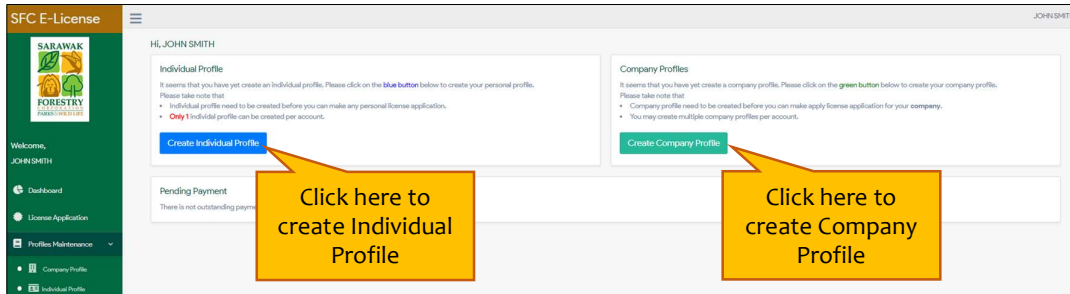


2.4 CREATING INDIVIDUAL & COMPANY PROFILE

When login for the first time, you will be presented with dashboard as follows:



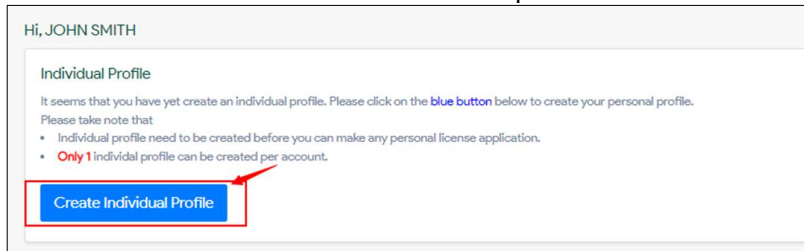
You need to create either an individual profile or a company profile before you can apply for any license.

Differences between the two profiles:

Individual Profile	Company Profile
<ul style="list-style-type: none"> Applying license for personal use Only 1 individual profile can be created per account 	<ul style="list-style-type: none"> Applying license for company /on behalf of company Multiple company profiles allowed per account

2.4.1 Creating Individual Profile

1. Click on the blue button to create individual profile.



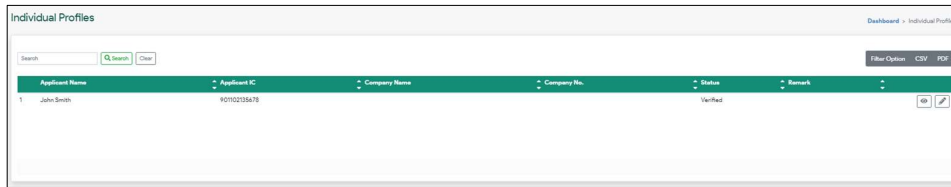
2. You need to complete 3 steps to create individual profile. The screen is different depending on you are a Malaysian or a non-Malaysian. Step 1 requires you to enter your personal details.

The screenshot shows the 'Individual Profile - Step 1 of 3' form for Malaysian users. The form is titled 'Malaysian - Step 1' and is divided into two main sections: 'Applicant Information' and 'Employer/ Company Information (if applicable)'. The 'Applicant Information' section includes fields for Applicant Name, Nationality (set to Malaysia), State, Mailed No., Job Position, Gender, Race, Date of Birth, Telephone (Business), Telephone (Residence), Telephone (Mobile), Fax, Residential Address, and Email. The 'Employer/ Company Information' section includes fields for Company Name, Company No., Company Address, and Contact No. There are 'Back' and 'Next' buttons at the bottom of the form.

3. After filling in the particulars, press “Next” to go to Step 2.
4. Step 2 requires you to upload required documents. Press “Choose File” to select the documents from your device (Format: PDF/JPEG/JPG/PNG) to upload. Please note that the maximum file size allowed is 2MB.

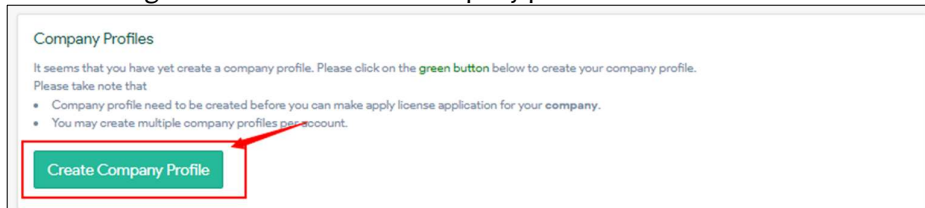
5. After attaching all the required documents, press “Next” to go to Step 3.
6. At step 3, please check through all the particulars entered. Please check the 2 two checkboxes to acknowledge the term & condition and declaration.

7. Press “Submit Profile” to complete the individual profile creation process.
8. You will be navigated to the Individual Profile page upon completion.

