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Department of Standards Malaysia
ACCREDITATION CIRCULAR 3/2020 AMD. 2

**STANDARDS MALAYSIA REQUIREMENTS FOR THE MANAGEMENT OF
PAYMENTS OF STANDARDS MALAYSIA'S FEES**

A. Introduction and scope

1. This circular is to provide accredited/applicant Conformity Assessment Bodies (CABs) on the requirements for the management of payments of Standards Malaysia's fees.
2. This circular cancels and replaces Accreditation Circular 3/2020.

B. Standards Malaysia payment process

1. As you are aware, Standards Malaysia issues three (3) types of fees:
 - i. Application fee
 - ii. Assessment fee based on the number of assessors x days
 - iii. Annual fee

For the details of each fee, please refer to Standards of Malaysia (Fee) Regulations 2018 that is available on Standards Malaysia's website, www.jsm.gov.my.

2. Effective 1st **September 2020**, Standards Malaysia's payment process flow is as follows:

FEE PAYMENT PROCESS FLOW



■ Standards Malaysia

■ CAB

***Note:**

1. For CABs besides government CABs using ePerolehan - within 30 days from the date of invoice;
2. For government CABs using ePerolehan - within 14 days from the date of invoice.

3. Please take note that **Quotation is issued only upon request**. During the process of payment for assessment fee or annual fee, the quotation shall be requested **at least 7 days prior** to the date of the assessment or due date of annual fee (date and month of accreditation).
4. For **assessment fee, Purchase Order (PO)** (where applicable) needs to be delivered to Standards Malaysia at least **three (3) days** prior to the date of the assessment. Failure to deliver the PO within the stipulated time may result in the following:
- a. the **cancellation** of the assessment. The assessment will need to be rescheduled to a later date when the PO can be completed.
5. The CAB **SHALL** bare all the costs incurred such as transportation, accommodation and related costs should the assessment be cancelled scheduled if the situation as per para 4 applies.
6. **Delivery Order (DO) is a new process**. For assessment fee payment process, DO will only be emailed to CAB once the PO (where applicable) has been received within the stipulated time as stated in para 4. Please take note on the actions need to be taken by the CAB with regards to the DO in **Annex 1**.
7. Details of the payment process flow for each type of fees is as per **Annex 1**.

C. Method of payment

No.	Payment Method	Payment
1.	Cheque	<p>a) Payment of invoice by Cheque shall be made payable to : “KETUA PENGARAH, JABATAN STANDARD MALAYSIA”;</p> <p>b) For Cheques sent BY MAIL, shall be sent together with a copy of the invoice to the following address:</p> <p style="padding-left: 40px;">Bahagian Khidmat Pengurusan Jabatan Standard Malaysia Level 7, Tower 2, Menara Cyber Axis Jalan Impact, Cyber 6 63000 CYBERJAYA, SELANGOR (u.p.: Pn. Siti Sarah Allea binti Rosli)</p> <p>c) For Cheques sent BY HAND shall be sent to Ms. Nurul Syafiqah binti Ahmad, Level 5, Tower 2, Menara Cyber Axis, Jalan Impact, Cyber 6, 63000, Cyberjaya, Selangor.</p> <p>d) Cheques CANNOT be deposited through the CDM machine/ counter.</p>
2.	Online transfer/ Electronic Funds Transfer (EFT)	<p>a) It is COMPULSORY for the following information (refer to invoice) to be entered everytime payment is made using online transfer or EFT. Please enter the number only without the word “No. Invois” or “No. Pelanggan”. The information are as follows:</p> <p style="padding-left: 40px;">i. No. Invois: 21***** ii. No. Pelanggan: 60005*****</p> <p>Should there be space limitations, it is suffice to fill in the <i>No. Invois</i>.</p> <p>b) Email invacc@jrm.gov.my in the recipient email to ensure that we receive remittance advice everytime payment has been made.</p>
3.	ePerolehan (For government agencies only)	<p>a) Proceed with invitation (<i>pelawaan</i>) in ePerolehan.</p>

No.	Payment Method	Payment
		b) Email invacc@jms.gov.my : <ol style="list-style-type: none"><li data-bbox="778 331 1318 405">i. once invitation or any action in ePerolehan has been made; and<li data-bbox="778 405 1369 517">ii. to ensure that we receive remittance advice everytime payment has been made.

