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Digital Partner for Life

SARAWAK INFORMATION SYSTEMS SDN BHD

EnvISS - Greenhouse Gas Management System (GHG-MS)

System Version 2.0

User Guide (AEA) 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 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.

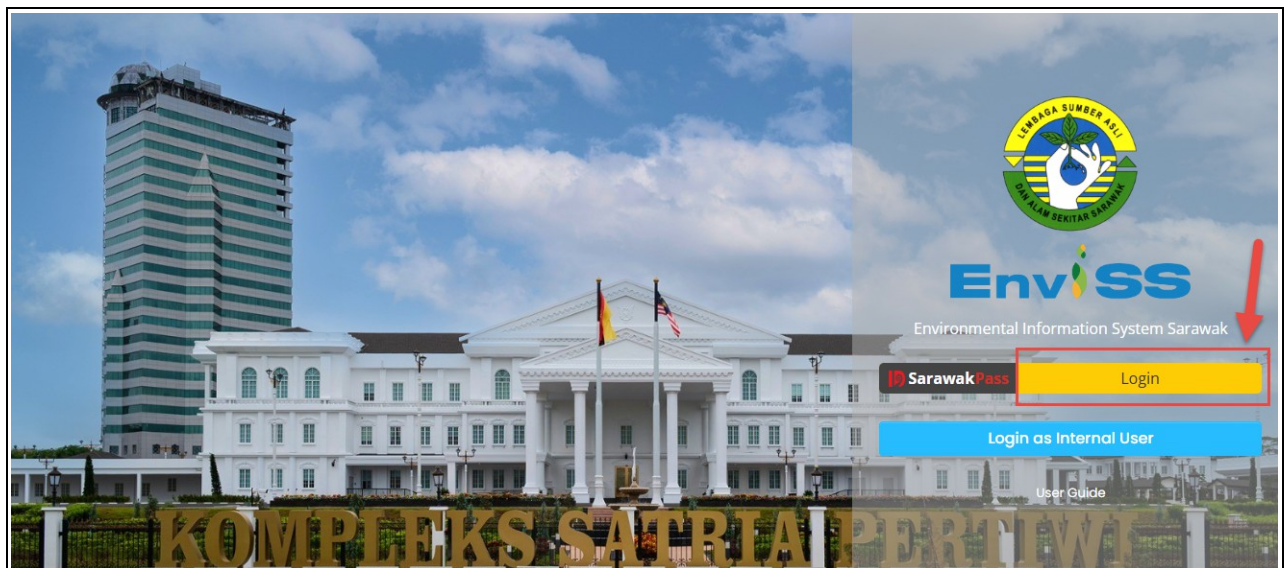


Figure : 1

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

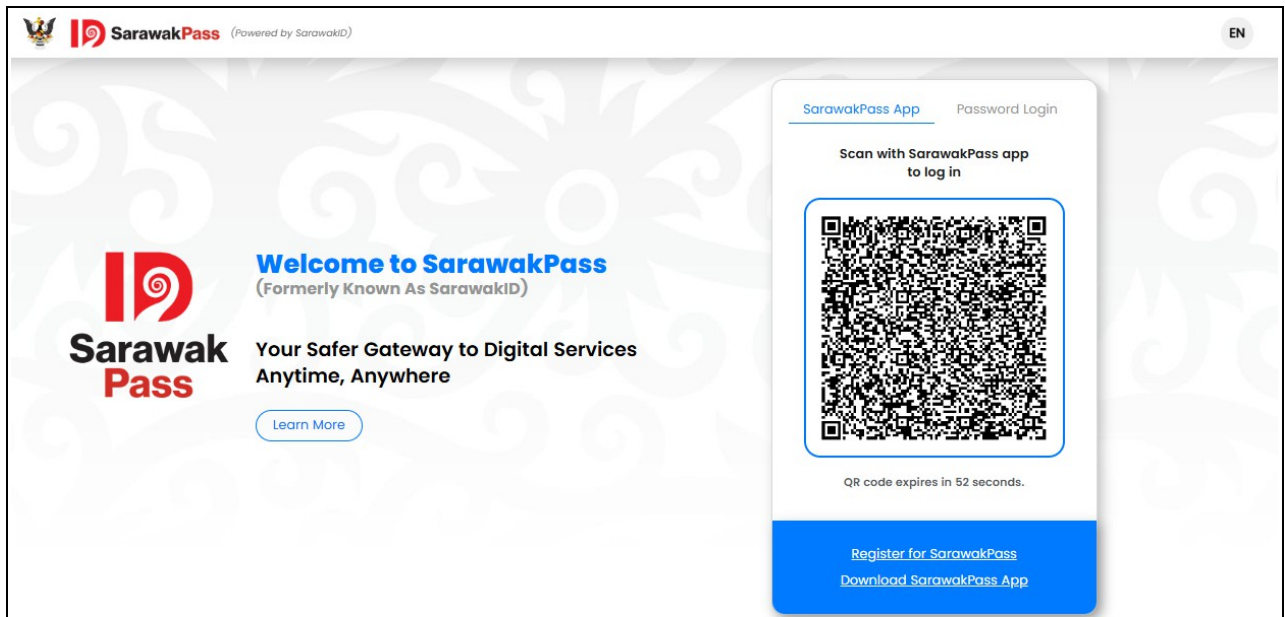


Figure : 2

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

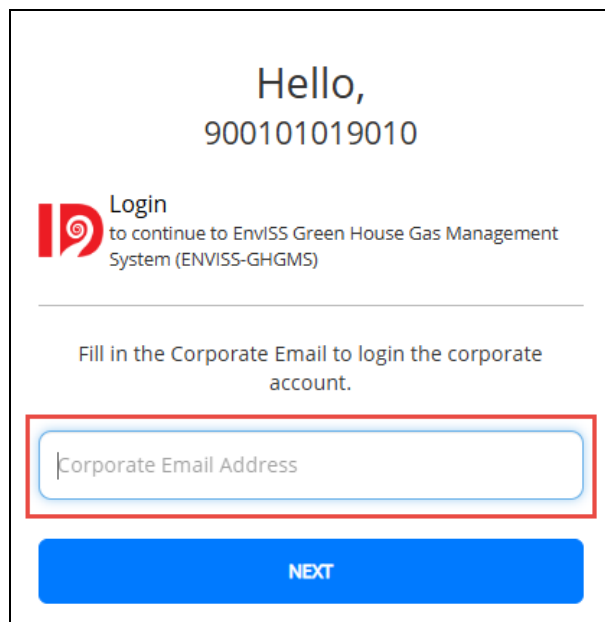
The image shows a corporate login screen. At the top, it says "Hello, 900101019010". Below this, there is a login section with the SarawakPass logo and the text "Login to continue to EnvISS Green House Gas Management System (ENVISS-GHGMS)". A horizontal line separates this from the next section, which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

Figure : 3

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

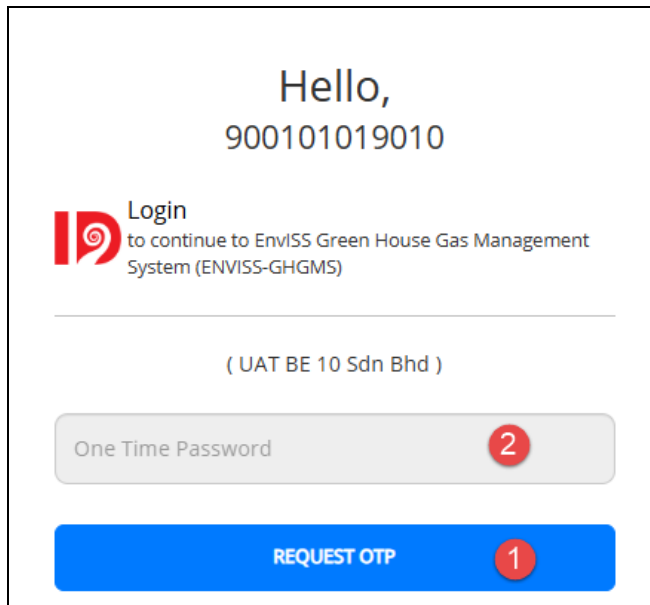


Figure 4 is a screenshot of the EnvISS login interface. At the top, it says "Hello, 900101019010". Below this, there is a red ID icon followed by the text "Login to continue to EnvISS Green House Gas Management System (ENVISS-GHGMS)". A horizontal line separates this from the user information "(UAT BE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

Figure : 4

6. The following screen will appear upon successful login.



EnvISS Signup

1 Company Details 2 Company Administrator

Company Details

ROC No. TR-2024-24

Name Trainee 24 Sdn. Bhd.

Type

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

Main Address

Lot 1235

Jalan 24

Section 24

Postcode 93000

Country Malaysia

State Sarawak

Division --- Please Select ---

District Nothing selected

Local Council (optional)

Phone No. +60 1234567

Office No. +60

Fax No. +60

Email Address trainee24@com.my

Application Reason

Save as Draft Next

Figure : 5

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

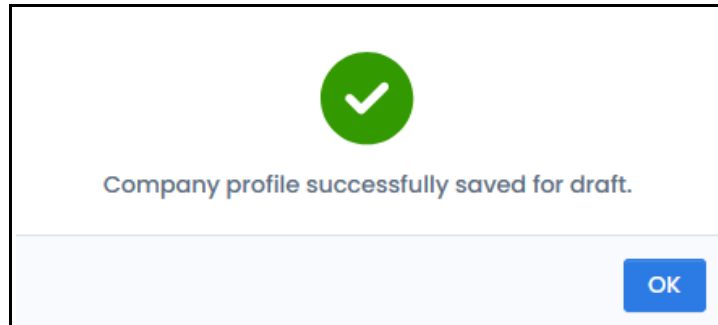


Figure : 6

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

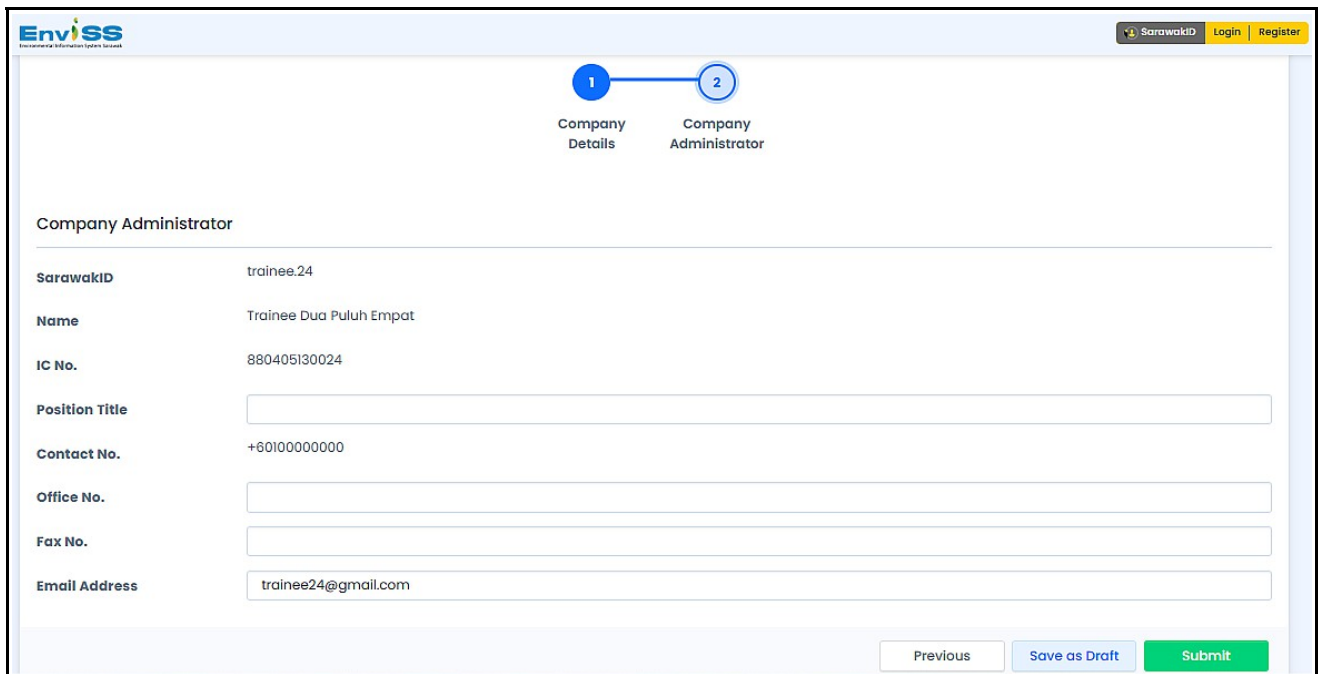
A screenshot of the "Company Administrator" screen in the EnvISS system. The top header includes the EnvISS logo on the left and "SarawakID Login Register" on the right. Below the header, a progress bar shows two steps: "1 Company Details" and "2 Company Administrator", with step 2 being the active one. The main content area is titled "Company Administrator" and contains a form with the following fields: "SarawakID" (value: trainee.24), "Name" (value: Trainee Dua Puluh Empat), "IC No." (value: 880405130024), "Position Title" (empty), "Contact No." (value: +60100000000), "Office No." (empty), "Fax No." (empty), and "Email Address" (value: trainee24@gmail.com). At the bottom right, there are three buttons: "Previous" (disabled), "Save as Draft" (disabled), and "Submit" (active).

Figure : 7

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

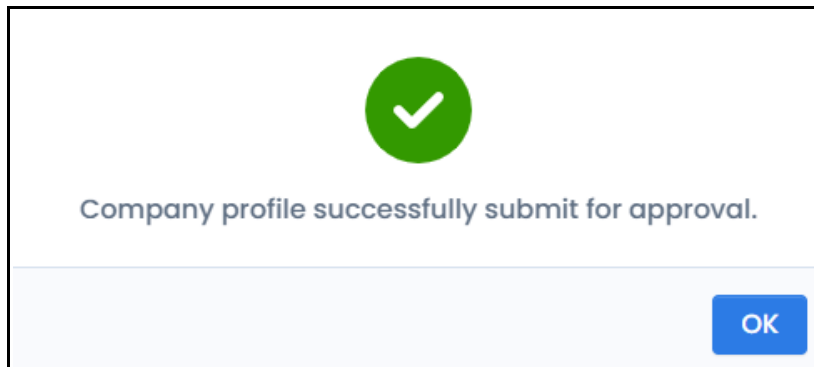


Figure : 8

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

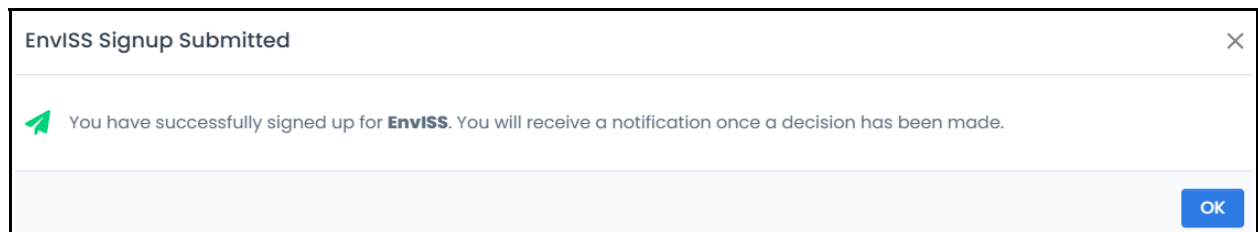


Figure : 9

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

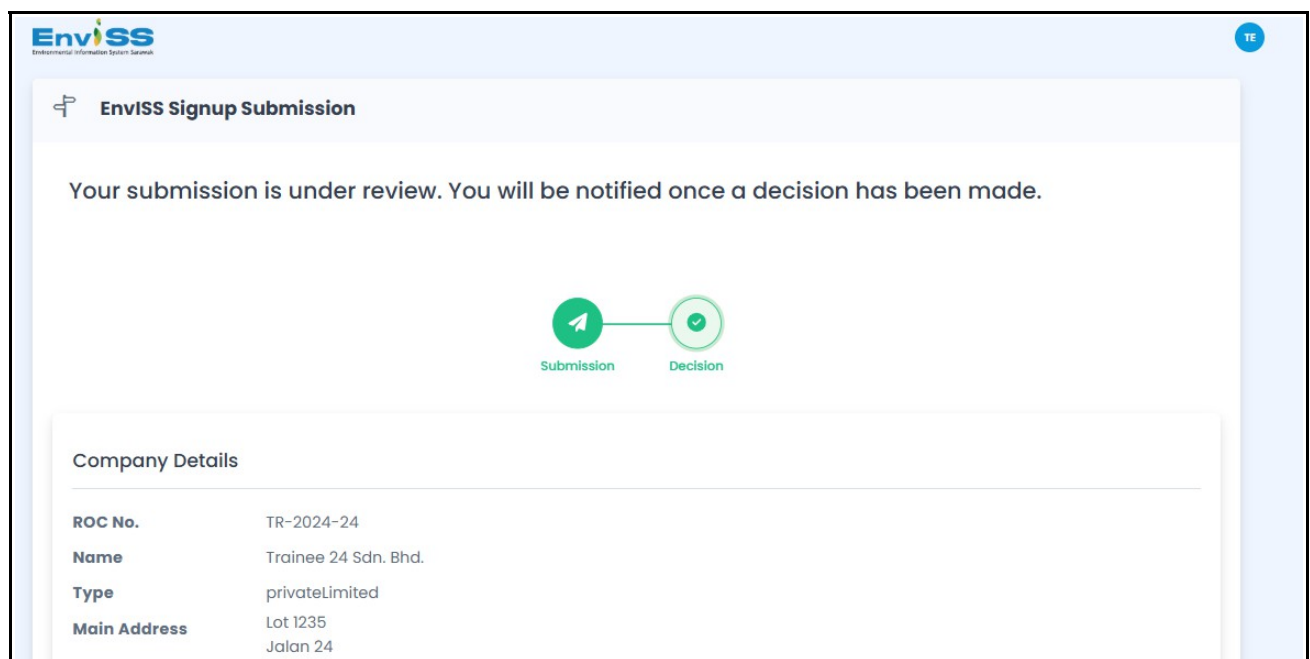


Figure : 10

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

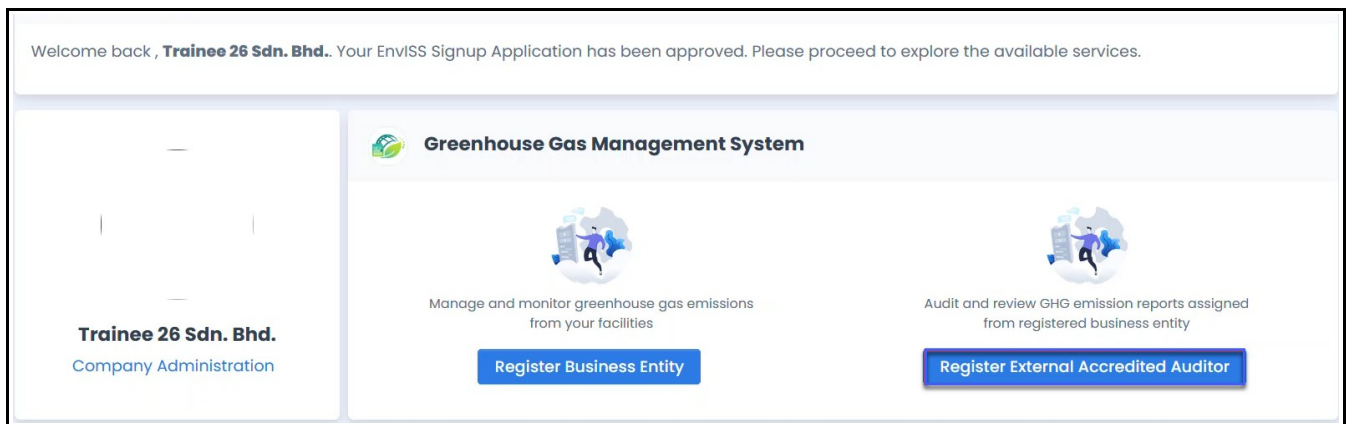


Figure : 11

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 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.

