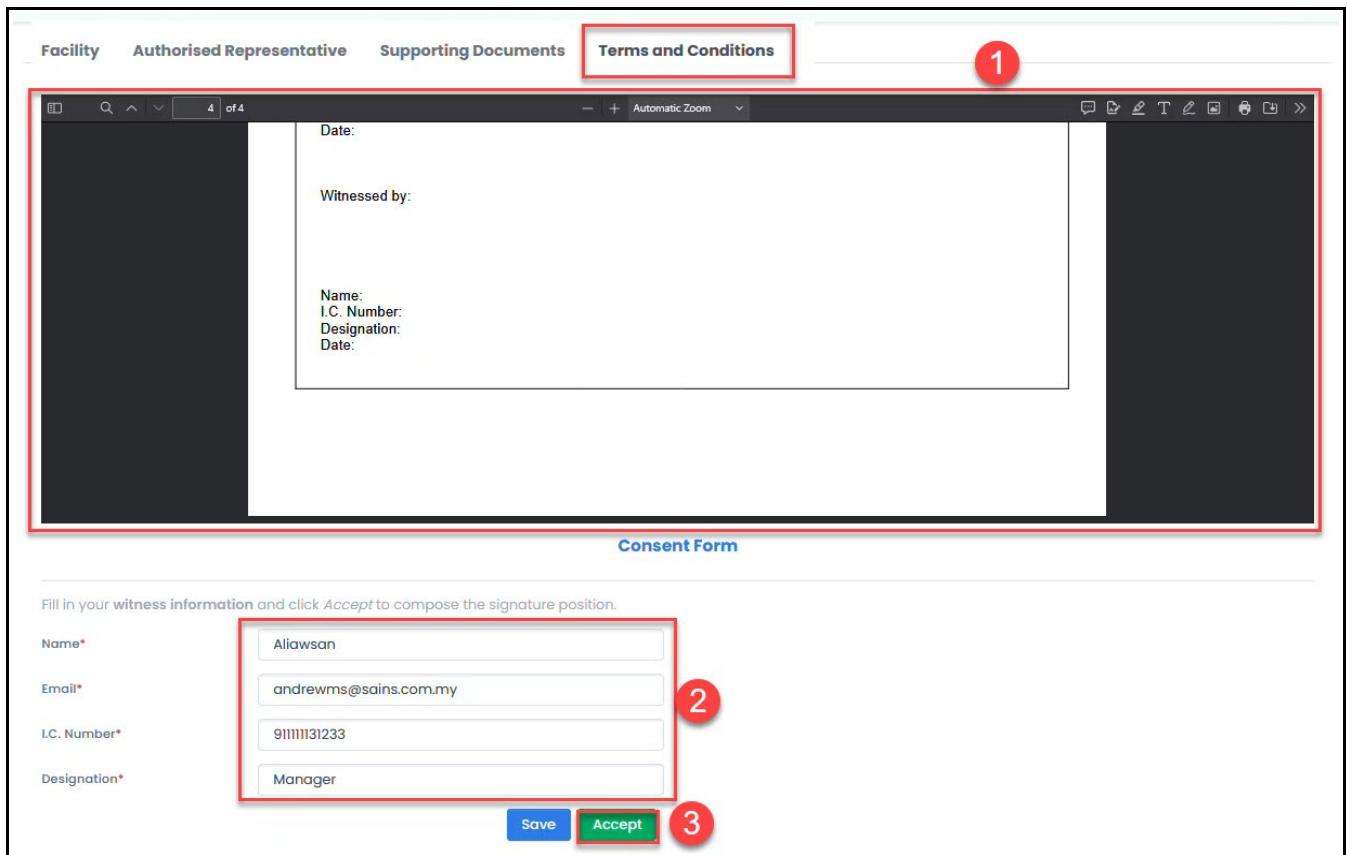
2. Click tab **Terms and Conditions**.



The screenshot shows the EnvISS system interface. At the top, a horizontal timeline indicates four stages: 1. Submission (23/01/2026 00:08, UAT User 6), 2. Processing (Completed, 23/01/2026 00:08), 3. Approval (23/01/2026 00:21, Controller of Environmental Quality Sarawak), and 4. Acceptance of T&C. Below the timeline, the 'Application Summary' section displays 'Operation Requirement: Normal Operation' and 'Proposed Duration: 1 year (13/01/2026 08:00 - 12/01/2027 08:00)'. The navigation tabs at the bottom are 'Facility', 'Authorised Representative', 'Supporting Documents', and 'Terms and Conditions', with 'Terms and Conditions' highlighted by a red box.

Figure : 107

3. Scroll down at **Terms and Conditions** tab. Consent Form preview and Witness information details displayed. Fill in the witness information.



The screenshot shows the 'Terms and Conditions' tab with a red box around it. A red circle labeled '1' is positioned above the 'Consent Form' preview, which is a large blacked-out area. A red box surrounds the 'Consent Form' preview. Below the preview, the 'Witnessed by:' section is shown, containing fields for 'Name', 'I.C. Number', 'Designation', and 'Date'. A red circle labeled '2' is placed over the 'Accept' button in the witness information form. A red circle labeled '3' is placed over the 'Accept' button in the witness information form. The witness information form includes fields for 'Name\*', 'Email\*', 'I.C. Number\*', and 'Designation\*', with sample data: Name\* (Aliawsan), Email\* (andrewms@sains.com.my), I.C. Number\* (91111131233), and Designation\* (Manager). The 'Accept' button is highlighted with a red box.

Figure : 108

Item	Description
1	Consent Form Preview
2	Fill in <b>witness information</b>
3	Click <b>Accept</b>

4. After click **Accept**, DSign Form setup will be displayed. Click **Recipient: Applicant**. From Fields, drag **Signature** and **Date** field to the Form area.

**PART 7 - ACCEPTANCE OF TERMS OF CONDITIONS BY THE APPLICANT**

I, the undersigned, do hereby undertake to comply with all the terms and conditions prescribed in the FORM OF CONSENT TO FLARE AND VENT PETROLEUM OR GREENHOUSE GAS, Ref.: CFV/EMG/2026/007 issued by the Natural Resources and Environment Board (NREB), Sarawak dated **dd-mm-yyyy**

Signed for and on behalf of  
 UAT BE 6 Sdn Bhd  
 Lot 250, Kuching - Samarahan Expressway, 94300  
 Kota Samarahan, Sarawak  
 Samarahan, 94300 Samarahan  
 Sarawak  
 (As Applicant)

 **Name: Mr. UAT User 6**  
**I.C. Number: 900101019006**  
**Designation: Company Admin**  
**Date: dd-mm-yyyy**

Witnessed by:

**Name: aliaw**  
**I.C. Number: 591111135009**  
**Designation: Architect**  
**Date:**

UAT User 6  
 uat\_user6@sains.com.my 1 Signer

aliaw  
 andrewms@sains.com.my Signer

Fields

Owner Textfield

QR Code

Signature 2

Date 3

Initial

Stamp

Checkbox

Figure : 109

Item	Description
1	Click <b>Recipient: Applicant</b>
2	Drag <b>Signature</b> to the Form area as shown
3	Drag <b>Date</b> to the Form area as shown

5. Next, Click **Recipient: Witness**. From Fields, drag **Signature** and **Date** field to the Form area.



Figure : 110

Item	Description
4	Click <b>Recipient: Witness</b>
5	Drag <b>Signature</b> to the Form area as shown
6	Drag <b>Date</b> to the Form area as shown
7	Once signature and date areas assigned, click <b>Submit</b>

#### Notes :

- Once submitted, system will send email notification to Applicant and Witness to digital sign the Consent Form.

### 1.8.2. CFV Form: Applicant Digital Sign

1. Navigate to email or system notification. Click on the notification with title include “- Authorised Representative Signature Required”. Click the **DSign Link**.

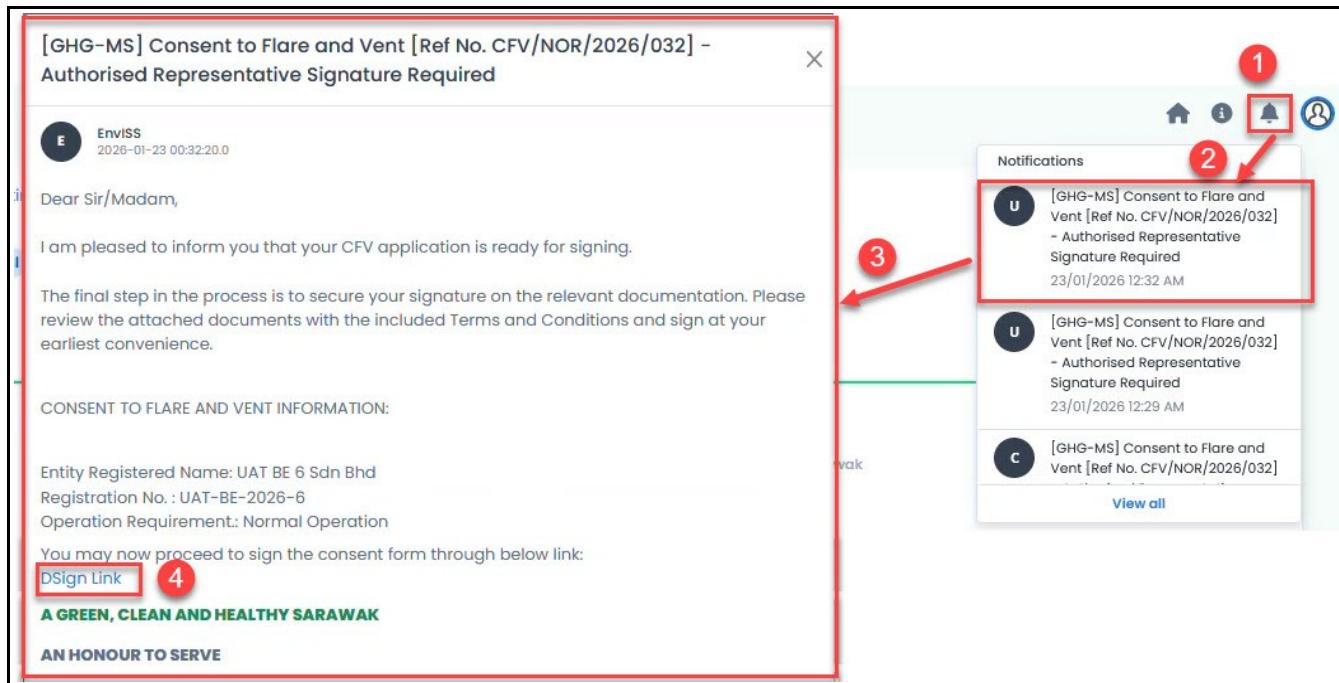


Figure : 111

2. Consent Form will be displayed. Scroll down below to Part 7. Click on the Signature area. Select either options to Draw Signature or Attach Signature and click **OK**.

