USER MANUAL

INVEST PAHANG SYSTEM
DIGITAL SUITE CORPORATE

MODULE COMPANY

Table of Content

1.0 INTRODUCTION

The Company Module in Digital Suite Corporate is designed to manage the investment application process from submission to approval. This module enables applicants to submit investment requests, track application progress, update required information, and receive approval notifications in a systematic and efficient manner, ensuring compliance with regulatory guidelines and a smooth approval process.

2.0 USER MANUAL

The following are the steps to register as user and access the Company Module (Main Menu) and its submodules, including Investment Application Tracking and Approval Status.

2.1 REGISTER AS NEW USER

1. Go to URL: https://digitalsuite.psk.gov.my/admin/login.

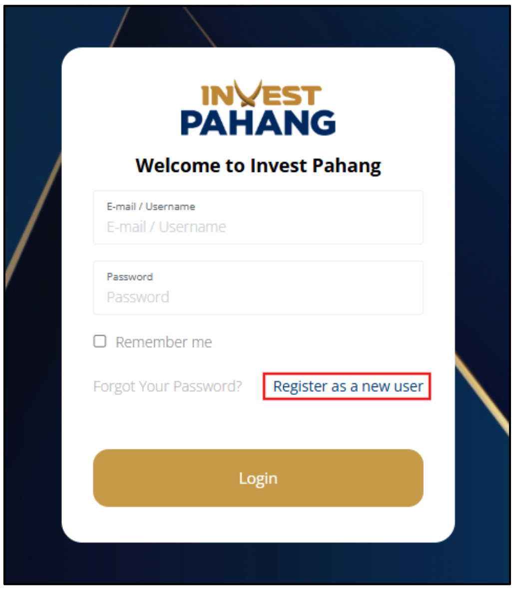


Diagram 1: Registration button

2. Click "**Register as a new user**" and registration form will be displayed.

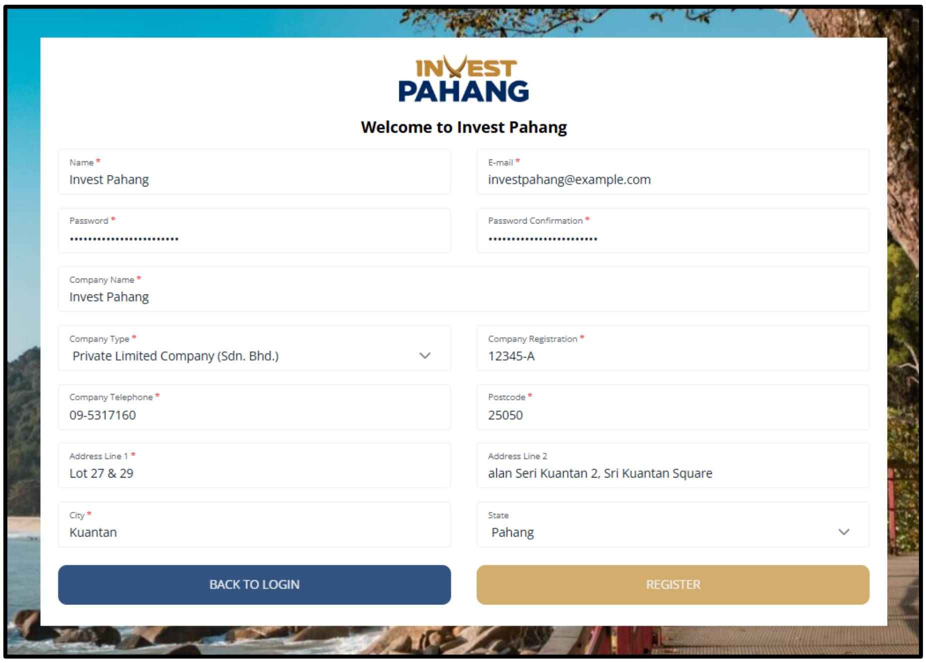


Diagram 2: Registration form

3. Fill in the registration form. You are required to enter the following details:
   - **Name** – Full name of the person registering on behalf of the company.
   - **E-mail** – Active email address for account recovery, alerts and verification.
   - **Password** – Password for the login account.
   - **Password Confirmation** – Re-enter the same password to confirm it.
   - **Company Name** – Legal name of the business entity.
   - **Company Type** – Select the legal structure of your company from the list.

Company Type	Description
Private Limited Company (Sdn. Bhd.)	Privately owned company with limited shareholder liability
Co-operative	Member-owned business sharing profits and decisions
Subsidiary	Company owned or controlled by a parent company

   - **Company Registration** – Government-issued registration or incorporation number (e.g.
   - **Company Telephone** – Main contact number of the company.
   - **Address Line 1** – The primary part of the address.
   - **Address Line 2** – Additional address info such as suite, apartment, floor, block or landmark.

- **Postcode –** The postal code for the address area.
- **City** – The city or town where the company is located.
- **State –** Select the state within the country.

4. Click the REGISTER button and the system will automatically redirect user to the Dashboard.

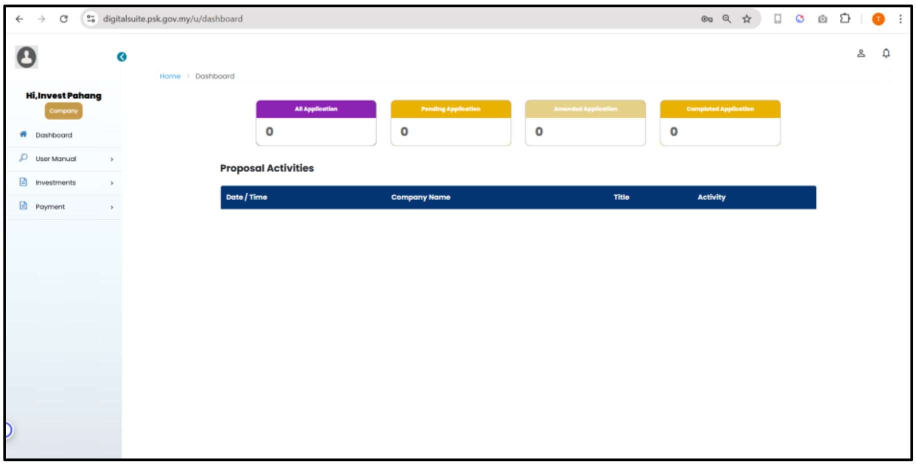


Diagram 3: Registration form

2.2 USER LOGIN

1. Users must visit the URL: https://digitalsuite.psk.gov.my/admin/login to access the system.

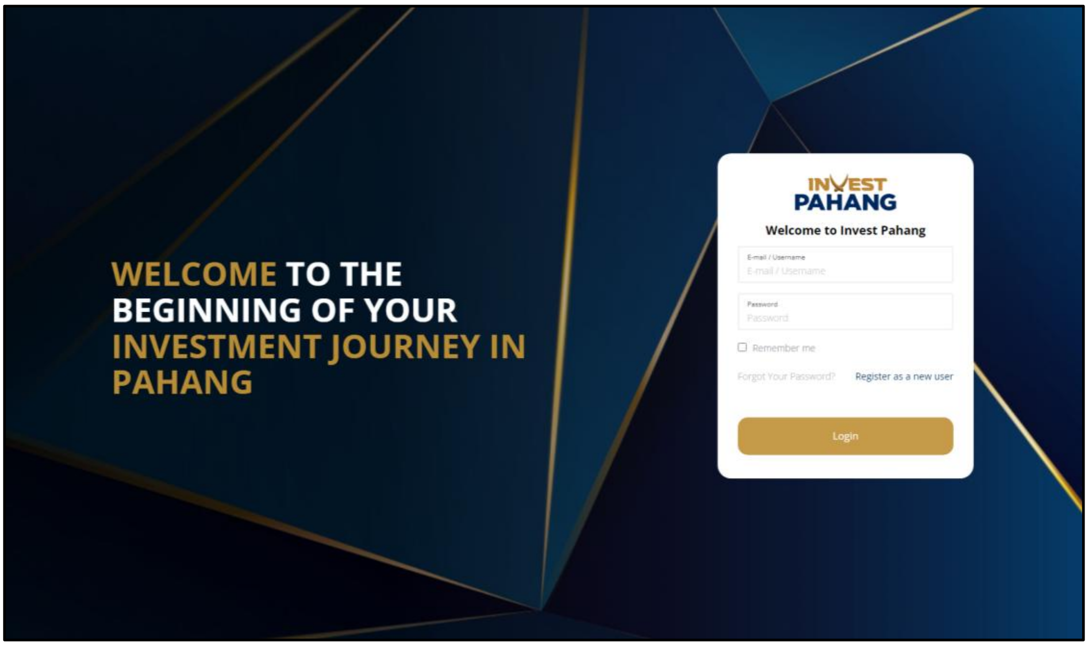


Diagram 4: Main Login Page

2. Users must enter their Email or Username along with their Password in the designated fields. Then, they must click the "Login" button to access the system.

Diagram 5: Main Login Page

2.3 FORGOT PASSWORD

1. If users forget their password, they can click the "Forgot Your Password?" button to reset the password for their account.

