

**MINISTRY OF
INVESTMENT, TRADE AND INDUSTRY**

AUTOMOTIVE BUSINESS DEVELOPMENT COMMITTEE SYSTEM (eABDC)

User Manual for Vehicle Manufacturer

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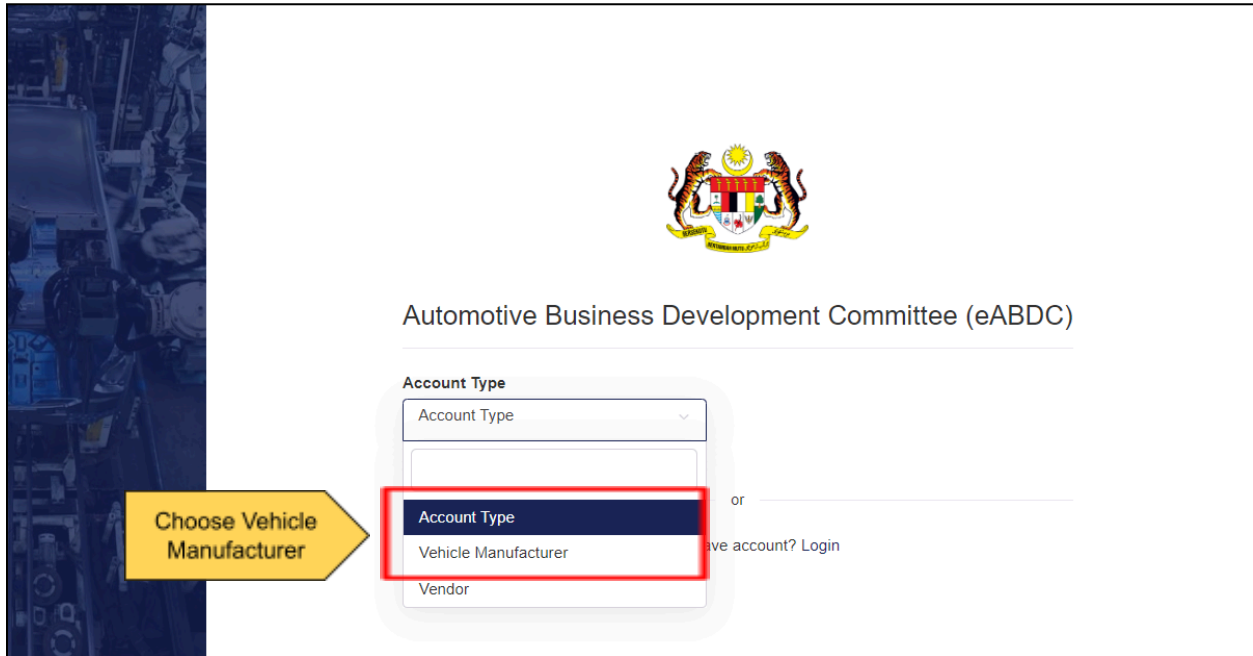
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1.0 REGISTRATION



1. Users need to open the browser and go to the URL <http://eabdc.miti.gov.my/>
2. Click the **Register Account** button to register.

1.1 NEW APPLICATION



Automotive Business Development Committee (eABDC)

Account Type

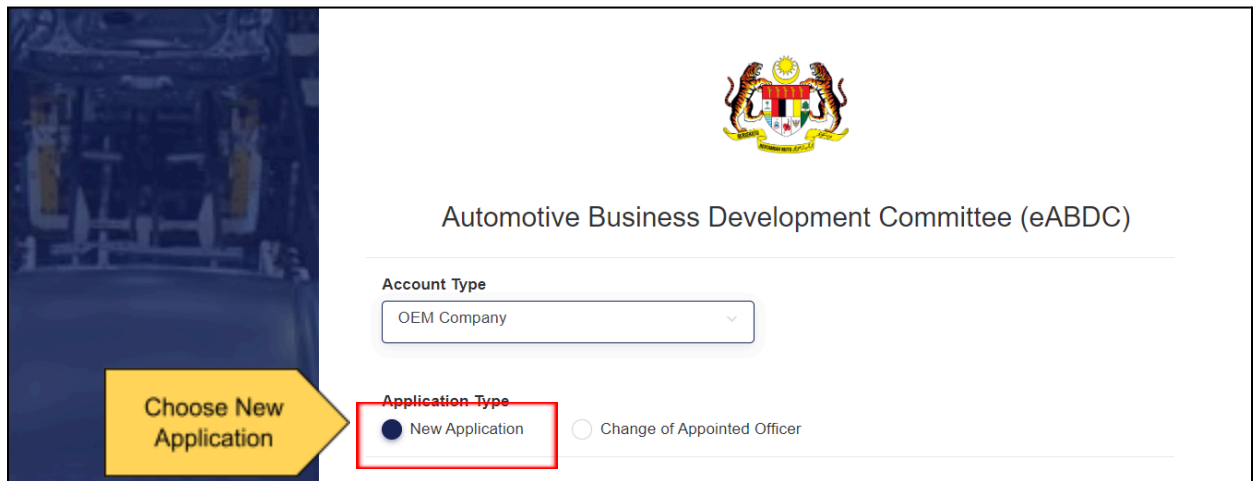
Account Type

Vehicle Manufacturer

Vendor

or have account? Login

1. Click on **Account Type**.
2. Select **Vehicle Manufacturer** to register.



Automotive Business Development Committee (eABDC)

