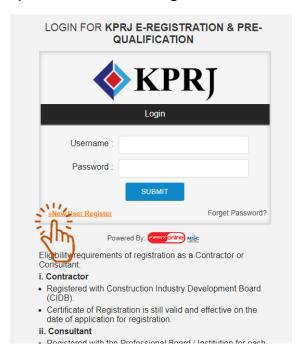
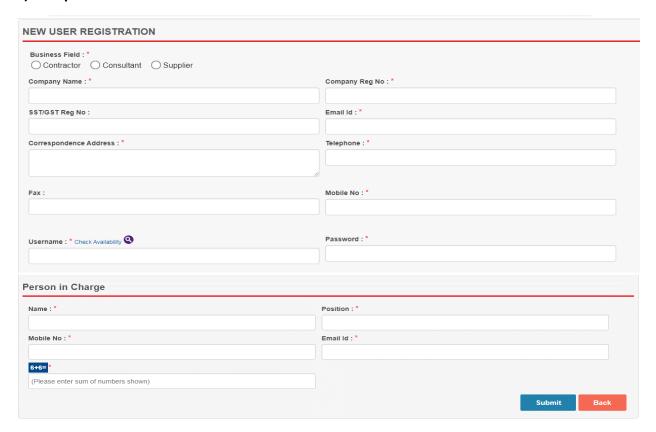


# **NEW USER (Step 1)**

### 1) Click at "New User Register"

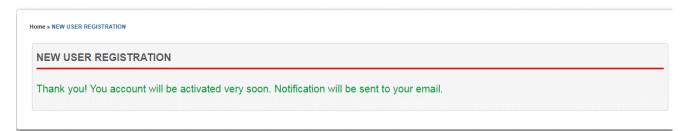


#### 2) Fill up all information



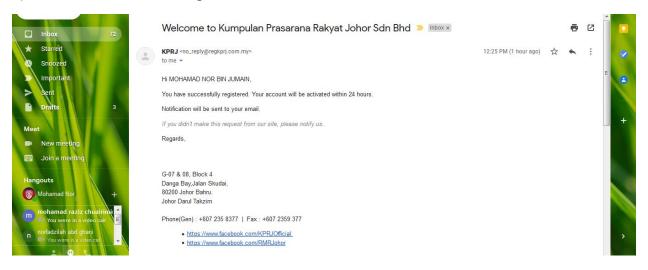
#### 3) Click Submit

\* Noted: Please record your own Username & Password.

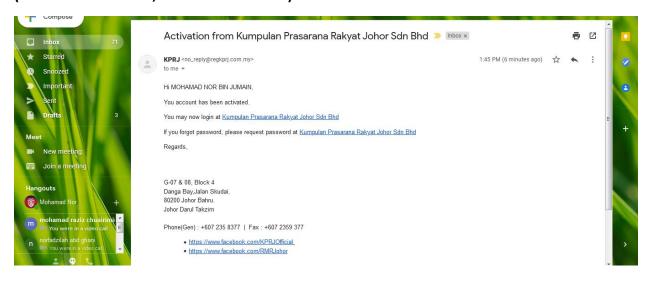


## **NEW USER (Step 2)**

1) Received confirmation registration from E-Mail



2) User must get Activation E-Mail. If not received any confirmation/activation E-mail within 3 days Office Hour, please Contact KPRJ (07-2358377) and talk to representative department (Cost & Contract: Siti, Earzuan & Farahniz)



