



BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

User Guide For Online Application Foreign Exchange Administration Website

<http://www.bnm.gov.my/fxadmin>

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Submission via Foreign Exchange Administration website

Bank Negara Malaysia has developed the Foreign Exchange Administration (FEA) website (<http://www.bnm.gov.my/fxadmin>) to facilitate efficient processing of application which require approval from the Foreign Exchange Administration Department. The objectives of the website are to facilitate:

- members of public in obtaining information on FEA requirements and procedures as well as to allow applicant to submit FEA applications to the Bank; and
- the Bank in processing of FEA applications and responds to applicants in a timely and efficient manner.

Members of public are required to submit their application via the FEA website for processing.

The User Guide outlined in this booklet is to assist the public to access to the Bank Negara Malaysia's FEA website.



1 GETTING STARTED

1.1 Pre-Requisites

For first-time user, please follow the instruction below:

1.1.1 System Requirements

The operating system for your computer needs to operate on any of Microsoft Windows 95/98/NT/2000/XP/Vista.

The minimum requirement for internet browser is Microsoft Internet Explorer Version 5.5 or above. You may check your browser version by clicking on the browser's Help menu, and choosing About Internet Explorer. Please note that FEA online application system can **only** be accessed using Internet Explorer. If you need to upgrade your browser version, you may download it for free from the [Microsoft website](#).

Additionally, you need to ensure that your computer has XML Parser 3.0 installed.

Finally, you also need Adobe Acrobat Reader to read the documents provided on this website. You may download it free from the [Adobe website](#).

1.1.2 Hardware Requirements

The minimum hardware requirements are as follows:

- Intel Pentium 500Mhz Processor or equivalent.
- RAM Memory of 256MB or above.
- Free hard-disk space of at least 200MB.
- Monitor capable of displaying at least 256 colors.
- A printer that is supported by MS Windows.
- Network card or modem for LAN/Internet access.
- Internet connection (preferably Broadband Connection e.g Lease Line, Streamyx, TIME Broadband).

1.1.3 Security Requirements

You also need to download and install the following security certificates, to ensure the authenticity of this website:

- [DigiCert Class 2 Root CA certificate](#)
- [DigiSign Server ID certificate](#)



1.2 New User Registration

For new user, who has yet to obtain User ID, can register online (Click "Register with us" then fill-up the registration screen). The registration is immediate. This User ID is to facilitate applicant to submit application forms only. It cannot be used for purpose of submission of the statistical reports e.g. Quarterly Report on Export of Goods. For submission of statistical report, please contact any of system help desk officers at telephone number provided in Contact us section.

Registration

Company Information

For a company, please also indicate the controlling status.

Type of Registration * On Behalf of Organisation Individual

Basic Group *

Residency Status (for individuals & entities) * Resident : For a company, please also indicate the controlling status:
 Resident Controlled Company (RCC)
 Non-Resident Controlled Company (NRCC)
 Non-resident

Name of Applicant *

For Resident:
Business Registration / NRIC No. *

For Non-resident:
Passport No. * Nationality *

User ID Information

User ID *

Password *

Confirm Password *

Note: * Mandatory field

Submit | Close



1.3 Mode Of Application

The two methods, namely:

(a) Online Completion of Application Form

This mode requires you to maintain an Internet connection while you key-in the data. The data will be captured and stored in a database with the Bank. Upon submission, you will be provided with a submission reference number.

(b) Offline Completion of Application Form

This mode enables you to only establish an Internet connection when you are ready to upload the application form. Although this will give you some savings, you will need to install this offline program on your computer. This can either be downloaded from the web site, or requested from the Bank in the form of a CD-ROM.

In this mode, all the data that you key-in is stored in your computer. When submitting the application form to the Bank, you need to establish an Internet connection. When the form submission is complete, a submission reference number is provided. The program also allows you to print your form for your own reference.

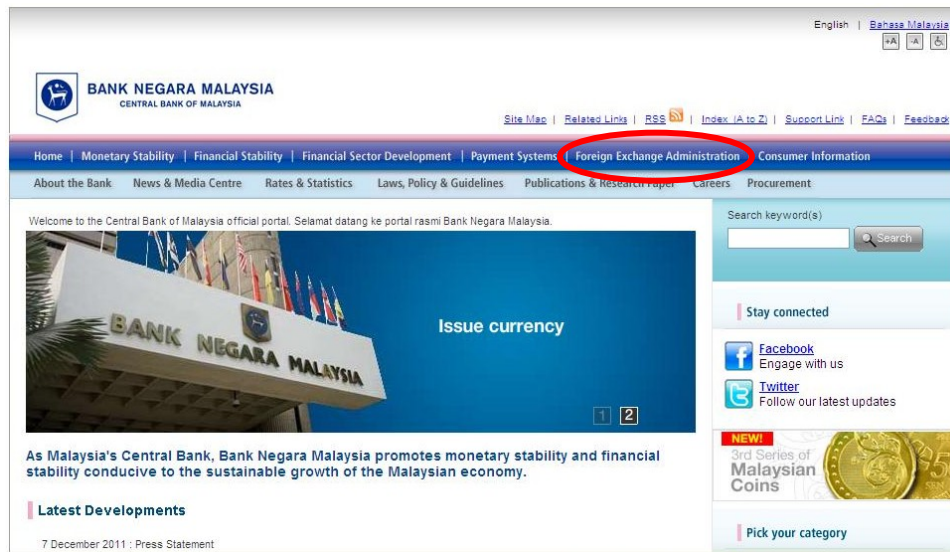
Please note that this mode is not applicable for submission by third party. For third party submission, please use the online mode.