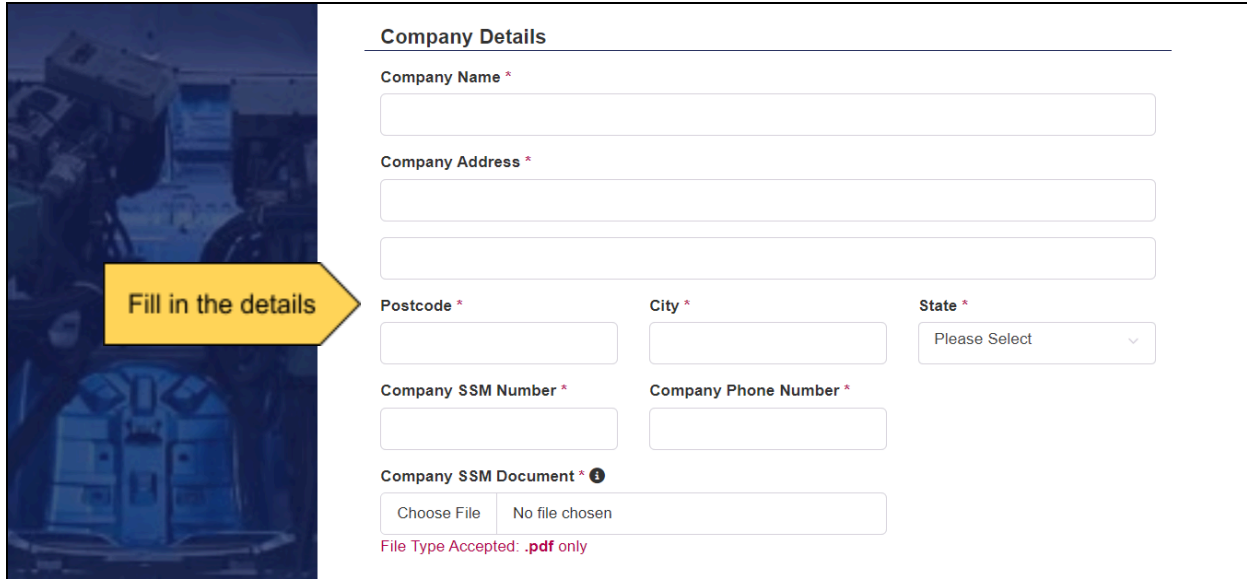
Account Type

OEM Company

Application Type

☒ New Application ☐ Change of Appointed Officer

3. Choose **New Application** in Application Type.
4. A registration form will be displayed.



Company Details

Company Name *

Company Address *

Postcode * City * State *

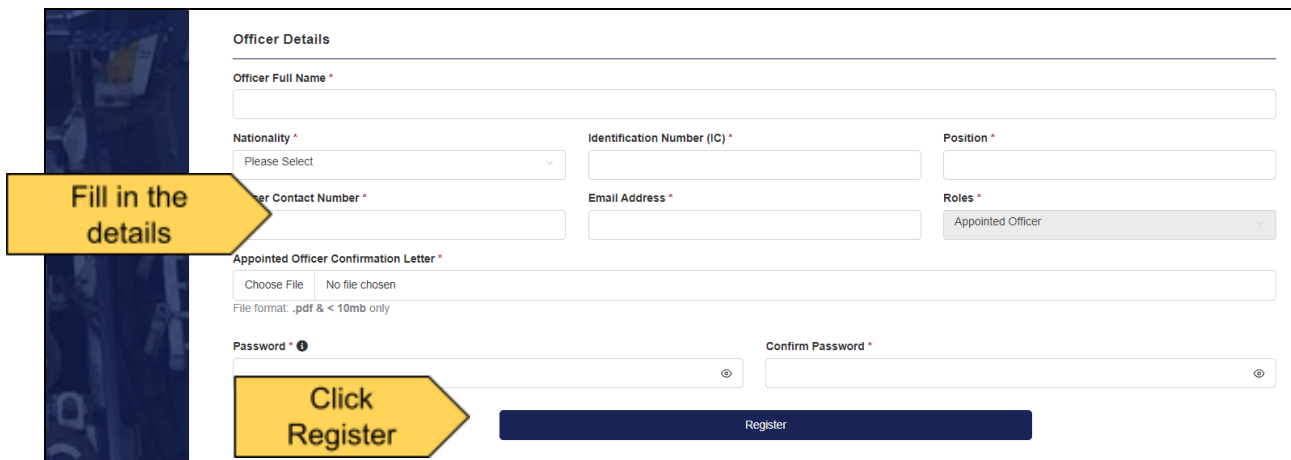
Company SSM Number * Company Phone Number *

Company SSM Document *

Choose File No file chosen

File Type Accepted: .pdf only

5. Fill in all the information required in **Company Details**.
6. In the **Company SSM Number** field, include full SSM No. as stated in the certificate e.g. 2010XXXXXXX (XXXX-X).
7. In the **Company SSM Document** field, combine SSM Registration Certificate, Form 24 & Form 49 with CTC (Certified True Copy) in a single PDF file and upload.
8. Mandatory parts (*) must be filled in.



