

This document provides a comprehensive process of managing functions of Dealer type approval and import permit as well as personal import permit in Self-Care Portal of eService for AITI customers.

# User Guide for SCP Type approval and Import Permit

AITI eServices

**Revision History**

Version	Revision Date	Summary of Changes	Changes Marked

**TABLE OF CONTENTS**

**1      GENERAL WORKFLOWS OF APPLICATIONS WITH BILLING PROCESS..... 3**

**2      TYPE APPROVAL..... 4**

2.1 New Dealer Type Approval ..... 4

2.2 Renew Dealer Type Approval..... 7

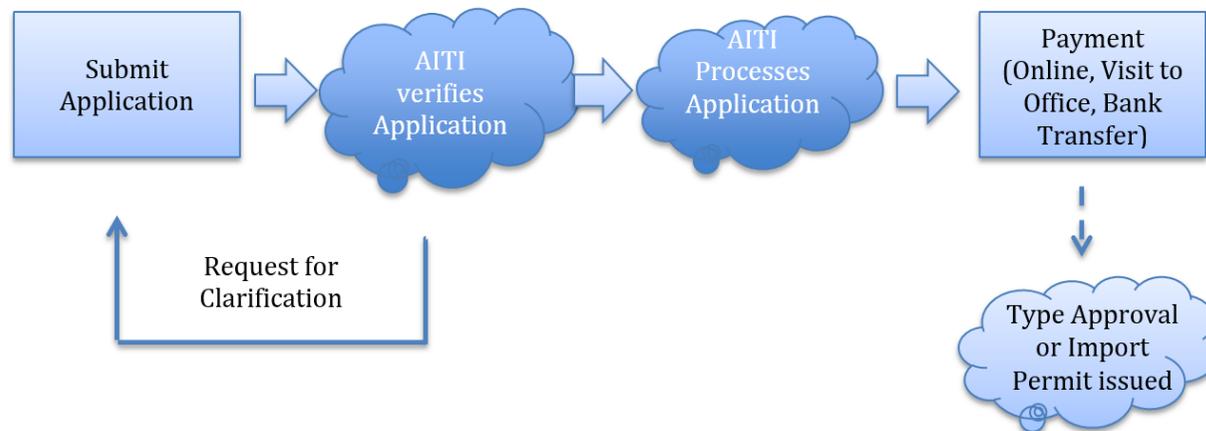
**3      IMPORT PERMIT ..... 7**

3.1 Dealer Import Permit ..... 8

3.2 Personal Import Permit ..... 9

## 1      GENERAL WORKFLOWS OF APPLICATIONS WITH BILLING PROCESS

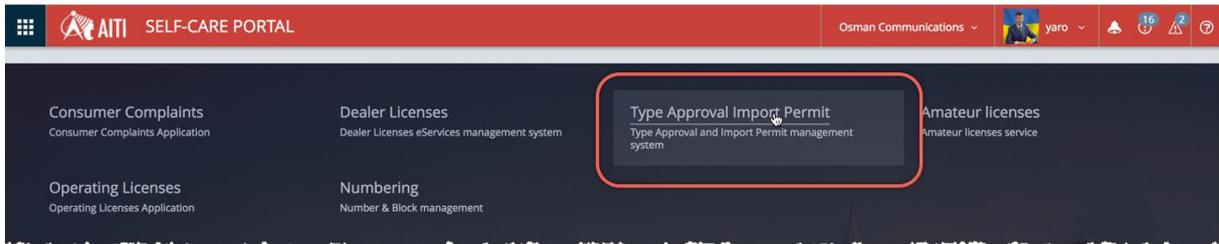
The workflow bellow shows the application approval process for type approval and import permit. This process applies to both dealer and personal import permit cases.



## 2 TYPE APPROVAL

### 2.1 Dealer Type Approval (DTA)

a) Log In to SCP to access Type Approvals Import Permit module.