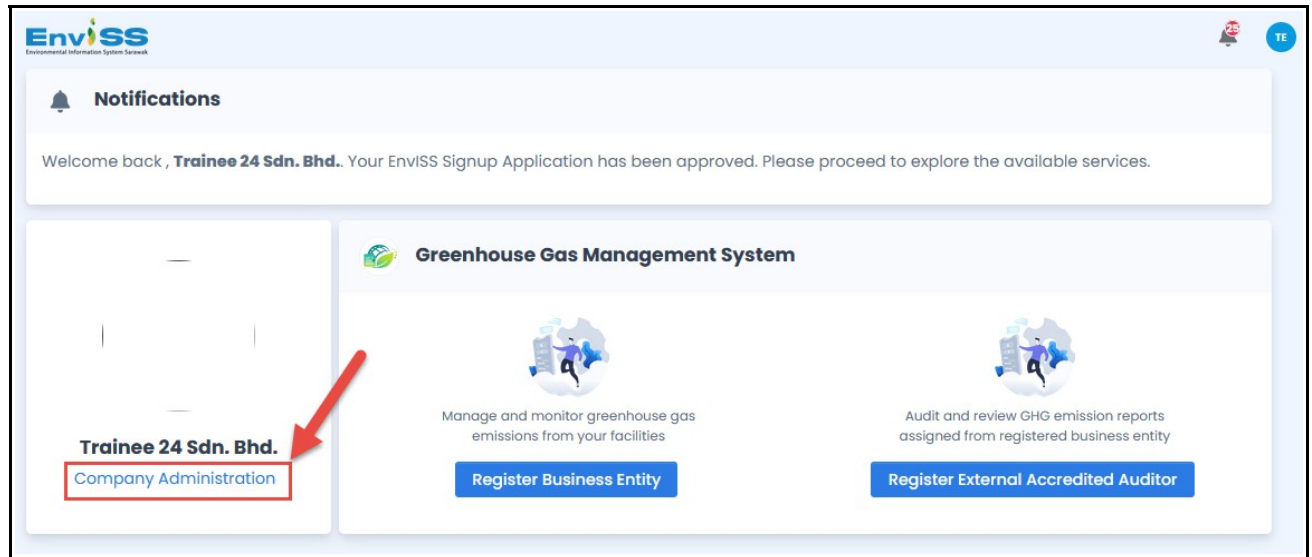


Figure : 12

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

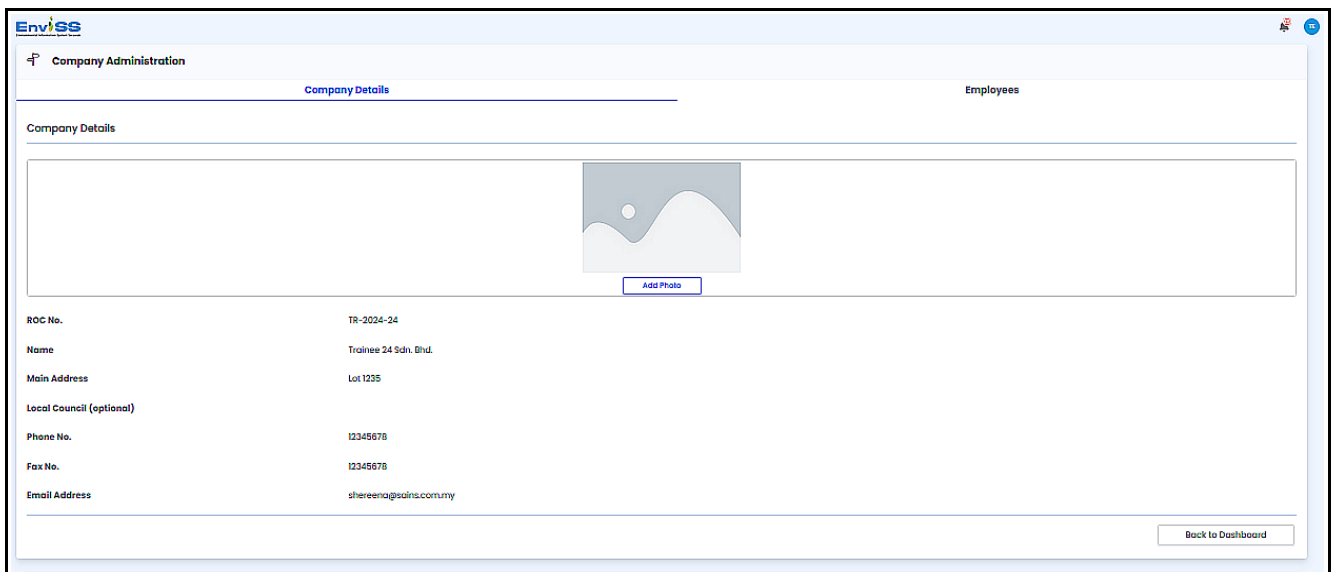
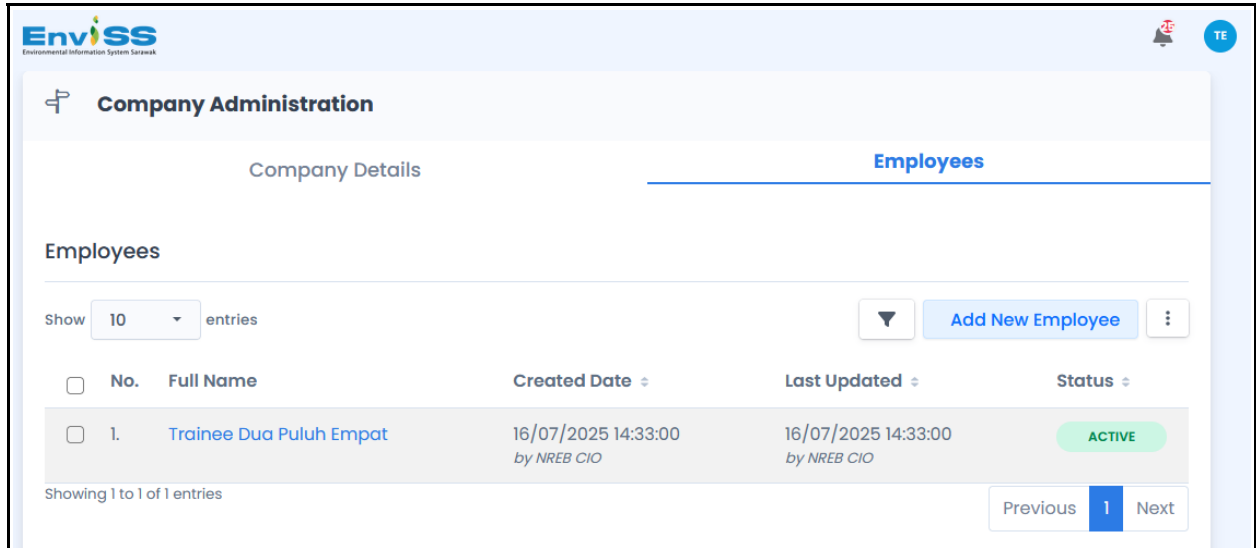


Figure : 13

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

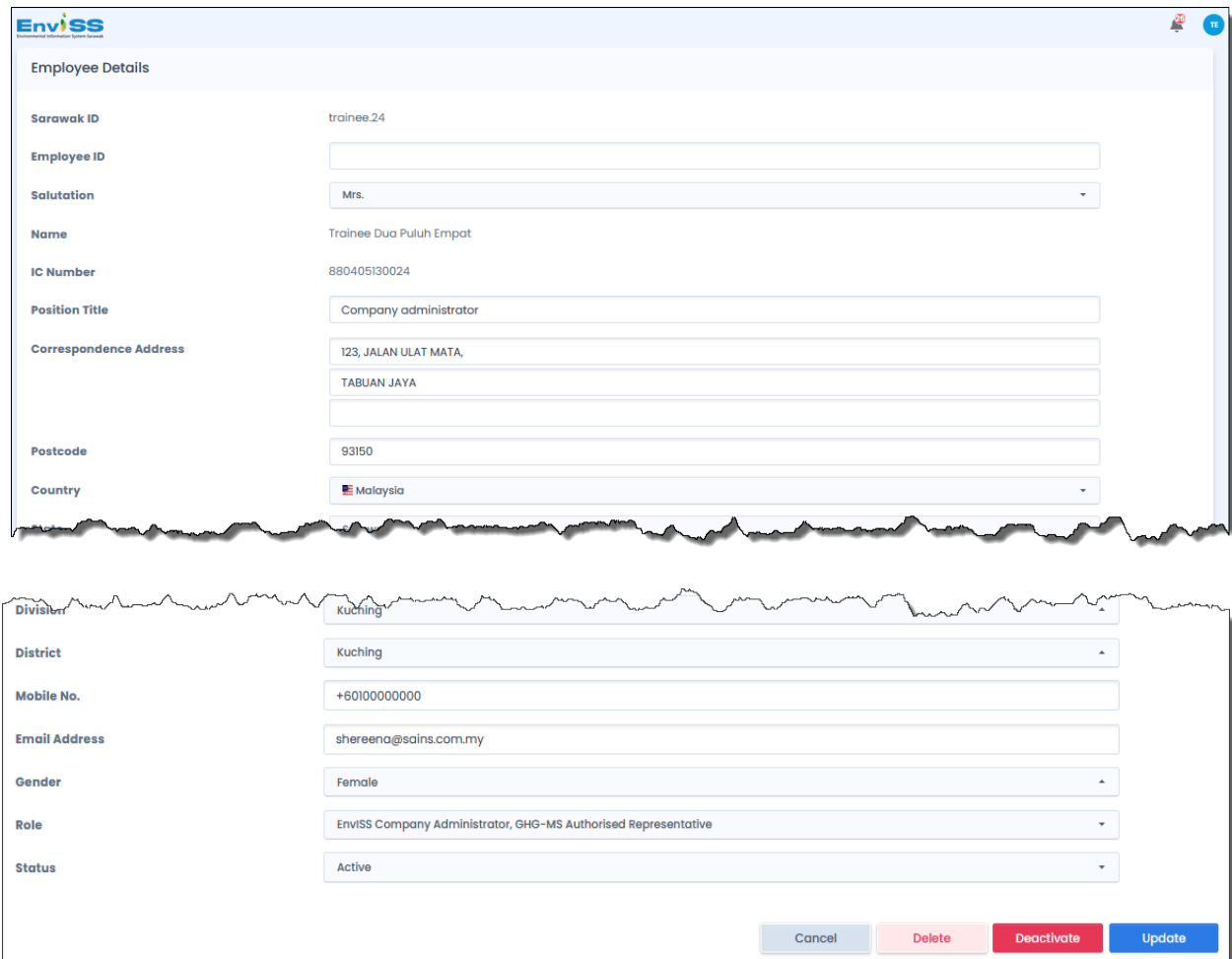


The screenshot shows the 'Company Administration' interface with the 'Employees' tab selected. The page displays a table of registered employees. The table has columns for 'No.', 'Full Name', 'Created Date', 'Last Updated', and 'Status'. A single employee is listed: 'Trainee Dua Puluh Empat', created and last updated on 16/07/2025 at 14:33:00 by NREB CIO, with a status of 'ACTIVE'. The page also includes a 'Show 10 entries' dropdown, an 'Add New Employee' button, and pagination controls showing 'Previous 1 Next'.

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

Figure : 14

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



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

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

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

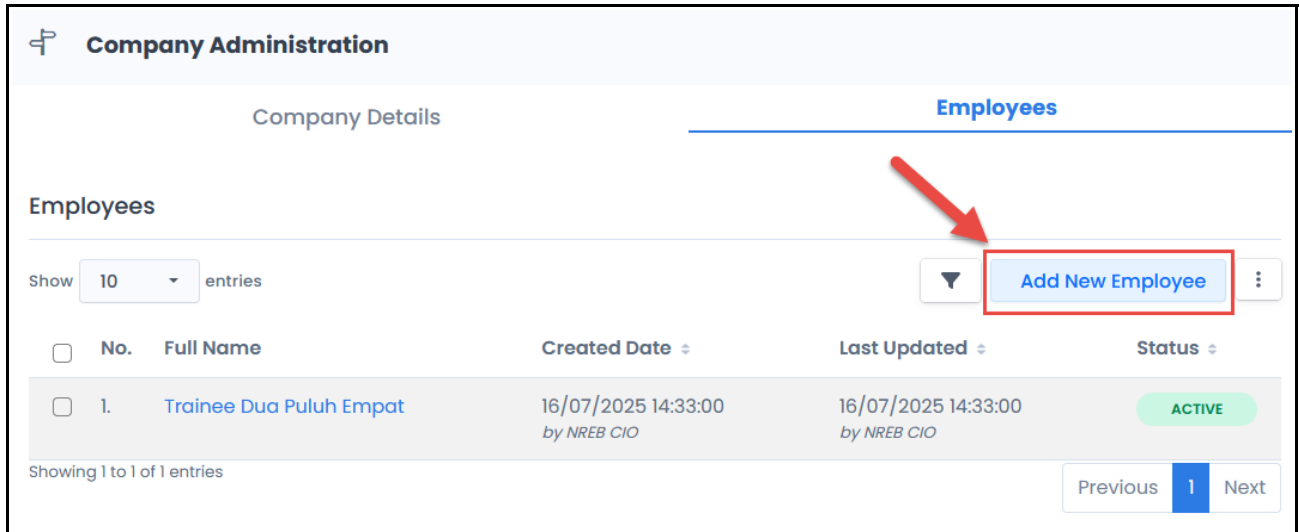
Buttons: Cancel, Delete, Deactivate, Update

Figure : 15

Notes :

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

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



Company Administration

Company Details **Employees**

Employees

Show entries

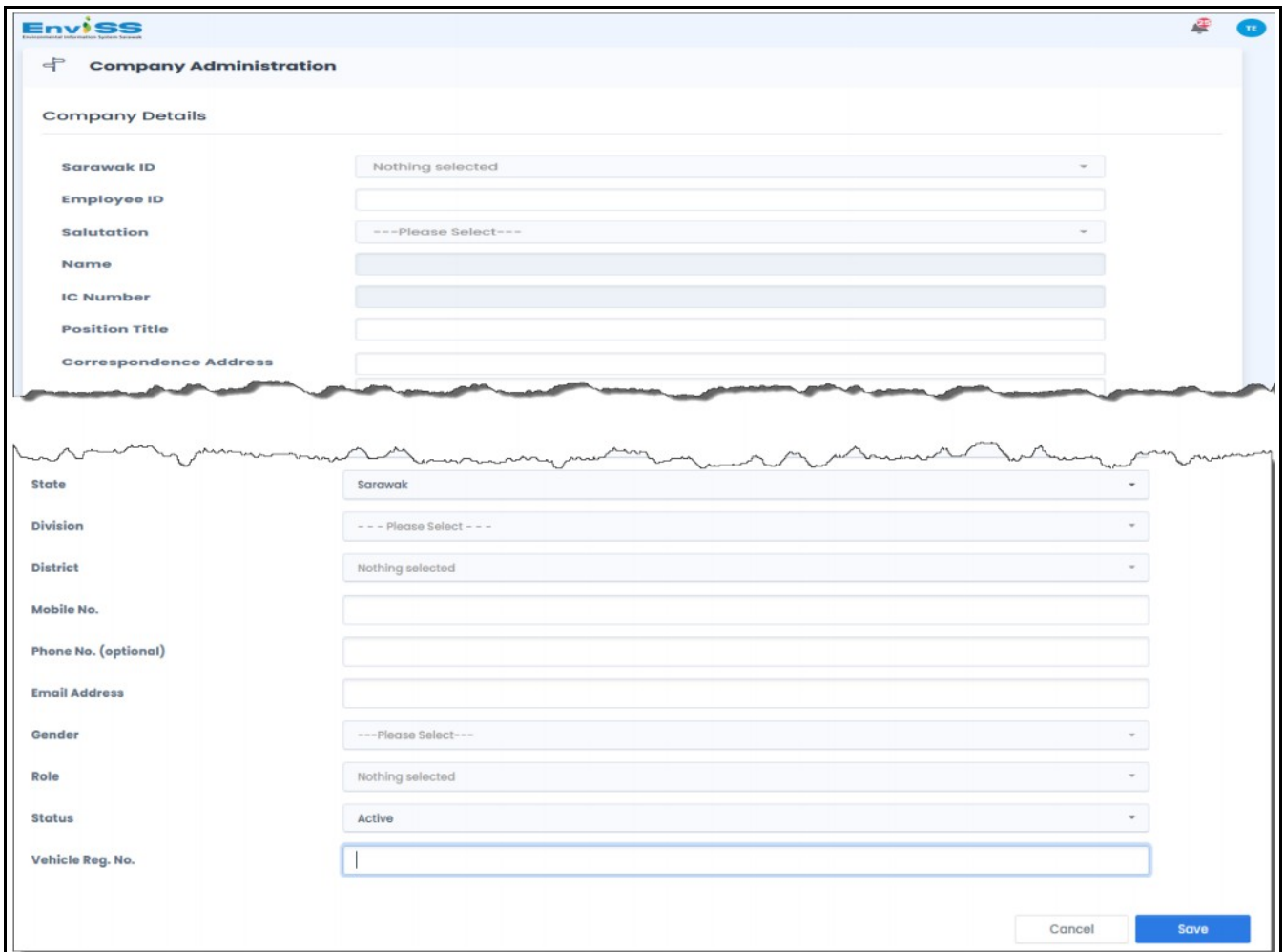
<input type="checkbox"/>	No.	Full Name	Created Date	Last Updated	Status
<input type="checkbox"/>	1.	Trainee Dua Puluh Empat	16/07/2025 14:33:00 <i>by NREB CIO</i>	16/07/2025 14:33:00 <i>by NREB CIO</i>	ACTIVE

Showing 1 to 1 of 1 entries

Previous **1** Next

Figure : 16

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



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

Figure : 17

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

1.3. 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.

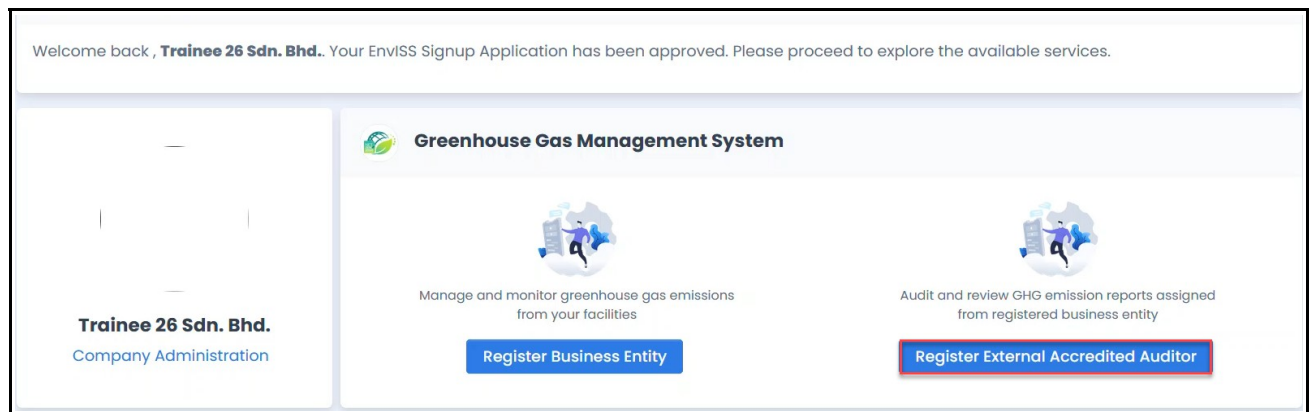


Figure : 18

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.

Register Firm and Auditors

New firm registration together with group of auditors to be registered under the firm

1

Organisation Information

2

Leadership and Management

3

Lead and Other Auditors

4

Supporting Document

5

Declaration

6

Payment

INSTRUCTIONS FOR APPLICANTS:
1. Ensure all sections of the form are completed accurately.
2. Attach all required supporting documents (certified copies).
3. Firm registration includes registration of one lead auditor.

Organisation Information

Organisation

Business Registration No.

Incorporation Status

Main Address

Postcode

State

Division

District

Applicant

Email Address

Mobile No.

Phone No.

Position

Trainee 26 Sdn. Bhd.

TR-2025-26

1

☐ Incorporated under Malaysian Law

☐ Non-Malaysian Corporation

Lot 1235

93010

Sarawak

Kuching

Kuching

Trainee Dua Puluh Enam

2

trainee26@gmail.com

+601000000000

+601000000000

Back to EnvISS Dashboard

Cancel

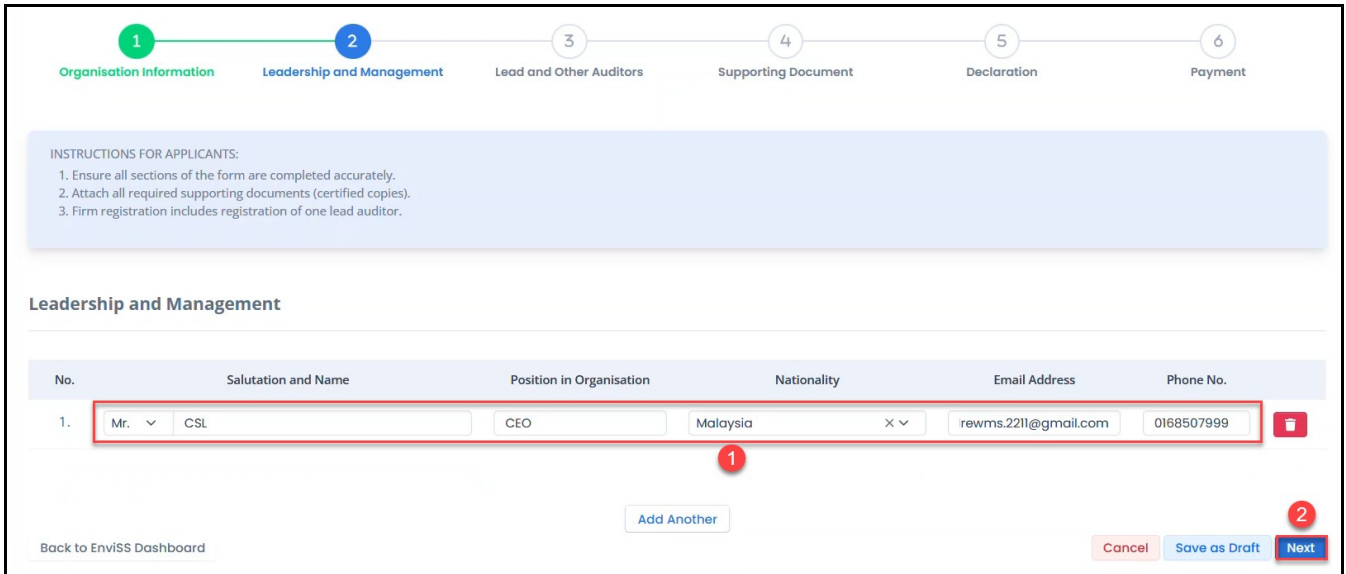
Save as Draft

Next

3

Figure : 19

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



1 2 3 4 5 6
Organisation Information Leadership and Management Lead and Other Auditors Supporting Document Declaration Payment

INSTRUCTIONS FOR APPLICANTS:
1. Ensure all sections of the form are completed accurately.
2. Attach all required supporting documents (certified copies).
3. Firm registration includes registration of one lead auditor.

