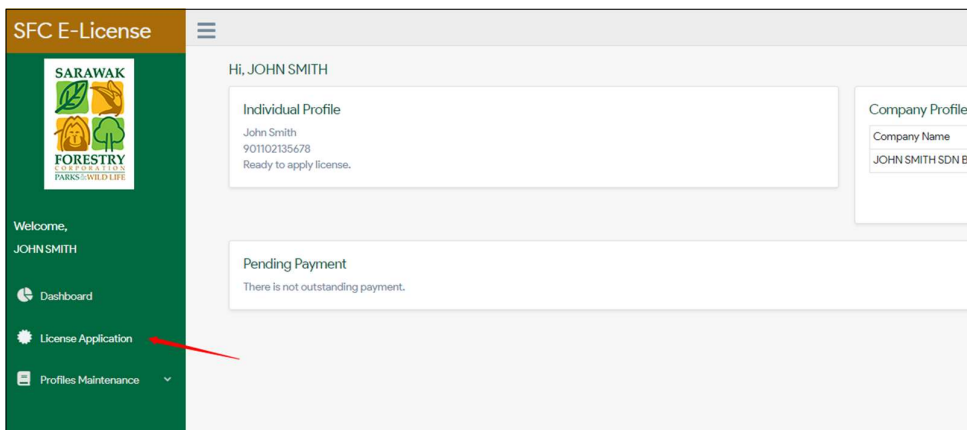


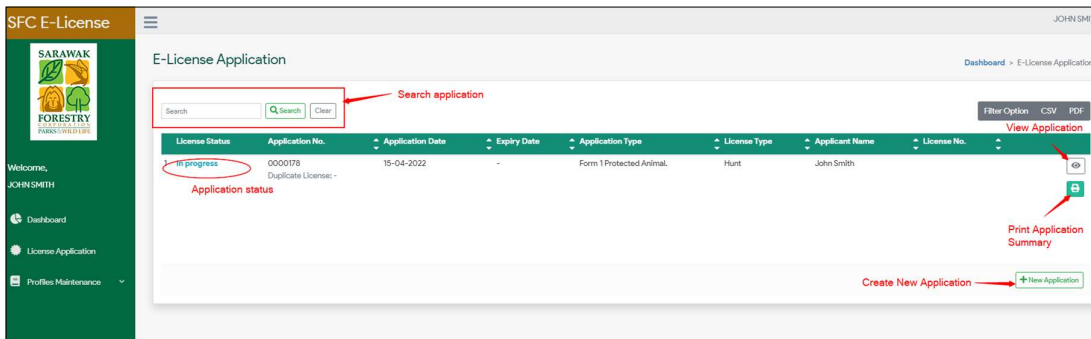
3 APPLYING LICENSE

3.1 LICENSE APPLICATION LISTING NAVIGATION

1. Click on License Application at the side navigation bar.




2. You will be navigated to the E-License Application Listing screen.

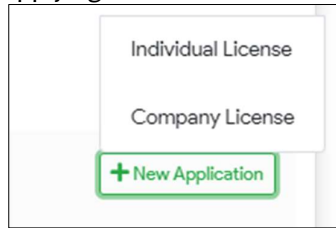


There are various actions & buttons you can use:

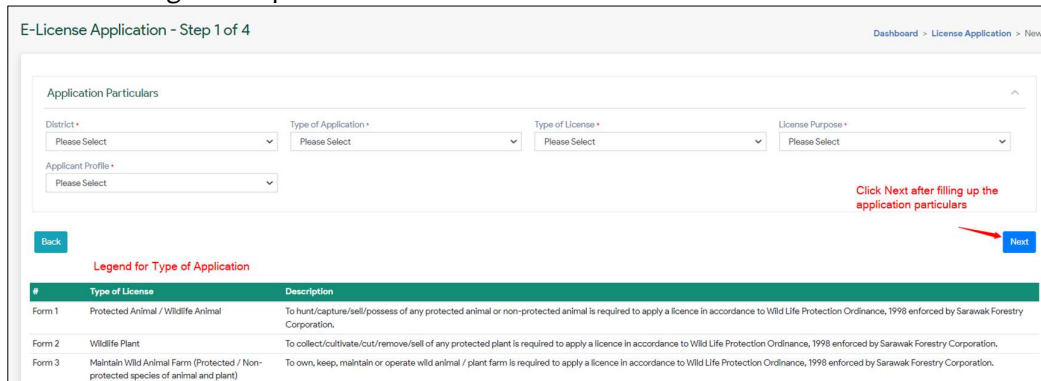
	Search bar to search application
	Apply for new license
	View application content
	Edit application (Only for application which is has not been submitted)
	Print application summary
	Renew application
	Pay the processed application

3.1.1 Apply License

1. Click on  to apply for new application. Upon clicking you will be asked to choose between individual license or company license. Please make sure you have create individual profile / company profile before applying.



