



**Forest Research Institute Malaysia (FRIM)
Product Certification Services**

**PCS E-Certification System
User Guide
Client Registration**



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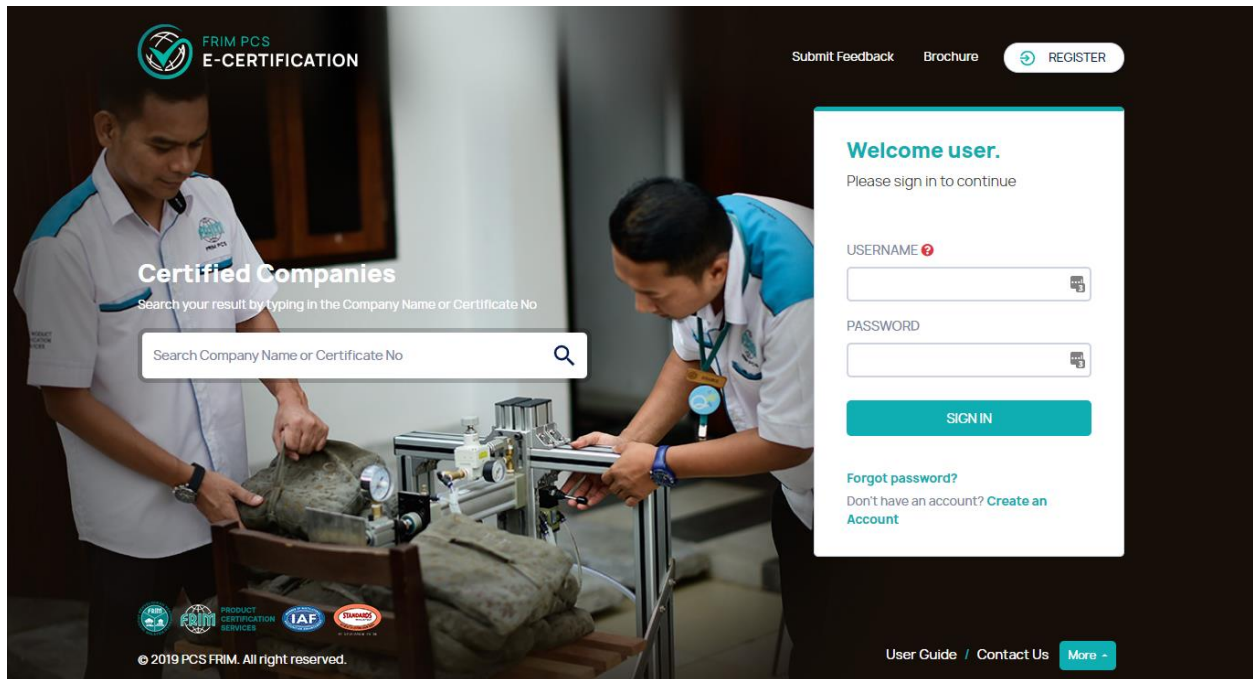
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1. GETTING STARTED

1.1 ACCESS SYSTEM

Enter URL <https://ecertpcs.frim.gov.my> to access PCS E-Certification Landing Page.



2. REGISTER NEW PUBLIC ACCOUNT

2.1 COMPANY DETAILS

STEP 1: ACCESS REGISTRATION PAGE

1.1 In **Landing Page**, click the **Register icon** to access the registration page.

FRIM PCS E-CERTIFICATION Submit Feedback Brochure REGISTER

REGISTRATION

Registration

Information mark with (*) is mandatory.

Company Details

REGISTRATION TYPE *
 Domestic International

AGENCY TYPE *
 Choose one

COMPANY NAME *

COMPANY REGISTRATION NUMBER (SSM) *

Company Mailing Address

COMPANY ADDRESS *

POSTCODE * **CITY ***

STATE * **COUNTRY**
 Choose one Malaysia

PHONE NO 1 * **PHONE NO 2**

PHONE NO 3 **FAX NO**

EMAIL ADDRESS * **WEBSITE**

Authorize Representative

FULL NAME * **POSITION ***

DIRECTOR/CEO * **POSITION ***

Sign in

Please sign in if you have an Account

USERNAME *

PASSWORD

SIGN IN

[Forgot password?](#)

RESET **REGISTER**

STEP 2: COMPANY DETAILS SECTION

2.1 Select Registration Type

REGISTRATION TYPE *

Domestic International

2.2 Select Agency Type

AGENCY TYPE *

Choose one ▲

- Private
- Public
- Others

2.3 Fill-in Company Name

COMPANY NAME *

2.4 Fill-in a valid and available Registration Number (SSM) which will be set as your username.

COMPANY REGISTRATION NUMBER (SSM) * ?

