SARAWAK INFORMATION SYSTEMS SDN BHD

EnvISS - Greenhouse Gas Management System (GHG-MS)

System Version 2.0

User Guide (AEA) Version 2.0

TABLE OF CONTENTS

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 Accredited External Auditor
- Firm Renewal
- Add New Auditor
- Change Lead Auditor
- Upload Verification Report

1.2. EnvISS Platform

The Prerequisite to access EnvISS as Accredited External Auditor 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.
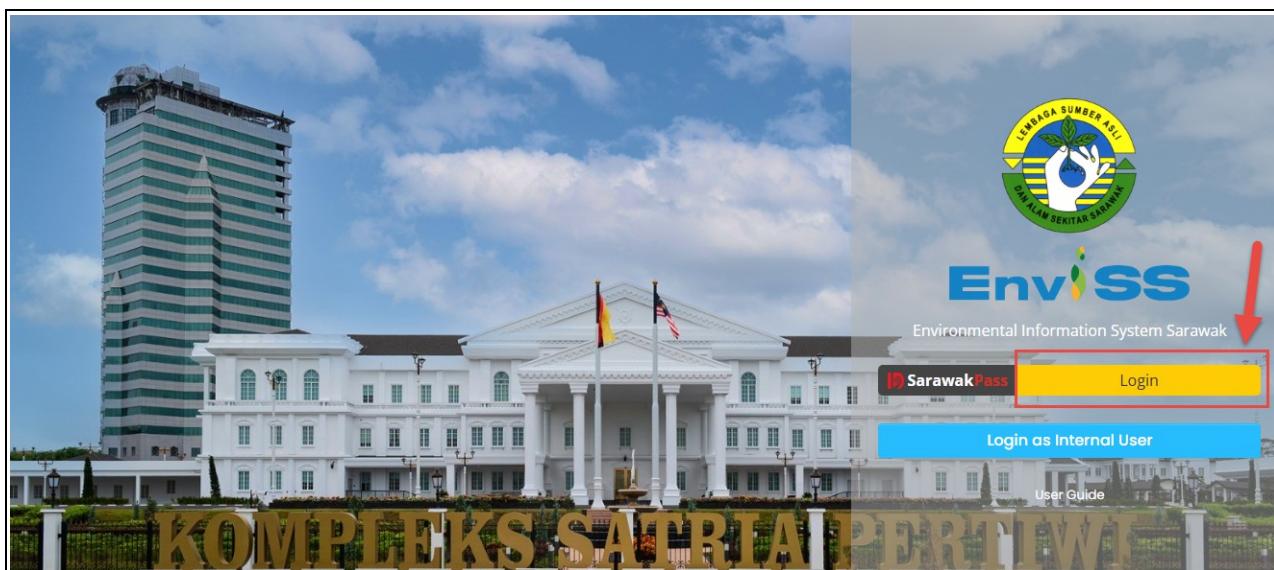

Figure : 1

3. Choose to login via **SarawakPass App** or **Password Login**.
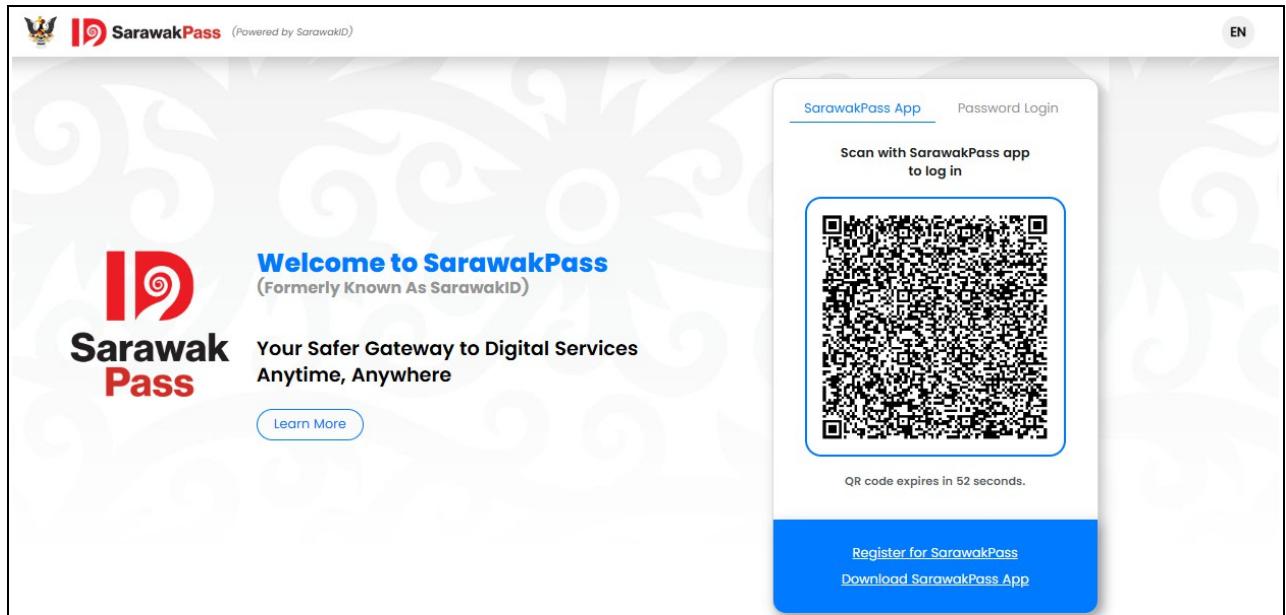
Figure : 2

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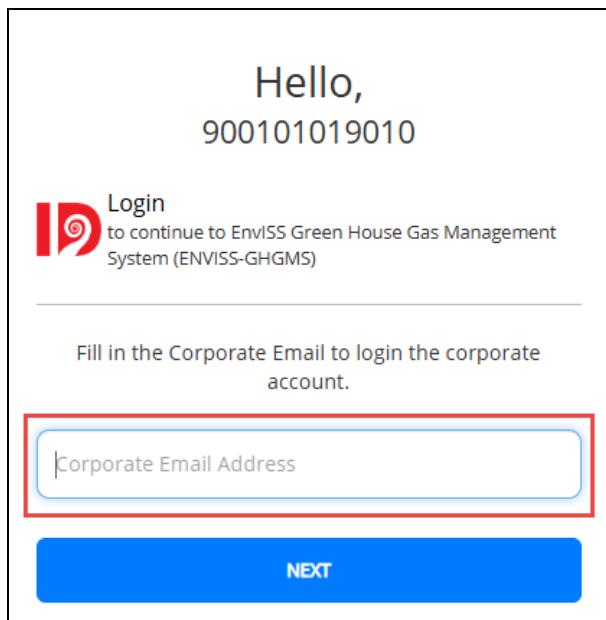

Figure : 3

5. Click on **Request OTP** and enter the OTP number.
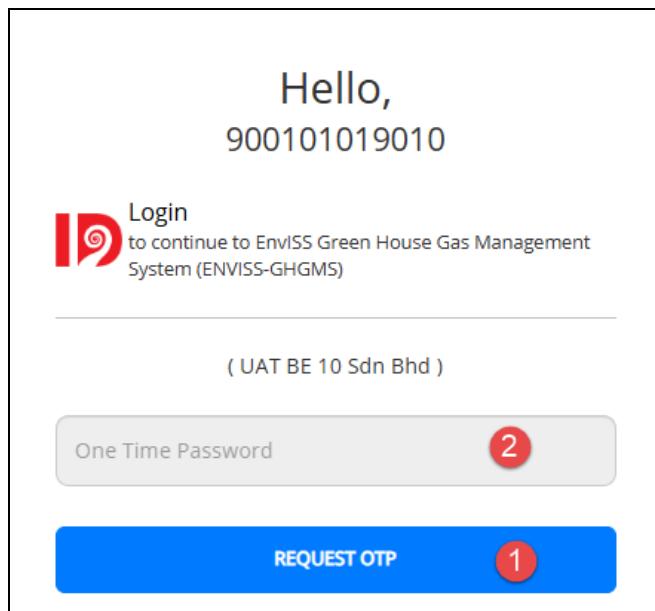
Figure : 4

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.
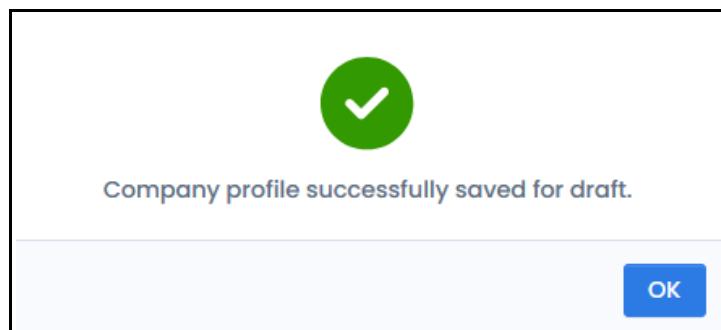

Figure : 6

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**.

Company profile successfully submit for approval.

OK
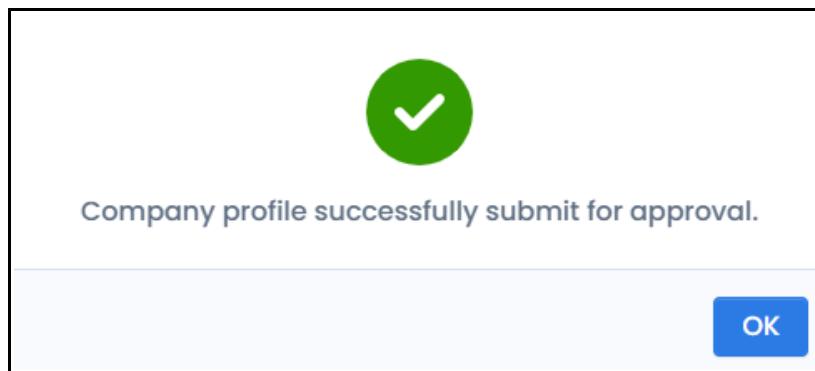
Figure : 8

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

EnvISS Signup Submitted ×

You have successfully signed up for **EnvISS**. You will receive a notification once a decision has been made.

OK
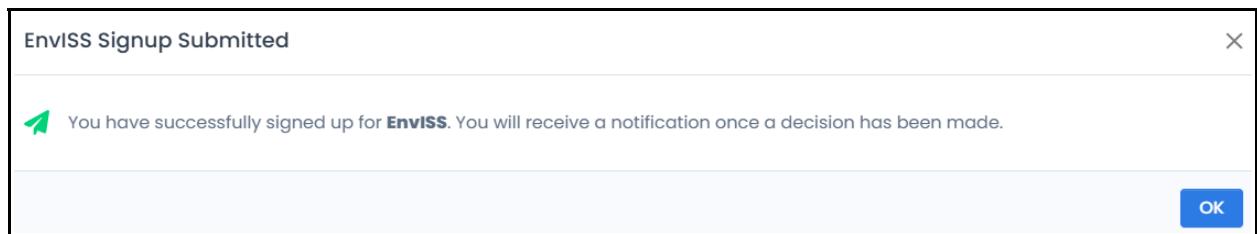
Figure : 9

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

EnvISS Signup Submission

Your submission is under review. You will be notified once a decision has been made.

Submission — Decision

Company Details

ROC No.	TR-2024-24
Name	Trainee 24 Sdn. Bhd.
Type	privateLimited
Main Address	Lot 1235 Jalan 24
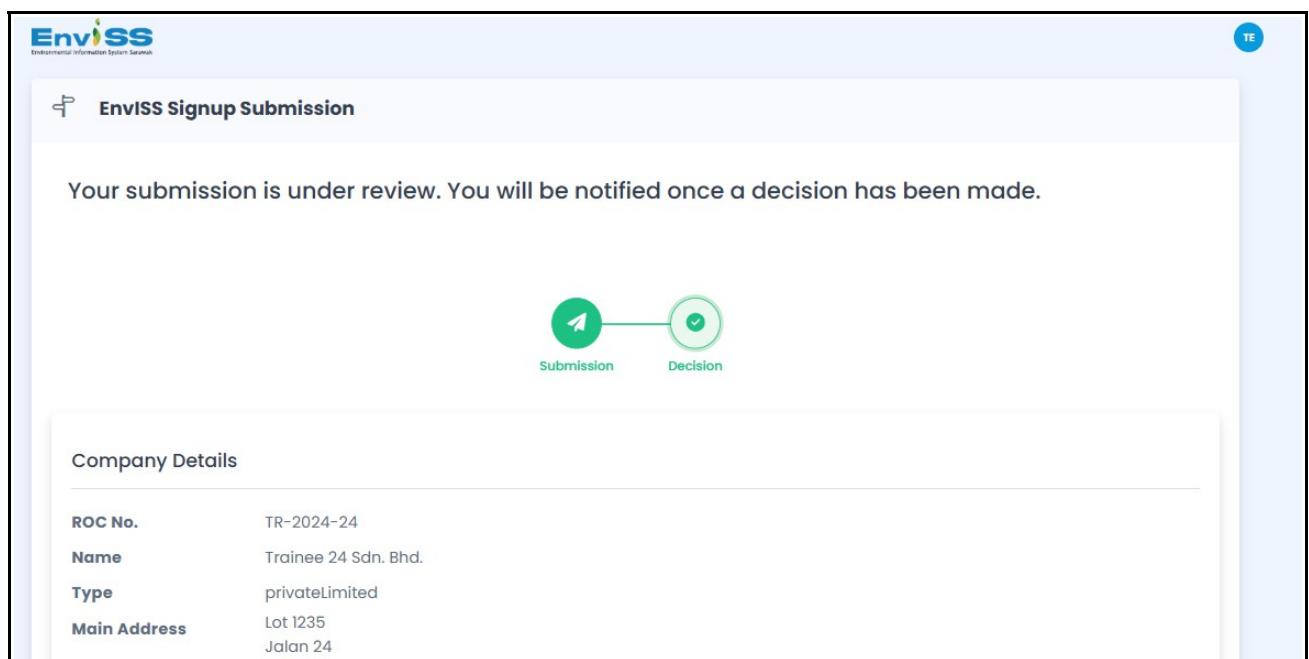
Figure : 10

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

Welcome back , **Trainee 26 Sdn. Bhd.**. Your EnvISS Signup Application has been approved. Please proceed to explore the available services.