Officer Details

Officer Full Name *

Nationality * Identification Number (IC) * Position *

Emergency Contact Number * Email Address * Roles *

Appointed Officer Confirmation Letter *

Choose File No file chosen

File format: .pdf & < 10mb only

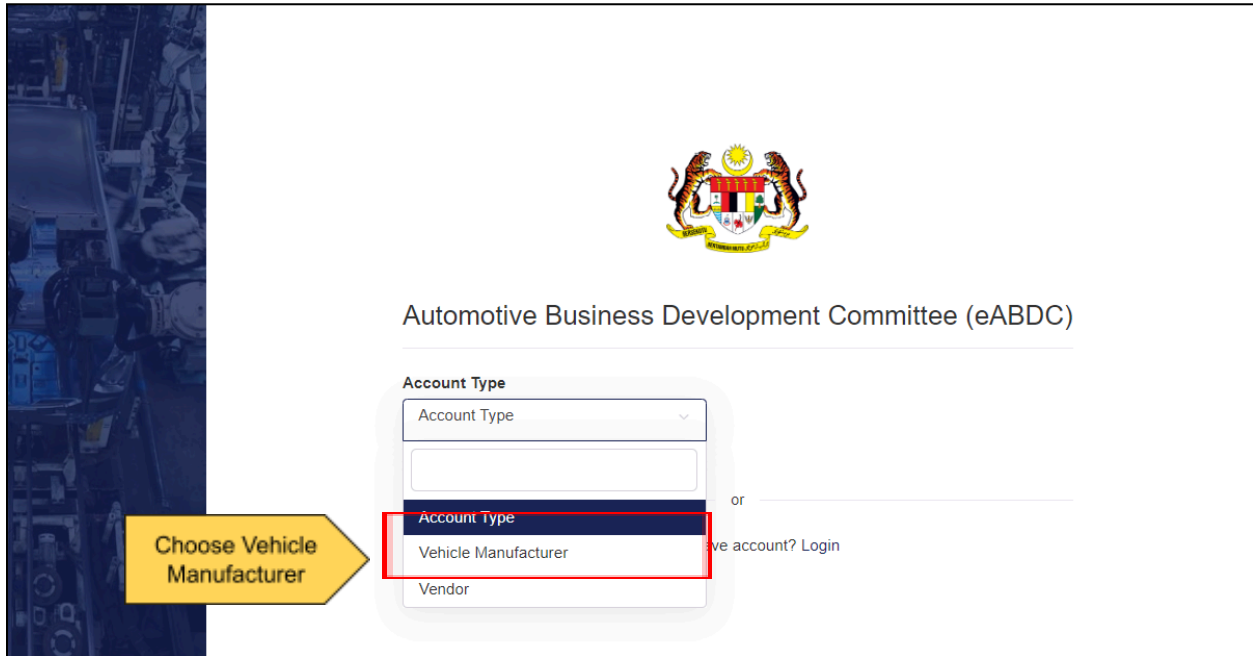
Password * Confirm Password *

Click Register Register

9. Fill in all the information required in **Officer Details**.
10. Mandatory parts (*) must be filled in.

11. Click the Register button to submit the application.
12. An email notification will be sent to the appointed officer's email address once registration has been evaluated.
13. If your application is **Rejected**, repeat steps 1 - 10 in **Section 1.1 NEW APPLICATION** to reapply.

1.2 CHANGE OF OFFICER



Automotive Business Development Committee (eABDC)

Account Type

Account Type

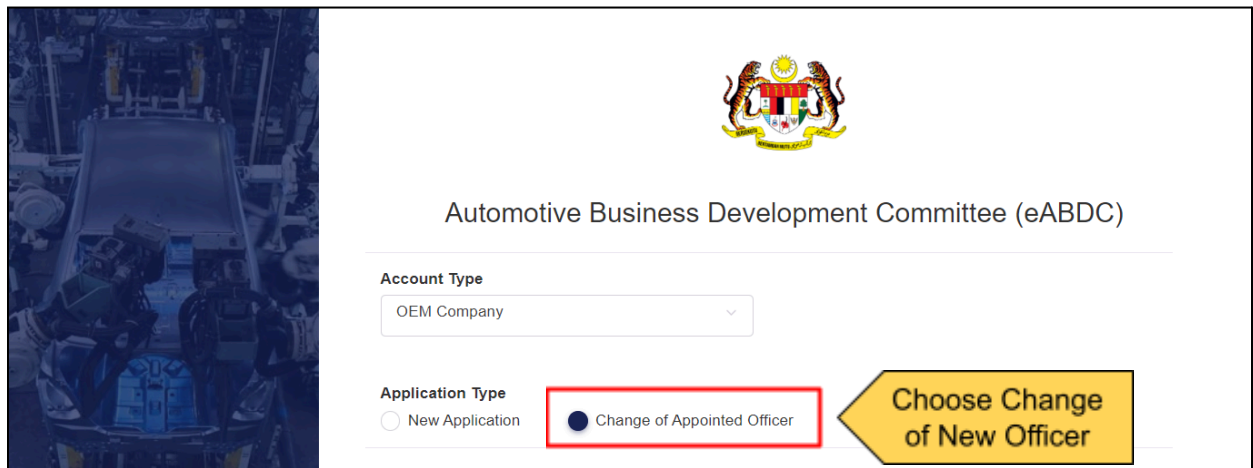
Vehicle Manufacturer

Vendor

or have account? Login

Choose Vehicle Manufacturer

1. Click on **Account Type**.
2. Select **Vehicle Manufacturer** to register.



Automotive Business Development Committee (eABDC)

