SMART AUTOMATION GRANT (SAG) USER REFERENCE

For Company User

1 Table of Contents

1 Introduction

Welcome to the Smart Automation Grant (SAG) User Reference Guide. This reference guide is designed to help you navigate through the system and maximize its full potential. It also explains on Smart Automation Grant (SAG) features & functions in the system.

2 About Smart Automation Grant (SAG)

The Smart Automation Grant was introduced in the National Economic Recovery Plan or Pelan Jana Semula Ekonomi Negara (PENJANA) in June 2020.

The main objectives of the Smart Automation Grant are:

i.   To assist as well as incentivise Small and Medium Enterprises (SMEs) and Mid-Tier Companies (MTCs) to automise and digitalise operations, production and trade channels
ii.   To improve efficiency in the manufacturing and services sector
iii. To reduce reliance on low-skilled foreign workers
iv.   To provide job opportunities in high value-added sectors
v.   To enhance SME competitiveness on an international level
vi.   To be aligned with the National Policy on Industry 4.0
vii. To boost domestic investment

3 General

3.1.   URL
https://e-sag.mida.gov.my

3.2.   Username and Password
Username and password will be given after company register their profile in the system. Company username and password will be sent through their registered email. Please ensure that the company use valid email address during company registration.

3.3.   System Requirement

Requirements	Details
Processor	At least Intel Pentium® III 400 MHz
Memory	At least 128 megabytes (MB)
Operating System	Microsoft Windows® XP or higher
Web Browser	o Google Chrome (best viewed) o Mozilla Firefox o IE 11 & above

4 Getting Started

- Go to https://e-sag.mida.gov.my. You will be directed to below page.

- Click here [Technical Enquiries] if you have any enquiries about the system.
- Click here [Learn about the system] to learn about the smart automation grant.
- Click here [Application Guidelines] for guidelines on how to use the system.

- Click button **REGISTER** to register your company for the first time. You will be directed to below page.


- Please fill-in all required information. Make sure you use valid email address as sign-in information will be sent to your email.
- Click button **Register →** to register your company details. Once you successfully register, you will receive your sign-in details.
- Below popup will be displayed once your information is successfully registered.

Success!
Your registration is successfull. Please check your email and login to complete the application form.
If you do not receive the confirmation message within a few minutes of registering, please check your SPAM/Junk E-mail folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation message and click Not Junk/SPAM, which will allow future messages to get through.

