



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.

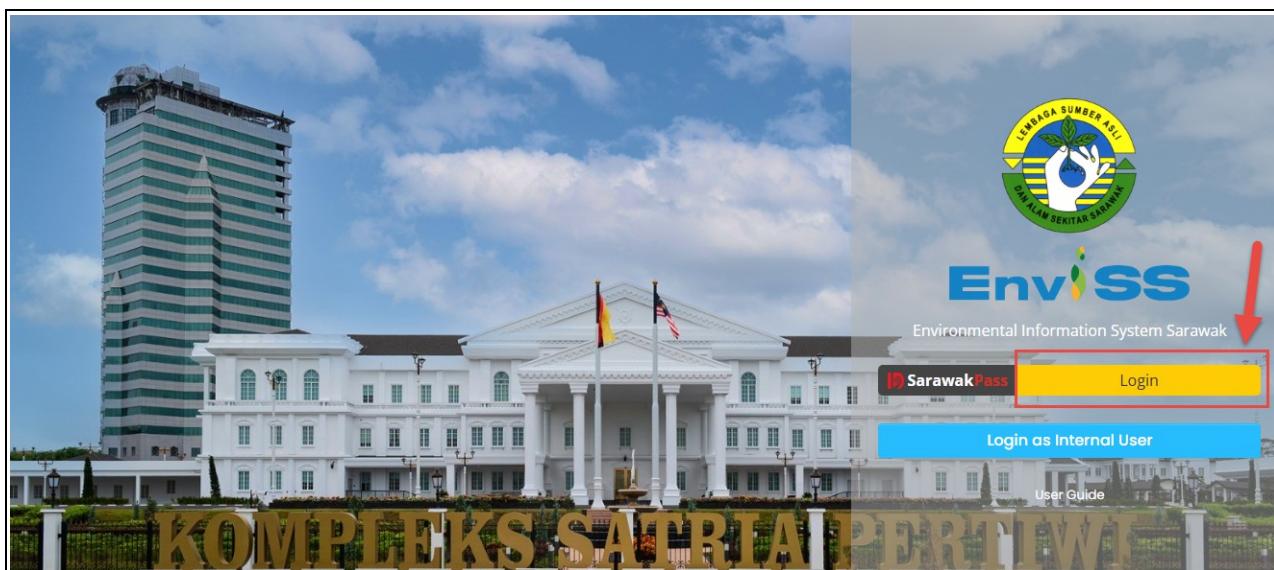


Figure : 1

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

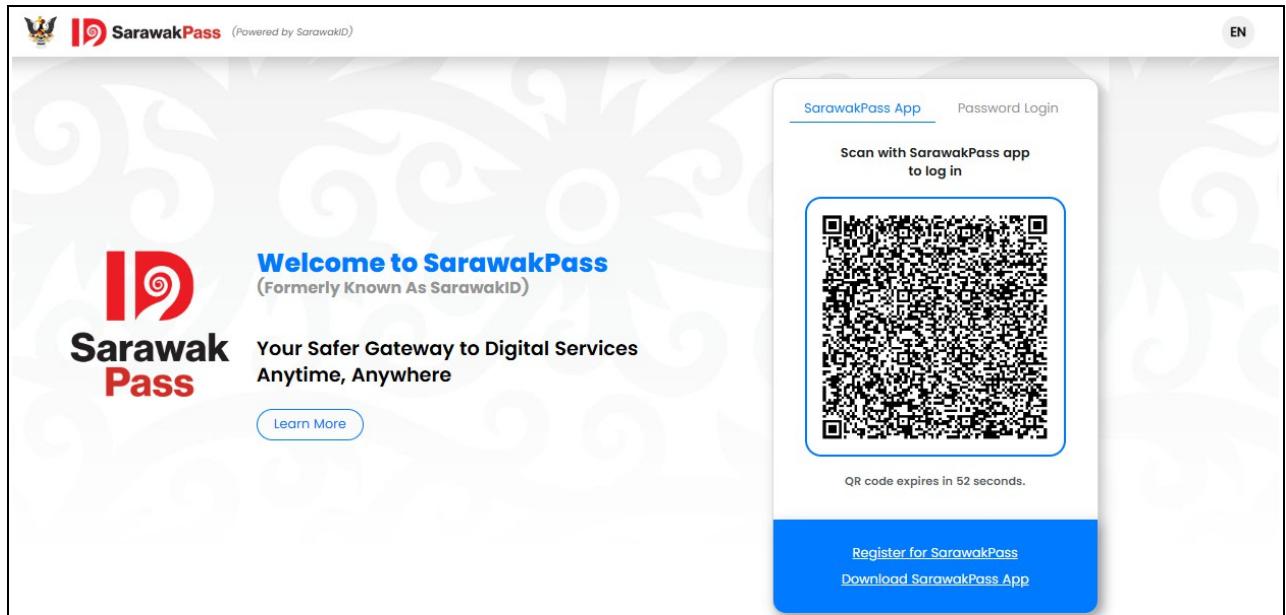


Figure : 2

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

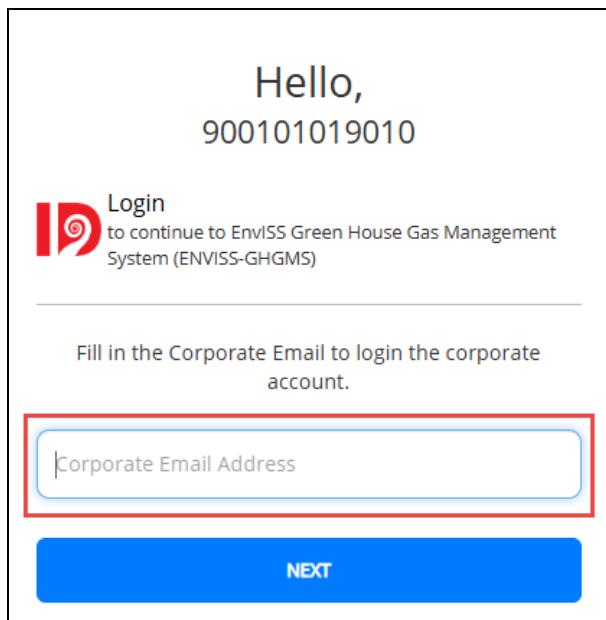


Figure : 3

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

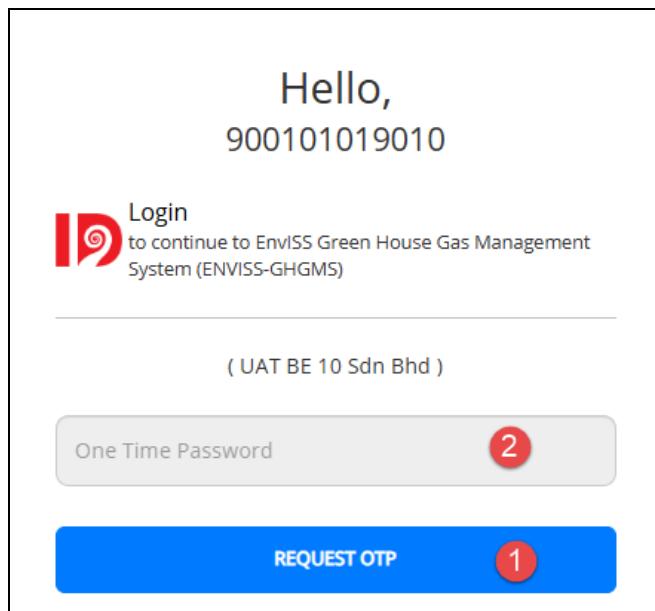


Figure : 4

6. The following screen will appear upon successful login.



The figure consists of three vertically stacked screenshots of the EnvISS Signup interface. The top screenshot shows the 'Company Details' section with fields for ROC No., Name, and Type. The middle screenshot shows the 'Main Address' section with fields for address, postcode, country, state, division, district, and local council. The bottom screenshot shows the 'Application Reason' section with fields for email address and a large text area for application reason, along with 'Save as Draft' and 'Next' buttons.

EnvISS Signup

1 2

Company Details Company Administrator

Company Details

ROC No. TR-2024-24

Name Trainee 24 Sdn. Bhd.

Type

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

Main Address

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.

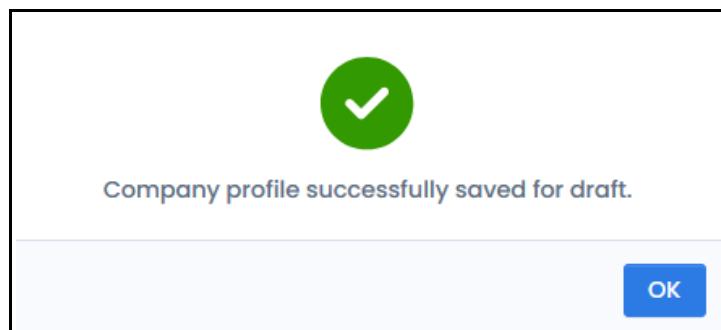
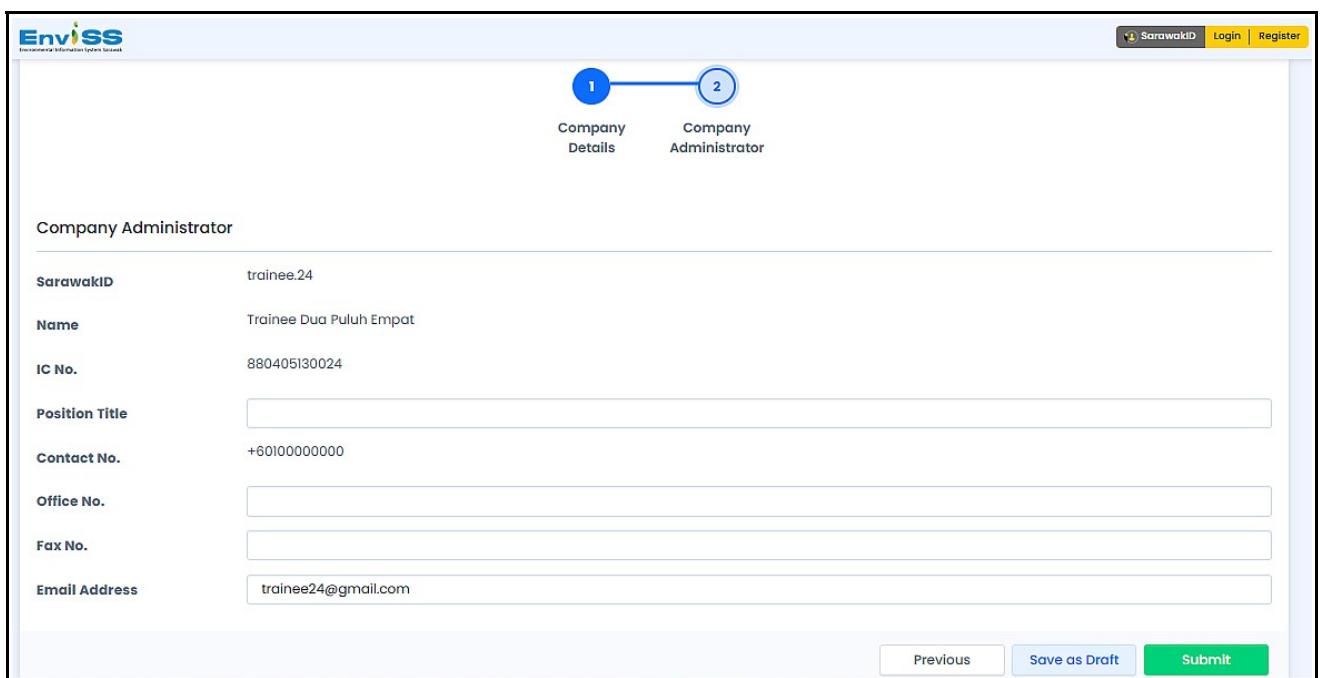


Figure : 6

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



The screenshot shows the 'Company Administrator' form. At the top, there is a navigation bar with the EnVISS logo, a SarawakID login link, and a 'Register' button. Below the navigation, a flowchart shows 'Company Details' (step 1) connected to 'Company Administrator' (step 2). The 'Company Administrator' section contains the following fields:

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

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

Figure : 7

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

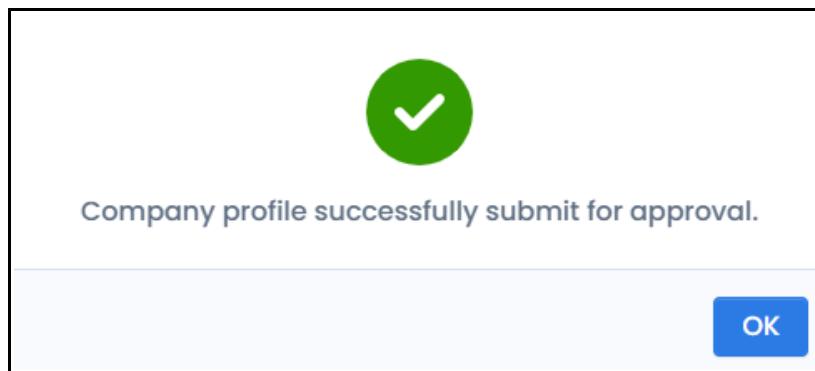


Figure : 8

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

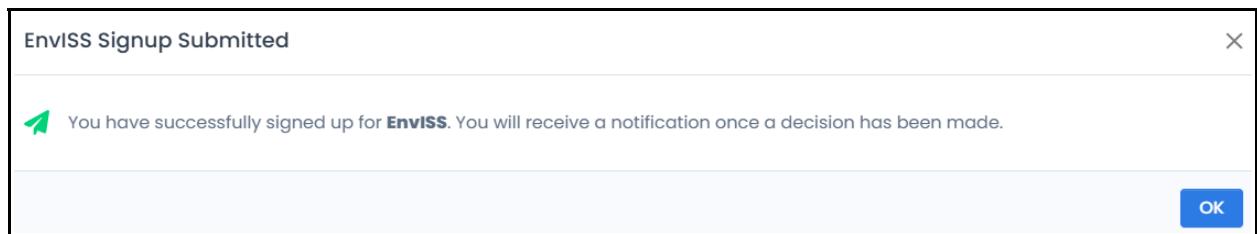


Figure : 9

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

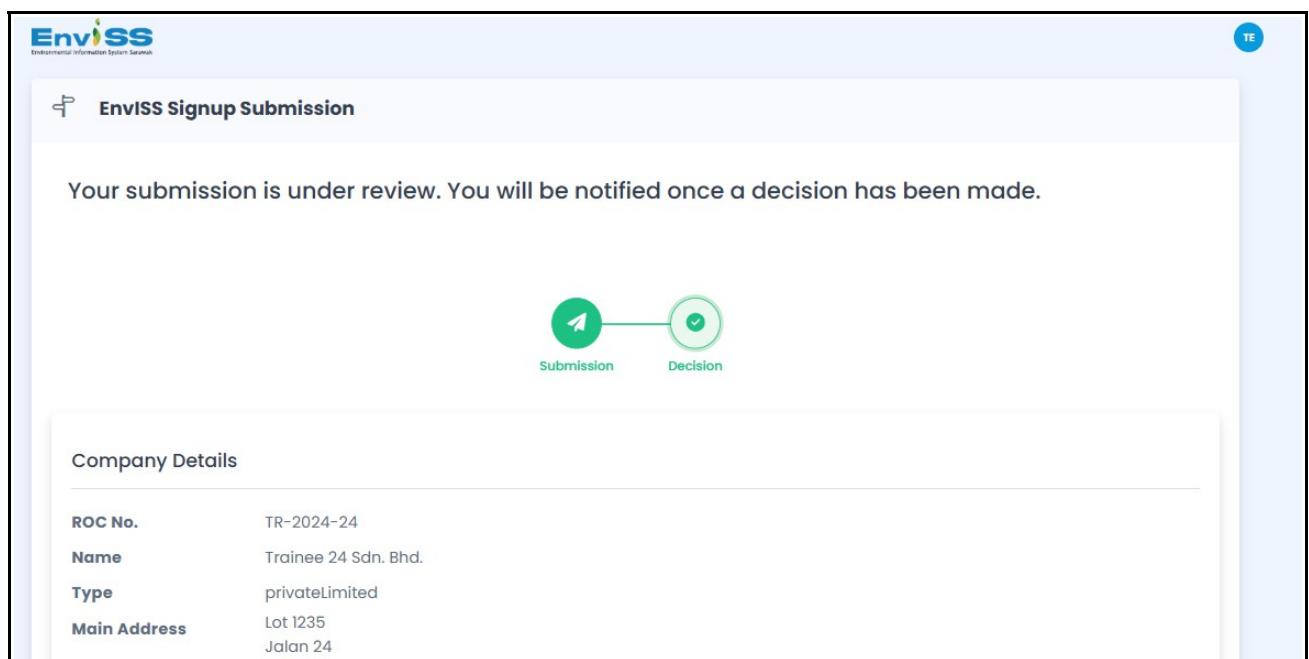


Figure : 10

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

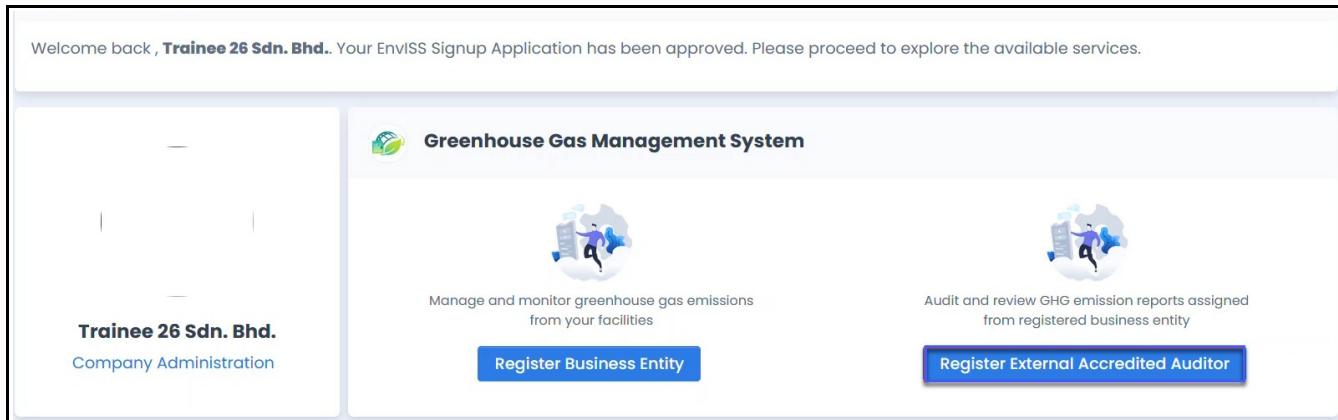


Figure : 11

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.

