





MANUAL – eDaftar UPDATE CATEGORY CODE

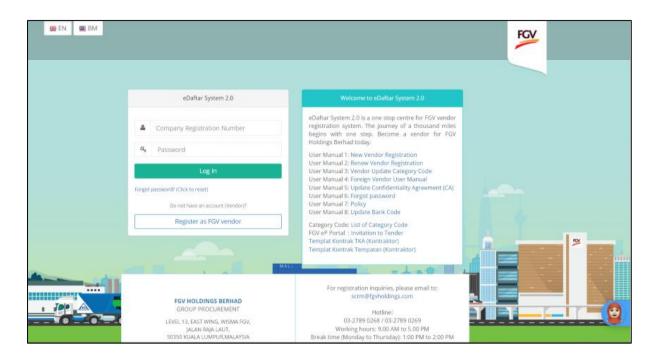
October 2025 Version 2.2





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1. At login screen, please login by using eDaftar username and password. Click buttor to proceed.





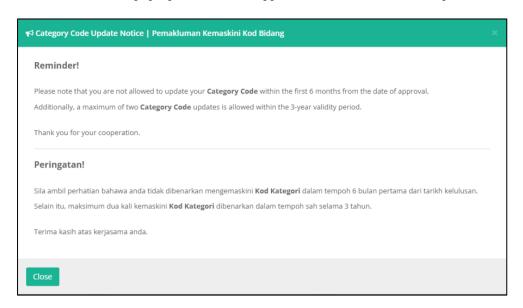
Flag	Description		
₩ EN ■ BM	eDaftar support multiple languages: 1. EN – English 2. BM – Bahasa Malaysia		



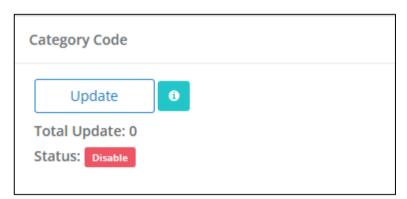


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2. For new users, a pop-up or notice will appear on the Home Screen for up to six months after registration.



3. At Home screen, click button to proceed request for update category code. The notice will appear if click button.





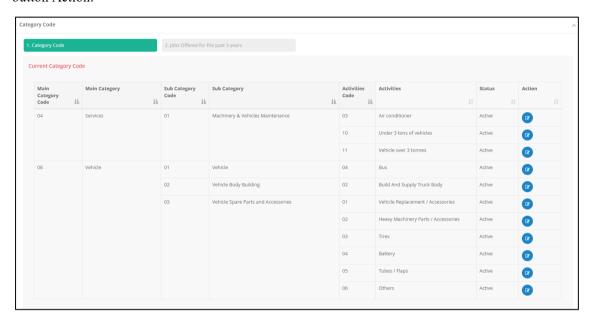
Vendor are allowed to make changes after 6 months from the date the certificate is issued. Limited to two (2) times within three (3) years



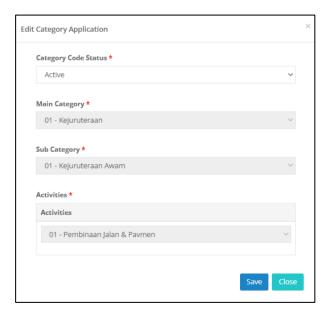


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4. At Current Category Code section, vendor can update status Active/Remove. To update status please click button Action.



5. Update category code status and click butte

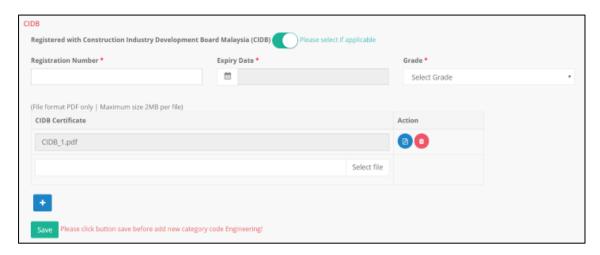






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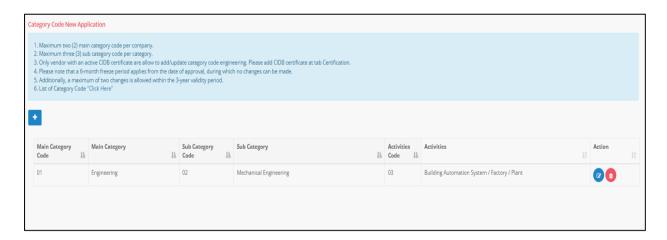
6. Update CIDB status (If applicable)





Only vendor with an active CIDB certificate are allow to add/update category code engineering.