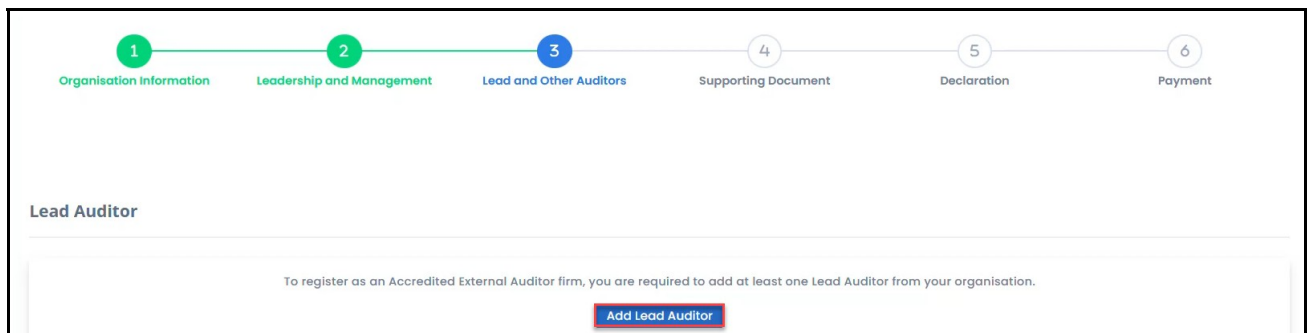
Leadership and Management

No.	Salutation and Name	Position in Organisation	Nationality	Email Address	Phone No.
1.	Mr. <input type="text" value="CSL"/>	<input type="text" value="CEO"/>	Malaysia <input type="text" value="X"/>	<input type="text" value="rewms.2211@gmail.com"/>	<input type="text" value="0168507999"/>

Back to EnvISS Dashboard

Figure : 20

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



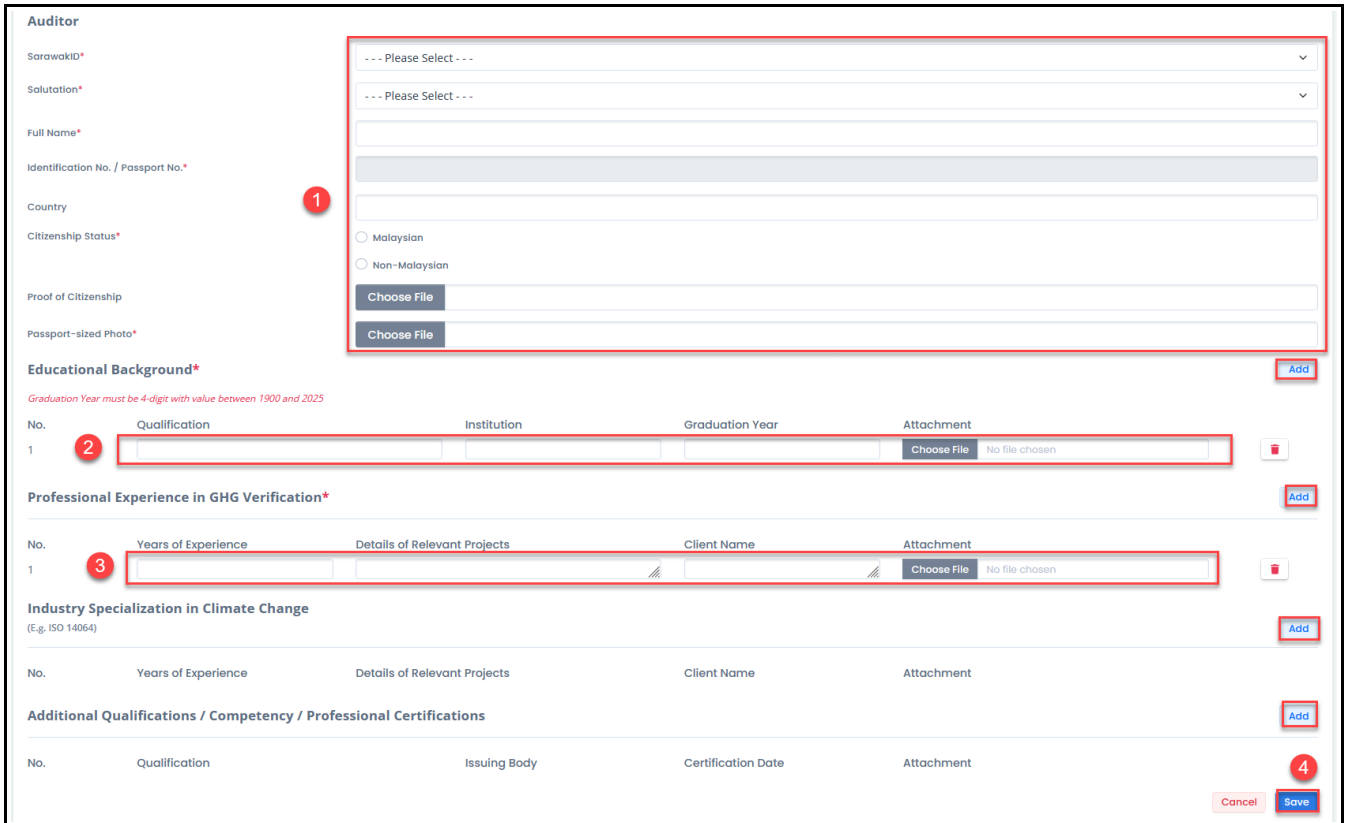
1 2 3 4 5 6
Organisation Information Leadership and Management Lead and Other Auditors Supporting Document Declaration Payment

Lead Auditor

To register as an Accredited External Auditor firm, you are required to add at least one Lead Auditor from your organisation.

Figure : 21

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



Auditor

SarawakID*
 Salutation*
 Full Name*
 Identification No. / Passport No.*
 Country
 Citizenship Status*
 Proof of Citizenship
 Passport-sized Photo*

Educational Background*

Graduation Year must be 4-digit with value between 1900 and 2025

No.	Qualification	Institution	Graduation Year	Attachment
1				Choose File No file chosen

Professional Experience in GHG Verification*

No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment
1				Choose File No file chosen

Industry Specialization in Climate Change
 (E.g. ISO 14064)

No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment

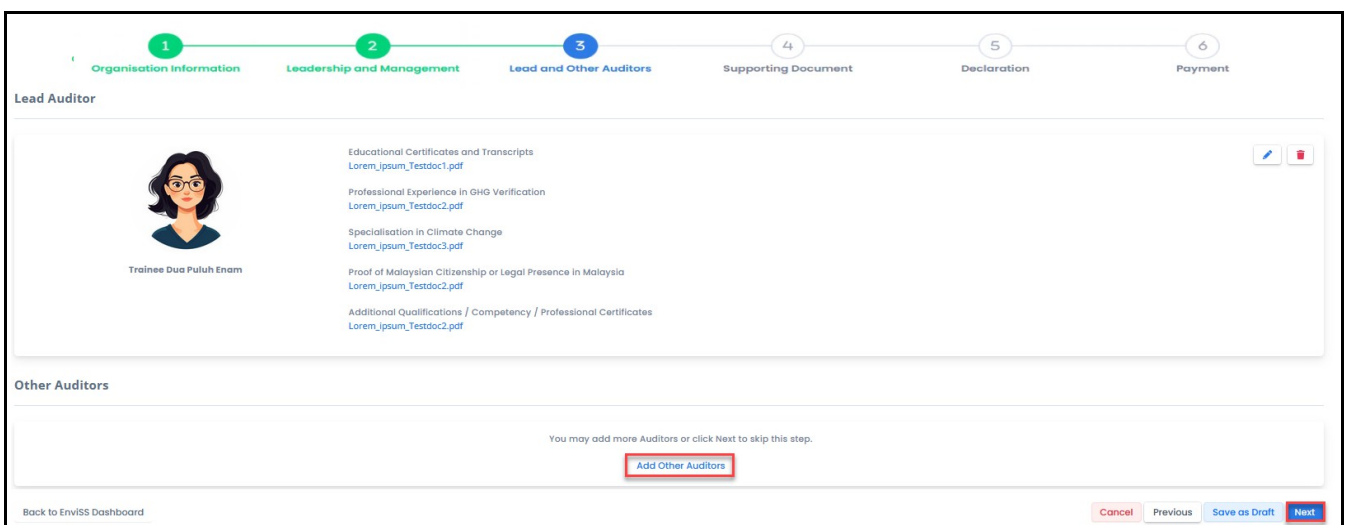
Additional Qualifications / Competency / Professional Certifications

No.	Qualification	Issuing Body	Certification Date	Attachment

Cancel Save

Figure : 22

- Click **Add Other Auditors** to add other auditor. Else, click **Next** to proceed to next stage.



Lead Auditor

Trainee Dua Pulu Enam

Educational Certificates and Transcripts
 Lorem_ipsum_Testdoc1.pdf

Professional Experience in GHG Verification
 Lorem_ipsum_Testdoc2.pdf

Specialisation in Climate Change
 Lorem_ipsum_Testdoc3.pdf

Proof of Malaysian Citizenship or Legal Presence in Malaysia
 Lorem_ipsum_Testdoc2.pdf

Additional Qualifications / Competency / Professional Certificates
 Lorem_ipsum_Testdoc2.pdf

Other Auditors

You may add more Auditors or click Next to skip this step.

Add Other Auditors

Back to EnvISS Dashboard

Cancel Previous Save as Draft Next

Figure : 23

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

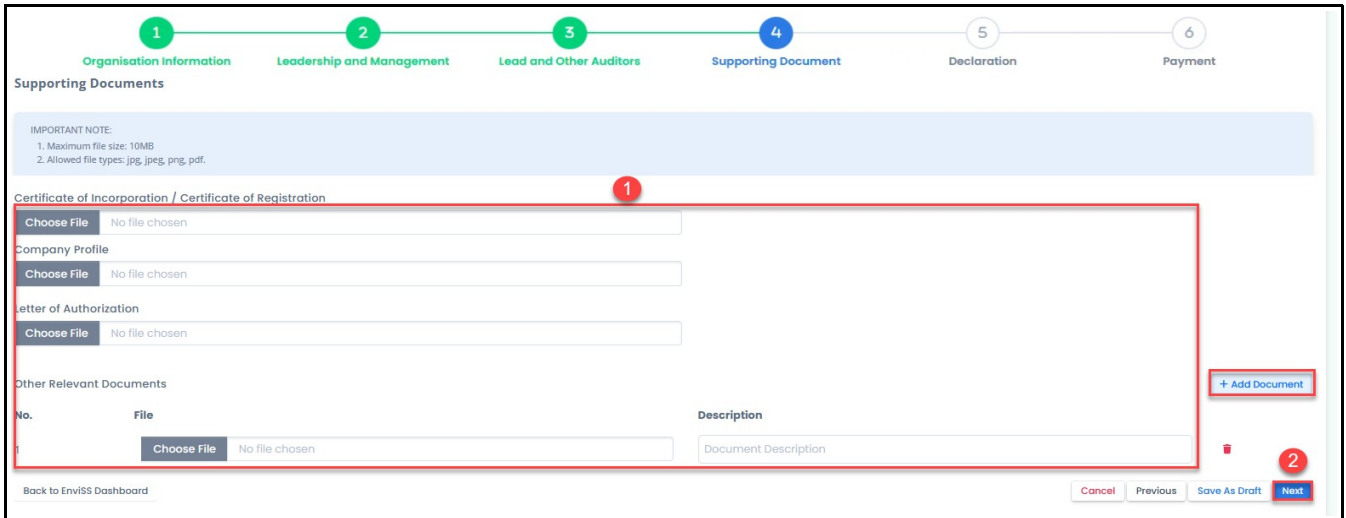


Figure : 24

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

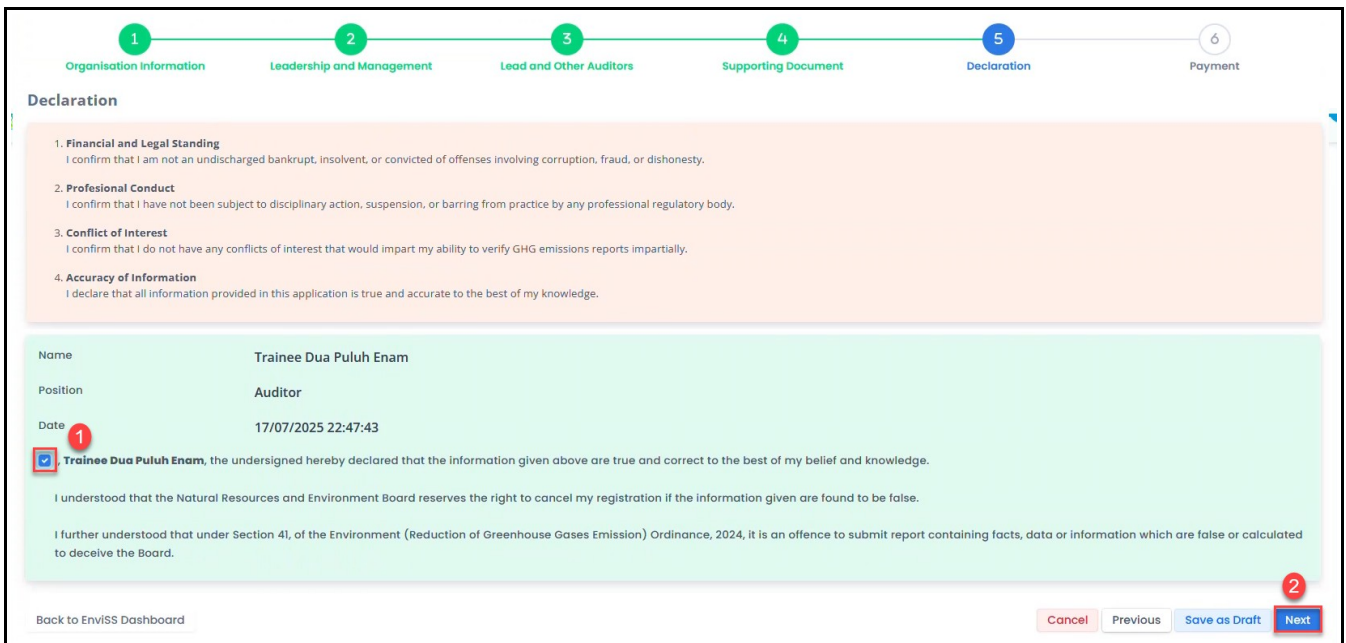
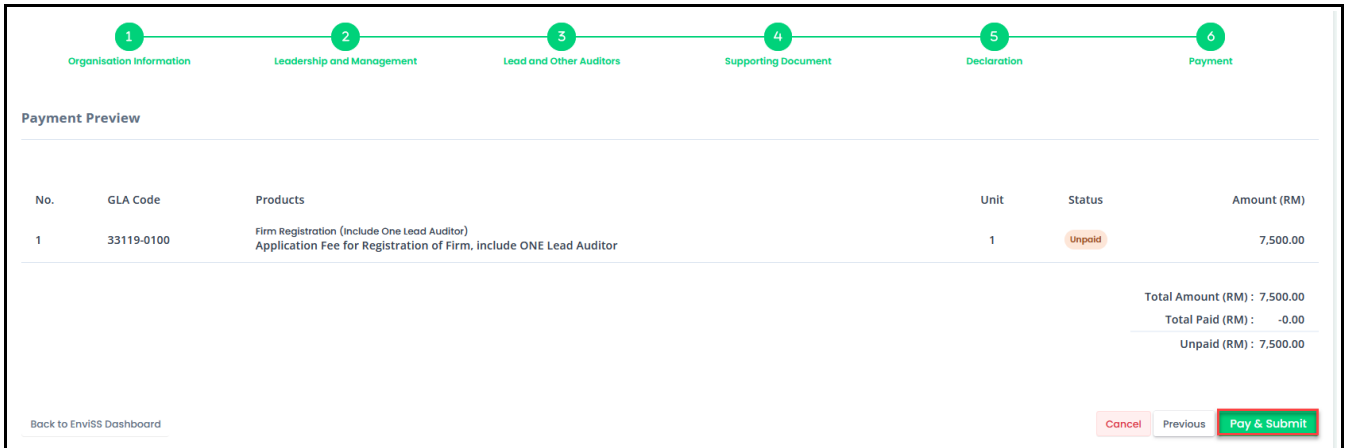


Figure : 25

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



The screenshot shows the 'Payment Preview' stage of a 6-step process. The steps are: 1. Organisation Information, 2. Leadership and Management, 3. Lead and Other Auditors, 4. Supporting Document, 5. Declaration, and 6. Payment. The 'Payment Preview' section contains a table with one item for firm registration, showing a total amount of RM 7,500.00. At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Pay & Submit' (highlighted with a red box).

No.	GLA Code	Products	Unit	Status	Amount (RM)
1	33119-0100	Firm Registration (include One Lead Auditor) Application Fee for Registration of Firm, include ONE Lead Auditor	1	Unpaid	7,500.00

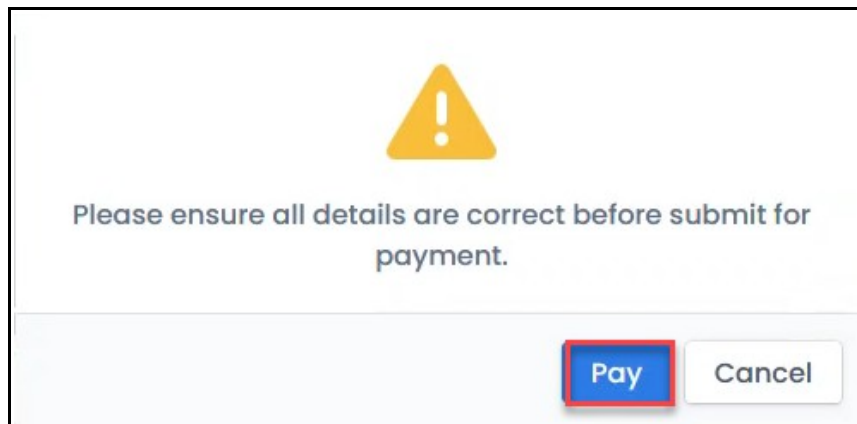
Total Amount (RM) : 7,500.00
Total Paid (RM) : -0.00
Unpaid (RM) : 7,500.00

Back to EnvISS Dashboard

Cancel Previous **Pay & Submit**

Figure : 26

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



The screenshot shows a yellow warning triangle icon above the text: 'Please ensure all details are correct before submit for payment.' At the bottom right, there are two buttons: 'Pay' (highlighted with a red box) and 'Cancel'.

Please ensure all details are correct before submit for payment.

