Licensee Module

1

1.0   Licensee Module

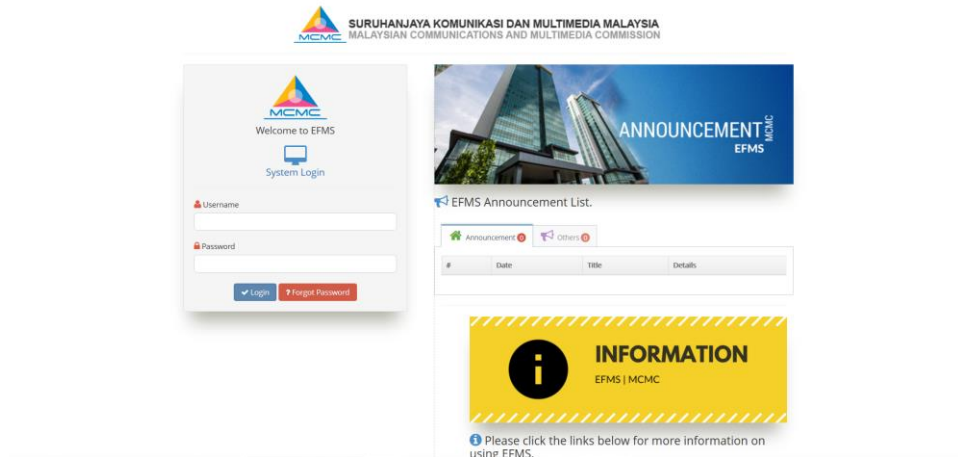## 1.1 Introduction

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).
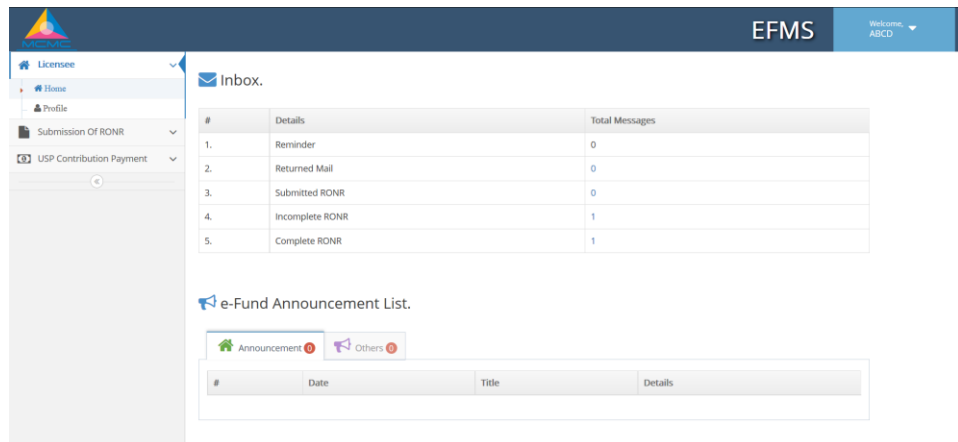
1.2 Sign in EFMS

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"**.

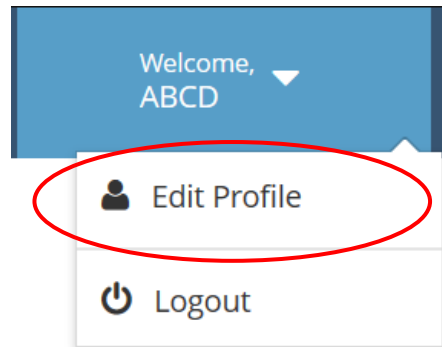2. Click "**Login"** button to enter into EFMS:

