SARAWAK INFORMATION SYSTEMS SDN BHD

EnvISS – Greenhouse Gas Management System (GHG-MS)

System Version 2.0

User Guide (Business Entity) Version 2.0

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1. Introduction

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

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

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

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

1.1. User Guide Objective

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

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

1.2. EnvISS Platform

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

1.2.1. EnvISS Signup – EnvISS Signup Entry Submission / Resubmission

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

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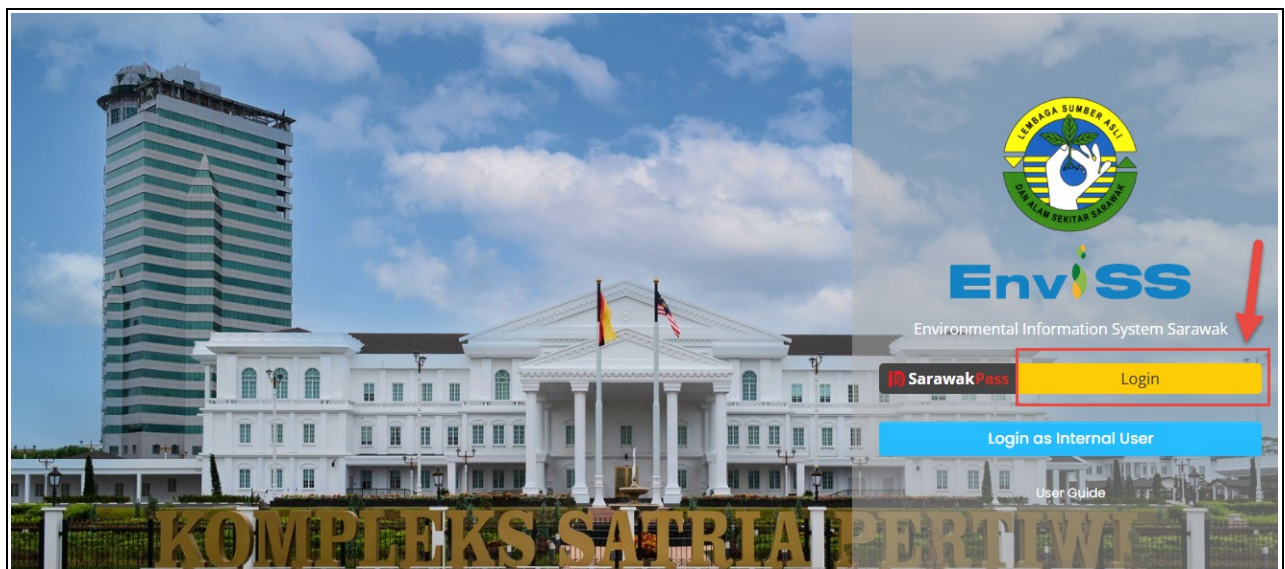

Figure : 1

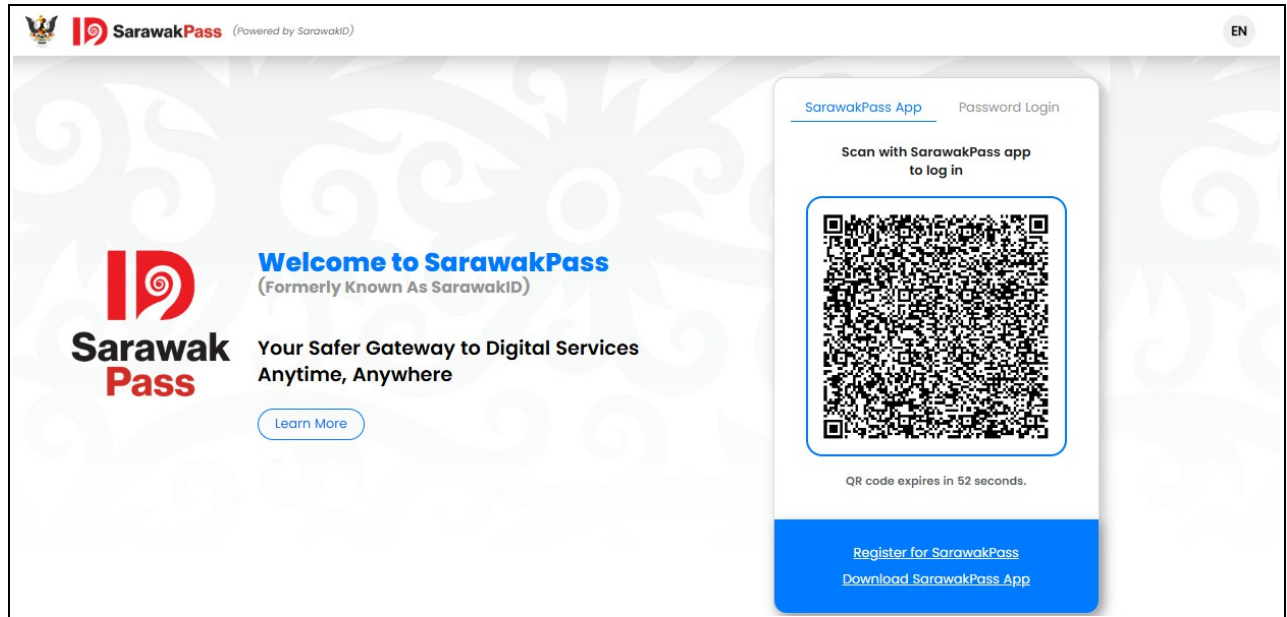3. Choose to login via **SarawakPass App** or **Password Login**.

Figure : 2

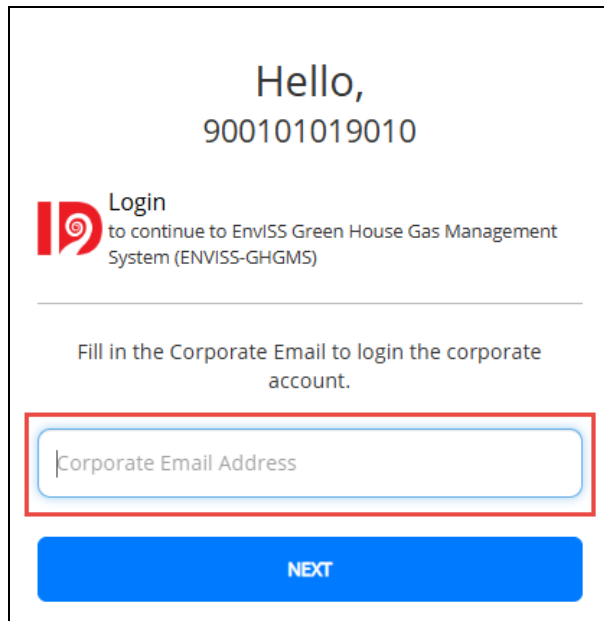4. Upon successful login, click on **Corporate** and type in the corporate email address.

Figure : 3

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

Figure : 4

6.   The following screen will appear upon successful login.

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.
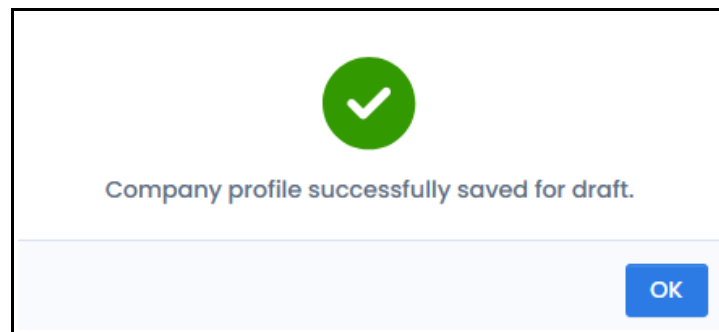

Figure : 6

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

Figure : 7

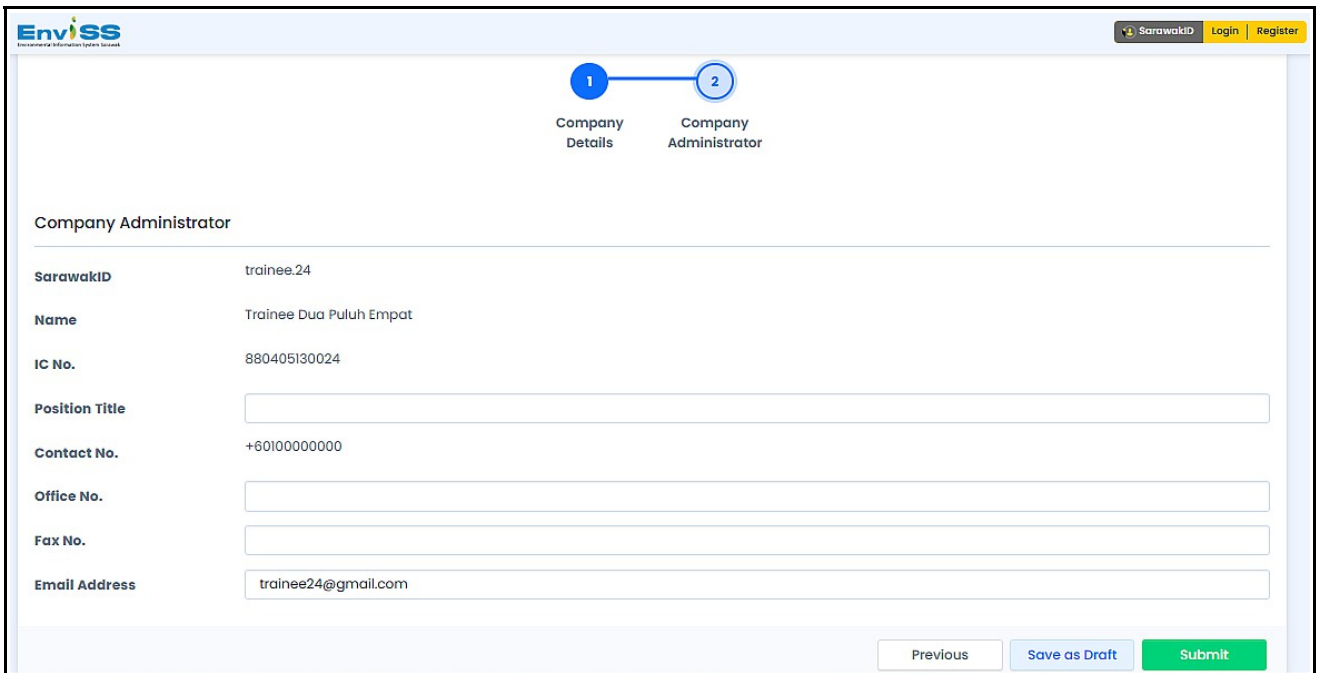9. Once done, click on **Submit** button. Then, click on **OK**.
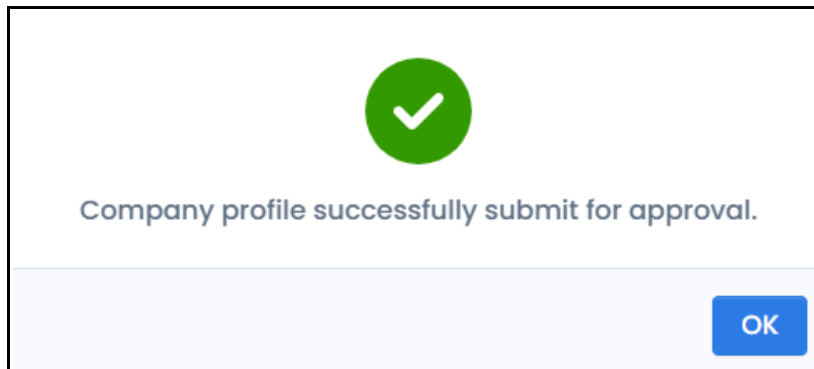
Figure : 8

10. Popup message will appear upon click on **OK**. To close, click on **OK**.
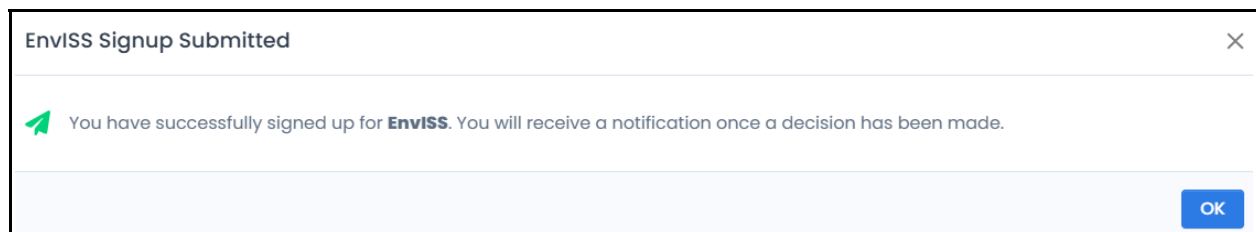
Figure : 9

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

Figure : 10

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

Figure : 11

Notes **:**

- *Refer to **Appendix** for SarawakPass and SarawakPass Corporate Registration before proceed to access EnvISS.*

- *Approved submission of EnvISS access by NREB CIO will be notified via email to applicant and corporate email.*

1.2.2. EnvISS – Company Details and Employee Management

This section is for Company Administrator to fill in/update company and employee details once the application **has been approved**.
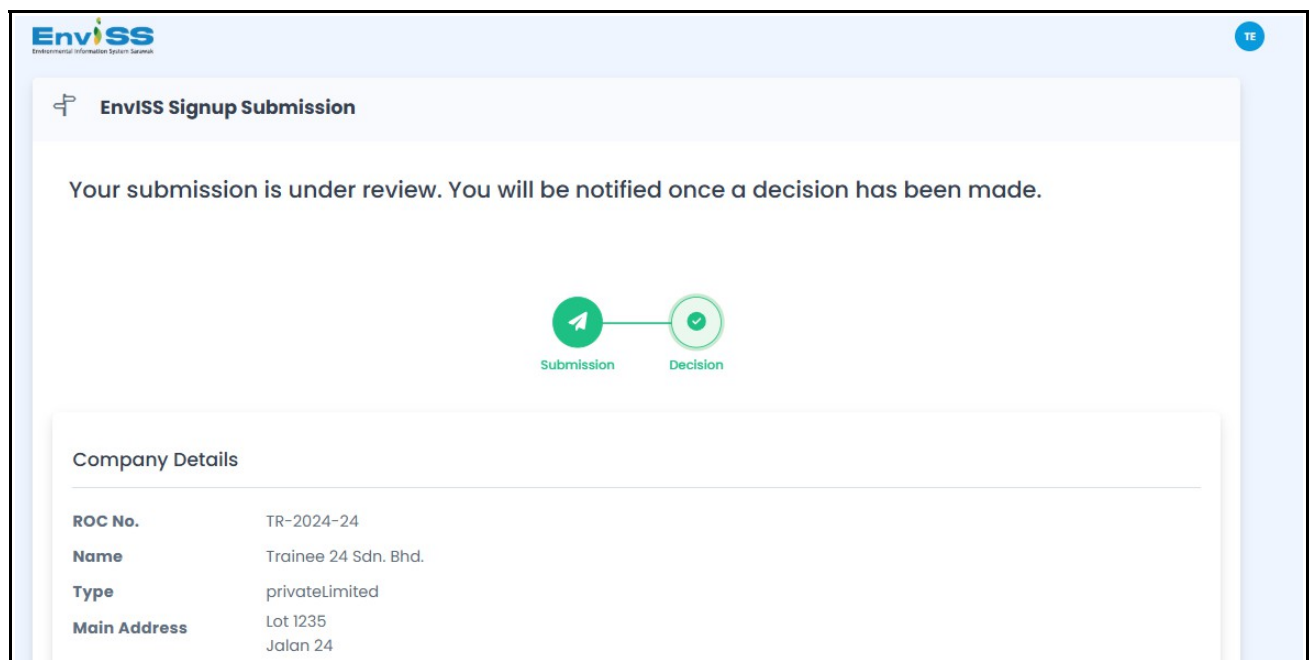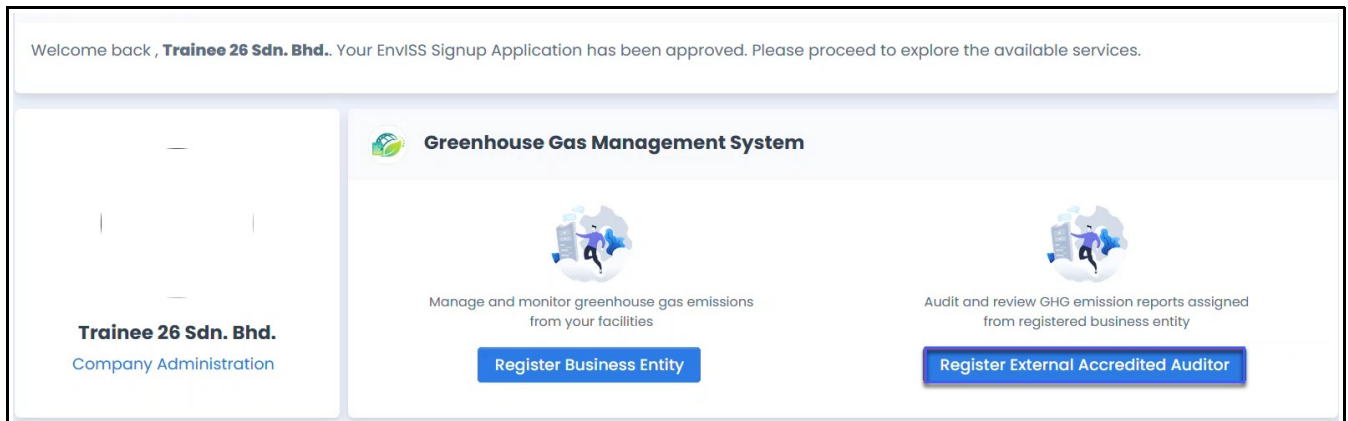
1. Login to the EnvISS application using SarawakPass and SarawakPass Corporate.
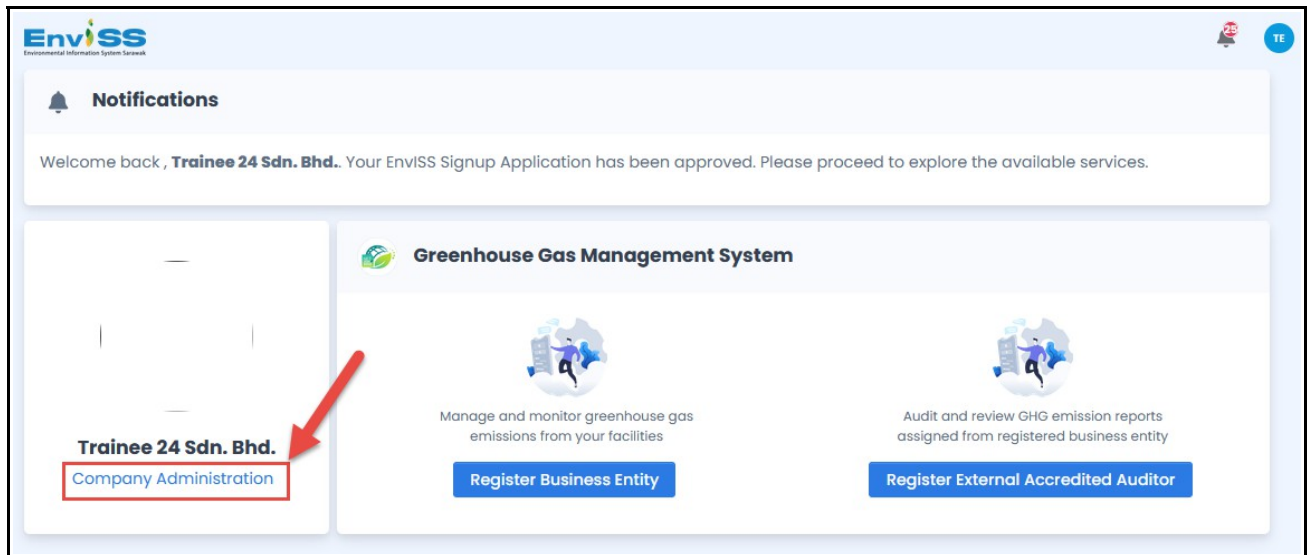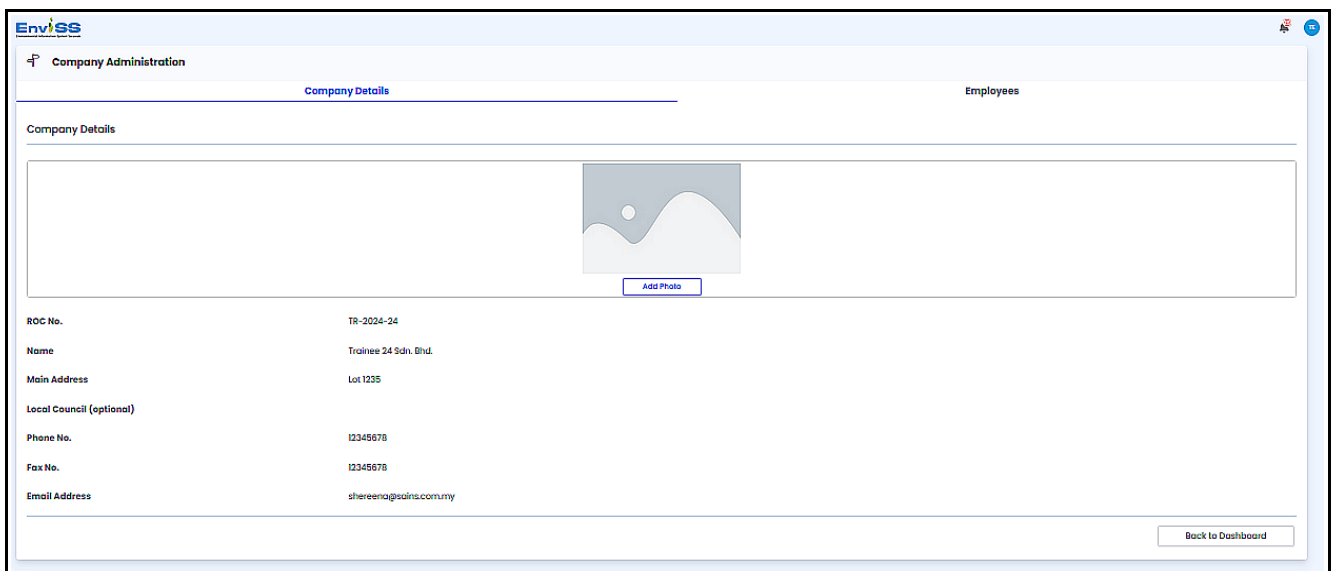2. The following screen will appear upon successful login.

Figure : 12

3. Navigate to **Company Administration > Company Details** tab.
4. The following page will appear. Add in company photo.
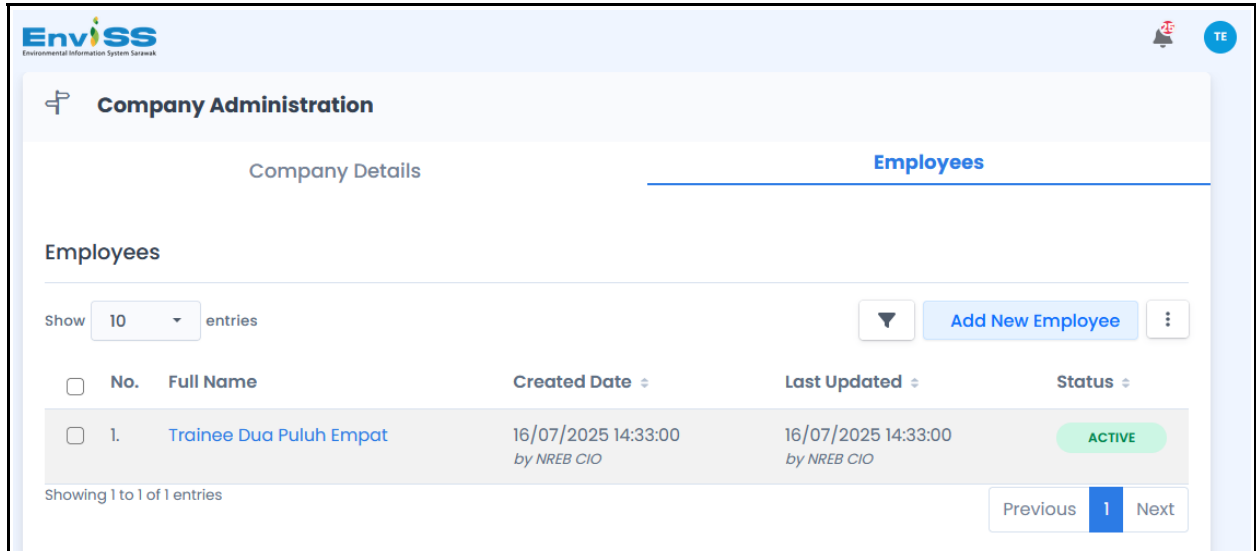
Figure : 13