D. Standards Malaysia account details for online transfer/Electronic Funds Transfer (EFT)

1. Standards Malaysia's account details for online transfer/Electronic Funds Transfer (EFT) is as per **Annex 2**.
2. Should your CAB require a copy of the bank statement, please email invacc@jms.gov.my.

E. Use of iGFMAS for issuance of invoices

1. Effective **1st August 2019**, Standards Malaysia has been using the Government Financial Management Accounting System (**iGFMAS**) for issuance of its invoices.
2. All invoices will be issued in **soft copy** and **sent through email. No hard copy of invoices will be provided.**
3. The invoice is electronically generated through iGFMAS. Please look out for an email titled "Lampiran Invois/Nota Debit/Nota Kredit". This email is your invoice sent through iGFMAS. **No verification stamp is required.**
4. As the invoices will be sent through email, your CAB is required to:
 - a. provide a valid **email address** to whom the invoices should be addressed to, and to inform invacc@jms.gov.my of this email address so that we can update our database accordingly. Please take note that only **ONE** email can be registered in the iGFMAS system to receive the invoice; and
 - b. ensure **any changes of email address** are notified to invacc@jms.gov.my **as soon as possible** to avoid any inconvenience in the future.

5. For those who require Standards Malaysia to send the invoices through their **system**, please inform and provide Standards Malaysia with the **link and the manual** for our guidance to invacc@jst.gov.my so that the invoices can be successfully sent through your system.

F. Sanctions

Failure to pay within the required time line (i.e. 30 days for CABs besides governmental CABs using ePerolehan, 14 days for governmental CABs using ePerolehan) may result in the following:

- a. Cancellation of upcoming assessment;
- b. Withhold new/revised scope and/or certificate;
- c. Suspension of accreditation
- d. Withdrawal of accreditation

G. Disclaimer

1. Please kindly review the invoices issued to your CAB to ensure:
 - a. The invoice **amount is correct**;
 - b. There are **NO double invoices**; and
 - c. The CAB **DOES NOT pay for the same invoice twice**.

If you have belatedly found one of the abovementioned, Standards Malaysia will not refund the excess fees paid. The excess fees paid will be brought forward to pay for the upcoming invoices.

2. Standards Malaysia **shall not be held responsible** for any failure of the CAB to adhere to this circular starting from the date of publication of this circular.

H. Implementation Date

This circular is effective immediately from the date of publication.