## **E-Registration for Contractor**

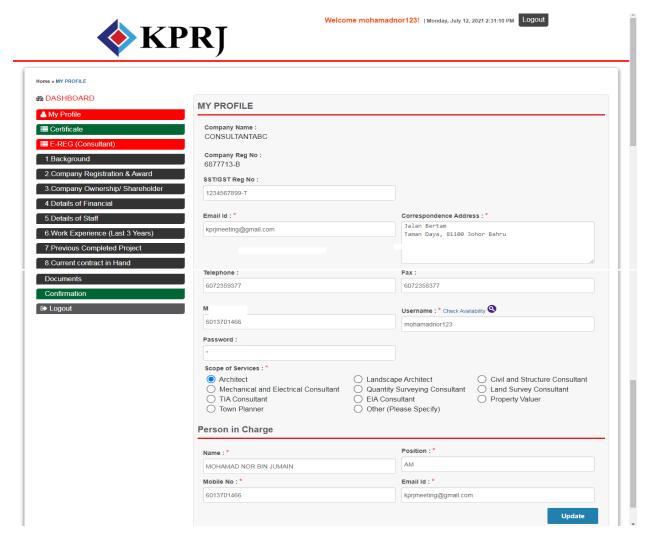
1) Login using register Username & Password after get notification E-mail (Activation).

#### https://www.regkprj.com.my/



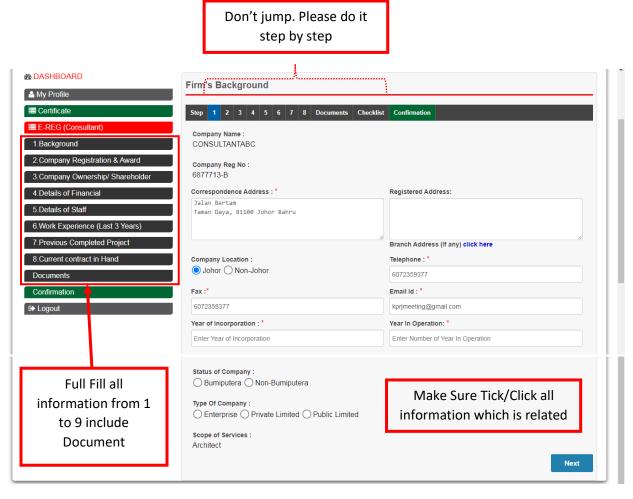
#### Then click submit

2)User will see Dashboard interface. Please check your current information. If have any different information, user can update. Then Click Update



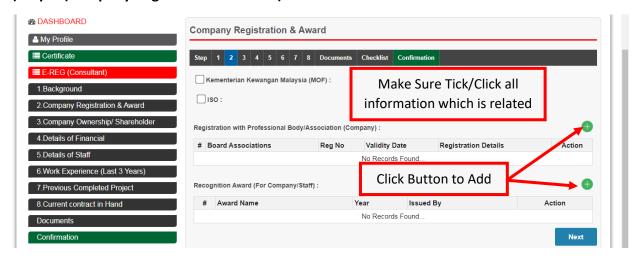


3) Interface from Contractor (step 1) Background



4) Click next to go to next step after finish fill in information.

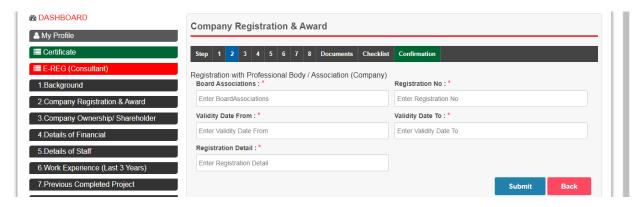
#### 5)Step 2 (Company Registration & Award)



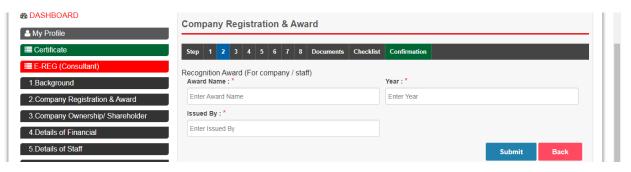


### **E-REGISTRATION USER MANUAL**

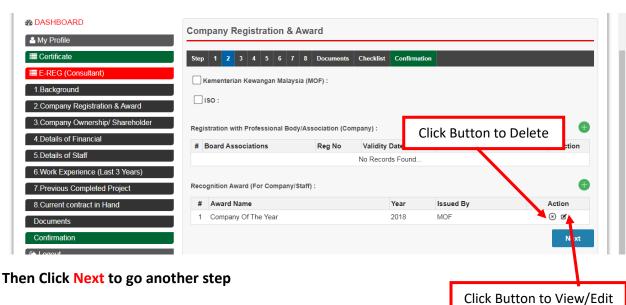
Fill up all information then Submit. If more than 1, just click Add Button.



