

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











Click "REGISTER NOW" and follow the steps below:

Step 1 Click "PROCEED TO TERMS AND CONDITIONS"

Step 2 Click " 7" for BOTH:

" I accept the Terms and Conditions"; and

" We understand this program is only for manufacturing 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"



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 company wishes to apply for on-site
vaccination, please make sure to enter the number of
employees registering for vaccines more than 1,000
people to be considered.

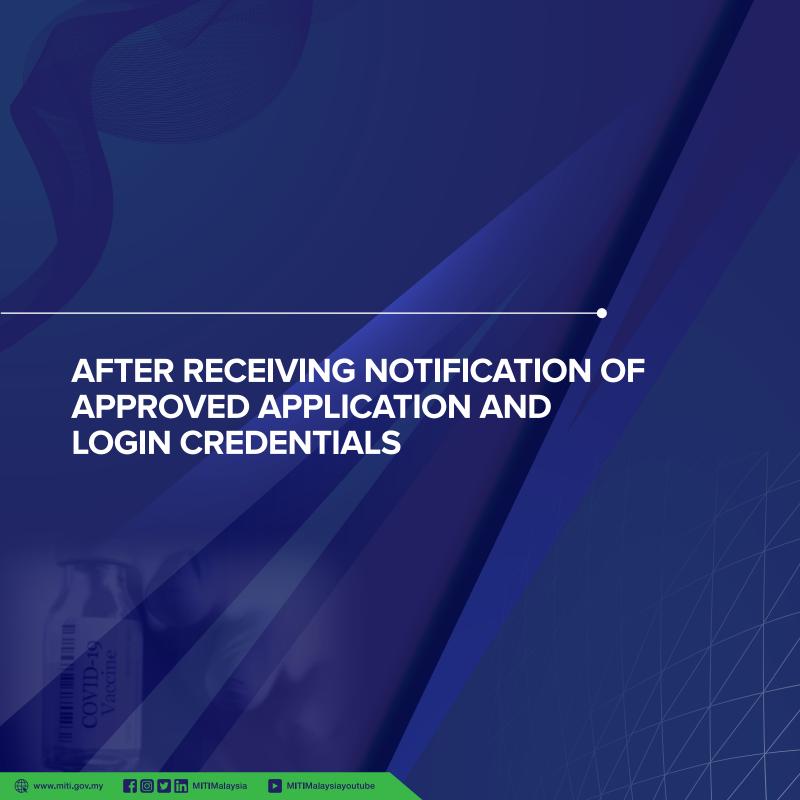
Step 7

Enter CAPTCHA and click "REGISTER"

Step 8

Message to confirm completion of registration will appear

Wait for an email with login credentials





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



Step 12

Click "Employee List" to add employees information

- Company can key-in employee details on the fields; or click "Download Template". Please do not amend the template
- ▶ Click "Import Employee" to upload the employees details. The list will then be auto-generated
- ▶ Employee List can be viewed and edited at any time

**Step 13** 

Click "Vaccine List" to confirm employees for vaccination

- For on-site vaccination, please make sure the total number of employees is more than 1,000 people
- ▶ Click "REGISTER FOR VACCINE"



Step 14

Click "Application Status" to view the status of application

Click "View" to check details of employees, PPV location, date and time of vaccination

#### NOTIFICATION ON APPLICATION PROGRESS:

- 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 CPRC-MOH.
- All information will be auto-saved.





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



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

Step 2 Click "My Profile"

Step 3 View and Edit Company Profile accordingly



www.miti.gov.my

#### Published by



#### MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

#EconomicFrontliners

1st July 2021 | Edition 1





















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