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

unblock 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.
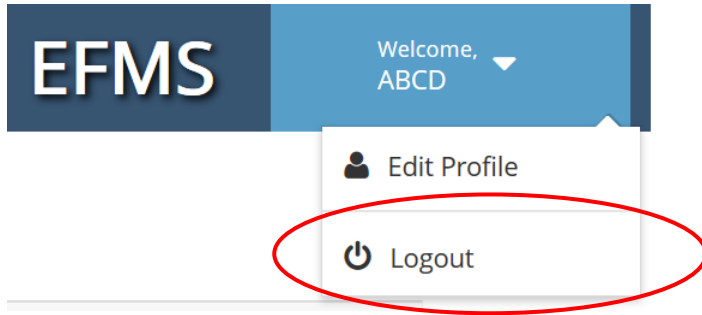

Drop-down Menu

Edit Profile Page

Enter new password in **Password** and **Confirmation Password** field. Click "**Save Profile"** when done.
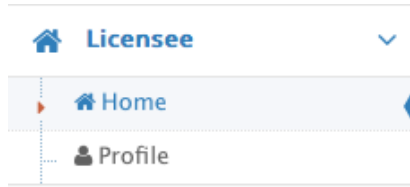
1.4 Sign Out from EFMS

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.
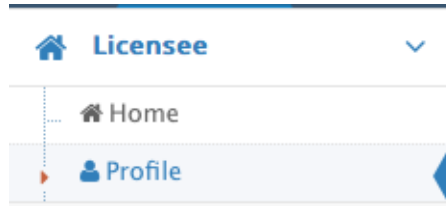

#	Details	Total Messages
1.	Reminder	0
2.	Returned Mail	0
3.	Submitted RONR	0
4.	Incomplete RONR	1
5.	Complete RONR	1

Inbox List

EFMS Announcement List

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.

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 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.

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]

| Company Profile | Company Address | Contact Person | License Info | Summary | History |

+ Add New Contact Person

#	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 *	
Designation *	-- PLEASE SELECT --
Designation Others	
Email Address *	
Tel No *	0380827905
Mobile No *	0165536655
Fax No	
Active *	● Yes ○ No
	🖫 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/I/2000/77	NSP (I)	1. Bandwidth services 2. Switching service / Gateway service 3. Cellular Mobile service (MVNO)	19-11-2007	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	Addressee 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
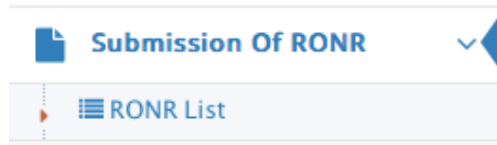
Company Profile : ABCD SDN BHD [ABCD002]

Year -- PLEASE SELECT --

History Page

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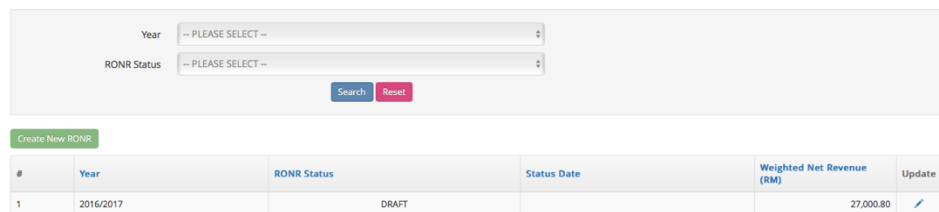
1.6 Submission of RONR

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.
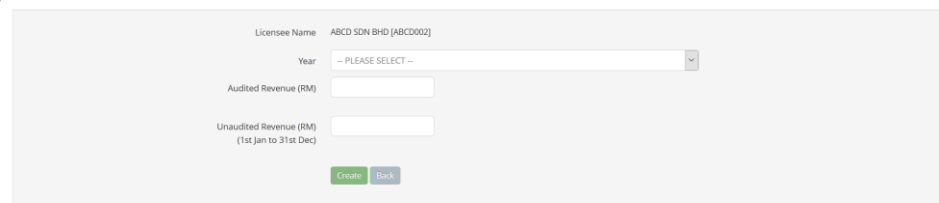

Return of Net Revenue Page

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 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")

Return of Net Revenue Details Form

7. Fill in all necessary information in the form.

8. 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).**

9. Click "**Save**" if you wish to save the information or click "**Back**" button if you wish to go back to the previous page.