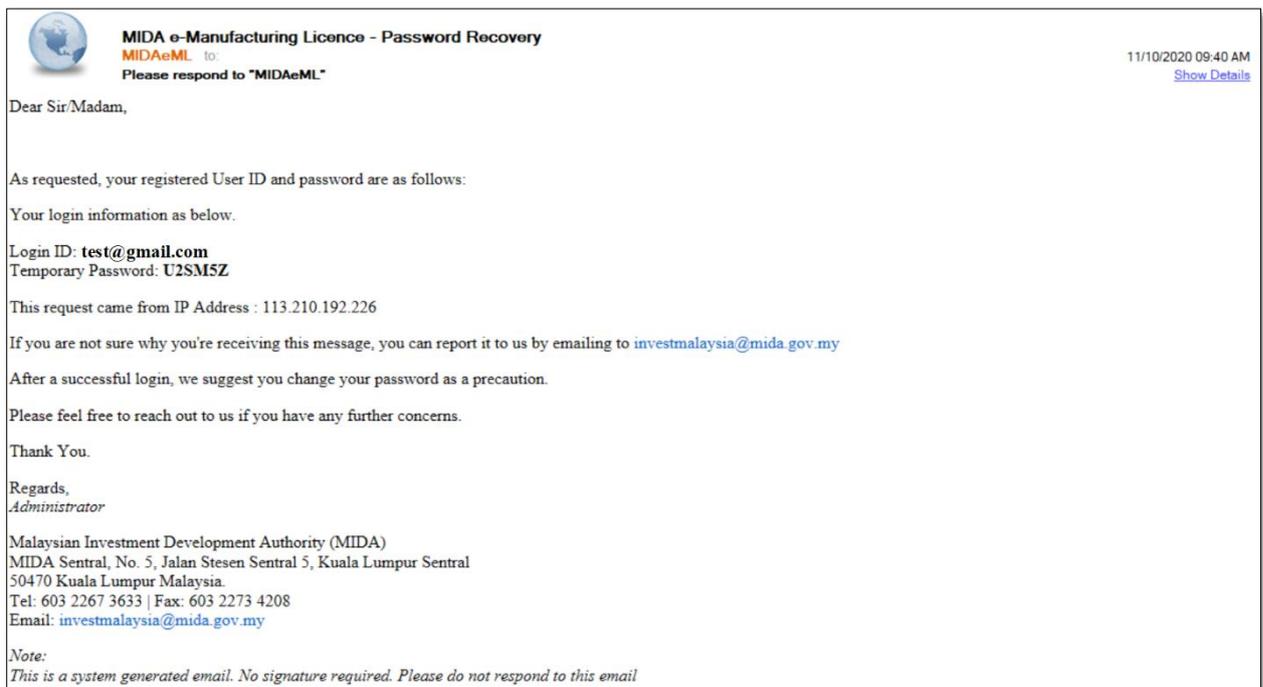- Below is example of email you will receive after you successfully registered.
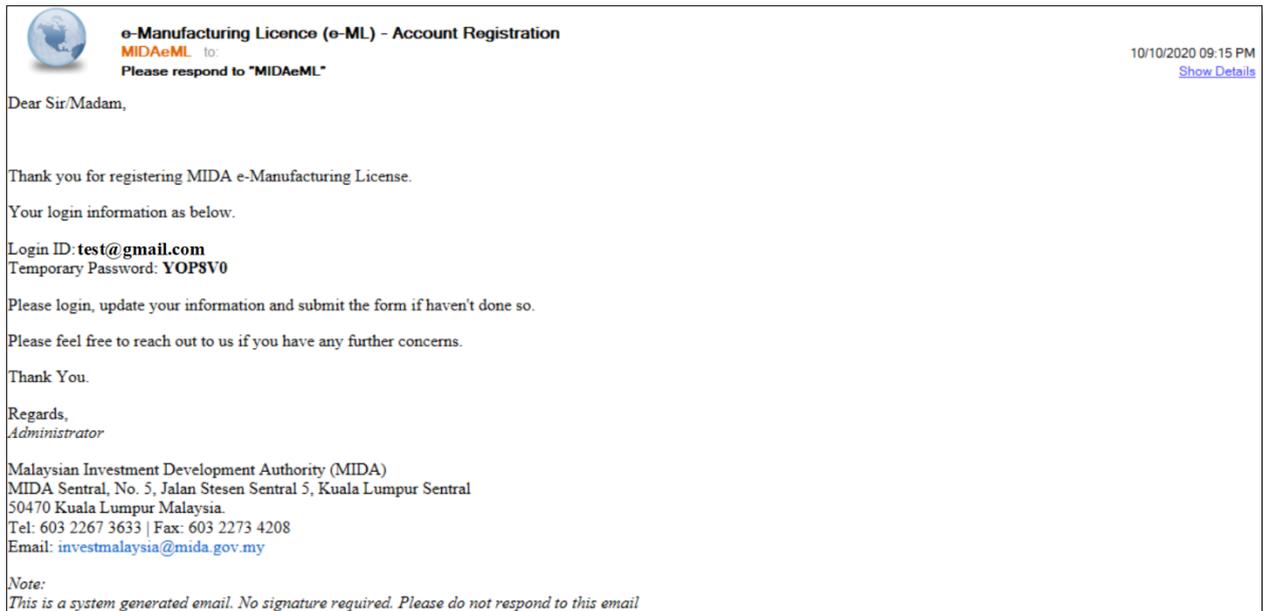
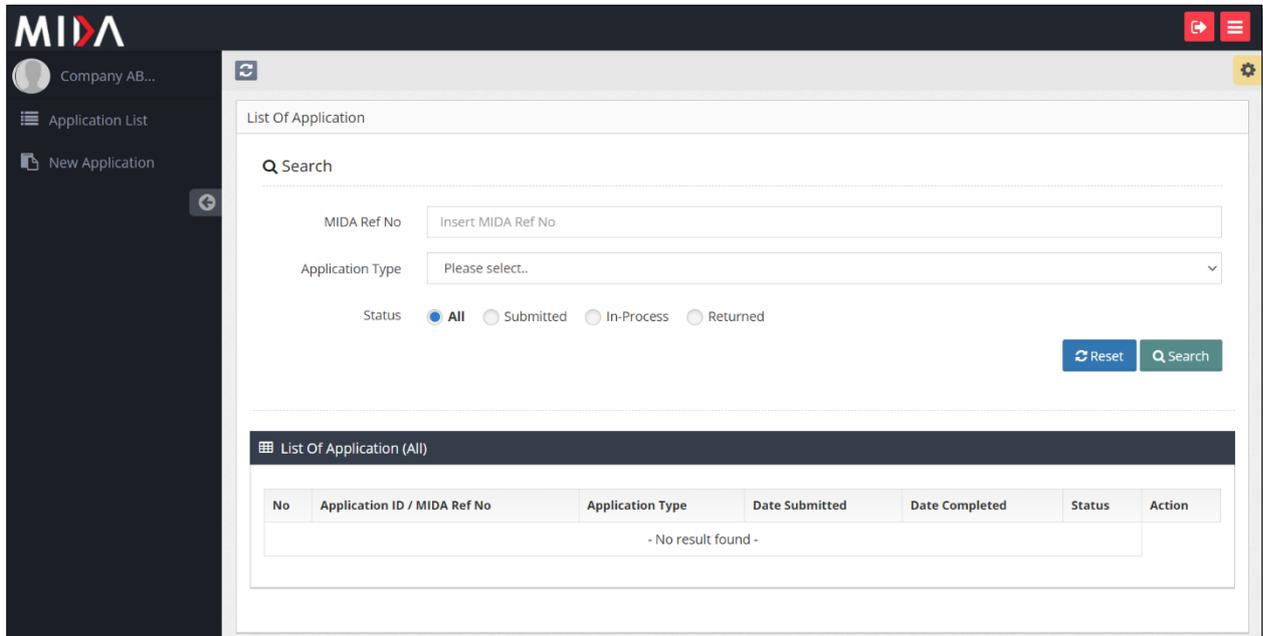- Enter Login ID in Email field