5. Navigate to **Company Administration > Employees tab**.

6. The following page will appear. System shall display the employee listing that has been registered.
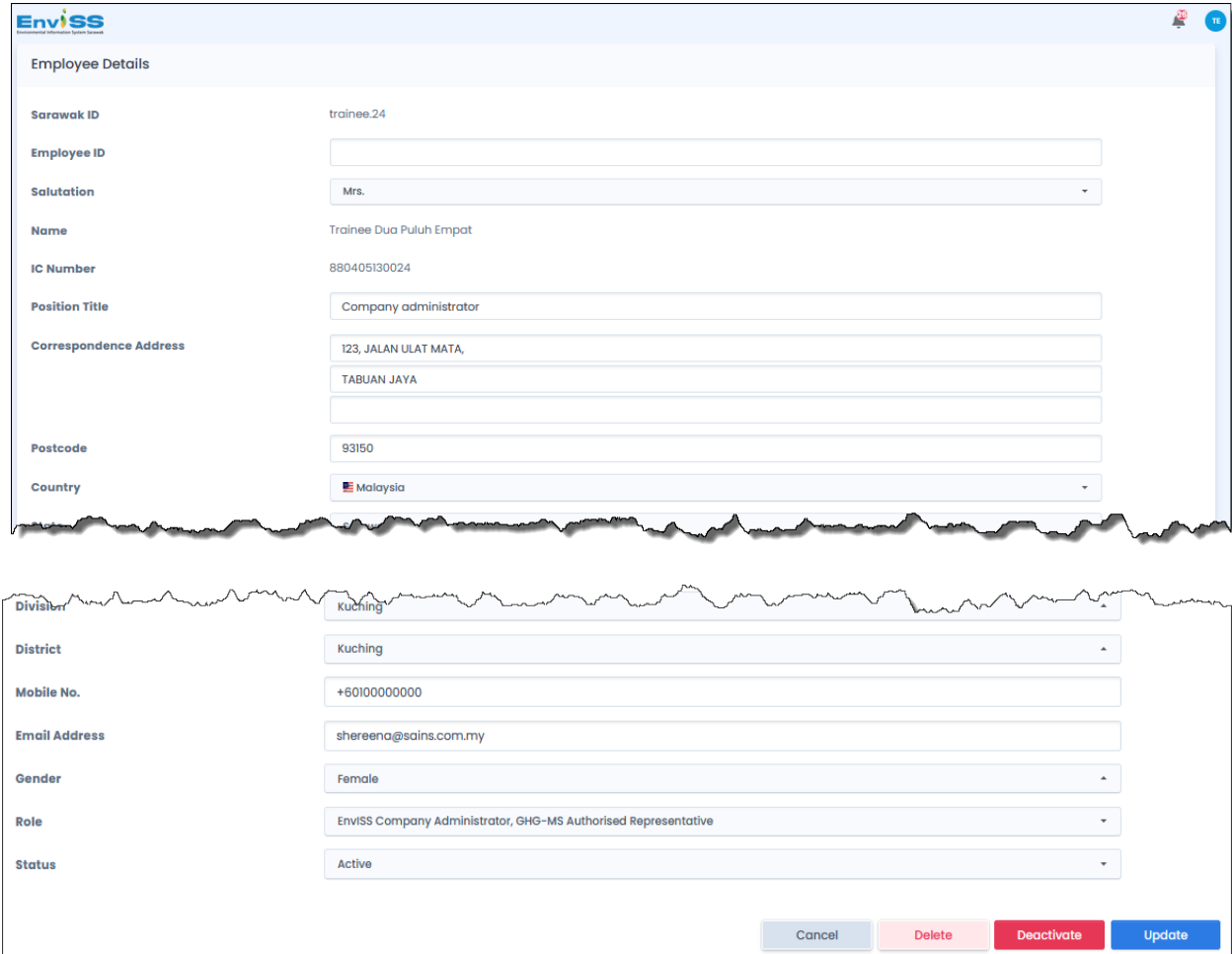
Figure : 14

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

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.*

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8. To add new employee, click on **Add New Employee** button.
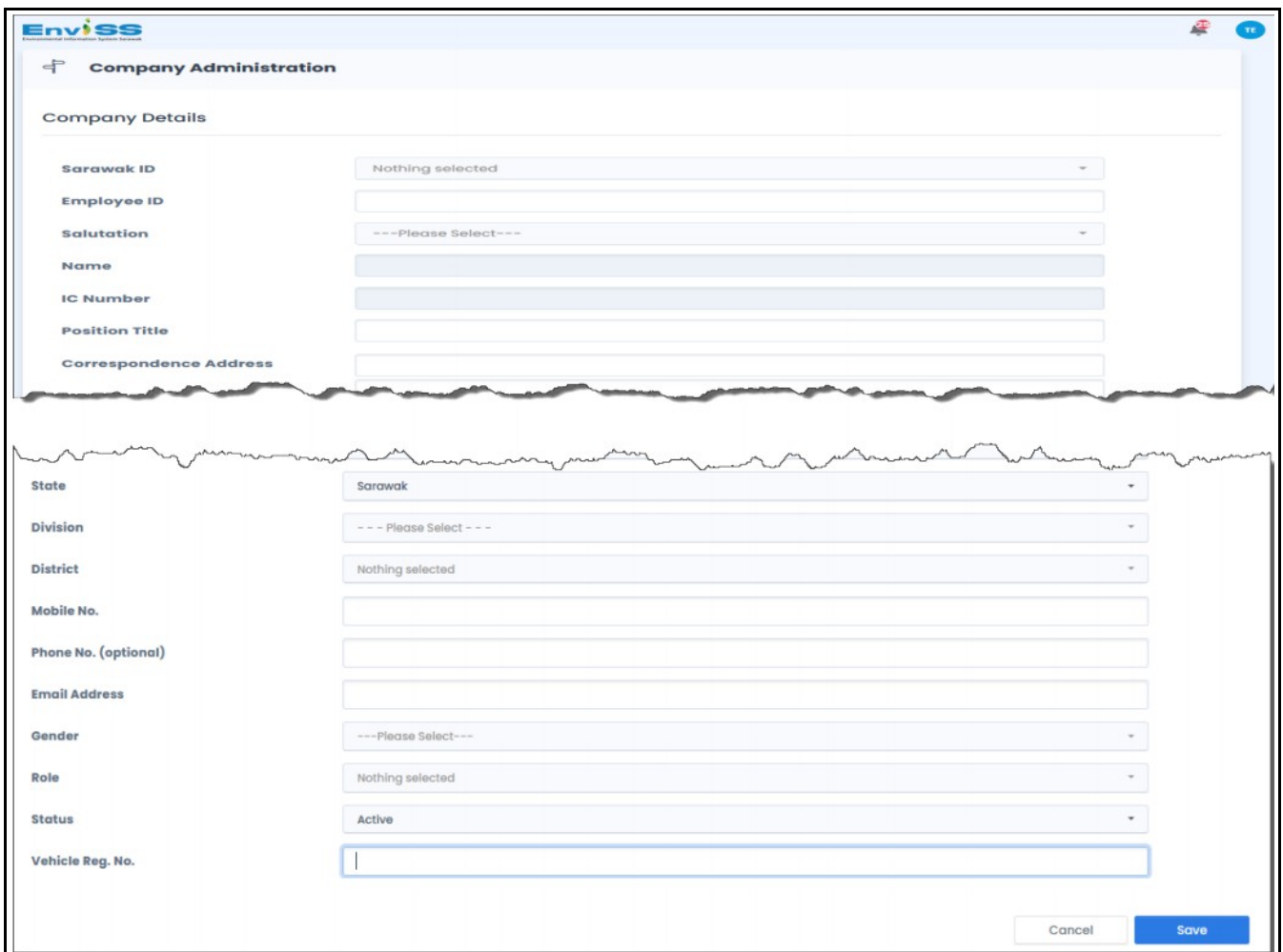
Figure : 16

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

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.
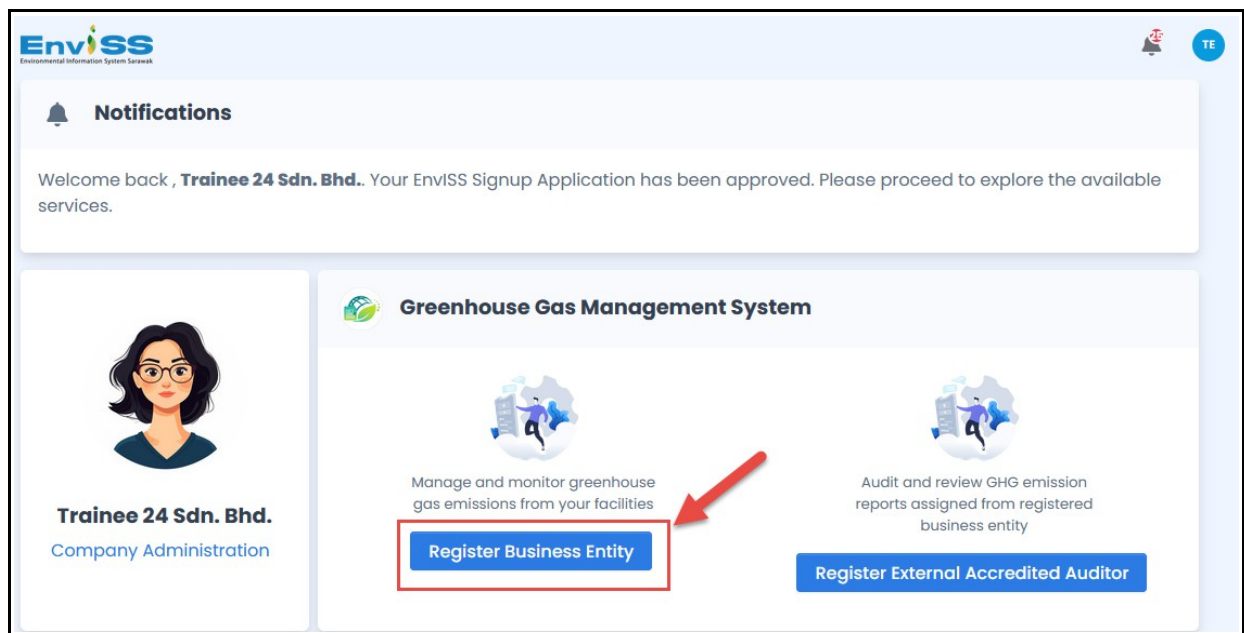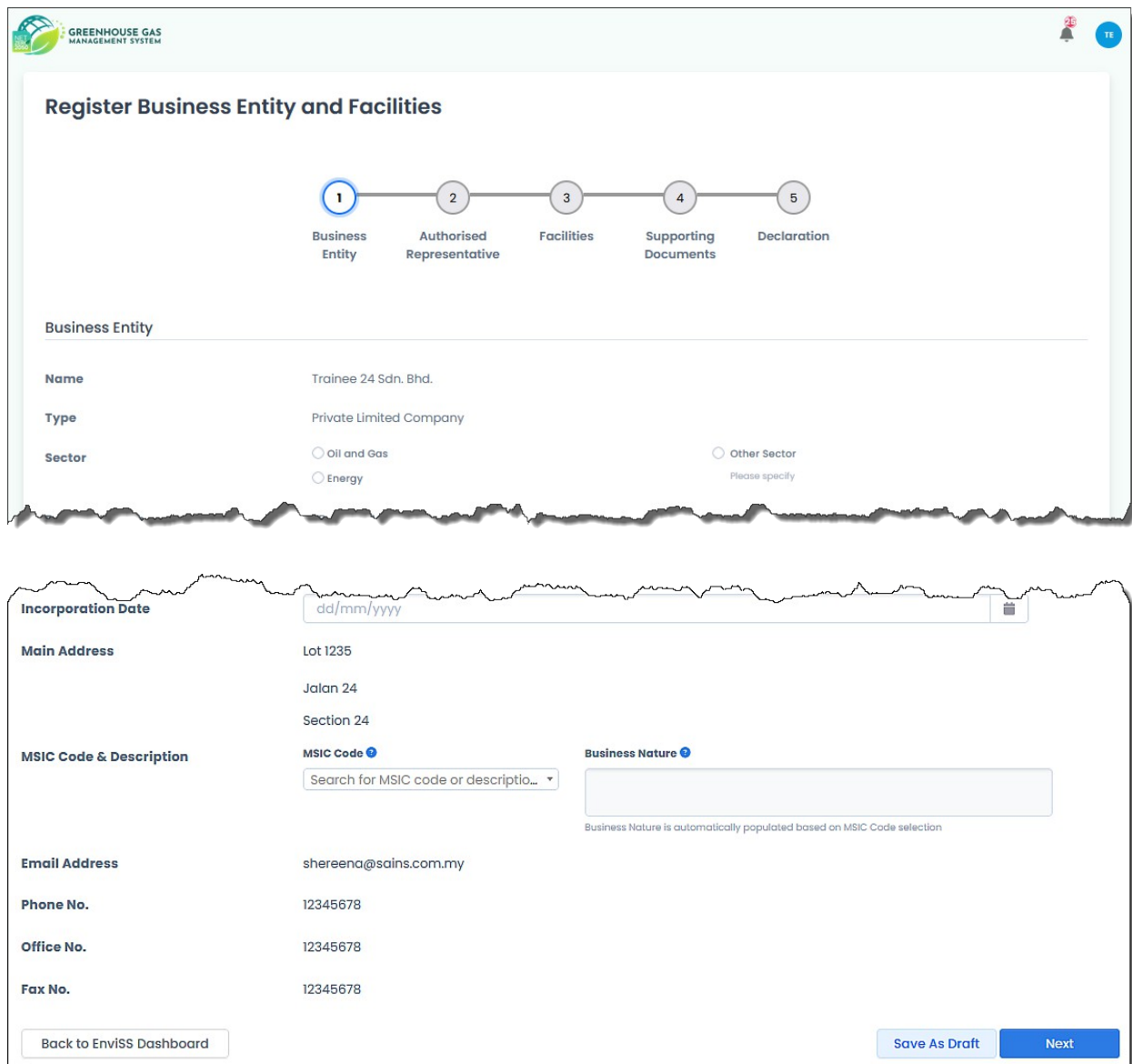
Figure : 18

3. Applicant will be redirected to the BE Form : **Business Entity** form to proceed with registration.
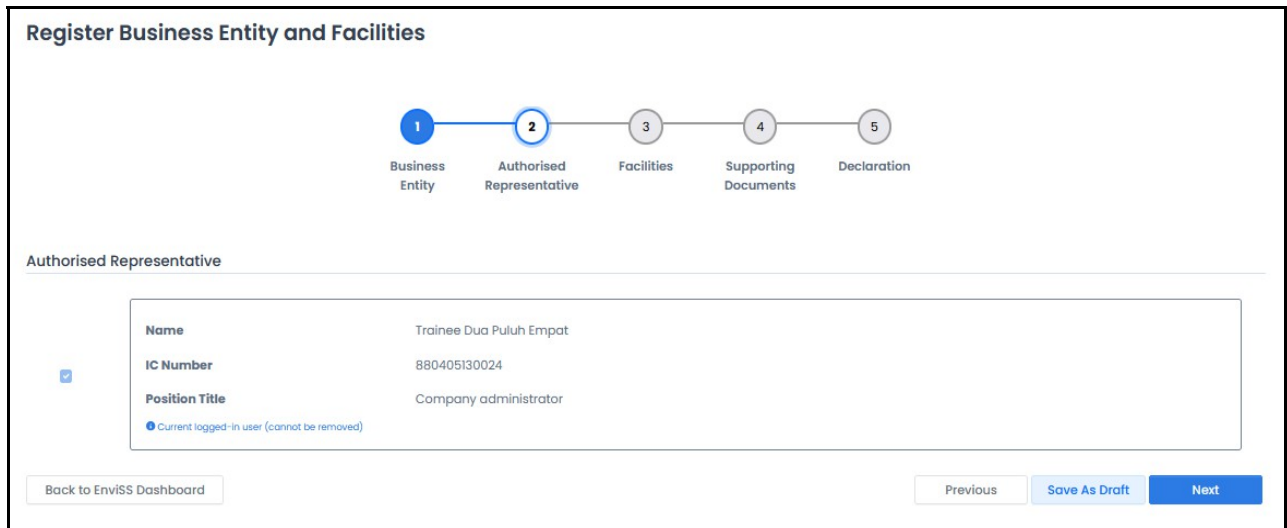
Figure : 19

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.

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.
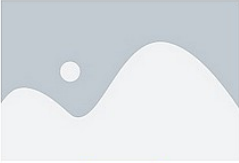
Figure : 21

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

Figure : 22

9. Fill in all of the required information. Once done, click on **Save** then click on **OK**.
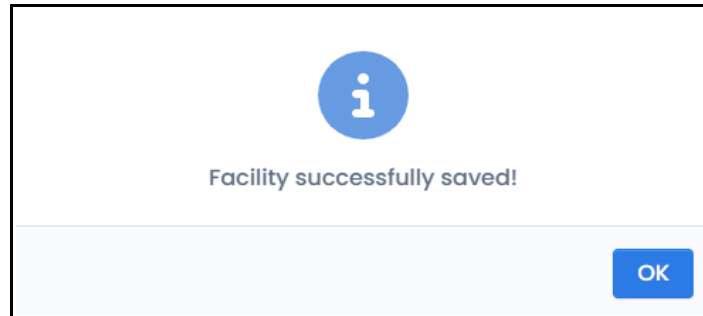
Figure : 23

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.
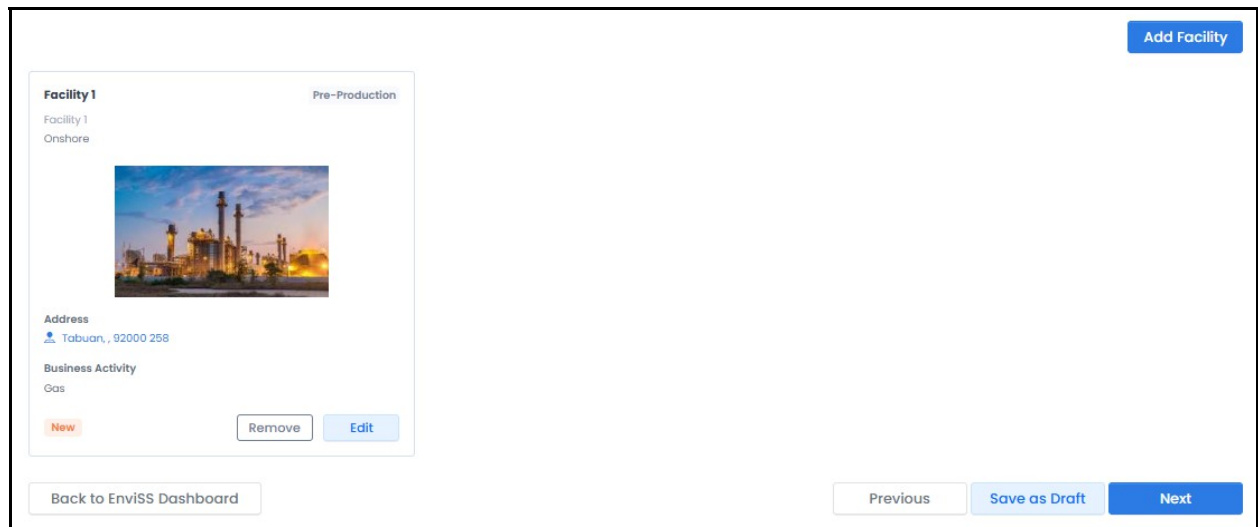
Figure : 24

11. The system will direct applicant to BE Form : **Supporting Documents** as shown in the figure below.
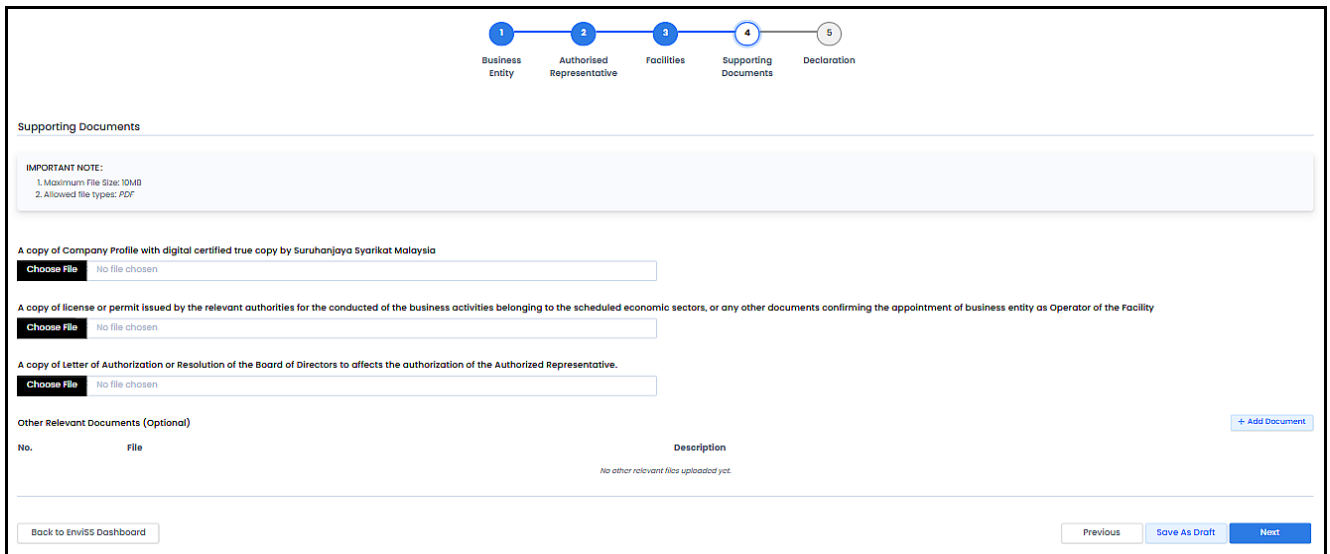
Figure : 25

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.
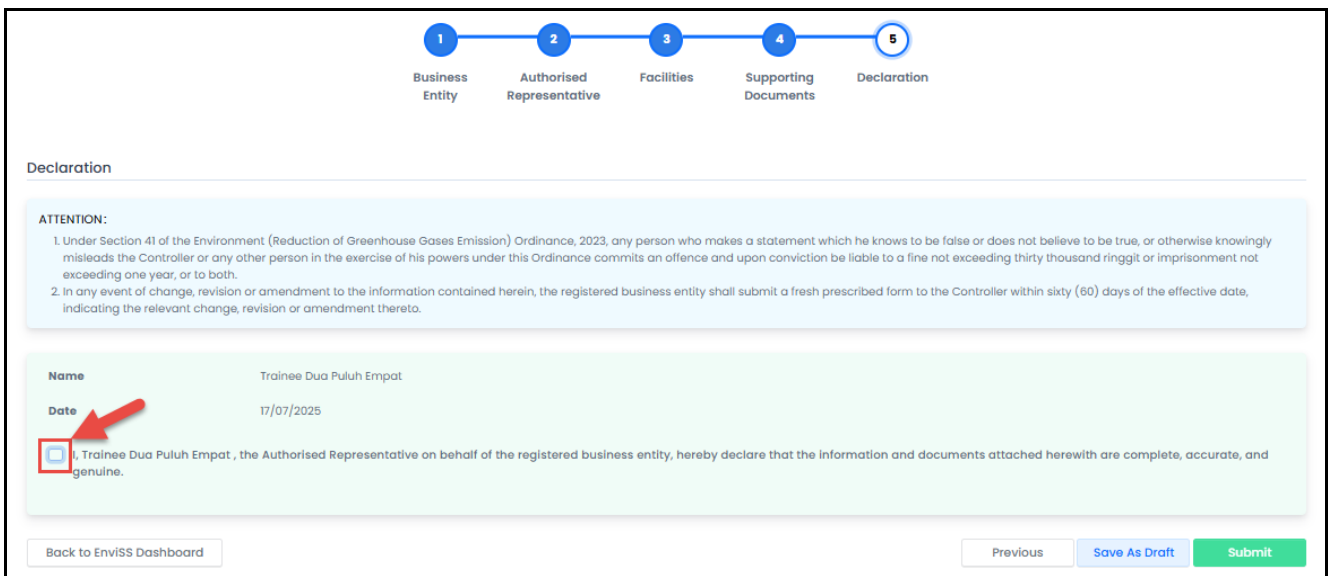
Figure : 26

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.

Business Information Registration Submitted   ✕

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

Submitted Date   18/07/2025

Ref. No.   GHG/BE/2025/00027

OK
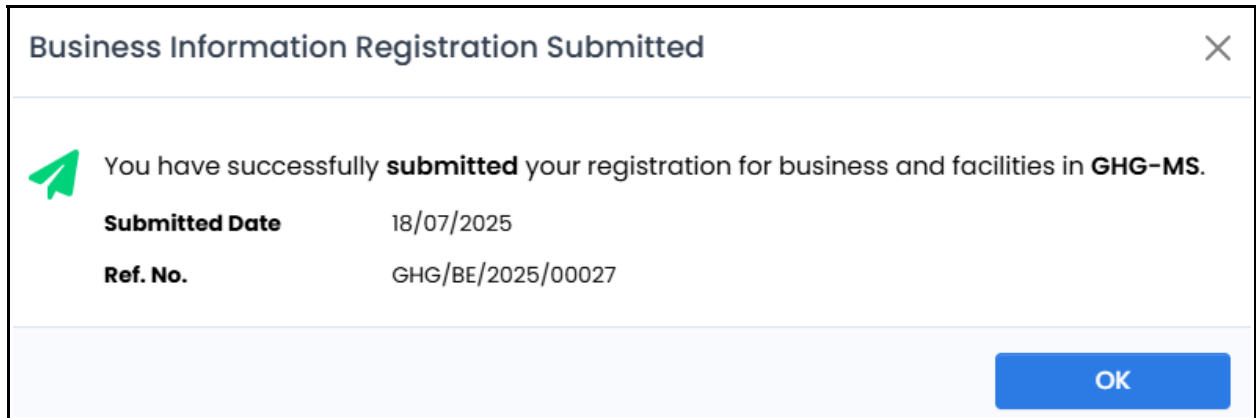
Figure : 27

16. System will display the summary content of the submitted BE application as shown in the figure below.
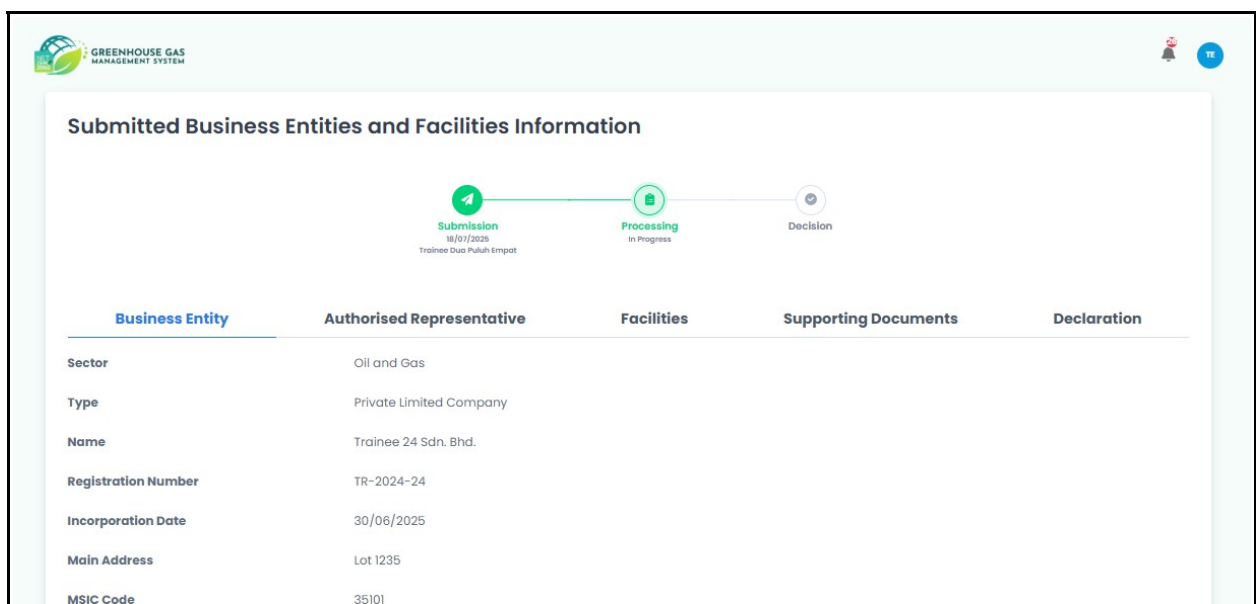
Figure : 28