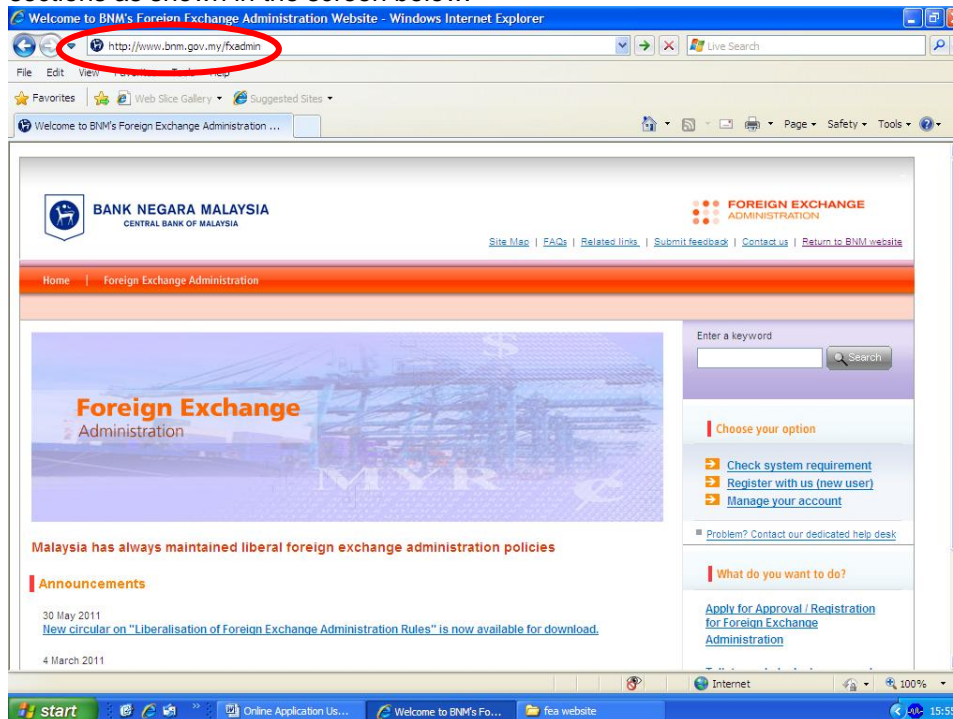
2 FOREIGN EXCHANGE ADMINISTRATION WEBSITE

2.1 How To Access To Foreign Exchange Administration (FEA) Website

2.1.1 FEA website can be accessed via BANK NEGARA MALAYSIA official website :
<http://www.bnm.gov.my>



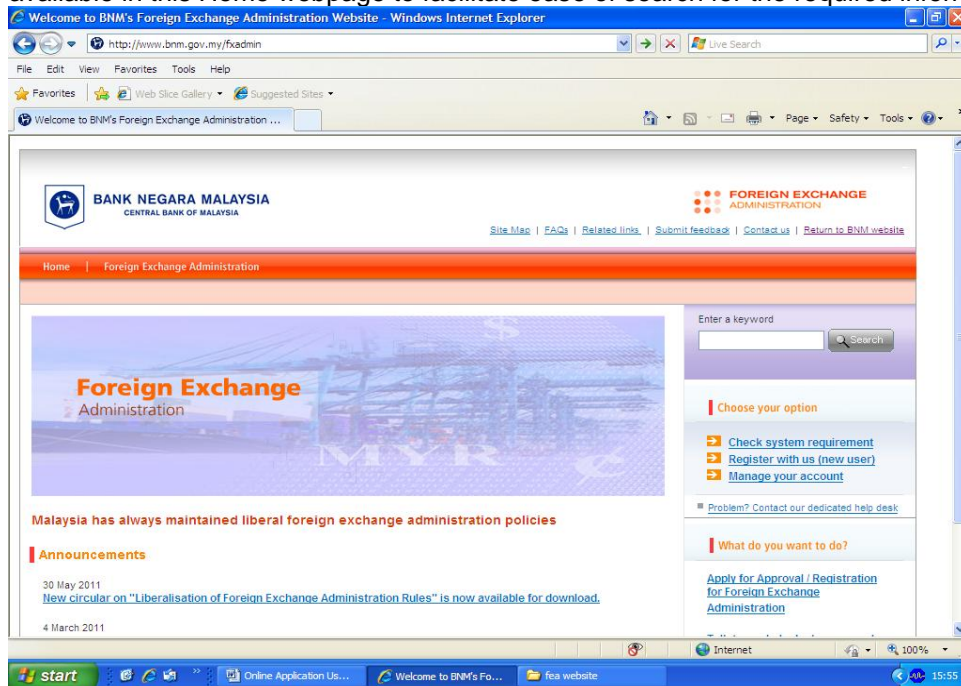
2.1.2 The website can also be accessed by typing <http://www.bnm.gov.my/fxadmin> in address bar. The website is divided into 2 sections i.e. Home and Foreign Exchange Administration sections as shown in the screen below.



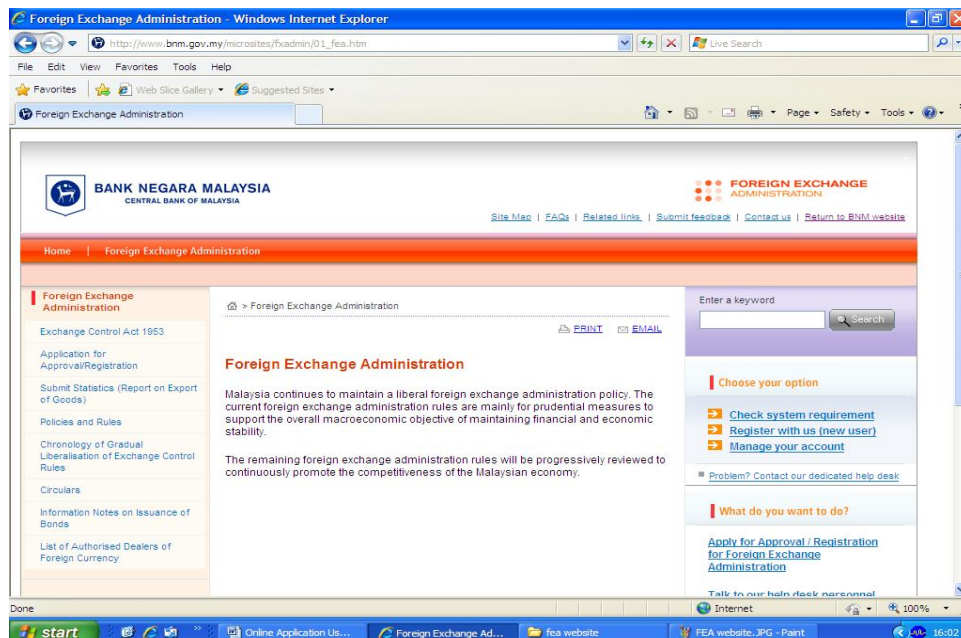


2.2 Overview of Each Section

2.2.1 **FEA Home webpage** provides announcements relating to foreign exchange administration matters. It also provides quick links to new registration for User ID, manage user account and apply for approvals under foreign exchange administration matters. A search function is also available in this Home webpage to facilitate ease of search for the required information.



