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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.

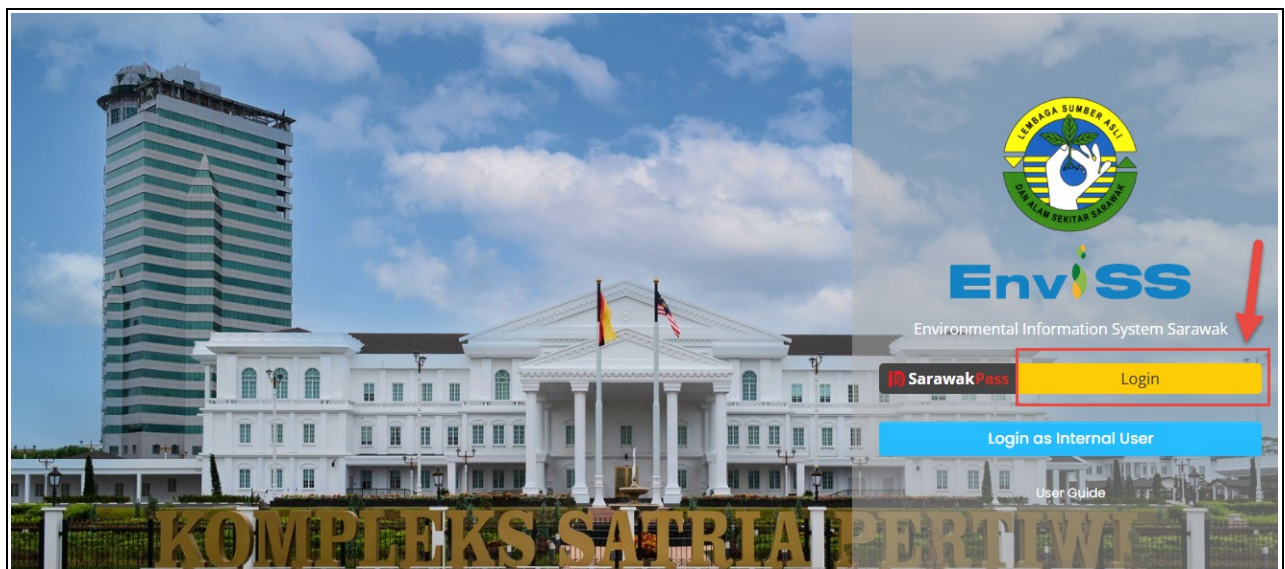


Figure : 1

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

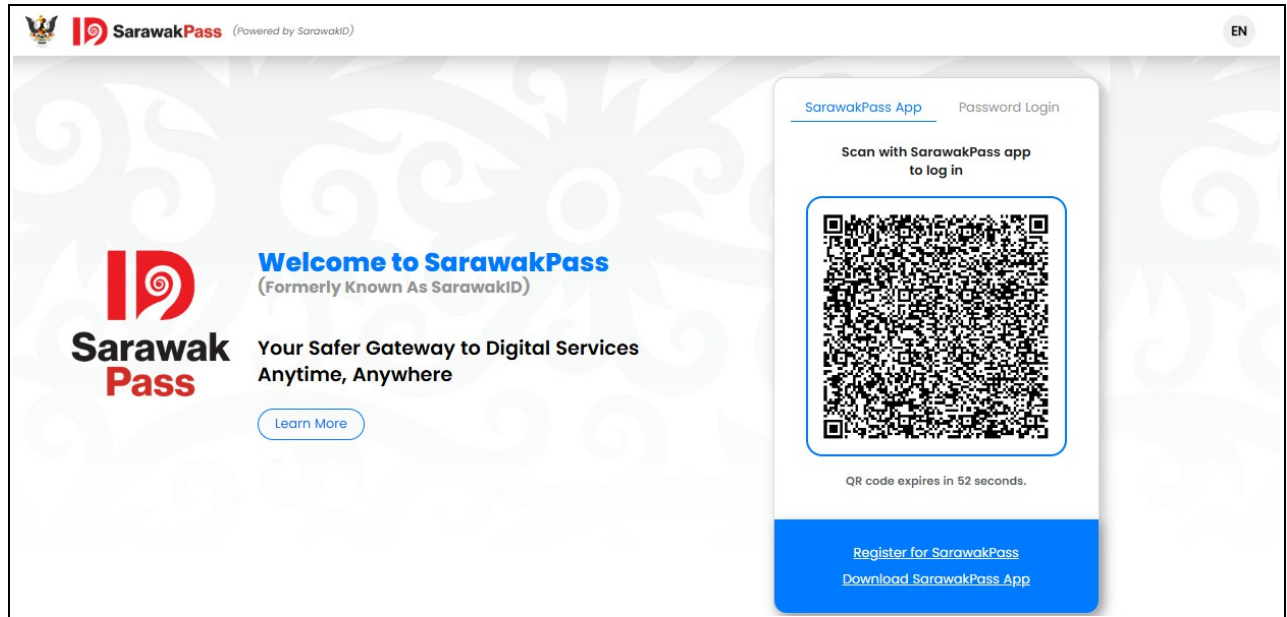


Figure : 2

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

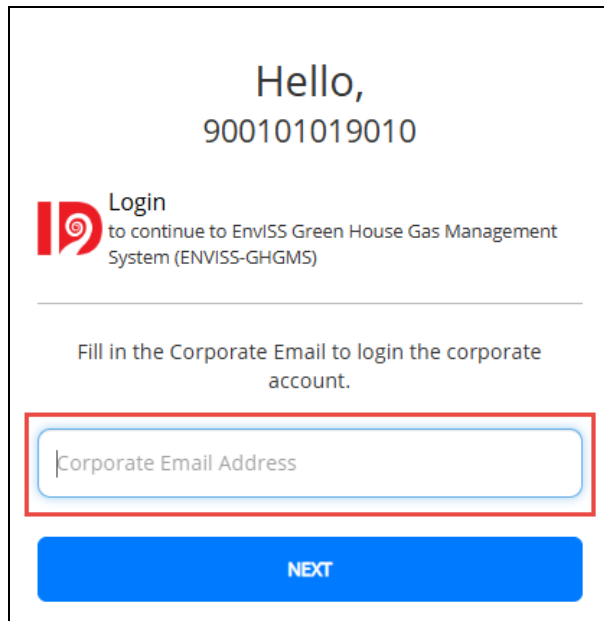
The image shows a login form for a corporate account. At the top, it says "Hello, 900101019010". Below this is a login icon and the text "Login to continue to EnvISS Green House Gas Management System (ENVISS-GHGMS)". A horizontal line separates this from the next section, which says "Fill in the Corporate Email to login the corporate account." Below this is a text input field labeled "Corporate Email Address" with a red border. At the bottom is a blue button labeled "NEXT".

Figure : 3

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

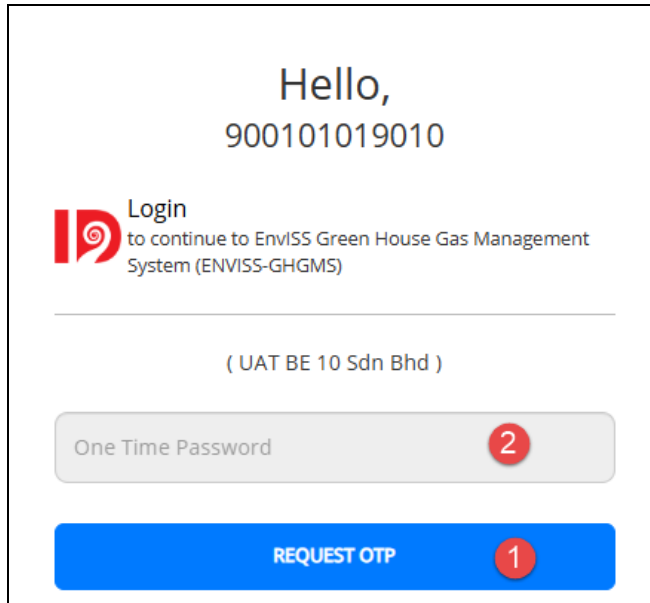


Figure 4 is a screenshot of the EnvISS login interface. At the top, it says "Hello, 900101019010". Below this is a red login icon and the text "Login to continue to EnvISS Green House Gas Management System (ENVISS-GHGMS)". A horizontal line separates this from the user information "( UAT BE 10 Sdn Bhd )". Below the user information is a grey input field labeled "One Time Password" with a red circle containing the number "2" to its right. At the bottom is a blue button labeled "REQUEST OTP" with a red circle containing the number "1" to its right.

Figure : 4

6. The following screen will appear upon successful login.



**EnvISS**  
Environmental Information System (Sains)

**EnvISS Signup**

Progress: 1 (Company Details) — 2 (Company Administrator)

**Company Details**

ROC No. TR-2024-24

Name Trainee 24 Sdn. Bhd.

Type

☐ Private Limited Company ☐ Public Limited Company

☐ Foreign Registered Company ☐ Sole Proprietorship

☐ Partnership

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.

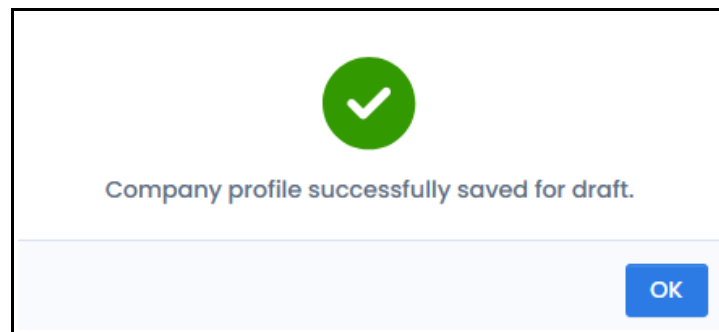


Figure : 6

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

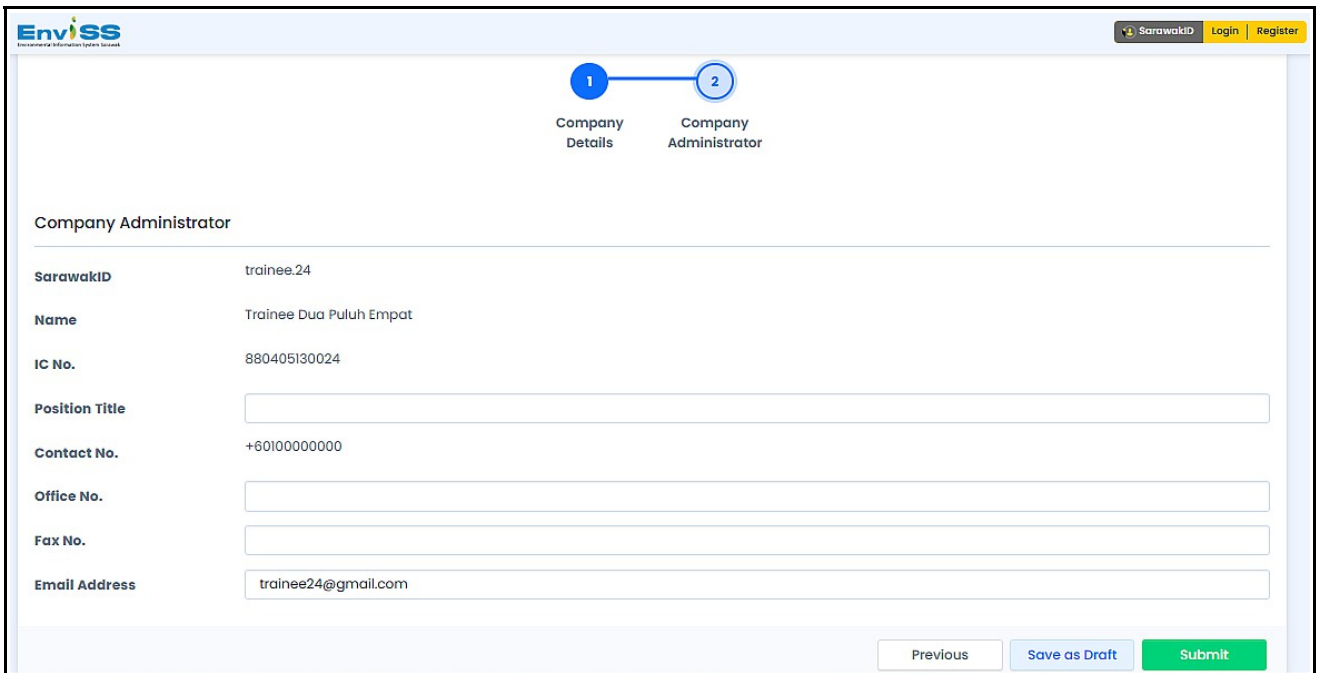
A screenshot of the "Company Administrator" form in the EnvISS system. The form is part of a two-step process, with "Company Details" as step 1 and "Company Administrator" as step 2. The form contains several fields: "SarawakID" (trainee.24), "Name" (Trainee Dua Puluh Empat), "IC No." (880405130024), "Position Title" (empty), "Contact No." (+60100000000), "Office No." (empty), "Fax No." (empty), and "Email Address" (trainee24@gmail.com). At the bottom right, there are three buttons: "Previous" (disabled), "Save as Draft" (disabled), and "Submit" (active). The EnvISS logo is in the top left corner, and "SarawakID Login Register" is in the top right corner.

Figure : 7

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

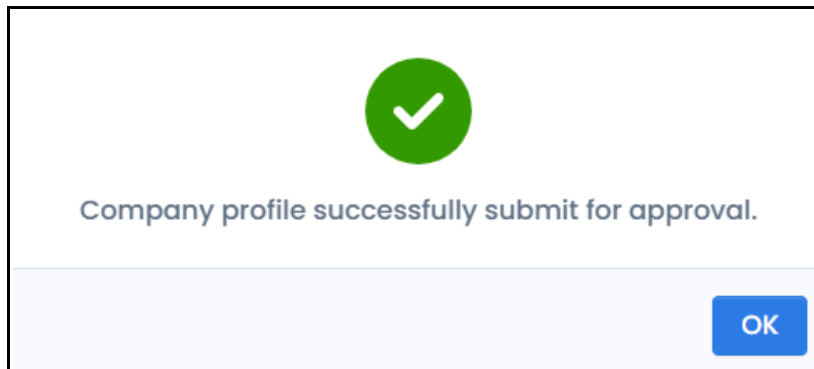


Figure : 8

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

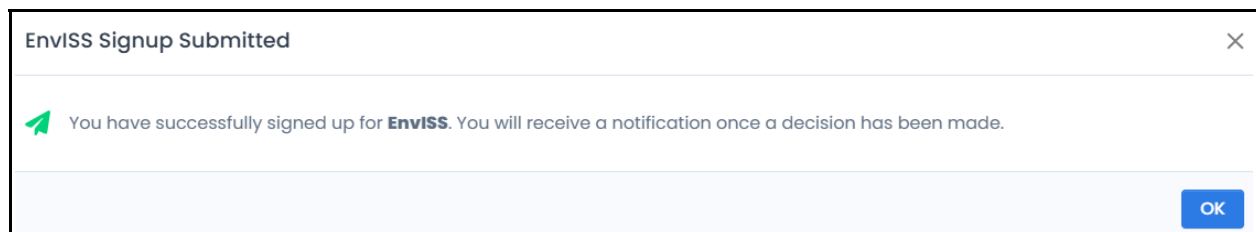


Figure : 9

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

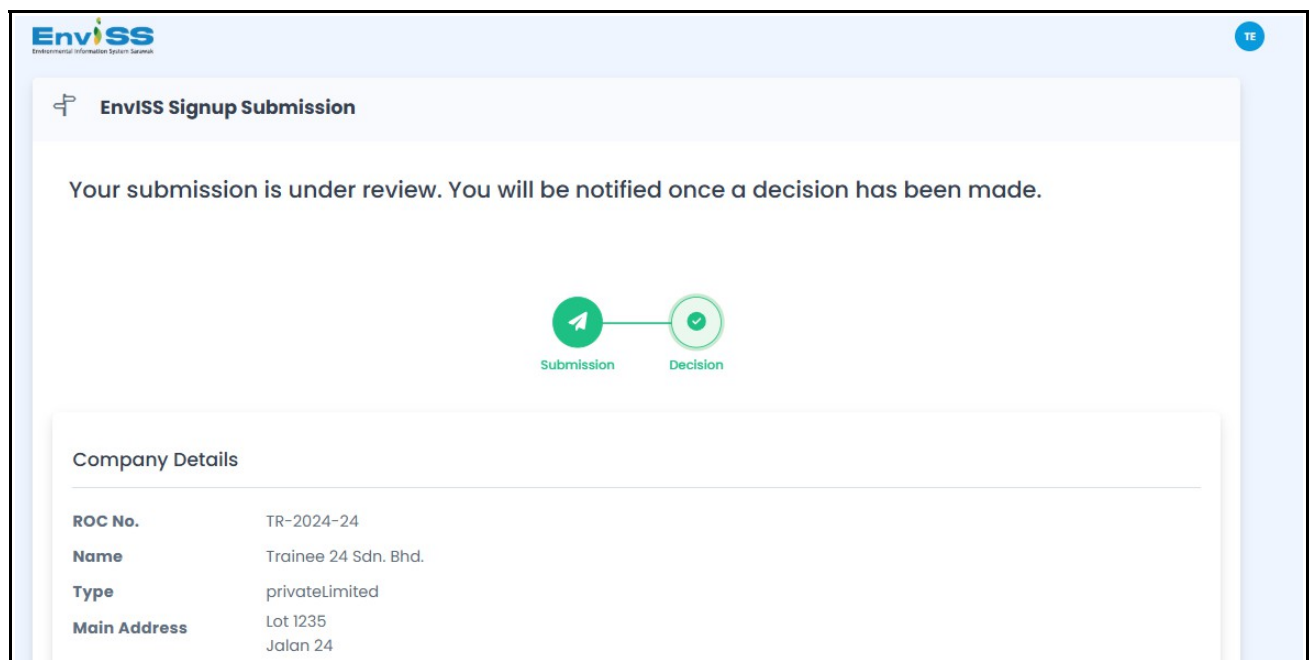


Figure : 10

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

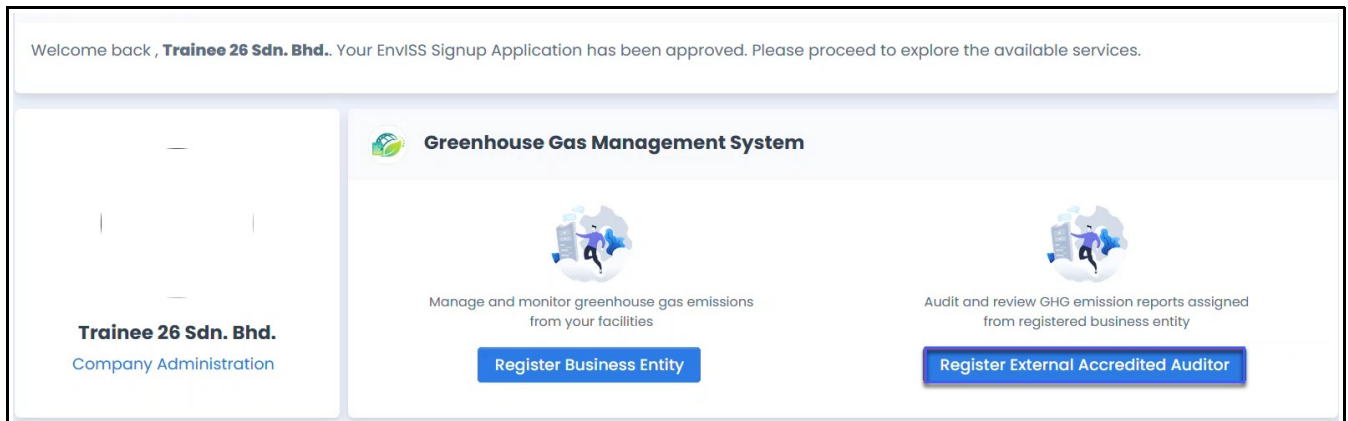


Figure : 11

**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.

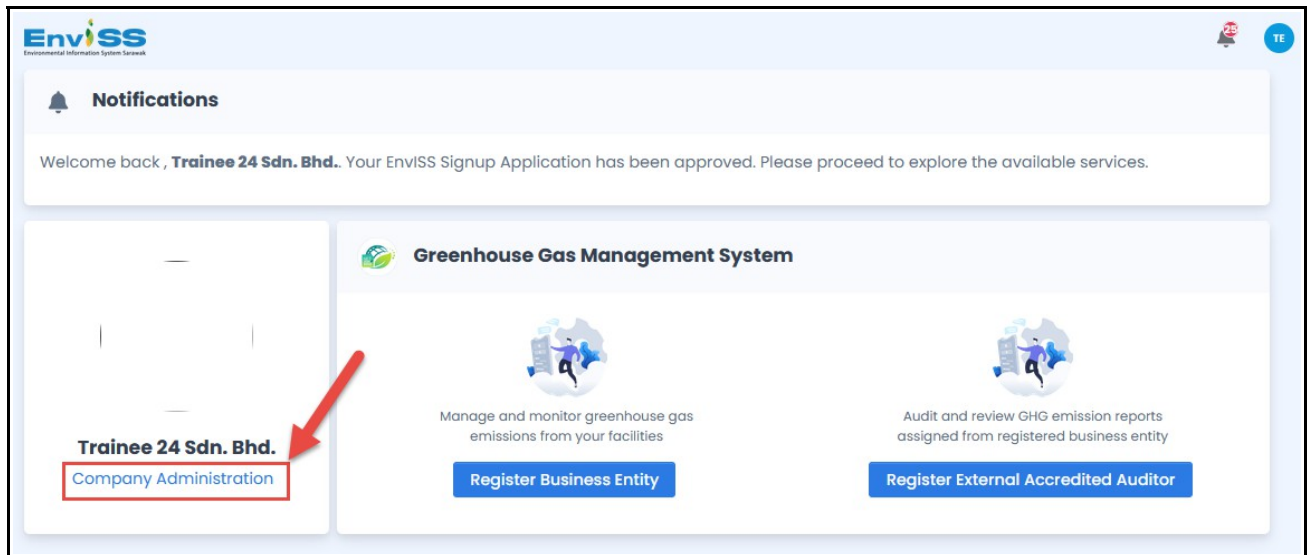
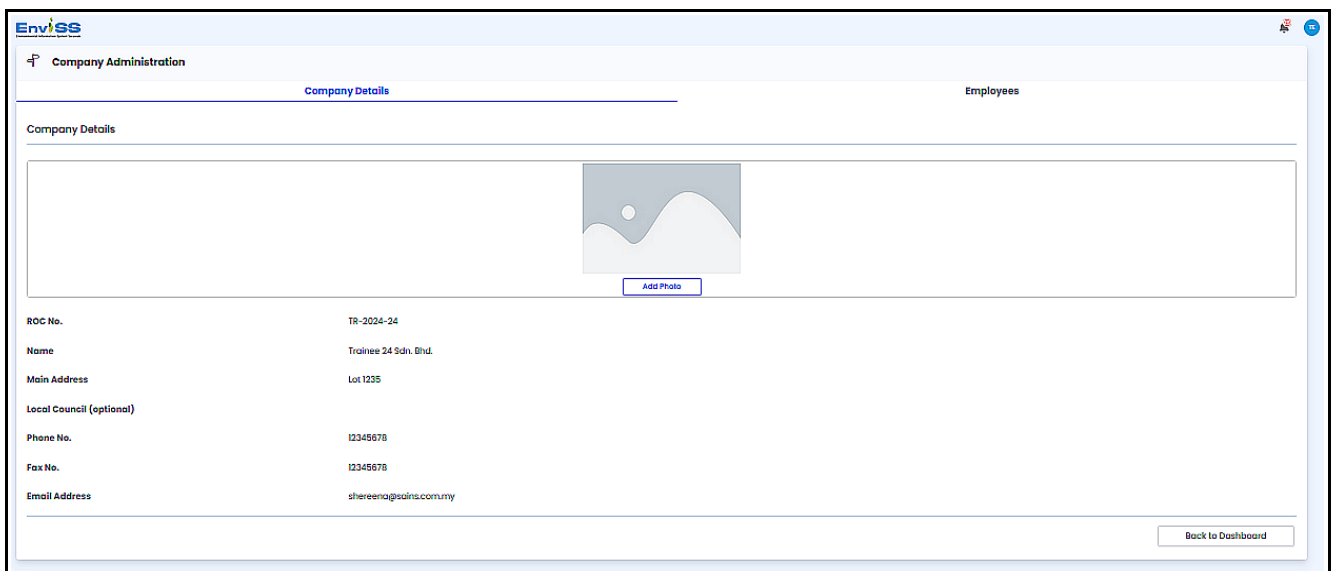


Figure : 12

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



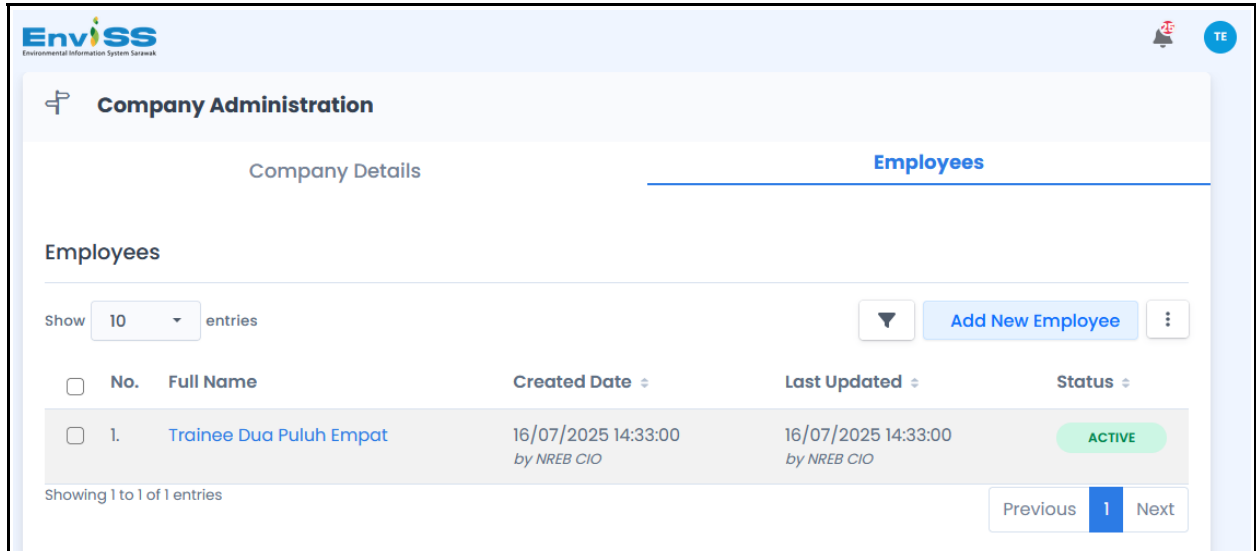
ROC No.	TR-2024-24
Name	Trainee 24 Sdn. Bhd.
Main Address	Lot 1235
Local Council (optional)	
Phone No.	12345678
Fax No.	12345678
Email Address	shereena@sains.com.my

[Back to Dashboard](#)

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.



The screenshot shows the 'Company Administration' page with the 'Employees' tab selected. The page displays a table of employees with the following data:

No.	Full Name	Created Date	Last Updated	Status
1.	<a href="#">Trainee Dua Puluh Empat</a>	16/07/2025 14:33:00 <i>by NREB CIO</i>	16/07/2025 14:33:00 <i>by NREB CIO</i>	ACTIVE

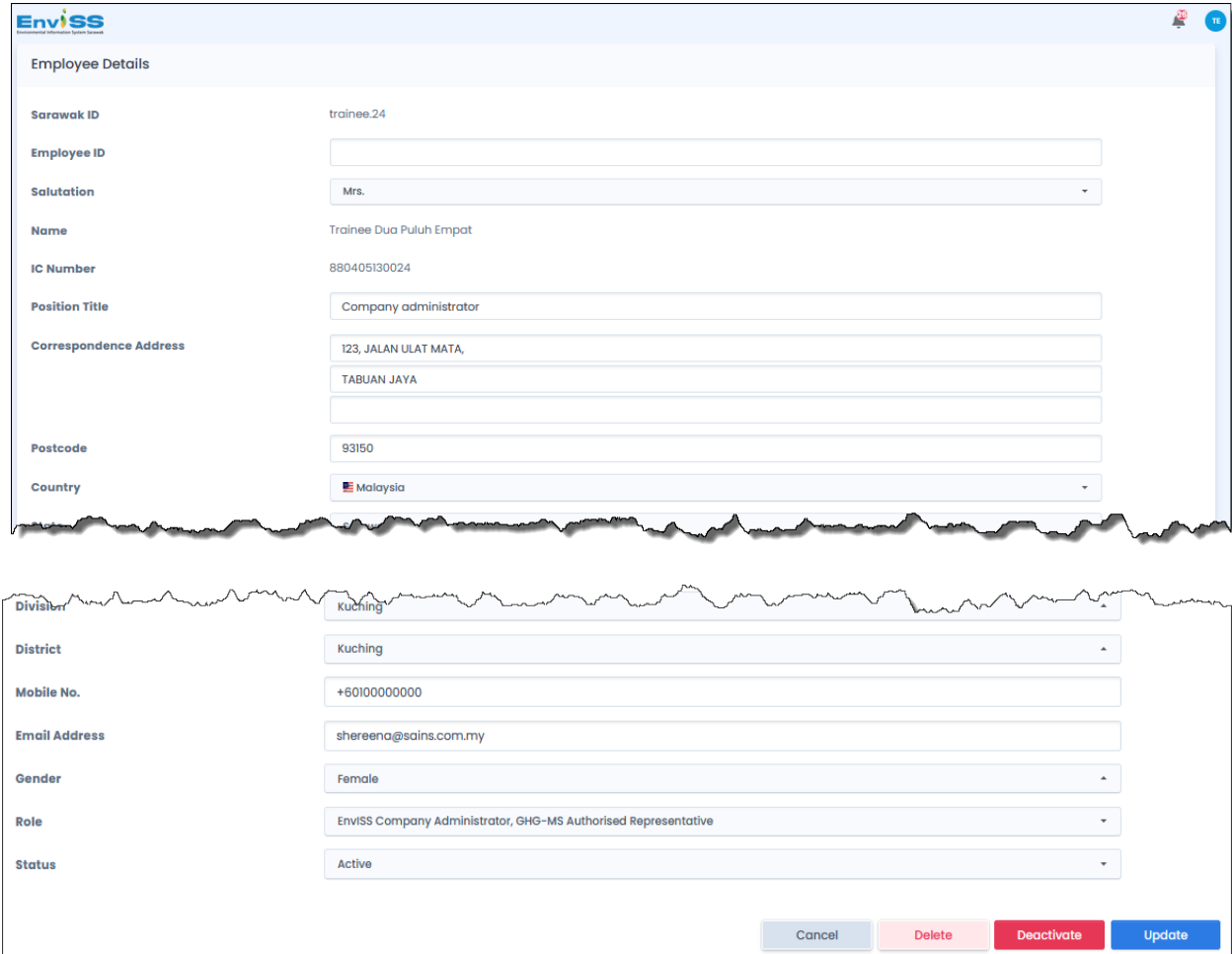
Showing 1 to 1 of 1 entries

Navigation: Previous | 1 | Next

Buttons: Add New Employee, Filter icon, More options icon

Figure : 14

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



The screenshot shows the 'Employee Details' form in the EnvISS system. The form is divided into two sections. The top section contains fields for Sarawak ID (trainee.24), Employee ID (empty), Salutation (Mrs.), Name (Trainee Dua Puluh Empat), IC Number (880405130024), Position Title (Company administrator), Correspondence Address (123, JALAN ULAT MATA, TABUAN JAYA), Postcode (93150), and Country (Malaysia). The bottom section contains fields for Division (Kuching), District (Kuching), Mobile No. (+60100000000), Email Address (shereena@sains.com.my), Gender (Female), Role (EnvISS Company Administrator, GHG-MS Authorised Representative), and Status (Active). At the bottom right, there are four buttons: Cancel, Delete, Deactivate, and Update.

