

**ANNUAL PERFORMANCE
REPORT MODULE
(APR e-SURVEY)**

USER MANUAL

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PART A: INTRODUCTION

1. PURPOSE

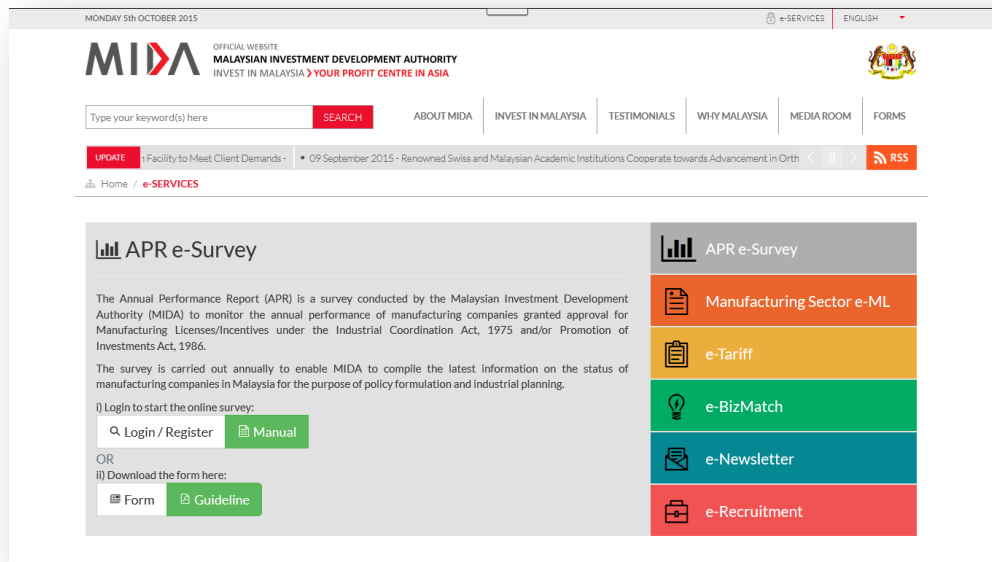
This document is designed as a simple user guide to help you navigate the system and maximize its full potential.

2. SYSTEM REQUIREMENTS

Requirements	Details
Processor	At least Intel Pentium® III 400 Mhz
Memory	At least 128 megabyte (MB)
Operating System	Microsoft Windows® XP or higher
Web Browser	<ul style="list-style-type: none">○ Mozilla Firefox (best viewed)○ Google Chrome

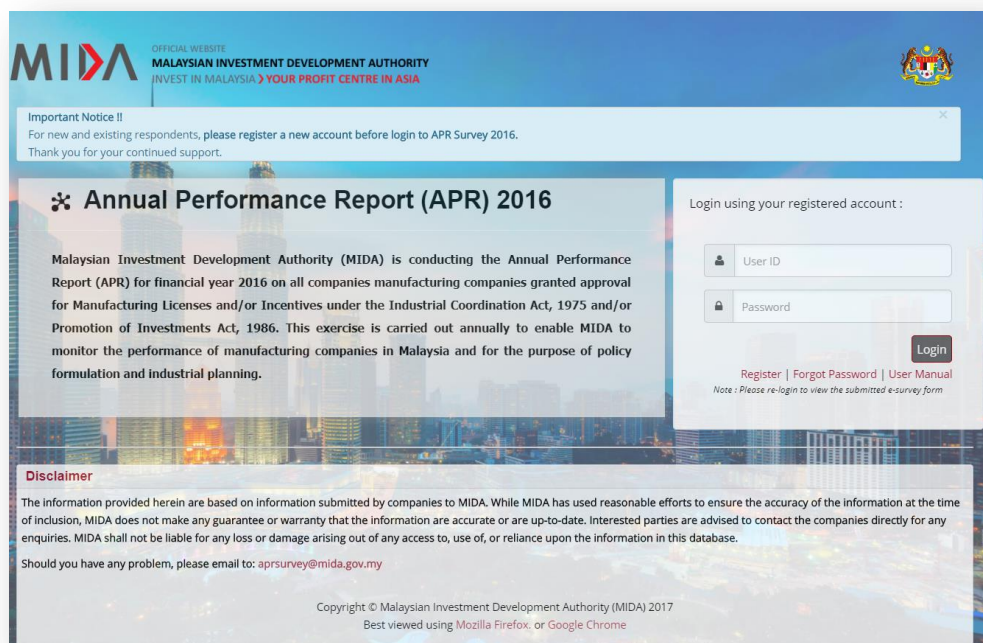
PART B: ACCESS TO APR WEBSITE

Browse the official APR website which can be accessed via MIDA's e-Services webpage <http://www.mida.gov.my/home/mida-e-services-login>



i. Click  icon to start the online survey.

