



MYFEX PORTAL KPDNKK

2017

Maintenance and System Application Support for Malaysia Franchise Express
(MYFEX) Ministry of Domestic Trade, Co-operative and Consumerism.

BROKER / FRANCHISE CONSULTANT
(REGISTER SECTION 14)-SOLICITOR FIRM



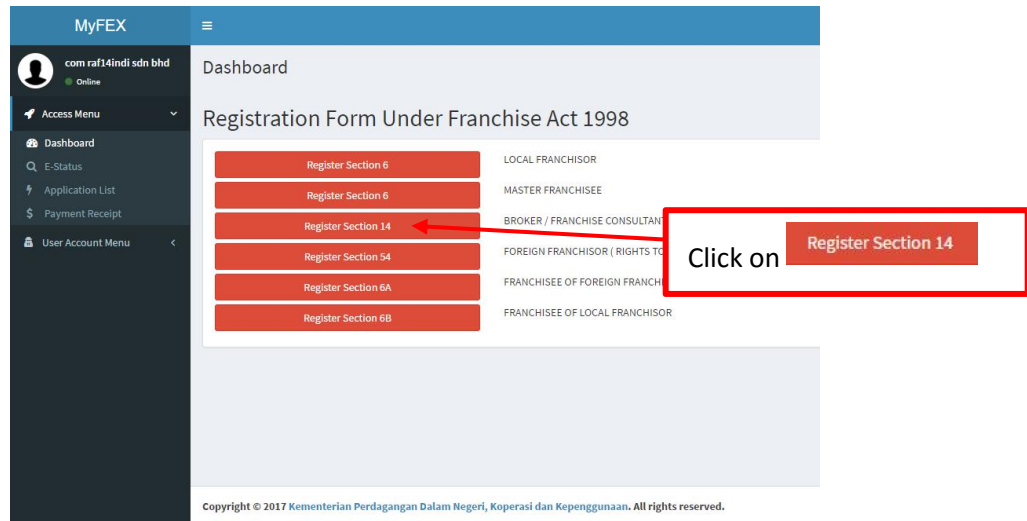
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BROKER / FRANCHISE CONSULTANT (REGISTER SECTION 14)-SOLICITOR FIRM

1.0 LOG IN

1. Click on **Register Section 14** button to register **Franchisee Of Foreign Franchisor**.



2. Registration page of **Franchisee Of Foreign Franchisor** will be shown.
3. Fill in the provided form with new user information.
4. Click on **Submit** button to submit the form.
5. Click **Back** button to go back to the previous page of franchise registration.

The registration form contains the following fields and options:

- MyCOID / IC / Abbreviation Name Company**: Text input field.
- Company Name**: Text input field.
- Registration Category**: Radio buttons for **Franchise Broker** and **Franchise Consultant**.
- Type of Business**: Radio buttons for **Individu**, **Law Firm**, and **Sendirian Berhad Company**.
- Full Name**: Text input field.
- Email**: Text input field.
- Telephone No.**: Text input field.
- New Password**: Text input field.
- Submit**: Blue button.
- Back**: Green button.

Red boxes highlight the 'Submit' and 'Back' buttons, with arrows pointing to them from callout boxes that say 'Click on Submit' and 'Click on Back' respectively.

2.0 PROFILE

2.1 Information Law Firm

1. Click on **PROFILE** module and choose **INFORMATION LAW FIRM** submodule to fill the information of the registerer.

The screenshot displays the PROFILE module interface. At the top, the 'PROFILE' module is highlighted in a blue box. Below it, the 'INFORMATION LAW FIRM' submodule is selected and highlighted in a white box. A red banner at the top of the form area contains the text: "All required information must be completed. Please choose from one of the options associated with your application." The form fields include:

- 1. Sekayns (BROKER / PERLINDUNG FRANCAIS(S/4))
- 2. No. Pendaftaran Syarikat (WSK)
- 3. Nama Syarikat (WSK SDN BHD)
- 4. Registration Category (Franchise Broker)
- 5. Bidang Perniagaan (Law Firm)
- 6. Alamat Berdaftar (multiple text input fields)
- Postcode
- Town
- State (Please Select --)
- 7. Alamat Perniagaan (multiple text input fields)
- 8. Alamat Surat Menyurat (multiple text input fields)
- Postcode
- Town
- State (Please Select --)
- 9. No. Telefon
- 10. No. Faks
- 11. Emel
- 12. Laman Web
- 13. Tarikh Diperbadankan
- 14. Nature of Business
- 15. Carta Organisasi (Pilih fail...)

