User Manual for e-DIK System

(Applicant)

1. Registration as Importer & Manufacturer of Electrical Equipment / Pendaftaran Pengimport & Pengilang Kelengkapan Elektrik

2. Registration as Conformity Assessment Body / Pendaftaran sebagai Badan Penilaian Pematuhan

3. QR Code Generation for Energy Efficiency Label / Penjanaan Kod QR untuk Label Cekap Tenaga

Version 3.0

Date: 14th Jan 2026

Prepared By:

Dagang Net Technologies Sdn Bhd

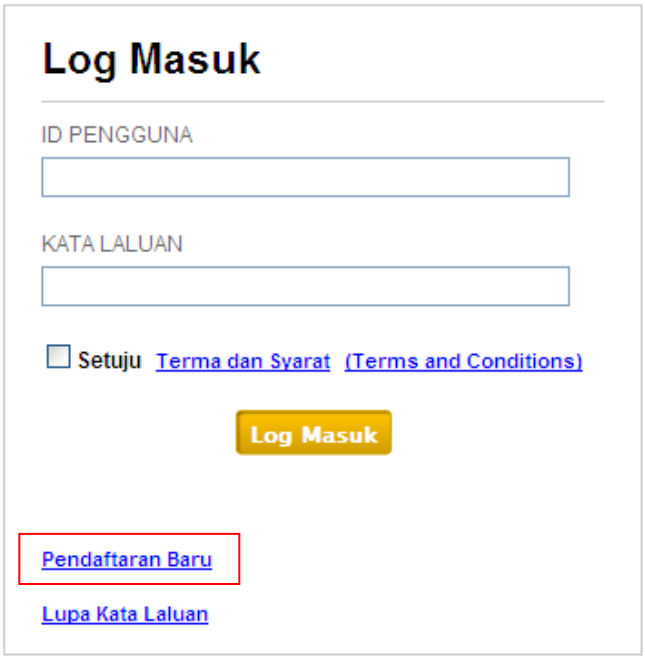
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1.0 New Registration

1.1 Create Login

1.1.1 Click on “Pendaftaran Baru” from landing page.



1.1.2 Enter User ID and click ‘Semak’ to check is the user id has been used in the system. Enter login information then click “Seterusnya” to proceed.

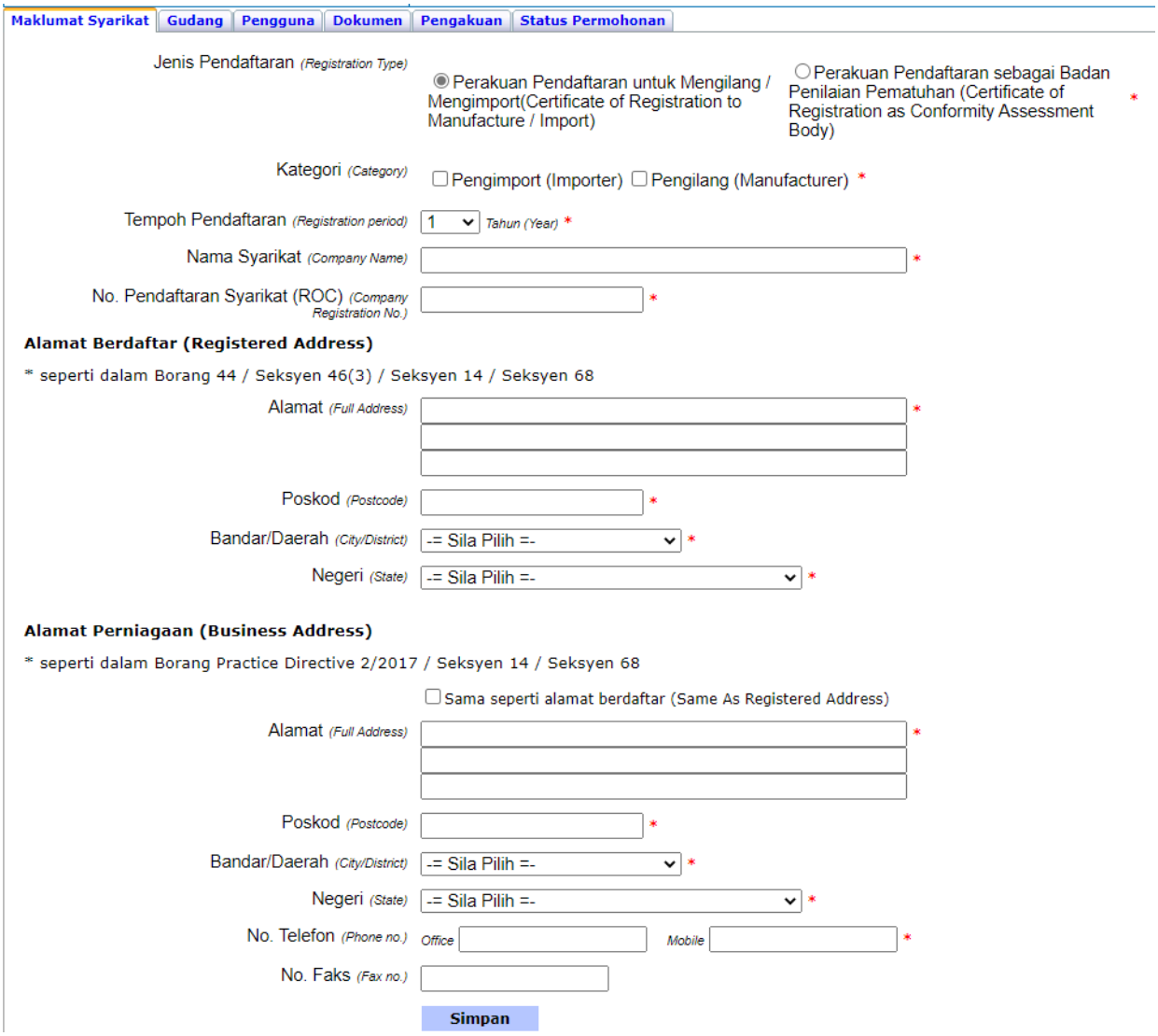


*Note: text box with red star * means mandatory to enter.*

1.2 Register as Importer / Manufacturer

1.2.1 Select Registration type “Perakuan Pendaftaran untuk Mengilang / Mengimport (Certificate of Registration to Manufacture / Import)”