*Note: To apply for dealer type approval, customers should act on behalf of a company*

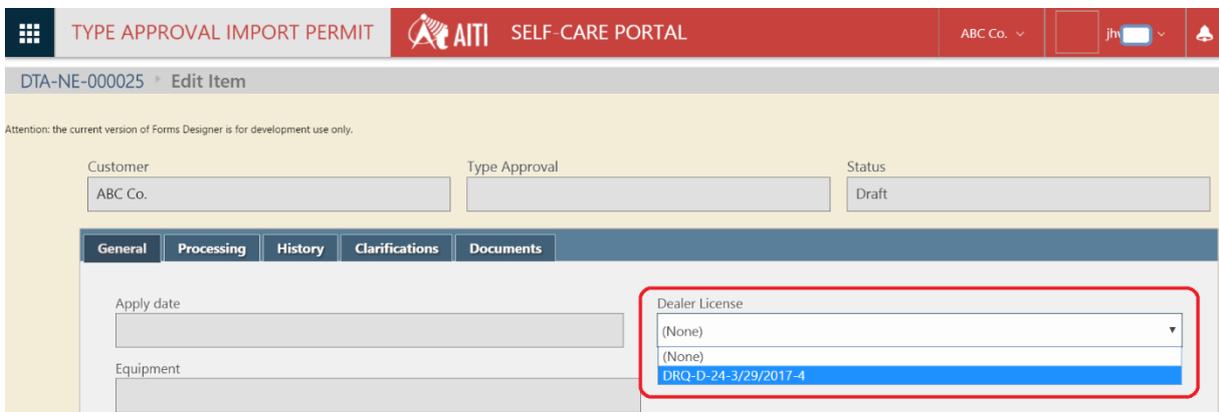
b) Select a company in the company list.



c) Click **New Type Approval** tile to open a new application form.



d) Select dealer license from drop down list. The level of equipment, which you would like to import, must comply with the dealer license you select here.



**User Guide      BAP**  
**Customer Accounts Management**

SCP Type Approval and Import Permit

e) Select equipment from database using brand and model dropdown boxes and provide the

The screenshot shows a web form for SCP Type Approval. At the top, there are three input fields: 'Customer' (containing 'ABC Co.'), 'Type Approval', and 'Status' (containing 'Draft'). Below these are tabs for 'General', 'Processing', 'History', 'Clarifications', and 'Documents'. The 'General' tab is active. In the 'Equipment' section, there is a 'Dealer License' dropdown menu set to '(None)'. Below this is a section titled 'Select Equipment Manufacturer and Model from the lists below. If you cannot find your Equipment in lists, then type in Manufacturer and Model directly in fields below, and select Equipment level.' This section contains four dropdown menus: 'Brand' (set to 'Apple'), 'Model' (set to '(None)'), 'New Equipment Manufacturer', and 'Level' (set to '(None)'). The 'Model' dropdown is open, showing a list of options: '(None)', 'Macbook Pro 15"', and 'Macbook Pro Retina 13"'. The 'Macbook Pro 15"' option is highlighted in blue.

*Note: If you do not find the equipment from the database, please set both brand and model boxes to **None**. It will enable you to enter brand and model in text fields below. Along with Brand and Model of the new equipment, please select its level.*