ii. You will get the screen page below:



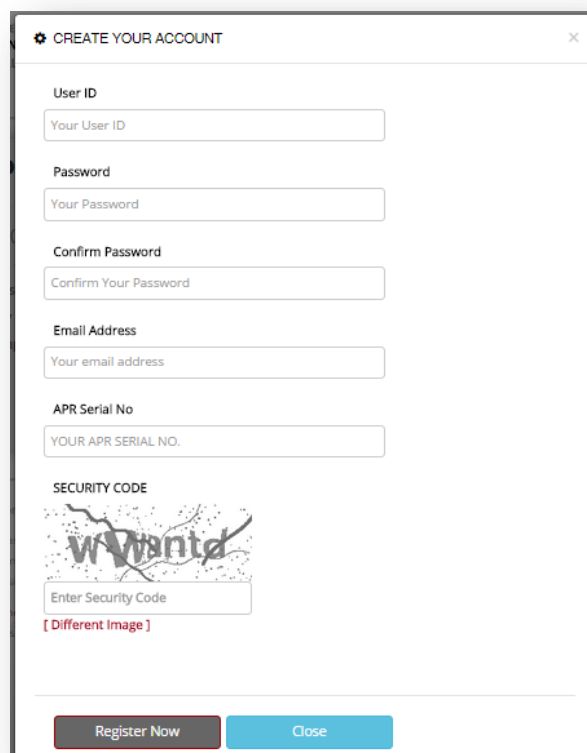
1. STEP BY STEP

1.1 Registration / Account Creation

The user must register their user id and password for the first time in order to get the account activate.

- i. Click **Register**. You will get the screen page below.
- ii. Enter your **User ID, Password, Confirm Password, Email Address** and **APR Serial No.** (Refer to email / survey letter).
- iii. Enter the **Security Code**.
- iv. Click **Register Now** button.
- v. Click **Close** button if you wish to exit the screen.

Note: **APR Serial No.** is a reference number which provided by MIDA. Please refer to the MIDA Letter or email sent to you.



The screenshot shows a web form titled "CREATE YOUR ACCOUNT" with a close button (X) in the top right corner. The form contains the following fields and elements:

- User ID:** A text input field with the placeholder text "Your User ID".
- Password:** A text input field with the placeholder text "Your Password".
- Confirm Password:** A text input field with the placeholder text "Confirm Your Password".
- Email Address:** A text input field with the placeholder text "Your email address".
- APR Serial No:** A text input field with the placeholder text "YOUR APR SERIAL NO.".
- SECURITY CODE:** A section containing a CAPTCHA image with the word "Wantid" and a text input field with the placeholder text "Enter Security Code". Below the input field is a red link that says "[Different Image]".
- Buttons:** At the bottom of the form, there are two buttons: a dark grey "Register Now" button and a light blue "Close" button.

- vi. Once you successfully register, you will get an email notification on your account information.

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Annual Performance Report (APR)

Successfull
Thank you for your registration

Log in using your registered account:

User ID

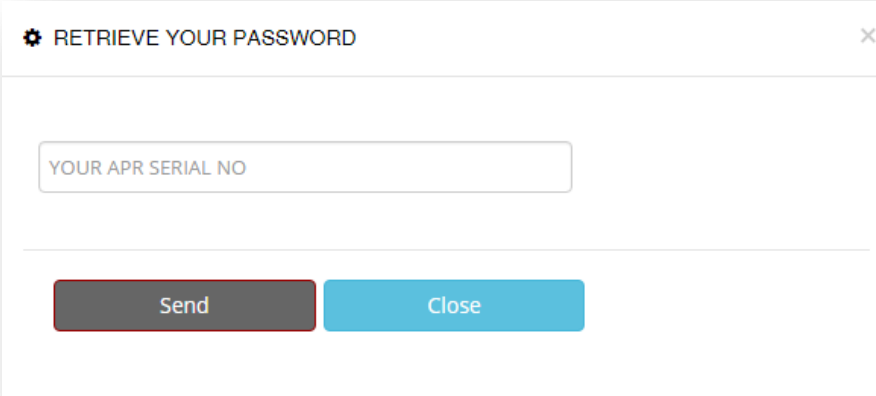
Password

Login

- vii. Enter your **User ID** and **Password** into your Registered Account.
- viii. Click **Login** button to proceed to the next level.
- ix. Refer to the section **APR e-Survey Data Entry** on [page 9](#) for more information.

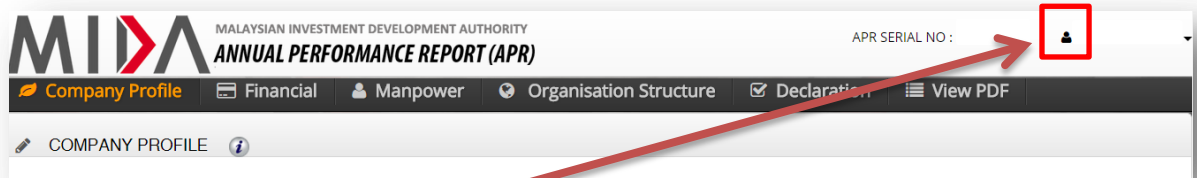
1.2 Forgot Password



- iii. Enter your **APR Serial No.** to recover your password.
- iv. Click **Send** button.
- v. An email notification will be sent to your email address.

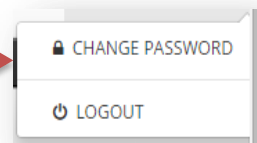


The screenshot shows a dialog box titled "RETRIEVE YOUR PASSWORD" with a close button (X) in the top right corner. Below the title bar is a text input field containing the placeholder text "YOUR APR SERIAL NO". At the bottom of the dialog, there are two buttons: a dark grey "Send" button and a light blue "Close" button.

1.3 Change Password



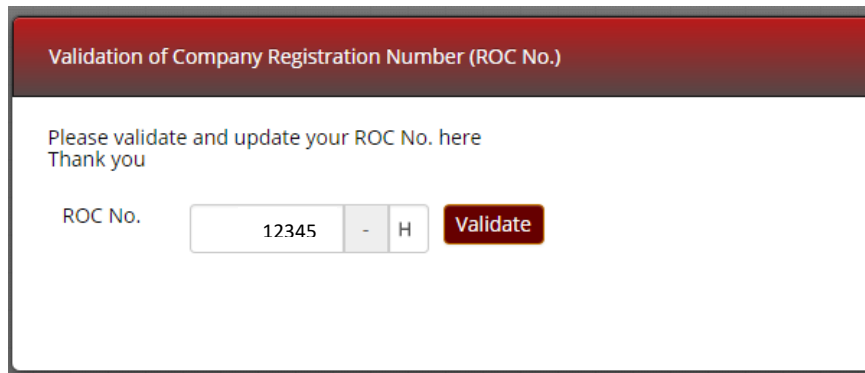
- i. Click  icon.
- ii. Click **Change Password** link. 
- iii. In the **New Password** field, enter your new password.
- iv. In the **Confirm New Password**, enter again your new password.
- v. Once the passwords match, click **Save** button.



- vi. An email notification will be sent to your email address on the new password.

1.4 APR e-Survey Data Entry

- i. The below sub screen page will be displayed upon successful login into the system.



Validation of Company Registration Number (ROC No.)

Please validate and update your ROC No. here
Thank you

ROC No. - H

- ii. On this page, the system will automatically display your **Company Registration Number (ROC No.)**.
- iii. Please validate and update the ROC No., do not it is incorrect.
- iv. Click **Validate** button to start the data entry.
- v. These steps [i. - iv.] are required for the first time login.
- vi. Enter the details pertaining to the APR Survey Form which is divided to five (5) sections / pages :
 - ❖ Company Profile
 - ❖ Financial
 - ❖ Manpower
 - ❖ Organisation Structure
 - ❖ Declaration

1.4.1 Company Profile

- Enter the information and click **Save** button.