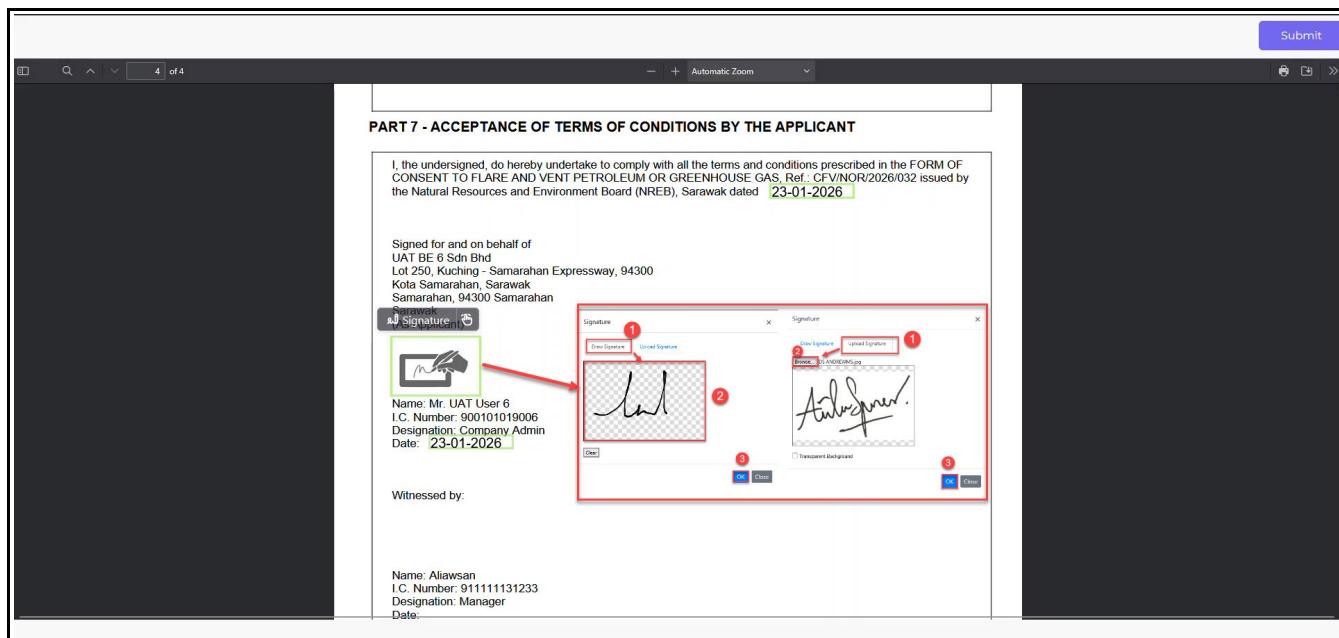
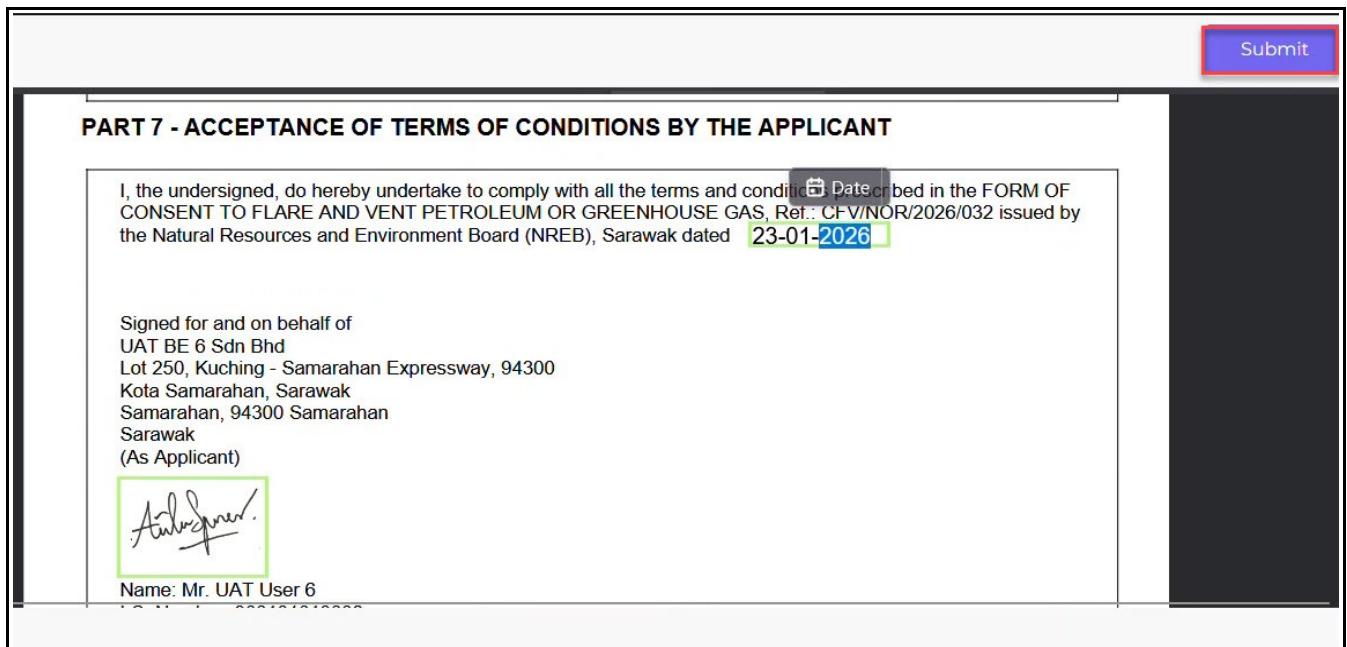


Figure : 112

3. Applicant signature and date signed will appear in the Consent Form. Click **Submit**.



The screenshot shows a digital signature interface. At the top right is a red 'Submit' button. Below it is a section titled 'PART 7 - ACCEPTANCE OF TERMS OF CONDITIONS BY THE APPLICANT'. A text box contains a statement: 'I, the undersigned, do hereby undertake to comply with all the terms and conditions in the FORM OF CONSENT TO FLARE AND VENT PETROLEUM OR GREENHOUSE GAS, Ref.: CFV/NOR/2026/032 issued by the Natural Resources and Environment Board (NREB), Sarawak dated 23-01-2026'. Below this, a text box contains: 'Signed for and on behalf of UAT BE 6 Sdn Bhd Lot 250, Kuching - Samarahan Expressway, 94300 Kota Samarahan, Sarawak Samarahan, 94300 Samarahan Sarawak (As Applicant)'. A handwritten signature is shown in a green box. Below the signature is the name 'Name: Mr. UAT User 6'. The entire interface is set against a dark background.

Figure : 113

4. Message document signed successfully will be displayed.

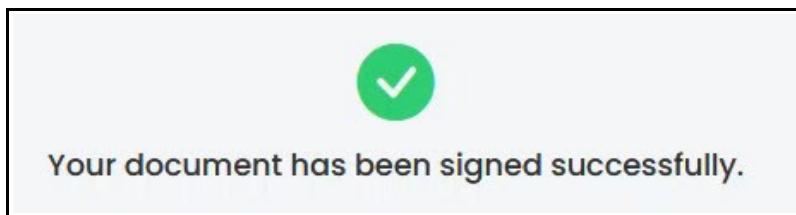


Figure : 114

---

**Notes :**

- Once digital signed by Applicant, Witness will receive email notification to digital sign.

---

### 1.8.3. CFV Form: Witness Digital Sign

1. Witness navigate to email. Click on the email title include “– Witness Signature Required”. Click the **DSign Link**.

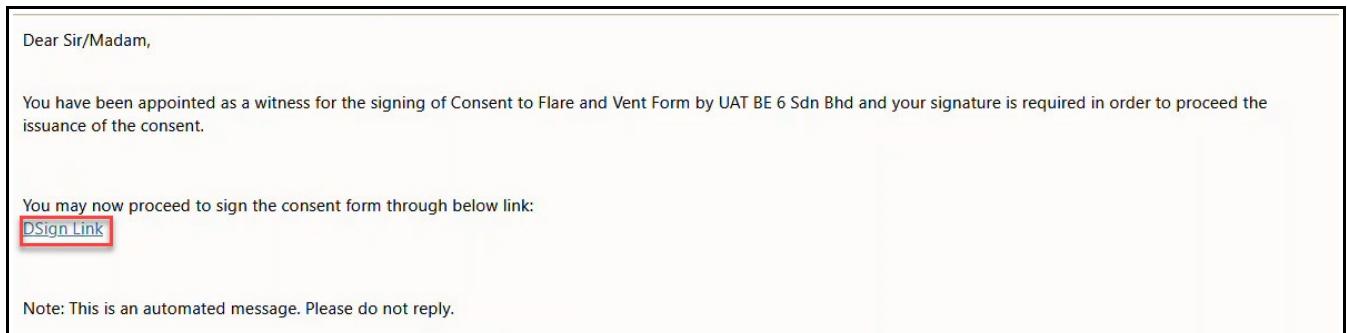


Figure : 115

2. Consent Form will be displayed. Scroll down below to Part 7. Click on the Signature area. Select either options to Draw Signature or Attach Signature and click **OK**.