2.2.2 **Foreign Exchange Administration section** provides information on Exchange Control Act 1953, current FEA policies and rules, chronology liberalisation of FEA rules, frequently asked questions (FAQs) and online submission system for submission of application forms and report.

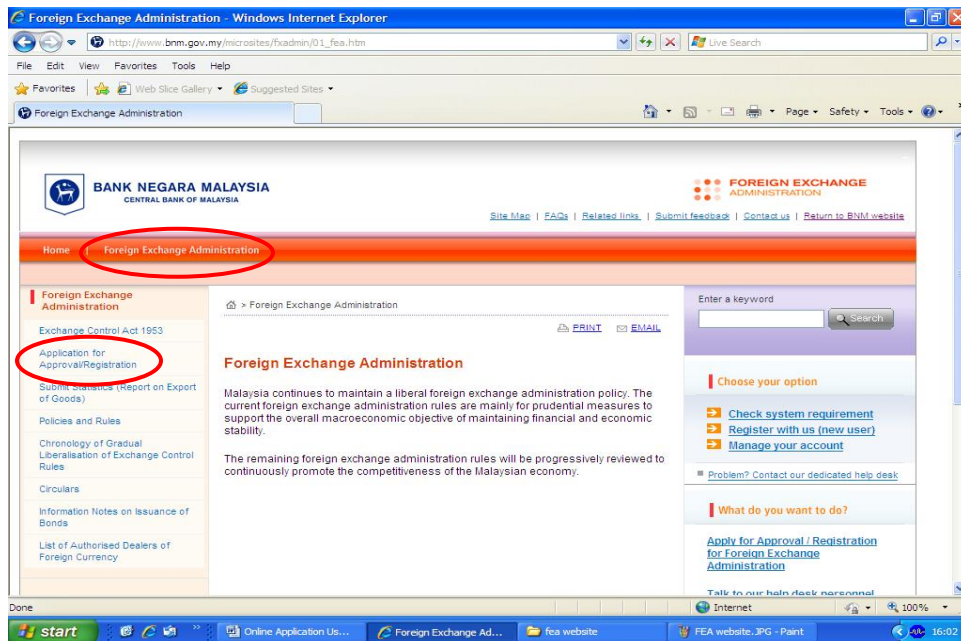




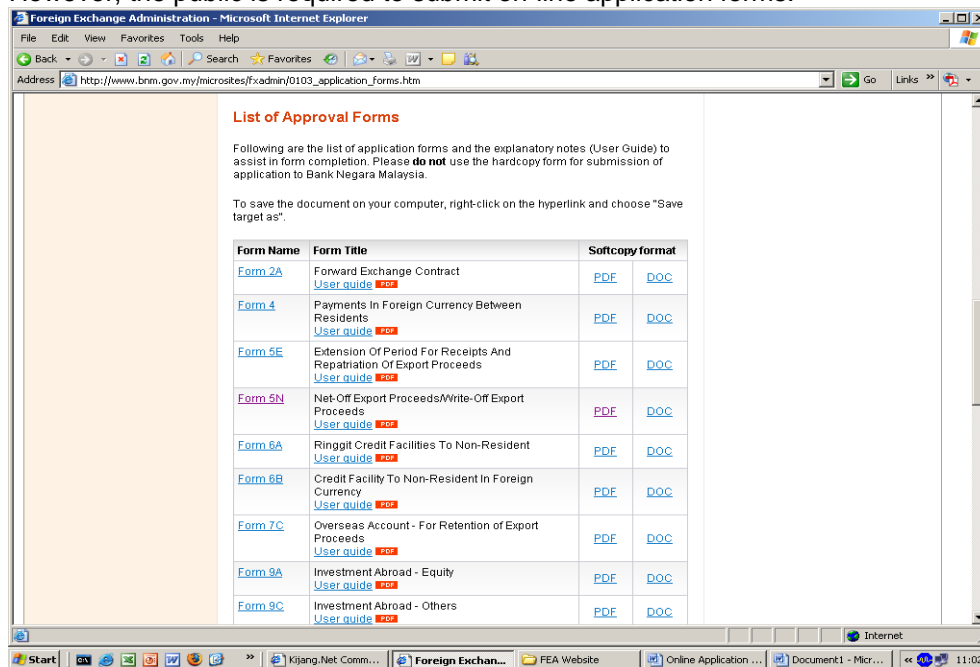
3 FEA APPLICATION FOR APPROVAL/REGISTRATION

3.1 Application For Approval/Registration section

3.1.1 To submit FEA application, click "Foreign Exchange Administration" on the top menu and "Application For Approval/Registration" on the left menu. The Application For Approval/Registration webpage will appear on the screen.



3.1.2 Hardcopy application forms and user guides are available for reference and download. However, the public is required to submit on-line application forms.