Greenhouse Gas Management System

Manage and monitor greenhouse gas emissions from your facilities

Audit and review GHG emission reports assigned from registered business entity

Trainee 26 Sdn. Bhd.
Company Administration

Register Business Entity

Register External Accredited Auditor

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 Sign Up – 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.
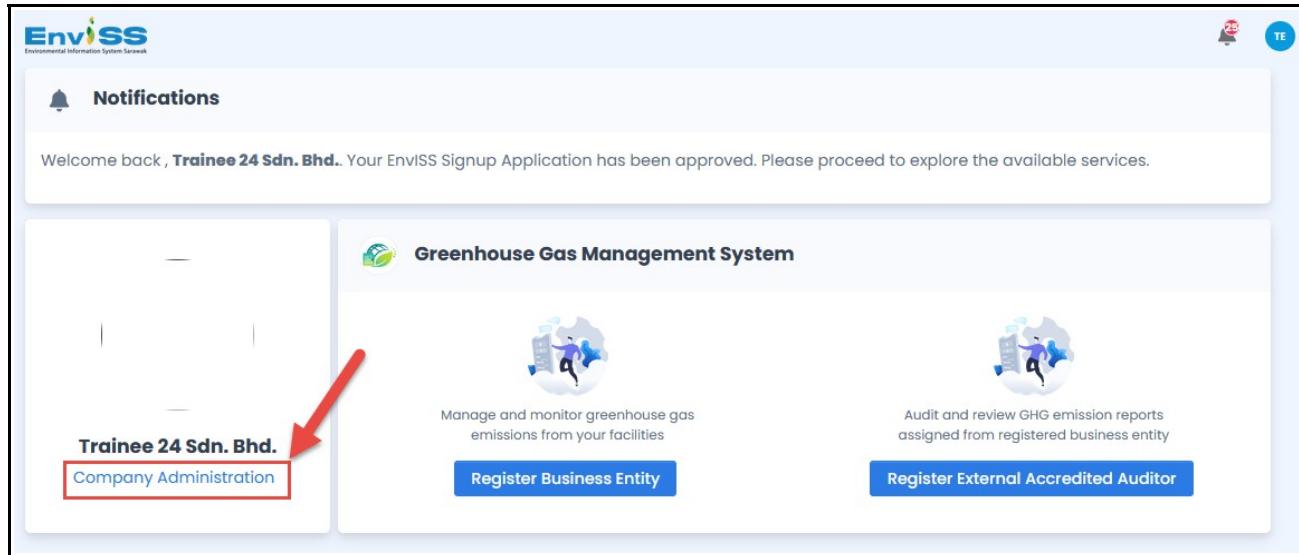
Figure : 12

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.
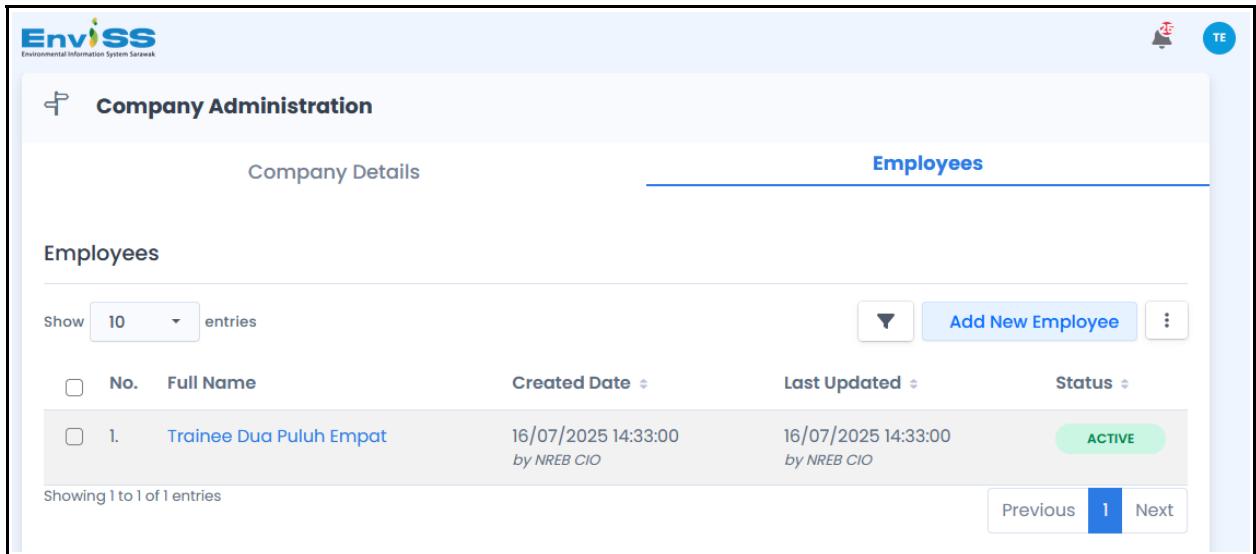

Figure : 14

7. Click on the employee name. Update the details of the existing employee registered. Once done, click on **Update** button.
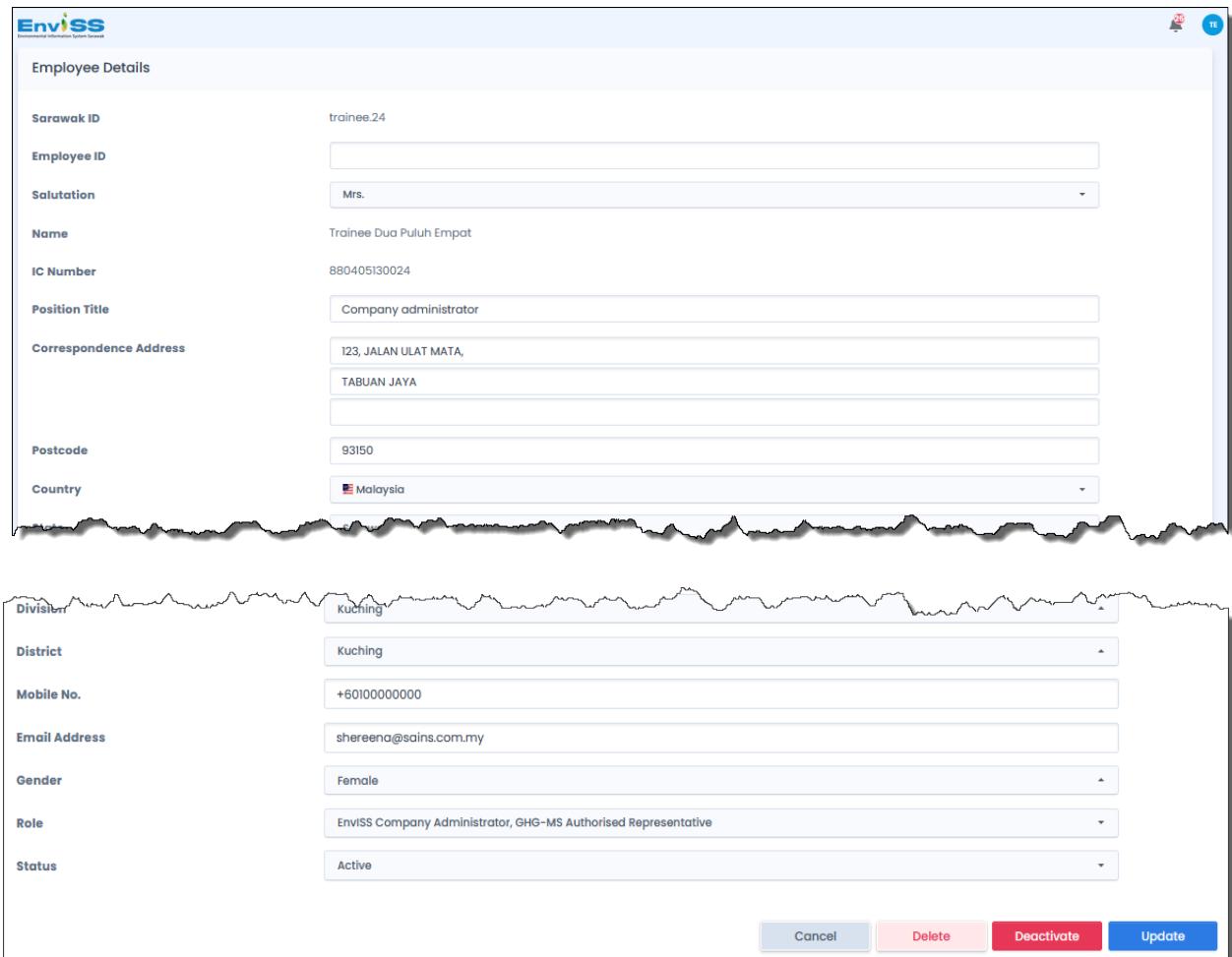
Figure : 15

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. Accredited External Auditor (AEA) Application

1.3.1. AEA Application – AEA Application Form Entry and Submission

This section is for Company Administrator to submit AEA application.

1. Login to the EnvISS application using SarawakPass and SarawakPass Corporate.
2. The following screen will appear upon successful login. Click on **Register Accredited Auditor** button.
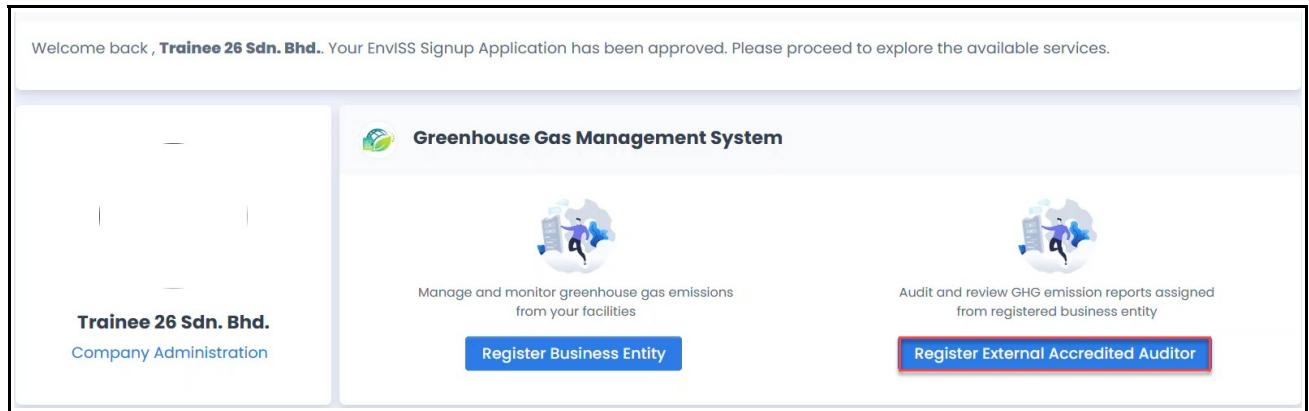
Figure : 18

3. Applicant will be redirected to the AEA Register Firm and Auditors Form. At **Organisation Information**, fill in required fields and click **Next** to proceed next stage.