Account Type

OEM Company

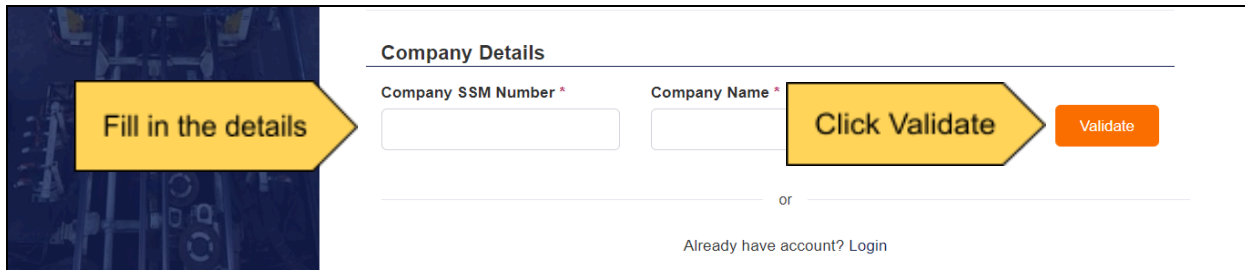
Application Type

☐ New Application

☒ Change of Appointed Officer

Choose Change of New Officer

3. Select **Change of Appointed Officer** as the Application Type.



Company Details

Company SSM Number *

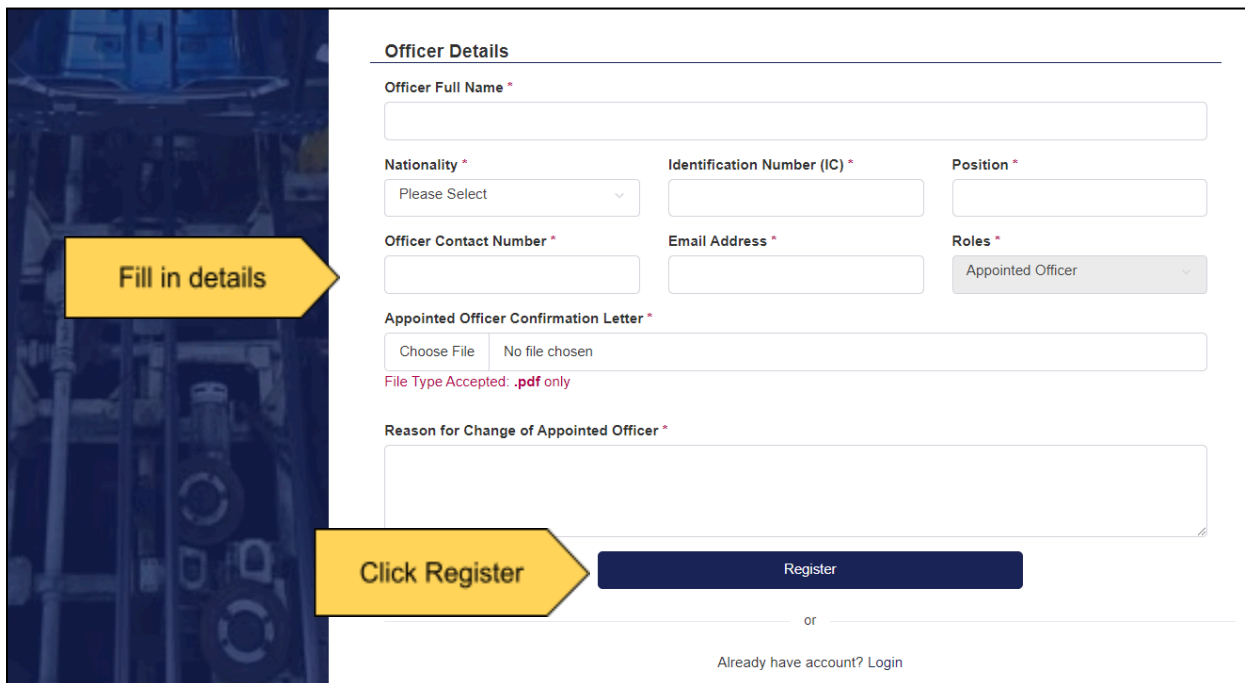
Company Name *

Click Validate

or

Already have account? [Login](#)

4. Fill in the **Company SSM Number** and **Company Name**.
5. Click on the **Validate** button.
6. Validated Company SSM Number and Company Name will display the registration form.