Approved by,

**Director of Accreditation
For the Director General
Department of Standards Malaysia**

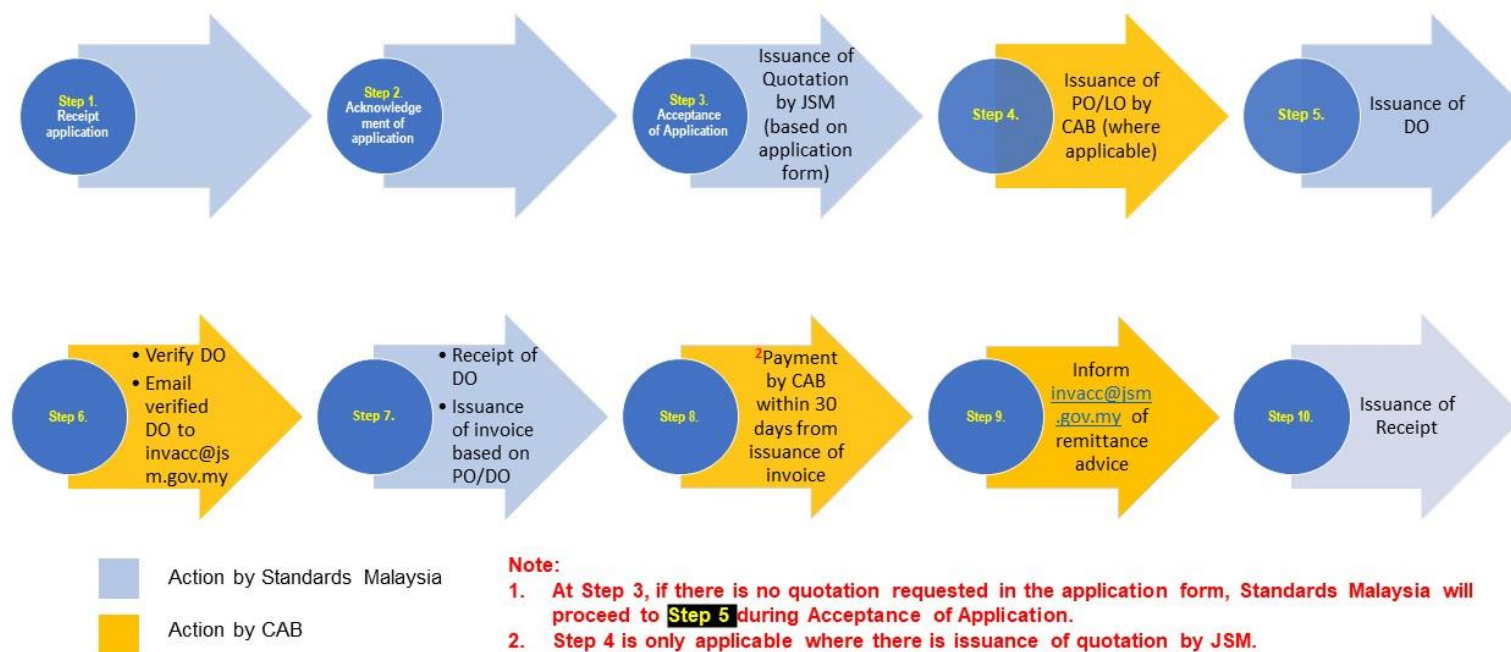
Date: 9 June 2022

PAYMENT PROCESS FLOW FOR EACH TYPE OF FEES:

1A. PAYMENT PROCESS FLOW FOR APPLICATION FEES

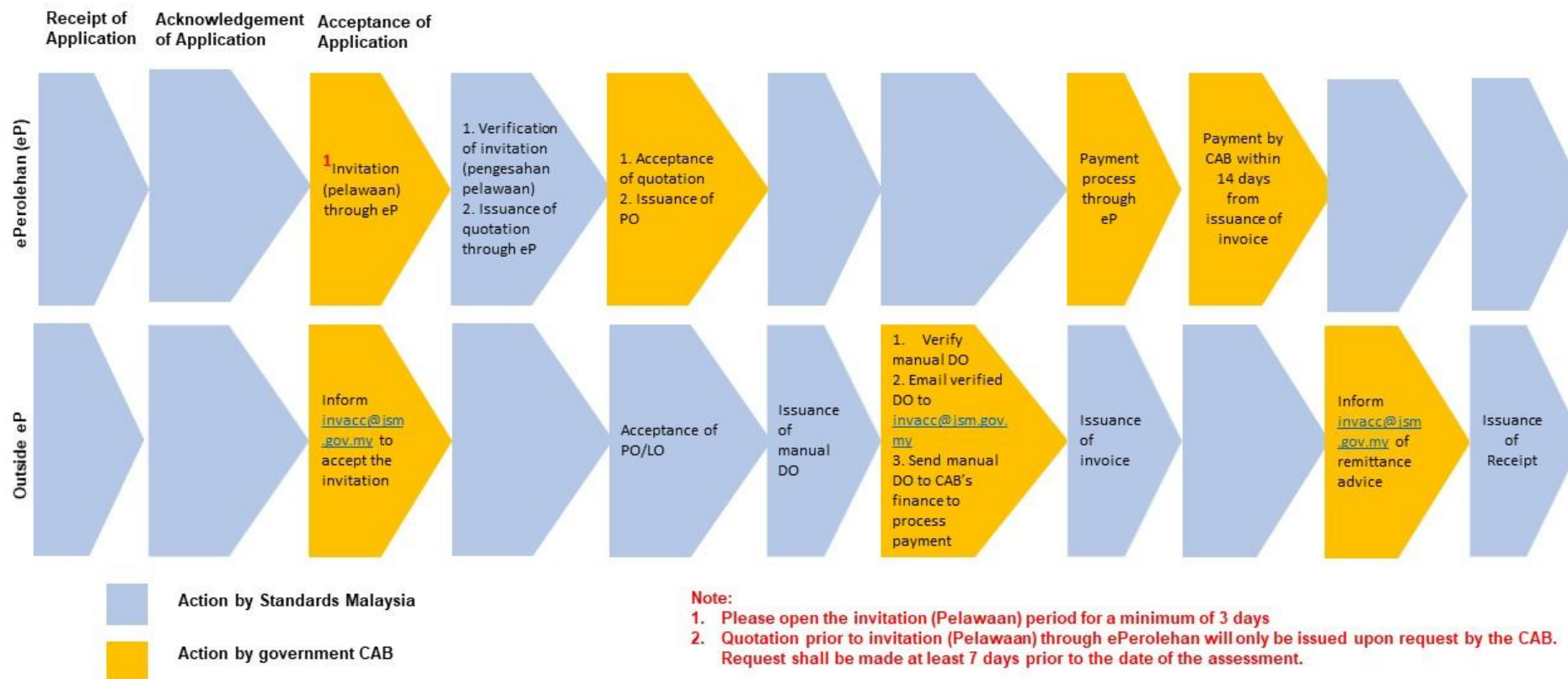
1A.i. For CABs besides governmental CABs using ePerolehan