7. Add new category code





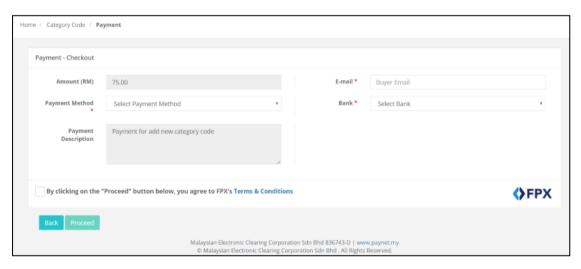


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8. Add jobs offered for the past 3 years information and click but Proceed for Payment



- 9. At Payment checkout page, user need to key-in on the following information:
 - a. User email
 - b. Payment method (Personal Banking/Corporate Banking)
 - c. Select Bank



10. Select Payment method (Personal Banking/Corporate Banking).

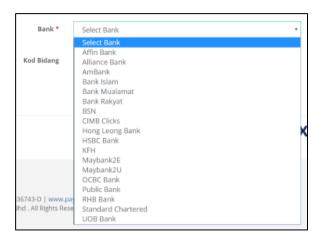






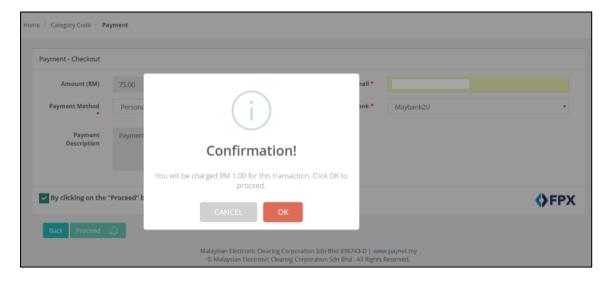
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11. Select list of bank.



12. Tick checkbox "Agree to FPX's Terms & Conditions" and click button **Proceed** for payment process.









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13. On Online Payment via FPX, login to online banking system.



14. Select respective account.

From account:

Merchant Name: FELDA GLOBAL VENTURES HOLDINGS

Payment Reference: 09592119

FPX Transaction ID: 1609191701300550

Amount: RM76.00

Fee Amount: RM0.00

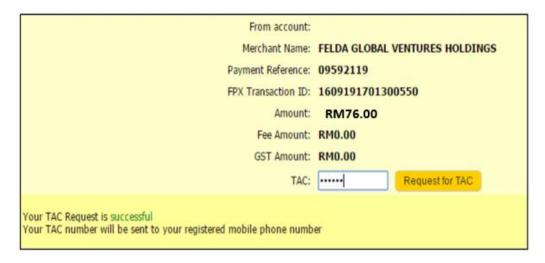
GST Amount: RM0.00





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15. Click button **Request for TAC** to complete the payment process.





Alert. TAC number will be send to your registered mobile phone number

16. Once payment successful, chek button rroceeu.

Status: Successful
Reference number: 3529951439
Transaction date:
Transaction time:

Amount: RM76.00

Fee Amount: RM0.00

GST Amount: RM0.00

From account

Buyer name:

Merchant Name: FELDA GLOBAL VENTURES HOLDINGS

Payment Reference: 09592119

FPX Transaction ID: 1609191701300550

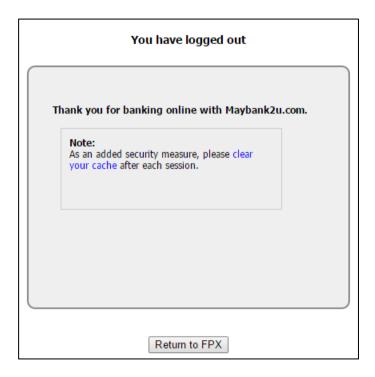
New account balance:



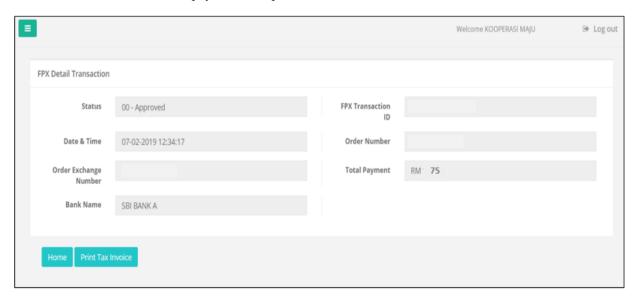


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17. Click button Return to FPX



18. Once payment process completed. System will redirect to eDaftar FPX Detail Transaction. Click button **Print Invoice** to view and save payment receipt.







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19. Return to Home eDaftar

Company Info		♠ 34 Months Remaining	View Document AF Application Form
		Expired on: 31-12-2021 Counting months to renew registration.	CE Certificate
2 Company Name			TI Involce
Last Access Certificate No.	10-02-2019 14:24:04		
5 Expired Date	31-12-2021	New Application New Calegory Leasell	eDaftar System 2.0 4 User Manual
Registration Progress	Company Profile	Category Code	Sales & Service Tax
© Application Approved Status Terkini	Update Last Update: 16-01 Status: Enable	Update 1-2019 Total Update: 0 Status: traile	Update Status: Triable

20. Information at eDaftar Home menu

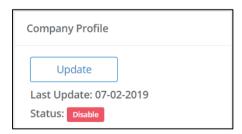
i. Registration Progress

Registration Progress section will shows current registration status.



ii. Company Profile

Company Profile section for vendor to update company general info and representative information. Status Enable only after application approved.