Officer Details

Officer Full Name *

Nationality *

Identification Number (IC) *

Position *

Officer Contact Number *

Email Address *

Roles *

Appointed Officer Confirmation Letter *

No file chosen

File Type Accepted: .pdf only

Reason for Change of Appointed Officer *

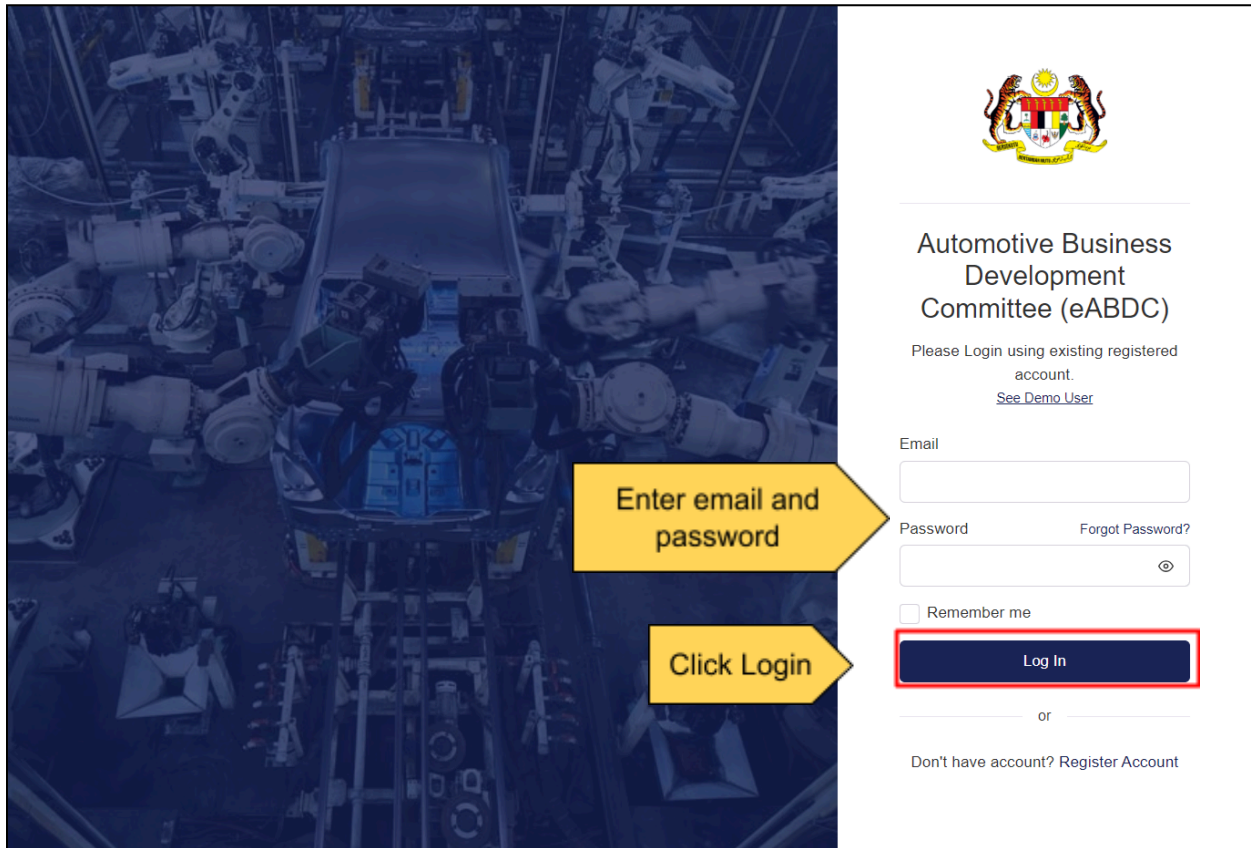
Click Register


or

Already have account? [Login](#)

7. Fill in all the required information in **Officer Details**.
8. Click the **Register** button to submit the application.
9. An email notification will be sent to the officer's email address once registration has been evaluated.
10. If your application is rejected, repeat steps 1 - 8 in **Section 1.2 CHANGE OF OFFICER** to reapply.

2.0 LOGIN





Automotive Business Development Committee (eABDC)

Please Login using existing registered account.
[See Demo User](#)

Email

Password [Forgot Password?](#)

☐ Remember me

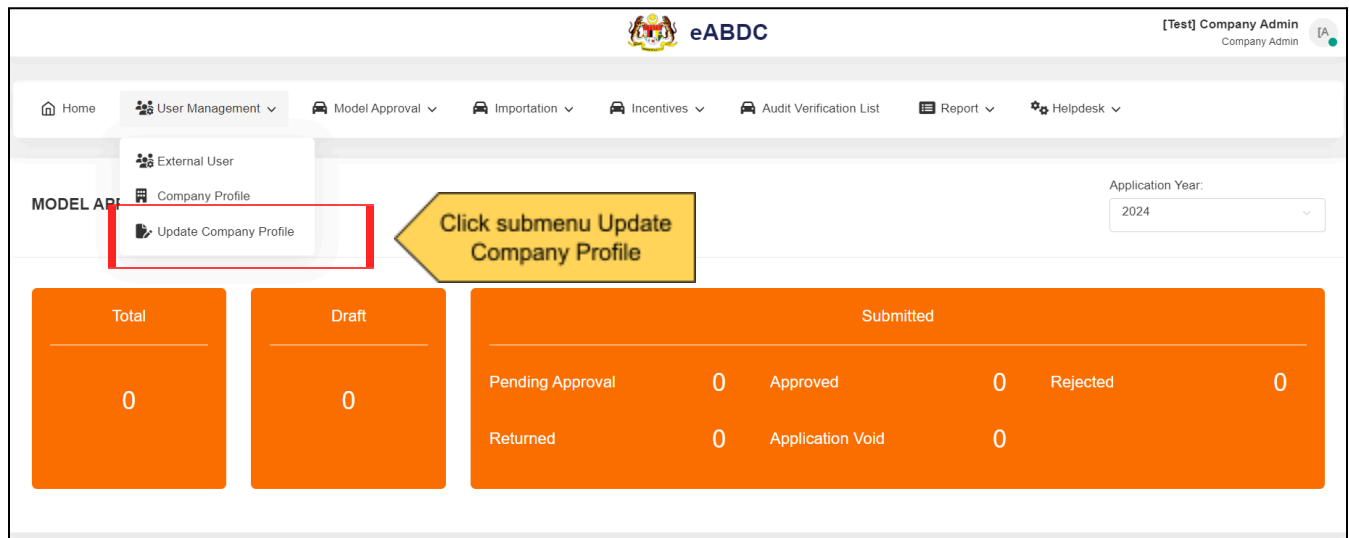
Log In

or

Don't have account? [Register Account](#)

1. Enter the **Email** and **Password**.
2. Click the **Login** button.
3. The **Homepage** will appear after the login process.

3.0 UPDATE PROFILE



1. In the menu **User Management**, click on the submenu **Update Company Profile**.

The screenshot shows the 'Company Profile' page. At the top, there is a navigation bar with 'Home', 'User Management', and 'Helpdesk'. Below the navigation bar, there is a breadcrumb trail 'Home > Company Profile'. A pink button labeled 'Update Company Profile' is visible. Below this, the 'Company Details' section is shown. It contains several input fields: 'Company Name' (with 'Company Test'), 'Company SSM Number' (with 'Test 001'), 'Company Address' (with 'D-6-8, Megan Avenue 1, 189, Jin Tun Razak, Hampshire Park, Kuala Lumpur, Selangor'), 'Postcode' (with '50450'), and 'City' (with 'Kuala Lumpur'). There is also a 'Company SSM Document' section with a file named 'Company SSM doc.pdf'. At the bottom, there is a 'License Type' dropdown menu with 'Manufacturing License' selected. A red box highlights the dropdown menu, and a yellow callout box with an arrow points to it, containing the text 'Choose License Type'.

2. Information registered related to the company will be displayed on the Company Details section. Any amendments can be done if necessary.