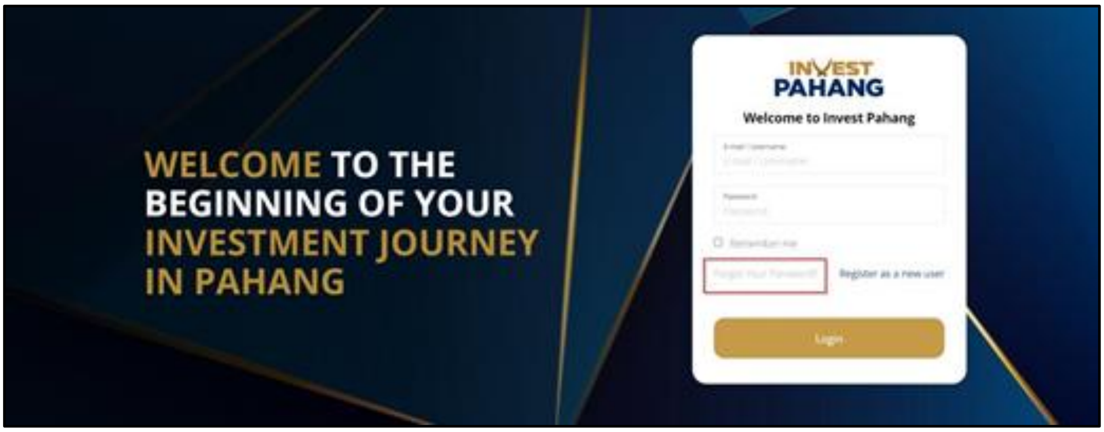


Diagram 6: Main Login Page

2. Users must enter their registered email in the designated field and click the "Send Password Reset Link" button.

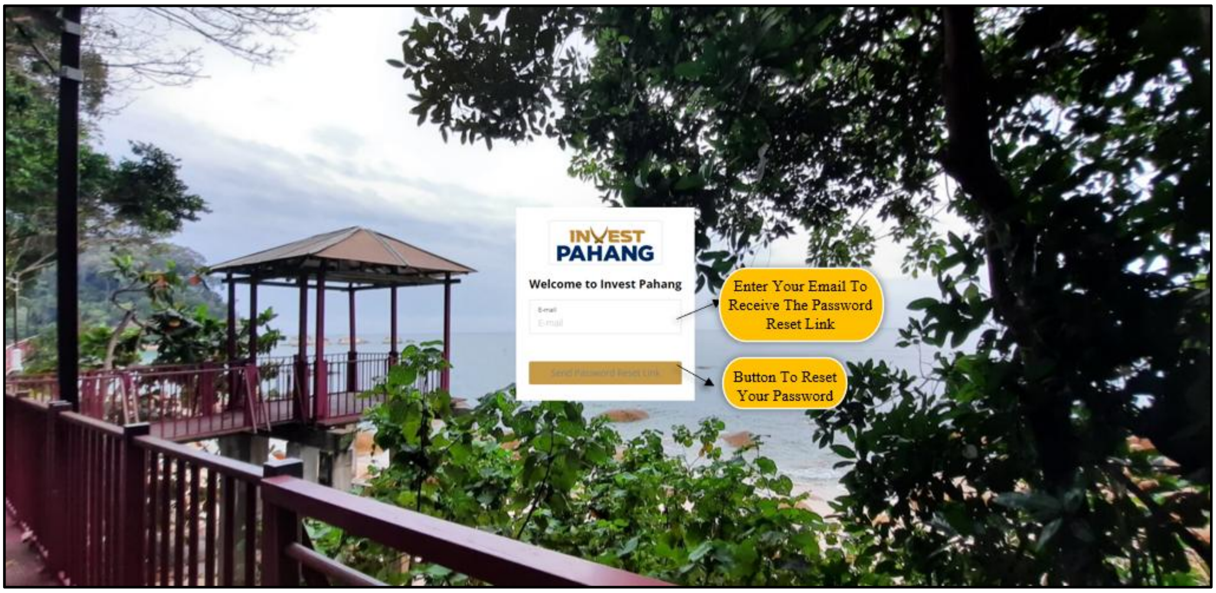


Diagram 7: Screen Display of the New Password Reset Section

3. Users can then open the received email and click the "Reset Password" button to reset their password.

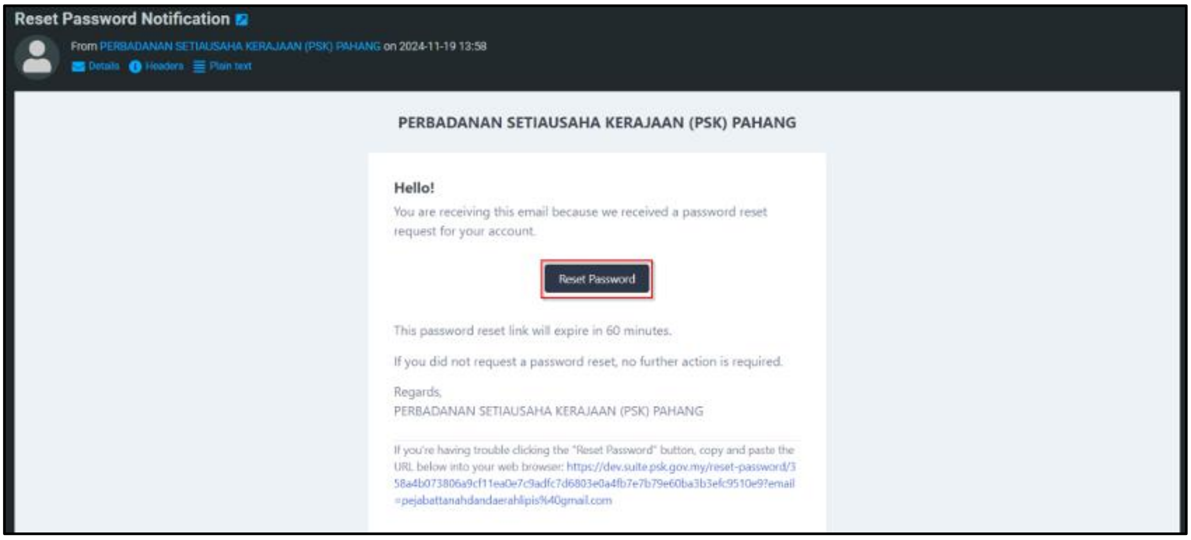


Diagram 8: User Email Display

4. Users must enter a new password in the designated field and click the "Change Password" button.

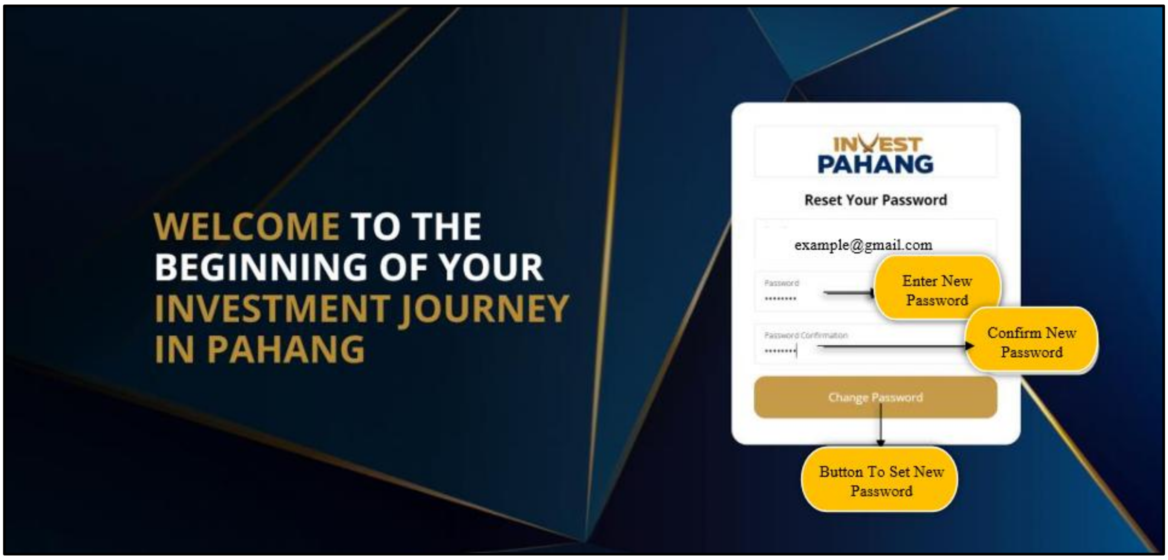


Diagram 9: Change Password Page Display

5. Users will be logged into the system after successfully changing their password.

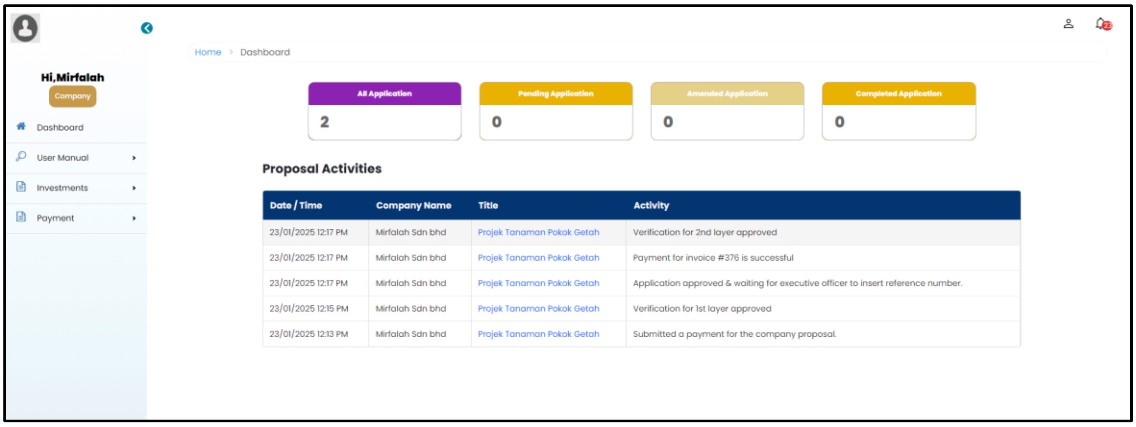
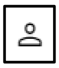


Diagram 10: User Dashboard Display

2.4 UPDATE USER PROFILE

1. User clicks the profile icon. 

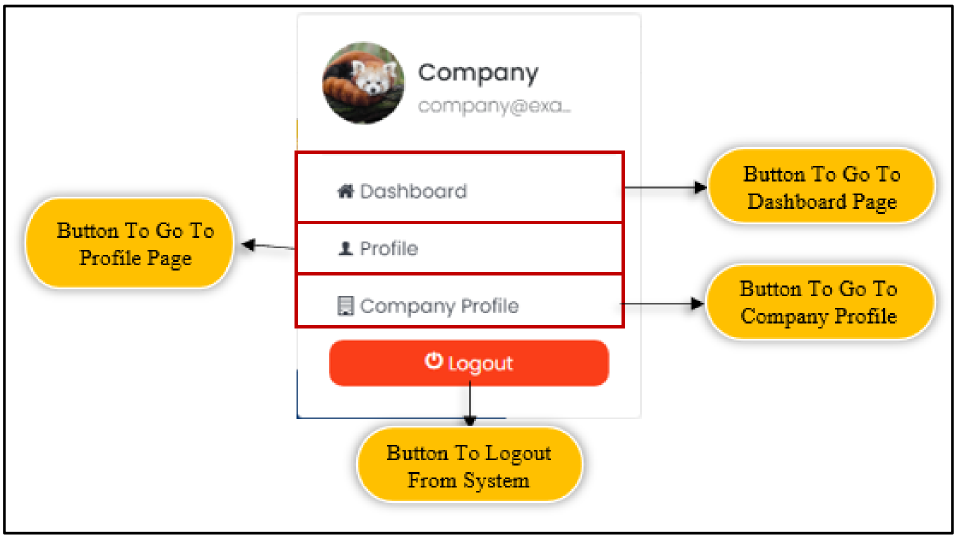


Diagram 11: Page Display Shows the “Profile” button

2. User clicks "Profile".

3. User can update their information in the designated fields.

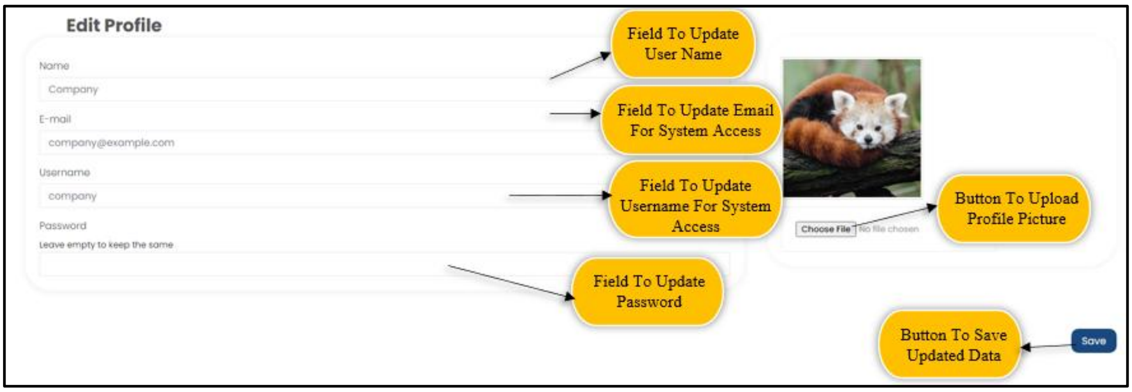
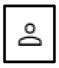


Diagram 12: Page Display for Updating Profile Information

4. If user update any of the provided fields, user click the  button to save the updated information.

2.5 UPDATE COMPANY PROFILE

1. User clicks the profile icon. 

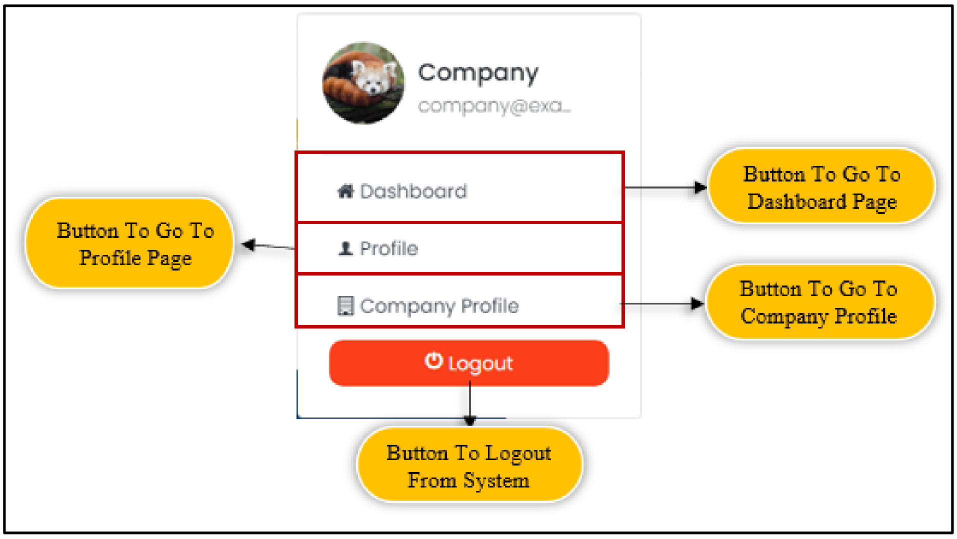


Diagram 13: Page Display Shows the “Profile” button

2. User clicks "Company Profile".

3. Users can review their company information in the designated fields.

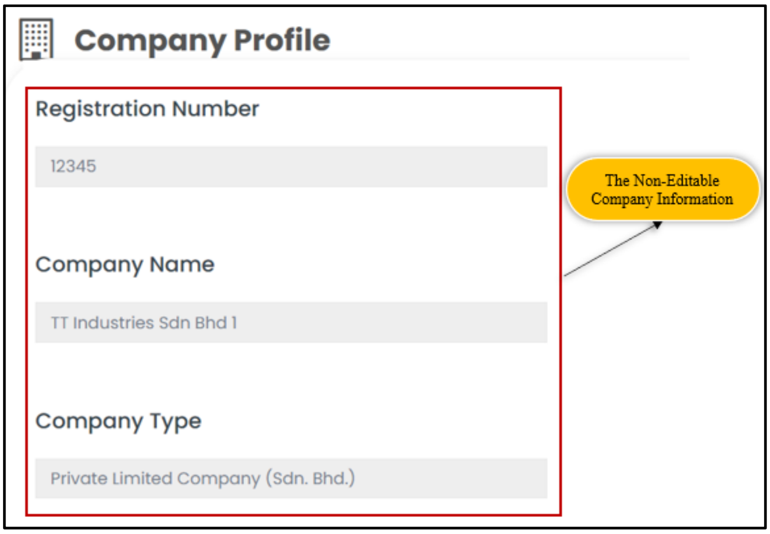
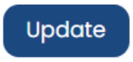


Diagram 10: Company Profile

4. User can update their mailing address and telephone numbers.

Diagram 14: Page Display to Update Mailing Address and Contact Number

5. If user update any of the provided fields, user click the  button to save the updated information.

2.6 REVIEW USER MANUAL

1. User can review the user manual on the left side on sidebar menu called User Manual.

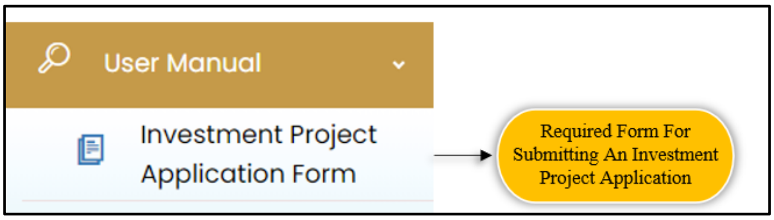
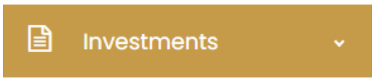


Diagram 15: Page Display User Manual Submenu

2. User clicks submenu  to review contains which required form for submitting an investment project application.

Diagram 16: Page Display Investment Project Application Form

2.7 CREATE NEW APPLICATION OF INVESTMENT PROJECT

1. User clicks menu 

to create applications for project investment.

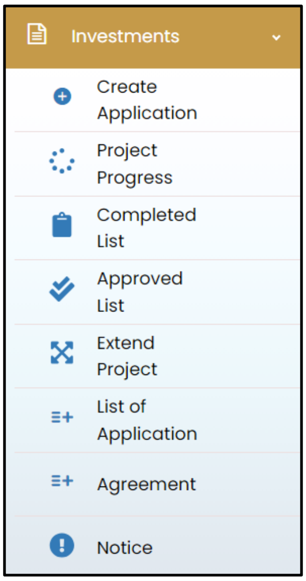
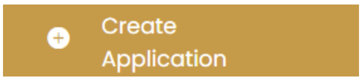


Diagram 17: Page Display Investments Menu

Explanation of each sidebar menu function

NO.	*SIDEBAR* MENU	DESCRIPTION
1	Create Application	Submit a new investment application.
2	Project Progress	Monitor the progress of ongoing projects.
3	Completed List	View a list of completed projects.
4	Approved List	View a list of approved applications.
5	Extend Project	Request an extension for a project.
6	List of Application	Access the list of all submitted investment applications.
7	Agreement	Manage investment-related agreements.
8	Notice	Displays payment notices and alerts for any violations of the agreement terms.

2. User clicks submenu 

to create a new application for an investment land project.

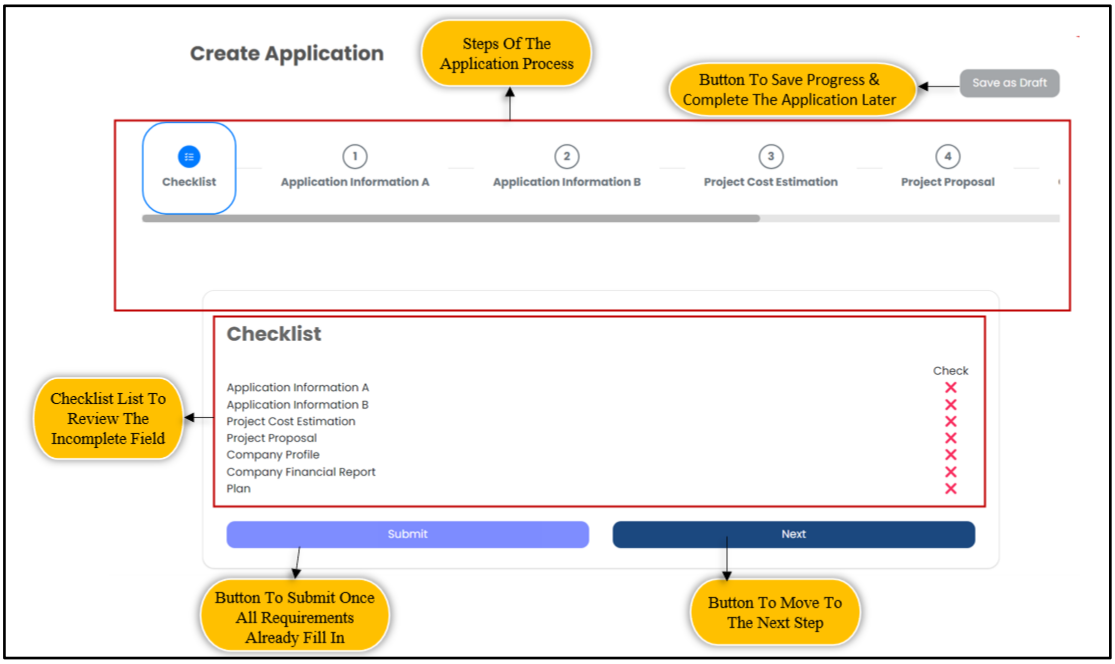
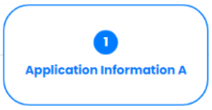


Diagram 18: Page Display Checklist Requirements Needed

3. User clicks button 

or 

to fill in company details and application information.