and Temporary Password in Password field. Then click button [Sign In] to sign in.
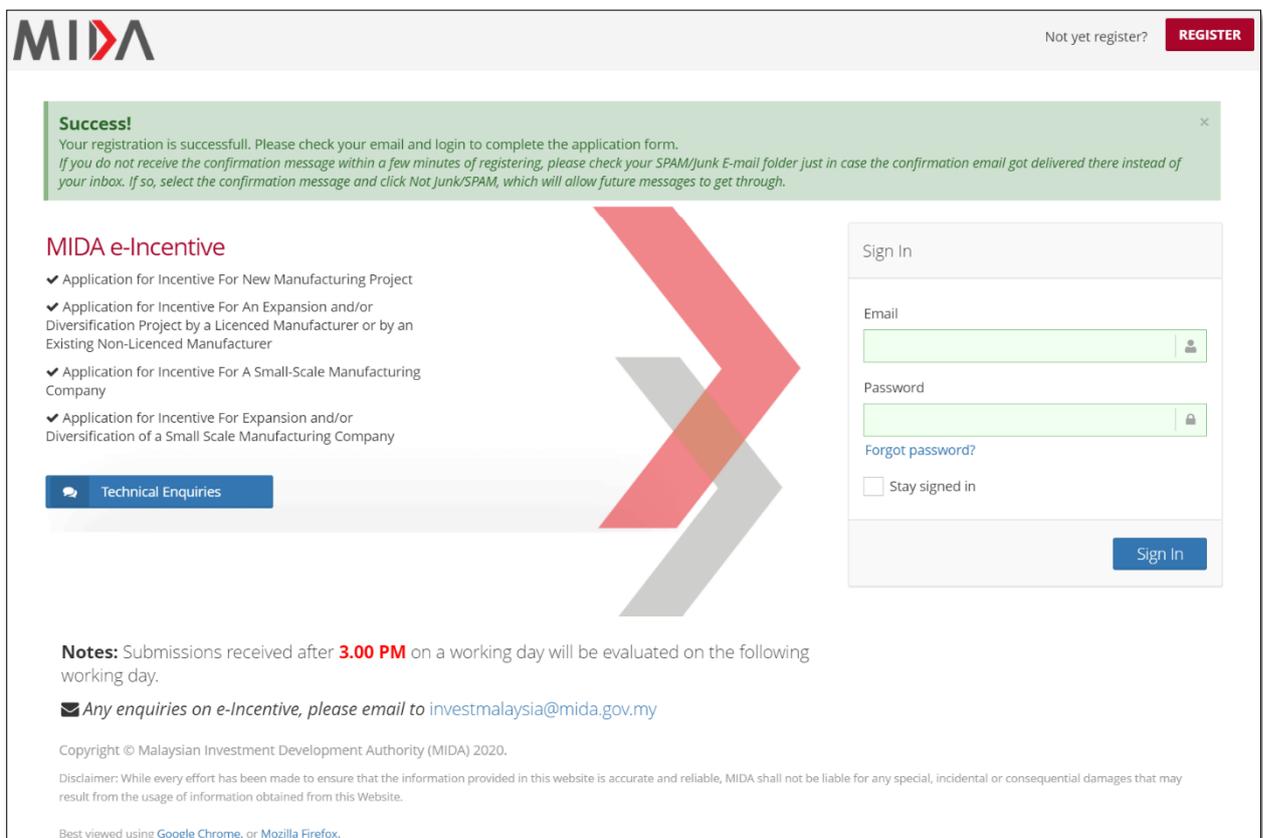
- If you forgot your password you can click to   Forgot password?   reset   your password. Below box will popup.