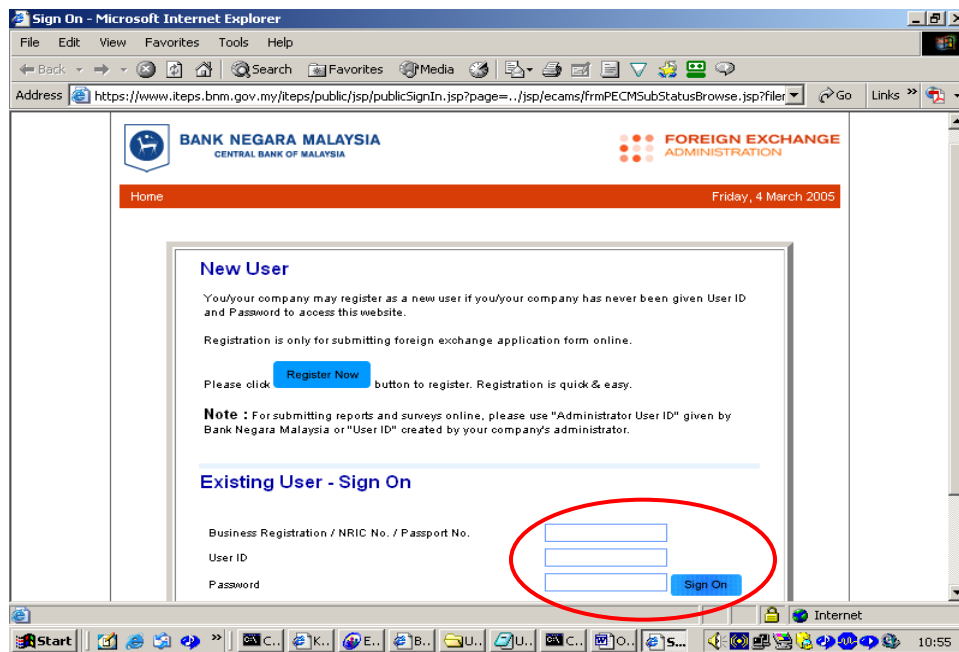




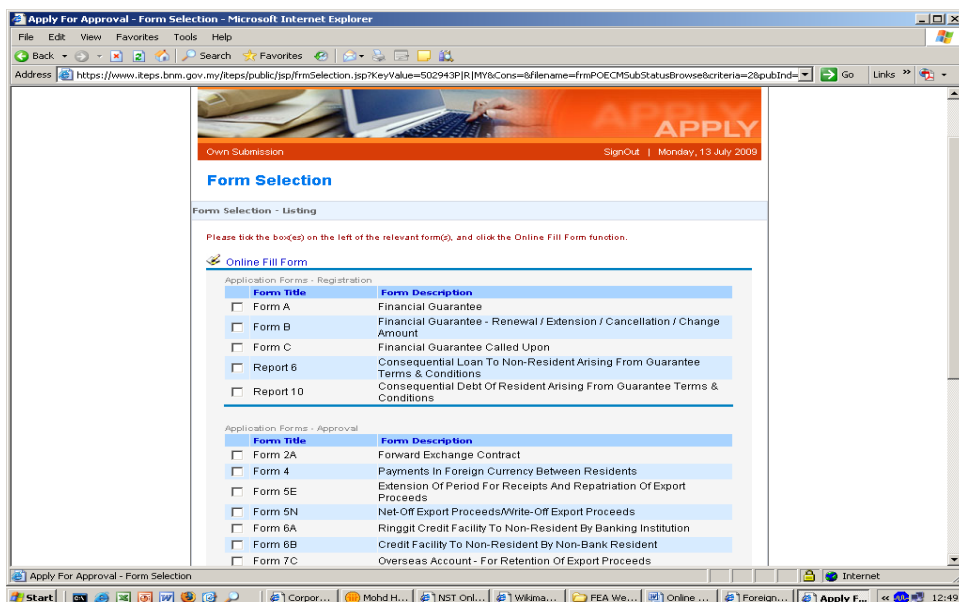
3.1.3 For first time user, please ensure that you check the system requirements provided in the "check system requirement" section, especially on XML parser test and installation of Digidert and Digisign. If an applicant (company or individual) has yet to be assigned with User ID, please follow steps described in paragraph 1.2 to register a new User ID.

3.1.4 Online Form Completion - Own Submission

To complete application form online, click "Own Submission". User will be prompted with a Sign On screen. Please sign on using the User ID and password assigned to the applicant.

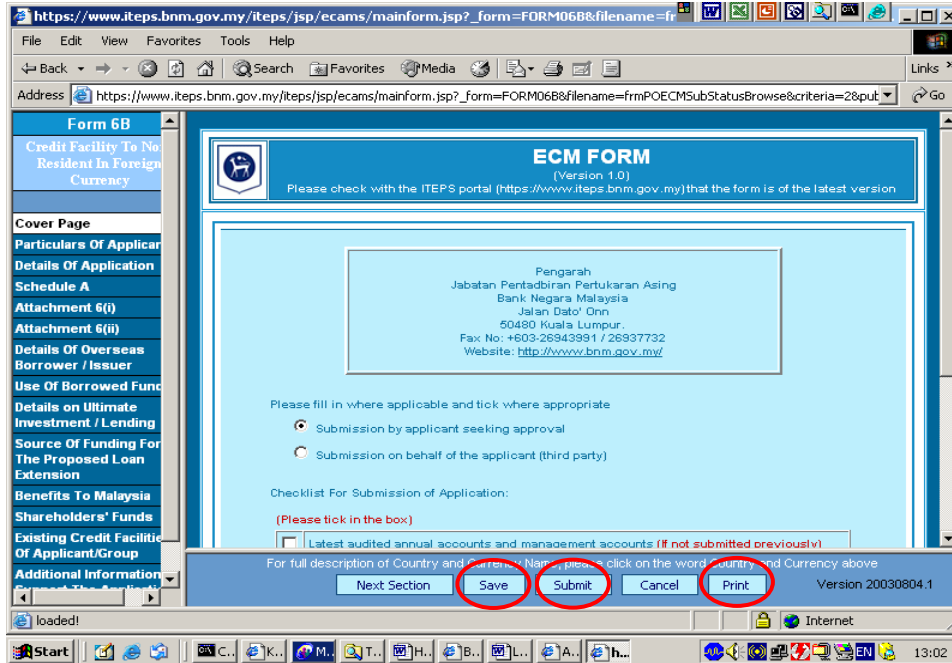


3.1.5 After user has "signed-on", please click "New" for new application and then click "Form Selection" to select the required form to complete.