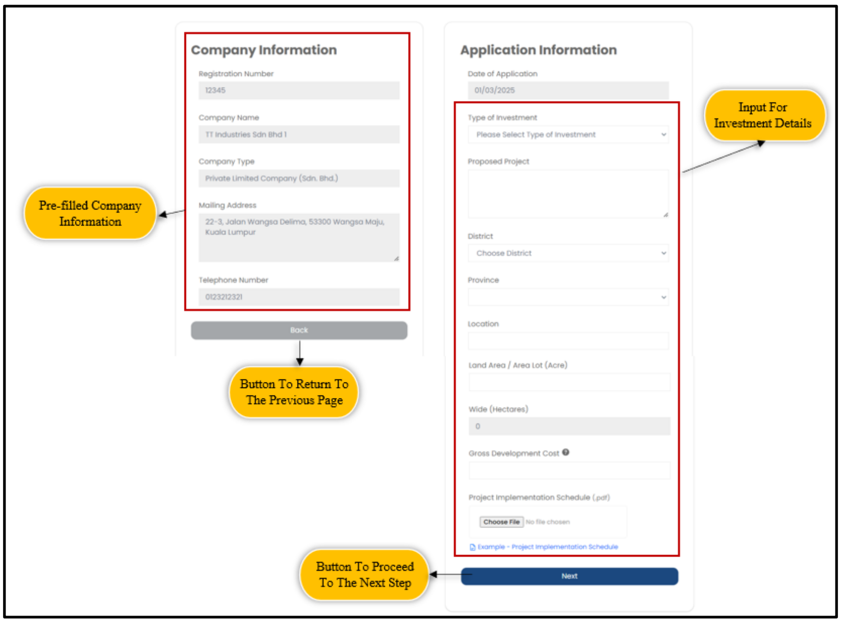
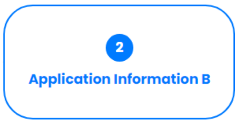


Diagram 19: Page Display First Step in the Investment Application

4. User clicks button 

or 

to provide financial and shareholder details.

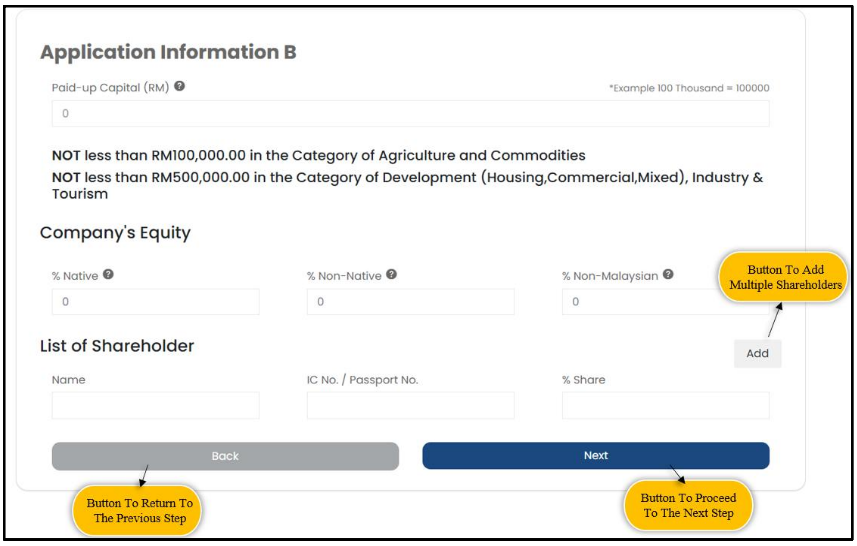


Diagram 20: Page Display Second Step in the Investment Application

5. User clicks button **Next** or **3 Project Cost Estimation** to estimate the total project cost by entering the required financial details for different expenditure categories.

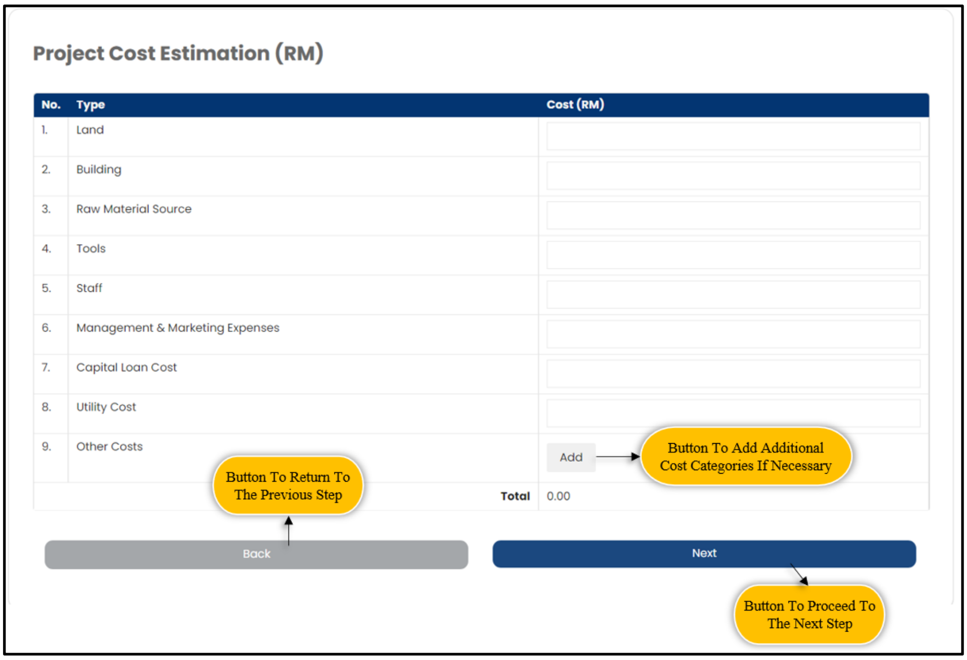


Diagram 21: Page Display Third Step in the Investment Application

6. User clicks button **Next** or **4 Project Proposal** to upload the project proposal document as part of the investment application process.

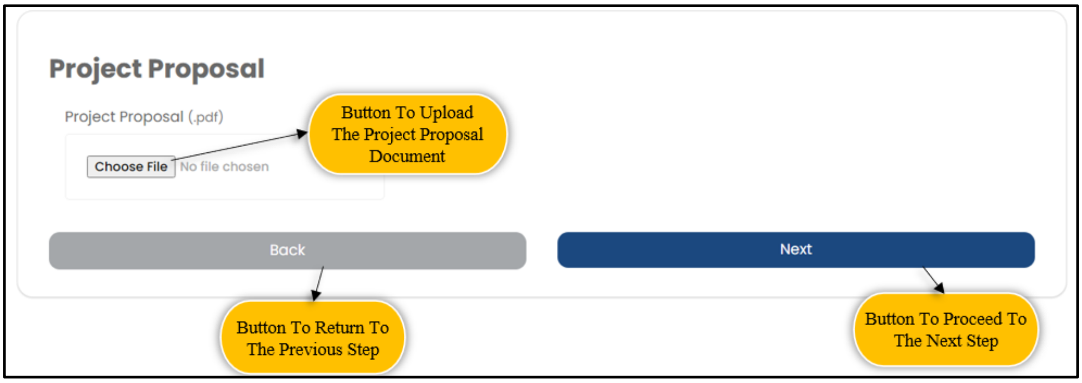
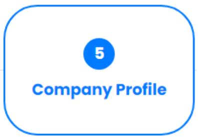


Diagram 22: Page Display Fourth Step in the Investment Application

7. User clicks button 

or 

to upload company-related documents as part of the investment application process.

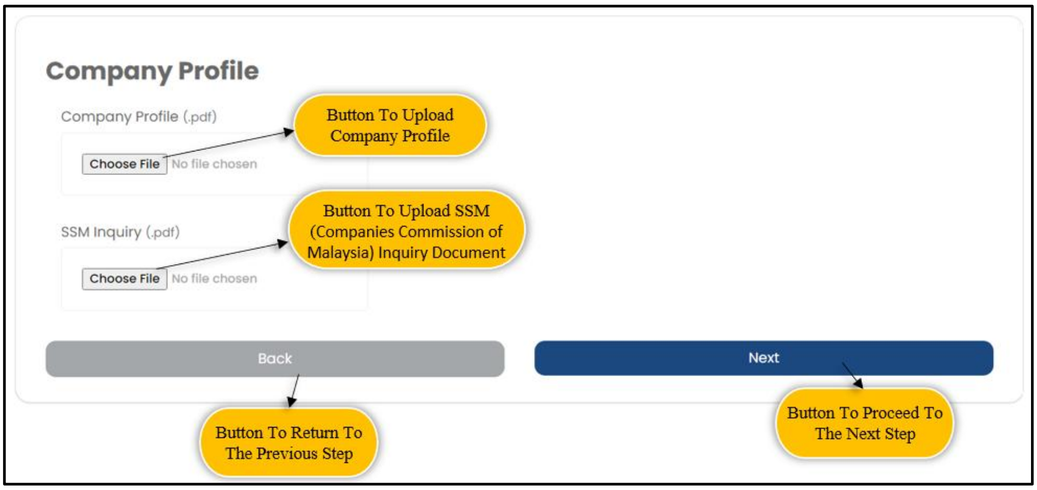
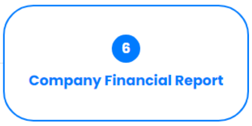


Diagram 23: Page Display Fifth Step in the Investment Application

8. User clicks button 

or 

to upload the company's financial reports, which are required for the investment application process.

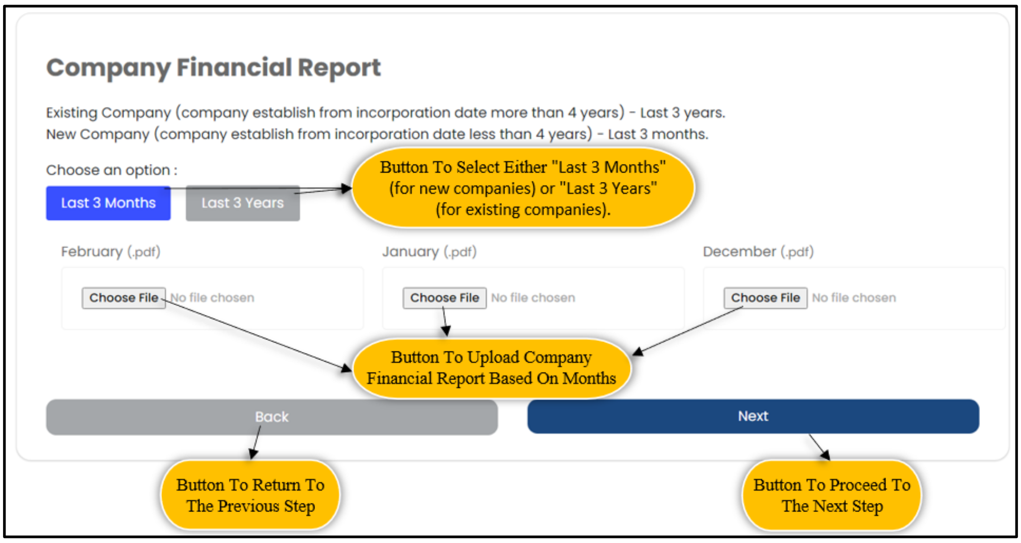


Diagram 23.1: Page Display Sixth Step in the Investment Application (based on last 3 months)

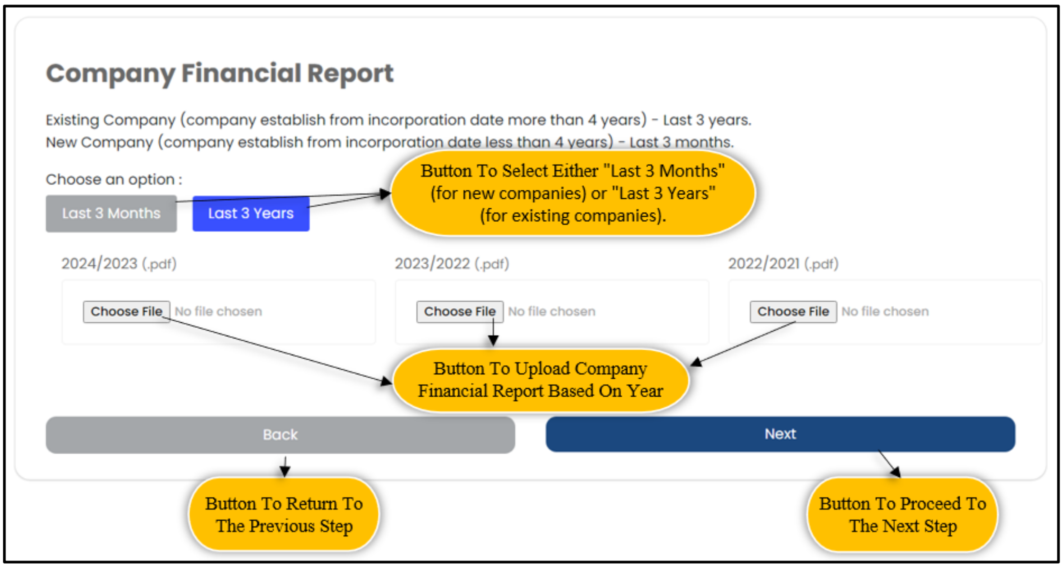


Diagram 23.2: Page Display Sixth Step in the Investment Application (based on last 3 years)

9. User clicks button  or  to upload required planning documents for the investment application, ensuring proper land and site documentation.