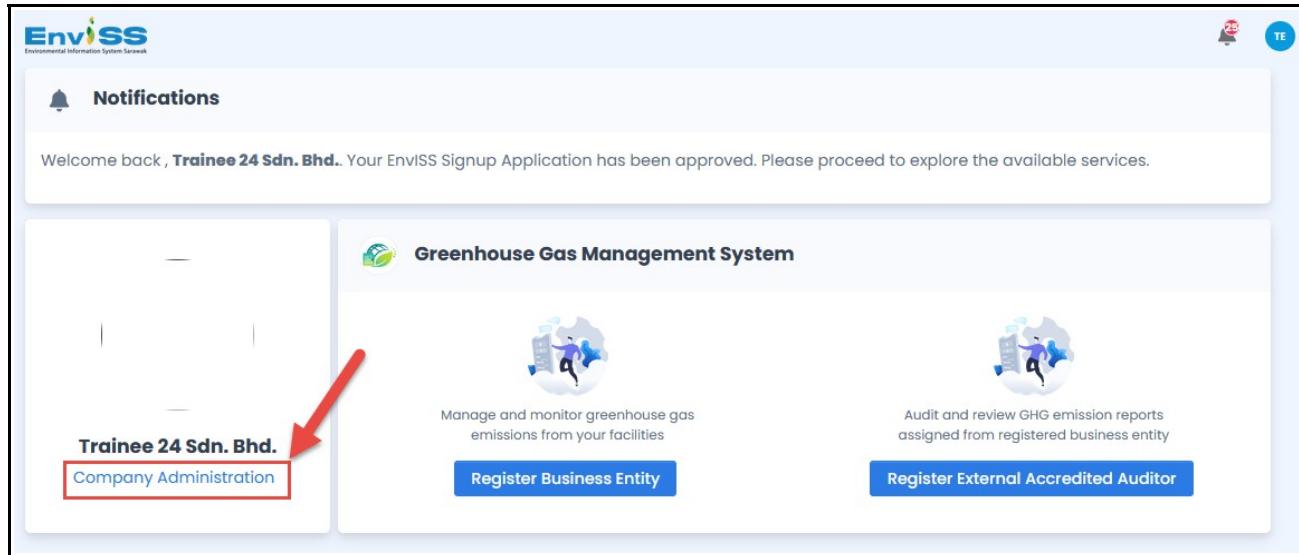
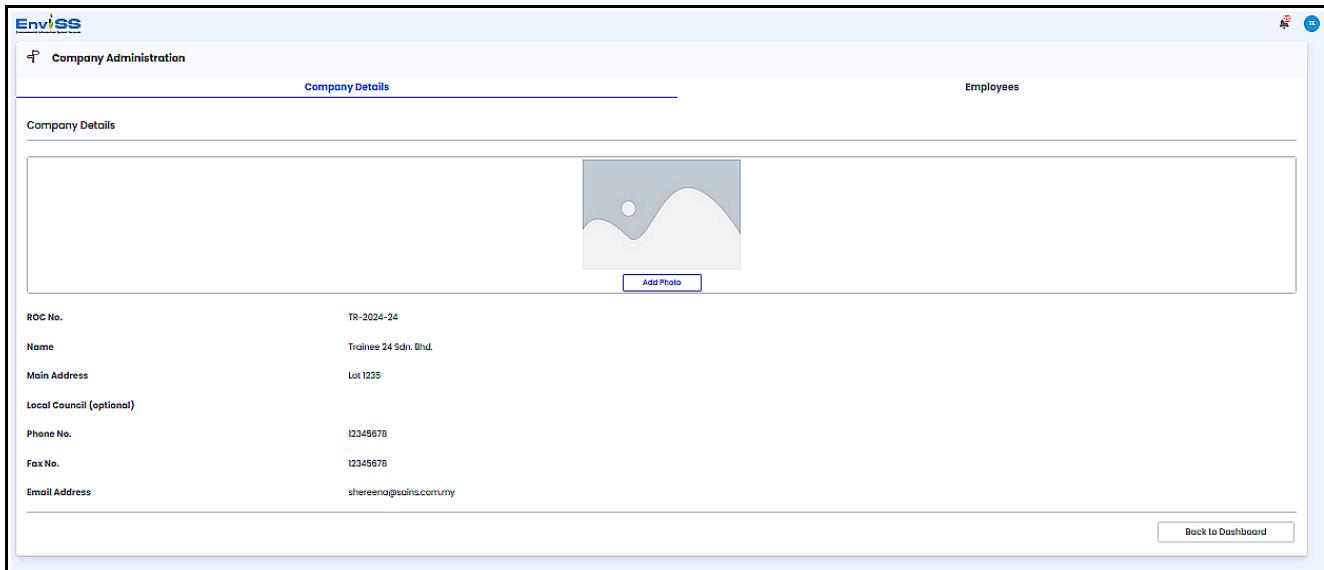


Figure : 12

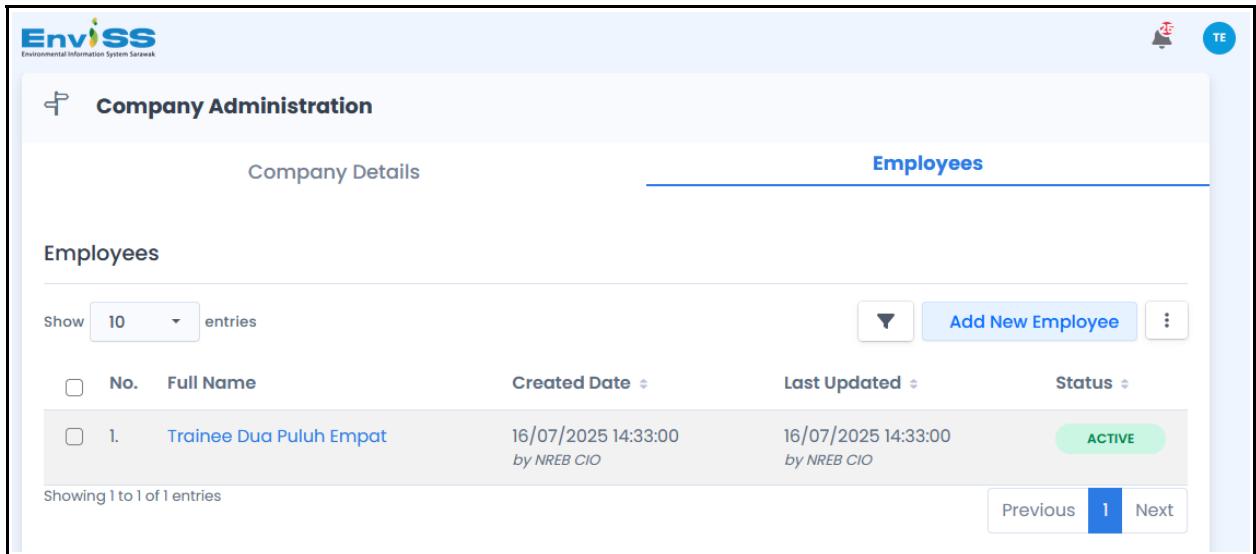
3. Navigate to **Company Administration > Company Details** tab.
4. The following page will appear. Add in company photo.



The screenshot shows the 'Company Details' tab in the EnvISS application. At the top, there is a 'Company Details' tab and an 'Employees' tab. Below the tabs, there is a 'Company Details' section with a placeholder for a company photo. A small 'Add Photo' button is located at the bottom of this section. Below the photo placeholder, there are several data entry fields: 'ROC No.' (TR-2024-24), 'Name' (Trainee 24 Sdn. Bhd.), 'Main Address' (Lot 1235), 'Local Council (optional)', 'Phone No.' (12345678), 'Fax No.' (12345678), and 'Email Address' (shereena@sains.com.my). At the bottom right of the form, there is a 'Back to Dashboard' button.

Figure : 13

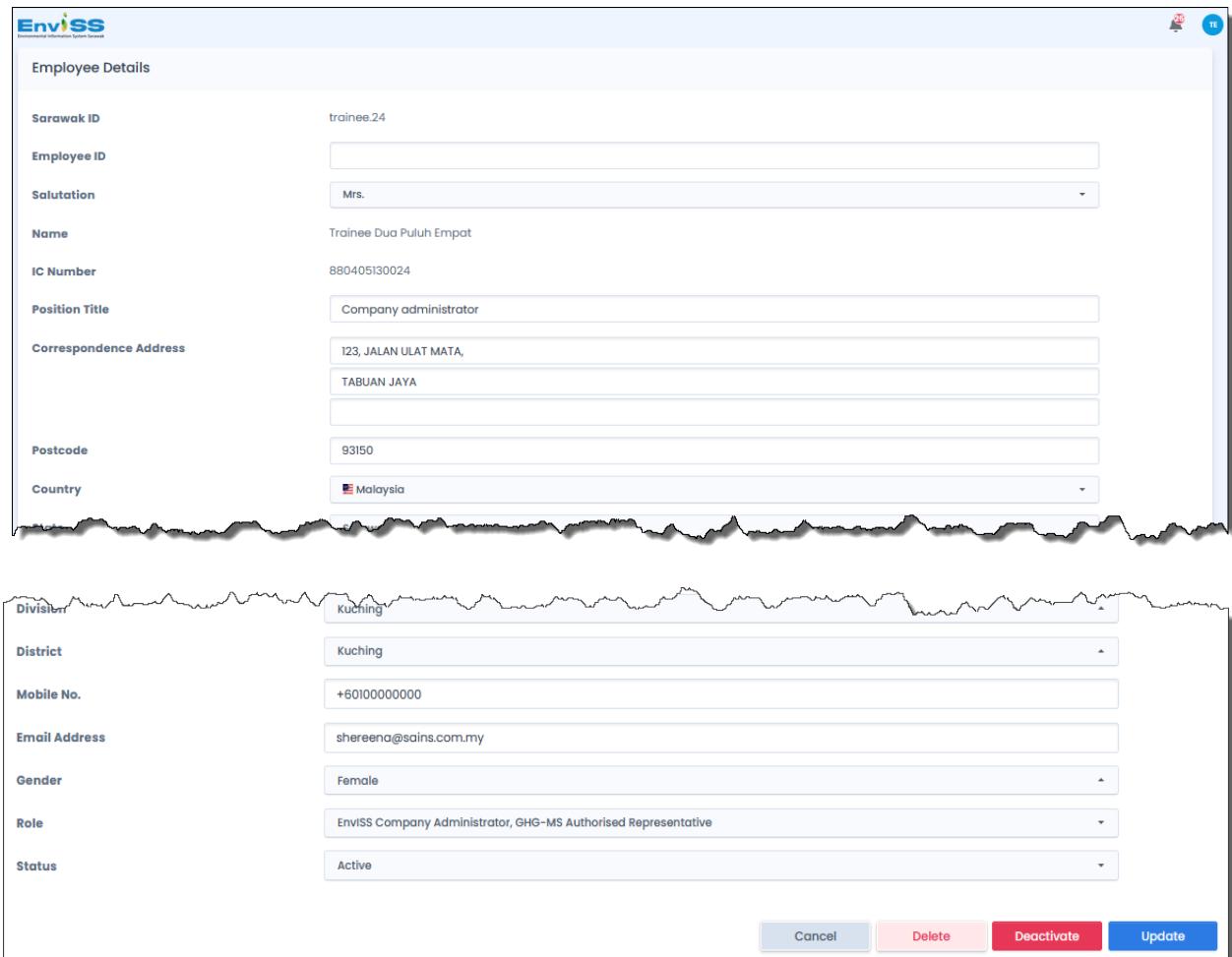
5. Navigate to **Company Administration > Employees tab**.
6. The following page will appear. System shall display the employee listing that has been registered.



The screenshot shows the EnvISS Employee Management System. At the top, there is a header with the EnvISS logo and a bell icon. Below the header, the title 'Company Administration' is displayed, with a 'Company Details' tab and an active 'Employees' tab. The 'Employees' section has a sub-header 'Employees' and a table. The table has columns: 'No.', 'Full Name', 'Created Date', 'Last Updated', and 'Status'. A single entry is listed: '1. Trainee Dua Puluh Empat' (Full Name), '16/07/2025 14:33:00' (Created Date), 'by NREB CIO' (Last Updated), and 'ACTIVE' (Status). The table includes a dropdown for 'Show 10 entries', a search icon, an 'Add New Employee' button, and a three-dot menu. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.

Figure : 14

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



Employee Details

Sarawak ID: trainee.24

Employee ID:

Salutation: Mrs.

Name: Trainee Dua Puluh Empat

IC Number: 880405130024

Position Title: Company administrator

Correspondence Address: 123, JALAN ULAT MATA,
TABUAN JAYA

Postcode: 93150

Country: Malaysia

Division: Kuching

District: Kuching

Mobile No.: +60100000000

Email Address: shereena@sains.com.my

Gender: Female

Role: EnvISS Company Administrator, GHG-MS Authorised Representative

Status: Active

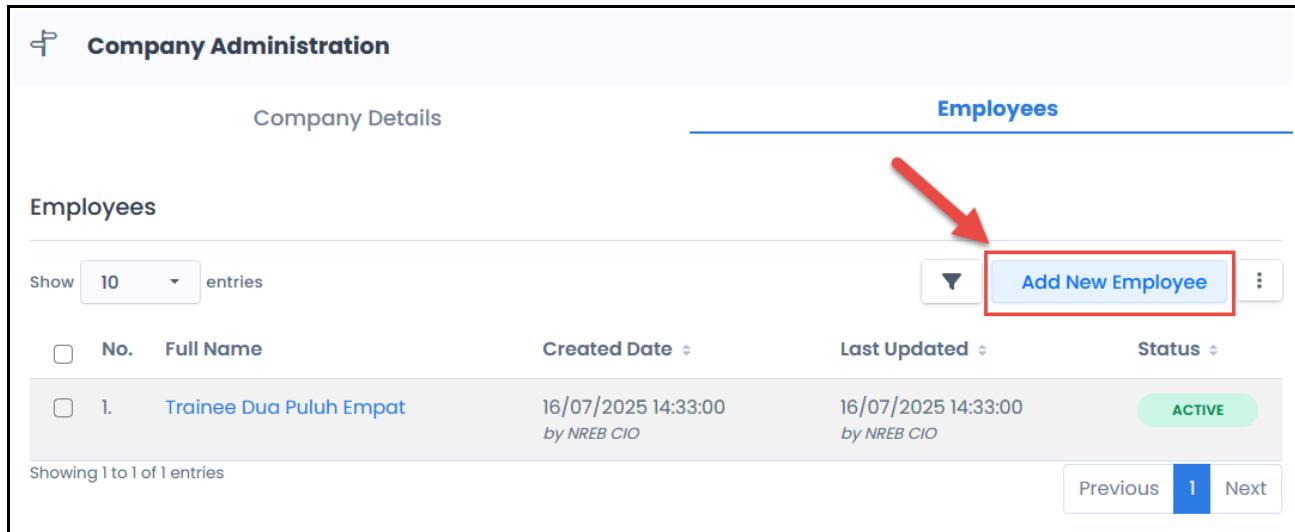
Cancel Delete Deactivate Update

Figure : 15

Notes :

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

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



Company Administration

Employees

Show 10 entries

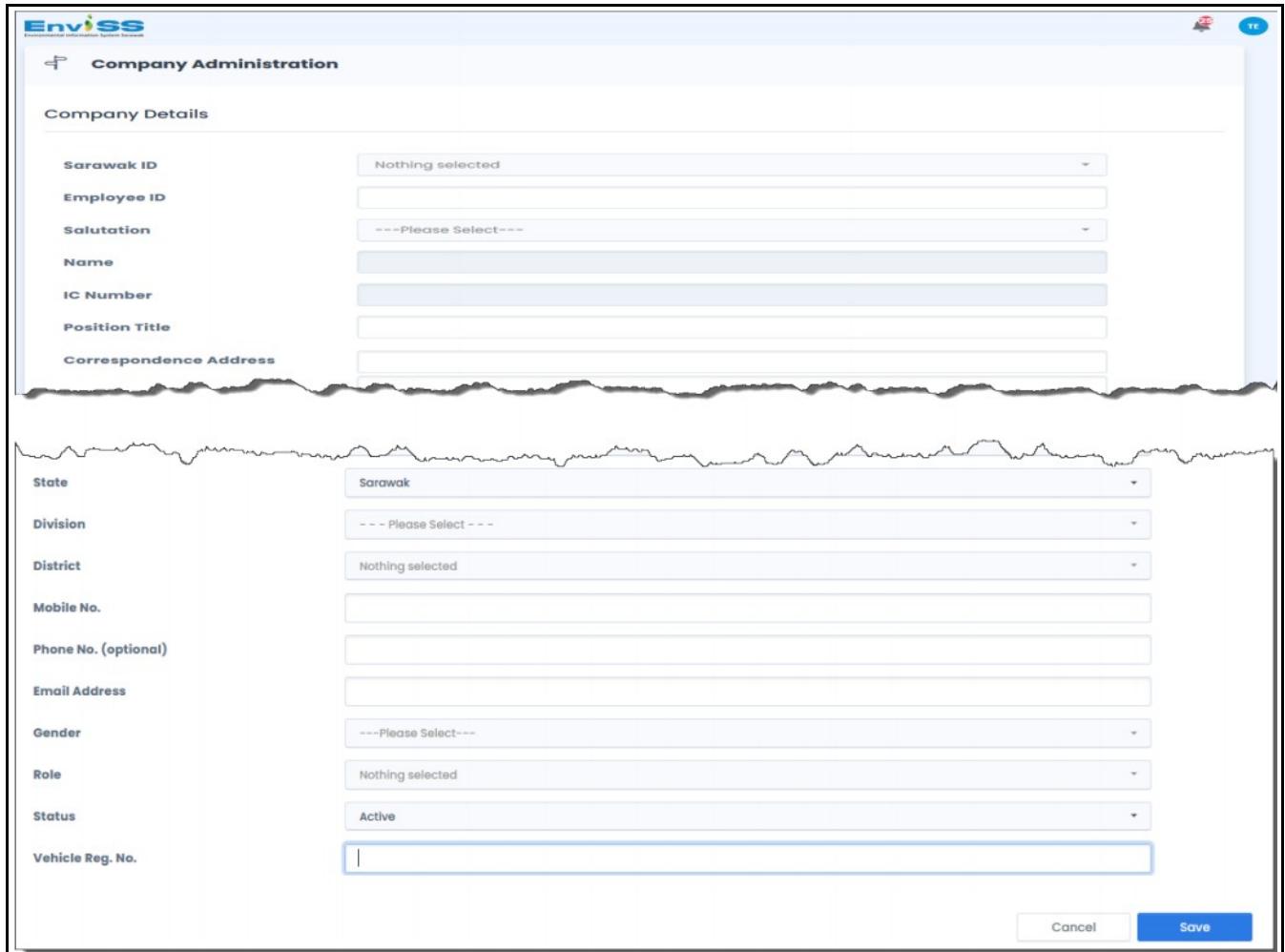
No.	Full Name	Created Date	Last Updated	Status
1.	Trainee Dua Puluh Empat	16/07/2025 14:33:00 by NREB CIO	16/07/2025 14:33:00 by NREB CIO	ACTIVE

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure : 16

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



The screenshot shows a 'Company Administration' interface for 'Company Details'. The form includes fields for Sarawak ID (dropdown, 'Nothing selected'), Employee ID (text input, empty), Salutation (dropdown, '---Please Select---'), Name (text input, empty), IC Number (text input, empty), Position Title (text input, empty), Correspondence Address (text input, empty), State (dropdown, 'Sarawak'), Division (dropdown, '--- Please Select ---'), District (dropdown, 'Nothing selected'), Mobile No. (text input, empty), Phone No. (optional) (text input, empty), Email Address (text input, empty), Gender (dropdown, '---Please Select---'), Role (dropdown, 'Nothing selected'), Status (dropdown, 'Active'), and Vehicle Reg. No. (text input, empty). At the bottom 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.

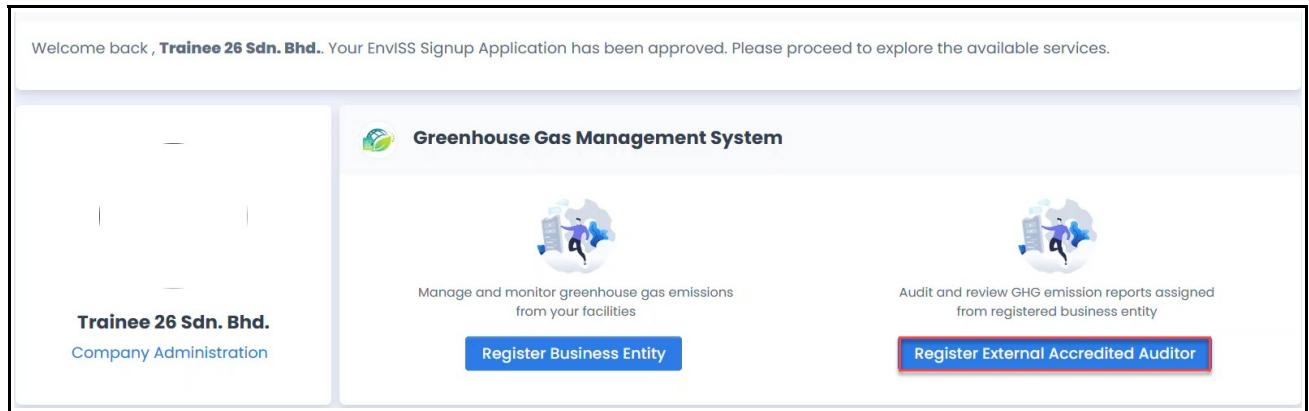


Figure : 18

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

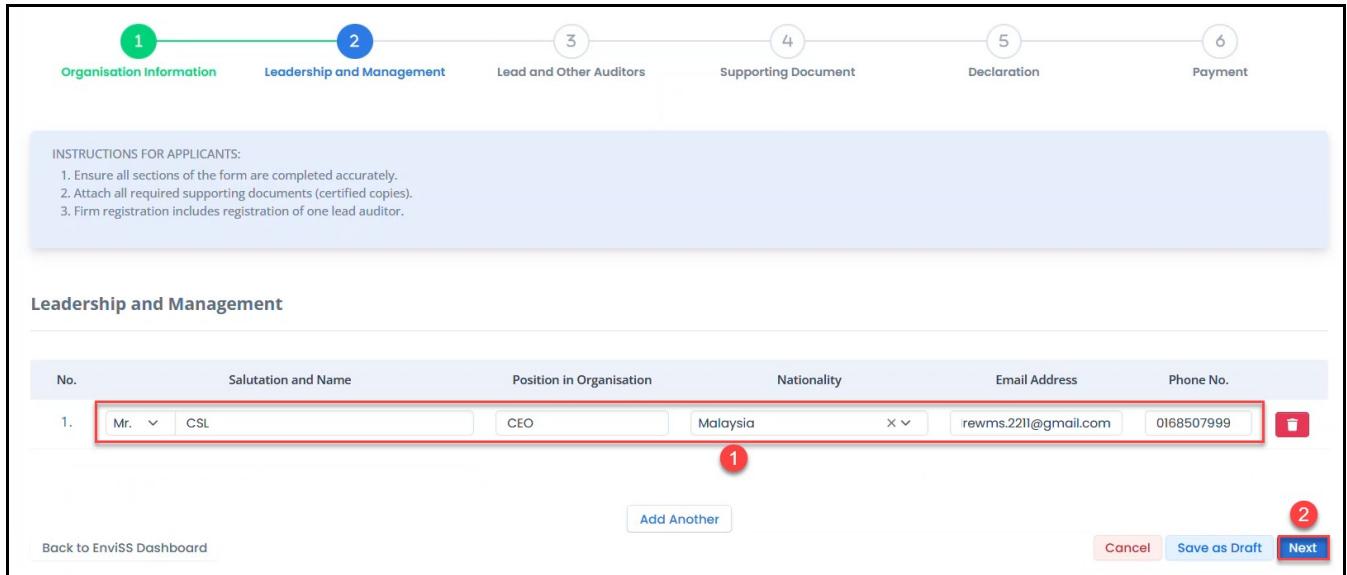
Organisation	Trainee 26 Sdn. Bhd.
Business Registration No.	TR-2025-26
Incorporation Status	<input type="radio"/> Incorporated under Malaysian Law <input type="radio"/> Non-Malaysian Corporation
Main Address	Lot 1235
Postcode	93010
State	Sarawak
Division	Kuching
District	Kuching
Applicant	Trainee Dua Puluh Enam
Email Address	trainee26@gmail.com
Mobile No.	+60100000000
Phone No.	+60100000000
Position	

Cancel
Save as Draft
Next

[Back to EnvISS Dashboard](#)