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ANNUAL PERFORMANCE REPORT (APR e-Survey)

APR SERIAL NO: []

HOME Company Profile Financial Manpower Organisation Structure Declaration

COMPANY PROFILE

* Company Name []

Company Registration Number (RoC/Rob/Others) []

* Correspondence Address

Correspondence Address 1 []

Correspondence Address 2 []

Correspondence Address 3 []

* Postcode [] * City [] City []

* State [Select] Website [e.g. www.mida.gov.my]

[Save] [Reset]

* Contact Person [+]
No Contact Person Listed.

* Factory Location Address [+]
No Factory Location Listed.

1.4.2 Financial

- Enter the information and click **Save** button.

HOME Company Profile Financial Manpower Organisation Structure Declaration

FINANCIAL

Financial Year as at: 31/12/2016 format: dd/mm/yyyy

FINANCING STRUCTURE		
1. Shareholders' Fund	RM	0.00
1.1 Paid-up Capital	RM	0.00
1.1.1 Malaysian Equity	RM	0.00
(i) Bumiputera	RM	0.00
(ii) Non-Bumiputera	RM	0.00
1.1.2 Foreign Equity	RM	0.00
1.2 Reserves (excluding capital appreciation)	RM	0.00
1.3 Retained Earnings	RM	0.00
2. Total Loans Outstanding	RM	0.00
3. Other Financing Sources	RM	0.00
4. Total Fixed Assets (Net book value)	RM	0.00
4.1 Land	RM	0.00
4.2 Plant/ Factory/ Building	RM	0.00
4.3 Other Fixed Assets (e.g. Machinery/ Equipment, etc)	RM	0.00
5. Working Capital	RM	0.00
PRODUCTION COST & SALES VALUE		
1. Annual Sales Turnover	RM	0.00
2. Export Sales (as % Annual Sales Turnover)	%	0.00
3. Production Cost	RM	0.00
4. R & D Expenditure	RM	0.00
5. Cost of Raw Materials & Components	RM	0.00
5.1 Local Content (%)	%	0.00
EARNINGS		
1. Earnings Before Interest, Tax, Depreciation & Amortisation (EBITDA)	RM	0.00
2. Net Profit After Tax	RM	0.00

[Save] [Reset]

1.4.3 Manpower

- Enter the information and click **Save** button.

EMPLOYMENT / SALARY & WAGES

FULL TIME EMPLOYMENT

Job Category	Total Number of Persons Employed		Number of Persons Employed by Average Monthly Salary (including Allowance) (RM)				
	Malaysian	Foreign	<2,000	2,000 -2,999	3,000-4,999	5,000-9,999	>10,000
1.1 Managerial (eg. CEO, Director, Manager Level)	0	0	0	0	0	0	0
1.2 Professionals (Engineers)	0	0	0	0	0	0	0
1.3 Professionals & Executives (Non-Engineers)	0	0	0	0	0	0	0
1.4 Technical, Supervisory & Craft	0	0	0	0	0	0	0
1.4.1 Technician	0	0	0	0	0	0	0
1.4.2 Supervisor	0	0	0	0	0	0	0
1.4.3 Plant Maintenance Mechanic	0	0	0	0	0	0	0
1.4.4 Tools & Die Mould Maker	0	0	0	0	0	0	0
1.4.5 Machinist	0	0	0	0	0	0	0
1.4.6 IT Personnel	0	0	0	0	0	0	0
1.4.7 Quality Controller	0	0	0	0	0	0	0
1.4.8 Decisions / Changerman	0	0	0	0	0	0	0
1.4.9 Welder	0	0	0	0	0	0	0
1.4.10 Others special skills related to the sector	0	0	0	0	0	0	0
1.5 Operators & Assemblers	0	0	0	0	0	0	0
1.6 Clerical & Sales & Services / Administrative Staff	0	0	0	0	0	0	0
1.7 General Workers	0	0	0	0	0	0	0
Total Number of Full Time Person Employed	0	0	0	0	0	0	0

*If the above 1.1-1.7 is not applicable for full time employees, please indicate a valid reason.

maximum 255 characters

2. Total Salary & Wages for Full Time Employees

2.1. Malaysian	RM	0.00
2.2. Foreign		0
2.2.1. Capitalize		0
2.2.2. Non-Capitalize		0

3. Disbursed Wages (Not under company payroll)

3.1. Number of Workers		0
3.1.1. Malaysian		0
3.1.2. Foreign		0
3.2. Total Disbursed Cost	RM	0.00

Save Reset

1.4.4 Organisation Structure

- Enter the information and click **Save** button.