> **Forgot Password**   ×
>
> Please insert your email address..
>
> | Email Address | ✉ |
>
> Cancel   **Reset Password**

- Enter you registered email address. Then click button   **Reset Password**   to reset your password. Your new password will be sent to your email.
- Below is example of email you will receive after you reset your password.

MIDA e-Manufacturing Licence - Password Recovery
MIDAeML   to:
Please respond to "MIDAeML"   11/10/2020 09:40 AM
                                                          Show Details

Dear Sir/Madam,

As requested, your registered User ID and password are as follows:

Your login information as below.

Login ID: **test@gmail.com**
Temporary Password: **U2SM5Z**

This request came from IP Address : 113.210.192.226

If you are not sure why you're receiving this message, you can report it to us by emailing to investmalaysia@mida.gov.my

After a successful login, we suggest you change your password as a precaution.

Please feel free to reach out to us if you have any further concerns.

Thank You.

Regards,
Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
50470 Kuala Lumpur Malaysia.
Tel: 603 2267 3633 | Fax: 603 2273 4208
Email: investmalaysia@mida.gov.my

Note:
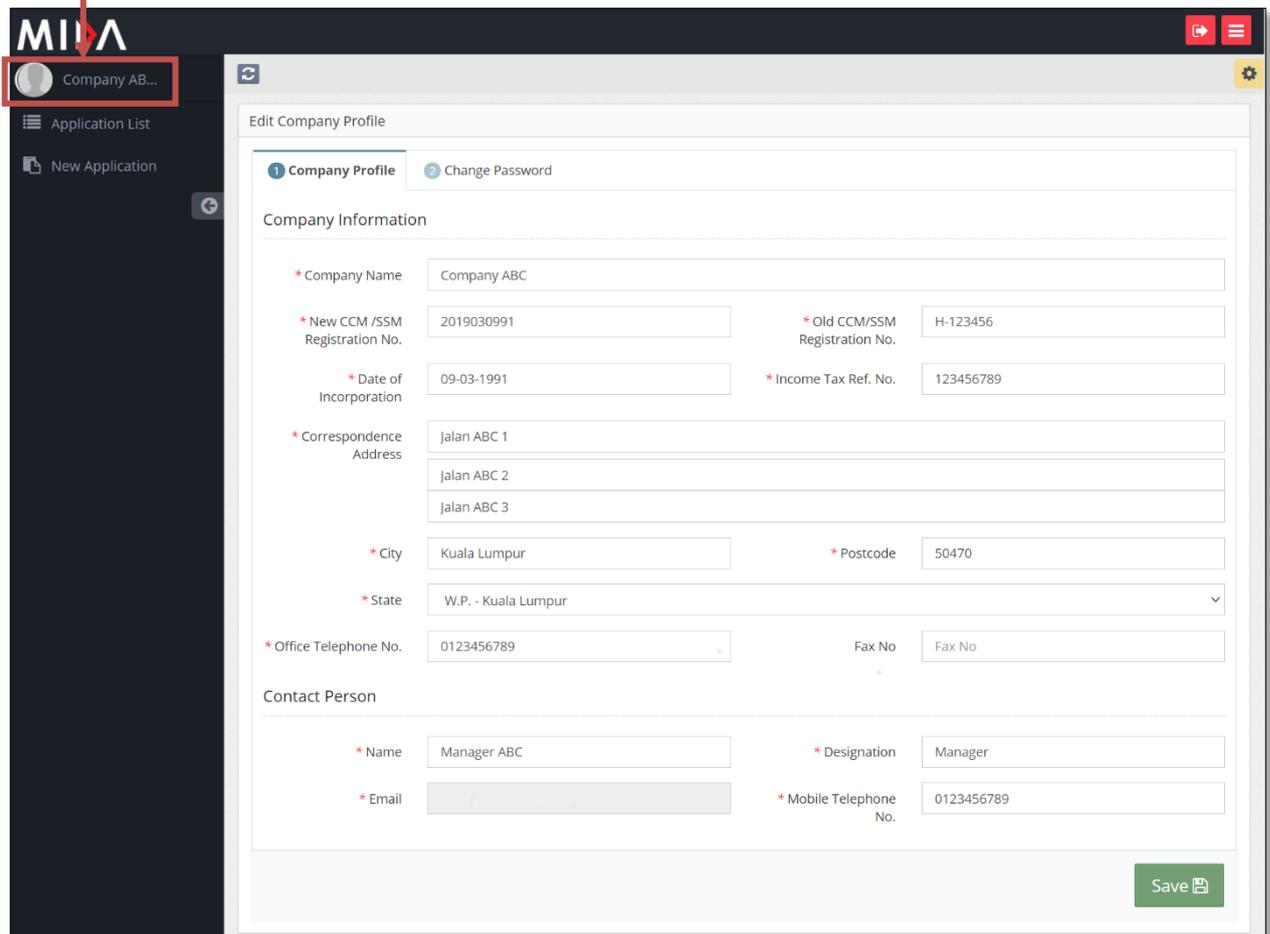*This is a system generated email. No signature required. Please do not respond to this email*
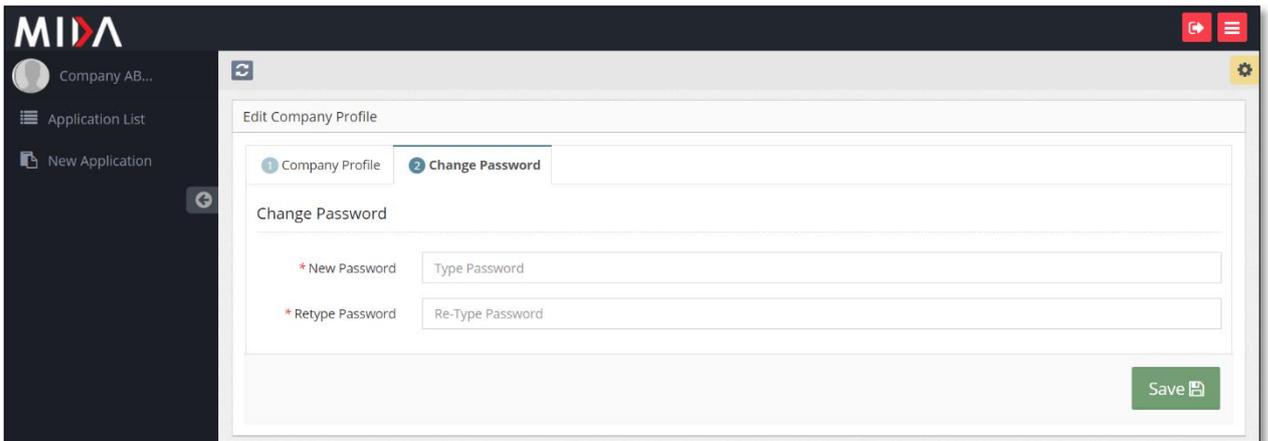
5 Edit Company Profile