1.2.2 Enter company information at tab “Maklumat Syarikat”, click “Simpan” to save the information.



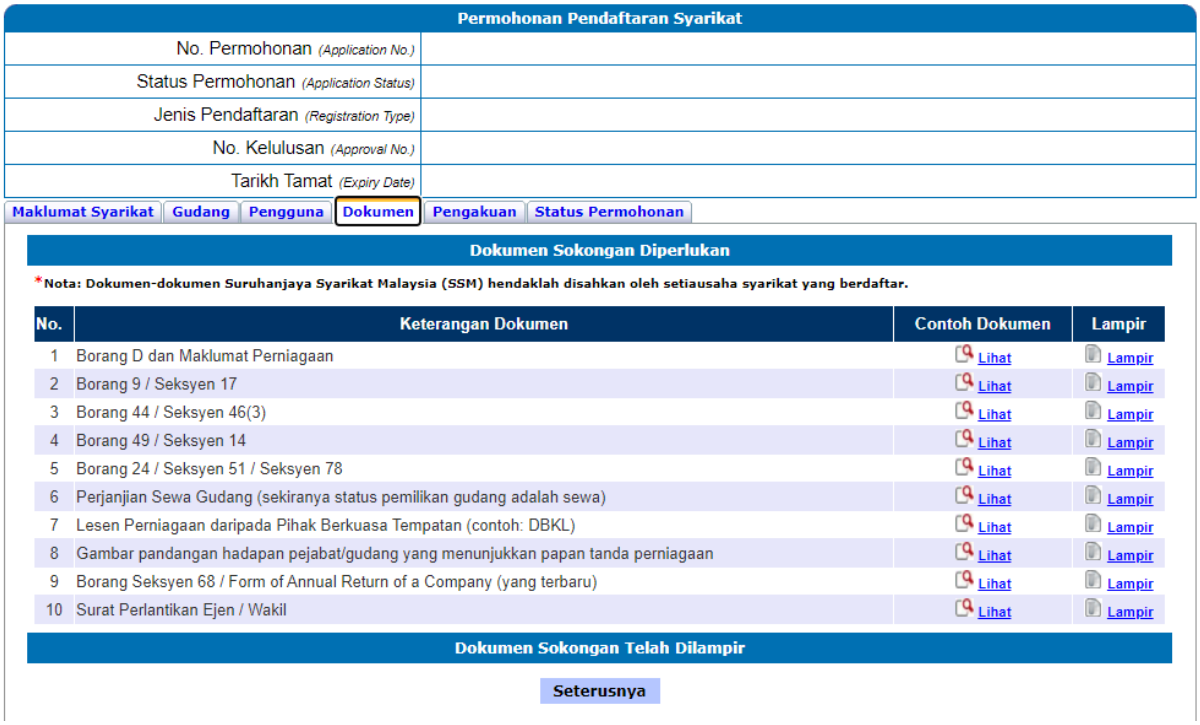
1.2.3 Enter warehouse information at “Gudang”, then click “Simpan”.

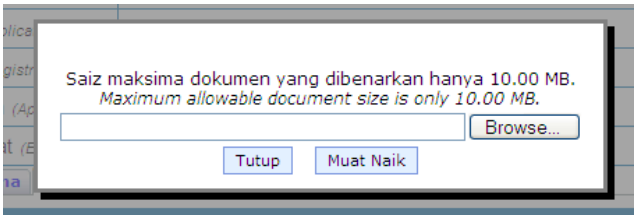


1.2.4 Enter applicant information at “Pengguna”, then click “Simpan” to save.

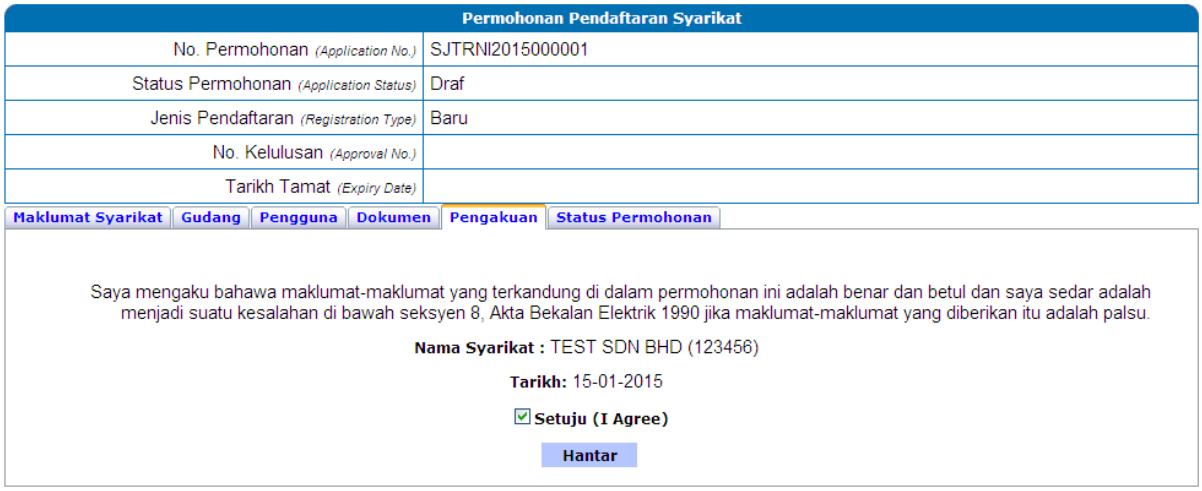


1.2.5 Attach supporting document at “Dokumen”. Click on “Lihat” can view the sample document, Click on “Lampir” to browse for file to upload, then click “Muat Naik” to upload the file.





1.2.6 Check on “Setuju (I Agree)” then click on “Hantar” to submit the application at tab “Pengakuan”.



Permohonan Pendaftaran Syarikat

No. Permohonan *(Application No.)*	SJTRNI2015000001
Status Permohonan *(Application Status)*	Draf
Jenis Pendaftaran *(Registration Type)*	Baru
No. Kelulusan *(Approval No.)*	
Tarikh Tamat *(Expiry Date)*	

Maklumat Syarikat | Gudang | Pengguna | Dokumen | Pengakuan | Status Permohonan

Saya mengaku bahawa maklumat-maklumat yang terkandung di dalam permohonan ini adalah benar dan betul dan saya sedar adalah menjadi suatu kesalahan di bawah seksyen 8, Akta Bekalan Elektrik 1990 jika maklumat-maklumat yang diberikan itu adalah palsu.

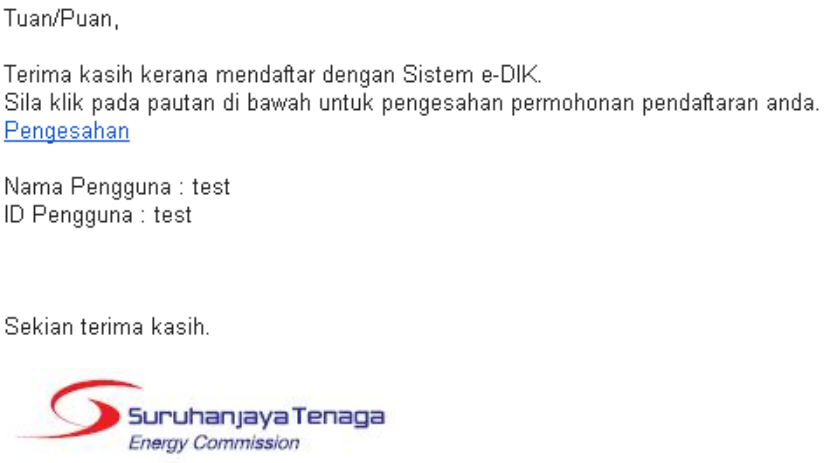
Nama Syarikat : TEST SDN BHD (123456)

Tarikh: 15-01-2015

☑ **Setuju (I Agree)**

Hantar

1.2.7 After submit application, an email will send to the registered email. Click on “Pengesahan” link in the email, then the application will reach to ST for process and approval.