The 'Carta Organisasi' section has a '+ Select file...' button highlighted in a red box. Below this is the 'Management and Staffing Information' table:

| Kategori Kerja | Bumiputera (No. of People) | Non Bumiputera (No. of People) | Foreigner (No. of People) | Jumlah |
|-----------------------------|----------------------------|--------------------------------|---------------------------|--------|
| A. Pengurusan | | | | |
| (i) Professional | | | | |
| (ii) Administration | | | | |
| B. Eksekutif | | | | |
| (i) Teknikal | | | | |
| (ii) Administration | | | | |
| C. Pekerja Mahir | | | | |
| D. Pengkeranian | | | | |
| E. General Workers / Others | | | | |
| Jumlah | | | | |

At the bottom right, the 'Save and Continue' button is highlighted in a red box.

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2. Click on **+ Select file...** button to **upload** selected file.
3. Button **Save and Continue** will be clicked to save and continue the form.

2.2 QUALIFICATION

1. Click on **QUALIFICATION** to fill in **qualification** information.

Click on **QUALIFICATION**

Click on **Add Experience In Franchise**

Click on **Upload Certificate**

Alert message on query of registration

Add Course

| No. | Year | Company Name | Occupation Position | Certificate | Action |
|-----|------|--------------|---------------------|---------------------------|--------|
| 1 | 45 | 2 | 1 | Upload Certificate | |

| No. | Year | Company Name | Occupation Position | Customer Name | Certificate | Action |
|-----|------|---------------|---------------------|---------------|---------------------------|--------|
| 1 | 45 | An-Mur Sdn hd | kerani | dd | Upload Certificate | |

| No. | Course dates | Course Name | Organize By | Certificate | Action |
|-----|--------------|-------------|-------------|---------------------------|--------|
| 1 | 06/06/2017 | keran2 | ii | Upload Certificate | |

Applicant are never been convicted with any criminal offense
 The information given are true and accurate and if there any false statements been made, the approval shall be withdrawn
 Yes No

2. Click on **Add Experience In Franchise** button to add Experience in Franchise.
3. Page of Add Experience in Franchise will be shown.
4. Click on **Create** button after done filling in the Add Experience in Franchise form.




Add Experience In Franchise

Year

Nama Syarikat



Occupation Position

Create ← **Click on** **Create**

5. Information list will be displayed after created.
6. Click on  icon to delete information.
7. Click on  icon to update information.
8. Click on  button to upload certificate.

Add Experience In Franchise

Experience In Franchise



| No. | Year | Company Name | Occupation Position | Certificate | Action |
|-----|------|--------------|---------------------|---------------------------|---|
| 1 | 45 | 2 | 1 | Upload Certificate |   |

Franchise Consulting Experience
4

Add Experience Consulting Franchisee

Experience In Consulting Franchisee

| No. | Year | Company Name | Occupation Position | Customer Name | Certificate | Action |
|---|------|--------------|---------------------|---------------|-------------|--------|
| Click on Add Experience Consulting Franchisee | | | | | | |

Click on  **Click on**  **Click on** **Upload Certificate**

Add Certificate



Year
45

Company Name
2

Occupation Position
1

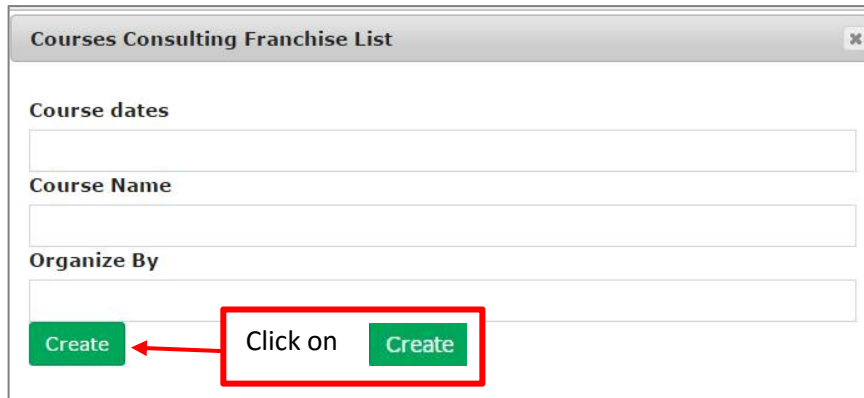
Upload File
 ← **Click on**

9. Click on **Add Experience Consulting Franchisee** button to add Experience Consulting Franchisee.
10. Page of Add Experience Consulting Franchisee will be shown.
11. Click on **Create** button after fill in the information.