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.
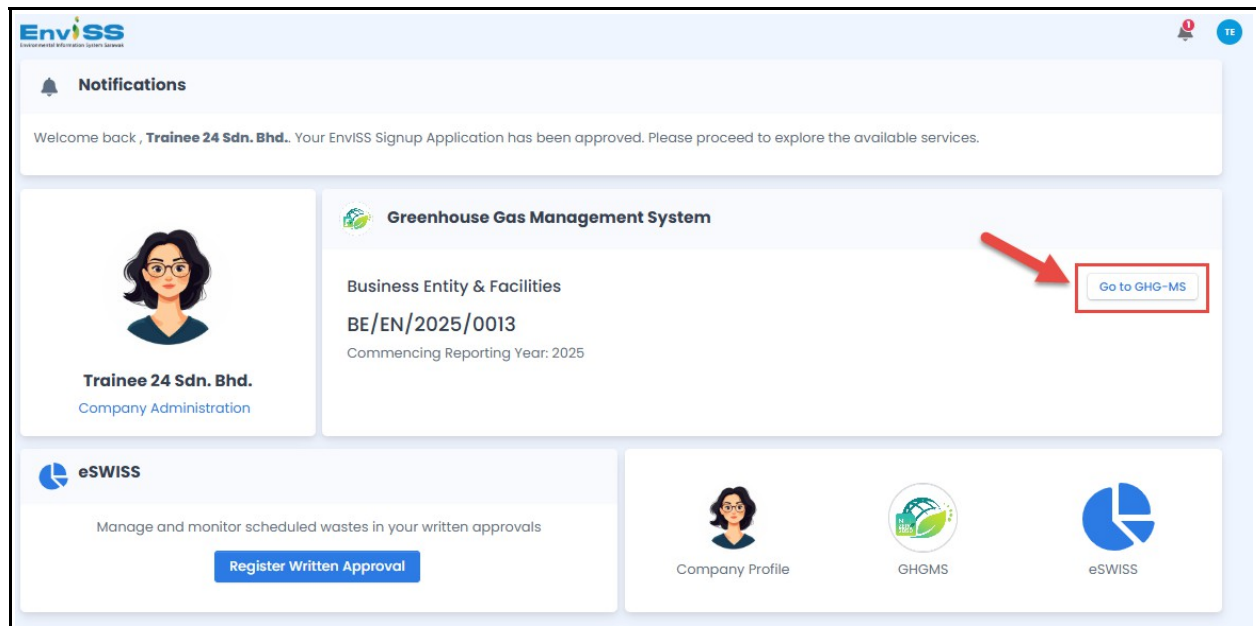
Figure : 29

3. GHG-MS dashboard will appear on the screen.
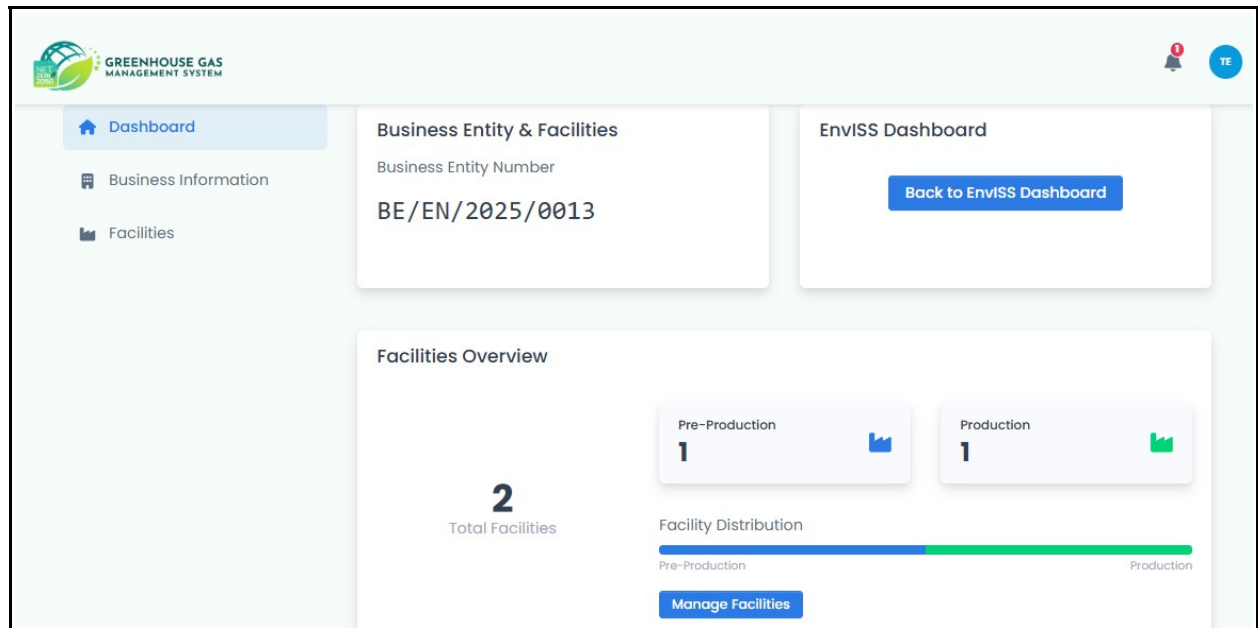
Figure : 30

4. Navigate to **Business Information** menu and click on **Amendment of Business Entity and Facilities** link.
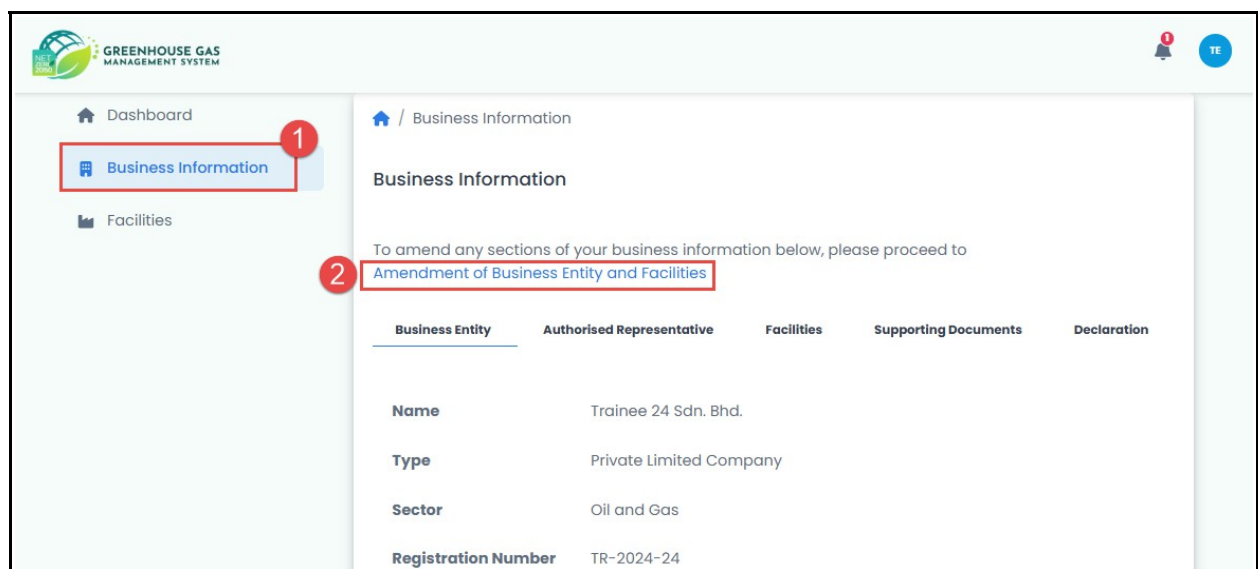
Figure : 31

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.
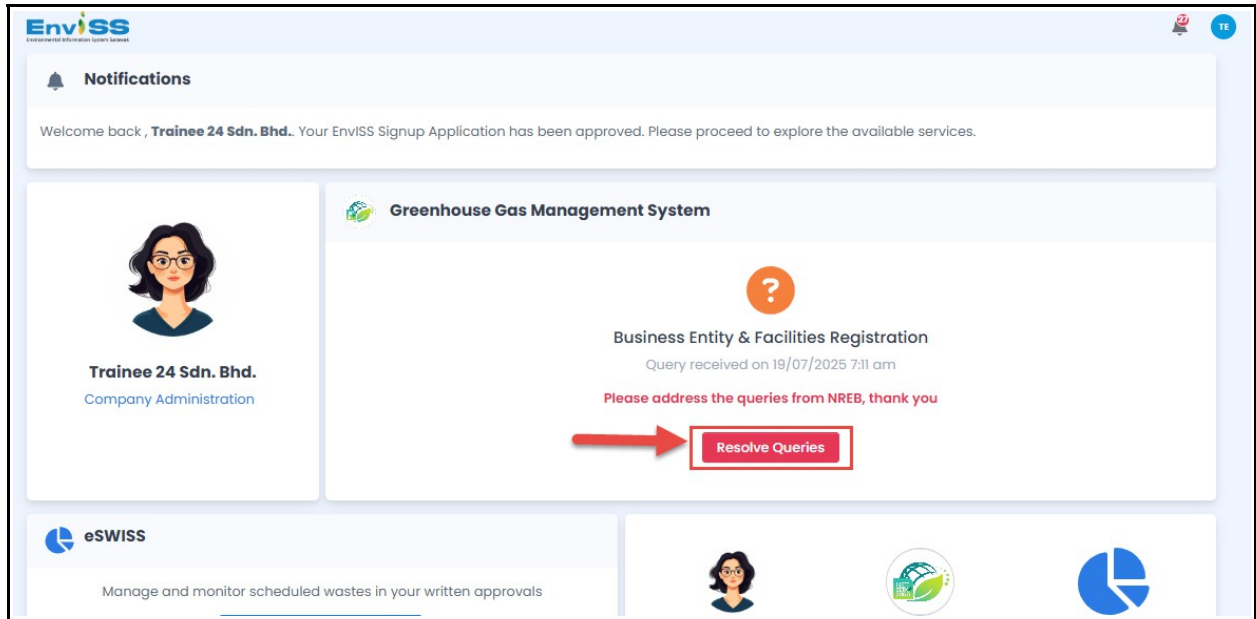
Figure : 32

3. The following screen will pop out.
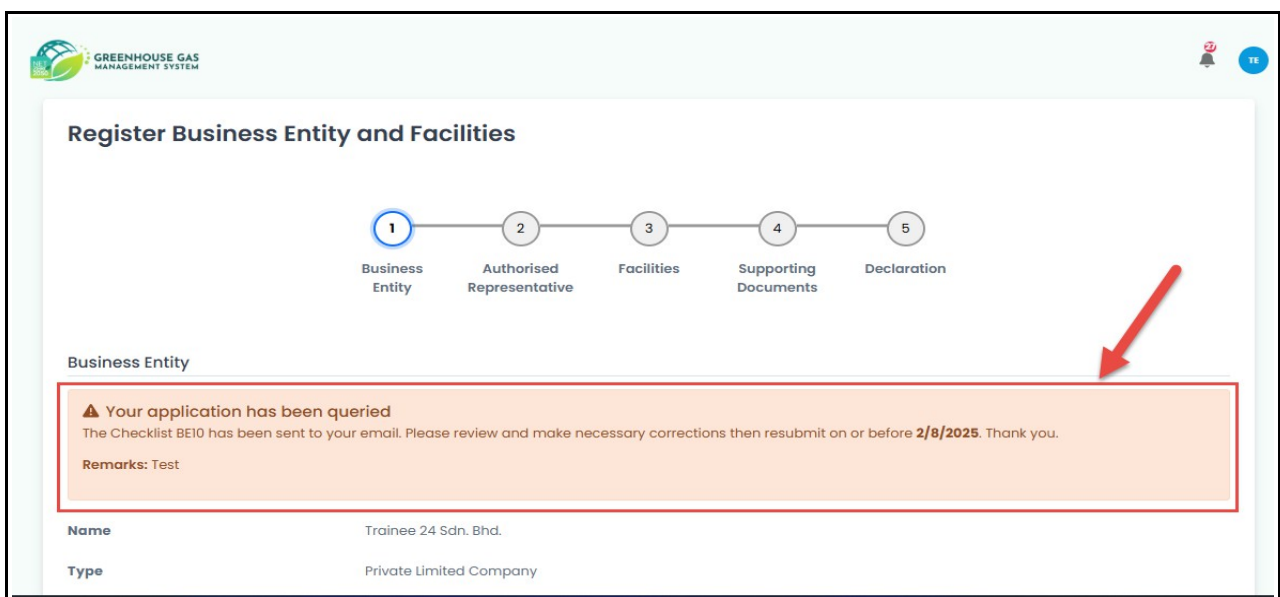
Figure : 33

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.

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.

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.

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.
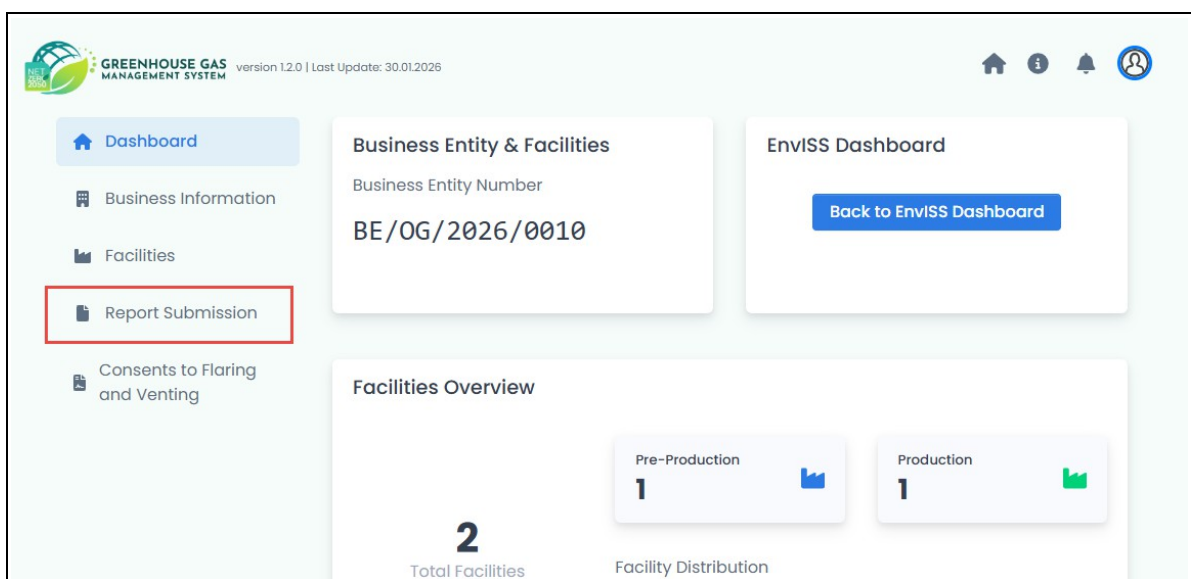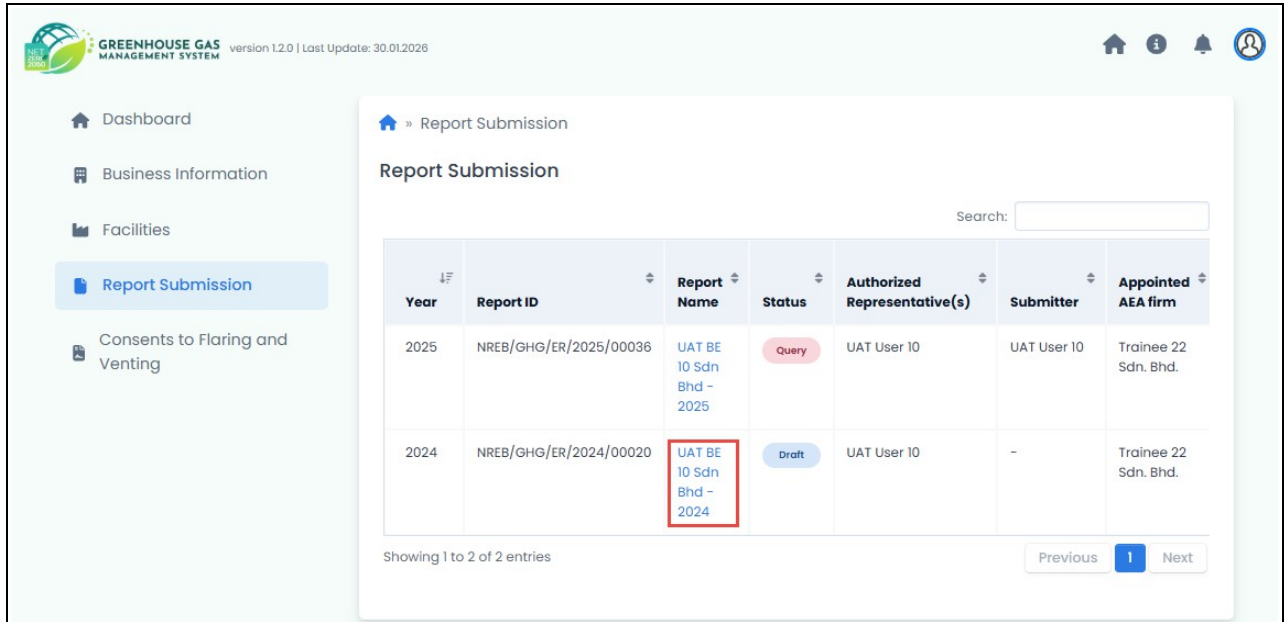
Figure : 38

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**.

Figure : 39

2. BE will be redirected to below screen.

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 "**Enter Emission Figures**" page. Take note that once the **Confirm** button has been clicked, no changes can be made to this page even if the GHG Emission Report is still in draft stage.

Notes:

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

1.4.2. Enter Emission Stream

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

1. BE users will be redirected to **Emission Stream** after confirm details in Appoint AEA screen.
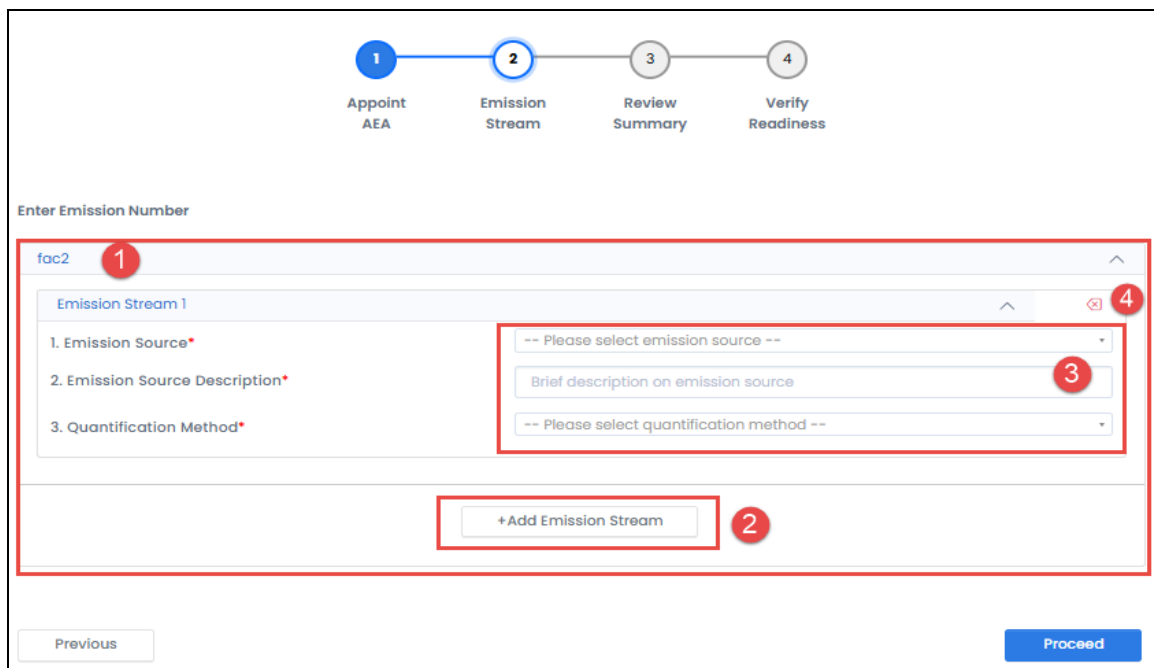
Figure : 41

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 **X button** which will prompt a confirmation for deleting the emission stream. Click on **Confirm** 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**.

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.

Review Summary

Facility	Emission Source	Emission Stream	Total CO₂e (Tonne CO₂e)	Total CO₂ (Tonne CO₂)	Total CH₄ (Tonne CH₄)	Total N₂O (Tonne N₂O)	Total HFCs (Tonne HFCs)	Total PFCs (Tonne PFCs)	Total SF₆ (Tonne SF₆)
fac2			48,692.400	324.000	423.000	131.000	0.000	0.000	0.000
	Venting		48,692.400	324.000	423.000	131.000	0.000	0.000	0.000
		f002-V-CA-001	48,692.400	324.000	423.000	131.000	0.000	0.000	0.000
Total			**48,692.400**	**324.000**	**423.000**	**131.000**	**0.000**	**0.000**	**0.000**

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

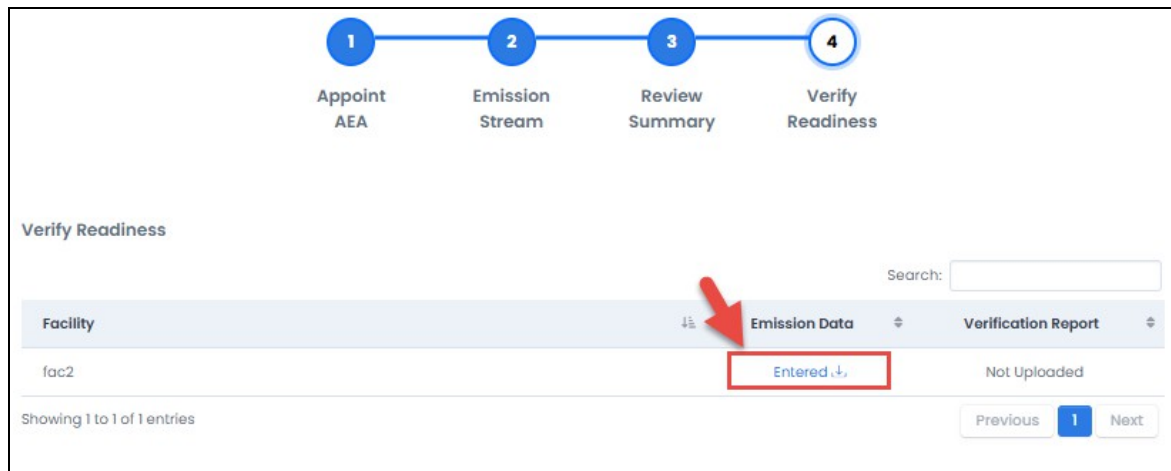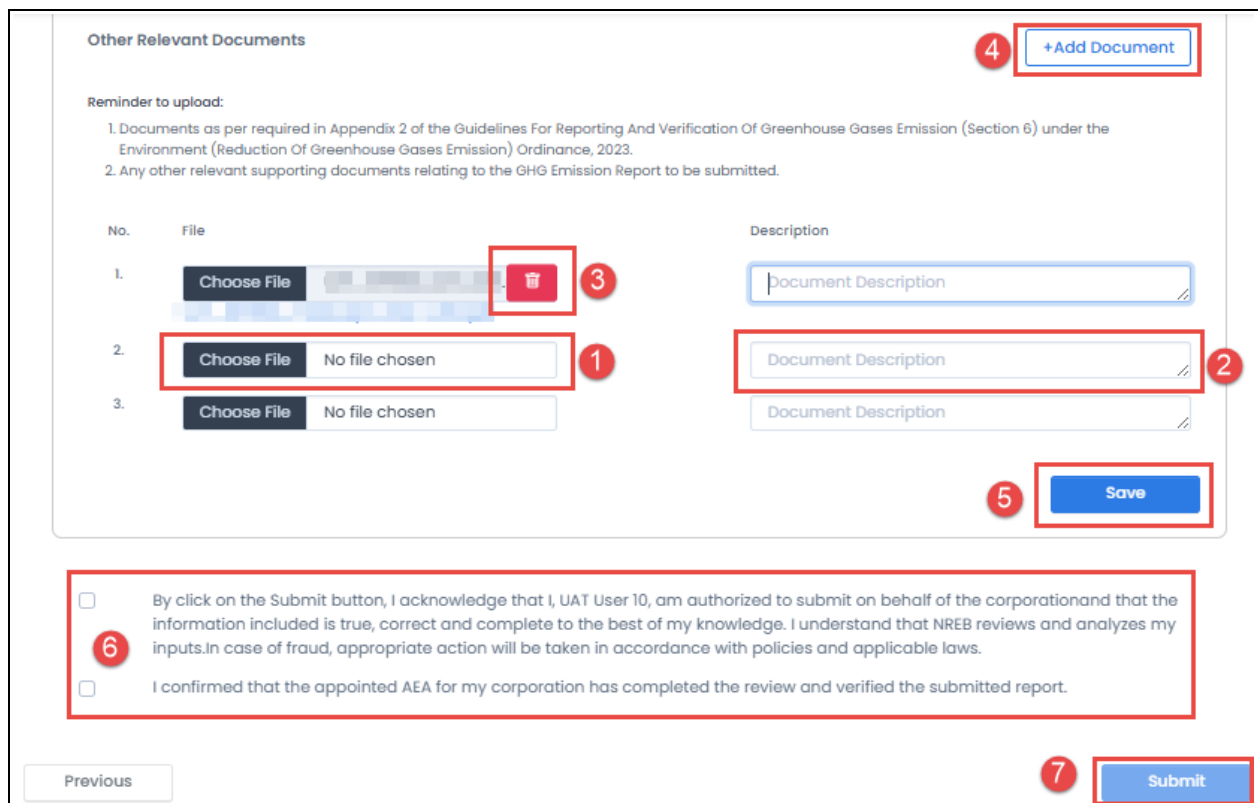| Item	Description
1	Click **Choose File** to upload supporting document. Uploaded file must not exceed 10 mb and must be a supported file format (PDF, PPT, XLS/XLSX, DOC/DOCX, JPG/PNG and ZIP)
2	Type in a brief description of the corresponding file into the field.
3	Click on the icon to delete the uploaded 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 **Submit** button to submit the GHG Emission Report to NREB. *Note: User are only able to click the* **Submit** *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.*

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

Report Submitted

Your submission of the 2024 GHG emissions report, NREB/GHG/ER/2024/00019 has been received and is being processed. We will notify you once your submission has been reviewed.