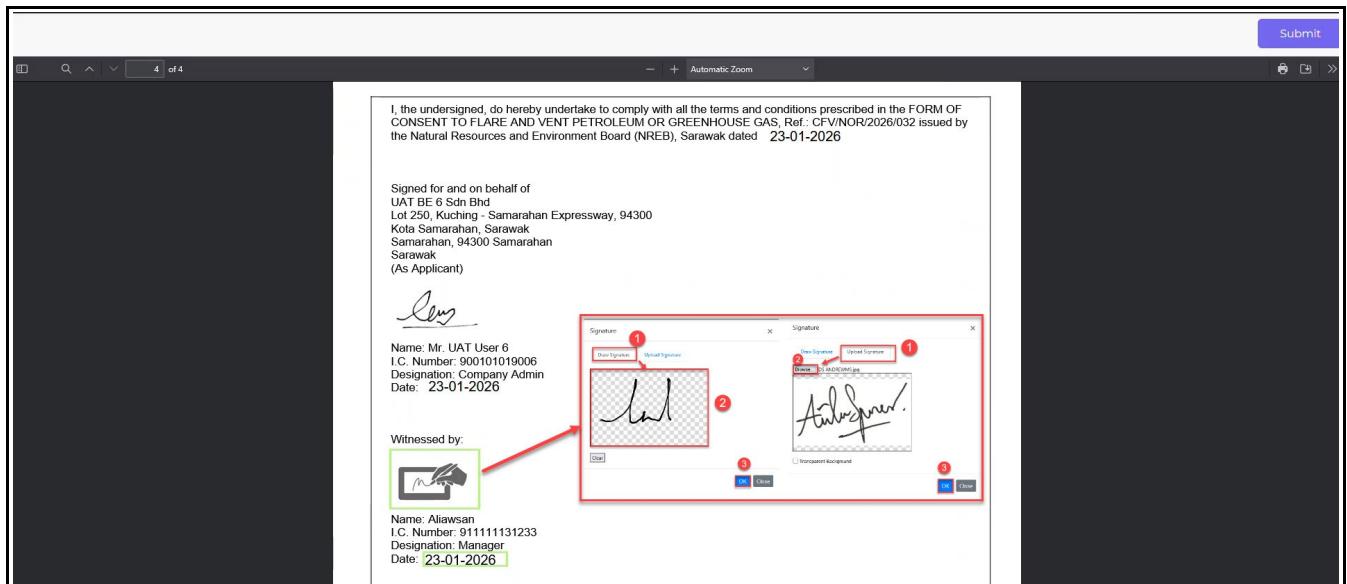
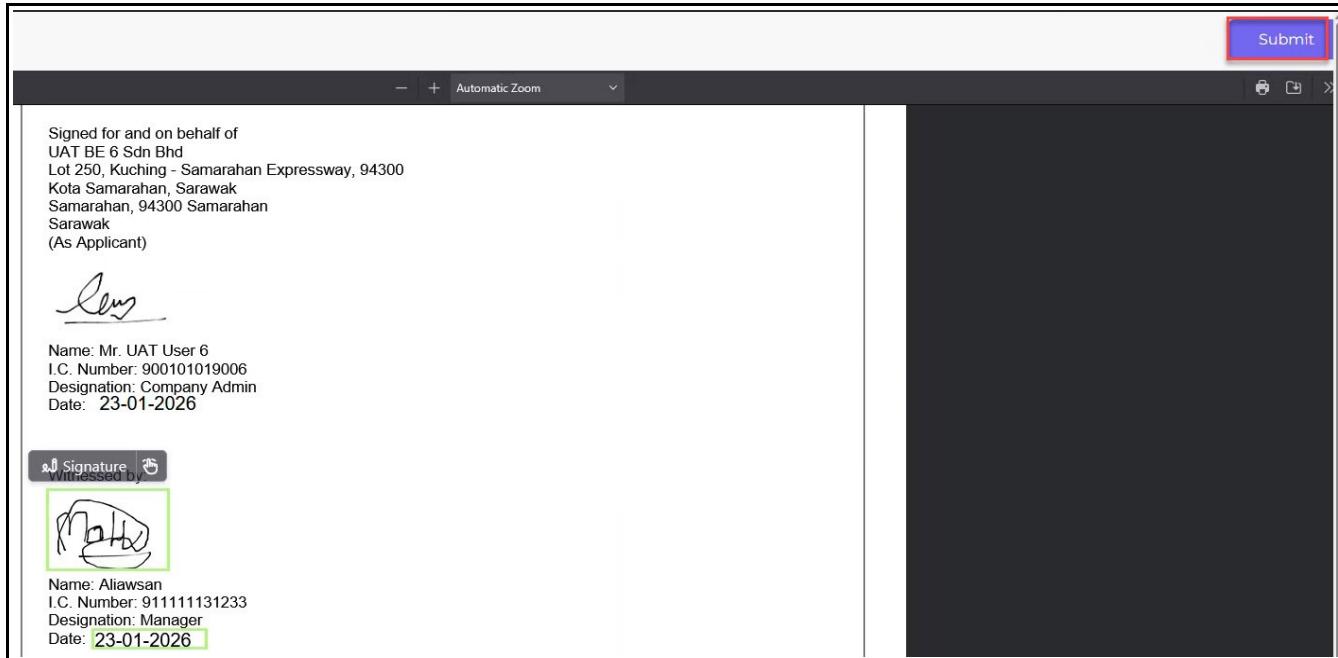


Figure : 116

3. Witness signature and date signed will appear in the Consent Form. Click **Submit**.



Signed for and on behalf of  
UAT BE 6 Sdn Bhd  
Lot 250, Kuching - Samarahan Expressway, 94300  
Kota Samarahan, Sarawak  
Samarahan, 94300 Samarahan  
Sarawak  
(As Applicant)



Name: Mr. UAT User 6  
I.C. Number: 900101019006  
Designation: Company Admin  
Date: 23-01-2026

 Signature witnessed by 

Name: Aliawsan  
I.C. Number: 911111131233  
Designation: Manager  
Date: 23-01-2026

Figure : 117

4. Message document signed successfully will be displayed.

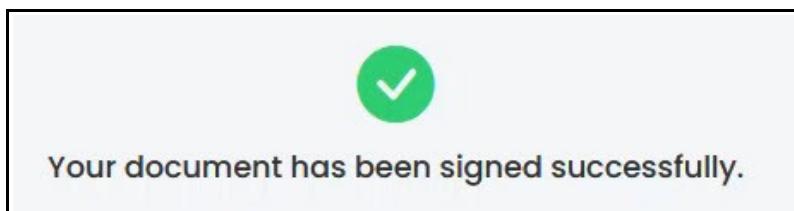


Figure : 118

**Notes :**

- Once digital signed by both Applicant and Witness, NREB Controller will receive notification and email notification to digital sign.
- CFV Application status will change to T&C Accepted.

No.	Reference No.	Application Type	Operation Requirement	Facility	Status	Submitted Date	Actions
1.	CFV/NOR/2026/032	New Application	Normal	2	✓ T&C Accepted	23/01/2026	

#### 1.8.4. CFV Form: View Issued Consent Form

1. After NREB Controller digital signed the CFV Form, Applicant will be able to view the issued Consent Form. Navigate to System notification and click notification with title “Consent to Flare and Vent- Application Approved”.

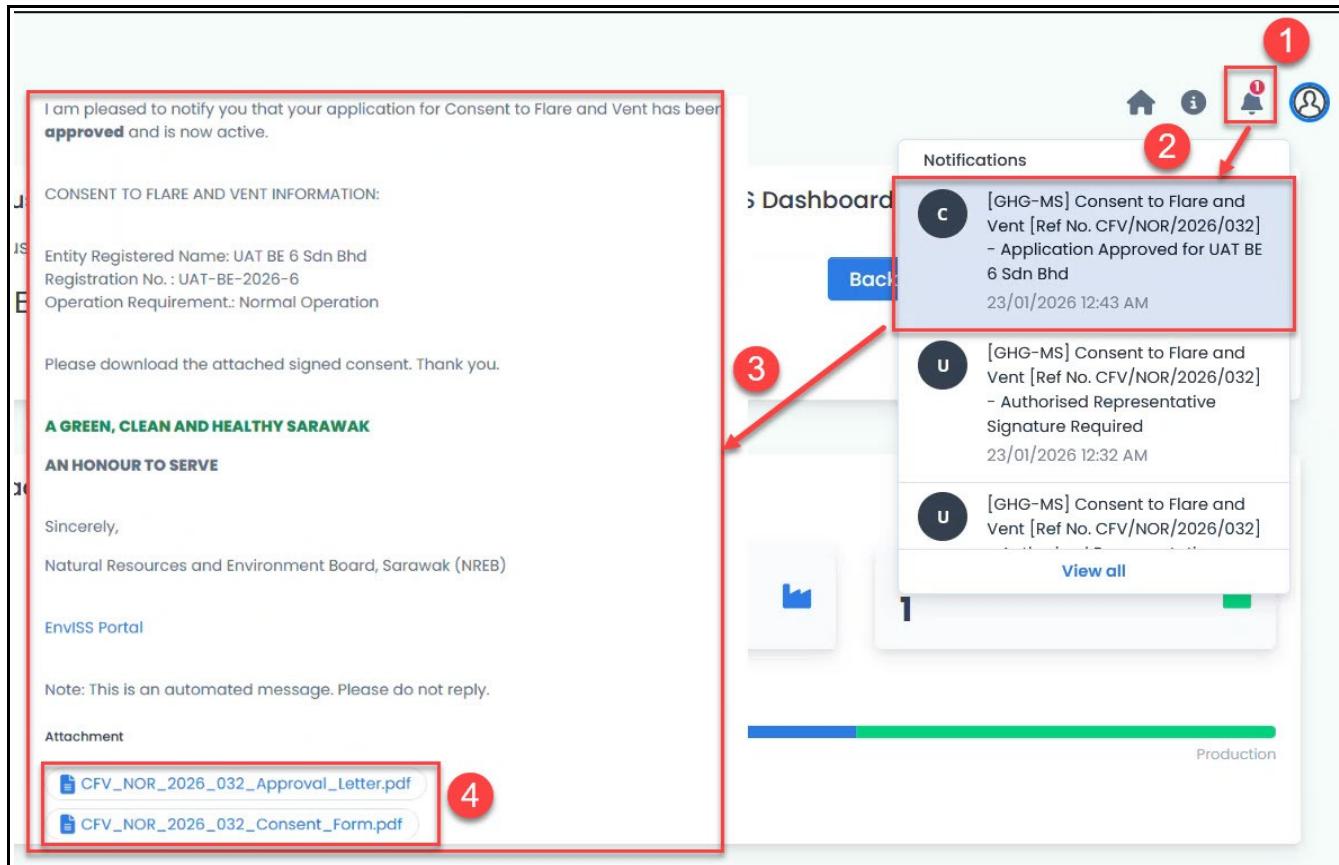


Figure : 119

2. Click the attached documents (Approval Letter and Consent Form).

<div style="border: 1px solid black; padding: 10px;"> <p><b>NATURAL RESOURCES AND ENVIRONMENT BOARD (NREB), SARAWAK</b> 18<sup>th</sup>-20<sup>th</sup> Floor, Menara Pelta, Jalan Tun Abdul Rahman Yakub Petra Jaya, 93050 Kuching Sarawak, Malaysia. Locked Bag No. 2103, Kuching Sarawak, Malaysia. Tel : 082-319500447448 Fax : 082-312800</p> <p><b>UAT BE 6 Sdn Bhd</b> Lot 250, Kuching - Samarahan Expressway, 94300 Kota Samarahan, Sarawak Sarawak, 94300 Samarahan (Attn: Authorized Representative Mr. UAT User 6) Email : uat_user6@sains.com.my</p> <p>Dear Sir/Madam,</p> <p><b>APPLICATION FOR CONSENT TO FLARE AND VENT PETROLEUM OR GREENHOUSE GASES (NORMAL OPERATION)</b></p> <p>May I refer to your application dated 23/01/2026 on the above matter.</p> <p>2. I am pleased to inform you that your application for Consent to Flare and Vent under UAT BE 6 Sdn Bhd with Mr. UAT User 6 as the Authorised Representative/Operator is hereby approved from date 14/01/2026 to 13/01/2027.</p> <p>3. You can download your signed Consent Form with approved terms and conditions via <a href="https://enviss-tot.nreb.gov.my/common">https://enviss-tot.nreb.gov.my/common</a></p> <p>Thank you.</p> <p>"A GREEN, CLEAN AND HEALTHY SARAWAK" "AN HONOUR TO SERVE"</p> <p><b>Controller of Environmental Quality Sarawak</b> Controller of Environmental Quality Sarawak</p> </div>	<div style="border: 1px solid black; padding: 10px;"> <p><b>PART 6 – APPROVAL BY THE CONTROLLER</b></p> <p>This consent is issued based on the information provided in the application and is subject to the conditions stated above. Non-compliance with any of the conditions may result in the revocation of this consent.</p> <div style="text-align: center;">   <p>Digital Signature on 23/01/2026 12:43 AM Controller Of Environmental Quality Sarawak</p> </div> <p><b>PART 7 - ACCEPTANCE OF TERMS OF CONDITIONS BY THE APPLICANT</b></p> <p>I, the undersigned, do hereby undertake to comply with all the terms and conditions prescribed in the FORM OF CONSENT TO FLARE AND VENT PETROLEUM OR GREENHOUSE GAS, Ref: CFV/NOR/2026/032 issued by the Natural Resources and Environment Board (NREB), Sarawak dated 23-01-2026</p> <p>Signed for and on behalf of UAT BE 6 Sdn Bhd Lot 250, Kuching - Samarahan Expressway, 94300 Kota Samarahan, Sarawak Sarawak, 94300 Samarahan (As Applicant)</p> <p></p> <p>Name: Mr. UAT User 6 I.C. Number: 900101019006 Designation: Company Admin Date: 23-01-2026</p> </div>
--	---

Figure : 120

**Notes :**

- Consent Form is also available to view from the CFV Application. Application status will display **Consent Form Issued**. Click on the ... at Actions and click Download.