12. Information list added will be shown.
13. Click on  icon to delete information.
14. Click on  icon to update information.

15. Click on **Upload Certificate** button to upload certificate.
16. Click on **Add Course** button to add course.
17. Page of Add Course with form will be shown.

18. Button **Create** will be clicked to save the course information.



Courses Consulting Franchise List

Course dates


Course Name

Organize By

Create

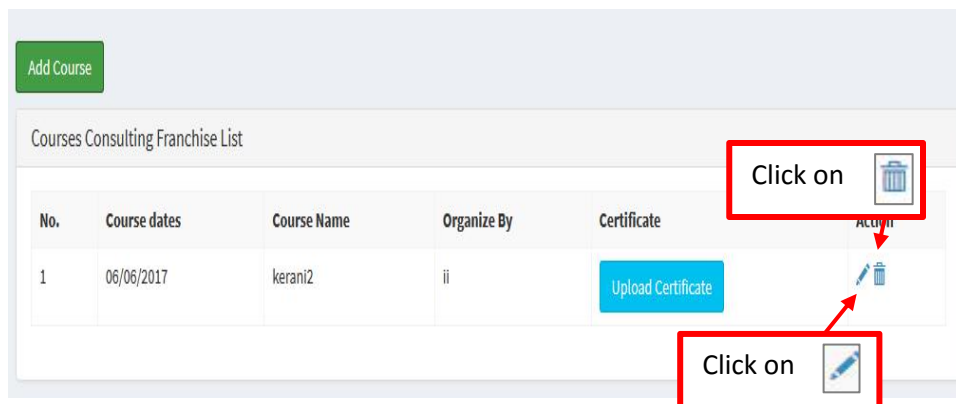
Click on Create

19. Information list of the courses will be shown.

20. Click on  icon to delete information.



21. Click on  icon to update information on the list.


22. Button **Upload Certificate** will be clicked to upload certificate of the selected course.




Add Course

Courses Consulting Franchise List

| No. | Course dates | Course Name | Organize By | Certificate | Action |
|-----|--------------|-------------|-------------|--------------------|---|
| 1 | 06/06/2017 | kerani2 | ii | Upload Certificate |   |

Click on 

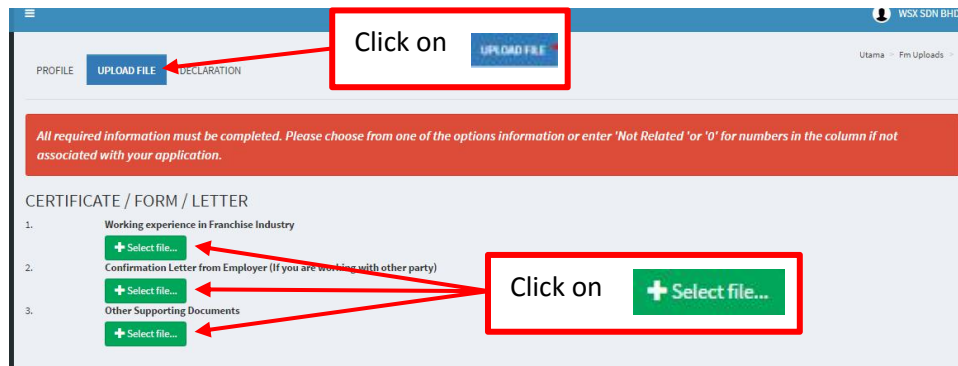
Click on 

23. After information were filled, button **Save and Continue** will be clicked to save the information and proceed to another page.