APPLICATION FEES PAYMENT PROCESS FLOW



1A.ii. For governmental CABs using ePerolehan

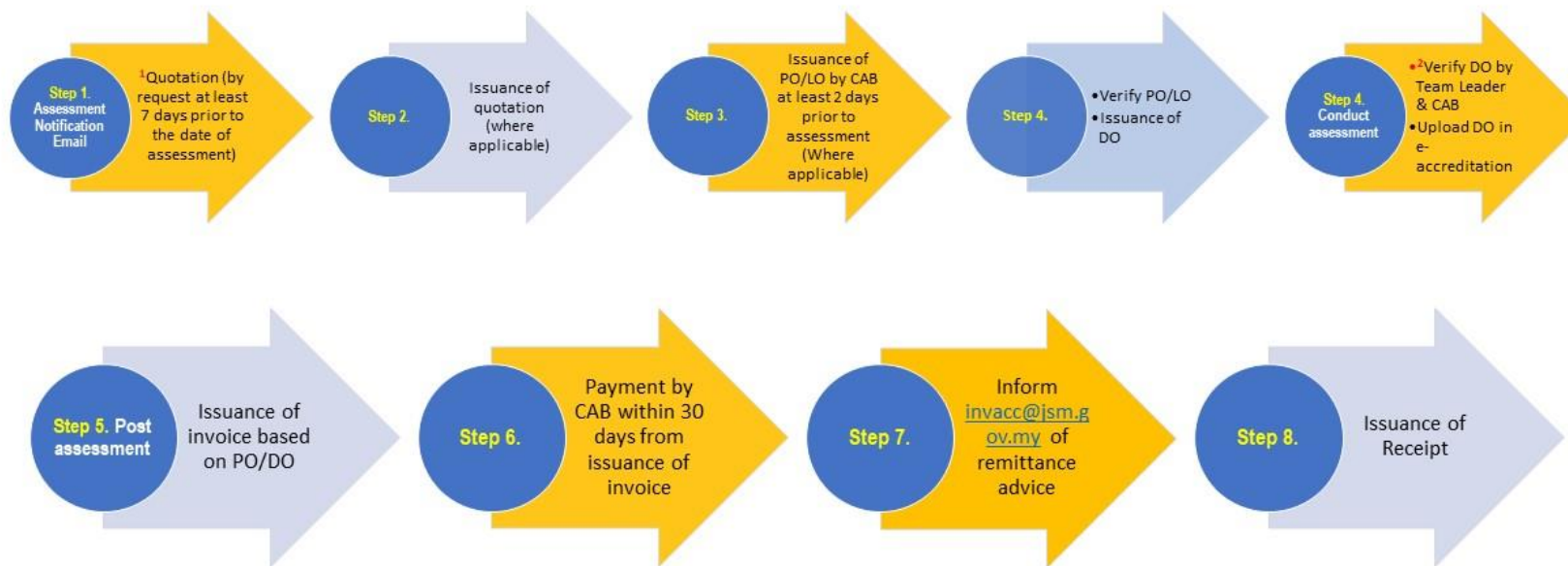
APPLICATION FEES PAYMENT PROCESS FLOW (GOVERNMENT CABs USING ePEROLEHAN)