No.	Reference No.	Application Type	Operation Requirement	Facility	Status	Submitted Date	Actions
1.	<a href="#">CFV/NOR/2026/032</a>	New Application	Normal	2	<span>Consent Form Issued</span>	23/01/2026	<span>...</span> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <span>View</span>  <span>Download</span> </div>
2.	<a href="#">CFV/NOR/2026/031</a>	New Application	Normal	2	<span>Consent Form Issued</span>	23/01/2026	<span>...</span> <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> <span>View</span>  <span>Download</span> </div>

## 2. Appendix

This section provide reference to EnvISS Greenhouse Gas Management System including below:

- Process Flow
- SarawakPass Account Registration
- SarawakPass Corporate Registration

### 2.1. Process Flow

This section provide reference to EnvISS Greenhouse Gas Management System process flow.

#### 2.1.1. EnvISS Signup

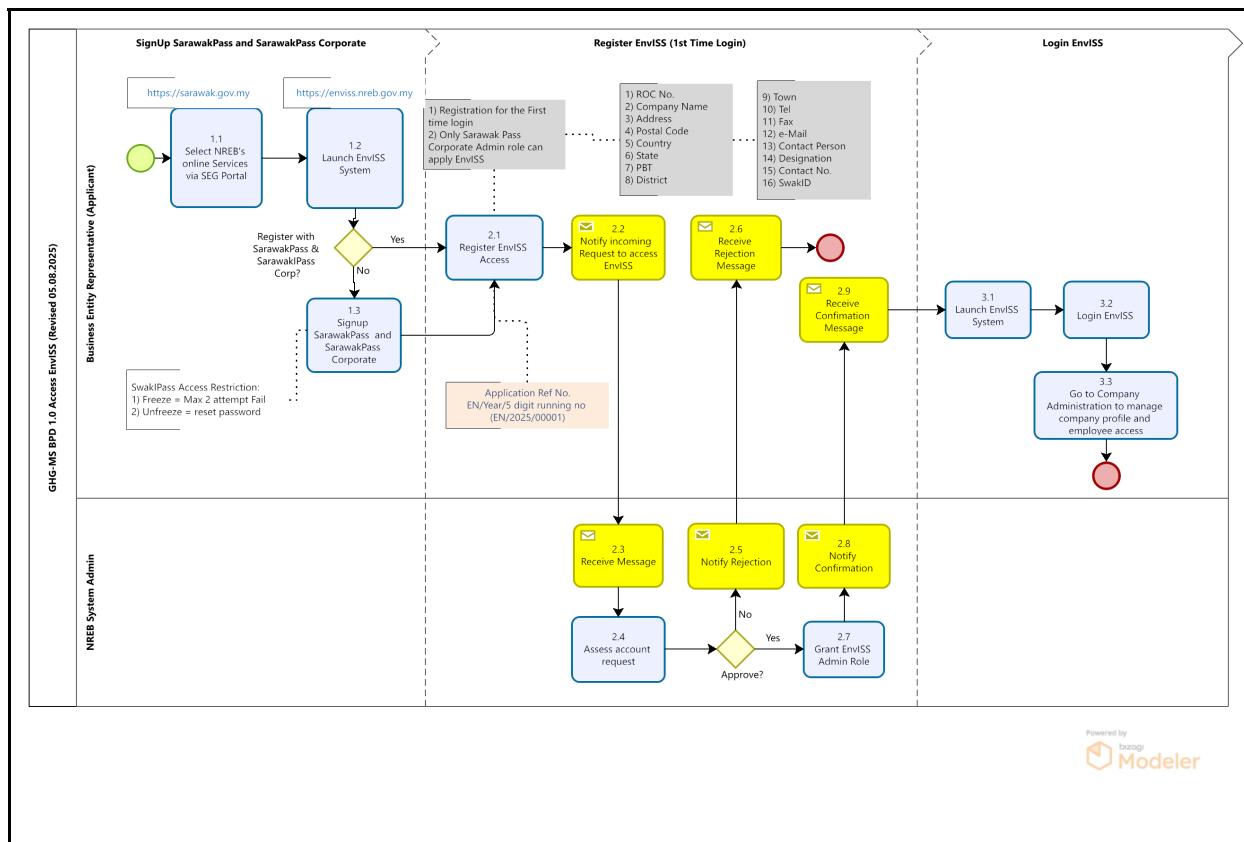


Figure : 121

### 2.1.2. BE Registration

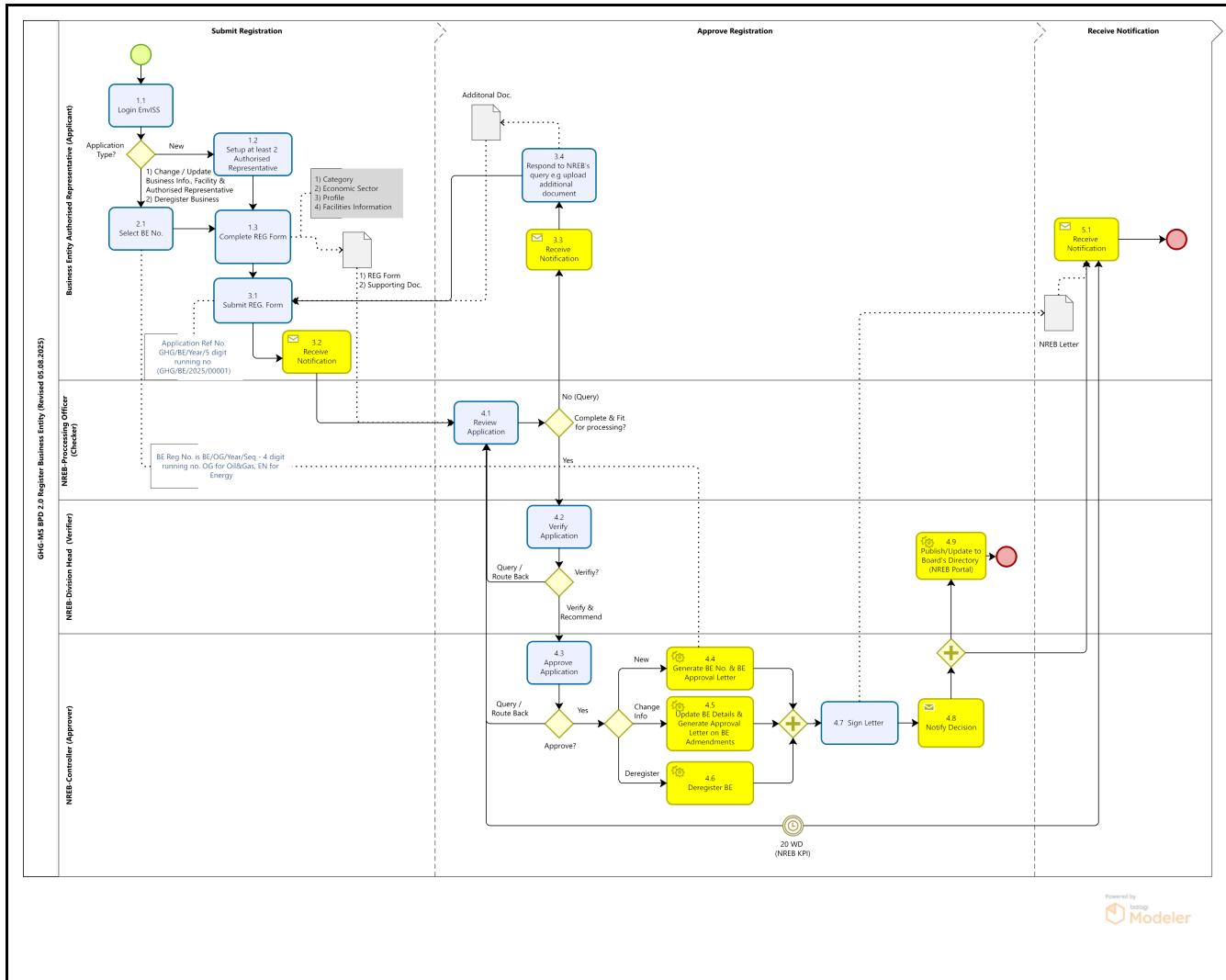


Figure : 122

### 2.1.3. GHG Emission Reports Submission

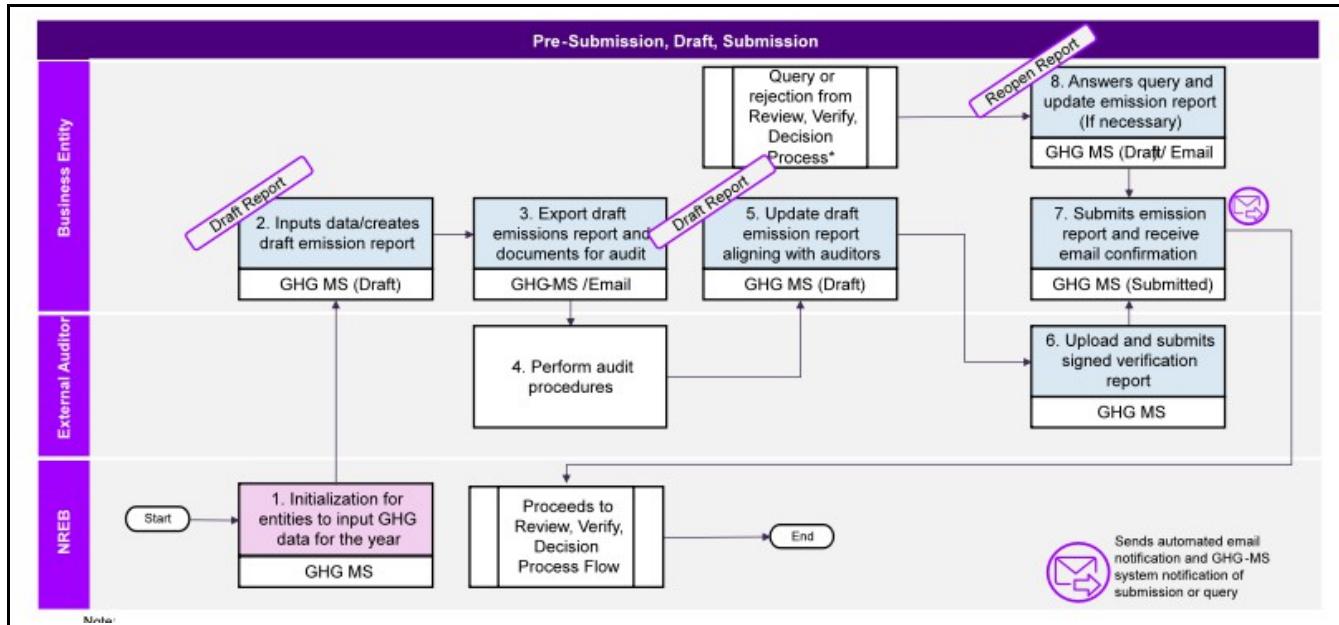


Figure : 123

### 2.1.4. GHG Emission Reports Submission Approval

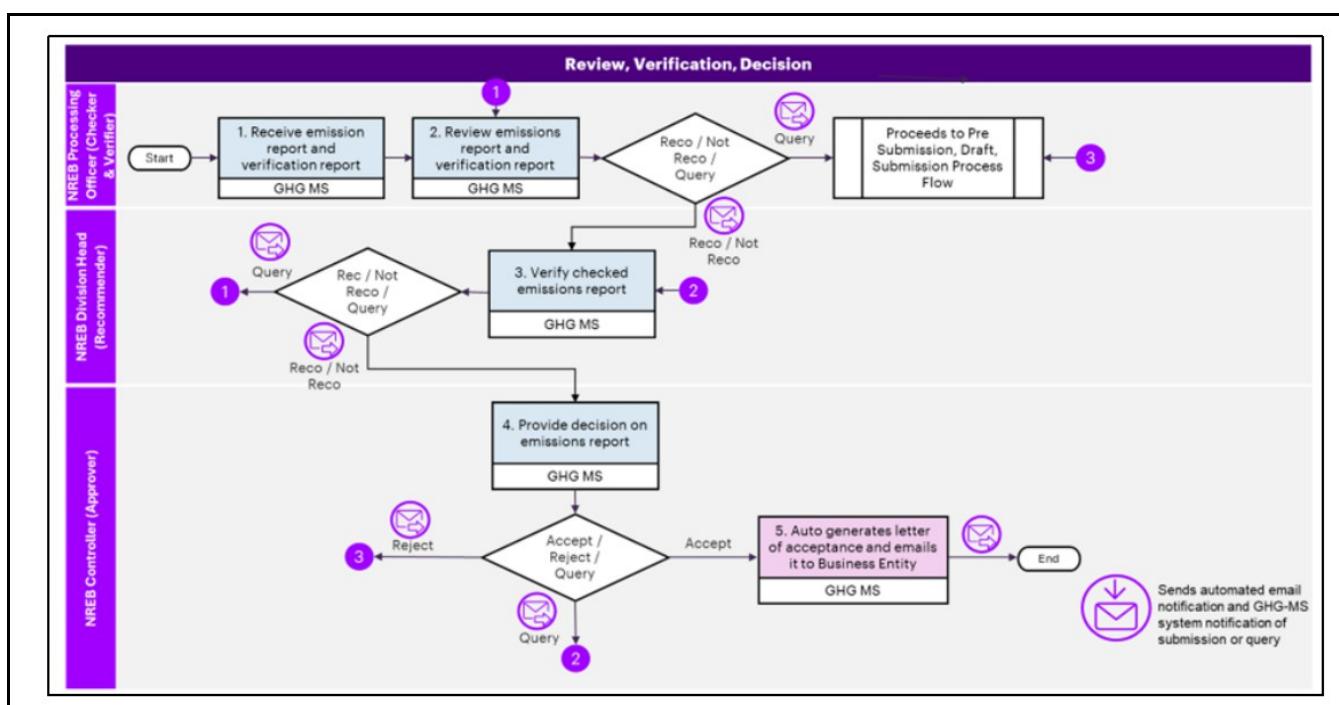


Figure : 124

## 2.1.5. Consent To Flare & Vent: Facility Disclosures

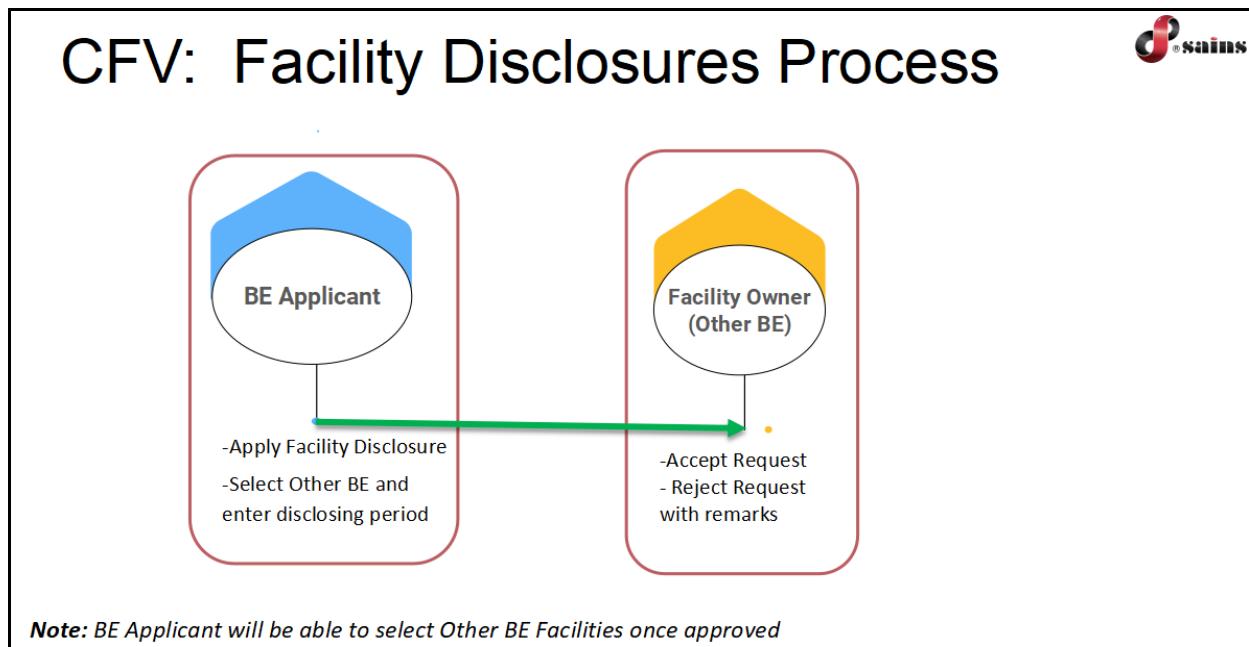


Figure : 125

## 2.1.6. Consent To Flare & Vent Application

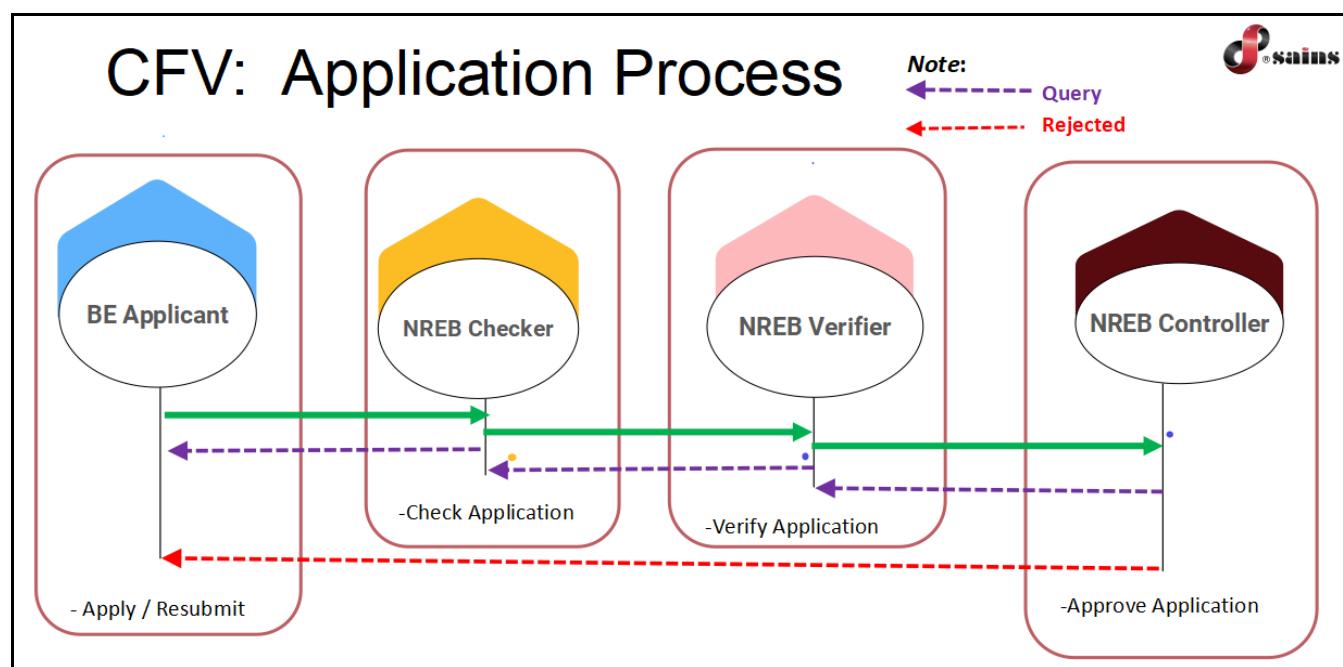


Figure : 126

### 2.1.7. Consent To Flare & Vent: Consent Form Digital Signing

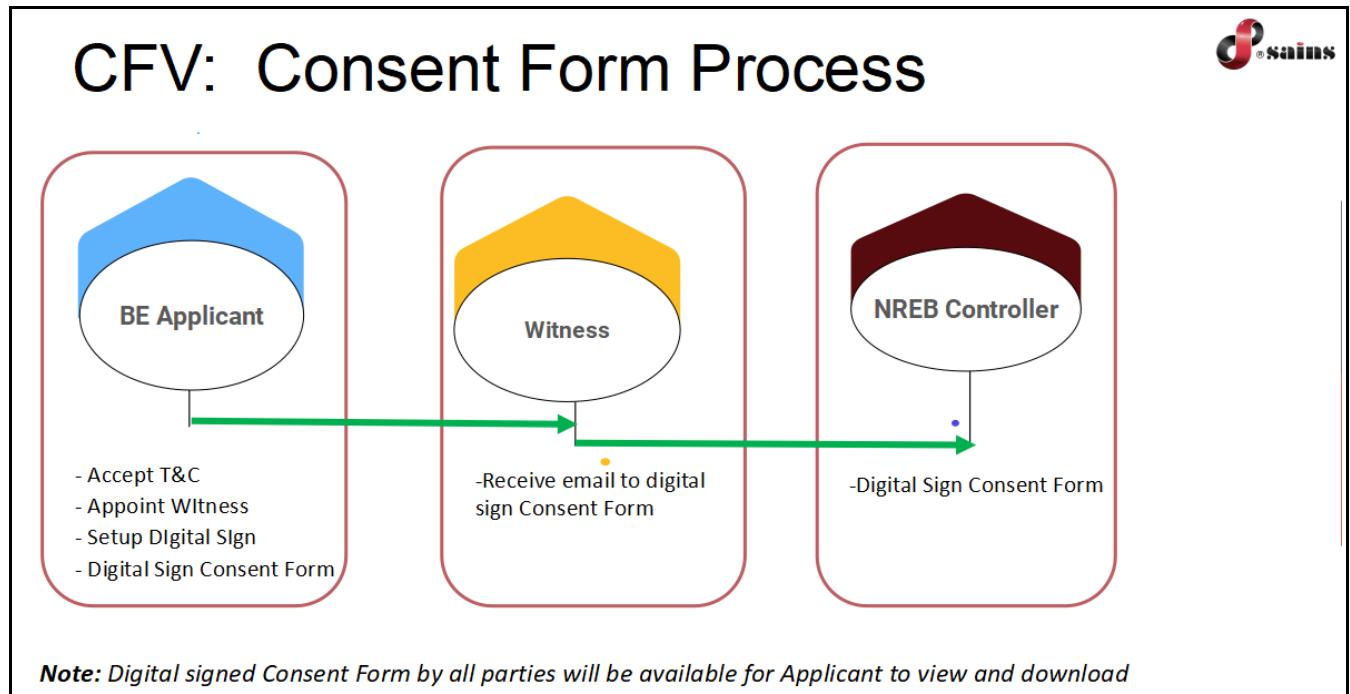


Figure : 127

## **2.2. SarawakPass Account and SarawakPass Corporate Registration**

Please refer to guide in SarawakPass website or following page.