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

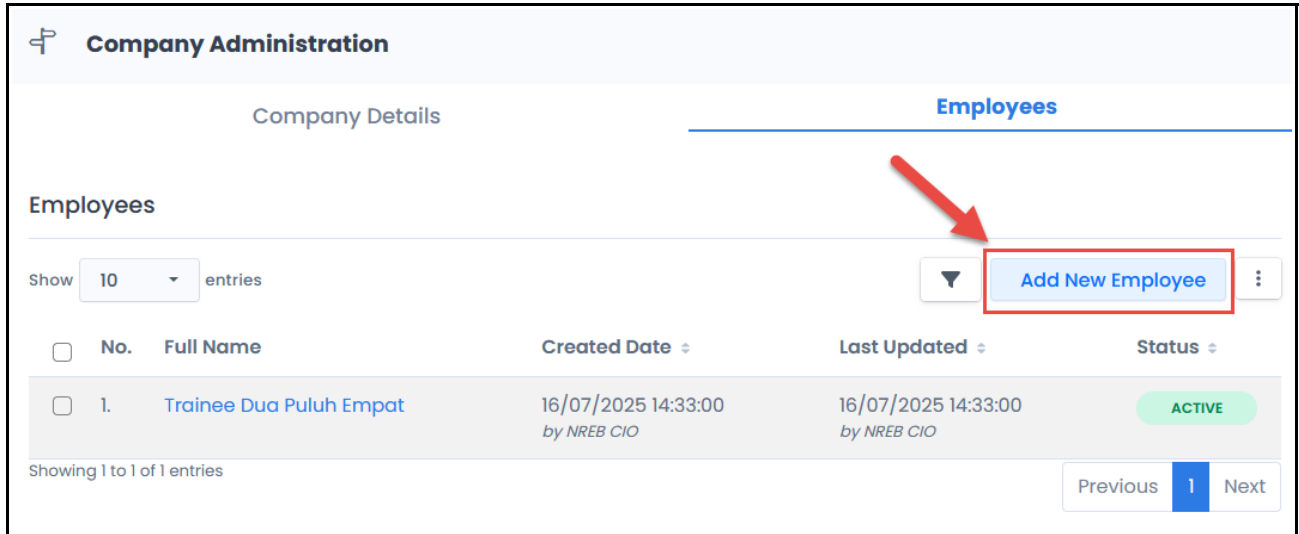
Buttons: Cancel, Delete, Deactivate, Update

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**

Company Details **Employees**

**Employees**

Show 10 entries

☐ **No.** **Full Name** **Created Date** **Last Updated** **Status**

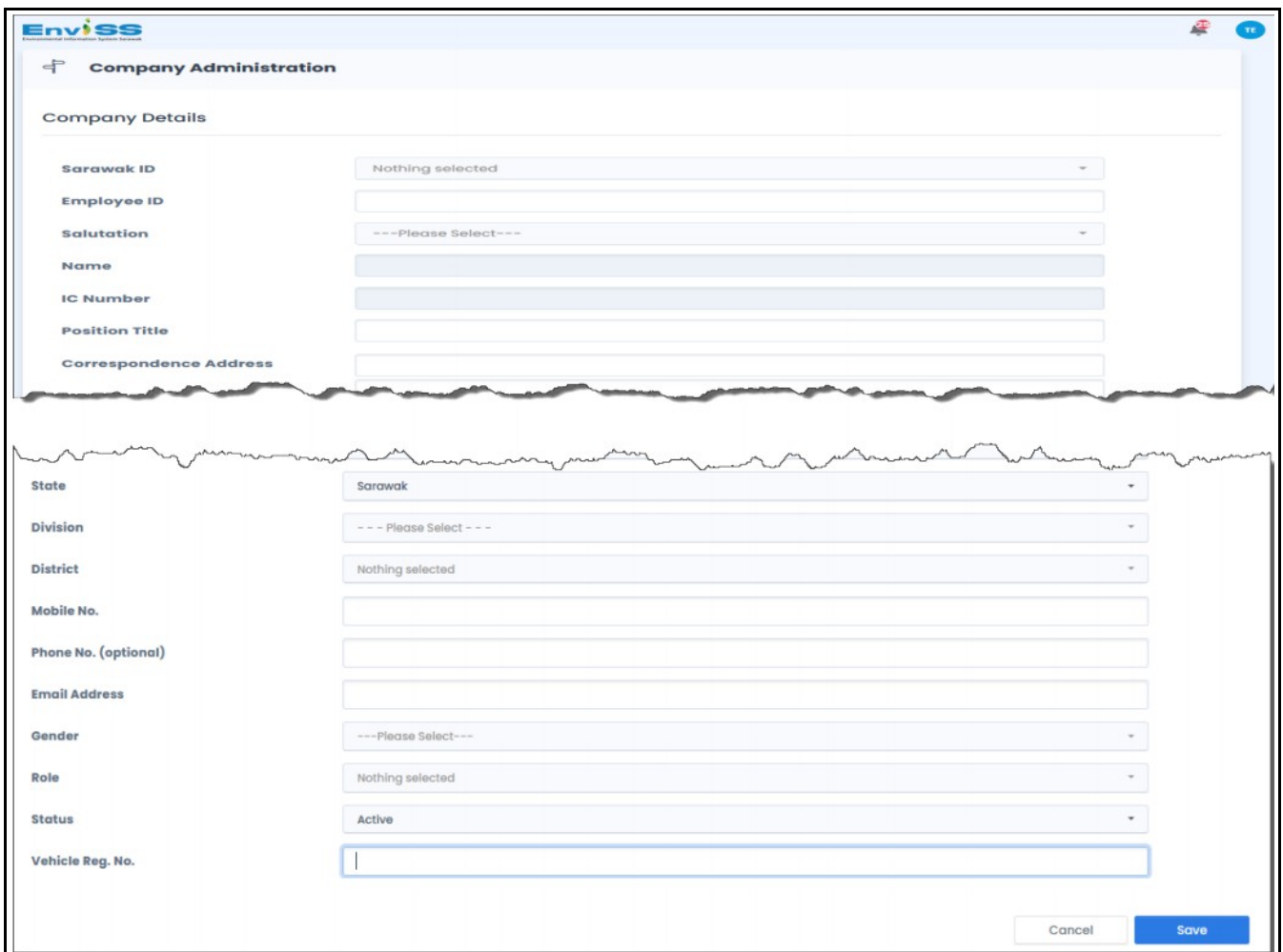
<input type="checkbox"/>	1.	Trainee Dua Puluh Empat	16/07/2025 14:33:00 by NREB CIO	16/07/2025 14:33:00 by NREB CIO	ACTIVE
--------------------------	----	-------------------------	------------------------------------	------------------------------------	--------

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 displays the 'Company Administration' interface within the EnvISS system. The form is titled 'Company Details' and is divided into two main sections. The top section contains fields for 'Sarawak ID' (a dropdown menu currently showing 'Nothing selected'), 'Employee ID' (a text input field), 'Salutation' (a dropdown menu showing '--- Please Select ---'), 'Name' (a text input field), 'IC Number' (a text input field), 'Position Title' (a text input field), and 'Correspondence Address' (a text input field). The bottom section contains fields for 'State' (a dropdown menu showing 'Sarawak'), 'Division' (a dropdown menu showing '--- Please Select ---'), 'District' (a dropdown menu showing 'Nothing selected'), 'Mobile No.' (a text input field), 'Phone No. (optional)' (a text input field), 'Email Address' (a text input field), 'Gender' (a dropdown menu showing '--- Please Select ---'), 'Role' (a dropdown menu showing 'Nothing selected'), 'Status' (a dropdown menu showing 'Active'), and 'Vehicle Reg. No.' (a text input field). At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

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.

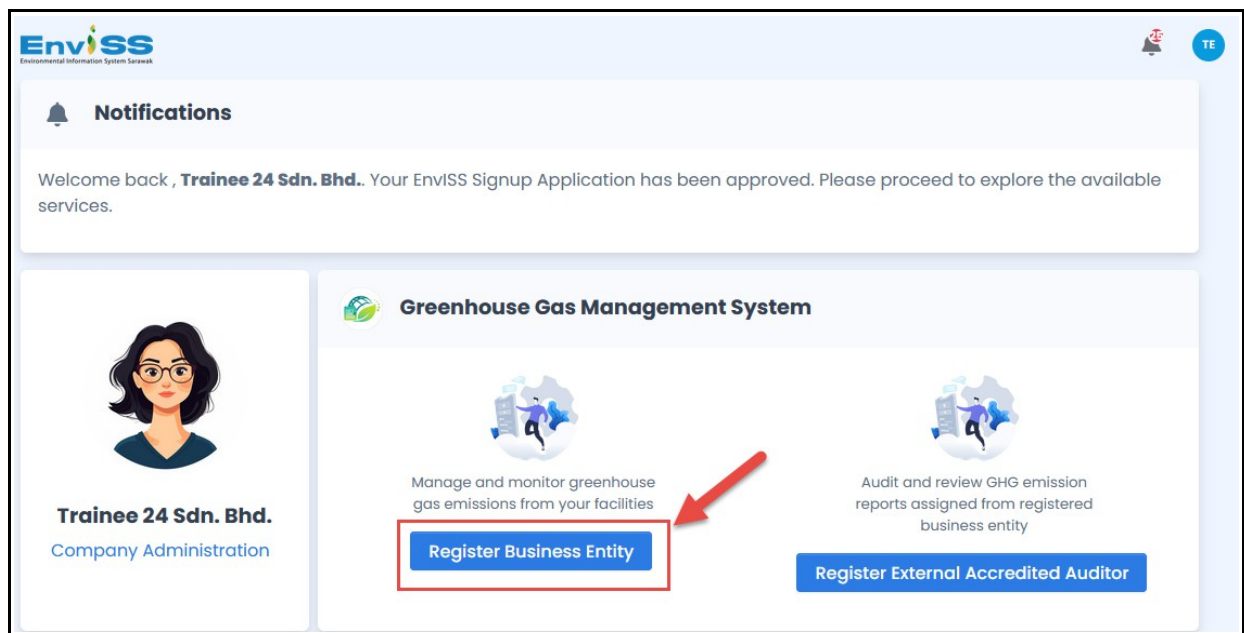
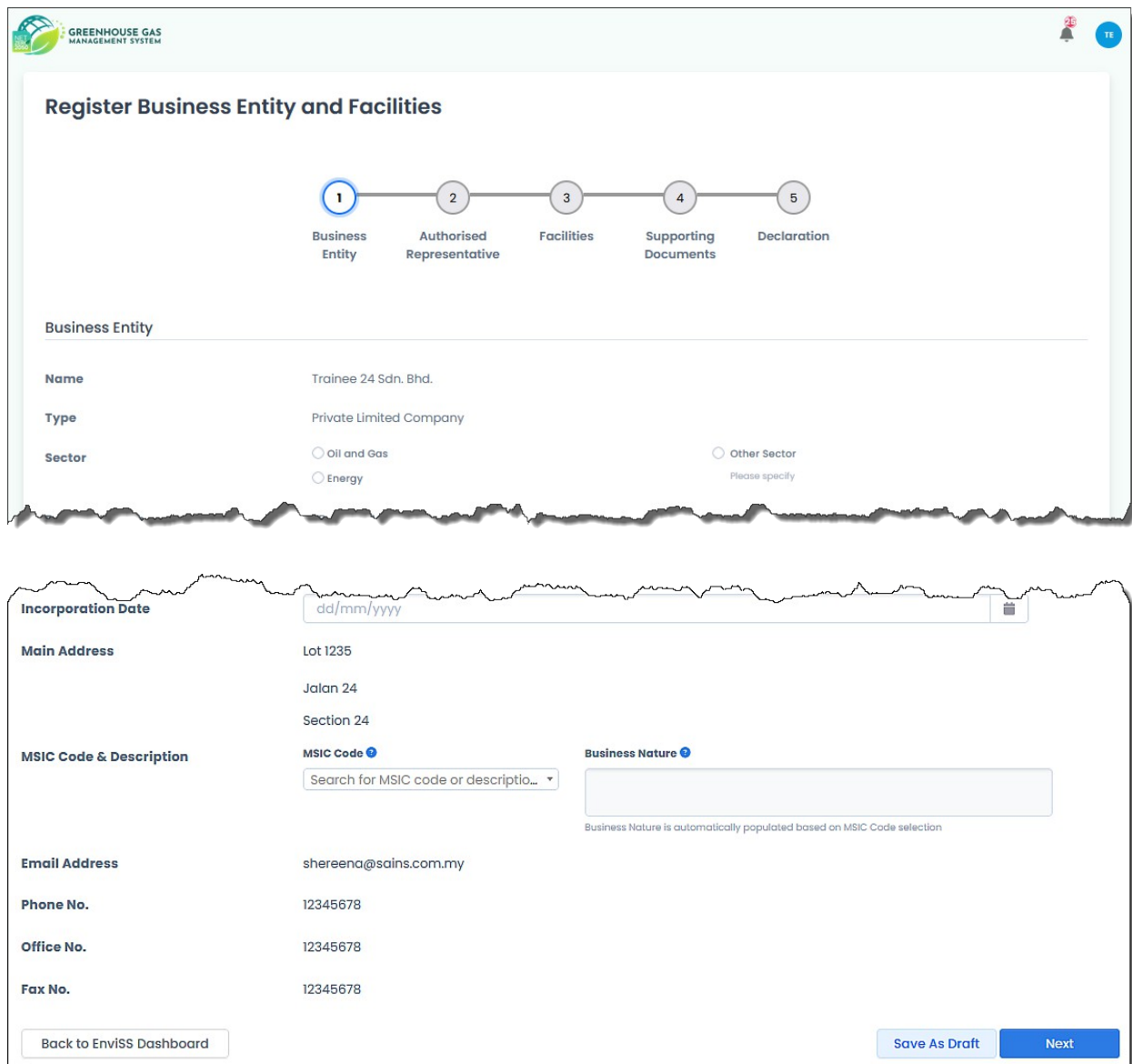


Figure : 18

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



**Register Business Entity and Facilities**

1 Business Entity 2 Authorised Representative 3 Facilities 4 Supporting Documents 5 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

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

**Phone No.** 12345678

**Office No.** 12345678

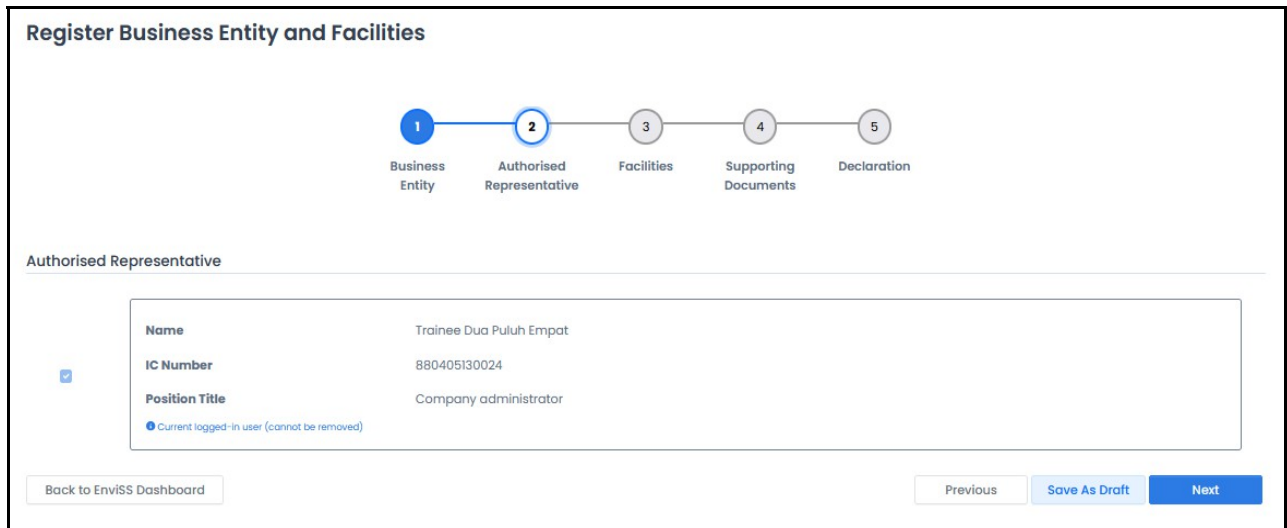
**Fax No.** 12345678

[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.



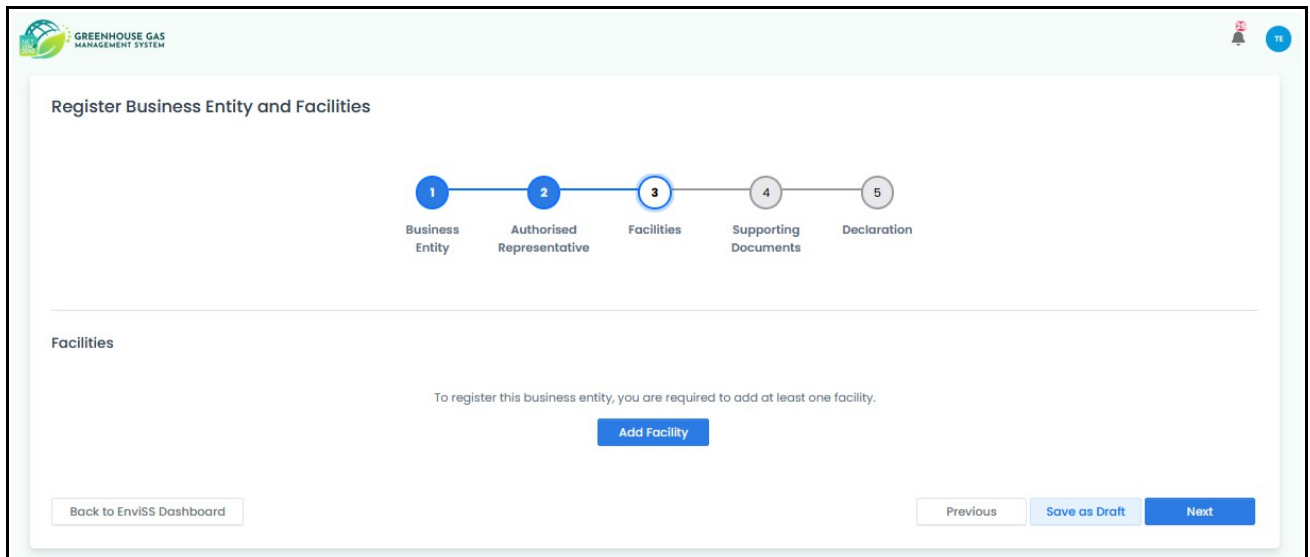
The screenshot shows the 'Register Business Entity and Facilities' process at step 2, 'Authorised Representative'. A progress bar at the top indicates five steps: 1. Business Entity, 2. Authorised Representative (current), 3. Facilities, 4. Supporting Documents, and 5. Declaration. Below the progress bar, the form is titled 'Authorised Representative'. It contains a table with the following information:

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

At the bottom of the form, there are three buttons: 'Back to EnvISS Dashboard', 'Previous', 'Save As Draft', and '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.

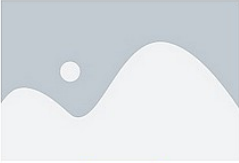


The screenshot shows the 'Register Business Entity and Facilities' process at step 3, 'Facilities'. The progress bar at the top now highlights step 3. The form is titled 'Facilities'. It contains a message: 'To register this business entity, you are required to add at least one facility.' Below this message is a blue button labeled 'Add Facility'. At the bottom of the form, there are three buttons: 'Back to EnvISS Dashboard', 'Previous', 'Save as Draft', and '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

Facility Name

Facility Operating Name

Facility Mode

☐ Pre-Production
 ☐ Production

Description of Business Activity

Facility Location

☒ Onshore
 ☐ Offshore

Address

Optional

Optional

Postcode \*

Numbers only

State \*

-- Select State --

Division \*

-- Select Division --

District \*

-- Select District --

Coordinates

Latitude (Y-coordinate)

e.g. 3.140853

Longitude (X-coordinate)

e.g. 101.693207

Enter coordinates in decimal degrees (DD)

Close

Save

Figure : 22



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

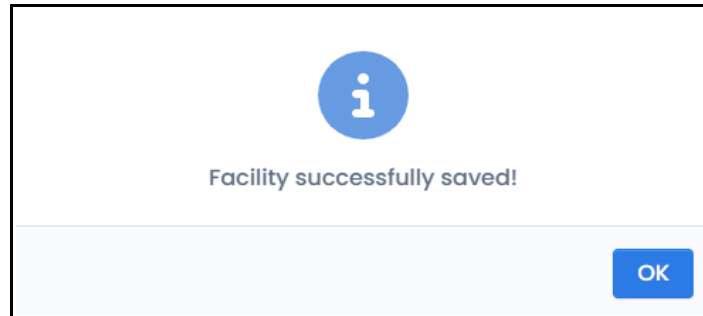


Figure : 23

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.

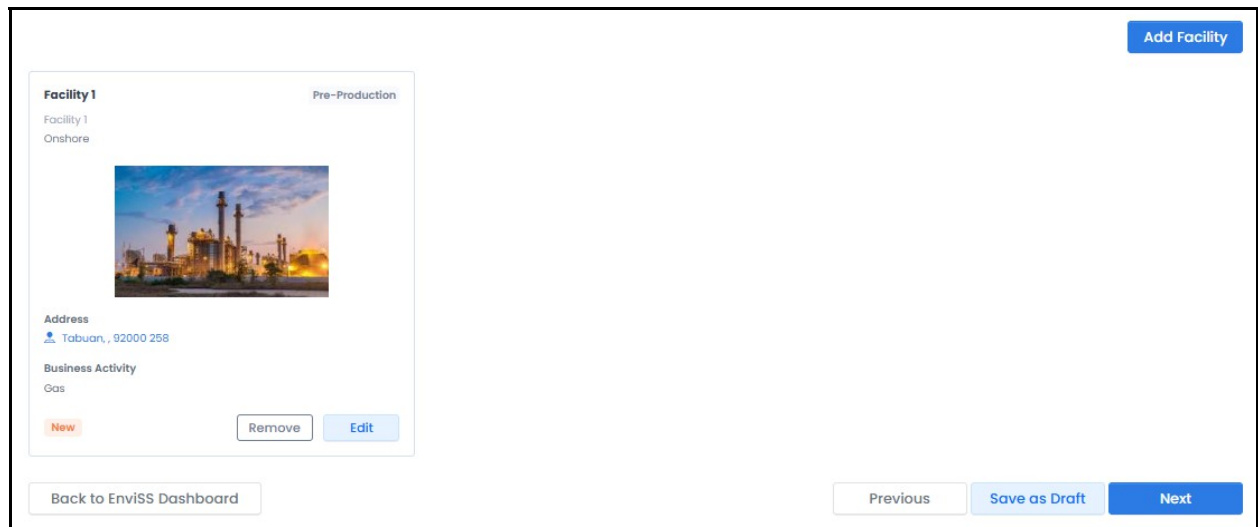


Figure : 24

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

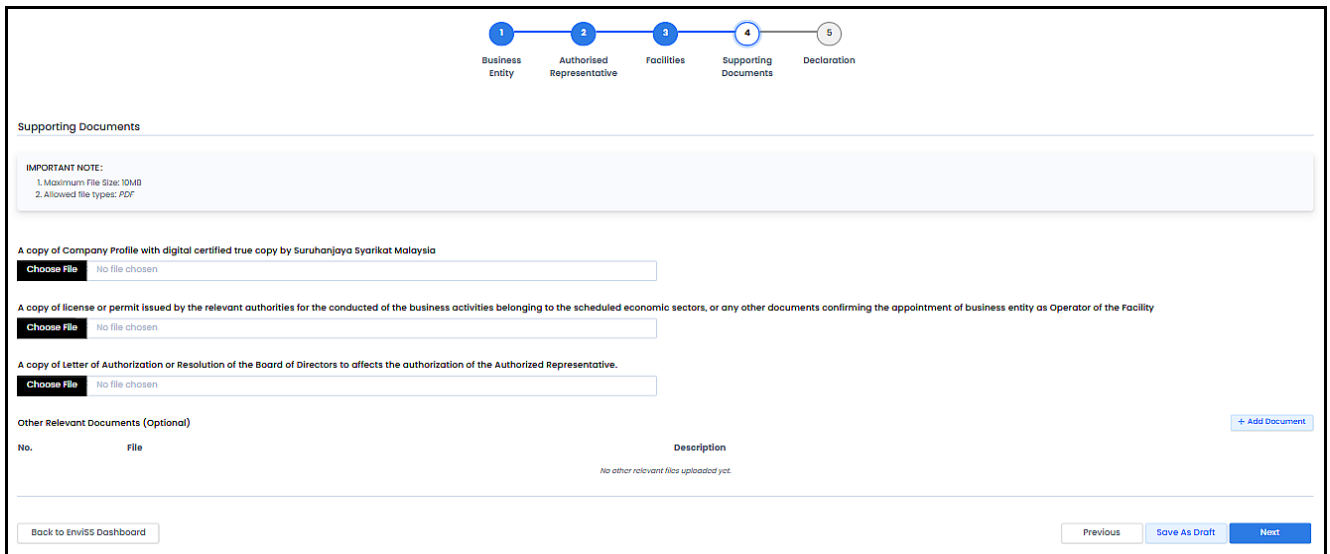


Figure : 25

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.

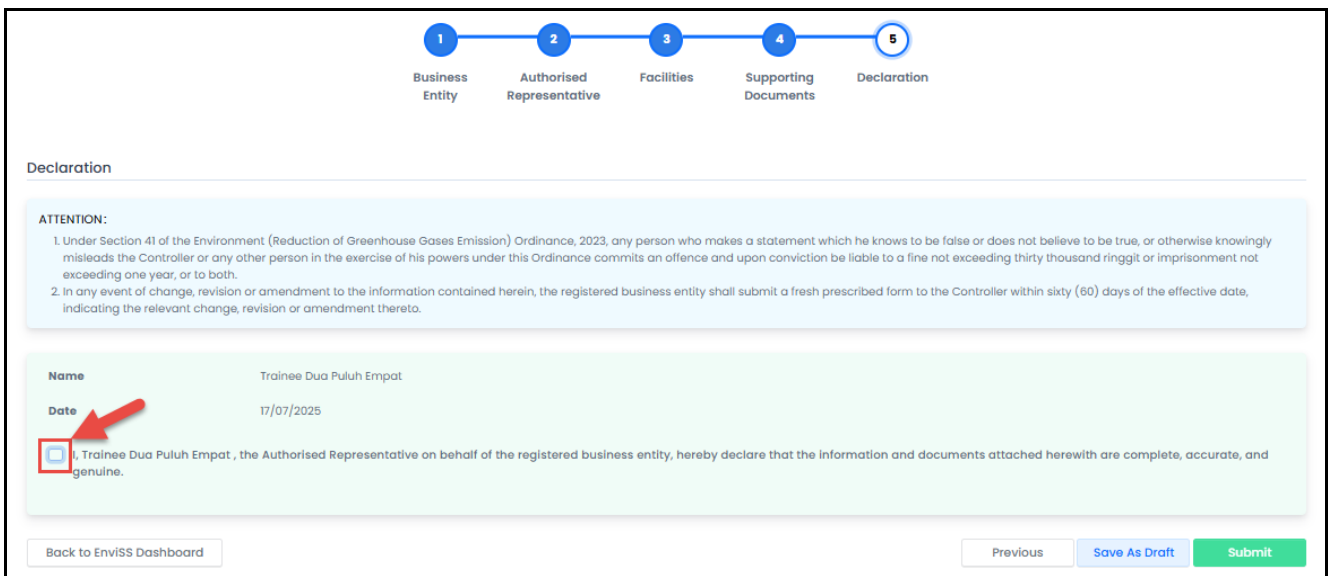


Figure : 26

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.