Company Profile | Financial | Manpower | **Organisation Structure** | Declaration | View PDF | Technical Notes

Ultimate Holding Company or Parent Company (If Applicable) ⓘ

Company Name (Ultimate Holding) Country of Origin

ULTIMATE COMPANY / ORGANISATION NAME Select Country

Subsidiaries in Malaysia (If any) +

No Subsidiaries Company Listed. Click + to add a new one.

Save Reset

1.4.5 Declaration

- Enter the information and click **Submit** button.

The screenshot shows a web-based form titled 'Remarks & Declaration'. At the top, there is a navigation bar with tabs for 'Company Profile', 'Financial', 'Manpower', 'Organisation', 'Future', 'Services', 'Declaration', and 'Notes & PDF'. Below the navigation bar, the 'REMARKS' section contains a text area with a placeholder: 'If company / factory ceased its production in Year 2016, please indicate a valid reason, (i.e. temporary closed / closed down etc.)' and a character limit of 'maximum 255 characters'. The 'DECLARATION' section includes a form where the user enters their 'Name' and 'Designation'. Below this, there is a declaration text: '(i) hereby declare that to the best of my knowledge, the particulars furnished in this application are true (ii) agree and understand that MIDA may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (incorporation) Act 1965 to relevant government bodies or government appointment bodies (iii) warrant that no components of the project/manufacturing activities infringe the intellectual property rights of any third party. The applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights'. At the bottom right, there are three buttons: 'Save', 'Submit', and 'Reset'. A red asterisk indicates a required field.

1.4.6 View PDF

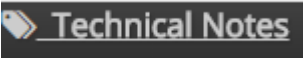
- If you wish to view the information in PDF format, click

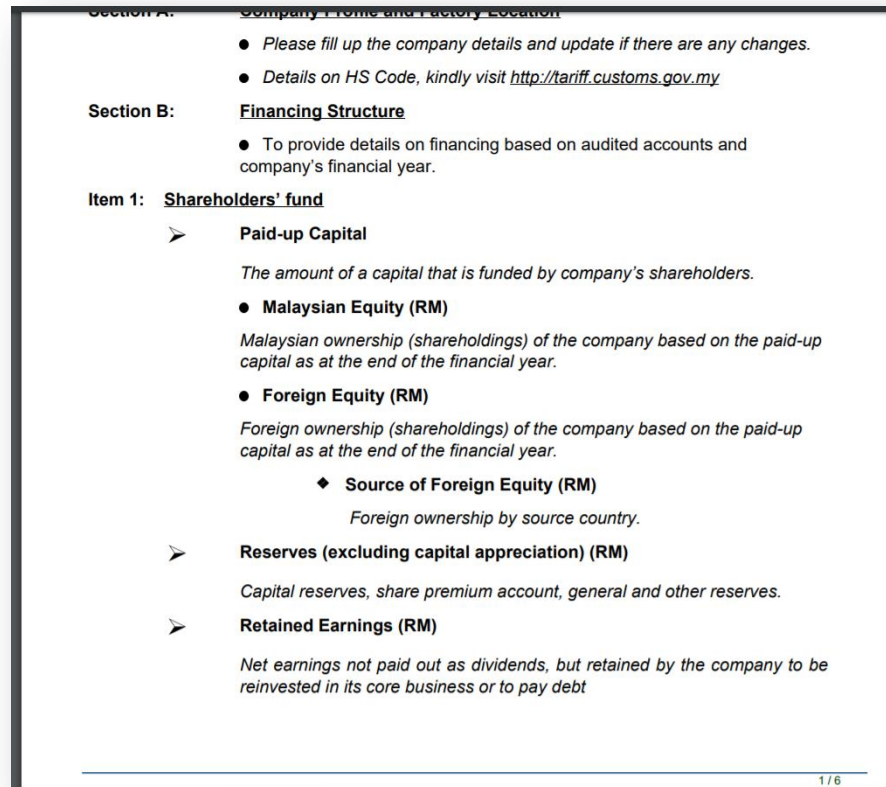


. You will see the information as shown below.
You can also print the PDF copy for your filing / safekeeping.