Year: 2024
Report ID: NREB/GHG/ER/2024/00019
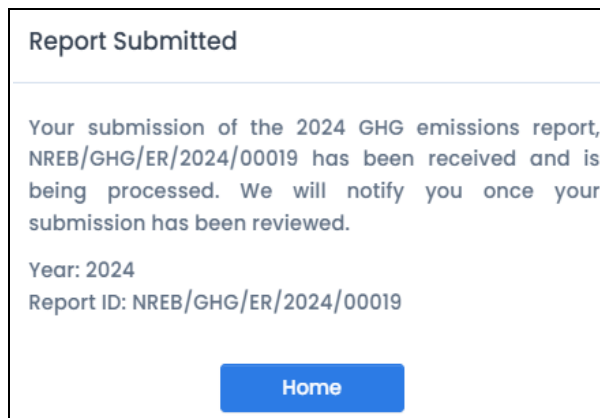
Home

Figure : 46

Notes:

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

1. Click on the queried reference number

2. Rectify the records and proceed until re-submission for the whole process

1.5. Consents to Flaring and Venting (CFV)

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

1. Login to the EnvISS application using SarawakPass and SarawakPass Corporate.

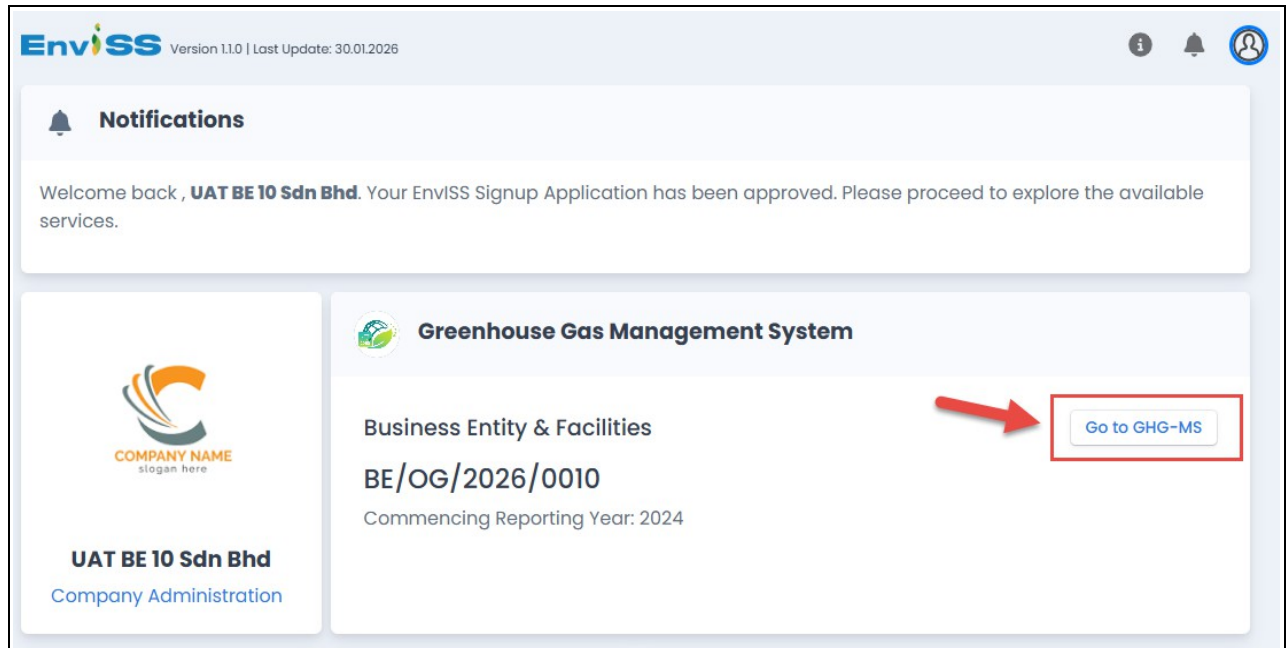2. The following screen will appear upon successful login. Click **Go to GHG-MS** button.

Figure : 47

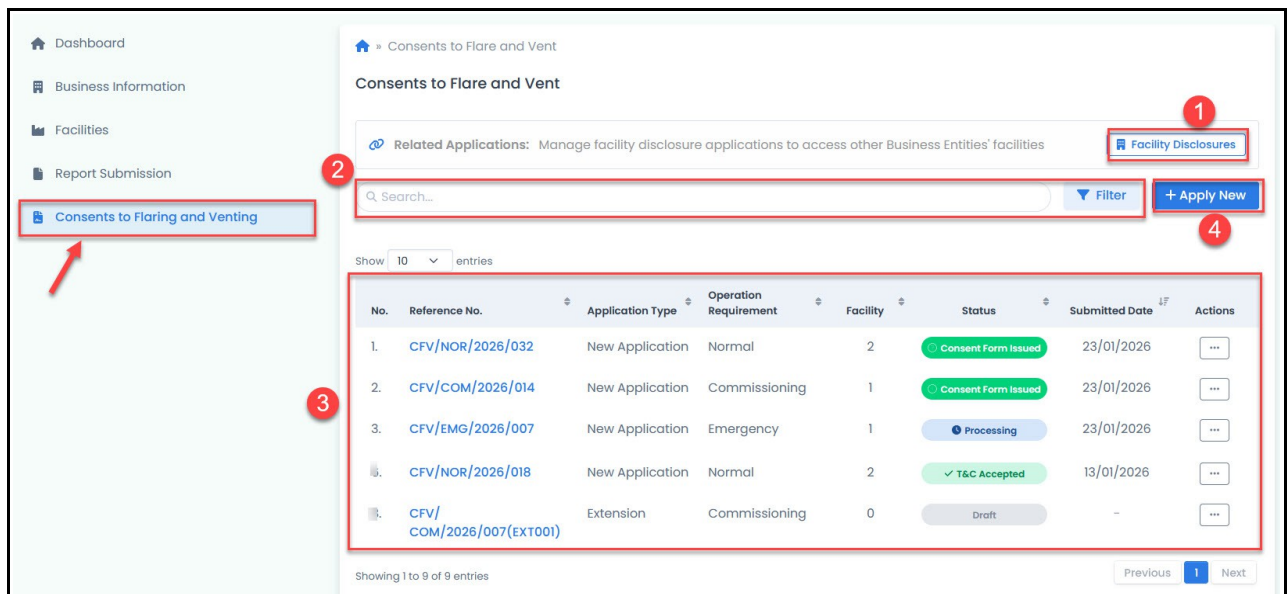3. Click **Consents to Flaring and Venting** from the left sidebar.

Figure : 48

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.

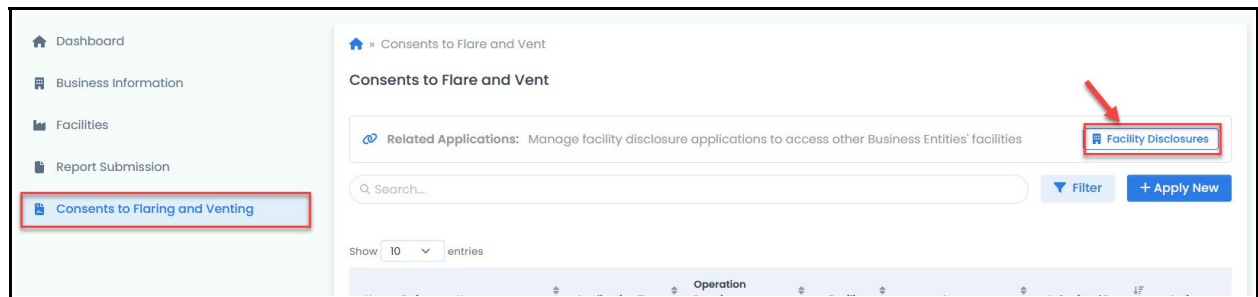1. Navigate to **Consents to Flaring and Venting**. Click on **Facility Disclosure** button.

Figure : 49
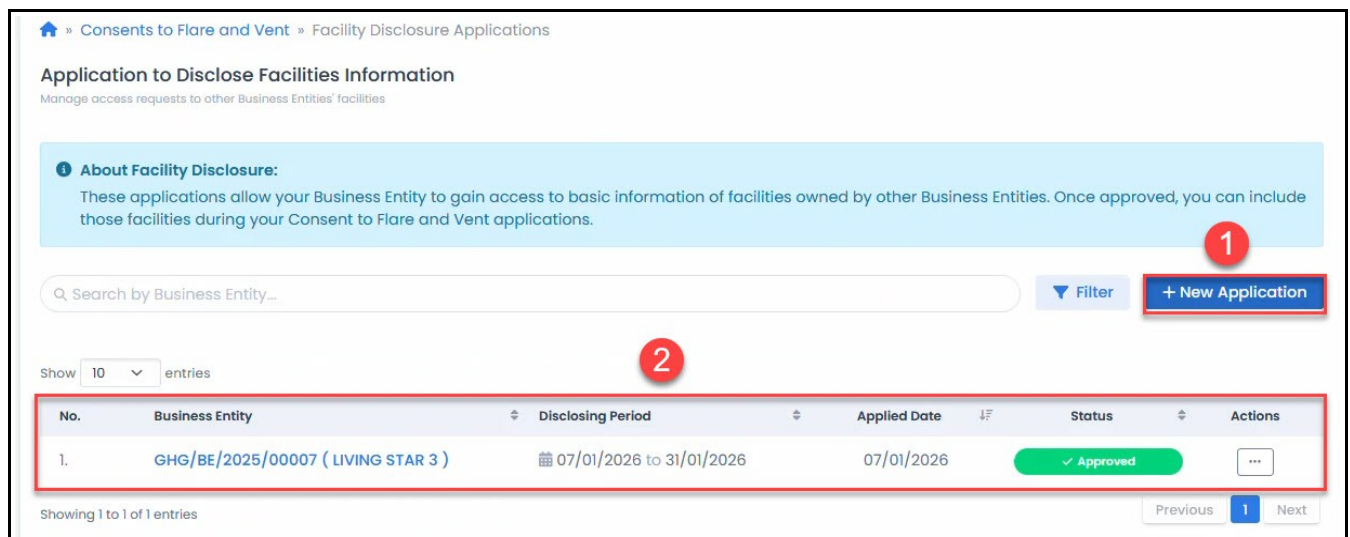
2. Click **New Application**.

Figure : 50

Item	Description
1	Click **New Application** to apply facility disclosure
2	List of approved Facility Disclosure application

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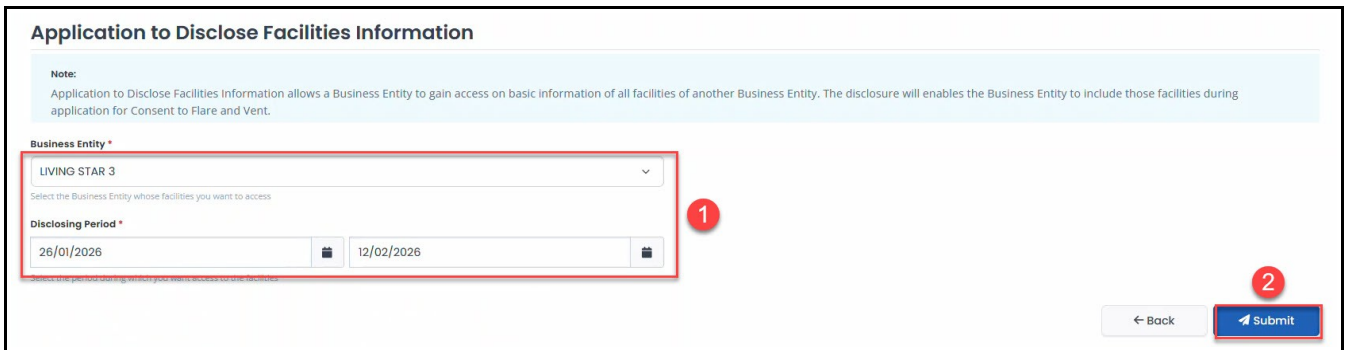

Figure : 51

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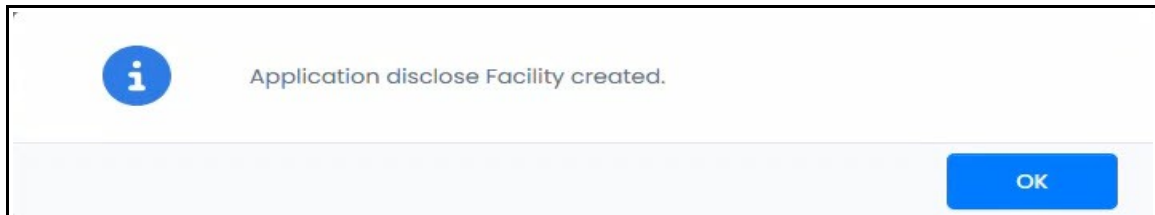

Figure : 52

Figure : 53

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.
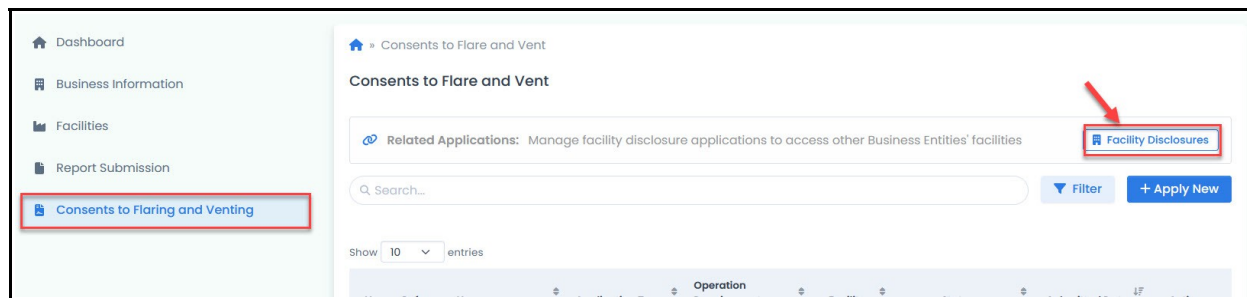

Figure : 54

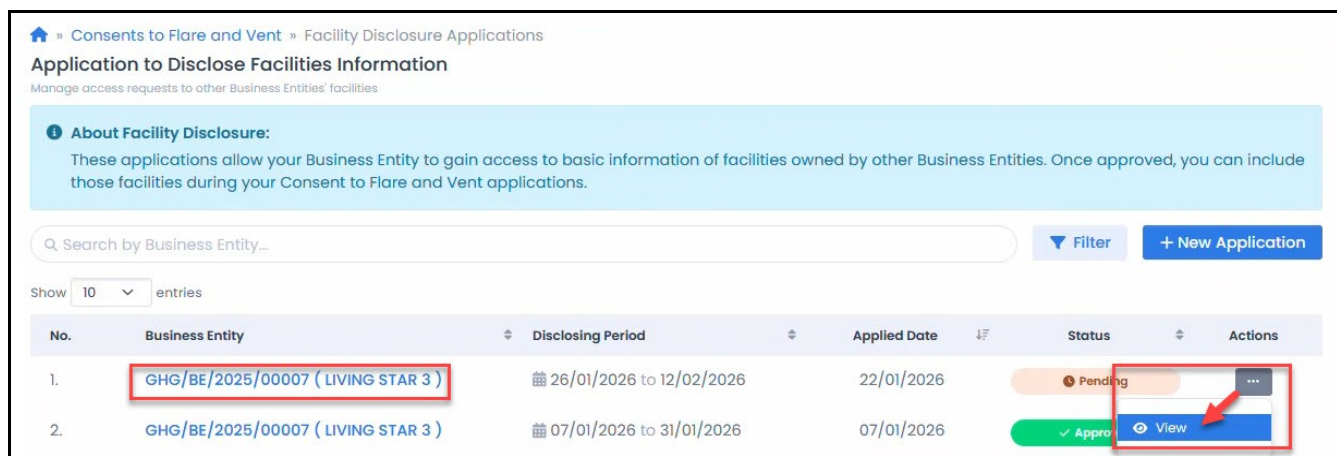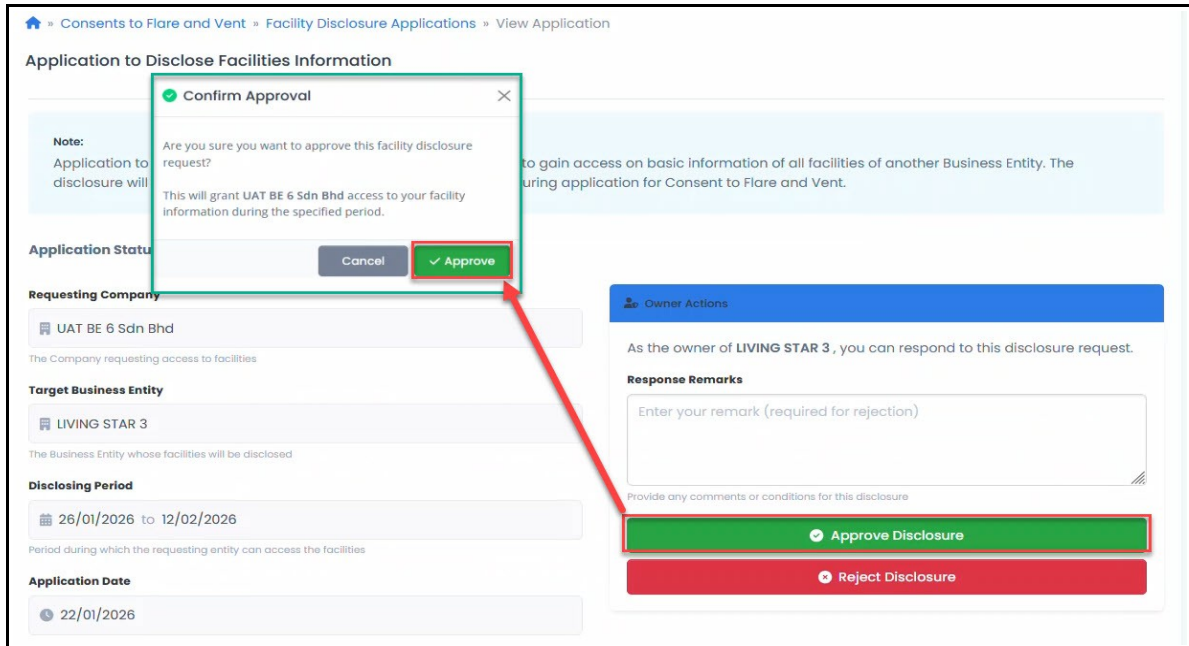2. Click the record link or the **Actions …** to view the record.

Figure : 55

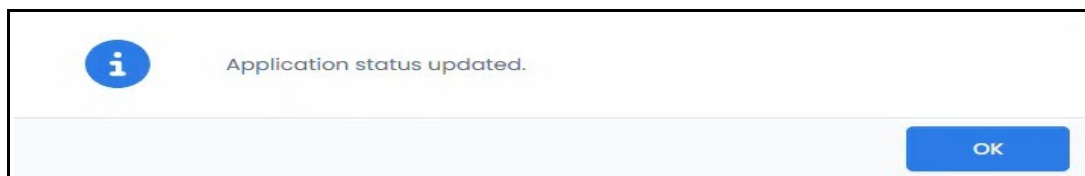3. Click **Approve Disclosure**. Proceed to click **Approve**.

Figure : 56

Notes :

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

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

Figure : 57

Figure : 58

Notes :

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

1.7. Consent to Flare and Vent Application

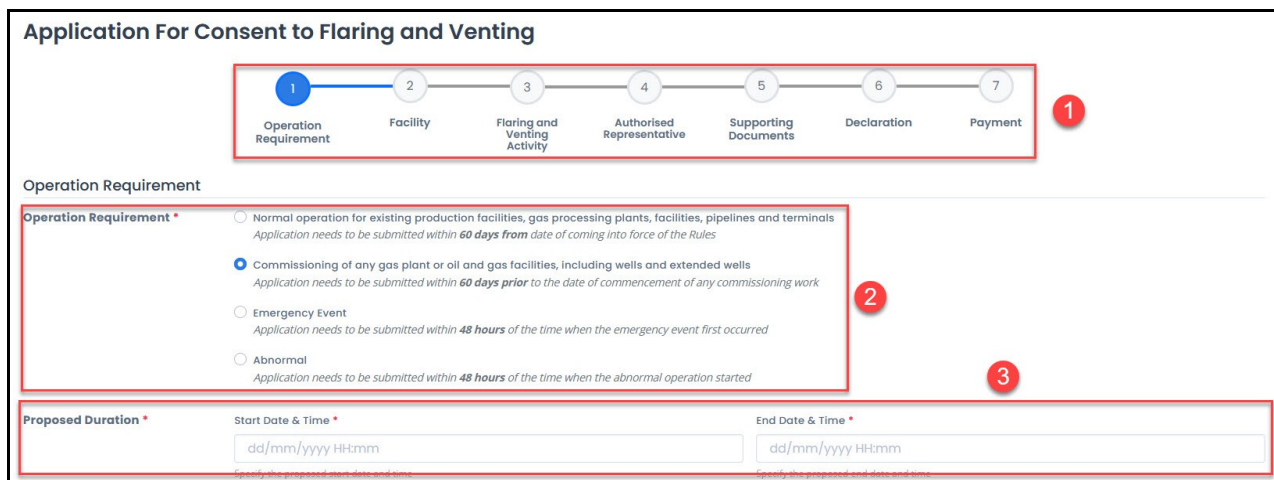This section cover the Consent to Flare and Vent applications.

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**.
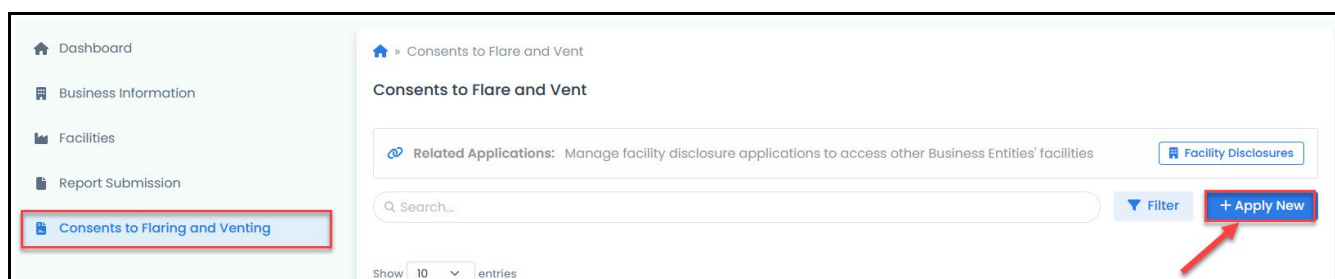

Figure : 60

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

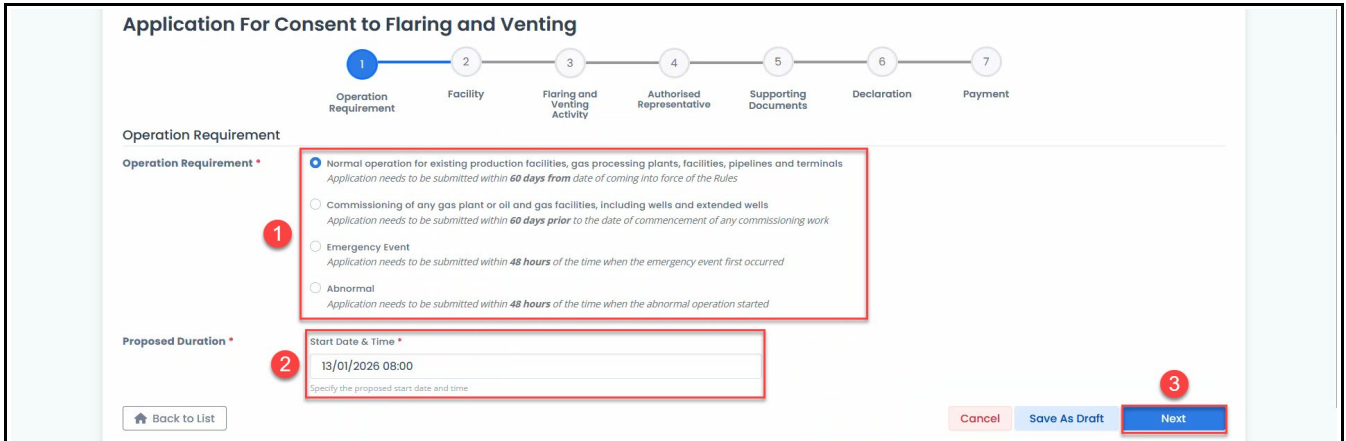enter Start Date & Time and click **Next**.

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**.
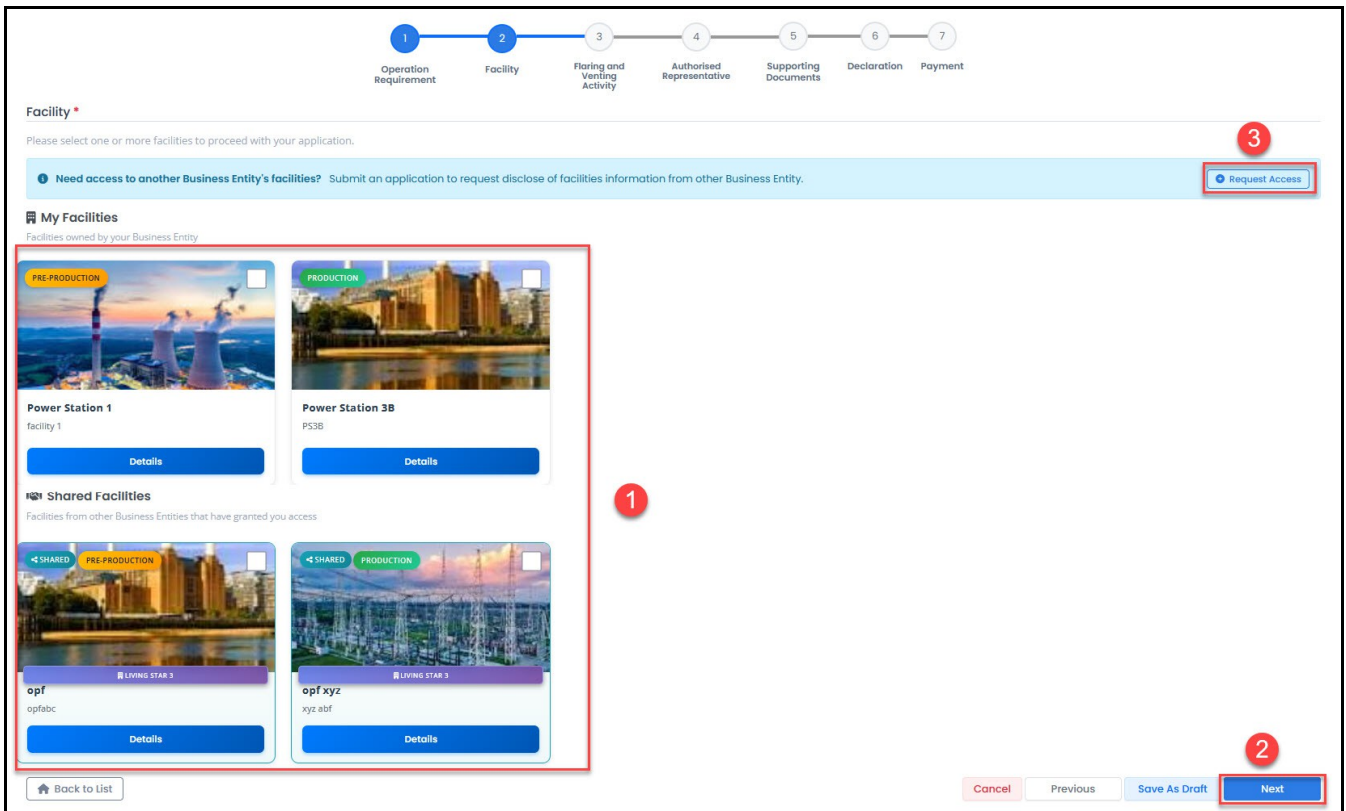

Figure : 62

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**.