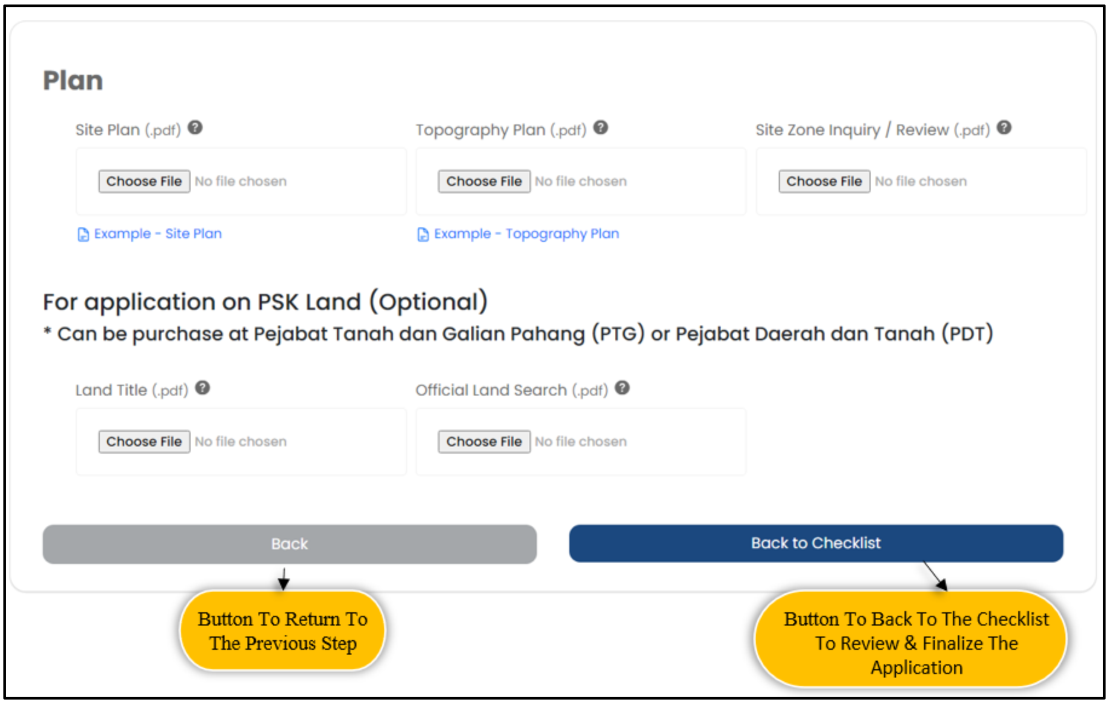


Diagram 24: Page Display Seventh Step in the Investment Application

10. User clicks button 

and the system will display a Checklist Page where all required fields have been completed.

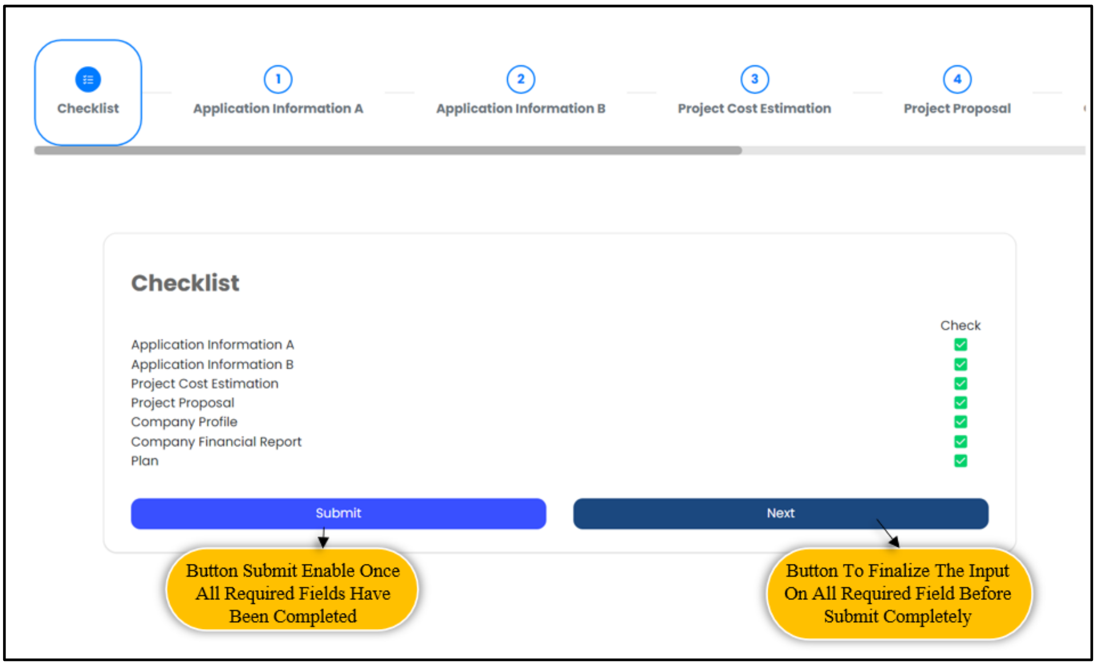


Diagram 24.1: Page Display Complete Checklist Section

Diagram 24.2: Page Display Incomplete Checklist Section

11. When all required fields have been completed, user clicks button **Submit** to be sent to the relevant officer in Perbadanan Setiausaha Kerajaan (PSK).

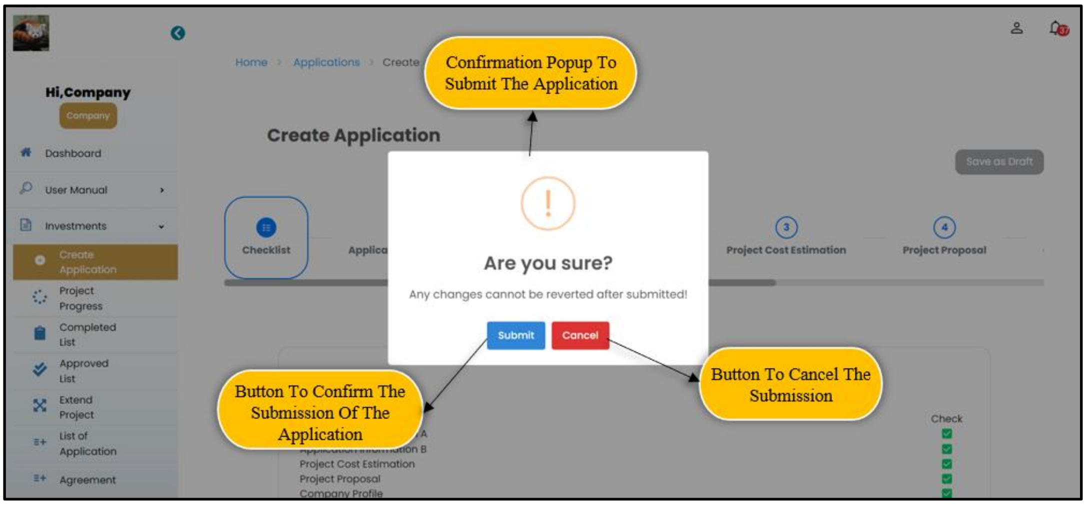


Diagram 25: Popup Confirmation Before Submission Page

12. User click button **Submit** to completely submit to the PSK and wait for the announcement approval.

2.8 REVIEW PROJECT PROGRESS

1. After completely submit the application, user clicks submenu 

to track the application status and stay updated on its progress in the review process.

Diagram 26: Page Displays the Status of Investment Application

2. User clicks button

to open and review the details of the submitted application.

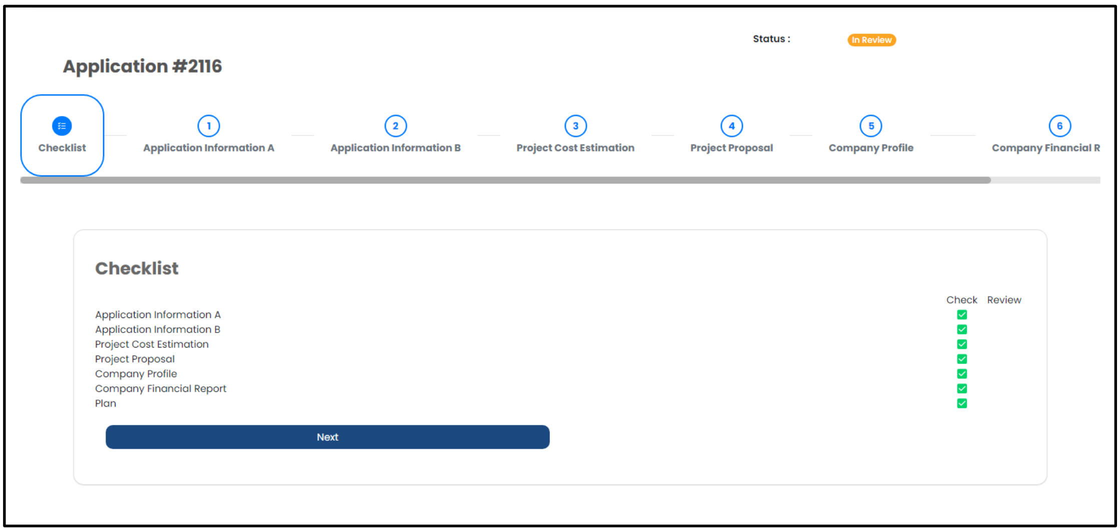


Diagram 27: Track the Application Progress and View the Details of Each Section

2.8.1 PROCESS NEED TO BE AMENDED

1. When the officer from PSK has been reviewed and there is an input that needs to be amended, the user will get the notification to amend the input.

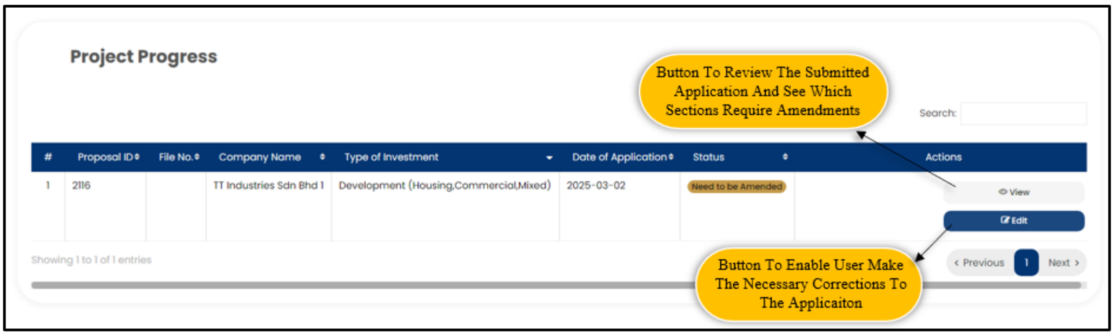


Diagram 28: Receives a Notification Indicating that Corrections are Required

2. User clicks button

to review the submitted application and see which sections require amendments.

Diagram 29: An Overview of the Completed Sections and the Review Status

3. To amend the application, user clicks either button Edit on table Project Progress or Edit on top right after user clicks button View.

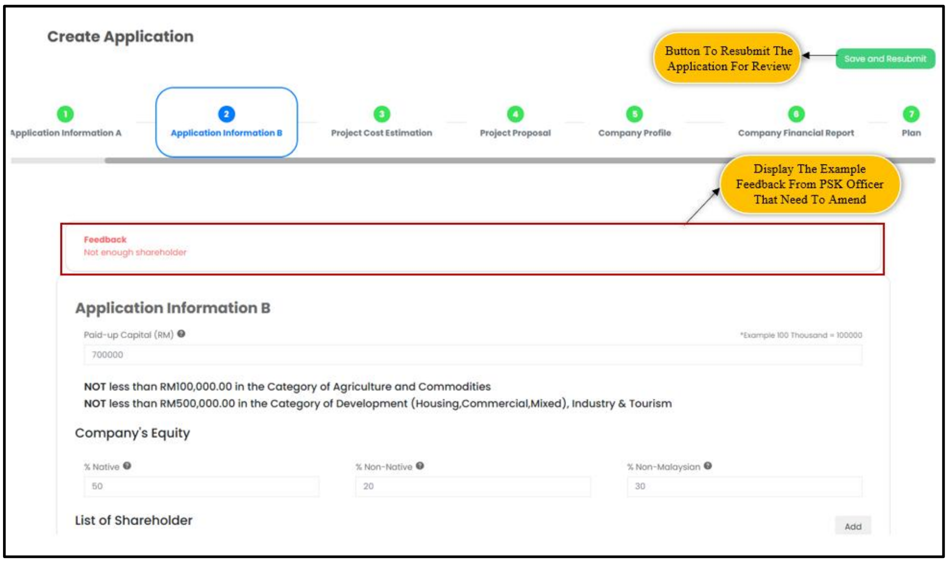


Diagram 30: Amendment Based On Feedback From PSK Officers

4. After amend, user clicks button Save and Resubmit to resubmit the application for review again.

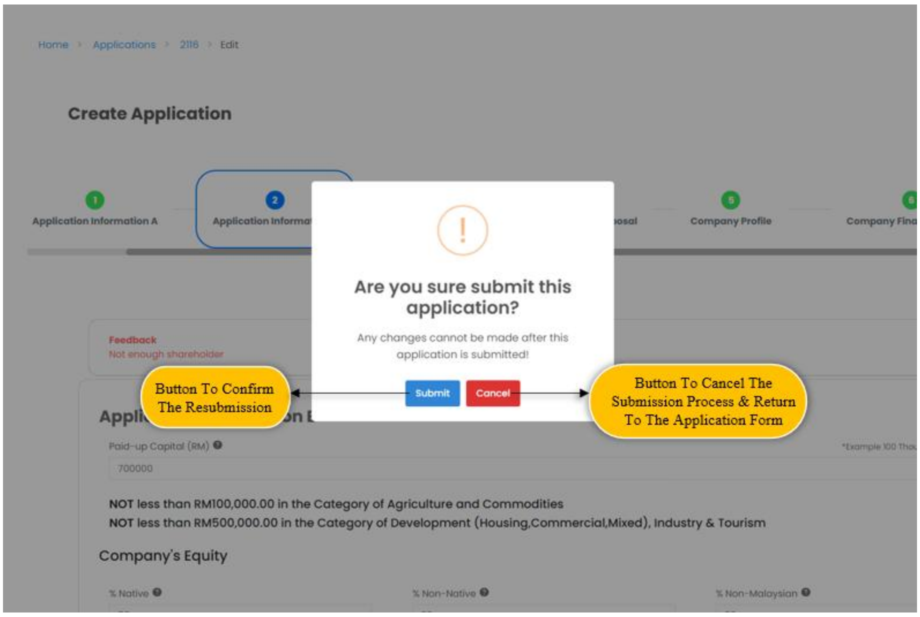


Diagram 31: Confirmation Pop-up Resubmitting the Application

5. User clicks button Submit to be sent for review by PSK officers and the application moves into the "Completed List" submenu.

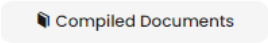
2.9 REVIEW COMPLETED LIST

1. User clicks submenu Completed List where the applications have successfully gone through the review and approval process displayed.

Diagram 32: Page Awaiting Payment for Application Processing Fee

2. User clicks button View to review the successfully submitted application.

Diagram 33: An Overview of the Completed Sections and the Review Status

3. User clicks button 

to review the compiled submission documents.