Tuan/Puan,

Terima kasih kerana mendaftar dengan Sistem e-DIK.
Sila klik pada pautan di bawah untuk pengesahan permohonan pendaftaran anda.
Pengesahan

Nama Pengguna : test
ID Pengguna : test

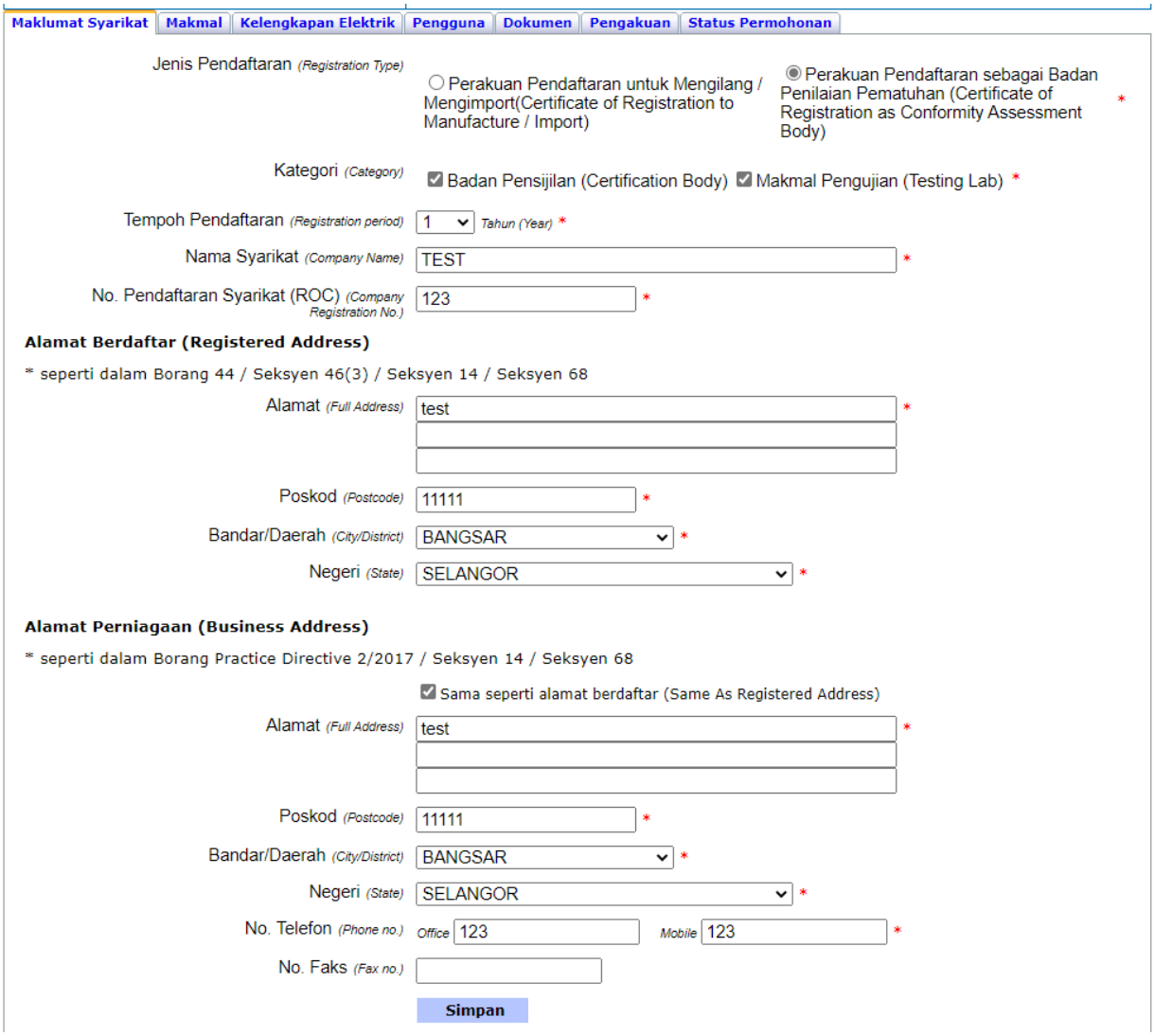
Sekian terima kasih.

Suruhanjaya Tenaga
Energy Commission

1.3 Register as Conformity Assessment Body

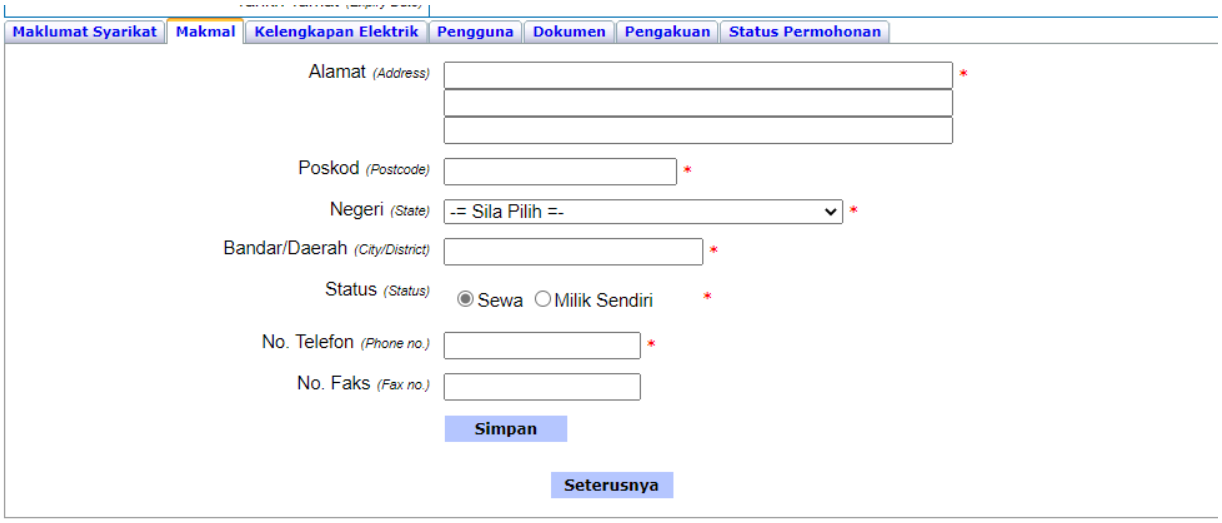
1.3.1 Select Registration type “Perakuan Pendaftaran sebagai Badan Penilaian Pematuhan (Certificate of Registration as Conformity Assessment Body)”