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 **Next** 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**.
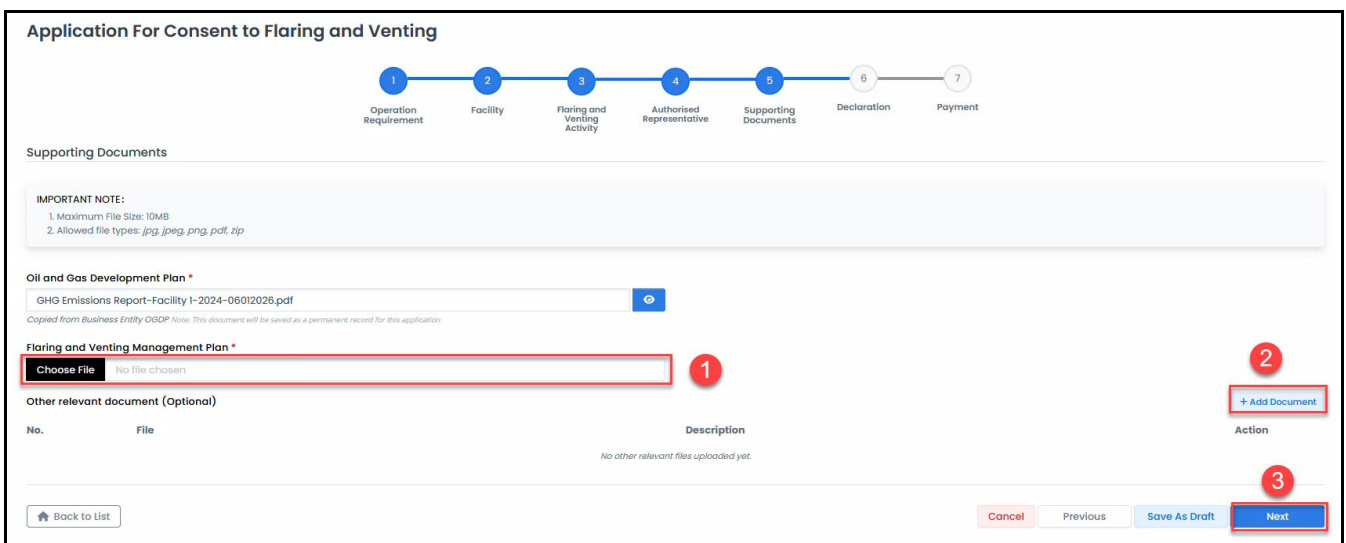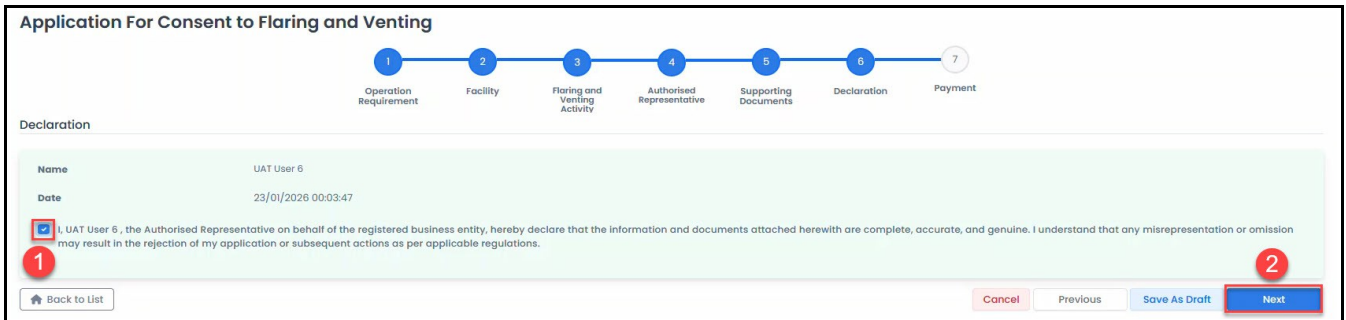

Figure : 65

Item	Description
1	Click **Choose File** to browse file to upload
2	Click **Add Document** to add additional documents
3	Click **Next** 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 : 66

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

Figure : 67

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

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 ⓘ
	You have 1 bill(s) to pay	Total Payable (RM)	20,000.00

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

Choose a Payment Method

1 🗐 Credit/Debit Cards   🏛 Online Banking

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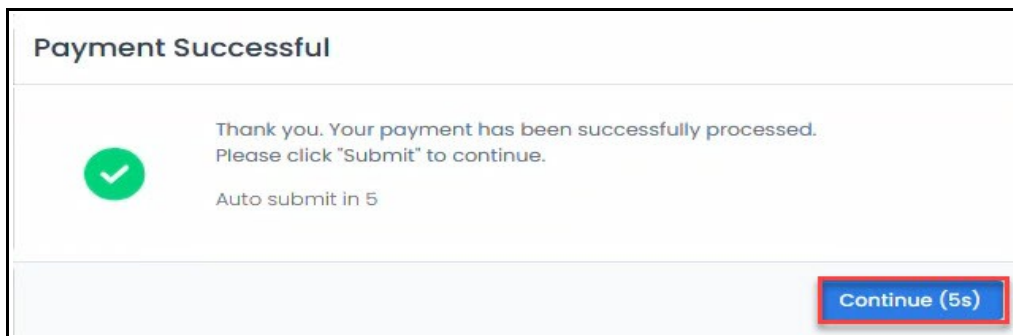
2 Proceed Payment

Figure : 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.
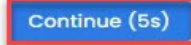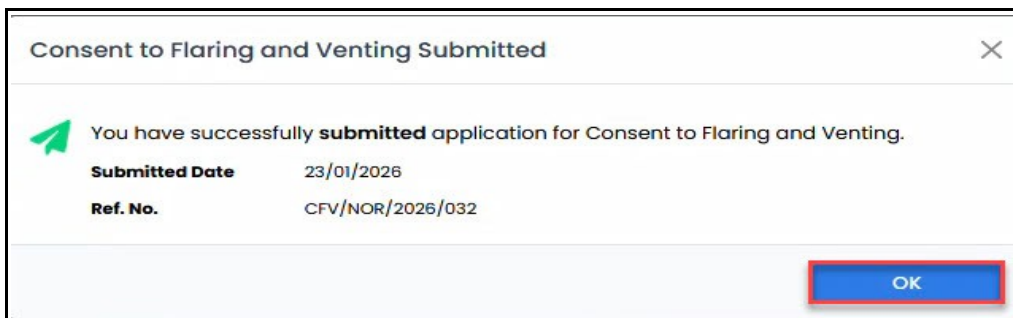
Auto submit in 5

Continue (5s)

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
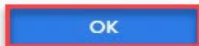
OK

Figure : 71

Notes :

- *Application submitted will undergo checking, verification and approval process by NREB.*

- *Queried applications will be notified and returned to Applicant for amendments before resubmit*

1.7.2. CFV Application Submission (Other)

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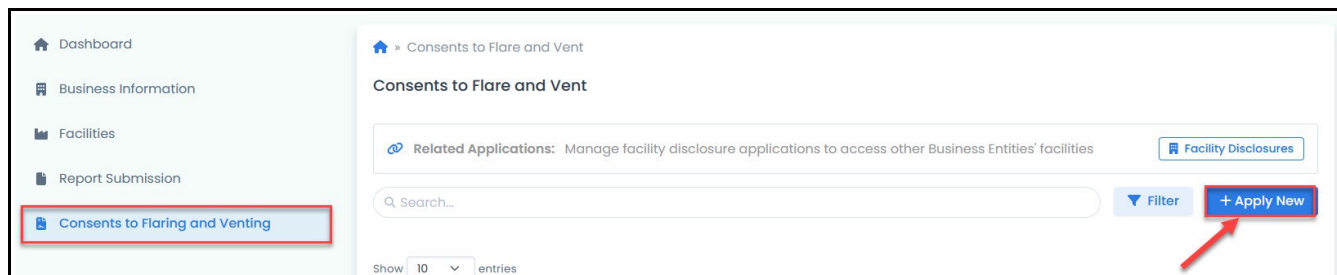

Figure : 72

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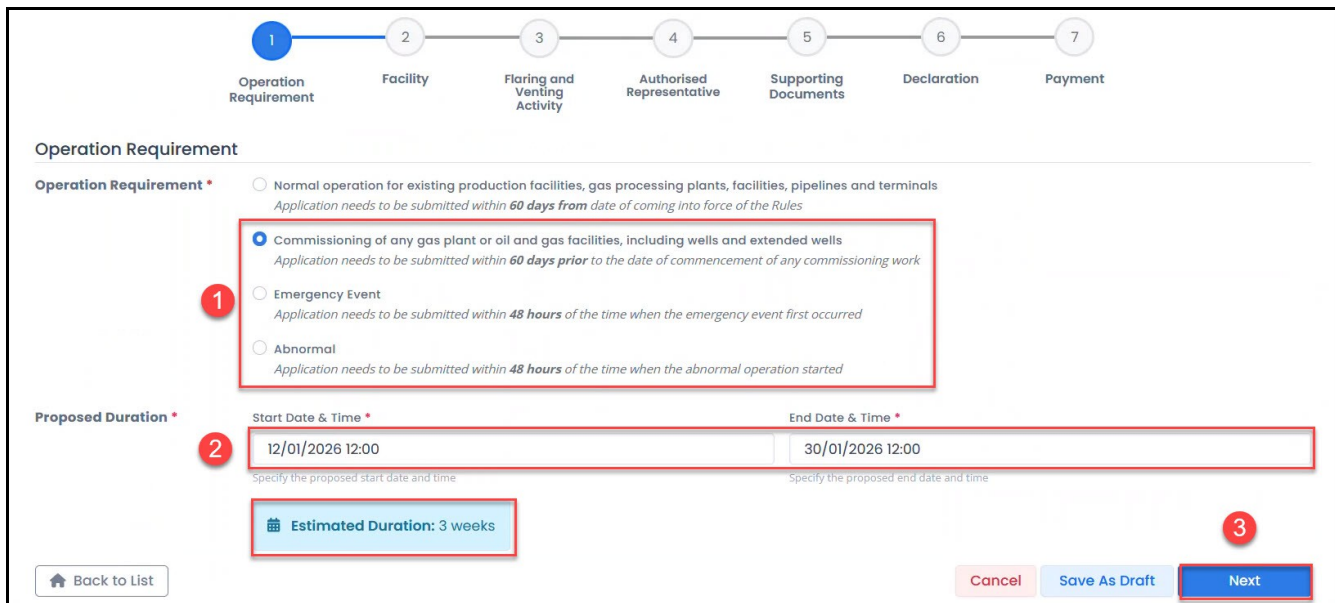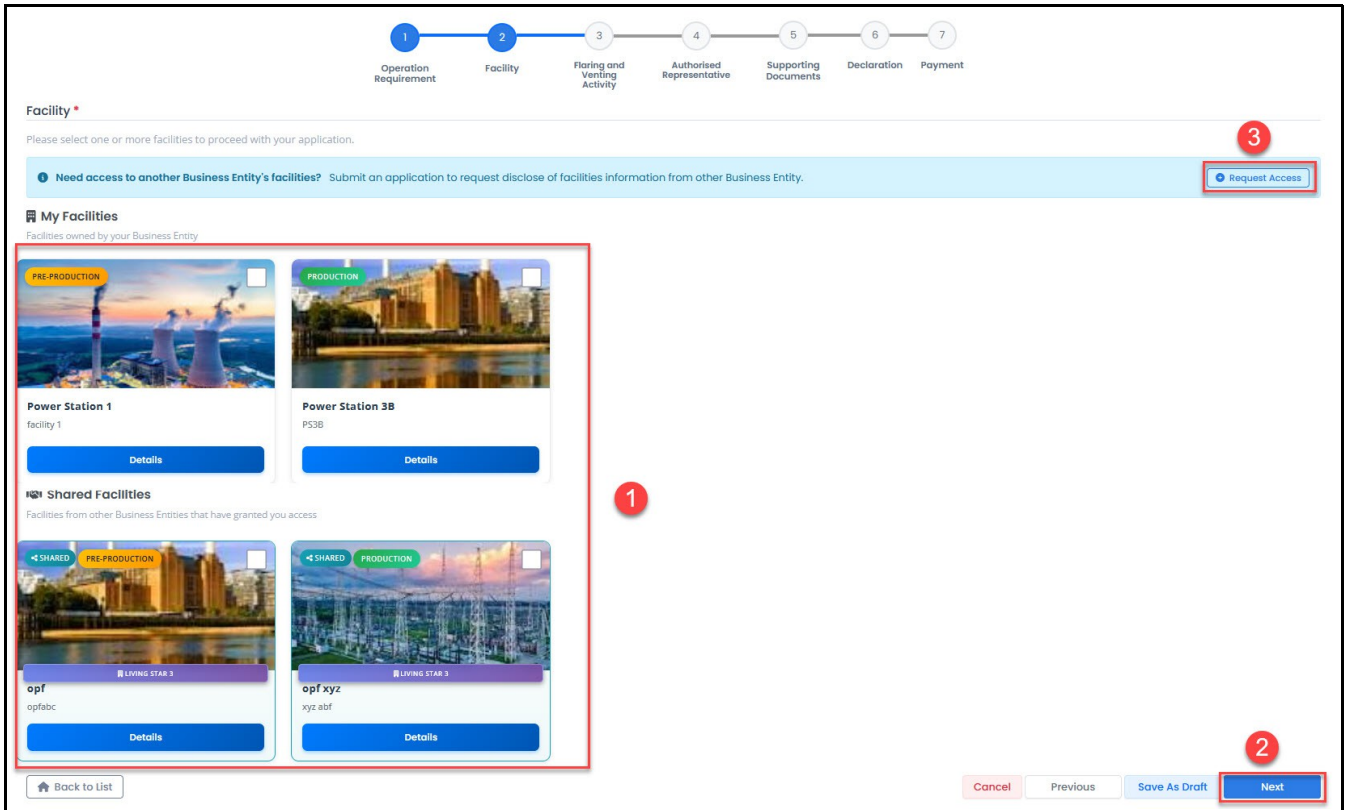

Figure : 73

Notes **:**

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

---

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

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**.
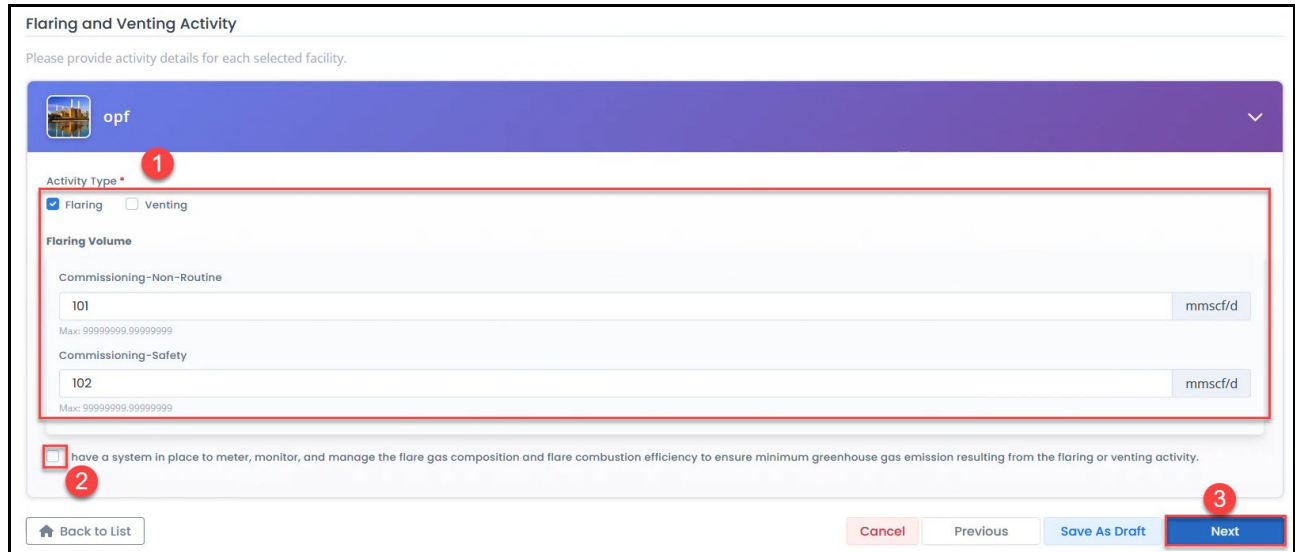

Figure : 75

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 **Next** 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**.
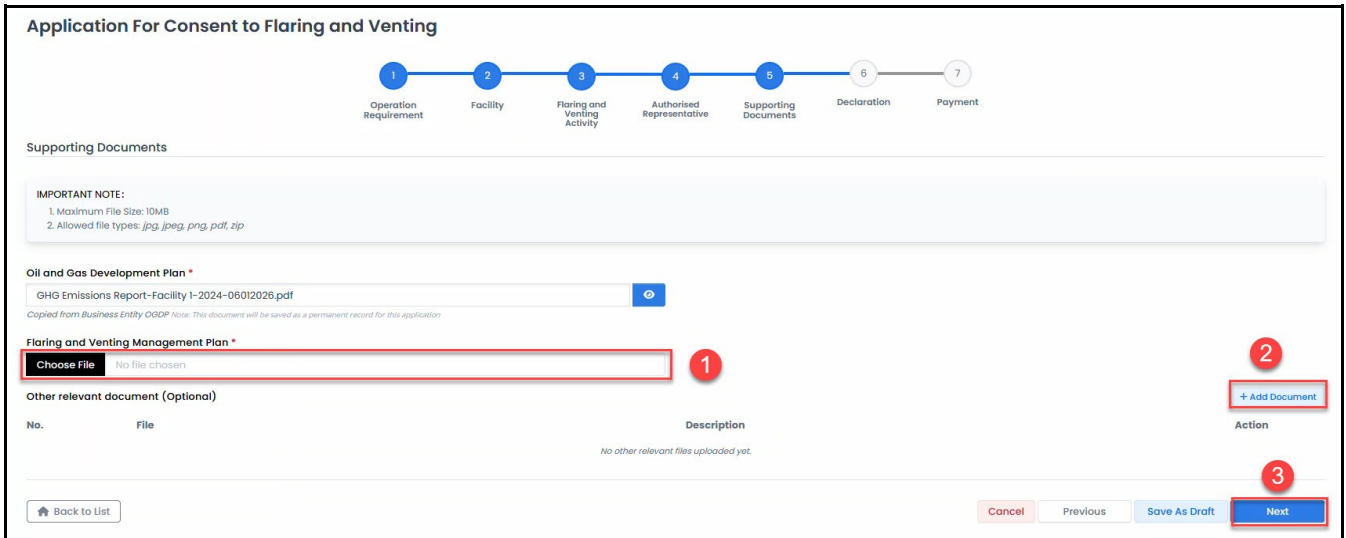

Figure : 77

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

Notes :

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

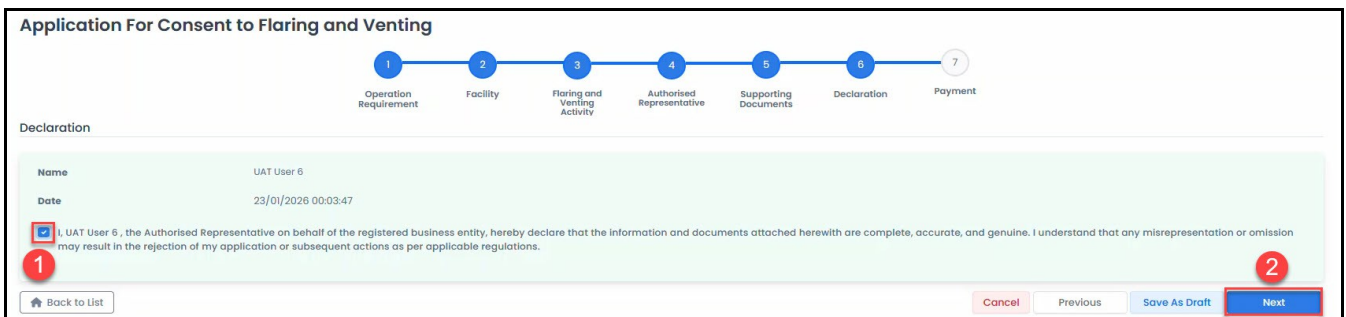7. Process 6 (Declaration) displayed. Select checkbox of declaration and click **Next**.

Figure : 78

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

Figure : 79

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

Figure : 80

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

Figure : 81

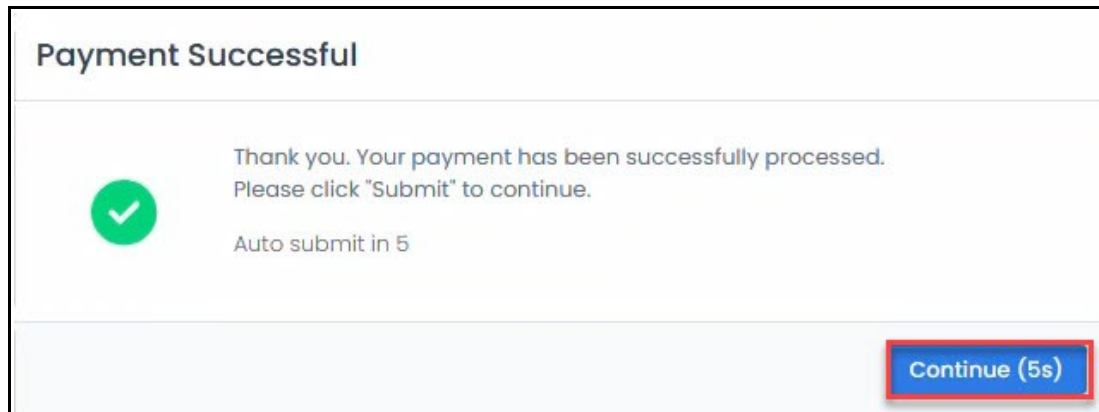11. Once payment is successful, click **Continue** to proceed.

Figure : 82

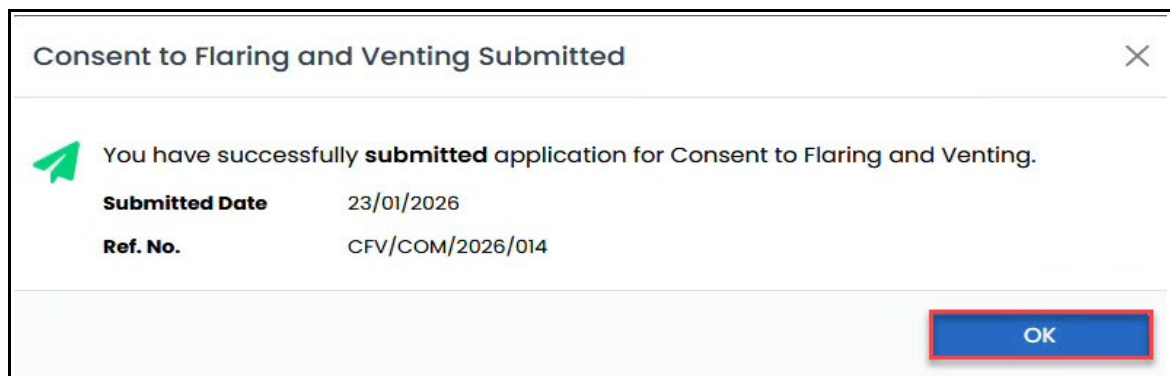12. Consent to Flaring and Venting submitted message will be displayed.
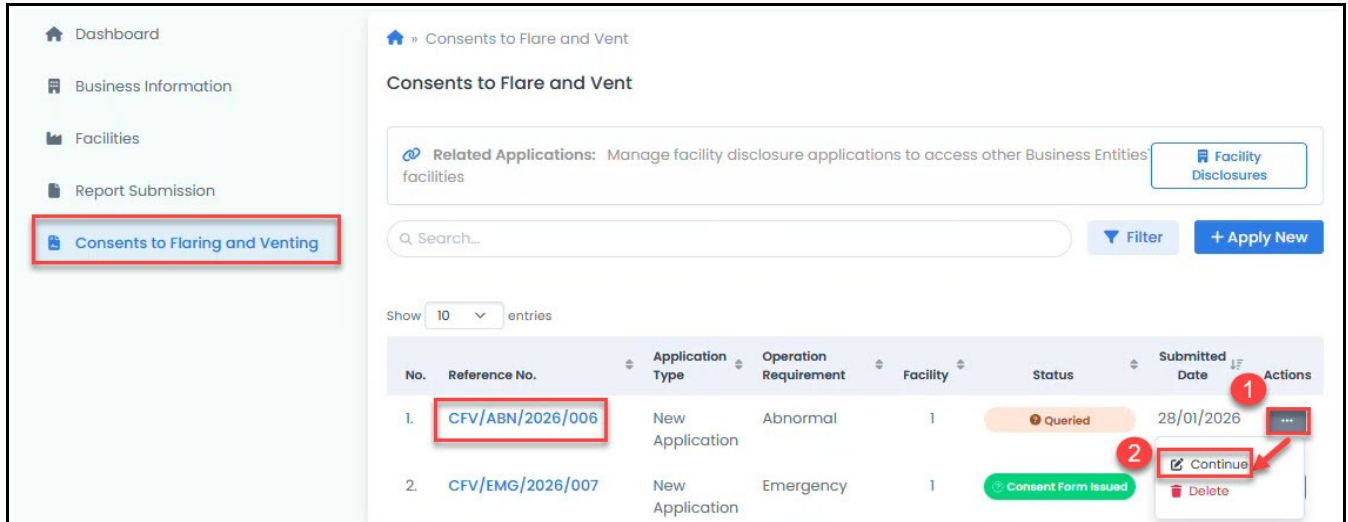

Figure : 83

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**.