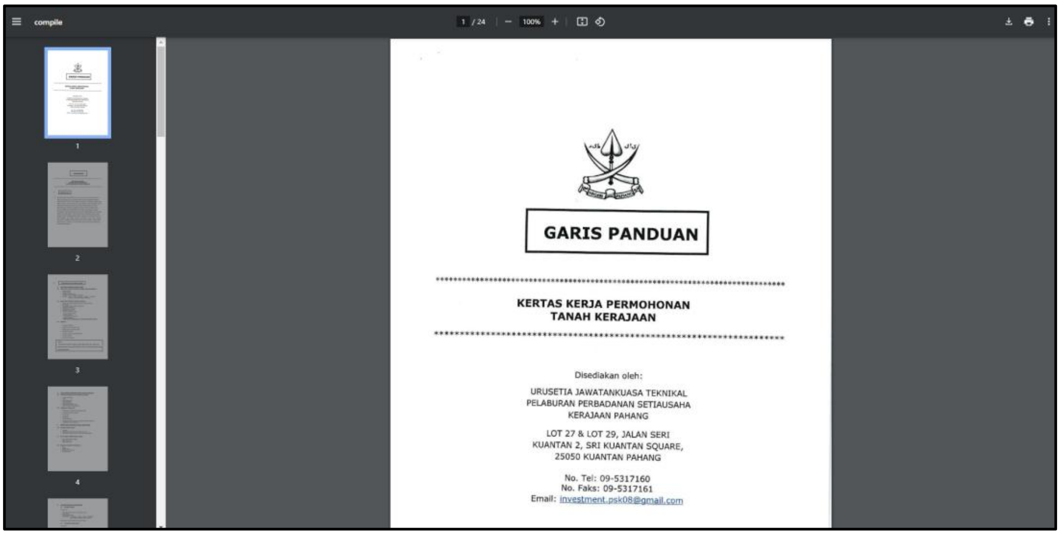


Diagram 34: Compiled Submission Documents Page

4. User clicks 

to download a formal Acknowledgement Letter related to the completed application.

Diagram 34.1: Page Display the Download Acknowledgement Letter

ڤربادانن ستياءوسها كراجاءن ڤهڠ

PERBADANAN SETIAUSAHA KERAJAAN PAHANG
LOT 27 JALAN SERI KUANTAN 2
SRI KUANTAN SQUARE 25050 KUANTAN
Tel : 09-5317160 Faks : 09-5317161
https://www.investpahang.com
Email: investpahang@psk.gov.my

PERBADANAN SETIAUSAHA KERAJAAN PAHANG

INVEST PAHANG

Tarikh :3 Mar 2025
No. Rujukan : 03032025-01

Pengarah
TT INDUSTRIES SDN BHD 1
22-3,
Jalan Wangsa Delima,
53300 Wangsa Maju,
Kuala Lumpur

YH. Dato'/Tuan/Puan,

PROJEK TERNAKAN IKAN AIR TAWAR

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan, permohonan bagi cadangan projek seperti di atas telah diterima pada 23 Jan 2025 dan sedang diproses. Permohonan YH. Dato'/Tuan/Puan juga telah didaftarkan ke dalam fail **03032025-01**. YH. Dato'/Tuan/Puan adalah diminta untuk menggunakan nombor fail tersebut sebagai nombor rujukan apabila berurusan mengenainya di pentadbiran ini.

3. Justeru itu, diingatkan bahawa surat pengesahan penerimaan permohonan ini **bukanlah bermakna kelulusan** dan pihak YH. Dato'/Tuan/Puan tidak dibenarkan untuk mengusaha dan menduduki tanah tersebut. Sekiranya pihak YH. Dato'/Tuan/Puan berbuat demikian maka tindakan undang-undang boleh diambil terhadap pihak YH. Dato'/Tuan/Puan.

PERBADANAN SETIAUSAHA KERAJAAN PAHANG

Sekian, Terima kasih.

"Mudah, Cepat, Telus"
"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

OFFICER UNIT PROCESS

Diagram 34.2: Page Display the Acknowledgement Letter

2.10 PROCESS PAYMENT APPLICATION PROCESSING FEE

1. User get notification to make payment application processing fee.
2. User can access from two different location to make payment:

2.10.1 SUBMENU PROJECT PROGRESS

1. User clicks the notification or submenu  to check payment details before making payment.

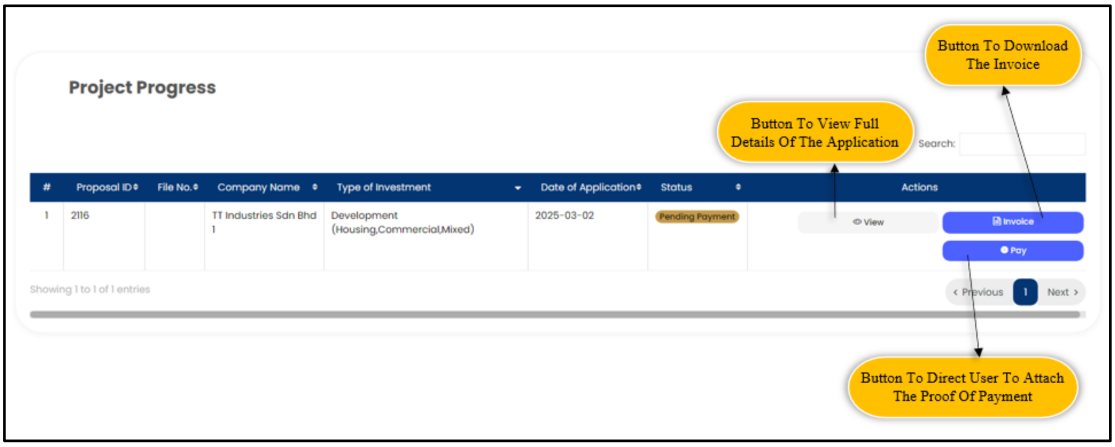


Diagram 35: Page Displays Awaiting Payment Application Processing Fee

2. On table, there is 2 ways user can make payment:

   a. Through button **Invoice** on Project Progress table,

      i. User clicks button **Invoice** to view the information invoice with total payment.

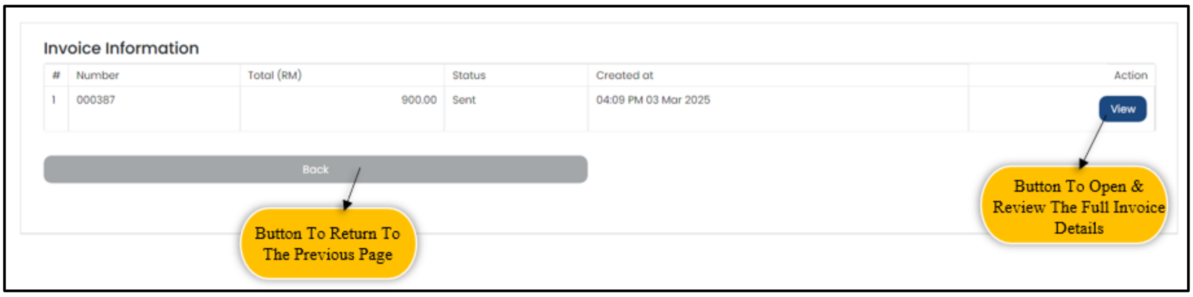


Diagram 36: Page Displays Invoice Information

      ii. User clicks button **View** to open and review the full invoice details.

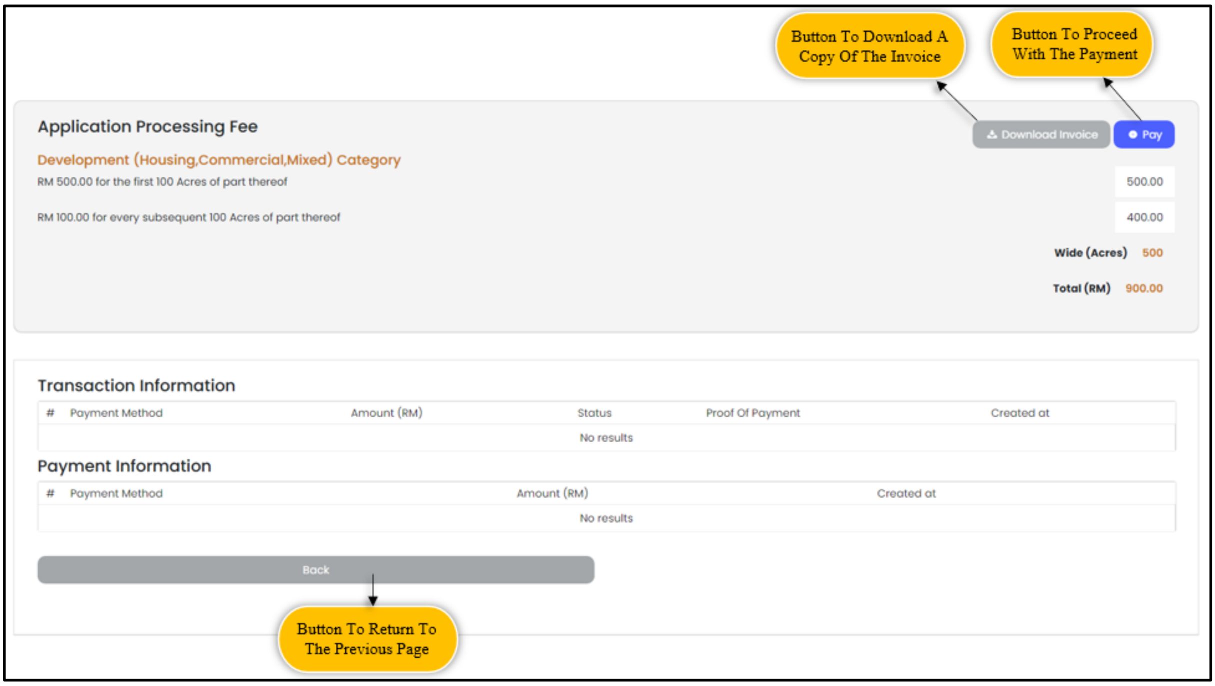


Diagram 37: Application Processing Fee Details

iii. User clicks button Download Invoice which allow user to download a copy of the invoice

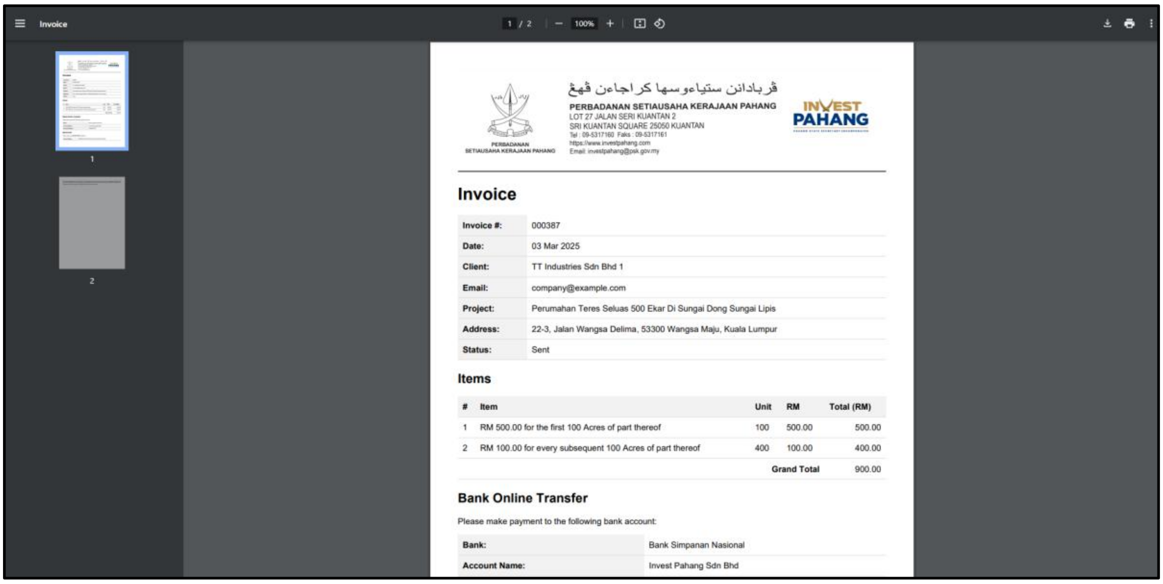


Diagram 38: Displays a PDF Version of the Invoice

iv. To make payment, user clicks button Pay enable the user to proceed with the payment.

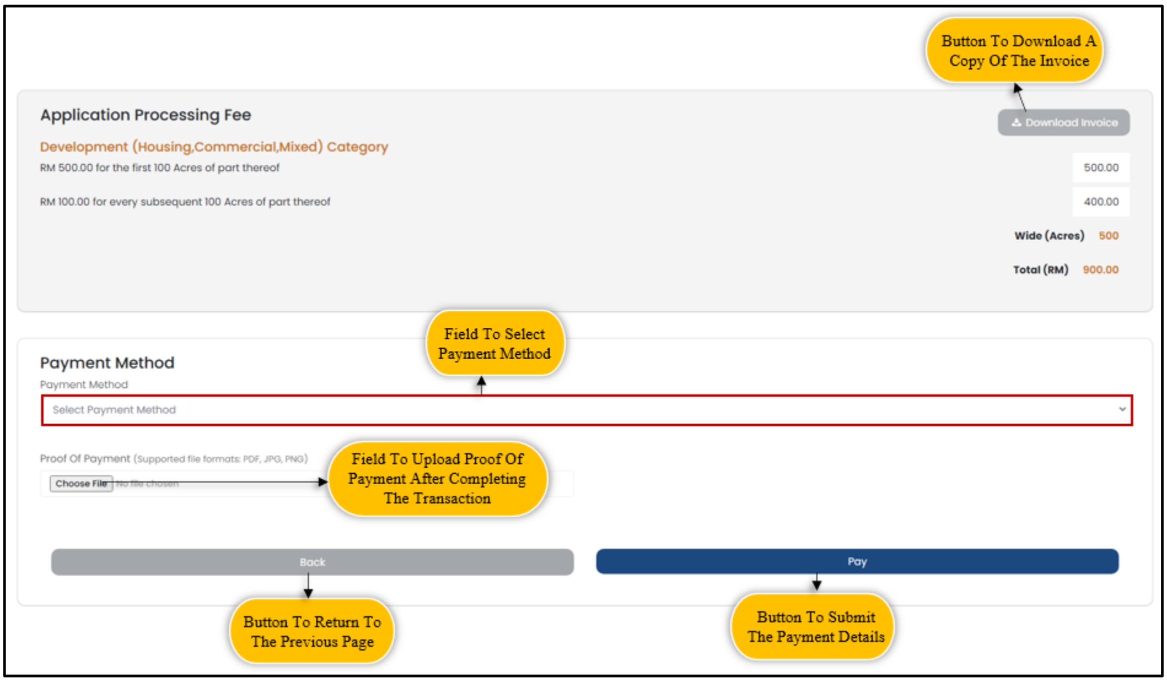


Diagram 39: Application Processing Fee Payment Details Page

v. User clicks button 

to submit the payment details and proof of payment for approval by PSK officers.