Pay Cancel

Figure : 27

12. 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	AEA25071900064	7,500.00
Total (RM)		7,500.00
Total Payable (RM)		7,500.00

You have 1 bill(s) to pay

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

Choose a Payment Method

Credit/Debit Cards

Online Banking

Figure : 28

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

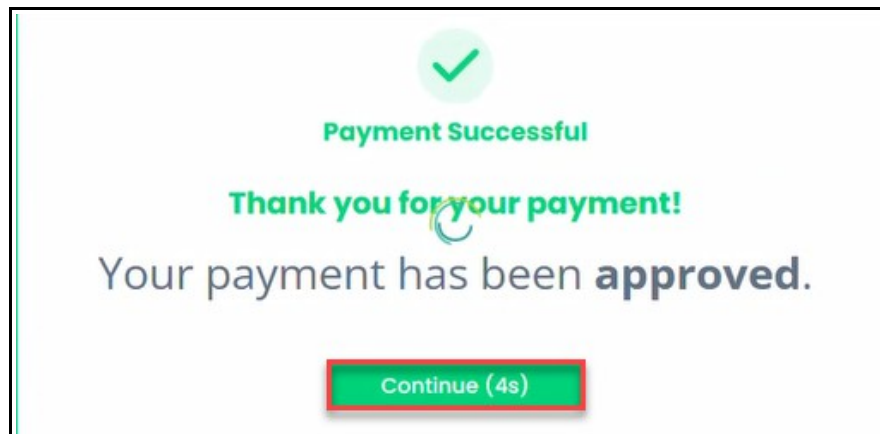


Figure : 29

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

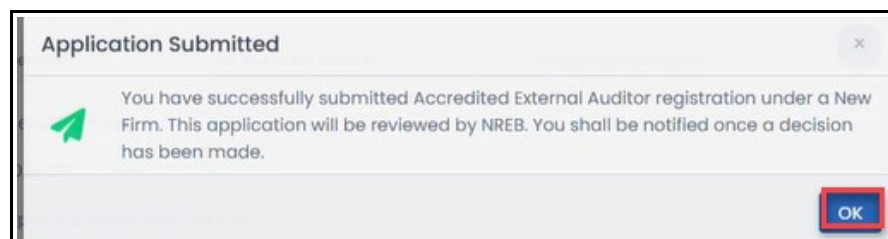


Figure : 30

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.

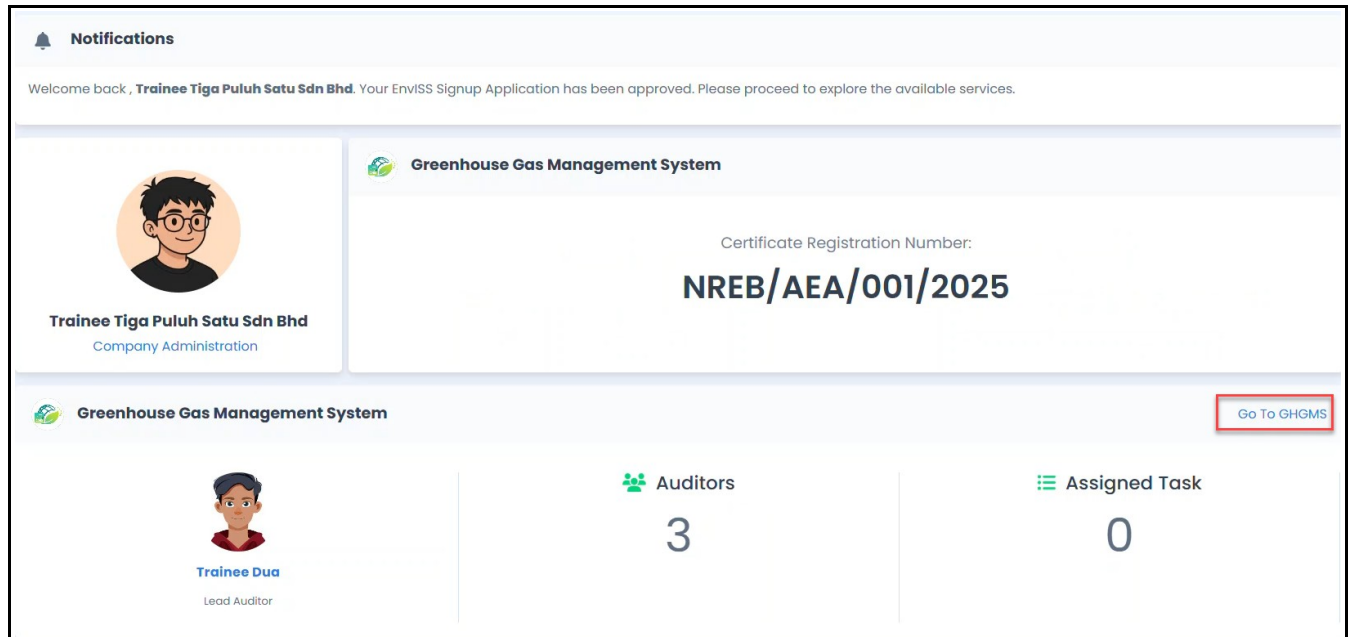


Figure : 31

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

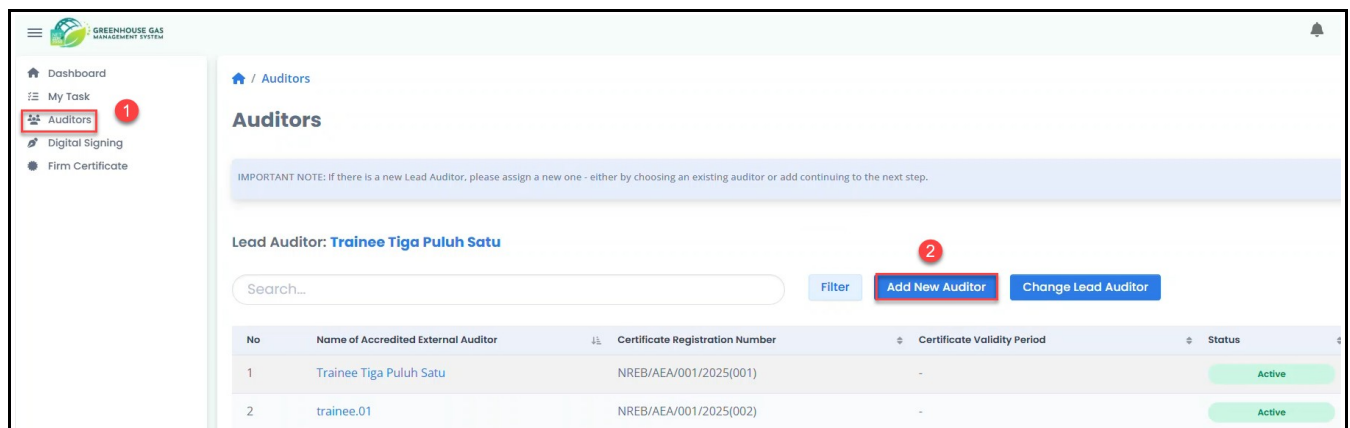


Figure : 32

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

Register Auditor under Existing Firm
Registration of new individual under the registered firm

1 Organisation Information 2 Auditor 3 Supporting Document 4 Declaration 5 Payment

INSTRUCTIONS FOR APPLICANTS:
1. Ensure all sections of the form are completed accurately.
2. Attach all required supporting documents (certified copies).
3. Limit to one auditor per application form.

Organisation Information

Organisation: Trainee Tiga Puluh Satu Sdn Bhd
Certificate Registration No.: NREB/AEA/001/2025
Certificate Validity Period: 25/07/2025 - 25/07/2026
Applicant: Trainee Tiga Puluh Satu
Email Address*: trainee31@gmail.com
Mobile No.*: +60100000000
Phone No.*: +60100000000
Position*: GW

[Back to EnvISS Dashboard](#) [Cancel](#) [Save as Draft](#) [Next](#)

Figure : 33

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

Auditor

SarawakID*
Salutation*
Full Name*
Identification No. / Passport No.*
Country
Citizenship Status*
Proof of Citizenship
Passport-sized Photo*

Educational Background*
Graduation Year must be 4-digit with value between 1900 and 2025

No.	Qualification	Institution	Graduation Year	Attachment
1				Choose File No file chosen

Professional Experience in GHG Verification*

No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment
1				Choose File No file chosen

Industry Specialization in Climate Change
(E.g. ISO 14064)

No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment

Additional Qualifications / Competency / Professional Certifications

No.	Qualification	Issuing Body	Certification Date	Attachment

[Cancel](#) [Previous](#) [Save as Draft](#) [Next](#)

Figure : 34

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

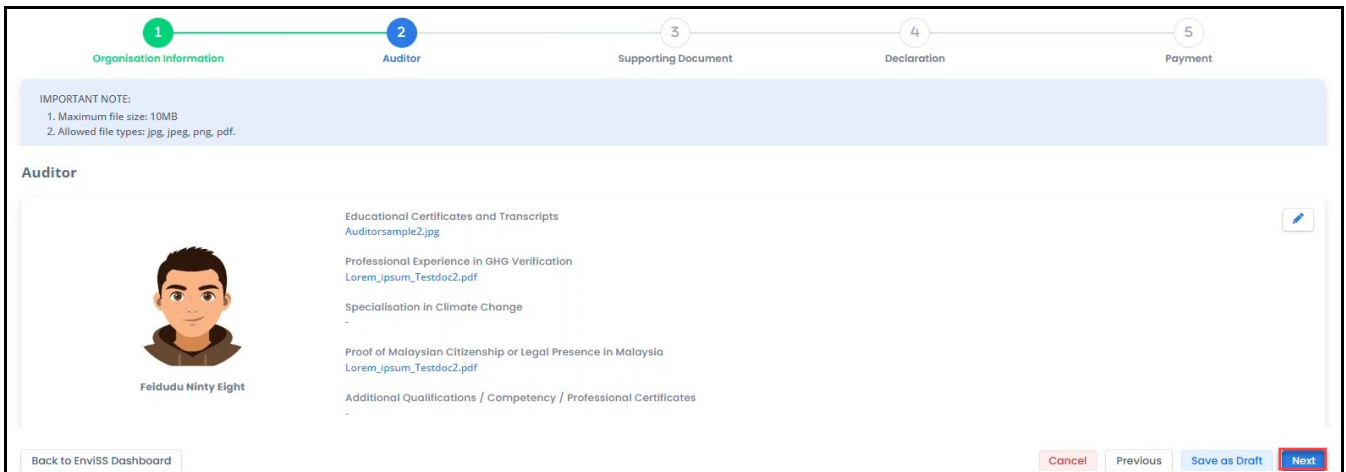


Figure : 35

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

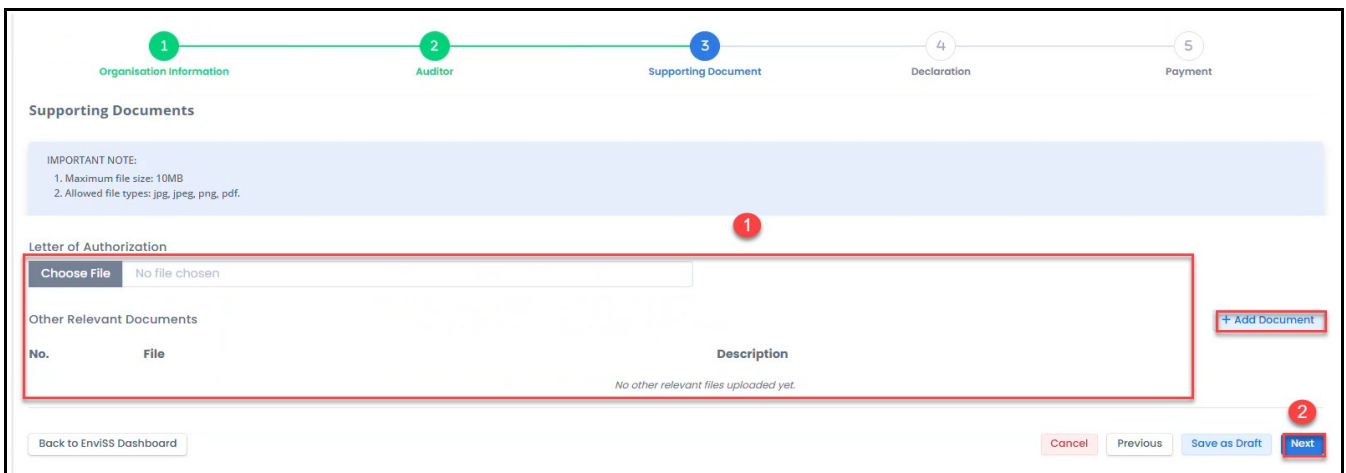
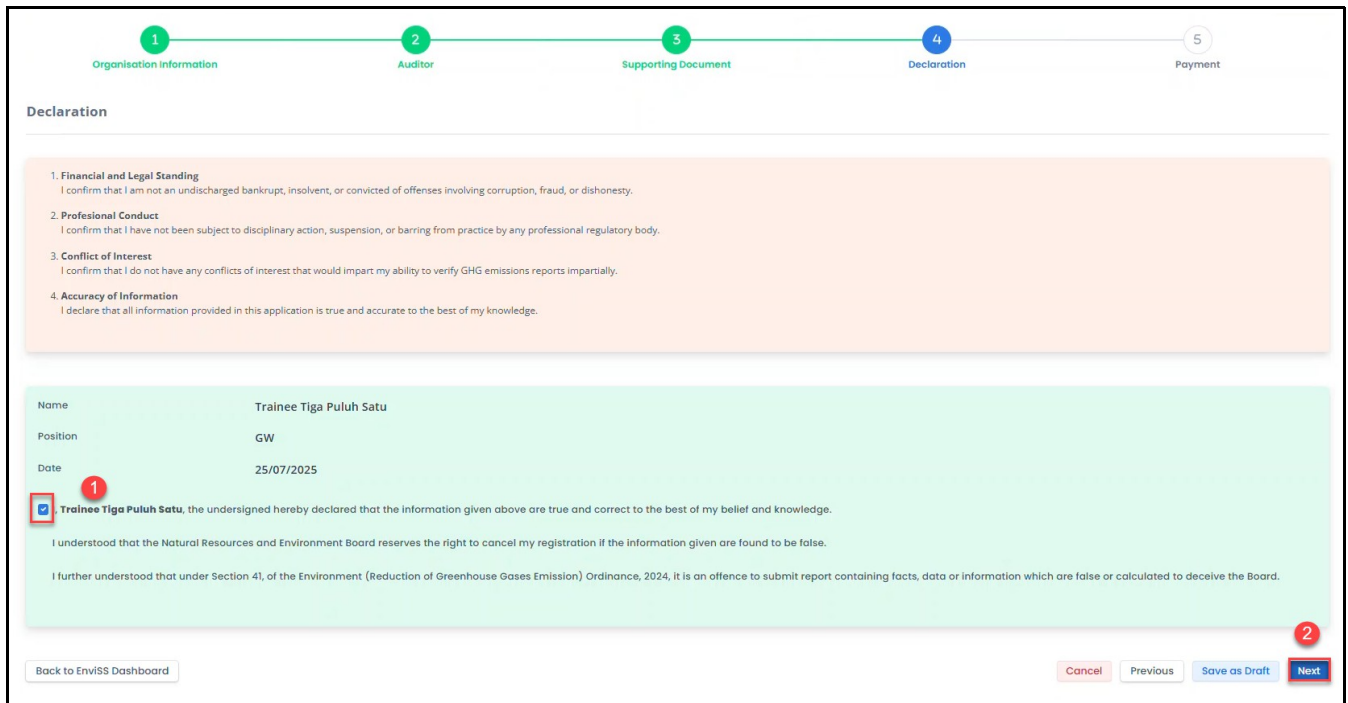


Figure : 36

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



Declaration

1. **Financial and Legal Standing**
I confirm that I am not an undischarged bankrupt, insolvent, or convicted of offenses involving corruption, fraud, or dishonesty.

2. **Professional Conduct**
I confirm that I have not been subject to disciplinary action, suspension, or barring from practice by any professional regulatory body.

3. **Conflict of Interest**
I confirm that I do not have any conflicts of interest that would impair my ability to verify GHG emissions reports impartially.

4. **Accuracy of Information**
I declare that all information provided in this application is true and accurate to the best of my knowledge.

Name: Trainee Tiga Puluh Satu
Position: GW
Date: 25/07/2025

☒ 1. Trainee Tiga Puluh Satu, the undersigned hereby declared that the information given above are true and correct to the best of my belief and knowledge.

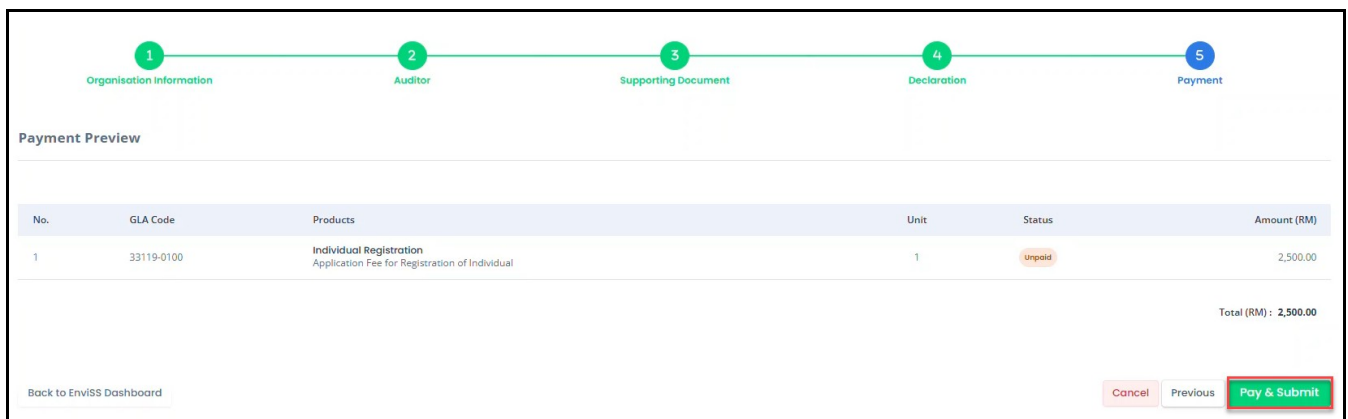
I understand that the Natural Resources and Environment Board reserves the right to cancel my registration if the information given are found to be false.

I further understand that under Section 41, of the Environment (Reduction of Greenhouse Gases Emission) Ordinance, 2024, it is an offence to submit report containing facts, data or information which are false or calculated to deceive the Board.

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

Figure : 37

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



Payment Preview

No.	GLA Code	Products	Unit	Status	Amount (RM)
1	33119-0100	Individual Registration Application Fee for Registration of Individual	1	Unpaid	2,500.00

Total (RM) : 2,500.00

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

Figure : 38

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

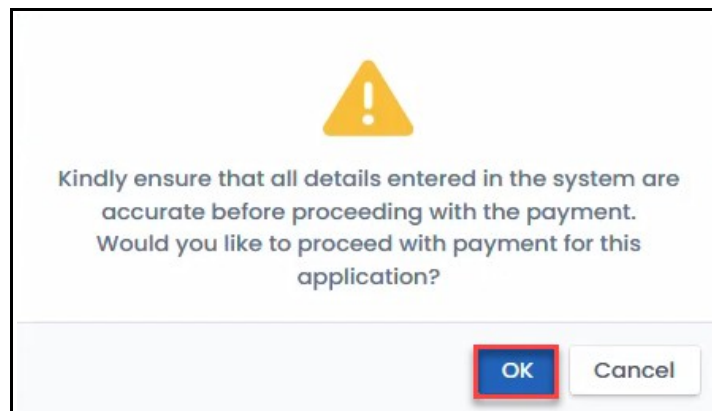


Figure : 39

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

Payment Confirmation

Bill Type	Reference No.	Total Amount
1 Natural Resources and Environment Board: Application Fee	AEA25072500094	2,500.00
Total (RM)		2,500.00
Total Payable (RM)		2,500.00

You have 1 bill(s) to pay

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

Choose a Payment Method

You are encouraged to use Sarawak Government eWallet - **S PAY GLOBAL (formerly as SARAWAK PAY)** to enjoy Cash Rebate.






Figure : 40

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

Payment Status

Your payment has been approved.

Submit

Figure : 41

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

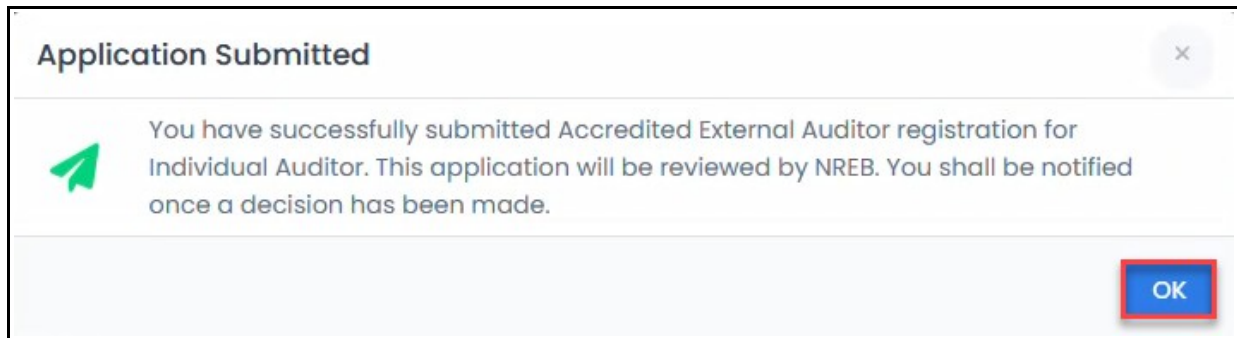


Figure : 42

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.