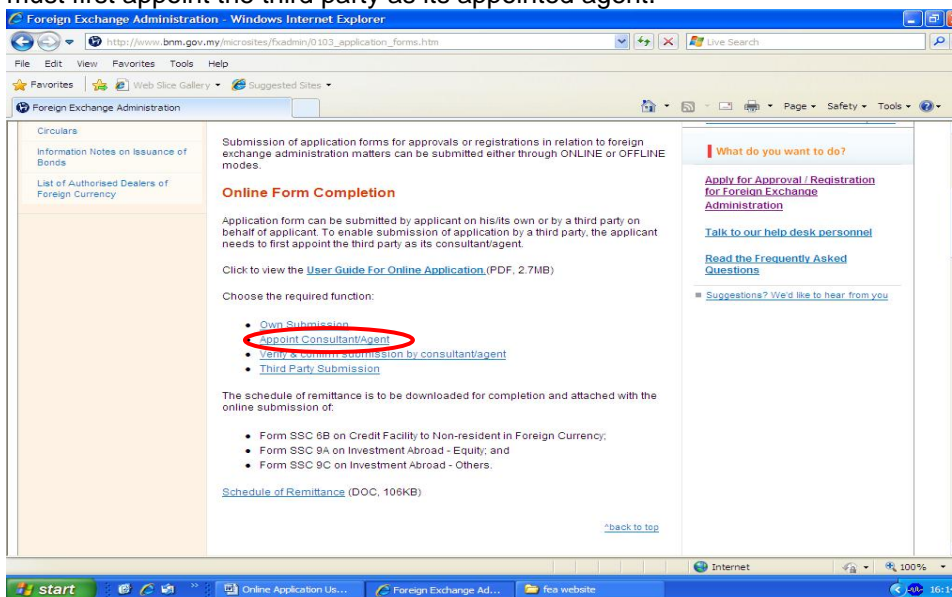


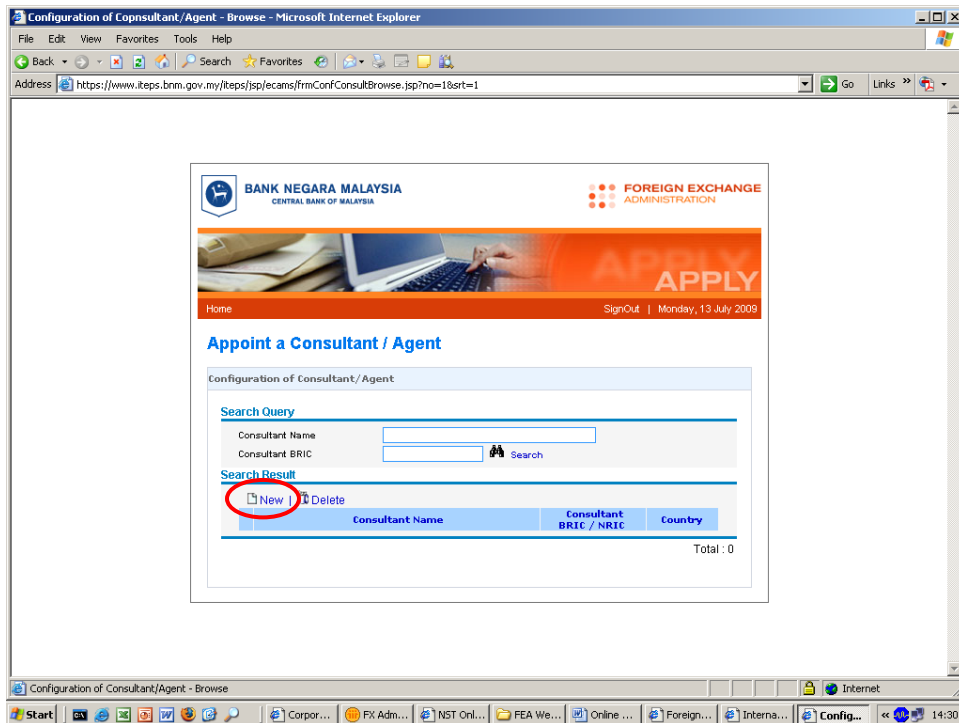
- 3.1.6 User may save the incomplete form before submission and continue the completion of form at a later time. User may also print the form for reference. When the form is fully completed, click "submit" to submit the application form to Bank Negara Malaysia.



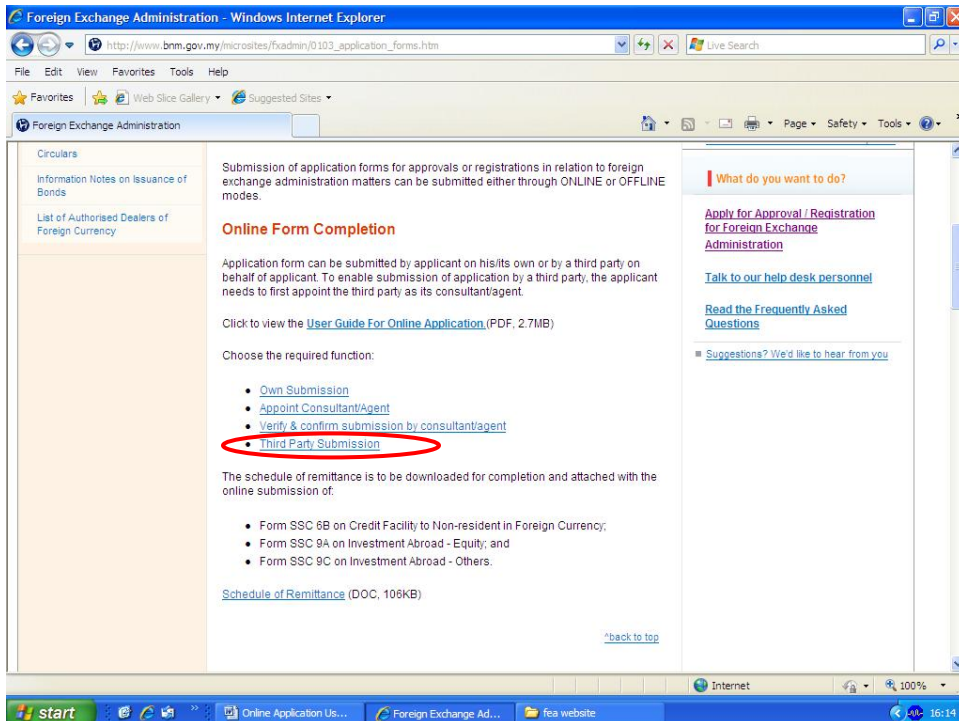
- 3.1.7 Online Form Completion - Submission of application by third party.

To enable a third party to complete application form on behalf of an applicant, the applicant must first appoint the third party as its appointed agent.



