

Licensee Module



1.0 Licensee Module

1.1 Introduction

1.2 Change Password

1.3 Sign in EFMS

1.4 Sign Out EFMS

1.5 Licensee

1.6 Submission of RONR

1.7 EOT

1.8 USP Contribution Payment

1.9 USP Contribution List

1.10 Statement of Contribution

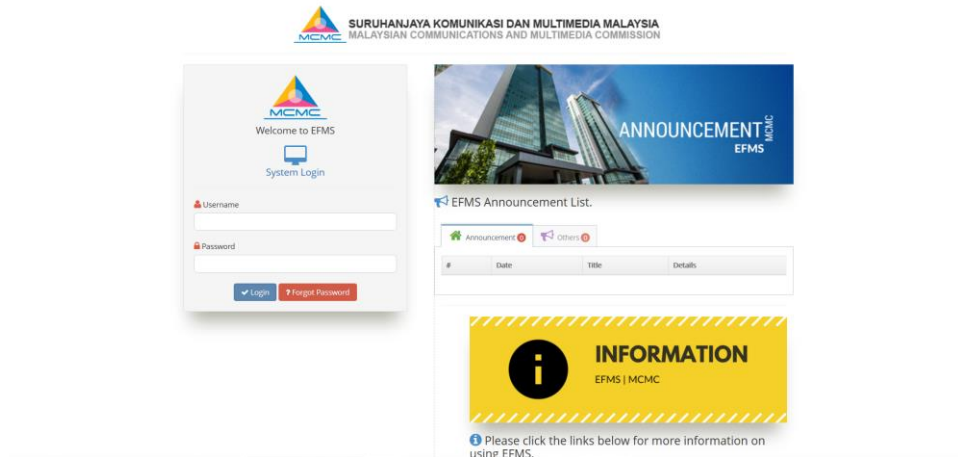
1.11 USP Contribution EOT

1.1 Introduction

Before you can log into EFMS, you need to have a username and password which will be given to you by Fund Management and Collection Department (FMCD).

1.2 Sign in EFMS

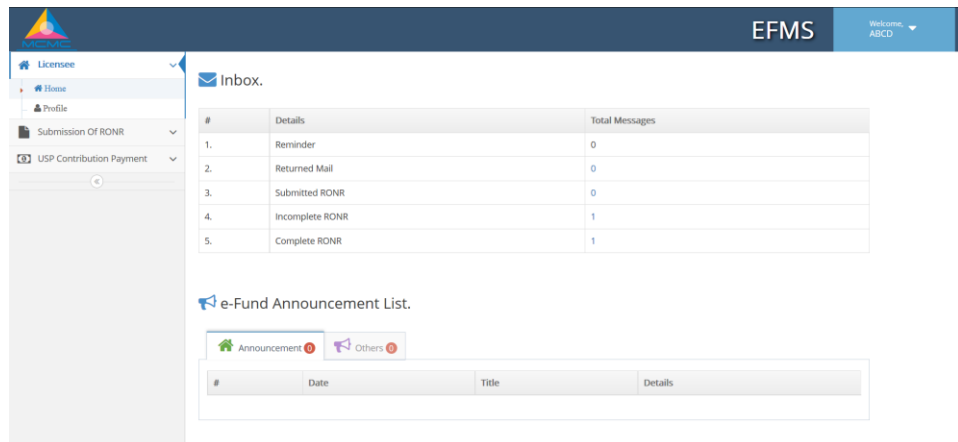
Enter the URL '<https://efms.mcmc.gov.my>'



Main/Login Page EFMS

STEPS to sign in to EFMS:

1. Please enter your **“Username”** and **“Password”**.
2. Click **“Login”** button to enter into EFMS:



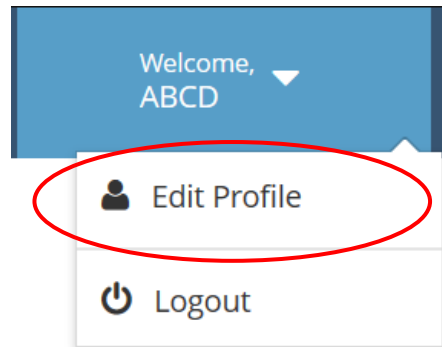
DashBoard/Introduction Page EFMS

3. Upon successful login, you will be directed to introduction page EFMS as above.
4. If user's username or password entered is wrong, page will show a message **Wrong Username or Password**. Then please try again with correct username & password.
5. After 3 consecutive failed attempts, system will automatically block the user from login. Kindly contact administrator to

unlock the access.