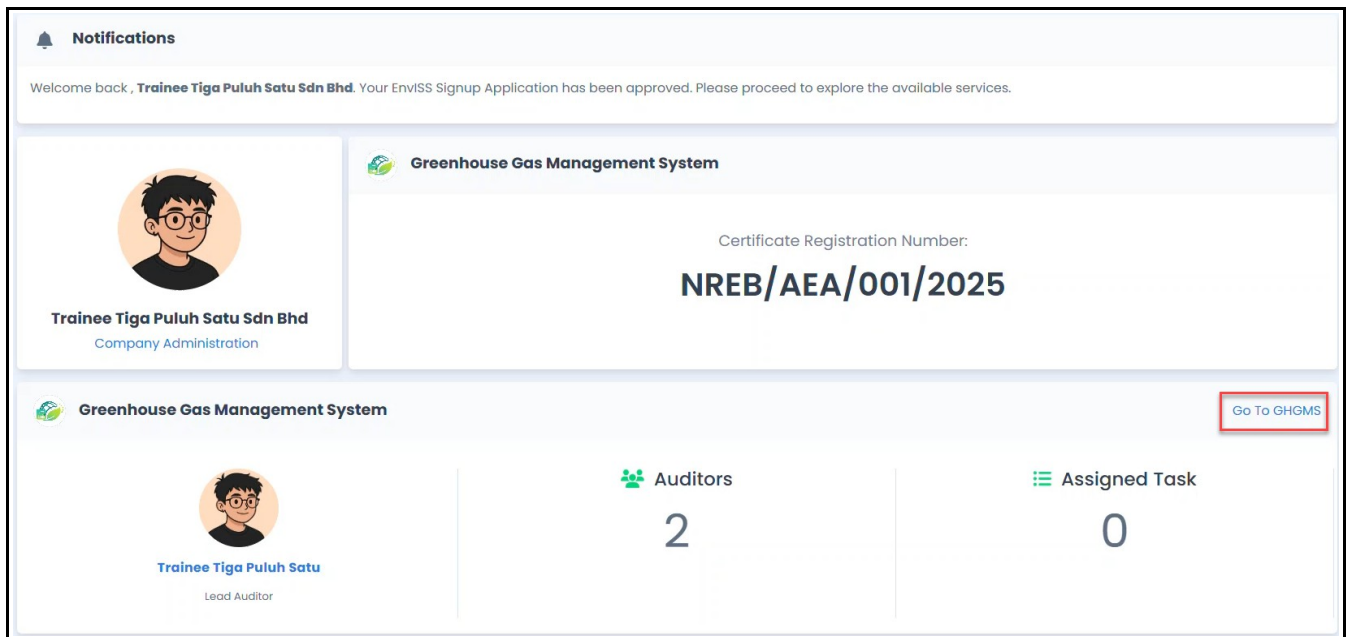


Figure : 43

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

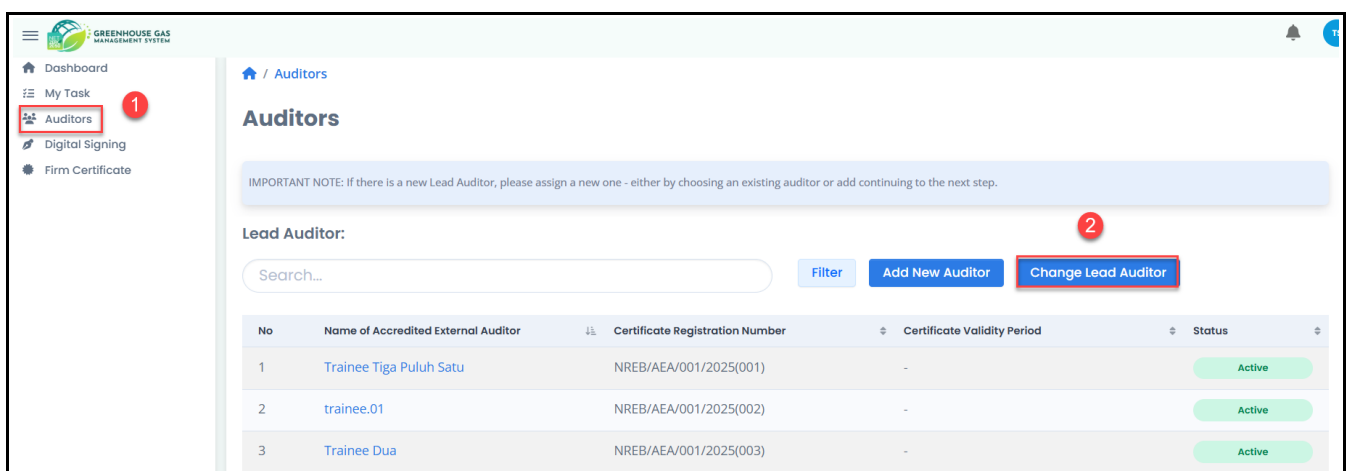
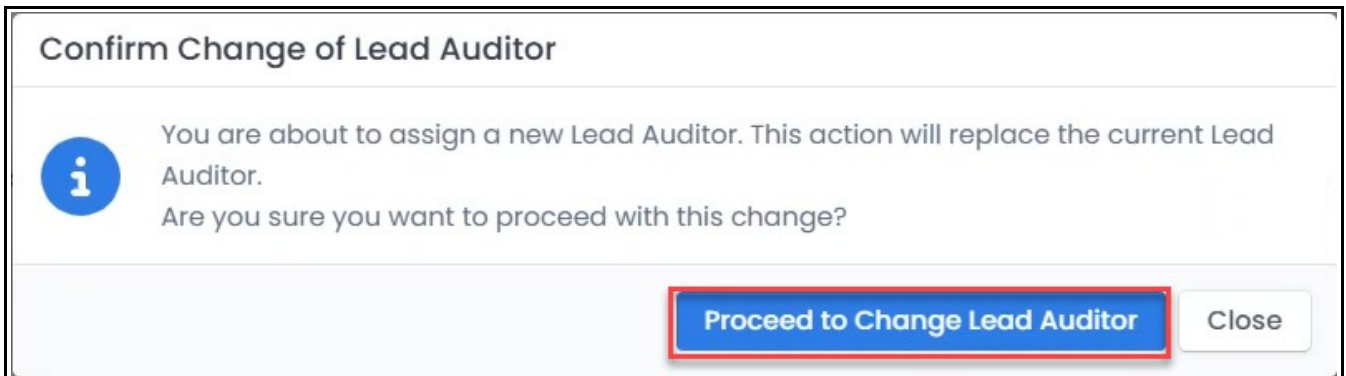



Figure : 44

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



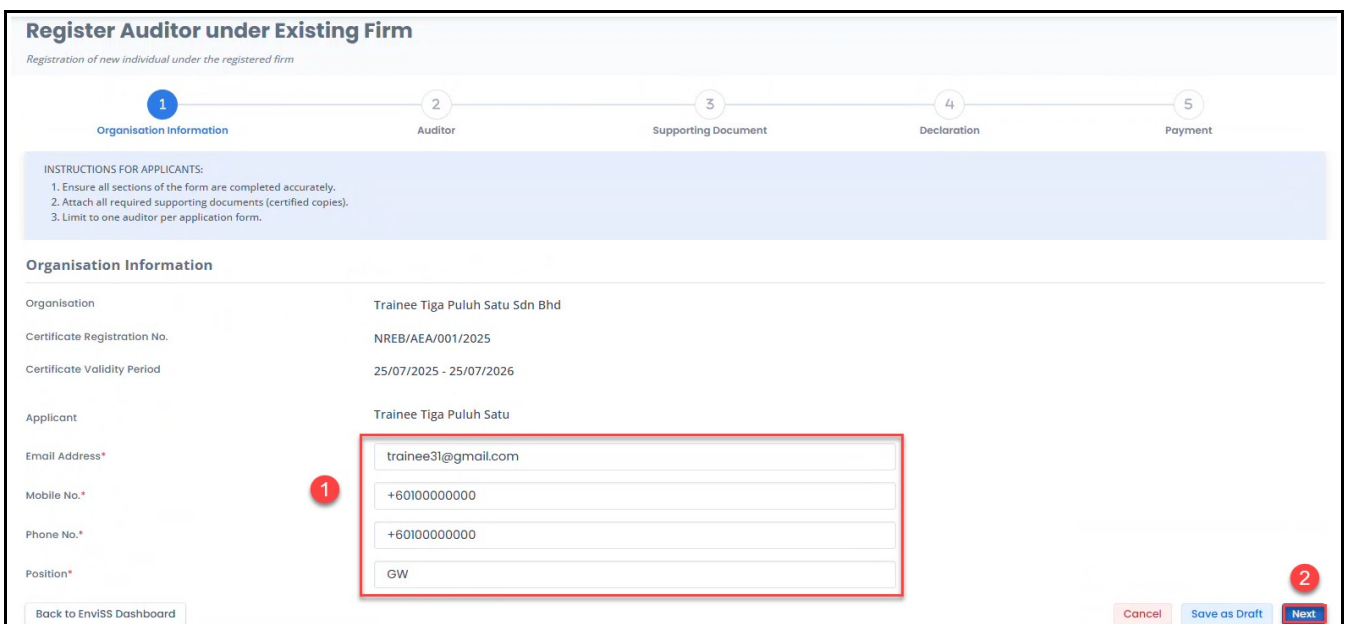
Confirm Change of Lead Auditor

 You are about to assign a new Lead Auditor. This action will replace the current Lead Auditor.
Are you sure you want to proceed with this change?

Proceed to Change Lead Auditor **Close**

Figure : 45

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



Register Auditor under Existing Firm
Registration of new individual under the registered firm

1 Organisation Information 2 Auditor 3 Supporting Document 4 Declaration 5 Payment

INSTRUCTIONS FOR APPLICANTS:
1. Ensure all sections of the form are completed accurately.
2. Attach all required supporting documents (certified copies).
3. Limit to one auditor per application form.

Organisation Information

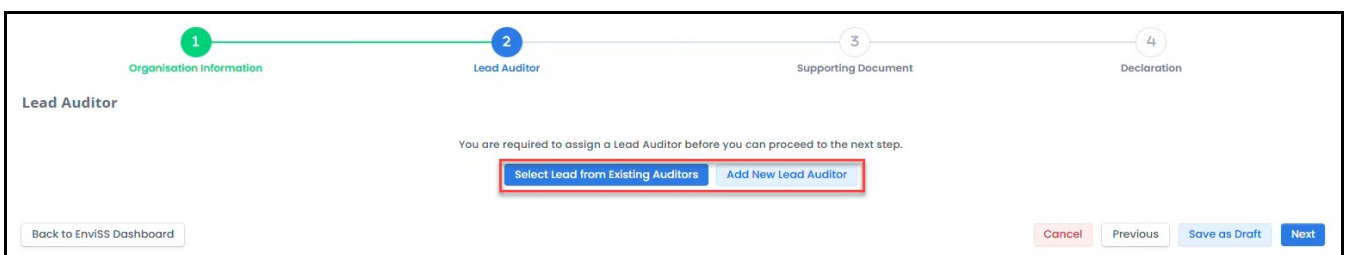
Organisation	Trainee Tiga Puluh Satu Sdn Bhd
Certificate Registration No.	NREB/AEA/001/2025
Certificate Validity Period	25/07/2025 - 25/07/2026
Applicant	Trainee Tiga Puluh Satu
Email Address*	<input type="text" value="trainee31@gmail.com"/>
Mobile No.*	<input type="text" value="+60100000000"/>
Phone No.*	<input type="text" value="+60100000000"/>
Position*	<input type="text" value="GW"/>

1 **2**

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

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.



1 Organisation Information 2 Lead Auditor 3 Supporting Document 4 Declaration

Lead Auditor

You are required to assign a Lead Auditor before you can proceed to the next step.

Select Lead from Existing Auditors **Add New Lead Auditor**


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

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:

- Click **Select Lead from Existing Auditors**.
- Select the radio button of existing auditor listed. To update details of the auditor, can click on the  to update auditor details.
- Click **Next** to proceed to next page.

Lead Auditor



You are required to assign a Lead Auditor before you can proceed to the next step.

1

Select Lead from Existing Auditors

Add New Lead Auditor

Select Lead from Existing Auditor

2	Name of Accredited External Auditor	Certificate Registration Number	Certificate Validity Period	3
	Mr. trainee.01	NREB/AEA/001/2025(002)	25/07/2025 - 25/07/2026	

Back to EnvISS Dashboard

Cancel

Previous

Save as Draft

4
Next

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.

Auditor
SarawakID*
Salutation*
Full Name*
Identification No. / Passport No.*
Country
Citizenship Status*
Proof of Citizenship
Passport-sized Photo*

☐ Malaysian
☐ Non-Malaysian

Choose File

Choose File

Add

Educational Background*
Graduation Year must be 4-digit with value between 1900 and 2025

No.	Qualification	Institution	Graduation Year	Attachment	
1				Choose File No file chosen	<div>Add</div>

Professional Experience in GHG Verification*

No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment	
1				Choose File No file chosen	<div>Add</div>

Industry Specialization in Climate Change
(E.g. ISO 14064)

No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment	
					<div>Add</div>

Additional Qualifications / Competency / Professional Certifications

No.	Qualification	Issuing Body	Certification Date	Attachment	
					<div>Add</div>

Cancel

Save

Figure : 49

1

2

3

4

Organisation Information

Lead Auditor

Supporting Document

Declaration

Lead Auditor

Name of Accredited External Auditor	Certificate Registration Number	Certificate Validity Period	
Trainee Dua	-	-	<div>New Lead</div> <div></div>

Back to EnvISS Dashboard

Cancel

Previous

Save as Draft

Next

Figure : 50

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

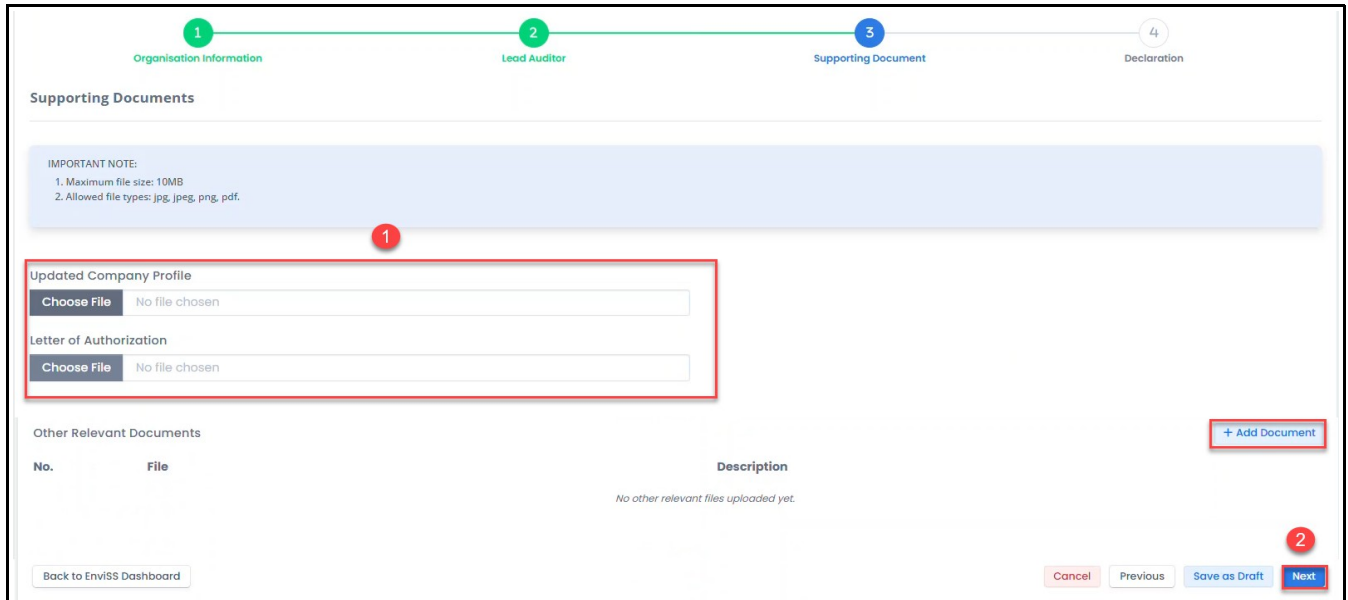


Figure : 51

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

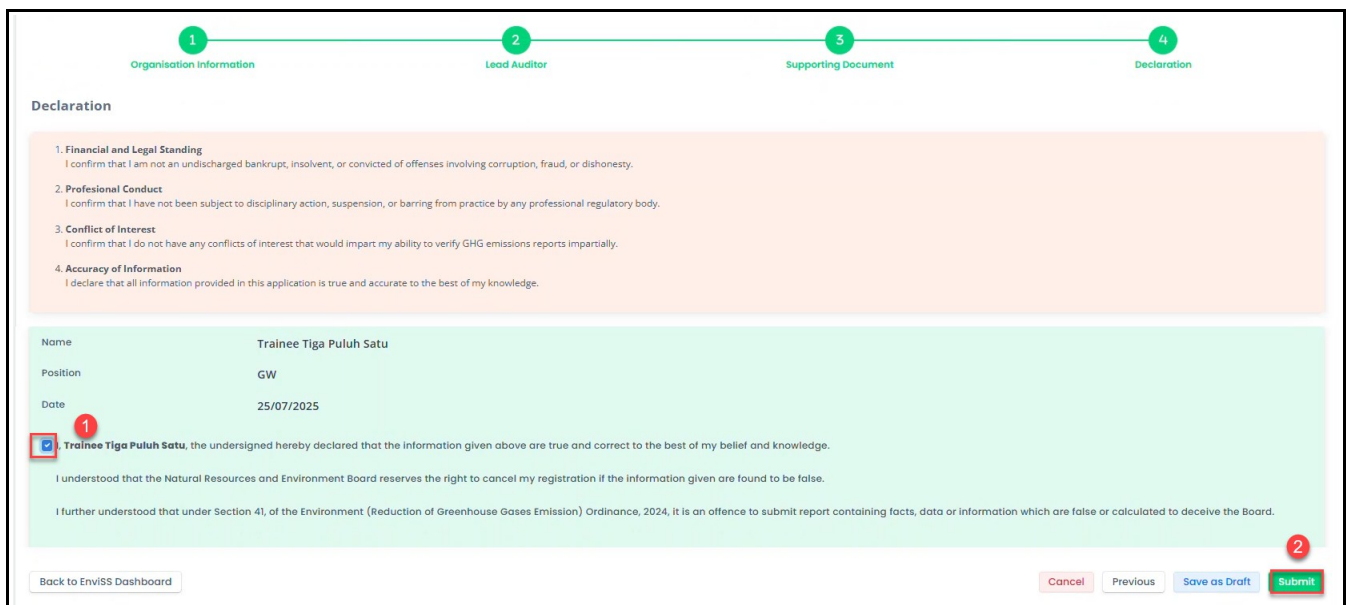


Figure : 52

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

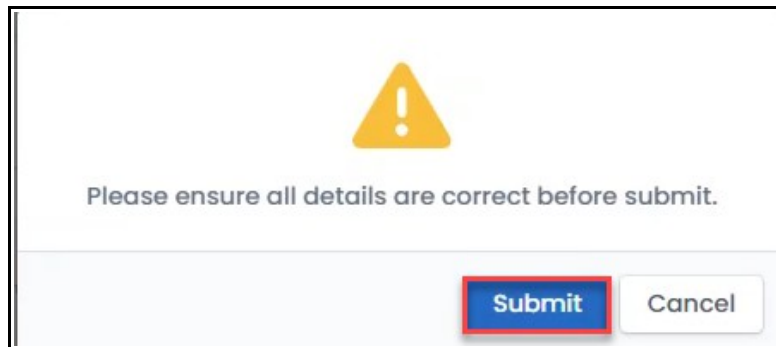


Figure : 53

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

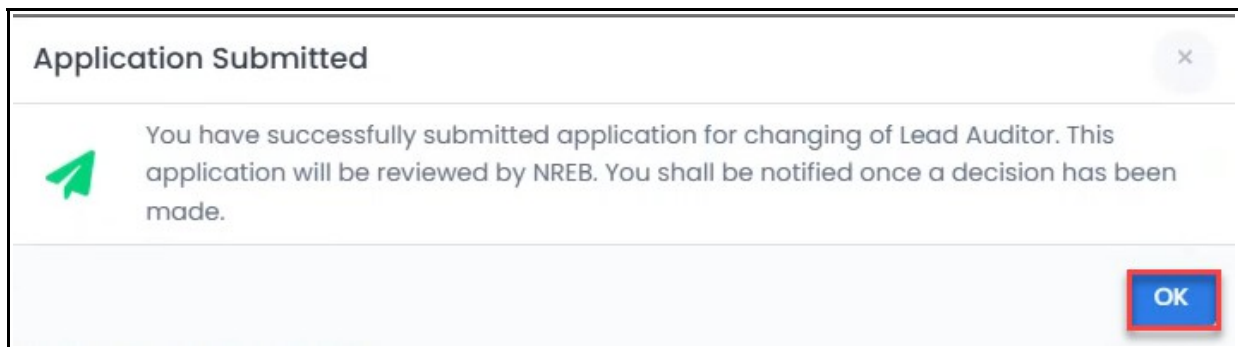


Figure : 54

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.