STEP 3: COMPANY MAILING ADDRESS SECTION

3.1 Fill in the Company Address field

Company Mailing Address

COMPANY ADDRESS *

3.2 Fill in the Postcode

POSTCODE *

3.3 If Company Type is Domestic, select the State from the dropdown.

<p>STATE *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Choose one ▲ <input style="width: 100%; height: 20px;" type="text"/> ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #4a7ebb; color: white; padding: 2px;">Johor <li style="padding: 2px;">Kedah <li style="padding: 2px;">Kelantan <li style="padding: 2px;">Melaka <li style="padding: 2px;">Negeri Sembilan <li style="padding: 2px;">Pahang 	<p>COUNTRY</p> <div style="border: 1px solid #ccc; padding: 2px;"> Malaysia ▼ </div> <p>PHONE NO 2</p> <input style="width: 100%; height: 20px;" type="text"/> <p>FAX NO</p> <input style="width: 100%; height: 20px;" type="text"/> <p>WEBSITE</p> <input style="width: 100%; height: 20px;" type="text"/>
--	---

If Company Type is International, fill in the State.

3.4 If your Company Type is International, select the Country from the dropdown.

COUNTRY

Afghanistan ▲

 ▼

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra

STEP 4: AUTHORIZE REPRESENTATIVE

4.1 Fill in the required information in this section

Authorize Representative

FULL NAME *

POSITION *

DIRECTOR/CEO*

POSITION*

STEP 5: REGISTER ACCOUNT

5.1 Click the register button to complete the registration

5.2 Click on the reset button to delete all the information and begin the registration process again.

3. COMPLETE REGISTRATION

3.1 FACTORY INFORMATION

STEP 1: FACTORY DETAILS

1.1 Fill in the Factory Name

Factory Name *

1.2 Select the Ownership Type

Ownership Type *

Own Rental

1.3 Select the Location Type. If not listed, please specify the right Location Type

Location Type *

Industrial Area Private Land
 Agriculture Land Others

Please specify

1.4 Fill in the Factory Size

Factory Size (built up area, m2) *

1.5 Specify the number of personnel in the factory

No of Personnel *

STEP 2: FACTORY ADDRESS

2.1 Fill in the Factory Address.

Factory Address *

2.2 Provide the Postcode.

Postcode *

2.3 Provide the City.

City *

2.4 For local company, select the State from the dropdown menu.

State *

Selangor ▾

- Select State -

Johor

Kedah

Kelantan

Melaka

Negeri Sembilan

Pahang

Pulau Pinang

Perak

Pertis

Sabah

Sarawak

Selangor

Terengganu

Kuala Lumpur

Putrajaya

Labuan

Yes

2.5 For foreign company please select the right Country from the dropdown menu.

Country *

Malaysia ▾

Malaysia

Afghanistan

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

Antarctica

Antigua and Barbuda

Argentina

Armenia

Aruba

Australia

Austria

Azerbaijan

Bahamas

Bahrain

Bangladesh

Barbados

2.6 Fill in the phone number

2.7 Fill in the fax number

STEP 3: AUTHORIZE REPRESENTATIVE

3.1 Fill in the name of authorized personnel

Full Name *

3.2 Fill in the position

Position *

STEP 4: INTERNAL PRODUCTION CONTROL SYSTEM

4.1 Select Availability for Purchasing System

SYSTEM	AVAILABILITY*
1. Purchasing System	<input checked="" type="radio"/> Yes <input type="radio"/> No