Figure : 19

4. Leadership and Management stage will be shown. Fill in Leadership and Management members and click **Next** to proceed to next stage.
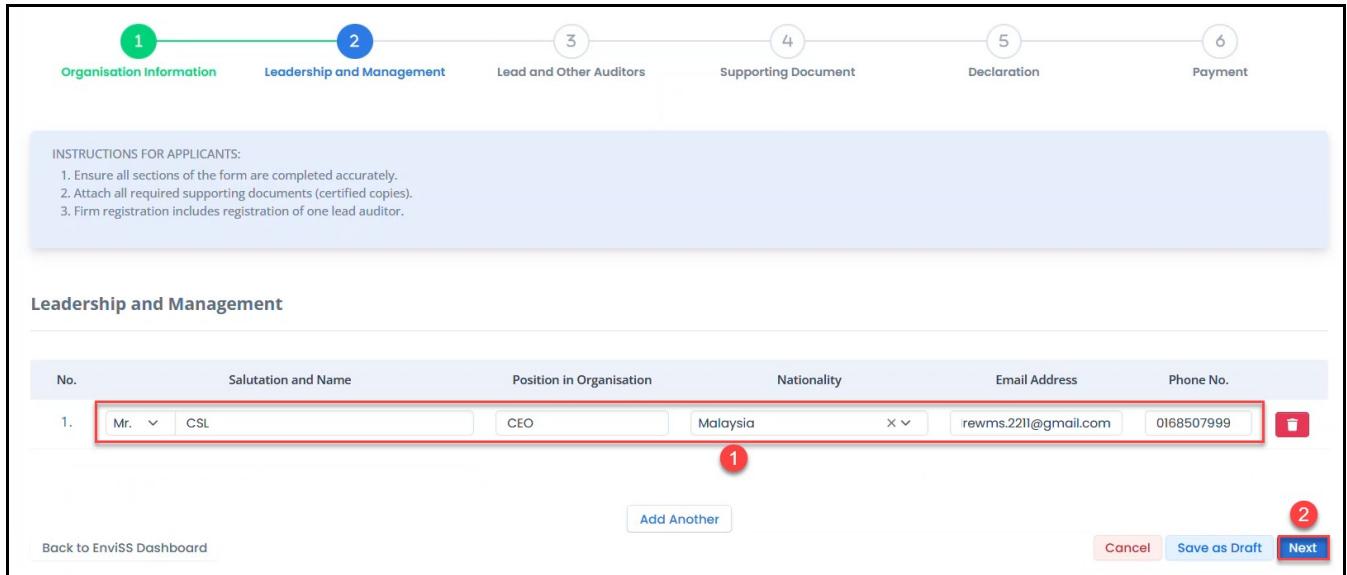
Figure : 20

5. Lead and Other Auditors stage will be shown. Click **Add Lead Auditor** to add Lead Auditor. Auditor page will be displayed.
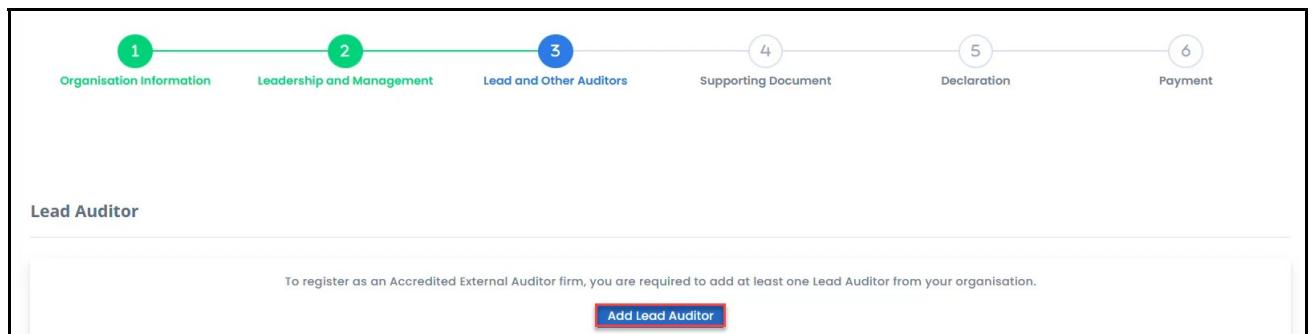
Figure : 21

6. Auditor page will be displayed. Fill in required fields and click **Save** to return to Lead and Other Auditors stage.
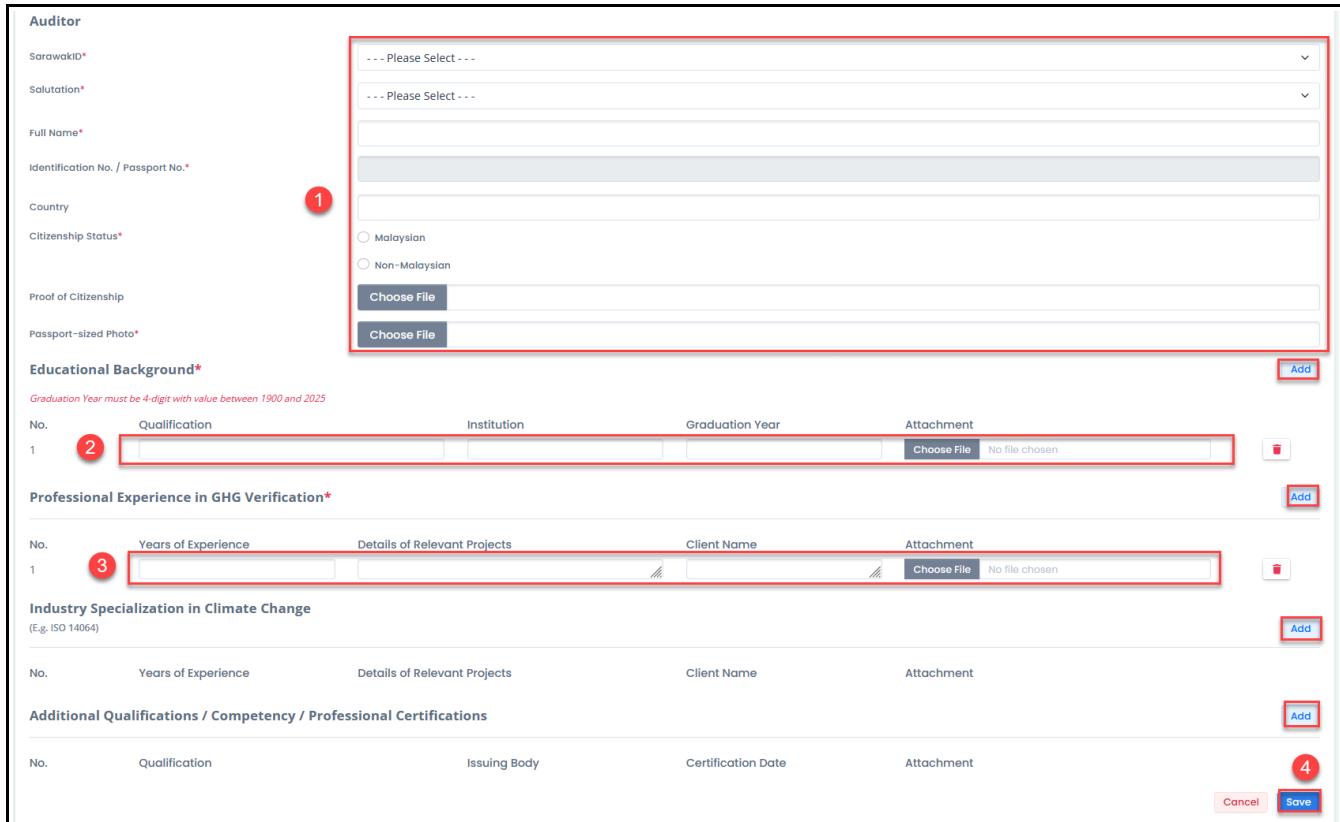
Figure : 22

7. Click **Add Other Auditors** to add other auditor. Else, click **Next** to proceed to next stage.
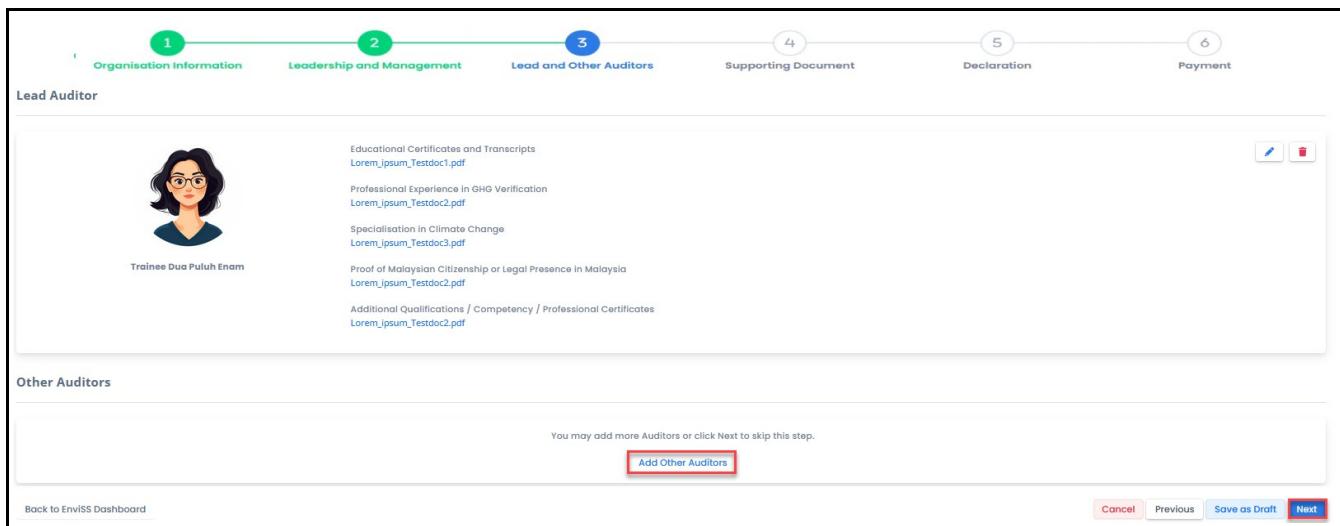
Figure : 23

8. Supporting Documents stage will be shown. Upload supporting documents and click **Next** to proceed to next stage.

Figure : 24

9. Declaration stage will be shown. Review the declaration content, select checkbox and click **Next** to proceed to next stage.

Figure : 25

10. Payment Preview stage will be shown. Review the payment details, click **Pay & Submit** to proceed with payment.

Figure : 26

11. A message will be shown. Click **Pay**.
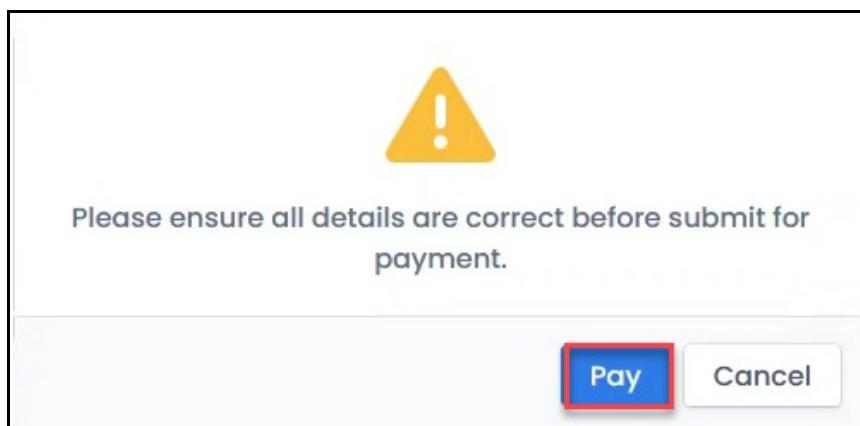
Figure : 27

12. Payment Confirmation page will be shown. Click on the preferred payment method (Credit/Debit Card or Online Banking). Click **Proceed Payment**.
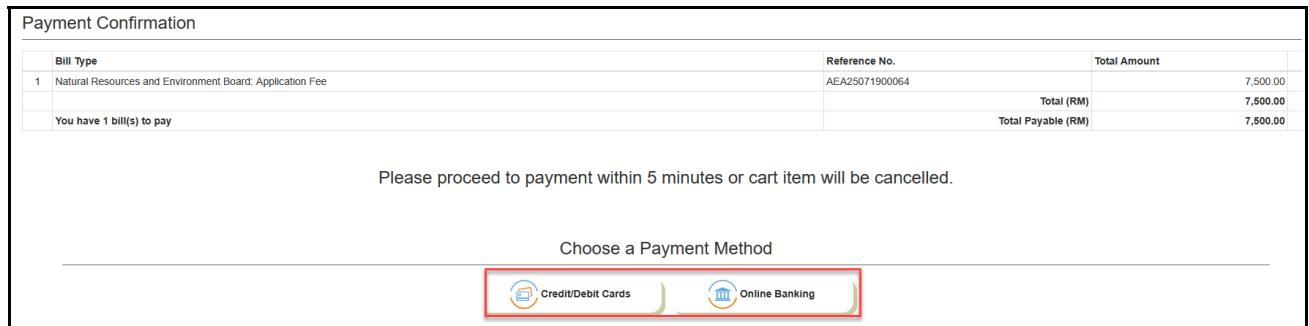
	Bill Type	Reference No.	Total Amount
	Payment Confirmation		
1	Natural Resources and Environment Board: Application Fee	AEA25071900064	7,500.00
		Total (RM)	7,500.00
	You have 1 bill(s) to pay	Total Payable (RM)	7,500.00

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

Choose a Payment Method

Credit/Debit Cards   Online Banking

Figure : 28

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

Payment Successful

Thank you for your payment!

Your payment has been **approved**.

Continue (4s)
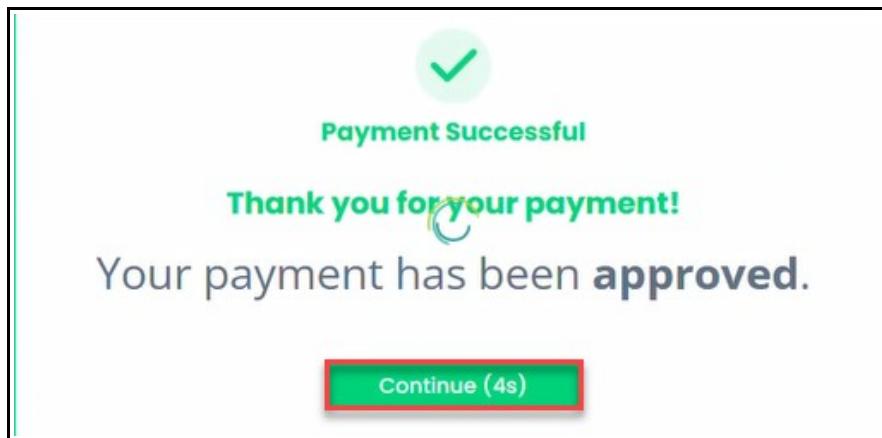
Figure : 29

14. Application Submitted popup will be shown. Click **OK.**

Application Submitted   ×

You have successfully submitted Accredited External Auditor registration under a New Firm. This application will be reviewed by NREB. You shall be notified once a decision has been made.