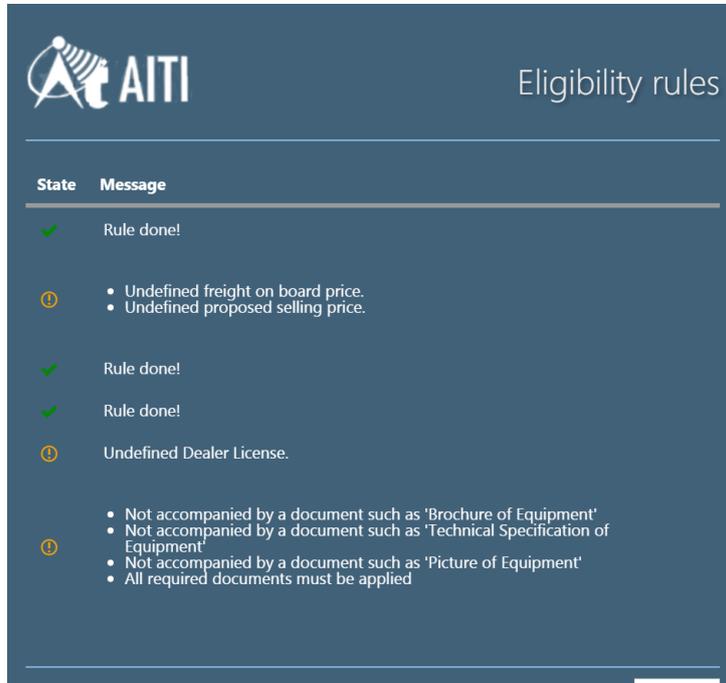
This screenshot shows the 'New Equipment' section of the form. It includes the same instruction: 'Select Equipment Manufacturer and Model from the lists below. If you cannot find your Equipment in lists, then type in Manufacturer and Model directly in fields below, and select Equipment level.' There are four input fields: 'Brand' (set to '(None)'), 'Model' (set to '(None)'), 'New Equipment Manufacturer', and 'New Equipment Model'. To the right of these fields is a 'Level' dropdown menu with options '(None)', '1', '2', and '3'. The '(None)' option is highlighted in blue. Below these fields are two more input fields: 'Freight On Board Price' and 'Proposed Selling Price'.

f) Click **Validate**.

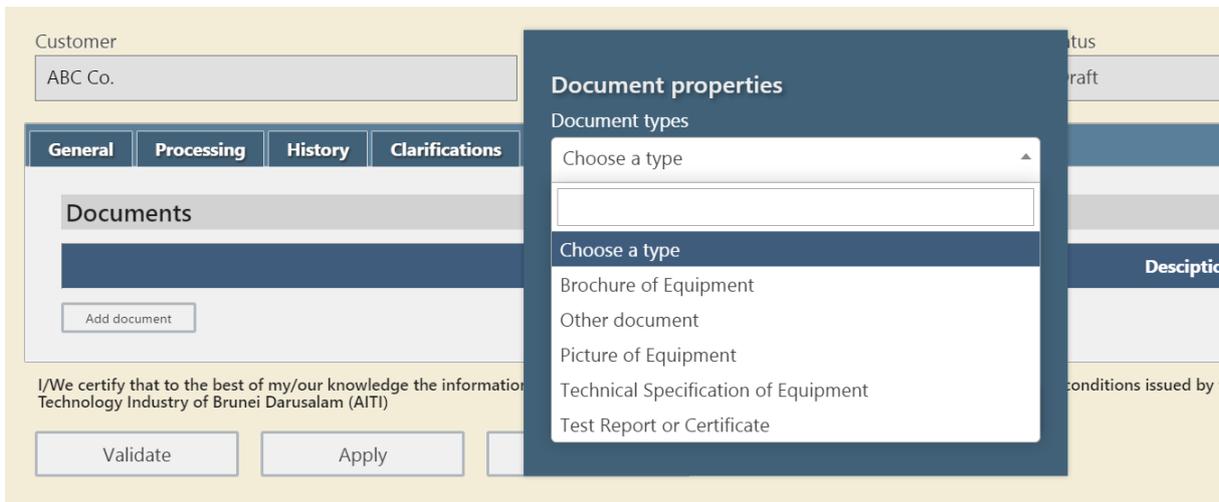
This screenshot shows the 'Customer Comments' section of the form, which is a large empty text area. Below it is a disclaimer: 'I/We certify that to the best of my/our knowledge the information given above are correct. And I/We hereby agree to follow all terms and conditions issued by the Authority for Info-communications Technology Industry of Brunei Darusalam (AITI)'. At the bottom of the form, there are five buttons: 'Validate', 'Apply', 'Cancel', 'Save', and 'Cancel'. The 'Validate' button is highlighted with a red rectangular border.