3. Choose License Type. Users can only choose between two options:

a. Manufacturing License. Continue to **Step 4a**.

b. Contract Assembler. Continue to **Step 4b**.

4a. If the License Type is 'Manufacturing License'.

I. Manufacturing License Details will appear.

Postcode *
50450

City *
Kuala Lumpur

State *
Selangor

Company SSM Document * ⓘ
Company SSM doc.pdf

License Type *
Manufacturing License

Manufacturing License Details

Click Add

Add +

NO.	MANUFACTURING LICENSE REFERENCE NUMBER *	SERIAL NUMBER *	FACTORY ADDRESS (AS PER ML) *	ACTIVITY (AS PER ML) *	MANUFACTURING LICENSE EFFECTIVE DATE *	MANUFACTURING LICENSE DOCUMENT *	ACTION
<input type="checkbox"/> Need to add contract assembler							

II. Click on the **Add** button.

III. A pop-up will appear.

Manufacturing License Details [X]

MANUFACTURING LICENSE NUMBER *

SERIAL NUMBER *

FACTORY ADDRESS (AS PER ML) *

ACTIVITY (AS PER ML) *

MANUFACTURING LICENSE ISSUE DATE *

dd/mm/yyyy

MANUFACTURING LICENSE DOCUMENT *

Choose File No file chosen



File Type Accepted: .pdf & Maximum File Size: 10MB

Click Save **Save**

- IV. Fill in all Manufacturing License details required.
- V. Mandatory parts (*) must be filled in.
- VI. Click the **Save** button.
- VII. Add multiple Manufacturing License Details by repeating the steps I - VI in **Step 3a.**

Manufacturing License Details

Add +

NO.	MANUFACTURING LICENSE NUMBER	SERIAL NUMBER	FACTORY ADDRESS (AS PER ML)	ACTIVITY (AS PER ML)	MANUFACTURING LICENSE ISSUE DATE	MANUFACTURING LICENSE DOCUMENT	ACTION
1	ML47931-QA1	SN48193-A03	JALAN BICU 5/6 SEKSYEN 15 KLANG	modified body part, sells car, motorcar, repair air-conditioner	25-06-2024	ML Document.pdf	 

☐ Need to add contract assembler

Tick checkbox (if necessary)

VII. To add additional Contract Assembler information, tick the checkbox. (If necessary)

VIII. The Contract Assembler Details section will display.

Manufacturing License Details

Add +

NO.	MANUFACTURING LICENSE NUMBER	SERIAL NUMBER	FACTORY ADDRESS (AS PER ML)	ACTIVITY (AS PER ML)	MANUFACTURING LICENSE ISSUE DATE	MANUFACTURING LICENSE DOCUMENT	ACTION
1	ML47931-QA1	SN48193-A03	JALAN BICU 5/6 SEKSYEN 15 KLANG	modified body part, sells car, motorcar, repair air-conditioner	25-06-2024	ML Document.pdf	 

☒ Need to add contract assembler

Contract Assembler Details

Click Add

Add +

NO.	ASSEMBLER COMPANY	ASSEMBLER MANUFACTURING LICENSE NUMBER	FACTORY ADDRESS (AS PER ML)	ACTIVITY (AS PER ML)	ASSEMBLER MANUFACTURING LICENSE ISSUE DATE	ASSEMBLER MANUFACTURING LICENSE DOCUMENT	ACTION
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IX. Click the **Add** button.

X. A pop-up will appear.

Contract Assembler Details

ASSEMBLER COMPANY*

ASSEMBLER MANUFACTURING LICENSE NUMBER*

FACTORY ADDRESS (AS PER ML)*

ACTIVITY (AS PER ML)*

ISSUE DATE*

dd/mm/yyyy

ASSEMBLER MANUFACTURING LICENSE DOCUMENT*

Choose File No file chosen

File Type Accepted: .pdf & Maximum File Size: 10MB

Fill in the details

Click Save

Save

- XI. Fill in the details in the Contract Assembler Details section.
- XII. Mandatory parts (*) must be filled in.
- XIII. Click the button **Save** to save the information.
- XIV. Add multiple Manufacturing License Details by repeating the steps XI - XIII in **Step 3a.**

4b. If the License Type is 'Contract Assembler'.

I. Contract Assembler Details will appear.

Postcode *
50450

City *
Kuala Lumpur

State *
Selangor

Company SSM Document *
Company SSM doc.pdf

License Type*
Contract Assembler

Contract Assembler Details

Click Add

Add +

NO.	ASSEMBLER COMPANY NAME *	ASSEMBLER MANUFACTURING LICENSE REFERENCE NUMBER *	FACTORY ADDRESS (AS PER ML) *	ACTIVITY (AS PER ML) *	ASSEMBLER MANUFACTURING LICENSE EFFECTIVE DATE *	ASSEMBLER MANUFACTURING LICENSE DOCUMENT *	ACTION
-----	--------------------------	--	-------------------------------	------------------------	--	--	--------