Fill up all information then Submit. If more than 1, just click Add Button.



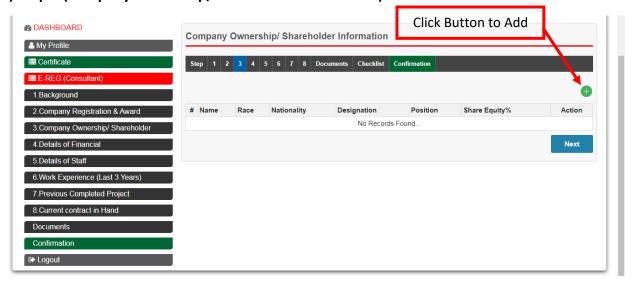
### Sample information



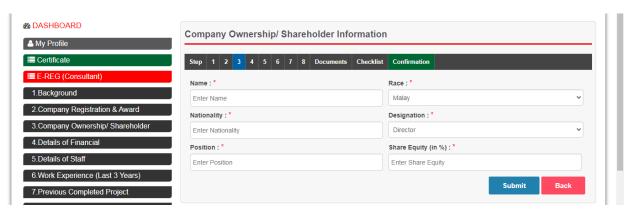


## **E-REGISTRATION USER MANUAL**

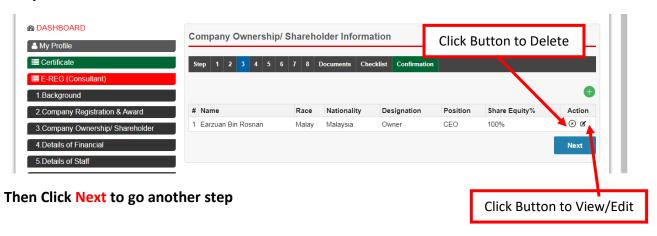
6) Step 3 (Company Ownership/Shareholder Information)



Fill up all information then Submit. If more than 1, just click Add Button.

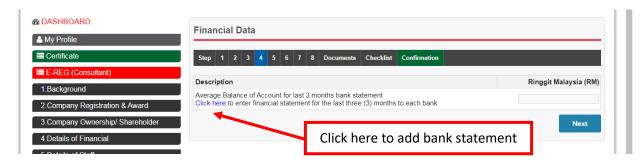


#### Sample information

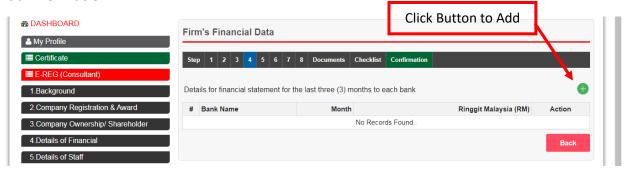




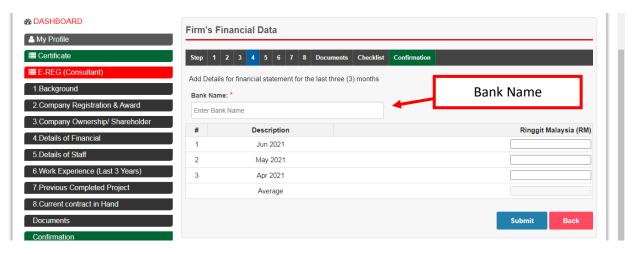
#### 7) Step 4 (Financial Data)