SCP Type Approval and Import Permit

- g) If any data is required to complete the application, you will have a message from the system with the list of data required.



- h) Click **General** tab for entering more information and **Documents** tab and upload files required.



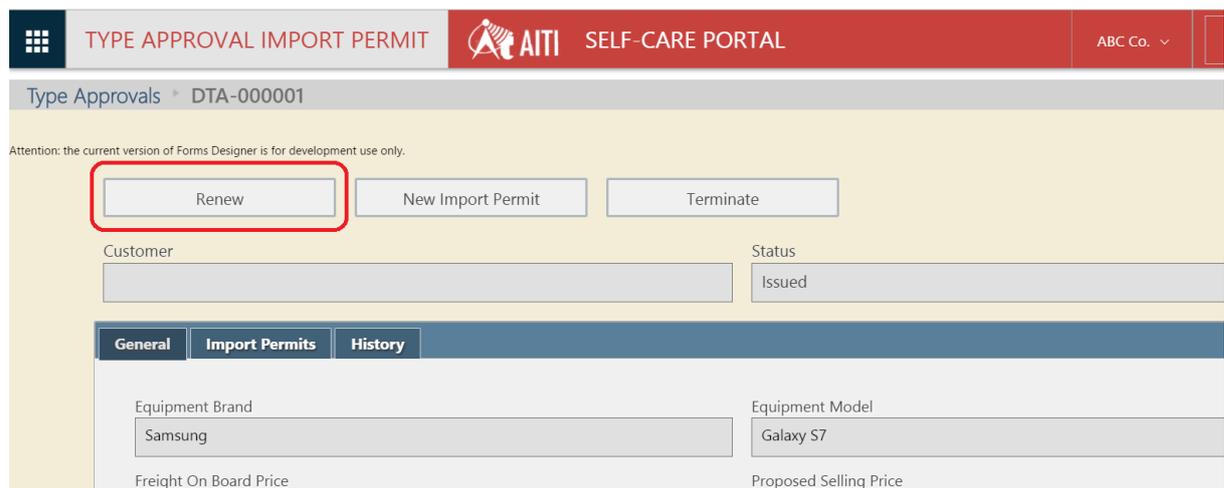
- i) When finished for all files required, click **Apply**. Application status will be changed to **Applied**.
- j) You may save your application by clicking **Save** button, application will be saved as draft. When you want to use the draft to finalise the application, click **Edit** button on the list view.

SCP Type Approval and Import Permit

- k) AITI may request clarification. Also, AITI may change equipment reference, which will require additional documents submitted or field values corrected. Please refer to 'Clarification Request Processing' for details.
- l) Once the clarification is completed, the application status will change to **Processing**.
- m) When the application is accepted, the accepted date field of the application is going to be set to the date of acceptance and the process due date will be also updated. All the details are available in the **Processing** tab.
- n) Once it is approved or rejected, you will receive a notification of the result. Decision Date will be updated.
- o) If application is **Approved**, your Dealer Type Approval will be created. Link to DTA is available in list and in Application form.  
Once Approval is performed, and your Application is Exempted from payment, then DTA start and atop dates are updated automatically.
- p) If your application is not exempted from payment, an invoice will be issued and it should be paid in order to DTA be **Issued**. Please refer to 'Billing (Invoicing and Payment)' section/page to proceed with Payment management.

2.2 Renew Dealer Type Approval

- a) Log In to SCP to access Type Approvals Import Permit module.
- b) Click **Renew** on the top of the form.



- c) On the application form, click **Apply** button.

*Note: the period of renewal will be set automatically by the system.*

- d) Once application is approved, and your application is exempted from payment, DTA will be issued and start and atop dates are updated automatically.