SarawakPass website URL: <https://sarawakpass.sarawak.gov.my/>



# **SarawakPass With Web**

## **User Guide v1.0**

# User Guide Overview

1. SarawakPass Account Registration
2. Account Recovery
3. Sign in with SarawakPass
4. Corp Account Registration



# **SarawakPass**

## **Account**

## **Registration**



# SarawakPass - Registration

 **ID SarawakPass** (Powered by SarawakID)

**SarawakPass** is the rebranding of **SarawakID**, enhanced with additional security features to ensure safer access to digital services provided by Sarawak Government.

[Login](#)

[Register](#)

A 3D cartoon character of a young woman named DAYANG AI, wearing a traditional Sarawakian red and gold headwrap and a white blouse with red embroidery. She is smiling and pointing towards a smartphone screen.A hand holds a smartphone displaying the SarawakPass mobile application. The screen shows a welcome message for 'DAYANG AI', navigation icons for 'Digital Identity', 'Profile', and 'Digital Wallet', and a section for 'My Benefits' featuring 'SCHB' and 'SKAS'. Below this is a 'Services' section with icons for 'Sarawak Gov App', 'Service Sarawak', 'SCS Talikhidmat', and 'Smart City'. The phone's status bar shows the time as 9:41 and signal strength. The background of the phone screen features a blue and white geometric pattern.

# SarawakPass - Registration

## Register For SarawakPass

**Note:**

1. You can only register for a SarawakPass account once. All SarawakPass account requests are final and cannot be cancelled or re-submitted.
2. As the One-Time Password (OTP) will be sent through SMS or email, please ensure that your mobile phone number and email address registered with the Government is up-to-date before proceeding.

 Interested in setting up a **SarawakID Corporate** account? Click [here](#).

**I am a \***

 Malaysian

 Non-Malaysian

**Full Name \*** ①

Full Name  
(Your full name as in MyKad)

**MyKad Number \*** ①

MyKad Number  
(MyKad number without dashes "-")

**Mobile Number \*** ①

MYS +60  Mobile Number  
(Valid Malaysian mobile number for future correspondences including OTP.)

**Email \*** ①

Email  
(Valid email address for future correspondences including OTP.)

**Secure Word \*** ①

Secure Word

**Password \*** ①

Password  
(Minimum 8 characters. Must contains at least one uppercase character, one number and one special character)

**Retype Password \*** ①

Retype Password

**Security Check \***

I'm not a robot  reCAPTCHA  
Privacy • Terms

I have agreed to the [Terms and Conditions](#) and [Privacy Policy](#)

**Cancel** **Submit**

# SarawakPass - Registration

## SarawakPass Registration (Malaysian)

### Phase 1: Complete the Registration Form

1. Go to <https://sarawakpass.sarawak.gov.my/> and click on the register button. Choose the Malaysian option (or Non-Malaysian if applicable).
2. Enter Personal Details:
  - Full Name: Enter your full name exactly as it appears on your IC/Passport.
  - MyKad Number: Input your MyKad without any dashes.
  - Mobile Number: Enter your active mobile number. This will be used for future correspondence, including One-Time Passwords (OTP).
  - Email: Enter your active email address. This is also used for correspondence and OTPs.

# SarawakPass - Registration



## 3. Set Up Security:

- Secure Word: Enter a secret Secure Word.
- Password: Create a strong password. It must meet the following criteria: Minimum of 8 characters, and contain at least one uppercase character, one number, and one special character.
- Retype Password: Enter the password again to confirm.

## 4. Final Checks and Submission:

- Security Check: Click the "I am not a robot" checkbox and complete any required captcha validation.
- Agreement: Check the box to confirm you have agreed to the Terms and Conditions and Privacy Policy.
- Click the Submit button to proceed to the verification step.

# SarawakPass - Registration



## Verification Step

**Mobile Number \***

MYS +60  **Verify**

**Email \***

**Verify**

**Cancel** **Submit**

To continue, you must verify **at least** one contact method – either mobile number or email address.

## Verification Step

To continue, you must verify **at least** one contact method – either mobile number or email address.

**Mobile Number \***  
MYS +60  **Verify**

**Email \***  
 **Success**  
Mobile verified successfully! **OK**

**Submit**

# SarawakPass - Registration



## Phase 2: Verification Step

1. After submitting the form, you will be taken to the "Verification Step."
  - Verification Requirement: You must verify at least one contact method—either your Mobile Number or your Email address—to continue.

# SarawakPass - Registration



## 2. Initiate Verification:

- Locate the Mobile Number field and click the Verify button next to it.
- A One-Time Password (OTP) will be sent to your mobile number. Enter the OTP in the required field.
- Alternatively, you can enter your email address then verify your Email by clicking the Verify button next to the email field and following the instructions sent to your inbox.
- Confirm Success: Once successful, a pop-up window will appear showing a green checkmark and a message, such as "Mobile verified successfully!" Click OK on this confirmation message.

## 3. Finalize Registration: With at least one contact method successfully verified, click the Submit button on the Verification Step screen to complete your registration.



# **SarawakPass Account Recovery**

# SarawakPass - Account Recovery



**Welcome to SarawakPass**  
Formerly known as SarawakID

Your Secure Digital Identity, Anytime, Anywhere

**SARAWAK PASS**

SarawakPass App [Password Login](#)

Login in with MyKad No.

Exp: 951231131234

[Next](#)

[Recover Password](#)

[Register for SarawakPass](#)

## Recover SarawakPass

I am a \*

Malaysian

Non-Malaysian

I would like to \*

Recover Username

Reset Password

Recover using \*

OTP Via SMS

OTP Via Email

MyKad Number \* ⓘ  
eg: 0001231234

Mobile Number \* ⓘ  
MYS +60  Mobile Number

Security Check \*

I'm not a robot

reCAPTCHA

[Privacy](#) [Terms](#)

[Cancel](#) [Submit](#)

# SarawakPass - Account Recovery



## SarawakPass Account Recovery

### Phase 1: Initiating SarawakPass Recovery

1. Navigate to the "Password Login" tab and click on Recover SarawakPass.
2. Choose your status: Malaysian or Non-Malaysian.
3. Choose what you need to recover:
  - Click "Recover username" if you've forgotten your username.
  - Click "Reset Password" if you need to set a new password.

# SarawakPass - Account Recovery



4. Select Verification Method: Choose how you want to receive your One-Time Password (OTP):
  - Click "OTP via SMS" to send the code to your registered mobile number.
  - Click "OTP via Email" to send the code to your registered email address.
5. Enter your MyKad Number and your registered Mobile Number or Email (depending on your choice in step 4).
6. Click the "I am not a robot" checkbox and complete the security validation.
7. Click the Submit button to send the OTP and proceed to verification.

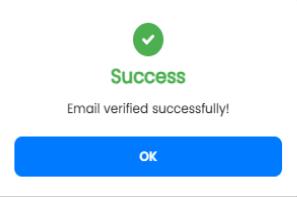
# SarawakPass - Account Recovery



### Verify Email Address

Enter the 6-digit One-Time Password (OTP) sent to your email. Your security code shall be **XHGDDQK**  
(Test OTP: 407408)

OTP\*  [Resend OTP in 00:31](#)

 Success  
Email verified successfully!  
[OK](#)

Home / Recover Account

 **Success**

Your username has been recovered successfully. This is your username pang.sing5.

[Proceed to Homepage](#)

# SarawakPass - Account Recovery

## Phase 2: Verification and Final Action

### Option A: Recovering Your Username

1. Check your selected channel (SMS or Email) for the 6-digit OTP.
2. Input the code into the "OTP" field and click Submit.
3. A "Success: Email/Mobile number verified successfully!" message will appear. Click OK.
4. A final confirmation screen will display your successfully recovered username (e.g., "Your username has been recovered successfully. This is your username testing01.").
5. Click "Proceed to Homepage" to log in with your recovered username.

# SarawakPass - Account Recovery



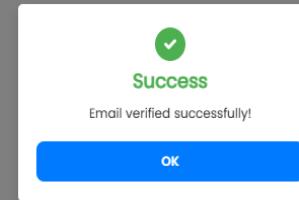
## Verify Email Address

Enter the 6-digit One-Time Password (OTP) sent to your email. Your security code shall be **XHGDQK**  
(Test OTP: 407408)



OTP\* 407408

Resend OTP in 00:31



## Reset Password



Your password must be at least 8 characters long and include at least one uppercase letter, one number, and one special character.

New Password \*

.....

Retype Password \*

.....



Submit

# SarawakPass - Account Recovery



## Option B: Resetting Your Password

1. Check your selected channel (SMS or Email) for the 6-digit OTP.
2. Input the code into the OTP field and click Submit.
3. You will be taken to the "Reset Password" screen.
4. Create New Password: Your new password must meet the following criteria:
  - At least 8 characters long.
  - Include at least one uppercase letter.
  - Include at least one number.
  - Include at least one special character.

# SarawakPass - Account Recovery



5. Enter the new password in the "New Password" field and then again in the "Retype Password" field.
6. Click Submit. A final pop-up will confirm: "Success: Password reset successful!" Click OK.



# SarawakPass

## Sign In



# SarawakPass - Sign in



**Welcome to SarawakPass**  
Formerly known as SarawakID  
Your Secure Digital Identity, Anytime, Anywhere

[SarawakPass App](#) [Password Login](#)

Scan with SarawakPass app to log in



QR code expires in 58 seconds.

[Register for SarawakPass](#)

[SarawakPass App](#) [Password Login](#)

[Login in with SarawakPass / MyKad No.](#)

[Next](#)

*Login to SarawakPass by using your existing SarawakID or MyKad No.*

[Recover SarawakPass](#)

[Register for SarawakPass](#)

# SarawakPass - Sign In

## SarawakPass Login Guide (Password Login Method)

### Phase 1: Identifying Your Account

1. On the main login page, click the "Password Login" tab.
2. Enter Credentials: In the provided field, enter either your SarawakPass Username or your MyKad No.
3. Click the Next button.



# SarawakPass - Sign In

The image displays three sequential screenshots of the SarawakPass app's sign-in interface, showing the progression from a basic login screen to a secure password entry screen.