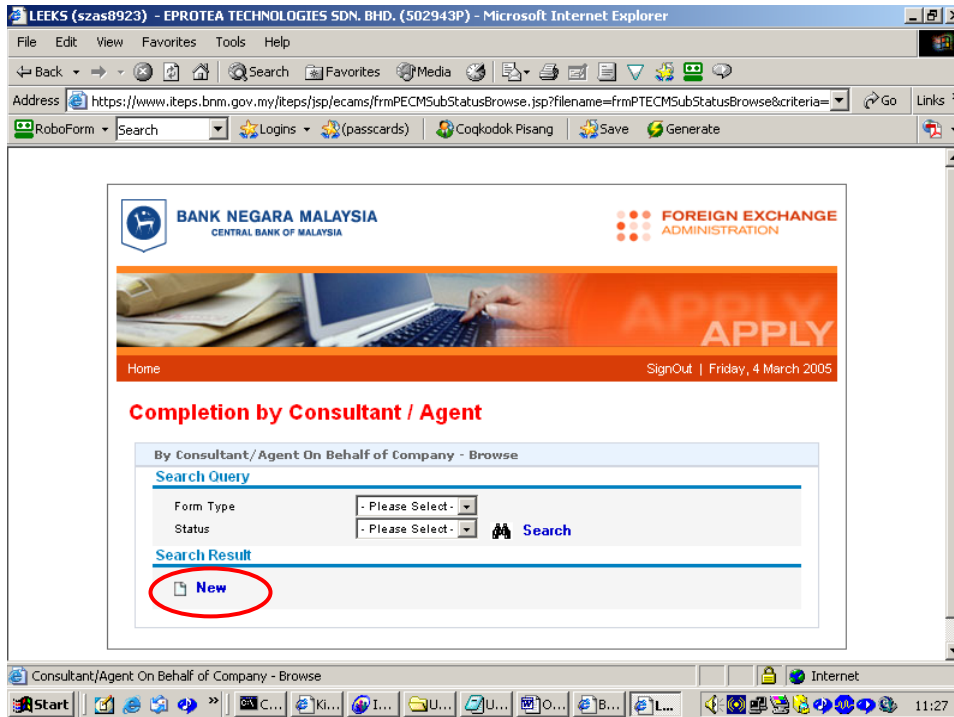


3.1.8 After being appointed agent, the third party can log-on to FEA website to complete application form on behalf of the applicant. If the appointed third party does not have User ID to log-on, it can register as a new User. The procedure to follow is as explained in the paragraph 1.2. The third party should click "Third Party Submission" to complete application form on behalf of the applicant.