1.3 Change Password

Go to the top right corner at your page and click on the drop-down, choose "Edit Profile" and page will be directed to show Company Profile page.



Drop-down Menu

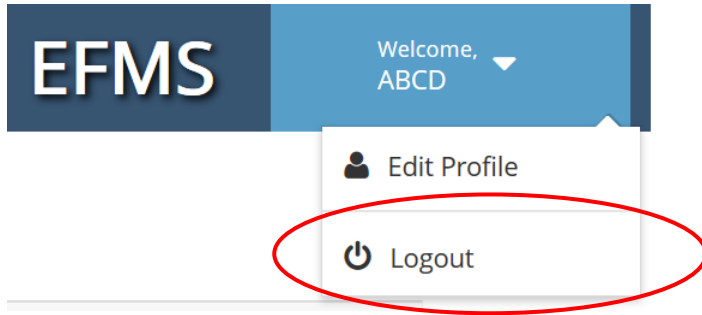
A screenshot of the "Edit Profile" page. The page title is "Company Profile : ABCD SDN BHD [ABCD002]". The page has several tabs: "Company Profile", "Company Address", "Contact Person", "License Info", "Summary", and "History". The "Company Profile" tab is active. The form contains the following fields: License ID (ABCD002), License Name (ABCD COM SDN BHD), License (formerly known as), Co. Registration No. (123456-X), Incorporation Date (DD-MM-YYYY), Financial Year End (JUNE), External Auditor Name (ENTER EXTERNAL AUDITOR NAME), External Auditor Reference No. (ENTER EXTERNAL AUDITOR NO), Website (Enter Your Website), Username, Password (*****), and Confirmation Password (*****). The "Password" and "Confirmation Password" fields are circled in red. A "Save Profile" button is at the bottom right.

Edit Profile Page

Enter new password in **Password** and **Confirmation Password** field. Click "**Save Profile**" when done.

1.4 Sign Out from EFMS

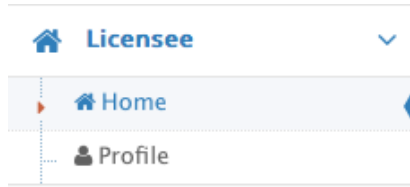
Go to the top right corner at your page and click on the drop-down, choose "**Logout**".



Drop-down Menu

1.5 Licensee

Go to the menu on the left at page, click **Licensee->Home**.




Site Menu

Page will show your inbox at the top and EFMS Announcement List at the bottom.

 Inbox.

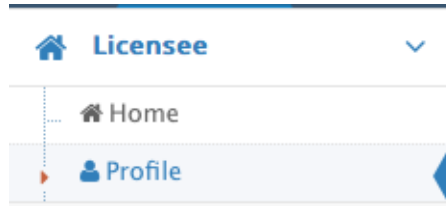
| # | Details | Total Messages |
|----|-----------------|----------------|
| 1. | Reminder | 0 |
| 2. | Returned Mail | 0 |
| 3. | Submitted RONR | 0 |
| 4. | Incomplete RONR | 1 |
| 5. | Complete RONR | 1 |

Inbox List

 EFMS Announcement List.

| # | Date | Title | Details |
|---|------|-------|---------|
|---|------|-------|---------|

EFMS Announcement List



Site Menu

Go to the menu and click **Licensee->Profile**. Page will be directed to your company profile page. There are six tabs shown on the Page which are **Company Profile, Company Address, Contact Person, License Info, Summary** and **History**.

1.5.1 Company Profile

- The company profile tab will show the general information of the company as shown below.

A screenshot of a web application's 'Company Profile' page. The page title is 'Company Profile : ABCD SDN BHD [ABCD002]'. There are six tabs: 'Company Profile', 'Company Address', 'Contact Person', 'License Info', 'Summary', and 'History'. The 'Company Profile' tab is active. The form contains the following fields: License ID (ABCD002), License Name (ABCD COM SDN BHD), License (formerly known as) (empty), Co. Registration No. (123456-X), Incorporation Date (DD-MM-YYYY), Financial Year End (JUNE), External Auditor Name (ENTER EXTERNAL AUDITOR NAME), External Auditor Reference No. (ENTER EXTERNAL AUDITOR NO), Website (Enter Your Website), Username (ABCD), Password (*****), and Confirmation Password (*****). A 'Save Profile' button is at the bottom right.