FINANCING STRUCTURE (RM)		
Financial Year :		
1. Shareholders' Fund		50,000.00
1.1 Paid-Up Capital		50,000.00
1.1.1 Malaysian Equity		50,000.00
(a) Bumi Equity		50,000.00
(b) Non-Bumi Equity		0.00
1.1.2 Foreign Equity		0.00
(a) Foreign Equity Source	Country	Value (RM)
	1	0.00
1.2 Reserves (excluding capital appreciation)		0.00
1.3 Retained Earnings		0.00
2. Total Loans Outstanding		0.00
3. Other Financing Sources		0.00
4. Total Fixed Assets (Net book value)		0.00
4.1 Land		0.00
4.2 Plant/ Factory/ Building		0.00
4.3 Other Fixed Assets (e.g. Machinery/ Equipment, etc)		0.00
5. Working Capital		0.00
PRODUCTION COST & SALES VALUE (RM)		
1. Annual Sales Turnover		0.00
2. Export Sales (as % Annual Sales Turnover)		0.00 %
3. Production Cost		0.00
4. R&D Expenditure		0.00
5. Cost of Raw Materials & Components		0.00

1.4.7 Technical Notes

- If you wish to view the information on technical notes, click  . You will see the information as shown below.



The screenshot shows a survey form with the following content:

Section A: Company Profile and Factory Location

- Please fill up the company details and update if there are any changes.
- Details on HS Code, kindly visit <http://tariff.customs.gov.my>

Section B: Financing Structure


- To provide details on financing based on audited accounts and company's financial year.

Item 1: Shareholders' fund


- **Paid-up Capital**
The amount of a capital that is funded by company's shareholders.
 - **Malaysian Equity (RM)**
Malaysian ownership (shareholdings) of the company based on the paid-up capital as at the end of the financial year.
 - **Foreign Equity (RM)**
Foreign ownership (shareholdings) of the company based on the paid-up capital as at the end of the financial year.
 - ◆ **Source of Foreign Equity (RM)**
Foreign ownership by source country.
- **Reserves (excluding capital appreciation) (RM)**
Capital reserves, share premium account, general and other reserves.
- **Retained Earnings (RM)**
Net earnings not paid out as dividends, but retained by the company to be reinvested in its core business or to pay debt

1 / 6

vii. Always click **Save** button at every page to ensure the information is saved before leaving the page.

viii. Click  icon if you wish to add more than one (1) information (if any) for the following items:

- ❖ Contact Person
- ❖ Factory Location
- ❖ Product
- ❖ Source Of Foreign Equity
- ❖ Subsidiaries

- ix. Click **Submit** button at Declaration section if you wish to submit the form to MIDA. You will also get an email notification as well.
- x. Once submitted, you are not allowed to do any update or new entry to the form. You can view the form through the PDF. Please re-login to view the PDF.
- xi.  icon is an information tips which will appear at the following sections / pages. Click the icon to see the details.
 - Company Profile
 - Financial
 - Manpower
 - Organisation Structure

1.5 FAQ's

The first time you login to access APR e-Survey Login Page, you will need to do the following:

1. Click [here](#) to see more details.

Login Issues

Some general things to note if you are having trouble logging in

1. Incorrect user ID or password.
Make sure you're using the correct user ID and password. Refer to the email sent to you during the creation of the user ID and password.
2. I've forgotten my password or I can't remember my User ID or Password.
It happens! In order to retrieve both, you will need to take below steps.
 - i. First, request your password by clicking Forgot Password on the login page.
 - ii. Then, enter Your APR Serial No. which can be retrieved from the pre-posted hardcopy form. We will resend the user ID and password to the email address for the account created.
 - iii. If you're not sure about your APR Serial No. then, please refer to the pre-posted hardcopy form.
3. How can I tell if I'm logged in?
If you are logged in, you will see the Data Entry Form with your user ID being displayed at top right corner of the page. If you are not logged in, you will see the Login Page.
4. Still having problems logging in?
Send an email to aprsurvey@mida.gov.my and include your company name and contact details.

SYSTEM FLOW DIAGRAM

