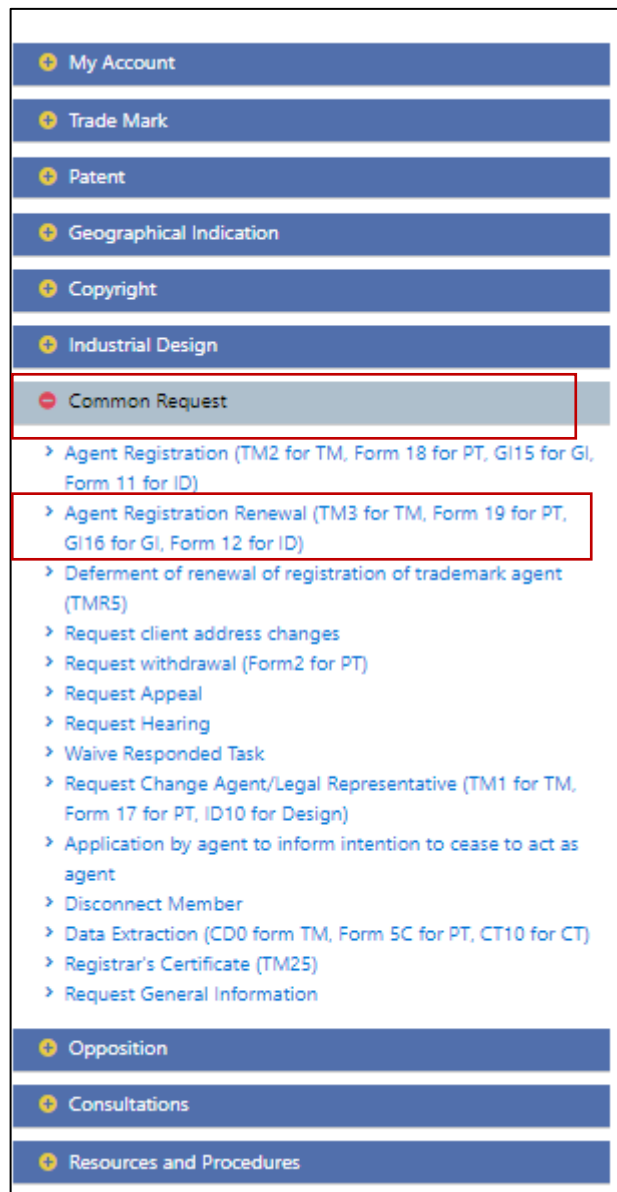


APPLY ID 12



1. After log in at Extra, click “Common Request” under Industrial Design module.
2. Then, Extra can click “Agent Registration Renewal (Form12 for ID 12)”.

3. After click “Agent Registration Renewal (Form12 for ID 12)”, page as above will be display.
4. Extra user clicks in my own right. Applicant and correspondent field will be auto fill by system.
5. Click Search button at Agent to be renewed field to search agent.
6. Click Add button at document evidence to add document that needed to apply ID 12.
7. Tick declaration box (mandatory).

#	Customer ID	ID	Name	Agent Number	Address(es)
○	4072958	7845	author 1	MHA/2021/0009	BLOK T-4-8 Bangsar 59200 Kuala Lumpur (MY)
○	4073000	4591	gov body 1	MHA/2021/0015	No. 7, Jalan Steen Sentral 5, Wilayah Persekutuan 50623 Kuala Lumpur (MY)
○	4073128	121245784	government body	MHA/2021/0017	BLOK Y-7-18, JALAN TEMENGGUNG, Bangsar 59200 Kuala Lumpur (MY)
○	2392103	960409025982	Nurul Syazwani binti Saifuddin	MHA/2021/0006	blok d-4-13, ppr pantai ria, jalan pantai dalam Bangsar 59200 Kuala Lumpur (MY)
○	4073290	960409025982	Nurul Syazwani binti Saifuddin	MHA/2021/0006	BLOK D-5-6, JALAN KENARI, 1, TAJAMAN INDAH Bangsar 59200 Kuala Lumpur (MY)
○	4073093	323456	wani com 1	MHA/2021/0016	No. 7A, Jalan Ks Ja & Selsyen 3, Puchong 47100 Selangor (MY)

8. After click Search button at field Agent to be renewed, the page above will be display.
9. Extra tick Individual/Company linked to myself to find agent linked with extra.
10. After click search button, system will display list agent that link with extra.
11. Tick agent that wants to be renewal
12. Then click Select button.

The screenshot shows the 'AGENT RENEWAL' form. Three red boxes with arrows point to specific fields:

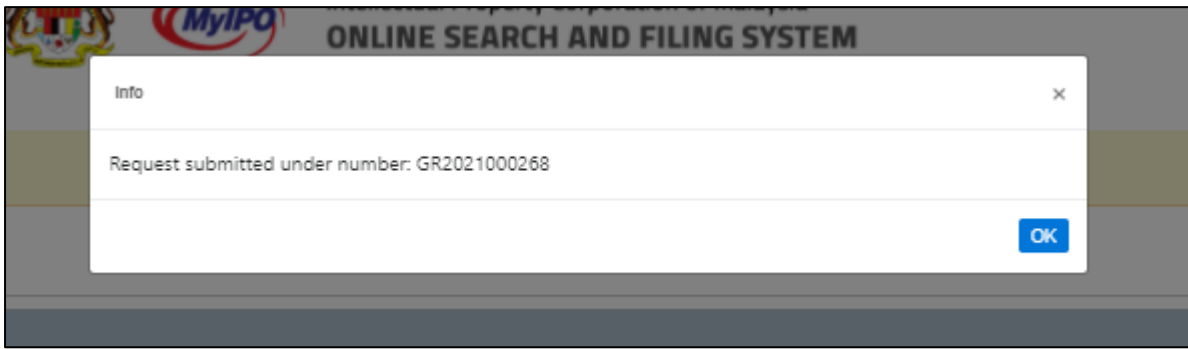
- 13**: Points to the 'Domain' section where 'Industrial Design' is selected.
- 14**: Points to the 'Qualifications' section where 'a. Valid Patent Agents certificate' is selected.
- 15**: Points to the 'Documentary Evidence' section where the 'Add' button is highlighted.

- 13. Extra tick Industrial design as domain.
- 14. Extra tick Qualifications that applicable.
- 15. Extra click Add button to add documentary evidence.

The screenshot shows the document upload interface. Two red boxes with arrows point to specific elements:

- 17**: Points to the 'Browse' button in the file upload area.
- 18**: Points to the 'Continue' button at the bottom right of the page.

- 16. After click Add button at Documentary Evidence field, page as above will be display.
- 17. Extra can enter number page and click browse to find document that want to be upload.
- 18. After done choose document, Extra user can click continue.



19. Basic Fee Application ID 12 RM580 amount online and RM600 amount front desk.
20. System will be generated GR number for this application.