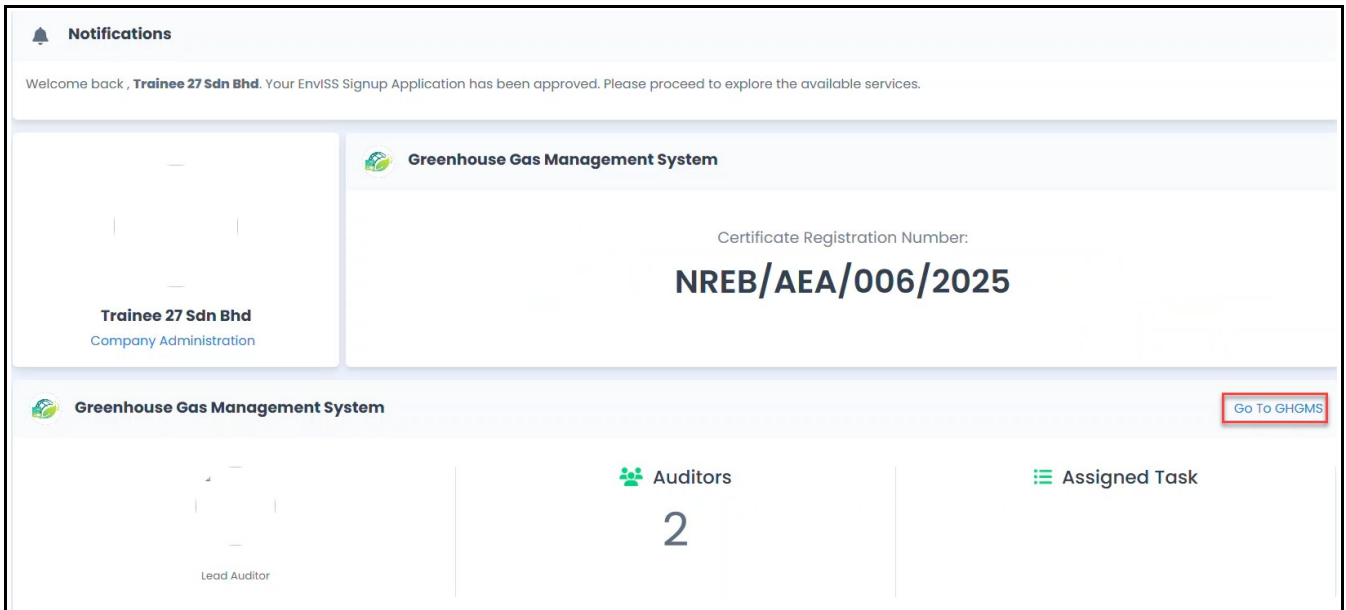


Figure : 55

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

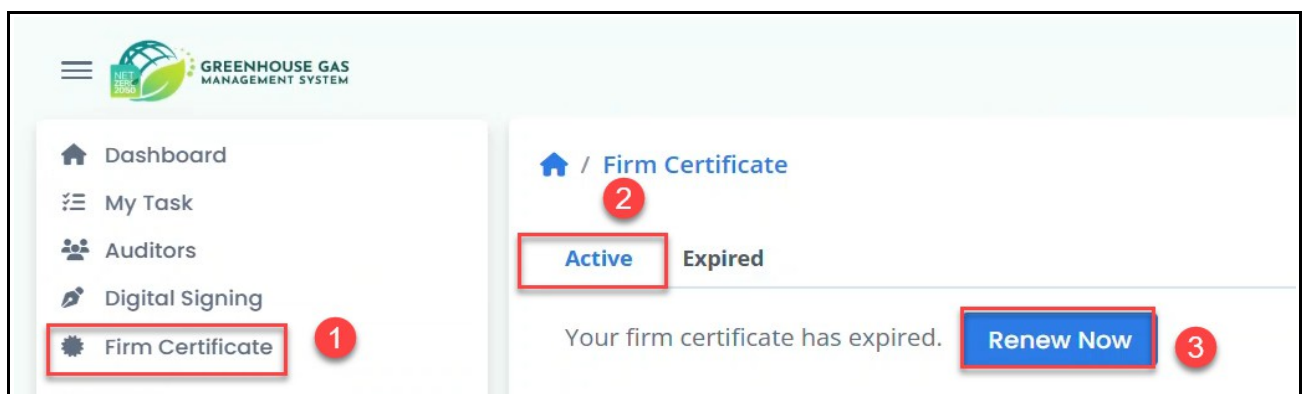


Figure : 56

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

Renew Firm and Lead Auditor

Renewal of Firm Registration and Lead Auditor

1

2

3

4

5

6

Organisation InformationLeadership and ManagementLead AuditorSupporting DocumentDeclarationPayment

INSTRUCTIONS FOR APPLICANTS:
1. Ensure all sections of the form are completed accurately.
2. Attach all required supporting documents (certified copies).
3. Limit to one auditor per application form.

Organisation Information

Organisation	Trainee 27 Sdn Bhd
Certificate Registration No.	NREB/AEA/006/2025
Certificate Validity Period	19/07/2025 -
Applicant	Trainee Dua Puluh Tujuh
Email Address	<input type="text" value="trainee27@gmail.com"/>
Mobile No.	<input type="text" value="+60100000000"/>
Phone No.	<input type="text" value="+60100000000"/>
Position	<input type="text" value="CEO"/>

[Back to EnvISS Dashboard](#)

CancelSave as DraftNext

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.

1

2

3

4

5

6

Organisation InformationLeadership and ManagementLead and Other AuditorsSupporting DocumentDeclarationPayment

INSTRUCTIONS FOR APPLICANTS:
1. Ensure all sections of the form are completed accurately.
2. Attach all required supporting documents (certified copies).
3. Firm registration includes registration of one lead auditor.

Leadership and Management

No.	Salutation and Name	Position in Organisation	Nationality	Email Address	Phone No.	
1.	<input type="text" value="Mr. CSL"/>	<input type="text" value="CEO"/>	<input type="text" value="Malaysia"/>	<input type="text" value="rewms.221@gmail.com"/>	<input type="text" value="0168507999"/>	<input type="button" value="X"/>

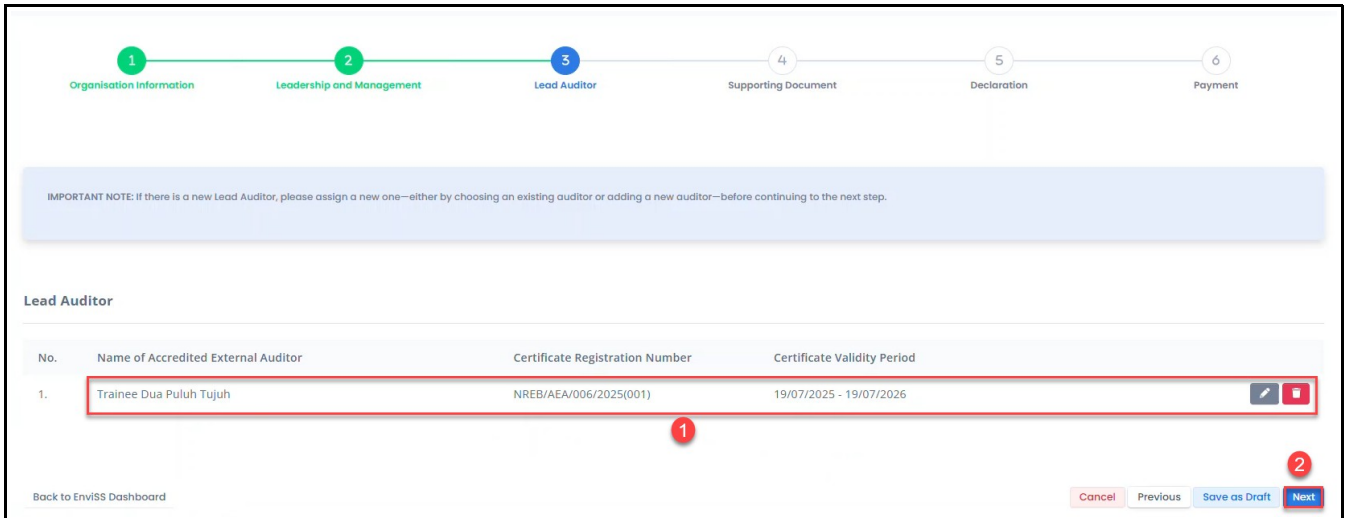
[Add Another](#)

[Back to EnvISS Dashboard](#)

CancelSave as DraftNext

Figure : 58

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



1

2

3

4

5

6

Organisation Information Leadership and Management Lead Auditor Supporting Document Declaration Payment

IMPORTANT NOTE: If there is a new Lead Auditor, please assign a new one—either by choosing an existing auditor or adding a new auditor—before continuing to the next step.

Lead Auditor

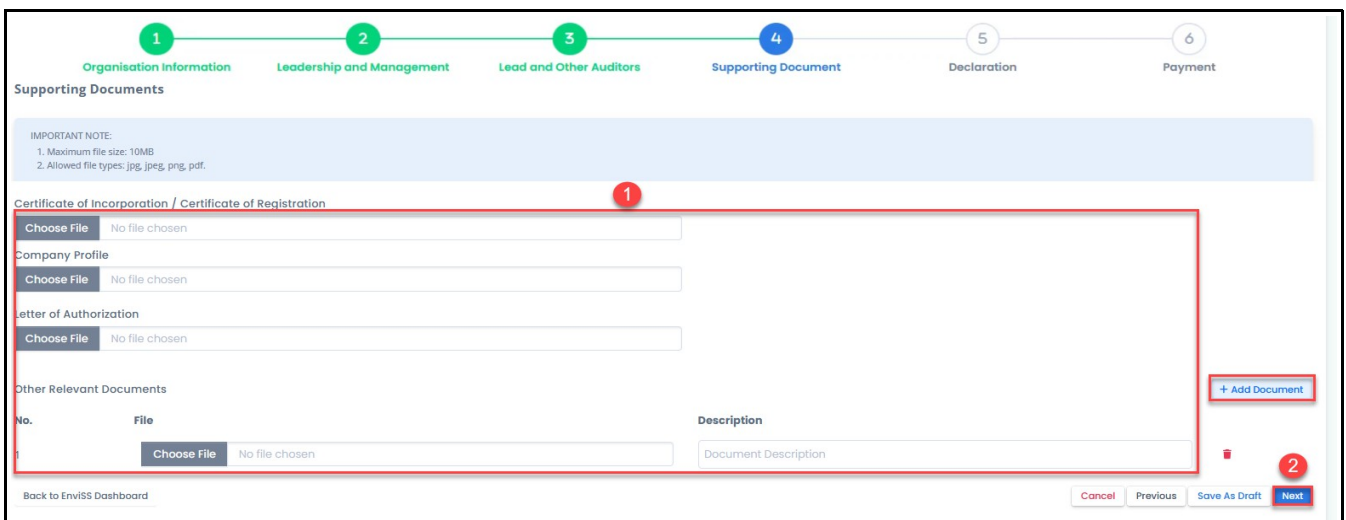
No.	Name of Accredited External Auditor	Certificate Registration Number	Certificate Validity Period
1.	Trainee Dua Puluh Tujuh	NREB/AEA/006/2025(001)	19/07/2025 - 19/07/2026

Back to EnvISS Dashboard

Cancel Previous Save as Draft Next

Figure : 59

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



1

2

3

4

5

6

Organisation Information Leadership and Management Lead and Other Auditors Supporting Document Declaration Payment

Supporting Documents

IMPORTANT NOTE:
1. Maximum file size: 10MB
2. Allowed file types: jpg, jpeg, png, pdf.

Certificate of Incorporation / Certificate of Registration

Choose File No file chosen

Company Profile

Choose File No file chosen

Letter of Authorization

Choose File No file chosen

Other Relevant Documents

No. File Description

1 Choose File No file chosen Document Description

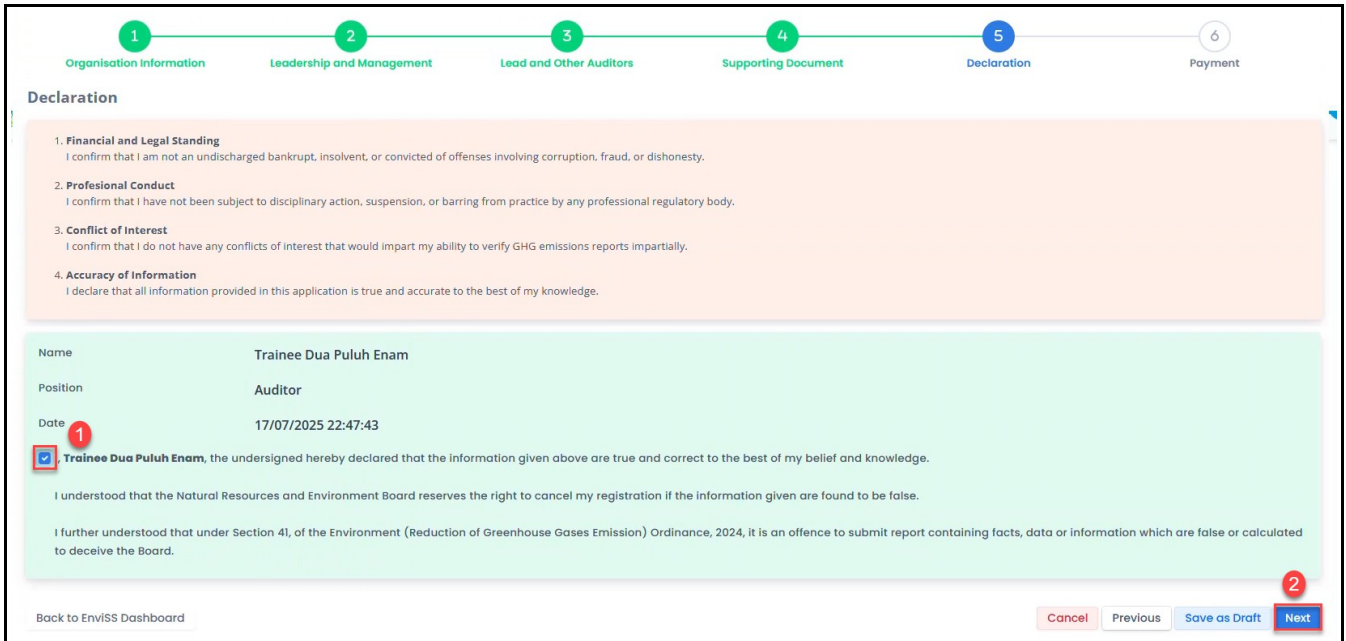
Back to EnvISS Dashboard

+ Add Document

Cancel Previous Save As Draft Next

Figure : 60

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



Declaration

- 1. Financial and Legal Standing**
I confirm that I am not an undischarged bankrupt, insolvent, or convicted of offenses involving corruption, fraud, or dishonesty.
- 2. Professional Conduct**
I confirm that I have not been subject to disciplinary action, suspension, or barring from practice by any professional regulatory body.
- 3. Conflict of Interest**
I confirm that I do not have any conflicts of interest that would impair my ability to verify GHG emissions reports impartially.
- 4. Accuracy of Information**
I declare that all information provided in this application is true and accurate to the best of my knowledge.

Name: Trainee Dua Puluh Enam
Position: Auditor
Date: 17/07/2025 22:47:43

☒ Trainee Dua Puluh Enam, the undersigned hereby declared that the information given above are true and correct to the best of my belief and knowledge.

I understand that the Natural Resources and Environment Board reserves the right to cancel my registration if the information given are found to be false.

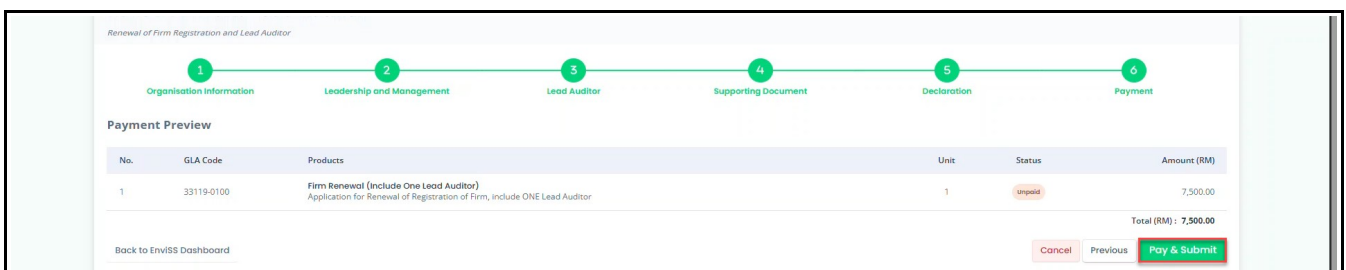
I further understood that under Section 41, of the Environment (Reduction of Greenhouse Gases Emission) Ordinance, 2024, it is an offence to submit report containing facts, data or information which are false or calculated to deceive the Board.

Back to EnvISS Dashboard

Cancel Previous Save as Draft **Next**

Figure : 61

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



Payment Preview

No.	GLA Code	Products	Unit	Status	Amount (RM)
1	33119-0100	Firm Renewal (Include One Lead Auditor) Application for Renewal of Registration of Firm, include ONE Lead Auditor	1	Unpaid	7,500.00
					Total (RM) : 7,500.00

Back to EnvISS Dashboard

Cancel Previous **Pay & Submit**

Figure : 62

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

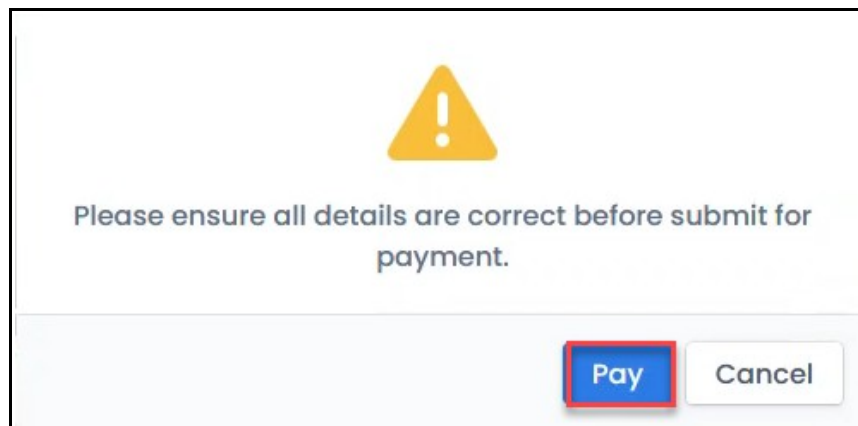


Figure : 63

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

Payment Confirmation

Bill Type	Reference No.	Total Amount
1 Natural Resources and Environment Board: Application Fee	AEA25071900079	7,500.00
		Total (RM) 7,500.00
		Processing Fee (RM) 0.00 ⓘ
		Total Payable (RM) 7,500.00

You have 1 bill(s) to pay

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

Choose a Payment Method

☒ Credit/Debit Cards ☐ Online Banking

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

Proceed Payment

Figure : 64

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

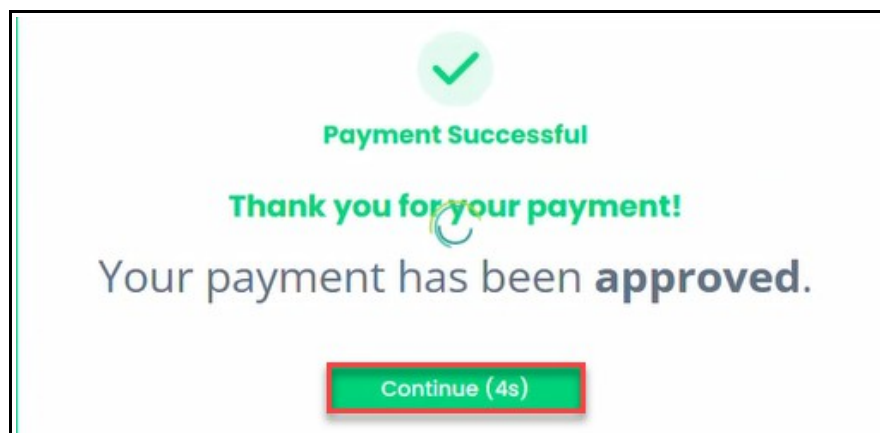


Figure : 65

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

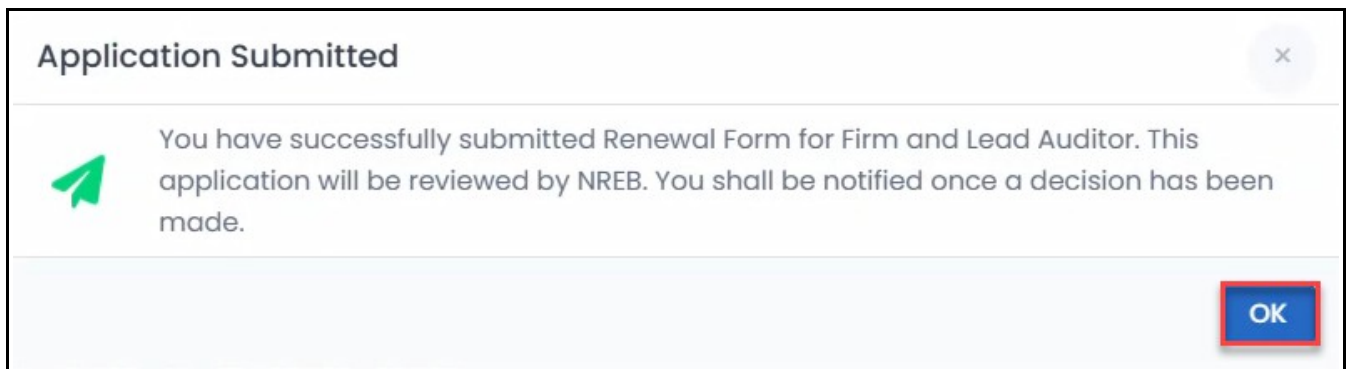


Figure : 66

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.

