MINISTRY OF
INTERNATIONAL TRADE AND INDUSTRY

MANUAL FOR ONLINE APPLICATION
PUBLIC-PRIVATE PARTNERSHIP COVID-19 INDUSTRY IMMUNISATION PROGRAMME (PIKAS)

GUIDELINES TO REGISTER VIA http://pikas.miti.gov.my

GUIDELINES TO REGISTER VIA http://pikas.miti.gov.my

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Click **"REGISTER NOW"** and follow the steps below:

Step 1 Click **"PROCEED TO TERMS AND CONDITIONS"**

Step 2 Click " ☑ " for BOTH:

" ☑ **I accept the Terms and Conditions"; and**

" ☑ **We understand this program is only for the manufacturing sector and its sub-sectors; and that we belong to the manufacturing sector."**

Step 3 Click **"PROCEED TO REGISTER"**

Step 4 Enter email address and click **"GET OTP"**

GUIDELINES TO REGISTER VIA http://pikas.miti.gov.my

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Step 5

Enter One Time Password (OTP) and click **"Verify OTP"**

- OTP will be valid for 180 seconds only

Step 6

Enter company details (fill up all the fields)

Note: If a company wishes to apply for on-site vaccination, please ensure the **number of employees is more than 1,000 people** to be eligible for the program.

Step 7

Enter CAPTCHA and click **"REGISTER"**

Step 8

Message to confirm completion of registration will appear

- Wait for an email with login credentials

AFTER RECEIVING NOTIFICATION OF APPROVED APPLICATION AND LOGIN CREDENTIALS

GUIDELINES TO REGISTER VIA http://pikas.miti.gov.my

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Step 9 Click **"Login"**

Step 10 Enter Login Credentials received via email and enter CAPTCHA then click **"SIGN IN"**

Step 11 Click **"Branch List"** to add information on branch details

- Fill up all fields
- Click **"ADD"**, if company has more than one branch
- Branch List can be viewed and edited at any time

GUIDELINES TO REGISTER VIA http://pikas.miti.gov.my

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Step 12

Click **"Employee List"** and add employee details

- Visit **"My Profile"** and make sure the company selects the right type of PPV (On-site/Common Use)
- **Key-in employee details** on the fields; OR click **"Download Template"**. Please do not amend the template
- Click **"Import Employee"** to upload employee details

Disclaimer :

- Please ensure and verify the information submitted is correct as no changes can be made after submission.
- Upon submission, the system will validate and omit the name of employees who have :
  - repetitive registration; or
  - incomplete information.
- Upon validation, the application will be accepted.

GUIDELINES TO REGISTER AS AN ANCHOR COMPANY

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

** Anchor Company is the lead company that will run an on-site vaccination centre which will be used collectively with other companies that are called "Dependent Companies".*

Step 1 Make sure you have an account via **http://pikas.miti.gov.my**

Step 2 Company to make a request via email to **pikas.enquiry@miti.gov.my** to become an Anchor Company

Step 3 Upon approval, the company may apply for its on-site PPV and proceed with the application

Step 4 Continue to register and follow the steps on Page 1

Notes :

- Anchor Company can view the "Dependent Company" button.
- Anchor Company may approve or reject the request from "Dependent Company".

GUIDELINES TO REGISTER AS A DEPENDENT COMPANY

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

** Dependent Company is a company that has agreed to collectively apply for an on-site PPV to meet the minimum threshold of 1,000 workers.*

Step 1 Make sure you have an account via **http://pikas.miti.gov.my**

Step 2 Go to **"My Profile"** and select the type of PPV, then choose Anchor Company

Step 3 Follow the registration process on Page 1

ADDITIONAL INFORMATION ON PIKAS APPLICATION

- All information will be auto-saved in the system during registration.
- All notifications will be sent to the Person In-Charge (PIC) who applied on the company's behalf.
- Vaccination date, time and PPV's location for employees will also be notified via MySejahtera.
- Application will be approved subject to approval of COVID-19 Immunisation Task Force (CITF)/Ministry of Health (MOH).

3 STEPS TO UPDATE REGISTRATION DETAILS

Post-registration (If neccessary)

GUIDELINES TO UPDATE VIA http://pikas.miti.gov.my

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Step 1 — Log in to **www.pikas.miti.gov.my**

Step 2 — Click **"My Profile"**

Step 3 — View and Edit Company Profile accordingly

Published by

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

#EconomicFrontliners

22nd July 2021 | Edition 2

www.miti.gov.my MITIMalaysia MITIMalaysiayoutube