II. Click the **Add** button.

III. A pop-up will appear.

Contract Assembler Details

ASSEMBLER COMPANY*

ASSEMBLER MANUFACTURING LICENSE NUMBER*

FACTORY ADDRESS (AS PER ML)*

ACTIVITY (AS PER ML)*

ISSUE DATE*

dd/mm/yyyy

ASSEMBLER MANUFACTURING LICENSE DOCUMENT*

Choose File No file chosen

File Type Accepted: .pdf & Maximum File Size: 10MB

Click Save

Save

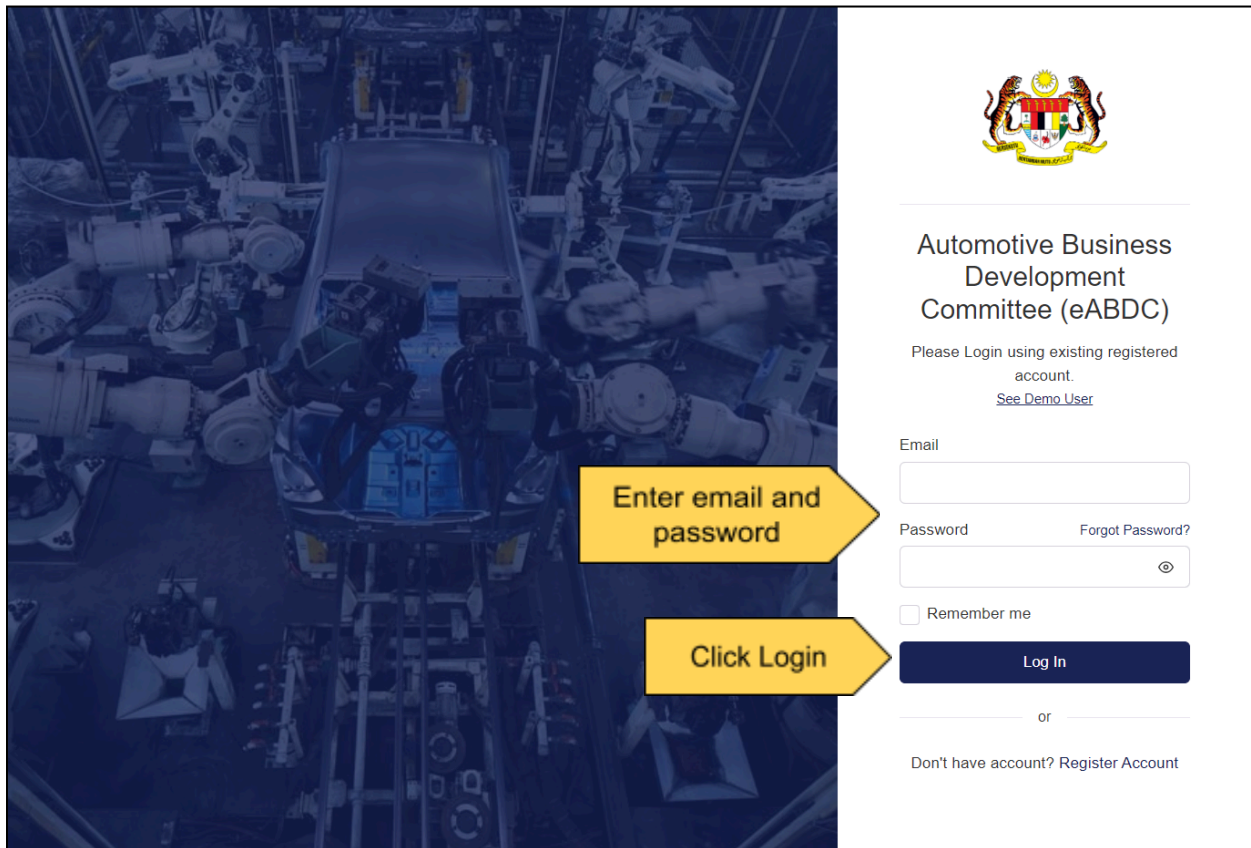
- IV. Fill in the details in the Contract Assembler Details section.
- V. Mandatory parts (*) must be filled in.
- VI. Click the button **Save** to save the information.
- VII. Add multiple Manufacturing License Details by repeating the steps IV - VII in **Step 3b.**

The screenshot shows a web form titled "Industry4WRD Details". It contains a dropdown menu labeled "Industry4WRD *" with the text "Please Select" inside. A yellow arrow points to this dropdown with the text "Choose Industry4WRD". Below this is a section titled "Declaration" which contains a checkbox labeled "I confirm". A yellow arrow points to this checkbox with the text "Tick declaration checkbox". To the right of the checkbox is a blue button labeled "Update". A yellow arrow points to this button with the text "Click Update".

- 5. Fill in the details in Industry4WRD Details.
- 6. User needs to tick the **declaration** checkbox.
- 7. Click the **Update** button to submit the details. The profile will be sent for evaluation.
- 8. An email notification will be sent once the process of evaluation has been carried out.

4.0 REGISTRATION OF ADDITIONAL OFFICER (SUB ACCOUNT)

Info: Registration of additional officers can only be made by a registered Appointed Officer.



The screenshot shows the login interface for the Automotive Business Development Committee (eABDC). The page features the organization's logo at the top, followed by the title 'Automotive Business Development Committee (eABDC)'. Below this, a message states 'Please Login using existing registered account.' with a link to 'See Demo User'. The login form includes fields for 'Email' and 'Password', a 'Forgot Password?' link, a 'Remember me' checkbox, and a 'Log In' button. A dark blue background image of a car assembly line is visible on the left. Two yellow callout boxes with arrows point to the form: one pointing to the email and password fields with the text 'Enter email and password', and another pointing to the 'Log In' button with the text 'Click Login'.