Figure : 84

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

Figure : 85

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

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**.
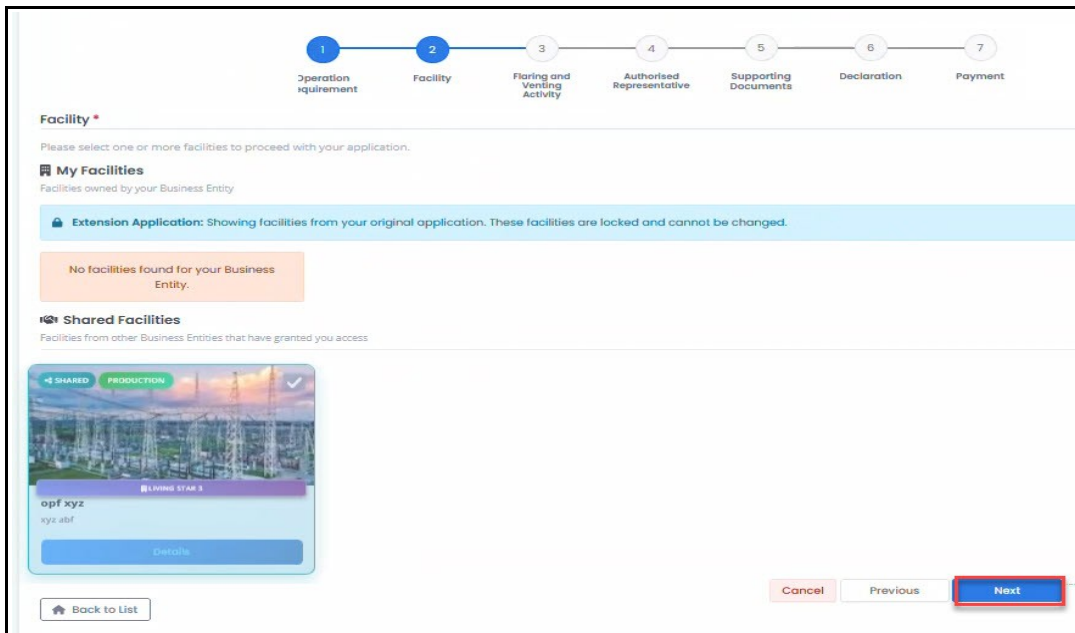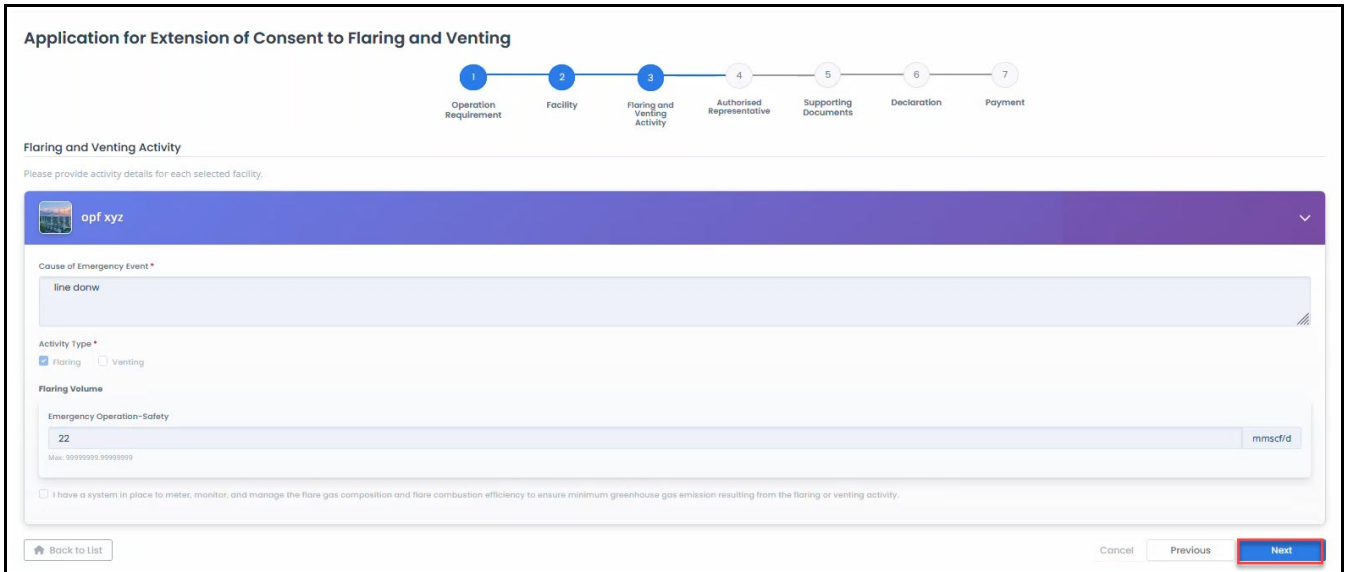
Figure : 87

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**.

Figure : 88

Notes **:**

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

---

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

Figure : 89

Notes **:**

Authorised Representative will follow as per original application.

---

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

Figure : 90

Notes **:**

- *Files shall remain as per original application*

---

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

Figure : 91

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

Application for Extension of Consent to Flaring and Venting

No.	GLA Code	Products	Unit	Status	Amount (RM)
1	CFV4	CFV Operation Extention (1 Week) Extension of consented period (with a maximum of one week for commissioning, Emergency events and Abnormal operations)	1	Unpaid	2,500.00
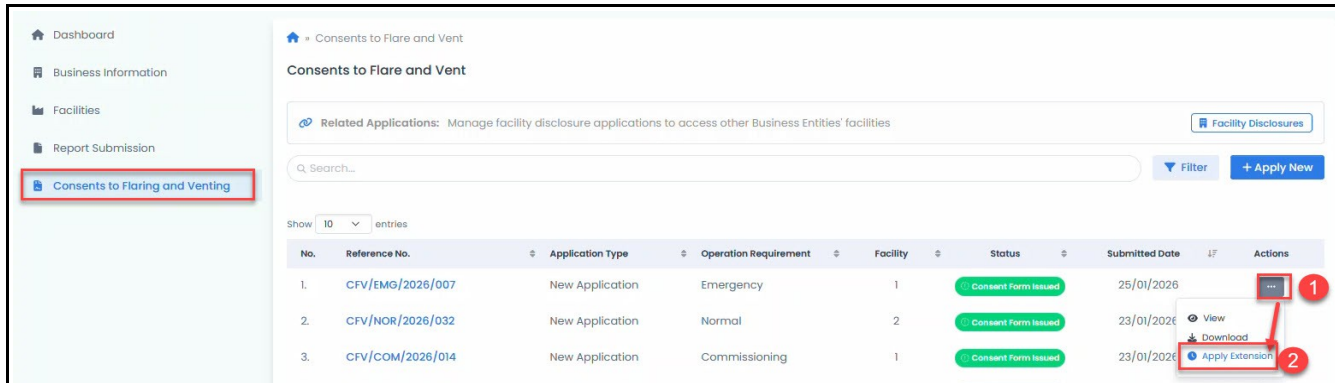
Total Amount (RM) : 2,500.00
Total Paid (RM) : -0.00
Unpaid (RM) : 2,500.00

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**.
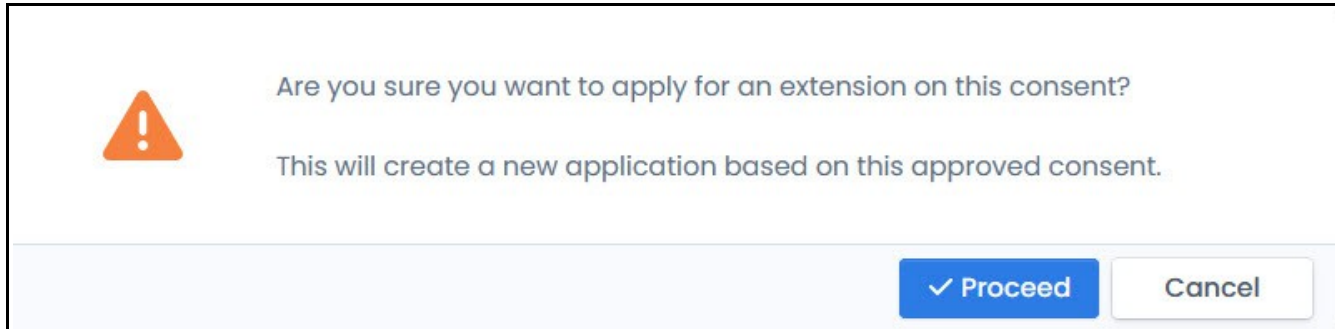
Figure : 93

Notes **:**

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

---

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

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**.

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**.
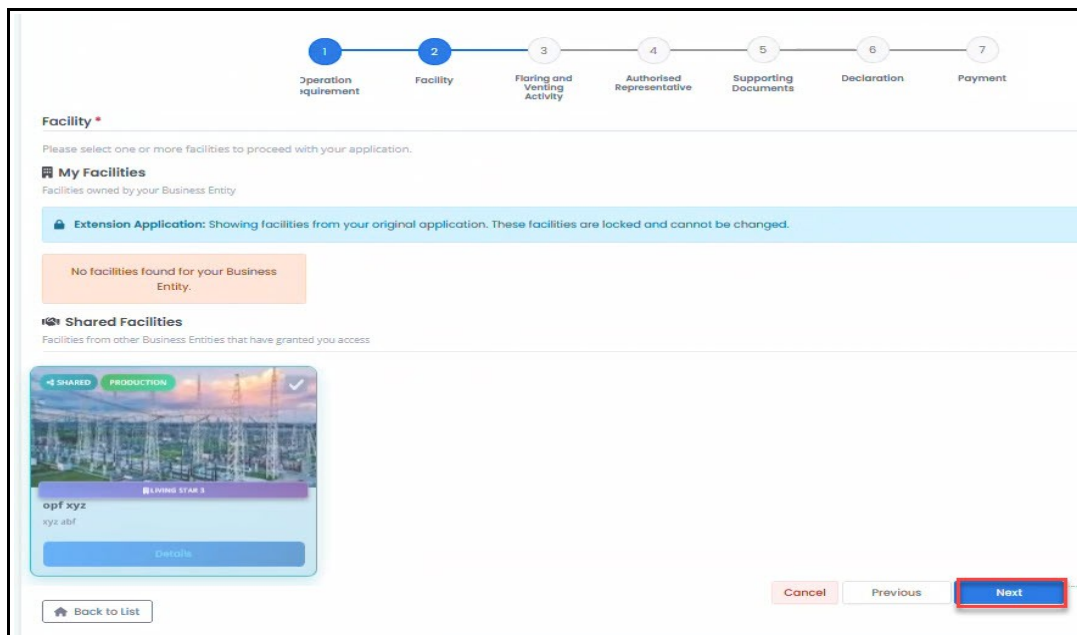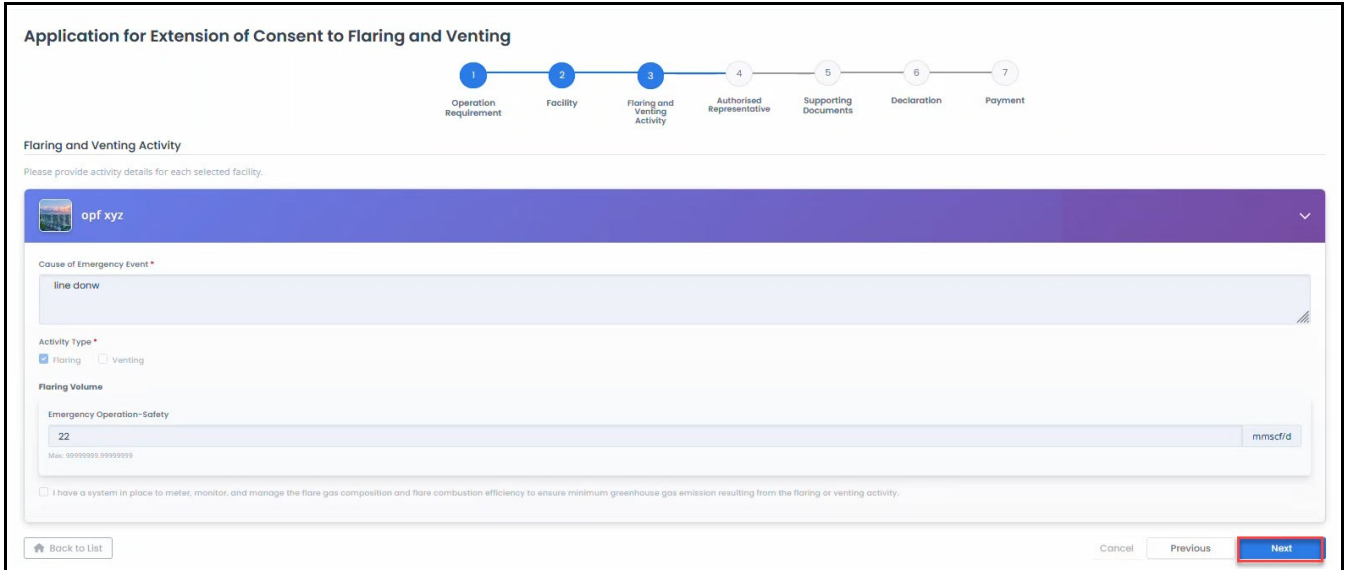
Figure : 96

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**.

Figure : 97

Notes **:**

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

---

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

Figure : 98

Notes **:**

Authorised Representative will follow as per original application.

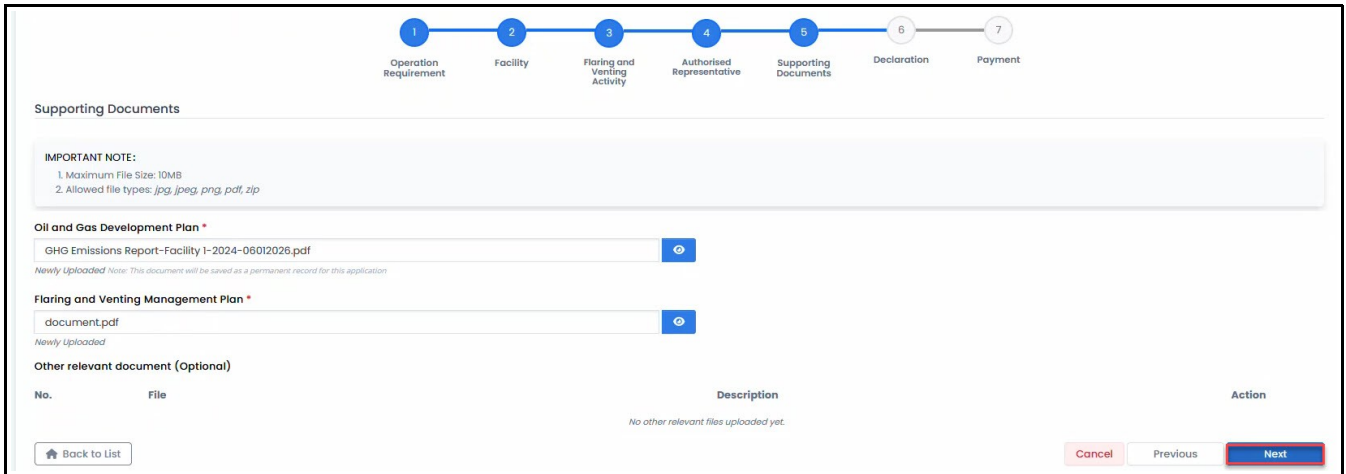7. Process 5 (Supporting Document) displayed. Click **Next**.

Figure : 99

Notes **:**

•   *Files shall remain as per original application*

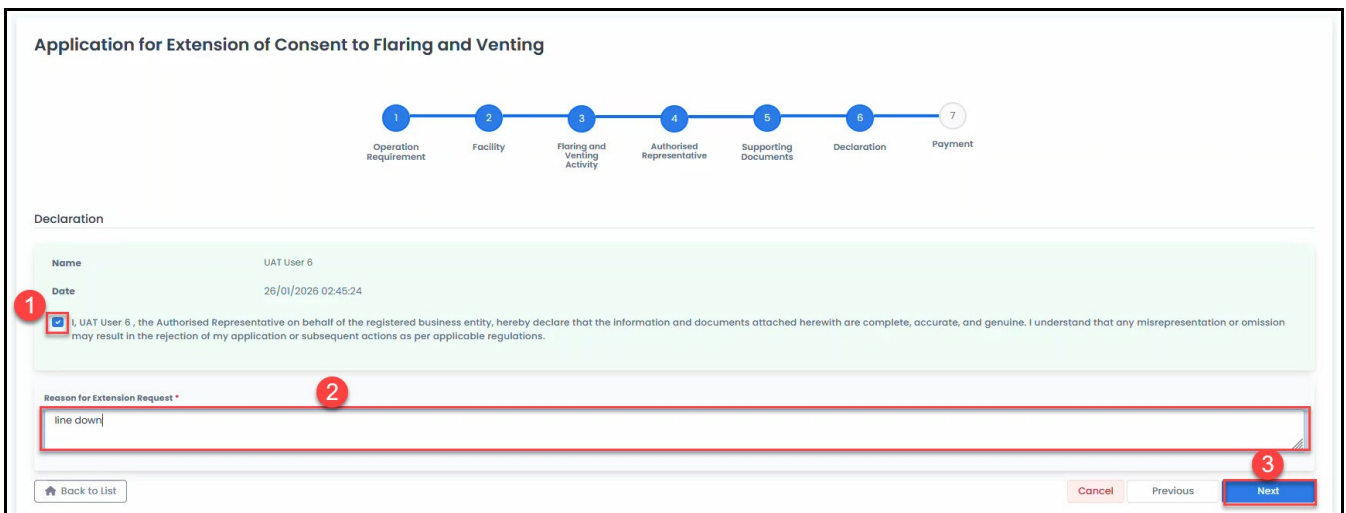8. Process 6 (Declaration) displayed. Select checkbox of declaration and click **Next**.

Figure : 100

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

Figure : 101

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

Figure : 102

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

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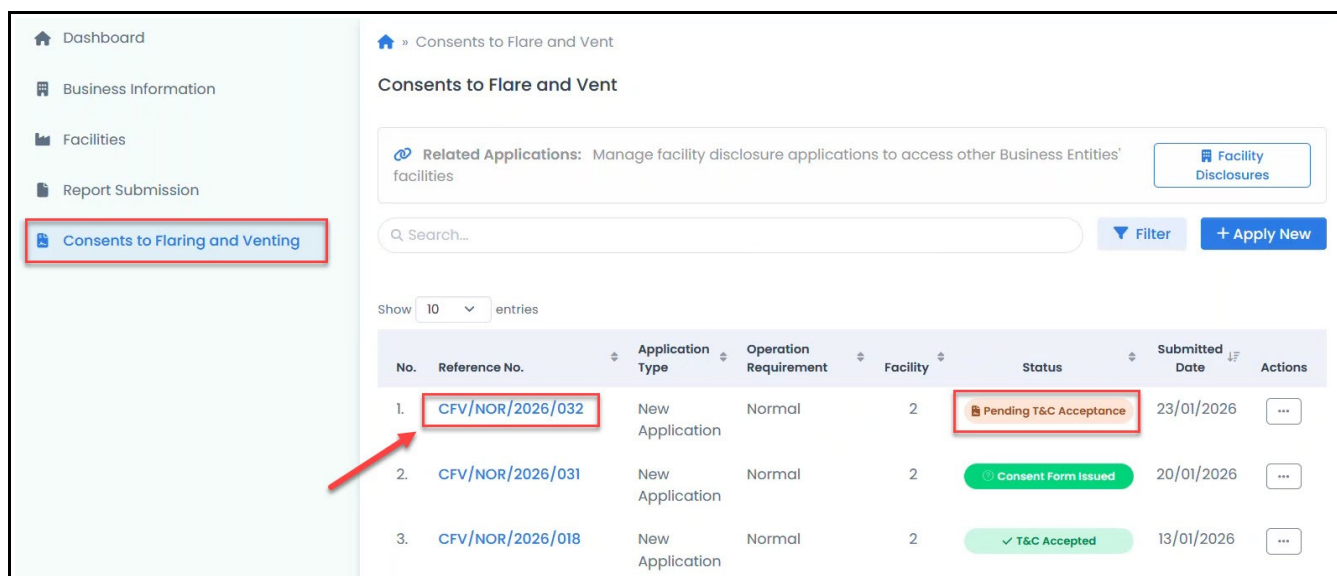
1.8. Consent to Flare and Vent Form Digital Signing

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 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.
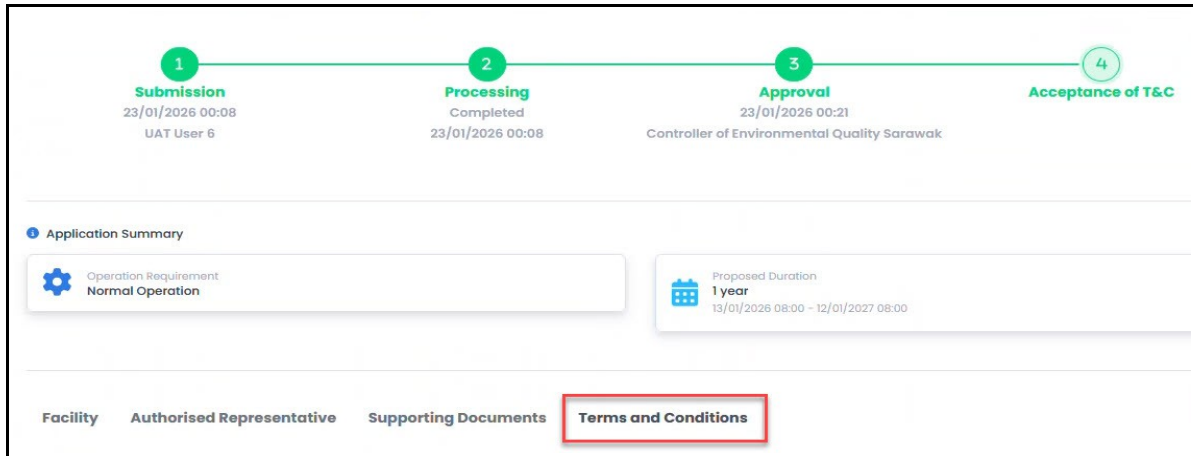
Figure : 106

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)*

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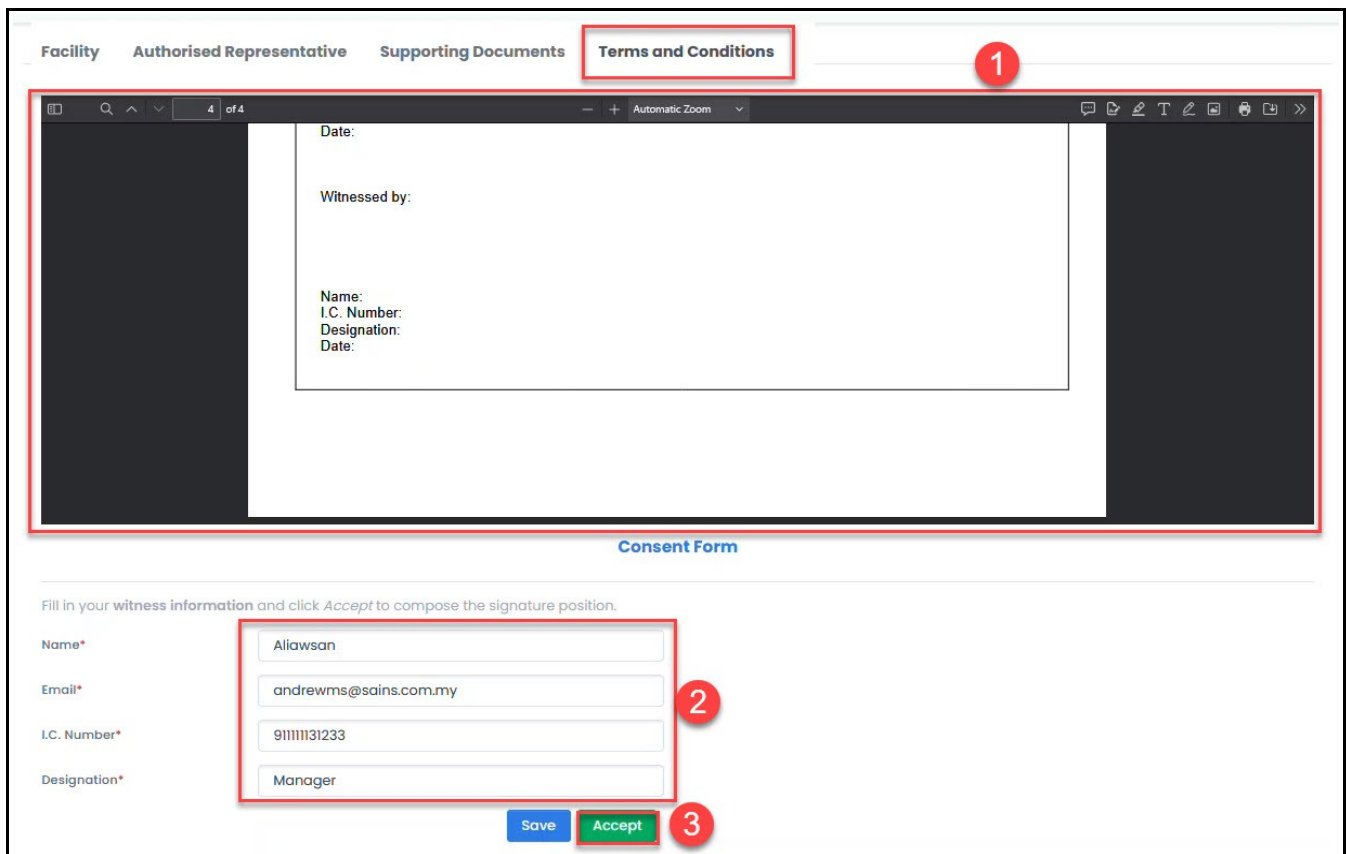
2. Click tab **Terms and Conditions**.