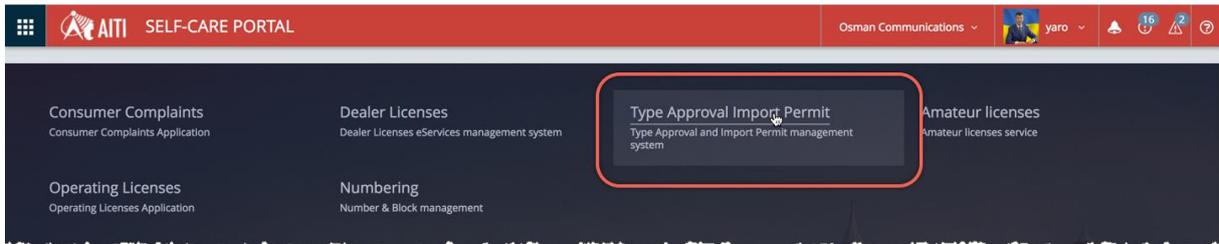
SCP Type Approval and Import Permit

- e) If your application is not exempted from payment, an invoice will be issued and it should be paid in order to DTA be **Issued**. Please refer to 'Billing (Invoicing and Payment)' section/page to proceed with Payment management.

### 3      IMPORT PERMIT

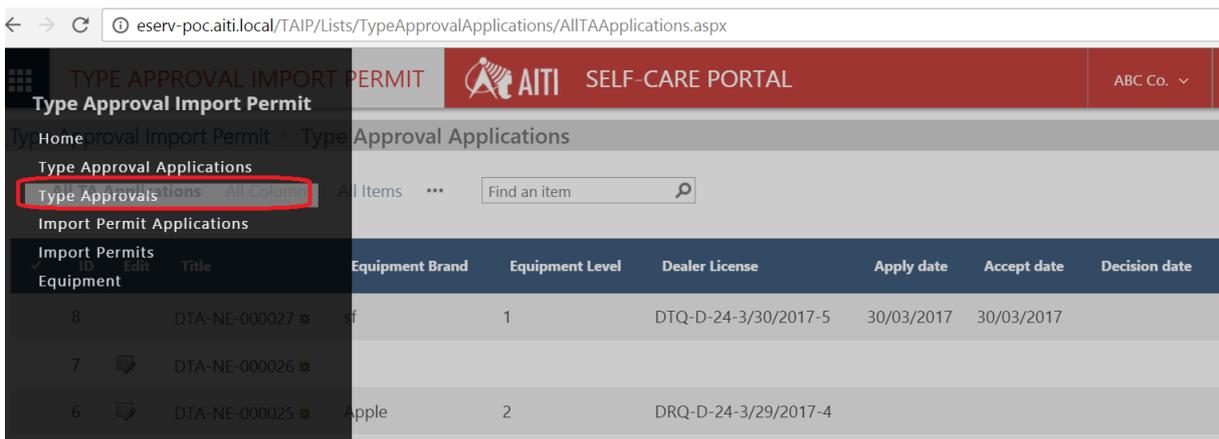
#### 3.1      Dealer Import Permit (DIP)

a) Log In to SCP to access Type Approvals Import Permit module.



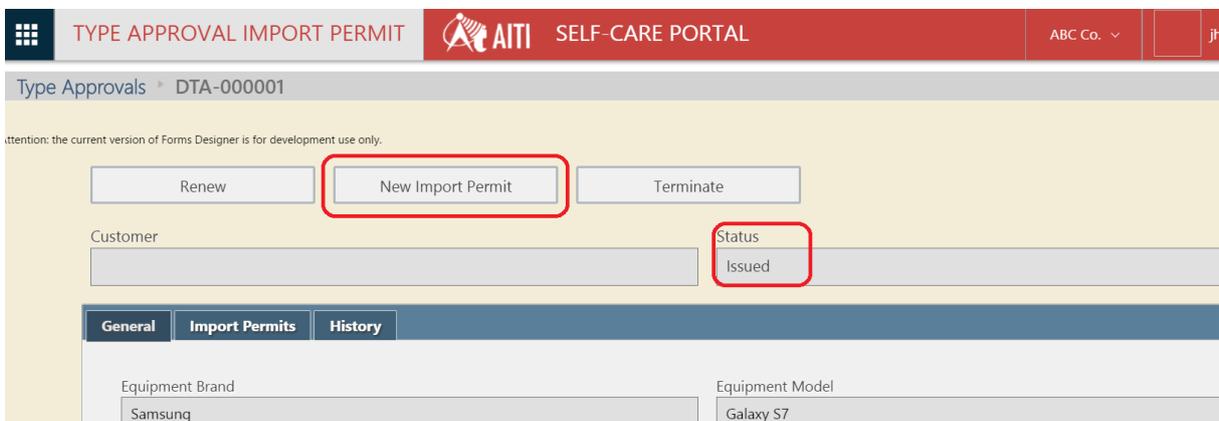
*Note: To apply for dealer import permit, customers should act on behalf of a company*