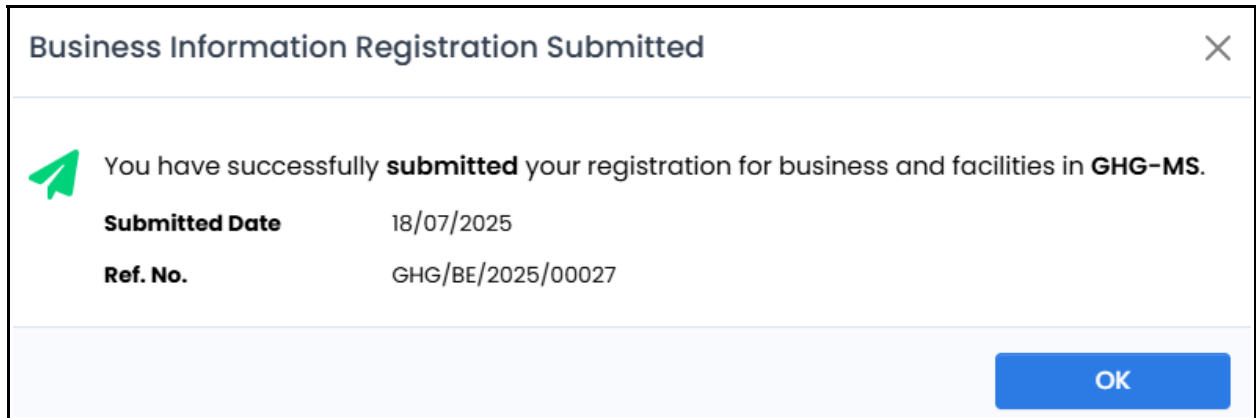


Figure : 27

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

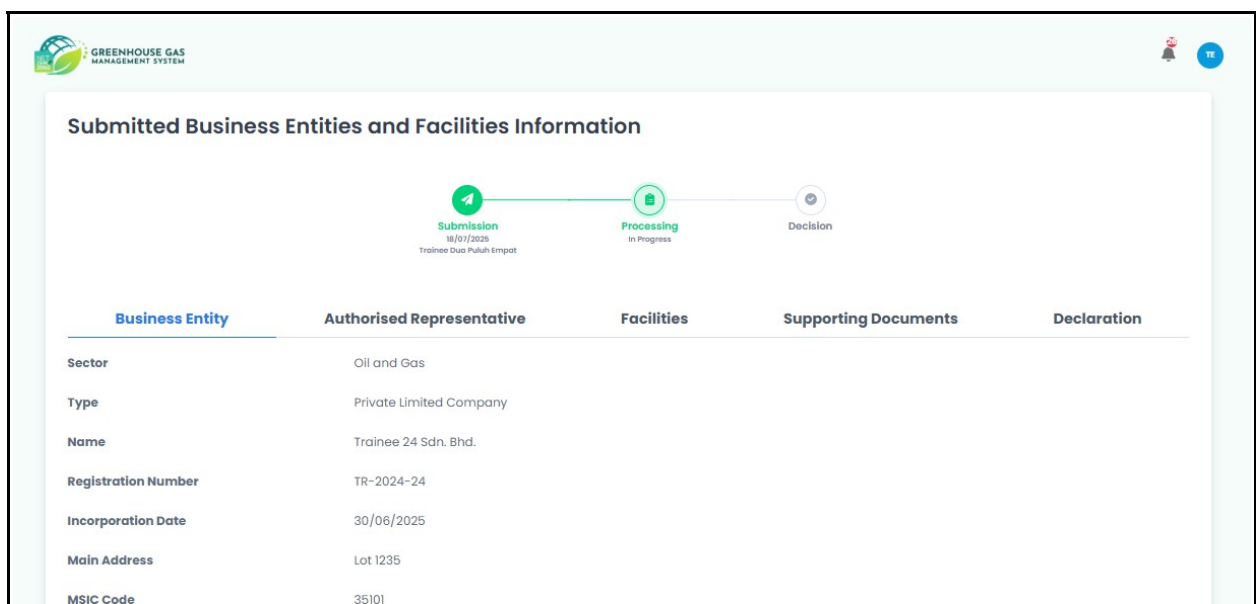


Figure : 28

**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.

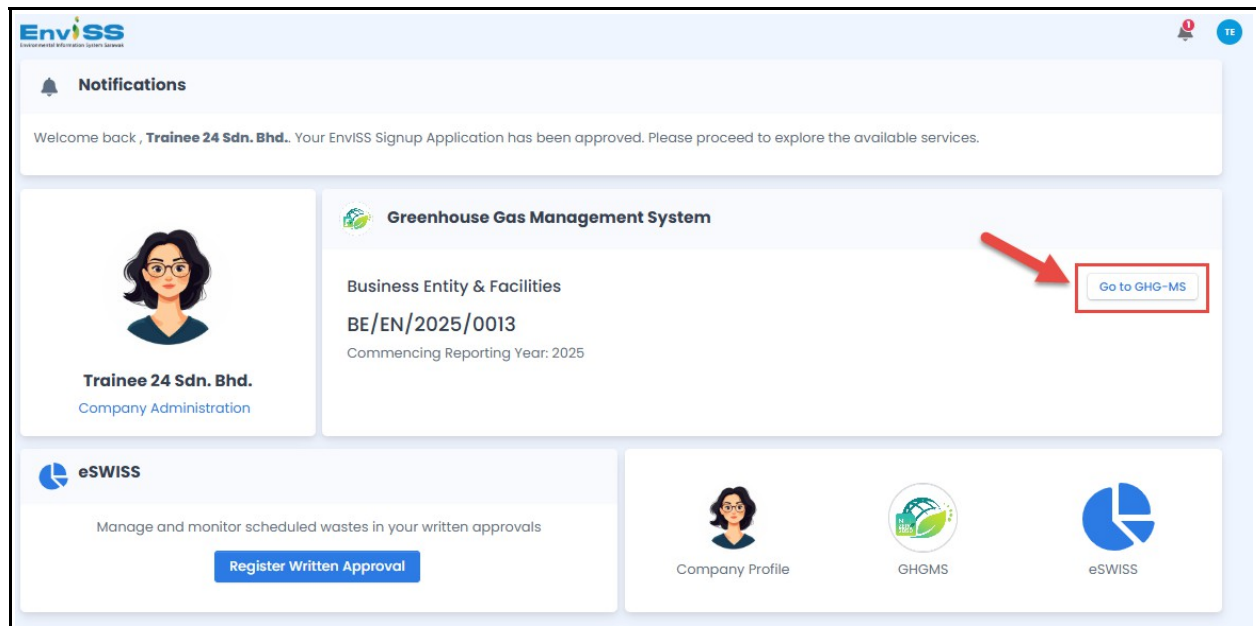


Figure : 29

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

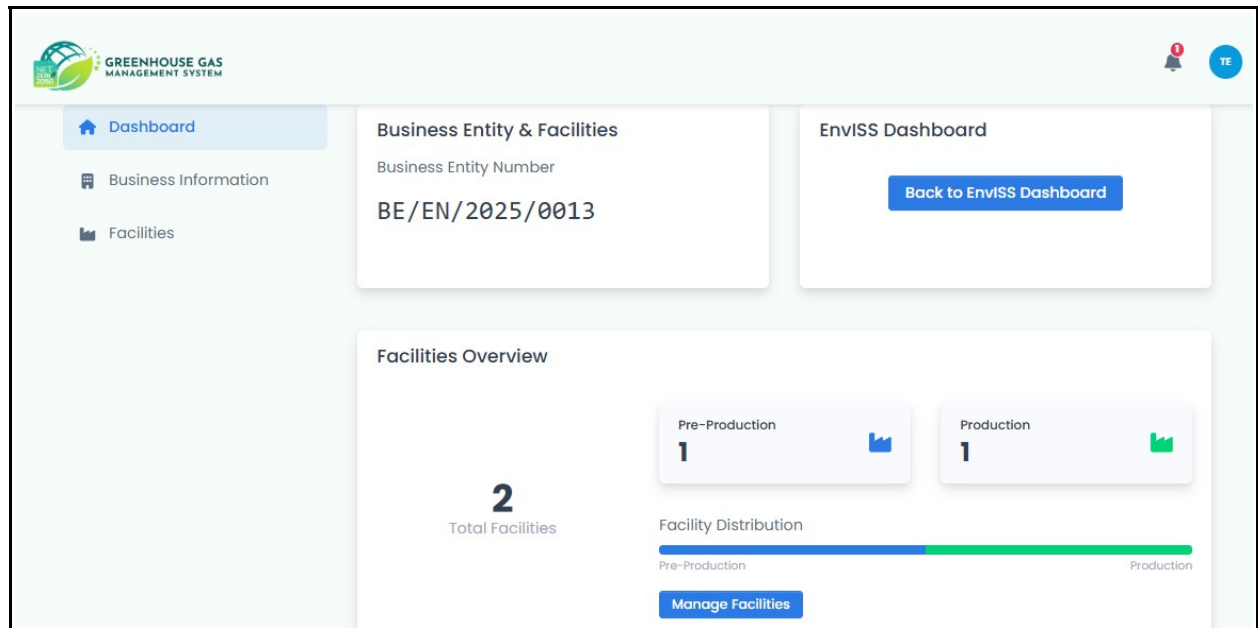


Figure : 30

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

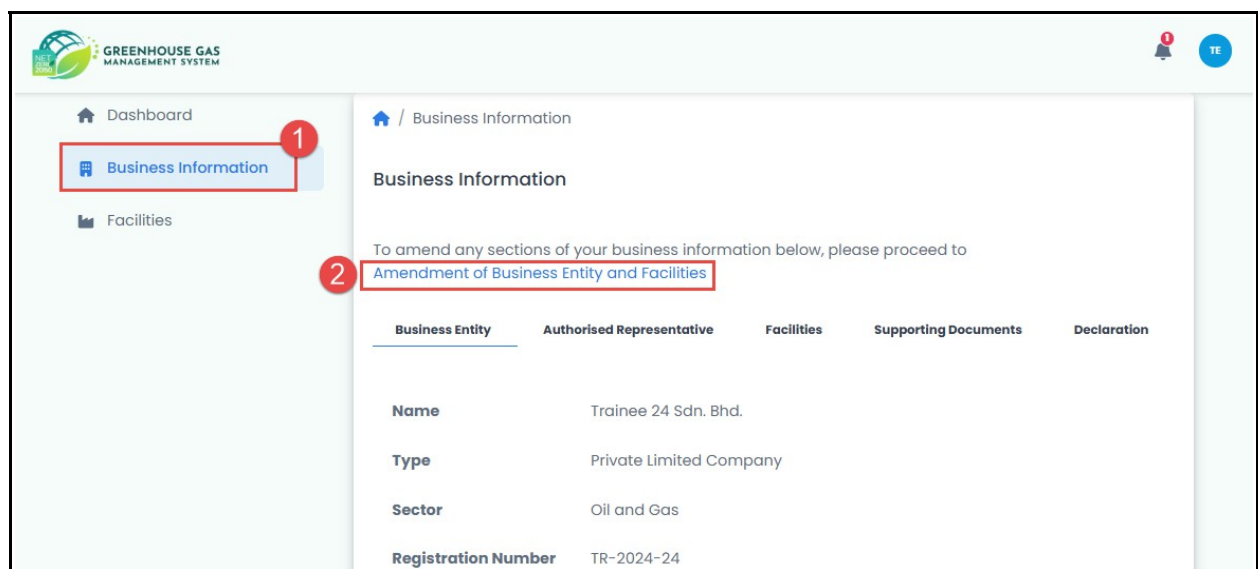



Figure : 31

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.

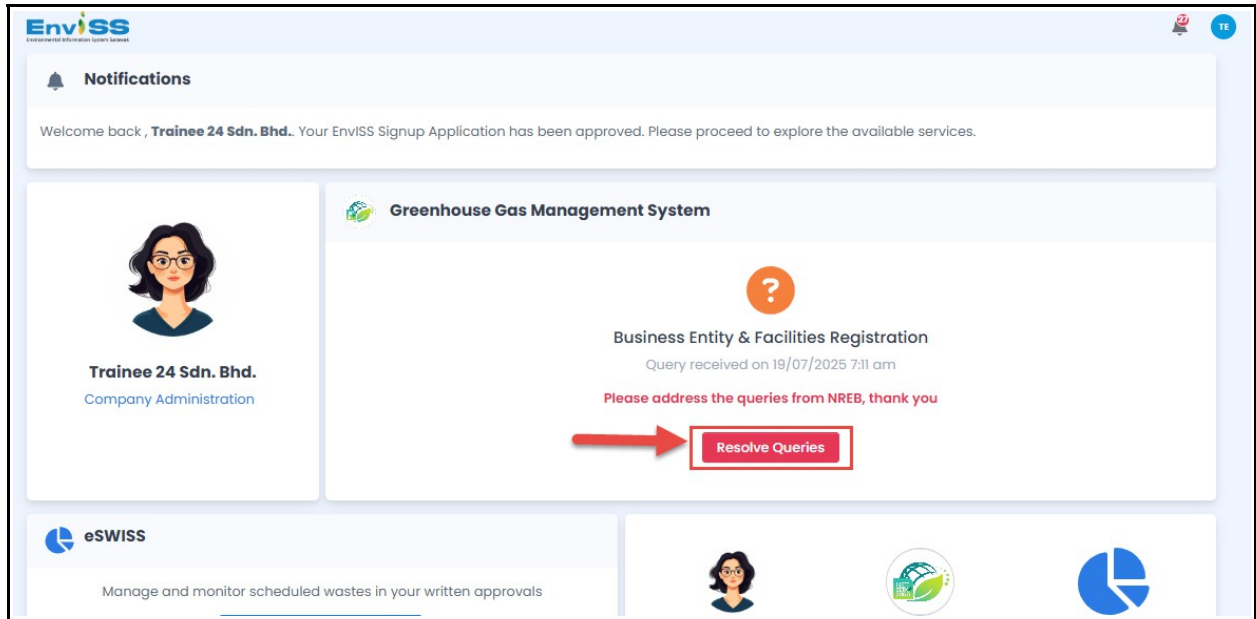


Figure : 32

3. The following screen will pop out.

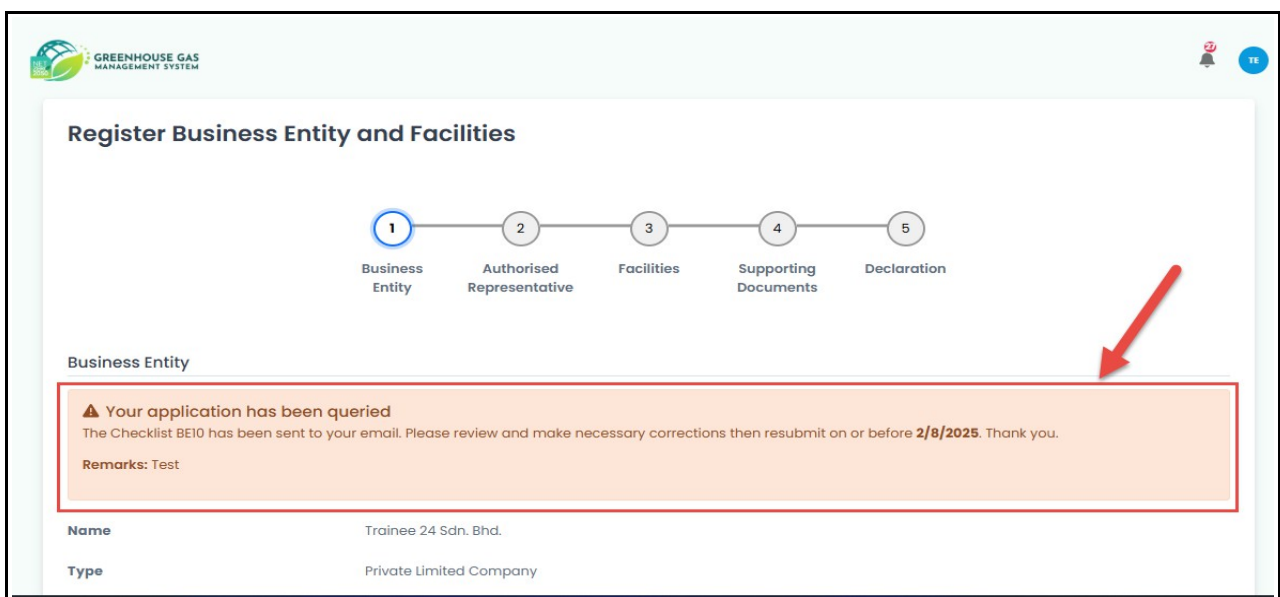


Figure : 33

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

Upload

Remove

Lorem\_ipsum\_Testdoc1.pdf

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

Upload

Remove

Lorem\_ipsum\_Testdoc2.pdf

Wrong document

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.

Upload

Remove

Lorem\_ipsum\_Testdoc3.pdf

Other Relevant Documents (Optional)


No.

File

Description

+ Add Document

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** No file chosen  **1**  Wrong document  
 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.

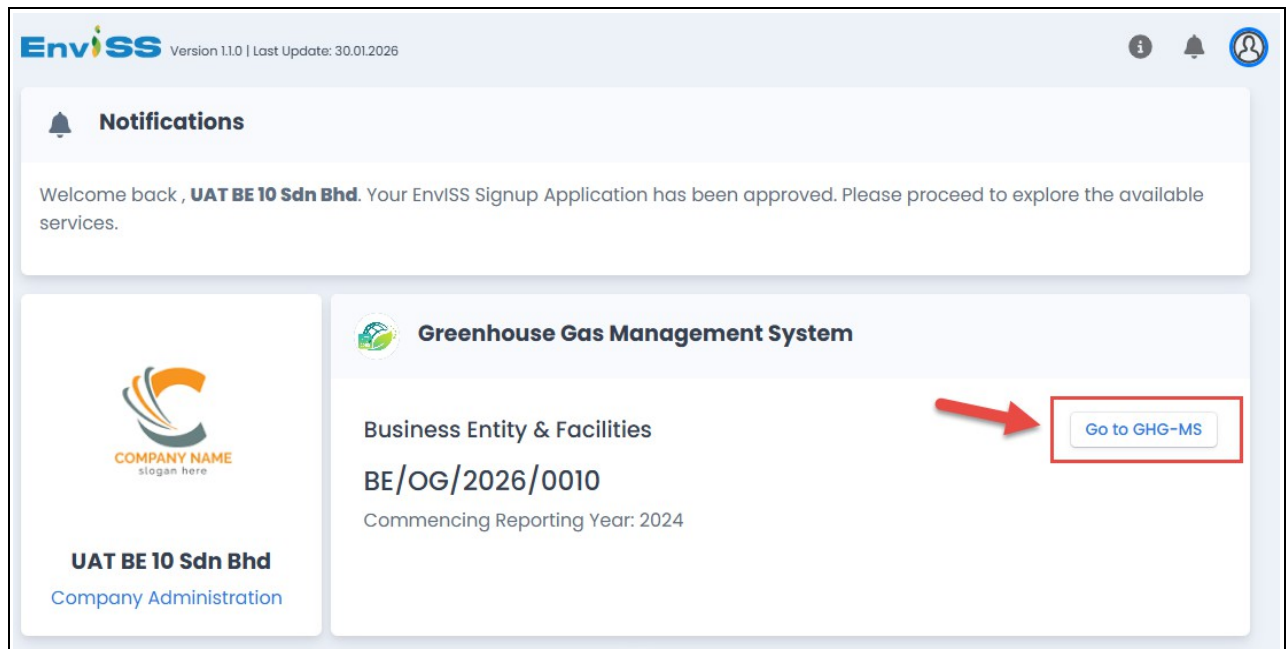


Figure : 37

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

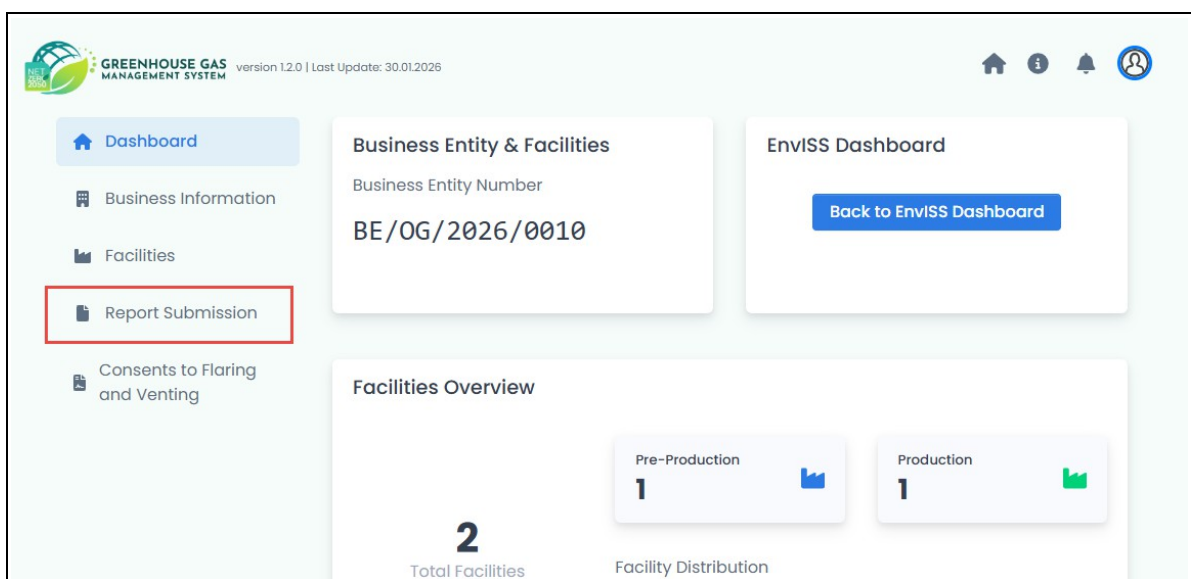
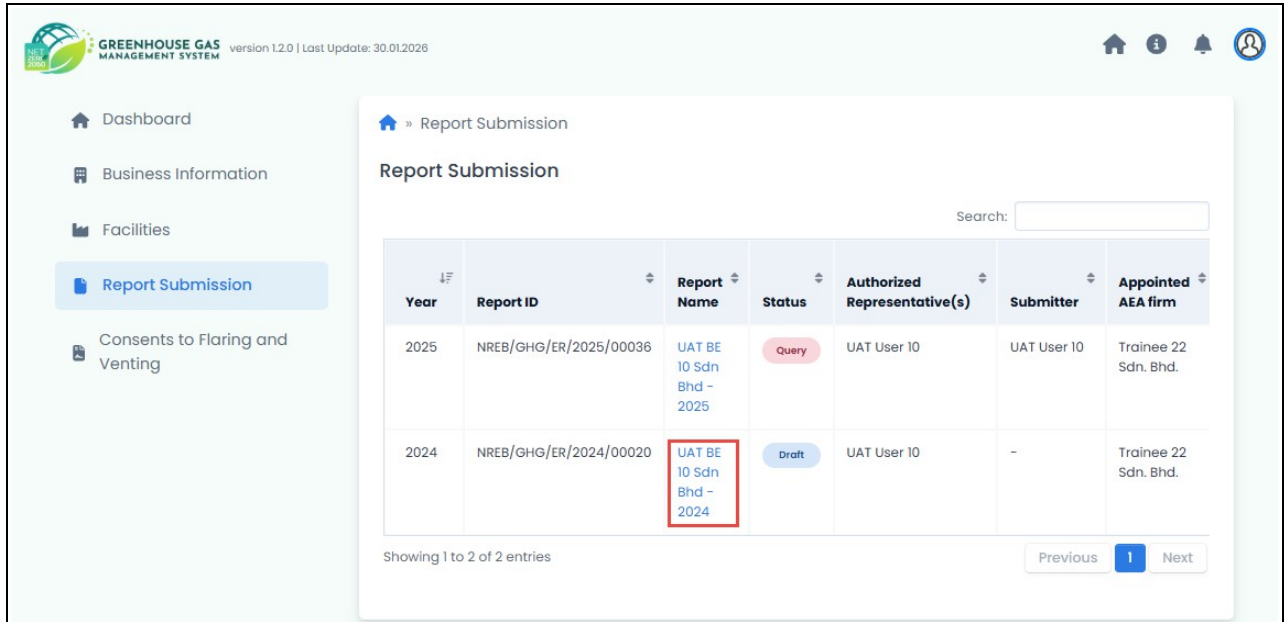


Figure : 38

### 1.4.1. Appoint AEA Firm

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



GREENHOUSE GAS MANAGEMENT SYSTEM version 1.2.0 | Last Update: 30.01.2026

Dashboard

Business Information

Facilities

**Report Submission**

Consents to Flaring and Venting

Report Submission

Search:

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.

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure : 39

2. BE will be redirected to below screen.



Report Submission / Appoint AEA

### 2024 Emission Report

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

1 2 3 4

Appoint AEA Emission Stream Review Summary Verify Readiness

Appoint AEA firm

1. AEA \*

Trainee 22 Sdn. Bhd.

☒ 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.

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.

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

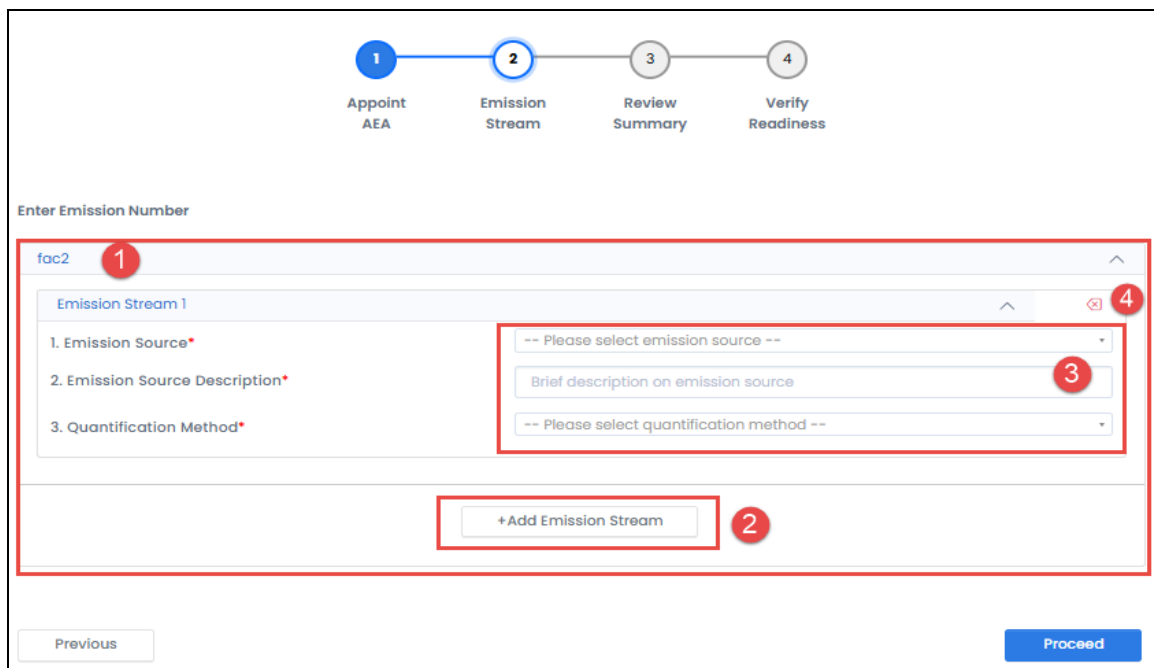


Figure : 41

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 button</b> 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>2e</sub> is provided below:

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

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

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.

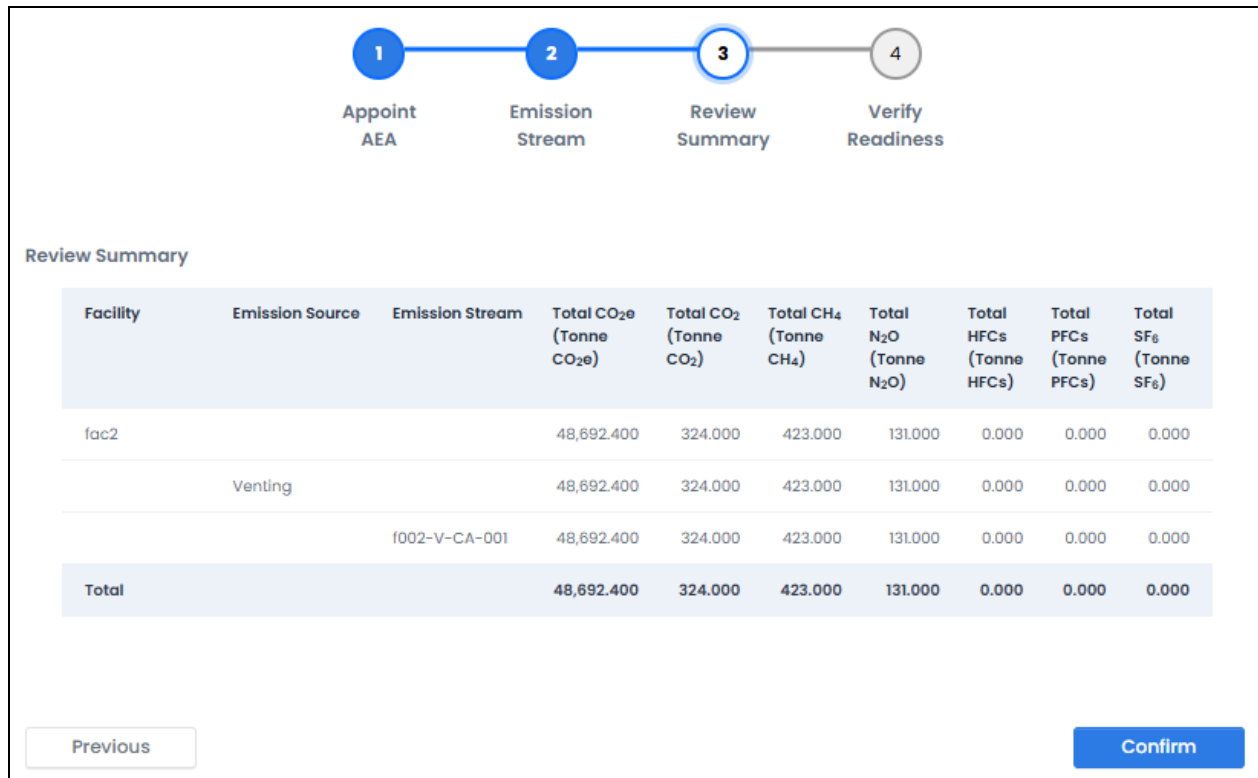


Figure : 43

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.

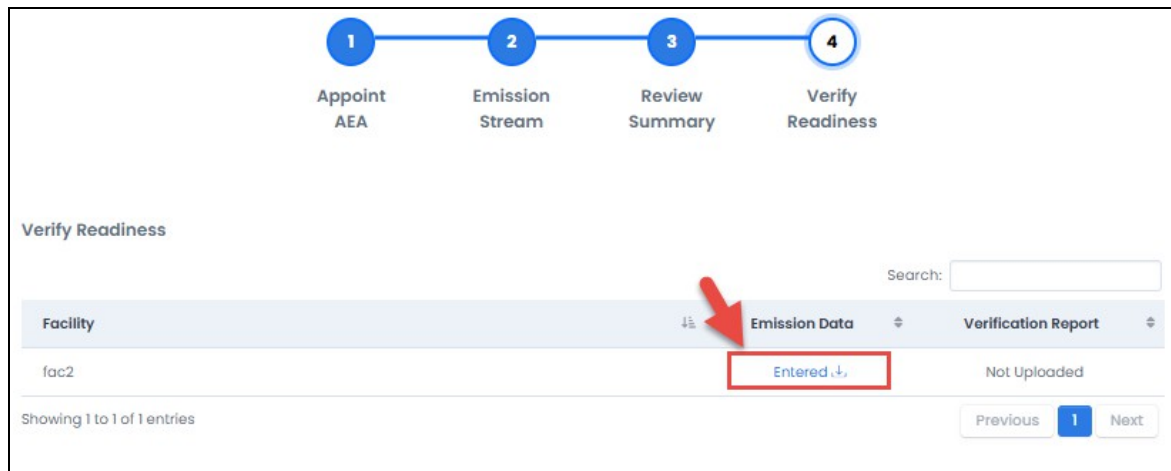


Figure : 44

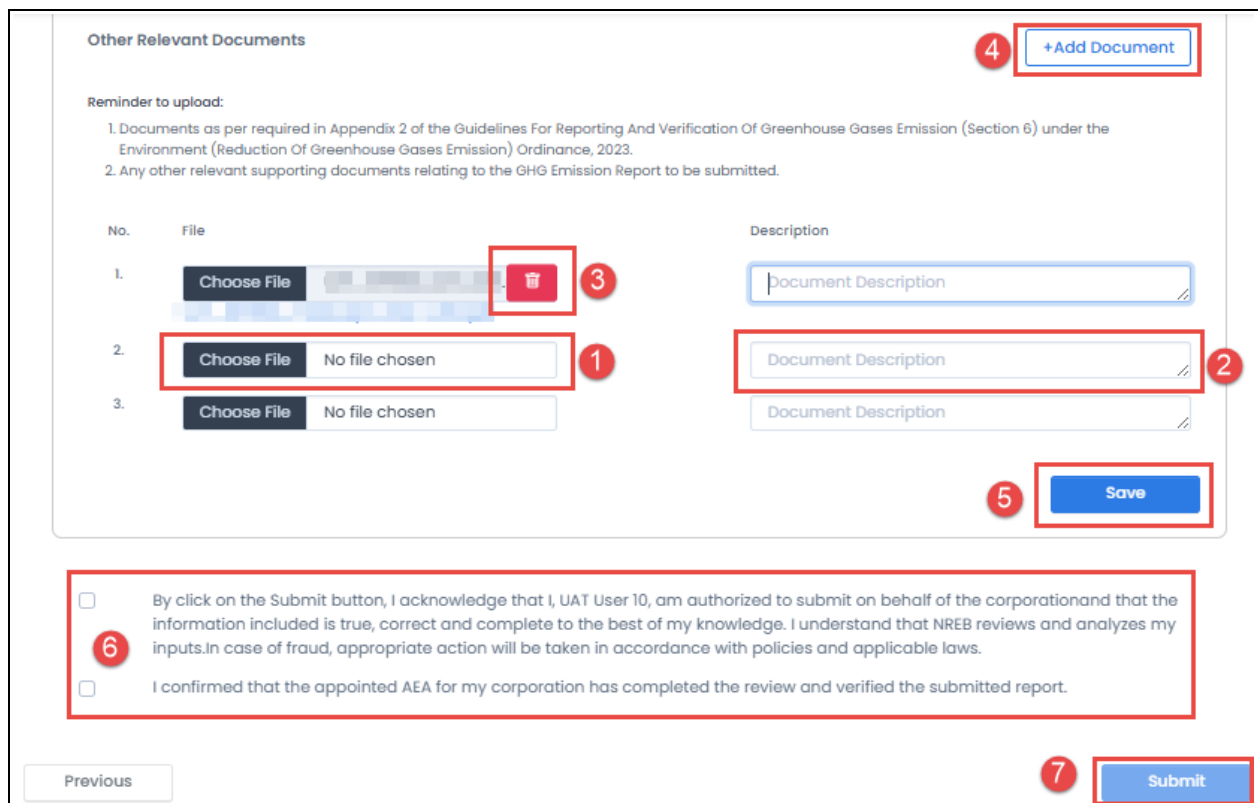


Figure : 45

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>

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

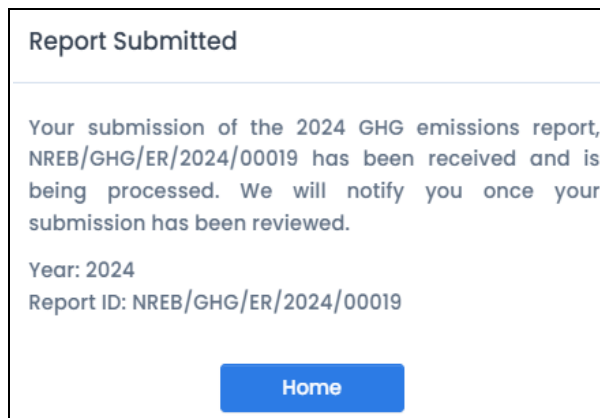


Figure : 46

**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:
  - Click on the queried reference number
  - 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.