1B. PAYMENT PROCESS FLOW FOR ASSESSMENT FEES

1B.i. For CABs besides governmental CABs using ePerolehan

ASSESSMENT FEES PAYMENT FLOW CHART



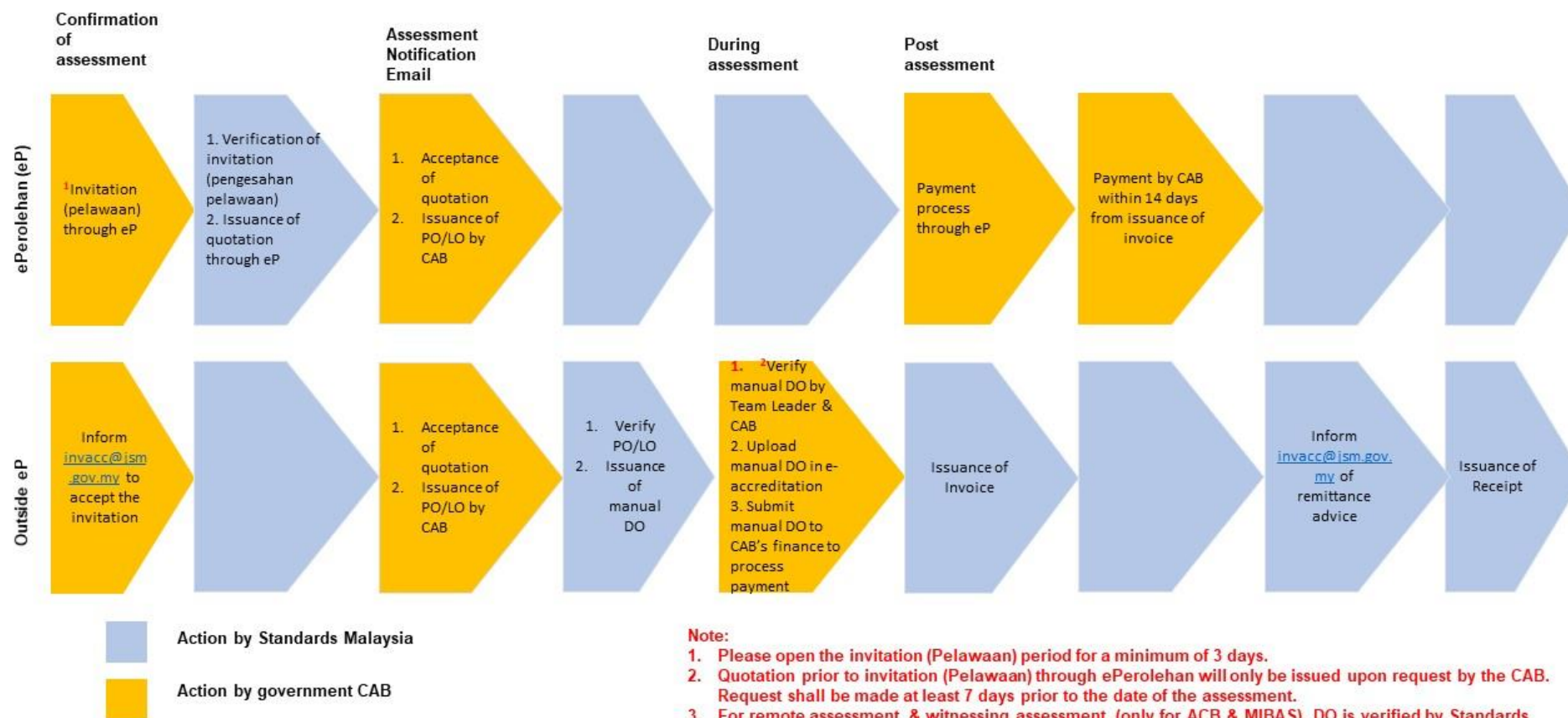
- Action by Standards Malaysia
- Action by CAB

Note:

1. If there is no quotation requested, CAB to continue to **step 4.**
2. For remote assessment & witnessing assessment (only for ACB & MIBAS), DO is verified by Standards Malaysia and CAB.