OK
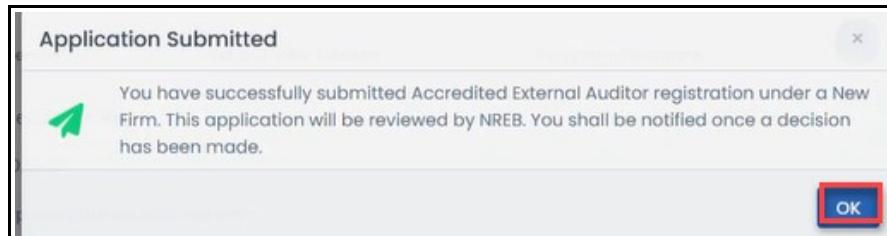
Figure : 30

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*

1.4. Accredited External Auditor (AEA) Add New Auditor

1.4.1. AEA Add New Auditor– Application to add New Auditor by Applicant

This section is for Company Administrator to submit application to add new auditor.

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

2. The following screen will appear upon successful login. Click **Go To GHGMS** button.
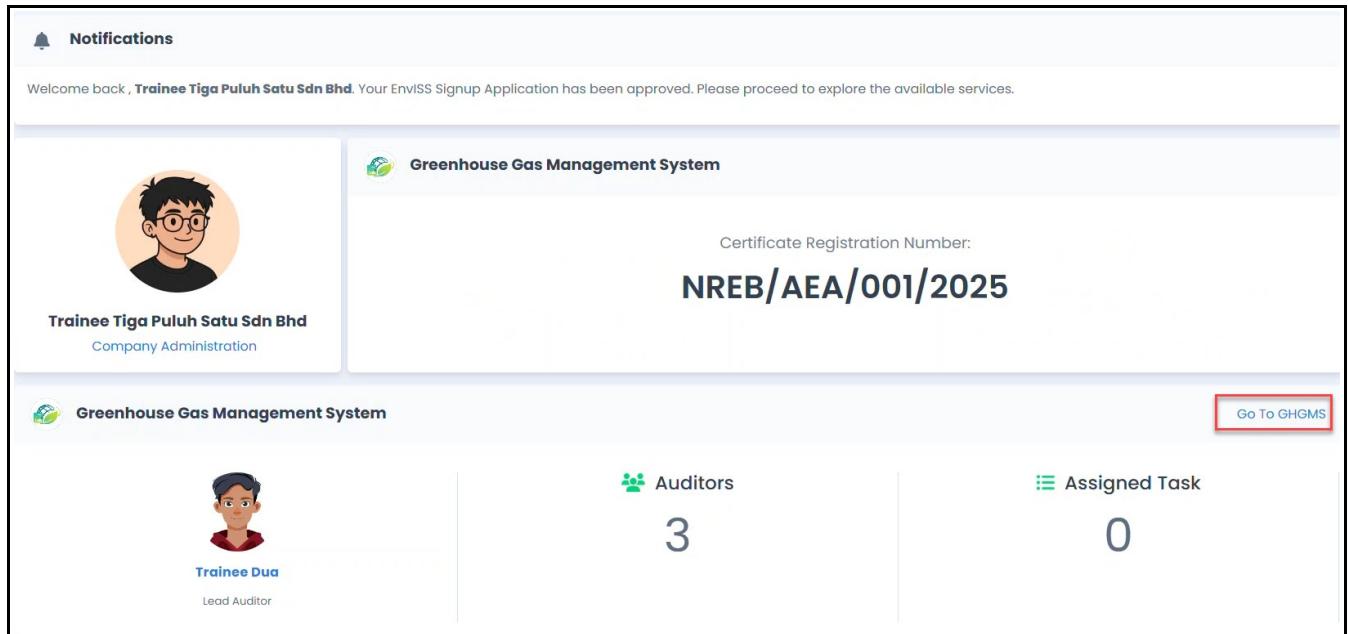
Figure : 31

3. Click **Auditors** from left menu. List of auditors will be displayed. Click **Add New Auditor**.
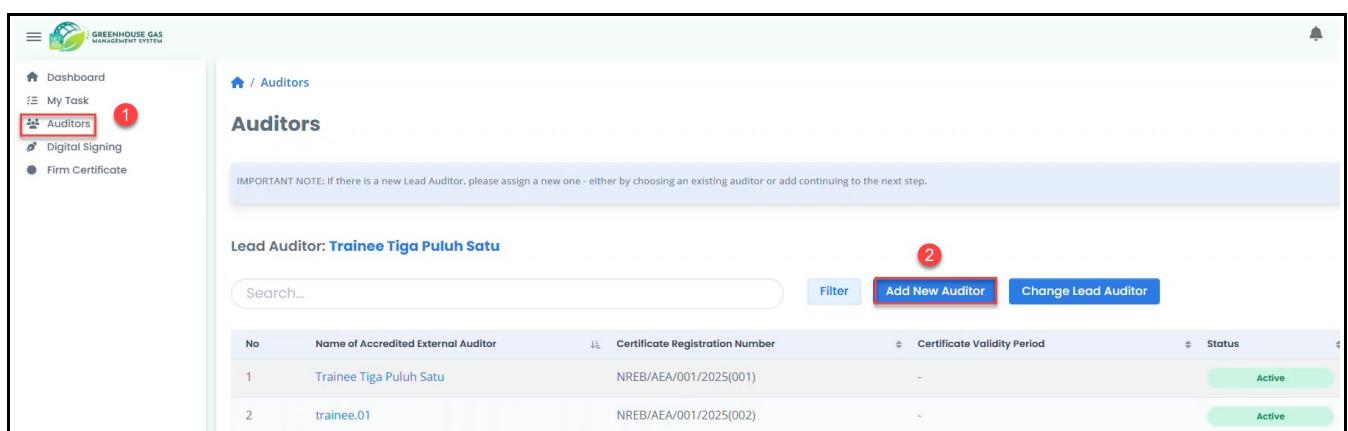
Figure : 32

4.   Organisation Information stage will be shown. Update if any changes in details and click **Next** to proceed to next stage.

Figure : 33

5.   Auditor page will be displayed. Fill in required fields and click **Next.**

Figure : 34

6. Saved Auditor page will be displayed. Click **Next.**

Figure : 35

7. Supporting Document stage will be shown. Upload supporting documents and click **Next** to proceed to next stage.


Figure : 36

8. Declaration stage will be shown. Review the declaration content, select checkbox and click **Next** to proceed to next stage.


Figure : 37

9. Payment Preview stage will be shown. Review the payment details, click **Pay & Submit** to proceed with payment.

Figure : 38

10. A message will be shown. Click **OK**.

Figure : 39

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

Figure : 40

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


Figure : 41

13. Application Submitted popup will be shown. Click **OK.**


Figure : 42

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*

1.5. Accredited External Auditor (AEA) Change Lead Auditor

1.5.1. AEA Change Lead Auditor – Application to change Lead Auditor by Applicant

This section is for Company Administrator to submit application to add new auditor.

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

2. The following screen will appear upon successful login. Click **Go To GHGMS** button.
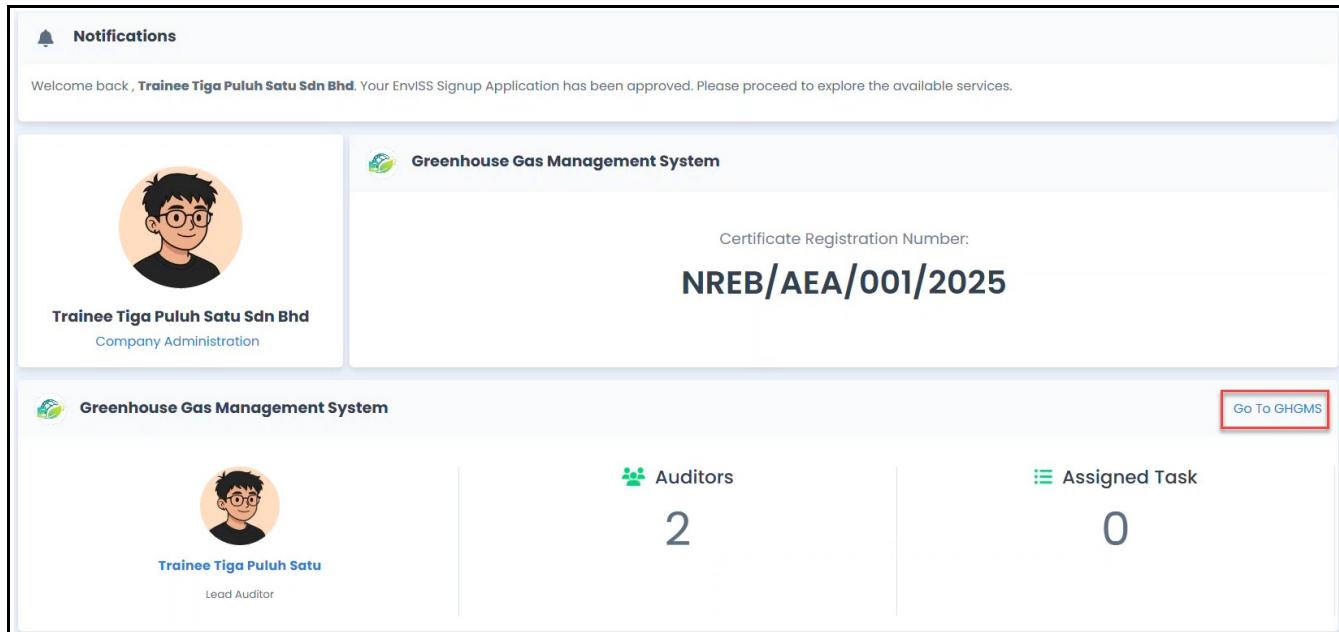
Figure : 43

3. Click **Auditors** from left menu. List of auditors will be displayed. Click **Change Lead Auditor**.
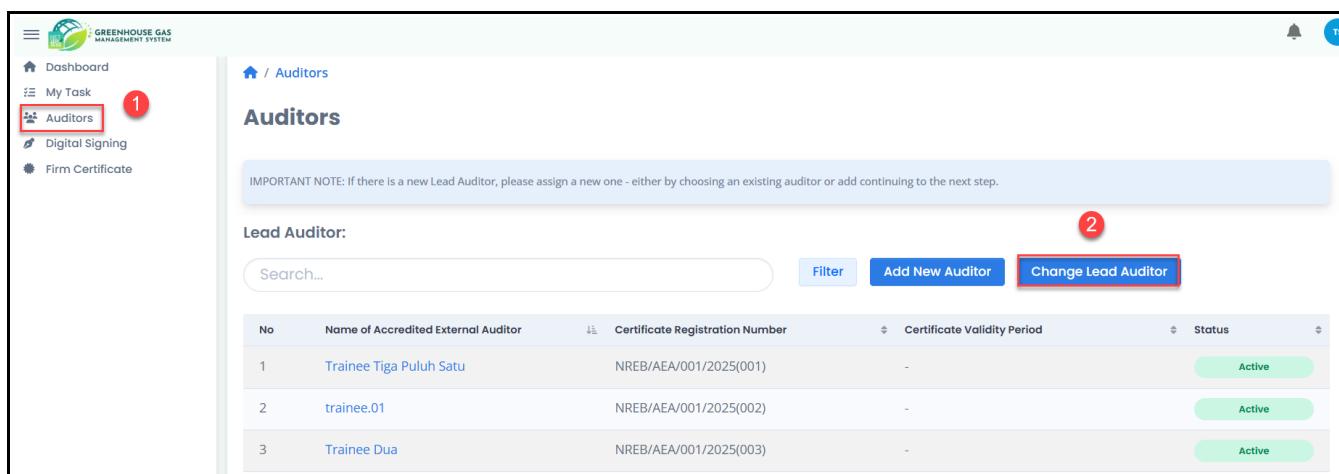
Figure : 44

4. Message below will be shown. Click **Proceed to Change Lead Auditor**.
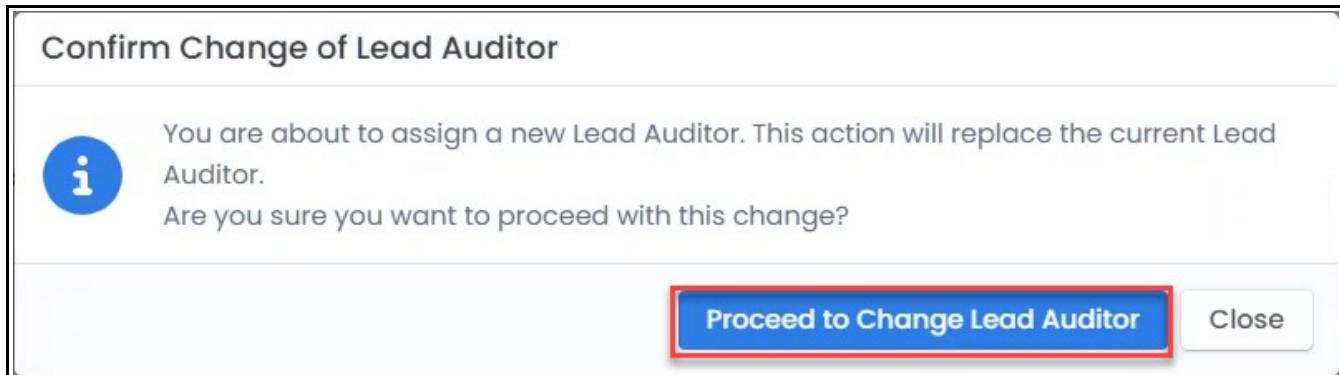
Figure : 45

5. Organisation Information stage will be shown. Update if any changes in details and click **Next** to proceed to next stage.