Company Profile Page

- **Licensee ID** and **Username** cannot be edited.


Enter the following information (First time login or for any applicable updates)

- **Licensee Name.**
- **Licensee (formerly known as)** if any.
- **Co. Registration No.**
- **Incorporation Date.**
- **Financial Year End.**
- **External Auditor Name.**
- **External Auditor Reference No.**

- **Website.**
- **Password.**
- **Confirmation Password.**
- Once done, click “**Save Profile**” button to save the information.

1.5.2 Company Address

Company Profile : ABCD SDN BHD [ABCD002]

| Company Profile | | | | | | | | |
|---------------------------|-----------------|----------------|--------------|--------------|----------|-----------------|--------|---|
| Company Profile | Company Address | Contact Person | License Info | Summary | History | | | |
| + Add New Company Address | | | | | | | | |
| # | Type of Address | Addressee Name | Designation | Address | Postcode | Default Address | Active | Update |
| 1 | | Some Name | | Some Address | 47410 | Yes | Active |  |

Company Address Page

1. Add New Company Address.
 - Click “**Add New Company Address**” button.
 - Add Company Address Form will be displayed as below.

Type of Address * -- PLEASE SELECT --

Addressee Name *

Designation * -- PLEASE SELECT --

Designation Others

Salutation * -- PLEASE SELECT --

Address *

City *

Poscode *

State * -- PLEASE SELECT --

State Others

Country * -- PLEASE SELECT --

Country Others

Default Address * Yes No

Active * Yes No


Save

Company Address Form

- Fill in the blank form. **Note: Field with * symbol is compulsory.**
- Click **“Save”** button at the bottom of the form.
- Click **“X”** icon on top of the form if you want to go back to the record list.
- After new record has been saved, the system will show the newly added record in the list.
- Click **“Pencil Icon”** to update the company address information. The same form will be displayed.
- Click **“Update”** if you wish to update the information or click **“X”** to return to the list.

1.5.3 Contact Person

Company Profile : ABCD SDN BHD [ABCD002]

| # | Contact Name | Designation | Email Address | Tel No. | Mobile No. | Fax No. | Active | Update |
|---|--------------|-------------|--------------------|------------|------------|------------|--------|---|
| 1 | Some Name | | some email address | 0000000000 | 0000000000 | 0000000000 | Active |  |

Contact Person Page

1. Add New Contact Person.
 - Click **"Add New Contact Person"** button.
 - Add Contact Person Form will be displayed as below.

Add/Edit Contact Person



| | |
|--------------------|---|
| Contact Name * | <input type="text"/> |
| Designation * | -- PLEASE SELECT -- |
| Designation Others | <input type="text"/> |
| Email Address * | <input type="text"/> |
| Tel No * | 0380827905 |
| Mobile No * | 0165536655 |
| Fax No | <input type="text"/> |
| Active * | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| | <input type="button" value="Save"/> |

Contact Person Form

- Fill in the blank form. **Note: Field with * symbol is compulsory.**
- Click **"Save"** button at the bottom of the form.
- Click **"X"** icon on top of the form if you want to go back to the record list.
- After new record has been saved, the system will show the newly added record in the list.
- Click **"Pencil Icon"** to update the contact person information. The same form will be displayed.
- Once done, click **"Update"** if you wish to update the information or click **"X"** to return to the list.

1.5.4 Licensee Info

Company Profile : ABCD SDN BHD [ABCD002]

| License Type | License No. | License Category | Service Type | Start Date | End Date | Status |
|--------------------|-------------|------------------|--|------------|------------|--------|
| INDIVIDUAL LICENSE | NSP/2000/77 | NSP (I) | 1. Bandwidth services 2. Switching service / Gateway service 3. Cellular Mobile service (MVNO) | 15-11-2007 | 18-11-2017 | OLD |
| CLASS LICENSE | 242/2016 | ASP (C) | 1. INTERNET ACCESS SERVICES | 29-07-2016 | 28-07-2017 | RENEW |

Licensee Info Page

- Licensee info tab is for viewing information purpose only.
- All type of MCMC license holds by a company will appear on the list.