Figure : 107

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

Figure : 108

Item	Description
1	Consent Form Preview
2	Fill in **witness information**
3	Click **Accept**

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

Figure : 109

Item	Description
1	Click **Recipient: Applicant**
2	Drag **Signature** to the Form area as shown
3	Drag **Date** 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 **Recipient: Witness**
5	Drag **Signature** to the Form area as shown
6	Drag **Date** to the Form area as shown
7	Once signature and date areas assigned, click **Submit**

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**.
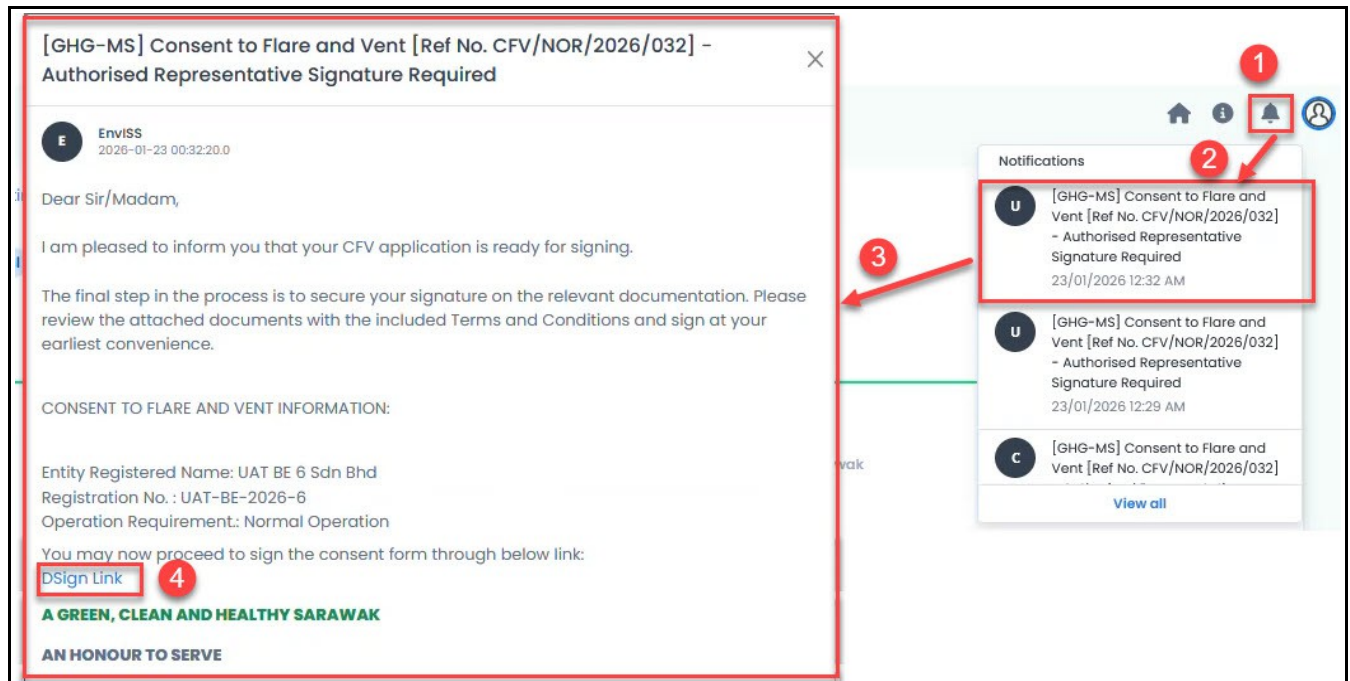
Figure : 111

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**.
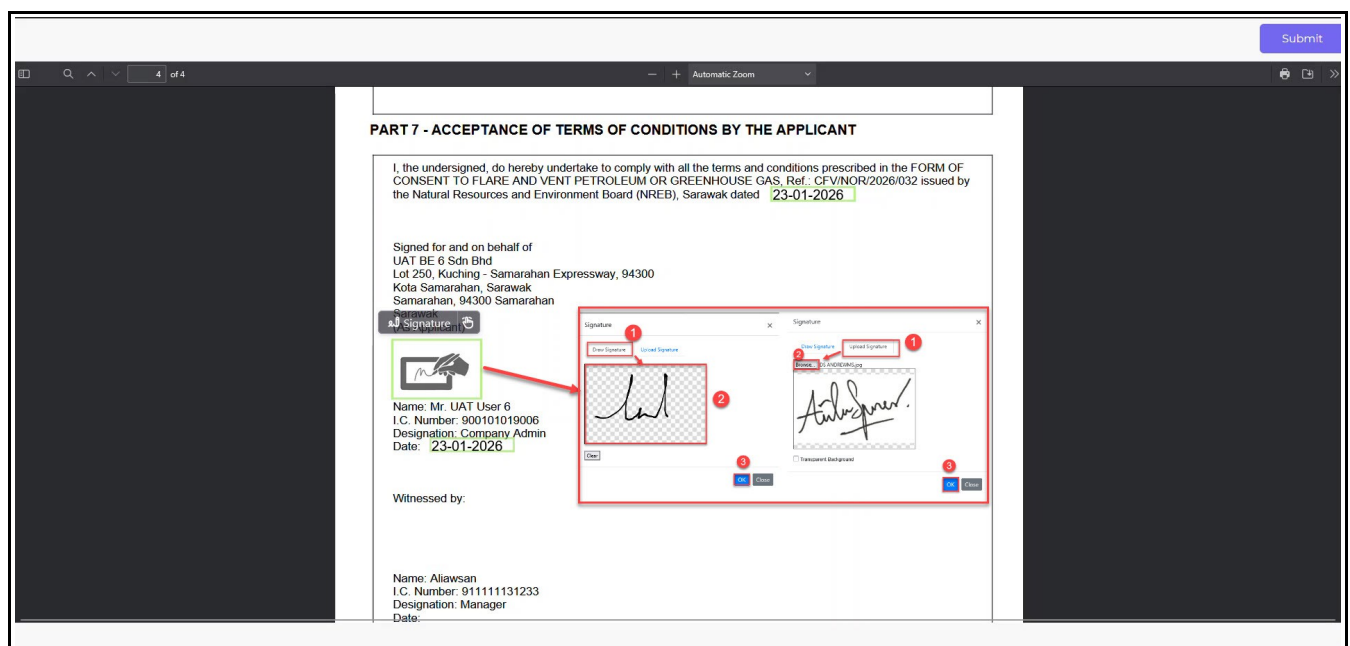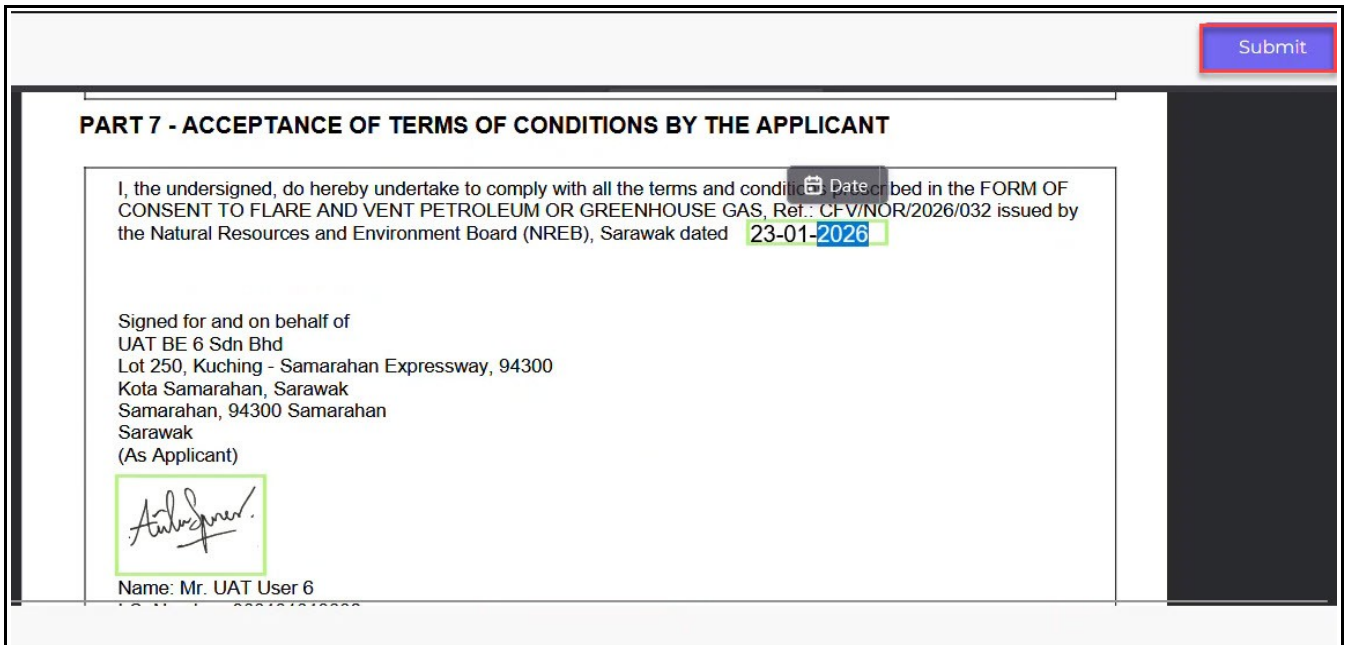
Figure : 112

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

Figure : 113

4. Message document signed successfully will be displayed.

Your document has been signed successfully.
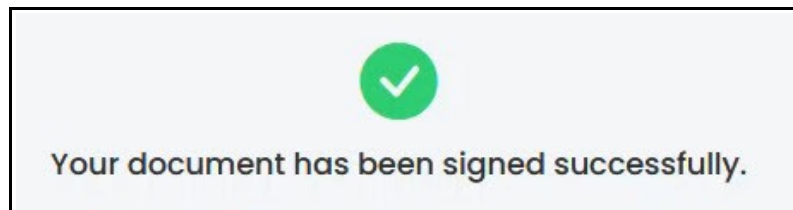
Figure : 114

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**.
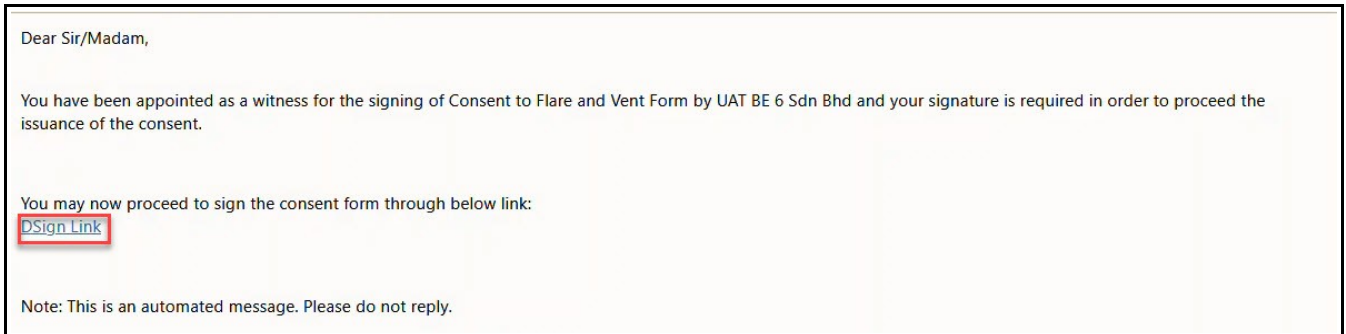
Figure : 115

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**.
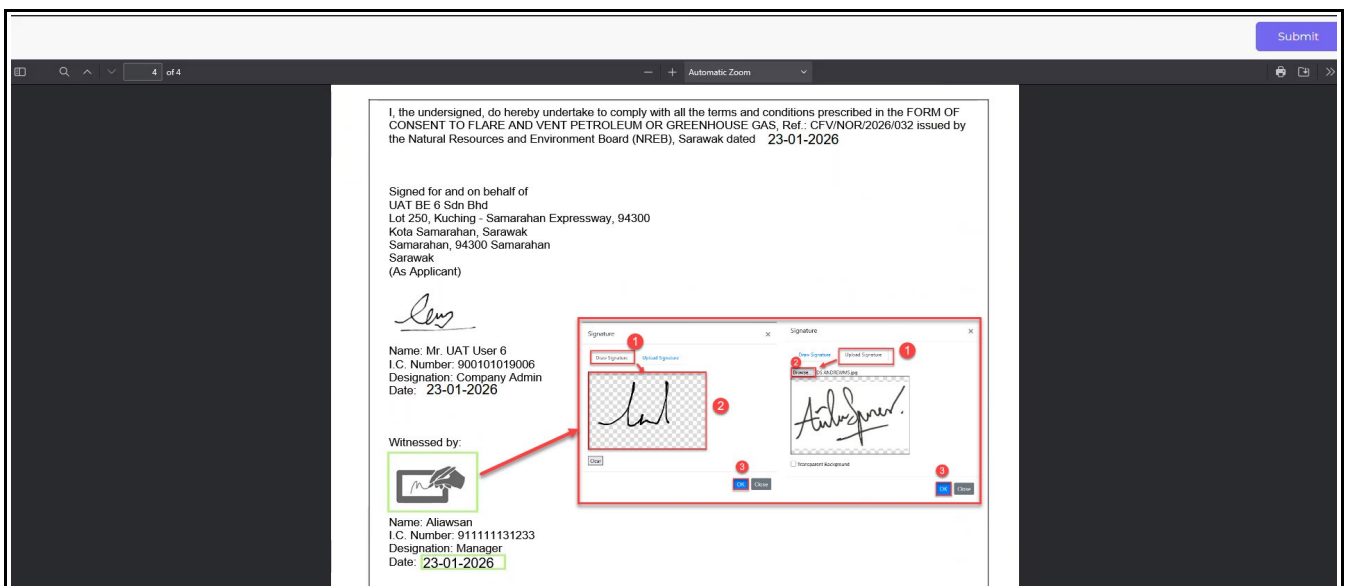
Figure : 116

3. Witness signature and date signed will appear in the Consent Form. Click **Submit**.
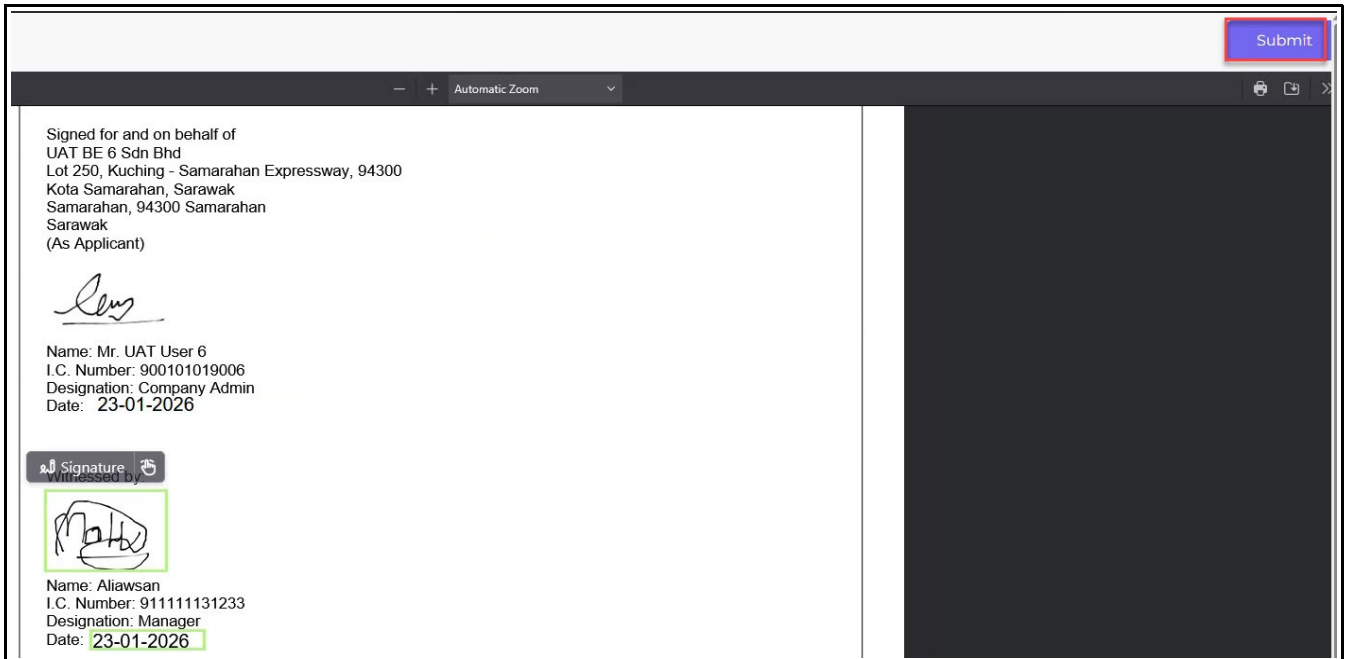
Figure : 117

4. Message document signed successfully will be displayed.
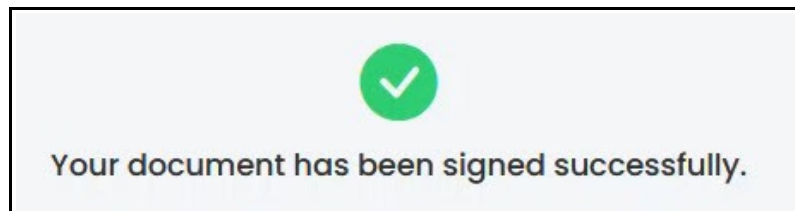
Figure : 118

Notes **:**
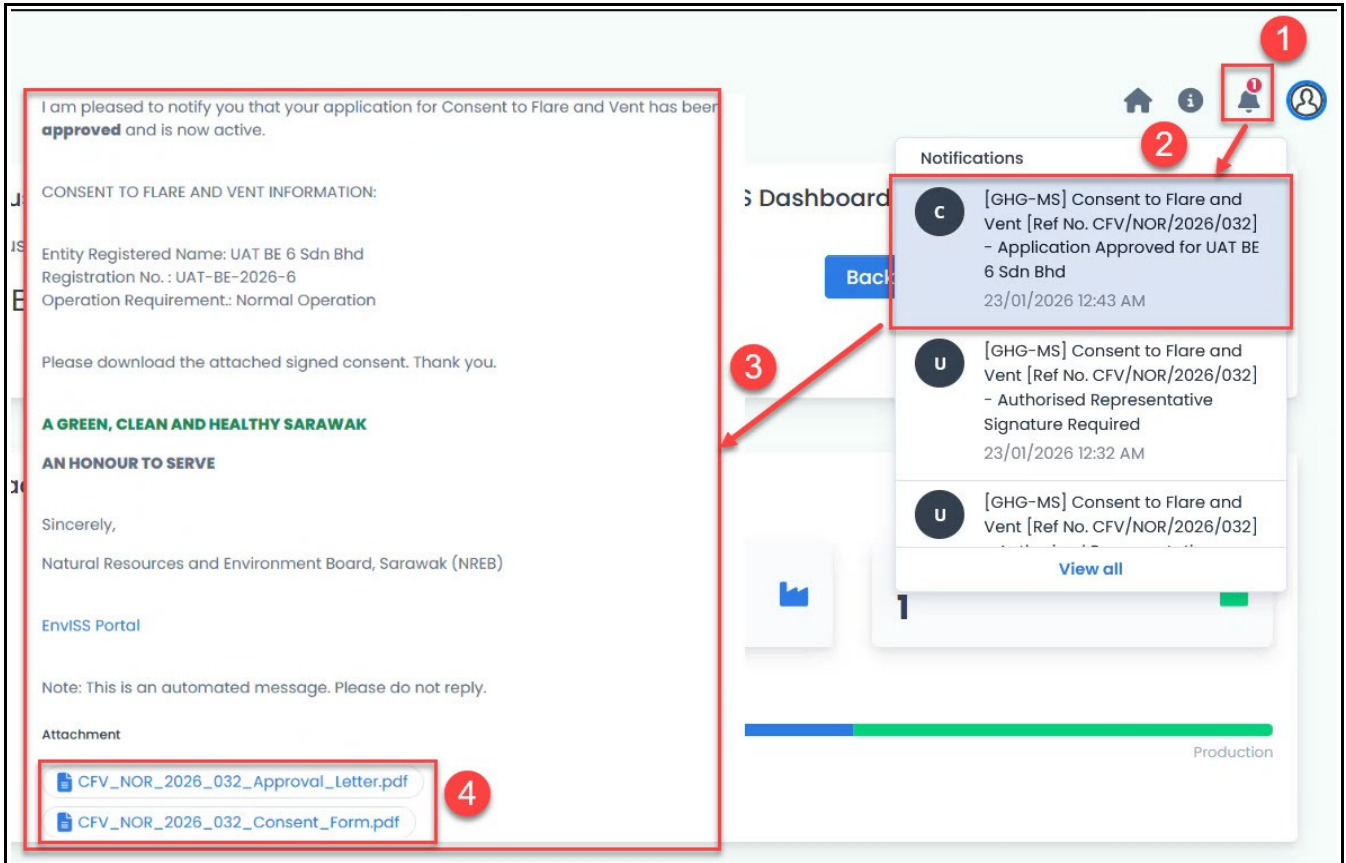
- *Once digital signed by both Applicant and Witness, NREB Controller will receive notification and email notification to digital sign.*

- *CFV Application status will change to T&C Accepted.*

1.8.4. CFV Form: View Issued Consent Form

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

Figure : 119

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

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	① Consent Form Issued	23/01/2026	•••
2.	CFV/NOR/2026/031	New Application	Normal	2	① 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
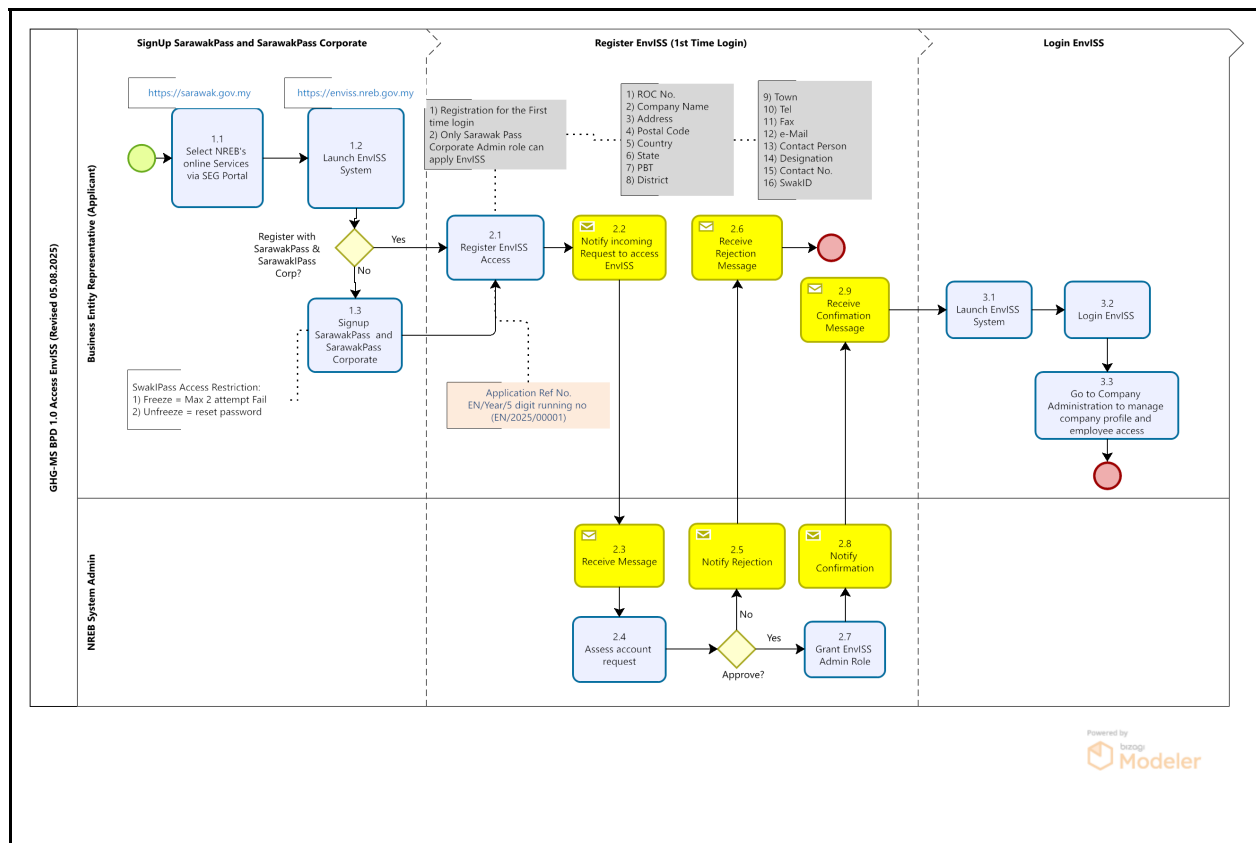
Figure : 121