Figure : 46

6. Lead Auditor page will be displayed. There are 2 options either select new lead from existing auditor or add new lead auditor.
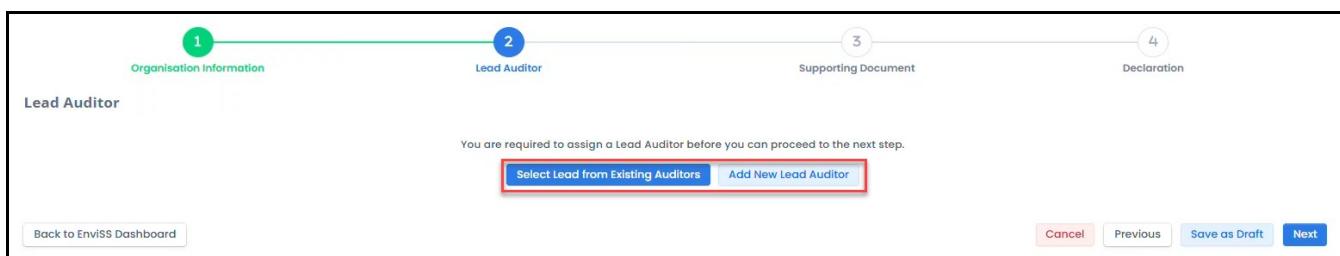
Figure : 47

Notes :

- • **Select Lead from Existing Auditors:** *This option will display list of existing auditors for selection as lead auditor*

- • **Add New Lead Auditor:** *This option will allow selection of employees registered which have not been appointed as auditor.*

Select Lead from Existing Auditors:

I. Click **Select Lead from Existing Auditors**.

II. Select the radio button of existing auditor listed. To update details of the auditor, can click on the

 to update auditor details.

III. Click **Next** to proceed to next page.

Figure : 48

Add New Lead Auditor:

I.   Click **Add New Lead Auditor**.

II.   Select employee listed under SarawakID list. Update details of the auditor and click **Save**.

III. Click **Next** to proceed to next page.


Figure : 49

Figure : 50

7. Supporting Document stage will be shown. Upload supporting documents and click **Next** to proceed to next stage.

Figure : 51

8. Declaration stage will be shown. Review the declaration content, select checkbox and click **Submit**.

Figure : 52

9. Message below will be shown. Click **Submit.**

Figure : 53

10. Application Submitted popup will be shown. Click **OK.**
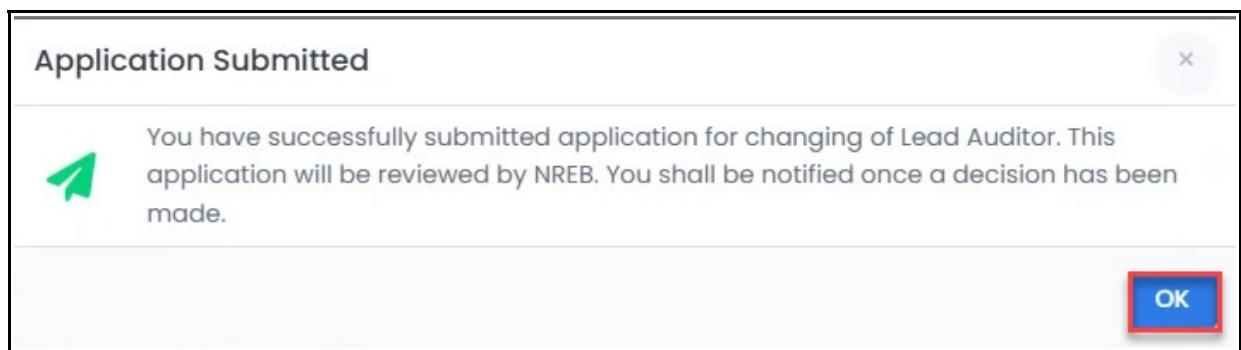
Figure : 54

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*

1.6. Accredited External Auditor (AEA) Renew Firm

1.6.1. AEA Renew Firm – Application for Firm Renewal by Applicant

This section is for Company Administrator to submit application to add new auditor.

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

2. The following screen will appear upon successful login. Click **Go To GHGMS** button.
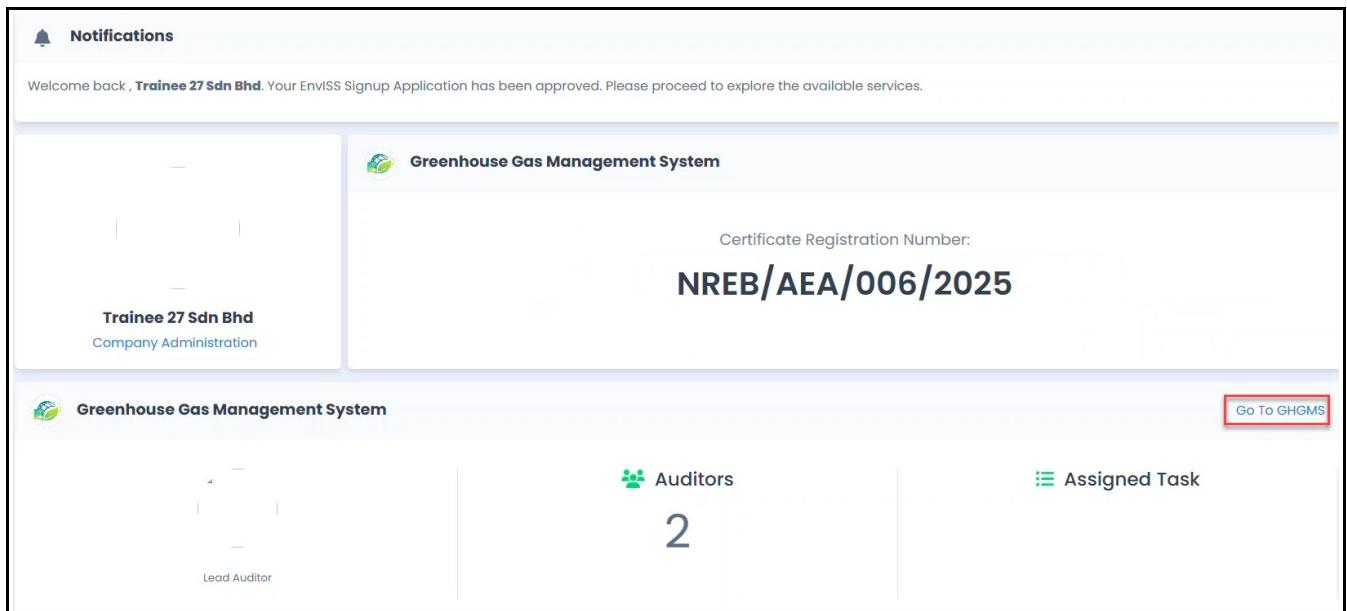
Figure : 55

3. Click **Firm Certificate** from left menu. Click **Active** tab and click **Renew Now**.
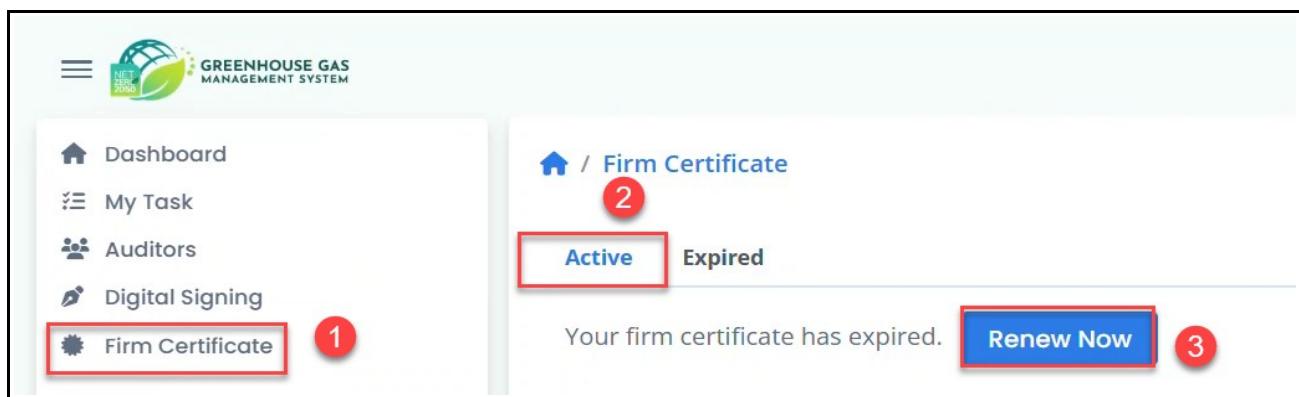
Figure : 56

4. Organisation Information stage will be shown. Update if any changes in details and click **Next** to proceed to next stage.

Figure : 57

5. Leadership and Management stage will be shown. Update Leadership and Management members if any changes and click **Next** to proceed to next stage.

Figure : 58

6. Lead Auditor stage will be shown. Update changes if any and click **Next** to proceed to next stage.
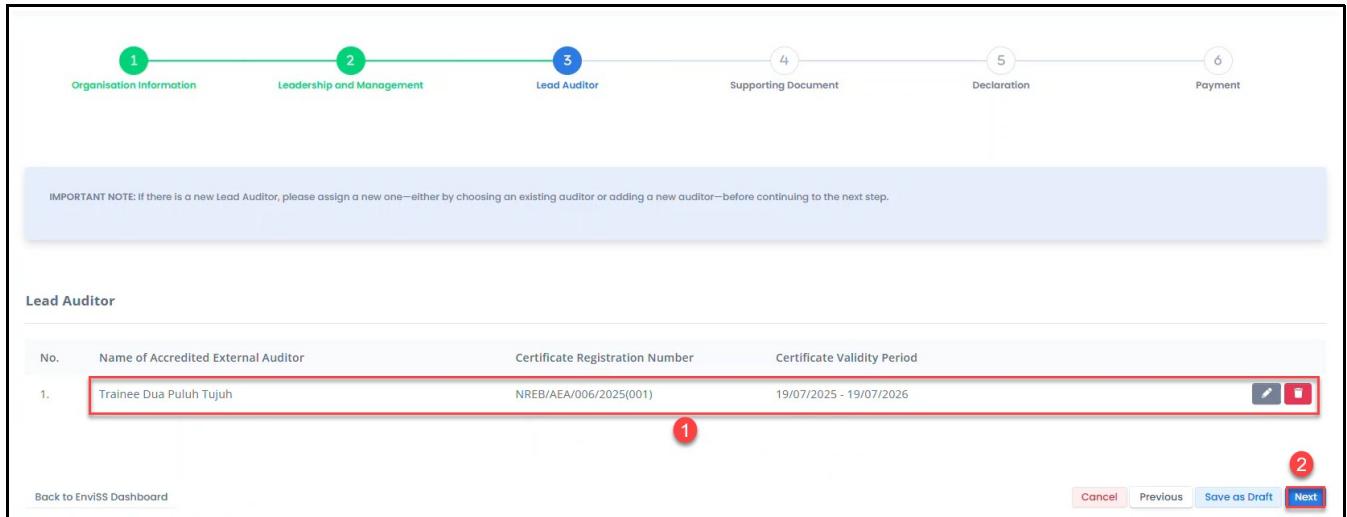
Figure : 59

7. Supporting Document stage will be shown. Upload supporting documents and click **Next** to proceed to next stage.

Figure : 60

8. Declaration stage will be shown. Review the declaration content, select checkbox and click **Next** to proceed to next stage.

Figure : 61

9. Payment Preview stage will be shown. Review the payment details, click **Pay & Submit** to proceed with payment.

Figure : 62

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

Figure : 63

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

Figure : 64

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

Figure : 65

13. Application Submitted popup will be shown. Click **OK.**

Application Submitted

You have successfully submitted Renewal Form for Firm and Lead Auditor. This application will be reviewed by NREB. You shall be notified once a decision has been made.

OK

Figure : 66

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. Emission Report Verification by AEA

This section covers Emission Report Submission process which involves Auditor. Before submitting the emission report, it is crucial that report verification has to be uploaded by AEA firm. AEA users are allowed to upload verification report after appointment from BE.