b) Go to Type Approvals in the navigation menu to view the list of approved type approvals.



c) Open a type approval form by clicking on the **Title**.

d) Click **New Import Permit**. The Type Approval should have Issued status.



e) Here you have to options: Dealer and Operator.

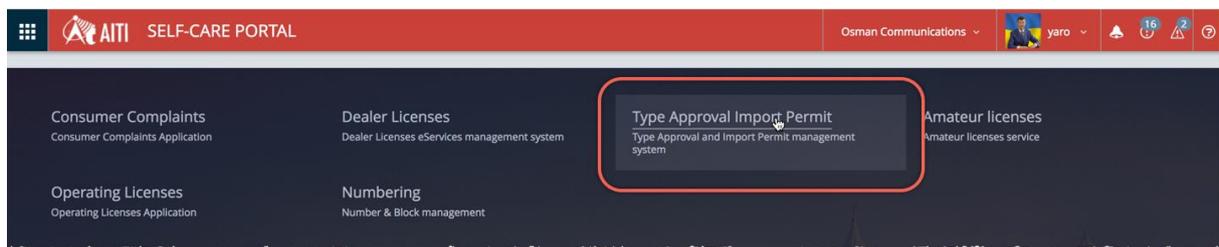
### SCP Type Approval and Import Permit

- i. When selecting Dealer option, you will pay for this IP
  - ii. When selection operator option, you have to select a valid Operating License, which will receive the imported equipment. Fill in Operating License field with last part of the License Reference (digits only) and click **Check License** button. System will check if license is present in the system and valid. For only the valid license will link to the application. The owner of the license will be invoiced for this DIP Application. Also, with the operator option, you have to select what is the purpose of the equipment importation such as for new license, adjunction or replacement. Lastly, the system will require you to attach corresponding document to the application.
- f) Enter the number of equipment.
  - g) Click **Apply**.
  - h) AITI may require clarifications. See 'Clarification Requests Processing' for details.
  - i) Once application is approved by AITI, the Import Permit will be created. This import permit is available from DTA form, and from Import Permit list.
    - i. If Application is exempted from payment by AITI, the IP is created in 'Issued' and its Start and Stop dates are set correspondingly.
    - ii. If Application is not exempted from payment, the Invoice will be issued, and it should be paid. Please refer to 'Billing (Invoicing and Payment)' section/page.

*Note, that for Operator option, the Owner of the Operating License will be invoiced and has to pay the Invoice*

### 3.2 Personal Import Permit

- a) Log In to SCP, Navigate to Type Approvals & Import Permits



- b) Click **New Import Permit** tile on the landing page of Type Approval & Import Permit.





SCP Type Approval and Import Permit

c) In the import permit application form, select brand and model of equipment you wish to import.

The screenshot shows the 'General' tab of the application form. The 'Equipment Brand' dropdown is set to 'Samsung' and the 'Equipment Model' dropdown is set to 'Galaxy S7'. A red circle highlights these two dropdowns. Below them, the 'New Equipment Manufacturer' and 'New Equipment Model' text fields are empty. The 'Equipment Level' dropdown is set to '3'. The 'Apply date' field is empty, 'BDNSW Reference' is '(None)', and the 'Implicit' toggle is turned off.

d) If you cannot find your equipment model or brand in lists, set them both to **None** and fill in text fields of new brand and/or new model.