3.0 UPLOAD FILE

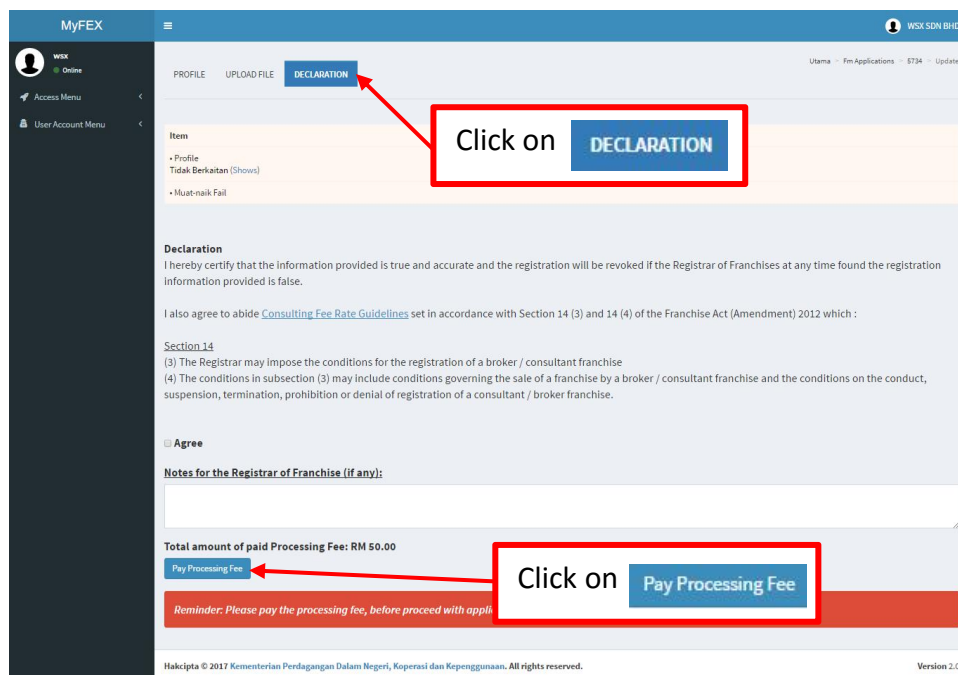
1. Click on **UPLOAD FILE** to upload file of the registerer. Upload page will be shown.

2. Click on **+ Select file...** button to upload selected file into MYFEX system.

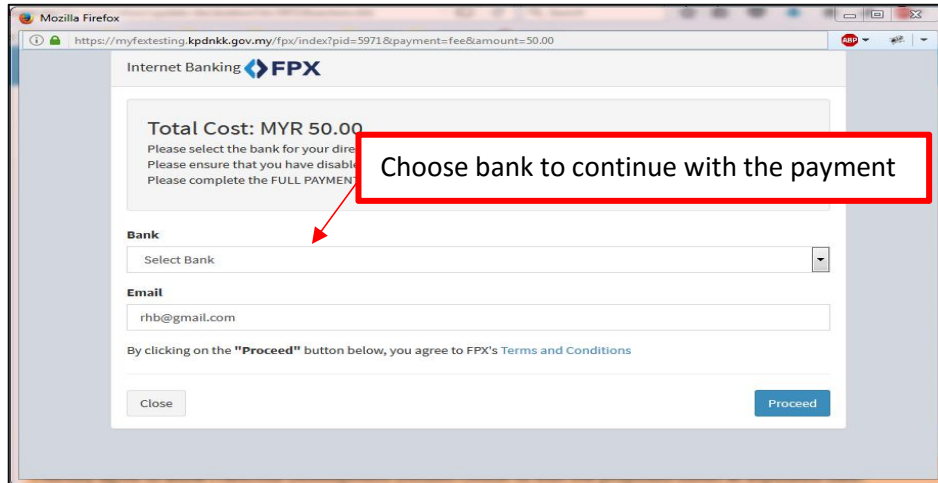


4.0 DECLARATION

1. Click on **DECLARATION** module to choose Declaration. Page of Declaration will be shown.



2. Click on **Pay Processing Fee** to pay the processing fee. Page of processing fee will be displayed.
3. Click on **Pay Processing Fee** to continue the processing fee.



4. Click on **Proceed** button to proceed with the payment fee.
5. Button **Close** will be clicked to close the payment form.