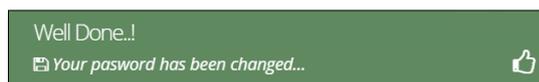- Once you have successfully login, you will be directed to below page.

- To update your company details, click **Company Name.**

- Update your company profile, then click button Save 💾 to save your data.
- To change password click Changes Password tab.
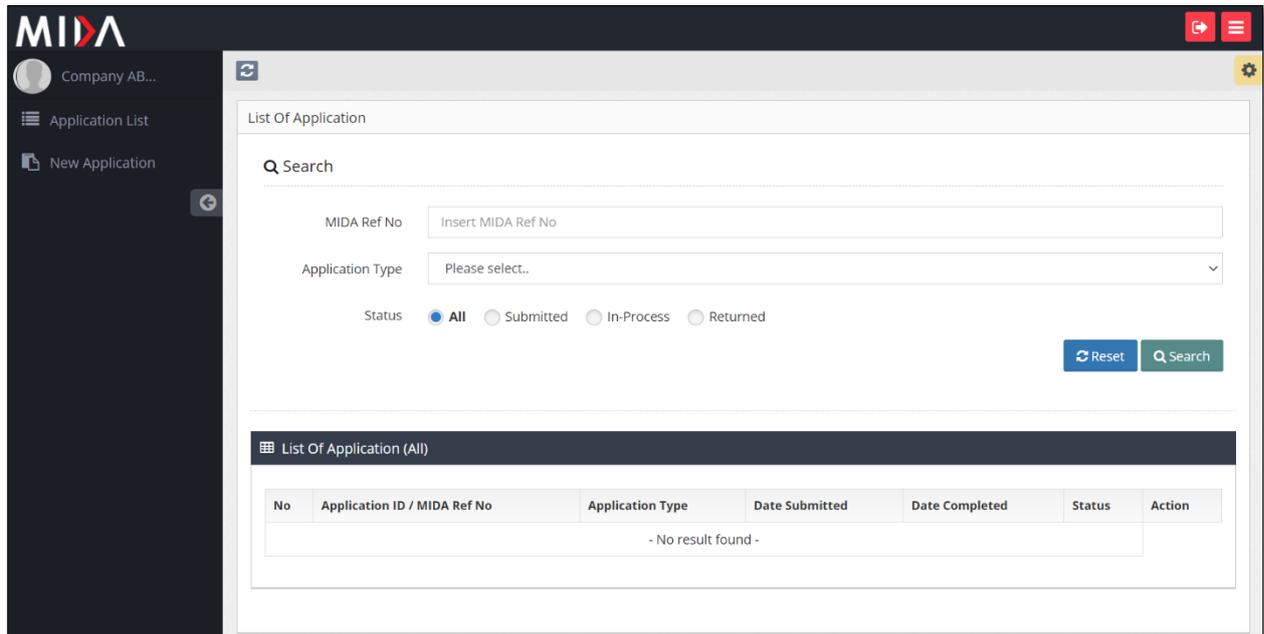- Below page will be displayed.