4.2 Insert Remarks

REMARKS *

4.3 If Availability Yes is selected, Upload supporting document by clicking the Upload button

SUPPORTING DOCUMENT

4.4 Browse for the right file on the pop up window and click Open button to upload.

4.5 Click (x) button to delete the uploaded file.

4.6 Repeat Steps 4.1 to 4.4 for item 2 to 6 .

STEP 5: ATTACHMENTS

5.1 Click Upload button to Upload Route Map to the Factory

ATTACHMENTS

1. A Route Map to the Factory

Upload

2. Company Organization Chart

Upload

3. Others (Please specify)

Upload

5.2 Browse for the right file on the pop up window and click Open button to upload the file

5.3 Click the (x) button to delete the uploaded file.

5.4 Repeat steps 5.1 and 5.2 for item 2 and 3. Specify the document name in the field provided for item 3.

5.5 Click on the Next button to move to the next page




Next

5.6 Click on the Previous button to move to the previous page.

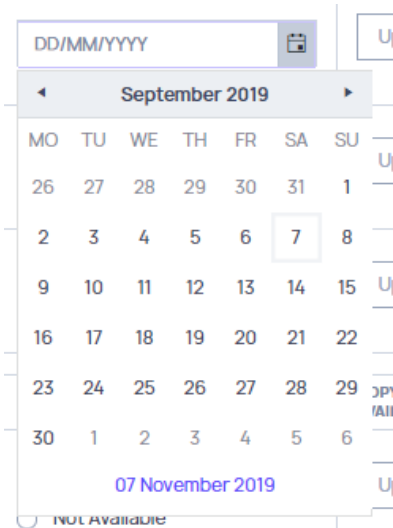
Previous

3.3 LEGAL REQUIREMENTS

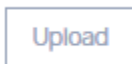
STEP 1: MANDATORY LICENSE /APPROVAL

MANDATORY LICENSE/APPROVAL	VALIDITY DATE	COPY OF LICENSE/APPROVAL (IF AVAILABLE)
Local Authority	DD/MM/YYYY 	<input type="button" value="Upload"/>
Kementerian Kewangan *	DD/MM/YYYY 	<input type="button" value="Upload"/>
Suruhanjaya Syarikat Malaysia (SSM) *	DD/MM/YYYY 	<input type="button" value="Upload"/>

1.1 Click on the calendar icon for calendar dropdown and select the Validity Date for Local Authority License.



1.2 Click on the Upload button to upload a copy of the license.



1.3 Browse for the right file on the pop up window and click Open button to upload the file.

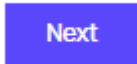
1.4 Click the (x) button to delete the uploaded file.

1.5 Repeat steps 1.1 to 1.4 for Kementerian Kewangan and Suruhanjaya Syarikat Malaysia (SSM) license.

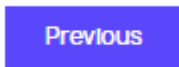
STEP 2: ADDITIONAL LICENSE/APPROVAL

ADDITIONAL LICENSE/APPROVAL	REMARKS *	COPY OF LICENSE/APPROVAL (IF AVAILABLE)
Bomba	<input type="radio"/> Available <input type="radio"/> To Apply <input type="radio"/> Not Available	Upload
Department of Environment	<input type="radio"/> Available <input type="radio"/> To Apply <input type="radio"/> Not Available	Upload
DOSH	<input type="radio"/> Available <input type="radio"/> To Apply <input type="radio"/> Not Available	Upload
JPSM	<input type="radio"/> Available <input type="radio"/> To Apply <input type="radio"/> Not Available	Upload
KASTAM	<input type="radio"/> Available <input type="radio"/> To Apply <input type="radio"/> Not Available	Upload
Others (Please specify)	<input type="text"/>	Upload

- 2.1 Select the appropriate Remarks for Bomba License/Approval.
- 2.2 If Available is selected, click the Upload button to upload a copy of the license/ approval.
- 2.3 Browse for the right file on the pop up window and click Open button to upload the file.
- 2.4 Click the (x) button to delete the uploaded file.
- 2.5 Repeat steps 1.1 to 1.4 for Kementerian Kewangan and Suruhanjaya Syarikat Malaysia (SSM) license.
- 2.6 Click on the Next button to move to the next page



- 5.7 Click on the Previous button to move to the previous page.