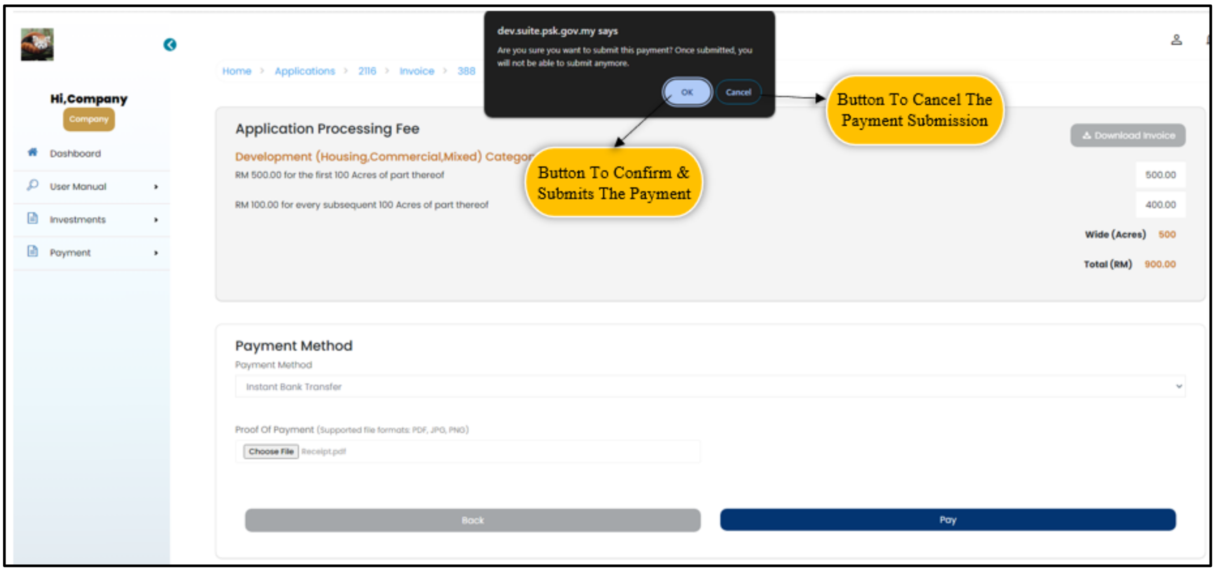


Diagram 40: Confirmation Pop-up Before Submitting the Payment

vi. User clicks button 

to confirm and submit the payment to the PSK.

b. Through button Pay on Project Progress table,

i. This page enable the user to proceed with the payment.

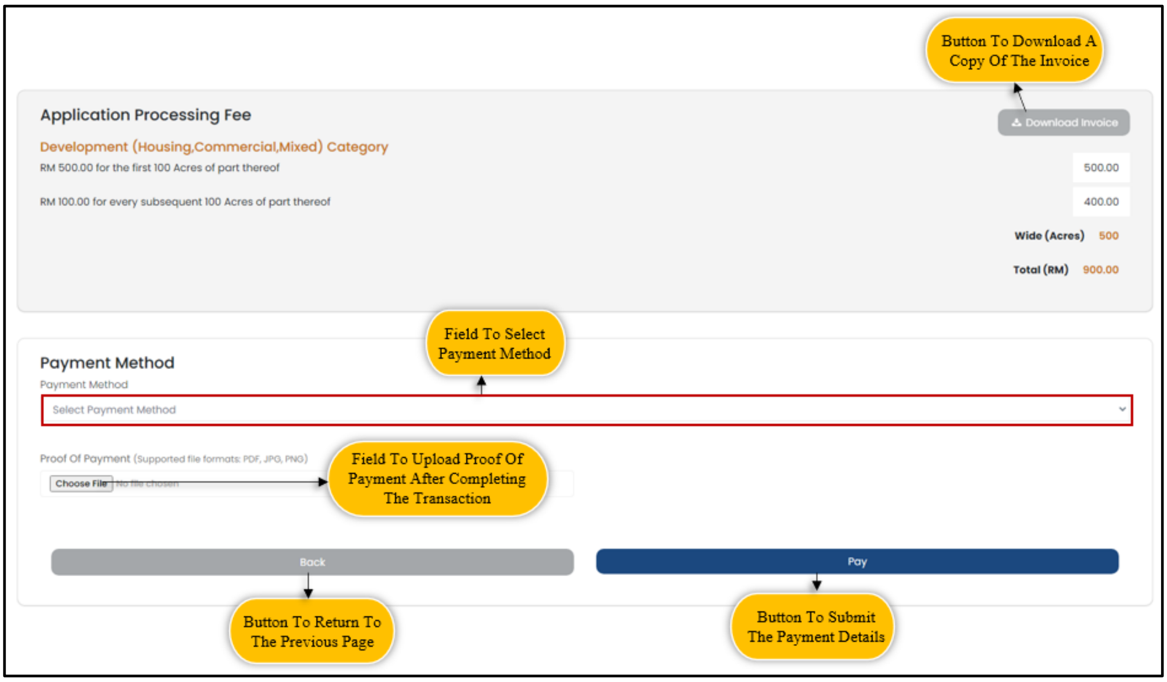


Diagram 41: Application Processing Fee Payment Details Page

ii. User clicks button Pay to submit the payment details and proof of payment for processing by PSK officers.

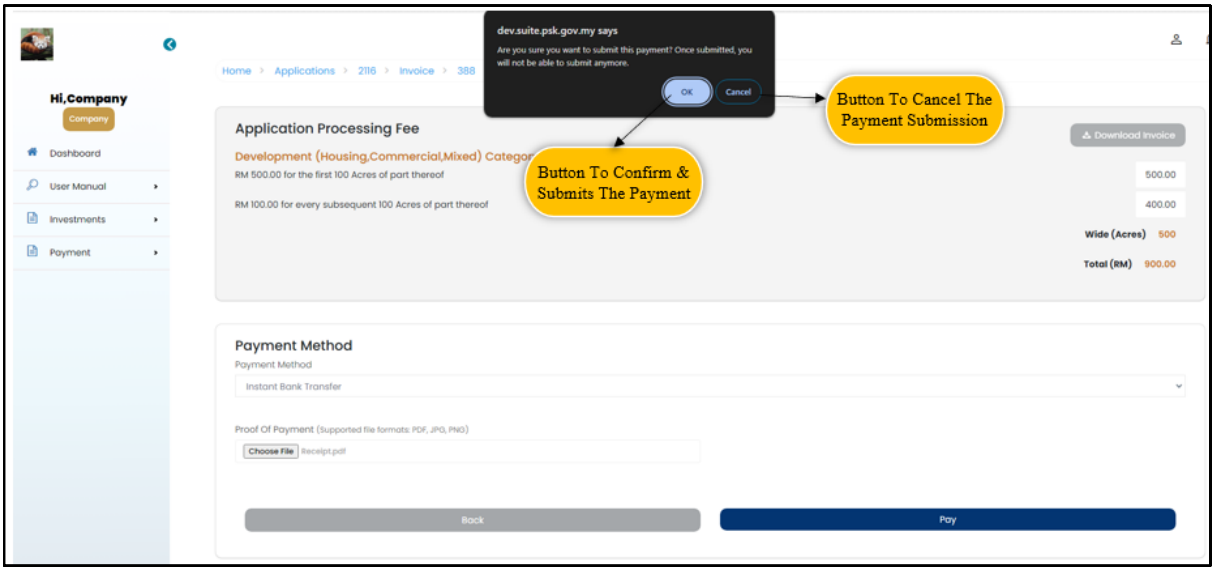
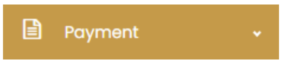


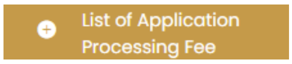
Diagram 42: Confirmation Pop-up Before Submitting the Payment

iii. User clicks button 

to confirm and submit the payment to the PSK.

2.10.2 MENU PAYMENT

1. User clicks menu 

, then click submenu 

to view details of payment.

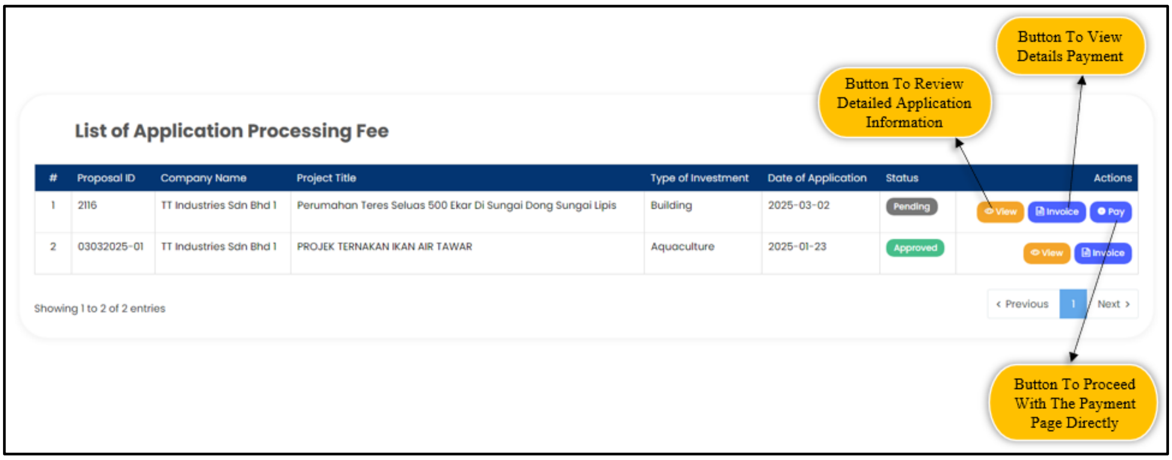


Diagram 43: Page Displays List of Application Processing Fee

2. User clicks button 

to proceed with the payment directly from this page.

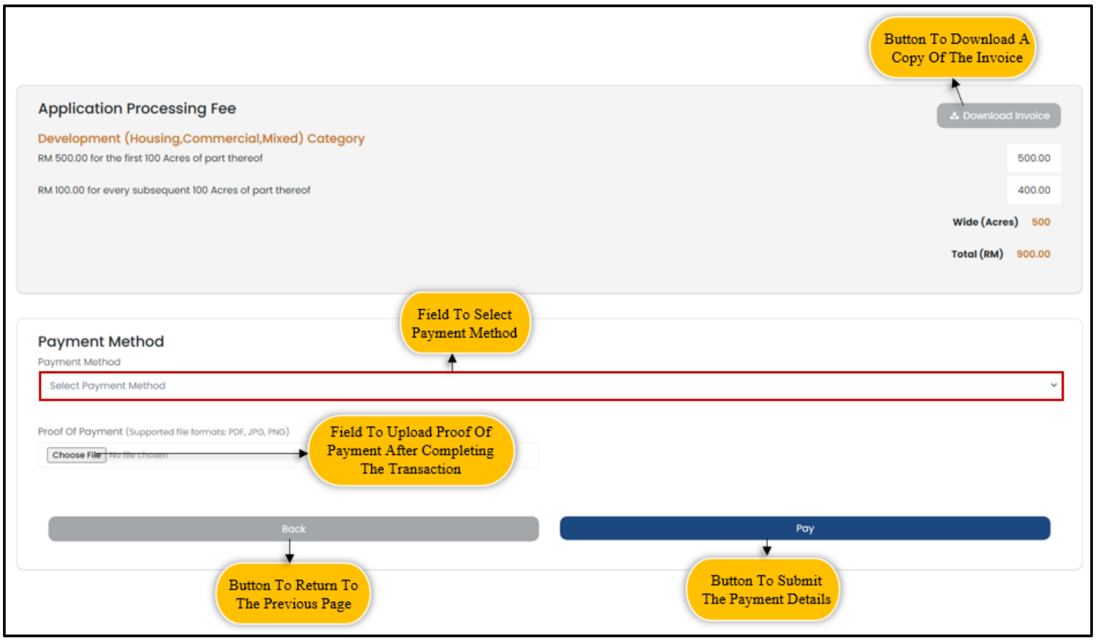


Diagram 44: Application Processing Fee Payment Details Page

3. User clicks button  to submit the payment details and proof of payment for processing by PSK officers.

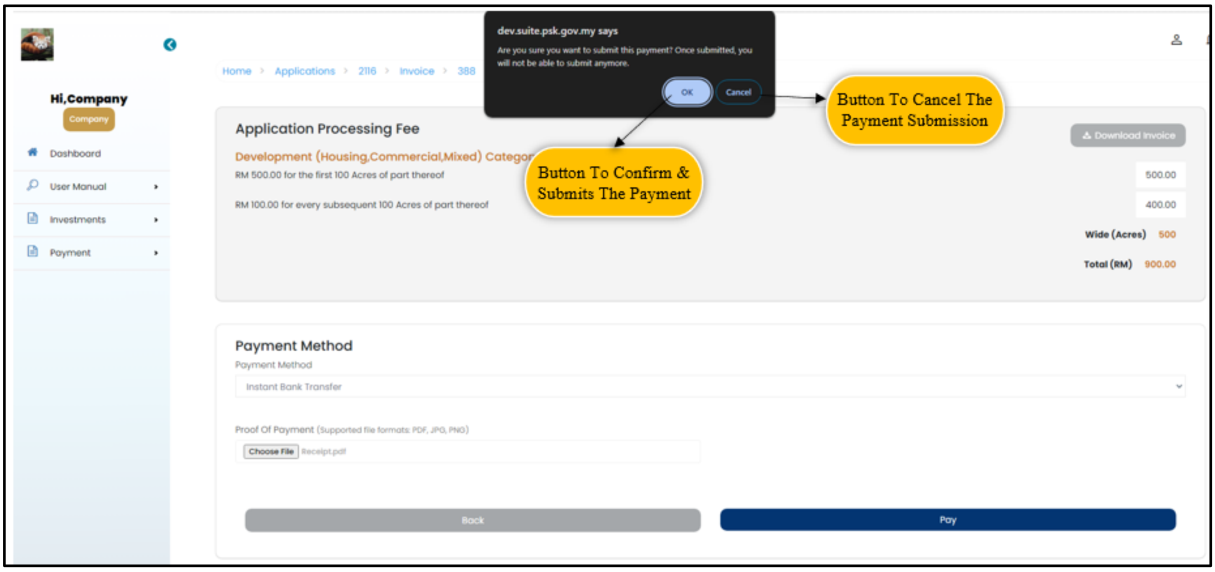


Diagram 45: Confirmation Pop-up Before Submitting the Payment

4. User clicks button  to confirm and submit the payment to the PSK.

5. After completing the application processing fee payment, the user must wait for approval from the PSK officer. The payment status will be updated once the officer has reviewed and verified the transaction.

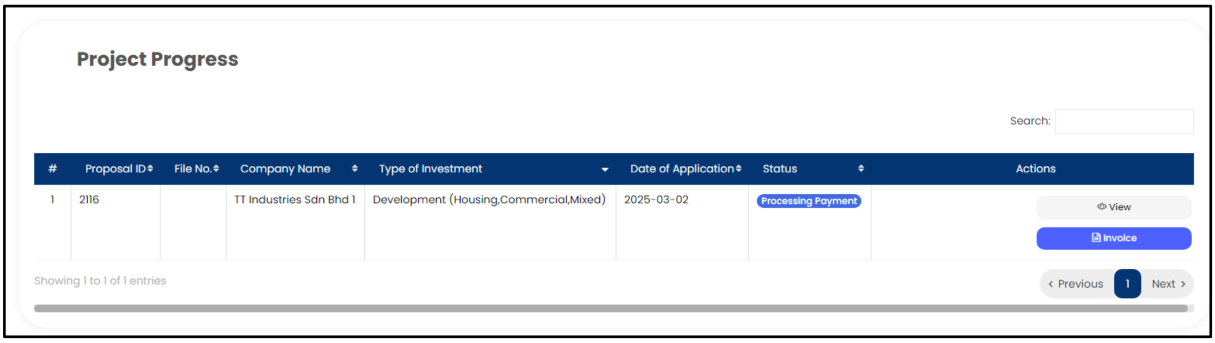


Diagram 46: Status Project Project Change into Processing Payment

Once payment approved, user can check status on submenu Project Progress with status ‘Completed’ or go to menu Payment and click submenu List of Cash Receipt where user can view cash receipts for Application Processing Fee payment.