Figure : 19

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



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

Figure : 20

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

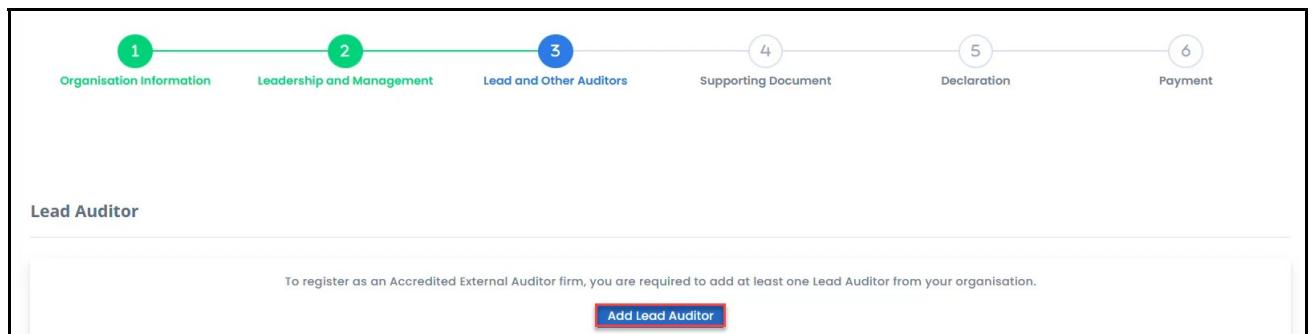


Figure : 21

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

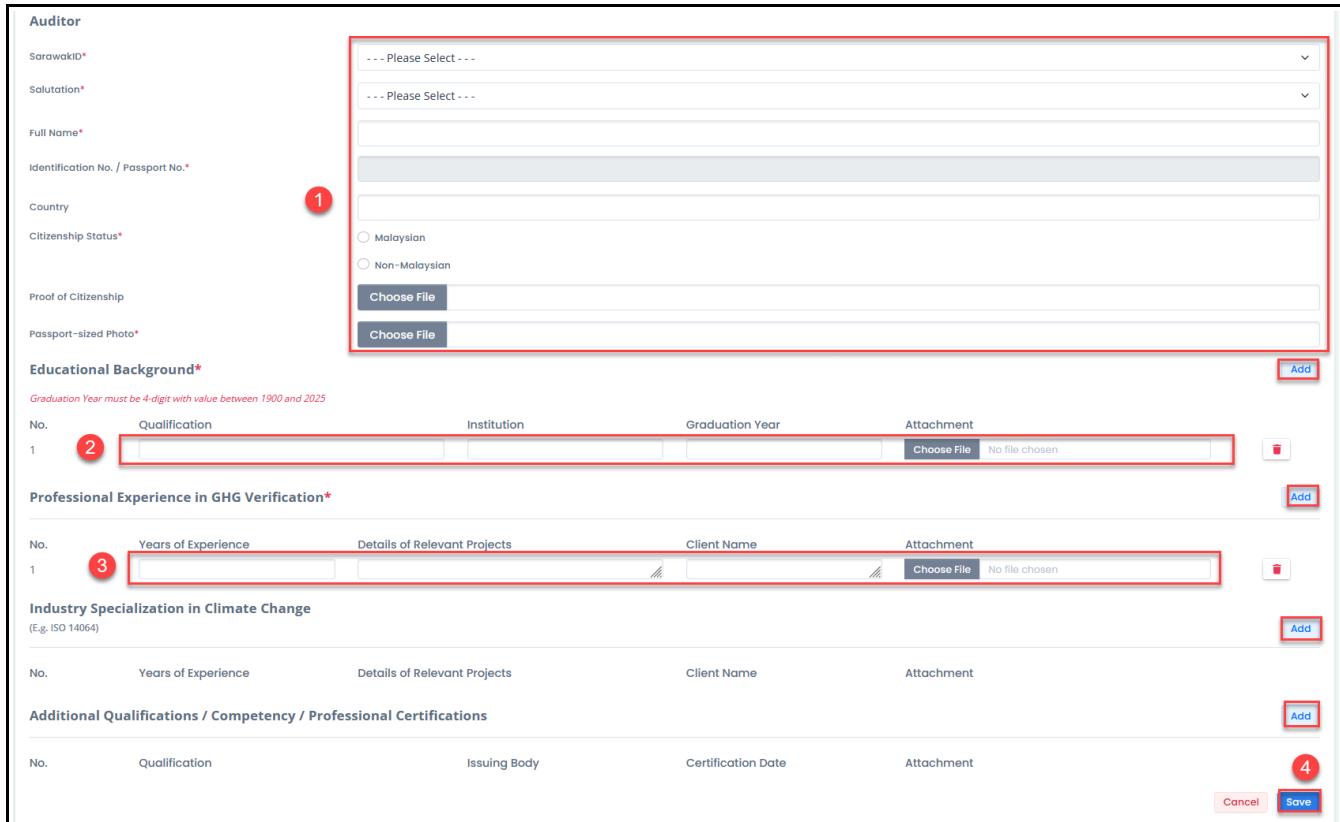


Figure : 22

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

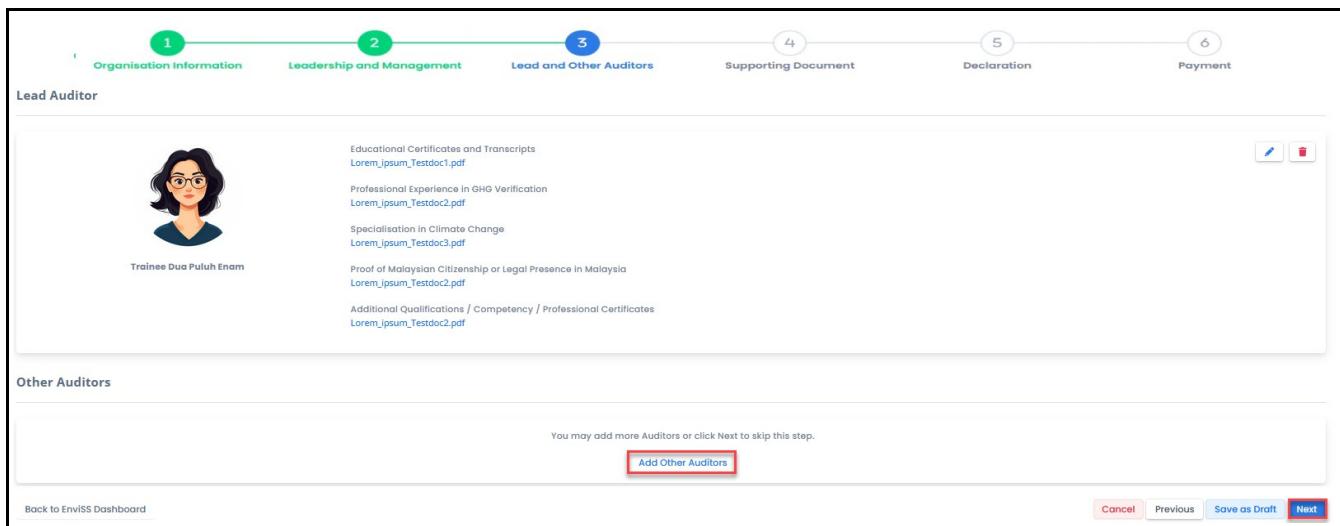
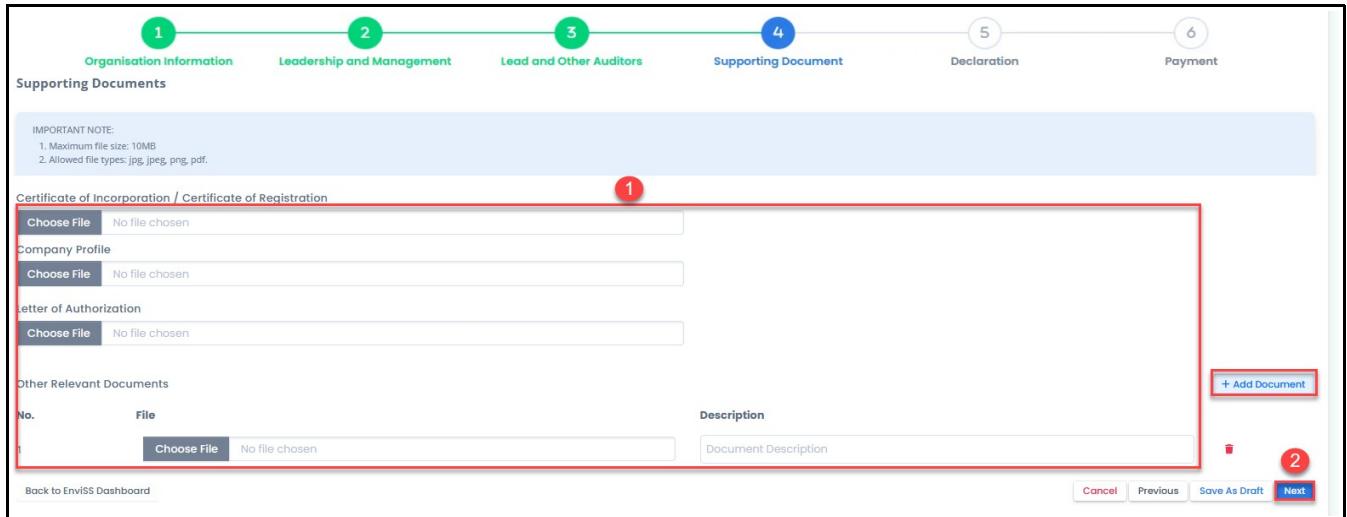


Figure : 23

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



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
	Choose File No file chosen	Document Description

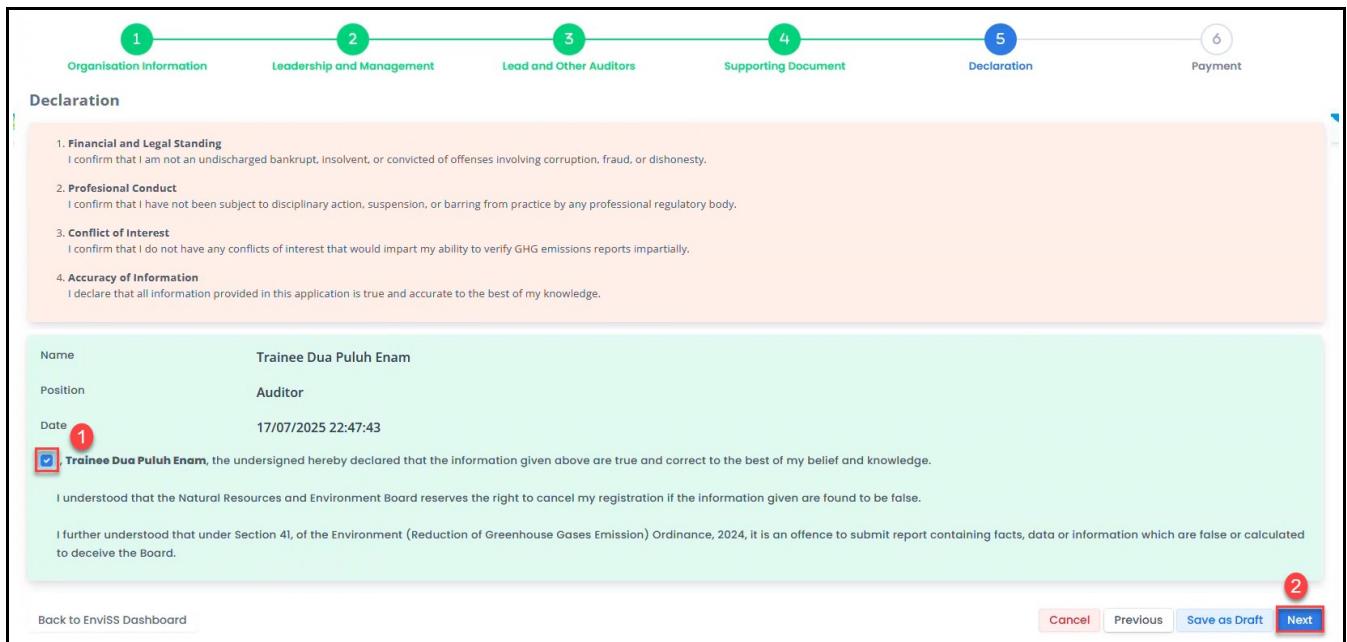
+ Add Document

Back to EnvISS Dashboard

Cancel Previous Save As Draft **Next**

Figure : 24

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

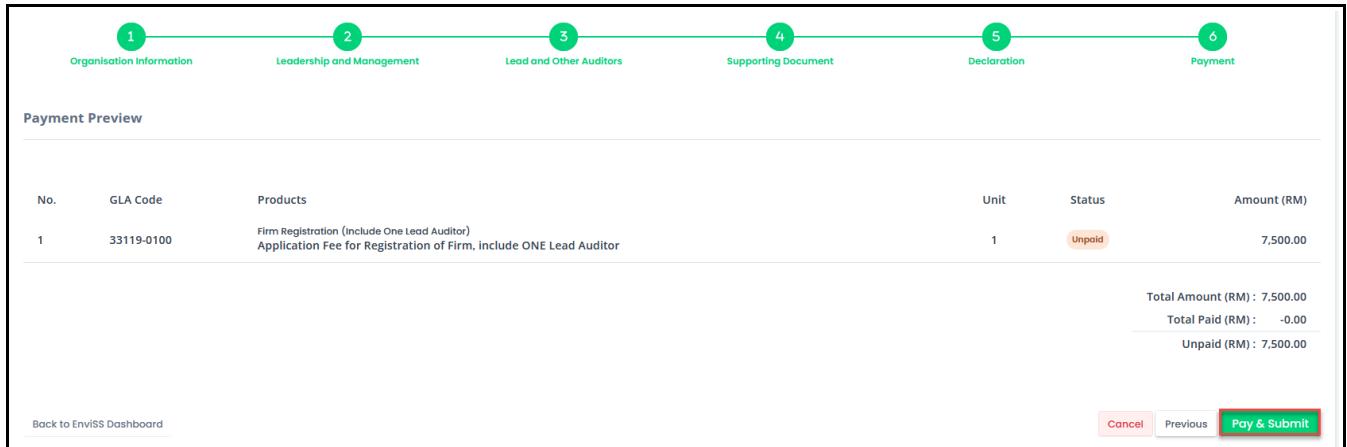
I further understood that under Section 41, of the Environment (Reduction of Greenhouse Gases Emission) Ordinance, 2024, it is an offence to submit report containing facts, data or information which are false or calculated to deceive the Board.

Back to EnvISS Dashboard

Cancel Previous Save as Draft **Next**

Figure : 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' step of the EnvISS system. At the top, a horizontal progress bar is divided into six segments, each with a green circle containing a number (1 to 6) and a label: 'Organisation Information', 'Leadership and Management', 'Lead and Other Auditors', 'Supporting Document', 'Declaration', and 'Payment'. Below the progress bar, the title 'Payment Preview' is displayed. A table follows, showing payment details:

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

Below the table, a summary of the total amount is shown:

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

At the bottom of the screen, there are three buttons: 'Back to EnvISS Dashboard', 'Cancel', 'Previous', and 'Pay & Submit' (which is highlighted with a red border).

Figure : 26

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

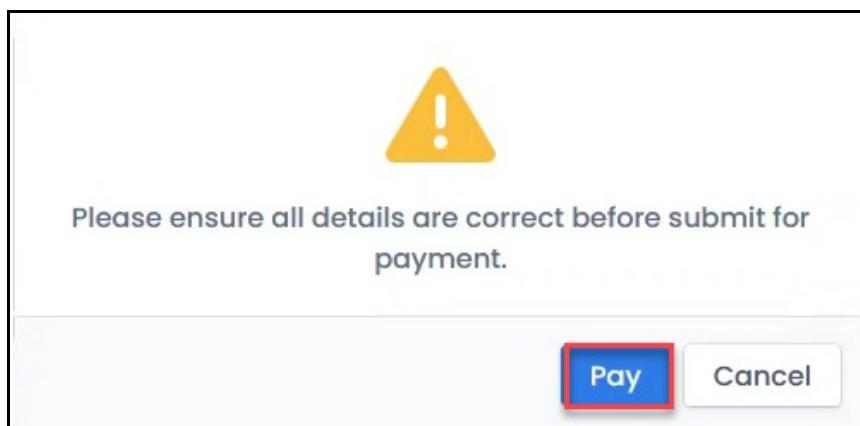
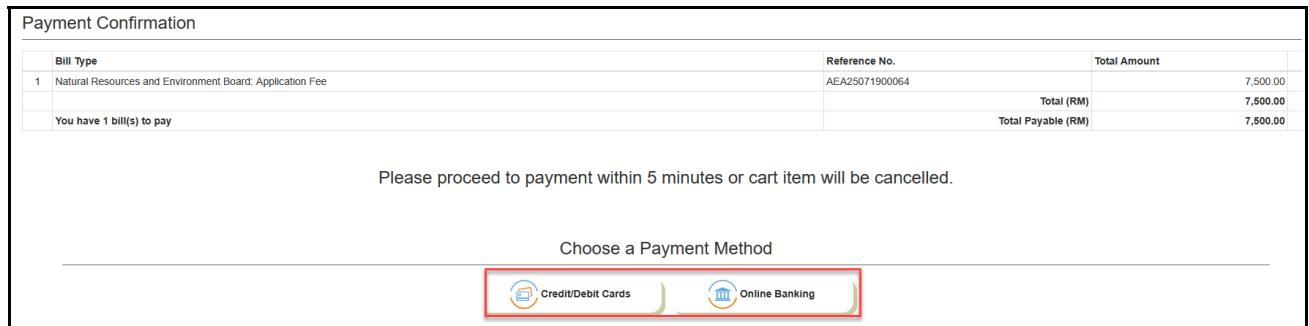


Figure : 27

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



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.

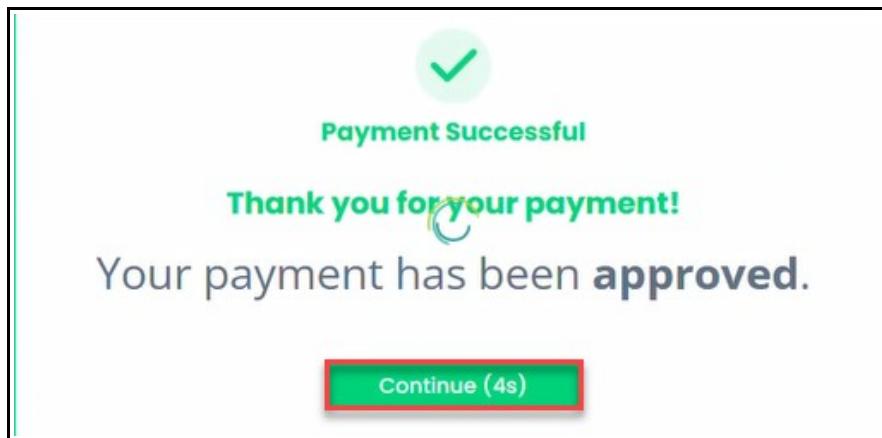


Figure : 29

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

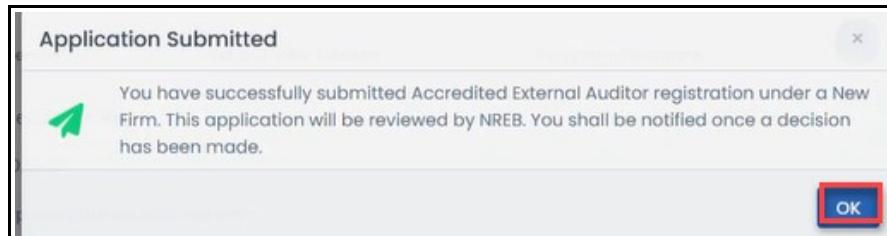


Figure : 30

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.

