

Please fill in your particulars below and fax the form to 03-2602 4291. Once you get the User ID, please call our Customer Service Department at 03-2602 4288 to get passwords.

## FIS User ID Profile

### I. GENERAL DETAILS

Mode (Please tick <input checked="" type="checkbox"/> )	<input type="checkbox"/> New/Addition (leave blank the User ID below) <input type="checkbox"/> Deletion (insert the User ID below) <input type="checkbox"/> Amendment (insert the User ID below)	
User ID		
Company	Code	Name
Branch	Code	Name
IC No.	Old IC	New IC
User Name (Ms/Mr/Mrs)		
Place of Birth		
Mother's Maiden Name		
E-mail Address		
Designation		

### II. JPJ APPLICATION (E-HAKMILIK) ACCESS PRIVILEGES

No	Access Privileges	User Access <sup>(1)</sup> (Please tick <input checked="" type="checkbox"/> )		
		Branch*	Company**	No Permission***
1	Perform Enquiry	FIS503	FIS501	
2	Ownership (New) Claim (New/Edit)	FIS505	FIS504	
3	Ownership (Used) Claim (New/Edit)	FIS507	FIS506	
4	Discharge Claim (New/Edit)	FIS509	FIS508	
5	Change Request (New/Edit)	FIS527	FIS526	
6	Delete Ownership (New) Claim	FIS510	FIS510	
7	Delete Ownership (Used) Claim	FIS511	FIS511	
8	Delete Discharge Claim	FIS512	FIS512	
9	Delete Change Request	FIS529	FIS529	
10	Submit Ownership (New) Claim to JPJ	FIS513	FIS513	
11	Submit Ownership (Used) Claim to JPJ	FIS514	FIS514	
12	Submit Discharge Ownership Claim to JPJ	FIS515	FIS515	
13	Submit Change Request to JPJ	FIS528	FIS528	
14	Delete Verified Ownership (New) Claim	FIS516	FIS516	
15	Delete Verified Ownership (Used) Claim	FIS517	FIS517	
16	Delete Verified Discharge Ownership Claim	FIS518	FIS518	
17	Delete Verified Change Request	FIS530	FIS530	
18	Delete Requests Claims List View	FIS525	FIS524	
19	Upload Transactions	FIS520	FIS519	
20	Retrieve Reports	FIS522	FIS521	
21	View Statement of Account	N/A	FIS523	
22	Manual - Ownership Claim (New/Edit/View)	FIS532	FIS531	
23	Manual - Delete Ownership Claim	FIS533	FIS533	
24	Manual - Submit Ownership Claim	FIS534	FIS534	
25	Manual - Resubmit Error Ownership Claim	FIS535	FIS535	
26	Upload manual records	FIS537	FIS536	
27	View Confiscated Reports	N/A	FIS622	

Note : Please refer to explanatory notes for proper completion of this form

(1) User Access (Tick "✓", whichever is applicable)

\* Authorised to perform e-Hakmilik transactions by own Branch only. Please fill in under the "Company" column instead if you do not have any branch.

\*\* Authorised to perform e-Hakmilik transactions by Company

\*\*\* No permission allowed

.....  
 Authorised Signatory  
 (Branch Manager)

Name : .....

IC No : .....

Date : .....

.....  
 Company's Stamp

## **Notes for the completion of the FIS User ID Profile Form**

### **I. GENERAL DETAILS**

1. Mode

Tick either one of the following options with their respective purpose:

- New/Addition - to register a new or additional user.
- Deletion - to delete an existing user permanently.
- Amendment - to amend particulars of an existing user.

2. User ID

A User ID will be assigned by FIS upon receiving the form. For deletion and amendment by the existing user, please insert the User ID.

### **II. JPJ APPLICATION (E-HAKMILIK) ACCESS PRIVILEGES**

Please indicate the specific function to be allowed for this user. 'No Permission' means that the user will not be able to perform that function.

Refer to the following for the description of each access privilege:-

1. Perform Enquiry

The user can obtain Ownership Claim information for its company or the respective branches only.

2. Ownership (New) Claim (New/Edit)

The user may have access to enter new records or make changes/editions to Ownership Claim transactions for new vehicles/motorbikes.

3. Ownership (Used) Claim (New/Edit)

The user may have access to enter new records or make changes/editions to Ownership Claim transactions for used vehicles/motorbikes.

4. Discharge Claim (New/Edit)

The user may have access to enter new records or make changes/editions to Discharge Ownership Claim transactions for vehicles/motorbikes.

5. Change Request (New/Edit)

The user may have access to enter new records or make changes/editions to Change Request transaction for processed new or used vehicles/motorbikes.

6. Delete Ownership (New) Claim

Before submitting to JPJ, the user can delete records previously entered under the Ownership (New) Claim.

7. Delete Ownership (Used) Claim

Before submitting to JPJ, the user can delete records previously entered under the Ownership (Used) Claim.

8. Delete Discharge Claim

Before submitting to JPJ, the user can delete records previously entered under the Discharge Claim.

9. Delete Change Request  
Before submitting to JPJ, the user can delete records previously entered under the Change Request.
10. Submit Ownership (New) Claim to JPJ  
The user can submit to JPJ those records entered previously through the Ownership (New) Claim.
11. Submit Ownership (Used) Claim to JPJ  
The user can submit to JPJ those records entered previously through the Ownership (Used) Claim.
12. Submit Discharge Ownership Claim to JPJ  
The user can submit to JPJ those records entered previously through the Discharge Claim.
13. Submit Change Request to JPJ  
The user can submit to JPJ those records previously entered through the Change Request.
14. Delete Verified Ownership (New) Claim  
After those records which have been submitted to JPJ through the Ownership (New) Claim and successfully verified by JPJ with 'Verified' status, the user is allowed to perform a Deletion Request.
15. Delete Verified Ownership (Used) Claim  
After those records which have been submitted to JPJ through the Ownership (Used) Claim and successfully verified by JPJ with 'Verified' status, the user is allowed to perform a Deletion Request.
16. Delete Verified Discharge Ownership Claim  
After those records which have been submitted to JPJ through the Discharge Ownership Claim and successfully verified by JPJ with 'Verified' status, the user is allowed to perform a Deletion Request.
17. Delete Verified Change Request  
After those records which have been submitted to JPJ through the Change Request and successfully verified by JPJ with 'Verified' status, the user is allowed to perform a Deletion Request.
18. Delete Requests Claims List View  
This should be given if one is allowed under any of the access privileges under 14, 15, 16 or 17. This is to enable the user to view the deleted verified records which they submitted previously through the delete verified entries.
19. Upload Transactions  
The user can submit transaction files extracted from his/her host system.
20. Retrieve Reports  
This user may have access to view or print reports. The user with a company-wide access may retrieve all reports of the company and all its branches while the user with a branch-wide access can only retrieve his own branch reports.
21. View Statement of Account  
The user can retrieve, view or print specific billing statement from FIS system.

22. Manual - Ownership Claim (New/Edit/View)  
The user may have access to enter new records /make changes/editions or view to Ownership Claim Manual transactions for used vehicles/motorbikes.
23. Manual - Delete Ownership Claim  
Before submitting to JPJ, the user can delete records previously entered under the Ownership Claim – Manual.
24. Manual - Submit Ownership Claim  
The user can submit to JPJ those records entered previously through the Ownership Claim Manual
25. Manual - Resubmit Error Ownership Claim  
The user can resubmit the record appear in Error page.
26. Upload manual records  
The user can submit transaction files extracted from his/her host system.
27. View Confiscated Reports  
The user can view or print the confiscated report.