1.5.5 Summary

Company Profile : ABCD SDN BHD [ABCD002]

| Company Profile | |
|--------------------------------|--------------|
| Licensee Name | ABCD SDN BHD |
| Licensee (formerly known as) | |
| Co. Registration No. | 123456-X |
| Licensee Status | |
| Incorporation Date | |
| Financial Year End | JUNE |
| External Auditor Name | |
| External Auditor Reference No. | |
| Website | |
| Username | ABCD |

| Company Address | | | | | | | |
|-----------------|-----------------|--------------|-------------|--------------|----------|-----------------|--------|
| # | Type of Address | Address Name | Designation | Address | Postcode | Default Address | Active |
| 1 | | Some Name | | Some Address | 47410 | Yes | Active |

Summary Page

- Summary tab is for viewing information purpose only.

1.5.6 History

Company Profile : ABCD SDN BHD [ABCD002]

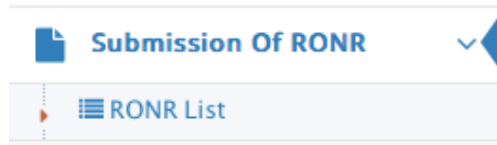
| History | |
|---------|---------------------|
| Year | -- PLEASE SELECT -- |

History Page

- History tab is for information of past Submissions and Correspondences.

1.6 Submission of RONR

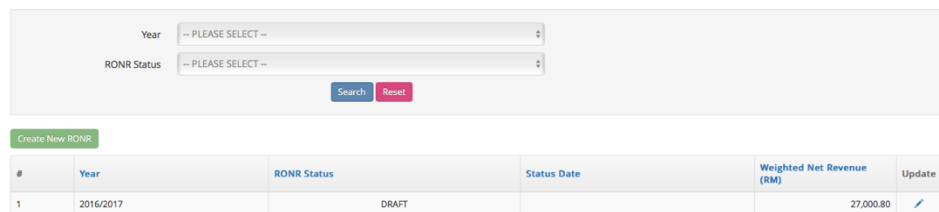
Go to menu, click **Submission of RONR** -> **RONR List** menu.



Site Menu

The system will show the **Return of Net Revenue** list page as shown below.

Return of Net Revenue

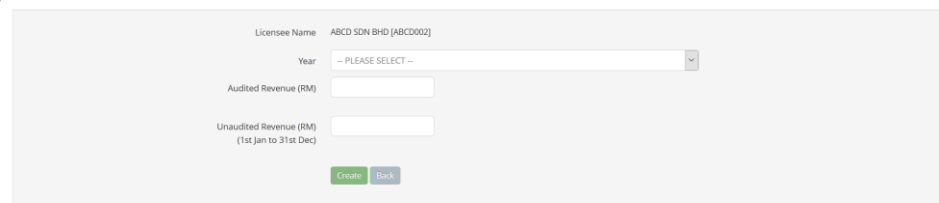
A screenshot of the 'Return of Net Revenue' list page. It features a search filter section with two dropdown menus for 'Year' and 'RONR Status', both set to '-- PLEASE SELECT --'. Below the filters are 'Search' and 'Reset' buttons. A green button labeled 'Create New RONR' is positioned above a table. The table has columns for '#', 'Year', 'RONR Status', 'Status Date', 'Weighted Net Revenue (RM)', and 'Update'. One row is visible with the following data: '# 1', 'Year 2016/2017', 'RONR Status DRAFT', 'Status Date', 'Weighted Net Revenue (RM) 27,000.80', and 'Update' (with a pencil icon).

Return of Net Revenue Page

1.6.1 Create New RONR

1. Click “**Create New RONR**” button.
2. New RONR Form will be displayed as below.

New Return Of Net Revenue (“RONR”)

A screenshot of the 'New Return of Net Revenue' form. The form is titled 'New Return Of Net Revenue (“RONR”)' and contains the following fields: 'License Name' (pre-filled with 'ABCD SDN BHD [ABCD002]'), 'Year' (dropdown menu set to '-- PLEASE SELECT --'), 'Audited Revenue (RM)' (text input field), and 'Unaudited Revenue (RM) (1st Jan to 31st Dec)' (text input field). At the bottom of the form are two buttons: 'Create' (green) and 'Back' (grey).