- Enter your New Password then Retype Password.
- Then click button Save 💾 to save your new password.

- You can now sign-in using your new password.

6 Application List – Search Application

- By default, system will display list of applications related to your company. However, you can also search for your application. Below are the steps:

   i.   Enter **MIDA Ref No / Application Type**.
   ii. Then click button 🔍 Search to search for your application.
   iii. Your application will be displayed in the **List of Application (All)** section.

✏️ **Note**: Once you've submitted your application, you will be able to see the status of application under this screen.

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7 Register for New Application

- On this page, the system will automatically display the Company Details as shown below.

Tab 1: Company Details

- Fill-in all required field.
- Click button `+ Add` to add your data.
- Click button 🗑 to delete **Export Market, Incentive(s) received/currently receiving (if any), Grant(s) received/currently receiving (if any)** and **List of related companies* applying/currently receiving Smart Automation Grant (if any)**.
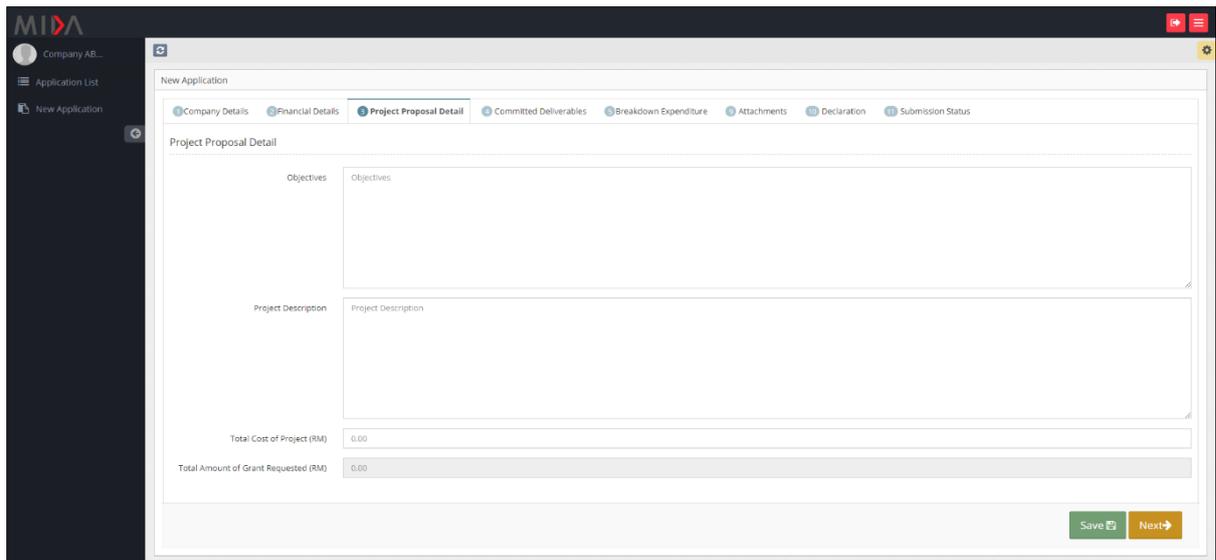- Then click button `Save 💾` to save your data.

Successful..!
📄 *This page has been saved...*   👍

Tab 2: Financing Details

- Fill-in all required field.
- Click button to add your data.
- Click button to delete **Company Incorporated in Malaysia, Domestic (to specify potential bank / financial institutions), Foreign (to specify potential bank / financial institutions & country of origin), Other Sources** and **Shareholders / Members.**
- Then click button to save your data.