**Screenshot 1: Initial Login Screen**

SarawakPass App [Password Login](#)

Login in with SarawakPass / MyKad No.

[Next](#)

*Login to SarawakPass by using your existing SarawakID or MyKad No.*

[Recover SarawakPass](#)

[Register for SarawakPass](#)

**Screenshot 2: Two-Step Verification Screen**

SarawakPass App [Password Login](#)

Welcome,

Is this your Secure Word?

**SarawakPay**

[No](#) [Yes](#)

[Recover SarawakPass](#)

[Register for SarawakPass](#)

**Screenshot 3: Final Password Entry Screen**

SarawakPass App [Password Login](#)

Welcome

**SarawakPay**

[Back](#) [Login](#)

[Recover SarawakPass](#)

[Register for SarawakPass](#)

# SarawakPass - Sign In

## Phase 2: Secure Word Verification

1. Secure Word Prompt: A confirmation screen will appear, displaying your account name (e.g., "Welcome, testing01") and a security question: "Is this your Secure Word?"
2. Check the displayed word against the secret Secure Word you set during registration (e.g., "SarawakPay").
3. If the displayed word is correct: Click the Yes button to proceed. If the displayed word is incorrect or unknown: You should use the "Recover SarawakPass" option below the login buttons to resolve account issues before proceeding.
4. You will be taken to the final login screen. Input your confidential Password into the dedicated field.
5. Click the Login button to access your SarawakPass account.



# **SarawakPass**

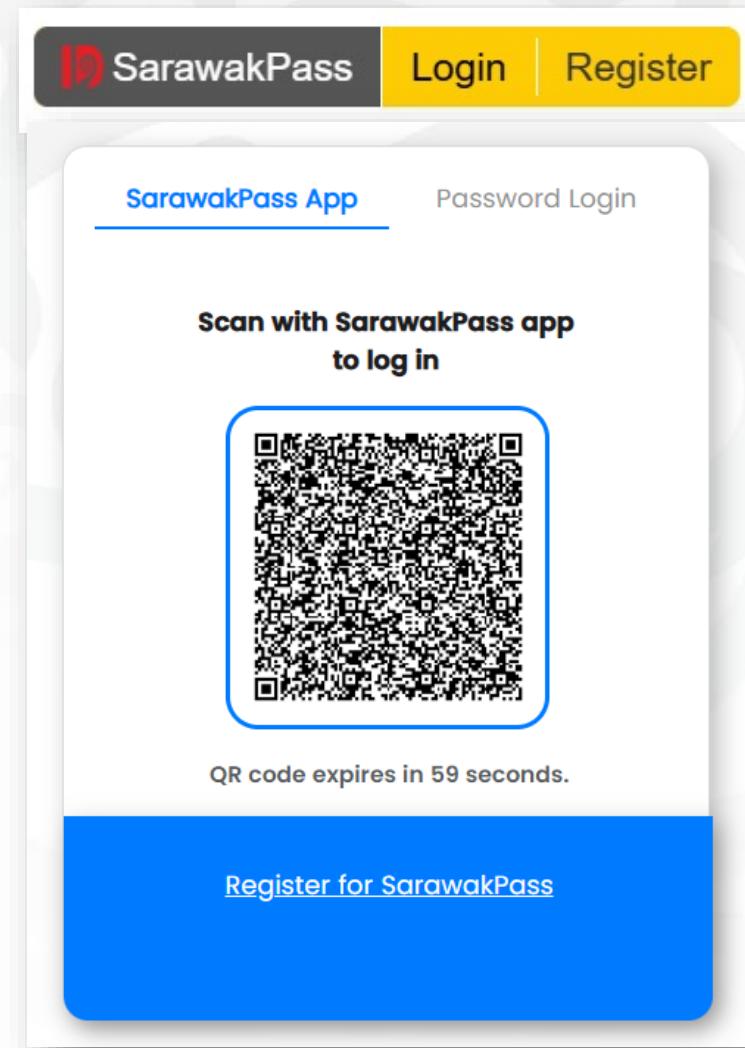
## **Sign-in with QR Code and Biometric Verification**

# Sign-in SarawakPass with QR Code



1. On the web portal or application that requires SarawakPass authentication, look for the login option labeled "SarawakPass App".
2. A unique, time-sensitive QR code will be displayed on the screen.

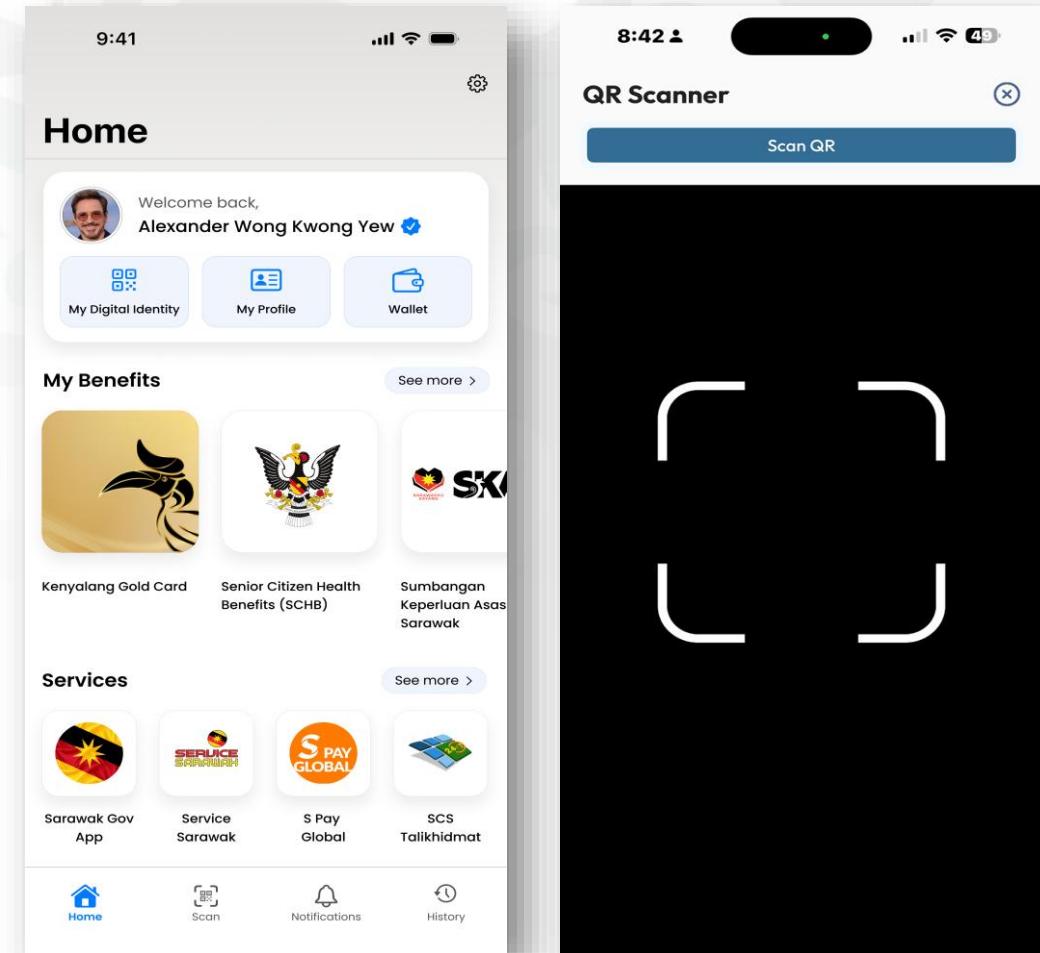
**Note:** This QR code usually has a short expiration time (e.g., 60 seconds) for security.



# Sign-in SarawakPass with QR Code



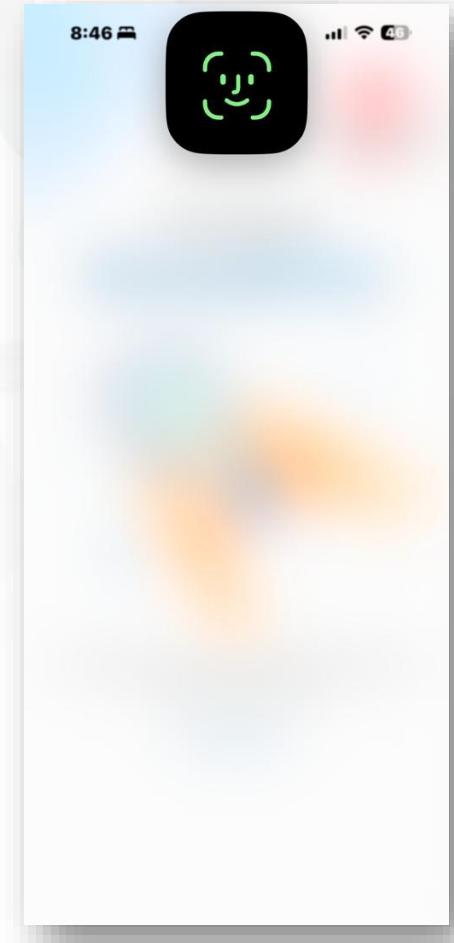
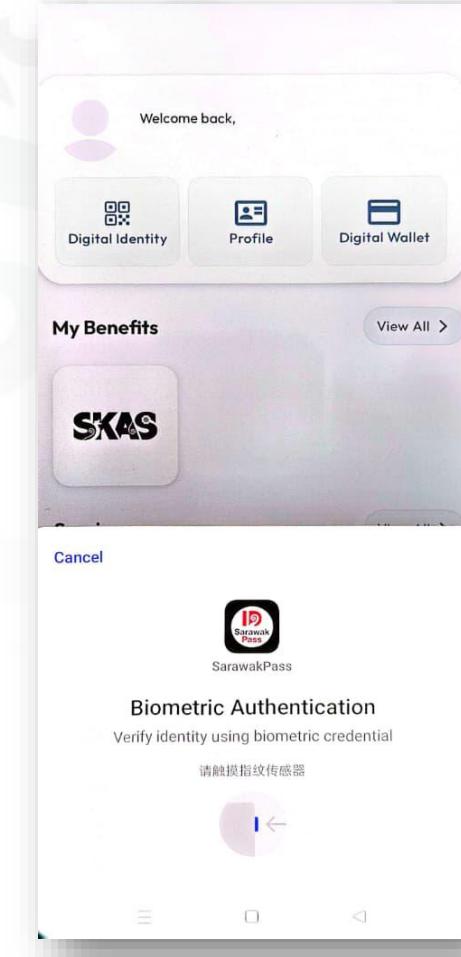
3. On your mobile device, open the SarawakPass app. You should already be logged into the app itself.
4. From the Home screen or the main navigation bar in the app, look for the Scanner Icon (next to the Home icon). Tap to open the QR Scanner.
5. Point your mobile device's camera at the QR code displayed on the web screen. The scanner will automatically recognize the code.



# Sign-in SarawakPass with QR Code



6. To confirm the login request, the app will prompt you to authenticate your identity. (e.g., Touch the fingerprint sensor or face verification).
7. Once the biometric authentication is successful on the app, the web portal or application will automatically refresh and you will be logged into the requested service without having to type in your username or password.