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iii. Category Code

Please be informed that any addition or change of category codes can only be made after SIX (6) MONTHS from the issuance date of FGV Vendor Certificate and is limited to TWO (2) changes within a three-year period.

Kindly be reminded that vendors can only select

- Two (2) Main Category
- Three (3) Sub Category for each main category
- More than three (3) Activities



iv. Sales and Service Tax

Sales & Service Tax (SST) section for vendor to update company SST info. Status Enable only after application approved.



v. Certificate Status

Certificate Status section for vendor to update certification and related information.







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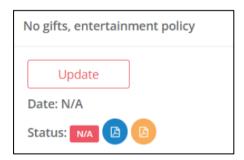
vi. Confidentiality Agreement

Confidentiality Agreement section for vendor to agree and accept.



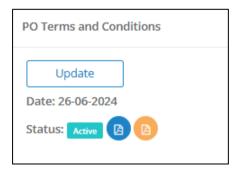
vii. No gifts, entertainment policy

No gifts, entertainment policy section for vendor to agree and accept.



viii. PO terms and conditions

PO terms and conditions section for vendor to agree and accept.



ix. Supplier Code of Conduct (SCOC)

Supplier Code of Conduct (SCOC) section for vendor to agree and accept.







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x. Environmental Policy Statement

Environmental Policy Statement section for vendor to agree and accept.



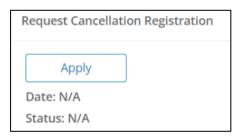
xi. Personal Data Protection Act (PDPA)

Personal Data Protection Act (PDPA) section for vendor to agree and accept.



xii. Request Cancellation Registration

Request Cancellation Registration section for vendor to cancel registration.

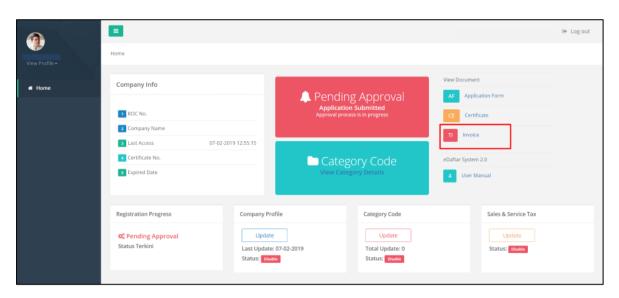




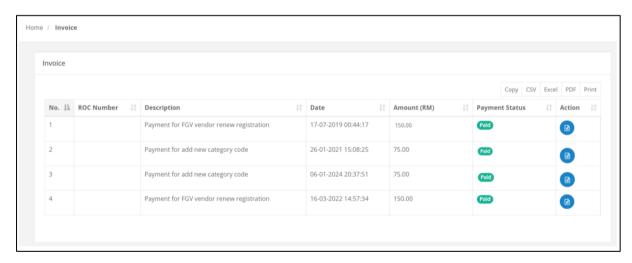


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21. To view Invoice: Home > Invoice



22. At the list of invoice page, click button action to view the respective invoice.

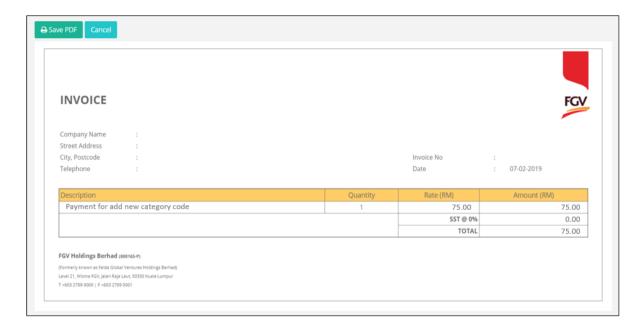




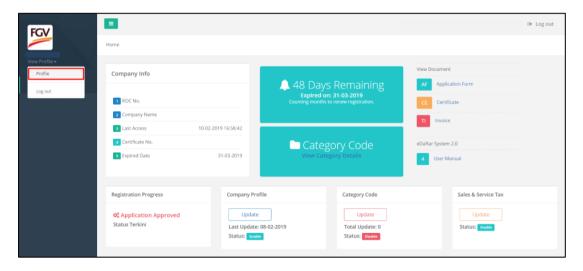


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23. View invoice or save invoice to PDF



24. To reset password: Home > Profile







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25. Update new password and click butto