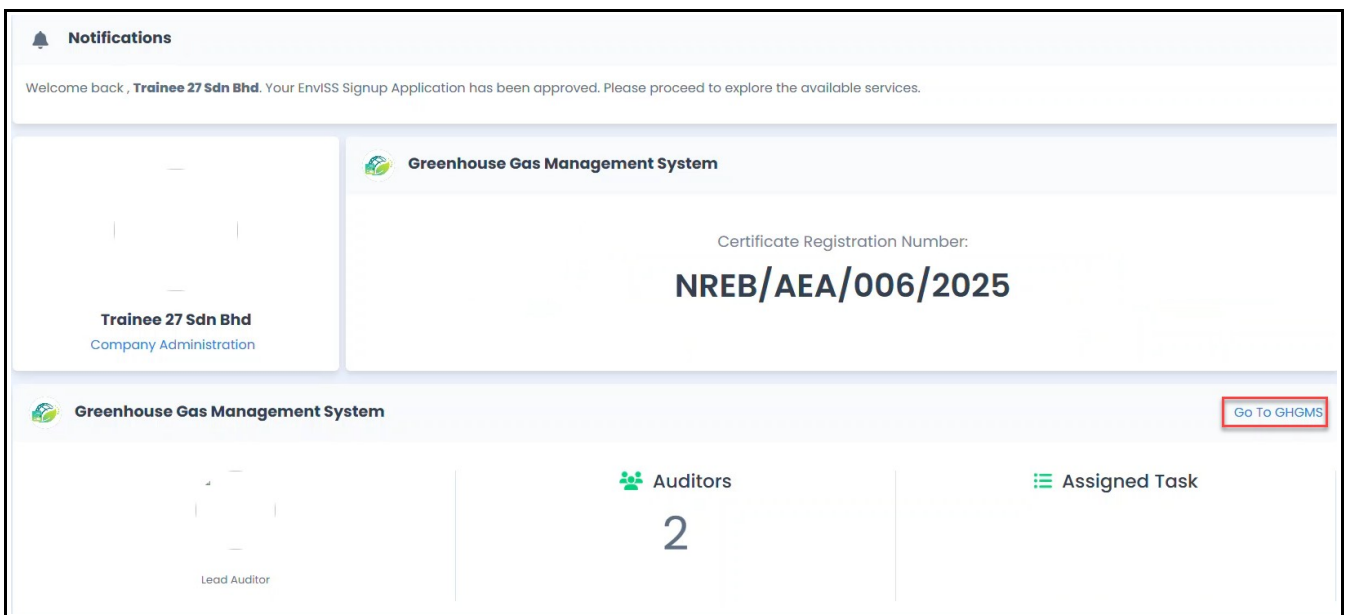


Figure : 67

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

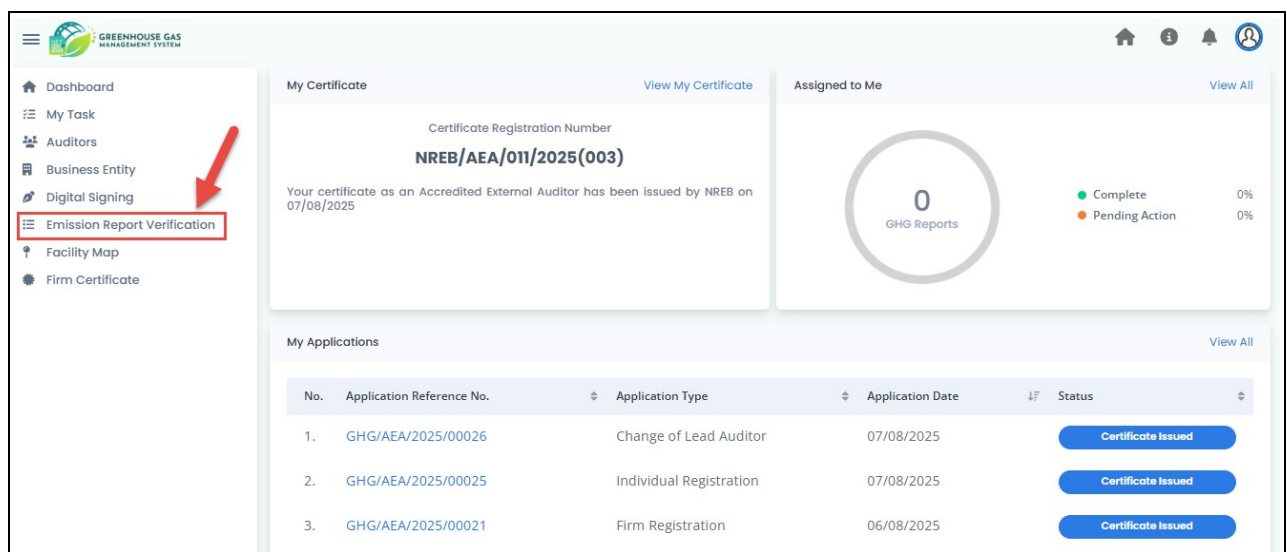


Figure : 68

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

Home / 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.

Home / 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	-	Choose Auditor	Please Select
fac2	GHG Emissions Report-fac2-2024.pdf	Choose File No file chosen	-	Choose Auditor	Please Select

Figure : 70

Item	Description
1	Click to view the report. System shall display facility listings along with: <ul style="list-style-type: none"> 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

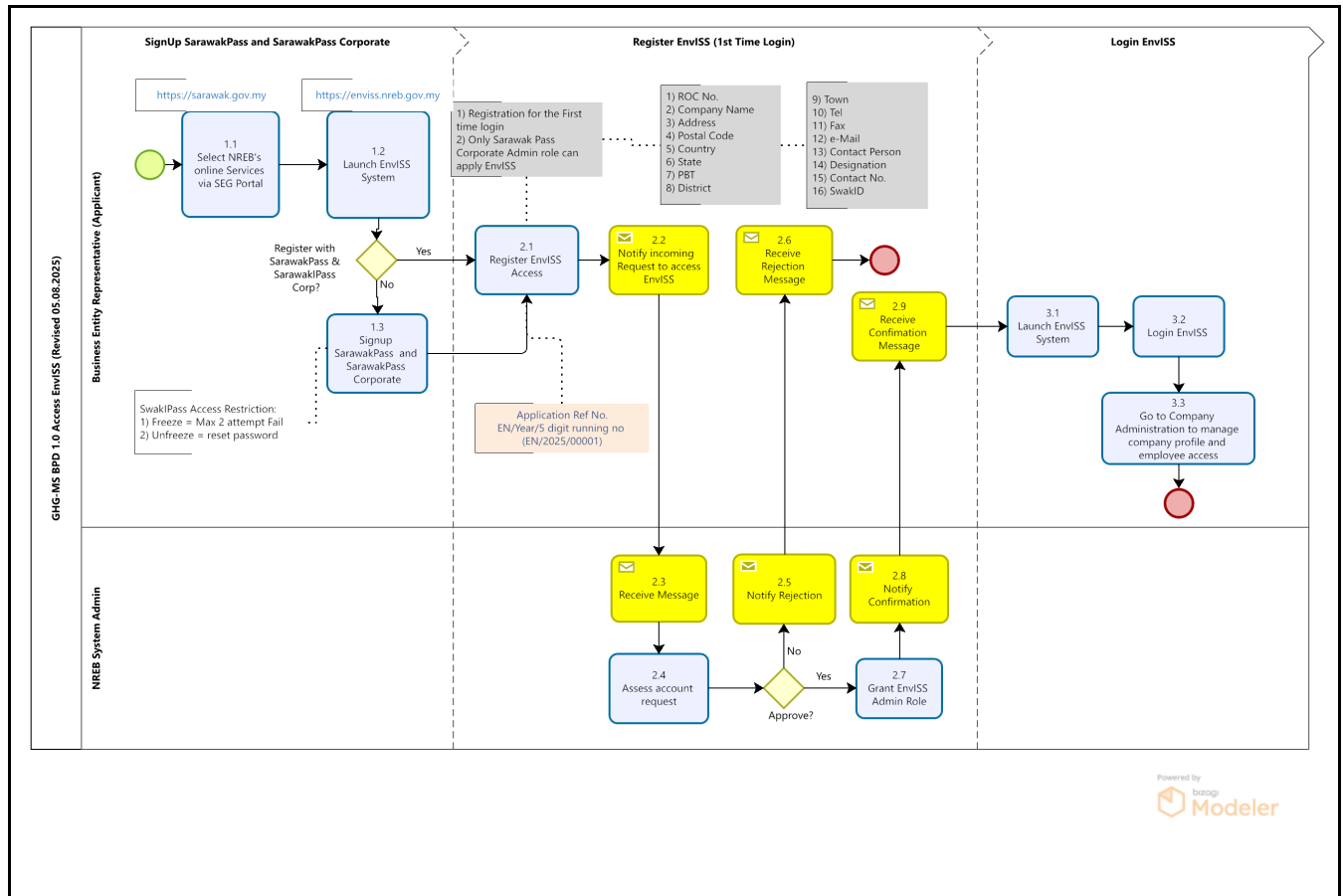


Figure : 72

2.1.2. AEA Registration

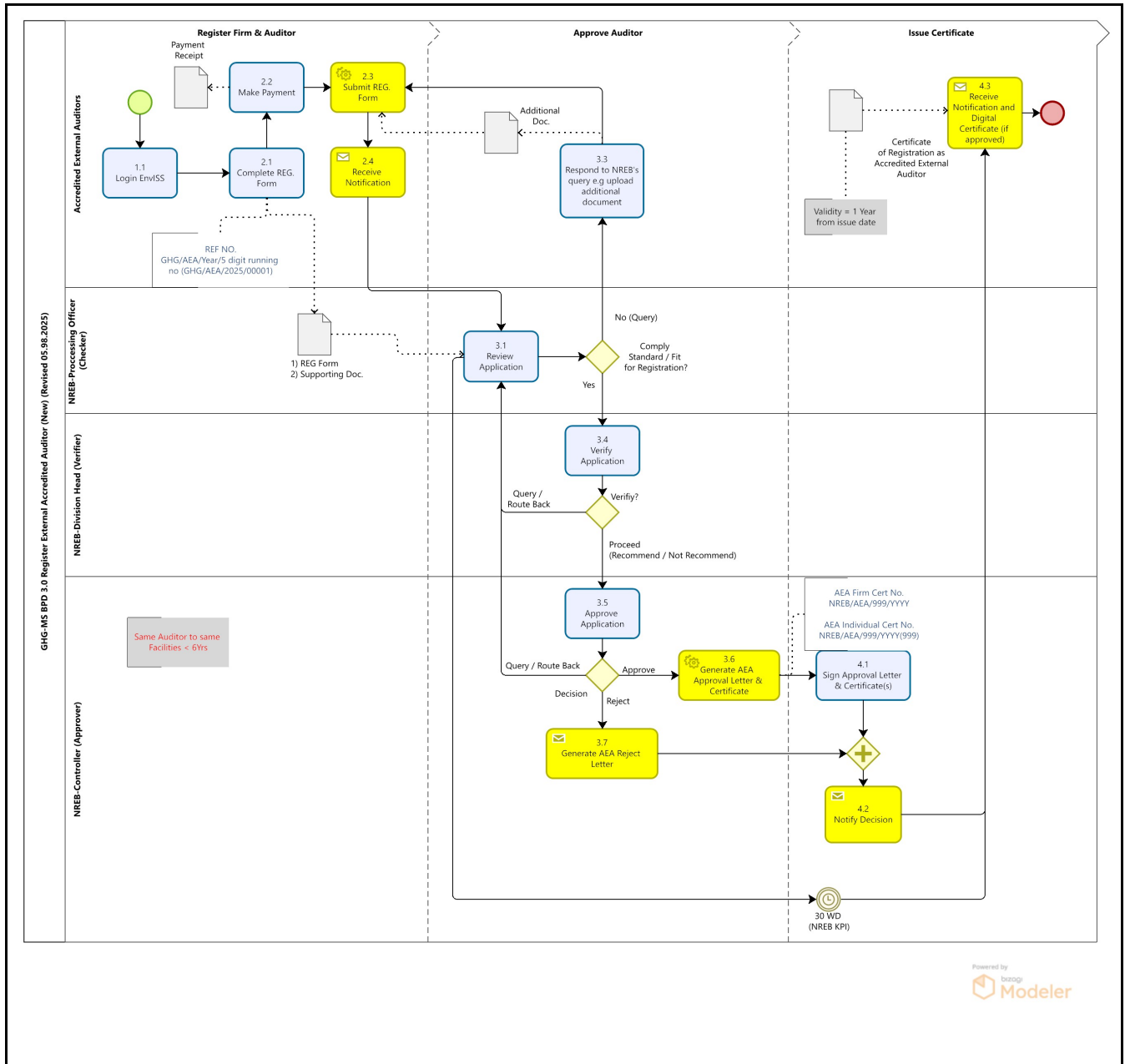


Figure : 73

2.1.3. AEA Renewal

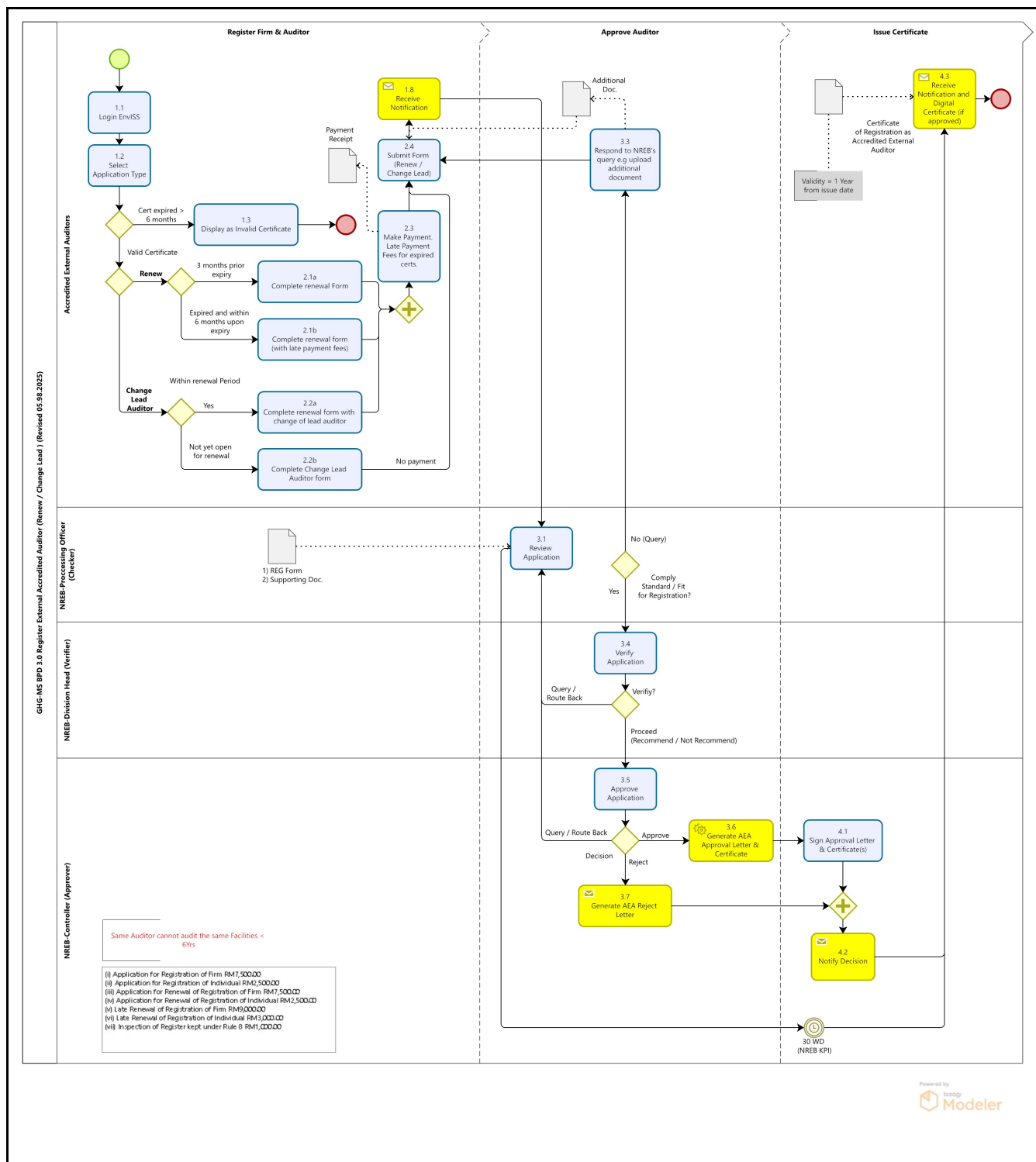


Figure : 74

2.1.4. GHG Emission Reports Submission

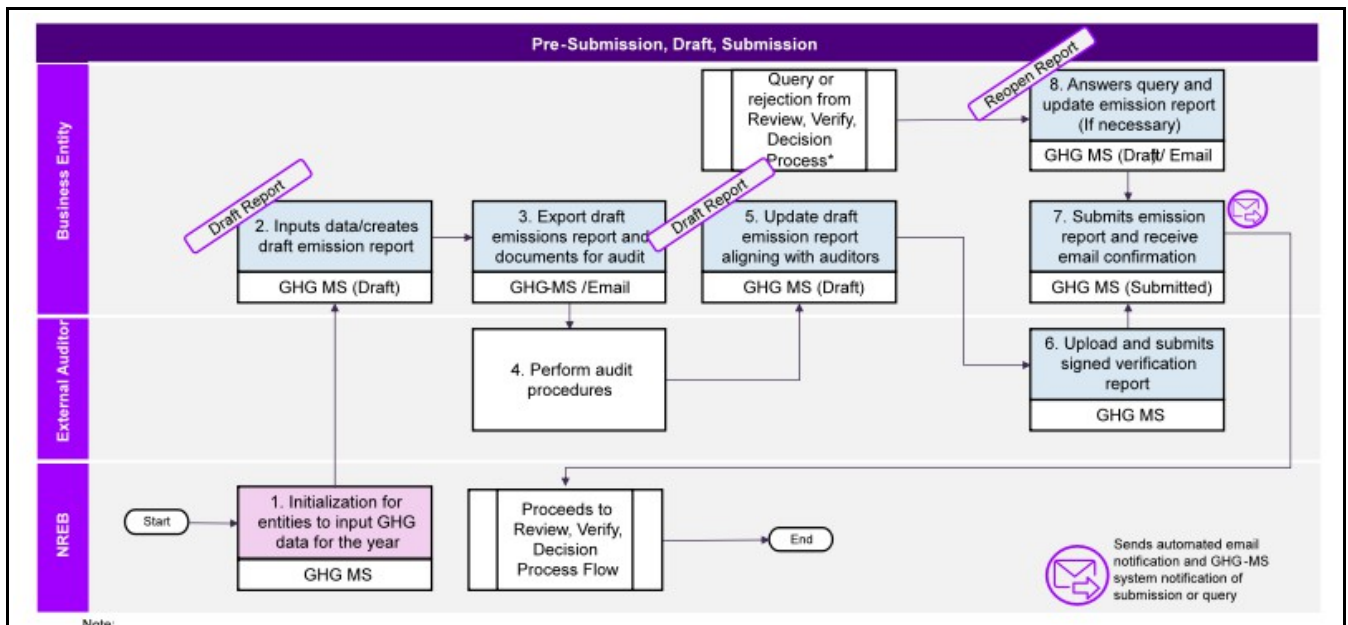


Figure : 75

2.1.5. GHG Emission Reports Submission

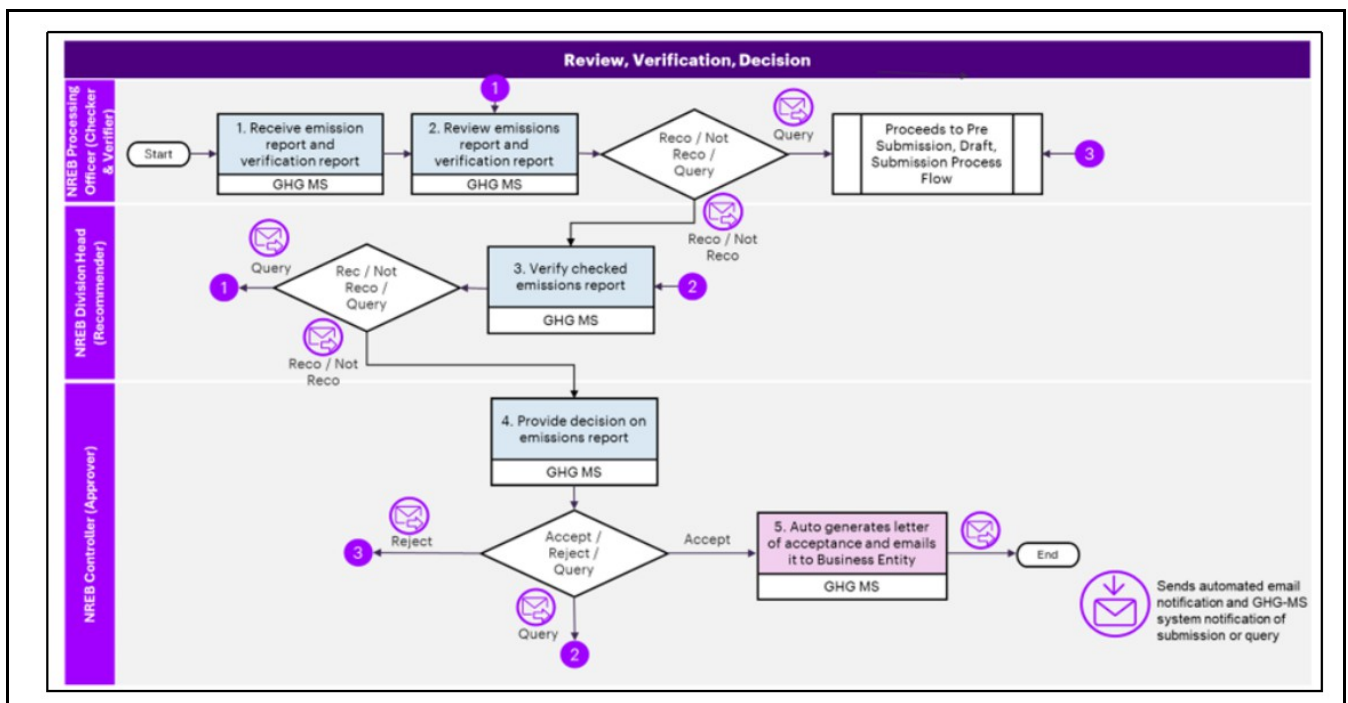


Figure : 76

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/>***



Sarawak
Pass

SarawakPass With Web

User Guide v1.0

User Guide Overview

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

SarawakPass Account Registration

SarawakPass - Registration



SarawakPass (Powered by SarawakID)