Automotive Business Development Committee (eABDC)

Please Login using existing registered account.
[See Demo User](#)

Email

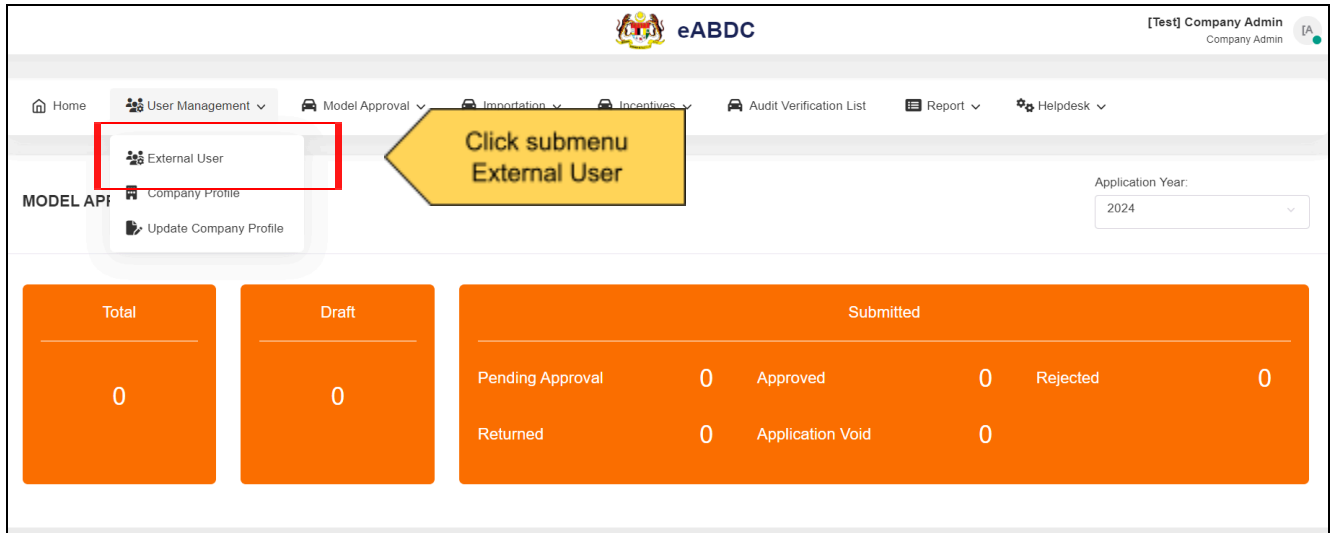
Password [Forgot Password?](#)

☐ Remember me

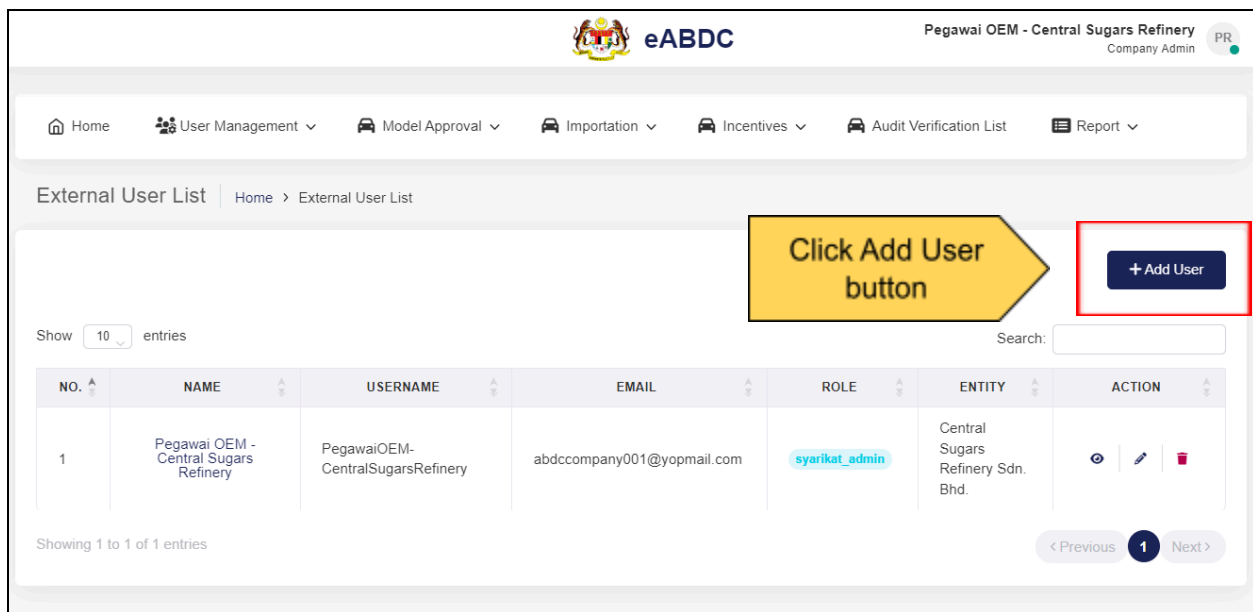
or

[Don't have account? Register Account](#)

1. Appointed Officer enters the **Email** and **Password**.
2. Click the **Login** button.
3. Appointed Officer will be redirected into the system after the login process.



4. In the menu **User Management**, click on the submenu **External User**.



5. Click on the **Add User** button.

6. A pop-up will be displayed.

The screenshot shows a web application window titled "Pegawai OEM - Central" with a "User Information" form. The form includes the following fields and controls:

- FULL NAME ***: Text input field with placeholder "Full Name".
- IC NUMBER ***: Text input field with placeholder "IC".
- EMAIL ADDRESS ***: Text input field with placeholder "Email".
- TELEPHONE NUMBER ***: Text input field.
- POSITION ***: Text input field.
- PASSWORD ***: Password input field with a toggle icon.
- CONFIRM PASSWORD ***: Password input field with a toggle icon.
- ROLE ***: Dropdown menu with "Select value" and a downward arrow.
- STATUS ***: Toggle switch labeled "Inactive" and "Active", currently set to "Active".
- Submit**: A blue button at the bottom right, highlighted with a red box.

A yellow arrow points to the "Submit" button with the text "Click Submit button". Another yellow arrow points to the "Full Name" and "IC" fields with the text "Fill in all details".

7. Fill in the User Information.
8. Mandatory parts (*) must be filled in.
9. Click the **Submit** button.
10. An email notification will be sent to the officer once successfully registered.