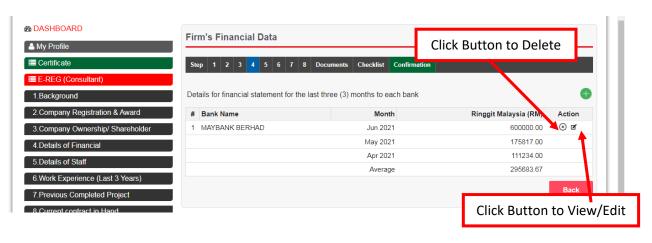
#### **Add Information**



### Insert 3-month financial information, then click submit



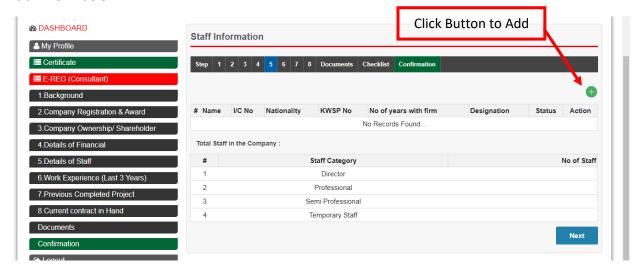
#### Then Click Back



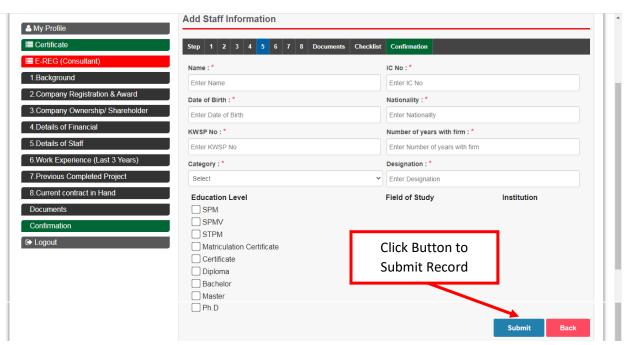


#### 8) Step 5 (Staff Information)

#### Add Information



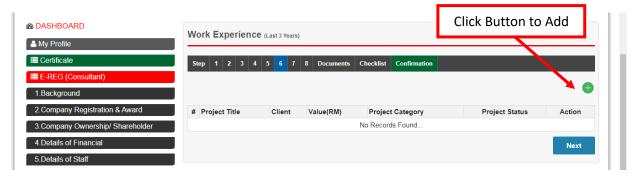
Fill up all information then Submit. If more than 1, just click Add Button.



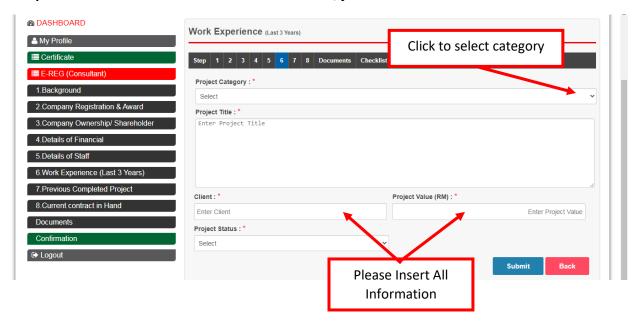
Then Click Next to go another step



#### 8) Step 6 (Work Experience) Last 3 Years



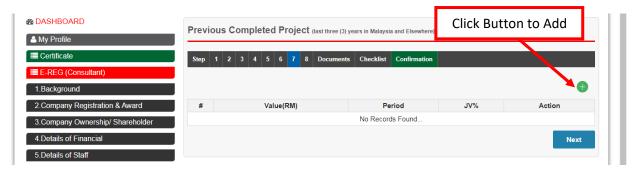
Fill up all information then Submit. If more than 1, just click Add Button.