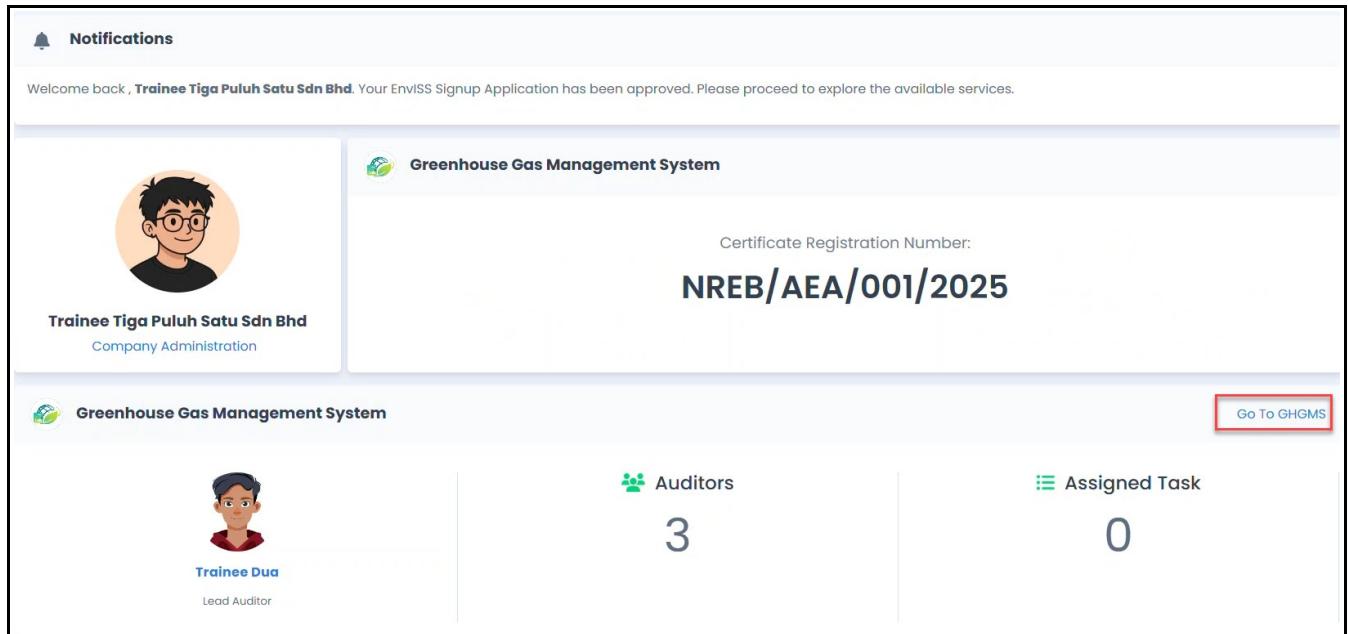
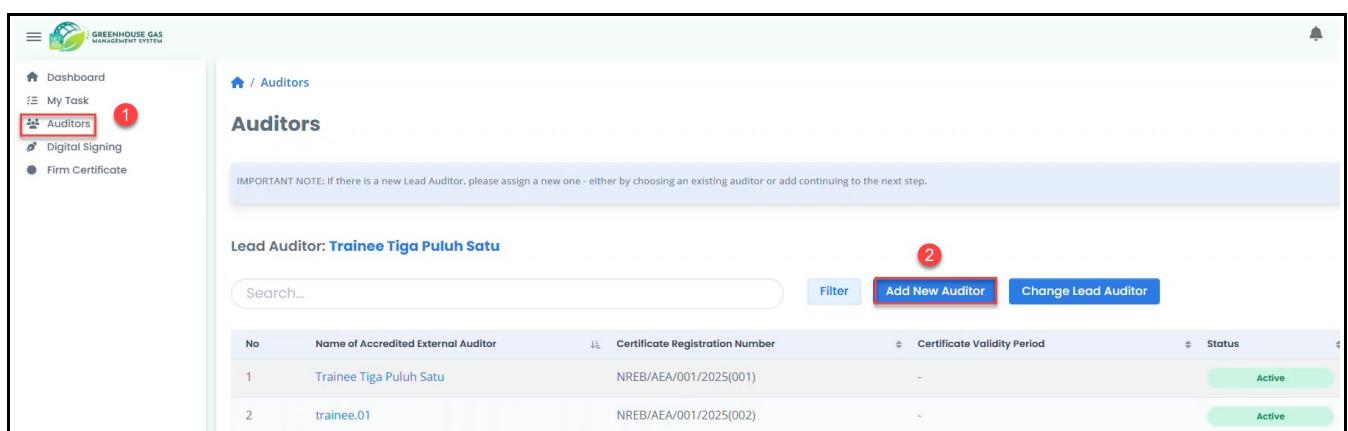


Figure : 31

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



No	Name of Accredited External Auditor	Certificate Registration Number	Certificate Validity Period	Status
1	Trainee Tiga Puluh Satu	NREB/AEA/001/2025(001)	-	Active
2	trainee.01	NREB/AEA/001/2025(002)	-	Active

Figure : 32

4. 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

1
2
3
4
5

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

Figure : 33

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

Auditor

SarawakID*

Salutation*

Full Name*

Identification No. / Passport No.*

Country

Citizenship Status* Malaysian Non-Malaysian

Proof of Citizenship

Passport-sized Photo*

Educational Background* Add

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

No.	Qualification	Institution	Graduation Year	Attachment
1	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="Choose File"/> No file chosen Delete

Professional Experience in GHG Verification* Add

No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment
1	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="Choose File"/> No file chosen Delete

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

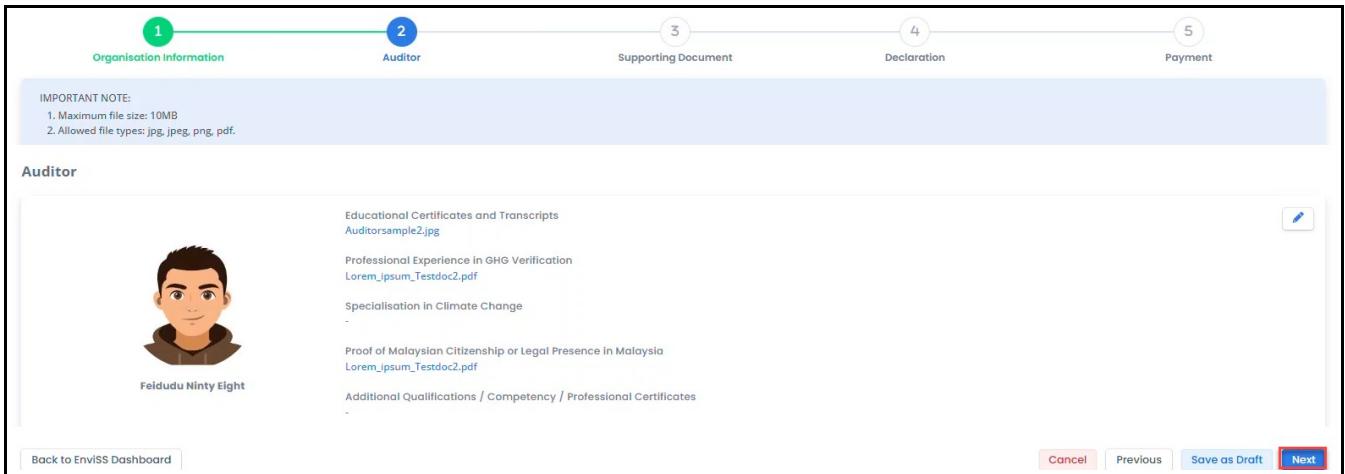
No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment
1	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="Choose File"/> No file chosen Delete

Additional Qualifications / Competency / Professional Certifications Add

No.	Qualification	Issuing Body	Certification Date	Attachment
1	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="Choose File"/> No file chosen Delete

Figure : 34

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



IMPORTANT NOTE:

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

Auditor

Educational Certificates and Transcripts
Auditorsample2.jpg

Professional Experience in GHG Verification
Lorem_ipsum_Testdoc2.pdf

Specialisation in Climate Change

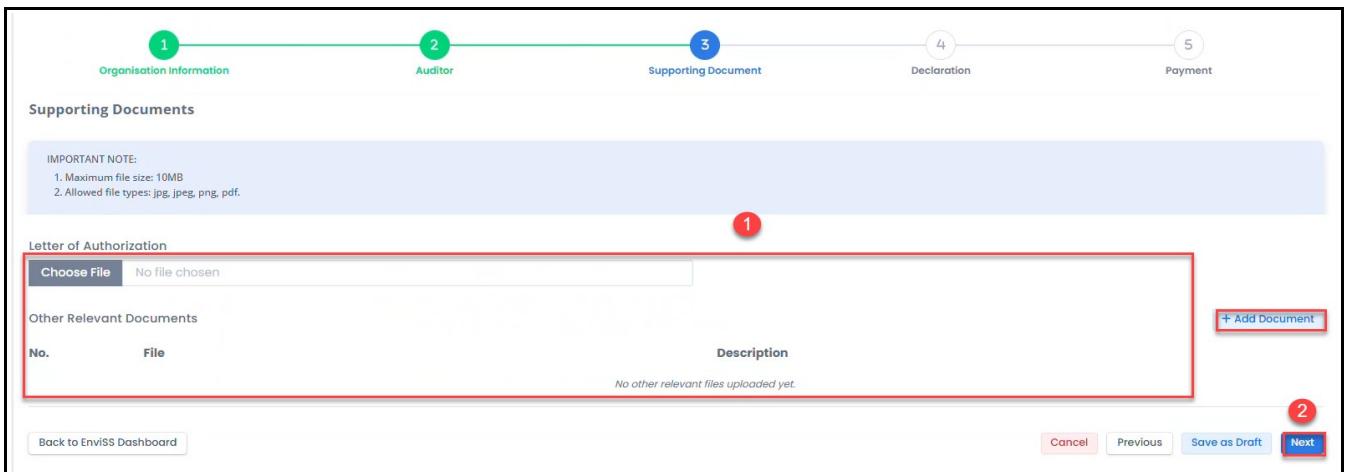
Proof of Malaysian Citizenship or Legal Presence in Malaysia
Lorem_ipsum_Testdoc2.pdf

Additional Qualifications / Competency / Professional Certificates

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

Figure : 35

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



IMPORTANT NOTE:

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

Supporting Documents

Letter of Authorization

Choose File No file chosen

Other Relevant Documents

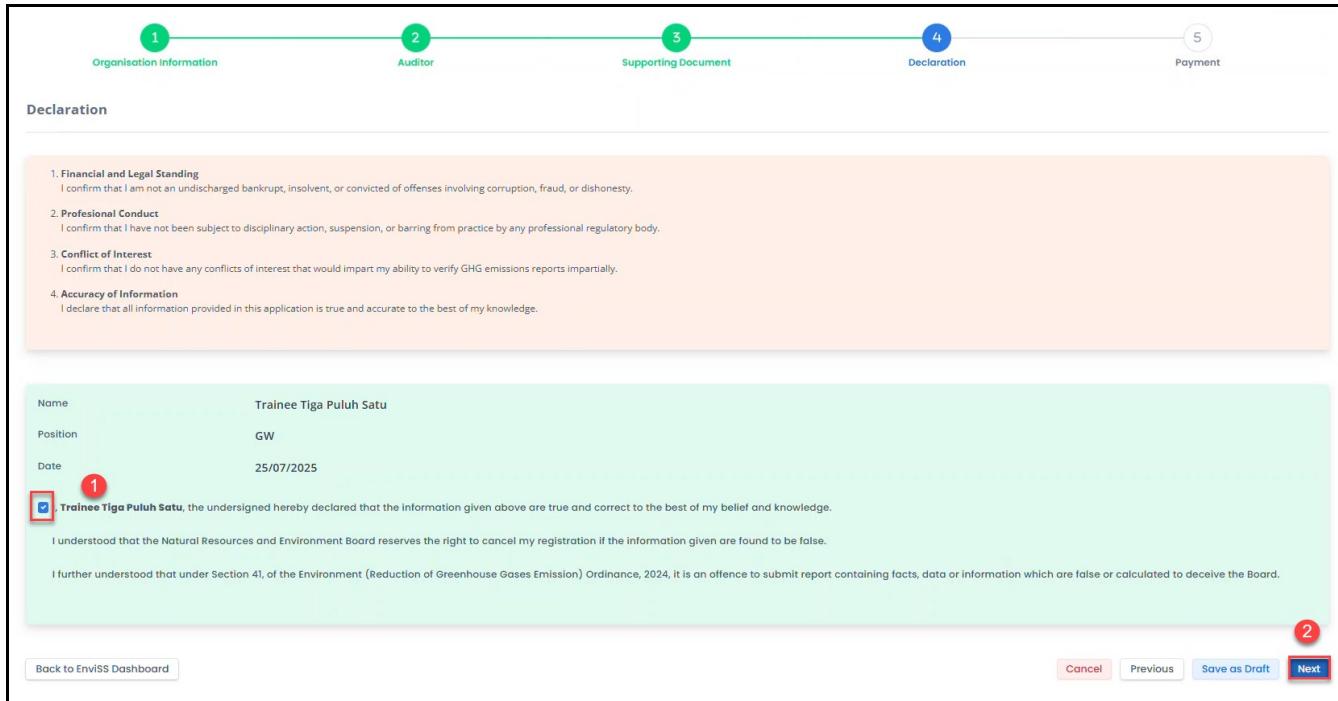
No.	File	Description
No other relevant files uploaded yet.		

+ Add Document

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

Figure : 36

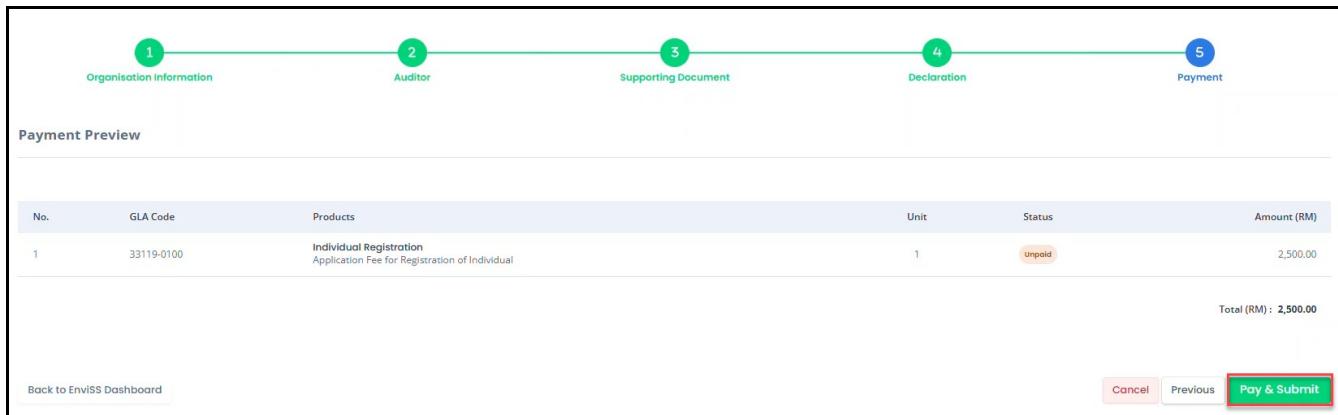
8. Declaration stage will be shown. Review the declaration content, select checkbox and click **Next** to proceed to next stage.



The screenshot shows the declaration stage of the EnvISS system. At the top, a progress bar indicates five steps: 1. Organisation Information, 2. Auditor, 3. Supporting Document, 4. Declaration (which is the current step), and 5. Payment. Below the progress bar, the title 'Declaration' is displayed. The declaration content includes four numbered sections: 1. Financial and Legal Standing, 2. Professional Conduct, 3. Conflict of Interest, and 4. Accuracy of Information. Each section contains a brief statement and a checkbox for confirmation. Below the declaration content, personal details are listed: Name (Trainee Tiga Puluh Satu), Position (GW), and Date (25/07/2025). A checkbox labeled '1' is checked, followed by the text: '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.' Below this, two statements are present: '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.' and '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.' At the bottom right of the declaration area, there are buttons for 'Cancel', 'Previous', 'Save as Draft', and 'Next' (which is highlighted with a red box). On the far left, a 'Back to EnvISS Dashboard' button is visible.

Figure : 37

9. 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 the EnvISS system. The progress bar at the top shows steps 1 through 5: Organisation Information, Auditor, Supporting Document, Declaration, and Payment. The title 'Payment Preview' is displayed. Below the title, a table lists payment details:

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

At the bottom right, there are buttons for 'Cancel', 'Previous', and 'Pay & Submit' (which is highlighted with a red box). On the far left, a 'Back to EnvISS Dashboard' button is visible.

Figure : 38

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

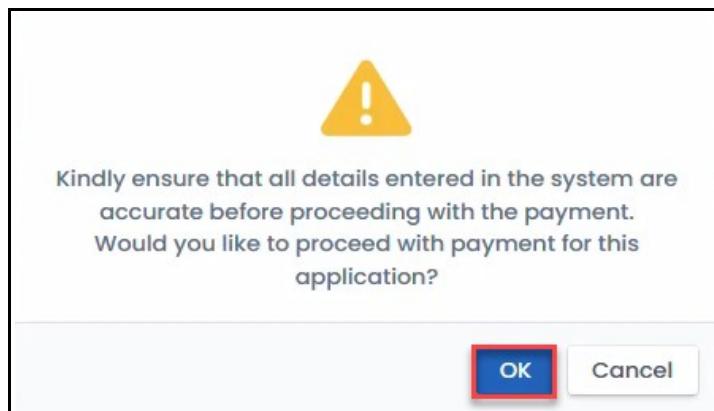
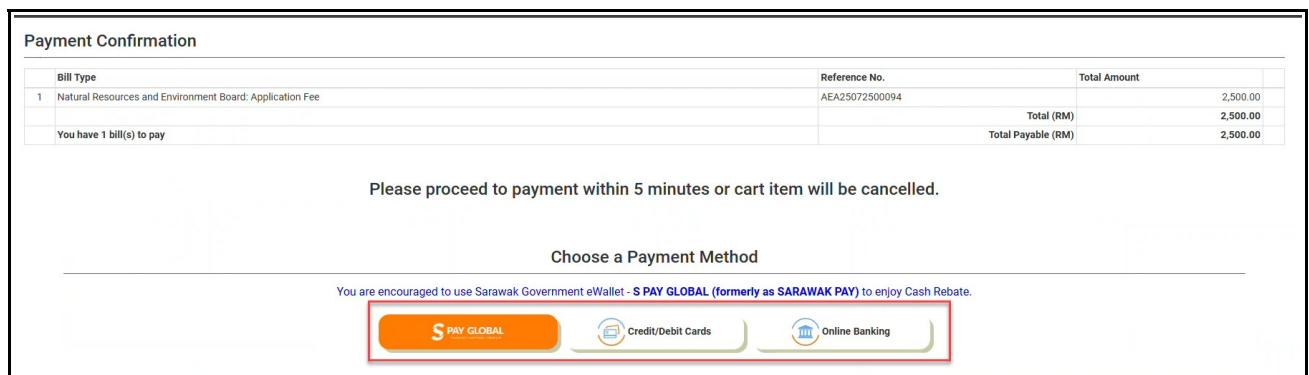


Figure : 39

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.

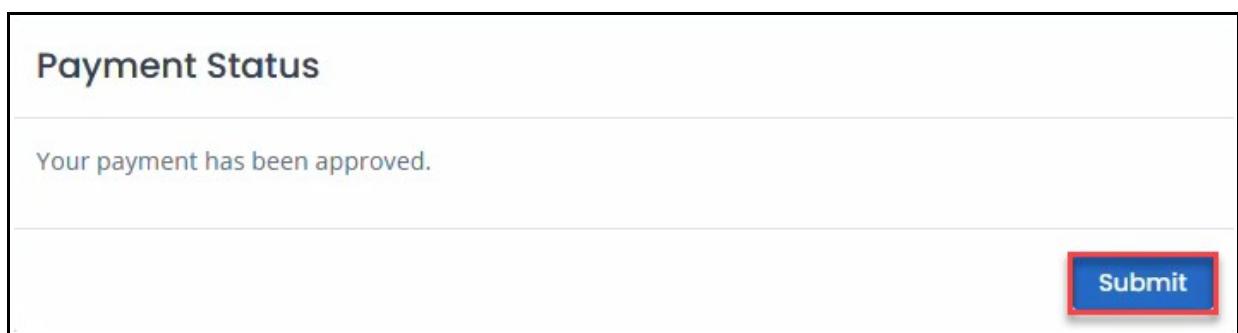
Choose a Payment Method

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

S PAY GLOBAL **Credit/Debit Cards** **Online Banking**

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**.

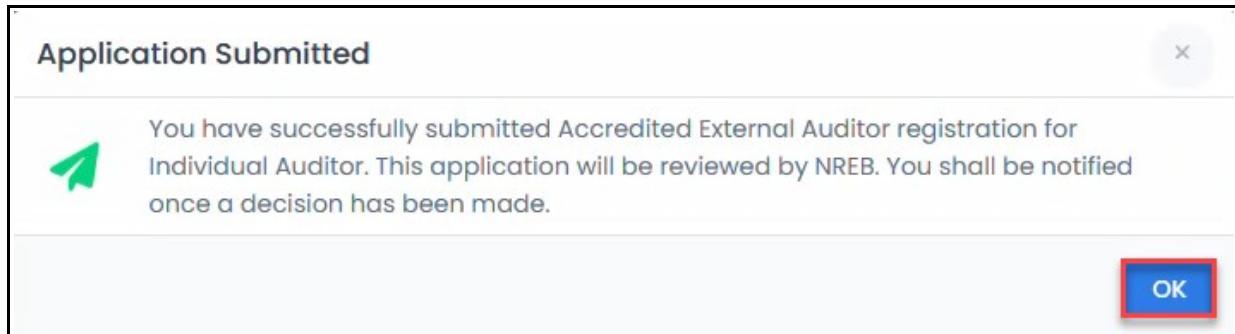


Figure : 42

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.