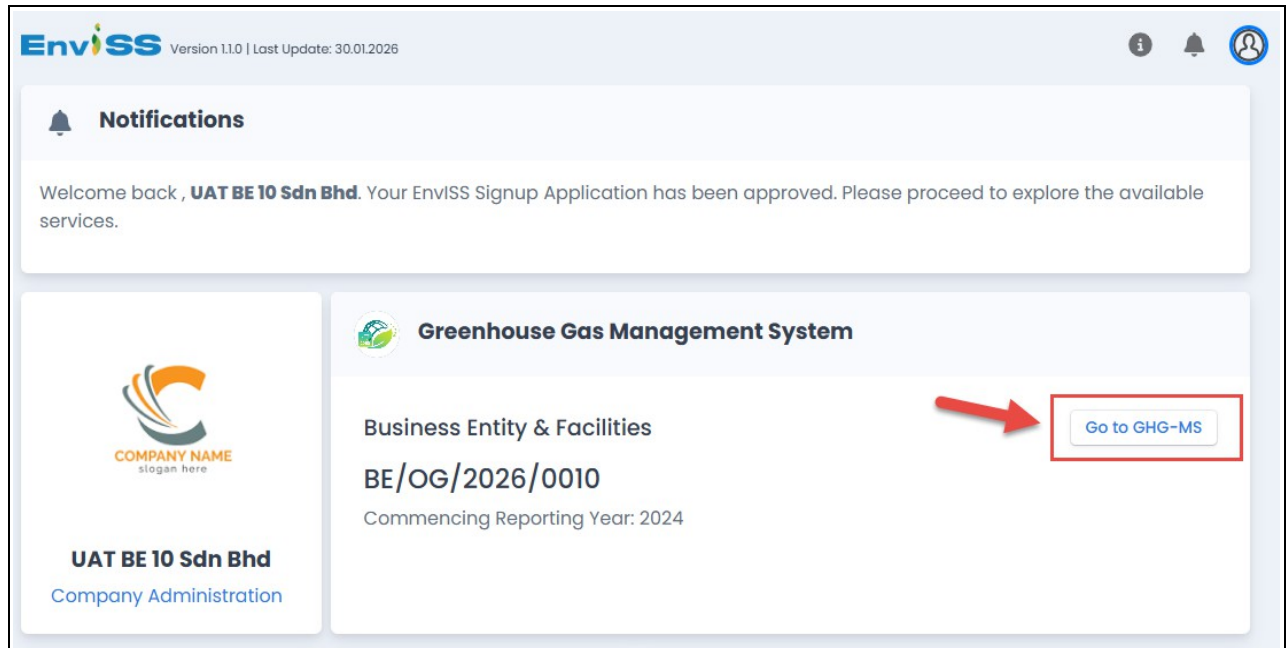


Figure : 47

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

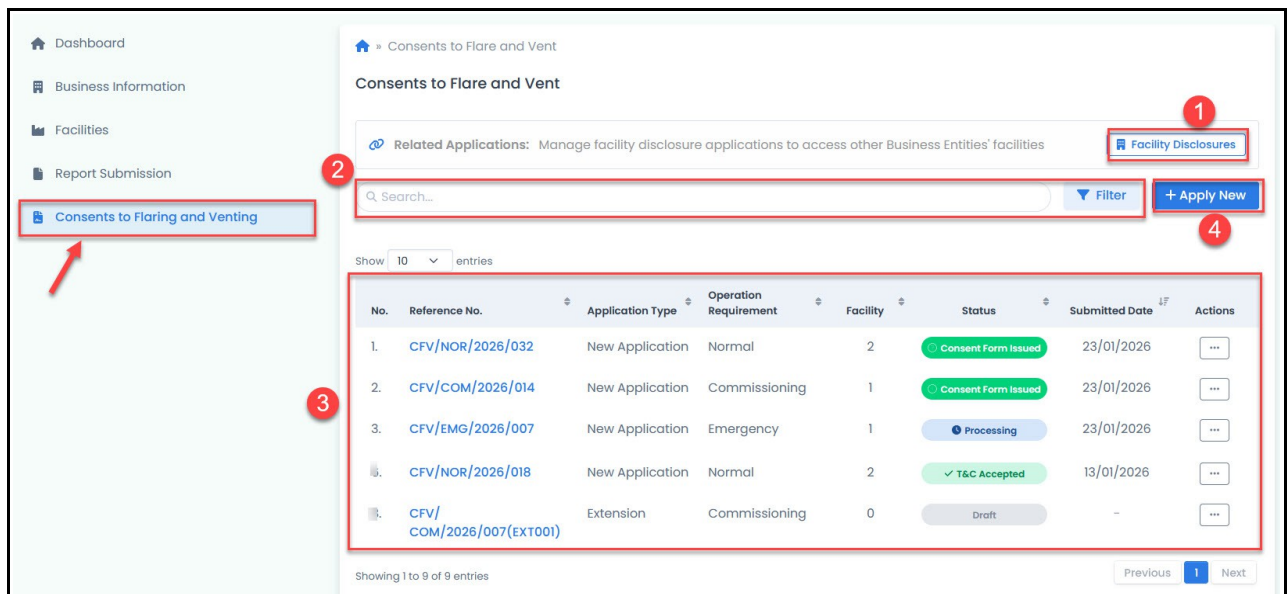


Figure : 48



Item	Description
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.

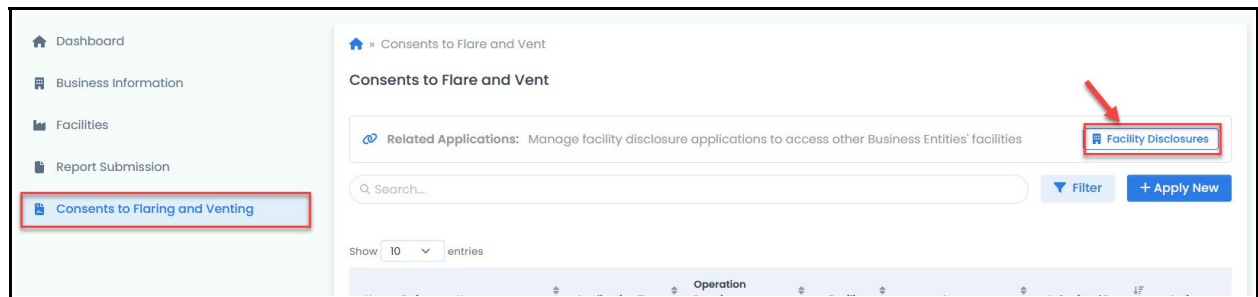


Figure : 49

2. Click **New Application**.

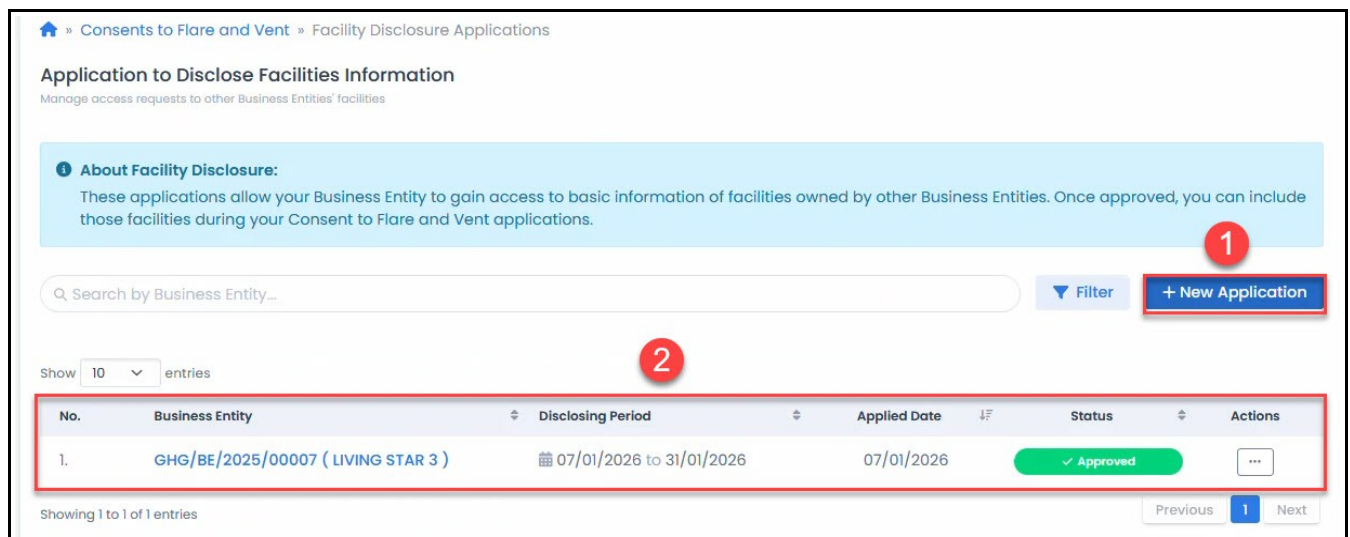


Figure : 50

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**.

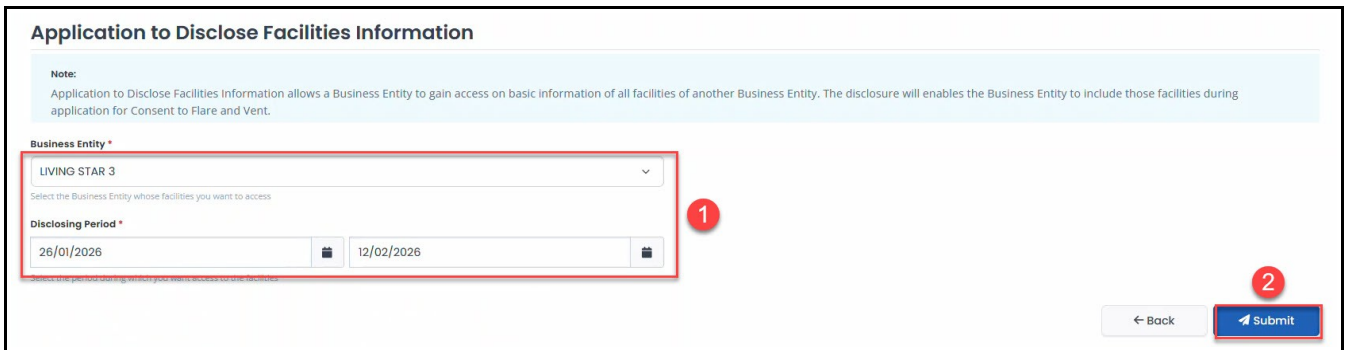


Figure : 51

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

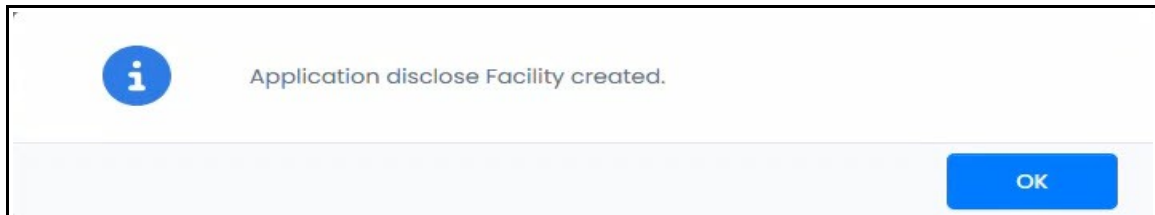


Figure : 52

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.

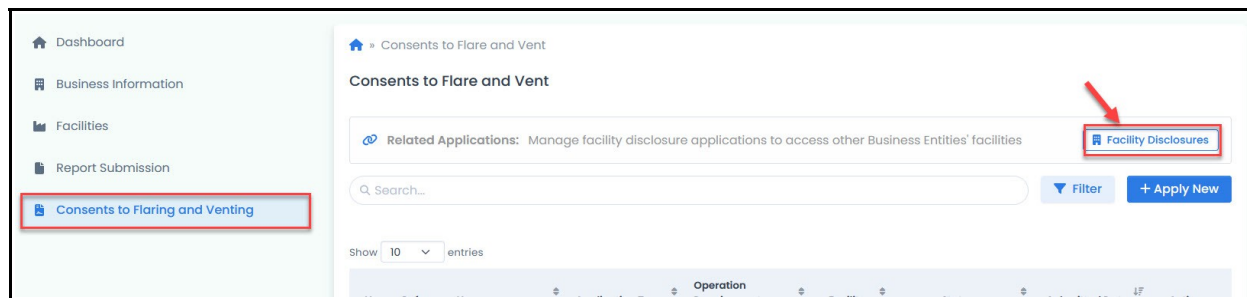


Figure : 54

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

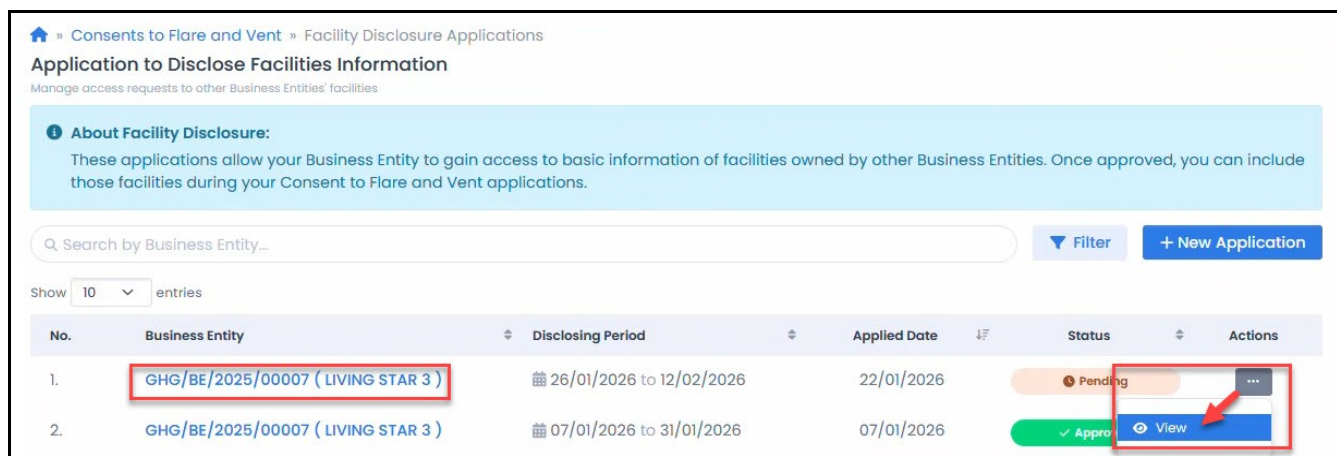
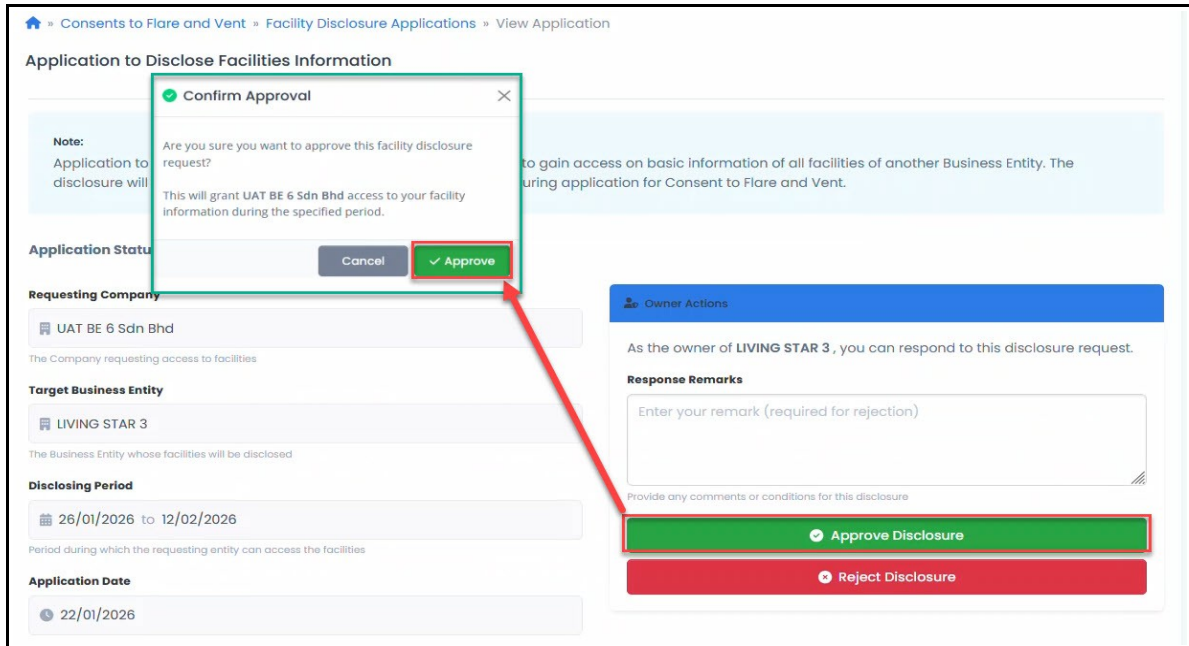


Figure : 55

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



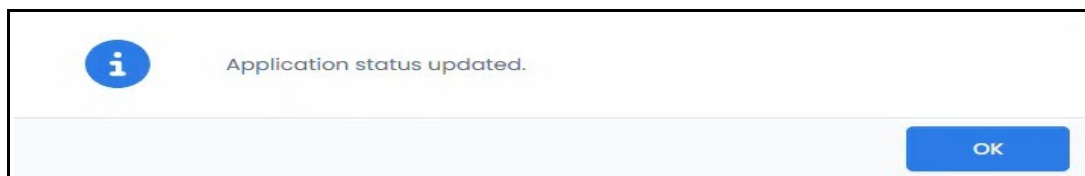
The screenshot shows a web application interface for 'Consents to Flare and Vent' under 'Facility Disclosure Applications'. A 'Confirm Approval' dialog box is open, asking for confirmation to approve a facility disclosure request. The dialog box has a green 'Approve' button. In the background, the 'Approve Disclosure' button is highlighted with a red box and a red arrow pointing to it. The 'Approve Disclosure' button is green and located at the bottom right of the application form.

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**.



The screenshot shows a message box with a blue information icon and the text 'Application status updated.' There is an 'OK' button at the bottom right of the message box.

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.

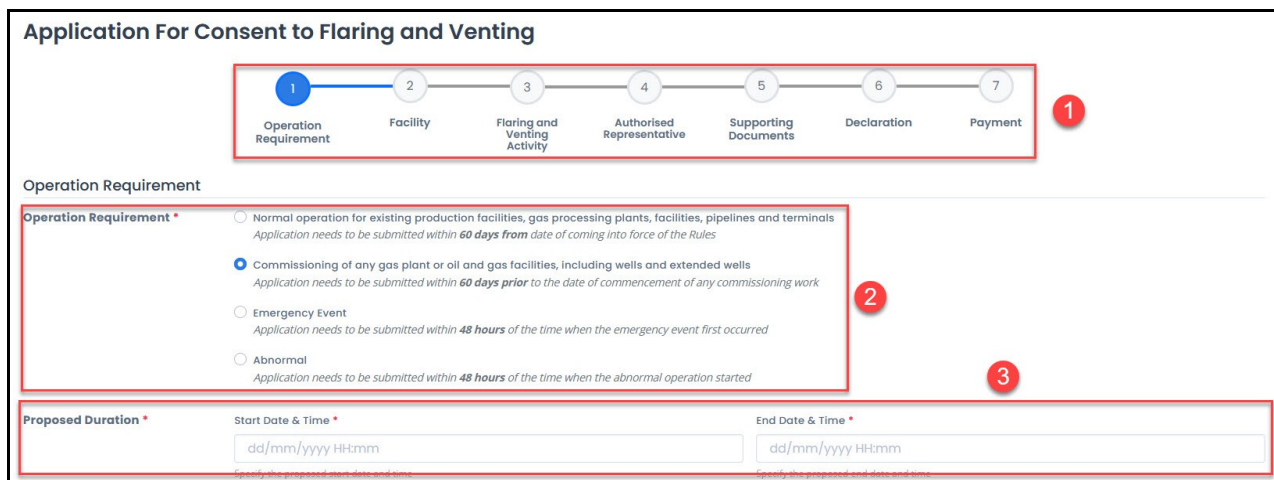


Figure : 59

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**.

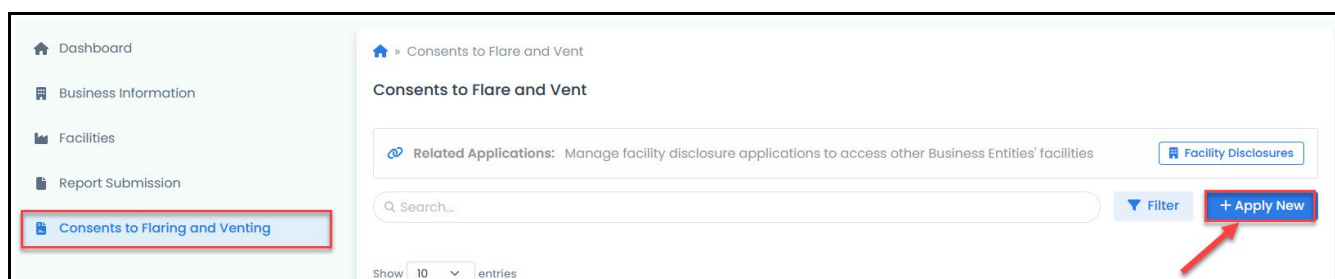


Figure : 60

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

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

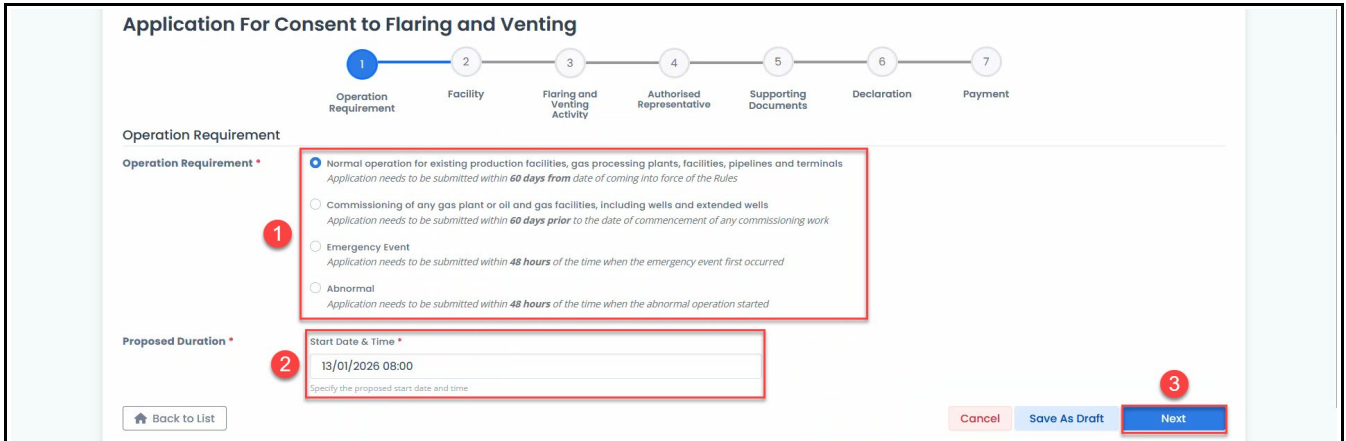


Figure : 61

**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**.

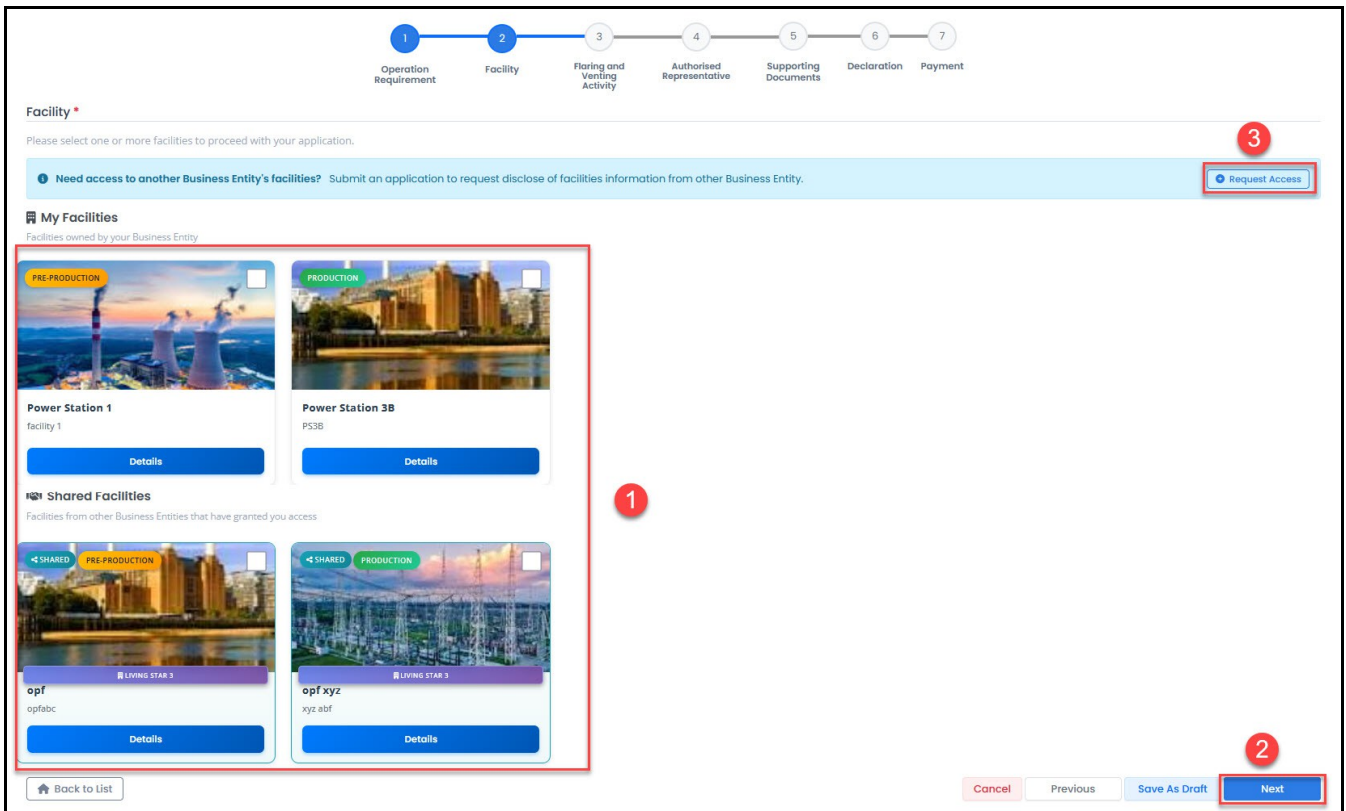


Figure : 62

**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

**Flaring Volume**

Normal Operation-Routine  
4.21 mmscf/d  
Min: 99999999.99999999

Normal Operation-Non-Routine  
3.89 mmscf/d  
Min: 99999999.99999999

Normal Operation-Safety  
2.89 mmscf/d  
Min: 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.

**2** **3**

[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**.



Figure : 64

## Notes :

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

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

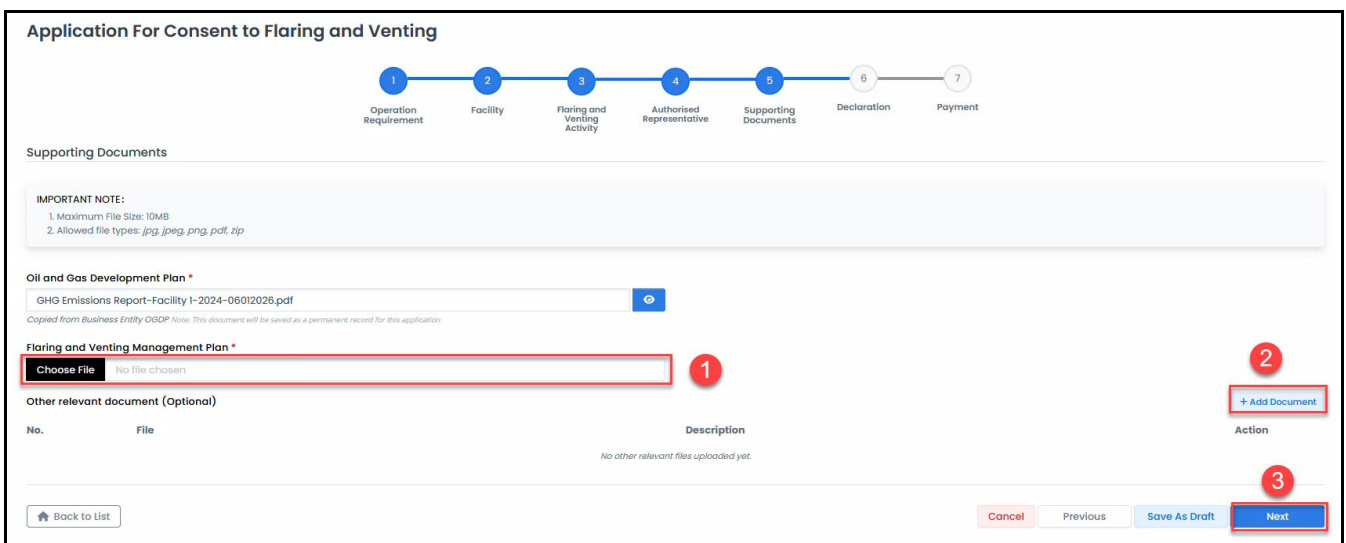


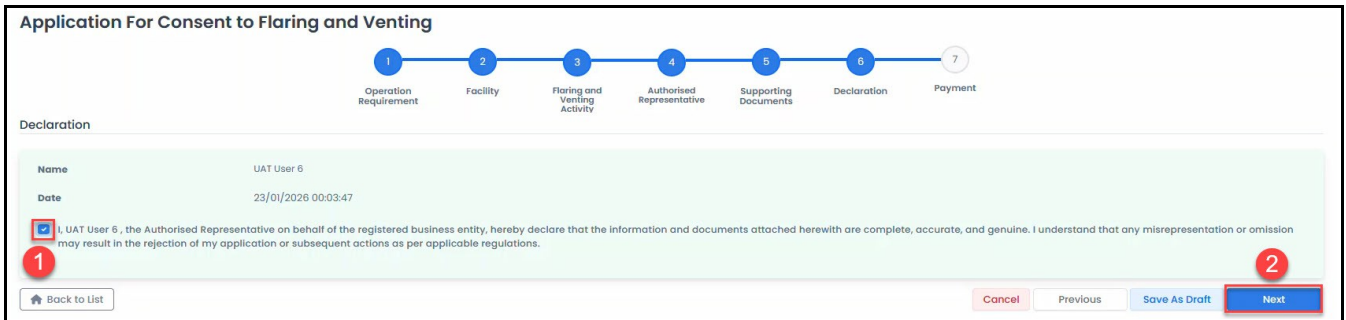
Figure : 65

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

**Declaration**

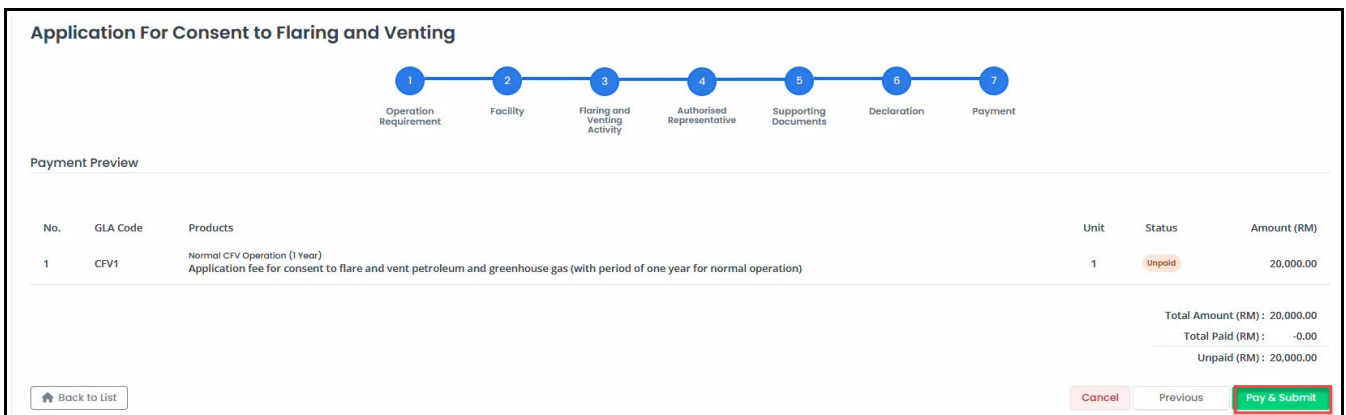
Name: UAT User 6  
Date: 23/01/2026 00:03:47

☒ 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.