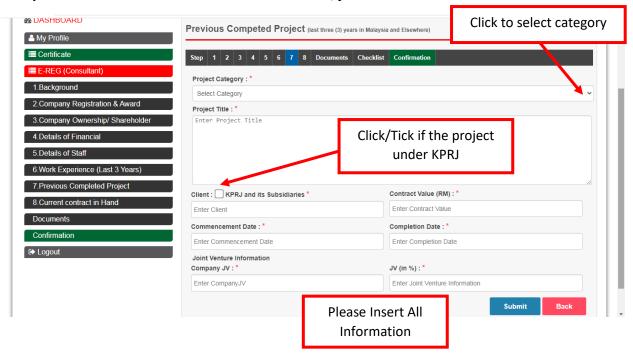
Then Click Next to go another step



#### 9) Step 7 (Previous Completed Project)



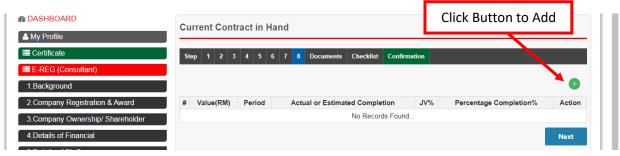
#### Fill up all information then **Submit**. If more than 1, just click **Add Button**.



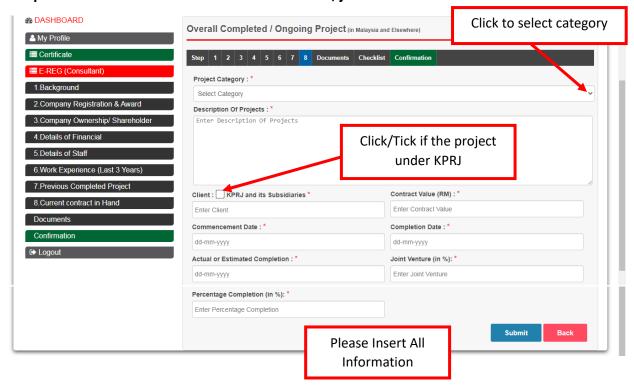
Noted: For New Company. If don't have any previous completed project, Then Click Next to go another step



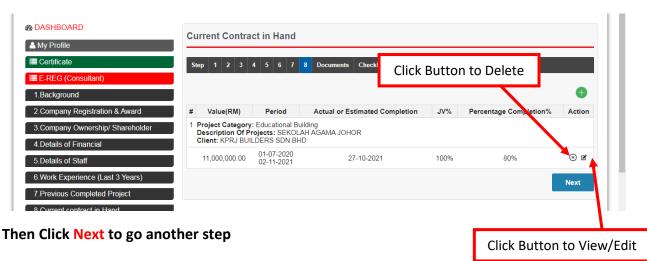
### 10) Step 8 (Current Contract in Hand)



### Fill up all information then Submit. If more than 1, just click Add Button.



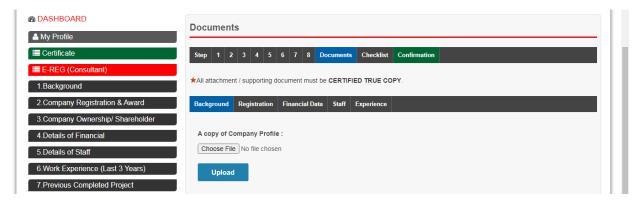
### Sample



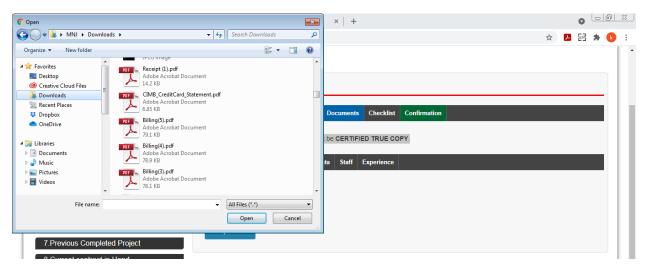


#### 10) Document

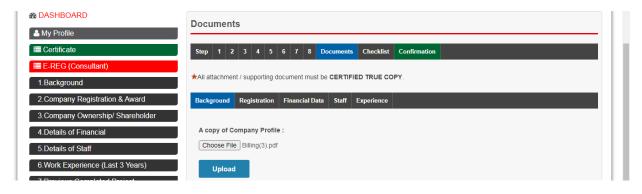
All attachment / supporting document must be CERTIFIED TRUE COPY



