



PROSES PEMBELIAN DAN KEMAS KINI KUOTA



PROSES PEMBELIAN & KEMAS KINI KUOTA

1) Pemaju mendaftar Kod Pemaju

ke dalam HIMS

2) Emel permohonan kuota

(Unit & Tempoh) kepada

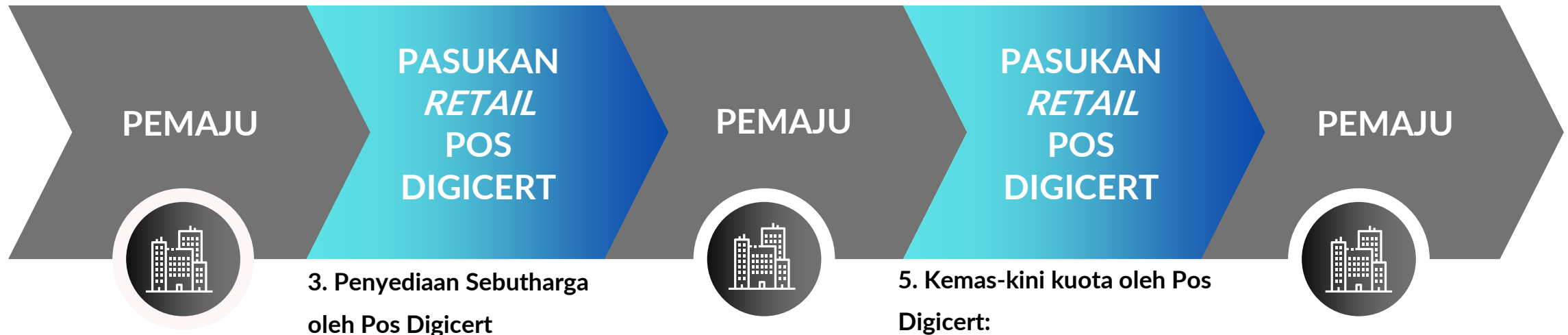
kpkt.retail@posdiger.com.my

POS Diger

4. Hantar pesanan
pembelian (PO) / bukti
pembelian

POS Diger

6. Semak baki kuota di
dalam Sistem HIMS



3. Penyediaan Sebutharga
oleh Pos Diger

5. Kemas-kini kuota oleh Pos
Diger:

- Maklumkan kepada Jabatan Kewangan
- Jabatan Kewangan menghantar invois dan DO kepada pemaju

POS Diger



PROSES PEMBELIAN & KEMAS KINI KUOTA

NO.	PROSES	ULASAN	TINDAKAN OLEH	ANGGARAN TEMPOH
1.	Daftar Kod Pemaju dalam HIMS	Pemaju log masuk ke sistem HIMS dan mendaftar Kod Pemaju dalam Pos Digidert.	Pemaju	1-2 Jam
2.	Permohonan Kuota (Unit & Tempoh)	Pemaju menghantar emel permohonan kuota (sah laku 1 bulan & 1 tahun) ke kpkt.retail@posdigidert.com.my , termasuk bilangan unit yang diperlukan.	Pemaju	1-2 Jam
3.	Sebut Harga daripada Pos Digidert	Pos Digidert menyemak permohonan dan menyediakan sebut harga kepada pemaju berdasarkan maklumat yang dihantar.	Pos Digidert	1-2 Hari Bekerja
4.	Hantar Pembayaran / Pesanan Pembelian	Pemaju menghantar emel Pesanan Pembelian (PO), bukti pembayaran, atau resit pembayaran kepada Pos Digidert.	Pemaju	1-14 Hari Bekerja
5.	Kemas Kini Kuota oleh Pos Digidert	Selepas menerima pengesahan pembayaran, Pos Digidert mengemas kini kuota, memaklumkan kepada Jabatan Kewangan, dan menghantar Invois / Surat Penghantaran (DO) kepada Pemaju.	Pos Digidert	1-2 Hari Bekerja
6.	Semak Baki Kuota dalam HIMS	Pemaju menyemak baki kuota terkini dalam sistem HIMS dan meneruskan tindakan seterusnya.	Pemaju	1-2 Hari Bekerja



LANGKAH PERTAMA

1. Pemaju menghantar emel kepada pihak Retail KPKT untuk meminta sebut harga bagi pembelian kuota sijil digital bagi sistem HIMS.