3.4 OTHER CERTIFICATION

STEP 1: ISO 9001, ISO 18001 AND ISO 14001

TYPE OF CERTIFICATION	REGISTRATION NO.	NAME OF CERTIFICATION BODY	SUPPORTING DOCUMENT
<input type="checkbox"/> ISO 9001	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>
<input type="checkbox"/> ISO 18001	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>
<input type="checkbox"/> ISO 14001	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>
<input type="checkbox"/> Other Product Certification			

- 1.1 Click on the Type of Certification .
- 1.2 Insert the Registration Number
- 1.3 Fill in the Name of Certification Body
- 1.4 Click Upload to Upload the Supporting Document
- 1.5 Browse for the right file on the pop up window and click Open button to upload the file.
- 1.6 Click the (x) button to delete the uploaded file.

STEP 2: OTHER PRODUCT CERTIFICATION

- 2.1 Click on the Other Product Certification box to display the table as below.

<input checked="" type="checkbox"/> Other Product Certification			
PRODUCT	STANDARD CODE	STANDARD TITLE	SUPPORTING DOCUMENT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>

- 2.2 Fill in the product name, Standard Code and Standard Title.
- 2.3 Click the Upload button to upload supporting document
- 2.4 Browse for the right file on the pop up window and click Open button to upload the file.
- 2.5 Click the (x) button to delete the uploaded file

3.5 REVIEW & SUBMISSIONS

STEP 1: REVIEW THE REGISTRATION DETAILS

- 1.1 Review the registration details.
- 1.2 Click the Previous button to move to previous page to make any amendments.



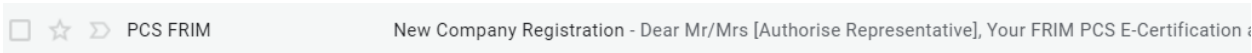
STEP 2: SUBMIT THE REGISTRATION

- 2.1 Click the Submit button to submit the application
- 2.2 Company Profile page will be displayed.

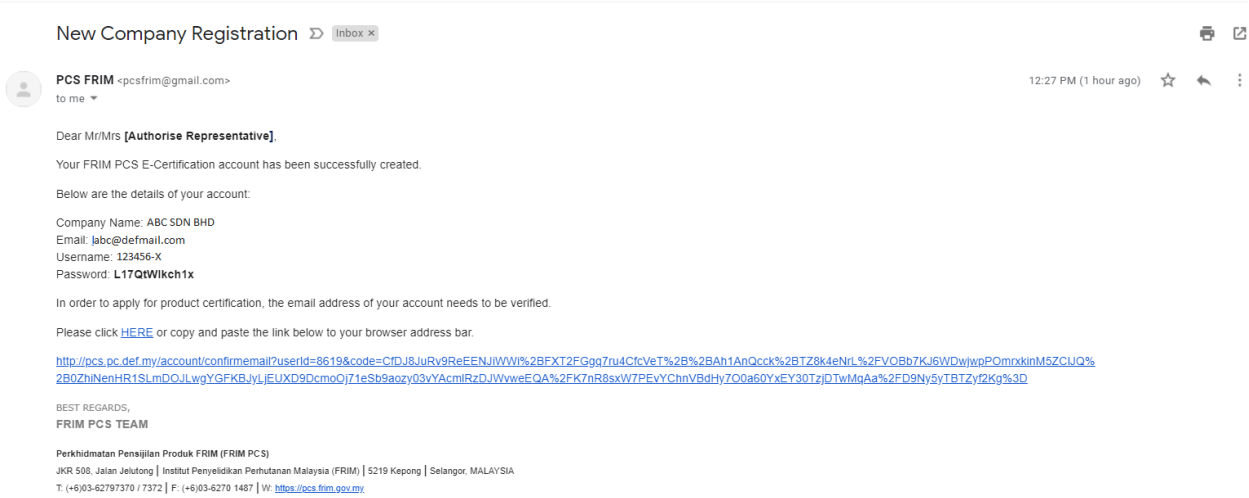
3.6 VALIDATE EMAIL ADDRESS

STEP 1: SEARCH FOR CONFIRMATION EMAIL

- 1.1 Log in to the email account provided during registration.
- 1.2 Search for confirmation email sent by PCS FRIM system



- 1.3 Open the email listing the credentials needed to log into the system.



STEP 2: VALIDATE THE EMAIL

- 2.1 Click on the hyperlink [HERE](#) in the confirmation email or cut and paste the link provided in the email in a browser.