Tab 3: Project Proposed Detail

- Fill-in all required field.
- Then click button   Save 🖫   to save your data.

Tab 4: Committed Deliverables

- Fill-in all required field.
- Then click button Save to save your data.

Tab 5: Breakdown Expenditures

- Fill-in all required field.
- Click button **+ Add** to add your data.
- Click button 🗑 to delete **Particulars Breakdown of Expenditures**.
- Then click button **Save 💾** to save your data.

Successful..!
💾 This page has been saved...
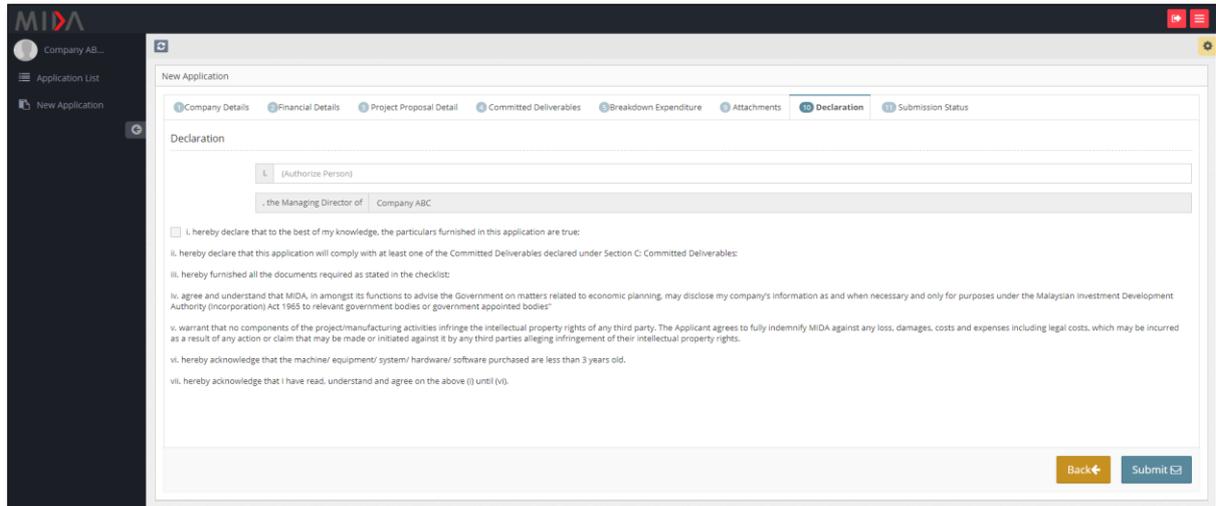
Tab 9: Attachments
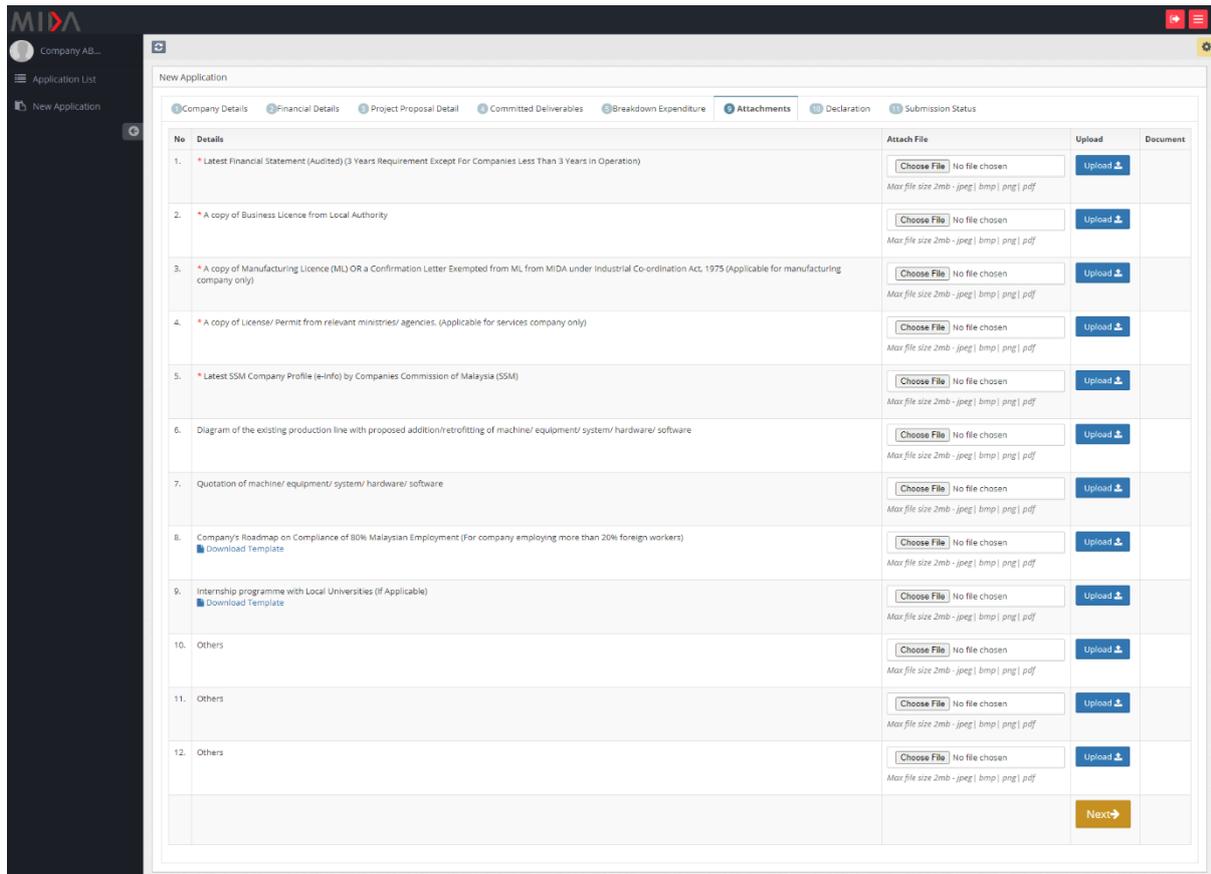
- Upload all related document.
- Click button   Upload ⬆   to upload your document.
- For certain section we provided standard template for you to use.
- Click   📄 Download Template   to download our format. Make sure you changed the format into .pdf before re-upload the document.
- This icon   📄 Successfully uploaded..!!   is displayed if your document is successfully attached.