List of Cash Receipt

#	File Number	Company Name	Project Title	Investment Type	Created At	Status	Actions
1	8.10.100	TT Industries Sdn Bhd 1	Perumahan Teres Seluas 500 Ekar Di Sungai Dong Sungai Lipis	Development	03/03/2025 04:09 PM	Paid	View Cash Receipt

Diagram 47: Page Display List of Cash Receipt - Application Processing Fee

2.11 REVIEW PROJECT APPLICATION APPROVE

1. The user will receive a notification once their project application has been officially approved. The notification will instruct them to proceed with the next steps, such as assigning a lawyer to handle the necessary legal processes.

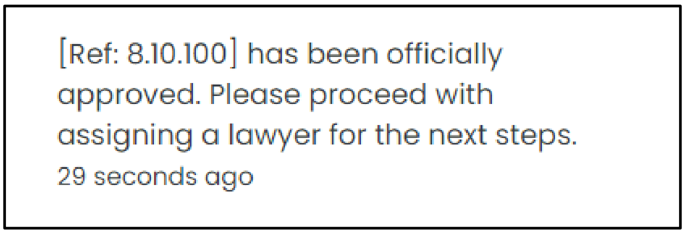


Diagram 48: Displays Notification Approve Project

2. User can also click submenu Approved List as users get notify to review the approve project.

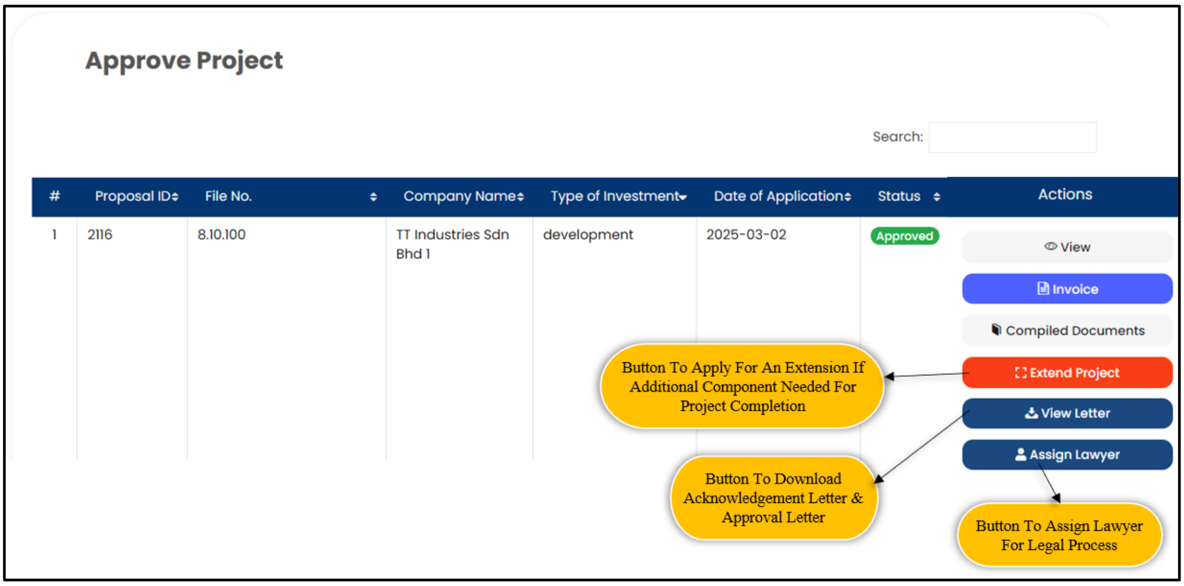


Diagram 49: Displays a List of Approved Project Applications

3. User clicks button **View Letter** where users can download Acknowledgement Letter and official Approval Letter.

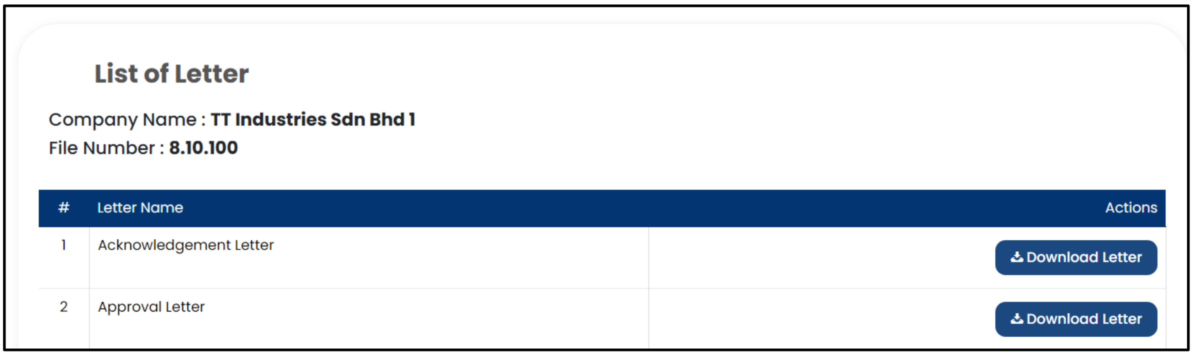


Diagram 50: Displays a List of Letter for Approve Project

2.11 PROCESS EXTEND PROJECT

1. User can also apply for a project extension if there are components in the approved project that need to be modified.
2. User clicks button **Extend Project** to apply extend project.

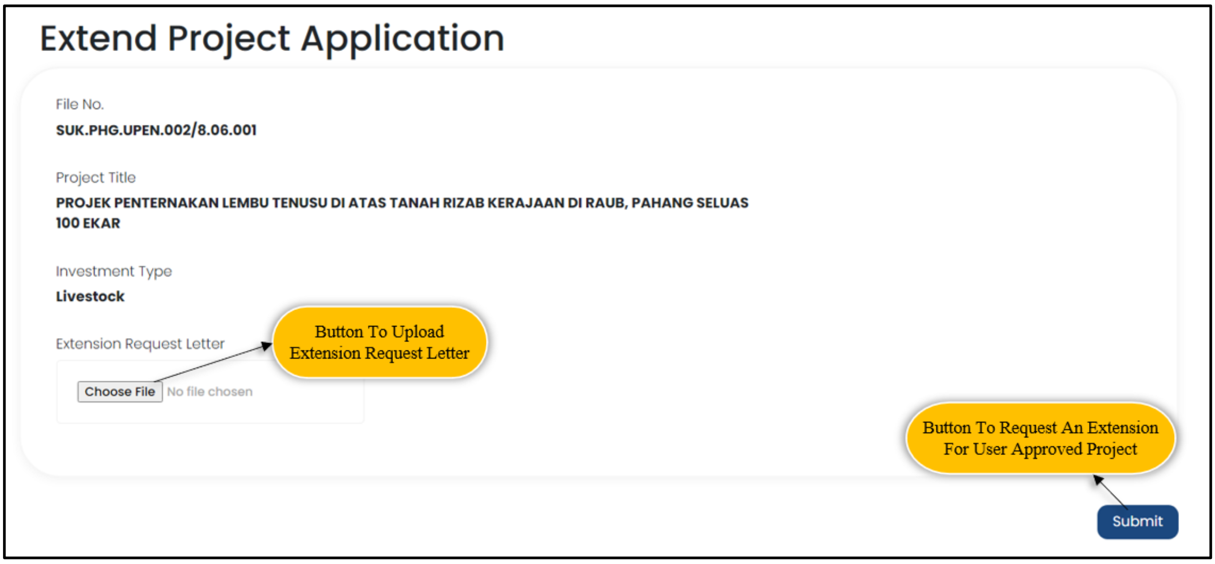


Diagram 51: Page Display Extension Project Request

3. User clicks button **Submit** to send a request for extend project to the PSK officer and wait for the approval process.

2.12 PROCESS AGREEMENT PROJECT

1. To get official agreement related to approve project, user clicks submenu Approved List and then clicks button Assign Lawyer to proceed with the legal process related to the approved project.

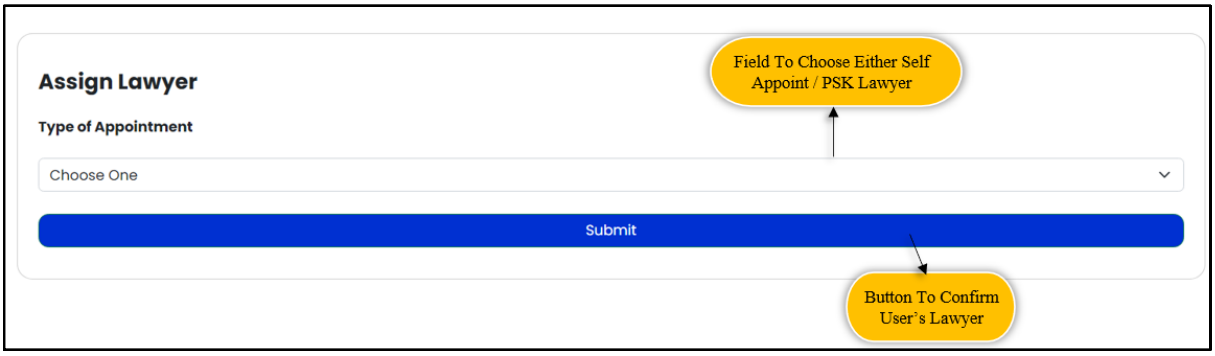


Diagram 52.1: Assign Lawyer Page

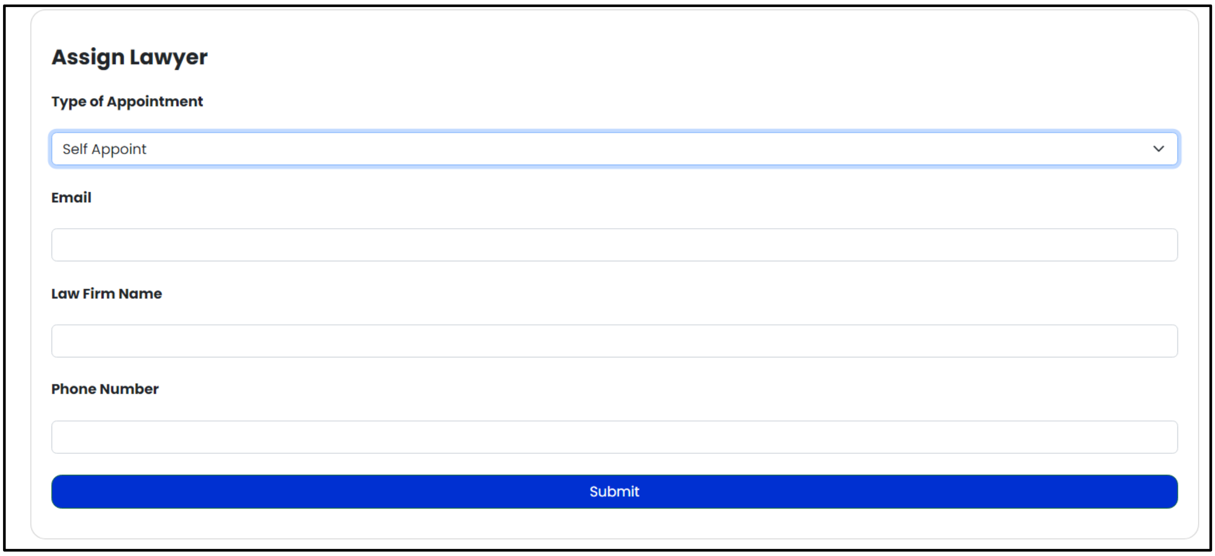


Diagram 52.2: Page Assign Lawyer Input Form for Self Appoint

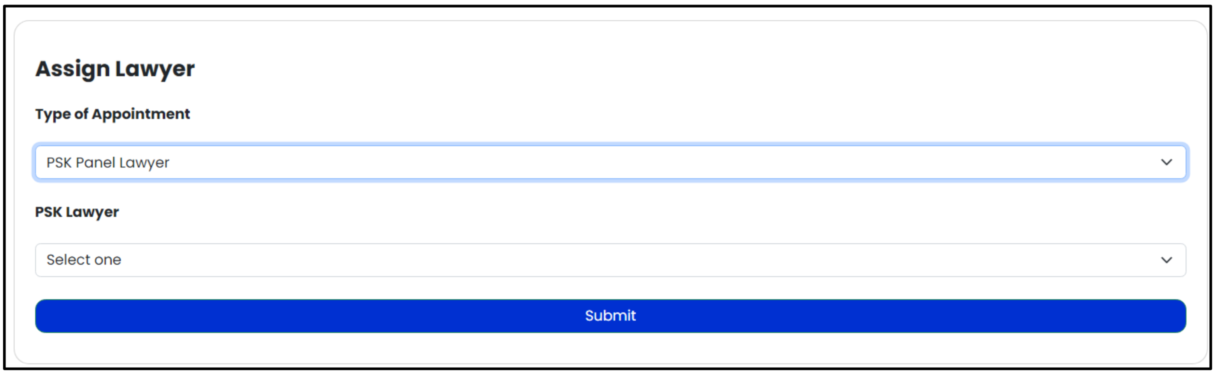


Diagram 52.3: Page Assign Lawyer Input Form for Self PSK Panel Lawyer

2. Let say user choose Self Appoint, user clicks button Submit to confirm the user's choice and sent to PSK officer to proceed the legal process.
3. System will automatically bring user to submenu Agreement and the submitted assign lawyer is listed under the list of Agreement.