1B.ii. For governmental CABs using ePerolehan

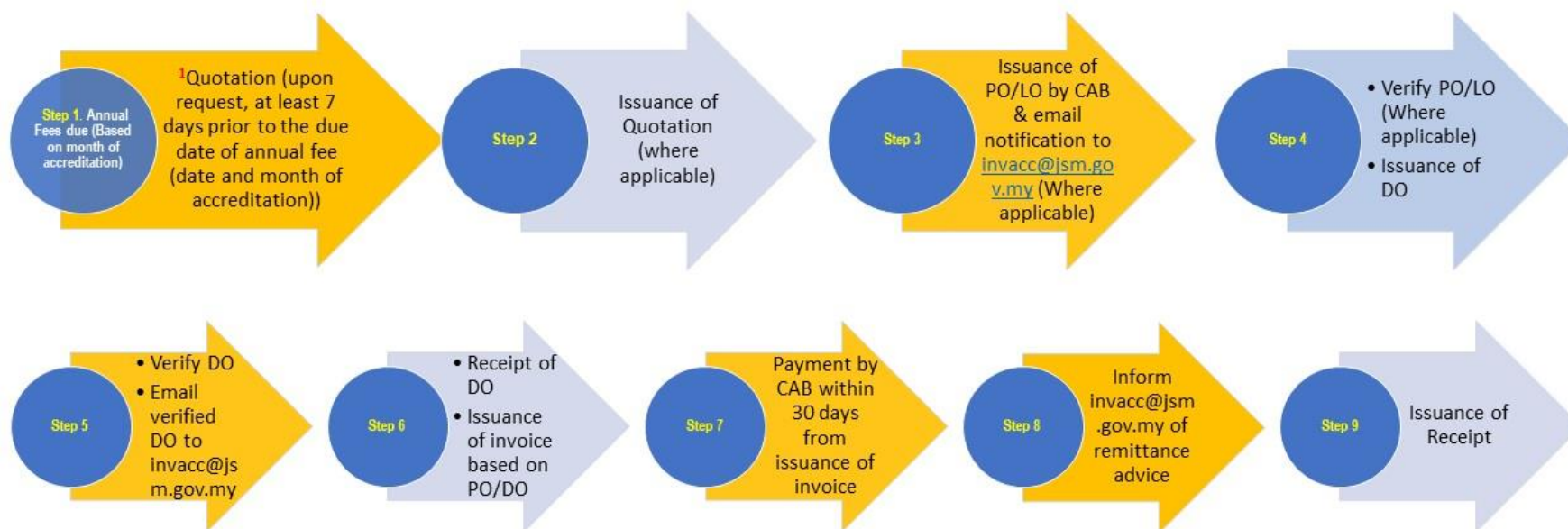
ASSESSMENT FEES PAYMENT PROCESS FLOW (GOVERNMENT CABS USING ePEROLEHAN)