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

2. The following screen will appear upon successful login. Click **Go To GHGMS** button**.**
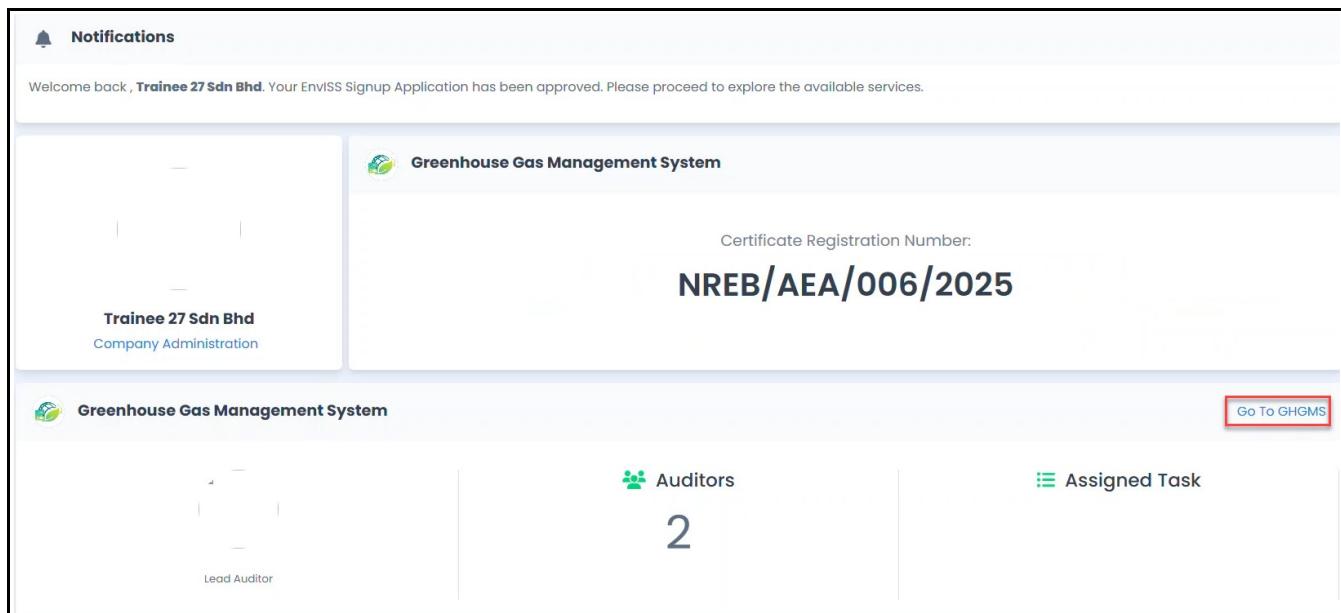
Figure : 67

3. Upon successful login, click on **Emission Report Verification** from the left sidebar.
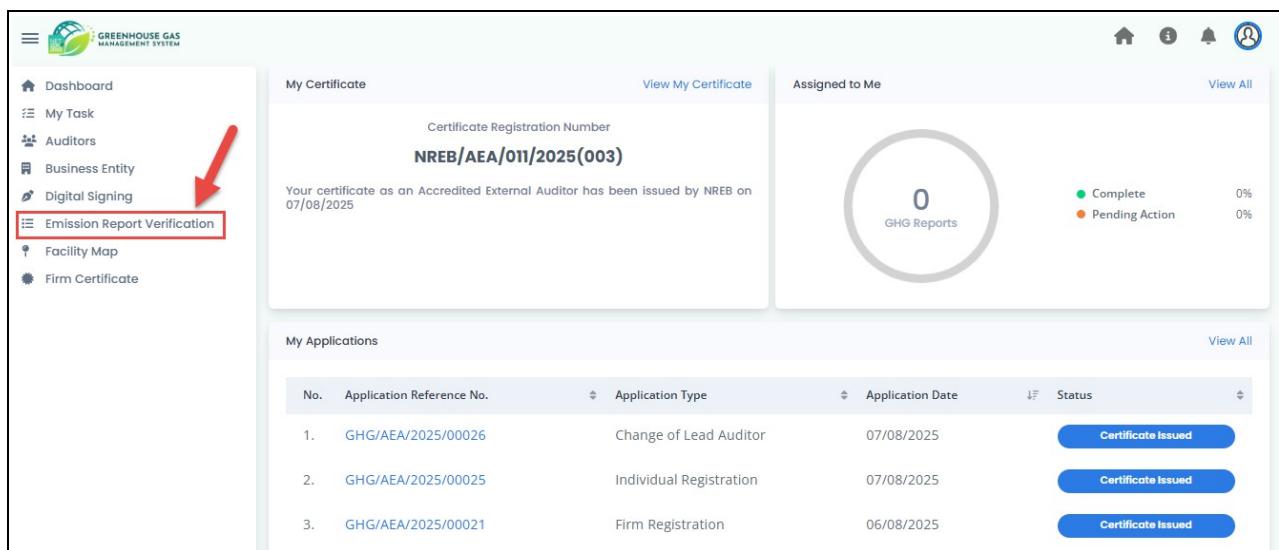
Figure : 68

4. AEA user will be redirected to below screen. Click on the **Report Name**.

🏠 / Emission Report Verification / Emission Report Verification

AEA Listing of Emission Report pending for Auditor's verification

Search by Application ID, Name, or Task...   ▼ Advanced Filter

Year ⇕	Ref ID ⇕	Report Name ⇕	Assigned From ⇕	Assigned Date ⬇	Status ⇕
2025	NREB/GHG/ER/2025/00031	UAT BE 4 Sdn Bhd - 2025	UAT BE 4 Sdn Bhd	-	Query
2025	NREB/GHG/ER/2025/00034	UAT BE 8 Sdn Bhd - 2025	UAT BE 8 Sdn Bhd	-	Accepted
2024	NREB/GHG/ER/2024/00011	UAT BE 1 Sdn Bhd - 2024	UAT BE 1 Sdn Bhd	-	Draft
2024	NREB/GHG/ER/2024/00015	UAT BE 4 Sdn Bhd - 2024	UAT BE 4 Sdn Bhd	-	Draft
2023	NREB/GHG/ER/2023/00004	LIVING STAR 3 - 2023	LIVING STAR 3	-	Accepted

Figure : 69

5. The following screen will appear.

🏠 / Emission Report Verification / Emission Report Verification

Upload Verification Report by Auditor

Instructions:
1. Upload verification report(s) for each facility
2. Select auditor(s) who verified the report
3. Choose the level of assurance
4. Click "**Update**" to save all changes
5. That's it! You can return to the list once updated

IMPORTANT NOTE:
1. Maximum File Size: 50MB
2. Allowed file types: *pdf, doc, docx, zip*

Facility	Emission Data ①	Verification Report ②	Upload Date	Auditor(s) ③	Level of Assurance ④
fac1	GHG Emissions Report-fac1-2024.pdf ⬇	Choose File No file chosen	-	⌄	Please Select ⌄
fac2	GHG Emissions Report-fac2-2024.pdf ⬇	Choose File No file chosen	-	⌄	Please Select ⌄

Figure : 70

Item	Description
1	Click to view the report. System shall display facility listings along with: 1. Emission Data 2. Verification Report upload 3. Upload Date 4. Auditors 5. Level of assurance
2	Click to upload verification report.
3	Click to select auditor.
4	Click to select level of assurance.

6. Once filled in, click on **Update** button.

No further action required after clicking "Update"
Once you've uploaded the verification reports, selected auditors, and chosen assurance levels, simply click **"Update"** to save. The data will be automatically processed.
Note: This screen becomes read-only once the emission report is approved/submitted.

← Back to List   💡 Click Update to save all changes   💾 Update

Figure : 71

7. Once updated, BE may be able to see the report verification status as **Uploaded** and able to submit the report to NREB.

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
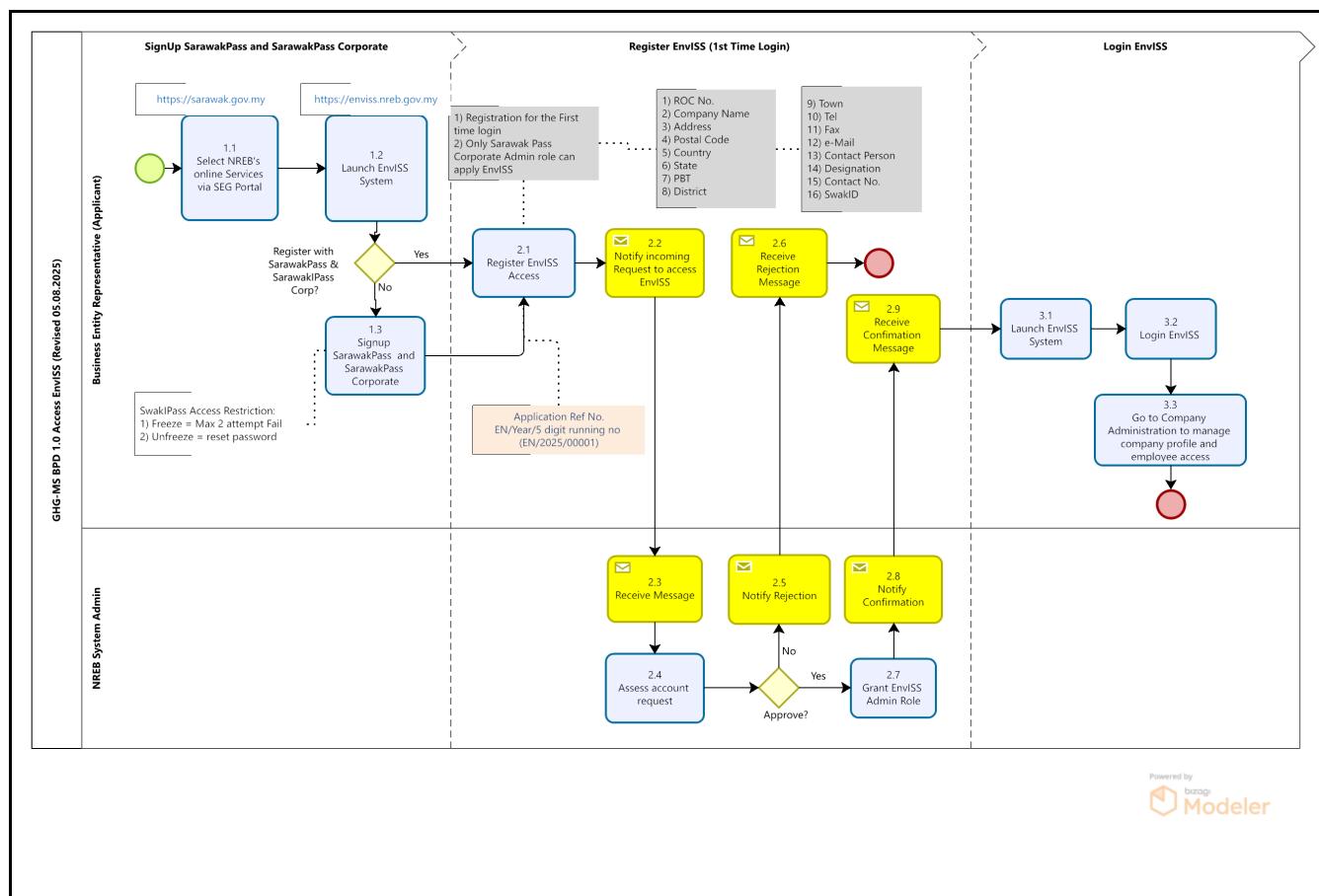
Figure : 72