Successful..!
📄 *The attachment has been uploaded...*   👍

- Click button   Delete   to delete uploaded documents.

Tab 10: Declaration

- Tick ☐ for declaration.
- Then click [Submit ✉] button to submit application.

Thank you..!
🖫 Your application has been successfully submitted... 👍

Tab 11: Submission Status
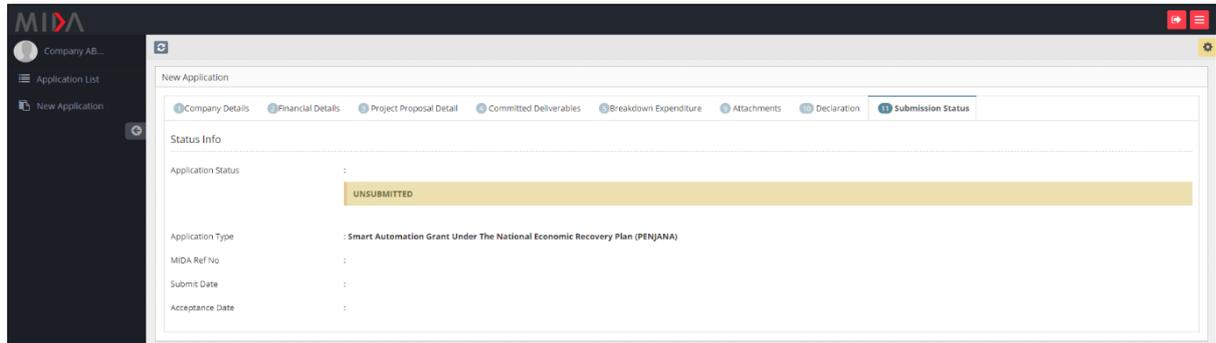
- Your application info will be displayed in this tab.
- **MIDA Ref No** and **Acceptance Date** will be displayed once MIDA have accepted your application.

8 FAQ

Login Issues

Some general things to note if you are having trouble logging in

1. Incorrect user ID or password.
   Make sure you're using the correct user ID and password. Refer to the email sent to you during the creation of the user ID and password.

2. I've forgotten my password or I can't remember my User ID or Password.
   It happens! In order to retrieve both, you will need to take below steps.
   - i. First, request your password by clicking Forgot Password on the login page.
   - ii. We will resend the user ID and password to the email address for the account created.
   - iii. If you're not sure about your email address created under MIDA e-Incentive System, please call MIDA Helpdesk at 03-22676663 or log your problem in (Technical Enquiries).

3. How can I tell if I'm logged in?

If you are logged in, you will see page with your user registered name being displayed at top left