



## KUCHING PORT AUTHORITY TRADEGATEWAY PORTAL REGISTRATION FORM

1. Company Information		
Company Name:		
Company Registration No.:	Debtor Code:	Office Tel. and Fax No.
Company Address:		
Billing Address:		
2. Company Administrator's Information		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Mdm <input type="checkbox"/> Miss	Position:	
First Name:	Last Name:	
I.C. No.:	Office Tel. No:	Mobile Phone No.:
Email Address:		
Contact Address:		

Note: **Company Administrator's role** (Only 1 company administrator for each company):

1. to administer the normal user for your company, i.e. to add or remove normal user when there is staff movement in the company;
2. to renew the access for the normal user;
3. to reset the login for the normal user in case it was blocked and etc.

3. 1 <sup>st</sup> Normal User's Information		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Mdm <input type="checkbox"/> Miss		Position:
First Name:		Last Name:
I.C. No.:	Office Tel. No:	Mobile Phone No.:
Email Address:		
Contact Address:		

Note: **Normal User's role** (Only 3 normal users are allowed):

1. to do document submission, i.e. Notification of Ships' Arrival (NOSA), Inward and Outward Manifest;
2. to track the container movement;
3. to make enquiry related to debtor's account and etc.

**Important: Kindly ensure the email address provided is valid as it will be used as the login username for the portal.**

4. Declaration	
<ol style="list-style-type: none"> <li>1. I declare that all information provided herein is true, correct and complete.</li> <li>2. I confirm and acknowledge that KPA shall have the absolute right to approve or reject my application without having to disclose any reasons whatsoever.</li> <li>3. I understand that only one (1) Company Administrator and three (3) Normal Users are allowed for each company and I shall write in to KPA if additional users are required.</li> <li>4. I acknowledge that charges may apply for the additional users at KPA's discretion.</li> <li>5. I understand that it is our responsibility to provide complete and reliable information in the portal. KPA has the rights to reject our online submission should the information is found incomplete or not reliable.</li> <li>6. I acknowledge and agree that KPA has the rights to revise the above terms and conditions at any time without prior notification.</li> </ol>	
Company's Stamp	
Signature: _____	
Name: _____	
Designation: _____	Date: _____

For Office Use	
<b>Approved by:</b>	<b>Processed by:</b>
Signature: _____	Signature: _____
Name & Designation: _____	Name & Designation : _____
Date: _____	Date: _____

**Instructions:**

1. Please complete the registration form accordingly (with original company stamp at the 4. Declaration column).
  
2. You may submit the completed form through:
  - a) Revenue Section at 3<sup>rd</sup> floor of POB, Pending Terminal; OR
  - b) scan the completed form as PDF and email to Ms. Tay (IT Officer) at [ito@kuport.com.my](mailto:ito@kuport.com.my) for further processing.