From: [REDACTED]
Sent: Monday, November 3, 2025 9:09 AM
To: [REDACTED]
Subject: Pos Digicert Quotation For HIMS eSPA Project

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

[EXTERNAL EMAIL]: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sales Team,

Referring to the above subject, I would like to purchase / apply Digital Certificate of House Buyer and House Developer for Mutiara Biopolis Developments Sdn Bhd.

Kindly please provide us the Quotation and required documents for this purchase.

Your attention and prompt response on this email is highly appreciated.

Thank you.

Regards
[REDACTED]



LANGKAH KEDUA

RE: Pos Digicert Quotation For HIMS eSPA Project



kpkt.retail@posdigicert.com.my

To

Cc

kpkt.retail@posdigicert.com.my

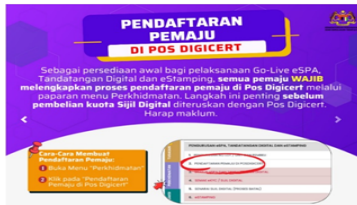
Dear

Thank you for contacting Pos Digicert Sdn. Bhd.

Kindly be informed that you are required to register first with HIMS under “PENDAFTARAN PEMAJU DI POS DIGICERT” within the HIMS system.

Then, you may proceed with the purchase at any time.

Please refer to the [user manual](#) for guidance on the registration process.



To proceed with your request for purchasing Pos Digicert Digital Certificates, kindly provide the following information.

Once we have received your update, we will promptly respond with an official quotation along with the necessary guidelines.

Kindly note that your purchased quota will only be used after the existing HIMS quota from KPKT has been fully utilized.

Kindly note that your purchased quota will only be used after the existing HIMS quota from KPKT has been fully utilized.

Please fill in the following:

1. Developer Code	
2. Company Registered Name	
3. Company Registered Address	
4. Company Corresponding Address	
5. Company Email	
6. Company Tel. No	
7. Contact Person / PIC in relation to the project and his/her email address	
8. Quantity of Digital Certs Requested:	
a. Purchaser (1 month validity)	units
b. House Developer / Landowner (12 months validity)	units

If you have any further questions, please feel free to reach out to us.

Thank you.

2. Pihak Retail KPKT meminta pihak pemaju untuk mengisi maklumat bagi Syarikat Pemaju serta jumlah kuota sijil digital yang diperlukan.



LANGKAH KETIGA



From: [REDACTED]
Sent: Monday, November 3, 2025 1:58 PM
To: kpkt.retail@posdigicert.com.my
Cc: [REDACTED]
Subject: RE: Pos Digicert Quotation For HIMS eSPA Project

You don't often get email from [REDACTED]

[EXTERNAL EMAIL]: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sales Team,

Please refer to the following for required information:

1. Developer Code	[REDACTED]
2. Company Registered Name	
3. Company Registered Address	
4. Company Corresponding Address	
5. Company Email	
6. Company Tel. No	
7. Contact Person / PIC in relation to the project and his/her email address	
8. Quantity of Digital Certs Requested:	
a. Purchaser/ Witness (1 month validity)	20 units
b. House Developer / Landowner (12 months validity)	3 units

3. Pemaju menghantar maklumat syarikat Pemaju dan bilangan sijil digital yang diperlukan kepada pihak Retail KPKT bagi penyediaan sebut harga tersebut.

From: kpkt.retail@posdigicert.com.my <kpkt.retail@posdigicert.com.my>
Sent: Monday, 3 November, 2025 2:45 PM
To: [REDACTED]
Cc: sales [REDACTED]
Subject: RE: Pos Digicert Quotation For HIMS eSPA Project

Dear [REDACTED]

Please find attached the official quotation for the Digital Certificates under the eSPA HIMS project.

If you agree with the quotation, kindly proceed by submitting the following documents:

1. Payment Advice / Purchase Order (PO)
2. Billing Information Form – Required for payments made via Cheque, Bank-In, Cash, Credit Card, Online Transfer, or Payment Voucher.
3. Credit Application Form – Required for payments made via Purchase Order (PO), Local Order (LO)

User Onboarding Process

Please note that all Malaysian individuals will need to activate their Digital Certificates via eKYC using our iDsaya mobile application.