New Return of Net Revenue Form

3. Select the **Year**.
4. Enter the **Audited Revenue/Unaudited Revenue**.
5. Click “**Create**” button at the bottom of the form to proceed or click “**Back**” button if you wish to go back to the previous page.
6. After “**Create**” button has been clicked, the RONR form will be displayed as below.

Return Of Net Revenue ("RONR")

Licensee Name: ABCD SDN BHD [ABCD002]

Year: CALENDAR YEAR [2015] - USP YEAR [2016]

Audited Revenue (RM): 5000000.00

Unaudited Revenue (RM) (1st Jan to 31st Dec): 3500000.00

▲ RONR

| Designated Services | Gross Revenue | Less Payment to other network facilities provider or network services provider individual license (RM) | Net Revenue | Weightage Factor | Weighted Net Revenue |
|--|----------------------|--|-------------|------------------|----------------------|
| Regulated under the communications and Multimedia (Rates) Rules 2002 | | | | | |
| Local call | <input type="text"/> | <input type="text"/> | | 0 | |
| National call | <input type="text"/> | <input type="text"/> | | 0 | |
| Rental on exchange lines (residential and business) | <input type="text"/> | <input type="text"/> | | 0 | |
| Operator assisted call | <input type="text"/> | <input type="text"/> | | 0 | |

Return of Net Revenue Details Form

- Fill in all necessary information in the form.
- Click "**Add Activity**" button to add activity under the **SUCH OTHER ACTIVITIES SUBJECT TO AN INDIVIDUAL OR CLASS LICENSE** or **NON DESIGNATED SERVICES (PLEASE SPECIFY)**.
- Click "**Save**" if you wish to save the information or click "**Back**" button if you wish to go back to the previous page.
- The system will then lead you back to the previous page.
- The newly added RONR form record will be displayed in the list.

To update Saved RONR form

- Click "**Pencil Icon**" to edit information of the RONR.
- The system will show the RONR form.
- Click "**Update**" if you wish to update the information or click "**Back**" button if you wish to go back to the previous page.
- Click "**Preview RONR**" to view and download RONR in .pdf format.
Note: Downloaded RONR must be certified true copy by external auditor before submitting to MCMC.
- Click "**Submit to MCMC**" if you are satisfied with the information filled.
- The system will prompt a message as shown below before submission is made.

Kindly ensure all documents are verified before making the RONR submission to MCMC

OK

Cancel

Confirmation Pop-up

18. Click “**OK**” to complete the submission or “**Cancel**” to cancel the submission.
19. Once submission is completed, the status of the RONR will now change from **DRAFT** to **SUBMITTED**.

1.7 EOT

Go to menu, click **Submission of RONR -> RONR List** menu.



Site Menu

The system will show the RONR Extension of Time List.

RONR Extension of Time

Calendar Year -- PLEASE SELECT --
 Extension of Time -- PLEASE SELECT --

| # | Year | Extension of Time | Reason | Date Applied | Status |
|---|-----------|-------------------|--------------|--------------|----------|
| 1 | 2016/2017 | 5 APRIL | AUDITOR BUSY | 04-05-2017 | Approved |

RONR Extension of Time Page

1.7.1 Request Extension of Time

1. Click “**Add Extension of Time**” button.
2. New EOT form will be shown.

RONR Extension of Time

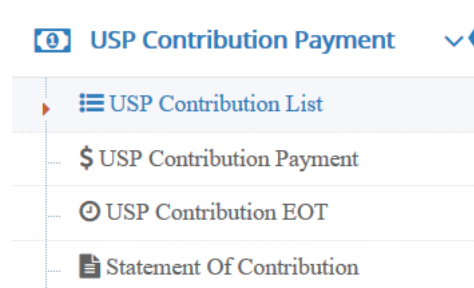
Year -- PLEASE SELECT --
 Extension of Time -- PLEASE SELECT --
 Reason

RONR Extension of Time Form

3. Select “**Year**” from dropdown list.
4. Select “**EOT**” from dropdown list.
5. Enter the “**Reason**”.
6. Click “**Add**” button at the end of the form to proceed with the request.

