

# WESTPORTS (E-TERMINAL PLUS) USER REQUEST FORM



## INSTRUCTIONS

1. Please print out this form via <http://www.eterminal.net.my> and complete in BLOCK LETTERS.
2. Send the completed form via email to [etp\\_registration@westports.com.my](mailto:etp_registration@westports.com.my)
3. For queries on e-Terminal Plus, please contact our e-Terminal Helpdesk at +60 (3) 3169 4085 or email [etp\\_support@westports.com.my](mailto:etp_support@westports.com.my)

## NATURE OF BUSINESS: Please tick (✓) where applicable)

Shipping  Haulier  Forwarders  Customs  Depot   
 Consignee  Warehouse  Shipper  OGA

## COMPANY PARTICULARS

Company Name			
Company Address			
Business Registration No. (For Malaysia Only)			
Department			
Ledger Account		BF License (for e-Gate Pass)	
Telephone No.		Email	

## USER LIST

	User Details		Specify Username		Specify Access (for shpg & fwdg)	Specify Instruction	User Authorization	
	Name		Preferred Username (6 chars) <small>*specify for new request only</small>				Signature	Date
1	NRIC				<input type="checkbox"/> General Enquiry <input type="checkbox"/> e-Do <input type="checkbox"/> e-Submit <input type="checkbox"/> e-Billing <input type="checkbox"/> e-Booking <input type="checkbox"/> e-GatePass (fwdg only)	<input type="checkbox"/> To Create <input type="checkbox"/> To Delete <input type="checkbox"/> To Change <input type="checkbox"/> Reset Password <input type="checkbox"/> Unlock Acc		
	Email		Username <small>*for existing user only</small>					
	Mobile No.							
	Name		Preferred Username (6 chars) <small>*specify for new request only</small>					
2	NRIC				<input type="checkbox"/> General Enquiry <input type="checkbox"/> e-Do <input type="checkbox"/> e-Submit <input type="checkbox"/> e-Billing <input type="checkbox"/> e-Booking <input type="checkbox"/> e-GatePass (fwdg only)	<input type="checkbox"/> To Create <input type="checkbox"/> To Delete <input type="checkbox"/> To Change <input type="checkbox"/> Reset Password <input type="checkbox"/> Unlock Acc		
	Email		Username <small>*for existing user only</small>					
	Mobile No.							
	Name		Preferred Username (6 chars) <small>*specify for new request only</small>					
3	NRIC				<input type="checkbox"/> General Enquiry <input type="checkbox"/> e-Do <input type="checkbox"/> e-Submit <input type="checkbox"/> e-Billing <input type="checkbox"/> e-Booking <input type="checkbox"/> e-GatePass (fwdg only)	<input type="checkbox"/> To Create <input type="checkbox"/> To Delete <input type="checkbox"/> To Change <input type="checkbox"/> Reset Password <input type="checkbox"/> Unlock Acc		
	Email		Username <small>*for existing user only</small>					
	Mobile No.							
	Name		Preferred Username (6 chars) <small>*specify for new request only</small>					
4	NRIC				<input type="checkbox"/> General Enquiry <input type="checkbox"/> e-Do <input type="checkbox"/> e-Submit <input type="checkbox"/> e-Billing <input type="checkbox"/> e-Booking <input type="checkbox"/> e-GatePass (fwdg only)	<input type="checkbox"/> To Create <input type="checkbox"/> To Delete <input type="checkbox"/> To Change <input type="checkbox"/> Reset Password <input type="checkbox"/> Unlock Acc		
	Email		Username <small>*for existing user only</small>					
	Mobile No.							
	Name		Preferred Username (6 chars) <small>*specify for new request only</small>					
5	NRIC				<input type="checkbox"/> General Enquiry <input type="checkbox"/> e-Do <input type="checkbox"/> e-Submit <input type="checkbox"/> e-Billing <input type="checkbox"/> e-Booking <input type="checkbox"/> e-GatePass (fwdg only)	<input type="checkbox"/> To Create <input type="checkbox"/> To Delete <input type="checkbox"/> To Change <input type="checkbox"/> Reset Password <input type="checkbox"/> Unlock Acc		
	Email		Username <small>*for existing user only</small>					
	Mobile No.							
	Name		Preferred Username (6 chars) <small>*specify for new request only</small>					

## REQUESTOR DETAILS

Name		Company Stamp	
Designation		<small>*mandatory</small>	
Signature		Date	

## OTHER CHANGE/REQUEST

(Please specify)

Important: By the signing above, we agree to be bound by the Terms and Conditions of Westports (e-Terminal Plus) which contains Disclaimer and Exclusion of Liability Provisions in favour of Westports Malaysia. Westports CSIT team shall process this application form and respond within (1) working day from date of receipt provided all information is complete and free from error.