10. The system will then lead you back to the previous page.

11. The newly added RONR form record will be displayed in the list.

To update Saved RONR form

12. Click "**Pencil Icon**" to edit information of the RONR.

13. The system will show the RONR form.

14. Click "**Update**" if you wish to update the information or click "**Back**" button if you wish to go back to the previous page.

15. 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.**

16. Click "**Submit to MCMC**" if you are satisfied with the information filled.

17. The system will prompt a message as shown below before submission is made.

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 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 Form

3.   Select "**Year**" from dropdown list.

4.   Select "**EOT**" from dropdown list.

5.   Enter the "**Reason".**

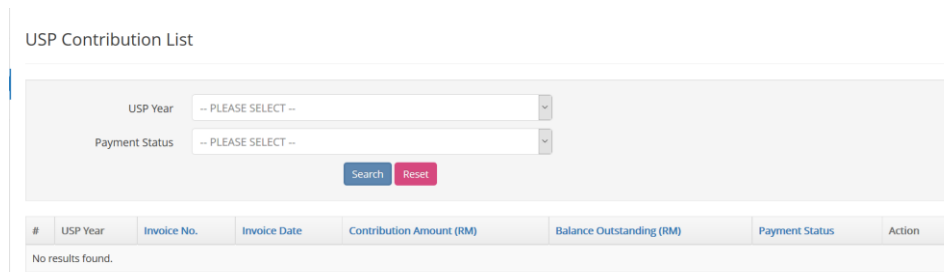6.   Click "**Add**" button at the end of the form to proceed with the request.

1.8 USP Contribution List

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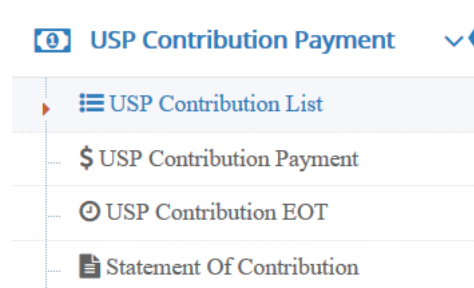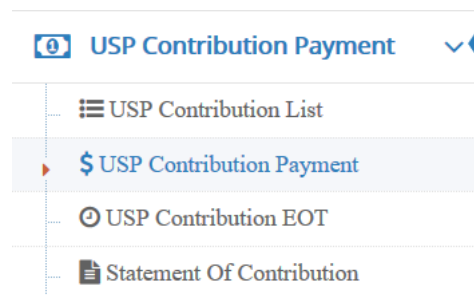

Site Menu

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.
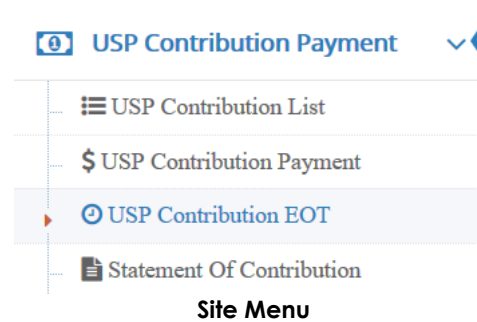
USP Contribution Payment Page

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.
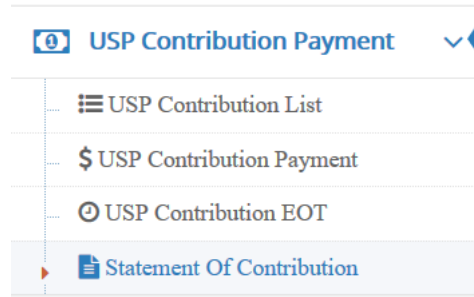

USP Contribution Extension of Time Page

1.11 Statement of Contribution

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

Site Menu

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

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 Account View