1.3.2 Enter company information at tab “Maklumat Syarikat”, click “Simpan” to save the information.

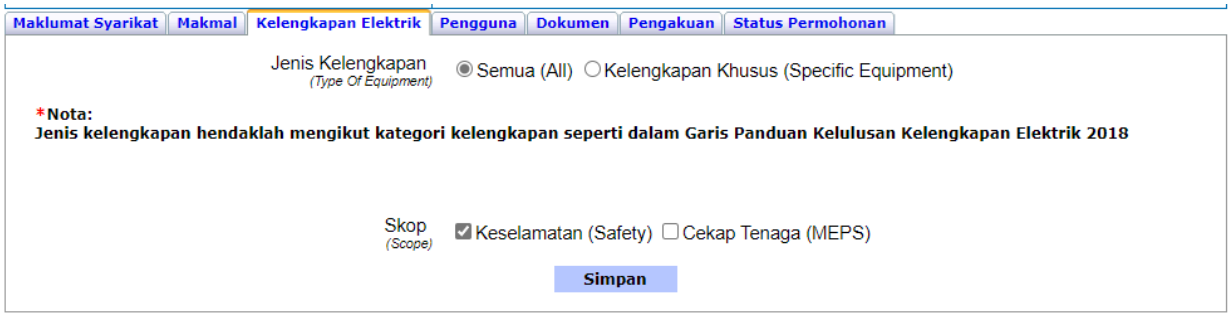


*Note: text box with red star * means mandatory to enter.*

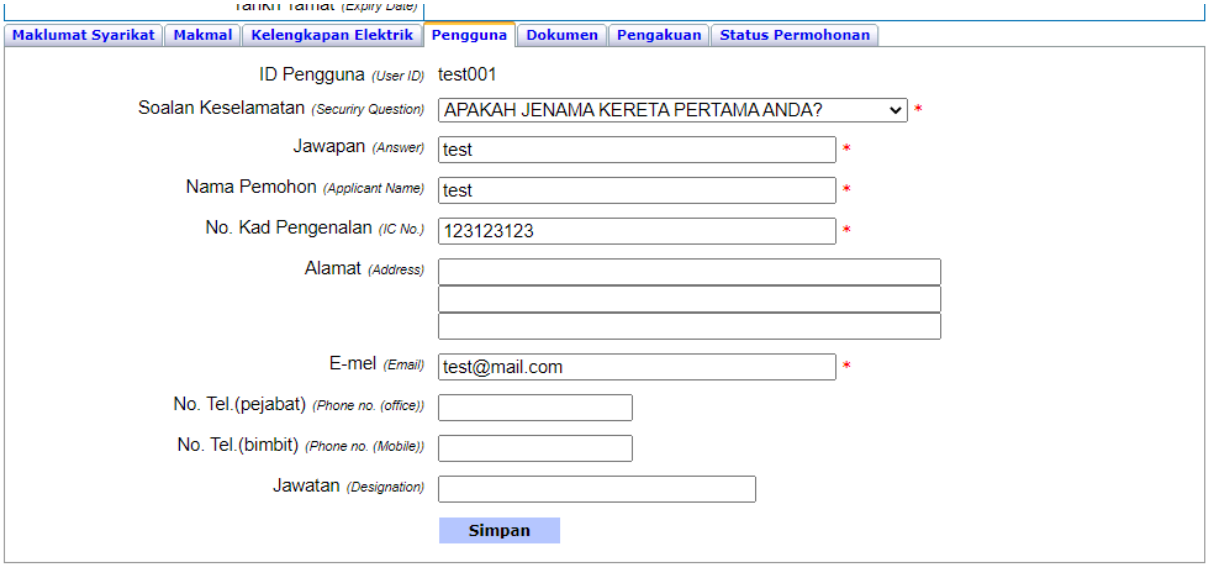
1.3.3 Enter lab information at “Makmal”, then click “Simpan”.



1.3.4 Select type of equipment and scope of testing.

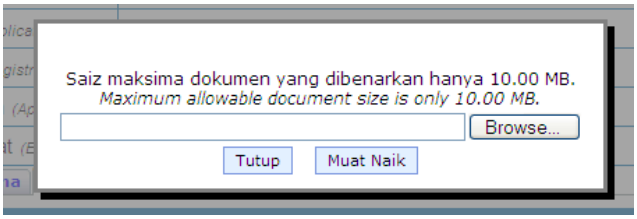


1.3.5 Enter applicant information at “Pengguna”, then click “Simpan” to save.



1.3.6 Attach supporting document at “Dokumen”. Click on “Lihat” can view the sample document, Click on “Lampir” to browse for file to upload, then click “Muat Naik” to upload the file.

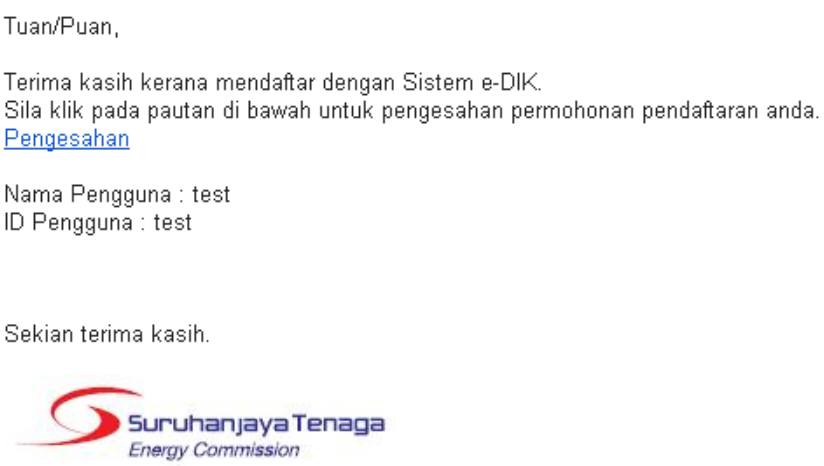




1.3.7 Check on “Setuju (I Agree)” then click on “Hantar” to submit the application at tab “Pengakuan”.



1.3.8 After submit application, an email will send to the registered email. Click on “Pengesahan” link in the email, then the application will reach to ST for process and approval.