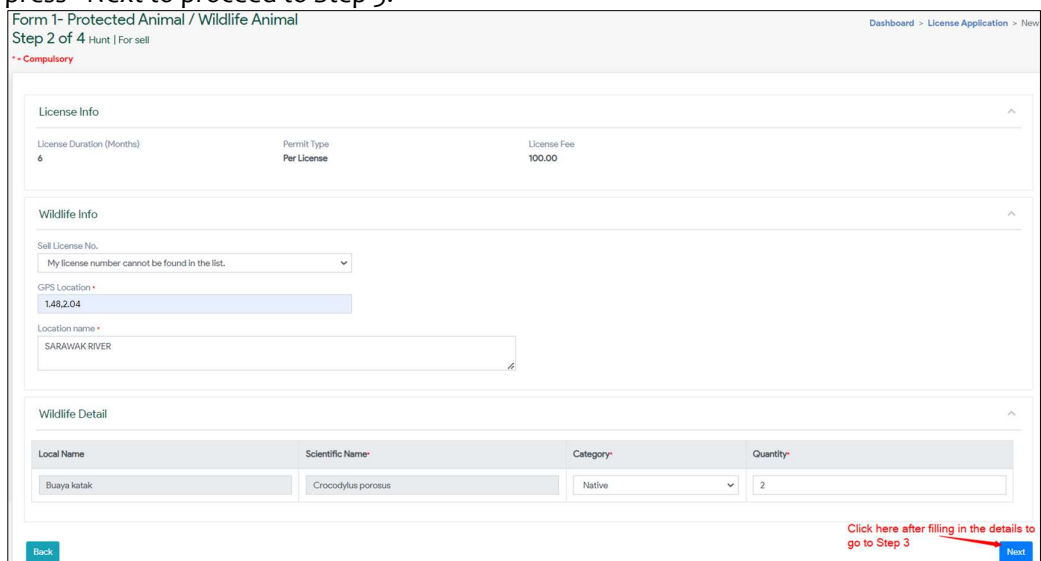
2. Once selected individual/company license, you will be navigated to Step 1 of E-License Application. Every license application has 4 steps, make sure you follow through all 4 steps to submit the application successfully.
3. Step 1 requires you to select the application particulars. The option available will change according to the type of application, type of license, license purpose which you selected.
4. At the “Applicant Profile” you will have to choose your name if you selected individual license or your company name of you selected company license.
5. Press Next to go to Step 2.



Legend for Type of Application

#	Type of License	Description
Form 1	Protected Animal / Wildlife Animal	To hunt/capture/sell/possess of any protected animal or non-protected animal is required to apply a licence in accordance to Wild Life Protection Ordinance, 1998 enforced by Sarawak Forestry Corporation.
Form 2	Wildlife Plant	To collect/cultivate/cut/remove/sell of any protected plant is required to apply a licence in accordance to Wild Life Protection Ordinance, 1998 enforced by Sarawak Forestry Corporation.
Form 3	Maintain Wild Animal Farm (Protected / Non-protected species of animal and plant)	To own, keep, maintain or operate wild animal / plant farm is required to apply a licence in accordance to Wild Life Protection Ordinance, 1998 enforced by Sarawak Forestry Corporation.

6. The information required to fill in step 2 of the application form will vary depending on the type of application, type of license and license purpose chosen at step 1. Fill in the detail needed and press “Next to proceed to Step 3.



7. Step 3 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. The attachment required to upload will vary depending on the type of application, type of license and license purpose chosen at step 1 and information filled in step 2.

8. Press “Next” to proceed to Step 4 after uploading the required attachments.
9. At step 4, please check through all the details entered in the application. Please check the 2 two checkboxes to acknowledge the term & condition and declaration.

10. Press “Submit Application” to submit.
11. Press “Confirm to Sumit Application” to confirm the application.

12. You will be given an Application Id for tracking purpose.

13. Click OK to go back to the listing screen. The status “In Progress” means that the application had been submitted and awaiting SFC personnel to process. You will be notified through the email filled in your individual profile / company profile.

License Status	Application No.	Application Date	Expiry Date	Application Type	License Type	Applicant Name	License No.
In progress	0000179 Duplicate License:-	15-04-2022	-	Form 1 Protected Animal.	Hunt	John Smith	
In progress	0000178 Duplicate License:-	15-04-2022	-	Form 1 Protected Animal.	Hunt	John Smith	