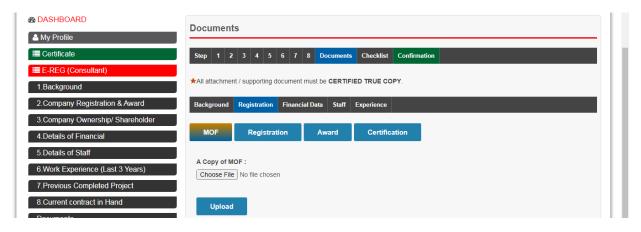
#### All Document in PDF Format. Scan and Upload



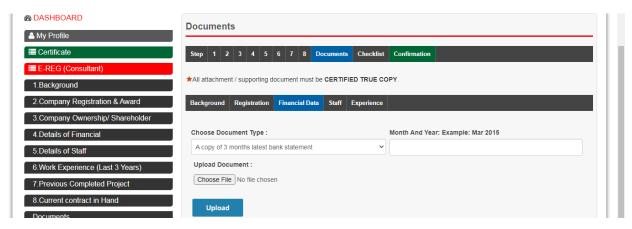
#### Sample



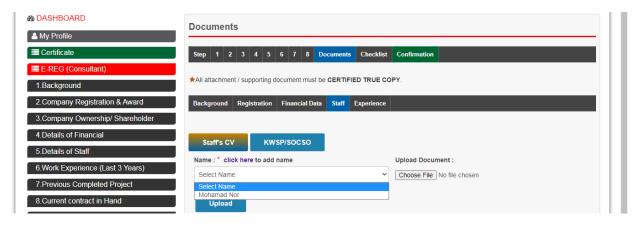
#### **Document Registration to Upload**



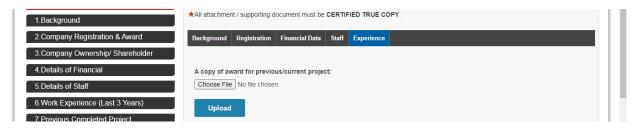
#### **Document Financial Data to Upload**



#### **Document Staff to Upload**



#### **Document Staff to Upload**



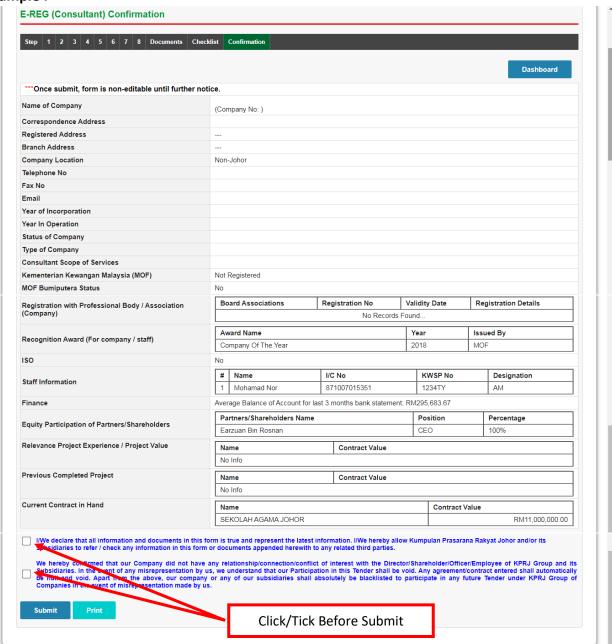


#### 11) Confirmation

Noted: Please check all information

Once submit, form is non-editable until further notice.

#### Sample:



#### Then Click Submit

Noted: Please check all information

Once submit, form is non-editable until further notice.