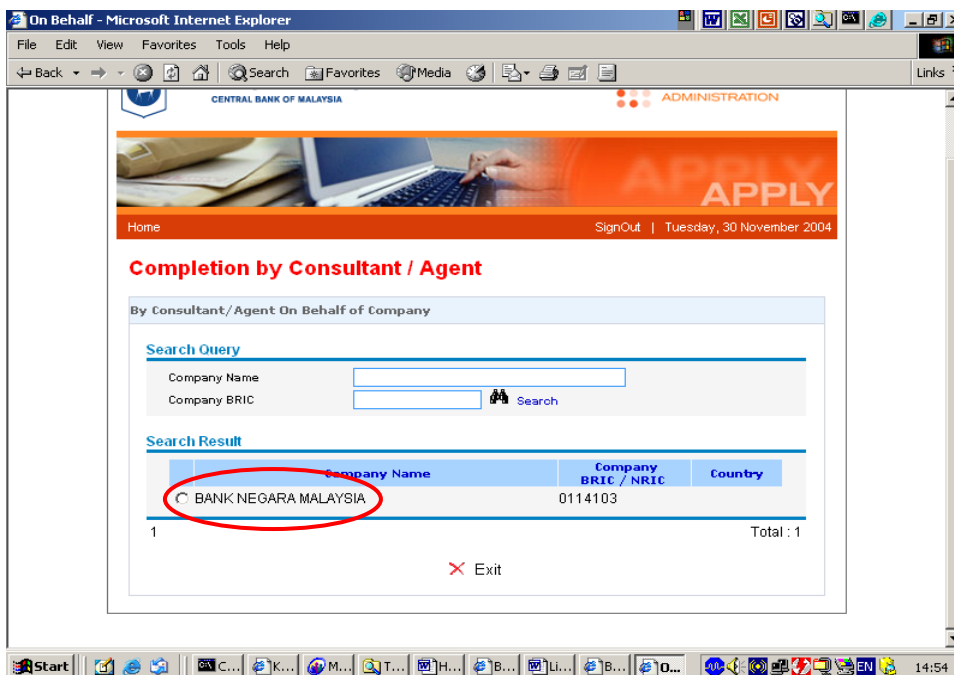




3.1.9 Click "New" to complete a new application form.

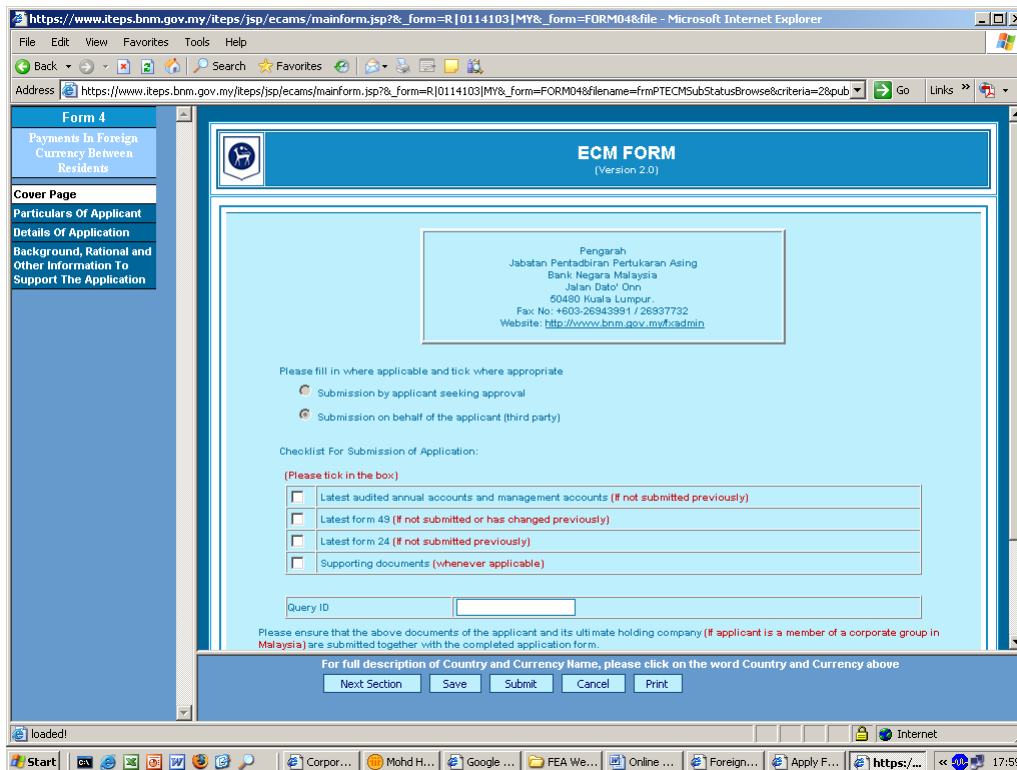
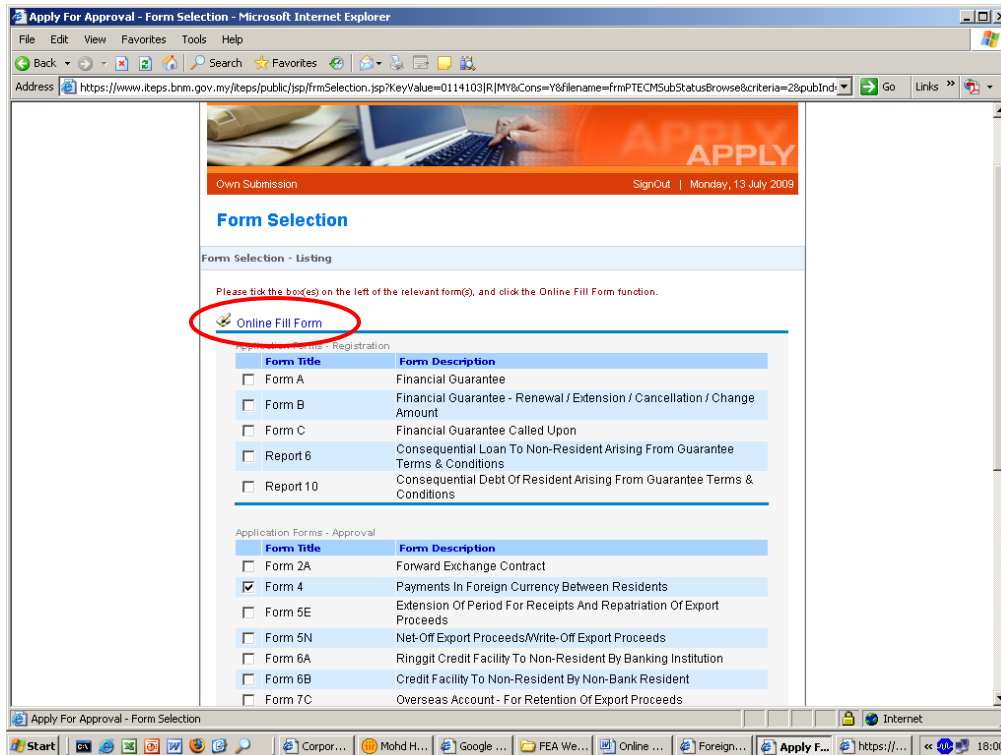


3.1.10 Then select the applicant from the list of Company Name in Search Result. click "Form Selection".



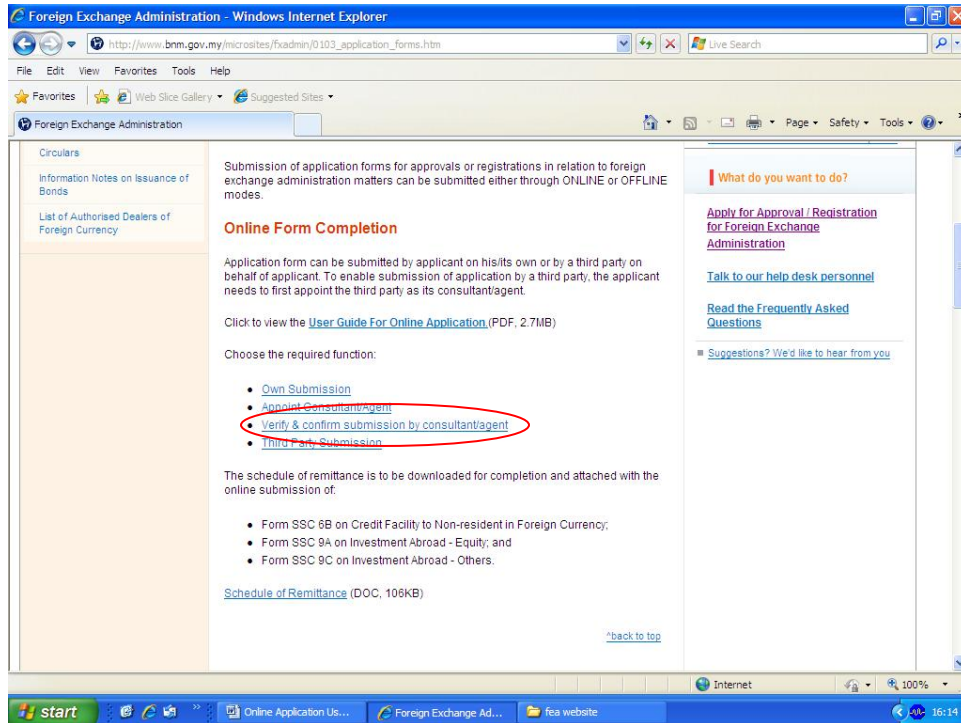


3.1.11 Select the relevant form(s) then click "Online Fill Form".





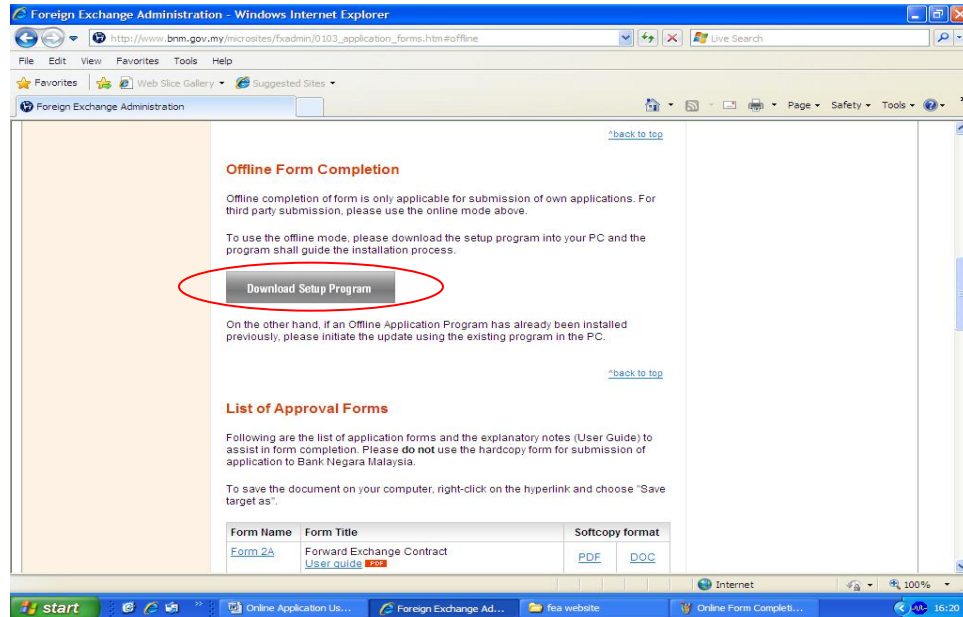
3.1.12 After the third party has submitted the application form, applicant will have to verify and confirm the submission by logging-on to the website and click “Verify and confirm submission by Consultant/agent” to confirm on the submission. After confirmation by the applicant, then only Bank Negara Malaysia can process the application.