2.1.2. AEA Registration
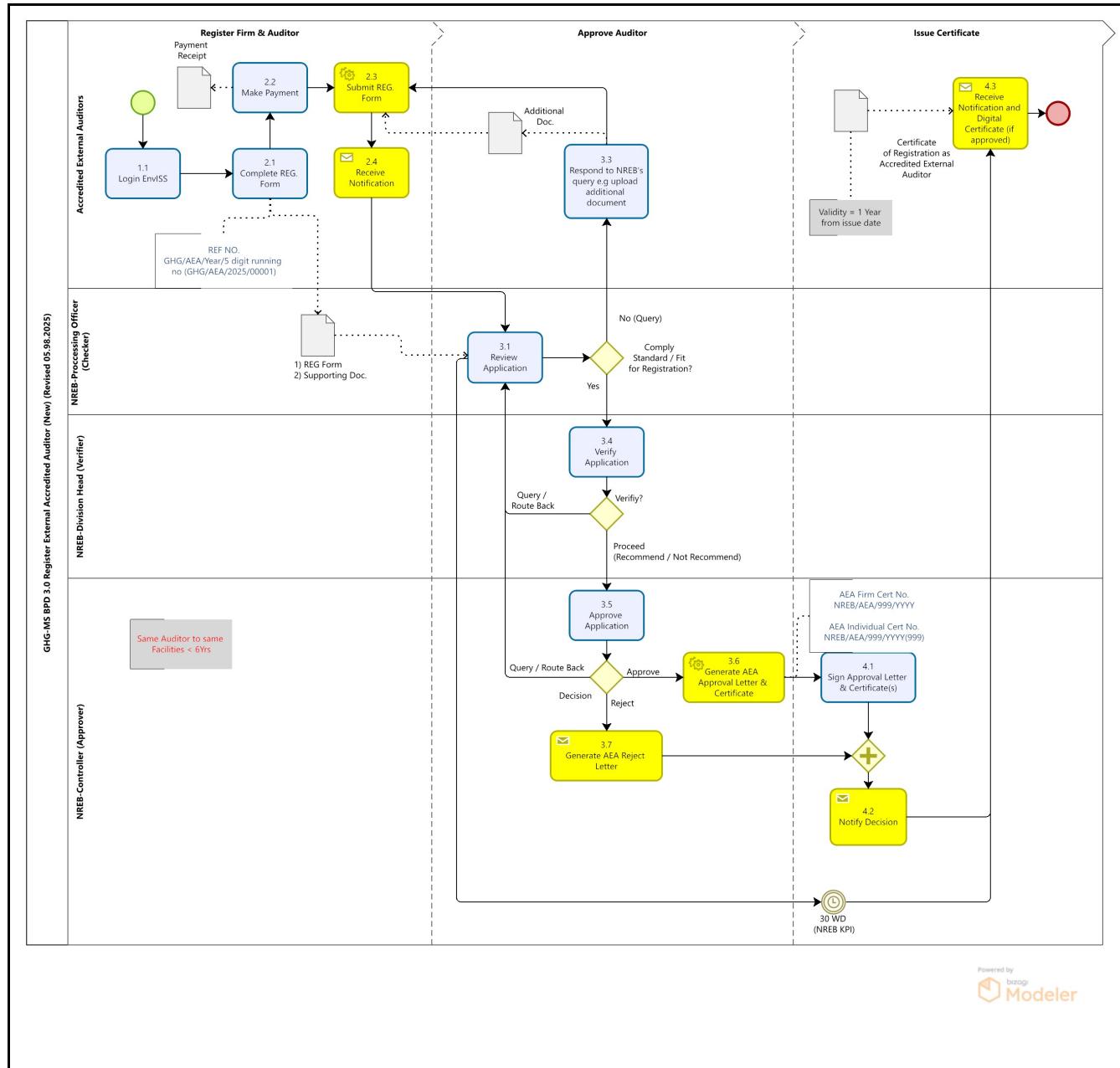
Figure : 73

2.1.3. AEA Renewal
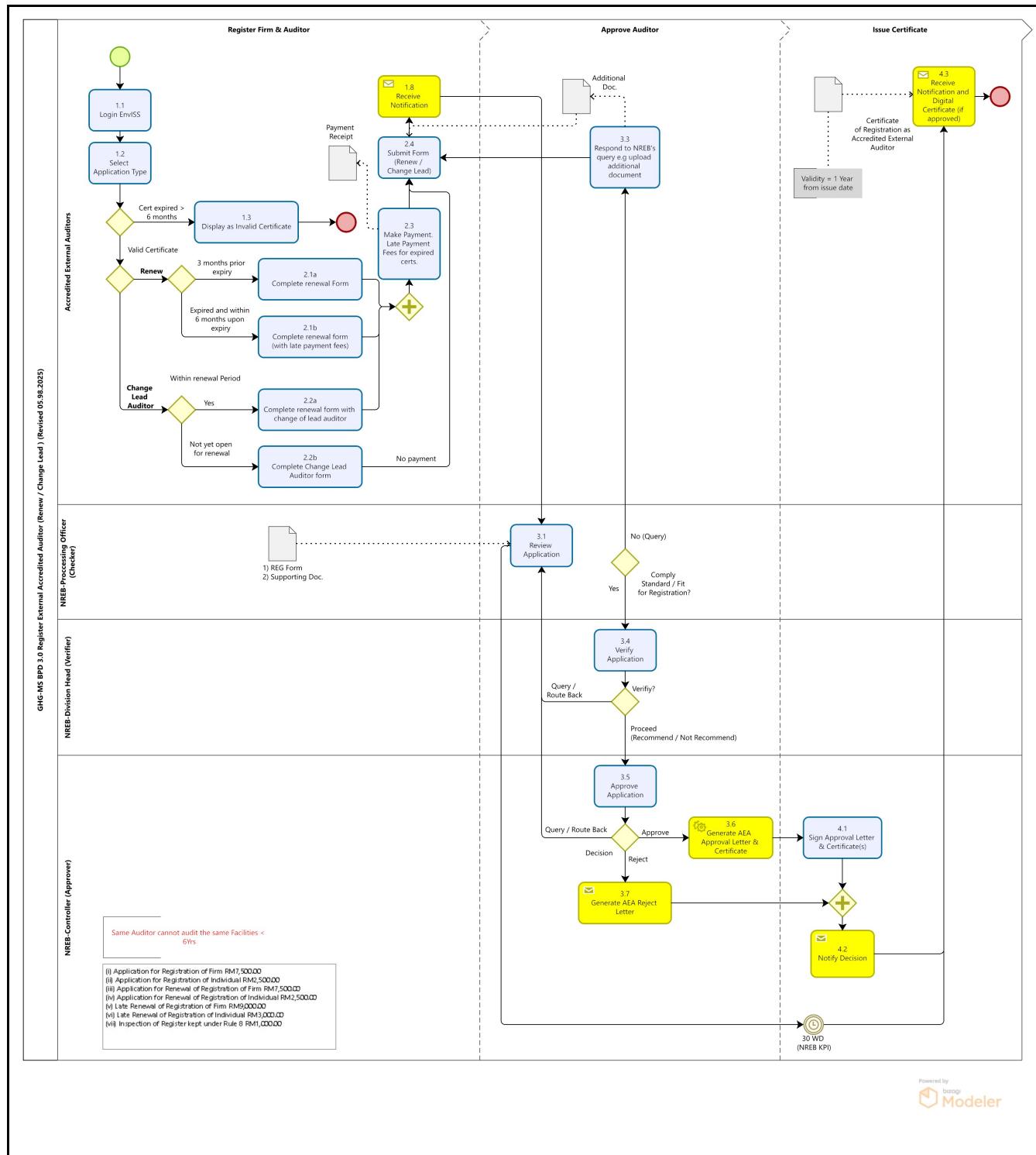
Figure : 74

2.1.4. GHG Emission Reports Submission
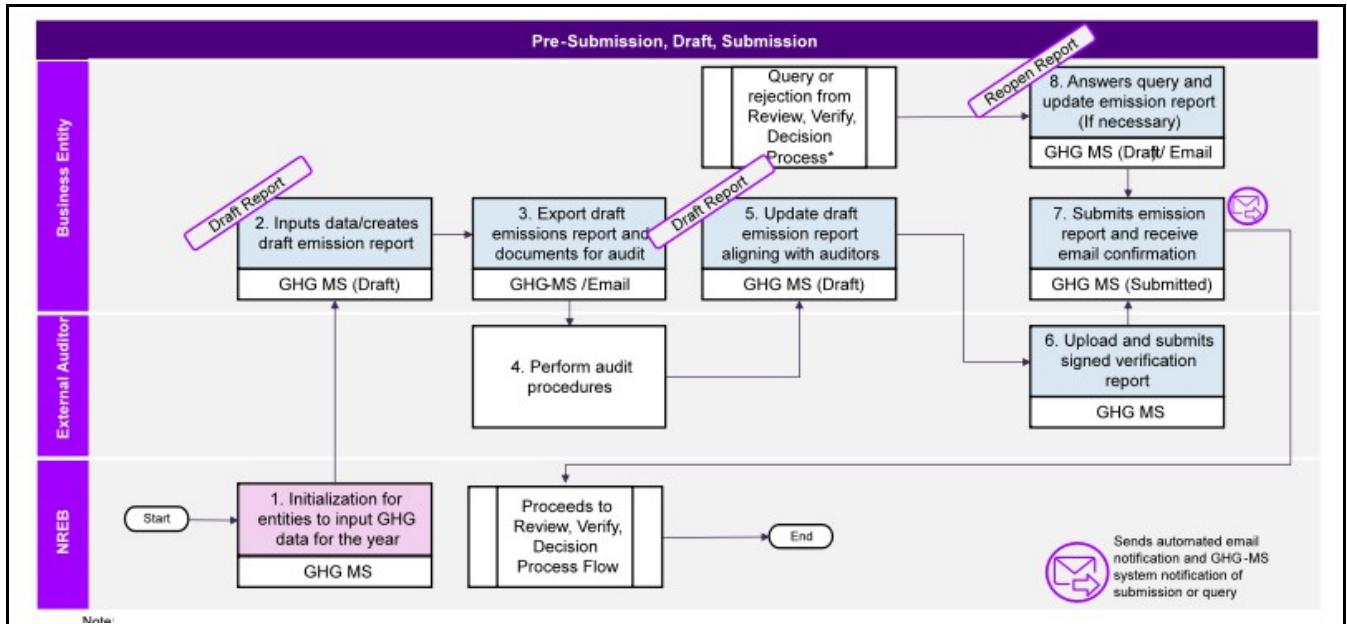
Figure : 75

2.1.5. GHG Emission Reports Submission
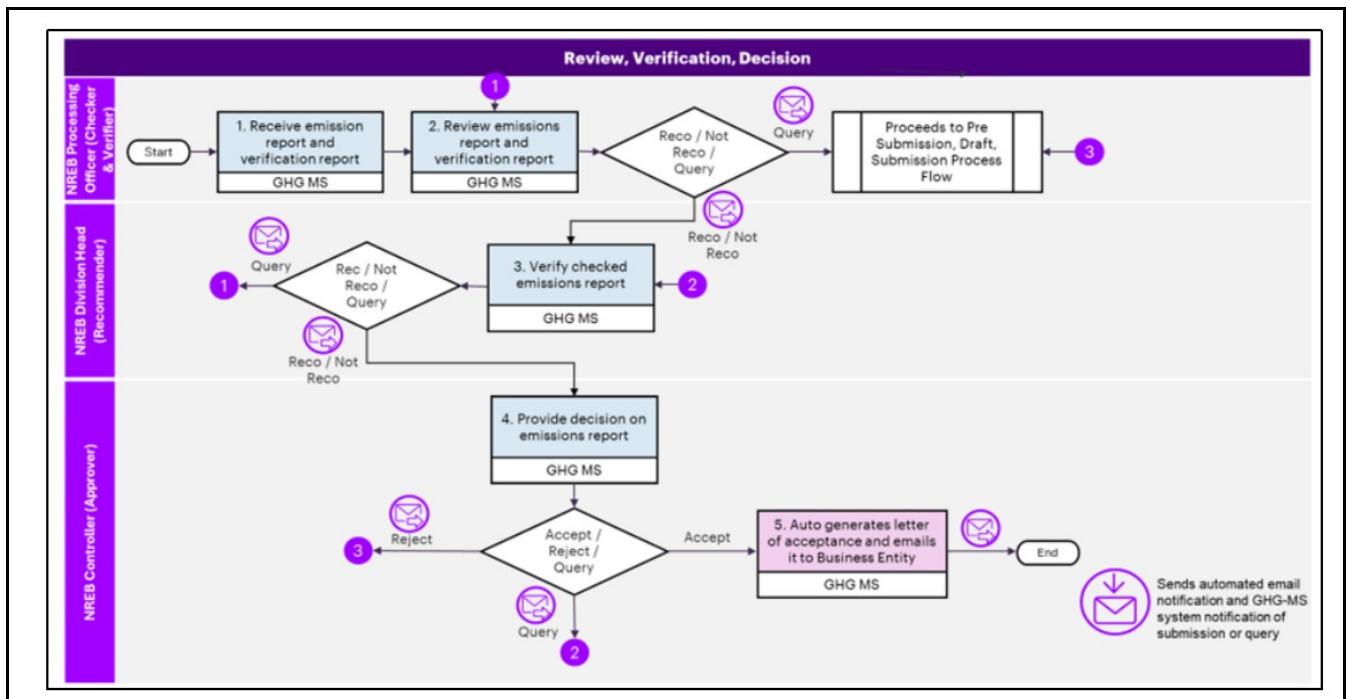
Figure : 76

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

Register For SarawakPass

Note:

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

Interested in setting up a **SarawakID Corporate** account? Click here.

I am a *

Malaysian

Non-Malaysian

Full Name *
Full Name

(Your full name as in MyKad)

MyKad Number *
MyKad Number

(MyKad number without dashes "-")

Mobile Number *
MYS +60 | Mobile Number

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

Email *
Email

(Valid email address for future correspondences including OTP.)

Secure Word *
Secure Word

Password *
Password

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

Retype Password *
Retype Password

Security Check *

I'm not a robot
reCAPTCHA
Privacy - Terms

I have agreed to the Terms and Conditions and Privacy Policy

Cancel | Submit

SarawakPass - Registration

SarawakPass Registration (Malaysian)
Phase 1: Complete the Registration Form

1. Go to https://sarawakpass.sarawak.gov.my/ and click on the register button. Choose the Malaysian option (or Non-Malaysian if applicable).

2. Enter Personal Details:

- Full Name: Enter your full name exactly as it appears on your IC/Passport.
- MyKad Number: Input your MyKad without any dashes.
- Mobile Number: Enter your active mobile number. This will be used for future correspondence, including One-Time Passwords (OTP).
- Email: Enter your active email address. This is also used for correspondence and OTPs.

SarawakPass - Registration

3. Set Up Security:

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

4. Final Checks and Submission:

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

SarawakPass - Registration

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 App **Password Login**

Login in with MyKad No.