2.1.2. BE Registration
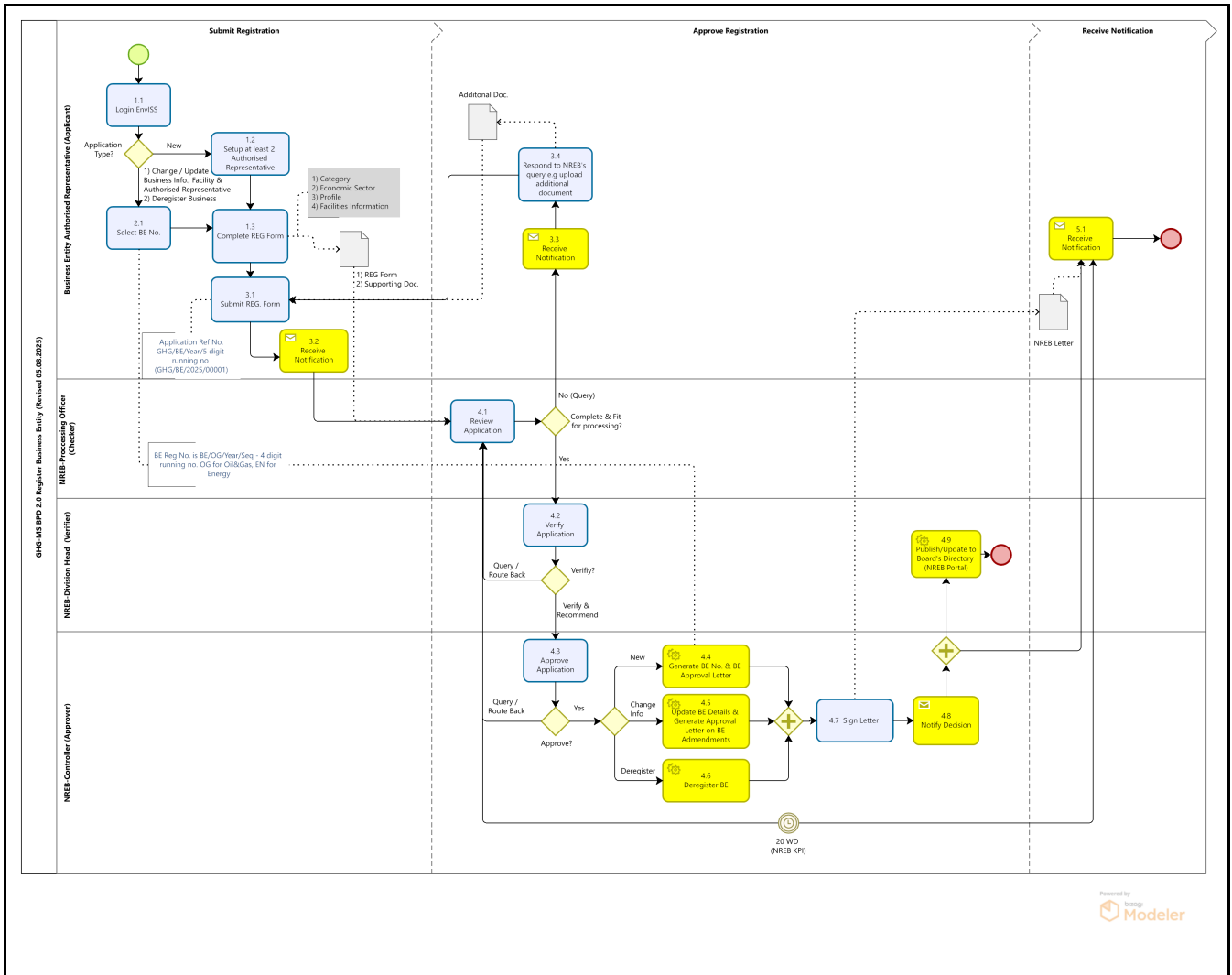
Figure : 122

2.1.3. GHG Emission Reports Submission
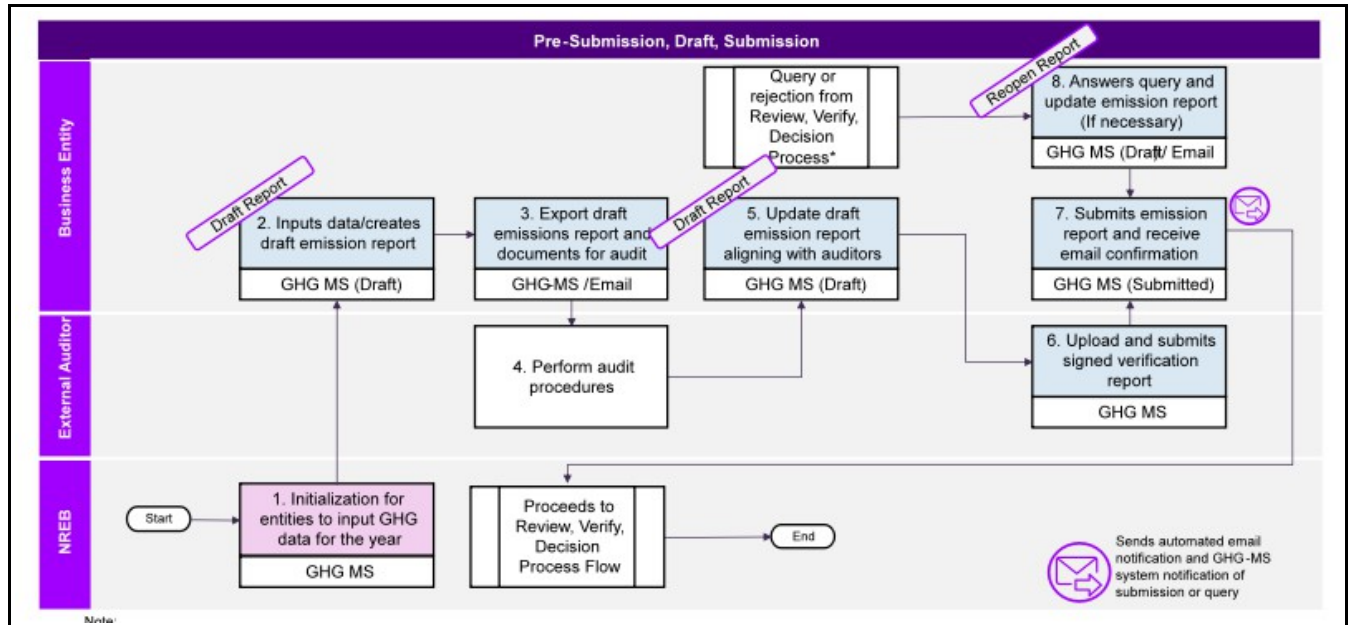
Figure : 123

2.1.4. GHG Emission Reports Submission Approval
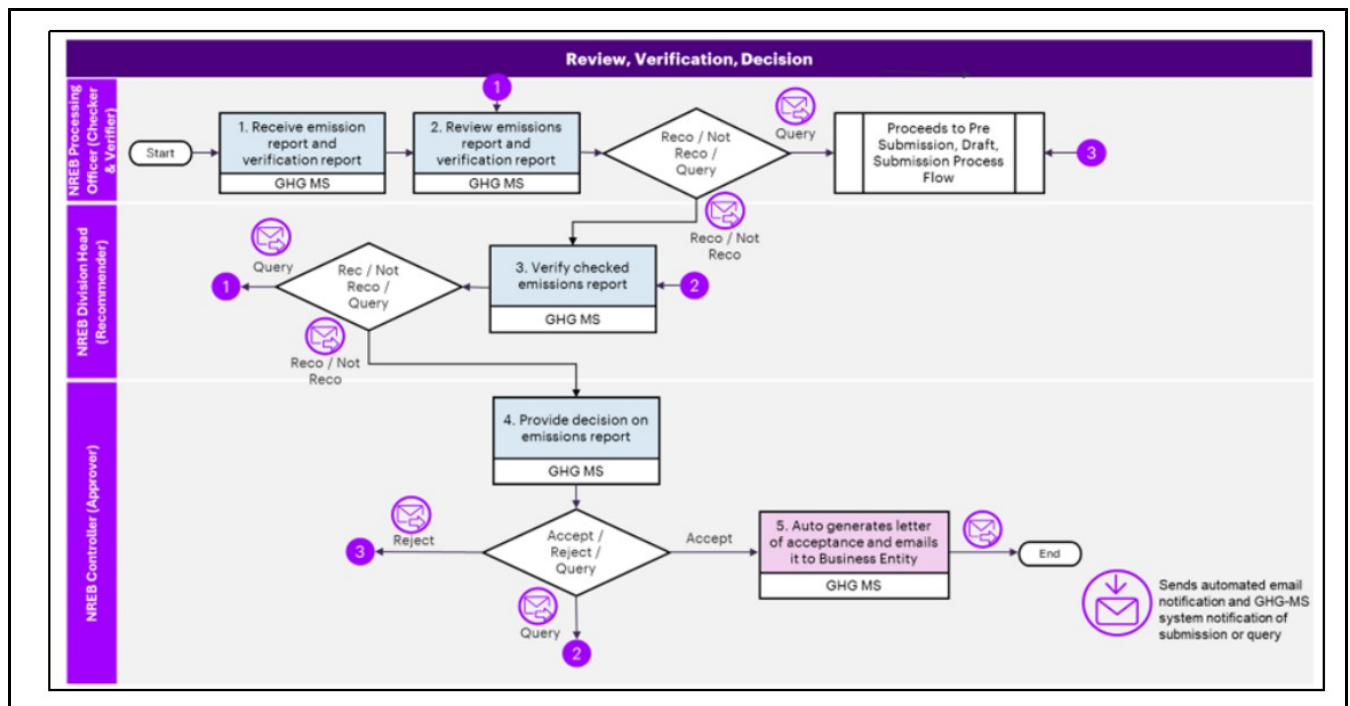
Figure : 124

2.1.5. Consent To Flare & Vent: Facility Disclosures
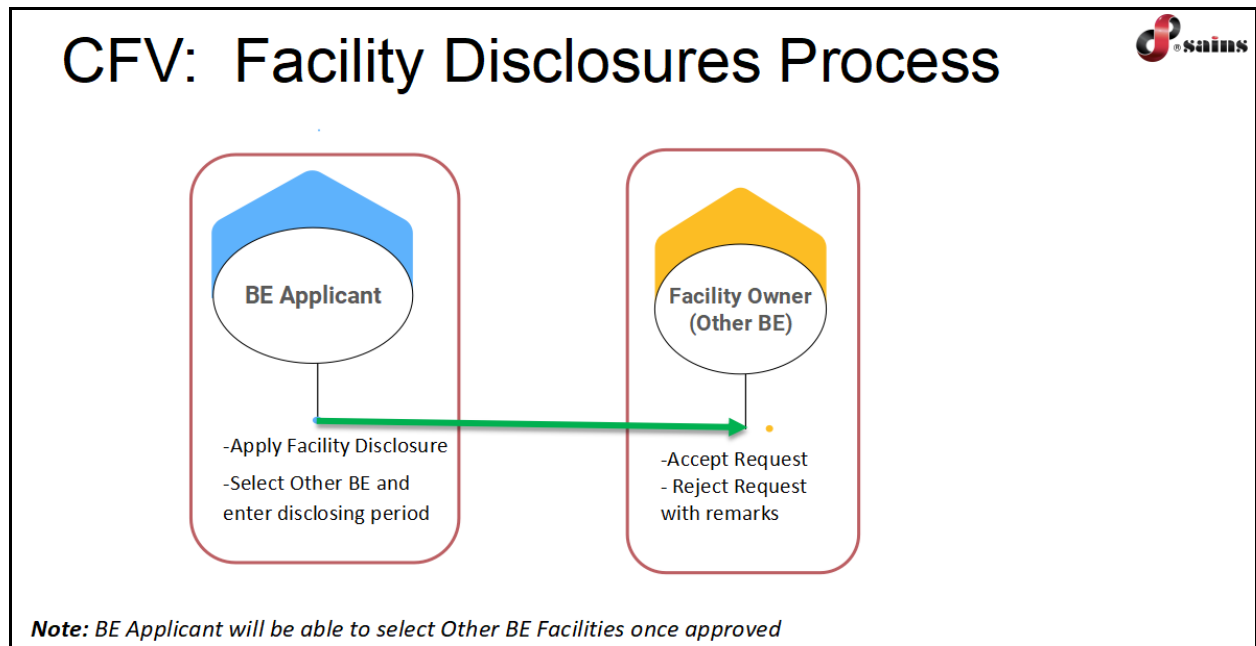
Figure : 125

2.1.6. Consent To Flare & Vent Application
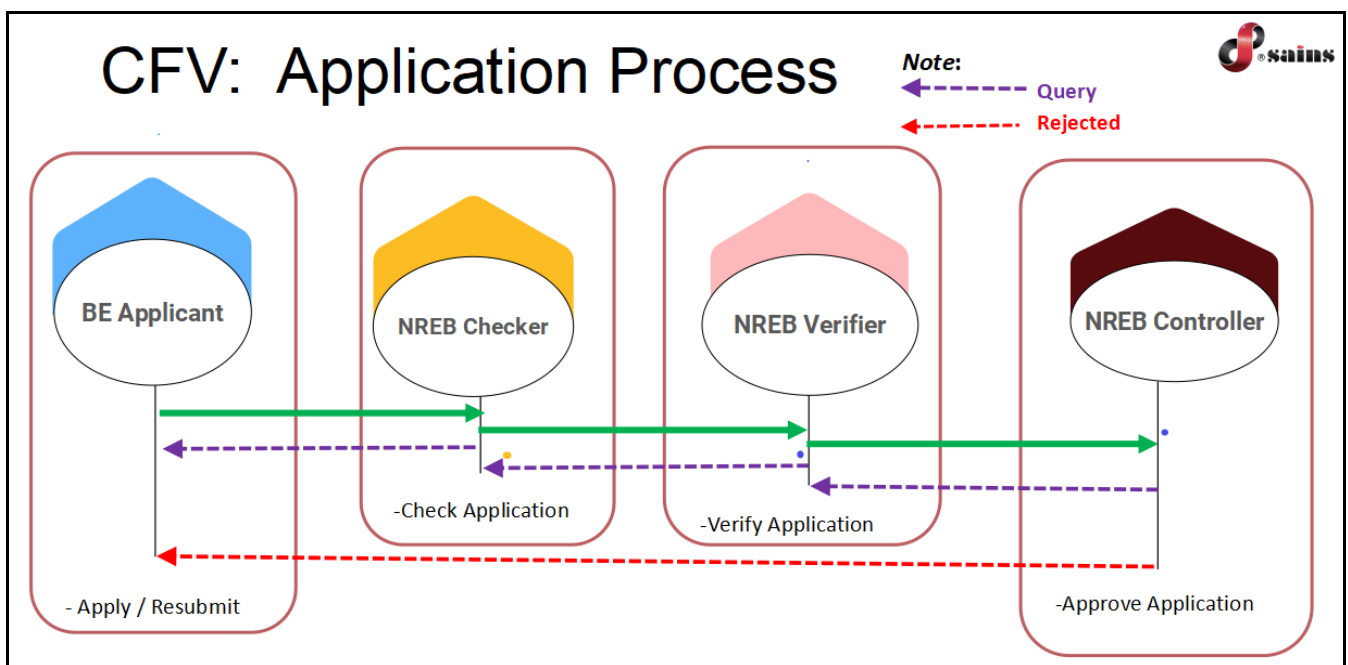
Figure : 126

2.1.7. Consent To Flare & Vent: Consent Form Digital Signing
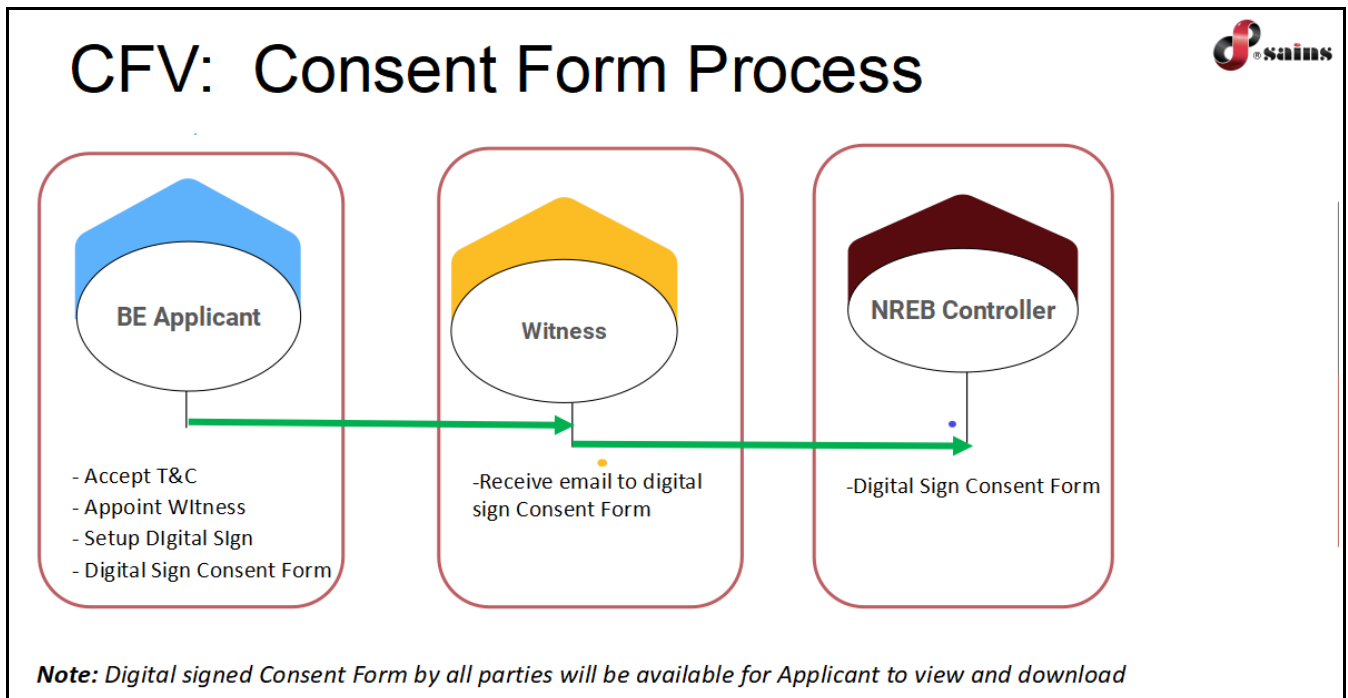
Figure : 127

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/*

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 - Registration

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

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

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

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

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

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 - 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.
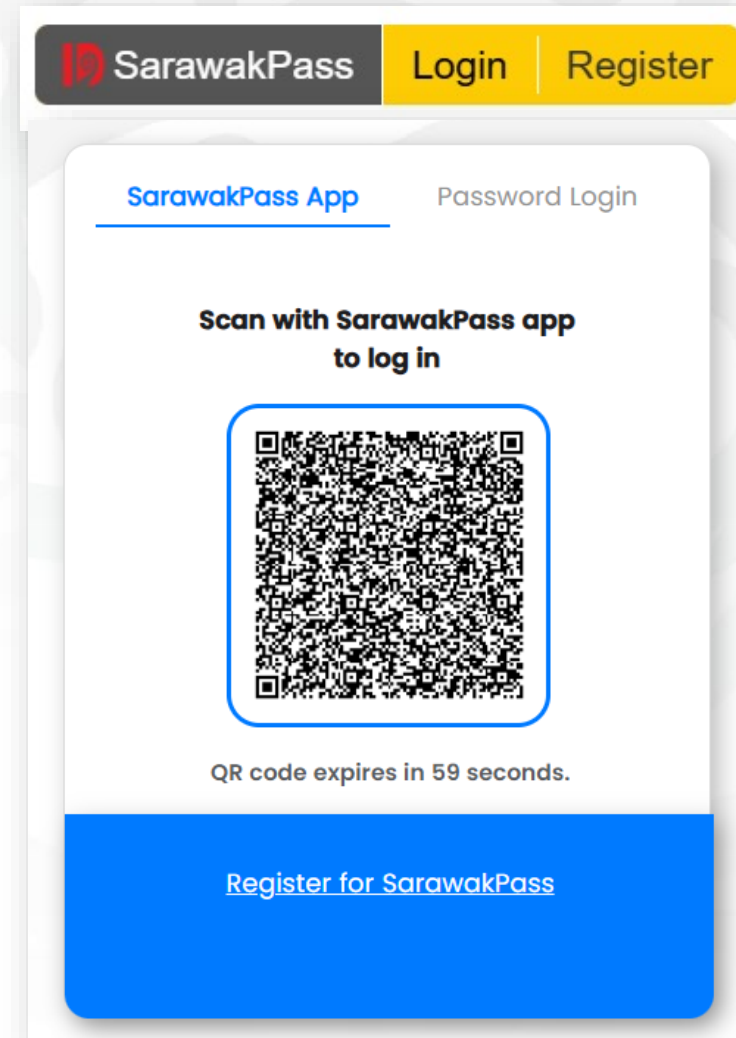
Sign-in SarawakPass with QR Code

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.
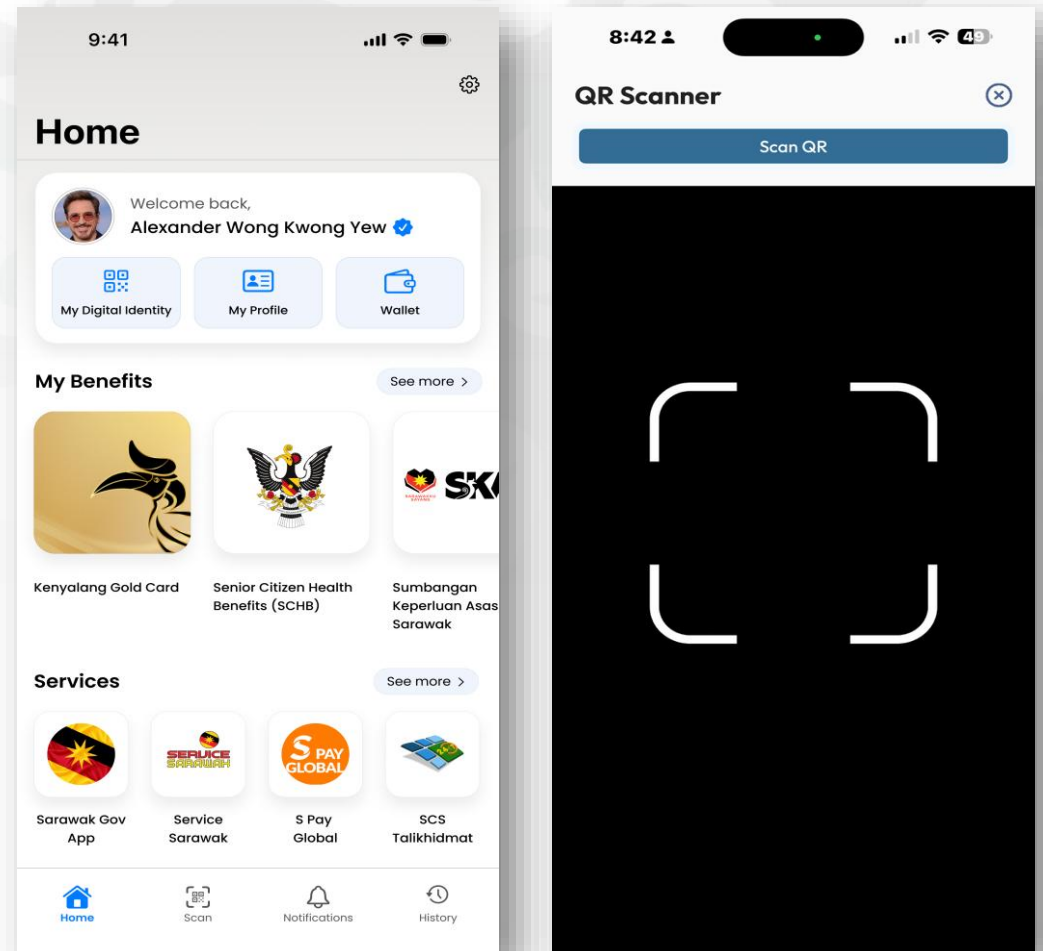
Sign-in SarawakPass with QR Code

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.
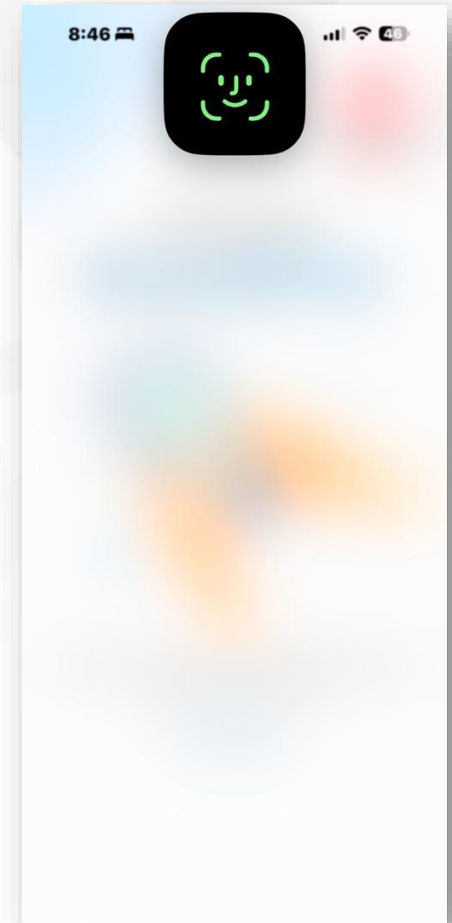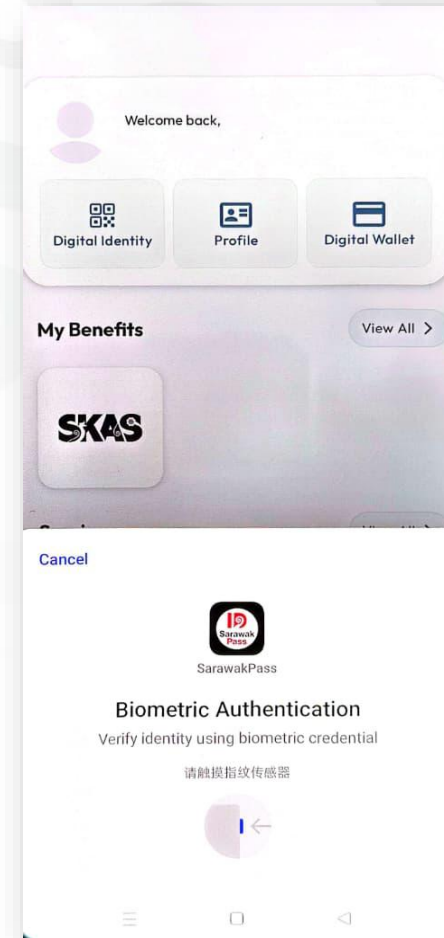
SarawakPass Corp Account Registration

SarawakPass - Corp Account Registration
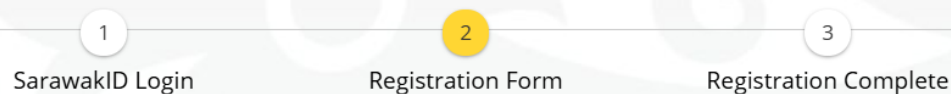
SarawakPass - Registration

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

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.

SarawakPass - Corp Account Registration

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

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

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

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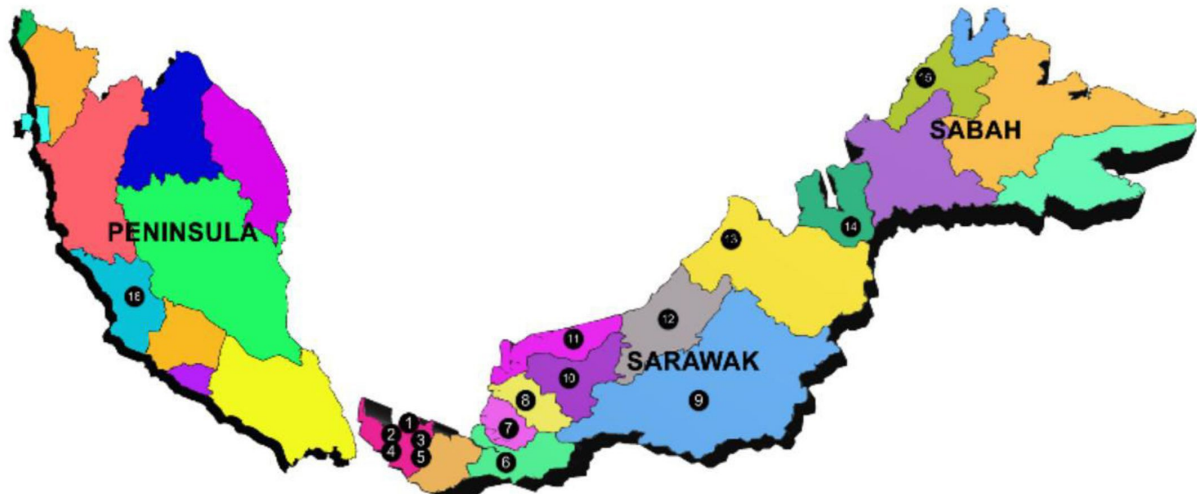Malaysia.

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

3 **SAINS Petra Jaya Office**
Tel : (60) 82-512333
Fax: (60) 82-512330
Sublot 9&10 of 2nd 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. Bleteh,
96800 Kapit, Sarawak

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

11 **SAINS Mukah**
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 Kepayan 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 Kembanga,
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93050 Kuching, Sarawak, Malaysia.