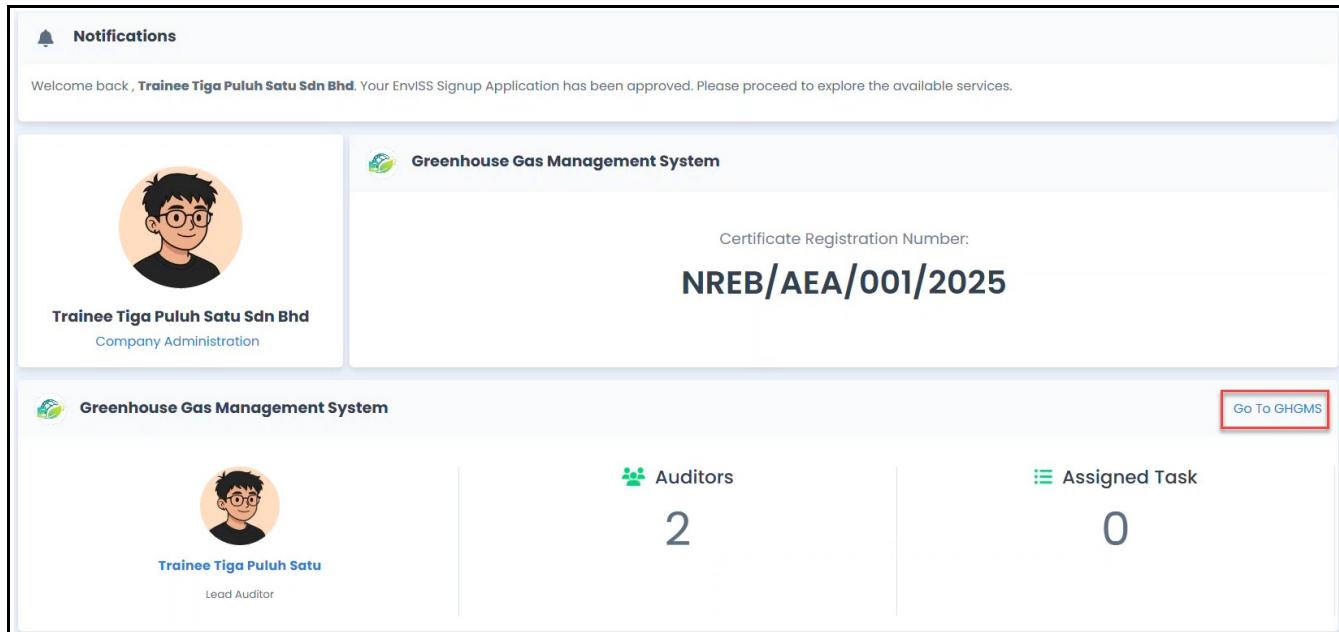


Figure : 43

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

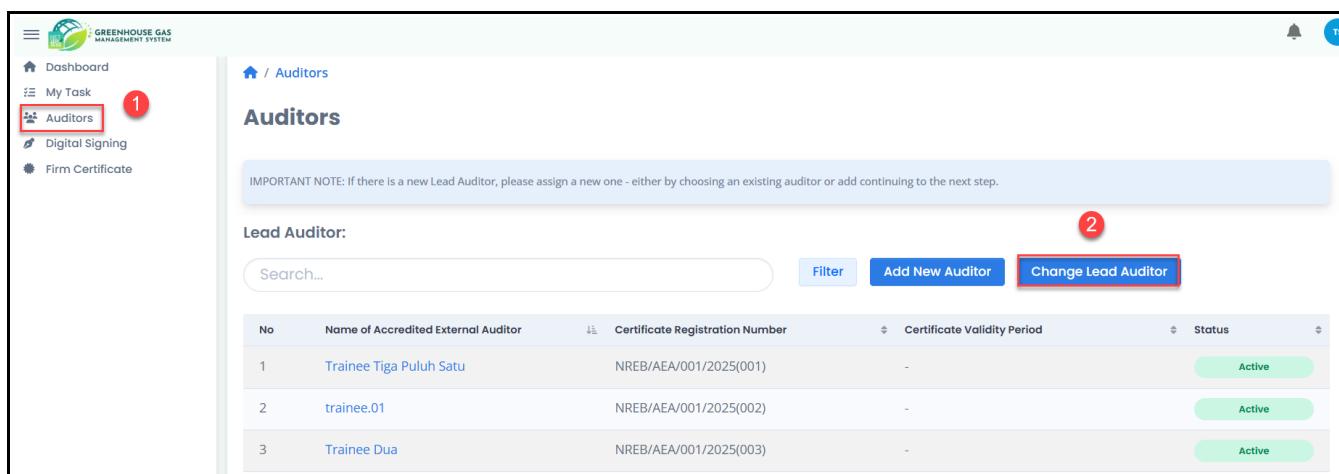


Figure : 44

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

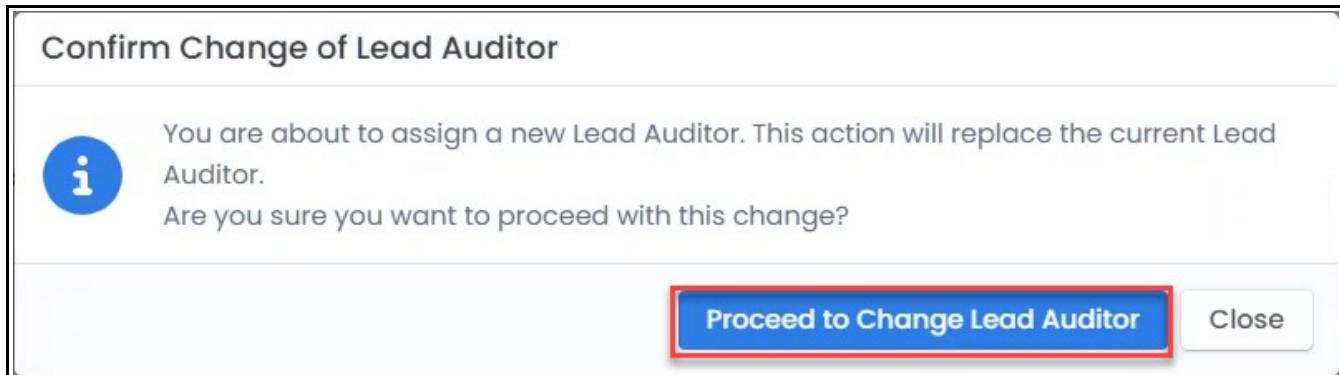
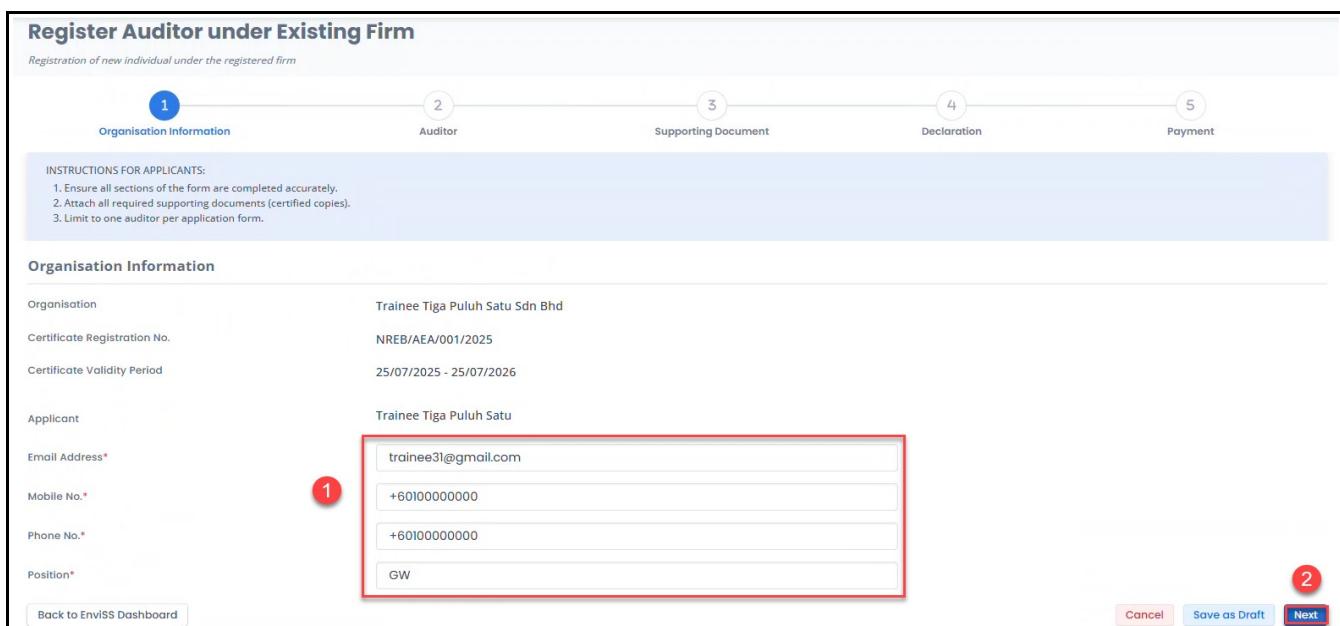


Figure : 45

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.

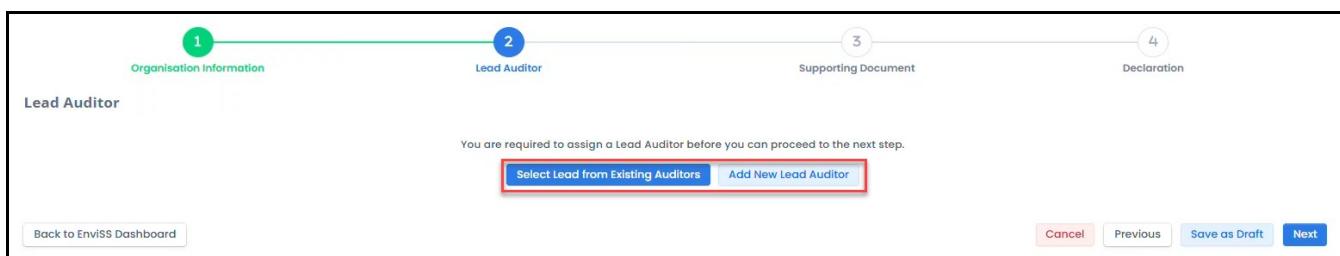
Organisation Information

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*	trainee31@gmail.com
Mobile No.*	+60100000000
Phone No.*	+60100000000
Position*	GW

[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:

- 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.

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

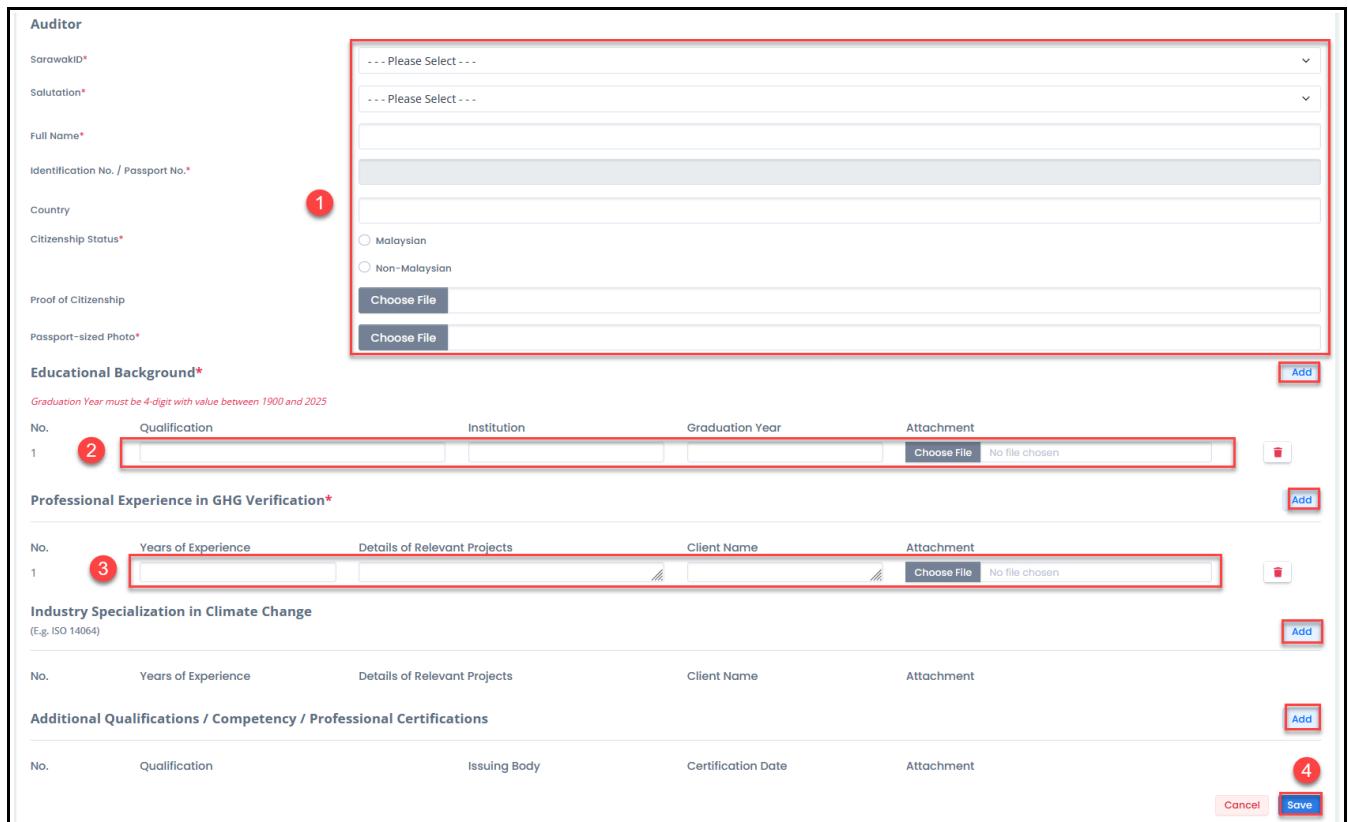
2 <input checked="" type="radio"/> Name of Accredited External Auditor	Certificate Registration Number	Certificate Validity Period	3 
Mr. trainee.01	NREB/AEA/001/2025(002)	25/07/2025 - 25/07/2026	New Lead

[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*

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

No.	Qualification	Institution	Graduation Year	Attachment
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Delete"/>

Professional Experience in GHG Verification*

No.	Years of Experience	Details of Relevant Projects	Client Name	Attachment
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Delete"/>

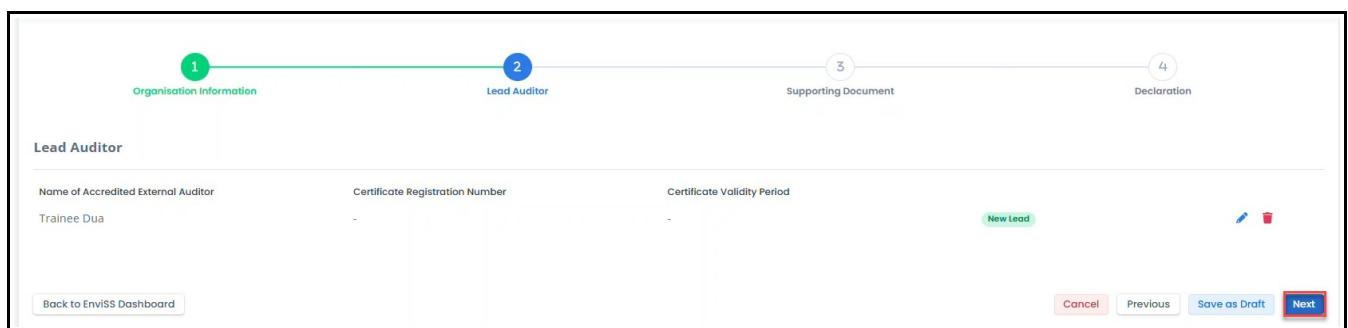
Industry Specialization in Climate Change
(E.g. ISO 14064)

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

Additional Qualifications / Competency / Professional Certifications

No.	Qualification	Issuing Body	Certification Date	Attachment

Figure : 49



Lead Auditor

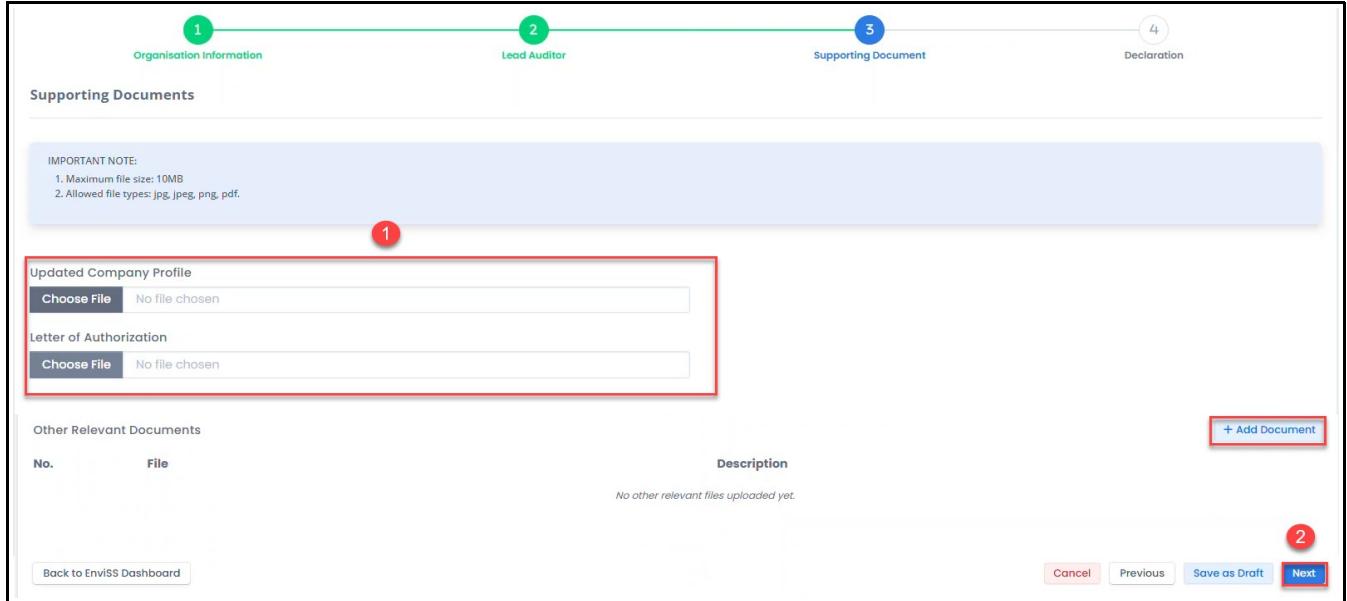
Name of Accredited External Auditor
 Trainee Dua

Certificate Registration Number
 -

Certificate Validity Period
 -

Figure : 50

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



1
2
3
4

Organisation Information
Lead Auditor
Supporting Document
Declaration

Supporting Documents

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

1

Updated Company Profile
Choose File No file chosen

Letter of Authorization
Choose File No file chosen

Other Relevant Documents

+ Add Document

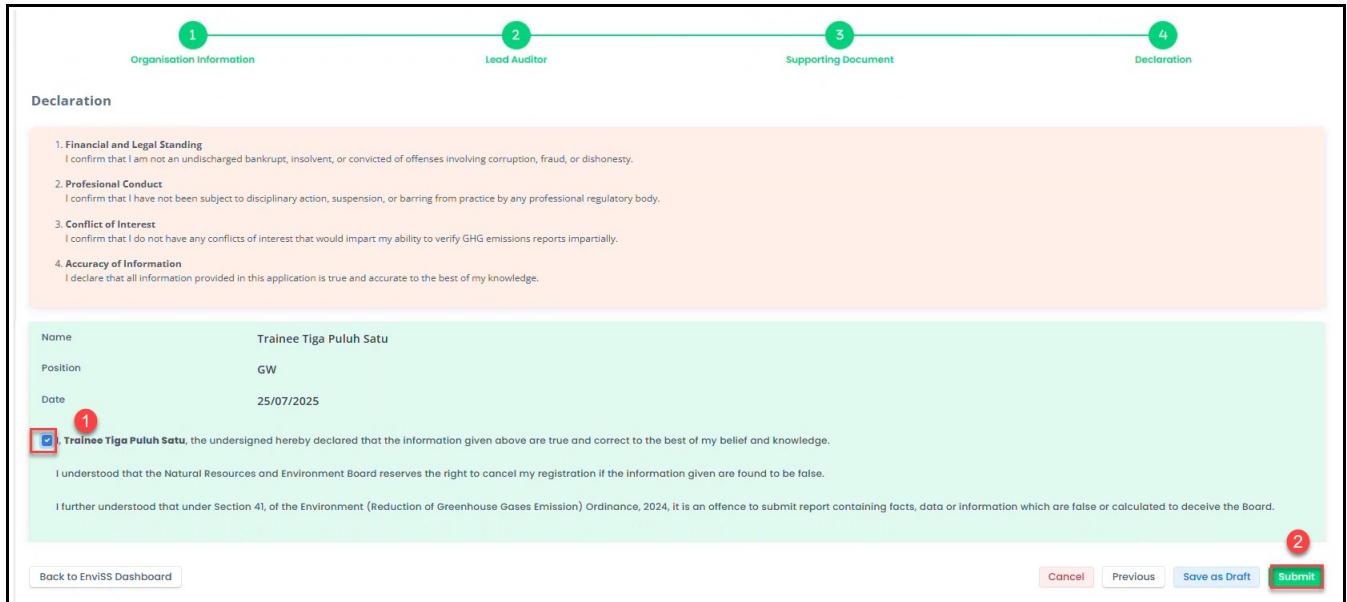
No. File Description

No other relevant files uploaded yet.

Back to EnvISS Dashboard Cancel Previous Save as Draft Next 2

Figure : 51

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



1
2
3
4

Organisation Information
Lead Auditor
Supporting Document
Declaration

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.

1

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

I, 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 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 Submit 2

Figure : 52

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

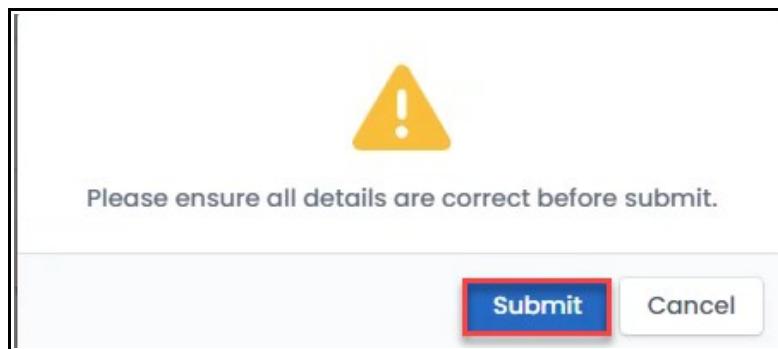


Figure : 53

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

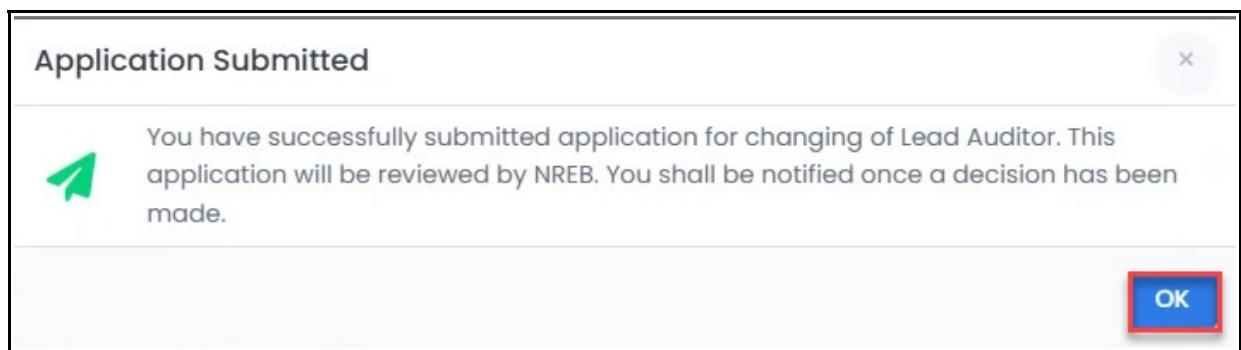


Figure : 54

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.

