

- 1. Visit the website: <u>https://mylesen.lkim.gov.my</u>
- 2. Click the button **Register.**
- 3. Registration form will display as shown as the **Figure 1** below:

A First Name		
لا Last Name		
	Enter the Identity Card Number without ()	
🖾 Email		
Password		
 Verify Pass 	word	

Figure 1: Registration Form

- 4. Make sure all the information is filled in correctly. Make sure the Identity Card Number is filled **WITHOUT** symbol (-).
- 5. Next, click the button **Register**.
- 6. The verification will be sent to the email that have been registered. Click to the link given to activate the registration.
- Next, the screen will display as the Figure 2 below. It shows that the registration has been successful.



Figure 2: Successful registration display

- 8. Click the **Log in** button to go the login page.
- 9. The login screen as **Figure 3** below will be displayed.

	LKIM Language:	Melay
Identity Card No	o / Passport No	
Enter User Nan	ne	
Password		
Password Enter Password	d	
Password Enter Password	Login	
Password Enter Password	d Login orgot ID/Password	

Figure 3: Login

- 10. Enter the IC number or Passport number and password as registered and click the **Login** button.
- 11. After login, click the **Application menu** and then click the **Application Form** in the Mainpage of the system.
- 12. The mainpage of Mylesen screen will be displayed as show **Figure 4** below:

MyLesen =	1				USER 😡
MENU	Licensing Information License Information	Company information	Facility Information	LKIM Office For Processing Affidavit	
Application Application form		Lie	ensing Inform	nation	
List of Applications (e)					
 Application Appeal 	Applicant Image Criteria Passport size. Blue background.	Chaosa	Applicant Imag	je:	
Temporary Permission License		Choose	No file chosen		
🗘 Renewal >	* License Name		• Con	npany name	
Amendment >	AMIERA NADZIRA		Cor	mpany name	
📞 Complaint	No. Identification card		* stat	e	
	950225065788		F	Please select	~
	* Citizens		- nati	ve	
Notification >	Please select		~ - F	Please select	~
	- No. Phone (HP)		No. T	elephone (PEJ)	
	Must start +6		Mu	st start +6	

Figure 4: Main page MyLesen system

- 13. Make sure you fill in all the required information.
- 14. The field marked (*) is **MUST** be filled.
- 15. Make sure you click on I Agree in the Oath Declaration section as Figure 5 before

clicking the **Submit** button to submit the application.

Licensing Information	License Information	Company information	Facility Information	LKIM Office For Processing	Declaration		
Sworn Declaration							
 You are advised to I declare that all timy application may 	o double check each in ne information provide pe rejected and if a lice	formation in the applicat d in this application tog	tion form before your ether with the eviden o me. the license may	application is processed. ce is true. I understand that be revoked.	if any of this information is found to be false,		
3. Refers to the Rule under these Rules sl	es of Fish Marketing S nall be guilty of an offe	ection 22 Any person winse under the Act.	vho makes or submits	s any false or misleading info	ormation, orally or in writing for any purpose		
4. I also promise that I will not offer bribes to any officer or servant of the Board who is directly or indirectly involved with the management of this license application; and							
 5. I will report to the authorities if I am asked to commit a bribe or bribe by any officer or servant of the Board who manages the issuance of this license. 6. You are required to download the MyLesen app through the playstore or Appstore on your smartphone. You are also advised to always update your email account as any feedback and information will be notified via email and the Mylesen application on the smartphone. 							
○ I agree ○ I disagree							
			Back	nd			

Figure 5: Sworn Declaration page 16.

Application status will be sent via registered email.