Exp: 951231131234

Next

Recover Password

Register for SarawakPass

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

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   reCAPTCHA
Privacy - Terms

Cancel   **Submit**

SarawakPass - Account Recovery

SarawakPass Account Recovery
Phase 1: Initiating SarawakPass Recovery

1. Navigate to the "Password Login" tab and click on Recover SarawakPass.

2. Choose your status: Malaysian or Non-Malaysian.

3. Choose what you need to recover:

- Click "Recover username" if you've forgotten your username.
- Click "Reset Password" if you need to set a new password.

SarawakPass - Account Recovery

4. Select Verification Method: Choose how you want to receive your One-Time Password (OTP):

- Click "OTP via SMS" to send the code to your registered mobile number.
- Click "OTP via Email" to send the code to your registered email address.

5. Enter your MyKad Number and your registered Mobile Number or Email (depending on your choice in step 4).

6. Click the "I am not a robot" checkbox and complete the security validation.

7. Click the Submit button to send the OTP and proceed to verification.

SarawakPass - Account Recovery

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.
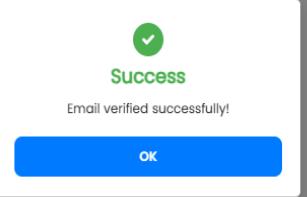
4. A final confirmation screen will display your successfully recovered username (e.g., "Your username has been recovered successfully. This is your username testing01.").

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:
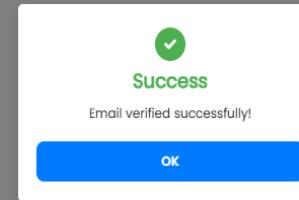
- At least 8 characters long.

- 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.
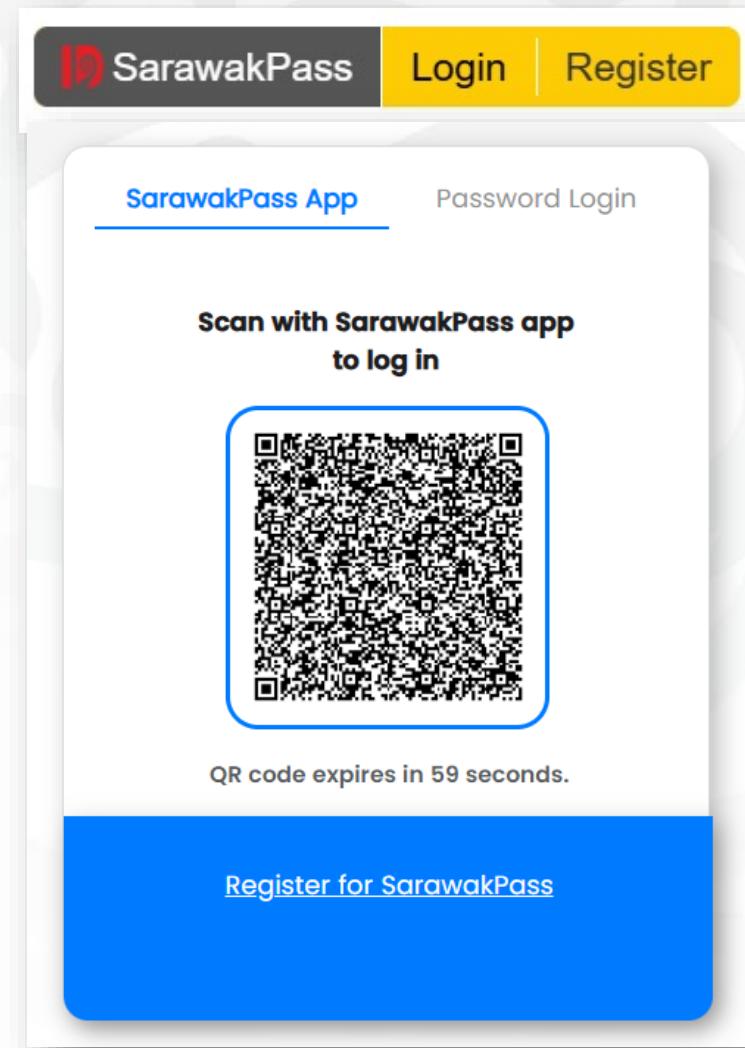
Sign-in SarawakPass with QR Code

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.
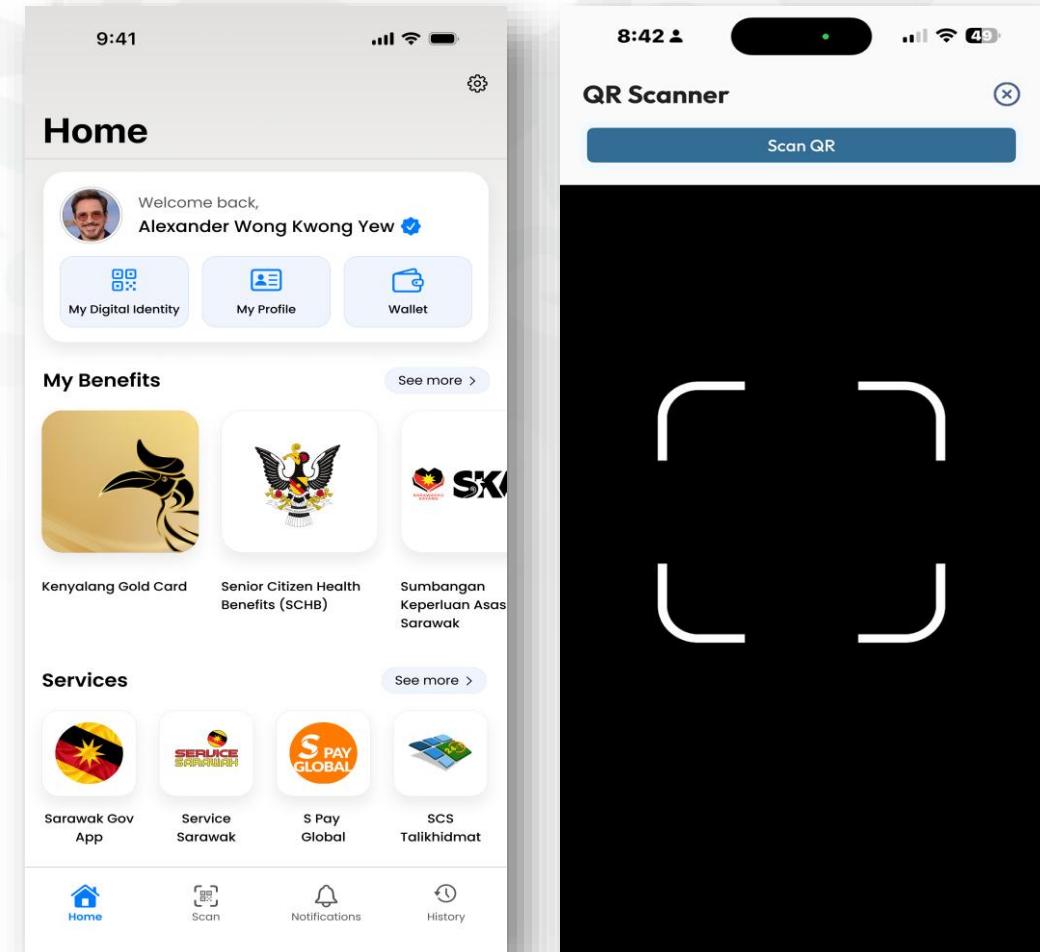
Sign-in SarawakPass with QR Code

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.
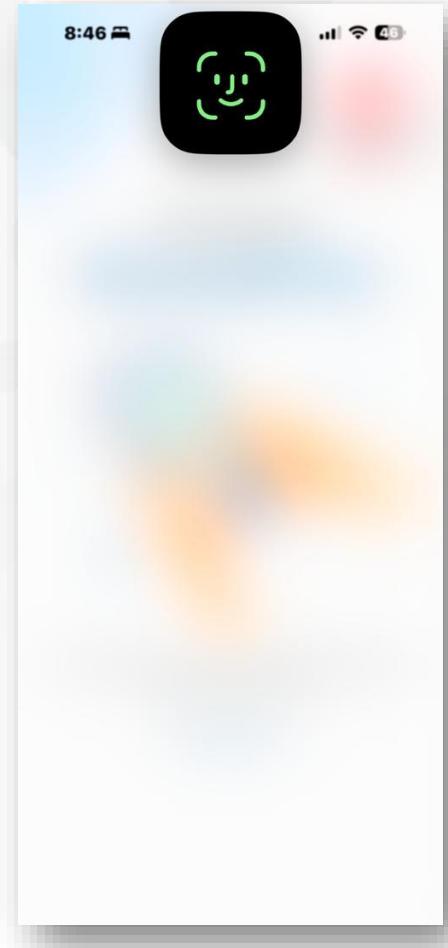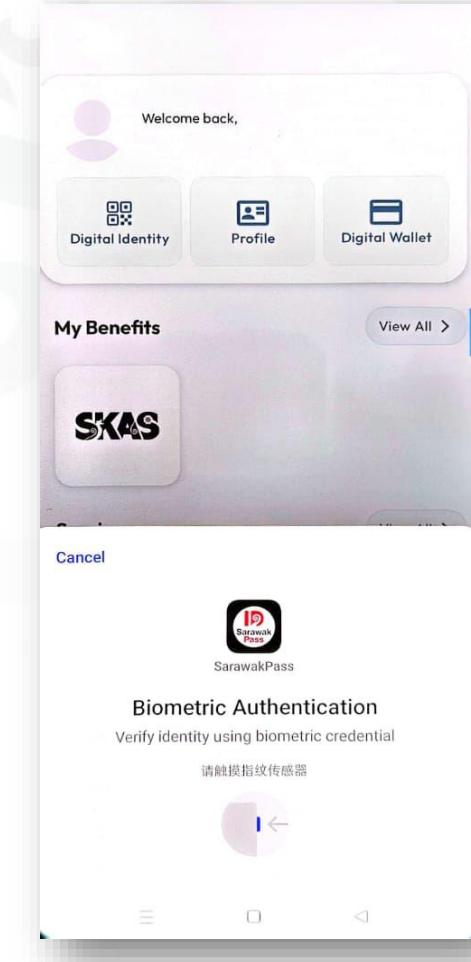
SarawakPass - Corp Account Registration

SarawakPass - 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.

Corporate Information

Office Telephone Number *

086666666

Corporate Registration Address *

ABC Sdn Bhd

18, Jalan Api,

97000 Bintulu, Sarawak.

Postcode *

97000

City *

Bintulu

State

Sarawak

Division

Bintulu

District

Bintulu

☑ 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

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

SarawakPass - Corp Account Registration

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

SarawakPass - Corp Account Registration

Email Verification

Corporate Email Address * ℹ

[   ] **EMAIL VERIFICATION**

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

SUBMIT

9. Click on SUBMIT button to proceed.

SarawakPass - Corp Account Registration

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

Terms & Conditions ✕

Terms and Conditions

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

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

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

CANCEL REGISTRATION | I AGREE

SarawakPass - Corp Account Registration

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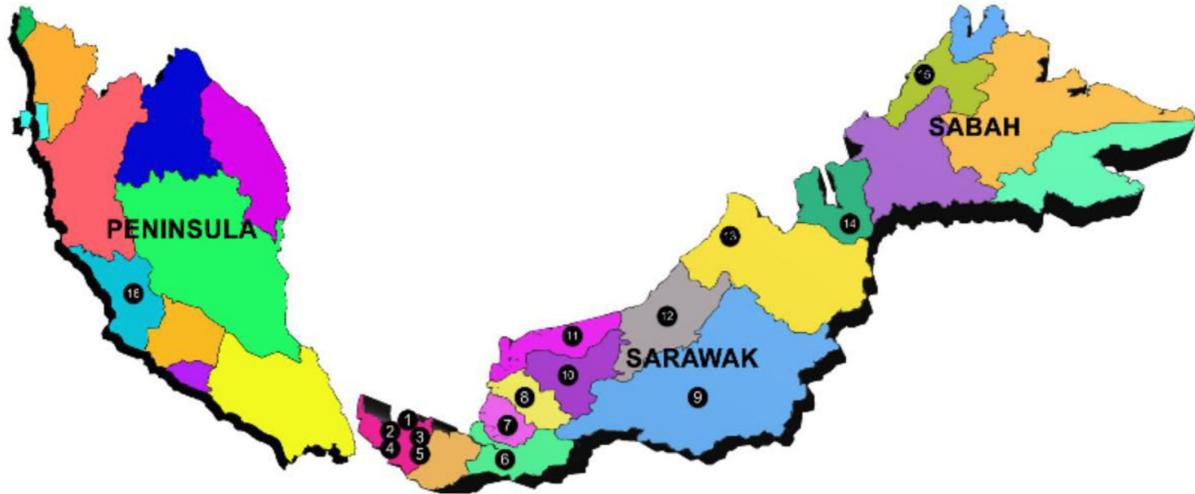
3 SAINS Petra Jaya Office
Tel : (60) 82-512333
Fax: (60) 82-512330
Sublot 9&10 of 2nd Flr, Medan Hamizan Jln Tun
Datuk Ya'kub Petra Jaya, 93050 Kuching
Sarawak, Malaysia.

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.

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 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,
Selangor Darul Ehsan

Digital Partner for Life

SARAWAK INFORMATION SYSTEMS SDN BHD

Head Office:
Tel: (06) 82-668668
Fax: (06) 82-668669
Lot 250, Block 250, Kuching-Samarahan Expressway,
93010 Samarahan, Sarawak, Malaysia

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

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