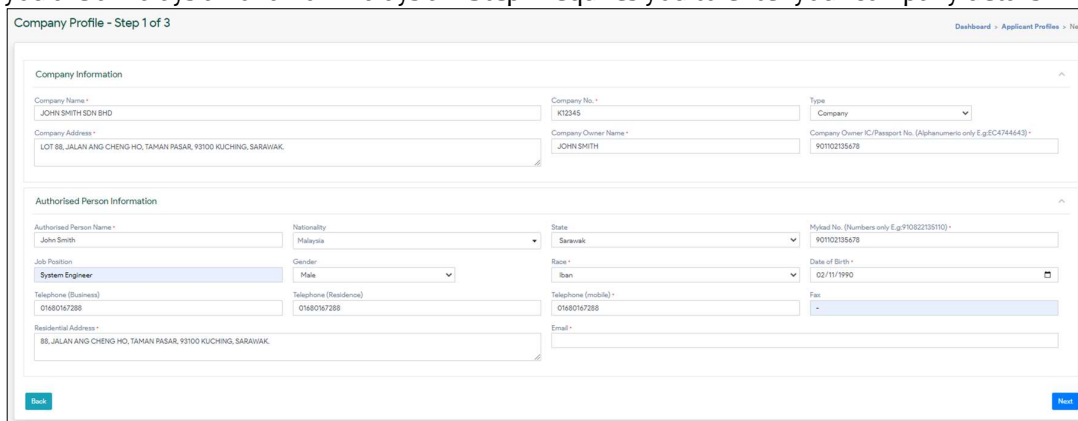


2.4.2 Creating Company Profile

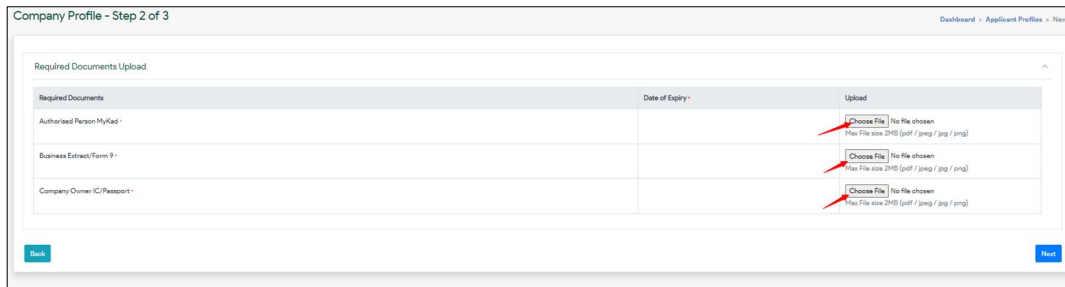
1. Click on the green button to create company profile.



2. You need to complete 3 steps to create company profile. The screen is different depending on you are a Malaysian or a non-Malaysian. Step 1 requires you to enter your company details.



3. After filling in the particulars, press “Next” to go to Step 2.
4. Step 2 requires you to upload required documents. Press “Choose File” to select the documents from your device (Format: PDF/JPEG/JPG/PNG) to upload. Please note that the maximum file size allowed is 2MB.



5. After attaching all the required documents, press “Next” to go to Step 3.
6. At step 3, please check through all the particulars entered. Please check the 2 two checkboxes to acknowledge the term & condition and declaration.

Company Profile - Step 3 of 3 Dashboard > Applicant Profiles > New

Company Information

Company Name JOHN SMITH SDN BHD	Company No. K12345
Company Address LOT 88, JALAN ANG CHENG HO, TAMAN PASAR, 93100 KUCHING, SARAWAK.	Company Owner Name JOHN SMITH
	Company Owner IC/Passport No. IC_1.jpg

Authorised Person Information

Authorised Person Name John Smith	Nationality Malaysia	State Sarawak	Mykad No. 90702135679
Job Position System Engineer	Gender Male	Race Bani	Date of Birth 1990-11-02
Telephone (Business) 01680167288	Telephone (Residence) 01680167288	Telephone (mobile) 01680167288	Fax -
Address 88, JALAN ANG CHENG HO, TAMAN PASAR, 93100 KUCHING, SARAWAK.			
Email johnsmith@gmail.com			

Uploaded Documents

Required Documents	Date of Expiry	Uploaded
MyKad *		IC.jpg
Business Extract/Form 9 *		SSN.jpg
Company Owner IC/Passport *		IC_1.jpg

Have read and agree with the **term & condition** of Sarawak Forestry Corporation Online Application.
 I hereby declare that all information given and enclosed documents for this application is true and correct. I understand and am aware of the fact that if incorrect information is given or submitted any false documents, I could be punished as per any provision of Malaysia Law.

7. Press “Submit Profile” to complete the individual profile creation process.
8. You will be navigated to the Individual Profile page upon completion.

Company Profiles Dashboard > Company Profiles

Search

Filter Option CSV PDF

Applicant Name	Applicant IC	Company Name	Company No.	Status	Remark	
1 John Smith	90702135679	JOHN SMITH SDN BHD	K12345	Verified		