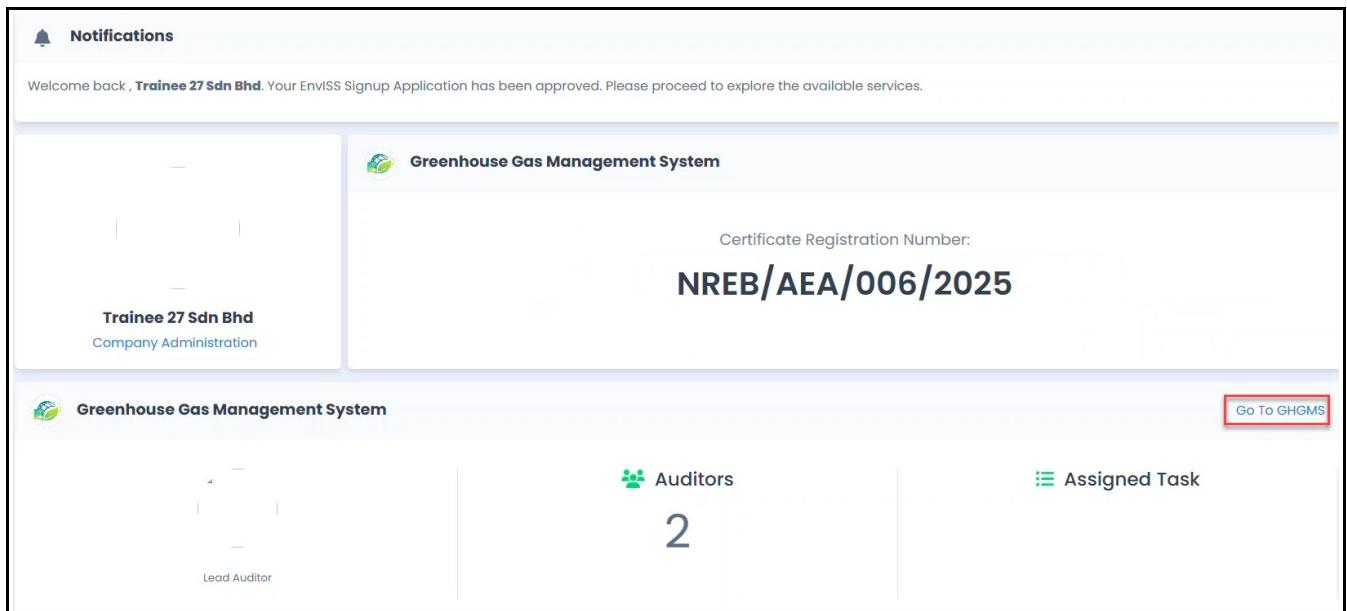


Figure : 55

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

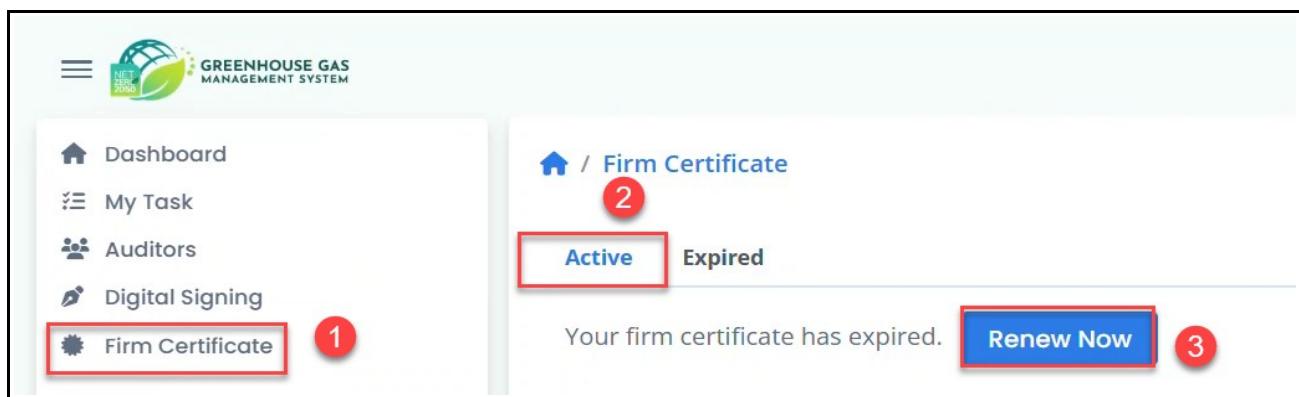


Figure : 56

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 Information
Leadership and Management
Lead Auditor
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. 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

Email Address	trainee27@gmail.com
Mobile No.	+60100000000
Phone No.	+60100000000
Position	CEO

1

2

Cancel
Save as Draft
Next

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 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.

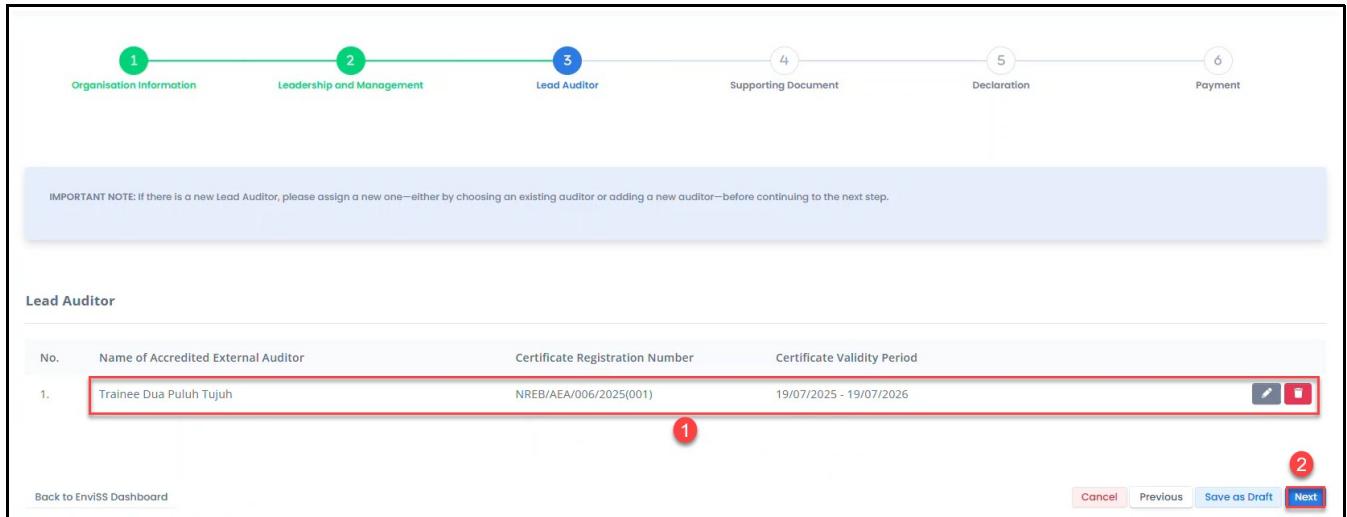
Leadership and Management

No.	Salutation and Name	Position in Organisation	Nationality	Email Address	Phone No.
1.	Mr. <input style="width: 20px; height: 20px; border: 1px solid #ccc; border-radius: 50%;" type="button" value="▼"/> CSL	CEO	Malaysia	X <input style="width: 20px; height: 20px; border: 1px solid #ccc; border-radius: 50%;" type="button" value="▼"/>	rewms.221@gmail.com <input style="width: 20px; height: 20px; border: 1px solid #ccc; border-radius: 50%;" type="button" value="i"/>

Cancel
Save as Draft
Next

Figure : 58

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



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.

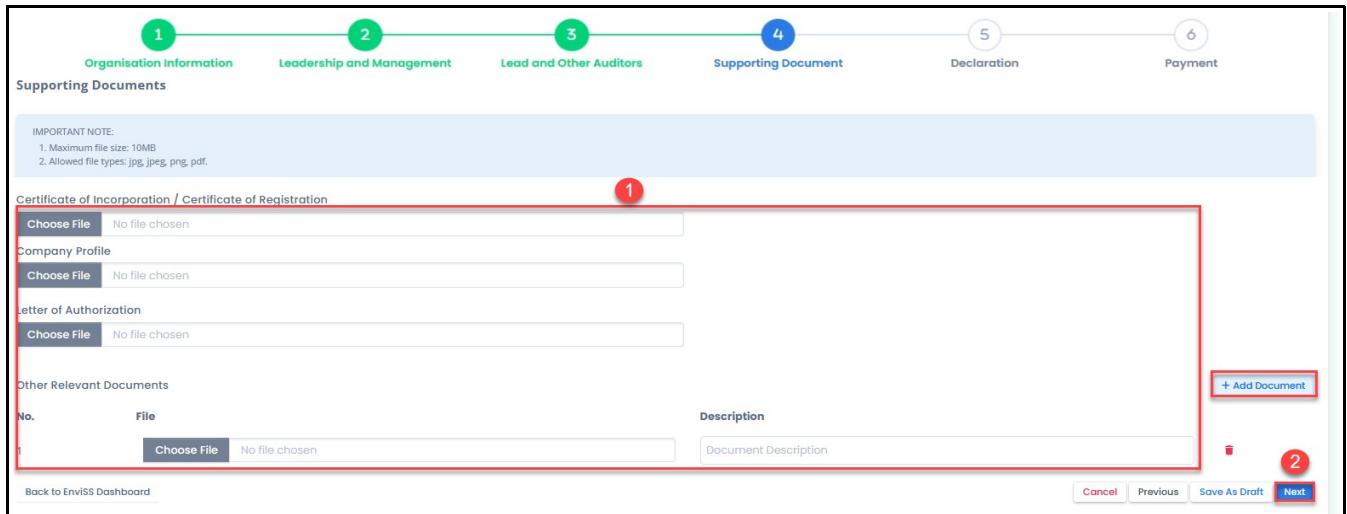
Lead Auditor

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.



IMPORTANT NOTE:

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

Supporting Documents

Certificate of incorporation / Certificate of Registration 1

Choose File No file chosen

Company Profile Choose File No file chosen

Letter of Authorization Choose File No file chosen

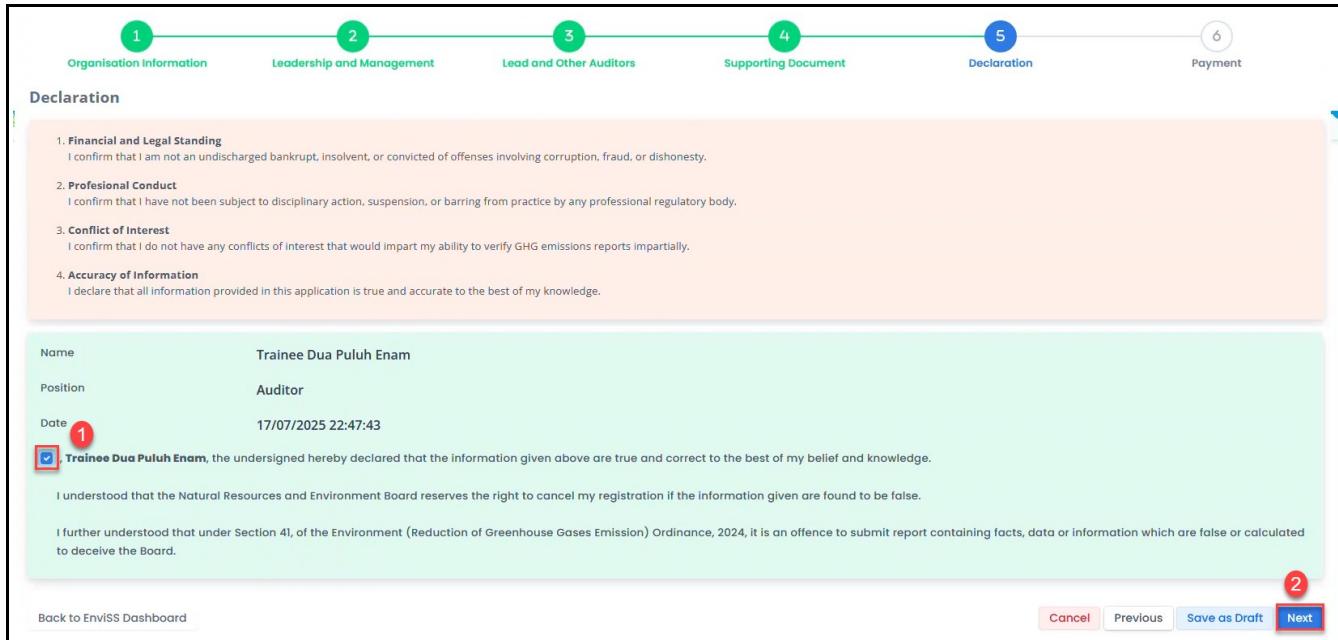
Other Relevant Documents + Add Document

No. File Description

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

Figure : 60

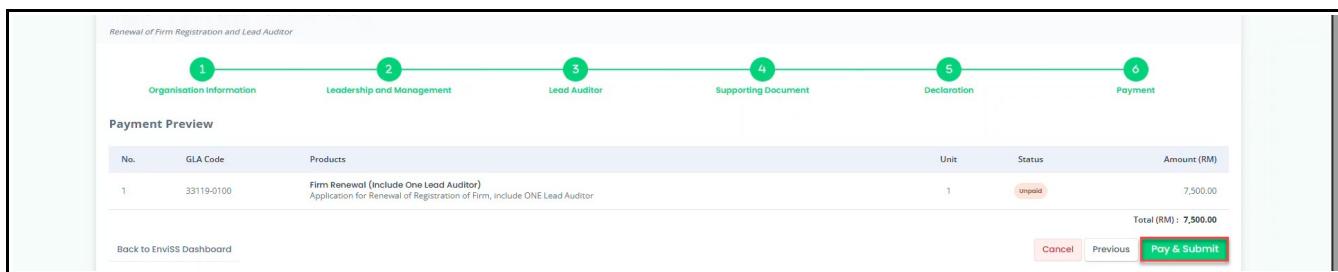
8. Declaration stage will be shown. Review the declaration content, select checkbox and click **Next** to proceed to next stage.



The screenshot shows the EnvISS declaration stage. At the top, a horizontal progress bar with six numbered circles (1 to 6) indicates the process: Organisation Information, Leadership and Management, Lead and Other Auditors, Supporting Document, Declaration, and Payment. The 'Declaration' circle is highlighted in blue. Below the progress bar, the word 'Declaration' is bolded. The main content area contains four sections: 1. Financial and Legal Standing, 2. Professional Conduct, 3. Conflict of Interest, and 4. Accuracy of Information. Each section contains a confirmation statement and a checkbox. A red box labeled '1' highlights the checkbox for 'Trainee Dua Puluh Enam'. Below this, there are two paragraphs of text and a red box labeled '2' highlighting the 'Next' button at the bottom right. The bottom of the screen shows standard navigation buttons: 'Back to EnvISS Dashboard', 'Cancel', 'Previous', 'Save as Draft', and 'Next'.

Figure : 61

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



The screenshot shows the EnvISS payment preview stage. The top progress bar shows the current step is 'Payment' (circle 6). Below the progress bar, the word 'Payment Preview' is bolded. The main content area displays a table of payment details. The table has columns for No., GLA Code, Products, Unit, Status, and Amount (RM). One row is shown: '1' (GLA Code 33119-0100), 'Firm Renewal (Include One Lead Auditor)', '1', 'Unpaid', and '7,500.00'. Below the table, a red box labeled '2' highlights the 'Pay & Submit' button. The bottom of the screen shows standard navigation buttons: 'Back to EnvISS Dashboard', 'Cancel', 'Previous', and 'Pay & Submit'.

Figure : 62

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

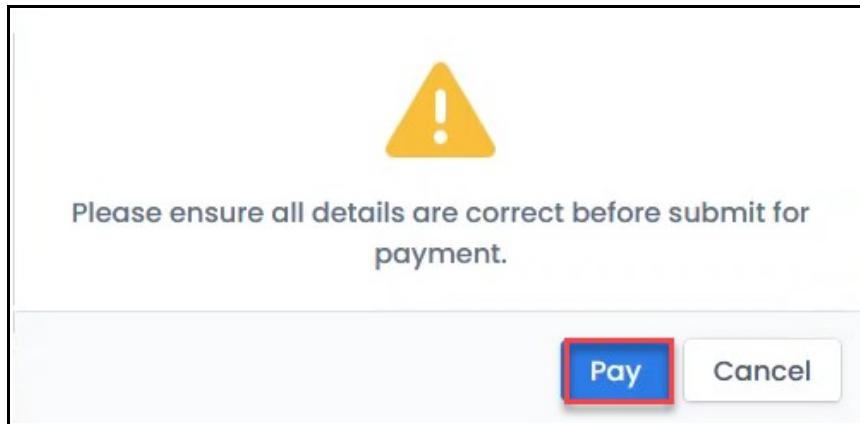
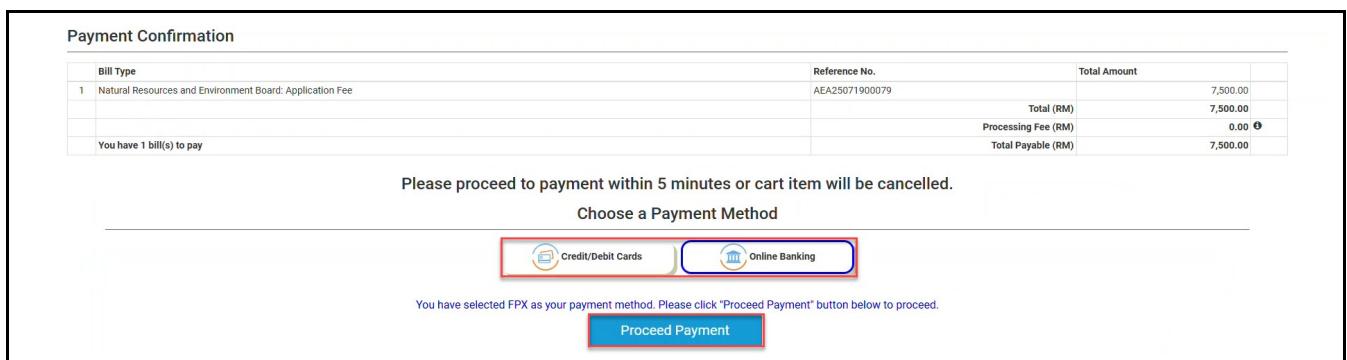


Figure : 63

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



A screenshot of a payment confirmation page. At the top, it says "Payment Confirmation". Below that is a table showing a bill for "Natural Resources and Environment Board: Application Fee". The table includes columns for "Bill Type", "Reference No.", and "Total Amount". The total amount is 7,500.00. Below the table, it says "You have 1 bill(s) to pay". A message at the bottom says "Please proceed to payment within 5 minutes or cart item will be cancelled." Below this is a "Choose a Payment Method" section with "Credit/Debit Cards" and "Online Banking" buttons. A note says "You have selected FPX as your payment method. Please click "Proceed Payment" button below to proceed." A "Proceed Payment" button is at the bottom.

Figure : 64

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

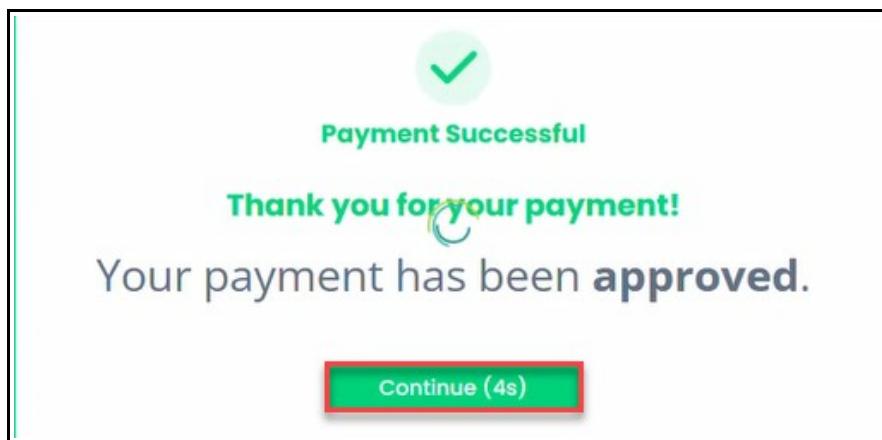


Figure : 65

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

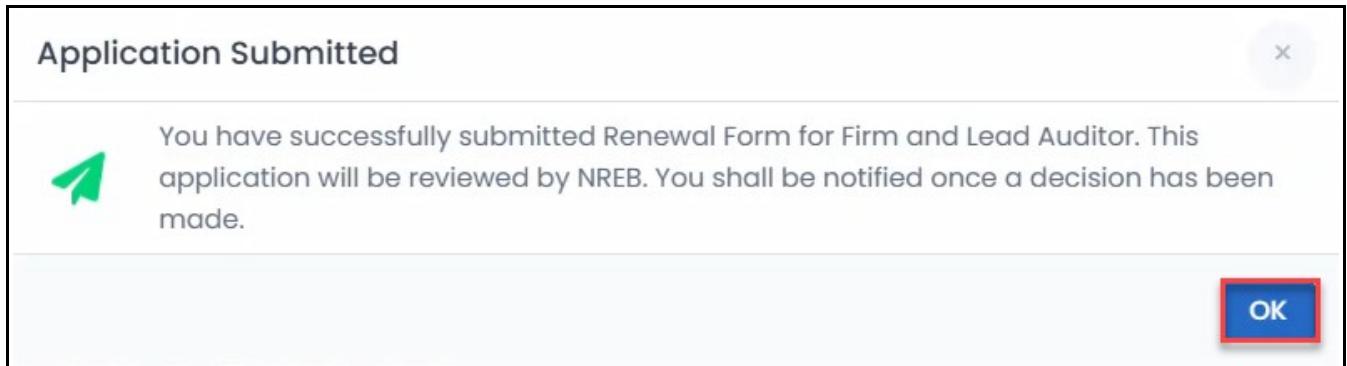


Figure : 66

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.