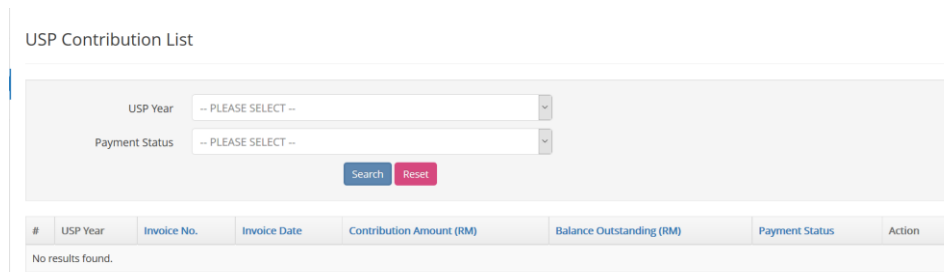
1.8 USP Contribution List

Click on the left menu **USP Contribution Payment->USP Contribution List**



Site Menu

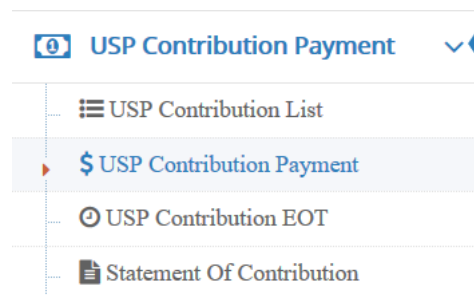
Page will show USP Contribution List.



USP Contribution Page

1.9 USP Contribution Payment

Go to the menu, click **USP Contribution Payment-> USP Contribution Payment**



Site Menu

Page will show USP Contribution Payment List.

USP Contribution Payment

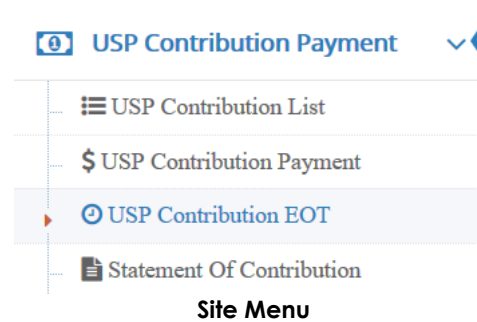
USP Year

| # | USP Year | Invoice No. | Invoice Date | Contribution Amount (RM) | Balance Outstanding (RM) | Action |
|-------------------|----------|-------------|--------------|--------------------------|--------------------------|--------|
| No results found. | | | | | | |

USP Contribution Payment Page

1.10 USP Contribution EOT

Click on the left menu **USP Contribution Payment->USP Contribution EOT**.



Site Menu

Page will show USP Contribution Extension of Time list.

USP Contribution Extension of Time

Year

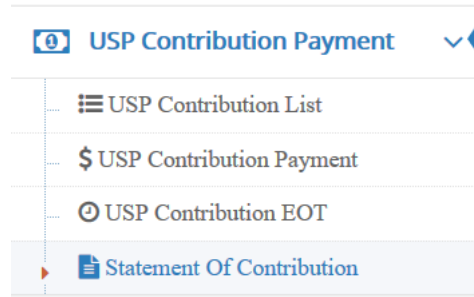
Extension of Time

| # | Year | Extension of Time | Reason | Date Applied | Status |
|-------------------|------|-------------------|--------|--------------|--------|
| No results found. | | | | | |

USP Contribution Extension of Time Page

1.1 Statement of Contribution

Click **USP Contribution Payment -> Statement of Contribution**



Site Menu

The system will show the **Statement of Contribution** page as shown below.

Statement of Contribution

| # | USP Year | Contribution Amount (RM) | Action |
|---|----------|--------------------------|--------|
| 1 | 2017 | 129,000.00 | |

USP Statement Account Page

View Payment Account

- Click **“Action Icon”** to view the particular record.
- The system will show your payment account for that record as shown below.

USP Statement Accounts : ABCD SDN BHD

USP Year 2017
Calendar Year 2016

ABCD SDN BHD
Some Address
Some Address
Some Address
Some Postcode, Some Province
Some State

Statement Date : 14/06/2017
Currency : RM

Some Name

| DATE | PARTICULARS | DEBITS | CREDITS | BALANCE DUE |
|---------|-------------------|--------------------|-----------------------|------------------|
| | USP Year 2017 | 129,000.00 | | 129,000.00 |
| Current | 1-30 days Overdue | 61-90 days Overdue | Above 90 days Overdue | Total Amount Due |
| | | | | 129,000.00 |

* All payments must be made via Electronic Fund Transfer and be paid to
MCMC-UNIVERSAL SERVICE PROVISION FUND (CIMB 8000-6391-58)

USP Statement Account View