The screenshot shows the 'General' tab of the application form. The 'Equipment Brand' and 'Equipment Model' dropdowns are both set to '(None)'. Red arrows point to these dropdowns. Below them, the 'New Equipment Manufacturer' text field is filled with 'HTC' and the 'New Equipment Model' text field is filled with 'One'. A red circle highlights these two text fields. The 'Equipment Level' dropdown is set to '(None)'. The 'Apply date' field is empty, 'BDNSW Reference' is '(None)', and the 'Implicit' toggle is turned off.

e) Enter the number of equipment and reference No of the attached document (Notice of Seizure, Detention Report, and Shipment Details).

The screenshot shows the 'General' tab of the application form. The 'Number of Equipment' text field is filled with '2' and the 'Reference No.' text field is filled with '0029-993833'. A red circle highlights these two text fields. The 'New Equipment Manufacturer' is 'HTC' and 'New Equipment Model' is 'One'. The 'Equipment Level' dropdown is '(None)'. The 'Apply date' field is empty, 'BDNSW Reference' is '(None)', and the 'Implicit' toggle is turned off.

f) Go to the **Documents** tab, upload a copy of documents required.

The screenshot shows the 'Documents' tab of the application form. The 'Documents' section has a table with columns 'File', 'Type', and 'Description'. Below the table, there is an 'Add document' button with a red arrow pointing to it. At the bottom of the page, there is a disclaimer: 'I/We certify that to the best of my/our knowledge the information given below are correct. And I/We hereby agree to follow all terms and conditions issued by the Authority for Info-communications Technology Industry of Brunei Darussalam (AITI)'

SCP Type Approval and Import Permit

g) Click **Apply**.

The screenshot shows a form with fields for Customer (Osman Communications), Import Permit, and Status (Draft). Below these are tabs for General, Processing, History, Clarifications, and Documents. The Documents tab is active, showing a table with columns File, Type, and Description. A row contains 'Other document' and 'Reference document'. Below the table are buttons for Update, Delete, and Add document. At the bottom, there is a certification statement and buttons for Validate, Apply (highlighted with a red box), Cancel, Save, and Cancel.

j) AITI may require clarifications. See 'Clarification Requests Processing' for details.

h) All the clarification is completed, the application status will be changed to **'Processing'**.

The screenshot shows the 'Type Approval Import Permit' application list. The table has columns: ID, Edit, Title, Equipment Brand, Equipment Model, Apply date, Accept date, Decision date, Process due date, Equipment, and Status. Application ID 2 is highlighted with a red box, showing a status of 'Processing'. Application ID 1 is highlighted with a red box, showing a status of 'Rejected'.

ID	Edit	Title	Equipment Brand	Equipment Model	Apply date	Accept date	Decision date	Process due date	Equipment	Status
2		PIP-NE-000002	HTC	One	15/03/2017	15/03/2017		24/03/2017	HTC One	Processing
1		PIP-NE-000001			09/03/2017					Rejected

k) Once application is approved by AITI, the Import Permit will be created. This import permit is available from DTA form, and from Import Permit list.

iii. If Application is exempted from payment by AITI, the IP is created in 'Issued' and its Start and Stop dates are set correspondingly.

iv. If Application is not exempted from payment, the Invoice will be issued, and it should be paid. Please refer to 'Billing (Invoicing and Payment)' section/page.

The screenshot shows the 'Import Permit Applications' form for application PIP-NE-000002. The 'Import Permit' field is highlighted with a red box. The 'Status' field shows 'Approved'. The form has tabs for General, Processing, History, Clarifications, and Documents. The General tab is active, showing fields for Accept date (15/03/2017), Process due date (24/03/2017), Process date, Decision date (15/03/2017), Exempted (No), Exemption notes, Invoiceable Amount, Invoiceable Object (PIP-NE-000002), Paid status (Not paid), Pay due date (07/06/2017), and Actual paid date.