[Back to List](#) [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 Operation Requirement 2 Facility 3 Flaring and Venting Activity 4 Authorised Representative 5 Supporting Documents 6 Declaration 7 Payment

**Payment Preview**

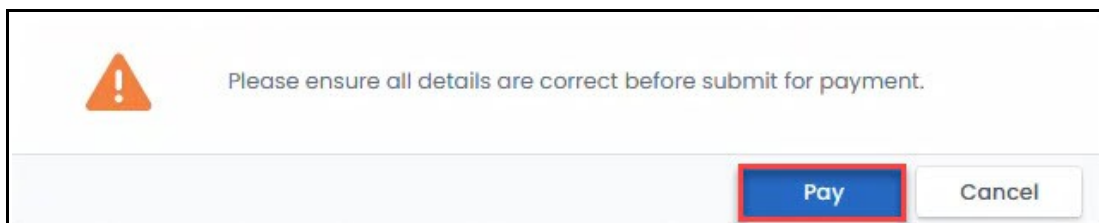
No.	GLA Code	Products	Unit	Status	Amount (RM)
1	CFV1	Normal CFV operation (1 Year) Application fee for consent to flare and vent petroleum and greenhouse gas (with period of one year for normal operation)	1	Unpaid	20,000.00


Total Amount (RM): 20,000.00  
Total Paid (RM): -0.00  
Unpaid (RM): 20,000.00

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

Figure : 67

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

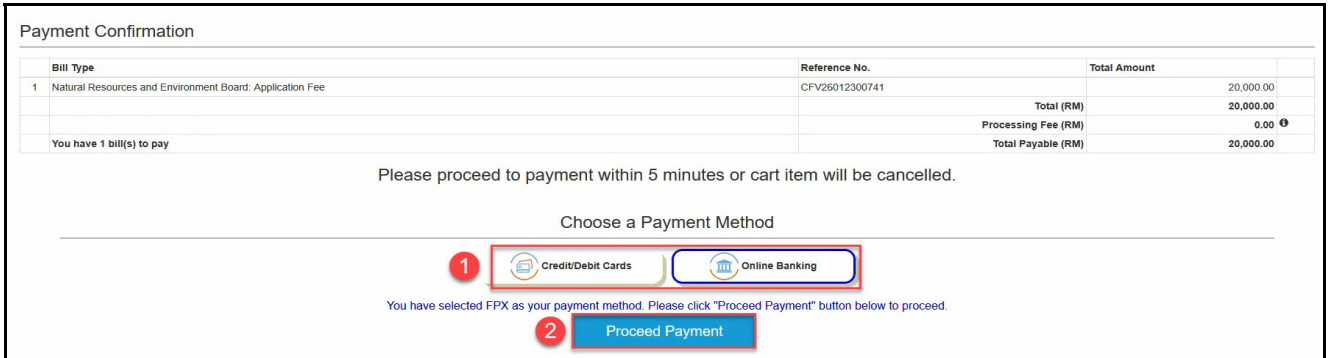


 Please ensure all details are correct before submit for payment.

[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**.





Payment Confirmation

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  Online Banking

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


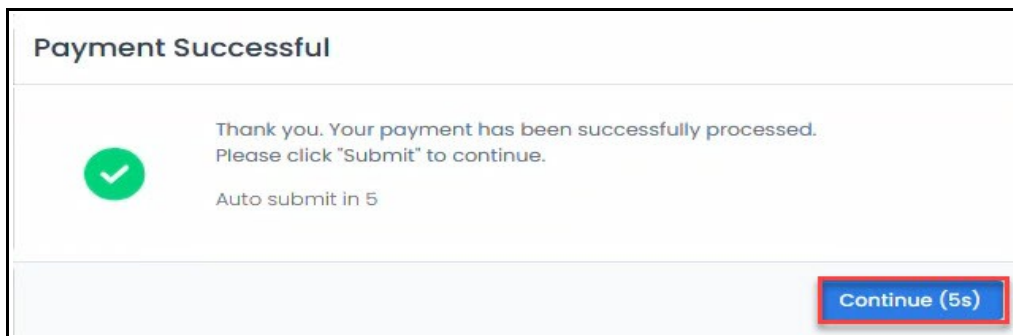

2 

Figure : 69

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



Payment Successful



Thank you. Your payment has been successfully processed.  
Please click "Submit" to continue.

Auto submit in 5

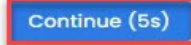
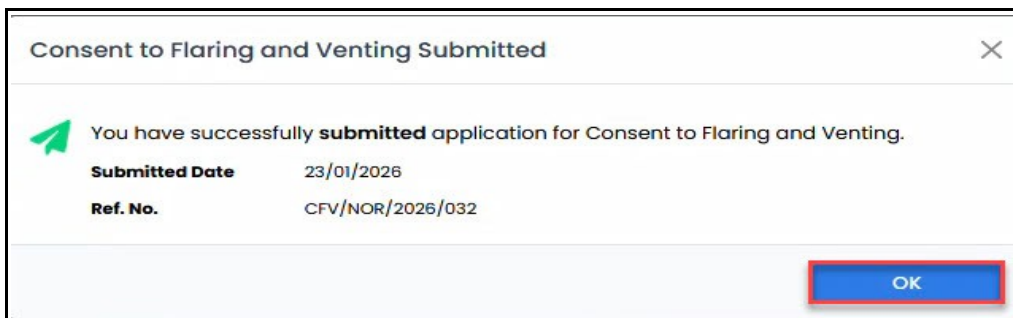



Figure : 70

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



Consent to Flaring and Venting Submitted

 You have successfully **submitted** application for Consent to Flaring and Venting.

**Submitted Date** 23/01/2026

**Ref. No.** CFV/NOR/2026/032

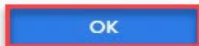


Figure : 71

**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**.

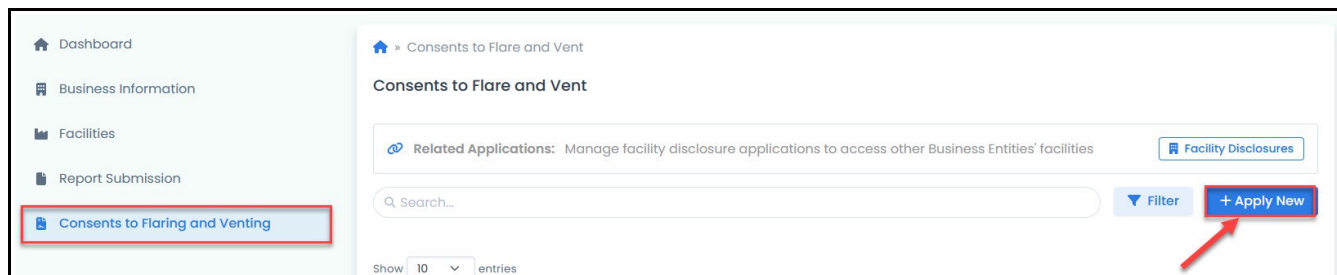


Figure : 72

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

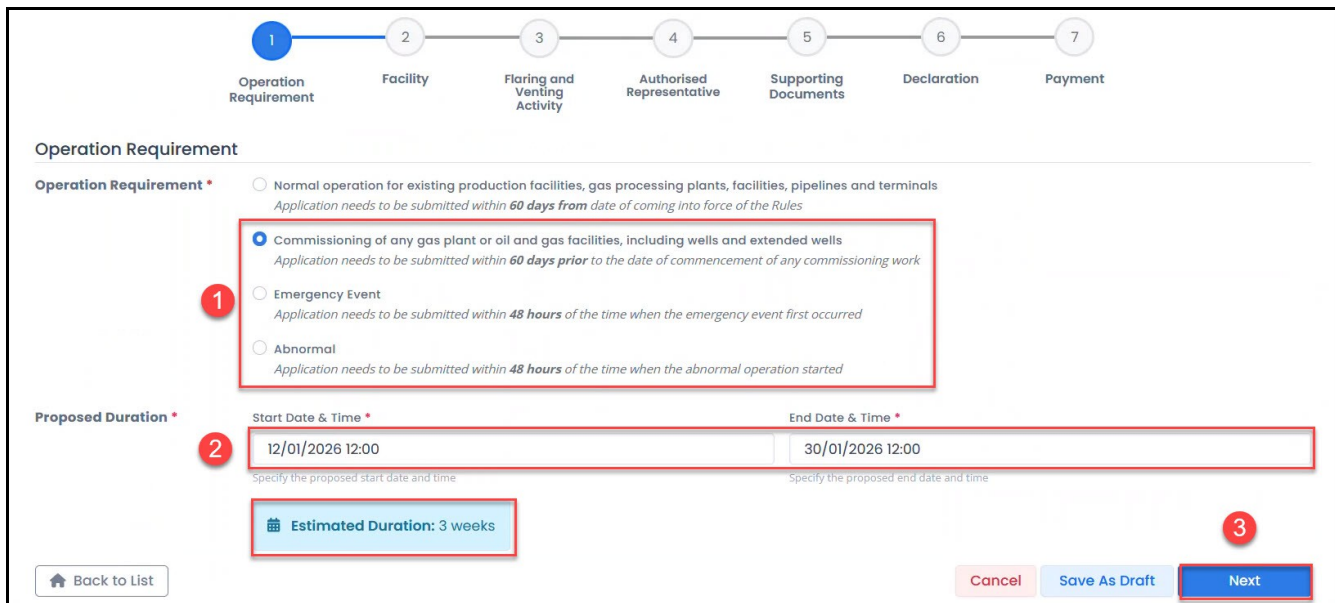
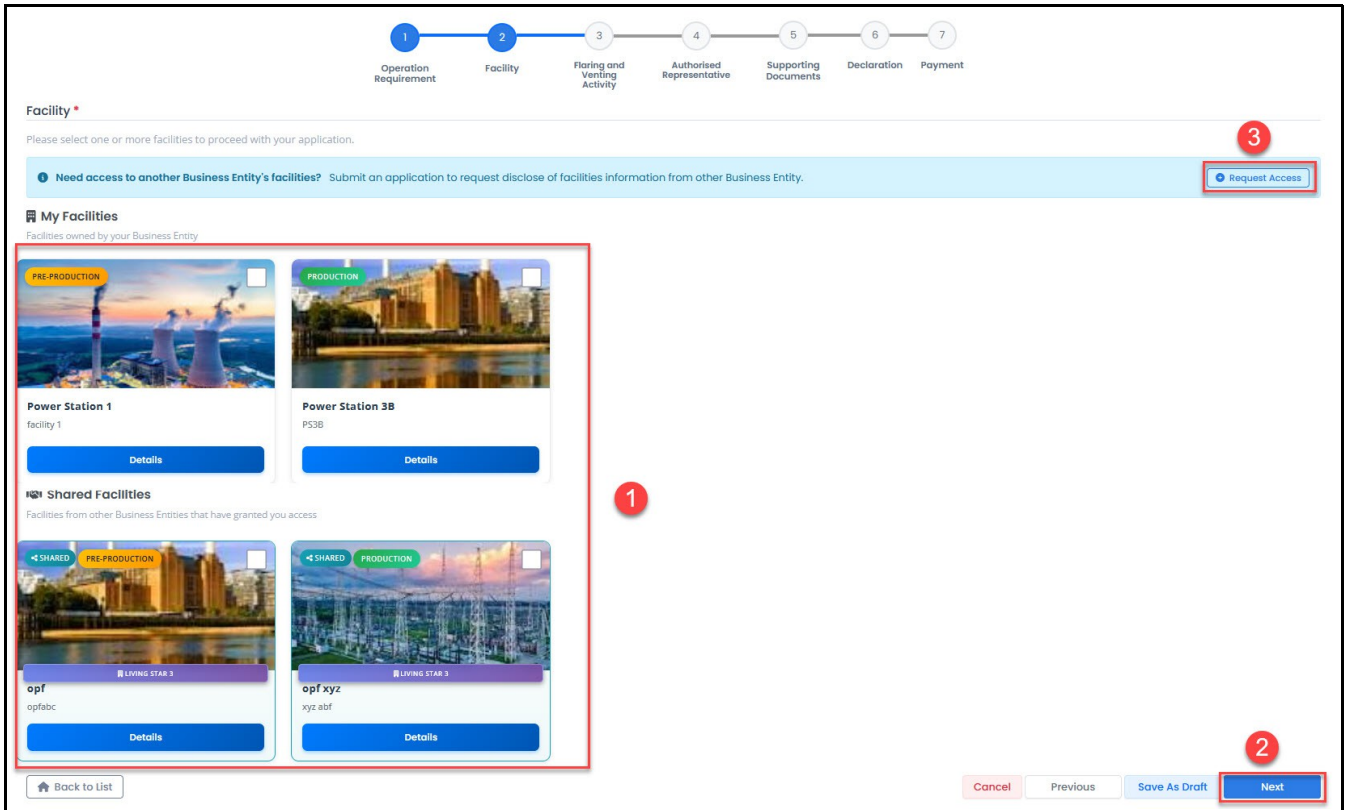


Figure : 73

### 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

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



The screenshot displays the 'Facility' step in a 7-step process. The steps are: 1. Operation Requirement, 2. Facility, 3. Flaring and Venting Activity, 4. Authorised Representative, 5. Supporting Documents, 6. Declaration, and 7. Payment. Step 2 is currently active.

Below the progress bar, the 'Facility' section is titled 'Facility \*'. It includes a sub-header 'Please select one or more facilities to proceed with your application.' and a blue banner with the text 'Need access to another Business Entity's facilities? Submit an application to request disclosure of facilities information from other Business Entity.' A red circle '3' highlights the 'Request Access' button in the top right corner of this banner.

The 'My Facilities' section, titled 'Facilities owned by your Business Entity', shows two facility cards: 'Power Station 1' (facility 1) and 'Power Station 3B' (P53B). Each card has a 'Details' button. A red box highlights these two cards, with a red circle '1' next to it.

The 'Shared Facilities' section, titled 'Facilities from other Business Entities that have granted you access', shows two shared facility cards: 'opf' (opfabc) and 'opf xyz' (xyz abcf). Each card has a 'Details' button. A red circle '2' highlights the 'Next' button in the bottom right corner of the page.

At the bottom of the page, there are navigation buttons: 'Cancel', 'Previous', 'Save As Draft', and 'Next'. The 'Next' button is highlighted with a red box and a red circle '2'.

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**.

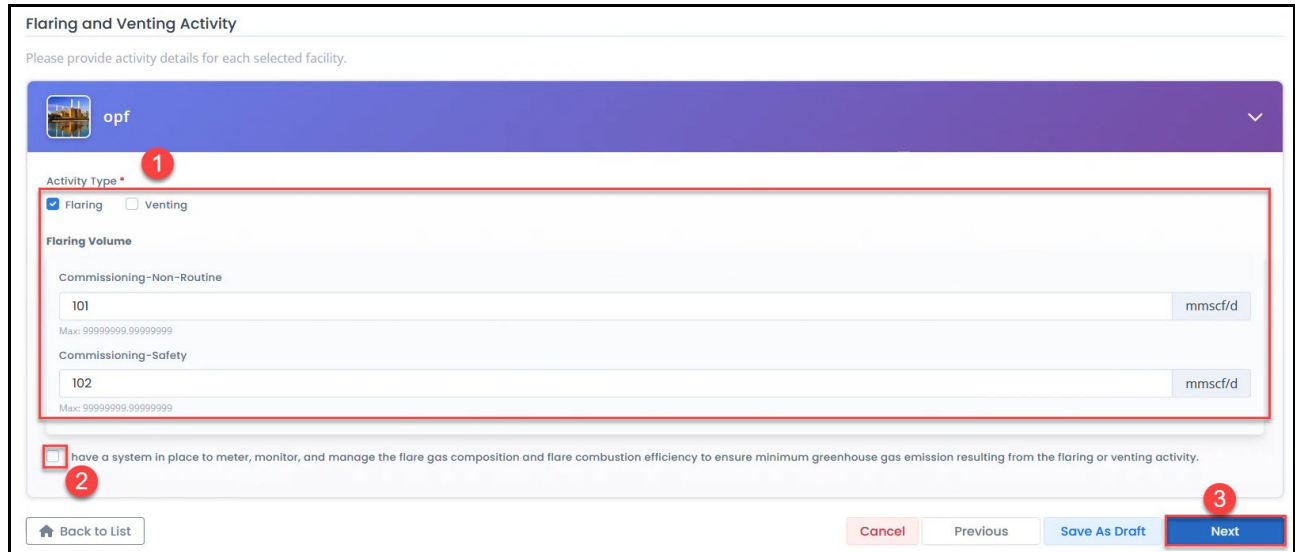


Figure : 75

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**.



Figure : 76



**Notes :**

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

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

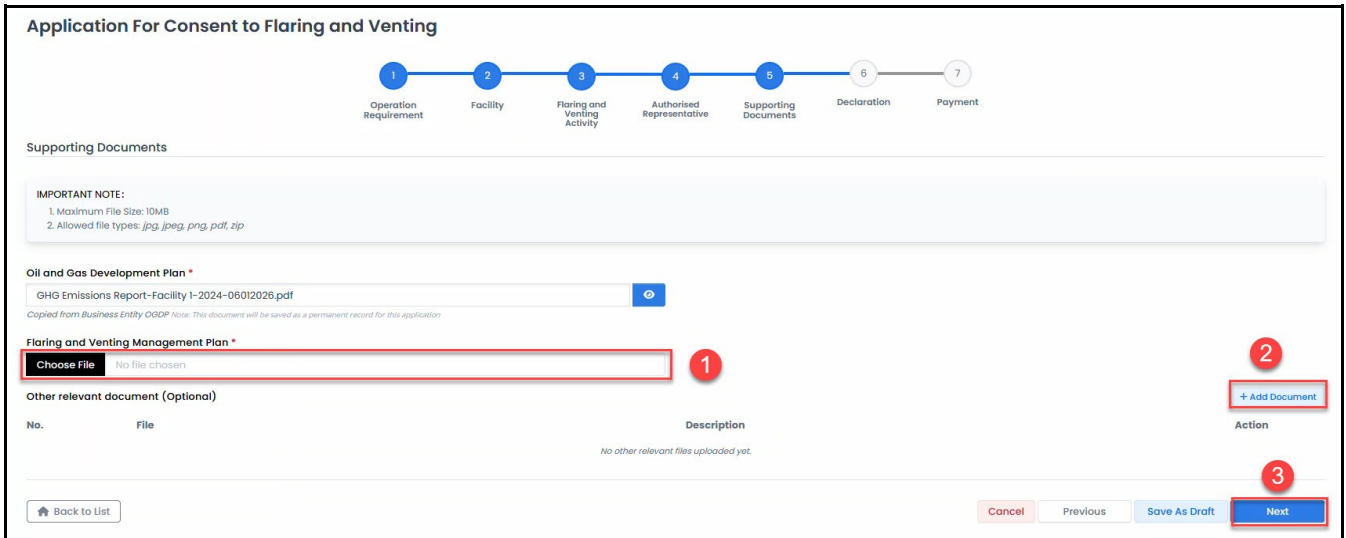


Figure : 77

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**.

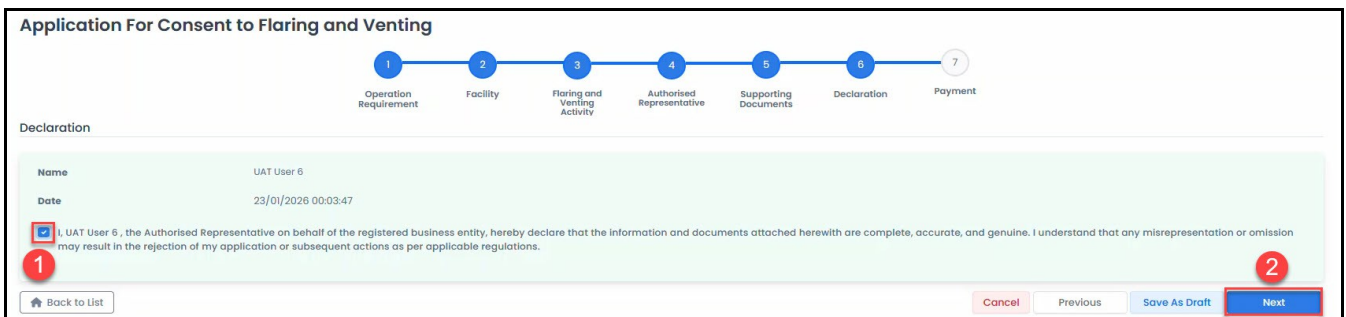


Figure : 78



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**.

 Please ensure all details are correct before submit for payment.

[Pay](#) [Cancel](#)

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
		Total Payable (RM) 7,500.00

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](#) [Online Banking](#)

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

2 [Proceed Payment](#)

Figure : 81

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

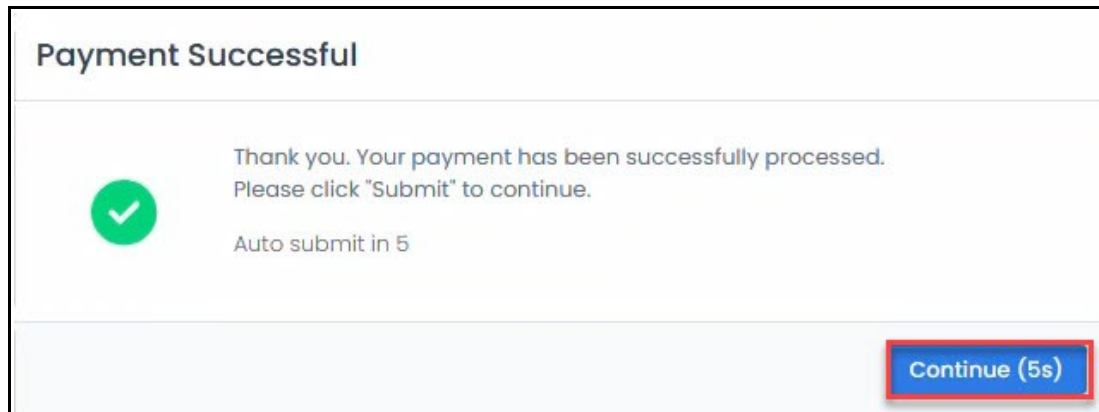


Figure : 82

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

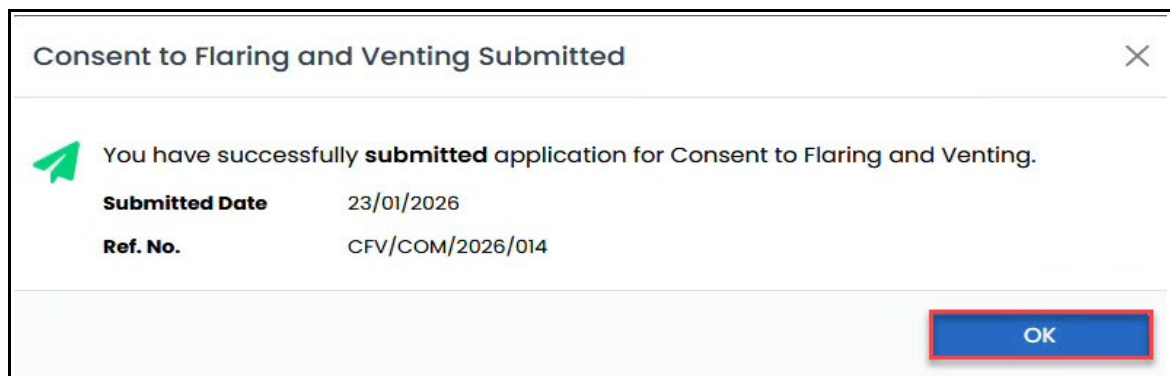


Figure : 83

---

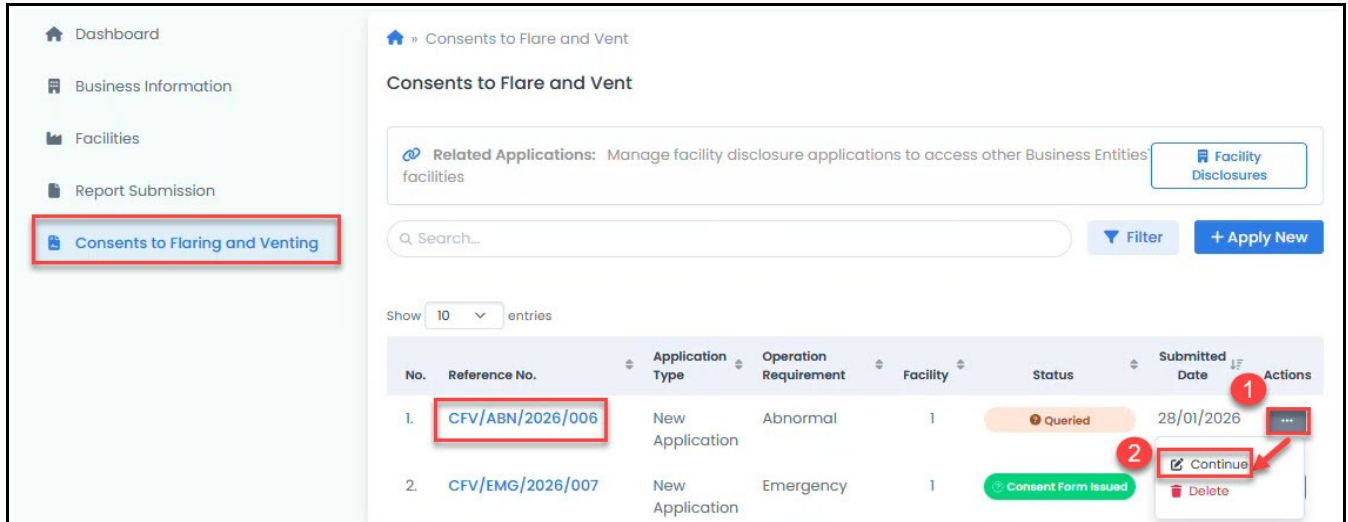
**Notes :**

- 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**.



Dashboard

Business Information

Facilities

Report Submission

Consents to Flaring and Venting

Consents to Flare and Vent

Related Applications: Manage facility disclosure applications to access other Business Entities' facilities

Facility Disclosures

Search...

Filter

+ Apply New

Show 10 entries

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	<div> <div>Continue</div> <div>Delete</div> </div>
2.	CFV/EMG/2026/007	New Application	Emergency	1	Consent Form Issued		

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 \***

**Start Date & Time \***

Specify the proposed start date and time

**End Date & Time \***

Specify the proposed end date and time

📅 Estimated Duration: 1 week

**Reason for Delay \***

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

[Back to List](#)

Cancel

Save As Draft

1Next

Figure : 85

- 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**

Progress bar: 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 \***

**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 HH:mm  
Specify when the extension period should end

**Reason for Delay \***

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](#)

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**.

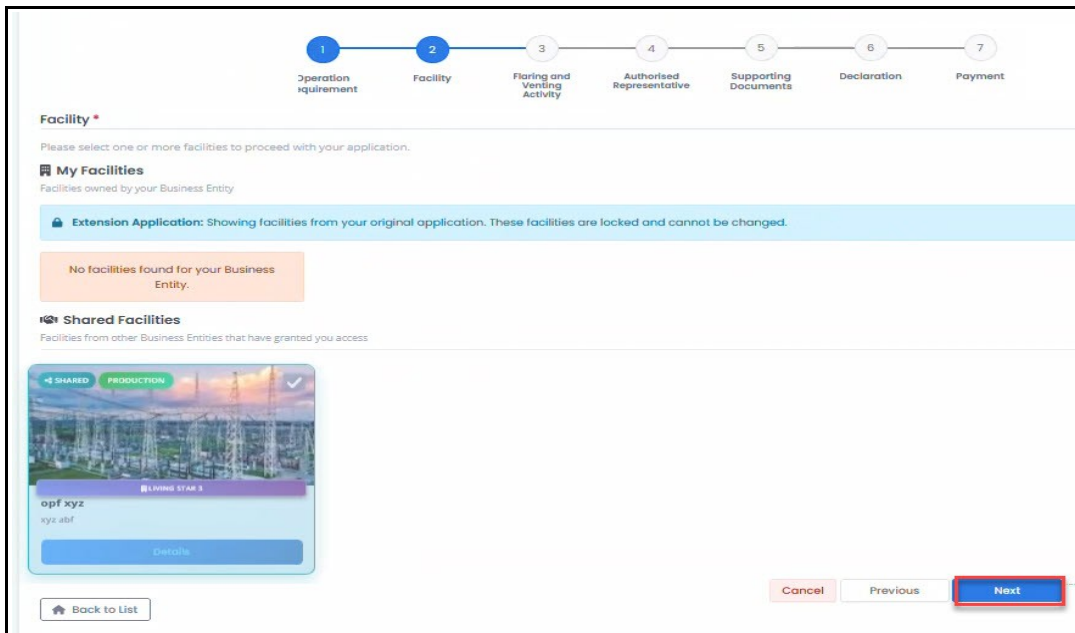
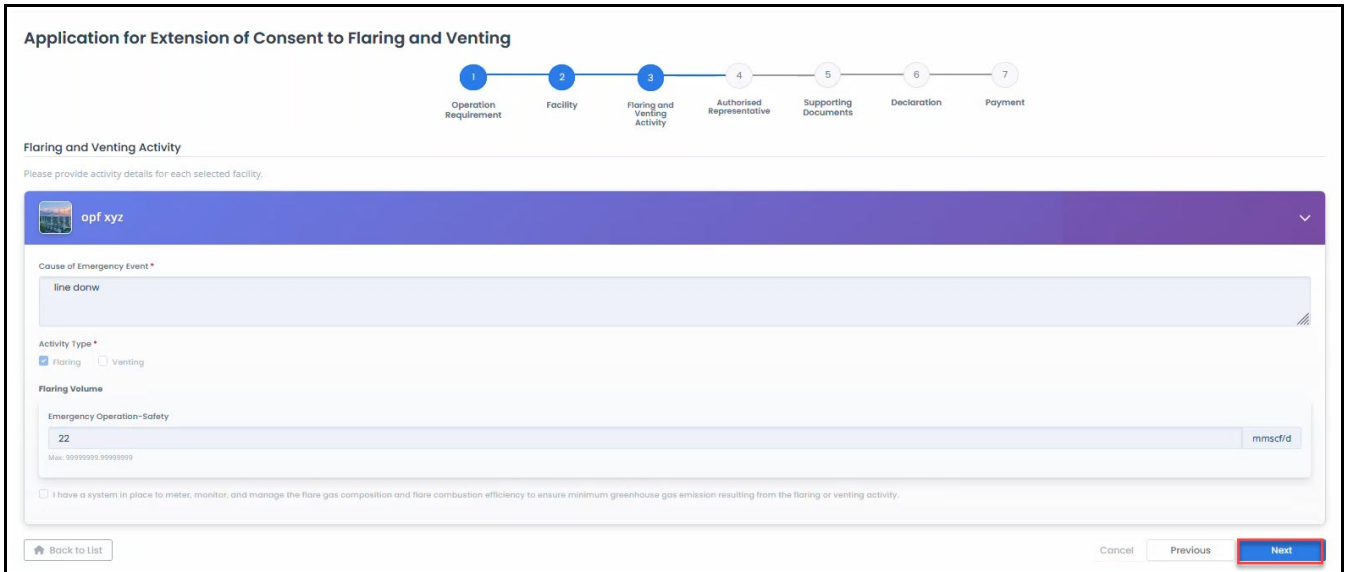


Figure : 87

**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**.



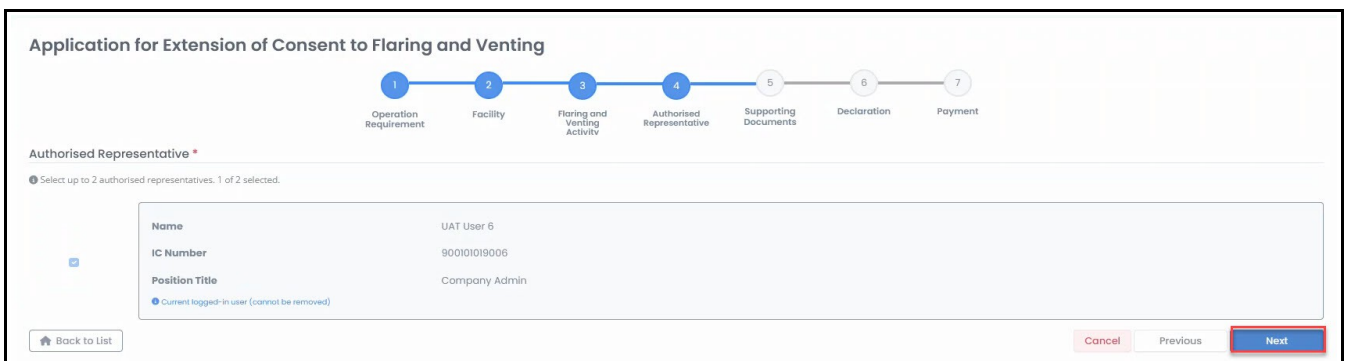
The screenshot shows a web application interface for 'Application for Extension of Consent to Flaring and Venting'. At the top, a progress bar indicates seven steps: 1. Operation Requirement, 2. Facility, 3. Flaring and Venting Activity (current step), 4. Authorised Representative, 5. Supporting Documents, 6. Declaration, and 7. Payment. Below the progress bar, the title 'Flaring and Venting Activity' is displayed. A sub-header reads 'Please provide activity details for each selected facility.' The main form area has a purple header with 'opf xyz' and a dropdown arrow. It contains three sections: 'Cause of Emergency Event \*' with a text input field containing 'line down'; 'Activity Type \*' with radio buttons for 'Flaring' (selected) and 'Venting'; and 'Flaring Volume' with a text input field containing '22' and a 'mmsc/d' unit label. A note below the volume field states: '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.' At the bottom, there are 'Back to List', 'Cancel', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red border.