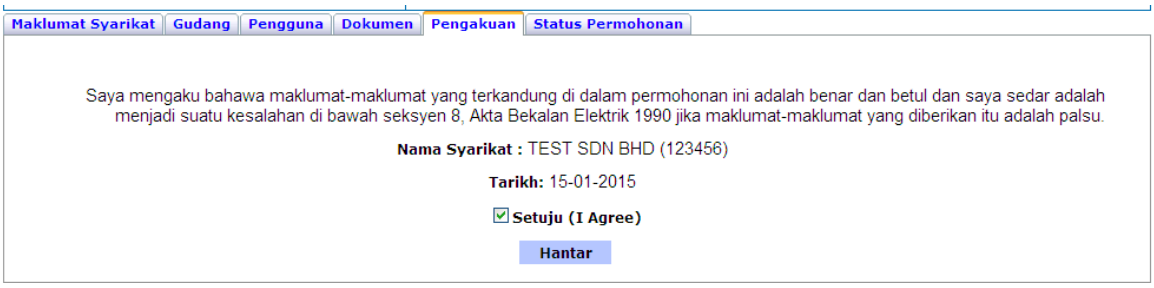


2.0 Resubmit for Rejected application

2.1 If any additional information or document required from ST, ST will reject the application with remark. An email will send to applicant to inform and request for the information or document.

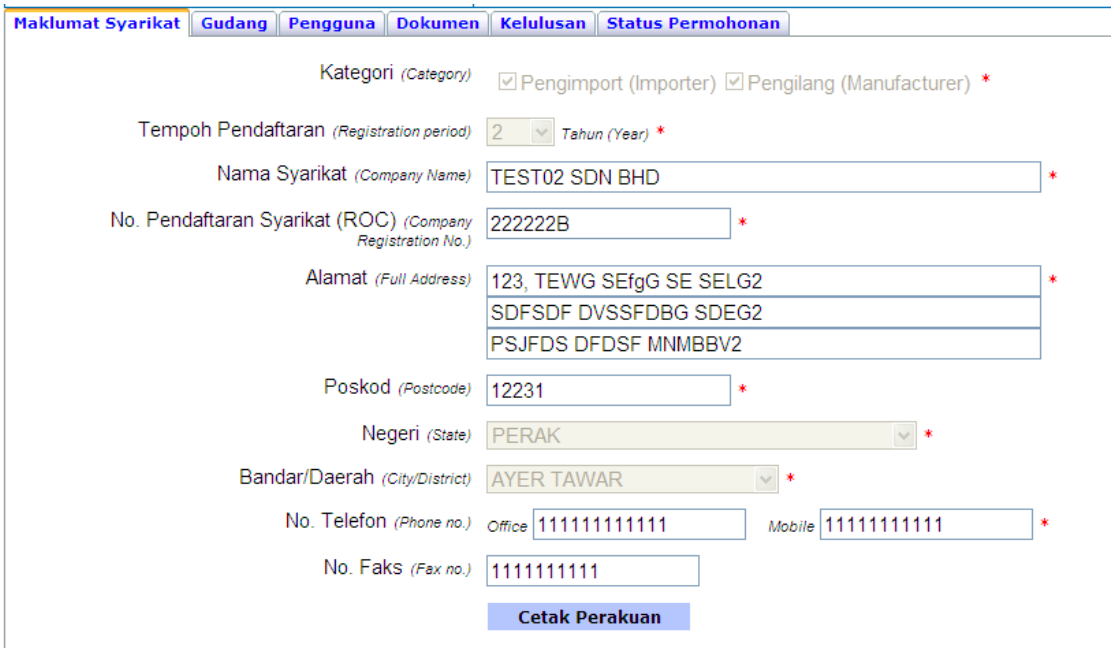
2.2 Applicant have to login into e-DIK system to update information required.