The app can be downloaded from:

- Apple App Store (iOS)
- Google Play Store (Android)
- Huawei AppGallery

For non-Malaysian individuals (without a Malaysian phone number) or OKU applicants, activation will be done through manual verification. Please submit the following:

- Individual Application Form (attached)
- Copy of Passport
- Letter of Authorization (LOA) (attached)

Processing Time

The application process typically takes 3–5 working days.

Once submitted and verified, the allocated quota will be reflected in the HIMS KPKT System.

For further clarification or assistance, please do not hesitate to contact us at kpkt.retail@posdigicert.com.my

Pihak Retail menyediakan sebut harga tersebut dan menghantar sebut harga kepada pemaju beserta prosedur permohonan sijil digital bagi pengguna BUKAN rakyat Malaysia yang TIDAK mempunyai nombor telefon Malaysia dan pengguna yang OKU.



QUOTATION FORM		SST NO : W24180831021472
Date : 3 November, 2025	Ref. No: PDSB/2025/11/eSPA HIMS KPKT	
Att : To		
Tel. :		
Email :		

We are pleased to quote you the following:

NO.	DESCRIPTION	PRICE/ UNIT (RM)	QTY	TOTAL (RM)	
				SUBTOTAL	
1	AATL Individual Roaming Certificate (1 Month Validity) - Individual Certificate for 1 Month Validity - Individual Certificate for House Buyer / Witnesses - For eSPA HIMS KPKT Project - Price include eKYC onboarding via iDsaya Mobile Apps - Unlimited Signing (1 Month)	35.00	20	700.00	
2	AATL Individual Roaming Certificate (1 Year Validity) - Individual Certificate for 1 Year Validity - Individual Certificate for House Developer / Witnesses / Land Owner - For eSPA HIMS KPKT Project - Price include eKYC onboarding via iDsaya Mobile Apps - Unlimited Signing (1 Year)	100.00	3	300.00	
SUB TOTAL (RM)				1,000.00	
SST (8%)				80.00	
GRAND TOTAL (RM)				1,080.00	



Contoh Sebutharga

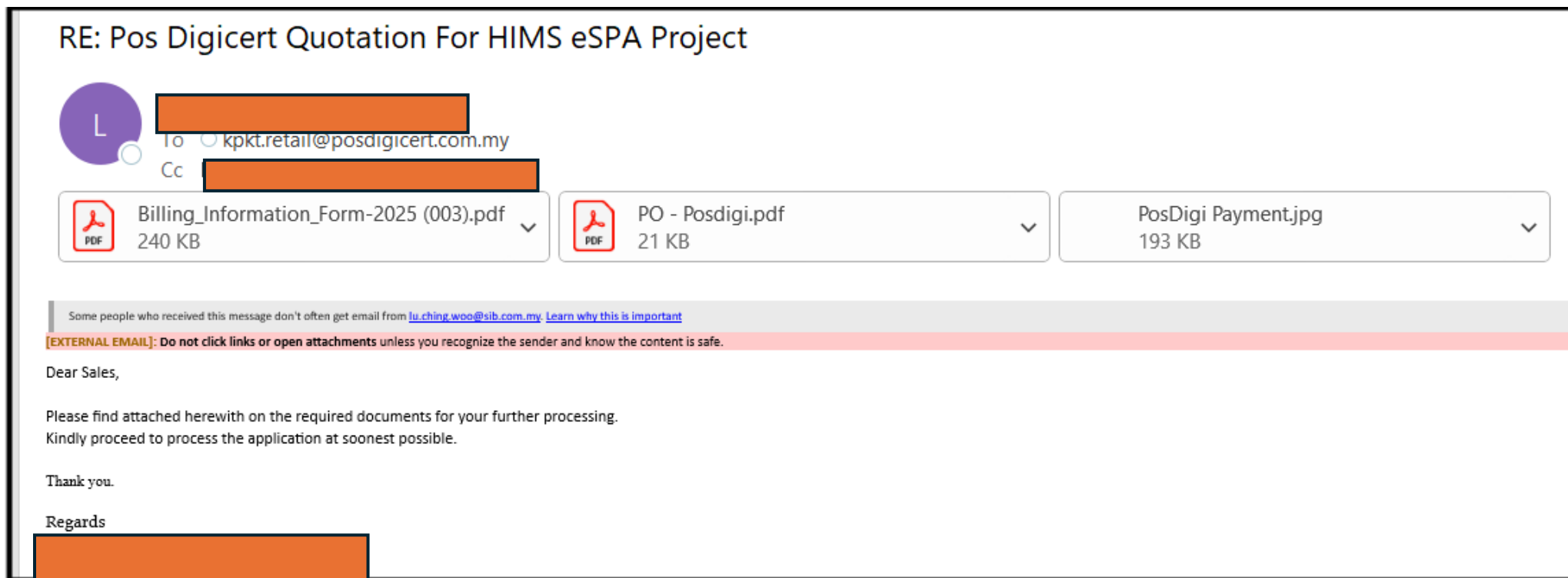
Kaedah Pembayaran adalah seperti berikut:

- Pembayaran melalui Pesanan Belian (Purchase Order, PO)
- Pembayaran melalui Pembayaran Dalam Talian (Pindahan Bank)
- Pembayaran melalui Kad Kredit (dibuat di kaunter POS Digicert)



LANGKAH KEEMPAT

4. Pemaju menghantar dokumen yang lengkap dan bukti pembayaran bagi pembelian kuota sijil digital tersebut kepada pihak Retail KPKT.





LANGKAH KELIMA

5. Pasukan *Retail* Pos Digidigert mengisi kuota sijil digital Pemaju dalam sistem dan memaklumkan kepada Pemaju bahawa kuota telah dimasukkan dalam sistem HIMS.

RE: Pos Digidigert Quotation For HIMS eSPA Project



kpkt.retail@posdigidigert.com.my

To [REDACTED]
Cc [REDACTED]

kpkt.retail@posdigidigert.com.my

Dear [REDACTED]

Thank you for providing the Payment and the Billing Information Form.

We will forward the documents to our Finance Team, and the official invoice will be issued accordingly.

Please be informed that the quota has been updated as follows:

DEVELOPER CODE	[REDACTED]
DEVELOPER COMPANY NAME	[REDACTED]
AATL Individual Roaming Certificate (1 Month Validity)	20
AATL Individual Roaming Certificate (1 Year Validity):	3

You may verify the updated quota in the HIMS portal, as illustrated in the example below.

Should you need any further clarification, please contact us at kpkt.retail@posdigidigert.com.my.



LANGKAH KEENAM

6. Pihak Retail KPKT menghantar maklumat berserta dokumen yang diperlukan bagi pembelian kuota sijil digital kepada pihak kewangan Pos Digicert bagi penyediaan invois kepada Pemaju.

FW: Pos Digicert Quotation For HIMS eSPA Project

kr

kpkt.retail@posdigicert.com.my

To finance

Cc kpkt.retail@posdigicert.com.my

Billing_Information_Form-2025 (003).pdf

240 KB

▼

Quotation Digital Certificate for eSPA HIMS KPKT

240 KB

▼

PosDigi Payment.jpg

193 KB

Dear Finance Team,

Please assist in issuing a tax invoice for [REDACTED]

I have attached Proof of Payment and Billing Information Form for you to look over.

DEVELOPER CODE	[REDACTED]
DEVELOPER COMPANY NAME	
PROOF OF PAYMENT	
QUOTATION NO	
TOTAL QUANTITY	23
AATL Individual Roaming Certificate (1 Month Validity)	20
AATL Individual Roaming Certificate (1 Year Validity)	3

Please note that the quota for MUTIARA BIOPOLIS DEVELOPMENTS SDN. BHD. has been updated in our MYCRS system, as shown in the attached screenshot.

299	18-11-25 09:31 AM	[REDACTED]	[REDACTED]	12	NEW	3	0	No	DELETE
300	18-11-25 09:31 AM	[REDACTED]	[REDACTED]	12	RENEW	3	0	No	DELETE
301	18-11-25 09:32 AM	[REDACTED]	[REDACTED]	1	NEW	20	0	No	DELETE
302	18-11-25 09:32 AM	[REDACTED]	[REDACTED]	1	RENEW	20	0	No	DELETE

Should you need any further clarification, please contact us at kpkt.retail@posdigicert.com.my.

Terima Kasih



kpkt.retail@posdigicert.com.my

03-8800 8008

www.posdigicert.com.my