Figure : 88

**Notes :**

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

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



The screenshot shows the same web application interface, but at Step 4: Authorised Representative. The progress bar now highlights step 4. The title 'Authorised Representative \*' is displayed. A sub-header reads 'Select up to 2 authorised representatives. 1 of 2 selected.' Below this, a table lists the selected representative's details: Name (UAT User 6), IC Number (900101019006), and Position Title (Company Admin). A note below the table states: 'Current logged-in user (cannot be removed)'. At the bottom, there are 'Back to List', 'Cancel', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red border.

Figure : 89

**Notes :**

*Authorised Representative will follow as per original application.*

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

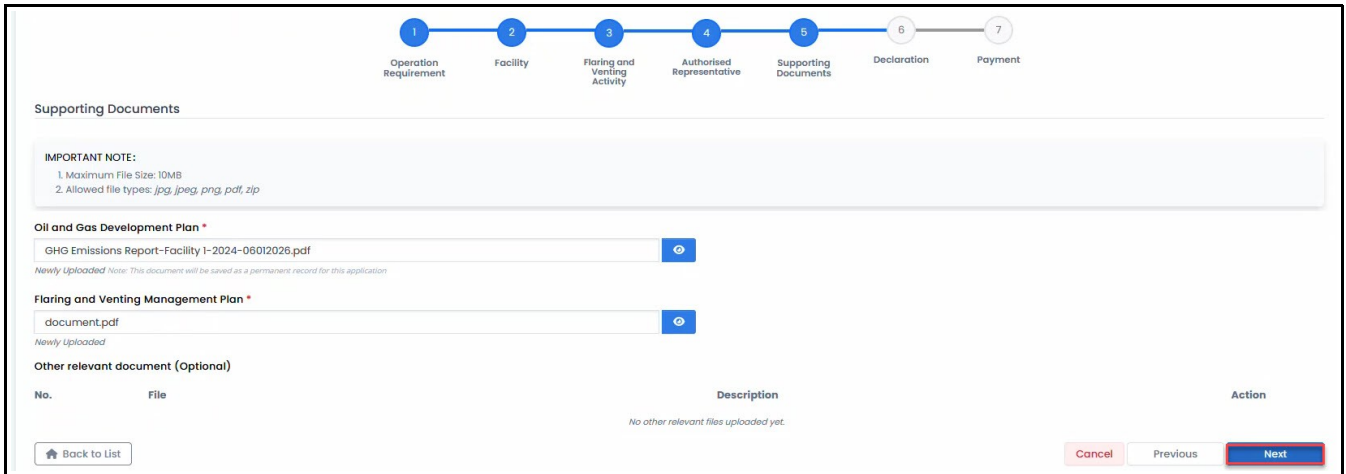


Figure : 90

### Notes :

- Files shall remain as per original application

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

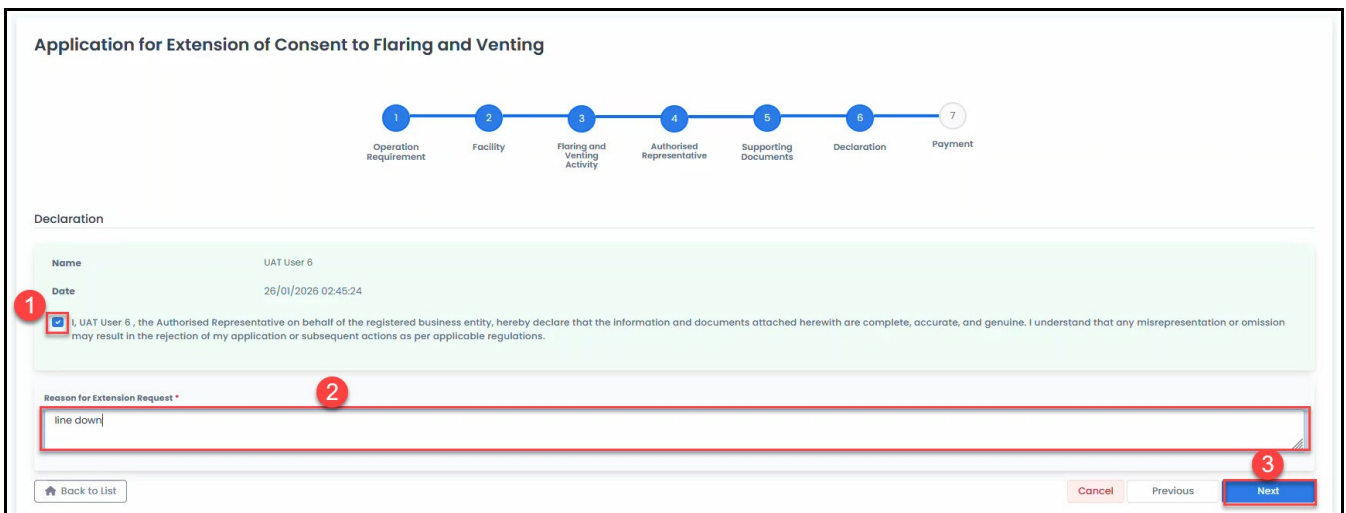


Figure : 91



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

Application for Extension of Consent to Flaring and Venting

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

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

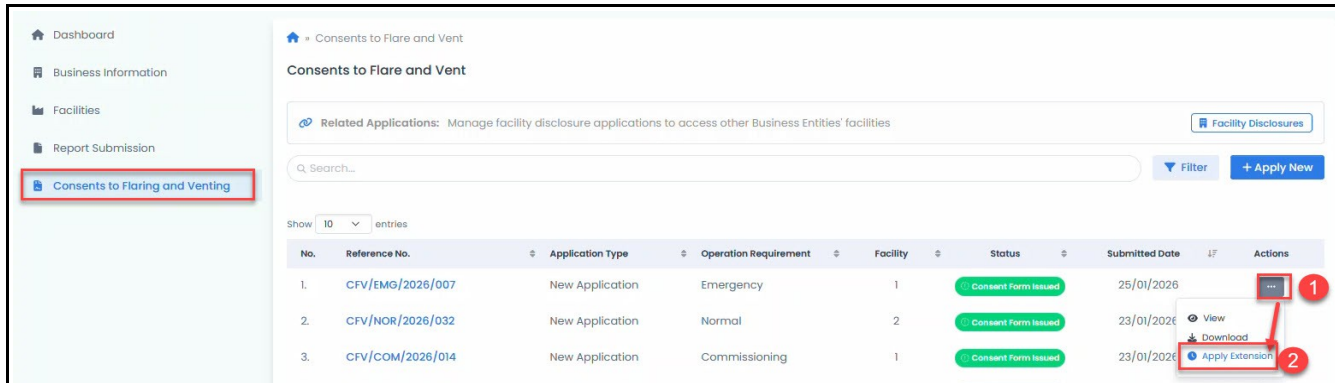
Total Amount (RM) : 2,500.00  
Total Paid (RM) : -0.00  
Unpaid (RM) : 2,500.00

[Back to List](#) [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**.



Consents to Flare and Vent

Related Applications: Manage facility disclosure applications to access other Business Entities' facilities

Q Search...

Filter + Apply New

Show 10 entries

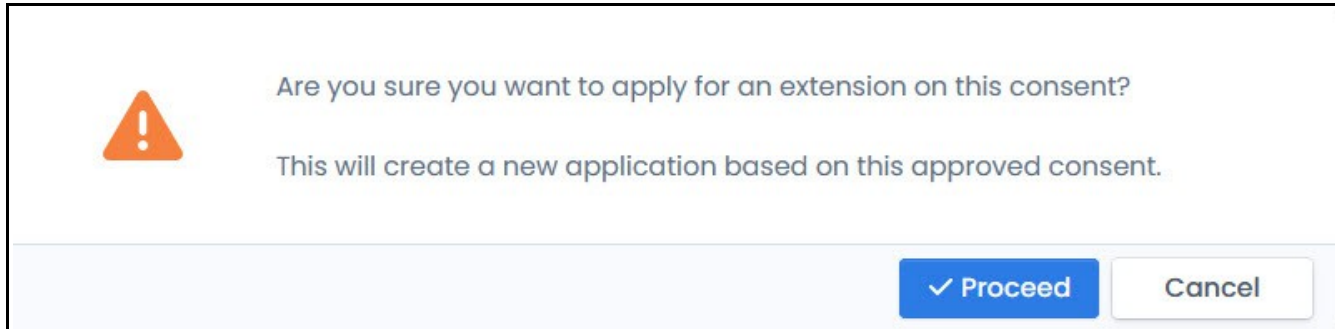
No.	Reference No.	Application Type	Operation Requirement	Facility	Status	Submitted Date	IF	Actions
1.	CFV/EMG/2026/007	New Application	Emergency	1	Consent Form Issued	25/01/2026		...
2.	CFV/NOR/2026/032	New Application	Normal	2	Consent Form Issued	23/01/2026		View Download Apply Extension
3.	CFV/COM/2026/014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

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**

Progress bar: 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 \***

**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 HH:mm  
Specify when the extension period should end

**Reason for Delay \***

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](#)

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**.

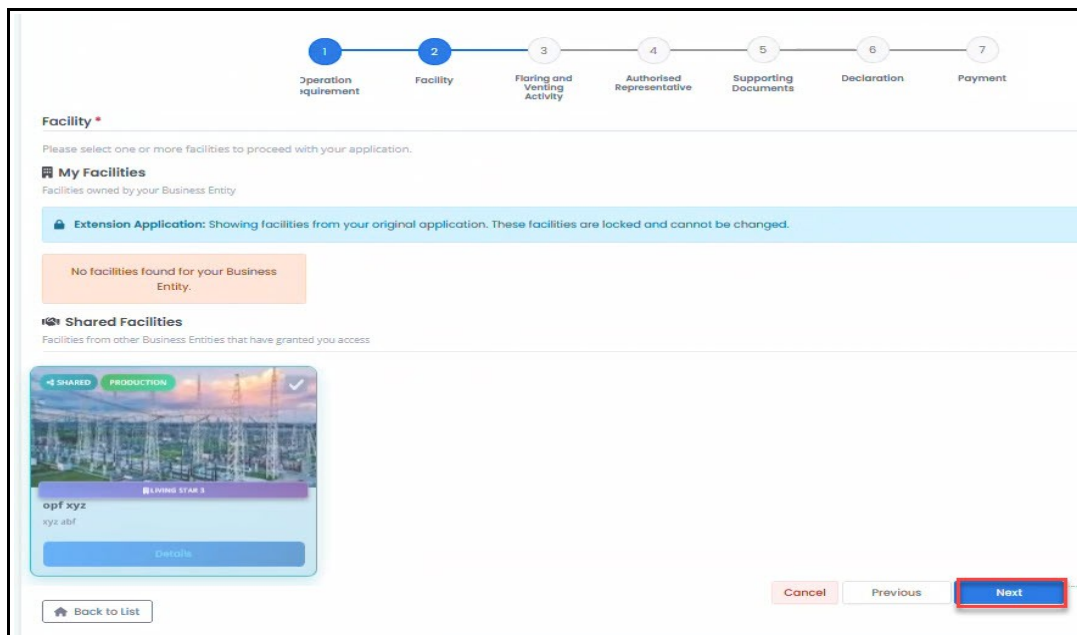
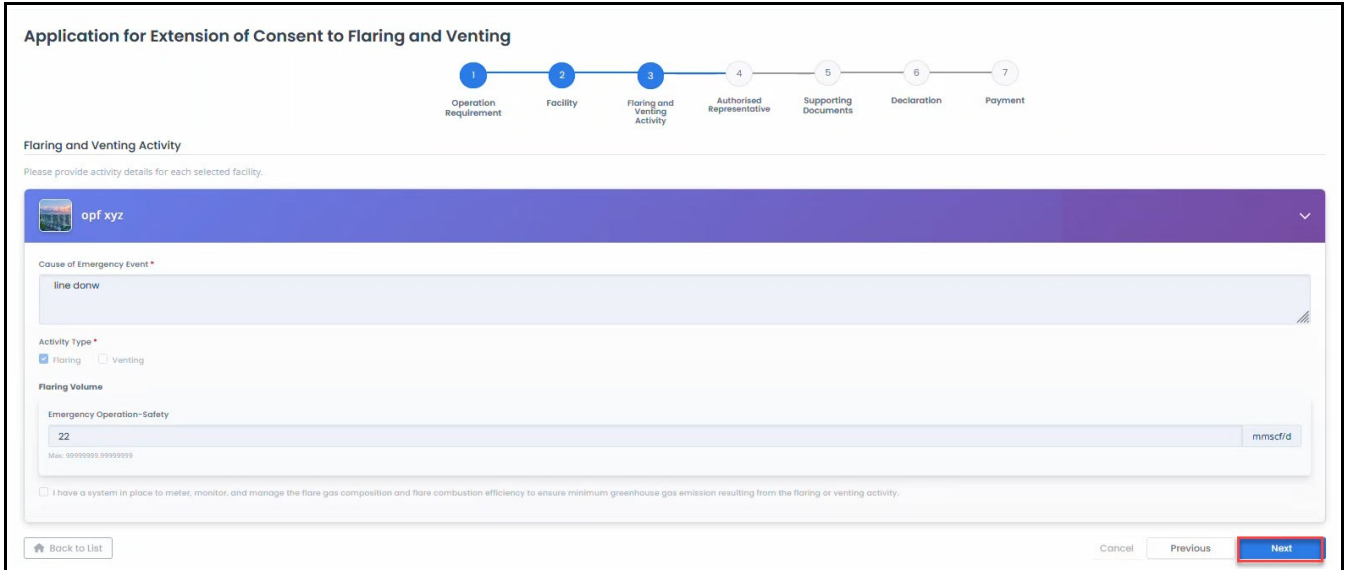


Figure : 96

**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**.



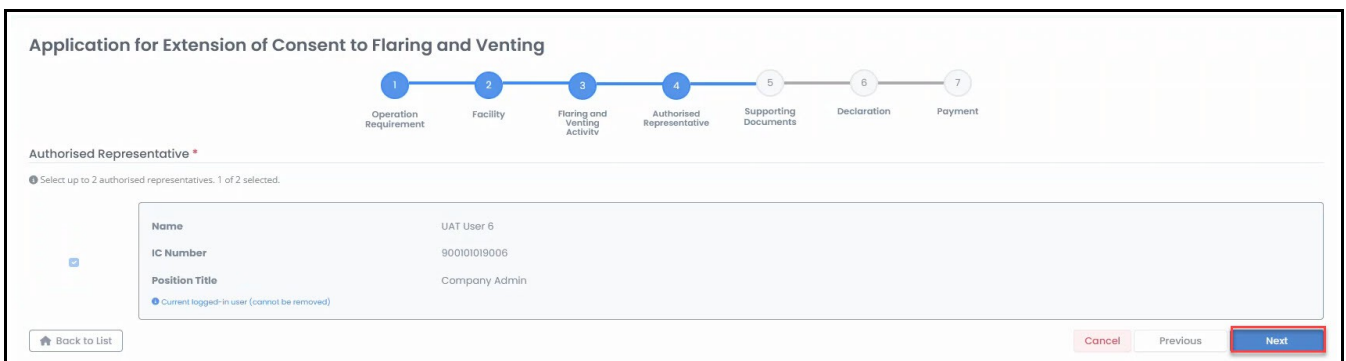
The screenshot shows a web application interface for 'Application for Extension of Consent to Flaring and Venting'. At the top, a progress bar indicates seven steps: 1. Operation Requirement, 2. Facility, 3. Flaring and Venting Activity (current step), 4. Authorised Representative, 5. Supporting Documents, 6. Declaration, and 7. Payment. Below the progress bar, the title 'Flaring and Venting Activity' is displayed. A sub-header reads 'Please provide activity details for each selected facility.' The main form area has a purple header with 'opf xyz' and a dropdown arrow. It contains three sections: 'Cause of Emergency Event \*' with a text input field containing 'line down'; 'Activity Type \*' with radio buttons for 'Flaring' (selected) and 'Venting'; and 'Flaring Volume' with a text input field containing '22' and a 'mmsc/d' unit label. A note below the volume field states: '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.' At the bottom, there are 'Back to List', 'Cancel', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red border.

Figure : 97

**Notes :**

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

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



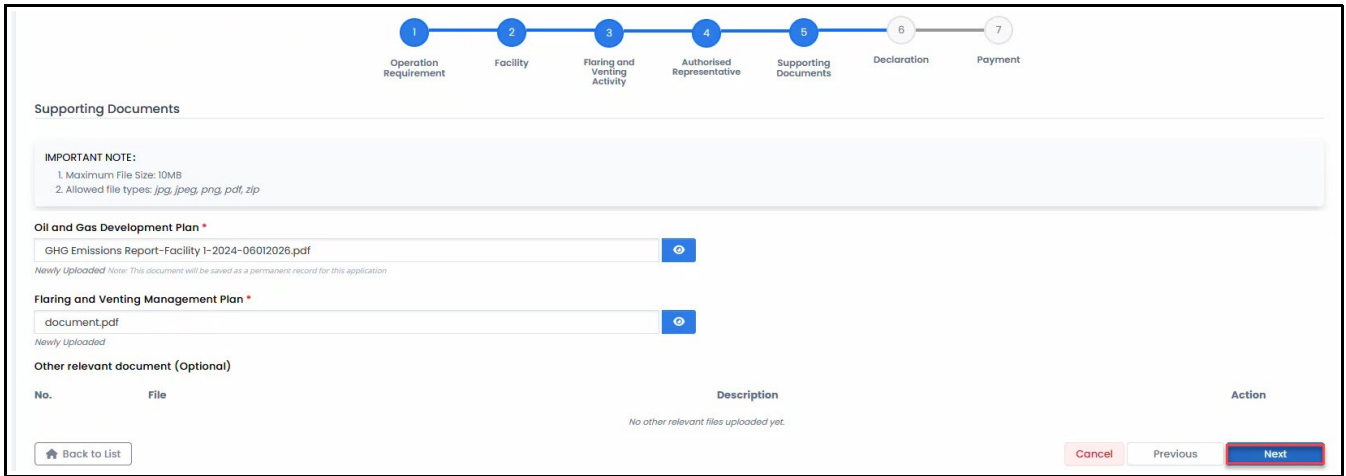
The screenshot shows the same web application interface, but at Process 4, 'Authorised Representative'. The progress bar now highlights step 4. The title 'Authorised Representative \*' is displayed. A sub-header reads 'Select up to 2 authorised representatives. 1 of 2 selected.' Below this, a table lists the selected representative's details: Name (UAT User 6), IC Number (900101019006), and Position Title (Company Admin). A note below the table states: 'Current logged-in user (cannot be removed)'. At the bottom, there are 'Back to List', 'Cancel', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red border.

Figure : 98

**Notes :**

*Authorised Representative will follow as per original application.*

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



Supporting Documents

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

**Oil and Gas Development Plan \***  
GHG Emissions Report-Facility I-2024-06012026.pdf  
Newly Uploaded Note: This document will be saved as a permanent record for this application

**Flaring and Venting Management Plan \***  
document.pdf  
Newly Uploaded

**Other relevant document (Optional)**

No.	File	Description	Action
<small>No other relevant files uploaded yet.</small>			

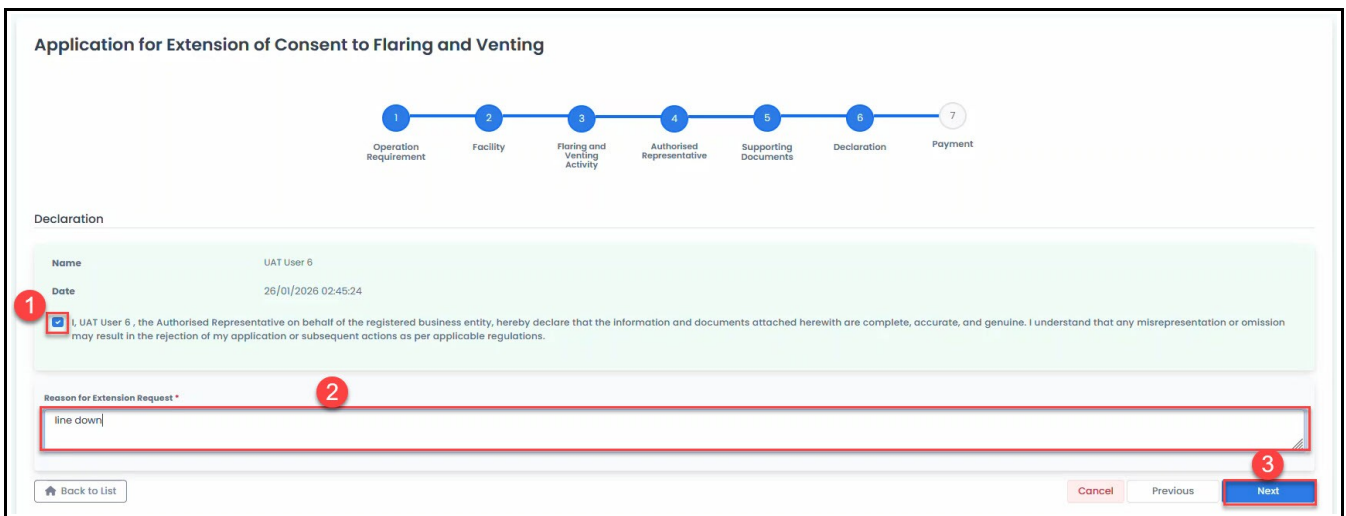
[Back to List](#) [Cancel](#) [Previous](#) [Next](#)

Figure : 99

**Notes :**

- Files shall remain as per original application

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



Application for Extension of Consent to Flaring and Venting

**Declaration**

Name: UAT User 6  
Date: 26/01/2026 02:45:24

☒ 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.

Reason for Extension Request \*

line down

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

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

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

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

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**.

 Please ensure all details are correct before submit for payment.

[Pay](#) [Cancel](#)

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
		Total Payable (RM) 7,500.00

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](#) [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.

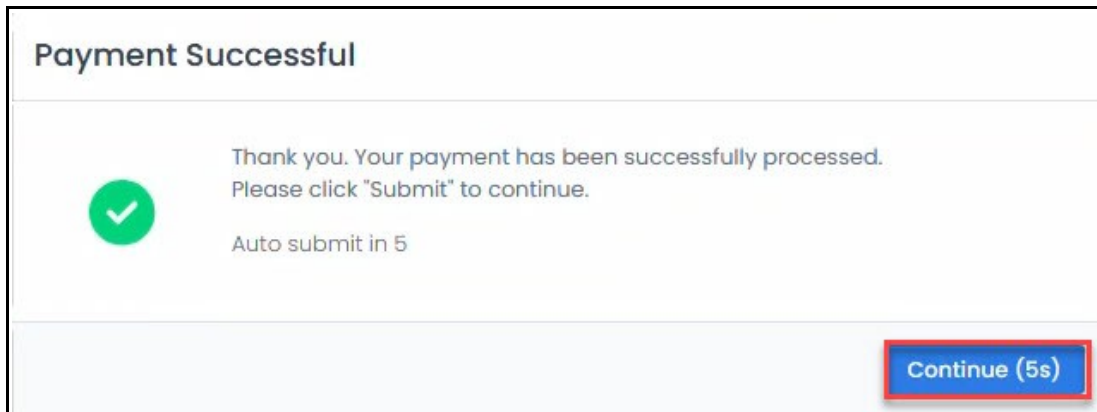


Figure : 104

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

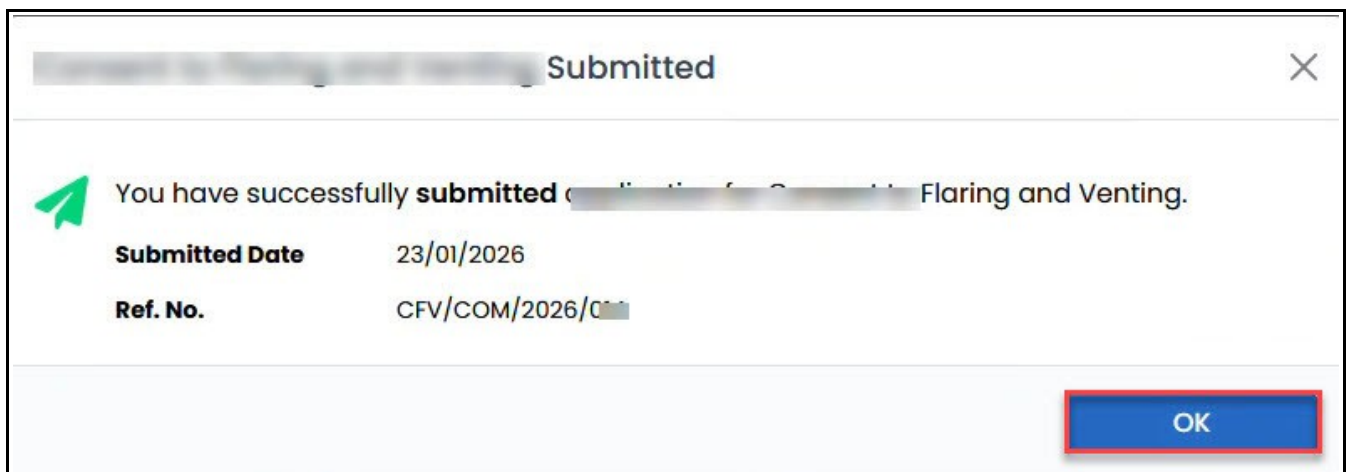


Figure : 105

**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.

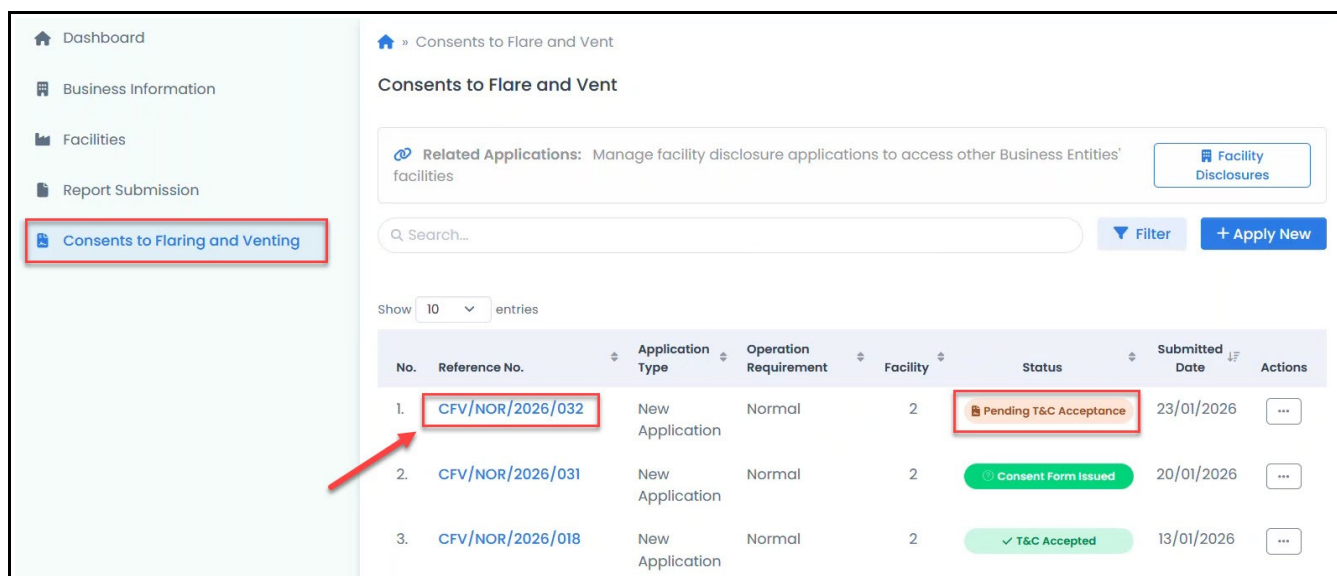


## 1.8. Consent to Flare and Vent Form Digital Signing

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 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.



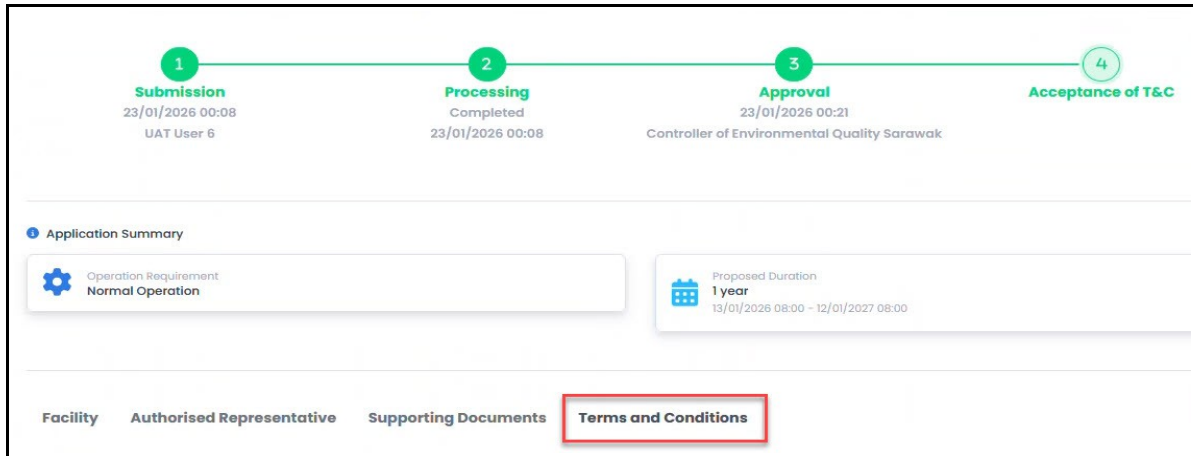
No.	Reference No.	Application Type	Operation Requirement	Facility	Status	Submitted Date	Actions
1.	CFV/NOR/2026/032	New Application	Normal	2	Pending T&C Acceptance	23/01/2026	...
2.	CFV/NOR/2026/031	New Application	Normal	2	Consent Form Issued	20/01/2026	...
3.	CFV/NOR/2026/018	New Application	Normal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

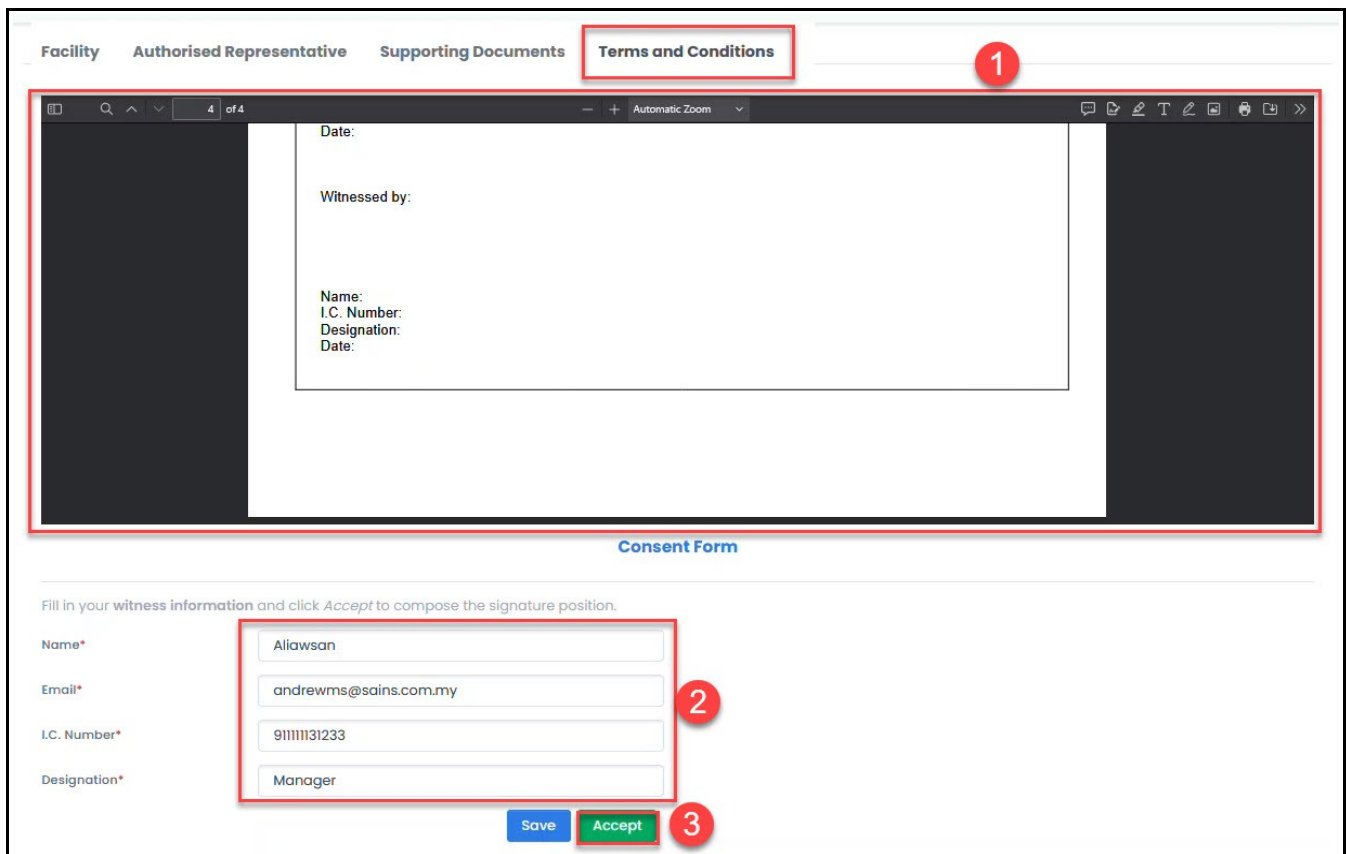
2. Click tab **Terms and Conditions**.