NO.	FILE NO.	PROJECT TITLE	LAWYER NAME	ACTION
1	8.10.100	Perumahan Teres Seluas 500 Ekar Di Sungai Dong Sungai Lipis	Firm Mirfalah	View
2	06012025-4	LEMBU FIDLOT	peguam	View
3	06012025-3	Tapak Perkhemahan	peguam	View

Diagram 53: Page Display List of Agreement Approved Projects

4. User clicks button **View** to review the progress for the legal process until user get official agreement.

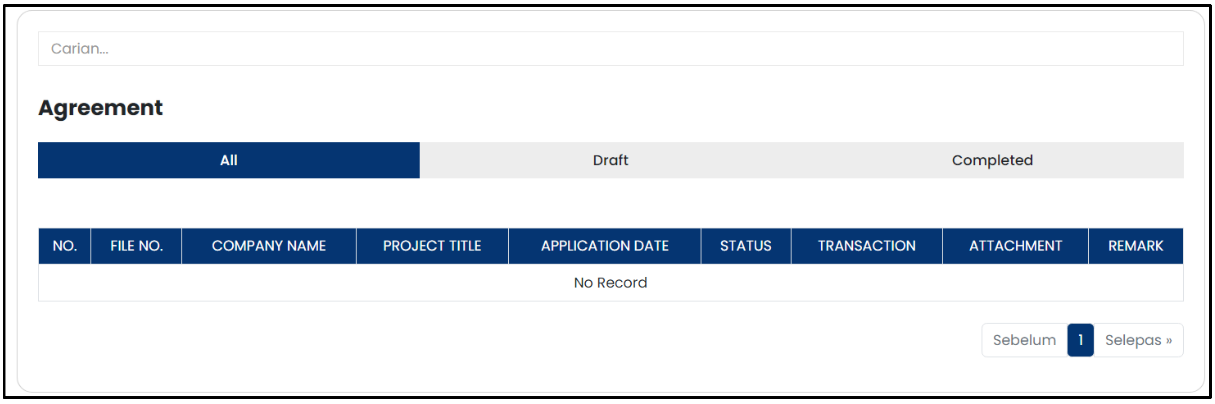


Diagram 54: Page Display Progress Agreement - All from Draft to Completed

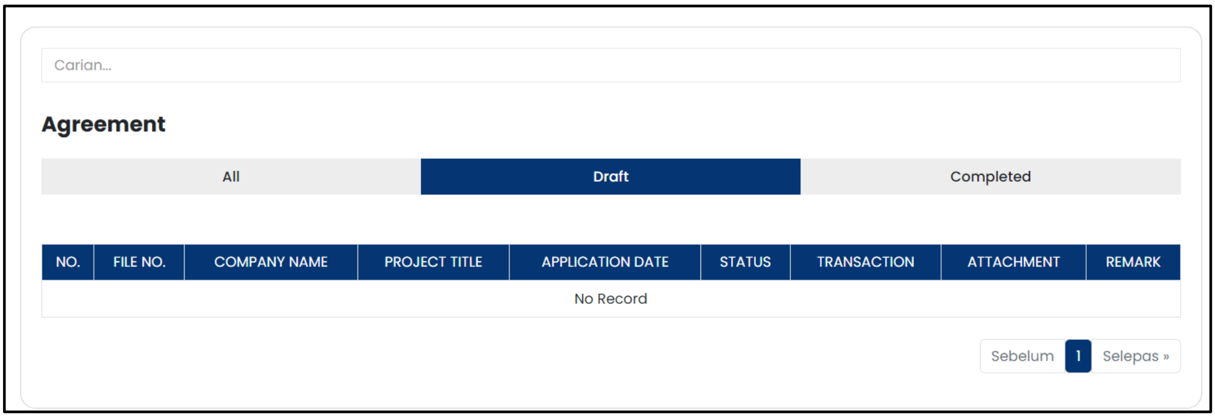


Diagram 55: Page Display Progress Agreement - Draft Only

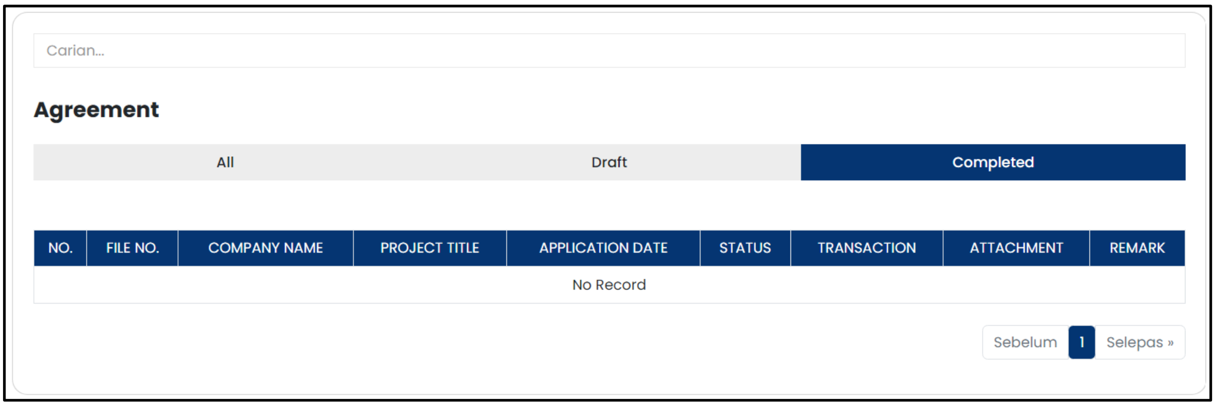


Diagram 56: Page Display Progress Agreement - Completed Only

2.13 NOTICE ISSUED

1. User may receive notices if company has violated certain conditions or failed to make required payments after multiple warnings. The possible issue which user can get notices are:
    a. Company violates the stipulated conditions.
    b. Fails to make the required payment after receiving multiple warnings.

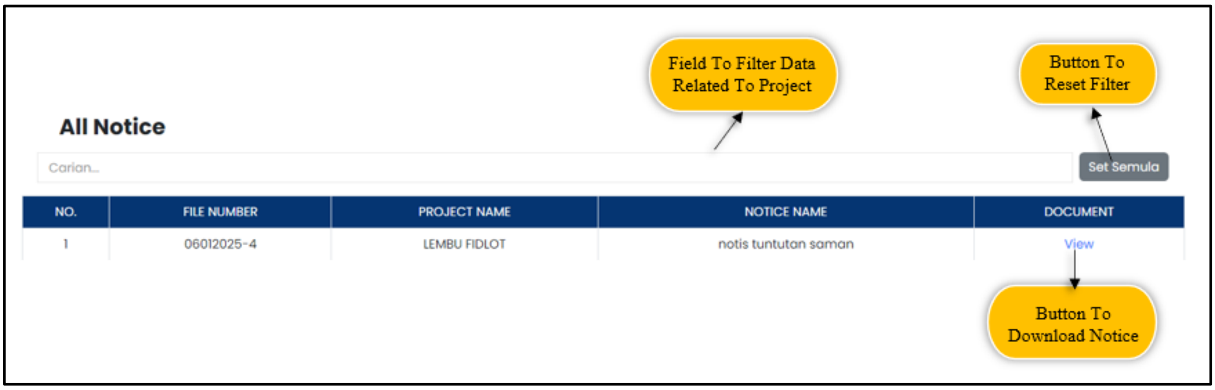


Diagram 57: Page Display List of All Notice

2. User clicks button View to download Official Notice letters which companies need to take immediate action may be required to resolve the issue within the timeline given.
3. If the company fails to take any action after receiving the notice, PSK has the right to cancel the project.

2.14 REVIEW INVOICE AND INVOICE RECEIPT

1. User clicks Menu Payment to review or download invoice for payment purpose and also invoice receipt for company's reference.

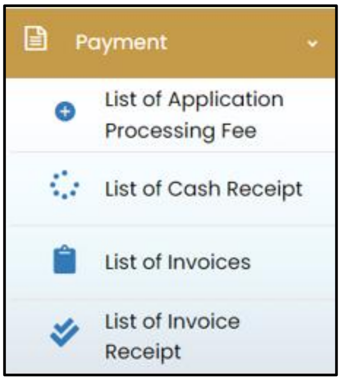


Diagram 58: Page Display Menu Payment and the Submenu

Explanation of each sidebar menu function

NO.	***SIDEBAR*** **MENU**	**DESCRIPTION**
1	List of Application Processing Fee	Allow users to view and manage the processing fees required for their applications.
2	List of Cash Receipt	Provides a record of cash payments made for application processing fee.
3	List of Invoices	Display all invoices issued for payments related to the application process.
4	List of Invoice Receipts	Contains records of invoice payments related to approved projects that have been successfully completed.

2.14.1 REVIEW INVOICE AND MAKE PAYMENT

1. User have received a new invoice for File No.:8.10.100. User need to proceed with the payment before the due date to avoid any issues.

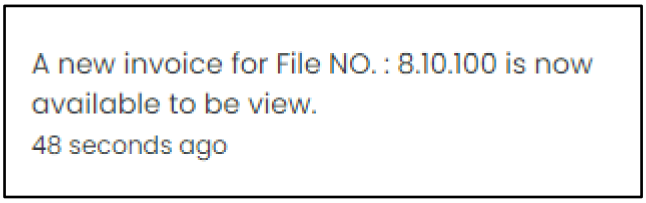


Diagram 59: Receive Invoice Related to Approved Project

2. User clicks either notification or submenu List of Invoices to make payment or review invoices.

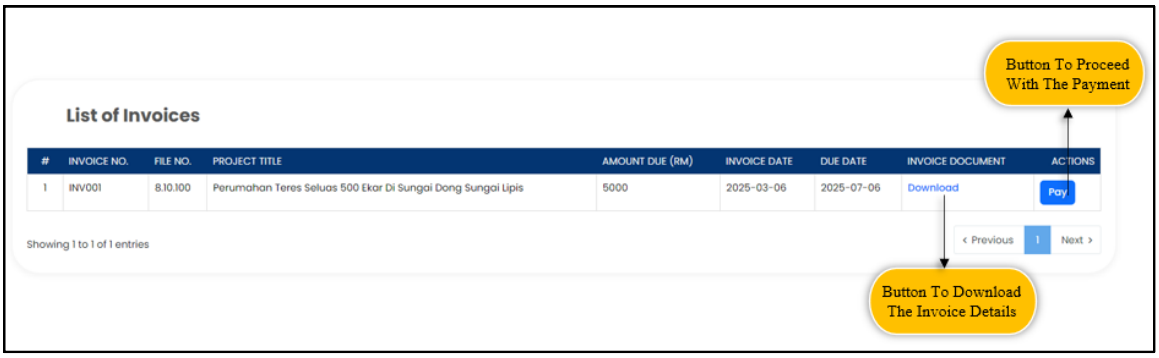


Diagram 60: Page Display List of Invoices

3. To make payment, user clicks button Pay which allows user to proceed with the payment.

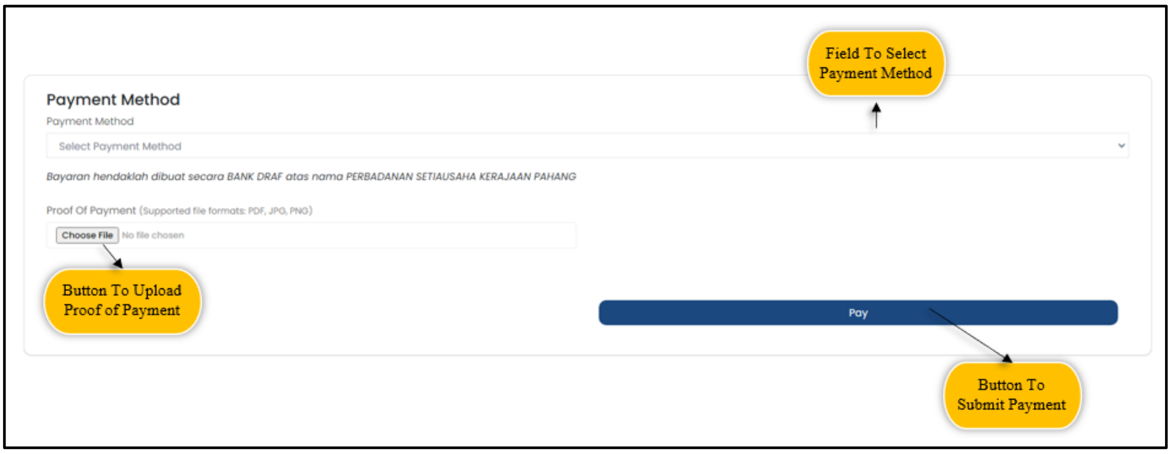


Diagram 61: Payment Submission Page

4. User clicks button 

to submit the payment details and proof of payment for approval by PSK officers.

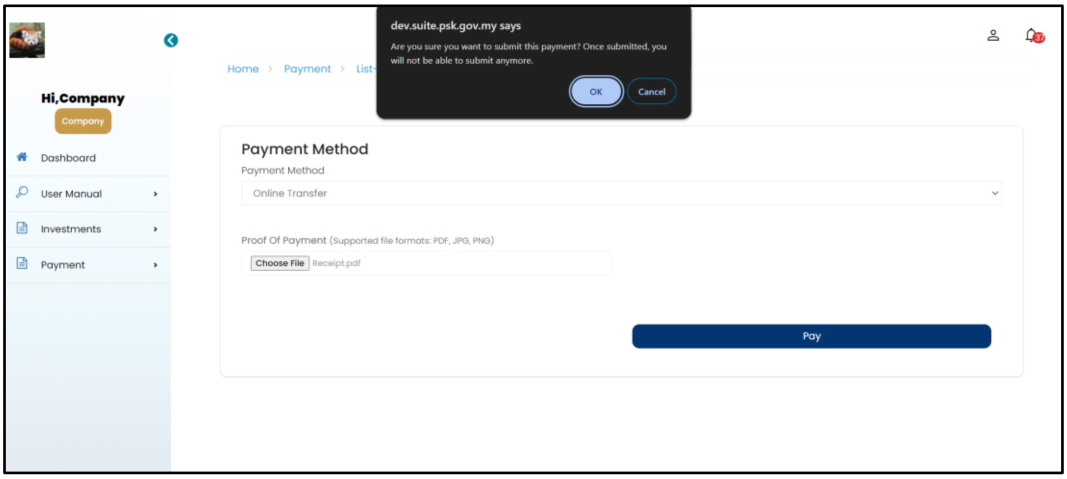


Diagram 62: Confirmation Pop-up Before Submitting the Payment

5. User clicks button 

to confirm and submit the payment to the PSK.

2.14.2 REVIEW INVOICE RECEIPT AFTER PAYMENT

1. After PSK approves the company's payment, an invoice receipt will be issued, and the company will receive a notification confirming the approval.

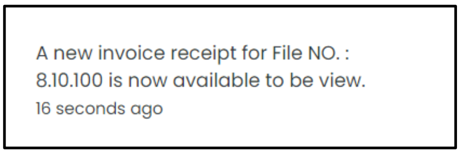
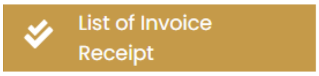
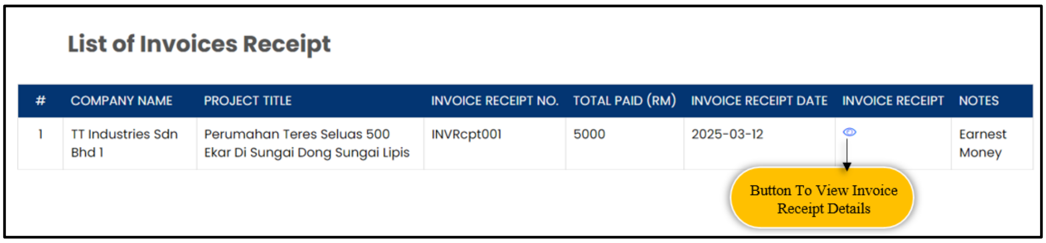


Diagram 63: Notification for Receiving Invoice Receipt

2. User can also click submenu 

to view invoice receipt details.



List of Invoices Receipt

#	COMPANY NAME	PROJECT TITLE	INVOICE RECEIPT NO.	TOTAL PAID (RM)	INVOICE RECEIPT DATE	INVOICE RECEIPT	NOTES
1	TT Industries Sdn Bhd 1	Perumahan Teres Seluas 500 Ekar Di Sungai Dong Sungai Lipis	INVRcpt001	5000	2025-03-12		Earnest Money

Diagram 64: Page Display List of Invoice Receipt