2.3 After update complete, applicant can re-submit application at tab “Pengakuan”.



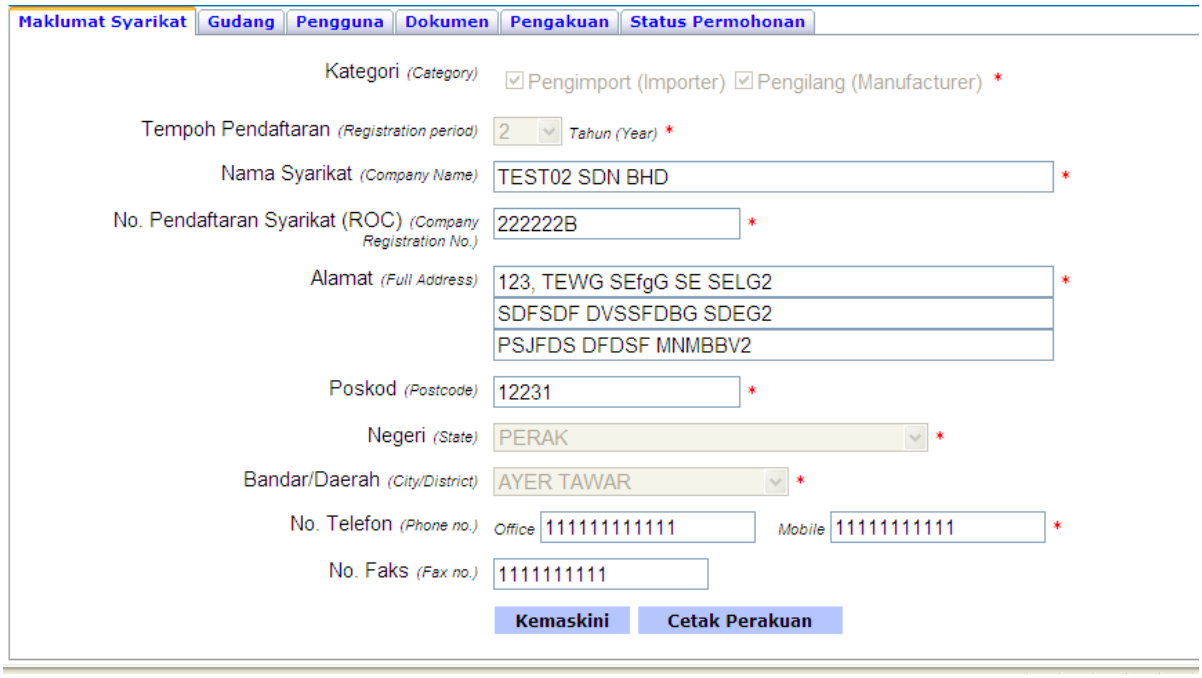
3.0 Approval of registration

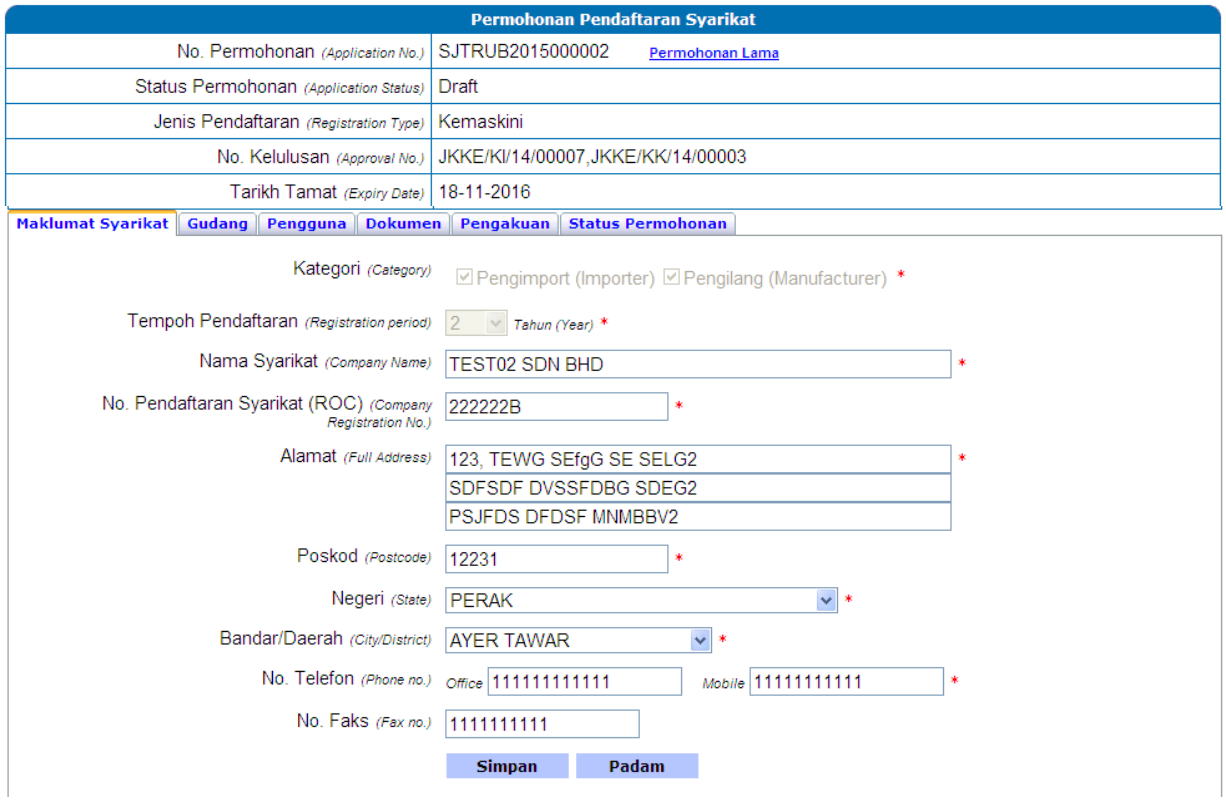
3.1 Once ST approves the registration, an email notification will send to applicant's email. Applicant can login to e-DIK and click on "Cetak Perakuan" to print certificate of registration.



4.0 Update company Information

4.1 If company information require to update or change address, applicant can login into e-DIK, click on button “Kemaskini”, update the necessary information, then submit the application to ST. After approve by ST, email notification will send to applicant to inform re-print certificate.



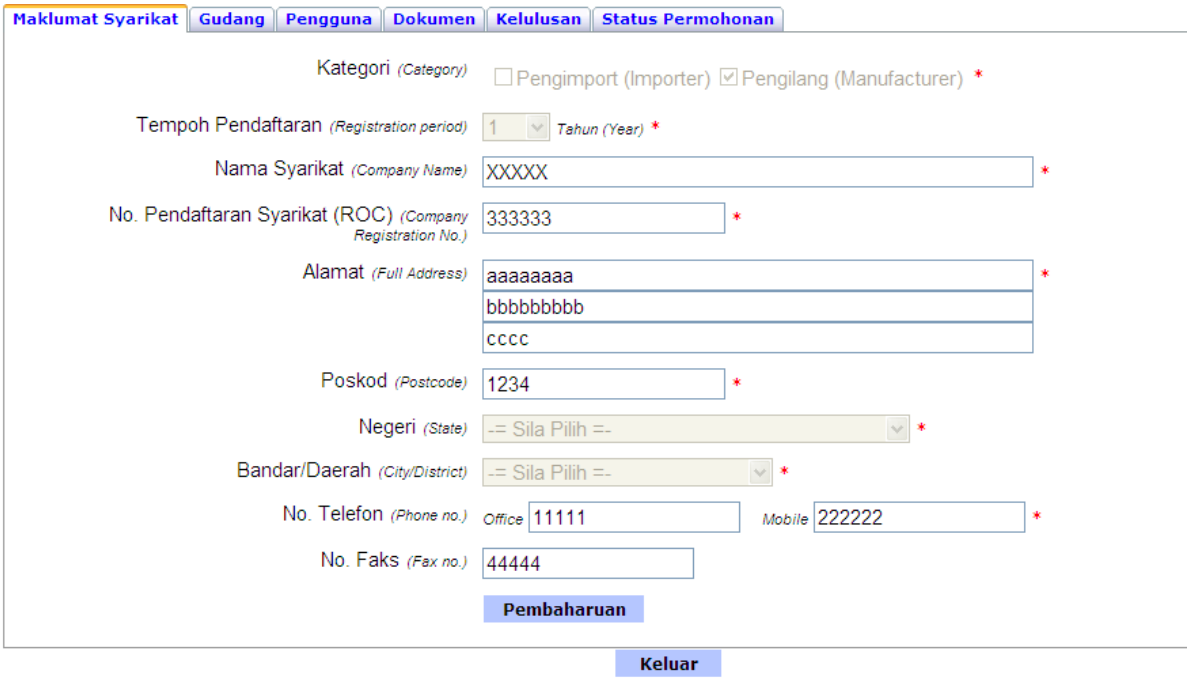


If want to discard the update request, click on “Padam”.

5.0 Renewal of registration

5.1 Importer & Manufacturer

5.1.1 Approved registration will having an expiry date. When 2 months before registration expiry, an email will send to the applicant to remind for renewal. Applicant have to login into e-DIK system to do renewal.



5.1.2 Applicant can click on “Pembaharuan” to create renewal application, update information if necessary, attach latest supporting document then submit to ST for approval.

5.1.3 After application approve by ST, a new expiry date will be assign base on registration period selected.

5.1.4 An email will be sent to application to inform that the renewal had been approved then applicant can login into the system to print new certificate.

5.2 Conformity Assessment Body

5.2.1 When 6 months before registration expiry, an email will send to the applicant to remind for renewal. Applicant have to login into e-DIK system to do renewal.