The screenshot shows a progress bar with four steps: 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 progress bar, there is an 'Application Summary' section with 'Operation Requirement: Normal Operation' and 'Proposed Duration: 1 year (13/01/2026 08:00 - 12/01/2027 08:00)'. At the bottom, there are tabs: Facility, Authorised Representative, Supporting Documents, and **Terms and Conditions** (highlighted with 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 selected. A red box labeled '1' highlights the 'Consent Form' preview area, which includes fields for 'Date:', 'Witnessed by:', 'Name:', 'I.C. Number:', 'Designation:', and 'Date:'. Below the preview, there is a section for 'Fill in your witness information and click Accept to compose the signature position.' This section contains a form with fields for 'Name\*', 'Email\*', 'I.C. Number\*', and 'Designation\*'. A red box labeled '2' highlights the 'Name\*' field, which contains the text 'Allawsan'. Below the form, there are 'Save' and 'Accept' buttons. A red box labeled '3' highlights the 'Accept' button.

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

aliaw  
andrewms@sains.com.my

Fields

Owner Textfield

QR Code

Signature

Date

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**.

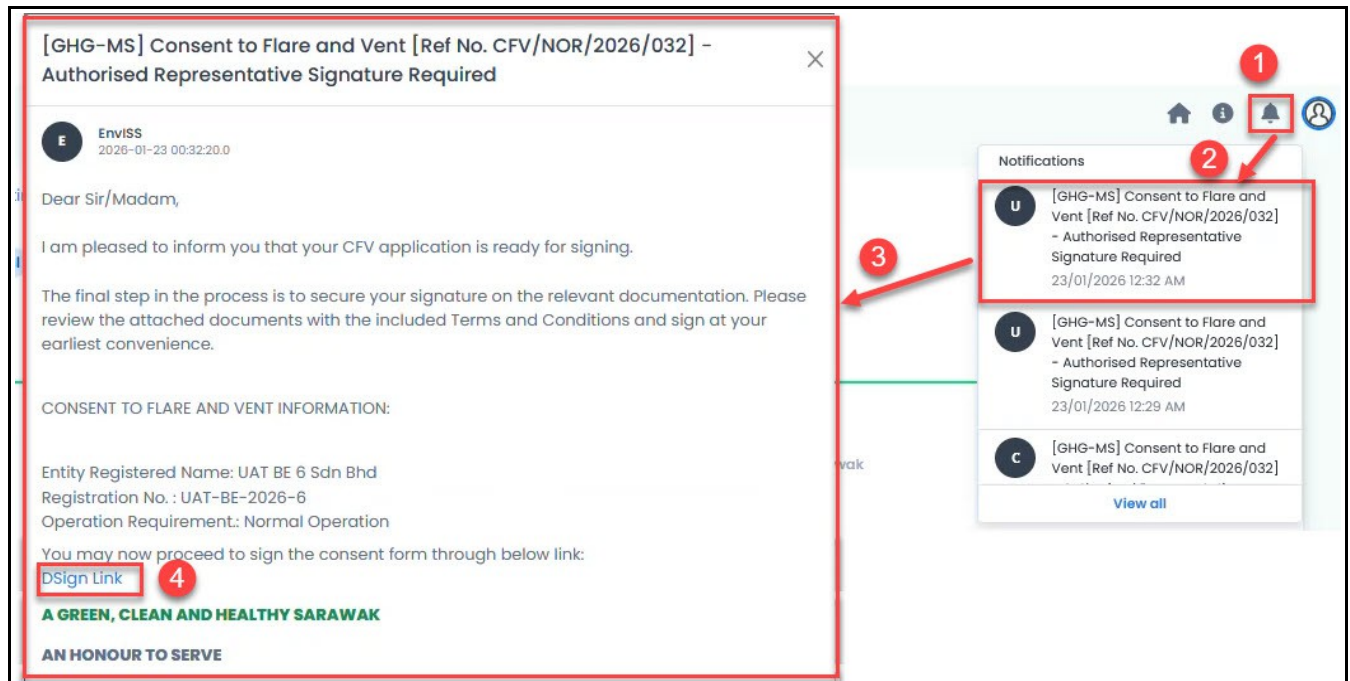


Figure : 111

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**.

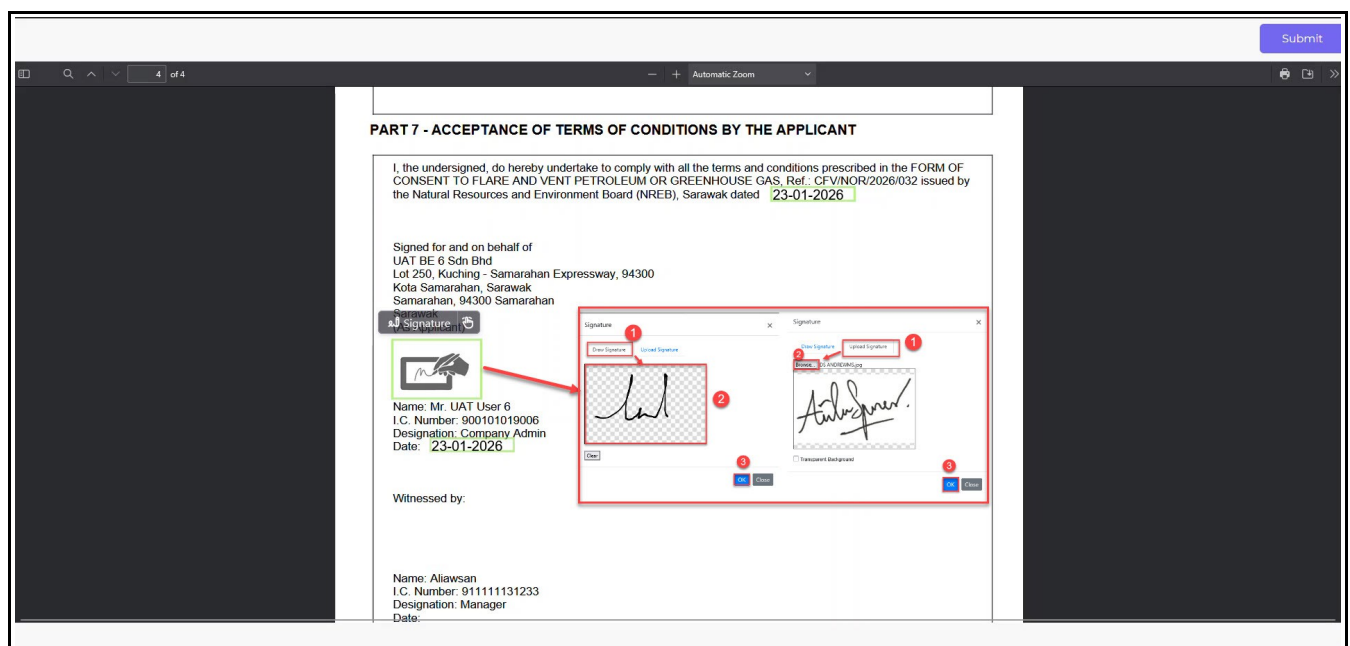
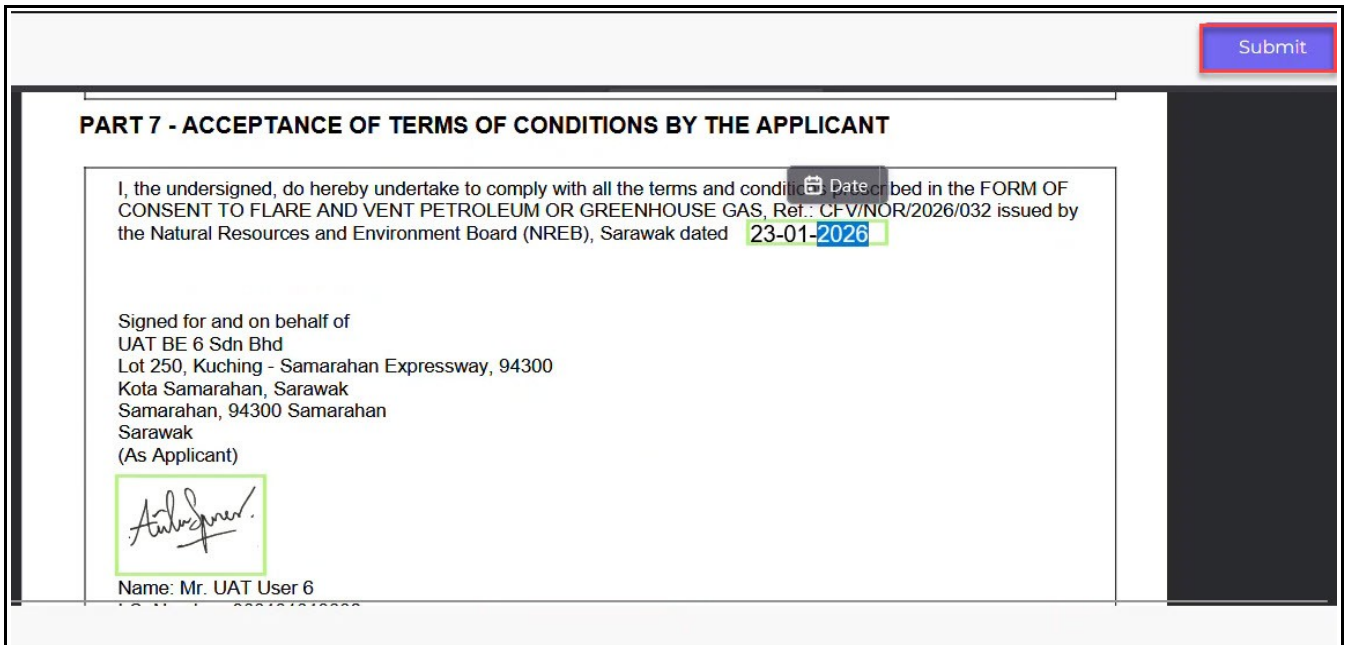


Figure : 112


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



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

I, the undersigned, do hereby undertake to comply with all the terms and conditions described 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**

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

**Submit**

Figure : 113

4. Message document signed successfully will be displayed.

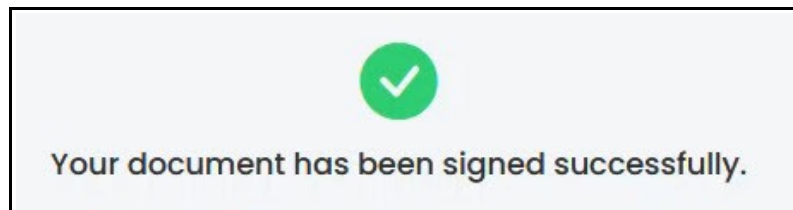


Figure : 114

---

**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**.

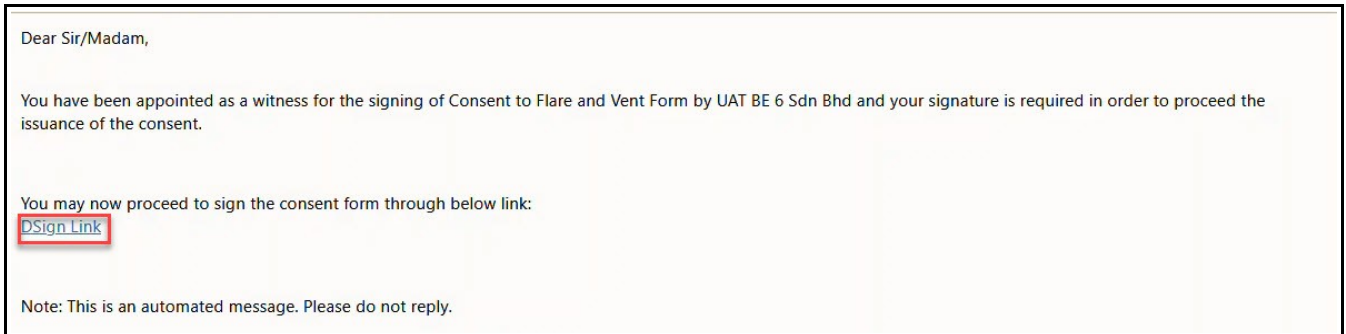


Figure : 115

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**.

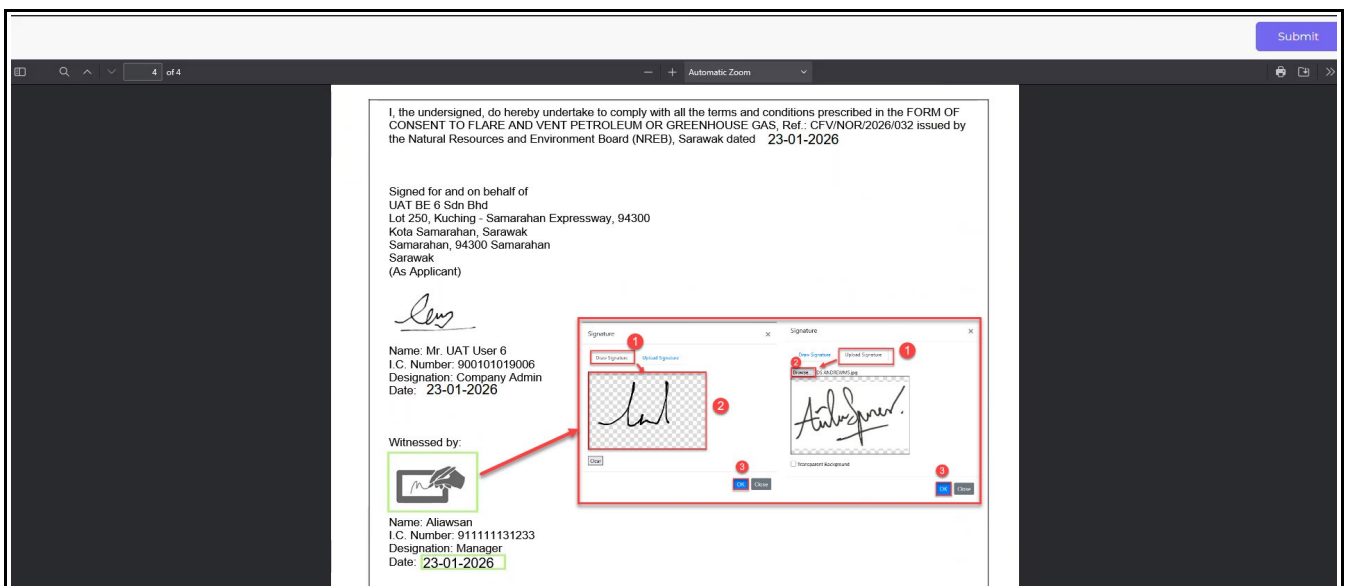


Figure : 116



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

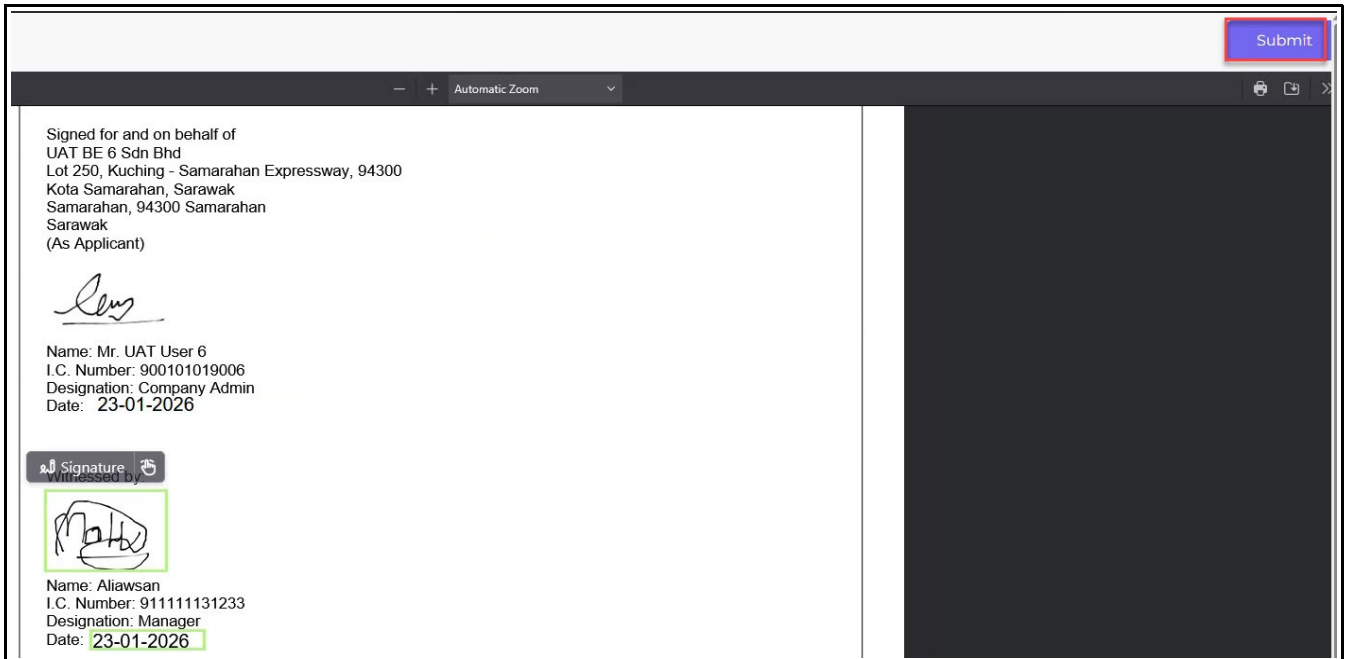


Figure : 117

4. Message document signed successfully will be displayed.

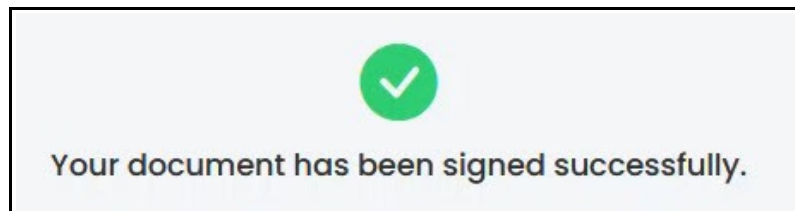


Figure : 118

### Notes :

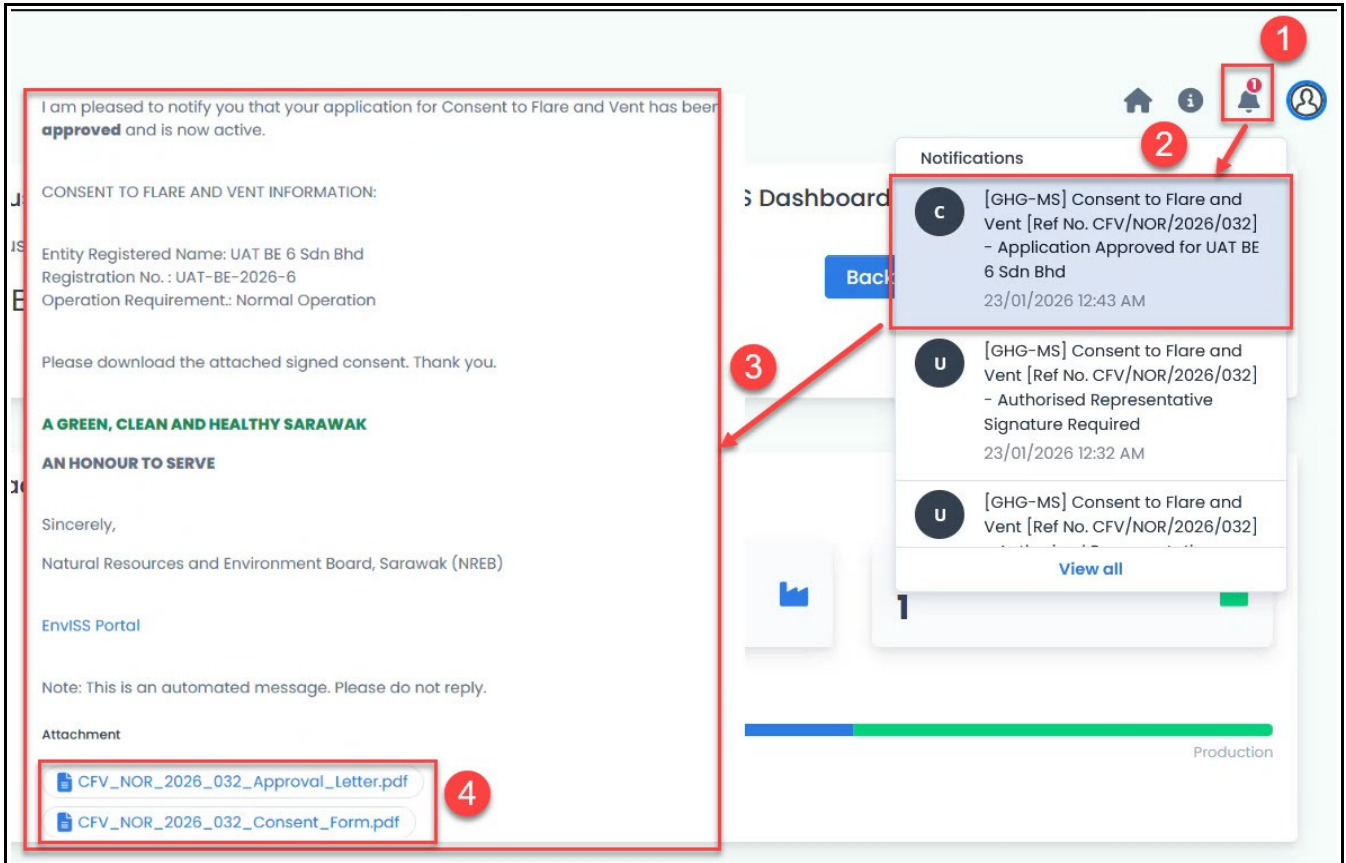
- Once digital signed by both Applicant and Witness, NREB Controller will receive notification and email notification to digital sign.
- CFV Application status will change to T&C Accepted.

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”.



The screenshot displays the EnvISS portal interface. On the left, a large email notification is shown, stating that the application for Consent to Flare and Vent has been approved. It includes details such as the Entity Registered Name (UAT BE 6 Sdn Bhd), Registration No. (UAT-BE-2026-6), and Operation Requirement (Normal Operation). The email also mentions downloading the signed consent and lists two attachments: 'CFV\_NOR\_2026\_032\_Approval\_Letter.pdf' and 'CFV\_NOR\_2026\_032\_Consent\_Form.pdf'. On the right, a 'Notifications' dropdown menu is open, showing three notifications. The first notification, highlighted with a red box and labeled '1', is titled '[GHG-MS] Consent to Flare and Vent [Ref No. CFV/NOR/2026/032] - Application Approved for UAT BE 6 Sdn Bhd' and is dated 23/01/2026 12:43 AM. A red arrow labeled '2' points to the notification icon, and another red arrow labeled '3' points to the notification list. A red box labeled '4' highlights the attachments in the email.

Figure : 119

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

**NATURAL RESOURCES AND ENVIRONMENT BOARD (NREB), SARAWAK**  
 18th-20th Floor, Menara Pelita, Jalan Tun Abdul Rahman Yakub  
 Petra Jaya, 93050 Kuching Sarawak, Malaysia.  
 Locked Bag No. 2103, Kuching Sarawak, Malaysia.  
 Tel : 082-319500/447448 Fax : 082-312800

**Kuching Divisional Office**  
 Shoplot No. 29 Lot 6026, Block 11, Muara Tobat Land District, Jalan Sela Raj, 93200 Kuching Tel : 082-355972 Fax : 082-355924

**Berikang Divisional Office**  
 Area U.O. Block Menara Kompleks Pagarh Karaman, Negeri Karaman, Berikang, Sarawak, 95730 Berikang Tel : 083-471901 Fax : 083-471900

**Sibu Divisional Office**  
 Trigate S. Wama, Sanyan No. 1, Jalan Sanyan, 95030 Sibu Tel : 084-337428 Fax : 084-337488

**Kapit Divisional Office**  
 1st & 2nd Floor, Sublot 15, Lot 2141 Pagar Batu Batak, 95030 Kapit Tel : 084-337428 Fax : 084-337488

**Mukah Divisional Office**  
 6th Floor, Menara Pagar Batu Batak, 95400 Mukah Tel : 084-673485 Fax : 084-673488

**Bintulu Divisional Office**  
 2nd Floor, Wama, Bintulu, Jalan Tungkong, 97000 Bintulu Tel : 085-334448 Fax : 085-335342

**Min Divisional Office**  
 6th Floor, Wama, Petra Tunas, Jalan Buntar, 98000 Miri

Ref.: CFV/NOR/2026/032  
 23 January 2026

**UAT BE 6 Sdn Bhd**  
 Lot 250, Kuching - Samarahan Expressway, 94300 Kota Samarahan, Sarawak  
 Samarahan, 94300 Samarahan Sarawak  
 (Attn: Authorized Representative Mr. UAT User 6)  
 Tel : +60120006666 Email : uat\_user6@sains.com.my

Dear Sir/Madam,

**APPLICATION FOR CONSENT TO FLARE AND VENT PETROLEUM OR GREENHOUSE GASES (NORMAL OPERATION)**

May I refer to your application dated 23/01/2026 on the above matter.

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.

3. You can download your signed Consent Form with approved terms and conditions via <https://enviss-mt.nreb.gov.my/common>.

Thank you.

**"A GREEN, CLEAN AND HEALTHY SARAWAK"**  
**"AN HONOUR TO SERVE"**

Digitally signed by [Signature] on 23/01/2026 12:43 AM

[Controller of Environmental Quality Sarawak]  
 Controller of Environmental Quality Sarawak

**PART 6 – APPROVAL BY THE CONTROLLER**

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.