[Submit Feedback](#)

[Brochure](#)

[REGISTER](#)

[Home](#) > EMAIL CONFIRMATION

Email Confirmation

Your email has been confirmed. Please [click here to log in](#).



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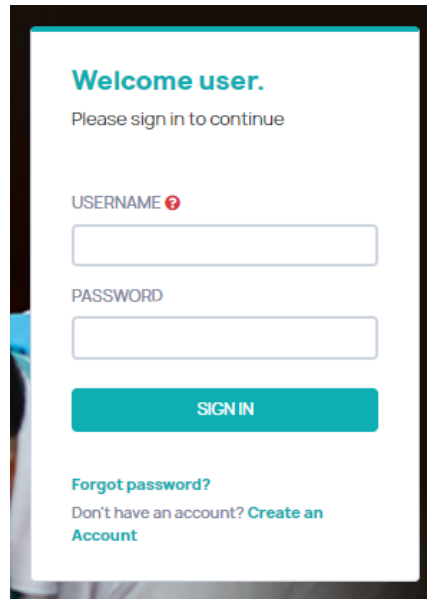
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4. UPDATE COMPANY PROFILE

4.1 LOGIN INTO SYSTEM

STEP 1: ENTER LOGIN CREDENTIALS



1.1 Enter Username using Company Registration Number

1.2 Enter the Password given in the Confirmation Email

STEP 2: LOG IN

2.1 Ensure the username & password details are correct

2.2 Click Sign In button to login into the system.

4.2 UPDATE COMPANY INFORMATION

STEP 1: ACCESS COMPANY INFORMATION PAGE

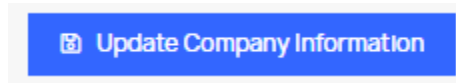
1.1 Click on the Company Profile menu



1.2 Select Company Information and you will be directed to Company Profile page.

STEP 2: EDIT DETAILS

2.1 Scroll down to the bottom of the page and Click Update Company Information button.

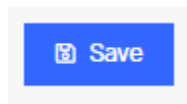


2.2 Make the necessary changes to the Company Information Details.

STEP 3: SAVE CHANGES

3.1 **Ensure all the changes made are correct.**

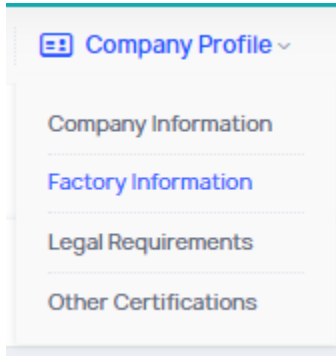
3.2 Click on **Save** button to apply the changes.



4.3 UPDATE FACTORY INFORMATION

STEP 1: ACCESS FACTORY INFORMATION PAGE

1.1 Click on the Company Profile menu



1.2 Select Factory Information and you will be directed to Factory Information page.

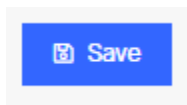
STEP 2: ADD FACTORY

2.1 Click the Add Factory button to add new factory



2.2 Fill in the information for the new factory per previous section (refer to 3.1 Factory Information)

2.3 Click the Save button to complete the process of adding new factory.



STEP 3: EDIT FACTORY

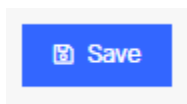
3.1 Find the Factory Name in the List of Factories table and click on the Edit button.



3.2 Update Factory page will be displayed.

3.3 Make the necessary changes to the Factory Details as per previous section (refer to 3.1 Factory Information)

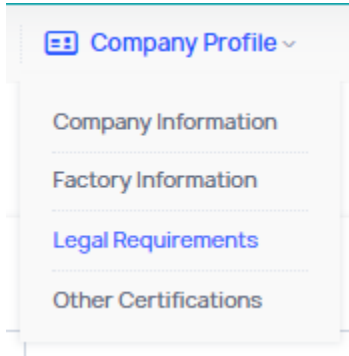
3.4 Click the Save button to complete the process of adding new factory.