Permohonan Pendaftaran Syarikat

No. Permohonan *(Application No.)*	SJTCNB2021000047
Status Permohonan *(Application Status)*	Menunggu Pembaharuan All document is complete
Jenis Pendaftaran *(Registration Type)*	Baru
No. Kelulusan *(Approval No.)*	
Tarikh Tamat *(Expiry Date)*	08-01-2023

Maklumat Syarikat | Makmal | Kelengkapan Elektrik | Pengguna | Dokumen | Kelulusan | Status Permohonan

Jenis Pendaftaran *(Registration Type)*: ○ Perakuan Pendaftaran untuk Mengilang / Mengimport(Certificate of Registration to Manufacture / Import) ● Perakuan Pendaftaran sebagai Badan Penilaian Pematuhan (Certificate of Registration as Conformity Assessment Body) *

Kategori *(Category)*: ☑ Badan Pensijilan (Certification Body) ☑ Makmal Pengujian (Testing Lab) *

Tempoh Pendaftaran *(Registration period)*: 2 *Tahun (Year)* *

Nama Syarikat *(Company Name)*: TEST 8 SDN BHD *

No. Pendaftaran Syarikat (ROC) *(Company Registration No.)*: S9708673452 *

Alamat Berdaftar (Registered Address)

* seperti dalam Borang 44 / Seksyen 46(3) / Seksyen 14 / Seksyen 68

Alamat *(Full Address)*: Test 8 / Jalan Test 8 *

Poskod *(Postcode)*: 06100 *

Bandar/Daerah *(City/District)*: AYER HITAM *

Negeri *(State)*: SELANGOR *

Alamat Perniagaan (Business Address)

* seperti dalam Borang Practice Directive 2/2017 / Seksyen 14 / Seksyen 68

☐ Sama seperti alamat berdaftar (Same As Registered Address)

Alamat *(Full Address)*: Test 8 / Jalan Test 8 *

Poskod *(Postcode)*: 06100 *

Bandar/Daerah *(City/District)*: AYER HITAM *

Negeri *(State)*: SELANGOR *

No. Telefon *(Phone no.)*: *Office* 049162736 *Mobile* 0197229523 *

No. Faks *(Fax no.)*:

Pembaharuan

5.2.2 Applicant can click on “Pembaharuan” to create renewal application, update information if necessary, attach latest supporting document then submit to ST for approval.

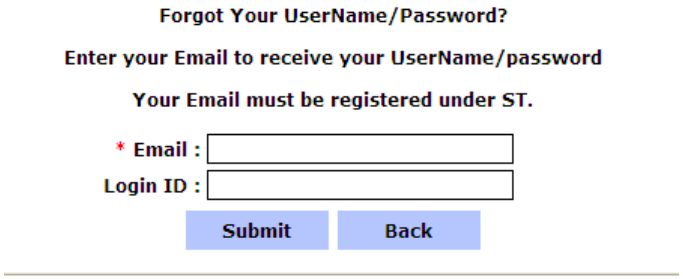
5.2.3 After application approve by ST, a new expiry date will be assign base on registration period selected.

5.2.4 An email will be sent to application to inform that the renewal had been approved then applicant can login into the system to print new certificate.

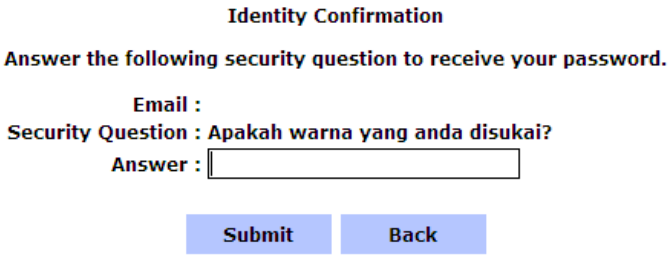
6.0 Password Recovery

6.1 If forget password, applicant can click on link “Forgot password” from login page.

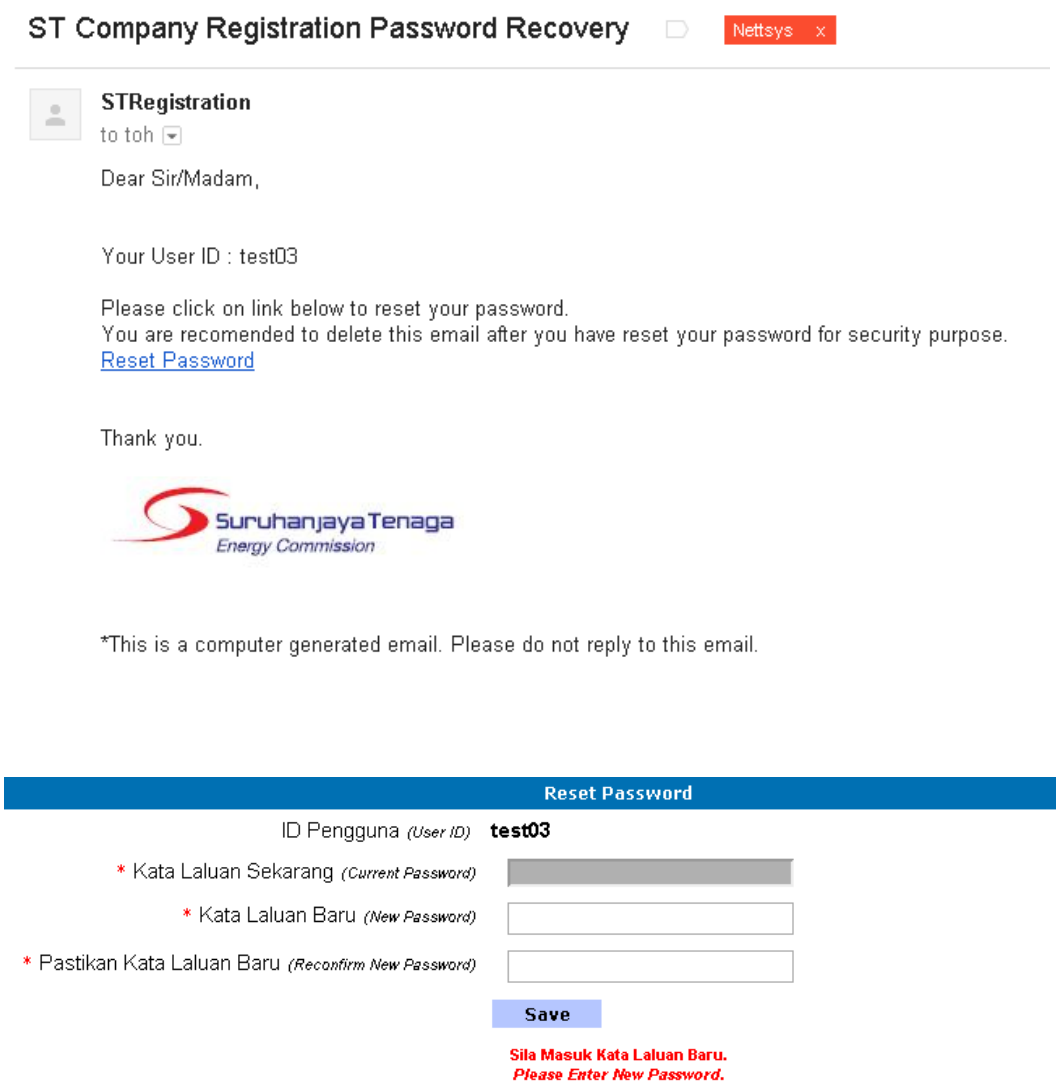




6.2 Applicant has to enter email address and their login ID.



6.3 System will prompt for security answer. Once submit with correct security answer, an email will send to the registered email.