# **SarawakPass**

## **Corp Account**

### **Registration**

# SarawakPass - Corp Account Registration

## SarawakPass Corp Registration

1

SarawakID Login

2

Registration Form

3

Registration Complete

### Corporate Profile

This corporate is type of **\* **

Business  Non-Business

Corporate Name **\***

*The corporate name must follow exactly the name stated in the supporting document including dot [ . ]*

*example: Sdn. Bhd.*

Registration Number **\*** 

*example: FASD-243424*

# SarawakPass - Registration



## Corp Account Registration (Malaysian)

1. Go to <https://sarawakpass.sarawak.gov.my/SarawakID-Corporate/redirection/> and sign in with your SarawakPass account.
2. Choose the corporate type and complete the fields for the corporate name and registration number with corporate profile information.

# SarawakPass - Corp Account Registration

Contact Person Information

I'm the \*

Representative  Owner

Representative Information

Name \*

Contact \*

Email \*

Position

3. Within the contact person information section, opt for the representative or owner using the radio button, then input the email address, and choose the position from the dropdown list.

# SarawakPass - Corp Account Registration

4. Complete the owner's details and then click the Verify MyKad button.

Owner Information

Name *	Ali Bin Bakar	Contact *	0199999999
IC Type *	MyKad	IC Number *	911006131313
Email *	test@gmail.com	Position *	Owner

**Verify MyKad**

Owner Information

Name *	Ali Bin Bakar	Contact *	0199999999
IC Type *	MyKad	IC Number *	911006131313
Email *	test@gmail.com	Position *	Owner

**VERIFIED**

# SarawakPass - Corp Account Registration

5. Provide the corporate information and check the box if the correspondence address matches the provided information.

Corporate Information

Office Telephone Number \*

Corporate Registration Address \*

ABC Sdn Bhd

18, Jalan Api,

97000 Bintulu, Sarawak.

Postcode \*

City \*

State

Division

District

Check this box if your correspondence address is the same as your corporate address.

# SarawakPass - Corp Account Registration

6. Select the highlighted box to browse and upload the Corporate Registration Certificate and Letter of Consent for verification.

Supporting Documents for Verification

Corporate Registration Certificate \*



Drop Your File Here

Description

Letter Of Consent \* [Sample]



Drop Your File Here

Description

*Documents size should not be more than 10MB  
Allowed document type: PDF,DOC*

# SarawakPass - Corp Account Registration

## Email Verification

Corporate Email Address \*

**EMAIL VERIFICATION**

*You will be sent a verification email. If you have any problems receiving the email, you can change your email address and try again after the OTP expired.*

7. Input the Corporate Email Address, and then click the EMAIL VERIFICATION button to proceed.

# SarawakPass - Corp Account Registration

Email Verification

Corporate Email Address \*

*You will be sent a verification email. If you have any problems receiving the email, you can change your email address and try again after the OTP expired.*

Enter OTP \*

Security Code: YJAFAY	329209
-----------------------	--------

*The OTP has been sent to your email address. Please enter the OTP to verify your email. Your OTP will be expired after [ 223 ] seconds.*

**SUBMIT**

8. An OTP will be sent to corp email address. Enter the OTP number and click the SUBMIT button to continue.



# SarawakPass - Corp Account Registration

## Email Verification

Corporate Email Address \* i

EMAIL VERIFICATION

*An OTP will be sent to the email address entered for verification purpose.*

SUBMIT

9. Click on SUBMIT button to proceed.

# SarawakPass - Corp Account Registration

10. A pop-up containing the Terms & Conditions will appear. Click on the I AGREE button to proceed with the submission of the registration form.

Terms & Conditions

**Terms and Conditions**

The Terms and Conditions hereunder govern your access to the (name of platform) Platform and the use of the Services, as defined hereunder. By accessing the Platform and/or using the Services, you as the User, agree to be bound by the following Terms and Conditions. If you do not agree with these Terms and Conditions provided herein, please do not access and/or use this Service.

Online Services and other third parties may require separate applications and may have their own Terms and Conditions.

Please ensure that you read and understand these Terms and Conditions. Do not register for a SarawakID account if at any time you disagree with any of the Terms and Conditions herein. Your registration and

**CANCEL REGISTRATION** **I AGREE**

# SarawakPass - Corp Account Registration

## SarawakPass Corp Registration

1  
SarawakID Login

2  
Registration Form

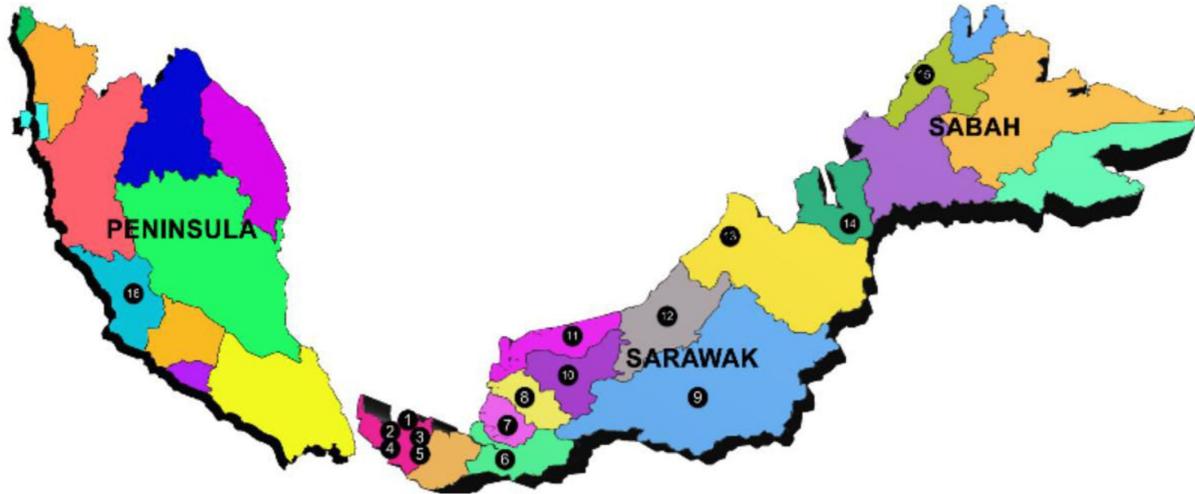
3  
Registration Complete

Congratulations! You have completed SarawakPass Corp registration. Our team will verify your SarawakPass Corp Registration within 24 hours.

DONE

11. The registration form has been filled out and submitted for verification. An email notification will be sent to your registered email address once your SarawakID Corporate registration has been verified and approved.

**1 SAINS Head Office**  
 Tel: (60) 82-668668  
 Fax: (60) 82-668669  
 Lot 250, Block 250, Kuching-Samarahan  
 Expressway, 93010 Samarahan, Sarawak,  
 Malaysia.



**2 SAINS Contact Centre**  
 Tel : 1300-88-7246  
 Fax: (60) 82-442522  
 Email : contactcentre@sains.com.my  
 Website: <http://callcentre.sains.com.my>

**3 SAINS Petra Jaya Office**  
 Tel : (60) 82-512333  
 Fax: (60) 82-512330  
 Sublot 9&10 of 2<sup>nd</sup> Flr, Medan Hamizan Jln Tun  
 Datuk Ya'kub Petra Jaya, 93050 Kuching  
 Sarawak, Malaysia.

**5 SAINS CityOne Office (CT1)**  
 Tel : (06) 82-266266  
 Fax: (06) 82-266255  
 LG 12, Lower Ground Floor, Mall 2, CityOne  
 Megamall, Jalan Song, 93350 Kuching, Sarawak

**7 SAINS Betong**  
 Tel: (60) 83-472 811  
 Fax: (60) 83-472 811  
 Lot 611, 1st Floor, Jln Ah Wee, Betong Town  
 District, 95700 Betong

**9 SAINS Kapit**  
 Tel: (60) 84-789 040  
 Lot 2141, 1st Floor, Shop Lot 35, Jln. Bleteh,  
 96800 Kapit, Sarawak

**SAINS Mukah**  
**11** Tel: (60) 84-872 987  
 Fax: (60) 84-873 987  
 Tingkat Bawah, Bangunan Pejabat Daerah  
 Mukah, Jln. Kubu 1, 96400 Mukah, Sarawak.

**13 SAINS Miri**  
 Tel: (60) 85-431  
 Fax: (60) 85-431 213 /426 117  
 A-3A-31B, Miri Time Square, Marina Parkcity,  
 98000 Miri, Sarawak

**15 SAINS Kota Kinabalu**  
 Tel: (60) 88 - 746879  
 Lot 2, Block F, 1st Floor, Lintas Jaya Uptownship,  
 Jalan Lintas Kepayan Highway, 88300 Kota  
 Kinabalu, Sabah

**4 SAINS EcoMall Training Centre**  
 Tel: (60) 82-447602  
 Fax: (60) 82-447602  
 Unit No.MF-1,Mezzanine Flr, EcoMall, Lot 13967,  
 Section 65, KTLD, Jln Semariang, 93050 Kuching  
 Sarawak, Malaysia.

**6 SAINS Sri Aman**  
 Tel: (60) 83 - 324 423  
 Fax: (60) 83 - 324 423  
 Pejabat Residen Sri Aman, Jln Abang Aing,  
 95000, Sri Aman

**8 SAINS Sarikei**  
 Tel: (60) 84 - 658 793  
 Fax: (60) 84 - 651 132  
 1st Floor, Sublot 3, Lot 1799, Block 36 No. 5,  
 Lorong Mutiara 2, Jln Bersatu, 96100 Sarikei

**10 SAINS Sibu**  
 Tel: (60)16 306 7246  
 1st & 2nd Floor, No 8, Lorong Intan 6B, 96000  
 Sibu, Sarawak.

**12 SAINS Bintulu**  
 Tel: (60) 86-314518 / 314519  
 Lot 37, Level 5, Ibraco Town Square,  
 Jalan Tun Ahmad Zaidi, 97000 Bintulu, Sarawak

**14 SAINS Limbang**  
 Tel : (60) 85 - 211 488  
 Fax: (60) 85 - 211 488  
 Bangunan Limbang Plaza, Tingkat 4 (LDC Office),  
 98700 Limbang, Sarawak.

**16 Silicon Communication Sdn.Bhd. (SELANGOR)**  
 Tel: (60) 3-8945 8648  
 Fax: (60) 3-8943 1648  
 9-2, 2nd Floor, Jalan Prima Tropika Barat 2,  
 Taman Prima Tropika, 43300 Seri Kembanga,  
 Selangor Darul Ehsan



## SARAWAK INFORMATION SYSTEMS SDN BHD

### Head Office:

Tel: (06) 82-668668  
Fax: (06) 82-668669

Lot 250, Block 250, Kuching-Samarahan Expressway,  
93010 Samarahan, Sarawak, Malaysia

### SAINS Contact Centre

Tel : 1300-88-7246  
Fax: (60) 82-442522  
Email: [contactcentre@sains.com.my](mailto:contactcentre@sains.com.my)  
Website: <http://callcentre.sains.com.my>

### SAINS EcoMall Training Centre

Tel : (60) 82-447602  
Fax: (60) 82-447602  
Email: [training@sains.com.my](mailto:training@sains.com.my)  
Unit No.MF-1, Mezzanine Flr, EcoMall,  
Lot 13967, Section 65, KTLD, Jln Semariang,  
93050 Kuching, Sarawak, Malaysia.

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