Digitally signed on 23/01/2026  
 Controller Of Environmental Quality Sarawak

**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/NOR/2026/032 issued by the Natural Resources and Environment Board (NREB), Sarawak dated 23-01-2026

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

Witnessed by:

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.	CFV/NOR/2026/032	New Application	Normal	2	Consent Form Issued	23/01/2026	...
2.	CFV/NOR/2026/031	New Application	Normal	2	Consent Form Issued		View Download

## 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

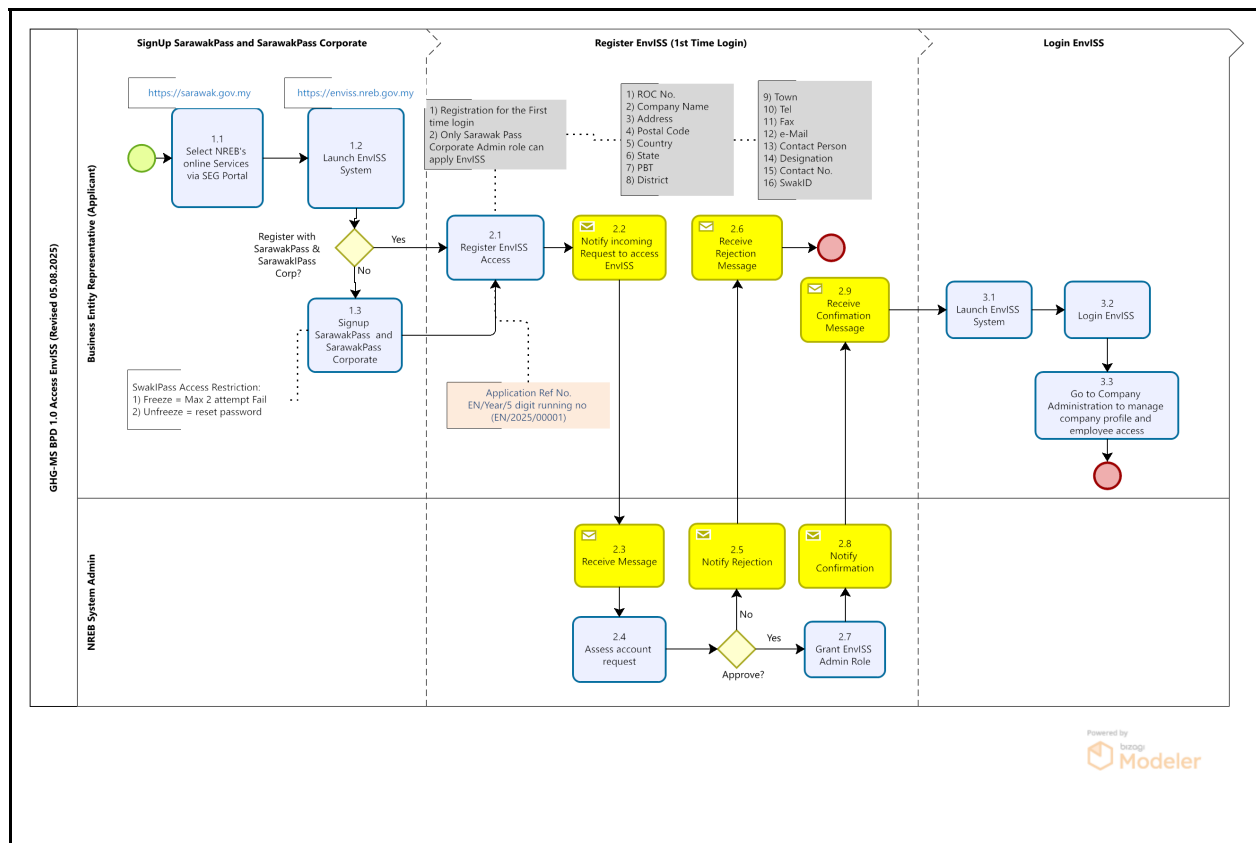


Figure : 121

## 2.1.2. BE Registration

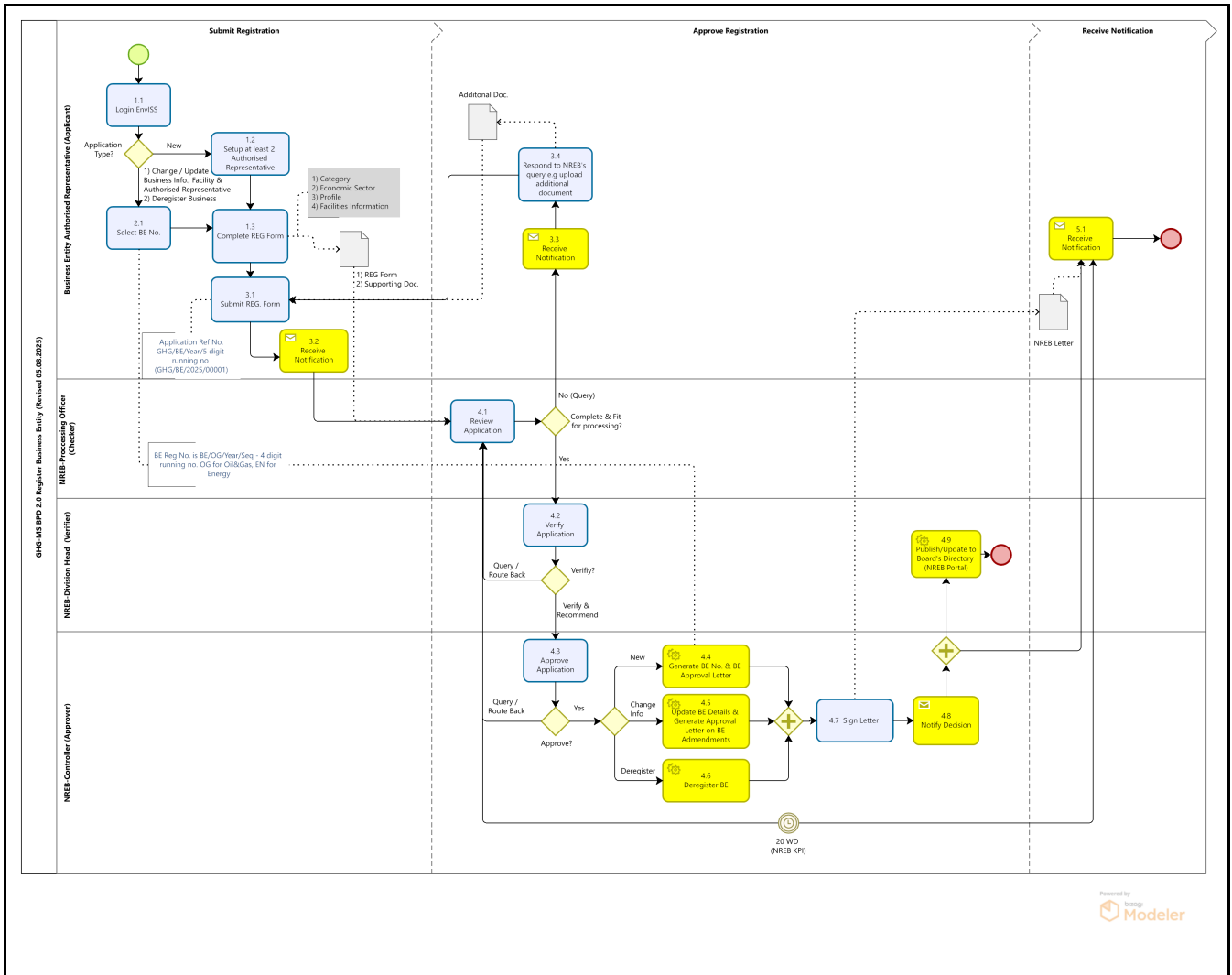


Figure : 122

### 2.1.3. GHG Emission Reports Submission

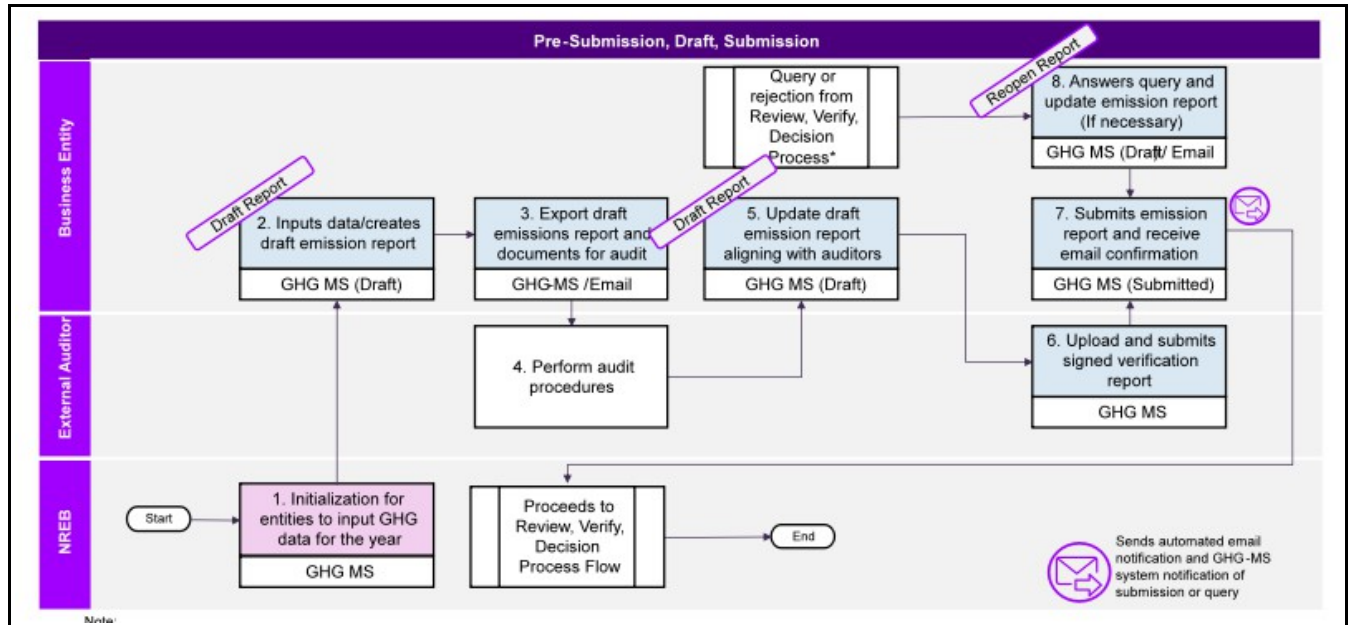


Figure : 123

### 2.1.4. GHG Emission Reports Submission Approval

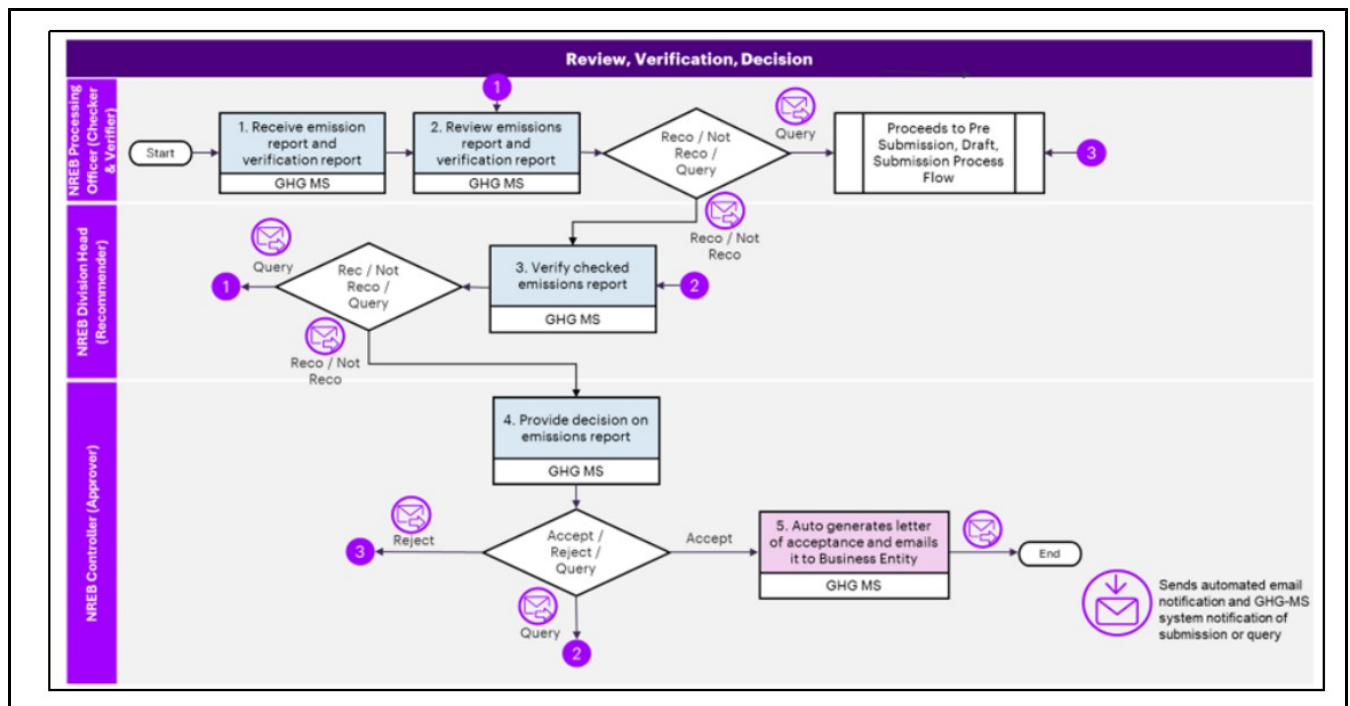


Figure : 124

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

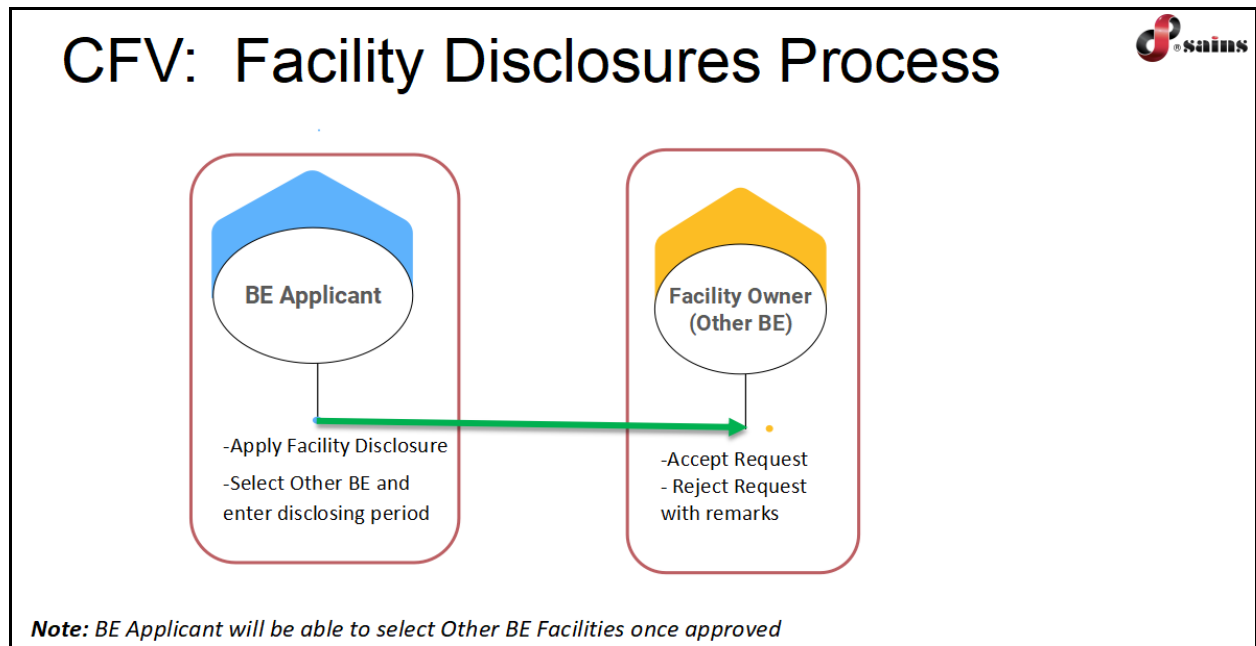


Figure : 125

### 2.1.6. Consent To Flare & Vent Application

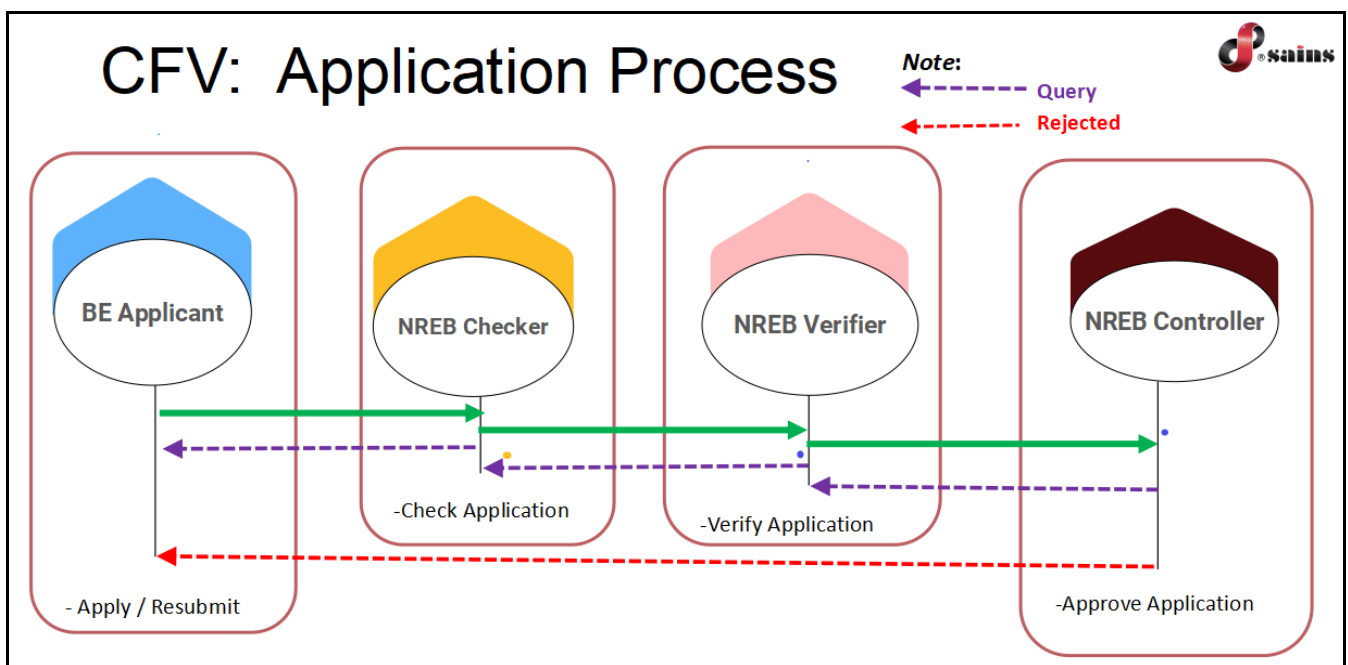


Figure : 126

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

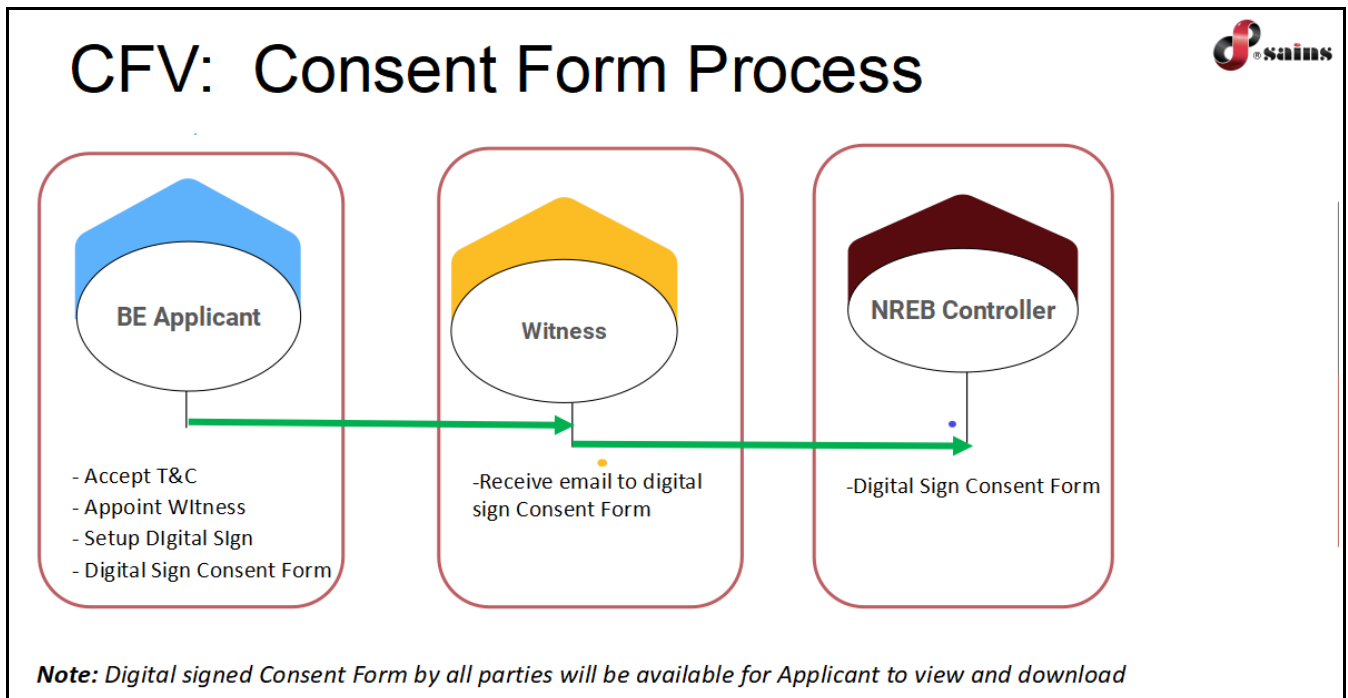


Figure : 127

**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/\*\*](https://sarawakpass.sarawak.gov.my/)





**Sarawak**  
**Pass**

# **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



**SarawakPass** (Powered by SarawakID)

EN

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

Login

Register



# SarawakPass - Registration



## Register For SarawakPass

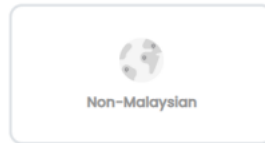
### Note:

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 \*



Full Name \* ⓘ

(Your full name as in MyKad)

MyKad Number \* ⓘ

(MyKad number without dashes "--")

Mobile Number \* ⓘ

(Valid Malaysian mobile number for future correspondences including OTP.)

Email \* ⓘ

(Valid email address for future correspondences including OTP.)

Secure Word \* ⓘ

Password \* ⓘ

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

Retype Password \* ⓘ

Security Check \*

☐ I'm not a robot



☐ 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



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

Mobile Number \*

MYS +60

Verify

Email \*

Verify

Cancel

Submit

## Verification Step



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

Mobile Number \*

MYS +60



Email \*

Verify

Submit



Success

Mobile verified successfully!

OK



# 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

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: 000123131234

Mobile Number \* ⓘ

MYS +60

Mobile Number

Security Check \*



I'm not a robot



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 **XHGDQK**  
(Test OTP: 407408)



OTP\*   
Resend OTP in 00:31

**Success**  
Email verified successfully!

Submit

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 **XHGQK**  
(Test OTP: 407408)



OTP\* 407408

Resend OTP in 00:31



**Success**

Email verified successfully!

OK

Submit

## 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 \*

.....



**Success**

Password reset successful!

OK

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.

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



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 App

Password Login

Welcome,

Is this your Secure Word?

No

Yes

[Recover SarawakPass](#)

Register for SarawakPass

SarawakPass App

Password Login

Welcome

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**

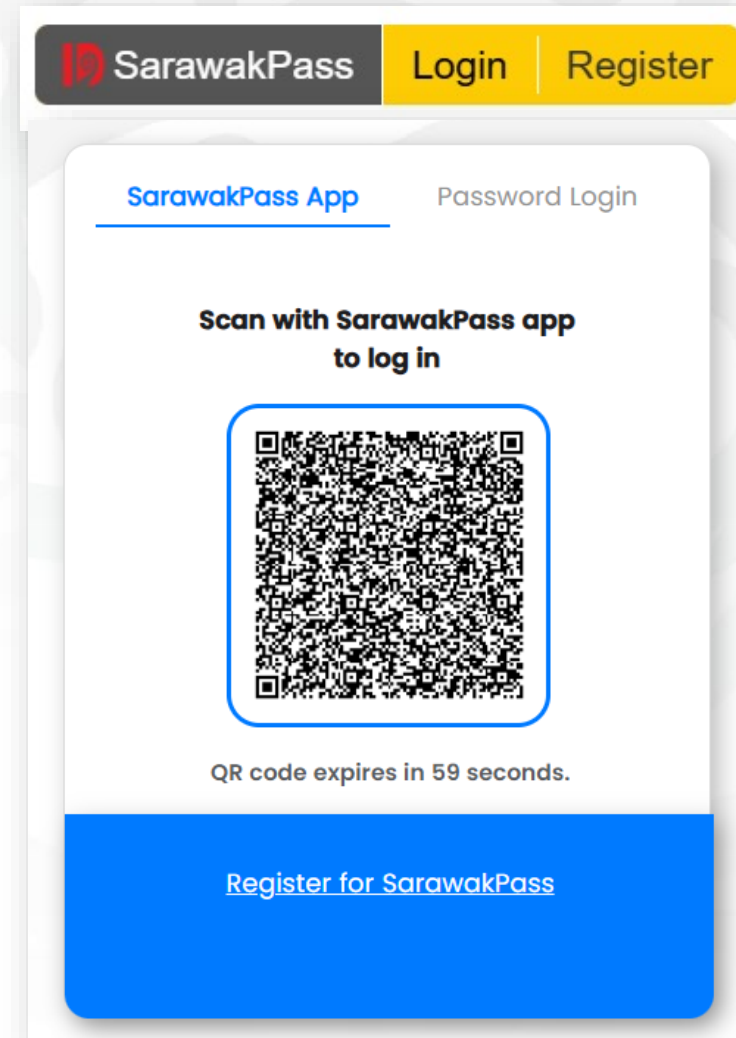
## **Sign-in with QR Code and Biometric Verification**

# 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.

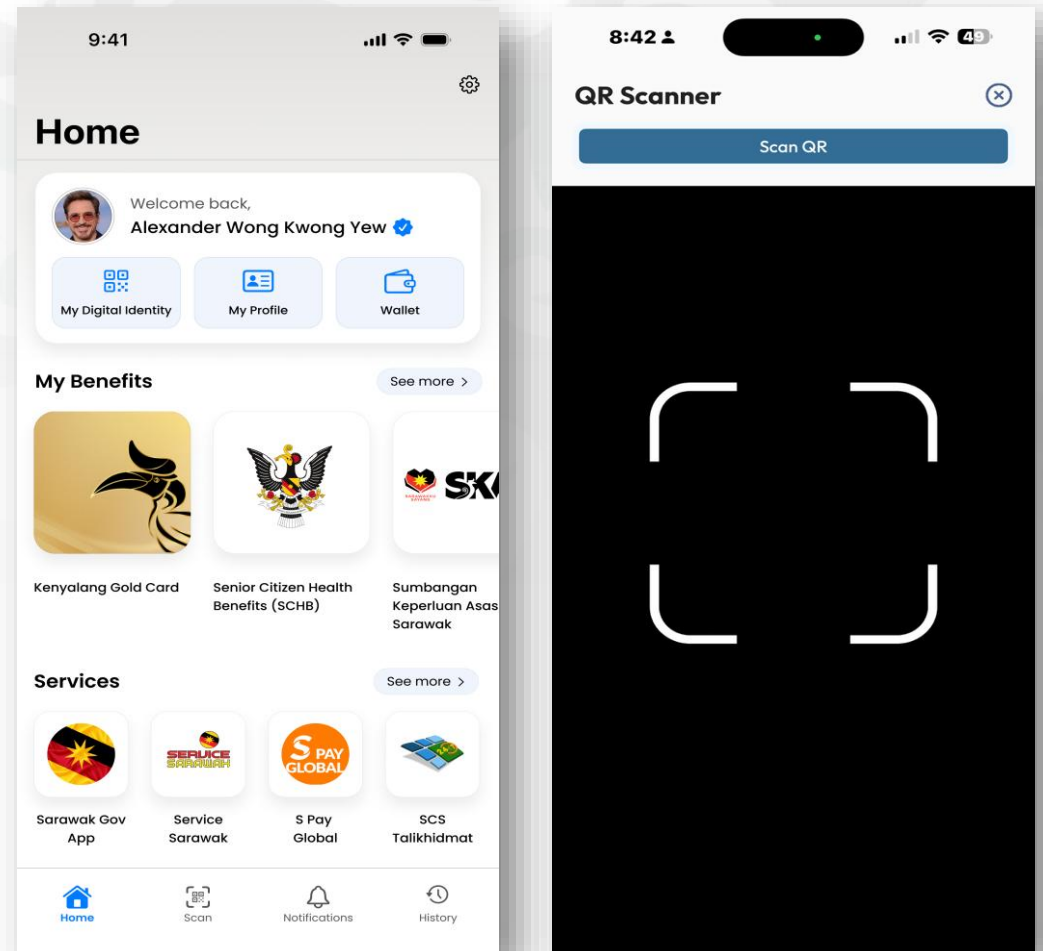
**Note:** This QR code usually has a short expiration time (e.g., 60 seconds) for security.



# Sign-in SarawakPass with QR Code



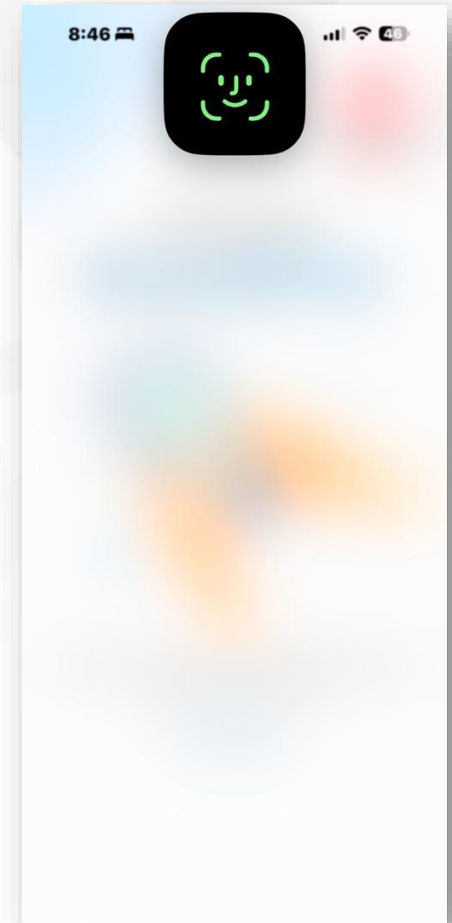
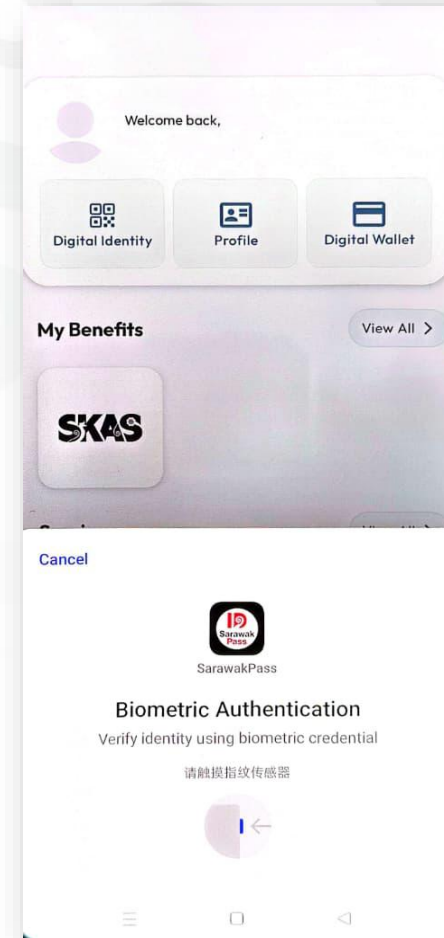
3. On your mobile device, open the SarawakPass app. You should already be logged into the app itself.
4. From the Home screen or the main navigation bar in the app, look for the Scanner Icon (next to the Home icon). Tap to open the QR Scanner.
5. Point your mobile device's camera at the QR code displayed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

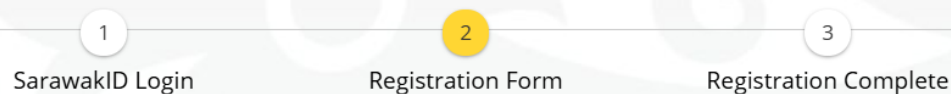


# **SarawakPass Corp Account Registration**

# SarawakPass - Corp Account Registration



## SarawakPass Corp Registration



### 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 you 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 *
<input type="text"/>	<input type="text"/>
Email *	Position
<input type="text"/>	<input type="text"/>

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

<b>Name *</b>	<b>Contact *</b>
<input type="text" value="Ali Bin Bakar"/>	<input type="text" value="0199999999"/>
<b>IC Type *</b>	<b>IC Number *</b>
<input type="text" value="MyKad"/>	<input type="text" value="911006131313"/>
<b>Email *</b>	<b>Position *</b>
<input type="text" value="test@gmail.com"/>	<input type="text" value="Owner"/>

Verify MyKad

Owner Information

<b>Name *</b>	<b>Contact *</b>
<input type="text" value="Ali Bin Bakar"/>	<input type="text" value="0199999999"/>
<b>IC Type *</b>	<b>IC Number *</b>
<input type="text" value="MyKad"/>	<input type="text" value="911006131313"/>
<b>Email *</b>	<b>Position *</b>
<input type="text" value="test@gmail.com"/>	<input type="text" value="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 \***  
  
  
  
**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 \* 

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

2

3

SarawakID LoginRegistration FormRegistration 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.

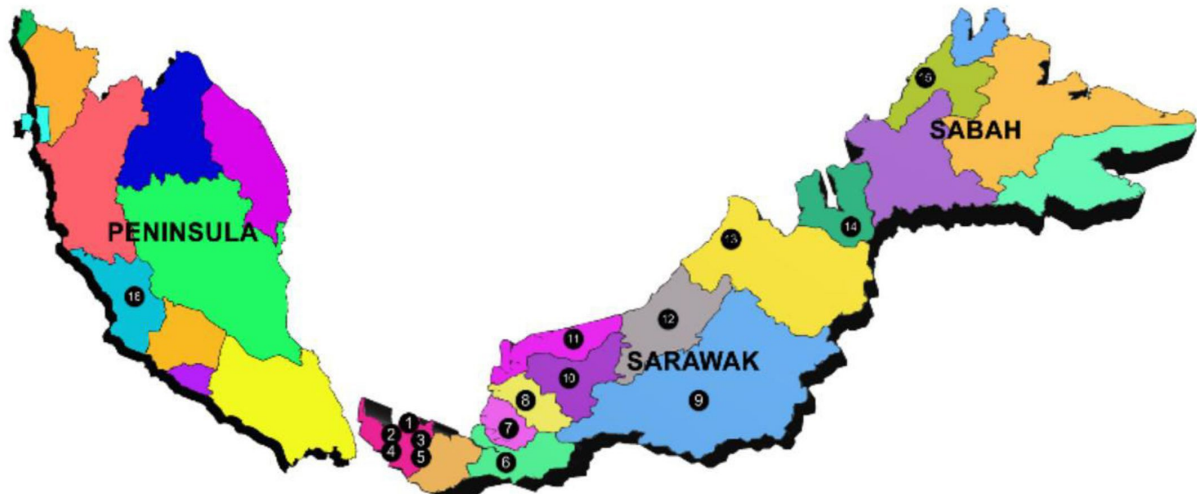


**1 SAINS Head Office**

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](mailto: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.

**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.

**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

**6 SAINS Sri Aman**

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

**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

**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

**9 SAINS Kapit**

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

**10 SAINS Sibu**

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

**12 SAINS Bintulu**

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

**14 SAINS Limbang**

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

**15 SAINS Kota Kinabalu**

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

**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 Kembangan,  
Selangor Darul Ehsan



Digital Partner for Life

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Fax: (06) 82-668669

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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.