ST Company Registration Password Recovery

Nettsys x

STRegistration
to toh

Dear Sir/Madam,

Your User ID : test03

Please click on link below to reset your password.
You are recomended to delete this email after you have reset your password for security purpose.
Reset Password

Thank you.

Suruhanjaya Tenaga
Energy Commission

*This is a computer generated email. Please do not reply to this email.

Reset Password

ID Pengguna *(User ID)* **test03**

* Kata Laluan Sekarang *(Current Password)*

* Kata Laluan Baru *(New Password)*

* Pastikan Kata Laluan Baru *(Reconfirm New Password)*

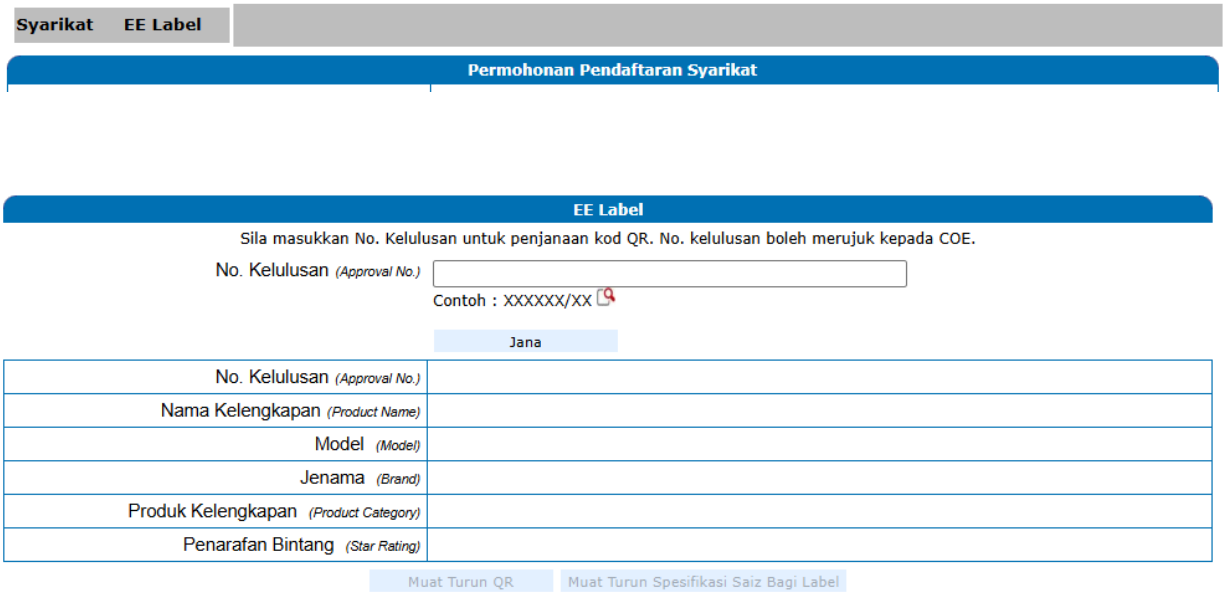
Save

Sila Masuk Kata Laluan Baru.
Please Enter New Password.

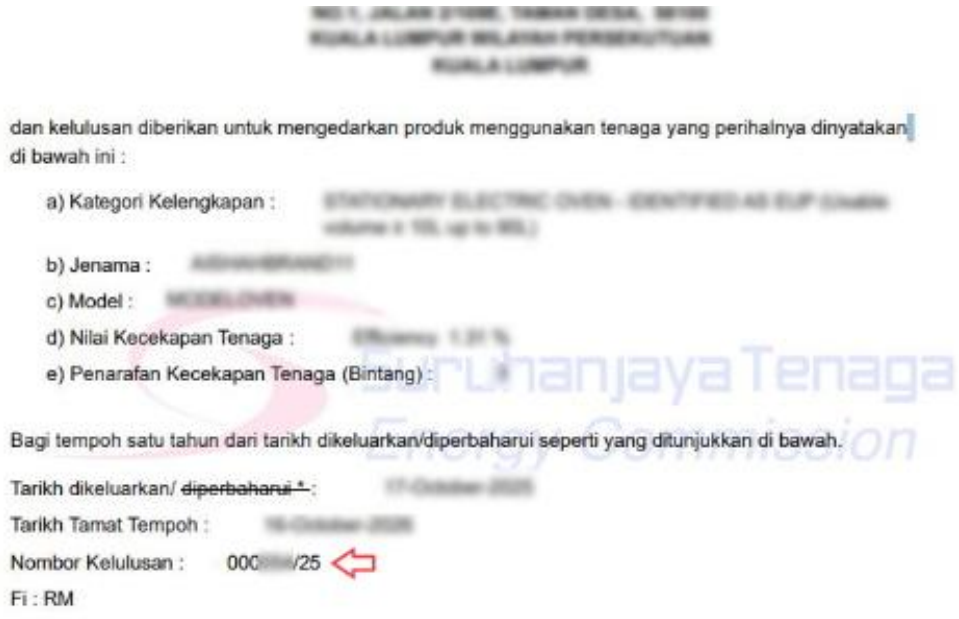
6.4 On click on the link inside the email, system will prompt for reset password. Applicant has to enter new password and confirm the new password. Once save, new password will replace the old password.

7.0 QR Code Generation for Energy Efficiency Label

7.1 Go to EE Label from the menu.



7.2 This screen is to generate QR code in image as per "No. Kelulusan" per item/model (which can be found in COE) to be include in star rating label.





7.3 Enter “No. Kelulusan” in the popup and click “Jana”. No. kelulusan should come from approved COE and belongs to the login company to eDIK. If information valid, product details will be displayed.

7.4 Click “Muat Turun .ai File” can download .ai file for EE label.

7.5 Click “Muat Turun EE Label” can preview the EE label (this is only reference)

7.6 Click “Muat Turun QR” can open the QR and save in image.

7.7 Click “Muat Turun Spesifikasi Saiz Bagi Label” can download the guide for EE label.

EE Label

Sila masukkan No. Kelulusan untuk penjanaan kod QR. No. kelulusan boleh merujuk kepada COE.

No. Kelulusan *(Approval No.)* 010191/21

Contoh : XXXXXX/XX

Jana

No. Kelulusan *(Approval No.)*	010191/21
Nama Kelengkapan *(Product Name)*	CHEST FREEZER
Model *(Model)*	CF3403A
Jenama *(Brand)*	SINGER
Produk Kelengkapan *(Product Category)*	REFRIGERATOR
Penarafan Bintang *(Star Rating)*	4 Star

Muat Turun .ai File | Muat Turun EE Label

Muat Turun QR | Muat Turun Spesifikasi Saiz Bagi Label

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