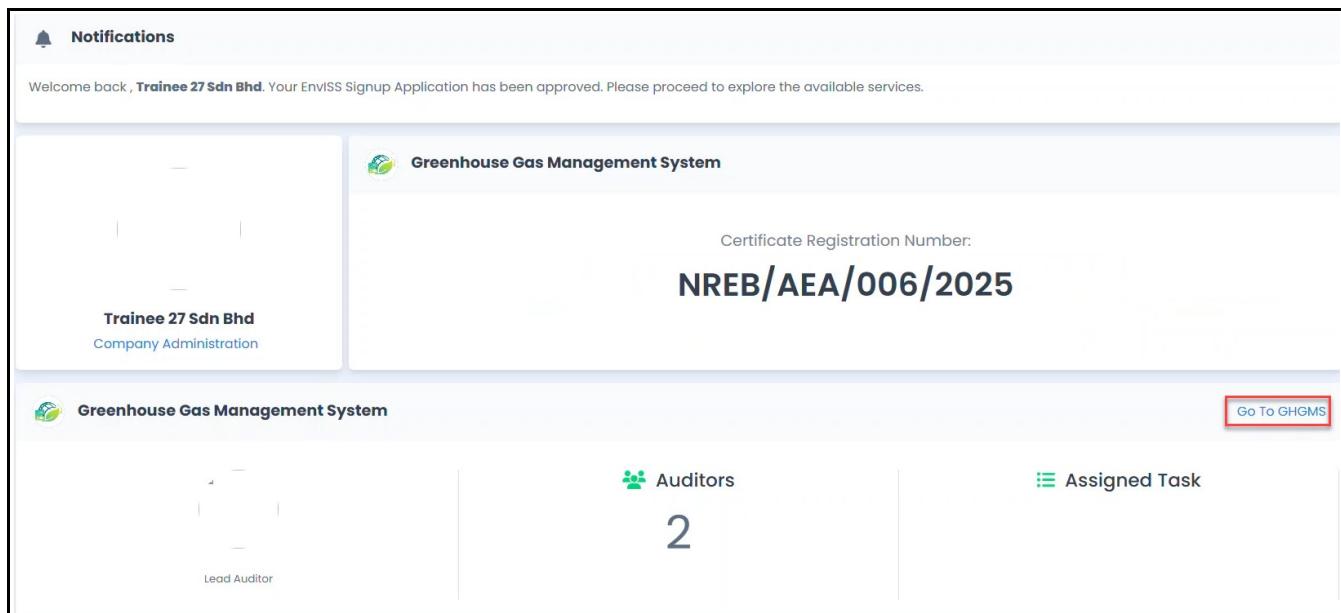


Figure : 67

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

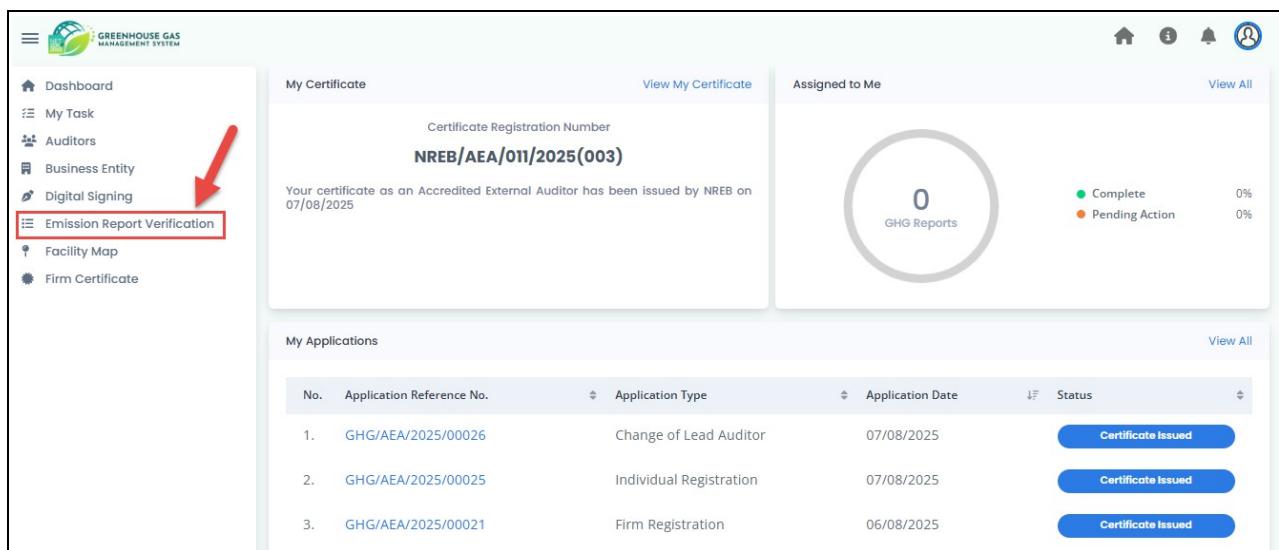


Figure : 68

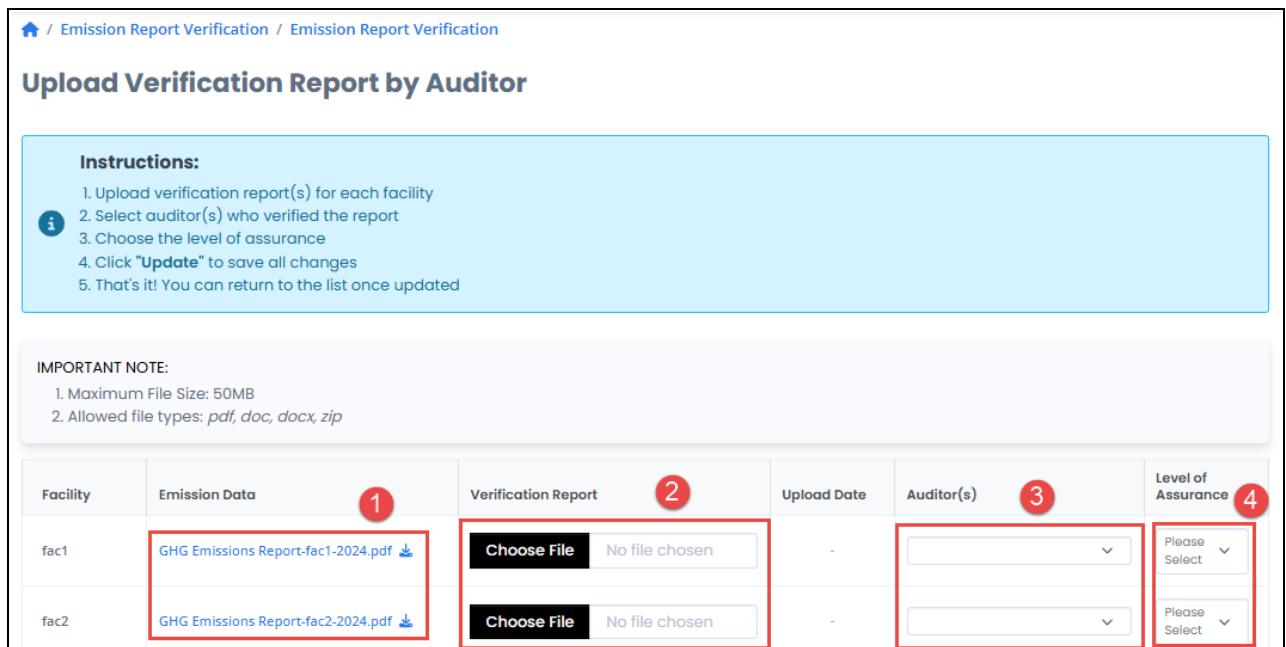
4. AEA user will be redirected to below screen. Click on the **Report Name**.



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.