4.4 UPDATE LEGAL REQUIREMENTS

STEP 1: ACCESS LEGAL REQUIREMENTS PAGE

1.1 Click on the Company Profile menu



1.2 Select the Legal Requirements and you will be directed to Legal Requirements page

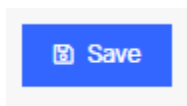
STEP 2: EDIT DETAILS

2.1 Make necessary changes to Legal Requirements as per previous section (refer to 3.3 Legal Requirements)

STEP 3: SAVE CHANGES

3.3 **Ensure all the changes made are correct.**

3.4 Click on **Save** button to apply the changes.



4.5 UPDATE OTHER CERTIFICATIONS

STEP 1: ACCESS COMPANY INFORMATION PAGE

1.1 Click on the Company Profile menu

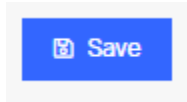
1.2 Select Other Certifications and you will be directed to Other Certification page.

STEP 2: EDIT DETAILS

- 2.1 Make the necessary changes to the Certifications as per previous section (refer to 3.4 Other Certifications)

STEP 3: SAVE CHANGES

- 3.5 **Ensure all the changes made are correct.**
- 3.6 Click on **Save** button to apply the changes.



5. CHANGE AND RESET PASSWORD

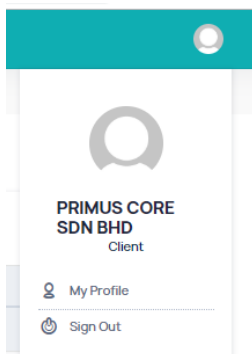
5.1 CHANGE PASSWORD (LOGGED IN)

STEP 1: LOG IN TO PCS SYSTEM

- 1.1 Enter Username using Company Registration Number
- 1.2 Enter the Password given in the Confirmation Email
- 1.3 Click Sign in and you will be taken to your dashboard.

STEP 2: GO TO MY PROFILE

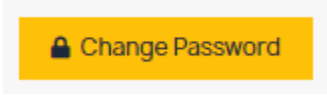
- 2.1 Click on the avatar at the top right corner of the page



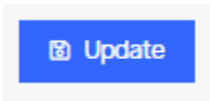
- 2.2 Click on My Profile and you will be taken to Edit User page.

STEP 3: CHANGEPASSWORD

3.1 Click the Change Password Button and you will be taken to Change Password Page



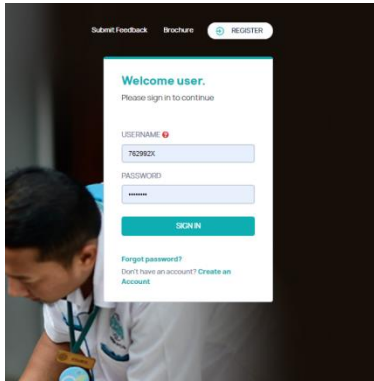
- 3.2 Enter the new pass word in the password field.
- 3.3 Repeat the password in Repeat password field.
- 3.4 Click Update button to complete the Change Password process.



5.2 RESET PASSWORD (FORGOT PASSWORD)

STEP 1: FORGOT PASSWORD

1.1 On landing page, click on Forget password? at the log in section and you will be taken to the Forgot Password page



1.2 Provide the email used during registration and Company Registration (SSM)

Forgot Password

Information mark with (*) is mandatory.

Email *

Company Registration Number (SSM) *

STEP 2: VERIFICATION

- 2.1 Click on the Verification Code Button to send the reset password request.
- 2.2 Forgot Password Confirmation will be displayed.

Forgot Password Confirmation

Please check your email to reset your password.

STEP 3: FORGOT PASSWORD EMAIL

- 3.1. Log in to the email account provided during registration.
- 3.2. Search for Forgot Password email sent PCS FRIM system
- 3.3. Open the email.
- 3.4. Click on the hyperlink [HERE](#) in the confirmation email or cut and paste the link provided in the email in a browser and you will be taken to Reset Password page

STEP 4: RESET PASSWORD

Reset Password

Information mark with (*) is mandatory.

Email *	<input type="text"/>
Company Registration Number (SSM) *	<input type="text"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>

- 4.1 Fill in the email that was used during the registration
- 4.2 Enter the Company Registration Number (SSM)
- 4.3 Enter the new Password
- 4.4 Enter the new password again in the Confirm password field
- 4.5 Click on the Reset button to complete the process.

RESET