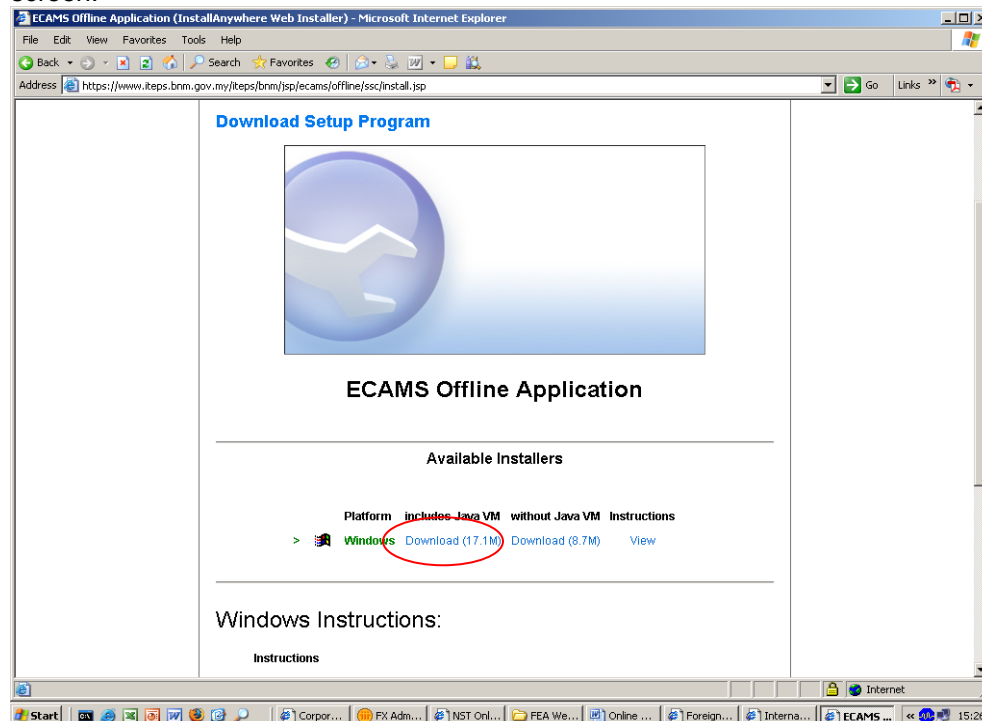


3.2 Offline Form Completion

3.2.1 User may download the offline program to complete application form offline without maintaining continuous internet connection. Click the "Download Setup Program".

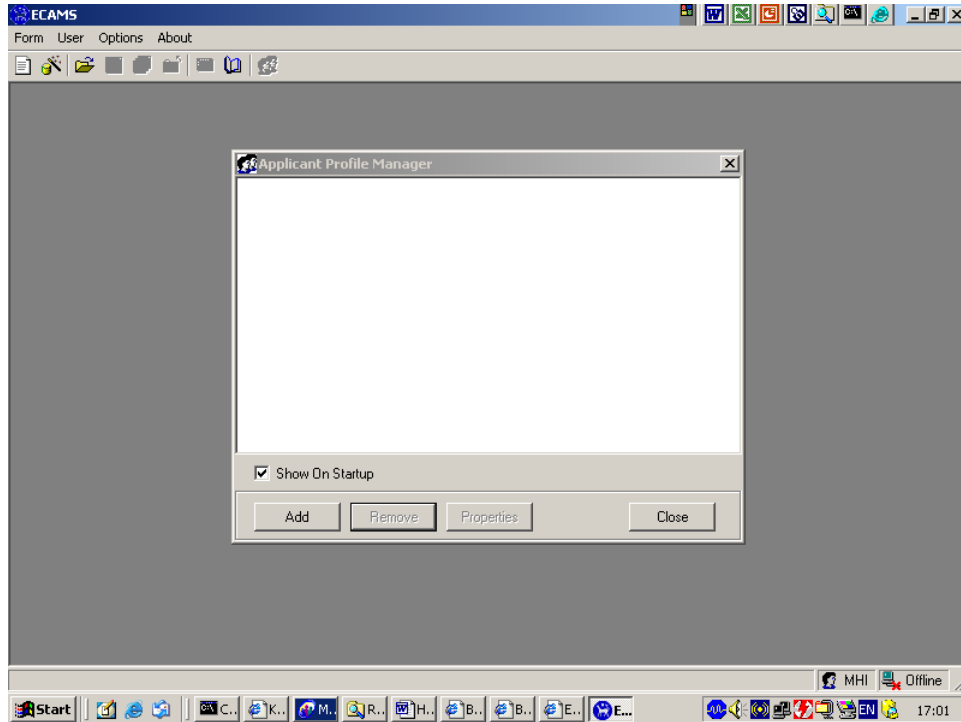


3.2.2 Click "Download (17.1M)" if your PC do not have java virtual machine or "Download (8.7M)" if your PC already had java virtual machine. Then follow the installation instructions on the screen.





3.2.3 After the offline program has been installed into user's PC, the program can be opened by clicking Start -> Program -> ecams -> ecams. The sample screen of offline program is shown below.





4 HELP

4.1 Need help?

Before you contact us for assistance, please go through the Frequently Asked Questions (FAQs) available in the foreign exchange administration website. It may save you time and effort.

However, if you cannot find the relevant answers to your question, please contact us as described in the Contact us section.