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

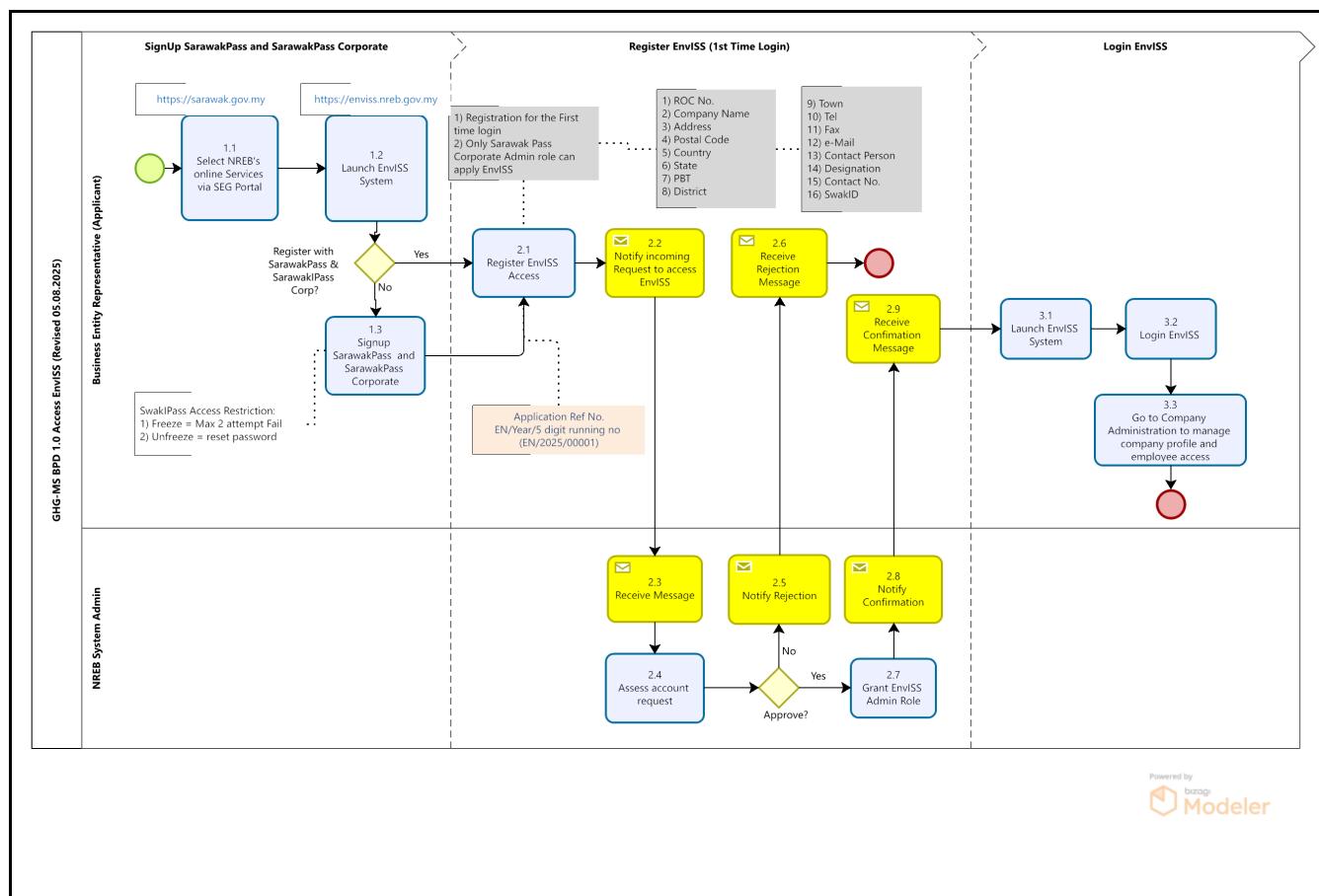


Figure : 72

2.1.2. AEA Registration

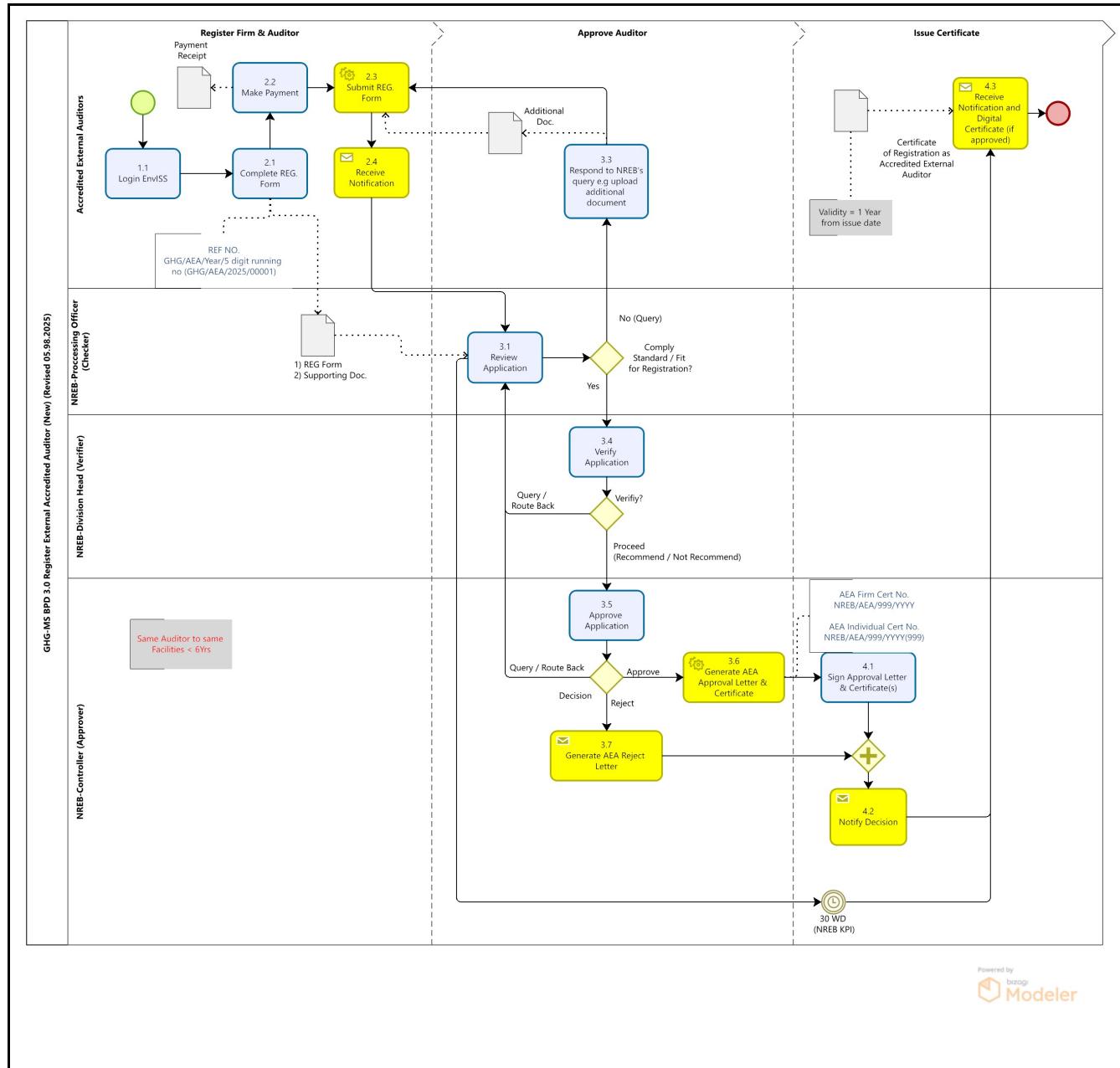


Figure : 73

2.1.3. AEA Renewal

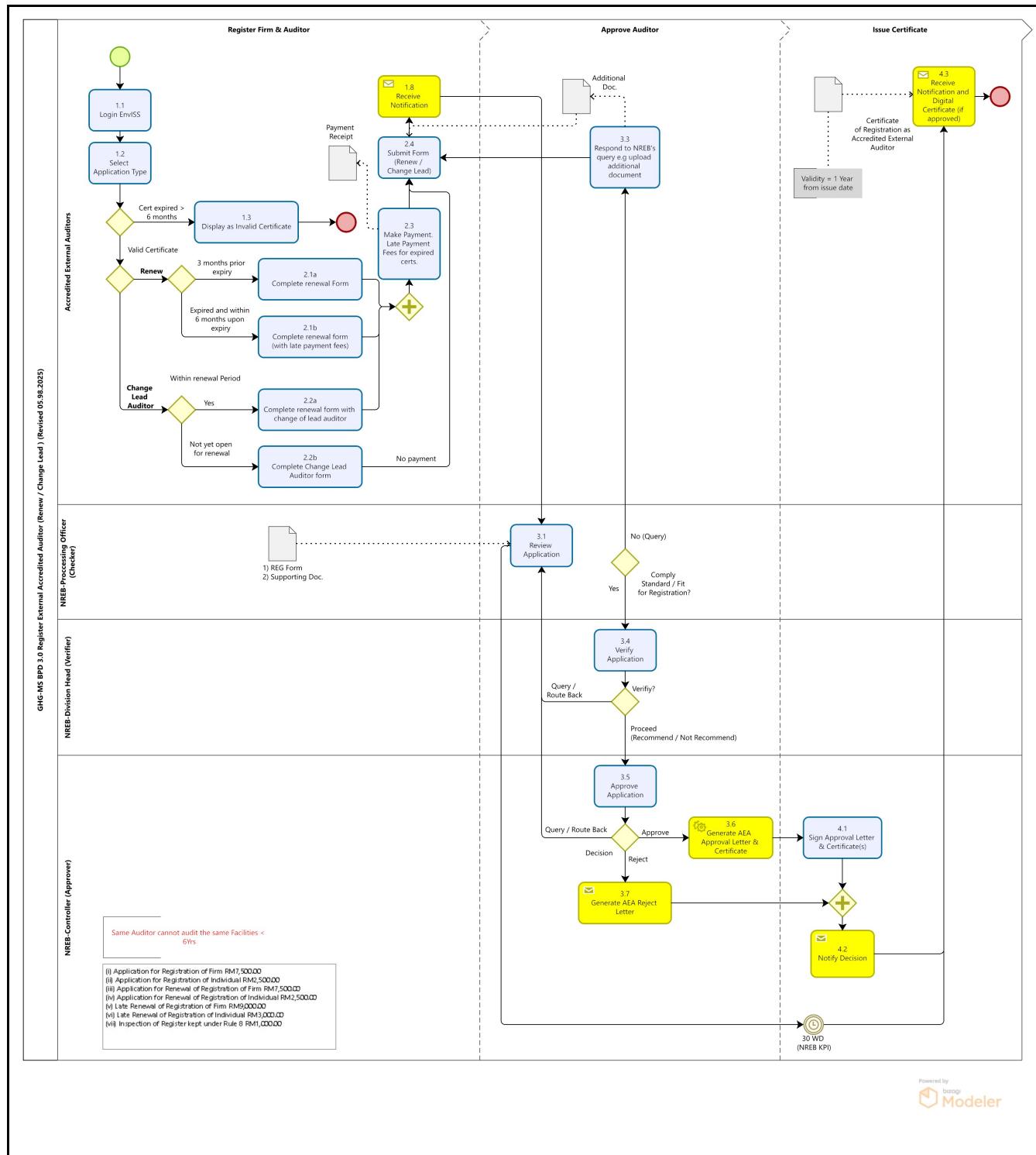


Figure : 74

2.1.4. GHG Emission Reports Submission

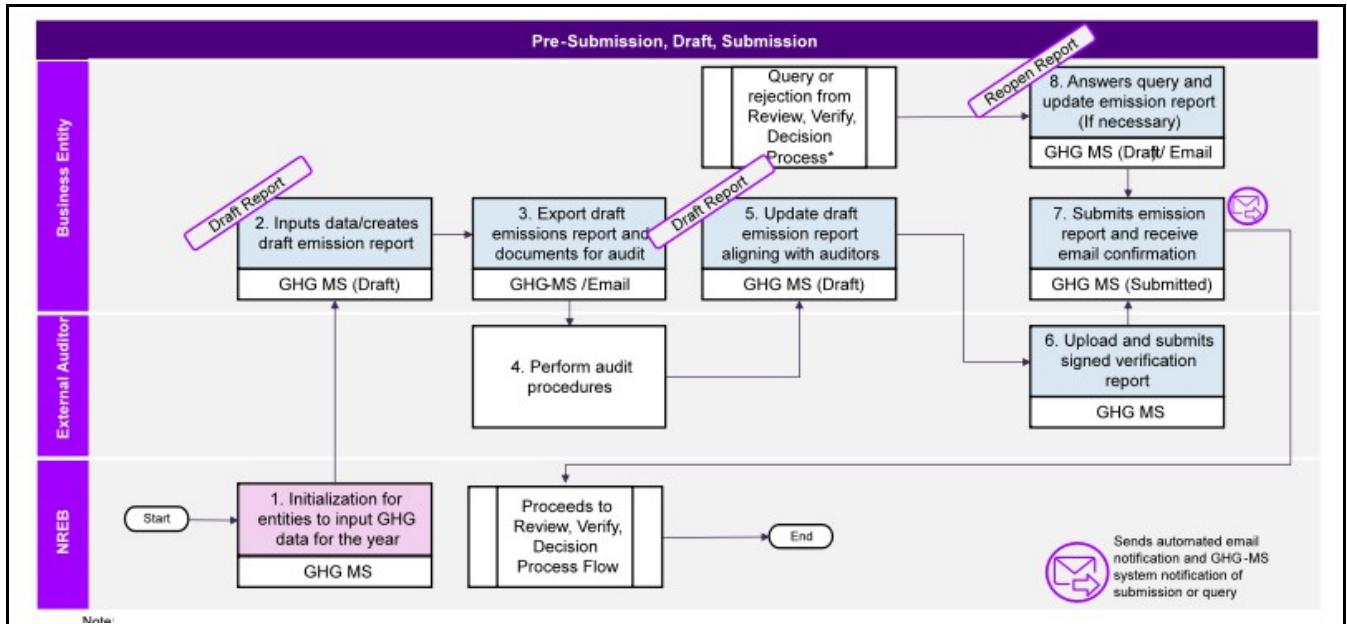


Figure : 75

2.1.5. GHG Emission Reports Submission

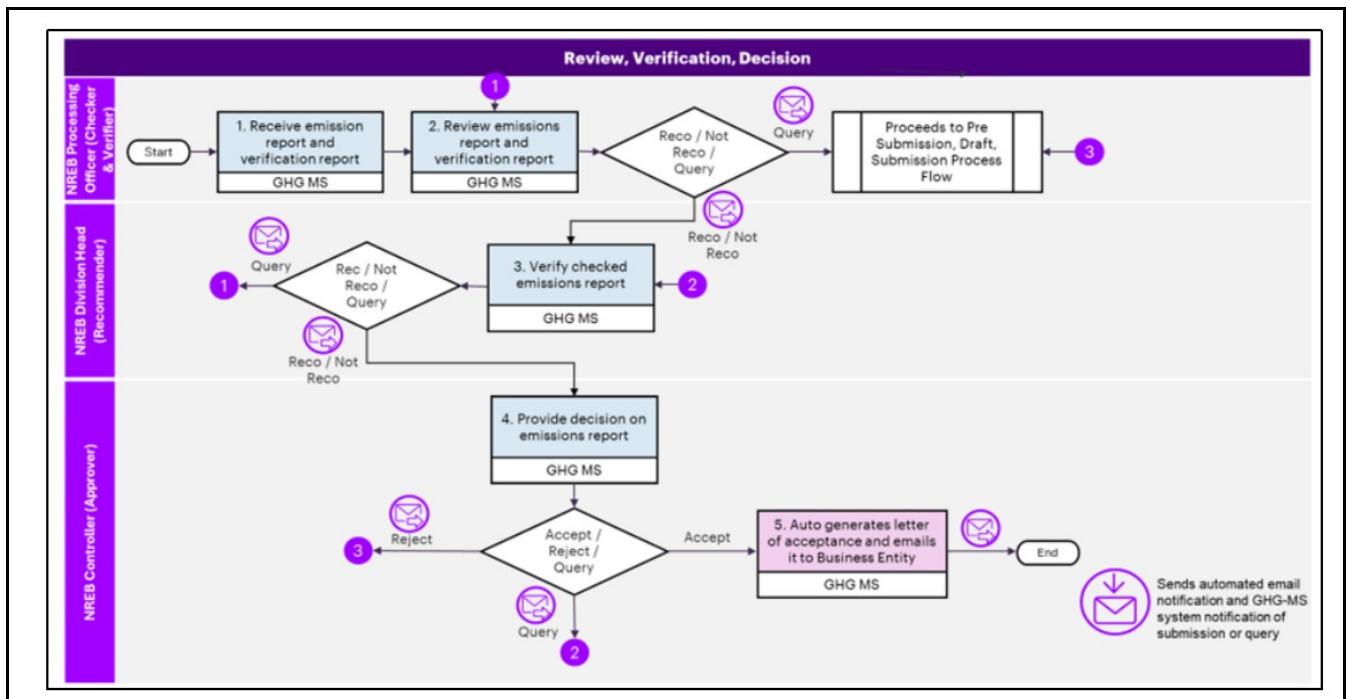


Figure : 76

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

 **ID SarawakPass** (Powered by SarawakID)

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

[Login](#)

[Register](#)

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

SarawakPass - Registration

Register For SarawakPass

Note:

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

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

I am a *

 Malaysian

 Non-Malaysian

Full Name * ①

Full Name
(Your full name as in MyKad)

MyKad Number * ①

MyKad Number
(MyKad number without dashes "-")

Mobile Number * ①

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

Email * ①

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

Secure Word * ①

Secure Word

Password * ①

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

Retype Password * ①

Retype Password

Security Check *

I'm not a robot  reCAPTCHA
Privacy • Terms

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

Cancel **Submit**

SarawakPass - Registration

SarawakPass Registration (Malaysian)

Phase 1: Complete the Registration Form

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

SarawakPass - Registration



3. Set Up Security:

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

4. Final Checks and Submission:

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

SarawakPass - Registration



Verification Step

Mobile Number *

MYS +60 **Verify**

Email *

Verify

Cancel **Submit**

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

Verification Step

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

Mobile Number *
MYS +60 **✓** **Verify**

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

Submit

SarawakPass - Registration



Phase 2: Verification Step

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

SarawakPass - Registration



2. Initiate Verification:

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

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



SarawakPass Account Recovery

SarawakPass - Account Recovery



Welcome to SarawakPass
Formerly known as SarawakID

Your Secure Digital Identity, Anytime, Anywhere

SARAWAK PASS

SarawakPass App [Password Login](#)

Login in with MyKad No.

Exp: 951231131234

[Next](#)

[Recover Password](#)

[Register for SarawakPass](#)

Recover SarawakPass

I am a *

Malaysian

Non-Malaysian

I would like to *

Recover Username

Reset Password

Recover using *

OTP Via SMS

OTP Via Email

MyKad Number * ⓘ
eg: 0001231234

Mobile Number * ⓘ
MYS +60 Mobile Number

Security Check *

I'm not a robot

reCAPTCHA

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

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

SarawakPass - Account Recovery



SarawakPass Account Recovery

Phase 1: Initiating SarawakPass Recovery

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

SarawakPass - Account Recovery



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

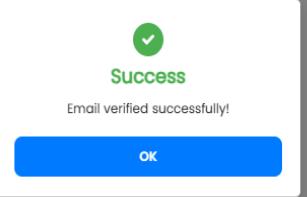
SarawakPass - Account Recovery



Verify Email Address

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

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

 Success
Email verified successfully!
[OK](#)

Home / Recover Account

 **Success**

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

[Proceed to Homepage](#)

SarawakPass - Account Recovery

Phase 2: Verification and Final Action

Option A: Recovering Your Username

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

SarawakPass - Account Recovery



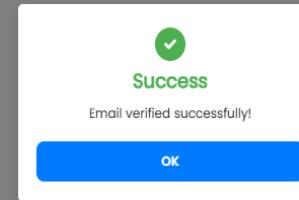
Verify Email Address

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



OTP* 407408

Resend OTP in 00:31



Reset Password



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

New Password *

.....

Retype Password *

.....



Submit

SarawakPass - Account Recovery



Option B: Resetting Your Password

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

SarawakPass - Account Recovery



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



SarawakPass

Sign In



SarawakPass - Sign in



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

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

Scan with SarawakPass app to log in



QR code expires in 58 seconds.

[Register for SarawakPass](#)

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

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

[Next](#)

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

[Recover SarawakPass](#)

[Register for SarawakPass](#)

SarawakPass - Sign In

SarawakPass Login Guide (Password Login Method)

Phase 1: Identifying Your Account

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



SarawakPass - Sign In

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

Screenshot 1: Initial Login Screen

SarawakPass App [Password Login](#)

Login in with SarawakPass / MyKad No.

[Next](#)

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

[Recover SarawakPass](#)

[Register for SarawakPass](#)

Screenshot 2: Two-Step Verification Screen

SarawakPass App [Password Login](#)

Welcome,

Is this your Secure Word?

SarawakPay

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

[Recover SarawakPass](#)

[Register for SarawakPass](#)

Screenshot 3: Final Password Entry Screen

SarawakPass App [Password Login](#)

Welcome

SarawakPay

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

[Recover SarawakPass](#)

[Register for SarawakPass](#)

SarawakPass - Sign In

Phase 2: Secure Word Verification

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



SarawakPass

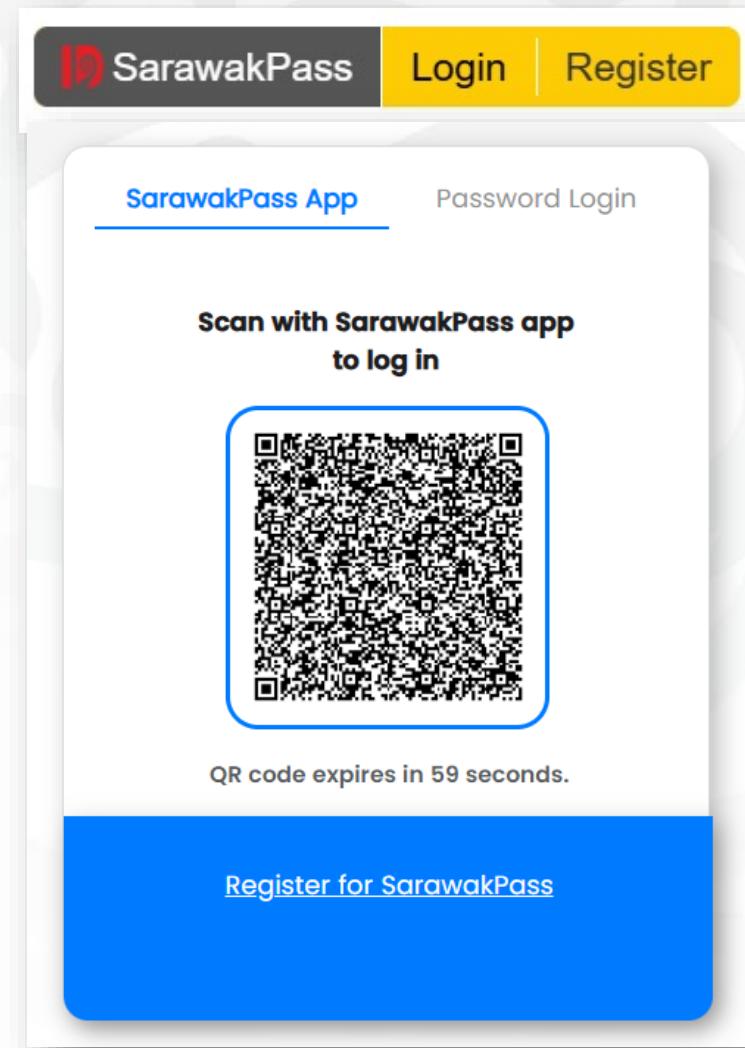
Sign-in with QR Code and Biometric Verification

Sign-in SarawakPass with QR Code



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

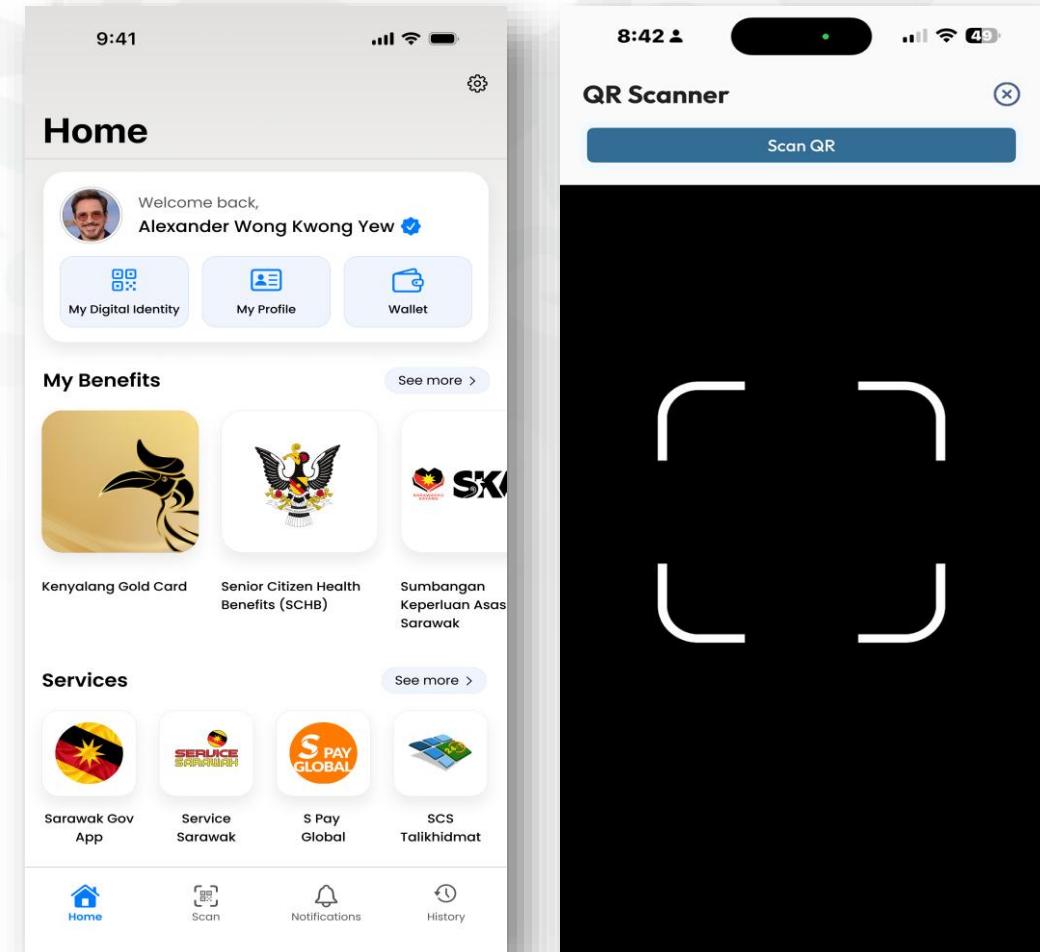
Note: This QR code usually has a short expiration time (e.g., 60 seconds) for security.



Sign-in SarawakPass with QR Code



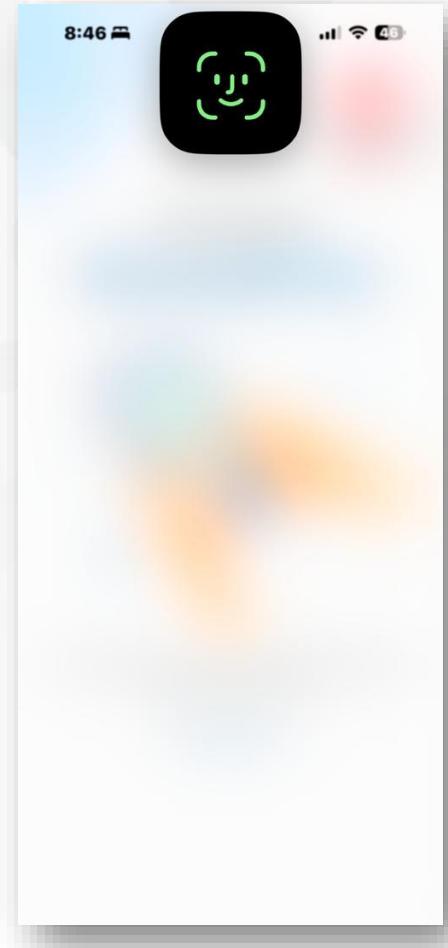
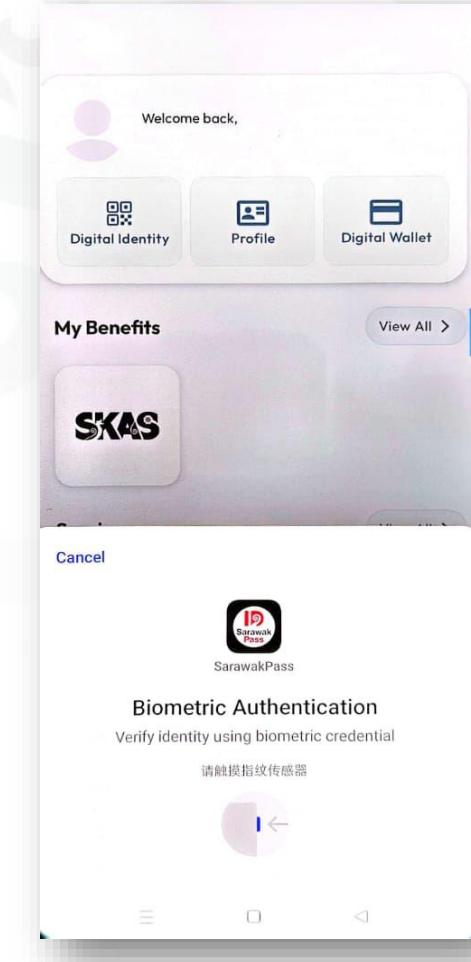
3. On your mobile device, open the SarawakPass app. You should already be logged into the app itself.
4. From the Home screen or the main navigation bar in the app, look for the Scanner Icon (next to the Home icon). Tap to open the QR Scanner.
5. Point your mobile device's camera at the QR code displayed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



Sign-in SarawakPass with QR Code



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





SarawakPass

Corp Account

Registration

SarawakPass - Corp Account Registration

SarawakPass Corp Registration

1

SarawakID Login

2

Registration Form

3

Registration Complete

Corporate Profile

This corporate is type of *** **

Business Non-Business

Corporate Name *****

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

example: Sdn. Bhd.

Registration Number ***** 

example: FASD-243424

SarawakPass - Registration



Corp Account Registration (Malaysian)

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

SarawakPass - Corp Account Registration

Contact Person Information

I'm the *

Representative Owner

Representative Information

Name *

Contact *

Email *

Position

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

SarawakPass - Corp Account Registration

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

Owner Information

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

Verify MyKad

Owner Information

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

VERIFIED

SarawakPass - Corp Account Registration

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

Corporate Information

Office Telephone Number *

Corporate Registration Address *

ABC Sdn Bhd

18, Jalan Api,

97000 Bintulu, Sarawak.

Postcode *

City *

State

Division

District

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

SarawakPass - Corp Account Registration

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

Supporting Documents for Verification

Corporate Registration Certificate *



Drop Your File Here

Description

Letter Of Consent * [Sample]



Drop Your File Here

Description

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

SarawakPass - Corp Account Registration

Email Verification

Corporate Email Address *

EMAIL VERIFICATION

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

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

SarawakPass - Corp Account Registration

Email Verification

Corporate Email Address *

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

Enter OTP *

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

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

SUBMIT

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



SarawakPass - Corp Account Registration

Email Verification

Corporate Email Address * i

EMAIL VERIFICATION

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

SUBMIT

9. Click on SUBMIT button to proceed.

SarawakPass - Corp Account Registration

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

Terms & Conditions

Terms and Conditions

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

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

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

CANCEL REGISTRATION **I AGREE**

SarawakPass - Corp Account Registration

SarawakPass Corp Registration

1
SarawakID Login

2
Registration Form

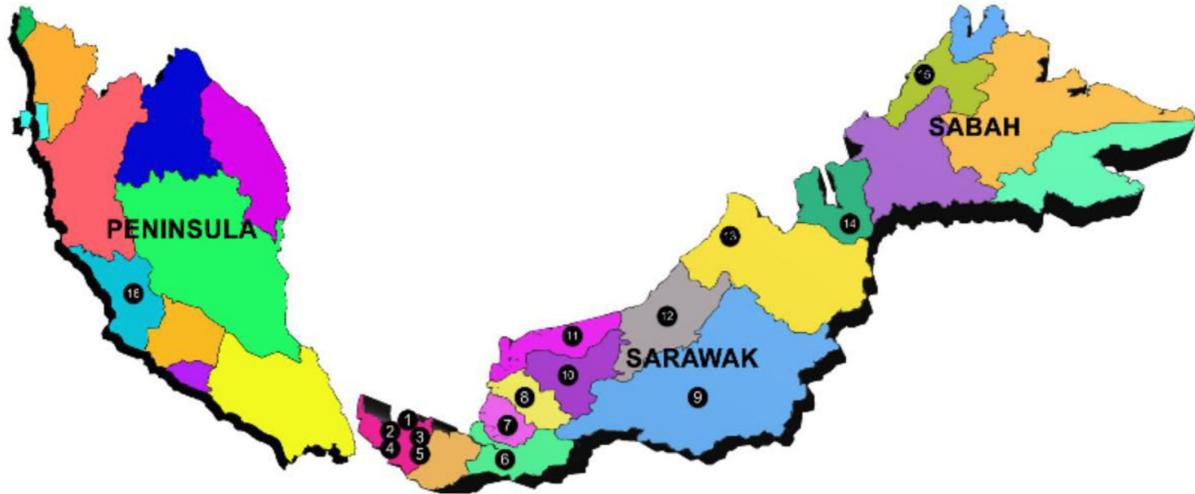
3
Registration Complete

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

DONE

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

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



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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



SARAWAK INFORMATION SYSTEMS SDN BHD

Head Office:

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

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

SAINS Contact Centre

Tel : 1300-88-7246
Fax: (60) 82-442522
Email: contactcentre@sains.com.my
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.

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