1C. PAYMENT PROCESS FLOW FOR ANNUAL FEES

1C.i . For CABs besides governmental CABs using ePerolehan

ANNUAL FEES PAYMENT PROCESS FLOW

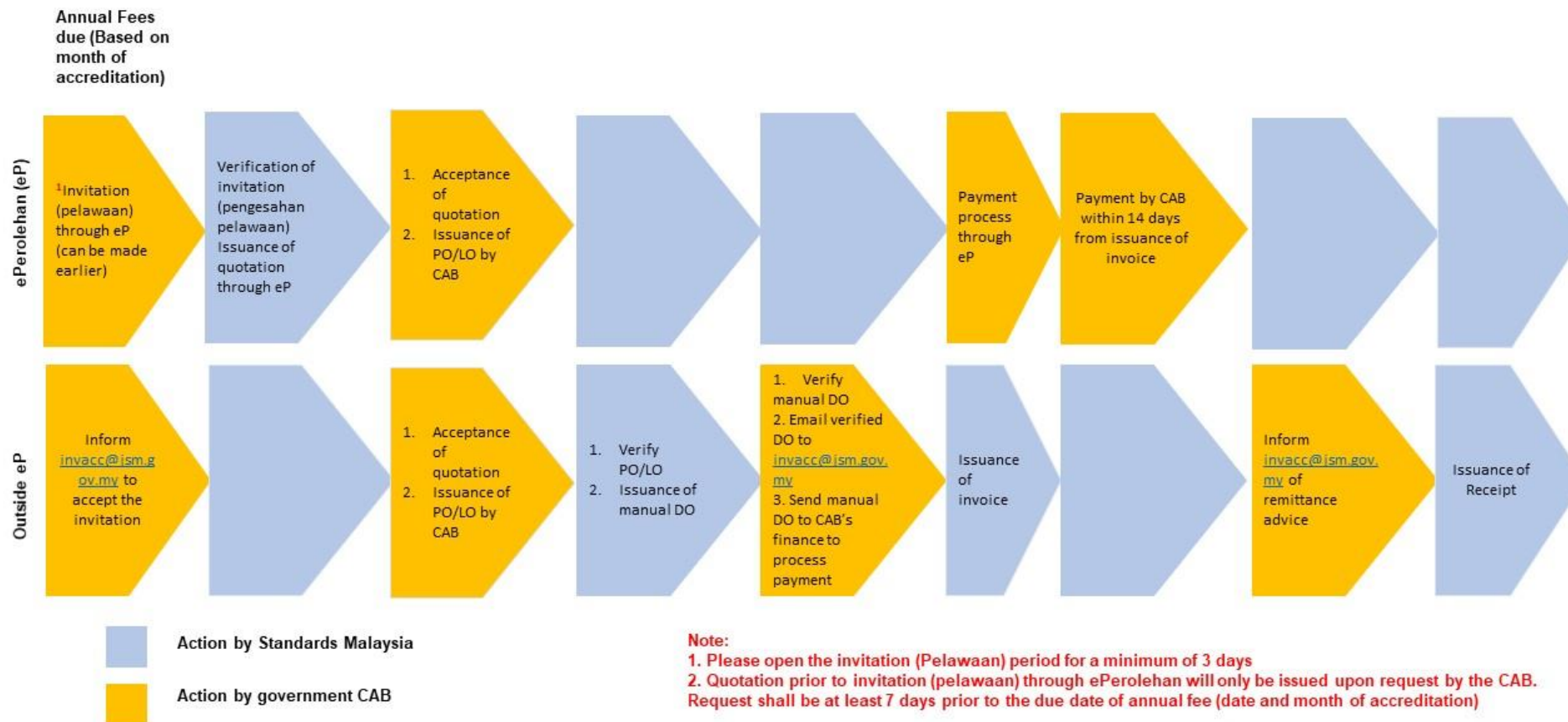


- Action by Standards Malaysia
- Action by CAB

Note
 1. If there is no quotation requested, Standards Malaysia will proceed to issue DO during Annual Fees due.

1C.ii. For governmental CABs using ePerolehan

ANNUAL FEES PAYMENT PROCESS FLOW (GOVERNMENT CABs USING ePEROLEHAN)



1. DETAILS OF DEPARTMENT OF STANDARDS MALAYSIA (STANDARDS MALAYSIA'S) BANK ACCOUNT FOR ONLINE TRANSFER/ELECTRONIC FUNDS TRANSFER (EFT)

Department of Standards Malaysia (Standards Malaysia) is a government agency under the purview of Ministry of International Trade and Industries (MITI). In line with this, we are using **MITI's account bank** to receive payments using online transfer/EFT since we do not have our own account.

The details of the bank account are as follows:

Account Name: AKAUNTAN NEGARA MALAYSIA-MITI-T
Account Number: 86-0265657-6
Business ID: SPA3B01JLD1040
Bank Name: CIMB ISLAMIC BANK BERHAD
Address: Jalan Duta, Kuala Lumpur
SPICK Code:4414182
SWIFT Code: CTBBMYKL

We confirm that we are authorised to operate the account represented by the details as shown above.