EN

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

Login

Register



SarawakPass - Registration



Register For SarawakPass

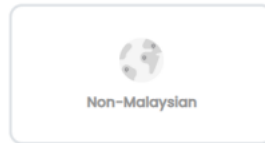
Note:

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



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

I am a *



Full Name * ⓘ

(Your full name as in MyKad)

MyKad Number * ⓘ

(MyKad number without dashes "--")

Mobile Number * ⓘ

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

Email * ⓘ

(Valid email address for future correspondences including OTP.)

Secure Word * ⓘ

Password * ⓘ

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

Retype Password * ⓘ

Security Check *

☐ I'm not a robot



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

Cancel

Submit

SarawakPass - Registration



SarawakPass Registration (Malaysian)

Phase 1: Complete the Registration Form

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

SarawakPass - Registration



3. Set Up Security:

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

4. Final Checks and Submission:

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

SarawakPass - Registration



Verification Step



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

Mobile Number *

MYS +60

Verify

Email *

Verify

Cancel

Submit

Verification Step



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

Mobile Number *

MYS +60



Email *

Verify

Submit



Success

Mobile verified successfully!

OK

SarawakPass - Registration



Phase 2: Verification Step

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

SarawakPass - Registration



2. Initiate Verification:

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

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

SarawakPass Account Recovery

SarawakPass - Account Recovery



Welcome to SarawakPass

Formerly known as SarawakID

Your Secure Digital Identity, Anytime,
Anywhere

SarawakPass App

Password Login

Login in with MyKad No.

Exp: 951231131234

Next

[Recover Password](#)

[Register for SarawakPass](#)

Recover SarawakPass

I am a *



Malaysian



Non-Malaysian

I would like to *



Recover Username



Reset Password

Recover using *



OTP Via SMS



OTP Via Email

MyKad Number * ⓘ

eg: 000123131234

Mobile Number * ⓘ

MYS +60

Mobile Number

Security Check *



I'm not a robot



Privacy Terms

Cancel

Submit

SarawakPass - Account Recovery



SarawakPass Account Recovery

Phase 1: Initiating SarawakPass Recovery

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

SarawakPass - Account Recovery




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

SarawakPass - Account Recovery




Verify Email Address

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



OTP*
Resend OTP in 00:31

**Success**
Email verified successfully!

Submit

OK

[Home](#) / [Recover Account](#)

 **Success**

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

[Proceed to Homepage](#)

SarawakPass - Account Recovery



Phase 2: Verification and Final Action

Option A: Recovering Your Username

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

SarawakPass - Account Recovery



Verify Email Address

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



OTP* 407408

Resend OTP in 00:31



Success

Email verified successfully!

OK

Submit

Reset Password



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

New Password *

.....

Retype Password *

.....



Success

Password reset successful!

OK

Submit

SarawakPass - Account Recovery



Option B: Resetting Your Password

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

SarawakPass - Account Recovery



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

SarawakPass Sign In

SarawakPass - Sign in



Welcome to SarawakPass

Formerly known as SarawakID

Your Secure Digital Identity, Anytime,
Anywhere

SarawakPass App

Password Login

Scan with SarawakPass app
to log in



QR code expires in 58 seconds.

[Register for SarawakPass](#)

SarawakPass App

Password Login

Login in with SarawakPass / MyKad No.

SarawakPass / MyKad No.

Next

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

[Recover SarawakPass](#)

[Register for SarawakPass](#)

SarawakPass - Sign In



SarawakPass Login Guide (Password Login Method)

Phase 1: Identifying Your Account

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

SarawakPass - Sign In



SarawakPass App

Password Login

Login in with SarawakPass / MyKad No.

Next

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

[Recover SarawakPass](#)

Register for SarawakPass

SarawakPass App

Password Login

Welcome,

Is this your Secure Word?

No

Yes

[Recover SarawakPass](#)

Register for SarawakPass

SarawakPass App

Password Login

Welcome

Back

Login

[Recover SarawakPass](#)

Register for SarawakPass

SarawakPass - Sign In



Phase 2: Secure Word Verification

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

SarawakPass

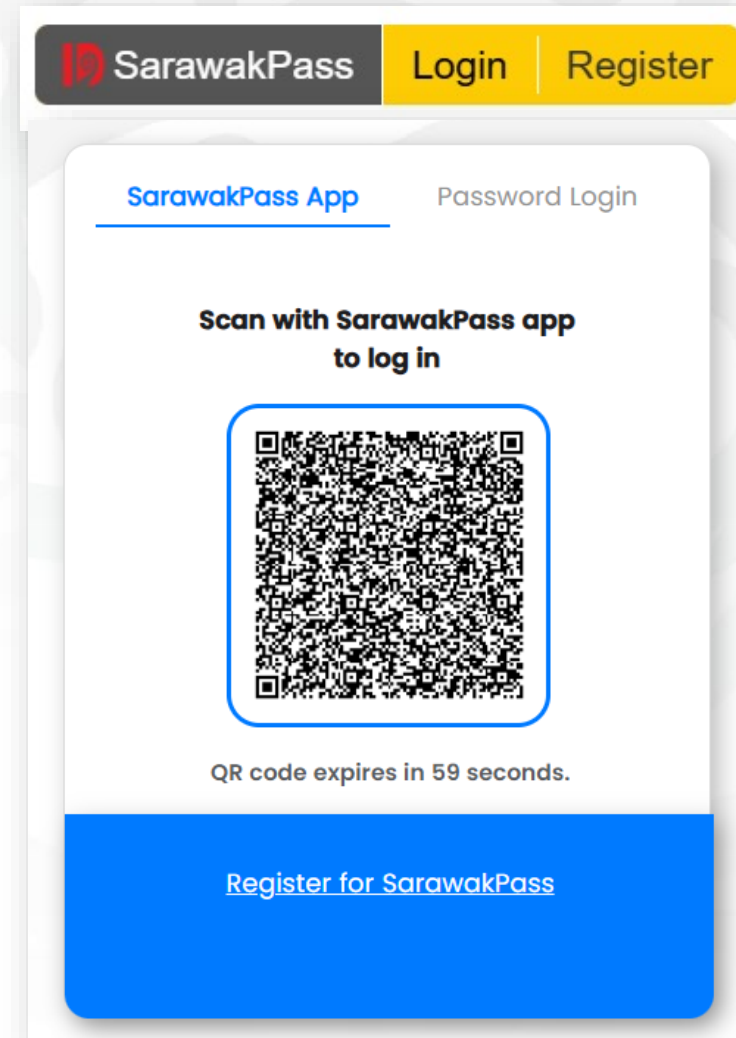
Sign-in with QR Code and Biometric Verification

Sign-in SarawakPass with QR Code



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

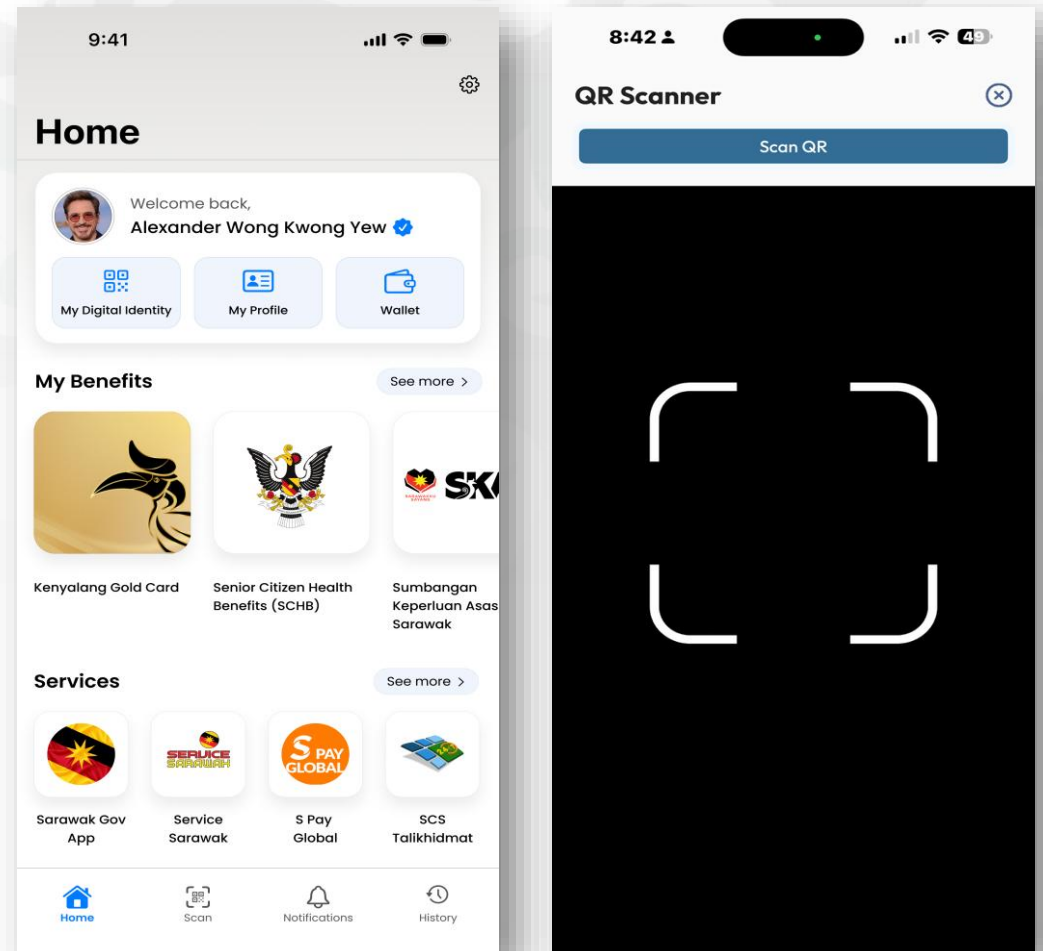
Note: This QR code usually has a short expiration time (e.g., 60 seconds) for security.



Sign-in SarawakPass with QR Code



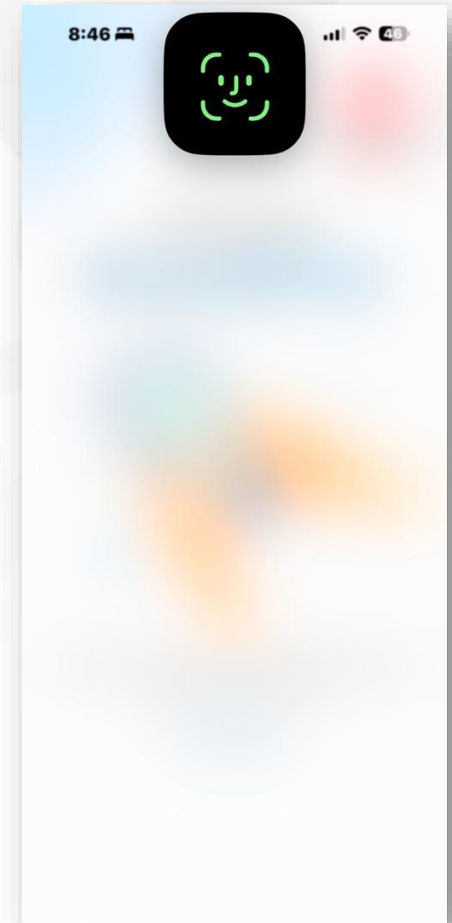
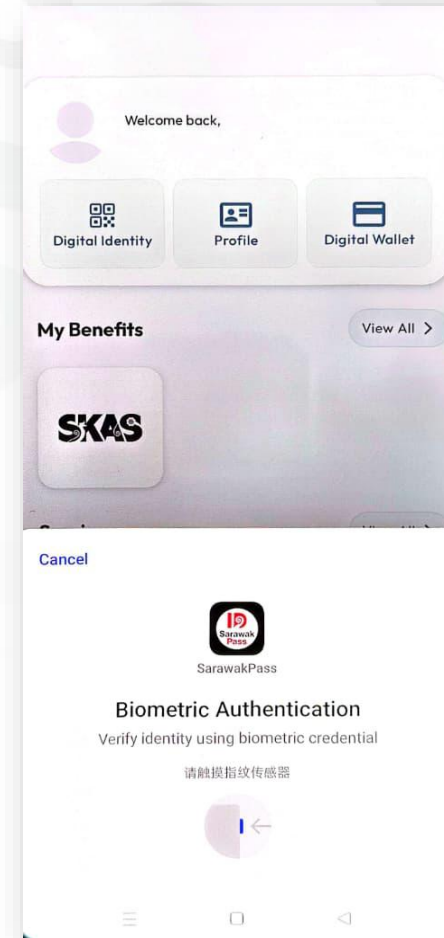
3. On your mobile device, open the SarawakPass app. You should already be logged into the app itself.
4. From the Home screen or the main navigation bar in the app, look for the Scanner Icon (next to the Home icon). Tap to open the QR Scanner.
5. Point your mobile device's camera at the QR code displayed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



Sign-in SarawakPass with QR Code



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

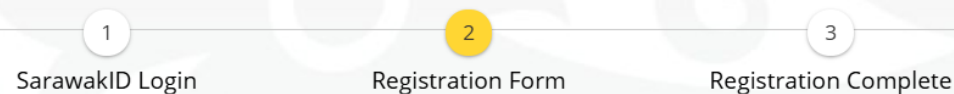


SarawakPass Corp Account Registration

SarawakPass - Corp Account Registration



SarawakPass Corp Registration



Corporate Profile

This corporate is type of * ⓘ

☒ Business ☐ Non-Business

Corporate Name *

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

example: Sdn. Bhd.

Registration Number * ⓘ

example: FASD-243424

SarawakPass - Registration



Corp Account Registration (Malaysian)

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

SarawakPass - Corp Account Registration

Contact Person Information

I'm the *

☒ Representative ☐ Owner

Representative Information

Name *	Contact *
<input type="text"/>	<input type="text"/>
Email *	Position
<input type="text"/>	<input type="text"/>

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

SarawakPass - Corp Account Registration



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

Owner Information

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

Verify MyKad

Owner Information

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

VERIFIED

SarawakPass - Corp Account Registration



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

Corporate Information

Office Telephone Number *

Corporate Registration Address *

Postcode *

City *

State

Division

District


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

SarawakPass - Corp Account Registration

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


Supporting Documents for Verification

Corporate Registration Certificate *


Drop Your File Here

Description

Letter Of Consent * [\[Sample\]](#)


Drop Your File Here

Description

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

SarawakPass - Corp Account Registration



Email Verification

Corporate Email Address *

example@company.com

EMAIL VERIFICATION

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

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

SarawakPass - Corp Account Registration



Email Verification

Corporate Email Address *

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

Enter OTP *

Security Code: YJAFAY 329209

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

SUBMIT

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

SarawakPass - Corp Account Registration



Email Verification

Corporate Email Address * 

EMAIL VERIFICATION

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

SUBMIT

9. Click on SUBMIT button to proceed.

SarawakPass - Corp Account Registration



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

Terms & Conditions

Terms and Conditions

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

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

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

CANCEL REGISTRATION

I AGREE

SarawakPass - Corp Account Registration



SarawakPass Corp Registration

1

2

3

SarawakID LoginRegistration FormRegistration Complete

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

DONE

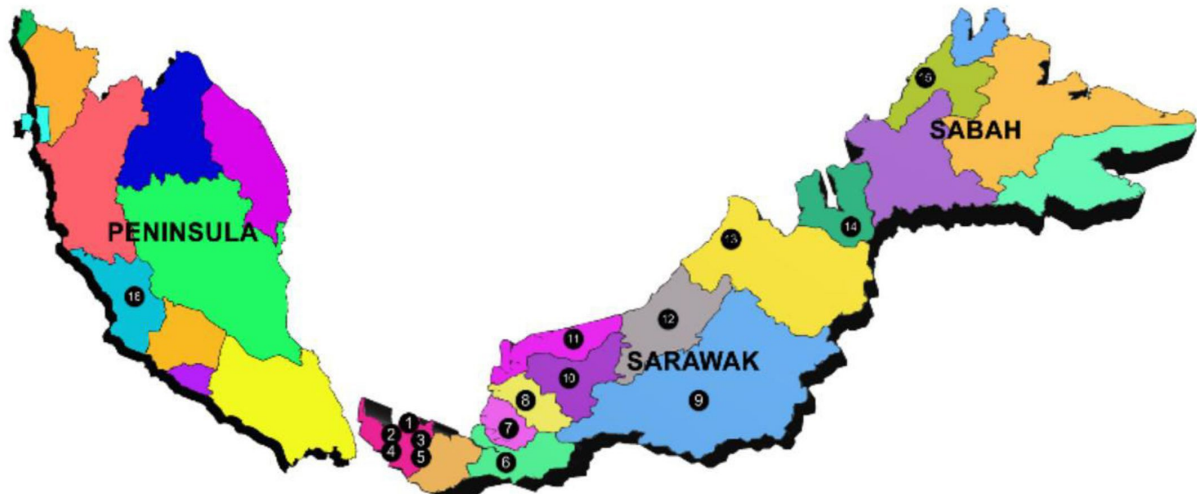
11. The registration form has been filled out and submitted for verification. An email notification will be sent to your registered email address once your SarawakID Corporate registration has been verified and approved.

1 SAINS Head Office

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

2 SAINS Contact Centre

Tel : 1300-88-7246
Fax: (60) 82-442522
Email : contactcentre@sains.com.my
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, KTL D, Jln Semariang, 93050 Kuching
Sarawak, Malaysia.

5 SAINS CityOne Office (CT1)

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

6 SAINS Sri Aman

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

7 SAINS Betong

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

8 SAINS Sarikei

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

9 SAINS Kapit

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

10 SAINS Sibu

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

SAINS Mukah

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

12 SAINS Bintulu

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

13 SAINS Miri

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

14 SAINS Limbang

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

15 SAINS Kota Kinabalu

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

16 Silicon Communication Sdn.Bhd. (SELANGOR)

Tel: (60) 3-8945 8648
Fax: (60) 3-8943 1648
9-2, 2nd Floor, Jalan Prima Tropika Barat 2,
Taman Prima Tropika, 43300 Seri Kembangan,
Selangor Darul Ehsan



Digital Partner for Life

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.